



Defense Logistics Agency INSTRUCTION

DLAI 4165.63
Effective June 26, 2015

DS-I

SUBJECT: Housing Management

- References:
- (a) DoD Manual 4165.63-M, "DoD Housing Management," October 28, 2010
 - (b) DLA Instruction 4211, "Military Housing Management," October 12, 2004 modified December 1, 2009 (hereby cancelled)
 - (c) Army Regulation 420-1, "Army Facilities Management," February 12, 2008 modified August 24, 2012

1. PURPOSE. In accordance with (IAW) the authority in Reference (a), this instruction reissues and cancels Reference (b) to update policy, responsibility, and procedures for Housing Management.

2. APPLICABILITY. This Instruction applies to DLA Installation Support (DS); DLA Distribution; DLA Finance (J8), DLA Finance, Distribution (J8N); DLA Installation Support Susquehanna (DS-FS); and the Installation Commander.

3. DEFINITIONS. See Glossary

4. POLICY. It is the DLA policy that:

- a. This instruction implements Reference (b) and Reference (c).
- b. Eligible personnel and their families have access to affordable, quality housing facilities and services consistent with grade and dependent status and generally reflecting contemporary community living standards.
- c. Installation commanders have responsibility for their military housing programs with broad authority to decide the best use of resources to provide access to housing for eligible personnel and their families.

5. RESPONSIBILITIES. See Enclosure 1

6. PROCEDURES.

- a. The Housing Manager will be the office of primary responsibility for coordinating the procedures of housing IAW Reference (c).
- b. Obligates against the correct Military Interdepartmental Purchase Request (MIPR) for budget activity and provides proof of service/goods to the Installation Commander and J8N.
- c. The Site Director and Program Manager:
 - (1) Quarterly funds status reports on planned versus actual expenses on December 31, March 31, June 30, and September 30.
 - (2) Monthly occupancy and general flag officers' quarters (GFOQ) reports and
 - (3) When applicable, prepare quarterly construction status reports.
- d. Prepare application, assignment, and termination documents IAW Reference (c).
- e. Process documents needed to stop basic allowance for housing (BAH).
- f. Execute Housing Inspection Report that indicates occupant acceptance of unit condition.
- g. Execute Liability for Damage to Assigned Housing and Conditions of Occupancy for DLA Military Family Housing.

7. INFORMATION REQUIREMENTS.

- a. The Housing Manager completes a Government Purchase Card (GPC) Purchase Request, DLA Form 1901 IAW GPC policy.
- b. An Order Document Non-Stock Items (DLA Form 1304) is completed for other services and supplies. The completed form is signed and approved by the Housing Manager and sent to DLA Installation Support at Susquehanna Business Management Office along with a Requirements Justification for Acquisitions, DLA Form 4000 (Enclosure 3).
- c. The Housing Manger IAW Reference (c) will prepare application, assignment and termination documents (Enclosure 4). Process documents needed to stop basic allowance for housing (BAH). Execute Housing Inspection Report, DLA Form 1741 (Enclosure 5) that indicates occupant acceptance of unit condition. Execute Liability for Damage to Assigned Housing (Enclosure 6) and Condition of Occupancy for DLA Military Family Housing (Enclosure 7).
- d. The Housing Manager prepares budget requirements in a Monthly Obligation Plan (MOP) (FY+1) (Enclosure 8) IAW Financial Service Officer (FSO) data call guidance.

e. The Program Manager provides the Funding Document Request (FDR) (Enclosure 9) based on the MOP to the Funds Holder and HQ FSO.

f. HQ FSO prepares the Military Interdepartmental Purchase Request (MIPR), DD Form 448 (Enclosure 10) to issue funds to DLA Finance Distribution J8N and verifies 1080 Report against MIPR and Enterprise Business System (EBS). HQ FSO adds the MIPR number, purchase request number, line of accounting cost center to the FDR and returns it to the Program Manager and the Funds Holder.

g. DLA Finance Distribution J8N provides MIPR Acceptance DD Form 448-2 (Enclosure 11) to the Program Manager and Funds Holder.

h. DLA Finance Distribution J8N issues quarterly billing status report to Program Manager and Funds Holder.

8. INTERNAL CONTROLS.

These specific internal controls will be used to monitor DLA compliance with this policy.

a. The Housing Manager will brief the Installation Commander, Site Director and Program Manager on housing status the first Monday of each month.

b. The HQ Funds Holder is responsible for the 'certification of funds availability' for funds under its control and can be held pecuniary liable for payments resulting from improper certifications.

c. HQ FSO verifies 1080 Report against MIPRs and EBS.

d. The Housing Manager, Program Manager and Funds Holder retain all funds evidential matter documents for audit trail IAW DLA Records Schedule.

