

**USAADACENFB
Pamphlet 210-50**

Installation

**HOUSING
MANAGEMENT**

**Department of the Army
Headquarters
U.S. Army Air Defense Artillery Center and Fort Bliss
Fort Bliss, Texas 79916-6816
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Housing Management

Summary. This pamphlet provides information on United States Army Air Defense Artillery Center and Fort Bliss (USAADACENFB) family housing and bachelor quarters. It explains vehicle parking policy. It explains the maintenance of Government quarters and quarters improvements. It provides specific instructions for quarters clearance.

Applicability. This pamphlet applies to occupants of Government quarters at the USAADACENFB and William Beaumont Army Medical Center (WBAMC). It also applies to occupants of community housing for the United States Army Sergeants Major Academy (USASMA).
Impact on New Manning System. This pamphlet does not contain information that affects the New Manning System.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by the Director of Information Management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this pamphlet is the Housing Division, Directorate of Public Works and Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAADACENFB, ATTN: ATZC-ISH, Fort Bliss, Texas.

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*This pamphlet supersedes USAADACENFB Pam 210-50, dated 15 July 1991

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Chapter 1 General

1-1. Purpose

This pamphlet provides instructions and guidance to occupants of Government quarters.

1-2. Introduction

a. AR 210-50 contains policy procedures, and responsibilities for family housing and Unaccompanied Personnel Housing (UPH) management. A copy of AR 210-50 is available at the Housing Division, Directorate of Public Works and Logistics, for review by quarters' occupants if desired.

b. The Housing Division is located in building 504A, approximately one block west of the Fort Bliss Replica, on Holbrook Road. The Assignment and Termination Section and the Community Homefinding Relocation and Referral Services (CHRRS)/Off-Post Housing Offices are open from 0800-1600, Monday, Tuesday, Thursday, and Friday. Wednesday hours are 0800-1130.

1-3. General Policies for Family Housing

a. Quarters Inspection and Inventory. When signing for family quarters, occupants are required to make a detailed inspection and inventory of the quarters, furnishings, and adjacent grounds with an inspector from the Housing Division. Sponsors will sign for all items of Government property in the quarters at time of check-in. The check-in inspection will be scheduled during the assignment process.

b. Termination of Quarters Assignment for Misconduct. Assignment of Government family quarters may be terminated for misconduct, misuse or illegal occupancy of quarters by the sponsor or family members. Assignment may also be terminated for other misconduct contrary to safety or health or that is contrary to the moral standards of the community. Revocations will be processed per AR 210-50, para 3-19.

c. Clearing of Government Quarters and Reinstatement of Basic Allowance for Housing. Occupants have three options for cleaning and clearing Government quarters.

(1) Clean and clear quarters themselves. BAH is reinstated the day the termination inspection is passed and the quarters are returned to the Government ready for occupancy.

(2) Use a cleaning team contacted and contracted by the soldier. BAH is reinstated the day the termination

inspection is completed and the quarters are returned to the Government ready for occupancy.

(3) Use the service of the Clean Get-A-Way Program to hire a cleaning team to clean and clear the quarters. Service members will continue to forfeit their BAH for two working days after the "occupant out" inspection is completed, to allow sufficient time for the cleaning team to complete their work. If the cleaning team does not pass inspection on the appointed day, the cleaning team will reimburse the Government the daily BAH rate until the quarters are returned to the Government ready for occupancy.

d. Visiting Relatives or Friends. Occupants of family quarters are authorized to have bona fide social visitors and houseguests; however, Government quarters are for occupancy by soldiers and their dependents. Therefore, social visits will be temporary in nature. Visits will not exceed 30 days unless approval is obtained in accordance with AR 210-50, para 3-17.

e. Water Beds. No waterbeds are allowed in the single, red brick quarters, two story quarters, and quarters with basements without obtaining permission from the housing office.

f. Liability for Damage to Assigned Housing. Public law makes military residents of Government housing units legally responsible for damage to the units or for damage or loss of Government-issued appliances and furniture.

g. Family Housing Occupant Area of Responsibility. Residents are responsible for the area from their quarters, halfway across the street and halfway to the quarters located to the left, right, and rear. Residents who do not have backyard or adjacent neighbors are responsible for the grounds from their quarters up to a boundary as noted by the inspector during assignment inspection. Detailed provisions regarding quarters grounds maintenance can be found in Chapter 3 of this pamphlet.

(1) *Separate Garage and Alleyways.* Residents of quarters with separate garage and/or adjacent alleyways are responsible for the area around the garage, along walls and alleyways behind quarters and the wall on the opposite side of the alley located behind quarters.

(2) *Vacant Quarters.* Ground maintenance of vacant quarters is the responsibility of the occupants of the quarters to either side and will be monitored by the block captain.

h. Pets in Government Quarters. Pets are limited to dogs, cats, and caged animals. No more than three animals per unit. Exceptions are fish, caged birds, caged

small animals, and litters of puppies or kittens under eight weeks of age. All pets must have current rabies inoculations. To keep exotic pets such as snakes, iguanas, etc., you must submit a request for exception to policy to Veterinarian Services located at Building 6077 (Van Horne area), Fort Bliss. Detailed provisions regarding pets in Government quarters can be found in Appendix D of this pamphlet.

i. Lead Based Paint. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Pamphlet on lead poisoning prevention is available at the Housing Office.

j. Water Conservation. Mondays are no water days. From May through September watering is determined by quarters number. Even addresses water on Tuesday, Thursday, and Saturday; odd addresses water on Wednesday, Friday, and Sunday. Watering hours are 0500-0900 and 1800-2200 on authorized watering days. During the months of April and October watering is limited to the above days and times but only once per week. November through March watering of lawns is once per month when temperatures are above freezing.

k. Family Child Care (FCC). Family Child Care is "in home" care provided by adult family members occupying government quarters. Providing child care service over 10 hours per week is considered a business and is authorized only in accordance with AR 608-10, Child Development Services, 12 Feb 90.

l. Swimming Pools in Government Quarters. Portable swimming pools in residential quarters will not exceed 18 inches in height and 8 feet in diameter. Pools will be filled to 2/3rds capacity (12 inches of water); water will not be replaced daily.

m. Name Signs for Government Quarters. All occupants of Family Housing will display rank and name in the signboard provided at their quarters. Letters for signboards will be available after the occupant or designated family member completes the Self-Help class. Occupants are responsible for keeping sign boards and letters serviceable, clean, and painted. Paint is available from Self-Help.

n. Sponsorship. Soldiers who elect to leave their family in government quarters while on a non-command sponsored tour must be assigned a sponsor by their unit. The sponsor will assist the departing soldier as needed and will continue to provide assistance to the departing soldier's family after his departure. This sponsorship will continue until the soldier's return or the family departs Fort Bliss.

o. Unit Responsibilities. The service member's unit of assignment at the time of clearing family housing is responsible for ensuring that the quarters are properly cleared. In the event that the service member is charged for damages or missing items, the unit is responsible for ensuring that the service member comes into Housing to settle the debt no later than 3 work days after the damages are assessed. Whenever a service member leaves the area without clearing Housing, the unit is fully responsible for clearing the quarters and returning them to housing for further assignment. This includes AWOLs, confinements, abandonment, chapter discharge, and any other reasons that would prevent the service members from clearing their quarters themselves. Unit responsibilities are further defined in paragraph 4-2d.

p. Pregnant Soldiers. Pregnant military personnel (with no other family members) will not be assigned to family housing until after the birth of the child. Service member will be placed on the waiting list by date of application. Pregnant soldiers must provide a doctor's statement of certification of pregnancy when they apply for government housing.

q. Exception to Immediate Termination. Family members of active duty soldiers reassigned from CONUS to OCONUS where family members are authorized and deferred family travel is approved, the installation commander will allow families to remain in housing up to 140 days after the sponsor departs. PCS orders must be kept up to date by the absent soldier during the 140 days. The unit must appoint a sponsor per paragraph n above.

r. Waiting Lists. When a soldier is ordered to PCS with TDY enroute, the spouse is authorized to apply for housing at the new duty station prior to the arrival of the sponsor. The effective date of the spouse's signing for housing shall not be earlier than the reporting date of the sponsor.

s. Quarters Maintenance List. Occupants are required to submit a "Fix it List" 60 days prior to clearing quarters. The list will consist of items that are in need of repair, and will include a valid work order/service order number for each item listed. Request work/service orders at the Work Order Desk in building 777 or by calling 568-1107. Self-help items will not be included on this list.

(t) Commanders of departing soldiers that occupy government family quarters will notify the service member of the requirement to submit the "Fix it List" to housing 60 days prior to leaving Fort Bliss. The commander will also review the listing prior to submitting to Housing. Soldiers not complying with this requirement will be referred to their commanders for resolution.

1-4. General Policies for UPH

a. In the interest of common courtesy, occupants should refrain from being loud or boisterous or from using profane language. Keep conversations, radios, televisions, and stereos at a volume that will not disturb other occupants, especially during "quiet hours" (2200 to 0600).

b. Commanders who have responsibility for oversight of barracks/billets may establish additional policies to ensure maintenance of soldier health, welfare, and morale.

c. Pets are not permitted in UPH. NO EXCEPTIONS.

