

U.S. ARMY GARRISON – KWAJALEIN ATOLL
USAG-KA Regulation 420-1
APO AP 96555-9998
30 May 2024

USAG-KA

Housing





DEPARTMENT OF THE ARMY
 UNITED STATES ARMY GARRISON – KWAJALEIN ATOLL
 BUILDING 730
 APO AP 96555-9998

AMIM-KWG-JA

1 June 2024

MEMORANDUM FOR RECORD

SUBJECT: USAG-KA Regulation 420-1, 30 May 2024

1. USAG-KA Regulation 420-1, 30 May 2024 and its appendices apply to all personnel residing on Kwajalein Atoll, Roi-Namur, and any of its eleven defense sites.
2. This document regulates the administration, authorization, assignment, oversight, and termination of Army Family Housing (AFH) and Unaccompanied Personnel Housing (UPH). It establishes responsibilities for the implementation of these policies and general rules for organizations, occupants, and visitors occupying these facilities. This regulation references established AFH management regulations and standards adapted for Kwajalein's unique circumstances.
3. This period of Kwaj's history represents a dynamic time of change for its residents as we experience a very restrictive housing inventory. This regulation update reflects the current conditions and will warrant review and revision before the end of CY2025.
4. Part of USAG-KA's base operations support mission is providing safe, quality housing to service members, DOD civilians, contractors, and their families in support of Kwajalein's important mission for the Nation. Occupancy of this government owned housing is a privilege at the pleasure of the US Government. This document provides the basis for housing policy and our housing team will apply it fairly, in the interest of good order, discipline and responsible stewardship of government property.
5. The point of contact for this memo is the USAG-KA housing manager within the Directorate of Public Works.

ANDREW R. MORGAN
 COL, MC (FA40C)
 Commanding

Page Intentionally Left Blank

CONTENTS

+Cover Page

Contents

Chapter 1

General Guidelines, *page 7*

Purpose • 1-1, *page 7*

Scope • 1-2, *page 7*

References • 1-3, *page 7*

Definitions • 1-4, *page 7*

Chapter 2

Responsibilities

Army Housing Office • 2-1, *page 9*

Organizational Housing Representative • 2-2, *page 9*

USAG-KA Directorate of Public Works (DPW) • 2-3, *page 9*

Resident Responsibilities • 2-4, *page 10*

Pet Policy • 2-5, *page 12*

Chapter 3

Housing Policy

Housing Policy • *page 13*

Chapter 4

Housing Authorizations

Housing Authorizations • *page 15*

Chapter 5

Assignments

Permanent Personnel • 5-1, *page 15*

Preferred Housing • 5-2, *page 16*

Temporary Personnel • 5-3, *page 16*

Chapter 6

On-Island Moves

Directed On-Island Moves • 6-1, *page 17*

Non-Directed On-Island Move • 6-2, *page 17*

Chapter 7

Occupancy Authorizations

Occupancy Authorizations • *page 18*

Chapter 8

Visitors

Visitors • *page 19*

Contents-Continued

Chapter 9

Quiet Hours and Excessive Noise

Quiet Hours and Excessive Noise • *page 19*

Chapter 10

Fire Prevention and Protection

Fire Prevention and Protection • *page 20*

Chapter 11

Custodial Service

Custodial Service • *page 22*

Chapter 12

General

General • *page 22*

Chapter 13

Exceptions

Exceptions • *page 23*

Chapter 14

Disciplinary Actions

Disciplinary Actions • *page 23*

Appendixes:

A. Housing Assignment Criteria, *page 25*

B. Family Housing Bedroom Authorization, *page 27*

C. Authorized/Unauthorized Self-Help Work List, *page 28*

D. Preferred Housing Request Form, *page 31*

E. Move Out Cleaning Requirements, *page 32*

F. General Help Phone Directory, *page 34*

G. Caretaker Designation Form, *page 36*

H. Army Maintenance Information, *page 37*

I. AFH/UPH Floor Plans, *page 39*

J. Exception to Policy & Form 5, *page 47*

K. Building and Dig Permit, *page 49*

Chapter 1

General Guidelines

1-1 Purpose

To regulate the administration, authorization, assignment, termination, and occupancy of Army Family Housing (AFH) as well as Unaccompanied Personnel Housing (UPH); to establish responsibilities for the implementation of these policies; and to establish general rules for organizations, occupants, and visitors using these facilities.

1-2 Scope

This regulation, appendices and references are applicable to all organizations and persons at United States Army Garrison – Kwajalein Atoll (USAG-KA) and pertain to all housing on Roi-Namur and Kwajalein Islands, as well as all 11 defense sites.

1-3 References

- a. Army Regulation (AR) 420-1 Army Facilities Management, February 12, 2008, as revised August 24, 2012.
- b. USAG-KA, AR 420-1 Housing, 2022.
- c. Department of Defense (DoD) Manual 4165.63-M DoD Housing Management, October 28, 2010.
- d. Department of the Army Pamphlet (DA PAM) 420-1-1 Housing Management, April 2, 2009.
- e. Kwajalein Atoll Mold SOP, March 2023
- f. AR 600-20 Army Command Policy

1-4 Definitions

- a. Sponsor: U.S. military, DoD civilians, or U.S. contractor personnel who are permanently assigned to USAG-KA on permanent change of station (PCS) orders, and who are authorized accompanied status by such orders.
- b. Dependent: (1) The legally recognized spouse of the sponsor who resides full-time at USAG-KA; (2) The unmarried, biological or legally adopted, custodial child of a sponsor who is under the age of 19 and, if over the age of six, enrolled full time in the Kwajalein Schools, an equivalent school on Ebeye, or participating in an approved home-schooling program.
- c. Unaccompanied Personnel (UP): U.S. citizen employees, U.S. military members, DoD civilians, or contractor personnel, who are permanently assigned to USAG-KA on PCS orders without accompanied dependents.
- d. Permanent Personnel: Residents and their DoD sponsored dependents who are permanently assigned housing (AFH or UPH) on USAG-KA.
- e. Temporary Personnel: Official visitors with duty at USAG-KA (e.g., Temporary Duty (TDY) personnel and unaccompanied construction contractor personnel, and all personnel residing in transient lodging (e.g., Kwaj Lodge, Jabro, etc.).
- f. Mission Partner: Designated tenant authorized housing allocations in accordance with Internal Service Support Agreement.
- g. Organizational Housing Representative (OHR): Mission Partner's representation to the installation's OHR meeting.

h. Designated Housing: Housing designated by the USAG-KA Commander for use by Key leadership (USAG-KA Commander, CSM, RTS Range Director).

i. Preferred Housing: Housing designated by the USAG-KA Commander for use by Key and Essential (K&E) personnel assigned to positions of responsibility (determined by tenant mission partners). This includes Military, Civilian, and Contractors across all Mission Partners.

j. Transient Housing (TH): Facilities intended for billeting personnel assigned to USAG-KA on temporary duty and for other short-duration official purposes (normally 6 months or less). Transient housing facilities may also be utilized by PCS personnel, unofficial visitors, and on-island residents, on a space available basis.

k. Unaccompanied Personnel Housing (UPH): Housing facilities intended for the use of unaccompanied Military, DOD Civilians, NAF, or Contractor personnel, often called Bachelor Quarters (BQs).

l. Army Family Housing (AFH): Housing assets that are managed and maintained through AFH appropriations, which are intended for family occupancy. While AFH may be used for Military and Civilian geographical bachelors, AFH assets are not intended for temporary lodging or use by unaccompanied contracted personnel.

m. Directed On-Island Move (DOIM): A move by a sponsor from one set of quarters located at USAG-KA to another set of quarters when directed by the USAG-KA Commander. DOIMs put undue cost burden on the Government, and are typically only approved to meet critical mission needs.

n. Non-Directed On-Island Move (NDOIM): Voluntary On-Island Moves engaged by the resident from one set of quarters located at USAG-KA to another set of quarters. NDOIMs will be at the cost of the resident. USAG-KA Commander will approve NDOIM on exceptional basis and require a properly routed Exception to Policy (ETP).

o. Emancipated Dependent: A dependent who has reached 19 years of age or has graduated from High school.

p. Custodial Child: A child whose parents are divorced or otherwise separated and entrusted in the care of and generally lives with one of the parents the majority of the time, often by court order. For purposes of this regulation, a child is considered "custodial" if a parent contributes at least 50% support toward the care of the child and the child physically lives with the parent at least 181 days per calendar year.

q. Noise: Sound heard outside of any residence (e.g., TV, stereos, or voices) which is louder than a conversational level of speech at any time or noise which can be heard outside any living quarters and could be expected to disturb sleeping residents during quiet hours.

r. Improvements: Any new construction, alteration, relocation or demolition of a structure.

s. Site Manager: Senior manager residing on USAG-KA for each organization.

t. Building Inspector: Authorized personnel tasked to inspect facilities and housing to ensure applicable compliance to Army and DoD regulations.

u. SACC: Security and Access Control Contractor.

v. USAG-KA Housing Director/COR: Garrison appointed representative for oversight of all housing on Kwajalein Atoll.

w. AHO: Army Housing Office or the BOS Contractor who manages day to day housing operations.

- x. OHR: Organizational Housing Representative.
- y. BOM: Before Occupancy Maintenance.
- z. BOS: Base Operations Support.
- aa. ETP: Exception to Policy
- bb. NAF: Nonappropriated Fund Employment
- cc. OML: Order of Merit List.

Chapter 2

Responsibilities

2-1 Army Housing Office

The AHO is responsible for control, administration, and in cooperation with the SACC, the security of USAG-KA housing and billeting facilities. The AHO processes requests for assignments and terminations; enforces regulations; and other actions in accordance with AR 420-1, the contract Performance Work Statement (PWS), this regulation, appendices and references, and other command policies. The AHO is responsible for ensuring personnel are maintaining all housing facilities to a standard that prevents deterioration beyond that which results from normal wear and tear and correcting deficiencies in an expeditious manner to ensure the full life expectancy of the facilities and their components. The AHO is responsible for providing adequate, quality furnishings and appliances in all housing facilities and for providing Hospitality Kits to incoming and departing personnel during PCS. The AHO shall submit all housing-related SOPs and recommended changes to housing management policy to the USAG-KA Directorate of Public Works (DPW), Housing Director/COR for review and concurrence prior to their implementation.

2-2 Organizational Housing Representative (OHR)

The designated individual from each Mission Partner on USAG-KA that serves as the organization's primary contact for housing related matters, to include the initiation of requests for housing assignments and terminations. Every mission partner with housing allocations will have a designated OHR. These individuals will serve as the interface between personnel in their respective organization and the AHO. All communication between the tenant and AHO will be transmitted through the OHR. OHR will notify the AHO within fourteen days of changes in personnel status, including changes to the number of on-island dependents. The OHR will assist housing residents in initiating requests for exceptions. The OHR will attend periodic meetings, scheduled by the AHO, to receive housing related updates for transmission back to their respective Organization and sponsored residents. Monthly meeting updates will also include the OHRs sixty-day forecast of in and out bound residents. These updates can be submitted via email to the AHO. It is the responsibility of the OHR to assist each of their organization's residents with understanding and adhering to USAG-KA housing guidelines.

2-3 USAG-KA Directorate of Public Works (DPW)

The USAG-KA DPW Housing Director/COR is responsible for evaluating the AHO (BOS Contractor Housing Office) performance and oversight of this regulation and other

housing policies. Serves as the USAG-KA staff office for housing policy. The DPW will:

- a. Be the proponent for establishing housing policies and operational guidance.
- b. Ensure all housing facilities are safe, sanitary, and maintained IAW AR 420-1, DA PAM 420-1, and other applicable policies as specified in the BOS contract PWS.

2-4 Resident Responsibilities

Each resident of AFH and UPH is responsible for:

- a. Adhering to billet procedures dictating the check-in and check-out process.
- b. Ensuring the housing unit is returned to its original condition less normal wear and tear upon termination of occupancy. See Appendix E, Move Out Cleaning Requirements.
- c. Perform routine housekeeping and self-help tasks to include minor maintenance and repair as described in DA PAM 420-1-1 Housing Management Table 2-10 (Appendix C – Authorized / Unauthorized Self-Help Work List).
- d. Keeping common areas clean after use. Including parking of bicycles, trailers, and other equipment kept outside.
- e. Comply with this regulation and all routine yard care and maintenance tasks identified by the BOS contractor's SOP developed in conformance with the BOS contract and this regulation. Sponsors living in AFH will accomplish the following tasks as appropriate:
 - (1) Cut grass, edge, trim and remove excess grass cuttings. Debris such as coconuts and fallen palm leaves will also be collected and disposed of.
 - (2) Perform pruning activity and rake leaves.
 - (3) Maintain potted plants and dispose of plants that are ill or dead.
 - (4) In ground vegetation (e.g. trees, bushes, plants) may not be planted or removed without approval of USAG-KA DPW Housing Director/COR.
 - (5) Ensure exterior storage areas are neatly kept.
 - (6) Police grounds such as properly storing bikes, trailers, toys, etc. and properly disposing of trash, recycle bins, leaves, and litter.
 - (7) Meet (as needed or upon request) with Building Inspectors, AHO personnel, Public Works officials, OHR, USAG-KA DPW Housing Director/COR to discuss residential yard care and/or landscaping initiatives and compliance.
 - (8) Utilize the Self-Help Store to complete minor maintenance of assigned housing to include changing light bulbs, AC filters, broken light and wall outlet covers.
 - (9) Notify the Public Works Service Desk for all emergency repairs beyond the ability of the resident.
 - (10) Use the Army Maintenance Application (ArMA) to report all non-emergency repair requests. (www.armymaintenance.com)
- f. AFH residents are required to complete and submit the BOS Family Housing Building Permit Application and Forms (KWJ-6007-03-04-h) prior to conducting improvements. Failure to do so could result in fines, written warnings, and more severe administrative actions up to and including being barred from the installation (See Chapter 14). Exterior improvements must be constructed and maintained by AFH residents in accordance with a AR-420-1 and the aforementioned Building Permit

application to include:

(1) The addition of new exterior appurtenances, to include but not limited to, porches, decks, fencing, canopies, storage sheds and antennas.

