

INFORMATION PAPER – ASSIGNMENT OF GOVERNMENT-CONTROLLED HOUSING

The objective of Family housing is to provide, in a timely manner, adequate Government-Controlled Quarters (GCQ) for all eligible personnel who are permanently assigned to the USAG Ansbach communities in a timely and efficient manner. All military personnel with accompanying command-sponsored Family members are eligible for GCQs. GCQs located on-post are assigned in accordance with regulatory guidance.

USAG Ansbach enforces all mandatory housing policies. Currently, there is a 100% mandatory USAREUR-AF on-post assignment policy in effect until reaching a 95% occupancy rate.

The housing office has government-controlled Family quarters for occupancy by personnel in various pay grade groups and with various bedroom requirements. If housing is not projected to be available for assignment within 60 days of Soldiers arrival, a certificate of non-availability (CNA) is issued. If government-controlled Family housing is available in the Soldier's category and bedroom requirement, the Soldier must be assigned to the next available GCQs.

All GCQs in USAG Ansbach are considered adequate. USAG Ansbach provides safe, sanitary, and habitable GCQs in good repair. Adequate GCQs will be assigned with minimal delay to ensure maximum occupancy rates. No GCQs will be unnecessarily kept vacant when ready for occupancy. Therefore prompt assignment of quarters is essential.

Government-controlled Family quarters in the Soldier's rank and bedroom requirement will be offered in the sequence they are returned from maintenance and become available for occupancy. No more than two GCQs will be offered, depending on availability. This will ensure fair and equitable distribution of available quarters in all grade and bedroom requirements, thus avoiding the appearance of preferential treatment of Soldiers in regards to housing assignments.

Quarters that have been vacant for the longest will be offered first. Soldiers have the option to look at the unit. Should the Soldier reject the first choice, housing will offer another set of quarters if available. Upon the second rejection, under normal circumstances, of GCQs the following will occur:

- The Soldier will be taken off Temporary Lodging Allowance (TLA) for refusing to occupy adequate GCQs. The Soldier should understand that if he/she wishes to remain on TLA, the fact that the GCQs are stairwell units, the quarters are not newly renovated, or not in a preferred area, is not a valid reason to remain on TLA.
- The Soldier will be removed from the waiting list and may reapply after 30 days.

Eligibility date will be the date of reapplication. TLA will not be reinstated after reapplication.

- Once taken off TLA, all costs incurred, including lodging expenses, will be at the Soldier's expense until assignment of quarters occurs. **Note:** Submission of an Exception to Policy (ETP) does not allow the Soldier to remain on TLA until a decision has been rendered.

- A CNA will not be issued as long as GCQs quarters in the Soldier's rank and bedroom requirement are available within 60 days.

Housing on USAG Ansbach is divided into seven categories:

- Junior Enlisted Quarters: E-1 to E-6.
- Senior Enlisted Quarters: E-6P to E-9. E-8 and E-9, Urlas only.
- Company Grade Officer Quarters: O-1 to O-3, W-1 and CW-2.
- Field Grade Officer Quarters: O-4 and O-5, CW-3 and CW-4.
- Senior Field Grade Quarters: O-6 and CW-5.
- Designated Quarters: Garrison Commander and Brigade Commanders.
- Key and Essential (K&E) Personnel. Those qualifying for K&E are: Garrison CSM and Brigade CSM, Battalion Commanders and their respective CSMs, Health Clinic Commander, Brigade Command Chief Warrant Officer.

Housing areas are designated by rank as follows:

- Urlas Family Housing. Senior Field Grade (CW-5), Field Grade (O-4 and O-5, CW-3 and CW-4), Senior Enlisted (E-8 and E-9), and K&E.
- Katterbach Family Housing. Company Grade (O-1 to O-3, WO-1 and CW-2), Senior Enlisted (E-6P to E-9), Junior Enlisted (E-1 to E-6), K&E, and Designated Quarters.
- Bleidorn Family Housing. Field Grade (O-4 and O-5, CW-3 and CW-4), Company Grade (O-1 to O-3, WO-1 and CW-2), Senior Enlisted (E6-P to E-9), Junior Enlisted (E-1 to E-6), and all five bedroom Dwelling Units (DU). All five bedroom DUs are assigned regardless of rank (these are the only five bedroom DUs on USAG Ansbach).

The following outlines the housing policy for all eligible personnel:

- Bedroom eligibility:

- Soldier and spouse are assigned to two bedroom GCQs if there are no other dependents unless the following applies: Officers in the rank of Colonel (O-6) and above and Chief Warrant Officer (CW-5) are assigned a minimum of four bedrooms. Soldiers in the ranks of Lieutenant Colonel (O-5), Major (O-4), Chief Warrant Officer (CW-3 and CW-4), Sergeant Major (E-9), Master Sergeant (E-8) and Sergeant First Class (E-7) are assigned a minimum of three bedrooms whenever possible.

- Each additional command sponsored Family member may be assigned one bedroom, if inventory allows. Otherwise DA PAM 420-1-1, table 2-2, bedroom eligibility, applies.

- When an inbound Soldier or spouse is pregnant (as confirmed by medical authority) and is accompanied by other command sponsored Family members, the Soldier may apply for and occupy housing with a separate bedroom for the expected child if inventory allows.

