

***ECONOMY HOUSING AT
SPANGDAHLEM AIR BASE
2011***



***52 CES/CEH, BLDG 454
UNIT 3625, BOX 60
APO, AE 09126
DSN: 452-7133
COMM: 06565-61-7133***

WELCOME TO SPANGDAHLEM HOUSING

We would like to take this opportunity to welcome you to Spangdahlem Air Base, Germany. We hope your assignment is a pleasant experience. We know housing is a great concern to you and your family. We will make every effort to assist you with your housing needs. This brochure will provide you valuable information not only regarding seeking off base housing but will include information on living in Germany that will be useful during your entire tour.

The Housing Office is located in Building 454 on Spangdahlem AB. Our office is open during the following hours (0800-1600) Monday, Wednesday, Thursday and Friday. Tuesday, the office is open from 0830-1600. The office is closed for both German and American Holidays. We are also open family days and goal days.

IMPORTANT! You must report to the Housing Office within 2 workdays after arrival to see an on-base Government specialist. If government quarters are not available, or if you choose to reside off base, you will then be briefed on economy housing.

Our office will do everything possible to make your transition as smooth as possible. If you have questions, or require assistance please feel free to contact our office at DSN: 452-7133 or Commercial: 06565-61-7133.

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USEFUL TELEPHONE NUMBERS

Location	Bldg Number	Phone Number
Housing Management Office	454	452-7133
Furnishings Management Office	454	452-6802
Housing Appliance Repair	454	452-6242
German Fire Dept		112
Ambulance Services from Spangdahlem or Bitburg Annex	137	117
Ambulance Services from Off Base		112 or 19222
Primary Care Clinic @ Spangdahlem	137	452-8333 or 06565-61-8333
Extended Care Clinic @ Bitburg Annex		452-8333 or 06565-61-8333
Chaplain	135	452-6711 or 06565-61-6711
Command Post	19	452-6141 or 6100
Lodging Office	520	452-0500
Pass and Registration	128	452-6695
Red Cross After hours	2001	452-9440 431-6141/07031-15334
Security Forces	215	452-6666
Security Forces EMERGENCY	215	114 or 06565-61-114
Telephone Help Desk	153	119 or 06565-61-6119

HOW TO LOCATE ECONOMY QUARTERS

Rental listings are available for pick up at the Housing Office during duty hours. The listings are categorized by number of bedrooms. New listings are posted daily at the reception desk for your viewing. Unfortunately due to security restraints you will not be able to access off base listing information over the intranet; therefore, visiting the housing office daily until housing is secured may be necessary.

When looking for housing, check with other sources such as departing personnel from your Squadron, people you see when going to other agencies or even at the base and local restaurants. Also check the local newspapers, Wochenspiegel, Trierischer Volksfreund. You can also use a Real Estate Agent; however, the government does not endorse any of them. Be advised you may be charged a fee for their services and will have a German contract rather than a Government contract. If you choose to use a Realtor you must take the lease to the Legal office for review and clarification.

Housing Economy Agents

There are four economy agents available to assist you. Each agent services a certain geographical area. It is important to make an appointment to see an agent as they are often out of the office acquisitioning or inspecting economy listings.

Finding Your Home

When going out to see a residence, take two blank promissory notes with you in case you find the perfect place as the good ones go very fast, one for you and one for the landlord. Once you have a signed Promissory note, drop it off at the Housing Office for us to prepare your contract. Promissory notes are good for only four (4) days. If you fail to bring a signed copy of the promissory note to housing office within four days, the landlord may rent the place to another individual. You will be issued a Security Forces Checklist. This checklist must be completed and returned to your orderly room. The items on the checklist are not a requirement for acquiring a house, however to make you aware of your surroundings. Please Note: If you are the first member to view a place, the landlord is under no obligation to rent to you. It is not a first come, first serve basis. The landlord may interview 10 people and rent to the 4th person who viewed the place. By German Law, the landlord may rent to the person of their choice.

PLEASE NOTE: EVEN IF THE CONTRACT HAS NOT BEEN SIGNED, BUT YOU HAVE TAKEN POSSESSION OF THE KEYS YOU ARE IN A BINDING CONTRACT ACCORDING TO THE GERMAN RENTAL LAW.

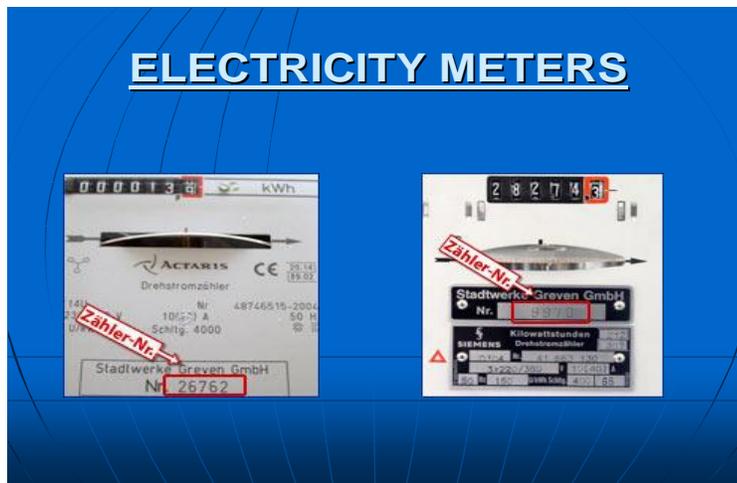
Upon receipt of your promissory note to the housing office, your contract will be prepared. It takes approximately 2-4 duty days to prepare your contract due to the number of contracts processed daily.

Condition Inventory Sheet

The premises condition/inventory sheet (USAFE Form 333a) must be completed and signed by both you and the landlord no later than two duty days after you move to your economy quarters. A completed premise/inventory sheet protects you for being held liable for damages that you did not cause during your time at this unit. It will be one of the most important documents at your final inspection upon move out. The condition inventory sheet will be provided to you at the time you pick-up your contract. A sample form is provided in attachment 5.

