

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY RECRUITING COMMAND
Fort Sheridan, Illinois 60037-6000

USAREC Regulation
No. 210-4

9 August 1985

Effective 1 September 1985
Installations
LEASED UNACCOMPANIED PERSONNEL QUARTERS

Supplementation of this regulation is prohibited.

	Paragraph	Page
Purpose	1	1
Scope	2	1
Explanation of terms	3	1
General	4	2
Policy	5	2
Lease costs	6	5
Standards for leased unaccompanied personnel quarters	7	6
US Army Corps of Engineers (CE) responsibilities	8	6
Headquarters, US Army Recruiting Command (HQ USAREC) responsibilities	9	7
Major subordinate command responsibilities	10	7
Recruiting Battalion (Rctg Bn) responsibilities	11	9
Unit housing representative (UHR) responsibilities	12	10
Tenant responsibilities	13	11
References	14	12
APPENDIX A. FURNISHINGS FOR LEASED UNACCOMPANIED PERSONNEL QUARTERS		A-1
B. REQUESTS FOR GOVERNMENT-LEASED HOUSING		B-1
C. LEASED HOUSING CASE FILES		C-1
D. USAREC INSPECTION OF LEASED QUARTERS		D-1
E. GEOGRAPHICAL BOUNDARIES (DIVISION AND DISTRICT ENGINEERS)		E-1

1. PURPOSE. This regulation establishes policies, procedures, responsibilities, and guidance for the implementation of the Leased Unaccompanied Personnel Quarters Program for USAREC.

2. SCOPE. This regulation is applicable to all activities of USAREC, and assists the US Army CE districts in the discharge of related responsibilities.

3. EXPLANATION OF TERMS.

a. Unaccompanied personnel. Enlisted personnel who are entitled to the basic allowance for quarters (BAQ) at the "without dependents" rate if adequate government quarters are not available.

b. Eligibility. Eligible grades and cost factor criteria are discussed in subparagraph 5b.

c. On-post-type unaccompanied personnel quarters. These quarters, under the jurisdiction of the installation, are normally, available when an installation support agreement has been made between the installation and an activity having personnel stationed near, but not at, the installation.

d. Priority 2 on-post Army housing assignment. Army service members (SM) assigned within a 1-hour, rush-hour commute, will be treated in the same manner as those SM assigned to the installation.

e. Single-occupancy unit. A leased dwelling unit acquired under a separate lease document for sole occupancy by one individual.

f. Multiple-occupancy unit. A leased dwelling unit acquired under a separate lease document for occupancy of two or more individuals.

g. Reasonable commuting distance. The one-way commuting time from residence to normal place of duty which can be traveled by privately owned vehicle, or locally available public transportation, during the morning and evening rush hours. This is 1 hour for all personnel.

*This regulation supersedes USAREC Regulation 210-4, 23 March 1981; and Letter, HQ USAREC, USARCPAL-LO-FS, 12 September 1983, subject: Management of Government Leased Bachelor Quarters Pending Revision of USAREC Reg 210-4 (with Enclosure 1 thereto).

This regulation has significant changes throughout.
Therefore, individual paragraphs are not indicated.

h. USAREC major subordinate activities. The five Recruiting Brigades (Rctg Bde) are categorized as major subordinate activities within the purview of this regulation.

i. USAREC installation commander. Commanders of USAREC major subordinate commands are designated USAREC installation commanders for the purpose of centralized management of the USAREC Leased Unaccompanied Personnel Quarters Program.

j. USAREC installation commander's UHR. Rctg Bn commanders, or other personnel so designated, in writing, by the Rctg Bn commander, will function as and be referred to as installation commander's UHR.

k. US Army district engineers (DISTENGR). DISTENGR is responsible for leasing and termination of all housing units assigned to USAREC.

4. GENERAL.

a. The Leased Unaccompanied Personnel Quarters Program, for USAREC personnel, is established to provide adequate housing for eligible personnel assigned:

(1) At duty stations where no Army installation with quarters is within 1-hour rush-hour commuting distance.

(2) At duty stations where no other US military installation exists, within 1-hour commuting distance, with available vacant quarters to which USAREC SM may be assigned.

b. A lease consummated, by an individual military SM on his or her own behalf, is neither binding on, nor a commitment by the Government. SM should be cautioned that if they negotiate a private rental agreement of their own choice, that they should not anticipate that the Government will consummate a lease for that particular unit for that individual's use. The final determination for the acquisition of a housing unit rests with the supporting DISTENGR in accordance with (IAW) Department of Defense (DOD) and Department of the Army (DA) policies, cost criteria, and adequacy standards.

c. The requester has no option to decline assignment to a vacant leased unit currently under lease, and located within the applicable commuting distance; nor to decline assignment to a unit negotiated by the engineers in response to a request submitted by the SM. If the SM should refuse to accept the assignment to quarters under these circumstances, the commander will notify the individual of the intention to terminate the BAQ of the individual if the quarters are not accepted, and that such termination will remain in effect for the duration of the vacancy of the leased unit; and that, the commander will notify the finance office accordingly.

d. Individuals, who are to occupy leased quarters, will not be named in the lease. The lease will describe the premises, specify the number of rooms, their term/costs, etc. Such quarters have the same status as government-owned quarters with respect to assignment to individuals.

e. As a general rule, all quarters leased by the Government under this program will be furnished, that is, equipped with those basic terms of furniture, kitchen equipment, and appliances as is necessary to make the quarters livable.

f. Unfurnished leased quarters may be provided at the discretion of the Rctg Bde, on a case-by-case basis.

g. Cost averages and maximum cost limitations for leased furnished and unfurnished leased quarters are listed in paragraph 6.

h. The Leased Unaccompanied Personnel Quarters Program will be an item of interest for USAREC command inspections, staff visits, and annual general inspections.

5. POLICY.

a. Leasing of quarters for eligible personnel is not an automatic entitlement for SM with an off-post duty station. The program was established to assist USAREC personnel at locations where hardship would be encountered because of high costs and nonavailability of government-owned quarters within USAREC prescribed commuting distance of the individual's duty station. Quarters will not be leased for USAREC personnel where government quarters are available to them at a military installation located within the commuting distance prescribed herein.

b. Eligibility criteria. Grades. Bona fide unaccompanied SM in enlisted grades up through E-6, if otherwise eligible under criteria set forth in this regulation, may apply for government-leased quarters.

c. Military personnel of other Army commands, or other armed services who are assigned/attached to USAREC organizations/activities on a permanent change of station (PCS) basis, are considered USAREC SM, and will be considered for leased quarters under the same criteria as are applicable to other eligible USAREC SM. Funding of housing support for US Army Reserve (USAR) personnel differs from that for Regular Army (RA) personnel, as explained below.

(1) USAR personnel on active duty for training, who are assigned/attached to a USAREC activity on a PCS basis for full-time duty as a recruiter, counselor, or other USAREC recruiting support mission, if otherwise eligible, may apply for leased quarters on an equal basis with USAREC RA personnel. Requests will be submitted through appropriate Rctg Bn. Funding for approved USAR leases will be from operations and maintenance, Army Reserve (OMAR) funds allocated to USAREC for this purpose.

(2) Headquarters, Department of the Army (HQDA), Military Personnel Center security interviewers, who are attached to USAREC Rctg Bn or a PCS basis with full-time duty at the Rctg Bn (or the Military Entrance Processing Station supporting the Rctg Bn) may apply for USAREC-leased quarters on an equal basis with USAREC SM. Applications will be submitted through his or her sponsor Rctg Bn to the Rctg Bde. Requests approved by Rctg Bde will be funded from USAREC operations and maintenance, Army (OMA) funds, as for other USAREC RA SM.

d. If a military installation with housing referral listings in the community, within 1-hour commuting distance of duty station, reveals available listings at or below the cost factor above, SM is not eligible to apply for leased quarters.

e. SM who are authorized to draw BAQ at "with dependents rate" are not eligible to apply for government-leased quarters in the Continental United States.

f. In all cases SM who occupy leased quarters will forfeit all housing allowances.

g. In cases where a new lease must be negotiated, to provide an unaccompanied SM with leased quarters, SM must have a minimum of 1 year remaining in service and in USAREC.

h. Applications will not be accepted for new leases or lease renewals from SM who have been selected for promotion to E-7 within 1 year, and have been assigned a promotion sequence number.

i. SM who become ineligible for unaccompanied personnel quarters as a result of promotion in grade, subsequent to initial assignment to the quarters, may be permitted to continue occupancy of such leased quarters for a period not to exceed 60 days from date of promotion.

j. Termination of assignment to unaccompanied personnel quarters must be initiated immediately for SM who become ineligible by reason of marriage or dependents.

k. SM with duty stations within 1-hour commuting distance of an Army installation will not be permitted to apply for government-leased quarters. SM will be subject to the same housing regulations and directives of that installation applicable to its station complement personnel.