9. RELEASEABILITY. UNLIMITED. This instruction is approved for public release and is available on the Internet from the DLA Website at <https://hqc.dla.mil/issuances/Pages/default.aspx>.

10. EFFECTIVE DATE. This Instruction:

a. Is effective June 26, 2015.

b. Must be reissued, cancelled, or certified current within 5 years of its publication IAW this Instruction. If not, it will expire effective June 26, 2025 and be removed from the DLA Issuances Website.

PHYLLISA S. GOLDENBERG
Director, DLA Strategic Plans and Policy

Enclosures

- Enclosure 1 – Responsibilities
- Enclosure 2 – Government Purchase Card (GPC) Purchase Request, DLA Form 1901
- Enclosure 3 – Requirement Justification for Acquisitions, DLA Form 4000
- Enclosure 4 – Application, Assignment, and Termination Documents
- Enclosure 5 – Housing Inspection Report, DLA Form 1741
- Enclosure 6 – Liability for Damage to Assigned Housing
- Enclosure 7 – Conditions of Occupancy for DLA Military Family Housing
- Enclosure 8 – Monthly Obligation Plan
- Enclosure 9 – Funding Document Request
- Enclosure 10 – Military Interdepartmental Purchase Request, DD Form 448
- Enclosure 11 – Acceptance of MIPR, DD Form 448-2

Glossary

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ENCLOSURE 1

RESPONSIBILITIES

1. INSTALLATION COMMANDER. The Installation Commander under the authority, direction, and control of the DLA Distribution Primary Level Field Activity (PLFA) Commander are responsible for their military housing program with broad authority to decide the best use of resources to provide access to housing for eligible personnel and their families.

2. DIRECTOR, INSTALLATION SUPPORT (DS-D). The Director, Installation Support under the authority, direction, and control of the Director, DLA will provide oversight of and be responsible for DLA Housing Management to ensure it is managed in the most economical manner consistent with this Instruction.

3. DIRECTOR, BUSINESS MANAGEMENT (DS-B). The Director, Business Management under the authority, direction, and control of the Director, Installation Support will serve as Funds Holder.

4. DIRECTOR, DLA FINANCE (J8). The Director, DLA Finance under the authority, direction, and control of the Director, DLA must:
 - a. Serve as the Financial Service Officer (FSO).

 - b. Issue procedures to the family housing budget analysts and funds holders on financing, budgeting, and accounting for the DLA Housing Program.

 - c. Issue guidance to the Program Manager typically on or about July of the fiscal year (FY) two years prior to the Program Budget Review (PBR) year.

 - d. Request appropriated funds for DLA Military Family Housing Operations & Management, Utilities, Maintenance and Construction from the Office of the Secretary of Defense and load into the Enterprise Business System (EBS).

 - e. Provide the Program Manager quarterly EBS reports on fund status on December 31, March 31, June 30, and September 30.

 - f. Maintain responsibility for appropriated funds; provide oversight of the resource manager, funds certifying official and authorizing official.

5. DIRECTOR, INSTALLATION MANAGEMENT (DS-I). The Director, Installation Management under the authority, direction, and control of the Director, Installation Support must:
 - a. Serve as the DLA Housing Management Program Manager.

- b. Issue policy and guidance for the DLA Housing Management Program.
- c. Serve as the principal point of contact on all policy matters related to the DLA Housing Management Program.
- d. Prepare PBR exhibits in response to FSO data calls.
- e. Prepare President's Budget (PB) exhibits in response to FSO data calls.
- f. Request appropriated funds from the Funds Holder to be issued to DLA Finance, Distribution (J8N).
- g. Participate in PBR negotiations.

6. SITE DIRECTOR, SUSQUEHANNA (DS-FS). The Site Director, Susquehanna under the authority, direction, and control of the Director, Installation Support must:

- a. Oversee maintenance program and maintain a facility condition index (FCI) rating of Q1/Q2 for all family housing units.
- b. Provide oversight of the DLA Installation Support at Susquehanna business management office.

7. DLA HOUSING MANAGER must prepare current and out year budget requirements, along with Monthly Obligation Plan (MOP) IAW FSO data call guidance. Oversee work performed/goods delivered.

