

Installation
INSTALLATION HOUSING OCCUPANT HANDBOOK

History. This is a revised publication in electronic format.

Summary. Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation (Reg) 210-4 prescribes the procedures for guidance pertaining to occupant responsibilities for government controlled housing and mobile home park spaces.

Applicability. This regulation applies to all the occupants residing in government controlled housing areas and mobile home park spaces. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

Proponent and Exception Authority. The proponent agency for this regulation is the Directorate of Public Works (DPW), Housing Division, AFZX-PW, Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Supplementation. Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Information Management (DOIM), Administrative Services Division, Building 330, Suite 111, 1820

Corps Road, Fort Polk, Louisiana 71459-5226.

Suggested Improvements. Users of JRTC & FP Reg 210-4 are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, directly to the DPW, Housing Division, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

RICHARD P. MCEVOY
Colonel, GS
Deputy Commander

OFFICIAL:
/S/
PAUL JACKSON
Director, Information
Management

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TELEPHONE NUMBERS

EMERGENCY CALLS

FIRE REPORTING

On-Post Family Housing.... 531-1DPW (Press 0) or 911
 Sycamore Point and Timber Ridge 911 or
 531-2958/59

EMERGENCY ROOM (Bayne-Jones Army Community Hospital) 531-3368/3369

HELP-LINE (Crisis Intervention)..... 239-HELP
 (4357)

HOPE LINE (Child or Spouse Abuse)..... 531-HOPE
 (4673)

MILITARY POLICE

On-Post Family Housing Emergencies 911
 Non-emergencies 531-2677/4312

VERNON PARISH SHERIFF'S OFFICE

(Sycamore Point and Timber Ridge) 238-1311

SERVICE CALLS

ROUTINE & EMERGENCY MAINTENANCE AND REPAIR

DPW Automated System (DPW Services Press 1)(Service Order Press 2)..... 531-1DPW
 Sycamore Point..... 537-3225
 Timber Ridge 537-0028
 Family Housing Quality Assurance Hot Line (Use for Service Order Problems)..... 531-7885
 Co-Energy 537-0508

CABLE TELEVISION AND REPAIR (All Family Housing) 537-0365

ENTEX GAS COMPANY (Mobile Home Park Occupants Only)..... 239-2271

ENTOMOLOGY (PEST) SERVICE

On-Post Family Housing 531-1645
 Sycamore Point and Timber Ridge 537-3225

REFUSE COLLECTION..... 535-1155

TELEPHONE LINE REPAIR (All Family Housing)..... 1-557-6500

OTHER HELPFUL TELEPHONE NUMBERS

ARMY COMMUNITY SERVICE	531-1941/6923
CHILD CARE CENTER	531-1954/2149
COMMUNITY LIFE MAYORAL PROGRAM	531-1897
FAMILY HOUSING FACILITY BRANCH.....	531-2762/4541
HOUSING AGENT SECTION	531-7325
FIELD OFFICER OF THE DAY	531-1725/1726
FORT POLK INFORMATION	531-2911
HOUSEHOLD GOODS-INBOUND.....	531-1216/1226
HOUSEHOLD GOODS-OUTBOUND.....	531-2065/2282
HOUSEHOLD GOODS-STORAGE.....	531-2068
INSPECTIONS (PRE AND TERMINATION).....	531-4860/7325
SELF-HELP STORE	531-1334/7463
MOBILE HOME MOVES.....	531-7098
QUARTERS BASED FAMILY CHILD CARE.....	531-2671

CHAIN OF CONCERN FOR HOUSING COMPLAINT RESOLUTION

Housing Noncommissioned Officer in Charge (NCOIC).....	531-7449
Chief, Housing Division	531-2762
DPW Sergeant Major (SGM).....	531-4876
DPW	531-4508

CHAPTER 1
General

1-1. Purpose. The purpose of this publication is to prescribe policies, procedures, and provide guidance pertaining to occupant responsibilities for government controlled housing and mobile home park spaces.

1-2. References.

- a. Army Regulation (AR) 40-905, Pet and Animal Disease Control
- b. AR 190-5, Motor Vehicle Traffic Supervision
- c. AR 210-7, Commercial Solicitation on Army Installations
- d. AR 210-50, Housing Management
- e. AR 608-18, Family Advocacy Program
- f. AR 735-5, Policies and Procedures for Property Accountability
- g. JRTC & FP Reg 40-3, Animal and Animal Disease Control
- h. JRTC & FP Reg 190-3, Privately-Owned Weapons
- i. JRTC & FP Reg 420-5, Fire Prevention and Protection
- j. JRTC & FP Reg 608-2, Policies and Procedures Community Life Program
- k. JRTC & FP Command Policy Memorandum #S-9, Home Supervision of Children
 - 1. JRTC & FP Command Policy Memorandum #S-11, Noise Abatement

1-3. General.

- a. In order to conserve public funds and maintain the maximum number of housing units available to eligible personnel, the DPW, Housing Division must ensure the number of days that the quarters are vacant are held to a minimum.
- b. This pamphlet is for the use of Army Family Housing, Bachelor Officers' Quarters (BOQs), Senior Enlisted Bachelor Quarters (SEBQs), and mobile home park space occupants. This pamphlet must be left in quarters or returned to the assigned Housing Agent upon departure.
- c. The term "*government owned*" applies to those Family Housing Units (FHUs), BOQs, and SEBQs, which are physically located on the installation. The term "*government leased*" applies to those FHUs located in the Sycamore Point and Timber Ridge housing areas. The term "*government controlled*" applies to all housing units serviced by the installation.
- d. While occupants are assigned to government housing, the Army will provide the following support:
 - (1) All maintenance and repair.

- (2) Refuse collection and disposal.
- (3) Pest control to protect Army property.
- (4) Fire and police protection.

1-4. Responsibilities.

- a. DPW.
 - (1) The Director has staff responsibility for the overall supervision of government controlled housing and mobile home park spaces.
 - (2) The Chief, Housing Division has direct responsibility for all housing operations and is the principal staff advisor on housing policy matters.
 - (3) The Housing Agent Team Leader will:
 - (a) Assign, reassign, to include intra-post moves, termination of government controlled quarters, and mobile home park spaces.
 - (b) Establish and maintain waiting lists for government controlled housing areas and mobile home park spaces.
 - (c) Counsel sponsors and family members concerning standards of conduct and care of property. The Team Leader will be available for assistance in resolving complaints on post and in the local community.
 - (d) Interpret and implement all applicable regulations and command policy memorandums pertaining to housing management.
- b. Sponsors are responsible for the actions of their family members, guests, domestic employees, and pets. Sponsors' responsibilities are contained in Chapter 4 of this pamphlet.

CHAPTER 2

Policies Concerning Occupancy, Reassignment, and Termination of Government Controlled Family Housing, Bachelor Housing, and Mobile Home Spaces

2-1. Applicability of Installation Regulations in Government Leased Housing Areas. See Appendix A.

2-2. Damage to Quarters. All damages to structures and all fires must be reported to Family Housing immediately. See Appendix B.

2-3. Local Movement and Movement Between Quarters.

- a. Priority is given to those military family members who are permanent change of station (PCS) to the installation and without quarters. Second priority is given to those who are intra-post moves.
- b. Local movement of household goods incident to the assignment or termination of quarters may be made at government expense when determined to be

for the convenience of the government, as stated in Appendix C. The government will also pay the cost for transferring telephone and TV cable service incident to an intra-post move, when the move is made for the convenience of the government.

c. Sponsors who are promoted to a higher grade category for housing, or who become eligible for a change in bedroom requirement, may apply for an intra-post move. Date of eligibility will be the date of the application submission. Intra-post moves must be accomplished at no expense to the government and must be completed within 5 working days of assignment to new quarters.

d. Sponsors may be authorized and may apply for an additional bedroom 180 days (6 months) prior to an impending change in the age of a child, approval of an adoption, or the birth of a child. (The sponsor must show proper documentation that eligibility for another bedroom is in accordance with AR 210-50.)

e. Quarters will not be held vacant to accommodate personal convenience.

f. The Chief, Housing Division is the approving authority for intra-post moves within the guidelines of AR 210-50, Housing Management, paragraph 3-5. (See JRTC and Fort Polk website www.jrtc-polk.army.mil/housing.htm.) Requests for exceptions to AR 210-50 must be submitted, in writing, to the Garrison Commander for approval. See Appendix C. Requests for an exception to policy requiring the approval of the Garrison Commander must first be coordinated through the DPW, Housing Division. The point of contact (POC) is the Housing Agent Team Leader, 531-9859.

2-4. Policies Concerning Occupancy of Mobile Home Spaces. The occupant is responsible for the blocking, leveling, anchoring, and skirting of his mobile home; the connection/disconnection of all utilities to existing facilities; and for furnishing any materials necessary to accomplish these tasks. The sewer connection will be sealed with a joint sealer (rubber gasket) to ensure a leak-free connection. Fire extinguishers, house numbers (not less than 5 inches high), smoke detectors, anchoring, and skirting of the mobile home are mandatory. Any material may be used for skirting; but, if material used is determined by a Housing Agent to be in a state of disrepair or an eyesore at any time, the skirting will be removed at no expense to the government and replaced with acceptable materials.

2-5. Rents and Other Charges.

a. Military occupant (sponsor) occupying government controlled family and bachelor quarters forfeit all of their Basic Allowance for Housing (BAH) for rent and utilities.

b. Sponsors are required to notify the DPW, Housing Division, Family Housing Office of any change in family member status.

c. Occupants residing on mobile home park spaces retain their BAH, and are billed on a monthly basis by the government for lot rental, water, sewage and refuse collection, with rates based on the government's cost. The District Corps of Engineers has established this rate as the fair rental rate.

d. Electricity for an occupant residing on a mobile home park space is metered and is billed on actual usage. The supplier bills the cost of propane and/or natural gas directly to the occupant.

e. When an occupant residing in the mobile home park is on leave or on temporary duty (TDY), he will continue to be charged for all utilities and refuse collection.

f. Bills for mobile home park spaces are mailed to the occupant on or about the 20th of each month. The occupant will mail payment to the Defense Finance and Accounting Service (DFAS) at the address listed on the bill. Before termination of space, occupant must provide verification of the last bill paid and render the final payment directly to the DPW, Housing Division, Family Housing Office.

2-6. Closing of Mobile Home Park and Termination of Mobile Home Spaces. Fort Polk is not accepting any new occupants into the mobile home park, as the park is scheduled to close 31 August 2002.

a. Terminations of mobile home park space leases are accomplished in accordance with the provisions of AR 210-50.

b. Leases will be terminated when:

(1) The leaseholder is transferred or reassigned to a location serviced by a different installation and in no cases extended beyond 31 August 2002.

(2) The lessee no longer owns the mobile home.

(3) The occupant retires.

(4) There is misconduct which warrants revocation of lease and eviction, to include breach of any conditions of the lease and non-payment of rent and/or utilities.

c. In accordance with the Joint Federal Travel Regulations, a sponsor who is officially directed by the Installation Commander to vacate the premises on which his mobile home is located is entitled to reimbursement for the expense incurred in moving the mobile home to another site within the Fort Polk commuting area. The reimbursable expenses include that necessary to prepare the mobile home for transportation and the move itself; hook-up costs at the new site will be at the sponsor's expense.

d. Department of Defense (DOD) civilians and military retirees who reside in the Palmetto Mobile

Home Park are not entitled to reimbursement by the government.

2-7. Termination of Quarters.

a. Unless otherwise authorized, assignment of quarters will be terminated:

- (1) When the sponsor is transferred or reassigned to another installation.
- (2) When the sponsor or family member(s) no longer reside in the housing, except in those cases of joint custody where family members reside with the sponsor for more than 6 months per year. Absence of either the sponsor or family member(s) from the domicile for more than 30 days is considered a permanent absence, and sponsor must clear quarters within 30 days, except when a family member is temporarily absent to attend high school or college. Exceptions to this criterion will be considered on a case-by-case basis.
- (3) When excess quarters previously assigned are no longer excess to the needs of eligible personnel.
- (4) When the sponsor retires.
- (5) Upon the death of the sponsor. Family member(s) may retain quarters without charge up to 180 days after the sponsor's death. Should retention of quarters be approved beyond the initial 180 days, the amount of the sponsor's BAH will be charged.

b. Government controlled housing assignment will be terminated at the discretion of the Garrison Commander under the following conditions:

- (1) Sponsor, family members, or guests are involved in misuse or illegal use of quarters or other misconduct contrary to safety, health, or moral standards.
- (2) Sponsor is discovered occupying quarters of a category or bedroom size obtained through fraudulent means.
- (3) Failure to maintain assigned housing and grounds in an acceptable condition, or for repeated waste of energy resources.

c. Exceptions to immediate termination are outlined in AR 210-50, Housing Management, Chapter 3.

d. In some cases the sponsor may be required to authorize his spouse or a secondary sponsor, to whom a limited Power of Attorney has been provided, the responsibility for clearance of the quarters. When the individual, his spouse, or the secondary sponsor cannot complete clearance, the commander will immediately appoint an alternate sponsor to affect the proper clearance. The appointment of the sponsor must be accomplished before actual clearance of the departee. Appointee selected must be from the same organization and either the same or higher pay grade. If failure of the appointee to clear the sponsor's

family quarters, the sponsor's unit will be held responsible for clearance of the quarters.

e. Final clearance of quarters must be accomplished at least 1 duty day prior to the sponsor's departure. The DPW, Housing Division, Family Housing Office, must be notified immediately concerning any change in departure which may affect quarters clearance. The sponsor must also make arrangements for payment of any assessed damages to the building structure, household equipment, furniture (if any), or grounds. After satisfactorily passing the final inspection, the Housing Agent will provide the sponsor with termination orders.

f. If the sponsor fails to vacate government controlled quarters on the date specified, and extended occupancy is not approved, the government may recover possession of the quarters. Occupants may be treated as trespassers on government property and personal property may be stored at the sponsor's expense.

g. Appendix D, Clearance of Government Controlled Quarters, contains requirements for successfully clearing quarters. Occupants are responsible for complying with the instructions in this appendix.

2-8. Solicitation. Army Regulation 210-7 prohibits door-to-door solicitation and the distribution and posting of flyers on the installation and in government controlled housing areas. Those wishing to operate a home-based business from government controlled quarters must pursue approval through the Directorate of Community and Family Activities (DCFA), Financial Planning and Review Branch, Solicitation Office at Suite 207, Building 419 on Radio Road (531-7421).

2-9. Visitors. Civilian visitors or military personnel and their family member(s) not assigned to this installation are considered to be bona fide guests and may visit up to 30 days. Sponsors are required to submit a request for bona fide guests (FP Form 52, Appendix Q Government Quarters Occupancy, Part I, Request for Exception to Policy--Guests in Government Quarters), if guest will reside with the sponsor for more than 30 days. This form may be picked up from the DPW, Housing Division, Family Housing Office. The form is filled out by the sponsor and placed in the sponsor's file folder. An Exception to Policy may be submitted for longer periods.

2-10. Abandoned Quarters.

a. Commanders of a sponsor assigned to government controlled quarters will ensure that each individual of their organization properly clears his quarters (to include the removal of personal

property.) Commanders are also responsible for clearing quarters of a sponsor who is Absent Without Leave (AWOL) or Dropped from the Rolls (DFR) as a result of dismissal, desertion, confinement, etc.

b. Commanders are responsible for contacting the Family Housing Representative once a soldier has been dropped from the rolls.

(1) The commander must provide the Family Housing Representative with a memorandum which states the name of the party who will be responsible for clearing the AWOL soldier's quarters. (A copy of this memorandum will be placed in the AWOL soldier's housing file, for future reference.) The responsible party who is assigned to clear AWOL soldier's quarters must be an E-6 or higher.

(2) The unit is responsible for the storage/security of the AWOL soldier's personal effects.

(3) The soldier appointed by the commander to clear the abandoned quarters is also responsible for setting up appointments with the DPW, Housing Division, Family Housing Office, to clear quarters in question.

