



DEPARTMENT OF THE ARMY
HEADQUARTERS, 233D BASE SUPPORT BATTALION (DARMSTADT)
Unit 29500
APO AE 09175-0005

REPLY TO
ATTENTION OF

AEUSG-DA-PW-H

JUL - 2 2001

MEMORANDUM FOR 26th Area Support Group, ATTN: AEUSG-EN, Unit 29237, APO AE 09102

SUBJECT: Darmstadt Housing Policies and Designated Housing and Key and Essential Lists (K&E)

1. References:

- a. Army Regulation 210-50, Housing Management, paragraph 3-11, 1 Sep 1997.
 - b. USAREUR 210-50, Housing Management, paragraph 25, 25 Aug 1992.
2. Request ASG Commander's concurrence on Darmstadt and Babenhausen's housing policies as well as the Key and Essential list with designated quarters and the Key and Essential list without designated quarters. Both lists are attached as appendix A and B respectively.
3. The attached document was staffed within our community; consensus comments are attached. Pertinent changes have been made to the updated policies.
4. Point of contact for this memorandum is Mr. Curt Savoy, Chief, Housing Division, DSN 348-6540.

2 Encl.


HALIMA M. TIFFANY
LTC, MI
Commanding

DEPARTMENT OF THE ARMY
HEADQUARTERS, 233D BASE SUPPORT BATTALION (DARMSTADT)
UNIT 29500 BOX 0005
APO AE 09175-0005

233D BSB POLICY
NUMBER 210-50

JUNE 2001

INSTALLATIONS
HOUSING MANAGEMENT
Application and Assignment to Government Quarters

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Section I Introduction

1-1. Purpose.

This policy is designed to ensure consistent application of the housing processes by providing clear and concise policies and operating procedures for personnel within the Housing Division. These policies provide clear procedures and responsibilities for the management of Army Family Housing (AFH), permanent and transient party Unaccompanied Personnel Housing (UPH), Community Home Finding Relocation and Referral Services (CHRRS) in the Darmstadt/Babenhausen Military Communities. It is intended to be used in conjunction with Army Regulation (AR) 210-50, Housing Management, USAREUR Supplement to (AR) 210-50, Housing Management, and UR 37-4 Providing Temporary Lodging Allowance in USEUCOM. In the event of an inadvertent conflict between local policy and either the AR 210-50 or the supplement, the higher level regulation applies. This policy is predominately intended for use prior to occupancy of quarters. Policies relating to residency of government quarters can be found in the Resident Handbook, Edition 3, May 2001.

1-2. References.

Required and related publications as well as prescribed and referenced forms are listed in the USAREUR supplement 210-50, Appendix A.

1-3. Explanations of Abbreviations and Terms.

Abbreviations and special terms used in this regulation are explained in the USAREUR supplement 210-50, Glossary. Note the term “family member (s)” as used in this policy refers to command sponsored dependents.

1-4. Military and Civilian Grade Equivalents.

A comparison of military and civilian grades applicable to this policy may be found in AR 210-50, table 3-1.

1-5. Responsibilities.

The 233D BSB Commander, Director of Public Works (DPW) and housing manager will exercise responsibilities as defined in the AR 210-50 and UR Supplements. Fair and consistent application of housing processes is the goal of this document. These regulations can be found at <http://www.aeaim.hqusareur.army.mil/library/home1-left.htm> or <http://books.army.mil/cgi-bin/bookmgr.shelves>.

1-6. Exceptions to Policy (ETP).

- a. Individual hardship is a vague term and requires

subjective decision by all in the ETP process. While there is no completely equitable way to make the decision process more objective, there are guidelines that can be applied to eliminate a large number of requests and discourages abuse of the system. Many problems fall into general categories of self-imposed hardship. These are valid concerns and must be of command interest.

b. The following examples are invalid reasons for requesting exceptions to policy:

- (1) Self imposed financial hardship.
- (2) Eviction from private rentals for failure to meet financial obligations or misconduct.
- (3) Family or marital problems.
- (4) Insufficient space for furniture.
- (5) Military necessity (appendix A and B identifies the 233D BSB Key and Essential positions).

c. The soldier must initiate all requests for exceptions. The request must be in written format with all supporting documentation and legal review (if required).

d. The Housing Division will review all requests and forward to the DPW with recommendations. The DPW is the decision authority on all requests. Appeals regarding the decision of the DPW may be forwarded to the BSB Commander.

e. All exceptions based on medical necessities must be accompanied by a doctor's statement describing the medical condition. The local medical commander must review the request prior to submittal to the Housing Division. It is the service members' responsibility to obtain the endorsement of the local medical commander in situations involving medical necessities.

