DEPARTMENT OF THE ARMY
GARRISON COMMAND
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 ENGINEER LOOP, SUITE 120
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-GC (210)

MEMORANDUM FOR Family Housing Occupants

SUBJECT: Policy for Family Housing Occupants

1. References:

a. Fort Leonard Wood Regulation 40-4, Control and Care for Privately Owned Animals.

b. Fort Leonard Wood Regulation 190-5, Fort Leonard Wood Vehicle Code.

c. Fort Leonard Wood Regulation 210-25, Privately Owned Firearms and Other Weapons.

2. The combined efforts and cooperation of all Fort Leonard Wood personnel are needed to maintain the installation as a Department of the Army Community of Excellence.

3. Military sponsors are responsible for ensuring family members and guests are knowledgeable about and comply with Fort Leonard Wood regulations and policies.

4. All Fort Leonard Wood residents are assigned Area Coordinators. These coordinators have the responsibility to:

a. Inspect their area on a weekly basis, using this policy letter and Fort Leonard Wood Form 44, (Quarters Inspection Report).

b. Provide feedback to those residents who do and do not meet the standard.

c. Provide information and guidance to their assigned area residents.

d. Provide assistance for non-personal problems and to assist in maintaining harmony within the neighborhood.

5. The following policies apply to all Fort Leonard Wood residents:

a. **Structures.** Digging or driving posts without proper approval could result in serious injury. It could also cause damage to underground utilities (gas, water, electric, TV cables, etc) for which you may be held liable. If you plan any excavation that exceeds six inches in depth or plan on driving posts more than six inches deep, an excavation permit (FLW Form 364, Rev 1 July 95) must be submitted to the Family Housing Inspection Section, Bldg 470, room 1215, ten days prior to the planned start of excavating.

(1) **Temporary Storage.** Occupants are authorized temporary storage structures. An excavation permit issued by the Housing Office is required to ensure compliance with installation standards. Temporary structures can be placed at the end of the driveway or the rear of the quarters, but not attached to quarters, sheds, utility poles, trees, or dividers. Sheds with a floor of 100 square feet or less are allowed. Occupants should ensure that sheds are in good repair and compliment the quarter's color.

(2) **Pet shelters.** Outside pet shelters, in good repair, which compliment quarter's colors, are permitted.

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(3) **Fences.** Fences are permitted. An excavation permit is needed prior to fence or shed installation to prevent personnel injury and/or damage to cable TV, electric and gas lines. Permit and fence specifications are available at the Housing Office. (No electric fences permitted)

(4) **Wading Pools.** Swimming pools are not authorized. Wading pools not exceeding six feet in diameter and 18 inches in depth are authorized. All areas are to be restored to their original condition prior to termination of quarters.

(5) **Satellite dishes.** Occupants are authorized the use of a satellite dish. A permit issued by the Housing office is required to ensure compliance with installation standards. If digging is required, occupants must obtain a digging permit from the Housing Office prior to the installation of a dish. When it is practical to do so, the dish will be placed in the backyard, behind the quarters. Under no circumstances will occupants be allowed to attach the satellite dish or mounting device to the roof of the house, storage shed or carport. If installation is impractical in backyard, the Housing Office will determine the appropriate location and installation.

(6) **Television antennas.** Television antennas are not authorized.

(7) **Temporary garage shelters/ Carports.** These shelters are similar to a tent and are erected over the driveway. Temporary garage shelters are not authorized. The occupant may not enclose existing carports.

b. **Quarters Maintenance.**

(1) **Self-Help.** Use of self-help requires a self-help card. Cards issued at other installations are accepted or occupants may obtain a self-help card issued by Fort Leonard Wood by attending a two-hour self-help class on Tuesdays or Thursdays from 0830-1100 in Building 2222. Please check with the self-help store for a complete listing of available items. The self-help class is useful training which the sponsor or adult family member is encouraged to attend within 14 days of assignment to quarters.

