



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

IMWB-ZA

13 October 2020

MEMORANDUM FOR United States Army Garrison (USAG) Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #16, Enforcement of Housing Policies

1. References.

- a. Army Regulation (AR) 420-1, Army Facilities Management.
- b. Army in Europe (AE) Supplement to Army Regulation 420-1, Army Facilities Management.
- c. AE Pamphlet 750-15, Domestic Appliance Repair & Replacement.
- d. Department of Army (DA) Pamphlet 420-1-1, Housing Management.
- e. Memorandum, HQ USAREUR, AECG, 20 June 2018, subject: Military Family Housing Assignment Policy for the Army in Europe.
- f. Memorandum, IMCOM-Europe, IMEU, 4 September 2019, subject: IMCOM-Europe Air-Conditioning Policy.

2. Purpose. This policy aims to promote readiness, resiliency, and to maximize the use of adequate Army Family Housing (AFH).

3. Applicability. This memorandum applies to all service members assigned to USAG Wiesbaden with command sponsored dependents. This policy does not apply to unaccompanied service members assigned to unit barracks or to unaccompanied personnel housing.

4. AFH Standards. Residents shall abide by Army, Army in Europe and USAG Wiesbaden Residents Handbook regulations and policies. Failure to adhere to this paragraph may result in Uniform Code of Military Justice (UCMJ), adverse administrative action, and removal from Family Housing at the Resident's expense.

5. Responsibilities. USAG Wiesbaden is responsible for ensuring residents and staff have a safe, secure living and work environment. In order to achieve this, the Garrison has instituted various policies, including policies regarding the conduct of residents assigned to Army Family Housing. To aid in compliance of the housing policies, the Building Coordinators have the authority to issue Housing Violation Notices. They will also notify the Directorate of Public Works (DPW) Housing Office of conditions in the housing area and, as appropriate, involve the DPW Housing Office chain of command, and/or the USAG Wiesbaden Command Group.

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a. Building Coordinator.

(1) Appoints the Stairwell Coordinators. The Stairwell Coordinator should be the senior individual in the stairwell.

(2) While on leave, TDY, or participating in major field training exercises, Building Coordinators are required to appoint one of their Stairwell Coordinators as Acting Building Coordinator. The name of the individual selected is to be provided to the Housing Office.

b. Building and Stairwell Coordinator.

(1) Issue Housing Violation Notices to residents or guests of his/her building or stairwell who fail to comply with the housing regulations, rules, and policies while residing or visiting AFH.

(2) Will ensure all residents assigned to his/her building or stairwell comply with all regulations, rules, and policies referenced in paragraph 1 (a.-f.) above.

(3) Violations: Depending on the severity of a violation, the Coordinator may verbally counsel offenders on the violation or issue a Housing Violation Notice. When issuing a violation, the specific rule(s) which were violated should be cited. If providing a second violation notice (the second notice does not have to relate to the first violation), the Coordinator will inform the offender that the Garrison Command Group may be informed.

(4) Family Members. Spouses will not act in the capacity of the appointed Building/Stairwell Coordinators. Spouses will also not issue Housing Violation Notices or instructions in the name of the Building/Stairwell Coordinators.

d. DPW Housing Division.

(1) With input from the Command Group, DPW Housing will evaluate the effectiveness of the program on a quarterly basis.

(2) Receive, track, and file Housing Violation Notices.

(3) Will notify the USAG Wiesbaden Command Group regarding violations.

e. The Garrison Command Sergeant Major, Deputy Garrison Commander, or the Garrison Commander may contact the individual service member of the violating household. Contact may include, but is not limited to, verbal counseling or a written warning. Depending on the severity of the violation, or repeated violation, the service member and their family may be removed from Army Family Housing or subject to the Early Return of Dependents. The Garrison Commander is the deciding authority for all such actions.

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6. Distribution and Notification.

a. One copy of the Housing Violation Notice will be issued to the service member of the violating household. If the service member is not present, the notice will be given to the service member's spouse, or if there is no spouse, to the service member's chain of command.

b. One copy of the Housing Violation Notice goes to the DPW Housing Division.

c. The issuing Coordinator will maintain a copy of the Housing Violation Notice for future reference.

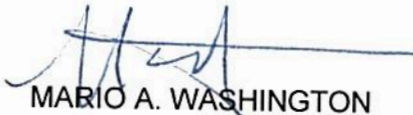
d. The Building Coordinator will notify the DPW Housing Office and the Garrison Command Sergeant Major when a sponsor or sponsor's family have been issued two or more notices for non-compliance with established policies.

e. Building Coordinators, when officially relieved of Building Coordinator duties, will turn in all copies of written Housing Violation Notices to the DPW Housing Division.

7. Reporting Criminal Violations. The Housing Violation Notice is not for use for criminal acts or suspected criminal acts. Personnel should promptly contact the Military Police if they suspect or witness criminal activity. The Housing Violation Notice is strictly intended for use to denote violations of housing policy. Building and Stairwell Coordinators will not investigate possible crimes.

8. Distribution. A copy of this memorandum will be placed on the USAG Wiesbaden website. Occupants are required to familiarize themselves with the content of this memorandum and retain it in their quarters.

9. Proponent for this policy is the USAG Wiesbaden Command Sergeant Major, DSN 548-0101 or Civilian: 0611-143-0101.


MARIO A. WASHINGTON
COL, AG
Commanding