Section II Family Housing.

2-1. General.

Unless otherwise specified, the policies and procedures in this document apply to all Government controlled family housing, to include Government owned and leased. The focus of this policy is to provide clear and consistent service of all sponsors and families in the Darmstadt/Babenhausen Military Communities.

2-2. Eligibility.

- a. Military Personnel. DOD Military personnel stationed in the Darmstadt/

Babenhause Military Community with command sponsored family members are eligible for government controlled family housing. Priority for assignment will be in accordance with the AR 210-50 and paragraph, 2-8 of this document.

b. Foreign Personnel. Foreign (other than DOD) military personnel without previous support agreements may be authorized government housing only with the permission of the Commander in Chief, USAREUR, ATTN: AEAEN-EH, Unit 29351, APO AE 09014.

c. Dual Military Couples. When married service members, otherwise without family members, are prevented from living together as a family unit because of duty assignment or distance, both service member will be considered service members without family members (unaccompanied) for housing assignment purposes. When there are other family members, the service member claiming the family for BAQ purposes will be considered the sponsor and will be eligible for AFH.

d. Single Pregnant Service Members. Pregnant military members without family members may be placed on the family housing waiting list when the pregnancy is medically confirmed. The service member may be assigned family quarters after the 7th month of pregnancy. SM must bring in a copy of command sponsorship documentation within 30 days after birth of the child.

2-3. **Allocation of Housing.**

Quarters are subdivided into the grade categories listed below. The total number of personnel eligible for housing support determines the number of housing units allocated to each category. Allocations of housing assets are reviewed at least annually.

- a. Senior Grade Officer Quarters (06).
- b. Field Grade Officer Quarters (CW4, CW5, 04-05).
- c. Company Grade Officer Quarters (WO1, CW2, CW3, 01-03).
- d. Senior Enlisted Quarters (E7-E9).
- e. CSM Quarters (located 4350 Griesheim).
- f. Junior Enlisted Quarters (E1-E6).

2-4. **Santa Barbara Policy.**

a. Due to the limited number of quarters in Santa Barbara, it has become extremely important to create a policy that is considered fair and equitable to all families that may be able to compete for housing in this area.

b. Santa Barbara has thirty-six housing units, four are allocated as O6 housing, three units are allocated as Senior CSM housing and one is allocated to the BSB commander. The remaining twenty-nine are allocated as FGO units. All units consist of four bedrooms.

The following is the priority order for Santa Barbara:

(1) All Commanders and CSM listed on the Key and Essential List with Designated Quarters, Appendix A, will be housed in Santa Barbara in a specified unit.

(2) All Field Grade Commanders listed on the Key and Essential List with Designated Quarters, Appendix B will compete for housing in Santa Barbara, if space permits as priority one applicants.

(3) All other Field Grade Officers will compete for housing based on bedroom requirements, eligibility date, rank and date of rank.

c. For those not in Key and Essential positions, TLA payments will not be extended when FGO quarters are available in other areas. TLA payments will not be extended for those, (K&E or otherwise), who refuse to occupy temporary quarters.

2-5. **Bedroom Eligibility.**

a. Senior Grade Officers and above, including in-bound personnel on promotion lists to these grades will not be assigned involuntarily to housing units with fewer than four bedrooms.

b. Field Grade Officers (CW4-CW5, 04-05) and Senior Enlisted personnel (E7-E9), including personnel on promotion lists to these grades will normally be assigned to three-bedroom housing units regardless of the number of dependents.

c. Children of the same sex may share a bedroom up to the age of eight. Children of the opposite sex may share a room up to the age of four. This policy applies to those residing in Babenhausen. Due to the asset structure in Darmstadt, the assignment policy is one bedroom per child, up to three children. The age and sex policy as it relates to bedroom authorization will apply to families with four or more children due to a limited number of five-bedroom units.

d. High school and college students who attend school full-time away from the sponsor's duty station will be counted as family members in determining bedroom requirements for Government quarters, only if they are included on the sponsor's travel orders and school transcripts are provided.

e. Prior to adoption, a child will be considered a family member for the test period required by host nation laws when determining bedroom requirement of sponsors

eligible for Government quarters. Adopting sponsors must provide written proof from the Jugendamt (host nation adoption authorities) of their intentions to adopt a child placed in their home. The child must be dependent on and in legal custody and control of the sponsor.

f. Persons, who are command sponsored, recognized under USAREUR Regulation 600-700 as members of the household will be considered family members for the purposes of determining bedroom requirements.

g. A child of a previous marriage will not be considered a family member when determining bedroom requirement unless documentation is provided showing legal custody for more than six months per year.

h. An unmarried service member who has joint legal custody of dependent children and physical custody for more than six months per year is eligible for family quarters.

