

Army Regulation 210–50

Installations

Housing Management

**Headquarters
Department of the Army
Washington, DC
26 February 1999**

UNCLASSIFIED

SUMMARY of CHANGE

AR 210-50

Housing Management

Summary of Change 1. This change revises page 3, paragraph 1-22f.

- o Consolidates AR 210-13 into this regulation.
- o Identifies statutory authority for this regulation (para 1-4).
- o Redefines responsibilities to reflect organizational changes in the Army's departmental staff (chap 1, sec II).
- o Changes the phrase 'transient housing' to 'Army lodging'.
- o Increases emphasis on Army lodging (para 1-1; chap 2, sec IV; chap 3, sec VII).
- o Incorporates Army policy on local moves and storage of household goods (para 1-18).
- o Expands discussion of Army lodging activities fund management (chap 2, sec VI).
- o Implements Department of Defense (DOD) policy governing the use of nonappropriated funds (NAFs) in temporary duty (TDY) transient lodgings (chap 2, Sec VI).
- o Addresses the Army Billeting Fund (ABF) (para 2-34).
- o Establishes formally the Funding Review Panel (FRP) to oversee the ABF (para 2-35).
- o Revises the methodology for computing unaccompanied personnel housing (TDY) (UPH(TDY)) service charges (para 2-36 and app C).
- o Clarifies and updates assignment, occupancy, and termination policies (chap 3).
- o Revises the table of military and civilian schedule of equivalent grades to add NAF employees (table 3-1).
- o Authorizes use of excess military family housing in foreign areas for U.S. citizen DOD civilians within certain parameters (para 3-6).
- o Clarifies eligibility date criteria for family housing (para 3-9).
- o Clarifies differences between design and adequacy standards (para 4-2).

- o Revises adequacy standards for UPH to address the Whole Barracks Renewal Program's '1+1' design and the quality of life thrust toward increasing space allowances (para 4-4 and table 4-2).
- o Authorizes MACOMs to delegate certain diversion authorities to installations (para 5-4).
- o Includes a procedure for merging waiting lists for housing in support of unit moves (para 5-23).
- o Emphasizes the breadth and importance of the housing referral function by retitling the function to community homefinding, relocation, and referral services (CHRRS) and expanding its range (chap 6, sec II).
- o Identifies self-help tasks that can be performed by family housing residents (para 7-7 and app E).
- o Clarifies and updates the lead-based paint (LBP) program; bans new LBP application; covers in-place management and abatement and/or removal of existing LBP when necessary; and emphasizes the requirement to test for lead in drinking water (para 7-9).
- o Identifies broad parameters for usage of the Commercial Activities (CA) Program for housing (para 7-13).
- o Clarifies policy on name signs for family housing units (para 7-16).
- o Clarifies family housing maintenance policies (para 7-17).
- o Clarifies policies on family housing cleaning (para 7-18).
- o Clarifies guidelines on maintenance downtime for family housing (para 7-30 and app G).
- o Incorporates policy on UPH (permanent party (PP)) (UPH(PP)) cleaning (para 7-37).
- o Establishes an optional requirement for a pretermination inspection of family housing (para 8-10).
- o Includes additional designated family housing units under the representational housing umbrella (para 9-16).
- o Identifies special command sergeant major (CSM) positions (para 9-31 and table 9-2).
- o Specifies furnishings amenities for special CSM position incumbents (para 9-32).

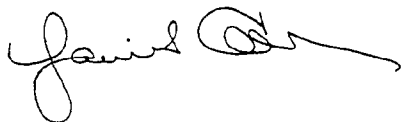
- o Revises and updates policy and procedures for the UPH initial issue furnishings program (para 9-40).
- o Clarifies programming limits for determining housing shortfalls (paras 10-7 and 10-10).
- o Incorporates whole neighborhood revitalization as a substantial component of the post acquisition (improvement) construction program (para 10-8).
- o Incorporates the Whole Barracks Renewal Program as the guiding mechanism for developing UPH(PP) barracks construction programs (para 10-10).
- o Modifies programming procedures for housing construction to better accommodate the biennial budgeting requirements of the Planning, Programming, Budgeting, and Execution System (PPBES) and major command (MACOM)/U.S.Army Corps of Engineers (USACE) certification procedures (para 10-14).
- o Revises special allowances authorized occupants of special command positions (para 13-18 and app J).
- o Simplifies the method for developing the Six-year General/Flag Officer's Quarters (GFOQ) Plan (SYGP) (para 13-28 and fig 13-2).
- o Simplifies the method for developing the GFOQ budget estimate (para 13-29 and fig 13-3).
- o Recommends topics which should be covered in a GFOQ change of occupancy orientation (para 13-38).
- o Establishes the process for housing justification in the Army Housing Requirements Program (AHRP) (chap 14, sec II).
- o Specifies types of housing analysis (para 14-10).
- o Emphasizes the requirement for automated reports using the Housing Operations Management System (HOMES) (para 16-3).
- o Incorporates use of the Single Host Integrated Platform(SHIP) capability for database transfer and management (para 16-3).
- o Establishes the requirement to use the real property inventory code (RPIC) when using HOMES/SHIP for installation reporting (para 16-3).
- o Reduces upward reporting frequencies and establishes the requirement for 'on call' reporting on an as-needed basis (chap 16).

- o Includes samples of electronically-generated forms (chap 16).
- o Merges DA Form 4939-R (General/Flag Officer's Quarters Management Report) and DA Form 4939-1-R (General/Flag Officer's Quarters Quarterly Obligations Report) into a single simplified DA Form 4939-R (General/Flag Officer's Quarters Quarterly Obligations Report) (para 16-10).
- o Prescribes for Army use the new DD Form 2643 (High Cost Foreign Lease) (para 16-15).
- o Incorporates Management Control Evaluation Checklists (chap 16, sec VI, and apps L, M, N, O, P, Q, and R).
- o Rescinds DD Form 1657 and cancels RCS DD-A&L (1219).
- o Rescinds DA Form 4939-1-R and cancels RCS ENG-329.

Effective 26 March 1999

Installations

Housing Management



Louis Caldera
Secretary of the Army

History. This publication was revised on 1 September 1997. It was authenticated by Togo D. West, Jr., Secretary of the Army. This electronic edition publishes the basic 1997 edition and incorporates Change 1. The parts being changed by this change are highlighted. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation on the management of Army housing programs has been revised to consolidate AR 210-13 into this regulation; redefine responsibilities in accord with organizational changes in the Army's departmental staff; change phrase "transient housing" to "Army lodging"; expand guidance on Army lodging; clarify assignment, occupancy, and termination policies; identify special command sergeant major positions; amend unaccompanied personnel housing adequacy standards; expand the range of the housing referral functions; clarify policies on the cleaning of housing; address changes in

furnishings policies and procedures; incorporate modified construction programming policies and procedures; establish the process for housing justification in the Army Housing Requirements Program; include provisions for electronic forms; amend reporting frequencies; revise DA Form 4630-R, DA Form 4939-R, DA Form 5546-R, and DA Form 5867-R; prescribe for Army use DD Form 2643; and incorporate Management Control Evaluation Checklists. It implements Department of Defense Directives 1100.12 and 4165.63, Instruction 1100.16, and Manual 4165.63-M.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve, except as follows:

- a. Civil works housing under control of the Corps of Engineers.
- b. Family housing for caretakers at national cemeteries.
- c. Military Assistance Program and Military Assistance Advisory Group housing activities except for accounting procedures set forth in the AR 37-series.
- d. Family housing transferred to other Government agencies by permit.
- e. Family housing at Kwajalein.
- f. Army National Guard family housing, unaccompanied personnel housing, and guest housing facilities and related furnishings.
- g. U.S. Army Reserve family housing facilities and related furnishings.
- h. Recreational housing.
- i. Housing furnishings support for reception centers and confinement centers.
- j. Fisher Houses.

Proponent and exception authority. The proponent agency for this regulation is the Assistant Chief of Staff for Installation

Management. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate the approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process.

This regulation contains management control provisions, identifies key management controls, and includes management control review checklists for conducting management control evaluations.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the proponent (ATTN DAIM-FDH, Assistant Chief of Staff for Installation Management, 600 Army Pentagon, Washington, DC 20310-0600).

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: ATTN DAIM-FDH, Assistant Chief of Staff for Installation Management, 600 Army Pentagon, Washington, DC 20310-0600.

Distribution. Distribution of this publication is in accordance with initial distribution number (IDN) 093205, intended for command levels C, D, and E for Active Army, and D and E for Army National Guard and U.S. Army Reserve.

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*This regulation supersedes AR 210-13, 31 May 1991; and AR 210-50, 24 April 1990, and rescinds DA Form 4939-1-R, April 1991.

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RESERVED

Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation provides policies, procedures, and responsibilities for the management and operation of the Army's housing programs. It addresses family housing (FH) to include general/flag officer's quarters (GFOQ); unaccompanied personnel housing (UPH) for permanent party (PP) personnel (UPH(PP)); and Army lodging (AL) (that is, temporary housing—both UPH for temporary duty (TDY) personnel (UPH(TDY)) and guest housing (GH)). It also addresses the engineering, resource, and furnishings management programs related to housing.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Statutory authority

Statutory authority for this regulation is derived from Titles 5, 10, 18, 29, 31, 37, and 42 of the United States Code(USC), Executive Orders, the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), and issuances from the Office of Management and Budget (OMB) and the General Services Administration (GSA).

Section II Responsibilities

1-5. The Assistant Secretary of the Army(Installations, Logistics, and Environment) (ASA(IL&E))

The ASA(IL&E) will provide overall policy and program direction for housing programs.

1-6. The Assistant Secretary of the Army(Financial Management) (ASA(FM))

The ASA(FM) will control Army Family Housing (AFH) and Military Construction, Army (MCA) appropriations' funds and manage the Army budget as Appropriation Sponsor per AR 1-1.

1-7. The Assistant Secretary of the Army(Manpower and Reserve Affairs) (ASA(M&RA))

The ASA (M&RA) will provide overall policy for nonappropriated funds.

1-8. The Assistant Chief of Staff for Installation Management (ACSIM)

The ACSIM will—

a. Be the program manager for the Army Family Housing (AFH) and Military Construction, Army (MCA) appropriations.

b. Serve as the functional manager for the AFH, UPH, and AL programs including the Operation, Administration, and Furnishings(H) Account of the Operation and Maintenance, Army (OMA) appropriation.

c. Develop policy and procedures for the administration, operation, and management of the Army's housing programs.

d. Provide staff supervision for operating and managing the Army's Community Homefinding, Relocation, and Referral Services(CHRRS) Program and Equal Opportunity in Off-post Housing (EOOPH)Program.

e. Serve as the Department of the Army (DA) proponent for developing, preparing, and maintaining DA publications which provide policy, guidance and direction on Army housing programs.

f. Coordinate any exceptions to personnel housing policies contained in chapters 3, 4, and 6 of this regulation with the Deputy Chief of Staff for Personnel.

g. Determine housing requirements.

h. Develop and manage a housing management civilian career program for housing personnel.

i. Manage the housing furnishings program. (See para 9-3 for specific details.)

j. Manage the Army's housing leasing program. (See para 11-3 for specific detail.)

k. Manage GFOQ intensively per Congressional direction. (See para 13-4 for specific detail.)

l. Evaluate the effectiveness of Army housing programs.

1-9. The Deputy Chief of Staff for Personnel(DCSPER)

The DCSPER will—

a. Set forth policy on the following:

(1) Eligibility for, assignment to, and termination from housing.

(2) Adequacy standards for housing livability.

(3) Military compensation issues related to housing.

(4) Off-post CHRRS and EOOPH programs.

b. Serve as the proponent agency for personnel housing policies set forth in chapters 3, 4, and 6 of this regulation.

1-10. The Commander, U.S. Army Corps of Engineers (USACE)

The Commander of USACE will—

a. Serve as the Department of Defense (DOD) Construction Agent responsible for the design and construction of military construction(MILCON) facilities where designated by the Office of the Secretary of Defense (OSD).

b. Manage the design, construction, and real estate activities associated with the MILCON program.

c. Determine rental rates for Government-controlled and-sponsored housing and related facilities in the Continental United States (CONUS), Hawaii, and Alaska.

d. Locate, negotiate, and execute housing leases in the United States.

1-11. The Commander, U.S. Army Community and Family Support Center (USACFSC)

The Commander of USACFSC will—

a. Promulgate policy for morale, welfare, and recreation(MWR); administration of NAF instrumentalities (NAFIs); and NAF insurance, personnel benefits, and construction.

b. Perform as the functional manager for execution of the Army Lodging Program.

c. Manage all Army lodging major NAF construction efforts.

d. Serve as functional proponent for Army lodging automated systems.

e. Operate the Army Central Reservation Center (ACRC).

f. Manage the Lodging Success Program (LSP).

g. Serve as the proponent agency for Army lodging policies set forth in this regulation.

h. Validate requests for the acquisition of Army lodging facilities.

i. Manage the Army Billeting Fund (ABF) NAFI.

j. Act as successor-in-interest for installation NAF billeting funds.

k. Manage and administer the Army MWR Fund (AMWRF), successor-in-interest for the ABF.

1-12. Chief, Army Housing Division (AHD), U.S.Army Installation Support Management Activity (USAISMA)

This division is under operational control (OPCON) of the ACSIM's Director of Facilities and Housing. The Chief of the AHD will serve as advisor and executive agent for the ACSIM in matters pertaining to the day-to-day operation and management of Army programs for permanent party housing (that is, AFH and UPH(PP)). As such, the Chief will—

- a. Perform as functional manager for the execution of Army programs for permanent party housing.
- b. Serve as functional proponent for Army-wide permanent party housing automated systems.
- c. Develop, prepare, and maintain for the ACSIM DA publications which provide policy, guidance, and direction on Army housing programs.
- d. Validate requests for the acquisition of permanent party housing.

1-13. Commanders of major Army commands (MACOMs) and field operating agencies (FOAs)

Each MACOM and FOA commander with housing activities and the Superintendent, U.S. Military Academy, will—

- a. Supervise the staffing, administration, management, and operation of their housing programs per this regulation.
- b. Provide command and technical supervision of and assistance to housing programs at subordinate installations.
- c. Supervise the management of their housing furnishings program. (See para 9-3 for specific detail.)
- d. Execute their portions of the Army's housing leasing program. (See para 11-3 for specific detail.)
- e. Manage their GFOQ on an intensive basis. (See para 13-5 for specific detail.)
- f. Review and approve installation NAF billeting budgets in accord with this regulation and annual budget instructions.
- g. Ensure that installation actions submitted to higher headquarters conform with this regulation.
- h. Evaluate the effectiveness of their housing programs.

1-14. Installation commanders

These commanders will—

- a. Provide adequate housing facilities and services.
- b. Operate and manage their housing programs per this regulation.
- c. Manage their housing furnishings program. (See para 9-3 for specific detail.)
- d. Participate in the execution of the Army's housing leasing programs. (See para 11-3 for specific detail.)
- e. Manage their mobile home parks. (See chap 12 for specific detail.)
- f. Manage their GFOQ on an intensive basis. (See para 13-6 for specific detail.)
- g. Validate and justify the use of NAFs in support of UPH(TDY) in accord with this regulation and annual budget instructions. (See AR 215-1 for details.)
- h. Provide community homefinding, relocation, and referral services both to help DOD personnel and their dependents locate acceptable, affordable, and nondiscriminatory housing in the local community and to provide an orientation to housing in the local community. Ensure that all assignment orders for personnel governed by this regulation contain the following statement in the special instruction paragraph: "You are required to report to the Community Homefinding, Relocation, and Referral Services Offices serving your existing and new duty stations before you make housing arrangements for renting, leasing, or purchasing any off-post housing."

1-15. Other organizational entities

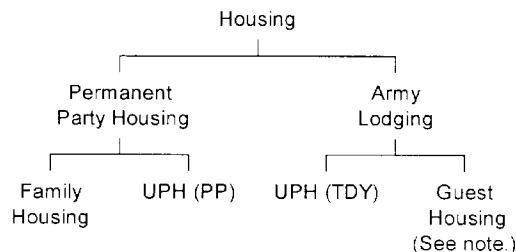
Responsibilities of any other organizational entity are prescribed in the appropriate subject matter chapter of this regulation.

**Section III
Policy Overview**

1-16. Housing objectives

- a. *Basic housing groups.* The Army's overall housing program encompasses the management of two basic groups of housing.

These are permanent party housing and Army lodging. (See fig 1-1.) Family housing and UPH for permanent party personnel comprise permanent party housing. Army lodging consists of UPH for TDY personnel and guest houses.



Note. Does not include MWR recreational housing, such as cabins, cottages, or housing operated in conjunction with Armed Forces recreation centers (AFRC), for example, Hale Koa Hotel.

Figure 1-1. Basic housing groups

b. *Permanent party housing.* The objective of family housing and UPH(PP) is to provide adequate housing for eligible military and DOD civilian personnel who are permanently assigned or attached to installations or to activities located within a one-hour commute of an installation. (See paras 3-3, 3-6, 3-7, and 3-27 through 3-34.)

c. *Army lodging.* The objectives of Army lodging are as follows:

- (1) *UPH(TDY).* Provide accommodations to military and DOD civilians visiting installations in TDY status and to other authorized guests. (See para 3-40.)
- (2) *GH.* Provide short-term accommodations for—
 - (a) Military personnel and/or their families arriving or departing installations incident to permanent change of station(PCS),
 - (b) DOD civilian personnel and/or their families outside CON-US(OCNUS) arriving or departing installations incident to PCS, and
 - (c) Other authorized guests. (See para 3-40.)

1-17. Entitlements

a. *Housing.* Assignment of Government housing to permanent party personnel is not an entitlement. Permanent party personnel are entitled to housing allowances to secure private housing in the civilian community if Government housing is not provided.

- b. *Furnishings.*
 - (1) *Family housing.* Persons eligible for family housing have no legal entitlement to Government-provided furnishings. Furnishings are provided when it is considered in the best interest of the Government.
 - (2) *UPH.* Personnel assigned to UPH are authorized Government-provided furnishings.

1-18. General policies

- a. All housing facilities, services, and programs will be operated in support of the Army Communities of Excellence (ACOE) program so as to improve the quality of life and provide comfortable places for people to live. Continued qualitative improvement is the yardstick for measuring excellence.
- b. The private sector is normally relied on as the primary source of housing. The Government will provide housing only where private sector housing is not available, is too costly, or is substandard. Exceptions are for military necessity.
- c. Community homefinding, relocation, and referral services will be provided to locate adequate housing in the civilian community. Installations must certify that they have actively pursued off-post housing within the housing market area (para 14-9).
- d. Off-post housing will be provided on a non-discriminatory, equal opportunity basis regardless of race, color, religion, national origin, gender, age, disability, or familial status.

e. Provisions for providing housing facilities accessible to physically handicapped individuals will be in accord with the Uniform Federal Accessibility Standards (UFAS).

(1) For military family housing and guest housing, at least five percent of the total inventory but not less than one unit (on an installation-by-installation basis) of all housing will be accessible or readily and easily modifiable for use by persons with disabilities. Common areas such as, parking, play areas, streets, and walks, and common entrances to multi-unit buildings and facilities will be designed and built to be accessible. In addition, persons with disabilities must have access to programs and activities conducted in public entertainment areas of Government family housing units and in support facilities provided for Government family housing residents.

(2) UPH for able-bodied military personnel only need not be designed to be accessible to physically handicapped individuals, but accessibility is recommended since the use of the facility may change with time. In the case of UPH(TDY) which cannot accommodate the needs of handicapped individuals, certificates of non-availability (CNAs) will be issued.

f. In general, housing managers will make decisions on the basis of the "prudent landlord" concept, that is, consider whether a prudent landlord in the private sector would take a proposed action.

g. Residents of housing facilities may be held liable for damage to any assigned housing unit, or damage to or loss of any equipment or furnishings assigned to or provided such residents if the damage or loss was caused by the negligence or willful misconduct of the residents or their family members or guests. This includes loss or damage caused by pets. (See para 8-8.)

h. The basic Self-help Program, which is in concert with the "prudent landlord" concept, optimizes the use of scarce resources, and gives residents a feeling of "homeownership", will be employed to the maximum extent practicable.

i. Soldiers or DOD civilians who are stationed in a foreign country, and whose housing status is not the acknowledged responsibility of any other DOD component or Government agency program, shall be supported by the Military Department that has construction agent responsibility for that country.

j. Housing managers at all levels will be aware of Federal, State, and local resources/assistance available for detecting and reducing drug-related (including alcohol) incidents in on- and off-post housing.

k. The Army has established an Army-wide method for controlling the settlement of soldiers in Army-owned or -controlled housing when they have completed their waits for such housing. To help ensure good order and quality of life throughout the Army, ordered moves will be used to fill vacating and vacated housing. (See para 3-10c.) Installation commanders will—

(1) Order and fund local moves from off-post housing to Army-owned or -controlled family and unaccompanied personnel housing for permanently assigned soldiers who have completed the required wait for housing and have six months or more remaining on the installation. Use installation base operations OMA funds.

(2) Order and fund, for those soldiers in (1) above, necessary nontemporary storage of household goods which cannot be accommodated in Army-owned or -controlled family and unaccompanied personnel housing. Use installation base operations OMA funds

1-19. Centralized housing management

a. Each installation responsible for operating and maintaining a Government housing inventory will have a centralized housing office which should be a separate organizational entity. This office should be headed by a full-time professional housing manager in the GS/GM-1173 housing management career program. At smaller installations, housing functions may be combined with other functions; however, responsibilities for housing functions will not be fragmented.

b. The installation housing manager serves as a channel of communication between the installation commander and the housing residents. This ensures a "check and balance" between what the installation provides and what is acceptable to the residents.

c. CHRRS will be an integral part of the housing management office. If an installation has no housing inventory, CHRRS will be obtained from another installation in the area or by combining CHRRS responsibility with some other installation function which is logically related to housing.

1-20. Staffing

a. Housing offices will be staffed and operated by permanently assigned personnel trained in professional housing skills. Staffing will be done in accord with approved staffing guides.

b. The Community Homefinding, Relocation, and Referral Services Office (CHRRSO) or Section will be sufficiently staffed to permit execution of the CHRRS program mission.

c. Army lodging will be staffed in accord with the cyclical nature of transient demand using permanent, flexible, and temporary personnel trained in professional lodging skills.

1-21. Mobilization

Under mobilization the overall housing objective—to adequately house soldiers and their families—will remain unchanged. However, each installation will have a specific mobilization mission with its particular requirements and a unique array of on- and off-post housing resources available to it. (See DA PAM 210-7 for mobilization planning guidance for housing operations.)

1-22. Exceptions and waivers

a. This regulation imposes requirements upon the Army and its activities, installations, and personnel. These requirements derive from the following:

(1) Public Law, that is, statutory requirements.

(2) Congressional direction, often given the force of law.

(3) Directives from higher authority, such as the Executive Office of the President, the Office of Management and Budget (OMB), and the Office of the Secretary of Defense (OSD).

(4) Direction from Army leadership, such as the Secretary of the Army (SA), the Chief of Staff, Army (CSA), and their staffs.

b. The requirements which flow from a(1)-(3) above describe certain limits within which the Army must operate. The requirements which derive from a(4) above also define limits. These latter limits have been learned from experience. They are not intended to be restrictive, but are necessary for one or more of the following:

(1) Effective establishment of priorities.

(2) Control of programs and resources.

(3) Operational needs of higher level headquarters in justifying and defending the resource needs of housing.

(4) Army-wide consistency in dealing with personnel.

c. Statutory requirements, cost limitations, dollar thresholds, quantity constraints, approval authority levels, and reporting requirements identified in this regulation must be observed.

d. Requests for exceptions to policy or waivers in permanent party housing operational matters should be sent through command channels to: ATTN DAIM-FDH, Assistant Chief of Staff for Installation Management, 600 Army Pentagon, Washington, DC 20310-0600. Requests for exception to policy will be forwarded by the ACSIM to the ASA(IL&E) for approval.

e. Requests for exceptions to policy or waivers in Army lodging operational matters should be sent through channels to: ATTN CFSC-HD-O, Commander, U.S. Army Community and Family Support Center, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512. Requests for exceptions to policy on NAF-related issues will be forwarded by CFSC to the ASA(M&RA) for approval; on appropriated fund (APF)-related issues, to the ASA(IL&E) for approval.

f. Requests for exceptions or waivers for matters listed below will be sent through command channels to: Deputy Chief of Staff for Personnel (DAPE—HR—PR), 300 Army Pentagon, Washington, DC 20310—0300.

(1) Housing eligibility.

(2) Assignment to and termination from housing.

(3) Housing adequacy standards.

(4) Housing equal opportunity programs.

- (5) Military housing compensation.

Chapter 2 Financial Management

Section I General

2-1. Scope

This chapter prescribes policies and procedures for the management of funds appropriated or otherwise made available for Army housing programs.

2-2. Responsibilities for financial management

Financial management is a shared responsibility. In coordination with the Director of Resource Management (DRM), or equivalent, and where actions regard GH operations, the installation MWR fund (IMWRF) manager, housing managers will—

- a. Carry out financial management policy and procedures.
- b. Plan, develop, and coordinate current and long-range programs.
- c. Develop and justify housing budgets.
- d. Ensure the validity and accuracy of housing requirements documentation.
- e. Review and analyze housing financial programs to include the following:

- (1) Establishing, collecting, and maintaining cost and performance data in enough depth and detail to justify the programs before advisory and review committees.

- (2) Ensuring validity of charges and accurate measurements of performance for housing regardless of degree of responsibility.

- (3) Monitoring cost limitations to prevent violations.

- (4) Recommending the distribution and use of AFH and OMA housing funds.

- (5) Managing the Billeting NAFI in coordination with the Billeting Fund Manager.

- (6) Ensuring cost-effective and efficient use of resources.

2-3. Funding sources for housing programs

Housing programs have the singular goal of adequately housing authorized personnel. To do this, resources are necessary to construct, or otherwise acquire, facilities; to operate and maintain these facilities; and, in some cases, to provide furnishings for these facilities. Resources come from the following:

a. Appropriated funds.

- (1) Congress authorizes and appropriates funds for permanent party and transient housing. The three APFs associated with Army housing programs are Army Family Housing (AFH); Military Construction, Army (MCA); and Operation and Maintenance, Army (OMA). The OMA appropriation has several base operations accounts which are related to housing programs. These are as follows: Operation of Utilities; Real Property Maintenance; Minor Construction; Engineering Support; Environmental Compliance, Pollution Prevention, and Conservation Programs; and UPH Operation, Administration, and Furnishings. OMA is used to operate and maintain UPH(PP) and UPH(TDY).

- (2) AFH, MCA, and the real property related accounts of OMA constitute the facilities accounts. These accounts are appropriately integrated and balanced in the planning, programming, and budgeting phases of the Planning, Programming, Budgeting, and Execution System (PPBES) cycle. Once the budget request is submitted to and approved by the Congress, however, the balancing process ceases and each appropriation is executed independently of the others. Transfers among accounts within the OMA appropriation, however, are common occurrences.

b. Nonappropriated funds.

- (1) NAFs derive from sources other than monies appropriated by the Congress. NAFs come mainly from fees and charges for services

provided to military personnel, their dependents, and authorized civilians. NAFs may be used when authorized and only where APFs are not authorized or where APFs are authorized but are not available. (See para 2-30.)

- (2) NAFs must be administered through a duly authorized, properly organized NAFI established, administered, and operated per AR 215-1. Requests to establish billeting NAFIs shall be submitted through ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512, in accord with AR 215-1. In the case of housing, where an installation commander establishes a billeting fund NAFI, revenues of that fund may only be used to pay the annual operating expenses and approved capital expenditures for UPH(TDY) and the cost of limited services for UPH(PP). This NAF may be used when authorized where APFs are unavailable or to extend services not authorized APF support. (See para 2-29.)

2-4. Family housing appropriation

- a. The annual military construction (MILCON) laws authorize and appropriate funds in a separate appropriation. This appropriation is formally called the Family Housing, Army (FHA) appropriation, but is commonly known as Army Family Housing (AFH). The budget projects (BPs) for AFH are described in DA PAM 37-100-FY.

- b. AFH is a self-contained, life-cycle facilities appropriation. It provides for investment (new construction, improvements, planning and design), leasing, and the operation and maintenance (O&M) of the Army's family housing inventory.

- c. By statute, family housing funds may be used only for family housing. However, where OMA and AFH maintenance and repair (M&R) projects are programmed and executed as one undertaking, use the appropriate funding methodology shown below.

- (1) For projects where both family housing and non-family housing facilities are substantial beneficiaries, costs of M&R will be directly determined for each appropriation. Where not possible to directly determine costs, they will be pro-rated on a fair share basis. Prorating methods will be documented and made a part of the project file.

- (2) For projects that specifically support either family housing or non-family housing facilities, M&R costs should be charged entirely to either AFH or OMA as appropriate.

2-5. Military Construction, Army appropriation

MCA constructs and revitalizes UPH, and under certain circumstances GH facilities. MCA funds will not be used for family housing.

2-6. Defense appropriations

- a. As the MILCON Appropriations Act contains the separate AFH and MCA appropriations, the Department of Defense Appropriations Act contains an array of separate appropriations such as OMA; Military Personnel, Army (MPA); Research, Development, Test, and Evaluation (RDTE); and Other Procurement, Army (OPA). While there are provisions for transfer of funds among the appropriations contained in the Department of Defense Appropriations Act, none of these funds can be transferred to fund family housing requirements, nor can family housing funds be used to pay for other requirements.

- b. Funds from some of the appropriations in a above may be applied to family housing facilities as unfunded costs for purposes other than the housing of families. Examples are as follows:

- (1) An existing family housing unit diverted for use by an unaccompanied resident assigned to a key and essential position has its O&M funded by OMA during its temporary status as UPH.

- (2) Security upgrading of family housing units to warn of or protect from attack by terrorists will be funded by OMA or OPA, or both (para 2-27).

- c. Military personnel directly assigned to family housing management activities will be accounted for as an unfunded cost within the family housing cost structure. They are funded from MPA.

2-7. Combined funding

- a. Each type of housing facility has a specified fund source authorized for its construction, M&R, and operation (table 2-1).
- b. AFH funds will be used only for family housing.

c. Combined (APF and NAF) funding of Army lodging program actions should be done on an exception basis.

- (1) Combined APF and NAF funding of UPH(TDY) is authorized as stated in this regulation and annual budget guidance.
- (2) APF and NAF will not be dual programmed.

Table 2-1
Funding sources for housing programs by housing types

Housing program	Housing type			
	FH	UPH(PP)	UPH(TDY)	GH
Construction	AFH	MCA/OMA (See note 1.)	MCA/OMA (See notes 1, 2, and 3.)	NAF (See notes 3 and 4.)
M&R	AFH	OMA	OMA/NAF (See note 2.)	NAF/OMA (See note 5.)
Operations	AFH	OMA (See note 6.)	OMA/NAF (See notes 6 and 7.)	NAF/OMA (See note 5.)

Notes:

¹ Minor construction (\$500,000 or less) may be OMA funded.

² NAFs may be used when need is validated and justified by the installation commander. However, NAFs will not be used for environmental remediation in facilities constructed with APFs. (See para 2-30.)

³ NAF minor construction level for installation approval is less than \$200,000.

⁴ APFs may be authorized OCONUS. (See AR 215-1.)

⁵ APFs may be authorized at remote and isolated locations. (See AR 215-1.)

⁶ Includes the OMA (H, J, and M) accounts.

⁷ Selected items of operational expense are or may be NAF funded as delineated in annual budget instructions. However, NAFs will not reimburse for common support services such as snow removal. (See paras 2-30 and 2-36.)

2-8. Telephone connection charges

a. *Telephone disconnect and reconnect costs.* These costs are chargeable to the Government when either a construction or M&R project requires a Government-directed non-PCS move of a permanent party resident from one housing unit to another. Telephone charges resulting from these moves will be costed as follows:

(1) Costs resulting from projects that are solely M&R or are combined M&R and construction will be charged to the applicable M&R project and account.

(2) Costs resulting from projects that are exclusively construction will be charged to the applicable construction project and account.

b. *Telephone wiring.*

(1) The Government is responsible for the maintenance of telephone wiring within the structure (walls, floors) of the housing unless host nation agreements alter responsibilities.

(2) Housing residents are not to pay the fee charged by the telephone company for maintaining or repairing wiring within the structure. Residents who pay the fee will not be reimbursed by the Government.

(3) The Government will not maintain the telephone instrument or the external wiring to the receiver or wall plate of the instrument except in transient housing.

c. *Rebate dispositions.* Commissions or other types of rebates accruing from UPH(TDY) operations, for example, telephone services, shall be paid to the ABF. Commissions or other types of rebates accruing from GH operations, for example, telephone services, shall be paid to the installation MWR fund (IMWRF).

2-9. Television connection charges

a. *Cable television (CATV).*

(1) Installation commanders may allow a commercial cable television company to install a cable system in housing areas and facilities. The system will include a service entrance for each housing unit in the housing areas and housing facilities served. Such installation will be done at no cost to the Government. Subscriber costs will be borne by the housing unit resident. (See AR 25-1.) Installation and subscriber costs in UPH(TDY) are authorized through the installation NAF billeting fund. Installation and subscriber costs in GH are funded by the IMWRF.

(2) CATV in some foreign areas may not have Armed Forces

Network (AFN) broadcasting. CATV may be provided where the AFN channel is not available.

(3) Installation of CATV must be coordinated with the commander of the U.S. Army Information System Command (USAISC) supporting activity.

(4) CATV disconnect and reconnect costs are charged to the Government when either a construction or M&R project requires a Government-directed non-PCS move of the permanent party resident between Government housing. CATV charges resulting from these moves will be costed as follows:

(a) Costs resulting from projects that are solely M&R or are combined M&R and construction will be charged to the applicable M&R project and account.

(b) Costs resulting from projects that are exclusively construction will be charged to the applicable construction project and account.

b. *Master/community antenna television(M/CATV).*

(1) An M/CATV system may be provided only when adequate reception of the nearest commercial television (TV) stations cannot be obtained on the most efficient type of indoor TV antenna.

(2) The M/CATV system may use conventional antennas or satellite dishes. The installation commander will select and approve the specific reception system to be used.

(3) Depending upon cost limitations, use construction or M&R funds for installation. Use maintenance funds for M&R.

Section II

Planning, Programming, and Budget Formulation

2-10. Overview

a. Prudent management of housing inventories and future acquisition requires a broad perspective of what is needed to acquire, revitalize, operate and maintain these inventories and to ensure that the housing facilities continue to be available and livable as long as needed to house the force.

b. *Effective life cycle management requires—*

(1) Identifying what needs to be done and setting the goals and objectives for satisfying these needs (planning).

(2) Translating goals and objectives into finite action in consideration of alternatives, tradeoffs, and the need to balance requirements against limited resources (programming).

(3) Developing detailed fund estimates to support plans and programs and obtaining resources needed to execute them (budgeting).

2-11. Planning

a. Planning is essentially a Headquarters, Department of the Army (HQDA) function with the field providing input in support of HQDA initiatives. Housing managers at all levels will develop implementing plans which support the mission priorities contained in such guidance as the Army Plan (TAP) and Program and Budget Guidance (PBG). In fulfilling their financial management responsibilities, housing managers will establish objectives and mission priorities, and will program workloads for their housing programs.

b. Each installation will have a current, integrated series of plans associated with the sustainment of its housing inventories. These plans will convey a complete picture of what is needed to ensure that the inventories will serve their intended purposes or will be appropriately analyzed to determine their disposition.

(1) *O&M*. Each installation will have an annual work plan (AWP) and an unconstrained long-range work plan (LRWP) for the O&M of its housing facilities. Separate plans should be prepared for AFH, UPH(PP), UPH(TDY), and GH.

(a) *AWP*. Prior to the start of each fiscal year (FY), the Directorate of Public Works (DPW), or equivalent, in conjunction with the housing manager, will prepare the AWP showing the breakdown of O&M funds. It will be based on the current LRWP and current inspections. It will serve as a resource for identifying and scheduling all work and services according to resources available and priorities established by the installation commander. AWP is a planning document that reflects the best information available and is adjusted throughout the year. M&R projects (to include incidental improvements for AFH) included in the AWP must be developed into project format.

(b) *LRWP*. Annually, the housing manager, in conjunction with the DPW, or equivalent, prepares the LRWP (covering the 5-year period beyond the AWP) for O&M work and services. The LRWP may highlight significant areas of concern. It may also suggest a course of action which the corresponding AWP does not indicate when the AWP is considered by itself.

(2) Construction.

(a) Both new construction and modernization projects which require construction funds are reflected in the Real Property Investment Plan (RPIP) of the Short Range Component (SRC) of the Real Property Master Plan (RPMP). (See para 10-14c.) The RPIP covers the six-year Program Objective Memorandum (POM) period and comprises the future year program (FYP). The basis for the SRC is the installation commander's unrestrained overall general plan for satisfying real property requirements. This general plan may be reflected in a document called the Capital Investment Strategy (CIS). Development of a CIS is optional. The CIS presents a long-range view of the installation's facilities needs by facility category (for example, family housing). (See AR 210-20, chap 3.)

(b) The FYP and CIS give the housing manager a more comprehensive appreciation for what is required to keep housing facilities available for their intended use.

(3) *Review of plans*. A concurrent and integrated review of the plans discussed in (1) and (2) above will provide a complete perspective of housing facilities. This will aid the housing manager, the DPW, and the installation commander in making sound, sensible management decisions about housing facilities.

(4) Disposition of plans.

(a) The housing manager will review all plans identified in (1) and (2) above.

(b) MACOMs will send the FYP to HQDA per paragraph 10-14.

2-12. Programming

Housing managers will develop workload and project requirements for all housing programs for inclusion in the formal resource requests to HQDA. Care will be taken to develop data that—

a. Conform to HQDA guidance, regardless of source.

b. Closely parallel the plans in paragraph 2-11.

2-13. Budgeting

Housing managers will ensure that plans and programs are appropriately translated into budget estimates. Resource requirements identified in budget estimates will be consistent with workload levels reflected in inventory, accounting, manpower, furnishings, and other reports (chap 16).

Section III

Budget Execution and Records

2-14. Budget execution

a. Each level of command will develop financial plans that support the AWP and assure the maximum use of resources during the budget execution year. To this end, housing managers, in conjunction with the functional budget analyst, billeting fund manager, and IMWRF manager, as appropriate, will—

(1) Ensure that annual funds are programmed as necessary to accomplish all major M&R (especially direct contracts) included in the AWP during the first three quarters of the fiscal year being executed.

(2) Request adequate funding to support the planned use of APFs. Estimates of quarterly or monthly (as applicable) funding requirements will be developed on the basis of supporting the scheduled work in the AWP. Allocation requirements will not be developed on a straight line percentage basis nor will they be merely restatements of the obligation plans. Command requirements will consider the impact of and explain, as necessary, front loading for items such as leasing contracts, coal procurement, furnishings procurement, and projects having a "subject to the availability of funds (SAF)" clause in unawarded contracts.

(3) Ensure obligation plans are realistic and support the AWP.

(4) Periodically, but at least quarterly, review status of resource and work plans.

b. Appropriation sponsors, program sponsors, and account functional managers may request mid-year/mid-cycle reviews of their programs during the budget execution year. Identification of the need for and the parameters and instructions for such in-progress reviews will be set forth in separate "call" memorandums as required.

2-15. Limitations and approval authorities

a. *Congressional limitations*. In its management of APFs, Congress has prescribed certain statutory limitations which affect various programs and subprograms. Additionally, the Congressional committees, which have proponentcy for the various APFs, prescribe administrative limitations from time to time. Any of these limitations may be changed or deleted annually. Also, new limitations may be added each year.

b. *Other limitations*. Limitations have also been promulgated by OSD and HQDA for the reasons cited in paragraph 1-22b.

c. Quantification of limitations.

(1) Principal cost limitations and approval authority levels are summarized in appendix B.

(2) Other limitations currently in effect are addressed in those chapters of this regulation which pertain to the program or subprogram affected by each specific limitation.

(3) NAF limitations are covered in paragraph 2-30 and AR 215-1.

2-16. Records

a. Family housing.

(1) Housing managers, in conjunction with the functional budget analyst, will review accounting records and reports in order to—

(a) Monitor actual obligations against obligation plans.

(b) Track reimbursable collections against appropriate accounts.

(2) Housing managers will also maintain the following files for family housing.

(a) Project files to include copies of contracts, purchase requests,

and project approval documents. A separate file will be kept for each project.

(b) A separate cost data file for each housing unit that is susceptible to incurring large costs (for example, high cost leased housing, historic quarters, oversized quarters, and GFOQ). Special emphasis will be given a dwelling unit (DU) that is likely to exceed congressional limitations.

(c) A file of approval documents and cost records for each incidental improvement project.

b. *UPH and GH.* Housing managers, in conjunction with the functional budget analyst and fund managers, will be familiar with records and reports that address the operations and expenses and obligations for UPH and GH.

Section IV

Fund Use and Control Policies Directly Applicable to Army Family Housing (AFH)

2-17. Basic policies

a. *Common service policy.*

(1) Each command or agency will plan, program, and budget for all costs that apply to the housing units it controls, operates, and maintains. This includes housing units operated under permit from other military Services, other governmental agencies, or other governments. Where military personnel of another DOD component (for example, Navy, Air Force, Marines) occupy Army-controlled housing, reimbursement from the sponsoring component and vice versa is prohibited. Reimbursement from non-DOD agencies is required.

(2) The common service principle is not applicable to support services procured by or from another Service for which reimbursement is required to appropriations other than AFH.

b. *Family housing O&M.* These funds will apply to operation and maintenance and those incidental improvements accomplished under limited authority (app B).

c. *Major M&R and/or improvement projects requiring higher authority approval.* Project descriptions will address the need and will state requirements by fiscal year. Housing managers must ensure that cost limitations and approval authorities are not exceeded (app B).

d. *Intra-Army reimbursable work.*

(1) The housing manager is responsible for initiating all documents for intra-Army reimbursable work which will result in an obligation against AFH funds.

(2) DD Form 448 (Military Interdepartmental Purchase Request) (MIPR) will be used at the installation level by the housing manager in requesting routine work or services to be performed by other installation activities.

(3) The installation activity designated to accomplish the work or provide the services will be responsible for accepting the purchase request using DD Form 448-2 (Acceptance of MIPR) and establishing controls so that total funds on the purchase request are not exceeded during work execution. Should a shortage of funds develop, the performing activity will take action to request additional funds, informing the housing manager of the amounts required and explaining the situations that created the funding shortfall. No further work will be accomplished nor services provided until the housing manager has provided additional funds.

(4) The housing manager will provide DD Form 448 to the performing installation activity at the beginning of each quarter or monthly (as applicable) for all reimbursable services such as the following:

(a) Refuse collection and disposal.

(b) Entomology services.

(c) Transportation.

(d) Utilities.

(e) Furniture repair, handling, and moving.

(f) Routine M&R not to exceed the service order (SO) level.

(5) The acceptance of the DD Form 448 by the performing activity will be the basis for recording an obligation against AFH funds

on the first working day of the fiscal quarter or month (as applicable) for which services are requested. A monthly reconciliation between expenses and obligations and against available funds will be accomplished as of the end of each month. DD Form 448 issued in subsequent quarters or months (as applicable) will give full consideration to any unexpended balances remaining from previous quarters.

(6) Individual M&R projects are directly funded and will not be reimbursed through reimbursable orders.

2-18. Reimbursements earned and collected

a. Army family housing facilities and services are provided to certain residents on a reimbursable basis. Examples of residents or users that fall under these provisions are as follows:

(1) Owners of privately-owned mobile homes located on Army-owned mobile home parks.

(2) Non-DOD uniformed personnel of the U.S. Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration.

(3) Foreign Service Officers and American Red Cross personnel.

b. Reimbursements may come from a number of sources. (See Title 10, United States Code, Section 2831(10 USC 2831).) Examples of reimbursement sources are as follows:

(1) Proceeds from the rental of family housing and mobile home facilities under Army control. (See also para 3-6j(2).)

(2) Collections from the rental of Army-controlled furnishings.

(3) Reimbursements from the residents of Army-controlled family housing and mobile home rental facilities for services rendered, utilities consumed, and maintenance and repairs provided.

(4) Funds obtained from individuals as a result of losses, damages, or destruction to Army-controlled family housing and mobile home rental facilities and to Army-controlled furnishings that were caused by the abuse or negligence of such individuals.

(5) Reimbursements from other Government agencies for expenditures from the AFH account.

(6) Proceeds of the handling and disposal of family housing (including related land and improvements) (para 2-20).

c. Rental rates will be established per policy in AR 210-12 and in chapter 12 of this regulation.

d. Proceeds from the collections set forth in b above will be credited to the AFH account to defray AFH program costs.

e. Reimbursable support provided by AFH to users will be by written agreements. The written agreements will include the minimum data shown in AR 37-49.

2-19. Service and administrative type buildings

O&M costs for service-type buildings (for example, office buildings or warehouses), where the entire building is used exclusively for family housing, are proper charges to AFH. No costs of shared administrative building space will be charged to the AFH on a pro rata or other basis.

2-20. Handling and disposal of receipts from excess family housing

a. Receipts accruing from the handling and disposal of any excess Army family housing will be transferred into the AFH account to finance family housing debt service as prescribed by law.

b. Each installation, having excess property for disposal, will provide funding for the necessary maintenance, protection, and other expenses until property disposal action has been properly completed.

c. Costs to remove housing that is to be replaced by new construction will be charged to the site preparation costs of the new construction project.

d. Administrative expenses incurred in the sale of housing are chargeable to OMA.

e. Costs of housing to be demolished under the provisions of AR 405-90 will be charged to AFH.

2-21. Charges to foreign military personnel

Rental charges for family housing are based on the mission status of the individuals (para 3-6).

a. *Foreign military students or trainees.*

(1) When U.S. student requirements for family housing have

been satisfied and will continue to be satisfied for the projected duration of the foreign student's occupancy, charge costs incident to the O&M of DU. Table 2-2 provides guidance for calculating such costs.

Table 2-2
Calculation of family housing charges for foreign military students

Step	Action
1	Identify the O&M costs incurred for the installation family housing inventory using the most recent annual AFH cost report.
2	Inflate STEP 1 costs by the O&M inflation factor published in the PBG.
3	Divide STEP 2 costs by the number of DUs in the inventory to determine annual cost per DU.
4	Divide STEP 3 costs by 12 to arrive at the average monthly cost per DU.
5	Add \$100 to the STEP 4 results. The \$100 is an empirical figure (predicated on interest and principal for debt amortization) and is used in lieu of depreciation and interest on investment.

(2) When foreign students occupy DU which are not excess to U.S. needs, charges will be in accord with AR 210-12.

b. *Personnel Exchange Program (PEP).* PEP personnel will be charged an amount not to exceed the basic allowance for quarters (BAQ) and variable housing allowance (VHA) of a U.S. member of equivalent grade.

c. *Other foreign military personnel.* All other foreign military personnel will be charged as follows:

(1) In accord with the terms of agreement between the U.S. and foreign Governments.

(2) Where no formal agreements exist, in accord with rental rates established per AR 210-12.

Section V AFH Costing

2-22. AFH accounts

a. *Principal accounts.* AFH is composed of the following major accounts (DA PAM 37-100-FY):

(1) Debt payment (BP 160000) which is managed by the ACSIM.

(2) Borrowing account (principal) (BP 170000) which is managed by the ACSIM.

(3) Operations, Maintenance, Utilities, and Leasing (BP 190000).

(a) Operations (BP 191000).

(b) Maintenance, including repair and incidental improvements (BP 192000).

(c) Utilities (BP 193000).

(d) Leased housing (BP 194000).

(4) Construction.

(a) New construction (BP 10000000).

(b) Acquisition of housing (BP 20000000).

(c) Post acquisition (or improvement) construction (BP 60000000).

(d) Planning and design (BP 30000000).

b. *Life cycle of funds.* The debt payment and O&M accounts receive annual funds. The construction accounts have multiple-year (5-year) funds.

c. *O&M cost account structure.*

(1) The O&M cost account structure is in DA PAM 37-100-FY. It identifies the O&M accounts, subaccounts, and their immediate subordinate detailed accounts under which costs are chargeable. It also sets forth performance factors.

(2) Funded costs for a reporting period must reconcile to obligations incurred for the same period. Costs that apply to administrative support and supervision will be limited to those incurred at the installation level. (Exclude any cost at levels of command above the installation.)

(3) The operations account (BP 191000) is divided into the following subaccounts which are separately identified in the budget request:

(a) Management (BP 191100).

(b) Services (BP 191200).

(c) Furnishings (BP 191300).

(d) Miscellaneous (BP 191400).

d. *Intra-appropriation transfers.* Congress has limited the ability to transfer funds within, among, and between the accounts and subaccounts of AFH. No transfers are permitted among debt payment, construction, and BP 190000. Within BP 190000 Congress has established thresholds that limit the amounts of funds that can be transferred among and between the O&M accounts and subaccounts. As Congress periodically adjusts these limits, they are provided by the appropriation manager when they change. Unless otherwise notified by HQDA, MACOMs are authorized to reprogram up to 10 percent of the annual funding program (AFP) contained in their latest HQDA-issued funding authorization document (FAD). Reprogramming may be made among any AFH Operations Program 190000 account/subaccount, with the exception that reprogramming may not be made into the leasing account. MACOMs will record all such reprogramming by issuing FADs to the affected installations.

2-23. Elements of cost

a. *Labor cost.*

(1) Civilian and military labor costs will be charged to AFH. If overseas family housing activities employ indigenous personnel, costs will include a percentage of direct labor costs to cover leave, retirement, and any other allowances or employee benefits payable by the Army. Only personnel assigned against the tables of distribution and allowances (TDA) for family housing management activities will be costed directly to AFH.

(2) AFH will reimburse the appropriate operating appropriation for its pro rata share of labor costs in joint family housing, UPH(PP), UPH(TDY), and/or GH activities. This includes labor costs in the office of the housing division. It also includes the Housing Division Chief and Secretary, program and budget activities working in both the family and UPH areas, CHRRS activities, and in-house labor involved in the control, moving, and handling of family and UPH housing furnishings.

(3) Military personnel directly assigned to family housing management activities will be accounted for as unfunded cost within the family housing structure. However, labor costs of construction units composed of foreign nationals is a funded cost.

b. *Materiel.*

(1) Stock fund items will be costed and obligated, simultaneously, at current standard prices at the time the order is placed on the stock fund.

(2) Other than stock fund items will be costed at actual prices at the time requisition is filled or contractual document is concluded.

(3) Except for self-help items unique to family housing, inventories of materiel and supplies will not be separately procured or maintained for the operation and maintenance of family housing. Authorized equipment and materiel, not included in an installation's normal inventory, which is required for immediate use will be procured with direct charge to AFH.

c. *Equipment cost.*

(1) Costs for use of equipment under rental contracts with private

vendors will be recorded at the time of usage in the amounts provided by the contract.

(2) Government-owned equipment will be costed based on the hours of use and chargeable at the rates set in AR 420-17. Government-owned equipment and vehicles used in the O&M of family housing will be provided by the installation on a reimbursable basis.

d. Contracts. Costs of all contracts that solely support family housing will be charged directly to AFH funds. AFH funds will not be used to reimburse OMA on a pro rata basis for any M&R project unless work was done on family housing property.

e. Utilities. At all activities, regardless of the accounting system used, utilities will be costed to AFH at a computed unit-cost rate comprised of the following elements:

(1) Cost of the utility service purchased.

(2) Line loss in transmission.

(3) Normal operation and maintenance of the utility distribution system outside of the family housing areas, excluding major one-time or non-recurring cost of M&R projects. (Costs of both major one-time and recurring M&R projects for the portions of the distribution system within the family housing areas are charged directly to AFH.)

2-24. Direct costs

a. Direct costs are those that may be identified specifically with any one job, activity, or function. These costs are billed directly to the reimbursing activity by the activity which provides the support services. Normally, fractional parts of an hour, as opposed to whole hours, will be charged to each job.

b. The direct O&M costs for family housing include—

(1) Management (less those support costs which are indirect support costs).

(2) Services (less those costs which are indirect support costs).

(3) Furnishings (less those costs which are indirect support costs).

(4) Miscellaneous.

(5) Maintenance and repair, including incidental improvements, (less those costs which are indirect support costs).

(6) Utilities.

(7) Lease payments.

c. Real property maintenance activities which have shop or productive expense rates will add those rates to direct work or services in support of family housing. These rates are considered to be direct costs.

2-25. Indirect support costs

a. Certain services are furnished in support of family housing facilities for which it is not feasible to make a direct charge to AFH. Examples are services performed by civilian personnel offices, resource management offices, supply offices, and engineering. These support services constitute indirect support and incur indirect support costs.

b. Although indirect costs will be charged to AFH, no such charges will be applied against an individual housing unit's cost limitations. Only direct costs will be applied against these limitations.

c. Activities that bill AFH for support costs will identify separately the direct and indirect support costs. Housing managers will be provided with full supporting documentation, analyses, and methodologies used to identify indirect support costs before approving the expenditure of AFH funds for these costs.

2-26. Construction costs

Construction and improvement projects and their costs are managed by the supporting USACE district and division. The USACE districts and divisions report progress and costs through their channels to HQUSACE and HQDA. DPW and housing managers should monitor progress and costs.

2-27. Security costs

a. Personnel who are considered to be high risk terrorist targets

must be protected. This requirement extends to the physical security of their Government-provided housing including leased housing.

(1) *GFOQ.* Neither security upgrading of GFOQ nor the M&R of the security upgrade will be costed to or funded by the AFH appropriation.

(2) *Housing other than GFOQ.*

(a) AFH funds will be used for security upgrades of a permanent nature that result in installed equipment classified as real property. These upgrades must be monitored by the MACOM to ensure that adequate controls over the expenditure of AFH funds are established.

(b) At isolated locations that have only family housing, AFH funds may be used for perimeter guards.

(c) OMA funds will be used for items or equipment like radios, or other portable equipment, that can be used to support the entire mission at the installation.

(d) Security upgrades using AFH funds will be validated by the installation provost marshal or security officer. This will ensure the level of protection provided is related directly to the level of anti-terrorism protection required. The DPW will ensure compliance with life, safety, and building codes in any building modification.

(e) The delegation of funding approval authority for AFH BP 190000 funding includes requirements for security upgrades.

b. OMA funds will be used for equipment in-place, items of a semi-permanent nature, or devices costing less than \$50,000. For items costing \$50,000 or more, OPA funds will be used. Maintenance of security equipment must be accomplished with OMA or OPA funds.

Section VI Fund Management Policies of Army Lodging Activities

2-28. Army lodging activities management

a. The primary consideration in the management of Army lodging activities is to promote the use of housing assets. This must be done to ensure that housing is available, is used for its intended purpose, and meets the housing needs of authorized personnel in the performance of their duties.

b. Army lodging activities include the following:

(1) Army lodging facilities.

(a) UPH(TDY). This includes all visitors quarters (VQ), that is, visiting officer quarters (VOQ), visiting enlisted quarters (VEQ), and distinguished visitor quarters (DVQ).

(b) Guest housing.

(2) UPH(PP) (limited services only per para 2-30a).

(a) Officer quarters (OQ).

(b) Senior officer quarters (SOQ).

(c) Enlisted quarters (EQ).

(d) Senior enlisted quarters (SEQ).

2-29. Nonappropriated fund management

The Army Billeting Fund (ABF), described in paragraph 2-34, and other billeting NAFIs, will be managed per this regulation, AR 215-1, AR 215-3, AR 215-4, and DOD 7000.14-R, Volume 13.

a. NAF billeting funds are NAFIs established to provide NAF funding for authorized NAF expenses incurred in official mission Army lodging operations. This funding includes lodging and ancillary fees generated from residents of UPH(TDY) facilities and in-room housekeeping services provided for UPH(PP).

b. The Army Lodging or Billeting Office will administer, operate, and manage all Army lodging activities. A NAF Billeting Fund Manager will be appointed. This appointment shall be coordinated with the local Internal Review Office to ensure appropriate separation of functions. Billeting Fund management functions will not be assigned to IMWRF personnel.

c. UPH(TDY) operations are not MWR activities.

d. Billeting funds for UPH(TDY) will be managed and accounted for separately from other NAFIs. Transfers of funds between billeting funds and other NAFIs are not authorized except for loans as outlined at paragraph 2-34c. Except for those installations supported by the NAF Central Accounting Office, the billeting funds balance

sheet and income/expense statement will be reported quarterly to ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512.

2-30. Funding guidance

a. UPH(PP). APFs are the only source of funds for operations, furnishings, maintenance, improvement, lease, and construction. NAFs may only be used to provide in-room housekeeping services (for example, cleaning). Costs to provide personal services must be resident reimbursed. Capital expenditures are not authorized to be made with NAF proceeds.

b. UPH(TDY) and GH. AR 215-1, this regulation, and annual billeting fund budget guidance outline authorizations for expenditure of APF and NAF for UPH(TDY). AR 215-1 and annual MWR budget guidance outline authorizations for expenditures for GH. (Also see DA PAM 37-100-FY.)

(1) UPH(TDY). APFs are the primary source of funds for operations, maintenance, furnishings, improvements, leasing, and construction.

(2) GH. NAFs are the primary source of funding per AR 215-1. GH budgets will be prepared in coordination with the Director of Personnel and Community Activities (DPCA).

c. Income. The NAF income generated by each activity (UPH(TDY), GH, and UPH(PP)) must support that activity's NAF annual operating expenses.

d. TDY service charges. Funds generated through TDY service charges will be minimized and will be used only to support direct UPH(TDY) operations and capital expenditures. (See para 2-36.)

2-31. Planning

A 5-year program will be developed for (UPH)TDY and GH operations that includes improvements, proposed capital expenditures, and minor construction. This will be prepared along with the RPMP, the AWP, and the LRWP. It will be updated annually. The 5-year program will provide direction for the budgeting of both APF and NAF.

2-32. Budgeting

a. APF. The housing manager must identify each activity (UPH(TDY), GH, and UPH(PP)) for which APFs are authorized and ensure that the total APF requirement is identified in the installation's Annual Operating Budget (AOB). Close coordination with the various APF program managers must be maintained to identify funding shortages that may affect Army lodging operations.

b. NAF.

(1) The billeting fund manager is responsible for preparing the billeting fund NAF budget.

(2) Budgets will be prepared per AR 215-1 and annual budget guidance issued by USACFSC for UPH(TDY) and GH.

(3) Budgets for UPH(TDY) will ensure sufficient cash is available to meet, but not exceed, operational and projected capital expenditure requirements over the 5-year budget period.

(4) Budget approvals for capital purchases and minor construction (CPMC) may not carry over into subsequent years unless the project has commenced. Projects on which no procurement action has been taken (purchase request forwarded for contracting actions) must be resubmitted for reapproval in subsequent budget years.

c. UPH(PP). The requirement in planning the AOB for UPH(PP) is to break even between revenue and expenses.

2-33. Resale activities for unaccompanied personnel housing (temporary duty) facilities

a. Alcoholic beverages may be provided subject to the approval of the installation commander. The billeting manager will be responsible for sales per AR 215-1.

b. Limited personal care items should be made available for customer purchase.

c. The authority for billeting programs to establish food and beverage operations as an integral part of billeting activities is held at

HQDA. Requests to operate food and beverage operations other than miniature liquor sales shall be submitted to ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512. Requests to operate other resale activities, except sundry sales, shall be submitted to the MACOM. Requests to establish food and beverage operations will be the result of an appropriate market analysis and be supported by the following documentation at a minimum:

(1) A statement that the food and beverage requirements cannot be met in a responsive, cost-effective manner by the Army Air Force Exchange Service (AAFES) or local MWR activities. This statement must be coordinated with the general manager of the servicing AAFES outlet and the installation DPCA.

(2) Market analysis information.

(3) A proposed business plan to include detailed information on start-up capital and operational costs, annual operating budget information for a period of 2 years, proposed hours of operation, type of service, average check and cover projections, and staffing projections and marketing plan.

d. Room service fees will not be used to subsidize food and beverage service or other ancillary services which might be provided within the lodging operation. Charges for food service or other resale items shall not be included in room service fees.

e. Approved food and beverage operations or other resale activities will be budgeted and accounted for as a separate department within the total billeting NAF budget.

2-34. The Army Billeting Fund

a. The ABF is a departmental NAFI established in accord with AR 215-1 to administer and maintain custody of and control over NAFs collected from installation billeting service charges and other authorized sources.

b. The ABF Advisory Board provides a senior executive review and recommended courses of action to the Commander, USACFSC, regarding management of Army billeting activities.

c. The Funding Review Panel (FRP) provides advice and recommendations to the ABF Advisory Board on issues affecting management and operational policy, new initiatives, and uses of the ABF proceeds in the form of an administrative budget and loan and grant approvals.

d. NAFs may be borrowed only from the AMWRF or ABF to renovate or acquire new transient facilities or perform capital repair and maintenance, and with appropriate approvals as outlined in AR 215-1 and guidance published prior to the annual FRP review of project submissions. Such loans shall be repaid to the HQDA fund. The payback terms and conditions will be established in writing at HQDA level. The payback of the loan will be included in setting the service charge paid by individuals staying at these facilities.

e. Sources of ABF funding are as follows:

(1) A prescribed surcharge added to the UPH(TDY) room service charge required to fund approved current and future operating and investment costs. This surcharge is a percentage of the room service charge which is identified by general ledger accounting code (GLAC)501 (GLAC 501), Service/Recreation Activity Income.

(2) Interest on accumulated funds held by the ABF.

(3) Interest on fund balances held by installation Army lodging operations. This interest will not be retained by the installations, but will be centrally deposited with the ABF.

2-35. Funding Review Panel

a. The ABF Funding Review Panel consists of HQDA and MACOM representatives that meet at least semiannually to review requests for HQDA ABF funds, Army lodging strategy, and issues affecting Army lodging management, operational policy, and new initiatives. The FRP will forward its recommendations through the ABF Advisory Board to the Commander, USACFSC, for final approval. The MACOMs are responsible for the detailed review, approval, and prioritization of installation funding requests to the ABF. The ABF Fund Manager will recommend to the FRP the amount, terms, and conditions of ABF loans and grants to include installation contributions. When approved, the ABF Fund Manager

will certify approved funds to the installations for project execution. The ABF will retain the actual funds and remit payments of invoices upon validation and submission by the authorized contracting officer (CO) or contracting officer's representative (COR).

b. The FRP shall be comprised as follows:

(1) Chairman—Director, Hospitality, USACFSC.

(2) Voting Member—All MACOMs having TDY Billeting Funds (representation is as appointed by the MACOM).

(3) Non-voting Advisory Members—Director for Financial Analysis, Office of the ASA(FM); ABF Fund Manager; Chief of Operations, Hospitality Directorate, USACFSC; and Chief, Army Lodging, USACFSC.

c. The FRP shall meet not less than semiannually. FRP determinations shall be made by a simple majority of voting members present at a scheduled meeting or a majority of MACOMs queried by facsimile (FAX) or mailed vote on emergency requests. FRP votes on other than emergency requests must be in person.

d. HQDA shall establish and administer procedures and issue timely guidance for requesting funding assistance from the ABF. The FRP process is required for all requests unless an emergency waiver has been granted by the Commander, USACFSC.

e. HQDA shall recommend funding policy guidelines and requirements for funding assistance requests to the FRP. ABF funds may only be requested specifically in support of UPH(TDY) operations, M&R, construction and capital purchases.

2-36. NAF Army lodging service charge

a. UPH(TDY).

(1) Limitations. Funds generated by UPH(TDY) operations shall be used only in support of UPH(TDY) in accord with this regulation and annual budget guidance.

(2) Bases for service charges (room rates).

(a) Service charges will be established by the type of facility on a per person, per day basis at a level sufficient to meet immediate and long-range goals, and will be approved by the installation commander. These charges will be minimized and shall not exceed the lodging portion of the local per diem rate. Daily service charges exceeding 50 percent of the lodging portion of the local per diem rate must have prior approval of the MACOM commander. The methodology for determining service charges is at appendix C.

(b) The level of the service charge shall be as determined by the budget process in accord with paragraph 2-32b(3).

(c) Costs for personal services (valet, food, chits for food, breakfast, snack, beverage (to include alcoholic), laundry, long distance telephone calls, newspapers, and so forth) will not be included in the service charge. These costs will be billed separately to the resident and are not reimbursable.

(d) Service charges accumulated will not exceed 10 percent of the annual average budgeted cost of providing the services and amenities described above. The annual average budgeted cost will include planned room refurbishment and amenity upgrades to be accomplished in accord with the published ABF's 5-year plan. This plan should also include APF-funded facility and equipment repair and maintenance, minor or major construction, and renovation of UPH(TDY).

(e) The established service charge will be assessed for members of the Reserve Components (RC) on unit annual training (AT) who occupy UPH(TDY). Lodging service charges chargeable to O&M, Army Reserve (OMAR) funds or O&M, Army National Guard (OMNG) funds must be provided on a contractual basis either directly with the host installation or with the Billeting Fund. RC personnel attending AT on individual orders who are authorized per diem will pay the prevailing service charge.

(f) RC personnel who occupy UPH(TDY) on inactive duty training (IDT) will be assessed the service charge established for Active Component (AC) soldiers of like grade occupying UPH(TDY). Such service charges will be paid by the individual.

(g) Service charges paid by PCS personnel who occupy TDY

facilities will be the same as those established for all TDY travelers of the same grade.

(h) RC personnel (not addressed in (e) and (f) above), who use UPH(TDY) on a space available basis when GH is not available, may be charged a service charge, instead of a rental rate, if their status is the same as other soldiers paying service charges.

b. UPH(PP). Service charges for UPH(PP) will be generated so as to cover operating costs (to include supplies and associated administrative costs only). (See para 2-32c.)

c. Guest housing.

(1) Service charges may be established at the same rate for all personnel, or different rates may be established for personnel on PCS, on leave, or by pay grade. GH service charges are determined by the IMWRF Manager, in coordination with the installation housing manager.

(2) TDY personnel entitled to per diem who occupy GH will pay the established GH service charge for PCS personnel of the same rank and pay grade. In no case, however, will the daily service charge paid by a TDY traveler exceed 50 percent of the lodging portion of the local per diem rate without prior approval of the MACOM commander. TDY personnel sharing the same lodging unit will be charged an amount representing the normal guest house primary resident fee plus the additional resident charge. TDY residents sharing the same unit shall not be charged a primary occupant fee per person.

(3) Guest housing may be occupied only on a service fee basis.

d. Review of service charges. Installation housing managers will request an annual review of UPH(TDY) service charges by the installation Internal Review Office. MACOM housing officials will review all installation UPH(TDY) housing programs annually.

e. Disposition of revenues. Revenues from non-TDY travelers occupying UPH(TDY) accrue to the billeting fund. Revenues from TDY travelers assigned GH accommodations accrue to the IMWRF.

f. Sufficient internal controls shall be in place to ensure adequate safeguarding of cash, supplies, fixed assets, and expendable items. Management information systems shall be in place to ensure Army lodging room inventories are managed effectively. These systems shall include a daily reconciliation of housekeeping room reports and front desk reports. This review is intended to maintain an accurate count of room inventories and allow reconciliation of occupancy with room revenues.

2-37. Foreign military personnel Army lodging charges

Foreign military students and trainees residing in UPH(TDY) facilities within the continental United States (CONUS) will pay a standardized charge per day. The Director, Hospitality, USACFSC, will issue periodically the standardized charge to be paid by foreign military students and trainees. In outside CONUS (OCONUS) locations they will pay only the local custodial and NAF fees.

2-38. Nonappropriated fund accounting, reporting, auditing, and administration

NAFs will be accounted for, audited, analyzed, and administered per AR 215-series and DOD 7000.14-R, Volume 13. NAFs will meet reporting requirements as prescribed in AR 215-1 and DOD 7000.14-R, Volume 13 .

Chapter 3 Assignment, Occupancy, and Termination

Section I General

3-1. Scope

This chapter establishes policies for eligibility, assignment, occupancy, and termination of Government-owned or-controlled family housing, UPH(PP), UPH(TDY), and GH.

3-2. Grade comparisons

The grades of DOD civilian employees will be integrated into military grade groups as shown in table 3-1.

**Table 3-1
Military and civilian schedule of equivalent grades**

Military grade group	Civilian grade group (See note)				
	Senior executive service/Senior level	General schedule	Educators (20 USC 901-907)	Nonappropriated fund employees	Wage system
0-7 thru 0-10	SES 1 thru 6 ES 1 thru 6	GS-16 thru GS-18	--	NF6	--
0-6	--	GS-15	--	NF5	WS-14 thru WS-19 WL-15 and production support equivalents
0-5	--	GS-13 and GS-14	Schedule K		
0-4	--	GS-12	Teaching principals, schedule L		
0-3	--	GS-10 and GS-11	Schedule C, Step 4 and above, and schedules D-F and M-O	NF4	WS-8 thru WS-13 WL-6 thru WL-14
0-2 W-3 thru W-5	--	GS-8 and GS-9	Schedule C, Steps 1-3	NF3	WG-12 thru WG-15 and production support equivalents
0-1 W-1 and W-2	--	GS-7	--		
E-7 thru E-9	--	GS-6	--		
E-5 and E-6	--	GS-5	--		
E-4	--	GS-4	--	NF2	WG-1 thru WG-8
E-1 thru E-3	--	GS-1 thru GS-3	--	NF1	

Notes:

This table is based on the military/civilian relationship established for Geneva Convention purposes. NAF positions will be considered equivalent to their counterparts under the General Schedule and Wage System. Senior Executive Service positions shall be considered equivalent to GS-16 through GS-18 positions. Senior Level positions shall be considered equivalent to Senior Executive Service positions. For the Wage System, when a more precise relationship to military rank or General Schedule grades is necessary, this shall be determined by the installation commander using the grade groupings in the table as a guide. Equivalent grades for other civilian employees not included in the table shall be determined by the installation commander using the table as a guide.

Section II Assignment of Family Housing

3-3. Eligibility for family housing

The following categories of personnel are eligible for family housing:

a. Military personnel with accompanying family members; with accompanying command sponsored family members in overseas areas.

b. DOD civilian employees and civilians who are DOD-sponsored civilian personnel as authorized by this regulation.

c. Foreign military trainees, foreign Personnel Exchange Program and integrated personnel, special projects personnel (foreign military and civilian), and foreign liaison personnel as authorized by this regulation.

d. Unmarried chaplains and unaccompanied married chaplains

when adequate UPH is not available. (See also paras 3-6n, 3-30, and 5-5b.)

3-4. Designation of housing

a. The installation commander designates housing for occupancy by personnel in various pay grade groups. Family housing should be designated for occupancy as follows:

(1) General and flag officers (010 through 07).

(2) Senior grade officers (06).

(3) Field grade officers (05, 04, CW5, and CW4).

(4) Company grade officers (03 through 01, CW3 through W01).

(5) Enlisted personnel (E9 through E1); may be further categorized, that is, senior noncommissioned officers (NCOs) (E9 through E7)/junior NCOs and junior enlisted (E6 and below); may be even further categorized based upon the needs of the installation.

b. The installation commander further designates specific DUs

for use by personnel assigned to selected key and essential positions. These include special command positions (para 13-9), installation commanders in the grade of Colonel (O-6) (para 9-16), the Sergeant Major of the Army (SMA) (para 9-32), and special command sergeant major (CSM) positions (para 9-31).

c. Commanders will ensure equitable distribution of family housing assets among all pay grades by means of reallocation/redesignation action (chap 5).

3-5. Bedroom eligibility

The following bedroom eligibility guidelines may be modified by the installation commander to meet local requirements:

a. Sponsor or sponsor and spouse should be assigned one bedroom. Authorized family members who are married to each other (for example, dependent parents of sponsor or sponsor's spouse) should also be assigned one bedroom.

b. Each family member may be assigned one bedroom, if existing family housing inventory permits.

(1) The soldier may choose to be assigned to a DU where more than one family member shares a bedroom.

(2) The installation commander may stipulate two family members share a bedroom for equitable distribution of the inventory

c. The minimum criteria for assigning family housing based on family bedroom needs are set forth in table 3-2.

Table 3-2
Minimum criteria for family housing assignment based on family bedroom needs

Number of family members (excluding spouse)	Bedrooms
None	1
One	2
Two, except as follows:	2
-one 10 years or over	3
-one 6 years or over and other opposite sex	3
Three, except as follows:	3
-two, 10 years or over	4
-one 10 years or over and other two opposite sex of each other with one 6 years or over	4
Four, except as follows:	3
-one 10 years or over	4
-one 6 years or over and all of the other three opposite sex of the one	4
-two 6 years or over of opposite sex and other two same sex	4
-two 10 years or over and other two opposite sex of each other with one 6 years or over	5
-three 10 years or over	5
Five, except as follows:	4
-two or more 10 years or over	5
-one 10 years or over, with one 6 years or over and of the opposite sex of the other three	5

d. Officers in the grade of colonel (O6) and above normally should be assigned a minimum of four bedrooms. Soldiers in the grades of lieutenant colonel (O5), major (O4), chief warrant officer (CW5 and CW4), sergeant major (E9), and master sergeant (E8) normally should be assigned a minimum of three bedrooms. Soldiers in the grade of sergeant first class (E7) may be assigned a minimum of three bedrooms when existing facilities permit.

e. When the sponsor or spouse is pregnant (as confirmed by medical authority) and is accompanied by other family members, the sponsor may apply for and occupy housing with a separate bedroom for the expected child.

f. Family members who are severely physically or mentally disabled, as confirmed by medical authority, are authorized a separate bedroom.

3-6. Assignment provisions

a. Assignment will not be made unless the sponsor is expected to occupy the housing for a minimum of six months. Soldiers married to soldiers whose spouses accompany them are authorized assignment to family housing on the same basis as other married personnel.

b. Unmarried sponsors with accompanying (command sponsored for OCONUS) family members will compete equally with married sponsors for family housing. This includes sponsors whose sole family members are expected to reside with them full time based on legal custody but who are enrolled as full time students at an institute of higher learning.

c. In cases where courts award joint custody of children and the

soldier has no other family members, assignment to family housing is authorized only if the soldier has physical custody of the children for more than 6 months per year. Family housing applicants must submit copies of court documents which provide for physical custody of the children for more than 6 months per year.

d. Personnel will not be assigned to more than one family housing DU at the same time. During intra-post moves the effective date of assignment to the new DU will be the same as the effective date of termination from the old DU. The resident forfeits BAQ for only one DU. Therefore, the other unit should be considered vacant for utilization reporting purposes.

e. Pregnant military personnel (with no other family members) will not be assigned to family housing until the birth of the child.

f. Sponsors with exceptional family members may forward a request for special housing consideration in writing to the DPW Housing Management Division. The Housing Manager, in conjunction with the medical department and the Exceptional Family Member Program (EFMP) Committee, will make a recommendation to the installation commander.

g. Accompanied foreign military trainees may be assigned family housing only after all U.S. military requirements are satisfied.

h. Personnel Exchange Program personnel function as fully integrated members of the U.S. Army and will be housed on the same basis (that is, grade category and priority) as equivalent United States personnel.

i. The foreign personnel below may be assigned excess family housing unless a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) dictates otherwise. Foreign military

personnel who claim housing eligibility due to the provisions of an MOU or MOA must provide a copy of the document to support their application.

(1) Special projects personnel (foreign military and civilian) who participate in specific projects, studies, or programs mutually beneficial to the United States and their parent government.

(2) Foreign liaison personnel who function in behalf of their government.

j. DOD civilian employees, except key and essential personnel as determined by the installation commander, shall rely on private communities for housing support. When assigned to military family housing, DOD civilian employees will be integrated into grade categories per table 3-1.

(1) In CONUS, Alaska, and Hawaii installation commanders may grant exceptions to civilian employee reliance on private sector housing for valid reason, such as isolated duty location. Where military family housing is provided, rent will be charged per AR 210-12.

(2) In foreign countries and U.S. possessions and territories, DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States may be authorized to occupy military family housing without charge, if adequate housing in the private community is not available. These personnel will forfeit their housing allowances or living quarters allowances (LQAs). Forfeited allowances, in an amount equal to the actual costs of housing services rendered (to include utilities), will be transferred to AFH as a reimbursement. However, as housing for key and essential civilian employees is funded by APF direct appropriations, housing allowances forfeited by them is statutorily prohibited from transfer to AFH as a reimbursement.

(3) The housing of DOD civilian employees who are not key and essential personnel will not be used as justification to retain excess military family housing. However, where divestiture of excess military family housing is not feasible, the following action may be taken:

(*a*) In the United States, installation commanders may lease excess family housing in remote areas to DOD civilian employees. Such housing will be provided on a rental basis in accord with AR 210-12.

(*b*) In foreign areas, where not prohibited by a Status of Forces Agreement (SOFA), DOD U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel may be assigned to excess military family housing on a voluntary basis or as a condition of employment. Before offering housing as a condition of employment, coordination must be made with the local housing authority. Contractor personnel may be assigned to excess military family housing if their contract specifically includes housing or the MACOM approves the exception. These personnel must voluntarily authorize the use of their LQA to reimburse AFH for the actual costs of housing services rendered (including utilities costs). The actual costs of military family housing must be less than LQA. The host MACOM will administer and execute MIPRs under funded reimbursable procedures. The assignment of civilians must not prevent the future assignment of soldier families to military family housing.

k. Where DOD-sponsored civilian personnel (for example, U.S. or third country national bank employees and key contractor personnel) serving DOD military installations at overseas locations cannot obtain suitable housing in the vicinity of the installation, they may occupy DOD family housing on a rental basis as determined per AR 210-12, where not prohibited by a SOFA. Priority for assignment will be determined by the installation commander.

l. When American Red Cross personnel are provided Government housing in the United States, the Red Cross personnel or the American National Red Cross shall pay the rental rate established in accord with AR 210-12. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. Where DOD civilian employees are furnished Government housing without charge, Red Cross personnel also shall be furnished housing without charge.

m. In overseas locations, housing may be provided on a reimbursable basis to the United Service Organizations, Incorporated (USO) executive and professional staff where it is within the capability of the overseas military command and not prohibited by a SOFA. The rates charged will be equal to the housing allowances or rate charged to equivalent grade civil service employees.

n. Unmarried chaplains and unaccompanied married chaplains will compete equally with sponsors within the appropriate grade category when adequate UPH is not available. They will not be required to share family housing. In all circumstances, assignments will result in forfeiture of housing allowances. Diversion of the family housing DU is required per paragraph 5-5b. (See paras 3-3d, 3-30, and 5-5b.)

o. Installation commanders will allow spouses to sign for housing and furnishings in the absence of the sponsor. A power of attorney or notarized statement is not required.

p. Chief Warrant Officers in grades CW5 and CW4 will be assigned field grade officer housing unless they voluntarily accept company grade housing. Such acceptance will remain in effect until departure from the installation.

q. Under unusual circumstances housing may be assigned to personnel in one pay grade category above or below that for which housing is designated. When assigning housing under these circumstances, the housing manager will ensure that assignments reflect an equitable distribution of assets among pay grades.

3-7. Assignment priorities

Assignment priorities are in table 3-3. (Table 3-3 is located at the end of this chapter.)

3-8. Waiting lists

a. A waiting list shall be established for each designation of family housing by bedroom composition. Separate waiting lists may be established when the housing units are designated for special uses, such as students. The sponsor's grade and bedroom requirement will determine the waiting list on which the name is placed. The relative position on a waiting list will be determined by the eligibility date criteria set forth in paragraph 3-9. All other criteria being equal, the position on the waiting list will be determined by rank and date of rank with the senior member having the higher priority.

b. An applicant may elect, in writing, to be placed on a waiting list for housing with less bedrooms than that authorized. If housing is assigned under this procedure, residents will be considered adequately housed for the remainder of the tour unless the number of the sponsor's family members increases.

c. An applicant may elect, in writing, to be placed on a waiting list for housing with one bedroom more than that for which qualified. This may be done when—

(1) Sponsor or spouse is pregnant (as confirmed by medical authority) upon arrival at the installation.

(2) Adoption of a child has been approved by a court of competent jurisdiction.

d. Applicants may not be on more than one adequate housing waiting list at one time. Applicants may apply for adequate and standard housing at the same time.

e. Pregnant military personnel, otherwise without family members, may be placed on the waiting list when pregnancy is confirmed by medical authority.

f. Promotable applicants may elect, upon arrival at the installation, to be placed on the waiting list for housing designated for their promotable grade. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list at the discretion of the installation commander.

g. If an applicant requests and is allowed to change from one waiting list to another, the date of eligibility will be the date of change to the new waiting list.

h. Sponsors will not be placed on a waiting list at the gaining installation prior to the soldier signing out at the losing installation. Soldiers must sign-in at the new duty station before assignment is made. DA Form 31 (Request and Authority for Leave) and DA

Form 137 (Installation Clearance Record) will indicate date departed last permanent duty station.

i. When a soldier is ordered on PCS with TDY en route, the spouse is authorized to apply for housing at the new duty station prior to the arrival of the sponsor. The effective date of the spouse's signing for housing shall not be earlier than the reporting date of the sponsor.

j. When there are wide differences in style, age, or location of family housing, waiting lists may be established for each type of housing. Applicants may apply for the type of housing desired and will be assigned accordingly except in foreign areas when such assignment would result in housing remaining vacant or in extended temporary lodging payments.

k. If the soldier is unable to accept housing for reasons beyond the soldier's control (for example, hospitalization, emergency leave, restrictive lease clause, unavoidable delay of family's arrival), the soldier will retain relative position on the waiting list.

l. If a specific offer of adequate housing is declined, the soldier's name may either be removed from, or placed at the bottom of, the waiting list. Subject to the provision of k above, the policy on housing assignment declination will be published and prominently displayed. Additionally, soldiers declining a specific offer of housing will sign a simple statement acknowledging the declination.

m. The relative position of the top 10 percent of personnel on each housing assignment waiting list will be stabilized (freeze zone). However, personnel in key and essential positions will be placed at the top of the freeze portion of the waiting list or immediately below other key and essential personnel (para 3-11).

n. Sponsors who have been given a firm (oral or written) commitment for housing will not be displaced by arriving families added to the waiting list.

o. The freeze zone may be extended beyond the top 10 percent to include the names of personnel who are scheduled to be assigned to housing within 60 days or deferred as authorized in k above.

p. Installation commanders may approve exceptions to waiting list policies under special circumstances such as extreme hardship, compassionate, or medical reasons.

q. Waiting lists to include name and eligibility date will be kept current and prominently displayed in a public area at the housing office.

3-9. Eligibility date

Eligibility date for placement on a waiting list or assignment to housing will be as indicated below provided application is made no later than 30 days after reporting to the new duty station.

a. PCS personnel (with or without TDY en route) arriving in—

(1) CONUS. Date departed last permanent duty station.

(2) OCONUS (including Hawaii and Alaska).

(a) Date departed last permanent duty station from another MACOM.

(b) Military personnel who are directed to transfer within or between OCONUS MACOMs prior to completion of their original OCONUS accompanied tour (their date expected to return from overseas (DEROS) does not change) will receive date departed last permanent duty station for original accompanied overseas tours. Military personnel who complete an original OCONUS accompanied tour and begin another OCONUS accompanied tour (their DEROS changes) will receive date departed last permanent duty station.

b. New accessions to the Army. Date of entry on active military service.

c. Personnel from a dependent-restricted overseas location. Upon completion of a dependent-restricted tour, including involuntary extension beyond initial tour, date departed previous duty station for the dependent-restricted tour or a maximum 14-month credit. Soldiers who obtain family members during the tour and were separated from those family members will receive credit only for time separated. Voluntary extensions beyond the initial tour negate all credit.

d. Personnel whose last permanent assignment was to a medical

holding detachment. Date departed last station where travel of family members and shipment of household goods was authorized.

e. All other personnel (including all civilians). Date of application.

3-10. Application, assignment, and termination documents

a. Application for Government family housing and off-post civilian housing will be on DD Form 1746 (Application for Assignment to Housing) (para 16-4). Information on DD Form 1746 will be supported by PCS orders or data will be verified by the Military Personnel Office. Copies of supporting documents will be retained in the soldier's housing assignment file. Housing Operations Management System (HOMES) generated applications may be used in place of the DD Form 1746.

b. Applicants will be informed of the availability of family housing through issuance of DD Form 1747 (Status of Housing Availability) (para 16-5). A HOMES-generated document may be used in place of the DD Form 1747.

c. All housing will be assigned and terminated by letter, memorandum, or locally developed form. Documents will be numbered consecutively by fiscal year and will contain the following information:

(1) *Effective date of assignment.* This will be the day housing is assigned.

(2) *Effective date of termination.* This will be the day housing is vacated, cleared, or date the soldier departs the installation on PCS, whichever is earlier, unless housing continues to be occupied by family members. (See para 7-18.) Housing staffs, in conjunction with other agencies, should help ensure that the soldier's BAQ entitlement starts and stops in accord with guidance provided in the DOD Pay Manual, tables 3-2-6 and 3-2-8.

(3) *Sponsor's rank, last name, first name, middle initial, social security number (SSN), and military organization.* If military spouse is assigned to or terminates the same housing, enter the spouse's rank, name, SSN, and military organization.

(4) *Housing address.*

(5) *Statement from the installation transportation officer that the cost of the move is either at Government or individual expense.* Moving expense guidelines will be in accord with Joint Federal Travel Regulations (JFTR). (See also para 1-18k for policy on local moves and nontemporary storage of household goods.)

(6) *Statement that the housing is to be occupied by the sponsor and family members.*

(7) *Statement that the housing is substandard (when applicable) and the amount of basic allowance for quarters (BAQ) to be forfeited.*

d. Distribution of assignment and termination documents will be as shown below.

(1) Military personnel.

(a) Original copy to individual.

(b) Two copies to the installation transportation office.

(c) One copy to soldier's unit commander.

(d) One copy to spouse's unit commander if spouse is military.

(e) Two copies to the servicing finance and accounting office (FAO) within 3 working days following assignment or termination.

(2) DOD civilian employees.

(a) Original copy to individual.

(b) Two copies to the installation transportation office.

(c) Two copies to the servicing civilian personnel office within 3 working days following assignment or termination.

(d) Two copies to the servicing FAO.

(3) Families of absent sponsors assigned to excess housing.

(a) Original assignment or termination document to soldier's spouse or authorized family member.

(b) Two copies of assignment or termination document to the servicing FAO within 3 working days of assignment or termination. Document will contain a statement to the effect that housing is for occupancy by the family of the absent sponsor.

(c) Two copies of assignment or termination document to sponsor's unit commander. When the sponsor's new organization is not known, send two copies to the Defense Finance and Accounting Service (DFAS)—Indianapolis Center, ATTN: DFAS-IN-J, Indianapolis, IN 46249-0001.

3-11. Key and essential personnel

a. Key and essential military and civilian employees are incumbents of designated key and essential positions as established by the installation commander. The duties of key and essential positions require the incumbents' immediate availability on the installation due to military necessity. Therefore, they must reside in Government housing.

b. The designation of key and essential positions will be kept to an absolute minimum to ensure maximum housing equity for all soldiers.

3-12. Substandard housing assignment

Personnel will not be mandatorily assigned substandard housing except for reasons of military necessity. Priority of assignment to substandard housing will be to enlisted personnel. Separate waiting lists will be maintained and assignment procedures will be as stated for adequate housing. Officers and civilians may be assigned substandard housing only after the enlisted waiting list is exhausted. Assignment to/application for substandard housing does not preclude soldiers from applying for adequate housing (chap 15, sec III).

3-13. Mandatory assignment (foreign areas only)

The installation commander may mandatorily assign adequate housing if necessary to maintain maximum occupancy. The following conditions apply:

a. Personnel will not be mandatorily assigned until all volunteer families, regardless of rank, are assigned.

b. Personnel will be mandatorily assigned only to housing adequate for their grade and bedroom requirement except in cases of military necessity.

c. Installation commanders will consider assignment of all personnel listed in table 3-3 before implementing mandatory assignment procedures.

d. Soldiers will be informed of housing availability and the possibility of mandatory assignments before or upon application for family housing. A DD Form 1747 may be used for this purpose (para 16-5). Soldiers who have been notified in writing that housing would not be mandatorily assigned will not be required to move on post, regardless of subsequent changes in housing availability.

e. Mandatory assignment will not be made if—

(1) Soldier has less than 1 year's duty time remaining at the installation.

(2) Such assignment would cause extreme hardship.

f. Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.

g. If a soldier refuses to occupy Government housing, he or she will be advised in writing that housing allowances will be forfeited as long as housing adequate for their grade and bedroom requirement is available.

3-14. Home purchase statement

A DD Form 1747 may be used as a statement that the member will not be required to occupy Government housing. The statement will assist members to obtain Federal Housing Administration (FHA), Department of Veterans Affairs (VA), or other loans.

3-15. Mobile homes and mobile home spaces

a. Mobile home spaces in Government-owned parks are primarily for use by members accompanied by families. Mobile homes may be owned, leased, or otherwise acquired by the member. Potential occupants need not have possession of a mobile home at time of placement on the waiting list. If a soldier sells a mobile home to another soldier, the installation commander will determine if the mobile home must be moved from the space (para 12-8).

b. Contractor-owned and -operated mobile homes are not Government housing for assignment purposes. However, the housing office will maintain waiting lists, and provide prospective tenants to the contractor. Occupancy of these units does not preclude application by soldier for Government housing (para 12-7).

3-16. Other family housing programs

a. 10 USC 2835, or domestic build-to-lease, housing and both domestic and foreign Government-leased units are Government-controlled family housing for assignment purposes. (See para 11-5d.)

b. 10 USC 2836, or rental guarantee, housing is not considered Government-controlled housing for assignment purposes. A separate waiting list will be maintained and prospective tenants will be referred for occupancy. When 97 percent utilization by families cannot be maintained, unaccompanied or eligible DOD personnel will be referred. (See para 11-5d.)

c. Privately-owned Wherry housing is not Government-controlled housing for assignment purposes. However, the installation commander may certify prospective tenants to the owner (chap 15, sec II).