1-5. Assignment to UPH

a. *Barracks/Billets.* Permanent party, single soldiers, E1 through E6, will be assigned Government housing (barracks/billets). When adequate housing is not available in the soldier's particular unit, he or she will be referred to another unit for billet space. If the unit commander determines that he or she cannot accommodate that soldier in brigade barracks, then the soldier can request, by personnel action (DA Form 4287), authorization to reside off-post and receive basic allowance for housing (BAH) at the without dependents rate. The battalion and brigade commanders must make a recommendation. The Housing Division, UPH Section, is responsible for control over certificates of non-availability (CNA). Approval will be made only if overall installation billets use is 95 percent. Occupancy of barracks at the brigade level will be verified with Real Property, DPWL before CNA is issued. Geographical bachelors will be housed on a space available basis. CNAs will not be issued while geographical bachelors are housed in barracks.

b. A quarterly review of all current CNAs and barracks utilization reports will be made by unit commanders. The review should compare the billeting space available to the number of CNAs. If billeting space is avail-

able, single soldiers residing off post will be required to move into the barracks and forfeit their BAH.

c. Soldiers, E-7 and above, may elect to live off-post and receive BAH at the without dependents rate. However, the Command Group may determine that special circumstances require that these soldiers occupy Government quarters because of military necessity.

d. Pregnant soldiers, at 20 weeks or more, may be allowed to move off-post and receive BAH at the without dependents rate by submitting a DA Form 4287, signed by the unit commander and a copy of the pregnancy profile to the UPH Section, Housing Division.

e. *Bachelor Quarters.* BQs are designated for permanent party officers and senior enlisted on a PCS. This includes bona fide bachelors and unaccompanied geographical bachelors. Geographical bachelors are included on a space available basis. Bachelor quarters for geographical bachelors will be prioritized IAW AR 210-50. Should a bona fide bachelor require quarters, a geographical bachelor may be required to vacate his or her quarters. In such instances, a 30-day eviction notice is given.

1-6. Entrance Into and Inspections of UPH Bachelor Quarters

The BQs represent home to their occupants. Therefore, they should be afforded all the rights of privacy generally associated with the home. Except for personnel conducting inventories or fire inspections, entrance into quarters will not be permitted when occupants are away from home. If UPH personnel enter quarters, the doors to the quarters will be left open while they are inside. The doors will be re-locked when they leave. Additionally, Government personnel will be empowered to enter quarters on the authority of a military magistrate or military judge, such authority having been granted either verbally or in writing, pursuant to lawful criminal investigations and based on probable cause.

Chapter 2 Maintenance of Government Quarters and Quarters Improvement

2-1. Preventive Maintenance

There are many items in family quarters and the surrounding grounds which the occupant is responsible for maintaining. Government family quarters are constructed and major maintenance and repairs are accomplished from funds provided by the Department of the Army. However, the self-help policy directed by the Department of the Army requires that all occupants assigned Government family quarters perform many minor maintenance items that they are capable of performing. Work will be performed per the self-help book.

a. Alterations, Modifications, or New Construction.

No alterations, modifications, or new construction by occupants of Government family housing are allowed without written approval from the Housing Division. The following responsibilities, however, are considered within the capabilities of the occupants of family quarters.

- (1) Practicing a realistic utilities conservation program.
- (2) *Policing Grounds.* This includes mowing, trimming, and watering lawns and removing leaves and other debris.
- (3) *Cleaning Quarters.* This includes waxing floors and washing windows. It also includes using proper sanitation measures to keep insects from breeding.
- (4) Tightening or replacing screws in door hinges.
- (5) Replacing light bulbs, fuses, switch-plates, and water faucet washers, except bathtub, shower, and outside faucets.
- (6) Simple repairs to small holes in screens.
- (7) Cleaning or replacing filters in exhaust hoods over ranges and warm air furnaces in quarters in Van Horne Park and Biggs Army Airfield and houses with heat pumps (Upper WBAMC and Hayes Housing areas). Furnace filters must be serviced twice during heating season, and heat pump filters need monthly replacement throughout the year.

Warning: Do not remove, or replace filters while units are in operation.

- (8) Performing preventive maintenance per the self-help instructions in USAADACENFB Suppl 1 to AR 420-22, such as replacing doorstops, toilet seats, soap dishes,

and so forth. A list of authorized self-help work for family housing occupants may be obtained from the Self-Help Center (building 1276).

b. Self-Help Course of Instruction.

(1) An adult occupant is required to attend a self-help course of instruction. All other adult members of the family are encouraged to attend. Classes are conducted by Directorate of Public Works and Logistics personnel in building 1276 at 0900 every Tuesday. During this class, instructions will be given in simple maintenance of and minor repairs to many appliances and similar items. Also, the Letter of Instruction for Family Housing and Troop Self-Help Program will be issued. These instructions include a list of items available for issue at the Self-Help Center.

(2) Occupants of Government Quarters will not have access to Self-Help equipment, materials, and supplies until completion of the Self-Help course and issuance of their Self-Help card.

c. Major Repairs and Maintenance. Major repairs to and maintenance of family quarters normally will be accomplished when quarters are vacant during change in occupancy. If, due to heavy workloads, this work is not done during vacancy, it will be done as soon as possible after the date of occupancy.

d. Interior Painting. Interior surfaces of family quarters are normally repainted by Government contract between assignment of quarters, subject to the availability of funds and the need. Quarters are repainted only when it is essential to preserve and protect the walls and ceilings of the quarters. Repainting will not be done merely for beautification. Exceptions to this repainting policy may be considered if fully justified and approved, in writing, by the Chief, Housing Division.

NOTE: Houses built prior to 1978 may have lead based paint. Ft. Bliss has painted over the lead paint with several coats of encapsulated paint. Through the years these older homes have had between 4 and 5 coats of paint applied, making the threat of lead poisoning minimal.

(1) If an occupant desires to repaint a room within his or her quarters, he or she must send a request to the Family Housing Branch, Housing Division. If the request is approved, the occupant will repaint the room using the approved paint (see (2) below). Painting electrical switches, outlets, and telephone wall jacks is prohibited. No spot painting is authorized.

(2) Off-white, Federal Specification Standard Color Number 37778 is the standard color for use in all rooms of family quarters. Department of the Army policy

authorizes one-coat applications of paint in family quarters. Cyclic or other approved repainting of family quarters will be a one-coat application. At the time an individual set of quarters becomes eligible for repainting and repainting is considered necessary for preservation purposes per the cyclic policy, all pastel colors previously applied will be completely covered.

e. Exterior Painting. Government contractor or Directorate of Public Works and Logistics personnel do all exterior painting of wooden or metal trim. Occupants may not repair exterior surfaces or trim.

f. Exterior Masonry Waterproofing Treatment. The Housing Division develops Government contracts, as required, to waterproof exterior masonry surfaces per cyclic schedules set up by the Department of the Army, subject to availability of funds.

g. Carpentry. If the occupant wants to make some alterations or modifications to the quarters, prior approval from the Housing Division is necessary.

h. Hardware. Occupants should keep hinges on doors, cabinets, and so forth from becoming loose by using the proper size screwdriver to tighten loose screws. If the door locks do not work freely, the locks should be lubricated with graphite powder. Graphite powder can be obtained at the Self-Help Center. The use of oil on the locks is prohibited. It will cause dust to collect and will result in clogging the mechanism. If the locks do not work properly after lubricating with graphite powder, the occupant should call the Work Order Desk at 568-1107.

i. Window Shades and Venetian Blinds Occupants should check for loose brackets and tighten all screws holding the brackets. Careful operation will prolong the life of venetian blinds. Cords should not be jerked when lowering or raising blinds. A gentle, steady pull will preserve the cords and prevent tape breakage. Venetian blinds should be raised evenly and not dropped from the open to the closed position. Window shades and venetian blinds are repaired by contract through the Self-Help Center (bldg. 1276).

j. Wood floors. Generally, wood floors are refinished before quarters are occupied, and a sealer and wax are applied. The occupant can keep the floor clean by regular dry mopping to remove dust and damp mopping once a week, using a solution of lukewarm water and mild soap. After damp mopping, rinse the mop in clear water, mop the floor again to remove soap, and dry and buff the floor. When the floor becomes dirty to the extent that damp mopping does not clean it, wet mop a small area at a time, using warm water and mild soap, and rinse and dry the floor. Apply a thin coat of paste wax and buff the floor. Never use water emulsion wax on wood floors.

k. Air Conditioners. The air conditioning units in USAADACENFB family quarters are evaporative coolers. They work on the principle of humidifying the air. Consequently, when the humidity in the outside air reaches approximately 40 percent, shut off the water pump switch for the cooler and only operate the fan, if the controls have two switches. Since the evaporative cooler does not have an air return system, the best cooling results are obtained by opening a window approximately 4 inches on the opposite side of the room from the air-conditioning vent or outlet. This procedure will allow for air circulation and reduce the humidity buildup in the quarters.

l. Electrical Lighting Fixtures. If the glass portion of an electrical lighting fixture is broken, recover as many large pieces as possible. Measure the diameter of the neck, and obtain a replacement from the Self-Help Center. It is important that the replacement fits the holder of the lighting fixture. The correct fixture dimensions must be known when selecting the replacement.

2-2. Quarters Improvements

a. Listed below are improvements to quarters that are permitted at the occupant's expense. Sponsors may be held financially liable for damages to their quarters that may occur as a result of such improvements. Any improvements that, due to deterioration or other reasons, present an unsightly appearance must be removed. Sponsors must request and receive approval, in writing, from the Housing Division before making any changes to Government quarters. Materials or labor used for any improvements or modifications to Government quarters are not reimbursable. Departing occupants will be required to remove the improvement and restore the quarters to its original condition. Specific types of quarters improvements are identified on FB Form 828, available at A&T Section.

(1) Quarters Fencing. Fencing is permitted in the back yard only. Boundary lines between neighbors must be observed. To prevent damage to underground utilities, occupants must obtain a Fence and Excavation Permit from the Engineer Section, Family Housing (bldg. 504-A) and a Digging Permit from the Engineering Plans and Services Division, Directorate of Public Works and Logistics (basement of bldg. 777), before installation. Occupants must submit illustrations of the size and type fencing, to include the type material, when they apply for a permit.

(2) Playground Equipment. A basketball backboard will not be permanently anchored to a roof. It may not be nailed down but can be temporarily anchored by sandbags (maximum of 4).

(3) *Ceiling Fans.* A permit to install ceiling fan(s) must be obtained from the Housing Division, Engineer Section.

(4) Special electrical outlets installed by a qualified electrician.

