



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

12 Oct 2023

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #⁴⁴, Requirements and Standards for Residing Off-Post

1. Reference: Army Regulation 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision, 24 August 2012).
2. The proponent for this policy is the Directorate of Public Works, Housing Division.
3. This policy is effective immediately. It remains in effect until rescinded or superseded.
4. Purpose. To establish policy and procedures for Housing Services Office (HSO) and to establish minimum requirements for off-post housing regarding life, health, and safety (LHS).
5. The off-post housing checklist should be reproduced by local commands and will be the only accepted inspection document used by USAG Humphreys. This checklist may be augmented by the HSO as required due to circumstances in the local area (additions only); any deletions will require approval by the Garrison Commander or the Director of Public Works, Housing Office.
6. Procedures for HSO.
 - a. The HSO will perform the following functions in accordance with (IAW) above references.
 - (1) Obtain nondiscriminatory listings of housing units in the commuting area. Inspect property submitted for listing IAW the off-post housing checklist.
 - (2) Recommend the imposition of restrictive sanctions against housing facilities when the owner has discriminated against a DOD member attempting to rent a unit.
 - (3) Provide adequate and acceptable off-post housing to all eligible

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applicants.

(4) Provide realtor referral service to access vacant and available housing units.

(5) Assistance with rental negotiations and review of leases.

(6) Assistance in resolving landlord/tenant disputes associated with housing. Complaints that cannot be resolved will be referred to the appropriate agency, i.e., Staff Judge Advocate Office and Inspector General Office.

(7) Liaison with community and government officials, agencies, and organizations regarding availability of off-post housing assets to satisfy DOD housing requirements.

(8) It is the responsibility of the HSO to ensure that off-post quarters meet adequacy standards for LHS.

(9) Management and processing responsibilities, entitlement briefings, and certifications of housing availability and related costs for the TLA (see FMR), move in housing allowance (MIHA)(see FMR); and the OHA programs. DD AR 420-1, 12 February 2008/RAR 24 August 2012, 59.

b. Service Members (SM) are required to in-process at the HSO within 48 hours of arrival to USAG-Humphreys. Unit Commanders are responsible to ensure that all personnel process through the HSO prior to seeking off-post accommodations. Unit commanders are required to know the locations where the SM in their units reside off-post.

c. SM responsibilities include:

(1) To reside off-post SM must obtain a Certificate of Non-availability (CNA) or EANC-HG Form 1058-R. After being authorized to reside off-post, SM will report to the HSO and obtain the required documents to begin the process to secure off-post housing.

(a) SM ARE CAUTIONED NOT TO ENTER INTO ANY CONTRACT OR LEASE AGREEMENT UNTIL THE DWELLING UNIT HAS PASSED HOUSING ADEQUACY STANDARDS AND SAFETY INSPECTIONS. When the dwelling unit meets stated requirements, the SM may begin negotiations with the landlord for leasing the property. SM must process their lease agreement through the HSO prior to signing a binding contract. The lease agreement is not a contract between the United States government and the Landlord; the lease agreement is a contract

between the SM and the Landlord.

(2) The initial lease agreement is signed and stamped by the Realtor and Landlord off-post. The SM will bring this document to the HSO for review by a Housing Counselor. After validation, the SM will sign and the lease will be approved and completed. The HSO will make a file copy of the lease, safety inspection, and any other documents that will be retained in the SM HSO file.

