

**DEPARTMENT OF THE ARMY
HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL
Fort Campbell, Kentucky 42223-5627
10 August 2003**

**Installations
GOVERNMENT FAMILY HOUSING MANAGEMENT**

The masculine pronouns used in this regulation refer to both genders unless the context clearly indicates otherwise. The terms “soldier” and “sponsor” are interchangeable in meaning.

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1. PURPOSE. This regulation prescribes policies, procedures, and responsibilities for the assignment, utilization, maintenance, and termination of family housing. Its objectives are to establish an equitable and consistent family housing as-

signment policy and ensure maximum occupancy of government controlled dwelling units (DUs).

2. REFERENCES. The following references govern family housing mission accomplishment. Copies are on file at the Housing Division.

- a. AR 210-50, Housing Management.
- b. AR 608-10, Child Development Services.
- c. AR 710-2, Inventory Management Supply Policy Below the Warehouse Level.
- d. CAM Regulation 40-7, Pet and Animal Control.
- e. CAM Regulation 190-3, Juvenile Offender Program.
- f. CAM Regulation 190-5, Fort Campbell Motor Vehicle Traffic Regulation.
- g. CAM Regulation 210-3, Commercial Solicitation on Fort Campbell.
- h. FC Form 4197, Notice of Violation.
- i. AR 420-76, Pest Management Plan
- j. Fort Campbell (MOI) Home Alone and Curfew Policy

3. POLICIES AND PROCEDURES. Functions of the Housing Division, Public Works Business Center (PWBC), are governed by policies and procedures established by Army regulations and other applicable directives from Department of Defense and Headquarters, Forces Command. Any requests for exception to policy will be submitted in writing with full justification to the Chief, Housing Division, PWBC (AFZB-PW-H).

a. All Government DUs at Fort Campbell are adequate in size and composition for military sponsors and their dependents. Lack of certain amenities, size, type of construction, or locations are not valid reasons for refusal to accept offered quarters.

b. Spouses of permanent party soldiers eligible for housing (other than new arrivals), may apply if sponsor is absent from the installation for 30 days or more. Spouses may obtain a housing application card from the Community Home finding, Relocation, and Referral Services (CHRRS) Office. Completed application cards must be verified by the sponsor's unit. The date the housing card is returned to the CHRRS Office is the date of placement on the appropriate family housing waiting list.

c. The sponsor's remaining duty time, as verified by his or her unit, must be sufficient to permit at least six months' occupancy.

This regulation supersedes CAM regulation 210-2, 29 May 2001.

d. Multiple occupancy by more than one family is not allowed; however, social visits are encouraged. Visits must be bona fide and may not exceed 30 days except as noted. If the visitor is also a military member or dependent of a military member, the host's residence will be considered joint occupancy, and the visitor must forfeit Basic Allowance for Housing (BAH). The Chief, Housing Division is the approval authority for visits from 30 to 90 days. The Garrison Commander or his designated representative will approve/disapprove all such requests for periods beyond 90 days. Unauthorized visits are grounds for eviction from the DU.

e. All soldiers who have one or more dependents residing with them for over six months throughout the year are eligible to apply for Government housing. Documentation must be provided at the time of application to show proof of dependency.

(1) A dependent is any person related to the sponsor as a--

(a) Spouse.

(b) Unmarried child who is the sponsor's by birth, legal adoption, marriage (i.e., stepchild), or who has been placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in the United States or Puerto Rico or a possession of the US for a period of at least 12 months; who is under 21 years of age and is dependent on the sponsor or incapable of self-support because of a mental or physical incapacity, and dependent on the sponsor for over one-half of his support; or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and dependent on the sponsor.

(c) A parent by blood or marriage who is dependent on the sponsor for over one-half of his support and eligible for a dependent identification card.

(2) Permission for nondependents to reside in government housing will not be construed as authorization to utilize any AAFES outlet, the hospital or medical services, Commissary, or schools or to justify an increase in dwelling unit size. The full name, age and relationship of the proposed resident, and a court-awarded or state agency-approved legal guardianship will support all requests. The Military Police will perform a records check on all requests of persons older than ten years when requested by the Housing Division.

f. Except for Groups I and II key personnel found in paragraph 7, DUs will not remain unassigned awaiting an incoming occupant.

g. Military members of other services assigned to this installation will compete for family housing on the same basis as soldiers.

h. Single pregnant soldiers may apply for a DU upon verification of pregnancy by competent medical authority; however, the DU will not be assigned until after the child's birth. Date of application is the date of eligibility.

i. In cases where courts award joint custody of dependent children and the soldier has no other dependents, assignment to a DU is only authorized if the soldier has custody and the dependent resides with the soldier for more

than six months per year. Documentation must show clear evidence of custody periods.

j. All military personnel assigned duty other than at Fort Campbell, and the duty station is within one-hour commuting distance during peak travel conditions of the installation, are eligible for on-post housing on the same basis as soldiers assigned to Fort Campbell.

k. Applicants for on-post housing may elect to be placed on a waiting list for housing with one bedroom less than that for which qualified. If housing is assigned under this condition, the sponsor becomes adequately housed during the current tour unless a change in family make-up occurs.

l. If the sponsor moves out leaving his dependents alone, or the dependents move out leaving the sponsor alone, the sponsor's unit will notify Housing and the DU will be vacated and returned to the Housing Office within 30 days of such action.

m. Field grade officers and promotables (P) to that category will be placed on three-bedroom waiting lists unless family structure authorizes four bedrooms.

n. A DU that has been repaired and cleaned by Government contract cannot be rejected. If the projected resident raises a verifiable maintenance and repair complaint, housing contractors have 24 hours to rectify the problem. If repairs cannot be made within 24 hours, the projected resident may choose to be assigned other quarters or wait until the problem is resolved. The applicant's name will be moved to the bottom of the waiting list if the DU is rejected after repairs have been made. If a second refusal is exercised, the applicant's name will be removed from the waiting list for 90 days, after which it will be his or her responsibility to reapply.

o. A DU which is ready for occupancy, even though all maintenance and repair work has not been performed, may not be rejected by the new resident as long as problems do not make the DU uninhabitable.

p. All newly arriving military members must first process housing applications through the CHRRS Office. Those with dependents who are eligible for government family housing will be placed on the appropriate waiting list. Off-post housing applications will also be completed at the CHRRS Office.

q. All requests for exception to housing policy must be processed through normal military channels (company, battalion, and brigade) before submission to the Chief, Housing Division. Background information on family members with medical problems requires a recommendation from MEDDAC, Deputy Commander for Clinical Services. Department of Defense Dependent Schools (DODDS) authorities must concur with requests which will ultimately require registration of nondependents. The Garrison Commander or his designated representative will approve/disapprove all such requests.

r. School enrollment. To be eligible to enroll a child in school, parents must reside in Government family housing on post or be forecasted to be offered Government family housing within 90 school days of the new school term.

s. Quarters modified to accommodate handicapped persons will not be held vacant. If there is no applicant on the waiting list for handicapped quarters, the dwelling will be

offered to the most eligible person on the waiting list. The sponsor may elect to accept or decline the offer without penalty. Accepting the quarters will require the sponsor to sign a statement of understanding that should a family with a bona fide need for the dwelling apply for Government housing, it will be relinquished within 30 days of notification to vacate.

t. Information requirements. Living in government quarters is a privilege and not a right. To be eligible for housing, the Housing Office has the right to collect various types of information about the occupant and his/her family. An applicant may refuse to provide this information; however, doing so may result in a decision to not offer a housing unit to that applicant. Applicants that have a person in their family, to include the sponsoring applicant, that has been convicted as a sex offender and must report any change in residence, under any state's reporting guidelines, must provide this information to the Fort Campbell Housing Office. If an applicant indicates he/she has a qualifying conviction and reporting requirement, Housing Office counselors will not further query applicants about the nature or details of an affirmative response. The counselor will advise the applicant that the Housing Office will forward this information to the Garrison Commander for a decision on whether housing will be offered to the applicant. The decision to offer housing rest solely in the Garrison Commander, but may be delegated. Once the decision is made, the Housing Division Chief will notify the applicant in writing.

