

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation  
No. 210-50

19 November 1996

Installations  
**FAMILY HOUSING MANAGEMENT**

Further supplementation by subordinate commanders is prohibited,  
unless specifically approved by Headquarters, USAFACFS.

		Paragraph	Page
Chapter 1.	General		3
	Purpose	1-1	3
	References	1-2	3
	Applicability	1-3	3
	General	1-4	4
	Responsibilities	1-5	4
	Exceptions to Housing Policy	1-6	7
	Delegation of Family Housing	1-7	7
	Exception Authority for Key and Essential Personnel		
Figure 1-1	Example of Checklist for Housing Adequacy Off-Post Rental Commuting Area		8
Chapter 2.	Assignment, Occupancy, and Termination of Family Housing		9
	Assignment Policy	2-1	9
	Off-Post Leasing Agreements	2-2	13
	Occupancy of Quarters	2-3	13
	Housing Area Sponsorship Program (HASP)	2-4	14
	Termination of Quarters	2-5	15
Table 2-1	Waiting List by Grade Category		18
Table 2-2	Priority of Assignment		19
Figure 2-1	Example of Application for Assignment to Quarters		20
Figure 2-2	Example of Housing Inprocessing Application		22
Figure 2-3	Example of Request to Terminate Assignment of Government Quarters		24
Figure 2-4	Example of Request for Dependents to Remain in Government Quarters		25
Figure 2-5	Example of Clearance of Family Quarters		26
Chapter 3.	Community Homefinding, Relocation and Referral Services (CHRRS)		27

\*This regulation supersedes USAFACFS Regulation 210-50, 13 Jul 1993

	Paragraph	Page
Chapter 4. Other Inspections of Family Quarters		28
Policy	4-1	28
Responsibilities	4-2	28
Inspections	4-3	28
Types of Quarters Inspections	4-4	29
Chapter 5. General Housekeeping		30
Quarters Occupants' Responsibilities	5-1	30
Parking of Privately-Owned Vehicles	5-2	31
Watercraft and Recreational Vehicles	5-3	32
Security of Firearms in Family Housing Areas	5-4	32
Maintenance of Grounds and Outside Areas of Multi-Plex Quarters	5-5	32
Maintenance of Common Use Areas	5-6	33
Refuse Collection	5-7	33
Gasoline	5-8	34
Waterbeds in Family Housing	5-9	34
Vegetable Gardens	5-10	34
CBs, Ham Radios, and Antennas	5-11	34
Firewood	5-12	35
Swimming and Wading Pools	5-13	35
Interior Telephone Wiring	5-14	35
Energy Conservation in Family Housing	5-15	35
Chapter 6. Pet Control		38
General	6-1	38
Animal Control Procedures	6-2	39
Appendix A. ABANDONED FAMILY QUARTERS		41
B. SELF-HELP ITEMS FOR MAINTENANCE AND REPAIR		42
C. CLEARANCE OF FAMILY QUARTERS		44
D. KEY AND ESSENTIAL PERSONNEL		45
E. MINIMUM CRITERIA FOR DETERMINATION OF BEDROOM REQUIREMENTS		47
F. REPORTING DAMAGE TO FAMILY QUARTERS		48
G. MAINTENANCE AND REMOVAL OF PRIVATELY-OWNED FENCES		49
Figure G-1 Example of Request for Construction of Fence for Family Quarters		51
H. GROUNDS MAINTENANCE LAYOUT		52
I. DEFINITIONS		55
J. FIRE PREVENTION		57
K. WAITING LIST		59
L. ELIGIBILITY FOR HOUSING		60

Chapter 1

GENERAL

1-1. **PURPOSE.** This regulation establishes policies and prescribes responsibilities and procedures for the assignment, occupancy, and termination of Government-owned family quarters.

1-2. **REFERENCES.**

- a. AR 40-905, Veterinary Health Services.
- b. AR 105-4, Operation of Citizens Band Radio Equipment, and USAFACFS Suppl 1 to AR 105-4.
- c. AR 190-5, Motor Vehicle Traffic Supervision, and USAFACFS Suppl 1 to AR 190-5.
- d. AR 210-12, Establishment of Rental Rates for Quarters Furnished Federal Employees.
- e. AR 210-50, Housing Management.
- f. AR 210-13, General/Flag Officer Quarters and Installation Commander's Quarters Management.
- g. AR 420-22, Preventive Maintenance and Self-Help Programs, and USAFACFS Suppl 1 to AR 420-22.
- h. AR 608-10, Child Development Services.
- i. AR 735-11-1, Uniform Settlement of Military Freight Loss and Damaged Claims.
- j. DA Pam 420-6, Facilities Engineering Resources Management System.
- k. USAFACFS Reg 190-1, Physical Security of Weapons, Ammunition, Explosives, and Other Specific Sensitive/Critical Items.
- l. USAFACFS Reg 420-1, Energy Conservation Program.
- m. USAFACFS Reg 420-90, Post Fire Regulation.
- n. DOD 4160.21-M.

1-3. **APPLICABILITY.** This regulation is applicable to all U.S. Army personnel assigned to or attached for duty at U.S. Army Field Artillery Center and Fort Sill (USAFACFS), Fort Sill, Oklahoma; Army personnel assigned for duty within a 30-mile commuting distance; and independent duty personnel assigned for duty within a 1 hour commuting distance. 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 will be the Family Housing provider unless another installation consents to a transfer of the responsibility.

1-4. **GENERAL.** The primary mission of the Housing Management Division and Directorate of Public Works (DPW) is to assist military personnel in finding adequate housing for their families with as little inconvenience as possible. At Fort Sill, 1,415 housing units are available to military personnel eligible for government quarters. However, the main source of adequate housing will be the local communities. Approved off-post housing can be secured with assistance from the Community Homefinding, Relocation, and Referral Service (CHRRS). On-post housing units are allocated for assignment to personnel according to grade category and bedroom requirement. In general, personnel are placed on waiting lists according to the date they signed out of their previous duty stations. Since personnel waiting for government housing make housing arrangements and financial plans on the expectation of being assigned to government housing at an appointed time, and ensuring equitable and fair treatment to all military members, every effort is made to keep the waiting lists stable by allowing few exceptions to assignment policy. Just as there are rules regarding the assignment of quarters, there are also responsibilities related to occupancy of these quarters. Residence in on-post quarters should be convenient and enjoyable; therefore, policies regarding family housing occupancy are intended to foster an attitude of neighborly good will as well as to preserve the physical structure for future residents.

1-5. **RESPONSIBILITIES.**

a. The Installation Commander is responsible for--

- (1) Management of family housing operations.
- (2) Efficient use of all family quarters.
- (3) Determining family housing requirements.
- (4) Off-post housing services.

b. The Director of Public Works (DPW) is responsible for programming, organizing, and accomplishing all family housing activities. This has been delegated to the Chief, Housing Management Division and includes--

- (1) Command supervision of family housing activities.
- (2) Acting on any exceptions to installation housing policies and regulations.
- (3) Revoking the privilege of applying for and residing in government family quarters located at Fort Sill, Oklahoma.
- (4) Assignments and terminations.
- (5) Centralized management of family housing functions, such as assignments and terminations and safety, sanitary, and maintenance inspections.

(6) Terminating government quarters under the conditions of AR 210-50, paragraph 3-19. These conditions include, but are not limited to, domestic disturbances, failure to control pets, failure to control the actions of family members and/or guests, failure to complete an intrapost move, and disregard of policies pertaining to upkeep and maintenance of the quarters and the assigned surrounding areas.

(7) Self-help programs (resident responsibilities).

(8) Maintenance and repair.

c. Military Personnel/AG is responsible for--

(1) Ensuring that inprocessing procedures require all incoming personnel desiring off-post housing report to CHRRS, Housing Management Division, DPW, prior to entering into a commitment for quarters in the civilian community.

(2) Obtaining DA Form 4787 (Reassignment Processing) from departing eligible personnel and forwarding the form to the command.

d. Commanders are responsible for--

(1) Ensuring that applicants are promptly notified when quarters are available, and that time from their duties is provided to meet scheduled appointments.

(2) Notifying Housing Management Division, DPW, when a sponsor who resides in family quarters is reduced in rank.

(3) Ensuring that all permanent party personnel with family members process through CHRRS, Housing Management Division, DPW, prior to making any arrangements for approved off-post housing.

(4) Ensuring all military members select off-post housing accommodations that meet current adequacy standards.

(5) Conducting mandatory inspections of off-post housing units selected by junior enlisted members, ensuring the Checklist for Housing Adequacy Off-Post Rental Commuting Area (figure 1-1) is used to establish adequacy of off-post housing.

(6) Establishing necessary administrative procedures to ensure compliance with applicable directives pertaining to military housing.

(7) Recommending approval/disapproval on requests to reside off post from key and essential personnel assigned to their units and forwarding these requests to the Housing Management Division, DPW, for appropriate action.

(8) Initiating action to the Chief, Housing Management Division, DPW, recommending termination of quarters assigned to personnel of their organization when such action is called for by noncompliance with regulations or for other appropriate reasons.

(9) Requiring any member of their command who has ceased to reside in family quarters to properly clear quarters immediately.

(10) Notifying the Housing Management Division, DPW, when military personnel occupying on-post family quarters are ordered on PCS and quarters are to be vacated.

(11) Preventing military members from abandoning government quarters with impunity. The unit commander to which a military member is presently assigned or was last assigned is responsible for assuring that the military member has successfully cleared his/her quarters before he/she receives final clearance from Fort Sill.

(12) Complying with the procedure for clearing abandoned quarters. (Military member is not available to clean and clear quarters.) See appendix A.

e. All military personnel eligible for assignment to on-post quarters are responsible for--

(1) Processing through the Housing Management Division, DPW, on arrival at the installation, or when subsequently acquiring family members, and prior to making arrangements for approved off-post housing.

(2) Informing Housing Management Division, DPW, of any change in status which would affect their standing on the waiting list or availability to occupy quarters, such as leave, TDY, delay in arrival of family members, or divorce and remarriage.

f. Quarters residents are responsible for--

(1) Self-help maintenance and repair of their quarters in accordance with appendix B of this regulation.

(2) Being personally available or ensuring that a spouse or authorized adult representative is available at the assigned quarters for scheduled preventive maintenance visit, necessary repairs, replacements, new work, or for self-help instructions.

(3) Reporting minor maintenance and repair requirements (beyond the scope of self-help), major maintenance and repair requirements, damage to or loss of family housing furnishings and furniture, and damage to building and structures to the appropriate authority in accordance with chapter 2, paragraph 2-3i, and appendices B and F, this regulation.

(4) Ensuring pets are kept under strict control. Instructions are in chapter 6 of this regulation. Residents are responsible for damage to quarters caused by their pets.

(5) Complying with the general housekeeping and quarters clearance instructions in chapter 5 and appendix C of this regulation.

(6) Obtaining written permission from the Chief, Housing Management Division, DPW, for all visitors, guests, and other nondependent residents whose stay in government quarters will exceed 30 days. Military personnel or their family members in receipt of BAQ and assigned to this installation cannot reside as a guest in government family housing beyond 14 days.

(7) Informing Housing Management Division of any change in status (i.e., unit of assignment, increase or decrease in number of family members, grade, marital status, or other family housing information).

(8) The conduct of all members of their families, guests, and domestic employees. Unbecoming conduct or failure to live in harmony with neighbors will result in the termination of assignment of family quarters.

(9) Ensuring that assigned areas are properly maintained.

(10) Ensuring that family members are familiar with fire prevention.

(11) Fire damages when the cause is determined to be negligence.

**1-6. EXCEPTIONS TO HOUSING POLICY.** All exceptions to stated policies and regulations must be approved by DPW.

a. Requests for exception to policy based on medical criteria will be submitted to Deputy Commander of Clinical Services, MEDDAC, for evaluation of the severity of the medical condition and special requirements necessitated by the medical condition, prior to being submitted through the complete chain of command, to Chief, Housing Management Division, DPW.

b. Evaluation does not include a determination on the need for approval of the request.

**1-7. DELEGATION OF FAMILY HOUSING EXCEPTION AUTHORITY FOR KEY AND ESSENTIAL PERSONNEL.**

a. Designation of positions as "key/essential" will be made by the Installation Commander. Individuals occupying these positions will be placed at the top of their respective lists and must reside on-post because of military necessity (appendix D). Requests for exceptions to this policy due to hardship and compassionate reasons will be forwarded to DPW, Housing Management Division, through the individual's chain of command accompanied by all pertinent documents as to why an exception should be granted.

b. "Hardship and compassionate" reasons may be defined in consonance with local missions and situations. Care should be taken to avoid circumventing the intent of key and essential designations (i.e., positions whose incumbents are required to reside on-post due to military necessity).

CHECKLIST FOR HOUSING ADEQUACY  
OFF-POST RENTAL COMMUTING AREA

INSPECTOR <u>SGT Abore</u>	DATE <u>30 Sep 96</u>
SOLDIER'S NAME <u>Jane Doe</u>	SSN <u>111-00-1111</u>
ADDRESS <u>777 New Street Way</u>	EXTERIOR DIMENSIONS _____
NO. BEDROOMS <u>3</u> NO. BATHS <u>2</u>	AGENT OR LANDLORD <u>RENT MASTER AGENCY</u>
MONTHLY RENT \$ <u>450</u>	SINGLE FAMILY <input checked="" type="checkbox"/> MULTI-FAMILY _____
DISTANCE TO INSTALLATION <u>7 mi</u>	MOBILE HOME _____ DATE OF MANUFACTURE _____
Private Entrance? <u>YES</u> <u>NO</u>	<u>YES</u> <u>NO</u>
<input checked="" type="checkbox"/> _____	*All ceilings, walls and floors in good condition? <input checked="" type="checkbox"/> _____
Private Kitchen? <input checked="" type="checkbox"/> _____	Evidence of roof leakage? _____ <input checked="" type="checkbox"/> _____
Private Bath? <input checked="" type="checkbox"/> _____	Evidence of unsafe electrical wiring or equipment? _____ <input checked="" type="checkbox"/> _____
Space for stove, refrigerator, and food processing? <input checked="" type="checkbox"/> _____	All exterior stairs, rails and porches free from hazard? <input checked="" type="checkbox"/> _____
*Installed heating and air conditioning? (window units acceptable) <input checked="" type="checkbox"/> _____	Exterior house surfaces in good condition? <input checked="" type="checkbox"/> _____
Smoke detector installed? <input checked="" type="checkbox"/> _____	Evidence of rat or insect infestation? _____ <input checked="" type="checkbox"/> _____
*Adequate exterior street or MH park lighting? <input checked="" type="checkbox"/> _____	
*Front porch lights? <input checked="" type="checkbox"/> _____	<b>MANUFACTURED HOMES MUST ALSO MEET FOLLOWING:</b>
*Adequate parking facilities? <input checked="" type="checkbox"/> _____	Window in each BR from which you can easily exit in case of fire? _____
Manager/Landlord available to tenant? <input checked="" type="checkbox"/> _____	Anchored or stabilized? _____
Are roads passable and usable in bad weather? <input checked="" type="checkbox"/> _____	Steps and/or deck at outside entrances (minimum of two)? _____
*Washer & dryer hookup or laundromat within 1 mile? <input checked="" type="checkbox"/> _____	*Skirted with material to provide barrier to weather? _____
*Exterior doors & windows fit snugly, close properly, have adequate locks, & are free from missing or broken panes. <input checked="" type="checkbox"/> _____	*Unit numbered for identification? _____
Screens in good repair? _____	Fire retardant material (sheetrock) around stove, hot water heater, and heating unit? _____

\*Please explain any items not meeting adequacy standards on reverse side of form. Unit commander must sign completed checklist indicating approval of rental action. Unit commander may waive minor deficiencies on items marked with an asterisk.

