

Department of the Army  
Installation Management Command  
United States Army Garrison,  
Dugway Proving Ground  
5450 Doolittle Avenue  
Dugway, UT 84022-5000  
14 January 2021

**\*DPG Policy 420-1-3**

## **Installation**

### **HOUSING MANAGEMENT POLICY**

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**Summary.** This document establishes local policy and prescribes procedures governing the administration, assignment, termination, and occupancy of government housing under the control of U.S. Army Garrison Dugway Proving Ground (DPG).

**Applicability.** This policy is applicable to all personnel on the U.S Army Garrison Dugway Proving Ground installation.

**Summary of Change.** This policy has been substantially changed. A full review of the contents is required.

**Supplementation:** Issue of further supplements to this policy by subordinate agencies is prohibited without prior approval of USAG Dugway, Directorate of Human Resources, ATTN: (IMDU-HR), 5450 Doolittle, Room 1515, Dugway Proving Ground, Utah 84022.

**Records Management.** Records created as a result of processes prescribed by this policy must be identified, maintained, and disposed of according to AR 25-400-2 or applicable service regulations. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this command policy is USAG Dugway, Directorate of Human Resources. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Directorate of Human Resources, ATTN: (IMDU-HR), 5450 Doolittle, Room 1515, Dugway Proving Ground, Utah 84022.

**Distribution:** Electronic Media Only (EMO).

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\* This policy supersedes DPGR 420-1-3, dated 25 June 2019

## Chapter 1

### Introduction

**1-1. Purpose.** This document establishes local policy and prescribes procedures governing the administration, assignment, termination, and occupancy of government housing under the control of U.S. Army Garrison Dugway Proving Ground (DPG).

a. This local policy is directed and authorized under AR 420-1 paragraph:

- (1) 3-19d(1) & 3-20d(1) form letter for assignments and terminations;
- (2) 3-23a(5) family housing smoking;
- (3) 3-23b(6) unaccompanied personnel housing smoking;
- (4) 3-57d(1) maintain family housing in accord with locally established standards;
- (5) 3-59b policies on resident related local regulations;
- (6) 3-60a(1) mandatory local regulations governing conditions of occupancy;
- (7) 3-61a(4) resident orientation for local procedures and points of contact in housing;
- (8) 3-67a(1) check in condition inspection.

b. Other than those instances of 1 through 8 above, supplementation of AR 420-1 is prohibited without prior approval from the Army G-4 (previously the Assistant Chief of Staff for Installation Management DAIM-ODF), 600 Army Pentagon, Washington, DC 20310-0600.

**1-2. Applicability and Scope.** This policy applies to all assigned or attached elements, tenant activities, and other organizations and individuals eligible for or residing in government housing. The Housing Management Program at DPG encompasses Army Family Housing (AFH) and Unaccompanied Personnel Housing (UPH). This policy covers both AFH units and those housing units designated as UPH that are located within the housing area of DPG.

**1-3. Procedures.** In most instances, the procedures for government housing applications, assignments, waiting lists, and terminations are as specified in Army Regulation (AR) 420-1, Army Facilities Management. Significant points, as they apply to DPG, are contained within this policy.

**1-4. Explanation of Abbreviations and Terms.** An explanation of abbreviations and terms can be found in the glossary located at the end of this policy.

## **Chapter 2**

### **General Policy**

#### **2-1. Eligibility.**

a. Privilege. Government housing is provided as a service to military personnel and as a privilege to Department of Defense civilian employees and contractor personnel. The government is not obligated, nor is there legal entitlement, to provide government housing to the civilian workforce. If housing privileges are abused, occupancy can be terminated by order of the Garrison Manager. Community living requires mutual cooperation and consideration by every resident. Every effort must be made by residents to avoid interpersonal conflicts that may lead to unpleasant situations. Consistent with congressional appropriation, uniformed military personnel have priority assignment for all housing on Dugway Proving Ground.

b. Housing Eligibility. Department of Defense civilian employees, and contractor personnel are eligible to apply for government housing in addition to uniformed military personnel. This is an exception to normal Department of Defense Policy. Eligibility requirements and assignment priorities for both Army Family Housing (AFH) and Unaccompanied Personnel Housing (UPH) occupants are shown in Appendix B and are determined upon application. DPG provides housing to civilian and contractor personnel on an "as available" basis. All civilian and contractor personnel sign a rental lease agreement that states their understanding and under what conditions they may be required to move. If demographics become such that military residents require housing above the historical norm, contractors and government civilians may be asked to relocate based on the reverse priority listed in Appendix B.

c. Sponsor. The sponsor is the individual who is eligible and responsible for government housing as defined by AR 420-1. Only one sponsor is designated for each AFH dwelling unit. UPH designated two-bedroom dwelling units may have two sponsors. The sponsor assumes in writing the various responsibilities of occupancy. (See Appendix J & K)

d. Applications. Application for government housing on DPG will be made in writing to the Installation Housing Office (IHO) at Bldg. 5031 utilizing DD Form 1746, Application for Assignment to Housing. Upon arrival at DPG, all new applicants must provide eligible documentation, report to the Installation Housing Office within 72 hours, and present a valid identification (ID) card to the housing counselor. The applicant will be required to furnish the IHO with proof of eligibility for housing (i.e. letter of employment, marriage certificate, birth certificate for all children residing in the house, proof of college enrollment for adult children under the age of 23, and/or proof of DEERS enrollment) within 30 days of eligibility. The Garrison Manager may allow spouses to sign for housing and furnishings in the absence of the sponsor. A power of attorney or notarized statement is not required. The sponsor is responsible for promptly notifying the IHO of any change in rank, marital status, family composition, length of

duty tour, change in grade or job, PCS or ETS, or any other changes which may affect eligibility of housing. Specific criteria that must be met when applying for government housing is as follows:

(1) Military applicants must provide a copy of their orders. If dependents are not listed on the orders, applicant must also provide a copy of their marriage license, a copy of DEERS enrollment if applicable, and a copy of birth certificates for each child who will be residing in the house, including any updated documents showing a family member(s) is enrolled in the Exceptional Family Members Program (EFMP). A Family member who has a severe physical or mental disability, as confirmed by medical authority, is authorized a separate bedroom. Sponsors will not be placed on a waiting list at the gaining installation prior to the Soldier signing out at the losing installation. Soldiers must sign in at the new duty station before assignment is made. DA Form 31 (Request and Authority for Leave) and DA Form 137-2 (Installation Clearance Record) will indicate date departed last permanent duty station.

(2) Civilian and contractor applicants must provide proof of employment, a copy of their marriage license, and a copy of birth certificates for each child who is expected to be residing in the household.

(3) Military, civilian, and contractor applicants must provide proof of full-time college enrollment for family members 19 years of age and older. If applicable, proof of physical custody of minor children will be required. AR 420-1 defines a dependent as any of the persons who are related to the sponsor in the capacity of:

(a) Spouse.

(b) Unmarried child who is the sponsor's dependent by birth, legal adoption, or marriage (i.e. stepchild) who is under 19 years of age and is dependent on the sponsor, or is incapable of self-support because of a mental or physical incapacity and is dependent on the sponsor for over one-half of his or her support, or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and is dependent upon the sponsor.

(c) Adult relative by blood, marriage (i.e. a parent, parent-in-law or step-parent), or adoption who is dependent on the sponsor for over one-half of his or her support and eligible for a dependent identification (ID) card.

(4) If a Family member meets one or more of the dependent definitions of paragraph d. above, they are authorized to reside with the sponsor if valid documentation of dependency status is provided when applying for government housing. Contact the Installation Housing Office for the required documentation.

(5) If an individual does not meet one of the dependent definitions of d. above and the sponsor would like consideration for a nondependent to reside with them in government housing, then the sponsor must submit an Exception to Policy Request

(see section 2-2) and submit it to the IHO for consideration. However, as a general rule, any such positive consideration will be based on a short term and will not be issued for an indefinite stay.

e. **Bedroom Eligibility.** The criteria for determining bedroom requirements are contained in Appendix C. If Family composition changes after a rental agreement is signed, the sponsor must submit a request for reassignment or submit a request for an Exception to Policy (see section 2-2) to the IHO for consideration.

**2-2. Exceptions to Policy.** Exceptions to provisions in this policy may be granted on a case-by-case basis and are designed to avoid undue hardship on the resident. The request must include sufficient justification that a hardship will occur if not granted and any supporting documents along with a point of contact. Requests for exceptions will be forwarded in writing through the IHO, to the Director of Public Works and the Garrison Manager for approval or disapproval. The requester will be provided a written response in all cases.

### **2-3. Reimbursement for Government Housing and Services.**

a. Active Duty Military are entitled to government housing or entitled to housing allowances to secure private housing within the civilian community. When government housing is provided, active duty military personnel forfeit their housing allowances the day they occupy government housing. Uniformed military personnel from all Department of Defense (DOD) Agencies fall under these provisions. **Due to the isolation and remoteness of the installation, the Installation Senior Commander has required all active duty military personnel to reside on DPG.** Exceptions to this policy must be approved by the Installation Senior Commander.

b. Eligible DOD Civilian and Contracting Personnel who are provided government housing are required to reimburse (pay rent) the government for their housing unit under the provisions of AR 420-1, para 3-4f and section XV and para 3-20h This rent helps offset the cost of maintaining the house in terms of utilities, trash and snow removal, and maintenance and repair. Recommended rental rates are established annually by the U.S. Department of the Interior (DOI) and are adjusted annually by the DOI based on the Consumer Price Index (CPI). All housing deposits and rents are collected by the Installation Resource Management Office (RMO) Office on behalf of DPG.

(1) **Deposits.** Federal civilian employees must pay rent through payroll deduction are not required to make a deposit. All other civilian and contract employees who are not sponsored by their employer and do not have a payroll deduction must make a deposit equal to one month's rent plus \$200.00 to be paid in full at the time of signing a rental lease agreement. Deposits are made to the U.S. Treasury Department and are held until the house rental lease agreement is deemed appropriately terminated by the occupant and the IHO. Refunds are made by Defense Finance and Accounting Service (DFAS) in accordance with their regulations and policies.

(2) Rent. One full month's rent, which includes utilities, **is due on the first day of each month in advance of the period of occupancy.** Payments are made by payroll deduction, money order, or personal check to U.S. Treasury. It is the responsibility of the sponsor to pay the rent on time based on their rental lease agreement and notification of rental rates. A tenant that has not paid rent is considered delinquent after the 15<sup>th</sup> of each month. Having two delinquency notices in a row or 3 in a 12 month period is cause for initiating eviction procedures unless an Exception to Policy is granted by the Garrison Manager in advance.

(3) Bedroom Eligibility for DOD Civilians and Contractors. There are no set criteria for determining the number of bedrooms a civilian employee may rent, as long as the individual agrees to pay the monthly rental rate.

(4) Housing Preference. You may choose any vacant unit or room in the inventory that has not been selected by another resident or a unit designated for key and essential (K&E) personnel. Also, keep in mind that the condition of a unit may require a longer maintenance turn-around time than others.