Section III

Occupancy of Family Housing

3-17. Occupancy by nonfamily members

Persons other than "family members", as defined in glossary, may be permitted to reside in family housing. The following apply in such cases:

a. Sponsor will request approval in writing through the housing office to the installation commander to allow nonfamily members to reside in housing.

b. Approval does not imply an extension of other benefits or privileges to which nonfamily members are not otherwise entitled.

c. When the installation commander is the sponsor, his or her immediate superior must approve the request.

d. Approved occupancy should be equitable for all soldiers and not adversely impact on health, safety, morale, or welfare of the installation.

e. Additional bedroom requirements are not authorized to accommodate nonfamily members.

f. If nonfamily member is also a member of a Military Service or family member of a military sponsor, his or her residence will be considered joint occupancy for assignment to family housing in determining housing allowances.

g. Storage of the sponsor's household goods at Government expense to accommodate the nonfamily member's household goods is not authorized nor is storage or shipment of nonfamily member's household goods.

h. Residence in housing overseas by nonfamily members must be consistent with applicable host nation laws, SOFAs, and other international agreements. Residence in government housing by nonfamily members under this policy does not make those individuals a "dependent of a member of the force" under current SOFAs. Such persons are not entitled to the rights and privileges afforded by these agreements.

i. The installation commander may revoke authorization for nonfamily members to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale, or welfare on the installation.

j. Questions regarding occupancy of housing by nonfamily members may be referred to the supporting Office of the Staff Judge Advocate (OSJA) or legal counsel for assistance.

3-18. Civilian employees occupancy limitation

Key and essential civilian employees will continue assignment to family housing without time limitation. For other than key and essential civilian employees OCONUS, family housing assignments may be terminated after 5 years at the same geographical location. Civilian employees will be given written notification of this condition of occupancy at time of housing assignment. (See para 3-22.)

Section IV Termination of Family Housing

3-19. Termination of housing

a. Unless otherwise authorized, family housing will be terminated by the soldier under the following conditions:

(1) When the installation ceases to be the permanent station of the sponsor.

(2) When the sponsor or family members no longer reside in the housing, except in those cases of joint custody where family members reside with the member for more than 6 months per year.

(3) Upon request of the sponsor, when occupying Government-owned substandard housing.

(4) Upon sponsor's retirement or separation from the Service.

(5) Upon request of the sponsor for personal convenience when termination does not result in vacant housing (foreign areas only).

b. Government housing may be terminated at the discretion of the installation commander under the following conditions:

(1) For medical, hardship, or compassionate reasons.

(2) For misconduct of the sponsor, family members, or guests.

(3) When residents are involved in misuse or illegal use of housing contrary to safety, health, or morale.

(4) Upon request of the sponsor when approved retirement date has been established.

(5) For repeated waste of energy resources (to include utilities).

c. In cases of involuntary termination, written notification should be provided to the resident at least 30 days prior to the termination date unless otherwise directed by the installation commander.

3-20. Exceptions to immediate termination

a. Exceptions to immediate termination are authorized when—

(1) Soldier is transferred to a hospital as a patient on PCS orders.

(2) Soldier is transferred with TDY en route to a new station where orders do not authorize movement of household goods to the TDY station. Under this condition, soldier may retain Government housing for occupancy of family members for up to 30 days after completion of TDY. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

(3) Soldier is ordered on PCS to school for a period of 1 year or less and will return to the same installation upon completion of school. If, upon completion of the school, the soldier is assigned to another installation, the soldier must terminate housing within 30 days after completing the school. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

b. When the member is reassigned from CONUS to OCONUS where family members are authorized and deferred family travel is approved, the installation commander will allow families to remain in housing up to 140 days after the sponsor's departure. PCS orders must be kept up to date by the absent soldier during the 140 days (20 weeks).

c. Installation commanders may permit family members of sponsors who depart an installation incident to PCS to remain in housing up to 90 days to preclude undue hardship. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

d. Family members of active duty soldiers assigned to a dependent-restricted area may retain housing until the sponsor completes the normal dependent-restricted tour (para 3-21). Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

e. Family members of prisoners of war and family members of missing in action or other persons in a missing status as defined in AR 600-8-1, Chapter 8, and 37 USC 551 may continue to occupy their housing until status changes.

f. Family members of deceased military sponsors who died in the line of duty will be permitted to remain in assigned adequate housing without charge for a period of 180 days after sponsor's death (37 USC 403(1)(1)). Family members of deceased military sponsors

who are occupying substandard housing on the date of the sponsor's death will be permitted to remain in assigned housing, and the reimbursement for such housing will remain the same for a period of 180 days after the sponsor's death (37 USC 403(1)(2)). If housing is terminated prior to 180 days subsequent to death of sponsor, a copy of termination order will be forwarded to DFAS - Indianapolis Center, ATTN: DFAS-IN-JFC-C, Indianapolis, IN 46249-0001. If family members are permitted to occupy the housing beyond 180 days, an amount equal to soldier's housing allowances or appraised rental value (whichever is less) will be charged without exception. (MACOM commander may not grant exception.) Written notifications and agreements between the resident and the installation commander will ensure full understanding of the terms and conditions of continued occupancy.

g. In hardship cases, former Uniformed Service members and their family members, former Federal employees (or other residents) and family members, or family members of deceased Federal employees (or other residents), may be permitted to remain in assigned housing for a period not to exceed 60 days and will be charged in accord with AR 210-12. Written notifications and agreements between the resident and the installation commander will ensure full understanding of the terms and conditions of continued occupancy. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

h. In cases where soldiers must serve an unaccompanied overseas tour because an exceptional family member's authorized medical support cannot be obtained in the overseas area, CONUS installation commanders may permit family members of active duty soldiers to retain occupied Government-owned/-controlled housing until the soldier completes the normal unaccompanied tour. The following conditions must be met:

(1) Government housing was assigned prior to the sponsor's departure.

(2) Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders. Request must contain—

(a) A current Exceptional Family Member Program endorsement.

(b) Certification from the overseas duty station medical authority that exceptional family member's authorized medical support cannot be obtained in the area of the overseas duty station.

(3) Soldiers who retain housing and are subsequently assigned to another CONUS installation upon completion of the overseas tour, must terminate housing within 30 days after returning to CONUS. Installation commanders may grant up to 60 additional days' occupancy when Government housing will be available at the new duty station within 90 days of return.

(4) Housing may be terminated by the installation commander if a sponsor extends the original unaccompanied overseas tour, or for other reasons. Written notification of termination should be provided to the resident at least 30 days prior to the termination date.

3-21. Retention of housing for sponsors on dependent-restricted tours

a. Soldiers who occupy family housing or Government-owned mobile home pads and are assigned to dependent-restricted tours may voluntarily retain such facilities at their last permanent CONUS, Hawaii, or Alaska duty station. When family members will continue to occupy the housing, the conditions below must be met.

(1) The tour is to an area where family member travel is restricted. (Election of an "all other tours" when assigned to an "accompanied tour" area waives retention option.)

(2) Government housing was assigned prior to sponsor's departure to the dependent-restricted area.

(3) Formal written request to retain housing or mobile home pad is made upon receipt of PCS orders.

(4) The family housing or mobile home pad must be occupied by the soldier's family members during the soldier's absence. If no adult family member will remain with the soldier's minor children, the individual designated in the soldier's family care plan approved under AR 600-20 may be designated in writing to assume responsibility for the care and conduct of the soldier's minor children. Any

nonfamily members so designated must be approved under paragraph 3-17 of this regulation.

b. Installations located in foreign countries must adhere to applicable host nation laws, SOFAs, and other international agreements.

c. When both husband and wife are members of a Military Service, retention of Government housing is authorized for the spouse with or without family members during a dependent-restricted tour.

d. Soldiers who retain housing during a dependent-restricted tour and are subsequently assigned to another CONUS, Hawaii, or Alaska installation upon completion of the tour, must terminate housing within 30 days after returning to the United States. Installation commanders may grant up to 60 additional days occupancy when Government housing will be available at the new duty station within 90 days of return.

e. Housing may be terminated by the installation commander if a sponsor extends the dependent-restricted tour.

f. Personnel listed below will not be authorized to retain currently assigned Government family housing. However, they will be eligible for priority assignment to other family housing at the same installation.

(1) Those occupying housing designated for the incumbents of specific duty positions.

(2) Those occupying housing reserved for service school attendees.

(3) Those occupying housing reserved for staff and faculty members at the U.S. Military Academy or the U.S. Army War College.

g. Exceptions to installation participation in retention of housing for sponsors serving dependent-restricted tours will be considered on a case-by-case basis. Requests will be forwarded through command channels to DAPE-HR-PR, DCSPER, 300 Army Pentagon, Washington, DC 20310-0300 for consideration.

3-22. Termination of housing occupied by civilians

a. Civilians will terminate housing under the conditions below.

(1) Employment or contract with DOD is terminated.

(2) Housing is no longer excess to the needs of the installation.

(3) Conditions of eligibility cease.

(4) When 5-year limitation of occupancy in overseas area expires except where housing is excess.

(5) Misconduct of sponsor, family members, or approved non-family members.

b. Written notification to terminate will be provided a minimum of 30 days prior to termination date. The notification will state the reasons for termination and the date the housing must be vacated.

c. OCONUS installation commanders may permit family members of civilian employees who are transferring within the same country to retain housing up to 90 days to preclude hardship. A written request must be submitted to the installation commander. Forfeiture of housing allowance or rental payment must continue.

3-23. Eviction and repossession of units

a. In the event a resident refuses to vacate family housing, installation commanders should first attempt all measures that are reasonable under the circumstances to make a peaceful recovery of the housing by nonjudicial means. Such measures may include counseling of the housing residents, assisting the housing residents to secure off-post housing, and referring the housing residents to charitable, religious, or social service organizations for assistance, as appropriate.

b. Installation commanders should consider the following circumstances in deciding what measures are reasonable under the circumstances:

(1) Whether there is a need for the housing to meet a higher priority requirement.

(2) Whether the resident was aware of the rules and regulations about family housing occupancy.

(3) Whether the resident faces special hardship by vacating the premises.

c. If taking such other measures does not result in the peaceful repossession of the housing, installation commanders should refer

the matter to their Staff Judge Advocate (SJA) or command legal counsel to determine whether legal proceedings, use of law enforcement authorities, or other measures are appropriate. In taking steps to initiate legal proceedings, the SJA or command legal counsel will follow the provisions of AR 27-40, chapter 4. (MACOM commander may not grant exceptions.)

Section V

Commercial Endeavors in Government Family Housing

3-24. Policy

Installation commanders are authorized and encouraged to permit limited commercial activities such as handicrafts, child care, and sale of products by sponsors and/or family members in Government-controlled family housing. In foreign areas, family housing residents may be subject to local host nation requirements as well as SOFA and customs regulations.

3-25. Establishment and operation

a. Requests for permission to conduct a home enterprise will be made in writing to the installation commander or his or her designee. Prompt action will be taken on each request and a written response provided. In reviewing requests, installation commanders will ensure that commercial endeavors are consistent with Federal, State, and local laws. Commanders should obtain assistance from the installation SJA. Additionally, the commander will consider local government licensing requirements, potential government liability, SOFA, host country business practices, and prospective advertising practices. Home enterprises cannot compete with or duplicate IMWRF or AAFES sales and services. In no instance will activities be authorized or continued when they will interfere with community tranquility or present safety hazards.

b. Structural changes to family housing are not authorized except in instances where Family Child Care homes must be upgraded to meet National Fire Protection Association (NFPA) 101 standards for a 1-hour fire barrier between mixed occupancies. In these cases, the cost for upgrading the walls will be borne by AFH or OMA. In all other cases, when practical and feasible, commanders should allow residents to make minor modifications. The costs of such modifications and restorations, if required, will be borne by the sponsor. (See para 7-25.)

c. Cost of utilities will be reimbursed to the Government at a rate jointly established by a representative of the installation commander and the sponsor. Charges may be waived when they are minimal and in the opinion of the installation commander reimbursement is not warranted.

Section VI

Eligibility, Assignment, and Termination of Permanent Party UPH

3-26. Categories of permanent party UPH

a. *Senior officer quarters (SOQ)*. Housing designated for use by officers in grade of colonel(06) and above.

b. *Officer quarters (OQ)*. Housing designated for use by officers in grade lieutenant colonel (05) through 2d lieutenant (01) and warrant officers.

c. *Senior enlisted quarters (SEQ)*. Housing designated for use by enlisted personnel in grades sergeant major (E9) through sergeant first class (E7).

d. *Enlisted quarters (EQ)*. Housing designated for use by enlisted personnel in grades staff sergeant (E6) and below (excluding trainees).

e. *Trainee barracks*. Housing designated for use by personnel in basic combat training (BCT) and one-station unit training (OSUT).

f. *Reserve Component support housing*. Housing designated for use by RC personnel.

3-27. Priorities of assignment

a. Priorities of assignment will be made per table 3-4. (Table 3-4 is located at the end of this chapter.)

b. Assignment of civilians shall be based on the comparison of military and civilian grades in table 3-1.

3-28. Waiting lists for senior officer quarters, officer quarters, and senior enlisted quarters

Waiting lists will be maintained and prominently posted at the billeting office. Personnel will be placed on the waiting list by date of eligibility as shown below if application is made within 30 days of arrival at new duty station. If not, eligibility date is the date of application. The top 10 percent of personnel on the waiting list will be stabilized (freeze zone). Key and essential personnel will be placed at the top of the list immediately below other key and essential personnel.

a. PCS personnel with or without TDY en route.

(1) CONUS. Date departed last permanent duty station.

(2) OCONUS including Hawaii and Alaska.

(a) Date departed last permanent duty station from another MACOM.

(b) Military personnel who are directed to transfer within or between OCONUS MACOMs prior to completion of their original OCONUS tour (their DEROS does not change) will receive date departed last permanent duty station for original overseas tour. Military personnel who complete an original OCONUS tour and begin another OCONUS tour (their DEROS changes) will receive date departed last permanent duty station.

b. New accessions to the Army. Date of entry on active duty.

c. Personnel whose last permanent assignment was to a medical holding detachment. Date departed last duty station from which member was assigned to medical holding detachment.

3-29. Assignment of housing to permanent party personnel

a. Assignment of SOQ, OQ, and SEQ will be made in writing by the Housing Office. It will include the date of assignment and housing identification and be forwarded to the individual's servicing FAO within 3 working days following assignment. A local form letter or memorandum with consecutive control numbers will be used for assignments and terminations. Written orders are not required for housing assigned in bulk to units and activities.

b. Incoming military personnel in the grade of staff sergeant(E6) and above and officers on a current promotion list may be assigned at their option to the category of housing for the grade to which they will be promoted. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list for their promotable grade at the discretion of the installation commander.

c. Personnel will not be required to occupy housing that does not meet adequacy standards except for military necessity. Mandatory assignment to inadequate housing solely to limit payment of BAQ is not authorized. World War II wooden barracks will not be used as required housing for permanent party personnel. (See para 5-2b.)

d. Unaccompanied soldiers married to soldiers on separate tours will be assigned to permanent party housing on the same basis as unmarried personnel.

e. Assignment and use of housing under a unit integrity concept is authorized provided the overall installation occupancy rate for UPH(PP) does not fall below 95 percent as determined by the housing manager. (MACOM commander may not grant exceptions.) Where necessary, the commander will direct assignment of personnel from outside organizations into unit-managed space to—

(1) Obtain maximum utilization of adequate housing assets.

(2) Reduce use of substandard assets.

(3) Eliminate payment of housing allowances to personnel who can be adequately housed in Government housing.

f. Soldiers entitled to BAQ at the "with dependent" rate may not be assigned UPH in excess of minimum space adequacy standards without affecting BAQ except under the following conditions (DOD 7000.14-R, Volume 7A, para 260301C):

(1) It is the only UPH available and no unmarried soldier or

soldier entitled to BAQ at the "without dependent" rate is housed in UPH not meeting minimum space and adequacy standards, and

(2) The housing is made available for joint occupancy.

g. Installation commanders may maintain adequate barracks carried in the UPH report as "excess space" in active status to provide more space and privacy to priority I and II personnel.

3-30. Assignment of housing to chaplains

a. Chaplains entitled to BAQ at the "without-dependent" rate worldwide and chaplains on "all others" or dependent-restricted tours, regardless of grade, will be provided a private UPH apartment. It will consist of a bedroom, bathroom, living room, and kitchen or kitchenette. If a UPH apartment is not available or is not adequate, they may compete for family housing (paras 3-3d, 3-6n, and 5-5b).

b. Chaplains entitled to BAQ at the "with dependent" rate are subject to the limitation set forth in paragraph 3-29f. If UPH is not available or is not adequate, they may compete for family housing (paras 3-3d, 3-6n, and 5-5b).

3-31. Assignment of housing to unaccompanied law enforcement, criminal investigation, and counterintelligence personnel

a. Enlisted military police and personnel assigned to military police units will be billeted in facilities separate from other soldiers, including those areas of barracks separated by wings or floors. Personnel may be billeted in OQ or SEQ when available.

b. Enlisted Criminal Investigation Division (CID) special agents and laboratory examiners will be billeted with other CIDC personnel in facilities separate from other soldiers, or they may be billeted in OQ or SEQ. Enlisted CIDC administrative personnel will normally be billeted with CIDC personnel or with military police personnel. If suitable facilities are not available, CID special agents, laboratory examiners, and administrative personnel may be given a CNA.

c. Enlisted counterintelligence (CI) soldiers requiring special billets, as certified by their commanders, must be billeted with other CI soldiers in facilities separated from other soldiers. When facilities are not available, they will be housed in OQ or SEQ or given a CNA.

d. MACOM commanders may not grant exceptions to the provisions in a through c above.

3-32. Assignment of housing to Reserve Component personnel

a. *Initial active duty for training (IADT)*. These RC personnel are considered trainees and will be billeted in the same manner as active Army trainees.

b. *Annual training*. When performing AT with a unit (to include individual travel but joining the unit) RC personnel will be assigned Government housing regardless of adequacy. However, commanders should ensure that this does not result in conditions dangerous to health or safety. RC personnel on AT as individuals (such as Individual Mobilization Augmentation (IMA) soldiers) in a per diem status should be housed on the same basis as other personnel of equal grade and duty status. RC personnel on AT as individuals not in a per diem status will report to their local supervisor for housing assistance. (See para 2-36a(2)(e).)

c. *Active duty for training (ADT), active duty for special work (ADSW), and active duty (AD)*. RC members performing ADT, ADSW, or AD will be housed the same as AC members. If performing ADT with a unit, these personnel will be housed on the same basis as the unit.

d. *Inactive duty training*. RC members performing IDT at home station may be provided permanent party housing or housing normally set aside for RC use, if available. If permanent party housing is not available these soldiers may be authorized to occupy VQ on a space available basis. Such occupancy will be at individual's expense.

e. *AC soldiers attending RC courses of instruction*. These students will be required to occupy housing according to the policy set by the school commandant and the installation commander. The AC

soldier will be provided housing in the same manner as for other students (either AC or RC) attending the course.

f. AC participants in RC unit activities. AC personnel who directly participate in maneuvers, exercises, war games, Army Training and Evaluation Programs (ARTEPs), or in field exercises conducted by RC units during AT or IDT will be provided housing (to include tentage) without charge and without regard to adequacy.

g. RC support housing. Housing designated for use by RC personnel. The installation commander or appropriate representative will assign, terminate, and determine adequacy standards of RC support housing.

h. Active Guard Reserve personnel.

(1) Title 10 personnel. Title 10 USC AGR personnel without family members will be assigned UPH per priorities outlined in table 3-4.

(2) Title 32 personnel. AGR personnel serving on active duty pursuant to Title 32 USC who are attending service schools will be housed on the same basis as other students. A maximum tenancy of 4 years may be established for Title 32 USC AGR personnel.

3-33. Assignment of housing to civilian employees

a. Civilian employees shall rely primarily on private communities for housing support, except for military necessity.

b. Civilian employees who occupy key and essential positions may occupy housing without time limits.

c. In CONUS, Alaska, and Hawaii DOD civilian employees who occupy UPH(PP) will pay a rental charge determined per AR 210-12. When American Red Cross personnel are provided Government housing in the United States, Red Cross personnel or the American National Red Cross shall pay the rental charge established per AR 210-12.

d. In foreign countries and U.S. possessions and territories where DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States and American Red Cross personnel cannot obtain suitable housing in civilian communities, the overseas commander may authorize them to occupy housing on a rental basis per AR 210-12. DOD U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel will forfeit their housing allowances or LQAs. Forfeited allowances will be transferred to the appropriate account as a reimbursement. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. The overseas commander will limit occupancy by other than key and essential civilian employees to 5 years at a single geographical location to maintain equity and reasonable distribution of assets.

3-34. Assignment of housing to foreign military personnel

a. Foreign Military Trainees (FMT) are on Invitational Travel Orders. Insofar as possible, FMT will be housed in permanent party housing (assignment priority V).

b. Personnel Exchange Program and integrated personnel function as fully integrated members of the U.S. Army. They are housed on the same basis as equivalent U.S. personnel.

c. Special Projects Personnel (foreign military and civilian) participate in a specific project, study, or program which will mutually benefit the U.S. and parent Governments. They will be housed (assignment priority V) unless an MOU or MOA dictates otherwise.

d. Liaison personnel function entirely in behalf of their parent Governments and are precluded from functioning as PEP/integrated or special projects personnel. They will be housed only when housing is excess to U.S. military requirements unless an exception is approved by the MACOM or an MOU or MOA dictates otherwise. In granting exceptions, commanders will ensure uniform application regardless of country represented.

3-35. Conditions of termination

a. Assignments to UPH(PP) will be terminated in writing under the following conditions:

(1) When the installation ceases to be the permanent station of the soldier.

(2) When the housing is required for higher priority personnel.

(3) On request of a soldier—

(a) Voluntarily occupying inadequate housing.

(b) As a single soldier in the grade of sergeant first class (E7) or above who desires to reside off post, except as described elsewhere in this chapter.

(4) When housing that was constructed for use of military personnel, but leased to civilian employees, is required to meet the military housing needs of the installation.

(5) When family members are located within 1 hour commuting distance of the installation.

(6) At the discretion of the installation commander, when a soldier no longer performs the duties of the position that entitled him or her to occupy that particular housing.

(7) Under conditions other than (1) through (5) above when approved by the installation commander.

b. In cases of involuntary termination of housing, the installation commander will notify the individual concerned in writing stating the conditions of termination. Thirty days advance notice will normally be given.

3-36. Authority to live off post

a. Permanently assigned personnel in the grade of sergeant first class (E7) and above who are entitled to BAQ at the “without dependent” rate may elect to reside off post. This election may be denied only if it would adversely affect a training mission, military discipline, or military readiness. (MACOM commanders may not grant exceptions.)

b. Installation commanders may authorize single soldiers in the grade of staff sergeant (E6) and below to reside off post under the following conditions:

(1) When adequate housing is not available and military necessity is not a factor.

(2) When the soldier is pregnant.

(3) When the soldier has purchased a home near the installation prior to notification of assignment to that installation.

c. When a soldier married to another soldier without family members who resides off post and one of the soldiers departs on a separate tour, the other soldier will not be ordered to return to permanent party housing.

d. Personnel who are authorized to reside in the civilian community shall receive CHRRS counseling on the Equal Opportunity in Off-post Housing Program before negotiating a rental or lease agreement for community housing.

3-37. Nonavailability of adequate permanent party housing

a. If adequate housing is not available, a CNA will be issued. When a member in the grade of staff sergeant (E6) or below is authorized to live off post and receives BAQ at the “without dependent” rate, the soldier will be informed in writing that one of the following applies:

(1) “Housing may be made available to you within 12 months of your arrival. You should make temporary or semipermanent arrangements off post at your discretion.”

(2) “Housing will not be made available during your tour of duty, and you should make permanent billeting arrangements off post.”

b. If UPH(PP) becomes available, soldiers in the grade of staff sergeant (E6) through private (E1) residing off post and receiving housing allowances at “without dependent” rate will be required to occupy UPH. However, involuntary assignments will not be made if the installation commander determines that financial hardship will occur.

c. Installation commanders will assign responsibility to the housing organization for issuance, control, and recordkeeping of CNAs for TDY lodging and mess and for BAQ at the “without dependent” rate. A quarterly review of all current CNAs and available UPH will

be made. The review should consist of an assessment of available adequate UPH assets and current CNAs within each unit.

Section VII Eligibility for and Assignment of Army Lodging

3-38. Army lodging operations

a. Army lodging provides short-term accommodations for official visitors to the installation and military personnel who are temporarily without permanent housing due to PCS. Army lodging includes both UPH(TDY) and GH. (See para 2-28b.) Facilities, furnishings, services, and other amenities should be comparable to moderately-priced commercial hotel and motel accommodations.

b. Mandatory assignment to Army lodging facilities that do not meet adequacy standards solely to limit payment of BAQ or reduce per diem allowance is not authorized.

c. To ensure maximum utilization of Army lodging, a central office within the local housing organization will be responsible for nonavailability control number procedures. Administrative costs incident to control and issuance of CNAs should be paid from APFs. If UPH(TDY) facilities are fully occupied, TDY personnel may occupy GH.

d. Handicapped travelers accompanied by service animals that assist them, for example, guide dogs for the blind, will be permitted to have their animals with them in their accommodations.

e. Twenty-four hour check-in and check-out service will be provided. When 24-hour service is not appropriate within the billeting activity, another installation activity will be designated to assist visitors arriving or departing during nonduty hours.

3-39. Distinguished visitor quarters

a. DVQ may be established from existing UPH(TDY) assets to provide accommodations for distinguished officer visitors. TDY visitors in the rank of colonel (06) and above, equivalent grade DOD civilians, and the Sergeant Major of the Army will have priority for occupancy of DVQ.

b. When DVQ are not required for distinguished visitors, they will be assigned to other visitors. The billeting office will ensure that CNAs are not being issued when TDY personnel can be accommodated.

c. When DVQ are established the Billeting Fund Manager is responsible for assuring service charges are set at a level sufficient to meet operating costs for these activities. The service charge computation formula at appendix C may be used to set DVQ service charges separate from other VQ service charges.

3-40. Authority to occupy Army lodging facilities

a. *Personnel authorized to occupy UPH(TDY).*

(1) The following personnel may occupy UPH(TDY) and receive confirmed reservations:

(a) TDY military and TDY DOD civilians.

(b) PCS military personnel, with or without family members, or family members alone, when GH or permanent housing is not immediately available.

(c) U.S. and foreign guests of the Military Services, and guests of the Armed Forces as determined by the installation commander. Payment of the service charge is required.

(d) USAR, ARNG, and Reserve Officers Training Corps (ROTC) personnel on ADT, ADSW, or performing AT as individuals and scheduled IDT (para 3-32d).

(e) TDY foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs.

(f) Military family members on medical TDY orders.

(2) When space is available, the following personnel may occupy UPH(TDY):

(a) RC personnel not otherwise addressed in (1) above (including personnel not under orders, paid retirees, and gray area retirees), active duty retirees, military personnel on leave, military personnel granted permissive TDY, family members and guests of military personnel assigned to the installation if GH space is not available.

(b) Nonmilitary uniformed personnel of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration, foreign military personnel, and U.S. Coast Guard, when authorized by the installation commander.

(3) Personnel eligible for UPH(TDY) on a confirmed reservation basis will compete on an equal basis for UPH(TDY).

(4) Personnel eligible for UPH(TDY) on a space available basis will compete on an equal basis for UPH(TDY).

(5) Soldiers in promotable status may be assigned to housing of the next higher grade upon presentation of proof of pending promotion.

(6) Except for active duty military personnel on leave and retired military personnel, at the discretion of the installation commander, personnel who occupy UPH(TDY) on a space available basis will pay the fair market rental rate. However, RC personnel (not addressed in (2)(a) above), who use UPH(TDY) on a space available basis when GH is not available, may be charged a service charge, instead of a rental rate, if their status is the same as other soldiers paying service charges. (MACOM commander may not grant exceptions.)

b. *Personnel authorized to occupy GH facilities.*

(1) The following personnel may occupy GH facilities and request a confirmed reservation:

(a) PCS soldiers and their family members or family members alone who are temporarily without permanent housing. (When in PCS status and receiving TLA or TLE, personnel must occupy GH facilities, when available. If GH facilities are not available, the soldier's certification is required to support any voucher. Failure to do so could affect TLA or TLE reimbursement.) (See JFTR, paras U5705-B and U9201-B.)

(b) PCS DOD civilian personnel with or without family members or family members alone who are in overseas and foreign locations and are temporarily without permanent housing.

(c) Families, relatives, and guests of hospitalized soldiers or their families.

(d) Active and retired military personnel and family members undergoing outpatient treatment at a medical facility and who must stay overnight.

(e) Official guests of the installation as determined by the installation commander.

(f) Soldiers or their family members when visiting the installation incident to interment of the soldier or family members.

(2) When space is available, the following personnel may occupy GH facilities:

(a) TDY soldiers and TDY DOD civilian personnel when UPH(TDY) facilities are not available.

(b) All RC personnel (including members not under orders, paid retirees, and gray area retirees), not otherwise addressed in b(1) above.

(c) Active duty retirees with or without family members.

(d) Members of U.S. Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration.

(e) PCS DOD civilians with or without family members in CONUS.

(f) Soldiers on leave not incident to PCS, with or without family members, family members alone, and relatives and guests of soldiers assigned to the installation.

(3) Personnel eligible for GH on a confirmed reservation basis may compete on an equal basis or the installation commander may establish priorities within the categories listed in (1) above to meet the needs of the installation.

(4) Personnel eligible for GH on a space available basis may compete on an equal basis.

(5) RC personnel shall be accommodated in GH on the same basis as soldiers on active duty. MACOMs shall supplement the GH reservation-eligible list if they determine that space available access does not provide "same basis" accommodations.

c. *Medal of Honor (MOH) recipients.* MOH recipients of all services are authorized Army lodging facilities at the discretion of the installation commander. Active duty, retired, and discharged (without retirement) MOH recipients may receive priority placement

and confirmed reservations in UPH(TDY), or guest house. A DVQ may be assigned regardless of military pay grade. The established service fee applies.

3-41. Worldwide listing of Army installations without Government TDY housing and/or dining facilities

a. USACFSC(CFSC-HD-O) will issue periodically a message which provides a worldwide listing of Army installations without Government TDY housing and/or dining facilities. The message will be updated or superseded by a new message as necessary to reflect the current situation.

b. Military or civilian personnel on TDY to installations contained in this message are not required to obtain CNAs for Government housing and/or mess, as applicable. (See JFTR, Volume 1, para U4155-C and Joint Travel Regulations (JTR), Volume 2, para C1055.2.)

c. Agencies issuing orders will cite the current version of this message as authorization to reimburse TDY travelers for lodging and/or meals without soldier's certification to support any voucher.

3-42. Reservation system

a. UPH(TDY).

(1) Installation Billeting Offices will establish a reservation system and a CNA "paperless" control system. Travelers are required to call the lodging office to obtain either a reservation or, if unavailable, a control (CNA) number for UPH(TDY) and/or Government dining facilities. Travelers are responsible for entering the control number on their travel orders or voucher. The following procedures will be used by Army lodging operations:

(a) When a traveler calls requesting reservations, the Billeting Office is responsible for determining the availability of adequate Government UPH(TDY). If UPH(TDY) is available, a reservation is made for the traveler. If UPH(TDY) is not available, the control number generated by the HOMES Billeting Module ("CNA Number") is provided to the traveler to confirm nonavailability of Government UPH(TDY).

(b) Installations without the HOMES Billeting Module will maintain a manual system of sequential control numbers.

(c) For auditing purposes, Billeting Offices will either retain a paper copy of the CNA in the Billeting Office or maintain a log with the control number ("CNA Number"); date of CNA issuance; and traveler's name, social security number, grade, status (that is, PCS, TDY, leave, other (identified)), and requested dates of stay. The HOMES automated log is sufficient to meet this requirement.

(2) Reservations should not be held beyond 1800 hours unless the Billeting Office is notified of late arrival.

(3) TDY travelers will be issued a CNA control number when UPH(TDY) reservations cannot be confirmed within 10 days of the requested arrival date. Neither the availability of GH facilities nor occupancy of GH facilities by TDY travelers shall be considered appropriate reason to withhold issuance of CNAs to TDY personnel.

(4) The policy set forth in (1) through (3) above does not apply to students attending Army service schools if other group reservation/assignment procedures are used.

b. GH facilities.

(1) Reservations will be on a first-come basis without regard to rank, race, color, religion, gender, national origin, handicap, or familial status. Reservations should be accepted at least 30 days in advance of requested date. Confirmation should be provided as early as possible.

(2) Reservations should not be held beyond 1800 hours unless the Billeting Office is notified of late arrival.

c. *Guaranteed reservations.* UPH(TDY) and GH reservations for guaranteed late arrival may require either a credit card or an advanced deposit guarantee where such policies are established in coordination with the local SJA.

d. *Army Central Reservation Center.*

(1) The ACRC is established as a service to travelers, allowing use of toll-free numbers, 24 hours a day, to make worldwide reservations in Army operated Army lodging.

(2) Travelers are encouraged to call the ACRC for all reservations; however, they may call the installation directly.

e. *Washington, DC Area Lodging Success Program.*

(1) The LSP is both a service for travelers to the Washington, DC area and a means to lower per diem costs to the Army through the use of commercial contract hotels.

(2) All Department of the Army overnight TDY travelers to the Washington, DC area are required to use the Army toll free number to book commercial contract hotel reservations.

(3) The issuance of "paperless" CNA control numbers for the LSP Government contract housing is the responsibility of the ACRC. Procedures and controls will be followed as set forth in a(1) above.

3-43. Assignment to UPH(TDY)

a. Unless otherwise prescribed in this chapter, personnel shall not be required to occupy housing that does not meet adequacy standards except for military necessity.

b. Commanders of training activities may determine that TDY students or trainees must reside on the installation to complete training requirements effectively, regardless of adequacy standards.

c. Exceptions to mandatory assignment to adequate UPH(TDY) for civilian and military personnel will be annotated on the traveler's orders in accord with the JFTR or JTR, as appropriate.

d. Travel orders issuing agencies must ensure that TDY travel to an installation is clearly shown on the orders. Travelers may not cause their orders to indicate TDY at a particular city if their TDY is in fact to an installation. Travelers must contact the ACRC or installation Billeting Office prior to securing off-post hotel or motel lodging to obtain a CNA.

e. The assignment of UPH(TDY) for a specific time to an individual in TDY status will normally be all inclusive. Issuance of CNAs for weekends and holidays is not authorized. However, the traveler is authorized to return home or to the home station and receive payment of travel allowances which cannot exceed the cost of remaining at the TDY location. In this instance, the TDY person will check out of housing and no CNA will be issued. If UPH(TDY) is not available upon return to TDY station, a CNA will be issued.

f. Personnel traveling as a team will be housed in the same or nearby facilities when it is necessary to accomplish the TDY mission. If TDY housing is not available for all members of the team, then each member may be issued a CNA. Orders should state that such requirement exists.

g. DOD personnel who are physically disabled shall not be required to occupy Government-owned or -controlled housing at the TDY station if housing will not accommodate their disability.

3-44. Duration of assignment

a. For personnel neither on TDY nor traveling as guests of the Armed Forces, the limit for UPH(TDY) and GH occupancy is 30 days, except in cases of personal hardship or military necessity. Under circumstances of personal hardship or military necessity, the installation commander may grant extensions on a case-by-case basis.

b. Eligible soldiers occupying UPH(TDY) and GH are not precluded from drawing BAQ if—

(1) The occupancy occurs while such member is in a duty or leave status incident to a PCS and occupancy does not exceed 30 days.

(2) The installation commander has granted an extension of the 30 days' occupancy limitation in cases of personal hardship or military necessity.

(3) The occupancy occurs while such member is in a leave status not incident to a PCS and does not exceed 14 consecutive days. (MACOM commanders may not grant exceptions.)

(4) The soldier occupying UPH(TDY) or GH is drawing BAQ at the "with dependent" rate and is not accompanied by family members.

3-45. Installation privileges for TDY civilians

a. Civilian employees on official duty and billeted in Government-owned housing are authorized to use exchanges to buy items

incident to their TDY, food services (convenience stores and Government dining facilities), and recreational facilities owned, operated, or under the jurisdiction of the DOD at the TDY location, unless prohibited by foreign law, technical arrangement, or other agreement.

b. The billeting office will annotate the dates of occupancy on the orders of TDY civilians residing in Government housing. The orders may then be used as the authority to use on-post facilities.

Table 3-3
Priority of assignment for family housing

Priority	Personnel category (See notes 1, 2, and 3.)
1	Key and essential military and civilian personnel.
2	Personnel in pay grades for whom the housing has been designated in equal priorities— Military personnel and authorized civilian employees assigned or attached for duty at the installation. Army personnel not assigned or attached to an installation but assigned for duty within one hour commuting distance of the installation. Independent duty personnel of any Service working within one hour commuting distance of the installation. (See note 4.) Military personnel of other Services assigned for duty within one hour commuting distance of the installation for whom support agreements for housing have been established. Personnel Exchange Program and integrated personnel assigned or attached to the installation. Active Guard Reserve (AGR) personnel serving on active duty pursuant to Title 10 United States Code (10 USC) and who are assigned or attached for duty at the installation or within one hour commuting distance of the installation. National Guard personnel serving on active duty pursuant to Title 32 USC who are assigned to tenant units on the installation. The installation commander may establish a maximum tenancy of four years for these personnel. Other personnel for whom support agreements executed at the Secretary of the Army level exist which direct specific assignments.
3	Army personnel not assigned to an installation but assigned outside the one-hour commuting distance boundary who request housing support. A housing support agreement is required.
4	Military personnel of all Services; including 32 USC AGR for whom support agreements have not been established and who are assigned or attached for duty within one hour commuting distance of the installation. A maximum tenancy of four years may be established for AGR personnel.
5	Other personnel for whom support agreements for housing have been established— Foreign military students, foreign liaison personnel, other allied military personnel, and special projects personnel assigned or attached to the installation. Nonmilitary uniformed personnel of the Public Health Service and the National Oceanic and Atmospheric Administration and U.S. Coast Guard personnel assigned or attached to the installation. Other personnel for whom support agreements executed at the SA level exist which allow the installation commander to make directed assignments.
6	In CONUS, unaccompanied families of military personnel.

Notes:

¹ The installation commander may deviate on a case-by-case basis to alleviate undue hardships.

² Subparagraphing within personnel categories is not intended as an order of assignment priority but as an explanation or clarification of types of personnel in a given priority.

³ Housing may be assigned to personnel one pay grade category above or below that for which the housing is designated.

⁴ If there is more than one installation (with family housing) within commuting distance of the independent duty site, the nearest one (by travel time in normal commuting hours) shall be the family housing provider unless another installation consents to a transfer of the responsibility.

Table 3-4
Priorities of assignment for SOQ, OQ, SEQ, and EQ

Priority	Personnel category (See note 1.)
I	Key and essential personnel (military and civilian) who must reside on post due to military necessity.
II	Permanent party military personnel assigned or attached for duty at the installation including PCS students who are entitled to BAQ at the 'without dependent' rate; eligible unaccompanied civilian personnel OCONUS (see para 3-33d); personnel on a family member restricted tour; and unaccompanied personnel serving all other tours (excluding Hawaii and Alaska).
III	Permanent party unaccompanied military personnel receiving BAQ for support of family members due to divorce or separation (court ordered decree or OSJA separation agreement), or individuals with legally supported family members, for example, children or parents. (See note 2.)
IV	Service members in CONUS, Hawaii, Alaska, and U.S. territories entitled to BAQ at the 'with dependent' rate but not accompanied by family members for personal reasons (that is, geographic bachelors). (See note 2.)
V	Title 32 Active Guard Reserve (AGR) assigned or attached for duty within commuting distance of the installation; and foreign military personnel. (See paras 3-32 and 3-34.) (See note 2.)
VI	Military and civilian personnel not otherwise eligible. (See note 2.)

Notes:

¹ Title 10 soldiers whose duty assignments are within 1 hour commuting distance of the installation will be treated the same as those members assigned to the installation.

² Personnel in priorities III through VI are assigned on a space-available basis, and are not required to participate in a waiting list for UPH(PP); are not required to occupy UPH(PP); and are not required to obtain a certificate of nonavailability (CNA). Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, these individuals should be advised in writing they may be required to vacate housing for personnel in priorities I and II upon 30-days notice. Housing Managers must determine whether diversion to other use (for example, UPH(TDY) is appropriate if UPH(PP) 'space available' situation persists. The maximum period that a Title 32 member may reside in Government housing is 4 years.

Chapter 4
Adequacy Standards

4-1. Scope

This chapter sets forth adequacy standards for housing. These adequacy standards should not be confused with the special procedures used for family housing identified to Congress prior to 1973 as substandard (see para 15-8).

4-2. Types of standards

In the housing arena there are two basic types of standards that must be considered. These are construction design standards and adequacy standards. Although interrelated, these standards have different purposes and are therefore separate, even though a construction design standard may be the same as an adequacy standard. Construction design standards pertain to the design and construction of facilities. They are operative before acceptance and occupancy of the constructed facility. On the other hand, adequacy standards are concerned with use. They apply after occupancy of the facility.

a. Construction design standards.

(1) For the most part construction design standards are technical in nature. They are intended to ensure the production of safe, sound, functional housing that will last for a reasonable time.

(2) These standards address such factors as, siting, layout, size, capacity, material, strength, durability, structural integrity, maintainability, aesthetics, color, style, and safety. By reference they incorporate a host of national codes whose primary purpose is to ensure the survivability of the structure and its components and hence the safety of the users.

(3) Construction design standards come into play before-the-fact. They are the parameters within which new housing is constructed and existing housing is modernized.

(4) Construction design standards are set forth in architectural and engineering instructions (AEI), in design guides (DG), and in Army standard design packages (para 10-5).

b. Adequacy standards. These standards are yardsticks to measure how well a particular housing facility serves its use. They are applied after-the-fact and tend to be more qualitative in nature. They focus not only on the size, configuration, and safety of the housing facility, but also on the condition, services, and amenities which tend to make the housing compatible with contemporary standards of livability.

c. Confusion of standards. Construction design standards should

not be confused with adequacy standards. There is an essential difference between the two standards. Construction design standards tend to focus on maximum allowances, while *adequacy standards address minimum acceptables*. It should not be assumed that construction design standards and adequacy standards are the same for a particular facility type.

4-3. Adequacy standards for Government-controlled family housing

a. The installation commander will determine the adequacy of family housing per the standards below. Appearance and habitability should be reviewed at least annually.

b. Family housing units which equal or exceed the following standards are considered adequate:

(1) *Location.* A housing unit should not be located in close proximity to sources of objectionable noise, odors, and health and safety hazards to residents. Reasonable proximity to runways, industrial areas, troop areas, and ammunition storage areas is characteristic of many installations. Therefore, the influence of this factor should be limited to those cases where unacceptable proximity results in persistent annoyance or hazard.

(2) *Site conditions.*

(a) *Drainage.* Suitable drainage and soil stabilization should be provided.

(b) *Access.* Suitable roadways, sidewalks, and steps should be provided as necessary for convenient access to DUs.

(c) *Parking.* Off-street parking shall be provided (up to a maximum of two cars per DU).

(3) *Size.* The *minimum* areas in net square feet (NSF) for DUs are listed in table 4-1. (*Maximum* areas in NSF are contained in table 10-1.) Only in unusual circumstances will a DU be declared inadequate because of insufficient space. A DU shall not be classified as inadequate on the basis of the current resident's grade if the DU is adequate for a lower grade.

Table 4-1
Minimum net floor area per family housing DU (see notes 1 and 2.)

Number of Bedrooms: 1
Space (SF): 550

Table 4-1
Minimum net floor area per family housing DU (see notes 1 and 2.)—Continued

Number of Bedrooms: 2
Space (SF): 750

Number of Bedrooms: 3
Space (SF): 960

Number of Bedrooms: 4 or more
Space (SF): 1190

Notes:

¹ Space criteria are based on OMB Circular A-45.

² Construction limitations (ceilings) are shown at table 10-1.

- (4) *Condition of DU.* A DU must have—
- (a) Structural soundness without potential health or safety hazards to residents.
 - (b) Hot and cold potable running water.
 - (c) At least one bathroom with flushable commode, lavatory, and shower or tub.
 - (d) A kitchen with sink, refrigerator, and range with oven.
 - (e) Sanitary facilities and sewage disposal.
 - (f) A heating system where the climate requires one.
 - (g) Electrical service.
 - (h) The minimum number of bedrooms to ensure no more than two dependents share a bedroom. (See table 3-3 for additional requirements.)
 - (i) Proper maintenance and repair performed on it.
 - (j) Hard-wired smoke detectors in the appropriate locations (para 7-11).
- c. In no case will a family housing DU now designated as adequate be redesignated as substandard nor occupied on an adjusted BAQ basis (para 15-8).
- d. One of the following actions must be taken immediately with respect to any Government-owned DU which does not meet the standards in b above:
- (1) When there is a continuing long-term requirement for the DU, bring it back up to standards with an M&R or construction improvement project or replace it with a new construction project.
 - (2) When there is no continuing long-term requirement for the DU, remove it from the family housing inventory by conversion or disposal action.
- e. Local regulations concerning smoking policy will be in accord with existing Federal laws, Army regulations, or guidance. AR 600-63 contains specific guidance on smoking.

4-4. Adequacy standards for Government-controlled UPH and GH

a. The installation commander will operate and maintain UPH and GH in accord with this regulation, and will ensure that the level of living experienced by UPH and GH residents meets or exceeds the following standards:

(1) The housing must provide a decent, safe, sanitary, and habitable accommodation in good repair. Additionally, UPH(TDY) and GH should provide a level of facilities, operations, and services comparable to a good quality, modestly-priced commercial hotel or motel.

(2) The minimum space and privacy standards for UPH in table 4-2 will be used to determine adequacy. These standards will apply worldwide. Housing managers should avoid confusing these standards with construction design standards. (See para 4-2c.)

Table 4-2
Minimum standards of acceptable space and privacy, existing UPH inventory (See notes 1 and 2.)

Grade: 03 and above and CW3, CW4, and CW5
UPH(PP): 400 square feet net living area: living room, bedroom, private bath, access to kitchen or officer dining facility receiving APF support.
UPH(TDY): 250 square feet net living area: private room, private bath.

Grade: 01, 02, W01, and CW2
UPH(PP): 250 square feet net living area: sleeping/living room, private bath.
UPH(TDY): 250 square feet net living area: private room, private bath.

Grade: E7 thru E9
UPH(PP): 270 square feet net living area: private room, private bath.
UPH(TDY): 250 square feet net living area: private room, bath shared with not more than one other.

Grade: E5 and E6
UPH(PP): 135 square feet net living area: private room, bath shared with not more than one other. (See notes 3 and 4.)
UPH(TDY): 135 square feet net living area: private room, bath shared with not more than one other. (See note 3.)

Grade: E1 thru E4 (except E1 recruits and trainees)
UPH(PP): 90 square feet net living area: not more than four per room, central bath. (See note 3.)
UPH(TDY): 90 square feet net living area: not more than four per room, except in open bay, central bath. (See note 3.)

Grade: E1 recruits and trainees
UPH(PP): 72 square feet net living area: open bay, central bath.
UPH(TDY): 72 square feet net living area: open bay, central bath.

Notes:

¹ The net living area of a private room or suite is measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area is a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, door swing areas, and storage areas designated for military mobility and/or field gear or equipment. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls.

² Standards for permanent party civilians are based on the comparable military grades in table 3-1. TDY civilians are housed as officers.

³ Minimum space criteria vary for certain UPH building designs. Paragraph 4-4d addresses these variations.

⁴ Per 37 USC 403 (b)(3) permanent party E6 personnel entitled to BAQ at the 'without dependent' rate may elect not to occupy UPH (PP) which does not meet this minimum standard.

(3) The furnishings, facilities, and services identified in table 4-3 shall be provided in UPH and GH. (Table 4-3 is located at the end of this chapter.)

(4) Men and women occupying UPH will be similarly housed; however, separate and secure sleeping and bathroom facilities will be provided. Two rooms served by the same bathroom will be assigned to personnel of the same gender.

(5) Furnishings shall be provided per chapter 9.

(6) Government or commercial dining facilities should be available during reasonable hours to provide personnel in TDY status 3 meals per day, 7 days per week. These facilities must be within one-half mile walking distance or transportation should be provided. Where Government dining facilities are not available for individual meals, the soldier should certify the nonavailability of meals on his or her settlement voucher. (See paras 3-41 and 3-42.)

b. UPH and GH which does not meet adequacy standards will be brought up to standard, replaced, or disposed of as soon as reasonably possible. Appearance and habitability should be reviewed at least annually.

c. UPH and GH approved, designed, and constructed under criteria exceeding these adequacy standards will use their construction design criteria as minimum standards for the facility.

d. The current standard design for UPH(PP) is the Whole Barracks Renewal Program's "1+1" design. Whenever possible this design will be used in the modernization of troop barracks. In terms of persons per room, the capacities of UPH(PP) constructed prior to adoption of the "1+1" design differ from those for the "1+1" design. These capacity differences affect the space available per person. To accommodate these differences, space criteria will be calculated as follows:

(1) For certain UPH(PP) approved and constructed after 1973 (specifically those which used the "LBC&W" and "BB&A" barracks designs), which have a lesser space criteria than contained in the "1+1" standard design, calculate based on the occupancy of 2 soldiers in the grades corporal/specialist (E4) through private (E1) per room and 1 soldier in the grade sergeant (E5) and above per room.

(2) For other barracks (that is, the "A," "I" or "H," "rolling pin," and "T" or "hammer head" type buildings) which have been modernized in accord with the DA Facilities Standardization Program's previous standard design, that is, the "2+2" design, calculate based on the guidance contained in the approved standard design applied to the specific building type.

(3) For barracks designed and constructed to the "2+2" standard design, calculate based on the occupancy of 2 soldiers in the grades corporal/specialist (E4) through private (E1) per room, 1 soldier in the grades staff sergeant (E6) and sergeant (E5) per room, and 1 soldier in the grades sergeant major (E9) through sergeant first class (E7) per 2 rooms.

e. Although soldiers in AIT are authorized 90 net square feet of living space per construction design criteria, existing facilities for AIT soldiers will be considered adequate and will not be modified simply to meet the space criteria. For those installations which conduct OSUT and have both OSUT and AIT soldiers in the same facility, 72 net square feet is considered adequate and does not authorize programming for construction or modification for these AIT soldiers. Requirements surveys will count spaces based on the current real property records (72 or 90 net square feet). When there is justification for construction or modification of the facility for reasons other than space, the 90 square feet will apply for AIT soldiers.

f. Local regulations concerning smoking policy will be per existing Federal laws, Army regulations, or guidance. AR 600-63 contains specific guidance.

g. Standards for permanent party civilians are based on the comparable military grades in table 3-1. TDY civilians are housed as officers.

h. Temporary facilities will not be considered adequate. (See paras 3-29 and 5-2.)

i. Classification information for UPH and GH is set forth in paragraph 5-11.

4-5. Adequacy of off-post housing for permanent party personnel

a. *Assessment of housing.* In the case of off-post housing for permanent party personnel, there are two distinct assessments.

(1) *Acceptability (or suitability).* This refers to the resident's perception of how well the housing unit meets his or her housing needs.

(2) *Adequacy.* This refers to the housing manager's appraisal of how well the housing unit conforms with criteria established to identify housing units that will meet the need for properly housing soldiers and their families. The number of adequate housing units is entered in the housing analysis and is used to develop housing requirements data. (See chap 14.)

b. *Determination of adequacy.*

(1) The determination of the adequacy of rental housing in local communities is a key factor in identifying housing. Units will be

considered adequate if they meet the criteria in paragraph 4-5c unless the commander determines that the location involves excess travel time in mission essential situations.

(2) When a soldier living off post reports unacceptable housing conditions, that housing is inspected by the housing office using the criteria in this regulation (excluding bedroom count, cost, and distance). If the housing office verifies the soldier's report, that housing is not counted as an asset against housing requirements.

c. *Criteria for adequacy.*

(1) *Location.*

(a) The one-way distance from the housing unit to the installation is within 1 hour commute by privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements.

(b) The housing unit is not in an area, subdivision, or housing complex designated by the installation commander as not acceptable for reasons of health or safety.

(2) *Cost.* For making programming and/or acquisition decisions, the average total monthly cost must not exceed the amounts established by OSD. Total monthly cost includes rent, utilities (except costs reimbursed by the move-in housing allowance (OCONUS) and telephone which is paid by the resident), and other operating costs. Other operating costs include lease required real property insurance, lease required repair fees, a prorated portion of any renter paid real estate agent fee (where customary), and the average monthly cost of any stove or refrigerator provided by the renter in the absence of either landlord-furnished appliances or (OCONUS) Government-furnished appliances.

(3) *Condition.* The housing unit must—

(a) Be a complete unit with private entrance, bath, and kitchen for sole use of its residents. It must be so arranged that both kitchen and bedrooms can be entered without passing through bedrooms.

(b) Be well maintained and structurally sound. It must meet applicable codes and not pose a health, safety, or fire hazard.

(c) Have hot and cold running potable water. In some foreign areas, construction/building standards for community housing do not provide for potable running water. In such cases hot and cold running water will be provided and a continuous supply of potable water will be made available.

(d) Have a shower or bathtub, lavatory, and a flushable toilet in the primary bathroom.

(e) Have a permanently installed, adequately vented, heating system where the climate requires one and have air conditioning if on-post housing is authorized to be air conditioned.

(f) Have adequate electrical service for normal electrical equipment and lighting.

(g) Have cabinets in the kitchen, space and connections for a stove and refrigerator, and space for food preparation.

(h) Afford convenient access to parking.

(i) Have convenient access to roadways and sidewalks.

(j) Have smoke detectors installed and properly operating per state and/or local regulations, laws, or codes. (For purposes of the Army Housing Requirements Program (AHRP) and housing analysis, lack of a smoke detector will not cause a requirement for construction of additional on-post housing.)

(k) Have connections for a washer and dryer or access to laundry facilities on the premises or within one-quarter mile.

(l) Have adequate sanitary and sewage disposal facilities.

(4) *Size.* Table 4-1 lists minimum net square footage. Only in unusual cases, however, will units be declared inadequate solely because of insufficient floor space. This applies especially to mobile homes.

d. *Resident-owned housing.* All resident-owned housing will be considered adequate.

Table 4-3
Minimum furnishings, facilities, and services for UPH and GH

Furnishings/facilities/services.	UPH(PP)			UPH(TDY) and GH
	Barracks	SEQ	OQ	
(See note 1.)				
IN ROOM				
Ash Tray (See note 2.)				M
Bath mat, cloth				M
Bath, private (See note 3.)				R
Bathroom mirror well-lighted	M	M	M	M
Bathroom shelf space or vanity	M	M	M	M
Bedspring (one per bed)	M	M	M	M
Bedspread	M	M	M	M
Bedstead	M	M	M	M
Blanket for bed (as required)	M	M	M	M
Bookcase	R	R	R	R
Carpeting, wall-to-wall or area rug		R	R	R
Chair, easy (one per UPH room; 2 per GH room)	R	R	M	
Chair (for writing desk) (See note 4.)	M	M	M	M
Chest of drawers or dresser		M	M	M
Clock radio, alarm clock, or wake up service				M
Clothes hangers				M
Coffee maker				R
Cribs (available for checkout) (See note 5.)				M
Desk or writing surface (See note 4.)	M	M	M	M
Drinking glass (one per person)				M
Electric outlets convenient to bathroom mirror and to accommodate lamps, radios, and other appliances	M	M	M	M
Facial tissue				M
Ice bucket				M
Information packet (includes service charge rate, support activities, occupant responsibilities, check-out time, and other info as appropriate)				M
Kitchenette (See note 6.)				R
Lamp, floor (one per easy chair)		R	R	R
Lamp, table/desk (one per desk)	M	M	M	M
Lock and keys for doors to all rooms, inside and outside locks or latches on all bathrooms or kitchen facilities between rooms	M	M	M	M
Luggage rack or bench				M
Maid service, daily		R	R	M
Mattress with cover or pad	M	M	M	M
Mirror (one per bedroom)	R	R	R	M
Pillow (one per person)	M	M	M	M
Pillowcase (one per pillow)	M	M	M	M
Refrigerator in room or ice machine in common area	R	M	M	M
Sheets (one set per bed)	M	M	M	M
Shower curtain or enclosure	M	M	M	M
Telephones				R
Toilet tissue in barracks and transient housing and in shared baths	M			M
Towel rack	R	M	M	M
Towels (hand and bath), wash cloth, soap				M
Television, color (one per unit)				M
Wall art and decorations				M
Wardrobe, secure (one per occupant when built-in not available)	M	M	M	M
Wastebasket	R	M	M	M
Window coverings - shades, blinds, or drapes	M	M	M	M
COMMON AREA				
Bell cart				R
Class 'C' or commercial telephone	R	M	M	M
Cleaning equipment, vacuum cleaner, buffer	M	M	M	M
Furniture, clean and in good condition	M	M	M	M
Game room	R			
Ice machine	R	R	R	M
Ironing board (See note 7.)				M
Laundry facilities or services within one-half mile	M	M	M	M
Newspaper dispensers	R	R	R	R
Public restrooms		R	R	R
Steam iron (See note 7.)				M
Television in lounge or dayroom	M	M	M	R
Vending or sales facilities	R			M
THROUGHOUT THE BUILDING				
Adequate air-conditioning (where authorized)	M	M	M	M

Table 4-3
Minimum furnishings, facilities, and services for UPH and GH—Continued

Furnishings/facilities/services.	UPH(PP)			UPH(TDY) and GH
	Barracks	SEQ	OQ	
(See note 1.)				
Adequate electrical system and lighting	M	M	M	M
Adequate heating	M	M	M	M
Adequate plumbing system	M	M	M	M
Adequate ventilation	M	M	M	M
Color coordinated interior	M	R	R	M
Floor covering in good repair or properly finished wood floors	M	M	M	M
Smoke detectors and fire alarms	M	M	M	M
Trash containers and removal service, as required	M	M	M	M
Wall and ceiling surfaces in good condition	M	M	M	M
OUTSIDE				
Bicycle rack	R	R	R	
Exterior identification signs		M	M	M
Landscaping	R	R	R	M
Paved lighted parking space (See note 8.)	R	R	R	M
Paved lighted walkways	R	R	R	M

Notes:

- ¹ Space permitting, the minimum criteria indicated in the table are mandatory (M) or recommended (R) in permanent party housing, excluding open bay, and in transient housing.
- ² Ash trays will be placed only in rooms designated for smoking.
- ³ Private bath is mandatory for GH.
- ⁴ Chair (for writing desk) and desk or writing surface are mandatory for UPH(PP) and UPH(TDY)
- ⁵ Cribs are mandatory for GH only.
- ⁶ Kitchenettes are recommended for guest houses only.
- ⁷ Ironing board and steam iron will be made available on loan either at the reception desk or in the service area.
- ⁸ One parking space per officer (7 per 10 enlisted)UPH(PP) and UPH(TDY) billeting spaces. One space per each GH unit.

Chapter 5
Utilization and Disposal

Section I
General

5-1. Scope

This chapter provides housing utilization goals, sets forth policy and procedures for changing functional use of housing facilities, and addresses disposal.

5-2. Goals

The Army's goal is to achieve the best utilization rates possible through optimum management of its housing inventories. This ensures conservation of public funds and maximizes availability of housing to eligible personnel.

a. Family housing.

(1) The goal of each installation is to achieve an occupancy rate of 99 percent. To meet this goal, the targeted vacancy rate is 1 percent (net) for adequate DUs, while the maximum acceptable rate is 2 percent (net). Vacancy rates above 5 percent require an analysis to determine if DUs are excess to needs. No vacancy rate is set for substandard DUs because occupancy is on a voluntary basis. However, every effort should be made to maximize their utilization.

(2) Vacancy rates are determined from DD Form 1410 (Family Housing Inventory and Occupancy). (See para 16-7 for reporting requirements.) The net vacancy percent reported on DD Form 1410 may indicate where more management emphasis is needed. Explain vacancy rates above 2 percent in remarks section attached to the DD Form 1410.

b. Unaccompanied personnel housing.

(1) *UPH(PP).*

(a) The goal for each installation is a utilization rate of 95 percent for adequate housing. Although a management allowance is

recognized for the unit integrity concept, this allowance will not cause the installation utilization rate to fall below 95 percent.

(b) Eligible soldiers will not be required to occupy temporary World War II or substandard UPH (not upgradable) facilities except for military necessity. (See para 3-29c.)

(2) *UPH(TDY).* The targeted average annual utilization rate is 75 percent within each specific UPH(TDY) billeting activity, that is, within VEQ, VOQ, and DVQ. Should this rate fall below 75 percent for any of the billeting activities, consideration will be given to the diversion or conversion of that billeting activity to other UPH use or GH use for maximum utilization.

(3) *Utilization rates.*

(a) These are determined from DD Form 2085 (Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data) (para 16-12). Explain utilization rates under 95 percent for UPH(PP) and under 75 percent for UPH(TDY) in remarks section attached to the DD Form 2085.

(b) Installation commanders may maintain in active status those adequate barracks carried on the DD Form 2085 as "excess" space in order to provide more space and privacy to priority 1 and 2 personnel using the "1+1" space standards. Commanders should make this happen whenever their inventories allow.

c. Guest housing. GH is voluntarily occupied except as otherwise prescribed in this regulation (see para 3-40b). MACOM and HQDA will assess the need for continued operation of GH based on—

(1) Data contained in the DA Form 4630-R (Guest Housing Occupancy Report) (para 16-13).

(2) Installation commander's recommendation.

5-3. Utilization

a. Adequate housing will be assigned with the least delay to ensure maximum occupancy. No unit will be kept vacant when ready for occupancy. The installation commander may make exceptions for key and essential personnel and students.

b. Installations will obtain maximum utilization by—

(1) Continuous advance planning.

(2) Maintenance of waiting lists.

- (3) Prudent scheduling of maintenance.
- (4) Prompt performance of M&R work.
- (5) Prompt assignment of housing.

5-4. Changes in functional use

a. Designation of housing. Government-provided housing is acquired to meet the needs of personnel in various grade groups. Upon initial occupancy, housing is designated for use by personnel in certain grade groups. These designations, which reflect functional uses of the housing, are “permanent,” but may be changed to meet changing requirements.

b. Considerations in making changes. Decisions regarding changes in functional use are based on the following:

(1) *Need for facilities.* Current and projected numbers and types of housing facilities will determine needs (chap 14).

(2) *Functional use.* The 3- and 5-digit category codes (listed in AR 415-28) describe functional uses of facilities. For example, the 3-digit category code (CATCODE) “711” identifies a facility as a family housing DU. The 5-digit code “71115” further identifies a family housing DU designated for noncommissioned officer (NCO) and enlisted personnel. The CATCODE “72X” applies to UPH and is expanded to “72110” for enlisted UPH(PP), “72120” for enlisted UPH(TDY), “72410” for officer UPH(PP), and “72411” for officer UPH(TDY).

(3) *Duration of change.* A change will be either temporary or permanent.

c. Types of changes.

(1) *Temporary.* Temporary changes may be classified as reallocation or diversion.

(a) Reallocation applies only to family housing. It occurs when there is a temporary redistribution of a family housing asset from one grade category to another. Reallocation changes the last 2 digits in the 5-digit CATCODE.

(b) Diversion occurs when the basic functional use (3-digit CATCODE) of any housing asset is temporarily shifted to another basic functional use (3-digit CATCODE). For UPH, it also occurs when a UPH asset is diverted to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5-digit CATCODE.

(c) Real property records are annotated to reflect the temporary change. This annotation will include the current use CATCODE and the start and end dates of the temporary change.

(2) *Permanent.* Permanent changes may be classified as redesignation or conversion.

(a) Redesignation applies only to family housing. It occurs when there is a permanent redistribution of a family housing asset from one grade category to another. Redesignation changes the last 2 digits in the 5-digit CATCODE.

(b) Conversion occurs when the basic functional use (3-digit CATCODE) of any housing asset is permanently changed to another basic functional use (3-digit CATCODE). For UPH, it also occurs when a UPH asset is converted to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5-digit CATCODE.

(c) On conversion a change will be made to the design CATCODE in real property inventory records.

d. Duration of diversion.

(1) Diversions may be approved for up to 3 years. Approval authorities are as follows:

(a) For family housing, the MACOM commander approves.

(b) For UPH, the installation commander approves diversion to another UPH use and the MACOM commander to other (non-UPH) use.

(c) Diversion authorities of MACOM commanders set forth in (a) and (b) above may be redelegated to installation commanders. This redelegation authority excludes UPH(TDY).

(2) All FH and UPH diversions in excess of 3 years or extensions which would carry the total period of diversion beyond 3 years must be approved by ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

(3) Any diversion to or from GH must be approved by USACFSC(CFSC-HD-O).

e. Diversion and conversion limitation. Any diversion or conversion that results in a DU having more than 5 bedrooms must be approved by HQDA. Submit request to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

Section II Family Housing

5-5. Reallocation and diversion of family housing

a. Reallocation of family housing.

(1) Family housing areas and, in some cases, individual DU are designated by the installation commander for use by grade categories.

(2) Installation commanders may reallocate DU from one grade category to another (that is, change the last 2 digits in the 5-digit CATCODE) when—

(a) There is an imbalance in distribution of existing on-post, off-post, or both on- and off-post DUs.

(b) Circumstances do not warrant permanent change in allocation of DUs.

(3) A comparison of family housing assets against requirements will be made annually. In assessing the needs for reallocation of family housing assets, consider the following:

(a) Housing requirements within each grade category, by bedroom count, including current, projected and programmable changes.

(b) Recent or projected mission changes.

(c) Approved and programmed construction, both on- and off-post.

(d) Separation of officer and enlisted families.

(e) Disparity of waiting time between grade categories.

(4) The DD Form 1411 (Family Housing Inventory Designation and Assignment) will reflect all reallocations in family housing assets (para 16-8). Designated grade categories in housing will not be changed; however, an explanation of the reallocation will be made in remarks section to the DD Form 1411. The explanation attached to the DD Form 1411 will include the following:

(a) Number of DU.

(b) Specific losing grade categories.

(c) Specific gaining grade categories.

(d) Bedroom count.

b. Diversion of family housing.

(1) Facilities constructed as family housing DUs or permanently converted to such use will not be diverted to other use (that is, change the 3-digit CATCODE) unless they are excess to family housing needs. Family housing units will not be declared “diverted” for routine M&R, for cleanup, or while awaiting assignment.

(2) Authority to divert family housing to non-family housing use is delegated to the MACOM. (MACOM may redelegate this authority to the installation. See para 5-4d)

(3) A DU may be diverted to UPH when needed to house—

(a) Permanently assigned commanders with the rank of colonel(O6) or above who are entitled to BAQ at the “without dependent” rate and are required to reside on the installation. Such commanders will forfeit their housing allowances during the period of occupancy. This applies only when available UPH facilities lack the entertainment area to meet social obligations.

(b) Unmarried chaplains and unaccompanied married chaplains when UPH is unavailable or is not adequate.

(4) AFH funds will not be expended on facilities diverted from sole use of family housing. Diverted facilities must be monitored to ensure timely return to family housing use.

(5) DUs will not be altered or modified in any way that will preclude their restoration to family housing use at a later date.

(6) Cost limitations on family housing will apply to those DUs that have been diverted to other use but remain in the family housing inventory. For example, total AFH or OMA funds or both may not exceed family housing cost limitations.

(7) A request for approval to divert family housing to other use will include the following:

- (a) Total number of units proposed for diversion.
- (b) Building and unit number(s).
- (c) Living space (net square footage per DU).
- (d) Bedroom composition.
- (e) Current and proposed real property CATCODE.
- (f) Date constructed.
- (g) Whether adequate or substandard.
- (h) Current designation by grade category and current occupancy.
- (i) Total family housing assets and requirements.
- (j) Number on waiting lists by grade and bedroom requirement.
- (k) Waiting periods by grade and bedroom requirements.
- (l) Statement that the unit is, or is not, located in a thematic district or designated as an historic site or a nominee for either.
- (m) Health, environment, and safety factors, if applicable.
- (n) For encumbered housing, the FHA number of mortgage document.
- (o) Account to be charged for O&M costs.
- (p) Justification for intended use (including CATCODE).
- (q) Impact on meeting housing needs.
- (r) Duration of diversion.
- (s) An analysis of impact on the installation billeting fund whenever the change in functional use is from family housing to UPH(TDY).

(8) Diverted DUs will continue to be reported on DD Forms 1410 and 1411.

c. Reallocation and diversion documentation.

(1) Documentation will be kept on file during the period of reallocation or diversion. DD Forms 1410 and 1411 will be annotated in an attachment to identify reallocations and diversions in effect. Diversions do not change the total inventory.

(2) Real property inventory records will be annotated to reflect reallocations and diversions.

5-6. Redesignation and conversion of family housing

a. Redesignation of family housing.

(1) Installation commanders may redesignate adequate DU to alleviate inequity of available housing among grade categories. They will notify ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 through their MACOM of redesignations which they approve.

(2) Redesignation of GFOQ and ICQ requires prior approval of ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

(3) DU requirements will be analyzed as in paragraph 5-5a(3) prior to proposing redesignation.

(4) Redesignation must be based on long-term requirements and current and long-range construction plans. It should take into account the physical location and amenities of existing and approved future units.

(5) Whether redesignation should be pursued will be considered at least annually and will be evaluated when—

(a) The installation conducts an Army Housing Requirements Program action (chap 14).

(b) There is a significant change in installation population (increase, decrease, ratio adjustment among grade categories or bedroom requirements) or available on- or off-post housing assets.

(c) Waiting periods differ greatly between grade categories with like bedroom requirements.

(d) There are constant diversions to maintain equity balance.

b. Conversion of family housing.

(1) Family housing DUs will not be converted to other use or combined from two or more DUs into a single DU without prior approval of ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

(2) AFH funds will not be used to support a DU or other family housing real property that has been converted.

(3) A request for approval to convert family housing to other use

will include the information identified in paragraph 5-5b(7)(a) through (s) and the following:

(a) Cost of conversion and account to be charged.

(b) Cost of O&M for the proposed facility.

(4) Requests which are based on economic factors will include an economic analysis, performed in accord with DA PAM 210-6. It must indicate that retention as family housing is not economically feasible.

(5) Converted DU will not be included in the family housing inventory or reported after the initial report of conversion.

c. Redesignation and conversion documentation.

(1) Redesignation and conversion actions will be properly documented.

(2) Approved redesignations will be reflected by change to the next DD Form 1411. A remarks section attached to the DD Form 1411 will—

(a) Show the number of units, by grade category and bedroom count.

(b) Identify the grade category to which redesignated.

(c) Cite the approval authority.

(3) DD Form 1411 remarks section will identify approved conversions which occurred during the reporting period.

(4) Installation real property inventory records will be changed to reflect redesignations and conversions.

5-7. Inactivation of family housing

a. Family housing units are considered to be in an “active” status unless DUs which have no anticipated occupancy for a period of 3 months or more are specifically removed from that status. Family housing units will not be declared “inactive” for routine M&R, cleanup, or while awaiting assignment.

b. DUs may be inactivated when—

(1) All efforts to fill the units through voluntary assignment, assignment of dependents of absentee sponsors, and other management options such as diversion, conversion, or (in foreign areas) mandatory assignment (see para 3-13 for condition under which mandatory assignment may be considered) have been exhausted and there is no foreseeable need for the DU for the next 3 months; or

(2) The installation has been announced for closure or mission reduction, and, as a result, housing requirements are diminished, or DUs are vacant pending disposition; or

(3) The DUs are undergoing major M&R or improvements which preclude occupancy for an extended period of time. The average number of DUs associated with a continuous major renovation may be declared “inactive”.

c. When DUs are changed from “active” to “inactive” status, the change must be included on the next DD Form 1410.

d. Facilities declared “inactive” for reasons other than major M&R or improvements will receive only the basic maintenance necessary to protect the Government’s capital investment. Provisions will be made to prevent loss from fire, theft, vandalism, or avoidable deterioration and to preclude the development of unsafe, unsanitary, or unsightly conditions.

5-8. Reactivation of family housing

Installation commanders may reactivate DUs when the conditions for inactivation cease to exist. Upon reactivation, the change must be shown on the next DD Form 1410.

5-9. Disposal of family housing

a. Disposals are considered when real property is excess to the needs of family housing and conversion is not an acceptable or practicable alternative.

b. Per AR 405-90 authority to approve disposals for facilities over 25 years old, regardless of inventory cost, or when inventory cost is less than \$300,000 per project or \$15,000 per DU has been delegated to MACOM commanders with no authority to redelegate.

c. Disposals for facilities less than 25 years old with an inventory cost of more than \$300,000 per project, or \$15,000 per DU, or facilities acquired/constructed within 2 years regardless of cost, will be approved by HQDA (DAIM-FDH) per AR 405-90.

d. Disposal will not normally be approved where a family housing deficit exists and the DU can be economically retained as family housing.

e. A request for approval to dispose of family housing will include the information identified in paragraph 5-5b(7)(a) through(q). It will also include the following:

- (1) Proposed method of disposal.
- (2) Cost and type of construction.
- (3) O&M costs, if a factor in the disposal request.

f. DA Form 337 (Request for Approval and Disposal of Building and Improvements) will be enclosed with the written request for disposal of family housing. (See AR 405-90.)

Section III Unaccompanied Personnel Housing and Guest Housing

5-10. UPH real property records

A physical inventory of UPH will be conducted periodically, but no less than biennially to validate and update inventory records. This validation and update will consider the results of space management surveys and may result in changes in use to ensure effective utilization of assets. The annual housing requirements data submission and the DD Form 2085 (Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data) will reflect the inventory as indicated in the installation's real property inventory records. The Real Property Inventory records and the DD Form 2085 must agree. Inventory validations and updates will be coordinated with the Real Property Officer, Space/Facility Manager, and Master Planner.

5-11. Classification of UPH and GH

a. All UPH will be classified as "1+1", "2+2", other adequate, substandard (upgradable), or substandard (not upgradable); all GH as adequate, substandard (upgradable), or substandard (not upgradable). (See glossary for definitions of these terms.)

b. The installation commander will classify UPH and GH per the guidelines in paragraph 4-4.

c. Neither cosmetic nor other deficiencies that are correctable with O&M funds will justify a substandard classification.

d. UPH will not be classified as substandard merely because the facility does not meet current construction design standards.

e. The absence of recreational facilities at an installation will not be a basis for declaring Government housing substandard.

f. UPH and GH classifications will be annotated on real property records. These annotations will be changed whenever a classification is changed. UPH will be classified in facility CATCODE series 721 or 724, and GH in CATCODE 74032, based on majority usage of the facility by personnel assigned on TDY or PCS orders or by medical patient visitors.

5-12. Diversion of UPH

a. *Basic policy.*

(1) Diversion of UPH will not result in dislocating personnel to housing of lesser quality.

(2) An information copy of each approved UPH(PP) diversion will be sent to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. An information copy of each approved UPH(TDY) diversion will be sent to ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512.

b. *Diversion.*

(1) Authority to divert adequate (UPH) or substandard UPH(upgradable) buildings or parts of buildings to other UPH use (that is, change either last 2 or 3 digits of 5-digit CATCODE) is delegated to the installation commander. Authority to divert adequate UPH or substandard UPH (upgradable) for use by activities unrelated to UPH (that is, change 3-digit CATCODE) is delegated to MACOM commanders. This authority may be further delegated to installation commanders for UPH(PP), but not for UPH(TDY). The authority to divert any facility to GH is held at HQDA. (See para 5-4d.)

(2) Approval to divert will be documented and, as a minimum, will contain the following information:

(a) Total number of UPH spaces diverted. For barracks, indicate whether spaces are computed at 72 or 90 net square feet per person. For UPH(TDY), indicate occupancy for the past 3 years and the number of CNA nights for the last 3 years.

(b) Building number(s) and number of spaces in each building.

(c) UPH assets and requirements as indicated in AHRP requirements data.

(d) Number of personnel housed in substandard facilities.

(e) Number of personnel relocated as a result of the diversion and types of facilities to which they would be relocated.

(f) Number of personnel in the grade of staff sergeant (E6) and below residing off post and drawing BAQ at the "without dependent" rate.

(g) Alternatives that have been considered and reason for rejection.

(h) Duration of diversion.

(i) Plans for returning spaces to intended use.

(j) Where a diversion is to or from UPH(TDY), analysis of impact on installation billeting fund.

(3) Approval to divert or continue diversion of adequate or substandard UPH (upgradable) will be granted only when it has been determined that—

(a) Diversions are being made on an austere basis.

(b) Use of existing temporary-type facilities to provide required facilities is not feasible.

(c) Early MCA programming for the type of facilities for which the diversion is required is accomplished at a high priority to insure retention of the program.

(d) The installation has enough permanent-type UPH to accommodate the troop strength assigned and diversion will not result in issuance of CNAs.

(4) Existing adequate UPH or substandard UPH (upgradable) will not be used as DVQ unless they are excess to permanent party requirements. MACOM approval is required. An information copy of each approval to establish DVQ will be provided ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512.

(5) Diverted UPH spaces will be counted as UPH assets including when determining requirements; however, they will not be counted as UPH vacancies in calculating utilization rates.

c. *Diversion documentation.* Approval documentation will be kept on file during the period of diversion. A remarks section attached to the DD Form 2085 will identify diversions in effect.

5-13. Conversion of UPH

a. Conversion may change UPH functional use to non-UPH functional use (that is, change 3-digit CATCODE). However, conversion may also change a facility's functional use from one UPH use to another UPH use (that is, change the last 2 or 3 digits of the 5-digit CATCODE). For example, if requirement is to house visiting officers and housing constructed for permanent party officers (CATCODE 72410) is available to satisfy that requirement, conversion action must be initiated to change the category to visiting officers quarters (CATCODE 72411).

b. The authority to convert adequate UPH or substandard UPH(upgradable) buildings or parts of buildings to non-UPH use is held at HQDA. Conversion requests will be sent to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. The authority to approve conversion of adequate UPH or substandard UPH (upgradable) to other UPH use is delegated to the MACOM. The MACOM may further delegate this authority (for UPH(PP) only) to the installation.

c. Conversion of adequate UPH or substandard UPH (upgradable) buildings, or parts of buildings, is subject to the following conditions:

(1) Installations will seek opportunities to convert excess permanent space to allow the relocation of activities occupying space in temporary facilities.

(2) No permanent space will be converted where the same category of space in temporary facilities is in use.

(3) Facilities constructed within the last 5 years will not be converted.

(4) Conversion from a shortage category to an excess category is prohibited.

(5) UPH conversion approval will be valid for one year after date of approval. Approval of a UPH conversion for which a change in the functional use of space, as approved, has not taken place within one year will be rescinded automatically on the anniversary date of the approval.

(6) Real property records and DD Form 2085 will be changed to reflect approved conversions after change in functional use of space has been made; not upon approval.

(7) Conversion of space from a shortage category to another shortage category will be approved only after giving consideration to how future force structure changes, weapons systems deployments, and contingency planning will affect overall facilities needs.

d. Approval to convert adequate UPH or substandard UPH(upgradable) will be properly documented and, as a minimum, will contain the following information:

(1) Number of UPH spaces converted. For barracks, indicate whether computed at 72 or 90 net square feet per person.

(2) UPH assets and requirements as indicated in AHRP requirements data.

(3) Number of personnel in the grade of staff sergeant (E6) and below residing off post and drawing BAQ at the "without dependent" rate.

(4) CATCODE, building number, number of spaces in each building, and year of construction of facility being converted.

(5) CATCODE of facility to which converted.

(6) If building is currently in a diverted status, duration of diversion.

(7) Justification as to why other installations assets cannot be used to meet the requirement.

(8) Effect of the conversion on the installation construction program.

(9) If facility to be converted is upgradable and there is a UPH requirement, cost comparison of rehabilitation to meet current standards of UPH versus conversion.

(10) Estimated cost of new construction to provide required facilities.

(11) Where the proposed conversion is to non-UPH use, installation certification that single soldiers (in the grade of staff sergeant (E6) and below) are not living off post and receiving a housing allowance and that all single soldiers (in the grade of staff sergeant (E6) and below) are housed in adequate facilities.

(12) Where conversion is to or from UPH(TDY), analysis of impact on installation billeting fund; also, occupancy for the past 3 years and the number of CNA nights for the last 3 years.

e. Approved conversions will not be included in the UPH inventory as reported on DD Form 2085 after the initial report of conversion.

5-14. Inactivation of UPH

a. UPH is considered to be in an "active" status unless specifically removed from that status.

b. Installation commanders may inactivate UPH which has no anticipated occupancy for a period of 3 months or more when—

(1) All efforts to fill the UPH through voluntary assignment, other management option such as diversion or conversion, or mandatory assignment have been exhausted and there is no foreseeable need for the UPH for the next 3 months; or

(2) The installation has been announced for closure or mission reduction, and, as a result, UPH requirements are diminished, or UPH is vacant pending disposition; or

(3) The UPH is undergoing major M&R or improvements which preclude occupancy for an extended period of time.

c. When UPH is changed from "active" to "inactive" status, the change must be included on the next DD Form 2085.

d. Facilities declared "inactive" for reasons other than major M&R or improvements will receive only the basic maintenance necessary to protect the Government's capital investment. Provisions will be made to prevent loss from fire, theft, vandalism, or avoidable deterioration and to preclude the development of unsafe, unsanitary, or unsightly conditions. NAFs will not be expended for these purposes.

5-15. Reactivation of UPH

Installation commanders may reactivate UPH when the conditions for inactivation cease to exist. Upon reactivation, the change must be shown on the next DD Form 2085.

5-16. Substandard UPH (not upgradable)

There is no restriction on diversion, conversion, or disposal of substandard UPH which is not economically upgradable to acceptable standards.

5-17. Diversion and conversion of guest housing

Authority to approve diversion or conversion of GH to other uses requires HQDA approval. Requests will be sent to ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512.

5-18. Disposal of UPH and GH

Disposal of adequate UPH, substandard UPH (upgradable), and GH will be done per AR 405-90.

Section IV

Host-Tenant and Logistic Support Agreements

5-19. Host-tenant concept

Policies and procedures on host-tenant support agreements between Army MACOMs, organizations, units, or activities are described in DODI 4000.19 and AR 5-16. DD Form 1144 (Support Agreement) will be used to complete agreements.

a. Support agreements are not required between Army units and activities of the same Army command when these units are funded by the same appropriation (for example, both are funded by OMA, or by RDTE, or by the Army Industrial Fund) and it is the table of distribution and allowances (TDA) or table of organization and equipment (TOE) mission of one command to support the other. DD Forms 1144 are required when Army units or activities are funded by different appropriations, although part of the same MACOM (for example, one AMC unit funded by OMA and the other by RDTE).

b. DD Form 1144 will show the housing and lodging code (B-19) and costs (reimbursable or nonreimbursable) when housing support is provided by a host command to a tenant or satellite command or activity. MOAs may be used to establish consistent policies and procedures in cases where a tenant belonging to another MACOM uses the installation housing belonging to the host's MACOM. When a MACOM's MOA is used, the attachments (local standing operating procedure (SOP) specifics of supplier and receiver responsibilities) will be consistent with the policies of the MACOM's MOA, DODI 4000.19, and AR 5-16.

5-20. Host-tenant housing policy

a. DOD military personnel assigned to an installation for duty, and those assigned to units attached to the host for housing support, are eligible for housing assets under control and jurisdiction of the host. All eligible personnel will compete for such housing on the same basis as personnel assigned to the host. They will be assigned to housing under the provisions of this regulation.

b. The policy in a above does not relieve tenant units or activities of their obligation to enter into a host-tenant agreement, when required. Attached and tenant units and activities must advise the host installation of their housing requirements, particularly for families and for key and essential personnel.

c. Any differences involving host-tenant support responsibilities

or negotiations will be referred to the parent command for resolution per DODI 4000.19 and AR 5-16.

5-21. Interservice, interdepartmental, and interagency support agreements (ISAs)

Army commanders may be asked to provide housing support to other departments or agencies of the Federal Government including other military departments.

a. OSD has established the basic principle that each DOD component provides and arranges for the support of its own forces. In arranging for support, a component may request assistance from another DOD component.

b. Each DOD component must provide the support requested to the extent military requirements permit, provided—

(1) Requested support is available, or can be made available with provision of additional resources (funds, facilities, and/or manpower), and to the overall advantage of DOD.

(2) The host has the capability of supporting the tenant without detrimental impact on its own military missions.

c. Interservice, interdepartmental, or interagency requests for Army housing support are negotiated per DODI 4000.19 and AR 5-16. Where a host is unable to provide housing support without additional resources, and the requestor's economic analysis shows support by the host to be more advantageous to DOD if additional resources were provided the host, the request will be passed up the host's chain of command for a decision. If the decision is made to provide the host with additional resources, a budget-base (program) transfer of funds from the tenant's department or agency to the host's department will be made at Departmental level.

d. Each level of command will attempt to resolve disagreements with other Services, departments, or agencies. Such action will be fully documented, presenting both the Army and other positions and arguments so that the next higher level is totally informed and knows what objections exist. MACOM should refer unresolved issues to DALO-RMM, Deputy Chief of Staff Logistics (DCSLOG), 500 Army Pentagon, Washington, DC 20310-0500 per AR 5-16. Provide information copy of referral to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

5-22. International agreements

Commanders are not authorized to enter into a housing support agreement with any representative, agency, or agent of a foreign government without the specific prior approval of ATTN DAMO-SSM, Deputy Chief of Staff Operations and Plans (DCSOPS), 400 Army Pentagon, Washington, DC 20310-0400 (AR 550-51).

a. Army military personnel are permitted to occupy housing of a foreign country in accord with the terms of an existing international agreement, such as a Status of Forces Agreement.

b. Foreign military personnel are permitted to occupy US Army housing as specified in chapter 3 or in other existing formal agreements.

Section V

Unit Moves and Base Realignment

5-23. Unit moves

a. Unit moves result from—

(1) A unit rotation.

(2) A restationing action.

b. Eligible military personnel identified for PCS reassignment with a unit move must receive fair and equitable consideration of available housing assets at the gaining installation. It is essential that all personnel receive advance notice of the housing situation at the gaining installation (as it applies specifically to them) so that they can make necessary plans and arrangements. This is especially so for those with families. Such notification precludes speculative rumors and improves the morale and efficiency of all personnel whether they are members of the advance party or are part of a subsequent increment.

c. Due to time phasing of unit moves the effective date of the

merger of family housing waiting lists will be agreed upon by the installations or MACOM involved. The merger date must be equitable for all concerned and be set up to ensure minimum stagnation of waiting lists. Unresolved issues will be forwarded to MACOM and, if still unresolved, to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

d. To achieve a smooth unit move, the following procedures will apply:

(1) The commander of the unit being moved will—

(*a.*) Identify personnel for PCS reassignment with the unit.

(*b.*) Prepare and submit a list of all unit move personnel who are eligible and wish to be considered for Government-provided housing at the gaining installation. Separate lists will be established for FH and UPH. Each list will be arranged by grade categories. Within the family housing list the grade categories are further arranged according to the determined effective date of housing application for each soldier's current category at the losing installation, and are considered as advance applications. This list is sent to the gaining installation no less than 45 days prior to the effective date of the unit move.

(*c.*) Submit a proposed list of key and essential personnel to the commander of the gaining installation.

(*d.*) Enter into host-tenant negotiations, if required, at the earliest practicable date in advance of the unit move.

(2) The gaining installation commander will—

(*a.*) Merge the family housing section of the list of the incoming unit with the existing list for preplanning purposes.

(*b.*) Evaluate the impact the unit move has on existing housing waiting lists and housing forecasts.

(*c.*) Enter into host-tenant negotiations with the commander of the incoming unit, as necessary.

(*d.*) Make appropriate plans and arrangements to accommodate incoming personnel.

(*e.*) Provide effective housing services to include the full range of Community Homefinding, Relocation, and Referral Services.

(*f.*) Recommend revision of key and essential position list, as required.

(3) All housing assignment commitments issued by the gaining installation prior to merger of the waiting lists will be honored.

(4) The final housing list of the incoming unit will be merged with the gaining installation lists no less than 30 days prior to the scheduled movement of the advance party of the incoming units.

(*a.*) If the personnel strength of the incoming unit is altered prior to the effective date of the unit move, the merged lists will be adjusted accordingly.

(*b.*) Lists of the gaining installation and incoming unit will be merged on a pro rata basis.

(*c.*) Individuals in the freeze zone on the gaining installation waiting list will not be displaced.

(*d.*) For installations with automated family housing waiting lists, it will be necessary to adjust the effective date of application to ensure maintenance of relative positions on the list.

(5) The merged waiting lists will be posted in the housing office(s) for public view by both the gaining installation and the incoming unit.

(6) The gaining installation will issue DD Form 1747 (Status of Housing Availability) to all incoming personnel. If appropriate, group statements may be issued to personnel of the incoming unit.

(7) Approved key and essential personnel of the incoming unit will receive priority consideration for the assignment to housing. They will not displace personnel on the waiting list who have received a firm commitment for housing assignment. Appropriate family housing DUs may be held vacant for a period not to exceed 30 days pending the arrival of designated key and essential personnel of the incoming unit.

5-24. Base realignments

Realignment actions will often have a disruptive impact on people.

