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Army Regulation 210–13

Installations

General/Flag Officer's Quarters (GFOQ) and Installation Commander's Quarters (ICQ) Management

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SUMMARY of CHANGE

AR 210-13
General/Flag Officer's Quarters
(GFOQ) and Installation Commander's
Quarters (ICQ) Management

This revision--

- Throughout the publication: incorporates changes occasioned by public laws, congressional mandates, and both Office of the Secretary of Defense and Army leadership guidance and direction; highlights distinctions between GFOQ and ICQ requirements; and deletes the requirement for tracking occupant attributable and nonattributable costs.

- Describes justification required to establish a new special command position (para 3-6).

- Updates and clarifies approval authorities and cost limitations (tables 4-1 and 5-1).

- Establishes the requirement for supplementary furnishings plans (para 4-2).

- Relaxes restrictions on supplementary furnishings for GFOQ and ICQ diverted to unaccompanied officer personnel housing (para 4-2).

- Institutes the requirement for a 6-year GFOQ Plan (SYGP) (para 7-2).

- Provides suggested formats for the SYGP and the GFOQ budget estimate (paras 7-2 and 7-3).

- Establishes procedures to carry over congressional approval for M&R of a specific GFOQ when funds cannot be obligated in the fiscal year for which they were approved (para 7-3).

- Simplifies and clarifies GFOQ reporting requirements (chap 10).

Headquarters
Department of the Army
Washington, DC
31 May 1991

*Army Regulation 210–13

Effective 28 June 1991

Installations

General/Flag Officer's Quarters (GFOQ) and Installation Commander's Quarters (ICQ) Management

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes policies, procedures, and management responsibilities for furnishing, operating, maintaining, repairing, and improving representational quarters, that is, housing occupied by general and flag officers, civilians of comparable grades, and installation commanders in the rank of colonel. It addresses effective stewardship of these dwelling units emphasizing resident needs. It revises the requirement for an annual operation and maintenance budget estimate for each GFOQ. This regulation also institutes the requirement for a 6-year plan for each GFOQ and revises GFOQ reporting requirements. It implements Department of Defense Directive 1100.12 and those portions of DOD Instructions 4165.63 and 4270.21 and DOD Manual 4165.63–M which pertain to GFOQ and ICQ.

Applicability. This regulation applies to Active Army installations and activities worldwide. This regulation does not apply to the U.S. Army Reserve (USAR) and the Army National Guard (ARNG).

Internal control systems. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAEN–ZCP) WASH DC 20310–2600.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Director, U.S. Army Engineering and Housing Support Center, ATTN: CEHSC–H, Fort Belvoir, VA 22060–5580.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 2136, intended for command levels D and E for Active Army, and E for Army National Guard and U.S. Army Reserve.

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*This regulation supersedes AR 210–13, 30 October 1986.

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Chapter 1
Introduction

1–1. Purpose
This regulation provides policies, procedures, and responsibilities for furnishing, operating, maintaining, repairing, and improving General/Flag Officer's Quarters (GFOQ) and Installation Commander's Quarters (ICQ).

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Background
a. Many GFOQ and ICQ are older and larger than the vast majority of the Army's family housing inventory. Many are also historic or architecturally significant, or both. These factors tend to drive up the costs of operating and maintaining these units. GFOQ are the most expensive family housing units in the inventory. The Army has approximately 190,000 dwelling units (DUs) of which about 420 (less than one-fourth of 1 percent) are GFOQ. The average annual cost of operating and maintaining a set of GFOQ is generally more than three times the worldwide DU average for the total family housing inventory.

b. Reports on how much GFOQ cost are studied carefully. The Office of the Secretary of Defense (OSD) reviews annually the individual reports on the costs of operating and maintaining each GFOQ. Congress has expressed a special interest in this matter and is requiring more detailed reviews of GFOQ costs in the budget approval process. These reviews are intended to ensure that family housing funds are being put to best use.

1–5. General policies
a. GFOQ and ICQ will be managed economically considering the age and condition of the housing and the representational responsibilities of the residents. In general, decisions should be made using the "prudent landlord" concept; that is, would a prudent landlord in the private sector accomplish the proposed action? This policy applies to the maintenance, repair, and improvement of the DU and associated grounds and other real property, and to the provision, maintenance, repair, and replacement of furnishings. In managing GFOQ and ICQ it should not be assumed that all policies contained in this regulation apply to both. There are differences, particularly in the areas of furnishings, cost limitations, approval authorities, and reporting requirements. These distinctions should be thoroughly understood by those in the housing management chain.

b. The high operation and maintenance (O&M) costs associated with GFOQ demand special attention to assure all reasonable economies. While an alternative to high cost is replacement, the criteria for replacing such housing are restrictive. Thus, it is essential that all who have a role in the operation and maintenance of such housing exert maximum effort on preserving these housing facilities, particularly those linked to our heritage.

c. Work not specifically required will be avoided.

d. Self-help by GFOQ and ICQ residents, which precludes additional costs for maintenance and is in concert with the "prudent landlord" concept, is encouraged.

e. O&M costs will be monitored. Where such costs are consistently above average, alternatives such as disposal, diversion, reallocation, conversion, redesignation, major repair, modernization, revitalization, improvement, or replacement should be considered. An economic analysis (EA) should be used to aid in determining the preferred alternative. The recommendations accompanying the analysis should discuss considerations given to non-economic factors such as size, location, and historic or architectural significance.

f. An economic analysis should be done for any of the following conditions and should be forwarded through appropriate channels along with recommendations to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580:

(1) Average annual O&M costs over a 3 consecutive fiscal year (FY) period exceed $25,000.

(2) All identified maintenance and repair (M&R) costs are expected to exceed $25,000 in a single fiscal year (FY).

(3) Housing revitalization or improvement requirements exceed $50,000 in a single FY.

g. GFOQ reports will be prepared for those DUs which meet the requirements set forth in paragraph 10–2*c* and 10–3*c*.

Chapter 2
Responsibilities

2–1. The Assistant Secretary of the Army (Installations, Logistics, and Environment) (ASA(I,L,&E))
The ASA (I,L,&E) will provide overall policy and program direction for housing programs.

2–2. The Chief of Engineers (COE)
The COE is responsible to the Chief of Staff, Army (CSA) for ensuring that the spirit and intent of this regulation are fully met. Specifically, the COE will—

a. Review all requests for work, services, and furnishings in GFOQ requiring HQDA approval.

b. Review and comment on all recommendations for action on high cost GFOQ submitted by the major Army commands (MACOMs).

c. Resolve major M&R issues forwarded by the MACOMs for HQDA decision. (See para 5–17.)

d. Provide summary information annually on the average cost of all Army GFOQ to all MACOMs and installations which manage GFOQ.

e. Review each GFOQ request whose total M&R is expected to cost $25,000 or more in a FY, each GFOQ request for housing revitalization or improvements, and each GFOQ whose combined O&M costs are estimated to exceed $50,000 in a fiscal year.

f. Review each ICQ request whose cumulative total of programmed major M&R work, including incidental improvements, is estimated to cost $15,000 or more in a FY and each ICQ request for housing revitalization or improvements.

g. Submit requests to Congress for approval to exceed congressionally-imposed limitations.

h. Analyze annually GFOQ O&M obligations Army-wide, formulate explanations for high cost units and unusual cost trends and provide such information as may be required through the CSA to OSD.

i. Develop and manage a program to reduce the annual O&M costs of high-cost units.

2–3. Major Army commander
The MACOM commander will—

a. Ensure that installation actions submitted to higher headquarters conform with this regulation and referenced Army regulations.

b. Review planning for the O&M and construction associated with all GFOQ in the MACOM inventory. (See para 7–2.)

c. Review the annual budget estimates prepared by the installations for each GFOQ in the MACOM's inventory (para 7–3). Forward those whose O&M costs are expected to equal or exceed $50,000 and those whose M&R component is expected to equal or exceed $25,000 to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580. Do not exceed those funding limitations without appropriate approval.

d. Seek approval from USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 to carry over congressional approval authority for M&R on a specific GFOQ. (See para 7–3*d*.)

e. Resolve disagreements between the installation commander and the GFOQ resident on major M&R projects which are forwarded by the installation commander. (See para 5–17.) Forward such matters to the COE when a HQDA decision is required.

f. Review all requests for work, services, and furnishings which require higher authority approval.

g. Review and comment on all recommendations for action on high cost GFOQ submitted in accord with paragraph 1–5*f*.

h. Review the requests below and forward with comments to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 no later than concurrently with the command budget estimate (CBE) or equivalent submission.

(1) Each GFOQ request for a major M&R project which is estimated to cost $15,000 or more and each GFOQ request whose total M&R for that GFOQ is estimated to equal $25,000 in a FY.

(2) Each ICQ request where the cumulative total of all programmed major M&R work for that ICQ is estimated to cost $15,000 or more in a FY.

(3) Incidental improvements requests exceeding $3,000 per DU ($5,000 per DU for projects which support an exceptional family member) in a FY.

i. Analyze annually GFOQ O&M obligations MACOM-wide, formulate explanations for high cost units and unusual fiscal trends, and provide such information to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580.

2–4. Installation commander

The installation commander will—

a. Assure that all residents of GFOQ and installation commanders in the rank of colonel assigned to ICQ are provided a copy of this regulation.

b. Ensure the development and maintenance of comprehensive plans for the operation, maintenance, repair, and improvement of each set of GFOQ in the installation's inventory consistent with prudent management practices. (See para 7–2.)

c. Assure adherence to an execution plan which accomplishes the correction of identified, MACOM-validated deficiencies.

d. Review the scope, frequency, and estimated cost of all work in order to provide the resident with recommendations for economically sound alternatives.

e. Advise the resident of all work planned and programmed that is determined necessary to preserve the integrity of the property.

f. Assure that the GFOQ resident has given written approval prior to initiation of M&R work. (The GFOQ resident's approval is not required for M&R work done by service order (SO) or work contained in the previously approved 6-year GFOQ plan (SYGP).) M&R work on GFOQ performed between occupancies for which no written approval was given by the previous resident will be approved in writing by the installation commander or designee.

g. Accomplish, especially in connection with change of occupancy, only that work consistent with the ''prudent landlord'' concept.

h. Limit alterations, maintenance, repair, and improvements to Department of Defense (DOD) construction criteria guidelines as implemented by the Army's Architectural and Engineering Instructions (AEI), ''Design Criteria.''

i. Plan for the accomplishment of work during change of occupancy without using civilian overtime or contractor premium pay.

j. Initiate requests for replacement of area rugs or carpet and draperies if replacement is required during change of occupancy M&R.

k. Initiate a recommendation to dispose of, divert, reallocate, convert, redesignate, undertake a major repair on, modernize, revitalize, improve, or replace a dwelling unit or associated other real property where O&M costs are excessive. Forward such recommendation through the MACOM to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 for appropriate review and action.

l. Ensure the development and submission of annual O&M budget estimates for each GFOQ in accord with paragraph 7–3. Provide all such estimates to the MACOM. Submit both those estimates which equal or exceed $50,000 and those estimates whose total M&R equals or exceeds $25,000 as a separately approved action through the MACOM to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580. Do not exceed these funding limitations without appropriate approval.

m. Seek approval through the MACOM from USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 to carry over congressional approval authority for M&R on a specific GFOQ. (See para 7–3*d.*)

n. Resolve disagreements with GFOQ residents who disapprove any major M&R work essential to protect the Government's investment in the DU. (See para 5–17.) Forward such matters to the MACOM when necessary.

o. Ensure the preparation of accurate individual quarterly O&M obligation and annual management reports for each GFOQ.

p. Provide all quarterly O&M obligation reports to GFOQ residents for their personal review and analysis and the second and fourth quarter reports to the MACOM per paragraph 10–3*c*(4).

q. Provide annual GFOQ management reports through the MACOM to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 per paragraph 10–2*c*(6). Furnish copies to appropriate GFOQ residents.

r. Ensure that a DD Form 1391 (FY___ Military Construction Project Data) is submitted electronically through the MACOM to USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580 when—

(1) A single major M&R project for a GFOQ is estimated to cost $15,000 or more.

(2) A single major M&R project for an ICQ, or the cumulative total of all programmed major M&R work for an ICQ, is estimated to equal or exceed $15,000 for that ICQ in a FY.

s. Request approval for incidental improvement projects which exceed $3,000 per DU ($5,000 per DU in support of an exceptional family member) per FY. Send such requests through the MACOM to USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580. Ensure that such projects are for essential or urgent requirements. (See paras 5–13 and 5–14.)

t. Maintain permanent GFOQ and ICQ files to include copies of work requests, contracts, approvals, and other cost control documents applicable to these types of housing and for GFOQ a listing by name of GFOQ residents with their periods of occupancy.

u. Analyze annually GFOQ O&M obligations, formulate explanations for high cost units and unusual fiscal trends, and provide such information to the MACOM.

2–5. Housing resident

The GFOQ resident and ICQ resident in the rank of colonel will comply with the following:

a. GFOQ and ICQ residents.

(1) Be aware of the contents of this regulation.

(2) Be generally familiar with the operations, maintenance, and improvement costs for the assigned DU, associated other real property, and designated grounds.

(3) Personally sign hand receipts for furnishings provided by the Government. No one other than the spouse of the resident may sign hand receipts for furnishings on behalf of the resident without having a DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies) for that purpose on file in the housing office.

(4) Be familiar with cost limitations and approval authority levels.

(5) Cooperate to allow work to be done so that the accumulation of deferred work will be avoided.

(6) Conserve utilities by the judicious use of heating and cooling in all rooms including those not used for family living.

(7) Not request painting of a decorative nature or to satisfy personal taste.

(8) Not request procurement of replacement furniture, carpets, or draperies, tiles, wallcoverings, or other work on the basis of compatibility with personal furnishings or personal preference.

(9) Be liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, as set forth in paragraph 5–16.

(10) Be familiar with the maintenance, repair, and improvement work planned and programmed for assigned housing.

b. GFOQ residents only. In addition to *a* above, GFOQ residents will—

(1) Concur in the SYGP developed in accord with paragraph 7–2. Once approval is obtained, further approval by the GFOQ resident for work requests included in the plan is not required. Only major changes to the approved SYGP must be addressed with the GFOQ resident.

(2) Personally sign the SYGP and any request for the following when not addressed in the approved SYGP:

(*a*) Incidental improvements when requested by the resident.

(*b*). M&R work (excluding all SO work).

(*c*) Disapproval of M&R work considered essential to the continued and long-term use of the DU. (See para 5–17.)

(*d*) Services in excess of the installation's levels for DUs. For example, a request for three weekly trash pickups when the standard is two weekly pickups.

(*e*) Special allowance items (special command positions only). (See para 4–9.)

(*f*) Waivers of limitations on furnishings cost and ages for furnishings replacements.

(*g*) Furnishings that require exceptions to policy.

(3) Be familiar with the SYGP (para 7–2), the annual O&M budget estimate (para 7–3), the quarterly O&M obligation report (para 10–3), and the annual management report (para 10–2) for assigned housing.

c. ICQ residents only. In addition to *a* above, ICQ residents will personally sign any requests for work or services listed in *b*(2)(*a*), (*b*), (*d*), (*f*), and (*g*) above.

Chapter 3
Housing Entitlement

3–1. General

The Army either provides adequate public housing for its military personnel or pays housing allowances which enable the soldier to secure suitable housing in civilian communities.

3–2. Government-provided housing

a. While policy requires that local communities will be relied upon as the main source of adequate family housing, the Army provides family housing wherever sufficient Army owned or controlled housing exists. The Army may program Government-owned, -leased, or -sponsored housing to meet long-range requirements—

(1) In areas where adequate private and Government-controlled housing is not available to meet installation requirements.

(2) In areas where adequate private housing is available but certain key and essential personnel must reside on the installation for reasons of military necessity.

b. Most general and flag officers and installation commanders in the rank of colonel can expect to be assigned to Government-provided housing either on post or off post.

c. There are statutory limitations on annual leasing costs for Government-leased family housing. (See AR 210–50, chap 12.)

3–3. Housing allowances

Where Government-provided housing, including Government-leased housing (AR 210–50), is not available, housing allowances will be provided.

3–4. Space criteria

a. The statutory space limitation for the construction, acquisition, and improvement of DUs is as follows:

(1) Officers in the rank of brigadier general and above; net floor area limitation of 2100 square feet.

(2) Officers in the rank of colonel: net floor area limitation of 1700 square feet.

(3) Special command positions and commanders of military installations: net floor area may be increased by 10 percent.

(4) Where an existing DU exceeds this space criteria, the existing space is considered the criteria for that DU.

(5) Exceptions to space limitations may be sought from the Congress on a case-by-case basis. Request and justification for an exception will be submitted to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 as part of the construction project supporting data (DD Form 1391) for inclusion in the budget submission to the Congress. (See para 6–4).

b. The Secretary of the Army may waive the space limitation for a family housing unit leased in a foreign country when a suitable family housing unit meeting the limitation cannot be obtained.

3–5. Designated housing

a. The installation commander designates housing for occupancy by personnel in various grade groups. GFOQ and ICQ are so designated.

b. The installation commander may temporarily reallocate DUs designated for one grade category to another grade category.

c. Redesignation of GFOQ and ICQ results in a permanent change to the real property inventory records and requires approval by USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580. Redesignation must be based on long term (5-year) requirements and should consider the location and amenities of the DUs involved.

d. The installation commander may designate specific DUs for assignment to the incumbents of specific general and flag officer positions.

3–6. Special command positions

a. The Secretaries of the Military Departments may designate new special command positions and cancel old ones for activities under their direct control. The Assistant Secretary of Defense (Comptroller) has this authority for the DOD agencies, the OSD, the Joint Chiefs of Staff (JCS), unified and specified commands, international organizations, and those special command positions which rely upon leased housing in foreign countries. Approved special command positions for which the Army is responsible are listed in table 3–1. (See glossary.)

b. Unless otherwise directed, a specific DU will be permanently designated for each special command position regardless of the military service or Defense agency of the incumbent. USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 will be informed of such designation and has the authority to approve changes in the designated special command position DUs.

c. Incumbents of special command positions are entitled to residential housing with amenities appropriate to the level of official entertaining. These amenities include special allowances for table linen, dishes, glassware, silver, and kitchen utensils. Details are contained in chapter 4 and appendix B of this regulation.

d. Requests to establish new special command positions will be sent with full justification to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580. Justification will include the following:

(1) Title of position.

(2) Normal grade for position.

(3) Present incumbent of position.

(4) Identification of DU proposed for such designation.

(5) Reason for a special command position requirement. (Include magnitude of official public entertainment responsibilities.)

(6) Impact if not approved.

3–7. Diversion of family housing for unaccompanied officers

a. Diversion of family DUs for the use of permanently assigned officers entitled to basic allowance for quarters (BAQ) at the "without dependents rate" requires MACOM approval. MACOMs are delegated authority to approve diversion of family DUs for up to 3 years. Unaccompanied GFOQ and ICQ residents who are required to reside on the installation will forfeit their housing allowances during the period of occupancy.

b. Costs to operate and maintain a family housing unit diverted to unaccompanied officer personnel housing (UOPH) use will be charged to the O&M account against which installation facilities operate.

c. The cost limitations of family DUs apply to those family DUs which have been diverted to UOPH usage but remain in the family housing inventory even though costs are not charged to the Army Family Housing (AFH) appropriation.

d. Individual cost records will be maintained on family DUs diverted to housing unaccompanied general and flag officers regardless of the source for financing their O&M.

Table 3–1
Special command positions

Code: 01 **Special Command Position:** Chairman, Joint Chiefs of Staff (JCS)
Code: 02 **Special Command Position:** Director, Joint Staff, JCS (if Army)[1]

Table 3–1
Special command positions—continued

Code: 03
Special Command Position: Commander-in-Chief (CINC), U.S. European Command

Code: 04
Special Command Position: Deputy CINC, U.S. European Command

Code: 05
Special Command Position: CINC, Southern Command

Code: 06
Special Command Position: CINC, Allied Forces Southern Europe

Code: 07
Special Command Position: Deputy Commander, Allied Land Forces (ALF), Southeastern Europe

Code: 08
Special Command Position: Chief of Staff, Supreme Headquarters Allied Powers Europe (SHAPE)

Code: 09
Special Command Position: Director, Defense Security Assistance Agency (if Army)[1]

Code: 10
Special Command Position: Defense Advisor, U.S. Mission, North Atlantic Treaty Organization (NATO)

Code: 11
Special Command Position: U.S. Representative, NATO Military Committee

Code: 12
Special Command Position: Deputy Chairman, NATO Military Committee

Code: 13
Special Command Position: Deputy Director General, NATO Integrated Communications Systems Management Agency

Code: 14
Special Command Position: Chairman, Inter-American Defense Board (if Army)[1]

Code: 15
Special Command Position: President, National Defense University

Code: 16
Special Command Position: Director, Inter-American Defense College (if Army)[1]

Code: 17
Special Command Position: Director, Defense Nuclear Agency (if Army)[1]

Code: 18
Special Command Position: Director, Defense Communications Agency (if Army)[1]

Code: 19
Special Command Position: Director, Defense Intelligence Agency (if Army)[1]

Code: 20
Special Command Position: Director, Defense Logistics Agency (if Army)[1]

Code: 21
Special Command Position: Director, National Security Agency/ Chief, Central Security Service

Code: 22
Special Command Position: Director, Defense Mapping Agency (if Army)[1]

Table 3–1
Special command positions—continued

Code: 23
Special Command Position: Deputy General Manager, NATO Airborne Warning and Control System (AWACS) Program Management Agency (For U.S. incumbent only)

Code: 24
Special Command Position: Chief of Staff, Army

Code: 25
Special Command Position: Vice Chief of Staff, Army

Code: 26
Special Command Position: CINC, U.S. Army, Europe (USAREUR)

Code: 27
Special Command Position: Commanding General (CG), U.S. Army Training and Doctrine Command (TRADOC)

Code: 28
Special Command Position: CG, Forces Command (FORSCOM)

Code: 29
Special Command Position: CG, Eighth U.S. Army (EUSA)

Code: 30
Special Command Position: CG, U.S. Army Materiel Command (AMC)

Code: 31
Special Command Position: CG, U.S. Army, Japan (USARJ)

Code: 32
Special Command Position: Superintendent, U.S. Military Academy (USMA)

Code: 33
Special Command Position: Deputy Chief of Staff for Intelligence (DCSINT)

Code: 34
Special Command Position: Commandant, Command and General Staff College

Code: 35
Special Command Position: Commandant, Army War College

Code: 36
Special Command Position: (Chief of Staff, Air Force)

Code: 37
Special Command Position: (CINC, Pacific Command)

Code: 38
Special Command Position: Force Commander, NATO Airborne Early Warning Control Group

Code: 39
Special Command Position: Deputy Defense Advisor for Research, Engineering and Acquisition, U.S. Mission to NATO

Code: 40
Special Command Position: Chief of Engineers (COE)/Commander, U.S. Army Corps of Engineers (USACE)

Code: 41
Special Command Position: CG, U.S. Army, Pacific (USARPAC)

Code: 42
Special Command Position: (CINC, U.S. Pacific Fleet)

Code: 43
Special Command Position: (CINC, Pacific Air Force)

Code: 44
Special Command Position: CG, U.S. Army Information Systems Command (ISC)

Table 3–1
Special command positions—continued

Code: 45
Special Command Position: (CG, Fleet Marine Forces, Pacific)

Code: 46
Special Command Position: Vice Chairman, JCS

Code: 47
Special Command Position: Scientific Adviser to Supreme Allied Commander, Europe (SACEUR)

Code: 48
Special Command Position: Director, Defense Commissary Agency

Code: 49
Special Command Position: Commandant, National War College

Code: 50
Special Command Position: Commandant, Industrial College of the Armed Forces

Notes:
[1]Incumbents who are members of the United States Army will be provided appropriate housing by the Army. Responsibility for special allowance items for these positions has been assigned to the Department of the Air Force.

