

Headquarters  
U.S. Army Garrison Dugway Proving Ground  
Dugway, UT 84022

Dugway Proving Ground  
Regulation 420-1

14 August 2013

Installation

## HOUSING MANAGEMENT

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\* This regulation supersedes DPGR 210-1, dated 1 August 2006

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FOR THE COMMANDER:

AUDY R. SNODGRASS  
GARRISON MANAGER

OFFICIAL:



ROBERT CLIFTON  
Chief, Publications and  
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**Summary.** This regulation establishes local policy and prescribes procedures governing the administration, assignment, termination, and occupancy of government housing under the control of U.S. Army Garrison Dugway Proving Ground (DPG).

**Applicability.** This regulation is applicable to all personnel on the U.S Army Garrison Dugway Proving Ground installation.

**Summary of Change.** This regulation has been substantially changed. A full review of the contents is required.

**Supplementation:** Issue of further supplements to this regulation by subordinate agencies is prohibited without prior approval of USAG Dugway, Directorate of Human Resources, ATTN: (IMDU-HR), 5450 Doolittle, Room 1515, Dugway Proving Ground, Utah 84022.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2 or applicable service regulations. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this command policy is USAG Dugway, Directorate of Human Resources. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Directorate of Human Resources, ATTN: (IMDU-HR), 5450 Doolittle, Room 1515, Dugway Proving Ground, Utah 84022.

**Distribution:** Electronic Media Only (EMO).

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**1. Purpose.** This regulation establishes local policy and prescribes procedures governing the administration, assignment, termination, and occupancy of government housing under the control of U.S. Army Garrison Dugway Proving Ground (DPG).

**2. Applicability and Scope.** This regulation applies to all assigned or attached elements, tenant activities, and other organizations and individuals eligible for or residing in government housing. The Housing Management Program at DPG encompasses Family Housing (FH) and Unaccompanied Personnel Housing (UPH). This regulation covers both FH units and those housing units designated as UPH that are located within the housing area of DPG. This regulation covers both FH units and those housing units designated as UPH that are located on DPG.

**3. Procedures.** In most instances, the procedures for government housing applications, assignments, waiting lists, and terminations are as specified in Army Regulation (AR) 420-1, Army Facilities Management. Significant points as they apply to DPG are contained within this regulation.

**4. Explanation of Abbreviations and Terms.** An explanation of abbreviations and terms can be found in the glossary located at the end of this regulation.

## 5. General Policy.

a. Privilege. Government housing is provided as a privilege to military, Department of Defense civilian employees, and contractor personnel. The government is not obligated, nor is there legal entitlement, to provide government housing to the civilian workforce. If housing privileges are abused, occupancy can be terminated by order of the Garrison Manager. Community living requires mutual cooperation and consideration by every resident. Every effort must be made by residents to avoid interpersonal conflicts that may lead to unpleasant situations. Consistent with congressional appropriation, uniformed military personnel have priority assignment for all housing on Dugway Proving Ground. When an occupant signs for quarters for occupancy, whether or not actually occupied, the relationship between the Army and the occupant is governed by Army regulation and this DPG policy, not state landlord-tenant law.

b. Housing Eligibility. Since DPG is considered a remote and isolated installation, military personnel, Department of Defense civilian employees, and contractor personnel are eligible to apply for government housing. This is an exception to the normal Department of Defense policy permitted for the convenience of the Government. The exception allows for personnel to be located close to the installation, in the best interest of the Army. There is little housing available outside of the installation near Dugway Proving Ground. Eligibility requirements and assignment priorities for both Family Housing (FH) and Unaccompanied Personnel Housing (UPH) occupants are shown in Appendix A for military members. These bedroom requirements establish the minimum size of house that will be issued to these Families. DPG does provide housing to civilian and contractor personnel on an "as available" basis. All civilian and contractor personnel sign a rental agreement that states their understanding and under what conditions they may be required to move. If demographics becomes such that military residents require housing then contractors and then government civilians will be asked to relocate.

c. Sponsor. The sponsor is the individual who is eligible and responsible for government housing as defined by AR 420-1. Only one sponsor is designated for each house. UPH two-bedroom houses may have two sponsors. The sponsor assumes in writing various responsibilities when occupying government housing.

d. Applications. Application for government housing on DPG will be made in writing to the Installation Housing Office (IHO) at Bldg. 5031 or go on line to submit advance application at [www.armyonestop](http://www.armyonestop). Upon arrival at DPG, all new applicants must provide eligible documentation, report to the Housing Office within 72 hours, and present a valid identification (ID) card to the housing counselor. The applicant will be required to furnish the Installation Housing Office with proof of eligibility (i.e. marriage certificate, birth certificate for all children residing in the house, proof of college enrollment for adult children under the age of 23, and/or proof of DEERS enrollment) within 30 days of eligibility. The Garrison Manager can allow spouses to sign for housing and furnishings in the absence of the sponsor. A power of attorney or notarized statement is not required. The sponsor is responsible for promptly notifying the IHO of any change in rank, marital status, Family composition, length of duty tour, change in grade or job, PCS or ETS, or any other changes which may affect eligibility of housing. Specific criteria that must be met when applying for government housing is as follows:

(1) Military applicants must provide a copy of their orders. If dependents are not listed on the orders, applicant must also provide a copy of their marriage license, a copy of DEERS enrollment if applicable, and a copy of birth certificates for each child who will be residing in the house, including any updated documents showing a Family member(s) is enrolled in the Exceptional Family Members Program (EFMP). A Family member who has a severe physical or mental disability, as confirmed by medical authority, is authorized a separate bedroom. Sponsors will not be placed on a waiting list at the gaining installation prior to the Soldier signing out at the losing installation. Soldiers must sign in at the new duty station before assignment is made. DA Form 31 (Request and Authority for Leave) and DA Form 137-2 (Installation Clearance Record) will indicate date departed last permanent duty station.

(2) Civilian and contractor applicants must provide proof of employment, a copy of their marriage license, and a copy of birth certificates for each child who will be residing in the house.

(3) Military, civilian, and contractor applicants must provide proof of full-time college enrollment for Family members 19 years of age and older. If applicable, proof of physical custody of minor children will be required. AR 420-1 defines a dependent as any of the persons who are related to the sponsor in the capacity of:

(a) Spouse.

(b) Unmarried child who is the sponsor's dependent by birth, legal adoption, or marriage (i.e. stepchild) who is under 21 years of age and is dependent on the sponsor, incapable of self-support because of a mental or physical incapacity and dependent on the sponsor for over one-half of his or her support, or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and is dependent upon the sponsor.

(c) Adult relative by blood, marriage (i.e. a parent, parent-in-law or step-parent), or adoption who is dependent on the sponsor for over one-half of his or her support and eligible for a dependent identification (ID) card.

(4) If a Family member meets one or more of the dependent definitions of paragraph 5.d(3) above, they are authorized to reside with the sponsor if valid documentation of dependency status is provided when applying for government housing. Contact the Installation Housing Office for the required documentation.

(5) If an individual does not meet one of the dependent definitions of 5.d(3) above and the sponsor would like consideration for a nondependent to reside with them in government housing, then the sponsor must submit an Exception to Policy Request (see paragraph 6) and submit it to the Installation Housing Office for consideration. However, as a general rule, any such positive consideration will be based on a short term and will not be issued for an indefinite stay.

e. Bedroom Eligibility. The criteria for determining bedroom requirements are contained in Appendix B. These are minimum requirements for military service members. If Family composition changes after a rental agreement is signed, the sponsor must submit a request for

reassignment or submit a request for an Exception to Policy (see paragraph 6) to the Installation Housing Office for consideration.

**6. Exceptions to Policy.** Exceptions to provisions in this regulation may be granted on a case-by-case basis to avoid undue hardship. The request must include justification for the hardship and any supporting documents along with a point of contact. Request for exceptions will be forwarded in writing through the Installation Housing Office, to the Director of Public Works and on to the Garrison Manager for approval or disapproval. The requester will be provided a written response in all cases.

## **7. Reimbursement for Government Housing and Services.**

a. Active Duty Military are entitled to government housing or entitled to housing allowances to secure private housing within the civilian community. When government housing is provided, active duty military personnel forfeit their housing allowances when they occupy government housing. Uniformed military personnel from all Department of Defense (DOD) Agencies fall under these provisions. **Due to the isolation and remoteness of the installation, active duty military personnel are required to reside on DPG due to "military necessity"** IAW AR 420-1 and DOD 7000.14-R, VOL 2B, Chpt 6. Exception to policy must be approved by the Installation Commander.

b. Eligible DOD Civilian and Contracting Personnel who are provided government housing are required to reimburse (pay rent) the government for their house under the provisions of AR 37-108. The rent helps offset the cost of the house in terms of utilities, trash and snow removal, and maintenance and repair. Recommended rental rates are established annually by the U.S. Army Corps of Engineers (Sacramento District) and adjusted annually under the provisions of AR 420-1. Housing deposits and rents are collected by the Resource Management (RM) Office on behalf of DPG.

