



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

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MEMORANDUM FOR All Accompanied Personnel Assigned to USAG – Stuttgart Army Family Housing

SUBJECT: USAG Stuttgart Command Policy Letter # 63 – Government-Controlled Family Housing and Assignments

1. **REFERENCES:**

- a. Army Regulation 420-1 (Army Facilities Management), 12 February 2008, Rapid Action Revision (RAR), 24 August 2012.
- b. Army in Europe Regulation (AER) 37-4 (Providing Temporary Lodging Allowance in USEUCOM), 7 May 2010.
- c. AER 600-1 (Regulated Activities in Europe), 30 May 2009.
- d. Army in Europe Supplement 1 to AR 420-1 (Army Facilities Management), 20 November 2008.
- e. Memorandum, HQ USAREUR and IMCOM-Europe, dated 28 July 2015, SUBJECT: Family Housing Assignment Policy for the Army in Europe.
- f. USAG – Stuttgart Military Resident Handbook.

2. **REVOCATION.** This memorandum revokes all prior USAG – Stuttgart Government-Controlled Army Family Housing (AFH) Assignment policy memorandums.

3. **PURPOSE.** This policy aims to promote readiness, resiliency, and to maximize the use of adequate AFH.

4. **APPLICABILITY.** All service members assigned to USAG – Stuttgart with command-sponsored dependents. This policy does not apply to unaccompanied service members assigned to unit barracks or to unaccompanied personnel housing.

5. **AFH Standards.** Residents shall abide by Army, Army in Europe and Stuttgart Military Community Handbook regulations. Failure to adhere to this paragraph may

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result in Uniform Code of Military Justice (UCMJ) and adverse administrative action, and removal from Family Housing at the resident's expense.

6. Army Family Housing Assignment Requirements. To accomplish this policy, all accompanied service members E-1 through E-4 and a minimum of 40 percent of service members E-5 and above will be involuntarily assigned to AFH. However, even if the 40% threshold has been met and AFH exists, service members will still be involuntarily assigned to AFH until AFH capacity is achieved.

7. Army Family Housing Assignment Procedures.

a. When a service member receives orders to USAG – Stuttgart, he or she may submit orders and a DD 1746 application for housing to obtain a place on the AFH wait-list. Documents should be sent by encrypted email to usarmy.stuttgart.usag.list.dpw-housing-email@mail.mil. Alternatively, when a service member in-processes, the Housing Services Office (HSO) will provide the service member with a DD 1746. The service member will fill out the DD 1746 and return it to the HSO when the service member schedules their housing appointment.

b. During the appointment, the HSO will inform the service member of AFH availability on a DD 1747 or the Enterprise Military Housing generated wait-list.

c. Service members should be housed within 60 days of arrival. If AFH is *projected* to be unavailable within 60 days of the service member's arrival date, the service member *may* elect to receive a Certificate of Non-Availability (CNA) for off-post Private Rental Housing (PRH). However, continuation of the Temporary Lodging Allowance ("TLA") beyond 60 days is in the discretion of USAREUR G-1, without guarantee of response time or favorable outcome. If AFH is projected to be unavailable for 90 days or more after the service member's arrival date, the HSO *will* issue the service member a CNA for PRH.

8. TLA. The HSO may discontinue TLA if it determines that a service member is not performing an aggressive housing search IAW Reference c. and the Joint Travel Regulations. The HSO must receive TLA extension requests no less than 10 days prior to TLA eligibility expiration. TLA will not continue beyond the date the service member occupies AFH or enters into a contract for PRH.

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9. Key & Essential (K&E) Personnel Housing Assignment Procedures. The General and Flag Officer Quarters (“GFOQ”) Management Office will identify, publish and maintain a list of K&E personnel assigned to the Garrison. The GFOQ Management Office will prioritize K&E personnel housing assignment up to the limits of the available inventory.

a. Only the following positions are eligible for K&E personnel housing assignment:

(1) General Officer, Flag Officer, and Senior Executive Service (SES) positions, and the positions of the associated Senior Enlisted Leaders (SEL).

(2) Unit commander positions that are colonel and lieutenant colonel positions, and the positions of the associated SEL.

(3) Colonel positions that are the deputy commander, the chief of staff, and the primary staff positions of two-star commands and higher.

(4) Colonel positions that are the deputy commander, the chief of staff, and the G3 positions of one-star commands.

(5) Colonel positions that are the deputy to the “J” or “G” staff principals who are General Officers, Flag Officers and SES.

(6) Colonel positions that require the incumbent to serve as a chief of a 24-hour operations center.

(7) Red Cross management positions identified in Reference b.

b. The GFOQ Management Office will forward all requests to obtain K&E personnel status for incumbents of positions not listed in paragraph 9 through the Director, IMCOM – Europe, to the Chief of Staff, HQ USAREUR. Requests must justify the necessity of K&E housing IAW referenced.

10. Firearms and Ammunition. This paragraph is punitive. Failure to adhere to this paragraph may result in UCMJ and adverse administrative action, and removal from AFH at the resident’s expense.

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- a. Storage of DoD-owned firearms and ammunition in AFH is strictly prohibited.
- b. Before shipping weapons, individuals should consult the USAREUR Registry of Motor Vehicles, Firearms Registration office.
- c. Personnel and family members may store Personally Owned Firearms (POF) and ammunition in AFH when the owner:
 - (1) registers the POF with USAREUR Registry of Motor Vehicles, Firearms Registration;
 - (2) registers the POF with the German authorities to obtain a *Waffenbesitzkarte*;
 - (3) obtains Garrison Commander written approval by routing requests through unit command channels; and
 - (4) stores unloaded POF in German class-A or -B safes, separate from ammunition. Keys shall be accessible only by the registered owner.

11. Point of contact for AFH and TLA is Chief, USAG – Stuttgart Housing Division at DSN 431-2218 or COMM 07031-15-2218. The point of contact for K&E housing is Chief, USAG – Stuttgart GFOQ Management Office at DSN 421-6181 or COMM 0711-729-6181. For POF registration, the Provost Marshall's Office is at DSN 430-1380.



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