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Facilities Engineering

Housing Management

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SUMMARY of CHANGE

DA PAM 420-1-1
Housing Management

This new Department of the Army Pamphlet dated, 2 April 2009--

- o Provides guidance for the management of Army housing in accordance with the policy contained in AR 420-1, chapter 3.
- o Makes administrative changes (throughout).


Facilities Engineering

Housing Management

By Order of the Secretary of the Army:

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History. This publication is a new Department of the Army pamphlet.

Summary. This pamphlet provides guidance for the management of Army housing in accordance with the policy contained in AR 420-1, chapter 3, Housing Management.

Applicability. This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It does not apply to civil works housing under control of the Corps of Engineers; Family Housing for caretakers at national cemeteries; Military Assistance Program and Military Assistance Advisory Group housing activities except for accounting procedures set forth in

DOD Regulation 7000.14-R series; facilities occupied by Army activities as tenants when support is provided by another Government agency; Family Housing transferred to other Government agencies by permit; Family Housing at Kwajalein; Army National Guard Family Housing and unaccompanied personnel housing facilities and related furnishings; U.S. Army Reserve Family Housing facilities and related furnishings; recreational housing; housing furnishings support for reception centers and confinement centers; military treatment facility lodging such as Fisher Houses; Army lodging; and the residence portion of the United States Military Academy's Cadet Chapel except for the necessity to collect rent for shelter and services provided in accordance with OMB Circular A-45 and AR 420-1, chapter 3, section XV. In areas outside the United States, Status of Forces Agreements or other country-to-country agreements may take precedence over this pamphlet.

Proponent and exception authority. The proponent of this pamphlet is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of

colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

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

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1

Introduction

1-1. Purpose

This pamphlet provides guidance and procedures for the management and operation of the Army's permanent party housing programs in accordance with the policy contained in AR 420-1, chapter 3. It addresses Government-owned and -controlled Army Family Housing (AFH) to include general/flag officer's quarters (GFOQ); Government-owned and -controlled unaccompanied personnel housing (UPH) for permanent party (PP) personnel (UPH(PP)) to include barracks; the engineering, resource, and furnishings management programs related to housing; establishment and administration of rental rates for Government-owned and -controlled housing and charges for related facilities; and procedures for housing managers to effectively support the housing requirements of mobilization efforts.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

Chapter 2

General

Section I

Financial Management

2-1. Scope

This section describes processes and procedures for the management of funds appropriated or otherwise made available for Army permanent party housing programs.

2-2. Funding sources for housing programs

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

a. Appropriated funds:

(1) Congress authorizes and/or appropriates funds for permanent party and transient housing. The four appropriated funds (APFs) associated with Army housing programs are Army Family Housing Construction (AFHC); Army Family Housing Operations (AFHO); military construction, Army (MCA); and Operation and Maintenance, Army (OMA).

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

(3) The OMA appropriation has several base operations accounts that are related to housing programs and are used to operate and maintain UPH(PP). These include:

(a) Operation of Utilities.

(b) Real Property Maintenance.

(c) Minor Construction.

(d) Engineering Support.

(e) Environmental Compliance, Pollution Prevention, and Conservation Programs.

(f) Unaccompanied Personnel Housing Management.

b. Nonappropriated funds (NAFs) such as the fees charged UPH(PP) occupants for housekeeping services:

(1) Nonappropriated funds are derived from sources other than monies appropriated by the Congress. Nonappropriated funds come mainly from fees and charges for services provided to military personnel, their dependents, and authorized civilians. NAFs may be used when authorized and only where APFs are not authorized or where APFs are authorized but are not available.

(2) Nonappropriated funds are administered through NAF instrumentalities (NAFIs) established, administered, and operated per AR 215-1. See AR 420-1, chapter 3, paragraph 3-7c(2) for restrictions on the use of fees collected for housekeeping services for UPH(PP).

2-3. Family Housing, Army appropriation

The annual Military Construction (MILCON) Appropriations Act and the DOD Authorization Act authorize and appropriate funds in the Family Housing, Army appropriation. Commonly known as Army Family Housing (AFH), it is composed of two separate appropriations. The AFH Construction appropriation has projects similar to MCA and the AFH Operations appropriation has operations, maintenance, and leasing programs similar to OMA. The AFHC and AFHO accounts are described in Defense Finance and Accounting Service, Indiana (DFAS-IN) Manual 37-100-FY (FY is the last two digits of the fiscal year), this manual is updated every year by the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) to reflect approved operating accounts and construction projects.

2-4. Military Construction, Army appropriation

The MCA appropriation provides for construction of UPH. MCA also provides investment equity and subsidies for the UPH Privatization Program. MCA funds are not used for Family Housing.

2-5. Defense appropriations

a. As the MILCON Appropriations Act contains the separate AFH and MCA appropriations, the DOD Appropriations Act contains an array of separate appropriations such as OMA; Military Personnel, Army (MPA); Research, Development, Test, and Evaluation (RDTE); and Other Procurement, Army (OPA). While there are provisions for transfer of funds among the appropriations contained in the DOD Appropriations Act, transfer of funds to or from Family Housing requirements is not permitted except for the use of OMA funds when the garrison commander directs emergency relocation of personnel because dwelling units (DUs) are uninhabitable (see AR 420-1, para 3-7f(2)).

b. Military personnel directly assigned to Family Housing management activities are accounted for as an unfunded cost within the Family Housing cost structure. They are funded from MPA.

2-6. Combined funding

Table 2-1 lists authorized funding sources specified for construction, maintenance and repair (M&R), and operation of each type of housing facility.

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

Housing Program	Housing type	
	Family Housing	UPH(PP)
Construction	AFHC	MCA/OMA (See note 1.)
M&R	AFHO	OMA (See note 1.)
Operations	AFHO	OMA (See note 2.)
Leasing	AFHO	OMA
Privatization	AFHC and AFHO (See note 3.)	MCA (See note 4.)

Notes:

¹ Minor construction may be OMA funded. Refer to Title 10, United States Code, Section 2805 (10 USC 2805) for limitations.

² Includes the OMA (****96.CE and ****96.90 accounts and the ****79.J0 and ****79.M0 accounts).

³ Funds are transferred from AFHC to the DOD Family Housing Improvement Fund and AFHO funds are used for Residential Community Initiative (RCI) program management/oversight.

⁴ Funds are transferred from MCA to the DOD Unaccompanied Housing Improvement Fund and OMA funds are used for UPH RCI program management/oversight.

2-7. Army Family Housing accounts

These are cost accounts used to manage the application of funds as well as record the costs of the program and verify compliance with the intent of the Army, the Office of the Secretary of Defense (OSD), and Congress.

a. *Principal accounts.* AFH is composed of the following major accounts. (See DFAS-IN Manual 37-100-FY for Army Management Structure (AMS) codes.)

(1) Operations, Maintenance, Utilities, Leasing, and Privatization (Budget Program (BP) 190000).

(a) Operations (BP 191XXX).

(b) Maintenance, including repair and incidental improvements (BP 192XXX).

(c) Utilities (BP 193XXX).

(d) Leased housing (BP 194XXX).

- (e) Privatization (BP 195XXX).
- (2) Construction.
 - (a) New construction (BP 10000000).
 - (b) Acquisition of housing (BP 20000000).
 - (c) Planning and design (BP 30000000).
 - (d) Post acquisition (or improvement) construction (BP 60000000).
- b. *Life cycle of funds.* The operation and maintenance (O&M) accounts receive annual funds which must be obligated in the appropriated year. The construction accounts have multiple-year (5-year) funds.
- c. *O&M cost account structure.*
 - (1) The O&M cost account structure is in DFAS-IN Manual 37-100-FY. It identifies the O&M accounts, subaccounts, and their immediate subordinate detailed accounts under which costs are chargeable. It also sets forth performance factors.
 - (2) Funded costs for a reporting period must reconcile to obligations incurred for the same period. Costs that apply to administrative support and supervision will be limited to those incurred at the installation level. (Exclude any cost at levels of command above the installation.)
 - (3) The operations account (BP 191000) is divided into the following subaccounts which are separately identified in the budget request:
 - (a) Management (BP 191100).
 - (b) Services (BP 191200).
 - (c) Furnishings (BP 191300).
 - (d) Miscellaneous (BP 191400).

Section II

Housing Operations

2-8. Assignment of housing by bedroom eligibility

The following are bedroom eligibility guidelines:

- a. Sponsor or sponsor and spouse should be assigned one bedroom. Authorized Family members who are married to each other (for example, dependent parents of sponsor or sponsor's spouse) should also be assigned one bedroom.
- b. Each Family member may be assigned one bedroom.
- c. The recommended minimum criteria for assigning Family Housing based on Family bedroom needs are shown in table 2-2. In order to ensure assignment of the recommended number of bedrooms for most of a Family's tour at an installation, two years may be added to the ages of children when determining bedroom eligibility.
- d. Officers in the rank of colonel (O-6) and above should be assigned a minimum of four bedrooms. Soldiers in the ranks of lieutenant colonel (O-5), major (O-4), chief warrant officer (CW5 and CW4), sergeant major (E-9), master sergeant (E-8) and sergeant first class (E-7) should be assigned a minimum of three bedrooms whenever possible.

Table 2-2
Guidelines for Family Housing assignment based on Family bedroom needs

Number of Family members (excluding sponsor and spouse)	Bedrooms
None	1
One Family member (not the spouse)	2
Two, except as follows: -one 10 years or over -one 6 years or over and other opposite sex	2 3 3
Three, except as follows: -two, 10 years or over -one 10 years or over and other two opposite sex of each other with one 6 years or over	3 4 4

Table 2-2
Guidelines for Family Housing assignment based on Family bedroom needs—Continued

Number of Family members (excluding sponsor and spouse)	Bedrooms
Four, except as follows:	3
-one 10 years or over	4
-one 6 years or over and all of the other three opposite sex of the one	4
-two 6 years or over of opposite sex and other two same sex	4
-two 10 years or over and other two opposite sex of each other with one 6 years or over	5
-three 10 years or over	5
Five, except as follows:	4
-two or more 10 years or over	5
-one 10 years or over, with one 6 years or over and of the opposite sex of the other three	5

2-9. Liability for Damage to Assigned Housing notice and statement of Conditions of Occupancy for Military Housing

As specified in AR 420-1, paragraph 3-19d, personnel assigned to UPH or Family Housing are provided a copy of the *Liability for Damage to Assigned Housing* notice and personnel assigned to Family Housing are also provided a *Conditions of Occupancy for Military Family Housing* statement. Samples of these documents, including required acknowledgement statements are provided in figures 2-1 and 2-2 respectively.

Liability for Damage to Assigned Housing

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. This notice explains the rules which apply to family and permanent party unaccompanied personnel housing. You should read it carefully and keep a copy for your records.

a. First, you can be held pecuniarily liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing, that is, conducting an unauthorized business in the housing unit.

b. Second, the Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of family members or guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purpose of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.

I have read and understand the policy contained herein.

Name: Jonathan Q. Smith

Date: 6 November 2004

Housing assignment: 414-A Potomac Circle

Signature: /s/ Jonathan Q. Smith

Figure 2-1. Sample format for liability notice

Conditions of Occupancy for Military Family Housing

OCCUPANCY

Jonathan Q. Smith is assigned to 414-A Potomac Circle to be occupied as military family housing of the United States on 6 November 2004.

RESIDENT USE

The residents will use the premises solely as a single-family residence for themselves and their family members. Use of the unit for any other purpose, including the shelter of any additional number of persons, except temporary guests, is prohibited without prior written consent of the housing representative.

GOOD REPAIR

Except as otherwise provided herein, the housing authority will maintain the property in good repair and habitable condition and will be responsible for all repairs not due to the abuse or negligence of the resident, their family members, or guests during occupancy. Repairs or replacement of equipment provided due to normal wear and tear will also be at the expense of the housing authority.

CONDITION OF PROPERTY

The housing authority and the resident will inspect the property, and both parties shall agree that the property is in a fit and habitable condition, except for those damages or malfunctions itemized in writing on the pre-move-in inspection report. Copies of this report will be retained by the housing authority and resident. Any additional items noted by the resident must be submitted in writing and received by the housing authority within 15 days of occupancy. If additional items are not received by the housing authority within the 15-day period, the housing authority will consider the property to be in acceptable condition and suitable for occupancy.

LIABILITY

The above-named resident is liable to the United States for damage to assigned housing and related equipment or furnishings, due to the resident's abuse or neglect. Liability for such damage is limited to one month's base pay, unless the damage was the result of the resident's gross negligence or willful misconduct. For example, a Soldier is grossly negligent if he is aware of specific risks posed by the reckless, wanton, or deliberate conduct of family members, or guests, and fails to exercise available opportunities to prevent the damage. In the absence of evidence to the contrary, Soldiers will be presumed to be on notice of risks attending the activities of those whom the Soldier allows upon the premises.

INSURANCE

Private liability insurance is an option of the resident and should be considered as a safeguard against the potentially substantial liability described above.

Figure 2-2. Sample format for conditions of occupancy for military Family Housing

PETS

Army housing and related equipment and furnishings which are damaged by pets allowed on the premises by the resident will be repaired or replaced at the resident's expense. If pets are allowed on the premises, carpets will be cleaned at the termination of occupancy at the resident's expense.

PLUMBING AND APPLIANCES

The resident must keep the premises, including all plumbing fixtures, facilities, and appliances, as clean and safe as condition permits and will attempt to unclog and keep clear all waste pipes, drains and water closets where possible. At the termination of occupancy, all appliances and equipment must be in good working order and the premises must be in good clean condition, normal wear and tear excepted.

USE AND REPAIR OF FACILITIES

The residents will use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the residents, their family members, or guests beyond normal wear and tear will be repaired at the residents' expense.

DAMAGING PROPERTY

If the resident willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, replacement or repair will be at the resident's expense.

GENERAL MAINTENANCE

The residents will at their own expense: a) Keep up and preserve in good condition any lawn, vines, shrubbery, and gardens and keep all fences in good repair, normal wear and tear excepted; b) remove leaves, sticks, and other debris that accumulates on the property; c) promptly remove ice and snow as necessary or required; d) furnish their own light bulbs; e) replace or repair all broken or damaged glass, screens, flooring, wood plaster, drywall, and locks occurring during their occupancy, normal wear and tear excepted. Any repairs or replacements of property, equipment, or appliances required due to the abuse of negligence by acts of commission or omission of the residents, their family members, or guests, will be paid for by the resident. The consent of the housing manager must be obtained before the resident places any exceptionally heavy articles such as waterbeds, in the unit which may damage the unit's structural integrity.

NOTICE OF DEFECTS OR MALFUNCTIONS

The resident must promptly notify the housing office whenever the structure or the equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. If not such notice is given, the resident will be held liable for any resultant damage.

Figure 2-2. Sample format for conditions of occupancy for military Family Housing—Continued

RESIDENT CONDUCT

Residents will conduct themselves in a manner that will not disturb their neighbors.

HEALTH AND SAFETY

The resident will comply with all health and safety regulations imposed by the local command.

SYSTEM OVERLOADS

The resident will not install or use any equipment that will overload any gas, water, heating, electrical, sewerage, drainage, or air conditioning systems of the assigned premises.

SMOKE DETECTORS

It is the responsibility of the resident to check smoke detectors periodically during occupancy and replace batteries, if appropriate, to keep the smoke detector in proper working condition. Any other malfunctions detected must be reported to the housing office.

REDECORATING AND ALTERATIONS

The resident will obtain written consent from the housing authority before redecorating or making any alterations, additions, or improvements. Such alterations will, at the option of the housing authority, remain with the property or be removed by the resident. When removing such alterations the premises must be returned to its original condition at the expense of the resident.

PERIODS OF ABSENCE

The resident must notify the housing office whenever an extended absence from the housing unit is anticipated.

ACCESS TO PROPERTY BY THE HOUSING MANAGERS AND THEIR DULY DESIGNATED REPRESENTATIVES

Upon reasonable notice to the resident and at reasonable times, the Garrison Commander or duly designated representative may enter the premises in order to: a) inspect the property; b) make necessary repairs, alterations, or improvements; and c) supply necessary or agreed upon services. If the residents are not at home when the premises are to be entered, the housing representative will have (in decreasing order of preference) a representative from the resident's command or unit, a security officer, or a disinterested third party accompany him or her when entering the housing unit.

Figure 2–2. Sample format for conditions of occupancy for military Family Housing—Continued

NEGLECT AND COSTS

If at any time the housing authority is required to make repairs to the property or its equipment for damages caused by the abuse or negligence of the resident or the resident's family members, or guests, the resident understands that the repairs will be made at the resident's expense. Residents are liable to pay the total expense for any loss or damage to assigned housing or related equipment or furnishings which is due to their gross negligence or willful misconduct. As appropriate, the housing residents will be afforded the right to complete the necessary repairs either by outside contractor or on their own; however, work must meet Government inspection.

I HAVE READ, AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

Sponsor: /s/ Jonathan Q. Smith

Date: 6 Nov. 04

Spouse: /s/ Joanna E. Smith

Date: 6 Nov. 04

Housing Representative: /s/ Alan T. Moore

Date: 6 Nov. 04

Figure 2-2. Sample format for conditions of occupancy for military Family Housing—Continued

2-10. Minimizing maintenance downtime for Family Housing

Maintenance downtime for Family Housing units can be accomplished by proper scheduling of work and coordination of the assignment/termination function and the maintenance workforce. Table 2-3 below provides average completion times for typical between occupancy M&R items.

a. The times provided in table 2-3 are averages and their use should be evaluated and adjusted for installation specific situations as appropriate.

b. Exterior M&R tasks are not included in table 2-3 since these tasks can be accomplished while the unit is occupied and should not be used to increase the downtime.

c. Table 2-3 may be used as an aide in determining time limits for M&R contracts; however, the time limits actually used in the contract are to be installation specific and based on efficiency and overall savings to the Government (AR 420-1, para 3-32b). Time limits that are too low may require a contractor to work overtime at an increased cost to the Government. Time limits that allow the contractor more time than necessary may increase Government Basic Allowance for Housing (BAH) costs.

Table 2-3
Maintenance downtime guidelines for Family Housing

Item	Reason for Delay	Average days of delay between occupancies (see notes 1 through 4)
1	Interior painting to include repair, prepare, prime, and paint walls, ceilings, cabinets, doors, windows and trim, including replacement of wall coverings. (a) DU less than 1,500 NSF/139.4 NSM (b) DU with 1,500 to 3,000 NSF/139.4 to 278.7 NSM (c) DU greater than 3,000 NSF/ 278.7 NSM	2.0 3.0 4.0
2	Replace a sink, lavatory, faucet, flush valve, or water closet.	0.5
3	Replace kitchen countertop.	1.0
4	Miscellaneous repair and replacement work.	1.0
5	Replace resilient flooring (tile and sheet vinyl). (a) DU less than 200 SF/18.6 SM to be retiled. (b) DU more than 200 SF/18.6 SM to be retiled.	1.0 2.0

Table 2-3
Maintenance downtime guidelines for Family Housing—Continued

Item	Reason for Delay	Average days of delay between occupancies (see notes 1 through 4)
6	Replace carpet and pad or steam clean carpet.	1.0
7	Replace a bathtub or shower receptor including ceramic tile.	3.0
8	Complete DU cleaning. (a) DU with less than 1,500 NSF/139.4 NSM (b) DU between 1,500 and 3,000 NSF/139.4 to 278.7 NSM (c) DU greater than 3,000 NSF/ 278.7 NSM	1.0 2.0 3.0
9	Repair, prepare, and refinish wood floors, stair treads, risers, landings, banisters, and railings.	4.0

Notes:

¹ The amount of time shown for each item is an average and may vary at any installation. Factors which may affect the average times are climatic (more humid areas may require more time for paint and floor finish to dry); higher than normal turnover of DUs which would overextend the contractor's ability to meet the scheduled times (this should not be reflected in your schedule of times but should be negotiated separately if and when it occurs).