(1) Deposits. Federal civilian employees who pay rent through payroll deduction are not required to make a deposit. All other civilian and contract employees who are not sponsored by their employer and do not have payroll deduction must make a deposit equal to one month's rent plus \$200.00 to be paid in full at the time of signing a rental agreement. Deposits are made to the U.S. Treasury Department and are held until the house rental agreement is deemed appropriately terminated by the occupant and the IHO. Refunds are made by DFAS in accordance with their regulations and policies.

(2) Rent. One full month's rent, which includes utilities, is due on the first workday of each month in advance of the period of occupancy. Payments are made by payroll deduction, money order, or personal check to U.S. Treasury. It is the responsibility of the sponsor to pay the rent on time based on their rental agreement and notification of rental rates. Not only is the sponsor notified when the account becomes delinquent, but the sponsor's supervisor/employer will be notified. Being 45 days delinquent is cause for initiating eviction procedures unless an Exception to Policy is granted by the Garrison Manager in advance.

(3) Bedroom Eligibility for DOD Civilians and Contractors. There are no set criteria for determining the number of bedrooms a civilian employee may rent, as long as the individual agrees to pay the monthly rental rate.

(4) Housing Preference. You may choose any vacant unit or room in the inventory that has not been selected by another resident or a unit designated for K&E personnel. Also, keep in mind that the condition of a unit may require a longer maintenance turn-around time than others. Military personnel will receive quarters that at least meet their minimum bedroom requirements. They may select a larger set of quarters if they are available and not occupied.

(5) Occupancy Agreements and New Rents. Occupancy agreements will be resigned by Civilian and Contractor residents annually. Rental rates will be published and distributed to residents in February of every year and go into effect by 1 March. Occupancy agreements are expected to be resigned by residents at that time. Failure to sign a lease will not stop a rent increase or decrease as appropriate from going into effect for Civilian or Contractor residents by 1 March.

## **8. Terminating Government Housing Occupancy.**

a. Reasons for Termination of Housing. Unless otherwise authorized, housing occupancy will be terminated by procedures and conditions set forth under AR 420-1. Also, housing occupancy will be terminated for the following reasons:

(1) When employment/contract at DPG is terminated or upon the death or retirement of the sponsor. However, in the event of death, the surviving spouse may request in writing to remain in quarters up to 60 days beyond the sponsor's death. The requester will be obligated to continue to pay rent in full. Upon the death of a military member, the surviving spouse may request to remain in quarters up to one (1) year without payment.

(2) When housing responsibilities are neglected and/or other DPG regulations are disobeyed.

(3) When the house or other related government property is damaged, or when the house is misused for its intended purpose, or when residents are involved in illegal or immoral activities, or when the conduct of the sponsor and/or their dependents and/or guest(s) is detrimental to the safety, health, or morale of the community.

(4) When the monthly rent or deposit is not paid. Rent delinquency letters are issued by the IHO/Garrison Resource Management Office. A second delinquency notice may result in loss of housing privileges. Residents who are delinquent in making rent payments will receive two notices of delinquency: one at 15 days and a second at 25 days through the mail. Delinquent residents should contact the Resource Management Office as soon as they know they are delinquent to forestall eviction or other negative actions.

(5) When either the spouse or dependent(s) is absent for more than 30 days, except for official business TDY, hospitalization, etc, the Garrison Manager may grant Exceptions to Policy

for an absence of up to 90 days, or when dependent(s) no longer permanently reside with the sponsor for any reason including voluntary separation, divorce, legal separation, or court order.

(6) When housing eligibility changes (marriage, divorce, arrival/departure of Family members, number of dependents, etc.), the sponsor will either terminate their assigned housing unit and relocate to the appropriate available housing (i.e. UPH or FH unit), or vacate their assigned housing unit. Termination may also occur if housing is required to support the housing assignment priorities outlined in Appendix A.

b. Sponsor Requested Housing Termination.

(1) Military sponsors may request termination of their housing agreement to move off-post; however, military sponsors must obtain prior approval from the Installation Commander. The movement of household goods will be at the expense of the sponsor unless the move is determined to be for the convenience of the government.

(2) Civilian and contractor employees may request termination of housing at any time after the initial six months of the lease. Only those employees deemed "Key and Essential Personnel" must obtain prior approval from the Garrison Manager before requesting termination of housing.

c. Retention. Retention of a house for personal reasons beyond the expiration of eligibility date is not authorized, except under approved cases of extreme hardship as authorized by AR 420-1. In unusual or compelling cases of authorized retention, a daily fair market rental rate is assessed for the retention period and must be paid in advance of the authorized retention.

d. Evictions. Housing residents declining to vacate housing once served a housing termination notice will be treated as trespassing on government property. When necessary, residents will be forcibly evicted and their household belongings will be placed in storage at their own expense.

e. Housing Agreement Pre-Termination Inspection. This inspection is used to identify damages to and accountability of government property.

(1) Housing occupants will request a pre-termination inspection no less than 30 days prior to the planned date of terminating their housing agreement. The pre-termination inspection allows the inspector to identify maintenance and repair work (self-help and beyond) which will be required in the house, and to give guidance to the occupant concerning tasks which must be completed prior to final termination of their housing agreement. Pre-termination inspections may be scheduled by telephone or in person at the housing office.

(2) The occupant may, if desired, hire a contract cleaning team to accomplish the required cleaning standards. When a cleaning team is hired by the sponsor, both the sponsor and a cleaning team representative must be present at the pre-termination inspection. At this time, the inspector will provide the occupant with a completed inspection checklist and a list of charges for any damages and/or miscellaneous charges determined.

(3) The occupant must accomplish self-help items and initiate service orders for repairs beyond self-help limits before the final termination inspection. Occupants will allow maintenance personnel to accomplish normal service order work prior to the housing agreement termination. Only in unusual cases requiring extensive repair will the work be scheduled after terminating the housing agreement. It is the occupant's responsibility to ensure that all required maintenance and repair requirements are reported and accomplished on a regular basis throughout the period of occupancy rather than wait until the housing agreement is terminated.

(4) One copy of the pre-inspection result will be retained by both the inspector and the sponsor for use at the final inspection.

(5) Inspector will instruct the sponsor on requirements for final housing agreement clearance and furnish a copy of housing cleaning standards and a list of contract cleaning teams. Contract cleaning teams are not government sponsored and are not guaranteed by the IHO. Their use constitutes a private agreement between the sponsor and the cleaning team.

f. Final Termination Inspection.

(1) Final inspections are to be accomplished after a house has been cleaned, regardless of the cleaning option used. The occupant must be present at the final inspection if the self-cleaning option, as described below, is used. At this inspection, the occupant turns all keys over to the inspector. After successfully passing this inspection and any and all damages have been paid, the occupant will be released of their responsibility for the house. When a contract cleaning team is used by the sponsor, the cleaning team representative is present for the final inspection in lieu of the sponsor. If the occupant fails to turn in all keys that were issued, occupant may be charged for all new locks and keys.

(2) All personal property must be removed from the house prior to the final inspection. The house will be in a condition ready for a new occupant to move in, less any requirement(s) stipulated by the inspector at the time of the pre-termination inspection.

(3) Occupant/cleaning team responsibilities include all interior and exterior cleaning and self-help maintenance and repair tasks as applicable and as outlined in the post cleaning standards. The final inspection will determine whether the house meets these standards. If a re-inspection is required, the occupant/cleaning team must reschedule by calling the Housing Office.

(4) When the occupant's house passes the final inspection, the inspector will provide the occupant with a completed copy of the inspection checklist and a Housing Termination document. RM will not grant final financial clearance until the housing agreement has been properly terminated and documented by the Installation Housing Office.

g. Liability for Damage or Loss (IAW AR 735-5 and AR 420-1, paragraphs 3-6, 3-12, 3-21, 3-54, 3-55, 3-60, 3-65, and 3-69). Occupants will be held liable when government appliances, furnishings, or house is damaged, destroyed, or lost as a result of negligence or abuse and

determined to be non-fair wear and tear. This liability includes damage and stains caused by household pets, and damage or marks on room surfaces and government equipment that require repair or replacement. The Housing Officer will determine whether such a situation exists.

(1) The Installation Housing Office will not stamp DPG's "Installation Clearance Papers" until the sponsor has properly terminated their housing agreement and any reimbursement has been made to the government, or necessary paperwork initiated, authenticated, and submitted to RM.

(2) When the sponsor does not properly clean their house, the house will be cleaned by contractor and necessary paperwork initiated by the Installation Housing Office to effect reimbursement from the sponsor.

(3) The sponsor must report to the Housing Office all damages to outside grounds and exterior and interior structures caused by transportation carriers.

(4) Personnel will not be assigned to more than one Family housing unit at the same time. During intra-post moves the effective date of assignment to the new DU will be the day after the effective date of termination from the old DU. Occupants have 72-96 hours to move from one DU to another DU. The resident forfeits BAH (if uniformed) for only one DU. Therefore, the other unit should be considered vacant for utilization reporting purposes.

