

Installations  
Installation Housing Community Standards

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**History.** This supersedes III Corps and Fort Hood Regulation 210-48 dated 1 October 2001.

**Summary.** These standards apply to all personnel occupying family housing quarters at Fort Hood, including family members and guests. These requirements are in effect during mobilization or deployment.

**Supplementation.** Supplementation by subordinate headquarters is prohibited unless approved by the Directorate of Public Works (DPW) Housing office, AFZF-PW-HSG.

**Changes.** Changes to this regulation are not official unless they are authenticated by the Directorate of Information Management (DOIM).

**Suggested Improvements.** The proponent of this regulation is the Housing Office. Send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-PW-HSG, Fort Hood, TX 76544-5000.

FOR THE COMMANDER:  
WILLIAM J. TROY  
Colonel, GS  
Chief of Staff



EDWARD J. MORRIS  
LTC, SC  
DOIM

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**OVERVIEW**

1

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**Purpose**

This regulation ensures that the standards of maintenance for family housing areas:

- Offer safe and attractive living conditions.
- Protect investments.
- Promote the best possible environment for family housing occupants.

1a

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**References**

Appendix A lists required and related references for this regulation.

1b

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**Abbreviations and Terms**

The glossary explains abbreviations and terms used in this regulation.

1c

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**Standards**

Installation housing community standards are part of quality of life initiatives of III Corps and Fort Hood.

The appropriate agencies, including Installation and Regional Community Life Offices established according to Fort Hood Regulation 600-20 (Community Life Program), coordinate these standards.

1d

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**Liberty Village**

Unless otherwise indicated, rules identified in this regulation also apply to Liberty Village occupants.

1e

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**Summary of change**

This revision establishes standards, policies, and responsibilities for privatized, on-post housing.

1f

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**RESPONSIBILITIES**

2

**Fort Hood  
Housing  
Office**

The Army Housing Office, is responsible for in- and out-processing soldiers, maintaining the waiting list and enforcing community standards and evictions for violation of this regulation.

The Army Housing Office also manages the assignments and terminations of Liberty Village and assists all soldiers assigned to Fort Hood with their housing needs.

2a

**Fort Hood  
Family  
Housing  
(FHFH)**

Fort Hood Family Housing is a private venture partnership between the Army and civilian contractors for the purpose of managing and maintaining on-post family housing units.

FHFH is responsible for:

- Assignment and termination of quarters.
- Mowing common areas.
- Providing self-help training, materials, and tools.
- Providing refuse collection services.
- Maintenance and repair of quarters.
- Notifying residents of major projects, utility outages.
- Providing sponsoring units and PMO (Provost Marshall Office), a monthly list of housing occupants by name, rank, social security number, unit, and quarters number.
- Assuming responsibility of enforcing installation housing community standards in the event sponsoring units deploy.

2b

**Provost  
Marshall  
Office  
(PMO)**

PMO enforces state laws (such as, traffic, criminal, health, and safety), and punitive DA and Fort Hood regulations.

- Fort Hood Regulation 190-5 (Fort Hood Traffic Code), outlines Fort Hood traffic laws.

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**Provost  
Marshall  
Officer  
(PMO)  
(continued)**

- Fort Hood Regulation 190-11 (Registration, Transportation, and Possession of Privately Owned Weapons) provides information on the registration, transportation, and possession of privately owned weapons.

---

2c

**Staff  
Judge  
Advocate  
(SJA)**

The SJA:

- Reviews evictions and other disciplinary actions.
- Provides a housing arbitrator or hearing officer.

---

2d

**Housing  
Arbitrator  
or Hearing  
Officer**

The housing arbitrator or hearing officer:

- Monitors disciplinary actions which could result in eviction from quarters.
- Initiates evictions from quarters on behalf of the Installation Commander.

---

2e

**Family  
Sponsors**

Family sponsors assigned to on-post quarters are responsible for the care of:

- Lawns.
- Parking areas.
- Sidewalks.
- Refuse collection areas.
- Trees, shrubs, and any landscaping features.
- Storage of bicycles, carts, toys, etc., to avoid a hazardous or unsightly appearance.
- Pest and insect control for their quarters and outside areas, including lawns and carports.

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**Family  
Sponsors  
(continued)**

- Cooperating with contractors or maintenance personnel to accomplish needed maintenance and repair, or contracted projects.
- Practicing fire safety in and around their quarters. Note: Renter's insurance is highly recommended as residents may be liable for damages caused by negligence.
- Ensuring their quarters and the exterior are maintained during their absence (for example, unaccompanied tours, deployments, deferred travel, and personal travel) according to the standards outlined in this regulation.
- Providing FHFH with an emergency phone number and POC (point of contact) before departing the area.

---

2f

**Sponsoring  
Units**

Sponsoring units enforce administrative restrictions and policies outlined in this regulation including:

- Providing a POC to the Housing Sergeant Major and FHFH.
- Implementing a block coordinators program.
- Designate individuals to issue citations.

---

2g

**VIOLATIONS AND EVICTIONS**

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3

**Violations**

Those who fail to comply with the standards of this regulation receive citations on FHT Form 210-X23 (Citation to Occupant).

Minor violations are:

- Failure to maintain yard.
- Parking in front of or within 15 feet (4.57m) of a fire hydrant.
- Unsightly appearance.

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**Violations  
(continued)**

- Unauthorized commercial activities.
- Unauthorized vehicle maintenance.
- Unregistered vehicles.
- Improper recycling or waste oil disposal.
- Energy conservation violations.
- Pet policy violations.
- Unauthorized construction.
- Abuse of Lawn and Garden shop privileges, including untimely return of temporary loan items.
- Poor sanitary practices.
- Curfew violations by minor children.
- Failure to allow maintenance personnel access to quarters for needed work.

---

3a

**Penalties**

Penalties for minor violations are:

- First violation:
  - The sponsor receives a citation.
  - The sponsoring unit of the village maintains a file copy of the citation for future reference.
  - Copy of the citation will be provided to FHFH.
- Second violation:
  - The Fort Hood Housing Office, in conjunction with FHFH issues a letter of warning to the soldier through the chain of command.

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**Penalties  
(continued)**

- Third violation:

The Fort Hood Housing Office, in cooperation with FHFH prepares a recommendation for eviction, through the SJA and the soldier's chain of command.

- The soldier may request a hearing by the arbitration officer.
- If the soldier declines the hearing, or upon the completion of the hearing, the arbitration officer prepares a report with recommendations to the Commanding General, III Corps and Fort Hood or the designated representative for approval.

Three violations within a 6-month period will result in eviction from quarters.

---

3b

**Evictions**

Evictions from quarters may occur for:

- Serious misconduct, including repeat minor offenses, involving the sponsor, family member, or guest.
- Inherently dangerous actions.
- Domestic disturbances.
- Felony convictions.
- Misconduct which results in injury or property loss to a neighbor, or the government.
- Criminal activity by any member of the household.
- Spouse or child abuse.
- Non-payment of rent or cancellation of allotment (except Liberty Village).
- Rent for dual military is based on the senior grade with dependent rate.

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**Evictions  
(continued)**

- A divorce decree is required to reverse the rank of the primary occupant.
- Non-payment of adjudicated charges for damages.
- Fact sheet is available.
- Non-payment for rent or damages will result in FHFH reporting the delinquency to a collection agency after 30 days.

Note: Eviction for non-payment of rent does not apply when the problem was out of the occupant's control. Occupant must provide FHFH with a statement from finance and their commander verifying circumstances. The Army will only act in such cases only after the soldier has been fully counseled by the chain of command, received opportunities to correct the deficiencies and offered budget counseling and other available assistance, and the problem has been determined to be disciplinary in nature.

Non-payment of rent can occur by cancellation of the allotment or by defeat of the allotment by superior priorities, such as child support payments.