(2) Work performed will comply with applicable building codes. Electrical work will be done by an approved electrician.

g. Prohibited actions by AFH residents include:

(1) Construction or installation of permanent sprinkler systems, rock and/or cement block walls and tree houses.

(2) Construction of new or fully enclosed rooms to permanent housing.

(3) Increasing the size of their quarters and adding air conditioning to any space not presently air-conditioned including enclosing existing covered patios.

h. Unless otherwise noted, the housing occupant must remove all temporary structures and landscaping material such as, but not limited to gravel, rock and concrete rubble used as borders and/or stepping stones from the property prior to vacating the quarters. The directly affected and surrounding area must be restored to its original grassed condition.

i. Temporary structures must not prohibit Public Works maintenance personnel from performing work on housing units, communication and/or utility systems, roadways, and other appurtenances, and must not impede or restrict access by Fire and Emergency Service vehicles and equipment.

j. AHO and/or the USAG-KA DPW Housing Director/COR will conduct an annual inspection of all dwellings, internal and external, and any added construction/improvements will be tracked and a permit must be on file. Inspections will include but are not limited to: USG supplied furniture and fixtures, life, health, and safety conditions, general cleanliness, and care of the dwellings/grounds.

k. Disciplinary action for non-compliance of building permitting by residents is subject to the sanctions set forth in Chapter 14 of this regulation.

l. Energy Conservation: Island living requires everyone's help to conserve resources. Compliance with the following conservation methods is required of all residence as stated herein.

(1) Turn off all lights (both in and outdoor) when not in use. Turn off all exterior lighting decoration and other miscellaneous electrical appliances at midnight or after use if past midnight. Solar powered yard, porch and U.S. flag lighting are exempt from this requirement.

(2) Exterior holiday electrical consuming decorations shall abide by the following dates each year:

(a) Christmas & New Year's shall not be operated before 1 Dec or after 3 Jan

(b) Halloween shall not be operated before 1 Oct or after 3 Nov

(c) All other exterior holiday electrical consuming decorations may be operated within 7 days before and after the date of the holiday.

(3) All exterior holiday electrical consuming fixtures must be turned off at midnight each night during the allowed dates of operation.

(4) Consider setting A/C thermostat to 72 degrees Fahrenheit.

(5) Turn off all electrical appliances such as TVs, computers, etc. when not in use. Install LED light bulbs when incandescent bulbs burn out.

(6) Keep doors and windows closed when operating air conditioning.

(7) Change filters in air conditioning units (available at no cost from Self Help Store) once per month.

(8) Restrict the use of high consumption items such as hot tubs, inflatable recreational devices, etc.

(9) Utilizing government furnished utilities for retail activities or personal gain is strictly prohibited. Home Based Business (HBB) must be formally requested via the appropriate form, (Appendix K – Home Bases Business Application) to ensure business practices do not negatively affect the safety, tranquility, or the good order and discipline of community.

m. Water Conservation: Kwajalein's water supply is dependent on rainfall. Residents are requested to conserve water daily. Occasionally, water is rationed due to the limited supply. During water rationing, restrictions are placed on water usage such as lawn watering and/or additional measures as deemed necessary by USAG-KA.

n. Residents are responsible for their actions and the actions of their family and guests. All are subject to disciplinary actions outlined in Chapter 14 of this Regulation.

o. Residents must be familiar with fire precaution, prevention, and reporting measures.

p. Sponsors must notify the AHO and the USAG-KA DPW Housing Director/COR through their OHR within 10 days of any change in status to include rank, family composition, number of on-island dependents, duty assignment, or outbound PCS date.

q. Residents will familiarize themselves with the USAG-KA Mold prevention (Ref. Kwajalein Atoll Counter Mold SOP).

2.4.1 Pet Policy

a. Pets are privately owned, domesticated animals living in a home. Care and responsibility of accompanied pets falls solely on the resident. Acceptable pets include dogs and cats. No more than one-hundred and fifty total pets are allowed on Kwajalein, two per household are allowed, and pets must not weigh more than 100 pounds.

Prohibited pets include ones who demonstrate the following types of conduct:

- (1) Unprovoked barking, growling, or snarling when people are present.
- (2) Aggressively running along fence lines when people are present.
- (3) Biting, scratching people, or attacking other pets.
- (4) Escaping confinement or restriction
- (5) Chasseing of people or other pets.

b. A dog service animal or assistance animal deemed aggressive/dangerous or potentially aggressive/dangerous which has a waiver for installation access must be muzzled at all times when outside the home, including the home's yard. Non-family members and guests of USAG KA housing residents are prohibited from bringing any non-sponsored animals on the installation, except with prior authorization. Personnel who knowingly bring an unauthorized pet to Kwajalein will be subject to removal from or denied Government housing.

c. All pets must be registered at the USAG Kwajalein Veterinarian Treatment Facility within five working days and must provide verification of appropriate immunization.

- d. Pet owners will not allow pets to disturb neighbors by showing any signs of aggressive behavior (e.g. constant barking, growling, snapping). Animals showing this type of behavior will be removed from AFH.
- e. The owner of an animal involved in a bite case will take the animal to the Kwajalein VTF, where appropriate rabies quarantine and observation procedures will be determined.
- f. Pet issues and/or concerns should be reported to the Housing Office, or the military police.
- g. Pet issues occurring in bite cases will receive no more than one warning. If another occurrence occurs, the animal will receive an immediate barment to be removed within one week of issuance.
- h. Pet issues occurring in disruption of neighbors will receive three warnings, after the third occurrence, the animal will receive a barment notice to be removed within three weeks of issuance.
- i. Pets are not permitted in transient lodging unless written approval is received from the USAG-KA Housing Director/COR.

Chapter 3

Housing Policy

- a. It is the policy of USAG-KA to provide adequate housing facilities in accordance with the USAG-KA Housing Regulation 420-1 and services to all residents and visitors. All personnel must have appropriate written authorization to reside in U.S. Government housing prior to quarters assignment.
- b. Residents will be afforded the maximum privacy possible. In most circumstances, permission of the resident will be obtained before housing management or other persons are allowed to enter a housing unit or UPH room. However, access by housing management, police or fire personnel may be required to protect lives and property (e.g., plumbing leaks, sounding smoke alarms, fire inspections, etc.).
- c. Occupants are not permitted to change the locks on their quarters or use additional locks. The only authorized exception is an inside-mounted door chain. Wherever possible, housing management will notify the resident of any need to enter and allow the resident to be present if desired.
- d. The USAG-KA standard for housing is that each family will have the optimum number of bedrooms and baths authorized for their family size. Specifically, the sponsor and spouse, if applicable, will be assigned one bedroom and each qualifying family member will be assigned one bedroom if the available housing inventory permits as shown in Appendix B herein. However, USAG-KA's housing inventory can rarely accommodate this standard consistently. Sponsors, either expecting or adopting a child, are eligible to apply for housing with an additional bedroom for the expected child no more than 90 days prior to the expected delivery or adoption date and after approval of Command sponsorship. This scenario assumes the mother's departure from the island more than 8 weeks prior to expected delivery date. If a physician recommends an earlier departure, the sponsor may request an earlier change in housing assignment through the Exception to Policy procedure. In cases where courts award joint custody of children, a bedroom(s) is authorized if the sponsor has physical custody of the children

at USAG-KA for more than 6 months per year. This type of move will be considered a NDOIM.

e. Permanent occupants of UPH must be on USAG-KA as an unaccompanied military, DOD civilian, or contract employee of a Mission Partner or USAG-KA.

f. Army Policy contained in AR 600-63 Army Health Promotion (14 April 2015) and USAG-KA Policy 600-8 Tobacco Use in Facilities on USAG-KA (5 December 2013) encourage a smoke-free environment and prevention of harmful exposure to secondhand smoke while respecting the rights of smokers. In accordance with this policy:

(1) Smoking is not allowed in AFH or UPHs. Residents are responsible for any resulting damage to quarters from smoking (to include the replacement of carpeting and cleaning of walls damaged by smoke residue) and are encouraged to respect the sensitivities of their neighbors.

(2) All UPHs are permanently designated as non-smoking. Smoking by occupants, guests or others in any interior area of a smoke-free building is prohibited.

(3) All transient rooms on Kwajalein and Roi-Namur are permanently designated as non-smoking.

(4) When a smoking complaint is received by the AHO or hotline call, the resident will be notified and a record of the complaint and resident notification will be made. Failure to comply with the smoking policy subjects a violator to aggravated penalties ranging from payment of BOM fees to restore the room and adverse action taken by the USAG-KA Commander or designated representative.

g. Smoking is only authorized in designated smoking areas or more than 50 feet from any building or non-smoking area. Violators may be sanctioned as outlined in Chapter 14 of this regulation.

h. Occupancy Limitations: Housing occupancy limitations are listed below. In no instance shall the overnight occupancy limits be exceeded. Violators may be sanctioned as outlined in Chapter 14 of this regulation.

Table 1- Housing Occupancy Limitation

Unit	Occupancy Limit
All UPHs, 104	2 Occupants
177, 179, 181, 183, 185, 187, 189, 191, 204, 402, 404, 405, 407-421, 423-450, 452-457, 459-476, 477-497	6 Occupants
102, 106, 150-174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 203, 205, 207, 208-212, 214, 215, 217-219	7 Occupants
103, 105, 206, 213, 216, 222-229	8 Occupants

Chapter 4

Housing Authorizations

a. Authority to enter USAG-KA is established by USAG-KA Regulation 190-10, Entry and Exit Control. This regulation generally limits such authorization to citizens, nationals, or permanent resident aliens of the United States. Benefits of DoD Civilian employees on Term or Temporary appointments do not include permanent housing. The Commander, USAG-KA, or his/her designated representative must approve any exceptions.

b. Authority to utilize Housing in this regulation is established by the Commander, USAG-KA. Housing assignments may be further refined or established by contract, Inter-Service Support Agreement (ISSA), or Memorandums of Understanding or Agreement (MOU/MOA), if approved by the Commander, USAG-KA.

Chapter 5

Assignments

5-1 Permanent Personnel

a. The AHO will maintain records of assignments, terminations, and clearances; and will maintain control of keys, and perform inspections in accordance with BOS contract requirements.

b. OHRs shall ensure that housing occupants meet assignment criteria for family size and rank/grade/position found in Appendix A and Appendix B. Annually, on the 30th of June or per ISSA agreement, OHRs shall submit to the AHO confirmation of the assignment status of their personnel in conformance with Appendix A and Appendix B. At USAG-KA Command's discretion, non-compliance will be rectified by a DOIM unless an exception to policy is granted in writing. Exceptions to this policy may be revoked at any time by the USAG- KA Commander.

c. To obtain a housing assignment for incoming permanent employees, OHRs must submit an Assignment/Termination Request Form to the AHO. The request for assignment or termination will be made as far in advance of the resident's arrival or departure as possible but no later than four weeks in advance of employee arrival. Housing assignments will be made upon occupant arrival and not in advanced via sponsor or OHR. Delays in notices of departure may result in delayed BOM.

d. When married residents both qualify for Family Housing the higher category of the two will be used to determine which category of housing to assign to the family. Families cannot combine housing allocations for increased housing classification. Categories of assignments are not guaranteed and are based solely on availability. AHO will determine availability.

e. The intended use of married suites (double-occupancy UPH rooms) is for occupancy by a married couple who are both contracted for employment on USAG-KA unless an Exception to Policy (ETP) is approved in writing by the USAG-KA Commander.

f. Unaccompanied personnel (UP) are not authorized Family Housing. UP can request ETP through their OHR. If inventory and other conditions permit, USAG-KA Commander may grant an ETP. If approved, housing criteria and bedroom

authorization will apply in accordance with Appendix A and Appendix B of this regulation

g. The AHO will review and revalidate housing authorizations and assignments with OHRs annually.

h. In cases where housing inventory is constrained, USAG Commander may direct UP, to include military, DOD civilians and contractors, to move into a UPH, regardless of sponsoring Mission Partner's housing allocations. This will be considered a DOIM.

i. The AHO will maintain an OML for NDOIM requests with approved ETP. OML placement may consider the nature of ETP, rank, time on OML and appropriateness of the housing assignment. As housing availability occurs, mission partners will be notified sequentially based off OML placement, in preparation for NDOIM transition. A declined offer will automatically move the selectee to the bottom of the NDOIM OML.