Therefore, housing managers at all levels must participate in realignment studies to ensure that the housing aspects of realignments are appropriately considered before the fact (AR 5-10).

5-25. Base closures

When a base closes, commanders must ensure that military personnel and families are moved on a scheduled basis. Housing facilities must be closed consistent with the capability to provide essential support and service. Continuous coordination among all the functional elements of the infrastructure will be essential. ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600; USACE(CERE), Washington, DC 20314-1000; and the parent MACOM will coordinate on and issue specific guidance concerning the assignment, utilization, and ultimate disposition of housing assets.

Chapter 6 Community Homefinding, Relocation, and Referral Services

Section I General

6-1. Scope

This chapter prescribes policy, responsibilities, and procedures governing the Community Homefinding, Relocation, and Referral Services and Equal Opportunity in Off-post Housing Programs.

6-2. Local civilian community housing

a. Congress has directed the DOD to rely on the local civilian community as the primary source of housing assets to meet military needs. This policy demands that the installation CHRRSO pursue an active role in its relationship with local community entities associated with real estate and the housing market. In establishing a mutually beneficial relationship with the community, the CHRRSO will—

(1) Participate with, and actively solicit support for military needs from, civilian rental property owners and managers, local housing authorities, real estate boards, home builders associations, chambers of commerce, planning agencies, zoning offices, financial institutions, and building permit issuing agencies.

(2) Inform the civilian community of military housing needs and seek community acceptance of any proposed military housing acquisition programs.

b. Actively working with the local community will enhance the CHRRSO's ability to—

(1) Assist newly arrived personnel in finding adequate and affordable community housing with the least possible delay.

(2) Provide guidance and assistance to personnel in off-post housing matters on a continuing basis.

(3) Counsel departing personnel so that they will be able to make informed decisions about housing choices at their new duty station prior to a PCS move.

6-3. Eligibility

a. The following are eligible to participate in the CHRRS and EOOPH programs:

(1) All active duty military personnel and their family members.

(2) U.S. citizen DOD employees (APF and NAF) and their family members.

b. Soldiers and OCONUS DOD civilian employees, must report to the CHRRSO prior to making arrangements to rent, lease, or purchase off-post housing.

Section II Community Homefinding, Relocation, and Referral Services Functions and Customer Service

6-4. Community homefinding, relocation, and referral services functions

a. To maximize off-post housing support to meet soldier needs, the installation CHRRSO should offer as a minimum the following services:

(1) Nondiscriminatory listings of rental and for-sale housing.

(2) Counseling for applicants on the EOOPH program and the prohibitions against discrimination based on disability.

(3) Up to date vacancy status of as many housing listings as possible.

(4) Assistance in resolving tenant landlord disputes.

(5) Preliminary inquiries to validate housing discrimination complaints.

(6) Liaison with community and Government officials and organizations.

(7) Housing data exchange with other DOD housing offices.

(8) Management and processing responsibilities, entitlement briefings, and certifications related to housing availability and related costs for temporary lodging expense (TLE) (JFTR, Volume 1, para U5710).

(9) Counseling on home buying and selling, property management, and mobile homes.

(10) Housing market area data for use in developing market analyses (chap 14).

(11) Government transportation for newly arrived personnel where possible to inspect community housing listings when public or private transportation is not available or convenient.

(12) Assistance with rental negotiations and review of leases.

(13) Administrative assistance with utility company fees and deposits, connections, and billings.

(14) General housing information sufficient for the Army Community Service (ACS) to fully support the Housing Relocation Assistance Program, to include the Relocation Automated Information System (RAIS) database.

b. Additionally, the following services should be provided in foreign areas:

(1) Management and processing responsibilities, entitlement briefings and certifications of housing availability and related costs for the TLA (JFTR, Volume 1, para V9201), move in housing allowance (MIHA) (JFTR, Volume 1, Appendix N); and the OHA programs. DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) will be used to determine eligibility to start, adjust, or terminate OHA. The form may be supplemented with additional information to suit local requirements. However, supplementation will not replace utilization of DD Form 2367 for its intended purposes. A copy of each completed form, any local supplement, and a copy of the individual's lease or sales agreement will be retained in the CHRRSO's records file.

(2) Government transportation to newly arriving personnel to inspect community housing listings.

(3) Language interpretation in dealing with landlord and utility companies.

(4) Rental agreements in English and local language. The lease agreement should include provisions for—

(a) A lease period with automatic renewal provision.

(b) Early termination without penalty based on appropriate military reassignment orders.

(5) Preparation of moving in and out inventory condition report of premises with tenant and landlord.

(6) Mandatory inprocessing and outprocessing of DOD personnel through the CHRRSO as part of the local processing procedures.

(7) Maintenance of a rotation (expected date of departure) file on DOD personnel living in private rental housing.

(8) Documentation that applicant is actively seeking permanent housing if required to do so.

(9) Verification that private rental housing is not vacated prematurely.

c. There are a number of programs that support the services in a and b above. The programs listed below can aid the installation CHRRSO in accomplishing its mission of making the soldier aware of the availability of affordable, quality housing. These programs are intended to help equalize the cost to the soldier of on- and off-post housing.

- (1) Set-aside Program (para 6-7b).
- (2) PCSHOUSE Express (para 6-8f(1)).
- (3) Housing Relocation Assistance Program (HRAP) (para 6-8f(2)).
- (4) Deposit Waiver Program (para 6-8f(3)).

d. CHRRSO programs and services should be accessible to and usable by persons with disabilities. If it is not feasible to locate these services in an accessible building or if modification of a building would be an undue hardship, arrangements must be made to provide, upon request, all CHRRSO services at an accessible location. Readers for the blind and sign language interpreters for deaf persons should be made available upon request, if feasible.

e. Housing managers must ensure that the responsibilities identified in a(8) and b(1) above are added to employee position descriptions.

6-5. Community homefinding, relocation, and referral services staffing

a. Installation Housing Managers must annually assess the current strength of CHRRSO staffs to determine whether the CHRRS program is fully staffed, fully trained, and has the appropriate facilities and tools to anticipate and meet the requirements of incoming and outgoing soldiers and families. The CHRRSO must be active in the local, off-post communities in an aggressive search for additional adequate housing. The effective CHRRSO should contain enough staff to allow at least 25 percent of staff time to be spent off-post in direct contact with landlords, real estate agents/brokers, state and local housing staffs, U.S. Department of Housing and Urban Development (HUD) staff, Chambers of Commerce staffs, and so forth, in a constant search for additional suitable off-post housing. The CHRRSO should be supported with sufficient vehicles, telephone lines, a FAX machine, copy machine, and other equipment and supplies essential to facilitate its work.

b. Each CHRRSO worldwide should have sufficient telephone lines and open, immediate access to long distance/overseas telephone and FAX services. This will enable CHRRSO staffs to obtain real time, up-to-date information about temporary and permanent housing availability at the next duty station for each departing soldier and family. AFH funds may be used to pay for the installation of additional lines dedicated to family housing use and monthly costs for service. Sufficient telephone lines will help ensure that soldiers, families, and military units have a "soft landing" at their next duty stations.

6-6. Coordinated offices

A coordinated CHRRSO may be established in areas where more than one military installation is located. One installation should be designated to provide services, mutually agreed upon, for each installation in a geographic area, and designated the primary DOD contact with community and government agency (local, State, and Federal) representatives. In coordinated areas, each installation should perform some or all of the CHRRSO functions.

6-7. Off-post housing availability

a. *Housing listings.* The CHRRSO will obtain and maintain listings of adequate rental and sales units reflecting the full range of prices, sizes, and locations of housing assets. Property considered for listing will be inspected when there is a question of adequacy. Property which is inadequate for occupancy by military families should be removed or refused as a listing (para 4-5). Units will be listed on DA Form 5546-R (Detailed Sales/Rental Listing), or an approved automated system may be used (chap 16). Property and agents against which restrictive sanctions have been imposed will be

identified in a restrictive sanction list which will be provided the soldiers.

b. *Set-aside Program.* The installation CHRRSO may contact local landlords to request set-aside housing units (apartments or houses) for use by military personnel. The soldier would pay rent by payroll deduction (allotment) not greater than his or her housing allowances. The security deposit may be waived by mutual agreement. Guidelines for establishing a Set-aside Program are as follows:

(1) The installation commander and the landlord enter into a contractual agreement governing the management and operation of the Set-aside Program housing units.

(2) The installation housing manager coordinates development of the contractual agreement with the installation OSJA.

(3) The following elements should be addressed in the agreement:

- (a) Identification of parties to the agreement.
- (b) Date of agreement.
- (c) Purpose of agreement.
- (d) Description of set-aside properties.
- (e) Term (lengths) of agreement, including renewal options.
- (f) Space and adequacy criteria which rental units must meet.
- (g) Features and amenities of the rental units included in the basic rental rates.
- (h) Rental rate schedule.
- (i) Future increases in rental rates.
- (j) Security deposit option.
- (k) Requirement for installation commander or designated representative to approve lease form to be used between landlord and military lessees.
- (l) Delineation of landlord and lessee responsibilities.
- (m) Option for existing military lessees to transfer, upon expiration of their existing leases, to set-aside units, if available.
- (n) Inspection of rental units by the installation commander or designee.
- (o) Removal of rental units from the Set-aside Program for cause.
- (p) No assumption of liability or indemnification of landlord in any way by the installation or the Government.

6-8. Assistance and counseling

The CHRRSO can ease soldier and family relocations through timely and straightforward assistance and counseling. The CHRRSO should have the capability to—

a. Counsel all applicants concerning the EOOPH program with emphasis placed on the obligation of applicants to report immediately any indication of discrimination in their search for housing. A copy of the restrictive sanction list should be provided each applicant. (See para 6-19b.)

b. Counsel personnel regarding standards of conduct, the rights and responsibilities of landlords and tenants, and the availability of assistance from the CHRRSO in resolving disputes. Local laws and regulations pertaining to the rights and responsibilities of landlords and tenants should be addressed. Desirability of military release clauses in rental contracts, legal assistance available to review proposed leases and sales contracts, and applicable laws governing refunds of advance payments for home purchases should also be addressed. Applicants should be informed of the impact of tenant conduct on continued community support to provide needed housing for future DOD families.

c. Provide applicants with general information on the community and the support services available in handout form. The handout should include maps and information on the following:

- (1) Services and assistance by the CHRRSO.
- (2) Tenant rights and responsibilities.
- (3) Landlord responsibilities.
- (4) Information on the mandatory 1-year occupancy requirement for private rental housing (in USAEUR only).
- (5) Information on household insurance.
- (6) Tenant responsibilities to vacate and clear private rental housing.
- (7) Overseas housing allowances (in overseas areas only).

- (8) Local customs (in overseas areas only).
- (9) Furnishings support.
- (10) Utility bills and payment procedures.
- (11) Telephone service.
- (12) Facilities and services in the local area to include churches, schools, transportation, recreation, shopping centers, emergency services, and so forth.

(13) Any additional information considered necessary or peculiar to the local area.

d. Furnish each applicant a copy of DA PAM 360-611 (Renting in the Civilian Community) which contains guidelines on standards of conduct for military personnel who reside off post. Overseas, this publication may be supplemented to suit local conditions. Parts that do not apply overseas should be identified to the applicants.

e. Verify permissive TDY. Members on permissive TDY for house-hunting purposes must have a DA Form 4187 (Personnel Action) and, if applicable, a DD Form 1747 (Status of Housing Availability) when processing through the gaining CHRRSO (AR 600-8-10). The soldier must report to the gaining installation's housing office and have DA Form 4187 verified/stamped on the first available duty day. Soldiers must not negotiate or formalize acquisition of housing prior to obtaining verification (DA Form 4187). The stamp and date serves as verification of housing processing and permissive TDY status. Failure to secure the CHRRSO validation may result in the soldier being charged leave for the entire period.

f. Assist transferring soldiers and family members in assessing their housing relocation needs. Relocation requirements/interests not related to housing should be referred to the installation Army Community Service office or other agency for specific assistance. Housing relocation assistance counseling should include the following:

(1) Information about housing at the gaining installation. Use PCSHOUSE express for—

(a) On-post housing information for family housing and UPH at the gaining installation.

(b) Off-post housing information to include general information on housing types available in both the rental and purchase markets, price ranges, and general availability by type of housing.

(2) A discussion of how the HRAP can assist the soldier in comparing housing options, such as selling or renting his or her housing unit at the losing installation and/or buying or renting an housing unit at the gaining installation.

(3) Information on the Deposit Waiver Program at the gaining installation whereby landlords and utility companies negotiate with the installation CHRRSO to waive deposit requirements in return for CHRRSO help with problem accounts.

g. Advise applicants to consider obtaining insurance coverage for premises to be rented and against loss of personal effects and household furnishings while their property is in the rented premises.

6-9. Complaints from the soldier

a. *Community housing complaints.* Off-post housing problems concerning DOD personnel must be investigated immediately for validity and fully documented by the CHRRSO. (Housing managers must ensure that these responsibilities are added to employee position descriptions.)

b. *Health, sanitation and unfair business practice complaints.* The Armed Forces Disciplinary Control Board should be contacted for possible placement of facilities off-limits when health or sanitation complaints cannot be resolved with agent or local civilian agencies (AR 190-24). Agents who participate in unfair business practices may be placed off limits. Examples of unfair business practices are as follows:

(1) Those OCONUS agents who charge excess rent to Americans.

(2) Payment of money requested in addition to the sum specified in the lease.

(3) Nonrefund of entire security deposit even though soldier has fulfilled all requirements of lease.

6-10. Advertisements and publications

a. The CHRRSO should assist in ensuring that only nondiscriminatory advertisements of rental or sales housing units appear in authorized DOD publications, such as post publications and bulletin boards. Publications inconsistent with the DOD policy affirming equal opportunity housing for all DOD personnel will not be used or distributed by housing offices.

b. The CHRRSO should also participate in the Army Installation and Housing Video Library. It should maintain the video library (VHS format) in order that housing customers may view other Army installations, communities, and on- and off-post housing.

Section III Housing Discrimination Complaints

6-11. Equal Opportunity in Off-post Housing Program

a. Title 42, U.S. Code, Chapter 45, Subchapter 1; Title 42, U.S. Code, section 3601 (42 USC 3601); Public Law (PL) 100-430(1988); PL 93-383 (1974); and PL 90-284 (1968) pertain to equal opportunity for all citizens in obtaining housing regardless of race, color, religion, sex, national origin, age, handicap, or familial status. These statutes are applicable in the United States. In foreign areas, the intent of the EOOPH program will be carried out to the extent possible within the laws and customs of the foreign country.

b. This program is intended to eliminate discrimination against DOD personnel on the basis of race, color, religion, national origin, gender, age, physical disability, or familial status in obtaining suitable housing accommodations in local communities. A suspected discrimination act, with or without the filing of a formal complaint, is a valid basis for investigation.

6-12. Reporting housing discrimination complaints

a. Alleged incidents or complaints of discrimination must be referred to the CHRRSO for appropriate action.

b. An agent's refusal to show, rent, lease, or sell otherwise suitable housing may be a basis for a housing discrimination complaint. Also, any agent's use of words or statements that indicate discrimination is considered an act or incident of discrimination.

c. Each alleged incident will be investigated promptly and processed within 30 working days after the complaint is filed. The installation commander may grant an extension of 10 working days if required.

6-13. Preliminary inquiry

A preliminary inquiry will begin within 3 working days after receipt of the complaint. The inquiry may be informal (using AR 15-6 as a guide) but must be sufficiently detailed to indicate if discrimination occurred. The CHRRSO, or a command-designated representative where there is no CHRRSO, will act as follows:

a. Notify the commander immediately.

b. Interview the complainant promptly and obtain all relevant details.

c. Telephone or visit the facility or agent concerned immediately if the complaint is received shortly after the time of the alleged act and concerns the change in availability of a vacancy (such as "just rented"). Attempt to determine if a vacancy exists without making reference to the complaint received. Request the commander to authorize the use of verifiers as necessary (para 6-14).

d. Advise the complainant of the provisions and procedures in this chapter and the right to pursue further actions through the HUD, the Department of Justice (DOJ), and local or State agencies. Coordinate effort with the OSJA to determine to what extent legal assistance can be provided. Assist the complainant in completing HUD Form 903 (Housing Discrimination Complaint), if desired. The fact that a complainant might report an act of alleged discriminatory treatment, but declines to complete a HUD Form 903, does not relieve the command of responsibility for making further inquiry and taking such subsequent actions as may be appropriate.

e. Inform the commander of the preliminary inquiry results and actions taken. If the complainant cannot obtain suitable housing in a reasonable amount of time because of discriminatory practices in the

community, the complainant and the commander may use this fact to justify priority assignment to military housing or reassignment for humanitarian reasons. Reassignment action is a last resort and must be justified fully through command channels.

6-14. Use of verifiers

The use of verifiers is authorized to determine if a basis for the complaint exists and whether or not the practices are discriminatory. Verifiers will not be used for the sole purpose of determining sincerity or normal practices of an agent about whom the CHRRSO has not received a housing discrimination complaint. When selecting and using verifiers, the following actions apply:

a. Verification of the vacancy should be made as soon as possible after an alleged act of discrimination.

b. Verifiers should be volunteers. The Equal Opportunity (EO) Office is a possible source for identifying individuals to be used as verifiers. CHRRSO staff members should not be used as verifiers except in unusual situations.

c. The verifier determines the characteristic, that is, the suspected basis for the complainant's exclusion. Ideally, two verifiers should be used. One verifier should possess characteristics as close as possible to those of the complainant except those which are suspect as discriminatory. If a second verifier is used, the individual should possess characteristics similar to the complainant including the alleged discrimination characteristics.

d. Verifiers are to obtain information only on agent or facility operating policies, practices, and procedures for subsequent determination of complaint validity. Verifiers are not to make verbal or written contract for the unit, pay any money, or say they want the unit. At the end of the visit, the agent should understand that the verifier is not interested in the unit.

e. The following information should be obtained by the verifier, if possible:

(1) Concerning the facility. What is available? Did it meet the requirements of what the complainant requested? Amount of rent? Deposit required? Are children and pets accepted? Is an application required? What is the time between filing application and permission to move in? Are minority families and singles in the facility? The presence or absence of a vacancy sign should be noted along with any other information deemed appropriate.

(2) Concerning the prospective tenants. If possible, find out what qualifications prospective tenants must meet, such as credit rating, salary, marital status, children, deposit, written applications, and the like. Also, a complete description of all procedures for becoming a tenant, including all steps from initial inquiry to moving in, should be determined. Does the manager's subjective impression of the applicant appear to play any part in the decision to rent or purchase a unit?

f. The verifier's statement should be completed immediately after the verification visit. It should be accurate, objective, and in detail. The following will be included:

(1) Date, time of visit, and name and position of person contacted. Other pertinent information obtained during visit (such as length of time employed at facility and race) should be included.

(2) When reconstructing the conversation, write in first person (such as I or we) and try to use direct quotes. Do not use pronouns such as "he," "she," or "they." Who said what to whom will be clearly identified.

(3) Sign and date the statement. Give verifier's full name, address, telephone number (duty or home), and race as relevant to complaint.

6-15. Complaint process

If the basic facts of the preliminary inquiry appear to confirm the complaint (but before the final decision is made that the complaint is valid), the commander will ensure that the actions to proceed with an informal hearing as discussed below begin within 3 working days after receipt of the inquiry report.

a. *Informal hearing information.*

(1) The deputy installation commander will give written notice to

the agent explaining the nature of the complaint and the agent's right to request an informal hearing with the deputy commander.

(2) The notification will specifically state the nature of the discrimination complaint and the right of the agent to appear personally at the hearing, be represented by an attorney, and to present evidence and call witnesses.

(3) The notification also will state that the agent has 5 working days after receipt of the written notice to request a hearing. If no request is received within 5 days, the lack of response will be considered as a waiver to be present at the hearing.

(4) The written notification will be delivered to the agent personally by a representative of the commander or sent to the agent by certified mail with return receipt requested.

b. *Action on decline.* An informal hearing must be held, even if the agent or agent's attorney declines to participate.

6-16. Conducting an informal hearing

a. *Attendees.* The informal hearing will be conducted by the deputy commander at a convenient location. The agent, agent's attorney, complainant, complainant's attorney, CHRRSO representative, SJA representative, or other designated persons may attend. The EO adviser will be a regular attendee.

b. *Disclosure of information.* The agent (or agent's attorney) will not be given copies of the form used by the HUD for filing housing discrimination complaints (HUD Form 903) or other pertinent statements that may later be required for subsequent HUD or DOJ actions. Freedom of Information Act (FOIA) and Privacy Act (PA) consideration will be determined by the OSJA.

c. *Record of hearing.* A summary of the hearing will be prepared and placed in the complaint file. The summary should include a list of attendees, location of hearing, and summary of discussion.

6-17. Legal review

a. A legal review will be accomplished—

(1) After the preliminary inquiry.

(2) After the informal hearing (if applicable).

(3) Before the commander's final decision that the inquiry supports or fails to support the complaint.

b. The report of investigation will be reviewed for content and completeness. A statement that such a review was conducted will be signed by an OSJA attorney performing the review. This statement will include the following:

(1) Any necessary explanatory remarks to include comments concerning facts and evidence presented.

(2) Information about pending complaints brought by private parties with respect to the same facility or agent.

(3) Comments pertaining to civil rights laws relevant to the particular case.

6-18. Commander's decision

a. Imposing restrictive sanctions is the responsibility of the commander and cannot be delegated.

b. If the commander determines that more information is required, or for any reason further inquiry is deemed necessary, an officer will be appointed from sources other than the CHRRSO to conduct a formal inquiry or investigation as the situation warrants. The officer, if not an attorney, will be afforded the advice and assistance by the OSJA, as well as that of the housing office and the EO adviser.

6-19. Closing the case

a. *Failure to support complaint.* If, in the commander's judgment, the inquiry fails to support the complaint, the case will be considered closed. The commander then will take the following actions:

(1) Inform the complainant in writing of all actions taken. Advise the complainant of the right to submit a complaint to HUD and DOJ, or pursue a private civil action in a State or Federal court.

(2) Summarize in the report file—

(a) Practices giving rise to the complaint.

(b) Actions and results of the inquiry or investigation.

(c) Written assurance from the agent concerning future facility or agent practices.

(3) Include the following statement, completed by the complainant, as part of the case file: "I (am) (am not) satisfied with the efforts taken by the commander in my behalf to achieve satisfactory resolution of my off-post housing discrimination complaint." If the complainant indicates a lack of satisfaction, the reasons must be included in the case file.

(4) Inform the agent of the results of the inquiry by command correspondence. Such correspondence should reiterate Army policy and requirements for EOOPH.

(5) Forward unsubstantiated complaint records and HUD Form 903 to HUD and DOJ if requested by the complainant.

(6) Retain a copy of the report file at the installation level for 24 months for future reference.

b. Supported complaint. If the inquiry supports the complainant's charge of discrimination, and the discriminatory act is determined by the commander to conflict with Army policy, the commander will—

(1) Impose restrictive sanctions against the agent and/or facility for a minimum of 180 days. Sanctions will remain in effect until the provisions of paragraph 6-22 are met. Restrictive sanctions also will be imposed when a suspected discriminatory act, despite the absence of a formal complaint, is investigated and found valid. The fact that a validated discrimination complaint or incident has been or is scheduled to be forwarded to another agency (such as HUD or DOJ) is not cause for withholding sanction action pending the outcome of that agency's further review and investigation. To ensure program credibility, restrictive sanctions must be imposed promptly and correctly once a complaint is substantiated. When imposing a restrictive sanction, the following steps must be taken:

(a) Ensure the facility(ies) listing is (are) removed from the CHRRSO files.

(b) Impose restrictive sanctions (effective the date of notification, per para 6-19b(1)(d)) against all facilities owned or operated by the agent concerned.

(c) Place the facility(ies) on the restrictive sanction list maintained by the CHRRSO. The restrictive sanction list will be prepared on official letterhead stationery and signed by the commander or deputy commander and will include authority for and conditions of the restrictive sanctions.

(d) Inform the agent concerned, by command correspondence, that restrictive sanctions have been imposed and the reasons why, the nature and minimum length of the restrictions, and the action required for their removal. Notification of restrictive sanctions may be sent by certified mail with return receipt requested or delivered to the agent personally by a command representative.

(e) Ensure all DOD personnel reporting to the CHRRSO are provided with a copy of the restrictive sanction list. Advise personnel that they may not rent, purchase, or reside in any of the listed facilities and that doing so can result in appropriate administrative or disciplinary action. The CHRRSO must obtain a signature on a DD Form 1746 to indicate that a list was received.

(f) Advise other military installations of the restrictive sanction action taken when the sanctioned facility(ies) is (are) located within their commuting areas.

(2) Inform the complainant in writing of all actions taken. Advise the complainant that the complaint will receive continuing post action including (if the complainant requests) forwarding the case file to HUD and DOJ for action. The complainant also will be counseled about the right to pursue remedies through civilian channels.

(3) The installation commander or deputy will prepare a memorandum outlining the following:

(a) Type of housing arrangements made for or by the complainant, and whether these were made by the CHRRSO or complainant.

(b) Impact of restrictive sanctions on the EOOPH program and DOD personnel and their families.

(c) Number of facilities and units involved, if available.

(d) Other considerations deemed relevant.

(4) Include the following statement, completed by the complainant, as part of the case file: "I (am) (am not) satisfied with the efforts taken by the commander in my behalf to achieve satisfactory resolution of my off-post housing discrimination complaint." If the complainant is not satisfied, the reasons must be shown in the case file.

(5) Consolidate complaints for the inquiry, legal review, and commander's memorandum when more than one complaint alleging discrimination in the same facility or by the same agent has been received. The consolidated case file must include a separate HUD Form 903 from each complainant who has filed a HUD Form 903.

6-20. Report of inquiry or investigation

a. When an inquiry substantiates a complaint, the original and one copy of the report will be forwarded through channels to ATTN DAPE-HR-PR, DCSPER, 300 Army Pentagon, Washington, DC 20310-0300 for transmittal through the Assistant Secretary of the Army (Manpower and Reserve Affairs) to the Under Secretary of Defense (Personnel and Readiness). Complainant's identification should be the name of the service member, U.S. Government, or installation commander. The CHRRSO or its employees may not be cited as complainants.

b. A report of inquiry or investigation will include the following:

(1) Transmittal documents that include copies of the transmittal memorandum to MACOM, DOJ, and HUD, as applicable.

(2) Chronology sheet that lists sequence of events by date, from receipt of complaint to conclusion of action.

(3) Copy of discrimination complaint to include a statement that complainant was advised of the right to submit complaint directly to HUD or DOJ or to any other civilian authority. (Copy of HUD Form 903 also should be included if complaint has been forwarded to HUD.)

(4) Summary of inquiry.

(5) Documents supporting investigation and inquiry.

(6) Correspondence relating to informal hearing and resulting summary.

(7) Legal review.

(8) Memorandum by installation commander or deputy commander.

(9) Notification of outcome to complainant.

(10) Complainant's statement.

(11) Notification of the imposition of restrictive sanction, if applicable.

(12) Statement that complainant is or is not satisfied with actions taken to resolve complaint.

(13) Statement of subsequent housing arrangements made for or by the complainant.

(14) Any other relevant documents.

c. If the act of discrimination falls within existing laws, and if the complainant concurs, forward a copy of the complaint and investigation report directly to HUD within 180 days after occurrence of the alleged discrimination act. HUD Form 903 will be used. The original report will be sent to the local HUD Regional Office or to U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, 451 7th Street, SW, WASH DC 20410-0002. A copy of the complaint and investigation report will be forwarded to the Department of Justice (Civil Rights Division), WASH DC 20530-0002. A transmittal memorandum should state why the report is being sent and the names of other agencies to whom the report was sent. (This paragraph applies only to the United States; see para 6-24 for foreign areas.)

d. When a commander receives a complaint alleging further discrimination in a facility or by an agent after a completed case file has been forwarded, the commander will forward a summary of the facts relating to the subsequent complaint to ATTN DAPE-HR-PR, DCSPER, 300 Army Pentagon, Washington, DC 20310-0300. Include brief comments on how the new complaint, and information developed with respect to the complaint, affects the previous action.

6-21. Follow-up actions

Subsequent to forwarding the report and all required attachments to

HUD and DOJ, it is important that the commander, to the maximum extent possible, take the following actions:

a. Cooperate with HUD, DOJ, and local and State agency representatives during the investigation and processing of the case, should these agencies seek assistance.

b. Determine periodically the status of the case by maintaining liaison with the area or regional HUD office concerned. Contact will be maintained until such time as the case is resolved or closed by HUD.

c. Ensure that the complainant is kept informed on information received and actions taken by HUD or DOJ.

d. Ensure that DOD personnel comply with restrictive sanctions imposed on the facility or agent. Restrictive sanctions are not applicable to—

(1) DOD personnel who may be residing in a facility at the time that sanction is imposed.

(2) The extension or renewal of a rental or lease agreement originally entered into before the imposition of the sanction. Relocation of a military tenant within a restricted facility, however, is prohibited without the written approval of the commander.

e. On determination that a military member has intentionally taken residency in a restricted facility contrary to instructions, the commander will take appropriate administrative or disciplinary action.

f. Publish a current listing of restricted facilities periodically in the post bulletin or other appropriate means of internal distribution. As a minimum, this listing will be published when additions, deletions, or changes are made to the list.

6-22. Removal of restrictive sanctions

a. Restrictive sanctions may be removed only under the following circumstances:

(1) An approved waiver from HQDA(DAPE-HR-PR) based on unusual or exceptional circumstances.

(2) After the 180 day period, the commander's decision to remove the restrictive sanctions must be based on receiving the written assurance of nondiscrimination from the owner/agent involved.

b. The commander will inform the CHRRSO, EO office, and the agent, in writing when the facility is removed from restrictive sanctions. HUD and DOJ will also be advised in writing in those cases where they had been apprised of a validated discrimination complaint or incident.

6-23. Privacy Act and Freedom of Information Act inquiries

Requests for information regarding reports that have been referred to HUD, DOJ, and local or State agencies will be referred to the appropriate agency for response. Requests for information from reports not referred to those agencies for action will be processed under AR 25-55 and AR 340-21. The agent (or agent's attorney) will not be given copies of the HUD Form 903 or any other pertinent statement that may be required for any subsequent HUD or DOJ action. The Army does not wish to damage any potential HUD or DOJ investigation by disclosing facts before other enforcement agencies begin their normal procedures.

6-24. Complaint procedures in foreign areas

a. Commanders of installations or activities outside the United States will take action outlined in this chapter except that cases are not forwarded to HUD or DOJ. Complainants should be made to understand that the fair housing provisions of the Civil Rights Act of 1866 and 1968 are not applicable outside the United States. However, the intent of the EOOPH Program and the prohibitions against discrimination on the basis of disabilities shall be carried out to the extent possible within the laws and customs of the foreign country.

b. Consult the local OSJA office to determine whether—

(1) The laws of the country concerned prohibit any of the actions outlined in processing complaints.

(2) There is any civil redress which can be pursued.

Chapter 7 Operation and Maintenance

Section I General

7-1. Scope

This chapter sets forth policy, outlines responsibilities, and provides guidance on operating and maintaining housing facilities.

7-2. General policy

a. Housing facilities will be operated and maintained to a standard which will provide comfortable accommodations in good condition.

b. Every effort must be made to achieve cost savings in all aspects of housing operation and maintenance.

7-3. Joint responsibility

Responsibility for the operation and maintenance of housing is shared by the installation commander and the housing resident. The installation commander must manage and maintain the Army's housing in the best interest of the Government. Residents must exercise careful practices expected of a prudent person in the use of their housing (chap 8).

7-4. Energy conservation

The goal of the energy conservation program is to ensure that the essential needs of all residents are provided without waste. Equipment and facilities will be operated and maintained in an energy efficient manner. Energy can be conserved through action by the Army and by the resident.

a. *Army action.* The Army will—

(1) Apply new techniques and devices in designing, building, modernizing, operating, maintaining, repairing, and furnishing its housing facilities so as to reflect contemporary community standards for similar categories of housing.

(2) Develop an aggressive program to educate residents on conservation techniques, energy savings tips, and self-help actions.

(3) Determine where excessive energy consumption occurs and develop remediation plans.

b. *Residents' actions.* Residents will—

(1) Monitor their use of utilities with a view toward operating their housing in the most energy efficient manner possible.

(2) Report facilities deficiencies which waste energy and are beyond self-help capabilities for correction.

(3) Reimburse the Army for energy consumed in excess of normal household use. For example, excess use could result from recharging a battery-powered privately-owned motor vehicle or operating kilns, ovens, or welding equipment to support a profit-making venture. (Each installation should establish guidelines for identifying, measuring, and billing for excess energy consumption.)

7-5. Work authorization

a. M&R work may be authorized for accomplishment once it is approved. Approval may fall within the approval authority level of the installation commander or it may have to be obtained from a higher level. (See app B for family housing approval authorities; AR 420-10 for OMA-funded facilities, such as UPH, approval authorities; and AR 215-1 for GH approval authorities.)

b. M&R work is done when a work order is issued. A work order is categorized as a service order (SO) or as an individual job order (IJO).

(1) *Service orders.* SOs cover small jobs beyond the scope of self-help (para 7-7).

(a) Their nature is such that their accomplishment cannot be delayed until a scheduled maintenance visit.

(b) They are issued for work requested by telephone, in person,

or in writing. SO work is limited to a total of 40 man hours of labor. SOs will not be used for AFH incidental improvements unless there is a system in place to accumulate the costs per DU per FY.

(c) SOs are prioritized as emergency, urgent, or routine. Emergency SOs take priority over all other SOs. Urgent and routine SOs are normally accomplished on a first-come/first-served basis within their own category. All installations will have a formal priority system for SO accomplishment. Instructions for the establishment of a formal priority system for the accomplishment of real property SO type maintenance work are contained in appendix D.

(d) Follow-up visits to correct an unsatisfactorily performed SO (call back) will be charged to the same SO.

(2) *Individual job orders.* IJOs are used for all work which exceeds the scope of the SO and/or requires maximum control of manpower and other resources, for preventive maintenance requirements, and for all AFH incidental improvements regardless of cost except as noted in (1)(b) above.

7-6. Work classification

a. Classifying work as maintenance, repair, or construction is an essential step in developing a project. Once the project has been defined, the approval authority can be identified and statutory and regulatory requirements can be met. (See AR 420-10 and DA PAM 420-11 for project definition and classification.)

b. There is not necessarily a direct one-on-one relationship between a project and a contract to execute that project. A single contract may embrace one or more projects in its scope. Conversely, a single project may be split among several contracts.

c. Projects will be developed to show the full scope of work without circumventing the prescribed approval levels. A memorandum for record stating the rationale behind the determination of work classification and project scope is recommended for inclusion in the project file.

7-7. Self-help

a. Each installation will establish a Self-help Program per AR 420-22. This program will require residents to perform certain basic self-help tasks and provide the opportunity for residents to perform limited improvements on their housing units and associated grounds. A list of basic self-help tasks which can and should be performed by family housing residents is contained in appendix E.

b. The following guidance should be incorporated into installation level self-help programs:

(1) Ensure that resident self-help tasks are not routinely done by in-house or contract employees except in unusual circumstances.

(2) Screen service calls from residents to eliminate self-help tasks.

(3) Provide appropriate training for participants in this program including self-help coordinators and inspectors.

c. Self-help improvement projects should conform to the following conditions:

(1) Work should be on a voluntary basis resulting in an improved quality-of-life for the resident.

(2) High standards must be established for both interior and exterior work in conformance with the Installation Design Guide.

(3) Work performed will comply with applicable building codes. Electrical work will be done only by a licensed electrician or shop approved electrician.

(4) Work performed will not create fire or other safety hazards.

(5) Work performed will not cause a statutory violation by increasing the size of a family housing DU beyond the net square footage authorized by law.

(6) Both functionality and aesthetics should be considered in project development.

(7) The Director of Public Works (DPW) will provide—

(a) Appropriate work classification and project approvals.

(b) Professional guidance during the planning, design, and execution stages.

(c) Training to volunteers before work is started.

(d) Technical assistance and project inspection.

(8) Supplies, equipment, and tools will be made available from existing self-help stores.

7-8. Historic housing facilities

a. Some Army housing facilities, particularly GFOQ, are listed individually on the National or State Register of Historic Places, are contributing structures within an historic district, have been determined eligible for listing, or are potentially eligible for listing. Stewardship of historically significant properties imparts a special responsibility to the managing installation and the residents. Decisions on use and O&M should give appropriate consideration to those facility characteristics which contribute to their historic significance.

b. Work that may affect historically significant housing must be reviewed and coordinated per part 800, title 36, Code of Federal Regulations (36 CFR 800) and AR 420-40. If a programmatic agreement exists between the installation, the State Historic Preservation Office (SHPO), and the Advisory Council on Historic Preservation, work must be reviewed and coordinated in accord with this agreement. However, the underlying philosophy of prudence still applies. The same vigilance regarding cost control and avoidance of unnecessary expenditures must be maintained as for any other housing facility.

c. The selection of replacement materials in historic structures should be sensitive to significant character-defining features. When facsimile materials are used, the installation commander or designated installation official must determine that they will have no deleterious effect. When in doubt, review AR 420-40 and TM 5-801-2 and refer to the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.

d. Where a comprehensive plan has been developed for the renovation and long-term maintenance or the replacement of an historic housing facility, that plan should be followed as scrupulously as possible. However, the plan should be reviewed and updated periodically to keep up with new products and materials on the market, and new construction techniques.

e. Foreign areas may have equivalent historic places which are governed by special host nation agreements for M&R work.

7-9. Special considerations

a. *Termite control.* Termites are a significant problem affecting wooden structures and components in many parts of the world. Termite control with chemicals will be done only by personnel who have been properly trained and licensed in chemical use and application, using only Environmental Protection Agency (EPA) approved chemicals. In no case will chemical treatment be applied through or under concrete slabs used in slab-on-grade construction of housing where heating, ventilating, or air conditioning ducts are present within or beneath the slab. When chemicals are used, their type, strength, and date of application should be documented and retained in housing files.

b. *Asbestos.* Asbestos in certain forms (friable asbestos products) has been found to be a health hazard. Where asbestos is known or believed to exist, the site must be inspected and a determination made as to the containment/disposition of the material. The DPW will manage any monitoring, abatement, removal, handling, and disposal of asbestos contaminated materials through the Environmental Management Office. The dates of identification, monitoring, and abatement or removal will be documented and retained in housing files.

c. *Radon.* Radon is an invisible, odorless naturally occurring radioactive gas which can accumulate in housing. The EPA has published monitoring guidance, radon relative risk information, and action level guidelines. (See AR 200-1.) Installations will establish a radon assessment and mitigation program per guidance from the Environmental Management Office.

d. *Lead.*

(1) *Lead-based paint (LBP).* Paints containing lead compounds constitute a potential health hazard, particularly for small children who may ingest paint chips from flaking LBPs, may chew on surfaces covered with LBPs, or may ingest lead through paint dust.

The Army will not apply LBP to any facility. Installations will establish a program to identify where LBPs have been used and to manage in-place or remove this potentially hazardous material. Refer to existing Army guidance on the detection and abatement of LBP in family housing.

(2) *Lead in drinking water.* This can pose a health risk. The EPA has published standards for regulated contaminants, including lead, in drinking water. The DPW should monitor the levels of lead in drinking water in family housing per the EPA standards. (See AR 200-1.) If the levels are above the current standard, the cause will be determined and remedial action taken. Also, residents will be notified of the discovery of lead in the drinking water.

7-10. Fire protection

Fire protection is one of the most essential operating services due to the destructive potential of fire to both life and property.

a. The installation commander will—

(1) Ensure that fire department services are available to extinguish fires.

(2) Install hard-wired smoke detectors in housing facilities and inspect them as required by AR 420-90.

(3) Conduct fire inspections with qualified fire protection personnel and assure that the structure is in compliance with local fire codes.

(4) Continually publicize current fire reporting procedures and the necessity for having a fire escape plan specifying two means of escape from the housing facility.

(5) Publish installation fire protection, regulations, precautions, and fire reporting instructions.

(6) Conduct fire prevention briefings and training.

b. Residents will—

(1) Be familiar with fire precautions and take timely corrective action to prevent fire hazards.

(2) Conduct voluntary self-inspections and monthly fire drills.

(3) Test installed smoke detectors quarterly.

(4) Provide a portable, hand-held, multipurpose fire extinguisher for their permanent party housing when such housing is used as a Family Child Care (FCC) home under the provisions of AR 608-10 (para 7-25).

(5) Know how to report fires.

(6) Attend command-sponsored briefings on actions to prevent fires in housing.

7-11. Smoke detection and fire suppression systems

a. Smoke detection systems. Automatic smoke detection systems will be installed in all housing units including mobile homes and Government-leased units. All Government-installed smoke detectors will be hard-wired to an electrical circuit without a disconnect switch. Government-installed battery-operated smoke detectors should be replaced by hard-wired detectors. This requirement is applicable to all Government-owned, -controlled, or -leased family housing (including housing under 10 USC 2835) and Government-owned mobile homes in the United States. In new or replacement family housing construction and revitalization projects, all Government-installed smoke detectors in the DU will be hard-wired and interconnected. Privately-owned mobile homes located on U.S. Army property will have smoke detectors provided by the owner. Smoke detector systems will be located as follows:

(1) *Family housing.* Install a single-station smoke detector between the bedroom area and the rest of the DU, on each additional level of the DU, and in the basement. Provide additional detectors when remote gang storage cubicles are used.

(2) *Other housing facilities.* See AR 420-90.

b. Fire suppression systems. See AR 420-90.

7-12. Policy on multiple air conditioning units

a. Where air conditioning is authorized (per the AEI: Design Criteria), MACOM commanders may approve the submission of improvement projects for the installation of multiple air conditioning (A/C) units in existing facilities. DD Form 1391 (FY__Military

Construction Project Data) will be used for this purpose. This authority may be exercised when their use will—

(1) Provide satisfactory comfort cooling, and

(2) Result in the least life cycle cost compared to a central plant or a single refrigeration unit.

b. MACOM commanders may delegate this authority in writing to individual installation commanders. The final approving authority of each project involving multiple air conditioning units will be responsible for maintaining complete documentation and records to support their decision.

c. Use of AFH incidental improvement funds for new A/C is not authorized (para 7-22b).

7-13. Commercial Activities (CA) Program

Housing responsibilities and workload may be separated into contractible and noncontractible categories based on projecting those functions which must be performed by Government employees. The policies, procedures, and responsibilities for carrying out the CA program are prescribed in AR 5-20.

Section II Family Housing

7-14. Operations policies

a. The most effective and economic methods of providing utilities will be used.

b. Utility consumption will be measured, wherever feasible, by the use of meters. The types of metering available are individual, master, and sample (listed here in descending order of priority for measuring utility consumption).

c. Residents will conserve utilities. Repeated waste of utilities may be considered to be misconduct and constitute possible grounds for termination from housing (para 3-19b).

d. Window air-conditioning units, including evaporative coolers, will not be used to supplement a central air-conditioning system.

e. Appropriated funds will not be used to haul or purchase firewood and coal for use in fireplaces or wood stoves. However, the periodic inspection and cleaning of chimney flue liners is an installation responsibility.

f. The Government may provide custodial services in the common use areas of multi-family housing, such as apartment buildings where there are common hallways, entrances, elevators, and so forth.

g. In buildings with more than one DU, the costs of services performed in common use areas, on common structural components, and on common use systems, will be prorated among all DUs in that building.

7-15. Utility metering

a. Each installation should have a plan for metering water and all direct energy supplies (electricity and heating/cooling) at all family housing areas.

b. This plan should ensure the following:

(1) All new construction of family housing will have utility meters installed in accord with Architectural and Engineering Instructions, Army Family Housing.

(2) Master meters will be installed as part of any new construction or revitalization project.

(3) Existing family housing areas will be master metered. Where master metering is not economically practicable, individual DU meters will be installed.

(4) All multiple unit family housing new construction and replacement projects and all significant alteration and major rehabilitation projects, which include the utility trades in more than a casual manner, will provide, where feasible, electric meter drops and, except for DU with coal-fired heating plants, heating fuel meter points as part of the project for each DU. (Electrical and/or mechanical trades should not be involved in family housing rehabilitation projects solely for the purpose of meter/drop installation.)

c. This plan should also include the following:

(1) A method of reading and recording utility meter readings.

- (2) An M&R program for the utility meters.
- (3) The locations where utility meters need to be installed.

d. Individual utility meters may be considered in family housing areas with high energy consumption when life-cycle cost analysis shows this approach to be the most economical. Construction requirements should be developed as a post acquisition construction project.

e. The installation of master meters should be accomplished through the incidental improvements account to the maximum extent possible. For those projects that cannot be accomplished as incidental improvements or are not included as part of a rehabilitation project, a separate post acquisition construction project should be developed. MACOMs will update their metering program on an annual basis.

f. Each installation should have on file the method used to determine the utilities consumption in family housing until all utilities consumed in family housing are based on metered use.

7-16. Identification of housing

a. Family housing will be provided with individual building numbers (front and, if necessary, back) which are readily visible to emergency vehicles.

b. Individual name signs will not be provided by the Government. Residents may install these at their own expense. AFH funds will not be used.

7-17. Maintenance policies

a. *General.* The level of maintenance on DUs will be sufficient to protect the Government's capital investment and to prevent unnecessary operating costs to the Government. (See para 7-30.)

b. *Evaluation of condition of units.* Through periodic inspection of units, M&R requirements will be recorded by building component and system. This will serve as a basis for the annual and long-range work plans and for assisting in the development of the RPMP.

c. *Work in common use areas.* In buildings with more than one DU, the costs of M&R work performed in common use areas, on common structural components, and on common use systems, will be prorated among all DUs in that building.

d. *Priorities.* Critical M&R work will be done before incidental improvement work.

e. *M&R need.* Available AFH resources will be used to maintain, repair, and improve family housing based on need rather than the grade of residents. Residents' requests for painting of a decorative nature or for replacement of tiles, wallcoverings, or other work on the basis of either compatibility with personal furnishings or for personal preference will not be approved.

f. *Painting.*

(1) Interior painting shall be done to maintain an attractive appearance and sanitary conditions, to protect finished surfaces, and to correct unsightly appearance. The minimum interval for cyclic painting is 3 years, unless the installation commander determines on a case-by-case basis that some DUs require more frequent painting.

(2) Exterior painting of masonry, wood, and ferrous metal surfaces shall be done to maintain an attractive appearance, protect surfaces, and sustain water tightness. The normal interval for cyclic painting will be 5 years except when the installation commander determines that more frequent painting is required.

(3) Permanent records of painting will be maintained for each family housing facility per AR 420-70. These records will include documents which authorize painting at less than frequencies prescribed in (1) and (2) above.

(4) Painting solely or primarily for the purpose of decoration, to achieve standard color, or to match furnishings is not authorized, except in leased housing which may have other finishes. Change of occupancy is not a reason for painting.

(5) Interior painting while a DU is occupied will be done only when the resident is in agreement. The painting of occupied housing will be scheduled to minimize inconvenience to the resident, yet will be completed in the least number of days possible. Only that amount of work will be scheduled that can be completed and still

allow the residents to carry on normal living activities at the end of that workday.

g. *Floors.* Where the primary floor finish requires major repair or replacement (in excess of 25 percent of total floor space), an economic analysis (EA) will be done to aid in determining the most acceptable alternative. The EA will be included in the project file.

(1) *Wood floors.* Wood floors which serve as the primary floor finish will be completely sanded and/or refinished when general deterioration has occurred. Such work will be done when the housing unit is vacant. Sanding will be kept to a minimum to ensure maximum life of the wood floor. Normally, an interval of not less than 10 years should elapse before sanding becomes necessary. Refinishing should not be done more than once every 4 years.

(2) *Carpeting.* Where carpeting is determined to be the most economical primary floor finish, it will be accomplished using either M&R funds or construction improvement funds as appropriate. Any decision to use carpeting should recognize normal issues associated with change of occupancy and the cost to remedy damaged surfaces.

(3) *Negligence.* Evidence of negligence, for example, damage from golf shoes, requires a report of survey, statement of charges, or cash collection voucher before refinishing a damaged floor (para 8-8).

h. *Housing facility systems and components.* Systems and components (such as roofing, structural, electrical, air conditioning, heating, plumbing, and so forth) will be repaired or replaced as needed. Theoretical life of a system or component is not sufficient basis for replacement.

i. *Grounds and landscaping.*

(1) *Boundaries.* The cutting, trimming, and watering of lawns in the designated immediate area of the DU will be the responsibility of the resident, as would be expected of a tenant in private housing of similar type and value. Normally, the boundaries of the designated immediate area of responsibility will be not more than 50 feet from the DU. However, this boundary may be extended out further to a logical line of demarcation, such as a road or a fence, or to encompass small common areas.

(2) *Apartment buildings.* Grounds maintenance around multi-story apartment buildings will be provided by the installation.

(3) *Grounds keeping.* Under no circumstances shall gardeners be assigned to fully maintain the grounds of a specific DU. Gardening services for the pruning and trimming of trees and shrubs shall be furnished, where required, on a routine cycle based on the growing season and plant characteristics. Generally, landscaping in the common areas surrounding housing units should be limited to group plantings which will not interfere with mechanized maintenance and will facilitate the use of gang mowers whenever possible. The cost of grounds care beyond the designated immediate area will be charged to the appropriate category of facilities as common grounds maintenance.

7-18. Cleaning incident to vacating housing

a. *Resident cleaning.*

(1) Residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Residents must complete at their expense the minimum cleaning standards for all of the housing items listed in table 7-1. (Table 7-1 is located at the end of this chapter.) Termination of housing assignment shall be in accord with guidance set forth in paragraph 3-10c(2).

(2) Exceptions may be made and the housing cleaned at Government expense when major M&R work is scheduled between occupancy, and a complete cleaning will be required after the work is completed.

b. *Contract cleaning at resident expense.* Installation commanders may establish a procedure to allow residents to prepay a Government-approved custodial contractor for cleaning. Residents electing to use the services of a cleaning contractor will be advised that—

(1) The Government will not be a party to any contract or agreement between the resident and contractor (repository for funds excluded).

(2) When a copy of the signed contract between the resident and

the Government-approved contractor is accepted by the housing manager, the resident has met his or her cleaning responsibility. The contractor is then responsible for completing all of the items in the minimum cleaning standards listed in table 7-1.

(3) Termination of housing assignment shall be in accord with guidance found in paragraph 3-10c(2).

(4) The use of a Government-approved contractor, other than an AAFES concessionaire or the Navy Exchange, requires that a responsible agent be designated to secure the cleaning fee until the housing has been satisfactorily cleaned and any liquidated damages owed to the Government have been paid. Government-approved custodial contractors must either be bonded or have an account which the Government can draw against in case of default.

(5) No Government-approved custodial contractor for cleaning can be associated with the Housing Office.

(6) When housing is cleaned by individual contract and the housing is not cleaned satisfactorily by the date specified in the contract (normally 1-3 days), the cleaning contractor will be assessed liquidated damages in an amount per day equal to the housing allowances (BAQ and either VHA or OHA) of the former resident. Liquidated damages will be remitted to the FAO as a cash collection. If the housing has not been satisfactorily cleaned within a reasonable period, the housing manager will take necessary action to have the housing cleaned by other means and the contractor will be required to pay any additional costs above the original contract amount that are incurred by the Government for cleaning.

c. Contract cleaning at Government expense (OCONUS only). MACOM commanders will establish a family housing contract cleaning program at Government expense using AFH maintenance funds.

(1) Only personnel on PCS, separation, or retirement orders or personnel who are directed to move at the convenience of the Government are authorized to receive contract cleaning at Government expense.

(2) TLA will be limited to 3 days for outgoing personnel who occupy Government-controlled family housing. MACOM regulations will limit TLA to 3 days for these outgoing personnel. Exceptions to the 3-day limit will be documented and approved by the installation commander on a case-by-case basis.

(3) As a minimum, residents will be responsible for conforming to the standards for residents receiving contract cleaning (table 7-1). MACOM commanders may increase the minimum cleaning standards requirements for residents set forth in table 7-1 as necessary due to fiscal constraints. Residents will not be given the option of cleaning the housing in return for monetary remuneration or authorization of TLA beyond 3 days.

(4) Termination of housing will be effective when the resident physically clears the housing or on the soldier's departure date from the command, whichever is sooner.

(5) Cleaning contractors will adhere to the established cleaning requirements.

(6) Residents not authorized Government contract cleaning are responsible for cleaning their own housing (para 7-18a and b).

d. Liability.

(1) Residents have—

(a) Responsibility and/or liability for damage to housing or furnishings exceeding fair wear and tear (para 8-8).

(b) Responsibility for the level of cleaning required of the resident by the cleaning procedures identified in a, b, or c above.

(2) When a resident fails to clean, or contract with an approved custodial contractor for cleaning, assigned housing prior to a PCS or ETS, the Government must arrange to have the housing cleaned. In such cases, the resident is liable to the Government for costs incurred.

7-19. Restoration of damaged or destroyed DUs

a. A DU damaged or destroyed by fire or natural disaster may be restored when there is a need for the unit. Restoration costs up to 50 percent of replacement cost will be funded with M&R funds. Where

restoration costs exceed 50 percent of the replacement cost, a determination will be made by HQDA as to the funds (either M&R or construction) that will be used to assure expeditious accomplishment of required work. Except for GFOQ, the cost to repair or restore a DU damaged or destroyed by fire, flood, or other disaster does not count against the M&R limitation of \$15,000 per DU per FY (see para 7-19c).

b. Foreign source units provided for U.S. Government use, which are insured as evidenced by annual AFH insurance premium payments, will not be restored with AFH funds.

c. Restoration costs of \$15,000 or less per DU shall be approved by the MACOM commander. Costs over \$15,000 per DU and costs for other real property facilities exceeding 50 percent of replacement cost require HQDA approval.

d. Requests for restoration projects which require HQDA approval will be submitted through channels within 30 days of the fire or disaster. Use the procedures specified in AR 420-10, appendix D.

e. In the event that the damage to or destruction of the DU results from resident abuse, misconduct, or neglect, the resident may be offered the opportunity to perform the repair or replacement. Should the resident elect to perform the repair or replacement, work will conform to the standards and criteria prescribed by the DPW. Completed work must have DPW approval. When repair or replacement is done at the resident's expense, a request for a restoration project may not need to go forward from the installation. Should the Government perform the repair or replacement, the resident will reimburse the Government.

7-20. Maintenance and repair projects

a. Design cost. M&R project design cost is an unfunded project cost (that is, it is not chargeable to project limitations). Architectural and engineering services (direct costs) cannot exceed 6 percent of the estimated project cost for design, drawings, and specifications. (See 10 USC 2807.) Secondary services not subject to the 6 percent limitation are listed in AR 420-10.

b. Concurrent work. M&R performed concurrently with a construction improvement project can be funded with post acquisition construction funds. Construction improvement projects, however, may not be funded with M&R funds (para 10-8c).

c. Major M&R projects exceeding \$15,000.

(1) Any major M&R project within the 5-foot building line, including concurrent incidental improvements and excluding costs for asbestos and lead-based paint removal, which is expected to exceed \$15,000 (absolute, that is, not adjusted by area cost factor) per DU per fiscal year (FY) must be sent to HQDA (DAIM-FDH-F). HQDA will include these projects in the AFH budget estimate submission (BES) precedent to forwarding the projects to Congress for approval.

(2) Major M&R projects include work necessary to provide adequate family housing DUs by repairing or replacing deteriorated building components, that is, kitchen counters and cabinets, floors, walls, windows, mechanical, electrical, air conditioning and plumbing systems, kitchen and bath fixtures, roofing, exterior siding, and abatement of LBP and asbestos materials. Major M&R does not include SOs; routine maintenance, including interior and exterior painting (except where painting is included in a major M&R project); and work done outside the 5-foot line.

(3) Project documentation will include the documents listed below. More specific project documentation requirements are set forth in AR 420-10, appendix C.

(a) DD Form 1391.

(b) Detailed cost estimate.

(c) MACOM transmittal memorandum or message requesting approval.

(d) Economic analysis for each project must include, as a minimum, life-cycle costs of replacement with new DU at authorized size, continued repairs, renovation, and doing the proposed project. The life-cycle analysis must consider all costs over the next 25 years. (Use section 11 of the DD Form 1391 support documentation package for the analysis.)

(e) The total post acquisition construction and non-routine maintenance for the DU or set of DU over the past 5 years.

(f) An indication as to whether the project is identified as concurrent M&R on a DD Form 1391 for a post acquisition construction project.

(g) Identification of costs for asbestos removal and LBP abatement, if any.

(4) Project documentation for major M&R projects costing more than \$15,000 must be provided on each such project for the current FY + 2 and the current FY + 3. Project documentation will be submitted concurrent with each year's command budget estimate (CBE) or resource management update (RMU) as appropriate. For example, submit FY 1998 and FY 1999 project documentation in FY 1996. Unforeseen requirements should be forwarded to HQDA(DAIM-FDH).

d. Cost increases.

(1) Approved major M&R projects (\$15,000 or less). If the estimated funded cost of a project increases after MACOM approval, project execution may be continued without further approval when the increase in the funded project cost does not exceed 25 percent of the MACOM-approved funded project cost. (Otherwise, project execution will be halted until reapproval from the appropriate approval authority is obtained.)

(2) Congressionally-approved M&R projects (more than \$15,000). Should the estimated funded cost of a project increase after Congressional approval, project execution may be continued without further approval when—

(a) HQDA(DAIM-FDH-F) has been notified of the increase, and

(b) The increase in the funded project cost does not exceed 25 percent of the Congressionally-approved funded program cost. (Otherwise, project execution will be halted until reapproval is obtained.)

(3) Where asbestos and/or lead-based paint removal costs cause the \$15,000 threshold to be exceeded after approval, HQDA will provide Congress with after-the-fact notification on a semiannual basis.

e. Out-of-cycle/emergency requests. The cumulative total of all major M&R work, including incidental improvements, may not exceed \$15,000 (absolute) per DU in a FY without HQDA approval. For example, a kitchen major M&R project in a DU is completed at a cost of \$12,500. Later in the same FY the installation wants to execute an \$8,000 incidental improvement project in the same DU to support an exceptional family member. This will require HQDA approval since the total major M&R, including incidental improvements, per DU per FY (\$20,500) will exceed the \$15,000 limit.

7-21. Maintenance standards

Qualitative standards of maintenance for family housing real property assets are set forth in appendix F.

7-22. Incidental improvements

a. Certain minor improvements, within the limits cited in appendix B may be approved by the installation commander using family housing O&M funds. However, where incidental improvements plus M&R work done concurrently with a construction improvement project exceed the statutory post acquisition construction dollar limitation per DU (as adjusted by the area cost factor (ACF)), congressional approval must be obtained.

b. Incidental improvement authority will not be used to increase the size of any DU, increase the number of rooms in any DU, add air conditioning to any space not presently air conditioned, or add new or alter existing exterior appurtenances such as garages, carports, storage sheds, detached facilities, patios, decks, porches, perimeter fencing or lawn sprinkler systems.

c. Under normal circumstances, incidental improvements should be done concurrently with M&R work, except for security, health, and/or safety improvements that should not be delayed.

d. Incidental improvements will not be accomplished on a specific DU when deferred maintenance and repair (DMAR) exists on that DU unless the work is for security, health, and/or safety improvements which should not be delayed.

e. Incidental improvements will be accomplished fairly among all residents irrespective of grade.

7-23. Support for exceptional family members

a. To accommodate family members with disabilities, appropriate modifications may be made to a DU on a case-by-case basis.

b. These modifications will be accomplished as follows:

(1) Modifications costing less than \$15,000 per DU can be approved by the MACOM and will be accomplished using incidental improvement funds. Modification costing more than the statutory dollar limit per DU for a post acquisition construction project will require congressional approval.

(2) The funding source for modifications whose costs exceed \$15,000 will be determined by HQDA after reviewing the documentation submitted and considering congressional notification requirements. Requests for approval will be sent to ATTN DAIM-FDH-F, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

(3) The project file should contain a statement from the medical activity supporting the installation (not a private physician) that the requirement is valid and the modification will meet the needs of the family member.

(4) Documentation supporting the request must clearly describe the work to be done and show that the proposed work is the most cost-effective approach to satisfying the requirement. Documentation must include an explanation of why other on-post housing cannot meet the need (for example, why a ground-floor DU cannot be used in lieu of an above-ground DU in an apartment building).

(5) Documentation should also include the following:

(a) A floor plan showing the proposed modifications.

(b) Description of the DU including type, grade of resident, number of stories, single- or multi-unit, and number of bedrooms.

(c) Statement that the DU is the best available for modification in terms of location, interior configuration, and access from the street.

(d) Statement as to whether this DU will be permanently retained for use by families which have family members with disabilities.

(e) Indication as to whether there have been or are scheduled additional major M&R projects on this DU in this FY which, when combined with the project for an exceptional family member, will exceed \$15,000. In such cases, contact HQDA(DAIM-FDH) for appropriate congressional notification.

(f) For projects exceeding \$15,000, a DD Form 1391 (Sections 1 through 4 only) under the AFH option on the 1391 Processor.

(6) All equipment directly supporting the DU to be modified must be considered when evaluating costs. The cost of portable equipment supporting a single DU cannot be prorated among several units to lower the per-unit costs; however, if the equipment is subsequently used to support another DU, its cost is not included when considering costs to modify the second DU.

(7) If the cost of installed equipment exceeds \$15,000, it must be funded as base level commercial equipment using OPA funds, subject to the controls and procedures associated with OPA. If the equipment will cost less than \$15,000, use incidental improvement funds.

c. Normally, a DU modified to accommodate family members with disabilities should not have to be altered a second time to make it suitable for normal reassignment. However, each case must be considered individually. The costs for any such realterations are subject to normal M&R project approval limitations.

d. The determination as to what modifications for family members with disabilities can be incorporated in an approved whole house improvement project is dependent upon the description of the project in the DD Form 1391 and the language of any contract that has been awarded. If a contract has been awarded, the Contracting Officer must determine whether such modification can be made.

7-24. Change of occupancy

a. Interior painting, floor refinishing, and major repair, if required, will normally be performed between occupancies. The scope of work to be done will be determined at the time of the inspection incident to departure of the outgoing resident.

b. Involvement of the outgoing resident in the change of occupancy process can be helpful in achieving a cost effective occupancy change. The departing resident can identify needed work and is encouraged to allow work that does not compromise habitability to be performed prior to vacating. This should help screen out work not required and ensure the turnover of the DU to the next resident as quickly as possible.

7-25. Director of Public Works support for family child care homes

a. The DPW is responsible for the following Life Safety Code requirements of AR 608-10 and National Fire Protection Association(NFPA) Standard 101:

(1) Providing "slip resistant" treads per exterior/general area stair tread requirements contained in NFPA 101(para 5-2.2.4.4.) and "reasonably slip resistant" treads for all interior stairs in family housing. The use of anti-slip paint, carpeted treads, or any roughened surface is considered acceptable.

(2) Prohibiting FCC homes above the fourth floor in Government-provided family housing.

(3) Providing two means of escape from every bedroom and living area (one exit must be a door or stairway to the outside whereas the other may be a window).

(4) Installing a hard-wired smoke detector between the bedroom and living areas, on each additional level of the living units, and in stairwells of multi-story family housing in accord with AR 420-90.

(5) Making any additional modifications required to meet the NFPA 101 standard for a 1-hour fire barrier between mixed occupancies.

(6) Conducting fire inspections per AR 420-90.

b. The FCC provider must provide the following:

(1) A portable, hand-held, multipurpose fire extinguisher.

(2) Any additional modifications required by insurance companies that are not covered by the Life Safety Code.

c. Safety inspection of FCC homes must be conducted per AR 385-10 and AR 608-10. Identified safety deficiencies must be corrected. However, the DPW is not authorized to use AFH funds to provide more stringent FCC fire safety features than required by current fire and life safety standards for single and multiplex family housing.

d. FCC homes will receive priority for the elimination of possible health hazards caused by LBP and lead in drinking water.

7-26. Use of resident-owned window A/C units and ceiling fans in existing DU

a. Residents may install their own window A/C units or evaporative coolers, or ceiling fans, where no Government-provided units exist subject to the following:

(1) Design criteria authorize air conditioning or evaporative cooling at that installation.

(2) The resident is responsible for cost of placement including electrical work, removal of units, restoration of openings, required inspections, and maintenance of the A/C unit.

(3) Approval of the DPW is obtained before installation of A/C units or electrical work. Completed work will be inspected by the DPW and must meet the requirements established by the DPW.

(4) Maximum electrical load of proposed window units for the DU will be prescribed by the DPW and will not exceed that of a properly sized A/C unit for that DU.

(5) Electrical work will be done only by qualified electricians upon approval of the DPW.

b. Capacity of the exterior and interior electrical distribution system must be sufficient to carry the added load of the units.

c. Only low amperage, high efficiency window units should be installed as prescribed by the DPW.

d. Resident-owned equipment abandoned in place by the resident or accepted by the Government will become Government-owned property. Electrical circuits and outlets installed at resident expense and abandoned in place will become part of the real property.

Abandoned window A/C units that are not authorized will not be replaced regardless of source of funds.

7-27. Replacement of heating, ventilating, and air conditioning (HVAC) systems in older DUs

Many older family housing buildings require improvement or major repairs or both including the upgrading or replacement of the HVAC system. These early buildings were constructed before the advent of air conditioning and the present day concept of central heating. A uniform method for preparation of projects to upgrade HVAC systems in older buildings has been developed and is outlined in Office of the Chief of Engineers (OCE) Technical Note No. 83-2 (Repairs to Heating, Ventilating, and Air Conditioning (HVAC) Systems in Older Family Housing Units). DD Form 1391 requiring HQDA approval must address the economic analysis requirements outlined in the Technical Note.

7-28. M&R of master/community antenna television (M/CATV) and Government-provided TV antenna systems for family housing

The installation commander shall be responsible for maintaining any M/CATV and Government-provided TV antenna systems identified on the family housing real property records from antenna to wall outlet. M&R funds will be used as prescribed in paragraph 2-9.

7-29. Telephone wiring and service for family housing

a. Conduit, wiring, and outlets will be installed and maintained by the Government for a maximum of two telephones per DU. Telephone instruments and service are a resident responsibility (para 2-8).

b. If an official telephone is installed in a family housing DU for mission reasons, the resident must maintain a private telephone for personal calls at his or her expense.

7-30. Maintenance downtime

The time during which DU are out of service due to M&R must be minimized. Appendix G provides guidelines for minimizing downtime due to M&R work.

7-31. Deferred maintenance and repair

a. M&R projects (excluding incidental improvements) included in the annual work plan (AWP) which could be executed but for a lack of funds during a given fiscal year, are reported as deferred as of the end of that fiscal year. These deferred projects are added to the DMAR list. The total estimated cost of the projects on this list is referred to as DMAR. DMAR is reported per AR 420-16.

b. The Army's goal is to bring DMAR down to a manageable level, not necessarily eliminate it. The Army's goal is to reduce DMAR to about 20 percent of the annual M&R requirement.

c. DMAR projects must be validated.

(1) Each installation will keep a list of its DMAR projects and prioritize the required work against MACOM-developed criteria based on a weighted factor validation system.

(2) Where an installation has a DMAR equal to or greater than 20 percent of its annual M&R requirement, an on-site visit should be conducted by a technical representative of a higher command having technical review authority for family housing projects. The objective of the on-site visit is to validate the installation's DMAR projects. Combined MACOM/installation housing offices may not validate their own projects.

(3) Validation will consider the following:

(a) Essentiality.

(b) Scope of work.

(c) Estimated cost.

(d) Merits of solution versus costs.

(e) Relation to other projects or actions which may impact.

(f) Condition of facilities.

(g) Justification of work.

(4) Validation should be made before inclusion of any item as a program requirement and prior to initiation of design.

(5) Scoring should be done to attain priority ratings.

7-32. Approval authorities and limitations

M&R approval authorities and cost limitations are contained in appendix B.

Section III

Unaccompanied Personnel Housing and Guest Housing

7-33. General

a. Operating services and M&R will be accomplished per AR 420-10 and AR 215-1, as appropriate.

b. All UPH will compete equally for operating services and M&R.

c. Funding guidance is contained in chapter 2 of this regulation and AR 215-1.

7-34. Responsibilities for operation and maintenance

a. Installation commanders will ensure that—

(1) Housing is in good condition at time of assignment.

(2) On assignment, permanent party residents are instructed in writing of their responsibilities.

(3) The Government's investment in the housing is protected and residents fulfill their responsibilities. This includes participation by permanent party residents in the Self-help Program specified in AR 420-22.

(4) Maintenance of facilities is timely, effective, and economical so as to provide the best service to the resident at optimum energy efficiency and cost effectiveness for the Government.

(5) A continuing program for conserving utilities is enforced.

(6) Action is taken per AR 735-5 or AR 215-1, as appropriate, when loss or damage of Government-owned property occurs.

(7) Building components which are unsafe for residents to reach are cleaned or replaced.

(8) Grounds are maintained.

b. Housing manager will—

(1) Identify requirements to the DPW to support planning, programming, and budgeting actions for operating services, nonrecurring maintenance, and repair.

(2) Monitor and review operating services and M&R provided by the DPW or by contract.

7-35. Backlog of maintenance and repair

a. Backlog of maintenance and repair (BMAR) is the non-family housing facility equivalent to DMAR. BMAR is reported per AR 420-16.

b. The housing manager should monitor BMAR for UPH and GH to ensure that projects which adversely impact soldiers' quality of life are properly prioritized for early accomplishment.

7-36. Custodial service in UPH(PP)

a. Custodial services may be provided in common use areas per AR 420-81.

b. Housekeeping services within individual living areas will be paid from service charges collected from personnel who receive maid service (para 2-30). Personnel who elect to not receive in-room maid service will be responsible for the cleanliness of their rooms.

7-37. Cleaning incident to vacating UPH(PP)

a. *Resident cleaning.* Residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Assignments will be terminated when the housing has been properly cleaned as determined by the housing office, or on the service member's departure from the command, whichever is sooner. Exception may be made per paragraph 7-18a(2).

b. *Contract cleaning at resident's expense.* Provisions of paragraph 7-18b apply. However, the liquidated damages rate for UPH(PP) will be the BAQ at "without dependent" rate, that is, if the

resident is married but unaccompanied by family members, use the BAQ rate for an unmarried service member of the same grade.

c. *Contract cleaning at Government expense (OCONUS only).* A UPH contract cleaning program may be established for SOQ, OQ, and SEQ using O&M funds when a TLA cost savings can be realized as determined by MACOM commanders. Provisions of paragraph 7-18c apply. In addition:

(1) Government-contract housing cleaning will be provided only to bonafide bachelors and those serving "all others" tours.

(2) Housing cleaning will be limited to SOQ, OQ, and SEQ located in buildings separate and apart from troop barracks buildings.

(3) Cleaning standards will be adjusted as necessary to accommodate requirements for cleaning UPH(PP).

d. *Minimum cleaning standards.* Minimum cleaning standards are contained in table 7-1.

e. *Liability.* A UPH(PP) resident's liability is essentially the same as that for a family housing resident. See paragraph 7-18d.

7-38. Telephone wiring and service for UPH(PP)

a. The Government may install and maintain conduit, wiring, and outlets for one telephone per UPH(PP) space. Residents are responsible for telephone instruments and service (para 2-8).

b. Class "C" (official restricted) and pay telephones will be installed in common use areas.

c. Should an official telephone be installed in a UPH(PP) space for mission reasons, the resident will maintain a separate private telephone for personal calls at his/her expense.

7-39. M&R of M/CATV and Government-provided TV antenna systems for UPH(PP)

Any M/CATV and Government-provided TV antenna systems that support UPH(PP) will be maintained by the installation commander. M&R funds will be used per paragraph 2-9.

7-40. Television and telephone services available in Army lodging

a. *Television service.* TV service, which may include cable television (CATV), will be provided in each living unit of VOQ, VEQ, DVQ, and GH. Service charges will be sufficient to assure continual service.

b. *Telephone service.*

(1) Installations are encouraged to provide commercial telephones in all UPH(TDY) and GH units. Charges for routine service will be included in the basic service charge. Outgoing calls will be billed to the caller for payment at checkout time, including any charges for local area calls imposed by the local telephone service provider. If there are no telephones in individual units, class "C" (official restricted) and pay telephones will be provided in common use areas.

(2) Official telephone service with Defense Switched Network (DSN) access may be authorized in individual UPH(TDY) rooms for official business.

7-41. Resident-owned equipment, appliances, and improvements

The installation commander will establish policies for installation and use of resident-owned equipment, appliances, and built-in improvements which are compatible with applicable Army and MACOM policies.

7-42. Installation, maintenance, and repair of television antennas for Army lodging

OMA funds and NAF may be used to install and maintain roof or attic television antennas to receive commercial TV in UPH(TDY)- and GH when CATV or M/CATV is not available or is not used.

7-43. Self-help in Army lodging

Residents of Army lodging are not expected to perform self-help since they occupy the facilities for short periods of time. However,

all residents are responsible for routine care of assigned lodging and reporting of M&R requirements.

7-44. Lodging Operation of the Year Award

a. HQDA has established the DA Lodging Operation of the Year Award. This award is administered by the Commander, USACFSC.

b. The award supports the ACOE program by—

(1) Motivating installations to improve UPH(TDY) and GH facilities, furnishings, and services.

(2) Recognizing the efforts of installations that provide outstanding support to service members, active and retired, and to their families and guests.

c. The award is described and its evaluation guidelines and criteria are set forth in appendix H.

Table 7-1
Minimum cleaning standards for housing

Item	Government contract cleaning	
	Resident	Contractor
Floors, rugs and installed carpet		
Sweep or vacuum.	X	
Remove stains, wax, and dirt sediments.		X
Damp mop floors.		X
Wax tile and wood floors evenly without streaks.		X
Clean area rugs and installed carpeting to remove dirt and spots.		X
Walls and ceilings		
Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls.	X	
Remove all nails and hooks.	X	
Remove all dirt, smudges, and other spots.		X
Windows		
Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film.		X
Clean window sills, curtain rods, and blinds.		X
Remove screens, brush and wash to remove lint and dust, and reinstall.		X
Doors		
Remove all dirt and stains on both sides.	X	
Clean interior and exterior doors and frames so that they are free of dust and stains on both sides.		X
Lighting fixtures		
Ensure all fixtures have operating light bulbs.	X	
Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks.		X
Remove, clean, and replace globes and lamp shades.		X
Cabinets, closets, drawers, and shades		
Remove all shelf paper, tape, staples, and tacks.	X	
Remove all food particles, trash, and personal items.	X	
Clear and wash all surfaces so that they are free of dirt and stains.		X
Mirrors		
Clean to shine with no streaks.		X
Radiators, pipes, and heating vents		
Wash radiators, pipes, and vent registers.		X
Remove dirt, sediments, and stains.		X
Refrigerator and freezer		
Defrost and wipe doors.	X	
Remove all food particles.	X	
Unplug and leave door open.	X	
Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils.		X
Clean and replace drain pan.		X
Clean surface beneath, above, and behind appliance.		X
Move appliance away from wall for cleaning and move back after cleaning.		X
Range		
Remove all burned/crusted-on food from accessible surfaces.	X	
Wipe down range.	X	
Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks.		X
Move range for cleaning areas under, above, behind, and on either side.		X
Ventilation, air vents, and range hoods		
Wipe down range hood.	X	
Wipe down air vent grills and replace filters as necessary.	X	
Remove completely grease, stains, and dirt sediments inside and outside.		X
Clean or replace permanent filters.		X

Table 7-1
Minimum cleaning standards for housing—Continued

Item	Government contract cleaning	
	Resident	Contractor
Dishwasher		
Wipe down interior and exterior surfaces.	X	
Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser.		X
Remove mineral deposits in bottom of machine and on inside of door.		X
Kitchen, bathroom, and toilet		
Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.	X	
Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware.		X
Clean wall and floor tile.		X
Polish all equipment, fixtures, and wall tiles to a streak-free shine.		X
Trash cans		
Empty and remove any crusted-on garbage.	X	
Empty and clean.		X
Upholstered furniture		
Wipe down and remove stains.	X	
Clean to remove lint, dust, and dirt.		X
Remove spots and stains to the maximum extent possible.		X
Wooden furniture		
Wipe down and remove stains.	X	
Clean to remove dust, dirt, food particles, and streaks.		X
Lightly wax outside surfaces and polish to a shine.		X
Clean doors and drawers to be free of dust, dirt, or other foreign matter.		X
Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.		X
Bedsprings, box springs, and mattresses		
Wipe down and remove stains.	X	
Clean to remove dirt, dust, and other loose matter.		X
Outside area		
Sweep and clear all debris, carports, patios, balconies, and walks.	X	
Remove oil or grease from paved areas.	X	
Accomplish normal yard maintenance.	X	
Self-help		
Accomplish all self-help items per local requirements.	X	
Miscellaneous		
Remove all personal items before final inspection.	X	

Chapter 8 Resident Relations

8-1. Scope

This chapter establishes policy, defines responsibilities, provides guidance, and sets forth procedures for resident-related programs and for occupancy and termination inspections.

8-2. Policies on resident-related programs

a. Installation commanders will be responsive to the needs of housing residents.

b. Residents of housing will satisfy normally accepted obligations and abide by local regulations so as to promote an amicable relationship among residents and between residents and the housing manager.

c. Applicants for and residents of Army housing will be treated in a prompt, courteous, and professional manner at all times by housing office personnel.

d. Residents will be clearly advised of both their and the Government's responsibility for the care and cleaning of housing.

e. Inspections will be conducted prior to the assignment of and departure from permanent party housing.

f. Housing inspections will be conducted with consistency and without regard to rank of resident.

g. Housing residents will be made aware of resident liability policies and procedures.

8-3. Shared responsibilities

By its nature, housing must entail a shared responsibility involving both the provider and the user.

a. *Installation commander.* The installation commander will—

(1) Develop and issue clear and precise local regulations governing conditions of occupancy.

(2) Provide residents of permanent party housing (both family and UPH(PP)) with a resident handbook and Army lodging (UPH(TDY) and GH) residents with an information booklet which includes occupancy rules that inform residents of the local situation

and requirements. Include information and guidance on fire protection, precautions, and reporting.

(3) Provide each resident with a memorandum that explains his/her potential for pecuniary liability and recommends the resident consider securing personal insurance coverage (paras 8-7 and 8-8).

(4) Develop and implement a family housing resident orientation plan (para 8-4).

(5) Ensure that all Government housing is safe, decent, and sanitary at the time of assignment of residents.

(6) Maintain suitable and attractive living conditions in Army housing.

(7) Ensure that all personal information contained in housing office files is maintained in strict accordance with the provisions of the Privacy Act.

(8) Ensure that disruptions to housing residents resulting from M&R work is kept to a minimum.

(9) Advise residents of Government-leased housing of any special requirements they may be subject to under the provisions of the lease.

b. Resident.

(1) Permanent party residents will—

(a) Be familiar with the contents of the family housing residents' handbook or UPH(PP) housing information booklet.

(b) Ensure that housing is returned in good condition, less normal wear and tear, upon termination of occupancy.

(c) Perform routine housekeeping functions including minor maintenance and simple repair necessary to keep their assigned housing and any assigned Government-provided furnishings in good condition.

(d) Be responsible for their actions and those of their family members and guests.

(e) Comply with local regulations regarding the care and control of pets.

(f) Secure approval before soliciting within a housing facility or area or conducting a private business in a family housing unit, UPH facility, or housing area.

(g) Record the possession of dangerous weapons with the Provost Marshal and use them only in designated areas in accord with local regulations.

(h) Notify the housing maintenance office or billeting office, as appropriate, promptly whenever the housing structure, components, equipment, furnishings, or fixtures contained therein become defective, broken, damaged, or malfunction in any way.

(i) Refrain from installing or using any equipment that will overload any structural, gas, water, heating, electrical, sewage, drainage, or air conditioning systems of the assigned housing.

(j) Be familiar with fire precaution, prevention, and reporting measures.

(k) Be potentially liable for damages to or loss of Government property (para 8-8).

(l) Cooperate with area, building, and/or stairwell coordinators on common area responsibilities.

(m) In foreign areas, secure DPW approval to use outdoor cooking equipment, such as grills, or to display flower boxes in multi-story buildings.

(2) UPH(TDY) and GH residents will be familiar with the contents of the UPH(TDY) or GH information booklet and/or rules posted in their housing. They will also be responsible for the actions in paragraphs (1)(b), (d), (e), (f), (g), (h), (i), (j), (k), and (m) above.

c. Residents of Government-leased housing. Residents living in Government-leased housing will comply with the requirements in b above.

d. Residents of private rental housing. Such residents are subject to the provisions of the leases for their housing units.

8-4. Resident orientation

a. Installations will conduct an orientation for residents of family housing within 30 days of assignment to housing. This orientation will include the following:

(1) Distribution of the resident's handbook and local regulations.

(2) Indoctrination into the self-help program.

(3) Introduction to the local community and the services provided.

(4) Discussion of local procedures and points of contact in housing.

(5) Discussion of living conditions for Government-leased and private rental housing (in foreign areas only).

b. Residents of UPH and GH facilities will receive their "orientation" via rules posted and/or information booklets located in their housing.

8-5. Community associations

a. Community associations provide an excellent forum for the interchange of ideas between family housing residents and the installation commander. They also provide channels of communication among residents which will enhance the feeling of community and sense of "homeownership".

b. The housing manager should ensure wide dissemination of information about the existence of local community associations or installation policies concerning their formation. This will give all residents an opportunity to participate.

c. Residents should be encouraged to take the initiative in establishing and organizing community associations and electing association presidents or "mayors" and other officers. Upon request, the installation commander will assist residents interested in forming such an association.

d. Community associations offer a valuable channel of communications between the installation and its residents. The housing manager should maintain an active interest in association activities and attend their meetings to answer questions, become aware of problems, and offer assistance.

8-6. Mediation of resident complaints

a. The housing manager has the responsibility for mediating resident complaints regarding housing. Complaints that can be resolved quickly without extensive investigation, and to the satisfaction of all parties concerned, may be handled informally. All other complaints must be made in writing, signed by the complainant, and submitted to the housing manager.

b. Complaints must be handled with the strictest impartiality. Comments implying guilt or responsibility must be avoided until a thorough inquiry has been made and a firm basis exists for a conclusion.

c. Where a complaint requires an investigation, the investigation will be conducted in accord with AR 15-6. Experienced civilian professional housing managers in grade GS-9 and above may be appointed as investigating officers to investigate complaints regarding housing.

(1) An investigation or inquiry will not be initiated until the initial information has been received, screened, and evaluated.

(2) In cases involving more than one resident, the positions of all residents involved must be understood.

(3) Where cases cannot be resolved between or among the individuals concerned, it may be advisable to discuss the problem with all parties involved and the installation commander.

d. Belligerent residents who are unwilling to settle problems and who are a continual source of conflict, disturbing the peace and harmony of the housing facility, housing area, or neighborhood, should be considered for termination from housing.

e. A report of any investigation or inquiry, results, and actions taken will be retained in the housing office.

8-7. Insurance

The Government does not provide insurance for the resident's personal property nor for the personal liability needs of the resident. To protect themselves, residents are strongly encouraged to secure both personal property and personal liability insurance coverage.

8-8. Resident's potential pecuniary liabilities

a. Residents are responsible and may be held liable for damage to assigned housing, or damage to or loss of related equipment or

furnishings, caused by their abuse or negligence or that of their family members or guests. This includes loss or damage caused by pets. Loss or damage due to fair wear and tear, as determined by a qualified technical inspector, is excepted.

b. Housing residents will be informed of and shall acknowledge in writing their responsibilities and potential for liability at the time of assignment to Government housing. Also, the condition of the housing unit shall be validated at both assignment and termination.

c. AR 735-5 and AR 215-1 set forth Army policy guidance and procedures to be followed in the investigation and adjudication of cases involving damage to assigned housing and related equipment and furnishings.

d. Appendix I provides a formal statement of liability policy and contains formats for acknowledgment of occupancy responsibilities and potential liability.

8-9. Government's liability to resident

Claims may be settled and paid for damages to or loss of personal property due to fire, flood, hurricane, or other unusual occurrence not caused by the resident. The loss must be incident to service, and possession of the property must be reasonable, useful, or proper under the circumstances. The installation commander should provide residents with assistance in those instances where they elect to initiate a claim against the Government. Claimants should contact the nearest OSJA, Claims Division.

8-10. Housing inspection program

This program is designed to ensure that the resident is provided with clean and decent living accommodations, to familiarize the resident with the installation and resident's responsibilities, to instruct the resident in equipment operation, and to maintain equitable treatment of all residents. The inspection program for permanent party shall consist of at least two inspections—check-in and termination—to ensure protection of the interests of the resident and the Government. MACOMs may require pretermination inspections or delegate the option to the installations.

a. Family housing.

(1) *Check-in inspection.* Occupancy of the DU is contingent upon completion of a mutual inspection of the DU, its grounds, and its furnishings by the prospective resident and the housing manager's representative. Conditions at check-in will be noted on the check-in portion of the condition report which is developed locally. During the check-in inspection, the housing representative will accomplish the following:

(a) Complete the condition report. If at any time during the first 15 days after accepting the DU, a condition is noted that differs from the entries recorded on the condition report, the resident must submit discrepancies in writing to be received by the housing office within 15 days.

(b) Define resident responsibilities regarding maintenance.

(c) Brief the resident on energy conservation.

(d) Demonstrate operation of electrical and mechanical equipment, including range, refrigeration, and any other appliance.

(e) Inform the resident of various programs and services, such as self-help, emergency service, trash collection.

(f) Advise the resident that housing will be inspected prior to termination of assignment.

(g) Provide a telephone number for a point of contact in the housing office and the maintenance service desk.

(h) Advise that the resident will be scheduled for an orientation as soon as possible but within 30 days of date of assignment.

(2) *Pretermination inspection.*

(a) Resident will notify the housing office upon receipt of PCS orders or 30-45 days before departure, whichever is most appropriate, to schedule termination inspections and, where contract cleaning is done at Government expense, to arrange for contract cleaning.

(b) A pretermination inspection may be conducted approximately 30 days prior to the termination inspection. Where a Government-approved custodial contractor is involved, this inspection may serve

as a turnover (resident to contractor) inspection. During this inspection self-help repairs that must be completed before the termination inspection will be identified. Detailed cleaning requirements will be noted. The condition of all items covered in the check-in inspection will be noted and compared. Finally, a detailed inspection will be made to determine what between occupancy M&R is required. Required M&R will be scheduled with the DPW immediately following its identification.

(3) *Termination inspection.*

(a) The termination inspection is jointly conducted by the resident and a housing representative using the termination section of the condition report after housing is vacated but prior to formal termination of assignment. It ensures that the appropriate cleaning standards, as specified in table 7-1, have been met and provides for any necessary action for claims against the resident. If the DU fails the inspection, a reinspection is scheduled at the earliest mutually acceptable time.

(b) The resident may opt to clean his or her own housing or have a third party do the actual work. This will not relieve the resident of the obligation to pass the termination inspection unless the third party is a Government-approved custodial contractor, AAFES concessionaire, or the Navy Exchange and is prepaid by the resident (para 7-18).

b. *UPH(PP)*

(1) Check-in and termination inspections will be jointly accomplished by the resident and a representative of the billeting office or unit commander, as appropriate.

(2) Residents will leave their UPH space suitable for immediate reassignment. Standards consistent with table 7-1 will be established by the installation commander.

(3) Orders terminating the assignment of UPH(PP) will specify the date housing was terminated. Termination orders will be distributed in the same manner as for family housing per paragraphs 3-10d(1) and (2).

Chapter 9 Furnishings

Section I Management of Furnishings

9-1. Scope

This chapter sets forth policy and procedures for managing Government furnishings authorized by common table of allowances (CTA) 50-909 and CTA 50-970 for the following:

a. Government-controlled family, unaccompanied personnel, and guest housing.

b. Private rental housing used by eligible personnel as identified in this chapter.

9-2. Furnishings management groupings

For purposes of managing and reporting, furnishings are divided into the following groups:

a. Family housing furnishings.

b. UPH furnishings which include UPH(PP), UPH(TDY), and GH furnishings.

9-3. Responsibilities for furnishings management

a. *HQDA.* The ACSIM will develop policy and general procedures for the provision of furnishings and management of housing furnishings programs.

b. *MACOM commander.* The MACOM commander will—

(1) Ensure proper furnishings management.

(2) Develop and justify resource requirements and distribute funds received for furnishings support within the command.

(3) Conduct inspections to ensure that functions are performed per applicable directives and this regulation.

(4) Ensure that inquiries from HQDA regarding family and UPH

furnishings inventory and cost data are answered in a timely manner and coordinated with the command resource and program managers.

c. Installation commander. The installation commander will—

(1) Approve and submit responses to inquiries from HQDA and MACOM regarding family and UPH furnishings inventory and cost data. Responses will be sent in a timely manner to or through the parent MACOM to HQDA after coordination with the installation resource and program managers.

(2) Establish program levels for authorized furnishings items (para 9-5).

(3) Conduct an annual physical inventory of furnishings not in use and reconcile property on hand receipt and quantities not in use with property book balances.

(4) Maintain accurate and current records of property usage as a basis for developing experience factors.

(5) Ensure that furnishings are used per authorized needs and the policies and procedures established in this regulation and applicable directives.

(6) Accomplish furnishings maintenance and repair on a sound economic basis.

(7) Minimize furnishings storage by timely disposition of items excess to authorized needs or uneconomically repairable.

(8) Ensure that procedures for warehousing authorized furnishings provide for—

(a) Segregation of family housing, UPH (APF funded), and UPH (NAF funded) furnishings inventories to include the storage of serviceable like items in one storage area, where possible, and separate storage areas for serviceable, economically repairable, and unserviceable items.