² Items 1 through 4 will be done concurrently. The time allowed for the combination of items will be the longest time for that item which has the largest time.

³ Items 5 through 8 may be done concurrently with any one or combination of items 1 through 8 providing there are no physical conflicts in performing the work. (For example: items 2, 3, and 6 could be done concurrently. The time allowed for all three would be 1.0 day.) Where there is a conflict, times for items in conflict will be added together to give the total time allowed. (For example, the combination of items 1b and 6 would give a total time of 4.0 days.)

⁴ Item 9 cannot be done concurrently with other work items.

2-11. Housing Services Office guidelines

a. Rental Partnership Program (RPP) Guidelines.

(1) The garrison commander and the landlord enter into a contractual agreement governing the management and operation of the RPP housing units.

(2) The installation housing manager coordinates development of the contractual agreement with the installation Office of the Staff Judge Advocate (OSJA).

(3) The following elements should be addressed in the agreement.

(a) Identification of parties to the agreement.

(b) Date of agreement.

(c) Purpose of agreement.

(d) Description of rental partnership properties.

(e) Term (lengths) of agreement, including renewal options.

(f) Space and adequacy criteria which rental units must meet.

(g) Features and amenities of the rental units included in the basic rental rates.

(h) Rental rate schedule.

(i) Future increases in rental rates.

(j) Security deposit option.

(k) Requirement for garrison commander or designated representative to approve lease form to be used between landlord and military lessees.

(l) Delineation of landlord and lessee responsibilities.

(m) Option for existing military lessees to transfer, upon expiration of their existing leases, to set-aside units, if available.

(n) Inspection of rental units by the garrison commander or designee.

(o) Removal of rental units from the RPP for cause.

(p) No assumption of liability or indemnification of landlord in any way by the installation or the Government.

b. Community and support services handout. The Housing Services Office (HSO) handout providing applicants with general information concerning available community and support services should include maps and information on the following:

(1) Services and assistance by the HSO.

(2) Tenant rights and responsibilities.

(3) Landlord responsibilities.

(4) Information on household insurance.

(5) Tenant responsibilities to vacate and clear private rental housing.

(6) Overseas housing allowances (in overseas areas only).

(7) Local customs (in overseas areas only).

(8) Furnishings support.

- (9) Utility bills and payment procedures.
- (10) Telephone service.
- (11) Facilities and services in the local area to include religious facilities, schools, transportation, recreation, shopping centers, emergency services, and so forth.
- (12) Home safety inspections both on- and off-post.
- (13) Fire safety resources on-post and in local civilian communities.
- (14) Any additional information considered necessary or peculiar to the local area.
- c. Relocation assistance counseling.* Housing relocation assistance counseling should include the following:
 - (1) Information about housing at the gaining installation. Use Army Housing One-Stop (AHOS) (available at <https://onestop.army.mil/>) for—
 - (a) On-post housing information for Family Housing and UPH at the gaining installation.
 - (b) Off-post housing information to include general information on housing types available in both the rental and purchase markets, price ranges, and general availability by type of housing.
 - (2) Information about relocation assistance available at Army Knowledge Online (AKO) and other Web pages linked to AKO.
 - (3) The 1–800 phone number to secure Army lodging at the losing or gaining installation.
 - (4) A discussion of how the Housing Relocation Assistance Program (HRAP) can assist the Soldier in comparing housing options, such as selling or renting his or her housing unit at the losing installation and/or buying or renting a housing unit at the gaining installation.
 - (5) Information on the Deposit Waiver Program at the gaining installation whereby landlords and utility companies negotiate with the installation HSO to waive deposit requirements in return for HSO help with problem accounts.

2–12. Cleaning incident to vacating housing

Table 2–4 identifies the standards to which residents are responsible for cleaning incident to vacating housing (AR 420–1, para 3–53e).

Table 2–4
Minimum cleaning standards for housing

Item	Government contract cleaning	
	Resident	Contractor
Floors, rugs, and installed carpet Sweep or vacuum. Remove stains, wax, and dirt sediments. Damp mop floors. Wax tile and wood floors evenly without streaks. Clean area rugs and installed carpeting to remove dirt and spots.	x	x x x x
Walls and ceilings Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls. Remove all nails and hooks. Remove all dirt, smudges, and other spots.	x x	x
Windows Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film. Clean window sills, curtain rods, and blinds. Remove screens, brush and wash to remove lint and dust, and reinstall.		x x x
Doors Remove all paper, tape, nails, gum, crayon marks, dirt, and heavy stains on both sides. Clean interior and exterior doors and frames so that they are free of dust and stains on both sides.	x	x
Lighting fixtures Ensure all fixtures have operating light bulbs. Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks. Remove, clean, and replace globes and lamp shades.	x	x x
Cabinets, closets, drawers, and shades Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items. Clear and wash all surfaces so that they are free of dirt and stains.	x x	x
Mirrors Clean to shine with no streaks.		x

Table 2–4
Minimum cleaning standards for housing—Continued

Item	Government contract cleaning	
	Resident	Contractor
Radiators, pipes, and heating vents Wash radiators, pipes, and vent registers. Remove dirt, sediments, and stains.		X X
Refrigerator and freezer Defrost and wipe doors. Remove all food particles. Unplug and leave door open. Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils. Clean and replace drain pan. Clean surface beneath, above, and behind appliance. Move appliance away from wall for cleaning and move back after cleaning.	X X X	X X X X X
Range Remove all burned/crusted-on food from accessible surfaces. Wipe down range. Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks. Move range for cleaning areas under, above, behind, and on either side.	X X	 X X
Ventilation, air vents, and range hoods Wipe down range hood. Wipe down air vent grills and replace filters as necessary. Remove completely grease, stains, and dirt sediments inside and outside. Clean or replace permanent filters.	X X	 X X
Dishwasher Wipe down interior and exterior surfaces. Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser. Remove mineral deposits in bottom of machine and on inside of door.	X	 X X
Kitchen, bathroom, and toilet Remove stains, lime and mineral deposits, and excessive soap residue from all equipment. Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware. Clean wall and floor tile. Polish all equipment, fixtures, and wall tiles to a streak-free shine.	X	 X X X
Trash cans Empty and remove any crusted-on garbage. Empty and clean.	X	 X
Upholstered furniture Wipe down and remove stains. Clean to remove lint, dust, and dirt. Remove spots and stains to the maximum extent possible.	X	 X X
Wooden furniture Wipe down and remove stains. Clean to remove dust, dirt, food particles, and streaks. Lightly wax outside surfaces and polish to a shine. Clean doors and drawers to be free of dust, dirt, or other foreign matter. Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.	X	 X X X X
Bedsprings, box springs, and mattresses Wipe down and remove stains. Clean to remove dirt, dust, and other loose matter.	X	 X
Outside area Sweep and clear all debris from carports, patios, balconies, and walks. Remove oil or grease from paved areas. Accomplish normal yard maintenance.	X X X	
Self-help Accomplish all self-help items per local requirements.	X	
Miscellaneous Remove all personal items before final inspection.	X	

2-13. Community associations

a. Community associations offer a valuable channel of communications by providing an excellent forum for the interchange of ideas between Family Housing residents and the garrison commander and staff. They also provide channels of communication among residents which will enhance the feeling of community and sense of “homeownership”.

b. The housing manager should—

(1) Ensure wide dissemination of information about the existence of local community associations and about installation policies concerning their formation. This will ensure that all residents have an opportunity to participate.

(2) Encourage residents to take the initiative in establishing and organizing community associations and electing association presidents or “mayors” and other officers.

(3) Maintain an active interest in association activities and attend their meetings to answer questions, become aware of problems, and offer assistance.

2-14. Furnishings

a. *Authorized Furnishings.* Common Table of Allowances (CTA) 50-909 and CTA 50-970 identify the basis of issue and types of furnishing authorized. Table 2-5 shows the types of furnishings generally authorized.

**Table 2-5
Furnishings**

Furniture	Household equipment	Special allowances (Special command positions only)
Moveable items (less appliances) Rugs, mattresses, and other soft good items Wall-to-wall carpeting installed as equipment-in-place (EIP)	Moveable kitchen appliances Moveable laundry room appliances	China Silver Cutlery Kitchen utensils Table linen

b. *Program levels.*

(1) *Program level factors.* In computing program levels, methods used must provide realistic estimates of the quantities of furnishings needed to meet demands. Primary factors to be considered are as follows:

(a) Continuing need for housing related to programmed force levels.

(b) Furnishings authorizations.

(c) Size and interior design of housing supported with furnishings.

(d) Maintenance float factors.

(e) Application of other experience factors.

(2) *Computation of program level.* Program level will be computed as follows: Program level = (Quantity authorized + maintenance float factor quantity) x experience factor.

(a) *Quantity authorized for Family Housing.* This is determined by—

1. The number and types of rooms in each Government-controlled housing unit authorized furnishings support.

2. The number and types of rooms in each private rental housing unit authorized furnishings support.

3. The number and types of rooms in a new construction project authorized furnishings support having a beneficial occupancy date (BOD) within the budget year or first half of the next fiscal year.

4. The requirement for loaner sets of furniture in U.S. overseas and foreign areas. The Installation Management Command (IMCOM) Region will define the composition of a loaner set for installations within its Region. The IMCOM Region will set loaner quantities on the basis of the Region definition of a loaner set and the annual number of household goods (HHG) shipments.

(b) *Quantity authorized for UPH.* This is arrived at by considering—

1. Each authorized unaccompanied officer personnel housing (UOPH) and unaccompanied enlisted personnel housing (UEPH) space.

2. Each UPH private rental housing unit authorized furnishings support (outside continental United States (OCONUS) only).

3. Each authorized space in a new construction or revitalization project having a BOD within the budget year or first half of the next fiscal year.

4. The number and types of various rooms (such as lounges, dayrooms, television rooms) authorized furnishings support.

(c) *Maintenance float factor.* This factor is 3 percent for household equipment, 5 percent for upholstered furniture

and hard goods, and 7 percent for soft goods such as rugs, carpeting, bed linens, mattresses, window coverings, and lamps.

(d) *Experience factors.* These are determined locally. For example, program level may be adjusted based on the difference between the float factor and the use rate or based on a use rate influenced by the amount of furnishings that can be placed in the housing due to available space (smaller or larger than the average) or the presence in the housing of built-in items. Mobilization requirements may also influence the experience factors.

(3) *Computation of inventory.* Inventory will be computed as follows: Inventory = quantity in use + quantity in warehouse + quantity in maintenance. The total inventory should match the quantity on the front of the property book page.

(4) *Computation of deficit.* Deficit should be computed as follows: Deficit = program level - inventory - quantity under contract or lease.

c. *Account codes.* Table 2–6 provides a listing of furnishings account codes.

Table 2–6

Furnishings account codes

Activity: Furniture purchases

Family Housing account code: 1913X3

UPH alphanumeric account code: .9A

Activity: Equipment purchases

Family Housing account code: 1913X6

UPH alphanumeric account code: .9A

Activity: Control, moving, and handling—furniture

Family Housing account code: 1913X1

UPH alphanumeric account code: .9A

Activity: Control, moving, and handling—equipment

Family Housing account code: 1913XA

UPH alphanumeric account code: .9A

Activity: Maintenance and repair—furniture

Family Housing account code: 1913X2

UPH alphanumeric account code: .CE

Activity: Maintenance and repair—equipment

Family Housing account code: 1913X5

UPH alphanumeric account code: .CE

Activity: Joint Family Housing/UPH activities

Family Housing account code: 1913XX

UPH alphanumeric account code: .9B

d. *Life expectancies.* The normal useful life expectancies of furnishings are largely indeterminate, being dependent upon materials used in their construction, type and intensity of use, care provided, number of moves, quality of handling in movement, extent of damage/repairs, and so forth. The following broad parameters, however, are applicable to furnishings:

(1) Order of magnitude normal useful life expectancies for nontropical areas fall within the ranges below.

(a) Wooden furniture- 8–10 years.

(b) Metal furniture- 12–15 years.

(c) Household appliances- 7–15 years.

(d) Soft goods- 2–7 years.

(2) Life expectancies for tropical areas are about 20 percent less than for nontropical areas.

(3) The life expectancies of furniture and appliances used in barracks are about one-third shorter than shown in (1) above.

e. *Repair and replacement.* The following procedure may be used to assist in making decisions on whether furnishings should be repaired or replaced:

(1) Determine annual repair rate by dividing the current Army Master Data File (AMDF) cost by the normal useful life expectancy (in years) of the item.

(2) Determine the balance of useful life of the item by subtracting the actual age of the item from the useful life.

(3) Determine the maximum allowable one-time repair costs by multiplying the balance of useful life of the item by the annual repair rate.

(4) Compare the maximum one-time repair cost with the estimated repair cost of the item. If the maximum

allowable one-time repair cost is greater than the estimated repair cost, the item is likely to be more economical to repair than to replace.

f. Carpet performance factors. Carpet performance is influenced by three factors.

- (1) Suitability of product design for the intended use.
- (2) Methods and quality of installation.
- (3) Care or maintenance given.

2-15. Government-owned mobile home park calculations for monthly rent and operating service charges

Figure 2-3 identifies the three formulas as follows:

- a.* The formula for determining monthly space rent is shown at equation “(1)” in figure 2-3.
- b.* The formula for determining monthly operating service charges is shown at equation “(2)” in figure 2-3.
- c.* The formula for determining total monthly costs (total rents and charges) to be billed users of mobile home park (MHP) spaces is shown at equation “(3)” in figure 2-3. Total costs are rounded to the next highest dollar in accordance with AR 420-1, paragraph 3-91g(3).

$$(1) \quad R = ((C / T) / 300)^* + ((I / T) / 300)^* + ((M / T) / 300)^*$$

$$(2) \quad S = (u + s + m + r + o) / a$$

$$(3) \quad B = R + S + u$$

Where:	R	=	MHP space rent per month
	C	=	cost of initial construction project
	T	=	total number of MHP spaces affected by project
	I	=	cost of improvement project
	M	=	cost of major M&R project
	S	=	operating service charges for month
	u	=	cost of utilities (where utilities charges are individually metered by MHP space, their costs will be excluded from formula (2) and added directly to formula (3), or, if billed directly to the occupant, omitted from both formulas)
	s	=	cost of operating services
	m	=	cost of MHP management (assume 50 percent less management effort required for an MHP space than for a family housing dwelling unit)
	r	=	cost of minor M&R
	o	=	cost of other operations requirements
	a	=	projected average number of occupied spaces
	B	=	total monthly cost to be billed to lessee (round to the next highest dollar)

* Use a like term for each separate new construction, improvement, and major M&R project. As each project is amortized, delete it from the equation.

Figure 2-3. Determination of mobile home park space rental and operating service charges

2-16. General/Flag officer's quarters occupancy orientation

In accordance with AR 420-1, paragraph 3-104, incoming general or flag officers will schedule a housing manager's orientation concerning their assigned GFOQs within 10 days after occupying their housing units. AR 420-1, paragraph 3-104 also specifies that the housing manager's orientation include provision of an orientation packet. The following topics are recommended for inclusion in the orientation packet and the orientation presentation.

a. Orientation packet. The orientation packet should include the following:

- (1) GFOQ Resident's Guide.
- (2) An excerpt, summary, or copy of AR 420-1, chapter 3.
- (3) A list of installation information and important telephone numbers.
- (4) Copies of the plans described in AR 420-1, paragraphs 3-8b and 3-102a.
- (5) The most recent quarterly expenditure report.
- (6) The furnishings plan (if applicable).
- (7) A floor plan with highlighted official entertainment areas.
- (8) A list of furnishings items which may have been provided to the DU as an exception to policy.
- (9) Historical designation, if applicable.
- (10) Any additional information and material considered appropriate by the housing manager.

b. Orientation presentation topics. The housing manager's orientation should focus on the following topics:

- (1) Funding limitations.
 - (a)* Identify funding limitations and approval authorities.
 - (b)* Describe procedures for obtaining approval beyond the installation's authority.
 - (c)* Delineate the time frame for submitting M&R work estimated to exceed \$35,000 in a FY.
 - (d)* Describe what is involved in emergency out-of-cycle requests to Congress.
 - (e)* Discuss incidental improvement limitations in terms of funds and types of work which can and cannot be done.
 - (f)* Explain that there is no separate funding for GFOQ.
- (2) Six-year GFOQ Plan.
 - (a)* Explain how the six-year GFOQ plan (SYGP) is developed, point out significant projects, and emphasize the importance of doing the work.
 - (b)* Discuss the importance of the GFOQ resident's participation in developing the SYGP, their commitment, and pros and cons of making changes to the SYGP.
 - (c)* Point out that requests for non-routine work not included in the plans require written approval of the general officer resident, just as requests for exception to policy or unauthorized items must be signed personally by the general officer resident. Emphasize that the signatures of the spouse, an aide, or executive officer are not acceptable except for a General Officer (O-10) who has an Executive Officer with general officer rank.
- (3) Quarterly expenditure report.
 - (a)* Provide a summary of the average cost to operate and maintain the GFOQ.
 - (b)* Discuss significant expenses during the past year and explain "normal" operating costs.
 - (c)* Inform the resident of the approximate time frame of distribution of the report and who reviews and approves the report (not the resident).
- (4) Miscellaneous.
 - (a)* As applicable, discuss the GFOQ's furnishings plan, replacement of carpeting and drapes, and frequency of maintenance.
 - (b)* If the resident occupies a special command position, address special allowances, current inventory, replacements, annual funding limitations, requests, and approval authorities.
 - (c)* Inform the resident that, while hand receipt signature authority may be delegated in writing, this does not extend to requests for furnishings.

2-17. Six-year General/Flag Officer's Quarters Plan and General/Flag Officer's Quarters budget estimate formats

a. Suggested SYGP format.

(1) A suggested format for a SYGP is at figure 2-4. Users should adjust the format to meet their needs for specific GFOQ. Data entered in the SYGP should correspond to the type of data on DA Form 4939 (General/Flag Officer's Quarters Quarterly Expenditure Report).

(2) SYGPs are filed electronically at <https://www.housing.army.mil/GFOQ/>. At the Web site, click on the "Links" button, then the menu item identified as "6 Year Plan/Expenditure Report." For instructions on how to fill out the

SYGP document, click on the button identified as “6YP Manual”. This user’s guide can be viewed electronically or printed out. A user identification (ID) and password are required. These can be obtained from HQDA (DAIM–ISH).

b. Suggested budget estimate format.

(1) Figure 2–5 provides a suggested format for a GFOQ budget estimate. The suggested format is derived from the O&M cost account structure contained in DFAS–IN Manual 37–100–FY and corresponds to the type of data on DA Form 4939.

(2) This format should be modified to meet individual needs. Users should use only those stub entries in figure 2–5 which accommodate the specific requirements of their individual GFOQ.

***SUGGESTED FORMAT
A SIX-YEAR GFOQ PLAN (SYGP)***

Installation:

Quarters Address:

NSF:

Year Built:

1. OPERATIONS COST CATEGORIES

- a. Management - Estimated pro-rata share of family housing office administrative cost, programming and studies, and environmental studies.
- b. Services - Estimated costs for refuse collection and disposal, fire and police protection, entomology services, and custodial services.
- c. M&R Furnishings - Estimated cost for maintenance of furniture and equipment (Project ID).
- d. Purchase Furnishings - Estimated acquisition cost (Project ID).
- e. Control, Moving, Handling of Furniture - Estimated cost for administering and moving of Government-owned furniture and equipment to, in, or out of GFOQ.
- f. Miscellaneous - Estimated cost for permit payments and (Germany only) fire insurance, and so forth.
- g. Utilities - estimated cost for all utilities.
- h. Lease Payment - Estimated or negotiated cost for basic shelter rent for leased GFOQ.
- i. Privatization - Estimated cost to administer and implement RCI for GFOQ, if applicable.

Total Operations . . . 1a through 1i above.