If the allotment is cancelled:

- The soldier will be ordered to restore the allotment by the chain of command.
  - Failure to obey the order constitutes grounds for eviction.
- The soldier will be ordered to pay rent owed during the time the allotment was not in effect by the chain of command.
- If requested or necessary, soldier will be offered budget counseling and other assistance as available.
  - Failure to obey such order, after appropriate assistance is rendered, will constitute grounds for eviction.

If the allotment is defeated by superior debts:

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**Evictions  
(continued)**

- The soldier will be ordered to pay rent owed by the chain of command.
- Prior to enforcement of the order, the soldier will be referred to budget counseling and other assistance as available.

If, within 30 days of the order the soldier is unable to either pay rent due, or ensure success of the allotment, this will be considered grounds for eviction.

In all eviction actions resulting from non-payment, soldiers have the right to request a hearing from the arbitration officer.

The arbitration officer will conduct a hearing, than prepare a report with recommendations for the decision authority.

- Residents must submit appeals of letters of eviction or warning notices within 7 working days from the date of notification.
- Evictions for the above mentioned violations are at the discretion of the Installation Commander or the designated representative.
- Evictions are forwarded to the soldier's major subordinate command commander.
- Failure to comply with eviction directive can result in an FHFH "lockout."

---

3c

**Ineligibles**

Occupants are ineligible to retain quarters when:

- The sponsor or dependents no longer reside permanently in quarters over:
  - 30 consecutive days:
  - 90 days in case of death of sponsor.

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(continued on next page)

**Ineligibles  
(continued)**


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Sponsor is absent without leave or is dropped from the rolls.

- Sponsor's unit will be responsible to clear quarters.
- Divorce is finalized and sponsor does not have court appointed custody of the children.
- Authorized retention of quarters has expired.
- The sponsor is convicted of a felony offense under state or federal law, or is convicted of any offense which requires the sponsor, or a dependent who resides in the family housing with the sponsor, to register as a convicted sex offender in any state.
- The sponsor is found guilty at a court-martial for an offense which carries a possible maximum punishment, a punitive discharge, and/or confinement for one year or more.

Note: Families of sponsors serving overseas who have approved retention of quarters from the Housing Office are authorized to retain quarters for the approved time frame.

---

3d

**Termination  
of  
Quarters**

Termination of quarters for occupants losing eligibility will include input from the sponsor's chain of command and will be at the discretion of the Chief, Housing Office.

Termination of quarters becomes effective 30 days from the date of notification.

Service members may appeal a decision by the Chief, Housing Office, to terminate their assigned family housing to the Garrison Commander.

The chain of command will recommend in writing what action should be taken (that is, continued) by the Garrison Commander on the appeal.

The decision of the Garrison Commander is final.

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**Termination  
of  
Quarters  
(continued)**

The sponsor must provide the Chief, Housing Office, with a memorandum from the sponsor's chain of command verifying the circumstances to obtain government authorization for a local move, that is, a move within a 30-mile (48km) radius.

Sponsors must clear quarters according to established cleaning standards.

Money owed to FHFH will be deducted from any refund due after quarters are terminated.

Sponsors evicted from on post quarters are ineligible to reapply for on post quarters during their tour at Fort Hood.

---

3e

**House  
Guests  
and  
Visitors**

Active duty military personnel assigned to Fort Hood and their family members may not cohabitate with another military member who occupies on post housing.

Visitation by house guests in excess of 30 days in any 12-month period is not authorized.

During a sponsor's deployment, an adult family member not part of the sponsor's immediate family may reside in quarters with proper notification to FHFH.

Submit extenuating circumstances warranting an exception to policy in writing through the unit commander to the Housing Office.

The Garrison Commander will review disapprovals of request.

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3f

**PARKING RESTRICTIONS**

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4

**Parallel  
Parking**

When parallel parking:

- Remember that on street parking is limited in many areas.
- Avoid damages to other vehicles.

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4a

***Parking  
Restrictions***


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The following restrictions are enforceable by the sponsoring unit.

Do not park:

- In a location that interferes with residential mailbox access.
- On lawns.
- On grassed areas.
- In front of refuse, recycle, or compost containers at curbside for pickup.
- In cul-de-sacs (that is, in a manner that may restrict access by emergency vehicles).

Consult Fort Hood Regulation 190-5 for information on punitive parking for traffic regulations enforceable by the MPs (such as, parking where prohibited, on sidewalks, in crosswalks, within 15 feet (4.57 m) of fire hydrants, against the flow of traffic, and in front of public driveways).

- Punitive violations may result in judicial or non-judicial action.
- Occupants must not interfere with the parking rights of other residents.
- Do not park oversized vehicles and equipment in the housing areas (for example, eighteen wheelers, tractor-trailers, dump trucks, etc.).

Residents will share on-street parking equally, and use their assigned carport space (that is, if two or more vehicles are owned).

---

4b

***Motor home  
and Trailer  
Parking***

Policy prohibits the following that has to do with parking:

- The parking of motor homes in family housing areas.
- The Parking of trailers of any kind exceeding 6 feet (1.83 m) in width and/or 12 feet (3.6 m) in length, tip to tip, including hitch in family housing areas.

The exceptions to this policy are as follows:

- A motor home or trailer that is parked at the quarters overnight for loading or unloading.

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(Continued on next page)

**Motorhome  
and Trailer  
Parking  
(continued)**

- A motor home or trailer that is in transition from the permanent parking facility to the sponsor's guest destination.

Notify FHFH if the occupant has an emergency that requires longer parking.

Note: Policy may still require that trailers meeting the minimum size requirement park at one of the recreational vehicle parking areas if it is deemed by property management that the trailer's presence is creating a parking, safety, or visual problem (unsightly, ill-kept, nuisance).

Motor home and trailer parking is available at the owner's expense at the DCA, West Fort Hood Travel Camp or Belton Lake Outdoor Recreational Area (BLORA).

- Appendix B provides telephone numbers.

---

4c

**Motor home  
And Trailer  
Parking  
Restrictions**

When it is required that motor homes and trailers park at quarters overnight for loading, etc., or that small trailers park permanently at quarters, they must park in the quarters' designated paved parking areas.

Motor homes and trailers must not park:

- On streets or roadways.
- In front yard lawn areas.
- Within 10 feet (3 m) of any building unless parked in carport.
- In undesignated parking slots.

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4d

**Detached  
Carports**

Detached carports are:

- Marked by FHFH.
- For the exclusive use of families assigned to those quarters.

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4e

**Questions  
Exceptions**

Address questions or requests for exception through the Housing Office and FHFH.

Refer to Fort Hood Regulation 190-5 for additional information.

---

4f

**VEHICLE MAINTENANCE**

5

**Guidelines** Table 5-1 lists restrictions on common maintenance work done at family quarters.

**Vehicle Maintenance Guidance** Table 5-1. Vehicle Maintenance Guidance.

TYPE OF MAINTENANCE	ALLOWED	PROHIBITED
Motor tune up		X
Rotating tires	X	
Fixing flats	X	
Removal of hoods		X
Removal of fenders		X
Removal of engines		X
Stripping of vehicles		X
Major repairs		X
Placing vehicles on blocks, <i>supervised</i>	X	
Changing oil		X
Placing vehicles on blocks, <i>unsupervised</i> or overnight		X

Self-help repair work on vehicles may be performed at the Sprocket Self-Help Auto Repair Shop.

Owners may store vehicles at this facility while the vehicle is under repair.

5b

**Appearance** Occupants ensure that quarters do not take a “junkyard” appearance:

- Maintenance areas are thoroughly clean at all times.
- A nuisance does not occur because of oil spills, or excessive noise.
- Oil spills in driveways may result in a citation if not cleaned up.

5c

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***Inoperable  
Vehicles***

All vehicles on Fort Hood must have a current state registration.

Vehicles must be registered with the Fort Hood PMO Office.

Registration decals must be displayed on the windshield.

