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Installations

HOUSING MANAGEMENT

Contents

		Para	Page
CHAPTER 1	GENERAL		
	Purpose	1-1	1
	Suggested Improvements	1-2	1
	Applicability	1-3	1
	Scope	1-4	1
	Definitions	1-5	1
	Responsibilities	1-6	2
CHAPTER 2	FINANCIAL MANAGEMENT	2-1	3
CHAPTER 3	ASSIGNMENT, OCCUPANCY, AND TERMINATION		4
	Responsibilities	3-1	4
	Family Housing Waiting List and and Assignment Provisions	3-2	4
	Occupancy by Nondependents	3-3	8
	Termination of Family Housing	3-4	9
	Retention of Family Housing	3-5	9
	Permanent Party Unaccompanied Personnel Housing (UPH) Waiting List Assignment Provisions	3-6	10
	Authority to Live Off Post	3-7	10
	Transient Lodging	3-8	13
	Exception or Waiver of Policy	3-9	13
CHAPTER 4	UTILIZATION		14
	Reassignment of Vacant Housing	4-1	14
	Reallocation of Family Housing	4-2	14

*This regulation supersedes FR Reg 210-50, 16 Mar 92.

FR Reg 210-50

	Inactivation and Reactivation	4-3	14
	Classification of UPH and Transient Facilities	4-4	14
CHAPTER 5	OPERATION AND MAINTENANCE		15
	Maintenance Policies	5-1	15
	Fence Policy	5-2	15
	Above-Ground Swimming Pools and Spas	5-3	16
	Incidental Improvements	5-4	17
	Quarters Clearance Procedures: Family Housing and BOQ/SEBQ	5-5	17
	Designation of Housing Areas	5-6	19
CHAPTER 6	RESIDENT RELATIONS		20
	Responsibilities	6-1	20
CHAPTER 7	FURNISHINGS MANAGEMENT OFFICE		22
	Government Furnishings	7-1	22
CHAPTER 8	OFF POST HOUSING REFERRAL		23
	Referral Listings	8-1	23
	Rental Property Caution List	8-2	23
	Soldier Responsibilities	8-3	25
APPENDIX A	FORT RILEY WAITING LISTS		A-1
APPENDIX B	KEY AND ESSENTIAL PERSONNEL		B-1
APPENDIX C	DESIGNATED QUARTERS		C-1
APPENDIX D	CLASSIFICATION OF UPH AND GUEST HOUSE FACILITIES		D-1
APPENDIX E	DESIGNATION OF HOUSING AREAS		E-1
APPENDIX F	FORT RILEY CLEANING STANDARDS		F-1

CHAPTER 1

GENERAL

1-1. PURPOSE. This regulation designates responsibilities and prescribes policies and procedures for implementation of the Army Housing Program at Fort Riley under the provisions of AR 210-50.

1-2. SUGGESTED IMPROVEMENTS. The proponent agency of this memorandum is Directorate of Public Works (PW). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Fort Riley, ATTN: AFZN-PW-H, Fort Riley, KS 66442-5921.

1-3. APPLICABILITY. This memorandum is applicable to all soldiers of Fort Riley, Kansas.

1-4. SCOPE. The provisions of this regulation apply to all branches of the Housing Division and cover all areas, to include:

- a. On-post family and bachelor housing.
- b. Housing Referral functions.
- c. Transient Lodging (TDY, GH, and DVQ).
- d. Furnishings Management.
- e. Basic Allowance for Housing (BAH) procedures.
- f. Appropriated Fund (AF) and Nonappropriated Fund (NAF) Housing financial management.

1-5. DEFINITIONS.

- a. **Housing.** Refers to all on- and off-post living accommodations for permanent party military and family members, visitors, and guests.
- b. **Family Housing.** Refers to on-post quarters designated for occupancy by military members with families.
- c. **Transient Lodging.** Refers to housing services provided to unaccompanied military and all visitors and guests, including families at Fort Riley. Facilities providing temporary accommodations for eligible military personnel of all grades, their family members and guests, and for eligible DoD civilians and their family members. Includes Distinguished Visitor Quarters

(DVQ), Guest House (GH), Visiting Enlisted Quarters (VEQ), and Visiting Officer Quarters (VOQ).

d. **Key and Essential Personnel.** Personnel whose duties require their immediate availability on Fort Riley because of military necessity and/or operational requirements as determined by the Installation Commander.

1-6. RESPONSIBILITIES.

a. Garrison Commander.

(1) Represent the Commanding General in all instances in which AR 210-50 refers to "Installation Commander."

(2) Provides guidance as required for completion of Housing policies and procedures.

b. Director of Public Works (PW). Supervision of Installation Housing Manager and general oversight of the Housing program.

c. Housing Manager, PW.

(1) Responsible for implementation and operation of the Housing program at Fort Riley, to include:

- (a) Financial management.
- (b) Assignment and utilization.
- (c) Customer services.
- (d) Furnishings management.
- (e) Off-post housing referrals.
- (f) Records and reporting.

(2) Represent both the Installation Commander and housing residents to resolve all issues.

CHAPTER 2

FINANCIAL MANAGEMENT

2-1. RESPONSIBILITIES.

a. The Installation Housing Manager is responsible for all financial programs within the Housing operation, to include programming, budgeting, execution, and review; and analysis of AFH, OMA, and NAF accounts.

b. The Chief, Customer Service Branch, shall be responsible to the Housing Manager for NAF operations, execution, and review and analysis.

c. The Chief, Facilities Branch, and the Chief, Inspection Branch, shall be responsible for the identification, justification, and initiation of all needed repair, maintenance, and improvement work to all Housing facilities, and for monitoring statutory and administrative limitations.

d. The Chief, Furnishings Management Branch, shall be responsible for the programming, justification, ordering, receipt, storage, and handling of all furnishings and equipment for all facilities. This will include both Appropriated and Nonappropriated Fund property.

2-2. PROJECTS. The Facilities Branch will initiate all project documents and provide status to the Housing Manager on at least a quarterly basis; more often if the situation warrants. Official project files will be maintained by the Public Works Budget Office.

CHAPTER 3

ASSIGNMENT, OCCUPANCY, AND TERMINATION

3-1. RESPONSIBILITIES.

a. The allocation of Fort Riley's family housing by grade category and distribution of quarters by bedroom allocation is contained in Appendix A.

b. For purposes of assignment of family quarters, each family member (other than spouse) will be entitled to a separate bedroom. However, should a sponsor elect to accept quarters with less than the authorized number of bedrooms, such assignment will be considered adequate and permanent, and a request for intra-post move to larger quarters will not be approved.