(b) A warehouse locator system.

(9) Ensure that personnel have met their obligations in regard to the possession, care, preservation, damage, or loss of Government furnishings prior to departure from the housing unit/installation.

(10) Ensure excess furnishings are not ordered and that funds distributed for the UPH furnishings replacement program are used for that purpose.

(11) Establish controls to ensure that furnishings accounts are properly cleared before personnel depart on PCS, or TDY in connection with a PCS, especially by those soldiers residing in private rentals.

d. Resident. Residents will—

(1) Sign hand receipts for furnishings provided by the Government.

(2) Exercise reasonable care in using Government-provided furnishings.

(3) Be liable for loss or damage to Government-provided furnishings caused by the negligence or willful misconduct of the sponsor, the sponsor's family members, guests, or pets (para 8-8).

9-4. Furnishings authorizations

Types of furnishings authorized and their bases of issue (BOIs) are identified in CTA 50-909 and CTA 50-970. Authorizations will consist only of those items in CTAs and the nonstandard items approved by HQDA for use on an exception or test basis. Figure 9-1 shows the types of furnishings generally authorized. (Figure 9-1 is located at the end of this chapter.) All users will be familiar with the "special instructions" paragraph of CTA 50-909 and CTA 50-970 before ordering furnishings.

9-5. Program levels

a. Program level factors. In computing program levels, methods used must provide realistic estimates of the quantities of furnishings needed to meet demands. Primary factors to be considered are as follows:

(1) Continuing need for housing related to programmed force levels.

(2) Furnishings authorizations.

(3) Size and interior design of housing supported with furnishings.

(4) Maintenance float factors.

(5) Application of other experience factors.

b. Computation of program level. Program level shall be computed as follows: Program level = (Quantity authorized + maintenance float factor quantity) X experience factor.

(1) *Quantity authorized for family housing.* This is determined by—

(a) The number and types of rooms in each Government-controlled housing unit authorized furnishings support.

(b) The number and types of rooms in each private rental housing unit authorized furnishings support.

(c) The number and types of rooms in a new construction project authorized furnishings support having a beneficial occupancy date (BOD) within the budget year or first half of the next fiscal year.

(d) The requirement for loaner sets of furniture in U.S. overseas and foreign areas. The MACOM commander will define the composition of a loaner set for the command including it in section E, part I, of the furnishings report. (See para 16-14.) The MACOM commander will set loaner quantities on the basis of the MACOM definition of a loaner set and the annual number of household goods (HHG) shipments.

(2) *Quantity authorized for UPH.* This is arrived at by considering—

(a) Each authorized unaccompanied officer personnel housing (UOPH) and unaccompanied enlisted personnel housing (UEPH) space.

(b) Each UPH private rental housing unit authorized furnishings support (OCONUS only).

(c) Each authorized space in a new construction or revitalization project having a BOD within the budget year or first half of the next fiscal year.

(d) The number and types of various rooms (such as lounges, dayrooms, television rooms) authorized furnishings support.

(3) *Quantity authorized for guest housing.* This is defined by—

(a) The number and types of rooms in each Government-controlled guest house.

(b) The number and types of rooms in a new construction project for a Government-controlled guest house having a BOD within the budget year or first half of the next fiscal year.

(4) *Maintenance float factor.* This factor is 3 percent for household equipment, 5 percent for upholstered furniture and hard goods, and 7 percent for soft goods such as rugs, carpeting, bed linens, mattresses, window coverings, and lamps.

(5) *Experience factors.* These are determined locally. For example, program level may be adjusted based on the difference between the float factor and the use rate or based on a use rate influenced by the amount of furnishings that can be placed in the housing due to available space (smaller or larger than the average) or the presence in the housing of built-in items. Mobilization requirements may also influence the experience factors. (If an experience factor is applied, a remark to that effect must be included in section E, part I of the furnishings report (para 16-14).

c. Computation of inventory. Inventory shall be computed as follows: Inventory = quantity in use + quantity in warehouse + quantity in maintenance. The total inventory should match the quantity on the front of the property book page.

d. Computation of deficit. Deficit shall be computed as follows: Deficit = program level - inventory - quantity under contract or lease - quantity provided from NAF.

9-6. Budgeting and funding

a. Commanders will budget and fund for the following:

(1) Initial issue of family housing furnishings except for items of household equipment initially provided with AFH construction funds.

(2) Initial issue of GH furnishings except for items of household equipment initially provided with MCA or NAF construction funds.

(3) Replacement requirements for authorized furnishings for family, unaccompanied personnel, and guest housing.

b. The Assistant Secretary of the Army (Financial Management)(ASA(FM)), through the Army Budget Office (ABO), HQDA(SA-FM-BUO), will budget and fund for initial issue of UPH furnishings except for items of household equipment initially provided with MCA funds. In the absence of OMA initial issue support, billeting NAF may be programmed for initial issue support of UPH(TDY).

c. All costs of procurement and the O&M for the family housing furnishings inventory will be budgeted for and funded from the AFH appropriation. (See table 9-1 and DA PAM 37-100-FY.)

d. All costs of procurement, except as noted in b above and paragraph 9-6g, and all costs of O&M for the UPH(PP) furnishings inventory will be budgeted for and funded from the appropriation financing the O&M of UPH(PP). (See table 9-1 and DA PAM 37-100-FY.)

**Table 9-1
Furnishings account codes**

Activity: Furniture purchases
Family housing account codes: 1913X3
UPH Alpha account codes: .HA

Activity: Equipment purchases
Family housing account codes: 1913X6
UPH Alpha account codes: .HA

Activity: Control, moving, and handling—furniture
Family housing account codes: 1913X1
UPH Alpha account codes: .HA

Activity: Control, moving, and handling—equipment
Family housing account codes: 1913XA
UPH Alpha account codes: .HA

Activity: Maintenance & repair—furniture
Family housing account codes: 1913X2
UPH Alpha account codes: .CE

Activity: Maintenance & repair—equipment
Family housing account codes: 1913X5
UPH Alpha account codes: .CE

Activity: Joint family housing/UPH activities
Family housing account codes: 1913XX
UPH Alpha account codes: .HB

e. The costs of procurement and O&M of Army lodging furnishings are supported as follows:

(1) *UPH(TDY)*. Primarily supported by APF, but may be supported by NAF (AR 215-1).

(2) *GH*. Primarily supported by NAF, but in exceptional cases may be supported by APF (AR 215-1).

f. Costs involving joint use of facilities, vehicles, equipment, and manpower will be shared on a prorata basis among the financing appropriations.

g. UPH furnishings, as part of installation support to Army National Guard (ARNG) and U.S. Army Reserve (USAR) units undergoing training, will be provided on a reimbursable basis. Charges are limited to identifiable cost items when the cost is funded by an appropriation other than OMAR. (See AR 37-49.) OMA (.H account)funds can be utilized where UPH furnishings are to become station property and are essentially for Active Component use. Conversely, if the furnishings are solely for use of Reserve Components, it is inappropriate to utilize OMA (.H account) resources.

h. OMA-funded tenants located on U.S. Army Materiel Command RDTE funded installations will continue to receive UPH furnishings support from OMA.

i. HQDA will publish an annual list of replacement costs. Cost data from this list will be used for furnishings inventory reports and budget submission purposes.

9-7. Acquisition of furnishings

a. Per Federal Acquisition Regulation (FAR), the primary source of procurement will normally be through the General Services Administration (GSA). However, Federal Prison Industries, Inc.(FPI),

also known by the tradename UNICOR, will be offered first choice for provision of items they manufacture (18 USC 4121 through 4128, as iterated in the FAR, Subpart 8.6). The installation's Director of Contracting makes determination as to which organization will provide requested furnishings. To minimize storage, transportation, and handling costs, procurement should be timed to provide delivery when needed.

b. Waiver of FAR requirements to procure furnishings through GSA/UNICOR will be obtained through procurement channels.

c. Procurement actions will be taken only when such action is advantageous to the Government and there are no known excess furnishings which are suitable for use.

d. Requisitions for housing furnishings will be processed through normal supply channels unless otherwise directed by HQDA(DAIM-FDH).

e. Procurement of furnishings with NAF as authorized for UPH(TDY) and GH will be in accord with AR 215-4.

9-8. Maintenance and repair of furnishings

a. The maintenance and repair of furnishings will be limited to keeping items in a satisfactorily usable condition. Do not perform work that is uneconomical in relation to replacement cost of the items. Generally, the one-time repair cost on authorized items will not exceed 75 percent of replacement cost. Maintenance and repair of excess furnishings is prohibited.

b. The normal useful life expectancies of furnishings are largely indeterminate, being dependent upon materials used in their construction, type and intensity of use, care provided, number of moves, quality of handling in movement, extent of damage/repairs, and so forth. The following broad parameters, however, are applicable to furnishings:

(1) Order of magnitude normal useful life expectancies for nontropical areas fall within the ranges below.

(a) Wooden furniture—8-10 years.

(b) Metal furniture—12-15 years.

(c) Household appliances—7-15 years.

(d) Soft goods—2-7 years.

(2) Life expectancies for tropical areas are about 20 percent less than for nontropical areas.

(3) The life expectancies of furniture and appliances used in barracks are about one-third shorter than shown in (1) above

(4) The life expectancies of furniture and appliances used in Army lodging will vary depending upon occupancy levels and the transient market supported.

c. The generalized life expectancies in b above may be used for planning purposes. Age, however, is not to be used as the sole basis for planned replacement. Condition, availability of funds, time delays in procurement, availability of spare parts, energy savings devices, urgency of need, and quality differences between old and new items will also be considered in determining items requiring replacement.

d. Maintenance technical guidelines for repair of furniture are contained in TB 750-97-71 and TB 43-0002-27.

e. AR 5-20 sets forth policy and procedure to be followed to determine whether to perform maintenance and repair of furnishings by in-house resources or by contract. When it is more economical to perform these functions in-house, maximum use of these facilities will be achieved by use of cross-servicing agreements with other military Services. When requirements exceed the in-house capabilities of an activity or installation or it is otherwise required that outside sources be used, performance of such services will be governed by Part 8, FAR, DOD FAR Supplement (DFARS), and Army FAR Supplement (AFARS).

f. The following procedure may be used to assist in making decisions on whether furnishings should be repaired or replaced:

(1) Determine annual repair rate by dividing the current Army Master Data file (AMDF) cost by the normal useful life expectancy(years) of the item.

(2) Determine the balance of useful life of the item by subtracting the actual age of the item from the useful life.

(3) Determine the maximum allowable one-time repair costs by

multiplying the balance of useful life of the item by the annual repair rate.

(4) Compare the maximum one-time repair cost with the estimated repair cost of the item. If the maximum allowable one-time repair cost is greater than the estimated repair cost, the item is likely to be more economical to repair than to replace.

g. The furnishings manager will make the final decision regarding repair versus replacement. This decision will be based on sound common sense.

9-9. Excess furnishings

a. Maximum economical use will be made of existing stocks of Government furnishings per the FAR (Part 8).

b. Serviceable and economically repairable items becoming excess to an installation's or activity's needs will be publicized within the MACOM for possible transfer within or between family housing and UPH furnishings accounts.

c. Redistribution of excess furnishings will be undertaken only when such action is determined to be in the best interest of the Government. An economic analysis should be done to determine the fiscal merits of redistribution.

d. Excess furnishings may be transferred per the following guidelines:

(1) At installation level, the housing manager may approve lateral transfer of excess UPH furnishings to the family housing furnishings inventory (or excess family housing furnishings to the UPH furnishings inventory). Above installation level, approvals for transfer will be as specified in AR-710-2.

(2) Items involved must be, and projected to remain, excess to requirements of the losing inventory and within the authorized allowances (CTA 50-909 or CTA 50-970) of the gaining inventory.

(3) Such transfers must be cost effective.

(4) All transfers of excess inventory will be auditable.

e. Excess furnishings transferred to another property book are not reimbursable but are subject to accessorial and administrative costs incident to transfer action.

f. Serviceable family housing furnishings in excess of allowances and located at CONUS installations will be normally turned-in per AR 710-2. However, such furnishings may be offered to lower grade soldiers with families for their use prior to turn in subject to the following:

(1) Items will be hand receipted to the individual.

(2) *No funds* will be expended for cleaning, repair, or maintenance.

(3) *No AFH or UPH furnishings funds* will be expended for movement of excess furnishings to and from housing except in cases of bona fide hardship to the resident or where it would be advantageous to the Government as determined by the installation commander.

(4) Prompt action will be taken by the property book officer (PBO) to dispose of excess furnishings subsequently requiring repair.

g. Excess serviceable UPH furnishings, and excess serviceable family housing furnishings located in U.S. overseas and foreign areas, may be retained in the inventory for use in any Government-controlled housing and in private rental housing in U.S. overseas and foreign areas subject to the conditions in f(1) through(4) above.

h. Furnishings acquired with NAF and determined to be excess should be disposed of in accord with AR 215-1.

9-10. Warehousing

The installation commander, in coordination with the furnishings manager, should make arrangements for adequate storage facilities for furnishings. Items should be labeled and stored separately. Each type of property should be identified in the warehouse, separated by warehouse floor, area, bay, or room. Other types of property (for example, NAF, barracks-type furniture) should be stored separately. Privately-owned household goods are not authorized storage in warehouses used to store APF-funded furnishings.

9-11. Charges for furnishings in housing for which the Army charges rent

Charges for the use of Government furnishings in rental housing will be established in accord with AR 210-12.

9-12. Property accountability

a. Furnishings management includes accountability for furnishings.

(1) Housing property books will not be consolidated with property books of other activities (for example, installation or DPW property books).

(2) Property books for family housing furnishings and UPH furnishings may be maintained separately or consolidated as authorized by MACOM.

(3) Where consolidated, keep the inventories in separate sections. Separately identify each inventory by furnishings type codes appended to the authorization document description in the "Authority" block of the property record. Use the furnishings type codes "(F)" for family housing furnishings and "(U)" for UPH furnishings. For example, the "Authority" block may read "CTA 50-909(F)" and "CTA 50-909(U)" respectively for family housing and UPH furnishings inventory items.

(4) The consolidation of property books for AFH and UPH furnishings will not be used to augment one appropriation with another (a statutory prohibition) nor to circumvent CTA authorizations.

b. Authorized furnishings in support of administrative housing functions, and those items in support of the Self-help Program may be issued to such activities and subsequently hand receipted to the users. These items include property used for grounds maintenance, in cleaning and storage functions, in housing administration areas, and for Army community service centers. Items will be transferred to the installation property book and subhand receipted to the administrative office or the ACS.

c. Furnishings inventory items will initially be entered in the property book records at cost, quantity, year of purchase, and serial number (optional).

d. NAF-owned furnishings will be accounted for on NAF property records per AR 215-1 and DOD 7000.14-R, Volume 13.

e. NAF-owned furnishings used in UPH(TDY) facilities (inclusive of items supporting billeting administration) will be transferred to the appropriate PBO for accountability if maintenance, repair, or replacement is to be done with appropriated funds.

f. Family housing furnishings will be issued on DA Form 2062 (Hand Receipt/Annex Number), or automated equivalent, signed by the sponsor, the sponsor's spouse or an individual having a DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies) for that purpose on file in the housing office.

g. UPH furnishings will be receipted for by the responsible individual whose name appears on DA Form 1687. These furnishings will be issued from the PBO directly to the hand receipt holder, that is, either the person responsible for the facility or to the resident. The responsible person may subhand receipt the furnishings to a resident.

h. Controls will be established to ensure that furnishings accounts are cleared before personnel depart on a PCS, undergo extended TDY, or are deployed with an entire unit.

i. A physical inventory of furnishings which have been turned-in will be done. Where Government property has been lost or damaged through negligence or willful misconduct, the appropriate individual will initiate one of the following for payment at the appropriate disbursing agency:

(1) Report of Survey.

(2) Statement of charges.

(3) Cash collection voucher.

(4) Other authorized adjustment per AR 735-5.

j. On an adverse report of survey finding, liability for furnishings may be limited to an amount equivalent to one month's basic pay except where the damage or loss is determined to be the result of gross negligence or willful misconduct (para 8-8).

k. Authorized hand receipt holders held liable for loss or damage of furnishings (in less than new condition at the time of loss or

damage) are authorized a depreciation credit. When items are issued in damaged condition, a notation of the damages will be entered on the inventory record or condition report to protect the family housing sponsor or UPH resident.

(1) *Family housing furnishings.* An item will be depreciated up to 75 percent at a rate determined by a straight line method of depreciation. This method is based on an item's normal useful life expectancy and its current cost. For example, a table with an expected useful life of 10 years will depreciate at the rate of 10 percent per year; a freezer with an expected useful life of 15 years, at the rate of 6.7 percent. If the age of an item is not known and cannot be determined from available information, depreciate at a standard of 50 percent. The rate of depreciation is based on normal use. Where an item was subjected to more or less than normal usage, increase or decrease the rate per the facts determined by the surveying officer. Where no normal useful life expectancy has been identified for an item, depreciate per AR 735-5.

(2) *UPH furnishings.* Depreciate per AR 735-5.

l. Family housing furnishings and those UPH furnishings issued to unaccompanied personnel authorized to reside off-post in U.S. overseas and foreign areas will be jointly inventoried by the sponsor and the PBO, or PBO's representative. The joint inventory will be conducted when furnishings are issued and at termination of occupancy.

m. An annual inventory is not required for family housing and UPH furnishings issued to individuals on permanent hand receipts for use in individual housing units. An annual inventory is required for all other family housing furnishings and for all UPH furnishings not on permanent hand receipt. The cut off date for annual furnishings inventories is the end of the fiscal year.

9-13. Potential pecuniary liability for furnishings

a. Residents of family or unaccompanied personnel housing who have been provided furnishings may be held liable for damage or loss caused through their abuse or negligence (para 8-8).

b. AR 215-1 establishes policy on loss, damage, or destruction of NAFI assets.

9-14. Furnishings reports

There are no recurring upward reporting requirements for furnishings. However, installations must be prepared to respond to inquiries from MACOMs and HQDA regarding family housing and UPH furnishings inventory and cost data. Requirements are set forth in paragraph 16-14.

Section II

Family Housing Furnishings

9-15. Provision of furnishings

a. Furnishings include furniture, household equipment, and miscellaneous items necessary to provide a reasonable degree of livability in personnel housing. Except for special command positions and the SMA, the term "furnishings" does not include household goods, such as linens, cutlery, silverware, dishes, and kitchen utensils. (See paras 9-32 and 13-9.) Garbage disposals, air conditioning units, and permanently installed dishwashers are not considered to be furnishings.

b. The provision of Government furnishings is determined by the category of housing (for example, representational housing) and location of the housing (CONUS, U.S. overseas, or foreign).

9-16. Representational housing

a. Furnishings for housing units designated and used for general and flag officers and for special command positions are addressed in chapter 13, section IV. That section also covers the special allowances for special command positions.

b. Installation commanders in the grade of colonel (0-6) are authorized residential housing with the same amenities authorized general/flag officers. Authorized amenities are identified in chapter 13, section IV.

c. The SMA and incumbents of special CSM positions may be provided furnishings in accord with section III of this chapter.

d. Furnishings provided in representational housing will be included in furnishings reports.

9-17. Furnishings policy

a. Residents of Army family housing will provide their own furniture unless otherwise authorized by this regulation.

b. Government furniture may be provided only in specifically authorized instances (para 9-18).

c. Ranges and refrigerators will be provided in all Army family housing.

d. Ranges and refrigerators will be provided for private rental housing OCONUS when they are not provided by the landlord as part of the housing.

e. In foreign areas, where there are no built-in kitchen cabinets and closets, free standing kitchen cabinets and wardrobes will be provided.

f. Where CTA authorization for a furnishings item is canceled or rescinded or a specification for an item is changed, that item may be retained in the inventory until no longer serviceable but will not be replaced. Serviceable items located in a DU may remain in use in that DU except where an authorized, but unsatisfied, need exists elsewhere.

g. Where representational housing (see paras 9-16 and 13-12) is redesignated for other use or is assigned to a resident who is not eligible for Government-provided supplementary furnishings, the following applies:

(1) Supplementary furniture will be removed from the housing unless the items are excess and available to other residents of the same grade.

(2) Supplementary household equipment (that is, second refrigerators, freezers, clothes washers, and dryers) will be removed from the housing.

(3) Custom fitted supplementary furnishings, classified as equipment-in-place (EIP) will remain in the housing and will be maintained until no longer serviceable, but will not be replaced. Examples are wall-to-wall carpeting and draperies.

9-18. Eligibility for family housing furnishings

a. Personnel residing in Government-controlled family housing are eligible for furnishings support. (See para 1-17b.)

b. The following categories of accompanied personnel assigned to foreign areas are eligible for furnishings support:

(1) Personnel with command-sponsored family members.

(2) Appropriated and nonappropriated fund DOD U.S. citizen civilian personnel recruited in the United States.

c. Personnel limited to an administrative weight allowance for HHG are authorized full furniture support.

d. Military and civilian personnel listed in b above, traveling under full or elective JFTR or JTR weight allowance, respectively, may be provided temporary furniture support (loaner sets) at their overseas station when their household goods (HHG) are in transit (that is, in- and out-bound). Types and amounts issued may be limited and may not consist of a complete furniture set as authorized by CTA 50-909. Maximum time for use of loaner sets is 90 days for in-bound personnel and 60 days for out-bound personnel. The furnishings manager may extend this period if in-bound HHG shipments are delayed beyond 90 days.

e. Except in the case of elective JFTR, personnel who placed a portion of their HHG in CONUS nontemporary storage will not receive a like item from the Government furniture inventory. (See para 9-22.)

f. Contractor personnel have no entitlement to and are not eligible for housing furnishings support.

9-19. Customer service

a. The furnishings issuing office will provide information on the installation furnishings situation to interested personnel. Such information should be posted prominently or available for viewing and should include the following:

- (1) Current list of furnishings authorized and available for issue.
 - (2) Waiting list of customers who have requested unavailable furnishings items.
 - (3) List of furniture items that may be included in loaner sets where such sets are authorized.
 - (4) Pictures or displays of standard items issued.
 - (5) Copies of appropriate furnishings regulations.
 - (6) Fact sheet, updated periodically, summarizing the local furnishings situation.
- b. Customer service personnel will ensure that sponsors and their families are given prompt, courteous explanations of furnishings authorizations, issue and turn-in procedures, pick up and delivery requirements, and estimated waiting time for unavailable items.

9-20. Furniture for CONUS and full Joint Federal Travel Regulations overseas areas

- a. Government furniture will not be procured for support of Army-controlled family housing or private rental housing in CONUS or in overseas areas where personnel travel under full JFTR household goods weight allowances except as shown below.
- (1) Supplemental Government furniture may be provided in—
 - (a) Representational housing (para 9-16).
 - (b) Student housing (desk, chair, lamp and bookcase only).
 - (2) Government furniture may be provided to fully support—
 - (a) CONUS housing occupied by foreign personnel who are in this country on an exchange basis. This includes clothes washers and dryers.
 - (b) Short-tour housing.
 - (c) In overseas areas on a temporary loan basis for use by personnel who have traveled under full JFTR weight allowances and have not received personal furniture.
 - (d) Where only specially designed or built-in furnishings can be used, for example, in manufactured (mobile) homes.
 - (3) Free-standing wardrobes and kitchen cabinets may be provided when these storage facilities are not built-in.
- b. Initial procurement of Government furniture for the usages in a above requires the approval of HQDA(DAIM-FDH).

9-21. Furniture for other than full JFTR overseas areas

- a. Government furniture may be procured for Government-controlled housing and for private rental housing occupied by eligible personnel. This would depend upon determining whether it is more advantageous for the Government to provide furniture instead of shipping personal furniture. Final determination is based on overall economy, equity, and personal preference of eligible military personnel and civilian employees.
- b. Where Government furniture is provided, the shipment weight of personal furniture to and from the area is limited. An increase in an individual's administrative weight restriction may be authorized where there is a shortage of Government furniture (AR 55-71).
- c. Where Government furniture is not provided, procurement of furniture is restricted to the provisions of paragraph 9-20. However, where not built-in, free standing wardrobes and kitchen cabinets will be provided in economy housing occupied by eligible personnel (CTA 50-909).
- d. All personnel entitled to the shipment of HHG are authorized furniture on a temporary loan basis while their HHG are in transit.

9-22. Furniture for elective JFTR (USAREUR only)

- a. For USAREUR, soldiers may elect to ship any portion of their personally-owned furnishings, except household appliances, up to their full weight allowance at Government expense.
- b. Where the elective JFTR policy is in force, the Government will supplement households with furnishings to compensate for furnishings that were not shipped. This support will be provided on a first-come-first-serve basis to the extent stock status permits.
- c. In those collocated areas where a Service other than the Army is host, however, the furnishings policies of the host Service will prevail.

- d. This policy (elective JFTR) will be subject to periodic review.

9-23. National flags for family housing at Forts Myer and McNair.

- a. Family housing residents at Forts Myer and McNair will be issued national flags (NSN 8345-00-656-1434) to be displayed on six-foot aluminum flag poles appropriately attached to the front of their DUs.
- b. Flags will be affixed to DUs and displayed per installation directives.
- c. Installation housing offices will establish procedures for issue and accountability of flags and requests for replacements.

9-24. Special support

Installation commanders may provide excess items of family housing furniture to reception areas in housing offices, CHRHS offices and ACS centers. Furniture need not be new, but should be clean and serviceable. Sufficient furniture may be provided to present an inviting and comfortable atmosphere for customers. When such furniture is provided, it will be transferred from the housing furnishings inventory property records to installation property records. Vendor loaner furniture is not authorized for the public areas of housing offices (AR 210-7 and DOD 5500.7-R).

9-25. Provision of household equipment

- a. *Ranges and refrigerators.*
- (1) Government-procured ranges and refrigerators will be provided in Army-controlled family housing and in private rental housing in foreign areas occupied by eligible personnel.
 - (2) Ranges will be free standing or slide-in, and white in color. Ranges not conforming to sizes authorized in CTA 50-909 may be procured only when space is inappropriate for the specified sizes.
 - (3) Refrigerators will be free standing and white in color.
- b. *Clothes washers and dryers.*
- (1) Clothes washers and dryers will not be provided in CONUS family housing except for CONUS housing occupied by foreign personnel who are in this country on an exchange basis and for special command positions (para 13-14).
 - (2) In overseas areas, clothes washers and dryers are authorized for Army-controlled housing and private rental housing occupied by eligible personnel when determined by economic analysis to be more cost effective than shipment of personally-owned washers and dryers. Commercial-type washers and dryers will be procured for use in structures having common laundry rooms. Stacked washer/dryers or dryers may be procured and installed in those laundry rooms where space is restricted.
- c. *Portable dishwashers.* Portable dishwashers may be provided in housing instead of installed dishwashers where it is considered impractical to provide permanently installed dishwashers.
- d. *Household equipment.* Items of household equipment currently in use but not authorized under the above criteria may be retained until no longer serviceable but will not be replaced.
- e. *Ancillary items for utility support in foreign areas.*
- (1) When not provided by the landlord, issue and installation of necessary light fixtures and other components of utility systems are authorized for leased housing (Government or privately-leased) occupied by eligible personnel. Costs associated with the procurement, installation, removal, and maintenance and repair are chargeable to AFH maintenance or leasing funds, as appropriate. These costs include expenses for installing and removing light fixtures provided by eligible personnel.
 - (2) Portable electrical transformers necessary to allow the operation of personal appliances on foreign electrical power systems will not normally be provided by the Government. However, a MACOM may authorize their provision in hardship cases subject to the availability of funds.
- f. *Microwaves and freezers.* In USAREUR, commanders in the grade of lieutenant colonel(05) and above and all general officers are authorized microwaves and freezers per CTA 50-909.

9-26. Draw curtains

a. Draw curtains, with or without valance, may be provided for windows as an alternate to window shades or venetian blinds and may be used on sliding glass doors. If, when providing draw curtains for a sliding door, there are one or more adjacent windows, matching curtains may be provided for the windows.

b. Draw curtains will be unlined and made of fire retardant synthetic cloth. They will be washable, shrink-safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.

c. Draw curtains may be cleaned at Government expense every 12 months or on change of occupancy. Draw curtains may be replaced when they become unserviceable.

d. Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for venetian blinds or shades.

e. Draw curtains when installed to replace existing window coverings which are beyond economical repair are chargeable to maintenance funds. In cases, where there is no existing window covering, installation of draw curtains is categorized as an improvement to the dwelling unit and the cost of installing draw curtains may be charged as incidental improvements or construction improvements.

9-27. Wall-to-wall carpeting

a. Carpeting installed as a prime floor finish is classified as installed real property. As such, initial procurement and installation may be done with construction funds. Replacement may be done with construction improvements or maintenance funds.

b. Carpeting will be suitable for the level of traffic expected. It will be of a neutral shade. Bright colors, prominent patterns, white, off-white, pile, and shag carpeting will be avoided.

c. Carpeting placed over another prime floor in good condition is classified as EIP. Its use in this manner is reserved for the public entertainment areas of GFOQ and installation commanders quarters (ICQ) (para 13-15).

d. Carpeting may be placed over another unserviceable prime floor when an economic analysis justifies this use.

9-28. Resident-owned equipment

a. Residents will not replace Government ranges and refrigerators with personal equipment without specific approval of the installation commander (may be delegated).

b. Where Government equipment is provided OCONUS, the overseas shipment of similar personal items of household equipment is prohibited.

c. Requests for installation of resident-owned equipment must contain information on the type of equipment, make, model, and characteristics pertinent to installation. Requests will be submitted in writing to the housing office.

d. Resident-owned items will be installed, maintained, and removed and the premises restored to their original condition at the expense of the resident and subject to inspection by the housing office.

e. The installation of resident-owned equipment will not be used as justification for improvements to the utilities distribution systems.

f. All work necessary for the installation of resident-owned items will be approved by the installation commander (may be delegated). Payments for any work performed by the installation will be made to the appropriate FAO.

g. The following items will not be installed by or for residents:

(1) Air conditioning units which require duct work or fixed water or drain connections.

(2) Attic or wall-type fans requiring permanent attachment to the building and structural modifications.

(3) Evaporative coolers requiring duct work.

(4) Domestic water heaters.

(5) Electric or gas wall heaters.

(6) Water beds. Permission must be obtained from the housing office before a resident may install a water bed. Normally, water beds will be installed only on slab-on-grade floors.

(7) Hot tubs. Permission must be obtained from the housing office before a resident may install a hot tub inside or outside the DU. Hot tubs may be installed at resident expense when installation would not create a significant increase in utility costs to the Government. The DPW will ensure installation of the hot tub meets all building and safety codes.

9-29. Resident-owned window air conditioning units

Window air conditioning units are not considered furnishings. Paragraph 7-26 sets forth the policy on the use of resident-owned window air conditioning units.

9-30. Cost comparison analysis

a. An economic analysis of the comparative costs of providing Government furnishings instead of shipping personal furniture will be made when the commander believes that the present method of furnishing family housing is not cost effective. Cost appraisals will consider the following:

(1) Cost of Government furnishings estimated for use in both Government-controlled and private rental housing for all eligible families. This cost is based on current replacement price.

(2) Cost of Government furnishings required to establish "loaner sets." This cost is based on current replacement price.

(3) TLA cost due solely to lack of furnishings.

(4) Initial delivery and installation costs.

(5) Recurring costs for administration, servicing, repair, transportation, moving, and handling.

(6) The costs of periodic replacement, less any proceeds from the salvage or sale of replaced furnishings.

(7) Cost of construction or acquisition of additional warehousing, office, and maintenance facilities and equipment.

(8) Maintenance and repair of warehouses and handling equipment.

(9) Cost of utilities services for warehousing.

(10) Overhead costs.

(11) Cost of storing residual personal HHG to be left in CONUS.

(12) The volume of personal HHG being shipped to and from the area as developed by actual experience or from similar situations. This will include related costs such as packing, crating, drayage, port handling, transportation, temporary storage, loss and damage claims, and delivery at destination.

b. Economic analysis will be prepared in accord with OMB Circular A-94. Analysis, to include a survey of eligible personnel as to the preferred method of furnishing family housing, will be forwarded to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

Section III

The Sergeant Major of the Army and Special Command Sergeant Major Positions

9-31. Overview

a. The CSA is the approval authority for the designation of new special CSM positions and the cancellation of old ones. Approved special CSM positions are listed in table 9-2.

Table 9-2

Special command sergeant major positions

MACOM: USAREUR

Special CSM position: CSM, USAREUR
CSM, V Corps
CSM, U.S. Army Southern European Task Force
CSM, 1st Armored Division
CSM, 7th Medical Command
CSM, 1st Infantry Division (Mechanized)
CSM, Theater Army Area Command

MACOM: Eighth U.S. Army (EUSA)

Special CSM position: CSM, United Nations Command/Combined

Table 9-2
Special command sergeant major positions—Continued

Forces Command/U.S. Forces, Korea/EUSA

MACOM: U.S. Army Pacific (USARPAC)
Special CSM position: CSM, USARPAC
CSM, U.S. Army, Japan/IX Corps
CSM, 25th Infantry Division (Light)
CSM, Tripler Army Medical Center

MACOM: U.S. Army, South (USARSO)
Special CSM position: CSM, USARSO
CSM, U.S. Southern Command

MACOM: U.S. Army Information Systems Command (USAISC)
Special CSM position: CSM, USAISC

MACOM: AMC
Special CSM position: CSM, U.S. Army Ordnance Center & School

MACOM: U.S. Army Military District of Washington (MDW)
Special CSM position: CSM, AMC
CSM, Criminal Investigation Command (CIDC)
CSM, District of Columbia National Guard
CSM, U.S. Army Intelligence and Security
Command (INSCOM)
CSM, MDW
CSM, Total Army Personnel Command
CSM, Military Traffic Management Command
(MTMC)
CSM, U.S. Army Corps of Engineers (USACE)
CSM, National Guard Bureau
CSM, U.S. Army Reserve
CSM, U.S. Army Operational Test and
Evaluation Command

MACOM: U.S. Army Training and Doctrine Command (TRADOC)
Special CSM position: CSM, TRADOC
CSM, Fort Benning
CSM, Fort Bliss
CSM, Fort Eustis
CSM, Fort Gordon
CSM, Fort Jackson
CSM, Fort Knox
CSM, Fort Leavenworth
CSM, Fort Lee
CSM, Fort Leonard Wood
CSM, Fort McClellan
CSM, Fort Rucker
CSM, Fort Sill

MACOM: Forces Command (FORSCOM)
Special CSM position: CSM, XVIII Airborne Corps & Fort Bragg
CSM, 82d Airborne Division
CSM, 1st Special Operations Command
CSM, 101st Airborne Division (Air Assault)
CSM, 4th Infantry Division (Mechanized)
CSM, 10th Mountain Division
CSM, III Corps & Fort Hood
CSM, 1st Cavalry Division
CSM, I Corps & Fort Lewis
CSM, U.S. Army FORSCOM
CSM, 2d U.S. Army
CSM, 3d U.S. Army
CSM, 1st U.S. Army
CSM, 3rd Infantry Division (Mechanized)
CSM, 5th U.S. Army
CSM, U.S. Army Recruiting Command
CSM, 4th U.S. Army

Table 9-2
Special command sergeant major positions—Continued

MACOM: U.S. Military Academy (USMA)
Special CSM position: CSM, USMA

MACOM: U.S. Army Medical Command (MEDCOM)
Special CSM position: CSM, MEDCOM

b. Requests to establish new special CSM positions will be sent with full justification to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Justification will include the following:

- (1) Title of position.
- (2) Normal grade for position.
- (3) Present incumbent of position.
- (4) Identification of DU proposed for such designation.
- (5) Reason for special CSM position requirement. (Include magnitude of official entertainment responsibilities.)
- (6) Impact if not approved.

c. The appropriate installation commander will—

(1) Permanently designate a specific DU for the SMA and for each special CSM position approved by HQDA. ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 will be informed of such designations and has the authority to approve changes in designated SMA and special CSM position DUs.

(2) Maintain a permanent file on each special CSM position DU. Each file will contain approvals and replacement authorizations so that an audit trail is maintained.

9-32. Furnishings

a. The SMA is authorized residential housing with the same furnishings amenities authorized general/flag officers occupying special command positions. Authorized amenities are identified in chapter 13, section IV.

b. To enhance the prestige of special CSM positions, certain furnishings amenities may be provided in Army-controlled housing designated for and occupied by the incumbents of special CSM positions.

(1) *Carpeting and drapes.*

(*a*) Carpeting may be installed in designated special CSM position housing when existing floors are in a failed or failing condition and where carpets compare favorably with the life cycle costs of other floor covering. High quality area rugs may be authorized in lieu of carpets when desired.

(*b*) High quality drapes may be authorized as a CTA furnishings item.

(*c*) The installation commander should make these improvements on an as-needed basis.

(2) *Household equipment.* Higher quality appliances may be provided against CTA authorized items.

(3) *Furniture.* Higher quality furniture may be provided where Government furnishings are authorized by CTA.

Section IV

Disposition of Furnishings in Excessed and Transferred Housing

9-33. Disposition policy

a. The DOD and the GSA have agreed that family housing at installations that will be closed or undergo mission reductions will be made available to GSA as intact as possible where this will assist in the disposition of the housing.

b. Excess housing will be made available for other DOD use or transfer to GSA for disposal with all installed equipment intact.

9-34. Action upon transfer of housing

a. Retention, removal, redistribution, or transfer of equipment and appliances in family housing transferred to GSA for disposal

will be governed by guidance from HQDA(DAIM-FDH).HQDA(DAIM-FDH) will dictate required actions as the need arises.

b. A listing of serviceable (code B or better) excess AFH or UPH furnishings will be forwarded to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

Section V Unaccompanied Personnel Housing Furnishings

9-35. UPH(PP) furnishings policy

a. Government furnishings will be provided in Government-controlled housing, and may be provided the following unaccompanied soldiers occupying private rental housing in U.S. overseas and foreign areas:

(1) Unaccompanied sergeants first class (E7) and above who opt to live in private rental housing.

(2) Unaccompanied soldiers of all grades who reside in private rental housing due to the nonavailability of Government-controlled UPH.

b. Unaccompanied personnel occupying private housing per a above may be provided the same furniture and equipment that is offered to accompanied personnel with the following added requirements:

(1) Staff sergeants (E6) and below must provide the issuing officer a copy of their CNAs of on-post housing.

(2) Furnishings will be procured with OMA base operations (.H account) funds and issued per allowances prescribed in CTA 50-909 and CTA 50-970.

c. Exceptions to CTA 50-909 and CTA 50-970 will be submitted to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 to obtain approval to purchase nonstandard barracks items(for example, special application designed-to-space or modular furnishings) for use in newly constructed or modernized facilities.As a minimum, MACOMs will provide the following information with narrative justification for waiver consideration:

(1) Specifications for requested nonstandard item.

(2) Square footage gain allotted per man (if applicable), and number to be assigned per bedroom or cubicle.

(3) Floor plan displaying furnishings placement.

(4) Quantity and estimated unit price of nonstandard items being requested to include cost variance to GSA schedule contract for furnishings items.

d. If an exception to CTA 50-909 or CTA 50-970 is granted from HQDA, then the installation or MACOM commander will be responsible for obtaining an exception to the FAR/DFARS/AFARS through the local procurement activity. Procurement must be accomplished per the laws and regulations governing the expenditure of Federal funds. This regulation should not be construed as authority for sole source procurement for such nonstandard items. When applicable, the above procedures may be utilized to obtain exception to CTA for replacement furnishings.

e. When authorized by the installation commander, personal furnishings may be used in UPH(PP) in place of Government furnishings. Normally, water beds, if authorized, will be installed only on slab-on-grade floors.

9-36. Interior furnishings for officer UPH

The Design Guide (DG 1110-3-150) provides assistance in the design of furnishings and interiors applicable to all new construction projects for Army officer UPH facilities and projects involving modernization or improvement of existing facilities. This guide is intended to aid Army organizations in evaluating existing facilities and in developing improvement programs and budgets. This guide can be used as a supplemental criteria document governing the design of officer UPH interiors. Additionally, this guide will aid users in selecting the components of an interior package, and in preparing the documentation necessary for procurement.

9-37. Draperies for UPH

a. Draperies procured for UPH will conform with the fabric and color range described in CTA 50-909 and CTA 50-970, except when procured with NAF.

b. Drapery requirements for construction and modernization projects will be identified by installations with their DD Form 1391 submissions. (See Interior Design Manual (IDM) for Single Soldier Housing for guidance/instruction on ordering draperies for barracks MCA construction and renovation.)

c. Draperies may be replaced when they have become unserviceable.

9-38. Carpeting for UPH

a. Carpeting is considered—

(1) A floor finish when installed as a prime floor finish within the scope of a construction or repair project. Such carpeting is classified as installed real property, not as a furnishing.Requests for carpeting considered a prime floor finish are processed per AR 420-70.

(2) A furnishing when placed over another prime floor finish in good condition. Such carpeting is classified as EIP. Requests for carpeting considered to be EIP are processed per this regulation.

b. Carpeting available for Government purchase is described in the GSA Federal Supply Schedule, FSC Group 72. Refer to“Applicable Index” for guidance in determining the type of carpet suitable in relation to traffic and soil. Pile construction of carpet will be made of nylon, acrylic, or a combination of nylon and acrylic. Bright colors, white or off-white, prominent patterns, deep pile, or shag carpeting will be avoided in living areas. Tight-loop carpeting (small pattern) with a print or intricate pattern is recommended for common use or public areas.

c. Carpet performance is influenced by three factors. Of prime importance is the suitability of product design for the intended use. Methods and quality of installation also influence long-term results. Equally important in determining whether the carpet will give the kind of service expected is the care or maintenance given.

9-39. Clothes washers and dryers

a. Washers and dryers in UPH facilities may be concessionaire-owned or -leased, or Government-owned. The most economical method of supplying and servicing authorized equipment will be determined by comparative cost analysis and cyclic evaluation of ongoing methods conducted in accordance with AR 5-20.

b. Cost analyses will be approved at installation level.

c. Laundry facilities provided in UPH(PP) will be at no cost to the individual. Laundry facilities provided in UPH(TDY) and GH may be coin-operated.

9-40. UPH initial issue furnishings program

a. This program provides for the purchase of furnishings for newly constructed or modernized UPH facilities.

b. The program is centrally managed by HQDA to ensure that new furnishings will be available when the UPH facility is released to the Army.

c. HQDA(DAIM-FDH) will program funds for initial issue furnishings on the basis of the approved UPH construction future years program (FYP).

d. The ABO (SAFM-BUO) will issue a Funding Authorization Document (FAD) to the Office of the Secretary of the Army (OA 22) to be used for the purchase of the MACOM’s initial issue furnishings.

e. HQDA(DAIM-FDH) will provide—

(1) The approved UPH construction FYP during development of the POM.

(2) The expected BOD and scope of occupancy for new and renovated UPH facilities during development of the Army’s budget estimate submission.

(3) The furnishings information contained in section 13, Furnishings and Equipment, of the DD Form 1391. Provide this information for UPH MCA projects for the budget years. This may be done automatically using the 1391 processor.

f. HQUSACE will issue to the supporting USACE district a design directive for the UPH MCA project. The USACE district will design the building-related finishes and assist the installation Furnishings Management Officer (FMO) in the selection of coordinated furniture, furnishings, and equipment based on the guidelines contained in the IDM for Single Soldier Housing to achieve a comprehensive interior design package. The installation housing manager and FMO will closely work with the USACE design district to ensure all requirements are met.

g. The installation FMO will—

(1) Approximately 14 months prior to the estimated beneficial occupancy date (BOD), prepare and finalize all procurement documentation and coordinate the package with the USACE design district. The FMO should assume that items will be procured from UNICOR; however, this will not be determined until the order is actually received by UNICOR. Therefore, duplicate procurement documentation must be prepared selecting similar, coordinated items from the GSA Schedules, in the event that UNICOR cannot provide the items requested.

(2) Submit the procurement documentation to the U.S. Army Engineering and Support Center, Huntsville, ATTN: CEHNC-CT-B, P.O.Box 1600, Huntsville, AL 35807-4301 one year prior to the estimated BOD. An information copy of this package, along with the final cost estimate, should also be provided to DAIM-FDH. Procurement documentation and cost estimates should address items, services, and costs.

9-41. UPH replacement furnishings program

a. This program addresses replacement furnishings for existing UPH.

b. The program is decentralized to the MACOM and installations.

c. HQDA(DAIM-FDH) will program OMA (.HA account) funds based on MACOM field POM input.

d. The ABO will—

(1) Budget funds on the basis of MACOM CBE or RMU input.

(2) Ensure that all .HA funds (replacement issue and handling of furnishings) are sent to the appropriate MACOM via FAD.

e. MACOMs will ensure funds set aside for the acquisition of replacement furnishings are used for that purpose. Controls will be established to ensure that excess items are not requisitioned.

f. Installations will initiate funded requisitions through the Supply Support Activity (SSA) for replacement furnishings, verify price and authorization data, and ensure that funds are available in the .HA account. Military Standard Requisitioning and Issue Procedures (MILSTRIP) will be used.

**Section VI
Guest Housing Furnishings**

9-42. Guest housing furnishings policy

Procurement and maintenance of furnishings for guest housing will be NAF-funded in accord with AR 215-1 and AR 215-4.

9-43. Excess furnishings

Excess Government furnishings may be provided in Government-controlled guest houses.

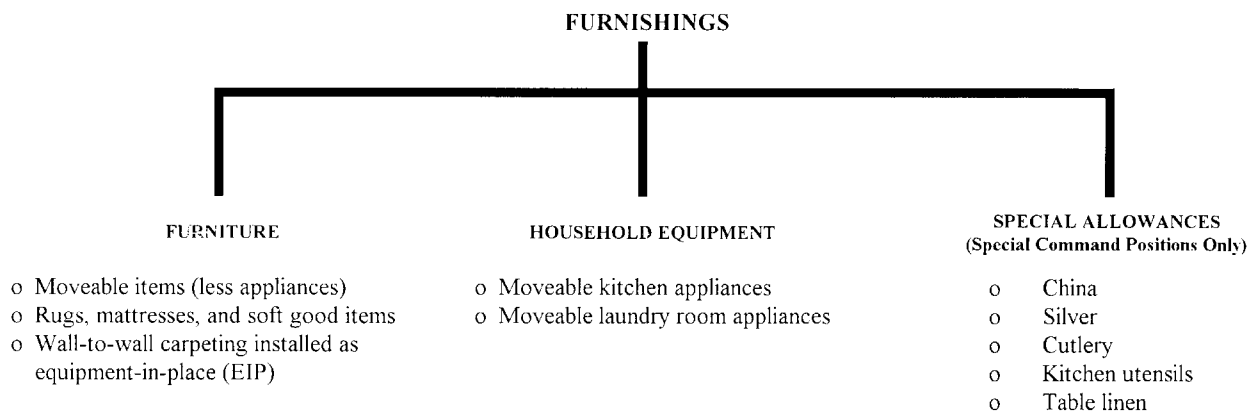


Figure 9-1. Furnishings

**Chapter 10
Construction**

**Section I
General**

10-1. Scope

This chapter provides the objectives, policies, planning and general programming procedures, and summary of the project monitoring system for housing construction to include both new and replacement construction and construction improvements to existing facilities. Modernization, renovation, rehabilitation, revitalization and Energy Conservation Investment Program (ECIP) projects fall within the purview of construction improvements.

10-2. Objectives

The Army's housing construction programs are intended to enhance

the soldier's quality of life. The objectives of the various construction programs are to—

a. Construct new housing facilities where total requirements exceed available and adequate on- and off-post facilities.

b. Improve livability, correct deficiencies, and conserve energy.

10-3. Establishing requirements

a. Before selecting a construction alternative to satisfy housing deficits, a clearly defined need must be identified and other non-structural alternatives must be considered.

b. The need will be based on analyses completed in accord with the housing justification and supporting documentation requirements set forth in chapter 14.

c. Among the nonstructural alternatives which must be examined are the following:

(1) Conversion.

(2) Leasing existing facilities.

- (3) Build-to-lease.
- (4) Third party contracting.
- (5) Purchase of existing facilities.
- (6) Transfer of DOD or other Government agency facilities.

10-4. Construction program cost limitations and approval authorities

To meet the Army's housing needs there are several housing construction programs. Each has its unique set of dollar limitations and approval authorities.

a. Family housing. Appendix B addresses the limits and authorities for AFH construction and incidental improvements.

b. UPH and GH.

(1) MCA, minor MCA(MMCA), and the OMA minor construction account are addressed in AR 415-15.

(2) NAF major construction (NAF-MC) and NAF capital purchases and minor construction (NAF-CPMC) are covered in AR 215-1 and AR 415-19.

10-5. Design criteria

a. New and replacement construction and, to the maximum extent possible, construction improvements to existing facilities will follow the DOD Construction Criteria Manual 4270.1-M that was in effect 1 January 1987, as implemented by the Army's Architectural and Engineering Instructions "Design Criteria" . This AEI is also available in Construction Criteria Base of the National Institute of Building Sciences. (NOTE. Congress has directed use of this version of DOD 4270.1-M.)

b. The Army Criteria Tracking System (ACTS) also provides Army unique criteria for selected facilities. ACTS is an automated application in the Programming, Administration, and Execution (PAX)automated system.

c. Improvement projects should not be developed merely to bring a facility into conformance with the latest new construction design criteria.

d. Installation design guides should also be used in developing facility designs.

e. Design must be in accord with the approved installation RPMP.

f. Both the design and construction of a facility must comply with design criteria. A request to perform work during APF-funded construction which will exceed design standards must be submitted through the MACOM to HQDA(DAIM-FDH). A similar request for NAF-funded construction must be submitted through the MACOM to USACFSC(CFSC-COE).

Section II Family Housing Construction

10-6. Construction program

a. The AFH construction program consists of two broad categories of construction. The construction of new and replacement family housing facilities is accomplished under the New Construction Program. Construction improvements (revitalization) to existing family housing facilities are done through the Post Acquisition Construction Program.

b. Both new construction and revitalization projects will include the requirement that 5 percent of the DUs in the project will be accessible for, or readily and easily modifiable for, use by persons with disabilities. This requirement must be addressed in all such projects until at least 5 percent of the installation's total DU inventory meets accessibility requirements. (See para 1-18e.)

10-7. New construction (Budget Project 1000000)

a. The type, category, and quantity of family housing to be programmed for construction or replacement at an installation is determined by the following:

(1) Army Stationing and Installation Plan (ASIP), or HQDA-approved equivalent document, strength projections.

(2) Adequacy both of current and projected support in local communities and of existing Government-owned and -controlled housing—

(a) As determined by the analyses completed in the AHRP procedures outlined in chapter 14.

(b) As reflected in the DD Form 1523 (Military Family Housing Justification). (See para 16-9.)

(3) Current and projected plans for housing construction under the jurisdiction of various HUD programs.

b. The authorized programming limits for the construction of new or replacement family housing is up to 90 percent of the long-range programmable housing deficit (that is, the authorized projected family housing requirement minus family housing assets— both on and off post, both Government-controlled and private market).

c. Bedroom requirements for programming purposes will be determined through Army Housing Requirements Program (AHRP)procedures (chap 14).

d. Congress has placed limitations on the space allowable in constructing, acquiring, and improving military family housing DU.Table 10-1 summarizes these limitations.

e. A survey of the local housing market will be made within the 12 months prior to initial design release and updated approximately 60 days prior to advertisement for bids with a view toward the acquisition of adequate housing facilities instead of construction.

f. Housing requirements will be coordinated with local school districts and the budget justification for each construction request will indicate whether additional public school facilities are required to accommodate an increase in students.

Table 10-1
Limitations on AFH space by pay grade

Pay grade	Bedrooms	Net floor area (square feet) (See notes.)
07 and above	4	2100
06	4	1700
04 and 05	4	1550
	3	1400
01 through 03 W1 through W5 E7 through E9	5	1550
	4	1450
	3	1350
	2	950
E1 through E6	5	1550
	4	1350
	3	1200
	2	950

Notes:

¹ Prescribed by 10 USC 2826.

² The applicable maximum net floor area may be increased by 10 percent for the DU of a general or flag officer holding a special command position, for an installation commander, and for the senior NCO at a military installation.

³ The maximum net floor area may be increased in any case by 5 percent (but not to exceed a cumulative total of 10 percent when combined with another authorized increase) if the Secretary of the Army determines that the increase is in the best interest of the Government to permit--

^A Award of a turnkey construction contract to the contractor offering the most satisfactory proposal.

^B Purchase, lease, or conversion of DU.

⁴ The applicable maximum net floor area may be increased by 300 square feet of indoor activity room if there are more than 7,500 heating degree days annually at the installation.

⁵ The Secretary of the Army may waive the limitations for foreign leases if there are no alternative DU.

⁶ Limitations do not apply to DU in foreign countries constructed or acquired by the Secretary of State for occupancy by members of the armed forces.

10-8. Post acquisition (or improvement) construction
(Budget Project 60000000)

a. Program coverage. This program encompasses all improvement projects. It consists of whole neighborhood revitalization projects (including supporting infrastructure) and individual projects for modernization, rehabilitation, alteration, additions, expansions, and extensions, which are not categorized as new construction. It does not include work within the cost limitations for incidental improvements under the family housing O&M program. Although generically the same, improvement projects are divided into two groups based on their primary objectives. Those projects which improve livability are classified as improvement projects; those which conserve energy, as ECIP projects. In either case, the total requirement should be addressed. The entire construction improvement need should be programmed whether or not it exceeds the thresholds identified in appendix B.

b. DU limitations.

(1) Development of a post acquisition construction project should not be arbitrarily constrained by DU cost limitations if it is economical in comparison to other options. Projects should be developed using the *Planning Guide: Whole Neighborhood Revitalization Program* which assures all work required is considered. Users should request resourcing necessary to meet their needs. Congress must approve both the total program amount for improvements and those individual DU improvement projects whose cost per FY, inclusive of concurrent M&R and incidental improvements (as adjusted by the ACF except for foreign source DU) will equal or exceed the statutory limit (app B).

(2) Two or more DUs to be diverted or converted (combined)

into or used as a single DU may not exceed this individual DU statutory limit. (See para 5-4e.)

(3) HQDA(DAIM-FDR) may reprogram post acquisition construction projects (except for GFOQ per para 13-27) when--

(a) Cumulative costs of projects reprogrammed are equal to or less than the funds appropriated and authorized annually for post acquisition construction.

(b) Individual DU project costs are less than or equal to the statutory limitation (as adjusted by the ACF except for foreign source units).

(4) Non-emergency projects which exceed statutory cost limitations must be planned for, programmed, and included as individual line items (that is, separate DD Forms 1391) in the budget submitted to Congress.

(5) Foreign source DUs have a congressionally-imposed administrative funding limitation or \$35,000 per 3 consecutive years which is less than the statutory limit. This limitation is for 3 years, is absolute, and includes improvements, major M&R, and incidental improvements. If total costs are expected to equal or exceed this limit over a 3-year period, total funding should be requested in one year. The justification for each DU should identify all improvements and major M&R done in the past three years and planned for the following three years. Improvement projects, which exceed the administrative limit (\$35,000) but are less than the statutory limit (\$50,000) and for which necessary justification was not submitted as part of the program budget, will require congressional notification and a 21-day waiting period prior to contract award.

c. Improvements.

(1) Revitalization includes extensive rehabilitation and improvements, and/or major M&R, and/or replacement of facilities which are not cost effective to bring up to current standards. Revitalization should be addressed to entire neighborhoods rather than to individual DUs.

(a) Whole house revitalization projects should address the comprehensive, that is, "whole house" requirements of a DU and its other real property (ORP) ancillary facilities. This "whole house" concept integrates M&R with improvements and/or ECIP projects to address the total requirements of a DU at one time. Completion of a revitalization project is anticipated to extend the life of a DU for 35 years.

(b) Whole neighborhood revitalization projects will encompass the "neighborhood", that is, the DUs, supporting infrastructure and recreational facilities, and energy conservation retrofits to reduce energy costs.

(2) Line Item Improvement Program (LIIP) projects will address specific components of a DU (for example, air-conditioning or kitchens) or of an area serving a DU (for example, master utility metering, parking expansion). They are "nonwhole house" projects, which may incidentally address deficiencies in either design criteria or established living standards that have evolved since the DU was constructed or last improved. Unless strongly justified, LIIP work should be included in a revitalization project.

(3) Maintenance, repair, and improvement activities require use of the same building and construction trades. Effective use of resources warrants that all work on a DU should be done concurrently if possible. This tends to accelerate progress and reduce time the DU is out of service or at a reduced service level. Therefore, to the maximum extent possible, this type of work should be accomplished as part of a revitalization project.

(4) Housing revitalization projects are handled in the same manner as an improvement project with all work considered to be construction and funded accordingly.

(5) If the scope of a project needs to be curtailed due to insufficient funding, site-related items and associated real property amenities should be deferred as the first priority, then a reduction in DUs, rather than deleting structural components, quality of construction, or required improvements.

d. ECIP projects. These are premised on future savings in energy by virtue of current capital investment. To be accepted for consideration, an ECIP project must have a savings-to-investment ratio equal to or greater than 1.25 and must be amortized in 10 years or

less. Congress approves a total program amount for ECIP but limits that total program amount to ECIP projects only. Thus, HQDA may reprogram ECIP funds internally only among ECIP projects within the annual appropriation and authorization.

10-9. Cost of construction projects

a. The approval levels for projects apply only to the funded cost. (See DA PAM 420-11.) Project funded costs include the following:

- (1) All funded costs for construction.
- (2) Cost financed from contingency funds.
- (3) Government furnished items required by the construction.
- (4) Supervision and administration (S&A).

b. Unfunded costs are not part of the project cost. Examples of unfunded costs are military labor and design.

c. Replacement of unserviceable household equipment is charged to operations funds. Examples include ranges, refrigerators, and portable dishwashers.

d. All costs connected with master planning, programming, budgeting, and feasibility studies are excluded from the project cost. Use appropriate O&M funds for these costs.

e. Repair work that could not be reasonably discovered prior to initiating a post acquisition construction project is chargeable to M&R accounts, not to the construction project. However, if an improvement project includes concurrent M&R, both the total cost and the cost of the M&R added are constrained to the cost limitations in appendix B.

Section III Unaccompanied Personnel Housing and Guest Housing Construction

10-10. Unaccompanied personnel housing

a. General.

(1) UPH construction requirements are based on strength projections from the ASIP, or equivalent HQDA-approved document, and valid requirements documentation (chap 14). In addition, construction requirements will be reviewed against occupancy data reflected in the latest DD Form 2085 and inventory data reflected in real property inventory records.

(2) New construction of UPH(PP) barracks have had to conform to the Whole Barracks Renewal Program's "1+1" construction design criteria beginning with the FY96 construction program.

b. UPH programming criteria.

(1) *Permanent party personnel.* MCA projects for permanent party personnel will be based only on permanent party requirements. UPH will not be programmed for the following:

(a) Those for whom family housing is programmable.

(b) Sergeants First Class (E7) and above and officers unless community housing is not available or on-post housing is required due to military necessity. If military necessity dictates, it must apply equally to accompanied soldiers assigned like duties. Indicate in the requirements documents that the only sergeants first class and above and officers identified as UPH deficits are those for whom community housing is not available or who are required to live on-post because of military necessity.

(c) A soldier married to a soldier, both of whom are assigned to the same installation or within commuting distance.

(d) Soldiers authorized BAQ at the "with dependent" rate assigned duty in CONUS, Alaska, or Hawaii.

(2) *Permanent party students.* Students attending a course of instruction of 20 weeks or longer are considered permanent party personnel. These figures are contained in the ASIP.

(3) *Unit integrity allowance.*

(a) Although a management allowance is recognized for the unit integrity concept at the battalion level or higher, the allowance will not cause the installation occupancy rate to fall below 95 percent (para 3-29e).

(b) The unit integrity concept will not be used when it would require a CNA to be issued.

(c) There is no allowance for unit integrity in the programming of UPH.

(4) *Transient personnel.* MCA projects for transient personnel will be based only on transient personnel requirements.

(a) The housing requirements of TDY and other transient personnel eligible for TDY housing are programmable (para 3-40). Transients eligible on a space available basis, including those categories listed in the instructions for item 30 of DD Form 2085, are not programmable (table 16-5).

(b) Students in TDY status attending courses of instruction of less than 20 weeks, to include personnel attending AIT other than OSUT, are considered transient requirements.

(c) Requirements will be based on the average daily transient load at the installation. This will include the average daily load of hold-over and hold-on students. The average daily number of CNAs issued should be included as a transient requirement. The total requirement should be based on at least one year's experience, modified as necessary to account for known or expected changes at the installation caused by mission or strength changes.

(5) *Trainees.* MCA barracks for trainees will be based only on trainee requirements.

(a) Personnel attending initial entry training, to include OSUT, are considered trainee requirements. All other AIT students are considered transient personnel as indicated in (4)(b) above.

(b) Trainee barracks may be programmed for NCO Academy students at installations where these soldiers are permanently assigned and required to live in UPH at a centralized training location. The requirement for these soldiers will be based on the daily average number of students required to reside in UPH.

c. UPH programming levels.

(1) For UPH(PP) the authorized programming level is up to 95 percent of the UPH(PP) programmable deficit (that is, the authorized projected unaccompanied permanent party personnel requirement minus UPH(PP) assets).

(2) For UPH(TDY), the authorized programming level is the projected average daily transient load at the installation.

(3) For trainee barracks, the authorized programming level is the billeting load as identified in the ASIP.

d. *UPH revitalization.* UPH facilities that require revitalization should be programmed at the earliest opportunity as indicated below. Revitalization of barracks under the umbrella of the Whole Barracks Renewal Program will attempt to achieve the "1+1" design standard (see glossary).

(1) Where there is a UPH deficit, program new construction and dispose of or convert substandard UPH (not upgradable) as appropriate.

(2) Where substandard UPH (upgradable) exists and there is a programmable need for the UPH, program modernization to bring the UPH inventory up to or as close as reasonably possible to, current construction design standards and/or program new construction. When the only deficiency in the UPH building is lack of semi-private bath for sergeants (E5)/staff sergeants (E6), who routinely occupy the building in numbers which reflect the unit's grade mix, the building will continue to be carried as upgradable in the installation's records and will be so noted in the requirements documentation. These assets will be considered as adequate for assignment of all soldiers in grades corporal/specialist (E4) through private (E1).

(3) Where there is excess adequate UPH, modernization/upgrade will not be programmed unless a plan has been clearly defined which will outline inactivation or conversion actions. This plan must be part of the official installation RPMP, per AR 210-20. The RPMP will clearly define the utilization of the UPH assets (present and future) by building, condition of the UPH buildings to be occupied and those earmarked for inactivation or conversion, and projected time table for completion of all actions. Inactivation means mothballing, control transferred to USAR, ARNG, or ROTC training, or other actions which would preclude use as active duty UPH. This inactivated and converted UPH would not be modernized until such time as it could be shown that the installation's UPH requirements have increased.

e. Retention of records. UPH requirements documentation supporting MCA construction shall be retained for one year following the execution year of the project for review or audit as required by higher headquarters or other audit offices.

10-11. Guest housing

a. GH construction is normally done with NAF. Requests for APF-funded GH construction will be handled on an exception basis. Submit such requests through the MACOM to ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512.

b. DD Form 1391 will be completed per AR 415-15 or AR 215-1, as appropriate, and per annual military construction program guidance.

c. The IMWRF Manager, in coordination with the Housing Manager, is the installation point of contact for all GH construction.

d. Liaison with the local civilian community is required. Adequate notice of the intent, purpose, and scope of the housing should be provided to local governments, community organizations, hotel and motel owners, and other interested parties.

e. Advance project planning, including concept design, detail site plan, and revisions to the installation RPMP will be accomplished when required.

f. Justification necessary to supplement the requirements of AR 415-19 for need determination and project certification will include the following:

(1) A survey of private hotel and motel accommodations (including restaurants) and year-round rates including military discounts. The accommodations surveyed should be conveniently located to the installation.

(2) Comparison of leasing versus on-post construction.

(3) Average daily number of personnel, by category, requiring accommodations (for example, military personnel on PCS, guests of military personnel assigned to the installation, visitors of patients in hospitals).

(4) Inventory of existing GH to include number of GH and maximum available units of each, age of each facility and type of construction (permanent, semipermanent, temporary), and condition of each facility.

(5) GH occupancy rate shown on the latest DA Form 4630-R.

Section IV

Construction Planning and Programming

10-12. General

a. Planning and programming for family housing construction will be accomplished per this regulation and AR 415-15.

b. Planning and programming for UPH and GH construction will be done per AR 415-15 and AR 420-10 for APF-funded construction and per AR 215-1 and AR 415-19 for NAF-funded construction.

10-13. Planning

a. The installation housing manager—

(1) Will participate in the master planning of housing projects and related facilities on the installation.

(2) Should be a member of the installation Real Property Planning Board.

b. Long lead time requirements for environmental, historical, archaeological, economic, or market studies must be started early in the planning process so as not to incur unnecessary delays in timely programming and execution of construction.

10-14. Programming procedures for housing construction

a. HQDA(DAIM-FDR) will provide the MACOMs with construction programming and funding level guidance through Army programming guidance and/or Engineer MILCON guidance, and Program and Budget Guidance (PBG). This guidance will address family housing and UPH. It will also address any GH funded with APFs.

b. Installations will prepare their prioritized construction project lists and forward them to the MACOM using the PAX automated system.

c. The MACOMs will consolidate and prioritize their subordinate command construction project lists and forward them to HQDA. There are two sets of lists—one for AFH construction projects and one for MCA projects. These lists comprise the MACOM future years program. The FYP is derived from Real Property Investment Plan of the Short Range Component of the RPMP and covers the 6-year POM period. (See AR 210-20, para 3-5.) The FYP identifies specific projects in the first 2 years and, except for new mission projects and incrementally funded projects, investment streams (budget wedges) for major facility categories in the last 4 years. The FYP is submitted biennially and updated at least annually and as required on an exception basis.

d. After the program lists have been developed and submitted, project program documents will be submitted. The primary document for programming construction projects is the DD Form 1391. Project documentation, supporting documentation, and DD Form 1391 for AFH construction and MCA projects will be submitted electronically using the DD Form 1391 Processor System, a PAX subsystem. Project documentation must include a life-cycle net present value economic cost analysis on new construction projects estimated to cost in excess of \$2 million and on family housing projects estimated to cost more than \$50,000 per DU. These analyses must be available to OSD during the budget review when requested.

(1) MACOMs will conduct a project review to ensure that requirements are valid, conform to current objectives, policies, and procedures, and that approved project sitings are consistent with the MACOM-approved installation RPMP. The MACOM Engineer will certify that all planning and related coordinations have been accomplished on all budget year projects and that the MACOM has obtained the construction agent's certification described in paragraph 10-14d(2).

(2) A USACE subordinate command will review project documentation submitted by MACOMs for compliance with prescribed standards and criteria and cost engineering requirements. Upon completion of the technical review indicating that sufficient documentation is available to start design, a USACE certification will be sent to the MACOM Engineer.

e. After a project's planning and documentation is complete and certified, the MACOM will submit the project documentation, supporting documentation, and DD Form 1391 to HQDA for project review. Because Congress has mandated accomplishment of a reasonable amount of design on projects (exclusive of turnkey projects) before submitting a budget request, a complete DD Form 1391 must be submitted by the MACOM to HQDA(DAIM-FDR) in order to allow lead time for planning and design. This will be done by 1 May, 3 years (2 years for turnkey projects) prior to the Army's budget submittal (for example, not later than 1 May 1996 (1997 for turnkey projects) for the FY99 budget). HQDA(DAIM-FDR) will use this lead time to convene the HQDA Construction Requirements Review Committee (CRRC) and obtain design release. A reasonable amount of design is required not later than the June prior to the President's budget submission in January.

f. Concurrent with receipt of the DD Form 1391 by HQDA and HQUSACE, a review of the project is initiated. The principal reviewers are as follows:

(1) AFH construction—

(a) HQDA(DAIM-FDH). This review focuses on scope, economic analysis, and design.

(b) USACE(CEMP-EC). This review focuses on cost estimates.

(2) MCA—

(a) USACE(CEMP). This review focuses on scope, costs, economic analysis, and special design requirements. It complements the technical review done by the pertinent USACE division/district precedent to USACE certification.

(b) U.S. Army Center for Public Works (USACPW)(CECPW-E). This review addresses selected projects such as utility (CATCODE 800) projects, ECIP, fire prevention, historic, and so forth. It also

complements the technical review done in connection with USACE certification.

(3) NAF guest housing construction—USACE(CEMP-MC) in coordination with USACFSC (both CFSC-HD-O and CFSC-COE).

g. Specific instructions for completing the DD Form 1391 on the automated DD Form 1391 Processor System, to include the standardized sections for detailed project supporting data, are contained in the *DD Form 1391 Processor System Users Manual*. Also, DA Pam 210-6 provides specific guidance for housing economic analysis, the results of which are entered in section 11, Economic Analysis.

10-15. Monitoring project status

a. Within the PAX system is a subsystem called the Construction Appropriation Programming, Control, and Execution System (CAPCES). It supports the planning, programming, budgeting, and execution of Army construction programs. It provides a mechanism for program management and project tracking by offering a large, comprehensive yet manageable database from which any number of menu-driven or user-designed reports can be generated.

b. During the life cycle of a construction project, CAPCES may be monitored to ascertain the status of any project at any time. (The housing manager should have access to CAPCES in his or her office or through the DPW master planning office.) CAPCES highlights projects that are delayed in the system, identifying a general reason for the slowdown and where it is occurring. This information will help to clear projects whose progress in the system has been slowed and will facilitate project approval.

Chapter 11 Leasing

Section I General

11-1. Scope

This chapter sets forth policies, responsibilities, and procedures for administering and executing housing leasing programs.

11-2. Leasing policy

a. Housing leasing programs pertain to the Army's leasing of privately-owned housing for assignment as Government housing to eligible military and DOD civilian employees.

b. Once leased units are accepted, they are assigned and operated like other adequate housing units.

c. Since leased housing units will be designated as Government housing, military residents will forfeit all housing allowances upon occupancy of the leased housing.

d. Leasing programs will be administered within the criteria and cost limitations established by law.

11-3. Responsibilities for leasing

a. The Chief of Engineers (COE) will locate, negotiate, and execute housing leases in the United States.

b. The ACSIM will—

(1) Establish management procedures, controls, and reports associated with the housing leasing program.

(2) Allocate family housing lease authorizations (that is, the number of leases) to the MACOMs.

(3) Obtain congressional clearance as required.

c. MACOM commanders manage the leasing programs within their respective geographic areas of responsibility. They will—

(1) Determine requirements and develop justification for leasing.

(2) Ensure that criteria are fully met.

(3) Comply with statutory and administrative limitations.

(4) Locate, negotiate, and execute leases in foreign countries within the authority of host nation agreements.

(5) Plan and program for the O&M of leased housing.

(6) Maximize use of family housing lease authorizations.

d. Installation commanders participate in the management of the leasing program. They will—

(1) Determine leased housing requirements and program accordingly.

(2) Prepare and submit requests for required leases.

(3) Counsel prospective residents on their obligations, responsibilities, and entitlements upon assignment to leased housing.

(4) Assign and operate leased housing units.

(5) Establish damage reimbursement and repair procedures.

(6) Act as contract administrator when requested.

(7) Prepare utilization reports for occupancy.

e. Residents will meet the responsibilities set forth in chapter 8.

Section II Family Housing Leasing

11-4. General criteria for leasing

a. Family housing may be leased for occupancy by eligible personnel only in areas where—

(1) Adequate private rental housing is not available.

(2) Government-controlled housing within reasonable commuting distance of the duty station (1-hour driving time) is not available.

b. Authority to approve leases or renewals will not exceed the number of lease authorizations and funds appropriated annually.

c. Acquisition and disposal of family housing leases will be per AR 405-10 and AR 405-90.

d. Leased family housing will be adequate as to location, condition, size, and additional criteria as outlined in chapter 4.

e. The square foot limitations in table 10-1 and the criteria for family bedroom needs in table 3-2 will be used as guides for leasing for all grades.

(1) Deviations from these space limitations may be approved by the ASA(IL&E) where housing of such size is unavailable due to local construction patterns.

(2) The ASA(IL&E) may approve increases in the square footage limitations on a case-by-case basis when such approval is in the best interest of the Government.

(a) The ASA(IL&E) may increase square footage limitations by up to five percent provided that such increase when combined with another authorized increase does not exceed a cumulative increase of 10 percent.

(b) In foreign areas, the ASA(IL&E) may waive space limitations if there are no alternative DUs.

f. Request for alterations, improvements, and repairs must be submitted with valid justification on DD Form 1391 to HQDA(DAIM-FDH) for OASA(IL&E) approval. These requests must be submitted early enough to allow sufficient time to program BP 194000 leasing funds in the budget estimate submission. Normally, work will be limited to that necessary to provide adequate living accommodations.

g. All existing leases desired to be retained and requests for additional leasing authority will be justified by completing the appropriate housing support documentation as outlined in chapter 14. Any requests for leasing to meet unforeseen needs not provided for in the program also must include such supporting data, if applicable (para 11-11).

11-5. Domestic leasing

a. *Authority.* Leasing of individual family housing units in the United States is accomplished under the authority of 10 USC 2828.

b. *Requirement.* Domestic leasing may be undertaken where there is a shortage of adequate housing at or near a military installation and one or more of the following prevail:

(1) The requirement for such housing is temporary.

(2) Leasing would be more cost effective than construction or acquisition of new housing.

(3) Family housing is required for personnel attending Service school academic courses on PCS orders.

(4) Construction of family housing at such installation has been authorized by law but is not yet completed.

(5) A military construction authorization bill pending in Congress includes a request for authorization of construction of family housing at such installation.

c. Constraints.

(1) Domestic leasing is a temporary solution to meeting housing needs. As such, domestic leasing—

(a) Will be carefully controlled to preclude adversely affecting the local economy.

(b) Is limited to areas with large deficits of family housing for soldiers.

(c) Will be used only until a permanent solution is available, that is, until Government housing programs or the local economy can provide sufficient housing at reasonable cost.

(2) Leasing may be used when the lease cost to the prospective resident would exceed his or her BAQ and VHA plus the current maximum out-of-pocket costs above allowance. However, the Government leasing agent is permitted to negotiate a Government lease agreement below that amount.

(3) A lease may not be made when the average estimated annual rental for family housing facilities or related real property exceeds \$200,000 during the term of the lease until the Senate Armed Services Committee and the House National Security Committee of Congress are given a notification of the facts. A waiting period of 30 days must elapse after the notification.

(4) The Secretary of the Army will provide the Committees on Appropriations of the Senate and House of Representatives a quarterly report on the details of all new and renewal domestic leases entered into during the previous quarter which exceed \$12,000 per unit per year, including certification that less expensive housing was not available for lease.

d. Special programs.

(1) *Section (Sec) 2835 (formerly Sec 801) housing.*

(a) 10 USC 2835 (originally authorized by Section 801, Public Law (PL) 98-115) permits each of the military departments to enter into long-term domestic build-to-lease contracts with third parties for a limited number of housing units. These contracts will provide housing units, either newly constructed or rehabilitated to rental use, built to DOD specifications, near military installations. These contracts may provide for the contractor to operate and maintain the housing facility during the term of the lease. Contracts will not exceed 20 years and the Government has the first right of refusal to acquire the housing.

(b) Section 2835 housing is limited to places where a substantial deficit exists and economic analysis shows build-to-lease the most economic alternative. Analysis setting the cost ceiling must be submitted to the Congress prior to advertising for proposals. Prior to entering into a lease, an EA which shows the build-to-lease alternative most economic must be forwarded to Congress and a period of 21 calendar days elapsed following the date on which the EA is received by the appropriate committees of Congress.

(c) A Section 2835 lease may include provision for the lease of a child care center, civic center building, and similar type buildings constructed for the support of family housing.

(d) Since Section 2835 housing is Government-controlled, BAQ and other housing allowances will be forfeited. Assignment policy is specified in chapter 3.

(2) *Section 2836 (formerly Sec 802) housing.*

(a) 10 USC 2836 (originally authorized by Section 802, PL 98-115), permits each military department to enter into a limited number of agreements which guarantee rentals to a third party, that is rental guarantee housing (RGH). These agreements will provide housing units, newly constructed or rehabilitated to rental use. The housing units will be built to local codes and criteria or, at the Government's discretion, to DOD specifications, on or near military installations. An agreement may not assure the occupancy of more than 97 percent of the units constructed under the agreement. An agreement may not be for a term in excess of 25 years. The agreement may not be renewed unless the project is on Government-owned land, in which case the renewal period may not exceed the original contract term. Priority of renters is military families, single

service members, eligible DOD civilians, and other civilians. Rental rates must be in the affordability range of potential renters and may be permitted to escalate.

(b) Should the owner not be able to sustain the agreed to percentage occupancy rate, the Government will pay the difference between the shelter rents collectable at the agreed to percentage and those collected at the actual occupancy percentage. The Government will not assure more than an amount equivalent to the shelter rent of the housing units determined on the basis of amortizing initial construction costs.

(c) Prior to entering into an agreement, an EA, demonstrating that the proposed agreement is cost-effective when compared with alternatives, must be sent to the appropriate committees of Congress and a period of 21 calendar days must have expired following the date on which the EA was received by those committees.

(d) A Section 2836 agreement may provide for the rental of a child care center, civic center building, and similar type buildings constructed for the support of family housing.

(e) A Section 2836 agreement may only be entered into if existing military-controlled housing at all installations in the commuting area (except for a new installation or an installation for which there is projected a significant increase in the number of families due to an increase in the number of authorized personnel) has exceeded 97 percent use for a period of not less than 18 consecutive months immediately preceding the date on which the agreement is entered into, excluding units temporarily inactivated for major repair or improvements.

(f) A Section 2836 agreement will provide for priority of occupancy for military families.

(g) Since these are private rentals, soldiers will receive BAQ and other authorized housing allowances. Also, all applications for RGH are voluntary; there are no mandatory assignments to RGH.

11-6. Foreign leasing

a. Leasing of family housing in foreign countries is accomplished under the authority contained in 10 USC 2828.

b. Foreign leasing may be undertaken—

(1) Where there is a shortage of adequate housing at or near a military installation and one or more of the following prevail:

(a) The requirement for such housing is temporary.

(b) Leasing would be more cost-effective than construction or acquisition of new housing.

(c) Construction of family housing at such installation has been authorized by law but is not yet completed.

(d) A military construction authorization bill pending in Congress includes a request for authorization of construction of family housing at such installation.

(2) For incumbents of special command positions (as determined by the Director of Administration and Management (OSD) (para 13-9).

(3) In countries where excessive costs of housing or other lease terms would cause undue hardship on DOD personnel.

(4) Where local restrictions preclude individual leases to U.-S. military or civilian personnel.

c. The programming limit for foreign leasing is set at up to 90 percent of the long-range programmable housing deficit.

d. An EA using the standardized set of assumptions and formats in DA Pam 210-6 must show that it is more beneficial to lease than to construct. When leasing is the only alternative for acquisition of housing, submit an EA fact sheet (para 14-14).

e. Leasing of housing units in foreign countries may be for any period not in excess of 10 years. The costs of such leases for any year may be paid out of annual appropriations for that year.

f. Buy-out clauses must be included in all lease agreements for newly constructed facilities of 10 units or more.

g. A lease cap must be established for each location where high-cost leased units exist. The highest cost leasehold in the area is the cap that is reported to Congress semiannually. Requests for new or renewal leases that do not exceed the cap established for that country will be submitted to HQDA(DAIM-FDH) for approval. New or renewal lease requests in a country which does not have a lease cap

established must be submitted to Congress for a 30-day notification period prior to execution of the lease.

h. A lease may not be made where the average estimated annual rental for family housing facilities or related real property exceeds \$500,000 during the term of the lease until the appropriate committees of Congress are given a notification of the facts. Technically, a period of 30 days must elapse after the notification, but the Army traditionally awaits congressional clearance.

i. Any alterations, repairs, or additions to foreign leased units will be limited to that work necessary to provide adequate living accommodations. The cost of such work will not exceed 25 percent (absolute) of the first year's annual rental. Requests for alterations, improvements, and repairs must be submitted with valid justification on DD Form 1391 to HQDA(DAIM-FDH) for OASA(IL&E-) approval. Allow sufficient time to program BP 194000 leasing funds in the budget estimate submission.

j. Where it is in the best interest of the U.S. Government, advance rental payments may be made in foreign areas as necessary to comply with law or local custom (10 USC 2396).

k. All requests for new, renewed, or canceled high cost foreign leases must be accompanied by a DD Form 2643 (High Cost Foreign Lease). (See para 16-15.)

l. All leased units designated for or occupied by general or flag officers must meet the criteria and reporting conditions of chapter 13.

11-7. Department of State housing pools

a. The Secretary of the Army and the Secretary of State may agree to house soldiers in Department of State provided housing in foreign areas on a reimbursable basis.

b. Leases entered into under these agreements will not be counted against the Army's high-cost foreign lease limitations.

11-8. Limitations on leasing

a. Statutory. Congress has established by law certain limitations on leasing. These limitations, which pertain to costs and numbers of housing units, are subject to being changed by public laws.

(1) Maximum annual rental for a domestic family housing unit (including the cost of utilities, maintenance, and operations) is \$12,000. Rental costs between \$12,000 and \$14,000 are considered "high cost" domestic leases and require special authorization. The domestic lease limitations are adjusted on an annual basis by the Consumer Price Index of the prior year.

(2) Maximum annual rental for a foreign family housing unit (including the cost of utilities, maintenance, and operations) is \$20,000 as adjusted for currency fluctuation as of 1 October 1987 and the Consumer Price Index on an annual basis. Those which exceed this amount are classified as "high cost" foreign leases and require special authorization.

(3) Maximum rental per year for family housing facilities, or for real property related to family housing facilities, leased under a single lease contract without prior notification to the Congress is as follows:

(a) For foreign leases, \$500,000 (10 USC 2828).

(b) For domestic leases, \$200,000 (10 USC 2662).

(4) Report to appropriate congressional committees annually on all individual transactions for real property in the United States costing between \$100,000 and \$200,000.

b. Administrative. Congress has also issued the following administrative instructions which are directive in nature:

(1) Provide to Congress, semiannually, a list of countries in which the Army has high cost leaseholds, identifying the highest cost lease in each country by city and cost. When a proposed lease in a country exceeds the highest cost lease reported for that country, notify the appropriate congressional committees 21 days prior to entering into the lease.

(2) Perform an economic analysis of all new foreign lease and build-to-lease agreements for more than 25 units and make it available to the appropriate committees.

(3) Include a buy-out provision in any newly constructed foreign build-to-lease agreement for 10 or more units.

c. Costing guidance. To adhere to statutory cost limitations on leasing, the following applies:

(1) Include costs as follows:

(a) Basic shelter rent.

(b) Maintenance when not provided by the lessor.

(c) M&R of Government-owned furnishings.

(d) Utilities when not provided by the lessor.

(e) Services, such as refuse collection, if separately contracted by the Government.

(2) Exclude the following costs:

(a) Initial make-ready costs, including provision of Government-owned furnishings. (These start-up costs will not exceed 25 percent of the first year's annual rental.)

(b) Any pro rata share of costs for installation services such as refuse collection and fire and police protection.

(c) Administrative costs such as assignment, travel, and inspection by installation personnel.

(d) Costs above installation level such as costs attributable to USACE engineer districts and other command levels for personnel, travel, inspection, and so forth.

(e) Reimbursements to the Department of State for Foreign Affairs Administrative Support costs.

d. Private supplementation of lease costs. Military sponsors are not permitted to supplement the amount paid by the Government to the lessor for a leased unit.

11-9. Build-to-lease

a. Concept. Developers will construct family housing on the basis of an agreement with the U.S. Government to lease such housing when it is completed. The Army will assign the leased units as Government housing to eligible personnel who will forfeit all housing allowances. Build-to-lease will be pursued only when there is no other housing, existing or being developed, available for use as Government housing.

b. Domestic. Build-to-lease contracts may be approved when build-to-lease is shown to be more cost effective than military construction (para 11-5c(1)).

c. Foreign. Build-to-lease is a means of meeting family housing requirements in foreign countries. While procedures for securing approval for build-to-lease are essentially the same as for leasing existing units, great care must be taken in developing a build-to-lease solution. Build-to-lease requires new construction on the local economy. Thus, exploratory actions are necessary to develop information on the potential for build-to-lease as a basis for recommending a program. Caution must be exercised to ensure that developers do not construe such exploratory action as being based on an approved project, to the point that the housing development is started solely in anticipation of authority for the U.S. Government to lease the resulting family housing.

11-10. Leasing process

The leasing process entails several steps. These steps are generally as follows:

a. Identify a need and substantiate it to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 with housing support documentation as described in chapter 14.

b. Program and budget for lease requirement.

c. Initiate Title 10 action (para 11-11), if required, and notify congressional committees as necessary.

d. Ensure lease request is within statutory limits.

e. Execute when all previous steps are favorably concluded. (HQDA approves for execution; MACOMs and installations participate with USACE in execution.)

11-11. Congressional notification

a. Lease proposals for either new leases or lease renewals whose average estimated annual rental exceeds \$500,000 (for foreign leases) or \$200,000 (for domestic leases) require prior congressional clearance under Title 10. This involves submitting to the Senate

Armed Services Committee and the House National Security Committee acquisition reports (commonly called Title 10 reports) for both foreign and domestic proposals and to the Appropriations Committees of the House and Senate for foreign proposals.

b. Leases will not be split or incrementally executed for the purpose of avoiding the congressional reporting requirement. Further, several leases with the same lessor, in the same vicinity, offered within a reasonably close period of time, for accomplishment of the same objective, should be combined for the purpose of congressional reporting. Congressional reports should not be submitted for the entire community deficit unless they meet these same conditions.

c. To permit for timely processing (that is, review, ASA(IL&E)-approval, preparation for testimony, and congressional clearance), draft congressional reports should be submitted to Commander, USACE, ATTN: CERE-AM, Washington, DC 20314-1000, together with full justification at least 6 months in advance of the date when approval is required. Full justification must include an economic analysis. However, where leasing is the only alternative, submit an EA fact sheet per paragraph 14-14.

d. A lease proposal may not be cleared by the appropriate committees unless the actual lease rental is within the parameters established by the sensitivity portion of the economic analysis. Where the actual rental exceeds 15 percent of the estimated rental set forth in the relevant congressional report or where there is substantial deviation in other material factors, such facts are to be reported to the Commander, USACE, ATTN: CERE-AM, Washington, DC 20314-1000, for a determination of whether a revised congressional report should be submitted.

Section III Unaccompanied Personnel Housing and Guest Housing Leasing

11-12. UPH(PP) leasing

a. Requests for leases will be processed per AR 405-10.

b. The authority to lease will not be used to circumvent proper planning for construction.

c. Space adequacy criteria in table 4-2 will be considered. Multiple occupancy will be accomplished if possible and appropriate.

d. Leased UPH supplements Government-owned housing and will have the same status with respect to their assignment to individuals. In the case of permanent party housing, assignment orders to leased housing will be published using the same procedures as for assignment to Government-owned facilities.

e. To the extent possible, furnished UPH will be acquired. If unfurnished units are secured, Government-owned or -leased furniture will be provided.

f. Leased housing will not exceed DOD construction criteria as supplemented by AEI except permanent housing may include kitchens or kitchenettes.

g. Lease costs will include the following:

(1) Basic rent for the housing, including furnishings.

(2) Utilities (water, gas, sewage, electricity, excluding telephone) and services such as trash collection when not included in rental fee. When it is not feasible to include utilities and services in lease cost and these charges are billed separately to the Government, an estimate of the expected monthly charges for each utility and service will be used to calculate total costs.

h. Costs for UPH(PP) leases are chargeable to the base operations account if the financing is by the host installation. Leasing costs financed by a tenant unit are mission costs. The functional category of expense is described in DA PAM 37-100-FY. Provisions of AR 37-49, paragraph 6d, apply only to unaccompanied personnel assigned to an RC unit.

11-13. UPH(TDY) contract housing

a. When Government housing is not available, installation commanders may contract for commercial lodging. There are several

contracting procedures available for obtaining off-post transient housing. These are as follows:

(1) *Firm lease*. This procedure is recommended where there is a firm, sustained, and predictable average daily TDY housing requirement which is either short-term (less than 5 years) or is long-term and pends new construction or modernization. Leasing is done per AR 405-10.

(2) *Requirement contract*. This procedure is suitable when there is a need to house transient personnel who exceed in fluctuating numbers the capacity of Government-controlled TDY facilities. Under this procedure, the billeting office contracts to buy its requirement for hotel or motel facilities from the contractor during a specified period, with deliveries of transient housing facilities to be scheduled by placing orders with the contractor. Funds are obligated by each delivery order not by the contract itself. Costs for requirements-type contracts for UPH(TDY) will be charged to "travel of personnel." Costs may be paid directly to the hotel or motel either by the resident whose costs are included on the travel voucher or by the host installation using funds of the orders issuing agency (FAR, part 16).

(3) *Blanket purchase agreement (BPA)*. This procedure may be used to satisfy the same kind of needs as the requirement contract. With this procedure, the billeting office establishes agreements with one or more hotel or motel contractors who are to furnish, during a specified period and within a stipulated aggregate amount, if any, hotel or motel facilities if and when requested. A BPA is essentially a "charge account." The BPA should specify a daily room rate (which must be less than the lodging portion of the per diem allowances), estimate a number of rooms, provide for the resident to pay the hotel or motel directly, include the handling of referral slips, and establish a procedure for nonpayment by residents. The billeting office makes referrals by assigning TDY personnel to the facilities offering the lowest rate first. The Government is obligated only to the extent of authorized purchases actually made under the BPA (FAR, part 13).