ENCLOSURE 3

REQUIREMENT JUSTIFICATION FOR ACQUISITIONS

[Print Form](#)
 [Email Form](#)
 [Clear](#)
 [Export Data](#)
 [Import Data](#)
 [About](#)
 [Check for Newer Version](#)
 [Contact Us](#)

REQUIREMENT JUSTIFICATION FOR ACQUISITIONS			Prescribed by: Cnd Guidance, Budgetary Controls Sponsor: Distribution
1. REQUIREMENT NAME	2. DISTRIBUTION CENTER	3. TRACKING NUMBER	
COORDINATION AND APPROVAL			
4. ORIGINATOR (Name, Site, DSN)		5. SIGNATURE	
6. COMMANDER / DIRECTOR (Name, Site, DSN)		7. APPROVAL	8. SIGNATURE
		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
9. COST ESTIMATE		10. Required Delivery Date or Period of Performance Start Date	
REQUIREMENT JUSTIFICATION			
11. OPERATIONAL NEED / FUNCTIONAL REQUIREMENT			
ADDITIONAL INFORMATION			
12.	a. Item/Description	b. Part Number	c. QTY
>			
13. SOURCE OF SUPPLY:			
14. NOTES / COMMENTS			
Commanders must ensure sufficient justification is provided in the "Requirement Justification" section (block 11). Commander approved requirements valued at less than \$10,000 may be submitted directly to J7 as PRs along with a completed RJ form. Requirements valued at \$10,000 or more must be submitted to DLA Distribution J3 staff via the RJ form prior to generating PRs.			
Click here to submit to J7 (DistJ7-Req@dla.mil)		Click here to submit to J3	
J3 APPROVAL (\$10,000 and Over)			
15. J3 Approval (Name, Site, DSN)		16. APPROVAL	17. SIGNATURE
		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
J7 COORDINATION (Enter PR Number(s) below and send Approved RJ to: DistJ7-Req@dla.mil)			
PR NUMBER(S)			

ENCLOSURE 4

APPLICATION FOR ASSIGNMENT TO HOUSING

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
				<input type="checkbox"/> a. MILITARY HOUSING	<input type="checkbox"/> b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATION					
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <i>(Street, City, State, Zip Code)</i>		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
		a. HOME <i>(Area Code)</i>	b. DUTY <i>(DSN)</i>	<input type="checkbox"/> a. MILITARY MEMBER	<input type="checkbox"/> c. CIVILIAN
		9. MARITAL STATUS		<input type="checkbox"/> b. MILITARY SPOUSE	<input type="checkbox"/> d. FOREIGN NATIONAL
		10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>			
		<input type="checkbox"/> a. VOLUNTARILY		<input type="checkbox"/> b. INVOLUNTARILY	
11. I REQUEST HOUSING FOR <i>(X one)</i>		SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to item 15.)</i>			
<input type="checkbox"/> a. SELF ONLY		<input type="checkbox"/> b. SELF AND DEPENDENTS		14. DATES <i>(Enter in YYYYMMDD order)</i>	MILITARY APPLICANT
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM				a. EFFECTIVE RANK/RATE DATE	
				b. ACTIVE DUTY SERVICE COMPUTATION	
				c. TIME REMAINING ON ACTIVE DUTY	
13. INSTALLATION/ORGANIZATION TRANSFERRED TO				d. EFFECTIVE CHANGE IN DUTY STATION	
				e. REPORT DATE	
				f. ESTIMATED FAMILY ARRIVAL DATE	
SECTION III - DEPENDENT DATA					
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH <i>(YYYYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>	
SECTION IV - HOUSING DATA					
18. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>					
<input type="checkbox"/> a. PURCHASE HOUSE	<input type="checkbox"/> d. RENT HOUSE	<input type="checkbox"/> g. RENT MOBILE HOME SPACE		<input type="checkbox"/> j. ROOM AND BOARD	
<input type="checkbox"/> b. PURCHASE CONDOMINIUM	<input type="checkbox"/> e. RENT APARTMENT	<input type="checkbox"/> h. SHARE		<input type="checkbox"/> k. SUBLET	
<input type="checkbox"/> c. PURCHASE MOBILE HOME	<input type="checkbox"/> f. RENT MOBILE HOME	<input type="checkbox"/> i. RENT ROOM		<input type="checkbox"/> l. TRANSIENT	
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>		18. DATE HOUSING NEEDED <i>(YYYYMMDD)</i>		19. PRICE RANGE <i>(Community Housing)</i>	
<input type="checkbox"/> a. FURNISHED	<input type="checkbox"/> e. NO. BATHS				
<input type="checkbox"/> b. UNFURNISHED	<input type="checkbox"/> f. PETS <i>(Allowed)</i>				
<input type="checkbox"/> c. AIR CONDITIONING	<input type="checkbox"/> g. OTHER <i>(Explain)</i>	20. LOCATION PREFERENCE <i>(Community Housing)</i>			
<input type="checkbox"/> d. NO. BEDROOMS					
21. REMARKS					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED <i>(YYYYMMDD)</i>	
SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i>					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED <i>(YYYYMMDD and time)</i>	b. APPLICATION EFFECTIVE <i>(YYYYMMDD)</i>	c. DD FORM 1747 PROVIDED <i>(YYYYMMDD)</i>	d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>		
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT <i>(YYYYMMDD)</i>	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED <i>(YYYYMMDD)</i>		
SECTION VI - HOUSING REFERRAL CERTIFICATE					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
25. SIGNATURE OF APPLICANT			26. DATE SIGNED <i>(YYYYMMDD)</i>		

