DEPARTMENT OF THE ARMY
235th BASE SUPPORT BATTALION
UNIT 28614
APO AE 09177

AETV-WG-A 9 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Housing Management - Policy # 14

1. REFERENCES:

a. AR 55-46, Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Overseas Areas.

b. AR 210-50, Installation Housing Management.

c. AR 612-11, Military Sponsor Program.

d. USAREUR Supplement 1 to AR 210-50, Installation Housing Management

e. USAREUR Regulation 27-9 Dependent Misconduct.

f. USAREUR Regulation 210-6 Furniture and Household Equipment.

g. USAREUR Regulation 612-1 Clearance by Departing Personnel.

h. CTA 50-909 Common Table of Allowances.

i. AR 735-5 Policies and Procedures for Property Accountability.

2. PURPOSE:

a. To establish policies, responsibilities, and procedures which will promote harmonious and cooperative community living.

b. To define the relationship between the Garrison Commander and occupants of government controlled family quarters.

3. SCOPE: This regulation applies to all occupants of government controlled quarters (to include leased, GRHP and UPH quarters) within this command. Where there is a conflict between leased housing rules and the policies contained within this policy, the leased housing regulation will prevail.

4. POLICY:

a. High standards of police, sanitation, and discipline in all government housing areas are the primary responsibility of the Base Support Battalion Commander. To maintain these high standards, a chain of command is established as follows: Garrison Commander, AST Commander, area coordinator, building coordinator, stairwell coordinator, and sponsor.

b. Occupants of government quarters are expected to adhere to the highest standards of deportment, including an evident desire to ensure that the appearance of the government quarters and grounds reflect favorably upon themselves and the American community.

c. Family sponsors are responsible for informing members of their family, guests, and servants to portions of this regulation that applies to them. Supplemental directives that may be published in other community media will also be disseminated.

d. Failure to comply with this policy letter or lawful orders issued by officials within the community or misconduct and flagrant violations of accepted standards by the sponsor or his family members or guests may be considered cause for revocation of command sponsorship or cause for termination of government quarters.

e. To resolve minor problems, building coordinators and area coordinators are authorized direct communication with the sponsor's unit commander. Unit commanders will respond to assure justice for both the sponsor and the community.

f. Personnel assigned as Directorate of Public Works and Housing OICs or NCOICs will not be appointed to the chain of command duties outlined in this regulation. Additionally, personnel assigned as chaplains, lawyers, inspector generals, criminal investigation division (CID) special agents, CID supervisory personnel and military police investigators, will not be appointed to any duties except on a voluntary basis.

g. Sponsors appointed to the housing chain of command will not simultaneously occupy more than one position (i.e., building coordinator and stairwell coordinator). Personnel with less than one month remaining in the command will not be appointed as area or building coordinators.

5. APPOINTMENTS, RESPONSIBILITIES, DUTIES AND FUNCTIONS:

a. The responsibilities of the Garrison Commander, AST Commander, area and building coordinators, and the sponsor are located in Appendix A.

b. The housing manager is responsible for:

(1) The staff supervision and execution of the community housing program.

(2) Providing the AST commander with occupant rosters for selecting and appointing area/building coordinators.

(3) Assignment, reassignment, and termination of government quarters.

(4) Establishing and maintaining waiting lists for government quarters.

(5) Implementation of all applicable regulations pertinent to operation and management of family housing.

(6) The provision of Furniture and Household Equipment (F&E) in accordance with USAREUR Regulation 210-6 (Family Furnishings) and CTA 50-909 (Common Table of Allowances).

(7) Counseling sponsors and family members concerning standards of conduct, care of property, availability of assistance in resolving complaints, acting as a grievance arbiter concerning housing conditions and assignments, investigating complaints concerning building maintenance and repair, furnishings, assignments/terminations initiated by building and/or area coordinators, and mediating where appropriate or forwarding findings to higher headquarters or other authorities.

(8) Publishing and issuing quarters assignment and termination orders.

(9) Establishing boundaries which clearly delineate grounds assigned for use and maintenance by occupants of each government housing building.

(10) A briefing and outline of the recycling program (SORT).

(11) Preparing, publishing, and issuing detailed instructions to the occupants of multiple leased housing covering the following subjects:

(a) Specific duties and responsibilities of the landlord/"Hausmeister".

(b) Additional fire rules for leased housing.

(c) A roster of available emergency services and their telephone numbers.

(d) A thorough description of specific house rules such as operation of elevators, trash collection, master antennas, leased kitchen equipment, and other facilities not common or of non-US standard construction.

(e) An outline of the different maintenance responsibilities (i.e., what action the occupant has to initiate to obtain repair services from the facilities engineer, the "Hausmeister", or a specifically designated maintenance contractor).

(f) School bus schedules from the local transportation officer, a leaflet on special police rules (curb parking) prepared by the military police, or similar information may be published.

(12) Questions involving the interpretation of housing regulations and those requiring adjudication of individual rights, privileges, or benefits will be referred to the Staff Judge Advocate for legal advice before final action is taken.

6. REPAIR AND MAINTENANCE PROCEDURES FOR OCCUPANTS:

Procedures applicable to occupants for maintaining their quarters in an acceptable state of repair are contained in Appendix B, of this policy letter.