3-2. FAMILY HOUSING WAITING LIST AND ASSIGNMENT PROVISIONS.

a. Fort Riley Waiting Lists are shown at Appendix A.

b. Application and entry on waiting list.

(1) A DD Form 1746 (Application for and Assignment to Quarters) will be completed for all military personnel, whether or not they desire to occupy on-post quarters. Except for soldiers TDY enroute to Fort Riley, the individual must have signed in for duty at Fort Riley and have presented a copy of PCS orders before being eligible for placement on the waiting list. Advance applications will be accepted and will be added to waiting lists upon arrival of the soldier/family. PCS assignments which are 6 months or less in duration will be treated as a TDY enroute.

(2) First term single parents are not authorized to have their children with them, so therefore are not authorized quarters. In the event a single soldier does have custody of his/her child(ren), the soldier must provide a memo signed by his/her brigade commander stating that he/she has approval to have his/her child(ren) and the reason.

(3) Soldiers may elect to place their name on any one of the waiting lists for which they are eligible based on grade and bedroom requirement. Promotable personnel initially applying for quarters are considered to be eligible for housing based on the grade to which they will be promoted. Promotable personnel must provide their own promotion sequence number. Applicants may not be on more than one waiting list at any time.

(4) A commitment to assign the selected quarters will not be made until the current occupant has established a firm termination date. Once an

applicant receives a commitment for a specific set of quarters, that commitment will not be withdrawn.

(5) Quarters will not be offered and assigned to soldiers unless family members can join them within 30 days. Personnel who, because of reasons beyond their control, cannot accept quarters due to compelling circumstances, such as hospitalization, TDY, emergency leave, or locked into a lease or rental agreement, may decline an offer of quarters without penalty. To retain position on the waiting list, the individual must request passover because of cogent reasons. Included in the request must be a clear understanding between the Housing Counselor and the soldier when a quarters offer will be made. The soldier may not use a lease agreement or other situation for the intent to choose specific quarters.

(6) Soldiers on the waiting list who expect to be absent because of TDY or leave when an offer of quarters is expected may appoint a representative with power of attorney to accept/decline an offer of quarters and to sign for quarters in the individual's absence. A copy of the power of attorney will be provided to Housing. Spouses may sign for quarters without power of attorney.

(7) Personnel on the waiting list will be offered quarters in the sequence of the final clearance appointments. Units may be offered no sooner than 30 days in advance of final clearance date. The next available set of quarters will be offered. Should the soldier decline a bona fide offer without cogent reasons as set out above, his/her name will be moved to the bottom of the list. Once quarters have been programmed to an individual on the waiting list, the acceptance is final, and the quarters will not be changed because of other quarters clearing earlier or becoming available for occupancy at an earlier date.

(8) In the event there is no one on a waiting list for assignment to available quarters, they may be offered to a soldier of the same grade, but who is on the waiting list for one less bedroom requirement, with permission of the Housing Manager (i.e., four-bedroom senior NCO quarters would be offered to senior NCO's on the three-bedroom waiting list).

(9) Acceptance of government quarters does not constitute authority to break a lease or rental agreement unless specifically stated in the contract. Soldiers will honor all provisions of the contract including proper notification to the landlord of the date they intended to vacate the premises. Personnel who are in leases should provide the Housing Office a copy of the contract. The individual must make it clear when he will be able to accept quarters. This date must be clearly established prior to a quarters offer. It should be understood that it is not possible to guarantee that a unit will be available for the individual upon expiration of the lease.

(10) If an individual is offered quarters and has been alerted for PCS orders or reenlistment, his/her name will be retained at the top of the list until departure from this installation or reenlistment is approved. The soldier must request in writing to remain in the freeze zone.

(11) Once a unit is offered, the soldier or his designated agent will have 24 hours to accept or decline the quarters. If confirmation of acceptance/nonacceptance of quarters is not received within 24 hours, it will be considered a refusal or declination, and the unit may be offered to the next applicant on the waiting list.

(12) Refusal of the present occupant to allow prospective occupants to see quarters will have no bearing on the quarters offer. Individuals must make their decision on the basis of review of floor plans.

(13) Purchase by the programmed occupant of personal property, such as rugs, fences, furniture, or drapes from the departing occupants, will be coordinated in writing with the Housing Office. The outgoing occupant must provide Housing a copy of acceptance of this property, signed by the incoming occupant. Otherwise, it will be the responsibility of the current occupant to remove all personal property before clearance will be granted. The Government assumes no responsibility for any item purchased from an outgoing occupant and left in the quarters during the period of necessary maintenance and renovation.

(14) Applicants must keep Housing informed of current telephone numbers where they can be reached. Sponsors will be contacted by telephone when they reach the number one position on the waiting list. When a sponsor cannot be contacted after a reasonable effort (three phone calls), he/she will be bypassed, and the quarters will be offered to the next person on the list. The waiting list will be annotated with date of calls, person contacted, and message delivered or received. When sponsor is bypassed, the waiting list will be annotated with the date and reason for bypassing, and applicant will not be contacted again for quarters until the sponsor personally notifies the Housing Office that quarters are desired. If the sponsor fails to contact the Housing Office within 90 days after being bypassed, his/her name will be removed from the waiting list. Once removed from the waiting list, a sponsor must notify the Housing Office of his/her desire to be placed back on the waiting list. The effective date will be the day the sponsor notified the Housing Office. This procedure will not apply if a soldier is absent from Fort Riley due to military necessity (NTC, TDY, etc.). In this situation, on the date of the soldier's return, he/she will be called.

(15) Personnel who are promoted while on the waiting list and who, due to promotion, change category of housing; i.e., captain to major, major to lieutenant colonel, staff sergeant to sergeant first class, may be transferred to the list for the grade to which promoted and may retain their original eligibility date,

but may not enter the freeze zone of the new list. Likewise, when a change from one list to another is requested and approved due to a change in bedroom requirement, the original eligibility date will be retained so long as it is not within the freeze zone of the new list.

c. Key and essential personnel.

(1) Key and essential positions are shown at Appendix B. Incumbents of these positions must reside on post due to military necessity unless a written exception has been granted by the Installation Commander.

(2) Quarters designated for occupancy by incumbents of specific positions are shown at Appendix C.

