

Public Works

Family Housing Conditions of Occupancy

Department of the Army
Headquarters Fort McCoy
Fort McCoy, WI
20 May 2015

UNCLASSIFIED

SUMMARY of CHANGE

Memorandum 420-23
Family Housing Conditions of Occupancy

This revision

- Adds wait list priority procedures paragraph 1-4 a.
- Adds restrictions on government supplied lawnmower users paragraph 1-4 h (1).
- Adds Mayoral Duties paragraph 1-4 o.
- Rewords prohibited dogs paragraph 3-1 (2).
- Adds curbside recycling procedures paragraph 3-2.
- Adds information regarding anchoring trampolines paragraph 3-10.
- Spell out PPE paragraph 3-12 e (5).
- Rewords accessing training areas paragraph 3-25.

2014 revision

- Re-numbered Fort McCoy Memorandum 210-2, Family Housing Conditions of Occupancy into Fort McCoy Memorandum 420-23 due to the consolidation of AR 210-50, Housing Management into AR 420-1, Army Facilities Management.
- Removes references to Woodridge Housing due to government lease expiration, 30 June 2012.
- Adds the prohibition of aggressive breed dogs to the Pet Policy paragraph 3-1a(2).
- Adds Pet Exercise Area paragraph 3-1j.
- Adds Utilities and Energy Conservation paragraph 3-5.
- Adds Community Yard Sales paragraph 3-9.
- Adds Trampolines/Outdoor Play Equipment paragraph 3-10.
- Adds Swimming Pools paragraph 3-11.
- Adds Pedestrian and Self Propelled Vehicle Safety paragraph 3-12.
- Adds Storage Sheds paragraph 3-13.
- Adds Privately Owned Weapons paragraph 3-14.

- Adds Child Care and Supervision paragraph 3-15, 16.
- Adds Fire Pits and Grills paragraph 3-17.
- Adds Emergency Information paragraph 3-18.
- Adds Unexploded Ordnance (UXO) Hazard Awareness and Reporting paragraph 3-19.
- Adds Hunting and Target Shooting paragraph 3-20.
- Adds Recreational Vehicle Operation paragraph 3-21.
- Adds Signage within Housing Area paragraph 3-22.
- Adds Solicitation within Housing Area paragraph 3-23.
- Adds Mold Control and Prevention paragraph 3-24.
- Adds Accessing Training Areas paragraph 3-25.

Department of the Army
Installation Management Command
Headquarters Army Garrison, Fort McCoy
Fort McCoy, WI 54656

Fort McCoy Memorandum 420-23

Family Housing Conditions of Occupancy

HISTORY. This is the initial publishing of Fort McCoy Memorandum 420-23. This memorandum replaces Fort McCoy Memorandum 210-50 due to AR 210-50, Housing Management being consolidated into AR 420-1, Army Facilities Management.

SUMMARY. Provides conditions of occupancy and policies for Fort McCoy Family Housing residents in government owned housing.

APPLICABILITY. This memorandum applies to residents in government owned housing managed by Fort McCoy Family Housing.

PROPONENT EXCEPTION AUTHORITY. The proponent of this memorandum is the Fort McCoy United States Army Garrison (USAG).

SUGGESTED IMPROVEMENTS. Users are invited to send comments, suggested improvements, or updates on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Directorate of Public Works, Family Housing, 6158 H Circle South Post, Sparta, WI 54656-5161.

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By Order of:
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SUPERSESSION: Fort McCoy Memorandum 210-2, 15 March 2008

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Chapter 1

Conditions of Occupancy for Military Family Housing

1-1. Purpose

This memorandum governs the conditions of occupancy, limits of liability, and resident policies for residents of government owned Family Housing facilities managed by Fort McCoy Family Housing. Adhering to these policies will ensure each family experiences a pleasant living environment and the ability to enjoy the best housing experience in the Army.

1-2. References

Required and related publications and prescribed and referenced forms are listed in the appendix.

1-3. Explanation of Terms

Fort McCoy government owned family housing consists of the housing in the South Post Housing area on Fort McCoy.