EXTREME CARE SHOULD BE TAKEN IN INSPECTING MOBILE HOMES CONSTRUCTED PRIOR TO 1976. DUE TO NATURE OF CONSTRUCTION, SEVERE SAFETY PROBLEMS MAY EXIST THAT COULD THREATEN THE HEALTH AND WELFARE OF OCCUPANTS.

APPROVED/DISAPPROVED CPT Ed Doe RDE Unit 30 Sep 96  
 \_\_\_\_\_ UNIT \_\_\_\_\_ DATE  
 CHRRS SIGNATURE \_\_\_\_\_ DATE

Figure 1-1. Checklist for Housing Adequacy Off-post Rental Commuting Area

## Chapter 2

### ASSIGNMENT, OCCUPANCY, AND TERMINATION OF FAMILY HOUSING

2-1. **ASSIGNMENT POLICY.** Government quarters will be assigned to all eligible Army personnel assigned for duty within a 30-mile radius of Fort Sill in accordance with (IAW) AR 210-50, and the procedures contained in this regulation. Independent duty personnel assigned for duty within a 1 hour commuting distance are eligible for government quarters. 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 will be the Family Housing provider unless another installation consents to a transfer of the responsibility. Military personnel on extended active duty at this installation in rank of private and above with dependents are eligible for and can occupy government-owned or controlled family housing. Pregnant soldiers without dependents may apply for quarters; however, assignment will not occur until the baby is born. Under no circumstances will family quarters be assigned if it does not result in BAQ forfeiture.

a. Personnel may be denied assignment to government family quarters if their past or present behavior indicates that the individual could disrupt harmonious life in the family housing community. Such behavior will be documented by Chief, Housing Management Division, DPW, and forwarded to the DPW for review and final determination.

b. Military personnel married to another military personnel may not be placed on a waiting list unless both are assigned for duty in the area of the installation; or the military personnel assigned for duty in the area of the installation has other dependents; or the military personnel not assigned to the area of the installation has ETS or assignment orders to the area of the installation.

c. Military personnel who are sole parents and serving under their first enlistment will not be authorized government quarters during this tour, if military personnel relinquished custodianship of children.

d. Application for placement on the quarters waiting list may be made in advance. Due to an approved Army suggestion and provision of AR 210-50, Fort Sill is permitted to place military members on the family housing waiting list prior to their reporting (sign-in) date. To apply for placement on the waiting list at Fort Sill, military members must comply with the following procedures and submit to Family Housing, Fort Sill.

(1) A set of PCS orders assigning military member to Fort Sill.

(2) A copy of DA Form 31 (Request Authority for Leave).

(3) A completed DD Form 1746 (Application for Assignment to Housing) (see figure 2-1). DD 1746 may be obtained from Family Housing at military member's current duty station.

(4) By furnishing Family Housing the above documents prior to arrival at Fort Sill, the military member will automatically be placed on the waiting list, effective the day military member signs out of current duty station.

(5) In the event of change of duty station with TDY enroute, the family members may be authorized to occupy quarters at this installation prior to military member's arrival, provided the quarters are properly receipt by the family member or military member. If desired, a power of attorney may also be provided for another military member currently assigned to Fort Sill to act in the military member's behalf should quarters become available prior to military member's arrival.

(6) If the military member does not apply for quarters in advance, application for placement on the quarters waiting list must be made in person at the Housing office. In order for application to be accepted, military member must present a copy of PCS orders and DA Form 31, if not signed into Fort Sill. In the event of TDY enroute, paragraphs 2-1d(1)-(5) applies.

e. Family housing at Fort Sill will be assigned and occupied by the grade category of military and civilian personnel for whom it is designated in accordance with table 2-1. Priority of assignment to military quarters will be in accordance with table 2-2.

f. Waiting lists will be maintained and displayed for each grade category in the Housing Management Division. The waiting list is subdivided into bedroom categories (i.e., two, three, four, six). Assignments from waiting lists will be by date of eligibility. Allocation of quarters is by grade and bedroom requirement. Applicants applying for quarters with the same eligibility date will be put on the waiting list by grade, then date of rank. Waiting lists will be updated weekly. Applicants will be responsible for notifying Housing Management Division of any changes in the unit of assignment and eligibility status (i.e., increase/decrease dependents, divorce, etc.). Waiting lists are provided on the Touch Information Presentation System (TIPS), located in Aultman Hall, Bldg 5676, Geronimo Lodge, Bldg 5690 and at the Commissary, Bldg 1719.

(1) The portion of all personnel on each waiting list who are in the top 10 percent will be stabilized into a "freeze zone" (AR 210-50, para 3-8m). The freeze zone may be extended beyond the top 10% to include the names of personnel who are scheduled to be assigned to quarters within 60 days or deferred as authorized in AR 210-50, para 3-8l. Such personnel will not be displaced except by key and essential personnel (designated by the installation commander). All key and essential personnel will be placed at the top of the waiting list or immediately below other key and essential personnel, provided they are to assume their key position within 90 days. Key and essential personnel will be assigned the next available unit unless a firm commitment for the unit has been made to another military member on the waiting list. Sponsors given a firm commitment for housing will not be displaced. Personnel granted priority for assignment to quarters as an exception to policy will be placed on the waiting list as determined by DPW.

(2) Incoming personnel who are on the current promotion list may be placed on the waiting list for quarters appropriate to their promotable rank or grade IAW AR 210-50, paragraph 3-8f. Individuals on the waiting list attaining a promotable status may elect to stay on their current waiting list or be placed on the list commensurate to the promotable grade based on their original eligibility date, below the freeze zone. The election of either option is binding, and subsequent moves from assigned quarters will not be made because of promotion.

(3) Personnel who, due to reasons beyond their control, are not available for assignment will retain their positions on the waiting list and will be assigned the first available authorized quarters on their return. The freeze zone will be expanded to include the above personnel plus the top 10 percent of the remainder of the waiting list. However, if the applicants desire, quarters may be assigned to them while they are on leave, TDY, etc., provided they have given written authorization to the Housing Management Division, DPW. Also the spouse may accept quarters for the applicant. Such assignments will be considered firm.

(4) Military members who were authorized to retain quarters during a dependent restrictive tour may apply for larger quarters or quarters commensurate to their rank, if applicable, upon reassignment to this installation.

(5) Residents who have lived in quarters for 5 or more years and have dependent children who are authorized a separate bedroom IAW AR 210-50, paragraph 3-5, may apply for larger quarters. The intrapost move will be at the residents' expense and must be accomplished within 5 work days.

(6) If an increase in family size occurs, a sequence number for promotion to the next grade is received, or there are 2 children of the same sex and the oldest turns 5 years old while on the waiting list, an applicant may elect to change from one list to another based upon the original eligibility date. If date falls within the freeze zone, placement will be below the freeze zone. However, personnel cannot be retained on a waiting list pending the birth or change in age of a child.

(7) Applicants will be notified in writing upon entering the freeze zone. They must indicate whether current circumstances allow them to accept quarters. If it is determined that the member is unable to occupy quarters for reasons beyond their control, they will not lose their relative position on the waiting list. Examples are hospitalization, emergency leave, restrictive rental lease clause, selling/buying home, and uncontrolled delay in arrival of family or furniture. Such delays will be documented and will not exceed 1 year. In instances involving leases, quarters will be offered, if available, 30 days prior to expiration term of the lease.

(8) Every attempt will be made to offer quarters 30 days prior to the departing resident's scheduled termination appointment. Quarters offered an individual will not be held more than 8 working hours from the time the applicant and/or unit is notified for quarters assignment. Where at least 25 days prior notice is not available, quarters addresses will not be provided the applicant, only an approximate availability date. A decision to accept or decline the short notice offer must be made by the applicant and/or spouse within 3 working hours. If applicant's decision is to be offered the quarters, they will then have 8 working hours to accept or decline the quarters. If quarters are accepted, this is considered a firm offer, and applicant's name will be removed from the waiting list. If the applicant declines the quarters, it will be considered an official declination. When a set of quarters is declined that is either comparable to or exceeds the type that is authorized an individual (e.g., four bedroom in lieu of three bedroom), the declination will be counted as an official turndown. When a set of quarters is declined, the date of declination will be recorded on the

application. An individual will not be subsequently offered quarters with floor plans identical to that previously declined (e.g., a 3-bedroom unit in the 300 area is identical to a 3-bedroom unit in the 1800, 1900, and 5000 areas). Every attempt will be made to have the second offer of quarters in a different area; however, there are some bedroom categories where this is not feasible. If an applicant declines two sets of quarters, that person's name will be removed from the waiting list for a period of not less than 6 months.

If, after a 6-month interval has passed, the military member desires on-post housing, the individual may request to be placed on the appropriate waiting list with eligibility date effective the date of request.

(9) Quarters that are excess to a waiting list will be offered to the next lower grade category 10 days prior to actual termination date.

(10) When quarters are offered as the result of an approved exception to policy and the applicant declines acceptance, the exception to policy is no longer in effect. Individuals granted an exception to policy that allows priority assignment to on-post quarters will be offered only one set of quarters.

(11) An applicant may, in writing, request to be placed on a waiting list and assigned housing with one bedroom less than their entitlement. However, if such action is taken, based on this voluntary acceptance, the applicant is considered adequately housed. There will be no entitlement to a later intrapost move due to being inadequately housed unless bedroom requirement further increases.

(12) Applicants' names will be removed from the waiting list when they are scheduled to depart the installation within 6 months (PCS, ETS, retirement), thus becoming ineligible for assignment to quarters; or, when they request that their name be removed. Exceptions will be granted to those individuals receiving Home Base/Advanced Assignments. Those individuals will be permitted to remain on the waiting list for quarters assignment up to but not beyond the date of their departure from this installation. Those individuals due to ETS will be required to sign a statement of intent to reenlist in order to remain on the waiting list.

(13) Military members desiring to inquire as to their respective waiting list position for assignment to on-post quarters may do so by using an automated voice processing system (442-4331). Projections on the system are based on past trends and should not be taken to mean that quarters assignment is guaranteed within a specific time frame.

g. Criteria for determining bedroom requirements will be in accordance with AR 210-50, paragraph 3-5 and table 3-2, with the following exceptions. Applicants with two children of opposite sex, regardless of age, will be assigned 3-bedroom quarters. Those applicants with three children, regardless of sex and age, will be assigned 4-bedroom quarters. Incoming personnel with two children of the same sex and the oldest is 5 years old, will be considered for assignment to additional bedroom space. Also, if an increase in the size of the family is expected and the bedroom eligibility would be changed regardless of the sex of the child, additional bedroom space will be authorized. A medical statement will be the basis for this determination. In

case of adoption, eligibility for additional bedroom space will be when adoption of a child has been approved by a court of competent jurisdiction. In regard to junior NCO and enlisted quarters, sponsors (E1-E6) eligible for one bedroom IAW AR 210-50, paragraph 3-5 and table 3-2, will be assigned to 2-bedroom quarters, sponsors (senior NCO and officers) eligible for two bedrooms will be assigned to 3-bedroom quarters.

h. Foreign military student personnel attending military courses are not eligible for government family quarters.

**2-2. OFF-POST LEASING AGREEMENTS.** The following policy pertains to off-post leasing agreements.

a. Acceptance of government quarters or possession of orders assigning military member to government quarters does not constitute authority to break a written or oral lease or rental agreement.

b. Military member must honor all provisions of the lease or rental agreement including proper notification to landlord of the date the military member intends to vacate the premises (30 days prior to moving) even if the military member's lease has expired.

c. If military member is under a lease or rental agreement, the military member must coordinate with the Assignments/CHRRS Branch, Housing Management Division, to arrange a date for acceptance of government quarters which will agree as closely as possible with the expiration date of the lease.

**2-3. OCCUPANCY OF QUARTERS.**

a. Local movement of household goods incident to the assignment or termination of quarters may be made at government expense when determined to be for the convenience of the government. The government will also pay for the installation of telephones/cable TV when intrapost moves are directed by a competent authority to move into/out of Army controlled housing (unaccompanied personnel housing (UPH) and family) for reasons of military necessity. The resident may be reimbursed for costs incurred to reconnect telephone/cable TV. In addition, when quarters must be vacated for improvement, modification, or repairs and reassigned afterward, local movement will be made at government expense. Upon promotion, newly appointed officers residing in enlisted quarters must apply for an immediate intrapost move to officer quarters if the new duty assignment is at this installation, subject to paragraph c below. This also applies to officers changing to enlisted status.

b. Authorized local moves (intrapost or off-post) which are solely for the convenience of an individual will be made at that person's expense.

c. Intrapost convenience moves will not be made when the sponsor has less than 1 year remaining in service or in his tour of duty at Fort Sill.

d. Intrapost moves for the convenience of the military member will be kept to a minimum. Request for an intrapost move must contain justification and will be processed as an exception to the installation housing policy. However, personnel applying for an intrapost move because of a change in bedroom requirement due to an increase in the number of family members is not considered an exception to policy. Date of eligibility on the waiting list for personnel moving to other quarters will be the date of application for intrapost move. Termination of old quarters must be completed within 5 duty days of assignment to new quarters. When contacted for quarters, sponsor must indicate that the move can be accomplished within 5 days; otherwise, the next eligible sponsor on the waiting list will be contacted. Failure to complete an intrapost move within the 5-day period will result in a directive from the installation commander to terminate both sets of assigned quarters.

e. Quarters will not be held vacant to accommodate personnel convenience moves.

f. Civilian visitors or military personnel not assigned or attached to this installation are considered to be bona fide guests and may visit up to 90 days; however, written permission must be obtained IAW para 1-5f(6) of this regulation if visit is to exceed 30 days. Military members assigned to this installation or whose duty station is within commuting distance will be permitted social visiting up to 14 days per 12-month period. Visits by military personnel in excess of 14 days will be considered as joint occupancy for purposes of BAQ forfeiture.

g. Government quarters will not be used for commercial endeavors without written approval of the Installation Commander.

h. Under the provision of AR 608-10, any individual providing child care in their family housing to children not related to them on a regular basis for more than 10 hours per week must be certified. Certification may be obtained by making application with Family Child Care through the Directorate of Personnel and Community Activities, Child Development Services. If you intend to provide child care in your home, you must be certified. Failure to comply with AR 608-10 and USAFACFS Reg 210-50 may mean the loss of your government housing.

i. Residents are responsible for damage to quarters, as prescribed by AR 735-5. All types of damage to, or loss of, family housing furniture, refrigerators, ranges, and lawn equipment; all damage to building and structures; and all fires must be reported to the Housing Management Division, DPW, IAW appendix F, this regulation. In addition, minor maintenance and repair requirements (beyond the scope of self-help) should be reported to the Engineer Work Reception and Scheduling Branch, 442-3251; major maintenance and repair requirements should be reported to the Housing Management Division, 442-3345. When maintenance personnel repair damage to quarters during occupancy, they will determine whether damage is due to normal wear and tear.