(2) **Service Orders.** Service orders, for repairs outside an occupant's capability or responsibility to repair, are initiated by calling the Directorate of Public Works (DPW) service order section at 596-0333. After duty hours, the service order number is for emergency repairs only. Any condition that threatens life, health, or that may cause severe property damage, will be repaired immediately. Other repairs will be completed between one and eight days of the request, depending upon the severity of the problem. Appointments at half-day intervals are available for repairs requiring the resident's presence. The DPW requests all Family Housing Occupants keep their appointment when a service order is initiated and repairs are scheduled. "No Shows" cause a needless expenditure of funds. Contractors are paid for response time for missed appointments PLUS they are paid again when the service is complete. Repeat offenders may be subject to a charge to defray the cost. When a problem arises and you cannot keep an appointment, call the service order desk at 596-0333 and reschedule or cancel your appointment. The hours of the DPW service order desk are 0730-1600, Monday thru Friday.

(3) **Improvements.** Written approval from the Family Housing Office is required before making any changes or improvements to government quarters or the grounds surrounding the quarters. Approval is required to ensure gas lines and other utilities are underground. Therefore, permission to drive stake poles, or to dig deeper than six inches must be obtained. Damage to quarters or grounds from unauthorized improvements could result in liability. Materials and labor used for improvements are not reimbursable by the government.

(4) **Painting.** Government quarters are painted by contract on an as-needed basis. Occupants painting is, therefore, not normally required or permitted. Under certain circumstances, with prior Housing approval, limited self-help painting may be permitted. Contact the Family Housing Office for details.

(5) **Hardwood Floors.** Use only paste wax on hardwood and kitchen floors. Recommend a coat of paste wax be applied after your move in is complete. Buffers can be signed out at building 470, Room 1207, and picked up at Building 2313. Please do not leave water standing on hardwood floors. You may be held accountable for damage of warping or staining caused by standing water. (Do not melt or burn paste wax as it is highly flammable).

(6) **Nails/Hooks.** Recommend using the small finishing type with J-hooks. Nails or screws of any size on interior doors are unauthorized. Nothing with sticky backing is authorized in/on any part of the interior walls doors, bathtubs or shower walls. At the termination inspection, all nails will be removed and holes filled IAW Self Help policies. Molly hooks are authorized in the ceiling. Recommend they be approximately one foot from corners.

(7) **Procedures for Quarters Lockout.**

(a) In order to provide improved security for family housing residents. Housing has purchased a new locking system. The new system does not provide for spare keys to be stored in the housing office. Accordingly, during normal duty hour's residents will call 596-0973 for lockout service. There will be no charge for the first lockout call. There will be a $20.00 fee for subsequent calls. The fee may be paid at the housing office, Building 470 Room 1215, at the time of service or at termination.

(b) In case of an emergency or after duty hours, locked out residents may contact the Military Police for assistance at 596-6141.

(8) **Range Hood and Fire Extinguishing System.** If the fire suppression system is discharged, your range will be automatically disabled. You must contact the Fire Department at 117 to have the system recharged and to reenergize your range. Nozzles should be checked once a month for signs of obstruction. Check the pressure gauge once a month. If the needle points to the "recharge" or "overcharge" zone, contact the Fire Department immediately for service.

(9) **Smoke Detectors.**

(a) Generally, there are two types of smoke detectors installed in family housing units. One model is round with a red light on the face. The red light is the test button. The other model is square and has a test lever on the side that pulls down to test.

(b) When testing the smoke detector, the alarm should sound for 5 to 10 seconds. Smoke detectors should be tested weekly. Should the device malfunction during the testing, residents should immediately call in a service order. Service orders on smoke detectors are Priority One and residents should expect maintenance personnel within an hour. Smoke detectors should be cleaned every 6 months using the brush attachment from the vacuum cleaner. Do not remove the smoke detector from the ceiling or disconnect the power.

c. **Telephones / Cable TV.** Two telephone/cable TV connections are authorized at government expense, one in the living area and one in the master bedroom. The occupant will pay for any additional connections. In the event that the authorized outlets are missing or not operative:

(1) First, receive verbal approval from Family Housing Inspection at 596-0973 for installation and /or repair of outlets.