(1) The issuance of a nonavailability certificate, by that installation to USAREC personnel stationed for duty, thereon, would permit the USAREC personnel to draw BAQ and live off-post under the same stipulations as are applicable to other personnel at that installation. Such a statement would not, however, permit the USAREC SM to apply for leased quarters under the USAREC program.

(2) Under no circumstances will this regulation be used to circumvent the responsibilities, constraints, and prerogatives of the "host" installation with respect to housing USAREC personnel with duty station thereon, or for off-post USAREC personnel for whom an installation support agreement exists to provide installation quarters.

l. Personnel stationed near military installations.

(1) Army installations. Army SM assigned within a 1-hour rush-hour commute, will be treated in the same manner as those SM assigned to the installation. The USAREC activity and the installation will enter into a support agreement accordingly. Commuting distance to USAREC activities will be determined by the installation transportation officer. All other USAREC personnel, including production recruiters stationed beyond the 1-hour distance are eligible for priority III basis, unless a support agreement exists with the installation for a more liberal policy.

(2) "Other-than-Army" installations. USAREC personnel with duty stations near (but not on) Navy, Air Force, and Marine Corps bases/stations are normally, permitted to apply for quarters at those installations on a priority III basis, unless an installation support agreement exists which permits a more lenient policy.

m. The one-way commuting distance (during morning and evening rush hours) from residence to principal place of duty for personnel applying for leased quarters is normally 60 minutes. Although not mandatory, it is desirable for recruiting personnel to reside in their recruiting communities.

n. Request for leased quarters will be prepared, processed, and forwarded, utilizing self-explanatory USAREC forms at appendix B. Requests will originate with the applicant through his or her supporting Rctg Bn.

(1) The UHR, at the Rctg Bn, will advise applicants on all aspects of the Leased Unaccompanied Personnel Quarters Program, and assist them in preparation of the Request for Leased Housing Action (USAREC Fm 884), and applicants' Statement of Understanding for Acceptance of Government-Leased Housing (USAREC Fm 886).

(2) The UHR will process and forward acceptable requests to Rctg Bde headquarters via Transmittal of Request for Leased Housing (USAREC Fm 885).

o. Rctg Bde will process and forward approved applications via Rctg Bde Letter of Request to District Engineer for Leased Unaccompanied Personnel Housing (USAREC FL 156) to supporting DISTENGR for negotiation of the lease. DISTENGR are solely responsible for acquisition of lease quarters for USAREC personnel. Distribution of copies of executed leases will be made by DISTENGR to Rctg Bde and Rctg Bn concerned.

p. Upon notification by the DISTENGR that the lease has been completed, the Rctg Bn will prepare a letter or DF for the assignment of the quarters to the requester IAW current military pay and allowance procedures. The engineer lease completion notice can be either a copy of the lease, or some other official notification or "binder" as agreed upon by the using activity and the DISTENGR.

(1) Occupant assignment to and termination of quarters letter or DF are to be sent by numbered letter of transmittal to supporting military personnel office IAW current finance and accounting directives, not later than 1000 hours, the first working day following receipt of DISTENGR notification that lease has been consummated, or on the first working day following termination of occupancy by SM.

(2) Assignment/termination letter or DF, in addition to the routine data as to name, grade, service number, quarters identification, organization, etc., the following must be included:

(a) The effective date of assignment or actual date of termination of occupancy, as appropriate.

(b) Whether the move is at the convenience of the Government, or at the convenience of the individual.

(c) In the case of assignment, that the occupant is currently drawing BAQ "without dependents rate" and forfeiture of BAQ is effective upon the effective date of lease or upon occupancy, whichever is later.

(d) In the case of termination, state whether BAQ at the "without dependents rate" should be reinstated.

(e) Assignment orders will include the following statement: "SM will immediately report to the Rctg Bn any change in eligibility status as a result of marriage or dependency."

(3) Shipment of household goods, in connection with assignment/termination of government-leased quarters, will be IAW Joint Travel Regulation, volume I, chapter 8.

(4) Special attention will be given to the matter of distribution of assignment/termination letter or DF in cases where personnel of other commands (on duty with USAREC) are assigned to USAREC-leased quarters. The Rctg Bn commander must ensure that the appropriate personnel office or pay accounting agency of the individual's parent military organization, is notified of such assignment/termination.

q. Vacated leased units will be terminated/canceled without delay upon determination that the assignment of an eligible SM to the quarters cannot be accomplished. The UHR will coordinate with other recruiting services, located nearby, to ascertain if they could utilize the unit; if so, it can be transferred; if not, termination request should be forwarded promptly to Rctg Bde within 40 days of requested termination date. If less than 40 days notice is given Rctg Bde, an explanation of the reason for delay will be provided.

r. USAREC commanders, at all echelons, are responsible for compliance with DOD and DA policies concerning equal opportunity in off-post housing (AR 210-51 (Army Housing Referral Program)). In cases of government-leased quarters, the CE includes a nondiscrimination clause within each lease. USAREC commanders will make necessary arrangements with the nearest military installation, to provide timely correspondence as to restrictive sanctions for the local area concerning housing referrals and equal opportunity in local housing localities, for the information of SM desiring to acquire quarters from personal funds.

s. The Leased Unaccompanied Personnel Quarters Program, for command SM of the RA components, will be supported from USAREC funds for OMA appropriations. Costs of leases for USAR personnel are currently funded from OMAR monies. Budget estimates and requests for funds to support lease allocations under these two categories, is the responsibility of the appropriate major subordinate commander.

t. In the event a lease has not been negotiated on the effective date requested by the SM, he or she cannot be reimbursed for any rental paid prior to the actual effective date of that lease.

u. Permissive temporary duty (TDY) is authorized subject to approval by the authority indicated in AR 630-5 (Leaves and Passes), paragraph 12-3, for the purpose of house hunting incident to PCS when government housing or quarters are not immediately available or if available, not required to be occupied at an installation. SM who intend to occupy government quarters or who are considered key and essential for priority I housing assignment, are not eligible for permissive TDY for house hunting. See the applicable provision of AR 630-5, subparagraphs 12-4i(1) through (5). The procedures outlined in paragraph 12 delineates responsibilities of the UHR in connection with information required in requests for permissive TDY for house hunting.

v. Government nontactical vehicle transportation may be provided to newly arrived personnel to assist in SM search for off-post economy housing as follows:

- (1) Is newly PCS into the command.
- (2) Has no personal vehicle at SM's disposal.
- (3) Is used for short durations (3-4 hours).
- (4) Must possess a valid state driver's license.
- (5) When it is not a local move or a move for SM's own convenience.

6. LEASE COSTS.

a. The rental rate of any lease will not exceed the fair market rental rates.

b. The following costs will be included when calculating the program costs identified above:

(1) Rental paid to the lessor for use of the quarters, including costs of furnishings provided by the lessor, either under terms of the lease, or under separate contract between the Government and the vendor.

(2) Utilities (water, gas, sewage, electricity, etc., but not telephone) and services such as trash collection, when not included in the rental fee. In an effort to keep administrative details to a minimum, the lease request forwarded to DISTENGR will specify that all utilities and services be included in the lease cost, if possible. When this cannot be accomplished, and charges for these services are billed separately to the Government, an estimate reflecting the sum of the expected/experienced maximum monthly charges for each utility and service will be used in calculating cost averages and maximum cost limitations.

c. Costs not included in calculating program costs are:

(1) Any pro-rata share of administrative/overhead costs experienced by CE districts, and various command levels, attributable to travel, pay, etc., of personnel involved in obtaining leases.