Utility Information

If you are entering a contract with electric heat, beware it is very expensive. Upon picking up your contract, a registration form for your electric meter reading(s) is attached which must be completed on your move-in date. You may have two meter readings, one for electricity and one for electric heat. Once the form is complete, you should drop it off at the housing office. The Housing Office will take the form to RWE (the German Electric Company) for you. It may take up to six weeks before you receive your first estimated bill. It is your responsibility to make payments on time. We recommend you sign up with the UTAP-program. Information is provided in the booklet with detailed information of the UTAP program. The UTAP Program will save you the German tax. RWE sends out a yearly meter reading card for you to complete. You must fill in the meter reading and return the card to RWE. If you require assistance you may visit the Housing Office or the UTAP Office. The new meter reading will determine if your monthly payment requires an adjustment. RWE will provide a statement showing your usage and let you know if additional money is required to bring your account up to date. Your payment may be adjusted higher or lower based on your usage. You may even get a refund. It is recommended that you provide a meter reading to RWE more often than just once a year just to be sure you do not have a huge bill at the end of the year. Estimates are based on last year's consumption and previous renters may have had a different family composition which is different from yours.



TIPS TO SAVE ON YOUR HEATING BILL

Due to the enormous price increase for heating fuel (oil/gas), the following information may be helpful in lowering utility cost.

1. When you leave for work turn down the radiators to 1 (low). However, please be advised that you should not turn off the heat/radiators completely during the winter.
2. Keep the doors closed in your apartment. Keep the radiators in the hallway on 1 (low).
3. The best way to air out the apartment is to turn down the radiators and keep the windows open for about 10-15 minutes, two or three times a day. You should air the apartment/house on a daily basis even in the winter to prevent mildew. This is especially important in the kitchen, bathrooms and bedrooms. Please turn down the radiators to 1 or low, while the windows are open. Otherwise the thermostat will react and start the oil/gas burner in shorter intervals - thus wasting fuel
4. Do not leave the windows open (tilted) for an extensive period of time, maximum 20 minutes twice a day.
5. Turn down the heat at night. This will not only save you money, but it also may be more comfortable to sleep in a cooler room.
6. Dress warmly and layer clothing when indoors.
7. When you buy heating oil, the more you order the lower the price will be per liter. Also, shop around; call companies before you buy, as prices may differ. The price difference maybe small per liter; however, it will save you some money. Oil prices are subject to change on a daily basis.

Your prepayment for heat was based on an average oil price per liter at the time your contract was signed. The price may have been significantly lower than the currently price. Therefore, please be advised that your final bill for the year may be higher to reflect the price increase.

It is important to know that you should never turn radiators completely off in winter, in order to prevent the pipes from freezing. If the pipes freeze they could burst, and cause severe damage to the heating system or your home. It is extremely important not to let the oil tank get empty. If the tank is dry, this could cause damage to the heating system/house. It is more expensive to heat up a room which has completely cooled down.

Your contract will state if heat/heating operations cost is include with the basic rent or if the tenant is required to pay a fixed amount every month for heat. The landlord can increase the rent after one year of occupancy, if there is a significant increase in the cost for heating oil/gas. A landlord may request and enforce in accordance with the "German Heating Cost Regulation", that the heating costs are charged upon consumption.

Some of the above recommendations may be a little inconvenient; however, they will save you money.

Trash

It's the law in Germany to recycle. We can provide you with information regarding recycling for your area. For example: If you move to Bitburg County you must purchase your own trash stickers.

They can be purchased at a German Bank or large supermarkets, such as, KAUFLAND. You may ask your landlord for the nearest location to purchase stickers if required for your area.

Telephone Installation

You may register with TKS located at the BX-tra in Spangdahlem and in the Customer Service area at the Bitburg BX. You may also check into the German Telecom Service. We recommend you choose your long distance/local carrier by comparing different companies. If possible, you should provide the former tenant's name or telephone number to reduce the initial installation fee. You can pay your bill at the Community Bank, Service Federal Credit Union or any German Bank. You may be charged a transaction fee.

Important Note: Keep all receipts for your rent and utility payments for your records in a safe and secure place. The records should be maintained to avoid any discrepancies between you and landlord at the time you vacate the premises.

Landlord/Tenant Responsibilities

On your move-in date, your residence should be clean. Any repairs/maintenance should be completed prior to your scheduled move-in date unless other arrangements were made with the landlord.

The landlord will give you all the keys to the residence. If you issue a key to your landlord for emergency use only, you must put it in writing. Also provide a copy of this authorization to the Housing Office to place in your file. You must notify your landlord if you are away for leave, TDY or emergency. You must provide the landlord with the name of the individual who will be responsible for your house in your absence and provide your POC with the keys to your residence.

If you pay the rent in cash, the landlord must give you a receipt. If not, you are within your right to ask for a receipt. It is highly recommended to have your rent automatically deducted from your bank account to the landlord's bank account.

Rent must be paid within 3 duty days of the first of the month to the landlord. By German law, the security deposit may be paid to the landlord in three installments within the first three months of renting the place. If you have pets, make sure you have made arrangements for care in your absence.

If you notice severe problems in your apartment/house, for example: water leaks, exposed wires or anything that could cause damage to the apartment you must inform your landlord immediately. You should report the problem to the Housing Office.

RENTERS & LIABILITY INSURANCE COMPANIES

We highly recommend you purchase renters insurance to cover your personal liability for property and your personal property if you have a major loss while residing in economy housing. Some landlords may even require it in the lease contract. Most all insurance companies selling car insurance to military members, offer personal liability insurance and renter's insurance. Anyone seeking insurance coverage should make sure they fully understand the amount and type of coverage before initiating a policy from any company. Our office does not endorse any of these companies listed below

USAA, Postfach 18 04 20
60459 Frankfurt/Mail 069-756-160

Allianz Versicherungs-AG
Im Treff 23, 54296 Trier 0651-97049-0

Allianz Gillessen, Karl-Heinz Versicherungen
Bahnhofstr. 7, 54662 Speicher 06562-1018
AIU/Müller Versicherungen
Hillstr. 58, 54529 Spangdahlem 06565-4178

Allianz Hauptvertretung
Hauptstr. 58, 54634 Bitburg 06561-5682

ARAG Versicherung
Matthiasstr. 20, 54290 Trier 0651-93817-0

Allianz Vericherung
Brodenheck 16, 54634 Bitburg 06561-3906

Rheinland Versicherung
Generalagentur D. Bintz & Heribert Pelz
Drosselweg 3, 54340 Bekond 06502-9969800

FURNISHING MANAGEMENT OFFICE

The Furnishings Management Office is located in the Housing Office, Bldg 454. The operating hours are the same as the Housing Management office.