(4) *Firm-fixed-price contract*. This procedure is recommended where a fixed number of rooms is needed for a specific period of time. It is most suitable for conferences and training sessions. The conference or training session sponsor funds the event and provides a direct fund cite to the host installation. Individual reimbursable orders are not used.

b. The following considerations should be made when contracting TDY facilities:

(1) USACFSC is the proponent for contracting of UPH(TDY) contract housing. Requests for NAF contract UPH(TDY) housing will be forwarded to ATTN CFSC-HD-O, USACFSC, 2760 Eisenhower Avenue, Suite 400, Alexandria, VA 22314-0512.

(2) Contracts will be established only when the unit cost of the housing is less than the lodging portion of the per diem allowance.

(3) Housing is convenient to duty location.

(4) Housing meets the adequacy standards prescribed in paragraph 4-4 of this regulation.

(5) At least one commercial dining facility serving three meals per day, 7 days per week, is within one-half mile of the housing or Government transportation is provided to a dining facility.

(6) Transportation is available.

c. Commercial facilities for which reduced rates have been contracted will be assigned involuntarily to personnel on TDY in the absence of Government facilities. Exceptions are personnel in permissive TDY and RC personnel in AT status.

d. Contracts may include the provision that military personnel and DOD civilian employees, who are otherwise eligible to occupy Government transient housing on a space-available basis, may occupy contract housing. In such cases they will pay the costs directly to the contracted hotel or motel.

e. Billeting officers will control referrals to contract TDY facilities. They will issue CNAs annotating them to indicate the name of the TDY facility and its daily cost.

11-14. GH leasing

a. Requests to lease GH will be processed per AR 405-10 and AR 215-1.

b. Costs for lease or contract of GH are funded per AR 215-1.

11-15. Reporting requirements for leased UPH and GH

a. Status of Government-leased UPH will be reported on DD Form 2085 (para 16-12).

b. Status of Government-leased GH will be reported on DA Form 4630-R (para 16-13).

Chapter 12 Mobile Home Parks

Section I General

12-1. Scope

a. This chapter establishes policy, defines responsibilities, and provides guidance for mobile home park (MHP) facilities on Army installations. It applies to—

- (1) Government-owned MHP.
- (2) Government-owned, contractor-operated MHP.
- (3) Contractor-owned and -operated MHP on Government land.

b. The term “mobile home” is synonymous with the term “manufactured home.” (See glossary.)

12-2. Mobile home park policy

a. MHP provided for mobile homes not owned by the Government will not be considered to be housing. (37 USC 403(k).)

b. MHP requirements will be determined by housing needs identified per the AHRP and analyses described in chapter 14.

c. Government-owned MHP will be programmed in the family housing future years construction program.

d. An MHP facility must amortize its construction costs over a 25-year period beginning with the completion of such construction. (37 USC 403.)

e. All installation costs associated with MHP will be included in the established rental rates.

f. MHP space assignments will be on a first-come, first-served basis, irrespective of grade.

g. Maintenance standards will be established to ensure an attractive appearance of MHP immediate and surrounding areas.

h. A mobile home is a mobile dwelling constructed and intended for use as a permanent residence and designed to be moved overland by towing. For purposes of this regulation, a mobile home does not include—

- (1) A privately-owned or -leased bus or rail car converted for use as a residence.
- (2) A boat which is used as a place of residence.
- (3) Recreational vehicles or travel trailers, truck campers, or 5th wheels, either self-propelled or designed to be moved overland by towing.

12-3. Moving expense guidance

a. Moves between Government-controlled housing and MHP during the same tour of duty may be authorized by the installation commander. The sponsor will bear the costs of voluntary moves; the Government, the costs of Government-directed moves.

b. Allowable costs for soldiers incident to PCS (for example, temporary storage costs and local moves) are contained in the JFTR.

Section II Government-owned Mobile Home Parks

12-4. Eligibility

a. All soldiers with accompanying family members and key and essential DOD civilians with accompanying family members are eligible for assignment to available MHP spaces.

b. Unaccompanied soldiers and DOD civilians who are not key and essential may be assigned to MHP facilities on a space available basis.

c. Personnel occupying adequate Government housing will not terminate such occupancy to reside in an on-post MHP if this will result in Government housing remaining vacant.

12-5. Responsibilities for mobile home parks

The installation commander and the MHP resident share responsibility for the MHP.

a. The installation commander will ensure that—

(1) MHP spaces are in good condition and fully liveable at the time of assignment.

(2) Maintenance activities conform with the AWP and, to the extent practicable, contribute to environmental enhancement and installation attractiveness.

(3) Residents receive written instructions on their responsibilities and fulfill their responsibilities to include participation in the self-help program for the MHP space and ORP. Self-help does not extend to privately-owned or -leased mobile homes.

(4) The Government's investment in the MHP is protected.

(5) A pest eradication and control program is in force for MHP areas external to the resident-owned mobile home.

(6) A continuing program for conserving utilities is enforced.

(7) Action is taken when loss or damage of Government-owned property occurs as a result of resident negligence or willful misconduct.

(8) Boundaries are set which clearly mark the extent of grounds assigned to each resident for use and maintenance. The boundaries correspond generally to the limits of the logical yard for each MHP space, but will extend normally not more than 50 feet from the mobile home. The installation will maintain the grounds outside these boundaries.

(9) MHP spaces are assigned, reassigned and terminated.

(10) Waiting lists are established and maintained.

(11) MHP spaces are inspected. This includes assignment, termination, resident maintenance of grounds, installation, utility connections, and other special inspections as required.

(12) Spouses and family members are counseled concerning standards of conduct, care of property, and availability of assistance in resolving complaints.

(13) Records of MHP activities required by this regulation are maintained. This includes—

(*a.*) Leases and notices of revocation and termination.

(*b.*) Records of rental, utility, and operating service charges billed and collected.

b. Residents will—

(1) Accomplish self-help tasks of the kind normally expected of tenants in private housing. These include—

(*a.*) Maintenance and repair of resident-owned mobile home.

(*b.*) Pest control for interior of mobile home.

(*c.*) Related servicing for the resident-owned or -leased mobile home.

(*d.*) Care of Government property.

(*e.*) Maintenance of grounds within assigned area.

(*f.*) Placement of refuse containers at curbside or other stated place for pickup on collection day.

(*g.*) Repairing all damage caused by pets.

(*h.*) Taking necessary action to prevent and report fires.

(*i.*) Blocking, leveling, anchoring, and skirting of resident-owned or -leased mobile home. The mobile home will be anchored when it is blocked and leveled. Skirting must be done within 30 calendar days of assignment. The resident will provide any materials necessary to accomplish these tasks.

(*j.*) Connecting utilities to existing facilities (at resident expense).

(2) Obtain approval of the DPW prior to installing any additions or accessories exterior to the mobile home and within the MHP space.

(3) Return, upon clearing an MHP, the MHP space and immediate area in a clean, orderly, undamaged condition per the standards set by the installation commander.

12-6. Application procedures

Applications for assignment to MHP space will be made through the housing office. Procedures established in chapter 3 apply.

12-7. Waiting list

- a. A separate waiting list will be maintained for MHP spaces.
- b. Eligible personnel occupying an MHP space may keep their names on the appropriate Government housing waiting list at the same installation. Their position on this waiting list will be according to their original eligibility date as established per paragraph 3-9.
- c. Personnel may be placed on the MHP space waiting list even if an individual does not currently own a mobile home. However, the individual must be ready to accept assignment of and use a space when offered or be placed at the bottom of the waiting list. When the individual reaches the top of the list the second time, the applicant must move a mobile home onto the space or have his or her name removed from the list for 90 days.

12-8. Assignment policies and procedures

- a. The installation commander grants and revokes leases for use of MHP spaces for privately-owned or -leased mobile homes.
- b. Each MHP rental space will be supported by a DA Form 373(DA Lease of Trailer Site) executed by the installation commander and the MHP space lessee. The lease will cover a specified period of time and will contain renewal options. The period of each lease or lease renewal will not exceed 1 year.
- c. The housing office will prepare and file the original lease. One copy will be given to the lessee.
- d. The lessee will indicate the choice of mid-month or end-of-month payment options on the lease.
- e. Multiple occupancy, sub-renting, or sub-leasing is prohibited. Should the mobile home be sold, removal from the MHP may be required depending upon the length of the waiting list and the status of the purchaser. The installation commander will make the determination.

12-9. Retention and termination

- a. Personnel occupying MHP spaces are permitted to retain those spaces when any of the conditions listed in paragraphs 3-20,3-21, and 3-22 prevails.
- b. The installation commander may revoke a lease on a minimum of 30 days prior notice for any of the following reasons:
 - (1) Nonpayment of rent.
 - (2) Breach of any conditions of the lease.
 - (3) Extended absence from the mobile home for reasons other than leave, TDY, participation in field exercises, and so forth.
 - (4) Base closure.
 - (5) Where any of the conditions listed in paragraph 3-19 exists.
- c. The housing office will retain the original notice of revocation (written letter) and give one copy to the lessee.
- d. A lessee who intends to terminate his or her lease will give one copy of advance termination notice to the housing manager and keep one copy for personal records. This termination notice should be given as early as possible but under normal circumstances not later than 30 days prior to expected termination date.
- e. A soldier who is officially directed by the commander of the installation concerned to vacate for cause the premises on which the mobile home is located is entitled to reimbursement for the expenses incurred in moving the mobile home to another site in the vicinity of the installation. Reimbursable expenses include those necessary to prepare the mobile home for transportation and the move itself. Hook-up costs at the new site will be at resident's expense.

12-10. Rental and operating service charges

- a. *Rent for the MHP space.*
 - (1) The cost for construction of MHP facilities must be amortized

from rental charges over a period of 25 years beginning with the completion of construction.

(2) The cost of subsequent improvement and major repair projects must also be included in the rent for the MHP space. The costs of such projects will be divided by 300 (25 years X 12 months per year) and added to the existing monthly space rent.

(3) The requirement to amortize the cost of construction and subsequent improvements and major repairs expires at the end of the 25-year period regardless of the percent of occupancy or the amount of rent collected.

(4) Where a portion of an MHP is inactivated, no adjustment will be made in the rents of the remaining residents.

(5) When an installation with an existing MHP acquires additional spaces or improves existing spaces, separate rental fees amortizing new construction and improvement costs must be established.

(6) The housing manager must retain records for amortizing new construction, improvement, and major repair costs until disposal of the MHP. During the life of the park, the housing manager must be able to demonstrate that all costs are recovered from MHP users.

(7) The formula for determining monthly space rent is shown at equation "(1)" in figure 12-1. (Figure 12-1 is located at the end of this chapter.)

b. *Operating service charges.*

(1) Monthly charges will recoup the cost to the Government for utilities, services, operations, management, and maintenance including common grounds, streets, and other real property serving the MHP exclusively.

(2) Utilities for new MHP spaces will be individually metered. Utilities for existing MHP spaces will be area metered at the MHP boundary (until individual meters are installed) and prorated to residents based on cost to the Government. Individual meters should be programmed for installation as early as practicable using either maintenance or construction improvement funds as appropriate.

(3) The service charge for MHP O&M represents a pro rata share to each lessee of projected charges for the next fiscal year. This charge is based on actual cumulative prior year O&M charges.

(4) Installation will make a detailed review of existing charges and projected costs at least annually to ascertain their adequacy. Coincident with the annual COB or RMU submission, a recommendation for continuance of existing charges or a request for increases or decreases will be submitted to the MACOM. When a rate increase has been approved, the lessee will be given a minimum of 30 days' advance written notice prior to the effective date of the rate increase.

(5) The formula for determining monthly operating service charges is shown at equation "(2)" in figure 12-1.

c. *Total rents and charges.* The formula for determining total monthly costs to be billed users of MHP spaces is shown at equation "(3)" in figure 12-1. Total costs will be rounded to the next highest dollar.

d. *Maintenance and repair.* Maintenance and repair associated with MHP are confined to care of common areas, upkeep of utility lines, repair of roads and paved areas, and repair and upkeep of structures associated with the MHP.

e. *Repair and improvement projects.* Procedures for the submission of repair and improvement projects are as set forth in chapters 7 and 10, respectively. The whole site concept must be used in the formulation of these projects. The cost limitations and approval authorities prescribed in appendix B apply to MHP facilities.

f. *Rental payments.* The housing manager will establish procedures for MHP lessees departing the installation to ensure payment of monthly rent and charges prior to installation clearance. Procedures will also address departing lessees whose families are to remain in the MHP.

g. *Disposition of collections.* Rents and charges will be collected by the local FAO and transferred into the AFH account (para 2-18).

12-11. Programming

- a. MHP facilities are classified as family housing other real property.

b. Guidance for programming both construction of new MHP and improvements to existing MHP is outlined in chapter 10.

c. Guidance for programming maintenance and repair projects is outlined in chapter 7.

d. Enlargement of MHP may be programmed as new construction or major improvement.

e. MHP may be improved through projects accomplished using improvement funds or incidental improvement funds.

f. A proposal to construct or expand an MHP must be assessed for potential environmental impact.

12-12. Construction

a. *Engineering standards.* The DPW prescribes criteria pertaining to MHP, including roads and grounds, pads, blocking, bracing, anchoring, other supporting facilities, installed utilities, fixtures, and equipment in MHP and adjacent areas.

b. *Local governing bodies and standards.* The installation commander should consider local codes and standards. Government-owned MHP should be of a standard equal to or better than privately-owned parks in the community.

c. *Utilities.* Aerial utilities detract from the residential appearance of the MHP. To the extent feasible, all utilities will be underground.

d. *Construction criteria.* Construction criteria applicable to new construction of and improvements to MHP are as follows:

(1) Mandatory criteria—

(a) Roadways designed for wheel loading of trucks pulling mobile homes.

(b) Individual meters for utilities (new construction and major upgrades).

(c) Patio (one per MHP space).

(d) Trash receptacles, except dumpsters.

(e) Central gang mailboxes (lockable).

(f) Individual storage facility (one per MHP space).

(g) Landscaping.

(h) Parking (two vehicles per MHP space).

(i) Anchors.

(j) Sidewalks.

(k) CATV or M/CATV, where commercial television reception is unavailable.

(l) Exterior telephone service.

(2) Authorized items—

(a) Picnic areas.

(b) Playground and tot lots.

(c) Recreation area (without swimming pool).

(d) Bicycle and walking paths.

(e) Perimeter fencing (enhancement only, not security).

(3) Unauthorized items—

(a) Swimming pools.

(b) Self-help facility.

(c) Laundry facility.

(d) Master meters.

12-13. Standards

a. MHP spaces and associated ORP are subject to inspections in the same manner as are DU (chap 8).

b. Prospective MHP residents will be advised that—

(1) Privately-owned and -leased mobile homes must meet the criteria set forth in section III of this chapter.

(2) Mobile homes must be maintained in a good state of repair and appearance.

(3) Mobile homes are subject to periodic inspections for compliance with health and safety standards per the terms of the lease dealing with inspections.

c. Occupancy may be denied if MHP spaces have size or utility system limits that preclude siting certain types of mobile homes.

d. Utility company or installation personnel will perform utility connections at the expense of the resident.

e. Any connection, installation, or inspection charges or other expenses associated with setting up the mobile home are the responsibility of the resident.

f. Special instructions or handbooks for MHP space residents should be provided to residents upon assignment of an MHP space. Instructions should cover tie-down requirements, skirting, privately-owned storage sheds, patios, screened porches, fencing, grounds care, recreation areas, parking, maintenance, services, pets, self-help, and so forth. Residents should also be informed of the procedures governing the collection of rents and charges, the services included in the rent, and the services which may incur additional charges such as telephone installation.

12-14. Enforcement of standards

a. The installation commander is responsible for the enforcement of the standards for mobile homes located in the installation's MHP. Mobile homes not meeting the appropriate code (see para 12-17) and installation standards and requirements will not be assigned MHP space. No exceptions will be granted.

b. The installation commander may impose additional reasonable requirements.

12-15. Inactivation of mobile home parks

a. Inactivation of an MHP must be approved by ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

b. When approval is given to inactivate an MHP, the following procedures will be observed:

(1) Set an initial date for beginning the closure action.

(2) Make no new assignments after that date.

(3) Set a final date for completion of the closing action.

(4) Vacate all spaces, using attrition as much as possible, on or before the final closing date.

Section III

Resident-owned or -leased Mobile Homes

12-16. Policy

Resident-owned or -leased mobile homes will meet minimum health and safety standards to qualify for space assignment in Army MHP. The installation commander will establish inspection procedures to ensure compliance with standards in paragraph 12-17.

12-17. Construction and safety standards

a. Single wide mobile homes must contain a minimum of 400 square feet and not exceed 16 feet in width.

b. Double wide mobile homes must contain a minimum of 1100 square feet and not exceed 32 feet in width.

c. Mobile homes manufactured prior to June 15, 1976 must comply with the standards established by the American National Standards Institute (ANSI) and the National Fire Protection Association (NFPA).

d. Mobile homes manufactured on or after June 15, 1976 are required to be built to the National Manufactured Housing Construction and Safety Standards (HUD code) in effect on the date of manufacture. All construction and safety standards included in the HUD code preempt state and local regulations.

e. Mobile homes must be provided with ground anchors and tie-downs to protect units, awnings, storage sheds, and other accessories from high winds.

f. Mobile homes must be equipped with smoke detectors.

g. Standards listed above will be checked at the MHP space assignment check-in inspection. Failure to meet standards will result in a denial for occupancy until standards are met.

Section IV

Contractor-owned and -operated Mobile Home Parks on Government Land

12-18. Policy on contractor MHP

a. Contractor-owned and -operated MHP are not Government housing for assignment or housing allowance purposes.

b. The installation commander may refer personnel on housing waiting lists to contractor-owned and -operated MHP for possible rental on a voluntary basis.

c. The Government will not be a party to any lease, rental agreement, or purchase contract between the contractor and the tenant.

d. The Government has the right to review and approve the contractor's standard rental agreement and any changes thereto prior to the initial leasing of any MHP spaces under the agreement or any change thereto.

12-19. Responsibilities for contractor MHP

a. The USACE District Engineer will—

(1) Execute the land lease and monitor compliance with its terms.

(2) Review and approve the standard rental agreement between the contractor and tenant.

(3) Approve contractor-proposed rental rate increases.

b. The installation commander will—

(1) Receive applications, maintain waiting lists, and certify eligibility of prospective tenants to the contractor. In the event no military personnel are referred to the contractor within 30 days after receipt of written notice from the contractor that a unit or units are available, the contractor may lease to other than military personnel as specified in the contract agreement with the Government.

(2) Monitor the appearance of the MHP facility and the conduct of the residents.

(3) Assist the District Engineer in the formulation of the land lease and the execution of the District Engineer's responsibilities.

(4) Develop, in conjunction with the District Engineer and the contractor, appropriate contractual agreements, memorandums of understanding or agreement, or joint standing operating procedure(SOP) concerning the operation, maintenance and repair, appearance, settlement of tenant disputes and problems, evictions, and any other items of mutual beneficial interest.

c. The contractor will provide, maintain, and operate an MHP facility on the installation as specified in the terms of the land lease and any contractual agreements, memorandums of understanding or agreement, or joint SOP.

d. The resident will comply with the terms of the rental or purchase agreement with the contractor and with the terms of any contractual agreements, joint memorandums, or joint SOP between the installation commander and the contractor.

12-20. Controls

Resident, contractor, and Government satisfaction with the contractor-owned and -operated MHP can be ensured by proper controls. These include—

a. A well prepared land lease.

b. Accurate and mutually understood contractual agreements, memorandum, or joint SOP (para 12-19b(4)).

c. Strict adherence to and enforcement of the provisions of paragraphs a and b above.

$$(1) R = \left(\frac{C/T}{300} \right)^* + \left(\frac{I/T}{300} \right)^* + \left(\frac{M/T}{300} \right)^*$$

$$(2) S = \frac{u + s + m + r + o}{a}$$

$$(3) B = R + S + u$$

- Where:
- R = MHP space rent per month
 - C = cost of initial construction project
 - T = total number of MHP spaces affected by project
 - I = cost of improvement project
 - M = cost of major M&R project
 - S = operating service charges for month
 - u = cost of utilities (where utilities charges are individually metered by MHP space their costs will be excluded from formula (2) and added directly to formula (3), or, if billed directly to the occupant, omitted from both formulas)
 - s = cost of operating services
 - m = cost of MHP management (assume 50 percent less management effort required for an MHP space than for a family housing dwelling unit)
 - r = cost of minor M&R
 - o = cost of other operations requirements
 - a = projected average number of occupied spaces
 - B = total monthly cost to be billed to lessee (round to the next highest dollar)

*Use a like term for each separate new construction, improvement, and major M&R project. As each project is amortized, delete it from the equation.

Figure 12-1. Determination of MHP space rental and operating service charges

**Chapter 13
General/Flag Officer's Quarters**

**Section I
General**

13-1. Scope

While the provisions of other chapters in this regulation also pertain

to GFOQ, this chapter prescribes policies, procedures, and responsibilities which apply uniquely to furnishing, operating, maintaining, repairing, and improving GFOQ.

13-2. Background

a. Many GFOQ are older and larger than the vast majority of the Army's family housing inventory. Many are also historic or architecturally significant, or both. These factors tend to drive up the costs of operating and maintaining these units. GFOQ are the most expensive family housing units in the inventory. The Army has

approximately 150,000 dwelling units of which about 350 (less than one-fourth of 1 percent) are GFOQ. The average annual cost of operating and maintaining a set of GFOQ is generally more than three times the worldwide DU average for the total family housing inventory.

b. Reports on how much GFOQ cost are closely scrutinized. Congress has expressed a special interest in this matter and is requiring more detailed reviews of GFOQ costs in the budget approval process. These reviews are intended to ensure that family housing funds are being put to best use.

13-3. General policies for general/flag officer's quarters

a. GFOQ will be managed economically considering the age and condition of the housing and the representational responsibilities of the residents. In general, decisions should be made using the "prudent landlord" concept; that is, would a prudent landlord in the private sector accomplish the proposed action? This policy applies to the maintenance, repair, and improvement of the DU and associated grounds and other real property, and to the provision, maintenance, repair, and replacement of furnishings.

b. The high O&M costs associated with GFOQ demand special attention to assure all reasonable economies. While an alternative to high cost is replacement, the criteria for replacing such housing are restrictive. Thus, it is essential that all who have a role in the operation and maintenance of such housing exert maximum effort on preserving these housing facilities, particularly those linked to our heritage.

c. Self-help by GFOQ residents is in concert with the "prudent landlord" concept. It is encouraged.

d. O&M costs will be monitored. Where such costs are consistently above the average for all GFOQ, alternatives such as disposal, diversion, reallocation, conversion, redesignation, major repair, modernization, revitalization, improvement, or replacement should be considered. An economic analysis should be used to aid in determining the preferred alternative. The recommendations accompanying the analysis should discuss considerations given to non-economic factors such as size, location, and historic or architectural significance.

e. GFOQ reports will be prepared for those DUs which meet the requirements set forth in paragraph 16-10.

Section II Responsibilities for General/Flag Officer's Quarters

13-4. The Assistant Chief of Staff for Installation Management

The ACSIM is responsible to the CSA for ensuring that the spirit and intent of this chapter are fully met. Specifically, the ACSIM will—

a. Review all requests for work, services, and furnishings in GFOQ requiring HQDA approval.

b. Review and comment on all recommendations for action on high cost GFOQ submitted by the MACOMs.

c. Resolve major M&R issues forwarded by the MACOMs for HQDA decision. (See para 13-25.)

d. Review each GFOQ which has—

(1) A request for housing revitalization or improvements.

(2) A major M&R project estimated to cost \$15,000 or more.

(3) Incidental improvement projects estimated to cost more than \$3,000 (\$15,000 for projects which support an exceptional family member).

(4) A total M&R which is expected to cost \$25,000 or more in a FY.

(5) Combined O&M costs estimated to exceed \$50,000 in a FY.

e. Submit requests to Congress for approval to exceed congressionally-imposed limitations.

f. Analyze annually GFOQ O&M obligations Army-wide, formulate explanations for high cost units and unusual cost trends and provide such information as may be required through the CSA to OSD.

g. Develop and manage a program to reduce the annual O&M costs of high-cost units.

13-5. Major Army commander

The MACOM commander will—

a. Ensure that installation actions submitted to higher headquarters conform with this regulation and Army regulations referenced herein.

b. Review planning for the O&M and construction associated with all GFOQ in the MACOM inventory. (See paras 2-11 and 13-28.)

c. Review the annual budget estimates prepared by the installations for each GFOQ in the MACOM's inventory (para 13-29). Forward those whose O&M costs are expected to exceed \$50,000 and those whose M&R component is expected to cost \$25,000 or more to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Do not exceed these funding limitations without appropriate approval.

d. Seek approval from ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 to carry over congressional approval authority for M&R on a specific GFOQ. (See para 13-29d.)

e. Resolve disagreements between the installation commander and the GFOQ resident on major M&R projects which are forwarded by the installation commander. (See para 13-25.) Forward such matters to the ACSIM when a HQDA decision is required.

f. Review all requests for work, services, and furnishings which require higher authority approval.

g. Review and comment on all recommendations for action on high cost GFOQ.

h. Review the requests below and forward with comments to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 no later than concurrently with the command budget estimate (CBE) or equivalent submission.

(1) Each GFOQ request for a major M&R project which is estimated to cost \$15,000 or more and each GFOQ request whose total M&R for that GFOQ is estimated to cost \$25,000 or more in a FY.

(2) Incidental improvements requests exceeding \$3,000 per DU (\$15,000 per DU for projects which support an exceptional family member) in a FY.

i. Analyze annually GFOQ O&M obligations MACOM-wide, formulate explanations for high cost units and unusual fiscal trends, and provide such information to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

13-6. Installation commander

The installation commander will—

a. Assure that all residents of GFOQ are provided an applicable excerpt or summary of this regulation.

b. Provide the GFOQ resident with an orientation on his or her GFOQ as soon as possible after occupying the GFOQ.

c. Ensure the development and maintenance of comprehensive plans for the operation, maintenance, repair, and improvement of each set of GFOQ in the installation's inventory consistent with prudent management practices. (See paras 2-11 and 13-28.)

d. Assure adherence to an execution plan which accomplishes the correction of identified deficiencies.

e. Review the scope, frequency, and estimated cost of all work in order to provide the resident with recommendations for economically sound alternatives.

f. Advise the resident of all work planned and programmed that is determined necessary to preserve the integrity of the property.

g. Assure that the GFOQ resident has given written approval prior to initiation of M&R work. (The GFOQ resident's approval is not required for M&R work done by service order (SO) or work contained in the previously approved six-year GFOQ plan (SYGP).) M&R work on GFOQ performed between occupancies for which no written approval was given by the previous resident will be approved in writing by the installation commander or designee.

h. Accomplish, especially in connection with change of occupancy, only that work consistent with the "prudent landlord" concept.

i. Limit construction, alterations, maintenance, repair, and improvements to DOD construction criteria guidelines as implemented by the Army's AEI, "Design Criteria" and AEI, "Army Family Housing".

j. Plan for the accomplishment of work during change of occupancy without using civilian overtime or contractor premium pay.

k. Initiate requests for replacement of area rugs or carpet and draperies if replacement is required during change of occupancy M&R.

l. Initiate a recommendation to dispose of, divert, reallocate, convert, redesignate, undertake a major repair on, modernize, revitalize, improve, or replace a dwelling unit or associated other real property where O&M costs consistently exceed the average for all GFOQ. Forward such recommendation through the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 for appropriate review and action.

m. Ensure the development and submission of annual O&M budget estimates for each GFOQ in accord with paragraph 13-29. Provide all such estimates to the MACOM. Submit both those estimates which exceed \$50,000 and those estimates whose total M&R costs are \$25,000 or more as a separate approval action through the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Do not exceed these funding limitations without appropriate approval.

n. Seek approval through the MACOM from ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 to carry over congressional approval authority for M&R on a specific GFOQ. (See para 13-29d.)

o. Resolve disagreements with GFOQ residents who disapprove any major M&R work essential to protect the Government's investment in the DU. (See para 13-25.) Forward such matters to the MACOM when necessary.

p. Ensure the preparation of accurate individual quarterly O&M obligation reports for each GFOQ.

q. Provide all quarterly O&M obligation reports to GFOQ residents for their personal review and analysis and forward the second and fourth quarter reports to the MACOM per paragraph 16-10.

r. Provide fourth quarter O&M obligation reports through the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 per paragraph 16-10.

s. Ensure that a DD Form 1391 is submitted electronically through the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 when a single major M&R project for a GFOQ is estimated to cost \$15,000 or more.

t. Request approval for incidental improvement projects which exceed \$3,000 per DU (\$15,000 per DU in support of an exceptional family member) per FY. Send such requests through the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Ensure that such projects are for essential or urgent requirements. (See paras 7-22 and 7-23.)

u. Maintain permanent GFOQ files to include copies of work requests, contracts, approvals, and other cost control documents applicable to these types of housing and for GFOQ a listing by name of GFOQ residents with their periods of occupancy.

v. Analyze annually GFOQ O&M obligations, formulate explanations for high cost units and unusual fiscal trends, and provide such information to the MACOM.

13-7. Housing resident

The GFOQ resident will comply with the following:

a. Be aware of the contents of the applicable excerpt or summary of this regulation provided by the installation commander.

b. Be generally familiar with the operations, maintenance, and improvement costs for the assigned DU, associated other real property, and designated grounds.

c. Personally sign hand receipts for furnishings provided by the Government. No one other than the spouse of the resident may sign hand receipts for furnishings on behalf of the resident without having a DA Form 1687 for that purpose on file in the housing office.

d. Be familiar with cost limitations and approval authority levels.

e. Cooperate to allow work to be done so that the accumulation of deferred work will be avoided.

f. Conserve utilities by the judicious use of heating and cooling in all rooms including those not used for family living.

g. Not request painting of a decorative nature or to satisfy personal taste.

h. Not request procurement of replacement furniture, carpets, or draperies, tiles, wallcoverings, or other work on the basis of compatibility with personal furnishings or personal preference.

i. Be liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, as set forth in paragraph 8-8.

j. Be familiar with the maintenance, repair, and improvement work planned and programmed for assigned housing.

k. Be familiar with the SYGP (para 13-28), the annual O&M budget estimate (para 13-29), and the quarterly O&M obligation report (para 16-10) for assigned housing.

l. Concur in the SYGP developed in accord with paragraph 13-28. Once MACOM approval is obtained, further approval by the GFOQ resident for work requests included in the plan is not required. Only major changes (paras 13-24 and 13-28) to the approved SYGP must be addressed with the GFOQ resident.

m. Personally sign the SYGP and any request for the following when not addressed in the approved SYGP:

(1) Incidental improvements when requested by the resident.

(2) M&R work (excluding all SO work).

(3) Disapproval of M&R work considered essential to the continued and long-term use of the DU. (See para 13-25.)

(4) Services in excess of the installation's levels for DUs. An example is a request for 3 weekly trash pickups when the standard is 2 weekly pickups.

(5) Special allowance items (special command positions only). (See para 13-18.)

(6) Waivers of limitations on furnishings cost and ages for furnishings replacements.

(7) Furnishings that require exceptions to policy.

Section III Designated Housing

13-8. Designation of housing

a. The installation commander designates housing by pay grade groups in accord with paragraph 3-4. GFOQ are so designated.

b. The installation commander may also designate specific DUs for assignment to the incumbents of specific general and flag officer positions.

13-9. Special command positions

a. The Director of Administration and Management, OSD, has the authority to designate new special command positions and cancel old ones. Approved special command positions for which the Army is responsible are listed in table 13-1. (See glossary.)

b. To the maximum extent possible, a specific DU will be permanently designated for each special command position. ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 will be informed of such designation and has the authority to approve changes in the designated special command position DUs.

Table 13-1
Special command positions

Code: 01

Special Command Position: Chairman, Joint Chiefs of Staff (JCS)

Code: 02

Special Command Position: Director, Joint Staff, JCS (if Army)*

Code: 03

Special Command Position: Commander-in-Chief (CINC), U.S. European Command

Table 13–1**Special command positions—Continued**

Code: 04**Special Command Position:** Deputy CINC, U.S. European Command

Code: 05**Special Command Position:** CINC, Southern Command

Code: 06**Special Command Position:** CINC, Allied Forces Southern Europe

Code: 07**Special Command Position:** Deputy Commander, Allied Land Forces (ALF), Southeastern Europe

Code: 08**Special Command Position:** Chief of Legislative Liaison, Army

Code: 09**Special Command Position:** Director, Defense Security Assistance Agency (if Army)*

Code: 10**Special Command Position:** Defense Advisor, U.S. Mission, North Atlantic Treaty Organization (NATO)

Code: 11**Special Command Position:** U.S. Representative, NATO Military Committee

Code: 12**Special Command Position:** Deputy Chairman, NATO Military Committee

Code: 13**Special Command Position:** CINC, United Nations Command and Combined Forces Command/Commander, U.S. Forces, Korea

Code: 14**Special Command Position:** Chairman, Inter-American Defense Board (if Army)*

Code: 15**Special Command Position:** President, National Defense University

Code: 16**Special Command Position:** Director, Inter-American Defense College (if Army)*

Code: 17**Special Command Position:** Director, Defense Special Weapons Agency (if Army)*

Code: 18**Special Command Position:** Director, Defense Information Systems Agency (if Army)*

Code: 19**Special Command Position:** Director, Defense Intelligence Agency (if Army)*

Code: 20**Special Command Position:** Director, Defense Logistics Agency (if

Table 13–1**Special command positions—Continued**

Army)*

Code: 21**Special Command Position:** Director, National Security Agency/Chief, Central Security Service

Code: 22**Special Command Position:** Director, Defense Mapping Agency (if Army)*

Code: 23**Special Command Position:** Deputy General Manager, NATO Airborne Warning and Control System (AWACS) Program Management Agency

Code: 24**Special Command Position:** Chief of Staff, Army

Code: 25**Special Command Position:** Vice Chief of Staff, Army

Code: 26**Special Command Position:** CINC, USAREUR

Code: 27**Special Command Position:** Commanding General (CG), TRADOC

Code: 28**Special Command Position:** CG, FORSCOM

Code: 29**Special Command Position:** CG, EUSA

Code: 30**Special Command Position:** CG, AMC

Code: 31**Special Command Position:** CG, U.S. Army, Japan (USARJ)

Code: 32**Special Command Position:** Superintendent, USMA

Code: 33**Special Command Position:** Deputy Chief of Staff for Intelligence (DCSINT)

Code: 34**Special Command Position:** Commandant, Command and General Staff College

Code: 35**Special Command Position:** Commandant, Army War College

Code: 36**Special Command Position:** (Chief of Staff, Air Force)

Code: 37**Special Command Position:** Chief, National Guard Bureau (if Army)*

Table 13-1

Special command positions—Continued

Code: 38

Special Command Position: AWACS Commander (if U.S.)

Code: 39

Special Command Position: Deputy Defense Advisor for Research, Engineering and Acquisition, NATO (if U.S.)

Code: 40

Special Command Position: Chief of Engineers/Commander, USACE

Code: 41

Special Command Position: CG, USARPAC

Code: 42

Special Command Position: Director for Strategic Plans and Policy, Joint Staff, JCS

Code: 43

Special Command Position: (Not used)

Code: 44

Special Command Position: CG, U.S. Army Information Systems Command (ISC)

Code: 45

Special Command Position: (Not used)

Code: 46

Special Command Position: Vice Chairman, JCS

Code: 47

Special Command Position: (Not used)

Code: 48

Special Command Position: Director, Defense Commissary Agency

Code: 49

Special Command Position: Commandant, National War College

Code: 50

Special Command Position: Commandant, Industrial College of the Armed Forces

* Incumbents who are members of the United States Army will be provided appropriate housing by the Army. Responsibility for special allowance items for these positions has been assigned to the Department of the Air Force.

c. Incumbents of special command positions are entitled to residential housing with amenities appropriate to the level of official entertaining. These amenities include special allowances for table linen, dishes, glassware, silver, and kitchen utensils. Details are contained in section IV below and appendix J of this regulation.

d. Requests to establish new special command positions will be sent through the MACOM with full justification to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Justification will include the following:

- (1) Title of position.
- (2) Normal grade for position.
- (3) Present incumbent of position.
- (4) Identification of DU proposed for such designation.

(5) Reason for a special command position requirement. (Include magnitude of official public entertainment responsibilities.)

(6) Impact if not approved.

13-10. Diversion of family housing for unaccompanied GFOQ residents

a. Diversion of family DUs for the use of permanently assigned officers entitled to BAQ at the "without dependents" rate is addressed in paragraph 5-5b. Unaccompanied GFOQ residents who are required to reside on the installation will forfeit their housing allowances during the period of occupancy.

b. Costs to operate and maintain a family housing unit diverted to unaccompanied officer personnel housing (UOPH) use will be charged to the O&M account against which installation facilities operate.

c. The cost limitations of family DUs apply to those family DUs which have been diverted to UOPH usage but remain in the family housing inventory even though costs are not charged to the Army Family Housing (AFH) appropriation.

d. Individual cost records will be maintained on family DUs diverted to housing unaccompanied general and flag officers regardless of the source for financing their O&M.

Section IV

Furnishings for General/Flag Officer's Quarters

13-11. Furnishings management

Policy and procedures for managing furnishings are set forth in Chapter 9. This section covers the unique requirements for furnishings in DUs designated and used as GFOQ and ICQ.

13-12. Furnishings

a. *General.* Furnishings consist of furniture, household equipment, and miscellaneous items procured under special authority.

b. *Supplementary Furnishings.* Supplementary Government furnishings may be provided in Army-controlled housing designated for and occupied by a general or flag officer or an installation commander in the grade of colonel(O-6). Supplemental furniture support will be restricted to the public entertainment areas of the DU and will not replace personal furniture normally expected in relation to grade and family size.

c. *Public entertainment areas.*

(1) Areas, which are intended to accommodate public as well as private entertainment, include the entrance foyer, living room(s), dining room, and interconnecting stairways and hallways. Upstairs hallways (unless there is no bathroom available for guest use on the first floor) and other areas of the DU are not considered as part of the public entertainment area. Guest bedrooms in the DU of a special command position may be included if overnight accommodation of official visitors is required.

(2) Installation commanders will maintain an approved supplementary furnishings plan which defines the approved public entertainment areas for GFOQ and ICQ.

d. *Supplementary furnishings plan.* Each GFOQ and ICQ provided supplementary furnishings will have a current supplementary furnishings plan. This plan will consist of the following:

(1) A floor plan, with net lineal footage, to scale which—

(a) Depicts the area(s) designated as public entertainment area(s), and

(b) Indicates where window treatments will be used. Identify window treatments by their type(s), for example, drapes, curtains, sheers, venetian blinds, shades, and so forth.

(2) A listing of the supplementary furnishings items referenced to their line item numbers in Common Table of Allowances (CTA)50-909. Where an exception has been granted for specific furnishings items, reference those items to their approval document.

e. *GFOQ and ICQ diverted to UOPH.* Restrictions concerning the provision of supplementary furnishings do not apply when the GFOQ or ICQ is diverted to UOPH. In such cases, the DU will be

appropriately furnished, if requested, according to size, to include the provision of a washer and dryer.

f. Supplementary furnishings approval authorities. Approval authorities and limitations are at table 13-2. Paragraph 13-20 contains waiver guidance.

Table 13-2
Supplementary furnishings approval authorities

Furnishings: Initial issue of carpeting, draperies and sheers
Special Command Positions—

Age Limit: NA

Cost Limit: NA

Approval Authority: MACOM

Other than Special Command Positions—

Age Limit: NA

Cost Limit: NA

Approval Authority: MACOM

Furnishings: Replacement of carpeting, draperies and sheers
Special Command Positions—

Age Limit: 10 years or more

Cost Limit: NA

Approval Authority: Installation Commander

Age Limit: Less than 10 years

Cost Limit: NA

Approval Authority: HQDA

Other than Special Command Positions—

Age Limit: 10 years or more

Cost Limit: NA

Approval Authority: Installation Commander

Age Limit: Less than 10 years

Cost Limit: NA

Approval Authority: MACOM Commander or his or her General Officer representative. For MACOM Commander, HQDA is approval authority.

Furnishings: Initial issue and replacement furniture items authorized by CTA 50-909 for use in approved public entertainment area

Age Limit: NA

Cost Limit: NA

Approval Authority: Installation Commander

Furnishings: Initial issue of authorized special allowance items for Special Command Positions (app J)

Age Limit: NA

Cost Limit: \$11,500

Approval Authority: HQDA

Furnishings: Maintenance, repair, and replacement of authorized special allowance items for Special Command Positions (app J)

Age Limit: NA

Cost Limit: \$1,000 per FY

Approval Authority: Installation Commander

Notes:

Furnishings (to include special allowance items) not authorized by CTA must be approved by HQDA. Installations may accomplish maintenance and repair of carpeting, draperies, sheers and furniture as required.

g. Disposition of furnishings upon housing redesignation. Where representational housing is redesignated for other use or is assigned to a resident who is not eligible for Government-provided supplementary furnishings, the provisions of paragraph 9-17g apply.

13-13. Furniture

a. The procurement, repair, and replacement of furniture for GFOQ and for housing occupied by an installation commander in the grade of colonel (O-6) are restricted to supplementary furniture for the public entertainment areas. Excepted are the following:

(1) Those overseas areas where complete furnishings are provided.

(2) Those overseas areas where shipment of household goods is limited or optional.

(3) Those GFOQ and ICQ diverted to UOPH (para 13-12e).

b. The determination of specific supplementary furniture items to be provided by the Government will be made by the installation commander based on the resident's request and the supplementary furnishings plan for the DU. Such items must be authorized by CTA 50-909 or by an exception obtained in accord with paragraph 13-20. Such items may be issued from the installation's current furniture inventory. If unavailable from this inventory, or available but not suitable for their intended use, such items may be procured from GSA sources. Draperies, however, may be procured from local sources.

c. When requested and available for issue, quantities of furniture authorized by CTA 50-909 may be increased for DUs of unusual size, design, and layout. The installation commander may approve such requests.

d. Where weight limitations on shipment of household goods have been imposed, or shipment of household goods is optional, additional furniture will be provided to the extent applicable for the geographic location. Furniture issued for other than the public entertainment areas will be from the installation's current inventory.

e. Generally, one-time repair on authorized items will not exceed 75 percent of current replacement cost. No Government funds will be expended to repair, replace, move, or handle unauthorized furniture except for one-time moving and handling costs to property disposal.

13-14. Household equipment

a. The following items are authorized for GFOQ and the housing of installation commanders in the grade of colonel (O-6):

(1) One double oven cooking range.

(2) Two refrigerators (one with icemaker, 17-22 cubic feet).

(3) One food freezer.

(4) One portable dishwasher in the absence of a built-in dishwasher.

(5) One washer and dryer in those cases where a GFOQ or an ICQ is diverted to UOPH (para 13-12e).

(6) One carpet shampooer.

(7) One microwave oven (only for GFOQ and ICQ in USAREUR and, upon written request, for special command positions).

(8) Fireplace ensemble (per open fireplace).

b. Installed dishwasher and garbage disposal will be provided as part of the DU when feasible.

c. Procurement, repair, and replacement of clothes washer, dryer, microwave oven, and patio set (consisting of 1 table, dining without umbrella; 4 chairs, dining; 1 table, coffee; 2 tables, end; 2 chairs, rocker; and 1 loveseat) are authorized only for special command positions and for other GFOQ and ICQ in overseas areas, and for GFOQ and ICQ diverted to UOPH.

13-15. Area rugs or wall-to-wall carpeting

a. The provision of suitable area rugs or wall-to-wall carpeting as furnishings is authorized for the public entertainment areas of GFOQ and housing occupied by installation commanders in the grade of colonel (O-6). Wall-to-wall carpeting installed over prime floors is considered equipment-in-place (EIP) and is accounted for on furnishings records. Carpeting installed as the prime flooring is considered installed real property (IRP) and is accounted for on real property records. Wall-to-wall carpeting for public entertainment areas should be installed only after considering the advantages and disadvantages of area rugs. In instances where wall-to-wall carpeting is determined to be the most economical primary floor covering, it will be considered IRP and accomplished using either M&R funds or improvement funds, as appropriate. For additional information see CTA 50-909, appendix F.

b. Only high-quality area rugs and/or GSA equivalent carpeting will be used. The type of area rugs or carpeting selected will be suitable for the expected level of traffic. It shall be of a neutral shade, such as beige, so as to be acceptable to a succession of residents having furnishings of various decors. Bright colors and prominent patterns will be avoided. Selection of white, off-white, deep pile, or shag carpeting should also be avoided.

c. Area rugs or carpeting may not be replaced at intervals less than 10 years without the specific approvals cited in table 13-2 and paragraph 13-20. In no case will age or color be the sole determinant in deciding whether to replace area rugs or carpeting.

d. Wear specifications are set forth in the GSA Federal Supply Schedule, FSC Group 72.

e. Area rugs or carpet must comply with one of the following fire safety criteria:

(1) American Society for Testing Material (ASTM) E-84 (Steiner Tunnel Test), flame spread rating of 75 or less.

(2) Underwriters Laboratories (UL) 992 (UL Chamber Test), flame propagation index of 4.0 or less.

(3) Federal Test Method Standard No. 372 (Flooring Radiant Panel Test), criteria radiant flux of 0.25 watts or higher per square centimeter.

f. The following information will be included in requests for area rugs or carpeting and submitted to the proper authority. (See table 13-2 and para 13-20.)

(1) Identification of the GSA Federal Supply Schedule special item number or national stock number.

(2) Color selection.

(3) Number of square yards required.

(4) Separate cost for area rug or carpeting, padding, and installation.

(5) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing area rug or carpeting. Photographs showing the deteriorated condition may be required for approval authority review. If age of existing area rug or carpeting is less than 10 years, justification for early replacement will be submitted to the proper approval authority identified in table 13-2. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

(6) Floor plan of the DU, as described in paragraph 13-12d, indicating public entertainment area, area(s) to be carpeted, and dimensions of each area.

g. Wall-to-wall carpeting may be installed in other living areas as a primary floor finish when economic analysis demonstrates that such carpeting is the most economical primary floor finish. Such carpeting shall be compatible with the standards for the construction of new housing. (See para 7-17g.)

13-16. Draperies and sheers

a. Draperies and sheers are authorized for the public entertainment areas of GFOQ and housing occupied by an installation commander in the grade of colonel (O-6).

b. Draperies and sheers will be of a neutral shade so as to be acceptable to a succession of residents having furnishings of various decors. Draperies of an extravagant or ostentatious nature will be avoided.

c. Draperies and sheers will not be replaced at intervals less than 10 years without the specific approvals cited in table 13-2 and paragraph 13-20.

d. Draperies must meet the flame retardant requirements of the National Fire Protection Association (NFPA).

e. The following information will be included in requests for draperies and submitted to the proper approval authority.

(1) Number of yards of materials required. Sheers will be identified separately. Cornices, swags, and other treatments, if applicable, will also be identified separately.

(2) Separate costs of material, lining, related subitems and installation.

(3) Floor plan, as described in paragraph 13-12d, showing public entertainment areas and location and dimensions of each window area. If applicable, also indicate wall areas where draperies are to be used and window and valance treatment.

(4) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing draperies. If age of existing draperies is less than 10 years, justification for early replacement is required. Justification will include a

copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

13-17. Draw curtains

a. Draw curtains may be provided as an alternative to window shades or blinds and used on sliding glass or glass doors.

b. Draw curtains will be unlined and made of fire retardant synthetic cloth, washable, shrink safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.

c. Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for the provision of venetian blinds and shades. The normal life expectancy of draw curtains is 6 years.

d. When installed to replace existing window coverings beyond economical repair, draw curtains are chargeable to maintenance funds. In all other cases, installation is chargeable to construction.

e. Procurement of draw curtains requires installation commander approval.

13-18. Special allowances

a. Incumbents of special command positions are authorized special allowances of table linen, china, glassware, silver, and kitchen utensils. Special allowance items are listed at appendix J.

b. Expenditures for these items will not exceed \$11,500 for the initial outfitting and \$1,000 in any one subsequent fiscal year for maintenance, repair, and replacement for any individual special command position. Where a larger inventory has been acquired under special authority, augmentation is not authorized. Concerted effort should be made to inspect items annually or upon change of occupancy. Annual allowances should be used to the extent necessary to maintain items in usable condition and eliminate large one-time purchases.

c. Items of china, glassware, and silver will not be decorated with crests or other insignia and should be selected in accord with appendix J. Service stocks for other branches of service will continue in accord with their established standards.

d. Funding for initial issue, replacement, and maintenance of special allowance items will be borne by the military department responsible for operation and maintenance of the housing except for rotational positions in Joint Commands and Defense agencies headquartered in the Washington, DC area where successive incumbents are usually from different military services. These general and flag officers will be housed by their respective services without permanently designating specific DUs. Responsibility for managing and financing the procurement, issue, receipt, storage, and repair of special allowance items supporting special command positions in the Washington, DC area, for which housing is not permanently designated, has been assigned to the Department of the Air Force.

e. Responsibility for the acquisition and management of special allowance items (except china, crystal, and flatware) for Army-controlled, permanently designated special command position housing is assigned to the MACOM commanders. The U.S. Army Military District of Washington (MDW), ATTN: ANMY-PWH, Fort Myer, VA 22211-5050, is responsible for the acquisition and management of china, crystal, and flatware for all Army-controlled special command position housing. These authorities may not be redelegated.

13-19. Furnishings report

Furnishings provided in representational housing will be included in the family housing furnishings reports. (See para 16-14.)

13-20. Waivers

Requests for early replacement (that is prior to 10 years) of area rugs, wall-to-wall carpeting, and draperies or issuance of furnishings items that are not authorized by CTA 50-909 or this chapter should be infrequent. If an exception is deemed necessary, however, requests will be submitted in accord with the following guidance:

a. *Special command positions.* Requests from incumbents of special command position housing in NATO/SHAPE will be forwarded through the Executive Officer, SACEUR, for review and validation of official representational needs. Requests from incumbents in special command position housing in MDW and other MACOMs will be forwarded through the MACOM with appropriate comments. All requests will be sent to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Exceptions have to be approved by the office of the ASA(IL&E).

b. *Non-special command positions.* Requests will be forwarded to the MACOM commander. The MACOM commander (unless he or she is the requestor) or his or her designated general officer representative has approval authority for early replacement of area rugs, wall-to-wall carpeting, and draperies. All other requests will be forwarded to HQDA(DAIM-FDH). All requests must include a justification signed by the general officer resident.

Section V Operation and Maintenance for General/Flag Officer's Quarters

13-21. Priorities

All DUs will compete equally for maintenance, repair, and services. (See also chap 7, sections I and II.) GFOQ residents should make an effort to discourage well-meaning but overzealous subordinates from requesting maintenance or services beyond that which is clearly essential or seeking unreasonable response time to routine requests for their superiors' GFOQ.

13-22. High-cost housing

Many GFOQ are large with some ranging 4,000 to 10,000 square feet or more. By the very nature of their sizes they incur high annual O&M costs. Many GFOQ are old, having been built before energy conservation became a national concern. Old housing units have finite lives with systems and components that are wearing out and failing. These need to be replaced. All of these factors lead to higher costs. High-cost housing is defined as those GFOQ whose combined annual O&M costs exceed \$25,000 in a fiscal year for 3 consecutive FYs. High costs demand special attention and prudent management to optimize the use of scarce resources.

13-23. Special M&R requirements

Congress requires the Services to assure that effective management controls are utilized for GFOQ. (See app B.)

a. M&R for GFOQ.

(1) By congressional mandate, the total of all M&R obligations, excluding costs for asbestos and lead-based paint removal, on each GFOQ is limited to \$25,000 (absolute) per FY unless specifically reported to and approved by the Congress. Such reporting will be done by including detailed justification material with the annual AFH budget submittal. For purposes of ensuring that funding limitations are not exceeded, all costs directly associated with the GFOQ including associated other real property (ORP) intended for the exclusive use of the GFOQ resident, must be captured for inclusion in the quarterly obligations report (para 16-10).

(2) After the budget submittal has been congressionally-approved, Congress must receive prior notification for out-of-cycle work as follows:

(a) When the M&R cost for a GFOQ will exceed the congressionally-approved cost by \$5,000 or more.

(b) When the M&R cost for a GFOQ will exceed \$25,000 (absolute) for a DU not previously reported.

(3) Except for emergency or safety-related requirements, Congress will accept only one out-of-cycle submission per year. Requests for out-of-cycle requirements must be submitted over the signature of the Secretary of the Army.

(4) Emergency requirements and those necessary to ensure the health and safety of residents should be submitted by the most expeditious means to HQDA(DAIM-FDH) for processing through the ASA(IL&E) to Congress.

(5) When a single major M&R project for a GFOQ is estimated to cost \$15,000 or more, send the project to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Prior congressional approval is not required provided the total M&R costs for the GFOQ does not exceed \$25,000 (absolute), excluding costs for asbestos and lead-based paint removal, for the FY. Design costs for M&R projects involving GFOQ are chargeable to the GFOQ. Where a major M&R project addresses multiple units, including one or more GFOQ, a pro rata share will be assessed for each GFOQ (design cost divided by number of DUs equals pro rata share). The same criterion applies to the cost for supervision and administration (S&A).

(6) Where asbestos and/or lead-based paint removal costs cause the \$25,000 threshold to be exceeded after approval, HQDA will provide Congress with after-the-fact notification on a semiannual basis.

b. O&M for GFOQ.

(1) To ensure effective management of GFOQs, the ASA(IL&E) requires submission for approval those GFOQs whose O&M will exceed \$50,000 in a FY. MACOM commanders may approve O&M costs estimated at less than \$50,000 per GFOQ per FY provided that total M&R costs do not exceed \$25,000 (absolute). Installation commanders may approve O&M costs estimated at less than \$25,000 per GFOQ per FY provided that total M&R costs are less than \$25,000 (absolute).

(2) To meet the directives from Congress and the ASA(IL&E), installations will prepare an annual O&M budget estimate for each GFOQ in accord with paragraph 13-29. These estimates will be forwarded to the MACOM. MACOM will send those estimates whose O&M exceeds \$50,000 to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

(3) The budget estimate will include all O&M costs to the DU, appurtenant structures, and all other related areas and facilities intended for the exclusive use of the GFOQ resident.

(4) Changes to budget estimates will be done in accord with paragraph 13-29c.

c. Project documentation. Documentation to support the requirements described in a(5) above are found in AR 420-10, appendix C.

13-24. Work authorization

a. M&R work for GFOQ may be authorized for accomplishment per paragraph 7-5.

b. GFOQ resident approval is not required for SOs.

c. GFOQ resident approval in writing is required for all IJOs when the work covered by the IJO is not included in the SYGP. (See para 13-28.)

d. M&R projects initiated for GFOQ must be submitted either as individual projects independent of non-GFOQ projects or as separate bid items in an omnibus project. In either case, each GFOQ must be specifically identified with its own separate cost estimate.

13-25. Disagreements on maintenance and repair work

Where the GFOQ resident disapproves any major M&R work essential to protect the Government's investment in the DU, he or she will be required to sign a formal disapproval. When the GFOQ resident disagrees with the scope of work or disapproves the project and the matter cannot be resolved at the installation, it will be forwarded to the MACOM for resolution. Should the MACOM not resolve the matter, the issue will be forwarded to the OACSIM for resolution.

Section VI Construction for General/Flag Officer's Quarters

13-26. New construction

a. The number of general and flag officers authorized is relatively constant. Many are assigned to key and essential positions which require that they reside on installations. Most of these positions have Government-provided housing designated for their incumbents. Hence, the requirement to construct new GFOQ should occur only infrequently.

b. New construction of GFOQ could be expected when—

(1) A key and essential general or flag officer position is permanently added at an installation.

(2) Security of a general or flag officer and his or her family demands housing on a military installation rather than in local communities.

(3) A decision is made to replace existing high cost GFOQ or GFOQ completely destroyed by fire or other disaster.

(4) An existing GFOQ can no longer be economically maintained.

c. Requests for construction of GFOQ must be accompanied by economic analyses using life cycle considerations which examine all feasible alternatives. Where redesignation of existing housing among grade categories is not feasible, a strong justification must be submitted with the request.

d. See also chapter 10, sections I, II, and IV.

13-27. Reprogramming post acquisition construction

Although HQDA may reprogram (per para 10-8 and app B) a post acquisition construction project within the annual appropriation and authorization except for individual dwelling units costing \$50,000 (\$60,000 to support the disabled) or more (\$35,000 for foreign source DU), no such projects will be done for GFOQ through reprogramming action. All such projects must be planned for, programmed, and included in the annual budget submittal to Congress.

Section VII

Planning, Programming, and Budgeting for General/Flag Officer's Quarters

13-28. Planning and programming

a. In accord with paragraph 2-11, family housing at installation level will have a current, integrated series of plans associated with its sustainment. Additionally, each GFOQ will also have an individual Six-year GFOQ Plan.

b. The SYGP will be—

(1) Signed by the GFOQ resident.

(2) Developed for the program execution year plus the 5 subsequent years and updated prior to the start of each fiscal year.

(3) Synthesized from the AWP, LRWP, FYP, the President's budget and congressional action on the President's budget so as to reflect the most current information on O&M and construction.

(4) Interrelated with the four plans (AWP, LRWP, FYP, and, when prepared, CIS) identified in paragraph 2-11. (The SYGP provides opportunities for prudent management decisions and may elicit changes in one or more of the four related plans. The interrelationship of these plans as well as both budget execution and budget formulation are shown in figure 13-1. Figure 13-1 is located at the end of this chapter.)

(5) Estimated from the O&M costs developed in accord with allocation guidelines cited in paragraphs 13-34 and 13-35.

(6) Used as the basis for preparing the annual budget estimate (para 13-29).

c. A suggested format for a SYGP is at figure 13-2. (Figure 13-2 is located at the end of this chapter.) Users should adjust the format to meet their needs for specific GFOQ. Data entered in the SYGP should correspond to the type of data on DA Form 4939-R (General/Flag Officer's Quarters Quarterly Obligation Report). (See para 16-10.)

d. Review of plans. A detailed review of the five plans discussed in paragraph 2-11 and b above will provide a complete perspective of each GFOQ's funding requirements. This will aid the resident, the housing manager, and the installation commander in making sound, sensible management decisions on the long-term and immediate requirements for the housing.

e. Disposition of the SYGP.

(1) The SYGP will be developed as a coordinated effort with the GFOQ resident and submitted to the MACOM. All SYGP must be concurred with by the GFOQ resident and approved by the installation and the MACOM on an annual basis prior to the start of the

program execution year. Once the plan is concurred with by the resident, further concurrence on individual tasks is not required; only major changes to the plan require resident concurrence.

(2) SYGP for those GFOQ whose O&M costs are expected to exceed \$50,000 will be forwarded to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 concurrent with the budget estimate for that GFOQ.

13-29. Budgeting for general/flag officer's quarters operation and maintenance

a. Requirement.

(1) An annual budget estimate will be prepared for each GFOQ to reflect its estimated cumulative O&M costs. An annual budget estimate will be prepared in the first year of the biennial budget cycle for each of the two years in that cycle. In the second year of the cycle an updated budget estimate will be prepared when there is a change to the previously submitted estimate.

(2) The budget estimate identifies and justifies estimated costs and, where applicable, serves as a request for HQDA approval to exceed the O&M cost limitations set forth in appendix B.

(3) Budget estimates for GFOQ will be developed locally in accord with AFH budget guidance published by HQDA. Round estimated costs to the nearest dollar. Figure 13-3 presents a suggested format for a GFOQ budget estimate. (Figure 13-3 is located at the end of this chapter.) The suggested format is derived from the O&M cost account structure contained in DA PAM 37-100-FY and corresponds to the type of data on DA Form 4939-R. (See para 16-10.) This format should be modified to meet individual needs. Users should use only those stub entries in figure 13-3 which accommodate the specific requirements of their individual GFOQ.

b. Disposition of budget estimates.

(1) All estimates will be reviewed and concurred in by the GFOQ resident (if the SYGP has not been signed by the GFOQ resident), validated by the installation commander, and submitted to the MACOM for approval or forwarding to HQDA. Review should be done in conjunction with the SYGP.

(2) O&M estimates which exceed \$50,000 in a FY and those O&M estimates whose M&R component exceeds \$25,000 in a FY will be forwarded by the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Such estimates will be submitted so as to arrive not later than concurrent with the CBE, or equivalent, submission.

c. Changes to budget estimates.

(1) Every effort should be made to anticipate O&M expenditures far enough in advance so that they can be included in the annual budget estimate. If, during the execution year emergent requirements make it necessary to exceed the previously approved budget estimate, a revised budget estimate will be submitted to the MACOM. Revised estimates will be submitted as soon as possible after the need for a change has been identified.

(2) Revised O&M estimates which exceed \$50,000 will be forwarded by the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600, for reapproval action.

(3) When the M&R component of the O&M revised estimate exceeds \$25,000 for the first time or is \$5,000 or more above the congressionally-approved threshold, prior congressional approval must be obtained for an out-of-cycle M&R requirement. Except for emergency or safety-related M&R, each Service is limited to one such notification submission per year. MACOMs will be notified of the submission schedule. Out-of-cycle M&R notification must be signed by the Secretary of the Army.

(4) Revised budget estimates will include the following:

(a) The approved budget amount, amount of change, and newly estimated amount for each subordinate detailed cost account.

(b) A complete narrative description and cost of the work and/or service which will cause the cost increase and the reason that the work and/or service must be done in that fiscal year. (This may be done by footnoting the change amounts in the revised budget estimate.)

(5) Revised budget estimates will also include a statement that all

known repairs for the DU are included. If not included, give the reason.

(6) Approval of an annual O&M budget estimate in excess of \$50,000 constitutes a new O&M limitation for that GFOQ in that fiscal year. Any further increases will require reapproval by HQDA.

d. Carry over of congressional approval.

(1) There may be occasions when, for cogent reasons, the congressionally approved amount of M&R for a specific GFOQ cannot be fully obligated in the FY for which approval was obtained (for example, a programmed change of occupancy did not take place). The amount, approved for an express purpose, which could not be obligated, may be carried over to the following FY, if approved by HQDA.

(2) Requests to carry over approval from one FY to the following FY must be sent through the MACOM to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600. Requests will include the amount to be carried over, reasons why funds could not be obligated, and the following FY's M&R program for the GFOQ. DA Form 4939-R must be annotated to reflect the carry over of congressional approval. (See para 16-10.)

(3) Approval to carry over will be authorized only for GFOQ that were previously reported to Congress for M&R over \$25,000.

Section VIII

Costing General/Flag Officer's Quarters

13-30. General

a. Installations that are responsible for the O&M of GFOQ will maintain separate subordinate cost accounting records at the detail activity and performance level for each GFOQ. These cost records will be maintained for special reporting purposes to provide an analysis of the directly identifiable costs for the O&M of GFOQ.

b. Costs should be charged to individual GFOQ to the extent that they are directly and practically identifiable and measurable to the given DU and to that associated other real property which is for the sole use of the general or flag officer who occupies the given DU. Summary costs charged to the family housing program which cannot be identified or directly chargeable to a specific GFOQ should be allocated to that DU through the use of standards, estimates, or prudent allocation guidelines outlined in this section.

13-31. Factors influencing costs

a. The costs of operating and maintaining a specific DU are dependent upon a very large array of factors. These include the following:

- (1) Age.
- (2) Size.
- (3) Design.
- (4) Types of materials.
- (5) Quality of construction.
- (6) Condition.
- (7) Location.
- (8) Weather.
- (9) Climate.
- (10) Topography.
- (11) Site Layout.
- (12) Kinds of utilities.
- (13) Family size.
- (14) Ages of family members.
- (15) Life style of family.
- (16) Turnover experience.
- (17) Energy efficiency of household equipment.

b. Every DU is affected differently by these and other factors. The number of variables makes it impossible to derive a formula that will allocate costs to individual DUs with any degree of accuracy. Hence, simple allocation rules are used to distribute among specified DUs those wider program costs not identifiable directly to them. These allocation rules are addressed below.

13-32. Operation and maintenance cost account structure
The O&M cost account structure is set forth in DA PAM 37-100-FY. It identifies the cost categories and their immediate subordinate detailed accounts under which costs are chargeable.

13-33. Direct costs for general/flag officer's quarters

a. Direct costs for GFOQ are essentially the same as for all other family housing and are described in paragraph 2-24.

b. Direct costs will be allocated to GFOQ according to the allocation guidelines specified in paragraphs 13-34 and 13-35 for the work and services provided.

c. For GFOQ, direct costs will be reported separately from indirect support costs. (See para 16-10 for reporting requirements.)

13-34. Operations costs (Budget Projects 191000, 193000, and 194000)

a. General. The operations account includes management, services, furnishings, miscellaneous, utilities, and leasing costs. Any direct costs that can be readily identified to GFOQ should be so charged. Costs which cannot be identified as directly chargeable to a GFOQ on a service or job order basis, such as management, services, and utilities, should be allocated to individual GFOQ as indicated below.

b. Management.

(1) *Housing Office.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of Government DU.

(2) *Programming and studies.* Charge to GFOQ concerned only where effort was solely and exclusively for one or more GFOQ and of direct benefit to the GFOQ. Prorate among GFOQ affected.

(3) *Environmental studies.* (See (2) above.)

(4) *Records.* Records will be established and maintained for the management account.

c. Services.

(1) *Refuse collection and disposal.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of Government DU served.

(2) *Fire protection.* Prorate according to the following proportion: total family housing costs of this account divided by the total number of Government DU protected.

(3) *Police protection.* (See (2) above.)

(4) *Entomology services.* This is a directly identifiable cost. Charge to the specific GFOQ.

(5) *Custodial services.* Charge to specific GFOQ only if there is a directly identifiable cost.

(6) *Municipal-type services.* (See (1) above.)

d. Furnishings.

(1) *Furniture purchase.* Charge to specific GFOQ only if there is a directly identifiable cost.

(2) *Equipment purchase.* (See (1) above.)

(3) *Control, moving, and handling, furniture.* (See (1) above.)

(4) *Control, moving and handling, equipment.* (See (1) above.)

(5) *Maintenance and repair, furniture.* (See (1) above.)

(6) *Maintenance and repair, equipment.* (See (1) above.)

(7) *Records.* Records will be established and maintained for each individual furnishings account.

e. Miscellaneous expenses.

(1) *Permit payments.* Charge to specific GFOQ only if there is a directly identifiable cost.

(2) *German land taxes.* (See (1) above.)

(3) *United Kingdom (UK) accommodation charges.* (See (1) above.)

(4) *Fire insurance.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of DU covered by the insurance.

f. Utilities (BP 193000).

(1) Since not all DU are individually metered, the following guidelines (designators) have been established for costing utilities to GFOQ:

(*a*) *Metered (M).* Where GFOQ are individually metered, use actual consumption and attendant costs.

(b) *Used (U)*. Where fuels (such as oil, coal, liquid propane) are delivered to individual GFOQ, use quantities delivered or consumed and attendant costs.

(c) *Simple Proration (P)*. Where master metered housing areas with GFOQ contain like size and type dwelling units with similar occupants, prorate consumption and attendant costs.

(d) *Sampling (S)*. Where there are no individual or area meters associated with a specific GFOQ, but there are other GFOQ of similar size and type, assign the metered GFOQ consumption rate to the unmetered GFOQ. The consumption rate assigned may be from individually metered GFOQ or from proration based on an area metering system.

(e) *Comparison (C)*. Where there are no reasonably comparable consumption data such as that in (c) and (d) above available on an installation, use consumption data for comparable dwelling units from a nearby installation or local communities. Local utility companies can supply consumption data from local communities. Derive individual GFOQ costs from comparable consumption data and costs per unit measure of the utility.

(f) *Factored (F)*. Where sewage metering or contract provisions do not enable measuring or computing sewage quantities, use the applicable engineering standard (if available) or use 70 percent of the water consumed as the sewage quantity.

(2) Records will be set up and maintained for each individual utility account. Records will be structured so that both the costs and consumption for each utility are captured.

g. *Leasing (BP 194000)*. This is a directly identifiable cost. Charge to specific GFOQ.

13-35. Maintenance costs (Budget Project 192000)

The maintenance account includes recurring M&R, major M&R, incidental improvements, M&R of exterior utilities, M&R of other real property, self-help, and design costs of M&R projects.

a. *Recurring M&R*. Charge directly identifiable costs to GFOQ.

b. *Major M&R*. This is a directly identifiable cost. Charge to specific GFOQ.

c. *Incidental improvements (that is, alterations and additions)*. Charge directly identifiable costs to GFOQ.

d. *M&R of exterior utilities*. M&R costs beginning at the 5-foot line and ending at a point where the utility system joins a main or terminates are directly identifiable costs and should be charged to GFOQ.

e. *M&R of other real property*.

(1) Other real property costs will be charged to GFOQ only if they can be clearly identified with the dwelling unit as associated real property such as garages, driveways and grounds which are for the exclusive use of the GFOQ resident.

(2) Costs for common use areas and common facilities will not be charged to individual GFOQ.

f. *Self-help program*. This is a directly identifiable cost. Charge to specific GFOQ.

g. *Design costs*. Charge directly identifiable costs to GFOQ.

13-36. Approval authorities and cost limitations

Approval authorities are established at various cost levels to ensure appropriate before-the-fact management of those types of actions which contribute to unusually high costs. (See table 13-2 and app B.)

Section IX

General/Flag Officer's Quarters Review and Analysis

13-37. General

The O&M costs associated with many GFOQ warrant intensive oversight by those responsible for housing management. A report has been designed for use by management at all levels to assist in management cost analysis, developing standards or norms, and special management and cost studies as necessary. This report, which plays a key role in justifying and defending the Army's resource

needs to support GFOQ before OSD and the Congress, is prescribed in paragraph 16-10.

13-38. Change of occupancy orientation

The incoming general or flag officer will schedule an orientation on his or her GFOQ within 30 days after occupying the GFOQ. Ideally, this orientation should include the spouse and take place at the GFOQ at the earliest possible time.

a. *Orientation packet*. This packet will be presented to the GFOQ resident at the orientation. It should include the following:

(1) Resident handbook.

(2) A copy of AR 210-50 or an excerpt or summary of the regulation.

(3) A list of installation information and important telephone numbers.

(4) Copies of the plans described in paragraphs 2-11 and 13-28.

(5) The last quarterly obligations report.

(6) The furnishings plan (if applicable).

(7) A floor plan with highlighted official entertainment areas.

(8) A list of furnishings items which may have been provided to the DU as an exception to policy.

(9) Any additional information and material considered appropriate by the housing manager.

b. *Orientation topics*. The housing manager's orientation should focus on the following topics:

(1) *Funding limitations*.

(a) Identify funding limitations and approval authorities.

(b) Describe procedures for obtaining approval beyond the installation's authority.

(c) Delineate the time frame for submitting M&R projects estimated to exceed \$25,000 in a FY.

(d) Describe what is involved in out-of-cycle requests to Congress.

(e) Discuss incidental improvement limitations in terms of funds and types of work which can and cannot be done.

(f) Explain that there is no separate funding for GFOQ.

(2) *Six-year GFOQ Plan*.

(a) Explain how the SYGP is developed, point out significant projects, and emphasize the importance of doing the work.

(b) Discuss the importance of the GFOQ resident's participation in developing the SYGP, their commitment, and pros and cons of making changes to the SYGP.

(c) Point out that requests for non-routine work not included in the plans require written approval of the general officer resident, just as requests for exception to policy or unauthorized items must be signed personally by the general officer resident. Emphasize that the signatures of the spouse, an aide, or executive officer are not acceptable.

(3) *Quarterly obligation report*.

(a) Provide a summary of the average cost to operate and maintain the GFOQ.

(b) Discuss significant expenses during the past year and explain "normal" operating costs.

(c) Inform the resident of the approximate time frame of distribution of the report and who reviews and approves the report (not the resident).

(4) *Miscellaneous*.

(a) As applicable, discuss the GFOQ's furnishings plan, replacement of carpeting and drapes, and frequency of maintenance.

(b) If the resident occupies a special command position, address special allowances, current inventory, replacements, annual funding limitations, requests, and approval authorities.

(c) Inform the resident that, while hand receipt signature authority may be delegated in writing, this does not extend to requests for furnishings.

13-39. Review and analysis

a. Review and analysis should provide managers at all levels with sufficient information and data to serve as a basis for measuring performance and focusing management effort on a priority basis against those areas where performance is weakest.

b. HQDA(DAIM-FDH) will—

(1) Analyze those annual GFOQ O&M budget estimates which exceed \$50,000 and provide to Congress with the annual AFH budget submittal those whose M&R estimates exceed \$25,000.

(2) Analyze DA Form 4939-R.

(3) Compare costs worldwide.

(4) Assess validity of costs.

(5) Ensure costs are within approval levels and do not exceed cost limitations.

(6) Ensure necessary waivers/exceptions have been received and are documented.

(7) Identify cost trends and explain reasons they occur.

(8) Submit analysis of GFOQ management to OSD as required.

c. MACOMs will—

(1) Review the SYGP for each GFOQ.

(2) Analyze annual O&M budget estimates for each GFOQ and forward those which exceed \$50,000 and those whose M&R component is \$25,000 or more to HQDA.

(3) Analyze installations' DA Forms 4939-R.

(4) Compare costs across the MACOM and by region.

(5) Assure validity of costs.

(6) Ensure costs are within approval levels and do not exceed cost limitations.

(7) Ensure necessary waivers/exceptions have been requested, documented, and approved.

(8) Identify cost trends and assess reasons therefor.

(9) Provide installations with comparative summaries on cost averages and trends.

d. Installations will—

(1) Keep a separate cost data file for each GFOQ. (DPW will provide detailed cost data to the housing manager as costs occur.)

(2) Prepare a SYGP for each GFOQ.

(3) Prepare an annual O&M budget estimate for each GFOQ and provide to GFOQ resident and MACOM.

(4) Complete DA Form 4939-R and provide it to GFOQ residents for their information and comment.

(5) Provide copy of DA Form 4939-R for the second and fourth quarters to MACOM.

(6) Establish and maintain cost and performance data.

(7) Measure and analyze performance in each of the GFOQ cost accounts, particularly in the utilities account where quantity consumed is as important, if not more so, than costs.

(8) Compare costs of goods and services for GFOQ against other family housing.

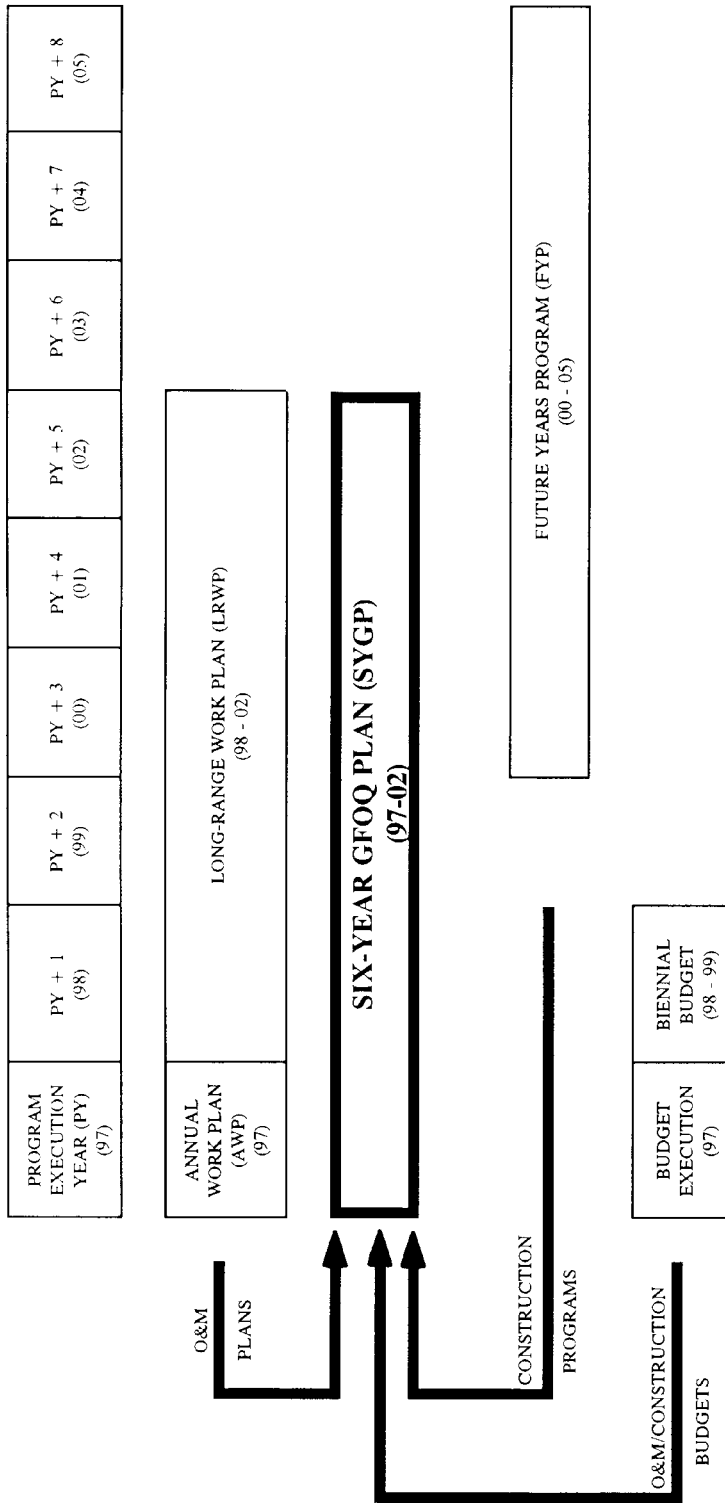
(9) Check validity of charges and accuracy of prorations or assignments of costs.

(10) Ensure costs are within approval levels and do not exceed cost limitations.

(11) Ensure waivers/exceptions are approved before proceeding.

(12) Ensure GFOQ residents have signed hand receipts for furnishings.

(13) Identify cost trends and evaluate causative factors.



Notes:

In FY 97 the SYGP developed for FY 97 - FY 02 is based on --

1. AWP for FY 97.
2. LRWP for FY 98 - FY 02.
3. O&M/construction budgets expected to be executed for FY 97.
4. O&M/construction biennial budget estimates for FY 98 & FY 99.
5. Construction FYP for FY 00 - FY 05.
6. Capital Investment Strategy (CIS), when prepared.

Figure 13-1. GFOQ planning relationships

**SUGGESTED FORMAT FOR COMPLETING
A SIX-YEAR GFOQ PLAN (SYGP)**

Installation:
Quarters Address:
NSF:
Year Built:

1. OPERATIONS COST CATEGORIES

- a. Management — Estimated pro-rata share of family housing office administrative cost, programming and studies, and environmental studies
- b. Services — Estimated costs for refuse collection and disposal, fire and police protection, entomology services, and custodial services
- c. M&R Furnishings — Estimated cost for maintenance of furniture and equipment (Project ID)
- d. Purchase Furnishings — Estimated acquisition cost (Project ID)
- e. Control, Moving, Handling of Furnishings — Estimated cost for administering and moving of Government-owned furniture and equipment to, in, or out of GFOQ
- f. Miscellaneous — Estimated cost for permit payments and (Germany only) fire insurance, and so forth.
- g. Utilities — Estimated cost for all utilities
- h. Lease Payments — Estimated or negotiated cost for basic shelter rent for leased GFOQ

Figure 13-2. Suggested format for a six-year GFOQ plan (SYGP)

Total Operations — Sum of 1.a. through h. above

2. MAINTENANCE COST CATEGORIES

- a. Service Calls — Estimated cost for service calls
- b. Routine M&R — Estimated cost for recurring/change of occupancy maintenance (Project ID)
- c. Between Occupancy Cleaning — Estimated cost for contract cleaning at Government expense (limited locality application)
- d. Interior Painting — Estimated cost for interior painting (Project ID)
- e. Exterior Painting — Estimated cost for exterior painting (Project ID)
- f. Major Repairs — Estimated cost for major projects (Project ID)
- g. Alterations and Additions — Estimated cost for alterations/deletions to GFOQ and other real property facilities directly related to GFOQ (Project ID)
- h. M&R Exterior Utilities — Estimated cost for M&R of utility system, including street lighting, beginning at the 5-foot line and ending where the system joins a main or terminates (Project ID)
- i. M&R Grounds — Estimated cost for maintenance, care and repair of improved and unimproved grounds (Project ID)
- j. M&R Other Real Property — Estimated cost for M&R of paved areas (driveways, walks, curbs, parking, etc.) (Project ID)
- k. Design Cost — Estimated cost for design of M&R project(s) attributable to the GFOQ and appurtenant property and facilities (Project ID)

Figure 13-2. Suggested format for a six-year GFOQ plan (SYGP)—Continued

Total Maintenance and Repair — Sum of 2.a. through k., above

Total O&M - Sum of 1.a. through 2.k., above

3. PROJECT IDENTIFICATION

All cost categories in paragraphs 1 and 2 which have Project IDs must be annotated in this paragraph of the management plan. All project IDs will be alpha characters in sequential order by fiscal year. The alpha code will be entered by FY at the appropriate cost category stubs in paragraphs 1 and 2 above. Corresponding codes, program year, estimated cost and detailed description will be entered in this paragraph. M&R projects in excess of \$15,000 must include DD Form 1391 form number. Entries for cleaning/replacement of carpeting and drapes and interior/exterior painting must include year work was last performed. Design cost must specify project.

Resident Concurrence — Type name and rank of resident. Have resident sign and date.

Installation — Type name and rank of DPW. Sign and date.

MACOM — Type name, rank, and office symbol of MACOM representative. Sign and date.

NOTES:

- Entries made in accord with paragraphs 1 and 2 should be for 6 years with the starting FY being the current year plus 1. For example, SYGP developed in FY 96 should cover the period FY 97-02 (Figure 13-1).
- BP6000000 Improvement/Construction projects should be listed separately in paragraph 3.
- All other costs, such as security, and their funding appropriations (for example, OMA, OPA) should be listed separately in paragraph 3.

Figure 13-2. Suggested format for a six-year GFOQ plan (SYGP)—Continued

Army-FY

Date Prepared

BUDGET ESTIMATE^{1/}
GENERAL/FLAG OFFICER'S QUARTERS
OPERATION & MAINTENANCE — AFH (BP 190000)

FOR SUBMISSION TO
(Congress or ASA(IL&E), as applicable)

MACOM
INSTALLATION
QUARTERS ADDRESS
RESIDENT'S NAME, RANK, POSITION, & SERVICE

YEAR BUILT

NET SQUARE FEET

DWELLING UNIT BP 190000 ACCOUNT	O&M OBLIGATIONS	CONGRESSIONALLY APPROVED AMOUNT (>\$25K)
FY current <u>minus 2/actual</u>		
FY current <u>minus 1/actual</u>		
Current FY <u>program</u>		
Current FY plus 1 ^{2/} (President's Budget)		
Current FY plus 2 ^{2/}		
Current FY plus 3 ^{2/}		

Figure 13-3. Suggested format for a GFOQ budget estimate

ACCOUNT	DESCRIPTION	FY ESTIMATED COST
1.	OPERATIONS	
	Management	
	Services	
	Furnishings	
	Other	
	TOTAL	
2.	UTILITIES	
3.	LEASE	
4.	MAINTENANCE & REPAIR	
	Service Calls	
	Routine Maintenance ^{3/} (include change of occupancy, if programmed)	
	Interior Painting (enter yr last painted) ^{4/}	
	Exterior Painting (enter yr last painted) ^{4/}	
	Major Repairs/Projects (DD 1391 form number)	
	Incidental Improvements (<u>mandatory</u> detail)	
	M&R Exterior Utilities	
	Grounds	
	Other Real Property	

Figure 13-3. Suggested format for a GFOQ budget estimate—Continued

Design Costs (specify project)
TOTAL M&R

5. IMPROVEMENTS (BP 6000000) FY
(explain)
(not part of >\$25K limitation)
6. REMARKS:

(Date, typed name, signature of DPW
indicating validity of work)

NOTES:

1. Round all dollar entries to the nearest hundred dollars.
2. Exchange rates FY XX-XX

Belgium (Franc)	BF 00.00	Japan (Yen)	JY 000.00
Germany (Mark)	DM 0.00	S. Korea (Won)	KW 000.00
3. Routine Maintenance — provide details of work, routinely and/or during change of occupancy, as applicable.
4. Interior/Exterior Painting — state year when last painted (whole or partial), explain if painting includes additional surface repairs and supplementary prepatory work.

Figure 13-3. Suggested format for a GFOQ budget estimate—Continued

Chapter 14 Support Documentation for Justification of Housing Requirements

Section I General

14-1. Scope

This chapter establishes policy and procedures for determining housing requirements and for developing documentation necessary to support housing acquisition programs.

14-2. Basic housing acquisition policy

a. General policies regarding the acquisition of housing are set forth in paragraph 1-18.

b. Irrespective of which housing acquisition program is pursued for family housing or UPH, the Army must document its needs. This is necessary not only for its own internal decision-making process but also to justify its decisions to OSD, OMB, and Congress in defense of its budget requests. Such documentation must address Government-controlled housing assets and shortfalls (sec II below). It must also reflect local community housing conditions as fully and accurately as possible (sec III below) and analyze the costs and benefits of feasible alternatives (sec IV below).

c. Housing is important to the morale and well-being of soldiers

and their families and hence to the readiness of individual soldiers and their units and organizations. Therefore, commanders must ensure—

(1) Documentation to support housing needs receives command attention at all levels.

(2) Close cooperation is given those who prepare the documentation and process and tabulate the results.

(3) Documentation is kept on file for review.

(4) A viable audit trail exists.

Section II Army Housing Requirements Program

14-3. Description

The Army Housing Requirements Program is an administrative procedure based on more efficient management of existing data input and most effective use of the data provided. It relies upon current and projected manning strengths for the installation and is related directly to the housing market analysis. It results in a consolidated analysis of requirements against on- and off-post housing assets, both current and projected, and their condition, utilization, and occupancy.

14-4. Use of the Army Housing Requirements Program

The AHRP is a decision-making tool. As such it is used to—

a. Program the following:

(1) New construction of family and unaccompanied personnel housing. (See chap 10 for information on constructing new housing facilities.)

(2) Improvements to existing Government-controlled family and unaccompanied personnel housing (chap 10).

(3) Certain major M&R projects for housing (chap 7).

(4) Leasing of privately-owned housing to include third party-contracted housing (chap 11).

b. Recertify programs previously authorized and funded, but not under construction.

c. Program and justify support facilities in related programs of other Government agencies.

d. Determine potential locations for stationing additional forces.

e. Justify requests for redesignation of family housing DUs and conversion of family housing and UPH assets.

f. Justify excessing and disposal actions.

g. Justify personnel support functions.

14-5. Impact on local housing markets

a. All reasonable precautions will be taken to avoid harmful impact of military family housing construction on local housing markets.

b. Military housing normally will not be programmed, built, or leased at an installation when, in consideration of total assets(both on- and off-post), the following thresholds are exceeded:

(1) *Family housing*. New construction or leasing — up to 90 percent of the long-range programmable housing deficit (paras 10-7b and 11-6c).

(2) *UPH*.

(a) UPH(PP) — up to 95 percent of the UPH(PP)programmable deficit (para 10-10c(1)).

(b) UPH(TDY) — the projected average daily transient load(para 10-10c(2)).

(c) Trainee barracks — the billeting load identified in the ASIP (para 10-10c(3)).

(3) *Exceptions*. The Secretary of the Army may waive the limitations in (1)and (2) above on a case-by-case basis.

c. At locations within the United States where construction of family housing is planned, the Secretary of the Army will consult in writing with the HUD Secretary to determine the availability of suitable alternate housing before entering into a contract for such construction.

d. Normally, housing will be programmed and built on an incremental basis to allow for possible increases in community support.

14-6. Intergovernmental cooperation

a. Pertinent command levels will coordinate with appropriate Federal, State, regional, and local governmental agencies to assess the impact of military housing construction on area and community development. Such coordination will be made in accord with AR 210-70. Additionally, commanders must comply with the coordinations required by AR 200-1, AR 200-2, AR 215-1, AR 405-10, AR 405-90, and AR 420-40.

b. Consultation should also be made with other organizations cognizant of local housing conditions, such as local housing authorities, real estate boards, home builders associations, chambers of commerce, planning agencies, zoning offices, and building permit issuing agencies.

14-7. Establishing housing requirements

a. A requirements analysis will be conducted annually by selected installations to permit appropriate review and analysis of reports prior to submission of program project proposals.

b. HQDA(DAIM-FDH) will issue annual guidance which will—

(1) Identify installations to participate.

(2) Provide milestone schedules for submission of associated reports, information requirements, and analyses.

(3) Announce cut-off dates for compiling the various documents.

(4) Furnish any special or additional instructions and guidance pertinent to a given year.

c. The Army Stationing and Installation Plan is the official source document for strength projections. It will identify long-range strength projections for programming purposes, using furthest out-year force level projections. Where the ASIP does not include a MACOM located in a foreign area, the HQDA-approved equivalent personnel strength projection document for that MACOM will be used. Projects to support approved stationing and restationing actions not yet reflected in the ASIP, or HQDA-approved equivalent document, will be managed off-line on a case-by-case basis.

14-8. Retention of documents

All records used in the requirements program will be retained on file at the installation for at least 3 years. This will facilitate any review or audit which may be required by higher headquarters.