7. OCCUPANCY OF GOVERNMENT QUARTERS:

a. The size and type of quarters occupied is predicated on the sponsor's grade and family composition. See AR 210-50 for Tables of Authorization.

b. Government controlled quarters (to include leased and GRHP quarters) assigned to eligible military or civilian personnel are provided by law and monetary allowances (BAQ/LQA) normally provided in lieu thereof will be forfeited during occupancy. There are no inadequate government controlled quarters located in the 235th BSB Area of Responsibility, thus the full monetary allowance will be forfeited during occupancy. Does not apply to married personnel residing in SEQ/BOQ.

c. Unauthorized use of quarters, or common use of interior space, renting/subletting space, conducting business ventures without SJA review and BSB permission, or permitting anyone other than legal family members of the household or bonafide guests to occupy quarters or common use of interior space is considered a misuse of public property.

d. Multiple occupancy of a family housing unit by more than one family is not authorized.

e. Visitors who are guests of family housing occupants will be considered guests for a limited period, not to exceed 90 cumulative days within any calendar year.

(1) Bonafide guests include personnel with their duty station in the same community in which the quarters are located.

(2) Bonafide guests include personnel on housing waiting lists for either government or economy quarters.

(3) Overnight guests of BOQ and SEQ residents must be bonafide visitors. A visit is not to exceed 30 days in any twelve-month period. If guest is a dependent, soldier may be required to forfeit BAQ at the with dependent rate.

8. TERMINATION OF QUARTERS:

a. Termination of government family quarters will be accomplished in accordance with the provisions of USAREUR Regulation 210-50.

b. Quarters will be terminated:

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

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

(3) Upon sponsor's retirement or separation from the service.

(4) Government housing may be terminated at the discretion of the installation commander under the following conditions:

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

(b) When occupants are involved in the misuse or illegal use of housing contrary to safety, health, welfare or morale.

9. HOUSEHOLD FURNITURE:

a. Eligibility for Family Housing and Unaccompanied Personnel Housing Furniture Support:

(1) Family Housing:

(a) Soldiers of all grades with command sponsored family members.

(b) DOD Civilian Personnel in grade GS-5 equivalent or higher when; hired from CONUS or hired overseas and receiving living quarters allowance.

(2) Soldiers and Civilian Personnel authorized to ship their full JFTR weight allowance may be provided temporary furniture while household goods are in or outbound. Soldiers and Civilian Personnel limited to administrative weight allowance are authorized full government furniture support according to CTA 50-909.

(3) Unaccompanied Personnel Housing (BOQ & SEQ):

(a) Unaccompanied Personnel Housing in grade authorized to occupy UPH accommodations are authorized government furnishings support according to CTA 50-909.

(b) UPH Personnel authorized to reside in private rental housing may receive government furnishings support according to CTA 50-909.

(4) Each customer is entitled to one delivery and one pickup of furniture at government expense. Personal transportation is authorized for additional furniture transactions, deliveries or pickups.

(5) Individuals issued government furnishings are held liable for damage, destruction or loss, caused through their negligence or willful misconduct.

(6) Government furniture <u>will not</u> be stored in attics, basements or store rooms and will be turned into the CFMO Warehouse DSN 467-2965/2967 or CIV 09802-83-2965/2967.

10. POC for this policy is Chief, Housing Division, Directorate of Public Works, 235th Base Support Battalion, at DSN 467-2971/2970.

JOHN G. REILLY
LTC, SF
Commanding

Encls
Appendix A
Appendix B
Appendix C
Appendix D
Appendix E

DISTRIBUTION:
A

BASE SUPPORT BATTALION COMMANDER'S, AST COMMANDERS, AREA COORDINATORS, BUILDING COORDINATORS, AND SPONSOR RESPONSIBILITIES

1. Base Support Battalion Commander

a. The BSB Commander is responsible for promoting general welfare, morale, safety, sanitation, clean-up, beautification, and maintenance of good order among members within the 235th BSB Area of Responsibility.

b. BSB Commander has the authority to:

(1) Appoint, assign or hire AST Commander.

(2) Appoint sponsors other than the senior sponsor as building coordinators in unusual or hardship cases. Each case will be individually reviewed and documented by the local housing officer and approved by the BSB Commander.

(3) Authorize early return of family members to CONUS, if deemed necessary, under the provisions of USAREUR Supplement 1 to AR 55-46 and USAREUR Regulation 27-9 when family members of the household become involved in an incident which:

(a) Is embarrassing to the United States Government.

(b) Is prejudicial to health, order, morale, and discipline in the command.

(c) Creates conditions harmful to the safety of family members.

(4) Initiate actions which may be justified under USAREUR Supplement 1 to AR 55-46 and USAREUR Regulation 27-9 for acts of violence, habitual intemperance in public, breach of public peace, becoming a nuisance, disorderly conduct, thievery, immoral conduct, and other acts of misconduct.

(5) Initiate actions to conduct semi-annual BSB-wide clean-up days (i.e., 4 days in fall, 4 days in spring).

2. AST Commanders have the authority/responsibility to:

a. Provide input and be a liaison to the senior tactical commanders and 235th BSB Commander regarding decisions that affect Caserne policies, facilities and services.

b. Appoint Area and Building Coordinators for all government controlled housing and ensure that problems elevated through the housing chain of command be resolved promptly.

c. Ensure that area and building coordinators are properly executing their responsibilities.

d. Resolve matters pertaining to violations of regulations, destruction of government property, and general of cooperation by occupants of family quarters.

e. Advise offenders, through their chain of command, when incidents occur that are contrary to establish procedures and the maintenance of order. Letters will inform the offender that such action will not be tolerated and cite possible consequences if it continues.

f. Improve community spirit, create an atmosphere of mutual concern , responsibility and cooperation and foster community activities by encouraging resident participation in community affairs.

g. Establish community organizations to assist in the identification and solution of community problems and needs.

h. Submit awards and honors for volunteer community members for exceptional service.

i. Monitor the watchful eye program.