## **2-4. Terminating Government Housing Occupancy.**

a. Unless otherwise authorized, housing occupancy will be terminated by procedures and conditions set forth under AR 420-1, paragraph 3-18. Housing occupancy may be terminated for the following reasons:

(1) When employment/contract at DPG is terminated or upon the death or retirement of the sponsor. However, in the event of death, the surviving spouse may request in writing to remain in quarters up to 60 days beyond the sponsor's death. If approved, the requester will be obligated to continue to pay rent in full. Upon the death of a military member, the surviving spouse may request to remain in quarters up to one (1) year without payment.

(2) When housing responsibilities are neglected and/or other DPG policies are disobeyed.

(3) When the house or other related government property is damaged, or when the house is misused for its intended purpose, or when residents are involved in illegal or immoral activities, or when the conduct of the sponsor and/or their dependents and/or guest(s) is detrimental to the safety, health, or morale of the community.

(4) When the monthly rent or deposit is not paid. Rent delinquency letters are issued by the Garrison Resource Management Office. You must pay the balance by the end of that month. A tenant that has not paid rent is considered delinquent after the 15<sup>th</sup> of each month. Additionally, failure to pay by the end of the month, having received two delinquency notices in a row, or 3 in a 12 month period, may result in loss of housing privileges and eviction. If being evicted, you must contact the Installation Housing Office (435-831-3541 or 3542) within 3 business days of notification to establish preinspection and final inspection dates in accordance with the eviction date.

(5) When either the spouse or dependent(s) is absent for more than 30 days, except for official business TDY, hospitalization, etc., the Garrison Manager may grant an Exception to Policy for an absence of up to 90 days, or when dependent(s) no longer permanently reside with the sponsor for any reason including voluntary separation, divorce, legal separation, or court order.

(6) For military, when housing eligibility changes due to marriage or divorce, the sponsor may be required to terminate their assigned housing unit and relocate to an appropriate UPH unit.

(7) For civilian and contractors termination may also occur if housing is required to support the housing assignment priorities outlined in Appendix B.

(8) Failure to vacate your housing unit by the required date may be grounds for being barred from the installation.

b. Sponsor Requested Housing Termination.

(1) Military sponsors may request termination of their housing agreement to move off-post; however, military sponsors must first obtain prior approval from the Installation Senior Commander. The movement of household goods will be at the expense of the sponsor unless the move is determined to be for the convenience of the government.

(2) Civilian and contractor employees may request termination as a minimum of 45 days in advance of housing at any time after the initial six months of the lease. Only those employees deemed "Key and Essential Personnel" must obtain prior approval from the Installation Senior Commander/Garrison Manager before requesting termination of housing.

c. Retention. Retention of a house for personal reasons beyond the expiration of eligibility date is not typically authorized. However, in unusual or compelling cases a resident may submit an exception-to-policy and be granted a short retention in housing. In such cases of retention, a daily fair market rental rate is assessed based on the DOI rental rates for the retention period and must be paid in advance of the authorized retention.

d. Evictions. Housing residents declining to vacate housing once served a housing termination notice will be treated as trespassing on government property. When necessary, residents will be involuntarily evicted in accord with AR 420-1, paragraph 3-18e. Their abandoned household belongings will be processed under AR 215-1, paragraph 17-17 and 10 USC 2575.

e. Housing Agreement Pre-Termination Inspection. This inspection is used to identify damages to and accountability of government property.



(1) Housing occupants will request a pre-termination inspection **no less than 30 days prior to the planned date of terminating** their housing agreement. 45 days is requested and optimal. The pre-termination inspection allows the inspector to identify maintenance and repair work (self-help and beyond) which will be required in the house, and to give guidance to the occupant concerning tasks which must be completed prior to final termination of their housing agreement. It is during this inspection the inspector determines what is considered fair wear and tear in the unit. Pre-termination inspections may be scheduled by telephone or in person at the housing office.

(2) The occupant may, if desired, hire a contract cleaning team to accomplish the required cleaning standards upon termination. When a cleaning team is contracted by the sponsor, both the sponsor and a cleaning team representative must be present at the pre-termination inspection. At this time, the inspector will provide the occupant with a completed inspection checklist and a list of charges for any damages and/or miscellaneous charges determined. Contract cleaning teams are not government sponsored and are not guaranteed for effective cleaning by the IHO. Their use constitutes a private agreement between the sponsor and the cleaning team. A list of approved cleaning teams is maintained in the Installation Housing Office.

(3) The occupant must accomplish self-help items and initiate service orders for repairs beyond self-help limits before the final termination inspection. Occupants will allow maintenance personnel to accomplish normal service order work prior to the housing agreement termination. Only in unusual cases requiring extensive repair will the work be scheduled after terminating the housing agreement. It is the occupant's responsibility to ensure that all required maintenance and repair requirements are reported and accomplished on a regular basis throughout the period of occupancy rather than wait until the housing agreement is terminated.

(4) Inspectors will instruct the sponsor on requirements for final housing agreement clearance and furnish a copy of the housing cleaning standards. One copy of the pre-inspection result will be retained by both the inspector and the sponsor for use at the final inspection.

f. Final Termination Inspection.

(1) Final inspections are to be accomplished after a house has been cleaned, regardless of the cleaning option used. The occupant must be present at the final inspection if the self-cleaning option is used. After the inspection, the inspector will report to the IHO the results of the inspection. If the inspection was satisfactory, the IHO will prepare the termination documentation for the resident and for the RMO. The resident will return all issued keys to the IHO. If the resident fails to turn in all keys that were issued, the resident may be charged to have new locks and keys installed. If the unit does not pass inspection, the resident will be given the opportunity to correct any deficiencies and have the unit re-inspected. When a contract cleaning team is used by the sponsor, the cleaning team representative is present for the final inspection in lieu of the sponsor.

(2) **All personal property must be removed from the house prior to the final**

**inspection.** The house must be in a condition ready for a new occupant to move in, less any requirement(s) stipulated by the inspector at the time of the pre-termination inspection.

(3) Occupant/cleaning team responsibilities include all interior and exterior cleaning and self-help maintenance and repair tasks as applicable and as outlined in the post cleaning standards. The final inspection will determine whether the house meets these standards. If a re-inspection is required, the occupant/cleaning team must reschedule by calling the IHO.

(4) When the occupant's house passes the final inspection, the inspector will provide the Installation Housing Office with a completed copy of the inspection checklist, and the Installation Housing Office will prepare all termination documentation. The Resource Management Office (RMO) will not grant final financial clearance until the termination documentation has been prepared by the Installation Housing Office.

g. Liability for Damage or Loss (IAW AR 735-5). Occupants will be held liable when government appliances, furnishings, or housing is damaged, destroyed, or lost as a result of negligence or abuse and determined to be other than fair wear and tear. This liability includes damage and stains caused by household pets, and damage or marks on room surfaces and government equipment that require repair or replacement. The IHO will prepare a Cash Collection Voucher (CCV) for the resident to present to the RMO.

(1) The IHO will not stamp DPG's "Installation Clearance Papers" until the sponsor has properly terminated their housing agreement to include any payment of any CCVs.

(2) When the sponsor does not properly clean their house, the house will be cleaned by contractor and necessary collections will be initiated by the IHO to effect reimbursement from the sponsor.

(3) The sponsor must report to the Installation Housing Office all damages to outside grounds and exterior and interior structures caused by transportation carriers.

(4) Personnel will not be assigned to more than one Family housing unit at the same time. During intra-post moves the effective date of assignment to the new DU will be the day after the effective date of termination from the old DU. Occupants have 10 calendar days to move from one DU to another DU. The resident forfeits BAH (if uniformed) for only one DU. Therefore, the other unit will be considered vacant for utilization reporting purposes.

## **2-5. Items Regulated by Housing Management.**

a. Alterations. Occupants are not permitted to make any substantive physical or structural change to a house, grounds, or landscape without prior written approval from the IHO. Once authorized, work must be done at no expense to the government

and must be **removed prior to termination or receiving agreement from the IHO for the changes to remain.** Occupants are not permitted to change/repair entry locksets or insulated glass windows. Alteration of electrical, plumbing, heating or other installed utilities is prohibited. Any unauthorized, improperly maintained or nonstandard alteration, equipment, or structure identified by the IHO must be removed or suitably upgraded by the occupant. If this is not accomplished within 10 days of notification, it will be removed by the government and the occupant will be assessed all costs.

b. Disabled Access Ramps. Occupants in need of access ramps should submit requests with a certificate of verification from a competent medical authority to the IHO. Some ADA- compliant houses are available for disabled occupants.

c. Privately-Owned Appliances and Equipment. The occupant, are responsible for the installation and maintenance of their own equipment.

(1) Existing electrical outlets are standard and should not be changed to accommodate any variances in plug design for privately-owned appliances. Exceptions must be requested in writing to the IHO.

(2) Occupants are responsible for the installation and connection of all appliances and equipment to include all necessary electrical leads and dryer piping.

(3) The government will not assume any responsibility for damage to appliances and equipment due to low voltage or power fluctuations.

(4) No privately-owned appliances or equipment will be installed that will exceed the capacity of the utility system.

(5) Upon removal of any appliance or equipment, the structure must be returned to its original configuration and condition.

(6) Under no circumstances will a major household appliance be installed and operated by use of an extension cord, nor will any appliance cord be spliced, altered, or lengthened. Each manufacturer of appliances has designed and rated the size and length of cord to best serve the operation of the appliance.

**(7) Government-furnished stoves and refrigerators will remain in all government houses.**

d. Cooling Units. Each house is provided with some type of cooling system. Occupants may not install privately-owned air conditioning units in government houses without prior approval. Government installed air conditioners or evaporative coolers (swamp) should be operated when outside temperatures exceed 80 degrees Fahrenheit.

e. Gardens.

(1) Flower Gardens. Occupants in family housing areas are encouraged to plant annual and/or perennial flower gardens in beds adjacent to their house. Flower gardens adjacent to a housing unit may remain if well maintained. Flower gardens by resident installed fence lines must be removed along with the fence and the area will be re-sodded or re-seeded, germinated, and brought back to the pre-existing condition prior to termination of housing agreement unless prior approval is received from the IHO.

(2) Vegetable Gardens. A community vegetable garden is provided for housing residents, however, individual vegetable garden plots may be authorized in Family housing areas. Garden plots must have prior written approval from the IHO, which indicates exact location and size. All vegetable garden plots must be returned to their original condition upon termination. As a general rule residents will be referred to the community garden area for vegetable gardens.

f. Playground Equipment.

(1) Government owned playground equipment, swings, slides, etc., are fixed in place and are not to be removed, relocated, changed, or altered. Occupants should report all deficiencies to the Family housing service order desk at (435) 831-2200.