5-2 Preferred Housing

a. Preferred Housing is a subset of CAT D housing that has been identified and isolated for use by personnel tagged "key and essential" (K&E).

b. Mission Partner organizations define K&E personnel. Identified K&E personnel are binned into a ratio of approved allocations with respect to the number of currently available houses. Example: If mission partner is allocated 30 of 300 available houses, they will retain 10% of the preferred housing delegation. If 30 Preferred Housing units exist in total inventory, the mission partner will retain designation authority of 3 preferred houses to assign at their discretion:

c. Preferred Housing includes three primary housing groups:

(1) North Point Domes- 177,179,181,183,185,187,189,190,191,192.

(2) Ocean Side Homes- 490A/B,491A/B,492A/B,493A/B,494A/B,495A/B.

(3) Ocean Side A Frames- 402A/B/C/D,404A/B/C/D.

d. These 30 units are designated for K&E personnel and will be assigned based on mission partner allocation.

e. If total and preferred inventory permits, the K&E may supersede the bedroom authorization in exceptional cases.

f. Mission Partner directors and OHR may request access to Preferred Housing for incoming K&E personnel by utilizing the following process:

(1) Mission Partner Directors will identify incoming personnel they intend to designate K&E, and with the approved command sponsorship form, will submit the Preferred Housing Request Form (Appendix D) through Army Housing Office to be approved by the USAG-KA DPW Housing Director/COR. K&E tagged personnel residing in a preferred home will be counted against the mission partner's total allotment and preferred housing sub-allotment.

(2) USAG-KA Commander will make the final determination, and once approved/disapproved, the Preferred Housing Request Form routes directly to the Mission Partner Director who can then engage the Housing Office for housing assignment.

5-3 Temporary Personnel

a. Temporary Personnel are not authorized to reside in AFH, unless granted an exception to policy in writing by the USAG-KA Commander or designated representative. If granted an exception to policy, billeting rates will be charged in accordance with the USAG-KA Catalog of Services.

b. In accordance with established check-in procedures, Transient Lodging reservations will be made directly with the Kwaj Lodge on Kwajalein (808-580-3477) for billeting on Kwajalein and Roi-Namur. The USAG-KA Protocol Officer must approve requests and will make reservations for Distinguished Visitor Officer Quarters for government employees (Senior Executive Service (SES), Colonels and Flag/General Officers, Sergeants Major or (E-9 equivalent) and for corporate Vice Presidents and above.

c. TDY and Official visitors are Priority 1 for transient housing. Personnel departing Kwajalein in a PCS status are authorized to make reservations in transient housing as Priority 2. Unofficial visitors and on-island residents can make reservations in transient housing facilities as Priority 3. Reservations can be terminated up to 24 hours in advance, if rooms are needed for Priority 1 personnel.

d. During official USAG-KA declared emergencies on a space available basis, transient quarters may be provided to non-residents required to stay overnight on island with USAG-KA Commander approval.

e. Unaccompanied, non-government personnel whose primary work place is Roi-Namur will reside at Roi-Namur. Personnel whose primary work place is Kwajalein, may not reside at Roi-Namur, unless granted an exception to policy in writing by the USAG-KA Commander or designated representative.

Chapter 6

On-Island Moves

6-1 Directed On-Island Moves (DOIM)

a. New arrivals have assignment priority and take precedence over all other moves. USAG-KA DOIM may be required to allow the Base Operation Support Contract to perform BOM, other maintenance, demolition, health and safety, renovation and government directed right-sizing. For DOIM, limited logistical support for a move may be authorized to minimize cost to the resident with USAG-KA Commander approval.

b. All DOIMs under health and safety will first be inspected by a contracted certified inspector and relocated only after all attempts to remedy the issue have failed with concurrent occupancy. If health and safety concerns persist, residents may be directed to move into temporary lodging until health and safety concerns are resolved. Displaced personnel will return from temporary displacement to their original quarters when the issue is resolved. Deviation from these steps will be considered a NDOIM and will require ETP per para 6-2.

c. DOIMs will not be authorized due to promotions, new K&E tags, upgrades in housing category/authorization without approval of USAG-KA Commander.

d. . All DOIMs will be based on housing inventory and other Commander's considerations present at that time.

e. Residents are allowed 21 days to clear quarters during a DOIM.

f. USAG-KA Commander is the approval authority for all DOIM.

6-2 Non-Directed On-Island Move (NDOIM)

- a. New arrivals have assignment priority and take precedence over all other moves.
- b. NDOIMs are not authorized without a signed ETP by the USAG-KA Commander. If approved, the resident will transition at no cost to the USG.
- c. Residents are allowed 21 days to clear quarters during a NDOIM.
- d. NDOIMs will adhere to the Order of Merit List (OML) and only be authorized upon housing availability. At no time will any NDOIM be authorized to choose the housing unit. All requests will be granted housing based on inventory and balanced against future requirements.
- e. All NDOIMs will require an ETP submitted to the USAG-KA Commander through their OHR for review and approval.

Chapter 7

Occupancy Authorization

- a. A non-government sponsor whose dependents have left for more than 90 days, or will not arrive at USAG-KA for more than 90 days, shall not occupy family housing unless prior approval is obtained by the Commander, USAG-KA.
- b. A sponsor must notify their OHR and the AHO within 10 days of any dependent status change. Sponsors will be required to relocate based on reduced bedroom requirement without approved ETP.
- c. Dependents who graduate from high school or complete a Kwajalein School approved high school course of study shall be allowed to reside with their sponsor for 120 days after graduation of high school. Emancipated dependents are not authorized residency on Kwajalein and shall be removed from consideration as a dependent for purposes of bedroom authorization. Sponsors may not utilize emancipated or non-custodial dependents for consideration as dependents for purposes of bedroom authorization including cases where the emancipated dependent is independently hired as an employee at USAG-KA.
- d. In circumstances whereby a dependent is emancipated or is no longer a custodial child and the reduction in the number of authorized dependents effects a change in the bedroom authorization, the sponsor is on notice that he/she will be required to move to quarters with less bedrooms [DOIM] consistent with Appendix B, without approved ETP.
- e. A sponsor ordered to active duty may retain his or her quarters assignment for his or her dependents for the duration of the active duty assignment.
- f. A non-government sponsor who loses their accompanied status must immediately notify their OHR and the AHO and be prepared to vacate quarters within 30 days of status change. The OHR shall submit a Family Housing Assignment/Termination Request for the affected employee within 10 days of the change in status, and will indicate when the employee will vacate the housing unit.
- g. Temporary occupancy of housing by personnel other than the assigned occupant (e.g., house/room- sitting) is only allowed in accompanied housing, or private rooms with private baths. Room-sitting and house sitting is limited to persons over 21 years of age and must be reported in writing via Caretaker Form (Appendix L) to the SACC and

the AHO.

h. Occupants who must vacate current AFH or UPH for longer than 30 days must notify the OHR and AHO in writing prior to departure. If a resident vacates without notification, after 90 days the OHR and sponsor will be notified in preparation of the unit to be reclaimed by the Housing Office.

Chapter 8

Visitors

a. USAG-KA Regulation 190-10, Entry & Exit Control, governs the admission and privileges of visitors. Visitors under 21 years of age are prohibited in UPH facilities. Sponsors must accompany visitors in UPH buildings at all times. Guests must carry a USAG-KA issued badge or ID at all times. Only UPH residents and registered guests are authorized to use UPH laundry facilities and only registered guests may use laundry facilities in transient quarters. Violations will result in disciplinary action against the visitor under applicable access or other regulations, and against the sponsor in accordance with Chapter 14 of this regulation. Sponsors shall not permit overnight visitors to exceed the occupancy limitation of the quarters.

b. All exterior common areas and equipment provided to UPH facilities, to include pavilions, picnic tables, BBQ grills, and specified recreation areas, are for use by UPH residents only or as permitted by the USAG-KA Commander.

c. Persons on official business normally stay in transient quarters. Transient rooms may also be reserved on a space available basis and are subject to assignment changes to meet official needs. Additional transient lodging assets may be made available on a space available basis during non-mission periods.

d. Island residents may reserve rooms according to the following schedule:

Category of Authorized Sponsor	Maximum Days in Advance
UPH residents	90
AFH residents and long-term official visitors	30

e. Visitors and TDY personnel may not sponsor other visitors.

Chapter 9

Quiet Hours and Excessive Noise

a. Quiet hours shall be in effect between the hours of 10 p.m. to 6 a.m. on weekdays, and midnight to 6 a.m. on Saturday and Sunday.

b. Excessive noise is prohibited in any housing area during quiet hours and in UPH buildings 24 hours a day. Violation of these provisions will subject the violator to disciplinary actions in accordance with Chapter 14 of this regulation.

c. Excessive noise is considered to be sustained noise that exceeds the baseline noise level of an area to a decibel level which is so loud that the noise can be heard in adjacent rooms, housing or buildings. Conversely, excessive noise is not considered to

be infrequent and irresolute noises.

d. Most noises can be tolerated during normal hours (0600-1000) or (0600-2400), however at no time will sound equipment be turned up so loud after quiet hours to disturb anyone in adjacent rooms, housing or buildings. Residents will be considerate of their neighbors when using portable sound systems.

Chapter 10

Fire Prevention and Protection

a. The USAG-KA Fire and Emergency Services (F&ES) is responsible for fire prevention and protection. F&ES is authorized to establish policies, perform inspections, and direct corrective actions as required to meet this responsibility. Criteria used for these actions are found in but not limited to, Army Regulation 420-1 Army Facilities Management; Unified Facilities Criteria (UFC) 3-600-01 (Fire Protection for Facilities, Engineering, Design and Construction); UFC3-600-02 (Operation and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems) and the National Fire Protection Association (NFPA) Codes.

b. Tampering in any way with fire safety equipment is prohibited. This includes, but is not limited to, smoke detectors, sprinkler heads, fire extinguishers, fire alarms, horns or lamps, fire doors, locked gates, emergency lighting, exit signs, and any other safety related equipment.

c. Fire safety requires two unobstructed exits from all facilities and individual rooms. Storage of any property (personal or government) is prohibited on all walkways, balconies, exterior stairways, interior stairwells, and exits. Doors will not be modified in any manner which changes its fire rating. Full range of door opening will be maintained and not altered in any fashion. Second and third floor bedroom windows will not be blocked from exterior fire ladder utilization.

d. Egress: Residents must familiarize themselves with the two (2) means of egress from their living quarters and should establish a personal fire escape plan based on the type of assigned quarters. Listed below are some guidelines to consider.

(1) Unaccompanied Personnel Housing:

(a) Upon witnessing or receiving notification that there may be a potential emergency, immediately exit the facility. Each floor will have at least two exits. Personnel should take the shortest route that does not take them in the direction of the hazard.

(b) If heat or smoke prevents personnel from leaving, a wet cloth should be placed under the door in order to slow the movement of smoke into the room.

(c) Personnel should call 911 and let authorities know who is trapped. Authorities should be informed what floor personnel are located, room number and if it is in the front or back of the building.

(d) Upon arrival of rescuers, personnel should open a window and signal them. If smoke is light, personnel should close the window until a ladder reaches them.

(e) If a room is on the first floor, personnel may exit through the window. Windows should be closed upon exit.

(f) Upon exiting the building, personnel should proceed to an assembly area that is up-wind and away from emergency personnel and equipment.

(2) Family Housing Units:

(a) Single and two story housing is provided with 2 entry/exit doors on the ground floor. If trapped in a bedroom personnel should, exit through the window and close it.

(b) The second floor may have two to three bedrooms. If trapped, exiting the second floor windows is appropriate if an adequate ledge, patio cover, or walkway cover is provided. After exiting, personnel should close the window if possible and signal rescuers upon their arrival.

(c) If no refuge is available as indicated above, personnel should call 911 and inform them where trapped personnel are located.

(d) Personnel should assemble away from emergency workers and their equipment at a location up-wind from the building.

e. Emergency Access to Facilities: It is important for emergency services to be able to access a living area. Quarters assigned for occupancy shall be clear of obstructions to allow fire and emergency service personnel to perform their duties. Residents are responsible for maintaining clear and unimpeded emergency traffic and access areas surrounding their living areas. For example:

(1) Plants or vegetation which pose impediments for access are prohibited.

(2) Plant borders will be constructed such that the results are only a minimum change in ground elevation. Example: cylindrical blocks will be horizontal and only one high. Vertical orientation will dramatically change the ground elevation and create a tripping hazard to personnel.

(3) Vegetation will not obstruct the visibility of a structure from the street or grow over onto sidewalks or walkways.

(4) Vegetation and awnings will not obstruct fire ladder access to 2nd and 3rd floor windows or roofs.