(2) Contact the Telephone and /or Cable TV Company in person to get outlets installed or repaired.

(3) After installation or repairs are complete, take the portion of the bill with the charge amount to Family Housing Inspection, Bldg 470, Room 1215, to receive documentation for reimbursement.

d. **Furniture.** Funds are not available to replace, repair, or move Family Housing furnishings. However, if needed, a limited inventory is available on a first come, first serve basis. All quarters are equipped with a stove and refrigerator. Occupants may get approval to use their own appliances; however, they are responsible for moving the government appliances to the warehouse and returning them prior to clearing quarters. The warehouse hours of operation are 1230 to 1530, Monday thru Thursday, phone number is 596-0978. Smoke alarms for the hearing impaired, adhesive labels to iden[illegible] Management Office is in Room 1207, Building 470, phone number 596-0983.

e. **Energy Conservation.** Since utility costs are paid from the same funds used to maintain family housing, energy conservation is everyone's responsibility. Small individual conservation efforts result in large savings.

(1) **Heating and Air Conditioning.** Ideally, the thermostat should be set at 68 degrees or lower when using heat and 78 degrees or higher when using air conditioning. All windows must be closed when using heat or air conditioning.

(2) **Hoses.** Hoses should be fitted with a self-closing nozzle to prevent water waste. Hoses left connected to a faucet causes a potential damage from leakage and most certainly from freezing and should be disconnected after each use to minimize risk.

(3) **Water Leaks.** Leaking showers, taps and exterior faucets should be repaired as quickly as possible, either through self-help means or a service order.

(4) **Lighting.** Exterior lighting will not be on during daylight. Discretion should be used during darkness.

(5) **Attic Fans.** Many of the quarters have a large fan mounted in the ceiling. These fans can be used in the Spring and Fall to reduce the use of air conditioning. They should not be used when either the heat or air conditioning is in use. **CAUTION:** Never use these fans with windows closed, as this could cause carbon monoxide to build up in the quarters.

(6) **Decorations.** Christmas and other special occasion decorations are authorized in moderation. Quarters with excessive or tasteless decorations will be instructed to make corrections.

(7) **Recycling.**

(a) All occupants of government quarters will participate in the recycling program in order to reduce the cost of solid waste disposal.

(b) Curbside pickup of recycled materials is provided to family housing occupants and is scheduled the same day as trash collection. Each resident is provided with a 14-gallon container for the purpose of recycling.

(c) All non-paper products must be rinsed before being placed in the recycle container. The eight materials that are to be recycled at the curb are:

- Aluminum beverage cans.
- Steel cans.
- Clear, green and amber glass containers (no glass windows).
- Plastic beverage containers.
- Milk jugs.
- Newsprint.

(d) Lids must be removed from glass and plastic containers. No magazines, envelopes, office or school paper, cardboard containers or paper bags are to be put into recycled containers. Newsprint and packing paper must be placed in a plastic bag. Care must be taken not to break glass products. Items not on the list will be left in the recycle container. Corrugated cardboard, paperboard, and brown grocery bags are collected for recycling on Wednesdays, the same date as bulk trash pick-up. If there are questions about what can be recycled or serviced, or you do not have a recycle container, call Department of Public Works (DPW) Inspection Branch at 596-0907.

(8) **Trash Pick-up.**

(a) Waste wheelers are to be placed at the street curb so that trash collection personnel have free access at all times. The trash collection personnel will pick up only garbage that is placed in waste wheelers at the street curb (not the parking area curb of four, six and eight plexes). These containers are not to be blocked by cars, campers, boats, bikes, pets tied too close or by anything else that could result in personal property damage or be a safety hazard to collection personnel. Items placed in boxes, bags, etc., on top of or around your waste wheelers will not be collected. Grass, leaves, engine parts, hazardous waste, dirt and rocks, are not to be placed in the waste wheelers. It is the occupants' responsibility to keep lids on these containers and to see that they are clean and in good repair. Waste wheelers will be stored behind the occupants quarters. For personnel living in the eight-plex type of housing, these waste wheelers may be stored on the side of the house closest to you. Under no circumstances will they be stored in front of a house. Repair parts are available at the Self-Help Store.