(2) Cost of restorations, whether or not the occupant of the leased quarters is responsible for damage(s) or wear resulting in restoration work. (Although not used in calculating the average cost, restorations cost information is separately reportable for statistical and account reports required by Director, Resource Management and Logistics, HQ USAREC.)

d. The average monthly cost for leased quarters will be calculated on the actual cost basis ("lease/month" method); that is, by dividing the total costs incurred during the period by the sum of the months for which each leased unit was paid toward during the same period. The cost of a leased unit with assignment of both RA and USAR SM will be shared by the OMA or OMAR account as appropriate.

7. STANDARDS FOR LEASED UNACCOMPANIED PERSONNEL QUARTERS.

a. Leased quarters selected under this program are supported from USAREC "mission" funds. These leased quarters may not exceed DOD construction standards for comparable installation quarters, except that they may include kitchens or kitchenettes. Quarters furnishings/equipment (appendix A) are authorized as a part of the rental costs.

b. The unit must be a complete dwelling unit with a private entrance for sole use of the assigned individual(s). Unit must have basic food preparation facilities, including range, refrigerator, sink, and appropriate counters and cupboards.

c. An unaccompanied person will not be assigned more than one bedroom.

d. Efficiency apartments, studio apartments, bedroom with combination living room/dinette and bath, or basic three-room apartment/flat/hotel type units; designed for occupancy by one person, should be fully considered in the program. Due consideration should be given to cost, adequacy, and availability of units; and, the best obtainable value to the Government for the least expenditure of funds.

e. To the maximum extent possible, so as to facilitate reassignability, furnished units will be acquired to meet lease requirements. In cases where the engineers cannot lease the unit furnished, or provide the furnishings by separate contract, such arrangements will be made through the supporting installation procurement office.

f. Multiple occupancy will be accomplished if possible. For example, three SM should be assigned to a one three-bedroom unit or, two SM in a one-bedroom unit. In all cases, SM who occupy leased quarters will forfeit all housing allowances.

(1) Initial contracting for a two-bedroom unit will be allowed only if a need exists for two or more SM at the time of negotiation.

(2) An incoming SM who meets eligibility criteria will have no option to decline assignment to a multiple unit.

(3) In the event a two-bedroom is vacated by one SM and no future assignment of another SM is expected within 90 days, the remaining SM will be moved to a one-bedroom unit. An exception may be submitted to Rctg Bde requesting determination for continued occupancy of the two-bedroom unit. The lease case file will contain justification for retention of the two-bedroom unit.

8. US ARMY CORPS OF ENGINEERS (CE) RESPONSIBILITIES.

a. The CE has the overall responsibility for acquisition of real estate required by DA, including leased quarters for USAREC. Location of the leased unit will determine the appropriate DISTENGR. See appendix E for DISTENGR geographical boundaries.

b. The DISTENGR have the responsibility for all negotiation, execution, and termination of leases for housing units authorized in USAREC (AR 405-10 (Acquisition of Real Property and Interests Therein) and AR 405-90 (Disposal of Real Property)). Therefore, communications between the USAREC occupant (or prospective occupant) and the lessor on these matters are not authorized. This does not preclude direct communication between occupant and lessor on routine maintenance, or other day-to-day normal housing problems. Unresolved matters should be brought to the attention of the Rctg Bn.

(1) In cases where DISTENGR determines that adequate-type quarters can be obtained at a cost less than the minimum authorized (or in USAREC FL 156, subparagraph 5a) the request is returned to the Rctg Bde without action.

(2) In cases where DISTENGR determines that other adequate units are available in the locality at a cost less than the maximum dollar amount set aside for the lease listed in USAREC FL 156, subparagraph 5b (but which cost is more than the minimum authorized, USAREC FL 156, subparagraph 5a) DISTENGR contacts the USAREC Rctg Bde to determine alternative action; if none can be agreed upon, the request is returned without action, citing the reason.

(3) In cases where the leasing action cannot be executed by the last working day of the fiscal year (FY), the DISTENGR notifies the Rctg Bde telephonically to facilitate decommitment of funds set aside for this lease for the outgoing FY. The Rctg Bde will provide the DISTENGR with a new effective date and provide funding data for the new FY.

c. The DISTENGR will, normally, coordinate leased housing actions only with authorized personnel of HQ USAREC and Rctg Bde. As an exception to this policy, in the event a proposed housing complex is no longer available, the field negotiator may contact the requesting UHR of the Rctg Bn for possible alternatives, or to render assistance in locating an available housing unit.

d. When a lease request is received from the Rctg Bde, the DISTENGR takes prompt appropriate action to negotiate the lease. Copies of completed lease (identified as leased quarters) notices of cancellations and termination, copies of joint survey and inspection reports, restoration costs, supplemental agreements, and lease amendments, are distributed as follows:

- (1) Appropriate Rctg Bde.
- (2) The finance and accounting office designated in the lease request.
- (3) The Rctg Bn which requested the leased unit.

e. Copies of inspections conducted by the DISTENGR representative, Joint Survey and Inspection of Conditions of Government-Leased Property (ENG Fm 3143 or comparable DISTENGR document) are forwarded to the appropriate Rctg Bde and using Rctg Bn.

f. DD Form 1354 (Transfer and Acceptance of Military Real Property) are forwarded for execution to the UHR of the appropriate using Rctg Bde.

g. Each lease will contain a clause worded substantially as follows: "The lessor hereby, agrees that the rental consideration specified herein, is the only consideration to be received for the demised premises, and includes payment for all utilities, maintenance, and services which are specified herein. No other remuneration is paid to the lessor by the Government's occupant, or any other person on his or her behalf."

h. A statement will be provided by the DISTENGR that requested rental increases are a fair and reasonable cost for the leased unit.

9. HEADQUARTERS, US ARMY RECRUITING COMMAND (HQ USAREC) RESPONSIBILITIES.

a. Commanding General, HQ USAREC, is responsible for command and technical supervision of the Leased Unaccompanied Personnel Quarters Program at subordinate installations.

b. The Director of Resource Management and Logistics, HQ USAREC, will provide overall management of the program and will:

- (1) Develop plans, programs, policy, and procedures for the Leased Unaccompanied Personnel Quarters Program.
- (2) Develop and maintain USAREC Reg 210-4, or appropriate supplements to Army regulations in the management of permanent party unaccompanied personnel quarters.
- (3) Disseminate guidance for the conduct of leased quarters requirements surveys within USAREC.
- (4) Evaluate survey data, develop lease authorizations requirements, and prepare justification data.
- (5) Allocate lease authorizations to Rctg Bde. The number of which may be increased or decreased depending upon usage or need and current funding capabilities.
- (6) Coordinate program funding forecasts and requirements with Rctg Bde and Resource Management & Logistics Directorate.
- (7) Establish guidelines to ensure that costs per unit, average costs, and maximum costs for any one unit, do not exceed established limitations.
- (8) Coordinate closely with HQDA (DAPE-HRC-H) on quarters leasing policies.

10. MAJOR SUBORDINATE COMMANDER RESPONSIBILITIES.

a. Rctg Bde commanders have been designated as installation commanders for the purpose of administering the Leased Quarters Program in USAREC. These commanders will:

(1) Establish and maintain a leased unaccompanied personnel quarters waiting list on a Rctg Bde-wide basis, at such times as there is an insufficient number of lease authorizations available, or when funding is inadequate to process all requests received. Commanders will contact HQ USAREC to increase authorizations and additional funding if available. To ensure equitability, a logging procedure will be established. In view of current separate funding and allocation procedures for USAR lease requests, a separate waiting list will be maintained for these requests, which are funded from OMAR monies.

(2) Ensure that clear lines of communication and coordination are established between the Rctg Bde headquarters, and the various supporting DISTENGR; and between the Rctg Bn commanders and their DISTENGR.

(3) Ensure that all assigned and attached USAREC military SM, who are eligible to apply for leased quarters, are made thoroughly aware of this availability and the pertinent provisions of the program.

b. Establish procedures for the submission and maintenance of applications leased quarters and the processing of lease requests to DISTENGR for the acquisition of the quarters units.

c. Follow basic guidance, at appendix B, for proper forms processing requests for government-leased quarters. Rctg Bde must enter the following cost factors on USAREC FL 156, to permit engineers to make determination of availability of housing within limitations established, and whether the request can be processed, or if it should be returned without action.