(5) *Television, Radio Antennas, and Satellite Dishes.* If an occupant desires an outside antenna or satellite dish, he or she is responsible for the procurement and installation of the appropriate antenna, satellite dish, lead wires, grounding system, and lightning arrester. Before an antenna is installed, the location and method of installation must be approved by the Housing Engineering Section, Directorate of Public Works and Logistics bldg. 504-A. (Roof areas are off limits to all personnel, except Directorate of Public Works and Logistics employees.) Installation of the antenna or satellite dish system, may be performed by the occupant or a commercial service firm or individual. Personnel from the Public Works Division, Directorate of Public Works and Logistics, will inspect the antenna or satellite dish to ensure that proper installation methods were used. Upon termination of quarters, the occupant is responsible for the removal of the antenna and any building restoration costs. (Under no condition will an antenna be installed, bolted or nailed on the roof or the structure of a building nor will guide wires be attached to any part of the building.)

(6) *Doors.* Additional locking devices (that is dead-bolt locks) on outside doors may be installed at the occupant's expense. The occupant must receive prior approval from the Directorate of Public Works and Logistics, Housing Division, A&T Section. Any devices installed without this approval must be removed and the door restored to its original condition before clearing quarters. All approved devices installed must remain upon clearing quarters and become Government property. Copies of keys must be provided to Housing Division as soon as work is accomplished.

b. Requests for improvement to family quarters at Government expense must be submitted, in writing, to the Family Housing Branch for approval.

2-3. Entomology Services

Entomology services (spraying of family and UPH quarters for elimination of insects) will be accomplished between occupancies when quarters are vacant. If an insect problem develops which cannot be eliminated with insect spray obtained at the Self-Help Center, the occupant should notify the Work Order Desk, 568-1107. If necessary, Directorate of Public Works and Logistics personnel will spray the quarters. Family quarters and UPH occupants may not use contractual services for pest and insect control in family quarters. Because of increasing public

concern for environmental quality, the Federal Environmental Protection Agency is actively reviewing the need for pesticides as well as their effects. Persons planning to use pesticides available commercially should check with the Chief, Preventive Medicine Service, WBAMC, as to current regulations or restrictions on their use.

2-4. Care of Quarters Exterior

a. All personnel assigned Government family quarters are responsible for maintaining high standards of grounds maintenance and must police their assigned areas. This includes irrigating, mowing, clipping, trimming, and edging lawns. It also includes reseeding, fertilizing, eliminating weeds, and repairing holes in lawns caused by pets. The occupant will police trash daily and maintain general neatness and cleanliness of lawns. The same care must be exercised by occupants of family quarters as the care a prudent homeowner would give to his or her property; for example, planting and caring for flowerbeds. Chapter 3 provides guidance on preparing and maintaining yards. Lawns damaged by neglect through installation of personally owned playground equipment or by pets must be repaired at the occupant's expense. Personnel of the Buildings and Structures Branch, Directorate of Public Works and Logistics, will provide advice and suggestions on proper maintenance procedures. Failure to maintain assigned quarters areas in a neat and orderly manner will subject sponsors to disciplinary action. It may result in involuntary termination of quarters as outlined in AR 210-50.

b. *Planting of Shrubs, Flowers, and Vegetables.* Occupants of Government family quarters are permitted, at their own expense, to plant shrubs, flowers, and vegetables. However, approval of locations for shrubs, flowerbeds, and vegetable gardens must be obtained in advance. Requests for planting are normally approved, provided the planting will not cause a safety hazard along walks, driveways, streets, or intersections. Plantings may not restrict access to quarters or grounds by maintenance or emergency vehicles and will not cover utility lines. (See Chapter 3 for more information on planting trees and shrubs.)

c. *Pruning Shrubs.* Occupants are responsible for trimming shrubs. Chapter 3 provides detailed guidance on maintaining shrubs, hedges, and trees. Occupants of Lindquist and George Moore housing areas will not prune shrubs that are located in front of windows. These shrubs are planted in conjunction with windows that are designed to enhance energy efficiency of the home.

(1) Tall shrubs in front of the quarter's exterior walls should be trimmed so that the top will be at least 12 inches below the eaves of the house. Shrubs in front of windows should be trimmed even with or below the win-

dowsills. All shrubbery should be clear of the building by at least 12 inches.

(2) When pruning shrubbery, all dead and diseased branches should be cut off flush with larger limbs. By cutting last year's growth back to points where small shoots arise, you can maintain the proper height of the plant and, where possible, keep the natural shape of the plant. Avoid pruning the plant flat on top. This type of pruning causes the plants to produce a thick growth of new shoots at the top, which can cause an unattractive, broom-like appearance. If shaping is desired, rounding the tops and slanting the sides outward will allow the foliage to get more sunlight. Also, remove about one-third of the older branches.

d. Removal and Replacement of Trees and Shrubs. Directorate of Public Works and Logistics personnel make periodic inspections of all trees and shrubs. They conduct a removal and replacement program for dead trees and shrubs. The planting of new or additional shrubs or trees or the removal of shrubs or trees may be done during the proper seasons of the year, subject to the availability of funds and current work schedules.

e. Irrigating Lawns. Occupants are required to use methods of watering and irrigating lawns that will prevent severe soaking of and damage to house walls that results from constant wetting. For example, grass adjacent to buildings should be watered by hand sprinkling. See paragraph 3-4 for approved watering restrictions, times, and dates.

f. Mowing Lawns. Depending upon weather conditions, but generally in late March or April, and while in the dormant stage, lawns should be cut very close and trimmed. A lawnmower with a catcher to remove the trimmings and the old mat from the lawn should be used; however, if a catcher is not used, the old mat must be removed and discarded. During the growing season, the lawn should be mowed at least once a week and should be clipped and trimmed as required. Grass will be edged along walkways, curbs, drainage structures, and drive-ways, but the digging of V-type ditches is prohibited. Occupants are also responsible for removing grass and weeds that grow in the cracks of sidewalks and curbs. See Chapter 3 for further details on mowing lawns.

g. Reseeding Lawns. Many occupants who are not familiar with Bermuda grass confuse lawn dormancy with

a need for reseeding. Bermuda grass does not germinate nor show growth until the temperature is above 80 degrees Fahrenheit. Seeding of Bermuda grass lawns with winter rye is prohibited. Grass seed and fertilizer are issued each spring at the Self Help Center as announced in the installation newspaper. Lawns should be watered immediately after applying fertilizer.

Note: The Self Help Center announces the dates for issuing of fertilizer or special issue of fertilizer in the Post Newspaper.

h. Insect Control. Although many insects can be found in turf, the white grubworm is the only one that may cause the grass to die. The time required for this to occur may be 1 or 2 years. White grubworms burrow in and around the roots and 1 inch below the surface of the soil. Lawns that have large spots showing that lawns are losing vigor and that also have weeds should be inspected to see if grass can easily be removed and if white grubworms can be found. When the infestation seems excessive, the occupant should request help from the Directorate of Public Works and Logistics. Another worm that often becomes an intense nuisance is the web-worm. It grows and develops in trees and forms a network of webs. A request for control of either webworm or white grubworm infestations should be made to the directorate without delay. The elm leaf beetle, which is responsible for the defoliation of many of the elms in the area during the summer, is controlled by the directorate with a regular spraying program.

i. Police of Grounds. Police of grounds is the occupant's responsibility. Quarters must be kept clear of trash, paper, weeds, and so forth. The lids of all trash containers must be kept tightly in place. Children must not be allowed to litter or destroy lawns by digging. Pet areas must be policed daily and sanitary conditions maintained. Police of fences, to include removal of grass and weeds from the fences, will be performed as follows:

(1) Quarters' occupants sharing a common fence will police their respective sides of the fences.

(2) Quarters' occupants with fences that are not shared in common with other quarters' occupants will police both sides of the fences.

Chapter 3 Preparation and Maintenance of Yards

3-1. Preparing Yards for Grass Planting

The first step in preparing a new lawn or restoring an old lawn is the removal of all debris, such as stones, trash, and boards, which may prevent root and water penetration. The lawn area should then be scraped with a heavy steel rake to loosen the soil to a depth of 1 to 2 inches. The ground should be graded to slope gradually away from the quarters, walks, and driveways to prevent standing water. Normally, the amount of existing soil is sufficient to provide an adequate seed bed. If additional fill dirt is needed, it can be obtained in the area west of building 1276 (Self Help building); no special permission is required. If you need to fill in around tree roots, do not cover with more than 2 to 3 inches of dirt. Any more may interfere with the roots' normal supply of food, air, and water.

3-2. Fertilizing

After the area has been properly graded, fertilizer should be applied. Beginning in the spring, fertilizer is available at the Self-Help Warehouse (building 1276). Announcements as to dates and times will be made in the installation newspaper. A mechanical spreader is best to ensure uniform coverage. If you do not have one, you can spread the fertilizer by hand. Cast small amounts in two directions (one crosswise to the other). Walk slowly and use a semicircular throw with each step. It should be applied at the rate of 8 to 10 pounds per 1,000 square feet and then mixed into the top few inches of soil. Fertilizer should be applied to established lawns four times a year, during March, May, August, and November. It should be applied only when the grass is dry; otherwise, the fertilizer will stick to the leaves and kill the grass. Small trees (6 feet or less) and shrubs should be fertilized in the spring and late fall with approximately one-half cup dug in around the base area away from the main stem. A pre-emergence herbicide can be applied to established lawns in early February to prevent weed and other nuisance seeds from germinating. Fertilizer for lawn growth should be high in nitrogen, such as 27-3-3. For trees and shrubs, an appropriate fertilizer would be 5-10-5 or 10-10-5. In all cases, fertilizer should be watered in to start the nutrient action. The Self-Help Warehouse only issues fertilizer once per year (in the spring). The other three applications are the occupant's responsibility.

