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

AMIM-BAG-ZA

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, (RAR) 24 Aug 2012

b. Army in Europe Supplement 1 to Army Regulation 420-1, 20 Nov 2008

c. Army in Europe Command Memorandum 2018-032, Military Family Housing Assignment Policy for the Army in Europe, 20 Jun 2018

2. Purpose of this memorandum is to provide guidance to in-bound Service Members and their Families for housing assignments.

3. USAG Bavaria has implemented a 'Plane to Pillow' service to enhance the in-processing experience and ensure fiscal responsibility. By assigning families to housing upon arrival, this service minimizes temporary lodging expenses and supports a cost-effective transition for personnel.

4. Guidance for in-bound families:

a. As soon as orders, housing application (DA Form 1746), and flight itinerary are available, inbound families should provide these documents to their unit sponsor. The unit sponsor will submit the complete packet to the Housing Office upon receipt, or no later than 30 days prior to the family's arrival, for application to Army Family Housing (AFH).

b. The Housing Office will contact the Service Member and their sponsor regarding availability in their housing category no later than 15 calendar days prior to arrival.

c. The sponsor will obtain keys to two housing units to view and, if possible, provide a virtual tour to the Service Member and their family for selection.

d. Following the family's selection, the sponsor will notify the Housing Office of the chosen dwelling unit.

e. The Housing Office will then finalize the home selection and coordinate with the sponsor on a date to sign for the keys. This process ensures the immediate assignment of the family upon arrival and allows for the home to be prepared.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.

5. 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.

6. 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.

DEREK G. DROUIN
COL, AR
Commanding