(2) Occupant owned playground equipment may be erected in the backyard providing equipment and landscape are maintained and it does not interfere with access to the housing unit, and it does not encroach on neighboring areas. Attachment of "backboards" to quarters, trees, or garages is not authorized. Freestanding basketball poles may be permitted.

g. Trampolines. Construction and/or installation of trampolines may be authorized on a case-by-case basis and must be in a fenced-in area. Request to install trampolines will be submitted to the IHO for consideration. Numerous Command provisions must be met prior to the installation of trampolines. Occupants should contact the IHO prior to submitting a request. Area surrounding the trampoline must be fenced with a locked gate to protect other children from accidental injury using the device unsupervised. This is a non-waivable requirement. The resident will be responsible for all ground damage caused by installation of a trampoline (destroyed sod, holes in ground, etc.) The resident that is going to allow personnel outside the Family to use the trampoline will require in addition to the above requirements, proof of insurance to cover liability charges in the event of an accident, and ensure minor children up to the age of 17 are supervised by an adult age 18 or older. Family Child Care (FCC) Providers **will not** have a trampoline in their housing unit.

h. Wading / Swimming Pools. Use of outdoor wading pools is authorized. Children must be supervised at all times during their use and the pools must be emptied when not in use. Swimming pools are not authorized. There is a community pool that should be used for this purpose. Lawns must be restored to the original condition when wading pools are removed.

i. Water Beds. For structural safety reasons, waterbeds are generally prohibited in government houses. Individual written requests for Exceptions to Policy must be

submitted to the IHO for consideration. Damage caused by leakage or by the weight of a waterbed can be severe. Occupants will be held liable for any damage to government houses caused by a waterbed. As a general rule, any requests for water beds will only be considered for ground floor bedrooms.

j. Fences. Most housing units on DPG contain fences. For those few residences that do not contain fences, residents may install fencing at their own expense and only in compliance with fencing policy. (Contact the IHO for policy). Except for small decorative wood or metal fences (not to exceed 18 inches in height) around flowerbeds, fences are not allowed in front of government housing. Fencing must be removed and ground restored to original condition prior to terminating government housing unless prior approval is obtained from the Housing Office.

(1) Requests for approval to install a fence must be submitted as an exception-to-policy in writing to the IHO. Requests must include a diagram showing the proposed location of the fence. Fences must be installed within the logical lot lines in the rear of the housing unit. Fences are not allowed in the front or to the side of the housing unit. Installation of the fence will be in accordance with the guidelines set forth within this policy with the diagram approved by the IHO. (see Appendix F) The following defines specific fencing guidelines for DPG housing areas.

(2) Mountain View housing area fences will be of wood only, constructed in the manner of the same materials as the existing Government furnished fencing. A limitation of a 15-foot extension to the existing fence will be enforced due to the risk of damage to buried service lines in the back yards. This limitation also allows access of maintenance vehicles through the back yards of the housing units. A fence will not be more than 30 feet from the unit.

(3) Wherry Housing Area. Wood fences are not allowed. Only chain-link fences will be constructed in this area.

(4) Saint John's housing area fencing will be of chain link material and will be no taller than five feet and no shorter than four feet. A top rail will be installed around the entire fence with no barbs protruding above the top rail. Fencing hardware will be of metal, non-rusting, material such as that used in commercially installed fences. Wooden fences comparable in material, design and grade of the wooden fences in the Mountain View housing area will be allowed upon request and if proposed placement is in accordance with this policy.

(5) Approved dog runs may be allowed, if requested in writing with a diagram to the IHO showing the proposed location of the dog run. Dog runs will be constructed of chain link material only and of the dimensions of a standard commercial dog run, 6 feet by 6 feet by 10 or 12 feet. Dog runs will have a top rail with no barbs protruding above the top rail. Dog runs will meet all requirements of this policy. Residents should make use of the community dog park. (See Appendix G)

(6) An approved excavation permit will be needed prior to installation of fences and/or dog runs, meeting all clearances and making access to utilities available. A gate must be provided near the fuel oil fill pipe. Animals that may be enclosed with the fence and/or dog run area must not hinder delivery of fuel. Access inside the fenced area must be available at all times for maintenance personnel. Digging permits can be obtained by calling (435) 831-3649.

(7) At the time of termination, if requested by the new occupant, the fencing can be evaluated by a Government Inspector to see if it is in the best interest for the Government to retain the fencing.

(8) If it is deemed in the best interest of the Government, the fencing may be left by the departing occupant. If it is determined that the fencing is not in the best interest of the Government, the occupant will have to remove the fence and restore the grounds to the original condition prior to terminating government housing. The occupant will receive no compensation for the fence. If the occupant does not request to leave the fence or if the Government does not accept the fence, the out-going occupant will be required to have the fence removed and the yard brought back to its original condition prior to clearing quarters.

k. Storage Sheds. One Government-furnished storage shed is provided for a nominal fee to Army Family Housing Occupants. The fee is include in the rental amount of the unit.

l. Pet Shelters. Occupants must obtain prior approval from the IHO to install a pet shelter at the rear of their house. Requests for approval should include a sketch showing proposed location of shelter and is subject to the following conditions:

(1) Shelter will be a wind- and moisture-proof structure of suitable size to accommodate the animal(s) with sufficient quantity of bedding material to provide insulation and promote retention of body heat.

(2) Shelter will be made of durable material with a solid floor raised at least 2 inches from the ground and the entrance either protected by a flexible windproof or wind baffle entrance.

(3) Shelter will be located only in the backyard and must allow for maintenance access to permanent structures. Shelter will be removed and yard restored to original condition prior to terminating government housing.

m. Antennas. Requests for installation of any type of radio antenna must be submitted in writing, accompanied by a diagram showing the proposed location and installation, to the IHO prior to installation. A written approval on use of HAM, short wave, or citizen band radio from the DPG Directorate of Plans, Training, Mobility, and Security (DPTMS) (IAW with DPGR 210-5) must also accompany the request. Antennas are required to meet the following specifications:

(1) Occupant will assure compliance with all applicable FCC regulations, and DPGR 210-5 when installing and operating HAM, short wave, or citizen band radios in the DPG housing areas.

(2) The antenna and its supports will be constructed of rust proof material and placed a safe distance away from any electrical lines. All antennas will be free standing with no guy lines or braces. No antenna will be over twenty feet in height, and no antenna will be installed under thirteen feet in height.

(3) No antenna will be mounted on any roof, false chimney, vent, gutter, housing unit, tree or clothesline.

(4) Coaxial cable entering the housing unit will be allowed only in existing cable access or as designed by IHO.

(5) Occupants are liable for any damage or injury that may be caused by their antennas. All audio or visual interference with other occupants, workers, or offices will be the responsibility of the occupant user and corrective action must be taken immediately or cease use of equipment.

(6) All antennas and supports will be removed at the occupant's expense prior to termination of quarters. All housing and yard areas must be brought back to original condition after removal. This includes planting grass, leveling the ground, etc.

n. Hot Tubs/Spas. Requests for authorization to install any type of hot tub or spa must be obtained from the IHO prior to installation. This written request for authorization must be accompanied by a diagram showing the proposed location of the installation. Hot tubs/spas are required to meet the following specifications:

(1) Only personal hot tubs/spas of six by seven feet (6 X 7) will be allowed in the housing areas.

(2) No shed, gazebo, or roofing over the hot tub or spa will be allowed.

(3) The occupant will be charged a fixed monthly fee (based on the DOI consumer price index) to offset the cost to the Government for electrical power and water consumption.

(4) A separate electrical power service will be installed (if required) by the Base Operations and Support Services (BOSS) Contractor to ensure that all safety aspects and electrical codes are met. The occupant will assume the cost for the installation.

(5) All applicable codes and policies will be adhered to during installation and use of the hot tub or spa. IHO will inspect for compliance after installation of the hottub

or spa. Approval of the installation by IHO is needed before use of the hot tub or spa is authorized.

(6) All hot tubs or spas will have a sturdy, locking cover, properly applied when not in use.

(7) Occupants will be responsible for any accidents or injuries incurred with the hot tub or spa and have proof of Home Owner's Insurance covering such accidents or injuries.

(8) Occupants will be responsible for any damage incurred to the housing unit and yard from the hot tub or spa.

(9) Hot tubs or spas or their accessories will not be attached to the housing unit.

(10) All hot tubs or spas, wiring and plumbing will be removed at the occupant's expense prior to clearing quarters. All housing and grounds must be brought back to the original condition after removal of the hot tub or spa. This includes planting grass, leveling the ground, etc.

o. Motion Detector Lights. Motion detector lights may be purchased and installed by occupants at their own expense. Lights may be installed in both the front and rear of the housing unit. All requests for installation of motion detector lights will be submitted in writing, accompanied by a diagram showing the proposed location(s) to the IHO for approval prior to installation. Upon completion of installation, inspection by IHO to ensure compliance prior to use is required. Request must include the model, style, wattage, and color of lights. Motion detector lights will be installed to sense movement in the driveway and porch/patio areas only.

p. Satellite Dishes. Satellite dishes are authorized for use in housing areas at the occupant's expense. All requests for installation of satellite dishes will be submitted in writing, accompanied by a diagram showing the proposed location(s) to the IHO for approval prior to installation. Upon completion of installation, inspection by IHO to ensure compliance prior to use is required. Satellite dishes are required to meet the following specifications:

(1) Satellite dishes will measure one meter or less in diameter.

(2) Satellite dishes must be oriented in a southeast direction, approximately 120 degrees in order to receive satellite signal.

(3) Satellite dishes will not be mounted on roof eaves, trees, fences or any government property. Upon completion of mounting and installation of the satellite dish, the occupant will request final inspection by IHO prior to use. Homes that already have a surface mounted antenna may leave that antenna in place until such a time that the



home requires major refurbishing. Satellite dishes may be left in place when the quarters are vacated through normal PCS unless specifically directed by the IHO.

(4) Coaxial cable entering the housing unit will be allowed only in existing cable access or as designated by IHO. The coaxial cable will remain upon termination of quarters.

## **2-6. Services.**

### **a. Service Orders (SO's).**

(1) Service orders may be initiated by personnel occupying government housing and dormitories by calling the maintenance service order desk at 831-2200. The same phone number is used for emergency service calls after 1730 hours (5:30 p.m.) and on weekends.

(2) Calls for repair service are classified into three categories. They are emergency, urgent and routine. The priorities and target response times are determined by the Directorate of Public Works (DPW) and are shown in Appendix D.

b. Preventive Maintenance (PM) Inspections. PMs are the systematic care, servicing, and inspection of equipment, utilities systems, buildings, structures, and grounds for the purpose of detecting and correcting incipient failures and accomplishing repairs. Occupants will be advised of the exact date of a PM visit by the maintenance contractor. Should the scheduled PM visit pose difficulties, other arrangements can be made. Most of the deficiencies will either be corrected on the spot or will be completed within 2 working days. Major repairs will be documented and scheduled for repair within 30 days. Inspections will be conducted during normal working hours.

c. Family Housing Energy Conservation and Grounds Inspections. Housing personnel conduct inspections regularly and on a continuing basis. Occupants will be notified in writing of deficiencies noted (i.e. porch lights left on during daylight hours, animal waste in yard, etc.). Once notified, occupants must correct deficiencies within 48 hours. Corrections will not remove the housing points issued but will prevent more points from being issued for that same particular infraction.

d. For Active Duty Military Occupants: Occupants are responsible for maintaining assigned quarters in a clean, safe, secure and sanitary condition. Security, sanitary and property protection inspections are conducted at the direction of the Garrison Manager or the Installation Commander when there exists reason to believe that conditions exist that are detrimental to the health, safety, security or welfare of the occupant(s); readiness of the sponsor if active duty military; or the welfare of the military community if likely detrimental to the condition of Government housing property. Reason to believe that a health, welfare, security, or safety of the occupants or property of Government property inspection is warranted is usually based on written or verbal observations or complaints made by neighbors, maintenance workers (housing, cable TV, telephone),

school officials, police, firemen, or housing inspectors. Individuals observing unsanitary conditions that may pose a threat to the health and welfare of military personnel, or a threat of loss, damage or destruction of Government property or value shall provide this information either orally or in writing to the IHO, building 5031, or call extension 3541 or 3542. The Installation Housing Office will document and evaluate this information and take appropriate action as prescribed herein.

e. For Civilian Occupants: Property Inspections (DPGR 420-2). Occupants are responsible for maintaining assigned quarters in a clean, safe, secure and sanitary condition. Safety, security, or property protection inspections are conducted at the direction of the Garrison Manager or Installation Commander when there is reason to believe that conditions exist that poses a jeopardy or threat to security, Government property, safety or threat to the community in general. Reason to believe that a security, safety or property protection inspection is warranted is usually based on written or verbal observations or complaints made by neighbors, maintenance workers (housing, cable TV, telephone), school officials, police, firemen, or housing inspectors. Individuals observing conditions that may pose a threat to the security, or safety or a threat of loss, damage or destruction of Government property or loss of value beyond normal wear shall provide this information either orally or in writing to the IHO, building 5031, or call extension 3541 or 3542. The Installation Housing Office will document and evaluate this information and take appropriate action as prescribed herein.