Eligibility/Entitlements

All military and DOD personnel who are authorized a housing allowance (BAH/OHA/LQA) are entitled to receive loaner furniture. Personnel are authorized a refrigerator, stove, washer, dryer, microwave, kitchen cabinet, wardrobes, transformers, smoke detectors, and fire extinguisher for the duration of their tour. Temporary loaner furniture such as a couch, easy chairs, cribs, dining table, dining chairs, coffee table, double/single beds, and dresser drawers may be retained for up to 90 days or until the receipt of household goods, whichever occurs first. Loaner furniture must be picked up at the time of household goods delivery or immediately thereafter.

Furnishings Checklist

If you need loaner furniture or long term appliances you will need to give FMO a minimum of 7 days notice prior to your anticipated delivery date

- ___ One copy of your contract
- ___ One copy of your orders and any amendments
- ___ Make sure the type of appliance required for your home

You must contact the FMO office at 452- 6802, at least 24 hours prior if you are not available for your scheduled delivery.

TEMPORARY FACILITIES

ROB Blockhaus Ferienpark http://www.blockhaus-ferienpark.de	06567-8070 Eisenschmitt 15 or 30 Day contracts
Wiedenhof Palace http://www.wiedenhof-palace.de	06562-9660 Speicher 30 Day or longer contracts
Familie Naeckel http://www.gransdorf.de/	06567-8419 Gransdorf look for NAECKEL
Ferienpark Meulenwald http://www3.vacanceselect.nl/Product.aspx?Code=D-54518%2f2	06575-4609 Niersbach 06575-903322
Lindenhof, Wittlich http://www.lindenhof-wittlich.de/html/apartments.html	06571-6920

TEMPORARY LODGING ALLOWANCE (TLA) FACT SHEET

Jan 2011



The following information is provided to inform you of TLA policies in accordance with the Joint Federal Travel Regulation (JFTR), USAFE Instruction 65-104, dated 25 May 05, and HQ USAFE/CE memorandum dated 6 Nov 06

TLA is authorized to partially reimburse you for more than normal expenses incurred as a result of occupying temporary quarters. Reimbursement is authorized based on meeting specific requirements:

- **Report to the Housing Office within two duty days of your arrival and when a departure date is established for instructions on TLA eligibility. Failure to do so may jeopardize TLA eligibility.** TLA reimbursement is based on **availability of either government controlled quarters or economy housing (whichever is earlier)**. If government housing is not immediately available, you must receive an off base briefing before seeking economy housing. Additionally, you are required to seek readily available rentals, and report to the Housing Management Office in Bldg 454 every 10 days to file your claim.
- If you refuse to occupy available government-controlled quarters, service members will be authorized a maximum of up to 15 days TLA (initial 10 days plus 5 days for delivery of furnishings).
- TLA entitlements end when a service member occupies private sector housing. If there are sufficient listings available the service member processes a rental contract on a residence or purchase a housing which is not ready for occupancy within 30 days, the service member will receive no more than 30 days of TLA. Service members may choose to initiate a temporary contract in order to commence OHA while still searching for or awaiting permanent housing. TLA cannot be extended for personal preferences issues such as pets, furniture limitations, school districts or bus transportation, etc.
- Aggressive search criteria must be documented in 10-day increments. For the first 10 days, a minimum of two documented house visits to secure permanent housing is required. Subsequent 10-day increments will require at least 5 documented house visits. For approval of the third 10-day increment, the service member must meet with the Deputy Housing Manager or Chief of Housing to justify additional claims. Approval authority is the exclusive responsibility of the Base Civil Engineer for TLA requests between 30 and 60 days. Approval/disapproval authority for TLA requests for more than 60 days is the responsibility of the US Army Command in Europe, (CG, USAREUR/7A) located in Heidelberg, Germany.

- ***HOT!*** Once the member is assigned to the new permanent duty station, the only allowance members will be entitled is TLA. Once a member obtains a lease, OHA is payable. ***NO ENTITLEMENT WILL BE PAID FOR THE PERIOD BETWEEN TLA AND OHA.***
- Unaccompanied members – E4's and below, with less than 3 years service are required to reside in the dormitory. When dormitory space is not available, service members will be provided with an authorization letter from the CDM office to seek economy housing. This letter must be provided to the Housing Office prior to receiving an economy briefing or listings.
- If you stay in a local hotel a non-availability statement is required from the Lodging office and if used, a copy of the Value Added Tax (VAT) Form. Reimbursement of VAT Form purchase cost is authorized. TLA reimbursement will be deposited in your designated pay account.
- **YOUR TLA CLAIM:** TLA claims need to be filed every 10 days. Please provide 2 copies of orders including amendments, a paid Lodging receipt and the completed landlord contact worksheet. Housing Management cannot process your claim without your supporting documents. A statement of non-availability of Government quarters is required when staying in a hotel on the economy.

TLA (meal portion only) is authorized for members and dependents who lodge with friends or relatives. The member must be actively seeking permanent housing.

If you have additional questions, please contact the Housing Office TLA Specialist at 452-7354.

IMPORTANT TLA INFORMATION

Please read carefully and signed below. If you would like additional clarification, please speak to a Housing Counselor or the TLA Specialist.