(1) Under USAREC FL 156, subparagraph 5a, enter the "minimum" cost per month (the "threshold of eligibility") as calculated by the Rctg Bde for that SM's grade and duty location.

(2) Under USAREC FL 156, subparagraph 5b, enter the "maximum" dollar amount, per month, which has been set aside for that lease.

d. Establish procedures to ensure that all assignments/terminations of quarters are prepared in writing, at Rctg Bn level, in the form of a letter or DF, which will be prepared and distributed, as outlined in subparagraph 5m. Require Rctg Bn explanation of reason for less than a 40-day notice of termination. The Rctg Bde commander will personally review each delayed request and require corrective action be furnished by the Rctg Bn commander of measures taken to preclude other occurrences of expenditure of government funds for a vacant unit.

e. Conduct surveys as directed by HQ USAREC, to determine leased quarters requirements.

f. Establish procedures for the Rctg Bde logistics officer and fund control officer, to coordinate closely on lease cost data and lease effective dates, to permit adequate fund commitment control for maximum utilization of leases. During last month of FY, logistics officer must have all consummated leases on hand, or obtain a lease number from DISTENGR for leases not yet on hand at Rctg Bde, to permit fund control officer to budget funds for the new FY. It should be borne in mind that should the engineer leasing officer not be able to execute a lease until the next FY, funds programmed for the lease cannot be carried over from the previous FY.

g. Establish Rctg Bde procedures for guidance of Rctg Bn in their conduct of assignment/change of occupant/termination and inspections of leased quarters.

(1) Inspection checklist (USAREC Fm 759, appendix D), will be used to record initial, change of occupancy and termination inspections.

(2) For each required inspection, a copy of the signed/dated report will be filed in the lease case file at Rctg Bn level, and a copy furnished the occupant.

h. Establish procedures for recoupment of restoration cost from military tenants for loss or damage to government-leased quarters IAW AR 735-11 (Accounting for Lost, Damaged, and Destroyed Property).

i. At least annually, conduct an inspection of leased housing operation and administration at each Rctg Bn, maintain a file of these inspections for review by USAREC Inspector General.

j. Maintain close surveillance of the Leased Quarters Program to ensure an occupancy rate of at least 99 percent.

k. Maintain a lease case file for each government-leased unit by lease number. In cases of multiple occupancy, all documentation pertaining to each occupant will be included. File will include all items enumerated at appendix C.

I. The following information will be transmitted by the Messenger Electronic Message System monthly to RM electronic message system mail box LOG FAC. Information will be as of close of business the preceding month, and will be due not later than 1200 the second Monday.

- (1) Number of RA leased units.
- (2) Number of USAR leased units.
- (3) By each category (RA/USAR) number of units pending negotiation at the DISTENGR.
- (4) By each category (RA/USAR) the total amount of expenditures for leased quarters.
- (5) Total number of lease months paid for above units during this month.
- (6) The average monthly lease cost.
- (7) The number of ineligible occupants pending termination (see subparagraph 5i).

11. RECRUITING BATTALION (RCTG BN) RESPONSIBILITIES.

a. Rctg Bn commanders are responsible for supervising and implementing the Government-Leased Unaccompanied Personnel Quarters Program within their respective areas. The Rctg Bde will attach personnel for leased housing purposes, such as nurse recruiters, to the Rctg Bn having jurisdiction in the SM's duty station location.

(1) The Rctg Bn commander may appoint, in writing, one UHR to assist him or her with leased housing operations within the Rctg Bn area.

(2) The designated UHR will, normally, be an officer or warrant officer; however, a highly qualified noncommissioned officer E-7 or above, or properly qualified civilian GS-7 or above, may be appointed at the discretion of the Rctg Bn commander.

(3) Maintain liaison with any area joint or coordinated housing referral offices established UP AR 210-51, chapter 3.

b. Rctg Bn commanders will:

(1) Ensure that if an Army installation, with unaccompanied personnel quarters, is within 1-hour commuting time of SM's duty station, SM is directed to report to the housing office for assignment to quarters or processing through the housing referral office.

(2) Ensure that if a military installation of other services, with housing, within 60-minute commuting distance:

(a) SM is directed to report to that installation for housing assistance.

(b) SM will not be eligible to apply for leased quarters if on-post quarters will be available within 30 days.

(c) SM must provide a statement of nonavailability of on-post quarters to the UHR in order to apply for leased quarters.

(d) SM provides the Rctg Bn with a listing of community housing obtained from the on-post housing referral office.

(3) Maintain liaison with all military housing offices in the Rctg Bn area. Maintain listings of available quarters obtained from the housing referral offices in order to monitor availability and cost of quarters in the Rctg Bn area.

(4) Ensure that inbound SM, and new arrivals not previously contacted on the matter, be made fully aware of the housing situation in the vicinity of the SM's duty station, to include government leasing. Those who desire, and are qualified to apply for a government lease, aide in completion of request for unaccompanied personnel quarters, where applicable.

(5) Ensure prompt execution and disposition of DD Form 1354 for housing units leased by DISTENGR for SM of the Rctg Bn. One copy of this form will be filed in the lease case file at Rctg Bn and one copy forwarded to the Rctg Bde.

(6) Upon notification, by DISTENGR, that a lease has been completed, or upon SM vacating occupied leased quarters, expeditiously prepare and distribute the assignment or termination letter or DF, as appropriate (see subparagraph 5p).

(7) Forward properly completed requests for leased quarters to Rctg Bde for processing (i.e., ensuring that applicant meets criteria, properly completed application with all required attachments, etc.).

(8) Submit timely and accurate leased unaccompanied personnel quarters' reports as directed; comply promptly with housing requirements surveys; and cooperate fully with DISTENGR on leased housing matters.

(9) Supervise the operations of the UHR in the performance of his or her functions, which include, but are not limited to, those enumerated below.

(10) Provide the Rctg Bde with at least 40 days advance notice of a pending termination. Reason for less notice will be provided to the Rctg Bde commander who will personally review each late request.

(11) Provide nontactical vehicle support to assist newly arrived personnel in search of off-post economy housing. See prerequisites outlined in subparagraph 5v.

12. UNIT HOUSING REPRESENTATIVE (UHR) RESPONSIBILITIES. The UHR will:

a. Advise SM to notify the Rctg Bn of any change in family member status.

b. Establish a lease case file for each leased unit, by lease number, to include, but not limited to, those items listed in appendix C.

c. Conduct assignment, change of occupancy, and termination inspections of quarters. The Rctg Bn commanders may appoint an inspector who is a qualified noncommissioned officer E-7 or above, or civilian GS-7 or above, to conduct the inspections. Appointees must be properly instructed in procedures and be furnished a checklist, appendix D.

d. When practical, arrange for the lessor to be present along with occupant during all inspections.

e. When practical, arrange for UHR, or representative, to accompany DISTENGR representative during the initial joint inspection between lessor and engineer for acceptance of the property; and for termination inspections where the latter are conducted by DISTENGR.

f. Ensure that a Rctg Bn representative is on hand for all appointments with DISTENGR personnel for inspections when arranged for by either the engineers or the Rctg Bn.

g. In cases where noncompliance with terms of the lease are indicated by either lessor or occupant, submit a request for appropriate action to the Rctg Bde.

h. Notify the DISTENGR of any existing emergency conditions or scheduled repairs which have not been accomplished as reported by tenant.

i. Advise the applicant of his or her responsibility for all rental payments until a lease is consummated.

j. Notify Rctg Bde of promotions of lease occupants (see subparagraphs 5h and i).

k. Advise assigned Rctg Bde sponsors and incoming personnel of community housing sources and other information such as:

(1) Housing information as set out in AR 612-10 (Reassignment Processing, Army Sponsorship, and Orientation Program), subparagraph 3-7b, and AR 210-51, paragraph 4-6.

(2) To process through housing referral offices (all services) that are within commuting distance of duty stations.

(3) Usual waiting time for on-post quarters in the Rctg Bn area.

l. If requested, provide the following information for incoming SM to include in their request for permissive TDY for house hunting (Reference AR 630-5, chapter 12).