1-4. Conditions of Occupancy for Military Family Housing

a. **Overview:** Family Housing provides housing for military personnel who are permanently assigned or attached to Fort McCoy or activities within a one hour commute based on availability. Military personnel must meet eligibility requirements to apply for the appropriate waitlist. Assignment to Family Housing is a privilege not a right. Individual waitlists are maintained for 3 and 4 bedroom officer and enlisted homes. Priority may be given to families with children over a couple without children regardless of placement on the waitlist.

b. **Resident Conduct:** All residents and visitors will conduct themselves in a courteous manner while in South Post Housing. Sponsors are responsible for their own actions along with that of their families and any visitors. Residents need to remember that living in a military community is different than living in a civilian community. Discourteous or disruptive actions will not be tolerated and may result in housing assignment being terminated.

c. **Policy noncompliance** will be brought to the attention of the resident sponsor for correction within a reasonable, agreed upon timeframe. If a second notice becomes necessary, the resident's chain of command will be notified.

d. **Resident Use:** Residents will use the premises solely as a single-family residence for themselves and their dependent family members. Use of the unit for any other purpose, including shelter of any additional number of persons, except temporary guests staying less than 7 days, is prohibited. Notify Family Housing of guests staying more than 7 days. Persons other than dependent family members are not permitted to permanently reside in government family housing unless an exception to policy is submitted through the Family Housing office for approval by the Garrison Commander.

e. **Condition of Property:** Upon the resident's arrival, a joint inspection will be completed and both parties shall agree that the property is in a fit and habitable condition. Any discrepancies will be itemized in writing on the inspection report. Copies of this report will be retained by the housing office and resident. Any additional discrepancies noted by the resident must be submitted in writing and received by the housing office within 15 days of occupancy. If additional discrepancies are not received by the housing office within the 15 day period, the housing office will consider the property to be in acceptable condition and suitable for occupancy.

f. **Plumbing and Appliances:** The resident must keep the premises, including all plumbing fixtures, facilities, and appliances, as clean and safe as condition permits and will attempt to unclog and keep clear all waste pipes, drains and water closets where possible. At the termination of occupancy, all appliances and equipment must be in good working order and the premises must be in good clean condition, normal wear and tear excepted.

g. **Use and Repair of Facilities:** Residents will use all electrical, plumbing, sanitary, heating, ventilating, and other fixtures, facilities and appliances in or on the premises in a reasonable manner.

h. **General Maintenance:** Residents will perform routine housekeeping functions, including minor maintenance and simple repairs necessary, to keep their assigned housing and any assigned Government provided furnishings in good condition. The consent of the Family Housing Manager must be obtained before the resident places any exceptionally heavy articles, such as waterbeds, in the unit which may damage the unit's structural integrity. The residents will be responsible for:

(1) Keeping up and preserving in good condition any lawn, vines, shrubbery, and gardens and keep all fences in good repair, normal wear and tear excepted. Lawn, shrub and tree maintenance includes watering, fertilizing, trimming and mowing as required. Self-help items available to residents at no cost are fertilizer, spreaders, mowers, trimmers, black dirt, grass seed, hoses, sprinklers and various lawn and garden tools. Riding lawnmowers are available through community share groups. Individuals operating government-supplied lawn mowers must be 18 years of age, or have a valid driver's license or learner's permit if they are under the age of 18.

(2) Remove leaves, sticks, and other debris that accumulate on the property.

(3) Promptly remove ice and snow as necessary or required.

(4) Furnish their own light bulbs with the exception of specialty bulbs which will be provided.

i. Notice of Defects or Malfunctions: The resident must promptly notify the Family Housing office whenever the structure or the equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. If no such notice is given, the resident will be held liable for any resultant damage.

j. Health and Safety: The resident will comply with all health and safety regulations imposed by the Fort McCoy local Command and Fort McCoy Housing.

k. System Overloads: The resident will not install or use any equipment that will overload any gas, water, heating, electrical, sewage, drainage, or air conditioning systems of the assigned premises.

l. Smoke Detectors/Carbon Monoxide Detectors: It is the responsibility of the resident to check smoke detectors periodically during occupancy and replace batteries, if appropriate, to keep the smoke detector in proper working condition. Any other malfunctions must be reported to the Family Housing office.

(1) Test smoke detectors and carbon monoxide detectors monthly.

(2) Replace batteries in battery operated detectors every 6 months.

(3) Contact Family Housing (608-388-3704) for repair when detectors are inoperative.

m. Sleeping Areas:

(1) Attic space in any building, including quarters, as a sleeping area, is prohibited.