Section III

Determining Housing Requirements

14-9. Description of program

a. Housing policy requires the use of a balanced approach to satisfying housing needs of soldiers and their families. This includes use of adequate local community housing assets. Each installation must determine the extent to which community housing assets are available to the various segments (pay grade groups) of Army personnel needing housing. The installation must actively solicit housing support for the military mission from the local surrounding civilian communities.

b. The objective of an housing analysis is to provide competent analytical processing of present and prospective housing demand and supply relationships in a local housing market. This will more accurately determine the ability of the local community to adequately support the present and programmed future segmented housing needs of locally stationed military personnel and their families. The principal goal is to comprehensively evaluate the current and prospective dynamic forces affecting economic, demographic, housing condition, and housing inventory trends in order to estimate local demand for housing in quantitative and qualitative terms. It should serve as a cross check to, and be integrated with, housing acquisition support documents to form a balanced justification package in support of the acquisition program.

c. The following statement (if accurate) should be included in the project documentation file: “(Installation) has aggressively pursued off-post housing within the housing market area. The installation staff, in cooperation with local housing authorities, realty boards, financial institutions, real property management firms, and housing construction agents, has actively pursued programs to increase the civilian community’s ability to house soldiers and their families. The CHRRSO has contacted local landlords in order to persuade them to establish programs, such as the Set-aside Program and Utility and Security Deposit Waiver Programs.”

14-10. Types of housing analysis

There are 2 types of housing analysis used by the Army to determine housing requirements.

a. *Econometric modeling*.

(1) Determining housing requirements through econometric modeling is the preferred process. This methodology is only applicable to installations in the United States.

(2) Econometric modeling analyzes supply and demand factors based on market forces that impact on housing markets to determine if there is a need for additional housing in an area.

(3) Detailed guidance and procedures for data collection and documentation are provided by HQDA(DAIM-FDH) as required.

b. *Housing market analysis (HMA)*.

(1) Determining housing requirements through an HMA is applicable to foreign overseas installations. However, an HMA may be conducted at any location where econometric modeling may not reflect the true character of the local housing market due to constraints.Examples of constraints are construction moratoria, zoning restrictions, major relocation of economic activities in or out of an

area, or any other factors that have the potential to impact a housing market.

(2) Detailed guidance and procedures for data collection, conducting analyses, and documentation of the HMA are provided by HQDA(DAIM-FDH) as required.

Section IV Economic Analysis of Housing Alternatives

14-11. Housing economic analysis program

a. Basic policies for conducting an economic analysis are presented in DA Pam 415-3. More specific guidelines and formats for housing analyses are detailed in DA Pam 210-6.

b. An analysis of the economics of housing alternatives is required prior to approval of construction projects, lease proposals, conversions, and certain M&R projects.

c. The primary alternatives to be considered in housing EA are payment of BAQ and other housing allowances, new construction, revitalization, M&R of existing facilities, Government leasing, private leasing, acquisition of existing housing assets, and, under certain circumstances, replacement.

14-12. Requirement for economic analysis

a. *General.* An EA will be conducted when there is more than one way to solve a particular housing need. As a minimum, the EA will address the following:

- (1) The need for housing.
- (2) Alternatives. These can range from choice of systems and materials to other means of satisfying the requirement.
- (3) Life cycle costs associated with each alternative.
- (4) Basic assumptions used in the analysis.
- (5) Sensitivity of major cost elements to the ranking of alternatives.

b. *Construction.* EAs will be prepared for all housing construction program projects. These EA will be provided to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 in conjunction with submission of the DD Form 1391. Use section 11, Economic Analysis, of the DD Form 1391 submission package to address the EA.

(1) If the cost of a family housing post acquisition construction or MCA modernization project is sufficiently high enough (that is, project cost exceeds 60 percent of replacement cost) to warrant the inclusion of the alternative of totally replacing the facility a fully documented EA must be prepared in accord with DA Pam 210-6. The life-cycle EA must address whether renovation is more cost effective than new replacement construction or other available alternatives, such as demolition and reliance on housing allowances. However, an abbreviated EA, as described in e below, may be submitted at the time the DD Form 1391 is submitted.

(2) Submittal of EA for construction projects as part of the automated DD Form 1391 will be per AR 415-15.

c. *Leasing.* EA in support of new lease acquisition actions which require congressional notification will be fully documented and submitted at least six months prior to the desired date of occupancy or prior to a firm commitment by the U.S. Government. EA which support renewal of lease acquisition actions will be fully documented and submitted nine months prior to the expiration of the current lease. EA for new and renewal lease acquisition actions which do not require congressional notification will be fully documented and submitted to support the field POM. However, when leasing is the only alternative, an EA fact sheet will be prepared in place of an EA. (See para 14-14.)

d. *M&R projects.*

(1) Each family housing M&R project included in the budget that exceeds \$15,000 per DU per FY and each OMA M&R project that exceeds the MACOM commander's approval authority must be submitted on a DD Form 1391 in accord with AR 420-10. AR 420-10 describes the economic analysis requirements for M&R projects in its appendixes B and C.

(2) When replacing major building components (such as heating

systems, windows, exterior siding/painting, floors) an analysis will be prepared to determine the most economical method of replacement. This analysis will be developed at the installation level for use during the decision-making process. For those projects within the installation delegated approval authority the analysis will be maintained in the project folder and reviewed by the MACOM during staff visits. Projects forwarded to HQDA for approval will display a special consideration for major components replaced.

e. *Abbreviated EA.* An abbreviated EA contains a detailed summary including detailed cost build-up and discounting analysis. The detailed summary begins with a matrix for each alternative. Major costs are totaled and discounted. The summary also presents the net present value of the alternatives, the present value of any residual values, and a brief synopsis of the sensitivity analysis.

14-13. Economic analysis responsibility

Responsibility for conducting an EA rests with the installation. It may easily involve many members of the functional staff, but the major effort will devolve on the DPW and DRM.

14-14. Economic analysis fact sheet

In those rare situations where there is only one alternative, an EA fact sheet may be substituted for an EA. The EA fact sheet will explain the rationale for eliminating all other alternatives with evidence and documentation to include a budget analysis of the remaining alternative.

14-15. USACE support for performing economic analysis

Installations should rely on in-house personnel to prepare and conduct EA necessary to support their programs. To help in this regard, HQUSACE has an automated program called economic analysis package (ECONPACK) on the PAX system, and a personal computer (PC) version (PC-ECONPACK). ECONPACK is designed to automatically upload the economic analysis into the DD Form 1391 Processor. ECONPACK is available to any user with access to the DD Form 1391 Processor. PC-ECONPACK can be obtained by contacting HQUSACE(CEMP-MC), 20 Massachusetts Avenue, NW, Washington, DC 20314-1000.

Chapter 15 Special Family Housing Programs

Section I General

15-1. Scope

This chapter outlines policies and procedures associated with privately-owned and -operated Wherry housing projects and with substandard family housing.

15-2. Objective

The information contained in this chapter will serve as a reference to aid in managing special family housing programs and their housing assets.

Section II Privately-owned and -operated Title VIII(Wherry) Housing Projects

15-3. Assignment

Persons are not assigned occupancy in privately-owned Wherry housing the same as Government housing. The installation commander may certify eligible prospective tenants to the owner according to assignment principles in chapter 3. Priority of occupancy in privately-owned Wherry projects will be given to military and DOD civilian personnel according to terms of the lease between DA and the owner. If there is no such lease, occupancy will be in accord

with the terms of the agreement between the Federal Housing Administration (FHA) and the owner.

15-4. Rental rates

a. The FHA is responsible for setting maximum rental rates for Wherry projects encumbered by an FHA insured mortgage. Requests for rental increases to fund increased operating expenses (including taxes in some cases) are processed through FHA channels. They must be supported by adequate financial justification.

b. Although only FHA is responsible for setting maximum rentals, some of the sponsor-tenant leases state that no rental increases may be made without Secretary of the Army approval.

c. The installation commander will obtain pertinent information related to any proposed rental increase and forward it promptly through channels to USACE(CERE-M), Washington, DC 20314-1000. Recommendations will be included. The COE will consult with the national FHA office, and then advise the installation commander, through channels, of determinations made.

15-5. Insured mortgages

FHA is mainly concerned with matters affecting the security of the insured mortgage. This includes, but is not limited to, the following:

- a. Physical maintenance of the mortgaged facility.
- b. Accrual of reserve accounts for taxes.
- c. Replacement items.
- d. Various types of insurance and related matters.

15-6. Tax deductions

a. Questions concerning tax deduction determinations not covered by AR 210-47 should be sent to USACE(CERE-M), Washington, DC 20314-1000 for resolution. Problems involving interpretations of leases or agreements will also be forwarded.

b. MACOMs, if named as designees in AR 210-47, are responsible for determining tax deductions that apply to privately-owned Wherry housing. MACOM commanders will exercise general supervision over installations within their areas of responsibility. They will ensure DA policies are implemented fully and provide Wherry housing information to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

15-7. Standing operating procedures

a. Installation commanders will—

- (1) Become familiar with the terms of pertinent leases.
- (2) Carry out responsibilities described in those leases involving action at installation level.
- (3) Foster an understanding and cooperative attitude within their commands with respect to Wherry housing management as it relates to occupancy by military tenants.
- (4) Develop with the owner a written SOP covering all aspects of Wherry housing management in which they have responsibility and valid interest.

b. The SOP will cover methods and procedures for certifying tenants for occupancy. It may cover other steps as are agreed on and which the installation commander may properly take to ensure that the Army makes maximum use of the project.

c. Wherry housing was built within certain statutory cost limits to meet critical housing shortages. Therefore, some deficiencies are not solely within the owner's control. Examples are limited living space, location, and arrangement of the housing and resources for alternatives and improvement. The owner should have access to a responsible staff officer of the installation empowered to make or obtain prompt decisions on important problems involving mutual interest.

d. Other issues that should be in the SOP are as follows:

(1) *Periodic review of the owner-tenant leases.* Such leases must be subordinate to the Government-owned lease. The owner-tenant leases must offer at least as favorable terms to the tenant as is required by the controlling lease. All proposed owner-tenant lease modifications should be reviewed by the installation commander.

(2) *Rentals and charges.* The owner should be required to publish standard charges for services not included in rents. Such

charges should be verified with the FHA. They should be reasonable and necessary. To the extent that they do not meet these criteria, they should be discouraged.

(3) *Unearned prepaid rental.* When the tenant vacates before his or her lease expires and the owner rents the unit during all or part of the lease already paid for, the owner should make a proportionate refund to the tenant.

(4) *Joint inspections.* Upon initial occupancy and upon departure of the tenant, a joint inspection should be made. The tenant, representatives of the owner, and a representative of the installation commander should take part. If damages are discovered, the extent of damage should be determined jointly where possible. Appropriate settlement should be made before the tenant leaves the command. Basis for retaining all or any part of the security deposit should be promptly determined. Any refund should be made before the tenant leaves the command.

(5) *Standards.* Standards for such things as garbage collection, day-to-day repairs, lighting, occupancy rules, playground rules, and the like should be no more restrictive than those which apply to Government housing unless a valid reason dictates otherwise.

(6) *Fire and safety provisions.* For more information on fire and safety provisions, see AR 420-90.

(7) *Complaints.* Complaints should be handled promptly and fairly.

Section III Substandard Family Housing

15-8. Affected housing

Substandard family housing consists of only those inadequate family housing units which were specifically identified to Congress by the Services through OSD in, and prior to, FY73. The authority to declare units substandard has expired.

15-9. Disposition of substandard housing

Substandard family housing will be scheduled for improvement or disposal.

15-10. Improvement policy

Substandard housing will be improved to adequacy standards when—

- a. There is a long-term or indefinite duration requirement for the DUs.
- b. This requirement is for eligible personnel.
- c. The necessary improvements can be made with a reasonable amount of funds. A reasonable expenditure will not exceed 50 percent of the current construction cost.

15-11. Policy on retention

Continued retention is contingent upon meeting the following conditions:

- a. The housing can be made adequate with a reasonable expenditure of funds and programmed for requisite revitalization.
- b. The housing is safe, decent, and sanitary so as to be acceptable for occupancy pending revitalization.
- c. There is a need which cannot be met by locally available private housing.

(1) Need must be determined in accord with current programming criteria. Under no circumstances will units be retained as substandard housing where adequate private housing is available at reasonable costs.

(2) The requirement to retain must be for eligible personnel who—

- (a) Are awaiting scheduled construction of new housing, or
- (b) Have only a short-term requirement for the housing.
- d. A rental charge (not to exceed 75 percent of full BAQ) will be charged to the residents for such housing. However, when such housing is occupied by other than members of the Uniformed Services and their families, full rent and charges shall be collected from the residents.

(1) Nonroutine repairs and improvements, during the remaining

life of the units, will be limited to those repairs or improvements necessary to keep units in a safe, decent, and sanitary condition. Total rental income for that housing project may be less than all routine O&M costs, plus the costs of any nonroutine repairs or improvements, made during any period. As long as units are retained all reasonably necessary M&R to keep units in a safe, decent, and sanitary condition may be accomplished without regard to income.

(2) Substandard units which can be economically improved to adequate standards will be reclassified on completion of the project. Appropriate notation and changes will be made on the next submissions of DD Forms 1410 and 1411.

(3) MACOMs may approve reclassification of family housing units erroneously identified as substandard. Appropriate notation of reclassification authority and changes to inventory will be made on the next submissions of DD Forms 1410 and 1411.

15-12. Disposition policy

a. Substandard family housing will be scheduled for disposition if it does not meet the criteria for retention in paragraph 15-11. Substandard housing may be disposed of as follows:

(1) *Conversion to other use.* Installation commanders may request conversion of substandard housing to a use other than family housing. Costs of conversion may not be funded from AFH and the converted units will not be returned to family housing use without prior approval of HQDA(DAIM-FDH). If approved, the cost of returning the units to the family housing inventory will not be funded by AFH.

(2) *Disposal by sale or demolition.* Disposal is done per AR 405-90. Cost of disposal will be per DA PAM 37-100-FY when it has been determined that such costs are properly chargeable to AFH. (In this regard, consider inactive substandard units as pending disposal action unless units are reclassified per paragraph 15-11d(2) and (3)).

b. Disposals of substandard housing from the inventory will be reported on DD Form 1410 per instructions in paragraph 16-7.

c. Prior approval of HQDA(DAIM-FDH) is required for diversion, conversion, or disposal of substandard housing except as permitted in paragraph 15-11d(2) and (3). Requests for diversion, conversion, or disposal will include data outlined in chapter 5, section II.

15-13. Assignment

Assignments to substandard housing will be made on a voluntary basis as described in paragraph 3-12.

Chapter 16 Information Requirements

Section I General

16-1. Scope

This chapter identifies housing information requirements and prescribes specific reporting requirements for housing programs, delineates the purpose of each report, and describes data entries necessary to complete the report forms. It also addresses the need for management controls in housing management and identifies checklists as the suggested method for evaluating key management controls for housing.

16-2. Purpose of data collection

Housing management forms and reports are used to satisfy the following:

1. Identify housing needs.
2. Justify housing requirements.
3. Defend housing resource requests.
4. Manage housing assets.

16-3. Automated reports

a. *Overview.* The report forms prescribed in this chapter will be electronically generated insofar as possible. MACOMs must use electronic means for reporting. Installations with the capability must also use electronic means for reporting. When an installation is not able to submit electronically generated report data, it will send a printed copy of the form to its MACOM or sub-MACOM, as directed, who will make the electronic entries. Printed copies of the forms are available through normal publications supply channels or will be reproduced locally as indicated in this chapter.

b. *Forms and information requirements are listed in table 16-1.* (Table 16-1 is located at the end of this chapter.)

c. *Automation support.*

(1) *Housing Operations Management System.* HOMES is a Standard Army Management Information System (STAMIS), approved by the Office of the Assistant Secretary of Army. Appendix K describes HOMES.

(a) The proponent for HOMES is HQDA(DAIM-FDH).

(b) The Assigned Responsible Agency for development, deployment, and maintenance is the USAISC's Information Systems Support Command (ISSC).

(2) *HOMES usage.*

(a) HOMES software will be used Army-wide at installations whose housing assets meet the minimum HOMES deployment thresholds established by HQDA(DAIM-FDH) for AFH and UPH(PP) and by USACFSC(CFSC-HD-O) for UPH(TDY) and GH.

(b) HOMES is the only automated system approved for use for housing management functions. Installation and MACOM personnel are not authorized to modify, acquire, or develop software or hardware without a waiver from the proponent.

(c) Installations and MACOMs are not authorized to use the HOMES processes for unique applications or to modify the HOMES program.

(d) HOMES users will request changes to the system through the HOMES point of contact at their MACOMs. MACOMs will send requests with their recommendations to the proponent. Users will use DA Form 5005-R (Engineering Change Proposal-Software) (ECP-S)) to report problems and prepare changes to software baseline per AR 25-3.

(e) HOMES users are responsible for site preparation, communications (to include local area networks), hardware, maintenance, and replacement after the initial year. The local Director of Information Management should provide coordination and services to meet these requirements.

(f) Personal computer work stations will provide access to HOMES and the opportunity for unique software applications such as word processing and graphics.

(3) *Single Host Integrated Platform (SHIP).*

(a) The SHIP gives the MACOMs and/or their installations the capability to transmit data directly through remote direct dial into headquarters HOMES (HQHOMES) located in HQDA(DAIM-FDH). The SHIP also allows users immediate access to all new releases of HQHOMES.

(b) With the SHIP, MACOMs are able to maintain complete security and integrity of their individual databases. Each MACOM has access only to its own database. MACOMs are able to edit and have full use of this data as required. When a MACOM completes reviewing and editing its database, the MACOM notifies the SHIP System Administrator at HQDA(DAIM-FDH) who then copies the MACOM database to the worldwide database for use at HQDA.

(c) Each MACOM has the option of entering data directly into HQHOMES on the SHIP from its own office or directing the installations and/or sub-MACOMs to enter their data directly into HQHOMES on the SHIP. In those exceptional cases where an installation is not able to use electronic means, follow the guidance in a above.

(d) Each MACOM must use the Real Property Inventory Code (RPIC) provided by HQDA(DAIM-FDH) for their respective installations. Any installation that does not reflect the RPIC provided will not be recognized by HQHOMES. Therefore, such installation's reports will be viewed as a non-submission.

(4) *Commercial software packages.* Any locally procured commercial software packages used in Housing Offices should be compatible with those in use at MACOMs and HQDA(DAIM-FDH) to facilitate the electronic transfer of files. Each Housing Office will have a PC with a modem and the capability to transfer files using a communications software package. HQDA(DAM-FDH) will provide Housing Offices with a communications software package on request and without charge.

d. Frequency of reports. There is no prescribed schedule for MACOMs and installations to submit reports. Continuous database maintenance should offer virtual real time access to data. Accordingly, housing managers should be prepared to respond electronically to on-call requests for the information requirements and reports identified in sections II, III, IV, and V, and in table 16-1.

Section II Housing Referral Information Requirements

16-4. DD Form 1746 (Application for Assignment to Housing)

a. This form provides the Housing Office with timely and accurate information on customer requirements for housing. It is also used to record action taken on applications. It is submitted to the receiving housing office by the applicant on an as required basis.

b. DD Form 1746 is available through normal publications supply channels. Specific instructions for completing the DD Form 1746 are printed on the back of the form.

16-5. DD Form 1747 (Status of Housing Availability)

a. This form is used by the Housing Office to advise applicants for housing as to what they can expect in terms of housing availability at the receiving installation and its local communities. It is used on an as required basis.

b. DD Form 1747 is approved for electronic generation and distribution. The electronically generated form must contain the form title; form number (indicated as DD Form 1747 (EF)); date of current edition of the printed form; and blocks 1 through 8. The form is completed on a self-explanatory basis.

16-6. DA Form 5546-R (Detailed Sales/Rental Listing)

a. This form is used by the Housing Office to assemble listings of housing available for sale or rent by private owners. It is completed by an owner, agent, or manager of private housing who desires to list his or her property for sale or rent. It is used on an as desired basis.

b. DA Form 5546-R is located in the back of this regulation. It will be reproduced locally on 5-1/4 by 8-inch card stock. The form is completed on a self-explanatory basis.

Section III Family Housing Information Requirements

16-7. DD Form 1410 (Family Housing Inventory and Occupancy) (RCS DD-A&T (A) 1081)

a. This report provides information concerning the inventory and occupancy of DOD family housing units.

b. DD Form 1410 is approved for electronic generation and distribution. DD Form 1410 may be electronically generated using SHIP. The electronically generated form must contain the form title; form number (indicated as DD Form 1410(EF) for "electronic form"); date of the current edition of the printed form; and blocks 1 through 41. (A sample format of DD Form 1410(EF) is at figure 16-1. Figure 16-1 is located at the back of this chapter.) Table 16-2 contains specific instructions for completing DD Form 1410. (Table 16-2 is located at the end of this chapter.)

c. Report all units controlled by the Army including those loaned to or occupied by personnel of other military departments or Government agencies. Do not include units borrowed from other military departments or Government agencies. Exclude MAAG housing

units whose cost is borne by MAP funds either directly or through reimbursement to appropriated funds.

d. Separate reports will be prepared for each installation that manages Army-owned or -controlled family housing. The following will be added in a remarks section to the DD Form 1410:

(1) Explanation of deviations in inventory data from last year's report to this year's report.

(2) Identification of reasons for gains, losses, inactivations, and diversions.

(3) A brief explanation of why the vacancy rate is 2 percent or higher and planned corrective action.

(4) An in-depth analysis to determine whether family housing units are excess whenever vacancy rates exceed 5 percent.

e. MACOMs will review and analyze each of its installations reports and forward the results of their analyses along with supporting details and suggested corrective actions. Submit vacancy analysis report generated out of HOMES to HQDA(DAIM-FDH) when the vacancy rate exceeds 5 percent. All data can be sent directly to HQHOMES.

f. The Assistant Deputy Under Secretary of Defense(Conservation and Installations) (ADUSD(CI)) requires an annual report package (summary reports for CONUS, U.S. overseas, foreign areas, and worldwide) with an as of date of 30 September, due to them by 15 December of each year.

16-8. DD Form 1411 (Family Housing Inventory Designation and Assignment) (RCS DD-A&T (A) 1081)

a. This report provides information on the number and size (bedroom count) of adequate and substandard family housing units by the pay grade group for which they are designated and occupied.

b. DD Form 1411 is approved for electronic generation and distribution. DD Form 1411 may be electronically generated using SHIP. The electronically generated form must contain the form title; form number (indicated as DD Form 1411(EF)); date of the current edition of the printed form; and blocks 1 through 31. (A sample format of DD Form 1411(EF) is at figure 16-2. Figure 16-2 is located at the back of this chapter.) Table 16-3 contains specific instructions for completing DD Form 1411. (Table 16-3 is located at the end of this chapter.)

c. Separate reports shall be prepared for each installation that manages Army-owned or -controlled family housing. Reports will address only the active inventory as reflected in the DD Form 1410 with the same as of date.

d. MACOMs will review and analyze each of its installations reports and forward the results of their analyses along with supporting details and suggested corrective actions. All data can be sent directly to HQHOMES.

e. The ADUSD(CI), requires an annual report package (summary reports for CONUS, U.S. overseas, foreign areas, and worldwide) with an as of date of 30 September, due to them by 15 December of each year.

16-9. DD Form 1523 (Military Family Housing Justification) (RCS DD-A&T (AR) 1716)

a. The requirement for family housing at each installation shall be determined on the basis of current family housing conditions, projected long-range family housing requirements, consultations with Government agencies and other organizations knowledgeable of local housing conditions, and the results of an housing analysis (see chap 14).

b. DD Form 1523 is used to justify family housing construction and other acquisition programs to OSD and Congress. It is approved for electronic generation and distribution. It is prepared and submitted by HQDA(DAIM-FDH) on an as required basis per instructions contained in DOD Manual 4165.63-M. (A sample format of DD Form 1523(EF) is at figure 16-3. Figure 16-3 is located at the back of this chapter.)

16-10. DA Form 4939-R (General/Flag Officer's Quarters Quarterly Obligations Report) (RCS ENG-328)

a. This report provides both O&M and post acquisition construction budget execution data for each GFOQ in the Army's family housing inventory. It will be used by HQDA, the MACOM, the installation commander, and the GFOQ resident in carrying out their respective responsibilities for prudent management of GFOQ.

b. DA Form 4939-R is located at the back of this regulation. It may be reproduced locally on 8-1/2- by 11-inch paper. DA Form 4939-R may be generated electronically using SHIP. The electronically-generated form must contain the form title; form number (indicated as DA Form 4939-R-E); date of the current edition of the printed form; and blocks 1 through 26. (A sample format of DA Form 4939-R-E is at figure 16-4. (Figure 16-4 is located at the back of this chapter.) Table 16-4 contains specific instructions for completing DA Form 4939-R. (Table 16-4 is located at the end of this chapter.)

c. All installations that have funded GFOQ, whether Government-owned or leased, will prepare the report.

d. General instructions are provided below.

(1) Reports will be prepared for each DU which is—

(a) Designated for and occupied by a general or flag officer for any portion of the reporting period.

(b) Not designated as GFOQ, but temporarily assigned as such for 6 months or more.

(2) Reports will include all funds allocable to the housing unit during the full fiscal quarter even though not assigned to a general or flag officer for the full reporting period.

(3) All fiscal data will be based on obligations and conform to the allocation rules in paragraphs 13-34 and 13-35.

(4) Approval for M&R of a specific GFOQ, if carried forward per paragraph 13-29d, may cause M&R obligations to exceed the congressionally approved amount of M&R for that FY. Where this occurs, the amount approved for carry over will be identified in a footnote to the DA Form 4939-R.

(5) Reports are required for GFOQ with approved diversions to UOPH when the general/flag officer resident is entitled to BAQ at the "without dependents" rate and which are financed by other than the AFH appropriation. Records of obligations will be kept in the file established for the specific GFOQ. Regardless of funding source, GFOQ cost limitations must be adhered to.

(6) Funding data will be derived from the cost accounts maintained as prescribed in DA PAM 37-100-FY. Detailed cost account data for O&M will be reported by the cost categories and detailed subordinate cost accounts shown on the report form and described in DA PAM 37-100-FY.

(7) Reports will be reviewed by the housing manager and approved by the DPW.

(8) Reports will be prepared quarterly as of the end of each fiscal quarter.

(9) Reports will be provided each GFOQ resident quarterly within 45 days after the end of the quarter. Copies of the second and fourth quarter reports will be forwarded to the appropriate MACOM within 45 days after the end of the reporting period. Where a MACOM has subordinate MACOMs, this function may be delegated. However, a copy of the entire fourth quarter report will be forwarded through command channels to ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600 on request.

e. Report composition is described below.

(1) DA Form 4939-R consists of the following:

(a) Header data.

(b) O&M obligations data.

(c) Construction and security data.

(d) Remarks, to include footnote itemization/narrative.

(2) Cost categories and selected subordinate detailed accounts, as described in DA PAM 37-100-FY, are listed in blocks 21 and 22.

f. Special instructions for footnotes (itemization/narrative) are as follows:

(1) The itemization/narrative data entries required as standard

footnotes are listed below. These entries will be cumulative for the FY, that is, each succeeding fiscal quarter's report will show data for that quarter and all preceding quarters for the reported FY.

(2) For the furnishings category, enter the following for the detailed subordinate cost accounts which address the purchase of furnishings:

(a) Short description of specific transaction.

(b) Obligations to nearest dollar.

(c) Approval authority.

(3) For the M&R category, enter the following for the detailed subordinate cost accounts which address recurring M&R major projects, alterations and additions, and M&R grounds:

(a) Short description of specific transaction.

(b) Obligations to nearest dollar.

(4) The fourth quarter's report will also provide footnote explanation when—

(a) The fiscal year total M&R obligation for that GFOQ exceeded the congressionally-approved M&R limit.

(b) The fiscal year total O&M obligation for that GFOQ exceeded the HQDA-approved and/or the MACOM-approved O&M limit.

g. Construction (block 24) and security (block 25) costs require the following in block 26:

(1) A short description of post acquisition construction projects (BP 60000000) to include obligations, work start and end dates, and budget year approval.

(2) A brief description of physical security efforts undertaken to include obligations by appropriation.

Section IV Unaccompanied Personnel Housing and Guest Housing Information Requirements

16-11. Determination of unaccompanied personnel housing requirements

a. Data available in the HOMES and ASIP databases will be extracted by HQDA(DAIM-FDH) or USACFSC(CFSC-HD-O), as appropriate, and analyzed in terms of projected personnel requirements for UPH(PP) and UPH(TDY) facilities and on- and off-post housing inventories projected to be available.

b. Data requirements and entries to be made into the HOMES database will be specified in annual guidance from HQDA(DAIM-FDH).

c. The HQDA(DAIM-FDH) or USACFSC(CFSC-HD-O), as appropriate, analysis will be coordinated with the appropriate MACOM and installation to ensure that the analysis fully supports proposed requirements for acquisition, new construction, or revitalization of UPH or for the Whole Barracks Renewal Program.

16-12. DD Form 2085 (Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data) (RCS DD-A&T (A) 1470)

a. This report provides information on the quantity and adequacy of both permanent party and UPH(TDY) assets, and on the utilization of Government-owned UPH by officer and enlisted personnel. In addition, it accounts for unaccompanied personnel drawing BAQ at the "without dependent" rate.

b. DD Form 2085 is approved for electronic generation and distribution. DD Form 2085 may be electronically generated using SHIP. The electronically generated form must contain the form title; form number (indicated as DD Form 2085(EF)); date of the current edition of the printed form; and blocks 1 through 33. (A sample format of DD Form 2085(EF) is at figure 16-5. Figure 16-5 is located at the back of this chapter.) Table 16-5 contains specific instructions for completing DD Form 2085. (Table 16-5 is located at the end of this chapter.)

c. Inventory data will reflect the total number of officer UPH rooms and enlisted spaces as of the last day of the reporting period. Such data will agree with the inventory as indicated on real property inventory records before submission. Database records must be available at HQDA(DAIM-FDH). Maintenance of an audit trail is

essential. All UPH will be reported as reflected in the real property inventory records, as contained in the Headquarters Integrated Facilities System (HQIFS), regardless of plans to revitalize, convert, divert, or dispose. Significant changes from the previous year's report will be explained on an addendum. The addendum will address numbers of gains or losses due to new construction or disposal, reclassifications of adequacy, changes in DOD adequacy standards, revitalizations, conversions to or from UPH use, and conversions from one UPH use to another UPH use. Occupancy rates under 95 percent for UPH(PP) and under 75 percent for UPH(TDY) will be explained on an addendum to the DD Form 2085.

d. Permanent party and transient utilization data will include the average daily number of eligible personnel residing in (or assigned to) UPH during the reporting period. (An average of 12 monthly calculations of daily averages is acceptable.) All average numbers (excluding utilization percentages) shall be rounded and entered as a whole number, adjusted as necessary for arithmetic consistency.

e. Open bay assets and residents shall be reported only in the "open bay" section of the form, items 23 and 24.

f. For inventory reporting, UPH will be classified in the appropriate category defined below—

(1) *Adequate.* UPH currently considered acceptable for involuntary assignment for any one personnel category. (See para 5-11.)

(2) *Substandard.* UPH that does not meet minimum criteria of acceptability for involuntary assignment. UPH will not be classed as substandard based on present occupancy if it would be considered acceptable for personnel in a lower pay grade. (See para 5-11.)

(3) *Leased.* Occupancy of UPH obtained in the community by lease arrangements will be reported in line 26 for permanent party personnel and line 31 for transient personnel. On installation and summary reports (lines 11 through 22, line 25, and line 30), entries that include leased UPH data will be footnoted and the included leased UPH data will be listed separately on an addendum in a format identifying the data by line and column.

(4) *Contract housing.* UPH obtained in the community by contract arrangements for use by transient personnel on an as needed basis.

g. Separate reports will be prepared for each installation that manages Army-owned or -controlled UPH. When reports are submitted from an installation for the first or last time, it will be so noted on the form. The following will be explained in an addendum to the DD Form 2085:

(1) Deviations in the inventory data from last year's report to this year's report.

(2) Gains, losses, inactivations, and diversions.

(3) Occupancy rates that are under 95 percent for UPH(PP); under 75 percent for UPH(TDY).

h. MACOMs will review and analyze each of its installations reports and forward the results of their analyses along with supporting details and suggested corrective actions. All data can be sent directly to HQHOMES.

i. The ADUSD(CI), requires an annual report package (summary reports for CONUS, U.S. overseas, foreign areas, and worldwide) with an as of date of 30 September, due to them by 1 February of each year.

16-13. DA Form 4630-R (Guest Housing Occupancy Report) (RCS ENG-308)

a. This report will be prepared for each guest house under operational control of the Army. The installation will use the report as supporting documentation for preparation of NAF budgets and as a basis for programming authorized APF support. HQDA will use the reports on an as-necessary basis to assess the need for—

(1) New construction, lease, or contract.

(2) Approval of diversions and conversions.

(3) Continued operation with emphasis on the effectiveness of operating procedures.

b. DA Form 4630-R is located at the back of the regulation. It may be reproduced locally on 8-1/2- by 11-inch paper. DA Form

4630-R may be generated electronically using SHIP. The electronically generated form must contain the form title; form number (indicated as DA Form 4630-R-E); date of the current edition of the printed form; header entries, and blocks 1 through 13. (A sample format of DA Form 4630-R-E is at figure 16-6. Figure 16-6 is located at the back of this chapter.) Table 16-6 contains specific instructions for completing DA Form 4630-R. (Table 16-6 is located at the end of this chapter.)

c. Occupancy data will be collected for both primary and additional occupants. The primary occupant is that person in whose name the room is assigned. This is the person who qualifies for assignment of the room based on the priority list for that facility. Additional occupants will generally be family members of the primary occupant. When a room is shared by more than one official visitor, each will be considered a primary occupant for purposes of Section A of this report. However, for purposes of Section B (specifically item 13) of this report, only one will be considered the primary occupant with any others considered additional occupants. Accordingly, service charges will be collected per paragraph 2-36c.

d. Guest housing occupancy report data will be—

(1) Collected and retained at installation level per paragraph 16-13e.

(2) Available to the MACOM as directed by the MACOM.

(3) Available on call to USACFSC(CFSC-HD-O) for use by HQDA and OSD.

e. The installation will prepare the following reports:

(1) *Monthly report.* This report will be used with the monthly financial statements to analyze performance and make budget adjustments. It will be retained in the billeting activity.

(2) *Annual report prepared as of 30 September.* This report will be a cumulative total for the year. The following will be explained on DA Form 4630-R, section C, Remarks:

(a) Deviations in the inventory data from last year's report to this year's report.

(b) Gains, losses, inactivations, and diversions.

(c) Occupancy rates that are under 75 percent.

(d) Number of CNAs issued per unit day for PCS personnel receiving TLA or TLE.

f. MACOMs will review and analyze each of their installation's reports. The annual DA Form 4630-R report is due to USACFSC(CFSC-HD-O) on call. All data can be sent to HQHOMES.

g. When necessary, USACFSC(CFSC-HD-O) will prepare MACOM summaries and area summary reports for CONUS, U.S. overseas, foreign, and worldwide.

Section V

Other Information Requirements

16-14. DA Form 5867-R (Housing Furnishings Report) (RCS ENG-235)

a. Description. This is a multi-purpose report suitable for reporting on either family housing or UPH furnishings. DA Form 5867-R is located at the back of this regulation. It may be reproduced locally on 8-1/2- by 11-inch paper. DA Form 5867-R may be generated electronically using SHIP. The electronically generated form must contain the form title; form number (indicated as DA Form 5867-R-E); date of the current edition of the printed form; header entries, and blocks 1 through 110 in part I and blocks 1 through 96 in part II. (A sample format of DA Form 5867-R-E is at figure 16-7. Figure 16-7 is located at the back of this chapter.) Table 16-7 contains specific instructions for completing DA Form 5867-R. (Table 16-7 is located at the end of this chapter.)

b. Requirement.

(1) The housing furnishings reports provide a systematic means for effectively managing housing furnishings at all levels.

(2) The reports will be used to—

(a) Establish a quantitative and monetary base to develop and justify the Army's planning, programming, and budgeting for furnishings requirements.

(b) Determine whether inventories are adequate, without being excessive.

(c) Ascertain whether inventories are properly used so as to be responsive to customer needs.

(d) Evaluate the effectiveness of the commander's management of dollar resources to maintain balanced inventories.

(e) Document the actual dollar value of the Army's furnishings inventories.

(f) Ensure that available inventories have been considered prior to starting the procurement process.

(g) Validate MACOMs' unfinanced requirements for furnishings and establish a systematic plan to resource identified shortfalls.

(h) Report world-wide inventory status, planned procurement for both the budget and succeeding years, and the magnitude of any redistribution actions to the OSD.

c. Furnishings report data. Data will be—

(1) Collected and retained at installation level.

(2) Available to the MACOM as directed by the MACOM.

(3) Available on call to HQDA(DAIM-FDH) for use by HQDA and OSD.

d. Frequency of reports. Installations will be prepared to respond on call to inquiries from MACOMs and HQDA regarding AFH and UPH furnishings inventory and cost data.

e. UPH furnishings report.

(1) NAF furnishings used instead of authorized APF transient housing (VOQ, VEQ, and DVQ) furnishings will be included in the UPH furnishings report, specifically on DA Form 5867-R, part I, section A, Current inventory status, column c. Report the total dollar value of NAF furnishings used from column c on DA Form 5867-R, part I, section E, Remarks.

(2) Each UPH furnishings report will include each OMA program element.

(3) Reporting household equipment for UPH requires special attention. The following guidance applies:

(a) The dollar value of the inventory consists of Government-owned equipment only.

(b) Program levels will be established on the total number of household equipment items required to support each category of housing, regardless of the method of supplying this equipment.

(c) Indicate the number of household equipment items being provided through contract or lease arrangements on DA Form 5867-R, part I, section A, Current inventory status, column c.

f. Inventory.

(1) A furnishings inventory consists of—

(a) All serviceable and economically repairable items in use, in the warehouse, and in maintenance shops or with a contractor for repair.

(b) Items that have not been physically transferred from the inventory but have been reported for disposal or have been accepted by another property account through redistribution action.

(2) A furnishings inventory excludes—

(a) Items that are on order but have not been received and posted to accountable records.

(b) Items which are in a transfer status and are due-in from the inventory of another property account through redistribution action.

g. Annual operating budget data. Entries on DA Form 5867-R, part I, section C, Annual operating budget data, and section D, Current excess dollar value, for both FH and UPH reports must be coordinated with and justified by budget personnel. Data reported will be used as a basis to support AFH and UPH furnishings requirements. The installation housing chief's furnishings management officer must ensure that budget data from these sections of both reports is used by the DPW budget personnel in the preparation of

that portion of the CBE that deals with AFH (BP 191300) and UPH (OMA.H) furnishings requirements.

16–15. DD Form 2643 (High Cost Foreign Lease)

a. This form provides summary data on new, renewed, changed, or canceled high-cost foreign leases which are approved within statutory high-cost lease authority.

b. DD Form 2643 is approved for electronic generation and distribution. The electronically generated forms must contain the form title, form number (indicated as DD Form 2643(EF); date of the current edition of the printed form; and blocks 1 through 36. The form is completed on a self-explanatory basis. (A sample format of DD Form 2643 is at figure 16-8. Figure 16-8 is located at the back of this chapter.)

c. MACOMs will provide this summary data to HQDA(DAIM-FDH) within 30 days of action taken.

d. HQDA(DAIM-FDH) will provide summary data or excerpts to the ADUSD(CI) as required.

Section VI Management Control

16–16. Management control provisions

a. Affecting every member of the Army and their families, housing is an highly visible necessity. It has a direct impact on soldier retention and both individual and unit readiness. It is one of the DOD's and the Army's top quality of life concerns.

b. The provision, management, and operation of Army housing is an enormous undertaking which consumes substantial resources. The different types of housing in the inventory—family, UPH(PP), UPH(TDY), and GH—are governed by a wide array of laws, criteria, thresholds, limitations, and approval authorities. The sizes of the housing inventories and the diversity of guidance applicable to the varied types of housing offer ample opportunity for fraud, waste, and misuse. Hence, housing programs are intensively managed at all levels—from the Congress down to the installation.

c. This AR has integrated appropriate management controls throughout. These controls address the various types of housing, their related functional areas, and the programs that guide them.

16–17. Management Control Evaluation Checklists

a. Management Control Evaluation Checklists have been developed for the key management controls identified to each of the significant housing functions. These checklists are contained in the following appendixes:

(1) Appendix L. Management Control Evaluation Checklist (Family Housing).

(2) Appendix M. Management Control Evaluation Checklist(UPH(PP)).

(3) Appendix N. Management Control Evaluation Checklist (Army Lodging).

(4) Appendix O. Management Control Evaluation Checklist (CHRRS).

(5) Appendix P. Management Control Evaluation Checklist (Mobile Home Parks).

(6) Appendix Q. Management Control Evaluation Checklist(Housing Furnishings Management).

(7) Appendix R. Management Control Evaluation Checklist(Support Documentation).

b. Checklists and related documentation should be retained on file for use during staff assistance visits, inspections, and audits.

**Table 16-1
Housing management forms and information requirements**

Form	Report Control Symbol (RCS)	Title	As of/Due Dates	To	Reference
DD 1410	DD-A&T(A) 1081	Family Housing Inventory and Occupancy	30 Sep/On call	HQDA (DAIM-FDH)	Para 16-7
DD 1411	DD-A&T(A) 1081	Family Housing Inventory Designation and Assignment	30 Sep/On call	HQDA (DAIM-FDH)	Para 16-8
DD 1523	DD-A&T(AR) 1716	Military Family Housing Justification	As required	ADUSD(CI)/ Congress	Para 16-9
DD 1746	N/A	Application for Assignment to Housing	As required	Housing Office	Para 16-4
DD 1747	N/A	Status of Housing Availability	As required	Housing Applicant	Para 16-5
DD 2085	DD-A&T(A) 1470	Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data	30 Sep/On call	HQDA (DAIM-FDH)	Para 16-12
DD 2643	N/A	High Cost Foreign Lease	Date of action/within 30 days of action taken	HQDA (DAIM-FDH)	Para 16-15
DD 4630-R	ENG-308	Guest Housing Occupancy Report	End each mon/ASAP 30 Sep/On call	File HQDA (DAIM-FDH)	Para 16-13
DA 4939-R	ENG-328	General Flag Officer's Quarters Quarterly Obligation Report	End each qtr/within 45 days of qtr end End 2d & 4th qtr/ within 45 days of qtr end End 4th qtr/On call	GFOQ Resident MACOM HQDA (DAIM-FDH)	Para 16-10
DA 5546-R	N/A	Detailed Sales/Rental Listing	As required	Housing Office	Para 16-6
DA 5867-R	ENG-235	Housing Furnishings Report	31 Jan/On call	HQDA(DAIM-FDH)	Para 16-14

**Table 16-2
Instructions for completing DD Form 1410**

Item: 1. Report period
Enter: Last day of the report period (year, month, day; for example, use 960930 for 30 Sep 96).

Item: 2. Installation name
Enter: Complete installation name. This must be consistent with previous year's report. If report is submitted by an installation for the first or last time, item 2 shall be marked 'First Report' or 'Last Report' as appropriate. (For MACOM or DOD Component area summaries, leave blank.)

Item: 3. Major Command
Enter: Official short title for the MACOM. (For DOD Component area summary reports, leave blank.)

Item: 4. Area
Enter: An 'X' on the appropriate line to indicate the area in which the reporting installation is located or the type of summary report. The 'worldwide' line is used only for area summary reports.(For MACOM summaries, leave blank.)

Item: 5. Type of report
Enter: An 'X' on the 'Individual' line to indicate a report of a single installation. Use 'Summary' line to indicate a MACOM or DOD

**Table 16-2
Instructions for completing DD Form 1410—Continued**

Component area summary report.

Item: 6. Installation status
Enter: An 'X' on the appropriate line to indicate whether the reporting installation is active, inactive, or excess.

Item: 7. State
Enter: State name (or District of Columbia), if appropriate. If the reporting installation is not in the United States, leave blank. (For summary reports, leave blank.)

Item: 8. Zip code
Enter: Nine-digit postal zip code of the reporting installation. (For summary reports, leave blank.)

Item: 9. Real property inventory code (RPIC)
Enter: The Army's 5-character RPIC preceded by an 'A' for the reporting installation. This entry must be accurate and consistent from year to year. (For summary reports, leave blank.)

Item: 10. Country
Enter: Name of the country where the reporting installation is located. If the installation is located in the United States, enter 'U.S.'. If the installation is located in a U.S. possession(such as Guam, Midway

Table 16-2
Instructions for completing DD Form 1410—Continued

Island, and so forth), enter the name of the possession. (For summary reports, leave blank.)

Item: 11. DOD component
Enter: Army.

Item: Total inventory

Column (a) Leased

Enter: Data on leased housing for items 12 through 31. (Leased housing generally will be confined to privately-owned units obtained by the U.S. Government for use as military public housing, including Section 2835 housing. In addition, military public housing owned by HUD will also be considered. When one Military Department or DOD Agency acts as executive agent and leases units for use by another, the executive agent will report such units in its inventory. When a non-DOD U.S. Government agency leases privately-owned units for use by DOD personnel, they will be reported as leased units. (For example, when the State Department leases for a Military Department, the Military Department reports the units.) Include in the lease number all DUs that are under the Guaranteed Housing Rental Program (GHRP) and identify them in an addendum.)

Item: Column (b) Appropriated fund prior 1950

Enter: Data for items 12 through 31 regarding the number of housing units acquired incidental to land purchases and other adequate housing units acquired or constructed under direct funding appropriated prior to the FY 1950 Appropriation. Include adequate foreign source units built prior to 1950, for example, Deutsche mark, yen, Royal Air Force, and so forth. It also includes the number of housing units owned by a foreign government and used by the Military Service under international agreement.

Item: Column (c) All other adequate

Enter: For items 12 through 31, the number of all other adequate Government-owned housing units. Include Government of Japan housing provided to the United States under the Japanese Facilities Improvement Program, housing provided by the Republic of Korea (ROK) under the ROK Force Improvement Plan, and adequate foreign source units built in 1950 and after. Include appropriated fund housing, FY 1950 and after; appropriated fund relocatable housing; and adequate Capehart, Wherry-acquired, surplus commodity, and permit housing.

Item: Column (d) Total adequate

Enter: Sum of column (a), column (b), and column (c).

Item: Column (e) Total substandard

Enter: Number of units designated substandard. This number should not increase unless authorized by Congress. Also include substandard foreign source units, regardless of how operated, and substandard Government-owned mobile homes. Identify separately in an addendum the number that are foreign source DUs and the number that are substandard Government-owned mobile homes.

Item: Column (f) Adequate and substandard total

Enter: Sum of columns (d) and (e).

Item: Column (g) Mobile home spaces

Enter: Number of Government-owned mobile home parking spaces (exclude spaces occupied by Government-owned mobile homes included in column (f)).

Item: Column (h) DOD sponsored

Enter: Number of domestic rental guarantee units (Sec 2836 housing).

Item: 12. Previous total

Enter: For columns (a) through (h), the total number of units (active plus inactive) under the control of the reporting installation (occupied for any reason, or vacant) as of the last day of the preceding report period. These data should be identical with the 'Present Total' of the preceding

Table 16-2
Instructions for completing DD Form 1410—Continued

report period. Any corrections to previously reported inventory must be explained in an addendum to the DD Form 1410.

Item: 13. New adds

Enter: For columns (a) through (h), number of units acquired other than by conversion during the report period. Identify the program year in which units were acquired using an addendum to the DD Form 1410.

Item: 14. Conversion gains

Enter: For columns (a) through (h), number of units added by conversion, improvement, or other action that caused a change in status during the report period; include both those which cause change from substandard to adequate, as well as those that create new DOD family housing facilities. Conversions will be reported as accomplished as of the beneficial occupancy date.

Item: 15. Conversion losses

Enter: For columns (a) through (h), number of units permanently lost by conversions or other action that caused a change in status during the report period; include both actions which upgrade family housing as well as those which convert to non-family uses.

Item: 16. Disposals

Enter: For columns (a) through (h), number of units disposed of and lease cancellations, except for permanent conversions, which occurred for any reason during the report period. Disposals will be reported as effective the date the units are removed from the Family Housing Property Account by transfer, demolition, sale, or other conveyance. A report of excess houses to the GSA is not considered a disposal until the property is accepted by GSA.

Item: 17. Other losses

Enter: For columns (a) through (h), number of units lost due to damage or destroyed by fire, natural causes, and so forth, during the report period.

Item: 18. Present total

Enter: For columns (a) through (h), total number of units (active plus inactive) on the inventory the last day of the report period. This item is the algebraic sum of the entries in items 12 through 17 (that is, $12 + 13 + 14 - 15 - 16 - 17 = 18$). For columns (a), (b), (c), and (e), identify the number of units diverted to other than family housing use. Show this information in an addendum to the DD Form 1410.

Item: Inactive inventory

19. Previous inactive total

Enter: For columns (a) through (h), number of inactive and diverted units on the inventory as of the last day of the preceding report period. These data should be identical with the 'Present Inactive Total' of the preceding report period. Any corrections to previously reported inventory must be explained in an addendum to the DD Form 1410.

Item: 20. Reactivations

Enter: For columns (a) through (h), number of units reactivated during the report period. Also include the return of diverted DUs to family housing use.

Item: 21. Inactivations

Enter: For columns (a) through (h), number of units inactivated during the report period. Also include new diversions.

Item: 22. Inventory losses

Enter: For columns (a) through (h), number of inactive units dropped from the Family Housing Property Account during the report period. This includes permanent conversion losses, disposals, and all other losses of inactive units. This information must be clearly documented in an

Table 16-2
Instructions for completing DD Form 1410—Continued

addendum to the DD Form 1410.

Item: 23. Present inactive total

Enter: For columns (a) through (h), number of units that were inactive the last day of the report period. This item is the algebraic sum of the entries in items 19 through 22 (that is, $19 - 20 + 21 - 22 = 23$).

Item: Vacancy information

24. Moves out

Enter: For columns (a) through (h), number of times units were vacated during the report period regardless of reason and regardless of whether or not reoccupied.

Item: 25. Moves in

Enter: For columns (a) through (h), number of times units were moved into during the report period.

Item: 26. Gross available occupancy days

Enter: For columns (a) through (h), the gross number of units days available for occupancy in the report period. Gross days is the number of active housing units multiplied by the days available in the report period (365 days except 366 days in leap years). Gross unit days are counted for each day after the beneficial occupancy date of an active unit. Individual computation must be made for units not available for occupancy during the entire reporting period. Exclude units diverted to other than family housing use from date of diversion until date units are returned to family housing use.

Item: 27. Vacant - repair/improvement

Enter: For columns (a) through (h), zero.

Item: 28. Net available occupancy days

Enter: For columns (a) through (h), the results of item 26 minus item 27.

Item: 29. Vacant - maintenance

Enter: For columns (a) through (h), number of days active units were vacant for change of occupancy maintenance.

Item: 30. Vacant available

Enter: For columns (a) through (h), number of days active units were vacant other than for major repair or minor maintenance.

Item: 31. Net vacancy percent

Enter: For columns (a) through (h), the results of dividing the sum of items 29 and 30 by item 28. (Move the decimal point 2 places to right and round to 2 decimal places.) Explain the reasons for any vacancy rate above two percent in an addendum to the DD Form 1410.

Item: 32. Inactive units to be excessed

Item: 32a. Adequate

Enter: Inactive adequate units of those reported in item 23, column (d) which will be excessed to the GSA prior to the next report.

Item: 32b. Substandard

Enter: Inactive substandard units of those reported in item 23, column (e) which will be excessed to the GSA prior to the next report.

Item: Adequate inactive

33 through 37

Enter: Data in columns (a) through (c).

Item: Column (a) Officer

Enter: Number of inactive adequate units for officers of those reported in

Table 16-2
Instructions for completing DD Form 1410—Continued

item 23, column (d).

Item: Column (b) Enlisted E9-4

Enter: Number of inactive adequate units for E9-E4 of those reported in item 23, column (d).

Item: Column (c) Enlisted E3-1

Enter: Number of inactive adequate units for E3-E1 of those reported in item 23, column (d).

Item: Waiting list data

38 through 41

Enter: Data by pay grade in columns (a) through (d).

Item: Column (a) Families on waiting list adequate

Enter: For items 38 through 41, number of families on all adequate waiting lists as of the last day of the report period. Each family must be counted only once regardless of the number of waiting lists they may be on.

Item: Column (b) Families on waiting list substandard

Enter: For items 38 through 41, number of families on all substandard waiting lists as of the last day of the report period. Each family must be counted only once.

Item: Column (c) Waiting time adequate

Enter: For items 38 through 41, average number of months a military member must wait for adequate housing. Entries should be made in increments of whole months; for example, two weeks or more should be entered as one month, less than two weeks as zero.

Item: Column (d) Waiting time substandard

Enter: For items 38 through 41, average number of months a military member must wait for substandard housing.

Table 16-3
Instructions for completing DD Form 1411

Item: 1. Report period

Enter: Last day of the report period (year, month, day; for example, use 960930 for 30 Sep 96).

Item: 2. Installation name

Enter: Complete installation name. This must be consistent with previous year's report. If report is submitted by an installation for the first or last time, item 2 shall be marked 'First Report' or 'Last Report' as appropriate. (For MACOM or DOD Component area summaries, leave blank.)

Item: 3. Major command

Enter: Official short title for the MACOM. (For DOD Component area summary reports, leave blank.)

Item: 4. Area

Enter: An 'X' on the appropriate line to indicate the area in which the reporting installation is located or the type of summary report. The 'worldwide' block is used only for DOD Component summary reports. (For MACOM summary reports, leave blank.)

Item: 5. Type report

Enter: An 'X' on the 'Individual' line to indicate a report of a single installation. Use the 'Summary' line to indicate a MACOM or DOD Component area summary report.

Item: 6. State

Enter: State name (or District of Columbia, if appropriate). If the reporting installation is not in the United States, leave blank. (For summary reports, leave blank.)

Item: 7. Zip code

Table 16-3
Instructions for completing DD Form 1411—Continued

Enter: Nine-digit postal zip code of the reporting installation. (For summary reports, leave blank.)

Item: 8. Real property inventory code (RPIC)

Enter: The Army's 5-character RPIC preceded by an 'A' for the reporting installation. This entry must be accurate and consistent from year to year. (For summary reports, leave blank.)

Item: 9. Country

Enter: Name of the country where the reporting installation is located. If the installation is located in the United States, enter 'U.S.'. If the installation is located in a U.S. possession (such as Guam, Midway Island, and so forth), enter the name of the possession. (For summary reports, leave blank.)

Item: 10. DOD component

Enter: Army.

Officer quarters

Item: Columns (a) through (d)

Enter: For items 11 through 15, total number of active adequate units for use by the various officer pay grade groups. Include diverted units. These data reflect the pay grade groups for which the units have been designated, not the pay grades of current residents. All active adequate units, and assigned residents, will be reported in specific grade designation columns. If units are permanently designated for a combination of grade groups, distribute the units to the grade columns on a reasonable basis such as current resident grade ratios or long-range programming, or use the column reflecting the more senior of the combined groups.

Item: Column (e). Officer total

Enter: For items 11 through 15, sum of columns (a) through (d).

Enlisted quarters

Item: Columns (f) through (h)

Enter: For items 11 through 15, total number of active adequate units for use by the various enlisted pay grade groups. Include diverted units. These data reflect the pay grade groups for which the units have been designated, not the pay grades of current residents. All active adequate units, and assigned residents, will be reported in specific grade designation columns. If units are permanently designated for a combination of grade groups, distribute the units to the grade columns on a reasonable basis such as current resident grade ratios or long-range programming, or use the column reflecting the more senior of the combined groups.

Item: Column (i). Enlisted total

Enter: For items 11 through 15, sum of columns (f) through (h).

Item: Column (j). Total adequate units

Enter: For items 11 through 15, sum of columns (e) and (i).

Item: Column (k). Substandard total

Enter: For items 11 through 15, total number of all active units designated substandard units. Also include substandard foreign source units, regardless of how operated, and substandard Government-owned mobile homes.

Active adequate units designation

Item: 11 through 15

Enter: Data in columns (a) through (k) by number of bedrooms. Explain any deviations in designations in an addendum to DD Form 1411.

Item: 16. Total

Enter: Sum of items 11 through 15 for columns (a) through (k). (Data in item 16, column (j) must equal the difference between the 'Total adequate' inventory reported in item 18, column (d) of DD Form 1410 and the 'Inactive adequate' inventory reported in item 23, column (d) of DD Form 1410 for the same report period. Also, data in item 16, column (k) must equal the difference between the 'Total active substandard' inventory reported in item 18, column (e) of the DD Form 1410 and the 'Total inactive substandard' inventory reported in item 23, column (e) of the DD Form 1410 for the same report period.)

Active adequate units assigned Officer quarters

Item: Columns (a) through (d)

Table 16-3
Instructions for completing DD Form 1411—Continued

Enter: For items 17 through 23, number of officer sponsors of residents. (Include sponsors who are members of other services, unaccompanied families (that is, families authorized to remain in housing while sponsor is absent), and civilians. Report civilians by grade equivalency per table 3-1. These groups will also be reported separately in items 24 through 28 (without regard to sponsors' pay grades). Do not add items 24 through 28 into the total at item 29.)

Item: Column (e). Officer total

Enter: For items 17 through 23, sum of columns (a) through (d).

Enlisted quarters

Item: Columns (f) through (h)

Enter: For items 17 through 23, number of enlisted sponsors of residents. (Include sponsors who are members of other Services, unaccompanied families (that is, families authorized to remain in housing while sponsor is absent), and civilians. Report civilians by grade equivalency per table 3-1. These groups will also be reported separately in items 24 through 28 (without regard to sponsors' pay grades). Do not add items 24 through 28 into the total at item 29.)

Item: Column (i). Enlisted total

Enter: For items 17 through 23, sum of columns (f) through (h).

Item: Column (j). Total adequate units

Enter: For items 17 through 23, sum of columns (e) and (i).

Item: Column (k). Substandard assigned

Enter: For items 17 through 23, number of sponsors of residents. (Include sponsors who are members of other Services, unaccompanied families (that is, families authorized to remain in housing while sponsor is absent), and civilians. Report civilians by grade equivalency per table 3-1. These groups will also be reported separately in items 24 through 28 (without regard to sponsors' pay grades). Do not add items 24 through 28 into the total at item 29.)

Item: 17 through 23

Enter: Data by pay grade group for columns (a) through (k).

Item: 24 through 26c. (Other Service)

Enter: Identity of other Service or agency to which resident is assigned for columns (a) through (k). Identify 'other services' as Navy, Air Force, Marine Corps. Any other service(s) or agency(ies) may be grouped together as 'other' and entered on an addendum to the DD Form 1411.

Item: 27. (Unaccompanied family)

Enter: Data on unaccompanied family residents for columns (a) through (k).

Item: 28. (Civilian)

Enter: Data on civilian residents for columns (a) through (k).

Item: 29. Total occupied

Enter: For columns (a) through (k), sum of items 17 through 23. (Do not include items 24 through 28 because this data is already included in items 17 through 23.)

Item: 30. Total vacant

Enter: For columns (a) through (k), number of vacant units.

Item: 31. Total active adequate

Enter: For columns (a) through (k), sum of items 29 and 30. (The number for each item column should equal the total for the corresponding item column in item 16. (For example, item 16, column (c) should equal item 31, column (c).)

Table 16-4
Instructions for completing DA Form 4939-R

Item: 1. Fiscal quarter

Enter: '1st,' '2d,' '3d,' or '4th' as applicable.

Item: 2. Fiscal year

Enter: FY number.

Item: 3. MACOM

Enter: Name of MACOM.

Item: 4. Reporting installation

Table 16-4
Instructions for completing DA Form 4939-R—Continued

Enter: Name of installation. This must be consistent with previous reports.
Item: 5. Location Enter: State or country, if located in a foreign country.
Item: 6. Grade and position title Enter: Grade of resident and full position title.
Item: 7. Date assigned Enter: Date resident was assigned to GFOQ; state if vacant.
Item: 8. Quarters address Enter: Facility or building number and street name. For leased units, 16-character lease contract number.
Item: 9. Year built Enter: Year of construction.
Item: 10. Real Property Inventory Code Enter: The Army's five-character real property installation number preceded by an 'A' for the reporting installation. This entry must be accurate and consistent from year to year.
Item: 11. Size (NSF) Enter: Net square feet of living space.
Item: 12. Special Command Position Code Enter: Special command position 2-digit code as listed in table 13-1.
Item: 13. Change of occupancy Enter: 'X' in appropriate block.
Item: 14. Major Maintenance and Repair Enter: 'X' in appropriate block.
Item: 15. National historic register Enter: 'X' in appropriate block.
Item: 16. Congressionally-approved Maintenance and Repair Enter: Congressionally-approved amount for M&R if over \$25,000.
Item: 17. DA-approved O&M Enter: HQDA-approved amount for O&M if over \$50,000 (M&R less than \$25,000).
Item: 18. MACOM-approved O&M Enter: MACOM-approved amount for O&M if over \$25,000 (M&R less than \$25,000).
Item: 19a. Review/concurrence (Housing Manager) Enter: Typed name and grade of installation housing manager.
Item: 19b. Date Enter: Date of review.
Item: 19c. Signature Enter: Self-explanatory.
Item: 20a. Approved (DPW) Enter: Typed name and grade of DPW (or equivalent).
Item: 20b. Date Enter: Date of approval.
Item: 20c. Signature Enter: Self-explanatory.
Item: . Obligations Item: Column. Description Enter: Self-explanatory. (See descriptions in DA PAM 37-100-FY.)
Item: Column. This quarter Enter: Obligations incurred for the fiscal quarter reported.
Item: Column. Year to date Enter: Obligations incurred for the year to date through the fiscal quarter being reported.
Item: Column. Budget estimate current FY Enter: Budget estimate data prepared in accord with paragraph 13-29.
Item: 21. Operations Item: 21a. Management Enter: Total obligations for prorata share of family housing administrative cost, programming and studies, and environmental studies.
Item: 21b. Services

Table 16-4
Instructions for completing DA Form 4939-R—Continued

Enter: Total obligation for refuse collection and disposal, fire and police protection, entomology services, custodial, and municipal type services.
Item: 21c. M&R furnishings Enter: Total obligations for maintenance of furniture and equipment.
Item: 21d. Furnishings purchase Enter: Total obligations for purchase of furniture and equipment.
Item: 21e. Control, moving, and handling of furnishings Enter: Total obligations for administering and moving Government-owned furniture and equipment to, in, or out of housing.
Item: 21f. Miscellaneous Enter: Total obligations for permit payments and (Germany only) fire insurance.
Item: 21g. Utilities Enter: Total obligations for electricity, gas, fuel oil, water, sewage, and other utilities and fuels.
Item: 21h. Lease payments Enter: Total obligations for basic shelter rent of leased housing.
Item: Total operations Enter: Sum of items 21a through h. Exclude all indirect support costs associated with the operation of GFOQ.
Item: 22. Maintenance Item: 22a. Recurring M&R Enter: Total obligations for service calls, routine maintenance, change of occupancy maintenance, and all interior and exterior painting.
Item: 22b. Between occupancy maintenance cleaning Enter: Total obligations for cleaning after resident has met required (specified) standards pursuant to contractor cleaning at Government expense (OCONUS only). Cleaning for residents exempted from cleaning for compassionate reasons or for the convenience of the Government is chargeable to services (item 21b).
Item: 22c. Major projects Enter: Total obligations for repairs, rehabilitation, and/or replacement of major components of or directly related to the GFOQ.
Item: 22d. Alterations and additions Enter: Total obligations for alterations and additions or deletions to GFOQ and ORP facilities directly related to the GFOQ.
Item: 22e. M&R exterior utilities Enter: Total obligations for all utility distribution, collection, and service systems, including street lighting systems, beginning at the five-foot line and ending where the system joins a main or terminates.
Item: 22f. M&R grounds Enter: Total obligation for maintenance, care (that is, cyclical gardening services such as planting, fertilizing, pruning, mulching, and so forth), and repair of improved and unimproved grounds, including storm sewage and drainage structures, solely for the GFOQ resident's use.
Item: 22g. M&R other real property Enter: Total obligations for M&R of paved areas (that is, walks, driveways, parking areas, curbs and gutters, fences, and so forth). Includes cost of repair for environmental compliance.
Item: 22h. Self-help Enter: Total obligations for self-help materials and equipment attributable to the GFOQ.
Item: 22i. Design costs Enter: Total obligations for design of M&R projects attributable to the GFOQ and appurtenant ORP.
Item: . Total maintenance Enter: Sum of items 22a through i.
Item: 23. Total operation and maintenance Enter: Sum of total operations and total maintenance.
Item: 24. Post acquisition obligations (BP 6000000) Enter: Data required by paragraph 16-10g(1).
Item: 25. Security costs Enter: Data required by paragraph 16-10g(2).
Item: 26. Remarks

Table 16-4
Instructions for completing DA Form 4939-R—Continued

Enter: Itemization/narrative required by paragraphs 16-10f(1) through (4).

Table 16-5
Instructions for completing DD Form 2085

Item: 1. DOD component
Enter: Army.

Item: 2. Real property inventory code (RPIC)
Enter: The Army's 5-character RPIC number preceded by an 'A' for the reporting installation. This entry must be accurate and consistent from year to year. (For summary reports, leave blank.)

Item: 3. Report date
Enter: Last day of the reporting period (year, month, day), for example, 960930. UPH(PP) and UPH(TDY) data shall be based on the average maintained throughout the report period.

Item: 4. Installation name
Enter: Complete installation name. This must be consistent with previous year's report. (For MACOM or DOD component area summaries, leave blank.)

Item: 5. Major command/claimant
Enter: Official short title for the MACOM. (For DOD component area summary reports, leave blank.)

Item: 6. State
Enter: Name of state (or the District of Columbia) if appropriate. If the reporting installation is not in the United States, leave blank. (For summary reports, leave blank.)

Item: 7. Zip code
Enter: Nine-digit postal zip code of the reporting installation. (For summary reports, leave blank.)

Item: 8. Country
Enter: Name of country where the reporting installation is located. If the installation is located in the United States, enter 'U.S.'. If the installation is located in a U.S. possession such as Guam, Midway Island, and so forth, enter the name of the possession. (For summary reports, leave blank.)

Item: 9. Area
Enter: An 'X' to indicate the area in which the reporting installation is located or the type of summary report. The 'worldwide' line is used only for area summary reports. (For MACOM summaries, leave blank.)

Item: 10. Type report
Enter: An 'X' on the 'Individual' line to indicate a report of a single installation. Use 'Summary' line to indicate a MACOM or DOD Component area summary report.
Permanent party Enlisted

Item: Columns (a) through (c) Adequate
Enter: Data for items 11 through 22, by enlisted pay grade groups by UPH inventory condition category of adequate. Identify in an addendum the number of spaces that were constructed or modernized to the '2 + 2' criteria and to the '1 + 1' criteria.

Item: Column (d) Substandard
Enter: Data for items 11 through 22 by enlisted UPH inventory condition category of substandard. Break down the number that are substandard UPH (not upgradable) in an addendum to the DD Form 2085.

Item: Column (e) Total
Enter: For items 11 through 15 and items 17 through 23, sum of columns (a) through (d)
Officer

Item: Column (f) Adequate
Enter: Data for items 11 through 22 by officer UPH inventory condition category of adequate.

Item: Column (g) Substandard
Enter: Data for items 11 through 22 by officer UPH inventory condition category of substandard. Break down the number that are substandard UPH (not upgradable) in an addendum to the DD Form 2085.

Table 16-5
Instructions for completing DD Form 2085—Continued

Item: Column (h) Total
Enter: For items 11 through 15 and items 17 through 21, sum of columns (f) and (g)

Item: 11. Spaces
Enter: For columns (a) through (e), number of enlisted spaces in UPH(PP) inventory, including diverted and inactive units. Increments of 90 square feet of net living area in all other enlisted rooms and open bay areas. The maximum space count in any room is four; except in a room that is designed using the '2 + 2' criteria, where the maximum space count is two, or using the '1 + 1' criteria where the maximum space count is one. In open bay, there is no prescribed limit. This number must agree with the Real Property Inventory records. Identify in an addendum the number of spaces that were constructed or modernized to the '2 + 2' criteria and to the '1 + 1' criteria. For columns (f) through (h), number of officer rooms/suites in the UPH(PP) inventory, including diverted and inactive units.

Item: 12. Diverted spaces
Enter: For columns (a) through (h), number of UPH(PP) spaces inactive or diverted to use for any purpose other than UPH(PP) living space.

Item: 13. Net spaces
Enter: For columns (a) through (h), results of item 11 minus item 12.

Item: 14. Occupant capacity
Enter: For columns (a) through (f), maximum number of personnel who could be housed in net spaces, based on allocation of spaces to grade categories, and space and privacy standards in paragraph 4-4 and table 4-2. Will not exceed item 13.

Item: 15. Personnel housed
Enter: For columns (a) through (h), average number of actual occupants that were residing in (or assigned to) UPH(PP) listed in item 14. Compile on a daily basis and report as a daily average for the entire report period. Enter as a whole number.

Item: 16. Utilization %
Enter: For columns (a) through (h), results of item 15 divided by item 14. Explain utilization rates that fall below 95 percent in an addendum to the DD Form 2085.

Transient

Item: 17. Spaces
Enter: For columns (a) through (e), the total number of 90 SF increments of net living area spaces for each room designated for enlisted TDY use. The maximum space count in any room is four. For columns (f) through (h), number of officer rooms/suites designated for officer TDY use.

Item: 18. Diverted spaces
Enter: For columns (a) through (h), number of UPH(TDY) spaces inactive or diverted to use for any other purpose than UPH(TDY) living space.

Item: 19. Net spaces
Enter: For columns (a) through (h), results of item 17 minus item 18.

Item: 20. Occupant capacity
Enter: For columns (a) through (e), maximum number of transient enlisted personnel who could be housed in enlisted net spaces, based on allocation of UPH(TDY) to enlisted pay grade categories, and space and privacy standards in paragraph 4-4 and table 4-2. Will not exceed item 19.

Item: 21. Personnel housed
Enter: For columns (a) through (h), average number of actual occupants that were residing in (or assigned to) designated enlisted UPH(TDY) as listed in item 20. Compile on a daily basis and report as a daily average for the entire report period. Enter as a whole number.

Item: 22. Utilization %
Enter: For columns (a) through (h), results of item 21 divided by item 20 (enlisted) or item 19 (officer) Explain utilization rates that fall below 75 percent in an addendum to the DD Form 2085.

Open Bay

Item: 23. Spaces (gross)
Enter: For permanent party, recruits, and transient, number of adequate and substandard spaces in open bay inventory including inactive and

**Table 16-5
Instructions for completing DD Form 2085—Continued**

diverted units. Increments of 72 square feet of net living area within recruit open bay and increments of 90 square feet net of living area in all other open bay.

Item: 24. Personnel housed

Enter: For permanent party, recruits, and transient, average number of personnel residing in (or assigned to) adequate and substandard open bay listed in item 23.

Supplemental data (Complete all data blocks, entering zeros where applicable.) **Permanent party**

Item: Column (a) Enlisted

Enter: For items 25 through 29, data pertaining to enlisted permanent party personnel.

Item: Column (b) Officer

Enter: For items 25 through 27, data pertaining to officer permanent party personnel.

Item: 25. Voluntary separated in UPH

Enter: For columns (a) and (b), number of personnel voluntarily separated and living in UPH. (These personnel are included in item 15 or item 21.) (See glossary for definition.)

Item: 26. In leased UPH

Enter: For columns (a) and (b), number of personnel who occupy UPH obtained in the community by lease arrangements for permanent party personnel.

Item: 27. Off base with BAQ (all ranks)

Enter: For columns (a) and (b), number of single personnel residing off base and receiving BAQ at the 'without dependent' rate.

Item: 28. E1-E5 off base with BAQ

Enter: For column (a), number of single E1-E5 personnel residing off base receiving BAQ at the 'without dependent' rate, included in item 27.

Item: 29. E1-E5 off base without BAQ

Enter: For column (a), number of E1-E5 personnel without family members, residing off base, for whom adequate Government housing is assigned or available.

Transient personnel

Item: Column (a) Enlisted

Enter: For items 30 through 33, data pertaining to enlisted transient personnel.

Item: Column (b) Officer

Enter: For items 30 through 33, data pertaining to officer transient personnel.

Item: 30. Non-duty in UPH

Enter: For columns (a) and (b), number of non-duty personnel in UPH (included in item 21) Eligible non-duty personnel include persons whose use of UPH(TDY) per paragraph 3-40 of this regulation is based on space available eligibility or is conditioned on nonavailability of GH.

Item: 31. In leased UPH

Enter: For columns (a) and (b), number of personnel who occupy UPH obtained in the community by lease arrangements for transient (TDY) personnel.

Item: 32. In contract quarters

Enter: For columns (a) and (b), number of personnel who occupy UPH obtained in the community by contract arrangements for use by transient (TDY) personnel on an as-needed basis.

Item: 33. Off base on per diem

Enter: For columns (a) and (b), number of personnel receiving per diem allowances based on non-availability of housing.

**Table 16-6
Instructions for completing DA Form 4630-R**

Report Period: N/A

Enter: Last day of the report period (year, month, day; for example, use 960930 for 30 Sep 96).

Number of Units: N/A

**Table 16-6
Instructions for completing DA Form 4630-R—Continued**

Enter: Number of units.

Installation: N/A

Enter: Complete installation name and location including nine-digit postal zip code. Also include office symbol of preparing office and the Army's 5-character real property inventory code(RPIC) preceded by an 'A' for the reporting installation. This entry must be accurate and consistent from year to year.

Major command: N/A

Enter: Official short title for MACOM.

Section A—Occupancy data by visitor status

TDY: N/A

Item: Column (a) Primary occupants

Enter: For items 1 through 6, number of primary occupants in TDY status who checked into the housing during the report period.

Item: Column (b). Unit days occupied

Enter: For items 1 through 6, number of days occupants in TDY status occupied units.

PCS: N/A

Item: Column (c) Primary occupants

Enter: For items 1 through 6, number of primary occupants in PCS status who checked into the housing during the report period.

Item: Column (d) Unit days occupied

Enter: For items 1 through 6, number of days occupants in PCS status occupied units.

Other: N/A

Item: Column (e): Primary occupants

Enter: For items 1 through 6, number of primary occupants in a status other than TDY or PCS who checked into housing during the report period. (See para 3-40 of this regulation.)

Item: Column (f) Unit days occupied

Enter: For items 1 through 6, number of days occupants in a status other than TDY or PCS occupied units. (See para 3-40 of this regulation.)

Totals: N/A

Item: Column (g) Primary occupants

Enter: For items 1 through 6, sum of columns (a), (c), and(e).

Item: Column (h) Unit days occupied

Enter: For items 1 through 6, sum of columns (b), (d), and(f).

Item: 1. Officer

Enter: Data for columns (a) through (h). (For example, a PCS officer checks in on the 7th day of the report period for a 10-day stay. The PCS officer will be counted as 1 in column (c) and as 10 in column (d).)

Item: 2. NCO/enlisted

Enter: Data for columns (a) through (h).

Item: 3. DOD civilian

Enter: Data for columns (a) through (h). (For example, a TDY civilian who checked in prior to the report period checks out on the morning of the 6th day of the report period. The civilian's check-in was counted on the previous report and will not be counted again on the current report, but his or her 5 days' occupancy during the current report period will be included in column (b).)

Item: 4. Foreign military

Enter: Data for columns (a) through (h).

Item: 5. Other

Enter: Data for columns (a) through (h).

Item: 6. Total

Enter: For columns (a) through (h), sum of items 1 through 5.

Item: 7. Average length of stay

Enter: For TDY, PCS, other, and total, results of dividing item 6 unit days occupied by item 6 primary occupants. That is, TDY= item 6 column (b) divided by item 6 column (a); PCS = item 6 column (d) divided by item 6 column (c); other = item 6 column (f)divided by item 6 column (e); and Total = item 6 column (h) divided by item 6 column (g). Round off one digit after the decimal (for example, 35 unit days divided by 9 primary occupants equals 3.88, rounded to 3.9). This will give the average length of stay for occupants by purpose of stay.

Table 16-6
Instructions for completing DA Form 4630-R—Continued

Section B—Occupancy of units

Item: 8. Unit days temporarily allocated to transient use

Enter: Number of unit days for which transient personnel occupied guest housing. (These personnel would normally have occupied VQ or DVQ.) A unit day is 1 day's occupancy by one primary occupant.

Item: 9. Total unit days available

Enter: Gross available unit days, that is the number of guest housing units multiplied by the number of days in the report period. If the number of units shown at the top of the report was not constant throughout the report period, show dates of the changes and reasons (for example, acquisition, conversion, diversion, or disposal) in section C, Remarks. Do not subtract downtime from this entry; explain unusual downtime in section C, Remarks.

Item: 10. Unit days occupied

Enter: Item 6 column (h).

Item: 11. Occupancy rate

Enter: Result of dividing item 10 by item 9 and entering as a percentage.

Item: 12. TDY occupancy rate

Enter: Result of dividing item 6 column (b) by item 9 and entering as a percentage.

Item: 13. Multiple occupancy data

Item: 13a. No. of additional occupants

Enter: Number of people who actually shared a room with a primary occupant. (For example, the PCS officer cited in the example in item 1 was accompanied by a spouse and 2 children; thus, the entry in item 13a would be 3.) Include also the number of official visitors who shared a room with a primary occupant official visitor. (See para 16-13c.)

Item: 13b. No. of additional occupancy days

Enter: Number of daily additional occupant fees that were collected during the report period. (For example, the PCS officer cited in the example in item 1 who had 3 dependents accompanying him or her would have generated 30 additional occupancy days (that is, 3 dependents times 10 days).) Include also the number of daily additional occupant fees collected from additional occupant official visitors. (See para 16-13c.)

Section C—Remarks

Enter: Number of CNAs issued per unit day for PCS personnel receiving TLA or TLE. Data such as roll-away bed/crib rental, explanation of units temporarily not available, rates paid by non-per diem status official visitors, or any other information that may pertain to the financial condition or budgeting cycle. Explanation of changes in the number of units, citing dates and reasons (for example, acquisition, conversion, diversion, or disposal).

Table 16-7
Instructions for completing DA Form 5867-R

Heading: N/A

To: N/A

Enter:

For Feeder Reports: Name and address of MACOM.

For MACOM consolidated reports: ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.

From: N/A

Enter:

For Feeder Reports: Name and address of installation. Include office symbol of originator.

For MACOM consolidated reports: Name and address of MACOM. Include office symbol of originator.

Real property inventory code (RPIC): N/A

Enter: The Army's 5-character RPIC preceded by an 'A' for the reporting installation. This entry must be accurate and consistent from year to year. (For consolidated reports, leave blank.)

Item: AFH & UPH:

Enter: 'X' in appropriate block.

Report Date:

Enter: January 31 and year for the last date of the reporting period (year, month, day), for example, 960131. (This is the inventory cut off date.)

Part I—Section A—Current inventory status

Item: 1 through 96: Line

Enter: Self-explanatory.

Item: Column a: Item name

Enter: Self-explanatory. If furniture or equipment items exist in the inventory (such as microwave ovens), but are not listed on lines 1 through 66 and lines 73 through 89, identify in Part I, section E, Remarks, by national stock number (NSN), item, price(used to purchase the item), quantity, and dollar value. Total the dollar values of all miscellaneous furniture items and put the total dollar value on line 71. Use similar procedures for miscellaneous equipment for line 94.

Item: Column b: Average cost

Enter: On lines 1 through 96, average procurement prices which are provided annually by HQDA(DAIM-FDH). There are separate price lists for FH and UPH furnishings. Due to numerous NSNs for some line item numbers in CTA 50-909, tables 41 through 52, an average procurement cost has been calculated using the most recent Army Master Data File (AMDF). These average prices will be used only for the preparation of this report. Continue to use the most recent AMDF prices for specific items in normal day-to-day operations. The average procurement prices have also been entered into HQHOMES.MACOMs and installations will have access to these prices when submitting their reports using SHIP.

Item: Column c: Inventory quantity

Enter: On lines 1 through 96, quantities posted from property records. Quantities are determined by accumulating the quantity of each item listed on the property book and non-accountable property by report item numbers, as of the end of the fiscal year. On lines 75, 77, 80, 84, 86, 89 and 94, the No. of household equipment items provided through contract or lease arrangements. Also include NAF furnishings used instead of APF transient housing furnishings.

Item: Column d: Inventory dollar value

Enter: On lines 1 through 71 and 73 through 94, dollar value. Contractor-owned or -leased equipment is not included in the dollar value of Government inventory. For line 71 (miscellaneous furniture)accumulate the purchase prices for all stock numbers related to miscellaneous furniture items and enter total dollar value. Use a similar procedure for line 94 (miscellaneous equipment).

Item: Column e: Program Level

Enter: On lines 1 through 96, program level computed per paragraph 9-5 of this regulation. There will be no program level for miscellaneous furniture (line 71) or miscellaneous equipment (line 94).

Item: Column f: Deficit quantity

Enter: On lines 1 through 96, quantitative requirements to meet computed program level. Determine quantity by adding the quantities of contractor-owned or -leased equipment on lines 75, 77,80, 84, 86, and 89 in col c to the quantities on lines 74, 76, 79,83, 85, and 88 respectively

Table 16-7
Instructions for completing DA Form 5867-R—Continued

in col c and subtracting this sum from col e. (When using SHIP procedures, cols d, f, g, and h as well as lines 72, 95, and 96 will automatically be calculated once col c data has been entered.)

Item: Column g: Deficit dollar value

Enter: On lines 1 through 96 dollar resources necessary to attain computed program level. Determine value by multiplying col f by col b.

Item: Column h: Excess

Enter: On lines 1 through 96, quantity of items that are excess to the program level. Determine quantity by adding the quantities of contractor-owned or -leased equipment on lines 75, 77,80, 84, 86, and 89 in col c to the quantities on lines 74, 76, 79,83, 85, and 88 respectively in col c and subtracting col e.

Item: Column i: In-use excess

Enter: On lines 1 through 96, excess quantity being used in bona fide military or military-sponsored organizations and activities if items have not been transferred to the installation PBO for accountability. Examples of such organizations and activities are Boy Scouts, Girl Scouts, and Army Reserve units. Also considered 'in-use excess' are excess furnishings in foreign areas which cannot be transferred because of some legal reason (for example, Status of Forces Agreement, occupational agreements).

Item: Column j: Available for redistribution

Enter: On lines 1 through 96, quantity available. Determine quantity by subtracting col i from col h.

Part I— Section B—Support data

Item: 97: Total housing-furnishings support

Enter: Self-explanatory.

Item: 97a: No. of on/off-post units supported

Enter: **For family housing furnishings:** No. of on- and off-post family housing units supported with furnishings.(Sum of 98b and 99a.)

For UPH Furnishings: No. of on- and off-post UPH spaces supported with furnishings. (Sum of 98b and 100a.)

Item: 97b: No. of bedrooms

Enter: **For family housing furnishings:** No. of on- and off-post family housing bedrooms supported with furnishings.(Sum of 98c and 99b.)

For UPH Furnishings: No. of on- and off-post UPH bedrooms supported with furnishings. (Sum of 98c and 100a.)

Item: 98: Privately leased housing furnishings support

Enter: Self-explanatory

Item: 98a: No. of eligibles

Enter: **For family housing furnishings:** No. of sponsors eligible to be supported.

For UPH Furnishings: No. of spaces eligible to be supported.

Item: 98b: No. actually supported.

Enter: **For family housing furnishings:** No. of sponsors actually supported.

For UPH Furnishings: No. of spaces actually supported.

Item: 98c: No. of bedrooms

Enter: **For family housing furnishings:** No. of bedrooms actually supported.

For UPH Furnishings: No. of bedrooms actually supported.

Item: 99: Government-controlled family housing dwelling units supported with furnishings

Enter: Self-explanatory

Item: 99a: No. of dwelling units

Enter: (Complete for family housing furnishings report only.)No. of on- and off-post Government-controlled dwelling units.

Item: 99b: No. of bedrooms

Enter: (Complete for family housing furnishings report only.)No. of bedrooms contained in dwelling units identified in 99a.

Item: 99c: No. of general officer (GO) units

Enter: (Complete for family housing furnishings report only.)No. of Government-controlled GO units (less special command position units).

Item: 99d: No. of bedrooms

Table 16-7
Instructions for completing DA Form 5867-R—Continued

Enter: (Complete for family housing furnishings report only.)No. of bedrooms in GO units identified in 99c.

Item: 99e: No. of special command units

Enter: (Complete for family housing furnishings report only.)No. of Government-controlled special command position units.

Item: 99f: No. of bedrooms

Enter: (Complete for family housing furnishings report only.)No. of bedrooms in special command position units identified in 99e.

Item: 99g: No. of foreign exchange units

Enter: (Complete for family housing furnishings report only.)No. of Government-controlled units for foreign exchange personnel.

Item: 99h: No. of bedrooms

Enter: (Complete for family housing furnishings report only.)No. of bedrooms in foreign exchange units identified in 99g.

Item: 99i: No. of student/short-tour units

Enter: (Complete for family housing furnishings report only.)No. of Government-controlled student/short-tour units.

Item: 99j: No. of bedrooms

Enter: (Complete for family housing furnishings report only.)No. of bedrooms in student/short-tour units identified in 99i.

Item: 100: Government controlled UPH spaces supported with furnishings

Enter: Self-explanatory

Item: 100a: No. of spaces supported

Enter: (Complete for UPH furnishings report only.) No. of Government-controlled UPH spaces supported with furnishings.

Item: 100b: No. of 1-person rooms/bedrooms

Enter: (Complete for UPH furnishings report only.) No. of enlisted spaces supported by 1-person rooms and officer spaces supported by bedrooms.

Item: 100c: No. of 2-person rooms

Enter: (Complete for UPH furnishings report only.) No. of enlisted spaces supported by 2-person rooms.

Item: 100d: No. of 3-person rooms

Enter: (Complete for UPH furnishings report only.) No. of enlisted spaces supported by 3-person rooms.

Item: 100e: No. of 4-person rooms

Enter: (Complete for UPH furnishings report only.) No. of enlisted spaces supported by 4-person rooms.

Item: 100f: No. of open bays

Enter: (Complete for UPH furnishings report only.) No. of open bays in enlisted UPH facilities.

Item: 100g: No. of spaces in open bays

Enter: (Complete for UPH furnishings report only.) No. of sleeping spaces in open bays.

Item: 100h: No. of lounges

Enter: (Complete for UPH furnishings report only.) No. of lounges in officer and enlisted UPH facilities.

Item: 100i: No. of kitchens

Enter: (Complete for UPH furnishings reports only.) No. of kitchens in officer and enlisted UPH facilities.

Item: 100j: No. of dayrooms

Enter: (Complete for UPH furnishings report only.) No. of dayrooms in enlisted UPH facilities.

Item: 100k: No. of television rooms

Enter: (Complete for UPH furnishings report only.) No. of television rooms in officer and enlisted UPH facilities.

Item: 100l: No. of visitor lounges

Enter: (Complete for UPH furnishings report only.) No. of visitor lounges in officer and enlisted UPH facilities.

Item: 100m: No. of living rooms

Enter: (Complete for UPH furnishings report only.)No. of living rooms in officer UPH facilities.

Table 16-7
Instructions for completing DA Form 5867-R—Continued

Part I—Section C—Annual operating budget data

Item: 101 through 108: Line

Enter: Self-explanatory.

Item: Column a: Cost account program element

Enter: Cost account for AFH/'alpha' account for UPH.

Item: Column b: Cost-prior year

Enter: On lines 101 through 108, actual cost incurred(inventory received) for the prior fiscal year. (For example, if current FY is FY96, the prior FY is FY95.) DPW budget personnel will provide this data for FH (BP191300) and UPH(OMA.HA). UPH maintenance and repair data will come from the program manager for the furnishings maintenance account (OMA.CE).

Item: Column c: Cost - current year

Enter: On lines 101 through 108, budget data for the current year. (For example, if current FY is FY96, the budget data for FY96 program execution is the 'budget year plan' data from last year's DA Form 5867-R, part I, section c.)

Item: Column d: Budget year plan

Enter: On lines 101 through 108, projected costs for the budget fiscal year. (For example, if current FY is FY96, the budget year is FY97.) For lines 104 and 105 use the data from last year's DA Form 5867-R, part II, lines 72 and 95, col f. Lines 101, 102,103, 106, 107, and 108 will have to be calculated. The dollar amount reported on line 104 should equal the dollar amount in part II, col d, line 72. The dollar amount reported on line 105 should equal the dollar amount in part II, col d, line 95. The amounts shown should agree with similar data included in the furnishings section of the CBE or RMU for the budget year involved.

Item: Column e: Budget year unfinanced

Enter: On line 104 through 108, estimated unfinanced dollars for the budget year.

Item: Columns f through i: FY __

Enter: FY identifications for program years. On lines 101 through 108, dollar value of planned procurement. For lines 104 and 105 consider using as a starting point the data from last year's DA Form 5867-R, part II, lines 72 and 95, cols h, j, and l. Entries on lines 104 and 105, cols f, g, h, and i should agree with the entries in part II, lines 72 and 95, cols f, h, j, and l.Lines 101, 102, 103, 106, 107, and 108 will have to be calculated.Data in col f will be used as input for installation/MACOM CBE;HQDA(DAIM-FDH) will use this data to program the furnishings portion of the Army's proposed budget for the 'current year plus 2'. (For example, if current year is FY96, the 'current year plus 2' is FY98.)

Part I—Section D—Current excess dollar value

Item: 109 and 110: Line

Enter: Self-explanatory.

Item: Column a: Items

Enter: Self-explanatory.