(1) If SM's new duty is within commuting distance of an on-post housing office, provide SM with the address and telephone number of the installation housing office. If time permits, SM should be advised to personally contact the housing referral office for the information required by above reference.

(2) If time does not allow SM to communicate with the installation housing office, the UHR will contact the installation and provide the SM with the following information:

- (a) Name of contact.
- (b) Date of contact.
- (c) Address of installation.
- (d) Availability of housing.
- (e) If available, would SM be expected to reside on post.

(3) Or advise SM that no military installation is within a reasonable commuting distance of duty station.

(4) Advise SM that the information provided in subparagraphs 12k(1) through (3) above, must be used in their request for permissive TDY.

(5) Requirement of SM to report to the military housing office if duty station is within reasonable commuting distance, usually 1 hour.

13. TENANT RESPONSIBILITIES. The tenant of government-leased housing will:

a. Comply with all DA and USAREC rules, regulations, and agreements pertaining to the leasing and occupancy of units and the rules of tenancy established by the owner/manager of the unit, except if the latter rules would be in conflict with the lease terms; in which case, manager will notify the UHR of this fact.

b. Utilize the assigned leased quarters in a manner which fosters good public relations and acceptance to the leased unaccompanied personnel.

c. Report to Rctg Bn UHR in writing or by telephone, any emergency conditions or requirements for routine repairs and maintenance which cannot be resolved by direct contact with the lessor or his or her designated representative.

d. Permit entry of UHR or appointed inspector for initial, change of occupancy and termination inspections of quarters.

e. Be responsible for the leased dwelling unit and equipment/furnishings/furniture contained therein; utilities conservation; and such routine housekeeping and maintenance function, which would be expected if the individual were occupying a private rental unit of similar type and value.

f. Be aware that SM will be held responsible for any loss or damage caused by (simple) negligence or willful acts of the SM or his or her visitors, as well as for any damage or stains caused by household pets, due to the negligence of the SM, IAW AR 735-11.

g. Notify UHR, in writing, at least 45 days prior to the date leased housing unit is to be vacated. If PCS orders are received within a shorter timeframe, notify the UHR, promptly, upon receipt of orders.

h. SM may have short-term visitors in government-leased units provided there is no additional charge by the lessor. If there is no charge, normally, visitors may be allowed for no longer than 15 days.

i. Occupants of government-leased quarters are prohibited from making any payments to the lessor for any services, utilities, equipment, etc., covered under the same provisions of the lease contract. Violation of this policy may serve as a basis for withdrawal of the leasing privilege.

j. In the event a Rctg Bn representative is not present when SM vacates government-leased quarters, SM will be responsible to turn over the keys to the lessor without delay, and obtain a receipt for same. SM must understand that he or she may be held liable for damages incurred after vacating the premises with the keys still in SM's possession.

k. Immediately, notify the Rctg Bn, in writing, of any change in family member status which would result in a change in eligibility for occupancy of the leased unit.

14. REFERENCES.

- a. AR 37-21 (Establishing and Recording of Commitments and Obligations).
- b. AR 37-101-1 (Field Organization and Operating Instructions Under the Joint Uniform Military Pay System-Army (Jumps-Army)).
- c. AR 37-104-3 (Military Pay and Allowance Procedures: Joint Uniform Military Pay System-Army (Jumps-Army)).
- d. AR 210-11 (Billeting Operations).
- e. AR 210-51 (Army Housing Referral Service Program).
- f. AR 310-10 (Military Orders), with USAREC Suppl 1 thereto.
- g. AR 405-10 (Acquisition of Real Property and Interests Therein).
- h. AR 405-90 (Disposal of Real Estate).
- i. AR 420-17 (Real Property and Resource Management).
- j. AR 600-21 (Equal Opportunity Program in the Army), with USAREC Suppl 1 thereto.
- k. AR 612-10 (Reassignment Processing and Army Sponsorship (and Orientation) Program), with USAREC Suppl 1 thereto.
- l. AR 735-5 (Basic Policies and Procedures for Property Accountability).
- m. AR 735-11 (Accounting for Lost, Damaged, and Destroyed Property).
- n. DA Pam 600-8 (Military Personnel Management Administrative Procedures).
- o. DOD Military Pay and Allowances Entitlements Manual.
- p. USAREC Reg 37-12 (Control of Financial Resources).
- q. USAREC Reg 210-5 (USAREC Administrative and Funding Procedures for Local Moves).

The proponent agency of this regulation is the Office of the Director of Resource Management and Logistics. Users are invited to send comments to the Cdr, HQ USAREC, ATTN: USARCRM-LO-FS, Ft Sheridan, IL 60037-6140.

FOR THE COMMANDER:



ROBERT L. PHILLIPS
Colonel, GS
Chief of Staff

D. A. HARRISON
Colonel, GS
Director, Personnel & Administration

DISTRIBUTION:
B

APPENDIX A

FURNISHINGS FOR LEASED UNACCOMPANIED PERSONNEL QUARTERS

A-1. AUTHORIZED FURNISHINGS/EQUIPMENT FOR USAREC LEASED UNACCOMPANIED PERSONNEL QUARTERS. Items of furnishings and equipment listed herein, comprise the maximum USAREC allowance per leased quarters, for which the costs may be included in lease rental fee; and for which the Government will accept consideration for restoration costs (if applicable). Any of the items listed, may be substituted with a like item that will serve the purpose intended for the authorized item; for example, a table for books in place of a bookcase, a padded chair for a straight back chair, etc. All other items remaining in the leased quarters, that are not listed in the lease inventory, will be at the risk of the lessor for which the Government will not be responsible.

<u>ITEM</u>	<u>QUANTITY</u>
Lamp, floor - per living room.	1
Lamp, table - per desk, per living room, per end table, per night stand.	1
Fan, circulating, column - per living room or per 350 sq ft when area is not air conditioned.	1
Bed headboard w/frame - per occupant.	1
Boxspring and mattress - per bedframe.	1
Bookcase - per dwelling unit.	1
Chair, straight - per kitchen.	4
- per bedroom per occupant.	1
- per desk.	1
Chest of drawers or dresser - per occupant.	1
Desk, flat top - per occupant.	1
Mirror, glass - per dresser or chest of drawers.	1
Range, electric or gas - per kitchenette.	1
Refrigerator - per kitchenette.	1
Table, kitchen - per kitchenette.	1
Table, nightstand - per bedstead.	1
Drapes for all purposes - per window.	(as required)
Chair, easy - per occupant.	1
Rugs w/cushion - per room (except kitchen or bathroom), as necessary, to provide reasonable coverage.	(as required)
Davenport or sofa - per living room.	1
Table, coffee - per davenport or sofa.	1
Table, occasional, end - per davenport.	1
- per chair, easy.	1

A-2. UNAUTHORIZED FURNISHINGS/EQUIPMENT FOR LEASED UNACCOMPANIED PERSONNEL QUARTERS. The following items of furnishings/equipment listed will not be provided in leased quarters at government expense, nor will the Government accept any liability or consideration for restoration cost should the lessor intentionally or inadvertently provide, or for any reason, fail to remove such items from quarters leased by the Government. Radio, television set, hi-fi/stereo equipment, paintings, wall plaques, dishes, flatware, cooking utensils and/or kitchen appliances (other than range/refrigerator).

APPENDIX B**REQUESTS FOR GOVERNMENT-LEASED HOUSING**

Forms listed below provide the information necessary for a military SM to apply for government-leased housing: for the processing of the application at the Rctg Bn; transmittal of the request to Rctg Bde for approval; and submission of the approved request to supporting DISTENGR for negotiation.

<u>PAGE</u>	<u>TITLE AND FORM NUMBER</u>
B-2	Request for Leased Housing Action (USAREC Fm 884).
B-3	Transmittal of Request for Leased Housing (USAREC Fm 885).
B-4	Rctg Bde Letter of Request to District Engineer for Leased Unaccompanied Personnel Housing (USAREC FL 156).
B-6	Statement of Understanding for Acceptance of Government-Leased Housing (USAREC Fm 886).