- A Family member who has a severe physical or mental disability, as confirmed by medical authority, is authorized a separate bedroom.

- Persons who provide domestic services, and dependents or Family members not command sponsored, will not be considered when determining bedroom requirements.

- Assignment provisions:

- Soldier with command sponsored Family members must have not less than six months remaining in USAG Ansbach as of the date of assignment to occupy government-controlled Family housing.

- Soldiers with exceptional Family members may forward, in writing, a request for special housing consideration to the housing office. The housing manager, in conjunction with the medical department and the Exceptional Family Member Program (EFMP) Committee, will make a recommendation, and the housing manager will forward to the garrison commander. The procedure for the request is outlined below under "The following procedure applies when submitting an ETP".

- Unmarried chaplains and unaccompanied married chaplains will compete equally for government-controlled Family housing with Soldiers within the appropriate grade category. In all circumstances, assignments to Family housing will result in forfeiture of housing allowances. Family housing quarters must be diverted to accommodate unmarried chaplains per AR 420-1, paragraphs 3-16a(4), 3-20e, and DA PAM 420-1-1, paragraph 2-25b(1)b.

- An unmarried Soldier who has joint legal custody of dependent children and physical custody for more than 180 days per year is eligible for Family housing. The Soldier is not required to terminate quarters while the child(ren) are residing with the other parent. A copy of the court order must be included with the application for GCQs to show clear evidence of custody periods. When a service member married to another service member divorces while residing in GCQs, the service member who obtains court-ordered physical custody for the majority of the time in the year will be allowed to keep GCQs. For housing purposes, the other service member will be treated as unaccompanied.

- Per AR 420-1 para 3-16d(5), pregnant military personnel (with no other Family members) will not be assigned to Family housing until the birth of the child. To accommodate the Soldier, USAG Ansbach allows the Soldier to move from barracks to Army Family Housing on or after the seventh month of pregnancy, as confirmed by medical authority. If you have a situation outside this standard, you may request an ETP. An ETP may be granted by the garrison commander on a case-by-case basis. Refer to "The following procedure applies when submitting an ETP" below for procedures. The conditional command sponsorship approval must be included in the request for housing. The Soldier must provide to housing a birth certificate and the final command sponsorship approval within 30 days after the birth of the child(ren).

- When a Soldier is married to a Soldier, and the spouse does not accompany him/her but will arrive within 120 days of each other, the first Soldier to arrive at USAG Ansbach may apply for Family housing. A copy of orders for both Soldiers is required. Assignment to housing is made in coordination with the reporting date of the second arriving Soldier.

- Spouses are allowed to sign for housing and furnishings in the absence of the Soldier. A power of attorney or notarized statement is not required.

- Waiting lists:

- Separate waiting lists exist for each type of GCQs and the Soldier's grade and bedroom requirement will determine the waiting list on which the Soldier's name is placed.

- Applicants may not be on more than one housing waiting list at one time.

- Pregnant military personnel, otherwise without Family members, may be placed on the waiting list before the required seventh month period when pregnancy is confirmed by medical authority. Assignment to government-controlled Family housing before reaching the seventh month period of pregnancy requires garrison commander ETP approval.

- Soldiers will not be placed on a waiting list at the gaining installation prior to signing out at the losing installation. Soldiers must sign-in with USAG Ansbach community and register with the housing office before assignment is made.
- If the Soldier is unable to accept housing for reasons beyond the Soldier's control (for example, hospitalization, emergency leave, restrictive lease clause, or unavoidable delay of Family's arrival), the Soldier will retain his/her position on the waiting list.
- USAG Ansbach Housing Division does not have waiting lists for specific community areas.
- The garrison commander may approve exceptions to waiting list policies under special circumstances such as extreme hardship, compassionate, or medical reasons. The procedure for the request is outlined below under "The following procedure applies when submitting an ETP".

Eligibility date. Eligibility date for the purpose of placement on a waiting list is generally the date the Soldier departed the last permanent duty station from another Army command. If the application is made later than 30 days after reporting to the new duty station, then the eligibility date will be the date of application for housing.

The following procedure applies when submitting an ETP:

- The Soldier initiates an ETP letter, which is endorsed by his/her Company Commander and Battalion Commander, is submitted to the housing office.
- Any pertinent information substantiating the request should be attached.
- Requests for a medical exception to policy for an individual not in the Exceptional Family Member Program must include the recommendation of the commander of the servicing medical treatment facility.
- The housing office provides a written recommendation and forwards the complete packet to the Garrison Commander through Director Public Works, Garrison CSM, and Deputy Garrison Commander for final decision.

Relocating from one Army Family housing to another Army Family housing. When the Soldier's rank or Family size changes during the occupancy of the assigned GCQs and as a result the Soldier becomes eligible for another category or bedroom size, the Soldier may reapply for other government housing. Moves of such nature are at the Soldier's convenience; the moving expenses will not be paid by the government. The Soldier needs to clear the quarters he moves out of within three (3) working days.

Things to Note:

- Soldiers can be over-housed (more bedrooms than authorized) if quarters are not available in their bedroom requirement during time of assignment.
- If housing is not available or expected within 30 days, Families can be temporarily housed in any fully furnished quarters until the GCQs is available.

Contact the USAG Ansbach Housing Division at DSN 467-3415 for questions.