- Do not park inoperable or unused vehicles on streets or roadways.
- Do not park these vehicles in driveways or carports for more than 30 days.
- FHFH will have inoperable vehicles tagged and towed at the owners expense.
- This policy does not apply to Liberty Village.
- Vehicles that leak gasoline or other hazardous material are towed off-post at the owner's expense.

---

5d

***Abandoned  
Vehicles***

Call the PMO desk sergeant to report abandoned vehicles.

Fort Hood Regulation 210-55 (Disposition of Lost, Mislaid, Abandoned, or Unclaimed Personal Property Discovered on this Installation) and Fort Hood Regulation 190-5 outline abandoned vehicles.

---

5e

***Two- or  
Three-  
Wheeled  
Motor  
Vehicle***

Occupants should refer to Fort Hood Regulation 190-5:

- For policy governing the use of two- and three-wheeled motor vehicles on the installation.
- For authorized areas of operation.

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5f

***Vehicle  
Washing***

Vehicle washing is prohibited between 1300 and 1700, seven days a week throughout the year.

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5g

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**BICYCLES**

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6**General  
Bicycle Rules**

Secure bicycles to a fixed object with an appropriate locking device when not in use.

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6a**Operators**

Bicycle operators must comply with the rules of the roadway for motor vehicles, including:

- Traffic-control signs.
- Signals.
- Traffic control personnel.
- The use of helmets and reflective material according to Fort Hood Regulation 190-5.

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6b**Skate-  
boards**

Fort Hood Regulation 190-5 outlines policy for skateboard operation.

- Fort Hood prohibits skateboard ramps.

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6c**Other**

Exercise parental control over children to ensure that tricycles, scooters, roller skates, roller blades, and like equipment:

- Are not operated in streets or roadways.
- Do not cause a hazard to vehicular or pedestrian traffic.
- Are operated safely.

Rollerbladers may use designated roller-blade courts for rollerblading.

---

6d

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**CONTROL OF CHILDREN**

7

**Parental  
and Adult  
Control**

Parents are accountable for the conduct of their minor children.

Unsupervised children are subject to “at risk” behaviors to include:

- Victimization.
- Early sexual activity.
- Substance abuse.
- Engaging in vandalism/petty crimes.

Parents are liable for damages caused by negligent or unlawful conduct of their children.

Fort Hood Regulation 190-5 provides information on leaving children unattended in vehicles.

- The installation home alone policy outlined in paragraph 7b provides information pertaining to unsupervised children.

7a

**Home  
Alone  
Policy**

The following standards of supervision are enforced on children 12 years and younger with the exception of children traveling to and from school:

- Children 10 years-old and under (or 11 years old if in the 5th grade) will have direct supervision (that is, line of sight) by a(n):
  - Adult.
  - Parent.
  - SAS (School Age Services) site staff.
  - Designated “responsible” teenager who is at least 13 years of age or older.

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**Home  
Alone  
Policy  
(continued)**

- 12-year-old who is in the 6th grade and has completed the American Red Cross Baby sitter Certification Course (limited to no more than 6 hours).
- Children 11 years old (or 12 years old if in the 6th grade) will have monitored supervision.
  - Parents may designate an adult neighbor with whom the child may “physically” check-in with at intervals.
  - Parents must ensure that the child is capable and knowledgeable in handling emergency situations.
- Children 12 years old (or 11 years old if in the 6th grade) may be unattended for no more than 6 hours during a 24-hour period. Additionally, this age group may sign themselves in/out of a youth center for no more than 6 hours per day during youth center operating hours.
- These guidelines protect children.
- Teenagers between the ages of 13-15 years, may be left unattended between the hours of 0600 to 2100, but not to exceed 8 hours during a 24-hour period.
- Teenagers between the ages of 16-18 years (and in the 12th grade) will not be left unattended for more than 12 hours during a 24-hour period.

Every soldier, employee, and family member of the military community must report known violations of this policy and suspected child abuse to the Family Advocacy Program or to the MPs.

Child and Youth Services assist parents with finding suitable childcare at a Child Development Center, School-Age Services site, or in a certified Family Child Care (FCC) home.

Telephone numbers can be found in Appendix B.

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(Continued on next page)

**Home  
Alone  
Policy  
(continued)**

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MPs respond to complaints of violation of this policy.

- Action taken by the military police when a child is found unattended, is contingent upon the degree of danger in which the child is found.
- MPs take the following actions when a child is found without proper supervision:
  - Safeguard and identify
  - Detain and return to parental control.

Parents are responsible for ensuring compliance with the home alone policy. Violations of this policy place children at risk and may result in action taken by:

- PMO.
- The Housing Office.
- The Family Advocacy Program.
- Department of Social Work Service.
- Texas Department of Protective and Regulatory Services, Child Protective Services.

---

7b

**Curfew  
for  
Juveniles**

Family members under 18 years of age may not be out-of-doors unless accompanied by the sponsor, parent, or legal guardian from:

- 0030 through 0500 on Saturday and Sunday morning.
- 2300 through 0500 Sunday through Thursday night.
- Violators may be detained by the MPs and processed.
- Violations justify an eviction from government on-post quarters.

---

7c

**Prohibited  
Play Areas**


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Children are prohibited from playing:

- On any street.
- Around unoccupied buildings and quarters.
- At any construction site, whether or not work is in progress.
- Near government or contractor equipment such as, mowers, construction equipment, maintenance trucks, etc.
- In drainage ditches or culverts.
- Near school buildings when school is not in session.
- On golf courses.
- Ponds or creeks.

---

7d

**Key  
Authori-  
zations**

Only children over 10 years of age and identified to FHFH in the housing agreement receive a key to quarters.

Exceptions are case-by-case.

---

7e

**CONTROL OF PETS**


---

8

**Pet  
Registra-  
tion**

Owners must register dogs, cats, and horses that are kept on Fort Hood with the Installation Veterinary Services.

---

8a

**Pet  
Limitations**

Families are not authorized more than three pets per family.

Requests for exceptions to this policy must be submitted in writing to FHFH.

---

8b

**Authorized  
Privately  
Owned  
Animals**

Privately owned animals may be kept in quarters if they comply with the requirements of this regulation:

- Dogs, excluding hybrids with wolves, coyotes, or jackals.
- Cats excluding hybrids with bobcat, margays, or ocelots.
- Captive-bred species of common caged birds, except raptors and pigeons.
- Hamsters, guinea pigs, mice, and other small caged rodents, (except ferrets) weighing less than two pounds (.9 kg).
- Aquarium fish.
- Rabbits.
- Turtles not exceeding six inches (15 cm) in length.

8c

**Stray  
Animals**

Report stray animals to the MP desk sergeant.

- Appendix B lists telephone numbers.

8d

**Guidelines  
for  
Pet Owners**

Table 8-1 outlines guidelines for pet owners.

**Table 8-1. Pet guidelines**

<b>Category</b>	<b>Prohibited</b>	<b>Allowed</b>
Maintaining pets for sale	X	
Selling pets on a one-time basis		X
Tying animals to trees or stakes	X	
Keeping annoying, unpleasant, obnoxious, or vicious animals	X	
Allowing animals to run loose in housing areas	X	

(Continued on next page)

**Guidelines  
for  
Pet Owners  
(continued)**

Table 8-1 outlines guidelines for pet owners.

**Table 8-1. Pet guidelines (continued).**

<b>Category</b>	<b>Prohibited</b>	<b>Allowed</b>
Walking pet on a leash		X
Permitting interference with service personnel, maintenance personnel, contractors, mail carriers, etc.	X	
Allowing pets to defecate/urinate in neighbors' yards or playgrounds	X	
Leaving pets outdoors unattended (only allowed in fenced enclosure)		X
Leaving pets unattended on balconies	X	

Pets must have shelter and clean water if maintained outdoors.

8e

**Disposal of  
Dead Pets**

Owners are responsible for disposing of dead pets and hunting/fishing waste at:

- The sanitary landfill.
- Installation Veterinary Services.

8f

**Insurance**

Pet owners are strongly encouraged to get insurance to cover pet damage or injury to persons.

