DEPARTMENT OF THE ARMY

HEADQUARTERS, 233D BASE SUPPORT BATTALION
UNIT 29500
APO AE 09175

OCT 1 4 2004

AEUSG-DA-CO

MEMORANDUM FOR Service Members, Civilian Employees, and Family Members Residing Within 233d BSB Government and Leased Housing Communities

SUBJECT: Three Strikes You're Out of Housing Policy

'THIS MEMORANDUM IS IN EFFECT UNTIL SUPERSEDED"

1. References:

a. Army Regulation 210-50, Housing Management, 26 Feb 1999.

b. USAREUR Suppl 1 to AR 210-50, Housing Management, 16 May 2002.

2. Purpose: To establish policies and procedures for termination of Government and Leased quarters when residents fail to comply with the rules and regulations governing living in government owned and controlled housing.

3. Applicability: To all residents residing in government owned and controlled family housing within the 233d Base Support Battalion area of responsibility.

4. Policy and Procedures:

a. In accordance with the above-mentioned references, the 233d BSB commander has the authority to terminate assignment to family housing of any resident for no-compliance to housing and or community regulations within this command under the following conditions:

(1) Medical hardship or compassionate reasons.

(2) Misconduct of the sponsor, family members, or guests.

(3) Residents are involved in misuse or illegal use of housing contrary to safety, health, or morale.

(4) Upon request of sponsor when approved retirement is established.

(5) Repeated waste of energy resources (to include utilities).

b. Issues such as noise, the lack of responsibility in caring for a pet, non-participation in building/stairwell clean up, unattended children, unattended cooking, unauthorized guests and occupying quarters without dependents are some of the most prevalent examples of non-compliance within this community.

c. The following procedures will be used to terminate your assignment to family housing owned and controlled by the 233d Base Support Battalion:

(1) **First strike** letter of non-compliance will be sent through the service member's chain of command notifying the service member's command of the offense and requesting the service member sign acknowledgement of receipt. A signed copy of the non-compliance will be filed in the resident's file for the term of residency in Government quarters.

(2) **Second strike** will be a letter of warning sent through the offender's chain of command advising the service member's command of the offense and requesting counseling be conducted with the service member informing him/her of the impending Notification to Terminate Quarters (NTQ) upon a reported third offense. This letter will require the service member's signature to acknowledge receipt and will be filed in the resident's file for the term of residency.

(3) **Third strike** - a Notification to Terminate Quarters (NTQ) will be issued by the 233d BSB Commander. This NTQ is an official sixty days (60) notice to the service member informing him/her to process and obtain Early Return of Dependent (EROD) orders to CONUS and the requirement to terminate assigned family housing. Time extensions to this policy will only be granted if determined the service member had no control over the process time frame. Commanders will take the necessary action to ensure EROD is accomplished.

d. A NTQ can be issued for a combination of any three violations, such as excessive noise, unattended children, fires caused by unattended cooking, pet violations and non-compliance to policies governing living in government quarters. We must all remember that living in government quarters is not a right but only a privilege granted to us by our Government.

5. Our objective is to make our housing communities safe, comfortable and attractive places to live, work and play. The fact we have our dependents residing with us is also a privilege and proper orderly conduct is required by all to retain this privilege. The standard is for each of us to ensure our behavior makes this community an enjoyable place to live and work.

6. We must all work together to ensure that each and every member of this community is treated with the respect and courtesy required in stairwell type living. Together we can make stairwell type living comfortable by respecting and adhering to housing policies and promoting peace and harmony with our neighbors.

7. Proponent: Point of contact for this memorandum is Mr. Bill Sharp, Housing Management Specialist, DSN 348-7693.

MARK D. LANDERS
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Commanding