Figure 2-4. Suggested format for a six-year GFOQ plan (SYGP)

2. MAINTENANCE COST CATEGORIES

- a. Service Calls - Estimated cost for service calls.
- b. Routine M&R - Estimated cost for recurring/change-of-occupancy maintenance (Project ID).
- c. Between Occupancy Cleaning - Estimated cost for contract cleaning at Government expense (limited locality application).
- d. Interior Planting - Estimated cost for interior planting (Project ID).
- e. Exterior Planting - Estimated cost for exterior planting (Project ID).
- f. Major Repairs - Estimated cost for major repairs (Project ID).
- g. Alterations and Additions - Estimated cost for alteration/additions to GFOQ and other real property facilities directly related to GFOQ (Project ID).
- h. M&R Exterior Utilities - Estimated cost for M&R of utility system, including street lighting, beginning at the 5-foot line and ending where the system joins a main or terminates (Project ID); also, estimated pro-rata cost for M&R (including design) of exterior distribution/collection systems exclusively serving a family housing area containing GFOQ (see AR 420-1, para 3-103f(4)) (Project ID).
- i. M&R Grounds - Estimated cost for maintenance, care, and repair of improved and unimproved grounds (Project ID).
- j. M&R Other Real Property - Estimated cost for M&R of paved areas (driveways, walks, curbs, parking, etc.) (Project ID).
- k. Design Cost - Estimated cost for design of M&R project(s) attributable to the GFOQ and appurtenant property and facilities (Project ID).

Total Maintenance and Repair . . . Sum of 2a through 2k above.

Total O&M . . . Sum of 1a through 2k above.

Figure 2-4. Suggested format for a six-year GFOQ plan (SYGP)—Continued

3. PROJECT IDENTIFICATION

All cost categories in paragraphs 1 and 2 that have Project IDs must be annotated in this paragraph of the management plan. All project IDs will be alpha characters in sequential order by fiscal year. The alpha code will be entered by FY and at the appropriate cost category stubs in paragraph 1 and 2 above. Corresponding codes, program year, estimated cost, and detailed description will be entered in this paragraph. M&R projects in excess of \$20,000 must include DD Form 1391 form number. Entries for cleaning/replacement of carpeting and drapes and interior/exterior painting must include the year when the work was last performed. Design cost must specify the project.

Resident Concurrence - Type name and rank of resident. Have resident sign and date.

Installation - Type name and rank of DPW. Sign and date.

IMCOM - Type name, rank, and office symbol of IMCOM Region representative. Sign and date.

Notes:

1. Entries made in accordance with paragraphs 1 and 2 above should be for 6 years with the starting FY being the current year. For example, SYGP developed in FY05 should cover the period FY05 - FY10 (AR 420-1, fig 3-6).
2. BP 6000000 Improvement/Construction projects should be listed separately in paragraph 3.
3. All other costs and their funding appropriations (for example, OMA, OPA) should be listed separately in paragraph 3.

Figure 2-4. Suggested format for a six-year GFOQ plan (SYGP)—Continued

Army FY

Date Prepared

BUDGET ESTIMATE ¹
GENERAL/FLAG OFFICER'S QUARTERS
OPERATIONS AND MAINTENANCE - AFH (BP 190000)

FOR SUBMISSION TO
(Congress or ASA (I&E), as applicable)

IMCOM REGION
INSTALLATION
GFOQ ADDRESS
RESIDENT'S NAME, RANK, POSITION, and BRANCH of SERVICE

YEAR BUILT

NET SQUARE FEET

DWELLING UNIT BP 190000 ACCOUNT	O&M OBLIGATIONS	CONGRESSIONALLY APPROVED AMOUNT (>\$35K)
------------------------------------	--------------------	--

FY current
minus 2/actual

FY current
minus 1/actual

Current FY
program

Current FY plus 1²
(President's Budget)

Current FY plus 2²

Current FY plus 3²

Figure 2-5. Suggested format for a GFOQ budget estimate

	ACCOUNT	DESCRIPTION	FY ESTIMATED COST
1.	OPERATIONS		
	Management		
	Services		
	Furnishings		
	Others		
2.	UTILITIES		
3.	LEASE		
4.	PRIVATIZATION (if applicable)		
5.	MAINTENANCE & REPAIR		
	Service Calls		
	Routine Maintenance ³ (include change of occupancy, if programmed)		
	Interior Painting (enter year last painted) ⁴		
	Exterior Painting (enter year last painted) ⁴		
	Major Repairs/Projects (DD Form 1391 form number)		
	Incidental Improvements (<u>mandatory</u> detail)		
	M&R Exterior Utilities		
	Grounds		
	Other Real Property		

Figure 2–5. Suggested format for a GFOQ budget estimate—Continued

Design Costs (specify project)
Total M&R

6. IMPROVEMENTS (BP 6000000) FY
(explain)
(not part of >\$35K limitation)
7. REMARKS

(Date, typed name, signature of DPW indicating validity of work)

NOTES:

1. Round all dollar entries to the nearest hundred dollars.
2. Exchange rates FY XX-XX -
Europe (Euro) E 0.00
Japan (Yen) JY 000.00
S. Korea (Won) KW 0000.00
3. Routine Maintenance - provide details of work routinely and/or during change of occupancy, as applicable.
4. Interior/Exterior Painting - state year when last painted (whole or partial), explain if painting includes additional surface repairs and supplementary preparatory work.

Figure 2-5. Suggested format for a GFOQ budget estimate—Continued

2-18. Economic analysis for housing

This paragraph presents a general, housing specific description and overview of procedures for conduct of an economic analysis (EA).

a. Because the Army operates in a limited resource environment, decision makers need economic evaluations to assist them in best placing resources against requirements. The EA is a systematic and objective method for identifying, evaluating, and selecting the best solutions among alternatives.

b. Requirements for conducting an economic analyses for housing activities are described in AR 420-1, paragraph 3-111.

c. Basic, general guidance and procedures for conducting an economic analysis are presented in DA Pam 415-3, and specific guidelines and formats for analysis of housing alternatives are detailed in DA Pam 210-6.

d. The primary alternatives that are available for consideration in housing EAs are listed in AR 420-1, paragraph 3-106b.

e. A complete EA will—

- (1) Establish the study objective.
- (2) Identify alternatives.
- (3) Formulate assumptions.
- (4) Determine costs and benefits.
- (5) Compare alternatives.

- (6) Perform sensitivity analyses.
- (7) Report results and recommendations.

f. Generally, a complete EA is prepared whenever one or more feasible alternatives exist. Only rarely will a case arise where there is only one feasible alternative. In all cases, an unbiased mission objective is stated and possible alternatives are examined. In those rare cases where there is only one feasible alternative, an EA fact sheet may be prepared in lieu of a complete EA. An EA fact sheet provides the objective, identifies possible alternatives, explains the rationale for eliminating all other alternatives, and includes a budget analysis of the remaining alternative.

g. Since the responsibility rests with the installation, conduct of an EA may involve many members of the functional staff, but the major effort normally devolves on the Directorate of Public Works (DPW) and Directorate of Resource Management, or their equivalents.

h. In accordance with DA Pam 415-15, Tab D (Economic Analysis) of the automated DD Form 1391 submission package is used for new MCA and AFHC construction project EAs.

i. When replacing major building components (such as heating systems, windows, exterior siding/painting, floors) an analysis is prepared to determine the most economical method of replacement. This analysis is developed at the installation level for use during the decisionmaking process. For those projects within the installation delegated approval authority, the analysis is maintained in the project folder and subject to review by the IMCOM Region during staff visits. Projects forwarded to HQDA for approval include an EA for the major components replaced.

j. For new lease acquisition actions that require congressional notification, a fully documented EA is submitted at least six months prior to the desired date of occupancy or prior to a firm commitment by the U.S. Government. For renewal of lease acquisition actions, a fully documented EA is submitted nine months prior to the expiration of the current lease. EAs for new and renewal lease acquisition actions that do not require congressional notification are fully documented and submitted to HQDA (DAIM-ISH) to support field program objective memorandum/budget estimate submission (POM/BES) input data. When leasing is the only alternative, an EA fact sheet must be prepared in place of a complete EA (see AR 420-1, sec XI for information on the leasing program).

k. Installations must rely on in-house personnel to prepare and conduct EAs necessary to support their programs. To help in this regard, Headquarters, U.S. Army Corps of Engineers (HQUSACE) has an automated program called the Economic Analysis Package (ECONPACK) on the PAX system. ECONPACK includes the ability to automatically upload/download an economic analysis to/from the DD Form 1391 Processor. ECONPACK is available to any user with access to the DD Form 1391 Processor by contacting HQUSACE (CEMP-IB), 441 G Street NW, Washington, DC 20314-1000 or by downloading it from the following Web site: <http://www.hnd.usace.army.mil/paxspt/econ/econ.aspx>.

2-19. Data collection requirements and information systems capabilities

This paragraph identifies housing information requirements and prescribes specific reporting and information requirements for housing programs, delineates their purposes, and describes data entries necessary to complete them.

a. *Purpose of data collection.* Housing management forms and reports are used to satisfy the following:

- (1) Identify housing needs.
- (2) Justify housing requirements.
- (3) Defend housing resource requests.
- (4) Manage housing assets.
- (5) Maintain total asset visibility.
- (6) Track execution of housing programs.

b. *Automated systems.*

(1) *Overview.* The report forms and information requirements prescribed in this paragraph are filled or generated using replicated or centralized Armywide databases. The internet is the preferred medium for gathering data and managing information requirements. Every Family Housing, UPH(PP), and barracks asset (whether Government-owned, leased, or privatized) is electronically identified to the Armywide database. Forms and information requirements that assist in managing housing are listed in table 2-7.

(2) *Automation support.*

(a) *Housing Operations Management System (HOMES).* The HOMES is a Standard Army Management Information System (STAMIS), approved by the Office of the Assistant Secretary of Army. The proponent for HOMES is HQDA (DAIM-ISH). Housing information technology including information on software for HOMES applications can be obtained through <http://www.housing.army.mil/>.

(b) *HOMES usage.*

1. The HOMES is used Armywide at installations with housing assets. It is deployed by HQDA (DAIM-ISH) to the user and the user is given a user ID and password. Software applications are available only to installations and their supporting headquarters.

2. The HOMES is the primary automated system approved for use for housing management functions. Installation

personnel are not authorized to modify, acquire, or develop software or hardware without a waiver from HQDA (DAIM-ISH).

3. Installations and the IMCOM are not authorized to use the HOMES processes for unique applications or to modify the HOMES program.

4. The HOMES users are responsible for site preparation, communications (to include local area networks), hardware, maintenance, and replacement after the initial year. The local Director of Information Management should provide coordination and services to meet these requirements.

5. Personal computer workstations provide access to HOMES and the opportunity for unique software applications such as word processing and graphics.

6. The HOMES is available for use when deployed by the Army Housing Division's technical team. Documentation and the standard hardware configurations are available for downloading on the HOMES Help Desk Web site at <https://www.housing.army.mil/support/>.

(c) *Web-based systems.* The Army employs internet Web sites to assist in the management of its housing assets. The Army Housing Division's Web site is available as are Web sites for GFOQ, Business Occupancy Program (BOP), AHOS, and the HOMES Help Desk. All links are available from the Army Housing Web site at <http://www.housing-army.mil/>.

(d) *GFOQ Web site.*

1. The SYGP, also referred to as the 6 Year Plan (6YP) (see AR 420-1, para 3-102a for description), and the annual Army Housing GFOQ Expenditure Report (see para d(1) below) are electronically prepared, submitted, reviewed, revised, and approved through the GFOQ Web site on the Internet.

2. Access to the GFOQ Web site can be obtained through <http://www.housing.army.mil/>. A User ID and password are required.

3. Instructions for completing the documents listed in paragraph 1 above are contained in the GFOQ Manager's Guide located on the GFOQ Web site's main menu.

Table 2-7
Housing management information requirements

Form	Requirement Control Symbol (RCS)	Title	As of/due dates	To	Reference
DA 4939	ENG-328	General/Flag Officer's Quarters Expenditure Report	End each qtr/ Within 30-45 days of qtr end End 2d & 4th qtr/ Within 45 days of qtr end End 4th qtr/On call	GFOQ Resident IMCOM Region HQIM-COM & HQDA (DAIM-ISH)	Para 2-19d(1)
DD 1746	NA	Application for Assignment to Housing	As required	Housing Office	Para 2-19c(1)
DD 1747	NA	Status of Housing Availability	As required	Housing Applicant	Para 2-19c(2)
DD 2643	NA	High Cost Foreign Lease	Date of action/ Within 30 days of action taken	HQDA (DAIM-ISH)	Para 2-19d(2)

(e) Business Occupancy Program Web site.

1. This site populates Family Housing data in a BOP database. It allows users to access Family Housing occupant data via BOP-1 which provides a summary of total occupancy days for Family Housing, and BOP-2 which summarizes Family Housing inventories.

2. BOP-1 and BOP-2 data are reviewed monthly by all installations with Government-owned or -leased Family Housing. Sites whose databases are replicated to HQDA over the internet should check the data on the Army Housing Web site at <https://www.housing.army.mil/bopweb/> to ensure totals agree with locally generated information.

3. Access to the BOP Web site can be obtained through <http://www.housing.army.mil>. A user ID and password are required to enter the BOP Web site.

4. Instructions for completing the BOP documents are contained on the BOP Web site.

(3) *Frequency of reports.* Continuous database maintenance offers virtual real time access to data. Accordingly, housing managers should be prepared, as necessary, to respond electronically to on-call requests for the information requirements and those reports identified in this paragraph.

c. Housing referral information requirements.

(1) *DD Form 1746 (Application for Assignment to Housing).*

(a) This form provides the Housing Office with timely and accurate information on customer requirements for housing. It is also used to record action taken on applications. It is submitted to the receiving housing office by the applicant on an as required basis.

(b) DD Form 1746 is approved for electronic generation and distribution. The form is electronically fillable, and specific instructions for completing the DD Form 1746 are provided as an integral part of the form.

(2) *DD Form 1747 (Status of Housing Availability).*

(a) This form is used by the Housing Office to advise applicants for housing as to what they can expect in terms of housing availability at the receiving installation and its local communities. The form is electronically fillable and is self-explanatory. It is used on an as required basis.

(b) DD Form 1747 is approved for electronic generation and distribution. Acceptable electronically generated forms include the form title; form number (indicated as DD Form 1747); date of current edition of the printed form; and blocks 1 through 8.

(3) *Sales and rental listings.*

(a) The housing office maintains and makes available to eligible personnel listings of adequate off-post housing units available for sale and rent by private owners. These listings cover the full range of prices, sizes, and locations of available privately-owned housing assets.

(b) The housing office determines procedures for obtaining and collecting listing data and the format to be used in making the data available to eligible personnel. Wherever possible, data is automated.

(c) Listing information is provided by an owner, agent, or manager of private housing who desires to list his or her property for sale or rent. Housing managers should consider local multiple listing service (MLS) type data for linkage to the installation's automated program for sales and rental listings.

d. Housing information requirements.

(1) Preparation of DA Form 4939 (RCS ENG-328).

(a) DA Form 4939 is required in accordance with AR 420-1, paragraph 3-131 to provide O&M and post acquisition construction budget execution data for each GFOQ in the Army's Family Housing inventory. The information provided is used by HQDA, the IMCOM, the garrison commander, and the GFOQ resident in carrying out their respective responsibilities for prudent management of GFOQ. A general description and specific guidance for preparation of the form are provided in the following paragraphs and an example with block-by-block instructions is provided in figure 2-6 below.

(b) DA Form 4939 consists of the following:

1. Header data (block 1-15).
2. O&M expenditures data (block 17-21).
3. Security/force protection data (block 22).
4. Other funding source(s) for expenditures, for example, UPH, OMA, AFHC (block 23).
5. Remarks, to include footnote itemization/narrative (block 25-27).

(c) Cost categories and selected subordinate detailed accounts, as described in DFAS-IN Manual 37-100-FY, are listed in blocks 17, 18, 19 and 22.

(d) Special instructions for footnotes (itemization/narrative) are as follows—

1. The itemization/narrative data entries required as standard footnotes are listed below. These entries will be cumulative for the FY, that is, each succeeding fiscal quarter's report will show data for that quarter and all preceding quarters for the reported FY.

2. For the furnishings category, enter a short description of specific transaction; expenditures to nearest dollar; and approval authority for the detailed subordinate cost accounts which address the purchase of furnishings.

3. For the M&R category, enter a short description of the specific transaction and the expenditures to nearest dollar for the detailed subordinate cost accounts which address major M&R projects, alterations and additions (that is, incidental improvements), and M&R of grounds.

4. For fourth quarter's report, provide footnote explanation when the fiscal year total M&R expenditure for that GFOQ exceeded the congressionally-approved M&R limit or when the fiscal year total O&M expenditure for that GFOQ exceeded the HQDA-approved and/or the IMCOM-approved O&M limit.

(e) Security/force protection (block 22) (see AR 420-1, para 3-103g(2)) and other (block 23) costs require the following information in block 25:

1. A brief description of physical security/force protection efforts undertaken to include expenditures by appropriation.

2. A short description of non-AFH expenditures for operations to include any funding appropriation which supports the diversion of a GFOQ to UPH use.

3. A brief description of non-AFH expenditures by appropriation for communication and mission essential requirements.

4. A short description of post acquisition construction projects (BP 60000000) to include expenditures, work start and end dates, and budget year approval.

(2) DD Form 2643 (High Cost Foreign Lease).

(a) This form provides summary data on new, renewed, changed, or canceled high-cost foreign leases that are approved within statutory high-cost lease authority. The form is electronically fillable and is self-explanatory.

(b) DD Form 2643 is approved for electronic generation and distribution. Acceptable electronically generated forms include the form title, form number (indicated as DD Form 2643(EG)); date of the current edition of the printed form; and blocks 1 through 36. (A sample format of DD Form 2643(EG) is at figure 2-7.)

(c) The IMCOM regions located in foreign areas will provide this summary data to HQDA (DAIM-ISH) within 30 days of action taken.

(d) HQDA (DAIM-ISH) will provide summary data or excerpts to the OSD as required by DOD 4165.63-M.