2-6. **Assignment Provisions.**

a. Offering Quarters

(1) Quarters will be offered when a Projected Availability Date (PAD) is established, the quarters are vacant, and the quarters are projected available for assignment within 30 days of the offer. PAD's may vary due to contractor delays in performing vacant quarter maintenance. Delays in PAD's will not result in a re-offering process. Occupied quarters will not be offered.

(2) Sponsors at the top of each waiting list will be offered the next set of projected available or Ready for Assignment (RFA) family housing for that waiting list.

(3) All units that are RFA will be offered prior to offering units projected to become available. The set of quarters that have been RFA for the longest period will be offered first. If all applicants have been offered, sponsors may exercise the option to be offered a second unit. Sponsors will only be offered one unit at a time; a second offer will not be made until the applicant declines the first offer. No more than (2) two offers will be made, and only quarters that are RFA and excess to current needs will be considered for second offers. There is no choice option for projected available quarters; therefore, no more than one offer will be made for units that are projected to be available.

(4) All sponsors who are offered RFA units compete equally for remaining RFA units on first come first served basis. For example, if two sponsors are on the waiting list and three units are RFA, the two sponsors will be offered one unit each and compete equally for the remaining unit as described above. In no case will more than two offers be made to any sponsor. If an applicant refuses an offer or in the case of excess RFA units, refuses a second offer, paragraph b below applies.

(5) A family housing offer occurs when the housing counselor produces an offer letter. The housing counselor will telephonically notify the sponsor. Inability to locate a sponsor or spouse due to incorrect or outdated information does not constitute an invalid offer. It is the sponsor's responsibility to keep the Housing Division informed of changes to phone numbers, fax numbers, or points of contact and to check the waiting list at least once a week. Remarks on the right side of the waiting list indicate who has been offered a unit. The waiting list will be available for viewing via our web site by June 01. In the event that the Housing Division is unable to contact the sponsor or spouse due to incorrect personal information within 24 working hours of the offer, the offer will be considered a refusal and paragraph b below applies. It is therefore extremely important, for that the Community In/Out Processing Center (ITC) knows your whereabouts.

(6) If the sponsor is TDY, an offer will be made to the spouse. The spouse should make a decision within one working day of notification. If the spouse declines to make a decision on an offer, the offer will be withdrawn and the sponsor will retain placement on the waiting list for the duration of the TDY. No other offers for quarters will be made until the sponsor returns from TDY.

(7) Sponsors may be assigned family housing if the spouse or family members are scheduled to arrive in the community within 90 days after assignment to family housing.

b. Declining Family Housing

(1) Effective the date a sponsor or spouse declines offered quarters, the sponsor will be moved to the bottom of the waiting list. The new eligibility date for housing will be the date quarters were declined.

(2) Authorization of Temporary Lodging Allowance (TLA) for sponsors who decline an offer to available family housing will cease effective the date the offer is declined. (If a second offer is available IAW paragraph 2-6 a (3), authorization of TLA will cease effective the date the second offer is declined). For sponsors who decline an offer of projected available quarters, TLA authorization will cease effective the date the quarters become RFA.

(3) A Certificate of Non-Availability (CNA) will not be issued to sponsors who decline to accept offered quarters. Without the CNA, a service member and family residing off post would only be authorized to draw BAQ at with dependent rate. This means no Overseas Housing Allowance (OHA) or Move In Housing Allowance (MIHA) will be authorized.

(4) Sponsors who decline offered quarters lose their eligibility to reside in or be on the waiting list for temporary quarters.