(1) All reports involving military personnel will be referred to service member's unit commander and the Installation Command Sergeant Major (CSM). Names of the inspection team members will be excised from reports involving Soldiers that are referred to the chain of command. An internal record of inspection team members should be kept in an internal use memorandum for record or report. The names of the inspection team members will not be released outside of official use channels unless properly released under the Privacy Act.

(2) Health, welfare, security, sanitation, safety or property protection inspections will be conducted during normal duty hours unless there is reason to believe the conditions require an emergency response.

(3) Occupants will normally be given at least twelve (24) hours' written notice of an inspection. Subsequent or follow-up inspections may be either announced or unannounced as determined on a-case-by-case basis.

(a) Letters directing announced health, welfare, security, safety or property protection inspections of military personnel will be signed by their commanding officer.

(b) Letters directing announced safety or property protection inspections of civilian residents will be signed by the Garrison Manager or the Installation Commander or in their absence, by the Deputy Garrison Manager of the DPG Chief of Staff.

(c) Letters authorizing unannounced safety or property protection inspections will be signed by the Garrison Manager, the Installation Commander or in their absence, the Deputy Garrison Manager or the DPG Chief of Staff.

(4) As a minimum, the inspection team will consist of the following persons: Unit Commander or Senior NCO (if military occupant), Installation Command Sergeant Major (CSM), Housing Manager, Health Services Representative, and Family Services (if minor is in the home), and Police/Fire/Safety Personnel (if required).

(5) Upon completion of an inspection, the health services, safety, or Fire Department representative will brief the occupant and team members of the findings. A written report will be provided to the occupant and appropriate team members with an information copy to the Installation Command Sergeant Major and the Garrison Manager. The health services representative will recommend to the Garrison Manager or equivalent if follow-up inspections are required and if required, whether they will be announced or unannounced.

(6) If it is determined that an unannounced follow-up inspection is to be conducted, the Housing Manager will coordinate the date and time with inspection team members and prepare a letter for the Garrison Manager's signature authorizing an unannounced inspection.

(7) An individual who fails a second inspection (announced or unannounced) will be notified in writing that failure of another inspection will result in termination of quarters.

(8) Individuals failing a third inspection will be notified in writing that their assignment to quarters is terminated due to misconduct. Normally occupants are given thirty (30) days' notice of termination. However, the Garrison Manager may reduce the notice period if he or she feels that the health, welfare, security, safety, or Government property conditions represent a threat to the occupant, the community in general, or to Government quarters. The Garrison Commander may revoke authorization for non-Family members to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale, or welfare on the installation. See AR 420-1, para 3-17a(8). The Consolidated Legal Office will prepare a termination letter for the Garrison Manager's or his equivalent's signature. Individual may respond to the notice of termination from the Garrison Manager or his equivalent orally or in writing.

f. Police Protection. Police protection is provided by the Directorate of Emergency Services (DES). Any requests for protection should be made through that office. This includes, but is not limited to, checking the occupants home while on vacation or TDY if requested.

g. Fire Protection (DPGR 420-8). Occupants of government housing must report all fires immediately to the Fire and Emergency Services Division, telephone 911. Check

with your cell provider for instructions when dialing 911 from a cell phone. It is the occupant's responsibility to notify the IHO of any and all fires that occur in government housing.

h. Open Fires. Open fires are permitted in barbecue equipment, outdoor fireplaces (chimneys), and in ground level fire pits if the following process is followed. Installation of fireplaces and fire pits must be requested through the IHO and the Installation Safety Officer and the Senior Fire Officer on duty must approve the site of pit placement. These items must be placed a minimum distance of five feet away from any structure for barbecue equipment and 20 feet for outdoor fireplaces or fire pits. They must only be used in an open air environment with clear overhead. You must also have a fire extinguisher or garden hose connected to a water source readily available. Open fires will be supervised by a responsible adult at all times and be completely extinguished before leaving the scene of the fire. In case of emergency call 911. A permit must be obtained from the Fire Department for any open fires not covered above.

i. Candles. There will be no unattended burning candles and no overnight burning of candles. Unattended candles may result in fires and possible liability for damages caused.

j. Refuse Collection

(1) Garbage and trash will be deposited in trashcans with tight fitting lids provided with the housing unit. Occupants will assure that contents are secured to prevent scattering or spilling during handling. Trash pickup is scheduled once a week. Occupants are required to place garbage and trash at curb after 0600 hours (6:00 a.m.) on the day of scheduled pickup and remove empty garbage cans from curb no later than 1900 hours (7:00 p.m.) on the day of scheduled pickup. Garbage cans will be kept in garages, carports, or at rear of house except on scheduled pickup days. It is the occupant's responsibility to maintain the garbage can assigned to them in a clean and sanitary condition. Garbage collection occurs weekly. Only garbage cans and grass clippings properly placed in trash bags and small blown-down limbs are picked up on this day.

(2) Large bulk item pick-up is done on a quarterly basis starting the first week of October, January, April and July. The actual dates will be announced in the Housing Newsletter. All items need to be placed on the curb prior to 0700 on the morning of the scheduled pick-up date. If there are items on the occupant's curb such as portable basketball goals, bikes, children's toys, etc., that the occupant **DOES NOT** want removed from the curb, ensure the item(s) are relocated prior to the scheduled bulk pickup. All metal items will need to be separated from the other bulk items.

(3) Recyclables. Plastic bottles and cans are picked up every other week. Place your blue trash container on the curbside prior to 0700 hours the day of pickup.

(4) Cat litter and other animal wastes must be placed in plastic or paper bags before being placed in trash container. Animal feces from grounds should be picked up daily, weather permitting.

(5) Rubbish includes, but is not limited to, trash, tree limbs, tumbleweeds, and other non-hazardous wastes. Periodically during the year, rubbish collection dates for "spring and fall cleaning" will be announced in the Housing Newsletter and by flyer. All rubbish will be placed at curbside on scheduled collection days prior to 0700 hours (7:00 a.m.). Small tree limbs and tumbleweeds must be bundled for handling ease and other rubbish must be secured so as to prevent scattering. If large quantities of tumbleweeds accrue during a windstorm, residents can call the work order desk requesting a special trash pickup.

k. Hazardous Waste Disposal. Any chemical identified as flammable, corrosive, reactive, toxic, or carcinogenic will be considered hazardous waste when it is ready for disposal. This information can be found on labels. Occupants are responsible for disposal of hazardous waste. Items determined to be hazardous waste may be turned in to the Self-Help Facility, bldg. 5116. It is the responsibility of the occupant to identify hazardous waste prior to disposal. Some examples of household hazardous waste could be:

(1) Oven cleaners, floor cleaners, window cleaners, photo chemicals, arts and crafts supplies, dry cleaning fluids, metal or furniture polish, rust or wood preservatives, wood stains, oil base paints, paint thinner.

(2) Gasoline (a maximum of two gallons may be stored for lawn mower, weed eater, etc.), used motor oil, antifreeze, brake and transmission fluids, engine cleaners, ether sprays, engine and radiator flushes, batteries, and tires.

(3) Pesticides, herbicides, insect sprays, rodent killers, pool chemicals.

#### I. Snow Removal.

(1) Occupants in Family housing areas are responsible for snow removal from walks, driveways/carports, and patios. Snow must be removed within 12 hours after a snowfall. Unoccupied houses will have snow removed by maintenance personnel prior to assignment of the vacant unit. Personnel are not authorized to park in unoccupied driveways, garages, and carports. This impedes snow removal at those facilities.

(2) Snow removal from streets is performed by the Base Operations and Support Services contractor. Parking of vehicles on installation streets is not allowed during snow removal operations or forecasted periods of snow. Information concerning forecasted snow periods is available by calling the Meteorology Division. There will be no parking on the streets between the 1st day of November and the last day of March between 2200 and 0700 hours (10:00 p.m. and 7:00 a.m.) because of snow removal operations. Overflow parking areas will be used for parking of excess vehicles that are

not parked in driveways. Vehicles that impede snow removal equipment are in violation of DPGR 190-1 and will be cited and may be towed.

m. Pest Control.

(1) Routine control of normal household pests such as ants, silverfish, flies, moths, fleas, mice, earwigs, potato bugs, and rodents; keeping pets free of pests; and performing minor control functions are the occupant's responsibility. The use of commercial non-residual insecticides labeled for safe application by the general public is expected of the occupant. For established infestations of pests that are beyond occupant capabilities and require professional control measures, request assistance from the Service Order Desk at extension 2200.

(2) Termite prevention and treatment by occupants is not realistic. Any indication of termites should be reported to the Service Order Desk at extension 2200 so that necessary control measures can be taken.

(3) Mosquito abatement procedures will be initiated by Base Operations during periods of severe infestation.

n. Heating Fuel Oil Deliveries. Heating fuel oil deliveries to housing areas are conducted during heating months. Occupants must ensure that access to the fuel oil fill pipes is provided to delivery personnel. Animals must be restrained in such a way as to allow delivery personnel access to the fuel oil fill pipes. Fence gate must be provided near the fuel oil fill pipe.

o. Lockout of House. Housing occupants who lock themselves out of their houses during duty hours may sign out a key on a temporary basis from the IHO, Bldg. 5031. Housing occupants who have accidental lock-ins of small children are considered an emergency. The Service Order Desk should be notified immediately during duty hours. After duty hours, access can be obtained by contacting the Police Department at ext. 2929. After duty hour lockout service will be charged to the occupant if reported on a Service Order.

p. Telephone Service.

(1) Housing occupants may obtain wired telephone service from CentraCom Telecom. To order new service, to change or disconnect service, or for billing questions contact (435) 427-3331 or 1-800-427-8449. Occupants may call either of the above numbers for repair service (24-hours a day). The occupant is responsible for all costs incurred for installation, termination, and/or repair.