**2-4. HOUSING AREA SPONSORSHIP PROGRAM (HASP).** This program assists the Installation Commander to ensure the effective operation of the overall functions of law and order, maintenance, quality of life, and other existing systems supporting on-post family housing. To provide positive support, family housing areas are divided into communities with each community

sponsored by one of the Major Subordinate Commands (MSC). You will be contacted with further guidance after signing for government quarters. All residents are required to participate in the HASP. If the sponsor/resident refuses to participate in the HASP, the installation commander has the option to terminate quarters. Each community will be sponsored by one of the seven major subordinate commands/post command sergeant major as indicated below:

- a. USAFATC - Geronimo Acres (5400/5500/5700).
- b. P&SB - Academic Heights (500 & 600).
- c. MEDDAC - Craig Crossing & Quanah Parker Square (1800 thru 2000).
- d. DENTAC - Crescent Hill, Corral Acres & Old Post (300 thru 400).
- e. III Corps Arty - White Wolf Manor & Medicine Bluff Heights (1100 thru 1400).
- f. P&SB - Henry Post Manor (Airfield) (5000).
- g. USAFATC - Artillery Village (6500 thru 6900).

#### 2-5. TERMINATION OF QUARTERS.

- a. Termination of Quarters Policy.
  - (1) Assignment of quarters occupied by military personnel will be terminated upon PCS assignment to another installation, retirement or separation, when sponsor is no longer eligible to occupy quarters, or upon approval of request to terminate assignment to quarters (see figure 2-3).
  - (2) Personnel occupying government quarters who are within 1 year of mandatory or voluntary retirement/separation and do not have retirement/separation orders in hand but desire to move off-post will make the move at their own expense. Personnel being discharged or retired must terminate quarters not later than 3 working days prior to expiration of term of service.
  - (3) Quarters may be terminated for the following reasons.
    - (a) Conduct of sponsor, family members, or guests which is contrary to good standards of behavior, safety, health, or morals.
    - (b) Misuse or illegal use of housing.
    - (c) Failure to maintain housing and grounds in an acceptable condition.
    - (d) Military member is court martialed. Quarters termination will be effective upon PCS to another installation for confinement or if member remains at the Fort Sill Regional Confinement Facility the day after the general court-martial convening authority takes action on the case.

(4) Military members are authorized to retain family quarters during dependent-restricted short tours overseas ("All Others" tour does not qualify). They must have been assigned to family quarters prior to departure in order to be eligible for retention of quarters. Formal written request to retain housing must be made upon receipt of PCS orders. When both husband and wife are members of the uniformed services, retention is authorized for the spouse with or without dependents. Personnel requesting retention of quarters must appear in person at the Housing Management Division, Assignment/CHRRS Branch, DPW, with a copy of orders, and complete a request for dependents to remain in government quarters (sample request, see figure 2-4). Military members serving a second dependent restrictive tour while assigned quarters at Fort Sill will not be eligible to retain quarters.

(5) Military members are authorized to retain family quarters for up to 140 days when deferred travel overseas is authorized. Personnel requesting retention of quarters must appear in person at the Housing Management Division, Assignment/CHRRS Branch, DPW, with a copy of orders.

(6) In the event a resident refuses to vacate family housing, the Installation Commander should first attempt all measures that are reasonable under the circumstances to make a peaceful recovery of the housing by nonjudicial means. If taking such other measures does not result in the peaceful repossession of the housing, the Installation Commander should refer the matter to the Staff Judge Advocate (SJA) IAW AR 215-50, paragraph 3-24.

b. Exceptions to Immediate Termination of Quarters. Normally, the Installation Commander will require quarters to be terminated except as stated below.

(1) Members transferred on TDY en route to a new station where orders do not authorize movement of household goods to the TDY station, may retain quarters until the end of TDY.

(2) If the military sponsor dies in the line of duty, dependents will be permitted to remain in quarters without charge for a period of 180 days after the sponsor's death.

c. Installation Commander may permit dependents of sponsors who depart the installation incident to PCS to remain in housing up to 90 days to preclude undue hardship. Service members must submit a request for exception to housing policy.

d. Quarters Clearance Instruction. Appendix C, Clearance of Family Quarters, contains requirements for successfully clearing quarters. Residents are responsible for complying with the instructions in this section.

e. Quarters Contract Cleaning Services. The Installation Commander has established a procedure to allow residents to prepay a housing-approved custodial contractor for quarters cleaning. Under this procedure, departing occupants will be cleared but not terminated from quarters assignment until final inspection, to be conducted within 3 working days, by housing personnel.

f. Clearance Inspection.

(1) A pretermination inspection should be scheduled and performed 30 to 45 days in advance of a final clearance inspection. Self-help repair will be accomplished during this period and failure to comply may prevent final clearance.

(2) The family housing quarters inspector will inspect the interior and exterior of the building and grounds to determine the rehabilitation required prior to re-occupation of the quarters and inspect for abuse or damage not due to normal wear and tear. Action will be taken to collect for property damage or loss using cash collection voucher, statement of charges, or report of survey. Damage due to fair wear and tear will be repaired at no expense to the resident.

(3) The family housing quarters inspector will inspect for cleanliness of quarters and proper policing of grounds. He/she will ascertain that government-owned furnishings consigned to the resident are accounted for, and initiate action to collect for any such property damaged or lost. A cash collection voucher, statement of charge, or report of survey, as appropriate, will be used to relieve the resident of responsibility.

(4) When the quarters meet acceptable standards and government-owned furnishings have been accounted for, the family housing quarters inspector will collect all door keys and execute and sign memorandum - Clearance of Family Quarters (see figure 2-5), and furnish the resident one copy.

(5) After clearance has been granted by the inspector, the resident will then report to the Assignment/CHRRS Branch, Housing Management Division, DPW, with a copy of the clearance of family quarters form for further processing. Final clearance will be granted and termination of quarters orders issued only after reconciliation of any damage/loss by cash collection voucher, statement of charges, or report of survey.

Table 2-1

Waiting List By Grade Category

OFFICER

- (1) Generals O10, O9, O8, O7
- (2) Colonels O6
- (3) Lieutenant Colonels O5
- (4) Field Grade O4, W4\*
- (5) Company Grade O3, O2, O1, W3, W2, W1

ENLISTED PERSONNEL

- (1) CSM/SGM E9
- (2) Senior NCO E8, E7
- (3) Junior NCO E6, E5, E4
- (4) Junior Enlisted E3, E2, E1

\*A member in grade W4 will be assigned to field grade officer housing.

Table 2-2

Priority of Assignment

Priority

- 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 30 miles or 1 hour commuting distance of installation.  
  
Independent duty personnel assigned for duty within a 1 hour commuting distance. The nearest installation by travel time in normal commuting hours shall be the Family Housing provider unless another installation consents to a transfer of the responsibility.  
  
Personnel Exchange Program (PEP) 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 30 miles or 1 hour commuting distance of the installation.  
  
Army 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 4 years for these personnel.  
  
Personnel in pay grades E3 through E1 who are assigned or attached to the installation, for which housing was acquired or designated for their pay grade.

NOTE: Subparagraphing above is not intended as an order of assignment priority but an explanation or clarification of types of personnel.

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				1. TYPE SERVICE DESIRED (If one or born)	
				<input checked="" type="checkbox"/> 1. MILITARY HOUSING	<input type="checkbox"/> 2. HOUSING REFERRAL
SECTION A - APPLICANT INFORMATION					
2. NAME OF SPONSOR (Last, First, Middle Initial) <i>Mr George Q</i>		3. PAY GRADE <i>E-5</i>	4. SSN <i>222-22-2221</i>	5. DOD COMPONENT <i>Army</i>	
6. ADDRESS (Street, City, State, Zip Code) <i>111 Old Street Last City, ST 33335</i>		7. TELEPHONE NUMBER a. HOME (Area Code) <i>(444) 588-7777</i> b. DUTY (Autovan) <i>555-6666</i>		8. STATUS OF APPLICANT (If one) <input checked="" type="checkbox"/> a. MILITARY MEMBER <input type="checkbox"/> b. MILITARY SPOUSE <input type="checkbox"/> c. CIVILIAN <input type="checkbox"/> d. FOREIGN NATIONAL	
9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS (If one) <input type="checkbox"/> a. VOLUNTARILY <input type="checkbox"/> b. UNVOLUNTARILY			
11. I REQUEST HOUSING FOR (If one) <input type="checkbox"/> a. SELF ONLY <input checked="" type="checkbox"/> b. SELF AND DEPENDENTS		SECTION B - MILITARY CAREER INFORMATION (Continue ship to Item 15)			
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		14. DATES (Enter in FYMMDD order)		15. MILITARY APPLICATION? MILITARY SPOUSE	
		a. EFFECTIVE RANK RATE DATE <i>9X0101</i>			
		b. ACTIVE DUTY SERVICE COMPUTATION DATE <i>9X0202</i>			
		c. TIME REMAINING ON ACTIVE DUTY <i>49</i>			
13. INSTALLATION/ORGANIZATION TRANSFERRED TO		d. EFFECTIVE CHANGE IN DUTY STATION <i>9X0303</i>			
		e. REPORT DATE <i>9X0404</i>			
		f. ESTIMATED FAMILY ARRIVAL DATE <i>9X0505</i>			
SECTION C - DEPENDENT DATA					
15. DEPENDENTS RESIDING WITH ME (If more space is needed, continue on plain paper)					
a. NAME (Last, First, Middle Initial)	b. DATE OF BIRTH (FYMMDD)	c. SEX	d. RELATIONSHIP	e. REMARKS (Handicap, health problems, expected additions to family, etc)	
<i>Mr Janice X</i>	<i>9X0207</i>	<i>F</i>	<i>SPOUSE</i>	<i>None</i>	
<i>Mr Jimmie Z</i>	<i>9X0609</i>	<i>M</i>	<i>Son</i>	<i>None</i>	
<i>Mr Alice U</i>	<i>9X0103</i>	<i>F</i>	<i>Daughter</i>	<i>None</i>	
<i>Mr Bob P</i>	<i>9X1205</i>	<i>M</i>	<i>Son</i>	<i>EMIP</i>	
SECTION D - HOUSING DATA					
16. COMMUNITY HOUSING DESIRED (If as applicable)					
<input type="checkbox"/> a. PURCHASE HOUSE		<input checked="" type="checkbox"/> d. RENT HOUSE		<input type="checkbox"/> g. RENT MOBILE HOME SPACE	
<input type="checkbox"/> b. PURCHASE CONDOMINIUM		<input type="checkbox"/> e. RENT APARTMENT		<input type="checkbox"/> h. SHARE	
<input type="checkbox"/> c. PURCHASE MOBILE HOME		<input type="checkbox"/> f. RENT MOBILE HOME		<input type="checkbox"/> i. TRANSIENT	
17. AMENITIES DESIRED (If as applicable, write number in d and e)			18. DATE HOUSING NEEDED (FYMMDD)		19. PRICE RANGE (Community Housing)
<input checked="" type="checkbox"/> a. FURNISHED			<i>9X0505</i>		<i>\$500.00</i>
<input checked="" type="checkbox"/> b. UNFURNISHED			f. PETS (Allowed)		
<input checked="" type="checkbox"/> c. AIR CONDITIONING			g. OTHER (explain)		
<input checked="" type="checkbox"/> d. NO. BEDROOMS <i>4</i>			20. LOCATION PREFERENCE (Community Housing)		<i>Lawton</i>
21. REMARKS <i>Desire Government Quarters</i>					
22. MANDATORY HOUSING CERTIFICATION (Military Only) In the event assignment to housing becomes mandatory, this is to certify that I (s one) desire a waiver to reside in community housing.		a. CO <input checked="" type="checkbox"/>		23. SIGNATURE OF APPLICANT <i>George Q Doe</i>	
		b. DD FORM <input type="checkbox"/>		24. DATE SUBMITTED (FYMMDD) <i>9X0403</i>	
SECTION E - DISPOSITION (To be completed by Housing Office)					
25. MILITARY HOUSING		a. APPLICATION RECEIVED (FYMMDD and time)		b. APPLICATION EFFECTIVE (FYMMDD)	
		c. DD FORM 1221 PROVIDED (FYMMDD)		d. HOUSING AVAILABILITY (Boxes indicated on DD Form 1221)	
e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT (FYMMDD)		g. BEDROOMS REQUIRED	
				h. DATE UNIT ASSIGNED (FYMMDD)	
SECTION F - HOUSING REFERRAL CERTIFICATE					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
26. SIGNATURE OF APPLICANT <i>George Q Doe</i>			27. DATE SIGNED (FYMMDD) <i>9X0403</i>		