8g

**Sanitation**

Clean up animal waste daily.

Maintain sanitary conditions continually, both inside and outside the quarters.

Dog owners must immediately clean up animal waste when walking their dogs outside of their yard.

Fort Hood Regulation 40-5 (Authorized Veterinary Care and Animal Control Program) outlines pet control.

8h

---

**Damages** Occupants are responsible for damages and injuries caused by their pets.

---

8i

**FIREARMS AND NOISE CONTROL**

---

9

**Firearms Registration and Storage** Fort Hood Regulation 190-11 governs ownership of firearms on Fort Hood.

- Personnel occupying on post quarters must register their firearms with PMO.
- Children will not have access to firearms.

Further details are available from the PMO, Crime Records Section.

---

9a

**Noise Control** Excessive noise is prohibited on the installation.

For enforcement purposes, the term “excessive noise” is:

Music vibrations or other sounds emanating from quarters or billets that can be heard from a distance of 50 (15.2 m) or more feet in any direction of the quarters or billets.

Noise in a public place that, under the circumstances, is unreasonably disturbing to the quiet and comfort of another person within the vicinity or hearing thereof.

Music, vibrations, or other sounds emanating from a vehicle with closed windows is too loud and will be considered excessive if they can be heard ten feet or more from the vehicle.

Music, vibrations, or other sounds emanating from a vehicle with open windows will be considered excessive if they can be heard 50 ft (15.2 m) or more from the vehicle.

Violators may be subject to action under the UCMJ, administrative action, or the state laws of Texas. See corps policy SJA-03, 24Nov02.

---

9b

---

**GROUNDS MAINTENANCE**

10

**FHFH  
Maintenance  
Service**

FHFH trims, mows, and polices lawns and common areas within the boundaries of family housing areas and unoccupied quarters except Liberty Village.

---

 10a

**Occupant**

Occupants are responsible for the area extending to the center line of

- Adjacent streets.
- Service Drives.
- Parking lots.
- Half the distance between buildings.

Occupants are responsible for 50 feet (15.2 m) from quarters when lawn borders common ground.

---

 10b

**Mowing**

Occupants will ensure that lawn mowing is:

- Uniform.
- Done as often as necessary for a neat, finished appearance.
- Cut to a height of not more than 4 inches (10 cm).

Residents of two-bedroom, Comanche II Village quarters are responsible as listed.

- Upstairs occupants maintain the front and side yard to half the distance between buildings.
- Downstairs occupants maintain backyards to a distance of 50 feet (15 m) from the rear of quarters.

---

 10c

**Lawn  
Clippings**


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Place lawn clippings in compost containers for collection, or scatter over an adjoining common area.

Occupants may call FHFH for a compost container.

Do not dispose of clippings in:

- Lined or unlined drainage features.
- Storm drains.
- Catch basins.

---

10d

**Areas  
Bordering  
Lawns**

Keep grassy areas neat and trim including lawns bordering

- Sidewalks
- Trees
- Shrubs
- Flower beds
- Driveways
- Curbs
- Utility transformers
- Utility Poles
- Building foundations
- Fences

---

10e

**Weeds**

Remove weeds and other vegetation growing in cracks of sidewalks, streets, curbs, driveways, etc.

---

10f

**Watering**

Occupants will water lawns when rainfall is insufficient for proper lawn maintenance.

Do not water between 1300 and 1700 hours 7 days a week throughout the year.

- This effort reduces water waste and reduces the electrical peak demand for electrical pumps required to distribute the water.

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(Continued on next page)

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**Watering  
(continued)**

Water lawns when dew is present (that is, pre-dawn hours).

- The early morning is a low water demand period and the evaporation rate is low.
- Pre-dawn watering discourages the spread of fungal diseases, which kill grass.

Watering grass during the hottest part of the day is counterproductive because most of the water evaporates.

Lawns need watering 1 to 1-1/2 inches (2.5 to 3.8 cm), every 5 to 7 days unless rainfall is excessive.

- Watering everyday is not necessary.
- Most lawns do not absorb the total amount of water needed at one time.
- Monitor sprinklers to prevent excessive watering, which causes overflow into the storm drain inlet or down the street.

Occasional watering restrictions or schedules are published by command letter and distributed to all occupants.

Failure to comply with published restrictions or schedules results in the issuance of citations.

---

10g

**Questions  
and Work  
Request**

Contact FHFH with questions regarding:

- Removing dead trees or shrubs.
- Correcting drainage problems (that is, beyond occupant's capability).
- Reestablishing deteriorated front lawn areas where half or more than half of the front lawn ground cover is dead.
- Occupants may contact FHFH for technical advice on lawn care.

---

10h

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**TREES, SHRUBS, AND FLOWER BEDS**

11

**FHFH**

FHFH performs major tree and shrub pruning at quarters and in common areas within the housing areas except Liberty Village.

11a

**Occupant**

To keep quarters neat, occupants will periodically trim:

- Bushes.
- Shrubs.
- Hedges.
  - Trim to a clearance of 18 inches to 24 inches (.45 to .61 m) when hedges are next to buildings, utility poles, and pathways.
- Vines.
  - Eliminate or trim vines that damage or interfere with any part of the building.
- Low hanging, small limbs.

Occupants will remove:

- Dead shrubs.
- Dead hedges less than 3 feet (.91 m) tall that have a base trunk less than 3 inches in diameter.
- Dead trees less than 2 inches (5 cm) in diameter.

---

 11b

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**Flower  
Beds**

Occupants may plant flowers.

- Cultivate flowerbeds and keep them free of grass and weeds.
- Leave borders or edging or decorative rocks in place if they enhance the appearance of the quarters.
- You must get approval to leave plants in place from FHFH before clearing quarters.

---

11c**Trees and  
Shrubbery**

Get a digging permit before planting trees or shrubbery to prevent planting over underground utilities.

- Do not use string, chain, or wire ties or wraps around trees.
- Do not attach rope swings, hammocks, etc., to trees.
- Tree houses are prohibited.

Painting of trees is prohibited.

---

11d**Leaf  
Raking**

Rake leaves as often as necessary to maintain a neat appearance.

---

11e**VEGETABLE GARDENS**

---

12**General**

Occupants may establish and maintain gardens in the back yard of quarters.

- Occupants may use compost bins.
- Remove compost bins and restore grounds before clearing quarters.
- Keep cultivated areas free of grass and weeds.

---

12a

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**Quarters Clearance** Reestablish grounds to their original condition before clearing quarters.

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12b

**Size Restrictions** Gardens do not have size limits, but occupants must exercise common sense.

---

12c

**Common Areas** Gardens are not permitted in common areas.

---

12d

**FERTILIZER**

---

13

**Application** FHFH applies fertilizer to lawns in the Spring (which is, 1 April to 1 May) and Fall (which is, 15 August to 15 September) of each year.

Occupants receive notification at their quarters or in the *Fort Hood Sentinel* when a fertilizer application is due.

---

13a

**Watering** Water lawns thoroughly and evenly following fertilizer application.

Apply water evenly with a lawn sprinkler for 3 to 4 hours during periods of inadequate rainfall.

Apply two water applications, two to three days apart, following fertilizer application.

- Exercise care to avoid burning the grass or vegetation.
- Direct questions to FHFH.

---

13b

**ALTERATIONS AND ADDITIONS (DOES NOT APPLY TO LIBERTY VILLAGE)**

---

14

**Additions** Additions to quarters that are accomplished by occupants are not authorized.

---

14a

**Alterations** Occupants must have prior approval from FHFH before altering quarters and any alterations will be at the occupant's expense.

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14b

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**Approval**

Alterations will be removed and the area or quarters restored to its original condition at the occupant's expense before clearing quarters, unless the occupant has written permission from FHFH to leave the alteration in place.

Occupants are liable for damages to quarters and yard areas resulting from alterations.

Occupants will not nail, screw, or bolt items into exterior siding.