(5) Families on the waiting lists who currently reside in permanent housing

that will be moving as a result of a non-government directed move will be offered quarters IAW 2-6a. Declination will be handled in accordance with paragraph 2-6b.

c. No Applicants on Waiting Lists. When no eligible sponsor is available or expected to arrive for 60 days, and housing units are excess to current needs of the installation. Assignment of housing one grade category above or below the grade category of the applicant is permissible to ensure the maximum and fairest use. When no eligible sponsor is available for assignment to housing the following may be used.

(1) Voluntary, (when offered by housing), from the waiting list for the same unit size, as follows:

- (a) Field grade to company grade quarters.
- (b) Company grade to field grade quarters.
- (c) Senior NCO to Junior NCO quarters.
- (d) Junior NCO to Senior NCO quarters.

(2) Voluntary, (when offered by housing), from the waiting list for the next sized unit is as follows:

(a) For three-bedroom quarters; the sponsor highest on the two-bedroom waiting list with one child. If there is no sponsor on the two-bedroom waiting list with two children, the sponsor highest on the two-bedroom waiting list with no children can be offered.

(b) For four-bedroom quarters; the sponsor highest on the three-bedroom waiting lists with two children. If there is no sponsor on the three-bedroom list with two children, the sponsor highest on the three-bedroom list with one child can be offered.

(c) When voluntary assignment is made to adequate quarters, it remains in effect for the duration of the service member's tour at the installation

d. Relocation from Economy Quarters. Service members who obtain Private Rental Housing (PRH) after arrival, because of lack of Government housing, are normally expected to live in PRH for one year before they will be offered Government controlled family quarters. An exception may be granted to ensure Government controlled family quarters do not remain vacant. Military personnel with a binding private lease will not be required to move. Consideration will be given to families who are required to give more than 30 days notice of termination to their landlord. These families may be offered quarters that are projected to be available beyond 30 days from the offer. All moves from economy housing to on post housing will be at the expense of the service member, unless the Government directs the move.

e. Assignment of Enclosed Storage Rooms and Cages.

(1) Storage rooms and cages are meant for storage only and are not

authorized for habitation.

(2) When feasible/available storage rooms or cages will be assigned to each dwelling unit. The building coordinator will make all assignments.

(3) Families residing in “Super” four/five bedrooms units are authorized storage space for one unit only.

(4) Under no circumstances is storage of any kind allowed in any portion of the building other than storage or apartment. Personal items stored in unauthorized areas such as transformer, utility, boiler, party rooms or mechanical rooms may be removed by the 233D DPW.

(5) Upon clearance of quarters all storage rooms will be broom swept, additionally, all trash and personal items will be removed.

f. Quarters-to-quarters Moves. The effective date of assignment to the new unit will be the same as the effective date of termination from the old unit. Therefore, a unit being vacated will be considered vacant and placed in INTRA status for utilization and reporting purposes during the actual move. Residents will clear their former quarters (permanent or temporary quarters) within five workdays of assignment to new quarters. Failure to clear quarters promptly could result in maintenance fee charges to the service member for continued occupancy of the old quarters. The expense for these moves will be borne by the sponsor, unless the Government directs the move.

g. Quarters to PRH Moves. Upon an approved request, a service member residing in Government controlled quarters may move to PRH provided this does not result in Government quarters remaining vacant. Such moves will be at the resident’s expense. Service members who move from adequate Government quarters to PRH will be required to acknowledge, in writing, that they may not be reassigned to Government quarters during the remainder of their tour, unless the service member is placed in a Key and Essential position which requires on-post residency. A copy of the acknowledgement will be retained in the service member’s file. The DPW will consider exceptions.

2-7 Waiting List Management.

a. Establishment. A housing assignment waiting list for permanent quarters will be established by bedroom category within each grade designation of AFH. Sponsors on a list compete for available or projected available housing. Sponsors may be placed on only one waiting list (with the exception of any temporary quarters waiting lists).

b. Posting of Waiting List. Waiting list are updated daily and publicly posted weekly at the Family Housing Division, Building 4029, Cambrai Fritsch Kaserne.

c. Application. Applicants will be placed on the waiting list at in processing. Advance applications will be accepted. Application must be made on DD 1746 or other service's equivalent and forwarded with a copy of the member's orders and a certification of family members. Advance submittal of application is recommended to allow advance planning by the Housing Division and to assist the member in obtaining information about housing availability in Darmstadt/Babenhausen. Advance applicants will not be placed on the waiting list until they sign out of their current duty station and in process through the Inprocessing Center located in building 4029 on CFK.

d. Date of Eligibility.