(5) Facility number signs will be IAW USAG-KA Housing Regulation 420-1 and clearly visible from the street. Relocation of the sign is not authorized.

(6) No objects or plantings shall be placed within 10 feet of fire hydrants.

f. Fire lanes will be kept clear of obstructions such as vehicles, fences, and other barriers, dumpsters, excess vegetation, and so forth. Fire lanes must maintain a width of sixteen (16) feet (eight feet from centerline).

g. Only approved cooking appliances are allowed in UPH buildings and transient quarters. Microwave ovens, air convection ovens, coffee pots, crock pots, pop-up toasters, slow cookers, bread makers and hinged clamshell type contact grills (i.e. waffle makers and sandwich presses) are permitted in UPH buildings and transient quarters. Devices with open heating elements and appliances with heating elements that may cause ignition of combustible material through contact or close proximity, (i.e., hot plates, toaster ovens, rotisseries, electric frying pans/woks, electric griddles, deep fryers, barbecue grills, etc.) are prohibited in UPH and transient quarters. Other appliances that produce excessive smoke, and/or grease-laden vapors or fuel-fired appliances (i.e., LPG, alcohol stoves, flammable gas fuels, etc.) are also prohibited in UPH and transient quarters. Cooking with equipment not specifically designed and manufactured for food preparation is strictly prohibited. Prohibited items may be confiscated by law enforcement personnel and retained for evidentiary purposes.

h. Kilns, forges, or other electrical or fuel-fired appliances are not permitted in, or allowed to be used in or around Family Housing or UPH billets.

i. All extension cords, lamps, and other electrical fixtures shall be approved by the Underwriter Laboratory (UL). Residents shall avoid the use of extension cords wherever possible and follow at a minimum the excerpts listed below from the National Fire and National Electric Codes. For a more extensive listing of regulatory requirements, please reference these publications or AHO for assistance.

- (1) Use of cords as a substitute for permanent wiring is not permitted.
- (2) Cord amperage rating will be equal or exceed the device being powered.
- (3) Extension cords affixed to structures which extend through walls, ceilings, under doors or floor covers are prohibited.
- (4) Cords will not be subject to environmental or physical damage.
- (5) Use of more than one power strip to a single power outlet is prohibited.
- (6) Holiday Decorations: refer to 2-4 Resident Responsibilities, ("K - Energy Conservation, #2 a-c)

j. Storage of hazardous materials, flammable liquids, or chemicals in any quarters is limited to small quantities of materials intended for household use (e.g. small quantities of paints and cleaning agents). Excessive storage of any combustible materials (papers, magazines, boxes, etc.) is prohibited.

k. Smoking in bed is a major cause of fire death, and is strictly prohibited in all quarters at all times.

l. Open flames such as candles, incense, and certain cooking devices are strictly prohibited:

- (1) The use of Hibachi, gas fired grill, charcoal grill, or similar devices used for cooking, heating, or any other purpose is prohibited within ten (10) feet of any structure.
- (2) UL listed electric grills or similar non-flame producing apparatus may be used on balconies, under overhanging portions of and within ten (10) feet of a structure. Excluding specifically designated recreation areas, no open fire burning is allowed.
- (3) Violators of fire safety regulations are subject to penalties described in Chapter 14, and may include criminal prosecution.

Chapter 11 Custodial Service

a. Custodial service will be provided daily in transient housing and in common areas of UPH buildings.

b. Private custodial service (private maid service) for rooms in UPHs is prohibited.

c. Individual custodial service (private maid service) in housing is authorized with prior approval of a "Domestic Contract" through USAG-KA Provost Marshal Office.

Chapter 12 General

a. The USAG-KA Director of Public Works Housing Director/COR has primary responsibility, via the AHO, for the administration, security, maintenance, and repair of all UPH and AFH facilities. It is authorized to enforce established policies, perform inspections, and direct corrective actions as required to maintain a safe and healthy environment and to protect the rights of all residents, and will take active measures to ensure that the provisions of this regulation are complied with. Other organizations including government and contractor entities will ensure their employees comply with

this regulation and other Command housing policies. Inspections will be coordinated with affected OHRs and the resident.

b. Meal cards will be issued at no charge to permanent resident employees of base support contractors when the employee does not have access to cooking facilities.

Chapter 13

Exceptions

Proposed exceptions to this regulation must be requested via ETP (Appendix – O, Exception to Policy) and submitted through the OHR for routing. The request must describe the specific exception requested and contain a detailed rationale including extenuating circumstances that would justify approval. The following procedures shall be utilized:

(1) The OHR will forward the request, along with a statement validating the requirement, to the AHO. The validating statement should clearly state all exceptions requested along with rational and why current policy does not apply. (i.e., change in dependent status, vacancy extension, etc.).

(2) The AHO will verify that all requested exceptions and/or extenuating circumstances are described correctly. The AHO will then make a recommendation based on past precedent, current and projected housing needs, and availability as well as adequacy of current policy.

(3) The AHO will forward the completed request with management signature, recommendation, and rationale for that recommendation to the USAG-KA DPW Housing Director/COR, ATTN: AMIM-KWP for recommendation to USAG-KA Commander. The decision will be returned to the AHO for action as appropriate.

Chapter 14

Disciplinary Actions

Disciplinary action for infractions of this regulation by USAG-KA residents, their dependents, or their guests is set forth below. The AHO will initiate action in these cases.

a. For infractions regarding Residential Yard Care and Landscaping, Chapter 2;

(1) First violation: The OHR will receive a warning letter or email from the AHO stating the deficiencies. All deficiencies must be resolved within fourteen (14) calendar days of receipt of notification. A copy will also be sent to the USAG-KA DPW Housing Director/COR.

(2) Second violation: The housing sponsor and OHR will receive a warning letter or email from the AHO stating if the deficiencies are not corrected within seven (7) calendar days, notice will be sent to the PMO for adverse administrative action by the USAG-KA Commander.

(3) Third violation will be processed for recommendation of immediate loss of housing privileges during the USAG-KA disciplinary board.

(4) In addition to potential adverse administrative action, if work is required to be performed by Public Works in order to correct the deficiencies, the violator will be billed for the work.

b. For infractions regarding Family Housing Building Permit Application and Forms (KWJ-6007-03-04-h), Chapter 2;

(1) First violation: The housing sponsor will receive a warning letter from the

AHO stating the deficiencies. All deficiencies must be resolved within twenty-one (21) days of receipt of notification. A copy will also be sent to the housing sponsor's OHR.

(2) Second violation: The housing sponsor will receive a warning letter from the AHO stating if the deficiencies are not corrected within fourteen (14) calendar days, and a notice will be sent to the PMO for adverse administrative action by the USAG-KA Commander.

(3) Third violation will be processed for recommendation of immediate loss of housing privileges during the USAG-KA disciplinary board. In addition to potential adverse administrative action, if work is required to be performed by Public Works in order to correct the deficiencies, the violator will be billed for the work.

c. Smoking Violations in Unauthorized Areas.

(1) First violation: Pay current BOMM fee to remove smoke smell, PMO initiates adverse administrative action process.

(2) Second violation: Pay current BOM fee to remove smoke smell, PMO initiates adverse administrative action process and a recommendation of immediate loss of housing privileges during the USAG-KA disciplinary board.

d. For infractions of the Occupancy Limitations, Chapter 7:

(1) First violation: The AHO will issue the sponsor a warning letter through the OHR; sponsors will take immediate corrective action.

(2) Second Violation: Sponsor will receive a letter of intent to commence adverse administrative action from the PMO.

e. All other infractions of this regulation.

(1) First violation: The AHO will issue the resident(s) involved a warning letter of the violation.

(2) Second violation: The resident(s) involved will receive a warning letter from the Commander USAG-KA, PMO, or designee through their employer.

(3) Third Violation: Residents involved receive a letter of intent to commence adverse administrative action from PMO. Depending on the severity, administrative sanctions, from recommendation of immediate loss of housing privileges during the USAG-KA disciplinary board up to and including a bar from the installation, will be imposed by the USAG-KA Commander.

(4) In addition to potential adverse administrative action, if work is required to be performed by Public Works in order to correct the deficiencies, the violator will be billed for the work.

f. Each neighbor or roommate complaint or incompatibility assignment problem will be considered as a separate infraction of this regulation. Multiple complaints filed for the same incident will be recorded as one violation.

g. Action against non-residents will be taken under applicable laws and regulations. Serious violations (those with aggravating circumstances such as injury to people and/or damage to Government property) will be referred to the USAG-KA Command Counsel and the PMO for appropriate administrative action.

APPENDIX A: Housing Assignment Criteria

This table details the category of housing by organizational rank, grade, or position. All assignments are subject to availability of housing and housing authorization.

MILITARY	CIVIL SERVICE	NAF	CONTRACTOR	CATEGORY
USAG-KA Commander, USAG-KA CSM, RTS Range Director				A
-	-	-	-	B
Accompanied 0-3 and Above CW2 and Above E-7 to E-9	Accompanied GS-11 and Above DACP (8-10)	Accompanied NF4 and Above		C
K&E Positions	K&E Positions		K&E Positions	D Preferred
0-1,0-2, CW1 E-1 thru E-6 Unaccompanied W/ETP	Unaccompanied W/ETP GS-1 thru GS-10 DACP 7	Unaccompanied W/ETP NF1 thru NF3	Unaccompanied W/ETP All contractors	D

Family Housing Categories:

CAT A: Designated housing for the Garrison Commander (Unit 241), Garrison Command Sergeant Major (Unit 103), Range Director (Unit 225)

CAT B: Removed May 2024.

CAT C: Housing will be prioritized to authorize accompanied Service Members, DA Civilians, and with Garrison Commander approved ETP for K&E contracted personnel. (Units 102-106, 203-229 (except as indicated above).

CAT D - Preferred: Designated housing for identified K&E personnel living in the thirty (30) unit's identified as Preferred Housing.

CAT D: Housing authorized for remaining personnel and unaccompanied personnel with authorization to live outside Bachelor Quarters- BQ/UPH.

Assignment Priorities:

1 Military, DOD civilians, Compo 2/3, foreign military personnel assigned or attached for duty at USAG-KA.

2 Identified K&E Contractors.

3 Other personnel for whom support agreements have been established: contractors, special projects personnel assigned or attached to the installation (unless a higher priority has been established in an MOA or MOU).

Notes:

- 1 The Garrison Commander may deviate based on an ETP request.
- 2 Identified K&E personnel have priority for preferred housing. Family Housing Bedroom Authorization still apply to K&E personnel.
- 3 Housing entitlements between spouses or family members cannot be combined for elevation of housing category.

APPENDIX B: Family Housing Bedroom Authorization

This table indicates the number of bedrooms authorized for residents in accompanied status at USAG-KA. The size of the house assigned is based upon availability.

Guidelines for Family Housing assignment based on Family bedroom needs

Number of family members (Excluding sponsor and spouse)	Bedrooms
None	1 or 2
One	2
Two	
If both are same gender and neither is over 10 yrs.	2 or 3
If opposite gender and one is over 6yrs.	3
Three or more	3

NOTES:

- (1) Allocation will be based on availability and assignment priority, if possible, each family member may be assigned individual rooms.
- (2) In order to ensure proper assignment for the duration of the standard two-year assignment to the installation, two years may be added to the ages of the family members at the time of arrival on installation.

THREE BEDROOM AUTHORIZATION PRIORITY (Minimum of Two Non-Spouse Qualifying)

Number of on-island family members (Excluding sponsor and spouse)	Priority
Three or more any age or gender mix	1
Two with opposite genders and one is 6 yrs. or older	2
Two with same gender and one is over 10 yrs.	3
Two with neither over 6yrs. regardless of gender	4

APPENDIX C: Authorized/Unauthorized Self-Help Work List

The following types of work, although not inclusive, are generally considered suitable for accomplishment through the self-help program.

Authorized Work

Housekeeping

1. Clean and Polish wood furnishings and woodwork.
2. Clean upholstery, drapery, and window shades.
3. Clean floors, walls, ceilings, and windows.
4. Clean light fixtures (wash globes and lens covers, clean out bugs).
5. Clean small appliances.
6. Clean and defrost refrigerator.
7. Clean electric range (keep free of grease and food drippings).
8. Clean and unjam garbage disposal.
9. Clean exterior of dishwasher.

Carpentry

1. Minor repair of wood fences (repair rails, loose posts, lift sagging gates).
2. Reset finishing nails.
3. Refasten cook hooks, clothes poles, closet shelves.
4. Tighten/replace builder's hardware (door handles, hinges, etc.).
5. Lubricate locks and hardware.
6. Replace door stops.
7. Replace caulking around doors and windows.
8. Repair small holes in door and window screens.
9. Remove/rehang, clean, and store door screens and window screens.
10. Repair/replace window shades and brackets.
11. Replace curtain rods and Accessories.
12. Hang pictures and mirrors.
13. Replace clothesline.
14. Replace/adjust kitchen and bathroom hardware.
15. Adjust drawers (sand or lubricate sticking edges).
16. Patch small holes in wallboard or plaster.
17. Unjam windows (unstick windows due to dried paint or dirt).
18. Minor repair of Government-furnished furniture (glue joints, tighten hardware)
19. Replace mechanical door chime.
20. Repair kitchen cabinets.
21. Replace house numbers.