Name: _____ Rank/Grade: _____ SSN: _____

Date: _____ Unit: _____ Date of Arrival: _____

Duty Phone: _____ Number of Dependents with Member: _____

THE ENTITLEMENT TO TLA WILL STOP WHEN A SERVICE MEMBER

Reference AE Reg 37-4/USNAVEUR Inst 7210.21/USAFE Inst 65-104, dated 25 May 05:

- Refuses to occupy suitable or adequate government or private sector housing.
- Is assigned adequate Government Quarters, other than transient facilities, on arrival.
- Temporary lodging is not occupied.
- Fails to comply with regulatory requirements.
- Requests late delivery of household goods for personal reasons.
- Fails to seek private rental housing aggressively.
- Requests to be bypassed on the quarters list for personal reasons.
- Fails to register with the HMO when told to seek private rental housing.
- Vacates permanent quarters early for personal reasons.
- Delays (or fails) inspection of Government Quarters for personal reasons (not an emergency.)
- Delays their port call or airline reservation for personal reasons (not an emergency).
- Vacates quarters because of early return of family member.
- Is on leave out of the country of assignment.
- Refuses quarters because landlord refuses to accept pets.

I understand that if I am hospitalized, in a TDY status, or on leave away from my permanent duty station during the time of TLA reported, I am not entitled to claim TLA for those times. If my dependents remain in the area, however, they are entitled to claim TLA.

Member's Signature & Date: _____

Permissive TDY used for House Hunting: YES/NO

If YES, dates included: _____

Previous Duty Station : _____

Housing Representative: _____

Termination Notice/Clearing your Economy Home:

You are required to give your landlord a 30 day written termination notice. The notice starts the day the landlord receives your termination notice. Our office can provide you with a termination notice. For a short notice PCS the requirement is 15 days. On the day you return your quarters back to the landlord, please ensure the quarters are clean and keys are returned to the landlord. You are responsible for any damages to your unit beyond fair wear and tear. You must report damages immediately to your landlord. If you pay your rent directly from your bank account, you must make sure you notify the bank to stop the allotment. Schedule an appointment with your landlord to do final walk-thru of your unit with you. If you anticipate problems, you may contact the housing office prior to your final to have an economy agent present if available. At the final inspection, you must have the landlord sign your USAFE Form 333a to release you from your unit and return the form to the Housing Office.

GLOSSARY OF TERMS:

Adequate or suitable housing – Private sector housing that has enough bedrooms to meet family size and composition, is within commuting distance of the duty station, has an average total monthly cost that does not exceed the maximum allowable housing-cost criteria, is structurally sound and does not pose a safety or health hazard, and has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system.

Landlord - The property owner

Tenant – The person who signs the lease to live in a residence.

Lease - A contract by which one party (landlord) gives another party (tenant) the use and possession of property for a specified time and for fixed payments.

Rental Contract – A legal binding document between the tenant and the landlord.

Security deposit – Money that you pay the landlord for renting the landlord's residence with the intentions of protecting the landlord from financial loss if tenant causes damage to the property or does not clean when lease is terminated.

Condition/Inspection Checklist (333a) When you move into your place, you will be provided an inspection checklist for both you and the landlord to complete and sign. You must return this form back to the Housing Office. You are required to perform an inspection with your landlord prior to moving in. This gives you an opportunity to annotate any damages you may see. Check everything, appliances, carpet for wear and tear, furniture if furnished, bathroom fixtures, light fixtures, etc.

Move-in Housing Allowance (MIHA) - Military members who buy or rent an overseas dwelling, are entitled to this allowance. It is not paid to persons directly assigned to government family housing or dormitory residents. Civilian employees should check with Civilian Personnel regarding this entitlement. MIHA is authorized to make your quarters habitable. This allowance is designed to pay for moving expenses such as additional cabinets, transformers, window coverings, telephone installation and other items required to make your rental unit more habitable. MIHA is paid once during your tour at the same duty station. This expense is also authorized for members who are sharing quarters. Joint spouse military members may both claim lump sum MIHA. Once you obtain quarters, signed your contract, fill out an application for OHA at the Housing office by completing sections 1 through 10 on DD Form 2367. You will receive your lump sum MIHA allowance automatically in your paycheck. If you are on TLA, you must process a final TLA claim prior

submitting the OHA start. You cannot receive both allowances at the same time. Members who have signed an economy housing rental agreement upon arrival to Spangdahlem are entitled to Overseas Housing Allowance (OHA) and Move In Housing Allowance (MIHA). If you are on TLA, do not forget to apply for OHA when you file your last TLA payment.