Chapter 4
Furnishings (Budget Program 191300)

4–1. Entitlement
Personnel eligible for family housing have no legal entitlement to Government furnishings. Furnishings are provided when it is considered to be in the best interest of the Government.

4–2. Furnishings
a. General. Furnishings consist of furniture, household equipment, and miscellaneous items procured under special authority.

b. Supplementary Furnishings. Supplementary Government furnishings may be provided in Army-controlled housing designated for and occupied by a general or flag officer or an installation commander in the rank of colonel. Supplemental furniture support will be restricted to the public entertainment areas of the DU and will not replace personal furniture normally expected in relation to grade and family size. Promotable colonels and lieutenant colonels are not eligible for supplementary furnishings unless they are serving in higher graded positions and occupy designated GFOQ and ICQ respectively.

c. Public entertainment areas.

(1) Areas, which are intended to accommodate public rather than private entertainment, include the entrance foyer, living room(s), dining room, and interconnecting stairways and hallways. Enclosed porches, dens, libraries, and family rooms (unless integrated into it) are not normally considered as part of the public entertainment area. Upstairs hallways (unless there is no bathroom available for guest use on the first floor) and other areas of the DU are not considered as part of the public entertainment area. Guest bedrooms in the DU of a special command position may be included if overnight accommodation of official visitors is required.

(2) Installation commanders will maintain a record of approved public entertainment areas for GFOQ and ICQ.

d. Supplementary furnishings plan. Each GFOQ and ICQ authorized supplementary furnishings will have a current supplementary furnishings plan. This Plan will consist of the following:

(1) A floor plan, with net lineal footage, to scale which—

(*a*) Depicts the area(s) designated as public entertainment area(s).

(*b*) Indicates where window treatments will be used. Identify window treatments by their type(s), for example, drapes, curtains, sheers, venetian blinds, shades, and so forth.

(2) A listing of the the supplementary furnishings items referenced to their line item numbers in Common Table of Allowances (CTA) 50–909. Where an exception has been granted for specific furnishings items, reference those items to their approval document.

e. GFOQ and ICQ diverted to UOPH. Restrictions concerning the provision of supplementary furnishings do not apply when the GFOQ or ICQ is diverted to UOPH. In such cases, the DU will be appropriately furnished, if requested, according to size, to include the provision of a washer and dryer.

f. Supplementary furnishings approval authorities. Approval authorities and limitations are at table 4–1. Paragraph 4–12 contains waiver guidance.

Table 4–1
Supplementary furnishings approval authorities

Furnishings: Initial issue of carpeting, draperies and sheers

Special Command Positions—
Age Limit: NA
Cost Limit: NA
Approval Authority: HQDA

Other than Special Command Positions—
Age Limit: NA
Cost Limit: NA
Approval Authority: HQDA

Furnishings: Replacement of carpeting, draperies and sheers

Special Command Positions—
Age Limit: 10 years or more
Cost Limit: NA
Approval Authority: Installation Commander

Age Limit: Less than 10 years
Cost Limit: NA
Approval Authority: HQDA

Other than Special Command Positions—
Age Limit: 10 years or more
Cost Limit: NA
Approval Authority: Installation Commander

Age Limit: Less than 10 years
Cost Limit: NA
Approval Authority: MACOM Commander or his General Officer representative. For MACOM Commander, HQDA is approval authority.

Furnishings: Initial issue of furniture items authorized by CTA 50–909 for use in approved public entertainment area

Age Limit: NA
Cost Limit: NA
Approval Authority: Installation Commander

Furnishings: Initial issue of authorized special allowance items for Special Command Positions (app B)

Age Limit: NA
Cost Limit: $10,500
Approval Authority: HQDA

Furnishings: Maintenance, repair, and replacement of authorized special allowance items for Special Command Positions (app B)

Age Limit: NA
Cost Limit: $1,000 per FY
Approval Authority: Installation Commander

Note: Furnishings (to include special allowance items) not authorized by CTA must be approved by HQDA. Installations may accomplish maintenance and repair of carpeting, draperies, sheers and furniture as required.

g. Disposition of furnishings upon housing redesignation. Where representational housing is redesignated for other use or is assigned to a resident who is not eligible for Government-provided supplementary furnishings, the following applies:

(1) Supplementary furniture to include area rugs will be removed from the DU unless the items are in abundance and available to other residents of the same grade.

(2) Supplementary household equipment, that is, second refrigerators, freezers, clothes washers and dryers, will be removed from the DU.

(3) Custom fitted supplementary furnishings, such as wall-to-wall carpeting and draperies, will remain in the DU until no longer serviceable. They will be maintained, but will not be replaced.

4–3. Furniture

a. The procurement, repair, and replacement of furniture for GFOQ and for housing occupied by an installation commander in the rank of colonel are restricted to supplementary furniture for the public entertainment areas. Excepted are the following:

(1) Those overseas areas where complete furnishings are provided.

(2) Those overseas areas where shipment of household goods is limited or optional.

(3) Those GFOQ and ICQ diverted to UOPH (para 4–2*e*).

b. The determination of specific supplementary furniture items to be provided by the Government will be made by the installation commander based on the resident's request and the supplementary furnishings plan for the DU. Such items must be authorized by CTA 50–909 or by an exception obtained in accord with paragraph 4–12. Such items may be issued from the installation's current furniture inventory. If unavailable from this inventory, or available but not suitable for their intended use, such items may be procured from General Services Administration (GSA) sources. Draperies, however, may be procured from local sources.

c. When requested and available for issue, quantities of furniture authorized by CTA 50–909 may be increased for DUs of unusual size, design, and layout. The installation commander may approve such requests.

d. Where weight limitations on shipment of household goods have been imposed, or shipment of household goods is optional, additional furniture will be provided to the extent applicable for the geographic location. Furniture issued for other than the public entertainment areas will be from the installation's current inventory.

e. Generally, one-time repair on authorized items will not exceed 75 percent of current replacement cost. No Government funds will be expended to repair, replace, move, or handle unauthorized furniture except for one-time moving and handling costs to property disposal.

4–4. Household equipment

a. The following items are authorized for GFOQ and the housing of installation commanders in the rank of colonel:

(1) One cooking range.

(2) Two refrigerators (one with icemaker).

(3) One food freezer.

(4) One portable dishwasher in the absence of a built-in dishwasher.

(5) One washer and dryer in those cases where a GFOQ or an ICQ is diverted to UOPH (para 4–2*e*).

b. Installed dishwasher and garbage disposal will be provided as part of the DU when feasible.

c. Procurement, repair, and replacement of clothes washer and dryer are authorized only for special command positions, for other GFOQ and ICQ in overseas areas, and for GFOQ and ICQ diverted to UOPH.

d. All Government-provided household equipment must be listed in a CTA.

e. All Government-provided household equipment will be white in color.

f. Government-provided range and refrigerators will not be replaced with personal equipment without specific written approval of the installation commander.

g. Items of household equipment currently in use but not authorized under current criteria, may be retained until no longer serviceable, but will not be repaired or replaced.

h. Portable electrical transformers necessary to allow the operation of personal appliances on foreign electrical power systems will not normally be provided by the Government.

4–5. Area rugs or wall-to-wall carpeting.

a. The provision of suitable area rugs or wall-to-wall carpeting as furnishings is authorized for the public entertainment areas of GFOQ and housing occupied by installation commanders in the rank of colonel. Wall-to-wall carpeting installed over prime floors is considered equipment-in-place (EIP) and is accounted for on furnishings records. Carpeting installed as the prime flooring is considered installed real property (IRP) and is accounted for on real property records. Wall-to-wall carpeting for public entertainment areas should be installed only after considering the advantages and disadvantages of area rugs. In instances where wall-to-wall carpeting is determined to be the most economical primary floor covering, it will be considered IRP and accomplished using either M&R funds or improvement funds, as appropriate. For additional information see CTA 50–909, appendix F.

b. Only high-quality area rugs and/or GSA equivalent carpeting will be used. The type of area rugs or carpeting selected will be suitable for the expected level of traffic. It shall be of a neutral shade, such as beige, so as to be acceptable to a succession of residents having furnishings of various decors. Bright colors and prominent patterns will be avoided. Selection of white, off-white, deep pile, or shag carpeting should also be avoided.

c. Area rugs or carpeting may not be replaced at intervals less than 10 years without the specific approvals cited in table 4–1 and paragraph 4–12. In no case will age or color be the sole determinant in deciding whether to replace area rugs or carpeting.

d. Wear specifications are set forth in the GSA Federal Supply Schedule, FSC Group 72.

e. Area rugs or carpet must comply with one of the following fire safety criteria:

(1) American Society for Testing Material (ASTM) E–84 (Steiner Tunnel Test), flame spread rating of 75 or less.

(2) Underwriters Laboratories (UL) 992 (UL Chamber Test), flame propagation index of 4.0 or less.

(3) Federal Test Method Standard No. 372 (Flooring Radiant Panel Test), criteria radiant flux of 0.25 watts or higher per square centimeter.

f. The following information will be included in requests for area rugs or carpeting and submitted to the proper authority. (See table 4–1 and para 4–12).

(1) Identification of the GSA Federal Supply Schedule special item number or national stock number.

(2) Color selection.

(3) Number of square yards required.

(4) Separate cost for area rug or carpeting, padding, and installation.

(5) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing area rug or carpeting. Photographs showing the deteriorated condition may be required for approval authority review. If age of existing area rug or carpeting is less than 10 years, justification for early replacement will be submitted to the proper approval authority identified in table 4–1. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

(6) Floor plan of the DU, as described in paragraph 4–2*d*, indicating public entertainment area, area(s) to be carpeted, and dimensions of each area.

g. Wall-to-wall carpeting may be installed in other living areas as a primary floor finish when economic analysis demonstrates that such carpeting is the most economical primary floor finish. Such carpeting shall be compatible with the standards for the construction of new housing. (See para 5–5*d*.)

4–6. Draperies and sheers

a. Draperies and sheers are authorized for the public entertainment areas of GFOQ and housing occupied by an installation commander in the rank of colonel.

b. Draperies and sheers will be of a neutral shade so as to be acceptable to a succession of occupants having furnishings of various decors. Draperies of an extravagant or ostentatious nature will be avoided. Draw draperies may be provided for the formal living and dining rooms only. Traverse rods, or other, may be installed for draw drapes where required.

c. Draperies and sheers will not be replaced at intervals less than 10 years without the specific approvals cited in table 4–1 and paragraph 4–12.

d. Draperies must meet the flame retardant requirements of the National Fire Protection Association (NFPA).

e. The width of material authorized will not exceed two and one-half times the required rod length with allowances for standard overlapping and hems. The rod length should be sufficient for draperies to clear, if desired, window or glass door opening when draperies are drawn and stacked.

f. Cornices, swags, and other decorative window treatment are authorized in public entertainment areas of GFOQ and housing occupied by an installation commander in the rank of colonel. Ornate or elaborate window treatments, however, will be avoided.

g. The following information will be included in requests for draperies and submitted to the proper approval authority.

(1) Number of linear yards of materials required. Sheers will be identified separately. Cornices, swags, and other treatments, if applicable, will also be identified separately.

(2) Separate costs of material, lining, related subitems and installation.

(3) Floor plan, as described in paragraph 4–2*d*, showing public entertainment areas and location and dimensions of each window area. If applicable, also indicate wall areas where draperies are to be used and window and valance treatment.

(4) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing draperies. If age of existing draperies is less than 10 years, justification for early replacement is required. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

4–7. Draw curtains

a. Draw curtains, with or without valance, may be provided as an alternative to window shades or venetian blinds and used on sliding glass doors.

b. Draw curtains will be unlined and made of fire retardant synthetic cloth, washable, shrink safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.

c. Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for the provision of venetian blinds and shades. The normal life expectancy of draw curtains is 6 years.

d. When installed to replace existing window coverings beyond economical repair, draw curtains are chargeable to maintenance funds. In all other cases, installation is chargeable to construction.

e. Procurement of draw curtains requires installation commander approval.

4–8. Bomb blast draperies

Bomb blast or shatterproof draperies are authorized by CTA 50–909. They are provided for GFOQ and ICQ occupied by high risk personnel. They may be used in place of the standard window coverings discussed in paragraphs 4–6 and 4–7. (See also para 9–10.)

4–9. Special allowances

a. Incumbents of special command positions are authorized special allowances of table linen, china, glassware, silver, and kitchen utensils. Special allowance items are listed at appendix B.

b. Expenditures for these items will not exceed $10,500 for the initial outfitting and $1,000 in any one subsequent fiscal year for maintenance, repair, and replacement for any individual special command position. Where a larger inventory has been acquired under special authority, augmentation is not authorized. Concerted effort should be made to inspect items annually or upon change of occupancy. Annual allowances should be used to the extent necessary to maintain items in usable condition and eliminate large one-time purchases.

c. Items of china, glassware, and silver will not be decorated with crests or other insignia and should be selected in accord with appendix B. Service stocks for other branches of service will continue in accord with their established standards.

d. Funding for initial issue, replacement, and maintenance of special allowance items will be borne by the military department responsible for operation and maintenance of the housing except for rotational positions in Joint Commands and Defense agencies headquartered in the Washington, DC area where successive incumbents are usually from different military services. These general and flag officers will be housed by their respective services without permanently designating specific DUs. Responsibility for managing and financing the procurement, issue, receipt, storage, and repair of special allowance items supporting special command positions in the Washington, DC area, for which housing is not permanently designated, has been assigned to the Department of the Air Force.

e. Responsibility for the acquisition and management of special allowance items (except china, crystal, and flatware) for Army-controlled, permanently designated special command position housing is assigned to the MACOM commanders. The U.S. Army Military District of Washington (MDW), ATTN: ANEN–HD, Fort Myer, VA 22211–5050, is responsible for the acquisition and management of china, crystal, and flatware for all Army-controlled special command position housing. These authorities may not be redelegated.

4–10. Unauthorized items

a. The following furnishings are not authorized in support of GFOQ and ICQ:

(1) Bedspreads.

(2) Trash compactor.

(3) Ice cream machine.

(4) Microwave oven (except in USAREUR).

(5) Food processor.

b. Requests for exceptions may be approved for special command positions on a case-by-case basis. Requests will be processed through the Director of the Army Staff to the ASA(I,L,&E). Requests should not be made for items that do not make a significant contribution to the discharge of representational responsibilities, for example, small toasters, blenders, and so forth.

c. Where CTA authorization for a furnishings item is canceled or rescinded or a specification for an item is changed, that item may be retained in the inventory until no longer serviceable but will not be replaced.

4–11. Furnishings report

Furnishings provided in representational housing will be included in the annual family housing furnishings report. (See AR 210–50, chap 17.)

4–12. Waivers

a. Requests for early replacement (that is prior to 10 years) of area rugs, wall-to-wall carpeting, and draperies or issuance of furnishings items that are not authorized by this chapter should be infrequent. If an exception is deemed necessary, however, requests will be submitted in accord with the following guidance:

(1) *Special command positions.* Requests from incumbents of special command position housing in NATO/SHAPE will be forwarded through a Supreme Allied Commander, Europe (SACEUR) representative for review and validation of official representational needs. Requests from incumbents in special command position housing in MDW and other MACOMs will be forwarded through the MACOM with appropriate comments. All requests will be sent to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580. Exceptions have to be approved by the office of the ASA(I,L,&E).

(2) *Non-special command positions.* Requests will be forwarded to the MACOM commander. The MACOM commander (unless he is the requestor) or his designated general officer representative has approval authority for early replacement of area rugs, wall-to-wall carpeting, and draperies. All other requests will be forwarded to USAEHSC for processing through the Director of the Army Staff to the ASA(I,L,&E). All requests must include a justification signed by the general officer resident.

Chapter 5
Operation and Maintenance (Budget Program 190000)

5–1. General policy

a. Family housing facilities will be operated and maintained to a

standard which will provide liveable accommodations in good condition.

b. Every effort must be made to achieve cost savings in all aspects of housing operation and maintenance.

c. GFOQ and ICQ residents must be personally familiar with services being provided and maintenance work being performed.

d. In the case of Government-leased housing, alterations and repairs are limited to 25 percent of the first year's rent. This limitation is a maximum for the life of the lease. (See AR 210–50, chap 12.)

5–2. Priorities

All DUs will compete equally for maintenance, repair, and services to ensure equal treatment of all residents. GFOQ and ICQ residents should make a conscious effort to discourage well-meaning but overzealous subordinates from requesting maintenance or services beyond that which is clearly essential or seeking unreasonable response time to routine requests for their superiors' GFOQ and ICQ.

5–3. Operations policies

a. The most effective and economic methods of providing utilities will be used.

b. Utility consumption will be measured, wherever feasible, by the use of meters. The types of meters available are individual, master, and sample (listed in descending order of priority for measuring utility consumption). Sewage may be based on engineering standards or on a proration of water used and need not be metered.

c. Residents will conserve utilities.

d. Window air conditioning units, including evaporative coolers, may not be used to supplement a central air conditioning system.

e. Appropriated funds will not be used to haul or purchase firewood and coal for use in fireplaces or woodstoves except where a fireplace or woodstove is the main source of heat for the entire DU. Periodic cleaning of chimney flue liners is an installation responsibility and will be accomplished with AFH funds.

f. Smoke detectors will be installed between the bedroom areas and the rest of the DU, on each additional level of the DU, and in the basement.

g. Residents will be familiar with fire precautions and prevention measures.

5–4. Utility metering

a. All direct energy supplies (electricity and heating/cooling) shall be metered or measurable as in the case of fuel oil or steam.

b. All new detached single family GFOQ and ICQ will have individual utility meters.

c. Master meters will be installed as a part of any multi-unit GFOQ or ICQ new construction project. This is in addition to individual DU meters required by b above.

d. Existing family housing areas which contain GFOQ or ICQ will be master metered to the maximum extent that is economically practicable.

e. All significant alteration and major rehabilitation projects for GFOQ and ICQ will provide, where feasible, electric meter drops and, except for DU with coal fired heating plants, heating fuel meter points.

5–5. Maintenance policies

a. General. The level of maintenance on GFOQ and ICQ will be sufficient to protect the Government's capital investment and to prevent unnecessary operating costs to the Government by maintaining optimum energy efficiency.

b. Evaluation of condition of units. Through periodic inspection of DUs, M&R requirements will be recorded. This will serve as a basis for the annual and long range work plans.

c. Painting. Since painting is consistently reported as a high cost item in GFOQ maintenance, it requires special attention.

(1) Interior painting shall be done to maintain an attractive appearance and sanitary conditions, to protect finished surfaces, and to correct unsightly appearance. The minimum interval for cyclic painting is 3 years, unless the installation commander or the commander's designated representative determines on a case-by-case basis that a DU requires more frequent painting. A copy of written exception will be retained in Housing Office files for 3 years.

(2) Exterior painting of masonry, wood, and ferrous metal shall be done to maintain an attractive appearance, protect surfaces, and sustain water tightness. The normal interval for cyclic painting shall be 5 years except when the installation commander determines that more frequent painting is required.

(3) Permanent records of painting will be maintained per AR 420–70. These records will include documents which authorize painting at less than frequencies prescribed in (1) and (2) above.

(4) Standard off-white will be used throughout the interior except in leased housing which may have other finishes. Painting solely or primarily for the purpose of decoration, to achieve standard color, or to match furnishings is not authorized. Change of occupancy is not a reason for painting.

(5) Painting while a DU is occupied will be done only when the resident is in agreement. The painting of an occupied DU will be scheduled to minimize inconvenience to the resident, yet will be completed in the least number of days possible. Only that amount of work will be scheduled that can be completed and still allow residents to carry on normal living activities at the end of that workday.

d. Floors. Where the primary floor finish requires major repair or replacement, that is, in excess of 25 percent of total floor space, an economic analysis will be done to determine the most economic alternative. The EA will be included in the permanent file for that DU to which it pertains.

(1) *Carpeting.* Where carpeting is determined to be the most economical primary floor finish, it will be accomplished using either M&R funds (Budget Program (BP) 192000) or improvement funds (BP 60000000) as appropriate. (See para 4–5*g*.)

(2) *Wood floors.* Wood floors which serve as the primary floor finish will be completely sanded and/or refinished when general deterioration has occurred and the DU is vacant. Sanding will be kept to a minimum to ensure maximum life. Normally, an interval of not less than 10 years should elapse before sanding becomes necessary. Refinishing should not be done more than once every 4 years.

