



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND PACIFIC**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU**  
**OPC 305 BOX 23**  
**APO AP 96218-9001**

AMIM-DAP (100)

MEMORANDUM FOR All Service Members Assigned or Attached to the United States Army Garrison Daegu, Area IV Installations

SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #26-29, Assignment to Senior Leader Quarters

1. Reference: Army Regulation 420-1, Army Facilities Management, 12 February 2008.
2. Purpose: To prescribe policy and procedures for all military personnel residing in Senior Leader Quarters (SLQ) at USAG Daegu.
3. Proponent for this policy is the Directorate of Public Works (DPW), Housing Division.
4. The Commander, USAG Daegu or his designated representative is required to provide adequate housing facilities and services to operate and manage the Unaccompanied Housing program.
5. Assignment Procedures: Assignment to SLQ is mandatory when housing is available and occupancy is below 95 percent. Exceptions to policy will be granted on a case-by-case basis. Upon arrival, service member must report to the Housing Office within 48 hours; if after duty hours or holidays report the next duty day.
  - a. Service members who are housed in Unaccompanied Housing are considered to be adequately housed until their departure. Service members who attain promotable status while occupying Unaccompanied Housing are authorized to go on the waiting list for their promotable grade. However, quarters cannot be assigned until rank becomes official. All costs associated with the move will be borne by the service member.
  - b. SLQ assignments are permanent, and relocation will not be authorized except in the case of health or safety as directed by the Garrison Commander.
  - c. During assignment to SLQ, a joint check-in inspection will be performed with the service member and Housing Inspector. The condition of the room and the Government owned furniture and appliances will be inventoried and recorded.
  - d. Excess furniture does not constitute a valid reason for an exception to policy or any other privileges due to excess furniture (i.e., moving to a larger room).

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e. Junior enlisted service members assigned to Unaccompanied Housing are not authorized overnight visitors or authorized to own a vehicle. Senior enlisted privileges are not applicable to junior enlisted service members.

f. Service members may relocate between quarters upon promotion to new appropriate quarters if occupancy permits. Service members must completely relocate within three working days upon assignment to new quarters at their own expense.

#### 6. Termination Procedures:

a. Service members residing in the SLQ must contact the Housing Office at least 30 days prior to their departure date to schedule a pre-termination inspection. A pre-inspection will be performed with the Housing Inspector to inform the resident of the cleaning requirements, check for any damage to government property to include furniture and appliances, and annotate any maintenance needed prior to the final check out inspection.

b. Personal furniture, personal items, and trash must be removed prior to final inspection.

c. Do not put any personal items in the laundry room, day room, kitchen area, or storage room.

d. If service member fails the inspection, a re-inspection will be conducted the next working day. If the room fails the second inspection, charges will be assessed for cleaning the room.

#### 7. Maintenance/Self-Help:

a. Service members are responsible for minor maintenance and repair of their rooms. As a minimum, service members are expected to replace light bulbs, replaced cracked/broken switch plates/covers, unclog minor drain stoppages, clean, replace air conditioning filters, and clean items can be signed out at the Self-Help store.

b. Service members must submit a Demand Maintenance Order through the Army Maintenance Application at [www.armymaintenance.com](http://www.armymaintenance.com). The application can be downloaded on your cellphone or desktop computer. If you require an emergency Demand Maintenance Order related to life, health, or safety, call the DPW Work Order Reception Desk at 763-4824/4825 (Commercial 0503-363-4824/4825) for immediate support.

c. Service members are required to be present when DPW maintenance repair work is being performed. The Housing Office will not issue a room key to DPW to perform

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maintenance unless it is an emergency. Housing personnel will not stand by in place of the service member while maintenance is being performed unless it is an emergency.

8. Mold and Mildew:

a. Service members who do not take a pro-active approach in self-help maintenance of mold and mildew may incur charges for neglect of Government property.

b. During the months of May ~ September, mold and mildew grow rapidly if left untreated. Keep blinds open to allow sunlight into the room. Service members must perform maintenance on their air conditioner unit (i.e., wipe down unit, change filter, drain line).

c. Service members must ensure the dehumidifier is working properly and empty the water drip pan when the water is full.

9. Smoking:

a. Smoking is prohibited in individual rooms in all Unaccompanied Housing facilities. Smoking in common areas such as laundry rooms, dayrooms, hallways, and within 50 feet of buildings is prohibited.

b. Smoking electronic cigarettes (e-cigarettes) is not permitted in any location where smoking of traditional tobacco products is prohibited.

c. Building coordinators will ensure that outdoor designated smoking areas are at least 50 feet from common points of ingress/egress and will not be located in areas that are commonly used by non-smokers. These smoking areas will have appropriate trash receptacles available and will be properly policed.

10. Pets are not allowed in Unaccompanied Housing. Feeding of stray animals is not allowed. Tenants will not leave pet food that will attract stray animals at any Unaccompanied Housing facilities.

11. Service members will notify the Housing Office for any anticipated absences, for any reason, of 3 days or more. Housing staff will inspect the room for any emergencies such as water leaks, mold, etc.

12. This policy is effective immediately and will remain in effect until rescinded or superseded.

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13. The point of contact for this memorandum is the Chief of Housing at 763-4570.

JEFFREY D. NOLL  
COL, IN  
Commanding