

RESIDENT HANDBOOK

US ARMY GARRISON BAVARIA (USAG),
Directive AR 420-1



UNITED STATES ARMY GARRISON BAVARIA
DIRECTORATE OF PUBLIC WORKS HOUSING
DIVISION
APO AE 09114

**APPENDIXD
HOUSINF AREA CHAIN OF COMMAND
TABLE OF CONTENTS**

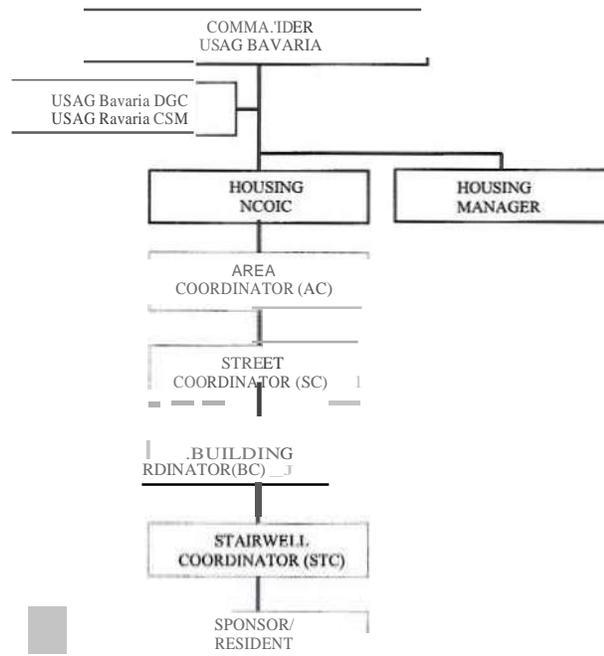
	Page
CHAPTER 1 – REFERENCES	1
CHAPTER 2- APPOINTMENTS, RESPONSIBILITIES, DUTIES, AND FUNCTIONS	
2-1 Housing Area Chain of Command	3
2-2 United States Army Garrison Bavaria Commander	3
2-3 Chief Housing Division	4
2-4 Area and Alternate Area Coordinator (AC/A-AC) and	4
2-5 Street Coordinator/Building Coordinator (SC/BC)	4
2-6 Stairwell Coordinator (STC)	6
2-7 Quarters Sponsors and Family Members	8
2-8 USAG Bavaria Policy Letter #28, Pet Ownership Responsibilities	12
2-9 Fencing and Privacy Panels in Housing Areas	14
2-10 Housing Area Cleanliness	18
APPENDIXES	
A Point of Contact for Family Housing and/or Private Rental Quarters	
B Sample Housing Violation	
C Building /Stairwell Coordinator Performance Checklist	
D Housing Area Chain of Command	

CHAPTER 1 – REFERENCES

- a. AR 420-1, Facilities Management, dated 12 February 2008/RAR 24 August 2012.

CHAPTER 2 – **APPOINTMENTS**, RESPONSIBILITIES, DUTIES, AND FUNCTIONS

2-1. Housing Area Chain of Command



The above Chain of Command will be utilized for the resolution of any complaints or disputes that may arise within Army Family Housing (AFH) areas vested through USAG Bavaria Housing Division, BLDG 244.

2-2. United States Army Garrison Bavaria Commander.

a. The United States Army Garrison Bavaria Commander is responsible for promoting general welfare, morale, safety, sanitation, clean up, beautification, and maintenance of good order and discipline among members of the Bavaria Military Community. The United States Army Garrison Bavaria Commander has the authority to:

- b. Appoint an area coordinator to each housing area prescribed by USAG Bavaria Chief of Housing.
- c. Resolve matters pertaining to violations of regulations, destruction of government property, and general lack of cooperation by occupants of Family quarters.
- d. Authorize the entry into any US government controlled dwelling unit for purposes of safety, sanitation, and maintenance. Entry into assigned quarters in the absence of the sponsor or Family members will be coordinated and conducted jointly between the unit, military police, and/or housing representative.

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

e. Request advance return of Family Members (FMs) to CONUS, if deemed necessary, under the provisions of AR 55-46 and USAREUR Supplement 1 to AR 1-33, when FMs of the household become involved in an incident(s) that is(are) embarrassing to the United States Government, prejudicial to good health, order, morale and discipline in the command, or creates conditions dangerous to the safety of other FMs.

f. Initiate actions which may be justified under AR 55-46 and USAREUR Supplement 1 to AR 1-33 for acts of violence, habitual intemperance in public, breach of public peace, becoming a nuisance, disorderly conduct, thievery, immoral conduct, and other acts of misconduct.

2-3. Chief Housing Division.

a. The Housing Chief is located in the Housing Office, Bldg. 244. The Housing Manager is responsible for the following:

(1) Appoint Building Coordinators on written orders with letters of instruction vetted through the Operations Branch, in coordination with NCOIC located in BLDG 244, RM 105 and 106. Exceptions include:

(a) Personnel assigned as Chaplains, Lawyers, Inspectors General, Doctors, Dentists, Criminal Investigation Division (CID) special agents, CID Supervisory personnel, DPW staff, Senior Career Counselors, Equal Opportunity Advisors, and Military Police will not be appointed to any duties except on a voluntary basis, IAW AR 420-1.

(b) Occupants of temporary quarters (unless assigned on a permanent basis) will not be appointed duties as AC, SC, BC, or STC.