#### **9. Items Regulated by Housing Management.** (See also page 21-22, paragraph 11e.)

a. Alterations. Occupants are not permitted to make any substantive physical or structural change to a house, grounds, or landscape without prior written approval from the IHO. Once authorized, work must be done at no expense to the government and must be removed prior to termination or receive the agreement from the IHO for them to remain. Occupants are not permitted to change/repair entry locksets or insulated glass windows. Alteration of electrical, plumbing, heating or other installed utilities is prohibited. Any unauthorized, improperly maintained or nonstandard alteration, equipment, or structure identified by the IHO must be removed or suitably upgraded by the occupant. If this is not accomplished within 10 days of notification, it will be removed by the government and the occupant will be assessed all costs.

b. Disabled Access Ramps. Occupants in need of access ramps should submit requests with a certificate of verification from a competent medical authority to the IHO. An ADA-compliant house is available for disabled occupants.

c. Privately-Owned Appliances and Equipment. *You, the occupant, are responsible for the installation and maintenance of your own equipment.*

(1) Existing electrical outlets are standard and should not be changed to accommodate any variances in plug design for privately-owned appliances. Exceptions will be requested in writing to the IHO.

(2) Occupants are responsible for the installation and connection of all appliances and equipment to include all necessary electrical leads and dryer piping.

(3) The government will not assume any responsibility for damage to appliances and equipment due to low voltage or power fluctuations.

(4) No privately-owned appliances or equipment will be installed that will exceed the capacity of the utility system.

(5) Upon removal of any appliance or equipment, the structure will be returned to its original configuration and condition.

(6) Under no circumstances will a major household appliance be installed and operated by use of an extension cord, nor will any appliance cord be spliced, altered, or lengthened. Each manufacturer of appliances has designed and rated the size and length of cord to best serve the operation of the appliance.

(7) Government-furnished stoves and refrigerators will remain in all government houses.

d. Cooling Units. Each house is provided with some type of cooling system. Occupants may not install privately-owned air conditioning units in government houses without prior approval. Government installed air conditioners or evaporative coolers (swamp) will be operated during conditions when outside temperatures exceed 80 degrees Fahrenheit.

e. Gardens.

(1) Flower Gardens. Occupants in Family housing areas are encouraged to plant annual and/or perennial flower gardens in beds adjacent to their house. Flower gardens adjacent to a housing unit may remain if well maintained. Flower gardens by fence lines will be removed along with the fence and the area will be re-sodded or re-seeded, germinated, and brought back to the pre-existing condition prior to termination of housing agreement unless prior approval is received from the IHO.

(2) Vegetable Gardens. Individual vegetable garden plots may be authorized in Family housing areas. Garden plots must have prior written approval from the IHO, which indicates exact location and size. All vegetable garden plots must be returned to their original condition upon termination. As a general rule residents will be referred to the community garden area for vegetable gardens.

f. Playground Equipment.

(1) Government owned playground equipment, swings, slides, etc., are fixed in place and are not to be removed, relocated, changed, or altered. Occupants should report all deficiencies to the Family housing service order desk at (435) 831-2200.

(2) Occupant owned playground equipment may be erected in the backyard providing equipment and landscape are maintained and it does not interfere with access to the housing unit, and it does not encroach on neighboring areas. Attachment of "backboards" to quarters, trees, or garages is not authorized. Freestanding basketball poles may be permitted.

g. Trampolines. Construction and/or installation of trampolines are authorized on a case-by-case basis and must be in a fenced-in area. Request to install trampolines will be submitted to the IHO for consideration. Numerous Command provisions must be met prior to the installation of trampolines. Occupants should contact the IHO prior to submitting a request. Area surrounding the trampoline must be fenced with a locked gate to protect other children from accidental injury using the device unsupervised. This is a non-waivable requirement. The resident will be responsible for all ground damage caused by installation of a trampoline (destroyed sod, holes in ground, etc.) The resident that is going to allow personnel outside the Family to use the trampoline will require in addition to the above requirements, proof of insurance to cover liability charges in the event of an accident, and ensure minor children up to the age of 17 are supervised by an adult age 18 or older. Family Child Care (FCC) Providers **will not** have a trampoline in their housing unit.

h. Wading / Swimming Pools. Use of outdoor wading pools is authorized. Children must be supervised at all times during their use and the pools must be emptied when not in use. Swimming pools are not authorized. There is a community pool that should be used for this purpose. Lawns must be restored to the original condition when wading pools are removed.

i. Water Beds. For structural safety reasons, waterbeds are generally prohibited in government houses. Individual written requests for Exceptions to Policy must be submitted to the IHO for consideration. Damage caused by leakage or by the weight of a waterbed can be severe. Occupants will be held liable for any damage to government houses caused by a waterbed. As a general rule, residents desiring water beds should only consider using a ground floor.

j. Fences. Residents may install fencing at their own expense and only in compliance with fencing policy. (Contact the IHO for policy). Requests to install fencing must be submitted to the IHO for consideration. Except for small decorative wood or metal fences (not to exceed 18 inches in height) around flowerbeds, fences are not allowed in front of government housing. Fencing must be removed and ground restored to original condition prior to terminating government housing unless prior approval is obtained from the Housing Office.

(1) Requests for approval to install a fence must be submitted in writing to the IHO. Requests must include a diagram showing the proposed location of the fence. Fences must be installed within the logical lot lines in the rear of the housing unit. Fences are not allowed in the front or to the side of the housing unit. Installation of the fence will be in accordance with the guidelines set forth within this regulation with the diagram approved by the IHO. The following defines specific fencing guidelines for DPG housing areas:

(a) Mountain View housing area fences will be of wood only, constructed in the manner of the same materials as the existing Government furnished fencing. A limitation of a 15-foot

extension to the existing fence will be enforced due to the risk of damage to buried service lines in the back yards. This limitation also allows access of maintenance vehicles through the back yards of the housing units. A fence will not be more than 30 feet from the unit.

(b) Wherry Housing Area. Wood fences are not allowed. Only chain-link fences will be constructed in this area.

(c) Saint John's housing area fencing will be of chain link material only and will be no taller than five feet and no shorter than four feet. A top rail will be installed around the entire fence with no barbs showing. Fencing hardware will be of metal, non-rusting, material such as that used in commercially installed fences. Wooden fences comparable in material, design and grade of the wooden fences in the Mountain View housing area will be allowed upon request and if proposed placement is in accordance with DPGR 420-1.

(i) Approved dog runs will be allowed if requested in writing with a diagram to IHO showing the proposed location of the dog run. Dog runs will be constructed of chain link material only and of the dimensions of a standard commercial dog run, 6 feet by 6 feet by 10 or 12 feet. Dog runs will have a top rail with no barbs showing. Dog runs will meet all requirements of DPGR 420-1.

(ii) An approved excavation permit will be needed prior to installation of fences and/or dog run, meeting all clearances and making access to utilities available. A gate must be provided near the fuel oil fill pipe. Animals that may be enclosed with the fence and/or dog run area must not hinder delivery of fuel. Access inside the fenced area must be available at all times for maintenance personnel. Digging permits can be obtained by calling (435) 831-3649.

(iii) At the time of termination, if requested by the new occupant, the fencing can be evaluated by a Government Inspector to see if it is in the best interest for the Government to retain the fencing.

(iv) If it is deemed in the best interest of the Government, the fencing may be left by the departing occupant. If it is determined that the fencing is not in the best interest of the Government, the occupant will have to remove the fence and restore the grounds to the original condition prior to terminating government housing. The occupant will receive no compensation for the fence. If the occupant does not request to leave the fence or if the Government does not accept the fence, the out-going occupant will be required to have the fence removed and the yard brought back to its original condition prior to clearing quarters.

k. Storage Sheds. Government-furnished storage sheds are provided to Army Family Housing Occupants. See appendix. Occupants must obtain approval from the IHO to erect a privately-owned storage shed at the rear of their house. Residents who require a second shed may request one from the IHO and it will be provided subject to availability. Requests for approval should include a sketch showing proposed location of shed and are subject to the following conditions:

(1) Must be constructed out of wood or metal and securely anchored to prevent being blown over.

(2) May not exceed 12 feet X 12 feet and must have a minimum of 12 feet clearance from any building, utility or line pole, oil fill pipe, and be within logical lot line.

(3) Utilities may not be connected to the storage shed.

(4) Shed must be removed and yard damage repaired (including concrete pad removal if applicable) prior to terminating government housing.

l. Pet Shelters. Occupants must obtain prior approval from the IHO to install a pet shelter at the rear of their house. Requests for approval should include a sketch showing proposed location of shelter and is subject to the following conditions:

(1) Shelter will be a wind- and moisture-proof structure of suitable size to accommodate the animal(s) with sufficient quantity of bedding material to provide insulation and promote retention of body heat.

(2) Shelter will be made of durable material with a solid floor raised at least 2 inches from the ground and the entrance either protected by a flexible windproof or wind baffle entrance.

(3) Shelter will be located only in the backyard and must allow for maintenance access to permanent structures. Shelter will be removed and yard restored to original condition prior to terminating government housing.

m. Antennas. Requests for installation of any type of radio antenna must be submitted in writing, accompanied by a diagram showing the proposed location and installation, to the IHO prior to installation. A written approval on use of HAM, short wave, or citizen band radio from the DPG Plans and Operations (IAW with DPGR 210-5) must also accompany the request. Antennas are required to meet the following specifications:

(1) Occupant will assure compliance with all applicable FCC regulations, and DPGR 210-5 when installing and operating HAM, short wave, or citizen band radios in the DPG housing areas.