(b) **BULK TRASH.** All bulk trash will be picked up on Wednesday only. Items such as grass clippings, leaves, household furniture, appliances, boxes, limbs and boards **no longer than three feet** will be collected. Grass clippings and leaves must be placed in containers such as plastic bags separate from other trash. For limbs more than three feet long, call in a service order at 596-0333.

(c) Family Housing Trash and Curbside Recycling Collection Schedule.

Monday		Tuesday	Wednesday	Thursday	Friday
Essayons	Williams	Cable	BULK ITEMS	Phoenix	Turner
Kirby	Goethals	Indiana	CARDBOARD	Sheppard	Burr
Humphreys	Sibert	Epps	YARDWASTE	Hatler	Peden
Swift	Delafield	Diamond		Kelly	Funk
Totten	Gridley	Elwood		Forrest	Collier
Wheeler	Jadwin	Evans		Barkley	Specker
Mackenzie	Taylor	Frizell		Daniels	Parrish
Thayer	Newton	Gwynne		Knight	Ellis
Williams	Pick			Montrose	Barger

f. **Yard and Parking Area Care.**

(1) **Area of Responsibility.** Occupants are responsible for a 150-foot area in all directions from their quarters' perimeter, or to a midway point between quarters. Corner lot yard responsibilities should be split between occupants. Cleanliness of any parking spaces designated for specific quarters is the responsibility of occupants of those quarters. If the parking areas are undesignated or ownership is open to interpretation, residents in the immediate area will keep them clean. Area coordinators or the Garrison Command Sergeant Major will mediate disputed areas based on guidance from the Housing Office.

(2) **Lawn Maintenance.** Lawns will be mowed frequently enough to maintain a neat appearance. It is preferred that grass be cut no shorter than 2 to 3 inches, and that it be left a little longer during late summer. This provides more shade for the root system which results in fewer weeds and better conservation of soil moisture. Removing lawn clippings(which are natural mulch), unless they form clumps that will smother the lawn, is discouraged. Leaves will be raked often enough to maintain a neat appearance and to keep the areas surrounding exterior cooling units free of build-up to maintain maximum efficiency.

(3) **Watering.** Lawns on post are planted with cool season grasses and do not require water during summer to keep them alive. The brown color is caused by hot and dry weather and it indicates that the grass is in a dormant stage, but it will green up again when cooler weather returns. If residents desire to water, the best times are before 0900 and after 1800, as this minimizes lawn damage caused by the hot sun during mid-day and reduces loss of water through evaporation. Frequent light watering weakens plants as the root system tends to stay near the surface. Excessive lawn watering (saturated yard and water running down the street) is a waste of resources and is prohibited.

(4) **Landscaping.** Temporary landscaping and approved U-DO-IT projects are authorized. Conservative yard decorations are authorized as long as they do not damage the quarters or detract from the quarter's appearance. Decorative border fences that are 18 inches high or less are also permitted for flower beds, sidewalks, and driveways. Mulch is available at the self-help store.

(5) **Pruning.** Tree and shrub pruning should be done often enough to keep them neat and attractive. Pruning will be accomplished in accordance with instructions provided by self help. As a reminder, yard waste cannot be put into normal household trash. Disposal instructions and pickup times are available from the Housing Office on request and are seasonally advertised.

(6) **Seeding Lawns.** Occupants are responsible for seeding barren areas to improve appearance and minimize erosion.

(7) **Signage.** Signs depicting political or religious preferences are prohibited.

g. **Vehicles.**

(1) **Recreational Vehicles and Trailers.** A designated fenced and locked storage area for boats, motor homes, trailers and similar vehicles is provided by DMWR. The area is located behind Building 1383, the Auto Craft Shop. They cannot be stored in the Family Housing Area, although a 24-hour storage at your quarters is authorized for routine operator maintenance or pre/post-trip preparation. All terrain vehicles, canoes, and car-top boats are not required to be stored in the designated storage area. Storage of these items behind quarters is authorized, if it does not distract from the appearance of the quarters.