3. Area Coordinators have the authority/responsibility to:

a. Rely on the AST Commander's staff to accomplish necessary administrative/clerical functions.

b. Assure communication and coordination with the community on matters important to harmonious community living.

c. Assist the AST and BSB Commander in the accomplishment of his/her duties under this policy letter.

d. Formulate a building SOP IAW this policy letter and housing guidelines.

e. Maintain a high standard of appearance and beautification in the housing area and encourage area beautification thru self-help efforts.

f. Be constantly informed of disciplinary procedures and policies and consult, as necessary, with the AST Commander and responsible unit commanders to develop mutually acceptable improvements in disciplinary matters affecting residents of the housing area.

g. Make recommendations to the AST Commander concerning families which should be removed from government housing for reasons specified in AR 210-50, USAREUR Supplement AR 55-46, USAREUR Regulation 27-9, and this policy letter.

h. Supervise security, safety, police, and police area to ensure there is a harmonious living environment in the housing area.

i. Brief building coordinators in their responsibilities, to include emphasis on energy conservation.

j. Inform the AST Commander of any contemplated absence in excess of seven days, advising him of the name, rank and address of the acting area coordinator to perform duty during the absence.

k. Encourage self-help projects which reduce command management and maintenance expenses.

l. Issues violation letters when necessary, to those building coordinators or sponsors who are in violation of their responsibilities.

m. Assist the AST and BSB Commander in administrating the Watchful Eye Program.

4. Building coordinators have the authority/responsibility to:

a. Contact their area coordinator within two working days after assuming responsibility.

b. Appoint, in writing, as stairwell coordinator, the highest ranking military sponsor residing in each stairwell of multiple dwellings (except as stated in para 3.f. of this policy letter). In leased housing complexes, the senior occupant of a floor may be appointed as the stairwell coordinator.

c. Delegate authority and duties, such as supervision of stairwells, general police, etc., to the stairwell coordinators.

d. Resolve all matters concerning the common welfare of the occupants of their building.

e. Coordinate activities of occupants in programs aimed at improving living conditions. All newly appointed building coordinators will hold a meeting within 30 days with all occupants.

f. Familiarize new family sponsors with regulations and policies governing community operations of the building and stairwell (within one week of the occupancy).

g. Survey the building and surrounding area (at least monthly) to determine work necessary to achieve cleanliness and attractiveness, including eliminating mud holes, seeding lawns, garbage area, repairing screens and fences, and removing mud from exterior walls. Materials not available through self-help stores may be obtained by submitting a work order to the DPW, DSN 467-2133 CIV. 09802-832-133.

h. Deals directly with family sponsors. When the sponsor is not available within a reasonable period of time, the primary family member of the household may be dealt with. Family members of the building coordinator will at no time act as the building coordinator, nor will they issue instruction in his/her name. In his/her absence, appoint the senior stairwell coordinator as the acting building coordinator. The area coordinator will be advised of such action.

i. Upon relief of duties, pass all pertinent directives, SOPs, and hand receipts for all common use equipment (lawn mowers, rakes, etc.) to his newly appointed replacement.

j. Specific duties of the building coordinator are:

(1) Enforce the provisions of this directive and all other lawful regulations and orders which are applicable.

(2) Inspect at least monthly, common areas and storage rooms to ensure:

(a) Elimination of fire, health, and safety hazards.

(b) Return of excess government-owned furniture to CFMO, DSN 467-2965/2967 or CIV 09802-83-2965/2967.

(3) Report in writing, to the housing office, all unauthorized or unregistered personnel discovered in or occupying the maid rooms or family quarters, or other misuse of these facilities.

(a) Monitor and control the use of all attic (maid) storage areas IAW Appendix C.

(b) Control and maintain a Key Roster/Fire Inspection Log IAW Appendix C.

(4) Report maintenance deficiencies in common areas to the DPW Work Order Section DSN 4672-133 or CIV 09802-832-133.

(5) Coordinate the police and cleaning of common areas with stairwell coordinators.

(6) Ensure that electrical distribution and heat exchange rooms are not used as storage rooms under any circumstances.

(7) The use of common areas such as laundry, drying, and playrooms must be equally available to all occupants. Laundry and drying will not be utilized between 2200 and 0600 hours. Exceptions to these times will be obtained from the building coordinator on a case by case basis.

(8) Institute utility conservation practices in common areas, for example: turning off lights when not needed, closing doors and windows in cold weather, and controlling outside water faucets to eliminate waste.

(9) Ensure that the police and maintenance of areas surrounding the building including the garbage area is done properly. Garbage must not be piled on ground, around or next to dumpsters.

(10) Prepare and conduct a continuous building and grounds beautification program.

(11) Ensure that snow and ice are removed from the entrance steps and sidewalks.

(12) Post the BSB Chain of Command with the names and phone numbers of the BSB Commander, Tactical Commander, and AST Commander and the names and quarters address of the area coordinator, building and stairwell coordinators on the first floor landing of each stairwell.

(13) Report to the Provost Marshal privately-owned vehicles that do not have USAREUR license plates or are apparently/obviously abandoned so that appropriate action may be taken.