(2) The antenna and its supports will be constructed of rust proof material and placed a safe distance away from any electrical lines. All antennas will be free standing with no guy lines or braces. No antenna will be over twenty feet in height, and no antenna will be installed under thirteen feet in height.

(3) No antenna will be mounted on any roof, false chimney, vent, gutter, housing unit, tree or clothesline.

(4) Coaxial cable entering the housing unit will be allowed only in existing cable access or as designed by IHO.

(5) Occupants are liable for any damage or injury that may be caused by their antennas. All audio or visual interference with other occupants, workers, or offices will be the responsibility of the occupant user and corrective action must be taken immediately or cease use of equipment.

(6) All antennas and supports will be removed at the occupant's expense prior to termination of quarters. All housing and yard areas must be brought back to original condition after removal. This includes planting grass, leveling the ground, etc.

n. Hot Tubs/Spas. Requests for authorization to install any type of hot tub or spa must be obtained from the IHO prior to installation. This written request for authorization must be accompanied by a diagram showing the proposed location of the installation. Hot tubs/spas are required to meet the following specifications:

(1) Only personal hot tubs/spas of six by seven feet (6 X 7) will be allowed in the housing areas.

(2) No shed, gazebo, or roofing over the hot tub or spa will be allowed. A commercial gazebo-type structure enclosing the hot tub or spa will be allowed.

(3) The occupant will be charged a fixed monthly fee (reviewed and adjusted annually) to offset the cost to the Government for electrical power and water consumption.

(4) A separate electrical power service will be installed (if required) by the Housing Contractor to ensure that all safety aspects and electrical codes are met. The occupant will assume the cost for the electrical service.

(5) All applicable codes and regulations will be adhered to during installation and use of the hot tub or spa. IHO will inspect for compliance after installation of the hot tub or spa. Approval of the installation by IHO is needed before use of the hot tub or spa is authorized.

(6) All hot tubs or spas will have a sturdy, locking cover, properly applied during idle times of use.

(7) Occupants will be responsible for any accidents or injuries incurred with the hot tub or spa and have proof of Home Owner's Insurance covering such accidents or injuries.

(8) Occupants will be responsible for any damage incurred to the housing unit and yard from the hot tub or spa.

(9) Hot tubs or spas or their accessories will not be attached to the housing unit.

(10) All hot tubs or spas, wiring and plumbing will be removed at the occupant's expense prior to clearing quarters. All housing and grounds must be brought back to the original condition after removal of the hot tub or spa. This includes planting grass, leveling the ground, etc.

o. Motion Detector Lights. Motion detector lights may be purchased and installed by occupants at their own expense. Lights may be installed in both the front and rear of the housing unit. All requests for installation of motion detector lights will be submitted in writing, accompanied by a diagram showing the proposed location(s) to the IHO for approval prior to installation. Upon completion of installation, inspection by IHO to ensure compliance prior to use is required. Request must include the model, style, wattage, and color of lights. Motion detector lights will be installed to sense movement in the driveway and porch/patio areas only.

p. Satellite Dishes. Satellite dishes are authorized for use in housing areas at the occupant's expense. All requests for installation of satellite dishes will be submitted in writing, accompanied by a diagram showing the proposed location(s) to the IHO for approval prior to installation. Upon completion of installation, inspection by IHO to ensure compliance prior to use is required. Satellite dishes are required to meet the following specifications:

(1) Satellite dishes will measure one meter or less in diameter.

(2) Satellite dishes must be oriented in a southeast direction, approximately 120 degrees in order to receive satellite signal.

(3) Satellite dishes will not be mounted on roof eaves, trees, fences or any part of government property. Upon completion of mounting and installation of the satellite dish, the occupant will request final inspection by IHO prior to use. Homes that already have a surface mounted antenna may leave that antenna in place until such a time that the home requires major refurbishing. Satellite dishes may be left in place when the quarters are vacated through normal PCS unless specifically directed by the IHO that the dish shall be removed. If the IHO directs removal of the dish, and the occupant fails to remove it, the dish may be removed by DPG at occupant or former occupant expense.

(4) Coaxial cable entering the housing unit will be allowed only in existing cable access or as designated by IHO. The coaxial cable will remain upon termination of quarters.

## **10. Services.**

a. Service Orders (SO's).

(1) Service orders may be initiated for personnel occupying government housing and dormitories by calling the maintenance service order desk at Bldg. 5474, 831-2200. The same phone number is used for emergency service calls after 1730 hours (5:30 p.m.) and on weekends.

(2) Calls for repair service are classified into three categories. They are emergency, urgent and routine. The priorities and target response times are determined by the Directorate of Public Works (DPW) and are shown in Appendix C.

b. Preventive Maintenance (PM) Inspections. PMs are the systematic care, servicing, and inspection of equipment, utilities systems, buildings, structures, and grounds for the purpose of detecting and correcting incipient failures and accomplishing repairs. Occupants will be advised of the exact date of a PM visit by the maintenance contractor. Should the scheduled PM visit pose difficulties, other arrangements can be made. Most of the deficiencies will either be corrected on the spot or will be completed within 2 working days. Major repairs will be documented and scheduled for repair within 30 days. Inspections will be conducted during normal working hours.

c. Family Housing Energy Conservation and Grounds Inspections. Housing personnel conduct inspections regularly and on a continuing basis. Occupants will be notified in writing of deficiencies noted (i.e. porch lights left on during daylight hours or all night, animal waste in yard, etc.). Once notified, occupants must correct deficiencies within 48 hours. Corrections will not remove the housing points issued but will prevent more points from being issued for that same particular infraction.

d. Police Protection. Police protection is provided by the Directorate of Emergency Services (DES). Any requests for protection should be made through that office. This includes, but is not limited to, checking the occupants home while on vacation or TDY if requested.

e. Fire Protection (DPGR 420-8). Occupants of government housing must report all fires immediately to the Fire and Emergency Services Division, telephone 911. Check with your cell provider for instructions when dialing 911 from a cell phone. It is the occupant's responsibility to notify the IHO of any and all fires that occur in government housing.

f. Open Fires. Open fires are permitted in barbecue equipment, outdoor fireplaces (chimneys), and in ground level fire pits; the Housing Office and the Senior Fire Officer on duty must first approve the site of pit placement. These items must be placed a minimum distance of five feet away from any structure for barbecue equipment and 20 feet for outdoor fireplaces or fire pits. They must only be used in an open air environment with clear overhead. You must also have a fire extinguisher or garden hose connected to a water source readily available. Open fires will be supervised by a responsible adult at all times and be completely extinguished before leaving the scene of the fire. In case of emergency call 911. A permit must be obtained from the Fire Department for open fires not covered above.

g. Candles. There will be no unattended burning candles and no overnight burning of candles. Unattended candles may result in fires and possible liability for damages caused.

#### h. Refuse Collection

(1) Garbage and trash will be deposited in trashcans with tight fitting lids provided with the housing unit. Occupants will assure that contents are secured to prevent scattering or spilling

during handling. Trash pickup is scheduled once a week. Occupants are required to place garbage and trash at curb after 0600 hours (6:00 a.m.) on the day of scheduled pickup and remove empty garbage cans from curb no later than 1900 hours (7:00 p.m.) on the day of scheduled pickup. Garbage cans will be kept in garages, carports, or at rear of house except on scheduled pickup days. It is the occupant's responsibility to maintain the garbage can assigned to them in a clean and sanitary condition. Garbage collection occurs on Tuesdays. Only garbage cans and grass clippings properly placed in trash bags and small blown-down limbs are picked up on this day.

(2) Large bulk item pick-up is done on a quarterly basis starting the first week of October, January, April and July. The actual dates will be announced in the Housing Newsletter. All items need to be placed on the curb prior to 0700 on the morning of the scheduled pick-up date. If there are items on your curb such as portable basketball goals, bikes, children's toys, etc. that you **DO NOT** want removed from the curb, ensure the item(s) are relocated prior to the scheduled bulk pickup. All metal items will need to be separated from the other bulk items.

(3) Recyclables. Plastic bottles and cans are picked up every other Friday. Place your blue trash container on the curbside prior to 0700 hours the day of pickup.

(4) Cat litter and other animal wastes must be placed in plastic or paper bags before being placed in trash container. Animal feces from grounds must be picked up for litter daily.

(5) Rubbish includes, but is not limited to, trash, tree limbs, tumbleweeds, and other non-hazardous wastes. Periodically during the year, rubbish collection dates for "spring and fall cleaning" will be announced in the Housing Newsletter, by flyer, and on Channel 12. All rubbish will be placed at curbside on scheduled collection days prior to 0700 hours (7:00 a.m.). Small tree limbs and tumbleweeds must be bundled for handling ease and other rubbish must be secured so as to prevent scattering. If large quantities of tumbleweeds accrue during a windstorm, residents can call the work order desk requesting a special trash pickup.

i. Hazardous Waste Disposal. Any chemical identified as flammable, corrosive, reactive, toxic, or carcinogenic will be considered hazardous waste when it is ready for disposal. This information can be found on labels. Occupants are responsible for disposal of hazardous waste. Items determined to be hazardous waste may be turned in to the Self-Help Facility, bldg 5030. It is the responsibility of the occupant to identify hazardous waste prior to disposal. Some used petroleum and lubricants can be turned in at the Car Care Center and the Exchange. Some types of household hazardous waste could be:

(1) In the house. Oven cleaners, floor cleaners, window cleaners, photo chemicals, arts and crafts supplies, dry cleaning fluids, metal or furniture polish, rust or wood preservatives, wood stains, oil base paints, paint thinner.