(2) Below-grade basement areas for living and sleeping is only permitted when there is a second means of escape in compliance with NFPA 101.

n. Access to Property by Housing Managers or Representatives: Upon reasonable notice to the resident and at reasonable times, the Garrison Commander or duly designated representative may enter the premises in order to: inspect the property, make necessary repairs, alterations or improvements, and supply necessary or agreed upon services. If the residents are not at home when the premises are entered, the housing representative will have a representative from the resident's command or unit, a police officer, or a disinterested third party accompany when entering the housing unit. Notification of date, reason and whom entered the home will be left for the resident.

o. Mayoral Duties: A resident may be requested by the Garrison Commander to perform the duties of Housing Mayor.

Duties of the Mayor will include:

(1) Serving as a liaison for the military housing community.

(2) Scheduling and conducting South Post community meetings and business.

(3) Assisting the Family Housing Manager in communicating all rules, regulations, and policies applicable to the South Post Family Housing Development.

(4) In emergency situations, provide a channel of communication between the members of the South Post Housing Community and the Garrison Commander, through which they can advise him, his staff, and the Fort McCoy Housing Office of situational status and required actions for residents.

(5) Reporting to the Family Housing Manager, any lack of cooperation on the part of an occupant and any misconduct contrary to safety, health, and morals. The Family Housing Manager will notify the Mayor if any such activities occur.

Chapter 2

Liability for Damage to Assigned Housing

2-1. Limits of Liability

Residents of Government housing units are legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. Any damage by either the resident, their family member or guests beyond normal wear and tear will be repaired at the resident's expense.

a. The Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or guests act recklessly and you do not take proper steps to prevent or minimize such conduct.

b. You are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

c. Special rules for housing-related Financial Liability Investigation of Property Loss (FLIPL) reports permit commanders to waive claims for damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2-2. Insurance

The government does not provide insurance for the resident's personal property or for the personal liability needs of the resident. Residents are strongly encouraged to secure both personal property and personal liability insurance coverage to protect themselves from property loss or lawsuit. The potential for great liability makes the question of insurance very important. Residents need to decide whether potential risks warrant the purpose of insurance. The Army does not require it, but residents may want insurance for their own protection and peace of mind.

Chapter 3

Resident Policies in Family Housing Areas

3-1. Pet Policy in Family Housing Areas

a. Restrictions: Residents of government owned family housing are required to annually:

(1) Register all dogs over 5 months of age with the Monroe County Humane office (608-269-8775), located in building C at the Human Services Complex on Highway B, North of Sparta. Licenses may also be purchased from a Tomah or Sparta Veterinarian office or the Zoning office. Proof of current rabies vaccination is required. The fee for the license is \$10.00 for spayed or neutered dogs and \$25.00 for others. Proof of registration must be provided to the Housing Office within 30 days of occupancy.

(a) Comply with all applicable county, state, federal and local laws and installation specific requirements associated with the ownership, registration, control and vaccination of pets.

(b) All personnel have the responsibility of notifying the Fort McCoy Housing Division when a registered pet is removed from post, transferred or sold to another owner or dies.

(2) Residents may not board, in government owned housing any dog of a breed (including mixed breed) that is deemed "aggressive or potentially aggressive" unless the dog is a certified military working dog that is being boarded by its handler/trainer. For the purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as Pit Bulls (American Staffordshire Bull Terriers or English Staffordshire Bull Terriers), Rottweiler, Doberman Pinschers, Chows, and wolf hybrids. Dogs will be prohibited which demonstrate a propensity for the following types of dominant or aggressive behavior:

(a) Unprovoked barking, growling, or snarling at people approaching the animal.

(b) Aggressively running along fence lines when people are present.

(c) Biting or scratching people.

(d) Escaping confinement or restriction to chase people.

(3) May not board in government owned housing exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot bellied pigs, monkeys, arachnids, or any farm animal.

(4) May not board more than 2 pets. This restriction does not apply to the keeping of tropical or other small fish in an aquarium.

b. Installation Housing Management maintains the authority to:

(1) Determine additional requirements for tenant liability insurance.

(2) Initiate action to terminate housing assignment for failure to remove aggressive or unruly pets.

(3) Assess charges for pet damages.