(14) Take corrective action within 48 hours for all deficiencies identified in violation letter.

5. Responsibilities of the sponsor are as follows:

a. Family sponsors are responsible for the actions and conduct of their family, guests, domestic employees, and pets. They must instruct and impress upon the minds of those persons living in their household the importance of harmonious living. Occupants will give the building and stairwell coordinator their fullest cooperation in all matters concerning the common welfare of the occupants of their building.

b. Occupants of temporary quarters have the same privileges and responsibilities as occupants of permanent quarters. Temporary quarters occupant will not be assigned to any position outlined in policy letter, until permanent quarters are assigned.

c. Sponsors will report directly to the community housing office all personnel actions affecting their housing records (i.e., promotions, demotions, changes in marital status, changes in family size, receipt of PCS/ETS orders, and departure of family members).

d. Newly assigned sponsors will contact their stairwell coordinator within 72 hours after occupancy.

e. Each family sponsor will ensure that his/her household adheres to the following to ensure cooperation and consideration of other occupants:

(1) Sponsors will keep storage rooms clean, locked and free of material constituting fire hazards. Government furniture will not be stored in storage rooms, attics or basements.

(2) Occupants will adhere to laundry schedules established by the building coordinator.

(3) Sponsors will keep laundry and drying rooms clean and free of empty boxes, bleach bottles, excess cleaning equipment and components and/or cleaning solutions. Storage therein of any items including privately-owned laundry appliances and other materials is prohibited. The areas will be properly policed immediately upon completion of each washing. Laundry lines will not be strung from window or screen brackets. Playrooms and/or other available basement/attic space will not be used as drying rooms or for storage of laundry/cleaning materials. Diapers will be rinsed prior to machine washing. Where space and facilities do not permit both government and personal washers/dryers, installation of government appliances will take precedence. No

additional utility facilities for personal washers/dryers will be installed. Children under 12 years of age should not perform laundry tasks. Laundry and drying rooms will be secured when not in use. Washers will not be utilized to dye clothing or other fabrics.

(4) Occupants will place garbage in the common garbage cans or dumpster. Occupants will not leave garbage and other refuse in hallways, stairwells, or other common areas. Parents will ensure that their children, when given the task of garbage removal, properly deposit it in the common garbage cans/dumpster, IAW the established recycling program. Cleanliness and police of the garbage areas and garbage cans is the joint responsibility of all occupants. Children will not play in the garbage areas or remove boxes, garbage containers, or other material from the garbage area. Children under 12 years of age will not perform garbage can /dumpster tasks. Common use garbage cans provided for multiple dwelling units will not be reserved and/or marked for certain apartments within the multiple dwelling unit. Trash will not be placed on the ground next to the dumpster, it must be deposited inside containers.

(5) Occupants will conserve energy by turning off unnecessary lights, appliances, transformers, by keeping doors and windows closed during cold weather, and by the maximum use of clothes lines.

(6) No one will shake or hang bedding, rugs, mops, laundry and other such items out of windows or on balconies.

(7) The use of barbecue grills on balconies in government quarters is not authorized:

(a) The use of barbecue grills is only allowed outside and away from the building where smoke will not bother the neighbors.

(b) Barbecue grills may not be left unattended.

(8) Outside radio or television antennas will not be installed without written permission of the AST Commander, who will approve such requests only on the following basis:

(a) Outside television and satellite antennas may only be installed in housing areas where adequate reception of the nearest television station(s) cannot be obtained on the most efficient type of indoor antenna.

(b) In buildings with attic space, consideration should be given to installing the antennas in the attic space.

(c) All installations will be in accordance with the provisions of paragraph 510, National Electrical Code. Antennas will be securely supported and masts will be grounded by a conductor not smaller than 6-gauge copper wire.

(d) All installations are subject to inspection and approval by the Director, Public Works.

(e) All expenses for the installation, maintenance, and removal of antennas, including property restoration cost, are the responsibility of the owner/occupant.

(9) Security, police, sanitation, maintenance of buildings and grounds, laundry rooms, and all common areas are the joint responsibility of all occupants.

(10) Occupants must immediately report damage to shrubs, flower beds, grassed areas, fences, sidewalks or common areas of buildings to the building coordinator.

(11) Occupants will not place loose objects outside windows or balconies. Privately-owned flower boxes may be suspended from balcony railings provided they are supported.

(12) Local national employees of the facilities engineer and housing offices will not be given gratuities.

(13) Sponsors will report problems, complaints, violations of regulations, acts of vandalism and misconduct to his/her stairwell coordinator or building coordinator.

(14) Occupants are authorized reserved parking for one vehicle in the parking areas provided for each multiple dwelling unit. Parking of vehicles larger in length and width than the parking space is unauthorized. Families owning more than one vehicle will not infringe upon the parking rights of the other building occupants. Sponsors will instruct visitors to park in other "open" parking areas. Parking spaces provided for multiple dwelling units may be lined and numbered, but work must be accomplished on a self-help basis. If curb markings and/or lining and numbering is accomplished, it will be done at the discretion and under the supervision of the building coordinator. The markings and/or linings will be of the same color and length. The lines will not exceed two meters in length. If the quarters number is painted on the curb, it will not exceed 5 inches (12.5 cm) in height. All extra parking spaces will be marked "visitor" for guest utilization.