(1) Personnel Service Center (PSC) assignment activities will provide the Housing Division the date service members depart their last permanent duty station. This data will be used in determining placement on housing waiting lists.

(2) For service members arriving at the installation on an accompanied tour, application for housing must be completed within 10 days of arrival at the installation in order to retain the date of eligibility determined IAW AR 210-50. If the application is not completed within 10 days, date of eligibility will be the date of application. TLA authorizations will cease as well.

(3) The eligibility date for an ITT or COT service member from another USAREUR or EUCOM installation will be the date departed last permanent duty station for the original accompanied overseas tour, providing they are still on their initial tour. Those that are not on their original tour will receive date departed last permanent duty station. The service member's name will be placed on the waiting list the day the service member verifies he has orders.

(4) Sponsors who arrive in the community in a promotable status are normally placed on the waiting list for the promotable grade. The service member may elect placement on the family housing list of his or her current grade. If the sponsor decides to change lists after the initial placement on a waiting list, the new eligibility date becomes the date the service member applies to change waiting lists.

(5) Change in Member's Eligibility. When service member's eligibility changes while on a waiting list, i.e., becomes promotable, gains additional family members, the original eligibility date will continue to be used when changing waiting list. However, in these instances the service member will not be allowed to displace anyone in the freeze zone.

(6) Sponsors who attain promotable status while residing in government quarters may not apply for quarters at the promotable grade until the promotion is authorized on official promotion orders. Being "frocked" or on a promotion list does not constitute eligibility for placement on a waiting list. The date of eligibility will be the date of the new housing application. The cost of the move will be borne by the service member.

(7) Sponsors residing in quarters whose bedroom requirement changes due to a change in family size or the ages of children may apply for the appropriate size unit when:

- (a) Medical authorities confirm pregnancy.
- (b) Legal custody or adoption (including pre-adoption test period) is documented.

2-8. **Freeze Zones.**

a. At least the top ten percent of the applicants on each family housing waiting list will be frozen and not altered by placing new arrivals within the top ten percent, regardless of rank/rate or duty assignment. In addition, the freeze zone will be extended to include all sponsors with offers for quarters. Furthermore, where anticipated assignments to AFH for personnel on the waiting list is scheduled to occur within 30 days, the freeze zone may be extended to beyond the top ten percent to include such personnel.

b. Individuals in approved key and essential positions are given priority assignment to Government quarters. They are placed on the waiting list at the top of the freeze zone without displacing any sponsor who has received an offer of housing. Should there be more than one key and essential applicant on a list, sponsors are placed at the top of the freeze zone immediately below key and essential personnel with an earlier eligibility date. Key and essential personnel are listed in Appendixes A and B of this policy.

2-9. **Priority of Assignment.**

a. Priority 1. Key and essential service members and civilian employees, including special command position. See Appendixes A and B.

b. Priority 2. Permanent party DOD military personnel who are assigned or attached for duty at either Darmstadt or Babenhausen, or housing support services are handled at Darmstadt/Babenhausen as well as other priority two personnel as identified in the AR 210-50.

c. Priority 3. When excess quarters are available the Housing Division may elect to place civilians on the waiting list as Priority 3 applicants. The following will compete on the priorities listed.

(1) Personnel for whom support agreement for housing have established, i.e., foreign liaison personnel.

(2) DOD civilians recruited from the United States for whom a

transportation agreement exists, and LQA is authorized.

(3) DOD civilians recruited from the United States, for whom a transportation agreement exists, but LQA is not authorized.

(4) DOD civilians recruited from the United States, with no transportation agreement, and no LQA is authorized.

(5) Overseas hire DOD civilian employees.

d. Eligible civilians will be assigned government controlled housing on a voluntary basis.

e. Contractor personnel are not authorized to live in Government housing unless specifically authorized by contract provisions or an exception is granted by the ODCSENGR, HQ USAREUR/7A, (AEAEN-EH-H).

2-10 Occupancy by Non-dependents.

a. Permission for visits beyond 30 days requires written approval from the Housing Division.

b. Nannies. Sponsors must request written authorization from the BSB commander for Nannies to reside in Government quarters with their families. Edition III of the Residents Handbook has instruction on the steps required in gaining approval. The person hired must be registered with the local authorities. The employer must follow USAREUR and host nation laws and local administrative rules governing domestic employment. Nannies are prohibited from residing in attic and basement rooms. Bedroom authorizations do not increase as a result of employing a Nanny.