4. RESIDENTIAL AREAS. These residential areas have been designated for occupancy for specific categories as follows:

- a. **Cole Park (1536 - 1564).** General officers, colonels (COLs), and lieutenant colonels (LTCs), when no COL is available for assignment.
- b. **New Drennan Park (1140 - 1195).** Field, company, and chief warrant (CW4/CW5) grades.
- c. **Old Drennan Park (1010 - 1042).** Senior NCOs, SFCs and MSGs.
- d. **Turner Loop (465 - 499).** Key and essential field grade officers and CW4s and CW5s.
- e. **Gardner Hills - Officers (7301 - 7345).** Single units are for key and essential personnel. Duplex three bedroom Capeharts are for company grade officers and warrant officers. Duplex four bedroom Capeharts are for company grade officers.
- f. **Gardner Hills – Enlisted (7363 – 7454).** All DUs in **7300** and **7400** block: SGTs and SSGs.
- g. **Werner Park for Officers (1200, 1400-1492, and 1500 Area).** Company grade officers and warrant officers.
- h. **Werner Park for Senior NCOs (1300 block, 1401-1405 and all DUs in 2000 block):** SFCs and MSGs.
- i. **Hedgerow Court (7102 – 7105):** SGTs and SSGs.
- j. **New Hammond Heights (4920 – 4986);** 4920 - 4941: SGTs and SSGs. **(4942 - 4971):** SFCs, MSGs and SGMs. **(4972 - 4985):** CSMs. **(4986):** DCISM.

k. **Stryker Village (402 – 448 and 501 – 589).** 402 – 448: SGTs and SSGs. 501 – 589: PVTs through SPCs/CPLs.

l. **Hammond Heights (2844 – 2899):** SGTs and SSGs. **(3002 – 3045):** PVTs through SPCs/CPLs. **(3046 – 3064):** SGTs and SSGs. **(5006 – 5095):** SGTs and SSGs.

m. **Old Lee Village (4100-4700-4800):** PVTs through SPCs/CPLs.

n. **New Lee Village (3806 – 3839):** SGTs and SSGs.

o. **Pierce Village (4300-4400-4500-4600):** SGTs and SSGs. Five-bedroom units are for all authorized enlisted ranks (PVTs through SGMs).

p. **LaPointe Village (4202 – 4264):** PVTs through SPCs/CPLs.

All or any part of the above residential areas may be temporarily reallocated when directed by the Garrison Commander.

5. DETERMINING BEDROOM REQUIREMENTS. The number of minor children in the family will determine bedrooms. Each child will be authorized his or her own separate bedroom.

6. ASSIGNMENT PRIORITIES. The following outlines assignment priorities to government housing.

<u>Priority</u>	<u>Personnel</u>
1	Key and essential military personnel.
2	Personnel in ranks for whom housing has been designated in equal priorities. Military personnel assigned or attached for duty at the installation. Military personnel of other services assigned for duty in the area of the installation for who support agreements for housing have been established. Active Guard Reserve personnel serving on active duty. Army National Guard personnel serving on active duty. PVTs through PFCs who are assigned or attached to the installation, for housing which was acquired or designated for their rank group.
3	Army personnel whose duty station is within 30 miles or one hour commuting distance of the installation, and personnel of other services for whom housing support agreements have been established. (See Note 3.)
4	Military personnel of all services for who support agreements have not been established and who are assigned or attached for duty within 30 miles or one hour commuting distance of the installation.

NOTES.

1. The Commanding General may deviate on a case-by-case basis to alleviate hardships.

2. Sub paragraphing within the above priorities is not an indication of order of assignment.

3. Housing may be assigned to personnel in one rank above or below that for which the housing is designated. Priority 3 personnel (PVTs through PFCs) will be assigned to housing designed for SPCs/CPLs through SSGs before assigned sergeant first class (SFC) housing.

7. KEY AND ESSENTIAL PERSONNEL.

a. Key and essential personnel are divided into Groups I, II, and III.

(1) Group I.

- Commanding General and Division Sergeant Major
- Assistant Division Commander (Operations)
- Assistant Division Commander (Support)
- Chief of Staff
- Garrison Commander and Command Sergeant Major
- Commander, 1st Brigade and Command Sergeant Major
- Commander, 2d Brigade and Command Sergeant Major
- Commander, 3d Brigade and Command Sergeant Major
- Commander, Division Support Command and Command Sergeant Major
- Commander, 101st Aviation Brigade and Command Sergeant Major
- Commander, 159th Aviation Brigade and Command Sergeant Major
- Commander, Division Artillery and Command Sergeant Major
- Commander, 101st Support Group (Corps) and Command Sergeant Major
- Commander, Medical Department Activity and Command Sergeant Major
- Commander, 160th Special Operations Aviation Regiment (Airborne) [SOAR (A)] and Command Sergeant Major
- Commander, 5th Special Forces Group (Airborne) and Command Sergeant Major
- Commander, Dental Activity and Command Sergeant Major

(2) Group II. Battalion commanders and command sergeants major.

(3) Group III.

- ACoFS, G1, G2, G3, G4, and G5
- DPWBC, DPSBC
- Installation Chaplain
- Staff Judge Advocate
- Intra-Service Support Agreement (ISSA) positions

b. Soldiers assigned to key and essential positions will be placed at the top of their corresponding waiting lists. They will compete among themselves based on change of command dates.

c. Quarters will be held vacant for soldiers in Groups I and II.

d. Soldiers in Group III will be assigned first-come, first-served.

e. All incumbents assigned or scheduled for assignment to positions identified in Groups I and II who desire to reside off post must first obtain approval from the Commanding General. The Garrison Commander reviews requests from Group III.

8. SENIOR OFFICER/BATTALION COMMANDER ASSIGNMENTS AND TERMINATIONS.

a. All COLs and LTCs (P) assigned to this installation with a three-bedroom requirement will be housed using the following priority:

(1) Assignments to Cole Park Quarters 1542, 1543, and 1545 are determined by the Garrison Commander.

(2) Major unit commanders (MUCs) will reside in Cole Park unless size of family dictates otherwise. Assignment priority is to Quarters 1551, 1552, 1558, 1559, 1560, 1561, 1562, 1563, and 1564. Quarters 7305 in Gardner Hills is considered adequate for MUCs.

