



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-PWH

29 JUL 2014

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 2-8

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Housing Assignment

1. **REFERENCE:** Army Regulation (AR) 420-1, Army Facilities Management, 12 Feb 08.
2. **PURPOSE:** To establish policy, guidelines, and responsibilities to designate housing units for specific grade category, set assignment policy, and to ensure efficient utilization of Government Quarters (GQ). All other housing assignment policies contained in AR 420-1 and the Housing Division's Standard Operating Procedures (SOP) apply.
3. **APPLICABILITY:** Applies to all Command-sponsored military, and, as applicable, Civilian personnel (excluding contractors) assigned to Yongsan and USAG-Y.
4. **DESIGNATION OF HOUSING AREAS:** The USAG-Y Commander, with recommendations from the Directorate of Public Works (DPW), has the right to make housing assignment decisions based upon the best interests of the Government.
 - a. Sergeants Major (SGM) and Command Sergeants Major (CSM) housing is designated within the 7100 area of USAG-Y. To maximize occupancy, Master Sergeants (MSG)/E-8 and Sergeant First Class (SFC)/E7 equivalent Service Members may also be assigned up to 95% occupancy in quads.
 - b. Field Grade Officer (FGO) housing (O4 and O5, CW4 and CW5) is designated in the leased housing developments: 4600 area of Itaewon Acres, 5500 area of Blackhawk Village, 7200 area of Eagle Grove, and the mid-rise building Burke Towers, buildings 7170 and 7171. To maximize occupancy, Company Grade Officers may be assigned up to 95% occupancy.
 - c. Senior Officer Quarters (SOQ) designated housing is in single and duplex housing types at various locations throughout South Post.

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5. GENERAL RULE:

a. All USAG-Y members currently housed in government-owned, government-operated (GOGO) or contractor-owned and contractor-operated (COCO) leased housing are considered adequately housed for the remainder of their tour once they have accepted a set of quarters. Members may be authorized to move to a larger unit in their grade category due to an increase in family composition or promotion. **Note: Members must have at least 12 months remaining on station and moves to larger quarters will be at the member's expense, to include restoration of the occupied unit.**

b. In order to ensure maximum utilization of government assets, USAG-Y has a mandatory assignment policy for both government-owned and government-leased Army Family Housing. If a service member declines an offer for adequate on-post quarters, he/she will not receive overseas housing allowance (OHA) until all quarters in his/her grade and bedroom category are filled.

c. If members decline any offer for on-post quarters, or during their occupancy of government quarters decide to move off-post, members will not be authorized to occupy government quarters for the remainder of the service member's tour.

6. APPLICATION AND ASSIGNMENT POLICIES: The following housing assignment priorities apply:

a. Priority 1a. Key billet (KB) commanders and command sergeants major at battalion level or above. ^{c S M}

b. Priority 1b. Service members occupying KB or key and essential (K&E) civilian billet positions within the designated housing category not residing on post in permanent or temporary housing and/or members directed to be assigned or relocated to larger quarters by order of the Commander for hardship or mission essential reasons. This applies to all grade categories E1 through O6.

c. Priority 2. Command-sponsored members in the same grade category not housed in GOGO or COCO leased quarters with at least one dependent residing off-base or in temporary quarters.

d. Priority 3. Command-sponsored members already housed in GOGO or COCO leased quarters in the same grade category with at least one dependent may apply to relocate to larger quarters if they reside in a two-bedroom unit. **Note: Members must**

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have at least 12 months remaining on station and understand that the move will be at the member's expense to include restoration of the occupied unit. Repainting of the unit will be at the member's own expense if the member occupied the unit for twenty (20) months or less. This is in addition to assessed non-fair wear and tear damages.

7. **HOUSING WAITING LISTS**: Housing waiting lists will be established to accommodate the above policy. Individual members are placed on the waiting list for their grade category and bedroom requirement (one bedroom per child).

8. **ELIGIBILITY DATE**: All members will be placed on the housing waiting list in accordance with (IAW) provisions of AR 420-1. Placement on the waiting list will be the date departed last permanent duty station. If a tie occurs based on rank, then date of rank applies.