REQUEST FOR LEASED HOUSING ACTION
(For use of this form see USAREC Reg 210-4)

1. DATE OF REQUEST: 10 June 1985		
<u>INSTRUCTIONS:</u>		
<p>a. The information in this document is to determine your eligibility for government-leased unaccompanied personnel quarters. Some of the information requested is of a personal and confidential nature, and you do not have to provide such information unless you voluntarily wish to acquire government-leased housing.</p> <p>b. The authority to request this information is contained in 10 U.S.C. sections 3012 and Annual DOD Appropriation Acts.</p> <p>c. Completion of this form is voluntary. You must provide the information if you desire to request processing of a government lease. Failure to complete the form may cause delay or serve as a basis for termination of further processing for a government lease.</p>		
2. FROM: (Name, rank/grade; SSN; DY MOS) Roy Cook, SSG E6, 000-00-0000 76Y30 (USRA) (USAR)	3. Commander (Rctg Bn) US Army Recruiting Battalion Columbus Columbus, OH 43215-2483	
4. DY STA (RS or Area Desig) (City/state/ phone): Columbus North Recruiting Station 1150 Morse Road Columbus, OH 43228-2483 (614) 529-1234	5. TYPE OF HOUSING DESIRED: ___ Quarters-unfurnished, incl range and refrigerator <u>XXX</u> Quarters-furnished	
6. MONTHS REMAINING IN SERVICE: 12 Months		
7. MONTHS REMAINING IN USAREC: 12 Months		
8. DESCRIPTION OF PROPOSED UNIT (i.e., sq. ft. living area, etc.): 1 Bedroom - 1 Bathroom		
9. COMPLETE ADDRESS OF PROPOSED UNIT: 4654 Tamarack St., Apt C-12 Columbus, OH 43224	10. NAME/ADDRESS/PHONE NUMBER OF OWNER OR DESIG AGENT: Casto Realty, 4646 Tamarack St. Columbus, OH 43229	
11. TRAVEL TIME TO DY STA (Min): 15	12. MILEAGE TO DY STA: 10	13. DESIRED EFFECTIVE DATE: 10 Jun 85
14. MONTHLY RENTAL INC UTILITIES: \$295.00	15. INSTR WHEN UTIL MUST BE BILLED SEPARATELY: (Reference AR 210-11, paragraph 7-5)	
16. I (AM) (AM NOT) CURRENTLY OCCUPYING PROPOSED SET OF QUARTERS.		
17. I HAVE SIGNED THE STATEMENT OF UNDERSTANDING FOR ACCEPTANCE OF GOV'T LEASED HSG. <i>Yes</i>		
18. SIGNATURE OF REQUESTER & DATE <i>Roy Cook</i> 10 Jun 85	19. SIGNATURE: TYPED NAME/GRADE UHR. <i>Harold Boyd</i> HAROLD BOYD, MSG	

TRANSMITTAL OF REQUEST FOR LEASED HOUSING
(For use of this form see USAREC Reg 210-4)

SSG Roy Cook (Grade, Name of Requester)		
FROM: Rctg Bn Commander U.S. Army Rctg Bn Columbus 200 N. High St., Rm 114 Columbus, OH 43215-2483	TO: Rctg Bde Commander 4th U.S. Army Recruiting Brigade ATTN: USARCMW-L Fort Sheridan, IL 60037-6500	DATE: 10 June 1985
1. Recommend approval. 2. No government on-post category unaccompanied personnel quarters are available to requester within the applicable (commuting distance) (time period) as stipulated in USAREC Reg 210-4. 3. No suitable, adequate unaccompanied personnel quarters, at a rental cost below the minimum or "threshold of eligibility" applicable to the grade and duty station of requester, could be located within the prescribed commuting distance. 4. Member is a bona fide unaccompanied person, is a grade E-6 or below and is not eligible for promotion to E-7 within the next 12 months. Also, member understands by submitting this application that he may be assigned to a multiple occupancy unit and will forfeit BAQ upon assignment to leased quarters. Orders will be issued by this command which will indicate member is forfeiting BAQ upon assignment to leased quarters. 5. Request from member for leased quarters USAREC Fm 884 (Encl 1) and copy of Statement of Understanding for Acceptance of Government-Leased Housing, USAREC Fm 886 (Encl 2) are attached. 6. Supplementary information:		
TYPED SIGNATURE BLOCK Joan Moneypenny CPT, AGC, Adjutant	SIGNATURE	
TO BE COMPLETED BY RCTG BDE LOG DIV AND HAND-CARRIED TO RCTG BDE FUND CERTIFYING OFFICER		
SIGNATURE		
a. Request fund citation and informal commitment. b. Effective date of <u>10 Jun 85</u> will be requested.		
INFORMAL ADMINISTRATIVE FUND COMMITMENT. Funds are available and will be informally committed for \$ <u>295.00</u> per month as of <u>10 Jun 85</u> per above request. Fund citation: <u>2122020 4-1230 640P123 S11074</u>		
SIGNATURE OF FUND CERTIFYING OFFICER:	DATE:	



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

USARC

SUBJECT: Request for Leased Unaccompanied Personnel Housing

District Engineer
US Army Engineer District

1. Under the provisions of USAREC Reg 210-4, request action by your office to negotiate a lease for a suitable, adequate, (furnished/unfurnished) unaccompanied personnel quarters accommodation to be assigned as government quarters to:

Roy Cook, SSG E6, 76Y30

(Name, rank and grade, duty MOS, SSN)

Columbus North Recruiting Station, 1150 Morse Road, Columbus, OH 43228

(Duty station (i.e., RS, Rctg Area Ofc, etc.) city, state, ZIP Code)

Per attached request from (identify Rctg Bn) US Army Rctg Bn Columbus

2. Unit housing representative at Rctg Bn is: (List name and telephone number)

Harold Boyd, MSG (614) 529-1234

3. Upon receipt of this correspondence, you are advised that an informal administrative commitment of funds has been made at this Headquarters in the amount specified in subparagraph 5b, to cover costs of this leased unit commencing on the date specified in paragraph 6, and not to exceed the remainder of the current FY.

4. Service member (is) (is not) currently residing in the unit listed in attached request, which unit meets the requirements established by regulatory guidance. It is requested that consideration be given to negotiating for the (currently occupied) (not occupied) unit. If the requested unit is no longer available, request field negotiator contact unit housing representative for available alternatives; if there is no alternative unit available, request field negotiator's assistance in locating an acceptable adequate unit.

USAREC FL 156, 1 Sep 85

Figure B-3

B-4

USARC

SUBJECT: Request for Leased Unaccompanied Personnel Housing.

5. Monthly cost include utilities (except telephone).

a. In any case where DISTENGR determines that adequate housing of the type unit requested is available at a cost within 115 percent of BAQ plus other housing allowances for the requesters grade and duty station, request will be returned to this Headquarters, without action.

b. Monthly costs for requested unit will not exceed the Corps of Engineers fair market appraisal, or the maximum dollar amount set aside for this unit, \$295.00, whichever is less; subject to the engineer determination that there is no suitable, adequate housing unit available at a lesser rental (but at a cost above that shown in subparagraph 5a). In no event will the maximum dollar amount be exceeded without specific approval from this Headquarters.

6. Request effective date of lease: 10 June 1985
(Specify requested date which must not be prior to date of this transmittal)

a. Fund citation is: 2122020 4-1230 640P123 S11074

b. Finance and disbursing office responsible for payment of lease cost is:

Finance and Accounting Officer, Commercial Accounts, Bldg 142,

Fort Sheridan, IL 60037

(Enter identity and mailing address of finance and disbursing office)

7. If for any reason this request for leasing action cannot be executed by the last working day of the FY, request the Rctg Bde be notified telephonically to facilitate decommitment of funds set aside for this lease for the terminating FY. At that time the Rctg Bde will request a new effective date and provide funding date of the new FY.