Acceptable alterations are:

- Shelving.
- Decks.
- Wallpaper (that is, removable).

Occupants wishing to perform self-help alterations in quarters should:

- Submit a sketch of the proposed structure, a list of materials, and any other appropriate documents with the application to FHFH.

Get a digging permit from FHFH before proceeding with alterations, if digging is required.

- Proceed once the work is approved.
- Comply with all restrictions or changes indicated on the permit.

---

14c

**Community Projects**

Projects for construction or improvement for the benefit of the community are initiated by FHFH in coordination with:

- The elected mayor.
- The community life-sponsoring unit.

Submit recommendations for community projects to the village mayor or the unit Community Life NCO.

---

14d

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**FENCES (ONLY BLOCK 15E APPLIES TO LIBERTY VILLAGE OCCUPANTS)**

15

**Approval**

Get approval and utilities clearance from the family housing maintenance contractor before construction begins.

Occupants may install:

- Self-help fences if available.

Personally-owned fences using only authorized fencing material.

- Only in backyards.
- At their expense if self-help fencing material is not available.
- Contractors may install fencing if the contractor has an on-post solicitation permit, available from the Assistant Chief of Staff, G5, and Consumer Affairs Office.

15a

**Materials**

Authorized fencing materials are:

- Chain-link, diamond mesh, with round metal posts and rigid top rail.
- Wood privacy fencing with galvanized steel posts.

Posts must have an outside diameter of at least 2.375 inches (6.032cm) and a wall thickness of at least 0.130 inches (.33 cm).

15b

**Installation Rules**

Fence installation guidelines are:

- Fence installation requires a digging permit.
- No barbed wire or electrically charged fences are authorized.
- Occupant *will* maintain fences.
- Fences *must* have a gate.

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(Continued on next page)

***Installation  
Rules  
(continued)***

- 
- Fences must not restrict access to utility poles or transformers, fire hydrants, public sidewalks, manholes, public sidewalks, roads, or parking areas.
  - Do not install a chain link fence beneath primary power lines.
  - Remove occupant owned fences when occupant clears quarters. Rental fences *may* remain.
  - Do not attach fences to quarters.
  - Maximum height of fence is 72 inches (1.829 m).
  - Minimum height is 48 inches (1.219m).
  - Install fences only in the backyard, not extending more than 50 feet (15 m) from the main portion of the dwelling unit, or half the distance between quarters.
  - Wooden fences *may* only be treated with a clear sealer.
    - Do not use stains or paints.
  - Decorative barriers may be installed in front or side yards.
  - Height *may* not exceed 18 inches (45.72 cm), with approval from FHFH.

15c

***Comanche  
II***

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The following additional rules apply to Comanche II occupants residing in two-bedroom (such as, upstairs and downstairs) units.

- Downstairs occupants are authorized the backyard from the corner of the building, but not extending into the side yard.
- Upstairs end-unit occupants may use the side yard for fencing purposes provided there is adequate space. However, fencing may not extend past half the distance between buildings.

15d

**Liberty  
Village**


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Special rules for fencing in Liberty Village are:

- Use only chain link fence.
- Minimum height is 48 inches (121.92 cm).
- Maximum height is 72 inches (182.88 cm).
- Metal posts must have a minimum diameter of 1 5/8 inches (4.06 cm), with a minimum thickness of 0.085 inches (2.159 cm).
- Metal framing must have a minimum diameter of 1 3/8 inches (3.5 cm), with a minimum wall thickness of 0.047 inches (1.2 mm).
- Rigid horizontal top bar and bottom wire are required.
- Contact the Liberty Village Office to obtain rental fences.

---

15e

**STORAGE SHEDS**


---

16

**Placement**

Place storage buildings in back yards, at least 10 feet (3 m) from quarters.

Comanche II upstairs end unit occupants may place a storage shed in the side yard if there is adequate space.

---

16a

**Guidelines**

Occupants are encouraged to get a utility clearance from FHFH before installing storage sheds to prevent placing the sheds over utility lines.

Occupants are responsible for:

- Moving personally owned or rented storage sheds before clearing quarters.
- Restoring turf upon removal of storage shed.
- Damages to on-post property caused by the installation or removal of a storage shed.

No size restrictions are imposed, but occupants are expected to use common sense.

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16b

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**ANTENNAS**17

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**Requirements** Exterior television antennas may only be installed by companies that have a contractual agreement (that is, franchise agreement, formal contract, or a memorandum of agreement (MOU) with Fort Hood through the Directorate of Community Activities.

The companies must follow installation guidelines outlined in the contract and approved by FHFH.

- Occupants are not required to get permits for using the companies, but must use only the companies authorized to operate at family housing quarters.
- Occupants will be responsible for damages caused by the installation and/or removal of antennas.
- Do not penetrate roofs or siding.
- Ground anchoring is not allowed.
- The company is responsible for obtaining a digging permit from FHFH prior to making ground penetrations greater than 6 inches (15.24 cm).
- Occupants who desire cable television must contact approved installation providers to have jacks installed.
- Occupant is responsible for all costs associated with cable television.

17a

---

**Citizens  
Band (CB)  
Antennas**

Installation of radio antennas for amateur radio stations and CB base stations require approval by FHFH.

Install *no* more than one antenna per dwelling.

Occupants are responsible for damages caused by the installation or removal of CB antennas.

17b

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**Operation**


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Register CB radio equipment with the DOIM.

To register you must have the:

- Make and model number.
- Number of channels.

Type of antenna.

- Written approval from the FHFH.

Liberty Village occupants must contact the Fort Hood Housing Office for approval.

---

17c

**Satellite Dishes**

Occupants wishing to install satellite dishes at their quarters must get permission from the FHFH Office.

Occupants are responsible for all damages to their quarters and grounds resulting from satellite dish installation and removal.

- It is the occupant's responsibility to ensure that private companies they hire to install the dishes comply with FHFH requirements.

The guidelines for installing satellite dishes are listed below:

- Install satellite system in a manner that is not unsightly and does not damage the quarters.
- Do not penetrate roofs. Do not nail satellite dishes into the roof.
- Holes will not be made in exterior siding or walls.
- Place satellite dishes in backyards only within the area that the occupant mows.
- Do not cut tree limbs in an effort to get a better signal.
- Vendor or installer must get a digging permit from FHFH when digging is required.

Vendor or installer will use existing cable wiring from the junction box at the residence and will not change the location.

- The company will not install additional junction boxes on the exterior wall of the quarters.

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(Continued on next page)

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**Satellite  
Dishes  
(continued)**

- When required to install a second parallel cable, it must be cosmetically acceptable, and the existing entrance hole on the quarters will be used.
- No additional holes will be made in the interior or exterior surface of the quarters.

The vendor or system owner is responsible for removing the satellite system prior to clearing quarters and restoring grounds upon clearing quarters.

- Occupants will be charged for the removal of system if they do not remove it.
- Occupants are responsible for damages caused by the installation or removal of satellite dishes.

17d

---

**PATIO COVERS**

18

**Requirements** Occupants wishing to install a patio cover or similar structure must:

- Have received approval from FHFH prior to beginning construction of the structure. Note: FHFH reserves the right to disapprove any request if it does not compliment the appearance of the community.
- Contact the Fort Hood Housing Office before approval.

18a

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**Guidelines**

Occupants applying for a permit to erect a patio cover must:

- Submit a sketch of the proposed structure showing the intended dimensions and a material list.
- Get a digging permit when digging or ground penetration is required.

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(continued on next page)

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**Guidelines  
(continued)**

- Remove the structure prior to clearing quarters.
- The structure must be free-standing, not attached to the quarters.

Roofing or other covering materials must be compatible with the adjacent quarters.

Patio covers are at the occupant's expense.

- Occupants are responsible for damages caused by the installation or removal of patio covers.

The structure must be stained or painted to complement the quarter's color scheme.