GENERAL/FLAG OFFICER'S QUARTERS QUARTERLY EXPENDITURE REPORT <small>For use of this form, see DA Pam 420-1-1; the proponent agency is OACSIM</small>				REQUIREMENT CONTROL SYMBOL ENG-328	
1. DATE PREPARED (YYYYMMDD) 20030730		2. FISCAL QUARTER 3rd	3. FISCAL YEAR 2003	4. IMCOM REGION Northeast	
5. GFOQ ADDRESS 318-A Taylor Ave.			6. BLDG #/QTRS ID PG048 / 48A	7. YEAR BUILT 1902	
8. REPORTING INSTALLATION Fort McNair		9. LOCATION Washington, DC	10a. SIZE (NSF) 2708	10b. SIZE (GSF) 3524	
11. RESIDENT RANK & NAME MG Ward W. Williams		12. POSITION Vice Dir, J-3	13. SPECIAL COMMAND POSITION CODE 58	14. DATE ASSIGNED (YYYYMMDD) 20020718	
15. NATIONAL HISTORICAL REGISTERS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ELIGIBLE			16. LEASED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
EXPENDITURES (Express cost to the nearest dollar)					
DESCRIPTION		THIS QUARTER	YEAR TO DATE	BUDGET ESTIMATE CURRENT FY	
17. OPERATIONS					
a. Management		1,013.00	3,376.00	4,400.00	
b. Services		104.00	309.00	400.00	
c. Furnishings (See note 1.)		0.00	0.00	0.00	
d. Miscellaneous		0.00	0.00	0.00	
e. SUBTOTAL (17a thru 17d)		\$1,117.00	\$3,685.00	\$4,800.00	
f. Utilities		2,749.00	10,376.00	12,500.00	
g. TOTAL OPERATIONS (17e + 17f)		\$3,866.00	\$14,061.00	\$17,300.00	
h. APPROVED OPERATIONS AMOUNT				\$17,300.00	
18. MAINTENANCE AND REPAIR					
a. Service Calls		4,972.00	13,228.00	19,000.00	
b. Routine Maintenance and Repair		1,681.00	4,157.00	5,000.00	
c. Change of Occupancy		0.00	0.00	0.00	
d. Interior Painting (See note 2.)		0.00	0.00	0.00	
e. Exterior Painting (See note 2.)		0.00	0.00	0.00	
f. Self-help		232.00	419.00	500.00	
g. Grounds Maintenance (See note 3.) Approved Regional waiver on grounds maintenance? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		0.00	0.00	0.00	
h. Incidental Improvements (See note 3.)		0.00	0.00	0.00	
i. Major Repairs (See note 3.)		55,600.00	55,600.00	55,600.00	
j. Design Cost		0.00	0.00	0.00	
k. Environmental Remediation (See note 3.)		0.00	0.00	0.00	
l. Other Real Property		0.00	0.00	0.00	
m. Exterior Utilities (See note 3.)		0.00	0.00	0.00	
n. TOTAL M&R AMOUNT		\$62,485.00	\$73,404.00	\$80,100.00	
o. APPROVED M&R AMOUNT				\$80,100.00	
19. LEASING		0.00	0.00	0.00	
20. TOTAL O&M (17g + 18n + 19)		\$66,351.00	\$87,465.00	\$97,400.00	
21. APPROVED O&M AMOUNT				\$97,400.00	

DA FORM 4939, MAR 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00 ES
Page 1 of 2

Figure 2-6. Sample DA Form 4939

DESCRIPTION	THIS QUARTER	YEAR TO DATE	BUDGET ESTIMATE CURRENT FY
22. SECURITY/FORCE PROTECTION	0.00	0.00	0.00
23. OTHER			
a. UPH	0.00	0.00	0.00
b. OMA	0.00	0.00	0.00
c. Projects funded by AFH Construction Program (BP6000000)	0.00	0.00	0.00
d. TOTAL OTHER (23a thru 23c)	0.00	0.00	0.00
24. GRAND TOTAL (20 + 22 + 23d)	\$66,351.00	\$87,465.00	\$97,400.00
25. INSTALLATION COMMENTS (Use plain bond paper for continuation)			
#18i - Bathroom Renovation @ \$17,739 - HVAC System Replacement @ \$37,861			
26. REGION COMMENTS (Use plain bond paper for continuation)			
27. HQDA COMMENTS (Use plain bond paper for continuation)			
28. CERTIFICATION STATEMENT: I, hereby, certify that the above Expenditure Report is true and correct based on our existing records and to the best of my knowledge.			
a. CERTIFIER NAME Charles M. Hauser		b. SIGNATURE	
c. TITLE Housing Manager		d. DATE 11 Sep 2003	
NOTES:			
1. Itemize furnishings purchased and cite approval authority in block 25. 2. Itemize in block 25 and identify date(s) last painted. 3. Itemize in block 25.			

DA FORM 4939, MAR 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00 ES
Page 2 of 2

Figure 2-6. Sample DA Form 4939 –continued

Legend

Instructions for completing DA Form 4939

Block 1, Date Prepared—Self-explanatory.

Block 2, Fiscal Quarter—"1st", "2d", "3d", or "4th", as applicable.

Block 3, Fiscal Year—FY number.

Block 4, IMCOM Region—Name of IMCOM Region.

Block 5, GFOQ Address—Street address of GFOQ.

Block 6, Bldg No./Qtrs ID—Facility or building number/Quarters ID number.

Block 7, Year Built—Year of construction.

Block 8, Reporting Installation—Name of installation. This must be consistent with previous reports.

Block 9, Location—State or country, if located in a foreign country.

Block 10a, Size (NSF)—Net square feet of living space.

Block 10b, Size (GSF)—Gross square feet of facility.

Block 11, Resident Rank and Name—Self-explanatory.

Block 12, Position—Duty position of resident.

Block 13, Special Command Position Code—Special command position 2-digit code as listed in AR 420-1, table 3-19. If resident position is not a special command position, then enter "None".

Block 14, Date Assigned—Date resident was assigned to GFOQ; if vacant, enter "Vacant".

Block 15, National Historic Register—"X" in appropriate block.

Block 16, Leased—"X" in appropriate block.

Expenditures

"Description" Column—Self-explanatory. (See descriptions in DFAS-IN Manual 37-100-FY.)

"This Quarter" Column—Expenditures for the fiscal quarter reported.

"Year to Date" Column—Expenditures for the year to date through the fiscal quarter being reported.

"Budget Estimate Current FY" Column—Budget estimate data prepared in accordance with AR 420-1, paragraph 3-102b.

Block 17, Operations

Block 17a, Management—Total expenditures for pro-rata share of family housing administrative cost, programming and studies, and environmental studies.

Block 17b, Services—Total expenditures for refuse collection and disposal, fire and police protection, entomology services, and custodial and municipal services.

Block 17c, Furnishings—Total expenditures for maintenance of furniture and equipment, for purchase of furniture and equipment, and for administering and moving Government-owned furniture and equipment into or out of housing.

Block 17d, Miscellaneous—Total expenditures for permit payments and (Germany only) fire insurance.

Block 17e, Subtotal—Sum of blocks 17a through 17d.

Block 17f, Utilities—Total expenditures for electricity, gas, fuel oil, water, sewage, and other utilities and fuels.

Figure 2-6. Sample DA Form 4939 –continued

Block 17g, Total Operations—Sum of blocks 17e and 17f. Exclude all indirect support costs associated with the operation of GFOQ.

Block 17h, Approved Operations Amount—Approved budget amount for operations.

Block 18, Maintenance and Repair.

Block 18a, Service Calls—Total expenditures for service calls.

Block 18b, Routine Maintenance and Repair—Total expenditures for routine maintenance and repair.

Block 18c, Change of Occupancy—Total expenditures for change of occupancy, if any. Includes expenditures for cleaning after resident has met required (specified) standards pursuant to contractor cleaning at Government expense (OCONTJS only). Cleaning for residents exempted from cleaning for compassionate reasons or for the convenience of the Government is chargeable to services (block 17b).

Block 18d, Interior Painting—Total expenditures for all interior painting.

Block 18e, Exterior Painting—Total expenditures for all exterior painting.

Block 18f, Self-help—Total expenditures for self-help materials and equipment attributable to the GFOQ.

Block 18g, Grounds Maintenance—Total expenditures for maintenance, care (that is, cyclical gardening services such as planting, fertilizing, pruning, mulching, and so forth), and repair of improved and unimproved grounds, including storm sewage and drainage structures, solely for the GFOQ residents use. Also, “X” in appropriate block.

Block 18h, Incidental Improvements—Total expenditures for incidental improvements to GFOQ and ORP facilities directly related to the GFOQ.

Block 18i, Major Repair—Total expenditures for repairs, rehabilitation, and/or replacement of major components of, or directly related to, the GFOQ.

Block 18j, Design Costs—Total expenditures for design of M&R projects attributable to the GFOQ and appurtenant ORP.

Block 18k, Environmental Remediation—Total expenditures for the M&R costs of precluding or repairing environmental damage and for environmental compliance.

Block 18l, Other Real Property—Total expenditures for M&R of paved areas (that is, walks, parking areas, curbs and gutters, fences, and so forth).

Block 18m, Exterior Utilities—Total expenditures for all utility distribution, collection, and service systems, including street lighting systems, beginning at the five-foot line and ending where the system joins a main or terminates.

Block 18n, Total M&R—Sum of blocks 18a through 18m.

Block 18o, Approved M&R Amount—Approved budget amount for M&R.

Block 19, Leasing—Total expenditures for the basic shelter rent of leased housing.

Block 20, Total O&M—Sum of blocks 17g, 18n, and 19.

Block 21, Approved O&M Amount—Approved budget amount for all O&M.

Block 22, Security/Force Protection—Data required by paragraph 2-19d(1)(e)1.

Block 23, Other

Figure 2-6. Sample DA Form 4939 –continued

Block 23a, UPH—Data required by paragraph 2-19d(1)(e)2.
Block 23b, OMA—Data required by paragraph 2-19d(1)(e)3.
Block 23c, Projects funded by AFH Construction Program (BP 6000000)—Data required by paragraph 2-19d(1)(e)4.
Block 23d, Total Other—Sum of blocks 23a through 23c.
Block 24, Grand Total—Sum of blocks 20, 22, and 23d.
Block 25, Installation Comments—Self-explanatory. Include comments identified by ‘NOTES’ and identification of any approved carry-over amounts and descriptions from previous years.
Block 26, Region Comments—Self-explanatory.
Block 27, HQDA Comments—Self-explanatory.
Block 28, Certification Statement
Block 28a, Certifier Name—Self-explanatory.
Block 28b, Signature—Self explanatory.
Block 28c, Title—Title of signatory. This should be the Housing Manager.
Block 28d, Date—Date actual signature was obtained.

Figure 2–6. Sample DA Form 4939 –continued

HIGH COST FOREIGN LEASE			
1. EFFECTIVE DATE 14 June 2004		2. LEASE NUMBER EURO162849934822	
3. QUARTERS ID CODE DIRCTRJS			
SECTION I - POSITION DATA			
4. POSITION NORMALLY ASSIGNED TO UNIT Director, Center for Joint Studies			5. NORMAL GRADE FOR POSITION SES 5
SECTION II - PRESENT INCUMBENT			
6. NAME Dr. John Lang		7. GRADE SES 5	8. SCHEDULED ARRIVAL DATE In country
9. DATE TOUR ENDS 30 Sep 2007	10. ORGANIZATION ASSIGNMENT Director, Center for Joint Studies	11. GENDER AND AGE OF DEPENDENTS (Except spouse) Female - 17 Male - 14	
SECTION III - COMPONENT LEASING UNIT			
12. DOD COMPONENT ARMY		13. EXECUTIVE AGENT (Instl/MACOM administering lease agreement) USAREUR/EURO	
14. REASON FOR LEASE (Check one)			
<input checked="" type="checkbox"/> a. SPECIAL COMMAND POSITION		<input type="checkbox"/> b. COUNTRY REQUIREMENT	
<input type="checkbox"/> d. UNDUE HARDSHIP (Explain in Item 36)		<input type="checkbox"/> c. ATTACHE SYSTEM	
<input type="checkbox"/> e. OTHER (Explain)			
SECTION IV - LEASE DATA			
15. ADDRESS (Include Apt. No., City, State, Country and 9-digit ZIP Code) Jederstrasse 28 82828 Nettplatz Germany		16. GROSS SQUARE FEET 3,330	17. NET SQUARE FEET 2,685
		18. NUMBER OF BEDROOMS 4	19. NUMBER OF FULL BATHS 2
		20. NUMBER OF HALF BATHS 1	21. LAND SQUARE FOOTAGE 9,720
22. UNIT TYPE (Check one) <input checked="" type="checkbox"/> a. DETACHED		<input type="checkbox"/> b. HIGH RISE	<input type="checkbox"/> c. DUPLEX, ETC.
23. DISTANCE FROM WORK SITE: a. MILES 7.3		b. MINUTES 25	
SECTION V - LEASE TERMS			
24. FROM (YYMMDD) 040614	25. TO (YYMMDD) 070914	26. OPTION TO RENEW No	27. OPTION TO CANCEL Yes
SECTION VI - ANNUAL COSTS			
28. BASIC RENT \$ 38,787	29. ESTIMATED UTILITIES \$ 4,015	30. ESTIMATED MAINTENANCE \$ 1,750	31. OTHER ANNUAL COSTS \$ 1,525
32. TOTAL ANNUAL COSTS \$ 46,077	33. ONE-TIME COSTS \$ 10,080		34. AUTOMATIC COST INCREASE \$ No
35. CURRENT LEASE CAP FOR COUNTRY IN ITEM 15			\$ 32,115
36. REMARKS #14e - No other suitable housing available. #33 - Initial make-ready costs.			

DD Form 2643, SEP 93 (EG)

Designed using Perform Pro, WHS/DIOR, Mar 98

Figure 2-7. Sample DD Form 2643 (EG)

2-20. Mobilization planning and relevant command relationships

This paragraph provides a general description of the procedures and the relevant command relationships and roles during mobilization. Specific housing policies relative to housing managers at installation and higher levels during mobilization are established in AR 420-1, chapter 3, section XVII.

a. Mobilization. Mobilizations may occur as responses to operational contingencies or national emergencies and may be classified selective, partial, full, or total.

b. The Army Mobilization and Operations Planning and Execution System. The Army Mobilization and Operations Planning and Execution System (AMOPES) is the planning instrument that is used by the Army to provide guidance to DA agencies and commands for the mobilization and deployment of Army forces. Housing management personnel are key players during mobilization and must be conversant with the Army mobilization process. AMOPES—

- (1) Provides guidance for transitioning the Army from peacetime to wartime.
- (2) Addresses priorities for time phased allocation of resources.
- (3) Discusses planning factors for forecasting or estimating requirements and availability of resources.
- (4) Provides assumptions necessary for planning purposes.

c. Decentralized personnel management concept. In May 1981, the Deputy Chief of Staff, G-1 (DCS, G-1) approved a decentralized personnel management concept for inclusion in AMOPES. This concept has impact on active Army personnel and their families and affects demand and utilization of housing assets. The concept includes—

- (1) Implementation of “stop movement” actions to stabilize the force.
- (2) Delegation of distribution authority to the lowest levels within First Army, Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) becoming primary managers in the distribution of personnel assets.
- (3) Implementation of the management by exception principle throughout the hierarchy in which higher headquarters deal with only those problems that cannot be resolved at a lower level.
- (4) Replacement of a peacetime, by name, assignment system, with bulk military personnel levy procedures.
- (5) Initiation of wartime priorities.

d. Command and agency relationships.

(1) *RC mobilization structure.* Although the basic command structure remains the same for the active force, there are some major adjustments and an increase in housing management workload with the mobilization of RC units which should be understood by housing management personnel at all levels.

(a) U.S. Army Reserve Command (USARC).

1. During peacetime, the USARC is a DRU that reports to the Army Chief of Staff. The USARC has command and control responsibilities for all USAR units assigned to FORSCOM. The USARC accomplishes its mission through its subordinate Regional Readiness Support Commands (RRSCs) and General Officer Commands (GOCOMs).

2. The mobilization mission for the USARC is—

a. For Presidential Reserve Callup, Partial Mobilization, or Full Mobilization USARC prepares and cross-levels alerted USAR units until transferred to First Army for training and validation for deployment, in accordance with DA mobilization orders.

b. For Total Mobilization USARC organizes, documents, and prepares additional units, as identified by FORSCOM, to fulfill combatant, command, or service support requirements, using remaining or residual USAR resources as required. On order, USARC transfers command of these units to First Army for training and validation for deployment.

(b) USAR units. During peacetime, USAR units are controlled by RRSCs or separate GOCOMs. The separate GOCOMs normally report to a major USAR command (MUSARC) or RRSC. MUSARCs and Regional Readiness Commands (RRCs) report to the USARC which in turn reports to FORSCOM. Upon mobilization, USAR units command lines are as follows:

1. FORSCOM units. FORSCOM units remain under the First Army/MUSARC/RRC chain from their effective mobilization date until their arrival at the mobilization station (MS). Upon arrival at the mobilization station (MS), command passes to the designated parent organization.

2. Units scheduled for assignment to other ACOMs, ASCCs, or DRUs. First Army transfers units to designated ACOMs, ASCCs, or DRUs on the unit's M-Date at home station but maintains operational control (OPCON) until the unit arrives at the mobilization station/site.

(c) ARNG units. During peacetime, and during the alert period after M-Day but before a unit's M-Date, ARNG units are commanded by the State Adjutant General who reports to the State Governor. The National Guard Bureau (NGB) is the coordinating (not commanding) headquarters of the state programs. ARNG units, on their M-Date, come under the command of mobilized State Area Command (STARC) and First Army until the units report to the MS. At that point, the units come under the control of their appropriate ACOM, ASCC, or DRU.

(d) Mobilization Station (MS).

1. In peacetime, the MS plans and prepares to receive and access RC units and personnel into the Active Army. This includes planning for the use of late or non-deploying units and coordinating MS arrival dates.

2. During mobilization, the MS accesses the RC unit into the Active Army on the RC unit's M-Date or as soon thereafter as coordination can be made with the unit to verify personnel data. The MS can coordinate with the First Army to bring RC units to the installation earlier or later than planned to support necessary cross-leveling and to perform installation support functions.

(2) *ACOMs, ASCCs, and DRUs.* Each DA subordinate command having mobilization responsibilities prepares supporting mobilization plans and programs that are developed in consonance with the guidance contained in DA mobilization directives and programs. In a mobilization environment, ACOMs, ASCCs, and DRUs supplement and distribute guidance from HQDA. As in peacetime, ACOMs, ASCCs, and DRUs, in carrying out their mobilization responsibilities, allow IMCOM to accomplish its housing functions.

(a) FORSCOM serves as the DA responsible official for mobilization of RC units. Major responsibilities center on command of USAR Troop Program Units (TPUs), unit readiness, execution of mobilization directives, and deployment of both Active Army and RC units.

(b) U.S. Army Training and Doctrine Command (TRADOC) responsibilities focus on individual training and training base expansion to include use of USAR training divisions and separate brigades, reception stations, schools, and establishment of replacement centers in the continental United States (CONUS).

(c) U.S. Army Materiel Command (AMC) responsibilities focus on development of a detailed industrial expansion plan.

(d) ASCCs' and DRUs' mobilization responsibilities are in accordance with specific assigned responsibilities (for example, Military Surface Deployment and Distribution Command (SDDC) assumes the responsibility for movement of personnel who are designated as fillers and replacements from the origin to the port of embarkation; USACE develops and maintains mobilization facilities design criteria and serves as a construction agent for mobilization facilities).

(3) Agencies.

(a) The NGB is the Federal instrumentality responsible for the administration of the National Guard (NG). The NGB participates, with the Army and Air Force staffs, in the development and coordination of all programs pertaining to or affecting the NG. The NGB is the designated channel of communications between the Departments of the Army, Air Force, and the States, participating with and assisting the States in the organization, maintenance, and operation of NG units. The NGB does not have command authority.

(b) U.S. Army Human Resources Command (HRC), as a field operating agency (FOA) of the office of the DCS, G-1, provides the corporate structure which enables efficient and effective management of active Army and Army Reserve Soldiers worldwide. HRC integrates and coordinates military personnel systems to develop and optimize utilization of the Army's human resources in peace and in war. HRC performs all personnel management functions for the distribution, development, retention, and transition of active Army Soldiers; Mobilized Reserve Component Soldiers and those on extended tours of active duty and temporary tours of active duty; and retired Soldiers recalled to active duty.

(c) Family, Morale, Welfare, and Recreation Command (FMWRC), a major subordinate command of IMCOM, is responsible for the development and coordination of all Army operated community and Family services. These include such areas as Army lodging; Army Community Service; Red Cross; Army Emergency Relief; Family orientation, assistance, and sponsorship; and morale, welfare, and recreation (MWR) activities.

Section III

Facilities Management

2-21. Construction design and adequacy standards

In the housing arena, there are two basic types of standards that must be considered: construction design standards and adequacy standards. Although interrelated, these standards have different purposes and are therefore separate. Construction design standards pertain to the design and construction of facilities, tend to focus on maximum allowances, and are operative before acceptance and occupancy of the constructed facility. Adequacy standards are concerned with minimum acceptable condition relative to the intended use and apply after occupancy of the facility.

a. Construction design standards.

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

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

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

(4) Construction design standards are set forth in technical instructions (TIs), design guides (DGs), and Army standard design packages.

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

2-22. Family Housing construction

a. Construction program. The AFH construction program consists of two broad categories of construction. The construction of new and replacement Family Housing facilities is accomplished under the New Construction Program. The construction improvement (renovation) of existing Family Housing facilities is done through the Post Acquisition Construction Program.

b. Programming benchmarks for sizing AFH new construction. The military services jointly developed a set of programming guidelines for the sizing of military Family Housing new construction. Table 2-8 summarizes these tri-service sizing benchmarks by pay grade and number of bedrooms.