8. Additional or special instructions: Phone (312) 926-3756

POC Grace Henderson

FOR THE COMMANDER:

Encl

(Signature Block, Rctg Bde)

STATEMENT OF UNDERSTANDING FOR ACCEPTANCE OF GOVERNMENT-LEASED HOUSING
(For use of this form see USAREC Reg 210-4)

I, **Roy Cook** HAVE READ, HAD EXPLAINED TO ME,
AND FULLY UNDERSTAND THE FOLLOWING REGARDING GOVERNMENT-LEASED HOUSING:

1. Leases negotiated for USAREC personnel normally include all utilities, except telephone which I must pay from my own funds. In the event that all or part of the cost of authorized utilities (electricity, gas, garbage service, etc.) could not be included in the lease, these costs will be borne by the Rctg Bde, separately. In this case, I will be furnished a maximum average cost limit for utilities which I will not exceed.
2. I will not make any private (under-the-table) arrangement with a lessor to separately pay him money in addition to the Government's monthly payment. I understand that violation of this principle may serve as a basis for my commander to withdraw my leasing privilege.
3. I can expect considerable administrative delay from the time I initiate my housing request for Government-leased quarters until the district engineer executes a lease and I am assigned to them in writing.
4. Although I may find what appears to be acceptable quarters, this does not mean they will be approved for government leasing and assignment to me upon execution of a government lease.
5. Government-leased housing, and the identification of apparently acceptable quarters for government leasing must be reviewed and forwarded by my Rctg Bn, through the Rctg Bde to the district engineer. Only the district engineer can negotiate and execute a lease between the Government and a landlord.
6. If I elect to move into quarters that I have requested to be leased by the Government for assignment to me before the district engineer has executed a lease and before I have been assigned to the quarters, I do so voluntarily without Army approval, and am personally obligated to the terms of the lease I make with the landlord.
7. If a government lease is executed for the quarters, it will be my responsibility to recoup from the landlord any rent I paid after the lease was in effect. If a government lease is not executed for the quarters, I will be personally liable for the remainder of the period for which I leased the quarters.
8. My BAQ will not be terminated until I am assigned to quarters in writing by my unit. Due to the time lag between application and assignment, I will manage my finances carefully since finance and accounting will make a lump sum collection of any BAQ overpayment made since effective date of the lease.
9. I am responsible to notify my unit commander or unit housing representative (UHR) if my BAQ is not terminated when I occupy government-leased quarters and likewise to notify him if it is not reinstated when I depart those quarters.

10. Once I am assigned to government-leased quarters, I will be required to remain in those quarters unless:
- a. The lease terminates under its own terms.
 - b. I become ineligible under criteria established by DA or HQ USAREC.
 - c. I am reassigned out of the area.
 - d. I am directed to move because of government necessity (i.e., acceptable government-owned quarters become available).
 - e. The lease is terminated for the convenience of the Government.
 - f. I have received appropriate military service approval for retirement.
11. I will be responsible for such routine housekeeping, maintenance, minor repairs, and related servicing of the dwelling unit, equipment, and furnishings, and the maintenance of grounds as would be expected of a tenant in private rental housing of similar type and value.
12. I will permit entry of UHR, or appointed inspector, for assignment, change of occupant, and termination of inspections of the quarters.
13. I will report to the UHR, in writing, any emergency or requirement for routine repairs and maintenance, which cannot be resolved by direct contact with the lessor or his representative.
14. I will not permit occupancy of quarters assigned to me by the Rctg Bn commander by anyone except myself. I understand that a violation of this principle is sufficient cause for the commander to withdraw the leasing privilege.
15. I will notify the UHR, in writing, at least 45 days prior to date desired for vacating the quarters. In the event PCS orders are received in a shorter timeframe, UHR will be notified as soon as possible.
16. I fully understand and agree that I will accept the quarters leased for my use as government-controlled housing by the US Army Corps of Engineers in accordance with adequacy standards prescribed for such quarters.
17. When I vacate leased quarters, I am responsible to see that they are clean and free of trash in a manner which would be acceptable if I were vacating a set of on-post quarters.
18. I understand that my assignment to government-leased quarters may be terminated at the discretion of the Commander, _____^{4th}_____ (Rctg Bde) for misconduct because of misuse or illegal use of the quarters, or other misconduct contrary to safety, health, or morals.
19. I may be held pecuniarily liable to reimburse the Government for damage to government-leased quarters, to any government furniture and furnishings resulting from negligence or willful acts in accordance with AR 735-11 (Accounting for Lost, Damaged, and Destroyed Property).

20. The liability of the Government to the lessor for damage to the government-leased premises will be determined in accordance with the lease provisions.

21. I fully understand my responsibility to immediately notify my Rctg Bn, in writing, of any change in dependency status which would result in a change in eligibility for my continued occupancy of the leased unaccompanied personnel quarters.

WITNESS:	<u>Harold Boyd</u> (Signature - UHR)	<u>Roy Cook</u> (Signature - Service member)
	<u>Harold Boyd, MSG/E8</u> (Type name, rank/grade)	<u>Roy Cook SSG/E6</u> (Type name, rank/grade)
	<u>10 June 1985</u> (Date signature witnessed)	<u>10 June 1985</u> (Date of signature)

APPENDIX C

LEASED HOUSING CASE FILES

<u>COPIES OF DOCUMENTS REQUIRED</u>	<u>RCTG BDE</u>	<u>RCTG BN</u>
1. USAREC Fm 884 (Request for Leased Housing Action).	X	X
2. USAREC Fm 886 (Statement of Understanding for Acceptance of Government-Leased Housing).	X	X
3. USAREC Fm 885 (Transmittal of Request for Leased Housing).	X	X
4. USAREC FL 156 (Rctg Bde Letter of Request to District Engineer for Leased Unaccompanied Personnel Housing).	X	X
5. Negotiated lease and any subsequent amendments.	X	X
6. Letter or DF assigning/terminating quarters for occupant (and subsequent occupants); and documentation of termination/reinstatement of BAQ, as applicable.	X	X
7. All changes of occupancy documentation.	X	X
8. Copy of any applicable restoration cost transactions and final disposition documentation, when available, covering finding of financial responsibility of relief thereof, IAW AR 735-11.	X	X
9. Joint Survey and Inspection of Condition of Government-Leased Property (ENG Form 3143 or other comparable DISTENGR document).	X	X
10. DD Form 1354 (Transfer and Acceptance of Military Real Property).	X	X
11. Records of all Rctg Bn inspections of the leased unit.		X
12. Other pertinent papers.	X	X

APPENDIX D
USAREC INSPECTION OF LEASED QUARTERS

OCCUPANT ROY COOK SSG/E6 10 JUNE 1985 (DATE)
 LEASE NO. DACA-27-5-82-071
 ADDRESS: 4654 TAMARACK ST. APT C-12
Columbus, OH 43229 ASSIGNMENT 10 JUNE 1985
 TERMINATION: 9 JUNE 1986

1. ENTRANCE DOOR:	REMARKS	6. SINK:	REMARKS
Hardware		Porcelain	
Lock		Faucets	
Condition		Strainer	
		Drain Pipe	
		Disposal	
		Hose	
2. LIVING RM & HALL:		7. LINEN CLOSET:	
Walls		Doors	
Ceiling		Walls	
Light/Outlets		Shelves	
Floor		Ceiling/Floors	
Windows			
Drapes			
3. KITCHEN:		8. BATHROOM:	FILL 1/2 BATH
Walls		Door	
Ceiling		Walls	
Light/Outlets		Ceiling	
Floor		Floor	
Windows		Lights	
Cabinets		Commode Bowl	
Handles		Flush Tank	
Finishes		Commode Seat	
Shelves		Paper Holder	
Counter Top		Medicine Cabinet Door	
		Mirror	
4. REFRIGERATOR:		Shelves	
Door/Exterior		Toothbrush Rack	
Ice Trays (number)		Medicine Cabinet Light	
Shelves		Vanity Mirror	
Veg Drawer		Vanity Counter Tops	
Cooling		Wash Bowl	
5. RANGE:		9. BATHTUB:	
Exterior		Porcelain	
Burners		Faucets	
Oven		Shower	
Racks		Rod	
Drip Pans		Curtains	
Thermostat			

NOTE: Mark "OK" if satisfactory and "X" if unsatisfactory. Explain unsatisfactory on line for remarks.

Figure D-1
D-1

INSPECTION SHEET (Cont)

10. BEDROOMS:	No.				REMARKS
	1	2	3	4	
Walls					
Ceilings					
Floor					
Lights/Outlets					
Windows					
Closets					

11. UTILITY ROOM/STORAGE AREA/BASEMENT	REMARKS
Walls	
Ceilings	
Floors	
Outlets/Lights	

12. STAIRWAYS:	REMARKS	DEN/FAMILY ROOM:	REMARKS
Stairs		Location:	
Railings		Walls	
Walls		Ceiling	
Lights		Floors	
Ceiling		Lights	

13. FUSE PANAL:
Connections
Wire
Fuses
Circuit Breakers

14. DRIVEWAY/WALKS:
Condition (oil spots, cracked or broken)
Paved
Gravel

NOTE: Mark "OK" if satisfactory and "X" if unsatisfactory. Explain Unsatisfactory on line for remarks.