Item: Column b: Excess

Enter: On line 109: the sum of the product of cols b and h, part I, section A, for lines 1 through 70.

On line 110: the sum of the product of cols b and h, part I, section A, for lines 73 through 93 (exclusive of contractor-owned and -leased items).

Item: Column c: In-use excess

Enter: On line 109: the sum of the product of cols b and i, part I, section A, for lines 1 through 70.

On line 110: the sum of the product of cols b and i, part I, section A, for lines 73 through 93 (exclusive of contractor- owned and -leased items).

Item: Column d: Available for redistribution

Enter: On line 109: the sum of the product of cols b and j, part I, section A, for lines 1 through 70.

On line 110: the sum of the product of cols b and j, part I, section A, for lines 73 through 93 (exclusive of contractor- owned and -leased items).

Part I—Section E—Remarks

Enter: Explanation of significant deviations between program level and

Table 16-7
Instructions for completing DA Form 5867-R—Continued

inventory established in part I, section A, col e, and col c, respectively. Information on miscellaneous furnishings and equipment identified in part I, section A, Column a, instructions above. Information required by paragraph 16-14e(1).

Part II—Planned procurement

Item: 1 through 96: Line

Enter: Self-explanatory. Planned procurement should agree with financed and unfinanced requirements as identified in the furnishings section of the CBE or RMU for the budget year involved.

Item: Column a: Item name

Enter: Self-explanatory.

Item: Column b: Unit cost

Enter: On lines 1 through 96, average replacement prices which are provided annually by HQDA(DAIM-FDH). These prices have also been entered into HQHOMES. Users of SHIP for reporting will have access to these prices.

Table 16-7
Instructions for completing DA Form 5867-R—Continued

Item: Column c: Budget year quantity
Enter: On lines 1 through 96, quantity.

Item: Column d: Budget year dollar value

Enter: On lines 1 through 96, dollar value. Determine dollar value by multiplying col b by col c. On line 71, enter the dollar value of planned procurement for miscellaneous furniture. On line 94, enter the dollar value of planned procurement for miscellaneous equipment. On line 96, the total should agree with the dollar value submitted in the furnishings section of the CBE or RMU. Miscellaneous furniture and equipment item costs will be reported by using the Federal Supply Schedule or the AMDF cost. Entries on lines 72 and 95, col d, should agree with the entries in part I, section C, lines 104 and 105, col d.

Item: Column e through Column I: FY __

Enter: Fiscal year identifications for program years. On lines 1 through 96, quantity and dollar value of planned procurement. Entries on lines 72 and 95, cols f, h, j, and I, should agree with the entries in part I, section C, lines 104 and 105, cols f, g, h, and i.

FAMILY HOUSING INVENTORY DESIGNATION & ASSIGNMENT					1. REPORT PERIOD 1993-09-30				RCS DD-A&T(A)1081		
2. INSTALLATION Aberdeen Proving Grou		3. MAJOR COMMAND AMC /TECOM			4. AREA				5. TYPE REPORT Individual		
6. STATE MD		7. ZIP CODE 21010-		8. RPIC A24015		[X] Conus [] US Overseas [] Foreign [] Worldwide		[X] a. Individual [] b. Summary			
9. COUNTRY United States		10. DOD COMPONENT Army									
OFFICER QUARTERS					ENLISTED QUARTERS						
010-07 (a)	06 (b)	05-04 (c)	03-01 (d)	TOTAL (e)	E9-E7 (f)	E6-E4 (g)	E3-E1 (h)	TOTAL (i)	TOTAL ADEQUATE UNITS (j)	SUB- STANDARD TOTAL (k)	
ACTIVE ADEQUATE UNITS DESIGNATED											
11. 1 Bedrm	0	0	0	0	0	0	0	0	0	3	
12. 2 Bedrms	0	0	0	21	86	258	11	355	376	92	
13. 3 Bedrms	1	12	20	93	126	72	218	301	427	27	
14. 4 Bedrms	1	17	26	14	58	74	89	0	163	221	
15. 5+Bedrms	2	5	0	0	7	3	2	0	5	12	
16. Total	4	34	46	128	212	235	567	22	824	1036	
ACTIVE ADEQUATE UNITS ASSIGNED											
17. 010-07	4	0	0	0	4	0	0	0	0	4	
18. 06	0	16	0	0	16	0	0	0	0	16	
19. 05-04	0	18	32	0	50	0	0	0	0	50	
20. 03-01, W4-W1	0	0	14	100	114	2	0	0	2	116	
21. E9-E7	0	0	0	9	9	142	31	0	173	182	
22. E6-E4	0	0	0	10	10	86	526	10	622	632	
23. E3-E1	0	0	0	0	0	3	5	12	20	25	
24. Navy	0	0	0	0	0	0	1	0	1	0	
25. Marine	0	1	1	1	3	5	14	0	19	22	
26. AirForce Other	0	0	0	0	0	2	8	0	10	10	
27. Unaccomp Family	0	0	1	2	3	11	18	1	30	33	
28. Civilian	0	0	0	0	0	0	0	0	0	0	
29. TOTL OCC	4	34	46	119	203	233	562	22	817	1020	
30. TOTL VAC	0	0	0	9	9	2	5	0	7	16	
31. TOTL ACT Adequate	4	34	46	128	212	235	567	22	824	1036	

DD FORM 1411 (EF), Aug 96

Previous editions are obsolete.

Figure 16-2. Sample of DD Form 1411 (EF)

MILITARY FAMILY HOUSING JUSTIFICATION | 1. DATE OF REPORT | 2. FISCAL YR | RCS DD-A&T(AR)1716
 1995-05-26 | 0091 |

3. DOD COMPONENT | 4. REPORTING INSTALLATION
 Army |
 5. DATA AS OF | a. NAME | b. LOCATION
 09/30/1991 | Frankfurt BSB | Frankfurt Community
 | AGYZ06 | - West Germany

ANALYSIS OF REQUIREMENTS AND ASSETS	CURRENT				PROJECTED			
	Officer (a)	E9-E4 (b)	E3-E1 (c)	TOTAL (d)	Officer (e)	E9-E4 (f)	E3-E1 (g)	TOTAL (h)
6. TOTAL PERSONNEL STRENGTH	1,376	6,292	1,578	9,246	1,379	6,231	1,562	9,172
7. PERMANENT PARTY PERSONNEL	1,383	6,292	1,578	9,253	1,386	6,231	1,562	9,179
8. GROSS FH REQUIREMENTS	1,094	4,314	277	5,685	1,097	4,272	274	5,643
9. TOTAL UNACCEPTABLY HOUSED	201	893	32	1,126				
a. Involuntarily Separated	154	646	0	800				
b. In Mil. Housing to be Di	0	0	0	0				
c. Unacc Housd- Com Assets	47	247	32	326				
10. VOLUNTARY SEPARATIONS	48	493	120	661	48	488	119	655
11. EFFECTIVE HOUSING RCMTS	1,046	3,821	157	5,024	1,049	3,784	155	4,988
12. HOUSING ASSETS (a + b)	1,015	3,242	144	4,401	941	3,152	155	4,248
a. Under Military Control	845	2,558	46	3,449	759	2,225	40	3,024
(1) Housd in Exstng DOD	730	2,323	46	3,099	735	2,225	40	3,000
(2) Under Contrct/Aprv					24	0	0	24
(3) Vacant	29	102	0	131				
(4) Inactive	86	133	0	219				
b. Private Housing	170	684	98	952	182	927	115	1,224
(1) Acceptably Housd	115	605	79	799				
(2) Acceptable Vacant Re	55	79	19	153				
13. EFFECTIVE HOUSNG DEFICIT	31	579	13	623	108	632	0	740
14. PROPOSED PROJECT					30	0	0	30

15. REMARKS (Specify item number)
 "Surpluses and deficits have been cross leveled by grade and bedroom group to show actual deficit on line 13."

DD Form 1523 (EF), Nov 90 Previous editions are obsolete.

Figure 16-3. Sample of DD Form 1523 (EF)

GENERAL/FLAG OFFICER'S QUARTERS QUARTERLY
OBLIGATIONS REPORT

REQUIREMENT CONTROL
SYMBOL ENG-328

For use of this form, see
AR 210-50; the proponent agency is
OACSIM.

1. FISCAL QTR	2. FISCAL YR	3. MACOM	4. REPORTING INSTALLATION	5. STATE/COUNTRY/ZIP CODE
4	1994	FORSCOM	Carson, Fort	CO/United States/80913-5000

6. GRADE & POSITION TITLE	7. DATE ASSIGNED
brig gen asst div cmdr (m)	08/23/1994

8. QUARTERS ADDRESS (QIDC)	9. YEAR BUILT
2 LO CIRCLE (P000002)	1958

10. REAL PROPERTY INV CODE A08005	11. SIZE (NSF) 2100	12. SCP CODE 00
13. CHANGE OF OCCUPANCY: YES X NO	14. MAJOR M&R: YES X NO	
15. NATIONAL HISTORICAL REGISTER: YES X NO	ELIGIBLE	

16. CONGRESSIONALLY APPROVED M&R: 0	17. DA APPROVED O&M: 0	18. MACOM APPROVED O&M: 0
-------------------------------------	------------------------	---------------------------

19a. REVIEW/CONCURRENCE (HSG MGR)	b. DATE	c. SIGNATURE
EUGENE D HOLLINGSHEAD	11/15/1994	

20a. APPROVED (DPW)	b. DATE	c. SIGNATURE
LTC RICHARD T. CROCKER		

DA Form 4939-R-E, Oct 96

Previous editions are obsolete.

Figure 16-4. Sample of DA Form 4939-R-E

GENERAL/FLAG OFFICER'S QUARTERS QUARTERLY
OBLIGATIONS REPORT

REQUIREMENT CONTROL
SYMBOL ENG-328

RPIC: A08005 Installation: Carson, Fort

QIDC: P000002

Report Date: 09/30/1994

DESCRIPTION	QTR	YR TO DATE	BUDGET EST CURRENT FY
21. OPERATIONS			
a. Management	81	373	269
b. Services	60	181	193
c. M&R Furnishings	0	0	0
d. Initial Issue/Replacement Furnishings (1)	0	0	0
e. Control, Moving, and Handling of Furnishings	0	0	0
f. Miscellaneous	0	0	0
g. Utilities	684	2,095	3,472
h. Lease Payments	0	0	0
TOTAL OPERATIONS	825	2,649	3,934
22. MAINTENANCE			
a. Recurring M&R (2)	380	541	767
b. Between Occupancy Maintenance Cleaning	0	0	1,275
c. Major Projects (2)	1,946	2,044	0
d. Alterations & Additions (2)	0	0	0
e. M&R Exterior Utilities	0	0	0
f. M&R Grounds (2)	212	636	0
g. M&R Other Real Property	0	0	0
h. Self Help	100	100	0
i. Design Costs	0	0	0
TOTAL MAINTENANCE	2,638	3,321	2,042
23. TOTAL OPERATION AND MAINTENANCE	3,463	5,970	5,976
24. POST ACQUISITION OBLIGATIONS (BP600000)	0		
25. SECURITY COSTS (OMA)	0		

FOOTNOTES:

(1) ITEMIZE AND CITE APPROVAL AUTHORITY

(2) ITEMIZE

GENERAL/FLAG OFFICER'S QUARTERS QUARTERLY
OBLIGATIONS REPORT

REQUIREMENT CONTROL
SYMBOL ENG-328

RPIC: A08005 Installation: Carson, Fort

QIDC: P000002

Report Date: 09/30/1994

26. REMARKS

DA Form 4939-R-E, Oct 96

Previous editions are obsolete.

Figure 16-4. Sample of DA Form 4939-R-E—Continued

UNACCOMPANIED PERSONNEL HOUSING (UPH)
INVENTORY AND UTILIZATION DATA

RCS DD-A&T(A)1470

1. DOD COMPONENT Army		2. REAL PROPERTY INVENTORY CODE (RPIC) A51315			3. REPORT DATE 1994-09-30								
4. INSTALLATION NAME Ft Lee				5. MAJOR COMMAND/CLAIMANT TRADOC /									
6. STATE VA		7. ZIP CODE 23801-5200		8. COUNTRY United States									
9. AREA <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> U.S. OVRS <input type="checkbox"/> Foreign <input type="checkbox"/> Worldwide		10. REPORT TYPE		<input checked="" type="checkbox"/> a. Individual		<input type="checkbox"/> b. Summary							
PERMANENT PARTY													
			ENLISTED			OFFICER							
			Adequate			Substd. Total							
						Adequate Subs. Total							
			E1-E4 E5-E6 E7-E9										
			(a) (b) (c) (d)			(e) (f) (g) (h)							
11. SPACES		0		0		0		302					
12. DIVERTED SPACES		0		0		0		0					
13. NET SPACES		0		0		0		302					
14. OCCUPANT CAPACITY		0		0		0		245					
15. PERSONNEL HOUSED		0		0		0		238					
16. UTILIZATION %		0.0		0.0		0.0		97.1					
TRANSIENT													
17. SPACES		0		34		0		0					
18. DIVERTED SPACES		0		0		0		0					
19. NET SPACES		0		34		0		0					
20. OCCUPANT CAPACITY		0		34		0		34					
21. PERSONNEL HOUSED		0		30		0		0					
22. UTILIZATION %		0.0		88.2		0.0		0.0					
OPEN BAY													
		PERMANENT PARTY			RECRUITS		TRANSIENT						
		Adequate Subs.			Adequate Subs.		Adequate Subs.						
23. SPACES (GROSS)		0		0		0		0		0			
24. PERSONNEL HOUSED		0		0		0		0		0			
SUPPLEMENTAL DATA													
PERMANENT PARTY					TRANSIENT PERSONNEL								
					Enlisted		Officer						
					(a)		(b)						
25. VOL SEPARATED UPH		67		24		30. NON-DUTY UPH		0		0			
26. IN LEASED UPH		0		0		31. IN LEASED UPH		0		0			
27. OFF BASE W/BAQ		95		10		32. CONTRACT QTRS		0		0			
28. E1-E5 OFF BASE BAQ		11		0		33. OFF BASE PER DIEM		12877		13594			
29. E1-E5 WITHOUT BAQ		66		0									

DD Form 2085 (EF), SEP 93

Previous editions are obsolete.

Figure 16-5. Sample of DD Form 2085 (EF)

GUEST HOUSING OCCUPANCY REPORT
 For use of this form, see AR210-50;
 the proponent is DACSIM.

REPORT PERIOD: 1991-09-30 Requirement Control Symbol ENG-308

RPIC: A51315

INSTALLATION : Ft Lee
 VA 23801-5200 United States
 022 E Petersburg

MAJOR COMMAND/EFD:
 TRADOC /

Number of Units: 47

SECTION A - OCCUPANCY DATA BY VISITOR STATUS

	TDY		PCS		OTHER		TOTALS	
	Primary Occupants	Unit Days Occupied	Primary Occupants	Unit Days Occupied	Primary Occupants	Unit Days Occupied	Primary Occupants	Unit Days Occupied
1. Officer	210	1688	454	2984	417	666	1081	5338
2. NCO/Enlisted	91	516	497	3231	1707	3723	2295	7470
3. DOD Civilian	282	2220	0	0	0	0	282	2220
4. Foreign Milt	22	185	0	0	0	0	22	185
5. Other	0	0	0	0	0	0	0	0
6. Total	605	4609	951	6215	2124	4389	3680	15213
7. Avg. Stay	0	7.62	0	6.54	0	2.07	0	4.14

SECTION B - OCCUPANCY OF UNITS

8. Unit Days Temporarily Allocated to Transient Use	4609
9. Total Unit Days Available	17155
10. Unit Days Occupied	15213
11. Occupancy Rate	88.68 %
12. TDY Occupancy Rate	26.87 %
13. MULTIPLE OCCUPANCY DATA	
a. Additional Occupants	5798
b. Additional Occup. Days	10109

SECTION C - REMARKS

Form DA 4630-R-E, Oct 96

Previous editions are obsolete.

Figure 16-8. Sample of DA Form 4630-R-E

Figure 16-6. Sample of DA Form 4630-R-E

HOUSING FURNISHING REPORT

For use of this form, see AR 210-50;
the proponent is OACSIM.

INDIVIDUAL

FROM:
Ft Knox

RCS ENG-235

RPIC A21405

AFH

UPH

REPORT DATE

1992-01-31

PART I - SECTION A - CURRENT INVENTORY STATUS

L I N E	ITEM NAME a	AVERAGE COST b	INVENTORY		PROGRAM LEVEL e	DEFICIT		EXCESS h	IN USE EXCESS i	AVAILABLE FOR REDISTRIBUTION j
			QTY c	\$VALUE d		QTY f	\$VALUE g			
1	Bed,Headboard,w/Fra	88	5	440	20	15	1320	0	0	0
2	Bedstead, Single 39	140	97	13580	80	0	0	17	0	17
3	Bed,Bunk,Stl,Al 36w	110	0	0	0	0	0	0	0	0
4	Bed,Wood Stack 42w	109	0	0	0	0	0	0	0	0
5	Bedsread	25	0	0	0	0	0	0	0	0
6	Bedspring,F/Double	72	13	936	20	7	504	0	0	0
7	Bedspring,F/Single	60	128	7680	80	0	0	48	0	48
8	Bench,Cube	122	0	0	0	0	0	0	0	0
9	Blanket,Bed	25	0	0	0	0	0	0	0	0
10	Bookcase	128	111	14208	46	0	0	65	0	65
11	Buffet	309	40	12360	23	0	0	17	0	17
12	Cabinet,China	322	4	1288	0	0	0	4	0	4
13	Cabinet,Kitchen	500	0	0	0	0	0	0	0	0
14	Carpet	25	556	13900	556	0	0	0	0	0
15	Chair,Desk	74	0	0	0	0	0	0	0	0
16	Chair,Easy	187	37	6919	40	3	561	0	0	0
17	Chair,Lounge/Occas.	96	0	0	0	0	0	0	0	0
18	Chair,Stacking	35	0	0	0	0	0	0	0	0
19	Chair,Strght w/o ar	122	466	56852	156	0	0	310	0	310
20	Chair,Strght w/arms	130	14	1820	86	72	9360	0	0	0
21	Chest, 3-Drawers	81	0	0	0	0	0	0	0	0
22	Chest of Drawers	247	240	59280	60	0	0	180	0	180
23	Closet,Janitors	249	0	0	0	0	0	0	0	0
24	Costomer,Wearing	28	0	0	0	0	0	0	0	0
25	Cover,Mattress	10	17	170	0	0	0	17	0	17
26	Crib,F/Small Child	180	0	0	0	0	0	0	0	0
27	Cushion,F/Rug	35	0	0	0	0	0	0	0	0
28	Cushion,Use w/Bench	25	0	0	0	0	0	0	0	0
29	Davenport	488	0	0	0	0	0	0	0	0
30	Desk,E/O	311	67	20837	26	0	0	41	0	41
31	Desk,E/O Vanity	155	0	0	0	0	0	0	0	0

Figure 16-7. Sample of DA Form 5867-R-E

PART I - SECTION A - CURRENT INVENTORY STATUS (CONT'D)

L I N E	ITEM NAME a	AVERAGE COST b	INVENTORY		PROGRAM LEVEL e	DEFICIT		EXCESS EXCESS h	IN USE EXCESS i	AVAILABLE FOR REDISTRIBUTION j
			QTY c	\$VALUE d		QTY f	\$VALUE g			
32	Draperies	62	89	5518	89	0	0	0	0	0
33	Dresser,E/O	209	201	42009	60	0	0	141	0	141
34	Game,Air Hockey	0	0	0	0	0	0	0	0	0
35	Hutch	255	0	0	0	0	0	0	0	0
36	Ice Machine	0	0	0	0	0	0	0	0	0
37	Lamp,Floor	35	27	945	26	0	0	1	0	1
38	Lamp,Table/Floor	30	36	1080	26	0	0	10	0	10
39	Mattress,F/Double +	124	18	2232	20	2	248	0	0	0
40	Mattress,F/Bed 36W	88	0	0	0	0	0	0	0	0
41	Mattress,F/Bed 39W	92	148	13616	80	0	0	68	0	68
42	Mattress,F/Bed 42W	121	0	0	0	0	0	0	0	0
43	Mattress, Crib	45	0	0	0	0	0	0	0	0
44	Mirror,E/O,F/Dresse	54	153	8262	60	0	0	93	0	93
45	Over Chest,F/Wardro	90	0	0	0	0	0	0	0	0
46	Pad,Mattress	28	23	644	0	0	0	23	0	23
47	Pillow,Bed	8	0	0	0	0	0	0	0	0
48	Pillowcase	0	0	0	0	0	0	0	0	0
49	Pool Table	0	0	0	0	0	0	0	0	0
50	Rack,Magazine	148	0	0	0	0	0	0	0	0
51	Radio/Stereo	0	0	0	0	0	0	0	0	0
52	Rug, up to 36SF	56	11	616	20	9	504	0	0	0
53	Rug, over 36SF	185	0	0	0	0	0	0	0	0
54	Server	209	0	0	0	0	0	0	0	0
55	Sheet,Bed	0	0	0	0	0	0	0	0	0
56	Sofa	375	21	7875	26	5	1875	0	0	0
57	Stand,Smoking	30	0	0	0	0	0	0	0	0
58	Stool,Upholstered	70	13	910	0	0	0	13	0	13
59	Table,Coffee	96	20	1920	26	6	576	0	0	0
60	Table,End	73	60	4380	52	0	0	8	0	8
61	Table,Kitchen	150	90	13500	26	0	0	64	0	64
62	Table,Occasional	134	95	12730	26	0	0	69	0	69
63	Table,Round	182	0	0	0	0	0	0	0	0
64	TV / VCR	0	0	0	0	0	0	0	0	0
65	Wardrobe,36W	0	0	0	0	0	0	0	0	0
66	Wardrobe,46W	0	0	0	0	0	0	0	0	0

Figure 16-7. Sample of DA Form 5867-R-E—Continued

PART I - SECTION A - CURRENT INVENTORY STATUS (CONT'D)

L I N E	ITEM NAME a	AVERAGE COST b	INVENTORY		PROGRAM LEVEL e	DEFICIT		EXCESS h	IN USE EXCESS i	AVAILABLE FOR REDISTRIBUTION j
			QTY c	\$VALUE d		QTY f	\$VALUE g			
67										
68										
69										
70										
71	Misc. Furniture			0						
72	TOTAL FURNITURE (Line 1 to 71)			326507			14948			
	HOUSEHOLD EQUIPMENT									
73	Cleaner, Vacuum	125	1	125	0	0	0	1	1	0
74	Dishwasher, Port(Gov	234	0	0	0	0	0	0	0	0
75	Dishwasher, Port(Con									
76	Dryer (Gov. Owned)	179	0	0	0	0	0	0	0	0
77	Dryer (Contr. O/L)									
78	Fan	55	1	55	0	0	0	1	1	0
79	Freezer (Gov. Owned)	331	4	1324	4	0	0	0	0	0
80	Freezer (Contr. O/L)									
81	Fireplace Equipment	93	134	12462	147	13	1209	0	0	0
82	Polisher, Floor	0	0	0	0	0	0	0	0	0
83	Range(Gov. Owned)	228	4624	1054272	5239	615	140220	0	0	0
84	Range (Contr. O/L)									
85	Refrig. (Gov. Owned)	425	4924	2092700	5064	140	59500	0	0	0
86	Refrig. (Contr. O/L)									
87	Scrub., Vacuum, Carpe	220	0	0	0	0	0	0	0	0
88	Washer (Gov. Owned)	294	0	0	0	0	0	0	0	0
89	Washer (Contr. O/L)	0	0	0	0	0	0	0	0	0
90										
91										
92										
93										
94	Misc. Equipment			0						
95	TOTAL EQUIPMENT (Line 73 to 94)			3160938			200929			
96	TOTAL FURNISHINGS (Line 72 + 95)			3487445			215877			

Figure 16-7. Sample of DA Form 5867-R-E—Continued

PART I - SECTION B - SUPPORT DATA(CONT'D)

97 TOTAL HOUSING - FURNISHING SUPPORT				98 PRIVATELY - LEASED - FURNISHING SUPPORT							
a No. of On/Off Post Units Supported	4366	b No. of Bedrooms	12057	a No. of Eligibles	0	b No. Actually Supported	0	c No. of Bedrooms	0		
99 GOVERNMENT - CONTROLLED FAMILY HOUSING DWELLING UNITS SUPPORTED WITH FURNISHINGS											
a No of Dwelling Unit	4366	b No of Bedroom	12057	e No. of Special Command Unit	0	f No of Bedroom	0	g No of Foreign Exchange Unit	20	h No of Bedroom	60
c No of Gen Off Unit	3	d No of Bedroom	11	i No of Studnt/Shrt tour Unit	0	j No of Bedroom	0				
100 GOVERNMENT - CONTROLLED UPH SPACES SUPPORTED WITH FURNISHINGS											
a No of Spaces Supported				e No of 4-Person Rooms				i No of Kitchens			
b No of 1-Person Rooms/Bedrooms				f No of Open Bays				j No of Dayrooms			
c No of 2-Person Rooms				g No of spaces in open Bays				k No of Television Rooms			
d No of 3-Person Rooms				h No of Lounges				l No of Visitor Lounges			
									m No of Living Rooms		

PART I - SECTION C - ANNUAL OPERATING BUDGET DATA (Round to nearest \$(000))

L	I	COST /PROGRAM	COST	CURRENT YR	BUDGET YR	BUDGET YR	FY:(1994)	FY:(1995)	FY:(1996)	FY:(1997)
N	E	ACCOUNT / ELEMENT	PRIOR YR	c	d	UNFINANCED	f	g	h	i
101		Initial Issue-Furn	0	0	0	0	0	0	0	0
102		Initial Issue-Equip	0	0	0	0	0	0	0	0
103		Total Initial Issu	0	0	0	0	0	0	0	0
104		Replacement Furn.	0	0	0	0	0	0	0	0
105		Replacement Equip.	129000	0	367000	399000	367000	399000	320000	320000
106		Maint/Repair Furn.	0	0	0	0	0	0	0	0
107		Maint/Repair Equip	0	0	0	0	0	0	0	0
108		Moving and Handlng	0	0	0	0	0	0	0	0

PART I - SECTION D - CURRENT EXCESS AND \$ VALUE (Round to nearest to \$(000))

L	I	ITEMS	EXCESS	IN USE	AVAILABLE
N	E	a	b	EXCESS	FOR
				c	REDISTRIBUTION
				d	
109		Furniture (1-70)	1189	0	1189
110		Equipment (73-93)	2	2	0

Figure 16-7. Sample of DA Form 5867-R-E—Continued

PART II - PLANNED PROCUREMENT

L I N E	ITEM NAME a	UNIT COST b	BUDGET YEAR		FY: 1994		FY: 1995		FY: 1996		FY: 1997	
			QTY c	\$VALUE d	QTY e	\$VALUE f	QTY g	\$VALUE h	QTY i	\$VALUE j	QTY k	\$VALUE l
1	Bed w/Frame 54 +	88	20	1760	0	0	0	0	0	0	0	0
2	Bedstead,Single 3	140	20	2800	20	2800	20	2800	20	2800	20	2800
3	Bed,Bunk,Stl,Al 3	110	0	0	0	0	0	0	0	0	0	0
4	Bed,Wood Stack 4	109	0	0	0	0	0	0	0	0	0	0
5	Bedsread	25	0	0	0	0	0	0	0	0	0	0
6	Bedspring,F/Doubl	72	20	1440	0	0	0	0	0	0	0	0
7	Bedspring,F/Singl	60	20	1200	20	1200	20	1200	20	1200	20	1200
8	Bench,Cube	122	0	0	0	0	0	0	0	0	0	0
9	Blanket,Bed	25	0	0	0	0	0	0	0	0	0	0
10	Bookcase	128	10	1280	10	1280	10	1280	10	1280	6	768
11	Buffet	309	5	1545	0	0	10	3090	0	0	8	2472
12	Cabinet,China	322	0	0	0	0	0	0	0	0	0	0
13	Cabinet,Kitchen	500	0	0	0	0	0	0	0	0	0	0
14	Carpet	25	0	0	0	0	0	0	0	0	0	0
15	Chair,Desk	74	0	0	0	0	0	0	0	0	0	0
16	Chair,Easy	187	10	1870	10	1870	10	1870	10	1870	0	0
17	Chair,Lounge/Occa	96	0	0	0	0	0	0	0	0	0	0
18	Chair,Stacking	35	0	0	0	0	0	0	0	0	0	0
19	Chair,Stght w/o a	122	30	3660	30	3660	30	3660	30	3660	30	3660
20	Chair,Stght w/arm	130	20	2600	20	2600	20	2600	20	2600	6	780
21	Chest, 3-Drawers	81	0	0	0	0	0	0	0	0	0	0
22	Chest of Drawers	247	12	2964	12	2964	12	2964	12	2964	12	2964
23	Closet,Janitors	249	0	0	0	0	0	0	0	0	0	0
24	Costomer,Wearing	28	0	0	0	0	0	0	0	0	0	0
25	Cover,Mattress	10	0	0	0	0	0	0	0	0	0	0
26	Crib,F/Small Chil	180	0	0	0	0	0	0	0	0	0	0
27	Cushion,F/Rug	35	0	0	0	0	0	0	0	0	0	0
28	Cushion,Use w/Ben	25	0	0	0	0	0	0	0	0	0	0
29	Davenport	488	0	0	0	0	0	0	0	0	0	0
30	Desk,E/O	311	10	3110	10	3110	8	2488	8	2488	0	0
31	Desk,E/O Vanity	155	0	0	0	0	0	0	0	0	0	0
32	Draperies	62	26	1612	0	0	0	0	0	0	0	0
33	Dresser,E/O	209	15	3135	15	3135	15	3135	15	3135	15	3135
34	Game,Air Hockey	0	0	0	0	0	0	0	0	0	0	0
35	Hutch	255	0	0	0	0	0	0	0	0	0	0

Figure 16-7. Sample of DA Form 5867-R-E—Continued

PART II - PLANNED PROCUREMENT

L I N E	ITEM NAME a	UNIT COST b	BUDGET YEAR		FY: 1994		FY: 1995		FY: 1996		FY: 1997	
			QTY	\$VALUE	QTY	\$VALUE	QTY	\$VALUE	QTY	\$VALUE	QTY	\$VALUE
			c	d	e	f	g	h	i	j	k	l
36	Ice Machine	0	0	0	0	0	0	0	0	0	0	0
37	Lamp,Floor	35	5	175	5	175	5	175	5	175	6	210
38	Lamp,Table/Floor	30	5	150	5	150	5	150	5	150	6	180
39	Mattress,F/Double	124	20	2480	0	0	0	0	0	0	0	0
40	Mattress,F/Bed 36	88	0	0	0	0	0	0	0	0	0	0
41	Mattress,F/Bed 39	92	20	1840	20	1840	20	1840	20	1840	0	0
42	Mattress,F/Bed 42	121	0	0	0	0	0	0	0	0	0	0
43	Mattress, Crib	45	0	0	0	0	0	0	0	0	0	0
44	Mirror,E/O,F/Dres	54	15	810	15	810	15	810	15	810	0	0
45	Over Chest,F/Ward	90	0	0	0	0	0	0	0	0	0	0
46	Pad,Mattress	28	0	0	0	0	0	0	0	0	0	0
47	Pillow,Bed	8	0	0	0	0	0	0	0	0	0	0
48	Pillowcase	0	0	0	0	0	0	0	0	0	0	0
49	Pool Table	0	0	0	0	0	0	0	0	0	0	0
50	Rack,Magazine	148	0	0	0	0	0	0	0	0	0	0
51	Radio/Stereo	0	0	0	0	0	0	0	0	0	0	0
52	Rug, up to 36SF	56	5	280	5	280	5	280	5	280	0	0
53	Rug, over 36SF	185	0	0	0	0	0	0	0	0	0	0
54	Server	209	0	0	0	0	0	0	0	0	0	0
55	Sheet,Bed	0	0	0	0	0	0	0	0	0	0	0
56	Sofa	375	6	2250	5	1875	5	1875	5	1875	5	1875
57	Stand,Smoking	30	0	0	0	0	0	0	0	0	0	0
58	Stool,Upholstered	70	0	0	0	0	0	0	0	0	0	0
59	Table,Coffee	96	6	576	5	480	5	480	5	480	5	480
60	Table,End	73	12	876	10	730	10	730	10	730	10	730
61	Table,Kitchen	150	6	900	5	750	5	750	5	750	5	750
62	Table,Occasional	134	6	804	5	670	5	670	5	670	5	670
63	Table,Round	182	0	0	0	0	0	0	0	0	0	0
64	Tv /VCR	0	0	0	0	0	0	0	0	0	0	0
65	Wardrobe,36W	0	0	0	0	0	0	0	0	0	0	0
66	Wardrobe,46W	0	0	0	0	0	0	0	0	0	0	0
67												
68												
69												

Figure 16-7. Sample of DA Form 5867-R-E—Continued

PART II - PLANNED PROCUREMENT

L I N E	ITEM NAME a	UNIT COST b	BUDGET YEAR		FY: 1994		FY: 1995		FY: 1996		FY: 1997	
			QTY c	\$VALUE d	QTY e	\$VALUE f	QTY g	\$VALUE h	QTY i	\$VALUE j	QTY k	\$VALUE l
70												
71	Misc. Furniture			0		0		0		0		0
72	TOTAL FURNITURE (Line 1 to 71)			40117		30379		32847		29757		22674
	HOUSEHOLD EQUIPMENT											
73	Cleaner, Vaccum	125		0	0	0	0	0	0	0	0	0
74	Dishwasher, Port(G	234		0	0	0	0	0	0	0	0	0
75	Dishwasher, Port(C											
76	Dryer (Gov. Owned	179		0	0	0	0	0	0	0	0	0
77	Dryer (Contr. O/L											
78	Fan	55		0	0	0	0	0	0	0	0	0
79	Freezer (Gov. Own	331		1	331	0	0	1	331	0	0	1
80	Freezer (Contr. O											
81	Fireplace Equipme	93		20	1860	20	1860	20	1860	20	1860	20
82	Polisher, Floor	0		0	0	0	0	0	0	0	0	0
83	Range(Gov. Owned)	228		520	118560	480	109440	520	118560	480	109440	520
84	Range (Contr. O/L											
85	Refrig. (Gov. Own	425		525	223125	480	204000	525	223125	400	170000	480
86	Refrig. (Contr. O											
87	Scrub, Vacuum, Carp	220		0	0	0	0	0	0	0	0	0
88	Washer (Gov. Owne	294		0	0	0	0	0	0	0	0	0
89	Washer (Contr. O/	0		0	0	0	0	0	0	0	0	0
90												
91												
92												
93												
94	Misc. Equipment			0		0		0		0		0
95	TOTAL EQUIPMENT (Line 73 to 94)			343876		315300		343876		281300		324751
96	TOTAL FURNISHINGS (Line 72 + 95)			383993		345679		376723		311057		347425

Figure 16-7. Sample of DA Form 5867-R-E—Continued

HIGH COST FOREIGN LEASE					
1. EFFECTIVE DATE 16 December 1996		2. LEASE NUMBER 01		3. QUARTERS ID CODE DIRCTRJS	
SECTION I - POSITION DATA					
4. POSITION NORMALLY ASSIGNED TO UNIT Director, Center for Joint Studies				5. NORMAL GRADE FOR POSITION SES 5	
SECTION II - PRESENT INCUMBENT					
6. NAME Dr John Doe		7. GRADE SES 5		8. SCHEDULED ARRIVAL DATE In country	
9. DATE TOUR ENDS Sep 99		10. ORGANIZATION ASSIGNMENT Director, Center for Joint Studies		11. GENDER AND AGE OF DEPENDENTS (Except spouse) None	
SECTION III - COMPONENT LEASING UNIT					
12. DOD COMPONENT Army			13. EXECUTIVE AGENT (Inst//MACOM administering lease agreement) USAREUR		
14. REASON FOR LEASE (Check one)					
a. SPECIAL COMMAND POSITION		b. COUNTRY REQUIREMENT		c. ATTACHE SYSTEM	
d. UNDUE HARDSHIP (Explain in Item 36)		X		e. OTHER (Explain)	
SECTION IV - LEASE DATA					
15. ADDRESS (Include Apt. No., City, State, Country and 9-digit ZIP Code) Jedestrasse 28 82828 Bad Nettplatz Germany		16. GROSS SQUARE FEET 2,660		17. NET SQUARE FEET 1,945	
		18. NUMBER OF BEDROOMS 3		19. NUMBER OF FULL BATHS 2	
		20. NUMBER OF HALF BATHS 0		21. LAND SQUARE FOOTAGE 9,720	
22. UNIT TYPE (Check one)		X a. DETACHED		b. HIGH RISE	
				c. DUPLEX, ETC.	
23. DISTANCE FROM WORK SITE:		a. MILES 2		b. MINUTES 5	
SECTION V - LEASE TERMS					
24. FROM (YYMMDD) 961213		25. TO (YYMMDD) 991212		26. OPTION TO RENEW No	
				27. OPTION TO CANCEL Yes	
SECTION VI - ANNUAL COSTS					
28. BASIC RENT \$ 33,728		29. ESTIMATED UTILITIES \$ 3,937		30. ESTIMATED MAINTENANCE \$ 1,715	
				31. OTHER ANNUAL COSTS \$ 1,494	
32. TOTAL ANNUAL COSTS \$ 40,874		33. ONE-TIME COSTS \$ 9,881		34. AUTOMATIC COST INCREASE \$ No	
35. CURRENT LEASE CAP FOR COUNTRY IN ITEM 15				\$ 25,326	
36. REMARKS 14e - No other suitable quarters available. 33 - Initial make ready cost.					

DD Form 2643, SEP 93

Figure 16-8. Sample of DD Form 2643

Appendix A References

Section I Required Publications

AFARS

Army FAR Supplement. (Cited in para 9-8.)

AR 5–20

Commercial Activities Program. (Cited in paras 7-13, 9-8, and 9-39.)

AR 15–6

Procedures for Investigating Officers and Boards of Officers. (Cited in paras 6-13 and 8-6.)

AR 27–40

Litigation. (Cited in para 3-23.)

AR 37–1

Army Accounting and Fund Control. (Cited in paras 2-18, 2-23, and 2-25.)

AR 37–49

Budget, Funding, and Reimbursement for Base Operations Support of Army Activities. (Cited in paras 2-18 and 9-6.)

AR 210–12

Establishment of Rental Rates for Quarters Furnished Federal Employees. (Cited in paras 2-18, 2-21, 3-6, 3-33, and 9-11.)

AR 210–47

State and Local Taxation of Lessee's Interest in Wherry Act Housing (Title VIII of the National Housing Act). (Cited in para 15-6.)

AR 210–70

Intergovernmental Coordination of DOD Federal Development Programs and Activities. (Cited in para 14-6.)

AR 215–1

Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities. (Cited in paras 2-3, 2-7, 2-15, 2-29, 2-30, 2-32, 2-33, 2-34, 2-38, 7-5, 7-33, 7-34, 8-8, 9-6, 9-9, 9-12, 9-13, 9-42, 10-4, 10-11, 10-12, 11-14, and 14-6 and table 2-1.)

AR 215–4

Nonappropriated Fund Contracting. (Cited in paras 2-29, 9-7, and 9-42.)

AR 405–90

Disposal of Real Estate. (Cited in paras 2-20, 5-9, 5-18, 11-4, 14-6, and 15-12.)

AR 415–15

Army Military Construction Program Development and Execution. (Cited in paras 10-4, 10-11, 10-12, and 14-12.)

AR 415–19

Nonappropriated-Funded Construction Project Development and Approval. (Cited in paras 10-4, 10-11, and 10-12.)

AR 415–28

Real Property Category Codes. (Cited in para 5-4.)

AR 420–10

Management of Installation Directorates of Engineering and Housing. (Cited in paras 7-5, 7-6, 7-19, 7-20, 7-33, 10-12, and 14-12.)

AR 420–22

Preventive Maintenance and Self-Help Programs. (Cited in paras 7-7 and 7-34.)

AR 420–40

Historic Preservation. (Cited in paras 7-8 and 14-6.)

AR 420–70

Buildings and Structures. (Cited in paras 7-17 and 9-38.)

AR 420–90

Fire Protection. (Cited in paras 7-10, 7-11, and 15-7.)

AR 600–20

Army Command Policy. (Cited in para 3-21.)

AR 600–63

Army Health Promotion. (Cited in paras 4-3 and 4-4.)

AR 710–2

Supply Policy Below the Wholesale Level. (Cited in para 9-9.)

AR 735–5

Policies and Procedures for Property Accountability. (Cited in paras 7-34, 8-8, and 9-12 and app I.)

CTA 50–909

Field and Garrison Furnishings and Equipment. (Cited in paras 9-1, 9-4, 9-9, 9-12, 9-18, 9-21, 9-25, 9-35, 9-37, and 13-20.)

CTA 50–970

Expendable/Durable Items (Except Medical, Class V, Repair Parts & Heraldic Items). (Cited in paras 9-1, 9-4, 9-9, 9-35, and 9-37.)

DA PAM 37–100–FY

The Army Management Structure. (Cited in paras 2-4, 2-9, 2-22, 2-30, 9-6, 13-29, 13-32, 15-12, and 16-10 and table 16-4.) (This DA PAM is issued annually. The 'FY' refers to the FY of budget execution to which the AR pertains.)

DA PAM 210–6

Economic Analysis of Army Housing Alternatives--Concepts, Guidelines and Formats. (Cited in paras 5-6, 10-14, 14-11, and 14-12.)

DA PAM 210–7

Planning Guide for Installation Housing Operations During Mobilization. (Cited in para 1-21.)

DA PAM 415–3

Economic Analysis: Description and Methods. (Cited in para 14-11.)

DA PAM 420–11

Project Definition and Work Classification. (Cited in paras 7-6 and 10-9.)

DFARS

Defense FAR Supplement. (Cited in para 9-8.)

DOD 4165.63–M

DOD Housing Management. (Cited in para 16-9.)

DOD 7000.14–R

DOD Financial Management Regulation (Vol. 13: Nonappropriated Funds Policy and Procedure). (Cited in paras 2-29, 2-38, and 9-12.)

FAR

Federal Acquisition Regulation. (Cited in paras 9-7, 9-8, and 9-9.)

JFTR

Joint Federal Travel Regulations, Volume 1, Uniformed Service Members. (Cited in paras 3-10, 3-40, 3-41, 6-4, 9-20, 9-21, and 9-22.)

JTR

Joint Travel Regulations, Volume 2, Civilian Personnel. (Cited in para 3-41.)

OCE Technical Note 83–2

Repair to Heating, Ventilating, Air-conditioning (HVAC) Systems in Older Family Housing Units. (Cited in para 7-27.) (Copies are available from USACPW(CECPW-EM), 7701 Telegraph Road, Alexandria, VA 22315-3862.)

TM 5-801-2

Historic Preservation: Maintenance Procedures. (Cited in para 7-8.)

U.S. Army Family Housing Planning Guide: Whole Neighborhood Revitalization Program

(Cited in para 10-8.) (This publication is available from ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600.)

**Section II
Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AEI

Architectural and Engineering Instructions, Army Family Housing (This publication is available from the U.S. Army Corps of Engineers, ATTN: CEMP-EA, 20 Massachusetts Avenue, NW, Washington, D.C. 20314-1000.)

AEI

Architectural and Engineering Instructions, Design Criteria (This publication is available from the U.S. Army Corps of Engineers, ATTN: CEMP-EA, 20 Massachusetts Avenue, NW, Washington, DC 20314-1000.)

AR 5-10

Reduction and Realignment Action Reporting Procedures

AR 5-16

Army Supplement to Defense Regional Interservice Support (DRIS) Regulation (DOD 4000.19-R)

AR 11-2

Management Control

AR 11-27

Army Energy Program

AR 25-3

Army Life Cycle Management of Information Systems

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 37-7

Funding for First and Second Destination Transportation Under the Appropriation "Operation and Maintenance, Army"

AR 55-71

Transportation of Personal Property and Related Services

AR 190-24

Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations

AR 200-1

Environmental Protection and Enhancement

AR 200-2

Environmental Effects of Army Actions

AR 210-7

Commercial Solicitation on Army Installations

AR 210-20

Master Planning for Army Installations

AR 210-25

Vending Facility Program for the Blind on Federal Property

AR 215-3

Nonappropriated Funds and Related Activities Personnel Policies and Procedures

AR 340-21

The Army Privacy Program

AR 385-10

The Army Safety Program

AR 405-10

Acquisition of Real Property and Interest Therein

AR 405-45

Inventory of Army Military Real Property

AR 420-16

Facilities Engineering Reports

AR 420-17

Real Property and Resource Management

AR 420-81

Custodial Services

AR 550-51

Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements

AR 600-8-1

Army Casualty Operations/Assistance/Insurance

AR 600-8-10

Leaves and Passes

AR 608-1

Army Community Service Program

AR 608-10

Child Development Services

AR 608-75

Exceptional Family Member Program

AR 614-30

Oversea Service

AR 930-5

American National Red Cross Service Program and Army Utilization

DA PAM 210-2

Handbook for Family Housing Occupants

DA PAM 210-8

Housing Utilization Management

DA PAM 360-611

Renting in the Civilian Community

DA PAM 415-28

Guide to Army Real Property Category Codes

DG 1110-3-150

Interior of Bachelor Officer Quarters. (Copies are available from the USACE Publications Depot, 2803 52d Avenue, Hyattsville, MD 20781-1102.)

DOD 4270.1-M

Policy Guidelines for Installation Planning, Design, Construction and Upkeep

DOD 5500.7-R

Joint Ethics Regulation (JER)

DOD 7000.14-R

Financial Management Regulation. (Vol 7A: Military Pay Policy and Procedures Active Duty and Reserve Pay and Vol 15: Security Assistance Policy and Procedures.)

DODD 1015.6

Funding of Morale, Welfare, and Recreation Programs

DODI 4000.19

Interservice and Intragovernmental Support

Interior Design Manual for Single Soldier Housing

(This publication may be obtained from ATTN DAIM-FDH, ACSIM, 600 Army Pentagon, Washington, DC 20310-0600)

Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

(Copies (GPO Stock Number 024-005-01003-3) are available from the U.S. Government Printing Office, Washington, DC 20402-0001.)

TB 43-0002-27

Maintenance Expenditure Limits for FSC Groups 72, 83, 84; FSC Classes 7210, 8340 and 8400

TB 750-97-71

Maintenance Expenditure Limits for FSC Group 71; FSC Classes 7105, 7110, 7125 and 7195

36 CFR 800

Parks, Forest, and Public Property

**Section III
Prescribed Forms****DA Form 4630-R**

Guest Housing Occupancy Report. (Prescribed in para 16-13.)

DA Form 4939-R

General/Flag Officer's Quarters Quarterly Obligations Report. (Prescribed in para 16-10.)

DA Form 5546-R

Detailed Sales/Rental Listing. (Prescribed in para 16-6.)

DA Form 5867-R

Housing Furnishings Report. (Prescribed in para 16-14.)

DD Form 1410

Family Housing Inventory and Occupancy. (Prescribed in para 16-7.)

DD Form 1411

Family Housing Inventory Designation and Assignment. (Prescribed in para 16-8.)

DD Form 1523

Military Family Housing Justification. (Prescribed in para 16-9.)

DD Form 1746

Application for Assignment to Housing. (Prescribed in para 16-4.)

DD Form 1747

Status of Housing Availability. (Prescribed in para 16-5.)

DD Form 2085

Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data. (Prescribed in para 16-12.)

DD Form 2643

High Cost Foreign Lease (Prescribed in para 16-15.)

**Section IV
Referenced Forms****DA Form 11-2-R**

Management Control Evaluation Certification Statement

DA Form 31

Request and Authority for Leave

DA Form 137

Installation Clearance Record

DA Form 337

Request for Approval of Disposal of Buildings and Improvements

DA Form 373

DA Lease of Trailer Site

DA Form 1687

Notice of Delegation of Authority—Receipt for Supplies.

DA Form 2062

Hand Receipt/Annex Number

DA Form 4187

Personnel Action

DA Form 5005-R

Engineering Change Proposal-Software (ECP-S)

DD Form 448

Military Interdepartmental Purchase Request

DD Form 448-2

Acceptance of MIPR

DD Form 1144

Support Agreement

DD Form 1155

Order for Supplies or Services/Request for Quotations

DD Form 1391

FY __ Military Construction Project Data

DD Form 2367

Individual Overseas Housing Allowance (OHA) Report

HUD Form 903

Housing Discrimination Complaint. (Copies are available from the nearest HUD regional office or by writing to HUD, Washington, D.C. 20410-0002.)

**Appendix B
Dollar Limitations and Approval Authorities****B-1. Family Housing**

Dollar limitations and approval authorities for family housing are

summarized in table B-1. These limitations are based on obligations of funds.

B-2. UPH(PP)

AR 415-15 and AR 420-10 set forth the cost limitations and approval authorities for MCA/OMA funded facilities such as UPH(PP).

B-3. Army lodging

a. APF-funded. Where construction and O&M for UPH(TDY) and GH are funded by APF, cost limitations and approval authorities are presented in AR 415-15 and AR 420-10.

b. NAF-funded. Where construction and O&M for UPH(TDY) and GH are funded with NAF, cost limitations and approval authorities are addressed in AR 215-1 and AR 415-19.

**Table B-1
Dollar limitations and approval authorities**

Level of Command	New Construction (BP 10000000) (See notes 1a and 3a.)	Improvements (BP 60000000) (See notes 1b, 2a, and 3a.)	Maintenance & Repair (BP 192000) (See notes 2b, 2c, and 3b.)	Incidental Improvements (BP 192000) (See note 1c.)	Operation & Maintenance (BP 190000) (See notes 1d and 3c.)
Congress	Authorization and appropriation. Approves all individual projects. Approves reprogramming for projects in which the revised cost estimate exceeds the approved amount by 25 percent or \$2,000,000, whichever is less, for projects exceeding \$2,000,000.	Authorization and appropriation. Approves from list of projects requested in the budget when cost (adjusted by area cost factor) exceeds \$50,000 per DU. Approves reprogramming requests for projects when revised cost estimate exceeds \$50,000 per DU and for any project whose revised cost estimate exceeds the approved amount by 25 percent or \$2,000,000, whichever is less, for projects over \$2,000,000.	Authorization and appropriation. Approves total M&R (including incidental improvements) estimated to exceed \$25,000 per DU per FY (GFOQ only); approves major M&R estimated to exceed \$15,000 per DU per FY (non-GFOQ only).	Authorization and appropriation.	Authorization and appropriation.
OSD	Apportionment/program authorization.	Apportionment/program authorization.	Apportionment/program authorization.	Apportionment/program authorization.	Apportionment/program authorization.
HQDA	Reprogram internally (within authorization and appropriation) projects in which the revised cost estimate is up to \$2,000,000, or 25 percent above the approved amount, whichever is less.	Per DU: Less than \$50,000 (adjusted by area cost factor). Per Project: Reprograms internally (within annual appropriation and authorization) projects up to \$2,000,000, or 25 percent, whichever is less, where individual DU costs do not exceed \$50,000 (adjusted by area cost factor). Notifies Congress semiannually of changes from congressionally approved project list.	Per DU: \$15,000 or more for a single major M&R project (GFOQ only); delegated (non-GFOQ only). Per Project: \$1,000,000 or more, not to exceed 50 percent of DU replacement cost.	Per DU: \$3,000 per FY; over \$15,000 per FY when work supports requirements for physically handicapped. Per Project: Delegated.	Approves total combined O&M estimated to exceed \$50,000 per DU per FY where the M&R component is less than \$25,000 (GFOQ only).
Major Command	None.	None.	Per DU: Less than \$15,000 for a single major M&R project (GFOQ only); \$15,000 or less for major M&R (including incidental improvements) per FY (non-GFOQ only). Per Project: Less than \$1,000,000, not to exceed 50 percent of DU replacement cost.	Per DU: \$3,000 or less per FY; \$15,000 or less per FY for work to support requirements for physically handicapped. Per Project: Less than \$500,000 per FY.	Approves total combined O&M estimated at less than \$50,000 per DU per FY where major M&R is less than \$15,000 (GFOQ only).

Table B-1
Dollar limitations and approval authorities—Continued

Level of Command	New Construction (BP 10000000) (See notes 1a and 3a.)	Improvements (BP 60000000) (See notes 1b, 2a, and 3a.)	Maintenance & Repair (BP 192000) (See notes 2b, 2c, and 3b.)	Incidental Improvements (BP 192000) (See note 1c.)	Operation & Maintenance (BP 190000) (See notes 1d and 3c.)
Intermediate Command and Installation	None.	None.	As delegated by higher command.	As delegated by higher command.	Approves total combined O&M estimated at less than \$25,000 per DU per FY where major M&R is less than \$15,000 (GFOQ only).

Notes:

¹ **Statutory Limitations.**

^A New Construction (BP 10000000). Cost limit is approved by individual project in Public Law of FY.

^B Improvements (BP 60000000). Cost limit is \$50,000 per DU (\$60,000 to support the disabled) except as otherwise approved by individual project in Public Law of FY. Cost per DU includes proportional costs of other real property serving the DU. The cost limit includes concurrent M&R and incidental improvements. DU cost limit is as adjusted by area cost factor. The cost limit is effective only during execution of the project and is not limited by FY. This limit does not apply to repair or restoration of DU damaged by fire, flood, or other disaster.

^C Incidental Improvements (BP 192000). Cost limit is \$500,000 per project.

^D Leasing (BP 194000). Annual leasing costs per family DU is limited to \$12,000 (domestic) and \$20,000 (foreign). A small number of leases exceeding these limits is authorized to OSD who allocates them to the military services.

² **Administrative Limitations (Congressional).**

^A Improvements to foreign source DU. Three year limit for improvements and major M&R is \$35,000 (absolute) per DU, that is, does not allow for use of area cost factors. If costs are expected to exceed \$35,000 over a 3-year period, total funding should be requested in 1 year. Projects submitted to Congress must include a listing of improvement and major M&R expenditures that occurred during the 3 years prior to the submittal and planned expenditures for the 3 years following the submittal (for example, for an FY 96 budget submittal, report FY 93, 94, 95, 97, 98, and 99). An improvement project (including concurrent M&R) which exceeds the \$35,000 limit and for which no justification was submitted to Congress requires congressional notification and a 21-day waiting period prior to contract award.

^B Maintenance and Repair of DU (non-GFOQ). Major M&R projects (including costs for concurrent incidental improvements and excluding costs for asbestos and lead-based paint removal) inside the 5-foot building line expected to cost in excess of \$15,000 (absolute) in a FY must be identified and submitted to Congress in the annual budget request. Congress must be notified of unforeseen projects that develop during the budget year. Foreign source DU have a limit of \$35,000 (absolute) on improvement and major M&R projects (including concurrent incidental improvements); Congress must approve higher cost projects on an exception basis.

^C Maintenance and repair of GFOQ. Total M&R (including costs for incidental improvements and excluding costs for asbestos and lead-based paint removal) estimated to exceed \$25,000 (absolute) per DU per FY must be included in the budget justification material for congressional review and approval. For purposes of this threshold, M&R costs include work done outside the 5-foot building line. Increases which exceed \$5,000 above the congressionally approved limit and out-of-cycle work not included in the budget must be submitted to Congress over the signature of the Secretary of the Army. Congress will accept only one out-of-cycle request per Service per year except in those situations considered to be emergency or safety related.

³ **Administrative Limitations (HQDA).**

^A Construction. All construction projects for GFOQ will be included in the annual budget submittal to Congress. No construction projects will be done for GFOQ through reprogramming action.

^B Damaged or Destroyed DU. The restoration of damaged or destroyed DU will be funded with M&R funds in accordance with the following: \$15,000 or less approved at MACOM level; over \$15,000 but less than 50 percent of replacement cost approved at DA level. Where restoration cost exceeds 50 percent of replacement cost, HQDA will determine whether the repairs will be funded with M&R funds or with construction funds. Except for GFOQ, the FY M&R limitations per DU do not apply to repair or restoration of DU damaged by fire, flood, or other disaster.

^C Operation and maintenance of GFOQ. Total O&M estimated to exceed \$50,000 (absolute) per DU per FY, where the M&R component is less than \$25,000, must be approved by ASA (ILE).

Appendix C
Methodology for Determining UPH(TDY) Service Charges

C-1. General information

a. Service charges for TDY transient activities will be set on a per person per day basis. The service charge requirement is that amount of NAF necessary to fund annual operating expenses and capital expenditures (short and long range).

b. When charges are levied for additional occupants, they should be based on those additional costs directly attributable to additional occupants. These added costs should be based on charges for such items as extra towels, soap, drinking cups, maid service, and so forth.

C-2. Service charge computation

a. Figure C-1 presents an example of the methodology for making computations necessary to determine service charges. It is intended to assist in establishing an installation's various service charge rates for its TDY transient facilities.

b. The method in figure C-1 must be used to compute service charge rates for UPH(TDY) facilities. A separate computation is required for each room rate. The method shown is based on the following 3 calculations involving 18 steps.

(1) *Calculation 1.* Determine current FY financing requirement. This computes the requirement for NAF resources to support the

installation's current FY TDY billeting program (operating and capital expenditures). The prescribed surcharge fee contribution to the ABF is not addressed in this calculation but in a subsequent calculation below.

(*a*) *Step 1.* Identify current FY capital purchases and minor construction (CPMC). This is the total dollar amount of the current FY CPMC program. This amount includes new current FY projects and the unexecuted portion of prior year CPMC projects which will be executed in the current FY.

(*b*) *Step 2.* Identify transient billeting TDY (Program Code HG) operating expenses. This is the total dollars required to cover all current local NAF operating expenses. This figure is the total of lines 9 and 12 of the consolidated AOB and initially does not include the 5 percent contribution to the ABF. The prescribed surcharge fee contribution to the ABF, which is identified in a subsequent step below, will be included on line 9 of the consolidated AOB when the AOB is finalized.

(*c*) *Step 3.* Identify other income. This is income from sources other than service charges. This figure is on line 5 of the consolidated AOB.

(*d*) *Step 4.* Identify extra person income. This is income from additional occupants. This figure must be estimated as it is part of GLAC 501 on the budget and financial statements.

(*e*) *Step 5.* Identify cash on hand as of (specify date). This is the projected cash available as of a specified date that should be applied to reducing the current NAF requirement.

(*f*) *Step 6.* Identify the working capital reserved. This is one

twelfth of the current FY HG operating expenses unless another amount is approved.

(g) *Step 7.* Compute the current FY financing requirement. This is the sum of steps 1, 2, and 6 above minus the sum of steps 3, 4, and 5 above.

(2) *Calculation 2.* Determine the total requirement (current and outyear). This computes the total financing requirement for the current FY and any outyear capital expenditure requirements to be included in this calculation.

(a) *Step 8.* Identify the current FY financing requirement. This is the amount computed in step 7 above.

(b) *Step 9.* Identify the current FY funded portion of the Five Year Plan. This is the outyear CPMC program requirement portion that will be included in this current FY room service charge computation. If only 1 year is being programmed at a time, then this figure would be zero. If 3 years are being programmed at a time, then this figure would be the portion of the second and third year of the 3 year CPMC funding requirement that would need to be earned in the current (or first) year of the 3 year period. This figure comes from line 15 of the Minimum Net Income Before Depreciation Schedule.

(c) *Step 10.* Compute the basic service charge requirement. This is the sum of steps 8 and 9 above.

(3) *Calculation 3.* Determine the daily room service charge. This

computes the prescribed surcharge fee contribution to the ABF (step 14 below) and the daily room service charge for primary occupants.

(a) *Step 11.* Identify the basic service charge requirement. This is the amount computed in step 10 above.

(b) *Step 12.* Identify extra person income. This is the amount in step 4 above.

(c) *Step 13.* Identify the basis for the prescribed surcharge fee contribution to the ABF. This is the sum of steps 11 and 12 above.

(d) *Step 14.* Compute the prescribed surcharge fee contribution to the ABF. Multiply the figure in step 13 above by the prescribed percentage to arrive at the ABF contribution.

(e) *Step 15.* Compute the requirement which the primary occupant room service charge must support. This is the sum of steps 11 and 14 above.

(f) *Step 16.* Identify the estimated bed days. This is the total number of available rooms multiplied by the estimated occupancy rate (that is, percentage) multiplied by 365 days.

(g) *Step 17.* Compute the nominal daily room service charge for primary occupants. This is the quotient of step 15 divided by step 16.

(h) *Step 18.* Determine the daily room service charge for primary occupant. Round the figure computed in step 17 above up to the nearest half dollar.

Example of Method for Determining UPH(TDY) Service Charges

Calculation 1--Current FY financing requirement

Step 1.	+ FY 96 CPMC (including carryovers)	\$227,250
Step 2.	+ HG operating expenses (without prescribed ABF contribution)	\$1,108,987
Step 3.	- Other income	\$51,210
Step 4.	- Extra person income	\$10,240
Step 5.	- Cash on hand as of 1 Oct 95	\$346,138
Step 6.	+ Working capital reserve	\$92,416
Step 7.	FY 96 financing requirement (algebraic sum of steps 1 through 6)	\$1,021,065

Calculation 2--Total requirement (current and outyear)

Step 8.	FY 96 financing requirement (from step 7)	\$1,021,065
Step 9.	FY 96 funded portions of Five Year Plan	\$382,104
Step 10.	Basic service charge requirement (sum of steps 8 and 9)	\$1,403,169

Calculation 3--Room service charge

Step 11.	Basic service charge requirement (from step 10)	\$1,403,169
Step 12.	Extra person income	\$10,240
Step 13.	Basis for prescribed ABF contribution (sum of steps 11 and 12)	\$1,413,409
Step 14.	Prescribed ABF contribution (step 13 x 0.05)	\$70,670
Step 15.	Requirement supported by primary occupant room service charge (sum of steps 11 and 14)	\$1,473,839
Step 16.	Estimated bed days (available rooms x occupancy rate (%) x 365 days)	\$103,848
Step 17.	Nominal daily room service charge for primary occupant (step 15 ÷ step 16)	\$14.19
Step 18.	Daily room service charge for primary occupant (round up step 17 rate to nearest half dollar)	\$14.50

Figure C-1. Example of method for determining UPH(TDY) service charges

**Appendix D
Priority System for Service Order (SO) Maintenance**

D-1. Requirement

All installations will establish and publicize a formal priority system for the accomplishment of minor maintenance (SO). This system should enhance communication and understanding between the customer and the DPW/housing manager and, simultaneously, ensure responsive, efficient accomplishment of high priority work. The

system will be established regardless of the type of workforce employed (contract or in-house) and will address the maintenance of non-housing facilities as well as family housing, UPH, and guest housing facilities. (A separate policy may be developed for each fund type.) The priority policy will be developed at installation level to ensure that local factors such as contractual agreements, unique supply response times, travel distances, and coordination with similar policies at nearby installations are considered.

D-2. Policy content

a. To ensure soldiers some degree of continuity as they relocate from one installation to another, the policy will incorporate, as a minimum, the following features:

(1) Location and telephone number of office accepting SO requests.

(2) Three major categories of priority service—emergency, urgent, and routine—as described in figure D-1.

(3) Target time limits in hours or days for response to SO in each category.

(4) Target time limits in working days for completion of SO in each category.

(5) Be documented in written form and disseminated to all appropriate units/individuals. Housing residents will receive a copy upon initial acceptance of their housing.

b. Other information recommended for inclusion in the policy is as follows:

(1) Target response time for correction of unsatisfactory work accomplishment.

(2) Description, frequency, and scheduling of preventive maintenance work.

(3) Customer feedback procedures.

(4) Appointment procedures.

(5) A listing of typical work requests often received that are the responsibility of some office other than the DPW.

D-3. Sample policy statement

Figure D-1 is a sample priority policy which may be used as a general guide.

D-4. Responsibilities for a formal SO priority system

a. HQDA. The ACSIM will—

(1) Issue Army-wide policy on the establishment of a formal priority system for accomplishing real property SO type maintenance work.

(2) Monitor implementation of this policy during staff visits.

b. MACOM commanders. MACOM commanders will—

(1) Ensure implementation of this policy.

(2) Issue guidance for establishing this policy at installation level.

(3) Review and evaluate installation priority policies to ensure implementation in accord with MACOM guidance.

(4) Monitor implementation of this policy during staff visits.

c. Installation commanders. Installation commanders will develop, promulgate, and implement a formal SO maintenance priority system for their installations.

SAMPLE WORK PRIORITY POLICY

1. Purpose. The purpose of this policy is to promote better understanding between the Directorate of Public Works (DPW)/housing manager and the customer by explaining detailed procedures and priorities for DPW accomplishment of minor maintenance work.

2. Application. In general, this policy applies to small-scale maintenance and repair work accomplished on Government-owned/leased facilities and equipment. This type work is generally referred to as a service order (SO) and is limited to a total of 40 manhours of labor.

3. Service Order Initiation. SOs may be initiated by calling or visiting our work reception desk at Bldg. No. 1401, telephone 828-3028, during normal duty hours or Bldg. No. 210, telephone 828-3016, during non-duty hours.

4. Service Order Priorities. Service orders will be accomplished based upon the following priority system.

a. Emergency. Emergency work takes priority over all other work and requires immediate action, including overtime or diverting craftsmen from other jobs, if necessary, to cover the emergency. Usually work will be classified as emergency when it consists of correcting failures/problems which constitute an immediate danger to life, health, mission, security or property. Examples include-- overflowing drains, broken water or steam pipes, gas leaks, major utilities service failures, broken electrical components which may cause fire or shock, stopped up commodes (when only one available for use) and accidental lock-ins of small children. Normal response time to emergency work is within one hour. Once started, work will continue until completed.

b. Urgent. Urgent work is required to correct a condition which could become an emergency, could seriously affect morale or has command emphasis. Examples include heating and warm water supply outages, air-conditioning system failures, or functional failure of ranges and refrigerators. As a general rule, we will make every effort to accomplish all urgent work within at least 2 working days of receipt of the request. However, actual response times for urgent work may vary from 2 hours to 5 calendar days depending upon availability of craftsmen, relative urgency and time of request (that is, weekend, night time, duty hours, and so forth). Once started, urgent work will continue until completed. Some common urgent type service orders and our target times for response to them are as

Figure D-1. Sample work priority policy

follows:

- (1) Heating outage--midwinter--2 hours
- (2) Lock-in/lock-out due to defective lock (not due to negligence)--3 hours
- (3) Complete water supply outage to a housing unit or barracks--2 hours
- (4) Inoperable commercial freezer--3 hours
- (5) Inoperable domestic refrigerator--16 hours
- (6) Inoperable domestic range--24 hours
- (7) Inoperable commercial range/oven--3 hours
- (8) Warm water supply outage to a housing unit or barracks--8 hours
- (9) Air conditioning outage (domestic)--midsummer--36 hours
- (10) Inoperable commode where other operable commodes exist--5 days
- (11) Broken or defective windows/doors that compromise security--2 days

c. Routine. Routine work does not meet the category of emergency or urgent. This category covers required work which, if not accomplished, would only continue an inconvenience or unsightly condition. Work in this category will normally be accomplished on a first-come first-served basis. Every effort will be made to respond to and complete routine SOs within 30 days. As an exception, however, minor SOs requiring less than approximately 4 manhours which cannot be logically deferred until the next preventive maintenance (PM) visit (see para 6 below) and pertain to housing, dining, barracks, or operational facilities, will be accomplished within 5 working days whenever possible.

5. Unsatisfactory Work Accomplishment. SOs that have been unsatisfactorily completed shall be redone correctly within 5 days of notification of the requirement.

6. Preventive Maintenance. PM is the systematic care, servicing and inspection of equipment, utility systems, buildings and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor

Figure D-1. Sample work priority policy—Continued

maintenance. A PM team will visit your facility/housing every 90 days to perform PM work. During the PM visit the team may also accomplish very minor SOs previously requested. You will be advised of the exact date of a PM visit through publication in the daily bulletin. In addition, housing residents will be advised of PM visits through information fliers. Should the scheduled PM visit pose difficulties, call telephone 828-3203 and other arrangements can be made. Any work identified by the PM team as a deficiency but beyond its capability will be reported by the PM team to the DPW work reception office for accomplishment.

7. Work Evaluation. The DPW reviews the performance of service order work accomplished through random sampling techniques. In addition, customers are encouraged to contact our quality assurance branch at telephone 828-3858 to express their satisfaction/dissatisfaction with work accomplished. Housing residents will receive a questionnaire to answer voluntarily every time they are visited for SO or PM work. A franked, DPW addressed envelope accompanies the questionnaire to allow for easy return mailing.

8. Appointment Procedures (housing residents only). Normally, visits to accomplish service order work (excluding emergencies and "very" urgent SOs) will be prearranged with the requestor. Prearrangement will be limited to half day timeframes, that is, 0800-1200 or 1200-1600.

9. Non-DPW Work. The DPW frequently receives requests to accomplish work outside its responsibility. The following is a list of the most common requests received of this type:

Request	Responsible Office	Phone
Cut vehicle keys	Directorate of Logistics	828-3759
Repair furniture (excludes housing)	Directorate of Logistics	828-2684
Telephone repair	Directorate of Information Management	828-1580
TV Antenna/cable/reception problem	Directorate of Information Management	828-3229
Personal name signs	Directorate of Contracting	828-4455
Abandoned car removal	Provost Marshal Office	828-4085

10. Questions or comments regarding any aspect of this policy should be called into phone 828-3142

Figure D-1. Sample work priority policy—Continued

Note: Response times/timeframes in this sample policy, though considered a reasonable point of departure, are for demonstration purposes only, and may be modified/expanded/deleted by individual installations as logic and the situation dictates. Above all, response times/timeframes determined should be reliable. Installation commander approval of the installation priority policy is recommended.

Figure D-1. Sample work priority policy—Continued

Appendix E
Self-help Tasks for Family Housing Residents

E-1. Necessity for self-help

A well run and command supported self-help program in family housing can accomplish tasks more quickly and save on limited

maintenance and repair dollars. These saved dollars can then be used to fund other high priority M&R requirements.

E-2. Self-help tasks

Table E-1 contains a list of tasks which can and should be performed by family housing residents. Circumstances may require that

some of these tasks be performed by DPW personnel; however, this should be the exception and not the rule.

Table E-1
Family housing self-help task list

Functional Area	Task
Housekeeping	<ol style="list-style-type: none"> 1. Clean and polish wood furnishings and woodwork. 2. Clean upholstery, drapery, and window shades. 3. Clean floors, walls, ceilings, and windows. 4. Clean lighting fixtures (wash globes and lens covers, clean out bugs). 5. Clean small appliances. 6. Clean and defrost refrigerator. 7. Clean electric range (keep free of grease and food drippings). 8. Clean gas range. 9. Clean and unjam garbage disposal. 10. Clean exterior of dishwasher.
Carpentry	<ol style="list-style-type: none"> 1. Minor repair of wood fences and exterior storage (repair damaged rails, shore up loose posts, lift sagging gates). 2. Reset finishing nails. 3. Refasten coathooks, clothes poles, closet shelves. 4. Tighten/replace builders hardware. 5. Lubricate locks and hardware. 6. Replace door stops. 7. Replace caulking around doors and windows. 8. Repair small holes in door and window screens. 9. Remove/rehang, clean, and store door screens and window screens. 10. Repair/replace window shades and brackets. 11. Replace curtain rod and accessories. 12. Hang pictures and mirrors. 13. Replace clothesline. 14. Replace/adjust kitchen and bathroom hardware (install/tighten paper holders, soap dishes). 15. Adjust drawers (sand or lubricate sticking edges). 16. Patch small holes in wallboard or plaster. 17. Unjam windows (unstick windows due to dried paint or dirt). 18. Minor repair of government-furnished furniture (glue loose joints, tighten hardware). 19. Replace storm door closer and crash chain. 20. Repair screen doors. 21. Replace mail box. 22. Replace mechanical door chime. 23. Repair kitchen cabinets. 24. Replace house numbers.
Painting	Spot painting.
Electrical	<ol style="list-style-type: none"> 1. Replace broken globes. 2. Replace starters. 3. Replace blown fuses, reset tripped circuit breakers. 4. Replace cracked/broken switch plates and receptacle plates. 5. Replace ceiling fixture bulbs.
Plumbing	<ol style="list-style-type: none"> 1. Shut off critical valves, when necessary. 2. Unclog drains and toilets. 3. Repair leaky faucets; replace faucet handles. 4. Repair/replace shower heads. 5. Tighten/replace toilet seat. 6. Replace tank lid. 7. Correct running toilet (flush ball, float ball). 8. Adjust water level in toilet tank. 9. Replace lift wires. 10. Replace trip lever. 11. Replace lift wire guide. 12. Replace stopper and strainer. 13. Replace and clean faucet aerator. 14. Caulk around tub and tile. 15. Perform first aid for leaky pipes. 16. Dismantle trap under sink to unclog. 17. Install insulating blankets on hot water heater. 18. Bleed radiator.

Table E-1
Family housing self-help task list—Continued

Functional Area	Task
Gas	<ol style="list-style-type: none"> 1. Identify and report suspected gas leaks. 2. Relight pilot lights. 3. Clean and replace air filters. 4. Maintain furnace area (keep area free of debris and clutter). 5. Lubricate heating equipment. 6. Clean/lubricate identified components of ventilation systems. 7. Remove radiator covers to clean convectors. 8. Conserve utilities. 9. Install/replace weatherstripping.
Appliances	<ol style="list-style-type: none"> 1. Clean/replace filters in kitchen exhaust. 2. Replace light bulbs in appliances.
Grounds maintenance	<ol style="list-style-type: none"> 1. Water, mow, edge, seed, fertilize, and rake lawns. 2. Minor pruning of trees, shrubs and vines. 3. Clean and maintain yard. 4. Maintain splash blocks (keep in proper position under downspout). 5. Clean gutters and downspouts (when not hazardous). 6. Fill ruts and eroded areas.
Paved and stabilized areas	<ol style="list-style-type: none"> 1. Clean walks, patios, steps, and platforms. 2. Clean oil and grease from pavements. 3. Rake gravel. 4. Remove snow and ice.
Pest control	<ol style="list-style-type: none"> 1. Keep all food areas clean. 2. Keep trash containers clean and tightly covered. 3. Keep screens in good repair. 4. Store wool goods in moth proof containers. 5. Use mouse, roach, ant traps safely and properly. 6. Use authorized pesticides carefully and properly.
Trash and refuse disposal	<ol style="list-style-type: none"> 1. Place all refuse in refuse containers/separate recycleables. 2. Wrap all wet, odorous garbage. 3. Maintain cans, covers, and collection points. 4. Keep access to refuse containers clear.
Security	Install surface-mounted locks on doors and windows.
Fire protection	Replace batteries for smoke detectors, where applicable.
Miscellaneous	Move or store heavy articles.

Appendix F Maintenance Standards for Family Housing

F-1. General

All family housing real property assets including dwelling units, garages, carports, grounds, and other facilities identified on the Family Housing Property Account are to be maintained to a standard that prevents deterioration beyond that which results from normal wear and tear and which corrects deficiencies in a timely manner to ensure the full life expectancy of the facilities and their components. The level of maintenance shall ensure that all family housing facilities are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities or would prevent any electrical, mechanical, plumbing, or structural system from functioning in accordance with its design. The quality of the work and the repaired areas shall be compatible with adjacent areas. Replacements shall match existing components in dimensions, materials, quality, finish, color, and design. During the performance and on completion of the work, debris shall not be allowed to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job or at the end of each day work is in progress. Upon completion of work any fingerprints, stains, or other unsightly marks shall be

removed. Wherever the term "pleasing appearance" appears in subsequent paragraphs, it shall be construed to mean an appearance similar to the original finished appearance.

F-2. Structural exterior

The following standards apply to the exterior of family housing facilities:

a. Exterior walls. Any wall exposed to the weather. All exterior walls shall be maintained in a structurally sound, weathertight condition, and in a good state of repair. The walls shall be free of noticeable pitting and corrosion, vegetation and animal life, deteriorated siding and trim, discoloration and graffiti, or other defects which would render an unsightly appearance to the exterior walls.

b. Roofing. All roofing, flashing, and gravel stops shall be maintained in a manner which preserves a weathertight seal and prevents corrosion and abnormal deterioration of individual components. Missing pieces shall be replaced to retain the original whole condition of the roof system.

c. Gutters, downspouts, and splash blocks. Drains shall be maintained to function as originally designed to effectively channel runoff water away from the housing unit. Gutters and downspouts shall be maintained properly aligned and secured to the house with splash blocks correctly positioned to receive the impact of the drainage water. Gutters and downspouts shall be kept free of debris or any obstruction.

d. Overhangs. Overhangs will be maintained in an aesthetically

pleasing state of repair with fasciae and soffits properly secured. Bird screens and vents shall be maintained intact and free of corrosion.

e. Windows, doors, screens, and shutters. Windows, doors, screens, and shutters will be maintained to operate smoothly and properly without binding, sticking, or other defects which would prevent their functioning in accordance with design. Exterior doors, windows, and shutters shall be maintained in a manner which preserves the weathertight seal with caulking, glazing, and weatherstripping fully intact. New glass used for replacement work shall be the same thickness, type, and quality as the existing glass. Window screens and screen doors shall be maintained in good working order and free of torn fabric or frame defects to ensure that the screening function is effective. All hardware such as hinges, locks, strike plates, window operator mechanisms, door closers, springs, and so forth, shall be maintained free of corrosion or other defects which would prevent its operating as intended.

f. Miscellaneous roof structures. Chimneys, vent stacks, roof ventilators, or other items which pierce the roof shall be maintained to function as originally designed. Flashing shall be maintained to prevent leaking. All metal surfaces shall be maintained free of noticeable pitting and corrosion. Wind driven turbine ventilators shall be maintained free of corrosion or other defects which would prevent their operating as intended.

g. Window guards. Where required, window guards will be installed in a safe and structurally sound manner. Landlord approval is required for installation in leased housing.

F-3. Structural interior

The following standards pertain to the interior of family housing facilities:

a. Interior walls. Interior walls shall be maintained free of damage, deterioration, cracks, or defective materials. The aesthetic appearance shall be free of noticeable discoloration or other defects which would render an unsightly appearance to the interior walls.

b. Concrete floors. Concrete floors shall be maintained in such a way as to present a pleasing appearance and shall be in a usable and safe condition, free of cracked, spalled, or broken areas, or cracks which adversely affect the structural integrity of the floor.

c. Subflooring. Subflooring and structural members shall be maintained in a safe and usable manner. Deteriorated subflooring members shall be repaired or replaced to retain the original whole condition of the floor.

d. Hardwood flooring. All hardwood floors shall be maintained in an acceptable state of repair and with a smooth, glossy finish, free of damage, deterioration, or buckling.

e. Floor coverings. All tile floor coverings shall be maintained free of cracks, chips, and torn or excessively worn material to provide floor coverings which are usable and pleasing in appearance. Wall-to-wall carpeting installed as a primary floor finish will be maintained in accord with local standards. Replacement will require an economic analysis that considers normal carpet cleaning methods.

f. Ceramic tile. All ceramic tile floors shall be maintained free of loose, damaged, broken, missing, or cracked tiles and with joints properly sealed to provide the intended watertight surface.

g. Stairways. Stairway treads, risers, nosings, balustrades, handrails, and other structural members shall be maintained in a state of repair which provides a safe and usable system and presents an aesthetically pleasing appearance.

h. Ceilings. All ceilings and framing members shall be properly secured. The ceiling shall be free of holes or cracks. Badly soiled, defaced or water damaged surfaces, or other defects which would render an unsightly appearance to the ceiling are to be repaired to restore surfaces to a good condition.

i. Venetian blinds and shades. All venetian blinds and shades shall be maintained to operate smoothly and properly, and kept free of damaged slats, deteriorated tapes, cords, hardware, rails, or torn fabric.

j. Interior trim. All interior trim shall be free of unsightly appearances. Surfaces shall be maintained smooth, free of chipped or peeling paint, exposed nails, warps, cracks, rot, or termite damage.

k. Built-in cabinetry. Cabinets, shelving, countertops, and similar items shall be maintained in a fully usable condition and with a pleasing appearance. Missing or inoperative hardware shall be replaced. The countertops shall be free of warped, marred, burned, or damaged areas.

l. House accessories. Accessories such as mail slots, doorstops, mechanical door bells, door knockers, paper holders, soap trays, tumbler holders, towel bars, shower curtain rods, toilet seats, medicine cabinets, venetian blind brackets, curtain rod boards, closet pulley guides, house numbers, dryer vents, smoke detectors, and so forth, shall be maintained free of defects and in a satisfactorily functioning condition.

F-4. Electrical

Preventive maintenance of the electrical equipment and distribution system within each unit begins with the weatherhead or the building service entrance main distribution box. The electrical equipment, distribution panel, connections, grounds, outlets, switches, wiring, and lighting fixtures shall be maintained in a safe and usable condition. Receptacles and breakers with ground fault sensors shall be capable of properly detecting faults.

F-5. Plumbing

a. All plumbing systems and fixtures intrinsic to each housing unit and other housing real property facilities shall be maintained in a good and safe operating condition and free of leaks and drips. Domestic water lines shall be maintained from and including the service cut-off box. Waste and sewage lines shall be maintained to the connection at the sanitary sewer main. Gas lines shall be maintained up to the cut-off valve at the pressure regulator.

b. All sinks, tubs, toilets, basins, lavatories, showers, and so forth, shall be maintained to operate properly, drain freely, and be free of chips, cracks, or excessive discoloration. All fixtures that cannot be repaired shall be replaced with plumbing fixtures that are of equal quality and of the current state of the art. All replacement water closets shall be water saver type that use approximately 1.6 gallons per flush. Defective shower heads shall be replaced with a water saver shower head.

F-6. Heating, ventilation, and air conditioning(HVAC)

The required standard includes inspecting and maintaining heating, air conditioning, and ventilating systems in good operating condition. All materials and equipment furnished shall be of the same grade, quality, and size as the original construction. All filters will be replaced at least twice each year, prior to air conditioning season. All filters will be of the size and type recommended by equipment manufacturers. Heating and air-conditioning systems shall provide room air temperature consistent with Government energy conservation guidelines.

F-7. Appliances and equipment

The maintenance, repair, or replacement of Government-owned household equipment and appliances are authorized by and subject to the restrictions, limitations, and approvals set forth in chapter 9 of this regulation. Appliances and equipment shall be maintained in good operating condition and will have a pleasing appearance. Appliances and equipment which cannot be adjusted, repaired, or which have exceeded their usable life shall be replaced.

F-8. Painting

Painting shall include both the interior and exterior of the dwelling units. Touch-up or partial painting on interior or exterior of units will be accomplished as required to properly maintain housing assets. All new work and repainted areas shall be properly prepared and cleaned prior to paint application. Painted surfaces shall be smooth, completely covered, and free of brush marks and runs.

Generally, the painting cycle spans 3 years for the interior and 5 years for the exterior.

F-9. Grounds maintenance

The following standards have been established for the maintenance of grounds.

a. Improved areas. Grass shall not be allowed to exceed 4 inches in height and shall not be cut lower than 2 inches. After cutting, grass shall have a uniform height throughout, free of grass clippings in windows, on walks, drives, concrete pads, outdoor athletic courts, baseball diamonds, or on any adjacent paved or otherwise finished surface. Grass areas close or next to buildings, playgrounds, hydrants, parking lots, manholes, fences, trees, hedges, and shrubs are included in the mowing operations. Trimming within the improved areas shall be accomplished each time such an area is mowed. Trimming includes the cutting back of all grass until even with the edges of all curbs, sidewalks, driveways, walls, fences, guywires, poles, tree trunks, foundations, garbage pads, or any other objects. After trimming, no grass shall extend over any paved or similar surfaces, and there shall be no evidence of clippings on any finished surfaces. Joints in all paved areas including streets shall be maintained free of vegetation.

b. Semi-improved and unimproved areas. Grass shall not be allowed to exceed 7 inches in height and shall not be less than 2 inches in height. Areas containing buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles shall have adjacent areas to such obstruction trimmed to the same general height as the open areas. Cuttings shall not be allowed to build up to the extent of possible damage to the undergrowth.

c. Hedges and shrubs. Hedges and shrubs shall be trimmed or pruned prior to attaining a new growth of 6 or more inches. After trimming or pruning, shrubs shall not be left with square or flat tops but shall be pruned to control the habit of growth. Wounds larger than 1 inch in diameter shall be covered with an approved wound dressing. All clippings shall be removed and disposed of at time of pruning or trimming operations or at the end of each day.

d. Weed and brush control. Measures will be undertaken to control excessive growth of weeds or fungi in improved and semi-improved areas. After weed control measures have been applied, no damage to surrounding areas or potential danger to human or animal life shall be evident. Procedures and herbicides used are subject to existing local and Federal regulations. All undesirable trees or bushes with a ball diameter of 12 inches or less and which are within the area to be mowed will be cut and cleared from the area. Trees and bushes, which have been planted for aesthetic reasons or soil conservation measures, will be maintained.

e. Grasses and ground cover. Provisions shall be made for routine fertilizing, seeding, liming, and top dressing as necessary to maintain improved grass areas with a thick, uniform growth and uniform green color. Should bare spots become evident treatment to cure the cause shall be undertaken and measures to start or substitute new growth be initiated. These measures will be continued until the new growth is thick and strong. Fertilizer suitable for the purpose shall also be applied at routine intervals to the base of trees and shrubs and covered with a mulch of suitable material.

f. Irrigation. Grounds maintenance and care includes the periodic watering of grass areas, shrubs, trees, and other vegetation to maintain growth during hot, dry periods when the prevention of dying vegetation is necessary. Watering may also be required when assisting new growth or directly after fertilizing, liming, or seeding.

g. Leaf collection. Fallen leaves shall be removed from all improved grassed or paved areas and shrubbery. Removal shall be done at intervals which do not allow accumulation of leaves to the extent that the grassed areas underneath could become smothered or damaged. Disposal shall be in designated areas or off Government property.

h. Plant disease and insect control. All infestations of diseases or insects in grassed areas, trees, or shrubbery shall be treated by means of applying approved control measures. The control measures shall stop the infestation with a minimal amount of damage to the

infected area. Application of control measures will not cause damage to surrounding areas or create any danger to human or animal life. After the infestation is brought under control, steps will be taken to return any damaged vegetation to its condition prior to the infestation.

i. Policing of grounds. Policing of improved and semi-improved areas shall be maintained to ensure the removal of debris such as paper, tree limbs and branches (deadfall), refuse, cans, bottles, and other trash prior to each mowing and routinely during the nongrowing season. Areas to be policed include grass, sidewalks, streets, parking lots, athletic fields, and all other areas within the housing complex.

j. Drainage systems. Drainage structures including swales, ditches, inlets, curb inlets, catch basins, manholes, junction boxes, grills, piping, culverts, and headwalls shall be maintained free of debris, obstructions, brush, and weeds to provide a system that functions as originally designed and to effectively channel runoff water away from the housing area. Exposed areas shall be maintained free of missing or damaged grills; curb inlets or manhole covers, spalled, broken, or cracked concrete surfaces; cracks or holes in asphalt surfaces; and erosion along swales and ditches.

k. Concrete surfaced areas. All concrete surfaced areas such as patios, sidewalks, garbage can pads, or any other areas not receiving vehicular traffic shall be maintained in a structurally sound and safe condition and in a good state of repair, at the original alignment and elevation free of damage, spalls, and major cracks.

l. Playgrounds. Playgrounds and their equipment shall be maintained in a clean, safe, and structurally sound condition. Cyclic preventive maintenance must be scheduled to include regular change of sandbox fills, painting, and lubrication of equipment.

F-10. M/CATV

All antennae, cable, fittings, terminal outlets, amplifiers, and all other parts, components, and equipment necessary to provide TV reception of very high frequency and ultra-high frequency local broadcasts shall be maintained to provide good reception of color or black and white transmission.

Appendix G Maintenance Downtime Guidelines for Family Housing

G-1. Limiting downtime

The time during which DUs are out of service due to M&R must be kept to a minimum. This can be accomplished by proper scheduling of work and coordination between the assignment/termination function and the maintenance workforce (either in-house or contract). At locations where between occupancy M&R is accomplished by contract, limits must be established in the contract. Table G-1 provides guidelines for typical between occupancy M&R items. Exterior M&R tasks are not included in table G-1 since these tasks can be accomplished while the unit is occupied and should not be used to increase the downtime.

G-2. Downtime

The times in table G-1 are averages and the limits to be used at a specific installation in a M&R contract should be determined based on efficiency and overall savings to the Government. Time limits which are too low may require a contractor to work overtime at an increased cost to the Government. Limits which are too high and allow a contractor more time than necessary will increase Government BAQ costs.

G-3. Liquidated damages

In conjunction with these time limits, a liquidated damages clause should also be included in the contract. This clause should reflect the loss to the Government for contractor delays above the stated limits and include BAQ and VHA costs, any additional temporary

payments to the soldier while awaiting the housing, and additional costs of Government inspection.

G-4. Listing requirements

In any family housing maintenance contract, each of the items (requirements) in table G-1 should be listed separately. This will allow these items to be accomplished individually or in combination with other items on a DU depending on the maintenance needs of that particular DU.