(3) An Alien Registration Sticker/Card (ARC) is NOT required for USFK personnel, and obtaining one is optional. USFK-affiliated personnel with an A3 visa (SOFA) can register for an ARC to benefit from the protections of the Korean Housing Lease Protection Act. The Housing Lease Protection Act includes protections against being evicted by a new landlord, recovery of security deposits, and renewal of lease to name a few. SM must register their lease/address with the Korean Immigration Office or contact the Legal Office for information and registration forms. Korean law requires USFK-affiliated personnel with A3 visa (SOFA) status to register for an ARC if they wish to purchase property, establish a business, acquire a Korean bank account, or set up a personal QR code (for COVID-19 tracking, etc.).

d. SM authorized to receive "with or without dependents" overseas housing allowance, the Individual Overseas Housing Allowance (DD Form 2367) will be completed at the same time as the lease signing. The HSO will process and transmit the entire off-post housing package to the finance office for processing. One copy of the off-post housing package is retained in the SM's Housing file and one copy is given to the SM. If the SM changes dwelling units or extends their tour of duty, they must notify the HSO.

e. To be eligible for overseas housing allowance, SM must be under one of the following categories.

(1) Command Sponsored or Joint Domicile tour.

(2) Unaccompanied in the grade of E7 or above (includes SM serving "All Others Tour") when Unaccompanied Personnel Housing occupancy exceeds 95%.

(3) Government quarters are not available (all grades).

(4) Non-Command Sponsored with family members living in the vicinity. Pregnant, single SM with a doctor's note stating she is at least 28 weeks (7 Months).

f. Upon move-in to off-post quarters residents are required to complete a Move-in Inspection Checklist. Residents will be given seven (7) days to submit to the HSO.

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Inspection should be conducted with Realtor/Landlord.

- (1) Ensure all deficiencies are annotated.
- (2) Be as detailed as possible.
- (3) Ensure that you and your Realtor/Landlord sign and date the bottom of the document. Ensure you make a copy for your records.

g. Required Forms:

- (1) EANC-HG Form 1058-R, Request for Permission to Reside Off-Post
- (2) Off-Post Housing Checklist.
- (3) Housing Move-in Inspection Checklist.
- (4) EANC-HG Form 1057EK-R, Lease Agreement.
- (5) DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
- (6) Overseas Housing Allowance Brief Sheet.

7. Minimum Requirements for Off-post Housing LHS.

a. General: This policy prescribes minimum standards for certifying economy housing as adequate. Items listed are mandatory requirements that must be met to pass LHS inspections. A Facilities inspector will assess the unit to ensure that the unit meets adequacy standards for LHS. Remarks will be annotated for the SM on a Housing Move-in Inspection Checklist to remind SM of deficiencies that need to be corrected prior to entering into a lease agreement.

b. Standards:

- (1) Location:
 - (a) The one-way distance from the housing unit to the installation is within one (1) hour commute by privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements.
 - (b) The housing unit is not in an area, subdivision, or housing complex designated by the Garrison Commander as not acceptable for reasons of health or safety, or in an off-limits area certified by the local military law enforcement office.

(c) The housing unit is accessible to emergency vehicles such as ambulances, fire vehicles, and others. Being within one hundred (100) feet of a street or other adequate vehicle approach to the dwelling is considered to be accessible.

(2) Structure:

(a) Screening. Windows leading to the exterior vents and openings will be provided with tight-fitting, mesh insect screening.

(b) Ventilation. A window area, adequate as determined by the inspector, should be provided in each room. Kitchens or areas in which toilet facilities are located should have screened windows opening to the exterior or functioning mechanical ventilation.

(c) Heating Systems. Facilities should be Western style. Since this type is not always commonly available, the types that may be approved are listed in ranking order of preference.

1. Central heating: using oil and either forced draft or circulating hot water heating system.

2. Electric or Propane Gas (LPG) stoves; LPG containers should be located on the exterior of the buildings and protected from the direct rays of the sun.

3. Ondol floors; heating by embedded steam piping, circulating hot water piping, uses a fuel source, such as gas, oil, or electricity, to heat water may still be found in the Humphreys area for use by USAG Humphreys personnel.

(d) Heating system ventilation. Chimneys and metal heat vents must not be corroded or improperly supported. At the point of passage through combustible walls, partitions, or roofs, metal heat vents will be provided with a metal ventilated thimble having a diameter at least four (4) inches larger than the diameter of the heat vent. Thimbles shall have a clearance of at least nine (9) inches from combustible structural materials. Roof thimbles shall extend at least nine (9) inches above the surrounding roofs, metal heat vents will have at least eighteen (18) inches of clearance from combustibles. An electrical exhaust fan is required on all charcoal heating systems at the top of the chimney.