ENJOY YOUR TOUR HERE AT SPANGDAHLEM AB, GERMANY

ATCH 1

REQUEST FOR TEMPORARY LODGING ALLOWANCE <i>(Check and complete all applicable blocks)</i>			
<p>AUTHORITY: 37 USC 405, 405a, EO 9397, November 1943. PRINCIPAL PURPOSE(S): To start, adjust, or terminate military member's entitlement to temporary lodging allowance. ROUTINE USES: Used to adjust member's military pay record. Information may be disclosed to AF components such as AFAFC, major commands, and AF installations; other DOD components such as Army and Navy; other Federal agencies such as IRS, Social Security Administration, VA, members of Congress, State and local government; US and State courts; and various other law enforcement agencies. SSN is used for positive identification. DISCLOSURE IS VOLUNTARY: Non-disclosure will adversely affect military member's net pay. Disclosure of SSN is voluntary.</p>			
NAME OF MEMBER <i>(Last, first, middle initial)</i>			SSN
LAST PERMANENT DUTY STATION	DATE OF DEPARTURE	PCS ORDER NUMBER	DATE OF ARRIVAL
TYPE ACTION REQUESTED/PAYMENT IDENTIFICATION			
TLA - ARRIVAL		TLA - DEPARTURE	
TLA - INTERIM			
INITIAL PAYMENT	INCREMENTAL PAYMENT	FINAL PAYMENT	ADJUSTMENT
TRAVEL AND LIVING ALLOWANCE (TLA) AUTHORIZED FOR			
MEMBER ONLY		MEMBER AND _____ DEPENDENTS	DEPENDENTS ONLY
INDIVIDUAL ELECTED TO SERVE: <input type="checkbox"/> ACCOMPANIED TOUR <input type="checkbox"/> ALL OTHERS TOUR			
TRAVEL OF DEPENDENT(S) IS AUTHORIZED: <input type="checkbox"/> TO A DESIGNATED LOCATION <input type="checkbox"/> CONCURRENT			
AUTHORIZED DEPENDENTS			
NAME <i>(Last, first, middle initial)</i>		RELATIONSHIP	DATE OF BIRTH <i>(Children only)</i>
IDENTIFICATION OF TEMPORARY LODGING			
NAME OF HOTEL OR ACCOMMODATION		STREET NUMBER AND NAME	CITY, STATE OR COUNTRY
INCLUSIVE DATES FROM _____ TO _____		COOKING FACILITIES? <input type="checkbox"/> YES <input type="checkbox"/> NO	GOVERNMENT MESS UTILIZED? <input type="checkbox"/> YES <input type="checkbox"/> NO
CERTIFICATE OF HOUSING OFFICER			
<input type="checkbox"/> GOVERNMENT QUARTERS WERE NOT AVAILABLE DURING THE PERIOD TEMPORARY LODGING IS CLAIMED. <input type="checkbox"/> PERMANENT HOUSING WAS OCCUPIED/GOVERNMENT QUARTERS WERE ASSIGNED <i>(Date)</i> _____ <input type="checkbox"/> PERMANENT HOUSING WAS VACATED <i>(Date)</i> _____ <input type="checkbox"/> GOVERNMENT QUARTERS WERE TERMINATED <i>(Date)</i> _____			
SIGNATURE			DATE
CERTIFICATE OF TRANSPORTATION OFFICER			
<input type="checkbox"/> HOUSEHOLD GOODS AVAILABLE FOR DELIVERY ON <i>(Date)</i> _____ <input type="checkbox"/> HOUSEHOLD GOODS WERE DELIVERED AND ACCEPTED ON <i>(Date)</i> _____ <input type="checkbox"/> HOUSEHOLD GOODS COULD NOT BE DELIVERED TO PERMANENT QUARTERS FOR REASONS BEYOND THE CONTROL OF THE MEMBER. <input type="checkbox"/> HOUSEHOLD GOODS WERE RELEASED FOR SHIPMENT ON <i>(Date)</i> _____			
SIGNATURE			DATE
CERTIFICATE OF BILLETING OFFICER			
<input type="checkbox"/> TEMPORARY QUARTERS ARE NOT AVAILABLE <input type="checkbox"/> TEMPORARY QUARTERS ARE AVAILABLE			
SIGNATURE			DATE
REMARKS			

ATCH 2

Housing	Community Housing Asset Listing	Listing: 6
Address: 4A WITTLICHERSTR HEIDWEILER,	Structure: Single Lot Size: Gross Size: 125	Exterior: Brick Stories: Three Story Bedrooms: 4
Mail Address: Location: X Map Coord: Y Map Coord:	Net Size: Parking: 1 Car Garage Furnished: NO	Full-Bath: 1 3/4-Bath: 0 1/2-Bath: 1
Time To Installation: 20 Distance To Installation: 9	Year Built: 1978	
Contact: KARL HEINZ BERG Phone Number: 026533151 Date Available: 05-MAR-2006	Company: UNKNOWN Cell/Alt Phone: E-mail:	Fax Number: Website:
Sale Selling Price: \$	Rent Lease Length: Monthly Military Clause: YES Deposit: \$ 0 Pets Allowed: No Pet Type: Pet Deposit: \$	Schools Elem School: Middle School: High School: Other :
Yearly Taxes: \$	Rent: \$ 770	
Tenant Paid Utilities: ELECTRIC, OIL, SEWER, WATER		
Appliances: WASHER/DRYER - HOOKUP, STOVE - ELECTRIC, REFRIGERATOR		
Amenities: BASEMENT, ATTACHED GARAGE, CENTRAL HEAT, OTHER TILE, OTHER CARPET, BATHROOMS TILED, RECYCLING CONTAINERS		
Remarks: ELECTRICITY OWN CONTRACT RWE/ HEAT, HEAT OPERATING COSTS EURO 150.- MONTHLY FLAT RATE/ WATER, SEWAGE UPON MONTHLY CONSUMPTION/ TRASH IAW LOCAL TARIFF/ SCHOOL BUS TRANSPORTATION IS NOT AVAILABLE GARAGE IS SHARED WITH LANDLORD/ OFF STREET PARKING AVAILABLE WASHER AND DRYER CONNECTION/ MONTH TO MONTH LEASE		

Explanation of the lists:

- **Lease length:** If 12 months = requires a minimum lease of 1 year. If Monthly = a minimum lease of only 30 days is required.
- **Prepayments:** Monthly payments for a utility (excluding electricity) paid directly to landlord..
- **Fixed/flat rate:** This payment amount is added to your rent since it will be part of your OHA. It does not come out of your utility allowance. Make sure it is not above your rent cap.
- **Metered/upon monthly consumption:** It comes out of your utility allowance.

ATCH 3.

NAME (LAST, FIRST, MI): _____ GRADE: _____ DEROS: _____

UNIT/OFC SYM: _____ DUTY PH: _____

STREET ADDRESS: _____

CITY: _____ COUNTRY: _____

#	QUESTION	YES	NO	N/A	REMARKS
1	Do you have lights to illuminate all sides of your residence, garage, patio, etc?				
2	Is the entrance door solid to the core?				
3	Are peepholes installed on entry doors?				
4	Are door hinges located on the interior to prevent removal from the outside?				
5	Do exterior doors have dead-bolt and/or double locks?				
6	Are the locks in good working order?				
7	Can any door locks be bypassed by breaking glass or a panel of light wood?				
8	Are windows protected by solid steel bars, or some other type of shutters?				
9	Are windows locked when closed?				
10	Do you close all shutters at night and when leaving your residence for long periods?				
11	Does your residence have an alarm system?				
12	Do you have dogs or other pets that will sound the alarm if they spot an intruder?				
13	Do you know the phone number to the police/security forces that service your neighborhood?				
RESIDENCE W/ BALCONY					
14	Does your residence have a balcony?				
15	Do balcony doors secure?				
16	Are balcony lights operational and can they be turned on from inside?				
APARTMENT COMPLEX					
17	Does the main entrance to the complex remain secure when not in use?				