(c) Sponsors appointed to the housing chain of command will not simultaneously occupy more than one position (i.e. AC, BC, SC, and STC).

(d) Personnel with less than one year remaining in the command will not be appointed as AC or BC.

(e) The Garrison Commander may waive all normal exceptions during times of deployment.

(2) Issue letters of warning to residents for failure to comply with this directive or other pertinent guidance.

(3) Conduct and document initial Area, Assistant Area, and Building Coordinator training upon assignment to these duties.

(4) Attend Town Hall meetings.

2-4 Area and Alternate Area Coordinator (AC/AAC). The AC for each Army Family Housing (AFH) area will be the senior resident of the housing area. The Assistant Area Coordinator (AAC) will be the second senior resident of each housing area. Each must have a minimum of 12 months remaining on their tour. The AC/AAC will rely on the staff of his unit to accomplish necessary clerical functions. The AC/AAC is responsible for the following:

a. Enforce the provisions of USAG Bavaria Directive AR 420-1, Residents Handbook.

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

c. Institute utility conservation practices, i.e., turning off lights when not needed, closing doors and windows in cold weather, and controlling outside faucets to eliminate waste. Enforce recycling procedures and proper use of recycling containers.

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

d. Make recommendations to the USAG Bavaria Commander concerning Families who should be removed from government housing for reasons specified in United States Army Garrison Bavaria Directive AR 420-1 and AR 55-46.

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

(1) Resolve minor disciplinary and Family misconduct problems that cannot be handled by Building and Stairwell Coordinators. Ensure that problems exceeding the Area Coordinator's authority are reported to the resident unit level 1SG/CDR chain of command.

(2) Issue Housing Citations to residents in violation of this directive or other guidance. See **Appendix B** for Sample Housing Violation.

f. Supervise security, safety, police, and sanitation of area. Ensure that there is a harmonious living environment in the housing area.

(1) Coordinate the spring and fall clean-up campaigns within their assigned housing areas.

(2) Ensure that BCs conduct weekly inspections of building and common-use areas.

(3) Ensure that BCs maintain common-use areas (i.e. laundry rooms, playgrounds, unfinished attics, storage rooms, stairwells, hallways, dumpster areas, lawns, and parking areas) in satisfactory condition.

(4) Ensure BCs correct deficiencies in the policing of grounds, parking areas, streets and sidewalks surrounding their assigned building. Report individuals responsible for simple neglect or willful damage/destruction to the Housing Manager for appropriate action.

g. Brief BCs, to include emphasis on energy conservation and recycling.

h. Inform the Housing Operations Office DSN 4756082 of any contemplated absence in excess of fourteen days, advising him of the name, rank, and address of the Acting AC to perform duty during AC's absence.

i. Maintain the Housing Area Chain of Command for their assigned housing area to include appointing temporary replacements during times of absence of the primary.

(1) Ensure that the names of the Housing Area Chain of Command are prominently posted in each stairwell. As changes are made in the appointments, the posted Housing Area Chain of Command will be updated. See **Appendix O** for Housing Area Chain of Command lists.

(2) Ensure that STCs and alternates are appointed as required by this directive.

j. Ensure that BCs counsel and meet with STCs and residents as outlined within this directive.

k. Meet with Assistant Area Coordinator and Building Coordinators, and ensure detailed inspections of common-use areas are conducted at least monthly.

(1) The checklist provided in **Appendix C** should be used for this purpose.

(2) A copy of the checklist should be provided to the concerned BC and one copy retained on file.

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

l. Promote the community Separate or Recycle Trash (SORT) Program.

m. Coordinate meetings and attend monthly Town Hall meetings.

2-5 Street Coordinator (SC)/Building Coordinator (BC). BC will normally be the senior occupant assigned to a multiple dwelling. He/she is also automatically appointed building fire warden. Appointment will be in writing from the housing office. A copy of the appointment letter will be retained by the Housing Office. BCs are responsible to the Area Coordinator and Street Coordinator (SC) for the performance of all assigned duties. The BC is responsible for the following:

a. BCs will contact their AC within two working days after assuming responsibility.

b. Appoint SCs in writing. The senior occupant in the stairwell/floor should be the coordinator for that stairwell.

c. Inspect stairwells, laundry rooms, general police (dumpsters). etc.. weekly.

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

e. Coordinate activities of occupants in programs aimed at improving living conditions. All newly appointed BCs should hold a meeting with all occupants as soon as possible after appointment.

f. Familiarize new Family sponsors occupants, with regulations and policies governing USAG Bavaria operations of the building and stairwell within 72 hours of their arrival.

g. Survey the building and surrounding area to determine work necessary to achieve cleanliness and attractiveness. Materials for projects may be obtained through the Self Help Store.

h. Deal directly with sponsors when possible. FMs are subject to all of the paragraphs of this directive, but they are not subject to the Uniform Code of Military Justice (UCMJ). Family members of the BC or SC will at no time act as the BC or SC, nor will they issue instructions in his/her name.

i. Appoint an Acting BC if you will be absent for 7 days or more. A STC may be appointed as a temporary BC. The AC and Housing Manager will be advised of such action by providing them with a copy of the temporary assignment order.

j. Specific duties of the BC are:

(1) Enforce the provisions of this directive and all other lawful regulations. Issue Housing Citations to residents that are not in compliance with this directive and/or other appropriate guidance. See Appendix B for Sample Housing Violation.