(3) Other quarters in Cole Park will be assigned on a first-come-first-served basis by the following rank priority:

- COL - Commanders
- LTC - Battalion commanders
- LTC - General, directorate and business center staff
- COL - All others
- LTC - All others

b. The Commanding General's policy is to provide full support to newly assigned key and essential personnel. Incumbents of these positions residing in government quarters may be required to vacate the unit up to three weeks in advance of scheduled change of command ceremony. This will allow replacements rapid access to quarters so they can focus on job familiarization and attend to mission-related duties while awaiting command assumption. 60 days prior to the date an incumbent's quarters is to be vacated, he or she will contact the Housing Division to schedule a preliminary inspection. This inspection will identify repair work to be accomplished while the quarters are still occupied and work to be done after the resident's departure. Repair work that would cause the quarters to become uninhabitable will not be performed until the quarters are empty.

9. SERGEANT MAJOR ASSIGNMENTS. Quarters 4972 through 4985, New Hammond Heights, are designated for SGM/MSG(P)/MSG/1SG use. First priority is to the most eligible on the waiting list. If the waiting list is exhausted or no arrival is projected within 30 days, any other SGM/MSG(P), MSG or 1SG residing elsewhere on post may be offered the vacant unit(s). DUs that have been vacant the longest will be offered to the most eligible sponsor.

10. WAITING LISTS.

a. Waiting lists will be established according to grade and bedroom requirement. Lists will be compiled using the date of eligibility for family housing. Date of eligibility is determined as follows:

(1) Date of departure from the previous duty station as verified by the gaining military personnel office. Soldier must apply for housing within 30 days of sign-in. If soldier applies after 30 days, date of eligibility will be the application date.

(2) Date the sponsor departed last continental United States (CONUS) duty station for a dependent-restricted overseas tour. Credit for a period longer than 14 months will not be granted. Sponsor's name will be positioned in the proper place below the freeze zone based on date of eligibility.

(3) If applicants have the same dates of eligibility, waiting list position will be by date of rank, then by basic pay entry date.

b. Sponsors awaiting on-post housing who experience a change in family size, which increases their bedroom requirement, may transfer to the new waiting list. Their date of eligibility will be the date of application.

c. If the birth of a child will increase the family's bedroom requirement in accordance with AR 210-50 table 3-2, proof of pregnancy by a Medical Authority is required. Pregnancy statements will be accepted. Date of eligibility will be the date of application. For adoptions that would increase the family's bedroom requirement legal proof is required. Coordination must be made with the Office of the Staff Judge Advocate. For an intra-post move, the move is at no expense to the Government.

d. Promoted sponsors (SPCs/CPLs, SSGs, CPTs, CW3s, and LTCs) with a valid promotion sequence number or other proof of promotion may transfer to the new waiting list. New date of eligibility is date of request for transfer from one list to the other.

11. GOVERNMENT HOUSING OFFERS. An offer will not be made until the sponsor has signed in, except when he is ordered on permanent change of station (PCS) with temporary duty (TDY) en route. In such cases, the spouse may apply for and must occupy quarters. A turndown will result in the applicant's name being moved to the bottom of the waiting list. A second turndown will result in the applicant's name being removed from the waiting list for 90 days.

12. FREEZE ZONES.

a. The relative position of the top 10 percent of sponsors on each waiting list is categorized as a "freeze zone." New arrivals will not be placed into these zones except key and essential personnel and hardship cases approved by the Garrison Commander.

b. When a soldier cannot accept housing for reasons beyond the soldier's control (for example, hospitalization, emergency leave, restrictive lease clause, unavoidable delay of family's arrival), the soldier will retain relative position on the waiting list.

13. EXCESS DU ASSIGNMENT.

a. When there are excess DUs for a particular grade because that waiting list has been exhausted, and no known new arrivals are expected 14 days after availability, they may be offered as follows:

(1) Field grade quarters.

(a) To the most eligible field grade with the next larger, then next smaller bedroom requirement.

(b) To the most eligible senior grade with the same bedroom requirement, then the next smaller bedroom requirement.

(c) To the most eligible company grade with the same, then larger, then smaller bedroom requirement.

(2) Company grade quarters.

(a) To the most eligible company grade with the next larger, then next smaller bedroom requirement.

(b) To the most eligible field grade with the same bedroom requirement, then the next smaller bedroom requirement.

(3) Senior enlisted quarters (except CSM housing area).

(a) To any senior enlisted with the next larger, then next smaller bedroom requirement.

(b) To any junior enlisted with the same, then larger, then smaller bedroom requirement.

(4) Junior enlisted quarters.

(a) To any junior enlisted with the next larger, then next smaller bedroom requirement.

(b) To any senior enlisted with the same, then larger, then smaller bedroom requirement.

b. A rejected DU under this paragraph does not constitute an official turndown.

14. RELOCATING TO THE ECONOMY AND INTRA-POST MOVES.

a. Moving to the economy from Government quarters.

(1) Soldiers assigned to a Government DU who desire to live on the local economy will request permission from the Housing Division, PWBC. Moving expense will be borne by the individual.

(2) Soldiers who are evicted from on-post housing are not eligible to reapply during their present tour of duty at Fort Campbell.

b. Intra-Post Moves. Move will be completed within five calendar days of the approval. This includes cleaning the previous quarters to standard for the next residents. Sponsors will be charged a daily fee equal to the BAH for each day beyond the five calendar day limit. This charge is in addition to the normal BAH loss for residing in Government family housing.

15. UNIT COMMANDER RESPONSIBILITIES TO SOLDIERS ASSIGNED GOVERNMENT HOUSING.

a. Abandonment of DU. When an individual abandons a DU for any reason, the **Unit Commander** must ensure an inventory of personal belongings is accomplished in

accordance with AR 710-2 before property is removed. Units have ten workdays from date of notification to complete this action. Notify the Housing Division of the scheduled inventory so that a member of the staff can be present. Soldiers who abandon a DU will not be allowed to reapply for the duration of their tour at Fort Campbell.

b. Soldiers' Families. **Unit Commanders** are responsible for the health, morale, safety, and welfare of their soldiers' families who live in Government housing during the sponsor's absence. This includes those instances where the soldier is overseas, and his previous unit is at Fort Campbell.

c. Absent Without Leave (AWOL)/Dropped From Rolls (DFR). When an occupant is AWOL or DFR, the **Unit Commander** will notify the Housing Division to initiate action to recover the DU. The remaining members of the family will be provided a movement order for the Transportation Division for movement to the local economy. If quarters are abandoned or improperly cleared, clearance becomes the unit's responsibility. Cleaning will be accomplished by contract at Government expense.

d. Chapter Action and UCMJ. **Unit Commanders** will notify the Housing Division when a sponsor under their command is eliminated from the Army by Chapter and/or Uniformed Code of Military Justice (UCMJ) action or any chapter actions on sponsor's desiring to move into Government quarters. The unit will ensure the sponsor clears quarters and pays for any property damages prior to separation or sentencing. If the soldier is separated prior to clearing Government housing, the unit will be held responsible for clearing the DU.

e. Unit responsibility for outside maintenance under paragraphs a, c, or d, above will be fulfilled IAW guidance found in Appendix B.