MEMBER'S SIGNATURE: _____ DATE COMPLETED: _____

UNIT COORDINATION: (Use routing below)

	TO	ACTION	SIGNATURE, GRADE AND DATE
1	SUPERVISOR/FLIGHT CHIEF	COORD	
2	FIRST SERGEANT	COORD	
3	UNIT ANTITERRORISM OFFICER	COORD	
4	UNIT ORDERLY ROOM	FILE IN PIF	

Questions can be addressed to the 52d Fighter Wing Antiterrorism office 452-6699

NOTE: All fields must be filled in.

ATCH 4

1st page: landlord

2nd page: tenant

THIS PROMISSORY NOTE IS NOT TRANSFERRABLE & IS VALID ONLY FOR THE PERSON NAMED BELOW

WOHNUNGSZUSAGE / PROMISSORY NOTE

Wohnungsvermittlung Flugplatz Spangdahlem

Comm Tel: 06565-617133 / DSN: 452-7133

Verified by:

Date:

1. Der Überbringer dieser Wohnungszusage sucht eine Mietwohnung. Bitte füllen Sie beide Formulare aus und geben Sie eines an den Überbringer zurück. (Bitte den entsprechenden Paragraphen ankreuzen.)

a. Als Haus/Wohnungseigentümer bestätige ich hiermit der u.g. Person mein Miethaus bzw. meine Mietwohnung zugesagt zu haben. Die Zusage hat eine Gültigkeit von vier Werktagen (exkl. Samstag). Innerhalb dieser Frist muss ein gültiger Mietvertrag ausgearbeitet sein. Die Nichteinhaltung dieser Frist entbindet mich von meiner Zusage.

b. Da die Bauarbeiten für dieses Gebäude noch nicht abgeschlossen sind, kann es demzufolge offiziell nicht von der Wohnungsvermittlung Flugplatz Spangdahlem registriert worden sein. Die viertägige Frist tritt somit nicht in Kraft, d.h. erst dann, wenn das Gebäude bezugsfertig ist. Alle anderen Vereinbarungen sind verbindlich.

Please mark the appropriate paragraph:

() a. As landlord, I confirm that I have promised my rental to the member listed below. This promissory note is valid for four working days (excl. Saturday), at which time a rental contract binding the agreement must be completed, or I am free to rent to someone else.

() b. This facility is under construction and may not have been officially listed with the Housing Office. Therefore, the four-day "hold" does not take effect until this facility is ready for occupancy. All other terms defined in the promissory note apply.

Name d. Mieters/Name of Tenant/Grade Unit/SSN DSN/Tel.

Name/Adresse d. Vermieters / Name/Address of Landlord DSN/Tel.

Adresse d. Mietwohnung/Address of Facility

Miete/Rent Grösse/Size Einzugsdatum/Move-in-date

Unterschrift d. Vermieters/Signature of Landlord Datum/Date/Zeit/Time

Unterschrift d. Mieters/Signature of Tenant Datum/Date/Zeit/Time

Name d. Vormieters/Name of Former Tenant

Dependents residing	DOB	Sex	Relationship

PREMISES CONDITION / INVENTORY (GERMANY) ZUSTANDSBERICHT DER RÄUMLICHKEITEN (DEUTSCHLAND)		1. DATE (YYYYMMDD) (DATUM (JJJJMMTT))			
AUTHORITY: 10 U.S.C. 9775 (FO32 AF CE D). <i>Quarters assignment guidance. PRINCIPAL PURPOSE: To document the rental agreement between the landlord and military member. ROUTINE USES: Personal information is used to establish individual files of community support housing tenants. Also used to input data for automated products which in turn are used to mechanically forecast projected community negotiation of a rental agreement or entitlement to housing furniture. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may not be disclosed by the base housing office outside the DOD. DISCLOSURE: Voluntary.</i>					
2. PROPERTY ADDRESS (Anschrift)		3. TYPE OF INSPECTION (Art der Inspektion) <input type="checkbox"/> CHECK IN (Einzug) <input type="checkbox"/> CHECK OUT (Auszug)			
4. LANDLORD'S / AGENT'S NAME (Last, First, Middle Initial) (NAME DES VERMIETERS ODER DER AGENTUR (Familienname, Vorname und Mittelinitialen))		5. PHONE NUMBER (Telefon-Nr.)			
6. TENANT'S NAME (Last, First, Middle Initial) (NAME DES MIETERS (Familienname, Vorname und Mittelinitialen))		7. SSN (Sozialversicherungsnummer)	8. PHONE NUMBER (Telefon-Nr.)		
9. METER READINGS (Zählerstände)					
	ELECTRIC (Strom)	OIL (Öl)	GAS (Gas)	WATER (Wasser)	MISCELLANEOUS (Sonstiges)
START (Beginn)					
END (Ende)					
10. CONDITION CODES (Zustandsbeschreibungen, Abkürzungen)					
BR: BROKEN (zerbrochen) BU: BURNED (Brandfleck) CR: CRACKED (gespalten) N: NEW (neu) OL: OLD (alt)					
MO: MOLDY (maderig) SO: SOILED (schmutzig) SC: SCRATCHED (zerkratzt) G: GOOD (gut) MR: MARKED (gezeichnet)					
ST: STAINED (fleckig) TO: TORN (zerrissen) WA: WARPED (verzogen) F: FAIR (noch gut) SE: SEE REMARKS (siehe Bemerkungen)					
11. KITCHEN (Küche)					
	Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)	
Floor (Fußboden)		Walls (Wände), Paint (Farbe), Wallpaper (Tapete)			
Sink (Spüle)		Ceiling (Decke)			
Window (Fenster)		Wiring outlets (Elektro-Anschlüsse)			
Windowsills (Fensterbretter)		Lights (Lampen)			
Curtains (Vorhänge)		Fixtures (Armaturen)			
Blinds (Rolläden)		Fridge/Freezer (Kühl-Gefrierschrank)			
Cabinets (Schränke)		Range (Herd)			
Doors (Türen)		Dishwasher (Geschirrspüler)			
Keys (Schlüssel)					
12. LIVING ROOM (Wohnzimmer)					
	Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)	
Floor (Fußboden)		Walls (Wände), Paint (Farbe), Wallpaper (Tapete)			
Window (Fenster)		Ceiling (Decke)			
Windowsills (Fensterbretter)		Wiring outlets (Elektro-Anschlüsse)			
Curtains (Vorhänge)		Lights (Lampen)			
Blinds (Rolläden)		Keys (Schlüssel)			
Doors (Türen)					
13. DINING ROOM (Esszimmer)					
	Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)	
Floor (Fußboden)		Walls (Wände), Paint (Farbe), Wallpaper (Tapete)			
Window (Fenster)		Ceiling (Decke)			
Windowsills (Fensterbretter)		Wiring outlets (Elektro-Anschlüsse)			
Curtains (Vorhänge)		Lights (Lampen)			
Blinds (Rolläden)		Keys (Schlüssel)			
Doors (Türen)					
14. BATHROOM/TOILET (Bad, Toilette)					
	Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)	
Floor (Fußboden)		Walls (Wände), Paint (Farbe), Wallpaper (Tapete)			
Window (Fenster)		Ceiling (Decke)			
Windowsills (Fensterbretter)		Wiring outlets (Elektro-Anschlüsse)			
Curtains (Vorhänge)		Lights (Lampen)			
Blinds (Rolläden)		Bath Tub (Badewanne)			