(2) Inspect common areas, unoccupied maid rooms, and storage rooms at least monthly to ensure the elimination of fire, health, safety hazards and the return of excess Family Housing furniture to the Furnishings Branch. Use the checklists at Appendix D for building inspections and forward a copy of all completed checklists with the monthly report to the AC the first week of each month.

(3) Ensure that electrical distribution, heat exchange, and stairwell storage closets are not used as storage rooms under any circumstances.

(4) Report all unauthorized or unregistered personnel living in maid rooms or military quarters to the Housing Office. Multiple occupancy of military quarters is prohibited. Visitors are welcome and considered guests of the Family. Guests are authorized to stay with a family for a period not to exceed 90 days, unless written approval is obtained from the United States Army Garrison Commander. Permitting anyone other than legal FMs of the household or bona fide guests to occupy quarters or maid rooms is a misuse of government property. This includes subletting space, conducting private business, or allowing persons barred from the United States Army Garrison to occupy quarters. If questioning

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

about a private business venture, ask the occupant for a copy of their USAG Bavaria authorization to conduct the business.

(5) Call in work or service orders to DPW Work Order Section, DSN: 475-6329 or civilian 09641-83-6329 for all deficiencies in the common use areas call DSN: 475-6227 or civilian 09641-83-6227, to include washers and dryers.

(6) Coordinate the police and cleaning of common areas with STCs. If deemed necessary, schedule the use of common areas such as laundry rooms to ensure equitable availability to all occupants.

(7) Institute utility conservation practices, i.e., turning off lights when not needed, closing doors and windows in cold weather, and controlling outside faucets to eliminate waste. Enforce recycling procedures and proper use of recycling containers.

(8) Ensure that the police and maintenance of areas surrounding the building including the garbage area is conducted. Prepare and conduct a continuous building and grounds beautification program. Ensure that snow and ice are removed from the entrance steps and sidewalks as soon as possible.

(9) Post the Housing Chain of Command and the building SOP, if applicable, on the first floor landing of each stairwell. Post changes as soon as they occur. See Appendix D for Sample Chains of Command.

(10) Report privately owned vehicles belonging to US personnel that do not bear USAREUR license plates or are apparently/obviously abandoned to the post provost marshal so that appropriate actions may be taken.

(11) Conduct written counseling for any sponsor who refuses to abide by the rules, to include failing to ensure the cooperation of his/her Family members in his/her absence.

(12) All windows in unfinished attic areas are to be kept closed at all times to prevent birds from entering and nesting in these areas. Consult the DPW Fire Department and the Safety Office for more information on hazardous materials.

(13) Sign hand-receipts for government-furnished garden tools, as applicable.

(14) Building Coordinators should contact the Self Help Store, Bldg. 103 (Rose Barracks) and BLDG 394 (Tower Barracks) for issue of items required to fulfill Coordinator (s) responsibilities and duties and/or replacement of these items (depending upon availability and/or funds):

NOTE: Power lawn mowers are available for cutting large areas, when available. Access to power lawn mowers must be coordinated through the POC: DPW Buildings & Grounds- Tower BKS. TB-329, DSN 475-7379 and Buildings & Grounds - Rose BKS RB-144, DSN 476-3092.

(15) Control keys and usage of common-use rooms.

(16) Building Coordinators will receive from the Facilities Branch, Housing Office, all keys to common-use storage rooms, basement exit doors, bulletin boards, etc. Departing Building Coordinators will return all keys to the Housing Division Facilities Branch.

(17) Entry into utility and mechanical rooms is prohibited. Doors to these rooms must be locked at all times. In the event of an emergency or to report unusual noise from these rooms.

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

(18) Coordinate a roster for common area cleaning and grounds maintenance, or collect a fee from residents to pay a private contractor for the completion of these responsibilities. Coordinate the cleaning and maintenance requirements with the STCs. Minimum areas to be cleaned / maintained are as follows:

(a) Building Exterior: Concrete sidewalks, outside steps, building entrances, rear and side basement steps, parking lots and dumpster areas will be swept weekly. Lawns will be mowed regularly to enhance the appearance of the area. BCs are responsible for maintaining grounds within a distance of 50 feet from their assigned building, or half-way to the next family housing building, whichever is less. Outside glazed surfaces of stairwells will be cleaned weekly. In winter, sidewalks will be shoveled and a minimum sanding/salting done to avoid ice accumulation.

(b) Building Interiors: Ensure that all common surfaces are kept clean, including stairwell railings, door entrances, hallways, stairwell steps, basement common floors and connecting attic floors with open access. BCs will ensure that stone floors/staircases are not waxed; even non-slip wax products are prohibited from use on stairwells and floors in quarters.

(19) Enforce the Community Separate or Recycle Trash (SORT) Program.

(20) Control Resident POV Parking Allocations.

(a) One parking space has been allocated per apartment in all government owned housing areas. Housing residents and their guests are prohibited from parking in spaces designated for other housing residents without the permission of the resident to whom the space is assigned.

(b) Privately owned vehicles will not be parked in any manner that will impede the emptying of trash containers.

(c) Trailers, camping trailers and/or other recreational vehicles are to be parked in an area designated by the Installation Coordinator.

(21) Receive and resolve complaints and problems. See section VIII Resident Relations, paragraph 3-62 of AR 420-1 for procedures in complaint resolution.

