



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

AMIM-BAP-H (100)

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 (SMs) of all grades shall be mandatorily assigned to AFH when housing is available. USAG Bavaria's goal is to house SMs as quickly as possible, appropriate to their grade and bedroom requirement. Effective immediately, all accompanied SMs 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 SM forfeiting Overseas Housing Allowance (OHA) and paying for housing at their own expense.

4. Assignment Procedures:

- a. When a SM 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

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AFH waiting list. The SM 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 through the assigned sponsor or by encrypted email to [usarmy.bavaria.imcom-europe.mbx.dpw-hsg-customer-service@army.mil](mailto:usarmy.bavaria.imcom-europe.mbx.dpw-hsg-customer-service@army.mil). The housing office will provide the SM with a DD 1746.

b. During the in-processing appointment, the housing office will verify the SM and family information on a DD 1747 and update the information into the Enterprise Military Housing (EMH) portal.

c. SMs should be housed immediately within arrival to the USAG Bavaria footprint. If AFH is projected to be unavailable within the SM's arrival date, the SM will receive Temporary Lodging Allowance (TLA) for up to 60 days to allow. 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 SM's arrival date, the HSO will issue the SM a Certificate of Non-Availability (CAN) for Private Rental Housing (PRH).

5. If a SM refuses two offers provided to the sponsor during the registration process of adequate government controlled/leased quarters TLA may not be issued upon arrival, unless the SM situation is as described in 4(c) above. The SM will assume financial responsibility for the cost of lodging while remaining on the waiting list.

6. The POC for this policy is USAG Bavaria Housing or the designated representative, DSN 526-4302, CIV 09641-70-5264302.



KEVIN A. POOLE  
COL, AG  
Commanding