CHAPTER 3 Health, Sanitation, and Damage

3-1. Policy. While preservation of health and sanitation is ultimately the responsibility of the sponsor, the government has a valid interest in preventing hazardous health, unsanitary conditions, and deterioration of government quarters. The Chief, Housing Division, or his delegated representative, reserves the right to conduct inspections of family or bachelor housing to ensure that housing areas provide a healthy, sanitary environment for all occupants residing in government controlled housing.

3-2. Responsibilities.

a. Commanders are responsible for all aspects of health and sanitation of soldiers of their command who reside in government controlled housing and mobile home parks. A commander who receives a complaint of a health hazard, unsanitary conditions in the mobile home park, or damages in government controlled housing, will report these conditions to the Chief, Housing Division. The commander, or his representative, will accompany the assigned Housing Agent to the soldier's quarters.

b. The Medical Department Activity (MEDDAC), Preventive Medicine Activity, will provide a representative to attend an announced or unannounced health and sanitation inspection of government controlled quarters and mobile home park space.

3-3. Inspections.

a. Types of quarters inspections include the following:

(1) Consensual inspections may be conducted without authorization of the Garrison Commander.

(2) Nonconsensual inspections may be directed by the Garrison Commander upon receipt of "credible" information which indicates the existence of hazardous health or unsanitary conditions.

b. Major factors which substantiate a report of unsatisfactory standards are the following:

(1) Unsightly and odoriferous garbage.

(2) Floors stained or dirty with grease, food particles or pet excrement.

(3) Build-up of grease, dust, and stains on kitchen appliances.

(4) Excessively dirty walls, doors, and bathroom fixtures.

(5) Odoriferous or unsightly yard which has not been maintained for a long period of time.

(6) Any structural damage which contributes to the deterioration of government property.

c. A report of each inspection will be made a part of the occupant's housing record. A Memorandum of Warning, with a copy of the inspection, will be sent to the sponsor allowing 5 calendar days for corrective action, at which time a follow-up inspection will be made. If corrections are not made, the Garrison Commander may issue an eviction notice.

CHAPTER 4 Occupants' Responsibilities

4-1. 15-Day Maintenance Discrepancy List. Upon assignment of government controlled housing, the Housing Agent will conduct an initial walk-through of quarters with the assigned occupant, while noting damages on the 15-Day Maintenance Discrepancy List (FP Form 821). The Housing Agent will provide a copy of the list to the occupant. He will inform the occupant that he will have 15 days to list any additional discrepancies and return the list to the DPW, Housing Division, Family Housing Office in the allotted time. Sponsors are responsible for completing and returning the survey to the DPW, Housing Division, Family Housing Office, within 15 days of assignment to quarters. The 15-day discrepancy list will be placed in the drop-box located in front of the DPW, Housing Division, Family Housing Office, Building 1831.

4-2. Abandoned Vehicles. Vehicles found dismantled/abandoned in government controlled housing areas will be impounded at the owner's expense. The Provost Marshal Office (PMO) is the proponent for the installation's abandoned vehicle program.

4-3. Absence from Quarters. If the occupant is scheduled to be on leave or has extended TDY, the occupant will complete FP Form 52, Government Quarters Occupancy, Appendix Q Part II, Notification of Absence From Government Quarters and will return the form to the DPW, Housing Division, Family Housing Office. Designating a specific individual as a representative during the occupant's absence is included in this form. This action must be completed prior to the departure and authorizes identified individual access to the occupant's quarters (house sit, water plants, take care of pets, etc.) Another good policy is to notify the PMO of the occupant's absence. The occupant is expected to take the same precautions of a prudent homeowner. Occupants will ensure that personal and government owned property and equipment are protected from possible damage and destruction. Even though a member is absent from their assigned base, members are still responsible for the care of their lawn.

4-4. Antennas/Satellite Disks/Cable Television (TV).

a. Occupants may not install TV antennas on government controlled quarters or premises. The DPW, Housing Division, Family Housing Office and the DOIM, Operation and Systems Integration Division, Frequency Management Section, must approve installation of scanner/frequency modulation (FM) antennas.

b. Satellite disks will be installed in accordance with manufacture's instructions, but in no case will the satellite disk be attached to the housing structure. The satellite disk may be mounted to an appropriate pole in the yard, which must be removed and the yard returned to its original condition upon termination of quarters. Penetration of walls, roof, or any part of the housing structure is prohibited. A flat transition strip may be used through a window, which does not interfere with the operation of the window. Occupants residing in government leased quarters must acquire an exception to policy from the DPW, Housing Division, Family Housing Office.

c. Commercial cable TV lines, which are available on a contractual basis, may service all government controlled housing units, which the occupant desires.

d. Occupants requesting an exception to policy must complete the Reason for Exception to Policy (FP Form 55, Appendix Q) and submit it to the DPW, Housing Division, Family Housing Office.

4-5. Automotive Repair.

a. Major repairs to automotive vehicles in government controlled housing areas are prohibited.

A major repair includes, but is not limited to, motor overhaul, transmission and differential repair, lining of brakes, or any other repair which requires the vehicle to be jacked up or left in an inoperative condition for a prolonged period of time.

b. Minor repairs, such as motor tune up, which are normally concluded in a short time frame and do not leave oil residue on carports or driveways are authorized.

c. Used motor oil or other petroleum products will not be disposed of in any drainage system, nor be discarded on grounds or on paved surfaces. Petroleum products may be disposed of at the Army and Air Force Exchange Service (AAFES), Service Station or the DCFA, Community Recreation Division, Automotive Skills Development Center.

4-6. Bicycles. Occupants of government controlled housing areas and the mobile home park will comply with the following:

a. Register all bicycles with the PMO.

b. Bicycles will not be ridden after sunset unless adequately lit (white light in front and red in back, as a minimum).

c. Rider must wear a protective helmet and reflector belt.

d. Bicycles will not be stored in common entrances.

4-7. Burning Leaves. Burning of leaves and other debris is prohibited.

4-8. Cleanliness. Sanitary inspections of government controlled quarters will be in accordance with Chapter 3.

4-9. Common Use Areas. Occupants will cooperate with all other occupants and Street Coordinators in maintaining common use areas and grounds. All occupants will be responsible for keeping up the appearance of joint or common use facilities, such as playgrounds, lawn areas, refuse pick-up points, etc. The entire area must be kept in a clean and orderly manner.

4-10. Community Living. All personnel residing in government controlled housing must realize that community living requires the utmost in cooperation among occupants. Sponsors must ensure that family member(s) and guests in their household understand the importance of harmonious living and observe the rules of occupancy set forth in this section.

4-11. Commercial Endeavors.

a. The use of any commercial type appliance or machinery in government controlled housing or

garages is prohibited. Certain limited business activities may be approved such as handicrafts, childcare, and the sale of products. Those interested in operating a home-based business must seek approval through the DCFA, Financial Planning and Review Branch, Solicitation Office, Suite 207, Building 419, 531-7421.

b. In accordance with Army regulations, when an individual is caring for a child other than his own in government quarters for 10 or more hours a week it is considered a business endeavor. Family member(s) providing this care must have approval from the DCFA, Family Support Division, Child Development Services, and satisfy standards for health, safety, and child development. Those interested in providing certified child care will contact the Family Child Care (FCC) Office at 531-1961. *Providing unauthorized child care may jeopardize the sponsor's assignment to government controlled housing.*

4-12. Cultivation of Bees. The keeping and cultivation of bees in government controlled housing and mobile home park areas is prohibited.

4-13. Damage. Preventing damage to government controlled quarters, grounds, and government property is the occupant's responsibility. Specifically, the attachment of any item to the roof of the quarters/storage rooms, or otherwise modifying the building is prohibited. Large nails, moly-bolts, or oversized fasteners will not be used to hang pictures or other items.

4-14. Deployment Policies.

a. Family members of sponsors who are temporarily deployed are not required to terminate quarters. Occupants who wish to depart the installation during periods of deployment must comply with the following:

(1) Complete appropriate documentation at the DPW, Housing Division, Family Housing Office, Building 1831, designating a representative who will maintain a key to the quarters for regular or emergency maintenance, change the air conditioning filters on a monthly basis, change thermostat settings during transitions from cooling to heating, and maintain yard standards.

(2) Complete the Fort Polk House Watch Program form (FP Form 53 Appendix Q) at the PMO, Military Police (MP) Station, placing quarters on the House Watch Program. (The PMO does not mandate people to sign up for the house watch program; it is strictly voluntary.)

b. Family member(s) may terminate quarters and depart the area at their expense; however, if the service member has departed the area, the family

member must have a limited Power of Attorney and is reminded of the following:

(1) Storage or transportation of household goods from or back to the installation will be at service member's expense.

(2) There is no guarantee of housing availability if family member(s) elects to return to the installation. Sponsor, or his legally designated representative, must complete normal housing application and process.

(3) There are no geographical bachelors quarters available for the sponsor upon return from deployment, if family member(s) elects not to return.

(4) Upon receipt of sponsor's next PCS orders, the government will pay for transportation of household goods from Fort Polk to the new duty station. Transportation of household goods from an alternate location will be borne by the sponsor.

4-15. Energy Conservation. Occupants will exercise strict economy in the use of government furnished natural gas, electricity, and water. See Appendix E.

4-16. Entomology Service. Occupants of government controlled quarters will:

a. Be responsible for simple pest control to prevent insect and rodent problems. High standards of cleanliness must be maintained. In the event of termite infestation, notify the DPW, Entomology Service immediately. Occupants of government leased quarters will notify the on-site manager after three unsuccessful attempts.

b. Make three reasonable attempts, no closer than 3 days apart, to control infestations of nuisance/household pests in their quarters, using materials obtained from the Self-Help Store. See Appendix F.

c. Read and follow all label directions and any information provided when using pesticides. Failure to use the pest control materials in the proper manner will not be considered as one of the three required attempts to control the pest infestations. (If occupants have pets, they will bear the expense for exterminating their quarters against fleas and ticks.)

d. Ensure that all pesticides are stored out of reach of children and pets.

4-17. Fences. Those desiring to erect a fence must submit a written request, Request to Construct a Fence (Fence Permit), (FP Form 57 Appendix Q) to the DPW, Housing Division, Family Housing Office. Fences within all government controlled housing areas must conform to the criteria established in Appendix G. Occupants requesting an exception to policy to construct a fence must complete a Reason for Exception to Policy (FP Form 55 Appendix Q)

and submit it to the DPW, Housing Division, Family Housing Office.

4-18. Firearms. Adult occupants of government controlled housing and mobile home parks may retain firearms or weapons in quarters provided the weapons are properly safeguarded (under lock and key) and are registered with the PMO within 3 days of arrival or purchase. (See JRTC & FP Reg 190-3.)

4-19. Garage/Yard Sales. Occupants of all government controlled housing areas are permitted to conduct sales only on the first Saturday of each month. Sales must be conducted during daylight hours only and must end by 1600. Signs cannot be attached to utility, telephone, street name, or traffic poles. A sign may be placed at the quarters on the day of the sale and must be removed at the end of the sale.

4-20. Garbage and Refuse.

a. Refuse will be placed at the street curb on designated pick-up days, which is once weekly in government owned housing areas, and twice weekly in government leased areas. Grass clippings, leaves, branches, etc., are collected at the same time. (Branches must be placed in bundles with strong rope, etc. and not longer than 3 feet long for pick-up.)

b. Occupants residing in government owned housing areas will place recyclable refuse in recyclable containers furnished by the refuse collection contractor. *Food and wet waste with recyclables will not be mixed.* Recyclables are collected on the same day of the week as refuse. For delivery of recyclable container call 535-1155.

(1) In the blue container, deposit glass bottles and jars (clear only), aluminum of all kinds (foil, cans, pie tins, etc.), No. 1 and No. 2 plastic (milk jugs, soda pop, and detergent containers, etc.), and tin cans. See Appendix H. Labels may be left on all items except tin cans. All lids will be disposed of in regular refuse. All containers will be rinsed and flattened, as much as possible.

(2) In the gray container, deposit newsprint (includes slicks, coupon pages, advertisement inserts, but not magazines or telephone books), white paper (includes fliers, envelopes, and window envelopes), cardboard (includes corrugated), and chip board (includes shoe boxes, cereal boxes, and similar lightweight packing material). Flatten all items to be deposited in the gray container. Oversized items will be stacked or bundled under recyclable container, or tied (or otherwise secured) and placed alongside container.

c. Occupants in government leased housing areas do not currently collect recyclables.

d. White goods such as old appliances and large bulky scrap metal are collected from the curb each week.

e. Tires, oils, and batteries may be taken to the AAFES, Service Station or the DCFA, Community Recreation Division, Auto Skills Development Center.

f. Packing pellets may be taken to the Fina Mini Serve, 1401 South Fifth Street, Leesville, LA, telephone 238-4401.

g. Old greeting cards may be sent to the Saint Jude's Ranch for Children, P.O. Box 1426, Boulder City, NV 89005.

h. Used clothing may be taken to Building 205, telephone 531-4433.

i. Household items may be taken to the DCFA, Thrift Shop, telephone 537-0459.

4-21. Government Furnished Household Equipment. A cooking stove, refrigerator, built-in dishwasher, and garbage disposal are provided in all government controlled housing units. These items will not be replaced with occupant owned equipment and appliances.

4-22. Government Liability to Occupants of Government Controlled Family and Bachelor Housing.

a. Sponsors residing in government controlled housing may file claims at the Staff Judge Advocate (SJA), Claims Division for certain losses or damage due to fire, flood, theft, or vandalism to their personal property which is located at such quarters, provided such loss or damage is not caused by an occupant's negligence. Commercially obtained renter's insurance *is strongly recommended* for residents of government controlled housing and bachelor housing.

b. The SJA, Claims Division will only pay for damages to personal property. Cleaning of government property is the responsibility of the sponsor.

c. Claims will normally be paid on the basis of repair of repairable items, or depreciated value of the lost item.

d. Central Louisiana is considered to be subject to frequent thunderstorms. Therefore, for any claim for damage to sensitive electronic equipment such as TVs, stereos, video equipment, personal computers, microwaves, telephone answering systems, etc., from a power outage, power surge, or lightning to be payable, the occupant must have installed surge protectors on that equipment.

4-23. Government Liability to Occupants of Government Owned Mobile Home Spaces. Mobile home owners will ensure that they have

adequate private insurance to protect their property from loss, as the Government will not pay for damage to or loss of property through fire, flood, vandalism, or theft from mobile homes.

4-24. Grand Pianos. Grand and baby grand pianos are not authorized in second-floor quarters, unless proof of renter's insurance is submitted to the DPW, Housing Division.

4-25. Hot Tubs. Hot tubs are not authorized in government controlled housing.

4-26. Insurance. While occupying government quarters, the occupant may want to consider buying commercial insurance to protect himself in the case of a major loss. Such insurance will specify clearly the personal liability coverage is for loss or damage involving government quarters, furnishings, and equipment. A common policy for this coverage will likely be a renter's policy.

4-27. Liability for Damage to Government Controlled Quarters. Under Federal Law (10 United States Code (USC) 2775), members of the Armed Forces occupying government controlled quarters will be held liable and accountable for loss or damage to quarters, equipment, or furnishings caused by the abuse or negligence of the member, the member's dependents, or the member's guests. While the amount of liability is limited to 1 month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. The authority to waive, in whole or part, claim under 10 U.S.C., Section 2775, has been delegated to those commanders who exercise final approval authority for Reports of Survey under AR 735-5, Policies and Procedures for Property Accountability. See Appendix I.

4-28. Water Beds. Water beds are not authorized on second-floor quarters, unless occupant may show proof of renter's insurance.

4-29. Improvements.

a. Room additions to mobile homes will be commercial in design and construction; the Chief, Housing Division must approve construction.

b. In addition to one storage shed, occupants may have one small doghouse per dog, for a maximum of two, unless otherwise authorized pursuant to approval of an Exception of Policy. Dog houses must be neatly constructed, painted, and kept clean. The Chief, Housing Division must approve requests for dog runs. See Appendix G.

c. The Chief, Housing Division must approve structural additions and/or improvements to government controlled quarters. See Appendix G.

4-30. Lawns, Shrubbery, and Storage.