3-3. Seeding

Most lawns have been established with common Bermuda grass, which is available at the Self-Help Warehouse. Bermuda grass seed should be spread to 1 to 2 pounds per 1,000 square feet. It should then be very lightly raked in crosswise directions. However, if you have areas of shade in your yard, you may need to use fescue seed, which grows better in shady areas. Fescue is seeded at the rate of 6 to 8 pounds per 1,000 square feet. Whichever seed you use, it should be divided into two equal parts. Distribute one part as you walk back and forth in a given direction. Distribute the second as you walk at right angles to the first seeding. Once the seed has been raked in, it should be lightly dampened to ensure good seed-soil contact. The seed can then absorb water, and the roots are in immediate contact with the soil. After seeding, the area should be watered lightly. The surface should be kept moist until a good strand of grass is established. It is critical to maintain the ground in a moist condition until germination, but do not water enough to wash away the soil. The time required for germination will vary from 14 to 21 days, depending on climatic conditions. Bermuda grass seed should not be sown before May because germination will not take place until the temperature stays above 60 degrees Fahrenheit day and night. Fescue can be seeded in the early spring and late fall.

3-4. Irrigation

a. Per water conservation practice, lawns will be watered between 0500 to 0900 and 1800 to 2200 only. An odd-even policy has been established for all Fort Bliss and WBAMC housing areas. The date of water depends on your quarters address. If your quarters are an odd number, then you may water on Sundays, Wednesdays, and Fridays only. Even numbered addresses will water on Tuesdays, Thursdays and Saturdays only. Bermuda grass renews spring growth in late April, but it may respond to one or two irrigations a week during March and into April, depending on the weather. During the months of May through September, lawns (Bermuda and fescue) should be deep-watered about three times a week.

b. Newly seeded or sodded lawn and plant areas may need additional watering beyond that authorized. Exceptions to the watering policy may be obtained from DPWL Housing Division.

c. Deep watering develops a deep root system capable of more efficiently using the nutrients and water in the soil. It enables the grass to better withstand periods of drought. Light, frequent applications of water only pro-

duce a weak, shallow-rooted turf which is highly susceptible to heat and drought. Early morning watering is best. The wind is usually calm and the temperature lower so water loss from evaporation is low. Because water is a precious commodity in this desert area, irrigation methods must prevent spillage of excess water into street gutters and neighbors' yards. Sprinklers will not be left in one place longer than 45 minutes. Lawns will not be watered during high winds. Unattended irrigation operations that allow water to run off into gutters, ditches, neighbors' lawns, and so forth are prohibited.

d. The dormant period for grass growth is from 1 October to 1 March. During these months, lawns should be watered once a month. More frequent irrigating during the cool months produces moisture for emerging winter weeds and grasses. It results in a deteriorated lawn. During March and April, lawns should be watered once a week if the weather is cold and twice a week if the weather is warm. The same time limitations as stated above apply.

3-5. Mowing

a. Grass should be mowed as often as necessary to maintain it at the recommended heights of 1 to 1 1/2 inches for Bermuda grass and 1 1/2 to 2 1/2 inches for fescue grass. These heights can be increased by about one-half inch during the hot summer months because the higher grass will conserve water. Cutting heights are extremely important (the hotter the weather, the higher the cut). For example, Bermuda grass will not thrive if cut too short in very hot weather.

b. Care should be taken not to let grass get too high before cutting. If too much is cut at one time, the plant and root system receive a severe shock, and the health of the grass is affected. No more than one-third of the leaf area should be removed at one mowing. The grass clippings need not be removed if the lawn is mowed regularly; for example, once a week. The short clippings will break down readily. However, if the grass gets too high, the clippings should be raked up to prevent matting.

3-6. Controlling Weeds

a. A well-fertilized, properly watered, mowed, and maintained lawn usually requires very little weed control. However, if weeds do become established, you should take the necessary steps to control them. These steps usually involve either physically removing the weeds or chemically killing them.

b. Herbicides (weed killers) are not available at the Self-Help Warehouse, but you may purchase them at the Post Exchange. Use only herbicides recommended for lawn weeds. Follow label instructions exactly. Normally, herbicides must be applied before weed germination, so always read the label carefully. To prevent the chemical from leaving the target area, only apply herbicides on calm days. The application of commercially available chemical herbicides is limited to Family Housing. All other applications must first be approved by DPWL.

c. The safest and most economical method to control weeds is to dig them out by hand. Even if you do decide to use herbicides, you will have to remove weeds anyway after they die.

3-7. Planting Trees, Shrubs, and Flowers

a. Trees and shrubs may be purchased and planted by the occupant. Once planted, they become the property of the USAADACENFB. However, you have the satisfaction of knowing that they will benefit you and future occupants for many years to come.

b. Trees may be planted in front and back lawns if there is enough space for their mature growth. They should be placed more than 20 feet from buildings and more than 8 feet from curbs or sidewalks. They should not be planted over gas, sewer, or water lines or under electrical and telephone lines. To determine the locations of underground utilities, contact the Engineering Plans and Services Division (568-7293), Directorate of Public Works and Logistics, before planting. Suggested trees include Mondell pine, golden raintree, apricot, pecan, thornless honeylocust, live oak, purple plum, silk tree mimosa, and Mexican elder.

c. Shrubs should be planted 2 to 3 feet from building walls. Naturally, shrubs that grow tall should not be planted in front of windows. Suggested low-growth shrubs include Tam juniper, Indian hawthorn, and dwarf yaupon holly. Medium to large shrubs include photinia, pittosporum, arborvitae, pfitzer juniper, and silverberry. Tree and shrub planting may be done almost anytime during the year, except December and January and during midsummer because of the obvious temperature extremes.

d. To add color to family housing areas and to improve the natural beauty of the surroundings, occupants are encouraged to plant flowers. Suggested varieties are gladiolas, roses, geraniums, violets, marigold, portulaca, petunia, ice plant, and zinnia. Flowerbeds should be placed in locations that will complement the buildings and should not be placed in the middle of lawns. Also, flower-

beds should be kept free of weeds and cultivated as necessary to maintain a neat, well-kept appearance.

3-8. Maintaining Trees, Shrubs, and Hedges

Tools for pruning are available at the Self-Help Warehouse. Carefully following pruning instructions will prevent haphazard pruning and avoid accidents.

a. If you have low limbs that overhang walks, driveways, and doorways, it is your responsibility to get them pruned back. Remove the pruned limb back to the next larger branch--never in the middle of a branch. All cuts should be made flush with the trunk or next larger branch so that no stubs remain. Sprouts (suckers) growing from the base of trees should also be removed. If large limbs beyond the reach of a 6-foot stepladder require removal, call the Work Order Desk (568-1107).

b. Shrub pruning and the shearing of formal hedges are also the occupant's responsibility. They should be pruned regularly to keep them attractive and within bounds. Remove about one-third of old stems, including dense growth at the interior of the plant, so that increased air circulation and light may stimulate new growth and aid in disease control

c. After pruning, you will have a lot of trimmings to dispose of. Trimmings up to 5 feet in length and a maximum of 3 inches in diameter will be picked up in quarters areas once a week at regular refuse pickup. Trimmings should be neatly placed adjacent to the garbage cans pickup location. Any trimmings over 3 inches in diameter should be cut into 5-foot lengths and placed in the location described above. The occupant should then call the Work Order Desk (568-1107) for pickup. Damage to trees as a result of windstorms should also be reported.

3-9. Fall and Winter Yard Care

a. Bermuda grass becomes dormant in late October and stays dormant until April. During this time, Bermuda grass does not need to be watered, but young trees and shrubs do require a soaking twice a month to keep the roots from drying out. Once you have given your lawn its last mowing for winter, little further maintenance is required, except for the removal of winter grasses and weeds. If you have fescue grass in your lawn, a grass which stays green most of the year, you will need to water it at least weekly during the winter months, depending on precipitation.

b. The extra care given to flowering plants is the same as that needed by trees and shrubs. Flowers, including bedding plants, bulbs, and rhizomes, that can be planted in the fall include iris, Dutch iris, daffodils, tulips, sweet peas, strawberries, Texas bluebonnets, pansies, California poppies, axalis, snapdragons, stock, alyssum, and sweet William.

3-10. Desert Landscaping

Occupants are responsible for the following:

a. Rocks must be cleaned from the sidewalks, streets and driveways. Rocks must be raked to present an even distribution and appearance.

b. Occupants must repair the blanket that covers the ground under the rocks when required. Keeping heavy objects from the rock surface will prevent penetration of the blanket, and reduce maintenance.

c. Occupants are responsible for the replacement of rocks. For information on obtaining rocks please call the Engineer Section, 568-7806.

Chapter 4

Instructions for Terminating Assignment to Government Quarters and Reinstatement of Basic Allowance for Housing (BAH)

4-1. General.

a. The standards for maintenance and cleanliness for termination of assignment to Family Housing and Unaccompanied Personnel Housing are the same. The procedures for terminating assignment differ slightly as indicated in the following paragraphs.

b. Occupants have three options for cleaning and clearing Government quarters.

(1) Clean and clear quarters themselves. BAH is reinstated the day the termination inspection is passed and the quarters are returned to the Government ready for occupancy.

(2) Use a cleaning team contacted and contracted by the soldier. BAH is reinstated the day the termination inspection is completed and the quarters are returned to the Government ready for occupancy.

(3) Use the service of the Clean Get-A-Way Program to hire a cleaning team to clean and clear the quarters. Service members will continue to forfeit their BAH for two working days after the "occupant out" inspection is completed, to allow sufficient time for the cleaning team to complete their work. If the cleaning team does not pass inspection on the appointed day, the cleaning team will reimburse the Government the daily BAH rate until the quarters are returned to the Government ready for occupancy.

c. Occupants are required to submit a "Fix it List" 60 days prior to clearing quarters. The list will consist of items that are in need of repair, and will include a valid work order/service order number for each item listed. Work orders/service orders are submitted by going to building 777 or calling 568-1107. The Work Order desk will provide work/service order numbers. Self-help items will not be included on this list.

d. Commanders of departing soldiers, that occupy government family quarters, will notify the service member of the requirement to submit the "Fix it List" to housing 60 days prior to leaving Fort Bliss. The commander will review the listing prior to submitting to housing. This will ensure that this important task is accomplished. Soldiers not complying with this requirement will be referred to their commanders for resolution.