2-11. Termination of Family Housing.

a. AR 210-50, paragraph 3-19, establishes the conditions under which quarters will be terminated. The Chief, 233D BSB Housing Division may consider exception requests.

b. Termination orders will be effective the date family quarters are terminated. BAQ entitlement begins on the date of PCS departure or the date of quarter's termination, whichever is earlier. When delayed return of family members is authorized, BAQ entitlement begins on the date of the family's PCS departure, or the date of quarter's termination, whichever is earlier.

c. Personnel residing in Government family housing in Darmstadt/Babenhausen on PCS orders to a new duty station within commuting distance. (1-hour travel time by POV) may request retention of their current quarters. Prior approval of this request must be obtained from the gaining command. The request must be routed through the gaining

Housing Division. Any decision will be documented in writing and retained in the member's file. This policy does not apply to personnel who will occupy a key and essential duty position at their new duty station, or those occupying designated quarters at the old duty station. This policy does not apply to unit moves.

d. When the assigned occupants are divorced, legally separated, or absent from the quarters in excess of 60 days, the departure is considered permanent and quarters will be terminated. The sponsor will notify the Housing Division in writing within five days of the change in circumstances and quarters will be terminated within 30 days of occurrence. If the sponsor is absent, the unit commander will notify the Housing Division. Exceptions will be made for illness, temporary duty (TDY), or when eligibility for family quarters is retained because of the remaining family components. An exception will also be made in the case of service members who have joint custody of dependents for more than six months per year, while the dependent(s) are residing with the other parent.

e. In instances where a sponsor departs USAREUR and desires to retain Government controlled family housing for personal reasons beyond 90 days, (e.g. to allow his children to complete the school year before relocating to another duty station, etc.) PERSCOM and the 233rd BSB must first approve exceptions of over 90 days.

f. Should quarters occupied by civilian personnel be required for a military member, civilians will be given at least 30 days notice to vacate.

g. Civilians occupying Government quarters have an occupancy limitation of five years.

h. Key and essential civilians are not subjected to occupancy limitations.

i. Procedures to be used in the event that the sponsor or family members refuse to vacate assigned government controlled quarters are at Appendix F of the USAREUR supplement to AR 210-50.

j. On PCS moves, TLA authorizations begin when quarters are physically terminated, and service member is in receipt of termination orders prepared by the Housing Office. The Quarters Cleaning Initiative limits outgoing TLA to three days.

2-12. **Temporary Living Quarters.**

a. Temporary quarters will be used to house service members who are expected to exceed a 10 day waiting period for permanent housing when available.

b. There are two waiting lists; one enlisted and one officer.

c. Failure to accept temporary quarters when offered will result in forfeiture of

TLA.

Section III Unaccompanied Personnel Housing (UPH).

3-1. General.

Unless otherwise specified, the policies and procedures in this section apply to all Government controlled UPH in the Darmstadt and Babenhausen military communities. Bonafide bachelors in grades E-7 and above may choose, at their own discretion, to reside off post.

3-2. Eligibility.

DOD Military personnel, DOD civilians and foreign military stationed in the Darmstadt/Babenhausen Military Community without command sponsored family members are eligible for Government controlled UPH. Priority for assignment will be in accordance with the AR 210-50 and USAREUR supplement to AR 210-50.

3-3. Allocation of Housing.

The 233D BSB subdivides quarters into the grade categories listed below. The total number of personnel eligible for housing support determines the number of housing units allocated to each category. Allocations of housing assets are reviewed at least annually.

a. Bachelor Officers Quarters (BOQ) for use by officers in grades 01-06, W01 and CW2-CW5.

b. Senior Enlisted Bachelor Quarters (SEBQ) for use by enlisted personnel in grades E-6 through E-9.

3-4. Minimum Space Criteria.

a. For permanent party Senior Enlisted and Bachelor Officers (E7 and above), quarters shall meet or exceed the minimum space standards in AR 210-50.

b. The minimum space standard for occupancy by permanent party E6 shall be the 1+1 standard. Each service member will receive as a minimum a private room with a minimum of 110 plus NSF and a semi-private bath.

3-5. Assignment Provisions.

a. Offering Quarters.