(3) The eligibility date for priority placement on the waiting list for sponsors who will occupy key/essential designated positions is as follows: Incoming personnel who are designated to assume a key and essential position will have key status upon arrival regardless of the effective date of their appointment to the designated position. Incoming key personnel will go to the top of the waiting list. If there are other key personnel on the list, they will be incorporated by date of eligibility IAW para 3-7, AR 210-50. Non-key personnel will follow and will be prioritized by eligibility date IAW para 3 7, AR 210-50.

(4) Housing will be provided on post for incoming key and essential personnel from the date of their arrival. This will be accomplished through the use of transient facilities or lower-grade family quarters if waiting times warrant. Should key and essential personnel reside in transient quarters longer than 30 days, their BAH will not be withdrawn. Likewise, should they be assigned to lower-grade housing, when quarters equal to their grade become available, movement of household goods and cleaning of temporary quarters will be at government expense.

(5) The following provisions apply to E-9 quarters: There are currently 21 E-9 quarters allocated for assignment to accompanied E-9's. Quarters are allocated to E-9's on Venable Drive and Sheridan Avenue. Key and essential CSM's will be housed on Sheridan Avenue. Any of the Sheridan Avenue quarters excess to the needs of the key and essential positions will be assigned to other E9's on the waiting list in order of their original Date of Eligibility (DOE). If there is no one on the waiting list, the excess quarters will be offered to other E9's residing off post in order of their original DOE. If no E9 from off post desires to move on post, then the quarters will be offered to other E9's currently residing on the installation (an intra post move). Any intra-post move for E9's will be voluntary, and the expense of the move must be borne by the soldier and not by the Government.

(a) Should a resident of Sheridan Avenue receive orders for an assignment of an unaccompanied tour to a dependent restricted area, he/she will not be authorized to retain quarters on Sheridan Avenue. The family will be given the option to move into other E9 quarters on Fort Riley or move off the installation into the surrounding community. Should the sponsor be reassigned to Fort Riley in a key and essential position, he/she will once again be assigned designated quarters on Sheridan Avenue.

(b) Every attempt will be made to house CSM's within 30 days of their arrival at Fort Riley. Depending on the time of the year, the 30-day effort may not be achievable. Non-key CSM's may not bump any other E9 that is in the freeze zone on the waiting list. In order to achieve this, Counselors may hold vacant quarters for known incoming CSM's for a period not to exceed 30 days. The Counselor will check with both the Division CSM's Office and G1/AG to verify expected arrivals.

d. Intra-Post Moves. Requests for intra-post moves solely for the convenience of the member or his/her family will not be authorized except as follows:

(1) Soldiers who need larger quarters because of an increase in family size and composition after initial assignment may place their names on the waiting list by written application and move at their own expense. This entitlement does not apply to those who voluntarily elected to accept one bedroom less than their authorized requirements at the time of initial assignment.

(2) Soldiers adequately housed in government quarters who have become eligible for another category of housing because of promotion may place their name on the respective waiting lists and move at their own expense. They may not apply until they have been promoted.

(3) Placement on the waiting list will be the date of the request with proof of dependent's pregnancy or date of promotion, as appropriate.

(4) Should a sponsor with an approved intra-post move refuse an offered set of adequate quarters, his/her name will be removed from the list, and he/she will not be authorized an intra-post move for a period of at least one year from the date of refusal of the quarters.

(5) Individuals making intra-post moves must clear their old units within five working days after availability of the new units. Clearance appointments will be established prior to assignment date to the new quarters. Should the occupant fail to clear within five days, the quarters will be cleared by the Government, and the occupant will be charged the actual cost. Failure to make a legitimate effort to clear may result in termination of both quarters assignments.

(6) Individuals being relocated to other family quarters at the direction of the Army will not suffer a reduction of the number of bedrooms as a result of the relocation.

e. "As is" assignments. "As is" assignments are assignments to quarters with no maintenance work and/or cleaning being accomplished. "As is" assignments are not normally done. However, if a customer feels he/she has unique circumstances coupled with time constraints (i.e., impending TDY, emergency leave), an "as is" assignment may be requested by the soldier. Approval will be made by the Facilities Branch Chief with recommendation by the Chief of Inspections. Cleaning requirements will not be waived. Normally, such assignments will only be approved when there are no major repairs to be completed. The customer must request the "as is" assignment in writing.

f. Soldier married to soldier in dependent-restricted areas for hardship tours when joint domicile is not allowed. When this situation arises, the couple is not entitled to government family housing per AR 614 200. This then becomes the equivalent of a dependent-restricted short tour as outlined in AR 210-50. Since the housing entitlement is denied on the short tour, it will be treated the same as any other hardship short tour to a dependent-restricted area, which is to say that the soldiers in question will be granted up to 13 months backdate on the Waiting List after signing into Fort Riley.

3-3. OCCUPANCY BY NONDEPENDENTS. Residents may have guests without notifying the Housing Office. Bona fide guests will be defined as friends and/or relatives visiting the soldier on a temporary basis. The guests must not be locally employed or enrolled in local schools. A bona fide guest will not have a permanent address within a 60-mile radius of Fort Riley. The 90 day limit for bona fide guests is 90 days per 12-month period. Request for exception to this policy will be submitted in writing to the Housing Manager.

3-4. TERMINATION OF FAMILY HOUSING.

a. Any agency or commander who becomes aware of a situation which warrants issuance of a warning letter or termination notice will forward all available evidence along with a recommendation to the Housing Division. Housing will review the matter and prepare appropriate letters within 3 days of receipt. Termination notice will be coordinated with SJA, PMO, occupant's commander, and commander of the community sponsor. Termination actions resulting from domestic disturbance, family violence, or juvenile problems will also be coordinated with DCA. Coordinating agencies will act on termination proposals within 72 hours of their request.

b. Upon termination of quarters assignment, the sponsor will turn in all keys to quarters and will not re-enter the quarters unless accompanied by a

representative of the Housing Office. If the sponsor or member of the family subsequently re-enters the quarters, the sponsor will be held pecuniarily liable for any damage or charges for any additional cleaning required.

c. Upon receipt of a report that a soldier is not residing with his/her dependents, the Housing Office will forward the report to the soldier's commander for verification, with a copy to the Commander of the housing community's sponsor unit as designated by the Community Life Program. Attached to the report will be a notice of termination signed by the Housing Manager. Should the commander determine that the soldier is not permanently residing with dependents, he/she will deliver the notice of termination to the soldier and spouse, obtain an acknowledgement of receipt for return to Housing, and appoint an escort to ensure termination of the quarters not later than 30 days from the receipt acknowledgement. Orders for a local move only of household goods will be prepared by Housing, and all actions will be coordinated between the escort and Housing.

d. Appeals will be staffed by Housing to the Garrison Commander. Should the soldier and/his family end their separation and return to mutual, permanent occupation of the quarters within the 30-day period after acknowledgement of receipt of the notice, the termination action will be withdrawn.