14. BATHROOM/TOILET (Continuation) (Bad, Toilette) (Fortsetzung)				
Condition (Zustand) - Quantity (Anzahl)		Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Doors (Türen)		Shower (Dusche)		
Keys (Schlüssel)		Toilet (Toilette)		
Cabinets (Schränke)		Sink (Waschbecken)		
Mirror (Spiegel)		Bathroom fixtures (i.a. Towel Rack) (Badezubehör, z.B. Handtuchhalter)		
Fixtures (Armaturen)				
Additional Guest Toilet (Zusätzliche Gästetoilette): Sink (Waschbecken)			Toilet (Toilette)	
Walls (Wände), Paint (Farbe), Wallpaper (Tapete), Tiles (Fliesen)				
Bathroom fixtures (i.a. Towel Rack) (Badezubehör, z.B. Handtuchhalter)				
15. BEDROOMS (Schlafzimmer)				
	Condition (Zustand) - Quantity (Anzahl)			
	Room 1 (Raum 1)	Room 2 (Raum 2)	Room 3 (Raum 3)	Room 4 (Raum 4)
Floor (Fussboden)				
Window (Fenster)				
Windowsills (Fensterbretter)				
Curtains (Vorhänge)				
Blinds (Rolläden)				
Doors (Türen)				
Keys (Schlüssel)				
Ceiling (Decke)				
Wiring outlets (Elektro-Anschlüsse)				
Lights (Lampen)				
Walls (Wände), Paint (Farbe), Wallpaper (Tapete)				
16. OTHER AREAS, ITEMS AND EXTERIOR (Andere Räumlichkeiten, Gegenstände und Aussenanlagen)				
Condition (Zustand) - Quantity (Anzahl)		Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Entrance keys (Haustürschlüssel)		Driveway (Einfahrt)		
Mailbox keys (Briefkastenschlüssel)		Shrubs (Sträucher)		
Garage (Garage)		Lawn (Rasen)		
Remote (Fernbedienung)		Trees (Bäume)		
Balcony (Balkon)		Patio (Terrasse)		
Garbage Bin (Müllbehälter)		Deck (Boden)		
17. REMARKS (Bemerkungen)				
18. I hereby state that the above information is correct and all parties involved are in full agreement. (Ich meine Unterschrift bescheinigt die obigen Angaben richtig sind und in Übereinstimmung gegeben wurden.)				
a. PRINTED NAME OF TENANT (Last, First, Middle Initial) (NAME DES MIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))		b. SIGNATURE (Unterschrift)		c. DATE (YYYYMMDD) (Datum (JJJJMMTT))
d. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))		e. SIGNATURE (Unterschrift)		f. DATE (YYYYMMDD) (Datum (JJJJMMTT))
19. TO BE COMPLETED AT TIME OF TERMINATION (Bei Beendigung des Mietverhältnisses auszufüllen)				
Quarters condition (Wohnungszustand) <input type="checkbox"/> has (hat sich) / <input type="checkbox"/> has not (hat sich nicht) changed (verändert). Outstanding bills are (Zu zahlen sind noch) :				
a. RENT UNTIL (Miete bis) COST (Betrag) (EURO)		b. UTILITIES (Nebenkosten) COST (Betrag) (EURO)		
c. DAMAGES (Beschädigungen)		COST (Betrag) (EURO)		
20. With my signature I verify that all debts have been settled and I have no further claim against the tenant. (Mit meiner Unterschrift bestätige ich, dass alle Schulden bezahlt sind und ich keine weiteren Ansprüche an den Mieter habe.)				
a. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))		b. SIGNATURE (Unterschrift)		c. DATE (YYYYMMDD) (Datum (JJJJMMTT))

ATCH 6

WITHOUT DEPENDENTS			
1-Jan-11			
RANK	RENT CAP	UTILITY	MIHA
	EURO	EURO	EURO
E-1, E-2, E-3, E-4	990.00	468.00	487.00
E-5, O-1, O-2	1111.50		
E-6, E-7, E-8, O-1E, O-2E, O-3	1250.10		
E-9, O-3E, o-4	1485.00		
O-5	1593.00		
O-6	1628.10		

WITH DEPENDENTS			
1-Jan-11			
RANK	RENT CAP	UTILITY	MIHA
	EURO	EURO	EURO
E-1, E-2, E-3, E-4	1100.00	624.00	487.00
E-5, O-1, O-2	1235.00		
E-6, E-7, E-8, O-1E, O-2E, O-3	1389.00		
E-9, O-3E, o-4	1650.00		
O-5	1770.00		
O-6	1809.00		

Check entitlements online: <https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html>

ATCH 7



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
KAISERSLAUTERN DISTRICT
EIFEL STUDENT TRANSPORTATION OFFICE
UNIT 3640 BOX 50
APO AE 09126-4050



1 August 2007

MEMORANDUM FOR INCOMING PERSONNEL

FROM: EIFEL STUDENT TRANSPORTATION OFFICE

SUBJECT: School Bus Transportation

1. The Department of Defense Dependent School (DoDDS) system for the Eifel Military Community is divided into two areas: Bitburg and Spangdahlem. Both areas have an elementary and middle school. All high school students attend Bitburg High School, which is located in Bitburg Military Family Housing (MFH).
2. When first arriving at Spangdahlem, families are usually billeted in Temporary Lodging Facilities (TLF). We recommend that each family register their child(ren) in the school supporting the commuting area they expect to live in. School bus transportation is provided between most TLFs and Spangdahlem or Bitburg schools.
3. The DoDDS student transportation commuting area is established for students who live outside the walking area. School bus stops exist in locations listed at Attachment 1 and 2. Transportation is only provided within the city limits of the attached list. Anyone who elects to live in a location where there is no bus service will be required to provide his or her own student transportation either to school or to a utilized bus stop within the commuting area where space is available.
4. If you have any questions, please contact our office at DSN 452-5340/5352 or CIV 06565-61-5340/5352.