(2) In the garage. Gasoline (a maximum of two gallons may be stored for lawn mower, weed eater, etc.), used motor oil, antifreeze, brake and transmission fluids, engine cleaners, ether sprays, engine and radiator flushes, batteries, and tires.

(3) From the yard. Pesticides, herbicides, insect sprays, rodent killers, pool chemicals.

j. Snow Removal.

(1) Occupants in Family housing areas are responsible for snow removal from walks, driveways/carports, and patios. Snow must be removed within 12 hours after a snowfall. Unoccupied houses will have snow removed by maintenance personnel prior to assignment of the vacant unit. Personnel are not authorized to park in unoccupied driveways, garages, and carports. This impedes snow removal at those facilities.

(2) Snow removal from streets is performed by the Base Operations contractor. Parking of vehicles on installation streets is not allowed during snow removal operations or forecasted periods of snow. Information concerning forecasted snow periods is available on Channel 12 or by calling the IHO. The West Desert Meteorological Division posts daily forecasts to all employees through email. There will be no parking on the streets between the 1st day of November and the last day of February between 2200 and 0700 hours (10:00 p.m. and 7:00 a.m.) because of snow removal operations. Overflow parking areas will be used for parking of excess vehicles that are not parked in driveways. Vehicles that impede snow removal equipment are in violation of DPGR 190-1 and will be cited.

k. Pest Control.

(1) Routine control of normal household pests such as ants, silverfish, flies, moths, fleas, mice, earwigs, potato bugs, and rodents; keeping pets free of pests; and performing minor control functions are the occupant's responsibility. The use of commercial non-residual insecticides labeled for safe application by the general public is expected of the occupant. For established infestations of pests that are beyond occupant capabilities and require professional control measures, request assistance from the Service Order Desk at ext 2200.

(2) Termite prevention and treatment by occupants is not realistic. Any indication of termites should be reported to the Service Order Desk at ext. 2200 so that necessary control measures can be taken.

(3) Mosquito abatement procedures will be initiated by Base Operations during periods of severe infestation.

l. Heating Fuel Deliveries. Heating fuel deliveries to housing areas are conducted during heating months. Occupants must ensure that access to the fuel oil fill pipes is provided to delivery personnel. Animals must be restrained in such a way as to allow delivery personnel access to the fuel oil fill pipes. Fence gate must be provided near the fuel oil fill pipe.

m. Lockout of House. Housing occupants who lock themselves out of their houses during duty hours may sign out a key on a temporary basis from the IHO, Bldg. 5031. Housing occupants who have accidental lock-ins of small children are considered an emergency. The Service Order Desk should be notified immediately during duty hours. After duty hours, access

can be obtained by contacting the Police Department at ext. 2929. After duty hour lockout service will be charged to the occupant if reported on a Service Order.

n. Telephone Service.

(1) Housing occupants may obtain wired telephone service from Centra Telecom. To order new service, to change or disconnect service, or for billing questions contact (435) 427-3331 or 1-800-427-8449. You may call either of the above numbers for repair service (24-hours a day). The occupant is responsible for all costs incurred for installation, termination, and/or repair.

(2) The maximum number of pre-installed telephone outlets is three. The location of telephone instruments is confined to the location of pre-installed recess outlets. The only exception to the requirement of using other than pre-installed outlets is when a telephone may be installed in an adjacent bedroom by going through the back of the existing outlet, thereby eliminating any exposed wiring. Any deviation from this policy must be approved in writing by the IHO.

o. Cable Television. Two or more Cable TV (CATV) outlets have been installed in each house. Occupants may obtain cable TV service from Dugway Cable, telephone 831-4404. Channel 12, the Command Channel for DPG, carries items of community interest, community-related advertising, notices, special events, and storm warnings. If desired, residents may contact commercial providers for either Direct TV or Dish TV network.

## **11. Occupant Responsibilities.**

a. Sponsor Responsibilities. Sponsors are responsible for reimbursement for government housing. They are also responsible for the condition of their residence and for conduct and discipline of themselves and their Family members, including guests. It is the responsibility of all residents, sponsors, and guests to be aware of and adhere to rules and regulations established by the Army and DPG.

(1) Subletting. Personnel assigned to government housing will not sublet or receive reimbursement for shelter from other persons who reside unauthorized in the housing unit.

(2) Guests/Visitors. Sponsors may have guests at their assigned DPG government residence without any restrictions provided they do not remain overnight. If the sponsor chooses to allow a guest to remain/reside at their residence overnight or up to a 7-day limit, the sponsor must register their guests with the front gate and notify the IHO. With an approved request of 30 day increments, a guest/visitor may stay up to a maximum of 90 days within a calendar year. Sponsors must register all foreign or non-US citizens prior to arrival on DPG regardless of purpose of visit. Sponsors may not allow guests to remain/reside at their assigned residence in excess of 7 days without securing written consent from the IHO. Having guests does not change the bedroom allowance status of the sponsor. This includes foster children and any other immediate relative not listed on the application for government housing. Willfully withholding information concerning any unauthorized guest(s) can result in termination of housing privileges.

All requests for Exception to Policy will be made in writing to the IHO. This paragraph does not apply to guests/visitors of Unaccompanied Personnel Housing (UPH).

(3) Joint Occupancy.

b. Joint occupancy can affect eligibility for certain entitlements. If the sponsor is military and the guest, visitor, even a Family member, is also a military member or dependent of a military sponsor, a case of joint occupancy may exist. The IHO and DFAS must be notified in advance of situations that fall in this category.

c. Cohabitation. No person residing in government quarters (Barracks, UPH or AFH) will cohabit or dwell with another person other than his or her authorized immediate Family. Any such conduct will be deemed misuse of government quarters contrary to the purpose of government housing, the appropriations for government housing, AR 420-1, Army Facilities Management, and the safety, health, and welfare of the installation. This misconduct will be cause for termination of assigned quarters and possible administrative action by the Garrison Manager and applies to both military and non military residents of quarters.

d. Government Controlled Contractors/Work Force. Occupants of government housing may not refuse government controlled contractors/work force personnel from performing scheduled authorized maintenance and repair, or refuse emergency access to their house for protection of personnel and property. In other than emergencies, a responsible, English-speaking, adult must be in the house during scheduled maintenance and repairs.

e. Reports of Unsafe, Unsanitary, or Threatened Property Conditions and Administrative Inspections (DPGR 210-14). Occupants are responsible for maintaining assigned quarters in a clean, safe and sanitary condition, so that the property will be protected. Individuals observing unsanitary conditions or having reason to believe that they exist should provide this information either orally or in writing to the IHO, building 5031, or call extension 3541 or 3542. Reason to believe that a sanitary inspection is warranted is usually based on written or verbal observations or complaints made by neighbors, maintenance workers (housing, cable TV, telephone), school officials, police, firemen, or housing inspectors. The Installation Housing Office will document and evaluate this information and take appropriate action as prescribed herein. Sanitary inspections are conducted at the direction of the Garrison Manager when there is reason to believe that conditions exist that are detrimental to the Government property. Letters authorizing unannounced sanitary inspections will be signed by the Garrison Manager.

(1) All reports of unsanitary housing conditions involving military personnel will be referred to service member's unit commander.

(2) Sanitary inspections will be conducted during normal duty hours unless there is reason to believe the conditions require an emergency response.

(3) Occupants will normally be given at least twelve (12) hours' written notice of a sanitary inspection. Subsequent or follow-up inspections may be either announced or unannounced as determined on a-case-by-case basis.

(4) As a minimum, the inspection team will consist of the following persons: Unit Commander or Senior NCO (if military occupant), Housing Manager, Health Services Representative, Billeting Manager (if Lodging Facilities), Family Services (if minor in home) and, Police/Fire/Safety Personnel (if required).

(5) Upon completion of a sanitary inspection, the health services representative will brief the occupant and team members of the findings. A written report will be provided to the occupant and appropriate team members with an information copy to the Installation Sergeant Major and the Garrison Manager. The health services representative will determine if follow-up inspections are required and if required, whether they will be announced or unannounced.

(6) If it is determined that an unannounced follow-up inspection is to be conducted, the Housing Manager will coordinate the date and time with inspection team members and prepare a letter for the Garrison Manager's signature authorizing an unannounced inspection.

(7) An individual who fails a second inspection (announced or unannounced) will be notified in writing that failure of another inspection will result in termination of quarters.