3-5. RETENTION OF FAMILY HOUSING.

a. Authority to approve quarters retentions is delegated to the Housing Manager.

b. Requests for retention of quarters are submitted to the Housing Manager. A sponsor is required to assume responsibility for the family during the absence of the sponsor. A copy of the sponsor's orders must be provided with the request.

c. On a monthly basis, the Housing Division will produce an updated roster of retained quarters by housing area. This roster is sent to the housing area sponsor unit.

3-6. PERMANENT PARTY UNACCOMPANIED PERSONNEL HOUSING (UPH) WAITING LIST ASSIGNMENT PROVISIONS.

a. Application and entry on waiting list.

(1) A DD Form 1746 (Application for and Assignment to Quarters) will be completed for UPH permanent party facilities.

(2) UPH quarters are reserved for bona fide bachelors (E-7 and above). Geographical enlisted bachelors will be referred to their units for occupancy in the geographical bachelor barracks. Geographical bachelor officers are not

FR Reg 210-50

authorized space on Fort Riley. Position on the waiting list will be determined by eligibility date as established in para 3-9, AR 210-50.

(3) UPH quarters for bona fide bachelors will be programmed for assignment as they become available. A commitment to assign will not be made until the current occupant has established a firm termination date. Once an applicant receives a commitment for a specific apartment, that commitment will not be withdrawn.

(4) The provisions of para 3-2b(7), (8), (9), (10), (11), and (12) above will apply to UPH facilities as well.

b. Termination of Unaccompanied Personnel Housing.

(1) Any agency or commander who becomes aware of a situation which warrants issuance of a warning letter or termination notice will forward all available evidence, along with a recommendation, to the Housing Division. Housing will review the matter and prepare appropriate letters within 3 days of receipt. Termination notice will be coordinated with SJA, PMO, and occupant's commander.

(2) Appeals will be staffed by Housing to the Garrison Commander for final decision.

3-7. AUTHORITY TO LIVE OFF POST.

a. All requests for BAH must be processed through Housing (Building 45).

b. Single soldiers (E-1 through E-6) eligible for BAH at the "without dependent" rate are required to reside on post; E-6(P) and above may reside off post.

c. Married soldiers eligible for BAH at the "with dependent" rate and for whom quarters are not available, will be issued a DD Form 1747. That form will be used during processing at Finance and Accounting to apply for BAH.

d. Soldiers married to other soldiers must report to the Housing Office, Bldg 45, to obtain a Certificate of Nonavailability (CNA). If the soldier's military spouse is not assigned to the same geographical area, he/she will be processed as in paragraph 6 above as a bona fide bachelor.

e. Approved BAH will be effective the date it is requested. Backdating will be done as an exception to policy provided there is sufficient justification attached to a written request for an exception to policy.

f. Certificates of Nonavailability (CNA) issued to permanent party personnel for the purpose of drawing BAH at the "without dependent" rate are administered

by the Customer Service Branch, Housing Division, PW. The following procedures apply with respect to issuance of CNA's. Generally, there are excess barracks spaces available on Fort Riley, and CNA's will not be issued to bachelor E1 to E6s.

(1) Single officers, warrant officers, and Noncommissioned Officers (NCO's) (SFC and above*), are authorized to reside off post regardless of the availability of quarters (*except those identified as key and essential). These personnel will report to the Fort Riley Housing Office to initiate necessary documents to start single BAH for Finance and will report to the Community Homefinding, Relocation, and Referral Services (CHRRS) Office prior to making any off-post arrangements.

(2) The Chief, Customer Service Branch, is authorized to approve/disapprove requests for BAH at the "without dependent" rate for permanent party. Maximum utilization of barracks will be a major criterion in this approval/disapproval process. An occupancy rate of 95 percent for adequate housing in use by permanent party personnel within a brigade is mandatory without causing undue hardship to soldiers; however, a 95 percent utilization rate does not automatically justify issuing CNA's.

(3) If adequate quarters are not available, CNA's will be issued to support claims for BAH/ per diem. A monthly review of all CNA's issued will be conducted by the Customer Service Branch and compared against current building utilization. The Chief, Customer Service Branch, is the responsible authority for approval of all CNA's. The Customer Service Branch will forward approvals to reside off post and the CNA to the appropriate Finance and Accounting Office by use of a transmittal letter.

(4) Prior to entering into any community housing agreement (rental or purchase), unaccompanied personnel in all pay grades will report to the CHRRS Office. Private through staff sergeant unaccompanied personnel will report to their assigned unit for assignment to barracks. If barracks space is not available, the soldier must submit a request for BAH through his/her command channel to the Customer Service Branch, Housing Division. If the soldier is authorized to live off post and to receive BAH at the "without dependent" rate, that soldier will be informed in writing that:

"Quarters may be made available to you during your tour of duty at Fort Riley, and you are subject to recall on a 30-day notice to occupy those quarters."
NCO's in the rank of SFC through SGM are authorized to make "permanent" arrangements off post and are not subject to recall in order to maintain 95 percent utilization of barracks. While it is not the intent of this command to cause undue financial hardship to any soldier, the Housing Manager has the authority to withdraw BAH

for any soldier if it is necessary due to operational requirements, maintenance of unit discipline, or maintenance of law and order on the installation.

(5) Applications for PVT through SSG will be submitted through command channels for approval. Final processing will be accomplished by the Customer Service Branch, Housing Division. Sample formats for typical requests are available in the Housing Office.

(6) An exception to policy to live off post due to previous assignments where authorization was granted and soldier has now accumulated household goods will not be approved. Soldiers that are directed by their commander to move into unit billets are authorized storage of personal property at government expense when the property is in excess of what can be accommodated in the billets. To apply for this entitlement, the soldier must obtain a memorandum signed by his/her unit commander which directs him/her to move back into the billets and submit the paperwork to the Transportation Division, DOL.