(15) Electric space heaters or other supplemental heating devices will not be used in government quarters.

f. Occupants are responsible for maintaining in good condition, the interior of their quarters and all government property therein. No additions or alterations to the exterior/interior of quarters will be made without written authority from the housing manager. Items will not be stored on balconies. Government furniture will not be stored in attics, basements or storerooms and excess furniture will be coordinated for turn in with the CFMO Branch, DSN 467-2965/2967 or CIV 09802-83-2965/2967.

g. Privately-owned vehicles (POVs) in the housing areas:

(1) Occupants will properly register their POVs with the Vehicle Registration Office immediately upon bringing their vehicle into USAREUR or on installation, whichever occurs first.

(2) Occupants will ensure their POVs have valid USAREUR license plates properly displayed on the front and rear bumpers. Vehicles without properly displayed license plates will be towed to the BSB impound lot at the owner's expense.

(3) Performing major repairs or maintenance on motor vehicles in the housing areas is prohibited. Vehicles that require extensive repair or maintenance will be registered non-operational, and parked in one of the designated non-ops lots. Contact the Provost Marshal Office at 468-1580 or the AST for details on non-operational lots.

(4) Turn-in of license plates to proper military authorities does not release the owner from
responsibility of the vehicle.

(5) For more information on the control and disposition of POVs, see BSB Policy Letter.

(6) Occupants will not park on lawns, seeded areas, curbs, entrances to parking areas, ramps leading into coal-loading chutes, industrial plant areas, or anywhere else that may create a hazard or hinder vehicle/pedestrian traffic or snow removal equipment.

(7) Motorcycles are considered POVs, and will not be parked in the basements of government-controlled quarters.

h. Control of children:

(1) Parents/guardians are responsible for the control, supervision, and discipline of their children.

(2) Parents may be held pecuniary liable for destruction of or damage to government property by their children.

(3) Children should not play on balconies or in stairwells.

(4) Children playing in playrooms of multiple dwelling buildings will be properly supervised by an adult while using the playrooms. Community groups seeking exclusive use of playrooms must submit a request in writing to the building coordinator. Occasional use of playrooms for meetings or social activities will be controlled by the building coordinator.

i. The BSB-wide curfew for dependent teen-age children and guests under 16 years of age is as follows:

(1) Hours of the curfew are 2200 hours to 0600 hours Sunday through Thursday, and 2300 hours to 0600 hours Friday and Saturday. Sponsors will ensure teenagers and children under 16 years of age must be indoors during these hours unless accompanied by an adult or guardian.

(2) Exceptions to this policy are recognized only under the following circumstances:

(a) Teenagers and children attending special school, church, or Youth Activity-sponsored social or sports activities which extend past the curfew hours, may remain until the end of the activity.

(b) Teenagers and children participating in a work activity, such as baby-sitting, may continue to work until released by their employer.

(3) Parents or guardians are responsible to provide teenagers and children affected by the exceptions outlined above a written explanation of the reason they are outside during curfew hours. This explanation must be carried on the teenager or children.

(4) Within 30 minutes after the event, teenagers and children will return home by the most direct and expeditious route.

(5) The Military Police will provide strict enforcement of this policy. Failure to comply with this policy will result in chain of command involvement and may result in revocation of government housing.

j. Use of any type of fireworks or firearms (including BB and pellet guns) in the housing areas is strictly forbidden.

k. Sponsors may not use their quarters or storage rooms for workshops or showrooms for commercial products, services, or commercial businesses, which result in monetary compensation. Utilization as a workshop for individual hobbies is permitted.

l. Home-Based Businesses:

(1). For information on home base business, see BSB Policy letter.

m. Yard sales and fund-raisers:

(1) Yard sales will normally be conducted on the first weekend (Sat/Sun) of each month. Individual exceptions due to inclement weather, unexpected PCS or other extenuating circumstances, must be submitted to the Area Support Team. Upon approval, residents will be issued a form authorizing them to conduct their yard sale.

(2) Residents of Leased or Economy Housing, where yard sales are not authorized, must request permission and arrange a location to have a yard sale through the Area Support Team.

(3) Signs announcing yard sales or fund-raisers will not be attached to any telephone pole, facility, installation sign or installation structure. Yard sale and fund-raiser signs will be removed at the end of the day on the last day of the yard sale

(4) All requests for fund-raisers will be processed thru the DCA for review, schedule deconfliction, and approval.

n. Registration and control of pets:

(1) Certain dog breeds are strictly prohibited by German law and USAREUR Regulations.

(2) Owners will register their pets with the local Medical Service Area Veterinarian Clinic within one month of acquisition or arrival in the command. Registration tags will be securely attached to the pet's collar. Vaccination for rabies is required periodically as prescribed by current regulations.

(3) It is the responsibility of the sponsor to ensure that all pets are controlled in such a manner that they do not become a public nuisance or menace, i.e., barking, howling, etc.

(4) Construction and maintenance of kennels is prohibited without written permission from the BSB Commander.

(5) Not more than two dogs or cats or combination of these per dwelling will be kept in government quarters at one time. Exceptions to this policy must be approved by the BSB Commander.

(6) Common use areas such as parks, playgrounds, and school yards are off limits at all times to pets. Military police patrols will collect and impound, at owners expense, uncontrolled pets an necessary for confinement.

(7) Dogs will be kept on a leash when outside. Any dogs with a record of unprovoked biting, snarling or threatening, will be muzzled and kept within arms reach of an adult owner when outside.

(8) If complaints arise against a cat or cat owner, the owner will be required to exercise the pet on a leash or accompany it while not in quarters.

