



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN UNIT  
29623 BOX 50  
APO AE 09005-9623

IMWB-ZA

18 June 2020

MEMORANDUM FOR Personnel Assigned to USAG Wiesbaden

SUBJECT: Modified Housing Assignments Process Due to COVID 19

1. References:

- a. Army Regulation 420-1, Army Facilities Management, (RAR) 24 Aug 2012
- b. Army in Europe Supplement 1 to Army Regulation 420-1, 20 Nov 2008
- c. Army in Europe Command Memorandum 2018-032, Military Family Housing Assignment Policy for the Army in Europe, 20 Jun 2018

2. The purpose of this memorandum is to provide guidance to inbound Service Members (SM) and their families for housing assignments under current COVID-19 restrictions.

3. Due to the unique restrictions created to mitigate the spread of COVID-19, it is not business as usual, and precautions must be taken to protect the community. One of these precautions is the implementation of pinpoint housing assignments. USAG Wiesbaden will execute pinpoint housing assignments for all SMs and their families to on-post government housing for the 14-day quarantine period. This precaution will enable the garrison to conduct all quarantine requirements on the installation. The following steps must be taken to ensure a smooth transition to your new home:

- a. The SM must provide PCS orders, a housing application, and a flight itinerary to the Housing Office.
- b. The Housing Office will contact the inbound SM and their sponsor concerning housing availability in your housing category no later than 15 calendar days prior to your arrival.
- c. The sponsor will be given keys to several housing units to view and provide feedback to the inbound SM. The garrison website has housing information regarding homes and neighborhoods. The sponsor is encouraged to assist with photos and virtual tours as able.
- d. The SM or sponsor will notify the Housing Office of the quarters selected no later than 10 working days prior to arrival.

IMWB-ZA

SUBJECT: Housing Assignments Based on COVID 19 Restrictions

e. The Housing Office will coordinate with the sponsor for a date to sign for keys to the selected quarters. This will allow the sponsor to escort the family directly into government quarters upon arrival.

f. Loaner furniture and appliances will be in the assigned quarters prior to arrival. The sponsor should work with ACS to obtain a PCS loaner kit containing basic kitchen items for the inbound family to use until their personal property shipment is delivered to the quarters.

4. Those SMs who have not made a housing selection 10 days prior to their arrival date will automatically be assigned quarters by the Housing Office. These selections will be made in accordance with references in paragraph 1, and availability. Quarters assigned by the Housing Office will remain the permanent quarters for the inbound SM and their family.

5. POC for this memorandum is Mr. Don Meyer, Chief Housing Division at DSN: 548-4400, CIV 0611-143-548-4400 or email at donald.h.meyer3.civ@mail.mil

NOAH C. CLOUD  
COL, FI  
Commanding