(3) *Negligence.* Evidence of negligence, for example, damage from golf shoes, requires a report of survey, statement of charges, or cash collection voucher before finishing a damaged floor. (See para 5–16.)

e. Housing systems and components. Systems and components (such as, roofing, structural, electrical, air-conditioning, heating, plumbing, and so forth) will be repaired or replaced as needed. Theoretical life of a system or component is not sufficient basis for replacement.

f. Grounds and landscaping.

(1) *Boundaries.* The cutting, trimming, and watering of lawns and snow removal in the designated immediate area of the DU will be the responsibility of the GFOQ or ICQ resident, as would be expected of a tenant in private housing of similar type and value. The boundaries of the designated immediate area of responsibility will generally correspond to the limits of the logical yard for the GFOQ or ICQ. The logical yard will normally be not more than 50 feet from the DU. The MACOM commander may grant exceptions to this policy when the GFOQ incumbent is assigned to a special command position or when GFOQ grounds are constantly exposed to general public view and make a unique contribution to the appearance of the installation. In such cases, the maintenance care provided to immediate assigned grounds shall be consistent with reasonable and prudent practices, avoiding excess services and maintenance. Official records of such exceptions and funds expended shall be maintained by the installation and shall be reviewed by the GFOQ resident. No other exception to this policy will be granted without prior ASA (I,L,&E) approval.

(2) *Grounds keeping.* Under no circumstances shall gardeners be assigned to the maintenance of the grounds of an individual DU. Gardening services for the pruning and trimming of trees and shrubs, where required, shall be furnished on a routine cyclic basis. Service will be provided by a gardening team in accord with requirements of the growing season and plant characteristics. Generally, landscaping in the common areas surrounding housing units should be limited to group plantings which will not interfere with mechanized maintenance and will facilitate the use of gang mowers whenever possible.

The cost of grounds care beyond the designated immediate area of responsibility will not be charged to the GFOQ, but to the appropriate category of facilitates as common grounds maintenance.

g. Cleaning of DUs.

(1) There are several methods for cleaning incident to vacating housing. (See AR 210–50.)

(*a*) *Contract cleaning at Government expense (OCONUS only).* Only personnel on permanent change of station (PCS), separation, or retirement orders or who are directed to move at the convenience of the Government are authorized contract cleaning at Government expense, Residents must bring the housing up to minimum standards of cleanliness (that is, ''broom clean'') which is what a prudent person would do on a routine basis. The contract cleaner would perform the heavy cleaning.

(*b*) *Contract cleaning at resident expense.* Where the installation commander has established such a procedure, the resident may prepay a Government-approved custodial contractor. The contractor assumes responsibility for all cleaning and relieves the resident therefrom.

(*c*) *Resident cleaning.* The resident is fully responsible for leaving the housing in a condition suitable for its immediate reassignment.

(2) Exceptions may be made and housing cleaned at Government expense when one or more of the following conditions exists:

(*a*) Between occupancy M&R work is scheduled and cleaning is required after work is completed.

(*b*) Sponsor is ordered on a PCS with less than 10 days written or verbal notice.

(*c*) Certified medical reason exists, including medical evacuation.

(*d*) Other circumstances where the installation commander determines it to be in the best interest of the Army.

(3) None of the cleaning procedures described in (1) and (2) above relieve the resident of the responsibility and/or liability for damage to housing or furnishings which exceed fair wear and tear.

5–6. Restoration of damaged or destroyed housing

a. A GFOQ or ICQ damaged or destroyed by fire or natural disaster may be restored when there is a need for the DU.

b. Restoration costs up to 50 percent of replacement cost will be funded with M&R funds. Where restoration costs exceed 50 percent of the replacement cost, a determination will be made by HQDA as to the funds (either M&R or construction) which will be used to assure expeditious accomplishment of required work.

c. Foreign source units provided for U.S. Government use, which are insured as evidenced by annual AFH premium payments, will not be restored with AFH funds.

d. Restoration costs of $15,000 or less per DU shall be approved by the MACOM commander. Costs over $15,000 per DU and costs for other real property facilities (for example, a detached garage) exceeding 50 percent of replacement cost require HQDA approval.

e. The congressionally-imposed M&R cost limitations on a DU do apply to repair or restoration of any GFOQ damaged or destroyed by fire, flood, or other disaster; these limitations, however, do not apply to ICQ.

f. Given the urgent need of many restorations, specific approval procedures have been established and are defined in AR 420–10, appendix D.

5–7. Historic housing

a. Many Army GFOQ and ICQ are listed on the National or State Register of Historic Places, have been determined to be eligible for such listing, or are potentially eligible for listing. Stewardship of historically significant properties imparts a special responsibility to the managing installation and the resident. O&M decisions should give appropriate consideration to those characteristics of such units which contribute to their historic significance. Work that may affect the historically significant characteristics must be reviewed in accord with part 800, title 36, Code of Federal Regulations (36 CFR 800), AR 420–40, and, if present, a programmatic agreement between the installation, the State Historic Preservation Office (SHPO), and the Advisory Council on Historic Preservation. However, the underlying philosophy of the prudent landlord concept still applies. The same vigilance regarding cost control and avoidance of unnecessary expenditures must be maintained as for any other GFOQ and ICQ.

b. Replacement materials in historic structures should be sensitive to significant character-defining features. When facsimile materials are used, the installation commander or designated installation official must determine that they will have no detrimental effect. When in doubt, review AR 420–40 and TM 5–801–2 and refer to the *Secretary of the Interior's Standards of Rehabilitation and Guidelines for Rehabilitating Historic Buildings.*

c. Where a comprehensive plan has been developed for the renovation and long-term maintenance or the replacement of an historic housing facility, that plan should be followed as carefully as possible. However, the plan should be reviewed and updated periodically to keep up with new products and materials on the market, and new construction techniques.

d. Foreign areas may have equivalent historic places which are governed by special host nation agreements for M&R work.

5–8. High-cost housing

a. Many GFOQ are large with some ranging 4,000 to 10,000 square feet or more. By the very nature of their sizes they incur high annual O&M costs. Many GFOQ are old, having been built before energy conservation became a national concern. Old housing units have finite lives with systems and components that are wearing out and failing. These need to be replaced. All of these factors lead to higher costs. High costs demand special attention and prudent management to optimize the use of scarce resources.

b. High-cost housing is defined as those GFOQ whose combined annual O&M costs exceed $25,000 in a FY for 3 consecutive FYs. For those GFOQ whose average O&M costs over a period of 3 consecutive FYs exceed $25,000, economic analyses are required before the expenditure of substantial resources will be approved. Such analysis should also address noneconomic and intangible factors such as historic or architectural significance, (See pare 1–5*f.*)

5–9. Special requirements

Congress requires the Services to assure that effective management controls are utilized for GFOQ, (See table 5–1 which is located at the end of this chapter.)

a. M&R for GFOQ.

(1) By congressional mandate, the total of all M&R (BP 192000) obligations on each GFOQ is limited to $25,000 (absolute) per FY unless specifically reported to and approved by the Congress. Such reporting will be done by including detailed justification material with the annual AFH budget submittal. For purposes of this limitation, all costs directly associated with the GFOQ including associated other real property (ORP) intended for the exclusive use of the GFOQ resident, must be captured for inclusion in the quarterly obligations report (para 10–3).

(2) After the budget submittal has been congressionally-approved, Congress must receive prior notification for out-of-cycle work as follows:

(*a*) When the M&R cost for a GFOQ will exceed the congressionally-approved cost by $5,000 or more.

(*b*) When the M&R cost for a GFOQ will exceed $25,000 (absolute) for a DU not previously reported.

(3) Except for emergency or safety-related requirements, Congress will accept only one out-of-cycle requirement per year. Requests for out-of-cycle requirements must be submitted over the signature of the Secretary of the Army.

(4) Where emergency or safety-related work is necessary, take protective measures immediately and notify USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580 by the most expeditious means. USAEHSC will notify Congress that emergency repairs are being accomplished.

(5) When a single major M&R project for a GFOQ is estimated to cost $15,000 or more, send the project to USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580. Prior congressional approval is not required provided the total M&R costs for the GFOQ does not exceed $25,000 (absolute) for the FY. Design costs for M&R projects involving GFOQ are chargeable to the GFOQ. Where a major M&R project addresses multiple units, including one or more GFOQ, a pro rata share will be assessed for each GFOQ (design cost divided by number of DUs equals pro rata share). The same criterion applies to the cost for supervision and administration (S&A).

b. O&M for GFOQ.

(1) To ensure effective management of GFOQs, the ASA (I,L,&E) requires submission for approval those GFOQs whose O&M (BP 190000) will exceed $50,000 in a FY. MACOM commanders may approve O&M costs estimated at less than $50,000 provided that total M&R costs do not equal or exceed $25,000 (absolute). Installation commanders may approve O&M costs estimated at less than $25,000 provided that total M&R costs are less than $25,000 (absolute).

(2) To meet the directives from Congress and the ASA(I,L,&E), installations will prepare an annual O&M budget estimate for each GFOQ in accord with paragraph 7–3. These estimates will be forwarded to the MACOM. The MACOM will send those estimates whose O&M exceeds $50,000 to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580.

(3) The budget estimate will include all O&M costs to the DU, appurtenant structures, and all other related areas and facilities intended for the exclusive use of the GFOQ resident.

(4) Changes to budget estimates will be done in accord with paragraph 7–3(c).

c. Major M&R projects for ICQ.

(1) The cumulative total of all programmed major M&R work, including incidental improvements, may not exceed $15,000 (absolute) per ICQ in a FY without congressional approval.

(2) Major M&R for ICQ does not include service orders, routine maintenance, interior and exterior painting, and work done outside the building 5-foot line. Design costs for M&R projects are unfunded costs.

(3) In buildings with more than one DU, work performed in common use areas, on common structural components, and on common use systems will be prorated among all DU in that building.

(4) Any ICQ major M&R project within the 5-foot building line, including concurrent incidental improvements, which exceeds $15,000 (absolute) per ICQ per FY must be sent to USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580 for approval.

(5) When the cumulative total of all programmed major M&R work, including incidental improvements, is expected to exceed $15,000 (absolute) per ICQ per FY, obtain approval from USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580.

d. Project documentation. Documentation to support the requirements defined in *a*(5) and *c*(4) and (5) above are found in AR 420–10, appendix C.

5–10. Self-help

a. Installations maintain Self-help and Expanded Self-help Programs. These programs provide residents with opportunities to perform M&R and limited improvements on their housing units and their associated grounds. (See AR 210–50 and AR 420–22 for detailed information on self-help.)

b. Residents will perform self-help tasks of the kind expected of tenants in private housing. These tasks will be limited to those which residents can realistically be expected to perform.

c. No self-help work performed will cause a statutory violation by increasing the size of a DU beyond the net square footage authorized by law. (See para 3–4.)

d. For self-help work in leased housing the owner's approval will be required unless the work is of a minor nature; however, capital improvements will not be provided.

5–11. Work classification

a. Classifying work as maintenance, repair, or construction is an essential step in developing a project. Once the project has been defined, the approval authority can be identified and statutory and regulatory requirements can be met. See AR 420–10 for project definition and classification.

b. Projects will be developed to show the full scope of work without evading prescribed approval levels. A memorandum of record stating the rationale behind the determination of work classification is recommended for inclusion in the project file.

5–12. Work authorization

a. M&R work may be authorized for accomplishment once it is approved. Approval may fall within the approval authority level of the installation commander or it may have to be obtained from a higher level. (See table 5–1.) M&R work is done when a work order is issued. Work orders are categorized as service orders (SOs) or as individual job orders (IJOs).

b. SOs cover small jobs beyond the scope of self-help. They are of such an urgent nature that they cannot be delayed for the next scheduled (preventive) maintenance visit. They are issued for work requested by telephone, in person, or in writing when the work will not exceed a target of 40 man hours of labor and/or $1,000 limit for labor and materials. SOs will not be used for incidental improvements (new work). GFOQ resident approval is not required for an SO.

c. SOs are prioritized as emergency, urgent, or routine. Emergency SO take priority over all other SOs. Urgent and routine SOs are accomplished on a fist-come/first-served basis. All installations should have a formal priority system for SO accomplishment. Follow-up visits to correct unsatisfactorily performed SO (call back) will be charged to the same SO.

d. IJOs are used for incidental improvements (new work), for all M&R which exceeds the scope of an SO and/or requires optimum control of manpower and other required resources, for preventive maintenance requirements, and for all improvements regardless of cost. GFOQ resident approval in writing is required on all IJO when the work covered by the IJO is not included in the SYGP. (See para 7–2*c*.)

e. M&R projects initiated for GFOQ must be submitted either as individual projects independent of non-GFOQ projects or as separate bid items in an omnibus project. In either case, each GFOQ must be specifically identified with its own separate cost estimate.

5–13. Incidental improvements.

a. Certain minor improvements, within the limits cited in table 5–1, may be approved by the installation commander using family housing M&R (BP 19200) funds. However, where incidental improvements plus M&R work done concurrently with a construction improvement project exceeds $50,000 ($60,000 to support the handicapped) per DU (as adjusted by the area cost factor), congressional approval must be obtained.

b. Incidental improvements authority will not be used to increase the size of any DU, to increase the number of rooms in any DU, to add air-conditioning to any space not presently air-conditioned, or to add new or alter existing exterior fixtures such as garages, carports, detached facilities, or porches.

c. Under normal circumstances, incidental improvements should be done concurrently with M&R work, except for security, health, and/or safety improvements that should not be delayed.

d. Incidental improvements will not be accomplished on a specific GFOQ or ICQ when deferred maintenance and repair (DMAR) exists on that GFOQ or ICQ unless the work is for security, health, and/or safety improvements which should not be delayed.

e. Incidental improvements will be accomplished fairly among all housing residents irrespective of grade.

5–14. Support for exceptional family members

a. To accommodate physically handicapped family members appropriate modifications may be made to DU on a case-by-case basis using incidental improvements (BP 192000) funds.

b. These modifications will be accomplished as follows:

(1) Modifications costing less than $5,000 per DU will be accomplished using incidental improvement funds.

(2) Modifications costing from $5,000 to $15,000 per DU will be accomplished with incidental improvement funds after obtaining HQDA approval. The funding source for modification whose costs exceed $15,000 will be determined by HQDA after reviewing the documentation submitted and in consideration of congressional notification requirements. Requests for approval will be sent to USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580 for coordination with ASA (I,L,&E). Specific procedures for gaining approval are outlined in AR 210–50.

5–15. Change of occupancy

a. Interior painting, floor refinishing, and major repair, if required, will normally be performed between occupancies. The

scope of work to be done will be determined at the time of the inspection incident to vacating the DU.

b. Involvement of the outgoing resident in the change of occupancy process can be helpful in achieving a cost effective occupancy change. The departing resident can identify needed work and is encouraged to allow work that does not compromise habitability to be performed prior to vacating. This should help screen out work not required and ensure the turnover of the DU to the next resident as quickly as possible.

5–16. Resident's potential pecuniary liabilities

a. In accordance with AR 735–5 residents are responsible and may be held liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, caused by their negligence or willful misconduct or that of their family members or guests. This includes loss or damage caused by pets. Loss or damage due to fair wear and tear, as determined by a qualified technical inspector, is excepted.

b. Residents will be informed of and will acknowledge in writing their responsibilities and liability at the time of assignment and termination of Government housing occupancy. Also the condition of the DU will be validated at both assignment and termination. (See AR 210–5, app G.)

c. A report of survey is required where damages occur due to negligence or willful misconduct of resident, dependents, or guests. A report of survey is not required when damage results through no fault of the resident, dependents, or guests; for example, moving radiators or duct work as part of an M&R project. In such cases, a statement by the resident and/or the Director of Engineering and Housing (DEH) will suffice.

5–17. Disagreements on maintenance and repair work

Where the GFOQ resident disapproves any major M&R work essential to protect the Government's investment in the DU, he or she will be required to sign a formal disapproval. When the GFOQ resident disagrees with the scope of work or disapproves the project and the matter cannot be resolved at the installation, it will be forwarded to the MACOM for resolution. Should the MACOM not resolve the matter, the issue will be forwarded to the Office of the Chief of Engineers (OCE) for resolution.

Table 5–1
Dollar limitations and approval authorities

Level of Command	New Construction (BP 10000000) (See notes 1a & 3a.)	Improvements (BP 60000000) (See notes 1b, 2a & 3a.)	Maintenance & Repair (BP 192000) (See notes 2b, 2c & 3b.)	Incidental Improvements (BP 192000) (See note 1c.)	Operation & Maintenance (BP 190000) (See notes 1d & 3c.)
Congress	Authorization and appropriation. Approves all individual projects. Approves reprogramming for projects in which the new cost estimate exceeds the old by 20 percent or $1,500,000, whichever is less for projects exceeding $1,500,000.	Authorization and appropriation. Approves, from submitted listing of projects, programmed amount and individual DU $50,000 and above ($60,000 and above to support the handicapped) as adjusted by area cost factor. Approves reprogramming for DU $50,000 or more and any project in which the new cost estimate exceeds the old by 20 percent or $1,500,000, whichever is less for projects exceeding $1,500,000.	Authorization and appropriation. Approves total M&R (including incidental improvements) estimated to exceed $25,000 per DU per FY (GFOQ only).	Authorization and appropriation.	Authorization and appropriation.
OSD	Apportionment/program authorization.	Apportionment/program authorization.	Apportionment/program authorization.	Apportionment/program authorization.	Apportionment/program authorization.
HQDA	Reprogram internally (within authorization and appropriation) projects in which the new cost estimate is up to $1,500,000, or 20 percent above the old cost estimate, whichever is less.	Per DU: Less than $50,000 as adjusted by area cost factor. Per Project: Reprograms internally (within annual appropriation and authorization) projects up to $1,500,000, or 20 percent, whichever is less, where individual DU costs do not exceed $50,000 ($60,000 to support the handicapped) as adjusted by area cost factor. Notifies Congress semiannually of changes from congressionally approved project list.	Per DU: $15,000 or more for all major M&R (including incidental improvements) per FY (non-GFOQ only); $15,000 or more for a single major M&R project (GFOQ) only). Per Project: $1,000,000 or more in CONUS ($500,000 or more OCONUS), not to exceed 50 percent of DU replacement cost.	Per DU: Over $3,000 per FY; over $5,000 per FY when work supports requirements for physically handicapped. Per Project: Delegated.	Approves total combined O&M estimated to exceed $50,000 per DU per FY where the M&R component is less than $25,000 (GFOQ only).
Major Command	None.	None.	Per DU: Less than $15,000 for major M&R	Per DU: $3,000 or less per FY; $5,000 or less	Approves total combined O&M estimated at

Table 5–1
Dollar limitations and approval authorities—continued

			(including incidental improvements) per FY (non-GFOQ only); less than $15,000 for a single major M&R project (GFOQ only). Per Project: Less than $1,000,000 in CONUS (less than $500,000 OCONUS), not to exceed 50 percent of DU replacement cost.	per FY for work to support requirements for physically handicapped. Per project: Less than $200,000.	less than $50,000 per DU per FY where total M&R is less than $25,000 (GFOQ only).
Intermediate Command and Installation.	None.	None.	As delegated by higher command.	As delegated by higher command.	Approves total combined O&M estimated at less than $25,000 per DU per FY where total M&R is less than $25,000 (GFOQ only).

Notes:
1. Statutory Limitations.
a. New Construction (BP 10000000). Cost limit is approved by individual project in Public Law of FY.
b. Improvements (BP 60000000). Cost limit is $50,000 per DU ($60,000 per DU to make the DU suitable for habitation by a handicapped person) except as otherwise approved by individual project in Public Law of FY. Cost per DU includes proportional costs of other real property serving the DU. This limit includes concurrent M&R and incidental improvements. DU cost limit is as adjusted by area cost factor. This limit is effective only during execution of the project and is not limited by FY. This limit does not apply to repair or restoration of DU damaged by fire, flood, or other disaster.
c. Incidental Improvements (BP 192000). Cost limit is $200,000 per project.
d. Leasing (BP 194000). Annual leasing costs per family DU is limited to $12,000 (domestic) and $20,000 (foreign). A small number of leases exceeding those limits are authorized to OSD who allocates them to the military services.
2. Administrative Limitations (Congressional).
a. Improvements to foreign source DU. Three year cost limit for improvements and major M&R is $35,000 (absolute) per DU, that is, does not allow for use of area cost factors. If costs are expected to exceed $35,000 over a 3-year period, total funding should be requested in one year. Projects submitted to Congress must include a listing of improvement and major M&R expenditures that occurred during the 3 years prior to the submittal and planned expenditures for the 3 years following the submittal (for example, for an FY 91 budget submittal, report FY 88, 89, 90, 92, 93 and 94). An improvement project (including concurrent M&R) which exceeds the $35,000 limit and for which no justification was submitted to Congress requires congressional notification and a 21-day waiting period prior to contract award.
b. Maintenance and Repair of ICQ. The cumulative total of all programmed major M&R work (including concurrent incidental improvements) inside the 5-foot building line expected to cost in excess of $15,000 (absolute) in a FY must be identified and submitted to Congress in the annual budget request. Congress must be notified of unforeseen projects that develop during the budget year. Foreign source DU have a limit of $35,000 (absolute) on improvement and major M&R projects (including concurrent incidental improvements); Congress must approve higher cost projects on an exception basis. (See para 5–9 *c*.)
c. Maintenance and repair of GFOQ. Total M&R (including incidental improvements) estimated to exceed $25,000 (absolute) per DU per FY must be included in the budget justification material for congressional review and approval. For purposes of this threshold, M&R costs include work done outside the 5-foot building line. Increases which exceed $5,000 above the congressionally-approved limit and out-of-cycle work not included in the budget must be submitted to Congress over the signature of the Secretary of the Army. Congress will accept only one such request per year except in those situations considered to be emergency or safety related. (See paras 5–9 a and b.)
3. Administrative Limitations (HQDA).
a. Construction. All construction projects for GFOQ will be included in the annual budget submittal to Congress. No construction projects will be done for GFOQ through reprogramming action.
b. Damaged or Destroyed DU. The restoration of damaged or destroyed DU will be funded with M&R funds per the following: $15,000 or less approved at MACOM level; over $15,000 but less than 50 percent of replacement cost approved at DA level. Where restoration cost exceeds 50 percent of replacement cost, HQDA will determine whether the repairs will be funded with M&R funds or with construction funds. Except for GFOQ, the congressionally-imposed FY M&R limitations per DU do not apply to repair or restoration of DU damaged by fire, flood, or other disaster.
c. Operation and maintenance of GFOQ. Total O&M estimated to exceed $50,000 (absolute) per DU per FY, where the M&R component is less than $25,000, must be approved by ASA (I,L,&E).