Occupants are responsible for maintaining the exterior area surrounding their quarters, garage, and carport. Generally, this area is an imaginary line halfway between the resident's building and any other buildings to the front, rear, or either side. If there is no structure in these directions, the area of responsibility extends to the street, fence line, tree line, ditch, or edge of an area maintained by others.

a. Occupants must ensure their areas of responsibility are kept clear of debris that might cause personal injury or damage while mowing grass. Everyone is expected to maintain a neat appearing lawn.

b. Housing Agents accomplish daily lawn inspections and, where required, discrepancy tickets will be issued to residents when necessary. Noncompliance with correcting the discrepancies will mean a directed termination from housing. The established standards in Table 4-1 are as follows:

STANDARDS FOR FAMILY HOUSING LAWN CARE

ITEM	STANDARDS
Grass Mowing	Accomplish, as necessary, to maintain a neat appearance. Grass will not exceed 3 inches in height. Sometimes, grass mowing may be required more than once a week, especially in the summer months.
Edging of Grass	Edge sidewalks, patios, and driveways to maintain a neat appearance. Do not "trench" along areas.
Grass in Cracks	Grass will be removed from cracks in the sidewalks and crevices in the driveways, parking spaces, and steps.
Trimming of Grass	Trim grass around the foundation of the house, steps, carports, and garages.
Bushes/Shrubs	Trim bushes/shrubs.
Carports/Garages	Carports and garages must be neatly maintained. While storage is limited, these areas must not be cluttered or unattractive. Refrain from unsightly storage of household goods, such as barbecue grills, bicycles, and toys.
Decks/Patios	Decks and patios must be neatly maintained. They are NOT to be used as pet containment areas or as an extra storage area.
Raking Leaves	As necessary, leaves must be raked from all areas surrounding your unit and placed in paper bags available at the Self-Help Center. Sometimes, this may be required more than once a week, especially in the autumn when the trees lose their leaves. Also, raking may be required after a heavy rain-storm or high winds.
Pine Straw	Pine straw will be removed only when it lies on established lawns and will be allowed to remain as natural mulch on slopes and bare areas subject to erosion. Pine straw will be raked clear of buildings and structures. Note: Raking of any kind is prohibited in newly turfed or seeded areas where grass is being established.
Removal of Debris	The lawn must be free of debris (paper, cans, candy wrappers, etc.). Additionally, items such as tires, plywood, or other miscellaneous items must be removed.

Table 4-1. Standards for Lawn Inspection.

4-31. Lockout Instructions.

a. Occupants of government controlled quarters who lose keys to quarters during normal working hours must go to the DPW, Housing Division, Family Housing Office to obtain a duplicate key.

b. Occupants of government controlled quarters who lock themselves out of their quarters during non-duty hours must contact the Field Officer of the Day (FOD). After verification of housing occupancy by the FOD, the Military Police (MP) will be dispatched to the quarters to establish proper identification of the occupant (prior to or upon entry) and unlock quarters.

4-32. Lost Keys. Replacement of keys is the responsibility of the occupant. In the event lost keys require a change in the locks, the expense of replacement (parts and labor) will be levied against the occupant. For stolen keys or locks broken by

intruders, the US Government will replace the locks when an MP Report accompanies the repair request.

4-33. Mail Box Keys. Occupants requiring another mail box key may obtain one from the DPW, Housing Division, Family Housing Office during normal working hours. Charges will be assessed for lost keys.

4-34. Noise Abatement. Excessive noise is prohibited in government controlled housing and mobile home park areas. Sponsors must ensure that their family members, guests, or domestic employees do not use loud, profane, or vile language. Stereos, radios, TVs, musical instruments, and other noises must be controlled in such a manner so as not to infringe on the privacy of others. Any music, vibrations, or other sounds coming from a hand-

carried sound system or a vehicle with open or closed windows that travels a distance of 25 feet away in any direction is prohibited. (See Command Policy Memorandum #S-11, Noise Abatement. This publication is available electronically through the website address: <http://polk-ew.army.mil>.)

4-35. Occupant Owned Equipment and Appliances. Occupants residing in government controlled housing areas must seek the approval of the Chief, Housing Division to install built-in improvements. If the Chief, Housing Division approves erection of permanent fixtures, the built-in improvements will be left in place and become US Government property; otherwise, sponsors must restore the quarters to original condition prior to termination of quarters.

4-36. Pet Control. All animals brought onto, or maintained in, government controlled housing and mobile home park areas are included within the meaning of JRTC & FP Reg 40-3, Animal and Animal Disease Control. The privilege of maintaining a privately owned animal is dependent on the animal's continuing ability to live harmoniously within the military community. The Garrison Commander, or his designee, may withdraw this privilege when the animal's continued presence constitutes a threat to the health or safety of people and/or other animals, or where the animal is deemed to be a public nuisance. Sponsors are responsible for the actions of their pets and will ensure that appropriate control measures are taken, as follows:

a. Pets will be controlled at all times, in such a manner as to prevent them from becoming a nuisance or menace to other persons, animals or property. Animals will be controlled to prevent biting or inflicting injury to people or other animals. *Pets will be on a leash at all times outdoors.*

b. While outside, animals will not be permitted to run "at large." Animals will be confined within a fenced area, staked in a back yard, or kept on a leash held by a responsible individual.

c. While outside, animals will be controlled in such a way that it prevents them from creating unsanitary conditions on common areas and on the premises of neighboring quarters. Occupants are responsible for *immediate* cleanup of all wastes deposited by their pets on the premises of neighboring quarters and on common areas. Occupants will remove animal waste from their own quarters daily.

d. Pets will not be left unattended or allowed to relieve themselves on balconies.

e. Common use areas (i.e., tennis courts, golf course [not to include golf course track], swimming pool enclosures, playgrounds, and athletic fields) are

off limits to pets at all times. Additionally, pets will be controlled so as not to interfere with official reviews, ceremonies, or parades.

f. Pets are not permitted in public buildings or installation temporary lodging facilities. Exceptions are given to Seeing Eye Dogs.

g. Owners of unsprayed females will ensure that the animal(s) is/are kept in isolation during estrus (heat period).

(1) Owners are responsible for the health maintenance of their pets. They will ensure their pets receive proper shelter and protection from the weather; humane care and treatment; sufficient nutritious, wholesome food, and water; a microchip; veterinary care when needed to prevent suffering; and all immunizations, as required.

(2) Owners will have their pets tested and treated for parasites (including canine heartworm disease) and other disease, which, in the opinion of the Installation Veterinarian, constitutes a health threat to persons or other animals in the community. Owners will have their dog(s) tested for heartworm disease annually, and administer heartworm preventative medication on a year-round basis on those dogs.

h. Maintenance of dogs or cats in government controlled housing and mobile home park areas is limited to a total of two animals per family unit. The Garrison Commander may grant waivers to the limitation on the number of pets.

i. Litters of puppies or kittens, which are less than 90 days of age, are exempt from registration. After 90 days of age, such animals must be registered and comply with the limitations of the above paragraph.

j. Maintenance of small caged pets (birds or small mammals such as gerbils, hamsters, etc.) is limited to two per family unit. Such animals must be maintained in such a manner to preclude a nuisance to the neighbors or damage to US Government property. There is no limitation on the number of aquarium fish that may be maintained in housing units.

k. Livestock, sylvatic (i.e., skunks, foxes, raccoons, and squirrels) and exotic animals normally zoo-kept (ferrets, monkeys, wild birds, poisonous snakes, and wolves) will not be maintained in family

or bachelor housing as privately owned pets. The Garrison Commander must approve any exception to this restriction on animals. Under no circumstances will such animals be brought into the housing areas or onto the installation until such approval has been granted.

l. The breeding or raising of animals for commercial (profit-making) purposes in government controlled housing and mobile home park areas is

expressly prohibited. Commercial raising is defined as an owner allowing an animal to have more than one litter and selling the offspring.

4-37. Parking of Privately Owned Vehicles.

a. Parking of privately owned vehicles is restricted as follows:

(1) On those streets where the sidewalk exists on only one side of the street, parking will be authorized only on that side of the street where there is no sidewalk.

(2) On those streets where sidewalks exist on both sides of the street, and there is only one entrance onto the street, parking will be authorized only on that side of the street which is considered the right side of the street as the occupant enters the street.

(3) On those streets where sidewalks exist on both sides of the street, and there are two or more entrances onto the street, parking will be authorized only on that side of the street authorized by the Street Coordinator. Street Coordinators are responsible for the publication and enforcement of this policy.

b. Parking of privately owned vehicles in areas listed below is prohibited:

- (1) On sidewalks.
- (2) Blocking driveways.
- (3) Within 15 feet of a fire hydrant.
- (4) Upon lawns or in grassed areas (unless specifically authorized by competent authority).

4-38. Parking of Watercraft and Recreational Vehicles (RV). Size permitting, parking is authorized in the garage, under the carport, or in the driveway. Parking on grassy areas is prohibited. If the RV is the only mode of transportation, the occupant may submit an Exception to Policy to the DPW, Housing Division, Family Housing Office.

a. The Family Housing Office maintains a number of well lit, secure RV parking lots for convenience. A parking space may be obtained by contacting the RV Park Manager at 531-4198.

b. Boats, motors, motorcycles, bicycles, etc., must be secured to a permanently fixed, immovable object with a heavy lock and chain, or secured inside a locked storage area in order to not be the subject of a claim in the event of theft.

4-39. Rabies.

a. A major problem in the control of rabies is that the disease may be prevalent among wildlife. If any wild animal or stray dog or cat is observed acting in a manner peculiar to its normal habits, or appears in a populated area, the incident must be reported immediately to the MPs (for occupants of government owned housing and mobile home park area). For occupants residing in government

controlled quarters, they will report these incidents to the Vernon Parish Sheriff's Office (VPSO) immediately. The animal will be kept under surveillance from a safe distance until apprehended by experienced personnel.

b. State law and JRTC & FP Reg 40-3 require all dogs and cats be inoculated (vaccinated) by a veterinarian against rabies annually.

4-40. Reports/Complaints.

a. Reports/complaints received by the MPs regarding misconduct or disturbance in the mobile home park and/or government controlled housing areas caused by the sponsor, his family member(s), guests, or domestic employees will be processed as follows: Military Police will be dispatched to the scene to investigate the incident. If the incident is of a serious nature, the unit commander or his representative will be notified. Copies of the MP Desk Blotter, DA Form 3997, will be furnished to the Chief, Housing Division.

b. Reports/complaints regarding misconduct or disturbance in the government leased family housing areas will be reported to the Vernon Parish Sheriff's Office (VPSO) for investigation. If the incident is of a serious nature, the unit commander or his representative will be notified. A copy of the VPSO Offense Report will be furnished to the Chief, Housing Division.

c. Upon receipt of an incident report, the Garrison Commander's Office will prepare a Memorandum of Warning and expedite delivery to the sponsor's unit commander for immediate corrective action. Commanders will notify the Chief, Housing Division, of corrective action taken. The Chief, Housing Division may prepare a Memorandum of Eviction for the Garrison Commander's signature on the first offense, depending upon the seriousness of the incident.

d. In the event of a second offense, the Garrison Commander's Office may prepare a Memorandum of Eviction, directing the sponsor to vacate the mobile home site or government controlled quarters within 30 days after receipt of the letter. Incidents of a serious nature will dictate a 7-day eviction letter.

e. In domestic incidents involving family members whose sponsor is assigned temporary duty or PCS elsewhere, an information copy of the MP report or VPSO's Offense Report and Memorandum of Warning will be forwarded to the sponsor. If a secondary sponsor has been appointed, a copy of the above documents will be forwarded to that person as well.

f. An eviction notice will be effective within 7 or 30 days after receipt by the sponsor. In the event the sponsor wishes to appeal the eviction, he will have 3

to 7 days, as applicable, to submit such an appeal, in writing, to include any supporting documentation to the Garrison Commander, Headquarters, Joint Readiness Training Center and Fort Polk, Fort Polk, Louisiana 71459-5000. The decision of the Garrison Commander on such an appeal will be final.

g. Minor complaints/problems will be brought to the attention of the Street Coordinator/Mayor. If the Street Coordinator/Mayor cannot resolve the problem, then he will contact the MPs.

4-41. Safety.

a. For safety purposes, occupants must drive carefully, observing speed limits, and must be alert to avoid children who may dart into the street.

b. Occupants will be especially watchful for children and toys when backing out of driveways. Occupants will supervise children at play, encouraging them to play on playgrounds and keeping them out of the streets and neighbors' property.

c. In no case will any occupant, guest, or domestic employee get on the roof of any government controlled housing unit.

d. No items or decorations (i.e., Christmas lights) of any kind are authorized to be placed on the roof of housing units.

4-42. Self-Help Store.

a. Occupants of government controlled quarters and mobile home parks may obtain yard tools, grass seed, and fertilizer from the Self-Help Store.

b. All sponsors, and their spouses, residing in government controlled family housing and the mobile home park area, are required to register with the Self-Help Store in order to draw tools and supplies.

c. All loaned self-help tools/equipment must be returned to the Self-Help Store within 48 hours, unless otherwise directed.

d. The government controlled housing occupants will have access to limited quantities of grass seed, topsoil, and fertilizer for approved landscaping needs. They will also be authorized to draw garbage cans and limited quantities of pest control products.

4-43. Storage of Privately Owned Furnishings.

Privately owned household goods which cannot be accommodated in assigned quarters will be stored at US Government expense. A memorandum to authorize storage may be obtained at the DPW, Housing Division, Family Housing Office. Storage is not authorized in the attic space of the housing units.

4-44. Supervision of Children. Command Policy Memorandum #S-9, Home Supervision of Children, applies to families living in all government controlled

housing areas, and establishes minimum requirements. The Army addresses child protection in AR 608-18, Family Advocacy Program. The regulation authorizes the installation to enforce minimum standards to ensure the physical and emotional safety of children. The regulation also clearly assigns the responsibility for child safety to parents.

a. *Child Restraint Seats.* Parents reported for not using child restraint seats in a vehicle may be charged with child neglect under AR 608-18. In addition, AR 190-5, Motor Vehicle Supervision, requires all vehicle occupants be restrained by seat belts or child restraint. The Louisiana Safety Belt Use Law (enforced on Fort Polk under the Assimilated Crimes Act) allows police to make traffic stops solely to issue citations for failure to use safety restraints. Fines are currently about \$25 for first offenders. The state law states:

(1) Children under age 5 must be in child restraint seats.

(2) Children from age 3 to 5 may be secured in the rear seat with a seat belt, but a child under age 5 riding in the front seat (or in a vehicle without a rear seat, such as a pickup truck) must be in a child restraint seat.

(3) All front seat passengers must wear seat belts.

(4) Children under age 6 are prohibited from riding in the beds of pickup trucks.

b. *On-Post Curfew.* On Fort Polk, all children under age 18 are subject to these curfew hours:

(1) Sunday through Thursday, 2200 - 0600

(2) Friday and Saturday, 0001 - 0600

(3) Holidays preceding a weekend or another holiday, 0001 - 0600

(4) Holidays preceding a weekday, 2200 - 0600

c. *Home Supervision Standards.* The Fort Polk Family Advocacy Committee has set the following minimum standards for parents and others who supervise children in government controlled housing:

(1) Their parent, a legal guardian, an adult or a responsible child must supervise children under the age of 12.

(2) No child under age 18 will be left alone overnight.

(3) Requirements for specific age groups are:

(a) Ages 0 to 12 months: Require constant direct supervision; never leave alone. Check periodically when sleeping. Supervisor must be able to respond immediately to prevent injury or harm.

(b) Ages 1-4 years: Greater potential for danger as children are very mobile. Never leave alone; require constant direct supervision and direct visual contact during outside play. Supervisor must be close enough to respond immediately to any

emergency or threatening situation. Check periodically when sleeping.

(c) Ages 5-7 years: Do not require constant direct visual contact and may be allowed to play in a safe, appropriately designated area. Supervisor must always be available for immediate response, and must check on the child frequently (every 15 minutes) to ensure the child remains in the safe area. Some children in this age group are not yet responsible or mature enough to abide by these guidelines. In this case, they must be supervised in the manner prescribed for younger children.