(7) BAH requests at the "without dependent" rate for reason of pregnancy must be accompanied by a statement from MEDDAC which includes the expected date of delivery. BAH will normally be approved beginning 2 months prior to expected delivery date and will be withdrawn 2 weeks after delivery.

(8) Exception to policy to live off post and draw BAH because of purchase of home will be approved only if the home had been purchased prior to receipt of PCS orders to Fort Riley.

(9) CID investigators. If possible, enlisted CID Special Agents are to be billeted separate from other soldiers. They may be billeted in SEBQ's or Bachelor Officer Quarters (BOQ's). If a lack of suitable facilities precludes this policy, CID Special Agents will be provided CNA's to support claims for BAH.

(10) Physician's Assistants are authorized BAH at the without dependent rate regardless of the availability of quarters.

(11) Personnel who live off post at their own convenience cannot draw BAH "without dependents." This includes soldiers who live at home with their parents or other relatives.

(12) Personnel who live off post who were drawing BAH at the "with dependent" rate, but who become bona fide bachelors, will have their BAH at the "with dependent" rate stopped. Exception to policy for payment of BAH at the "without dependent" rate may be granted as follows:

(a) If a soldier's spouse dies and there are no other dependents, payment of BAH at the "without dependent" rate may be approved for a period of time sufficient for the soldier to put his/her affairs in order. If the soldier owned a

home at the time the spouse died, BAH at the “without dependent” rate may be approved until the soldier PCS’s from Fort Riley or the home is sold.

(b) If a soldier obtains a divorce and there is no court ordered support, payment of BAH at the “without dependent” rate may be approved for a period of time sufficient for the soldier to store or otherwise dispose of his/her household goods. Storage of household goods may be at government expense IAW para 3-7, f(6). If the soldier owned a home at the time of the divorce, BAH at the “without dependent” rate may be approved until the soldier PCS’s from Fort Riley or the home is sold.

(13) Certificate of Nonavailability for receiving BAH will be valid until:

(a) It is determined that adequate quarters are available, and the soldier is required to move on post.

(b) The soldier voluntarily moves on post.

(c) The soldier acquires a legal dependent and applies for BAH at the “with dependent” rate.

(d) The soldier is reassigned to another installation.

3-8. TRANSIENT LODGING.

a. Transient lodging will be assigned IAW AR 210-50.

b. Authority to approve extensions in transient lodging and/or waiver of BAH assessment is delegated to the Chief, Customer Service Branch, Housing Division.

3-9. EXCEPTION OR WAIVER OF POLICY. Initial approval/disapproval of requests for exception to housing policy is delegated to the Fort Riley Housing Manager. Appeals will be approved/disapproved by the Garrison Commander. Requests for exception or waiver of policies must be submitted on a memorandum through command channels to the Housing Manager. Request must state cogent reasons as to why exception or waiver of policy should be granted and will be substantiated by appropriate documentation. Medical exception requests should be supported by a statement by the Commander, Irwin Army Hospital. Exception requests based solely on financial hardship will not be considered.

CHAPTER 4

UTILIZATION

4-1. REASSIGNMENT OF VACANT HOUSING.

a. The Housing Manager will ensure reassignments of vacant housing as soon as possible and will schedule maintenance to avoid lengthy downtime.

b. Quarters assignment will be scheduled with the applicant to avoid, as much as possible, the requirement for payment of rent and loss of BAH both for periods exceeding 2 weeks.

c. Vacant quarters may be held for up to 90 days to accommodate incoming key and essential personnel only.

4-2. REALLOCATION OF FAMILY HOUSING. The Garrison Commander is the approval authority for reallocation of family housing.

4-3. INACTIVATION AND REACTIVATION. The authority to inactivate and/or reactivate all categories of housing is delegated to the Fort Riley Housing Manager.

4-4. CLASSIFICATION OF UPH AND TRANSIENT FACILITIES. Fort Riley's classification of UPH and transient facilities is shown at Appendix D.

CHAPTER 5

OPERATION AND MAINTENANCE

5-1. MAINTENANCE POLICIES.

a. Between-occupant maintenance may be waived in extenuating circumstances when requested in writing by the incoming occupant and approved by the Chief, Housing Facilities Branch (see para 3-2e). Approval will not be given if waiver would result in deterioration of the facility or in quarters which are materially different than others in the same housing area.

b. Family housing occupant's area of responsibility is generally defined as extending to the edge of adjacent area or halfway to adjacent quarters. Where this distance is greater than 75 feet, occupant's area of responsibility is limited to 75 feet from the quarters. Occupant responsibility for areas around multiplex buildings will be established by the building and area coordinator.

c. Lawn care around BOQ and SEQ buildings will be accomplished by the Housing Maintenance Contractor as directed by the Chief, Facilities Branch, at Housing. Snow removal from the sidewalks and porches will be accomplished by the occupants.

5-2. FENCE POLICY. All fence requests must be approved in writing by the Chief, Housing Facilities Branch, prior to installation

a. Fences on Main Post will be addressed on a case-by-case basis. Limitations on location, size, and type may be placed by the State Historical Preservation Office. In some cases, fences may not be allowed because of the historical nature of the quarters or neighborhood.

b. Fence policy for all housing areas except Main Post is as follows:

(1) Colyer and Custer Hill. Fences are allowed only in back and back side yards. Front yards may not have chain link or any other fences except as in b(5). The fence may go out from the middle of the side of the house and may encompass the back and/or back side yards, whichever configuration fits the type of quarters. The fence cannot exceed 75 feet from the quarters or halfway between the next apartment/house. It also cannot cover a public sidewalk.

(2) All quarters. The backyard is construed to be the side of the house away from the street. In the case of a house on a corner, the backyard will be the side away from the street where the driveway intersects. Each fence must have a pedestrian gate. Fences cannot be attached to government property.

(3) Permission to install a fence must first be obtained from Housing. Specifications on acceptable types of fences will be provided to residents who are requesting fence installation. Occupants living in multiple dwelling quarters with common yards must get permission from the majority of the other residents before fence requests can be granted.

(4) All expenses to construct, install, and remove fences are the resident's responsibility. Fences impeding any type of maintenance, repair, or project work must be removed and reinstalled by the occupant at their expense. Fences must be maintained and grass trimmed around them so they always present an attractive appearance. When removed, the resident must restore the grounds (i.e., fill in holes and reseed) unless the next occupant assumes responsibility for it.