4-2. Procedures for Terminating Assignment to Family Housing Quarters

a. Personnel terminating occupancy of family housing should inform the Assignment and Termination Section, Housing Division, at the earliest feasible time. They should inform the section at least 30 days before the estimated date of termination. This will benefit personnel waiting for quarters. It will help the Housing Division schedule inspections.

b. Personnel terminating occupancy of family housing must arrange with the Family Housing Branch for a time and date for inspection of quarters. At this time, personnel are briefed on options for clearing quarters. No pre-termination inspections are given by the Assignment and Termination Section; however, a pre-termination film is shown in room 106 from 0800 to 1600 Monday, Tuesday, Thursday, and Friday, Wednesday from 0800-1130.

c. If desired, a commercial janitorial service may be hired; however, it is not necessary. The clearance standards are identical, whether quarters are cleaned by a janitorial service or by the occupant. These standards will not relieve occupants of liability for damages to quarters or property exceeding "fair wear and tear."

(1) All self-help items must be accomplished per local requirements. Consult the Self-Help Booklet for guidance.

(2) Garbage cans must be left serviceable, clean, dry, and empty.

d. Service member's unit of assignment at the time of clearing family housing is responsible for ensuring that the quarters are properly cleared.

(1) Unit is to allow service members sufficient time to prepare for clearing by allotting them time to get all self-help items done. A copy of all self-help tasks can be picked up at the window of the A&T Section, Housing Division, building 504-A. A first stop at least 30 days out from desired departure/clearing date is recommended.

(2) In the event service member is charged for damages or missing items, the unit is responsible for ensuring that the service member comes into Housing to settle the debt as soon as possible (no later than three (3) working days after the damages are assessed). Failure to do so will result in charges being assessed without the service member's signature and all rights to disputes are waived by service member at this time. The service member has the option of having the charges taken out of his/her paycheck by virtue of a statement of charges, or

he/she may choose to do a cash payment. Only money orders will be accepted for cash payments.

e. Whenever a service member leaves the area without clearing Housing, the unit is fully responsible for clearing the quarters and returning them to Housing for further assignment to another family. This includes AWOLs, confinement, abandonment, chapter discharges, and any other reason that would prevent the service member from clearing quarters themselves. The unit's responsibilities are:

(1) Assign a sponsor of equal or higher rank to the quarters occupant;

(2) Allow sponsor sufficient time to clear quarters (see paragraph above);

(3) Yard work, screens and blinds must be done by the unit and the assigned sponsor;

(4) Storage of occupant belongings must be accomplished by the unit with coordination through transportation located on the 3rd floor, building 504-A;

(5) Unit is not responsible for cleaning the interior of the quarters. However, in instances where transportation refuses to pick up due to extremely dirty quarters, the unit must assign a detail to spot clean and remove the items/trash that prevented transportation from going into the quarters.

(6) After the sponsor has stood and passed the occupant out inspection, the unit is no longer responsible for the quarters. Charges, if any, for damages, missing items and cleaning fees will be processed by the Housing Division. A copy of the termination orders can be obtained by the chain of command or the assigned sponsor at this time.

4-3. Procedures for Terminating Assignment to UPH Quarters (Bachelor Quarters)

a. Occupants of BQs must clear quarters as indicated below.

(1) Make a checkout appointment, in person, at the UPH Office, building 504-A at least 5 workdays before the desired checkout date.

(2) If damaged or missing items are noted, the UPH Office will arrange an estimate for repairs or replacement. The occupant must pay for damaged or missing items before clearance.

(3) Occupants cannot be cleared from quarters until all discrepancies are corrected and damaged or missing items are paid for and the inspector accepts the keys.

(4) Termination of assignment to quarters is the date of final checkout of quarters.

4-4. Exterior Standards (Family Housing)

a. *Lawns.*

(1) Lawns will be freshly mowed (height not less than 1 1/2 inches) and raked during the growing season; that is, April through October or November. Cuttings and leaves will be placed in a plastic bag for disposal of lawn trash.

(2) Grass will be edged along walkways, curbs, drainage structures, and so forth, but V-type ditches will not be cut.

(3) Grass will be trimmed along walls.

(4) All holes will be filled to ground level. All bare spots must be re-seeded and tended enough in advance of expected departure so that the lawn presents a level, even, fully grassed appearance.

(5) Weeds should be removed from the yard. Do not mow weeds because they will brow back. Place weeds in a large plastic yard bag. Securely fasten the opening to avoid seeds being spread to the lawn again before being disposed of by the trash collectors.

b. *Flowerbeds and Vegetable Gardens.* Flowerbeds and vegetable gardens will be removed and areas re-seeded prior to clearing government quarters.

c. *Hedges, Shrubs, and Trees.* Low hedges and shrubs will be pruned and trimmed, allowing an 18-inch clearance from the walls of buildings. Cuttings will be removed. The occupant will report damaged trees and shrubs to the Work Order Desk, before moving from assigned quarters. Linquist Heights and George Moore Park Housing Areas (new houses) will not trim bushes that are in front of windows. These bushes work in conjunction with treated windows to help conserve energy.

d. *Walks, Patios, Steps, Porches, and Carports.* Walks, patios, steps, porches, carports, and so forth will

be cleaned of stains, oil, and grease accumulations. (The best method is to clean with warm water and soap.)

e. Desert Landscape. Occupants are responsible for the following:

(1) Rocks must be cleaned from the sidewalks, streets and driveways. Grass and weeds must be removed and rocks must be raked to present an even distribution and appearance.

(2) Occupants must repair the blanket that covers the ground under the rocks when required. Keeping heavy objects from the rock surface will prevent penetration of the blanket, and reduce maintenance.

(3) Occupants are responsible for the replacement of rocks. For information on obtaining rocks please call the Engineer Section at 568-7806.

f. Fences and/or Outside Construction. Fences and/or outside construction installed by the occupant or accepted from the previous occupant will be removed prior to the clearance of quarters. Any post holes will be filled and reseeded.

g. Garbage Containers. Garbage containers will be washed and dried and left empty. (Use other containers for grass, garbage, and so forth.) Each garbage container will be kept in a secure place. Occupants will be charged for garbage containers that are damaged through maliciousness or deliberate neglect.

h. Buildings.

(1) Mud spots and chalk, crayon, and pencil marks will be removed from the exterior of buildings using a mild soap solution.

(2) Exterior walls will be hosed down to remove cobwebs and accumulated dirt and dust.

(3) Screens will be cleaned and repaired. Holes will be patched, or screens will be replaced.

(4) Windows and ledges will be washed and dried and free of stains and debris.

(5) Vines will be removed from buildings, carports, and porches. Occupant-installed trellis work will be removed.

4-5. Interior Standards (Applies to Both Family Housing and BQ)

a. Floors.

(1) *Asphalt, vinyl, and rubber tile.* Clean the floors, and strip and remove all wax using liquid wax remover or a detergent solution. Apply water-emulsion wax and buff. Apply only a single, light, even coat.

Note: Do not use an acrylic wax because it will damage the tile and cause wax build-up.

(2) *Wood Parquet, Hardwood, and Other Types of Wood Floors.* Clean floors carefully with a mild cleanser. Strip and remove all old wax. Apply cleaning solution only long enough to loosen dirt and wax. Then, completely remove the solution with a dry or damp mop. Do not scrub these types of floors with harsh cleaners, abrasives, or solutions containing ammonia. Never flood floors with water. (Excessive water on wooden floors will cause floors to warp.) After cleaning, re-wax the floors with a light, even coat of paste wax or liquid wood wax, and then buff.

(3) *Ceramic Tile.* Ceramic tile or tile board must be clean and bright. Do not use abrasive cleaning agents because they scratch surface glass.

Note: Do not wax ceramic tile.

b. Walls, Ceilings, Baseboards, and Sills. Remove all crayon and pencil marks, stains, dust, and cobwebs. Wash walls with a large sponge or clean cloth. Rinse with a different sponge or clean cloth, and dry with a soft, clean cloth. Use an all-purpose, synthetic detergent. Make the soap solution only as strong as necessary and follow the manufacturer's instructions. Change the soap solution and rinse water frequently. To eliminate lap marks, work from corner to corner without stopping. Use straight up and down strokes for speed and for a more even effect. Be careful not to splash cleaning agents against baseboards or painted walls because it will cause spotting.

c. Kitchens.

(1) *Walls and Ceilings.* Clean walls and ceilings using the method described in b above.

(2) *Range/Wall Oven/Countertop Stoves.* These appliances must be thoroughly cleaned. To facilitate cleaning, they must be disassembled as much as possible with-

out using tools. (Instructions on how to disassemble these appliances should be obtained prior to final clearing of quarters' inspection). Wash gas burners with hot, soapy water, and rinse well in hot water. Stubborn spots of grease, food particles, and so forth may require the use of commercial oven cleaners or household ammonia. Before cleaning a gas range, shut off the electricity to the clock and timer by removing the electric plug to the stove, and move the range (which is connected with a flexible hose) away from the wall. Do not use gritty cleaning solvent or other solution because it will damage the insulation inside the doors. Return appliances to proper working order and re-light pilot lights on gas stoves.

(3) *Refrigerators.* Defrost the refrigerator at least 24 hours before the scheduled inspection. Clean all food-stuffs and other articles from the refrigerator. Empty ice trays and wash and dry them. Remove all racks, trays, and glass or metal covers from the refrigerator. Wash them thoroughly with warm, soapy water. Clean the rubber gaskets around the refrigerator door with baking soda on a dampened cloth or with household ammonia. Thoroughly clean the inside and outside surfaces. After the refrigerator has been cleaned, turn the temperature control dial to number 1. Close the refrigerator door, and leave the power on.