(4) Grant exceptions to this pet policy, after validation from HQDA that the exception does not conflict with existing Army policy for installations.

c. Pets: Army housing and related equipment and furnishings which are damaged by pets allowed on the premises by the resident will be repaired or replaced at the resident's expense. If pets are allowed on the premises, carpets will be thoroughly cleaned at the termination of occupancy at the resident's expense.

d. Restraints. Dogs and cats will not be allowed to run at large in the Family Housing area. They will be confined in quarters, or when outdoors, kept on a leash, or kept in a fenced area or kennel that meets criteria set forth by the Family Housing office. **Animal droppings must be cleaned up at all times within and outside of the dwelling. You will be expected to remove pet droppings from yards and common areas to always maintain grounds and lawn maintenance standards. Damage from neglect may be charged to the resident.**

e. Impoundment. Animals running at large or involved in bite incidents will be impounded at the Monroe County Animal Shelter by law enforcement authorities. The owner will be notified of the impoundment. All fees to retrieve the animals will be borne by the owner.

f. Nuisance Animals. The owner is responsible for animals or pets causing damage or considered a nuisance. Complaints to the Family Housing Office regarding excessive barking, whining, digging, droppings left without owner clean up, etc., will be addressed to the owner for immediate action. If not corrected, the animal may be impounded and the resident may lose pet privileges.

g. Abandonment. The owner will not abandon animals on departure of quarters. If a pet is no longer desired it must be disposed of by placing the pet in a good home or by giving it to the Humane Society for proper disposition.

h. Construction of cages, fences or runs to accommodate animals/pets requires the preapproval of the Family Housing office. The request must include the design, location, size, and type of materials to be used. Request must be forwarded to the Family Housing Office.

i. Neglect/Mistreatment. Animals suspected of being neglected or mistreated will be reported to the Fort McCoy Police Division. The Fort McCoy Police Division and the Monroe County Humane Office will conduct a joint investigation regarding the alleged neglect/mistreatment. Ensure your pets are not left for extended hours and provide proper shelter in extreme hot and cold temperatures.

j. Pet Exercise Area. The fenced area behind the South Post Community Center is available for residents to exercise their pets while the owner is present. Pets may not be left unattended. Pet owners will be responsible for any damage to property. Owners will clean up pet droppings before leaving the area. Pet clean up bags are available on site. Do not use the pet exercise area when the Community Center is in use for a scheduled event by others.

3-2. Recycling

In accordance with AR 200-1, Environmental Protection and Enhancement, residents of Family Housing should recycle to the fullest extent. Residents of the South Post Housing area should place recyclable items in the appropriate containers and place them curbside at their home by 7:00 a.m. each Tuesday morning. For larger items, residents may drop them in the recycling container at the end of Wisconsin Avenue. Items which do not fit in the containers must **not** be left next to or on the container. Call the Fort McCoy recycling center to arrange for a special pickup of large items that do not fit in the container. Recycling guidelines for the South Post Housing area are provided in the residents handbook issued with your home or by contacting the Family Housing office.

3-3. Vehicle and Recreational Vehicle (RV) Parking

a. Resident vehicles are to be parked in garages or driveways to prevent congestion and safety hazards. Parking is prohibited on lawns, grassed areas, sidewalks, in front of driveways and within 50 feet of a fire hydrant. Vehicles parked on the street must be facing the direction of travel. Vehicles parked on the street for over 24 hours may be ticketed.

- b. Recreational vehicles are to be parked within the RV parking lot for long term parking. RV vehicles will not be parked at a residence driveway for more than 72 hours. RV's will not be parked in any other location within the Housing area. Keys and lots can be obtained from the Family Housing office.
- c. Vehicles that will not be repaired or are not operational cannot be stored within the housing area.

3-4. Fence Policy

Fencing for pets or children are allowed in Family Housing with prior approval from the Family Housing office. The resident installing the fence is responsible for costs of construction and fence materials as well as maintenance. Approved fences will only be placed in backyards two feet or more from lot lines and must be four (4) feet in height. The fence must be adjacent to but not attached to the corner of the house on one side and the privacy fence on the other. The installed gate must be wide enough to accommodate the lawn mower provided by the Family Housing Office. The resident is responsible for calling Diggers Hotline (811) to locate underground utilities. Fences must be constructed of galvanized or stainless steel chain link/pipe and inspected when complete by the Family Housing Office for compliance. Residents may remove fences and must repair the lawn to original condition when departing from housing or be pre-approved by the Family Housing Office to leave fence permanently at no acquisition cost to the Government. Fences left by a previous resident will become Government property and will then be maintained by the Family Housing Office.