Figure 2-1. Example of Application for Assignment to Quarters

<b>APPLICATION FOR ASSIGNMENT TO HOUSING</b>	
<u>Privacy Act Statement</u>	
<b>AUTHORITY:</b>	5 USC 5911 & 5912.
<b>PRINCIPAL PURPOSE:</b>	To identify customer needs for assistance and housing requirements.
<b>ROUTINE USE:</b>	None.
<b>DISCLOSURE:</b>	Voluntary; however, failure to provide the requested information will result in our inability to assist you.
<b>GENERAL INSTRUCTIONS</b>	
This form provides the Housing Office with information that will be used to provide you with military and/or community housing. <u>All items not listed are self explanatory.</u> SECTION A (APPLICANT INFORMATION), SECTION B (MILITARY CAREER INFORMATION), SECTION C (DEPENDENT DATA), and SECTION D (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.	
<p><b>Item 1. <u>Type Service Required</u> -</b></p> <p>Military Applicants - If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.</p> <p>Civilian Applicants - Mark the box "Housing Referral" services in Item 1b, and answer all questions.</p>	<p style="text-align: center;"><b>SECTION C - DEPENDENT DATA</b></p> <p><b>Item 15. <u>Dependents Residing with Me</u> -</b></p> <p>a. through d. List requested data for all authorized dependents who will be residing with you.</p> <p>e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing (i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.).</p>
<p style="text-align: center;"><b>SECTION A - APPLICANT INFORMATION</b></p> <p><b>Item 5. <u>DoD Component</u> -</b> Army, Navy, Air Force, etc.</p> <p><b>Item 6. <u>Address</u> -</b> Enter complete current address (street number and name, apartment number, city, state/country and the nine-digit zip code).</p> <p><b>Item 12. <u>Installation/Organization Transferred From</u> -</b> Enter the name of the installation you transferred from.</p> <p><b>Item 13. <u>Installation/Organization Transferred To</u> -</b> Enter the name of the Installation to which you are applying for housing. Include the name of the Organization / Department you will be assigned to.</p>	<p style="text-align: center;"><b>SECTION D - HOUSING DATA</b></p> <p><b>Item 23. <u>Signature</u> -</b> The applicant must sign the DD Form 1746.</p> <p><b>Item 24. <u>Date Submitted</u> -</b> Enter the date the application was submitted to the Housing Office.</p>
<p style="text-align: center;"><b>SECTION B - MILITARY CAREER INFORMATION</b></p> <p><b>Item 14. <u>Career Information</u> (Military Applicants/Military Spouse Only) -</b> Enter dates in order of YYMMDD. (September 25, 1990 would be entered as 900925)</p> <p>a. Enter the date your current rate/rank was effective.</p> <p>b. Enter your active duty service computation date.</p> <p>c. Enter the time (in months) that you have remaining on active duty.</p> <p>d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.</p> <p>e. Enter your official report date (from your PCS orders).</p> <p>f. Enter your estimated arrival date.</p>	<p style="text-align: center;"><b>SECTION E - DISPOSITION</b> (To be completed by the Housing Office)</p> <p><b>Item 25. <u>Military Housing</u> -</b></p> <p>a. Application Received - Enter the year, month, day and time the application was received in the Housing Office.</p> <p>b. Application Effective - Enter the date of change of duty station (Line 14d) if the application is received within five (5) days of this date. Otherwise, the date the application is received in the Housing Office will be the effective (control) date.</p> <p>c. DD Form 1747 - Enter the date that the DD Form 1747 was sent to the military applicant.</p> <p>d. Housing Availability - Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.</p> <p>e. Waiting List - Enter the identification of the assignment waiting list(s) to which the applicant is placed.</p> <p>f. Effective Placement - The effective date and time of the applicant's placement on the list(s).</p> <p>g. Bedrooms Requirement. Enter the number of bedrooms required, based on dependent data in Item 15.</p> <p>h. Date Unit Assigned - Enter the date the unit was assigned.</p>

DD Form 1746 Reverse, NOV 90

\* U S Government Printing Office 1992-311-830/63103

Figure 2-1. Example of Application for Assignment to Quarters (cont)

USAFACFS Reg 210-50, 19 November 1996

HOUSING INPROCESSING APPLICATION

FOR OFFICIAL USE ONLY PRIVACY ACT DATA

SEE PRIVACY ACT STATEMENT ON REVERSE SIDE

Application Date: \_\_\_\_\_ Time of Application: \_\_\_\_\_
SSN: \_\_\_\_\_ Rank: \_\_\_\_\_
NAME: \_\_\_\_\_
(Last) (First) (MI)
Date of Rank: \_\_\_\_\_ Promotion Sequence #: \_\_\_\_\_ Br of Svc \_\_\_\_\_
Day Mo Yr
Duty Station/Unit: \_\_\_\_\_
Duty phone: \_\_\_\_\_ Home Phone \_\_\_\_\_

Last Tour Restricted (Y/N): \_\_\_\_\_
Date Departed from Last Perm Duty Station for Overseas Tour (short tour only)
Day Mo Yr

Date of Departure from last Perm Duty Station: \_\_\_\_\_
Day Mo Yr

Date Signed in: \_\_\_\_\_
Day Mo Yr

Spouse Name: \_\_\_\_\_ date of marriage \_\_\_\_\_
Day Mo Yr

Accompanied (Y/N/Later): \_\_\_\_\_ If not accompanied, is separation voluntary (Y/N): \_\_\_\_\_ BAQ (with dep. w/o dep. Neither): \_\_\_\_\_

Spouse Military (Y/N): \_\_\_\_\_
Mil Spouse data SSN: \_\_\_\_\_ Rank: \_\_\_\_\_ Br of Svc \_\_\_\_\_
Duty Phone: \_\_\_\_\_ Organization: \_\_\_\_\_

Other Family and Household Members (list only those residing more than 6 months in your home & those who are military dependents for BAQ purposes)
NAME SEX DOB RELATION (EX: mother, father, etc.)
Day Mo Yr

Table with 4 columns: NAME, SEX, DOB, RELATION. Multiple rows of blank lines for data entry.

Are you or any member of your family enrolled in the Exceptional Family Member Program (EFMP)?
Yes \_\_\_ No \_\_\_ If so, will the quarters need to be made handicapped accessible? Yes \_\_\_ No \_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

Applied for government quarters (Y/N): \_\_\_\_\_ If no, reason \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_
(Received 3 page Family Housing Information Fact Sheet)

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Eligibility date: \_\_\_\_\_ Waiting Time: \_\_\_\_\_ Initials: \_\_\_\_\_
Day Mo Yr Waiting List: \_\_\_\_\_ Date: \_\_\_\_\_
Day Mo Yr

CLERKS INITIALS
AST \_\_\_\_\_
HR \_\_\_\_\_
DD Form 1670 (feedback) \_\_\_\_\_

I understand completion of this forms does not place me on the government quarters waiting list unless I report to the Assignment/Termination Section within 30 days after I sign in at Fort Sill and obtain a receipt for application.

APPLICANT'S SIGNATURE \_\_\_\_\_

Received 3 page fact sheet (for those who did not apply for quarters)

APPLICANT'S SIGNATURE \_\_\_\_\_

Figure 2-2. Example of Housing Inprocessing Application

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912.

MUNICIPAL PURPOSE: To identify customer needs for assistance and housing requirements.

ROUTINE USE: To initiate housing office action in providing housing for military and eligible civilian personnel.

DISCLOSURE: Voluntary. However, failure to provide the requested information will result in our inability to assist you.



ATZR-EHA (210)

DATE \_\_\_\_\_

MEMORANDUM FOR Chief, Housing Management Division, ATTN: Assignment/Referral  
Branch, Fort Sill, Oklahoma 73503-5100

SUBJECT: Request for Dependents to Remain in Government Quarters

1. Request that my dependent(s) be permitted to remain in government quarters at \_\_\_\_\_, telephone \_\_\_\_\_, based on reason(s) indicated below. My availability/departure date is \_\_\_\_\_.

a. I have PCS orders to \_\_\_\_\_, under the Homebase/Advanced Assignment Program. Should I not be assigned to Fort Sill upon my return, I understand that I am required to terminate government quarters within 30 days of my return to the United States.

b. I have PCS orders to \_\_\_\_\_ stating deferred travel of dependents is approved. I understand that retention of quarters by my dependents is for a maximum of 140 days. My 140 dates will expire \_\_\_\_\_. All passports for my dependents are current.

c. I have PCS order to \_\_\_\_\_ with TDY en route. I understand that I must terminate assignment of my quarters within 10 days of completion of TDY.

2. Enclosed is a copy of my orders.

Encl

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Unit Phone Number

ATZR-EHA 1<sup>st</sup> End

/2-2813

Chief, Housing Management Division, DPW, DATE \_\_\_\_\_

FOR

Approved/disapproved.

Encl  
nc

Chief, Housing Management  
Division

FS Form 282b (DPW) 1 Jul 93

Figure 2-4. Example of Request for Dependents to in Government Quarters

ATZR-EHP (210)

DATE \_\_\_\_\_

MEMORANDUM FOR Chief, Assignment/CHRRS Branch, Housing Management  
Division, DPW

SUBJECT: Clearance of Family Quarters

1. The resident of quarters \_\_\_\_\_ has satisfactorily cleared/has  
not satisfactorily cleared for the following reasons.

a. Programs and Operations Branch, Housing Management Division  
(Building 5676 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Self Help, DPW (Building 2751) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Upon correction of deficiencies noted above, resident may obtain clearance  
and termination orders from Housing Management Division, Building 5676.

3. The resident has chosen to repay the Housing approved government quarters  
cleaning contractor \_\_\_\_\_ to clean his/her quarters.  
The contract termination date and time is \_\_\_\_\_.

\_\_\_\_\_  
Billeting Inspector  
Housing Management Division, DPW

FS Form 282a  
(DPW) 1 Jul 93

Figure 2-5. Example of Clearance of Family Quarters

Chapter 3

COMMUNITY HOMEFINDING, RELOCATION, AND REFERRAL SERVICES  
(CHRRS)

**CHRRS POLICY.** Provide homefinding, relocation and referral services to all military personnel, their family members and U.S. citizen/DOD employees (APF and NAF) incident to a PCS.

a. Homefinding/Referral Services. Provide incoming customers with a host of services to assist them in locating quality housing in the local community. The services are designed to provide counseling and information on homefinding that will greatly reduce the stress inherent in relocation. Services provided include, but are not limited to--

(1) Obtaining and maintaining listings of adequate rental and sales units to reflect the full range of prices, sizes, and locations of housing assets. When there is a question of adequacy, the property will be inspected. Property that is inadequate for military families will not be listed.

(2) Counseling all applicants on--

(a) Home buying, selling, and renting. Provide information on local schools and community amenities. Inform customers of restrictive sanction list if applicable.

(b) Standards on conduct, the rights and responsibilities of landlords and tenant, and the availability of assistance in resolving disputes. Local laws and regulations pertaining to the rights and responsibilities of landlords and tenants should be addressed.

(3) Providing transportation as needed.

(4) Reviewing rental lease agreements to verify conformance to state law and inclusion of military clause.

(5) Arbitrating landlord/tenant complaints to reach a common solution fair to all parties.

(6) Ensuring support for the equal opportunity of off-post housing for soldiers and resolve any complaint reported in accordance with established policies in AR 210-50, chapter 6, section III.

b. Relocation Services. Provide relocation assistance to customers when they are preparing to depart the installation on a PCS move. Services include, but are not limited to--

(1) Providing up-to-date, on- and off-post information for the new duty station.

(2) Counseling customers on the importance of reporting to the CHRRS office at the new duty station prior to making any off-post housing arrangements.

## Chapter 4

### OTHER INSPECTIONS OF FAMILY QUARTERS

4-1. **POLICY.** Preservation of health, sanitation, conduct, and physical condition of family quarters are ultimately the responsibility of the individual. The government; however, has a valid interest in preventing hazardous health and sanitary conditions, in preserving the physical condition of family quarters, and in preventing the misuse of family quarters. The Installation Commander reserves the right to conduct inspections of family housing to ensure that family housing areas provide a healthy, sanitary environment for all residents residing at Fort Sill; that quarters are kept in a condition which prohibits rapid deterioration; and that quarters are not used in a manner prohibited by Army and USAFACFS regulations and policies. The Installation Commander also reserves the right, through his delegated representative, to inspect on an announced or annual basis, as well as the right to conduct unannounced inspections based upon complaints of alleged violations received by any of his delegated representatives.

#### 4-2. RESPONSIBILITIES.

a. Commanders are responsible for all aspects of health and sanitation of members of their command who occupy on-post quarters, and to ensure these quarters are used in an authorized manner.

(1) A commander who receives a complaint of a health hazard or unsanitary condition in family housing, damage to quarters, or unauthorized occupancy will report that complaint to the Housing Management Division, DPW, 442-6664. Assistance may be required in order to verify available evidence of misuse of family quarters.

(2) Commanders are also responsible for assisting Housing Management Division, DPW, as necessary in the administration of inspection standard operating procedures contained in paragraph 4-3 below.

b. Medical authorities are responsible to commanders as operators of the command health and environment program, and will provide a representative to attend health and sanitation inspections of family quarters.

c. Preventive Medicine Activity, MEDDAC, provides professional health and environment consultation services as well as support to DPW in entomology and environmental sanitation. In conjunction with Veterinary Activity, MEDDAC, Preventive Medicine Activity will provide support and professional consultation in animal disease control.

#### 4-3. INSPECTIONS.

##### a. Sanitary Inspections.

(1) When unsanitary conditions are brought to the attention of the Housing Management Division, DPW, Preventive Medicine Activity, MEDDAC, will be notified by telephone so that an immediate inspection can be conducted to confirm these conditions. Housing Management Division, DPW, will establish an appointment for the inspection.

(2) Inspection will normally be conducted by representatives of the Housing Management Division, DPW, and the individual unit commander, accompanied by a member from the Preventive Medicine Activity, MEDDAC.

(3) Inspections may be conducted on an annual, recurring basis, or more frequently, if required.

(4) Housing Management Division, DPW, will forward a copy of the inspection reports to the unit commander(s).

b. Inspections for Damage to Quarters.

(1) DPW personnel responding to family housing work or service order requests will determine whether damage is due to fair wear and tear or to resident neglect or abuse.

(2) When the Housing Management Division, DPW, is notified by other sources of possible damage to quarters, a representative from Housing Management Division, DPW, will inspect quarters and determine cause of damage and amount of pecuniary liability when damage is not due to fair wear and tear.

**4-4. TYPES OF QUARTERS INSPECTIONS.**

a. Consensual inspection. This inspection may be conducted without personal authorization of the DPW, if the resident with authority to do so consents to the inspection.

b. Nonconsensual inspection. This inspection may be directed by DPW upon receipt of credible information which indicates the existence of a hazardous health or sanitary condition.

(1) When a resident objects to the inspection, the proceedings will be suspended until DPW reviews the case.

(2) Chief, Housing Management Division, will present all available evidence to DPW regarding the requested inspection.

(3) The evidence supporting the inspection may be based on the original complaint as well as observations of the inspection party or any other form of recent credible information.

(4) DPW will review the evidence presented and will render a decision in writing whether to authorize the inspection. This may be accomplished by a written memorandum for record.

(5) If inspection authorization is obtained, the inspection team will return to the quarters, inform the resident of the DPW's decision (furnish a copy) and will proceed with the inspection.

c. Major factors which substantiate a report of unsatisfactory standards are--

(1) Unsightly and odoriferous garbage.

- (2) Floors stained or dirty with grease, food particles, or pet excrement.
- (3) Build-up of grease, dust, and stains on kitchen appliances.
- (4) Excessively dirty walls and doors.
- (5) Odoriferous or unsightly yard which has not been maintained for a considerable period of time.
- (6) Any structural damage which has or will contribute to the deterioration of government property.
- (7) Any condition which in the professional opinion of the inspector constitutes a significant health or safety hazard.

d. A report of each inspection will be filed in the individual's quarters folder at the Housing Management Division's Assignment/CHRRS Branch (with a copy furnished to the individual signed for the quarters and to the unit commander).

e. DPW will make a determination of appropriate action in each case. Confirmed health, sanitation, or damaged conditions could result in eviction.