ASSIGNMENT TO FAMILY HOUSING

DS-FSQ

DATE

LOG NO FY-XX- XX

TO: See Distribution

FROM: DLA Installation Support at Susquehanna, Family Housing Office

1. The following individual is assigned to Family Housing:

SSN:	Name:
Rank:	Branch:
Pay Grade:	UIC/Name:

2. This individual is assigned to the following Family Housing dwelling:

Address:

3. The effective date of assignment is:

4. Action is _____ is not _____ an intra-post move.

5. This move is for the convenience of the government.

6. Basic Allowance for Housing (BAH) will cease upon assignment to these quarters.

7. IAW AR 420-1, a minimum of 6 months occupancy is required when accepting family housing.

8. All Service Members in the grade of E4 and below must have a senior service member present at their final inspection. NO EXCEPTIONS.

9. UNIT: The service member listed above is residing in government quarters; your unit should ensure that his paperwork is processed immediately to STOP his/her BAH. The unit must verify that the service member has cleared family housing before terminating him/her from the unit for terminal leave or on PCS orders. The unit will be responsible if the service member departs without properly clearing his/her family housing.

Name/Phone: _____ Date: _____

FOR THE COMMANDER:

KASANDRA T. WHITE
DLA Distribution
Housing Manager

DISTRIBUTION:

Service Member	2
Housing Office	1
Finance Office	1

ENCLOSURE 5

HOUSING INSPECTION REPORT

Clear

HOUSING INSPECTION REPORT						
OCCUPANT NAME			OCCUPANT ADDRESS			
GRADE	NUMBER OF BEDROOMS	DATE ASSIGNED	DATE CHECK-IN INSPECTION	DATE PRELIMINARY INSPECTION	DATE CHECK-OUT INSPECTION	
INSTRUCTIONS: Indicate the condition of each of the following items by these abbreviated codes: S - Satisfactory D - Damaged/Usable R - Repair/Replace U - Unsatisfactory						
	ITEM	CHECK IN	REMARKS	CHECK OUT	REMARKS	CHARGES
KITCHEN/UTILITY	CEILING/WALLS					
	FLOOR					
	WINDOWS/SCREENS/SHADES					
	LIGHT FIX AND OUTLETS					
	WALL CABINETS					
	BASE CABINETS/TOPS					
	COOKING RANGE/BROILER					
	REFRIGERATOR					
	SINK					
	COUNTER TOP					
	GARBAGE DISPOSAL					
	VENT FAN AND RANGE HD					
	UTILITY RM/WATER HTR					
	DOORS					
DINING ROOM	CEILING/WALLS					
	FLOOR					
	WINDOWS/SCREENS					
	LIGHT FIX AND OUTLETS					
	DOORS					
	DRAPES/SHADES/RODS					
	PATIO DOOR/SCREEN					
LIVING ROOM	CEILING/WALLS					
	FLOOR					
	WINDOWS/SCREENS					
	LIGHT FIX AND OUTLETS					
	DOORS					
	STORAGE CLOSET					
	DRAPES/SHADES/RODS					
	TV JACK OR CABLE					
	FURNACE/SPACE HEATER					

HOUSING INSPECTION REPORT (Continuation)					OCCUPANT NAME	
ITEM	CHECK IN	REMARKS	CHECK OUT	REMARKS	CHARGES	
STAIR	CEILING/WALLS					
	FLOORS/STAIRS					
	LIGHT FIX AND OUTLETS					
	STORAGE AND CLOSET					
	FURNACE AIR VENT					
MAIN BATHROOM	CEILING/WALLS					
	FLOOR					
	WINDOWS/SCREENS/SHADES					
	SHOWER ROD/TOWEL BAR					
	SOAP DISH/PAPER HOLDER					
	MEDICINE CABINET					
	LAVATORY					
	TUB					
	SHOWER					
	COMMODE AND SEAT					
	DOORS					
	LIGHT FIX/VENT FAN					
MASTER BEDROOM	CEILING/WALLS					
	FLOORS					
	WINDOWS					
	LIGHT FIX AND OUTLETS					
	CLOSET DOORS/SHELVES					
	DOORS					
	DRAPES/SHADES/RODS					
MASTER BATHROOM	CEILING/WALLS					
	FLOOR					
	WINDOWS/SCREEN/SHADES					
	SHOWER ROD/TOWEL BAR					
	SOAP DISH/PAPER HOLDER					
	MEDICINE CABINET					
	LAVATORY					
	TUB					
	SHOWER					
	COMMODE AND SEAT					
	DOORS					
	LIGHT FIX/VENT FAN					

