

k. Mandatory assignment (foreign areas only). The garrison commander may mandatorily assign adequate housing if necessary to maintain maximum occupancy. The following conditions apply:

- (1) Personnel will not be mandatorily assigned until all volunteer Families, regardless of rank, are assigned.
- (2) Personnel will be mandatorily assigned only to housing adequate for their grade and bedroom requirement except in cases of military necessity.
- (3) Garrison commanders will consider assignment of all personnel listed in table 3-4 before implementing mandatory assignment procedures.
- (4) Soldiers will be informed of housing availability and the possibility of mandatory assignments before or upon application for Family housing. A DD Form 1747 may be used for this purpose (DA Pam 420-1-1). Soldiers who have been notified in writing that housing will not be mandatorily assigned will not be required to move on post, regardless of subsequent changes in housing availability.
- (5) Mandatory assignment will not be made if—
 - (a) Soldier has less than 1 year's duty time remaining at the installation.
 - (b) Such assignment would cause extreme hardship.
- (6) Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.
- (7) If a Soldier refuses to occupy Government housing, the Soldier will be advised in writing that housing allowances will be forfeited as long as housing adequate for their grade and bedroom requirement is available.

l. Home purchase statement. A DD Form 1747 may be used as a statement that the member will not be required to occupy Government housing. The statement will assist members to obtain Federal Housing Administration (FHA), Department of Veterans Affairs (VA), or other loans.

m. Mobile homes and mobile home spaces.

(1) Mobile home spaces in Government-owned parks are primarily for use by members accompanied by Families. Mobile homes may be owned, leased, or otherwise acquired by the member. Potential occupants need not have possession of a mobile home at time of placement on the waiting list. If a Soldier sells a mobile home to another Soldier, the garrison commander will determine if the mobile home must be moved from the space (see para 3-92e).

(2) Contractor-owned and contractor-operated mobile homes are not Government housing for assignment purposes. However, the housing office will maintain waiting lists and provide prospective tenants to the contractor. Occupancy of these units does not preclude application by Soldier for Government housing (see para 3-92d).

n. Other Family housing programs.

(1) Title 10 USC 2835 or domestic build-to-lease housing and both domestic and foreign Government-leased units are Government-controlled Family housing for assignment purposes (see para 3-87b(4)).

(2) Title 10 USC 2836, or rental guarantee, housing is not considered Government-controlled housing for assignment purposes. A separate waiting list will be maintained and prospective tenants will be referred for occupancy. When 97 percent utilization by Families cannot be maintained, unaccompanied or eligible DOD personnel will be referred (see para 3-87b(4)).

(3) Privately-owned Wherry housing is not Government-controlled housing for assignment purposes. However, the garrison commander may certify prospective tenants to the owner.

(4) Title 10 USC 2871 (that is, privatized) housing is available at selected locations under the RCI (see para 3-111). RCI housing is not considered Government-controlled housing for assignment purposes. The RCI partner, not the Army, makes the assignments.

3-17. Occupancy of Family housing

a. Occupancy by non-Family members. Persons other than Family members, as defined in glossary, may be permitted to reside in Family housing. The following apply in such cases:

(1) Sponsor will request approval in writing through the housing office to the garrison commander to allow non-Family members to reside in housing. Non-Family members who are registered or who are required to register as sex offenders and intend occupancy of, or overnight visitation to, a Family housing DU will sign in at the provost marshal's office. Failure to do so may result in the host sponsor being evicted from housing.

(2) Approval does not imply an extension of other benefits or privileges to which non-Family members are not otherwise entitled.

(3) When the garrison commander is the sponsor, his or her immediate superior must approve the request.

(4) Approved occupancy will be equitable for all Soldiers and not adversely impact on health, safety, morale, or welfare of the installation.

(5) Additional bedroom requirements are not authorized to accommodate non-Family members.

(6) Neither storage of the sponsor's household goods at Government expense to accommodate the non-Family member's household goods is authorized nor is storage or shipment of non-Family member's household goods.

(7) Residence in housing overseas by non-Family members must be consistent with applicable host nation laws, SOFAs, and other international agreements. Residence in Government housing by non-Family members under this

- (2) The housing is safe, decent, and sanitary so as to be acceptable for occupancy pending revitalization.
- (3) There is a need which cannot be met by locally available private housing.
 - (a) Need must be determined in accordance with current programming criteria. Under no circumstances will units be retained as substandard housing where adequate private housing is available at reasonable costs.
 - (b) The requirement to retain must be for eligible personnel who—
 - 1. Are awaiting scheduled construction of new housing, or
 - 2. Have only a short-term requirement for the housing.
 - (4) A rental charge (not to exceed 75 percent of full BAH) will be charged to the residents for such housing. However, when such housing is occupied by other than members of the Uniformed Services and their Families, full rent and charges shall be collected from the residents.
 - (a) Nonroutine repairs and improvements, during the remaining life of the units, will be limited to those repairs or improvements necessary to keep units in a safe, decent, and sanitary condition. Total rental income for that housing project may be less than all routine O&M costs, plus the costs of any nonroutine repairs or improvements, made during any period. As long as units are retained, all reasonably necessary M&R to keep units in a safe, decent, and sanitary condition may be accomplished without regard to income.
 - (b) Substandard units which can be economically improved to adequate standards will be reclassified on completion of the project. Appropriate notations and changes will be made to real property records.
 - (c) IMCOM may approve reclassification of Family housing units erroneously identified as substandard.
- e. *Disposition policy.*
 - (1) Substandard Family housing will be scheduled for disposition if it does not meet the criteria for retention in paragraph 3–24d. Substandard housing may be disposed of as follows:
 - (a) Conversion to other use. Garrison commanders may request conversion of substandard housing to a use other than Family housing. Costs of conversion may not be funded from AFH and the converted units will not be returned to Family housing use without prior approval of HQDA (DAIM–ISH). If approved, the cost of returning the units to the Family housing inventory will not be funded by AFH.
 - (b) Disposal by sale or demolition. Disposal is done per AR 405–90. Cost of disposal will be per DFAS–IN Manual 37–100–FY when it has been determined that such costs are properly chargeable to AFH. (In this regard, consider inactive substandard units as pending disposal action unless units are reclassified per paragraphs 3–24d(4)(b) and 3–24d(4)(c).
 - (2) Prior approval of HQDA (DAIM–ISH) is required for diversion, conversion, or disposal of substandard housing except as permitted in paragraphs 3–24d(4)(b) and 3–24d(4)(c). Requests for diversion, conversion, or disposal will include data outlined in paragraph 3–29.
- f. *Assignment.* Assignments to substandard housing will be made on a voluntary basis only, except for reasons of military necessity (see para 3–16j).

Section V

Occupancy and Disposal

3–25. Scope

This section provides housing occupancy goals and establishes policy for changing functional use of housing facilities and the disposal of DUs.

3–26. Goals

The Army’s goal is to achieve the best occupancy rates possible through optimum management of its housing inventories. This conserves public funds, focuses limited resources on occupied units, and maximizes availability of housing to eligible personnel.

a. Family housing.

(1) The goal of each installation is to achieve an occupancy rate of 95 percent. The maximum acceptable vacancy is 5 percent for adequate DUs. Vacancy rates above 5 percent require an analysis to determine if DUs are excess to needs. No vacancy rate is set for substandard DUs because occupancy is on a voluntary basis. However, every effort should be made to maximize their occupancy.

(2) Vacancy rates are determined from Business Occupancy Program (BOP) reports.

b. Unaccompanied personnel housing (permanent party).

(1) The goal for each installation is a utilization rate of 95 percent for adequate housing.

(2) Eligible Soldiers will not be required to occupy temporary World War II or substandard UPH (not upgradeable) facilities except for military necessity (see para 3–20d(3)).

(3) As necessary, garrison commanders may maintain in active status those adequate barracks carried as “excess” in