(22) Complaints based on unsanitary or other unsatisfactory conditions in Family housing units beyond resolution by the Housing Area Chain of Command will be reported in writing to the Commander, USAG Bavaria, along with all available information. The Commander will direct the sponsor's Unit Commander to inspect the quarters.

(23) Inspect all fire extinguishers monthly. Turn in fire extinguishers due for inspection or those that have been discharged to the Fire Department for service.

2-6. Stairwell Coordinator (STC).

a. STCs will assist the BC in performing all his/her responsibilities and duties as stated in paragraph 2-5. The tenure of the STC will be indefinite, until departure from the community, reassignment to other quarters or until properly relieved by the BC. STCs and alternates will be appointed in writing by the BC. A current roster of all STCs will be maintained by the BC and provided to the AC. The STC is responsible for the following:

(1) Establish clean-up rosters eight weeks in advance and post them on the first floor landing. Rosters should be in weekly intervals (Monday through Sunday).

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

(2) Inspect stairwells/floors, basements, and general police daily. Supervise grass cutting and snow removal, as needed.

(3) Enforce the provisions of this directive and all other lawful regulations. Issue Housing Citations to residents that are not in compliance with this directive and/or other appropriate guidance and provide a copy to the BC. See **Appendix B** for a sample Housing Violation.

2-7. Quarters Sponsors and Family Members.

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

b. Occupants of temporary quarters have the same privileges and responsibilities as occupants of permanent quarters.

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

d. Sponsors will ensure that his/her household adheres to the following to ensure cooperation and consideration of other occupants:

(1) Storage rooms will be kept clean, locked and free of material constituting fire hazards.

(2) Adherence to laundry and cleaning schedules established by the BC.

(3) Laundry rooms are kept clean and free of empty boxes/bottles, excess cleaning equipment/components and/or cleaning solutions and not used to store privately owned laundry appliances and other materials. Children under 12 years of age will not perform laundry tasks. Laundry rooms will be secured when not in use. Washers will not be utilized to dye clothing or other fabrics or wash TA-50.

(4) Comply with the community Separate or Recycle Trash (SORT) Program. Garbage will be placed inside dumpsters and will not be left in hallways, stairwells, or other common areas. Dumpster lids will remain closed. Parents will ensure that their children, when given the task of garbage removal, properly deposit it in the common garbage cans. Cleanliness and police of the garbage areas and garbage cans is the joint responsibility of all occupants. Children will not play in the garbage areas or remove boxes or other materials from the area.

(5) Bedding, rugs, mops, laundry, and other such items will not be shaken or hung out of windows or on balconies. Trash and other items will not be thrown out of the windows or from the balconies.

(6) Outside radio or television antennas will not be installed. Sponsors may submit a request to the Housing Office to install satellite antennas and may only be attached on a temporary basis. All expenses to include installation, maintenance, removal, and property restoration costs are the responsibility of the owner/occupant.

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

(8) Damage to shrubs, flowerbeds, grassed areas, fences, sidewalks, or common areas of buildings will be reported immediately to the BC.

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

(9) Loose objects will not be placed on outside windows or balconies. Privately owned flower boxes may be suspended from balcony railings provided they are properly supported.

(10) Employees of the OPW will not be given gratuities.

(11) Sponsors will report problems, complaints, violations of regulations, acts of vandalism, and misconduct to his/her STC.

(12) Each sponsor is authorized one reserved parking space. Parking of vehicles larger in length and width than the parking space is unauthorized (defined as covering the sidewalk area). Families with more than one vehicle will not park in areas designated for other building occupants. All excess parking above the one-per-sponsor rule is designated open or visitor parking. Privately owned vehicles will not be parked in any manner that will impede the emptying of trash containers. Any vehicle, to include boats, recreational vehicles, and motorcycles, blocking or parked in front of a dumpster will be towed immediately since it prevents a health and safety concern to the residents of that housing area. Trailers, camping trailers and/or other recreational vehicles are to be parked in an area designated by the Installation Coordinator, as applicable.

(13) Occupants are responsible for maintaining the interior of their quarters and all government property in good condition. No additions or alteration to the exterior/interior of quarters will be made without written authority from the DPW. Items will not be stored on balconies. Government issued furniture will not be stored; excess furniture will be turned in.

(a) If the sponsor is absent from the community area (i.e., leave, TDY, field duty, deployment, etc.), the Family members are responsible for the maintenance of the common use areas.

(b) Maintenance deficiencies in housing units should be reported to the Work Order Section (DSN 476-2705 or civilian 09662-83-2705 Rose Barracks and DSN 475-6329 or civilian 09641-83-6329 Tower Barracks) and will be handled by priority designation (see inside back cover for priorities).

(c) The installation of window air conditioning units is not authorized in Family housing units unless a valid medical need exists and approval is obtained in writing from the Housing Manager. If a valid medical need exists, a request along with substantiation from a medical doctor must be submitted to the Chief Housing Division. All costs for the installation and the removal of the unit will be at the cost of the resident.

(d) The installation and use of personally owned waterbeds in government controlled housing units is prohibited.

(e) Smoking in designated areas. Residents are not permitted to smoke in stairwells/hallways, within 50 feet of entrance doors, laundry rooms, attics or other common use areas of Family housing building.

(14) Residents will not perform major repairs or maintenance on motor vehicles in the housing area. Minor maintenance may be done if there will be no environmental impact and the owner cleans the area afterwards. Draining of oil, grease, antifreeze, etc., in parking areas or lawns is strictly forbidden.