16. MISCONDUCT.

a. Termination of Occupancy. On-post housing is a privilege, not a right. Occupancy may be terminated in accordance with AR 210-50, paragraph 3-19, for misuse/illegal use of quarters or other conduct which threatens the safety, health, or moral standards of the Fort Campbell community. Misconduct in Government quarters or in the housing area, to include schools, public areas, and MWR facilities, may warrant immediate eviction from government quarters. This includes misconduct by family members.

b. Eviction Procedures.

(1) When the Military Police are notified or involved, the blotter report will be submitted to the Garrison Commander for review and appropriate action. For misconduct involving juveniles, the Garrison Commander has the discretion to take immediate action or wait for recommendations from the Juvenile Review Board (see CAM Regulation 190-3).

(2) When the Housing Division receives a report of misconduct or misuse of quarters not previously reported to the Military Police, and depending on the severity of the incident, it will coordinate with the following: the unit commander, the Garrison CSM (for enlisted); the Garrison Commander (for officers) or his designated representative; and a military policeman.

(3) If the Military Police Report (blotter) or the joint inspection reveals that continued use of the quarters would be contrary to the safety, health, or moral standards of the community, the Housing Division will initiate any administrative action as directed by the Garrison Commander or his representative.

c. Eviction Notice. Evictions are implemented when, in the estimation of the Garrison Commander, a neighborhood needs protection against unacceptable social occurrences committed by one of its neighbors.

** (1) Eviction letters will be processed by the Housing Division. The Garrison Commander must sign the eviction letter.

(2) The letter will notify the sponsor of the right to submit a written rebuttal to the Garrison Commander.

(3) The sponsor will have 30 days from receipt of the letter to vacate quarters.

** (4) If the misconduct is not serious enough to warrant immediate eviction, the PWBC will issue a warning letter. A second act of misconduct will be grounds for immediate eviction. The Notice of Violation (FC Form 4197) states: 1) The first and second tickets issued are warnings. 2) The third ticket will result in a warning letter signed by the Garrison Commander, and could result in an eviction. 3) The signed acknowledgement copy of this notice will be submitted by the Chain of Command to the housing NCOIC and will be placed in the occupant's permanent file.

d. Opportunity to Respond. The sponsor may submit a written rebuttal to the Garrison Commander within 10 days of receiving the eviction notice. This rebuttal may include recommendations from the chain of command.

e. Spouse or Child Abuse. Any incident of violence or abuse toward family members is a very serious criminal offense justifying immediate eviction from quarters; however, in the interest of protecting the family and rehabilitating an abusive spouse or parent, the Garrison Commander has the discretion to allow offenders to remain in a probationary status. The offender must attend all counseling sessions and classes as directed. Any failure to attend counseling or classes, or subsequent offenses, will be grounds for immediate eviction.

f. Serious Offenses. Any incident involving drugs, controlled substances, drug paraphernalia, deadly firearms or weapons, or any other felony offense will be grounds for immediate eviction.

17. TERMINATING QUARTERS.

a. Sponsors desiring to terminate Government quarters will do so by contacting the Housing Division 30 days in advance of planned departure. Counselors will arrange an inspection. Pre-termination inspections will be performed depending upon staff availability.

b. A sponsor may not leave quarters until all personal property has been removed which includes trash that has not been properly disposed of to include removal from the dwelling unit. The Government provided trash container will be cleaned and placed in the kitchen area. Housing Division staff will not stamp clearance documents until quarters have been properly

inspected and terminated. This includes properly clearing the Self-Help Store.

c. If resident fails the first termination inspection, resident will be given the opportunity to correct discrepancies and schedule a follow-up inspection. In case of failure of the second inspection, coordination for third inspection will be with the unit commander or first sergeant. In case of failure of the third inspection, there will be a final inspection resulting in a Statement of Charges. If the service member has more than two no-shows or cancellations without an official reason the last inspection given will be treated as a final inspection.

18. RETAINING QUARTERS AFTER SPONSOR'S DEPARTURE.

Sponsors who desire to retain Government Quarters after PCS will apply through their chain of command 60 days prior to scheduled departure. The Housing Division maintains sample letters of proper procedure. Each request will be individually reviewed and acted upon based on its own merits. Requests will be disapproved if housing records indicate past violations of established policies.

19. CLEANING QUARTERS INCIDENT TO DEPARTURE.

The following cleaning options are available:

(1) Sponsor cleans quarters prior to termination inspection. Sponsor must be present at inspection.

(2) Sponsor hires person of choice to clean quarters prior to inspection. Sponsor must be present at inspection.

(3) Sponsor hires approved Non-Appropriated Fund Activity approved contract cleaning service to clean after termination inspection. Sponsor is not required to be present at the cleaning inspection. Housing and NAF Contractor make inspections of quarters

20. LOCKOUT/SECURITY LOCK POLICY.

a. Residents of Government family housing who lock themselves out of quarters during the Housing Division's normal duty day will go to the Housing Office to sign for an additional key. At all other times, residents will go to the Military Police Station for assistance. Proper identification is required.

b. Requests for re-keying service or new locks due to loss or compromise by the resident will be at the resident's expense. To cover the loss, the resident will provide a cashier's check, bank or postal money order to the Housing Division Collection Agent for the full amount.

c. Commercial lock and key agencies will not be used for re-keying service or new locks.

e. A fee WILL be assessed for after hours lockout calls, based on the average personnel cost of lockout responses.

21. CHILDCARE PROVIDER.

a. All family childcare within government housing must occur in Child Development Services (CDS) certified Family Childcare (FCC) homes. The only exceptions will be: those

persons providing intermittent care not exceeding 10 child hours per week; persons pending certification by CDS; persons who are providing care for blood relatives; and persons who provide child care in the child's home. These exceptions are not covered by the Army's Risk Management Program (RIMP) (AR 608-10). Supplies for childcare providers are provided as prescribed by AR 210-50, Housing Management.

Appendix A RESIDENT RESPONSIBILITIES - GENERAL

A-1. This appendix and those following explain resident responsibilities while living in Government housing. Also included are helpful hints in keeping the DU serviceable.

A-2. An adult member of each family must attend a housing briefing prior to assignment to Government quarters. Briefings provide insight regarding the information supplied in these appendixes.

A-3. Once a DU has been assigned, the sponsor is totally responsible for the conduct of all family members, guests and pets. This includes interior and exterior care of the property.

A-4. Sponsors will keep the Housing Division informed of changes in marital status, family members (ages, additions, move-outs), and promotions which affect their eligibility to occupy a DU.

A-5. Sponsors must contact the Housing Division if they experience telephone trouble after Bell South hookup. Bell South technicians will not be allowed to make repairs to interior telephone jacks.

A-6. Major automotive overhaul in the housing area is prohibited. Prohibitive maintenance includes removal of any component, i.e. starters, radiator, exhaust systems and any part that may cause fluids to be spilled. Allowable repairs are limited to such minor items as: changing bulbs; checking oil levels; replacing spark plugs, fan belts, wiper blades; and like maintenance. Except for an emergency tire change, vehicles will not be elevated off the ground.