Chapter 6
Construction

6–1. General

The family housing construction program provides for the construction of new family housing facilities and the improvement of existing housing facilities. These two broad categories of construction are accomplished respectively under the New Construction and Post Acquisition Construction Programs.

6–2. New construction (Budget Program 10000000)

a. The type, category, and quantity of family housing to be programmed for construction at an installation is determined by the following:

(1) Personnel strength projections contained in the current HQDA-approved Army Stationing and Installations Plan (ASIP) or equivalent document in USAREUR and EUSA.

(2) Adequacy both of current and projected support in local communities and of existing Government-owned or controlled housing as determined by the analysis completed in the Army Housing Justification Process (AHJP) to include the segmented housing market analysis (SHMA) procedure. (See AR 210–50, chap 14.)

b. The number of general and flag officers authorized is relatively constant. Many are assigned to key and essential positions which require that they reside on installations. Most of these positions have Government-provided housing designated for their incumbents. Hence, the requirement to construct new GFOQ should occur only infrequently.

c. New construction of GFOQ could be expected when—

(1) A key and essential general or flag officer position is permanently added at an installation.

(2) Security of a general or flag officer and his or her family demands housing on a military installation rather than in local communities.

(3) A decision is made to replace existing high cost GFOQ or GFOQ completely destroyed by fire or other disaster.

(4) An existing GFOQ can no longer be economically maintained.

d. Requests for new construction of GFOQ must be accompanied by economic analyses using life cycle considerations which examine all feasible alternatives. Where redesignation of housing among

grade categories is not feasible, a strong justification must be submitted with the request.

6–3. Post acquisition construction (Budget Program 60000000)

a. Scope. This program encompasses all improvement projects, such as, revitalization, modernization, alterations, additions, expansions, and extensions not categorized as new construction. It does not include work within the cost limitation for incidental improvements under the family housing O&M program. Although generically the same, improvement projects are divided into two groups based on their primary objectives. Those projects which improve livability are classified as improvement projects; those which conserve energy, as Energy Conservation Investment Program (ECIP) projects. In either case, the total requirement should be addressed. The total construction improvement need should be programmed whether or not it exceeds the threshold identified in table 5–1.

b. Limitations.

(1) Congress has imposed both statutory and administrative limitations on the post acquisition construction program.

(*a*) *Statutory limit.* Improvements to a DU, including concurrent M&R and incidental improvements, exceeding $50,000 ($60,000 to make the DU suitable for habitation by a handicapped person) as adjusted by the area cost factor (ACF) must be authorized and appropriated by Congress. The congressional notification process cannot be used.

(*b*) *Administrative limit.* Improvements to a foreign source DU, including concurrent M&R and incidental improvements, are limited to $35,000 per 3 consecutive FYs. This is an absolute limit not subject to ACF adjustment. If improvements programmed for a specific DU will exceed $35,000 over a 3-year period, total funding should be requested in 1 year. The justification for each DU should identify all improvements and major M&R done in the past 3 years and planned in the following 3 years. Improvement projects, which exceed the administrative limit ($35,000) but are less than the statutory limit and for which necessary justification was not submitted as part of the program budget, will require congressional notification and a 21-day waiting period prior to contract award.

(2) Post acquisition construction projects should not be constrained by GFOQ or ICQ cost limitations. Users should request that level of resources necessary to meet their needs. Congress may approve both the total program amount for improvements and individual DU improvements costing $50,000 ($60,000 to support the handicapped) or more as indicated in (1)(*a*) above.

(3) Should an improvement project have concurrent M&R added, both the total cost and the cost of the M&R added are constrained to the limitations in table 5–1.

(4) Although HQDA may reprogram (per table 5–1) a post acquisition construction project within the annual appropriation and authorization except for individual dwelling units costing $50,000 ($60,000 to support the handicapped) or more ($35,000 for foreign source DU), no BP 60000000 projects will be done for GFOQ through reprogramming action. All such projects must be planned for, programmed, and included in the annual budget submittal to Congress.

c. Improvements.

(1) *Whole house revitalization.* These projects address comprehensive, that is, "whole house" requirements of GFOQ and ICQ and their ORP ancillary facilities. This "whole house" concept integrates M&R with improvements and/or ECIP projects to address the total requirements of a GFOQ or ICQ at one time. Completion of a revitalization project is anticipated to extend the life of a DU for 25 years.

(*a*) Maintenance, repair, and improvement activities require the use of the same building and construction trades. Effective use of resources warrants that all work on a DU should be done concurrently if possible. This tends to accelerate progress and reduce the time the GFOQ or ICQ is out of service or at a reduced service level.

(*b*) Housing revitalization projects are handled in the same manner as an improvement project with all work considered to be construction and funded accordingly.

(*c*) Should project scopes be curtailed due to insufficient funding, site-related items and associated real property amenities should be deferred rather than deleting structural components.

(2) *Line Item Improvement Program (LIIP).* These projects address specific components of a GFOQ or ICQ (for example, air conditioning or kitchens) or of an area serving a GFOQ or ICQ (for example, master utility metering, parking expansion). They are "nonwhole house" projects, which may incidentally address deficiencies in either design criteria or established living standards that have evolved since the DU was constructed or last improved.

d. Energy Conservation Investment Program. ECIP projects are premised on future savings in energy by virtue of current capital investment. To be accepted for consideration, an ECIP project must have a savings-to-investment ratio equal to or greater than one and must be amortized in 10 years or less. Congress approves a total program amount for ECIP but limits that total amount for use on ECIP projects only. Thus, HQDA may reprogram ECIP funds internally only among ECIP projects within the annual appropriation and authorization.

6–4. Programming procedure

a. Planning and programming for construction will be accomplished in accord with this regulation, AR 210–50, and AR 415–15.

b. HQDA (DAEN–ZCP) will provide the MACOMs with construction programming and resource guidance through Army programming guidance, and/or Engineer military construction (MILCON) guidance, and Program and Budget Guidance (PBG).

c. Installations will include all GFOQ and ICQ projects which require AFH construction funds in their prioritized AFH construction project list. This list will be forwarded to the MACOM using the Multi-year Plan (MYPLAN) subsystem of the Programming, Administration, and Execution (PAX) automated system.

d. The MACOMs will consolidate and prioritize their subordinate command construction project lists and forward them to HQDA via MYPLAN so as to arrive concurrent with the MACOM POM submission. Two lists are submitted as follows:

(1) *MACOM 6-year Program (SYP).* The SYP is a ranked list that includes all projects that fall within guidance.

(2) *Long-range Construction Program (LRCP).* The LRCP is an unranked project listing which includes projects that cannot be funded within the SYP as well as projects beyond the program years. For example, in FY91 the LRCP should address projects beyond FY99.

e. After the program lists have been developed and submitted, project program documents will be submitted. The primary document for programming construction projects is the DD Form 1391. All DD Forms 1391 for AFH construction projects will be submitted electronically using the DD Form 1391 Processor System, a PAX subsystem.

f. Congress has mandated accomplishment of 35 percent design on projects (exclusive of turnkey projects) before submitting a budget request. Due to the lead time for planning and design, a full DD Form 1391 must be submitted electronically by the MACOM through the U.S. Army Corps of Engineers (USACE), ATTN: CEMP–P to HQDA (DAEN–ZCP). This will be done in January, 3 years (2 years for turnkey projects) prior to the Army's budget submittal (for example, in January 1991 (1992 for turnkey projects) for the FY93 budget). A 35 percent design is required not later than the August prior to the President's budget submission in January.

g. Detailed programming procedure and specific instructions for completing the DD Form 1391, to include the 18 detailed paragraphs (D1 through D18) and the special requirement (SR) paragraphs are set forth in AR 415–15.

h. Progress of a construction project through the approval process can be tracked via a subsystem of PAX called Construction Appropriation, Programming, Control, and Execution System (CAPCES).

Chapter 7
Planning, Programming, and Budgeting

7–1. General

Prudent stewardship of GFOQ and ICQ demands a clear overview of what is required both to operate and maintain each DU and to ensure its continued availability and livability through periodic revitalization. Effective life cycle management requires—

a. Identifying what needs to be done and setting the goals and objectives for satisfying these needs (that is, planning).

b. Translating goals and objectives into finite action in consideration of alternatives, tradeoffs, and the need to balance requirements against limited resources (that is, programming).

c. Developing detailed fund estimates to support plans and programs and obtaining resources needed to execute them (that is, budgeting).

7–2. Planning and programming

Each GFOQ will have a current, integrated series of plans associated with its sustainment. These plans will convey a total picture of what is required to ensure that a GFOQ either will efficiently serve its intended purpose or will be appropriately analyzed to determine its disposition. An ICQ may have a separate series of plans or may be included in broader plans that address either the housing area in which the ICQ is located or a type of DU.

a. Operation and maintenance (BP 190000). Each GFOQ will have an annual work plan (AWP) and an unconstrained long-range work plan (LRWP) for BP 190000.

(1) *AWP.* Prior to the start of each fiscal year, the DEH or equivalent, in conjunction with the housing manager, will prepare the AWP for each GFOQ showing the breakdown of BP 190000 funds. It will be based on the LRWP and current inspections. It will serve as a source for identifying and scheduling all GFOQ work and services according to the resources available and the priorities established by the installation commander. It is a planning document which reflects the best information available and is adjusted throughout the year. GFOQ and ICQ residents should be aware of what is contained in the AWPs which cover their DUs. This will keep the residents aware of efforts concerning their DUs and may aid in their personal planning. M&R and incidental improvement projects included in the AWP must be developed into project format.

(2) *LRWP.* Annually, the housing manager, in conjunction with the DEH or equivalent, prepares a long-range work plan (covering the 5-year period beyond the AWP) for BP 190000 work and services on each GFOQ. GFOQ and ICQ residents should be aware of the long term needs of their DUs as it will give them a broader view of the DUs. Significant areas of concern may be highlighted or a course of action indicated that would be different than the AWP might otherwise suggest by itself.

b. Construction.

(1) Both new construction and post acquisition construction (improvement and ECIP) projects which require AFH construction funds are reflected in—

(*a*) The 6-year ranked AFH construction project list, that is, the construction SYP.

(*b*). The unranked long-range AFH construction project list, that is, the long-range construction program (LRCP) which goes beyond the SYP. (See para 6–4.)

(2) The SYP and LRCP will give the GFOQ and ICQ residents and the housing manager a more comprehensive appreciation for what construction effort is required to keep a DU available for its intended use.

c. Six-year GFOQ plan (SYGP).

(1) Installations will prepare a SYGP for each GFOQ.

(2) The SYGP will be —

(*a*) Signed by the GFOQ resident.

(*b*) Developed for the program execution year plus the 5 subsequent years and updated prior to the start of each fiscal year.

(*c*) Synthesized from the AWP, LRWP, SYP, the President's budget and congressional action on the President's budget so as to reflect the most current information on O&M and construction.

(*d*) Interrelated with the four plans (AWP, LRWP, SYP, and LRCP) identified in *a* and *b* above. (The SYGP provides opportunities for prudent management decisions and may elicit changes in one or more of the four related plans. The interrelationship of these plans as well as both budget execution and budget formulation are shown in figure 7–1.)

(*e*) Estimated from the O&M costs developed in accord with allocation guidelines cited in paragraphs 9–7 and 9–8.

(*f*) Used as the basis for preparing the annual budget estimate (para 7–3).

(3) A suggested format for a SYGP is at figure 7–2. Users should adjust the format to meet their needs for specific GFOQ.

d. Review of plans. A detailed review of the five plans discussed in *a, b,* and *c* above will provide a complete perspective of each GFOQ's and ICQ's funding requirements. This will aid the resident, the housing manager, and the installation commander in making sound, sensible management decisions on the long-term and immediate requirements for the housing.

e. Disposition of plans.

(1) All plans identified in *a, b,* and *c* above will be developed as a coordinated effort with the GFOQ resident and submitted to the MACOM. All SYGP must be concurred with by the GFOQ resident and approved by the installation and the MACOM on an annual basis prior to the start of the program execution year. Once the plan is concurred with by the resident, further concurrence on individual tasks is not required; only major changes to the plan require resident concurrence.

(2) AWP and LRWP for GFOQ where O&M costs equal or exceed $50,000 are subject to being requested by HQDA on an "as needed" basis.

(3) All SYP and LRCP will be forwarded to HQDA by the MACOM in accord with paragraph 6–4.

(4) SYGP for those GFOQ whose O&M costs are expected to exceed $50,000 will be forwarded to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580 concurrent with the budget estimate for that GFOQ.

7–3. Budgeting for general/flag officer's quarters operation and maintenance

a. Requirement.

(1) An annual budget estimate will be prepared for each GFOQ to reflect its estimated cumulative O&M costs. An annual budget estimate will be prepared in the first year of the biennial budget cycle for each of the two years in that cycle. In the second year of the cycle an updated budget estimate will be prepared when there is a change to the previously submitted estimate.

(2) The budget estimate identifies and justifies estimated costs and, where applicable, serves as a request for HQDA approval to exceed the O&M cost limitations set forth in table 5–1.

(3) Budget estimates for GFOQ will be developed locally in accord with AFH budget guidance published by HQDA. Round estimated costs to the nearest dollar. Figure 7–3 presents a suggested format for a GFOQ budget estimate. The suggested format is derived from the O&M cost account structure outlined in appendix C. Users should use only those stub entries in figure 7–3 which accommodate the specific requirements of their individual GFOQ.

b. Disposition of budget estimates.

(1) All estimates will be reviewed and concurred in by the GFOQ resident, validated by the installation commander, and submitted to the MACOM for approval or forwarding to HQDA. Review should be done in conjunction with the plans listed in paragraph 7–2.

(2) O&M estimates which exceed $50,000 in a FY and those O&M estimates whose M&R component equals or exceeds $25,000 in a FY will be forwarded by the MACOM to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580. Such estimates will be submitted so as to arrive not later than concurrent with the CBE, or equivalent, submission.

c. Changes to budget estimates.

(1) Every effort should be made to anticipate O&M expenditures far enough in advance so that they can be included in the annual budget estimate. If, during the execution year emergent requirements make it necessary to exceed the previously submitted budget estimate, a revised budget estimate will be submitted to the MACOM. Revised estimates will be submitted as soon as possible after the need for a change has been identified.

(2) Revised O&M estimates which equal or exceed $50,000 will be forwarded by the MACOM to USAEHSC (CEHSC–FB), Fort Belvoir, VA 22060–5580, for reapproval action.

(3) When the M&R component of the O&M revised estimate exceeds $25,000 for the first time or is $5,000 or more above the congressionally-approved threshold, Congress must be notified of an out-of-cycle M&R requirement. Except for emergency or safety-related M&R, each Service is limited to one such notification sub-

mission per year. This is scheduled to occur at midyear. Out-of-cycle M&R notification must be certified and approved by the Secretary of the Army.

(4) Revised budget estimates will include the following:

(*a*) The approved budget amount, amount of change, and newly estimated amount for each subordinate detailed cost account.

(*b*) A complete narrative description and cost of the work and/or service which will cause the cost increase and the reason that the work and/or service must be done in that FY. (This may be done by footnoting the change amounts in the revised budget estimate.)

(5) Revised budget estimates will also include a statement that all known repairs for the DU are included. If not included, give the reason.

(6) Approval of an annual O&M budget estimate in excess of $50,000 constitutes a new O&M limitation for that GFOQ in that fiscal year. Any further increases will require reapproval by HQDA.

d. Carry over of congressional approval.

(1) There may be occasions when, for cogent reasons, the congressionally approved amount of M&R for a specific GFOQ cannot be fully obligated in the FY for which approval was obtained (for example, a programmed change of occupancy did not take place). The amount, approved for an express purpose, which could not be obligated, may be carried over to the following FY, if approved by HQDA.

(2) Requests to carry over approval from one FY to the following FY must be sent through the MACOM to USAEHSC (CEHSC–HM–O, Fort Belvoir, VA 22060–5580. Requests will include the amount to be carried over, reasons why funds could not be obligated, and the following FY's M&R program for the GFOQ. DA Form 4939–R (General/Flag Officer's Quarters Management Report) must be annotated to reflect the carry over of congressional approval. (See para 10–2*c*(5).)

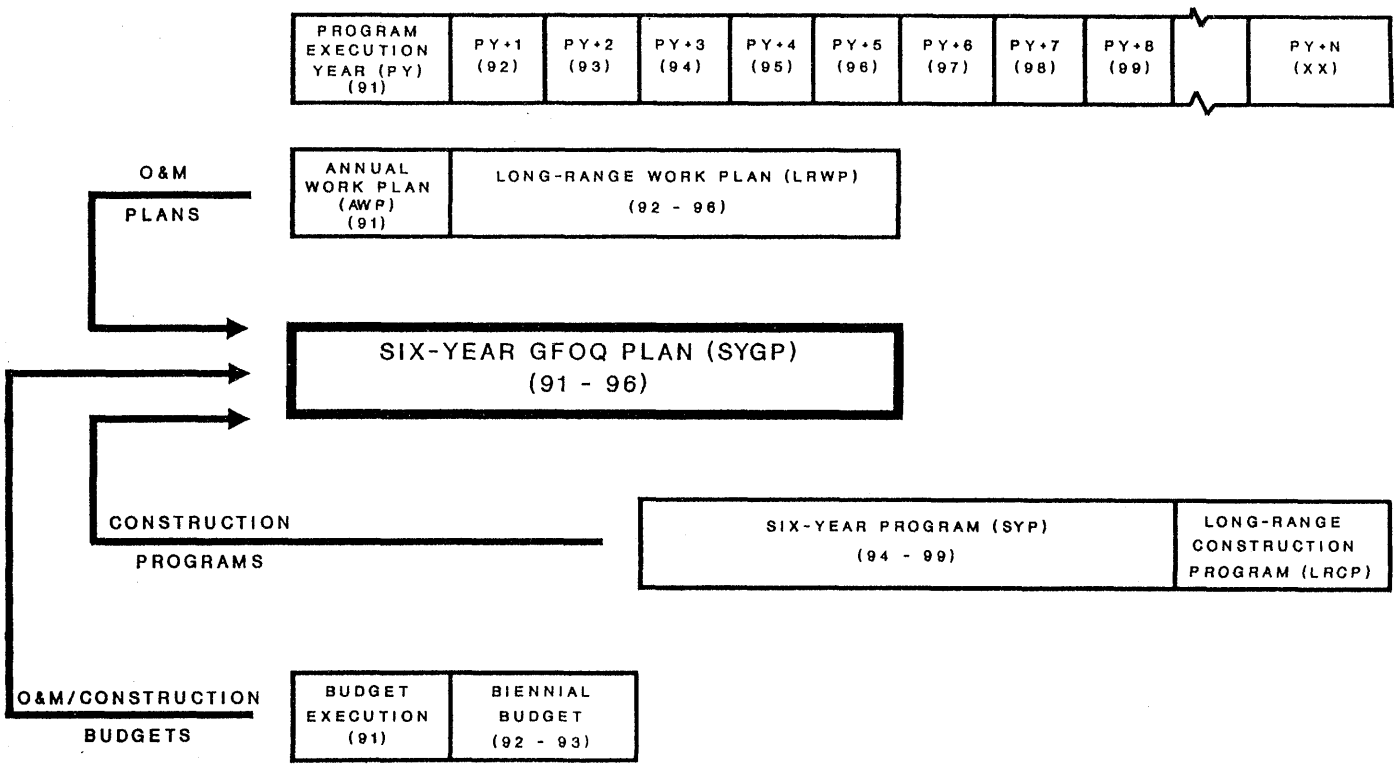
(3) Approval to carry over will be authorized only for GFOQ that were previously reported to Congress for M&R over $25,000.

7–4. Budget justification documentation

Defense of the Army's annual budget submittal requires specific supporting justification. Table 7–1 summarizes that documentation necessary to support AFH resource requests for GFOQ and ICQ.

Table 7–1
Summary of documentation to support AFH budgeting

If	Then send to USAEHSC	In FY Quarter	(Reference)
Single major M&R (BP 192000) project for ICQ, or cumulative total of all programmed major M&R work, including incidental improvements, for ICQ in a FY, equals or exceeds $15,000, or Single major M&R (BP 192000) project for GFOQ is estimated to cost $15,000 or more in a FY	Project documentation as follows: a. DD Form 1391 b. Eighteen paragraph detail justification c. Detailed cost estimate d. MACOM transmittal memorandum or message requesting approval	3d	(Para 5–9d)
O&M (BP 190000) for GFOQ exceeds $50,000	Budget Estimate	3d	(Para 7–3a and b)
Change to O&M estimate for GFOQ	Revised Budget Estimate	ASAP after identification of change	(Para 7–3c)
M&R (BP 1920000) for GFOQ equals or exceeds $25,000	Budget Estimate	3d	(Para 7–3a and b)
Out-of-cycle M&R requests for GFOQ	Revised Budget Estimate	2d	(Para 7–3c)
New Construction (BP 10000000) for GFOQ and ICQ	DD Form 1391	2d (See para 6–4f.)	(Para 6–4e)
Improvement (BP 60000000) for GFOQ and ICQ	DD Form 1391	2d (See para 6–4f.).	(Para 6–4e)



Notes:

In current year (FY91) the SYGP developed for FY91 - FY96 was based on --
1. AWP for FY91.
2. LRWP for FY92 - FY96.
3. O&M/construction budgets expected to be executed for FY91.
4. O&M/construction biennial budget estimates for FY92 & FY93.
5. Construction SYP for FY94 - FY99.
6. LRCP for FY2000 and beyond.