(8) Individuals failing a third inspection will be notified in writing that their assignment to quarters is terminated. Normally occupants are given thirty (30) days' notice of termination. However, the Garrison Manager may reduce the notice period if he or she feels that the unsanitary conditions represent a threat to Army or Federal Government property. Individual may respond to the notice of termination from the Garrison Manager orally or in writing.

f. Commercial Endeavors (IAW AR 210-7).

(1) Will be addressed on a case-by-case basis and requests submitted through the IHO for Command staffing and review. The review will include staffing through the installation Legal office.

(2) Structural changes to government housing are not authorized when engaged in a commercial activity endeavor. Minor modifications may be made upon approval of the IHO. Any modification must be restored to its original condition. The cost of modification and restoration, if required, will be borne by the sponsor.

(3) No commercial enterprise may operate at the expense of community tranquility and harmony among neighbors.

g. Unauthorized Commitments. The government incurs certain expenses for maintenance or repair of government houses such as painting and furnace upkeep. Occupants are not authorized to represent the government to obtain goods or services. Thus, the occupant must request those goods or services through the IHO, either through a Service Order or the Self-Help (SHIP) store.

h. Pets (DPGR 40-3). Occupants may have no more than two household pets. Requests for additional pets require an Exception to Policy submitted to the IHO for Garrison Manager

staffing and review. Occupants must register pets through the Law Enforcement and Security Division within 72 hours of arriving at DPG. Pets must be kept under control at all times. Barking dogs will be controlled as not to disturb neighbors. A list of approved pets can be found in DPGR 40-3. Occupants who fail to properly register, control, or not properly immunize their pets will lose their privilege to maintain pets on the Installation. Any pet that attacks or bites other pets or personnel will be required to be kenneled at the owner's expense pending rabies determination, and possible actions include ban the dog/pet from the installation. Pet dogs and cats are not allowed in the dorms/Barracks. (See Appendix D) Cat litter and other animal wastes must be placed in plastic or paper bags before being placed in trash container. Animal feces from grounds must be picked up for litter daily.

i. Vehicles (DPGR 190-1).

(1) In so far as possible, all privately-owned vehicles in the housing areas will be parked in driveways or garages. If there is insufficient space to accommodate privately-owned vehicles as stated above, they should be parked in the overflow parking areas provided.

(2) Unless otherwise specified, vehicles parked on the street will be parked parallel to and in the direction of the flow of traffic. Vehicles will be parked within 18 inches of the curb and will be parked so as not to obstruct garbage and trash pickup. Where no curb exists, the vehicle will be parked on the shoulder as far off the roadway as possible without damaging lawns or seeded areas.

j. Automotive Repairs. Major maintenance and changing of lubricants on vehicles is not permitted in any housing area. The Car Care Center is available for your convenience. Vehicles must not be left unattended while on jacks.

k. Recreational Vehicles (RV).

(1) The term recreational vehicle RV is defined as motor homes, camper/shells (not mounted on vehicles), travel trailers (including trailers used to haul RVs), tent trailers, horse trailers, utility trailers, boats, dune buggies, dirt bikes, ATVs, and snowmobiles. RVs will not be stored at the residence except for a 36-hour period while loading or unloading prior to use. The Installation has a fenced-in storage area for occupants to store recreational vehicles. Contact MWR for storage of recreational vehicles.

(2) RVs will not be parked in the housing area longer than 36 hours at any one time. RVs may be brought to the housing area 36 hours in advance of use and then remain in the housing area 36 hours after use to allow for cleaning and repair. Residents requiring their RV at their house for a period in excess of the 36-hour limit must request written approval from the IHO. Trailers and motor homes will not be used for lodging. Utilities will not be hooked up to any RV for the purpose of providing services for occupancy; however utilities may be hooked up for a period not to exceed 24 hours when performing RV maintenance. Owners of truck-mounted campers or motor homes may be permitted to retain such vehicles at their house when they are used as a primary means of transportation. Permission to retain these vehicles for this purpose will be submitted in writing to the IHO for prior approval and must include

sufficient justification to warrant consideration. Exceptions may be approved for up to 2 weeks. No RVs will be parked on patios, porches, seeded areas, or driveway extensions.

l. Firearms and Weapons (DPGR 190-4). All occupants of DPG having privately-owned firearms (i.e. automatic, semiautomatic, or single shot firearms such as rifles, shotguns, pistols, revolvers, etc.), must register all such weapons with the police department immediately upon assignment to the Installation and in no case later than 7 days after arrival. Weapons are required to be kept in locked containers and away from juveniles at all times.

m. Physical Security. The sponsor is solely responsible for the security of private and government-owned property under their control. Property such as lawn mowers must be secured when not in use.

n. Maintenance and Upkeep. Occupants are responsible for the care of their assigned house and grounds during periods of temporary absence (1 to 14 days). Occupants should arrange with neighbors to check their house periodically for fire hazards, broken water lines, defective heating systems, and vandalism, and inform the Directorate of Emergency Services (DES) of periods of temporary absence. Occupants leaving the Installation in excess of 2 weeks should notify the IHO of the name and address of a designated person residing on the installation that will retain keys to the house and will accept responsibility thereof. The DES must also be notified during periods of prolonged absences. Housing occupants are expected to care for their house as if the house were privately owned or rented. Prompt reporting of requirements for servicing, maintenance or repair of dwelling units, installed equipment, appliances, and outside area is required. Failure to report problems could result in occupant liability. Specific responsibilities include:

(1) Interior.

(a) Within 15 days of housing assignment, provide the IHO a list of deficiencies not annotated on the STEDP-CON Form 22 (Building and Property Quarters Inspections Form).

(b) Cleaning interior surfaces of windows and those surfaces that are readily accessible. Cleaning interior walls, woodwork, and other surfaces. Do not use abrasive scouring material/cleansers on vinyl/fiberglass/plastic/soft-tiled surfaces. Cleaning, waxing, and polishing floors. Do not heat floor wax because a fire hazard would be created.

(c) Cleaning stoves, refrigerators, exhaust fans, sinks, tubs, plumbing fixtures, and other household equipment.

(d) Keeping furnace rooms and utility access areas free of litter and stored items.

(e) Performing self-help maintenance and repair as outlined in paragraph 11.1 (2) (n) below.

(f) Wall-to-wall carpeting may be purchased and installed at occupant's expense. It must be removed prior to clearing/termination of the house and occupants are liable for any

damage to the floors or walls as a result of the installation. Cutting of doors to accommodate carpeting is not authorized. Carpet will not be nailed or glued to floors.

(g) Occupants will be financially responsible, under any circumstances, for any damage caused by adhesive-backed items attached to walls, doors, cabinets, ceilings, drawers, tub and tub enclosure surfaces, fixtures or appliances. Such items include wallpaper, contact paper, decals, mirror tiles, cup dispensers, towel racks, etc.

(h) Curtain rods and brackets may be installed by occupants and may remain, if securely installed, upon termination. Brackets shall be affixed to wood or metal frame surfaces.

(2) Exterior (Family Housing Areas).

(a) Cleaning carports, garages, storage spaces/porches, steps, walls, and driveways, including snow removal.

(b) Police and grounds maintenance to include watering, mowing, clipping, trimming, edging, reseeding, fertilizing, eliminating weeds, leveling lawns, raking, pruning and trimming shrubs and hedges, trimming suckers and branches from trees up to 6 feet above the ground and up to one inch in diameter, including those shoots growing next to foundations, repairing damage from pets, daily policing of trash, and general neatness and cleanliness of area, including the area around dumpsters and trash enclosures.

(c) Area of responsibility in Family housing areas extends from the front of the house to the centerline of the road and includes the logical yard area around the house (normally up to 50 feet). Occupants who have erected fences are responsible for area outside of fence area as well as inside, within the logical yard area. Policing common areas is the common responsibility of occupants living in buildings adjacent to these areas.

(d) Trenches are not permitted along the edge of sidewalks or roads.

(e) Vine trellises will not be constructed closer than 18 inches to the side of any house and will not be fastened to the house.

(f) Existing planted shrubs, decorative plants, trees, and hedges will not be removed without prior written approval from the IHO.

(g) Housing occupants will ensure that areas around trash containers and dumpsters are kept free of loose items of trash and that container covers are in place. Keep dumpster doors closed at all times.

(h) Desert areas will be picked up for litter as necessary and will not be used at any time as a dumping area for trash, garbage, leaves, lawn clippings, or other foreign substances.

(i) Seeded areas will be maintained and all pet/other damages repaired in advance of termination to the extent that grass is growing and an aesthetic appearance is restored. Failure to comply will result in assessment of money charges.

(j) To preclude structural damage, exterior walls of houses will not be utilized for attaching such items as dog runs, hose racks, clothes lines, blinds, flower boxes, plant hangers, fences, additional mail boxes (privately or government owned) and the like. Flower boxes may be hung from window ledges with clamps or straps but they will not be screwed or nailed to the structure.

(k) Bicycles and children's toys will not be left scattered about but will be neatly stored in the back of quarters when not in use.

(l) Tree houses, swings, backboards or other objects will not be built, hung, or affixed to trees or poles in any housing area.

(m) Self-help painting is not authorized on the exterior of government houses.