---

18b

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**BASKETBALL BACKBOARDS**

19

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**Requirements** Permanent mount and portable basketball backboards:

- May be installed alongside driveways.
- May not be installed within 20 feet (6.1 m) of the street, or in or facing streets or cul-de-sacs.

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19a**Basketball  
Backboards**

Backboards are pole mounted and are not installed on:

- Carports.
- Storage sheds.
- Utility poles.
- Trees.
- Other separate structures.

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19b

<b>Guidelines</b>	The occupant is responsible for: <ul style="list-style-type: none"> <li>• Getting a digging permit from FHFH if digging is necessary.</li> <li>• Damage to quarters during installation, or removal or during playing games associated with a backboard.</li> <li>• Removal and restoration of grounds prior to clearing quarters.</li> </ul>	19c
<hr/>		
<b>MISCELLANEOUS</b>		
20		
<b>Lawn Ornaments</b>	Occupants may place lawn ornaments on lawns if the decorations are maintained and present a pleasing appearance.	20a
<b>Rocks</b>	Rocks may be used for edging, stepping stones, or mulching.	20b
<b>Painting</b>	Occupants will <u>not</u> paint: <ul style="list-style-type: none"> <li>• The exterior of quarters.</li> <li>• Unpainted quarter's privacy fences.</li> </ul>	20c
<b>Nails</b>	Occupants will remove nails from walls before clearing quarters.	20d
<b>Trampo- lines</b>	Trampolines left outdoors, unattended, or overnight, must have a surrounding fence.  Occupants are responsible for damages or personal injury associated with trampolines and therefore must obtain appropriate liability insurance.	20e
<b>Waterbeds</b>	Waterbeds are allowed on slab floors (that is, first floor) only.  Occupants are responsible for damages caused by use of waterbeds.	20f

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**Swimming**

Occupant must:

- Get approval from FHFH prior to setting up pools.
- Erect above ground swimming pools only in backyards.

If water is left in swimming pools at night, occupant must:

- Secure the pool with a fence.
- Get appropriate liability insurance coverage.
- Drain unattended wading pools *daily*.
- Not alter ground contours.
- Restore seeded or lawn areas to original condition when pool is removed.
- Use care when draining pools to control run-off and avoid problems for other occupants.
- Be responsible for damages and injuries caused by installation, removal, and use of pool.

---

20g

**Pet Houses**

Place pet houses in the back yard not more than 50 feet (15.24 m) from the rear of the quarters.

Ensure that the structure is:

- Of sound construction.
- Painted.
- Neat in appearance.
- Cleaned free of animal waste daily.
- Kept free of ticks, fleas, and other parasites.

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(Continued on next page)

***Pet Houses  
(continued)***

- Enclosed in a fenced area if pets are left outdoors and unattended.
- Removed prior to clearing quarters.

The occupants will restore grounds prior to clearing quarters and are responsible for any damages caused by the installation and removal of pet houses.

20h

***Yard and  
Garage  
Sales***

Housing occupants may hold yard and garage sales in the housing area if:

- Sales transpire during daylight hours.
- Sales do not exceed 2 days in a row.
- Merchandise is neatly displayed.
- No advertising signs are placed on any structure such as light poles, street signs, quarters, etc.
- Items must be removed from yard when sale is over and may not be left over night.

20i

***APPEARANCE AND SANITATION***

21

***Garbage  
Cans***

Garbage cans must:

- Have well-fitted covers kept on cans at all times.
- Be cleaned when necessary.
- Not be painted.
- Be properly stored in:
  - Racks.
  - Enclosures.
- Be neatly arranged.

21a

**Garbage Racks**


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Garbage racks:

- Are the trash storage point.
- Are not used to hang mops or brooms, etc.
- Are kept clean at all times.

---

21b

**Unserviceable Garbage Cans**

Exchange unserviceable garbage cans by calling FHFH.

FHFH has the right to pursue a claim against a service member for damage to a container deemed other than fair wear and tear.

Liberty Village occupants need to contact Administrative Office at Liberty Village for exchange.

---

21c

**Garbage Collection**

Set refuse containers at the front curb no earlier than 1900 the day prior to collection and no later than 0730 on collection day.

Return containers to their storage point no later than 2100 collection day.

Refuse, recycle, and compost collections are every week throughout the year.

---

21d

**Recycling**

Residents must participate in the recycling program.

Recyclables are collected at curbside.

Bundle paper and cardboard and place next to the garbage container.

Coordinate bulk or large cardboard collections with the collection Contractor.

Recyclable materials include clean, dry paper, such as:

- White paper, writing paper, colored paper, school paper, mail.

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(Continued on next page)

**Recycling  
(continued)**

- Office files, computer paper, newspaper, coloring books, maps, manuals, magazines, and flattened cardboard.
- Aluminum cans (such as, drinks and food).
- Steel cans (up to 1 gallon (3.785 ltr)).
- Plastic containers (type No. 1 PET or No. 2 HDPE).
  - Type No. 1, clear or green soda bottles.
  - Type No. 2, milk, water and juice jugs, soda bottles, household plastic containers, detergent and shampoo bottles of all sizes, and plastic bags.

Clean recyclable items. Note: A charge may be assessed if contaminated items are placed in the recycle bin.

Additional information on recycling can be found in Fort Hood Regulation 420-6 (Recycle Program).

21e

**Compost**

Compost containers can be requested from FHFH.

Acceptable compost material is as follows:

- |   |                       |
|---|-----------------------|
| • Most vegetables and fruits  | • Leaves              |
| • Coffee grounds  | • Old plants          |
| • Egg shells  | • Tea leaves and bags |
| • Sawdust (unspoiled or untreated), small prunings, weeds (no seed heads), and wilted flowers | • Grass               |

Required composting materials must be bagged or placed in a composting container.

Unacceptable compost material.

- |          |              |          |                         |
|----------|--------------|----------|-------------------------|
| • Butter | • Mayonnaise | • Yogurt | • Weeds with seed heads |
|----------|--------------|----------|-------------------------|

(Continued on next page)

**Compost  
(continued)**

- 
- Bones
  - Meat or meat scraps
  - Cat and dog manure
  - Poisonous plants
  - Cheese products
  - Milk
  - Evergreen leaves
  - Chicken
  - Peanut butter
  - Ivy
  - Fish
  - Sour cream
  - Pernicious weeds (weeds or grasses spread by roots)
  - Lard
  - Vegetable oil

Liberty Village occupants need to contact Administrative Office at Liberty Village.

21f

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**POLICING AREAS**

22

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**Occupants**

Occupants are responsible for policing areas:

- Within 50 feet (15.24 m) of their quarters or to center lines of the distance between quarters.
- Directly associated with their assigned quarters.
- Out to the centerline of the street.

22a

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**PEST CONTROL**

23

---

**Occupants**

Occupants will:

- Maintain good sanitation practices.
- Not use contract pest control services other than those provided by FHFH.
- Call FHFH for pest control services if over the counter treatments fail. Note: Over the counter treatment is at resident's expense.

23a

---

**Contract Services**


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Occupants should not treat for carpenter ants or termites, but should report the problem to FHFH:

- If it is necessary to cancel an appointment, call FHFH contract at least 24 hours in advance.
- Liberty Village occupants need to contact Administrative Office at Liberty Village for assistance.

23b

**HOUSEKEEPING**

24

**Requirements**


---

Potential health or safety hazards resulting from poor housekeeping are investigated by the Housing Sergeant Major and FHFH in coordination with:

- The sponsor's commander.
- Preventive Medicine.
- Others as appropriate.

Poor housekeeping may result in eviction from on post quarters.

24a

**Fire Safety**


---

Report all fires, regardless of size, to the Fort Hood Fire Department.

- Appendix B lists telephone numbers.

Occupants should have an evacuation plan in case of fire.

The fire department will, upon request, conduct a courtesy inspection and assist the occupants in developing their evacuation plan.

Escape ladders are available from FHFH.

Two-story and second story quarters receive an escape ladder.