Figure 7–1. GFOQ planning relationships

SIX-YEAR GFOQ PLAN

DATE PREPARED:
GROSS AREA (SF):
NET AREA (SF):

INSTALLATION: QUARTERS ID: YEAR BUILT:

DESCRIPTION[1]	*REMARKS*[2]	*FY*[3]	*FY*	*FY*	*FY*	*FY*	*FY*
1. OPERATIONS—TOTAL							
a. MANAGEMENT (Subtotal)							
(1) Annual recurring requirement (ARR)							
(2) Other requirement[4]							
b. SERVICES (Subtotal)							
(1) ARR (Identify)							
(2) Other requirement[4]							

Figure 7–2. Suggested format for a six-year GFOQ plan (SYGP)

DESCRIPTION[1]	*REMARKS*[2]	*FY*[3]	*FY*	*FY*	*FY*	*FY*	*FY*
c. FURNISHINGS (Subtotal)							
(1) ARR							
(2) Other requirement[4]							
d. MISCELLANEOUS (Subtotal)							
Identify[5]							
e. UTILITIES (Subtotal)							
Type[6]							
f. LEASING (Subtotal)							
2. MAINTENANCE—TOTAL[7]							
a. RECURRING M&R (Subtotal)							
(1) Service calls	(Est No. & avg cost)						
(2) Routine maint (Subtotal)[8]							
(3) Between occupancy maintenance cleaning							
(4) Painting							
b. MAJOR M&R (Subtotal)[9]							
(1) Major projects							
(2) Demolition							
(3) Repair of fire damage							
(4) Repair for historic preservation							
c. INCIDENTAL IMPROVEMENTS (Subtotal)[9]							
(1) Dwelling unit							
(2) ORP							
d. M&R EXTERIOR UTILITIES (Subtotal)[9]							
Project							
e. M&R ORP (Subtotal)[9]							
(1) Grounds							
(2) Surfaced areas							
(3) Other							
f. SELF-HELP (Subtotal)							
(1) Dwelling unit							
(2) ORP							
g. DESIGN COSTS[9]							
3. TOTAL O&M[10]							
4. CONSTRUCTION—TOTAL							
a. NEW (Subtotal)[11]							
b. POST ACQUISITION (Subtotal)[11]							
5. TOTAL ANNUAL ESTIMATED COST							
6. Concurred w/by Present Resident:							

Figure 7–2. Suggested format for a six-year GFOQ plan (SYGP)—Continued

DESCRIPTION[1]	*REMARKS*[2]	*FY*[3]	*FY*	*FY*	*FY*	*FY*	*FY*

7. Approved by:

   a. Installation:

   b. MACOM:

Notes:
[1]Use only those stubs (left column) for which there are entries. Use as many stub entries as necessary to identify "other requirement", "type", "identify", or "project". Use a separate stub entry for each FY for other than recurring requirements.
[2]Identify scope. When item described is one-time, cyclical, or periodic and length of cycle or time between periodic requirements exceeds one year enter "LAST DONE FY___, EST LIFE–YEARS".
[3]Starting FY is current year plus 1. For example, SYGP developed in FY90 should cover FY91–96.
[4]Use as many "other requirement" stubs as necessary. Identify each stub.
[5]Identify each miscellaneous item by separate stub.
[6]List each type utility separately. Identify consumption unit of measure (for example, MWH) after stub entry for each utility and estimated consumption parenthetically after estimated cost for each FY.
[7]Congressional approval is required for a GFOQ whose "total" M&R cost (including any major M&R and incidental improvement projects) is estimated to equal or exceed $25,000.
[8]Identify scheduled maintenance, preventive maintenance, and so forth.
[9]Identify each project with its own stub entry.
[10]HQDA approval is required for a GFOQ whose "total" O&M cost is estimated to exceed $50,000.
[11]Identify each project with its own stub entry.

Figure 7–2. Suggested format for a six-year GFOQ plan (SYGP)—Continued

GFOQ Budget Estimate—FY___

Installation: Date Prepared:
Quarters ID:
Position of resident:
Designated housing (yes or no):
Special command position (yes or no):
Year built:
Historic designation (yes or no)
Net square feet:

	O&M Obligations	Approved Amount (if over $50,000)
1. Actual FY___ (FY–3)		
2. Actual FY___ (FY–2)		
3. Current Program FY___ (FY–1)		
4. Budget Submit FY___ (FY)		___
5. Budget Estimate FY___ (FY + 1)		___

Account[1]	Brief Description	Original Cost Estimate	Revised Cost Estimate
a. Operations[2]			
(1) Management			
(a) Housing Office			
(b) Programming and studies			
(2) Services			
(a) Refuse collection and disposal			
(b) Fire protection			
(c) Police protection			
(d) Entomology services			
(e) Custodial services			
(f) Municipal-type services			
(3) Furnishings			
(a) Control, moving, and handling			

Figure 7–3. Suggested format for a GFOQ budget estimate

Account[1]	Brief Description	Original Cost Estimate	Revised Cost Estimate

(b) M&R, furniture
(c) Replacement, furniture
(d) Initial issue, furniture
(e) M&R, equipment
(f) Replacement, equipment
(g) Initial issue, equipment
(h) Special allowance furnishings
(4) Miscellaneous
(a) Permit payments
(b) German land taxes
(c) U.K. accommodation charges
(d) Fire Insurance
(5) Utilities[3]
(a) Electricity
(b) Gas
(c) Fuel oil
(d) Water
(e) Sewage
(f) .Other utilities and fuels
(6) Leasing
(7) Total operations[2]
b. Maintenance[2] [4]
(1) Recurring M&R
(a) Service calls
(b) Routine maintenance
(c) Between occupancy maintenance cleaning
(d) Painting
(2) Major M&R
(a) Major projects
(b) Demolition
(c) Repair of fire damage
(d) Repair for historic preservation
(3) Incidental improvements
(a) Dwelling unit
(b) Other real property
(4) M&R exterior utilities
(5) M&R other real property
(a) Grounds[5]
(b) Surfaced areas
(c) Other
(6) Self-help
(a) Dwelling unit
(b) Other real property
(7) Design costs
(8) Total maintenance[2]
c. Total O&M[2]
d. Construction improvements[6]
6. O&M programmed for next 3 years:
a. FY___ (FY + 1):
b. FY___ (FY + 2):
c. FY___ (FY + 3):
7. Remarks:
8. Resident concurrence:

(Name/Title) *(Date)* *(Signature)*

9. DEH certification: "These requirements are valid and represent least-cost, most effective approach for O&M."

Figure 7–3. Suggested format for a GFOQ budget estimate—Continued

(Name/Title) *(Date)* *(Signature)*

10. MACOM Engineer approval recommendation:

(Name/Title) *(Date)* *(Signature)*

Notes:
[1]Use only those stubs ("Account" column) for which there are entries.
[2]Do not include indirect support services costs.
[3]Indicate if utility is metered or calculated.
[4]For major M&R projects, reference Project No./Form No. on DD Form 1391.
[5]For work provided as exception to policy, cite MACOM approval date.
[6]Identify work programmed in FY___ including brief description and estimated cost. Identify any concurrent M&R work.

Figure 7–3. Suggested format for a GFOQ budget estimate—Continued

Chapter 8
General/Flag Officer's Quarters and Installation Commander's Quarters Financing

8–1. General
Congress authorizes and appropriates funds for facilities through three separate appropriated fund facility accounts. These are Army Family Housing (AFH); Military Construction, Army (MCA); and Real Property Maintenance Activity (RPMA), a subset of Operation and Maintenance, Army (OMA). These three accounts are appropriately balanced and integrated in the planning and programming process. Once the budget is submitted to and approved by Congress, however, the balancing process ceases and each account operates independently of the others.

8–2. Family housing appropriation
a. The annual MILCON acts authorize and appropriate money in a separate appropriation for the Army's family housing. This is formally called the Family Housing, Army (FHA) appropriation, but is commonly known throughout the Army as AFH.

b. MCA is used to construct facilities other than family housing. OMA(RPMA) operates and maintains these facilities. Unlike MCA and OMA(RPMA), which function on a mutually supportive basis, AFH is a self-contained facilities appropriation. It provides for both the construction and the operation and maintenance of the Army's family housing inventory.

c. By statute, family housing funds may be used only for family housing. However, where OMA(RPMA) and AFH M&R projects are programmed and executed as one undertaking, use the appropriate methodology shown below.

(1) For projects where both family housing and non-family housing are substantial beneficiaries, costs of M&R will be pro-rated on a fair share basis. Prorating schemes will be documented and made a part of the project file.

(2) For projects which essentially support either family housing or non-family housing facilities, M&R costs should be charged entirely to either AFH or OMA(RPMA) as appropriate.

8–3. Military Construction, Army appropriation
MCA funds will not be used for family housing construction unless Congress explicitly authorizes such use.

8–4. Defense appropriations
a. As the MILCON Act contains the separate AFH and MCA appropriations, the Defense Appropriations Act contains an array of separate appropriations such as OMA; Military Personnel, Army (MPA); Research, Development, Test, and Evaluation (RDTE); and Other Procurement, Army (OPA). None of the funds in these appropriations can be transferred to family housing requirements, nor can family housing funds be used to pay for other requirements.

b. Funds from other appropriations, such as those in *a* above, may be applied to family housing facilities as unfunded costs for purposes other than the housing of families. Examples are as follows:

(1) A family housing unit diverted for use by an unaccompanied officer assigned to a key and essential position is funded by OMA(RPMA) during its temporary status as UOPH. (See para 3–7.)

(2) Security upgrading of GFOQ and ICQ to warn of/protect from attack by terrorists is funded by OPA or OMA or both. (See para 9–10.) Such funding does not apply against AFH cost limitations.

c. Military personnel directly assigned to family housing management activities will be accounted for as an unfunded cost within the family housing cost structure. They are funded from MPA.

8–5. General/flag officer's quarters cost to family housing
Costs attributed to a GFOQ are the sum of cost directly chargeable to that unit and the costs prorated or otherwise assessed to that unit. (See chap 9.)

8–6. General/flag officer's quarters cost offsets
The average annual O&M cost per unit cited for GFOQ is higher than its real economic cost. General and flag officers are entitled to housing allowances but, when available, may be assigned quarters-in-kind, that is, Government-provided housing in stead of allowances. By residing in Government-provided housing, they forego their housing allowances. These allowances should be applied as offsets against the GFOQ AFH O&M costs when discussing the real economic costs of GFOQ. This results in a relatively lower incremental cost to provide GFOQ. These offsets, however, may not be used in determining limitations.

Chapter 9
Costing General/Flag Officer's Quarters

9–1. General
a. Installations that are responsible for the O&M of GFOQ will maintain separate subordinate cost accounting records at the detail activity and performance level for each GFOQ. These cost records will be maintained for special reporting purposes to provide an analysis of the directly identifiable costs for the O&M of GFOQ.

b. Costs should be charged to individual GFOQ to the extent that they are directly and practically identifiable and measurable to the given DU and to that associated ORP which is for the sole use of the general or flag officer who occupies the given DU. Summary costs charged to the family housing program which cannot be identified or directly chargeable to a specific GFOQ should be allocated to that DU through the use of standards, estimates, or prudent allocation guidelines outlined in this chapter.

9–2. Factors influencing costs
a. The costs of operating and maintaining a specific DU is

dependent upon a very large array of factors. These include the following:

(1) Age.
(2) Size.
(3) Design.
(4) Types of materials.
(5) Quality of construction.
(6) Condition.
(7) Location.
(8) Weather.
(9) Climate.
(10) Topography.
(11) Site Layout.
(12) Kinds of utilities.
(13) Family size.
(14) Ages of family members.
(15) Life style of family.
(16) Turnover experience.
(17) Energy efficiency of household equipment.

b. Every DU is affected differently by these and other factors. The number of variables makes it impossible to derive a formula that will allocate costs to individual DUs with any degree of accuracy. Hence, simple allocation rules are used to distribute among specified dwelling units those wider program costs not identifiable directly to them. These allocation rules are addressed below.

9–3. Operation and maintenance cost account structure

The cost account structure is at appendix C. It identifies the cost categories and their immediate subordinate detailed accounts under which costs are chargeable. (See also AR 37–100–series.)

9–1. Direct costs

a. Direct costs are those that may be identified specifically with any one job, activity, or function. These costs are billed directly to the reimbursing activity by the activity which provides the support services. Normally, fractional parts of an hour, as opposed to whole hours, will be charged to each job.

b. The direct costs for family housing include—

(1) Management (less those costs which are indirect support costs).
(2) Services (less those costs which are indirect support costs).
(3) Furnishings (less those costs which are indirect support costs).
(4) Miscellaneous.
(5) Maintenance and repair, including incidental improvements (less those costs which are indirect support costs).
(6) Utilities.
(7) Lease payments.

c. Direct costs will be allocated to GFOQ according to the allocation guidelines specified in paragraphs 9–7 and 9–8 for the work and services provided.

d. For GFOQ, direct costs will be reported separately from indirect support costs. (See chap 10 for reporting requirements.)

9–5. Indirect support costs

a. Certain services are furnished in support of family housing facilities for which it is not feasible to make a direct charge to AFH. Examples are services performed by civilian personnel offices, finance and accounting offices, supply offices, and engineering. These support services constitute indirect support and incur indirect support costs. Additionally, those costs associated with the provision of support services which are not distributed back to AFH through normal industrially-funded overhead rates, or identified through established shop or productive expense rates for direct billing to AFH, are also indirect support costs.

b. For purposes of this regulation, the term "indirect support costs" is synonymous with the terms "overhead costs" and "general and administrative (G&A) costs."

c. Indirect costs for support services will be charged to AFH as follows:

(1) Industrially-funded activities will apply the normal industrial fund overhead rates for support rendered to AFH.
(2) Real property maintenance activities which have shop or productive expenses rates will apply the applicable rate to direct work or services in support of AFH.
(3) Other activities will charge indirect costs on a full absorption basis, that is, all incurred direct and indirect costs providing program support will be computed and costed to AFH.

d. Although indirect costs will be charged to AFH, no such charges will be applied against individual DU cost limitations. Only direct costs will be applied against these limitations.

e. Activities which bill AFH for support cost will identify separately the direct and indirect support costs. Both of these costs will be reported for GFOQ. However, indirect support costs will be shown as memorandum (nonadditive) entries against individual GFOQ costs. (See chap 10 for reporting requirements.)

f. Indirect support costs will be allocated to GFOQ according to the allocation guidelines specified in paragraphs 9–7 and 9–8 for the work and services provided.

9–6. Elements of cost for Army Family Housing operation and maintenance (Budget Program 190000)

The elements of costs chargeable to GFOQ cost accounts are civilian labor, overhead and other funded costs, such as, materials and supplies, equipment usage, and contracts. These cost elements are outlined in AR 210–50.

9–7. Operations costs (Budget Programs 191000, 193000, and 194000)

a. General. The operations account includes management, services, furnishings, miscellaneous, utilities, and leasing costs. Any direct costs that can be readily identified to GFOQ should be so charged. Costs which cannot be identified as directly chargeable to a GFOQ on a service or job order basis, such as management, services, and utilities, should be allocated to individual GFOQ as indicated below.

b. Management.

(1) *Housing Office.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of Government DU.
(2) *Programming and studies.* Charge to GFOQ concerned only where effort was solely and exclusively for one or more GFOQ and of direct benefit to the GFOQ. Prorate among GFOQ affected.
(3) *Indirect support services.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of DU served.
(4) *Records.* Records will be established and maintained for the management account.

c. Services.

(1) *Refuse collection and disposal.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of Government DU served.
(2) *Fire protection.* Prorate according to the following proportion: total family housing costs of this account divided by the total number of Government DU protected.
(3) *Police protection.* (See (2) above.)
(4) *Entomology services.* This is a directly identifiable cost. Charge to the specific GFOQ.
(5) *Custodial services.* Charge to specific GFOQ only if there is a directly identifiable cost.
(6) *Municipal-type services.* (See (1) above.)
(7) *Indirect support services.* (See (1) above.)

d. Furnishings.

(1) *Control, moving, and handling.* Charge to specific GFOQ only if there is a directly identifiable cost.
(2) *Maintenance and repair, furniture.* (See (1) above.)
(3) *Replacement, furniture.* (See (1) above.)
(4) *Initial issue, furniture.* (See (1) above.)
(5) *Maintenance and repair, equipment.* (See (1) above.)
(6) *Replacement, equipment.* (See (1) above.)
(7) *Initial issue, equipment.* (See (1) above.)
(8) *Special allowance furnishings.* This is a directly identifiable cost. Charge to specific GFOQ.
(9) *Indirect support services.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of DUs provided with furnishings support.

(10) *Records.* Records will be established and maintained for each individual furnishings account.

e. Miscellaneous expenses.

(1) *Permit payments.* Charge to specific GFOQ only if there is a directly identifiable cost.

(2) *German land taxes.* (See (1) above.)

(3) *United Kingdom (UK) accommodation charges.* (See (1) above.)

(4) *Fire insurance.* Prorate according to the following proportion: total family housing cost of this account divided by the total number of DU covered by the insurance.

f. Utilities (BP 193000).

(1) The Army, DOD, other Government agencies, and the private sector have labored for many years to develop an engineered approach to calculating utility consumption rates for individual facilities. The number of variables involved is too great and there are too many intangibles, primarily those associated with life styles, to develop one formula for all cases.

(2) The only accurate and reliable measure of utilities consumption is to individually measure or meter each dwelling unit.

(3) Since not all DU are individually metered, the following guidelines (designators) have been established for costing utilities to GFOQ:

(*a*) *Metered (M).* Where GFOQ are individually metered, use actual consumption and attendant costs.

(*b*) *Used (U).* Where fuels (such as oil, coal, liquid propane) are delivered to individual GFOQ, use quantities delivered or consumed and attendant costs.

(*c*) *Simple Proration (P).* Where master metered housing areas with GFOQ contain like size and type dwelling units with similar occupants, prorate consumption and attendant costs.

(*d*) *Sampling (S).* Where there are no individual or area meters associated with a specific GFOQ, but there are other GFOQ of similar size and type, assign the metered GFOQ consumption rate to the unmetered GFOQ. The consumption rate assigned may be from individually metered GFOQ or from proration based on an area metering system.

(*e*) *Comparison (C).* Where there are no reasonably comparable consumption data such as that in (*c*) and (*d*) above available on an installation, use consumption data for comparable dwelling units from a nearby installation or local communities. Local utility companies can supply consumption data from local communities. Derive individual GFOQ costs from comparable consumption data and costs per unit measure of the utility.

(*f*) *Factored (F).* Where sewage metering or contract provisions do not enable measuring or computing sewage quantities, use the applicable engineering standard (if available) or use 70 percent of the water consumed as the sewage quantity.

(4) Records will be set up and maintained for each individual utility account. Records will be structured so that both the costs and consumption for each utility are captured.

g. Leasing (BP 194000). This is a directly identifiable cost. Charge to specific GFOQ.

9–8. Maintenance costs (Budget Program 192000)

The maintenance account includes recurring M&R, major M&R, incidental improvements, M&R of exterior utilities, M&R of other real property, self-help, and design costs of M&R projects.

a. Recurring M&R. Charge directly identifiable costs to GFOQ.

b. Major M&R. This is a directly identifiable cost. Charge to specific GFOQ.

c. Incidental improvements. Charge directly identifiable costs to GFOQ.

d. M&R of exterior utilities. M&R costs beginning at the 5-foot line and ending at a point where the utility system joins a main or terminates are directly identifiable costs and should be charged to GFOQ.

e. M&R of other real property.

(1) Other real property costs will be charged to GFOQ only if they can be clearly identified with the dwelling unit as associated real property such as garages, driveways, and grounds which are for the exclusive use of the GFOQ resident.

(2) Costs for common use areas and common facilities will not be charged to individual GFOQ.

f. Self-help program. This is a directly identifiable cost. Charge to specific GFOQ.

g. Design costs. Charge directly identifiable costs to GFOQ.

h. Indirect support services. Charge directly identifiable costs, such as the indirect support slice of shop rates for M&R work, to GFOQ. Where costs are not directly identifiable, prorate according to the following proportion: total family housing cost of this account divided by the total number of DU served.

9–9. Construction costs

Construction and improvement projects and their costs are managed by the supporting USACE district or division. This district or division reports progress and costs through USACE channels to HQDA (DAEN–ZCP) and USAEHSC (CEHSC–H). DEH and housing managers should monitor progress and costs.

9–10. Security costs

a. General and flag officers, among others, who are considered to be high risk terrorist targets must be protected. This requirement extends to the physical security of their Government-provided housing including leased housing.

b. Neither security upgrading of GFOQ and ICQ nor the M&R of the security upgrade will be costed to or funded by the family housing appropriation.

c. OMA funds will be used for equipment in-place (including bomb/shatter-proof draperies), items of a semi-permanent nature, or devices costing less that $15,000. For items costing $15,000 or more, OPA funds will be used.

9–11. Approval authorities and cost limitations

Approval authorities are established at various cost levels to ensure appropriate before-the-fact management of those types of actions which contribute to unusually high costs. (See table 5–1.)

9–12. Waivers

Exceptions to or waivers of policy on costing GFOQ and ICQ will be sent through command channels to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580.

Chapter 10
General/Flag Officer's Quarters Reporting

10–1. General

The O&M costs associated with many GFOQ warrant intensive oversight by those responsible for housing management. Reports have been designed for use by management at all levels to assist in management cost analysis, developing standards or norms, and special management and cost studies as necessary. The reports play a key role in justifying and defending the Army's resource needs to support GFOQ before OSD and the Congress.

10–2. DA Form 4939–R (General/Flag Officer's Quarters Management Report) (RCS ENG–328)

a. This annual report provides HQDA and OSD with both O&M and post acquisition construction budget execution data for GFOQ for the entire fiscal year. DA Form 4939–R is located at the back of this regulation. It will be reproduced locally on 8½- by 11-inch paper. Table 10–1 contains specific instructions for completing DA Form 4939–R. (See para 10–4 on automated reporting.)

Table 10–1
Instructions for completing DA Form 4939–R

Item 1: Report date **Enter:** "30 Sep 19..." and, if this is the first time a GFOQ is being reported "(FIRST REPORT)" or, if the unit will no longer be used as a GFOQ "(FINAL REPORT)".

Table 10–1
Instructions for completing DA Form 4939–R—Continued

Item 2: Major command
Enter: Applicable code as set forth in AR 405–45, appendix A.