(n) Self-help (AR 420-1, AR 420-22 and DPG Self-help Handbook.) The Self-help Program allows occupants to accomplish minor upkeep and repair work in a timely manner. Participation in the Self-help Program is mandatory. The program includes the repair work that an occupant can realistically be expected to perform. Examples of maintenance and repair which may be accomplished by occupants are: replacing faucet washers; repairing screens; controlling ants, roaches, and other household pests; tightening and replacing builders' hardware items; replacing light bulbs and globes; cleaning and replacing filters; and other similar work. The program does not include major interior/exterior painting or major alterations to a house. Any alterations to the house must have prior written approval from the appropriate housing manager.

**12. Command Designated Quarters.** There are four sets of quarters set aside with the express purpose of accommodating senior leaders assigned to Dugway. Those quarters are located on what is called anecdotally Colonel's Hill. These leaders are considered Key & Essential Personnel for Dugway Proving Ground. Those quarters and their designated residents are:

<b>HOUSE</b>	<b>RESIDENT</b>
Quarters 1	Installation Commander
Quarters 2	Garrison Manager
Quarters 3	USAF Detachment Commander
Quarters 4	Installation Command Sergeant Major

The Installation Commander may at his discretion re-designate any of these command designated quarters to other senior leaders at his discretion.

**13. References.**

- a. Army Directive 2008-04, Army Energy Enterprise (2008). .
- b. AR 210-7, Commercial Solicitation on Army Installations, 18 Oct 07.
- c. AR 420-1, Army Facilities Management, Rapid Action Review Issued 24 Aug 2012
- d. AR 420-1, Self-help Programs, paragraph 3-45.
- e. AR 735-5, Basic Policies and Procedures for Property Accountability, 28 Feb 05.
- f. DPGR 1-4, Administration (Misuse of Government Housing), 29 Oct 98.
- g. DPGR 1-5, Curfew of Minors and Students, 6 May 04.
- h. DPGR 1-10, Personal Visitors at DPG, 5 Feb 90.
- i. DPGR 40-3, Animal Control and Disease Prevention, 1 Oct 01.
- j. DPGR 190-1, Post Traffic Regulation, 13 Sep 01.
- k. DPGR 190-4, Possession and Use of Firearms and Dangerous Weapons, 16 Mar 99.
- l. DPGR 210-14, Family Housing Sanitary Inspection, 1 May 93.
- m. DPGR 405- 70, Excavation Permit System on Dugway Proving Ground, 4 Oct 04.
- n. DPGR 420-8, Directorate of Environmental Programs Fire and Emergency Services Division, 28 Feb 01.
- o. DPGR 420-9, Refuse Collection and Disposal, 21 Nov 88.

## APPENDIX A

### GOVERNMENT HOUSING ELIGIBILITY AND ASSIGNMENT PRIORITIES

Eligibility. Active Duty Military, Civilian, and Contractor Personnel with or without accompanying dependents permanently assigned or attached to DPG providing the sponsor is employed on DPG in one position a minimum of 30 hours per week and is expected to occupy government housing for a minimum of six months.

#### Priorities

- 1 Key and Essential Personnel. Military and DOD civilian personnel designated by the Garrison Manager as key and essential to the operation and mission of Dugway Proving Ground or its tenant activities after consultation with the Installation Commander.
- 2 Active Duty Military Personnel. Military personnel will be given priority assignment for all housing on Dugway Proving Ground.
- 3 Career/Career-Conditional DOD Civilian Employees (SES, GM/GS, WG). Assigned or attached personnel to Dugway Proving Ground or its tenant activities.
- 4 Other Permanent Full-time Civilian Employees (AAFES, Bank, Credit Union, NAF, Post Office, School Teachers, etc.). Full-time is considered employed on Dugway Proving Ground a minimum of 30 hours per week in one position.
- 5 Contractor Employees.

Note: Should a housing requirement exist for personnel in Priorities 1 or 2, residents in Priorities 3 through 5 will be displaced on a last-in, first-out basis upon 30 days' notice.

**APPENDIX B**

**MINIMUM CRITERIA FOR DETERMINATION OF BEDROOM REQUIREMENTS**

<u>Number of Dependents</u>	<u>Bedrooms</u>
None .....	1
One .....	2
Two, except as follows .....	2
- One, 10 years or older .....	3
- One 6 years or older and other opposite sex .....	3
Three, except as follows .....	3
- Two, 10 years or older .....	4
- One, 10 years or older and other two opposite sex, with one 6 years or older .....	4
Four, except as follows .....	3
- One, 10 years or older .....	4
- One, 6 years or older and all of the other three opposite sex of the one .....	4
- Two, 6 years or older of opposite sex and other two same sex .....	4
- Two, 10 years or older and other two opposite sex with one 6 years or over .....	5
- Three, 10 years or older .....	5
Five, except as follows .....	4
- Two or more, 10 years or older .....	4
- One, 10 years or older, with one 6 years or older and of the opposite sex of the others .....	5

**NOTE 1:** Under-housing of bedroom requirements will only be allowed in limited and unusual circumstances and will not violate fire, safety, or health/hygiene regulations. An application for and an approval of an Exception to Policy is required to be under-housed.

**NOTE 2:** Over-housing of bedroom requirements by one bedroom may occur based upon availability of houses and under special circumstances. An application for and an approval of an Exception to Policy is required to be over-housed.

## APPENDIX C

### SERVICE ORDER PRIORITY SYSTEM

Priority Examples	Definition	Target Response Time
Emergency	Takes priority over all other work and requires immediate action, including overtime or diversion of craftsman from other jobs, if necessary to cover the emergency; consists of correcting failures/problems constituting immediate danger to life, safety, health, mission security or property. Once started, work will continue until completed.	1 Hr
	<ul style="list-style-type: none"> <li>-Overflowing drain</li> <li>-Broken water pipe</li> <li>-Gas/fuel tank</li> <li>-Major utilities service failure</li> <li>-Broken electrical</li> <li>-Components which might cause fire or shock</li> <li>-Accidental lock-ins of Children</li> <li>-Stopped up commode when only one is available for use</li> </ul>	
Urgent	Corrects a condition which could become an emergency seriously affecting health, safety, morale, or has command emphasis.	2 Hrs
	<ul style="list-style-type: none"> <li>-Heating outage-mid winter</li> <li>-Complete water supply outage</li> <li>-Warm water supply outage</li> <li>-Inoperable domestic refrigerator</li> <li>-Inoperable domestic range</li> <li>-Air conditioning-midsummer</li> <li>-Inoperable commode when another exists</li> <li>-Broken or defective windows and doors that compromise security</li> </ul>	2 Hrs 2 Hrs 8 Hrs 16 Hrs 24 Hrs 36 Hrs 36 Hrs 48 Hrs
Routine	Minor repairs which, if not accomplished, could only continue an inconvenience or unsightly hinder the operation or living conditions in a house.	Within 5 Working Days
	<ul style="list-style-type: none"> <li>-Faucet leaks</li> <li>-Broken windows, not a security factor</li> <li>-Carpentry repair</li> <li>-Minor water leaks</li> </ul>	

## APPENDIX D

### PET STANDARDS

The Dugway Community is sensitive to the relationships that exist between residents and their pets. Residents should familiarize themselves with Department of the Army memo, Pet Policy for Privatized Housing, dated 01/05/09 issued by Paul Bollinger, Jr. (Deputy Assistant Secretary of the Army, Energy and Partnerships), and local laws regarding acceptable pets, animal restraint, abuse, sanitation, numbers and other issues. The following pet regulations are designed to minimize health and safety issues and resident complaints. ***A maximum of 2 pets, dogs or cats, in any combination is authorized per household.***

1. Pit Bulls, American Staffordshire Bull Terriers, English Staffordshire Bull Terriers, Rottweilers, Doberman Pinschers, Chows, wolf hybrids, and crosses of these breeds are generally classed as dangerous breeds and are not allowed in Dugway Proving Ground Family Housing.

2. Any Pit Bulls, American Staffordshire Bull Terriers, English Staffordshire Bull Terriers, Rottweilers, Doberman Pinschers, Chows, wolf hybrids, and crosses currently residing in on-post housing and registered with the Hill Air Force Base Veterinary Clinic before October 1st, 2008 will be allowed to remain in on-post housing (grandfathered) unless they demonstrate a propensity for dominant or aggressive behavior.

3. This policy aligns with Department of the Army guidance as outlined in the 01/05/09 memo issued by Paul Bollinger, Jr. (Deputy Assistant Secretary of the Army, Energy and Partnerships), Pet Policy for Privatized Housing, and Dugway Proving Ground Regulation 40-3 Pet Control and Disease Prevention that applies to Soldiers, Family members and civilians who own any of the listed breeds or crosses as outlined above. Prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following types of conduct:

- Unprovoked barking, growling or snarling at people approaching the animal
- Aggressively running along fence lines when people are present
- Biting or scratching people
- Escaping confinement or restriction to chase people

4. Ferrets, snakes, reptiles, rodents (other than hamsters and guinea pigs), hedgehogs, pot-bellied pigs, monkeys, arachnids (spiders), sylvatic pets (skunks, raccoons, squirrels, other tree or woods-dwelling animals, etc.) and any other exotic or farm animal are not permitted in Housing. Any such animals found running loose or abandoned on Dugway Proving Ground will be impounded until proper disposition can be made.