(4) *Sinks.* Remove dirt, grease, stains, and soap film from sinks. Do not use acids or cleansers that will damage the surface glaze. Chrome fixtures should be bright and clean and free of calcium and other salt deposits. If applicable, flush the garbage disposal, and grind a lemon peel in it to remove objectionable odors. Spray paint any rust spots on shelves under the sink with white enamel. The spray paint may be obtained from the Self-Help Center.

(5) *Cabinets, Shelves, and Drawers.* Remove decals and other types of decorations, contact paper, and shelf edging from all surfaces. Any surfaces damaged from the removal of these materials must be restored to the original condition at the expense of the occupant. Wash thoroughly with hot, soapy water, and rinse with warm water. Remove stubborn spots of grease, food particles, and so forth using a commercial cleaner. Wipe dry and polish.

(6) *Exhaust and Ventilating Fans.* Before cleaning, remove the plug from the wall outlet, or if the plug is not accessible, put the circuit breaker switch to "OFF". Remove the cover plate and/or filter and clean. Clean blades and vents with warm water and soap; keep the motor dry. Soak, rinse, and dry filters before replacing them. If the filter is damaged, the occupant must install a new one.

Replacements may be obtained at the Self-Help Center. Exhaust and ventilating fans will be restored to proper working condition.

(7) *Dishwashers.* Remove racks from the dishwasher, and wash thoroughly with warm, soapy water. Clean the interior with any all-purpose, synthetic detergent solution. Clean the exterior with hot, soapy water, and rinse with warm water. Wipe dry and polish.

d. *Bathrooms.*

(1) *Walls and Ceilings.* Clean walls and ceilings using the method described in b above.

(2) *Bathtubs, Showers, and Lavatories.* Remove all nonskid decals and so forth. Remove lint, grease, stains, and soap film using an all-purpose, synthetic detergent solution. Remove stubborn stains with a damp cloth rubbed on a soap-grit cake. Avoid using acids or strong cleaners that damage surface glaze.

(3) *Toilets.* Wash the inside of the bowl with an all-purpose, synthetic detergent solution. Remove stains with a damp cloth rubbed on a soap-grit cake. Do not use abrasive cleaners. A pumice stone for cleaning the toilet bowl may be obtained at the Self-Help Center. Work the toilet brush as far as possible into the trap. Wash the rounded inside rim to ensure complete removal of deposits.) Flush the toilet to rinse the inside of the bowl. Clean the outside of the bowl, seat, tank, and cover with an all-purpose detergent solution, using a clean, damp cloth.

(4) *Hardware.* Clean chromium-plated hardware with a clean, damp cloth. Dry, and leave bright and free of water spots. Fixtures should be free of calcium and other salt deposits. Clean pipes with a damp cloth. If caulking is damaged or seals are broken, apply new caulking. Caulking may be obtained at the Self-Help Center.

(5) *Medicine Cabinets.* Thoroughly clean the inside of the cabinet with a mild soap solution. Spray paint rust spots with enamel paint. (Paint may be obtained at the Self-Help Center.) Clean the mirror and glass shelves. (A liquid, spray-on/wipe-off glass cleaner is suggested.) Shelves and mirrors must be undamaged.

(6) *Wall/Ceiling Heaters.* Clean wall/ceiling heaters with a vacuum cleaner or small brush.

Note: Do not remove the heater or any part of the heater for cleaning.

(7) *Floors and Baseboards.* Thoroughly clean floors and baseboards. Leave them free of water spots, soap film, and mold. Do not use abrasive cleaners or wax on tile floors.

(8) *Bath Tile.* Clean all soap film, water spots, and mold from tile. Do not use wax on bath tile.

e. Furnace and Water Heater Units. When accessible, sweep out and dust, and, where applicable, replace filters. If the pipe insulation is damaged in any way, call the Work Order Desk so that the insulation can be repaired promptly, under protective measures.

f. Light Fixtures. Remove and clean light fixtures. (The interior fixtures may be taken down to clean.) Occupants will replace damaged items.

g. Venetian Blinds. Clean venetian blinds in place using a damp sponge. Wipe dry with a soft, dry cloth. (Do not immerse blinds in water.) Damaged cords, tapes, or slats will be repaired per paragraph 2-1(i).

h. Windows, Sills, Screens, and Curtain Rods. Wash and dry windows. Wash and remove all stains from sills. Clean and repair screens, as needed. Clean curtain rods. If major repairs are necessary, call the Work Order Desk.

i. Closets, Shelves, and Rds. Clean closets, shelves, and rods of dust, cobwebs, and markings. Remove paper and/or other coverings from shelves and so forth.

j. Evaporative Coolers, Heating Vents, and Radiators. Use a vacuum cleaner or soft brush to remove dust. Do not remove vents. Radiators will be thoroughly dusted and washed with a warm, mild soap solution.

k. Furniture.

(1) *Upholstered Furniture.* Vacuum and remove stains with a spot remover.

(2) *Non-upholstered Furniture.* Empty drawers, wash with a weak soap solution, and wipe dry. Polish outside surfaces using a good, commercial furniture polish. Clean mirrors, but do not leave marks on frames. (A liquid, spray-on/wipe-off glass cleaner is suggested for mirrors.)

4-6. Miscellaneous Instructions

a. Doormats, garden hoses, and garden tools must be clean and placed inside quarters or locked inside storage rooms.

b. Replace broken or burned-out light bulbs, including stove and refrigerator bulbs, before the final inspections. Fluorescent bulbs and appliance bulbs may be obtained at the Self-Help Center by exchanging old bulbs for new bulbs.

c. Storage areas will be cleaned and all personal property removed before the final inspection.

d. Nails and screws will be removed. Resultant holes will be filled with spackling compound or similar patching material. (Do not remove lead or plastic anchors.) Nails in Biggs Army Airfield Quarters should be cut as close to the wall as possible and driven flush with the wall.

e. All personal property will be removed from the quarters before final inspection.

f. All Government-issued furnishings will be returned to the Furnishings Management Branch, building 1103, Housing Division, by the user/quarters occupant prior to final inspection.

Chapter 5 Miscellaneous Provisions

5-1. Commercial Businesses in Family Quarters

Occupants of family quarters may conduct commercial business in family quarters only as indicated below.

a. Home demonstrations under the party plan may be conducted in family quarters, provided that no prospective customer is subordinate to the person hosting the party or selling the product or the military sponsor of the host or seller. (See JER DoD 5500.7R for related information.) The agent conducting the demonstration must have been authorized solicitation privileges per USAADACENFB Supplement 1 to AR 210-7.

b. A commercial business may be operated from family quarters provided the nature of the business is such that the use of the quarters is incidental to the business conducted. Further, the nature of the business must be such that it is not illegal or immoral. It must not create a public nuisance, offer unfair advantage, or consume excessive amounts of Government utilities. Examples of family quarters occupants who use their quarters as a base of operations but provide products or services elsewhere, are: quarters cleaning teams, insurance agents, or salespersons. Authorization to operate any commercial activity from family quarters must be obtained from the Directorate of Community Activities (DCA), Commercial Solicitation Office, building 11, at 568-5644.

c. Patio/garage sales may be held the first weekend of each month and on designated dates in conjunction with "Post-wide Clean-up." Notices may be placed in the Fort Bliss Monitor and on bulletin boards at various locations, such as the Fort Bliss Commissary. Occupants must remove the bulletin board notices after the sale. Use of homemade or commercial signs is prohibited. Community signs advertising yard sales are available for sign-out from Self Help, Bldg. 1276, during normal working hours. The sign must be returned the following week. Each sign is designed for advertising up to five sales to reduce the number of signs being displayed across post. For further information, contact your housing area sponsor unit or your community Mayor.

(1) The Community Life Officer, Garrison Command, will:

(a) Coordinate with the Public Affairs Office and housing area mayors to ensure appropriate publicity is given to yard sales.

(b) Coordinate with mayors to monitor adherence to sign posting restrictions and to ensure quarters' residents are not establishing a yard sale business by having repeated sales year-round.

(c) Develop informational articles for publicizing rules to follow for conducting yard sales.

(2) The Provost Marshal's Office will increase patrols through the housing areas during the monthly yard sales when resources are available. The office will also be alert for residents who may be attempting to sell Government property or firearms.

(3) The Office of the Staff Chaplain will coordinate any special chapel rummage sales or other income-generating events to coincide with USAADACENFB yard sale days.

5-2. Conservation of Utilities

It is imperative that all personnel and their family members assigned to Government quarters conserve water, electricity, and fuel at all times. Lights should be turned off when not needed. Termination of quarters may be directed for repeated waste of energy resources (to include utilities) per AR 210-50. Because conservation of energy is a national effort, the following suggestions are recommended.

a. Wash full loads of laundry.

b. Use the shower rather than bathing in the tub; showering takes less water.

c. Wash cars with water from a bucket. If a hose is used, use one with an automatic shutoff nozzle. Current water restrictions are at paragraph 1-3(j).

d. Never boil more water for cooking than is necessary.

e. Use pots and pans that fully cover the burner on the stove.

f. Defrost foods before cooking to save fuel consumption during cooking. Try to take everything for a meal out of the refrigerator at one time. The less the refrigerator door is opened, the less energy is used.

g. Defrost the refrigerator regularly. Periodically check door gaskets for wear.

h. Clean the dishwasher screen often. Built-up food or detergent wastes energy.

i. Try to use major appliances, such as washers, dryers, and dishwashers, only once a day. It is more comfortable in the summer to do "hot" jobs, such as ironing, in the morning or evening when it is cooler. This practice also avoids peak demand hours between 0800 and 1800.

j. Dust or vacuum radiators or baseboard heating units frequently. Thin coatings of dust on these surfaces act as insulation and wastes heat.

k. Keep lighting fixtures clean. As much as 50 percent of the available light can be lost by a dirty lighting fixture. Wash the lamps, globes, and reflectors in warm water using a household detergent. An annual cleaning is generally sufficient for most fixtures; however, the kitchen fixture may need frequent cleaning.

l. Keep windows that face south or west unshaded during winter daylight hours. Keep the windows shaded in the summer to prevent loss of cool air.

m. Encourage children not to go in and out of the house any more than is necessary. Frequent opening and closing of doors wastes heat and money.

n. Use evaporative coolers only when the outside temperature exceeds 80 degrees Fahrenheit. Turn off the coolers when quarters are unoccupied. Refrain from using before 0900 and after 2200.

o. Do not place objects in front of a heating or air-conditioning system.

p. Turn off exterior lights, including those in carports and garages, at dawn where there are sufficient street/public lights. Porch lights and other exterior lights should be turned on before retiring for the evening.

