



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

7 Feb 13

IMWB-ZA

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 16, Enforcement of Housing Policies (Change 1)

1. References:

- a. AR 420-1, Army Facilities Management, 27 May 2009.
- b. US Army Garrison Wiesbaden Resident Handbook, July 2012.
- c. US Army Garrison Wiesbaden Housing Coordinators Handbook, Dec 2012.

2. Purpose: To provide guidance and policy on the responsibilities associated with housing for all military and civilian personnel, including family members, residing in the USAG Wiesbaden community.

3. Applicability: This policy applies to all military and civilian personnel, including family members, residing in the USAG Wiesbaden Community.

4. Policy:

a. Occupancy of government-controlled housing is a privilege that brings with it various responsibilities for its residents. Housing privileges may also be revoked in specific instances of policy violation.

b. While it is the garrison's responsibility to inform residents of various programs and services such as self-help, emergency service, and trash collection, it is the residents' responsibility to follow the guidelines posted in the resident handbook.

c. Residents will place all refuse in the appropriate refuse and/or recyclable container. A copy of the waste separation guide is provided in the resident handbook for your use.

d. Residents of Newman Village, Aukamm, and Hainerberg housing areas will secure their assigned refuse container within the lockable enclosure no later than the evening of the pickup day.

e. Residents of Crestview, Kastel, and Clay Kaserne (not Newman Village) have common trash enclosures and collection points. Residents are responsible to properly sort refuse during disposal, keep access to the containers clear, and properly dispose of bulk trash or hazardous materials.

f. Residents will properly dispose of hazardous material at the hazardous material recycling points on Hainerberg or Clay Kaserne.

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- g. Residents will not install or operate air conditioning units without appropriate housing office approval.
 - h. Residents will not affix, by permanent methods, any items to the exteriors of the buildings or balconies. This includes flowerpots, satellite dishes, name signs, permanent awnings, sunshades, symbols, decorative emblems or painted markings.
 - i. Residents will not violate the quiet hours listed in the resident handbook.
 - j. Residents will maintain the cleanliness of common areas to include basements, hallways, and stairwells.
 - k. Residents will not possess outdoor equipment as expressed in the resident handbook.
 - l. Residents will clean up after their pets in all housing areas. Residents will adhere to all other provisions listed in the resident handbook.
 - m. Residents may not operate home-based businesses without appropriate approval as listed in the resident handbook.
 - n. Residents may not conduct yard, basement, or garage sales without appropriate approval as listed in the resident handbook.
5. All community members are encouraged to be proactive and vigilant regarding all policies outlined in this memorandum and the resident handbook. Any individuals who witness a violation of this policy should attempt to correct the violator when possible, and report any person who fails to comply with this policy to their stairwell, building, section, or area coordinator.
6. Reported violations will be processed in the following manner.
- a. Building, section, and area coordinators will submit violations to the housing facilities office at room 6, bldg. 1959, Clay Kaserne, and the resident.
 - b. Violations noted by the housing facilities office will be delivered to the building coordinator for distribution to residents.
 - c. The housing facilities office will forward the violation to the appropriate action agency in accordance with Para. 7 of this memorandum.
 - d. The housing facilities office will also record the violation and maintain a copy for the duration of the offender's assignment to the Wiesbaden Community.
 - e. Violations resulting in damage and incurring repair costs will be maintained in the sponsor's local housing record.

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7. While the following are basic guidelines for failure to abide by this policy, the garrison commander has the discretion to prescribe an alternative penalty, if necessary, to address the particular facts and circumstances of the infraction.

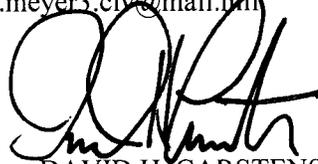
a. First infraction – The service member and the service member’s chain of command will be notified with recommendations from the Chief, Housing Division, requesting first line supervisor involvement.

b. Second infraction – The sponsor’s company chain of command will be notified with recommendations from the Chief, Housing Division, requesting First Sergeant involvement.

c. Third infraction – The sponsor, their NCO support channel, and their building coordinator will be called to meet with the garrison Command Sergeant Major at a monthly policy enforcement board where the CSM will effect corrective training measures to be implemented by the service member’s unit.

d. Tenants committing more than three violations in an 18-month period may be called to meet with the garrison commander and could lose housing entitlements for the remainder of their tour in Wiesbaden (*loss of entitlements does not automatically authorize early return of dependents*).

8. Point of contact for this memorandum is Mr. Donald Meyer, Chief, Housing Division, at DSN: 337-5556/CIV: 0611-705-5556 or email: donald.h.meyer3.civ@mail.mil



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