Painting

1. Spot painting.

Electrical

1. Replace broken globes.
2. Replace starters.
3. Replace blown fuses, reset tripped circuit breakers.
4. Replace cracked/broken switch plates and receptacle plates.
5. Replace ceiling fixture bulbs.

Plumbing

1. Shut off critical valves, when necessary.
2. Unclog drains and toilets.
3. Repair leaky faucets; replace faucet handles.
4. Repair/replace shower heads.
5. Tighten/replace toilet seat.
6. Replace tank lid.
7. Correct running toilet (flush ball, float ball).
8. Adjust water levels in toilet tank.
9. Replace lift wires.
10. Replace trip lever.
11. Replace lift wire guide.
12. Replace stopper and strainer.
13. Replace and clean faucet aerator.
14. Caulk around tub and tile.
15. Perform first aid for leaky pipes.
16. Dismantle trap under sink to unclog.
17. Install insulating blankets on hot water heater.

Appliances

1. Clean replace filters in kitchen exhaust.
2. Replace light bulbs in appliances.

Grounds maintenance

1. Water, mow, edge, seed, fertilize, and rake lawns.
2. Minor pruning of trees, shrubs, and vines.
3. Clean and maintain yard.
4. Maintain splash blocks (keep in proper position under downspout).
5. Clean gutters and downspouts (when not hazardous).
6. Fill ruts and eroded areas.

Paved and stabilized areas

1. Clean walks, patios, steps, and platforms.
2. Rake gravel.

Pest Control

1. Keep all food areas clean.
2. Keep trash containers clean and tightly covered.
3. Keep screens in good repair.
4. Use mouse, roach, ant traps safely and properly.
5. Use authorized pesticides carefully and properly.

Trash and refuse disposal

1. Place all refuse in refuse containers/separate recyclables.
2. Wrap all wet, odorous garbage.
3. Maintain cans, covers, and collection points.
4. Keep access to refuse containers clear.

Security

Install surface-mounted chain locks on doors and windows.

Fire Protection

Replace batteries for smoke detectors, where applicable.

Miscellaneous

1. Move or store heavy articles.
2. Installation or use of satellite receivers with approved ETP via DPW. Dishes limited to 9.2 lbs. and 20-1/4" x 12" dimensions and maintain a pleasing appearance.

Unauthorized Work

1. Installing hose bibs.
2. Repairing leaking pipes.
3. Replacing water closets.
4. Altering locking devices on exterior doors.
5. Moving installed equipment from one location to another.
6. Adjusting thermostats (other than setting by external means).
7. Electrical repairs other than that listed as authorized work.
8. New electrical work.
9. Painting more than 500 square feet of interior/exterior surface.
10. Facility structural repairs; i.e., concrete wall/ceilings, window/doorjambs, etc.
11. New construction that alters the building's "as built" drawings.

This form is available through the AHO, OHR, or USAG-KA DPW Housing Director/COR, and will be utilized by Mission Partner Directors to request access to Preferred CAT D housing for incoming Key and Essential personnel, as outlined in Chapter 5-3 of this Regulation.

USAG - Kwajalein Atoll Regulation 420-1, 30 May 2024

APPENDIX E: Move Out Cleaning Requirements

Cleaning Requirements (Vacating Quarters)

The Resident is responsible for leaving the home with no damage (unless noted on the Move-In report), normal wear and tear accepted, in a broom-clean condition and free of any trash or personal items. Broom clean condition means that a home is clean throughout – all surfaces wiped down and all flooring has been swept or vacuumed prior to the move-out inspection. The following outlines the cleaning requirements by room:

Move Out Cleaning Procedure

It is the resident's obligation to notify their OHR no later than two weeks prior to PCS outbound. OHRs will notify the AHO and USAG-KA Housing Director/COR of anticipated PCS in order to schedule outbound inspections. A final inspection must occur no later than five days prior to departure. The resident must leave their home clean and in good condition at the time of vacating, as stated in the rental agreement and defined below.

General Area

1. Blinds must be wiped down and free of dust.
2. Garage and patios should be swept out.
3. Garage and receptacles must be cleaned out and disinfected.
4. All trash and personal items must be removed from the home, surrounding grounds, and storage areas.
5. Carpet must be steamed cleaned and vacuumed; other flooring must be cleaned of all dirt.
6. Ceiling fans must be wiped down.
7. Windows must be cleaned.
8. Remove all screws and nails from walls (do not fill holes).

Kitchen Area

1. Range must be completely assembled; clean of all dirt, grease, food and carbonized particles and cleaning residue. Elements, oven racks, burners, burner rings, boiler pan, storage drawer and knobs must be clean.
2. Refrigerator must be wiped down inside and out. No food items should be left in the refrigerator or freezer.
3. All cabinets, drawers, shelves, cutting boards, and countertops must be wiped down and all shelf paper removed.
4. Sinks and faucets must be wiped down.
5. All items should be removed from dishwasher.

Bathroom

1. Tile, tub and shower should be cleaned thoroughly down and free of mildew and mold.
2. Toilets and sinks should be wiped down and free of mildew and mold.
3. All cabinets including the medicine cabinet should be emptied.
4. Floors should be swept.
5. Linen closet must be emptied and shelf paper must be removed.

6. Mirrors must be cleaned and bulbs wiped down.

Outside

1. If grass has been worn by pets, the yard must be seeded and straw placed.
2. Porch and Patios must be clean and free of mud and oil spots and etc.
3. Yard must be clean of debris.
4. Repair and remove objects from around the fenced area.
5. Remove Satellite Dish.

Any work not completed by the resident will have to be completed by the maintenance staff or a contractor and will be charged back to the resident. A damage cost estimate sheet, outlining the standard costs to clean or repair homes left dirty or damaged beyond normal wear and tear is maintained in all KWAJALEIN FAMILY HOUSING management offices.

APPENDIX F: General Help Phone Directory

QUICK REFERENCE GUIDE

A		Interdenominational	5-3767	<i>Roi-Namur</i>	
		<i>Interdenominational - Evening</i>	5-3018	Café Roi	5-6368
		Chapel Office	5-3505	Outrigger Club	5-6593
B		<i>Roi-Namur</i>			
		Chapel	5-3330		
		Child Youth Services (CYS)			
C		Central Registration Office	5-2158		
		Child Development Center	5-2158		
		CYS Training Specialist	5-3610		
D		Youth Services/Teen Center	5-2158		
		Common Access Card (CAC) Office	5-8496		
		Community Activities Office			
E		Kwajalein	5-3331		
		<i>Roi-Namur</i>	5-6580		
		Corlett Recreation Center	5-2491		
F		Country Club (Kwajalein)	5-3769		
G					

H		
Hobby Shop		
Kwajalein Hobby Shop	5-1700/5-1423	
Roi-Namur Hobby Shop	5-6511	
Hospital		
Kwajalein		
24 Hour Number	5-2224/5-2223	
Administration	5-2225	
Ambulance	911	
Anesthesia	5-1881	
Appointments	5-2224/5-2223	
Cashier	5-2220	
Counselor	5-5362	
Employee Assistance Program	5-5362	
Immunizations & Allergies	5-2223	
Insurance Coordinator	5-8107	
Laboratory	5-3667	
Medical Imaging (X-ray)	5-3522	
Medical Referral Desk	5-1880	
Occupational Health	5-3497	
Optometrist	5-1174	
Pharmacy	5-3406	
Physical Therapy	5-2353	
Veterinary Service	5-2017	
Roi-Namur		
Clinic	5-6223	
Emergency	911	
Non-Emergency	5-6334	
Housing		
Kwajalein		
Manager	5-3201	
Bachelor/Family Housing	5-3450	
Furniture Warehouse	5-3434	
Kwaj Lodge/Transient Billeting	5-3477	
L		
Laundry/Dry Cleaning Services		
	5-3462	
Library		
Grace Sherwood Library	5-3331/5-3333	

Roi-Namur Library	5-6366
M	
Marshalllese Cultural Center	5-5023
Movie Theaters	
<i>Kwajalein</i>	
Theater	5-3331
<i>Roi Namur</i>	
Tradewinds Theater	5-6414
P	
Pools	
Adult Pool	Out Dial Only
Family Pool	5-2848
Post Office	
Kwajalein Post Office	5-3461
Roi-Namur Post Office	
S	
Shopping	
<i>Kwajalein</i>	
Bargain Bazaar	5-3686
Kwajalein Shoppette	5-1010
Micronesia Handicraft Shop	5-5023
Shoppette	5-2143
Pextra	5-3542
Surfway	5-3607
Butcher Shop	5-3525
Roi-Namur	
Roi Shoppette	5-6369
Roi Surfway	5-6286
Y	
Youth Center	5-3796
Lobby	5-3754

NOTES

APPENDIX G: Caretaker Designation Form

SECURITY AND ACCESS CONTROL <i>DESIGNATION OF CARETAKER</i> <i>FOR FAMILY QUARTERS</i>			
PERMANENT OCCUPANT (LAST, First M.I.)	QUARTERS #	QUARTERS PHONE #	OCCUPANT'S EMPLOYER
CARETAKER'S NAME (LAST, First M.I.)	CARETAKER'S EMPLOYER		CARETAKER'S PHONE #
			(H) (W)
DATE OF DEPARTURE		DATE OF RETURN	
<p style="text-align: center;">INDICATE THE STATUS OF THE QUARTERS DURING OCCUPANT'S ABSENCE</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> CARETAKER WILL LIVE IN THE QUARTERS</div> <div><input type="checkbox"/> CARETAKER WILL ONLY MAKE PERIODIC CHECKS OF THE INTERIOR & EXTERIOR</div> <div><input type="checkbox"/> CARETAKER WILL MAKE PERIODIC EXTERIOR CHECKS ONLY (WILL NOT ENTER QUARTERS)</div> <div><input type="checkbox"/> THERE WILL BE NO CARETAKER</div> </div>			
<p style="text-align: center;">STATEMENT OF UNDERSTANDING</p> <p>THE PERMANENT OCCUPANT UNDERSTANDS THAT IF HE/SHE AUTHORIZES A CARETAKER TO TAKE CARE OF ASSIGNED QUARTERS, THE PERMANENT OCCUPANT IS NOT RELIEVED OF THE OVERALL RESPONSIBILITY OF THE CARE AND OVERALL CONDITION OF THOSE QUARTERS AND GOVERNMENT PROPERTY LOCATED INSIDE. IN THE EVENT THAT NO ONE IS DESIGNATED AS THE CARETAKER, THE KWAJALEIN SECURITY AND ACCESS CONTROL DEPARTMENT WILL MAKE PERIODIC CHECKS OF THE EXTERIOR OF THE QUARTERS.</p> <p style="text-align: center;"><i>ADDITIONAL INFORMATION CONCERNING POLICIES CAN BE OBTAINED THROUGH HOUSING.</i></p>			
SIGNATURE OF PERMANENT OCCUPANT	SIGNATURE OF OFFICER		DATE EXECUTED
NAME OF CARETAKER	SIGNATURE OF CARETAKER		DATE SIGNED
<p style="text-align: center;">GENERAL INFORMATION FOR CARETAKERS</p> <ol style="list-style-type: none"> 1. Do not allow access into the quarters unless you are present. 2. If the caretaker is a resident of a bachelor's quarters, he/she is still responsible for assigned billeting. 3. If the caretaker is required to depart USAG-KA while the permanent occupant is away, contact Security and Access Control. 4. Avoid allowing minors into quarters without a parent present. Alcohol consumption by minors is strictly prohibited! 			
<p style="text-align: center;">DISTRIBUTION</p> <p>ORIGINAL.....ENTRY / EXIT OFFICE COPY #1.....CENTRAL PATROL STATION COPY #2.....PERMANENT OCCUPANT COPY #3.....CARETAKER COPY #4.....LOGISTICS HOUSING OFFICE</p> <p>NOTE: COMPLETE 1 ORIGINAL AND 3 COPIES FOR PRESENTATION AT THE ENTRY / EXIT OFFICE ON THE DAY BEFORE DEPARTURE.</p>			

SACC E/E FORM 107 (4/25/2014)

APPENDIX H: Army Maintenance Information



ARMYMAINTENANCE.COM

Maintenance and repair request application for barracks and government owned housing.

Available from any smart phone or desktop web browser.

Scan the QR code with your smart phone camera to open ArMA.



REGISTER

Army Maintenance Application

Login

All fields are required unless labeled 'Optional'.

User name

Password

[Forgot Password ?](#)

Login

[New user? Sign up now](#)

Army Maintenance Application

Sign Up

All fields are required unless labeled 'Optional'.

Email Address

This will be your system login

Army Sponsor Email Address

This email must be 'someone.mil@mail.mil' or 'someone.civ@mail.mil'

First Name

Middle Name (Optional)

REQUEST

Army Maintenance Application

[Maintenance Support](#)
Browse maintenance services for your housing.

[Account Management](#)
Services for managing your account.

