



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg, Command Policy Memorandum #47, Policy and Procedures for Occupancy of Government and Private Housing during a Soldier's Deployment

1. References:

- a. AR 420-1, Army Facilities Management, 12 Feb 08.
- b. AE Supplement 1 to AR 420-1, Army Facilities Management, 20 Nov 08.

2. Deployment. The use of the word "deployment" covers several scenarios, such as actual deployments, military exercises, and extended temporary duty (TDY) of sponsor. The guidance provided below applies in cases where the sponsor is performing duty outside Heidelberg or Mannheim for an extended period of time (usually more than 120 days).

3. Sponsors Residing in Army Family Housing (AFH).

- a. Deployed Soldiers are authorized and strongly encouraged to keep their Government Controlled Quarters (GCQ) for the duration of the deployment. Family members may remain in GCQ until the sponsor returns from deployment. Spouses who remain in their assigned quarters assume responsibility for the quarters.

- b. Soldiers who elect early return of family members to the Continental United States (CONUS) at Government expense are eligible to reapply for housing on return from deployment if they have at least 12 months remaining in the command and command sponsorship is reestablished. The eligibility date would be the date of command sponsorship. Return of family members from CONUS to OCONUS is at the Soldier's expense. If a service member terminates Government-controlled housing for personal convenience, the service member may reapply for Family housing when they return from deployment if they have at least 6 months remaining in the command. The eligibility date would be the date of the application. Temporary Lodging Allowance (TLA) is not authorized while waiting for Family housing to become available. If Family members return before the service member signs for Government-controlled housing, all expenses incurred while waiting for housing will be the responsibility of the service member.

- c. Family members who elect to return to CONUS at personal expense for the duration of a Soldier's deployment may continue to keep AFH while the Soldier is deployed, provided the relocation is temporary and the family plans to return to the quarters. Family members are required to identify a local point of contact (POC) who will be in charge of the quarters and will

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be expected to maintain the quarters according to standard occupancy requirements and responsibilities. This name and address of the POC must be provided in writing to the housing division and rear detachment commander.

d. Family members residing in AFH who wish to return to CONUS at personal expense are advised that if their building is scheduled for renovation while they are absent from the quarters, all personal contents must be removed to preclude any delay in the renovation schedule. To expedite this process, sponsors are strongly encouraged to grant a limited power of attorney to their designated POC pursuant to paragraph 3.c. If the quarters must be vacated, and no one locally has a power of attorney, the contents of the quarters will be removed and placed into storage until the sponsor returns from deployment. As a result, the family members who returned to CONUS may experience difficulty in receiving household goods. Ultimately, the sponsor or a person with a power of attorney will have to arrange to ship the household goods.

e. Single parents and Army married couples, even if both are deployed, may keep AFH. When children are involved, a nondependent family member may reside in the quarters to act as a guardian. A POC approved by USAG Baden-Württemberg must be appointed by the Soldier to maintain the quarters and handle emergencies. The housing division and rear detachment commander must be notified in writing of the POC.

f. Arrangements must be made to continue payments of reoccurring bills, such as telephone and cable service.

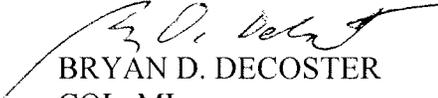
4. Sponsors of families and unaccompanied Soldiers residing in private rental housing (PRH) have the option of keeping or terminating their lease. Personnel who elect to terminate their lease are lawfully required to fulfill the contract terms in the lease agreement regarding termination notice, cleaning, damages, and redecoration. Before an extended absence, unaccompanied personnel must notify the landlord of the absence and make arrangements for payment of rent, utilities, telephone bills, related insurance(s), and all other obligations.

5. Soldiers in unaccompanied personnel housing will be required to vacate barracks and bachelor quarters. Quarters are needed to house follow-on forces. Personal property will be packed and stored at Government expense during deployment. Reimbursement of telephone and cable TV reconnection fees will be at Government expense.

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6. Point of contact is the local garrison housing chief or their designee.



BRYAN D. DECOSTER  
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Commanding

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