(9) Owners will ensure animals will be removed from the immediate vicinity of the housing areas when they are being exercised. Animals will not be allowed to relieve themselves on balconies, playgrounds, or sidewalks within 50 feet of family quarters buildings. Pet owners will clean up excrement from their pet daily, at a minimum; immediately if outside your own yard.

(10) Pets will not be tied to stair railings, pipes, shrubbery, trees, or kept in fenced playgrounds where small children may congregate.

(11) Pets will not be allowed on balconies unattended. They will not be housed or locked in storerooms, maid rooms, or in a spare room belonging to any apartment. Pets will not be allowed in the laundry/dryer rooms.

(12) German law imposes strict liability on the animal owner or keeper for damages to public, private property, or personal injury caused by his/her pet. Liability insurance may be appropriate; however, legal advice should be sought before purchase.

(13) Complaints or improper control of pets will be reported to the military police. The Provost Marshal will investigate complaints and where appropriate, forward a military police report to the owner's commanding officer through the BSB Commander for necessary action.

(14) In cases where owners are negligent in pet care of supervision, immediate action will be taken to have the pet removed from the area when appropriate.

(15) The BSB Commander may authorize a sanitation inspection of any apartment alleged by written complaint to be substandard in cleanliness, odorous, or in which a pet has apparently been abandoned. Entry will be with the consent of and in the presence of the sponsor or an adult family member unless immediate or nonconsensual entry is required to prevent damage or destruction of government property.

(16) Wild animals such as skunks, ferrets, ocelots, foxes, wolves or their hybrids, and exotic animals (snakes, monkeys, etc.) are not authorized.

(17) Animals are not permitted outside unattended during quiet hours, 2200-0600 Sunday thru Thursday and 2300-0600 Friday and Saturday.

(18) Owners will ensure animals will be properly cared for, i.e., food, water and protection from the weather at all times.

(19) Pet owners are responsible for any damage to government property.

(20) Military police will ticket and blotter those sponsors in violation of this pet policy. Owners of animals that are picked up as strays, or owners of animals that are involved in biting incidences may be required to remove their animals from post and/or forfeit their pet privilege. Sponsors may also be subject to more adverse action IAW paragraph 4.a.(4) of this policy.

(21) The only pet allowed in single soldier quarters (barracks) is fish.

(22) Sponsors will take corrective action within 48 hours for all deficiencies identified on an inspection ticket.

o. Registration and control of domestics:

(1) The employer/sponsor is responsible for the recruitment, registration, management, payment, and proper behavior of domestic employees whether residing in maid quarters or not.

(2) He/she is also responsible for compliance with mandatory provisions of German Civil Law governing employment of servants.

6. FAMILY MEMBERS: Family members residing in government controlled quarters are responsible to the BSB Commander through their sponsor for:

a. Complying with all regulations pertaining to family quarters.

b. Reporting violations of regulations, acts of vandalism, and acts of misconduct by others to the sponsor.

c. Fostering good community relations.

7. COMPLAINTS: In general, problems or complaints arising as a result of community living may be resolved in a routine manner. The following procedures will be strictly adhered to:

a. The sponsor will consult regulations referenced herein to determine if the solution is provided.

b. The sponsor will submit problems or complaints to the appropriate stairwell coordinator for resolution.

c. Unresolved problems will be submitted fully documented, giving date, time, witnesses, etc., in writing to the building coordinator. He/she will review the documents and attempt to resolve the problem. If unsuccessful, he/she will add his/her comments and forward all data to the area coordinator.

d. Complaints that cannot be resolved by the area coordinator will be forwarded to the AST commander. These complaints prepared in letter form, will be initiated by the sponsor, endorsed by each individual in the housing chain of command, (can be hand-written) and will contain recommendations concerning possible solutions and a list of actions taken. Complaints within government quarters that cannot be resolved by the housing area chain of command will be reported in writing with all available supporting information. The written complaint will be submitted to the Chief of Housing. If not resolved the complaint will proceed up the chain to Director of Public Works, the BSB Command Sergeant Major, the BSB Deputy Commander and if the complaint is still not resolved, the BSB Commander. In cases of this nature, the unit commander of the complainant will be required to inspect the quarters with the appropriate community representatives. The BSB Commander will refer disciplinary problems through command channels to the sponsor's unit for action.

ENGINEER SERVICES AND MAINTENANCE INSTRUCTIONS

1. EMERGENCY WORK:

a. Emergency repairs such as broken water pipes, electrical fixtures or lines, and other hazards that might be detrimental to the health and safety of the occupants or cause damage to government property will be reported immediately by the occupant to the Facilities Engineer Work Order Section, DSN 467-2133 or CIV 09802-832-133. Occupants must contact the Fire department after duty hours at DSN 4672-822 or CIV 09802-832-822.

b. Occupants desiring other than minor maintenance or emergency repairs will personally contact or telephone the DPW Work Order Section during normal duty hours, DSN 467-2133 or CIV 09802-832-133.

2. CONSERVATION: Occupants of quarters are required to assist in the conservation of energy by:

a. Reporting promptly for corrective action, all malfunctions to the utility system such as dripping faucets that cannot be corrected by self-help, faulty electrical switches, and other deficiencies requiring corrective action by the Facilities Engineer.

b. Caution must be taken to ensure that radiators are not turned off completely during freezing temperatures. Occupants may be held pecuniary liable for damage caused by freezing.

3. FIRE PREVENTION: Occupants will be familiar and comply with local fire regulations since they will be held pecuniary liable for damage to government property resulting from negligence.