Item 3: Reporting installation
Enter: Installation name. This must be consistent with previous year's report.

Item 4: State
Enter: State or Army Post Office (APO), if located in a foreign country.

Item 5: Zip code
Enter: Postal zip code (9-digit hyphenated).

Item 6: Country
Enter: Name of country in which the reporting installation is located.

Item 7: Grade and position title
Enter: Grade and position of resident.

Item 8: Area
Enter: "X" in appropriate block.

Item 9: Quarters ID
Enter: Local quarters number or street address used by installation.

Item 10: Quarters ID code
Enter: Seven-character quarters identification code (that is, facility number established by the installation for property accountability). (For leased units, 16-character lease contract number.)

Item 11: Real Property Inventory Code
Enter: The Army's five-character real property installation number preceded by an "A" for the reporting installation. This entry must be accurate and constant from year to year.

Item 12: Category
Enter: "X" in appropriate block(s).

Item 13: Year built
Enter: Self-explanatory.

Item 14: National historical register
Enter: "X" in appropriate block(s).

Item 15: Special command position code
Enter: Two-digit code from table 3–1.

Item 16: Change of occupancy
Enter: "X" in appropriate block.

Item 17: Major maintenance and repair
Enter: "X" in appropriate block.

Item 18: Net floor area (SF)
Enter: Net floor area in square feet as defined in glossary.

Item 19: Operations obligations

Item 19a: Management
Enter: Sum of direct obligations for family housing management as described in appendix C and in accord with allocation rules in paragraph 9–7*b*.

Item 19b: Services
Enter: Sum of direct obligations for family housing services as described in appendix C and in accord with allocation rules in paragraph 9–7*c*.

Item 19c: Furnishings
Enter: Sum of direct obligations for family housing furnishings as described in appendix C and in accord with allocation rules in paragraph 9–7*d*.

Item 19d: Miscellaneous
Enter: Sum of direct obligations for family housing miscellaneous obligations as described in appendix C and in accord with allocation rules in paragraph 9–7*e*.

Table 10–1
Instructions for completing DA Form 4939–R—Continued

Item 19e: Utilities
Enter: Sum of direct obligations for family housing utilities, as described in appendix C and in accord with allocation rules in paragraph 9–7*f*(3).

Item 19f: Leasing
Enter: Sum of direct obligations for family housing leasing as described in appendix C and in accord with allocation rules in paragraph 9–7*g*.

Item 19g: Total operations
Enter: Sum of items 19a through 19f.

Item 19h: Indirect support—Opns
Enter: Obligations for indirect support services costs chargeable to BP 191000. This is a memo (nonadditive) entry only; no portion of this entry will be included in items 19a through 19g. (See para 9–5.)

Item 20: Maintenance and repair obligations

Item 20a: Maintenance and repair
Enter: Sum of all family housing M&R direct obligations (including incidental improvements) as described in appendix C and in accord with allocation rules in paragraph 9–8.

Item 20b: Indirect support—M&R
Enter: Obligations for indirect support costs chargeable to BP 192000, for example, the indirect support slice of shop rates for M&R work. This is a memo (nonadditive) entry only; no portion of this entry will be included in item 20a. (See para 9–5.)

Item 21: Congressionally-approved amount for maintenance and repair
Enter: Congressionally-approved amount for M&R or $25,000, whichever is greater.

Item 22: Total operation and maintenance obligations

Item 22a: Operation and maintenance
Enter: Sum of items 19g and 20a.

Item 22b: Total indirect support—O&M
Enter: Sum of items 19h and 20b.

Item 23: HQDA-approved amount for operation and maintenance
Enter: HQDA-approved amount for O&M or $50,000, whichever is greater.

Item 24: Post acquisition construction obligations
Enter: Direct obligations for post acquisition construction. (Make entries for improvements. ECIP, and the sum of the two.)

Item 25: Remarks
Enter:—When Item 20a is greater than Item 21 and all or part of the difference results from carry over of an amount congressionally approved for the preceding FY, but not obligated in that FY, a statement that approval has been carried over and the authorized amount.
—Remarks.

Item 26a: Reviewed by
Enter: Typed or printed name of housing manager or DEH.

Item 26b: Date
Enter: Self-explanatory.

Item 26c: Signature
Enter: Self-explanatory

Item 27a: Approved by
Enter: Typed or printed name of installation commander, or designee.

Item 27b: Date
Enter: Self-explanatory.

Item 27c: Signature
Enter: Self-explanatory.

b. All installations that have funded GFOQ, whether Government-owned or leased, will prepare the report.

c. General instructions are provided below.

(1) Reports will be prepared for each DU which is—

(*a*) Designated for and occupied by a general or flag officer for any portion of the reporting period.

(*b*) Not designated as GFOQ, but temporarily assigned as such for 6 months or more.

(2) Reports will include all funds allocable to the housing unit during the full FY even though not occupied by a general or flag officer for the full reporting period.

(3) All fiscal data will be based on obligations.

(4) Obligations will be reported in the FY in which incurred. Major M&R work and post acquisition construction, however, may not be completed during the FY in which funds are obligated. Where execution of such work carries over to succeeding FY, there may be a change in cost in these subsequent years. When this occurs, obligations for the succeeding years will be reported as follows:

(*a*) For net cost decreases, ignore the change, that is, change in obligation is equal to zero.

(*b*) For net cost increases, report only the increase in obligations over what was reported in the previous year(s).

(5) Approval for M&R of a specific GFOQ, if carried forward per paragraph 7–3*d*, may cause M&R obligations to exceed the congressionally approved amount of M&R for that FY. Where this occurs, the amount approved for carry over will be identified in the remarks section of DA Form 4939–R.

(6) Reports will be prepared annually as of the fiscal year end and forwarded through the MACOM to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580. Reports are due at USAEHSC by 1 December of each calendar year. GFOQ residents will receive copies of the annual report on their DUs.

(7) Reports are required for GFOQ with approved diversions to UOPH when the general/flag officer resident is entitled to BAQ at the ''without dependents rate'' and which are financed by other than the AFH appropriation. Records of obligations will be kept in the file established for the specific GFOQ. Regardless of funding source, GFOQ cost limitations must be adhered to.

(8) Funding data will be derived from the cost accounts maintained as prescribed in AR 37–100–series. Detailed cost account data for O&M will be reported by the cost categories and detailed subordinate cost accounts shown on the report form and described in appendix C.

(9) Reports will be reviewed by the DEH (in coordination with the housing manager) and approved by the installation commander, or designee.

d. The annual management report will consist of DA Form 4939–R supplemented with the fourth quarter's GFOQ Quarterly Obligations Report. (See para 10–3.)

e. DA Form 4939–R will become ''FOR OFFICIAL USE ONLY'' when data is entered on the form.

10–3. DA Form 4939–1–R (General/Flag Officer's Quarters Quarterly Obligations Report) (RCS ENG–329)

a. This report will be used by HQDA, the MACOM, the installation commander, and the GFOQ resident in carrying out their respective responsibilities for prudent management of GFOQ. DA Form 4939–1–R is located at the back of this regulation. It will be reproduced locally on 8½- by 11-inch paper. Table 10–2 contains specific instructions for completing DA Form 4939–1–R. (See para 10–4 on automated reporting.)

b. All installations that have funded the O&M of GFOQ, whether Government-owned or leased, will prepare the report.

c. General instructions are provided below.

(1) The provisions of paragraphs 10–2 *c*(1), (3), (7), and (8) apply to DA Form 4939–1–R.

(2) Reports will include all funds allocable to the housing unit during the full fiscal quarter even though not assigned to a general or flag officer for the full reporting period.

Table 10–2
Instructions for completing DA Form 4939–1–R

General Information:
Item 1: Fiscal quarter **Enter:** "1," "2," "3," or "4" as applicable.
Item 2: Fiscal Year **Enter:** FY number.
Item 3: Reporting installation **Enter:** Name of installation. This must be consistent with previous reports.
Item 4: Quarters ID **Enter:** Seven-character quarters identification code (that is, facility number established by the installation for property accountability). (For leased units, 16-character lease contract number.)
Item 5: Category **Enter:** "X" in appropriate block.
Item 6: Period of occupancy **Enter:** Date of occupancy and date of termination. Where there was more than one resident during the reporting period, enter assignment and/or termination dates for each resident. The termination date for an incumbent resident should be entered as "TBD".
Item 7a: Certified by **Enter:** Typed or printed name of housing manager or DEH.
Item 7b: Date **Enter:** (Self-explanatory.)
Item 7c: Signature **Enter:** (Self-explanatory.)
Item 8a. Reviewed by **Enter:** Typed or printed name of installation commander or designee.
Item 8b: Date **Enter:** (Self-explanatory.)
Item 8c: Signature **Enter:** (Self-explanatory.)
Section A—Summary
Item 1: Operations **Enter:** Item 13 from section B.
Item 1a: Management **Enter:** Item 7 from section B.
Item 1b: Services **Enter:** Item 8 from section B.
Item 1c: Furnishings **Enter:** Item 9 from section B.
Item 1d: Miscellaneous **Enter:** Item 10 from section B.
Item 1e: Indirect support—Opns **Enter:** Item 14 from section B.
Item 2: Utilities **Enter:** Item 11 from section B.
Item 3: Leasing **Enter:** Item 12 from section B.
Item 4: Maintenance **Enter:** Item 22 from section C.
Item 4a: Recurring M&R **Enter:** Item 15 from section C.

Table 10–2
Instructions for completing DA Form 4939–1–R—Continued

Item 4b: Major M&R
Enter: Item 16 from section C.

Item 4c: Incidental improvements
Enter: Item 17 from section C.

Item 4d: M&R exterior utilities
Enter: Item 18 from section C.

Item 4e: M&R other real property
Enter: Item 19 from section C.

Item 4f: Self-help
Enter: Item 20 from section C.

Item 4g: Design costs
Enter: Item 21 from section C.

Item 4h: Indirect support—M&R
Enter: Item 23 from Section C.

Item 5: Total operation & maintenance
Enter: Item 24 from section C.

Item 6: Total indirect support (O&M)
Enter: Item 25 from section C.

Item Column a: Cost category/account
Enter: (Self-explanatory.) (See descriptions in app C.)

Item Column b: Total cost of your quarters this quarter
Enter: Obligations incurred for fiscal quarter reported in accord with allocation guidelines in chapter 9.

Item Column c: Total cost of your quarters year to date
Enter: Obligations incurred for current FY through quarter being reported in accord with allocation guidelines in chapter 9.

Item Column d: 3-year annual average cost of your quarters
Enter: Average annual obligations for GFOQ reported for 3-year period prior to current FY.

Item Column e: Budget estimate current FY
Enter: Budget estimate data prepared in accord with chapter 7.

Section B-Supporting information for operations costs

Item 7: Management
Enter: Sum of items 7a and b.

Item 7a: Housing office
Enter: Obligations for cost account as described in appendix C (para C–2*a*(1) (*a*)).

Item 7b: Programming & studies
Enter: Obligations for cost account as described in appendix C (para C–2*a*(1) (*b*)).

Item 7c: Indirect support services
Enter: Obligations for cost account as described in appendix C (para C–2*a*(1) (*c*)). This is a memo (non-additive) entry of administrative indirect support costs. (See para 9–5.)

Item 8: Services
Enter: Sum of items 8a through f.

Item 8a: Refuse collection & disposal
Enter: Obligations for cost account as described in appendix C (para C–2*a*(2) (*a*)).

Item 8b: Fire protection
Enter: Obligations for cost account as described in appendix C (para C–2*a*(2) (*b*)).

Item 8c: Police protection
Enter: Obligations for cost account as described in appendix C (para C–2*a*(2) (*c*)).

Table 10–2
Instructions for completing DA Form 4939–1–R—Continued

Item 8d: Entomology services
Enter: Obligations for cost account as described in appendix C (para C–2*a*(2) (*d*)).

Item 8e: Custodial services
Enter: Obligations for cost account as described in appendix C (para C–2*a*(2) (*e*)).

Item 8f: Municipal-type services
Enter: Obligations for cost account as described in appendix C (para C–2*a*(2) (*f*)).

Item 8g: Indirect support services
Enter: (Obligations for cost account as described in appendix C (para C–2*a*(2) (*g*). This is a memo (nonadditive) entry of indirect support costs for services. (See para 9–5.)

Item 9: Furnishings
Enter: Sum of items 9a through h.

Item 9a: Control, moving, and handling
Enter: Obligations for cost account as described in appendix C (para C–2*a*(3) (*a*)).

Item 9b: M&R, furniture
Enter: Obligations for cost account as described in appendix C (para C–2*a*(3) (*b*)).

Item 9c: Replacement, furniture
Enter: Obligations for cost as described in appendix C (para C–2*a*(3) (*c*)).

Item 9d: Initial issue, furniture
Enter: Obligations for cost account as described in appendix C (para C–2*a*(3) (*d*)).

Item 9e: M&R, equipment
Enter: Obligations for cost account as described in appendix C (para C–2*a*(3) (*e*)).

Item 9f: Replacement, equipment
Enter: Obligations for cost account as described in appendix C (para C–2*a*(3) (*f*)).

Item 9g: Initial issue, equipment
Enter: Obligations for cost account as described in appendix C (para C–2*a*(3) (*g*)).

Item 9h: Special allowance furnishings
Enter: Obligations for cost account as described in appendix C (para C–2*a*(3) (*h*)).

Item 9i: Indirect support services
Enter: Obligation for cost account as described in appendix C (para C–2*a*(3) (*i*)).

Item 10: Miscellaneous
Enter: Sum of items 10a through d.

Item 10a: Permit payments
Enter: Obligations for cost account as described in appendix C (para C–2*a*(4) (*a*)).

Item 10b: German land taxes
Enter: Obligations for cost account as described in appendix C (para C–2*a*(4) (*b*)).

Item 10c: U.K. accommodation charges
Enter: Obligations for cost account as described in appendix C (para C–2*a*(4) (*c*)).

Item 10d: Fire insurance
Enter: Obligations for cost account as described in appendix C (para C–2*a*(4) (*d*)).

Item 11: Utilities
Enter: Sum of items 11a through f.

Table 10–2
Instructions for completing DA Form 4939–1–R—Continued

Item 11a: Electricity
Enter: Obligations for cost account as described in appendix C (para C–2*a*(5) (*a*)). Also enter descriptor as described in paragraph 9–7*f*(3).

Item 11b: Gas
Enter: Obligations for cost account as described in appendix C (para C–2*a*(5) (*b*)). Also enter descriptor as described in paragraph 9–7*f*(3).

Item 11c: Fuel oil
Enter: Obligations for cost account as described in appendix C (para C–2*a*(5) (*c*)). Also enter descriptor as described in paragraph 9–7*f*(3).

Item 11d: Water
Enter: Obligations for cost account as described in appendix C (para C–2*a*(5) (*d*)). Also enter descriptor as described in paragraph 9–7*f*(3).

Item 11e: Sewage
Enter: Obligations for cost account as described in appendix C (para C–2*a*(5) (*e*)). Also enter descriptor as described in paragraph 9–7*f*(3).

Item 11f: Other utilities and fuels
Enter: Obligations for cost account as described in appendix C (para C–2*a*(5) (*f*)). Also enter descriptor as described in paragraph 9–7*f*(3).

Item 12: Leasing
Enter: Obligations for cost account as described in appendix C (para C–2*a*(6)).

Item 13: Total operations
Enter: Sum of items 7 through 12 (less 7c, 8g, and 9i).

Item 14: Total indirect support—Opns
Enter: Sum of items 7c, 8g, and 9i.

Item Column a: Cost category/account
Enter: (Self-explanatory. See description in app C.)

Item Column b: Total cost of your quarters this quarter
Enter: Obligations incurred for fiscal quarter reported in accord with allocation guidelines in chapter 9.

Item Column c: Total cost of your quarters year to date
Enter: Obligations incurred for current FY through quarter being reported in accord with allocation guidelines in chapter 9.

Item Column d: Budget estimate current FY
Enter: Budget estimate data prepared in accord with chapter 7.

Section C—supporting information for maintenance costs

Item 15: Recurring M&R
Enter: Sum of items 15a through d.

Item 15a: Service calls
Enter: Obligations for cost account as described in appendix C (para C–2*b*(1) (*a*)).

Item 15b: Routine maintenance
Enter: Obligations for cost account as described in appendix C (para C–2*b*(1) (*b*)).

Item 15c: Between occupancy maintenance cleaning
Enter: Obligations for cost account as described in appendix C (para C–2*b*(1) (*c*)).

Item 15d: Painting
Enter: Obligations for cost account as described in appendix C (para C–2*b*(1) (*d*)).

Item 16: Major M&R
Enter: Sum of items 16a through d.

Item 16a: Major projects
Enter: Obligations for cost account as described in appendix C (para C–2*b*(2) (*a*)).

Table 10–2
Instructions for completing DA Form 4939–1–R—Continued

Item 16b: Demolition
Enter: Obligations for cost account as described in appendix C (para C–2*b*(2) (*b*)).

Item 16c: Repair of fire damage
Enter: Obligations for cost account as described in appendix C (para C–2*b*(2) (*c*)).

Item 16d: Repair for historic preservation
Enter: Obligations for cost account as described in appendix C (para C–2*b*(2) (*d*)).

Item 17: Incidental improvements
Enter: Sum of items 17a and b.

Item 17a: Dwelling unit
Enter: Obligations for cost account as described in appendix C (para C–2*b*(3) (*a*)).

Item 17b: Other real property
Enter: Obligations for cost account as described in appendix C (para C–2*b*(3) (*b*).

Item 18: M&R exterior utilities
Enter: Obligations for cost account as described in appendix C (para C–2*b*(4)).

Item 19: M&R other real property
Enter: Sum of items 19a through c.

Item 19a: Grounds
Enter: Obligations for cost account as described in appendix C (para C–2*b*(5) (*a*)).

Item 19b: Surfaced areas
Enter: Obligations for cost account as described in appendix C (para C–2*b*(5) (*b*)).

Item 19c: Other
Enter: Obligations for cost account as described in appendix C (para C–2*b*(5) (*c*)).

Item 20: Self-help
Enter: Sum of items 20a and b.

Item 20a: Dwelling unit
Enter: Obligation for cost account as described in appendix C (para C–2*b*(6) (*a*)).

Item 20b: Other real property
Enter: Obligations for Cost Account as described in appendix C (para C–2*b*(6) (*b*)).

Item 21: Design costs
Enter: Obligations for cost account as described in appendix C (para C–2*b*(7)).

Item 22: Total maintenance
Enter: Sum of items 15 through 21.

Item 23: Indirect support—M&R
Enter: Indirect support costs for M&R, for example, the indirect support slice of shop rates for M&R work. This is a memo (nonadditive) entry. (See para 9–5.)

Item 24: Total operation & maintenance
Enter: Sum of items 13 and 22.

Item 25: Indirect support (O&M)
Enter: Sum of items 14 and 23.

Item Column a through Column d:
Enter: Same type of data as entered in cols a through d of section B.

Section D—Itemization/narrative

Enter: Data required by footnotes shown on page 3 of DA Form 4939–1–R. Also enter data requested by paragraph 10–3e.

(3) Reports will be prepared quarterly as of the end of each fiscal quarter.

(4) Reports will be provided each GFOQ resident quarterly within 15 working days after the end of the quarter. Copies of the second and fourth quarter reports will be forwarded to the appropriate MACOM within 30 calendar days after the end of the reporting period. Where a MACOM has subordinate MACOMs, this function may be delegated. However, a copy of the entire fourth quarter report will be forwarded through command channels to USAEHSC (CEHSC–H), Fort Belvoir, VA 22060–5580, in accord with paragraph 10–2*d*.

(5) Costs for military labor, security upgrades, and O&M for GFOQ diverted to UOPH use are not chargeable to AFH. (See para 8–4*b*.)

(6) Reports will be reviewed by the DEH (in conjunction with the housing manager) and approved by the installation commander or designee.

d. Report composition is described below.

(1) DA Form 4939–1–R consists of the following 4 sections:

(*a*) Summary (section A).

(*b*) Supporting information for operations costs (section B).

(*c*) Supporting information for maintenance costs (section C).

(*d*) Itemization/narrative (section D).

(2) The cost categories and their subordinate detailed accounts, as described in appendix C, are listed in sections B and C.

(3) Section D provides itemization/narrative as required in accord with the standard footnoted instructions contained in sections B and C.

e. Special instructions for section D are as follows:

(1) The data entries required in section D by the standard footnoted instructions in sections B and C are listed below. These entries will be cumulative for each FY, that is, each succeeding fiscal quarter's report will show data for that quarter and all preceding quarters for the reported FY.

(2) For the services category, enter for each transaction—

(*a*) Type service (for example, entomology, municipal-type.)

(*b*) Requestor (that is, installation or resident).

(*c*) Fiscal quarter.

(*d*) Obligations to nearest dollar.

(*e*) Document number.

(*f*) Short description of specific service.

(*g*) Total obligations to date.

(3) For the utilities category, enter for each utility—

(*a*) Type utility.

(*b*) Requestor.

(*c*) Fiscal quarter.

(*d*) Obligations to nearest dollar.

(*e*) Consumption. (See para C–2*a*(5).)

(*f*) Costing designator (that is, M, U, P, S, C, or F). (See para 9–7*f*(3).)

(*g*) Total obligations to date.

(4) For the furnishings category, enter the following for each of the detailed subordinate cost accounts (see C–2*a*(3)):

(*a*) Detailed subordinate cost account (for example, M&R furniture).

(*b*) Requestor.

(*c*) Fiscal quarter.

(*d*) Obligations to nearest dollar.

(*e*) Short description of specific transaction.

(*f*) Approval authority.

(*g*) Total obligations to date.

(5) For the M&R category, enter the following for each of the detailed subordinate cost accounts (see para C–2*b*):

(*a*) Detailed subordinate cost account (for example, service calls, routine maintenance).

(*b*) Requestor.

(*c*) Fiscal quarter.

(*d*) Obligations to nearest dollar.

(*e*) Document number.

(*f*) Short description of specific transaction.

(*g*) Total obligations to date.

(6) The fourth quarter's report will also provide—

(*a*) A narrative explanation when—

(1) The FY total M&R obligation for that GFOQ exceeded the congressionally-approved M&R limit.