(a) Vehicles inoperable for a period of seven days or more will be moved to the vehicle holding lot at the owner's expense.

(b) POVs not displaying USAREUR license plates will not be parked in government housing.

(c) Washing of vehicles is not permitted in the housing areas.

(d) Residents are not permitted to start their automobile engines and let them idle in order to

IMBA-PWH

SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

warm up. This is a violation of host nation environmental laws and violators are subject to fines.

(15) Control of children. Parents/guardians are responsible for the control, supervision, and discipline of their children. Parents may be held pecuniary liable for destruction of or damage to government or private property by their children. Children will not play on balconies or in stairwells.

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

(17) Control of pets. See Pet Policy#28 for Care and Control of Pets.

(18) Registration and control of domestics. The employer/sponsor is responsible for the recruitment, registration, management, payment, and proper behavior of domestic employees. He/she is also responsible for compliance with mandatory provisions of German Civil Law governing employment of servants.

e. Family Members (FM). FMs residing in government controlled Family quarters are responsible to the USAG Bavaria Commander through their sponsor for complying with all regulations pertaining to Family quarters, reporting violations of regulations, acts of vandalism, and acts of misconduct by others to the sponsor, and fostering good community relations. When the sponsor is not available in a reasonable period of time the BC/SC will deal directly with the senior FM present.

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

(1) The sponsor will consult regulations referenced herein to determine if the solution is provided.

(2) The sponsor will submit problems and complaints to the appropriate STC for resolution.

(3) Unresolved problems will be submitted fully documented, giving date, time, witness, etc. in writing to the BC. He/she will review the documents and attempt to resolve the problem. If unsuccessful, he/she will add his/her comments and forward all data to the AC.

(4) Complaints that cannot be resolved at a lower level within 14 days or the incident will be endorsed to the USAG Bavaria Commander. These complaints will be initiated by the sponsor, endorsed by each individual in the housing chain of command, and will contain recommendations concerning possible solutions and a list of actions taken. Complaints based on unsanitary conditions within military quarters that cannot be resolved by the housing chain of command within 72 hours will be reported in writing to the USAG Bavaria Commander with available supporting information. In cases of this nature, the unit commander of the complainant will be required to inspect the quarters.



DEPARTMENT OF THE ARMY UNITED
STATES ARMY GARRISON SAVARIA UNIT
:28130
APO AE 05114-3130

IMBV-ZA

DEC 11 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT- USAG Bavaria Policy letter #28; Pet Ownership Responsibilities

1. Effective Date. This policy remains in effect until superseded or rescinded.
2. Scope. This policy letter is applicable to all military units, commanders, and tenant organizations served by USAG Bavaria, information may vary concerning other post installations within USAG Bavaria Community.
3. References.
 - a. Army Regulation 420-1. Army Facilities Management, 12 February 2008.
 - b. AE Supplement 1 to AR 420-1, Army Facilities Management, 20 November 2008.
 - c. Dangerous Dogs in Bavaria, JMTC Command Policy Letter 14.
 - d. Bayerische Verordnung ueber Hunde mit gesteigerter Aggressivitaet und Gefaehrlichkeit (Translation: Bavarian State Law on Dogs with Increased Aggressiveness and Dangerousness).
 - e. VETCOM Command Policy No. C-04 - Dangerous Dogs and Animal Bite Prevention, 30 March 2010.
 - f. Army Regulation 40-905/SECNAVJNST 640 1.1B/AFI 48-131. Veterinary Health Services.
 - g. Title 40, Sec 291 US Code (Admission of Guide Dogs Accompanied by Blind Masters).
 - h. Title 9, Code of Federal Regulations (Animals and Animal Products).
 - i. AE Regulation 27 9 Misconduct by Civilians.
 - j. Title 9, Code of Federal Regulations (Animals and Animal Products).
4. Pet Authorizations. Each Family in Government controlled housing is authorized to keep two pets, such as dogs and cats, and a reasonable number of other small contained pets to include fish, hamsters and birds. Permission to house more than two (2) pets or pets other than those specified must request in writing through the housing

IMBA-PWH
SUBJECT: USAG Bavaria Directive 420-1, Residents Handbook

IMBV-ZA
SUBJECT: USAG Bavaria Policy letter #28; Pet Ownership Responsibilities

office as an Exception to Policy (ETP) for approval by the Garrison Commander.

5. Pet Registration.

a. All dogs and cats must be registered with the post veterinary clinic within two weeks after arrival at the sponsor's duty station. The owner must present evidence of the pet's current vaccinations at the time of registration, maintain a record, and update required vaccinations, as necessary. Pet owners must ensure that their dog's rabies tags are worn at all times. A copy of the registration for dogs must be provided to the housing office. Failing to register pets or maintain registration will revoke pet privileges.

b. Owners will notify the Veterinary Treatment Facility when their pet has been removed from the installation (i.e. sanctions, change of ownership, death, or PCS).

c. Registration of a pet will expire when one or more of the required vaccinations expire. Registration will not be renewed until all required vaccinations are current.

6. Pets in the workplace. PX, Commissary, DFAC, Schools, and any other garrison facilities are prohibited including taking pets to sporting events or special events. This policy excludes the Veterinary Treatment Facility and Military Working Dogs, including other Government service animals or guide dogs for the blind and deaf. Pets identified as a Mascot can submit an ETP for approval by the Garrison Commander.