(d) Ages 8-9 years: Same as for ages 5-7 with the following exception: The supervisor must check on the child every 30 minutes. Children in this age group must not be left to supervise younger children. A child in this age group who is not responsible or mature enough to abide by these guidelines will receive the supervision appropriate for one of the younger groups.

(e) Ages 10-11: May be allowed greater flexibility. Supervisor must be aware of the child's location and activities at all times. May be left home alone for up to 1 hour, but will be equipped with an emergency plan -- at minimum, they will know the name, location, and telephone number of a person who is physically able to respond to them if necessary. Children in this age group must not be left to supervise younger children. A child in this age group who is not responsible or mature enough to abide by these guidelines will receive the supervision appropriate for one of the younger groups.

(f) Ages 12-17: May be left alone, but not overnight. When left alone, there is an emergency plan. At a minimum, they will know the name, location, and telephone number of a person who is physically available to respond to them if necessary. A child in this age group who is not responsible or mature enough to abide by these guidelines will receive the supervision appropriate for one of the younger groups.

d. Supervision by Other Children. Parents are responsible for choosing reliable people to supervise their children. They must exercise great care in determining whether other children are able to care for and supervise their children. Children in the same age group often have varying abilities and maturity, and are capable of handling differing degrees of responsibility. Parents must carefully consider the amount of responsibility that their children are capable of assuming before leaving them unsupervised or charging them with the responsibility for supervising other children.

(1) Age 12: Children under age 12 will not be allowed to supervise younger children. If adequately prepared, a 12-year-old may supervise:

(a) One infant (0-12 months) only, for a brief period (not to exceed 1 hour).

(b) Groups of one to three children, none under five years old, for a maximum of 3 hours.

(2) 13-14 years: The same requirements apply to ages 13 and 14 as for 12-year-olds, with one exception: A 13- or 14-year-old child, if adequately prepared, may supervise one infant only for up to 3 hours, or supervise a group of no more than four children ranging in age from 1 to 11 years for a maximum of 4 hours.

(3) 15-17 years: Same as the 13-14 group, except -- if adequately prepared -- is permitted to supervise one infant only for no more than 10 hours a day, or supervise a group of no more than five children (ages 1 to 11) for no more than 10 hours a day.

4-45. Swimming Pools. Pools will be no more than 2 feet in height and 15 feet at its greatest width. Children will never be left unattended. Water will be changed on a frequent basis so as to prevent spread of disease. Pools must be placed inside the occupant's fenced yard, and the entrance gate will be secured by a lock. In the event that the occupant has a swimming pool, and the occupant and family members are not home, the gate for entrance of the pool will be locked to prevent other children from entering the pool. The occupant will call the DPW, Housing Division, Family Housing Office to inspect the pool for compliance to policies of the Occupant Handbook. It is recommended that sponsors purchase liability renter's insurance.

4-46. Telephone Service. The US Government does not provide telephone service. Telephone service to quarters may be obtained by completing a preliminary application form under the Waiver Deposit Program, available at the G1/Adjutant General (AG), In/Out Processing Center (Building 1830, Room 28).

4-47. Vegetable Gardens.

a. Occupants of government owned quarters are authorized to have vegetable garden plots in their yards where flower beds are normally located, or along wood-lines. Destruction of established grass or lawns for this purpose is prohibited. Government owned shrubs and bushes destroyed when installing garden plots will be replaced at the expense of the sponsor. It is important that the occupant is careful not to dig close to the quarters; pesticide barriers will be easily broken down causing the quarters to be re-infested by termites. The occupant will be held responsible for the expense of re-treating areas tampered with, against termite re-infestation.

b. Occupants of government leased family housing areas are authorized to grow vegetable plants in containers *only*.

CHAPTER 5 Maintenance of Quarters

5-1. Central Air Conditioning/Heating. See Appendix E.

5-2. Emergency Maintenance. Emergency maintenance includes, but is not limited to, the problems listed below:

a. Loss of heat during the period 1 November through 31 March. NOTE: Occupants of government leased family housing areas must have a medical statement on file with the site manager for air conditioning/heating calls to be classified as an emergency. However, all calls are normally responded to within 4 to 6 hours.

b. Loss of air conditioning during the period 1 April through 31 October.

c. Clogged toilet or sink drains. This is an emergency only if there are no other operable toilets or sinks within the individual dwelling unit.

d. Loss of water or broken water lines.

e. Back flowing floor, sink, or toilet drains.

f. Electrical power failure.

g. Gas service failure.

h. Sudden failure of all burners on the kitchen stove.

i. Suspected gas leaks. (Evacuate the building/structure and then, from a neighbor's house, notify the DPW, Fire and Emergency Services Division (Fire Department) via 911.

j. Inoperative refrigerator or freezer.

k. Sparks or smokes from electrical fixtures and outlets. (Notify the DPW, Fire and Emergency Services Division (Fire Department) via 911, and then turn off the circuit breaker to the affected area. If unsure, turn off the main circuit breaker.)

l. Damage to house by occupant, storm or other natural disasters, which destroys the weathertight properties of the individual dwelling units.

m. Faulty exterior/entrance lock sets.

n. Flooding.

o. Downed utility poles/trees.

5-3. Maintenance of Government Controlled Housing.

a. The US Government will maintain the property in good and habitable condition, and will be responsible for all repairs not due to abuse or negligence of the sponsor, their family members, guests, domestic employees, and pets during occupancy.

b. Contract personnel assigned maintenance work in government controlled housing areas are not subject to the supervision, instruction, and/or assignments of duties by the occupant of the quarters. The maintenance worker is to do only work set forth on the work order. Maintenance personnel work under strict requirements as to the courtesy and the consideration of the occupant. Occupants are expected to conduct themselves in a like manner.

c. Maintenance personnel are not permitted to enter quarters in the absence of the assigned sponsor, or his authorized representative, except in the case of an emergency or under the supervision of the Chief, Housing Division, or his authorized representative.

5-4. Normal Maintenance. Maintenance of a normal nature includes all work to correct deficiencies which are not classified as an emergency. Work that is not classified as an emergency will not be authorized during non-duty hours.

5-5. Procedures for Requesting Maintenance/Repair.

a. *Normal Maintenance.* Occupants of government owned housing will report all routine maintenance requirements by calling the contractor work order desk at 531-1379 (press 1-DPW); occupants of Sycamore Point will call 537-3225; occupants of Timber Ridge will call 537-0028. Response time for all government controlled housing areas is 3 duty days after notification by the occupant. When the occupant of any government controlled housing area is not home when maintenance personnel arrive, a card will be attached to the door of the quarters stating the date, time, work order number, and nature of call, advising the occupant to call in a new work order.

b. *Emergency Maintenance.* Occupants of government housing will call to the contractor work order desk at 531-1379 (1-DPW); response time is 1 hour after receipt of the call. Occupants of Sycamore Point will report all emergencies by calling 537-3225 and occupants of Timber Ridge will call 537-0028. Once determined to be an actual emergency, response time will be no more than 1 hour after receipt of the call.

c. *Preventive Maintenance.* The contractor for all government controlled housing areas will schedule air conditioning and heating preventive maintenance.

CHAPTER 6 Crime Prevention

6-1. Identification of Maintenance Personnel. Maintenance personnel will have identification on

their person when working in the housing areas. Occupants are strongly encouraged to request proof of identification, if it is not visible, before allowing maintenance personnel to enter their quarters.

6-2. Neighborhood Watch. To ensure a higher degree of security within housing areas, all occupants are encouraged to participate in this program. Occupants will contact their Street Coordinator/Mayor for more information. Street Coordinators/Mayors will contact the PMO Operations Officer at 531-7303 for advice and assistance with their community program.

6-3. Security of Quarters/Garages/Personal Property.

a. Occupants must ensure their quarters' doors, to include the door from the garage to the living area of the quarters, are locked during their absence. Garage

doors will be locked at all times when in use. Personal property (bicycles, lawnmowers, vehicles, etc.) must be secured when unattended. Occupants of government owned housing areas are subject to being ticketed by the MP if garage and/or vehicle doors are found unlocked. Unsecured personal property cannot be the subject of a claim for theft.

b. Sliding glass doors have been the means to which break-ins have occurred in the housing area. The mode of entry in housebreaking was obtained by jiggling the sliding glass doors until the pins loosened and fell out. To prevent this situation:

(1) Bolster existing lock by placing a solid strip of wood or a broom handle tightly in the track of the closed door.

(2) Insert screws along the upper track of the sliding door. Leave enough room for the door to slide, but not enough space to lift the door out of its track.

**Appendix A
Applicability of Installation Regulations for Government Leased Family Housing and
Government Controlled Housing**

Government Leased Housing	Government Controlled Housing
Loss of BAH	Loss of BAH
Schools - Pickering	Fort Polk and Leesville
Self-Help - Limited Items (See para 4-42)	All Items
Vernon Parish Sheriff's Office	Military Police
Telephone - Bell South	Bell South
Maintenance Responsibility - 801 Property Managers	DPW J&J Maintenance
Fire Reporting - Call 911	Call 911
Cable Vision	Cable Vision
Entomology Pest Service - 801 Property Managers	DPW
Refuse Collection - DPW	DPW
Hospital Emergency - Bayne-Jones Army Community Hospital	Bayne-Jones Army Community Hospital

Table A-1. Applicability of Installation Regulations for Government Leased Family Housing and Government Controlled Housing

**Appendix B
Fire Regulations**

Section I. Government Controlled Housing

B-1. General. This Appendix Ls applicable to personnel occupying government controlled quarters, to include mobile home sites. It is the desire of this command to provide maximum fire safety with minimum intrusion and invasion of occupants' privacy. It is expected and required that adult occupants will exercise ordinary prudence in their own conduct and will impose reasonable control on minors in their households. Preventing fires is the paramount objective. Pertinent portions of applicable regulations are summarized below. Regulations are available for examination at the DPW, Fire and Emergency Services Division, Main Fire Station. Upon installation of a telephone, call the reporting Fire Department number to ensure the telephone is

wired to obtain that number. For a courtesy fire inspection, or if there is a question relating to fire prevention, call the Fire Inspectors at 531-7247 or 531-7206.

B-2. Fire Regulations.

a. *Responsibility.* Sponsors are responsible for their own actions and those of their family members, guests, domestic employees, and pets.

b. *Fires.* In the event of fire, call 911.

c. *Smoking.* Smoking in bed is prohibited. Individuals are responsible for safe disposal of smoking materials so as to preclude the possibility of fire.

d. *Trash and Litter.* Accumulation of trash on floors or near buildings and mobile homes is prohibited. All trash and litter will be placed in trash receptacles or recyclables bins.

e. *Open Fires.* Barbecue devices will be under close supervision of a responsible adult at all times

when in use and will not be used within 10 feet of any building. Caution will be exercised in the use of candles. Blow torches (includes gasoline, propane, etc.) will be used with stringent caution. The burning of trash, leaves, pine needles, or any other materials in government controlled family housing and mobile home areas is prohibited.

f. *Storage.* Storage is prohibited in heater rooms and in attic spaces of all housing units without exception.

g. *Electric Wiring and Appliances.* Wiring will not be repaired, altered, or extended by the occupant.

h. *Hot Water Equipment.* Adjustments will not be made to hot water equipment installed in government controlled quarters. If the pilot light goes out on the hot water heater, do not attempt to ignite it; call in an emergency work order.

i. *Kitchen Equipment.* Range hoods and fans will be thoroughly cleaned periodically to remove all grease accumulations. Combustibles will be kept clear of open-flame areas such as range tops.

j. *Fireworks.* Fireworks are prohibited without exception in all government controlled housing and mobile home park areas.

k. *Christmas Ornaments.* All Christmas tree ornaments and decorations will be noncombustible. Lights and lighting sets for use with Christmas trees will bear the label of Underwriter's Laboratories, Inc. (UL) and will be in good condition. (Electric lights will not be used on any type of metal tree, nor will they be placed outside on the roof.)

l. *Natural Trees.* When using natural trees, saw the butt at a 45-degree angle and completely submerge the entire butt in water. These trees absorb water at a fairly rapid rate and the water in the stand must be replenished frequently. No natural Christmas tree will be permitted in any building, including family housing, for a period in excess of 10 calendar days.

m. *Flammable Liquids.* No flammable liquids may be used inside of quarters, garages, or mobile homes for cleaning, including the so-called "safe" solvents. Storage of lawn mowers, outboard motors, etc. with integral fuel tanks, is restricted to well-ventilated storage rooms, sheds, and garages.

n. *Stored Gasoline.* Gasoline storage in quarters and mobile homes is prohibited. Since outside detached storage buildings are lacking in government controlled housing areas, flammable liquids may be stored in the connected storage room available provided the following conditions are met:

(1) The aggregate amount in containers, equipment, etc. must not exceed 5 gallons.

(2) The storage area does not contain, and is remote from, any possible source of ignition such as water heaters, furnaces, electrical appliances, etc.

(3) Adequate ventilation of storage area is provided to prevent accumulation of flammable vapors.

B-3. Smoke Detector. Inspection of the smoke detector is performed at the initial inspection of the quarters. The occupant is required to perform an operational test of the detector once monthly. The detector in the unit operates with house power. If desired, the occupant may install a battery-operated detector as backup.

B-4. Carbon Monoxide Detector. Carbon monoxide is an odorless, colorless, and highly toxic gas. It kills thousands of people in North America each year and injures many more. The exact number of exposures is unknown because many non-lethal cases go undetected and unreported. If reported, the "flu-like symptoms" caused by exposure are often incorrectly diagnosed; hence, many damaging exposures do not receive proper medical treatment. Infants and very young children are at an especially high risk of this type of misdiagnosis, because they may be unable to describe their symptoms. (Carbon monoxide detectors are installed in quarters that have gas stoves.)

B-5. Precautions. Ordinary prudence calls for observance of the following precautions:

a. Positive measures will be taken to keep matches, cigarette lighters, and all types of flame-initiating devices inaccessible to children, exercising special care if a child has a history of playing with fire.

b. Flammable liquids will be kept in safe containers away from sources of ignition, and safe from tampering by children. This includes lighter fluid (cigarette or charcoal), paint thinners, solvents, gasoline, and kerosene. Small quantities (one pint or less) may be kept in metal containers capable of being securely closed. Larger quantities must be kept in standard, self-closing safety cans. All flammables must be stored in accordance with paragraph 2n, above.

c. Combustible debris or trash in covered metal cans will be kept 10 feet or more from the quarters, carport, or mobile home.

d. Occupants will allow no persons taking medication intended to induce sleep to use open flame heating devices, including kitchen equipment, without the presence of a responsible second party.

e. Occupants will provide means for prompt removal of any incapacitated members of the family. They will not leave invalids in the house without an attendant capable of handling them, unless aid is

available within the immediate vicinity from neighbors.

f. Children under the age of 12 will never be left alone in quarters. In as little as 3 minutes, a small fire may gain sufficient headway to cause death by asphyxiation.

g. Occupants will clean up promptly after parties, with particular attention to ashtrays, upholstered furniture, and waste containers.

h. Occupants will select child care providers with care, ensuring the provider knows where to reach the occupant, how to call the Fire Department and/or physician, and how to reach another responsible adult.

B-6. Fire Plan. Sponsors are urged to develop and instruct their family members in a fire plan for the quarters. The fire plan will be clear and uncomplicated for all members of the family. Essential principles are the following:

a. Upon discovery of a fire, all persons will vacate or will be removed from the building or mobile home.

b. Using a neighbor's telephone, call the Fire Department (911).

c. In leaving quarters, occupants will close all doors; closed doors will not be opened if they are hot or even unusually warm.

d. Fires in skillets, broilers, and deep-fry devices may usually be extinguished by covering with a lid, not necessarily tight-fitting. If boil-over has occurred, a handful of baking soda or a wet towel thrown on the burning area will usually extinguish it. The occupant will not attempt to move any type of container containing burning grease. Upon discovery, the range burner will be turned off.

e. Occupants will purchase an ABC multipurpose fire extinguisher. The ABC multipurpose extinguisher is for a wide range of fires including wood, electrical, chemical, etc..

f. All occupants will get away and stay away from flammable liquid fires.

g. If an occupant's clothing is on fire, get the person on the ground or floor, then wrap the victim in anything at hand, or roll them on the ground. Do not attempt to treat the burns or remove burned clothing. Immediately phone call 911, or the appropriate telephone number for medical attention, i.e., ambulance.

h. If at any time the occupant smells gas and cannot locate and stop the flow, call the Fire Department. If the occupant can stop the flow, do so and then ventilate the house immediately. If the odor of gas is strong, the following precautions must be taken:

(1) Evacuate all occupants from the house.