Note: Occupants must obtain written approval of the Chief, Housing Division, before using electric space heaters or refrigerated air conditioning.

5-3. Fire Prevention and Protection

a. Family Housing.

(1) Sponsors are responsible at all times for ensuring that members of their families, guests, and their domestic help comply with USAADACENFB Supplement 1 to AR 420-90. A copy of the brochure "Fire Prevention in Family Quarters" will be provided to occupants when

they attend the self-help class. This brochure must be read. The information must be disseminated to all family members of knowledgeable age who reside in the quarters. It should also be explained very carefully to all children of preschool age.

(2) Electric smoke detectors are installed in all quarters. Occupants should check the operation of their smoke detector at least monthly. The built-in test switch only tests the circuits and the horn. The only way to make sure the alarm is functioning is to blow smoke into it; for example, from a cigarette or a candle. Report any inoperative or missing smoke detectors to (568-5283), Directorate of Public Works and Logistics.

b. Unaccompanied Personnel Housing.

(1) Information on fire prevention and protection methods, applicable to bachelor quarters, is contained in USAADACENFB Supplement 1 to AR 420-90. Personnel not complying with fire prevention and protection methods are subject to eviction.

(2) All cooking appliances in apartments must be turned off when occupants are absent from the quarters. Coffeepots or teapots in rooms other than kitchens must be turned off and unplugged during all periods of absence from the apartment.

Warning: All cooking appliances used illegally in rooms other than kitchens, is a fire hazard. They must be removed by the occupant. Noncompliance with this policy will be cause for immediate eviction.

5-4. Fire Hazard Inspections

The Fort Bliss Fire Department provides courtesy inspections of family quarters for fire hazards and to ensure compliance with sound fire prevention practices. To request an inspection, the sponsor must notify the Fire and Emergency Services Division (568-5283). An adult member of the family must be present to escort the fire inspectors during the inspection. The Fire Department will give the occupants a complete family brochure. Reporting procedures, evacuation routes, smoke control, and housekeeping practices will be discussed. The fire inspectors will also test the installed smoke detector. They will replace it, if necessary.

5-5. Provisions for Furniture, Furnishings, and Appliances

a. Family quarters are not authorized furniture support.

b. Each set of quarters at the USAADACENFB is equipped with a gas range and an electric refrigerator. Occupants are not allowed to replace Government ranges and refrigerators with personal appliances without specific approval of the Chief, Housing Division. Requests for removal and replacement of Government equipment are submitted in an informal memorandum to the Chief, Housing Division. A request to replace a Government owned gas range must include complete information, such as the make, model, and type of the privately owned appliance to be used. Upon approval of the request, installation is at the occupant's expense. Installation of any gas appliance must be inspected by Directorate of Public Works and Logistics (DPW&L) personnel before the appliance may be used.

c. Occupants are authorized to use electric washers and dryers where utility connections are provided. Use of personally owned gas dryers is not authorized without approval of the Chief, Housing Division. Installation is at the occupant's expense.

d. Installed property, appliances, and garbage containers may not be removed from quarters or loaned to occupants of other quarters.

5-6. Garbage and Trash Disposal

a. An 80-gallon garbage container is supplied by furniture warehouse (building 1103).

b. Refuse collections are made once a week. Refuse collectors collect the contents within the garbage containers and any material adjacent to the containers that is boxed, sacked, wrapped, or in some kind of non-returnable container. They also collect grass trimmings that are either in the garbage containers or in non-returnable containers and tree limbs that have been cut in 5-foot or shorter lengths. Tree limbs must be tied together in neat bundles. Loose material around the area will not be collected. Information on disposing of garbage and trash is listed below.

(1) Drain excessive liquids from wet garbage.

(2) Wrap or sack garbage before placing it in the garbage container.

(3) Crush cardboard boxes and containers before placing them in garbage containers. Call 568-3294 to have refuse collectors pick up large containers that cannot be crushed to fit inside garbage containers.

(4) Do not put dirt, sand, or rocks in garbage containers.

(5) Ensure that filled containers do not weigh more than 40 pounds.

c. Large items and tree limbs which are trimmed to no larger than 5 feet in length or 3 inches in diameter will be picked up on the occupants' regular refuse collection days. These items will be placed next to the 80-gallon containers.

5-7. Invalids Living in Government Quarters

Occupants who have invalid family members living in their quarters are urged to contact the Fort Bliss Fire Department (568-5238/8195). They should give their addresses and the number of incapacitated persons living in the quarters to the department. The department places a small, unobtrusive, reflective marker on family quarters where an invalid resides to alert firefighters of the need for special rescue efforts. Occupants should notify the department when quarters are to be vacated so the special markers may be removed.

5-8. Privately Owned Radio Stations

Individuals operating privately owned radio stations (amateur band, citizens band, or commercial [either fixed or mobile]) on the USAADACENFB and/or WBAMC area must register these radio stations with the Directorate of Information Management.

5-9. Clotheslines

Quarters on this post are provided with double T-shape, four- or five-line assembly clotheslines on metal posts set in concrete or umbrella-type units. If wires or cords break, occupants may obtain replacements at the Self-Help Center. Occupants must install the replacements. No other clotheslines are authorized.

5-10. Trouble Calls

Calls for service are classified into two categories: emergency and routine. Responses are made per established priority standing operating procedures. Only bona fide calls which are necessary to protect health or safety or to prevent immediate damage to property, such as a utility service outage, gas leak, or sewer stoppage, are to be reported to the Directorate of Public Works and Logistics emergency line (568-7239). All requests for service are made by calling 568-1107 or by coming to building 777

from 0730-1600. Routine requests for billeting service will be called in to 568-2703/4888.

Note: To report fires, the smell of smoke, or gas leaks or when in need of a resuscitator, call the Fort Bliss Fire Department at 565-4100 or 568-1117.

5-11. Air Rifles

Air rifles or pistols which use compressed air or gas as a propellant force and slingshots may be fired only at authorized firing ranges and only when the user is an adult or is accompanied by an adult. Air rifles and pistols and slingshots will not be fired in populated areas of the USAADACENFB or WBAMC.

5-12. Decorative Christmas Lighting

Decorative Christmas lighting such as outside lights and/or interior lights are permitted. All lighting is limited to the front of quarters. Lights may be illuminated from 1700-2100 daily, except on Christmas Eve and New Years Eve when time is extended to 1700-0100. A lighted tree may be placed in front of a window and occupants must use Underwriters Laboratory approved lighting on such trees and bulbs should be low wattage (defined as one watt per bulb or less). Trees may be lit from 1700 to 2100 daily. Non-electrical displays are encouraged. Christmas lighting policy changes each year and is published in the Post Monitor.

Appendix A References

A-1. Required Publications.

a. DoD 5500.7R (Joint Ethics Regulation). Cited in paragraph 5-1a.

b. DA Pam 210-2 (Handbook for Family Housing Occupants).

c. USAADACENFB Suppl 1 to AR 420-22 (Preventive Maintenance and Self-Help Programs). Cited in paragraph 2-1a(8).

d. USAADACENFB Suppl to AR 420-99 (Fire Protection).

A-2. Related Publications.

a. AR 210-50 (Housing Management).

b. USAADACENFB Reg 190-4 (Protection and Control of Pets).

c. USAADACENFB Suppl 1 to AR 210-7 (Commercial Solicitation on Army Installations).

A-3. Referenced Forms.

a. FB Form 1745a (To Our Visitor).

b. DA Form 2028 (Recommended Changes to Publications and Blank Forms).

Appendix B Abbreviations and Terms

B-1. Abbreviations.

A&T	Assignment and Termination
BAH	Basic Allowance For Housing
BQ	Bachelor Quarters
PCS	Permanent Change of Station
CAN	Certificate of Non-Availability
UPH	Unaccompanied Personnel Housing
USAADA- CENFB	United States Army Air Defense Artillery Center And Fort Bliss
USASMA	United States Army Sergeants Major Academy
WBAMC	William Beaumont Army Medical Center

B-2. Terms.

Abandoned Vehicles. A motor vehicle that is inoperable and left unattended on Government property for more than 3 days or a motor vehicle that has remained illegally on Government property for more than 3 days.

Recreational Vehicle. A self-propelled or towed vehicle designed to be used for recreational, rather than transportation purposes. The term "recreational vehicle" includes, but is not limited to, motor homes, campers, camper trailers, boats, and boat trailers. The term does not include motorcycles, mini-bikes, bicycles, go-carts, or trailers designed for other than recreational use, such as hauling trash, or for commercial purposes.

Appendix C Telephone Information

C-1. Southwestern Bell Telephone. SWB provides telephone service for all family housing and UPH. Problems relating to these phones (that is, repair, refunds, and billings) will be called in to the AT&T Customer Service Office at 1-800-533-4543

C-2. Interior Telephone Wiring. The Government installs, repairs, and maintains the interior telephone wiring. This includes two wall jacks in each set of family quarters. If the two wall jacks are not already in place, one jack will be located in the kitchen and the other in the master bedroom. Additional wall jacks or wiring will be at the occupant's expense. Occupants needing repairs will contact the Assignment and Termination Section, 568-2538, Housing Division, for details.

C-3. Quick Reference Phone List. Figure C-1 contains the building and telephone numbers for service most often required by occupants of Government quarters.