(2) The FY total O&M obligation for that GFOQ exceeded the HQDA-approved O&M limit.

(*b*) The quantity of military man-hours applied to the GFOQ and the amount of obligations associated with this labor.

(*c*) A description of post acquisition construction projects (BP 60000000) to include obligations and work start and end dates.

(*d*) A description of physical security efforts undertaken to include obligations by appropriation.

f. DA Form 4939–1–R will become "FOR OFFICIAL USE ONLY" when data is entered on the form.

10–4. Automation of reports

a. The Housing Operations Management System (HOMES) is composed of several modules. The financial management module will support the automation of the GFOQ reports. (See AR 210–50, chap 17.)

b The Integrated Facilities System (IFS) has been improved and expanded through the IFS mini/microcomputer (IFS–M) effort. By interfacing with HOMES, IFS–M also supports the automation of the GFOQ reports.

c. As designed, the reports to be provided by HOMES and IFS–M are compatible with the management and quarterly obligations reports, DA Form 4939–R and DA Form 4939–1–R respectively.

d. Much of the data required in section D of DA Form 4939–1–R is available from IFS.

e. Insofar as possible, all report data will be sent to the next higher level in the reporting chain by electronic means, such as magnetic tape, floppy diskette, or direct dial copy over of files.

f. Installations with HOMES capabilities must submit HOMES-generated reports. When headquarters HOMES (HQHOMES) is implemented at the MACOM level, all reports must be prepared per the instructions in this chapter and submitted electronically via HQHOMES.

10–5. Change of occupancy orientation

The incoming general or flag officer will receive an orientation on his or her GFOQ within 10 working days after occupying the GFOQ. At that time he or she will be furnished the following:

a. A copy of the previous quarter's DA Form 4939–1–R.

b. A copy of the most recent DA Form 4939–R.

c. Current estimate of costs for outstanding work orders and furnishings requests.

d. Current copies of the plans described in paragraph 7–2.

10–6. Review and analysis of general/flag officer's quarters

a. Review and analysis should provide managers at all levels with sufficient information and data to serve as a basis for measuring performance and focusing management effort on a priority basis against those areas where performance is weakest.

b. Installations will—

(1) Keep a separate cost data file for each GFOQ. (DEH will provide detailed cost data to the housing manager as costs occur.)

(2) Prepare a SYGP for each GFOQ.

(3) Prepare an annual O&M budget estimate for each GFOQ and provide to GFOQ resident and MACOM.

(4) Complete DA Form 4939–1–R and provide it to GFOQ residents for their information and comment.

(5) Provide copy of DA Form 4939–1–R for the second and fourth quarters to MACOM.

(6) Provide a complete and accurate DA Form 4939–R through the MACOM to HQDA.

(7) Establish and maintain cost and performance data.

(8) Measure and analyze performance in each of the GFOQ cost accounts, particularly in the utilities account where quantity consumed is as important, if not more so, than costs.

(9) Compare costs of goods and services for GFOQ against other family housing.

(10) Check validity of charges and accuracy of prorations or assignments of costs.

(11) Ensure costs are within approval levels and do not exceed cost limitations.

(12) Ensure waivers/exceptions are approved before proceeding.

(13) Ensure GFOQ residents have signed hand receipts for furnishings.

(14) Identify cost trends and evaluate causative factors.

c. MACOM will—

(1) Review the SYGP for each GFOQ.

(2) Analyze annual O&M budget estimates for each GFOQ and forward those which equal or exceed $50,000 and those whose M&R component equals or exceeds $25,000 to HQDA.

(3) Analyze installations' DA Forms 4939–R and 4939–1–R.

(4) Compare costs across the MACOM and by region.

(5) Assure validity of costs.

(6) Ensure costs are within approval levels and do not exceed cost limitations.

(7) Ensure necessary waivers/exceptions have been requested, documented, and approved.

(8) Identify cost trends and assess reasons therefore.

(9) Provide installations with comparative summaries on cost averages and trends.

d. USAEHSC (CEHSC–H) will—

(1) Analyze those annual GFOQ O&M budget estimates which exceed $50,000 and provide to Congress with the annual AFH budget submittal those whose M&R estimates exceed $25,000.

(2) Analyze DA Form 4939–R.

(3) Compare costs worldwide.

(4) Assess validity of costs.

(5) Ensure costs are within approval levels and do not exceed cost limitations.

(6) Ensure necessary waivers/exceptions have been received and are documented.

(7) Identify cost trends and explain reasons they occur.

(8) Provide MACOM with comparative summaries on cost averages and trends.

(9) Submit analysis of GFOQ management to OSD as required.

Appendix A
References

Section I
Required Publications

AR 37–100–series
The Army Management Structure. (Cited in paras 9–3, 10–2, and C–1.)

AR 210–50
Housing Management. (Cited in paras 3–2, 3–3, 4–11, 5–5, 5–10, 5–14, 5–16, 6–2, 6–4, 9–6, and 10–4.)

AR 405–45
Inventory of Army Military Real Property. (Cited in table 10–1.)

AR 415–15
Military Construction, Army (MCA) Program Development. (Cited in para 6–4.)

AR 420–10
Management of Installation Directorates of Engineering and Housing. (Cited in paras 5–6 and 5–9.)

AR 420–40
Historic Preservation. (Cited in para 5–7.)

AR 735–5
Policies and Procedures for Property Accountability. (Cited in para 5–16.)

TM 5–801–2
Historic Preservation: Maintenance Procedures. (Cited in para 5–7.)

CTA 50–909
Field and Garrison Furnishings and Equipment. (Cited in paras 4–2, 4–3, and 4–8, and table 4–1.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AEI
Architectural and Engineering Instructions: Design Criteria. (This publication is available from the U.S. Army Corps of Engineers, ATTN: CEMP–EA, 20 Massachusetts Avenue, NW, Washington, DC 20314–1000.)

AR 11–18
The Cost and Economic Analysis Program.

AR 200–2
Environmental Effects of Army Actions.

AR 210–12
Establishment of Rental Rates for Quarters Furnished Federal Employees.

AR 210–20
Master Planning for Army Installations.

AR 405–10
Acquisition of Real Property and Interest Therein.

AR 405–90
Disposal of Real Estate.

AR 415–17
Cost Estimating for Military Programming.

AR 415–28
Department of the Army Facility Classes and Construction Categories (Category Codes).

AR 415–35
Minor Construction.

AR 420–16
Facilities Engineering Reports.

AR 420–17
Real Property and Resource Management.

AR 420–22
Preventive Maintenance and Self-Help Program.

AR 420–70
Buildings and Structures.

AR 420–81
Custodial Services.

AR 420–90
Fire Protection.

DA Pam 210–2
Handbook for Family Housing Occupants.

DA Pam 210–6
Economic Analysis of Army Housing Alternatives—Concepts, Guidelines, and Formats.

DA Pam 420–6
Facilities Engineering Resources Management System.

DA Pam 420–8
Facilities Engineering Management Handbook.

Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. (Copies (GPO Stock Number 024–005–01003–3) are available from the U.S. Government Printing Office, Washington, DC 20402–0001.)

30 CFR 800
Parks, Forest, and Public Property.

Section III
Prescribed Forms

DA Form 4939–R
General/Flag Officer's Quarters Management Report. (Prescribed in para 10–2.)

DA Form 4939–1–R
General/Flag Officer's Quarters Quarterly Obligations Report. (Prescribed in para 10–3.)

Section IV
Referenced Forms

DA Form 1687
Notice of Delegation of Authority—Receipt for Supplies.

DD Form 1391
FY____ Military Construction Project Data.

Appendix B
Special Allowances

B–1. General
GFOQ occupied by incumbents of special command positions (table 3–1) are authorized special allowances of furnishings relative to their entertainment responsibilities in behalf of the Army and the Government.

B–2. China, glassware, and silver
a. The initial outfitting and replacement of china, crystal, and silver will consist of items in table B–1.
b. The following patterns have been standardized:
(1) Tuxedo pattern by Lenox for china.
(2) Service plate with Army Seal (Mansfield No. 3828) by Lenox.
(3) Eclipse patterns by Lenox for crystal.
(4) Falmouth patterns by International for flatware.
(5) Windsor pattern by International for flatware serving pieces.
c. All other authorized items should be selected from open stock manufactured in the United States and procured locally.

B–3. Table linen
An allowance list is not established for table linen. However, representative kinds of items which may be procured include table pads, tablecloths, napkins, and place mats. The variables affecting requirements such as different table sizes preclude specifying sizes and types of items and necessitate local procurement from commercial sources.

B–4. Kitchen utensils
An allowance list is not established. Items procured for use in preparing and cooking food will be limited to those items required to meet the public entertainment responsibilities of the position and not for normal family use. The diversity of requirements precludes specifying sizes and types of items and necessitates local procurement from commercial sources.

B–5. Funds
Only AFH funds will be used to purchase the initial issue or to replace special allowance items for the designated special command positions.

B–6. Exceptions
Items and quantities listed in table B–1 may be adjusted by the ASA(I,L,&E) on a case-by-case basis.

Table B–1
China, glassware, and silver allocations for special command positions

Item	Quantity
China:	
Service plate	24
Dinner plate	24
Salad or dessert plate	48
Cream soup and stand	24
Butter plate	24
Demitasse cup and saucer	24
Tea cup and saucer	24
Crystal:	
Iced tea beverage	24
Fluted champagne	24
Wine glass	24
Dessert/champagne	24
Water goblet/large wine	24
Silver flatware:	
Teaspoon	24
Place spoon (soup or dessert)	24
Place fork	48
Place knife	48
After dinner coffee spoon	24
Cocktail fork	24
Cold meat fork	24
Gravy ladle	2
Large serving spoon	2
Sugar spoon	1
Pie server	1
Double drawer chest	2
Silver hollowware:	
Tea and coffee set, five piece	1
Candelabra, combination three-branch pair	1
Platter, 18-inch	2
Gravy set, ¾ pint	2
Pitcher, 2 quart capacity	1
Bread tray, 13-inch	2
Bowl, diameter 11-inch, footed	1
Casserole, 2 quart with pyrex liner	1
Round tray, chased, 13-inch	2
Round tray, chased, 15-inch	2

Appendix C
Operation and Maintenance Cost Account Structure

C–1. This appendix contains cost categories and immediate subordinate accounts of the O&M cost account structure under which costs are chargeable. (See also AR 37–100–series.)

C–2. Cost categories are identified below in the paragraphs numbered with arabic numbers in parentheses. Subordinate detailed cost accounts are located in those paragraphs below which are numbered with lower case letters in parentheses.

a. Operations.

(1) *Management.* This cost category is the total of the following detailed cost accounts:

(*a*) *Family housing office.* All installation level direct family housing administration costs including management office personnel, supplies, equipment, utilities, and so forth.

(*b*) *Programming and studies.* Costs of planning and programming prior to HQDA approval for projects financed by family housing funds, to include costs for preparation of basic information, maps, analyses, and studies of existing housing. Excludes installation master planning.

(*c*) Indirect support services. Indirect support services costs for the management cost category incurred by supply, resource management, engineering, and other installation offices.

(2) *Services.* This cost category is the total of the following detailed cost accounts:

(*a*) *Refuse collection and disposal.* Costs, including contractual services of collection of garbage, trash, ashes and debris; and of refuse disposal, such as operation and maintenance of incinerators, sanitary fills, and regulated dumps. This includes costs for acquisition, maintenance and repair of garbage and trash containers, and operation of can-washing facilities.

(*b*) *Fire protection.* Include costs of fire protection and prevention when the presence of family housing facilities results in such an increment to the fire protection and prevention capabilities of the installation.

(*c*) *Police protection.* Include costs of law enforcement, traffic control, and protection of Government property when the presence of family housing facilities results in such an increment to the police protection capabilities of the installation.

(*d*) *Entomology services.* Include the cost of all prevention and control measures directed against fungi, insects, and rodents within family housing dwellings, facilities, and areas. Exclude cost of repair of damage to buildings which will be charged to the appropriate maintenance and repair account for the type of structure damaged.

(*e*) *Custodial services.* Include the cost of janitorial and custodial services performed in common service areas and in DU when required and authorized. Include also the cost of elevator operations in family housing facilities. Include the cost of custodial services within a dwelling unit when required and authorized.

(*f*) *Municipal-type services.* Costs for miscellaneous municipal-type services not identifiable to or separable from other cost accounts.

(*g*) *Indirect support services.* Indirect support services costs for the services cost category incurred by supply, resource management, engineering, and other installation offices.

(3) *Furnishings.* Costs as classified below for furnishings including furniture, household moveable equipment, and miscellaneous items to the extent authorized for family housing by current instructions relating to such items. Household equipment includes clothes washers and dryers, ranges, refrigerators, freezers, portable dishwashers, and portable fans. Excludes built-in equipment.

(*a*) *Control, moving, and handling.* Costs of administering, maintaining records of, and moving Government-owned furnishings into and out of DUs; connection and disconnection of equipment; and handling costs incident to storage. Moving and handling costs incident to repair should be charged to the appropriate repair account.

(*b*) *Maintenance and repair, furnitures.* Costs of repairing, refinishing, rebuilding, reupholstering, cleaning, and sterilizing of Government-owned furnishings, including soil preventive treatment of upholstered material.

(*c*) *Replacement, furniture.* Costs for replacement of furniture in family housing or increases in inventory within the CTA. Includes the cost of special allowance items, such as crystal, silver, and linen procured for special command positions.

(*d*) *Initial issue, furniture.* Costs of furniture centrally procured as part of the initial outfitting of family housing units, and for augmentation up to authorized allowances. Excludes special allowance items.

(*e*) *Maintenance and repair, equipment.* Costs of inspecting, maintaining, and repairing authorized Government-owned household equipment.

(*f*) *Replacement, equipment.* Costs for replacement, procurement, and normal installation of authorized household equipment. Excludes the cost of modifying existing facilities to accommodate equipment being installed.

(*g*) *Initial issue, equipment.* Costs for household equipment authorized for initial issue to family housing units. Includes household equipment procured for augmentation up to authorized allowances. Excludes the cost of utility connections and alterations to accommodate equipment.

(*h*) Special allowance furnishings. Costs of furnishings items required for special command responsibility and other special allowance items.

(*i*) *Indirect support services.* Costs of indirect support services for the furnishings cost category provided by supply, resource management, engineering, and other installation offices.

(4) *Miscellaneous.*

(*a*) *Permit payments.* Includes the reimbursement cost of dwellings provided (usually on permit) by state, municipal, or foreign governments or by Federal agencies other than the DOD, Federal Housing Administration (FHA), or Department of Veterans Affairs (VA). Includes the leasing costs of trailer spaces leased by the Government.

(*b*) *German land taxes.* Includes reimbursements paid to the Federal Republic of Germany under NATO Status of Forces Agreements (SOFA) for local taxes on land and improvements assigned to Family Housing Property Account. (Until such time as Congress, which has prohibited the payment of these taxes, may alter its directions, these taxes will not be paid.)

c. United Kingdom (UK) accommodation charges. Includes reimbursements paid to UK in accord with the country-to-country agreement for housing provided to U.S. Armed Forces.

(*d*) *Fire insurance.* Costs of payments to the Federal Republic of Germany, as required under NATO SOFA, for insurance against fire and other damage.

(5) *Utilities.* Include the cost of utilities consumed in family housing and supporting activities but exclude the cost of maintenance and repair of utility systems identified to the Family Housing Property Account as covered by the cost category "Maintenance and Repair—Exterior Utilities" in *b*(4) below. When separately billed, any "connection", "facility", or other charges amortizing construction costs and not related to consumption or usage shall be recorded and identified under "Other Utilities and Fuels." Include also in "Other Utilities and Fuels" cost of operation of Government-owned TV antenna and distribution systems used exclusively for family housing and/or the procurement of such services from commercial resources. Excludes cable television (CATV), a commercial service, which cannot be done with appropriated funds. Utilities to be reported and their units of measurement are as follows:

(*a*) Electricity—megawatt hours (MWH).

(*b*) Gas—cubic feet.

(*c*) Fuel oil—barrels (one barrel equals 42 gallons).

(*d*) Water—gallons.

(*e*) Sewage—gallons.

(*f*) Other utilities and fuels (identify)—million British thermal units (MBTU).

(6) *Leasing.* Includes operation, maintenance and repair, and leased costs of family housing leased from foreign governments, private owners, FHA, and VA that are designated as public quarters.

b. Maintenance of real property facilities.

(1) *Recurring maintenance and repair.* This cost category is the total of the following detailed cost accounts:

(*a*) *Service calls.* Includes the cost of minor work accomplished in response to service calls including emergency and temporary repairs, normally not in excess of 40 man-hours. Excludes all painting.

(*b*) *Routine maintenance.* Includes cost of normal change of occupancy work and other routine maintenance usually scheduled for performance annually or more frequently, such as seasonally. Excludes all painting.

(*c*) *Between occupancy maintenance cleaning.* Includes the cost of cleaning housing facilities after resident has met the standards for "broom cleaning". Cleaning of housing facilities for residents exempted from cleaning for compassionate reasons or the convenience of the Government will be charged to services.

(*d*) *Painting.* Includes the cost of all painting, and the necessary preparation prior to painting, of the DUs, including carports and garages. Excludes the painting of community or service buildings.

(2) *Major maintenance and repair projects.* This cost category is the sum of the following detailed cost accounts:

(*a*) *Major projects.* Costs of repairs, rehabilitation, and/or replacement of major components of a family housing unit or directly related to the unit. Includes work to bring existing components up to current Army standards.

(*b*) *Demolition.* Costs for demolition or razing, dismantling, moving, or relocating of buildings, structures, utilities, and surfaced areas, and removal in connection with disposals when not associated with a construction project.

(*c*) *Repair of fire damage.* Costs of repairs to restore fire damaged DUs, utility systems and other family housing facilities.

(*d*) *Repair for historic preservation.* Costs of repair to Federal National Historic Preservation Program standards. Excludes costs of repair on historic facilities to bring them up to Army standards.

(3) *Incidental improvements.* This cost category is the total of the following detailed cost accounts:

(*a*) *Dwelling units.* Costs of additions, expansions, extensions, and alterations to DUs and ORP facilities directly associated with the DU such as grounds, driveways, landscaping, patios, carports, or garages, interior sidewalks, fencing, and utility lines from their connections with laterals or transformers to the DU.

(*b*) *Other real property.* Costs of additions, expansions, extensions, and alterations to ORP facilities not included in (a) above, such as streets, roads, playgrounds, parking areas, through sidewalks, and utility service lines.

(4) *Maintenance and repair—exterior utilities.* For those portions assigned to the Family Housing Property Account, includes the costs of maintenance and repair of electric, gas, water, sewage, and other utility distribution, collection, and service systems, including street or area lighting systems, beginning at a point 5 feet from the house line and ending at a point where the utility system joins a main or terminates. This cost category covers those utility systems required exclusively for direct support of a family housing area and which would not otherwise be required were the family housing nonexistent.

(5) *Maintenance and repair—other real property.* This cost category is the summation of the following costs:

(*a*) *Grounds.* Includes the cost of maintenance, care, and repair of grounds (both improved and unimproved) and storm sewage and drainage structures.

(*b*) *Surfaced areas.* Includes cost of maintenance and repair of paved or stabilized streets, roads, walks, driveways, utility service and parking areas, curbs, gutters, signs, and other road appurtenances.

(*c*) *Other.* Includes the cost of maintenance and repair of facilities other than dwellings, such as fences, athletic and recreation facilities, community buildings, and service facilities associated with family housing.

(6) *Self-help program.* This cost category is the sum of the following cost accounts:

(*a*) *Dwellings.* Includes the acquisition of materials and equipment for use on DUs in the resident self-help program.

(*b*) *Other real property.* Includes the acquisition of materials and equipment for use on other family housing property in the resident self-help program.

(7) *Design costs.* Includes the design costs of maintenance and repair projects.

Glossary

Section I
Abbreviations

ACF
area cost factor (Same as LAF)

AFH
Army Family Housing

AHJP
Army Housing Justification Process

ALF
Allied Land Forces

AMC
U.S. Army Materiel Command

ASA (I,L,&E)
Assistant Secretary of the Army (Installations, Logistics, and Environment)

ASIP
Army Stationing and Installations Plan

AWACS
airborne warning and control system

AWP
annual work plan

BAQ
basic allowance for quarters

BP
budget program

BY
budget year

CAPCES
Construction Appropriation, Programming, Control, and Execution System

CATV
cable television

CBE
command budget estimate

CFR
Code of Federal Regulations

CG
commanding general

CINC
Commander-in-Chief

COE
Chief of Engineers

CSA
Chief of Staff, U.S. Army

CTA
common table of allowances

DA
Department of the Army

DCSINT
Deputy Chief of Staff for Intelligence

DEH
Director of Engineering and Housing (or equivalent)

DMAR
deferred maintenance and repair

DOD
Department of Defense

DU
dwelling unit

EA
economic analysis

ECIP
Energy Conservation Investment Program

EIP
equipment-in-place

EUSA
Eighth U.S. Army

FHA
Family Housing, Army (also, Federal Housing Administration)

FORSCOM
Forces Command

FY
fiscal year

G&A
General and administrative

GFOQ
general/flag officer's quarters

GSA
General Services Administration

HOMES
Housing Operations Management System

HQDA
Headquarters, Department of the Army

HQHOMES
headquarters, HOMES

ICQ
installation commander's quarters

IFS
Integrated Facilities System

IFS–M
Integrated Facilities System–Mini/ Microcomputer

IJO
individual job order

IRP
installed real property

ISC
U.S. Army Information Systems Command

JCS
Joint Chiefs of Staff

LAF
location adjustment factor (same as ACF)

LIIP
Line Item Improvement Program

LRCP
long-range construction program

LRWP
long-range work plan

M&R
maintenance and repair

MACOM
major Army command

MBTU
million British thermal units

MCA
Military Construction, Army

MDW
U.S. Army Military District of Washington

MILCON
military construction

MPA
Military Personnel, Army

MRI
maintenance, repair, and improvement

MWH
megawatt hours

MYPLAN
Multi-year Plan

NATO
North Atlantic Treaty Organization

O&M
operation and maintenance

OCE
Office of the Chief of Engineers

OMA
Operations and Maintenance, Army

OPA
Other Procurement, Army

ORP
other real property

OSD
Office of the Secretary of Defense

PAX
Programming, Administration, and Execution System

PBG
Program and Budget Guidance

PCS
permanent change of station

PM
preventive maintenance

PY
program year

RDTE
research, development, test, and evaluation

RPF
real property facility

RPMA
real property maintenance activities

S&A
supervision and administration

SACEUR
Supreme Allied Commander, Europe

SHAPE
Supreme Headquarters Allied Powers Europe

SHMA
segmented housing market analysis

SHPO
State Historic Preservation Office

SO
service order

SOFA
Status of Forces Agreement

SR
special requirement

SYGP
6-year GFOQ Plan

SYP
6-year program

TBD
to be determined

TRADOC
U.S. Army Training and Doctrine Command

UK
United Kingdom

UOPH
unaccompanied officer personnel housing

UPH
unaccompanied personnel housing

USACE
U.S. Army Corps of Engineers

USAEHSC
U.S. Army Engineering and Housing Support Center

USAREUR
U.S. Army, Europe

USARJ
U.S. Army, Japan

USARPAC
U.S. Army, Pacific

USMA
U.S. Military Academy

USC
United States Code

VA
Department of Veteran's Affairs

Section II
Terms

Addition-Expansion-Extension
A physical increase to a real property facility that adds to the overall external dimension of the facility. This excludes alterations.