(2) Call or have someone else call the Fire Department from a *NEIGHBOR'S* telephone. If possible, take the telephone off the hook.

(3) If the main gas supply valves of all devices having pilot lights may be reached, shut them off.

(4) Do not shut off or turn on any electrical appliances, devices, or lights.

Section II. Mobile Home Parks and Privately Owned Mobile Homes

B-7. Scope. This section is applicable to mobile home park areas and privately owned mobile homes.

B-8. Appliances and Equipment.

a. All electrical equipment and materials will be installed in accordance with the National Electric Code, National Fire Protection Agency (NFPA) Number 70 or the NFPA Pamphlet Number 501A, "Manufactured Home Installation, Sites and Communities." (In the event of conflict, the latter will prevail). Electrical appliances such as water heaters, refrigerators, ranges, space heaters, radios, television equipment, and portable appliances will be of an approved type.

b. Liquefied petroleum gas systems will be of an approved type, and will be installed in accordance with NFPA Number 58, Division IV, "Cylinder Systems for Cooking and Heating Stations on Highway Mobile Vehicles."

c. All gas or oil-fired appliances will be installed and located in accordance with the applicable listing for each appliance and will be fastened securely in position. All gas or oil-fired space heaters and water heaters will be of the full-vented type, vented to the outside of the mobile home with a down-draft diverter. Air for combustion will be taken from outside the mobile home.

d. Portable gas or oil-burning appliances are prohibited.

e. Metal hoods, vented to the outside of the mobile home, will be provided for all cooking stoves.

f. All mobile homes will be equipped with smoke detector devices.

B-9. Fire Extinguishing Equipment. Sponsors of privately owned mobile homes will install and maintain a hand-operated ABC multipurpose fire extinguisher at all times.

B-10. Fire Prevention.

a. Fabrics used inside or outside the mobile home, such as curtains, drapes, decorations, upholstery, trim, awnings, etc., will have a flame-spread classification of not over 200. Curtains and drapes

near heating or cooking equipment will be securely fastened to both sides of the opening.

b. All heating and cooking equipment will be shut off any time there is no responsible adult present.

c. Trash receptacles will be of non-combustible material with tight-fitting lids, located a minimum of 3 feet from the mobile home.

d. Awnings, canopies, and similar devices will not extend within 10 feet of any other mobile home, awning, or structure.

e. Automobiles will be parked only in designated parking areas.

f. The area around the mobile home will be kept free of trash and debris. Grass and vegetation will be kept trimmed throughout the year.

g. Storage of any type under mobile homes is prohibited.

Appendix C

Table of Movement Expense Guidelines

The following table applies in determining whether a move is for the convenience of the government or the sponsor, and indicates whether the expense will be borne by the government or the sponsor.

<u>REASON FOR MOVE</u>	<u>EXPENSE BORNE BY</u>	
	<u>SPONSOR</u>	<u>GOVERNMENT</u>
1. Sponsor moves incident to PCS, separation, or retirement.		x
2. Sponsor moves from off-post quarters to government controlled quarters. (A waiting list had to have existed when selection was to move off post in order to qualify for move on-post at government expense.)		x
3. Sponsor moves from government leased to government owned quarters.		Case-by-Case Basis
4. Sponsor moves because of a change in bedroom requirement.	x	
5. Sponsor moves to other quarters classified as more desirable.	x	
6. Sponsor moves to other quarters because of promotion.	x	
7. Sponsor moves for documented medical reasons.	x	
8. Sponsor voluntarily moves from government controlled quarters to the economy.	x	
9. Sponsor is ordered to move off post.		x
10. Sponsor is moved because of military necessity.		x

Table C-1. Table of Movement Expense Guidelines

Appendix D

Clearance of Government Controlled Quarters

D-1. Clearance Procedures. Sponsors, or their legally designated representatives, of government controlled housing areas are responsible for:

a. Making arrangements with the Directorate of Logistics (DOL), Transportation Division for packing and shipment of household goods at least 30 days prior to departure.

b. Scheduling a pre-termination inspection at least 30 days prior to departure from Fort Polk. This inspection is used by the Housing Agent to assist the occupant in preparing for the final inspection, as well

as to identify maintenance items sponsors are required to accomplish prior to final inspection. The Housing Agent will note and discuss any damages for which occupant may be responsible, and may ask occupant to call in service orders for items requiring repairs which are not self-help tasks. The 15-Day Discrepancy List, which was prepared during his assignment, will be used to ensure occupant is not held responsible for conditions which existed and were identified by the occupant and the Housing Agent when quarters were accepted. The Housing Agent will provide cleaning options to the occupant.

c. Scheduling the final inspection appointment at least 2 weeks prior to the date termination is desired.

d. Returning all tools to the Self-Help Store prior to the final inspection.

e. Removing all personal belongings from quarters prior to the final inspection.

f. Returning all keys at the time of the final inspection.

g. Being present at the quarters at the appointed time of inspection. If the sponsor, or his legally designated representative, cannot be present, the inspection will be canceled and the sponsor must reschedule.

D-2. Cleaning.

a. *Occupant Cleaning.* All self-help tasks must be accomplished, personal property removed, and quarters cleaned in accordance with Appendix L. Interior and exterior of quarters will be inspected. If quarters pass the final inspection, and there are no damages assessed, sponsor will be given termination orders and clearance documents stamped by the Housing Agent. Sponsor will not be required to return to the Housing Office prior to clearing the installation.

b. *Contract Cleaning.* (Refers only to Servicemaster, AAFES Contractor). All self-help tasks must be accomplished and personal property removed. If the occupant decides to use a contract cleaning team, he must make arrangements with the contractor to pick up a key to their quarters on the day of the final inspection. The contractor will annotate on the contract that he has picked up the key.

c. *Damage Charges.* If damage charges are assessed, the Housing Agent will provide sponsor with a copy of the final inspection annotated with any non-fair wear and tear charges. Prior to clearance, sponsor must go the Family Housing Office. A Statement of Charges will be prepared in order to receive clearance orders. Soldier may pay by money order. Soldier has the option of requesting Report of Survey action on any damage charges assessed.

Report of Survey action will not delay a soldier's clearance of the quarters and the installation.

d. The required standard of cleanliness is such that quarters being vacated will be assigned to another occupant for immediate occupancy. In the event quarters are not cleared because of the lack of cleanliness, work orders not completed or self-help tasks not completed, the occupant will be advised that a re-inspection is necessary. The occupant will also be advised of the deficiencies noted and instructed to request a re-inspection date and time at the DPW, Housing Division, Family Housing Office.

e. Occupants who are directed to move for the convenience of the government are authorized to receive contract cleaning at government expense.

f. To ensure clearance without delay, the requirements specified in Appendix L, Minimum Cleaning Standards for Contractors and Those Occupants Not Receiving Government Contract Cleaning, must be accomplished. **NO** cleaning contract guarantees clearance!

g. Once an occupant has failed after three attempts to clear quarters, the Housing Agent will take the keys from the occupant and the occupant will be charged for a cleaning team. Fair wear and tear is determined in a cooperative effort between the Housing Agent and the sponsor at the pre-termination or final inspection. (Occupants are given one chance to pass on intra-post moves.) Some examples of non-fair wear and tear follow:

(1) Holes in walls made by fists or feet.

(2) Damage from pets chewing/scratching on doors, walls, tile, wood and carpeted floors, or soiling floors/carpet.

(3) Walls and other surfaces decorated by artistic children with crayons, paint, or stickers.

(4) Yard damage from pets; chewed-up fences, holes, bare spots, etc.

(5) Failure to properly repair or replace grass.

Appendix E Energy Conservation

E-1. Air Conditioning and Heating.

a. The temperature in government controlled housing units will be consistent with the level of physical activity and working comfort of the occupants. All government owned housing units are equipped with earth coupled heat pumps to provide heating and cooling. The climate control system will provide optimum comfort when windows and doors are closed. When windows and doors are open, humidity is allowed into the quarters, causing an uncomfortable, "muggy" situation. The unit must remove this humidity before the desired comfort level may be attained. Utilizing the exhaust fans in the

kitchen and bathroom may enhance the comfort by removing the heat and humidity created by cooking and bathing. The thermostat is designed to allow a heat setting as high as 68 degrees and a cool setting as low as 78 degrees. For heating, make sure the selector on the side of the thermostat is set to "Heat." To cool the quarters, position the selector on the side of the thermostat to "Cool." The knob on the bottom may be adjusted to "Cool", "Comfort", or "Warm" to provide the desired temperatures.

b. The thermostats in government leased family housing units have numerical temperature settings. Temperature setting will be no higher than 68 degrees for heating and no lower than 78 degrees for cooling.

c. Heating is not to be supplemented by any other means. Electric or gas space heaters are prohibited in government controlled housing. No kerosene heating is allowed in quarters.

d. Prior to leaving quarters, occupants will reduce heating temperature to lowest setting. During cooling season, temperature control will be set at the highest setting.

e. Thermostats will be turned to the "OFF" position during periods when it becomes necessary to open doors for any length of time.

f. Return air vents and registers will not be blocked or covered with furniture, drapes, or any other material or item which may restrict air circulation and overwork heating/cooling equipment.

g. Heating and air conditioning systems in all government controlled quarters are equipped with air filters which must be changed at least every 30 days. Replacement filters for government owned housing areas are available at the Self-Help Store. Replacement filters for government leased quarters are available at the DPW, Housing Division, Maintenance Office. (Co-Energy does preventive maintenance twice a year where they deliver filters to the occupants.)

h. Occupants will ensure that all shades and drapes are closed on the sunny side of the quarters to reduce heat infiltration.

i. Window air conditioning units are prohibited where central air exists, unless an exception to policy has been approved. In conditions of medical purposes for an exception to policy, it will be approved and a window air conditioner unit will be authorized. The window air conditioner will be provided, installed, and maintained by the occupant.

E-2. Electricity.

a. Exterior lighting:

(1) All outside lights will be turned off during daylight hours.

(2) Exterior lighting will be reduced to a minimum consistent with safety and security.

(3) Security lights will be utilized only where street or other permanent lighting in the immediate vicinity fails to provide a sufficient degree of safety and security standards.

b. Interior lighting:

(1) Interior lighting will be kept to a minimum.

(2) Light bulbs will be kept to a rating of 60 watts.

(3) All lights will be turned off in corridors, rooms, hallways, etc., during daylight hours except when required for safety.

(4) Windows will be cleared of all bulk materials so that natural lighting may be utilized instead of energy-consuming lighting.

(5) All interior lighting will be turned off when quarters are vacant.

E-3. Water.

a. Lawn sprinkling will be conducted only during the late afternoon to reduce demand on water storage pumps.

b. It is recommended that washing of privately owned vehicles be conducted only when needed and then in the evening hours.

c. Faucets, both inside and outside of housing units, will be turned off when not in use.

d. Leaking faucets will be repaired immediately. Occupants of government leased housing areas will report leaking faucets to the maintenance contractor.

e. Broken water lines will be reported immediately to the contractor.

f. When possible, cold water will be used in lieu of hot water.

E-4. General.

a. Major appliances (washer, dryer, dishwasher) will be operated with a full load once a day, when possible.

b. Washing machines will be operated by using cold water, where possible. Water will be turned off to washing machine before leaving quarters for an extended period of time.

c. Clothes dryer lint screen will be cleaned after each operation. This not only conserves energy, but also is essential for safe operation of the appliance. Additionally, clothes will dry faster.

d. Showers, in lieu of tub baths, are recommended since showers normally use less water.

e. Children will be encouraged to not run in and out of the house, leaving the door open.

f. Foods will be defrosted before cooking. Try to take everything for a meal out of the refrigerator at once; the less the occupant opens the door, the less

energy it uses to keep foods at the proper temperature.

g. Water will be boiled for only the amount necessary, and pots and pans will be used which fully cover the burner.

h. Heating and air conditioning systems will be lowered down at night and during times when the quarters will be unoccupied.

Appendix F Self-Help Tasks

The following work will be accomplished by occupants of government owned housing through a self-help program administered by the US Government.

****F-1.** Tighten/repair/replace coat hooks and closet rods.

****F-2.** Lubricate hardware, such as hinges, using light oil.

****F-3.** Tighten/replace door stops and interior door knobs.

****F-4.** Repair/replace door/window screens. The Self-Help Store has a screen repair room for the repair or replacement of door and window screens. If the screen is missing, bring the accurate measurements.

F-5. Repair/replace mini blinds and brackets. (Only fair wear and tear items will be exchanged at no charge. Charges will be levied against the occupant when it is found to be non-fair wear and tear.)

F-6. Replace clothesline (including pole).

F-7. Repair/replace non-ceramic paper holders, soap dishes, towel racks, handrails, and toothbrush holders.

****F-8.** Unjam windows stuck due to dried paint or dirt.

F-9. Replace broken globes and diffusers on interior and exterior light fixtures. (If found to be non-fair wear and tear, occupant will be charged.) Contact Co-Energy at 537-0508.

F-10. Replace faulty florescent tubes. (*Co-Energy is the point of contact.*) If the item is damaged, it is considered non-fair wear and tear; if the item burns out, it is considered fair wear and tear and will be swapped for an even exchange.

F-11. Replace appliance bulbs.

****F-12.** Reset tripped circuit breakers.

F-13. Replace switch and receptacle cover plates (does not include switches or receptacles behind covers).

****F-14.** Attempt to unclog plugged drains and toilets using plunger.

F-15. Repair/replace shower heads.

F-16. Tighten/replace toilet seats/lid.

F-17. Replace flush components in commode tank to correct malfunctions including float ball, flush ball, lift wires or chains, and flush lever.

****F-18.** Replace stopper and strainer in sinks and lavatories.

****F-19.** Remove solids from garbage disposal and reset power on disposal.

F-20. Re-caulk around tub and tiles.

F-21. Dismantle "P" trap under sink to unclog.

F-22. Replace appliance components as follows:

****a.** Burner drip pans on ranges.

****b.** Broiler pans in ovens.

c. Knobs on range and dishwasher.

d. Oven and refrigerator racks.

****e.** Replace and/or clean range vent hood filters as needed.

****F-23.** Clean/replace heating/cooling equipment filters. Replace filters every 30 days.

F-24. Maintain splash blocks in proper position under downspout; replace if missing.

****F-25.** Test smoke detector alarm monthly.

****F-26.** Remove snow/ice from steps, walks, and driveways.

****F-27.** Maintain grounds, including mowing, trimming, pruning, fertilizing, watering, and raking to remove leaves, pine needles (except in newly turfed or seeded areas where grass is being established), and debris.

****F-28.** Some Pest Control. (See Appendix M)

NOTE: Leased 801 housing will have access to existing inventories of lawn tools such as rakes and shovels. (After these inventories have been depleted, they will not be replenished.) The occupants of 801 leased housing will have access to limited quantities of grass seed and fertilizer for approved landscaping needs. They will also be able to draw garbage cans and limited quantities of pest control.

*** Occupants of government leased family housing (Sycamore Point and Timber Ridge) may accomplish these items.*

F-29. If an occupant needs instructions on performing any of these repairs, call Self-Help at 531-1334, or he may find information on simple repairs at one of the following internet Websites:

- a. www.misterfix-it.com
- b. www.homeimp.com/diy/main.htm
- c. www.household-helper.com
- d. www.doityourself.com/indexaz.htm

F-30. The Self-Help Store will issue the following items to all occupants of government owned family housing:

- a. Cabinet pegs for shelves.
- b. Coat hooks.
- c. Door stops.
- d. Drain basket for kitchen sink.
- e. Dryer vent kits.
- f. Garden center items (except fence material).
- g. Kitchen and bathroom sink stoppers.
- h. Pest control products.
- i. Broiler pan.
- j. Screen materials.
- k. Shower rods and shower end rods.
- l. Storm door closures.
- m. Stove drip pans (DX only).
- n. Toilet paper holders.
- o. Towel bars.