7. Pet Policy Violations/Penalties. Please report any incidents of failures to comply with this policy to the area, building, or stairwell coordinator. Failing to comply with this policy is subject to penalty as prescribed by the Garrison Commander.

8. Dissemination. Leaders must disseminate this policy letter to their Soldiers and civilian employees. Furthermore, leaders must enforce this policy.

9. Point of Contact. The point of contact is Mr. Kenneth Carter, Chief Housing Division, Directorate of Public Works. OSN 475-5303, email: kennith.e.carter@mail.mil.

Mark A. Colbrook

MARK A. COLBROOK
COL, AV
Commanding

DISTRIBUTION:
A



DEPARTMENT OF THE ARMY UNITED
STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114-8130

IMBA-PWH

MEMORANDUM FOR All USAG Bavaria Housing Occupants in Government Housing
On Post and Leased Housing Off Post

SUBJECT: Fencing and Privacy Panels in Housing Areas

1. Purpose: Specifies procedures to request permission to erect a fence, including the standards of quality, maintenance, and disposal of fences or privacy panels erected in government controlled housing. All requests and approvals must be in writing.

2. Applicability: This memorandum applies to all occupants of government controlled housing within USAG Grafenwoehr.

3. References.

a. AR 420-1, Army Facilities Management, dated 12 February 2008/RAR 24 August 2012

b. USAG Bavaria Standing Operating Procedure (SOP), para 20.

4. Procedures: To gain permission to erect fences or privacy panels, the following procedures must be followed:

a. The request shall include the proposed design showing a top and a side view (see attached example Enc12) clearly depicting dimensions and location. This must be submitted to the Housing Office. The requestor must complete, sign and date Part A of the Fence Permit (Encl 1).

b. The request must be approved before any work is started. A copy of the approved request will be placed in your housing file, with Part C.

c. All fence materials are the responsibility of the occupants. Self Help material, other than tools and equipment, will not be used.

d. All fences will be free standing without support braces or guide wires extending outside the fenced area.

IMBA-PWH
SUBJECT:USAG Bavaria Directive 420-1, Residents Handbook

IMBA-PWH
SUBJECT: Fencing and Privacy Panels in Housing Areas, Fence Permits

e. Only green chain link and small decorative wooden fences may be erected after receipt of approval. Information on recommended sources and examples of these is available at the

Self Help Issue Points: Building 394 on Main Post and Building 103 on Rose Barracks. Privacy panels must conform closely in design to the panels existing at the quarters. Homemade panels are not authorized.

f. The length of the fence will not exceed 20 feet (six meters) beyond the edge of the patio; the height will not exceed 39 inches (one meter), and the width will not exceed the width of the quarters.

g. The fence shall not encroach upon common areas or other housing occupants' areas. This may be adjusted **only** if a particular yard is small in comparison to adjacent yards, and will be addressed on a case by case basis through the permit process. Privacy panels may only be used at the edge of the patio. They may not be used to extend the existing privacy screen, (see attached drawing.)

h. There must be a gate that allows lawnmower access from a common use area. The fence cannot be closer than two meters from any obstruction outside the fence. This is to allow clearance for maintenance equipment. Metal chain link fences will have metal poles. Wooden fences will have wooden posts, not to exceed 4"x4". Wooden pickets will be mounted vertically like the "old wooden picket" fence.

j. Occupants will remove all privately owned installed fences and restore the grounds to their original condition prior to clearing quarters, otherwise charges will be assessed for damages.

k. All fences will be maintained in good condition and appearance.

l. No additional fences are authorized within fenced area.

5. POCs for fence requests is the Facility Branch of the Housing Office, Tower Barracks, CMiiian 09641-83-6269/7074 or DSN 475-6269/7074.

2 Encls
1. Fence Permit
2. Fence Sample


K NNITH E. CARTER
Chief/Housing Division

IMBA-PWH

SUBJECT:USAG Bavaria Directive 420-1, Residents Handbook

IMBA-PWH

SUBJECT: Fencing and Privacy Panels in Housing Areas, Fence Permits

REQUEST TO INSTALL OR TO RETAIN FENCE OR PRIVACY PANELS

PART A: Requestor Information

Sponsor's Name: _____

Unit _____

Quarte address: _____

Email address _____

Duty phone _____

Home phone _____

Fence type :Chain link: Wood: Privacy Panels:___

■ have received a copy of the policy memorandum 'Fencing and Privacy panels' in Housing Areas and have read and understand it. ■ agree to remove the fence and restore the grounds upon termination of quarters.

■ have provided a sketch of the proposed fence include a top and a side view of my fence.