A-7. Oversize vehicles include: mobile homes on wheels, campers, trailers, 5th wheels, boats of any size mounted on utility trailers, or any privately owned or rented conveyance with more than two axles, or which has a wheel base more than 155 inches in length or is longer than 18 feet bumper to bumper. Owners may park their oversize vehicles in the confines of a housing area so long as the following conditions are met:

a. Parking is limited to off-street only and does not cause a resident to park his POV on the street.

b. Parking does not disrupt pedestrian flow along any sidewalk.

c. No parking on ground where grass is cut and trimmed by housing residents or grass cutting contractors.

d. If parking spaces are identified/marked by DU number, the resident must use the parking space identified/marked for his/her DU. Use of a neighbor's space or guest space is prohibited.

A-8. Guests of housing residents visiting Fort Campbell with an oversize vehicle may use the Army Travel Camp while on this installation or park for not more than 24 hours within the host's housing area as long as the above conditions are met.

A-9. DU furnace rooms are off-limits.

A-10. Malfunctioning utilities (electricity, heat, water, and sewage) will be reported immediately.

A-11. Quiet times in Government housing areas will be observed as follows: weekdays from 2200 to 0700; weekends from 2300 to 0900.

a. Amplified musical instruments, televisions, stereos or radio components will not be played at a volume which can be heard from a distance of 50 feet or can be heard inside neighbor's quarters.

b. Muffler cutouts, bypasses, straight-through, or similar devices on vehicles which cause excessive or unusual noise are prohibited.

A-12. Exterior areas will be kept neat and clean at all times. Doghouses will be kept clean, painted, and in good condition. Toys, tools, or other objects will not be left lying in the yard, sidewalks, walkways or streets. This includes but is not limited to Portable Basketball Goals. Swing sets and large toys will not be placed in front yards. Written exceptions will be made on a case by case basis.

A-13. Vehicles will not be parked on grassy areas or having one or more wheels up on the curb for any reason. Street side parking is prohibited in cul-de-sacs and vertical parking (vehicles parking protruding out into the cul-de-sac) except in designated areas. This includes commercial vehicles and those assigned to PWBC. Violations will be reported to the PWBC with the license number of the vehicle.

A-14. Residents must obtain approval from the Commercial Solicitation Office (CSO), prior to starting or operating any home business. This includes sales of make-up and perfume products, kitchenware, etc. Further details can be obtained from the IBO, Commercial Solicitation, Building 234.

A-15. Residents who leave their quarters unattended for extended periods will first make arrangements to have their outside area properly maintained and will notify the Housing Division and the Military Police of their impending departure.

Appendix B EXTERIOR MAINTENANCE

B-1. Residents must take care of trees, shrubs, flower beds, lawns, parking areas, curb and sidewalks within 50 feet in any direction of the DU. Dirt and rocks will not be placed in garbage containers. If so, the garbage container will not be emptied. Infestation of tent caterpillars, bagworms, lawn moths, loose dead turf, fairy rings, premature leaf fall or other conspicuous evidence of disease or insect infestation will be reported to the housing maintenance provider.

B-2. Residents living in a duplex are responsible for policing around the entire building when one half is vacant. The 50-foot rule for both sides applies.

B-3. Garbage roll-aways will be deposited only in authorized pickup areas no earlier than 1800 hours on the day before pickup and returned to their normal storage place on the day garbage has been removed. Specific storage area location may be ascertained by contacting the Housing Office. No personal trash containers shall be placed out for garbage collection.

B-4. Lawns will be watered every seven to ten days to prevent grass from dying. During hot dry spells, residents will be notified if watering is restricted.

B-5. Lawns will be mowed as often as necessary to maintain a neat yard not to exceed five inches. Weed eaters will be used to edge along walks, driveways, roadside curbs, shrub beds, and other places where necessary to present a neat appearance. Grass will not be allowed to grow in the cracks.

B-6. Lawns will not be mowed nor will weed eaters be operated during quiet hours established in Appendix A.

B-7. Residents are responsible for minor lawn repairs (i.e., filling holes and reseeding bare areas) and renovation (i.e., raking and removal of old clippings and dead, matted material). Top soiling lawns is not a recognized maintenance practice. Indiscriminate application of topsoil can change the yard's drainage pattern and possibly cause house foundation problems. Poison ivy, oak, or castor bean trees will not be permitted to grow in housing areas.

B-8. PWBC does major tree and shrub pruning. Residents will trim small branches under 5/8 inches in diameter which overhang sidewalks, driveways, or house roofs. Limbs will be cut back to the first or second fork; stubs and sprouts growing from the tree base will be removed. Residents will do minor pruning to shrubs and rose bushes and periodically trim formal hedges. All growth that may cause damage to or interfere with gutters, downspouts, windows, doors, screens, roofs, or other structural parts of buildings will be removed. Limbs/shrubs will be cut to 3 foot lengths maximum for pickup purposes. Occupants are encouraged to take yard wastes (tree/shrub, leaves, bagged yard clippings, etc.) to the Solid Waste Convenience Center (see Appendix L) to avoid landfill disposal costs. However, yard wastes will be collected with the garbage and should be placed beside the garbage container on the scheduled garbage collection day. **Residents are responsible for all tree and shrub damage to the dwelling unit.**

B-9. Residents are encouraged to add color to their family housing area by planting flowers that provides natural beauty to the surroundings. Landscape timbers and concrete/brick/stone edging may not exceed 36 inches from the front wall of the dwelling unit and may not encircle the dwelling unit. Beds will be cultivated and kept free of weeds. When occupants terminate quarters, they may leave perennials but will remove all annual flowers, weeds and mulch (ivy is a perennial but will not be planted because of damage it can cause to the dwelling unit). All landscaping shrubbery will remain in flowerbeds located next to the dwelling unit. Flowerbeds located in yards will be removed, leveled, reseeded and covered with straw prior to termination. Landscaping timbers and concrete/brick/stone edging may be left along borders next to the dwelling unit provided there is no evidence of decay, are of good taste and are of uniform size and dimensions (must be free of gaps, opening, etc. and easily edged).

B-10. Damage to any exterior portion of a resident's DU caused by rain, ice, or windstorms will be reported to the housing maintenance provider.

B-11. Residents are responsible for minor maintenance of sidewalks, patios, steps and platforms, private drives, carports, and similar areas which provide direct access to DUs. This includes weed removal and preventing grease and oil spillage. Ruts and eroded areas along the above mentioned areas will be filled with dirt to deter further erosion.

B-12. Snow and ice will be removed immediately after a storm or as many times as necessary during the storm to maintain safety. Supplies can be picked up at the Self-Help Store.

B-13. Residents are required to make minor repairs to outside areas such as tightening screws in locks and on hinges to storage area doors, re-anchoring shelves, and repairing window screens.