## Chapter 5

### GENERAL HOUSEKEEPING

#### 5-1. QUARTERS RESIDENTS' RESPONSIBILITIES.

a. Residents are responsible for--

(1) Preventing damage to quarters, grounds, or government property. Specifically prohibited is the attachment of any item to the roof of the quarters/storage rooms, or otherwise modifying the building. Large nails, molybolts, or oversized fasteners will not be used to hang pictures or mirrors. Residents will be charged for damage to walls caused by the inappropriate use of or improper installation of picture-hanging materials and also for an unattractive appearance caused by the same. Pin-type picture hooks are acceptable.

(2) Sanitary inspections of family quarters will be IAW chapter 4, this regulation.

(3) Exercising strict economy in the use of government-furnished gas, electricity, and water.

(4) Obtaining authorization for installation of resident-owned major appliances other than clothes washers and dryers and for replacement of any government-installed item in family quarters. If government-owned refrigerators are stored elsewhere in family quarters during occupancy, they must be placed at least four inches off the floor, should be plugged in, and turned on at low temperature settings. These refrigerators must be returned to their original positioning prior to terminating quarters assignment. Privately-owned ranges will not be used in government-owned family quarters. If not approved, resident-owned appliances will be stored at government expense.

(5) Maintaining lawns and shrubbery surrounding quarters and garages. The lawn area immediately adjacent to government quarters extends to open turf areas maintained by DPW personnel, into the surrounding streets and halfway to adjacent quarters. This includes cutting and watering grass; edging along curbs, sidewalks, and driveways adjacent to quarters; trimming shrubbery; keeping shrubbery pruned away from the sides and eaves of the house; removing trash from the lawn area; removing debris from road, curbing, and gutters; refraining from unsightly storage of household goods such as barbecue grills, bicycles, and toys; and maintaining existing approved fencing by cleaning, painting, and repairing or replacing broken or missing items. Those requesting permission to construct a fence or maintain a fence already existing at quarters must obtain approval from the Housing Management Division, DPW, Building 5676. Fences within housing areas must conform to the criteria established at appendix G.

(6) Ensuring that arrangements are made to maintain and police the grounds of assigned areas during temporary absences such as leave and TDY.

(7) Cooperating with all other residents in maintaining common use areas and grounds in the vicinity of the quarters, if assigned to a multiple dwelling. This includes assigned parking space. Residents are not permitted to perform major repairs and maintenance on motor vehicles within the family housing area, to leave vehicles on jack-stands, or to leave component parts apart from the vehicle. This includes restoration of antique vehicles. Vehicles found dismantled/abandoned will be impounded by the Military Police with a report of action forwarded to the owner's commander. Inoperable/unlicensed vehicles will not be parked in the family housing area.

(8) Preventive and minor maintenance of playground equipment in the respective common areas, where the recreation equipment is located. This includes grounds maintenance.

**5-2. PARKING OF PRIVATELY-OWNED VEHICLES.** Parking in any of the places listed below is prohibited.

a. Upon lawns or in grassed area (unless specifically authorized by competent authority).

b. Within 20 feet of refuse or loading areas.

c. On sidewalks.

d. In front of public driveways.

e. Within 15 feet of a fire hydrant.

f. Alongside curbing painted yellow.

g. On a crosswalk.

h. Within 25 feet of an intersection.

i. Further regulatory guidance regarding privately-owned vehicles is contained in USAFACFS Suppl 1 to AR 190-5, Vehicle Traffic Regulation.

**5-3. WATERCRAFT AND RECREATIONAL VEHICLES.** Watercraft, recreational vehicles, and utility trailers may not be stored in housing areas. These vehicles can be stored in the recreational vehicle park across the street from the Thrift Store (Bldg 5099) at no cost to the resident. Contact the Provost Marshal for assignment of a space in the RV parking area.

**5-4. SECURITY OF FIREARMS IN FAMILY HOUSING AREAS.**

a. IAW USAFACFS Regulation 190-1, all personnel residing on Fort Sill who own or possess a firearm will register such weapon with the Law Enforcement Command (Provost Marshal) Vehicle & Weapons Registration Section (Bldg 1670). Additionally, each person is required to comply with all parts of the regulation for use or possession of those items defined as weapons.

b. Individuals residing in family quarters may store firearm(s) and small amounts of ammunition providing they are stored separately and kept under double lock. For the purposes of this regulation one lock is the quarters entrance, the second lock may be a locked container, trigger lock, or locked cable, chain, or rod through the firearms guard or barrel, or stored in a locked room or closet.

c. The carrying of firearms or weapons in a concealed manner on Fort Sill is strictly prohibited except by those engaged in the performance of military or Military Police duty, civilian law enforcement personnel temporarily located on or visiting Fort Sill while exercising lawful police authority, or contracted private security personnel whose carrying of firearms is required pursuant to a government contract.

d. The open carrying of firearms is permitted on Fort Sill for those involved in law enforcement duties, or persons involved in authorized hunting, target shooting, or skeet shooting in approved areas. The firing of any weapons within Fort Sill limits is prohibited except in the above situations.

e. All firearms transported on Fort Sill will be transported unloaded. When transported in a sedan, firearms will be in the trunk. When transported in a truck, van, or vehicle that does not have a trunk or locking cargo area, a firearm may be transported in the passenger compartment or locked in the glove compartment. Additional information on the transportation of weapons is mandated in USAFACFS 190-1.

f. Children are required to comply with the provisions of this regulation reference firearms use and carrying. In addition, children will not carry or use firearms (to include air rifles, air pistols, or other weapons) unless accompanied by an adult who will be responsible to ensure that safety precautions are observed.

g. No weapons (to include air rifles, air pistols, bows and arrows) will be discharged or fired in the family housing/unit areas.

**5-5. MAINTENANCE OF GROUNDS AND OUTSIDE AREAS OF MULTI-PLEX QUARTERS.**

a. General.

(1) See appendix H, Grounds Maintenance Layout, or contact a Housing Billeting Inspector for exact areas of responsibility.

(2) Areas for trash containers will be maintained by all residents. The resident who is terminating quarters will ensure that the area is neat on the date of termination. Residents will share maintenance of all common areas, such as clothes-lines, garages, service roads, sidewalks, play areas, and utility easements that are within yard limits.

b. Duplex Apartments. Each resident's responsibility is from building center out to the side yard into street or halfway to adjacent quarters; from middle of road in front through quarters into backyard midway to quarters to rear or to a point 10 feet behind garage, alley, or to open turf areas, whichever is the greatest distance. See appendix H.

c. Four-Plex Apartments.

(1) See appendix H for area of responsibility.

(2) Each resident's responsibility extends from the middle of the street in front of quarters to a point 10 feet behind carport at rear of quarters.

d. Eight-Plex Apartments. See appendix H, page 63, for areas of responsibility.

(1) End quarters residents will maintain side yards midway between adjacent buildings and as described in (c) above, following the extended line behind the carport along and around the side of the quarters if adjacent to a turfed area.

(2) Resident responsibility includes both sides of the sound barrier wall along Geronimo Road.

#### 5-6. MAINTENANCE OF COMMON USE AREAS.

a. Stairwells will be maintained by both residents. Resident terminating quarters will be held responsible for entire stairwell upon clearance.

b. Storage of items in shared stairwells is a violation of NFPA 101 5-2.2.6.5, which states: "There shall be no enclosed usable space within an exit enclosure, including under stairs, nor shall any open space within the enclosure, including stairs and landings, be used for any purpose such as storage or similar use that could interfere with egress."

c. Laundry room shared by two residents will be maintained by both residents. Resident terminating quarters will be held responsible for entire laundry room upon clearance.

**5-7. REFUSE COLLECTION.** Refuse/trash and compostables should be neatly placed at the building/quarters collection point on collection day and protected to prevent littering. All refuse must be boxed, bundled, or placed in plastic bags (not to exceed 50 pounds) or garbage containers before it will be collected. Spilled or scattered refuse in the vicinity of the collection point is a resident's responsibility. Only refuse meant for disposal should be at the collection point; otherwise, personal property left near the point will be disposed.

**5-8. GASOLINE.** Gasoline and other flammables will not be stored inside family quarters or in a garage or storage shed which contains an open flame. They will not be used as cleaning agents or solvents. However, in a garage or storage shed which does not contain an open flame, a small amount of gasoline for a lawn mower may be stored. The storage container must be an approved underwriters laboratory (UL) metal container strictly for the storage of gasoline.

**5-9. WATERBEDS IN FAMILY HOUSING.** Residents of family housing must obtain written approval from Chief, Housing Management Division, DPW, prior to placing waterbeds into government quarters. Waterbeds are prohibited on all floors other than concrete slab floors. Appropriate liability insurance is required prior to approval being granted.

**5-10. VEGETABLE GARDENS.**

a. Residents of family quarters are not authorized to have vegetable garden plots in their yards or adjacent areas.

b. A limited number of garden plots are available to residents of on-post family quarters. Information concerning assignment of garden plots may be obtained at the Fish and Wildlife Center, Bldg 1458, telephone 442-3553.

**5-11. CITIZENS BAND (CB), HAM RADIOS, SATELLITE DISHES, AND ANTENNAS.**

a. CB and HAM radios on Fort Sill will be operated in accordance with applicable FCC regulations and USAFACFS Suppl 1 to AR 105-4.

b. Application for authority to install satellite dishes and antennas will be forwarded by memorandum to the Housing Management Division, DPW. Written approval must be granted prior to the installation of either satellite dishes or antennas.

c. Installation of antennas must comply with the following standards.

(1) The antenna and its supports will be constructed of corrosion-resistant materials and erected in a rigid and substantial manner at a safe distance (to be determined by the Directorate of Public Works) from any power or telephone lines. It should be self-supporting with a minimum of one stand-off support at the eave of the roof. There will be no support wires attached to roof vents or utility poles.

(2) Lead-in will be Underwriters Laboratory or National Board of Fire Underwriters-approved polyethylene ribbon or coaxial line and will be of rubber construction. All lead-in wires will be separated from the building or structure by not less than four inches. Entry will be made through windows only and will be via ribbon-type lead-in wire. No holes will be drilled to gain entry. When vacating quarters, all lead-in wires and hardware will be removed.

(3) Supporting mast base will be grounded. Ground wires should be connected where distance to ground does not exceed 30 feet. The grounding conductor will be as short as practicable, without sharp bends, and will be securely fastened in place. All connections to antenna support pole or mast, lightning arrestor, and to ground will be by means of bolted clamps of brass or bronze, or other clamps approved for this purpose by the Underwriters Laboratory, or the National Board of Fire Underwriters. Ground rods will be used under the following specifications: Ground rods of steel or iron shall be at least five-eighths inch diameter. Approved rods of nonferrous materials shall be no less than one-half inch in diameter. Ground rods will, as far as practicable, be imbedded below permanent moisture level. Rods will be driven to a depth of at least eight feet. Such rods will have a clean, metal surface and will not be covered with paint, enamel, or other poor conducting materials.

(4) Resident will be held financially liable for any damage caused to government property, including damage by fire or lightning when occasioned by improper installation. Installation, maintenance, and removal of antenna will be at the resident's expense. All holes in structure will be patched and painted to match existing surfaces.

**5-12. FIREWOOD.** Residents who obtain firewood for use in their fireplaces must not store the wood against a structure, on the porch, or in a garage or basement. Since wood is subject to disease, infestation of rodents, and insects, firewood will be stacked at the rear of quarters a minimum of two feet from any structural surface.

**5-13. SWIMMING AND WADING POOLS.** Swimming pools are prohibited in the family housing areas. Wading pools will be under constant surveillance of an adult member of the owner's family when filled. They must be emptied following use. For the purpose of this regulation a wading pool is defined as a container not more than seven feet in diameter or length with a maximum depth of ten inches. Containers, vessels, and/or structures that do not fall within this definition are considered to be swimming pools or other unauthorized items. Permission for hot tubs must be granted through Programs and Operations Branch, Housing Management Division.

**5-14. INTERIOR TELEPHONE WIRING.**

a. The U.S. Government will maintain and repair telephone wiring from the junction box on exterior of the quarters to the telephone jack in the kitchen and master bedroom. Damage other than fair wear and tear is not included. Any other telephone circuits require a written approval for exception to policy from the Housing Management Division. They will be maintained at resident's expense.

b. If repair or maintenance on the circuit in either the kitchen or master bedroom is necessary, contact the Housing Management Division, Bldg 5676, 442-3345/4113, for instructions on obtaining repairs and procedures for billing.

**5-15. ENERGY CONSERVATION IN FAMILY HOUSING.**

a. The following policies, prescribed responsibilities and procedures upon resident assignment of quarters for energy conservation measures are outlined below.

USAFACFS Reg 210-50, 19 November 1996

(1) Residents in family housing are encouraged to voluntarily comply with the post-wide indoor temperature limits of 65 degrees F maximum in winter and 78 degrees F minimum in summer when using heating or cooling systems.

(2) Add weatherstripping and caulking around windows and doors, using materials from the Self-Help Store.

(3) Do not set your thermostat at a lower setting when you turn on air conditioning. The unit will not cool faster at lower settings.

(4) Use vent fans sparingly. Keep kitchen, bath, and other ventilation fans off when not needed.

(5) Close fireplace damper when fireplace is not in use.

(6) Turn off or restrict use of exterior lighting for porches, entrances, carports, patios, etc., except when actually needed for safety or security. All exterior lighting wattage will be no greater than 40 watt and will be turned off during daylight hours.

(7) Schedule use of appliances for morning and evening periods whenever possible to avoid peak electrical demand period during afternoon.

(8) Delay operation of heat producing appliances to cooler periods of the day whenever possible.

(9) Operate kitchen exhaust fans to reduce cooling loads imposed by cooking appliances. Turn off exhaust fans after removing the heat generated by cooking.

(10) Operate washers and dryers only when necessary for full loads.

(11) Use cold water wash whenever practical.

(12) Plan meal preparation to minimize use of oven and surface range.

(13) Operate drapes, venetian blinds, and shades to allow entry of sunlight in the winter and to provide shading in the summer.

(14) Replace broken windows as soon as possible, using material available from the Self-Help Store. (Cardboard or plastic should be used temporarily until the window can be permanently repaired.)

(15) Repair leaky faucets as soon as possible, using materials available from the Self-Help Store.

(16) Keep lint screens clean on clothes dryer.

(17) Use air drying of dishes and clothes whenever you can.

(18) Use smaller, lower wattage electric appliances whenever you can. Use range top instead of oven when adequate. Use the small top burners for small pans. Always use the appliance that takes the least amount of energy to do the job.

(19) To prevent personal injury and property damage, do not use your electric or gas stove as a heater for your quarters. Their use for space heating is a serious fire hazard and an extremely costly and inefficient use of energy.