(e) Roofing. Must have a weatherproof roof. Thatched-type roofs do not meet safety or fire standards and are unacceptable.

(f) Multi-family units. In buildings of frame construction that have more than two stories, each unit must have access to at least two (2) means of egress, and at least one (1) must exit directly to the exterior of the building.

1. Kitchens must be physically separated from the bathroom or toilet facilities.

2. Should have windows that open and are properly screened, leading to the exterior or functioning mechanical ventilation.

3. Must have minimum potable water storage of five (5) gallons per dwelling.

4. An exterior trash and garbage container location must be available and provisions for periodic removal of contents must exist. Trash and garbage containers must have lids.

(g) Bathrooms and toilet facilities.

1. Must be physically located away from the kitchen and be in the same apartment.

2. Must have a flush-type toilet facility with lid. The toilet will be serviceable with no leaks from commode or the water storage tank.

3. Shower or bathtub should be provided. All plumbing should be in serviceable condition with no leaks. No cross connections between the water supply and sewage lines are permitted.

4. Should have windows that open and are properly screened, leading to the exterior or positive mechanical ventilation.

(h) Electrical systems.

1. Each branch circuit shall have an overload protection device, circuit breaker, or fuse box.

2. A separate branch circuit will be available for each air conditioning unit to be installed.

3. Minimum wire size for branch circuits shall be #4 (or 1.6 mm) for 15 amps (Korean Electrical Code).

4. A main service switch will be provided to allow securing power to the entire dwelling. For multi-family dwellings, each apartment unit will be provided with

a main service switch.

5. There must be no evidence of frayed or bare electrical wiring.

(i) Cooking Facilities.

1. Ranges or hot plates may be used, however, cooking by this method is expensive, and the use of a step-up transformer may be required. Two hundred twenty (220) volt systems usually must be added at the tenant's expense. For the above-mentioned reasons, it is recommended that propane gas be used.

2. Propane gas type stove is normally used in this area. All installations of any type of gas stove or heaters must be licensed by Korean Gas Company personnel.

3. LPG, such as butane and propane, are flammable and relatively nontoxic but may act as an anesthetic. They are heavier than air.

4. LPG are odorless but in Korea have a foul smell due to odorant additive.

5. All personnel residing in off-post economy quarters must be briefed on the following:

a. LPG tanks must be kept outside the building on a balcony or other suitable location and protected against excessive rise in temperature from direct rays of the sun or from other sources of heat.

b. The plastic/rubber type hose is subject to hardening, cracking, and leaking as it ages; regular inspection is necessary.

c. Personnel should be able to recognize the smell of LPG.

d. Before going to bed, always check to ensure range controls are in *off* positions.

e. When hooking up a new LPG tank, listen for leaks and test container tank/connections with soapy water.

f. The main valves on the tank must be shut *off* when occupants are expecting to be away from their residence for extended periods.

g. The safety valve adjacent to the range must be shut off whenever the range is not in use.

(j) Detectors.

1. Smoke detectors must be installed in kitchen area and mechanical room.
2. Carbon Monoxide detector must be provided in facilities with combustible fuel burning equipment.
3. Gas detector must be installed to the area with combustible gas-burning equipment.

(k) Fire extinguisher. A fire extinguisher must be furnished in the house. Also, the tenants must know the location where it is stored.

8. Minimum requirements for off-post housing security inspections. The below listed standards MUST be complied with if the off-post residence is to pass the inspection. If one or more of the standards are not complied with, the residence WILL FAIL the inspection. If you have any questions concerning your security inspection, please call the HSO, 757-2672.

a. Main Entrance Doors.