B-14. **IMPORTANT!!** During the winter, temperatures can drop low enough to freeze pipes. When this happens, they burst, but because the water inside is frozen, it is not noticed until the weather turns warmer and pipes thaw. A water leak can cause considerable damage to Government and resident property. To prevent this from happening, residents will-

a. Remove all garden hoses from exterior water faucets before cold weather arrives.

b. Keep outside furnace rooms closed if living in two story Hammond Heights.

c. Keep the access doors and ventilator covers under and around buildings closed if living in the 4800 block of Lee Village and in Turner Loop.

d. Avoid bumping gas regulators with heavy objects. This will cause diaphragms to close and stop the flow of gas. (Gas regulators are located outside those buildings which utilize gas.)

e. Open kitchen and bathroom cabinet doors to expose pipes to heat during extremely cold weather.

B-16. Location of water shut-off valves--

Cole Park - Furnace and hot water heater utility room

Gardner Hills (single story) - Utility room

Hammond Heights - Utility room

New Hammond Heights - Behind refrigerator

New Drennan Park - Utility rooms and garages

New Lee Village (four bedroom units) - Behind refrigerator or hot water heater

Old Lee Village - Under cabinet on wall between apartments

Pierce Village - In garage near hot water heater

LaPointe - Behind hot water heater

Werner Park (1400 and 1500) - Utility room near hot water heater

a. Other water shut-off valve locations can be obtained by contacting the Housing Office's Engineer Branch.

b. Residents are liable for negligence and may be required to pay repair costs if it can be shown that they did not take proper steps to protect the Government's property.

B-17. Seasonal lighting and decorations will be placed on or around quarters no earlier than 30 calendar days before a holiday, and will be removed no later than 30 days after the holiday. Lighting or decorations will be held in place by plastic clamps or only no staples, bolts, nails, or the like. Lights and decorations will not be attached to roof shingles. Extension cords will not be draped over rooftops. Lights will only be placed on first floor gutters (2nd floor gutters are prohibited). Decorations in/on windows will not be held in place by staples, nails or like materials. For safety, any lighting or decorations requiring more than an eight foot step ladder is prohibited.

Appendix C INTERIOR MAINTENANCE

C-1. When moving in or out of Government quarters, residents will notify the Housing Office of any damage caused by commercial movers and that the damage is repaired. Residents are responsible for the dwelling unit.

C-2. If wallpaper, painted-on stencils, or borders are used on DU walls, residents will be required to remove them and pay any costs required to return the wall to its original state.

C-3. Carpentry work, such as minor repair to storage structures, refastening or replacing damaged coat hooks, clothes poles, and closet shelves, is permissible.

C-4. Residents will re-caulk doors, windows, and tiles in bathrooms and kitchens when needed.

C-5. Residents will check and tighten curtain traverse rods and window shade brackets.

C-6. When hanging pictures or mirrors weighing less than 15 pounds, proper size picture hangers must be used. Items weighing more than 15 pounds will not be hung. Holes one half inch in diameter and larger will result in charges for wall repair.

C-7. Louvered openings to furnace rooms or fuel burners will not be blocked, as the furnace can malfunction from oxygen starvation. **No personal items will be stored in Furnace Rooms.**

C-8. DU thermostats will be set at 68 degrees for best comfort and energy conservation during winter months. During authorized air conditioning season the thermostats will be set at 78 degrees.

C-9. Any fuel/vapor leaks, smoke, noises, or unusual smells coming from the furnace room will be reported immediately to the housing maintenance provider.

C-10. Heating registers will never be covered with rugs or furniture placed over or in front of them.

C-11. Before calling in a work order request to unclog a drain, residents will try to unstop it with a rubber suction cup. The cup end must be submerged in water, and any overflow openings in sinks or the bathtub must be covered or plugged.

C-12. Unserviceable showerheads may be exchanged at the Self-Help Store.

C-13. Toilet bowls will never be used to dispose of kitchen garbage, grease, petroleum products, paper hand towels, disposable diapers, or feminine sanitary products. Toys will never be thrown into toilet bowls. Residents will be charged for the service call when the result is caused by any of the above.

C-14. Thermostats are wall mounted in the living area. Window air conditioners are not authorized.

C-15. Change air filters every month. Replacements are available at the Self-Help Store. Air conditioners will not be operated without a filter. When residents desire to open windows for fresh air, the air conditioner or heat will be turned off.

C-16. Residents will replace broken light globes as well as burned out light bulbs. Replacement switch plates and starters are available at the Self-Help Store. Residents must purchase their own light bulbs. If a bulb breaks, the power source at the breaker switch will be turned off before attempting to remove the screw base.

C-17. At the circuit breaker panel there is a main switch or handle to turn off all power to a DU. There are also individual switches to "kill" power to individual branch circuits. If a circuit breaker trips frequently, call in a service order.

C-18. The Government is not responsible for the installation, maintenance, repair, or removal of sponsor-owned appliances.

C-19. The range will never be moved while it is hooked to the gas line! Any smelling of gas will be reported immediately.

C-20. Electric ranges will always be unplugged before cleaning or moving the unit.

C-21. To operate garbage disposal units, the water will be turned on and allowed to run while the disposal unit is operating. An easy rule of thumb to follow is that nothing will be placed in the unit that is not digestible, e.g., bones and grease. A jammed unit can be fixed by turning off the unit, inserting a wooden handle through the sink opening and turning the unit. When it moves freely, the problem is corrected. Pressing the reset button on the bottom of the motor will enable a failed unit to operate properly.

C-22. To prevent clogging the dishwasher, food scraps must be removed before loading the unit. Only the recommended amount of automatic dishwashing detergent will be used.

C-23. Clothes washers and dryers will be kept level and filters cleaned after every wash or dry cycle. Washer drain hoses will not be inserted more than six inches into the drainpipe. Residents are liable for damage to floors due to improper use of washer and dryer units.

Appendix D IMPROVEMENTS

D-1. **FENCES, STORAGE SHEDS, OR PRIVATELY OWNED EQUIPMENT.** Installation of fences, storage sheds, or use of privately owned equipment requires written permission from the Housing Engineer Branch. Residents are liable for damages to any buried utility lines that occur as a result of their digging. Personal property is not to be attached to any government property.

D-2. **STORAGE SHEDS.** A request to erect outside storage sheds must be submitted to the Housing Engineer Branch with a sketch showing the proposed location of the shed and distances in relation to the proposed DU, fences, playgrounds, electric poles, or other construction. The request (FC Form 1086, Improvements of Government Quarters) may be obtained from the Housing Engineer Branch located in Building 850. It will not exceed a total floor area of 120 square feet. Prior to clearing quarters, residents are responsible for its removal, residual debris cleanup, and seeding the bare space left behind. Sheds will be permitted only on the land behind the DU. Residents that live in duplexes that have carports may locate their storage shed behind the carport. No structures will be fastened to the DU. All sheds will be built using quality materials. If painted, the color must be compatible with the color scheme of the DU. All sheds must have metal or wood floors. The shed must be erected in such a manner that the floor is level and the walls at a 90-degree angle from the ground and anchored securely to the ground. After installation, the Housing Engineer Branch must inspect the storage shed.