Alteration
The work required to adjust arrangements or other physical features of an existing facility, or relocation within an installation, so that it may be more effectively adapted to or used for its presently designated purpose. This includes equipment installed in and made part of an existing facility. Additions, expansions, and extensions are excluded from alterations. (See definitions in AR 415–35.)

Alterations and additions (comptroller term)
Same as incidental improvements.

Annual Work Plan
A planning document, prepared prior to the start of each fiscal year, which identifies and schedules family housing work and services according to the resources available and the priorities established by the installation commander. It must include all M&R work that should be done during the year. M&R work that cannot be done during the year due to lack of funds will be added to the DMAR list at the end of the FY.

Construction
a. The erection, installation, or assembly of a new facility.

b. The addition, expansion, extension, alteration, conversion, or replacement of an existing facility.

c. The relocation of a facility from one installation to another.

d. Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvement.

Conversion
a. Structural—the work required to adjust interior arrangements or other physical features of an existing facility so that it may be used for a new function including installed equipment made a part of the existing facility.

b. Utilization—a permanent change in use of a facility which requires changing the existing facility category code to another facility category code. (See AR 415–28.)

Cost Category
Those costs that make up the price of the item or services purchased.

Costs
Generally, the value of resources consumed, work put in place or in procurement, the value of items procured or produced. The term, "costs" as the value of resources consumed during the accounting period is often used interchangeably with the term "expense." However, cost may also be defined as the acquisition value of capital equipment and real property. Under these definitions, the terms "costs" and "expense" are not synonymous.

Designated housing
a. DUs permanently identified for the use of specific grade groupings.

b. DUs designated for the incumbents of specific positions. Designations require MACOM approval, except for special command position designations which require HQDA approval.

Direct Costs
Those costs which may be identified specifically with any one job, activity, or function.

Diversion
A temporary change in the use of a facility not to exceed 36 months diverted tenure. Diversion requires a real property record annotation of the applicable temporary facility construction category code. (See AR 415–28.)

Dwelling unit
The real property space used by one family:

a. This includes the following:

(1) Foundation.

(2) Walls.

(3) Roofs and other building components.

(4) Interior utilities.

(5) Fixtures and equipment in place such as Venetian blinds, cornices, furnaces, and water heaters.

(6) Utility connections at the DU building inside the 5-foot line.

(7) Carports, garages, storage, and other facilities structurally connected to the DU building for the exclusive use of the resident or located within the logical yard.

(8) Patios.

b. The following are excluded:

(1) Grounds.

(2) Sidewalks and exterior utility lines beyond the 5-foot line which are considered ORP.

(3) Furnishings and authorized moveable equipment such as ranges and refrigerators.

(4) Real and personal property acquired and installed with other than family housing funds.

Economic analysis
A systematic method for quantifying the costs and/or benefits of alternative solutions for achieving an objective in order to find the most effective (economical) solution. It provides a structured method to identify, analyze, and compare costs and benefits of the alternatives.

Energy Conservation Investment Program
Construction projects for retrofitting of Army controlled facilities with energy systems and structures to make them more energy-efficient.

Equipment-in-place
Furnishings items installed in or affixed to real property in such manner as to be removable without material damage to the real property.

Excessive cost housing
See "high cost housing."

Expense
Expenses are costs of resources consumed, that is, operating costs. Expenses do not include investment costs such as real property, construction, and equipment acquired.

Fair wear and tear
Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

Foreign
All areas outside of the United States.

Full absorption costing
Procedure whereby all incurred direct and indirect costs provided as program support are computed and billed to the supported account.

Furnishings
Furniture, household equipment, and miscellaneous items procured under special authority.

Furniture
Moveable items, such as chairs, tables, beds, rugs, carpeting considered as EIP, and so forth, authorized by CTA 50–909 and used in furnishing living quarters. This includes special allowance household goods such as china, silver, table linen, cutlery, and kitchen utensils. Furniture does not include household equipment.

G&A costs
Those costs which are not direct. The term "G&A costs" is synonymous with the terms "indirect support costs" and "overhead costs."

High cost housing
Those GFOQ whose annual total combined operation and maintenance costs exceed $25,000 per FY for three consecutive FY.

Historical site/building/facility
A site, building, or facility that is listed, or is eligible for listing, in the National Register of Historical Places.

Household equipment
Moveable equipment, including cooking stove (range), refrigerator, clothes washer and dryer, freezer, portable dishwasher, and fan authorized by CTA 50–909. Garbage disposal and installed dishwasher are not considered furnishings, but installed real property.

Housing
All living accommodations.

Housing area
A group of DUs which form an identifiable entity or community defined by geographic features, year of construction, grade of occupant, or other logical separation. Included are streets, drainageways, open recreational areas, or unused land. The housing area also includes common use areas serving the units and ORP. It normally should not exceed 250 DUs. An isolated dwelling unit may be considered as one area.

Improvement
Alterations, conversions, modernizations, revitalizations, additions, expansions, and extensions which are for the purpose of enhancing rather than repairing a facility or system associated with established family housing area(s).

Incidental improvements
Minor improvements made within the cost limitations of the AFH O&M Program. These are also referred to as alterations and additions by fiscal managers.

Indirect support cost
One which, because of its incurrence for common or joint objectives, is not readily subject to treatment as a direct cost. The term "indirect support cost" is synonymous with the terms "G&A cost" and "overhead cost."

Individual job order
A work authorization document for M&R beyond the limitation of a service order, and which is required for all improvements regardless of costs.

Installation commander
Commanding officer of an installation or subinstallation. The commander of a military table of organization and equipment (TOE) or table of distribution and allowance (TDA) unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not an installation commander. Commanding officers in the rank of colonel who command tenant activities within the geographic jurisdiction of a military installation are not considered as installation commanders for the purposes of the provision of furnishings associated with command quarters. Installation commanders below the rank of colonel will not be provided furnishings associated with command quarters. In oversea areas the term "installation commander" is synonymous with the term "community commander" and support should be provided accordingly.

Installation number
A 5-character identifying symbol used to provide continued and positive identification of the installation. These numbers may be obtained from the Installation Inventory of Military Real Property. (See AR 405–45.)

Leased housing
Privately owned housing which is leased to the Government. The lease agreement defines the operation, maintenance, and repair responsibilities of the lessor and lessee.

Line Item Improvement Program
Post acquisition construction projects which upgrade specific systems or components of family housing facilities. See "non-whole house project".

Logical yard
The area immediately surrounding the DU, normally within 50 feet of the DU.

Long range work plan
A planning document which identifies work and services for the 5 fiscal years beyond the period covered by the annual work plan.

Maintenance
The work required to preserve and maintain a real property facility in such condition that it may be effectively used for its designed functional purpose. Maintenance includes work done to prevent damage which would be more costly to restore than to prevent. Maintenance also includes work to sustain existing components, such as renewal of disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

Military necessity
Military conditions or factors which, in the judgement of the installation commander, require an individual to be housed in a Government-owned or controlled facility in order to carry out an essential operation or mission on a long-range continuing basis.

Negligence
The failure to act as a reasonably prudent person would have acted under similar circumstances.

Net floor area
That space within the interior perimeter of exterior and party walls. Excluded are unfinished basement, or utility service and bulk storage space in place of basement; attic; garage; carport; open or screened porches; stairwells and landings; and in multifamily dwellings. common stairways, halls, and entries.

New construction
The erection, installation, or assembly of a new family housing unit and/or ORP facility. This includes utilities, equipment installed and made a part of the unit, and related site preparation (demolition, excavation, filling, landscaping, or other land improvement). It also includes venetian blinds and drawshades.

Non-whole house project
A post acquisition construction (improvement) project which address the maintenance, repair, and/or improvement only of specific components of a DU. It is normally used where there is no current need for concurrent multiple projects to be rolled into a single project or where fiscal limitations exist. See "Line Item Improvement Program."

Obligation
A legal reservation of funds generally recorded at the time a legal binding agreement has been reached between an agent for the U.S. Government and a second party. It is established as a result of an order placed, contract awarded, services received, and similar transactions during an accounting period that will require payment during the same or future period.

Other real property
a. This includes the following:
(1) Carports, garages, playgrounds, and other building or facilities physically separated from the DU building and not within the logical yard.
(2) Surrounding grounds and surfaced areas (except patios).
(3) Common use areas, regardless of location, of duplex and multiplex family housing units.
(4) Utility lines outside the building, up to the connection at the building 5-foot line.
b. Real and personal property normally acquired and installed with other than family housing funds is excluded. See "dwelling unit."

Overhead
Those resources consisting of personnel, funds, and/or material which are used to provide indirect support for the accomplishment of the direct support mission of an organization.

Overhead costs
In its most general application, the term "overhead costs" is synonymous with the terms "G&A costs" and "indirect support costs."

Post acquisition construction
Construction projects (excluding design) performed on existing family housing which improve the structure, installed equipment, and ancillary support facilities. These projects include rehabilitation, modernization, alterations, additions, expansions, and extensions.

Preventive maintenance
The systematic care, servicing, and inspection of equipment, utility plants and systems, buildings and structures, and grounds facilities for the purpose of detecting and correcting incipient failures and accomplishing minor maintenance.

Primary floor finish
That flooring material which has a functional wearing surface and is aesthetically pleasing. This includes tile, sheet vinyl, other resilient floor finishes, and wall-to-wall carpeting installed over subflooring or over another uneconomically repairable or replaceable primary floor finish. It excludes wall-to-wall carpeting or rugs installed over a primary floor finish in the public entertainment areas of general and flag officer quarters or of quarters occupied by an installation commander in the rank of colonel.

Public entertainment area
That area in a GFOQ or ICQ which includes the entrance foyer, living room(s), dining room, stairways, and hallways interconnecting these areas. Enclosed porches, dens, libraries, and family rooms (unless integrated) are not normally considered as part of the public entertainment area. Upstairs hallways (unless there is no bathroom available for guests to use on the first floor), and other areas of the quarters are not considered as a part of the public entertainment area. Guest bedrooms of quarters of special command positions (table 3–1) may be included if overnight accommodation of official visitors will be required.

Quarters
See "housing."

Reallocation
Temporary realignment of family housing to effect an equitable distribution of assets by grade category. (See diversion.)

Redesignation
Permanent change in designation of family housing from one grade category to another. (See conversion.)

Repair (See AR 420–10)
a. The restoration of a real property facility to such condition that it may effectively be used for its designated functional purpose. Repair may be overhaul, reprocessing, or replacement of deteriorated component parts or materials.

b. Correction of deficiencies in failed or failing components of existing facilities or systems to meet current Army standards and codes where such work, for reasons of economy, should be done concurrently with restoration of failed or failing components. Corrective work may involve incidental increases in quantities or capacities.

c. Major work required to restore a generally deteriorated facility to such a condition that it may be effectively used for its designated purpose. Such an undertaking may include relocation or reconfiguration of building components such as partitions, windows, and doors, incidental to repair or replacement. In case of failed or failing systems, such an undertaking may also incorporate additional components, if based on good engineering practice, to permit the efficient and safe use of the replacement system. Repair does not include increase in quantities of components for functional reasons, nor extension of utilities or protective systems to areas not previously served. An increase in quantities of components for functional reasons, areas served by utilities, or protective systems, or exterior building dimensions, is construction.

d. Complete replacement of a real property facility is construction, not repair.

Replacement
A complete reconstruction of a real property facility destroyed or damaged beyond the point where it may be economically repaired.

Representational housing
Housing designated and used for general/flag officers, civilians of comparable grade, and installation commanders in the rank of colonel.

Revitalization
A major, comprehensive undertaking to completely modernize, renovate, rehabilitate, or, in some cases, replace an existing facility. The revitalization program recognizes that facilities have finite lives. In consideration of this fact, its goal is to renew annually forever a percentage of the facilities inventory so that no facility will exceed its economic and/or functional life.

Self-help
Resident performance of minor and simple repairs, maintenance, and certain improvements. This includes cleaning of Government-owned, controlled, or leased real and personal property assigned to the resident.

Service order
A work authorization document used for small-scale maintenance and repair work on Government-owned or -leased facilities and equipment. It is limited to 40 man-hours of labor and/or $1,000 limit for labor and materials. For family housing, improvements (either incidental improvements or post acquisition construction) may not be accomplished as a service order.

Set of quarters
See "dwelling unit."

Special command position
A position filled by a general or flag officer, or civilian of comparable grade, with public entertainment responsibilities requiring the incumbent to represent the interests of the United States in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank, and outstanding members of the business, industrial, labor, scientific, and academic communities. Positions are formally designated by a Service Secretary or OSD.

Supplementary furnishings
Items of furnishings authorized for issue to supplement personal furnishings of general and flag officers and installation commanders in the rank of colonel having representational/official entertainment responsibilities.

United States
The 50 states, the District of Columbia, and U.S. territories and possessions.

U.S. overseas
Alaska, Hawaii, and U.S. territories and possessions.

U.S. territories and possessions
Outlying areas of the United States, including Puerto Rico, Virgin Islands, Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.

Whole house project
A comprehensive project for revitalizing, modernizing, renovating, or rehabilitating a DU by doing all required work (maintenance, repair, and/or improvement) at one time. A whole house project is normally used where DU age has either caused, failed or failing systems and components, or resulted in obsolete amenities inconsistent with those found in contemporary housing. Such a project results in lower costs, less down time on DUs, improved service to residents, and better housing for families. See also "revitalization."

Willful misconduct
Intentional damage, destruction, or loss of Government property.

Index

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GENERAL/FLAG OFFICER'S QUARTERS MANAGEMENT REPORT

For use of this form, see AR 210-13; the proponent agency is OCE.

REQUIREMENT CONTROL SYMBOL
ENG-328

1. REPORT DATE

2. MAJOR COMMAND | 3. REPORTING INSTALLATION | 4. STATE | 5. ZIP CODE | 6. COUNTRY

7. GRADE AND POSITION TITLE | 8. AREA ☐ CONUS ☐ FOREIGN ☐ US OVERSEAS | 9. QUARTERS ID

10. QUARTERS ID CODE | 11. REAL PROPERTY INVENTORY CODE | 12. CATEGORY ☐ GOVERNMENT ☐ LEASED ☐ HIGH COST LEASED ☐ PERMIT | 13. YEAR BUILT

14. NATIONAL HISTORICAL REGISTER ☐ YES ☐ NO ☐ ELIGIBLE | 15. SPECIAL COMMAND POSITION CODE | 16. CHANGE OF OCCUPANCY ☐ YES ☐ NO | 17. MAJOR MAINTENANCE AND REPAIR ☐ YES ☐ NO | 18. NET FLOOR AREA (SF)

19. OPERATIONS OBLIGATIONS (Round to nearest dollar)

a. Management		$	
b. Services		$	
c. Furnishings		$	
d. Miscellaneous		$	
e. Utilities		$	
f. Leasing		$	
g. Total Operations			$
h. Indirect Support-Opns.	$		

20. MAINTENANCE AND REPAIR OBLIGATIONS (Round to nearest dollar)

a. Maintenance & Repair			$
b. Indirect Support- M&R	$		

21. CONGRESSIONALLY-APPROVED AMOUNT FOR MAINTENANCE AND REPAIR $

22. TOTAL OPERATION AND MAINTENANCE OBLIGATIONS (Round to nearest dollar)

a. Operation and Maintenance			$
b. Total Indirect Support-O&M	$		

23. HQDA-APPROVED AMOUNT FOR O&M $

24. POST ACQUISITION CONSTRUCTION OBLIGATIONS *(Round to nearest dollar)*	IMPROVEMENTS	ECIP	TOTAL
	$	$	$

25. REMARKS

26a. REVIEWED BY (*Type or Print*) | **b.** DATE | **c.** SIGNATURE

27a. APPROVED BY T*ype or Print)* | **b.** DATE | **c.** SIGNATURE

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(After data is entered)

TAB TAB TAB TAB TAB TAB TAB

GENERAL/FLAG OFFICER'S QUARTERS QUARTERLY OBLIGATIONS REPORT

For use of this form, see AR 210-13; the proponent agency is OCE.

REQUIREMENT CONTROL SYMBOL ENG-329

1. FISCAL QTR | 2. FISCAL YR | 3. REPORTING INSTALLATION

4. QUARTERS ID | 5. CATEGORY

☐ Government ☐ Leased ☐ Permit

6. PERIOD OF OCCUPANCY

DATE ASSIGNED _____ DATE TERMINATED _____

7a. CERTIFIED BY (Type or print) | 7b. DATE | 7c. SIGNATURE

8a. REVIEWED BY (Type or print) | 8b. DATE | 8c. SIGNATURE

SECTION A - SUMMARY ***(Express cost to the nearest dollar)***

ITEM	COST CATEGORY/ACCOUNT a	TOTAL COST OF YOUR QUARTERS		3-YR ANNUAL AVERAGE COST YOUR QUARTERS d	BUDGET ESTIMATE CURRENT FY e
		THIS QTR b	YR TO DATE c		
1	OPERATIONS				
a	Management				
b	Services				
c	Furnishings				
d	Miscellaneous				
e	Indirect Support-Opns				
2	UTILITIES				
3	LEASING				
4	MAINTENANCE				
a	Recurring M&R				
b	Major M&R				
c	Incidental Improvements				
d	M&R Exterior Utilities				
e	M&R Other Real Property				
f	Self-help				
g	Design Costs				
h	Indirect Support-M&R				
5	TOTAL OPERATION & MAINTENANCE				
6	TOTAL INDIRECT SUPPORT (O&M)				

QUARTERS ID _____

SECTION B - SUPPORTING INFORMATION FOR OPERATIONS COSTS *(Express cost to the nearest dollar)*

ITEM	COST CATEGORY/ACCOUNT a	TOTAL COST OF YOUR QUARTERS		BUDGET ESTIMATE CURRENT FY d
		THIS QTR b	YR TO DATE c	
7	MANAGEMENT			
a	Housing Office			
b	Programming and Studies			
c	Indirect Support Services			
8	SERVICES			
a	Refuse Collection and Disposal[1]			
b	Fire Protection [1]			
c	Police Protection [1]			
d	Entomology Services [1]			
e	Custodial Services [1]			
f	Municipal-Type Services [1]			
g	Indirect Support Services			
9	FURNISHINGS			
a	Control, Moving, and Handling			
b	M&R, Furniture			
c	Replacement, Furniture [2]			
d	Initial Issue, Furniture [2]			
e	M&R, Equipment			
f	Replacement, Equipment [2]			
g	Initial Issue, Equipment [2]			
h	Special Allowance Furnishings [2]			
i	Indirect Support Services			
10	MISCELLANEOUS			
a	Permit Payments			
b	German Land Taxes			
c	U.K. Accommodation Charges			
d	Fire Insurance			
11	UTILITIES (Use Designators M,U,P,S,C,or F)			
a	Electricity [3] ( )			
b	Gas [3] ( )			
c	Fuel Oil [3] ( )			
d	Water [3] ( )			
e	Sewage [3] ( )			
f	Other Utilities and Fuels 3 ( )			
12	LEASING			
13	TOTAL OPERATIONS			
14	TOTAL INDIRECT SUPPORT-Opns			

FOR OFFICIAL USE ONLY

(After data is entered)

QUARTERS ID _____

SECTION C - SUPPORTING INFORMATION FOR MAINTENANCE COSTS *(Express cost to the nearest dollar)*

ITEM	COST CATEGORY/ACCOUNT a	TOTAL COST OF YOUR QUARTERS		BUDGET ESTIMATE CURRENT FY d
		THIS QTR b	YR TO DATE c	
15	RECURRING M&R			
a	Service Calls [1]			
b	Routine Maintenance [1]			
c	Between Occupancy Maintenance Cleaning [1]			
d	Painting [1]			
16	MAJOR M&R			
a	Major Projects [1]			
b	Demolition [1]			
c	Repair of Fire Damage [1]			
d	Repair for Historic Preservation [1]			
17	INCIDENTAL IMPROVEMENTS			
a	Dwelling Unit [4]			
b	Other Real Property [4]			
18	M&R EXTERIOR UTILITIES [1]			
19	M&R OTHER REAL PROPERTY			
a	Grounds [1]			
b	Surfaced Areas [1]			
c	Other [1]			
20	SELF-HELP			
a	Dwelling Unit			
b	Other Real Property			
21	DESIGN COSTS			
22	TOTAL MAINTENANCE			
23	INDIRECT SUPPORT-M&R			
24	TOTAL OPERATION & MAINTENANCE			
25	INDIRECT SUPPORT (O&M)			

FOOTNOTES:

1 Itemize in Section D.

2 Itemize and cite approval authority in Section D.

3 Identify in Section D consumption for each type utility.

4 Describe work, provide work start and completion dates, and list project costs in Section D.

SECTION D - ITEMIZATION/NARRATIVE *(Use plain Bond paper for continuation)*