- (1) Glass, if installed, must be reinforced to prevent access to locks.
- (2) Outside hinge-pins must be non-removable.
- (3) Doors must fit securely into the door jam.
- (4) Door latches must fit securely into the strike plate.
- (5) Doors must be strong enough so that no portion of the door can be pushed in to allow unauthorized entry.
- (6) Door frames must be solid core or filled with concrete.
- (7) Doors must contain a double locking system. Two deadbolt type locks are required, or a deadbolt type and cipher lock. Hasps are not authorized. The only exception to this policy is a sliding door, which may be secured with hasps, provided they meet the requirements set forth in paragraph 8b(3) below.

b. Sliding Doors.

- (1) Doors must fit securely into the slide tracks.

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(2) Doors must have the capability to lock into each other.

(3) If secured by hasps, at least two must be used, and they must be made of steel which is at least 1/8" thick. Hasps must be of the type that precludes removal of the fastening screws when locked.

c. Auxiliary Doors.

(1) Doors must be sufficiently constructed to prevent unauthorized entry.

(2) Doors must contain a double locking system. Hasps must meet the criteria set forth in paragraph 8b(3) above.

(3) If secured by hasps, the hasps must be mounted on the inside of the door.

d. Lighting.

(1) Exterior doors must have adequate lighting which is free from dirt and other obstructions that would reduce illumination.

(2) Lighting must be controlled from inside quarters.

(3) Light receptacles must be sufficiently protected to prevent removal or breakage of the light bulb/lamp.

e. Windows.

(1) Window frames must be constructed to preclude removal from the outside.

(2) Each window must have a double locking system, to preclude opening the window when the locking devices are engaged.

(3) Windows Fall Prevention Guard. Solid steel security bars for windows are required for multi-type units higher than 1st floor dwelling units. It may be installed as removable security bars inside of dwelling units or installed window fall protection bar on the outside of windows. Installation must be in compliance with UFC 4-711-01.

(4) Security bars for windows. Solid steel security bars for windows are required for all ground floor dwellings. This requirement is optional for all other dwellings. A dwelling will not fail the security inspection due to the lack of security bars. The HSO must give this warning to all individuals who request to live off-post.

(a) **WARNING: SECURITY BARS INCREASE YOUR CHANCES OF BEING TRAPPED IN A BURNING BUILDING.** The window security bars may keep the burglar

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out, however, in the event there is a fire, the bars usually will keep the occupants in the dwelling. If there are bars in the dwelling, the sponsor must provide for an emergency exit: "A WAY OUT". If there is only one door, as is the case in many dwellings, then a window must be used. All Family members must be instructed on how to use the emergency exit and be able to remove the bars or security device.

(b) If the sliding accordion or scissors type security device is used, the key to the lock should be located where all family members will have quick access to the key. When a fire occurs, timing is critical, and panic can inhibit timely location and use of the key. Occupants may be trapped, and serious injuries or death could result.

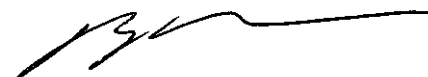
(5) Blind/Vertical/Curtain Cords/Chains Hazard. Check for loose or looped cords that your child can reach from the floor or by climbing on furniture. Immediately tie cords out of reach and move away any furniture children might climb on to reach them. Buy cleats or tensioning devices and install to affix each cleat or tensioning device in a place that is out of reach of children. Move anything a young child can seat in or climb on (cots, highchairs, beds, sofas, tables, chairs, and bookshelves) away from cords/chains, even those tied around a cleat, as your child may untie them. Do not let children play near cords/chains they can reach. Never leave children alone in a room with cords/chains they can reach. If you need any help, please contact the HSO.

9. Understanding and Compliance. All personnel who intend to reside off-post are required to have their unit command read and sign a copy of this policy.

10. Supplements to this policy are not permitted without the written approval of the Garrison Commander, USAG Humphreys.

11. Point of contact is the DPW Housing Division, Facilities Chief at 757-2069.

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