D-3. **SWIMMING POOLS/TRAMPOLINES.** Trampolines and/or swimming pools that are more than 18 inches in depth MUST be located in the backyard of the dwelling unit. A four-foot fence approved by the Housing Engineer Branch must enclose trampolines or any pool that holds more than 18 inches of water. Residents must also purchase liability insurance to protect against injury or death from drowning or from playing on trampolines. The U.S. Government assumes no responsibility for incidents caused by playing in or around swimming pools or trampolines.

D-4. **ANTENNAS.** TV antennas, radio antennas, or satellite dishes will not be affixed to or placed on the DU fences or storage areas. Residents who are amateur radio operators are responsible for ensuring that transmissions do not interfere with neighbors' electronic equipment. Antennas will not extend more than ten feet above the roof line.

D-5. **INSTALLATION OF PRIVATELY OWNED EQUIPMENT.** Requests to install privately owned equipment requiring water, electrical, or gas connections will indicate name of contractor or individual accomplishing installation. It will also indicate the date that the contractor will be available for Government inspection of the work. No personal property of any kind may be attached to any Government Property in any manner.

D-6. **WATERBEDS.** Residents owning waterbeds are cautioned to take out sufficient liability insurance first, as they are liable for any damages caused by a waterbed.

D-7. **RENTER'S INSURANCE.** It is highly recommended that residents purchase renter's insurance through their insurance company.

D-8. **REAR FENCES.** Residents who desire to erect a fence first must obtain permission from the Housing Engineer Branch. Fences must be of a standard design and located totally at the rear of the DU. The Housing Engineer Branch will assist in the location, spacing and use of materials. Fences that run along the border of two DUs are to be maintained equally by the residents of those DUs. Residents are responsible for allowing access by PWBC or contractor personnel, including removing portions of the fence if required. Permission to leave the fence in place after residents leave may be granted prior to terminating the DU.

D-9. **FRONT FENCES.** Residents may erect decorative, ornamental fencing only in front of their residence to protect seeded areas or to enhance the quarters as long as the fence is not more than 18 inches tall and it is kept in good condition.

D-10. **CONSTRUCTING ROOM ADDITIONS.** Room additions are prohibited.

Appendix E FIRE PREVENTION AND PROTECTION

E-1. **FIRE DISCOVERY.** Anyone who discovers a fire or smells smoke, fuel oil, or natural gas will--

- a. Immediately warn all occupants and help them leave the DU. Close all doors upon departure.
- b. Promptly notify the Fire Department.
- c. Wait at a safe distance to direct firemen to the building. Never return to a burning building.

E-2. **REPORTING A FIRE.** To report a fire, callers will distinctly state their name and say, "**I am reporting a fire in quarters (address).**" A street name, and a brief description of the situation are helpful. Callers will not hang up until told to do so. **Fires that have burned themselves out or those extinguished by occupants or neighbors must be reported to the Fire Department.**

E-3. **INSTRUCTIONS TO THE FAMILY.** Sponsors will show their family the location of the fire extinguisher and memorize the Fire Department phone number. Sponsors will plan and discuss escape routes from all rooms and practice the plan when possible. Anticipate problems and form alternate routes of escape. Look for an escape route from upper floors without jumping to the ground. Do not panic. Get down on your hands and knees and crawl. The closer to the floor, the fresher the air. Covering your face with a towel protects against smoke and hot gases. If the escape route is blocked, use an alternate means of exiting the building. If trapped on an upper floor, open a window at the top and bottom and breathe from the air entering at the bottom.

E-4. **AFTER THE FIRE.** Personal property will not be disturbed or removed until given permission by the Fire Chief.

E-5. **FIRE PREVENTION.**

a. Young children will never be left unattended. Child care providers will be given a fire escape plan for the DU. Matches, lighters, candles, or flammable liquids will never be left where children can get at them. Children will not be allowed to play in heater rooms, attics, under buildings, in or near vacant buildings, construction sites, or closets.

b. Smoking in bed is prohibited. Large ashtrays will be used for disposal of smoking materials. All burning embers must be extinguished prior to disposal and ashtrays emptied into metal containers. Upholstered furniture will be inspected prior to retiring.

c. Older persons or those with physical impairments will sleep on the ground floor if a bedroom is available. The Fire Department will be notified if an invalid resides in a DU.

d. Food cooking on a stove must never be left unattended. More fires in Government housing are caused by this oversight than all other reasons combined. Fires in pots and pans can be extinguished by placing a metal top over the utensil and turning off the burner. Water will never be used to douse a fire on the stove nor will attempts be made to carry the cooking utensil elsewhere.

e. Petroleum based products for cleaning will never be placed around or near kitchen stoves, furnaces, or hot water heaters, as appliances can ignite vapors released by the cleaner. Gasoline powered equipment (chain saws, weed eaters, mowers, edgers, etc.) will be serviced outdoors. Flammable solvents or fuels will be stored outdoors or in well-ventilated sheds with no more than one or two gallons in the area. Flammable liquids will never be stored in glass or unauthorized plastic containers. Paint, varnish, floor wax, furniture polish, and similar products will be tightly sealed and stored in the same manner as petroleum based products. Residents will keep only what is needed and properly dispose of surplus. All rags, mops, or other materials permeated with flammable liquids will be properly washed and stored or disposed of.

f. Flammable materials will never be stored in furnace rooms or water heater rooms.

g. Starting fires out of doors is prohibited except in proper cooking equipment (barbecue grills, etc.). Grills close to quarters covered with vinyl siding will be used with care and residents will be charged for damaged siding caused by neglect.

h. Electrical circuits in DUs will not be extended or modified in any way. Extension cords will not be placed under rugs, around doors or window frames, or any place they are subject to abrasion.

i. Special instructions relative to preventing Christmas trees from igniting are published prior to the holiday season.

j. No privately owned vehicle will be parked within 15 feet of a fire hydrant.

E-7. **FIRE PREVENTION INSPECTIONS.** Government quarters are periodically inspected by Fire Department personnel. Residents are required to allow these people into the DU to perform this duty.

Appendix F CONSERVING UTILITIES

As taxpayers, residents will help in the fight to conserve dwindling energy resources by--

a. Turning off lights, motors, and appliances when not being used. Porch lights will not be left on during daylight hours.

b. Lowering temperature settings in the DU to 68 degrees when heating is required; 78 degrees for cooling needs.

c. Keeping windows closed during cold months, open during warm months, and closed during hot months.

- d. Not wasting water.
- e. Ensuring refrigerator settings are consistent with cooling needs.

Appendix G GARDEN PLOTS

Approximately 240 on-post garden plots are available to residents in March and April. Self-Help Store personnel have further details. Vegetable gardens are not permitted in yards; however, tomatoes, peppers, or cucumbers may be planted at the rear of the DU. Cultivated areas will not exceed three feet from the DU's foundation. Existing trees or shrubbery will not be disturbed. As near as possible, rows will be developed perpendicular to the ground slope to prevent soil erosion. Vine supporting structures will be maintained neatly while in use and removed after the growing season

Appendix H YARD SALES

H-1. Residents are authorized to conduct yard sales as often as desired; however, the following rules must be followed:

- a. Occupants may purchase "yard sale" signs from a private conveyance such as the Post Exchange or from an off post store. Homemade signs are not to be used.
- b. Remove signs within 48 hours of sale.