Table G-1
Maintenance downtime guidelines for family housing

Item	Reason for Delay	Average days of delay between occupancies (see notes 1 through 4)
1	Interior painting to include repair, prepare, prime, and paint walls, ceilings, cabinets, doors, windows and trim, including replacement of wall coverings. (a) DU less than 1,500 NSF (b) DU with 1,500 to 3,000 NSF (c) DU greater than 3,000 NSF	2.0 3.0 4.0
2	Replace a sink, lavatory, faucet, flush valve, or water closet.	0.5
3	Replace kitchen countertop.	1.0
4	Miscellaneous repair and replacement work.	1.0
5	Replace resilient flooring (tile and sheet vinyl). (a) DU less than 200 SF to be retiled. (b) DU more than 200 SF to be retiled.	1.0 2.0
6	Replace carpet and pad or steam clean carpet.	1.0
7	Replace a bathtub or shower receptor including ceramic tile.	3.0
8	Complete DU cleaning. (a) DU with less than 1,500 NSF (b) DU between 1,500 and 3,000 NSF (c) DU greater than 3,000 NSF	1.0 2.0 3.0
9	Repair, prepare and refinish wood floors, stair treads, risers, landings, banisters, and railings.	4.0

Notes:

¹ The amount of time shown for each item is an average and may vary at any installation. Factors which may affect the average times are climatic (more humid areas may require more time for paint and floor finish to dry); higher than normal turnover of DUs which would overextend the contractor's ability to meet the scheduled times (this should not be reflected in your schedule of times but should be negotiated separately if and when it occurs).

² Items 1 through 4 will be done concurrently. The time allowed for the combination of items will be the longest time for that item which has the largest time.

³ Items 5 through 8 may be done concurrently with any one or combination of items 1 through 8 providing there are no physical conflicts in performing the work. (For example: items 2, 3, and 6 could be done concurrently. The time allowed for all three would be 1.0 day.) Where there is a conflict, times for items in conflict will be added together to give the total time allowed. (For example, the combination of items 1b and 6 would give a total time of 4.0 days.)

⁴ Item 9 cannot be done concurrently with other work items.

Appendix H

Lodging Operation of the Year Award

H-1. Scope.

This award applies to Active Army installations and activities worldwide that operate Army lodging facilities. It does not apply to ARNG, USAR, UPH(PP), or recreational housing.

H-2. Objective.

This award is designed to support the Army Communities of Excellence program by—

a. Motivating installations to improve UPH(TDY) and guest housing facilities, furnishings, and services.

b. Recognizing the efforts of installations that provide outstanding support to service members, active and retired, and to their families and guests.

H-3. Criteria.

a. Evaluations will consider all transient facilities at an installation, that is, if an installation's Army lodging inventory includes both UPH(TDY) and/or guest housing.

b. To assure equitable competition among the facilities, the award will be presented in the following competition categories:

(1) *Small.* 1-39 units.

(2) *Medium.* 40-99 units.

(3) *Large.* 100-499 units.

(4) *Super.* 500 or more units.

c. When determining the correct competition category, all Army lodging assets must be counted, including facilities temporarily diverted for transient use, inadequate units, and units undergoing M&R or renovation. Additionally, installations that provide financial and operational control over Army lodging assets at a subinstallation must include those assets as part of their overall Army lodging inventory.

d. Contract housing is not eligible for competition.

e. MACOMs may nominate up to 4 installations in a single category or mix categories as they choose.

f. Winning installations may not compete again for two consecutive years after the winning year.

H-4. Procedures.

HQDA will detail procedural guidance and submission requirements in an annual Memorandum of Instruction.

H-5. Areas for evaluation.

Installations will be evaluated in the areas of facility management, guest services, human resources management, financial management, safety and security management, and acquisition management.

H-6. Presentation of Awards.

Awards will be presented by an appropriate HQDA representative.

Appendix I

Army Policy on Liability for Damage to Military Permanent Party Housing and Related Furnishings and Equipment

I-1. General

Under 10 USC 2775, as implemented in AR 735-5, a soldier is liable to the United States for damage to any assigned housing and related equipment or furnishings, if the damage is caused by the soldier's abuse or negligence. The term "assigned housing" means both family and unaccompanied personnel housing.

I-2. Limitation

A soldier's liability under AR 735-5 for damage to assigned housing and related equipment and furnishings is limited to one month's basic pay unless the damage or loss was the result of the soldier's gross negligence or willful misconduct. For example, a soldier is grossly negligent if he is aware of specific risks posed by the reckless, wanton, or deliberate conduct of family members or guests, and fails to exercise available opportunity to prevent or limit the damage. In the absence of evidence to the contrary, soldiers will be presumed to be on notice of risks attending the activities of those whom the soldier allows upon the premises.

I-3. Waiver of claim

The authority to waive, in whole or part, a claim under 10 USC 2775 has been delegated to those commanders who exercise final approval authority for Reports of Survey under AR 735-5. The dollar limitations on commander's final approval authority for Reports of Survey shall also apply to that commander's authority to waive claims under 10 USC 2755. In the event that a waiver is denied, enlisted and officer personnel have the right to appeal that denial to the appellate authority. The appeal of a denied waiver under 10 USC 2775 shall be made in the same manner as, and concurrently with, an appeal of a finding of liability under AR 735-5. In the event that such an appeal is denied, enlisted members have the additional right to request a remission of indebtedness under 10 USC 4837.

I-4. Acknowledgement of responsibilities and potential liability

Residents will be provided copies of the documents below, as appropriate, which they will acknowledge in writing. Refusal to sign does not relieve the resident of liability. Any such refusals will be documented and filed by the housing office.

a. For all permanent party housing residents a sample format for a liability notice which explains the policy is shown in Figure I-1.

b. For military family housing residents only, a sample format for a "landlord/tenant" statement on conditions of occupancy is shown in Figure I-2

Liability for Damage to Assigned Housing

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. This notice explains the rules which apply to family and permanent party unaccompanied personnel housing. You should read it carefully and keep a copy for your records.

a. First, you can be held pecuniarily liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing, that is, conducting an unauthorized business in the housing unit.

b. Second, the Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of family members or guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purchase of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.

I have read and understand the policy contained herein.

Name: Jonathan Q. Smith

Date: 6 November 1996

Housing assignment: 414-A Potomac Circle

Signature: /s/ Jonathan Q. Smith

Figure I-1. Sample—format for liability notice

Conditions of Occupancy for Military Family Housing

OCCUPANCY

Jonathan Q. Smith is assigned to 414-A Potomac Circle to be occupied as military family housing of the United States on 6 November 1996.

RESIDENT USE

The residents will use the premises solely as a single-family residence for themselves and their family members. Use of the unit for any other purpose, including the shelter of any additional number of persons, except temporary guests, is prohibited without prior written consent of the housing representative.

GOOD REPAIR

Except as otherwise provided herein, the housing authority will maintain the property in good repair and habitable condition and will be responsible for all repairs not due to the abuse or negligence of the resident, their family members or guests during occupancy. Repairs or replacement of equipment provided due to normal wear and tear will also be at the expense of the housing authority.

CONDITION OF PROPERTY

The housing authority and the resident will inspect the property, and both parties shall agree that the property is in a fit and habitable condition, except for those damages or malfunctions itemized in writing on the pre-move-in inspection report. Copies of this report will be retained by the housing authority and resident. Any additional items noted by the resident must be submitted in writing and received by the housing authority within 15 days of occupancy. If additional items are not received by the housing authority within the 15-day period, the housing authority will consider the property to be in acceptable condition and suitable for occupancy.

LIABILITY

The above-named resident is liable to the United States for damage to assigned housing and related equipment or furnishings, due to the resident's abuse or neglect. Liability for such damage is limited to one month's base pay, unless the damage was the result of the resident's gross negligence or willful misconduct. For example, a soldier is grossly negligent if he is aware of specific risks posed by the reckless, wanton, or deliberate conduct of family members, or guests, and fails to exercise available opportunities to prevent the damage. In the absence of evidence to the contrary, soldiers will be presumed to be on notice of risks attending the activities of those whom the soldier allows upon the premises.

INSURANCE

Private liability insurance is an option of the resident and should be considered as a safeguard against the potentially substantial liability described above.

PETS

Army housing and related equipment, and furnishings which are damaged by pets allowed on the premises by the resident will be repaired or replaced at the resident's expense. If pets are allowed on the premises, carpets will be cleaned at the termination of occupancy at the resident's expense.

PLUMBING AND APPLIANCES

The resident must keep the premises, including all plumbing fixtures, facilities, and appliances, as clean and safe as condition permits and will attempt to unclog and keep

Figure I-2. Sample format for Conditions of Occupancy for Military Family Housing—Continued

clear all waste pipes, drains and water closets where possible. At the termination of occupancy, all appliances and equipment must be in good working order and the premises must be in good clean condition, normal wear and tear excepted.

USE AND REPAIR OF FACILITIES

The residents will use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the residents, their family members, or guests beyond normal wear and tear will be repaired at the residents' expense.

DAMAGING PROPERTY

If the resident willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, replacement or repair will be at the resident's expense.

GENERAL MAINTENANCE

The residents will at their own expense: a) Keep up and preserve in good condition any lawn, vines, shrubbery, and gardens and keep all fences in good repair, normal wear and tear excepted; b) remove leaves, sticks, and other debris that accumulates on the property; c) promptly remove ice and snow as necessary or required; d) furnish their own light bulbs; e) replace or repair all broken or damaged glass, screens, flooring, wood plaster, drywall, and locks occurring during their occupancy, normal wear and tear excepted. Any repairs or replacements of property, equipment, or appliances required due to the abuse or negligence by acts of commission or omission of the residents, their family members, or guests, will be paid for by the resident. The consent of the housing manager must be obtained before the resident places any exceptionally heavy articles such as water beds, in the unit which may damage the unit's structural integrity.

NOTICE OF DEFECTS OR MALFUNCTIONS

The resident must promptly notify the housing office whenever the structure or the equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. If no such notice is given, the resident will be held liable for any resultant damage.

RESIDENT CONDUCT

Residents will conduct themselves in a manner that will not disturb their neighbors.

HEALTH AND SAFETY

The resident will comply with all health and safety regulations imposed by the local command.

SYSTEM OVERLOADS

The resident will not install or use any equipment that will overload any gas, water, heating, electrical, sewerage, drainage, or air conditioning systems of the assigned premises.

SMOKE DETECTORS

It is the responsibility of the resident to check smoke detectors periodically during occupancy and replace batteries, if appropriate, to keep the smoke detector in proper working condition. Any other malfunctions detected must be reported to the housing office.

REDECORATING AND ALTERATIONS

The resident will obtain written consent from the housing authority before redecorating or making any alterations, additions, or improvements. Such alterations will, at the option of the housing authority, remain with the property or be removed by the resident. When

Figure I-2. Sample format for Conditions of Occupancy for Military Family Housing—Continued

removing such alterations the premises must be returned to its original condition at the expense of the resident.

PERIODS OF ABSENCE

The resident must notify the housing office whenever extended absences from the housing unit is anticipated.

ACCESS TO PROPERTY BY THE HOUSING MANAGERS AND THEIR DULY DESIGNATED REPRESENTATIVES

Upon reasonable notice to the resident and at reasonable times, the Installation Commander or a duly designated representative may enter the premises in order to: a) inspect the property; b) make necessary repairs, alterations, or improvements; and c) supply necessary or agreed upon services. If the residents are not at home when the premises are to be entered, the housing representative will have (in decreasing order of preference) a representative from the resident's command or unit, a security officer, or a disinterested third party accompany him or her when entering the housing unit.

NEGLECT AND COSTS

If at any time the housing authority is required to make repairs to the property or its equipment for damages caused by the abuse or negligence of the resident or the resident's family members, or guests, the resident understands that the repairs will be made at the resident's expense. Residents are liable to pay the total expense for any loss or damage to assigned housing or related equipment or furnishings which is due to their gross negligence or willful misconduct. As appropriate, the housing residents will be afforded the right to complete the necessary repairs either by outside contractor or on their own; however, work must meet Government inspection.

I HAVE READ, AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

Sponsor: /s/ Jonathan Q. Smith

Date: 6 Nov. 96

Spouse: /s/ Joanna E. Smith

Date: 6 Nov. 96

Housing Representative: /s/ Alan T. Moore

Date: 6 Nov. 96

Figure I-2. Sample format for Conditions of Occupancy for Military Family Housing

Appendix J Special Allowances

J-1. General

GFOQ occupied by incumbents of special command positions (table 13-1) are authorized special allowances of furnishings relative to their entertainment responsibilities in behalf of the Army and the Government.

J-2. China, glassware, and silver

a. The initial outfitting and replacement of china, crystal, and silver will consist of items in table J-1.

b. The following patterns have been standardized:

- (1) Tuxedo pattern by Lenox for china.
- (2) Service plate with Army Seal (Mansfield No. 3828) by Lenox.
- (3) Firelight patterns by Lenox for crystal.
- (4) Falmouth patterns by International for flatware.
- (5) Windsor pattern by International for flatware serving pieces.

c. All other authorized items should be selected from open stock manufactured in the United States and procured locally.

J-3. Table linen

An allowance list is not established for table linen. However, representative kinds of items which may be procured include table pads,

tablecloths, napkins, and place mats. The variables affecting requirements such as different table sizes preclude specifying sizes and types of items and necessitate local procurement from commercial sources.

J-4. Kitchen utensils

An allowance list is not established. Items procured for use in preparing and cooking food will be limited to those items required to meet the public entertainment responsibilities of the position and not for normal family use. The diversity of requirements precludes specifying sizes and types of items and necessitates local procurement from commercial sources. However, not more than \$1,000 per FY will be spent for the procurement of kitchen utensils.

J-5. Funds

Only AFH funds will be used to purchase the initial issue or to replace special allowance items for the designated special command positions.

J-6. Exceptions

Items and quantities listed in table J-1 may be adjusted by the ASA(IL&E) on a case-by-case basis.

Table J-1
China, glassware, and silver allocations for special command positions

China

Item: Service plate
Quantity: 24

Item: Dinner plate
Quantity: 24

Item: Salad or dessert plate
Quantity: 48

Item: Cream soup and stand
Quantity: 24

Item: Butter plate
Quantity: 24

Item: Demitasse cup and saucer
Quantity: 24

Item: Tea cup and saucer
Quantity: 24

Crystal

Item: Iced tea beverage
Quantity: 24

Item: Fluted champagne
Quantity: 24

Item: Wine glass
Quantity: 24

Item: Water goblet/large wine
Quantity: 24

Silver flatware

Item: Teaspoon
Quantity: 24

Item: Demitasse spoon
Quantity: 24

Item: Place spoon (soup or dessert)
Quantity: 24

Item: Dinner fork
Quantity: 24

Item: Salad fork
Quantity: 24

Item: Dinner knife
Quantity: 24

Item: Tea knife
Quantity: 24

Item: Butter spreader
Quantity: 24

Table J-1
China, glassware, and silver allocations for special command positions—Continued

Item: Gravy ladle
Quantity: 2

Item: Large serving spoon
Quantity: 2

Item: Slotted spoon
Quantity: 1

Item: Serving fork
Quantity: 2

Item: Cold meat fork
Quantity: 2

Item: Pie server
Quantity: 1

Silver hollowware (See note.)

Item: Tea and coffee set, 5 piece
Quantity: 1

Item: Candelabra, pair
Quantity: 1

Item: Platter, 18-inch
Quantity: 2

Item: Gravy set, 3/4 pint
Quantity: 2

Item: Pitcher, 2 quart capacity
Quantity: 1

Item: Bread tray, 13-inch
Quantity: 2

Item: Bowl, diameter 11-inch, footed
Quantity: 1

Item: Casserole, 2 quart w/Pyrex liner
Quantity: 1

Item: Round tray, chased, 13-inch
Quantity: 2

Item: Round tray, chased, 15-inch
Quantity: 2

Notes:

Sizes of hollowware items are approximate. Variation according to need or availability is authorized.

Appendix K
Housing Operations Management System (HOMES)

K-1. General description

HOMES is a comprehensive automated system which affects all aspects of housing management. The system provides an orderly process for providing housing services, recording information, and

retrieving data while still relying on experienced and trained housing personnel. HOMES has been designed on a modular basis to include all functional areas.

K-2. Description of modules

The modules are as follows:

a. Family Housing Assignments and Terminations (A/T) Module. The A/T Module satisfies the need for a timely, accurate method of offering on-post housing to military families while providing a database management system which assists in achieving optimum utilization of Government housing.

b. Housing Referral Survey (HR/S) Module. The HR/S Module provides data and assists CHRRSO staff in getting soldiers and their family members housed quickly in adequate nondiscriminatory off-post housing within reasonable commuting distance of the installation. It also assists in generating documentation and reports for the AHRP.

c. Furnishings Management Module. This module assists in improving the effectiveness of the furnishings management office in—

(1) Controlling and managing the furnishings inventories, through automated property books, hand receipts, transaction documents, and inventory/utilization reports.

(2) Planning, programming, and budgeting requirements for family housing and UPH furnishings.

d. Billeting Module. It provides a timely, accurate method for managing UPH(PP) under assignment control of the billeting office, UPH(TDY), and guest housing. It improves the reservation system and offers better control over guest accounts, utilization, and day-to-day operations of Army lodging management.

e. Headquarters HOMES Module. HQHOMES provides upward reporting requirements and managerial information necessary to monitor the MACOM housing programs. This module automatically “rolls up” installation data for higher HQ and HQDA summaries and reports.

K-3. Systems interfaces

The HOMES modules will interface with each other, as well as with other standard Army automation systems, as necessary to share the data. For example, HOMES will interface with Integrated Facilities System (IFS), Standard Financial System (STANFINS), NAF Information Standard System (NAFISS), and so forth.

K-4. HOMES outcome

a. In keeping with the objectives of the Army Communities of Excellence program, soldiers and their families are the biggest beneficiaries of HOMES. Quick and accurate processing of housing requirements reduces the real time response to inquiries and accelerates the placement of soldiers into housing.

b. HOMES also improves asset utilization and the capability to program for resources.

c. Finally, HOMES cuts costs by reducing BAQ, VHA, OHA, TLA, and TLE payments and by replacing labor-intensive reporting requirements with automated procedures and reports.

Appendix L Management Control Evaluation Checklist(Family Housing)

L-1. Function

The function covered by this checklist is the management of family housing.

L-2. Purpose

The purpose of this checklist is to assist Housing Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

L-3. Instructions

Answers must be based on the actual testing of key management

controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

L-4. Test questions

a. Is the Housing Operation Management System (HOMES) used as a management tool in the day-to-day operation of family housing?(HQDA, MACOM, FOA, installation)

b. Are family housing planning and programming requirements addressed in the annual work plan (AWP), long-range work plan(LRWP), the capital investment strategy (CIS) of the real property master plan (RPMP), where completed, and the short-range component(SRC) of the RPMP? (Installation)

c. Have a Six-Year GFOQ plan (SYGP) and an annual O&M budget estimate been prepared for each GFOQ? (Installation)

d. Do budget requests comply with approved program and budget guidance, derive from approved plans and programs, and use valid cost, workload, and performance data for their justification? (HQDA, MACOM, FOA, installation)

e. Does the Housing Manager monitor cost limitations and approval authority levels? (HQDA, MACOM, FOA, installation)

f. Is the AFH account being credited with reimbursements which it should properly receive? (HQDA, MACOM, FOA, installation)

g. Is a separate cost data file maintained for each DU that is susceptible to incurring large costs (for example, high cost leased housing, historic housing, oversized DUs, and GFOQ)? (Installation)

h. Are assignment and termination documents control-numbered consecutively, properly prepared, and distributed per AR 210-50, paragraph 3-10? (Installation)

i. Are vacancy rates monitored, causes of high vacancy rates determined, and corrective actions taken to improve vacancy rates?(Installation)

j. Are changes in functional use of housing facilities documented in installation real property records? (Installation)

k. Are leasing criteria, limitations, and documentation requirements being met? (HQDA, MACOM, FOA, installation)

l. Is there a program in effect to conserve energy in family housing? (Installation)

m. Are project definitions and work classifications properly used to determine approval authorities and cost limitations?(Installation)

n. Do proposed construction projects meet prescribed programming criteria? (HQDA, MACOM, FOA, installation)

o. Are procedures in place to ensure that post acquisition construction (improvement) projects will not cause the DU to exceed statutory space limitations? (Installation)

p. Are statutory, congressionally directed and administratively imposed cost limitations complied with in project development and execution? (HQDA, MACOM, FOA, installation)

L-5. Supersession

This checklist replaces the checklist for“Housing/Family Housing” previously published in DA Circular 11-91-4.

L-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DAIM-FDH, ASSISTANT CHIEF OF STAFF INSTALLATION MANAGEMENT, 600 ARMY PENTAGON, WASHINGTON, DC 20310-0600.

Appendix M Management Control Evaluation Checklist(UPH(PP))

M-1. Function

The function covered by this checklist is the management of UPH(PP).

M-2. Purpose

The purpose of this checklist is to assist Housing Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

M-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

M-4. Test questions

- a. Is the HOMES Billeting Module used as a management tool in the day-to-day operation of UPH(PP)? (HQDA, installation)
- b. Are personnel advised of the circumstances under which, if they reside off-post, they may be mandatorily assigned on-post housing? (Installation)
- c. Are assignment and termination documents control-numbered consecutively, properly prepared, and distributed per AR 210-50, paragraphs 3-29 and 8-10b, respectively? (Installation)
- d. Are voluntarily separated personnel (geographic bachelors) required to vacate UPH(PP) when space is required for personnel with a higher assignment priority? (Installation)
- e. Has the Housing Manager assigned responsibility for centralized recordkeeping and control over certificates of nonavailability (CNAs)? (Installation)
- f. Are CNAs reviewed on a quarterly basis and checked against UPH(PP) availability to ensure that procedures for controlling the issuance of CNAs are effective? (Installation)
- g. Are UPH(PP) classifications annotated on installation real property records and the annotations changed whenever a classification is changed? (Installation)
- h. Is a physical inventory of UPH(PP) assets conducted at least biennially? (Installation)
- i. Are utilization rates monitored, causes of low utilization rates determined, and corrective actions taken to improve utilization rates? (Installation)
- j. Are changes in functional use of UPH(PP) documented in installation real property records? (Installation)
- k. Are UPH(PP) funding policies regarding use of APFs and NAFs complied with? (HQDA, MACOM, FOA, installation)
- l. Are leasing criteria, limitations, and documentation requirements being met? (HQDA, MACOM, FOA, installation)
- m. Do residents of Government-leased UPH(PP) forfeit all housing allowances? (Installation)
- n. Do programmed construction projects meet prescribed programming criteria? (HQDA, MACOM, FOA, installation)

M-5. Supersession

This checklist replaces the checklist for "Housing/Unaccompanied Personnel Housing (Permanent Party)(UPH(PP))" previously published in DA Circular 11-91-4.

M-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DAIM-FDH, ASSISTANT CHIEF OF

STAFF FOR INSTALLATION MANAGEMENT, 600 ARMY PENTAGON, WASHINGTON, DC 20310-0600.

Appendix N Management Control Evaluation Checklist(Army Lodging)

N-1. Function

The function covered by this checklist is the management of Army lodging.

N-2. Purpose

The purpose of this checklist is to assist Housing Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

N-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

N-4. Test questions

- a. Is the HOMES Billeting Module used as a management tool in the day-to-day operation of Army lodging (HQDA, installation)
- b. Is the Army lodging officer designated as the NAF Billeting Fund Manager? (Installation)
- c. Are fiscally sound APF and NAF Five-Year Program Plans prepared based on assessments of installation Army lodging needs, current programs, available resources (APF and NAF), and shortfalls?(HQDA, MACOM, FOA, installation)
- d. Are an Annual Operating Budget (AOB), a Capital Purchases and Minor Construction (CPMC) Budget, and a Service Charge Worksheet prepared for each Army lodging activity? (Installation)
- e. Is an MOA or MOU in effect which documents UPH(TDY) expense for NAFI common service support? (Installation)
- f. Are authorized APFs validated as unavailable by the installation commander where NAFs are used because APFs are not available? (Installation)
- g. Does the NAF income generated by each activity UPH(TDY), GH, and UPH(PP) support that activity's NAF annual operating expenses? (Installation)
- h. Are APFs and NAFs monitored to ensure their expenditure against approved uses? (Installation)
- i. Are periodic variance analyses made to compare actual operating results to budget, are explanations for variances documented, and are corrective actions identified to minimize variances? (Installation)
- j. Does the Army Billeting Fund (ABF) Funding Review Panel(FRP) review the installation's project funding requests for loans and/or grants? (HQDA, MACOM, FOA)
- k. Are room rates (service charges) for UPH(TDY) and guest housing (GH) set in accord with AR 210-50, paragraph 2-36?(Installation)
- l. Are cash controls in accord with AR 215-1? (Installation)
- m. Do accumulated service charges exceed 10 percent of the annual average budgeted cost of services and amenities per AR 210-50, paragraph 2-36? (Installation)
- n. Are an effective reservation system and a management control system established for Army lodging? (HQDA, MACOM, FOA, installation)
- o. Are CNAs reviewed on a quarterly basis and checked against UPH(TDY) and GH availability to ensure that procedures for controlling the issuance of CNAs are effective? (Installation)
- p. Are check-out records compared to the room register each day

to ensure that all vacant rooms are shown as available for occupancy? (Installation)

q. Is the month-end, open accounts receivable listing compared to the rooms shown as occupied on the room register? (Installation)

r. Are utilization rates monitored, causes of low utilization rates determined, and corrective actions taken to improve utilization rates? (Installation)

s. Is a physical inventory of UPH(TDY) assets conducted at least biennially? (Installation)

t. Are changes in functional use of Army lodging documented in installation real property records? (Installation)

u. Do TDY billeting facilities which are contracted out comply with the policy in AR 210-50, paragraph 11-13? (Installation)

v. Are physical inventories of UPH(TDY) NAF assets conducted in accord with DOD 7000.14-R (vol 13), appendix A, paragraph A040404 and table 4-2? (Installation)

N-5. Supersession

This checklist replaces the checklist for "Housing/Transient Housing" previously published in DA Circular 11-91-4.

N-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: ATTN CFSC-HD-O, USACFSC, 2760 EISENHOWER AVENUE, SUITE 400, ALEXANDRIA, VA 22314-0512.

Appendix O Management Control Evaluation Checklist(CHRRS)

O-1. Function

The function covered by this checklist is the management of community homefinding, relocation, and referral services.

O-2. Purpose

The purpose of this checklist is to assist Housing Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

O-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

O-4. Test questions

a. Is the HOMES Assignments and Terminations Module used as a management tool in the day-to-day operation of the CHRRS office(CHRRSO)? (Installation)

b. Does the CHRRSO participate with, and actively solicit support from, local community housing agencies and activities to meet soldier housing needs? (Installation)

c. Is the variable housing allowance (VHA) form coordinated with the CHRRSO before approval? (Installation)

d. Do soldiers process through the CHRRSO and receive a restrictive sanction list prior to making an off-post housing commitment? (Installation)

e. Are applicants advised of equal opportunity in off-post housing and the need to report any suspected discrimination to the CHRRSO immediately? (Installation)

f. Are all discrimination complaints investigated?(Installation)

g. Are restrictive sanctions imposed when a charge of discrimination is supported? (Installation)

O-5. Supersession

This checklist replaces the checklist for "Housing/Overall Management Control #1" previously published in DA Circular 11-91-4.

O-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DAIM-FDH, ASSISTANT CHIEF OF STAFF INSTALLATION MANAGEMENT, 600 ARMY PENTAGON, WASHINGTON, DC 20310-0600.

Appendix P Management Control Evaluation Checklist(Mobile Home Parks)

P-1. Function

The function covered by this checklist is the management of mobile home parks.

P-2. Purpose

The purpose of this checklist is to assist Housing Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

P-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

P-4. Test questions

a. Are applications for MHP spaces made through the Housing Office and MHP assignments effected through the execution of a lease? (Installation)

b. Are charges made for both the MHP space and Government-provided operating services? (Installation)

c. Does the rental charge for the MHP space include costs for amortizing construction, improvement, and major M&R projects over a 25-year period? (Installation)

d. Are the policies and procedures set forth in AR 210-50, paragraph 12-10 and figure 12-1, followed in determining and managing charges for MHP usage? (Installation)

e. Are MHP construction requirements based on demonstrable needs which are supported by AHRP documentation? (HQDA, MACOM, FOA, installation)

f. Are approval authority levels and cost limitations followed for the design and execution of MHP construction and M&R projects?(HQDA, MACOM, FOA, installation)

P-5. Supersession

This checklist replaces the checklist for "Housing/Overall Management Control #2" previously published in DA Circular 11-91-4.

P-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DAIM-FDH, ASSISTANT CHIEF OF STAFF INSTALLATION MANAGEMENT, 600 ARMY PENTAGON, WASHINGTON, DC 20310-0600.

Appendix Q Management Control Evaluation Checklist(Housing Furnishings Management)

Q-1. Function

The function covered by this checklist is the management of housing furnishings.

Q-2. Purpose

The purpose of this checklist is to assist Housing Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

Q-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

Q-4. Test questions

a. Is the HOMES Furnishings Management Module used as a management tool in the day-to-day operation of the furnishings program? (Installation)

b. Are costs of procurement and O&M of furnishings funded from the appropriate APF and/or NAF funding source(s)? (Installation)

c. Are serviceable family housing furnishings in CONUS which are in excess of allowances turned in per AR 210-50, paragraph 9-9?(Installation)

d. Are family housing, UPH, and NAF furnishings labeled and stored separately, segregated by warehouse, floor, area, bay, or room? (Installation)

e. Are family housing and UPH furnishings issued on hand receipt to the resident or person responsible for the facility?(Installation)

f. Are controls established to ensure furnishings accounts are cleared before personnel depart on PCS or ETS? (Installation)

g. Are annual inventories of family housing and UPH furnishings inventories conducted for those furnishings not on permanent hand receipt? (Installation)

h. Are supplementary furnishings provided only in the public entertainment areas of Army-controlled housing designated for and occupied by a general or flag officer or an installation commander in the grade of colonel (O-6)? (Installation)

i. Are special allowance items provided only to the incumbents of special command positions? (Installation)

j. Are special allowance items approval authority levels and cost limits set forth in AR 210-50, table 13-2, followed? (HQDA, MACOM, FOA, installation)

k. Are furnishings for special CSM positions provided in accord with AR 210-50, chapter 9, section III. (Installation)

Q-5. Supersession

This checklist replaces the checklist for“Housing/Furnishings” previously published in DA Circular 11-91-4.

Q-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DAIM-FDH, ASSISTANT CHIEF OF STAFF INSTALLATION MANAGEMENT, 600 ARMY PENTAGON, WASHINGTON, DC 20310-0600.

R-1. Function

The function covered by this checklist is the management of support documentation.

R-2. Purpose

The purpose of this checklist is to assist Housing Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

R-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

R-4. Test questions

a. Is the Army Housing Requirements Program (AHRP) process described in AR 210-50, Chapter 14, used to determine housing requirements? (HQDA, MACOM, FOA, installation)

b. Is the ASIP used as the official source document for strength projections in AHRP documentation? (HQDA, MACOM, FOA, installation)

c. Is AHRP documentation prepared in coordination with other DOD installations within one hour commuting distance to ensure the avoidance of double counting assets and requirements in overlapping areas? (HQDA, MACOM, FOA, installation)

d. Is housing analysis (that is, econometric modeling or housing market analysis) being used to identify local community housing assets available now and in the future to meet Army personnel housing needs? (Installation)

e. Are economic analyses (EAs) prepared and revised or updated as necessary for construction projects, leasing proposals which require congressional notification, and selected M&R projects in accord with AR 210-50, paragraph 14-12? (Installation)

f. Does the installation maintain the data required by AR 210-50, Chapter 16, in the HOMES in a readily retrievable manner?(Installation)

g. Are on-post housing assets data in reporting documentation consistent with installation real property records? (Installation)

h. Are local community housing assets data in agreement with current housing analysis data? (Installation)

i. Does the installation have a procedure for analyzing its housing facilities database to identify reasons for substantial changes or altered trends? (Installation)

R-5. Supersession

This checklist replaces the checklist for“Housing/Housing Requirements Justification”previously published in DA Circular 11-91-4.

R-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DAIM-FDH, ASSISTANT CHIEF OF STAFF INSTALLATION MANAGEMENT, 600 ARMY PENTAGON, WASHINGTON, DC 20310-0600.

Appendix R Management Control Evaluation Checklist(Support Documentation)

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

ABF

Army Billeting Fund

ABO

Army Budget Office

AC

Active Component

ACF

area cost factor

ACOE

Army Communities of Excellence

ACRC

Army Central Reservation Center

ACS

Army Community Service

ACSIM

Assistant Chief of Staff for Installation Management

ACTS

Army Criteria Tracking System

A/C

air conditioning

AD

active duty

ADSW

active duty for special work

ADT

active duty for training

ADUSD(CI)

Assistant Deputy Under Secretary of Defense (Conservation and Installations)

AEI

architectural and engineering instructions

AFARS

Army Federal Acquisition Regulation Supplement

AFH

Army Family Housing

AFP

annual funding program

AGR

Active Guard Reserve

AHD

Army Housing Division

AHRP

Army Housing Requirements Program

AIT

advanced individual training

AL

Army lodging

ALF

Allied Land Forces

AMC

U.S. Army Materiel Command

AMDF

Army Master Data File

AMWRF

Army MWR Fund

AOB

annual operating budget

APF

appropriated fund

ARNG

Army National Guard

ARTEP

Army Training and Evaluation Program

ASA(FM)

Assistant Secretary of the Army (Financial Management)

ASA(IL&E)

Assistant Secretary of the Army (Installations, Logistics, and Environment)

ASA(M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASIP

Army Stationing and Installation Plan

AT

annual training

A/T

assignment and termination

ATC

Army training center

AWACS

airborne warning and control system

AWP

annual work plan

BAQ

basic allowance for quarters

BCT

basic combat training

BES

budget estimate submission

BMAR

backlog of maintenance and repair

BOD

beneficial occupancy date

BOI

basis of issue

BP

budget project

BPA

blanket purchase agreement

BT

basic training

BY

budget year

CA

commercial activities

CAPCES

Construction Appropriation Programming, Control, and Execution System

CATCODE

category code

CATV

community antenna television (cable television)

CBE

command budget estimate

CFR

Code of Federal Regulations

CHRRS

Community Homefinding, Relocation, and Referral Services

CHRRSO

CHRRS office

CI

counterintelligence

CID

Criminal Investigation Division

CIDC

U.S. Army Criminal Investigation Command

CINC

commander-in-chief

CIS

Capital Investment Strategy

CNA

certificate of nonavailability (same as SNA)

CO

contracting officer

COE

Chief of Engineers

CONUS continental United States	DVQ distinguished visitor quarters	FOA field operating agency
COR contracting officer's representative	EA economic analysis	FOIA Freedom of Information Act
CPMC capital purchases and minor construction	ECIP Energy Conservation Investment Program	FORSCOM Forces Command
CRRC Construction Requirements Review Committee	ECONPACK economic analysis package	FPI Federal Prison Industries, Inc.
CSA Chief of Staff, U.S. Army	ECP-S Engineering Change Proposal—Software	FRP Funding Review Panel
CSM command sergeant major	EF electronic form	FSS Federal Supply Schedule
CTA common table of allowances	EFMP Exceptional Family Member Program	FY fiscal year
DA Department of the Army	EIP equipment-in-place	FYP future years program
DAS Director of the Army Staff	EO equal opportunity	G&A general and administrative
DCSINT Deputy Chief of Staff for Intelligence	EOOPH equal opportunity in off-post housing	GFOQ general/flag officer's quarters
DCSPER Deputy Chief of Staff for Personnel	EPA Environmental Protection Agency	GH guest housing
DEROS date expected to return from overseas	EQ enlisted quarters	GLAC general ledger accounting code
DFARS Defense Federal Acquisition Regulation Supplement	ETS expiration term of service	GSA General Services Administration
DFAS Defense Finance and Accounting Service	EUSA Eighth U.S. Army	HG program code for transient billeting TDY
DG design guide	FAD funding authorization document	HHG household goods
DMAR deferred maintenance and repair	FAO finance and accounting office	HMA housing market analysis
DOD Department of Defense	FAR Federal Acquisition Regulation	HOMES Housing Operations Management System
DOJ Department of Justice	FAX facsimile	HQDA Headquarters, Department of the Army
DPCA Director of Personnel and Community Activities	FCC family child care	HQHOMES headquarters HOMES
DPW Director of Public Works	FH family housing	HQIFS headquarters IFS
DRM Director of Resource Management	FHA Family Housing, Army; Federal Housing Administration	HQUSACE Headquarters, USACE
DSN Defense Switched Network	FMO Furnishings Management Officer	HRAP Housing Relocation Assistance Program
DU dwelling unit	FMT foreign military trainee	HR/S housing referral/survey
		HUD U.S. Department of Housing and Urban Development

HVAC heating, ventilating, and air conditioning	MC major construction	NSN national stock number
IADT initial active duty for training	MCA Military Construction, Army	O&M operation and maintenance
ICQ installation commander's quarters	M/CATV master/community antenna television	OACSIM office of the ACSIM
IDT inactive duty training	MDW U.S. Army Military District of Washington	OCE Office of the Chief of Engineers
IFS Integrated Facilities System	MHP mobile home park	OCONUS outside continental United States
IFS-M IFS-mini/microcomputer	MIHA move in housing allowance	OHA overseas housing allowance
IJO individual job order	MILCON military construction	OMA Operations and Maintenance, Army
IMA individual mobilization augmentation	MIL-HDBK military handbook	OMAR Operation and Maintenance, Army Reserve
IMWRF Installation MWR Fund	MILSTRIP Military Standard Requisitioning and Issue Procedures	OMB Office of Management and Budget
INSCOM U.S. Army Intelligence and Security Command	MMCA minor MCA	OMNG Operation and Maintenance, Army National Guard
ISA Interservice support agreement; interdepartmental support agreement; interagency support agreement	MOA Memorandum of Agreement	OPA Other Procurement, Army
ISSC Information Systems Support Command	MOH Medal of Honor	OPCON operational control
JCS Joint Chiefs of Staff	MOU Memorandum of Understanding	OQ officer quarters
JFTR Joint Federal Travel Regulations	MPA Military Personnel, Army	ORP other real property
JTR Joint Travel Regulations	MWH megawatt hours	OSD Office of the Secretary of Defense
LBP lead-based paint	MWR morale, welfare, and recreation	OSJA Office of the Staff Judge Advocate
LIIP Line Item Improvement Program	NAF nonappropriated fund	OSUT one-station unit training
LQA living quarters allowance	NAFI nonappropriated fund instrumentality	PA Privacy Act
LSP Lodging Success Program	NAFISS NAF Information Standard System	PAX Programming, Administration, and Execution System
LWRP long-range work plan	NATO North Atlantic Treaty Organization	PBG Program and Budget Guidance
M&R maintenance and repair	NCO noncommissioned officer	PBO property book officer
MACOM major Army command	NFPA National Fire Protection Association	PC personal computer
MBTU million British thermal units	NSF net square feet	PCS permanent change of station

PEP U.S. Army Personnel Exchange Program	SHPO State Historic Preservation Office	UEPH unaccompanied enlisted personnel housing
PL public law	SJA Staff Judge Advocate	UFAS Uniform Federal Accessibility Standards
POM Program Objective Memorandum	SMA Sergeant Major of the Army	UK United Kingdom
PP permanent party	SNA statement of nonavailability (same as CNA)	UNICOR tradename used by Federal Prison Industries, Inc.
PPBES Planning, Programming, Budgeting, and Execution System	SO service order	UOPH unaccompanied officer personnel housing
PY program year	SOFA Status of Forces Agreement	UPH unaccompanied personnel housing
RAIS Relocation Automated Information System	SOP standing operating procedure	UPH(PP) UPH (permanent party)
RC Reserve Component	SOQ senior officer quarters	UPH(TDY) UPH (temporary duty)
RCS report control symbol; requirement control symbol	SRC Short Range Component	USACE U.S. Army Corps of Engineers
RDTE research, development, test, and evaluation	SSA supply support activity	USACFSC U.S. Army Community and Family Support Center
RMU resource management update	SSN social security number	USACPW U.S. Army Center for Public Works
ROK Republic of Korea	STAMIS Standard Army Management Information System	USAF unfunded subject to availability of funds
ROTC Reserve Officers' Training Corps	STANFINS Standard Financial System	USAISC U.S. Army Information Systems Command
RPIC real property inventory code	SYGP six-year GFOQ plan	USAISMA U.S. Army Installation Support Management Activity
RPIP Real Property Investment Plan	TDA table of distribution and allowances	USAR U.S. Army Reserve
RPMP Real Property Master Plan	TDY temporary duty	USAREUR U.S. Army, Europe
S&A supervision and administration	TH transient housing	USARJ U.S. Army, Japan
SA Secretary of the Army	TLA temporary lodging allowance	USARPAC U.S. Army, Pacific
SACEUR Supreme Allied Commander, Europe	TLE temporary lodging expense	USARSO U.S. Army, South
SEC section	TLF temporary lodging facility	USC United States Code
SEQ senior enlisted quarters	TOE table of organization and equipment	USMA U.S. Military Academy
SHAPE Supreme Headquarters Allied Power Europe	TRADOC U.S. Army Training and Doctrine Command	USO United Service Organizations, Incorporated
SHIP Single Host Integrated Platform	TV television	VA Department of Veterans Affairs

VEQ
visiting enlisted quarters

VHA
variable housing allowance

VOQ
visiting officers quarters

VQ
visitors quarters

Section II **Terms**

Absolute cost
Term applied to cost limitations for construction and maintenance and repair cost estimates. An "absolute" cost is not adjusted by the area cost factor.

Addition-expansion-extension
A physical increase to a real property facility that adds to the overall external dimension of the facility. This excludes alterations.

Adequate family housing
a. Government-controlled housing—housing which meets or exceeds minimum adequacy standards as set forth in paragraph 4-3 and for which full housing allowances are withheld when assigned.

b. Privately-owned rental housing—housing which meets or exceeds minimum adequacy standards as set forth in paragraph 4-5.

Adequate guest housing
Government-controlled housing that meets or exceeds minimum adequacy standards as set forth in paragraph 4-4.

Adequate UPH
a. Government-controlled housing—housing that meets or exceeds minimum adequacy standards as set forth in paragraph 4-4.

b. Privately-owned rental housing—housing which meets or exceeds minimum adequacy standards as set forth in paragraph 4-5.

Agent
Real estate agency, manager, broker, landlord, or owner or a housing facility doing business with DOD personnel or CHRRS employees.

All others tour
A tour of duty to an area OCONUS where family members are authorized, but for personal or other reasons the soldier's family does not accompany him or her.

Alteration
The work required to adjust arrangements or other physical features of an existing facility, or relocation within an installation, so that it may be more effectively adapted to or used for its presently designated purpose. This includes equipment installed in and made part of an existing facility. Additions, expansions, and extensions are excluded from alterations.

Alterations and additions (comptroller/resource manager term)
Same as incidental improvements.

Annual work plan
A planning document, prepared prior to the start of each fiscal year, which identifies and schedules housing facilities work and services according to the resources available and the priorities established by the installation commander. It must include all M&R work that should be done during the year. M&R work that cannot be done during the year due to lack of funds will be added to the BMAR or DMAR list at the end of the FY.

Army lodging
a. Facilities providing temporary accommodations for eligible military personnel of all grades, their family members, and guests and for eligible DOD civilians and their family members.
b. Includes UPH(TDY), that is, distinguished visitor quarters(DVQ), and visitors quarters (VQ). Also includes guest housing. However, guest housing is customarily referred to as temporary lodging facilities. (See also temporary lodging facilities.)

Backlog of maintenance and repair
BMAR is a fiscal year-end measurement of the M&R of non-family housing real property (not equipment) work which remains as a firm requirement and was not started during the fiscal year due to a lack of resources. To be eligible for consideration as BMAR, real property M&R work requirements must have been included on an approved AWP that includes unfunded requirements. When BMAR work is started by in-house personnel, or contract funds are obligated, this is considered to be work in process and is no longer BMAR. BMAR provides only for the M&R of real property work needed to restore failed or failing facilities or components to an operative condition, or to a state that prevents further deterioration. BMAR consists of work chargeable only to the M&R of real property account.

Barracks, gross living area
The total area of all floors included within the outside building lines used for housing enlisted personnel. It includes all space for walls and partitions, sleeping space, toilet and bathing facilities, laundry rooms, service and utility rooms, lounge or dayrooms, linen rooms, corridors, stairs, personal storage, and similar functional space associated with housing enlisted personnel in barracks. Gross barracks housing area does not include spaces used for messing facilities, mechanical rooms for air-conditioning or heating equipment, company administration and company storage area, issue rooms, arms rooms, covered connecting walkways between building or similar areas not directly associated with normal barracks occupancy.

Barracks, net sleeping/living area
The net living area of open-bay facilities for

E1 (trainee) occupancy is defined as being one equal share of the squad room. For reporting purposes, the net living area of all other types of barracks is the clear area in the sleeping room allotted for an individual's bed, locker, and circulation. Excludes lounges, bathroom, general circulation, and access.

Budget year
That fiscal year arrived at by adding one fiscal year to the current fiscal year.

Class "C" telephone service
Telephone service which is authorized for the transaction of official business of the Government on a military installation, that is, "official restricted" service. The restriction lies in the service being without access to telephone company central office or toll trunks. Telephones, however, may receive incoming calls from telephone company trunks.

Community housing
Private housing in the vicinity of the installation.

Complainant
DOD personnel who submit a tenant or landlord complaint or a complaint of discrimination.

Construction
a. The erection, installation, or assembly of a new facility.
b. The addition, expansion, extension, alteration, conversion, or replacement of an existing facility.
c. The relocation of a facility from one installation to another.
d. Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

Conversion
a. Structural—the work required to adjust interior arrangements or other physical features of an existing facility so that it may be used for a new function including installed equipment made a part of the existing facility.

b. Utilization—permanent change in use from existing facility category code to another facility category code. Requires a change in category code on real property inventory.

CONUS
The 48 contiguous states and the District of Columbia.

Cost category
Those costs that make up the price of the item or services purchased.

Costs
Generally, the value of resources consumed, work put in place or in procurement, the value of items procured or produced. The

term “costs” as the value of resources consumed during the accounting period is often used interchangeably with the term “expense.” However, cost may also be defined as the acquisition value of capital equipment and real property. Under these definitions, the terms “costs” and “expense” are not synonymous.

Current year

The fiscal year in progress.

Deferred maintenance and repair

DMAR is the end of the fiscal year measurement of that family housing M&R work included in the AWP which was not funded during the fiscal year due to a lack of funds. DMAR is the family housing equivalent of BMAR.

Dependent

a. Any of the persons who are related to the sponsor (for purposes of dependent-rate housing allowances per 37 USC 401) in the capacity of—

(1) Spouse.

(2) Unmarried child who is—

(a) The sponsor’s by birth; by legal adoption (including a child placed in the home of the sponsor by a placement agency for the purpose of adoption); or by marriage, for example, a stepchild (except that such term does not include a stepchild after the divorce of the sponsor from the stepchild’s parent by blood); or

(b) An illegitimate child of the sponsor if the sponsor’s parentage of the child is appropriately established; and

(c) Under 21 years of age; incapable of self-support because of mental or physical incapacity and is in fact dependent on the sponsor for over one-half of his or her support; or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and is in fact dependent upon the sponsor for more than one-half of his or her support; or

(3) Parent by blood, marriage (for example, parent-in-law, stepparent, or adopted parent of spouse), or adoption who is in fact dependent on the sponsor for over one-half of his or her support. Parent also includes any other person, including a former stepparent, who has stood in loco parentis to the sponsor at any time for a continuous period of at least 5 years before the sponsor became 21 years of age.

b. For the purposes of housing management (except as otherwise stated), dependent is further defined to exclude noncustodial dependents. (See also “Family Member” which is the preferred synonym for “dependent.”)

Department of State (DoS) housing pool location

A location where DoS handles all leasing actions and allocates housing units among the agencies requiring units, and the receiving agencies pay to DoS a pro rata share of the

costs (known as foreign affairs administrative support) to run the pool.

Designated housing

a. Housing permanently identified for the use of specific pay grade groupings.

b. Family housing dwelling units designated for the incumbents of specific positions. Designations require installation commander approval, except for special command position and special CSM position designations which require HQDA approval.

Direct costs

Those costs which may be identified specifically with any one job, activity, or function.

Discrimination

An act, policy, or procedure that arbitrarily denies an individual or group equal treatment in housing because of race, color, religion, national origin, gender, mental or physical handicap, or familial status.

Distinguished visitor quarters

Quarters established from available housing assets to meet the needs of distinguished visitors.

Diversion

A temporary change in the designated use of a facility normally not to exceed 36 months. Diversion requires a real property inventory record annotation of the applicable temporary facility construction category code (AR 415-28). Does not change category code on real property inventory.

DOD civilian employees

DOD appropriated or nonappropriated fund employees.

DOD housing

Family and unaccompanied personnel housing that the DOD owns, leases, obtains by permit, or otherwise acquires.

DOD personnel

Includes both military and DOD civilian employees, appropriated and nonappropriated.

DOD-sponsored civilian personnel

Civilians who are not DOD appropriated or nonappropriated fund employees but are key and essential to mission accomplishment and are located at the installation as a result of direct or indirect sponsorship by a DOD Component (for example, Red Cross personnel, contract technicians, bank managers, and others as determined by the installation commander).

Dormitory

Government-owned or -leased housing facility designated and used to house authorized civilian personnel, for example, students of DOD schools in foreign areas.

Dwelling unit

The real property space used by one family.

a. This includes the following:

(1) Foundation.

(2) Walls.

(3) Roofs and other building components.

(4) Interior utilities.

(5) Fixtures and equipment in place such as venetian blinds, cornices, furnaces, and water heaters.

(6) Utility connections at the DU building inside the 5-foot line.

(7) Carports, garages, storage, and other facilities structurally connected to the DU building.

(8) Patios.

b. The following are excluded:

(1) Grounds.

(2) Sidewalks and exterior utility lines beyond the 5-foot line which are considered other real property.

(3) Furnishings and authorized moveable equipment such as ranges and refrigerators.

(4) Real and personal property acquired and installed with other than family housing funds.

Economic analysis

A systematic method for quantifying the costs and/or benefits of alternative solutions for achieving an objective in order to find the most cost-effective (economical) solution. It provides a structured method to identify, analyze, and compare costs and benefits of the alternatives.

Elective JFTR

Pertains to the election of soldiers assigned to USAREUR for the nontemporary storage of household goods.

Energy Conservation Investment Program

Construction projects for retrofitting of Army-controlled facilities with energy systems and structures to make them more energy-efficient.

Equipment-in-place

Furnishings items installed in or affixed to real property in such manner as to be removable without material damage to the real property.

Exceptional family member

A family member with any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, or counseling. The individual is enrolled in the Exceptional Family Member Program.

Excessive cost quarters

See “high cost quarters.”

Expense

Expenses are costs of resources consumed, that is, operating costs. Expenses do not include investment costs such as real property, construction, and equipment acquired.

Fair wear and tear

Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

Familial

Of, relating to, or characteristic of a family.

Family member

Synonym for "dependent"; to be used as a preferred term when appropriate. In this regulation, a soldier's "family" comprises those who are family members (that is, dependents). (See also "dependent".)

Fisher House

A nonprofit organization dedicated to providing lodging and support to military families undergoing the stress and trauma of having a seriously ill family member in the hospital. Also, the housing facilities provided by the organization.

Foreign

All areas outside of the United States.

Foreign military personnel

Includes all non-U.S. military personnel assigned to a tour of duty, for any reason, to a U.S. Government installation or unit.

Foreign military trainee

Foreign personnel receiving training from the U.S. military under Foreign Military Sales, International Military Education and Trainee and similar Security Assistance Trainee Programs.

Foreign source DUs

Family housing facilities provided by a host country to support the U.S. military presence in that country.

Full JFTR

Pertains to shipment of full weight allowance of household goods.

Funded costs

Costs which are charged to the appropriation designated to pay for a project.

Furnishings

Furniture, household equipment, and miscellaneous items procured under special authority. In foreign areas, includes equipment and appliances normally provided as part of the housing unit in the United States such as moveable kitchen cabinets, wardrobes, and light fixtures.

Furniture

Moveable items (for example, chairs, tables, beds, rugs, and carpeting considered as EIP) used in furnishing living quarters. Does not include special allowance household goods such as china, silver, table linen, cutlery and kitchen utensils nor household equipment.

Geographic bachelor

See "voluntarily separated person".

Government housing

Housing which DOD owns, leases, obtains by permit, or otherwise acquires.

Gray area retiree

An RC member with an ID card (red, marked RET-2, and issued per DODI 1000.13) who would be eligible for retired pay under Chapter 67, 10 USC, but for the fact that the member is under 60 years of age.

High cost housing

Those general and flag officer's quarters whose annual total combined operation and maintenance costs exceed \$25,000 per FY for three consecutive FY.

Historic places

Sites, buildings, structures, and objects of national, state, or local significance in American history, architecture, archeology, and culture that are listed, or eligible for listing, on the National Register of Historic Places.

Household equipment

Moveable equipment, including cooking stove (range), refrigerator, clothes washer and dryer, freezer, and portable dishwasher and fan authorized by CTA 50-909. Garbage disposal and installed dishwasher are not considered furnishings, but installed real property.

Household goods

Privately-owned household furnishings, clothing, baggage, personal effects, and professional books and papers.

Housing

All living accommodations.

Housing area

A group of dwelling units which form an identifiable entity or community defined by geographic features, year of construction, grade of occupant, or other logical separation. Included are streets, drainageways, open recreational areas, or unused land. The housing area also includes common use areas serving the units and other real property. It normally should not exceed 250 dwelling units. An isolated dwelling unit may be considered as one area.

Housing Relocation Assistance Program

A menu-driven set of computer programs designed to assist a user to obtain housing information which will ease the relocation to another installation.

Improvement

Alterations, conversions, modernizations, revitalizations, additions, expansions, and extensions which are for the purpose of enhancing rather than repairing a facility or system associated with established housing facilities or area(s).

Inactive housing

Housing units which have been placed in a caretaker status and are not available for occupancy for reasons other than routine maintenance and cleanup.

Incidental improvements

Minor improvements made within the cost limitations of the AFH O&M Program. These are also referred to as alterations and additions by fiscal managers.

Indirect support cost

One which, because of its incurrence for common or joint objectives, is not readily subject to treatment as a direct cost.

Independent duty personnel

A small group or a single service member operating and subsisting away from any military concentration areas of the parent Service, where a service member could not reasonably expect to be supported by facilities (for example, family housing) of that parent Service.

Individual job order

A work authorization document for M&R beyond the limitation of a service order, and which is required for all improvements regardless of costs.

Initial issue furnishings

Authorized items procured to outfit family housing, UPH, and GH for the first time.

a. For family housing, includes furnishings items procured in support of new construction and new foreign leases and to support changes in JFTR allowances.

b. For UPH and GH, includes furnishings items procured in support of MCA-funded new construction and modernization projects and for augmentation as authorized. Furnishings items provided by MCA and NAF funds are excluded.

Installation commander

Commanding officer of an installation or subinstallation. The commander of a military table of organization and equipment or table of distribution and allowance unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not an installation commander. Commanding officers in the grade of O6 who command tenant activities within the geographic jurisdiction of a military installation are not considered as installation commanders for the purposes of the provision of furnishings associated with command quarters. Installation commanders below the grade of colonel (O6) will not be provided furnishings associated with the command quarters. In overseas areas the term "installation commander" is synonymous with the term "community commander" and support should be provided accordingly.

Installation number

A 5-character identifying symbol used to provide continued and positive identification of

the installation. These numbers may be obtained from the Installation Inventory of Military Real Property. (See AR 405-45.)

Involuntarily separated personnel

a. For family housing, a soldier who elected to be unaccompanied by family members because of the lack of adequate housing at the permanent duty location.

b. In the case of UPH, an unaccompanied soldier with family members, to include a single person who has custody of family members, who is assigned to a foreign location, or for whom family housing is not programmable regardless of desire to be accompanied.

Key and essential personnel

Military and civilian personnel whose duties require their immediate availability on Army installations because of military necessity and/or operational requirements, as determined by the installation commander.

Leased housing

Privately-owned housing which is leased by the Government. The lease agreement defines the operation, maintenance, and repair responsibilities of the lessor and lessee.

Line Item Improvement Program

Post acquisition construction projects which upgrade specific systems or components or family housing facilities. See "non-whole house project."

Logical yard

The area immediately surrounding the DU, normally within 50 feet of the DU. However, the boundary may be extended beyond 50 feet to a logical line of demarcation, such as a road or a fence, or to encompass small common areas.

Long-range work plan

A planning document which identifies work and services for the 5 fiscal years beyond the period covered by the annual work plan.

Maintenance

The recurrent, day-to-day, periodic, or scheduled work required to preserve or restore a real property facility in such condition that it may be effectively used for its designed functional purpose. Maintenance includes work done to prevent damage which would be more costly to restore than to prevent. Maintenance also includes work to sustain existing components, such as renewal of disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

Maintenance and repair project

A logical plan of work on one or more real property facilities. The housing manager, in coordination with the DPW, will determine what work to include in a maintenance or a

repair project, basing judgment on good engineering practices, operational or administrative considerations, and economical contracting practices.

Make-ready costs

Costs of any necessary alterations, repairs, and/or additions to foreign leased housing units to provide adequate living accommodations. These costs apply only when the housing unit is initially acquired.

Manufactured home

A structure, transportable in one or more sections, which, in the traveling mode, is eight feet or more in width or forty body feet or more in length, or erected on site, is three hundred twenty or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all of the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary (of Housing and Urban Development) and complies with the standards established under this chapter. (Definition per 42 USC 5402.)

Military necessity

Military conditions or factors which, in the judgment of the installation commander, require an individual to be housed in a Government-owned or -controlled facility in order to carry out an essential operation or mission on a long-range continuing basis. (See key and essential personnel.)

Mobile home

See "manufactured home."

Negligence

The failure to act as a reasonably prudent person would have acted under similar circumstances.

Net floor area

That space within the interior perimeter of exterior and party walls. Excluded are unfinished basement, or utility service and bulk storage space in place of a basement; attic; garage; carport; open or screened porches; stairwells and landings; and, in multifamily dwellings, common stairways, halls, and entries.

New construction

The erection, installation, or assembly of a new real property facility. This includes utilities, equipment installed and made a part of the unit, and related site preparation (demolition, excavation, filling, landscaping, or other land improvement). It also includes venetian blinds and drawshades.

New work

That work which results in the creation of a facility, of an addition to an existing facility, or of a building component or system which did not exist prior to the work, irrespective of whether the work is funded from a construction or an O&M account.

Non-whole house project

A post acquisition construction (improvement) project which addresses the maintenance, repair, and/or improvement only of specific components of a dwelling unit. It is normally used where there is no current need for concurrent multiple projects to be rolled into a single project or where fiscal limitations exist. (See "Line Item Improvement Program.")

Obligation

A legal reservation of funds generally recorded at the time a legal binding agreement has been reached between an agent for the U. S. Government and a second party. It is established as a result of an order placed, contract awarded, services received, and similar transactions during an accounting period that will require payment during the same or future period.

"1+1" criteria

UPH barracks design criteria (under Whole Barracks Renewal Program), effective with the FY96 MCA program, which places 2 soldiers (private (E1) through specialist or corporal (E4)) sharing a suite composed of 2 private living/sleeping rooms with walk-in closets connected by a bathroom and service area with sink, counter, refrigerator, and space for a microwave oven. Sergeants (E5) and staff sergeants (E6) will occupy the entire suite, providing them both a living room and a bedroom. (See also "2+2" criteria.)

Open-bay facility

A large room housing 30 to 60 people.

Other real property

- a.* This includes the following:
- (1) Carports, garages, playgrounds, and other buildings or facilities physically separated from the DU building.
 - (2) Surrounding grounds and surfaced areas (except patios).
 - (3) Common use areas, regardless of location, of duplex and multiplex family housing units.
 - (4) Utility lines outside the building, up to the connection at the building 5-foot line.
- b.* Real and personal property normally acquired and installed with other than family housing funds is excluded. See "dwelling unit."

Overhead

Those resources consisting of personnel, funds, and/or material which are used to provide indirect support for the accomplishment of the direct support mission of an organization.

Overseas Housing Allowance

Payment authorized by law designed to reimburse military personnel for overseas housing costs in excess of their basic allowance for quarters.

PCSHOUSE Express

A menu-driven computer program contained in the HRAP. It is used to acquaint a soldier with the housing situation (on- and off-post) at a gaining installation before leaving his or her current duty station for TDY or PCS.

PCS Student

Personnel attending a training course or school course for 20 weeks or longer.

Permanent party personnel

Military personnel (includes Reserve Component personnel who are undergoing active duty for training for 20 weeks or more) and civilian employees who are assigned to or are attached to an installation in a PCS status.

Permissive TDY

A nonchargeable absence granted to attend or participate in activities of semi-official nature to the benefit of the Department of the Army. May include house hunting trips. Formally called administrative absence.

Post acquisition construction

Family housing construction projects (excluding design) performed on existing family housing which improve the structure, installed equipment, and ancillary support facilities. These projects include rehabilitation, modernization, alterations, additions, expansions, and extensions.

Preventive maintenance

The systematic care, servicing, and inspection of equipment, utility plants and systems, buildings and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor maintenance.

Primary floor finish

That flooring material which has a functional wearing surface and is aesthetically pleasing. This includes tile, sheet vinyl, other resilient floor finishes, and wall-to-wall carpeting installed over subflooring or over another uneconomically repairable or replaceable primary floor finish. It excludes wall-to-wall carpeting or rugs installed over a primary floor finish in the public entertainment areas of general and flag officer quarters or of quarters occupied by the installation commander in the grade of colonel (06).

Private housing

Housing not provided by the DOD Components.

Program level (furnishings)

Maximum quantity of an item required to provide furnishings support for authorized personnel.

Public entertainment area

That area in GFOQ, ICQ, the DU occupied by the Sergeant Major of the Army, or DUs occupied by special CSM position incumbents which includes the entrance foyer, living room, dining room, stairways, and hallways interconnecting these areas. Enclosed porches, dens, libraries, and family rooms (unless integrated) are not normally considered as part of the public entertainment area. Upstairs hallways (unless there is no bathroom available for guests to use on the first floor) and other areas of the DU are not considered as a part of the public entertainment area. Guest bedrooms in DUs of special command positions may be included if overnight accommodation of official visitors will be required.

Quarters

See "housing."

Real property facility

A separate and individual building, structure, utility system, or other real property improvement identifiable in the 3-digit CATCODES listed in DA PAM 415-28.

Reallocation

Temporary realignment of family housing to effect an equitable distribution of assets by grade category. (See diversion.)

Redesignation

Permanent change in designation of family housing from one pay grade category to another. (See conversion.)

Rental

Housing to rent (including to lease, or sublease, and to let) or otherwise to grant for a consideration the right to occupy premises not owned by the occupant.

Repair

The restoration of a real property facility to such condition that it may effectively be used for its designated functional purpose. Repair may be overhaul, reprocessing, or replacement of deteriorated component parts or materials.

a. Correction of deficiencies in failed or failing components of existing facilities or systems to meet current Army standards and codes where such work, for reasons of economy, should be done concurrently with restoration of failed or failing components. Corrective work may involve incidental increases in quantities or capacities.

b. A utility system or component may be considered "failing" if, because of technological obsolescence, it is inefficient and uneconomical, provided—

(1) The utility system or component of

such system exists and is, in fact, technologically obsolete.

(2) The system or component to be replaced has been in service for a minimum of 3 years.

(3) The project is estimated to have a payback period of 3 years or less.

c. Major work required to restore a generally deteriorated facility to such a condition that it may be effectively used for its designated purpose.

(1) Such an undertaking may include, under the classification of repair, the relocation or reconfiguration of building components such as partitions, windows, and doors, to the extent that they are replacements of existing components. Additional quantities, beyond what existed, is construction.

(2) Such an undertaking may include, under the classification of repair, the relocation and reconfiguration of utility systems into arrangements to meet current standards to the extent that the total area or population served by the utility system being replaced is not increased. An increase in total area or population served is construction.

(3) In case of failed or failing systems, such an undertaking may also incorporate additional components, if based on good engineering practice, to permit the efficient and safe use of the replacement system.

d. Repair does not include increases in quantities of components for functional reasons, nor extension of utilities or protective systems to areas not previously served. An increase in quantities of components for functional reasons, areas not previously served by utilities, or protective systems, or increases in exterior building dimensions, is construction.

e. Complete replacement of a real property facility is construction, not repair.

Replacement

A complete reconstruction of a real property facility destroyed or damaged beyond the point where it may be economically repaired.

Replacement furnishings

Items procured to replace authorized items in the existing inventory which have become uneconomically repairable or unsuitable for their intended use. For UPH, also includes furnishings items procured—

a. As new authorized items added to the CTA.

b. To support changes in JFTR allowances.

c. As part of an OMA-funded renovation or modernization project.

Representational housing

Housing designated and used for general/flag officers, civilians of comparable grade, installation commanders in the grade of colonel (06), the SMA, and incumbents of special CSM positions.

Reserve Component personnel

Members of the Reserve Components of the

Uniformed Services of the United States (Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve).

Respondent

A person against whom a housing complaint has been registered.

Restrictive sanctions

Actions taken by the installation commander to preclude military personnel from entering into a rental, lease, or purchase agreement with or occupying housing of, an agent who has been found to have discriminated against military personnel or their dependents. Restrictive sanctions are effective against the agent, the identified facility, and all other facilities owned or operated by the agent.

Revitalization

Systematic replacement or renovation of Army real property with the goal of modernizing it to current standards. The revitalization program recognizes that facilities have finite lives. In consideration of this fact, its goal is to revitalize annually forever a percentage of the facilities inventory so that no facility will exceed its economic and/or functional life.

Self-help

Resident performance of minor and simple repairs, maintenance, and certain minor improvements. This includes cleaning of Government-owned, -controlled, or -leased real and personal property assigned to the resident.

Service order

A work authorization document used for small-scale maintenance and repair work on Government-owned or -leased facilities and equipment. It is limited to 40 man-hours of labor and/or \$1000 limit for labor and materials on OMA-funded new work. For family housing, improvements (either incidental improvements or post acquisition construction) may not be accomplished as a service order. (See para 7-5.)

Set-aside

A housing unit set-aside by a landlord for use by military personnel. The soldier pays rent by payroll deduction (allotment) not greater than his or her housing allowances. Requires a negotiated agreement between the landlord and the installation.

Set of quarters

See "dwelling unit."

Slab-on-grade

Concrete floor which is placed or poured on the ground level.

Soldier

A uniformed member of the Army. In this regulation, the term "soldier" also includes

members of the other uniformed services and may refer to DOD civilians.

Special command position

A position designated by the Director of Administration and Management, OSD, if filled by a general or flag officer, or civilian or comparable grade, with public entertainment responsibilities requiring the incumbent to represent the interests of the United States in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank, and outstanding members of the business, industrial, labor, scientific, and academic communities.

Start-up costs

See "make-ready costs."

Statement of nonavailability

A statement provided to authorized personnel to reside off post and receive reimbursement for housing when adequate housing is not available.

Substandard family housing

DOD-controlled housing that was specifically authorized by Congress as "substandard" in, and prior to, FY 73. Such housing is not adequate and is occupied subject to a charge against a service member's BAQ for the fair market value of the quarters not to exceed 75 percent of the BAQ amount.

Substandard GH (not upgradable)

GH that does not meet minimum adequacy standards as set forth in paragraph 4-4 and cannot be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity.

Substandard GH (upgradable)

GH that does not meet minimum adequacy standards as set forth in paragraph 4-4, but can be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity.

Substandard UPH (not upgradable)

All temporary UPH and that permanent UPH which does not meet minimum adequacy standards as set forth in paragraph 4-4 and cannot be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; neither will it be counted as adequate assets. (Formerly, substandard not upgradable.)

Substandard UPH (upgradable)

Permanent UPH that does not meet minimum adequacy standards as set forth in paragraph 4-4, but can be upgraded to these standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; however, such UPH will be counted as adequate assets.

(Formerly, substandard may be made adequate.)

Supplementary furnishings

Items of furnishings authorized for issue to supplement personal furnishings of general and flag officers, installation commanders in the grade of colonel (O6), and the SMA having representational/official entertainment responsibilities.

Temporary duty housing

UPH established to meet short-term requirements for eligible military personnel and DOD civilian employees. Includes DVQ and VQ.

Temporary duty students

Personnel attending a training course or school for less than 20 weeks in TDY status.

Temporary lodging allowance

An allowance designed to partially reimburse soldiers and their family members the added living costs at an overseas duty station when it is necessary to occupy temporary lodging incident to PCS.

Temporary lodging expense

An allowance to partially offset the added living expenses incurred within the United States by soldiers and their family members when it is necessary to occupy temporary lodging incident to PCS.

Temporary lodging facilities

Specifically identified housing facilities operated by the military services to provide short-term temporary housing accommodations. Include guest houses except transient housing occupied by official visitors to the installation. Do not include facilities used primarily for rest and recreation purposes, or UPH. (See also Army lodging.)

Trainees

Personnel undergoing training to prepare for their first permanent duty assignment (includes personnel at Army training centers and Army service schools in either a TDY or PCS status) who have not been assigned a military occupational specialty.

Transient housing

See "Army lodging".

"2+2" criteria

UPH barracks design criteria which places up to two persons per bedroom in a two bedroom suite, built around a single bathroom. This criteria will only be used through the FY95 MCA program. Beginning with the FY96 MCA program, the "1+1" criteria will be used for all barracks construction. (See also "1+1" criteria.)

Unaccompanied personnel

Military personnel and DOD civilians who either have no family members or are not accompanied by family members.

Unaccompanied personnel housing

Housing used to house personnel not residing with family members.

a. Includes unaccompanied enlisted personnel housing (UEPH), also called enlisted quarters (EQ)/senior enlisted quarters (SEQ); and formerly known as bachelor enlisted quarters (BEQ)/senior bachelor enlisted quarters (SBEQ).

b. Includes unaccompanied officer personnel housing (UOPH), also called officer quarters (OQ)/senior officer quarters (SOQ); and formerly known as bachelor officer quarters (BOQ).

c. Also includes barracks, dormitories, and transient UPH.

d. May include privately-leased housing.

Unfunded costs

Costs which are charged to a different appropriation from that which is paying for a project.

Uniformed services

The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the U.S. Public Health Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Unit

A single dwelling, for example, a house or apartment designed for occupancy by one family. A duplex house consists of two units.

Unit integrity allowance

A management allowance which commanders use as an aid to unit cohesiveness and readiness. The appropriate level for applying this allowance is the battalion.

United States

The 50 States, the District of Columbia, and U.S. territories and possessions.

U.S. overseas

Alaska, Hawaii, and U.S. territories and possessions.

U.S. territories and possessions

Outlying areas of the United States, including Puerto Rico, Virgin Islands, Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.

Verifier

Volunteer used during the course of a housing discrimination investigation to determine if housing discrimination is being practiced by an agent as alleged. Not required to be prospective tenants.

Voluntarily separated persons

a. In the case of family housing, a soldier who, for reasons other than availability of housing at the permanent duty location, elected not to be accompanied by family members.

b. For UPH, a soldier in CONUS, Hawaii, or Alaska, for whom family housing would

otherwise be programmable, who elected for any reason not to be accompanied.

Whole Barracks Renewal Program

A holistic approach to providing single soldiers with community living areas, where barracks are the foundation of a contiguous area that includes adequate supporting facilities such as landscaping, parking, recreation areas, service areas (laundry, kitchen, mail), consolidated dining facilities, and so forth. Includes a new barracks design standard called "1 + 1" criteria. (See also "1 + 1" criteria.)

Whole house project

A comprehensive project for revitalizing, modernizing, renovating, or rehabilitating a dwelling unit by doing all required work (maintenance, repair, and/or improvement) at one time. A whole house project is normally used where dwelling unit age has either caused failed or failing systems and components or resulted in obsolete amenities inconsistent with those found in contemporary housing. Such a project results in lower costs, less down time on dwelling units, improved service to residents, and better housing for families. (See also revitalization.)

Whole neighborhood revitalization

Systematic performance of the work necessary to bring overage family housing facilities to new construction standards by addressing dwelling units, supporting infrastructure/recreational facilities, and energy conservation retrofits. It includes doing all required work (maintenance, repair, and/or improvement, or replacement) at one time. (See also revitalization.)

Willful misconduct

Intentional damage, destruction, or loss of Government property.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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GUEST HOUSING OCCUPANCY REPORT

For use of this form, see AR 210-50; the proponent agency is OCE

Requirement Control
Symbol ENG-308

NUMBER OF UNITS

INSTALLATION

REPORT PERIOD

MAJOR COMMAND

SECTION A - OCCUPANCY DATA BY VISITOR STATUS

	TDY		PCS		OTHER		TOTALS	
	PRIMARY OCCUPANTS a	UNIT DAYS OCCUPIED b	PRIMARY OCCUPANTS c	UNIT DAYS OCCUPIED d	PRIMARY OCCUPANTS e	UNIT DAYS OCCUPIED f	PRIMARY OCCUPANTS g	UNIT DAYS OCCUPIED h
1. OFFICER								
2. NCO / ENLISTED								
3. DOD CIVILIAN								
4. FOREIGN MILITARY								
5. OTHER								
6. TOTAL								
7. AVERAGE LENGTH OF STAY								

SECTION B - OCCUPANCY OF UNITS

8. UNIT DAYS TEMPORARILY ALLOCATED TO TRANSIENT USE	
9. TOTAL UNIT DAYS AVAILABLE	
10. UNIT DAYS OCCUPIED (6h)	
11. OCCUPANCY RATE (10 ÷ 9)	%
12. TDY OCCUPANCY RATE (6b ÷ 9)	%
13. MULTIPLE OCCUPANCY DATA	
a. No. of Additional Occupants	
b. No. of Additional Occupancy Days	

SECTION C - REMARKS

DA FORM 4630-R, Feb 90

EDITION OF JUN 83 IS OBSOLETE

GENERAL/FLAG OFFICER'S QUARTERS QUARTERLY OBLIGATIONS REPORT				<i>REQUIREMENT CONTROL SYMBOL ENG-328</i>
For use of this form, see AR 210-50; the proponent agency is OACSIM				
1. FISCAL QUARTER	2. FISCAL YEAR	3. MACOM	4. REPORTING INSTALLATION	5. LOCATION
6. GRADE AND POSITION TITLE				7. DATE ASSIGNED
8. QUARTERS ADDRESS				9. YEAR BUILT
10. REAL PROPERTY INVENTORY CODE	11. SIZE (NSF)	12. SPECIAL COMMAND POSITION CODE	13. CHANGE OF OCCUPANCY <input type="checkbox"/> YES <input type="checkbox"/> NO	14. MAJOR MAINTENANCE AND REPAIR <input type="checkbox"/> YES <input type="checkbox"/> NO
15. NATIONAL HISTORICAL REGISTER <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ELIGIBLE	16. CONGRESSIONALLY APPROVED MAINTENANCE AND REPAIR		17. DA APPROVED O&M	18. MACOM APPROVED O&M
19a. REVIEW/CONCURRENCE (<i>Housing Manager</i>)		b. DATE	c. SIGNATURE	
20a. APPROVED (<i>DPW</i>)		b. DATE	c. SIGNATURE	
OBLIGATIONS (<i>Express cost to the nearest dollar</i>)				
DESCRIPTION	THIS QUARTER	YEAR TO DATE	BUDGET ESTIMATE CURRENT FY	
21. OPERATIONS				
a. Management				
b. Services				
c. M&R Furnishings				
d. Purchase Furnishings (1)				
e. Control, Moving, and Handling of Furnishings				
f. Miscellaneous				
g. Utilities				
h. Lease Payments				
TOTAL OPERATIONS				
22. MAINTENANCE				
a. Recurring M&R (2)				
b. Between Occupancy Maintenance Cleaning				
c. Major Projects (2)				
d. Alterations & Additions (2)				
e. M&R Exterior Utilities				
f. M&R Grounds (2)				
g. M&R Other Real Property				
h. Self Help				
i. Design Costs				
TOTAL MAINTENANCE				
23. TOTAL OPERATION AND MAINTENANCE				
24. POST ACQUISITION OBLIGATIONS (<i>BP6000000</i>)				
25. SECURITY COSTS				
26. REMARKS (<i>Use plain bond paper for continuation</i>)				
FOOTNOTES: 1. Itemize and cite approval authority in Remarks. 2. Itemize in Remarks.				

DETAILED SALES / RENTAL LISTING

For use of this form, see AR 210-50; the proponent agency is OCE.

DATE LISTED _____

HOUSE <input type="checkbox"/> SALE <input type="checkbox"/> RENT	TRAILER OR SPACE <input type="checkbox"/> SALE <input type="checkbox"/> RENT	LEASE REQ <input type="checkbox"/> YES <input type="checkbox"/> NO	CHILDREN <input type="checkbox"/> YES <input type="checkbox"/> NO	GROUPS / SHARE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	APT HOUSE NO. OF UNITS <input type="checkbox"/> YES <input type="checkbox"/> NO	
FURNISHED <input type="checkbox"/> YES <input type="checkbox"/> NO	AGE OF UNIT _____ YRS	DIST FROM INSTALLATION _____ MILES _____ TIME	DETACHED <input type="checkbox"/> ONE STORY <input type="checkbox"/> TWO STORY <input type="checkbox"/> SPLIT LEVEL <input type="checkbox"/> MULTISTORY	SEMI DETACHED <input type="checkbox"/> ROW <input type="checkbox"/> ONE STORY <input type="checkbox"/> TWO STORY <input type="checkbox"/> MULTISTORY	BRICK <input type="checkbox"/> SHINGLE <input type="checkbox"/> STUCCO <input type="checkbox"/> FRAME <input type="checkbox"/> STONE	
LIVING ROOM <input type="checkbox"/> FIRE PLACE	DINING ROOM <input type="checkbox"/> DINING AREA	FAMILY ROOM <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> FIREPLACE	DEN <input type="checkbox"/> YES <input type="checkbox"/> NO	BEDROOM NO. & SIZE _____	BATH <input type="checkbox"/> 1/2 <input type="checkbox"/> FULL <input type="checkbox"/> PORCH <input type="checkbox"/> ACCESS FOR HANDICAPPED	
KITCHEN <input type="checkbox"/> DISHWASHER <input type="checkbox"/> DISPOSAL <input type="checkbox"/> STOVE <input type="checkbox"/> REFRIG	WASHER <input type="checkbox"/> DRYER <input type="checkbox"/> CONNECTION <input type="checkbox"/> CONNECTION	GARAGE <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> YARD <input type="checkbox"/> CARPORT <input type="checkbox"/> OFF ST PARKING <input type="checkbox"/> FENCED	RENTAL PRICE: EFF \$ _____ 1 BR: \$ _____ 2 BR: \$ _____ 3 BR: \$ _____ 4 BR: \$ _____	SALES PRICE \$ _____	SECURITY DEPOSIT <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT \$ _____	
HEAT <input type="checkbox"/> OIL <input type="checkbox"/> GAS <input type="checkbox"/> ELEC	AIR COND <input type="checkbox"/> CENTRAL <input type="checkbox"/> WINDOW <input type="checkbox"/> EVP GLR	UTILITIES PAID BY <input type="checkbox"/> LANDLORD <input type="checkbox"/> TENANT	LOAN INFORMATION <input type="checkbox"/> VA INTEREST _____ % <input type="checkbox"/> FHA NO., PAYMENT \$ _____ <input type="checkbox"/> CONV LOAN BAL \$ _____			MILITARY CLAUSE <input type="checkbox"/> YES <input type="checkbox"/> NO
REMARKS _____ _____ _____						
NAME OF CONTACT _____ _____ _____						
ADDRESS OF FACILITY (include subdivisions & ZIP Code) _____ _____ _____						

DA FORM 5546-R, Feb 90

REPLACES DD FORM 1667, 1 NOV 73 WHICH IS OBSOLETE.

HOUSING FURNISHINGS REPORT

For use of this form, see AR 210-50; the
proponent agency is OCE.

TO

FROM (include office symbol)

Requirement Control Symbol
ENG-235

REPORT DATE

AFH UPH

PART I - SECTION A - CURRENT INVENTORY STATUS

LINE	ITEM NAME a	AVERAGE COST b	INVENTORY		PROGRAM LEVEL e	DEFICIT		EXCESS h	IN USE EXCESS i	AVAILABLE FOR REDISTRIBUTION j
			QTY c	\$ VALUE d		QTY f	\$ VALUE g			
1.	Bed, Headboard, w/Frame 54w and larger									
2.	Bedstead, Single 39w									
3.	Bed, Bunk, Sit or Al Rd 36w									
4.	Bed, Wood, Stackable 42w									
5.	Bedspread									
6.	Bedspring, F/Double Bed and Larger									
7.	Bedspring, F/Single Bed									
8.	Bench, Cube									
9.	Blanket, Bed									
10.	Bookcase									
11.	Buffet									
12.	Cabinet, China									
13.	Cabinet, Kitchen									
14.	Carpet (Equipment in place)									
15.	Chair, Desk									
16.	Chair, Easy									
17.	Chair, Lounge/Occasional									
18.	Chair, Stacking									
19.	Chair, Straight w/o arms									
20.	Chair, Straight w/arms									
21.	Chest, 3-Drawer									
22.	Chest of Drawers									
23.	Closet, Janitors									
24.	Costumer, Wearing, Apparel									
25.	Cover, Mattress									
26.	Crib, F/Small Child									
27.	Cushion, F/Rug									
28.	Cushion, Use w/Bench									
29.	Davenport									
30.	Desk, E/O									
31.	Desk, E/O Vanity									

REPLACES DA FORMS 3848-R, 3848A-R, 3846-R AND 3849A-R, DEC 75 WHICH ARE OBSOLETE.

DA FORM 5867-R, Feb 80

ORIGINATOR'S OFFICE SYMBOL:

AFH UPH

PART I - SECTION A - CURRENT INVENTORY STATUS (CONT'D)

LINE	ITEM NAME a	AVERAGE COST b	INVENTORY		PROGRAM LEVEL e	DEFICIT		EXCESS h	IN USE EXCESS i	AVAILABLE FOR REDISTRIBUTION j
			QTY c	\$ VALUE d		QTY f	\$ VALUE g			
32	Draperies									
33	Dresser, E/O									
34	Game, Air Hockey									
35	Hutch									
36	Ice Machine									
37	Lamp, Floor									
38	Lamp, Table/Desk									
39	Mattress, F/Double Bed and larger									
40	Mattress, F/Bed 36W									
41	Mattress, F/Bed 39W									
42	Mattress, F/Bed 42W									
43	Mattress, Crib									
44	Mirror, E/O, F/Dresser									
45	Over Chest, F/Wardrobe									
46	Pad, Mattress									
47	Pillow, Bed									
48	Pillowcase									
49	Pool Table									
50	Rack, Magazine									
51	Radio/Stereo									
52	Rug, up to 36SF									
53	Rug, over 36SF									
54	Server									
55	Sheet, Bed									
56	Sofa									
57	Stand, Smoking									
58	Stool, Upholstered									
59	Table, Coffee									
60	Table, End									
61	Table, Kitchen									
62	Table, Occasional									
63	Table, Round									
64	Television/Video Cassette Recorder									
65	Wardrobe, 36W									
66	Wardrobe, 46W									

ORIGINATOR'S OFFICE SYMBOL: AFH UPH

PART I - SECTION A - CURRENT INVENTORY STATUS (CONT'D)

LINE	ITEM NAME a	AVERAGE COST b	INVENTORY		PROGRAM LEVEL e	DEFICIT		EXCESS h	IN USE EXCESS i	AVAILABLE FOR REDISTRIBUTION j
			QTY c	\$ VALUE d		QTY f	\$ VALUE g			
67.										
68.										
69.										
70.										
71.	Misc. Furniture									
72.	TOTAL FURNITURE (Line 1 to 71)									
	HOUSEHOLD EQUIPMENT									
73.	Cleaner, Vacuum									
74.	Dishwasher, Part. (Gov. Owned)									
75.	Dishwasher, Part. (Contr. Owned/Leased)									
76.	Dryer (Gov. Owned)									
77.	Dryer (Contr. Owned/Leased)									
78.	Fan									
79.	Freezer (Gov. Owned)									
80.	Freezer (Contr. Owned/Leased)									
81.	Fireplace Equipment									
82.	Polisher, Floor									
83.	Range (Gov. Owned)									
84.	Range (Contr. Owned/Leased)									
85.	Refrigerator (Gov. Owned)									
86.	Refrigerator (Contr. Owned/Leased)									
87.	Scrubber, Vacuum, Carpet									
88.	Washer (Gov. Owned)									
89.	Washer (Contr. Owned/Leased)									
90.										
91.										
92.										
93.										
94.	Misc Equipment									
95.	TOTAL EQUIPMENT (Line 73 to 94)									
96.	TOTAL FURNISHINGS (Line 72 + 96)									

PART II - PLANNED PROCUREMENT

LINE	ITEM NAME a	UNIT COST b	BUDGET YEAR		FY:		FY:		FY:	
			QTY c	\$ VALUE d	QTY e	\$ VALUE f	QTY g	\$ VALUE h	QTY i	\$ VALUE j
1	Bed, Headboard, w/Frame 54w and larger									
2	Bedstead, Single 39w									
3	Bed, Bunk, Stl or Al Rd 36w									
4	Bed, Wood, Stackable 42w									
5	Bedspread									
6	Bedspring, F/Double Bed and Larger									
7	Bedspring, F/Single Bed									
8	Bench, Cube									
9	Blanket, Bed									
10	Bookcase									
11	Buffet									
12	Cabinet, China									
13	Cabinet, Kitchen									
14	Carpet (Equipment in place)									
15	Chair, Desk									
16	Chair, Easy									
17	Chair, Lounge/Occasional									
18	Chair, Stacking									
19	Chair, Straight w/o arms									
20	Chair, Straight w/arms									
21	Chest, 3-Drawer									
22	Chest of Drawers									
23	Cloast, Janitors									
24	Costumer, Wearing, Apparel									
25	Cover, Mattress									
26	Crib, F/Small Child									
27	Cushion, F/Rug									
28	Cushion, Use w/Bench									
29	Davenport									
30	Desk, E/O									
31	Desk, E/O Vanity									
32	Draperies									
33	Dresser, E/O									
34	Game, Air Hockey									
35	Hutch									

ORIGINATOR'S OFFICE SYMBOL:

AFH UPH

PART II - PLANNED PROCUREMENT (CONT'D)

LINE	ITEM NAME a	UNIT COST b	BUDGET YEAR		FY:		FY:		FY:				
			QTY c	\$ VALUE d	QTY e	\$ VALUE f	QTY g	\$ VALUE h	QTY i	\$ VALUE j			
36.	Ice Machine												
37.	Lamp, Floor												
38.	Lamp, Table/Desk												
39.	Mattress, F/Double Bed and larger												
40.	Mattress, F/Bed 36W												
41.	Mattress, F/Bed 39W												
42.	Mattress, F/Bed 42W												
43.	Mattress, Crib												
44.	Mirror, E/O, F/Dresser												
45.	Over Chest, F/Wardrobe												
46.	Pad, Mattress												
47.	Pillow, Bed												
48.	Pillowcase												
49.	Pool Table												
50.	Rack, Magazine												
51.	Radio/Stereo												
52.	Rug, up to 36SF												
53.	Rug, over 36SF												
54.	Server												
55.	Sheet, Bed												
56.	Sofa												
57.	Stand, Smoking												
58.	Stool, Upholstered												
59.	Table, Coffee												
60.	Table, End												
61.	Table, Kitchen												
62.	Table, Occasional												
63.	Table, Round												
64.	Television/Video Cassettes Recorder												
65.	Wardrobe, 36W												
66.	Wardrobe, 46W												
67.													
68.													
69.													

ORIGINATOR'S OFFICE SYMBOL:

AFH UPH

PART II - PLANNED PROCUREMENT (CONT'D)

LINE	ITEM NAME a	UNIT COST b	BUDGET YEAR		FY:		FY:		FY:	
			QTY c	\$ VALUE d	QTY e	\$ VALUE f	QTY g	\$ VALUE h	QTY i	\$ VALUE j
70										
71	Misc. Furniture									
72	TOTAL FURNITURE (Line 1 to 71)									
	HOUSEHOLD EQUIPMENT									
73	Cleener, Vacuum									
74	Dishwasher, Part. (Gov. Owned)									
75	Dishwasher, Part. (Contr. Owned/Leased)									
76	Dryer (Gov. Owned)									
77	Dryer (Contr. Owned/Leased)									
78	Fan									
79	Freezer (Gov. Owned)									
80	Freezer (Contr. Owned/Leased)									
81	Fireplace Equipment									
82	Polisher, Floor									
83	Range (Gov. Owned)									
84	Range (Contr. Owned/Leased)									
85	Refrigerator (Gov. Owned)									
86	Refrigerator (Contr. Owned/Leased)									
87	Scrubber, Vacuum, Carpet									
88	Washer (Gov. Owned)									
89	Washer (Contr. Owned/Leased)									
90										
91										
92										
93										
94	Misc. Equipment									
95	TOTAL EQUIPMENT (Line 73 to 94)									
96	TOTAL FURNISHINGS (Line 72 + 95)									
REMARKS										

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT		1. REGULATION NUMBER
		2. DATE OF REGULATION
For use of this form, see AR 11-2; the proponent agency is ASA(FM).		
3. ASSESSABLE UNIT		
4. FUNCTION		
5. METHOD OF EVALUATION <i>(Check one)</i>		
a. CHECKLIST		b. ALTERNATIVE METHOD <i>(Indicate method)</i>
APPENDIX <i>(Enter appropriate letter)</i>		
6. EVALUATION CONDUCTED BY		
a. NAME <i>(Last, First, MI)</i>		b. DATE OF EVALUATION
7. REMARKS <i>(Continue on reverse or use additional sheets of plain paper)</i>		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Management Control . I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions <i>(if any)</i> are described above or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		
(1) TYPED NAME AND TITLE		b. DATE CERTIFIED
(2) SIGNATURE		

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