(20) Keep refrigerator doors tightly closed. Maintain an airtight seal on your refrigerator door. Frost in the freezing compartment should not be allowed to accumulate more than one-fourth inch.

(21) Try to minimize the times you open the refrigerator and freezer compartment doors.

(22) Shut off air conditioning or heating to unoccupied rooms.

(23) Use materials from your Self-Help Store to fix operational and maintenance problems wherever possible, such as fixing leaky faucets, etc. If problem is not a self-help item, inform the DPW of the problem. Make sure your work order notes that energy waste is involved.

(24) The use of portable heaters is prohibited unless authorized in writing by the DPW. Heaters when authorized should be UL or Factory Mutual approved. Heaters must be equipped with a tip over switch that will turn off heat when turned over. The use of liquid fuel fired heaters is prohibited.

(25) Maintain thermostat setting of hot water heaters at 110 degrees F or 140 degrees F if dishwasher is used in a family quarters.

b. Heating and air conditioning policy.

(1) A common sense approach will be used in family quarters when heating and air conditioning is to be used. Each family member will be responsible for conserving heat or air conditioning while these systems are in operation.

(2) Heating and air conditioning systems may be turned on at the discretion of the resident when weather conditions warrant.

(3) Care should be taken that heat and air conditioning are not used unnecessarily. The resident can still implement conservation measures while maintaining a comfortable living environment.

(4) A more rigorous air conditioning start-up policy may be implemented when considered advisable by the Installation Commander.

(5) Air conditioning season usually begins in May and ends in September; heating season begins in October and ends in March or April. These months may change depending on the weather.

(6) Doors and windows must remain closed when heating and air conditioning is in operation.

c. Lighting levels. Quarters residents will comply with the maximum lighting wattages per outlet for lighting fixtures. Where fixtures are labeled to designate a maximum lamp wattage for fire safety that is lower than those listed below, the smaller will be used.

<u>Area</u>	<u>Wattage</u>	<u>Area</u>	<u>Wattage</u>
Bathroom	100	Hall	60
Bedroom	100	Kitchen	100
Closet/Storage	40	Range Hoods	40/100
Living Room	100	Laundry	60
Dining Room	100	Dressing Room	75
Entry	40	Exterior	40

Chapter 6

PET CONTROL

6-1. GENERAL.

a. No privately-owned animals except domestic dogs and cats, and small caged animals (no wild or exotic animals such as ferrets, squirrels, skunks, foxes, raccoons, sub human primates, and snakes) may be kept in the housing area. Only three pets per family are allowed in family housing areas, except for nursing litters. Breeding or raising pets on post for the express purpose of profit is prohibited.

b. The raising or keeping of livestock or poultry in housing areas is prohibited.

c. Owners of animals on-post are responsible for preventing their animals from becoming a public nuisance. A nuisance is a pet which commits actions that are injurious to public health, safety, or peaceful enjoyment of property. The Installation Veterinarian is responsible for proper recommendations on public health problems, the Provost Marshal is responsible for safety recommendations and peaceful enjoyment of property aspects. Pets which are declared a nuisance may be excluded from post on the first offense; however, each case will be considered on an individual basis.

d. If the owner allows the animal back on-post after being instructed by the Installation Commander to remove it from post, the sponsor and family may be required to terminate occupancy of family housing.

e. Pets will be kept indoors or secured outdoors on the owner's premises. Outdoor housing for pets will be of the portable type. Compliance with all sanitary regulations and the necessary maintenance of such houses is mandatory and the direct responsibility of the owner.

f. Personnel owning animals on Fort Sill are responsible for all damages to Government or privately-owned property caused by their pets.

g. Cases of abuse or neglect of pets will be reported to the Provost Marshal.

h. No person, while upon the Fort Sill military reservation, will by intentional or negligent act or omission cause physical pain, fright, suffering, or death to any living animal (does not apply to hunting wild animals in compliance with the regulations of the military reservation and applicable local, state, and federal game laws; nor to those activities conducted or endorsed by the U.S. Army Medical Department Activity (MEDDAC) in the interest of health and safety). Violations include but are not limited to--

- (1) Failing to provide shelter for pets.
- (2) Failing to provide animals food and water.
- (3) Abandoning any animal on post.
- (4) Failing on the part of the driver of a motor vehicle to report to military authorities the death or injury of an animal struck by said driver.
- (5) Leaving or exposing any poison substance for any animals or to aid or solicit any person in doing so, except insect or rodent poison when used for control of insects, mice or rodents, and except for the use of deterrents, such as mothballs, and ammonia when used to discourage the presence of loose animals around quarters.

i. All uncaged pets over 3 months of age maintained on post must be registered within 14 days upon arrival on post or upon becoming 3 months of age. Pets will be presented for registration at the Veterinary Facility, Building 721. All dogs and cats are required to have yearly vaccinations.

j. Any individual who has been bitten by an animal will report immediately to the Emergency Room, Reynolds Army Community Hospital. The attending physician or his representative will be provided as much information as possible concerning the circumstances of the bite. Information concerning the ownership, location, vaccination status, and health of the animal is important and will assist in contacting the owner and in determining the treatment of the bite victim.

k. The biting animal should not be killed unless it cannot be captured safely. If killing the offending animal is necessary, care should be taken not to mutilate the head. If the animal is dead, the carcass, together with a history of bite and death circumstances, will be delivered promptly to the Veterinarian, Building 721.

l. If an owner or member of the immediate family is bitten or scratched by the family pet, the injured individual should go to the Emergency Room, Reynolds Army Community Hospital. The attending physician or his representative will be provided as much information as possible concerning the circumstances of the bite. Information concerning the ownership, location, vaccination status, and health of the animal is important and will assist in contacting the owner and in determining the treatment of the bite victim. The animal will be quarantined for the required 10 days. Method of quarantine is at discretion of the installation veterinarian. Animals may be quarantined at the Animal Disease Prevention and Control Facility (ADPAC) at no expense to the owner.

m. Any animal involved in a possible rabies exposure, bite, or scratch is required to be quarantined for a minimum of 10 days. It is the responsibility of the owner of the animal to comply with the quarantine requirement. Method of quarantine will be coordinated at the ADPAC.

## 6-2. ANIMAL CONTROL PROCEDURES.

a. Owners of animals on post are responsible for controlling their animals at all times.

b. Animals, including cats, are not permitted to run loose on post.

c. Pet animals, when outside, will be leashed or under voice control and sight of a responsible individual. When outside, animals will have the registration/rabies vaccination tag attached to a suitable collar or harness.

d. Unspayed female animals will be kept in isolation while in heat.

e. Military Police will pick up animals found or reported running loose on-post and turn them over to the veterinarian for confinement and disposition. If the pet is identifiable by a pet's registration tag number or other identification, the owner will be notified to claim the animal.

f. Irresponsible animal control will not be tolerated. If an animal is apprehended and confined more than twice, the owner will be notified in writing through command channels of his responsibility to permanently remove the animal from the installation.

g. Housing Management Division, DPW, must provide written release to the veterinarian in order for the owner to claim confined pet.

Appendix A

ABANDONED FAMILY QUARTERS

A-1. PURPOSE. To establish responsibilities and procedures for abandoned family quarters.

A-2. RESPONSIBILITIES.

a. Commanders are responsible for assuring that military members under their command are aware of their responsibilities and are complying with the provisions of the housing regulations/policies. Furthermore, commanders are reminded that when an individual fails to comply with the policies/regulations, administrative/judicial recourse should be taken when there is evidence of deliberate failure to comply. Commanders will notify Housing Management Division NLT 48 hours after it has been determined that a military member has PCS'd, ETS'd, etc., without properly clearing quarters.

b. Housing Management Division, DPW, is responsible to effect the necessary coordination and actions which will place abandoned quarters in a state of readiness for occupancy ASAP. This includes provision of quarters key, resident hand receipts to facilitate inventories, joint inspection for damages with Board of Officers, arrangement for contract cleaners, and survey/repair of damages. Specifically, Housing Management Division, DPW, will--

(1) Upon notification from a commander that a soldier is AWOL and the soldier's family is still residing in government quarters, advise the soldier's dependents that they will be required to move out of the quarters within 30 working days.

(2) Upon notification from a commander that a soldier has PCS'd, ETS'd, etc., without properly clearing quarters, will request a Board of Officers be appointed by the Installation Commander in accordance with DOD 4160.21-M, paragraph 60b.

(3) Perform the final clearance inspection and prepare the termination letter order.

d. Board of Officers will be responsible to obtain a key to abandoned quarters and resident hand receipt from Housing Management Division, DPW, to inventory all property (TA-50, government, personal), note any damages which may require survey and arrange for pickup/movement/storage of personal property in accordance with DOD 4160.21-M, paragraph 60b.

## Appendix B

### SELF-HELP ITEMS FOR MAINTENANCE AND REPAIR

The following is typical and not intended to be all inclusive.

#### Quarters Interior

FURNITURE. Dust, clean, wax, polish, and shampoo.

CARPENTRY. Reset nails, refasten and replace coat hooks, clothes poles, and closet shelves.

CARPETING. Vacuum.

HARDWARE. Oil hinges, lubricate door hardware with graphite powder, and tighten loose screws.

CAULKING. Remove and replace caulking around doors, windows, bathtubs, and showers.

SCREENS AND STORM SASH. Patch holes in screens.

WINDOW SHADES AND VENETIAN BLINDS. Tighten brackets.

DRAPES. Light vacuuming for cleaning.

CURTAIN RODS AND TRAVERSE RODS. Install.

RESIDENT-OWNED PICTURES AND MIRRORS. Install.

CLEANING. Floors, accessible windows, walls, tile work, fiberglass and woodwork, window shades, venetian blinds, metal surfaces, brass, stainless steel, aluminum trim, kitchen and laundry room appliances.

#### Utilities

HEATING. Remove flammable material in close proximity, clean registers.

PLUMBING. Unstop drains, stop simple faucet and commode tank leaks, repair washers in faucets, adjust float rods in commode, unclog accessible traps, install shower head, relight hot water tank.

ELECTRICAL. Replace broken globes on lighting fixtures as well as accessible burned out light bulbs and fluorescent tubes and starters; replace cracked or broken switch or outlet plates; reset tripped breakers; operate reset buttons, and repair appliance cords and plugs.

APPLIANCES (GOVERNMENT-OWNED). Cleaning of cooking ranges, refrigerators, garbage disposals, clothes washers and dryers, kitchen exhausts, fans, range hoods, defrost refrigerators.

GROUNDS MAINTENANCE (WITHIN NORMAL YARD LIMITS). Proper care of trees, shrubs, lawns, flowers, parking areas, walks, and areas around garbage containers. Clean above areas and adjacent streets. Edging and fertilizing of grass; minor lawn repair such as filling of holes and reseeding of bare areas. Raking and removal of thatch (old clippings and dead matted material) from the turf. Removal of weeds. Minor pruning of shrubs, trees, hedges and flower shoots. Shearing and shaping of hedges. Hedges should be maintained at a height of 5 feet. Cutting back of vines (except where dangerous). Replacement of new planting of trees and shrubs. Removal of all dead plant life and man-made trash. Placement of garbage and rubbish to pickup point; and return of empty containers.

MAINTENANCE OF PAVED AND STABILIZED AREAS. Clean and maintain walks, patios, steps, and platforms, carports, etc., in a neat and serviceable condition. Maintain gravel areas to provide proper drainage. Fill ruts and eroded areas to deter erosion. Remove snow, ice, and sleet from sidewalks, steps and other walking areas.

OTHER ITEMS. Utilities conservation, fire prevention and protection, pest control and miscellaneous items such as control of pets are not included in the above list which is intended for minor maintenance and simple repair.

#### Authorized Improvements

(with written approval of the Housing Manager)

- Additional shelving
- Patio cover
- Temporary plastic storm windows
- Flower garden and shrub
- Fence enclosure
- Patio sight barrier
- Mounting of TV antennas/satellite dishes (not permitted on roof)
- Additional convenience electrical outlet on existing circuit (110 volt only)
- Partitions in basement to provide a recreation room (sleep only)
- Floor tile in utility room
- Erection of prefab bulk storage in rear yard
- Dimmer switch
- Additional smoke detectors (battery only)

#### Unauthorized Maintenance and Repair and Improvements

- Floor sanding
- Ceramic tile replacement on floor and wainscot
- Glass replacement (glazing) in windows and doors
- Cleaning of gutters (too dangerous)
- Cleaning of downspouts (except where accessible at bottom)
- Roof repair
- Major repair of appliances, equipment, and furniture
- Deep steam cleaning of carpets and rugs
- Cleaning of drapes and cloth valances and cornices
- Paint removal of total walls, ceilings, and doors
- Interior painting of quarters to include touch-up
- Porch enclosure
- Carport enclosure
- Plumbing fixtures
- Major electrical, mechanical, and plumbing
- Repair/replace electrical wiring

Appendix C

CLEARANCE OF FAMILY QUARTERS

C-1. The assigned resident is responsible for--

- a. Notifying the Housing Management Division upon receipt of reassignment orders.
- b. Removing all personal belongings from family quarters PRIOR TO THE TERMINATION INSPECTION.
- c. Preparing the quarters for the final clearance inspection in accordance with the Family Housing Quarters Termination handout, 01 Mar 1996. This handout will be provided when the pretermination inspection is scheduled.
- d. Reporting minor and routine maintenance repairs to the Work Reception and Scheduling Branch, DPW, 442-3251.
- e. Performing self-help maintenance to the quarters (USAFACFS Suppl 1 to AR 420-22). Self-help supplies/materials can be obtained at Bldg 2751. Resident will not be cleared until ALL self-help is accomplished.
- f. Turning in accountable items hand receipted from the Self-Help Supply Center.
- g. Being present at the appointment time. If the resident is not present, inspection will be canceled and the resident must reschedule a new inspection.

C-2. The Housing Management Division will--

- a. Schedule pretermination and termination inspections upon receipt of reassignment orders from the resident. A pretermination inspection should be scheduled and performed 30 to 45 days in advance of a final clearance inspection.
- b. Provide resident with family quarters cleaning handout when inspections are scheduled.
- c. Identify engineer and self-help maintenance during pretermination inspections.
- d. Provide guidance to resident for quarters clearance.
- e. Verify cleanliness standards at the terminal inspection.

C-3. Quarters cleanliness standards will be in accordance with the Family Housing Quarters Termination Pamphlet, provided by the Housing Management Division when inspections are scheduled.

Appendix D

KEY AND ESSENTIAL PERSONNEL

D-1. Installation Commander has designated certain personnel as key and essential for command and control of installation units and activities. Below is a list of key and essential personnel for Fort Sill.