4. ACCESS TO QUARTERS: All responsible occupants will permit engineer and housing personnel access to their assigned quarters after positive identification is made for inspections, performance of preventive maintenance work, and for accomplishment of specific work orders, providing either the sponsor or a responsible member of the household is at home.

5. SELF-HELP: Occupancy of government quarters carries the responsibility for doing "handyman" type work. These self-help jobs are those which normally would be done by a prudent homeowner to conserve his own funds and to preserve his individual premises. Accordingly, occupants will be required to participate in self-help programs applicable to their respective housing area.

6. SORT: All trash must be segregated into the following categories and placed in the proper containers:

a. Trash Segregation:

(1) Glass - white and green containers.

(2) Metal and Aluminum - blue containers.

(3) Clean paper and cardboard - green plastic container.

(4) Other non-recyclable refuse - gray container.

(5) Hazardous waste, i.e., paint, batteries, oil, etc., has to be taken to the local SHIP store.

b. Under no circumstances will used oil or other contaminated material be disposed of by being placed into local containers or other garbage cans.

c. Small children which are not tall enough to open and close the garbage container lid will not be allowed to take out the garbage.

d. Extremely heavy or bulky items will not be placed in garbage containers. It is the sponsor's responsibility to make arrangements for removal of extremely large privately owned appliances (i.e., stove, washer, couches) to the PDO for disposal. Large items may be retained for disposal during spring and fall bulk trash pick-up days.

e. Occupants will insist that contractors unpack and remove all furniture and baggage shipping cartons and materials so as to eliminate unnecessary cost to the Government.

f. Cardboard boxes will be flattened and placed in the large green containers. Cardboard boxes will not be placed next to trash containers.

g. Garbage and other refuse will not be left in hallways or other common areas.

h. Tires, batteries and other vehicle parts will not be placed in garbage containers. It is the owner's responsibility to properly dispose of vehicle parts. Information on the proper disposal of these items can be obtained at the AST Commander's office.

UTILIZATION REQUIREMENTS FOR ATTIC ROOMS

1. Rooms on the fourth floor may be utilized as storage areas if the following requirements are met:

a. The rooms must be kept locked at all times.

b. Padlocks will not be used to secure any of the rooms.

c. Storage room doors must be labeled with corresponding apartment number.

d. Items unauthorized to store in room: Highly flammable materials, flammable liquids, explosives of any kind (including ammo), and hazardous materials.

e. The hallway on the fourth floor must be kept clean and unobstructed. Storage in the hallway is not authorized.

f. The door between the stairwell and hallway on the fourth floor must be kept closed at all times.

g. If service member or spouse changes rooms or terminates attic storage area, service members will contact the Building Coordinator/Housing within 30 days.

h. One copy of each storage room key must be provided to the fire department.

i. Smoke detectors must be installed in hallways on the fourth floor. Detectors will be furnished by the fire department.

j. Building Coordinators (building Fire Marshals) are responsible to check the fourth floor and smoke detectors regularly. Building Coordinators will be granted access to storage rooms upon request.

2. It is imperative that all fire department requirements are met. A Housing representative will verify that these requirements are in place before any assignments are made by Building Coordinators.

3. Building Coordinators will provide the Housing Division a written list of storage rooms with the corresponding information required in this Appendix C, page C2.

4. All occupants must receive and sign the acknowledgment of rules and understand that his/her storage room will be part of the final inspection to clear quarters.

AETV-WG-A
SUBJECT: Appendix C to Policy # 14– INSTALLATION HOUSING MANAGEMENT

ATTIC ROOM LOG AND INFORMATION SHEET

NAME	RANK	SSN/LAST 4	UNIT	APT#	DUTY PH	HOME PH

BUILDING COORDINATOR SIGNATURE_____

HOUSING
POINT OF CONTACT LISTING

	DSN	CIVILIAN
Chief, Housing Division 2970/2971	467-2970/2971	09802-83-
Assignments and Terminations (Welcome Center)	468-7872	0981-183-872
Centralized Furnishings Management Office 2965/2967	467-2965/2967	09802-83-
Customer Service Branch 2960	467-2960	09802-83-
Facilities Branch	467-2961/2963	09802-83-2961/2963
Unaccompanied Personnel	467-2968	09802-83-2968
Chief, Housing Illesheim	467-4523	09841-83-523

FIRE SAFETY REQUIREMENTS IN FAMILY HOUSING UNITS

1. EMERGENCY PHONE NUMBERS: Emergency Phone numbers should be posted at each official as well as apartment telephone to quickly place an emergency call in case it is required. Those Phone numbers are as follows:

ANSBACH AREA:	FIRE		(09802) 19217
		or	(09802) 83117
	AMBULANCE		(09802) 83116
		or	(09802) 19217
	MILITARY POLICE		(0981) 183114

ILLESHEIM AREA:	FIRE		(09841) 19217
		or	(09841) 83117
	AMBULANCE		(09841) 83116
		or	(09841) 19217
	MILITARY POLICE		(0981) 183114

All fires, even extinguished ones, will be reported to the Military Fire Department without any delay. This does not only apply to Government owned housing facilities, it requires also reporting of any incident within the Leased Housing areas and on the economy. The US Army Fire & Emergency Services Division will perform investigation of the fire. Evidence pertinent to the cause of fire will not be removed, disturbed, or cleaned until the investigation is complete.