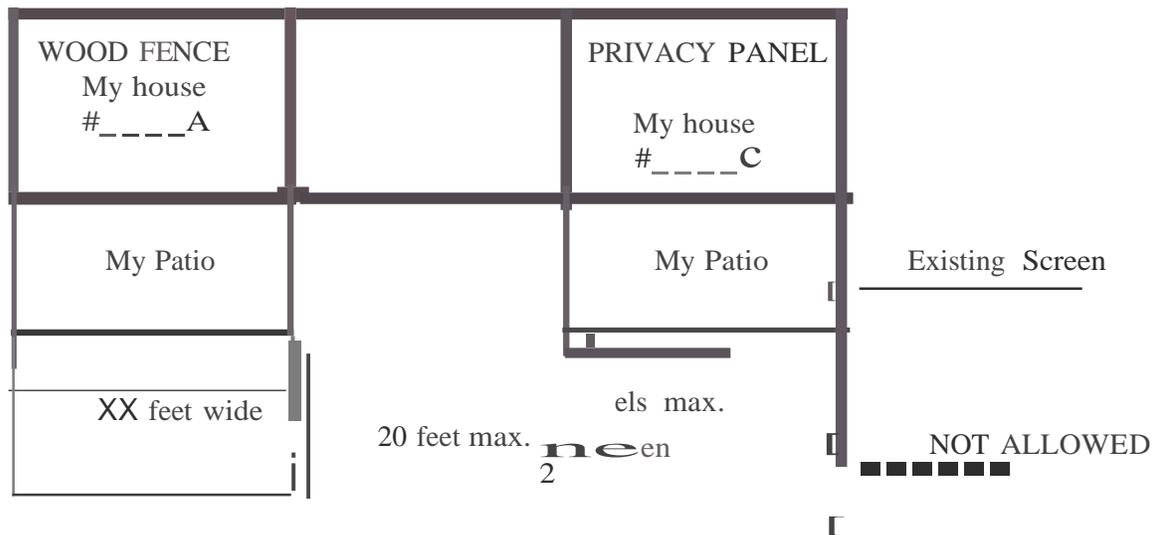
SIGNATURE _____ DATE _____

PART B: HOUSING OFFICE RECOMMENDATION

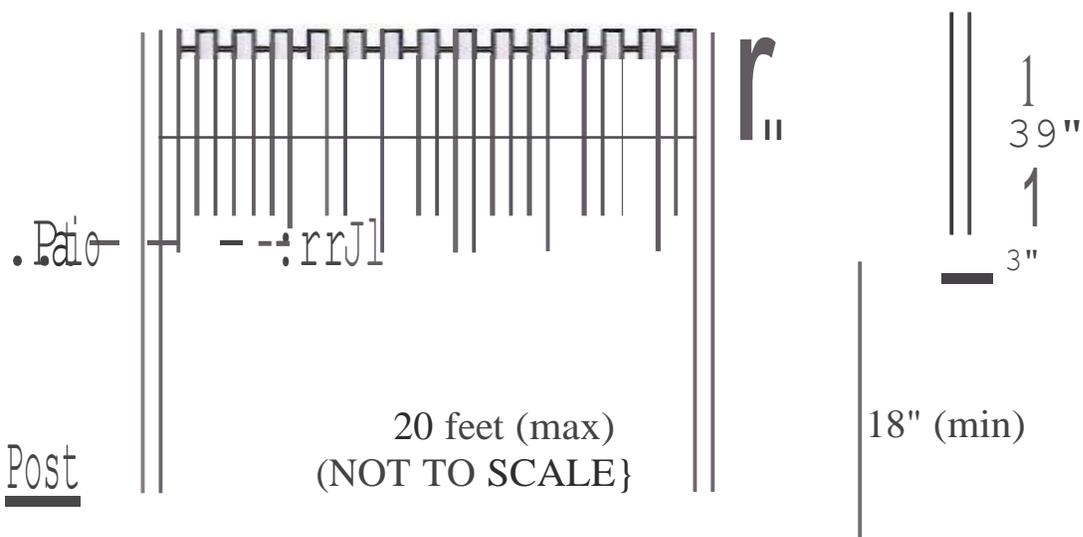
APPROVAUDISAPPROVAL

SIGNATURE _____ DATE _____

TOP VIEW OF PROPOSED FENCE (NOT TO SCALE)



SIDE VIEW OF PROPOSED FENCE





DEPARTMENT OF THE ARMY UNITED
STATES ARMY GARRISON BAVARIA
UNJT28130
APO AE 09114-8130

IMBA-PWH

MEMORANDUM FOR Residents of Government Controlled Housing Areas

SUBJECT: Housing Area Cleanliness

1. The USAG Bavaria is responsible for the oversight of all Leased and Government owned Family quarters. Unclean quarters are unsightly and may indicate unsanitary conditions outside and inside quarters. To facilitate Chain of Command (CoC) involvement in the following procedures are in effect.

a. USAG Bavaria Housing Division CoC will ensure all housing areas are checked once a week. When discrepancies are observed the Area, Building and Street Coordinator in collaboration with the Installation Coordinator will ensure the following actions are taken.

(1) First time notice to occupant will result in a Deficiency Citation (enclosure 1) detailing the discrepancies. A copy will be furnished to the Housing Office and the soldier/spouse will have one week to correct deficiencies noted.

(2) Second time notice for deficiencies, whether a new finding or failure to correct previous deficiencies, a Deficiency Citation will be provided to the soldier's Battalion Commander or Command Sergeant Major. This will give the soldier one additional week to correct deficiencies.

(3) Third time notice requires a memorandum forwarded the soldier and the Commander, USAG Bavaria to take disciplinary action.

b. The Housing Office will maintain copies of all notices until termination of quarters.