3-5. Utilities and Energy Conservation

a. Utility service for gas, water, sewer and electricity is paid by Fort McCoy Housing directly to the service provider. Each home has a separate account and is monitored for usage. Services for telephone, television and internet service are the responsibility of the resident. Residents must establish accounts directly with the provider. The placement of satellite dishes is allowed with prior approval from the Family Housing office. Satellite dishes must be placed in the backyard, not attached to the home, and removed upon departure.

b. Residents must make a continuous effort to conserve energy used in their home. Energy saving tips found in the Family Housing Resident's Handbook will be reviewed regularly and practiced. Monthly reviews of utility usage will be conducted in accordance with AR 420-1 and government housing may be terminated for the repeated waste of utilities.

c. Residents of Fort McCoy's family housing are authorized to use domestic water for landscaping, community garden, and lawn watering from 0600-0900 and 1800-2100. This avoids times of peak water demand for other household uses. Lawn watering during the middle of the day is not efficient as 65% of the water used evaporates. Please consider installing water sensors instead of using timers so sprinklers will not run when it's raining. Please adjust sprinklers so only the lawn is watered and not the building, sidewalk, or street. If possible, split watering durations into shorter periods for better absorption.

3-6. Home Improvements

Requests for home improvements, such as painting, wallpaper, shelving, ice makers, etc., must be approved prior to installation by the Family Housing Office. The resident may be required to remove or restore the area to the original condition when departing the home.

3-7. Absence from Quarters

Residents must notify the Family Housing Office of periods of absence from quarters longer than one week. Residents will need to make arrangements to ensure their home is routinely checked by their representative or maintenance personnel while they are absent from their home. Lawn mowing and snow removal must be maintained while the resident is absent. Damages occurring from unattended homes will be billed to the resident.

3-8. Legal Jurisdiction

South Post Housing residents residing on Fort McCoy property are under the jurisdiction of all Fort McCoy regulations and Family Housing policies. Fort McCoy Police Division and Fire & Emergency Services Division are provided.

3-9. Community Yard Sales

Residents may participate in the South Post Community Association sponsored yard sales, which will be scheduled once or twice a year. All residents will be notified of the date scheduled. **Individual yard sales on other dates are not permitted.**

3-10. Trampolines/Outdoor Play Equipment

Outdoor play equipment and trampolines must be placed in the backyard. Residents must use a trampoline that has safety nets attached. Proper lawn care will be maintained around outdoor play equipment and trampolines. Adult supervision is required during use. **Trampolines will be anchored securely to the ground at all times in accordance with equipment instructions.**

3-11. Swimming Pools

Small wading pools with a depth of 12" or less may be used with adult supervision required. The pool must be emptied at night to prevent accidents and mosquito breeding areas. The lawn must be properly maintained around the pool area.

3-12. Pedestrian and Self Propelled Vehicle Safety

The following rules apply on post and within the Family Housing Area, and to all Residents.

a. **Pedestrian Safety.** Pedestrians will use crosswalks and sidewalks where available. When sidewalks are not available, pedestrians will walk on the shoulder of the road facing traffic. Individuals running or walking along roadways must remain alert to vehicular traffic, stay safety conscious, and share the road to ensure a safe environment for all.

b. Wheeled vehicles, including personal modes of transportation, are required to yield to pedestrians in crosswalks. However, pedestrians should not assume that traffic will yield; therefore, pedestrians must maintain situational awareness when crossing at crosswalks.

c. All persons engaged in individual physical training activities during hours of darkness and periods of reduced visibility, will wear reflective equipment. Reflective equipment is defined as a reflective vest, jacket, or belt worn over outer garments. Reflective equipment must possess reflective qualities that allow an individual to be seen in the light of approaching vehicles. Reflective material on clothing and shoes, to include the Physical Fitness Uniform is not sufficient.

d. The use of headphones or earphones while walking, running, skating or bicycling on the installation is prohibited; except for the PT track and skateboard park.

e. Self-propelled vehicle/equipment safety.

(1) Self propelled vehicles/equipment includes bicycles, skateboards, scooters, and roller skates.