9. **ASSIGNMENT OF FAMILY CARE PROVIDERS AND EMERGENCY CARE PROVIDERS**: Service members and Families, who are registered Family Care Providers or Emergency Care Providers through the Army Community Services, will be eligible to be housed in family housing on Yongsan South Post. Rank designation will not be a factor in eligibility for on post housing.

10. **TURN-DOWNS**: Any turn-down of a bona fide offer of GOGO or COCO leased housing within the member's bedroom entitlement will be managed IAW AR 420-1 and the Housing Division's SOPs.

11. **EXCESS HOUSING ASSIGNMENT**: Service members who are authorized housing based upon family composition may be assigned to an additional bedroom unit when the following circumstances occur:

a. Excess Housing determination occurs no earlier than 15 August 20XX to ensure support to rotations and unexpected housing requirements.

b. Each bedroom category, 2, 3, and 4 bedrooms, are over 95% filled, assignment to the next category may be authorized by the Housing Division Chief when a waiting list exist.

c. Assignment to excess 3, 4 and 5 bedrooms is authorized when Service Member submits an Exception to Policy and it's approved by the Garrison Commander or designated representative.

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12. **TERMINATION OF QUARTERS**: Residents should contact the Housing Office upon receipt of departure PCS, ETS or retirement orders.

a. Pre-termination inspections are scheduled 30-45 days prior to final termination inspection. The purpose of the pre-termination inspection is to identify all between occupancy maintenance and repair work; check for any damages beyond fair wear and tear; conduct a furnishings inventory; and review self help tasks and cleaning requirements.

b. Residents are responsible for cleaning their quarters IAW DA Pam 420-1-1. A copy of the standards is located at enclosure 1.

c. Final termination inspections: Final termination inspections are scheduled when all HHGs have been removed and quarters are cleaned. The inspector will provide the resident with a final termination order and forward one copy to Finance. If a resident fails to clean to standard prior to PCS or ETS, the Government must arrange to have the unit clean and the resident will be liable for costs incurred.

13. The POC is Ms. Carol L. Jones, 738-7531 or carol.l.jones16.civ@mail.mil.

Encl



MARIA P. EOFF
COL, LG
Commanding

DISTRIBUTION:

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Cleaning Standards Prior to Termination of AFH

Reference DA PAM 420-1-1, Table 2-4

	ITEM	CHECK
1	Floors, rugs and installed carpet	
	Sweep or vacuum.	
2	Walls and ceilings	
	Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls.	
	Remove all nails and hooks.	
3	Doors	
	Remove all paper, tape, nails, gum, crayon marks, dirt, and heavy stains on both sides.	
4	Lighting fixtures	
	Ensure all fixtures have operating light bulbs.	
5	Cabinets, closets, drawers, and shades	
	Remove all shelf paper, tape, staples, and tacks.	
	Remove all food particles, trash, and personal items.	
6	Refrigerator and freezer	
	Defrost and wipe doors.	
	Remove all food particles.	
	Unplug and leave door open.	
7	Range	
	Remove all burned/crusted-on food from accessible surfaces.	
	Wipe down range.	
8	Ventilation, air vents, and range hoods	
	Wipe down range hood.	
	Wipe down air vent grills and replace filters as necessary.	
9	Dishwasher	
	Wipe down interior and exterior surfaces.	
10	Kitchen, bathroom, and toilet	
	Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.	
11	Trash cans	
	Empty and remove any crusted-on garbage.	
12	Upholstered furniture	
	Wipe down and remove stains.	
13	Wooden furniture	
	Wipe down and remove stains.	

14	Bedsprings, box springs, and mattresses	
	Wipe down and remove stains.	
15	Outside area	
	Sweep and clear all debris from carports, patios, balconies, and walks.	
	Remove oil or grease from paved areas.	
	Accomplish normal yard maintenance.	
16	Self-help	
	Accomplish all self-help items per local requirements as instructed by inspector.	
17	Miscellaneous	
	Remove all personal items/equipment before final inspection	

*Suggested Cleansers to Use: A Lysol Disinfectant All Purpose Cleaner with Bleach Product.

NOTE:

1. All furniture will be moved away from the walls 6-12inches to allow inspectors to inspect for cleanliness.
2. All keys must be labeled and returned at final inspection.

Housing Inspector: _____ Phone: _____ Date: _____

Name of Occupant: _____ Phone: _____ Date: _____