(2) **Vehicle Repair.**

(a) Minor automotive repairs, such as changing/rotating tires or tune-ups may be performed within the housing areas, provided safety and/or environmental hazards are not created and other residents are not inconvenienced. Minor automotive repairs will be performed only on paved surfaces that do not require residents to drive over grass or previously seeded areas. Additionally, all debris and oil spots must be thoroughly cleaned up after the work is completed.

(b) Changing a vehicle's oil is permitted in the housing area, as long as the oil is immediately and properly disposed of. Oil must be put into a leak proof container and may be disposed of at the recycling yard, Auto Craft Shop, Bldg 1383 or off-post location such as Auto Zone.

(3) **Parking.** Vehicles, including recreational vehicles and motorcycles, should only be parked in driveways, parking areas, and carports. Because of the installation's narrow streets and the need to keep lanes open for emergency vehicles (large fire trucks and schools buses), street parking of POVs is only authorized on the side of the street adjacent to even numbered housing. Care should be taken not to hinder access to fire hydrants or mailboxes.

h. **Pets.** Pets are allowed as long as the owner complies with FLW Regulation 40-4.

(1) Pet owners will have a "pooper scooper" or similar item on-hand during walks to immediately clean up after their pet.

(2) With the exceptions noted below, up to two dogs and two cats may be kept in or at an on-post residence. Other pets may also qualify as long as the type of pet meets the common sense test. Pets in this category include goldfish, turtles, hamsters, rabbits, gerbils, and the like.

(3) Wild or exotic animals such as monkeys, wolves, raccoons, skunks, foxes, squirrels, or dangerous snakes are not authorized.

(4) Pets may be kept inside or outside. Pets must always have adequate shelter, food, and water. Use of wire or rope in place of a collar is not authorized. Choke chains are also prohibited as a tethering device.

(5) Per FLW Reg 40-4, all dogs, cats, and ferrets must be registered with Veterinary Health Services within 10 days of acquisition or arrival at Fort Leonard Wood. Small caged animals need not be registered; however, compliance with immunization and parasite control requirement is mandatory. All cats, dogs, and ferrets must wear registration and rabies tags at all times. If a pet is given away or sold, registration and health records must be transferred to the new owner through the Veterinary Treatment Facility at Building 1497, Artillery Circle, phone number is 596-0094. Ownership transfer also transfers legal responsibility.

(6) Never leave pets unattended in parked vehicles or quartered in any room or building without adequate ventilation.

(7) Pets are prohibited on installation playgrounds, tennis courts and turf type athletic fields such as soccer, baseball, softball and football.

(8) Animals are permitted outdoors and must always be controlled by the owner. A pet may be unleashed as long as the owner is not more than 50 feet from it at all times. Owners are responsible for keeping the pet from disturbing others or threatening the comfort, safety, welfare, or property of other animals or people. It is the owner's responsibility to clean up after the pet.

(9) Pets, including caged pets, will not be left unattended inside government quarters for periods longer than 24 hours.

(10) Pets will not be chained or fenced in areas where they might inflict injury to people or damage government property to include telephone poles, trees, water spouts, air conditioning tubing, etc.

(11) Animal abuse, as defined by the Missouri Animal Abuse Act of 1983, may be prosecuted by the government, and is just cause for losing the privilege of owning a pet on the installation. Any animal abuse (including abandonment, neglect, or nuisance) should be reported immediately to the Military Police. [illegible] be filed against the owner.