HOUSING INSPECTION REPORT (Continuation)					OCCUPANT NAME	
ITEM	CHECK IN	REMARKS	CHECK OUT	REMARKS	CHARGES	
BEDROOM (1)	CEILING/WALLS					
	FLOOR					
	WINDOWS					
	LIGHT FIX AND OUTLETS					
	CLOSET/DOORS/SHELVES					
	DOORS					
	DRAPES/SHADES/RODS					
BEDROOM (2)	CEILING/WALLS					
	FLOOR					
	WINDOWS/SCREENS					
	LIGHT FIX AND OUTLETS					
	CLOSET/DOORS/SHELVES					
	DOORS					
	DRAPES/SHADES/RODS					
BEDROOM (3)	CEILING/WALLS					
	FLOOR					
	WINDOWS/SCREENS					
	LIGHT FIX AND OUTLETS					
	CLOSET/DOORS/SHELVES					
	DOORS					
	DRAPES/SHADES/RODS					
HALF BATH	CEILING/WALLS					
	FLOOR					
	WINDOWS					
	TOWEL BAR/PAPER HOLD					
	MEDICINE CABINET					
	LAVATORY					
	COMMODE AND SEAT					
	DOOR					
	LIGHT FIX/VENT FAN					
EXTERIOR	ENTRY DOOR					
	LIGHT FIX AND OUTLETS					
	PATIO PORCH/GROUNDS					
	PORCH RAILING AND WALK					
	CLOTHES LINES					

HOUSING INSPECTION REPORT (Continuation)					OCCUPANT NAME	
ITEM		CHECK IN	REMARKS	CHECK OUT	REMARKS	CHARGES
EXTERIOR	OUTSIDE STORAGE					
	GARBAGE CANS/HOSES					
	CARPORT					
	PAINT/SIDING					
	KEYS/MAIL BOX					
OCCUPANT COMMENTS (Check-In)						
OCCUPANT SIGNATURE (Check-In)					DATE	
INSPECTOR COMMENTS (Check-In)						
INSPECTOR SIGNATURE (Check-In)					DATE	
OCCUPANT COMMENTS (Check-Out)						
OCCUPANT SIGNATURE (Check-Out)					DATE	
INSPECTOR COMMENTS (Check-Out)						
INSPECTOR SIGNATURE (Check-Out)					DATE	

ENCLOSURE 6

DEFENSE LOGISTICS AGENCY
LIABILITY FOR DAMAGES TO ASSIGNED HOUSING

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government- issued appliances and furniture. This notice explains the rules, which apply to family and permanent part unaccompanied personnel housing. You should read it carefully and keep a copy for your records.

a. First, you can be held liable when your government housing, appliances or furnishing are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing.

b. Second, DLA has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from willful misconduct or reckless behavior of family members and guest, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage; you are grossly negligent and will be charged for the full amount of the loss.

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

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interest of the United States. This wavier authority is similar to forgiveness of the debt. If you request a wavier and fail to get it, you can appeal the matter through report of survey channels.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purchase of insurance. DLA does not require it, but you may want insurance for your own protection and peace of mind.

I have read and understand the policy contained herein.

NAME: _____ DATE: _____
HOUSING ASSIGNMENT _____
SIGNATURE: _____

ENCLOSURE 7

CONDITIONS OF OCCUPANCY FOR DEFENSE LOGISTIC AGENCY MILITARY FAMILY HOUSING

Occupancy

_____ is assigned to _____ to be occupied as military family housing of the United States effective _____.

Resident Use

The residents will use the premises solely as a single family residence for themselves and their dependents. Use of the unit for any other purpose, including the shelter of any additional number of persons, except temporary guests, is prohibited without prior written consent of the housing manager.

Resident Conduct

As the service member you are responsible for conduct of your dependents and your guests. Residents should live in a normal manner and engage in activities which do not infringe upon the rights of others.

Curfew/Noise Abatement Policy

There is a curfew policy in effect for DDSP Housing occupants. This curfew is in effect for persons under the age of 16 and is as follows:

Monday – Thursday – 2200 to 0500

Friday – Sunday – 2300 to 0500

These are also the times for our noise abatement policy (loud music, barking dogs, etc.).

Condition of Property

A housing representative and the resident will inspect the property at assignment and will agree that the property is in a fit and habitable condition. The occupant will receive a move-in inspection report that lists any damages or malfunctions noted during the assignment. Any additional items noted by the resident must be submitted in writing and received by the housing office within 15 days of occupancy. If additional items are not received within the 15-day period, these items will not be added to the move-in inspection report and the resident will be held responsible for these items.