Table 2-8
Tri-Service sizing benchmarks for Army Family Housing new construction

Pay grade	Number of bedrooms	Gross floor area (Square feet/square meters)
General/flag officer (O-7 and above)	4	3330 / 310
Senior officer (O-6)	4	2520 / 234
Field grade officers (O-4 & O-5), warrant officers (WO4 & WO5), and senior Non-Commissioned Officer (NCO) (E-9)	4 3	2310 / 215 2020 / 188
Company grade officers (O-1 through O-3), warrant officers (WO1 through WO3), and senior NCOs (E-7 & E-8)	5 4 3 2	2510 / 234 2150 / 200 1860 / 173 1490 / 139
Junior NCOs (E-5 & E-6) and private (E-1) through corporal/specialist (E-4)	5 4 3 2	2300 / 214 1950 / 181 1630 / 152 1340 / 125

Notes:

¹ The applicable maximum floor area may be increased by 10 percent for the DU of a general or flag officer holding a special command position, for a garrison commander, and for the senior NCO at a military installation. Where there are more than 7,500 heating degree days annually at the installation, the applicable maximum gross floor area may be increased by up to 300 SF (28 SM) for 5-bedroom units, 250 SF (23 SM) for 4-bedroom units, 200 SF (19 SM) for 3-bedroom units, and 150 SF (14 SM) for 2-bedroom units to provide an additional indoor activity room.

² IMCOM Region Directors in foreign areas may waive the benchmarks for foreign leases if there are no alternative DUs.

³ Benchmarks do not apply to DUs in foreign countries constructed or acquired by the Secretary of State for occupancy by members of the armed forces.

⁴ Although 2-bedroom units are identified in the table, current Army policy is to construct only 3-bedroom and larger units where new construction is warranted. This policy does not deem existing 2-bedroom units inadequate nor does it change existing policies on housing assignment (see AR 420-1, para 3-14c) and adequacy standards (see AR 420-1, para 3-22a)).

⁵ Refer to glossary for definition and further clarification of gross floor area.

c. Post acquisition (or improvement) construction (Budget Program 60000000).

(1) Program coverage.

(a) This program encompasses all improvement projects. It consists of whole neighborhood revitalization projects (including supporting infrastructure) and individual projects for modernization, alteration, additions, expansions, extensions, and Energy Conservation Investment Program (ECIP) that are not categorized as new construction. It does not include work within the cost limitations for incidental improvements under the Family Housing O&M program.

(b) Although generically the same, improvement projects are divided into two groups based on their primary objectives. Those projects that improve livability are classified as improvement projects (see para (2) below); those projects that improve energy conservation are classified as ECIP projects (see AR 420-1, paragraph 3-80c(4)). In either case, the total requirement should be addressed. The entire construction improvement need should be programmed whether or not it exceeds the thresholds identified in AR 420-1, paragraph 3-12.

(2) Improvement projects. (For a discussion of ECIP projects, see AR 420-1, paragraph 3-80c(4).)

(a) Improvement projects include extensive renovation, expansion, and/or major M&R, and should address entire neighborhoods rather than individual DUs.

1. Whole house revitalization projects should address the comprehensive (“whole house”) requirements of a DU and its other real property (ORP) ancillary facilities. This “whole house” concept integrates M&R with improvements and/or ECIP projects (see AR 420–1, paragraph 3–80c(4)) to address the total requirements of a DU at one time. Completion of a revitalization project will extend the life of a DU.

2. Insofar as is reasonably possible, whole house revitalization projects that result in a DU size change may approximate the programming benchmarks for sizing AFH new construction set forth in table 2–8.

3. Whole neighborhood revitalization projects encompass the “neighborhood”, that is, the DUs, supporting infrastructure and recreational facilities, community centers, and energy conservation upgrades to reduce energy costs.

(b) Line Item Improvement Program (LIIP) projects address specific components of a DU (for example, air-conditioning or kitchens) or of an area serving a DU (for example, master utility metering, parking expansion). They are “nonwhole house” projects, which may incidentally address deficiencies in either design criteria or established living standards that have evolved since the DU was constructed or last improved. Unless strongly justified as an exception (for example, remainder of DUs and/or their components meet current standards), LIIP work should be included in a revitalization project.

(c) Maintenance, repair, and improvement activities require use of the same building and construction trades. Effective use of resources warrants that all work on a DU must be done concurrently if possible. This tends to accelerate progress and reduce time the DU is out of service or at a reduced service level. Therefore, to the maximum extent possible, this type of work must be accomplished as part of a revitalization project.

(d) If the scope of a project needs to be curtailed due to insufficient funding, DUs should be deferred as the first priority, then site-related items and associated real property amenities, rather than deleting structural components, quality of construction, or required improvements.

2–23. Unaccompanied personnel housing construction criteria

The USACE maintains up-to-date construction criteria for each type of UPH. For current construction requirements for each type of UPH, contact the appropriate USACE Centers of Standardization (COS) indicated in table 2–9 below.

Table 2–9
Centers of Standardization for unaccompanied personnel housing construction criteria

Type UPH	CATCD	Army Corps of Engineers Center of Standardization	Address
Enlisted UPH	72111	Fort Worth District	CESWF Center of Standardization 818 Taylor Street Fort Worth, TX 76102
Transient UPH, Advanced Individual Trainees	72121		
Transient UPH, Advanced Skills Trainees	72122		
Trainee Barracks	72181		
Enlisted Barracks, Transient Training	72114	Louisville District	CELRL Center of Standardization 600 Martin Luther King Place Louisville, KY 40202
Enlisted Barracks, Mobilization	72115		
UPH, Senior NCO	72170	Honolulu District	CEPOH Center of Standardization Building 230 Fort Shafter, HI 96858–5440
Unaccompanied Officers Quarters, Military	72410		

2-24. Housing construction programming, designing, and execution monitoring procedures

a. Programming and designing procedures.

(1) HQDA (DAIM-IS) provides construction programming and funding level guidance through Army programming guidance and/or Engineer MILCON guidance, and Program and Budget Guidance (PBG). This guidance includes Family Housing and UPH.

(2) Installations prepare their prioritized construction project lists and forward them to the IMCOM using the Programming Administration and Execution System (PAX) automated system.

(3) The IMCOM consolidates and prioritizes subordinate Regions' construction project lists and forward them to HQDA. There are two sets of lists—one for AFH construction projects and one for MCA projects. These lists comprise the future years programs (FYPs). The FYPs are derived from the Capital Investment Strategy of the installation Real Property Master Plans (RPMs) and cover the 6-year Program Objective Memorandum (POM) period. (See AR 210-20.) The FYP identifies specific projects in the first two years and, except for new mission projects and incrementally funded projects, investment streams (budget wedges) for major facility categories in the last four years. The FYP is submitted biennially and updated at least annually and as required on an exception basis.

(4) HQDA merges the FYPs submitted by the field into a single list which is prioritized by the DCS, G-3/5/7 and approved by Army leadership. This list then becomes the Army's segment of the DOD's Future Years Defense Program (FYDP).

(5) After the program lists have been developed and submitted, project program documents are submitted. The primary document for programming construction projects is the DD Form 1391 (FY ____ Military Construction Project Data). Project documentation, supporting documentation, and DD Form 1391 for AFH construction and MCA projects are submitted electronically using the DD Form 1391 Processor System, a PAX subsystem. Project documentation includes a life-cycle net present value economic cost analysis as specified in AR 420-1, paragraph 3-111. These analyses must be available to OSD during the budget review when requested.

(a) The IMCOM must conduct a project review to ensure that requirements are valid; conform to current objectives, policies, and procedures; and that approved project sitings are consistent with the IMCOM-approved installation RPMP. The IMCOM Engineer certifies that all planning and related coordinations have been accomplished on all budget year projects and that the IMCOM has obtained the design agent's certification described in paragraph (b) below.

(b) A USACE subordinate command reviews project documentation submitted through the IMCOM Regions for compliance with prescribed standards and criteria and cost engineering requirements. Upon completion of the technical review indicating that sufficient documentation is available to start design, USACE certification is provided.

(c) The U.S. Army Information System Engineering Command-Fort Detrick Engineering Directorate (USAISEC-FDED) reviews user provided information systems requirements and cost estimates for technical adequacy and will certify projects to the IMCOM upon completion of the review.

(d) As an alternative to the certification process described in paragraphs (a) through (c) above, a planning charrette may be conducted to develop the DD Form 1391 documentation package. This package will include all necessary certifications/validations for programming the project.

(6) After a project's planning and documentation is complete and certified, the IMCOM submits the project documentation, supporting documentation, and DD Form 1391 to HQDA for project review. Because Congress has mandated accomplishment of a reasonable amount of design on projects before submitting a budget request, a complete DD Form 1391 is submitted by the IMCOM to HQDA (DAIM-IS) in order to allow lead time for planning and design. This is done by 1 February, three years prior to the Army's budget submittal (for example, not later than 1 February 2005 for the fiscal year (FY) 2008 budget). HQDA (DAIM-IS) uses this lead time to convene the HQDA MILCON integrated planning team (IPT) and obtain design release. A reasonable amount of design is required not later than the summer prior to the President's budget submission in January.

(7) Concurrent with receipt of the DD Form 1391 by HQDA and Headquarters, USACE, reviews of each project are initiated. Reviewers by project type are:

(a) AFH construction—

1. HQDA (DAIM-ISH) reviews scope, economic analysis, and design.
2. USACE (CECW-EI) reviews cost estimates.

(b) MCA—

1. USACE (CEMP) reviews scope, costs, and special design requirements. This review complements the technical review done by the pertinent USACE division/district.
2. USACE (CECW-EI) reviews cost estimates and economic analyses.
3. Specific instructions for completing the DD Form 1391 on the automated DD Form 1391 Processor System, to include the standardized Tabs for detailed project supporting data, are contained in DA Pam 415-15.

b. Procedures for monitoring project status.

(1) Within the PAX system is a subsystem called the Construction Appropriation Programming, Control, and Execution System (CAPCES). It supports the planning, programming, budgeting, and execution of Army construction

programs. It provides a mechanism for program management and project tracking by offering a large, comprehensive yet manageable database from which any number of menu-driven or user-designed reports can be generated.

(2) During the life cycle of a construction project, CAPCES may be monitored to ascertain the status of any project at any time. (The housing manager should have access to CAPCES in his or her office or through the DPW master planning office.) CAPCES highlights projects that are delayed in the system, identifying a general reason for the slowdown and where it is occurring. This information will help to clear projects whose progress in the system has been slowed and will facilitate project approval.

2-25. Changing facility use allocation

a. General. The 3- and 5-digit category codes (listed in DA Pam 415-28) describe functional uses of facilities. For example, the 3-digit category code (CATCD) "711" identifies a facility as a Family Housing DU. The 5-digit code "71115" further identifies a Family Housing DU designated for senior noncommissioned officers (NCOs). The CATCD "72X" (where 'X' represents an appropriate third digit for the 3-digit CATCD) applies to UPH and is expanded to "72111" for enlisted UPH(PP), and "72410" for officer UPH(PP). Functional designations are nominally considered to be permanently assigned, but they may be changed to meet changing requirements. Policy concerning changes in functional use of housing assets, such as conversions and diversions must be approved by HQDA (DAIM-ISH) as prescribed in AR 420-1, paragraph 3-27.

b. Types of changes.

(1) *Temporary.* Real property records must be annotated to reflect a temporary change, and the annotation must include the current use CATCD and the start and end dates of the temporary change. There are two types of temporary changes:

(a) Reallocation.

1. Applies only to Family Housing.
2. Occurs when there is a temporary redistribution of a Family Housing asset from one grade category to another.
3. Changes the last 2 digits in the 5-digit CATCD.

(b) Diversion.

1. Applies to both Family Housing and UPH.
2. Occurs when the basic functional use (3-digit CATCD) of any housing asset is temporarily shifted to another basic functional use (3-digit CATCD).
3. Also occurs when a UPH asset is temporarily changed to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5-digit CATCD.

(2) *Permanent.* There are two types of permanent changes:

(a) Redesignation.

1. Applies only to Family Housing.
2. Occurs when there is a permanent redistribution of a Family Housing asset from one grade category to another.
3. Changes the last 2 digits in the 5-digit CATCD.

(b) Conversion.

1. Applies to both Family Housing and UPH.
2. Occurs when the basic functional use (3-digit CATCD) of any housing asset is permanently changed to another basic functional use (3-digit CATCD).
3. Also occurs when a UPH asset is permanently changed to another UPH use within the basic functional use, that is, it changes the last 2 digits in the 5-digit CATCD.

4. Requires a change to the design CATCD in real property inventory records.

c. Preparation of requests for approval of diversion, conversion, and disposal of Family Housing.

(1) Family Housing.

(a) Requests for approval of diversion of Family Housing to another use will include the following:

1. Total number of units proposed for diversion.
2. Building and unit number(s).
3. Living space (net square footage per DU).
4. Bedroom composition.
5. Current and proposed real property CATCD.
6. Date constructed.
7. Whether adequate or substandard.
8. Current designation by grade category and current occupancy.
9. Total Family Housing assets and requirements.
10. Number on waiting lists by grade and bedroom requirement.
11. Waiting periods by grade and bedroom requirements.

12. Statement that the unit is, or is not, located in a thematic district or designated as an historic site or a nominee for either.

13. Health, environment, and safety factors, if applicable.

14. For encumbered housing, the FHA number of mortgage document.

15. Account to be charged for O&M costs.

16. Justification for intended use (including CATCD).

17. Impact on meeting housing needs.

18. Duration of diversion.

19. An analysis of impact on the installation lodging fund whenever the change in functional use is from Family Housing to Army lodging.

(b) Requests for approval for conversion of Family Housing to another use will include the information required in paragraphs (a)1 through 19 above (as appropriate) and the following:

1. Cost of conversion and account to be charged.

2. Cost of O&M for the proposed facility.

(c) Requests for approval of disposal of Family Housing will include the information identified in paragraph (a)1 through 17 and the following:

1. Proposed method of disposal.

2. Cost and type of construction.

3. O&M costs, if a factor in the disposal request.

(2) *Unaccompanied personnel housing (UPH)*.

(a) Requests for approval of diversion of UPH assets to another use will include the following:

1. Total number of UPH spaces diverted. For barracks, indicate how many square feet/square meters per person were used in calculating spaces.

2. Building number(s) and number of spaces in each building.

3. UPH assets and requirements.

4. Number of personnel housed in substandard facilities.

5. Number of personnel relocated as a result of the diversion and types of facilities to which they would be relocated.

6. Number of personnel in the grade of sergeant (E-5) and below residing off post and drawing BAH at the “without dependent” rate.

7. Alternatives that have been considered and reason for rejection.

8. Duration of diversion.

9. Plans for returning spaces to intended use.

(b) Requests for approval for conversion of adequate UPH or substandard UPH (upgradable) will include the following:

1. Number of UPH spaces converted. For barracks, indicate how many square feet/square meters per person were used in calculating spaces.

2. UPH assets and requirements.

3. Number of personnel in the grade of sergeant (E-5) and below residing off post and drawing BAH at the “without dependent” rate.

4. CATCD, building number, number of spaces in each building, and year of construction of facility being converted.

5. CATCD of facility to which converted.

6. If building is currently in a diverted status, duration of diversion.

7. Justification as to why other installations assets cannot be used to meet the requirement.

8. Affect of the conversion on the installation construction program.

9. If facility to be converted is upgradeable and there is a UPH requirement, cost comparison of rehabilitation to meet current standards of UPH versus conversion.

10. Estimated cost of new construction to provide required facilities.

11. Where the proposed conversion is to non-UPH use, installation certification that single Soldiers (in the grade of sergeant (E-5) and below) are not living off post and receiving a housing allowance and that all single Soldiers (in the grade of sergeant (E-5) and below) are housed in adequate facilities.

2–26. Operation and maintenance

a. *Work authorization.*

(1) Maintenance and repair work may be authorized for accomplishment once it is approved. See AR 420–1, paragraph 3–12 for Family Housing approval authorities and AR 420–1, chapter 2 for OMA-funded facilities such as UPH.

(2) Maintenance and repair work is done when a work order is issued. A work order is categorized as a service order (SO) or as an individual job order (IJO).

(a) *SOs.* The SOs cover small jobs beyond the scope of self-help (para c below).

1. The nature of an SO is such that its accomplishment cannot be delayed until a scheduled maintenance visit.
2. SOs are issued for work requested by telephone, in person, or in writing. SO work is limited to a total of 40 man hours of labor. SOs may not be used for AFH incidental improvements unless there is a system in place to accumulate the costs per DU per FY.

3. Service Orders are prioritized as emergency, urgent, or routine. Emergency SOs take priority over all other SOs. Urgent and routine SOs are normally accomplished on a first-come/first-served basis within their own category. Installations are required to have a formal priority system for SO accomplishment. (See AR 420-1, para 3-55 for requirements and instructions for the establishment of a formal priority system for the accomplishment of real property SO type maintenance work.)

4. When a follow-up visit is required to correct an unsatisfactorily performed SO (call back), it will be charged to the same SO.

(b) *Individual job orders.* IJOs are used for—

1. All preventive maintenance work that exceeds the scope of an SO and/or requires maximum control of manpower or other resources.

2. All AFH incidental improvements regardless of cost except as noted in paragraph (a)2 above.

b. *Work classification.*

(1) Classifying work as maintenance, repair, or construction is an essential step in developing a project. Once the project has been defined, the approval authority can be identified and statutory and regulatory requirements can be met (see AR 420-1, chap 2 and DA Pam 420-11 for project definition and classification).

(2) There is not necessarily a direct one-on-one relationship between a project and a contract to execute that project. A single contract may embrace one or more projects in its scope. Conversely, a single project may be split among several contracts. Interdependent projects are combined into one project for approval purposes. Interrelated projects may be approved individually.

(3) Projects are developed to show the full scope of work without circumventing the prescribed approval levels. A memorandum for record stating the rationale behind the determination of work classification and project scope is recommended for inclusion in the project file.

c. *Installation self-help program guidance.* If an installation establishes a self-help program as provided for in AR 420-1, paragraph 3-44, the program should require residents to perform certain basic self-help tasks and should provide the opportunity for residents to perform limited improvements on their housing units and associated grounds.

(1) For requirements and restrictions applicable to self-help programs, see AR 420-1, paragraphs 3-44 and 5-33.

(2) Self-help improvement projects should conform to the following conditions:

(a) Work should be on a voluntary basis resulting in an improved quality-of-life for the resident.

(b) Both functionality and aesthetics should be considered in project development.

(3) Table 2-10 below provides a list of basic self-help tasks that can and should be performed by Family Housing residents if a self-help program is established.

(4) The following should be incorporated into an installation-level self-help program:

(a) Ensure that resident self-help tasks are not routinely done by in-house or contract employees except in unusual circumstances.

(b) Screen service calls from residents to eliminate self-help tasks.

(c) Provide appropriate training for participants in this program including self-help coordinators and inspectors.

Table 2-10
Family Housing self-help task list

Functional Area	Task
Housekeeping	<ol style="list-style-type: none">1. Clean and polish wood furnishings and woodwork.2. Clean upholstery, drapery, and window shades.3. Clean floors, walls, ceilings, and windows.4. Clean lighting fixtures (wash globes and lens covers, clean out bugs).5. Clean small appliances.6. Clean and defrost refrigerator.7. Clean electric range (keep free of grease and food drippings).8. Clean gas range.9. Clean and unjam garbage disposal.10. Clean exterior of dishwasher.