Quarters will be offered when a PAD is established, the quarters are vacant, and the quarters are projected available for assignment within 30 days of the offer. PAD's

may vary due to contractor delays in performing vacant quarter's maintenance. Delays in the PAD will not result in a re-offering process. Occupied quarters will not be offered.

(1) Service members at the top of each waiting list will be offered the next set of projected available or RFA unaccompanied housing for that waiting list.

(2) All units that are RFA will be offered first. If all applicants have been offered and RFA units still exist that are not already offered, service member may exercise the option to be offered a second unit. Service members will only be offered one unit at a time; a second offer will not be made until the applicant declines the first offer. No more than two offers will be made, and only quarters that are RFA and excess to current needs will be considered for second offers. There is no choice option for projected available quarters, therefore, no more than one offer will be made for units that are projected to be available.

(3) All service members who are offered RFA units compete equally for remaining RFA units on first come first served basis. For example, if two service members are on the waiting list and three units are RFA, the two service members will be offered one unit each and compete equally for the remaining unit as described above. In no case will more than two offers be made to any service member. If an applicant refuses an offer or in the case of excess RFA units refuses a second offer, paragraph b below applies.

(4) An offer occurs when the housing counselor produces an offer letter. The housing counselor will telephonically notify the service member. Inability to locate a service member due to incorrect or outdated information does not constitute an invalid offer. It is the service member's responsibility to keep the Housing Division informed of changes to phone numbers, fax numbers, or points of contact and to check the waiting list at least once a week. Remarks on the right side of the waiting list indicate who has been offered a unit. In the event that the Housing Division is unable to contact the service member due to incorrect personal information within eight working hours of the offer, the offer will be considered a refusal and paragraph b below applies.

b. Declining UPH.

(1) Effective the date a service member declines offered quarters, the service member will be moved to the bottom of the waiting list. The eligibility date for housing will be the date quarters were declined.

(2) Authorization of Temporary Living Allowance (TLA) for service members who decline an offer to available UPH will cease effective the date the offer is declined. (If a second offer is available IAW paragraph 2-5 a (3), authorization of TLA will cease effective the date the second offer is declined.) For service members who decline an offer of projected available quarters, TLA authorization will cease effective the date the quarters become RFA.

(3) A Statement of Non-availability (SNA) will not be given to geographical bachelors who decline to accept offered quarters.

c. UPH Quarters to PRH Moves. Upon request, a service member residing in UPH Government controlled quarters may move to PRH provided this does not result in Government quarters remaining vacant. Such moves will be at the occupant's expense. Service members who move from adequate Government quarters to PRH will be required to acknowledge, in writing, that they may not be reassigned to Government quarters during the remainder of his/her tour. A copy of the acknowledgement will be retained in the service member's file. The Chief, Housing Division may approve exceptions.

3-6. **Waiting List Management for UPH.**

a. Establishment. A housing assignment waiting list for UPH will be established for each grade category. Service members on a list compete for available or projected available housing. Service members may be placed on only one waiting list.

b. Posting of Waiting List. Waiting list are updated daily and publicly posted weekly at IOP, Building 4029, Cambrai Fritsch Kaserne.

c. Application. Applicants will normally be placed on the waiting list at in processing. Advance applications will be accepted for ITT and COTs within USAREUR or EUCOM IAW AR 210-50. Advance applications from service members outside USAREUR or EUCOM will be accepted. Applications must be made on DD 1746 or other service's equivalent and forwarded with a copy of the member's orders. Advance submittal of applications is recommended to allow advance planning by the Housing Division and to assist the member in obtaining information about housing availability in Darmstadt/Babenhausen. With the exception of ITT and COTs, advance applicants will not be placed on the waiting list until they sign out of their current duty station.

d. Date of Eligibility.

(1) Personnel Service Center (PSC) assignment activities will provide the Housing Division the date the service member departs his or her last permanent duty station. This data will be used in determining placement on the housing list.

(2) For service members arriving at the installation on an unaccompanied tour, application for housing must be completed within 30 days of arrival at the installation in order to retain the date of eligibility determined IAW AR 210-50. If the application is not completed within 30 days, date of eligibility will be the date of application.

