



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

AMIM-BAP-H (100)

MEMORANDUM FOR Personnel Assigned to United States Army Garrison Bavaria

SUBJECT: USAG Bavaria Policy Memorandum #22, Army Family Housing (AFH)
Assignments - "Plane to Pillow" Program

1. References:

- a. Army Regulation 420-1, Army Facilities Management
- b. Army in Europe Supplement 1 to Army Regulation 420-1
- c. Army in Europe Command Memorandum 2018-032, Military Family Housing Assignment Policy for the Army in Europe

2. Due to low Housing Utilization Rates USAG Bavaria can provide a "Plane to Pillow" Service to incoming families which is a surplus for the Quality of Life and saves Tax Dollars by decreasing Hotel and Lodging cost during the in-processing period. This is explained in the Enclosure to this Policy.

4. Point of contact for this policy is the USAG Bavaria Housing Division Chief or the designated representative, DSN 526-4300, CIV 09641-70-526-4300.

Encl

A handwritten signature in black ink, appearing to read "S. C. Flanagan", is positioned above the typed name.

STEPHEN C. FLANAGAN
COL, SF
Commanding

Enclosure

USAG Bavaria Policy Memorandum #22, Army Family Housing (AFH) Assignments -
“Plane to Pillow” Program

1. Due to low Utilization Rate USAG Bavaria can provide a “Plane to Pillow” Service to incoming families, which is a surplus for the Quality of Life and saves Tax Dollars by decreasing Hotel and Lodging cost during the in-processing period.

2. Guidance for in-bound families:

a. Provide orders, housing application, and flight itinerary to your unit sponsor as soon as you have them. The unit sponsor will submit the documents to the Housing Office upon receipt, or no later than 30 days prior to arrival, for application to AFH.

b. Housing Office will contact you and your sponsor concerning the availability in your housing category no later than 15 calendar days prior to your arrival.

c. Sponsor will obtain keys to two housing units to view and if possible, provide a virtual tour to the Service Member and their Family.

d. Sponsor will then notify the Housing Office of the inbound Service Members' choice of dwelling unit.

e. Housing Office will lock in the home selection and work with the sponsor on a date to sign for the keys. This will allow for immediate assignment of the family upon arrival and allow for setting up the home.

f. Loaner furniture and appliances will already be in the dwelling unit. Sponsor should work with ACS to obtain other accessories for the home if needed.

3. Service Members who have not made a housing selection prior to their arrival, will have one selected for them by the Housing Office. These selections will be made in accordance with the references in paragraph 1 of the Policy Memorandum.