(2) The maximum number of pre-installed telephone outlets is three. The location of telephone instruments is confined to the location of pre-installed recess outlets. The only exception to the requirement of using other than pre-installed outlets is when a telephone may be installed in an adjacent bedroom by going through the back

of the existing outlet, thereby eliminating any exposed wiring. Any deviation from this policy must be approved in advance of the change in writing by the IHO.

q. Cable Television. Two or more Cable TV (CATV) outlets have been installed in each housing unit. Occupants may obtain cable TV service from CentraCom Telecom, telephone (435) 427-3331 or 1-800-427-8449. If desired, residents may contact commercial providers for either Direct TV or Dish TV network.

## **2-7. Occupant Responsibilities.**

a. Sponsor Responsibilities. Sponsors are responsible for reimbursement of damage caused to government housing beyond normal wear and tear. They are also responsible for the condition of their residence and for conduct and discipline of themselves and their Family members, including guests. It is the responsibility of all residents, sponsors, and guests to be aware of and adhere to rules and policy's established by the Army and DPG.

b. Subletting. Personnel assigned to government housing will not sublet or receive reimbursement for shelter from other persons who reside unauthorized in the housing unit.

c. Guest/Visitors. Sponsors may have guests at their assigned DPG government residence without any restrictions provided they do not remain overnight... f the sponsor chooses to allow a guest to remain/reside at their residence overnight or up to a 7-day limit, the sponsor must register their guests with the main gate and notify the IHO. With an approved request of 30 day increments, a guest/visitor may stay up to a maximum of 90 days within a calendar year. Sponsors must register all foreign or non-US citizens prior to arrival on DPG regardless of purpose of visit. Sponsors may not allow guests to remain/reside at their assigned residence in excess of 7 days without securing written consent from the IHO. This includes foster children and any other immediate relative not listed on the application for government housing. Willfully withholding information concerning any unauthorized guest(s) can result in termination of housing privileges. All requests for Exception-to-Policy will be made in writing to the IHO. This paragraph does not apply to guests/visitors of Unaccompanied Personnel Housing (UPH) Barracks and Dorms.

d. Shared Occupancy. Shared occupancy are allowed only as per Policy # 19-40, Shared Occupancy of Dwelling Units. No person residing in government quarters (Barracks, UPH or FH) will cohabit or dwell with another person other than his or her authorized immediate Family without the express written consent of the Garrison Manager. Any such conduct without this consent will be deemed misuse of government quarters contrary to the purpose of government housing, the appropriations for government housing, AR 420-1, Army Facilities Management, and the safety, health, and welfare of the installation. This misconduct may be cause for termination of assigned quarters and possible administrative action by the Garrison Manager

e. Government Controlled Contractors/Work Force. Occupants of government housing may not refuse government controlled contractors/work force personnel from performing scheduled authorized maintenance and repair, or refuse emergency access to their house for protection of personnel and property. In other than emergencies, a responsible, English-speaking, adult should be in the housing unit during scheduled maintenance and repairs. A government escort can and may be assigned to accompany the contractors.

f. Commercial Endeavors (IAW AR 210-7)

(1) Will be addressed on a case-by-case basis and requests must be submitted through the IHO for Command staffing and review. The review will include staffing through the installation Family, Welfare, Morale, and Recreation (FWMR), the Legal Office, and then the USAG leadership and or Command leadership.

(2) Structural changes to government housing are not authorized when engaged in a commercial activity endeavor. Minor modifications may be made upon approval of the IHO. Any modification must be restored to its original condition. The cost of modification and restoration, if required, will be borne by the sponsor.

(3) No commercial enterprise may operate at the expense of community tranquility and harmony among neighbors.

g. Unauthorized Commitments. The government incurs certain expenses for maintenance or repair of government houses such as painting and furnace upkeep. Occupants are not authorized to represent the government to obtain goods or services. Thus, the occupant must request those goods or services through the IHO, either through a Service Order or the Self-Help store.

h. Pets (DPGR 40-3). Occupants may have no more than two household pets. Requests for additional pets require an Exception-to-Policy submitted to the IHO for Garrison Manager staffing and review. **Occupants must register pets through the Visitor Control Center Law Enforcement and Security Division within 72 hours of arriving at DPG.** Pets must be kept under control at all times. Barking dogs will be controlled as not to disturb neighbors. Occupants who fail to properly register, control, or properly immunize their pets may lose their privilege to maintain pets on the Installation. Any pet that attacks or bites other pets or personnel will be required to be kenneled at the owner's expense pending rabies determination, and possible actions include a permanent ban of the pet from the installation. Pet dogs and cats are not allowed in the dorms/Barracks. (See Appendix E)

i. Vehicles (DPGR 190-1).

(1) In so far as possible, all privately-owned vehicles in the housing areas will be parked in driveways or garages. If there is insufficient space to accommodate privately-



owned vehicles as stated above, they should be parked in the overflow parking areas provided.

(2) Unless otherwise specified, vehicles parked on the street will be parked parallel to and in the direction of the flow of traffic. Vehicles will be parked within 18 inches of the curb and will be parked so as not to obstruct garbage and trash pickup. Where no curb exists, the vehicle will be parked on the shoulder as far off the roadway as possible without damaging lawns or seeded areas.

(a) Automotive Repairs. Minor maintenance and changing of lubricants on vehicles. Typically, residents may dispose of their used oil at locations like Walmart Automotive and O'Reilly's Auto Parts in Tooele. But twice a year, DPG holds a hazardous waste turn-in and residents as of this printing may turn in used motor oil and used car antifreeze during that official turn-in program.

(b) Vehicles parked in the housing area must have a current registration & license. Vehicles without current registration & license shall be parked in the MWR storage area.

j. Recreational Vehicles (RV).

(1) The term recreational vehicle RV is defined as motor homes, camper/shells (not mounted on vehicles), travel trailers (including trailers used to haul RVs), tent trailers, horse trailers, utility trailers, boats, dune buggies, dirt bikes, ATVs, and snowmobiles. **RVs will not be stored at the residence except for a 48-hour period while loading or unloading prior to use.** The Installation has a fenced-in storage area for occupants to store recreational vehicles. Contact MWR for storage of recreational vehicles.

(2) RVs will not be parked in the housing area longer than 48 hours at any one time. RVs may be brought to the housing area 48 hours in advance of use and then remain in the housing area 48 hours after use to allow for cleaning. Residents requiring their RV at their house for a period in excess of the 48-hour limit must request written approval from the IHO. Trailers and motor homes will not be used for lodging. Utilities will not be hooked up to any RV for the purpose of providing services for occupancy; however utilities may be hooked up for a period not to exceed 24 hours when performing RV cleaning. Owners of truck-mounted campers or motor homes may be permitted to retain such vehicles at their house when they are used as a primary means of transportation. Permission to retain these vehicles for this purpose will be submitted in writing to the IHO for prior approval and must include sufficient justification to warrant consideration. Exceptions may be approved for up to 2 weeks. No RVs will be parked on patios, porches, seeded areas, or driveway extensions.

k. Firearms and Weapons (DPGR 190-4). All occupants of DPG having privately-owned firearms (i.e. automatic, semiautomatic, or single shot firearms such as rifles, shotguns, pistols, revolvers, etc.), must register all such weapons with the police

department immediately upon assignment to the Installation and in no case later than 7 days after arrival. Weapons are required to be kept in locked containers and away from juveniles at all times.

l. Physical Security. The sponsor is solely responsible for the security of private and government-owned property under their control. Property such as lawn mowers must be kept secured in back of your housing unit when not in use.

m. Maintenance and Upkeep. Occupants are responsible for the care of their assigned housing unit and grounds during periods of temporary absence (1 to 14 days). Occupants should arrange with neighbors to check their house periodically for fire hazards, broken water lines, defective heating systems, and vandalism. Residents should inform the Directorate of Emergency Services (DES) of periods of temporary absence. Occupants leaving the Installation in excess of 2 weeks should notify the IHO of the name and address of a designated person residing on the installation that will retain keys to the house and will accept responsibility thereof. The DES must also be notified during periods of prolonged absences. Housing occupants are expected to care for their house as if the house were privately owned or rented. Prompt reporting of requirements for servicing, maintenance or repair of dwelling units, installed equipment, appliances, and outside area is required. Failure to report problems could result in occupant liability. Specific responsibilities include:

(1) Interior.

(a) Within 15 days of housing assignment, provide the IHO a list of deficiencies not annotated on the STEDP-CON Form 22 (Building and Property Quarters Inspections Form).

(b) Cleaning interior surfaces of windows and those surfaces that are readily accessible. Cleaning interior walls, woodwork, and other surfaces. Cleaning, waxing, and polishing floors. Residents should not use abrasive scouring material/cleansers on vinyl/fiberglass/plastic/soft-tiled surfaces or heat floor wax because a fire hazard would be created.

(c) Cleaning stoves, refrigerators, exhaust fans, sinks, tubs, plumbing fixtures, and other household equipment.

(d) Keeping furnace rooms and utility access areas free of litter and stored items.

(e) Performing self-help maintenance and repair as outlined in paragraph (2) (n) below.

(f) Wall-to-wall carpeting may be purchased and installed at occupant's expense. It must be removed prior to clearing/termination of the house and occupants are liable for any damage to the floors or walls as a result of the installation. Cutting of

doors to accommodate carpeting is not authorized. Carpet must not be nailed or glued to floors.

(g) Occupants will be financially responsible, under all circumstances, for any damage caused by adhesive-backed items attached to walls, doors, cabinets, ceilings, drawers, tub and tub enclosure surfaces, fixtures or appliances. Such items include wallpaper, contact paper, decals, mirror tiles, cup dispensers, towel racks, etc.

(h) Curtain rods and brackets may be installed by occupants and may remain, if securely installed, upon termination. Brackets shall be affixed to wood or metal frame surfaces.

(2) Exterior (Family Housing Areas).

(a) Cleaning carports, garages, storage spaces/porches, steps, walls, and driveways, including snow removal.

(b) Grounds maintenance to include watering, mowing, clipping, trimming, edging, reseeding, fertilizing, eliminating weeds, leveling lawns, raking, pruning and trimming shrubs and hedges, trimming branches from trees up to 6 feet above the ground and up to one inch in diameter, including those shoots growing next to foundations, repairing damage from pets, daily removal of trash, and general neatness and cleanliness of area, including the area around dumpsters and trash enclosures. Grass or weeds shall not exceed 6 inches in height.

(c) Area of responsibility in Family housing areas extends from the front of the house to the centerline of the road and includes the logical yard area around the house (normally up to 50 feet). Residents who have erected fences are responsible for area outside of fence area as well as inside, within the logical yard area. Maintaining common areas is the common responsibility of occupants living in buildings adjacent to these areas. See Appendix H & I for Yard of the Month and Conditions for Yard Standards.

(d) Trenches are not permitted along the edge of sidewalks or roads.

(e) Vine trellises will not be constructed closer than 18 inches to the side of any house and will not be fastened to the house.

(f) Existing planted shrubs, decorative plants, trees, and hedges will not be removed without prior written approval from the IHO.

(g) Housing occupants will ensure that areas around trash containers and dumpsters are kept free of loose items of trash and that container covers are in place. Keep dumpster doors closed at all times.

(h) Desert areas will be maintained as necessary and will not be used at any time as a dumping area for trash, garbage, leaves, lawn clippings, or other foreign substances.