F-31. The Self-Help Store will issue the following items on a 48-hour basis to occupants of all government controlled family housing:

- a. Edger, wheel.
- b. Garden hoe.
- c. Garden rake.
- d. Hand saw.
- e. Hedge trimmers.
- f. Lawn mowers (non-powered).
- g. Limb trimmer.
- h. Posthole digger.
- i. Snake auger.
- j. Stepladder.
- k. Swing blade.

F-32. The Self-Help Store will issue the following items on a 2-week basis to the occupants of all government controlled housing:

- a. Round point shovel.
- b. Square point shovel.

Appendix G Approval and Maintenance of Privately Owned Structural Additions and Improvements

G-1. Purpose. The need for privacy, safety of small children, and control of pets is recognized; however, firm guidelines must be established to ensure the safety, protection, and well-being of all occupants, as well as effective utilization and appearance of yard areas. All authorized structural additions will be of such construction as to be easily seen and enhance the beauty and livability of the housing areas.

G-2. Decks.

a. Occupants of all government controlled housing areas may install privately or commercially erected wooden decks in the back yard of their quarters; may include the concrete patio or be immediately adjacent to the patio.

b. Erection of a deck in any other area of the premises, or in an area which is not in occupant's own yard, is prohibited.

c. Prior to any digging or sinking of poles or posts, occupants must contact cable, gas, and telephone companies to determine if underground utility lines will interfere with deck construction.

d. Decks will be freestanding; no portion of the deck may be attached to the quarters with nails, bolts, or similar materials.

e. Any lumber which comes into contact with the ground must be treated.

f. Decks, which are enclosed, cannot be heated or cooled.

g. During and upon conclusion of construction of the deck, maintenance and appearance of the deck is the responsibility of the occupant. If the deck was erected by the previous occupant and has deteriorated, the deck will be removed or replaced at US Government expense. If determined by the Housing Agent to be in a state of disrepair or an eyesore at any time, the deck and all related materials will be removed at no expense to the US Government, and the yard will be restored to its original condition.

h. Any damage to the deck, including damage from wind and hail, will be repaired within 30 days.

i. Decks in government owned quarters areas may be considered an improvement, and may become a permanent part of the quarters. At the pre-termination inspection, the Housing Agent will determine whether a deck is declared a permanent part of the quarters or must be removed upon termination of quarters. If not declared a permanent part of the quarters, all decking materials must be removed and the yard restored to its original condition prior to final clearance of the quarters.

j. Decks in government leased family housing areas are, in all cases, temporary and must be removed prior to termination of quarters; yard must be restored to its original condition. Approval must be obtained from the on-site manager before a deck is erected.

G-3. Fences. Types of fences which may be approved for installation at all government controlled housing units are as follows:

a. Chain-link (2-inch mesh) or welded wire (2 inches x 4 inches mesh), privately or commercially installed on metal posts of sufficient strength and numbers (maximum 8' on center), evenly spaced and plumbed to prevent sagging and to present a neat and attractive appearance; not to exceed 4 feet in height or 40 feet in length. Fences will be installed and maintained with no sharp edges or hazardous extrusions. Installation of chain-link fences must include a top rail.

b. Wooden fences, either 4 or 6 feet in height and no more than 40 feet in length. Fence panels will be maintained with all wooden slats in place at all times. Any lumber which comes into contact with the ground will be treated.

c. Picket fences and small mesh wire such as chicken-wire fencing will not be permitted.

d. All fences will have a minimum of one gate exit to allow free passage from the yard without going through the quarters. The gate will be constructed using the same materials as the fence.

e. No portion of the fencing will be permanently attached to the quarters by any means.

f. Approval to install small (2 to 3 feet high) decorative fences in the front yard will be considered on a case-by-case basis. No fencing will be approved which restricts free access across open common use areas.

g. All fencing will be rigorously inspected prior to final approval and will be maintained in good repair at all times. Any damage to the fence, including damage from wind and hail, will be repaired within 30 days. Occupants will maintain the area inside the fence in the same condition as the outside of the fence.

h. Fences in government owned housing areas may be considered an improvement and may become a permanent part of the quarters. The Housing Agent, at the pre-termination inspection, will determine whether a fence is declared a permanent part of the quarters or removed upon termination of quarters. If not declared a permanent part of the quarters, all fencing must be removed and the yard restored to its original condition prior to final clearance of the quarters.

i. Fences in government leased family housing areas are, in all cases, temporary and must be removed prior to termination of quarters and the yard restored to its original condition prior to final clearance of quarters.

j. Procedures for requesting authorization to install fencing:

(1) Occupants requesting permission to install fencing must submit a request to Family Housing for approval. A sketch of the proposed fence indicating its placement and approximate dimensions in relation to the dwelling, and a narrative describing the materials to be used and whether it will be privately or commercially installed, must accompany the application.

(2) Prior to final construction approval, occupants must contact cable, gas, and telephone companies to determine if underground utility lines will interfere with fence construction. No fencing of any kind will be installed prior to approval. Violators will automatically have their applications disapproved and subsequent forced removal of fencing at no expense to the US Government.

(3) The Housing Agent will inform the sponsor in writing of approval/disapproval of construction. Written occupant's concurrence will be required and made a part of housing records.

(4) Occupants may then install the fencing indicated and will inform the Housing Agent within 5 days of completion of construction.

(5) Within 30 days after receipt of notification of completion, the Housing Agent will make an inspection to ensure compliance. Thereafter, maintenance and appearance of the fencing becomes a responsibility of the sponsor. Failure to comply with prescribed standards will result in immediate removal of the fence at sponsor's expense.

k. Appendix Q, FP Form 57, Request to Construct a Fence (Permit).

G-4. Screen Doors.

a. Occupants may install privately owned screen doors in all government controlled housing areas.

b. Maintenance and appearance of the screen door is the responsibility of the sponsor. If determined by the Housing Agent that the screen door is in a state of

disrepair or an eyesore at any time, the screen door and all related materials will be removed at no expense to the US Government, and the door jam will be restored to its original condition.

c. Any damage to the screen door, including damage from wind and hail, will be repaired within 30 days.

d. Screen doors in government owned housing areas may be considered an improvement, and may become a permanent part of the quarters. The Housing Agent, at the pre-termination inspection, will determine whether the screen door is declared a permanent part of the quarters or removed upon termination of quarters. If not declared a permanent part of the quarters, all screen door materials must be removed and the door jam restored to its original condition prior to final clearance of the quarters. (If installed by a previous occupant, it will be removed at government expense.)

e. Screen doors in government leased family housing areas are, in all cases, temporary and must be removed prior to termination of quarters, and the door jam must be restored to its original condition.

f. Restoration of door jams will include filling of holes with appropriate wood putty, sanding until smooth, and repainting the area affected. Repainting or replacement of entire door jam may be required upon determination by Housing Agent.

G-5. Screened-In Patios.

a. Occupants of all government controlled housing areas may install privately or commercially erected screened-in patios at the rear entrance of their quarters.

b. Prior to any digging or sinking of poles or posts, occupants must contact cable, gas, and telephone companies to determine if underground utility lines will interfere with construction.

c. Screened-in patios will be freestanding; no portion of the structural addition may be attached to the quarters with nails, bolts, or similar materials.

d. Any lumber which comes into contact with the ground must be treated.

e. Screened-in patios cannot be heated or cooled.

f. Maintenance and appearance of the addition is the responsibility of the sponsor. If the Housing Agent determines the screen door to be in a state of disrepair or an eyesore at any time, the addition and all related materials will be removed at no expense to the US Government, and the patio will be restored to its original condition.

g. Any damage to the addition, including damage from wind and hail, will be repaired within 30 days.

h. Structural additions in government owned housing areas may be considered an improvement, and may become a permanent part of the quarters.

The Housing Agent, at the pre-termination inspection, will determine whether an addition is declared a permanent part of the quarters or removed upon termination of quarters. If not declared a permanent part of the quarters, the structural addition and all related materials must be removed and the patio restored to its original condition.

i. Structural additions in government leased family housing areas are, in all cases, temporary and must be removed prior to termination of quarters, and patio must be restored to its original condition.

G-6. Storage Sheds.

a. Occupant of all government owned housing areas may install privately or commercially erected storage sheds in the back yard of their quarters. There will be only one storage shed per set of quarters or mobile home site authorized. Maximum size of storage sheds is 8 feet wide and 10 feet long. Sheds will be of sturdy construction, reflecting acceptable standards of workmanship. Commercially painted storage sheds are acceptable.

b. Erection of storage shed in an area which is not in occupant's own yard is prohibited.

c. Prior to any digging or sinking of poles or posts, occupants must contact cable, gas, and telephone companies to determine if underground utility lines will interfere with installation.

d. Storage sheds will be freestanding; no portion of the storage shed may be attached to the quarters with nails, bolts, or similar materials in any manner.

e. Occupant may choose, but is not required, to install a wooden floor within the storage shed. Any lumber which comes into contact with the ground must be treated. Prior to final clearance of quarters, floor must be removed and yard restored to original condition.

f. The occupant may choose, but is not required, to install a concrete slab floor within the storage shed. Prior to final clearance of quarters, concrete must be removed and yard restored to original condition.

g. Storage sheds cannot be heated or cooled.

h. Maintenance and appearance of the storage shed is the responsibility of the sponsor. If determined, by the Housing Office, to be in a state of disrepair or an eyesore at any time, the storage shed and all related materials will be removed at no expense to the US Government, and the yard will be restored to its original condition.

i. Any damage to the storage shed, including damage from wind and hail, will be repaired within 30 days.

j. Storage sheds are considered temporary in all government owned housing areas and must be removed, with the yard restored to original condition, prior to final clearance of quarters.

k. Storage sheds are not authorized for government leased housing.

Appendix H Recycling

Blue (Bottles & Cans, etc.)

Aluminum

Aluminum foil, aluminum cans, pie tins, etc.
(Recommend flattening for space conservation.)

Glass Bottles, Jars

Clear and brown glass *ONLY*. Leave labels on; but rinse for sanitary purposes. Throw the lids in the regular trash.

Plastic

Number 1 and Number 2 only. On every plastic container, there is a chasing arrows recycle triangle on the bottom with a number inside the triangle. Occupants need all #1 and #2 plastic bottles. Primarily, this will be milk jugs, coke bottles, detergent containers, etc. (Plastic is bulky even though it weighs next to nothing. Please collapse the plastic as much as possible before placing in the recycling container.)

Tin Cans

Rinse and remove labels. Flatten as much as possible for space conservation. (The DPW, Housing Division, will accept tin cans, but there is not currently much of a market for them. Watch for future announcement on recycling tin cans.)

Grey (Paper)

Newsprint

Most needed. Slicks, coupon pages, advertisement inserts-toss it in!

White Paper

This category includes letters, fliers, and envelopes-even window envelopes are now recyclable.

Cardboard

Corrugated cardboard needs to be flattened and stacked or bundled. Place under the recycling container or secured alongside the recycling container on collection day.

Chipboard

This includes shoe boxes, cereal boxes, macaroni and cheese boxes, and other similar lightweight packaging material. (Flatten for space conservation.)

- a. Include it bundled with the cardboard.

- b. Place the chipboard in the container.

Please note: No magazines or telephone books will be accepted at this time. They have insoluble glue that makes them unacceptable. The DPW, Housing Division, will continue to work this issue and try to find a market for them.

Appendix I Liability for Damage to Assigned Quarters

I-1. In accordance with 10 United States Code (USC), Section 2775, as implemented by AR 735-5, a soldier is liable to the government for damage to any assigned quarters and related equipment or furnishings if the soldier's abuse or negligence causes the damage.

I-2. The sponsor may be held financially liable when his government quarters, appliance, or furnishings are lost, damaged, or destroyed as a result of his negligence or abuse. He is negligent if he, his family members, guests, or pets act carelessly. Abuse means either willful misconduct or the deliberate unauthorized use of quarters, i.e., conducting a business in the housing unit.

I-3. The Army has limited sponsor's liability to an amount equal to 1 month's basic pay, unless the damage or loss is caused by his gross neglect or willful misconduct; in such a case, he will be held liable for the full amount of the damage or loss.

I-4. The sponsor is not liable for damage consisting only of fair wear and tear, as determined by the DPW, Housing Division, Family Housing Office, or caused by an act of God, or by the acts of persons other than family members or guests.

I-5. Special rules for quarters-related Reports of Survey permit commanders to waive claims for damage or loss when such is found to be in the best interests of the government. The authority to waive has been delegated to commanders who exercise final approval authority for Report of Survey under AR 735-5.

Appendix J Appliances

J-1. General.

a. Personally owned electrical appliances with a rated capacity in excess of 1500 watts will not be placed in service without specific approval of the Chief, Housing Division.

b. The installation, connection, maintenance, repairs, disconnecting, and dismounting of all occupant owned appliances is not the responsibility of the government. The sponsor, or his appointed and qualified agent, at no expense to the US Government (washers and dryers only) will accomplish such work.

J-2. Gas Ranges. (See Figure J-1)

a. Frequent cleaning is essential to avoid hazards by accumulation of grease and food drippings. Cold water will not be used on hot surfaces. Fruit juices and vegetable acids will discolor the finish and must be promptly removed. Burners and exterior surfaces will be cleaned with warm water and soap. Perforations in burners will be cleaned of obstructions by using any appropriate pointed or beveled instrument such as an ice pick or nail. Pilot tubes will be cleaned with a stiff brush and warm water and soap. Clean oven with commercial cleaner, unless it is a self-cleaning oven. All occupants will ensure that all residues are thoroughly removed. Commercial cleaners will not be used on any aluminum parts of the range.

b. Occupants will not attempt to move the range while it is connected, as this may cause gas leaks which will endanger life due to fumes or fire.

c. When a burner will not light, occupants will check to see if the pilot burner is lit, and if pilot tube is connected to burner. If the occupant wants to re-light the pilot, the occupant will hold a match over the pilot burner opening.

d. Under no circumstances will the occupant attempt to adjust the flame by turning the orifice hood.

e. Odor of gas will be reported to the DPW, Fire and Emergency Services Division (Fire Department) immediately, using someone else's telephone. The occupant will not attempt to locate or repair leaks.

J-3. Electric Range. (See Figure J-2)

a. Before cleaning the electric range, the cord will be unplugged; move the breaker switch to the OFF position or remove the fuse on the range circuit. Under no circumstances will the occupant disconnect any terminal on any portion of the range.

b. Frequent cleaning is essential to avoid hazards by accumulation of grease and food drippings. Cold water on hot surfaces will not be used. Fruit juices and vegetable acids will discolor the finish and must be promptly removed. To clean the range, the occupant will lift or remove the burners, remove drip pans, and remove the accumulated grease and other foreign matter. Range burners must be cleaned while connected to the range.

c. The oven will be cleaned with a commercial cleaner unless it is a self-cleaning oven; grease will not be leaked onto the walls; commercial cleaners on any aluminum parts of the range will not be used.

d. Before the occupant calls for appliance service, he will check the plugs and switches, fuses and circuit breakers in control panel, control dial settings, and reset button for appliance internal circuit breaker.

e. The occupant will not attempt to change the fluorescent lamp tube on those electric ranges that are so equipped.

f. Racks and drip pans may be removed for cleaning. Frequently, the occupant will use warm soapy water or commercial cleaner, ensuring proper sanitation.

J-4. Garbage Disposal. (See Figure J-3)

a. Prior to starting a garbage disposal, the occupant will always turn on the cold water and continue to let it run while the garbage disposal unit is operating. The water will run a few seconds after turning the disposal unit off.

b. Bones, corn husks, onion skins, celery, or other fibrous waste will not be put in garbage disposal. Caution will be exercised to ensure that bottle caps, tableware, broken glass, china, sponges, or dish cloths do not fall into the disposal unit. Nothing will go into the garbage disposal that the occupant will not eat himself.

c. If unit jams, electric switch will be turned to the "OFF" position and attempt will be made to free unit. This may be done by inserting a wood stick or hammer handle through the opening, inserting it to the bottom of the unit. When the unit seems to move freely, the object causing the jam will be removed. All tools will be removed to a safe location before attempting to restart the unit.

d. If, in trying to restart, the unit fails to operate, the reset button on the bottom of the motor will be depressed or a check made of the electrical panel for a tripped circuit breaker.