IMPORTANT !!
If you require emergency maintenance services, related to life, health or safety, please call for immediate support.

Army Maintenance Application

< All Categories

Maintenance Support

Appliance
Is one of your major appliances, such as washer or dryer, not working properly?

[View Details](#)

Electrical/Power
Is your power out or are you having some other electrical-related issue?

[View Details](#)

Heating/Ventilation/AC
Are you experiencing a heating, ventilation, or air conditioning issue?

RESIDENCE

Army Maintenance Application

[Maintenance Support](#)
Browse maintenance services for your housing.

[Account Management](#)
Services for managing your account.

IMPORTANT !!
If you require emergency maintenance services, related to life, health or safety, please call for immediate support.

Army Maintenance Application

< All Categories

Account Management

[Update Email/Login](#)
Need to update your personal email information?

[View Details](#)

[Establish Household](#)
Does your spouse need visibility into your maintenance requests or vice versa?

[View Details](#)

[Update Location/Unit/Sponsor](#)
Has your location, unit, and/or military sponsor changed?

REVIEW

Army Maintenance Application

IMPORTANT !!
If you require emergency maintenance services, related to life, health or safety, please call for immediate support.

Your Local DPW:
Fort Campbell
270-798-1200

Business Hours:
Monday through Friday 8 a.m. to 4:30 p.m.
24 hour support for emergency maintenance services

Location: 865 Bastogne Ave., Fort Campbell, KY 42223

[My Recent Requests](#)

Number	Category	Short description	Sta
CS0001703	HVAC	Heating, Cooling or Ventilation Request	New

Army Maintenance Application

Home > My Request

Number: CS0001703 Updated: 4m ago State: New

Heating, Cooling or Ventilation Request at Fort Campbell/Fort Campbell KY/07096 [Cancel Request](#)

Category: HVAC Created: 4m ago

Description: It's freezing cold in here. The heat is supposedly running but it's cold air. Thermostat is set to 70 degrees.

Activity Attachments

[Post](#)

The U.S. Army has created a mobile web application called ArMA that allows residents living in Bachelor Quarters and Family Housing to submit and track service requests from the convenience of their home computer or smartphone. Due to ArMA's superior ability to ensure timely completion of repairs and improve customer service, the Service Desk is not accepting non-emergency service requests by telephone.

Registration in ArMA is easy and only takes 3-5 minutes. Steps to create an account:

- 1.) Go to www.armymaintenance.com
- 2.) Select "Sign Up Now"
- 3.) Enter your personal email address.
- 4.) Most users can self-certify (Military, Government and Contractor) with their work email addresses (.ctr/.mil/.civ@army.mil; @vectrus.com; aafes.com; etc.). If you are unable to self-certify, have a CAC holder with a .mil account within your organization sponsor you.
If you do not have a CAC Holder Sponsor, contact the AHO representative for point of contact.
- 5.) Enter your full name and telephone number.
- 6.) For Garrison, enter "Kwaj" and select "USAG Kwajalein Atoll".
- 7.) For Site, select Kwajalein Island or Roi Namur Island.
- 8.) For Building, select your facility number. NOTE: This does not include your barracks room number or quarters number (e.g. A, B, C, D, 101, 202, 303, etc.). You must enter this when you submit a request.
- 9.) For Unit, select your Military or Government affiliation; for Contractor, select "Contractor in Army Housing".
- 10.) Finally, create a password.

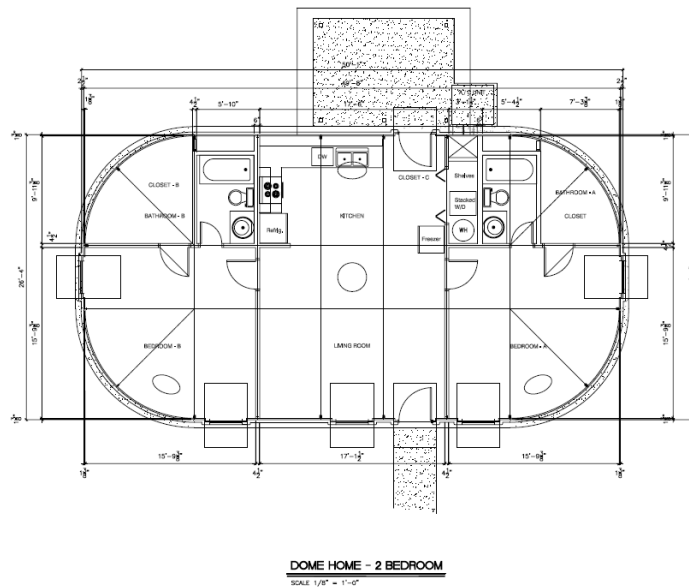
ArMA maintenance requests are designed to support routine service requests. These include minor issues with building components (gutters, flashing, walls, etc.), minor plumbing repairs (drips and leaks), minor electrical repairs where no immediate hazard exists, and repairs to ceilings, walls, cracked glass, floor tiles, etc. ArMA will be the only accepted method of submitting routine, non-emergency service requests.

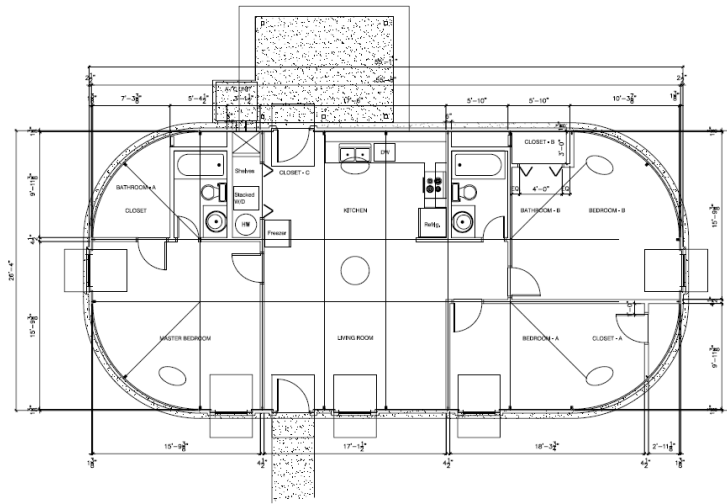
When submitting a service request in ArMA please include: your name; telephone number; full residence designation (e.g. Unit 777B, Unit 999 Room 301, etc.); brief description of the issue and its specific location (i.e. kitchen sink, master bathroom, etc.). If possible and relevant, please include a photo of the issue to facilitate timely and efficient repair. Residents need to indicate if unattended pets will be present in the residence. By submitting a request in ArMA you are giving consent for workers to enter your quarters. You will be contacted prior to the activity occurring if you wish to be present.

Emergency service requests should still be called in directly to the Service Desk at 480-3550 (open 24/7/365). Emergency service requests include: outage of any utility system (electric, water, sewer, or AC); inoperable fire detection system; complete breakdown of a household appliance; damage to a door or window that would prevent it from being secured; or, any broken electrical component that may cause fire or shock.

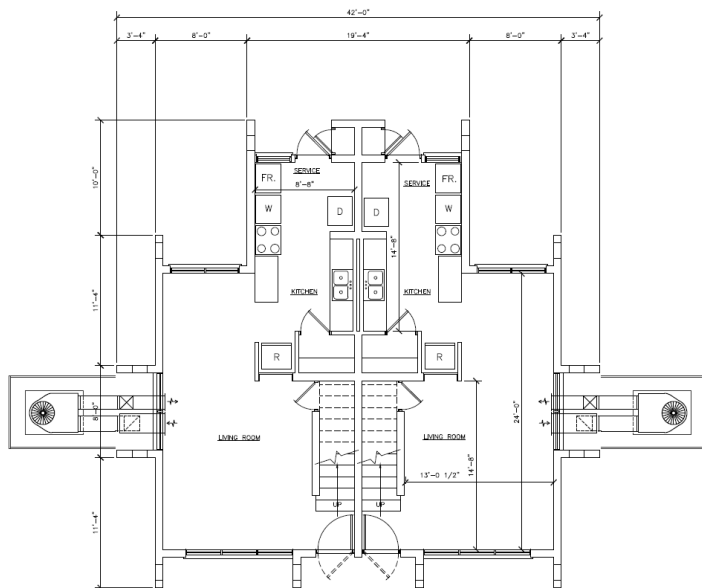
For Public Emergencies (Fire, HazMat spill, etc.) call 911 directly.

APPENDIX I: AFH/UPH Floorplan

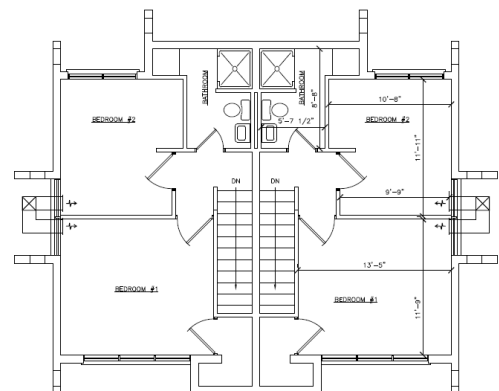




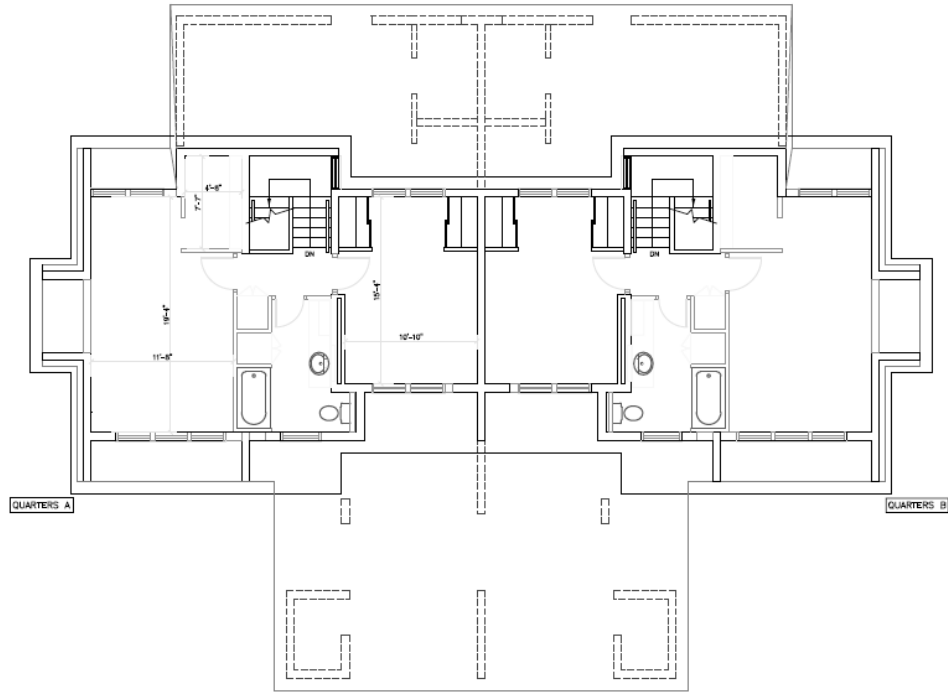
DOME HOME - 3 BEDROOM
SCALE 1/8" = 1'-0"



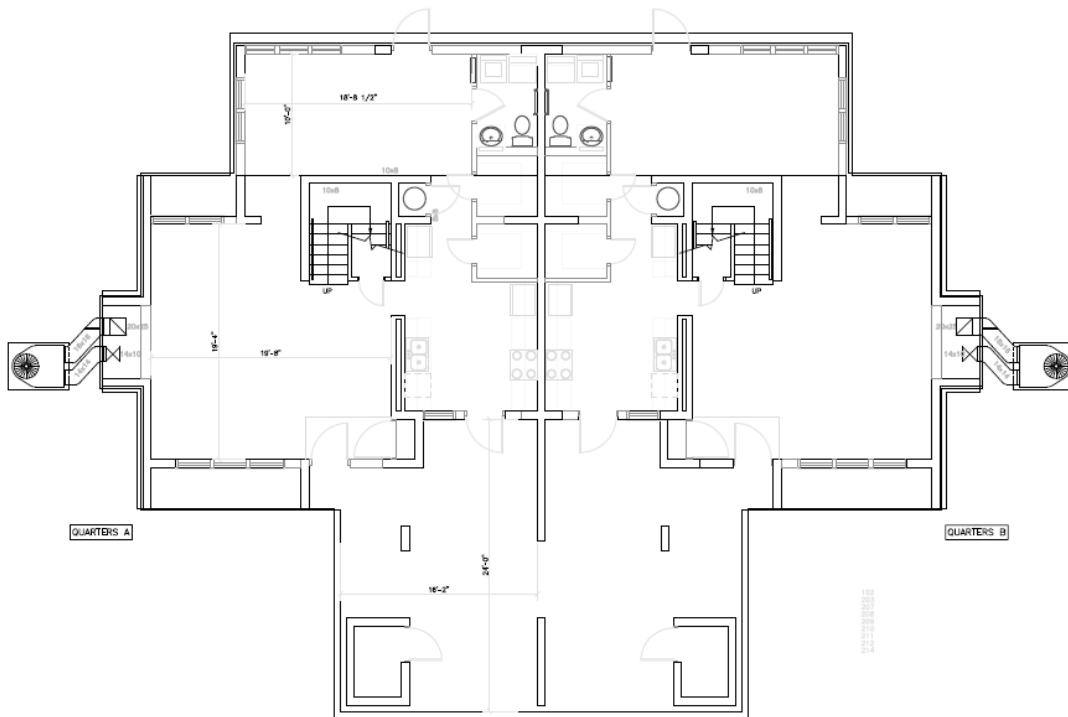
TYPICAL TYPE E-E FIRST FLOOR PLAN
SCALE 1/8" = 1'-0"