(2) All personnel including Family members that ride bicycles, or other types of self-propelled equipment on Fort McCoy property will wear a properly fitted bicycle helmet that meets the safety standards established by the U.S. Consumer Product Safety Commission, the American Society for Testing and Materials, or the Snell Memorial Foundation. This may be verified by a sticker or stamp inside the helmet.

(3) When bicycling during hours of darkness or reduced visibility bicycles will be equipped with operable headlights and taillights, and the bicyclist will wear a reflective upper outer garment.

(4) Bicycle riders will adhere to all traffic laws and obey all traffic control devices.

(5) Soldiers and all civilians are encouraged to wear additional personal protective equipment (PPE) such as elbow pads or knee pads while participating in the above mentioned activities.

f. The skate board park is designated for skateboards, scooters and BMX bikes only. Additional skateboard park rules are posted on site.

3-13. Storage Sheds

Residents may be allowed to place a temporary/portable outdoor storage shed on their assigned lot with prior approval from the Family Housing office. The resident is responsible for costs and maintenance. Approved storage sheds will not be larger than 8 x 10 feet and be in a well maintained condition. The storage shed must be placed directly behind and adjacent to the home and inspected by the Family Housing office once installed. Proper lawn care will be maintained around the storage shed. The resident must remove the shed and repair the lawn under and around it before departing housing.

3-14. Privately Owned Weapons

Fort McCoy Memorandum 190-2, Privately Owned Weapons, requires military personnel residing in government housing, to register privately owned firearms with the Fort McCoy Police Division. The Housing office will assist residents with the registration process. Fort McCoy Form 433 (Weapon Registration Worksheet) is available from the Police Station at building 1681 or from the Housing office. A separate form must be completed and returned to the Housing office for each weapon within two weeks of occupancy. The resident's Unit Commander will attach a memorandum requesting approval. Housing will submit to the Police Department and keep a copy in Housing records. The Police Division will notify the Unit Commander of the approval.

3-15. Child Care and Supervision

Fort McCoy Memorandum 608-1 provides detailed information on the minimum requirements at Fort McCoy regarding child supervision. The purpose of the memorandum is to protect the health and safety of children and to protect the installation facilities and mission from the effects of unsupervised children. Parents have primary responsibility for their children; however, Department of Defense (DOD), and the Department of the Army (DA) have concerns and the installation Child Supervision policy must be adhered to. Key points of the supervision policy include:

a. Children ages 1-4 require constant direct visual supervision and periodic checks must be made on sleeping children.

b. Children ages 5-7 do not require constant direct visual supervision but the person providing supervision must be constantly available and check frequently to make sure the child remains in a designated safe area.

c. The person supervising children ages 8-9 years must be available and must check on children periodically. Children in this age group must not be left to supervise younger children. Children 8-9 must not be in self-care or alone at any time.

d. Children age 10 must not be in self-care or alone on a regular basis during weekday, school-out, vacation, and/or summer out of school time. To determine if a 10 year old is mature enough for the responsibility of being alone, for short periods of time during daylight hours not on a regular basis, complete the assessment guide to parents provided as an attachment to Fort McCoy Memorandum 608-1 Child Supervision available on the corporate web site.

e. For children 11-12, parents may use discretion in determining the child's ability to provide self-care on a regular basis during weekday, school-out, vacation, and/or summer out of school time. The person supervising a child in this age group must be aware of the child's location and activities. They must adhere to the installation curfew for juveniles.

f. Children ages 13 and older may be left alone for longer periods. They must have an emergency plan, including a person available for them to call. They must also adhere to the installation curfew for juveniles. Responsible children in this age group may supervise younger children. Children who are 13 years and older and have completed the Child and Youth Services Babysitting Course, may be placed on the babysitter referral list available at Child, Youth and School Services Parent Central Services Office.

(1) All babysitters in Fort McCoy housing units must be a minimum of 13 years old.

(2) Children under 18 are not to be left unsupervised over night.

(3) At no time will a child under the age of 10 years be left unattended in any motorized vehicle.

(4) At no time will a child under 16 years be left unattended in a motorized vehicle that has the keys in the ignition and/or the engine running.

(5) The installation curfew policy includes that juveniles under the age of 17 are subject to curfew and may not be outside in housing areas or on the installation Monday through Sunday from 2300-0500 unless accompanied by a parent or sponsor. Exceptions to this are located in Fort McCoy Memorandum 608-1.

(6) Children less than 12 years of age are to be in the immediate area of their home under direct adult supervision by 2100 during the summer months and 2000 during the winter months.