Good Repair and General Maintenance

The housing office will maintain the property in good repair and will be responsible for all repairs not due to the abuse or negligence of the resident, their dependents or guests. Repairs or replacement of equipment due to normal wear and tear will also be at the expense of the housing office. The residents must maintain their assigned quarters and adjacent grounds in a neat, clean, sanitary and orderly condition. In addition residents will at their own expense keep up and preserve in good condition any lawn, vines and shrubbery; keep personal fences in good repair; remove leaves, sticks and other debris that accumulates on their property; promptly remove ice and snow as necessary or required; and furnish their own incandescent light bulbs. The consent of the housing manager must be obtained before the resident places any exceptionally heavy items such as waterbeds in a unit, which may damage the unit's structural integrity. If the resident willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, shed and appliances) or willfully or negligently permits any person to do so, replacement or repair will be at the resident's expense.

Utilities/Smoke Detectors

The residents will conserve utilities. Repeated waste of utilities may be considered to be misconduct and constitute possible grounds for termination of housing. The resident will not install or use any equipment that

will overload any gas, water, heating, electrical, sewage, drainage, or air-conditioning system of the assigned property. It is the responsibility of the resident to check smoke detectors periodically during occupancy and replace batteries once a year or sooner, if necessary. Smoke detectors should be vacuumed frequently to remove dust and dirt. Any malfunctioning smoke detector must be reported to the housing office immediately.

Work Order System

Family Housing residents will call directly to the Family Housing Office for work orders during duty hours (0600 to 1700) Monday thru Friday at 770-7251 or 770-8938. Residents should call the Fire Department at 770-6270 for after duty hours emergencies. Work orders should be called in as soon as a problem occurs. Any repairs identified as neglect or abuse may be charged to the occupant. When calling in a work order provide the following:

- a. Your address
- b. Your phone number
- c. If you give the workman permission to enter
- d. A description of the problem

If you do not give permission to enter, you must be home when the workman arrives or you can set up an appointment to have the work done.

Preventative Maintenance

Preventative maintenance must be done several times during the year to maintain the systems in your quarters (changing filters, warranty work, etc.). When possible, you will be notified in writing at least two weeks prior to the day the work is to be performed. The letter will state the day and time, the type of work to be done and any special requirements. The letter will also state "If you do not want us to enter, please contact the family housing office immediately to set up an appointment." If you fail to set up the appointment we will enter. It is your responsibility to call us.

Utility Rooms

Utility rooms will not be used for storage. In some units the utility rooms will be locked and the occupants will not have access. Engineers/Fire/Police will have a key to the room for maintenance or emergencies.

Range

If you have a gas self-cleaning range, please do not use commercial oven cleaning products. Commercial oven cleaning products will harm the oven surface and cause caustic fumes. Mild soap and water will clean away any residue left behind from self-cleaning. Oven/range tops should be kept free of grease to avoid fire.

Dishwasher

All dishes should be rinsed and food scraped before placing in dishwasher. Food will clog the lines. If this occurs, you will be charged. Do not use liquid dish detergent instead of automatic dishwasher detergent; doing so will cause an overflow problem.

Garbage Disposal

Your disposal is for food items which can be easily ground. Any non-food items or bones found damaging your disposal will result in a charge to you. The best rule of thumb is if in doubt, do not put it in the disposal. Please allow a constant stream of water to flow before, during and a few seconds following the grinding process.

Refrigerator

The frost-free refrigerator is a great convenience and needs only a mild detergent and water to clean. If there is a spill, do not use sharp objects to remove, it could puncture the unit.

Dryer Vents

The dryer vents on the outside of your house need to be cleaned out periodically to prevent a buildup of lint and possibility of a fire.

Redecorating and Alterations

The resident will obtain written permission from the housing manager before redecorating (painting, wallpaper, border, etc.) or making any alterations, additions or improvements (sheds, fencing, satellite dishes, etc.) to either the inside or outside of the family housing unit. If installing a satellite dish it may not be attached anywhere on the quarters or shed. When removing approved alterations or improvements the premises must be returned to its original condition at the expense of the resident.

Termination of Family Housing

Family Housing will be terminated by the service member under the following conditions:

- a. When the installation ceases to be the permanent station of the service member. Housing should be notified at least 60 days prior to termination to set up pre-inspection and final inspection.
- b. When the service member or dependents no longer reside in housing, except in those cases of joint custody where dependents reside with the service member for more than 6 months per year.
- c. Upon the sponsor's retirement or separation from service.
- d. Upon request of the service member for personal convenience when termination does not result in vacant housing.

Government housing may be terminated at the discretion of the installation commander under the following conditions:

- a. For medical, hardship or compassionate reasons.
- b. For misconduct of the service member, dependents or guests.
- c. When residents are involved in misuse or illegal use of housing contrary to safety, health or morale.
- d. Upon request of the sponsor when approved retirement date has been established.
- e. For repeated waste of energy resources (to include utilities).
- f. In cases of involuntary termination, written notification will be provided to the resident at least 30 days prior to termination date unless otherwise directed by the installation commander.

