



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

IMBA-PWH

20 July 2020

MEMORANDUM FOR All Accompanied Personnel Assigned to United States Army Garrison Bavaria

SUBJECT: USAG Bavaria Policy Memorandum #8, Mandatory Assignment of Government Controlled / Leased Quarters

1. References:

- a. Army Regulation 420-1 (Army Facilities Management)
- b. Army in Europe Regulation 37-4 (Providing Temporary Lodging Allowance in USEUCOM)
- c. Army in Europe Supplement 1 to AR 420-1 (Army Facilities Management)
- d. Memorandum, HQ USAREUR and IMCOM-Europe, 28 July 2015, subject: Family Housing Assignment Policy for the Army in Europe.
- e. USAG Bavaria Resident Handbook.

2. This policy aims to apply the Army in Europe Housing policy and to promote readiness, resiliency, and to maximize the use of adequate Army Family Housing (AFH).

3. Accompanied service members of all grades shall be mandatorily assigned to AFH when housing is available. USAG Bavaria's goal is to house service members as quickly as possible, appropriate to their grade and bedroom requirement. Effective immediately, all accompanied service members will be involuntarily assigned to AFH until AFH capacity limits are achieved. Entering into a private rental agreement without authorization from the housing division will result in the service member forfeiting Overseas Housing Allowance (OHA) and paying for housing at their own expense.

4. Assignment Procedures:

- a. When a service member receives orders to USAG Bavaria, he or she must submit orders, DA-31 and a DD 1746 application for housing to obtain a place on the

IMBA-PWH

SUBJECT: USAG Bavaria Policy Memorandum #8, Mandatory Assignment of Government Controlled / Leased Quarters

AFH waiting list. The service member must be signed out of the losing unit before they can be placed on the waiting list. All documents should be sent at the same time by encrypted email to usarmy.bavaria.imcom-europe.mbx.dpw-hsg-customer-service@mail.mil. Alternatively, when a service member in-processes, the housing office will provide the service member with a DD 1746.

b. During the in-processing appointment, the housing office will inform the service member of AFH availability on a DD 1747 or the enterprise military housing generated wait-list.

c. Service members should be housed within 60 days of arrival. If AFH is projected to be unavailable within 60 days of the service member's arrival date, the service member may elect to receive a Certificate of Non-Availability (CNA) for off-post Private Rental Housing (PRH). However, continuation of the Temporary Lodging Allowance (TLA) beyond 60 days is at the discretion of USAREUR G-1, without guarantee of response time or favorable outcome. If AFH is projected to be unavailable for 90 days or more after the service member's arrival date, the HSO will issue the service member a CNA for PRH.

5. Service members are authorized up to 60 days of TLA. If a service member refuses two offers of adequate government controlled/leased quarters TLA will be stopped effective on the date of the second declination. The service member will assume financial responsibility for the cost of lodging while remaining on the waiting list.

6. Failure to comply with the provisions of this policy may result in Uniform Code of Military Justice (UCMJ) proceedings, adverse administrative action, and removal from AFH at the resident's expense

7. POC for this policy is the USAG Bavaria Housing Division Chief or the designated representative, DSN 526-4301, CIV 09641-70-5264301.



CHRISTOPHER R. DANBECK
COL, AR
Commanding