Table 2–10
Family Housing self-help task list—Continued

Functional Area	Task
Carpentry	<ol style="list-style-type: none"> 1. Minor repair of wood fences and exterior storage (repair damaged rails, shore up loose posts, lift sagging gates). 2. Reset finishing nails. 3. Refasten coathooks, clothes poles, closet shelves. 4. Tighten/replace builders hardware. 5. Lubricate locks and hardware. 6. Replace door stops. 7. Replace caulking around doors and windows. 8. Repair small holes in door and window screens. 9. Remove/rehang, clean, and store door screens and window screens. 10. Repair/replace window shades and brackets. 11. Replace curtain rod and accessories. 12. Hang pictures and mirrors. 13. Replace clothesline. 14. Replace/adjust kitchen and bathroom hardware (install/tighten paper holders, soap dishes). 15. Adjust drawers (sand or lubricate sticking edges). 16. Patch small holes in wallboard or plaster. 17. Unjam windows (unstick windows due to dried paint or dirt). 18. Minor repair of Government-furnished furniture (glue loose joints, tighten hardware). 19. Replace storm door closer and crash chain. 20. Repair screen doors. 21. Replace mail box. 22. Replace mechanical door chime. 23. Repair kitchen cabinets. 24. Replace house numbers.
Painting	Spot painting.
Electrical	<ol style="list-style-type: none"> 1. Replace broken globes. 2. Replace starters. 3. Replace blown fuses, reset tripped circuit breakers. 4. Replace cracked/broken switch plates and receptacle plates. 5. Replace ceiling fixture bulbs.
Plumbing	<ol style="list-style-type: none"> 1. Shut off critical valves, when necessary. 2. Unclog drains and toilets. 3. Repair leaky faucets; replace faucet handles. 4. Repair/replace shower heads. 5. Tighten/replace toilet seat. 6. Replace tank lid. 7. Correct running toilet (flush ball, float ball). 8. Adjust water level in toilet tank. 9. Replace lift wires. 10. Replace trip lever. 11. Replace lift wire guide. 12. Replace stopper and strainer. 13. Replace and clean faucet aerator. 14. Caulk around tub and tile. 15. Perform first aid for leaky pipes. 16. Dismantle trap under sink to unclog. 17. Install insulating blankets on hot water heater. 18. Bleed radiator.
Gas	<ol style="list-style-type: none"> 1. Identify and report suspected gas leaks. 2. Relight pilot lights. 3. Clean and replace air filters. 4. Maintain furnace area (keep area free of debris and clutter). 5. Lubricate heating equipment. 6. Clean/lubricate identified components of ventilation systems. 7. Remove radiator covers to clean convectors. 8. Conserve utilities. 9. Install/replace weatherstripping.
Appliances	<ol style="list-style-type: none"> 1. Clean/replace filters in kitchen exhaust. 2. Replace light bulbs in appliances.

Table 2–10
Family Housing self-help task list—Continued

Functional Area	Task
Grounds maintenance	<ol style="list-style-type: none"> 1. Water, mow, edge, seed, fertilize, and rake lawns. 2. Minor pruning of trees, shrubs, and vines. 3. Clean and maintain yard. 4. Maintain splash blocks (keep in proper position under downspout). 5. Clean gutters and downspouts (when not hazardous). 6. Fill ruts and eroded areas.
Paved and stabilized areas	<ol style="list-style-type: none"> 1. Clean walks, patios, steps, and platforms. 2. Clean oil and grease from pavements. 3. Rake gravel. 4. Remove snow and ice.
Pest control	<ol style="list-style-type: none"> 1. Keep all food areas clean. 2. Keep trash containers clean and tightly covered. 3. Keep screens in good repair. 4. Store wool goods in moth proof containers. 5. Use mouse, roach, ant traps safely and properly. 6. Use authorized pesticides carefully and properly.
Trash and refuse disposal	<ol style="list-style-type: none"> 1. Place all refuse in refuse containers/separate recyclables. 2. Wrap all wet, odorous garbage. 3. Maintain cans, covers, and collection points. 4. Keep access to refuse containers clear.
Security	Install surface-mounted locks on doors and windows.
Fire protection	Replace batteries for smoke detectors, where applicable.
Miscellaneous	Move or store heavy articles.

2–27. Family Housing restoration project approval request

Figure 2–8 presents a suggested format for a Family Housing DU restoration project approval request. Users should adjust the format to correspond to their individual requirements. Use only those stub entries in figure 2–8 which accommodate the specific requirements of the DU project.

***SUGGESTED FORMAT FOR AN APPROVAL REQUEST
TO RESTORE A DAMAGED DWELLING UNIT***

Installation:

Project Title:

1. Description of Dwelling Unit (DU):
2.
 - a. DU address:
 - b. Date DU constructed:
 - c. For fire damaged DU only:
 - (1) Indicate whether there were hardwired smoke detectors in the DU. If so, indicate there location.
 - (2) Indicate whether they activated to warn the occupants of the fire.
 - (3) Indicate whether the smoke detectors were interconnected so that when sounded an alarm, they all sounded alarms.
5. Extent of Damage (if more than one DU damaged, describe each):
6. Scope of Work (major job elements) for each DU:
7. Cost of Repairs (show breakdown of funded cost by major components for each DU even if less than \$20,000):

ITEM OF WORK	QTY	U/M	U/C	TOTAL
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SUBTOTAL

Contingency 5%

TOTAL

Supervision and Administration 5.7% (CONUS) / 6.5% (OCONUS)

TOTAL Project Cost:

8. Replacement Cost (use Tri-Service Cost Model):
[authorized size in SF x cost/SF x area cost factor (ACF) x project size x unit size = DU Cost]
9. Space Utilization:
 - a. Results of latest housing requirements survey shows:
 - (1) Current deficit/surplus - Number of DUs:
 - (2) Long Range deficit/surplus - Number of DUs:
 - b. Average number on waiting list for this type of DU:
 - c. Impact if repairs are not accomplished:
10. Environmental Assessment:
 - a. Summary:

Figure 2-8. Suggested format for a request for approval of a restoration project

b. Indicate if asbestos/lead-based paint was in the DU. (If yes, explain what has been or is being done to preclude hazardous exposure.):

11. State if negligence or abuse is suspected. If yes, state whether action under 10 USC 2775 has been initiated to recover costs and what type of action. Also, indicate if a Report of Survey was completed and if so show the date and result of the survey

Figure 2–8. Suggested format for a request for approval of a restoration project—Continued

2–28. Priority system for service order maintenance

a. Recommended additional information for installation priority systems for the accomplishment of minor maintenance. In addition to the required content for formal priority systems for accomplishment of minor maintenance (AR 420–1, para 3–55), installations should consider including the following:

- (1) Target response time for correction of unsatisfactory work accomplishment.
- (2) Description, frequency, and scheduling of preventive maintenance work.
- (3) Customer feedback procedures.
- (4) Appointment procedures to include notification to the resident that failure to meet a scheduled appointment may result in a charge to them.
- (5) List of typical work requests often received that are the responsibility of some office other than the DPW or equivalent office.

b. Example policy statement. Figure 2–9 provides an example that installations may use as a general guide for preparing a policy statement for a priority system for service order maintenance.

SAMPLE WORK PRIORITY POLICY

1. Purpose. The purpose of this policy is to promote better understanding between the Directorate of Public Works (DPW)/housing manager and the customer by explaining detailed procedures and priorities for DPW accomplishment of minor maintenance work.
2. Application. In general, this policy applies to small scale maintenance and repair work accomplished on Government-owned/leased facilities and equipment. This type work is generally referred to as a service order (SO) and is limited to a total of 40 man-hours of labor.
3. Service Order Initiation. SOs may be initiated by calling or visiting our work reception desk at Bldg. No. 1401, telephone 828-3028, during normal duty hours or Bldg. No. 210, telephone 828-3016, during non-duty hours.
4. Service Order Priorities. Appropriate consideration will be afforded the maintenance and repair requirements of persons enrolled in the Exceptional Family Member Program (EFMP). Service orders will be accomplished based upon the following priority system:
 - a. Emergency. Emergency work takes priority over all other work and requires immediate action including overtime or diverting craftsmen from other jobs, if necessary, to cover the emergency. Usually work will be classified as emergency when it consists of correcting failures/problems which constitute an immediate danger to life, health, mission, security, or property. Examples include, overflowing drains, broken water or steam pipes, gas leaks, major utilities services failures, broken electrical components which may cause fire or shock, stopped up commodes (when only one available for use), and accidental lock-ins of small children. Normal response time to emergency work is within one hour. Once started, work will continue until completed.
 - b. Urgent. Urgent work is required to correct a condition which could become an emergency, could seriously affect moral, or has command emphasis. Examples include, heating and warm water supply outages, air-conditioning failures, or functional failure of ranges or refrigerators. As a general rule, we will make every effort to accomplish all urgent work within at least 2 working days of receipt of the request. However, actual response time for urgent work may vary from 2 hours to 5 calendar days depending upon availability of craftsmen, relative urgency, and time of request (that is, weekend, nighttime, duty hours, and so forth). Once started, urgent work will continue until complete. Some common type urgent SO and our target times for response to them are as follows:
 - (1) Heating outage - midwinter - 2 hours.
 - (2) Lock-in/lock-out due to defective lock (not due to negligence) - 3 hours.
 - (3) Complete water supply outage to a housing unit or barracks - 2 hours.

Figure 2-9. Sample work priority policy

-
- (4) Inoperable commercial freezer - 3 hours.
 - (5) Inoperable domestic refrigerator - 16 hours.
 - (6) Inoperable domestic range - 24 hours.
 - (7) Inoperable commercial range/oven - 3 hours.
 - (8) Warm water supply outage to a housing unit or barracks - 8 hours.
 - (9) Air-conditioning outage (domestic) - midsummer - 36 hours.
 - (10) Inoperable commode where other operable commodes exist - 5 days.
 - (11) Broken or defective windows/doors that compromise security - 2 days.

c. Routine. Routine work does not meet the categories of emergency or urgent. This category covers work which, if not accomplished, would only continue an inconvenience or unsightly condition. Work in this category will normally be accomplished on a first-come first-served basis. Every effort will be made to respond to and complete routine SOs within 30 days. As an exception, however, minor SOs requiring less than approximately 4 man-hours which cannot be logically deferred until the next preventive maintenance (PM) visit (see para 6 below) and pertain to housing, dining, barracks, or operational facilities, will be accomplished within 5 working days, when possible.

5. Unsatisfactory Work Accomplishment. SOs that have been unsatisfactorily completed shall be redone correctly within 5 days of notification of the requirement.

6. Preventive Maintenance. PM is the systemic care, servicing, and inspection of equipment, utility systems, building and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor maintenance. A PM team will visit your facility/housing every 90 days to perform PM work. During the PM visit, the team may also accomplish minor SOs previously requested. You will be advised of the exact date of a PM visit through publication in the daily bulletin. In addition, housing residents will be advised of PM visits through information fliers. Should the scheduled PM visit pose difficulties, call telephone 828-3203 and other arrangements can be made. Any work identified by the PM team as a deficiency but beyond its capabilities will be reported by the PM team to the DPW work reception office for accomplishment.

7. Work Evaluation. The DPW reviews the performance of SO work accomplished through random sampling techniques. In addition, customers are encouraged to contact our quality assurance branch at telephone 828-3858 to express their satisfaction/dissatisfaction with work accomplished. Housing residence will receive a questionnaire to answer voluntarily every time they are visited for SO or PM work. A

Figure 2-9. Sample work priority policy—Continued

franked, DPW addressed envelope will accompany the questionnaire to allow for easy return mail.

8. Appointment Procedures (Housing Residence Only). Normally, visits to accomplish SO work (excluding emergencies and “very” urgent SOs) will be prearranged with the requestor. Prearrangement will be limited to half day timeframes, that is, 0800-1200 or 1200-1600. Failure by a resident to meet a scheduled appointment may result in a charge to them.

9. Non-DPW Work. The DPW frequently receives request to accomplish work outside its responsibility. The follow is a list of the most common request received of this type.

Request	Responsible Office	Phone
Cut vehicle keys	Directorate of Logistics	828-3759
Repair furniture (excluding housing)	Directorate of Logistics	828-2684
Telephone repair	Directorate of Information Management	828-1580
TV antenna/cable/reception problem	Directorate of Information Management	828-3229
Personal name signs	Directorate of Contracting	828-4455
Abandoned car removal	Provost Marshall Office	828-4085

10. Questions or comments regarding any aspect of this policy should be called into phone 828-3142.

Note: Response times/timeframes in this sample policy, though considered a reasonable point of departure, are for demonstration purposes only, and may be modified/expanded/deleted by individual installations as logic and the situation dictates. Above all, response times/timeframes determined should be reliable. Garrison commander approval of the installation priority policy is recommended.

Figure 2–9. Sample work priority policy—Continued

2–29. Condition standards for housing real property assets

This paragraph identifies condition standards intended to maintain housing real property to prevent its deterioration beyond that which results from normal wear and tear in order to ensure the full life expectancy of facilities and their components. Where applicable, the condition standards include standards for replacement/repair of exiting items that fail to meet standards. Tables 2–11 and 2–12 below provide the condition standards for structures. Table 2–13 provides condition standards for electrical equipment and distribution systems; plumbing; heating, ventilation, and air conditioning systems; Government-owned household appliances and equipment; and master/community antenna television systems. Condition standards for grounds maintenance are identified in table 2–14.

a. Where the term “pleasing appearance” is used in the following condition descriptions, it means an appearance similar to the original finished appearance of the item(s) or components. The term, “unsightly appearance” is used to describe a condition that is significantly inferior to the original finished appearance (i.e., an unacceptable appearance).

b. Complete re-painting is performed every 3 years for interior painted surfaces, and every 5 years for external painted surfaces. Touch-up or partial painting of the interior or exterior is performed as required to properly maintain housing assets as stated in tables 2–11 and 2–12 below. All new work and re-painted areas must be properly prepared

and cleaned prior to paint application. Painted surfaces must be smooth, completely covered, and free of brush marks and runs.

Table 2-11 Condition standards for structural exteriors	
Component	Required Condition
Exterior walls	Structurally sound, weather tight, and in a good state of repair. Free of noticeable pitting and corrosion, vegetation and animal life, deteriorated siding and trim, discoloration and graffiti, or other defects that render an unsightly appearance.
Roofing (including flashing and gravel stops)	Weather tight and free of corrosion and abnormal deterioration of individual components. Replacements for missing pieces preserve the original whole condition of the roof system.
Gutters, downspouts, and splash blocks	Function as originally designed to effectively channel run-off water away from the structure. Gutters and downspouts properly aligned and secured to the structure. Splash blocks correctly positioned to receive the impact of the drainage water. Gutters and downspouts free of debris or any obstruction.
Overhangs	In an aesthetically pleasing state of repair with fasciae and soffits properly secured. Bird screens and vents intact and free of corrosion.
Windows, doors, screens, and shutters	Operate smoothly and properly without binding, sticking, or other defects that would prevent functioning as designed. Weather tight: Caulking, glazing, and weather stripping fully intact. Replacement glass of the same thickness, type, and quality as the original glass. Window screens and screen doors in good working order and free of torn fabric or frame defects to ensure that the screening function is effective. All hardware (such as hinges, locks, strike plates, window operator mechanisms, door closers, springs, and so forth) free of corrosion or other defects that would prevent proper operation as intended.
Chimneys, vent stacks, roof ventilators, and other items that pierce the roof	Function as originally designed. Flashing prevents leaks as originally intended. All metal surfaces free of noticeable pitting and corrosion. Wind driven turbine ventilators free of corrosion or other defects that would prevent their operating as intended.
Window guards (where required)	Installed in a safe and structurally sound manner.
Garage/carport concrete floors	In a usable and safe condition, free of cracks that adversely affect structural integrity. Free of cracked, spalled, or broken areas that adversely affect appearance.

Table 2-12 Condition standards for structural interiors	
Component	Required Condition
Interior walls	Free of damage, deterioration, cracks, or defective materials. Free of noticeable discoloration or other defects that would render an unsightly appearance.
Concrete floors	Safe and usable. Free of cracks that adversely affect the structural integrity of the floor. A pleasing appearance that is free of cracked, spalled, or broken areas.
Subflooring and related structural members	Safe and usable. Deteriorated subflooring members repaired or replaced to retain the original whole condition of the floor.
Hardwood flooring	A glossy finish. Free of damage, deterioration, or buckling.
Vinyl tile	Useable and provides a pleasing appearance that is free of cracked, chipped, torn, and excessively worn material.
Ceramic tile	Free of loose, damaged, broken, missing, or cracked tiles. All joints properly sealed to provide the intended watertight surface.
Stairways	Treads, risers, nosings, balustrades, handrails, and other structural members safe and usable. An aesthetically pleasing appearance.
Ceilings and ceiling framing members	Properly secured. Free of holes, cracks, badly soiled, defaced, or water damaged surfaces, or other defects that result in a unsightly appearance.
Shades and Venetian blinds	Operate smoothly and properly. Free of damaged slats; deteriorated tapes, cords, hardware, and rails; and torn fabric.
Interior trim	Smooth. Free of chipped and peeling paint, exposed nails, warps, cracks, rot, and termite damage or other unsightly appearance.
Built-in cabinets, shelving, countertops, and similar items	Fully usable and have a pleasing appearance. No missing or inoperative hardware. No warped, marred, burned, or damaged areas on countertops.

Table 2-12 Condition standards for structural interiors—Continued	
House accessories (see note below)	Free of defects and able to perform their designed functions.
Notes: ¹ Accessories include items such as mail slots, doorstops, mechanical door bells, door knockers, paper holders, soap trays, tumbler holders, towel bars, shower curtain rods, toilet seats, medicine cabinets, venetian blind brackets, curtain rod boards, closet pulley guides, house numbers, dryer vents, smoke detectors, and other similar items.	

Table 2-13 Condition standards for plumbing; electrical equipment and distribution systems; heating, ventilation, and air conditioning systems; government-owned household appliances and equipment; and master/community antenna television systems	
Component	Required Condition
Plumbing systems and fixtures	Safe and in good operating condition. Free of leaks and drips. Domestic water lines are maintained from and including the service cut-off box. Waste and sewage lines are maintained to the connection at the sanitary sewer main. Gas lines are maintained up to the cut-off valve at the pressure regulator.
Plumbing fixtures (see note 1 below)	Operate properly and drain freely. Free of chips, cracks, or excessive discoloration. Replace all fixtures that cannot be repaired with plumbing fixtures that are of equal quality and function at the current state of the art. All replacement water closets are water-saver type (using approximately 1.6 gallons per flush). Defective shower heads are replaced with water-saver shower heads
Electrical	Maintenance of electrical equipment and the distribution system within each unit begins at the weather-head or the building service entrance main distribution box. Electrical equipment, the distribution panel, connections, grounds, outlets, switches, wiring, and lighting fixtures are in a safe and usable condition. Receptacles and breakers with ground fault sensors are capable of properly detecting faults.
Heating, ventilation, and air conditioning	Inspected and maintained to provide safe and efficient operation within design capabilities. Replacement materials and equipment furnished are of the same grade, quality, and size as the original construction. Filters are replaced at least twice each year with replacement filters of the size and type recommended by the equipment manufacturer. Heating and air-conditioning systems provide room air temperature consistent with Government energy conservation guidelines.
Government-owned Household Appliances and Equipment (see note 2 below)	In good operating condition and have a pleasing appearance. An item is replaced when adjustment or repair cannot correct a deficiency or when the item has exceeded its usable life (see note 2 below).
Master/community antenna television	All antennae, cable, fittings, terminal outlets, amplifiers, and other parts, components, and equipment necessary to provide TV reception of very high frequency and ultra-high frequency local broadcasts provide good reception of color or black and white transmission.
Notes: ¹ Includes sinks, tubs, toilets, basins, lavatories, showers, and so forth. ² Maintenance, repair, and replacement of Government-owned appliances and equipment are subject to the authorization, restrictions, limitations, and approvals identified in AR 420-1, chapter 3, section IX.	