2. USAG Bavaria is an Army Community of Excellence Award winner with pride as a way of community life.

1 < " t2. C

KENNETH E. CARTER
Chief/Housing Division

**APPENDIX B
SAMPLE HOUSING VIOLATIONS**

IMBA-PWH

Date: _____

MEMORANDUM FOR _____

SUBJECT: Housing Violation

1. You are hereby advised that you are in violation of United States Army Garrison Directive AR 210-50, Military Quarters Handbook, for the following reason (s):

- | | | |
|-----------------------|------------------------------|----------------------------------|
| a. Excessive Noise | b. Pet Problem | c. ___ Scheduled Clean Up Duties |
| d. Police Call | e. ___ Vehicle/Parking Issue | f. Fire Prevention |
| g. ___ SORT Violation | h. ___ Dependent Supervision | i. Environmental |
| j. ___ Grass not Cut | k. Other _____ | |

— Explanation:

2. You are to ensure that the above violation(s) are corrected without delay. If you fail to take corrective action by _____, your chain of command will be notified.

(Date)

3. Under USAREUR Supplement 1 to AR 420-1 and AR 420-1, and the United States Army Garrison Directive 420-1, sponsors are responsible for their assigned quarters and the conduct of their spouses, Family members, guests and pets.

4. Remember that living in Government Quarters is a privilege and we all must do what we can to preserve the good order and discipline of our housing areas.

5. The point of contact is the undersigned at DSN: 485-_____

(Signature)

Name

_____- USA
Building Coordinator
Building Number

**APPENDIX C
BUILDING/STAIRWELL COORDINATOR CHECKLIST**

NAME: ----- BUILDING NUMBER: -----

PART A: INTERIOR BUILDING INSPECTION CHECKLIST

	EXC	SAT	<u>UNSAT</u>
1. Stairwells/Hallways:			
a. Floors/railings swept daily	_____	_____	_____
b. Floors/railings mopped/wiped daily	_____	_____	_____
c. Spills cleaned up immediately	_____	_____	_____
d. Housing Area Chain of Command posted visibly	_____	_____	_____
e. Lights in common-use areas	_____	_____	_____
f. No trash, waste or refuse build-up	_____	_____	_____
g. No unsecured individual property	_____	_____	_____
2. Laundry Rooms:			
a. Washers/dryers all functional	_____	_____	_____
b. Inside/outside of all washers/dryers clean	_____	_____	_____
c. Lint traps clean in washers and dryers	_____	_____	_____
d. Floors swept/mopped weekly	_____	_____	_____
e. Utility sinks clean/sanitized	_____	_____	_____
f. Garbage cans emptied and clean	_____	_____	_____
g. No trash, waste or refuse build-up	_____	_____	_____
h. Walls/windows wiped down/cleaned	_____	_____	_____
i. Lights work	_____	_____	_____
j. No personal property left unsecured	_____	_____	_____
3. Attics and Storage Areas:			
a. Floors swept/mopped weekly	_____	_____	_____
b. Garbage cans emptied/cleaned	_____	_____	_____
c. No trash, waste or refuse build-up	_____	_____	_____
d. Walls/windows wiped down/cleaned	_____	_____	_____
e. Individual property secured	_____	_____	_____
f. Lights work	_____	_____	_____
g. All windows in unfinished attics closed	_____	_____	_____

PART B: EXTERIOR BUILDING INSPECTION CHECKLIST

	<u>EXC</u>	<u>SAT</u>	UNSAT
1. Exterior steps, sidewalks and gutters are swept	_____	_____	_____
2. Carports and Parking Lots:			
a. Policed of all trash	_____	_____	_____
b. Not used for storage of furniture, unregistered or non-operational vehicles	_____	_____	_____
c. Swept weekly	_____	_____	_____
d. Parking only in approved spaces	_____	_____	_____

**APPENDIX C
BUILDING/STAIRWELL COORDINATOR CHECKLIST**

3. Garbage Containers:	EXC	SAT	<u>UNSAT</u>
a. Emptied regularly	_____	_____	_____
b. Surrounding area policed as needed	_____	_____	_____
c. Individual garbage wrapped	_____	_____	_____
4. Building Exteriors:			
a. Outside glaze on stairwells and walls cleaned weekly	_____	_____	_____
b. Common windows cleaned quarterly (State date last cleaned____j	_____	_____	_____
5. Playgrounds:			
a. Policed of all trash weekly	_____	_____	_____
b. All equipment functional/safe	_____	_____	_____
c. No pet waste in area	_____	_____	_____
6. Other Exterior Areas:			
a. All trash policed weekly	_____	_____	_____
b. Lawns mowed weekly	_____	_____	_____
c. Holes filled, spots re-seeded, as required	_____	_____	_____
d. Shrubs trimmed as required	_____	_____	_____
e. All pet waste removed	_____	_____	_____
f. Streetlights, all exterior building lights work properly	_____	_____	_____

PART C: COMMENTS

1. Specifically identify problems with deficient areas and corrective actions taken.
2. Identify assistance needed from Area Coordinator and/or the community staff to ensure appropriate corrective action.

COMMENTS:

3. Use a continuation sheet if necessary.

APPENDIXD
HOUSINF AREA CHAIN OF COMMAND

Commander, United States Army Garrison Bavaria

Phone: _____

Name: _____

CSM, United States Army Garrison Bavaria

Phone: _____

Name: _____

NCOIC, Housing Division, DPW

Phone: _____

Name: _____

Area Coordinator

Phone: _____

Name: _____

Assistant Area Coordinator

Phone: -----

Name: _____

Building: _____ Apartment: _____

Building Coordinator/Fire Warden

Phone: -----

Name: -----

Building: _____ Apartment: _____

Stairwell Coordinator

Phone: -----

Name: _____

Building: _____ Apartment: _____

*Not all positions will be filled during times of deployment.