Service	Building	Telephone No.
Quarters Assignment and Termination	504A	568-2653/2538
Automated Phone Information		568-2991
Community Homefinding Relocation And Referral Service (CHRRS)	504A	568-2898/4731
Furniture Warehouse	1103	568-1086/4290
UPH, Bachelor Quarters	504A	568-1264
Self-Help Center	1276	568-5931
Routine Maintenance Requests		
Family Housing	777	568-1107
Bachelor Quarters	504A	568-1264
Emergency Maintenance Requests	777	568-7239
Cable Television	1480	562-4391
Household Goods (incoming)	505	568-7838
Household Goods (outgoing)	504A (third floor)	568-1261/3255

Figure C-1. Quick Reference Phone List

Appendix D Vehicles and Vehicle Parking

D-1. Passenger Vehicles and Passenger Vehicle Parking Areas

a. Most family quarters have attached carports. Where applicable, and if available, a carport or garage is assigned with the quarters. The occupant must maintain it. When neither a carport nor a garage is assigned, occupants will use the off-street parking area provided. Although off-street areas are not assigned to individuals, police of such parking areas is the responsibility of the users. Under no circumstances will occupants park vehicles (other than bicycles) in the yards of quarters or on the playgrounds nearby.

b. Occupants of Government housing will not park vehicles (including recreational vehicles) on grassy areas. Recreational vehicles may be parked in the off-street parking areas only if the vehicles are used for daily transportation.

c. Inoperable vehicles will not be left on roadsides or in driveways for more than 3 days. (Inoperable vehicles are functionally damaged or so deficient they cannot operate under their own power.) Inoperable vehicles that are visible from public places or rights-of-way are detrimental to the safety and welfare of the general public. They invite vandalism, create fire hazards, and constitute an unattractive nuisance. Therefore, such vehicles will be moved, by the owners or persons responsible for the vehicles to one of the on-post automotive craft shops for repairs or off the installation.

d. Vehicles will not be repaired on lawns or on gravel areas in family housing or playground areas. Only repairs that do not necessitate the removal of large components may be made in driveways, carports, or other designated quarters parking areas.

e. Vehicles not considered for normal family use, such as commercial buses, wreckers, moving vans, and so forth, may not be kept on-post. They must be maintained off-post at the owners' expense.

f. Abandoned motor vehicles, trailers, and motorcycles will be towed and disposed of as per current military police policy.

D-2. Recreational Vehicles and Recreational Vehicle Parking

Individuals who reside on the USAADACENFB or at WBAMC are required to park or store their recreational vehicles in the designated recreational vehicle parking area. The only exception is the vehicle being used for daily transportation. This action is to promote the natural beauty of the installation and to comply with the United States Army Training and Doctrine Command's Installation of Excellence policy for beautification. It will also reduce potential traffic hazards. The designated parking area is located at the corner of Ellerthorpe and Gerlich, building 4130, phone 568-0106/4693.

a. Spaces in the recreational vehicle parking area are assigned by the Recreational Vehicles Facility. Vehicles must be registered with the Provost Marshal Office before space is assigned. The registration must be renewed each year the recreational vehicle is parked or stored on-post. Spaces must be policed by vehicle owner.

b. Access to the recreational vehicle parking area is 24 hours per day.

c. Recreational vehicles may be removed from the parking area 24 hours before use. They must be returned to the parking area within 24 hours after use.

d. An exception to the requirement for individuals to park or store their recreational vehicles or dismantled camper shells in the recreational vehicle parking area must be obtained from the Provost Marshal. Exceptions will be granted only for those registered recreational vehicles which are the sole source of transportation for the owners or are required for medical or humanitarian reasons; for example, transportation of the handicapped. A request for such approval should be forwarded through channels to the Provost Marshal Office. If approved, a special decal is issued to the owner.

Appendix E Pets

E-1. Maintenance of Pets

a. Pets that can be maintained in family quarters on the USAADACENFB are limited to dogs, cats, and caged animals, such as birds and goldfish that do not require special outdoor enclosures. Special permission to maintain any other pet must be obtained in writing. Requests must be submitted through the Deputy Veterinary Activity, WBAMC, to the Chief, Housing Division.

b. The number of pets that may be maintained in one family quarters unit is three. Exceptions are fish, caged birds, caged small animals, and litters of puppies or kittens under 8 weeks of age.

c. Restrictions/limitations.

(1) The breeding or raising of animals on the installation for commercial purposes is prohibited.

(2) Animals captured and maintained as wild animals are prohibited.

(3) The post cemetery, bachelor quarters, tennis courts, golf courses, swimming pool enclosures, playgrounds, baseball fields, and school yards are considered off limits to animals at all times. Animals are not allowed in public buildings, except for those facilities designed for animal use or care. An exception to the foregoing will be made for seeing-eye dogs.

(4) A unit mascot may be kept in an appropriate kennel facility outside the living quarters. This is subject to approval of the unit commander and to conditions established by a veterinarian from the Veterinary Activity, Animal Disease Prevention and Control Facility.

d. Registration Requirements.

(1) Any privately owned animal kept by personnel residing on the installation must be registered with the Animal Disease Prevention and Control Facility (building 6077) within 3 workdays following the day the animal first arrived on the installation. Fish, birds, gerbils, and hamsters are exempt from registration. Written permission of the Chief, Housing Division, is required to have any other pet in a family housing area.

(2) When registered animals are permanently removed from the installation, the owners of the pets are required to notify the Animal Disease Prevention and

Control Facility within 3 days. This requirement includes pets removed because of transfer of sponsors, transfer of pets to other owners, or death of pets.

e. *Animal Abuse.* Depriving an animal of food, water, shelter from the elements (cold/heat), and/or proper veterinary medical attention is not tolerated. Such incidents may result in the impounding of the animal and examination by a veterinarian. After examination, and possible investigation by proper authorities, the Chief of Staff determines the proper disposition of the animal. Incidents of inhumane treatment of animals or failure to immunize pets are reported to the Provost Marshal's Office (Military Police Desk Sergeant).

E-2. Control of Pets

Pets maintained on the installation must be controlled at all times. This control must be in a manner that will prevent the pets from becoming a nuisance or menace to other animals, persons, or property. Sponsors are responsible for all damages to Government or private property (to include yards) caused by their animals. Animals are not permitted to run at large. When outdoors, an animal must be on a leash, within the confines of a fenced yard, or otherwise restrained. Vaccination tags must be worn by animals at all times. Violations will be reported to the Military Police Desk (568-2115).

Note: The military police or contract personnel apprehend animals found or reported running loose on the installation and impound the animals at the Animal Disease Prevention and Control Facility. Impounded animals are maintained a minimum of 3 workdays.

E-3. Animal Bites/Scratches and/or Suspected Rabies.

a. Persons having knowledge of an animal bite or scratch to an individual that could reasonably be foreseen as capable of transmitting rabies, or having knowledge of an animal that possibly is rabid, must report the incident or the animal to the Animal Disease Prevention and Control Facility at 569-2266 and the Military Police Desk Sergeant at 568-2115/2116/2117. The report should include the name and address of any victim and of the sponsor of the animal, if known, and any other data which may aid in locating the victim or the animal.

b. A sponsor must submit his or her animal for quarantine to the Animal Disease Prevention and Control Facility when that animal has bitten or scratched an individual or when the sponsor knows or suspects the animal is rabid.

c. Any pet that has not had the required shots and is involved in a bite, scratch, or laceration of a person is placed in quarantine for 10 days observation at the Animal Disease Prevention and Control Facility. Costs of quarantine and any treatment and/or vaccinations are borne by the pet owner. Any pet, with the required shots, and under leash, chain, or individual control that is involved in a bite, scratch, or laceration of a person is taken to the Animal Disease Prevention and Control Facility at the owner's expense for a determination of quarantine procedure.

b. Sponsors are responsible for disposal of their dead animals. If desired, dead animals may be brought to the Animal Disease Prevention and Control Facility for disposal. Privately owned animals that have died on the installation are subject to a necropsy (postmortem) when, in the professional judgment of the veterinarian, it is necessary.

E-4. Immunization of Pets

Within 14 days following the day an animal first arrives on the installation, the animal must be immunized, unless proof of current immunization is available. Immunization schedules for privately owned dogs and cats are shown in

DOGS	CATS
<p><u>Rabies</u></p> <p>Initial immunization - 3 months of age. Re-immunization - annually.</p> <p><u>Canine Distemper-Hepatitis-Leptospirosis, Parainfluenza, Parvovirus</u></p> <p>Initial series of three injections: First injection - 6 weeks of age.</p> <p>Note: There are special immunization procedures for dogs less than 8 weeks of age as determined by the Animal Disease Prevention and Control Facility veterinarian.</p> <p>Second injection - 9 weeks of age. Third injection - 12 weeks of age. Re-immunization - annually.</p>	<p><u>Rabies</u></p> <p>Initial immunization - 3 months of age. Re-immunization - annually.</p> <p><u>Feline Rhinotracheitis-Calaici-Panleukopenia</u></p> <p>Initial series of two injections: First injection - 8 weeks of age. Second injection - 12 weeks of age. Immunization - annually.</p>

Figure D-1. Immunization Schedules

figure D-1. Individual immunization schedules for animals other than dogs and cats is established by the veterinarian at the Animal Disease Prevention and Control Facility.

E-5. Additional Requirements

a. Family quarters occupants are required to clean up any unsanitary condition due to animal waste deposits. Compliance with all sanitary regulations and the necessary maintenance of the areas where animals are kept is mandatory.


c. *Violations.* Per AR 210-50, violations of the above responsibilities may be cause for removal of pets

from quarters, involuntary termination of quarters, and/or disciplinary action against the sponsor.

FOR THE COMMANDER:



JEFFREY V. BROWN
LTC, GS
Director of Information
Management


BARRY E. CARDWELL
Colonel, GS
Chief of Staff

DISTRIBUTION:

G except Staff Elm No. 4(5,000) and Actv/Instl No. 10(11) plus
100-ATZC-IMP-PP
3 - ATZC-IMP-R
1 - Cdr, TRADOC, ATTN: ATBO-GH