(12) Pet runs may be constructed within the occupant's area of responsibility after approval of the Housing Office. Pet runs are not to be attached to trees or power poles. Policing waste and restoring the lawn to its original condition is the occupant's responsibility. Pet runs often cause the ground to become bare and compacted – restoration will include turning of the compacted area adding sufficient soil to bring the area up to a level condition and seeding. If the area is not properly restored, occupants may be subject to charges.

i. **Visiting Relatives or Friends.** Social visitors and houseguests are allowed as long as visits are 30 days or less. Situations involving longer periods must be brought to the attention of the Chief, Family Housing, Building 470. Special situations require written approval.

j. **Curfew.** The curfew for juveniles is 2300 hours, every day. They may be out in the company of an adult between 2300 and 0530 hours. Report problems to the Military Police. A "juvenile" is someone who is under 18 years old, is not on active, reserve, or national guard duty, and is not the spouse of a soldier or member of another Armed Force. An "adult" is a military sponsor, parent, legal guardian, or youth group organization leader.

k. **Children.** Suspected child abuse or neglect should be immediately reported to the Child Abuse Hotline at 1-800-392-3738 and to the Military Police Desk at 596-6141. The minimum age for leaving children alone overnight is 15. Children 12 years or older and who are certified, may babysit for other children. Certification and registration with DMWR is required for anyone who routinely provides childcare as a service, contact 596-0238 for additional information. This policy is not intended to prohibit parents watching other families' children on occasion, but as a safeguard to ensure that only authorized care is provided.

l. **Play Areas.** Freestanding swing sets and family type play equipment in good repair can be placed to the rear or to the side of quarters. Temporary basketball backboards are also permitted, but they cannot be attached to government structures. If basketball systems are freestanding, they may not be located in public streets. If anchoring of any equipment will require digging or driving stakes, a digging permit is required.

m. **Bicycles/Skateboards/Rollerblades.** IAW LFW Reg 190-5, bicycle riders must obey all traffic laws, ride with the flow of traffic, adhere to all traffic signs, and ride as far right or on the shoulder of the road when possible. Helmets and reflective vests must be worn at all times when riding on roadways. Bicycles should be equipped with a headlight and taillight/reflector for use after the hours of darkness. Skateboards and rollerblades are not authorized in any commercial area, construction site, or public road on the installation. Helmets and reflective vests will be worn at all times; elbow and kneepads are highly recommended.

n. **Headphones.** IAW FLW Reg 190-5, headphones will not be worn when driving a vehicle, bicycling, skateboarding, jogging, rollerblading, or walking on roadways or shoulders while on Fort Leonard Wood. This regulation applies to active duty personnel on and off the installation.

o. **Traffic.** The maximum speed in the Housing Area is 20 MPH. Violators should be reported to the Military Police.

p. **Yard Sales.** The only authorized yard sale signs are available at the self-help store. They will also provide guidance on where the signs may be posted. Post-wide yard sales will have information displayed on the marquee at North Dakota and Constitution Avenues and in the local Post paper.

q. **Noise.** Courtesy and common sense limit noise levels. Noise levels should not unreasonably disturb or alarm another person. Serious infractions should be reported to the Military Police. Sundays through Thursdays, 2200 hours to 0530 are considered to be quiet hours. Fridays and Saturdays, 2300 hours to 0700 hours are considered to be quiet hours.

r. **Firearms.** Loaded weapons are strictly prohibited in government quarters and residential neighborhoods. Firearms, bows, and slingshots are not to be fired in populated areas. All firearms (including BB guns, pellet guns, crossbows) retained in government quarters must be registered with the Provost Marshal according to FLW Reg 210-25 and be kept:

(1) Out of the reach of children.

(2) In a place separate from ammunition or arrows.

(3) Under double lock when quarters are unattended. One lock may be the quarter's entrance; the second lock may be a locked container, trigger lock, or locked cable/chain through the firearm's trigger guard or barrel. They may also be stored in a locked room, closet or cabinet.

s. **Fireworks.** Possession and/or use of fireworks is prohibited within the confines of Fort Leonard Wood.

t. **Commercial Solicitation.** Commercial solicitation and selling are not permitted in the Housing Area. Complaints should be directed to the Military Police. For additional information contact the Commercial Solicitation Officer, Mr. Maxwell at 563-4007.

u. **Notification of Leave/Temporary Duty or Temporary Absence from Quarters.**

(1) You are liable for assigned quarters until they have been properly terminated. This includes security and proper care of grounds during periods of temporary absence from your assigned quarters. Residents and their family members, absent from assigned quarters, should notify the Military Police for periodic security checks.