5. Pets are the responsibility of the resident. All dogs, cats, and other animal pets (small caged animals such as hamsters and fish excluded) more than 90 days of age must be immunized or show proof of immunization and registered within 10 days of arrival or acquisition. Pets must wear a current rabies tag and have a current vaccination history. General Rules:

- Residents will be liable for all damages to include carpet, doors, walls, shades, blinds, screens, appliances, cabinets and other parts of the home or community including landscaping.
- Pets will be controlled at all times by their owners. Such control prevents pets from becoming a nuisance or menace to other persons, animals or property.
- Residents are liable for any injury or damage caused by their pet(s).
- Pets will be housed indoors or may be secured outside home within a fenced area. Tethering of pets is not permitted in family housing.
- Poop and scoop is mandatory and requires the removal of all pet waste from yards, common areas and grounds in the neighborhood. The resident will incur charges for failure to comply, and the expense will be commensurate with the cost for a third party to remove the pet waste. Pets should not be permitted to soil patios and porches.
- Birds, gerbils, hamsters, etc., must be caged at all times.
- Pets are to be kept on a leash (not to exceed 15 feet in length) and under the owner's supervision and control at all times when outside of the home or fenced-in yard.
- If pets are fed outside, residents should clean up any uneaten food to avoid attracting nuisance wildlife.
- Un-spayed female pets will be kept in isolation during their heat period to prevent attracting male animals.
- Pets, other than assistive animals, are not permitted in any recreational areas such as swimming pools, recreation centers, tennis courts, playgrounds, or any other recreational facilities including laundry rooms, offices and clubrooms at any time. However, exceptions will be made for assistive animals in authorized areas in accordance with "Title 40, U.S.C., and Section 291."

6. Keeping Your Pet Safe. Remember, happy pets are well-behaved pets.

- a. Provide your pet with adequate food, water, shelter and exercise.
- b. Never leave your pet locked in a vehicle, especially during hot summer months.
- c. Protect, register and vaccinate your pet.

7. No pets of any kind may be kept in dorm or barracks rooms.

8. Residents should notify the Dugway Police concerning loose or stray animals or any animal which, by its conduct or temperament, reasonably constitutes a physical threat to people or other animals. All animal bites or scratch incidents to humans should be reported to the nearest medical facility as soon as possible. The offending animal is subject to a physical examination and quarantine. Failure to abide by this Pet Policy may result in a revocation of pet privileges.

**APPENDIX E****FENCE PROCEDURES**

Residents may install approved fences in back yards of their homes. To comply with Military Housing pet policy and Dugway Proving Ground rules, families may elect to install dog runs, kennels or pet enclosures where permissible once approval is given.

**Fence Guidelines and Resident Responsibilities:**

1. The Installation Housing Manager must approve all fence installation requests. They must be submitted to the Installation Housing Office in writing.
2. Residents are responsible for installation, maintenance and removal of all personally installed fences. However, if a fence is installed professionally and well maintained you may be allowed to leave the fence prior to moving off post or PCSing with approval of the Installation Housing Manager.
3. The fence contractor (or the resident, if installing your own fence) must review DPGR 405-70, prior to installing a fence. Residents are required to mark the grounds with white spray paint to outline where the fence is to be installed. You are also required to contact the IHO at (435) 831-3541/3542 to have underground utilities marked prior to installation.
4. Fences must be installed by a professional or in a professional manner within the following guidelines:
  - a. No fences other than small decorative ones may be placed in the front yard (see para 7).
  - b. Fences must be square or rectangular in layout.
  - d. Fences may not impede or enclose any real property improvements (e.g. sidewalks, swales, utility structures, natural drainage or common areas).
  - e. Fences cannot encroach into a shared back yard.
  - f. Fences may not be attached to any structure.
  - g. Fences must contain at least one 4-foot wide, swinging gate.
  - h. Fences may only be four to five feet (4'-5') tall in height and must be constructed with a top rail. However, additional fence requirements, including fence height in excess of 4 feet and regulation size kennel enclosures, may be required for certain dogs, but will require an approved exception to policy.
  - i. Fences will be free of hazards including projecting wires and sharp edges.
  - j. Fencing material will be square or rectangular galvanized chain link.

- k. The grid opening size may not exceed 3 1/2 inches.
  - l. The smallest wire size will be 16 AWG.
  - m. Fences must be straight and plumb with no protruding guy wires or trip hazards.
  - n. Only corner and gate posts may be concrete based but all posts must be capped.
  - o. Fence dimensions must be approved by the Installation Housing Manager.
5. When necessary, the Resident must remove fence portions that may prevent access by building maintenance equipment. The Resident will replace the removed portion upon completion of work. We advise erecting the back line so that one end of the fabric and one interior post can be easily removed.
6. Prior to termination of residency, properly installed chain-link fencing may remain if approved by the Installation Housing Manager. Otherwise, Resident must remove and dispose of fencing, fill post and other holes, and seed grass areas needing repair.
7. Residents may erect decorative type fencing to enhance and protect landscaped areas in the front of the home, contingent upon full and continued compliance with the following provisions:
- a. Decorative fences must not exceed 18 inches in height.
  - b. Residents may only install decorative fences around landscaped beds in a design that does not detract from the quality of the neighborhood.
  - c. Fences may not be installed surrounding entire front, side or back yards.
8. Resident must schedule an acceptance inspection with the Installation Housing Manager or Quality Control Inspector within 15 days after fence construction is complete. All deficiencies identified must be corrected or the fence must be removed.

**APPENDIX F****COMMUNITY DOG PARK**

Dugway recognizes the need for many residents to have pets and enjoy those pets; however, the desert environment may seem limiting or even intimidating to exercising some pets. Because of this there is a Community Dog Park located next to the IHO that we encourage all residents to make full use of.

**General Rules:**

1. All residents using the dog park are responsible for policing the feces of their animal within the park. Bags and a trash container are provided, but if bags are temporarily out then residents should consider bringing bags with them. Residents who are discovered to abuse this rule will be looked at to either make the park off limits or even considered for removal of their pets from the installation.
2. Pets in the park do not have to be on a leash; however, owners should take great care when other pets are using the park at the same time to ensure the animals are compatible. All owners are responsible for promptly removing their animal from confrontational situations.
3. Owners are expected to remain with their pets while they make use of the park.
4. Pets on Dugway are required to be registered, vaccinated, and chipped. This is highly recommended for residents making use of the dog park.
5. Water is available in park for animals, as well as benches for their owners.
6. Residents who see something that needs repair or care are requested to notify the IHO next door so that an appropriate work order can be submitted.

## APPENDIX G

### YARD OF THE MONTH PROGRAM

The Command encourages our residents to take pride in the homes that they live in while on Dugway. To recognize residents who visibly take special care of their yards we execute a Yard of the Month Program.

1. The program is conducted by a physical inspection of the exterior of the quarters once a month.
2. The inspection is done by the installation CSM and the Installation Housing Officer.
3. As a general rule the inspection will be conducted during the last week of the month. Winners will be recognized in two ways.
  - a. A Yard of the Month sign will be placed in front of the quarters for everyone to recognize.
  - b. During the Quarterly Garrison Awards ceremonies, the winners will be invited to participate and receive a Garrison Certificate of Appreciation.
  - c. Other awards or prizes will be determined as available.
4. The program will begin in April and run until the first snow fall in early winter.
5. The inspectors will evaluate only occupied homes and will evaluate homes based on:
  - Lawn mowed to pleasant height and clear of debris and edged.
  - Weedless flower beds, seasonal color, regular mulching of flowerbeds, all shrubs trimmed properly, insect control, and a lush green, healthy lawn.
  - All plants must be living, no artificial plants.
  - Garden objects such as statuary and birdbaths are acceptable.
  - Yard must be free of debris and clutter (i.e. trash cans, recycle bins, etc.).
  - Trees trimmed (if appropriate).
  - Is everything in yard in compliance with Installation policies?
  - Hard surfaces such as driveways and sidewalks clean and edged.

## GLOSSARY

AR	ARMY REGULATION
DES	DIRECTORATE OF EMERGENCY SERVICES (POLICE SECURITY, FIRE PROTECTION)
DPG	DUGWAY PROVING GROUND
DPGR	DUGWAY PROVING GROUND REGULATION
DPW	DIRECTORATE OF PUBLIC WORKS
DU	DWELLING UNIT
EFMP	EXCEPTIONAL FAMILY MEMBER
ETS	EXPIRATION OF TERM OF SERVICE
FCC	FAMILY CHILD CARE
FH	FAMILY HOUSING
ID	IDENTIFICATION CARD
IHM	INSTALLATION HOUSING MANAGER
IHO	INSTALLATION HOUSING OFFICE ASSIGNMENT AND TERMINATION OFFICE
PCS	PERMANENT CHANGE OF STATION
RM	RESOURCE MANAGEMENT
RV	RECREATIONAL VEHICLE
SHIP	STORE - SELF-HELP ISSUE POINT
TDY	TEMPORARY DUTY
UPH	UNACCOMPANIED PERSONNEL HOUSING