- Store ladders near the window designated as the emergency exit.
- Do not use the ladder for any other purpose.

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(Continued on next page)

**Fire Safety  
(continued)**


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Occupants are responsible for testing smoke detectors and carbon monoxide detectors monthly.

- Do not disconnect smoke detectors.
- Immediately report any smoke detector which does not work properly to FHFH.

Keep trees and shrubs trimmed so they do not block the quarter's number.

- The quarter's number should be clearly visible from the street at all times.
- Do not store flammable materials in heater closet, near hot water heaters or gas-operated dryers.
- Flammable materials must be stored in well-ventilated areas.
- Fueling of lawn mowers and other gasoline operated equipment and dispensing of any flammable liquids will be done outside of all buildings, including garages, basements, or right-of-way associated with quarters.
- Lawn mowers, edgers, tillers, etc. will not be refueled until sufficient time is allowed for engine to cool.

24b

**NORMAL HOME ENTERPRISES**

25

**Commercial**


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Fort Hood Supplement 1 to AR 210-7 (Commercial Solicitation on Army Installations Fort Hood Deployment Policies) provides information pertaining to authorized or prohibited home enterprises.

Contact the Consumer Affairs Solicitation Office for details.

25a

**Child  
Care**


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DCA monitors FCC.

- Only Certified Child Care Providers may provide child care.

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(Continued on next page)

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<b>Child Care (continued)</b>	<ul style="list-style-type: none"> <li>• Occupants are responsible for any damages to their quarters resulting from providing FCC.</li> </ul>	25b
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**COMMUNITY RELATIONS** 26

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<b>Domestic Tranquility</b>	<p>Actions and activities contrary to the health, safety, or morale of the community are <u>not</u> tolerated.</p> <p>This includes spouse or child abuse.</p> <p>Violations of these principles will result in eviction from on-post quarters.</p>	26a
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<b>Reporting Criminal Acts</b>	<p>Report criminal activity and serious disturbances to the MPs.</p>	26b
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<b>Crime Prevention</b>	<p>Residents are encouraged to report unusual incidents or conditions such as:</p> <ul style="list-style-type: none"> <li>• Uncut grass.</li> <li>• Newspapers or mail not picked up.</li> <li>• No trash out for pickup.</li> <li>• Unknown or suspicious visitors.</li> <li>• Long-term visitors.</li> </ul> <p>Occupants should notify the Housing Sergeant Major.</p>	26c
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**COMMUNITY LIFE PROGRAM** 27

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<b>Authority</b>	<p>Fort Hood Regulation 600-20, establishes Fort Hood’s community life program.</p>	
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(Continued on next page)

**Authority  
(continued)**

- Each village elects a mayor to represent the community and provides a channel for passing information, initiating actions, and making changes.

Occupants are strongly encouraged to support and participate in this program.

27a

**Support**

All major commands are designated as sponsoring units under the Community Life Program and should support village mayors and residents in village activities.

27b

**Unit Police**

Within the family housing areas, sponsoring units are responsible for policing, including emptying trash receptacles in common use areas such as:

- Playgrounds.
- Parks.
- Open areas.
- Memorials.

27c

**Recognition  
Program**

The Commanding General or a designated representative presents Quarters of the Year Awards annually, usually in January.

Sponsoring units may nominate one set of quarters per village.

Regional Community Life Officers (that is, sponsoring units) administer Quarters of the Month Awards.

The sponsoring unit may select one set of quarters per village per month during the period March through October.

27d

**Village  
Mayors**

Each housing area elects a mayor with a staff of neighborhood volunteers.

Mayors represent the community and are the primary channel to:

- Pass information.

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(Continued on next page)

**Village  
Mayors  
(continued)**

- Initiate actions.

The role of the mayor is to seek ways to improve the quality of life for the community.

The mayor:

- Is elected annually, with the term of office being 1 January through 31 December.
- Identifies community needs, interests, and resources.
- Conducts and presides over town hall meetings at least quarterly.
- Selects village staff.
- Acts as a liaison between Corps staff, village residents and FHFH.
- Distributes welcome packets and a monthly newsletter.
- Does not become involved in resolving disputes.
- Posts the village mayor's name and telephone number on a bulletin board in each housing area.

For additional information or specific guidance concerning the village mayor and the Community Life Program, refer to Fort Hood Regulation 600-20 or contact the Community Life Officer.

27e

**Block  
Coordinator  
Program**

The Block Coordinator Program assists mayors and mayoral staffs in ensuring that village residents accomplish basic civic responsibilities vital to the sense of a good community Program such as performing basic quarters and yard maintenance, and policing common areas.

The sponsoring unit commander may establish and implement a Block Coordinators Program.

The sponsoring unit will:

- Provide instruction to block coordinators on procedural flow and extent of their involvement within their area of responsibility.

(Continued on next page)

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**Block  
Coordinator  
Program  
(continued)**

- Identify the village blocks and the block coordinators.
- Act as liaison between block coordinators, mayors, and staff sections.
- Ensure block coordinators work through the mayoral system.
- Develop incentive programs for block coordinators.
- Tailor the program to meet the needs of the village(s) when necessary.

Village mayors may act as first-line liaison for the block coordinators.

Block coordinators will:

- Organize blocks to carry out civic responsibilities.
- Refer neighborhood disputes within areas of responsibilities to the sponsoring unit.
- Work through the village mayor and staff.
- Assist the mayor with the volunteer program.

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27f

**ENERGY CONSERVATION**

28

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**Requirements** Occupants must:

- Comply with Fort Hood Regulation 420-9 installation directives related to energy conservation.
- Reduce or eliminate energy waste.
- During the months May through September, avoid the use of high-energy appliances or tools between the hours of 1300 and 1700 on weekdays.
- This restraint is only applicable on weekdays.

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(Continued on next page)

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**Requirements  
(continued)** Water grass only as needed.

- Do not water lawns between 1300 and 1700 daily throughout the year.

*The energy we save today will be available for the future.*

Get information on saving energy by calling the energy hot line listed in Appendix B.

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28a

**Energy  
Reduction  
Strategies**

Occupants should:

- Maintain temperatures within 75-80 degree Fahrenheit (23.9-26.7 c) range in Summer.
- Maintain the temperature within the 65-70 degree Fahrenheit (18.3-21.1 c) range in winter.
- When quarters are unoccupied, raise or lower the thermostat to reduce energy consumption.
- Close all doors and windows when operating heating or air conditioning units.
- Turn off all exterior (that is, outside) lights during daylight hours.
- Turn off lights, especially during the electrical peak demand period.
- Reduce water usage for washing vehicles and cleaning sidewalks or driveways.
- Use cold water to operate garbage disposals.
- Lower hot-water heater temperature to 140 degrees (60 c).
- Run full-load dishwashers to save energy and water costs.
- Remove excess food from dishwasher prior to running dishwasher.

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(Continued on next page)

**Energy  
Reduction  
Strategies  
(continued)**

- Avoid washing or drying during the electrical peak demand period.
- Do not keep the refrigerator setting too cold.
  - Never allow frost to build up more than one-quarter inch (6.35 mm).
  - Ensure that the door seals are airtight.

---

28b

**Prevention of  
Freeze  
Damage**

If outside air temperature falls below 32 degrees Fahrenheit (0 c ), occupants should take precautionary measures to prevent freeze damage to their quarters.

- Wrap exposed water pipes and faucets with newspaper or plastic, and duct tape.
- Keep the thermostat turned to 65 degrees Fahrenheit (18.33 c).
- Leave the thermostat turned to at least 55 degrees Fahrenheit (12.78 c) if planning to be away for a number of days.
- Leave water dribbling from the cold-water tap at kitchen and bath sinks.
- Open cabinet doors beneath sinks and vanities.
- When absent, have a neighbor check on your quarters.

If pipes freeze, allow them to thaw over time.

- Contact FHFH to report frozen pipes.
- Locate the water shut-off valve and turn off water if pipes break.
- Call FHFH to report broken pipes.
- Liberty Village occupants need to contact Administrative Office at Liberty Village.