(2) It is up to the residents to select someone to keep the grass properly cut and watered and perform security checks at your quarters.

(3) Do not leave your outside lights on if you are gone for several weeks. It's a clear sign that you are not home and it is a waste of energy.

v. Resident's Pecuniary Liability.

(1) Residents of government housing units are held legally responsible for damage to their units and damage or loss of government-issued appliances and furniture.

(a) You can be held pecuniary liable when your government quarters, appliances or furnishings are lost, damaged or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and you do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of quarters, such as conducting an unauthorized business in the housing unit.

(b) The Army has limited your liability to an amount equal to one month's basic pay, unless your gross neglect or willful misconduct causes the damage or loss. In such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. If you know that damage is likely to result from willful misconduct or reckless behavior of family members or guests and, despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

(c) You are not liable for damage consisting only of fair wear and tear, or caused by Acts of God (i.e., flood, high winds) or by the act of persons other than family member or guests. You are, however, responsible for damage caused by pets belonging to you or your guest.

(2) The Army does not require it, but you may want to acquire renter's insurance for your own protection. Due to eroding claim moneys available, renter's insurance may, at a relatively low cost, provide some means of collecting reimbursement for lost or damaged property.

6. Every person must be concerned with safety, energy conservation, and living conditions at Fort Leonard Wood. Structural problems or deficiencies should be reported to the DPW service order representative. Common problems such as potholes, inoperative street lamps, and missing or damaged signs are easily overlooked unless reported by occupants. Problems stemming from behaviors, pets, etc. should be reported to Area Coordinators, Quality of life NCO, DMWR, Military Police or Chain of Command, as outlined in the previous paragraphs.

7. Each soldier and family member has the responsibility to promote a healthy and pleasant place to live. Following these policies will help us all to be good neighbors and ensure that Fort Leonard Wood remains an Army Community of Excellence.

8. Residing in Government quarters is a privilege. Occupants of Government housing may be considered for eviction from quarters for:

a. Military Police (MP) blotter reports of incidents occurring in government quarters wherein sponsor, family members, or other household residents are charged and subsequently found guilty of an offense, (i.e. failure to obey regulation (ART 92), disorderly conduct (ART 134), assault (ART 128), larceny of government or private property (ART 121), house breaking (ART130), damage to government property (ART 108), etc.).

b. Three notices (FLW Form 44, Quarters Inspection Report) within a 3-month window for any violation of the Policy Letter for Family Housing (i.e., neglecting yard work, dog bites, abandoned vehicles, recreational vehicle (RV) storage in Housing, waste of utilities, etc.)

c. Immediate consideration will be given to the following incidents:

(1) Serious criminal offenses
(2) Repeated disturbances or domestic violence
(3) Illegal drug use, distribution, or manufacture of illegal drugs
(4) Family involvement in gangs or law violating youth groups

d. Once it has been determined that residents meet the eviction criteria, a letter of intent will be immediately issued to the sponsor, (or spouse in the sponsor's absence), and review panel members.

e. Within 10 working days of receipt of notification for eviction, a review panel will be assembled to determine if enough evidence is present to warrant eviction from government quarters. The sponsor of quarters under review will attend to "present his side." The review panel will consist of the following:

(1) Garrison Commander
(2) Garrison Command Sergeant Major
(3) Community Liaison Officer
(4) Chief, Family Housing
(5) Director, Family Advocacy Program
(6) MP/ Military Police Investigation (MPI)/ Criminal Investigation Division (CID) (as required)
(7) Medical Department Activity (MEDDAC) (as required)
(8) Chain of Command (Commander and First Sergeant) from the sponsors unit
(9) Staff Judge Advocate (SJA)

f. If the review panel determines that the sponsor and his/her family is to be evicted, a written notification will be provided to the resident at least 30 days prior to the termination date unless otherwise directed by the Garrison Commander.

9. This policy letter supercedes Policy Letter for Family Housing Occupants dated 4 January 2000.

JOEL G. HIMSL
COL, MP
Garrison Commander

Encl
Fort Leonard Wood Form 44
Quarters Inspection Report