(5) Decorative fences that are not lower than 12 inches and do not exceed 24 inches in height may be installed in front yards. They must not cover public sidewalks, must be trimmed around, and must present an attractive appearance. Decorative fencing must be uniform and not comprised of different types in one yard. Permission from Housing is not needed to install this type of fence.

(6) Stakes and lines to protect newly seeded yards may be put up temporarily until the grass is established. It must be done neatly and not present a safety hazard. The line must be clearly visible and must be high enough to avoid tripping people. It must be maintained in a neat and attractive manner.

(7) Fencing not meeting Housing's standards must be removed at occupant's expense.

5-3. ABOVE-GROUND SWIMMING POOLS AND SPAS. For safety reasons, the following rules must apply.

a. Pools and/or spas will not be installed without the written approval of the Chief, Housing Facilities Branch. Both pools and spas must be located outside of the quarters within the occupant's area of responsibility.

b. Electrical wiring and plumbing must be installed by licensed electricians and plumbers. Any electrical outlet within 20 feet of pool or spa must be a GF 1 outlet. National Electric Code 680-40 and 680-41 must be complied with.

c. A fence 5 feet in height must be installed around the pool or spa to prevent small children from gaining access. Gates will be secured to prevent unauthorized entry.

d. A floating warning device must be owned and used by the occupants in the pool or spa. This device will signal the owner when a trespasser is using the pool.

e. Floating toys, rafts, and other items will be removed when the pool is not in use. These items would be attractive to small children.

f. Owners are required to maintain a liability insurance policy to cover any accidents that might occur. Proof of insurance will be submitted to the Housing Facilities Branch.

g. Pools and spas will be drained and adequately secured during the off season.

h. Personnel will evacuate the pool or spa during thunderstorms to prevent injury from lightning.

i. All hazardous chemicals will be stored in secure areas preventing access by children.

j. Use of non-skid surfaces around the pool or spa is required.

k. When terminating government quarters, the occupant will restore all grounds and other real property to the same condition it was in prior to installation of the pool or spa.

5-4. INCIDENTAL IMPROVEMENTS.

a. Improvements by occupants to any portion of the quarters (including carpeting, patios, garages, breezeways, etc.) must be approved by the Chief, Housing Facilities Branch.

b. Incidental improvements in family quarters will be controlled by the Chief, Housing Facilities Branch, to ensure equity among residents and adherence to fund limitations.

c. The Chief, Housing Facilities Branch, is responsible for the development of projects, maintenance of costs, assuring necessary approvals are obtained, and assuring limitations are not extended. Occupants who desire improvement work will submit a request to the Housing Division. The Chief, Facilities Branch, will obtain an estimate of costs and will make the following determinations:

(1) Work requested is reasonable and allowable IAW AR 210-50.

(2) Work requested is not included in a long range improvement project.

(3) Funds are available and approval will not exceed limitations.

(4) Whether work should be accomplished on an individual quarters basis or incorporated into a project. Every effort will be made to accomplish major work when quarters are vacant; however, once a project is developed, the occupant of the quarters included may not refuse to have the work accomplished without the specific approval of the Garrison Commander.

5-5. QUARTERS CLEARANCE PROCEDURES: Family Housing and BOQ/SEBQ.

a. Responsibilities of occupant. The cleaning of government-owned family quarters preparatory to termination is the responsibility of the occupant. Departing occupants have the option of personally cleaning assigned quarters for termination inspection, employing the services of a government approved cleaning team, or signing a statement of charges to have the cleaning performed by the Government through the Total Housing Maintenance Contract.

b. Standards for cleaning. All government quarters will be cleaned to the standards delineated in the Official Fort Riley Cleaning Standards (Appendix F).

c. Appointments for termination inspection for permanent party should be scheduled as early as possible. Inspection appointments must be made in person at the Housing Office.

d. Occupant elects to clean quarters. For those electing to clean their own quarters, occupants or designated agents with power of attorney must be present at clearance inspection. Termination orders will be given the soldier by the Housing Inspector upon passing inspection.

e. Government approved cleaning team. For those electing to use the service of a government approved cleaning team, the following applies:

(1) The soldier will set up two appointments on the Housing Office inspection schedule: The inventory inspection and the cleaning team inspection. Occupants will be relieved of their responsibility for cleaning their quarters upon satisfactory completion of the inventory inspection. The inventory inspection is the occupant's inspection, normally made 2 to 3 days prior to final established clearance date. The final clearance inspection should not be scheduled on the same day that household goods are to be picked up. This is necessary so that the unit is clear of all personal property to conduct the quarters inspection. The occupant will broom sweep the quarters, place them in an orderly condition, and be responsible for performing all self-help work prior to the inventory inspection. At the inventory inspection, the Housing Inspector will check for damage and ensure all furnishings are accounted for. He will also inspect those areas the occupant has elected to clean. The occupant will give the Housing Inspector one

key at the inventory inspection. Occupants who do not pass the inventory inspection must amend their contract and make another appointment with the Housing Office. Date changes must be coordinated with and initialed by the cleaning team. Cleaning teams are required to be present at the inventory inspection or the occupant will not pass. The occupant will coordinate with the cleaning team to ensure his/her presence at the inventory inspection.

f. If the occupant fails more than two appointments (a “no show” is a failure) or does not clear within 15 calendar days of the first appointment, the keys will be relinquished to the Housing Inspector. The Housing Inspector will then take necessary action to ensure the quarters are available for the incoming occupant without any further delay.

g. Failure to pass terminal or inventory inspection. In the event the quarters are not acceptable (DO NOT PASS INSPECTION), the following will apply:

(1) If there are few enough discrepancies for the inspector to itemize, a list will be provided to the occupant. The inspector will radio the Housing Office and reschedule the inspection for the customer prior to leaving the unit.

(2) If the occupant fails more than two appointments (a “no show” is a failure) or does not clear within 15 calendar days of the first appointment, the keys will be relinquished to the Housing Inspector. The Housing Inspector will then take necessary action to ensure the quarters are available for the incoming occupant without any further delay.

h. Termination orders. Written termination orders will be given to the individual concerned at the time the quarters have passed the appropriate inspection and payment of other action, as required, has been made for damaged and/or lost government property. Copies are also forwarded to the appropriate finance office by the Housing Office.

i. Post Clearance. Occupants of government quarters who are departing Fort Riley must have a copy of the quarters termination order when clearing post.

5-6. DESIGNATION OF HOUSING AREAS. The designation of numerical housing areas for project development is at Appendix E.