Disconnect water hoses and store them in the storage area to prevent water hoses from freezing and splitting.

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28c

**Violations**


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Occupants will be cited for violations of energy conservation guidelines.

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28d

**Carbon Monoxide**

If carbon monoxide exposure is suspected:

- Immediately evacuate everyone from inside the quarters.
  - Leave quarters as is: do not open windows or turn off the furnace.
  - Go to a neighbor's house and call FHFH Maintenance.
    - See Appendix B for phone numbers.
  - Wait in front of quarters until the fire department or FHFH arrives.
  - Do not reenter quarters until the fire department clears them for occupancy.
- 

28e

**HOLIDAY ACTIVITIES**

29

**Ornamental Lighting**


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Reasonable use of inside and outside electrical ornamental lighting is authorized.

- Outdoor lighting may be operational between 1800 and 2400.
- Do not penetrate roofs, siding, or fascia with nails, bolts, screws, etc. to install lighting.
- Occupants may use clips or tape to install lighting.

Occupants will carefully inspect and control ornamental lighting to avoid fire.

Outside light and electrical cords must be designed for outside use.

- Use ornamental lighting during Halloween and from Thanksgiving weekend through 6 January only.
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(Continued on next page)

<b>Ornamental Lighting (continued)</b>	· Ornamental lighting must be removed by 15 January to avoid issuance of citation.	29a
<b>Fireworks</b>	Fireworks are prohibited on Fort Hood.	29b
<b>APPLIANCES AND DOOR LOCKS</b>		30
<b>Restrictions</b>	Do <u>not</u> operate or store dishwashers, dryers, freezers, ranges, refrigerators, and washers outside.	30a
<b>Lock Changes</b>	Occupants requesting locks changed should contact the FHFH.  Occupants <u>must</u> pay for this service unless a copy of the MP blotter is provided indicating the occupant's safety is at risk.  Occupants needing assistance due to lock out need to contact FHFH during regular operating hours.  Occupants will <u>not</u> change out locks, install deadbolts, or duplicate keys for quarters.	30b
<b>FAMILY HOUSING LAWN AND GARDEN</b>		31
<b>Location</b>	The Family Housing Lawn and Garden Shop is located on 77th Street and Tank Destroyer Blvd. Hours of operation are Tuesday through Friday between 1000 and 1800, and Saturday between 0700 to 1500 for occupants of on-post quarters.  • Appendix B lists telephone numbers.  Seminars will be scheduled and posted.	31a

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**Occupants**

Promptly report repairs which are beyond the capability of the occupant to FHFH.

The occupant will:

- Replace light bulbs.
- Replace pull strings on light sockets.
- Replace wall receptacles and light switches.
- Reset circuit breakers.
- Replace doorstops or bumpers.
- Replace or tighten loose screws in door hinges and tighten cabinet hardware.
- Replace air filters.
- Remove foreign matter from commode, sink, and bathtub drains with a “plumber’s friend” (that is, rubber suction cup).
- Tighten or replace clothesline strands.
- Turn off water valve in case toilet over flows.
- Re-hang window screens.

Occupants will not:

- Adjust gas burners.
- Repair leaky pipes.
- Repair or replace faulty wiring.
- Install additional wall outlets.
- Replace or repair damaged walls, ceiling areas, or nail holes.

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(Continued on next page)

**Occupants  
(continued)**

- Replace or repair equipment or appliances.
- Call FHFH for assistance. Appendix B lists telephone numbers.

31b

**Appliances**

Installation of an occupant-owned household appliance is the sole responsibility of the occupant and is done at occupant's expense.

- Contact FHFH for removal of furnished appliances.

FHFH provided refrigerators may not be removed.

- Do not remove FHFH ranges, refrigerators, or dishwashers.
  - Drip pans should be covered with aluminum foil.

Occupants are responsible for washer and dryer connections, including grounding of dryers.

Occupants are required to pay for installation of gas lines for gas operated dryers.

- Call FHFH for installation.

Occupant may install freezers.

Occupants may have portable dishwashers.

Window air conditioners are not authorized.

Occupants may call FHFH maintenance for appliance disposal procedures.

- Liberty Village occupants need to contact Administrative Office at Liberty Village.

31c

**Abuse of  
Loaner  
Equipment**

All items loaned or issued by the Lawn and Garden Shop are for use in on post housing quarters only.

Abuse may result in suspension of privileges and/or damage assessment and reimbursement by occupant.

31d

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**Painting**

Occupants may paint the interior of their quarters if:

- They agree to an inspection by FHFH before receiving approval for painting.
- They adhere to standards for preparing and painting interior walls.
- They purchase paint at their expense.
- *If occupant's work does not meet established standards, repairs by FHFH will be accomplished at occupant's expense.*
- Occupants will not receive approval for self-help correction of occupant damage.
- FHFH will repair large holes in walls, etc., at the occupant's expense.
- Liberty Village occupants must contact Administrative Office at Liberty Village for assistance.

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31e

## Appendix A

### References

#### Section I. Required Publications

**Fort Hood Regulation 40-5**, cited in: para 8h, page 26  
Authorized Veterinary Care and Animal Control Program

**Fort Hood Regulation 190-5**, cited in: para 2c, page 7, para 4b, page 16, para 4f, page 17, para 5f, page 19, para 6b, page 20, para 6c, page 20, para 7a, page 21  
Fort Hood Traffic Code

**Fort Hood Regulation 190-11**, cited in: para 2c, page 8, para 9a, page 26  
Registration, Transportation, and Possession of Privately Owned Weapons

**Fort Hood Regulation 210-55**, cited in: para 5e, page 19  
Disposition of Lost, Mislaid, Abandoned, or Unclaimed Personal Property Discovered on this Installation

**Fort Hood Regulation 420-6**, cited in: para 21e, page 46  
Recycle Program

**Fort Hood Regulation 420-9**, cited in: para 28a, page 53  
Energy Conservation

**Fort Hood Regulation 600-20**, cited in: para 1d, page 6, para 27a, page 50, para 27e, page 52  
Community Life Program

**Fort Hood Suppl 1 to AR 210-7 25a**, page 49  
Commercial Solicitation on Army Installations Fort Hood Deployment Policies

#### Section II. Related References

This section is not used.

#### Section III. Referenced Forms

**FHT Form 210-X23**, cited in: para 3, page 9  
Citation to Occupant

**Appendix B**  
**Helpful Telephone Numbers**

Belton Lake Outdoor Recreation Area (BLORA) .....	287-3722
Child and Youth Services .....	287-8029
Energy Hotline.....	287-7283
.....	(287-SAVE)
Family Advocacy Program .....	287-CARE
Fort Hood Fire Department .....	911
Fort Hood Housing Office.....	287-4918
Fort Hood Family Housing (FHFH).....	287-3704
Fort Hood Family Housing Lawn and Garden Shop..	532-1321/2175
Fort Hood Family Housing Maintenance .....	532-3133
All Star Management .....	285-2130
MPs.....	287-2176
MP Desk Sergeant.....	287-5019
West Fort Hood Travel Camp.....	288-9926

## **Glossary**

### **Section I. Abbreviations**

**CB**

Citizens Band

**DCA**

Directorate of Community Activities

**DOIM**

Directorate of Information Management

**FCC**

Family Child Care

**FHFH**

Fort Hood Family Housing

**HDPE**

High Density Polyethylene

**MP**

Military police

**MOU**

Memorandum of Understanding

**NCO**

Non-Commissioned Officer

**PET**

Polyethylene Terephthalate

**PMO**

Provost Marshal Office

**POC**

Point of contact

**RV**

Recreational Vehicle

**SAS**

School Age Services

**SJA**

Staff Judge Advocate

**UCMJ**

Uniformed Code of Military Justice

**Section II. Terms**

**BURNING**

A condition resulting from excessive watering after fertilizer has been applied.