(i) Seeded areas will be maintained and all pet/other damages repaired in advance of termination to the extent that grass is growing and an aesthetic appearance is restored. Failure to comply will result in assessment of charges. (See Appendix I)

(j) To preclude structural damage, exterior walls of houses will not be utilized for attaching such items as dog runs, hose racks, clothes lines, blinds, flower boxes, plant hangers, fences, additional mail boxes (privately or government owned) and the like. Flower boxes may be hung from window ledges with clamps or straps but they will not be screwed or nailed to the structure.

(k) Bicycles and children's toys will not be left scattered about but will be neatly stored in the back of quarters when not in use.

(l) Tree houses, swings, backboards or other objects will not be built, hung, or affixed to trees or poles in any housing area.

(m) Self-help painting is not authorized on the exterior of government houses.

(n) Self-help (AR 420-1, AR 420-22 and DPG Self-help Handbook.) The Self-help Program allows occupants to accomplish minor upkeep and repair work in a timely manner. Participation in the Self-help Program is mandatory. The program includes the repair work that an occupant can realistically be expected to perform. Examples of maintenance and repair which may be accomplished by occupants are: replacing faucet washers; repairing screens; controlling ants, roaches, and other household pests; tightening and replacing builders' hardware items; replacing light bulbs and globes; cleaning and replacing filters; and other similar work. The program does not include major interior/exterior painting or major alterations to a house. Any alterations to the house must have prior written approval from the IHO.

**2-8. Command Designated Quarters.** There are five sets of quarters set aside with the express purpose of accommodating senior leaders assigned to Dugway. Those quarters are located on what is called anecdotally Colonel's Hill. These leaders are considered Key & Essential Personnel for Dugway Proving Ground. Those quarters and their designated residents are:

HOUSE	RESIDENT
Quarters 1	Installation Commander
Quarters 2	Garrison Manager
Quarters 3	USAF Detachment Commander
Quarters 4	Installation Command Sergeant Major
Quarters 5	MEDCOM OIC (not located on Colonel's Hill)

The Installation Commander may at his discretion re-designate any of these command designated quarters to other senior leaders at his discretion.

ARRON D. GOODMAN  
Garrison Manager

## **Appendix A References**

- a. DFAS Regulation 37-1
- b. AR 210-7, Commercial Solicitation on Army Installations
- c. AR 420-1, Army Facilities Management
- d. The Joint Ethics Regulation
- e. AR 735-5, Basic Policies and Procedures for Property Accountability
- f. Army Policy - Domestic Animals on Army Installations, dated 08/16/18; & AR 420-1, Pets in Quarters and Mobile Home Parks, para 3-6c(7); para 3-60b(5); para 3-65a; para 3-69c; and para 3-92b and j; and Appendix D below
- g. DPGR 1-4, Administration (Misuse of Government Housing)
- h. DPGR 1-5, Curfew of Minors and Students
- i. DPGR 1-10, Personal Visitors at DPG
- j. DPGR 40-3, Animal Control and Disease Prevention
- k. DPGR 190-1, Post Traffic Regulation
- l. DPGR 190-4, Possession and Use of Firearms and Dangerous Weapons
- m. DPGR 420-2, Family Housing Readiness & Welfare Inspections for Military Personnel and Safety & Property Inspection for Civilian Sponsors
- n. DPGR 405- 70, Excavation Permit System on Dugway Proving Ground
- o. DPGR 420-8, Directorate of Emergency Services Programs Fire and Emergency Services Division
- p. DPGR 420-9, Refuse Collection and Disposal

## APPENDIX B

### GOVERNMENT HOUSING ELIGIBILITY AND ASSIGNMENT PRIORITIES

Eligibility. Active Duty Military, Civilian, and Contractor Personnel with or without accompanying dependents permanently assigned or attached to DPG providing the sponsor is employed on DPG in one position a minimum of 32 hours per week and is expected to occupy government housing for a minimum of six months.

Priorities.

1 Key and Essential Personnel. Military and DOD civilian personnel designated by the Garrison Manager or Installation Senior Commander as key and essential to the operation and mission of Dugway Proving Ground or its tenant activities.

2 Active Duty Military Personnel. Military personnel will be given priority assignment for all housing on Dugway Proving Ground.

3 Career/Career-Conditional DOD Civilian Employees (SES, GM/GS, WG, NAF). Assigned or attached personnel to Dugway Proving Ground or its tenant activities.

4 Other Permanent Full-time Civilian Employees (AAFES, Bank, Credit Union, Post Office, etc.). Full-time is considered employed on Dugway Proving Ground a minimum of 32 hours per week in one position.

5 Contractor Employees.

Note: Should a housing requirement exist for personnel in Priorities 1 or 2 that can't be filled by current vacancies, residents in Priorities 3 through 5 will be displaced on a last-in, first-out basis upon 30 days' notice.

## APPENDIX C

### MINIMUM CRITERIA FOR DETERMINATION OF BEDROOM REQUIREMENTS

<u>Number of Dependents</u>	<u>Bedrooms</u>
None .....	2
One .....	2
Two, except as follows .....	2
- One, 10 years or older .....	3
- One 6 years or older and other opposite sex .....	3
Three, except as follows .....	3
- Two, 10 years or older .....	4
- One, 10 years or older and other two opposite sex, with one 6 years or older .....	4
Four, except as follows .....	3
- One, 10 years or older .....	4
- One, 6 years or older and all of the other three opposite sex of the one .....	4
- Two, 6 years or older of opposite sex and other two same sex .....	4
- Two, 10 years or older and other two opposite sex with one 6 years or over .....	5
- Three, 10 years or older .....	5
Five, except as follows .....	4
- Two or more, 10 years or older .....	4
- One, 10 years or older, with one 6 years or older and of the opposite sex of the others .....	5

**NOTE:** Under-housing of bedroom requirements will only be allowed in limited and unusual circumstances and will not violate fire, safety, or health/hygiene regulations. An Exception to Policy is required to be under-housed.



## APPENDIX D

### SERVICE ORDER PRIORITY SYSTEM

Priority	Definition	Examples	Target Response Time
Emergency	Takes priority over all other work and requires immediate action, including overtime or diversion of craftsman from other jobs, if necessary to cover the emergency; consists of correcting failures/problems constituting immediate danger to life, safety, health, mission security or property. Once started, work will continue until completed.	<ul style="list-style-type: none"> <li>-Overflowing drain</li> <li>-Broken water pipe</li> <li>-Gas/fuel tank leak</li> <li>-Major utilities service</li> <li>-Broken electrical</li> <li>-Components which might cause fire or shock</li> <li>-Accidental lock-ins of children</li> <li>-Stopped up commode when only one is available for use</li> </ul>	1 Hour
Urgent	Corrects a condition which could become emergency seriously affecting health, safety, morale, or has command emphasis	<ul style="list-style-type: none"> <li>-Heating outage mid-winter</li> <li>-Complete water supply outage</li> <li>-Warm water supply outage</li> <li>-Inoperable domestic Refrigerator</li> <li>-Inoperable domestic range</li> <li>-Air conditioning mid-summer</li> <li>-Inoperable commode when another exists</li> <li>-Broken or defective windows and doors that compromise security</li> </ul>	2 Hours 2 Hours 8 Hours 16 Hours 24 Hours 36 Hours 36 Hours 48 Hours
Routine	Minor repairs which, if not accomplished could only continue and inconvenience or unsightly hinder the operation or living conditions in a house	<ul style="list-style-type: none"> <li>-Faucet Leaks</li> <li>-Broken windows, not a security factor</li> <li>-Carpentry Repairs</li> <li>-Minor water leaks</li> <li>-All other minor repairs</li> </ul>	Within 5 working days. 30 Calendar days

## APPENDIX E

### PET STANDARDS

The Dugway Community is sensitive to the relationships that exist between residents and their pets. Residents should familiarize themselves with Department of the Army memo, Army Policy - Domestic Animals on Army Installations, dated 08/16/18 issued by Jordan Gillis (Acting Assistant Secretary of the Army, Installations, Energy, and Environment), and local laws regarding acceptable pets, animal restraint, abuse, sanitation, numbers and other issues. The following pet policies are designed to minimize health and safety issues and resident complaints. ***A maximum of 2 pets, dogs or cats, in any combination is authorized per household.***

1. Pit Bulls (American Staffordshire Bull Terriers or English Staffordshire Bull Terriers), Rottweilers, Doberman Pinschers, Chows, and wolf hybrids and crosses of these breeds are generally classed as dangerous breeds and are **not allowed** in Dugway Proving Ground Family Housing. If you are a new resident, Exceptions-to-Policy may be granted if the dog is a Certified Service Animal by a licensed Veterinarian. Documentation is required to show the animal's status before arrival at DPG.

2. This policy aligns with Department of the Army guidance as outlined in the 08/16/18 memo issued by Jordan Gillis (Acting Assistant Secretary of the Army, Installation, Energy, and Environment), Army Policy - Domestic Animals on Army Installations, and Dugway Proving Ground Regulation 40-3 Pet Control and Disease Prevention that applies to Soldiers, Family members and civilians who own any of the listed breeds or crosses as outlined above. Prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following types of conduct:

- ☐ Unprovoked barking, growling or snarling at people approaching the animal
- ☐ Aggressively running along fence lines when people are present
- ☐ Biting or scratching people, or attacking other pets.
- ☐ Escaping confinement or restriction to chase people

4. Exotic animals, fish and reptiles such as alligators, electric eels, monkeys, piranhas, pufferfish, sharks, and snakes; wild animals and birds such as ferrets, foxes, hedgehogs, raccoons, rats, skunks, squirrels, owls, ostriches, and falcons; and farm animals and fowl such as pot-bellied pigs, goats, sheep, chickens, and geese. Prior written approval of the Installation Commander is required to bring exotic, wild, or farm species onto the Installation for official purposes and any other exotic or farm animal are not authorized on the Installation. Any such animals found running loose or abandoned on Dugway Proving Ground will be impounded until proper disposition can be made.

5. Pets are the responsibility of the resident. All dogs, cats, and other animal pets (small caged animals such as hamsters and fish excluded) more than 90 days of age must be immunized or show proof of immunization and be registered within 10 days of

arrival or acquisition. Pets must wear a current rabies tag and have a current vaccination history. General Rules:

- Residents will be liable for all damages to include carpet, doors, floors, walls, shades, blinds, screens, appliances, cabinets and other parts of the home or community including landscaping.
- Pets will be controlled at all times by their owners. Such control prevents pets from becoming a nuisance or menace to other persons, animals or property.
- Residents are liable for any injury or damage caused by their pet(s).
- Pets will be housed indoors or may be secured outside home within a fenced area. Tethering of pets is not permitted in family housing.
- Poop and scoop is mandatory and requires the removal of all pet waste from yards, common areas and grounds in the neighborhood. The resident will incur charges for failure to comply, and the expense will be commensurate with the cost for a third party to remove the pet waste. Pets should not be permitted to soil patios and porches.
- Birds, gerbils, hamsters, etc., must be caged at all times.
- Dogs are to be kept on a leash (not to exceed 15 feet in length) and under the owner's supervision and control at all times when outside of the home or fenced-in yard.
- If pets are fed outside, residents should clean up any uneaten food to avoid becoming an attractive nuisance to wildlife.
- Un-spayed female pets will be kept in isolation during their heat period to prevent attracting male animals.
- Pets, other than registered service animals, are not permitted in any recreational areas such as swimming pools, recreation centers, tennis courts, playgrounds, or any other recreational facilities including laundry rooms, offices and clubrooms at any time. However, exceptions will be made for service animals in authorized areas in accordance with Americans with Disabilities Act (ADA) for title III (public accommodations facilities) on September 15, 2010, in the Federal Register."