(7) If a child in any age group is not responsible or mature enough to remain within these guidelines, then the child should be supervised in the manner prescribed for a younger age group. Children in this age group must not be left to supervise younger children. Children 8-9 and younger must not be in self-care or alone at any time.

3-16. Child Care in Government Quarters

Residents in government quarters must obtain approval and training from the Fort McCoy Child Development Center prior to operating a child care center in government quarters.

3-17. Fire Pits and Grills

The use of portable grills and fire pits is authorized within the South Post Family Housing area under the following conditions:

- a. All grills and fire pits must be a minimum of 25 feet from any structure.
- b. Small children must be kept a safe distance from the grill or fire pit at all times.
- c. A fire extinguisher, garden hose or other means of extinguishment must be on hand at all times when the fire is burning.
- d. Cookout, barbecue and fires in fire pits must be under constant guard and extinguished when no longer needed.
- e. Only commercially manufactured fire pits, with screen spark arrestors can be used. The screen spark arrestor must be in place at all times.
- f. The use of gasoline or other flammable products other than charcoal lighter fluid is prohibited.

3-18. Emergency Information

Fire Plan. To ensure the safety of all occupants, a fire plan shall be developed. A clear uncomplicated plan is required so all members can understand and carry out their assignments. These principles are essential:

- a. Immediately upon discovery of fire, all family members shall leave or be removed from the building.
- b. **Once outside, never let anyone re-enter the building.**
- c. As you leave, close doors behind you.
- d. Designate a meeting place outside. If someone is missing notify the first arriving firefighter.
- e. Report the fire to the Fire & Emergency Services Division (dial 911), do not risk injury to use your own telephone; use a neighbor's. Directorate of Emergency Service (DES) emergency number is 911, non-emergency 608-388-2000.
- f. Notify all occupants in adjoining quarters or houses.
- g. All families should have an **Emergency Evacuation Plan** including a designated place to meet in the event of emergency. Emergency announcements may be made:
 - (1) In person, by telephone, or by written email communication.
 - (2) On local radio or television.
 - (3) By siren or alarm.
 - (4) By public address system.
 - (5) By Mass Notification System.

3-19. Unexploded Ordnance (UXO) Hazard Awareness and Reporting

- a. Military training involving live ammunition and explosives has occurred throughout Fort McCoy since 1909. Deliberate and comprehensive efforts have been conducted to clear the unexploded ordnance (UXO) hazard; however these items may occasionally still be encountered while on Fort McCoy.
- b. UXOs are often referred to as duds, bombs, munitions, ordnance, ammo, dummy rounds, or by other terms. Regardless of what they are called, they should be considered extremely dangerous. They were designed to explode and still have the capability to do so. Never touch, move, or disturb munitions. Even Civil War cannon balls and souvenir munitions that may have been handled for years can potentially detonate at any time.
- c. UXOs come in many shapes and sizes and may be visible on the surface or be buried. It can be exposed by erosion or fires, and may look new or old. UXOs may also be found alone or in groups; and can be whole or in parts.
- d. Anyone encountering or believing they may have encountered unexploded ordnance should consider it extremely dangerous. The proper response to avoid injury to themselves and others is to follow the 3Rs of explosives safety:
 - (1) Recognize - Recognizing when you may have encountered UXO is key to reducing the risk of injury or death. If you encounter or suspect you may have encountered UXO, consider it extremely dangerous. Remember, UXO is sometimes hard to identify. Additional UXO safety information and a photo gallery of various types of UXO is available from the Department of Defense internet site at

<http://www.denix.osd.mil/uxo/SafetyTopics/UXO.cfm>.

(2) Retreat - If you encounter or suspect you may have encountered UXO, do not touch, move or disturb it, but immediately and carefully leave the area following the same path on which you entered. If you can, mark the general area, not the UXO, in some manner (e.g., with a hat, piece of cloth, or by tying something to a tree branch).

(3) Report - Notify the Directorate of Emergency Services by dialing 911. Be prepared to report what you saw, where you saw it, and the type of marking utilized if you were able to mark the area. These actions will protect you and others as well as aid in the appropriate response by first responders.

e. Immediately upon discovery of UXO, everyone shall leave or be removed from the immediate area or the explosion area buffer zone. If leaving the area, families should ensure the incident commander and the Housing Mayor have a method to contact them to provide updates on the situation or notify them of incident resolution. Accountability of affected families is a critical component of successful incident management.

f. No one will enter the immediate area or the explosion area buffer zone without the approval of the on-scene fire or police incident commander.

g. UXO will only be disposed of by qualified personnel.