J-5. Kitchen Range Hoods.

a. Range hoods are of the duct type.

b. Replacement filters made of fiberglass, foam plastic, or paper will not be used in kitchen range hoods. Steel or aluminum filters may be obtained from the Self-Help Store. These filters will not need replacing if cleaned frequently and handled with proper care.

J-6. Dishwasher.

a. Outside of the dishwasher will be cleaned with warm water and mild soap. Abrasive cleaners will not be used.

b. Food scraps will be removed from dishes and dishwasher loaded so that objects will not fall or come into contact with the impeller.

c. Only the recommended amount of dishwasher detergent will be used.

d. If the unit fails to operate, the reset button (if so equipped) will be depressed. If this does not correct the malfunction, the occupant will then check the electrical panel for a tripped circuit breaker before reporting the operating failure.

e. The dishwasher will not be overloaded.

f. The dishwasher will be used for washing dishes, glassware, cooking utensils, and silverware only.

J-7. Refrigerators.

a. All government controlled quarters are equipped with self-defrosting or no-frost refrigerators. Refrigerators, including condensate drip pan located below the refrigerated compartment,

will be cleaned at least once a month. Interior and exterior surfaces of refrigerator will be washed with soap and warm water. Rinse interior with a warm water solution of baking soda and exterior with warm water.

b. Remove dust and lint frequently from compressor coils, with a vacuum cleaner, to ensure maximum performance and to alleviate overheating of condenser.

J-8. Dryers, Personally Owned.

a. The dryer will be kept as level as possible. Interior will be cleaned with warm, soapy water. Lint filter must be in place during operation, and will be cleaned after each operation. It will not be overloaded.

b. Repair and maintenance of the dryer is the responsibility of the occupant.

GAS RANGE SAFETY GUIDANCE

DO NOT LET FOOD BOIL OVER OR GREASE SPILL.

DO NOT COVER OVEN RACKS WITH FOIL. THIS INTERFERES WITH HEAT CIRCULATION AND OPERATION OF CONTROLS.

BE SURE OVEN AND BURNER KNOBS ARE IN OFF POSITION WHEN NOT IN USE.

DO NOT USE GAS RANGES FOR HEATING KITCHENS.

DO NOT REMOVE BURNERS - RAISE THEM UP TO REMOVE DRIP PANS.

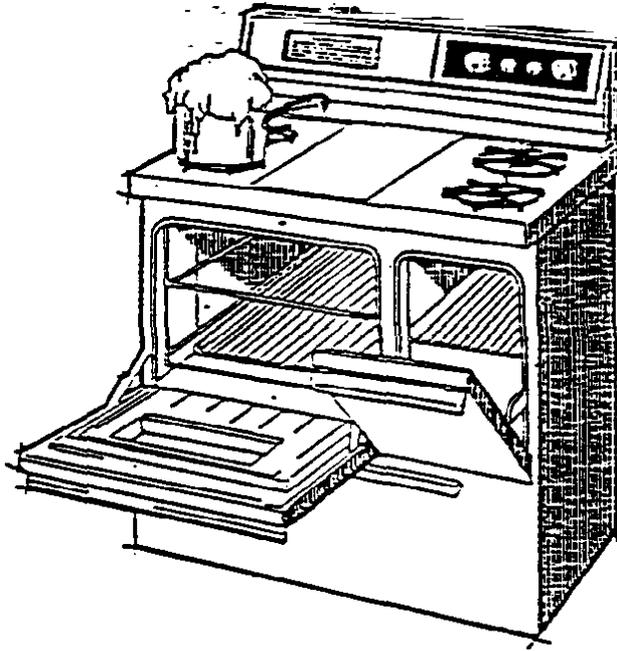


Figure J-1. Gas Range Safety Guidance

ELECTRIC RANGE SAFETY GUIDANCE

DO NOT LET FOOD BOIL OVER OR GREASE SPILL. THEY ARE A FIRE HAZARD.

WHEN USING BOILER, PULL DRIP TRAY OUT TO PROTECT CONTROL KNOBS FROM HEAT.

DO NOT USE ELECTRIC RANGES FOR HEATING KITCHENS.

DO NOT COVER OVEN RACKS WITH FOIL. THIS INTERFERES WITH HEAT CIRCULATION AND OPERATION OF CONTROLS.

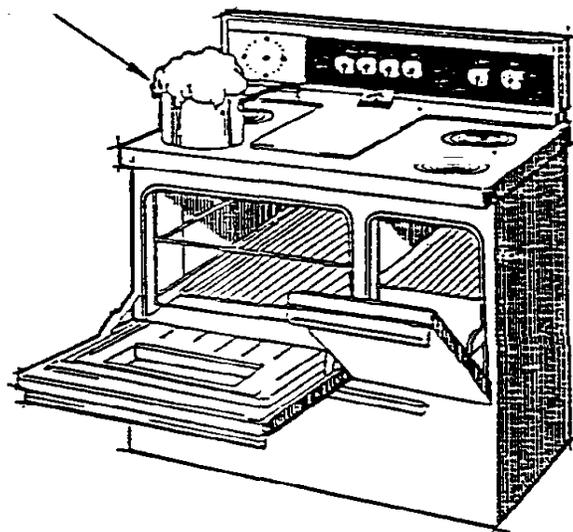


Figure J-2. Electric Range Safety Guidance

GARBAGE DISPOSAL SAFETY GUIDANCE

DO NOT USE FINGERS TO PUSH FOOD INTO DISPOSAL.

START COLD WATER RUNNING
BEFORE STARTING GARBAGE DISPOSAL
AND CONTINUE OPERATION.

USE ONLY FOR EDIBLE
FOODSTUFFS.

TO FREE
ROTER, USE WOODEN STICK

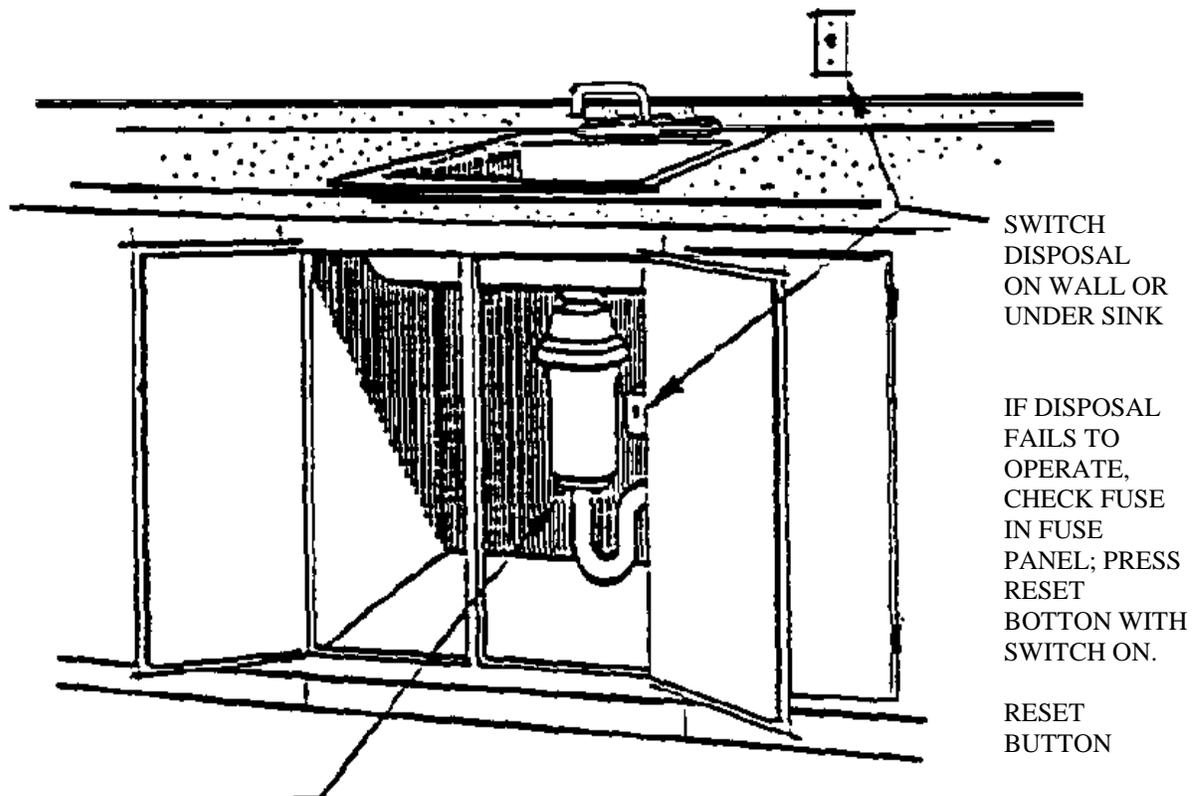


Figure J-3. Garbage Disposal Safety Guidance

**Appendix K
Installation of Radio Antennas and Citizens
Band (CB) Radio Stations**

K-1. Occupants who request to install or use an antenna and/or CB radio transmission must request approval from the DOIM, Operations and Systems Integration Division, Frequency Management Section, at 1820 Corps Road, Building 330, Suite 101, Fort Polk, Louisiana 71459-5226. All frequencies must be verified before installation. Approval of installation will not be given immediately, as coordination with the DPW and DOIM is required.

K-2. Antennas will not be installed on any government owned equipment.

K-3. Antenna masts will be grounded with a number 8 copper or aluminum conductor. A 3/8-inch x 5-foot copper clad, ground rod may be used, if required. Connections will be made with approved clamps and lugs; ground straps are not acceptable. Clamps and lugs may be purchased at local hardware stores.

K-4. Antenna masts will be so situated, with respect to power lines, that the overturning of the mast will not result in its contact with conductors of any voltage. Recommended positioning is such that power lines are at least twice the height of the antenna away in distance.

K-5. Lead-in conductors will be provided with approved lightning arrestor when installing a radio antenna. The lead-on arrestor will be grounded with a conductor not smaller than the lead-in.

K-6. Prior to any digging or sinking of poles or posts, occupants must contact cable, gas, and telephone companies to determine location of underground utility lines.

K-7. All fixed CB radio antennas installed will have a metal plate not less than 4 x 6 inches in size affixed on the antenna mast at eye level with the owner's post registration number painted/stenciled on the metal plate. Registration number may be obtained from the DOIM.

K-8. All expenses attendant to the installation, maintenance, and removal of antennas, including property restoration costs, are the responsibility of the sponsor.

**Appendix L
Minimum Cleaning Standards for Clearing
Quarters**

ITEM

Cabinets, Closets, Drawers, and Shades

Remove all shelf paper, tape, staples and tacks.
Remove all food particles, trash and personal items.
Clear and wash all surfaces so that they are free of dirt and stains.

Dishwasher

Wipe down interior and exterior surfaces.
Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser.

Doors

Remove all dirt and stains on both sides.
Clean interior and exterior doors and frames so that they are free of dust and stains on both sides.

Floors, Rugs, and Installed Carpet

Sweep or vacuum.
Damp mop floors.
Remove odors, stains, wax, and dirt sediments.
Wax tile and wood floors evenly, to a high-glass shine, without streaks. (Use acrylic or polymer wax, liquid - not paste wax or "no-wax" floor cleaners.)
Clean area rugs and installed carpeting to remove odors, stains, dirt, and spots. (Must use steam cleaner or shampooer with water extraction capabilities.)

Kitchen, Bathroom, and Toilet

Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.
Remove all foreign matter from garbage disposal.
Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware.
Clean wall and floor tile.
Polish all equipment, fixtures, and wall tiles to a streak-free shine.

Lighting Fixtures

Ensure all fixtures have operating light bulbs.
Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, or streaks.
Remove, clean, and replace globes and lampshades.

Mirrors

Clean to shine with no streaks.

Miscellaneous

Remove all personal items before final inspection.
Wipe down water heaters, removing dust, smudges, and marks.

Outside Area

Sweep and clear all debris, carports, patios, balconies, and walks.
Wash exterior walls, eaves, awnings, doors, and entranceways.
Remove oil or grease from paved areas.
Accomplish normal yard maintenance.
Replace damaged, missing, or dug-up grass.
(New grass must be sprouted and evenly distributed throughout damaged or bare areas. Laying of sod may be needed to accomplish this.)

Radiators, Pipes, and Heating Vents

Wash radiators, pipes, and vent registers.
Remove dirt, sediments, and stains.

Range

Remove all burned/crusted-on food from accessible surfaces.
Wipe down range.
Clean all areas inside and outside to remove grease, dust, rust, tarnish, and cleaning streaks.
Move range for cleaning areas under, above, behind, and on either side.

Refrigerator

Defrost and wipe doors.
Remove all food particles.
Turn thermostat to lowest temperature setting.
Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils.
Clean and replace drain pan.
Move appliance away from wall for cleaning and move back after cleaning.

Self-Help

Accomplish all self-help items per Appendix N.

Trash Cans

Empty and remove any crusted-on garbage.
Empty and clean.

Ventilation, Air Vents, and Range Hoods

Wipe down range hood.
Replace air conditioner filters, as necessary.
Wipe down air vent grills and clean or replace permanent filters, as necessary.
Remove completely grease, stains, and dirt sediments inside and outside.
Clean or replace permanent filters.

Walls and Ceilings

Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls.
Remove all nails and hooks. (Do not fill or repair nail holes.)
Remove all dirt, smudges, and other spots.

Windows

Remove all curtain rods and brackets.
Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film.
Clean window sills, guide tracks for sliding doors, curtain rods, blinds, and shades.
Remove screens, brush and wash to remove lint and dust, and reinstall.

Appendix M
Table of Pest Control Supplies for Government Controlled Housing

<u>PEST</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>ISSUE RATE</u>
Flying Insects	Fly Swatter	1 ea.	(*)
	D-Phenothrin Aerosol PT-565	1 can	30 days or (*)
Roaches	Max Force Bait Station (Large)	8 traps	60 days or (*)
	Max Force Bait Station (Small)	8 traps	60 days or (*)
	Aerosolized Aero Silicagel with Pyrethrum (PT 230)	1 can	30 days or (*)
Ants	Dual Choice Bait Station	8 traps	60 days or (*)
Mice	Glue Board Mouse Trap	3 or 6 traps	(*)
(*)	Reissue as needed		

Table M-1. Table of Pest Control Supplies for Government Controlled Housing

Appendix N
Severe Thunderstorms and Lightning

N-1. Siren tests are conducted on the Fort Polk installation on the 1st Tuesday of each month at 1100. Types of sirens are the following:

- a. Tornado Watch, the siren is a "Wailing Sound."
- b. Tornado Warning, Severe Thunderstorm Warning, Hurricane Warning, and Flash Flood. Watch siren is an "Alert Sound."
- c. Hazardous Material Spill Warning is an "Attack Tone."

Note: Each siren will either be preceded by and/or followed up by a verbal alert message indicating what the emergency situation might be.

N-2. A severe thunderstorm is a storm in which winds reach more than 57 miles per hour and/or hail is 3/4 inch or more in diameter. Whether the thunderstorm is "severe" or not, the lightning is always dangerous. Severe thunderstorms may produce tornadoes, flash floods, and hail, and they often cause electrical power outages. Thunderstorms and lightning may occur year-round, with most activity in the spring, summer, and fall months. Tips on being prepared ahead of time:

- a. Keep a portable radio, flashlight, and extra fresh batteries on hand.
- b. Plan where to go to safety.

N-3. A severe thunderstorm *WATCH* means a severe thunderstorm and lightning are possible. If the National Weather Service issues a severe thunderstorm *WATCH* for the parish, listen to local radio and TV (Fort Polk Channel (4) and the Weather Channel (26)) for further instructions and weather reports.

N-4. If the skies darken, a storm may be approaching. Occupants will go indoors.