6. Keeping Your Pet Safe. Remember, happy pets are well-behaved pets.

- a. Provide your pet with adequate food, water, shelter and exercise.
- b. Never leave your pet locked in a vehicle, especially during hot summer months.
- c. Protect, register and vaccinate your pet.

7. No pets of any kind may be kept in dorm or barracks rooms.

8. Residents should notify the Dugway Police concerning loose or stray animals or any animal which, by its conduct or temperament, reasonably constitutes a physical threat to people or other animals. All animal bites or scratch incidents to humans should be reported to the nearest medical facility as soon as possible. The offending animal is

subject to a physical examination and quarantine. Failure to abide by this Pet Policy may result in a revocation of pet privileges.

## **APPENDIX F**

### **FENCE PROCEDURES**

Residents may install approved fences in back yards of their homes. To comply with Military Housing pet policy and Dugway Proving Ground rules, families may elect to install dog runs, kennels or pet enclosures where permissible once approval is given.

#### **Fence Guidelines and Resident Responsibilities:**

1. The Installation Housing Manager must approve all fence installation requests. They must be submitted to the Installation Housing Office in writing.
2. Residents are responsible for installation, maintenance and removal of all personally installed fences. However, if a fence is installed professionally and well maintained you may be allowed to leave the fence prior to moving off post or PCSing with advance approval of the Installation Housing Manager.
3. The fence contractor (or the resident, if installing your own fence) must review DPGR 405-70, prior to installing a fence. Residents are required to mark the grounds with white spray paint to outline where the fence is to be installed. You are also required to contact the IHO at (435) 831-3541/3542 to have underground utilities marked prior to installation.
4. Fences must be installed by a professional or in a professional manner within the following guidelines:
  - a. No fences other than small decorative ones may be placed in the front yard (see para 7).
  - b. Fences must be square or rectangular in layout.
  - c. Fences may not impede or enclose any real property improvements (e.g. sidewalks, swales, utility structures, natural drainage or common areas).
  - d. Fences cannot encroach into a shared back yard.
  - e. Fences may not be attached to any structure.
  - f. Fences must contain at least one 4-foot wide, swinging gate.
  - g. Fences may only be four to five feet (4'-5') tall in height and must be constructed with a top rail. However, additional fence requirements, including fence height in excess of 4 feet and regulation size kennel enclosures, may be required for certain dogs, but will require an approved exception to policy.

- h. Fences will be free of hazards including projecting wires and sharp edges.
  - i. Fencing material will be square or rectangular galvanized chain link.
  - j. The grid opening size may not exceed 3 1/2 inches.
  - k. The smallest wire size will be 16 AWG.
  - l. Fences must be straight and plumb with no protruding guy wires or trip hazards.
  - m. Only corner and gate posts may be concrete based but all posts must be capped.
  - n. Fence dimensions must be approved by the Installation Housing Manager.
5. When necessary, the Resident must remove fence portions that may prevent access by building maintenance equipment. The Resident will replace the removed portion upon completion of work. We advise erecting the back line so that one end of the fabric and one interior post can be easily removed.
6. Prior to termination of residency, properly installed chain-link fencing may remain if approved in advance by the Installation Housing Manager. Otherwise, Resident must remove and dispose of fencing, fill post and other holes, and seed grass areas needing repair.
7. Residents may erect decorative type fencing to enhance and protect landscaped areas in the front of the home, contingent upon full and continued compliance with the following provisions:
- a. Decorative fences must not exceed 18 inches in height.
  - b. Residents may only install decorative fences around landscaped beds in a design that does not detract from the quality of the neighborhood.
  - c. Fences may not be installed surrounding entire front, side or back yards.
8. Resident must schedule an acceptance inspection with the Installation Housing Manager or Quality Control Inspector within 15 days after fence construction is complete. All deficiencies identified must be corrected or the fence must be removed.

## **APPENDIX G**

### **COMMUNITY DOG PARK**

Dugway recognizes the need for many residents to have pets and enjoy those pets; however, the desert environment may seem limiting or even intimidating to exercising some pets. Because of this there is a Community Dog Park located next to the IHO that we encourage all residents to make full use of.

#### **General Rules:**

1. All residents using the dog park are responsible for policing the feces of their animal within the park. Bags and a trash container are provided, but if bags are temporarily out then residents should bring bags with them. Residents who are discovered to abuse this rule will be looked at to either make the park off limits or even considered for removal of their pets from the installation.
2. Pets in the park do not have to be on a leash; however, owners should take great care when other pets are using the park at the same time to ensure the animals are compatible. All owners are responsible for promptly removing their animal from confrontational situations.
3. Owners must remain with their pets while they make use of the park.
4. Pets on Dugway are required to be registered, vaccinated, and chipped.
5. Water is available in park for animals, as well as benches for their owners.
6. Residents who see something that needs repair or care are requested to notify the IHO next door so that an appropriate work order can be submitted.

## **APPENDIX H**

### **YARD OF THE MONTH PROGRAM**

The Command encourages our residents to take pride in the homes that they live in while on Dugway. To recognize residents who visibly take special care of their yards we execute a Yard of the Month Program.

1. The program is conducted by a physical inspection of the exterior of the quarters once a month.
2. The inspection is done by the installation CSM and the Installation Housing Officer.
3. As a general rule the inspection will be conducted during the last week of the month. Winners will be recognized in two ways.
  - a. A Yard of the Month sign will be placed in front of the quarters for everyone to recognize.
  - b. During the Quarterly Garrison Awards ceremonies, the winners will be invited to participate and receive a Garrison Certificate of Appreciation.
  - c. Other awards or prizes will be determined as available.
4. The program will begin in April and run until the first snow fall in early winter.
5. The inspectors will evaluate only occupied homes and will evaluate homes based on:
  - a. Lawn mowed to pleasant height and clear of debris and edged.
  - b. Weed less flower beds, seasonal color, regular mulching of flowerbeds, all shrubs trimmed properly, insect control, and a lush green, healthy lawn.
  - c. All plants must be living, no artificial plants.
  - d. Garden objects such as statuary and birdbaths are acceptable.
  - e. Yard must be free of debris and clutter (i.e. trash cans, recycle bins, etc.).
  - f. Trees trimmed (if appropriate).
  - g. Is everything in yard in compliance with Installation policies?
  - h. Hard surfaces such as driveways and sidewalks clean and edged.



## **APPENDIX I**

### **YARD INSPECTION OF BASE HOUSING**

#### **Condition Standards for Grounds Maintenance Program**

In Accordance with Department of the Army Regulation 420–1 Facilities Engineering Army Facilities Management and Department of the Army Pamphlet 420–1–1 Facilities Engineering Housing Management. Grounds and Landscaping of Army Family Housing/UPH Housing type Dwelling Units is the responsibility of the Resident.

The Dugway Leadership Team encourages our residents to take pride in the homes that they live in while on Dugway.

1. The program is conducted by a physical inspection of the exterior of the quarters each month.

2. The inspection is done by the Installation Housing Office and Installation Management on a continual rotating Basis.

3. As a general rule the inspection will be conducted during the work week Monday through Thursday of the month. Points will be awarded to the resident for identified deficiencies on the Yard Inspection of Base Housing DPG Housing Form 3 ver. 1.

a. Accumulation of 12 points could result in a loss of housing privileges and may result in eviction from Government Housing. Points expire 18 months after awarded to the resident.

b. During the yard inspections the following areas will be inspected.

1) Warning – 0 Points: (First Offense 1 point thereafter).

- a) Outside lights left on during daylight hours.
- b) Window screens removed from windows.
- c) Bicycles, toys, grills, lawn equipment etc. stored in the front of the residence.
- d) Storage of hazardous Materials improperly (gas cans, antifreeze, etc.)
- e) Other command emphasis items as directed.

2) 1 Point will be issued for the following:

- a) Garbage cans improperly stowed.
- b) Do not store lawn care equipment in front or side of residence.
- c) Yard presents a very untidy appearance. Debris, twigs & small branches, tumbleweeds, grass clippings, etc. not removed from yard, driveway, and/or street gutters.

3) 2 Point will be issued for the following:

- a) Violation of Policy 420-1-3 ( failure to control pets, prolonged barking, unleashed pets, no food, water or proper shelter provided, non-removal of waste, tethering pets to trees, shrubs, fuel fill pipe, or structure, unrepaired pet damage to yard and infrastructure, etc.)
- b) Lawn not mowed/trimmed, especially around trees, fences, and next to quarters, to include weeds. (Grass & weeds no longer than 6 inches in height)
- c) Lawn not watered (front, back, and sides)
- d) Snow removal within 24 hours form sidewalks and driveways.

4) 3 Point will be issued for the following:

- a) Unauthorized modification/alteration to house and/or yard. This includes the installation of trampolines, hot tubs, satellite dishes, and pools.
- b) RV, trailers, boats, and unregistered vehicles, parked/stored in driveways not in compliance with Dugway Policy 420-1-3.
- c) Automotive repairs being performed in housing areas over 3 weeks.
- d) Oil/grease stains on concrete driveways.

4. The inspectors will evaluate only occupied homes and will evaluate homes based on:

- a. Lawn mowed to pleasant height and clear of debris and edged not to exceed 6 inches in height.
- b. Weed less flower beds, seasonal color, regular mulching of flowerbeds, all shrubs trimmed properly, insect control, and a lush green, healthy lawn.
- c. Garden objects such as statuary and birdbaths are acceptable.
- d. Yard must be free of debris and clutter (i.e. trash cans, recycle bins, etc.).
- e. Trees trimmed (if appropriate below the 6 feet mark).
- f. Is everything in yard in compliance with Installation policies?
- g. Hard surfaces such as driveways and sidewalks clean and edged and during winter snow removed with 24 hours.

IMDU-PWH

Dear Housing Occupant:

1. A grounds inspection of your quarters located at \_\_\_\_\_ was conducted on \_\_\_\_\_.
2. Items checked below were found not to be in compliance with Dugway Policy 420-1-3. Deficiencies are required to be corrected within 48 hours. Your prompt attention is requested.
3. Accumulation of 12 points within a 12 month time span could result in a loss of housing privileges.
4. All questions should be directed the Installation Housing Office at 435-831-3541, 3542 or 3416.

Warning – 0 Points: (First Offense 1 point thereafter).

- \_\_\_\_\_ Outside lights left on during daylight hours.
- \_\_\_\_\_ Window screens removed from windows.
- \_\_\_\_\_ Bicycles, toys, grills, lawn equipment etc. stored in the front of the residence.
- \_\_\_\_\_ Storage of hazardous Materials improperly (gas cans, antifreeze, etc.)

1 Point

- \_\_\_\_\_ Garbage cans improperly stowed.
- \_\_\_\_\_ Do not store lawn care equipment in front or side of residence.
- \_\_\_\_\_ Yard presents a very untidy appearance. Debris, twigs & small branches, tumbleweeds, grass clippings, etc. not removed from yard, driveway, and/or street gutters.