Cleaning Incident to Vacating Housing

Residents are responsible for cleaning their own housing at their own expense and will leave the housing in a condition suitable for immediate reassignment. Exceptions may be made and the housing cleaned at Government expense when major maintenance and repair work is scheduled between occupancy and a complete cleaning will be required after the work is complete.

Access to Property by Housing Manager and their Duly Designated Representatives

The installation commander may direct the housing manager, security, fire or any other duly designated representative to enter your premises in order to; a) inspect the property, b) make emergency or necessary repairs, alterations or improvements; and supply necessary or agreed upon services. Before entering the resident will be notified, if the residents are not available a representative from the residents command or unit will accompany the individual entering the housing unit.

I HAVE READ AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

Service member: /s/ _____ Date _____

Spouse: /s/ _____ Date: _____

Housing Representative: /s/ _____ Date _____

ENCLOSURE 8

FY 2015 MONTHLY OBLIGATION PLAN (MOP)

Activity:		Family Housing Summary (\$000)																
		1ST	2ND	3RD	4TH	ADP												
Operations (BP 100):		82	82	80	81	326												
- Management	- (BP 140)	75	75	75	75	300												
- Service	- (BP 110)	4	4	4	4	17												
- Furnishings	- (BP 130)	3	3	1	2	9												
Utilities (BP 120):		38	56	35	34	163												
Maintenance (BP 200):		145	85	103	122	455												
TOTAL:		265	223	218	237	943												
PLAN		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AGO	SEP					
BP 100	Operations	27	27	27	27	27	27	27	26	26	27	27	26					
	140 - Management	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0					
	110 - Service	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4					
	130 - Furnishings	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	1.0	1.0	0.0					
BP 120	Utilities	10.0	12.0	16.0	18.0	20.0	18.0	15.0	10.0	10.0	12.0	10.0	12.0					
BP 200	Maintenance	65.0	40.0	40.0	25.0	25.0	35.0	35.0	35.0	32.5	30.0	59.0	33.0					
TOTALS:		102	79	83	70	72	80	77	71	69	69	96	71					
ACTUAL FY13		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AGO	SEP					
BP 100	Operations	49	36	29	33	26	27	28	23	24	26	24	26					
	140 - Management	30.8	34.5	28.3	30.2	26.1	25.6	28.2	23.5	24.4	25.4	24.3	26.2					
	110 - Service	18.6	0.1	0.6	2.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0					
	130 - Furnishings	0.0	1.8	0.0	0.0	0.0	1.1	0.0	0.0	0.0	2.3	0.0	0.0					
BP 120	Utilities	9.8	11.3	15.1	17.1	18.3	17.2	13.9	9.4	9.9	12.9	9.7	11.1					
BP 200	Maintenance	25.1	24.5	22.2	19.6	14.8	21.7	26.5	53.7	40.3	50.1	23.6	19.8					
TOTALS:		85	72	66	69	59	66	69	87	75	91	58	57					
VARIANCE		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AGO	SEP					
BP 100	Operations	22	9	1	5	(1)	(1)	1	(3)	(2)	0	(3)	(3)					
	140 - Management	5.8	9.5	3.3	5.2	1.1	0.6	3.2	(1.5)	(0.6)	0.4	(0.7)	1.2					
	110 - Service	17.2	(1.3)	(0.8)	1.2	(1.4)	(1.4)	(1.4)	(1.4)	(1.4)	(1.4)	(1.4)	(1.4)					
	130 - Furnishings	(1.0)	0.8	(1.0)	(1.0)	(1.0)	0.1	(1.0)	0.0	0.0	1.3	(1.0)	0.0					
BP 120	Utilities	(0.2)	(0.7)	(0.9)	(0.9)	(1.7)	(0.8)	(1.1)	(0.6)	(0.1)	0.9	(0.3)	(0.9)					
BP 200	Maintenance	(28.9)	(15.5)	(17.8)	(5.4)	(10.2)	(13.3)	(8.5)	18.7	7.8	20.1	(35.4)	(13.2)					
TOTALS:		(17)	(7)	(17)	(3)	(13)	(15)	(9)	15	6	21	(39)	(14)					
Percentage of Actual to Plan		10.9%	19.3%	28.1%	35.6%	43.3%	51.8%	60.0%	67.6%	74.9%	82.2%	92.4%	100.0%					
* Minimum 80% obligated by end of month.																		