CHAPTER 6

RESIDENT RELATIONS

6-1. RESPONSIBILITIES.

a. The commanding officer of a military member who is occupying government owned or leased housing will be responsible for notifying the Housing Office (239-2830) when:

- (1) The member is AWOL (copy of DA Form 4187 required).
- (2) The member is dropped from the rolls in a deserter status.
- (3) The member is confined.
- (4) The member is transferred to the Medical Holding Detachment, IAH, or another hospital on PCS orders).
- (5) The member is deceased.
- (6) Any other data which may affect the member's occupancy of housing.

b. When requested by the Housing Manager and for just cause; i.e., complaints, reports of unclean conditions, misuse of quarters, damage to government property, the commanding officer or his designated representative will, as appropriate:

(1) Inspect the quarters of the military member. An inspection of the interior of government furnished quarters must be authorized by the DPW or Garrison Commander, based on a reasonable suspicion that the member – occupant is involved in misconduct contrary to prescribed health, safety, and/or welfare standards. Whether such violations have occurred will depend on the facts and circumstances of each case. If authorization is granted, the inspection should be limited in scope and duration, and, if possible, to reasonable hours. When possible, written notice should be given in advance with the date, time, and purpose specified. With proper authorization, the quarters may be inspected even if the member – occupant objects to the inspection. An occupant may refuse to consent to an inspection if the required authorization is not obtained, in which case the quarters may not be entered.

(a) Should the Housing Manager have reason to suspect that an occupant is involved in misconduct contrary to prescribed health, safety, and/or welfare standards, an inspection of the quarters may be conducted as follows. The inspection will be specifically authorized by the Garrison Commander or the

DPW, will be limited in scope and duration, and, if possible, to reasonable hours. When possible, written notice will be given to the assigned occupant, thru his commander, with the date, time, and purpose specified. A representative of the Housing Manager and one of the soldier's unit will be present, as well as security or health officials, as appropriate. Should an occupant refuse to consent to an inspection, the SJA will be contacted for guidance.

(b) Should there be reason to suspect that a family member is in any way endangered, the provisions of MOI 25-91 (Treatment and Protective Custody of Minors in Suspected Child Abuse and/or Neglect Cases) will be immediately applied.

(2) Counsel the military member on the corrective action deemed necessary.

(3) Furnish a written report of condition, facts of complaint, and corrective action taken to the Housing Manager in accordance with suspense established in notification document.

(4) Ensure that personnel departing the installation on Expiration of Term of Service (ETS) or Permanent Change of Station (PCS) clear quarters prior to their departure. Any person who fails to clear quarters by their ETS date will reimburse the Government at a daily rate equal to the fair market value for comparable private rental accommodations in the nearest representative year-round community. If the fair market value has not been assessed, reimbursement will be at the daily rate equal to their total BAQ.

c. The commanding officer of the appropriate community sponsor unit will be responsible for:

(1) Monitoring problems and complaints occurring in the community by review of complaint forms prepared by the Housing Division.

(2) Coordinating with the Housing Manager on items of concern occurring in the community.

(3) Reviewing quarters retention requests for families residing in their community and provide a recommendation for approval/disapproval.

CHAPTER 7

FURNISHINGS MANAGEMENT OFFICE

7-1. GOVERNMENT FURNISHINGS.

a. All government-owned furniture (except appliances and trash cans) in family quarters and BOQ/SEBQ, will be turned in at Building 317 prior to clearing government quarters. Failure to remove and turn in government furniture will result in the automatic failure of termination or inventory inspection. All questions concerning issue and turn-in of furniture should be addressed to the Furnishings Management Office at 239-2473.

b. Furnishings issued to occupants of oversized government quarters will be jointly inventoried at the time of issue and upon turn-in by both the sponsor or his representative and the Property Book Officer or authorized representative. The hand receipt will reflect a listing of the property and its present condition. In addition, it will include a statement that the occupant assumes full responsibility for any loss, damage, or destruction of the property caused by neglect. Occupants of oversized quarters are not required to turn in furnishings prior to termination.

CHAPTER 8

OFF POST HOUSING REFERRAL

8-1. REFERRAL LISTINGS.

a. The Community Homefinding, Relocation, and Referral Services (CHRRS) Office will obtain and maintain listings of the Approved Housing Referral List of rental units reflecting the full range of prices, sizes, and locations of housing assets.

b. The Manager, Housing Division, will establish policies and procedures for inspection, listing, and approval of rental units.

c. Upon inspection, rental units that present an immediate threat to health and safety will be immediately removed from the Approved Housing List.

d. Rental units that fail to meet the health and safety standards established by the Housing Division, but do not represent an immediate threat to health and safety, will be reinspected in 30 days. If the rental unit fails or does not consent to the inspection, the Housing Manager may remove the unit and/or the rental complex in question from the Approved Housing Referral List.

e. Alleged problems with rental properties not involving discrimination (as defined in AR 210-50, para 6-10) or presenting immediate health and safety concerns will be substantiated in accordance with the procedures outlined in paragraph 8-2 below. The Housing Manager may remove the unit and/or the rental complex from the Approved Housing Referral List based on one or more substantiated complaints.

f. Rental properties removed from the Approved Housing List pursuant to paragraphs c, d, and e above will be compiled in a separate listing (Restrictive Sanctions List). Except in cases of immediate threat to health and safety, the landlord or property manager in question will be notified by registered mail, return receipt requested, prior to removal from the Approved Housing Referral List. If the landlord or property manager is not able to demonstrate that the problem has been corrected within 30 days of such notice, the property will be transferred from the Approved Housing Referral List to the Restrictive Sanctions List. In cases of immediate threat to health and safety, the property may immediately be removed from the Approved Housing Referral List and placed on the Restrictive Sanctions List. In such cases the landlord or property manager will be notified as soon as practicable thereafter.

g. A landlord or property manager may apply for reinspection or re-evaluation after a rental property has been on the Restrictive Sanctions List for a

period of 6 months. The Housing Manager may, at his or her discretion, waive the 6-month period for good cause.