- a. Cdr, 17th FA Bde.
- b. Cdr, 30th FA Regt/Chief of Staff, Training Command.
- c. Cdr, 75th FA Bde.
- d. Cdr, 212th FA Bde.
- e. Cdr, 214th FA Bde.
- f. Cdr, USAFATC.
- g. Cdr, MEDDAC.
- h. Cdr, DFAS.
- i. Fire Marshal (Director of Public Works).
- j. Director of Plans, Training, and Mobilization.
- k. Director of Combat Developments, USAFAS.
- l. Battalion Commanders.
- m. Provost Marshal.
- n. Secretary of the General Staff.
- o. Installation Commander's enlisted aide.
- p. Aide de Camp (3).
- q. Comdt, NCOA.
- r. Garrison CSM.
- s. CSM, III Corps Arty.
- t. CSM, 17th FA Bde.
- u. CSM, 75th FA Bde.
- v. CSM 212th FA Bde.
- w. CSM, Training Cmd.
- x. CSM, Training Cmd.

- y. CSM, USAFATC.
- z. CSM, MEDDAC.

D-2. Installation Commander has designated position quarters for the following individuals.

- a. Installation Commander.
- b. Assistant Commandant, USAFAS.
- c. Cdr, III Corps Arty.
- d. Installation Chief of Staff/Garrison Commander.
- e. Installation Command Sergeant Major.
- f. Senior Service Representative (USMC).
- g. Senior Service Representative (USAF).
- h. British Liaison Officer.
- i. Canadian Liaison Officer.
- j. French Liaison Officer.
- k. German Liaison Officer.
- l. Australian Exchange Instructor.
- m. British Exchange Instructor.
- n. Canadian Exchange Instructor.
- o. Venezuelan Exchange Instructor.
- p. Caretaker, Camp Eagle, NCOA.
- q. British Exchange Officer.

Appendix E

MINIMUM CRITERIA FOR DETERMINATION OF BEDROOM REQUIREMENTS

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 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
one 6 years or over of opposite sex and other two same sex	4
two 10 years or over and other two opposite sex 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

FORT SILL  
CRITERIA FOR DETERMINATION OF BEDROOM REQUIREMENTS

Number of Family Members (Excluding Spouse)	Bedrooms
None	2
One	2
Two, except as follows	2
same sex and one 5 years or over	3
opposite sex	3
Three	4
Four	4
Six, except as follows	4
three or more 10 years or over	6
two 10 years or over, with one 6 years or over and of the opposite sex of the other three	6

Appendix F

REPORTING DAMAGE TO FAMILY QUARTERS

F-1. The sponsor must report all types of damage to, or loss of family housing furniture, refrigerators, ranges, and lawn equipment by the next working day after the day the damage or loss occurred or was discovered. Anything missing, broken, heavily marred, scarred, or otherwise damaged by the elements or accident, regardless of whether or not it is the fault of the resident, must be reported in writing or by telephone to the Housing Management Division, DPW, Bldg 5676, 442-3345.

F-2. The sponsor must report all damage to building and structures (i.e., walls, floors, windows, screens, plumbing, electrical fixtures, heating and cooling equipment) not later than the next working day after the day the damage occurred or was discovered. Anything which is damaged or missing as a result of the elements, accident, or fire, regardless of whether or not it is the fault of the resident, must be reported in writing or by telephone to Housing Management Division, DPW, 442-3345.

F-3. The sponsor must report all fires immediately to the Central Fire Alarm Office operator over the regular telephone system; all callers dial 911. All fires must be reported, even if they have been extinguished and there is no apparent damage to property. Sponsors should make sure that the Fire Alarm Operator is fully advised of all the facts. Failure to report fires to the Central Fire Alarm Office is a violation of the post fire regulations.

F-4. The Post Fire Marshal will notify the Housing Management Division, DPW, telephone 442-3345/2302, of all reported fires involving family quarters; immediate adjustment action will be taken on all government property damaged, lost, or destroyed.

F-5. Prompt reporting of loss and/or damage will facilitate the preparation and investigation of any reports of survey initiated by sponsor seeking relief from liability. Delay in reporting loss and/or damage to property and failure to promptly initiate adjustment action may result in sponsor being held financially liable because pertinent evidence and witnesses are not available to support a claim for relief.

F-6. After notifying proper authorities of damages to quarters, sponsor should go immediately to Claims Office, Bldg 2595, to report damage to personal property. This applies only to damages which are no fault of the resident or agents.

Appendix G

MAINTENANCE AND REMOVAL OF PRIVATELY-OWNED FENCES

**G-1. GENERAL.** The Housing Manager is aware of the need for privacy, safety of small children, and control of family pets; however, firm guidelines must be established to ensure the safety, protection, and well being of all residents, as well as effective utilization and appearance of yard areas. All authorized fencing should be of such construction as to be easily seen and will enhance the beauty and livability of the housing areas.

**G-2. FENCES (OWNED/LEASED).** Fences can either be resident-owned or contractor leased.

a. All fencing must meet the criteria outlined below.

b. Resident-owned fencing must be removed and the surrounding areas restored to its original condition upon quarters termination.

c. Contractor leased fencing may be left in place for 10 days during change of residents. During this time, the contractor will contact the new resident to determine if they desire to lease the fence. If so, the new residents will enter into a leasing agreement with the contractor. Otherwise, the contractor will remove the fence. There is no charge to either resident during the transition period.

**G-3. AUTHORIZED TYPES OF FENCES.** The following types of fence may be approved:

a. Chain-Link (2-inch mesh), commercially installed, not to exceed four feet in height including top rail with finished top fencing (no sharp points or exposed edges).

b. Welded Wire (2-inch x 4-inch mesh), privately or commercially installed on metal posts of sufficient strength and numbers, evenly spaced and plumbed, to prevent sagging and present a neat and attractive appearance; not to exceed four feet in height and with no sharp edges or hazardous extrusions.

c. Other types of fencing materials may be approved by the Housing Manager; however, some types are expressly unauthorized and will not be constructed. Unauthorized types include but are not limited to: picket types with sharp protruding points, snow fencing, small wire mesh such as chicken wire that is not easily seen, temporary wood, and wire fences of poor quality and craftsmanship.

d. All fences will have a minimum of one gate exit to allow free passage from the yard without going through the quarters. The gate will be constructed in a manner compatible with the surrounding fence.

**G-4. POINTS OF INTEREST.** Several points of interest should be seriously considered by the resident prior to installing an authorized fence in the family housing area. All fencing will be rigorously inspected prior to final approval. Fencing is expensive to purchase, install, and remove. Restoration of the area is very difficult.

**G-5. MULTIPLE DWELLING UNITS.** Families occupying multiple dwelling units (four to eight complexes) must be especially cognizant of fencing restrictions.

**G-6. PLACEMENT OF FENCES.** No fencing of any type will be permitted in the front yards of any quarters on the Fort Sill Military Reservation. Approved fencing to the immediate rear yard must not restrict free access across common sidewalks and open public areas. Construction of fencing will be such that free passage will not be impeded in the event that rapid evacuation of quarters becomes necessary, and that access and passage of maintenance vehicles, mowers, and firefighting equipment is available. Fencing will not extend more than 50 feet to the rear of the quarters. Where chain-link fence has been installed within 50 feet of the rear of the quarters, permission may be granted to connect to existing fencing. No fencing will be attached to the building.

**G-7. PROCEDURES FOR REQUESTING PERMISSION TO INSTALL FENCING.**

a. Each individual requesting permission to construct a fence or maintain a fence already existing will be provided a copy of this regulation with attached applications and approval forms (sample request, figure 6-1). The completed application will be submitted to the Housing Manager accompanied by a sketch of the proposed fence indicating its placement and approximate dimensions in relation to the dwelling. A narrative will be added describing the materials to be used and whether it will be privately or commercially installed.

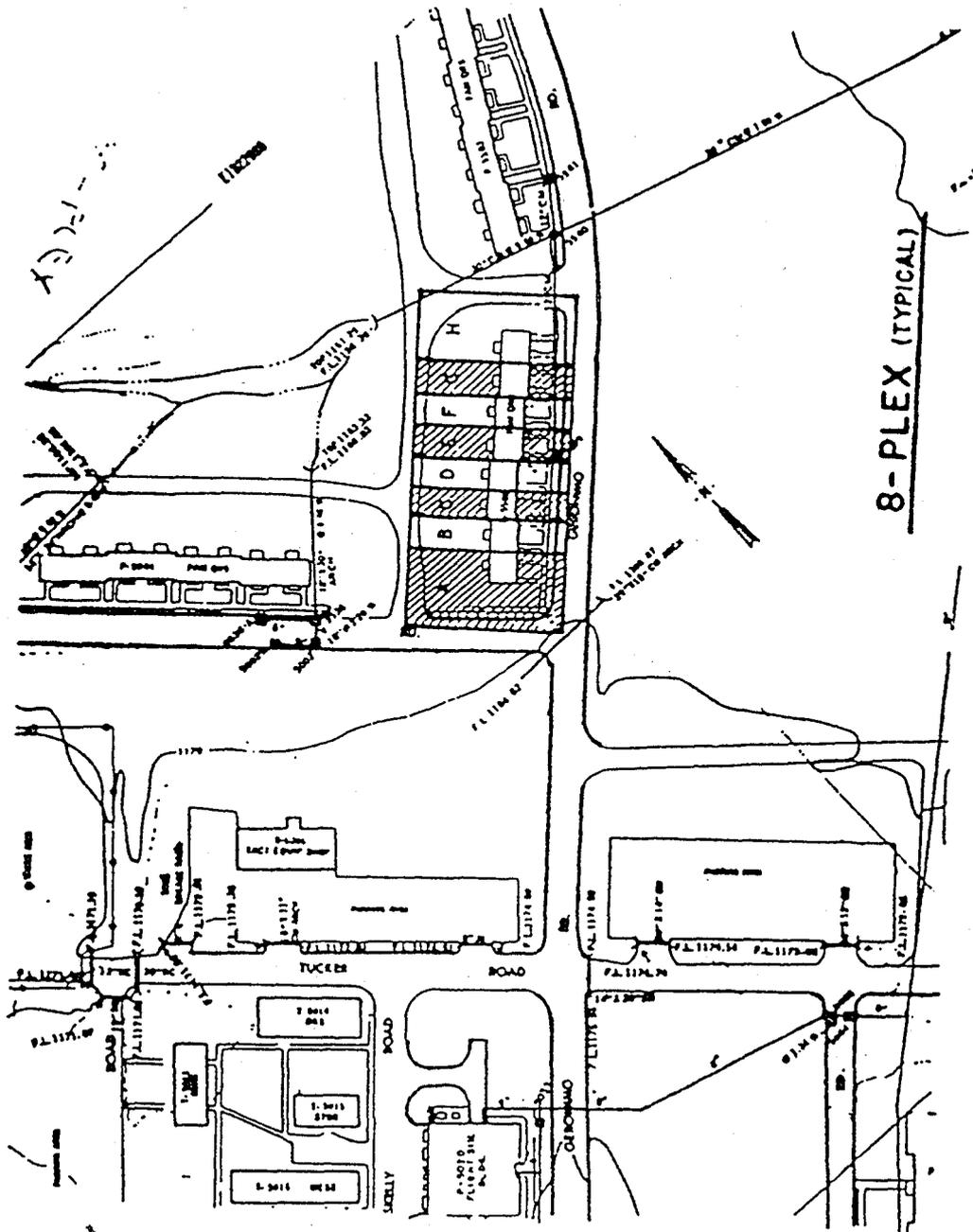
b. The Housing Manager or his authorized representative will review each application based on the merit of each case. No fencing of any kind will be installed prior to approval. Violators will automatically have their application disapproved and subsequent forced removal of fencing at no expense to the government. The Family Housing Manager will inform the resident in writing of approval/disapproval and whether the structure is considered permanently fixed property. Written tenant concurrence will be required and made a part of Housing records. The Family Housing Manager reserves the right to approve or deny permission in accordance with aforesaid requirements.

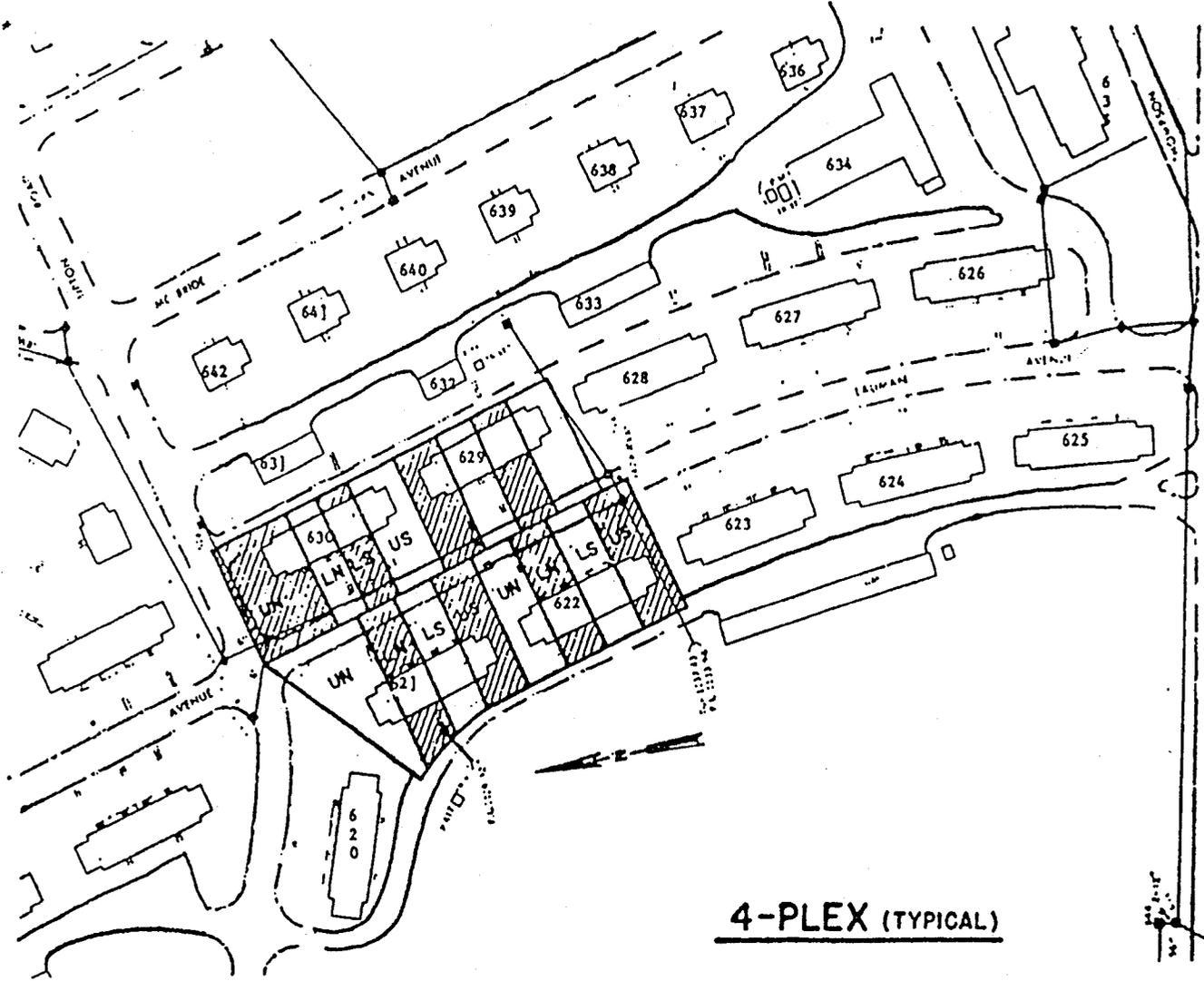
c. Upon receipt of approval (and written resident acknowledgment of the terms), the applicant may install the fencing he has indicated and will inform the Programs and Operations Branch, Housing Management Division, DPW, within 5 days after completion. Within 30 days after receipt of notification of completion, Programs and Operations Branch will make an inspection to ensure compliance; after which, all related subject matter will be made an official part of the resident's housing record. Thereafter, maintenance upkeep and appearance of the fencing becomes the responsibility of the resident. Failure to comply with prescribed standards will result in immediate removal of fence at resident's expense.