3-7. **Freeze Zone.**

a. At least the top ten percent of the applicants on each UPH waiting

list will be frozen and not altered by placing new arrivals within the top ten percent, regardless of rank/rate or duty assignment. In addition, freeze zone will be extended to include all service members with offers for quarters. Furthermore, where anticipated assignment to UPH for personnel on the waiting list is scheduled to occur within 30 days, the freeze zone may be extended beyond the top ten percent to include such personnel.

b. Individuals in approved key and essential positions are given priority assignment to government quarters. They are placed on the waiting list at the top of the freeze zone without displacing any service member who has received an offer of housing. Should there be more than one key and essential applicant on a list, service members are placed at the top of the freeze zone immediately below other key and essential personnel with an earlier eligibility date.

3-8. **Priority of Assignment.**

a. Priority 1. Key and essential service members and civilian employees, including special command positions.

b. Priorities 2-10. Priority for assignment will be in accordance with the AR 210-50 and UR 210-50.

Section IV Housing Referral Services

4-1. **General.**

a. The Housing Division will manage Private Rental Housing (PRH) under an open referral system. Waiting lists will not be used. The Housing Division will maintain, in an area easily accessible to all personnel, an up-to-date display of all rental listings.

b. The minimum criteria that determines suitability is:

- (1) The unit is within 45 minutes of place of work.
- (2) The unit is within school bus zones (for families with children).
- (3) Suitable roadways, sidewalk and steps are available for easy access to the unit.
- (4) The unit is acceptable from a health, sanitation and safety standpoint.
- (5) The unit is structurally sound.
- (6) The unit is in good repair inside and out.

- (7) Sufficient hot water supply and heating facilities.
- (8) Potable water.
- (9) Sufficient electrical service.

c. Statement of Non-availability (SNA). SNA may be authorized for service members when projected availability of Government controlled quarters exceeds 60 days. The Housing Division is the approval authority for the issuance of SNA. Service members who receive SNA may seek permanent quarters through the private rental market. Once issued, SNA will be honored and not withdrawn from the service member even if Government controlled housing should become available. Service members will remain on the waiting list for Government controlled quarters and retain the option to be assigned Government quarters until permanently housed.

d. The issuance of a SNA does not automatically authorize the service member use of realtors or rental agencies that charge fees for location assistance. Housing Division must approve use of these services. The Housing Division will not approve the use of these services as long as suitable units are available through HRO within 60 days of the date of application for family housing.

Section V Proponent

5-1. Proponent for these policies is the Chief, Housing Division Darmstadt/Babenhausen, AEUSG-DA-PW-H, DSN 348-6540 or commercial 06151-69-6540.

FOR THE COMMANDER:

OFFICIAL:

Adjutant

//ORIGINAL SIGNED//
 HALIMA M. TIFFANY
 LTC, MI
 Commanding

DISTRIBUTION:

Appendix A
KEY AND ESSENTIAL LIST
WITH DESIGNATED QUARTERS

The following positions are key and essential and require the incumbents to reside in designated government quarters:

233rd BSB Commander, 4470 Santa Barbara* see note below

233rd BSB CSM, 4453 A Santa Barbara

DTRA, Commander, 4467 Santa Barbara

66th Military Intelligence Commander, 4468 Santa Barbara

66th Military Intelligence CSM, 4465A Santa Barbara

22nd Signal Commander, 4469 Santa Barbara

22nd Signal CSM, 4462A Santa Barbara

41st Field Brigade Commander, 4580 Babenhausen Village

1-27th Field Battalion, Commander, 678 Wuerzburger Strasse Aschaffenburg

* If an O-6 arrives in the community the BSB Commander would be required to move at government expense to alternate quarters within Santa Barbara.

Appendix B
KEY AND ESSENTIAL LIST
WITHOUT DESIGNATED QUARTERS

The following positions are designated key and essential by the ASG Commander and are required to reside in government quarters within their grade category. The incumbents of these positions will be placed on the wait list as priority one:

32nd Signal, Commander (Darmstadt)

32nd Signal, CSM (Darmstadt)

Commander, Stars and Stripes Europe (Darmstadt)

165th Military Intelligence, Commander (Darmstadt)

165th Military Intelligence, CSM (Darmstadt)

440th Signal, Commander (Darmstadt)

440th Signal, CSM (Darmstadt)

DTRA, Operations Officer

533rd Military Battalion, Commander (Darmstadt)

533rd Military Battalion, CSM (Darmstadt)

1-27th Field Battalion, CSM (Babenhausen)

41st Field Brigade, CSM (Babenhausen)

Commander, AFN, (Darmstadt)

Commander, NEVD, (Darmstadt)

Commander, Medical Clinic, (Darmstadt)