TYPICAL TYPE E-E SECOND FLOOR PLAN
1025 SQ FT
HFS



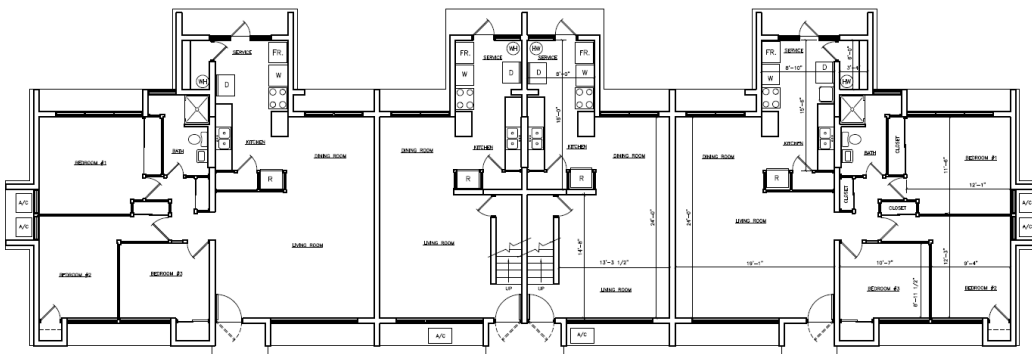
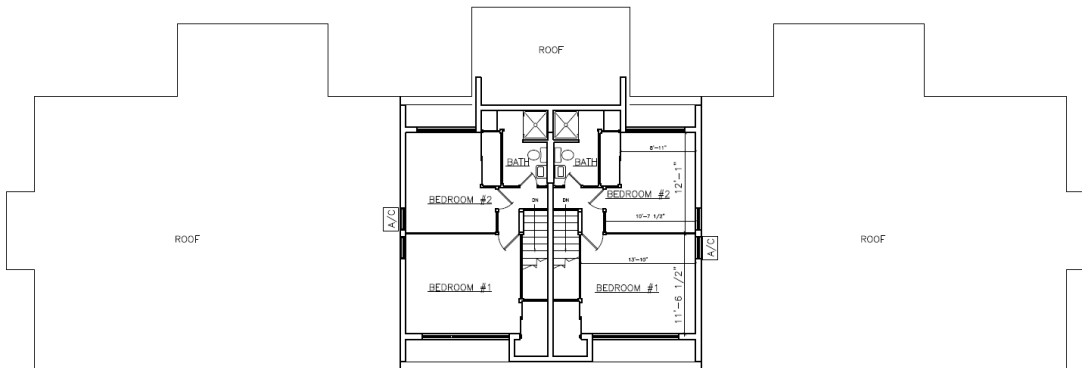
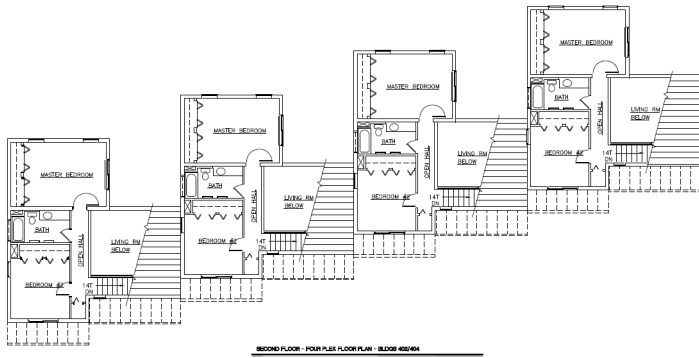
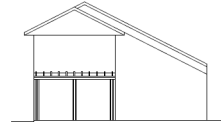
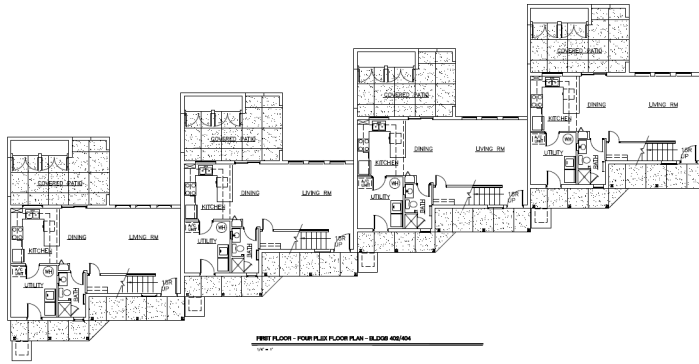
2ND FLOOR PLAN



C SERIES - 1ST FLOOR PLAN

1ST FLOOR PLAN AREA = 1700 S.F. TOTAL FACILITY AREA = 3064 S.F.


RENOVATED 2005



ABO = 1100 sq. ft./BAC = 1000 sq. ft.
NTS

FAC: 405
FAC: 411
FAC: 422
FAC: 424

APPENDIX J: Exception to Policy & Form 5

	Standard Operating Procedure Title		Document Control Number
	Exception to Policy (ETP) Request		
LOGCAP V	Release Date 03/5/2022	Department Shelter and Billeting	Page 1 of 1

DATE:

TO: U.S. Army Garrison – Kwajalein Atoll – Directorate of Public Works

VIA: Vectrus International – Logistics Housing Office (LHO)

FROM: USAG - KA /

RE: USAG-KA Reg 420-1, Exception to Policy Request

Please consider this exception to policy for housing assignment for the following employee:

Justification for consideration:

Manager, Organization

Manager, Logistics Housing Office

USAG-KA Commander or Designee

Comment:


☐

Approved

☐

Disapproved

APPENDIX K: Building and Dig Permit

	Standard Operating Procedure Title		Document Control Number
	Family Housing Building Permit Application and Forms		KWJ-6007-03-04-h
LOGCAP	Release Date 05/30/2019	Department Services	Page 1 of 10

Permit Application No.: Date Issued: **APPLICATION WILL NOT BE PROCESSED UNTIL THE FOLLOWING INFORMATION IS SUBMITTED**

Note to Permit Applicants:

This application summarizes the list of requirements that must be fulfilled prior to the issuance of the above noted building permit. Every attempt has been made to provide a complete list at the time of the permit application. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. Allow ten (10) business days from the date of permit approval for processing of building application. The applicant will be notified by phone when the permit is ready for pickup. Permit applications may be rejected if incomplete or of insufficient quality.

Part A – Identification

Occupant Name: Quarters No:
Home Phone: Work Phone: PO Box:

Part B – Type of Work

New Structure (select type below)

- ☐ Patio Cover ☐ Deck ☐ Fence ☐ Shed ☐ Other (description):
- ☐ Alteration (description):
- ☐ Repair (description):
- ☐ Relocation (description):
- ☐ Demolition (description):
- ☐ Other (description):

Part C – Documentation

Required	Received		Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan – fully dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	Building Plan Review Form
<input type="checkbox"/>	<input type="checkbox"/>	Drawings – with construction details	<input type="checkbox"/>	<input type="checkbox"/>	Final Inspection Report
<input type="checkbox"/>	<input type="checkbox"/>	Dig Permit	<input type="checkbox"/>	<input type="checkbox"/>	Other: <input type="text"/>

Part D – Declaration

I, the undersigned, , am the authorized occupant of the quarters in the above application and acknowledge that the above information is complete and accurate. I acknowledge that in the event a permit is issued, any departure from plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked. I further agree that I will comply in all respects with the conditions subject to which the permit is granted.


Applicant Signature: Date:

Part E – Authorization

DPW Permit Office: Date: ☐ Approved ☐ Disapproved ☐ N/A

Logistics Housing Office: Date: ☐ Approved ☐ Disapproved ☐ N/A

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

	Standard Operating Procedure Title Family Housing Building Permit Application and Forms		Document Control Number KWJ-6007-03-04-h
LOGCAP	Release Date 05/30/2019	Department Services	Page 2 of 10

Information to Applicant for Building Permits

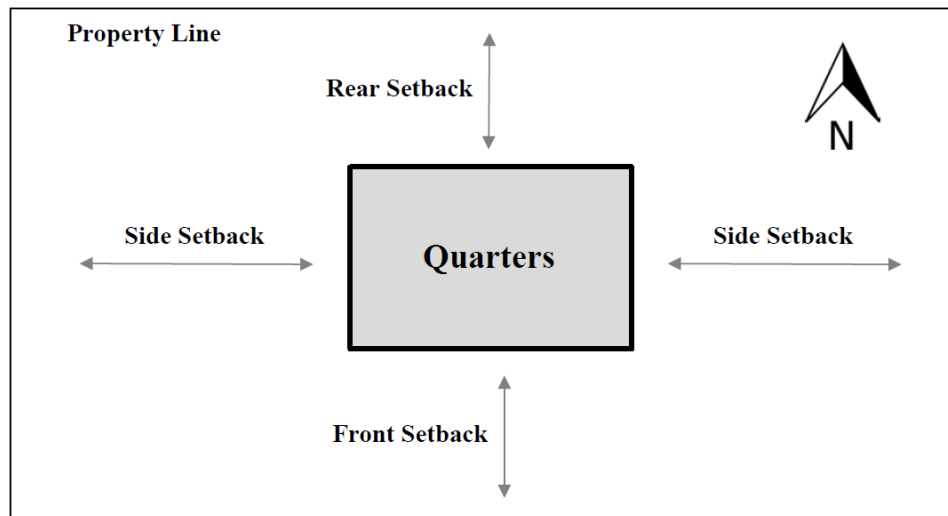
Site Plan:

A residential site plan identifies buildings and other features in relation to boundaries. It must identify existing buildings, structures, and features on the property, and the changes to the property created by the proposed project. The minimum required information for site plans include, but are not limited to, the following:


- ☐ Title and North Arrow
- ☐ Quarters Number
- ☐ Setback distance from abutting streets and fire lanes.
- ☐ Existing buildings, structures, utility, manhole, hand holes and cleanouts on the property indicating shape and dimensions).
- ☐ Proposed construction or demolition (indicating shape and dimensions).
- ☐ Setbacks distance from existing and proposed structures.
- ☐ Separation distance between all buildings and structures on the property.

Drawings:

- ☐ Scaled drawings are not required.
- ☐ Include dimensions.
- ☐ Include joist sizes, types, spans and spacing.
- ☐ Include beam size, spans, post, and footing.
- ☐ Include elevation views.
- ☐ Include framing plan.



Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

	Standard Operating Procedure Title Family Housing Building Permit Application and Forms		Document Control Number KWJ-6007-03-04-h
LOGCAP	Release Date 05/30/2019	Department Services	Page 3 of 10

Information to Applicant for Building Permits


Patio Covers

- Canopy or Gazebo Covers:
 - Must be free standing (not attached to housing unit).
 - Height not to exceed first floor roof/ceiling level.
 - Covered area not to exceed 256 sq. ft. If installed over wooden deck, must be equal to or less than total deck size.
 - Cover material must be made of industrial grade woven vinyl/fabric and dark green, tan, gray or white in color. Orange and black tarps are prohibited. Low grade tarp material such as plastic/vinyl or other is prohibited.
 - Existing palm frond structures are “grandfathered” if maintained and in good condition.
 - Galvanized steel or aluminum frame material equal to or better than industry standards must be used.
 - Post must be anchored at the lower end and securely fastened (braced) at the top.
 - Must not be built over plumbing cleanouts, electrical hand holes, or other utility easements.
 - Installation must not alter existing ground contour affecting drainage.
- Framed Patio Covers:
 - Must be free standing (not permanently attached to housing unit).
 - Built in accordance with Public Works engineering design standards.
 - Prohibited in housing with existing framed patio cover.
 - Must not be built over plumbing clean outs electrical hand holes, or other utility easements.
 - Installation must not alter existing ground contour affecting drainage.
 - If a new framed patio cover is permitted and constructed, any and all electrical work will be done by a shop approved electrician.

Storage Sheds

- Must be free standing (not permanently attached to housing unit).
- Total shed area, including multiple sheds, must not exceed 81 sq. ft. (9’x9’) or a storage volume of 482 cu. ft.
- Only durable vinyl storage shed kits such as those manufactured by Rubbermaid or Dura-Max are authorized.
- Construction of lumber/metal storage sheds or placement of metal containers for the purpose of storage, work shop, or other use is prohibited.
- Permanent electrical power to shed structures is prohibited.
- Use of temporary electrical power to shed structures is permitted for the purpose of temporary use of personal power tools and equipment and must be in accordance with the National Electric Code (NEC). Temporary power must be removed upon completion of work each day.
- Unless otherwise noted, minimum setback distance from center of fire lanes is 10’-0”.
- Sheds must be located in the rear or side yard and must be a minimum of 42” from principal building.
- Sheds must not be placed over plumbing clean outs, electrical hand holes, or other utility easements.
- Installation must not alter existing ground contour affecting drainage.
- Sheds must be maintained in good repair at all times.