N-5. If the National Weather Service issues a severe thunderstorm *WARNING* for the occupant's parish, then a severe thunderstorm and dangerous lightning are imminent in the area:

- a. Go inside for protection *IMMEDIATELY*.
- b. When inside, stay away from water, faucets, sinks, and bathtubs filled with water.
- c. Close window blinds and shades, then stay away from windows.
- d. Do *NOT* use the telephone.
- e. Turn off and unplug televisions, computers, and other electrical appliances.
- f. Keep pets on a leash or in a carrier.
- g. If in a hard-topped car, stay there.
- h. *STAY AWAY* from bicycles, golf clubs, tractors, fences, and any metal object.
- i. If outside, *STAY AWAY* from tall trees, open fields, open waters, or small isolated sheds. If caught amidst the storm, stay low to the ground; place the hands on the knees with the head tucked between them. Try to touch as little of the body to the ground as possible. Stay in a tuck position well after the storm passes.

N-6. After a severe thunderstorm:

- a. Avoid downed power lines, keeping children and pets at a safe distance.
- b. When an electrical power outage has occurred, use flashlights, not candles, until electricity has been completely restored.
- c. Keep pets on a leash.

Appendix O Tornadoes

O-1. A tornado (or twister) is a violent destructive whirling wind accompanied by a funnel-shaped cloud that moves along the ground. Tornadoes may develop from severe thunderstorms, and sometimes hurricanes, and are often accompanied by lightning, heavy rain, and hail. With winds in excess of 300 miles per hour, twisters may destroy just about anything in their path. Tornadoes have occurred in every state in the United States and may occur throughout the year, with the primary tornado season being from March to August.

a. Tips on being prepared ahead of time:

(1) Have a portable radio, flashlight, fresh extra batteries, emergency supplies, and a first-aid kit on hand.

(2) Plan where to go to safety (lowest floor of the quarters, bathroom, closet, or interior hallway in the center of the building where there are no windows), and practice tornado safety drills.

b. A tornado *WATCH* means a tornado is possible. If the National Weather Service issues a tornado *WATCH* for the parish:

(1) Listen to local radio and TV (Fort Polk Channel (4) and The Weather Channel (26)) for further instructions and weather reports. Obey official weather advisories promptly.

(2) Be alert to weather conditions and signs of an approaching tornado, such as blowing debris or the sounds of a tornado (many people say it sounds like a freight train).

(3) Occupants of the mobile home park will leave mobile homes and seek shelter elsewhere.

c. A tornado *WARNING* in the parish means a tornado has been spotted or is about to strike. The occupant may have only a few minutes to go to safety. Tornadoes may occur so rapidly that occupants may *NOT GET A WARNING*. If the National Weather Service issues a tornado *WARNING* for the parish, or if it is suspected that a tornado is near:

(1) *GO TO SAFETY IMMEDIATELY.*

(2) Stay on lowest floor of the quarters and go into the bathroom, closet, or interior hallway in the center of the building where there are no windows.

(3) If possible, open windows slightly on the side of the house away from the wind to relieve air pressure from the storm. Then stay away from windows.

(4) If possible to do so safely, turn off water and electricity at the main valve or switch.

(5) Occupants will protect themselves under something sturdy, and protect their head. A mattress may be used to cushion, but not to cover the

occupant. Cover the head and eyes with a blanket or jacket to protect against flying debris and broken glass.

(6) Keep pets on a leash or in a carrier.

(7) Leave the mobile home or car, and if there is no substantial building nearby in which to go to safety, lie flat in a ditch or low-lying area with the hands protecting the head. (Be alert for flash floods.)

O-2. After a tornado or hurricane:

a. Listen to a portable radio for information.

b. When an electrical power outage has occurred, use flashlights, not candles, until electricity has been completely restored.

c. Wear sturdy shoes and protective clothing.

d. Use the telephone *ONLY* for emergencies.

e. Avoid downed power lines, keeping children and pets at a safe distance.

f. Immediately clean up dangerous spills (medicines, bleaches, chemicals, gasoline, or other flammable liquids).

g. Keep pets on a leash.

h. Do not venture into the damaged area, as one may interfere with emergency operations.

i. Stay away from damaged buildings and other structures.

j. Evacuate if you smell fumes or gas and notify emergency personnel.

k. If an electrical power outage has occurred, conserve refrigeration by opening the refrigerator door as little as possible.

l. Be especially cautious of snakes, as storms may bring them out, and they will seek shelter under debris.

Appendix P Mayor Program

P-1. Fort Polk Housing is divided into 16 communities, including the 801 leased housing areas (Sycamore Point and Timber Ridge). Each community has an elected mayor responsible for representing his neighborhood. The mayor's job is to provide a communication link between the Community Life Officer (CLO), sponsoring unit, and occupants residing in government controlled quarters. The mayor works closely with the CLO, sponsoring units, and installation community agencies to resolve problems of interest to the community.

P-2. It is important that the mayor truly represents all occupants, not just a few special interest groups or his own personal desires. The mayor is there to listen to differing points of view and to often compromise on important issues in the best interest of all concerned.

Appendix Q

GOVERNMENT QUARTERS OCCUPANCY						
PART I		REQUEST FOR EXCEPTION TO POLICY--GUESTS IN GOVERNMENT QUARTERS				
SPECIAL INSTRUCTIONS: A copy of this document will be retained by each of the following: individual concerned, the sponsor's parent unit, and the DPW, Housing Office.						
1. FROM (Name of Individual)		2. THRU (Unit Commander to include office symbol)		3. DATE		
3. Sponsor's Rank	4. SSN	5. Sponsor's Unit	6. Quarters Address		7. Phone Number	
8. I request that the following nondependent(s) be authorized to stay in my government quarters for more than 90 days.		NAME			RELATIONSHIP	
9. Nondependents will arrive _____. They will depart _____ or within 30 days of the sponsor's return from deployment, whichever comes first.						
10. I understand that individuals 10 or older who do not possess a valid military or dependent ID card will not have access to the Commissary. Access will only be granted if they are accompanying a handicapped ID card holder. The sponsor would have to request permission for such access through the Morale, Welfare and Recreation (MWR), Financial Management and Review Office, Bldg 419.						
11. I understand that nondependents can be signed into the Post Exchange, as guests, by a military or dependent ID card holder. They must stay with the ID card holder and will not be allowed to make purchases. A nondependent may be allowed unaccompanied access to the Exchange following application by the sponsor to the Morale, Welfare and Recreation (MWR), Financial Management and Review Office.						
12. I understand that nondependent guests can use MWR facilities. The ID card holder can sign the guest into the MWR facility. To gain access to MWR facilities without being accompanied by an ID card holder, the nondependent and the ID card holder can apply through the MWR, Financial Management and Review Office. If approved, the nondependent will be given a letter they can show to receive access to MWR facilities.						
13. I understand that medical care at Bayne-Jones Army Community Hospital (BJACH) is only available to my guests if they are an eligible beneficiary for military medical care in their own right. Emergency care for nondependents --to save life, limb or eyesight --is available at the BJACH, if it is the closest medical facility available. Such emergency care will have to be paid for by the patient at the current emergency reimbursement rates. A list of nearby civilian hospitals and physician offices is in the TRICARE book, dated January 1997, on page 38.						
14. If the nondependent is left to supervise dependent children, the nondependent must have a medical power of attorney to authorize medical care in the absence of the parent or guardian. A medical power of attorney can be obtained from the Staff Judge Advocate, Legal Assistance Division.						
15. I understand that I am responsible for the conduct of my guests. Violations or infractions of installation regulations, policies, procedures or conduct may result in my guests being expelled from Post.						
Signature of Requestor				DATE		
APPROVED		SIGNATURE/GARRISON COMMANDER		DATE		
DISAPPROVED						

PART II		NOTIFICATION OF ABSENCE FROM GOVERNMENT QUARTERS	
QUARTERS ADDRESS		I WILL BE ABSENT FROM ASSIGNED QUARTERS FROM _____ to _____	
The person listed below has agreed to watch my quarters and care for the outside area during my absence.			
NAME	ADDRESS	TELEPHONE NO.	
The person listed below has the keys to my quarters in case of an emergency.			
NAME	ADDRESS	TELEPHONE NO.	
The Military Police have been notified for security reasons. I can be reached in case of emergency at the address below			
NAME	ADDRESS	TELEPHONE NO.	
SIGNATURE OF OCCUPANT	UNIT POC	UNIT ADDRESS	
PART III			
BONA FIDE GUESTS			
The assigned sponsor of quarters, _____, has been authorized to have _____ reside/visit in his/her quarters for the period _____			
Please keep the Family Housing Branch advised if there are any unauthorized occupants residing in the quarters.			
Please advise Family Housing when your guest will be leaving, also provide us with a home telephone number and your duty phone number			
HOME TELEPHONE	DUTY PHONE	SIGNATURE BLOCK/SIGNATURE CHIEF, HOUSING DIV	

FORT POLK HOUSE WATCH PROGRAM <i>(The proponent of this form is PMO)</i>			
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 3013 and EO 9397 PRINCIPLE PURPOSES: The Social Security Number is used for law enforcement purposes as an additional means of identification of subjects, suspects, witnesses, or complainants. ROUTINE USES: To provide an interface with the Standard Installation/Division Systems and is a major item used in processing machine record and output sequence for Military Police Management Information Systems. DISCLOSURE VOLUNTARY: No effects on individual for not providing Social Security Number.			
NAME		QUARTERS ADDRESS/HOUSING AREA	
REQUEST THAT THE MILITARY POLICE CHECK MY QUARTERS FROM _____ UNTIL _____		SIGNATURE OF QUARTERS OCCUPANT	
PLEASE COMPLETE THE QUESTIONS LISTED BELOW			
HAVE YOU HAD YOUR MAIL HELD BY THE POST OFFICE?	<input type="checkbox"/>	YES	<input type="checkbox"/>
HAVE YOU CANCELED YOUR NEWSPAPER?	<input type="checkbox"/>	YES	<input type="checkbox"/>
HAVE YOU MADE ARRANGEMENTS TO GET YOUR GRASS CUT?	<input type="checkbox"/>	YES	<input type="checkbox"/>
HAVE YOU SECURED YOUR OUTSIDE EQUIPMENT (lawnmower etc.)?	<input type="checkbox"/>	YES	<input type="checkbox"/>
HAVE YOU INFORMED YOUR NEIGHBORS OF YOUR ABSENCE?	<input type="checkbox"/>	YES	<input type="checkbox"/>
PLEASE LIST THE LIGHTS YOU WILL LEAVE ON INSIDE AND OUTSIDE THE QUARTERS			
IF YOU ARE LEAVING A VEHICLE AT THE QUARTERS, WHAT IS THE TYPE AND COLOR?			
TYPE	MODEL	COLOR	
IF YOU HAVE PETS, WHO IS CARING FOR THEM?			
NAME		PHONE	
LIST A POINT OF CONTACT WITH THE KEYS IN CASE OF A PROBLEM WITH YOUR QUARTERS.			
NAME		PHONE	
WHAT IS THE PHONE NUMBER AT YOUR LEAVE/TDY ADDRESS?			
UPON RETURNING TO YOUR QUARTERS, CHECK THE AREA AND REPORT ANY DISCREPANCIES TO THE MP DESK. NOTIFY THE DESK SGT TO CANCEL THE WATCH ON YOUR QUARTERS.			
CANCELED BY	DATE	CODE WORD	

JRTC & FP Reg 210-4

REASON FOR EXCEPTION TO POLICY <i>(The proponent of this form is DPW, Housing Division)</i>			DATE
COMPANY COMMANDER	COMMANDER	BRIGADE COMMANDER	GARRISON COMMANDER OR CHIEF, FAMILY HOUSING
REQUEST AN EXCEPTION TO THE HOUSING POLICY FOR THE FOLLOWING REASONS: <i>CHECK AS APPLICABLE</i>			
<input type="checkbox"/>	OTHER	<input type="checkbox"/>	EXTENSION IN FAMILY QUARTERS AFTER PCS, PROVIDE ORDERS
<input type="checkbox"/>	SATELLITE DISH	<input type="checkbox"/>	THIRD PET
<input type="checkbox"/>	MORE BEDROOMS, PROVIDE DOCUMENTATION	<input type="checkbox"/>	PROVIDE DOCUMENTATION FROM MEDICAL AUTHORITY
<input type="checkbox"/>	PREGNANCY, STATEMENT FROM MEDICAL AUTHORITY	<input type="checkbox"/>	
NAME	RANK	PHONE NUMBER Home Duty	QUARTERS ADDRESS
SIGNATURE			

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REQUEST TO CONSTRUCT A FENCE (FENCE PERMIT) <i>(The proponent of this form is DPW, Housing Division)</i>		
1. Request permission to construct a fence within authorized housing guidelines at my quarters located at	TELEPHONE NUMBER	DATE
2. I understand that I will be required to have all utilities marked and location approved by my District Manager before Installation.		
3. I also understand that I will be required to remove the fence upon termination, unless specifically authorized to remain by my District Manager.		
4. I may be required to remove the fence for other reasons such as interference with construction projects.		
5. Fence must be constructed to specifications approved by the District Manager. Sketch must be drawn on the back of this form or attached separately showing approximate dimensions, location, and gate location.		
6. The fence, either rented or purchased, can be privately or commercially installed at occupant's expense.		
SIGNATURE OF OCCUPANT	PRINTED NAME OF OCCUPANT	
7. Schedule appointment for inspection with the District Manager at DPW, Housing Division		
PROPOSED LOCATION OF FENCE MEETS GUIDELINES OF NOT EXCEEDING 50 FEET BEHIND QUARTERS AND NON-INTERFERENCE WITH COMMON AREAS AND UTILITY/FIRE CORRIDORS.		
Certified by District Manager	SIGNATURE	DATE
8. Utility Certifications: All utility lines must be marked and signed off by the utility representatives prior to excavation.		
Certified by Family Housing Maintenance Contractor Technician (Water, Sewer, Gas). Call DPW, Grounds Division for Work Order	Signature	Date
Certified by CoEnergy Maintenance Technician (A/C well Lines) (To mark exterior well loop lines). Call DPW, Heating or Air Conditioning, Locate Lines for Work Order.	Signature	Date
Certified by DPW, Shop 12-Exterior Electrician (Exterior Electrical Lines). Call Outside Electrical Lines, Locate Utilities for Work Order.	Signature	Date
Certified by CCC Utilities for Telephone and Cable Technician. Call 1-800-272-3020 LA One Call for appointment.	Signature	Date
After all requirements above are met, come back to Housing for approval to be given to install Chain Link Fence.	Approved for Installation	
Chief, Housing Division	Printed Name/Signature	

Glossary

Section I - Abbreviations and Acronyms

AAFES

Army and Air Force Exchange Service

AG

Adjutant General

AR

Army Regulation

AWOL

Absent Without Leave

BAH

Basic Allowance for Housing

BAQ

Basic Allowance for Quarters

BOQ

Bachelor Officers' Quarters

CB

Citizens Band

CLO

Community Life Officer

DA

Department of the Army

DCFA

Directorate of Community and Family Activities

DFAS

Defense Finance and Accounting Service

DFR

Dropped From the Rolls

DOD

Department of Defense

DOIM

Directorate of Information Management

DOL

Directorate of Logistics

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DPW

Directorate of Public Works

FCC

Family Child Care

FHU

Family Housing Unit

FM

Frequency Modulation

FOD

Field Officer of the Day

FP

Fort Polk

JRTC

Joint Readiness Training Center

MEDDAC

Medical Department Activity

MP

Military Police

NCOIC

Noncommissioned Officer in Charge

NFPA

National Fire Protection Agency

PCS

Permanent Change of Station

PMO

Provost Marshal Office

POC

Point of Contact

41

Reg

Regulation

RV

Recreational Vehicle

SEBQ

Senior Enlisted Bachelor Quarters

SGM

JRTC & FP Reg 210-4

Sergeant Major

SJA

Staff Judge Advocate

TDY

Temporary Duty

TV

Television

UL

Underwriter's Laboratories, Inc.

USC

United States Code

VPSO

Vernon Parish Sheriff's Office

Section II - Terms

None noted in this section.

Section III - Special Terms and Abbreviations

None noted in this section.