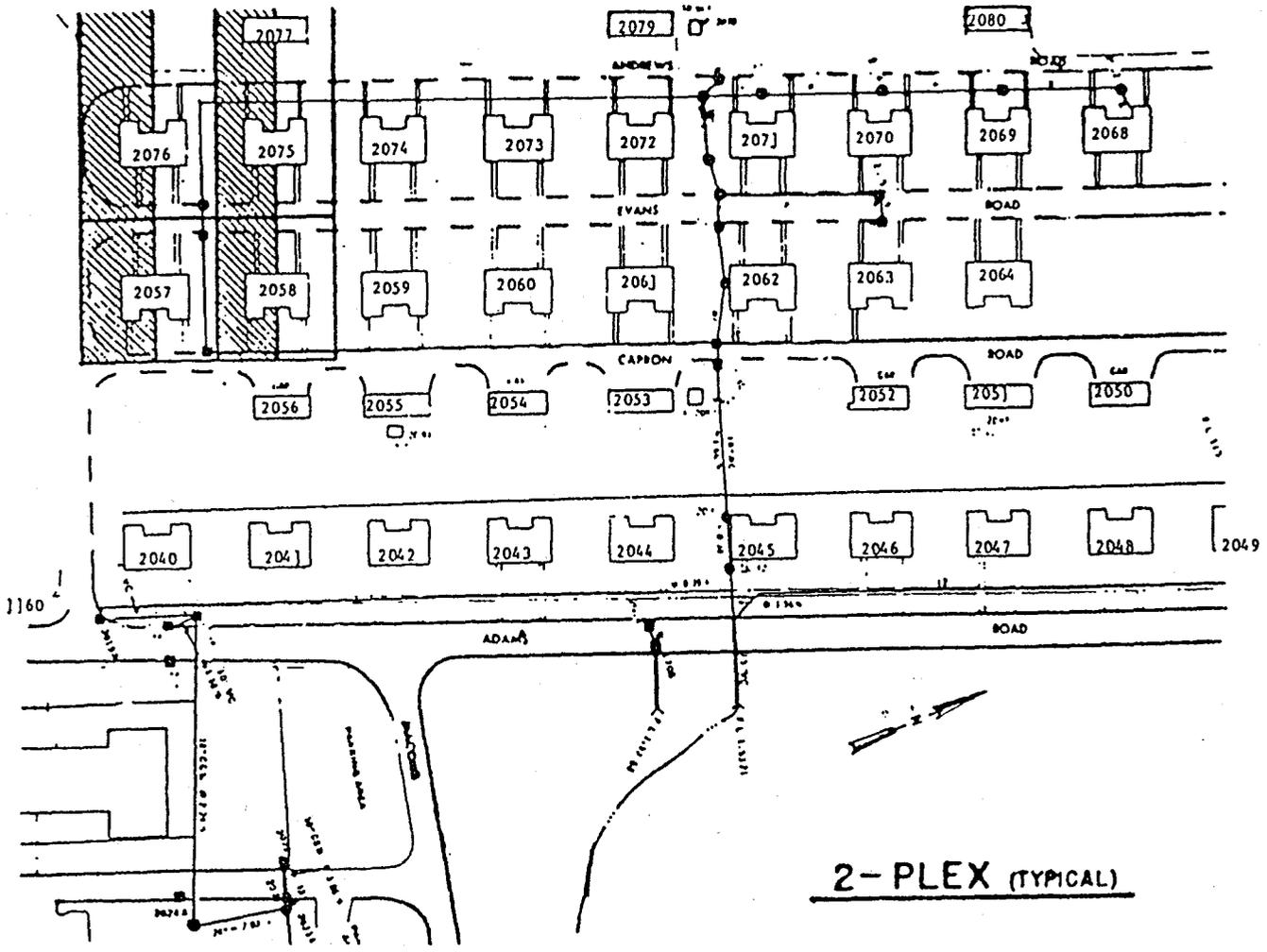


APPENDIX H

GROUNDS MAINTENANCE LAYOUT







Appendix I

DEFINITIONS

I-1. **ADEQUATE FAMILY HOUSING.** Dwelling units which have been identified by the Department of the Army as adequate and for which the military resident forfeits his full entitlement to basic allowance for quarters (BAQ). These may include acquired wherry, capehart, foreign source, appropriated fund, and leased housing.

I-2. **ALTERATION.** The work required to adjust arrangements or other physical features of an existing facility.

I-3. **COMMUTING DISTANCE.** The distance from the installation which can normally be traveled during rush hour traffic in 1 hour or less. Determined by Installation Housing Manager.

I-4. **DWELLING UNIT (DU).** The real property space used by one family: foundation, walls, roofs, and other building components, interior utilities, fixtures and equipment in place such as venetian blinds, cornices, furnaces, and water heaters. Includes utility connections at the DU building inside the 5-foot line. Includes carports, garages, storage, and other facilities structurally connected to the DU building. Includes partitions and patios. Excludes grounds, sidewalks (beyond the 5 foot line), and exterior utility lines which are considered other real property. Excludes furnishings and authorized moveable equipment such as ranges and refrigerators.

I-5. **DEPENDENT.**

a. In actions pertaining to BAQ, a dependent will be determined by criteria in the DOD Military Pay and Allowance Entitlements Manual.

b. In determining bedroom requirements for a military member, dependent means any of the persons who are related to the sponsor in the capacity of--

(1) Spouse.

(2) An unmarried child who is the sponsor's by birth, legal adoption, or marriage (for example a stepchild) who is under 21 years of age and is dependent on the sponsor, incapable of self-support because of a mental or physical incapacity and dependent on the member for over one-half of his/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 dependent upon the sponsor.

(3) Adult relative by blood, marriage (for example, parent-in-law or stepparent), or adoption who is dependent on the sponsor for over one-half of his or her support and eligible for a dependent identification card.

(4) An unmarried person who--

(a) Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in the United States (or Puerto Rico or a possession of the United States) for a period of at least 12 consecutive months.

(b) Either--

(aa) Has not attained the age of 21.

(ab) Has not attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned.

(ac) Is incapable of self support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member or former member under this paragraph pursuant to clause (i) or (ii);

(c) Is dependent on the member for over one-half of the person's support;

(d) Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the Secretary concerned may by regulation prescribe.

(e) Is not a dependent of a member under any other paragraph.

**I-6. ELIGIBILITY FOR FAMILY HOUSING.** The following personnel who have bona fide dependents are eligible for family housing.

a. All commissioned and warrant officers of the uniformed services.

b. All enlisted members.

c. A U.S. citizen employee who is the incumbent of a designated key and essential position and, as such, is required by the commander to reside on base as a condition of employment.

**I-7. INCIDENTAL IMPROVEMENT.** An alteration or improvement of real property.

**I-8. LEASED HOUSING.** Privately-owned housing which is leased to the government.

**I-9. MILITARY NECESSITY.** Military conditions or factors, which, in the judgment of the Installation Commander, require an individual to be billeted in a government-owned or controlled facility in order to carry out a military operation or mission.

**I-10. 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 lieu of basement, attic, garage, carport, open or screened porches, and stairwells. Accessible space, suitable for use as bulk storage, may be excluded from the net area. Such space will be included in the determination of the amount of bulk storage being provided.

**I-11. SELF-HELP.** Resident performance of minor and simple repairs, maintenance, and certain improvements. Includes cleaning of government-owned real and personal property assigned to the resident.

**I-12. SERVICE ORDERS.** Work authorization document used for small scale maintenance and repair work on government-owned or leased facilities and equipment. Is limited to 40 manhours and/or \$1000 limit for labor and material (DA Pam 420-6). For family housing, improvements (incidental improvements or minor construction) may not be accomplished as a service order.

Appendix J

FIRE PREVENTION

In order to provide for the fire safety of you and your family members, the following requirements should be followed and briefed to your family.

a. All fires regardless of size must be reported at the time they happen. To report a fire, dial 911, give your name, address, telephone number and what is on fire. Ensure that the fire department dispatcher has received all the information before hanging up.

b. Brief your family on how to get out of your quarters in case of fire; both the normal way and through windows. Teach your family to crawl on the floor to stay out of the smoke. Have a designated point outside of the quarters so that everyone can be counted for and you can direct firefighters to the fire. Practice your escape plan periodically.

c. Do not store flammable liquids in the same room with open flame devices. Keep out of reach of children.

d. Do not overload electrical circuits. Minimize the use of extension cords. Extension cords, if needed, should be at least #16 wire or no less than the size of the wire of the appliance. If multiple outlets are required, they should be the type with built-in fuse or breaker. Avoid, if possible, the use of multiple outlets. Do not use electrical items around bathroom sinks, tubs, or kitchen sinks. Do not run electrical cords under carpet or through doors where they can be damaged.

e. Ensure all smoking materials are properly disposed of before retiring for the night. Use noncombustible type ashtrays designed not to let smoking material fall out. Check around seat cushions of chairs and sofas to make sure no smoldering fires are present. Keep matches and lighters out of reach of children.

f. If you have a baby sitter, make sure that you leave good instructions. Leave a number where you can be reached. Instruct the baby sitter that if a fire does occur, get everybody out of the quarters, call the fire department from a neighbor's house, then call you. Too many times baby sitters will call parents first before calling for help. Attempt not to let the baby sitter do any cooking, unless you leave specific instructions on what they can and cannot cook.

g. Cook safely and use moderate temperatures. If a fire does occur on the stove, DO NOT USE WATER. Turn off heat and cover the pan/skillet with an over sized lid. DO NOT MOVE. Let the pan/skillet cool down before moving and cleaning up the mess. If a fire occurs in the oven, close the door, and turn off the heat. Watch the fire through glass door. Attempting to open the door provides fresh air and the fire will grow in size. Ensure you call the fire department.

h. Use extreme caution with open flames. Open flames include candles, barbecue grills, etc. It is recommended that candles be protected with glass container, like a hurricane lamp. Barbecue grills should be 10-15 feet away from the quarters. Too many times people attempt to light grills under trees and carport roofs without paying attention to what is overhead. Use only the proper type of starter fluid. Never use open flame devices on Christmas trees or around unsupervised children.

i. Keep all smoking materials, lighters, matches, or other flame/spark producing devices out of reach of children.

j. Do not store any combustible items within 18 inches of heaters, water heaters, or other heat producing devices. Do not stack items on top of electrical cords or wires.

k. Be cautious when purchasing or using electrical appliances. Use appliances that carry UL or FM labels and follow manufacturers recommendations.

l. Your quarters are equipped with a smoke detector. This is provided for your protection. At least once a month you should test the detector. Testing may be done by blowing smoke through the detector or using the test button. If it does not work, notify DPW Emergency Work Order Section. Periodically, you need to vacuum or clean the detector. Do not use spray near the detector as this will plug up the sensors. Test the detector with your family present so they become accustomed to what it sounds like. The Fire Department recommends that you set off the detector to conduct your family fire drill.

m. For quarters having fireplaces, the following precautions should be followed. Do not use loose paper to start the fire. Paper rolled or wadded prevents flying embers from going up the chimney. Keep the damper open at all times, especially as the fire dies down. This will prevent smoke entering the quarters. Do not allow fires in the fireplace without a protective screen to reduce sparks from coming out of the fireplace. If a chimney fire starts, close damper, call the fire department.

n. Storage of items in shared stairwells is a violation of NFPA 101 5-2.2.6.5, which states: "There shall be no enclosed usable space within an exit enclosure, including under stairs, nor shall any open space within the enclosure, including stairs and landings, be used for any purpose such as storage or similar use that could interfere with egress."

Appendix K

WAITING LIST

Colonel/Lieutenant Colonel	3, 4 Bedrooms
Colonel/Lieutenant Colonel	Will be placed on combined. A total of 79 units (Area), Shanklin Circle (1300 Area). Colonels will be assigned any 34 of the 79 units and Lieutenant Colonels will be assigned 45.
Officers (COL-WO1)	6 Bedroom
Major/Chief Warrant Officer Four	3 Bedroom
Major/Chief Warrant Officer Four	4 Bedroom
Captain thru Warrant Officer One	3 Bedroom
Captain thru Warrant Officer One	4 Bedroom
SENIOR NCO	
CSM/SGM	3 Bedroom
CSM/SGM	4 Bedroom
Master Sergeant thru Sergeant First Class	3 Bedroom
Master Sergeant thru Sergeant First Class	4 Bedroom
JUNIOR NCO	
Staff Sergeant thru Specialist	2 Bedroom
Staff Sergeant thru Specialist	3 Bedroom
Staff Sergeant thru Specialist	4 Bedroom
JUNIOR ENLISTED	
Private First Class thru Private	2 Bedroom
Private First Class thru Private	3 Bedroom
Private First Class thru Private	4 Bedroom

APPENDIX L

ELIGIBILITY FOR FAMILY HOUSING

Eligibility for family housing on Fort Sill is IAW AR 210-50. Further clarification regarding housing for single chaplains is as below.

a. All single chaplains assigned to Fort Sill are to compete equally with sponsors within the appropriate grade category for housing and in all circumstances, assignment will result in forfeiture of housing allowances.

b. This policy is based upon the Commanding General's determination that the Unaccompanied Personnel Housing (UPH) at Fort Sill is unacceptable when considering the full range of inherent and implied duties of the chaplaincy.

(ATZR-EHA)

FOR THE COMMANDER:



JIMMY S. PARKER  
Director of Information  
Management

RICHARD W. SHERWOOD  
Colonel, FA  
Chief of Staff

DISTRIBUTION:  
All Organizations (Pubs Only Btry Level) (383)  
DOIM Pub Sup Sec (200)  
DOIM Records Mgt Br (1)  
DPW, Hsg Mgt Div (2000)