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

	Standard Operating Procedure Title Family Housing Building Permit Application and Forms		Document Control Number KWJ-6007-03-04-h
LOGCAP	Release Date 05/30/2019	Department Services	Page 4 of 10

Information to Applicant for Building Permits (continued)


Antennas

- Installation of antennas will be accomplished in accordance with manufacturer's recommendations and guidance from the building inspector.
- Installation of roof top antennas is permitted only if the antenna is mounted above roof overhang. Roof top antenna mount inside exterior walls and above living space is prohibited.

Fences

- All fence structures unless otherwise noted must:
 - Be free standing (not attached to housing unit).
 - Not extend past the front building line of the housing unit (no front yard fences).
 - Maintain a minimum setback distance of 10'0" from center of fire lanes.
 - Maintain a minimum setback distance of 10'0" from edge of residential streets.
 - Maintain a minimum setback distance of 6'0" from centerline between housing units.
 - Not be built over plumbing clean outs, electrical hand holes, or other utility easements.
 - Include at least one gate no less than 30" wide.
 - Not enclosed nor be closer than 4'0" to A/C units.
- Minimum standards for typical fence structures:
 - Fence height not to exceed 6'0" from the highest elevation point along the fence line.
 - Consist of 4"x4" fence post, maximum 8'0" apart, buried 24" in the ground.
 - Consist of 2"x4" top/bottom rails securely fastened to fence post.
 - Consist of 1"x4" or 1"x6" fence pickets or durable non-corrosive material spaced nor more than 3/4" apart securely fastened to top/bottom rails.
 - Fence must be painted in accordance with USAG-KA installation color scheme or sealed with a clear penetrating wood preservative.
 - Pressure-preservative-treated lumber will be used in the construction of fences.
- Minimum standards for North Point dome fence structure:
 - Be free standing (not attached to housing unit).
 - Fence height not to exceed 42" from the highest elevation point along the fence line.
 - Consist of 4"x4" fence post, maximum 8'0" apart, buried 24" in the ground.
 - Consist of 2"x4" top/bottom rails securely fastened to fence post.
 - Consist of 1"x4" or 1"x6" fence pickets spaced nor more than 3/4" apart securely fastened to top/bottom rails.
 - Must have a minimum of two (2) 30" wide gates for fire department access (one on each side section of the fence).
 - Fence must be painted in accordance with USAG-KA installation color scheme or sealed with a clear penetrating wood preservative.
 - Pressure-preservative-treated lumber will be used in the construction of fences.
- Non-typical fence structures, i.e., vinyl, recycled PVC, or other must be built equal to or better than the minimum standards for typical fence structures identified above.
- Metal fence structures are prohibited.
- New bamboo/cane fence structures are prohibited.
- Rock, concrete, or other masonry fence/wall structures are prohibited.
- New housing fence extensions are not to exceed 10'-0" from original fence line.
- Installation of fence structure must not alter existing ground contour affecting drainage.

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

	Standard Operating Procedure Title Family Housing Building Permit Application and Forms		Document Control Number KWJ-6007-03-04-h
LOGCAP	Release Date 05/30/2019	Department Services	Page 5 of 10

Information to Applicant for Building Permits (continued)

Decks:

- All deck structures unless otherwise noted must:
 - Be free standing (not attached to housing unit).
 - Not exceed a total deck area of 256 sq. ft.
 - Not exceed a deck height of 14" above grade.
- Deck framing sketch is required and must be included with the application.
- Deck framing members must be fully supported and not in contact with the ground.
- Deck framing members must be securely fastened.
- Deck flooring to consist of 1x or 2x lumber (no plywood decking).
- All beams must be fully supported. Beam splices must be over post.
- Joist overhangs must be less than or equal to 2'-0".
- Multiple level decks are prohibited.
- Stacking un-reinforced CMU block more than 8" above ground to support deck is prohibited.
- Decks must be painted in accordance with USAG-KA installation color scheme or sealed with a clear penetrating wood preservative.
- Pressure-preservative-treated lumber will be used in the construction of decks.
- Must not be built over plumbing clean outs, electrical hand holes, or other utility easements.
- Deck installation must not alter existing ground contour affecting drainage.
- Guardrail construction:
 - 4"x4" posts securely fastened to deck frame with 60" maximum between posts.
 - 2"x6" cap rail 36" above floor level. Top rail shall withstand 200 lbs. concentrated load.
 - Two (2) 2"x4" intermediate horizontal rails.
- Deck joist spacing is in accordance with the below table:


Joist Span Table

Joist	12" OC	16" OC	24" OC
2x4	6'-3"	5'-6"	5'-0"
2x6	10'-4"	9'-3"	7'-6"
2x8	13'-7"	15'-7"	12'-9"

Wind Breaks:

- Must be free standing (not attached to housing unit).
- Wind break can be up to 16' in length and not exceed 6' in height.
- Tarps cannot be used in the construction of a wind break or other types of improvements.
- Must be constructed of materials equal to the specification for fences.
- Must not block plumbing clean outs, electrical hand holes, or other utility easements.
- Cannot be a part of the fence structure.

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

	Standard Operating Procedure Title		Document Control Number
	Family Housing Building Permit Application and Forms		KWJ-6007-03-04-h
LOGCAP	Release Date 05/30/2019	Department Services	Page 7 of 10


Family Housing Building Permit for Temporary Structure

Permit No.: Date Issued:
Issued By: Date Expires:

Type of Work and Structure:

Work	Structure (check all that apply)
<input type="checkbox"/> New Construction	<input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Patio Cover <input type="checkbox"/> Shed <input type="checkbox"/> Other:
<input type="checkbox"/> Alteration	<input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Patio Cover <input type="checkbox"/> Shed <input type="checkbox"/> Other:
<input type="checkbox"/> Repair	<input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Patio Cover <input type="checkbox"/> Shed <input type="checkbox"/> Other:
<input type="checkbox"/> Relocation	<input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Patio Cover <input type="checkbox"/> Shed <input type="checkbox"/> Other:
<input type="checkbox"/> Demolition	<input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Patio Cover <input type="checkbox"/> Shed <input type="checkbox"/> Other:
Comments: <input type="text"/>	
Dig Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Archaeological Monitoring? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, DPW tracking number and date issued: <input type="text"/> If yes, Archaeological USAG-KA file number: <input type="text"/>	
1) Any excavation, post holes, stakes, or ground anchors deeper than 6 inches will require a dig permit. 2) If archaeological monitoring is required, then you must schedule for an archaeologist to be on site during excavations and write a monitoring report upon completion of the project.	

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

 LOGCAP	Standard Operating Procedure Title Family Housing Building Permit Application and Forms		Document Control Number KWJ-6007-03-04-h
	Release Date 05/30/2019	Department Services	Page 8 of 10

Building Plan Review Form

Permit Application No.:

APPLICATION WILL NOT BE PROCESSED UNTIL THE FOLLOWING INFORMATION IS SUBMITTED

Note to Permit Applicants:

This application, plans, specifications, computations, and other data filed by an applicant for a building permit are reviewed in the field by Public Works building officials and other support personnel. If the work described in the building permit application (plans, specifications and other data filed therewith) conforms to family housing building requirements, the building official will forward the building permit application to the Kwajalein Operations Manager recommending approval. If the plans, specifications, and other data filed therewith do not conform to family housing building requirements, the applicant will be required to make the recommended changes prior to the building official's permit approval recommendation.

Part A – Building Plan Review

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks
<input type="checkbox"/>	<input type="checkbox"/>	Drawings
<input type="checkbox"/>	<input type="checkbox"/>	Building Material
<input type="checkbox"/>	<input type="checkbox"/>	Other:

Comments:

Part B – Recommendation


<input type="checkbox"/> Recommend Approval:	<input type="checkbox"/> Forward to Kwajalein Operations Manager
<input type="checkbox"/> Changes Required:	<input type="checkbox"/> Contact Building Official @ 5-3288 when complete.

Comments:

Part C – Authorization

Building Official: <input type="text"/>	Date: <input type="text"/>
Kwajalein Operations Manager: <input type="text"/>	Date: <input type="text"/>

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

 LOGCAP	Standard Operating Procedure Title Family Housing Building Permit Application and Forms		Document Control Number KWJ-6007-03-04-h
	Release Date 05/30/2019	Department Services	Page 9 of 10

Final Inspection Report

APPROVAL CANNOT BE FINALIZED UNTIL THE FOLLOWING INFORMATION IS SUBMITTED

Note to Permit Applicants:

Final acceptance of new construction, alteration, repair, relocation or demolition work cannot be completed without a final inspection report. If it is determined that the plans, specifications, and other data filed by the applicant do not conform to the permit requirements, the applicant will be required to make the recommended changes prior to the building inspector's final inspection report and acceptance/approval recommendation.

Part A – Post Construction Inspection

Type of Work ☐ New Construction ☐ Alteration ☐ Repair ☐ Relocation ☐ Demolition

Type of Structure ☐ Deck ☐ Patio Cover ☐ Fence ☐ Shed ☐ Other:

Finding:

1.
2.
3.
4.
5.

Inspection: ☐ Pass ☐ Fail

Inspector Name:

Date:

Part B – Re-Inspection

Finding:

Inspection: ☐ Pass ☐ Fail

Inspector Name:

Date:

Part C – Project Acceptance

All work performed under Permit No. dated was completed in accordance with the application, plans, specifications, computations, and other data filed by the applicant.


Building Inspector:

Date:

Kwajalein Operations Manager:

Date:

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

 LOGCAP	Standard Operating Procedure Title Family Housing Building Permit Application and Forms		Document Control Number KWJ-6007-03-04-h
	Release Date 05/30/2019	Department Services	Page 10 of 10

Personal Property Transfer Form

I, _____, current occupant of quarters _____ hereby transfer all items listed below to _____, the new occupant of the quarters.

Items Transferred

- | | |
|-----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |

Current Occupant

I understand that any items and/or personal property not being transferred to the new occupant must be removed prior to my vacating the quarters. I shall be responsible for restoring the quarters to its original condition. Any damage to the quarters caused by the installation and/or removal of my personal property shall be repaired/replaced at my expense.

Signature of Current Occupant: _____ Date: _____

New Occupant

I hereby accept the transfer of all the items listed above. I will remove all the transferred items from the quarters and/or the premises during the change of occupancy maintenance. When I vacate the quarters, I will be responsible for the removal of any items that are not transferred to the next occupant, and for restoring the quarters to its original condition. I will be responsible for the repair of any damages caused by the installation and/or removal of my personal property.

In the event there is a patio cover, enclosed addition, deck, or fence on the premises, I will contact the building inspector prior to signing any agreements of sale/transfer.

Signature of New Occupant: _____ Date: _____

Housing Representative: _____ Date: _____

Information contained herein is proprietary to DynCorp International. Uncontrolled if printed. Before using this document, the reader is responsible for ensuring it is the most current version available by verifying the released date matches the controlled version on SharePoint.

DIG PERMIT APPLICATION

Supervisor in Charge Mark McCollum

Date 25 Feb 06

Document or Service Order Number *Subcontract*

Reference Drawings: *Domes International Drawings not yet produced*

Location of Dig (please attach map to application): *near between Fac 363(CRC) and 174*

Depth Length and width of Dig: *50 ft x 18in*

Type of Equipment to be used: *Track Hoe*

Planned Date to Begin Excavation: *1 Mar 06*

Job Note:

USAKA
File No:

Environmental

Phone #'s Kwaj. 5-8867/5-3225

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| 1. Is the proposed excavation in a culturally sensitive area? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Does the proposed excavation require archaeological monitoring? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Does the excavated area need to be inspected prior to closure? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Date Historic Preservation Professional will be available to monitor/inspect the excavation. | | |
- Date & Time

5. Signature of USAKA Environmental representative _____

The following to be completed by issuing agents 3-5 days prior to excavation

Communications, Telephone _____

Phone #'s Kwaj. 5-1123/1356, Roi 5-6311, Meck 5-7211

Liquid Plants, Utilities _____

Phone #'s Kwaj. 5-1847/5-8044, Roi 5-6361, Meck 5-7135

High Voltage Shop _____

Phone #'s Kwaj. 5-3426, Roi 5-6572, Meck 5-7130

Electric Shop _____

Phone #'s Kwaj. 5-1502, Roi 5-6361, Meck 5-7279

*****Notify Explosive Ordnance Disposal before digging, ext. 5-1433 or pager 019 or 065.*****

For Residential Dig Permits Only

I understand that the digging approved by this permit is at my personal request. I further understand and agree that I cannot deviate from the approved dig permit in any manner without obtaining approval for such deviation. I have read and understand the provisions of SPI 1310 and agree to be bound thereby.

Signature _____ Date _____