2. REFERENCES: In accordance with 235th BSB Regulation 420-90, Fire & Emergency Services dated 10 September 1997 and NFPA Standards occupants of family housing units must comply with below listed requirements to prevent the creation of hazardous situations as well as fires within the building. Family housing sponsors are responsible for fire prevention in their quarters and storage areas. They will ensure that family members are familiar with fire prevention procedures, and as a minimum, they know how to report a fire and evacuate their quarters.

3. FLAMMABLE LIQUIDS AND COMPRESSED GAS CYLINDERS: Procedures and precautions for handling and storage of flammable and combustible liquids are prescribed in NFPA Standard 30, Flammable and Combustible Liquid Code.

a. The storage of full, partially full, or used empty gasoline containers is prohibited in any occupied structure. Only new or steam cleaned empty containers can be stored indoors. Bulk storage of flammable liquids such as paint, oil etc., will not be stored in any housing building. Flammable liquids will not be stored or transported in glass or plastic containers. Flammable liquids and oil will not be dumped or disposed into sinks or into the sewer system. The use of gasoline or any other flammable liquid having a flash point of less then 100 °F (37.8°C) for cleaning purposes is prohibited. Only approved cleaning solvents will be used. Draining gasoline tanks or refueling gasoline-operated equipment inside buildings and structures is prohibited.
Flammable liquids will not be stored in domestic type refrigerators because a fire and explosive hazard will be created.
Gasoline will not be used to thin paints.

b. Compressed gas cylinders, as well as batteries, will not be stored in any portion of the housing facility. This includes also propane gas cylinders for barbecue grill usage. Only the usage of one small propane cylinder for the purpose of gas grilling is granted. Cylinder used for this purpose must comply with NFPA code requirements and must therefore be equipped with an OPD (overfill protection device). The OPD equipped valve is easy to identify by its trilobal (triangle shaped) hand wheel and the "OPD" stamped in plain sight. While grill is not in use, the gas cylinder will be stored in a secured area in the basement, not accessible for children and protected from "misuse". Usage of grills within the facility or on balconies is prohibited. Grilling is only authorized outdoor, staying away from facilities at least 5 feet.

c. Motorcycles, motor scooters and gasoline-powered equipment will not be stored in any portion of the housing facility. Motorbikes are considers to be a POV and therefore any storage or parking within the facility is strictly prohibited.

4. HOUSEKEEPING: Good Housekeeping and orderly cleanliness is a basic factor in maintaining an adequate fire prevention program throughout all facilities and areas. The correct disposal, limitation, or separation of combustibles to reduce the danger of fire is important.

a. Trash will be allowed to accumulate inside of any building. Once waste paper baskets become full, they will be emptied into trash containers outside the building.

b. The storage of any kind of material on or under stairs or in the path of any means of egress is strictly prohibited. The use of unoccupied attic spaces for storage is prohibited. Unoccupied attic spaces will be kept free of any kind of combustible materials, also clean and secured to prevent unauthorized entry.

c. Lint filters of dryers will be cleaned on a regular base to prevent dryer from

overheating. For this purpose, the filter will be removed and accumulated lint will be removed. Dryers will not be overloaded with clothes.

d. Every required exit, exit access, or exit discharge shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergencies.

5. ELECTRIC WIRING AND APPLIANCES: Installation, replacement or alteration in building or structure owned or controlled by the US Army, or connection of interior or exterior wiring to electric power sources is prohibited unless approved by the DPW.

a. Automatic circuit breakers will not be taped, fastened or altered. Electric fuses will not be bypassed or replaced with substitutes or fuses having a higher ampere rating.

b. Electric wiring will not be looped, nailed, hooked or otherwise fastened by using non-approved methods. Extension Cords will only be used if a flexible connection is necessary and will not be substitute for fixed wiring. Extension cords will be utilized only in continuo length without taped or spliced sections. Such cords will not be tacked, stapled, or fastened to wooden elements or walls, tied to or draped over pipes or other supports. Extension cords will be protected against mechanical damage and will not be placed under rugs and carpets. Cords will not run through windows and/or doors to prevent damage of insulation. Sufficient wall outlets need to be available to run electrical devices to prevent extension cords from overloading.

c. All electrical appliances, excluding those designated to run continuously will be turned off while not in use. Kitchen stoves will not be left unattended while turned on and cooking is in progress.

d. Transformers supporting 110 Volt appliances will only be used if the power output of the transformer is higher than the total input power of the appliance connected to the transformer. If transformer does not support the electrical appliance, it will not be used.

e. All electrical appliances used within housing units should be UL, VDE or GS approved. This labeling will guarantee to the user, that the equipment has been tested and is considered to be safe if proper used.

f. All electrical installations and equipment will conform to applicable regulations and codes.

g. Smoke detectors are installed for the safety of housing occupants. Tampering with those is strictly prohibited and will result in disciplinary actions. Power supply for those detectors will never be interrupted and batteries (where it applies) will be replaced when battery gets weak. The occupant should test Smoke Detectors at least once a month by using the small test button on the detector. Once automatic fire alarm detection system installed in hallways is being activated, the building must be evacuated immediately and the Military Fire Department has to be notified without any delay by calling above listed emergency number.

6. FIRE SAFETY INFORMATION AND ADVISE: For further fire safety information or training please contact the US Army Fire & Emergency Services Division, Fire Prevention Branch under DSN: 467-2822 or CIV: 09802-832822. You can also obtain the 235th BSB Ansbach "Fire Prevention Handout Booklet" by calling the above mentioned Phone Number.