3-20. Hunting and Target Shooting

Hunting is prohibited within the South Post Housing area or within 50 feet from surrounding roadways. Contact the Directorate of Public Works, Environmental Division, Natural Resources Branch Permit Sales office at 608-388-3337, located in Building 2168 on Fort McCoy, for more information and hunting area maps. All target shooting is prohibited. Contact the Fort McCoy Sportsman's Range for gun and archery target shooting facilities at 608-388-3517.

3-21. All Terrain Vehicle and Snowmobile Operation

All Terrain Vehicle (ATV) and snowmobile operation in the South Post Housing area is prohibited. This includes snowmobiles, all terrain vehicles and 4 wheelers. State and county RV trails can be accessed nearby. Trail maps and information are available at www.monroetrails.com and www.travelwisconsin.com.

3-22. Signage within Housing Area

Signs placed in common areas by individuals or activities must be pre-approved by the Housing Office.

3-23. Solicitation within Housing Area

Individuals or activities wishing to circulate or leave information/materials at residents homes must request prior approval through the Housing office. This is not to discourage neighborly communications within the community, but intended to stop uninvited individuals or activities going door-to-door leaving unwanted correspondence. Families wishing not to be contacted can be included on a "no contact" list maintained at the Housing Office. Commercial activities must secure and show required documentation in accordance with Fort McCoy Regulation 210-1. Violations of this policy should be reported to the Housing Office or the Directorate of Emergency Services.

3-24. Mold Control and Prevention

The resident has the responsibility to control mold growth. The resident must maintain appropriate climate control, keep the home clean, and take every measure to retard and prevent mold and mildew from accumulating in the home. Report any evidence of a water leak or excessive moisture in the home, garage, or basements as well as any evidence of mold or mildew-like growth that cannot be removed by simply wiping the area with a common household cleaner immediately. Failure or malfunction of the heating, ventilation, or air conditioning systems in the home, and any problems with doors and windows also need to be reported immediately. Residents can prevent or minimize mold growth in their homes by taking the following actions:

a. Open windows during times when heating or cooling are not necessary. If it is not possible to open windows, run the fan on the central air-handling unit to circulate fresh air throughout your home.

b. During damp or rainy weather, keep windows and doors closed.

c. Periodically clean and dry the walls and floors around the sink, bathtub, shower, toilets, windows and patio doors using a 1% bleach solution.

- d. On a regular basis, wipe down and dry areas where moisture sometimes accumulates, like windows and windowsills.
- e. Use the bathroom fan when bathing or showering and allow the fan to run until all excess moisture has vented from the bathroom.
- f. Use the kitchen exhaust fan when cooking or while the dishwasher is in use and allow the fan to run until all excess moisture is vented from the kitchen.
- g. Ensure that your clothes dryer vent is operating properly and clean the lint screen after every use.
- h. Use care when watering houseplants. If spills occur, dry up excess water immediately.
- i. Thoroughly dry any spills or pet urine on carpeting.
- j. Do not overfill closets or storage areas. Ventilation is important in these areas.
- k. Do not allow damp or moist stacks of cloths or other cloth materials to lie in piles for an extended period of time.

3-25. Accessing Training Areas

The Fort McCoy Housing community is surrounded by active training areas. Training exercises are routinely conducted in the adjacent wooded areas and on roads in the area. While the adjacent wooded training areas are not off limits for hiking and exploring, there are structures located throughout these areas that are strictly prohibited from entering. Do not enter any structure in the training areas. Several training areas are gated. If the gates are closed or training is being conducted within, residents are prohibited from entering. If residents are jogging, hiking or biking on a roadway and encounter troops conducting training, please turn around and use another route. These guidelines are not intended to discourage the use of adjacent training areas for your recreational and physical fitness use, but to create an awareness for safety purposes that training may be going on in the area you intended to use.

Appendix A
References

AR 420-1
Army Facilities Management

Fort McCoy Memorandum 190-2
Privately Owned Weapons

Fort McCoy Form 433
Weapon Registration Worksheet

Fort McCoy Memorandum 608-1
Child Supervision