Table 2-14 Condition standards for grounds maintenance	
Component	Required Condition
Grass cutting in improved areas	Grass not allowed to exceed 4 inches in height and not cut lower than 2 inches in height. After cutting, grass has a uniform height throughout, free of grass clippings in windows, on walks, drives, concrete pads, outdoor athletic courts, baseball diamonds, or on any adjacent paved or otherwise finished surface. Grass areas close or next to buildings, playgrounds, hydrants, parking lots, manholes, fences, trees, hedges, and shrubs are included in the mowing operations. Trimming within an area is accomplished each time the area is mowed. Trimming includes the cutting back of all grass until even with the edges of all curbs, sidewalks, driveways, walls, fences, guy wires, poles, tree trunks, foundations, garbage pads, or any other objects. After trimming, no grass extends over any paved or similar surfaces, and no evidence of clippings on any finished surfaces. Joints in all paved areas including streets free of vegetation.
Grass cutting in semi-improved and unimproved areas	Grass not be allowed to exceed 7 inches in height and not cut lower than 2 inches in height. Areas adjacent to obstructions such as buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles trimmed to the same general height as the open areas. Cuttings not allowed to build up to the extent of possible damage to the undergrowth.

Table 2–14 Condition standards for grounds maintenance—Continued	
Trimming/Pruning hedges and shrubs	Hedges and shrubs trimmed or pruned prior to attaining a new growth of 6 or more inches. Shrubs trimmed or pruned to control the plant's characteristic appearance, form or shape, and manner of growth (i.e., "habit of growth") rather than artificially shaped (e.g., not left with square or flat tops). Wounds larger than 1 inch in diameter covered with an approved wound dressing. All clippings removed and disposed of at the time of pruning or trimming operations or at the end of each day.
Weed and brush control	Measures undertaken to control excessive growth of weeds and/or fungi in improved and semi-improved areas. After weed control measures have been applied, no damage to surrounding areas or potential danger to human or animal life are evident. Procedures and herbicides used comply with existing local and Federal regulations. All undesirable trees or bushes that have a ball diameter of 12 inches or less and are within an area to be mowed have been cut and cleared from the area. Trees and bushes, which have been planted for aesthetic reasons or soil conservation measures are retained.
Grasses and ground cover	Routine fertilizing, seeding, liming, and top dressing performed as needed to maintain thick, uniform growth and a uniform green color in improved areas. When bare spots become evident, treatment is undertaken to cure the cause, measures are initiated to start or substitute new growth, and the new growth measures continue until the new growth is thick and strong. Suitable fertilizer is applied to the base of trees and shrubs and covered with a mulch of suitable material at routine intervals.
Watering	Grounds maintenance and care includes the periodic watering of grass areas, shrubs, trees, and other vegetation to maintain growth during hot, dry periods when the prevention of dying vegetation is necessary. When required, watering is done to assist new growth or directly after fertilizing, liming, or seeding.
Control of plant disease and insect	All infestations of diseases or insects in grassed areas, trees, or shrubbery are treated by applying approved control measures. When required, control measures stop the infestation with a minimal amount of damage to the infected area. Application of control measures do not cause damage to surrounding areas or create any danger to human or animal life. After the infestation is brought under control, steps are taken to return any damaged vegetation to its condition prior to the infestation.
Leaf collection	Fallen leaves are removed from all improved grassed or paved areas and shrubbery. Removal is performed at intervals that do not allow accumulation of leaves to the extent that the grassed areas underneath could become smothered or damaged. Disposal is in designated areas or off Government property.
Policing of grounds	Improved and semi-improved areas are policed to ensure the removal of debris such as paper, tree limbs and branches (deadfall), refuse, cans, bottles, and other trash prior to each mowing and routinely during the nongrowing season. Areas policed include grass, sidewalks, streets, parking lots, athletic fields, and all other areas within the housing complex.
Drainage systems	Drainage structures including swales, ditches, inlets, curb inlets, catch basins, manholes, junction boxes, grills, piping, culverts, and headwalls are free of debris, obstructions, brush, and weeds to facilitate the system functioning as originally designed to effectively channel runoff water away from the housing area. Exposed areas are free of missing or damaged grill, curb inlets, and manhole covers; spalled, broken, or cracked concrete surfaces; cracks or holes in asphalt surfaces; and erosion along swales and ditches.
Concrete surfaced areas	All concrete surfaced areas such as patios, sidewalks, garbage can pads, or any other areas not receiving vehicular traffic are in a good state of repair so that they are in a structurally sound and safe condition, at the original alignment and elevation, and free of damage, spalls, and major cracks.
Playgrounds	Playgrounds and their equipment are in a clean, safe, and structurally sound condition. Cyclic preventive maintenance is scheduled and includes regular change of sandbox fills, painting, and lubrication of equipment.

Appendix A References

Section I

Required Publications

The following publications are available on the Army Publishing Directorate (APD) Web site (www.apd.army.mil) unless otherwise stated.

AR 210-20

Real Property Master Planning for Army Installations. (Cited in para 2-24a(3).)

AR 215-1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities. (Cited in para 2-2b(2).)

AR 420-1

Army Facilities Management. (Cited in paras 1-1, 2-2b(2), 2-5a, 2-9, 2-10c, 2-12, 2-15c, 2-16, 2-16a(2), 2-16a(4), 2-18b, 2-18d, 2-18j, 2-19b(2)(d)1, 2-19d(1)(a), 2-19d(1)(e), 2-20, 2-22c(1)(b), 2-22c(2), 2-22c(2)(a)1, 2-24a(5), 2-25a, 2-26a(1), 2-26a(2)(a)3, 2-26b(1), 2-26c, 2-26c(1), 2-28a, B-1, tables 2-8, 2-13, figures 2-4, 2-6.)

CTA 50-909

Field and Garrison Furnishings and Equipment. (Cited in para 2-14a.)

CTA 50-970

Expendable/Durable Items (Except Medical, Class V, Repair Parts & Heraldic Items). (Cited in para 2-14a.)

DFAS-IN Manual 37-100

Army Management Structure. (Available at <http://www.asafm.army.mil/secretariat/document/dfas37-100/dfas37-100.asp>) (Cited in paras 2-3, 2-7a, 2-7c(1), 2-17b(1), 2-19d(1)(c).)

Section II

Related Publications

The following publications are available on the APD Web site (www.apd.army.mil) unless otherwise stated. Department of Defense (DOD) Issuances are available at the Washington Headquarters Services Web site (<http://www.dtic.mil/whs/directives/>). Volumes of the U.S. Code (USC) are available at the Government Printing Office (GPO) Access Services Web site (<http://www.gpoaccess.gov/cfr/index.html>).

ANSI Z765

American National Standard for Single-Family Residential Buildings: Square Footage-Method for Calculating. (Available at <http://www.nssn.org/search/IntelSearch.aspx>.)

AR 25-30

The Army Publishing Program

AR 415-28

Real Property Category Codes

DA Pam 210-6

Economic Analysis of Army Housing Alternatives-Concepts, Guidelines and Formats

DA Pam 415-3

Economic Analysis: Description and Methods

DA Pam 415-15

Army Military Construction Program Development and Execution

DA Pam 415-28

Guide to Army Real Property Category Codes

DOD 4165.63–M

DOD Housing Management

DOD 7000.14–R

Department of Defense Financial Management Regulations (FMRS)

DODI 1000.13

Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals

GFOQ Manager's Guide

(Available at <https://www.housing.army.mil/library.htm> or from HQDA (DAIM–FDH), 600 Army Pentagon, Washington, DC 20310–0600)

GFOQ Resident's Guide

(Available at <https://www.housing.army.mil/library.htm> or from HQDA (DAIM–ISH), 600 Army Pentagon, Washington, DC 20310–0600)

OMB Circular A–45

Rental and Construction of Government Quarters. (Available at <http://www.whitehouse.gov/omb/circulars/a045/a045.html>)

5 USC 5912

Quarters in Government owned or rented buildings.

5 USC 5923

Quarters allowances.

10 USC 2775

Liability of members assigned to military housing

10 USC 2805

Unspecified minor construction

10 USC 2871

Definitions (from Subchapter IV—Alternative Authority for Acquisition and Improvement of Military Housing).

10 USC 12731

Age and service requirements

37 USC 401

Definitions

RCS ENG–328

General/Flag Officer's Quarters Quarterly Expenditure Report

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (www.apd.army.mil) and DD forms are available on the OSD Web site (www.dtic.mil/whs/directives/informgt/forms/formsprogram.htm).

DA Form 4939

General/Flag Officer's Quarters Quarterly Expenditure Report (Prescribed in para 2–17.)

Section IV**Referenced Forms**

The following DA forms are available on the APD Web site (<http://www.apd.army.mil/>) and the following DD Forms are available on the OSD Web site (<http://www.dtic.mil/whs/directives/informgt/forms/formsprogram.htm>).

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 1391

FY ____ Military Construction Project Data

DD Form 1746

Application for Assignment to Housing

DD Form 1747

Status of Housing Availability

DD Form 2643

High Cost Foreign Lease

Appendix B**Guidance for Establishing Housing Rents and Charges****B-1. Determining rents and charges**

To establish rents and charges the Commander, USACE, or designee, retains services of qualified contract or staff appraisers. Since the contract and staff appraisers employ generally accepted real estate concepts, standards, and criteria developed and used in their profession, appraisers consider the criteria listed below. (Exception to this procedure is the use of employee representatives (see AR 420-1, para 3-123b). Employee representatives are not permitted the discretion or leeway granted to contract and staff appraisers and must adhere strictly to the policy and guidelines set forth in AR 420-1, Chapter 3 and this pamphlet.)

- a. Comply with Office of Management and Budget (OMB) circular A-45, Rental and Construction of Government Quarters.
- b. Focus attention on the basic rent principle that rents should be set at levels similar to those prevailing for comparable private housing in the same area.
- c. Consider only those rentals that a willing tenant would pay a willing landlord with compulsion on neither party in a reasonably competitive market.
- d. Give due consideration to all factors and amenities directly affecting the rental value of the Government housing as compared to the relative desirability of privately owned rental units.
- e. Weigh the difference of amenities (plus or minus) in monetary terms between the Government housing and the privately-owned units.
- f. In the case of a housekeeping unit, the appraiser compares the Government unit only with the value of unfurnished privately owned units. In the case of a non-housekeeping unit, compare it with similar privately-owned furnished units (with similar utilities, services, and equipment).
- g. Where housing is provided with Government furniture, an additional charge for such furniture is made, based on the typical charge for furniture in comparable rental housing in the area. Adjustments may be made upward or downward to take into account any differences in the quality, quantity, and condition of the Government furniture and private furniture. When the differential in the local private market between rents for furnished and unfurnished housing units appears excessive, charges may be set at the level that will amortize the value, at the time of appraisal, over the estimated remaining useful life of the furniture (see para 2-14d for guidance on estimation of useful life). Replacement value may be determined by direct comparison with the local used furniture market. Replacement value and estimated remaining useful life determinations may be made by the appraiser. A consistent policy must be followed in regard to charges for furniture for all housekeeping units on a single post or activity.

B-2. Itemization of charges for housing

The total charges for occupancy of housing are itemized as follows:

- a. *Basic rent.* In addition to the rent, this includes all public services except those included under Utilities and Related Services b below and Nonappropriated Fund Services c below, and telephone service.
- b. *Utilities and related services.* This includes electric power; steam; compressed air; water; sewage and garbage disposal; natural, manufactured, or mixed gas; ice; and mechanical refrigeration, when furnished by the Government. It does not include telephone service charges.
- c. *Nonappropriated fund services.* This includes all services financed from nonappropriated funds.
- d. *Any adjustments allowed under OMB Circular A-45.* Also includes adjustments allowed under other directive(s).

B-3. Charges for utilities

Charges to residents for utilities should be set by comparison with local rates for similar utilities. Utilities should be

metered whenever possible. When utilities are not metered, the quantity of utilities furnished are estimated by the DPW or by the appraiser when there is no DPW.

B-4. Appraiser's report and certificate

In order to provide a uniform appraisal reporting procedure, the office that furnished the rate schedule maintains a certificate of appraisal and appropriate supporting documentation.

B-5. Consistency of method

Establishment of and adherence to a standard procedure based on the reasonable value of the housing and other facilities within a given area provide an impartial and consistent method for determining rents and other charges for all rental housing within that area.

Glossary

Section I Abbreviations

ACOM

Army Command

ACSIM

Assistant Chief of Staff for Installation Management

ACF

area cost factor

AFH

Army Family Housing

AFHC

Army Family Housing construction

AFHO

Army Family Housing operations

AHOS

Army Housing One Stop

AKO

Army Knowledge Online

AMC

U.S. Army Materiel Command

AMDF

Army master data file

AMOPES

Army Mobilization and Operations Planning and Execution System

AMS

Army Management Structure

APD

Army Publishing Directorate

APF

appropriated fund

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA (FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

ASA (I&E)

Assistant Secretary of the Army (Installations and Environment)

ASCC

Army Service Component Command

AWACS

Airborne Warning and Control System

BAQ

basic allowance for quarters

BEQ

bachelor enlisted quarters

BES

budget estimate submission

BOD

beneficial occupancy date

BOP

Business Occupancy Program

CAPCES

Construction Appropriation Programming, Control, and Execution System

CATCD

category code

CONUS

continental United States

COS

Centers of Standardization

CTA

Common Table of Allowances

DA Pam

Department of the Army pamphlet

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DFAS-IN

Defense Finance and Accounting Service, Indiana

DG

design guide

DOD

Department of Defense

DODI

Department of Defense Instruction

DPW

Directorate of Public Works

DRU

Direct Reporting Unit

DU

dwelling unit

DVQ

distinguished visitor quarters

EA

economic analysis

ECIP

Energy Conservation Investment Program

ECONPACK

economic analysis package

EFMP

Exceptional Family Member Program

EIP

equipment-in-place

EQ

enlisted quarters

EUCOM

Europe Command

EUSA

Eighth U.S. Army

FMRS

financial management regulations

FMWRC

Family, Morale, Welfare, and Recreation Command

FOA

field operating agency

FORSCOM

U.S. Army Forces Command

FY

fiscal year

FYDP

Future Years Defense Program

FYP

future years program

GFOQ

general/flag officer's quarters

GOCOM

General Officer Command

GPO

Government Printing Office

GSF

gross square feet

HHG

household goods

HOMES

Housing Operations Management System

HQDA

Headquarters, Department of the Army

HQIMCOM

Headquarters, Installation Management Command

HQUSACE

Headquarters, U.S. Army Corps of Engineers

HRAP

Housing Relocation Assistance Program

HRC

Human Resources Command (formerly PERSCOM)

HSO

Housing Services Office

IAW

in accordance with

ID

identification

IMCOM

Installation Management Command

IPT

integrated planning team

IJO

Individual job order

LCC

Bachelor enlisted quarters

LIIP

Line Item Improvement Program

LQA

living quarters allowance

M&R

maintenance and repair

MCA

military construction, Army

MDW

Military District of Washington

MHP

mobile home park

MILCON

military construction

MLS

multiple listing service

MPA

Military Personnel, Army

MS

mobilization station

MUSARC

major U.S. Army Reserve command

MWR

morale, welfare, and recreation

NAF

nonappropriated fund

NAFI

nonappropriated fund instrumentality

NCO

noncommissioned officer

NG

National Guard

NGB

National Guard Bureau

NSF

net square feet

NSM

net square meters

O&M

operation and maintenance

OCONUS

outside continental United States

OMA

operation and maintenance, Army

OMB

Office of Management and Budget

OPA

other procurement, Army

OPCON

operational control

OQ

officer quarters

ORP

other real property

OSD

Office of the Secretary of Defense

OSJA

Office of the Staff Judge Advocate

PAL

Privatization of Army Lodging

PAX

Programming Administration and Execution System

PBG

program and budget guidance

PCS

permanent change of station

PM

preventive maintenance

POM

program objective memorandum

PP

permanent party

PPBE

planning, programming, budgeting, and execution

PRB

project review board

QTR

quarter

QTRS

quarters

RC

reserve component

RCI

Residential Communities Initiative Program

RCS

requirement control symbol

RDTE

research, development, test, and evaluation

RPMP

real property master plan

RPP

Rental Partnership Program

RRC

regional readiness command

RRSC

regional readiness sustainment command

SACEUR

Supreme Allied Commander, Europe

SDDC

Military Surface Deployment and Distribution Command

SEQ

senior enlisted quarters

SMDC

U.S. Army Space and Missile Defense Command

SBEQ

senior bachelor enlisted quarters

SF

square feet

SM

square meters

SO

service order

SOFA

status of forces agreement

STARC

State Area Command

STAMIS

Standard Army Management Information System

SYGP

six-year general/flag officer's quarters plan

TDY

temporary duty

TI

technical instruction

TPU

Troop Program Unit

TRADOC

U.S. Army Training and Doctrine Command

UEPH

unaccompanied enlisted personnel housing

UFR

unfunded requirement

UOPH

unaccompanied officer personnel housing

UPH

unaccompanied personnel housing

UPH(PP)

unaccompanied personnel housing (permanent party)

UPH(TDY)

unaccompanied personnel housing (temporary duty)

U.S.

United States

USACE

U.S. Army Corps of Engineers

USAISEC–FDED

U.S. Army Information System Engineering Command-Fort Detrick Engineering Directorate

USAR

U.S. Army Reserve

USARAK

U.S. Army, Alaska

USARC

U.S. Army Reserve Command

USAREUR

U.S. Army, Europe

USARJ

U.S. Army, Japan

USARPAC

U.S. Army, Pacific

USARSO

U.S. Army South

USC

United States Code

USMA

U.S. Military Academy

VQ

visitor quarters

6YP

six-year plan

Section II

Terms

agent

Real estate agency, manager, broker, landlord, or owner; a housing facility doing business with DOD personnel; or a Housing Services Office (HSO) employee.

annual work plan

A planning document, prepared prior to the start of each fiscal year, which identifies and schedules housing facilities work and services according to the resources available and the priorities established by the garrison commander. It must include all maintenance and repair (M&R) work that should be done during the year. M&R work that cannot be done during the year due to lack of funds will be listed as an unfunded requirement (UFR).

appraisal

A process of establishing the rental value of Government housing. Methods include direct comparison of the individual Government unit with private sector housing, economic models such as regression analysis, methods endorsed by OMB such as regional surveys by participating Government agencies, or methods recognized by industry practice.

Army lodging

Facilities providing temporary accommodations for eligible military personnel of all grades, their Family members, and their guests and for eligible DOD civilians and their Family members. Includes unaccompanied personnel housing (temporary duty) (UPH(TDY)), distinguished visitors quarters (DVQ), and visitors quarters (VQ). Also includes guest housing; however, guest housing is customarily referred to as temporary lodging facilities. (See “Temporary lodging facilities”.) Does not include lodging privatized under the Privatization of Army Lodging (PAL) program.

basic rental rate

The monthly rental value (comparable value) arrived at by application of the basic rent principle, i.e., comparison of Army-owned or controlled quarters, designated for occupancy on a rental basis, with comparable private rental housing. Facility charges (furniture, equipment, garage space, utilities, subsistence and laundry service, where furnished) will be excluded from the basic rent.

budget year

That fiscal year arrived at by adding one fiscal year to the current fiscal year.

carpet

A heavy woven fabric used as a floor covering, either in one piece, squares, or many pieces bound together; it covers either an entire floor surface or a portion thereof, and it is affixed in some manner. Carpet is defined as a floor finish when installed as a prime floor finish as a part of a repair or construction project, and as such, is classified as real property.

charrette

See “planning charrette”.

construction

Any of the following activities:

- a.* Erection, installation, or assembly of a new facility.
- b.* Addition, expansion, extension, alteration, conversion, or complete replacement of an existing facility.
- c.* Relocation of a facility from one garrison to another.
- d.* Related site preparation, excavation, filling, landscaping, or other land improvements.