8-2. RENTAL PROPERTY CAUTION LIST.

a. The Legal Assistance Office will compile and maintain a list of local landlords that is available to soldiers and their families to evaluate properties and landlords before entering into a lease for off-post housing. The list will use criteria found at paragraphs 8-2(b, c, d, and e). The list of landlords will be updated periodically with copies furnished to soldiers, family members of soldiers, the Fort Riley Housing Office, and to any municipal housing agencies that request a copy.

b. A listing of a property or landlord on the Rental Property Caution List does not place a property off-limits, but may be used as evidence to the Armed Forces Disciplinary Control Board. The Rental Property Caution List will be used to supplement the Approved Housing Referral List and may provide the justification for the transfer of a property from the Approved Housing List to the Restrictive Sanctions List.

c. Landlords may be placed on the Rental Property Caution List based on a determination made by the Chief, Administrative Law Division, that the landlord:

(1) Failed on a repeated basis to adequately respond in a reasonable and timely manner to valid complaints or concerns of their tenants.

(2) Refusal or reluctance to take appropriate remedial action to alleviate unsafe or unsanitary conditions when requested by the complainant or the Fort Riley Housing Office.

(3) Failure to maintain leased premises in a condition that meets Fort Riley Referral List standards.

(4) Complaints forwarded from a government agency (e.g., Manhattan Code Inspector's Office).

(5) A verdict adverse to the landlord in small claims or district court.

(6) An adverse finding or listing by the Fort Riley Housing Office.

(7) An adverse ruling by the Fort Riley Disciplinary Control Board.

(8) Any other factors the Chief, Administrative Law, may determine provides sufficient substantiation to a housing or landlord complaint.

d. The Legal Assistance Office will collect, maintain, and forward the following information to the Chief, Administrative Law, for a determination whether a landlord will be placed on the Rental Property Caution List.

(1) Adverse or unfavorable information regarding a landlord obtained during legal assistance representation.

(2) Complaints made to and substantiated by the Fort Riley Housing Office.

(3) Complaints forwarded from a government agency (e.g., Manhattan Code Inspector's Office).

(4) A verdict adverse to the landlord in small claims or district court.

e. Landlords placed on the list will remain on the list for 6 months. After 6 months, the landlord will be removed from the list unless the landlord has failed to make substantial efforts to remedy the problems or continues to have repeated complaints against him or her for the same or similar reason. The landlord may then remain on the list indefinitely.

8-3. SOLDIER RESPONSIBILITIES. Soldiers authorized to live off post IAW paragraph 3-7 above will consult the Approved Housing List, a Restrictive Sanctions List, and the Rental Property Caution List in the CHRRS Office prior to entering into a lease or sales agreement.

APPENDIX A

FORT RILEY WAITING LISTS

WAITING LIST CATEGORY	WAITING LIST NUMBER	NUMBER OF QUARTERS
General Officer		2
Colonel	20	16
Lieutenant Colonel, 3-Bedroom	40	29
Lieutenant Colonel, 4-Bedroom	30	17
Major/CW4, 2-Bedroom	45	30
Major/CW4, 3-Bedroom	50	9
Major/CW4, 4-Bedroom	60	35
Co Grade, 01-03, 2-Bedroom	70	119
Co Grade, 01-03, 3-Bedroom	80	103
Co Grade, 01-03, 4-Bedroom	90	32
Command Sergeant Major/Sergeant Major (Not Incl 70)	140	20
Senior NCO (E7-E8), 3-Bedroom	160	125
Senior NCO (E7-E8), 4-Bedroom	150	117
Junior NCO (E4-E6), 2-Bedroom	190	740
Junior NCO (E4-E6), 3-Bedroom	200	791
Junior NCO (E4-E6), 4-Bedroom	210	421
NCO, 5-Bedroom	180	20
Junior Enlisted (E1-E3), 2-Bedroom	220	304
Junior Enlisted (E1-E3), 3-Bedroom	230	120
		3,050

APPENDIX B
KEY AND ESSENTIAL PERSONNEL

(Removed for Web Publication)

APPENDIX C
DESIGNATED QUARTERS

(Removed for Web Publication)

APPENDIX D

CLASSIFICATION OF UPH AND GUEST HOUSE FACILITIES

(Removed for Web Publication)

APPENDIX E

DESIGNATION OF HOUSING AREAS

HOUSING AREA 1	Main Post Barry Avenue Forsyth Avenue Sheridan Avenue	48
HOUSING AREA 2	Main Post Pershing Avenue Schofield Circle Merritt Avenue Reed Avenue	46
HOUSING AREA 3	Main Post Riley Place Rimrock Terrace	45
HOUSING AREA 4	Main Post Scott Place Stone Court Huebner Road Lower Brick Row Sheridan Avenue	71
HOUSING AREA 5	Main Post Holbrook Avenue Lowe Court Carpenter Court	63
HOUSING AREA 6	Whitside	1
HOUSING AREA 7	Marshall Field Ray Road Durand Court	11
HOUSING AREA 8	Colyer Manor	20
HOUSING AREA 9	Colyer Manor	204
HOUSING AREA 10	Colyer Manor	100
HOUSING AREA 11	Colyer Manor	141
HOUSING AREA 12	Ellis Heights (Southwest)	101

HOUSING AREA 13	Ellis Heights (Southeast)	131
HOUSING AREA 14	Ellis Heights (North)	155
HOUSING AREA 15	O'Donnell Heights	88
HOUSING AREA 16	O'Donnell Heights	32
HOUSING AREA 17	Monteith Heights	70
HOUSING AREA 18	Monteith Heights	18
HOUSING AREA 19	Peterson Heights (South)	108
HOUSING AREA 20	Peterson Heights (North)	176
HOUSING AREA 21	Warner Heights (Southeast)	124
HOUSING AREA 22	Warner Heights (Northeast)	104
HOUSING AREA 23	Warner Heights (Northwest)	133
HOUSING AREA 24	Warner Heights (Southwest)	152
HOUSING AREA 25	Meade Loop (West)	136
HOUSING AREA 26	Meade Loop (East)	154
HOUSING AREA 27	McClellan Loop (West)	156
HOUSING AREA 28	McClellan Loop (East)	136
HOUSING AREA 29	Burnside Loop (West)	108
HOUSING AREA 30	Burnside Loop (East)	120
HOUSING AREA 31	Warner Heights (South)	100
		3,052

FR Reg 210-50

FOR THE COMMANDER:

BRUCE H. BARLOW
Colonel, General Staff
Chief of Staff

OFFICIAL:

GEROLD I. HOLDEN
Director of Information Management

APPENDIXES:

- A – Fort Riley Waiting Lists**
- B – Key and Essential Personnel**
- C – Designated Quarters**
- D – Classification of UPH and Guest House Facilities**
- E – Designation of Housing Areas**
- F – Fort Riley Cleaning Standards**

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