



**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 10, Clearance of Government Controlled Family Quarters and Temporary Lodging Allowance (TLA) Entitlement

1. References:

- a. Army Regulation 210-50, Housing Management, dated 26 February 1999.
- b. USAREUR Suppl 1 to AR 210-50, Housing Management, dated 16 May 2002.
- c. USAREUR Regulation 37-4, Providing Temporary Lodging Allowance in USEUCOM, dated 2 July 1998.
- d. 104<sup>th</sup> ASG Housing Management Standing Operating Procedure, dated 31 March 2003.

2. Purpose: To prescribe procedures for clearing government controlled family quarters and TLA entitlement.

3. Applicability: All personnel clearing government controlled family quarters within the 284th Base Support Battalion (BSB) area of responsibility.

4. Distribution: A copy of this memorandum will be issued to all residents clearing government controlled family quarters. Occupants are required to familiarize themselves with the contents of this memorandum and arrange for final clearance and out-processing appointments accordingly.

5. Policies:

a. Occupants on official PCS/ETS/Retirement orders and government directed moves are eligible for government contract cleaning. Occupants on orders for Advanced Return of Dependents (ARD) and occupants moving for their personal convenience are not eligible for government contract cleaning.

b. Occupants are required to clear and vacate their quarters in accordance with established standards, relocate to transient housing (guesthouse) prior to their departure and collect TLA in accordance with the schedule at enclosure 1.

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6. Procedures:

a. Occupants will follow the steps in enclosure 2 to clear family housing.

b. Occupants eligible to receive government contract cleaning must accomplish all tasks listed in the "minimum cleaning standards" memorandum and handouts provided by the inspector during the pre-termination inspection (Encl 3).

c. During the pre-termination inspection, the housing inspector will determine if the quarters will be repainted or floors will be redone.

1. Prior to the "final" inspection, the occupants may correct damages to the walls and ceilings other than fair wear and tear. If not, the occupant may be held liable for the damages.

2. Damages are not considered fair wear and tear if the quarters were painted less than 18 months ago. If the quarters were painted between 18 and 24 months ago prior to check out, the inspector will make a determination regarding the occupant's liability. The inspector will consider the number of occupants, the number of change of occupants, and other pertinent information in determining the occupant's liability (i.e. an apartment occupied by a soldier with five children will show more signs of "normal" wear than an apartment occupied by a soldier and his/her spouse only). If the quarters were painted more than 24 months prior ago prior to check out, the damages will be considered fair wear and tear.

3. Fair wear and tear is deterioration of or damage to property not caused by neglect or willful damages. Damages which are not considered fair wear and tear include: crayon marks on walls, holes 3/8 inch or greater in diameter, and damaged plaster.

d. Damages to quarters and furnishings must be reported as they occur. It is the responsibility of the occupant to ensure that all items are in an acceptable condition prior to final inspection.

e. Occupants moving for their personal convenience must comply with the cleaning standards outlined in references above, and the "maximum" cleaning standards handout given by the housing inspector during the pre-termination inspection.

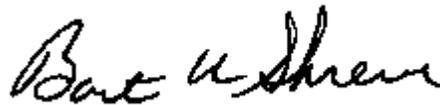
f. Occupants moving from one set of quarters to another must clear their old quarters within five working days after assignment. Should the occupant fail to pass the second inspection, keys will be surrendered and the housing office will contract out the cleaning, and the occupant will be charged for the cleaning and other damages.

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g. Arrangements to clear quarters may be made by contacting the housing offices at Building 32, Rooms 101-104, (343) 7605, or Building 4, Centralized Processing Facility, Rooms 216-218, Giessen Depot (343-7148). To schedule a "final" inspection, the member must physically go to the housing office at building 4 or building 32.

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



BART U. SHREVE  
LTC, SF  
Commanding

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### MOVING SCHEDULE

Occupants will normally vacate quarters based on the following schedule:

<u>DEPARTURE</u>	<u>MOVE OUT</u>	<u>FINAL INSPECTION</u>	<u>NUMBER OF DAYS TLA AUTHORIZED</u>
Monday	Wednesday	Wednesday	5
Tuesday	Thursday	Thursday	5
Wednesday	Friday	Friday	5
Thursday	Monday	Monday	3
Friday	Tuesday	Tuesday	3
Saturday	Wednesday	Wednesday	3
Sunday	Wednesday	Wednesday	4

Exceptions will only be made if the final inspection cannot be conducted or the Centralized Processing Facility is closed, due to a holiday. An additional day of TLA will be authorized in these instances.

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STEPS IN CLEARING ARMY FAMILY HOUSING

	<u>WHEN</u>	<u>WHO</u>	<u>WHAT</u>
Step 1	60-90 days prior to departure	Occupant	Schedules pre-termination inspection, contact Housing at bldg 4, 343-6082/7605 or bldg 32 at 343-6451/7148
Step 2	45-60 days prior to departure	Housing	Performs pre-termination inspection
Step 3	30 days prior to departure	Occupant	Requests loaner furniture, contact CFMO at 343-7235
Step 4	10 days prior to departure, and in possession of final out-processing appointment	Occupant	“Go” to the Housing Office at Bldg 4 of 32 to schedule final inspection. Make reservations at the Guest house at Giessen 343-1700 or Friedberg at 324-1700
Step 5	3-5 days prior to departure (see moving schedule)	Occupant	Vacates quarters
Step 6	1-0 day prior to CPF appointment (see moving schedule)	Housing	Conducts final inspection, issues termination orders to start BAH for occupant, provides TLA certificate.