STATEMENT OF OCCUPANT

I have read and understand the inspection data on this Survey of Quarters and Moveable Equipment. I accept full responsibility for any loss or damage occurring during my occupancy. I understand that I must report any damage or deficiencies which are not corrected by the lessor within a reasonable time to the Unit Housing Representative.

Signature of Occupant	Signature of Unit Housing Representative
-----------------------	--

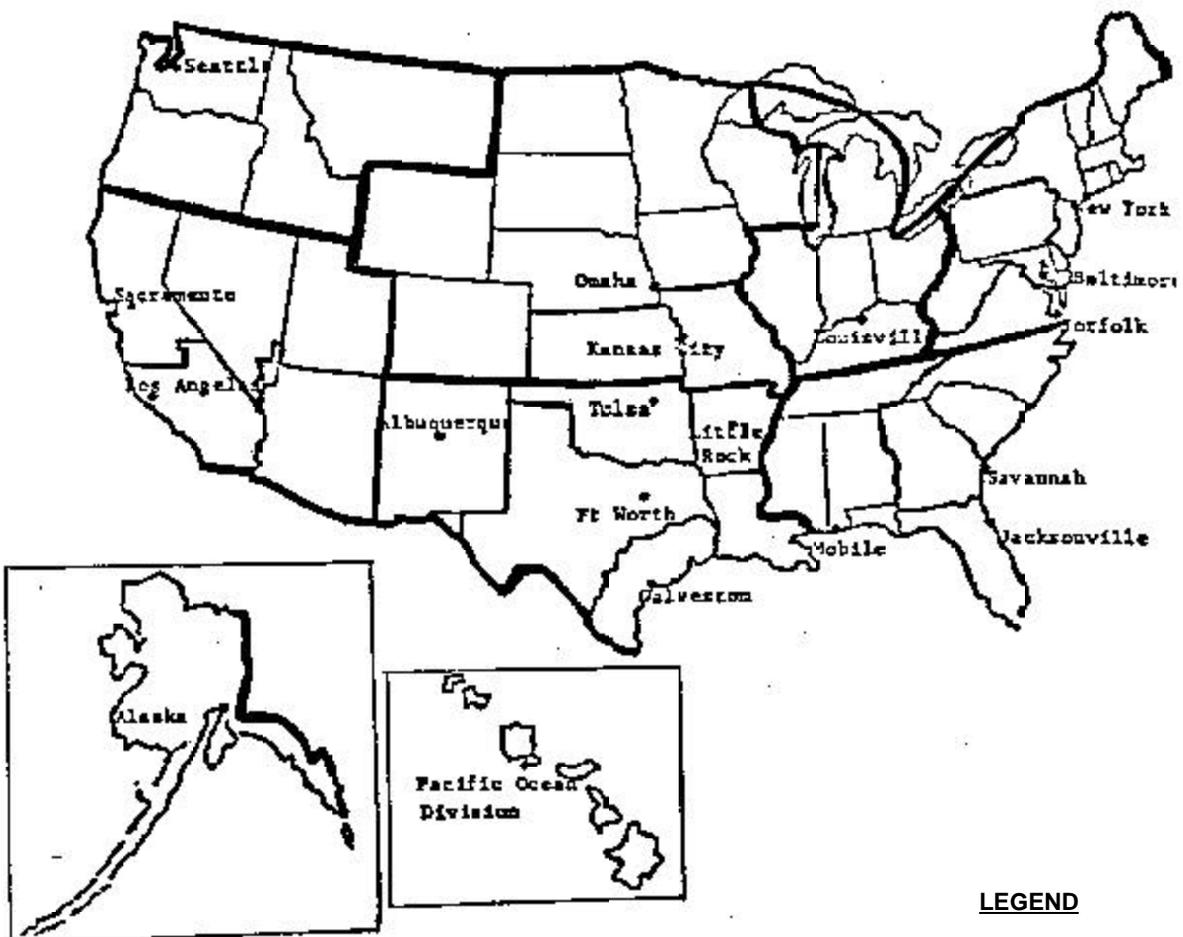
APPENDIX E**GEOGRAPHICAL BOUNDARIES (DIVISION AND DISTRICT ENGINEERS)**

DIVISIONS AND DISTRICTS	AREAS OF RESPONSIBILITY
MISSOURI RIVER DIVISION	
Kansas City District	Kansas Missouri
Omaha District	Colorado Iowa Michigan: Sawyer AFB and Wurtsmith AFB only Minnesota Nebraska North Dakota South Dakota Wisconsin Wyoming
NORTH ATLANTIC DIVISION	
Baltimore District	Delaware District of Columbia Maryland Pennsylvania Virginia: Includes the city of Alexandria, the counties of Arlington, Fairfax, Loudoun and Prince William; Vint Hill Farms Station, Warrenton Training Center; the Western Virginia Area Office; and the North Virginia Personnel Office West Virginia
New York District	Connecticut Maine Massachusetts New Hampshire New Jersey New York Rhode Island Vermont Azores, Greenland, Goose Bay Air Force Base, Labrador
Norfolk District	Virginia: All parts except those assigned to Baltimore District
NORTH PACIFIC DIVISION	
Alaska District	Alaska
Seattle District	Idaho Montana Oregon Washington
OHIO RIVER DIVISION	
Louisville District	Illinois Indiana Kentucky Michigan: except for Sawyer AFB and Wurtsmith AFB Ohio Tennessee: Ft Campbell only

DIVISIONS AND DISTRICTS	AREAS OF RESPONSIBILITY
PACIFIC OCEAN DIVISION	Hawaii American Samoa Wake Island: Agent for the Air Force and other agencies upon request. Guam, Asia, and Australia: Agent for all US Forces for the Homeowners Assistance Program. Guam and Trust Territories of the Pacific Islands: Agent for DOD recruiting commands. Japan, Korea, Ryukyu Islands, and Philippine Islands: Agent for appraisals of government quarters for the Air Force and for the Army upon request.
SOUTH ATLANTIC DIVISION	
Jacksonville District	Florida: All parts except those assigned to Mobile district Puerto Rico Virgin Islands
Mobile District	Alabama Florida: Counties of Bay, Calhoun, Escambia, Franklin; that portion west of the Apalachicola River; Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton and Washington Mississippi Tennessee: Except for Ft Campbell Canal Zone
Savannah District	Georgia North Carolina South Carolina
SOUTH PACIFIC DIVISION	
Los Angeles District	Arizona California: Counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura Nevada: Counties of Clark and Lincoln
Sacramento District	California: Counties not assigned to Los Angeles district Nevada: Counties not assigned to Los Angeles district Utah
SOUTHWESTERN DIVISION	
Albuquerque District	New Mexico Texas: County of El Paso
Fort Worth District	Louisiana Texas: Counties not assigned to Albuquerque and Galveston districts
Galveston District	Texas: Counties of Aransas, Austin, Bee, Brazoria, Brooks, Calhoun, Colorado, Cameron, Chambers, DeWitt, Duval, Fayette, Fort Bend, Galveston, Goliad, Hardin, Harris, Hidalgo, Jackson, Jefferson, Jim Hogg, Jim Wells, Kenedy, Kleberg, Lavaca, Liberty, Live Oak, Matagorda, Montgomery, Nueces, Orange, Refugia, San Jacinto, San Patricio, Starr, Victoria, Waller, Wharton, Willacy, Gonzales, Jasper, Karnes, McMullen, Newton, Polk, Trinity, Walker, and Zapata.

DIVISIONS AND DISTRICTS	AREAS OF RESPONSIBILITY
Little Rock District	Arkansas
Tulsa District	Oklahoma

**CORPS OF ENGINEERS
DISTRICT BOUNDARIES**



LEGEND

- District Corps of
- Engineer Boundaries
- Division - Pacific
- Ocean Boundaries