2 Points

- \_\_\_\_\_ Violation of Policy 420-1-3 (failure to control pets, prolonged barking, unleashed pets, no food, water or proper shelter provided, non-removal of waste, tethering pets to trees, shrubs, fuel fill pipe, or structure, unrepaired pet damage to yard and infrastructure, etc.)
- \_\_\_\_\_ Lawn not mowed/trimmed, especially around trees, fences, and next to quarters, to include weeds.
- \_\_\_\_\_ Lawn not watered (front, back, and sides)

3. Points

- \_\_\_\_\_ Unauthorized modification/alteration to house and/or yard. This includes the installation of trampolines, hot tubs, satellite dishes, and pools.
- \_\_\_\_\_ RV, trailers, boats, and unregistered vehicles, parked/stored in driveways not in compliance with DPGR 420-1-3.
- \_\_\_\_\_ Automotive repairs being performed in housing areas over 3 weeks.
- \_\_\_\_\_ Oil/grease stains on concrete driveways.

Comments from the Inspector: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX J**

### **Unaccompanied Military Personnel Housing Standards**

1. The Dugway Leadership Team encourages our unaccompanied Soldiers to take pride in the Unaccompanied Personnel Housing (UPH) homes that they live in while on Dugway. Unaccompanied Soldiers living in family-style housing and not barracks type buildings is a unique opportunity and shall not be construed to be an endorsement or permission for Unaccompanied Soldiers to have resident visitors/partners.
2. Soldier UPH Occupant Responsibilities:
  - a. Following established rules of conduct and joint occupancy of living in quarters.
  - b. General housekeeping, such as cleanliness of room, closets, kitchenette, latrines, appliances, shared space, common areas.
  - c. Actively promote energy conservation.
  - d. Report incidents of vandalism, neglect.
  - e. Responsible for visitors' actions, negligence.
  - f. Report all maintenance requirements.
  - g. No personal property may be stored in backyard, as the yard is maintained by contract.
  - h. Shed shall be secured and used to store personal property as necessary.
  - i. Place and recover trash containers at/from curb on scheduled pickup dates.
3. Liability. A UPH (PP) resident's liability is the same as that of a Family Housing resident (see AR 420-1 para 3-54e (4)).
4. No pets of any kind shall be kept in dorms, UPH dwelling units, or barracks rooms. Pet dogs and cats are not allowed in the Dorms/Barracks/UPH Dwelling units.
5. No overnight guests are allowed, unless an approved Exception to Policy is approved in advance by the Garrison Manager.
6. No one under the age of 18 is authorized to visit or enter the UPH quarters unless approved by the GM.
7. Quiet hours will be observed from 2200 hours until 0700 hours each day of the week.

8. The following prescribes the standards to which residents are responsible for cleaning prior to vacating housing (AR420–1, para 3–53e). Cleaning requirements prior to vacating housing:

a. Resident cleaning, residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Residents must complete at their expense the minimum cleaning standards for all of the housing items listed are listed below. Termination of housing assignment shall be in accordance with guidance set forth in AR 420-1 paragraph 3–16h(3)(b). Minimum cleaning standards will be the standards identified in DA Pam 420–1–1 and as follows.

b. Floors:

- i. Remove caked or discolored wax (Strip Floors), spots, stains, and dirt sediments,
- ii. Linoleum, vinyl tiles, and parquet floors will be thoroughly cleaned and stripped.
- iii. Wax tile and wood floors evenly without streaks.
- iv. Special attention will be given to baseboards and corners.
- v. Sweep or vacuum.
- vi. Damp mop floors (very important that only a slightly damp mop is used)
- vii. Clean area rugs and installed carpeting to remove dirt and spots.
- viii. Ceramic tile surface will be bright, soap deposits and soap film will be removed.

c. Carpet

- i. Vacuum & Steam clean; stains must be removed.
- ii. If stains cannot be removed or if carpet is damaged, occupant will be held liable. Reference liability statement signed on assignment to quarters.

d. Walls and Ceilings

- i. Clean to present a uniform appearance.
- ii. Dirt, dust, smudges, grease and marks will be removed.
- iii. Remove all dirt, smudges, cobwebs, crayon marks, pencil marks, food, and so forth from walls.
- iv. Remove all nails and hooks.
- v. If quarters are to be painted, the inspector will state at the pre-inspection and outline cleaning requirements.

e. Woodwork

- i. Baseboards, moldings and windows sills, window tracks, both inside and outside of windows, will be dusted and if necessary washed to remove marks.
- ii. The tops of the doors and window frames will be dusted. Varnished woodwork will not be waxed but will be cleaned.
- iii. Floor wax stains will be removed from baseboards, shoe mold and walls.

f. Windows

- i. Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film.
- ii. Clean window sills, curtain rods, and blinds shall be free of dust, smudges, grease and dirt.
- iii. Remove screens, brush and wash to remove lint and dust, and reinstall.
- iv. Cleaned inside and out, free of streaks and film.
- v. Outside windows will be cleaned in all months except for when the temperature is below 35 degrees. However, double pane windows will be cleaned inside and out. These windows can be pulled inside to be cleaned, and will be cleaned at all times.
- vi. Drapes (if present) cleaned and re-hung. Wash drapes in cold water, hang up after washing. Do not dry drapes in dryer.

g. Doors

- i. Remove all paper, tape, nails, gum, crayon marks, dirt, and heavy stains on both sides.
- ii. Clean interior and exterior doors and frames so that they are free of dust and stains on both sides

h. Cabinets, closets, drawers, and shades:

- i. Remove all shelf paper, tape, staples, and tacks.
- ii. Remove all food particles, trash, and personal items.
- iii. Clear and wash all surfaces so that they are free of dirt and stains.
- iv. Closets, drawers and shelves will be thoroughly cleaned and odor free.
- v. All grease, dust, shelf paper, and adhesives will be removed.

i. Light Fixtures:

- i. Fixtures will be free of insects, dirt, lint, film and streaks.
- ii. All light fixtures will have functional bulbs, to include a working light bulb in each socket. Ensure all fixtures have operating light bulbs.
- iii. Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks.

- iv. Remove, clean, and replace globes and lamp shades.

j. Refrigerator and freezer:

- i. Defrost and wipe doors.
- ii. Remove all food particles.
- iii. Unplug and leave door open.
- iv. Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils. The interior will be washed with clean, warm water.
- v. All the sills will be cleaned and free of dirt.
- vi. Clean and replace drain pan.
- vii. Clean surface beneath, above, and behind appliance.
- viii. Remove all ice and frozen ice trays. Do not use any kind of sharp instrument such as a spatula, ice pick, or knife. Use of these items will result in irreparable negligent damage to the refrigerator.
- ix. Base plates will be removed to insure proper cleanliness under and around the unit.
- x. When completely cleaned and dried, doors will be left open to prevent molding.
- xi. The coils in the rear of the unit will be cleaned of dust and lint free.
- xii. Refrigerator must be pulled out, sides and back cleaned, and floor underneath cleaned.

k. Range:

- i. Remove all burned/crusted-on food from accessible surfaces.
- ii. Wipe down range.
- iii. Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks.
- iv. Move range for cleaning areas under, above, behind, and on either side.

l. Ventilation, air vents, and range hoods:

- i. Wipe down range hood.
- ii. Wipe down air vent grills and replace filters as necessary.
- iii. Remove completely grease, stains, and dirt sediments inside and outside.
- iv. Clean or replace permanent filters.

m. Dishwasher:

- i. Wipe down interior and exterior surfaces.
- ii. Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser.
- iii. Remove mineral deposits in bottom of machine and on inside of door.

n. Kitchen, bathroom, and toilet:

- i. Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.
- ii. Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware.
- iii. Mirrors shall be cleaned to shine with no streaks.
- iv. Clean wall and floor tile.
- v. Polish all equipment, fixtures, and wall tiles to a streak-free shine.
- vi. Commodes, wash basins, kitchen sinks, tubs, showers and faucets will be thoroughly cleaned and deodorized. Particular attention will be given to the area under rim of commode. All cleaned metal surfaces will be without deposits or tarnish and with a uniformly bright appearance. Cleaner will be removed from adjacent surfaces. Be sure to remove all soap build-up from soap dishes.

o. Trash cans:

- i. Empty and remove any crusted-on garbage.
- ii. Empty and clean.

p. Upholstered furniture:

- i. Wipe down and remove stains.
- ii. Clean to remove lint, dust, and dirt.
- iii. Remove spots and stains to the maximum extent possible.

q. Wooden furniture:

- i. Wipe down and remove stains.
- ii. Clean to remove dust, dirt, food particles, and streaks.
- iii. Lightly wax outside surfaces and polish to a shine.
- iv. Clean doors and drawers to be free of dust, dirt, or other foreign matter.
- v. Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.

r. Bedsprings, box springs, and mattresses:

- i. Wipe down and remove stains.
- ii. Clean to remove dirt, dust, and other loose matter.

s. Water Heater Closets and Furnace Rooms:



- i. Remove cobwebs, dust, soot and other dirt that has formed around heater.
  - ii. Sweep out.
- t. Outside area:
  - i. Sweep and clear all debris from carports, patios, balconies, and walks.
  - ii. Remove oil or grease from paved areas.
- u. Miscellaneous: Remove all personal items before final termination inspection

## **APPENDIX K**

### **Liability for Damage to Assigned Housing**

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. This notice explains the rules which apply to family and permanent party unaccompanied personnel housing. You should read it carefully and keep a copy for your records.

a. First, you can be held peculiarly liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing that is, conducting an unauthorized business in the housing unit.

b. Second, the Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act reckless and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of family members or guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide

whether your potential risks warrant the purpose of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.

I have read and understand the policy contained herein.

Name:

Housing assignment:

Signature:

Date:

## **GLOSSARY**

### **Section I Abbreviations**

<b>AR</b>	ARMY REGULATION
<b>AFH</b>	ARMY FAMILY HOUSING
<b>DES</b>	DIRECTORATE OF EMERGENCY SERVICES (POLICE SECURITY, FIRE PROTECTION)
<b>DOI</b>	DEPARTMENT OF INTERIOR
<b>DPG</b>	DUGWAY PROVING GROUND
<b>DPGR</b>	DUGWAY PROVING GROUND REGULATION
<b>DPW</b>	DIRECTORATE OF PUBLIC WORKS
<b>DU</b>	DWELLING UNIT
<b>EFMP</b>	EXCEPTIONAL FAMILY MEMBER PROGRAM
<b>ETS</b>	EXPIRATION OF TERM OF SERVICE
<b>FCC</b>	FAMILY CHILD CARE
<b>ID</b>	IDENTIFICATION CARD
<b>IHM</b>	INSTALLATION HOUSING MANAGER
<b>IHO</b>	INSTALLATION HOUSING OFFICE ASSIGNMENT AND TERMINATION OFFICE
<b>PCS</b>	PERMANENT CHANGE OF STATION
<b>RM</b>	RESOURCE MANAGEMENT
<b>RV</b>	RECREATIONAL VEHICLE
<b>TDY</b>	TEMPORARY DUTY
<b>UPH</b>	UNACCOMPANIED PERSONNEL HOUSING

## **Section II**

### **Terms**

**Delinquent:** A tenant is considered delinquent, after the 15<sup>th</sup> of each month.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries.