



DEPARTMENT OF THE ARMY
284TH BASE SUPPORT BATTALION
UNIT 20911
APO AE 09169-0001

AETV-GSN-EH

12 Nov 03

MEMORANDUM FOR SEE DISTRIBUTION

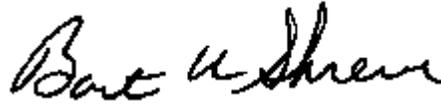
SUBJECT: Command Policy Letter 9, Dishwashers in Army Family Housing

1. Purpose: To prescribe procedures for the issuance and installation of dishwashers to family housing residents.
2. Applicability: All family housing residents within the 284th BSB area of responsibility, who have been assigned to family housing units, where a dishwasher is currently not installed.
3. Objective: To establish a standard procedure for evaluating requests for dishwasher installation.
4. Eligibility: Due to limited funding, dishwashers will only be approved for installation in apartments meeting one or more of the following three criteria:
 - a. Families with three or more children under the age of 12.
 - b. Family Child Care (FCC) providers.
 - c. Families where one or more of the members has a physician-documented medical condition that makes it unreasonably difficult to wash dishes by hand.
5. Policies:
 - a. Soldiers requesting a dishwasher are required to submit their requests with supporting documentation, where applicable, to the Chief, Housing Division.
 - b. The Housing Division will indorse and forward all requests to the Directorate of Public Works for approval/disapproval. The member will be notified of the decision
6. Procedures: Only written requests with original signatures will be evaluated. All requests for a dishwasher must be clearly justified. Requests based on a specific medical problem require the appropriate medical documentation. The clinic commander must provide a written recommendation, stating if the medical condition is temporary or permanent, and what impact disapproval of the request will have on the medical condition.
7. Responsibilities: The Housing Division is responsible for reviewing all requests for dishwashers in accordance with established procedures. Housing will assemble all requests, and send them to the approving authority. After approval/disapproval, Housing will retain a copy in the members' file.

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8. Proponent: The proponent of this policy is the Chief, Housing Division, Directorate of Public Works, at 343-7508.

A handwritten signature in black ink that reads "Bart U. Shreve". The signature is written in a cursive, slightly slanted style.

BART U. SHREVE
LTC, SF
Commanding

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