H-2. Military Police and Housing Overmatch will confiscate unauthorized signs placed around the installation. A warning letter (the first step toward an eviction) will be sent to the resident.

Appendix I PEST CONTROL

I-1. Information is available at the Self-Help Store on controlling commonly encountered insects and pests in the home.

I-2. The Self-Help Store also issues insecticides, baits, and traps to residents. Follow all label instructions.

I-3. Utilizing nonchemical measures will make a pesticide or baiting program more successful and less costly. If nonchemical and self-help programs fail to solve the problem, a work request must be submitted.

I-4. An abundance of food crumbs, scraps and garbage that are left lying about cause cockroach infestation. Kitchens must be cleaned often, especially areas around the stove, sink, pantry, kitchen table and pet feeding areas. Food will not be left lying about in dishes unless they are covered. Garbage will be covered and stored outside. Cockroaches are attracted to dark areas. Leaky water pipes and faucets will be repaired and all drains clean and unstopped. Tubs and shower stalls will be clean and dry. Cracks and holes in walls and floors will be repaired, especially where pipes exit through the wall.

I-5. Residents are not authorized to contract with civilian firms to spread any type of insecticide or treat any Govern-

ment property for prevention or removal of unwanted pests or plants.

Appendix J FURNISHINGS

J-1. Ranges and refrigerators are provided by the U.S. Government and installed in all DUs. The number of bedrooms assigned (IAW CTA 50-909, paragraph 16), determines the size of refrigerator.

J-2. Both gas and electric ranges are in use in family housing. These units, as well as refrigerators, may be replaced with privately owned units. Privately owned appliances will not be stored at Government expense.

J-3. Appliances will not be exchanged because they do not look good or because they are an older model. As long as the unit functions properly, it will remain in place.

Appendix K SELF-HELP STORE

K-1. Clotheslines, garbage cans, ice cube trays, oven drip pans, and toilet seats will be issued by the Self-Help Store only when a like item is turned in and deemed unserviceable by a storekeeper.

K-2. Limited quantities of common tools and garden equipment are available.

Appendix L GUIDELINES FOR SOLID WASTE CONVENIENCE CENTER

L-1. Family housing residents, troops, civilian employees, and post contractors who generate waste at Fort Campbell may take it to the Convenience Center.

L-2. The Convenience Center has been arranged to promote separation of waste into recyclable material and refuse. Dumpsters and compactors have been designated for different waste and recyclable materials. An attendant is on duty to help direct the user and to answer any questions about the proper disposal. Fort Campbell's Convenience Centers are operated for the benefit of those persons that live and/or work at Fort Campbell. The use of the centers is restricted to waste generated at Fort Campbell only. Convenience Center #1 is located on Airborne Street and Stillwell Road. Convenience Center #2 is located at 47th Street and Market Garden Road.

L-3. Recyclable materials that are accepted at the Convenience Center are listed below. There are certain restrictions on the condition that the recyclables can be accepted.

- a. *Used Oil.* A drum is available for the collection of used oil from lawn mowers, boats, etc.
- b. *Antifreeze.* Used antifreeze from privately owned vehicles will be accepted as long as it is free of contaminants.

c. *Gasoline.* Used gasoline from lawn mowers, chain saws, etc., will be accepted.

d. *Plastic Containers.* Type 1 (PETE-soda and water bottles) and Type 2 (HDPE-milk & water jugs, and laundry detergent bottles) plastics will be accepted. The type of plastic is usually printed at the bottom of the container in the area within the recycle symbol (three arrows). A compactor labeled "Plastics" is located at the Center. Only Types 1 and 2 are accepted at this time. All plastic containers must be clean and the tops removed. Plastic containers that still contain food and other substances must be discarded in a refuse container (generally a compactor).

e. *Cardboard.* Cardboard must be flattened to go through the slot on the cardboard dumpster. Old corrugated cardboard, cereal box type cardboard, shoe box and other cardboard made of the same material are acceptable at the Center but must be free of contaminants such as oil, food, paint, etc.

f. *Glass.* The only glass that is accepted is food or beverage containers. There are three drums for the disposal of glass - one for clear, one for green color, and one for amber color.

g. *Food Cans.* Steel, tin, and aluminum food and beverage cans are accepted provided they are clean. Cans will be placed in a recycle bin marked for that purpose.

h. *Paper.* A recycle bin is available for the disposal of paper. Paper can be any type colored paper and slick finish paper such as magazines. Paper contaminated with food or other substances will be discarded in the refuse dumpsters. Carbon paper and photographic paper are not recyclable.

i. *Metals.* Scrap metals (other than aluminum) that are not contaminated are accepted. A dumpster labeled "Metals" is provided for this disposal. The metals will not contain plastics and other materials. Many toys, bicycles, etc., contain rubber and plastics and must be discarded at the designated refuse container (generally a dumpster). Lawn mowers will not be accepted unless the gas and oil has been drained and the drain plug and gas cap are removed.

j. *Aluminum.* A separate dumpster is available for scrap aluminum that must be free of screws, pop rivets, or other materials. If you are not sure of the type of metal, ask the attendant.

k. *Wood.* Scrap lumber, pallets, and crating are accepted as scrap. A dumpster labeled "Scrap Wood" is available.

l. *Rubber.* Tires, inner tubes, and other similar rubber are accepted. The material must be rubber and contain rubber only. A tire with a rim is not acceptable as rubber. A garden hose may be plastic instead of rubber.

m. *Batteries.* Automotive batteries are accepted. See the attendant for disposal instructions. If the battery is leaking, the attendant must be notified of the condition.

n. *Household Hazardous Waste.* Paints, pesticides, fungicides, drain cleaners, polishes, bleaches, and similar materials that are generated in the quarters may be brought to the center for disposal. The main purpose of this feature is to provide a place for disposal of materials as families move from Fort Campbell. Containers will be sorted and items reissued through the ACS Lending Closet and Housing Self-Help Center for reuse by other residents. Materials that are contaminated or containers that are damaged will not be reissued.

o. *Pallets.* Pallets may be brought to the center for recycling. Pallets are stored for delivery to a recycle operation.

p. *Dead Animals.* Dead animals may be brought to Convenience Center #1 for disposal. A separate container is available for disposition. The Convenience Center operator will give directions as to which container to use for the dead animal.

q. *Yard Waste.* Refuse dumpsters at the centers are used to deposit yard waste. Yard waste can be deposited at Convenience Center #1 or #2 in the dumpster specifically marked "YARD WASTE".

Appendix M RECYCLING

M-1. Residents may call Fort Campbell's Recycling Center at 798-4527 for pick-up of cardboard boxes generated from a move.

M-2. Curbside Recycling Service. Residents may participate in Fort Campbell's Army Family Housing Curbside Recycling Program. Residents are accountable for the recycling containers. Specific details about the curbside program may be ascertained by contacting the Housing Division or the Solid Waste & Recycling Program at 798-9782.

AFZB-PW-H

FOR THE COMMANDER:

OFFICIAL:

LARRY D. RUGGLEY
COL, SF
Commander USAG



JERRY HAZLETT
Chief, Administrative Services Division

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