Continental United States (CONUS)

United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

contract fee appraiser

A private citizen, preferably a resident in the area, who has at least the minimum qualifications of an appraiser, grades 11 through 15, as set forth in the Civil Service Standards, occupational series GS-1171, and is a state certified or licensed real estate appraiser.

conversion

There are three types:

a. Facility structure-A change to a facility's interior or exterior arrangement so that the facility may be used for a new purpose. This includes changes to installed equipment made a part of the existing facility as appropriate to make the facility complete and useable.

b. Facility utilization-Permanent change in use from existing facility category code to another facility category code. Requires a change in category code on real property inventory.

c. Utility service-Removal of installed energy utilization (fuel-burning) equipment and installation of equipment to use a different energy source. Included are:

(1) Change in energy source in a repair project.

(2) Replacement of a boiler or furnace with a new unit that uses a different energy source.

(3) The expansion of an existing plant or system by the addition of boilers or heating equipment using an energy source other than that used in the plant or system being expanded. Selection of a different fuel from that being used in the existing plant must be economically supportable (LCC basis).

(4) A change in energy source to meet air pollution emission standards. The addition of dual-fuel capability to existing systems is not considered a conversion for purposes of this regulation.

costs

The acquisition value of capital equipment and real property. Generally, the value of resources consumed, work put in place or in procurement, and/or the value of items procured or produced. The term "costs" as the value of resources consumed during an accounting period is often used interchangeably with the term "expense"; however, under this definition, the terms "costs" and "expense" are not synonymous.

dependent (also preferred synonym "Family member")

See the following:

a. Any of the persons who are related to the sponsor (for purposes of dependent-rate housing allowances per 37 USC 401) including—

(1) Spouse.

(2) Unmarried child who is—

(a) The sponsor's by birth; by legal adoption (including a child placed in the home of the sponsor by a placement agency for the purpose of adoption); or by marriage, for example, a stepchild (except that such term does not include a stepchild after the divorce of the sponsor from the stepchild's parent by blood).

(b) An illegitimate child of the sponsor if the sponsor's parentage of the child is appropriately established.

(c) Under 21 years of age; incapable of self-support because of mental or physical incapacity and is in fact dependent on the sponsor for over one-half of his or her support; or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and is in fact dependent upon the sponsor for more than one-half of his or her support.

(3) Parent by blood, marriage (for example, parent-in-law, stepparent, or adopted parent of spouse), or adoption who is in fact dependent on the sponsor for over one-half of his or her support. Parent also includes any other person, including a former step-parent, who has stood in loco parentis to the sponsor at any time for a continuous period of at least 5 years before the sponsor became 21 years of age.

b. For the purposes of housing management (except as otherwise stated), dependent is further defined to exclude noncustodial dependents.

distinguished visitors quarters

Quarters established from available housing assets to meet the needs of distinguished visitors.

diversion

A temporary change in the designated use of a facility normally not to exceed 36 months. Diversion requires a real property inventory record annotation of the applicable temporary facility construction category code (AR 415-28). It does not change the category code on the real property inventory.

DOD civilian employees

DOD appropriated and nonappropriated fund employees.

DOD personnel

Includes both military and DOD civilian employees.

dwelling unit (DU)

The real property space used by one Family. A dwelling unit—

a. Includes the following:

(1) Foundation.

- (2) Walls.
- (3) Roofs and other building components.
- (4) Interior utilities.
- (5) Fixtures and equipment in place such as Venetian blinds, cornices, furnaces, and water heaters.
- (6) Utility connections at the DU building inside the 5-foot line.
- (7) Carports, garages, storage, and other facilities structurally connected to the DU building.
- (8) Patios.

b. Specifically excludes the following:

- (1) Grounds.
- (2) Sidewalks and exterior utility lines beyond the 5-foot of line considered “other real property”.
- (3) Furnishings and authorized moveable equipment such as ranges and refrigerators.
- (4) Real and personal property acquired and installed with other than Family Housing funds.

economic analysis

A systematic method for quantifying the costs and/or benefits of alternative solutions for achieving an objective in order to find the most cost-effective (economical) solution. It provides a structured method to identify, analyze, and compare costs and benefits of the alternatives.

eligible entity

Any private person, corporation, firm, partnership, company, State or local Government, or housing authority of a State or local Government.

Energy Conservation Investment Program (ECIP)

Construction projects for retrofitting Army-controlled facilities with energy systems and structures that make them more energy-efficient.

equipment-in-place

Personal property consisting of equipment installed in or affixed to real property and removable without reducing the usefulness of the facility.

expense

Costs of resources consumed, that is, operating costs. Expenses do not include investment costs such as real property, construction, and equipment acquired.

extension

See “Addition”.

Family Housing

Housing used to accommodate personnel residing with Family members (also see RCI housing).

Family Housing dwelling unit

A housing facility or portion of housing facility used by one Family. The Facility may take the form of a single Family detached house, a multiplex house, a townhouse, or an apartment (see dwelling unit).

Family member

Synonym for “dependent”: to be used as a preferred term when appropriate. (See also, “Dependent”).

Fisher House

A nonprofit organization dedicated to providing lodging and support to military families undergoing the stress and trauma of having a seriously ill Family member in the hospital. Also, the housing facilities provided by the organization.

foreign

All entities outside of the sovereign boundaries, territories, and protectorates of the United States.

funded cost

Cost which is charged to the appropriation designated to pay for a project.

furnishings

Furniture, household equipment, and miscellaneous items procured under special authority. In foreign areas, includes

equipment and appliances normally provided as part of the housing unit in the United States such as moveable kitchen cabinets, wardrobes, and light fixtures.

furniture

Moveable items (for example, chairs, tables, beds, rugs, and carpeting considered as EIP) used in furnishing living quarters. Does not include special allowance household goods such as china, silver, table linen, cutlery and kitchen utensils, or household equipment.

garrison

Organization responsible for providing installation management services and operations.

garrison commander

Commanding officer of a garrison organization. The garrison commander provides continuity of installation command during mission activity deployments. The garrison commander may be appointed as Summary Court Martial convening authority or the Special Courts Martial convening authority for the installation and its support area. In some cases, the senior IMCOM official on an installation may be a civilian, the Garrison Manager. A Garrison Manager (the civilian equivalent of a Garrison Commander) has the same responsibility and authority as the military counterpart with the exception of Uniform Code of Military Justice and command authority. The following exclusions and exceptions apply to garrison command:

a. The commander of a military table of organization and equipment or table of distribution and allowance unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not an garrison commander.

b. Commanding officers in the grade of O6 who command tenant activities within the geographic jurisdiction of a military installation are not considered as garrison commanders for the purposes of the provision of furnishings associated with command quarters.

c. Garrison commanders below the grade of O6 (colonel) will not be provided furnishings associated with the command quarters.

garrison manager

A DA civilian holding garrison management responsibilities, similar to those of a Garrison commander but with several significant exceptions, namely, the garrison manager has extremely limited authority in the areas of military justice, control of access to installations, and police authority over civilians on installations. A garrison manager may be designated to exercise general supervision over Army installation or activity under the command of a military superior. Garrison managers are selected by the Commander, IMCOM.

Government housing

Housing which DOD owns, leases, obtains by permit, or otherwise acquires.

Government-controlled housing

Leased property, Government Rental Housing Program, property obtained by other acquisition. (May also include Government owned on-post housing.)

Government-owned housing

Real property owned by housing (i.e., on-post housing). May also be referred to as Government-controlled housing). Excludes leased housing, Government Rental Housing Program, and rental property.

gray area retiree

A Reserve Component (RC) member with a red identification (ID) card (marked RET-2 and issued per Department of Defense Instruction (DODI) 1000.13) who would be eligible for retired pay under 10 USC 12731, but for the fact that the member is under 60 years of age.

gross floor area

The total area measured within the exterior faces of exterior walls (or centerlines of party walls between dwelling units). It includes both finished and unfinished spaces including stairways. It excludes garages, carports, opening to the floor below, crawl spaces, attic area with less than 5 ft. ceiling height, exterior bulk storage, trash enclosures, open or insect-screened porches (which may not be heated or cooled), terraces, patios, decks, balconies, and entrance stoops. This definition is in accordance with American National Standards Institute Z765, American National Standard for Single-Family Residential Buildings: Square Footage-Method for Calculating, which was used to develop programming benchmarks for sizing AFH new construction (see table 2-8). This definition does not apply to multistory apartment buildings.

household equipment

Moveable equipment, including cooking stove (range), refrigerator, clothes washer and dryer, freezer, and portable dishwasher and fan authorized by CTA 50-909. (Note: Garbage disposal and installed dishwasher are not considered furnishings, but installed real property.)

household goods

Privately-owned household furnishings, clothing, baggage, personal effects, and professional books and papers.

housekeeping unit

A housing unit for which the resident is caretaker and normally provides his or her own furniture and furnishings, for example, a Family Housing dwelling unit.

housing

All living accommodations. (See also, "Quarters".)

housing expenses

Costs of resources consumed in housing operations. Housing expenses do not include investment costs such as real property, construction, and equipment acquired.

Housing Relocation Assistance Program

A menu-driven set of computer programs designed to assist a user in obtaining housing information which will ease relocation to another garrison.

housing unit

A single dwelling, for example, a house or apartment designed for occupancy by one Family. A duplex house consists of two units.

improvement

Alterations, conversions, modernizations, revitalizations, additions, expansions, and extensions for the purpose of enhancing rather than repairing a facility or system associated with established housing facilities or area(s).

incidental improvements

Minor improvements made within the cost limitations of the Army Family Housing (AFH) operation and maintenance (O&M) Program. These are also referred to as alterations and additions by fiscal managers.

leased housing

Privately-owned housing leased by the Government. The lease agreement defines the operation, maintenance, and repair responsibilities of the lessor and lessee.

Line Item Improvement Program

Post acquisition construction projects that upgrade specific systems or components of FH facilities. Non-whole house projects that may be used to address the maintenance, repair, and/or improvement of specific components of a dwelling unit where fiscal limitations exist or when there is no need for concurrent multiple projects to be combined into a single project.

maintenance

Work required to preserve and maintain a real property facility in such condition that it may be used effectively for its designated functional purpose. Maintenance includes work done to prevent damage which would be more costly to restore than to prevent. Maintenance includes work to sustain components. Examples include renewal of disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

military personnel

Those persons appointed, enlisted, or inducted for military service into the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard.

mobile home

A structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet, or more, in width and 40 body feet or more in length, or when erected on site is 320 SF or more and which is built on a permanent chassis and designed to be used as a dwelling unit with a permanent foundation when connected to the permanent utilities, and includes the plumbing, heating, A/C, and electrical systems contained therein; except that such term shall include any structure which meets all of the requirements of this paragraph except the size requirements and with respect to which

the manufacturer voluntarily files a certification required by the Secretary of Housing and Urban Development and complies with the standards established by 42 USC 5402(6). Also known as a manufactured home.

new construction

The erection, installation, or assembly of a new real property facility. This includes utilities, equipment installed and made a part of the unit, and related site preparation (demolition, excavation, filling, landscaping, or other land improvement). It also includes Venetian blinds and drawshades.

non-housekeeping unit

A housing unit for which the resident is not the careaker and which is provided to the resident normally with furniture and furnishings in place, for example, unaccompanied personnel housing.

obligation

A legal reservation of funds generally recorded at the time a legally binding agreement has been reached between an agent for the U.S. Government and a second party. It is established as a result of an order placed, contract awarded, services received, or similar transaction during an accounting period and will require payment during the same or a future period.

other real property

With regard to a dwelling unit, other real property:

a. Includes:

(1) Carports, garages, playgrounds, and other buildings or facilities physically separated from the dwelling unit building.

(2) Surrounding grounds and surfaced areas (except patios).

(3) Common use areas, regardless of location, of duplex and multiplex Family Housing units.

(4) Utility lines outside the building, up to the connection at the building or the 5-foot line.

b. Excluded are real and personal property normally acquired and installed with other than Family Housing funds.

overseas housing allowance

Payment authorized by law designed to reimburse military personnel for overseas housing costs in excess of their basic allowance for quarters.

permanent party personnel

Military personnel (including Reserve Component personnel who are undergoing active duty for training for 20 weeks or more) and civilian employees who are assigned or attached to a garrison in a permanent change of station (PCS) status.

planning charrette

A planning process that brings together all interested parties to create and support a consensus plan.

post acquisition construction

Family Housing construction projects (excluding design) performed on existing Family Housing which improve the structure, installed equipment, and ancillary support facilities. These projects include rehabilitation, modernization, alterations, additions, expansions, and extensions.

private housing

Housing not provided by DOD Components.

private rental housing

Housing, not provided by nor a part of any DOD components inventory and is acquired through a private rental or lease agreement between individuals.

program level (furnishings)

Maximum quantity of an item required to provide furnishings support for authorized personnel.

quarters

All living accommodation (housing) facilities supplied, under specific Department of the Army direction, as an incidental service in support of Government programs for which a rent and related fees are charged, or required to be charged, the occupant for use of the premises.

a. Includes:

(1) Housing owned or leased by the Government as well as housing supplied by contract between the Government and private firms.

(2) Housing not only for direct Government employees but also for Government contractors, contractors' employees, and all other persons whose housing is essential to the performance of a Government activity.

(3) All housing units, housekeeping and non-housekeeping, including trailers, furnished and unfurnished, supplied personnel (civilian employees, military personnel or others) under specific Government direction as an incidental service in support of Government programs.

(4) Inadequate public quarters occupied by military personnel on a rental basis.

b. Excludes:

(1) Public quarters assigned to personnel in lieu of basic allowance for quarters (BAQ).

(2) Quarters available for occupancy by personnel where forfeiture of a portion of per diem travel allowance is required.

(3) Privately-owned Wherry housing.

(4) Guest houses and other facilities operated substantially on the basis of nonappropriated funds primarily for purposes of welfare or recreation.

(5) Public quarters assigned, under 5 USC 5912, to civilian personnel in foreign areas in lieu of a living quarters allowance (LQA) under 5 USC 5923.

real property facility

A separate and individual building, structure, utility system, or other real property improvement identifiable in the CATCDs listed in AR 415-28.

reallocation

Temporary realignment of Family Housing to effect an equitable distribution of assets by grade category. (See "Diversion".)

reasonable value

The value (fair rent value) determined by housing for the application of the basic rent principle, or the principle as modified by allowable adjustments.

redesignation

Permanent change in designation of Family Housing from one pay grade category to another. (See "Conversion".)

related facilities

Equipment, supplies, and services made available in connection with the occupancy of housing including, but not limited to, household furniture and equipment, garage space, utilities, subsistence, and trash and laundry services.

rental

Off-post, privately owned housing to rent (including to lease, or sublease, and to let) or otherwise to grant for a consideration the right to occupy premises not owned by the occupant.

Rental Partnership Program

A housing unit reserved by a landlord for use by military personnel. The Soldier pays rent by payroll deduction (allotment) not greater than his or her housing allowances. Requires a negotiated agreement between the landlord and the garrison.

repair

Repair is:

a. Restoration of a real property facility to such condition that it may be used effectively for its designated functional purpose.

b. Correction of deficiencies in failed or failing components of existing facilities or systems to meet current Army standards and codes where such work, for reasons of economy, should be done concurrently with restoration of failed or failing components.

c. A utility system or component may be considered "failing" if it is energy inefficient or technologically obsolete.

replacement

A complete reconstruction of a real property facility destroyed or damaged beyond the point where it may be economically repaired.

reserve component personnel

Members of the Reserve Components of the Uniformed Services of the United States (Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve).

Residential Communities Initiative housing

Under the provisions of 10 USC 2871 et seq, military Family or military unaccompanied housing acquired or constructed by an eligible entity (that is, any private partnership, person, corporation, firm, company, State or local Government, or housing authority of a State or local Government). Residential Communities Initiative (RCI) housing is not Government housing; however, the Army controls who is eligible for housing consistent with the terms of the ground lease. The Army does not assign Soldiers to RCI housing. Assignments are made by the eligible entity. (Note: Refer to the current version of the RESIDENTIAL COMMUNITIES INITIATIVE, (Assistant Secretary of the Army for Installations and Environment), PORTFOLIO AND ASSET MANAGEMENT HANDBOOK for housing privatization implementation and guidance.)

revitalization

Systematic replacement or renovation of Army real property with the goal of modernizing it to current standards. The revitalization program recognizes that facilities have finite lives. In consideration of this fact, its goal is to revitalize annually forever a percentage of the facilities inventory so that no facility will exceed its economic and/or functional life.

self-help

Self-help is a voluntary program which uses military personnel and civilians to accomplish maintenance, repair, and minor construction to improve the livability and appearance of facilities.

service order

A work authorization document used for small-scale maintenance and repair work on Government-owned or -leased facilities and equipment. For Family Housing, improvements (either incidental improvements or construction) may not be accomplished as a service order.

Soldier

A uniformed member of the Army. In this regulation, the term "Soldier" may also include, generically, members of the other uniformed services and may refer to DOD civilians when the Army is required to provide them support.

special command position

A Director of Administration and Management, OSD designated position that:

- a. Is occupied by a general/flag officer or a civilian of comparable grade.
- b. Requires the incumbent to represent the interests of the U.S. in official and social entertainment activities involving foreign or U.S. dignitaries of high Governmental/military rank and/or outstanding members of the business, industrial, labor, scientific, or academic communities.

substandard Family Housing

DOD-controlled housing that was specifically authorized by Congress as "substandard" in, and prior to, FY 73. Such housing is not adequate and is occupied subject to a charge against a service member's Basic Allowance for Quarters (BAQ) for the fair market value of the quarters not to exceed 75 percent of the BAQ amount.

substandard unaccompanied personnel (UPH) (not upgradeable)

All temporary UPH and that permanent UPH which does not meet minimum adequacy standards as and cannot be upgraded to those standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; neither will it be counted as adequate assets. (Formerly, substandard not upgradeable.)

substandard unaccompanied personnel (UPH) (upgradeable)

Permanent UPH that does not meet minimum adequacy standards, but can be upgraded to those standards for 75 percent or less of the cost of new construction for a facility of equal capacity to include converted space. Such UPH will not be involuntarily assigned; however, such UPH will be counted as adequate assets. (Formerly, substandard may be made adequate.)

temporary duty housing

Unaccompanied personnel housing (UPH) established to meet short-term requirements for eligible military personnel and DOD civilian employees. Includes distinguished visitors quarters (DVQ) and visitors quarters (VQ).

temporary lodging facilities

Specifically identified housing facilities operated by the military services to provide short-term temporary housing accommodations. Includes guest houses, except transient housing occupied by official visitors to the garrison. Does not include facilities used primarily for rest and recreation purposes, or permanent party unaccompanied personnel housing (UPH (PP)). (See “Army lodging”).

trainees

Personnel undergoing training to prepare for their first permanent duty assignment (includes personnel at Army training centers and Army service schools in either a TDY or PCS status) who have not been assigned a military occupational specialty.

transient housing

See “Army lodging”.

unaccompanied personnel housing

Housing provided to personnel not residing with Family members.

a. Includes:

(1) Unaccompanied enlisted personnel housing (UEPH), also called enlisted quarters (EQ)/senior enlisted quarters (SEQ) (formerly known as bachelor enlisted quarters (BEQ)/senior bachelor enlisted quarters (SBEQ)).

(2) Unaccompanied officer personnel housing (UOPH), also called officer quarters (OQ)/senior officer quarters (SOQ) (formerly known as bachelor officer quarters (BOQ)).

(3) Barracks, dormitories, and transient unaccompanied personnel housing (UPH).

b. May include privately-leased housing.

uniformed services

The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the U.S. Public Health Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

United States

The 50 states, the District of Columbia, and U.S. territories and possessions.

utilities services

All the facilities and systems that provide water supply, wastewater, nonhazardous solid waste management and disposal, electric power, natural gas, heating, cooling, and refrigeration.

whole neighborhood revitalization

Systematic performance of the work necessary to bring overage Family Housing facilities to new construction standards by addressing dwelling units, supporting infrastructure/recreational facilities, and energy conservation retrofits. It includes doing all required work (maintenance, repair, and/or improvement, or replacement) at one time.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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