ENCLOSURE 9

FUNDING DOCUMENT REQUEST / REQUEST FOR OBLIGATION

I. DOCUMENT TYPE: * If Amend/MOD identify PR#:			II. FUNDING CATEGORY:	
MIPR BASIC:			Operations	Appropriation Year(s)
MIPR AMENDMENT:*			Capital	
CONTRACT BASIC:			PDW	<input type="text"/>
CONTRACT MOD:*			RDT&E	
DOCUMENT NUMBER:			O&M	
OTHER:			Other	Type: <input type="text"/>
III. REQUESTOR INFORMATION:				
Date:				
Requesting Office/Org:				
POC Name:				
Address:				
Phone/Fax/E-mail:				
IV. PURPOSE: (Provide brief description and attach SOW; BCA; Price Quotes, etc.)				
V. SERVICES/GOODS PROVIDER INFORMATION:				
POC Name:				
Address:				
Phone/Fax/E-Mail:				
Final Invoice Copy to:	COR:			COTR:
VI. FUNDING REQUIREMENTS:				
Amount Required:	Basic: \$	Amend 1: \$	Amend 2: \$	
	Amend 3: \$	Amend 4: \$	Total: \$	
Cost Center:			J6 Only (right)	Project Name/Program Category:
Object Class:				IRB/DBSMC Cert: Approval Date _____ or Reason N/A _____
Project #:				Date Funding Doc needed:
WBS Element:				J-65 Approved By:
Vendor Code or DoDAAC:				Date:
Complete LOA:				
Product and Service Code(PSC): For J6 Use Only				
North American Industry Classification System (NAICS) Code: For J6 Use				
Portfolio Mgr. approval: For J6 Use Only				
VII. APPROVALS/CERTIFICATION OF FUNDS AVAILABILITY:				
Requestor:		Resource Manager:		FUNDS HOLDER:
DATE:		DATE:		DATE:
VIII. EBS TRANSACTION VALIDATION:				
Initials:	DATE:	INTERNAL ORDER #:	IT-43 Line(J6 only):	
ASSIGNED PR NUMBER:		PURCHASE ORDER #:	DOCUMENT NUMBER:	

ENCLOSURE 10

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						1. PAGE 1 OF PAGES
2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER		6. AMEND NO.	
7. TO:			8. FROM: (Agency, name, telephone number of originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO.	DESCRIPTION <small>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</small>	QTY	UNIT	ESTIMATED PRICE	ESTIMATED TOTAL PRICE	
a	b	c	d	e	f	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)			13. MAIL INVOICES TO (Payment will be made by)			
						PAY OFFICE DODDAD
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	UNIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTS BFA DODDAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE		17. DATE	

DD Form 448, JUN 72

PREVIOUS EDITION IS OBSOLETE.

Reset

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ENCLOSURE 11

ACCEPTANCE OF MIPR

ACCEPTANCE OF MIPR					
1. TO (Requiring Activity Address)(include ZIP Code)			2. MIPR NUMBER		3. AMENDMENT NO.
			4. DATE (MIPR Signature Date)		5. AMOUNT (As Listed on the MIPR)
6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)					
a. <input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)					
b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)					
c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW					
d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
d. TOTAL ESTIMATED PRICE			e. TOTAL ESTIMATED PRICE		
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See justification in Block 13)					
b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
14. ACCEPTING ACTIVITY (Complete Address)			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL		
			16. SIGNATURE		17. DATE

DD FORM 448-2, JUL 71

PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED.

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GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

BAH	Basic Allowance for Housing
DLA	Defense Logistics Agency
DLAI	DLA Instruction
DoD	Department of Defense
DoDI	DoD Instruction
DS	Installation Support
DS-B	Director of Business Management, Installation Support
DS-D	Director of Installation Support
DS-FS	Installation Support Susquehanna
DS-I	Director Installation Management, Installation Support
EBS	Enterprise Business System
FA	Financial Analyst
FCI	Facility Condition Index
FDR	Funding Document Request
FSO	Financial Service Officer
FY	Fiscal Year
GFOQ	General Flag Officers Quarters
GPC	Government Purchase Card
HQ	Headquarters
IAW	in accordance with
J8	DLA Finance
J8N	DLA Finance, Distribution
MIPR	Military Interdepartmental Purchase Request
MOP	Monthly Obligation Plan
PB	President's Budget
PBR	Program Budget Review
PLFA	Primary Level Field Activity
Q1/Q2	Q1 = FCI 100-90% Q2 = FCI 90-80%

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are only for the purposes of this Instruction.

Housing Manager. On site professional responsible for daily operations and maintenance; serves as a channel of communication between the Commander and the housing residents.

Program Manager. Headquarters DLA Acquisition Specialist responsible for President's Budget planning, programming, budgeting and execution management; serves as advisor to senior leaders, Office of the Secretary of Defense, and the Army on matters pertaining to military family housing.

Funds Holder. The office holding an administrative subdivision of funds operating target; responsible for incurring obligations against the administrative subdivision or target