David B. Britt
Transportation Operations Specialist

Gina Cavazos
Transportation Assistant

Attachments:

Commuting Area by Serviced School/Alphabetical Commuting Area Listing

BITBURG ELEMENTARY AND MIDDLE SCHOOL

ALSDORF	INGENDORF	ROHL
BETTINGEN	KYLLBURG	SHARFBILLIG
BICKENDORF	LIESSEM	SCHLEID
BIERSDORF	MALBERG	SEFFERN
BITBURG	MALBERGWEICH	SEFFERWEICH
DAHLEM	MASHOLDER	STAHL
DOCKENDORF	MATZEN	SULM
EHLENZ	MECKEL	TRIMPORT
ERDORF	MESSERICH	WELSCHBILLIG
ESSLINGEN	MOTSCH	WIERSDORF
FLIESSEM	NATTENHEIM	WISSMANSDORF
HERMESDORF	OBERWEILER	WOLSFELD
IDENHEIM	OBERWEIS	
IDESHEIM	RITTERSDORF	

SPANGDAHLEM ELEMENTARY AND MIDDLE SCHOOL

ARENRATH	GRANSDORF	ORENHOFEN
BADEM	GREVERATH	ORSFELD
BEILINGEN	GROSSLITTGEN	PHILIPPSHEIM
BINSFELD	HERFORST	PICKLIESSEM
BINSFELD GLH	HERFORST GLH	PREIST
BRUCH	HUPPERATH	RODT
BURG-SALM	KYLLBURGWEILER	SCHLEIDWEILER
DREIS	LANDSCHEID	SCHWARZENBORN
DUELDORF	METTERICH	SEINSFELD
EISENSCHMITT	MINDERLITTGEN	SPANGDAHLEM
GELSDORF	MUHLENFLURCHEN	SPEICHER
GINDORF	NIERSBACH	SPEICHER GLH
GLADBACH	NEIDERKAIL	ZEMMER
GONDORF	OBERKAIL	

BITBURG HIGH SCHOOL

All towns within the Spangdahlem/Bitburg commuting area plus Spangdahlem Housing will receive transportation to Bitburg High School. Transportation is only provided within the city limits of the attached list. The commuting times may exceed one hour for some students living in the Spangdahlem commuting area traveling to Bitburg HS.

Attachment 1 - For Official Use Only

The following villages constitute the school bus commuting area for the Eifel Community Schools, which include Bitburg ES, MS, and HS; and Spangdahlem ES and MS. Families who do not live in these towns must arrange for their own transportation either to school or to the nearest utilized bus stop within the commuting area. Transportation is only provided within the city limits of the attached list.

ALSDORF	LANDSCHEID	SULM
ARENRATH	LIESSEM	TRIMPORT
BADEM	MALBERG	WELSCHBILLIG
BEILINGEN	MALBERGWEICH	WIERSDORF
BETTINGEN	MASHOLDER	WISSMANSDORF
BICKENDORF	MATZEN	WOLSFELD
BIERSDORF	MECKEL	ZEMMER
BINSFELD	MESSERICH	
BINSFELD GLH	METTERICH	
BITBURG	MINDERLITTGEN	
BRUCH	MOTSCH	
BURG-SALM	MUHLENFLURCHEN	
DAHLEM	NATTENHEIM	
DOCKENDORF	NIERDERKAIL	
DREIS	NIERSBACH	
DUDELDORF	OBERKAIL	
EHLENZ	OBERWEILER	
EISENSCHMITT	OBERWEIS	
ERDORF	ORENHOFFEN	
ESSLINGEN	ORSFELD	
FLIESSEM	PHILLIPSHEIM	
GELSDORF	PICKLIESSEM	
GINDORF	PREIST	
GLADBACH	RITTERSDORF	
GONDORF	RODT	
GRANSDORF	ROHL	
GREVERATH	SCHARFBILLIG	
GROSSLITTGEN	SCHLEID	
HERFORST	SCHLEIDWEILER	
HERFORST GLH	SCHWARZENBORN	
HERMESDORF	SEFFERN	
HUPPERATH	SEFFERWEICH	
IDENHEIM	SEINSFELD	
IDESHEIM	SPANGDAHLEM	
INGENDORF	SPEICHER	
KYLLBURG	SPEICHER GLH	
KYLLBURGWEILER	STAHL	

ATCH 8

UTILITY TAX AVOIDANCE PROGRAM (UTAP)

The UTAP program is designed to provide active duty military members and authorized civilians tax relief services on their electric and gas bills while living on the German economy. To receive these savings, utility bills must be in the sponsor's name. By registering for the program you can save up to 19% on your electric and gas bills. This program is administered by the 52nd Services Squadron Value Added Tax (VAT) Office, which acts as your security guarantor with the utility companies. The following information further explains the program and requirements.

- Rental agreements and bill(s) must be in the SPONSOR'S NAME to receive tax relief.
- The electric and gas companies charge an "estimated" fixed amount throughout the billing cycle year. This amount will include tax. The electric company will reimburse any taxes you have paid at the end of your billing cycle year. The gas company will charge you the tax and then reimburse you at the end of the calendar year.
- Tax relief is retroactive to the beginning of the current billing year **only** and is at the discretion of the utility company involved.
- A completed UTAP application is required to ensure prompt processing. **THE FOLLOWING INFORMATION IS REQUIRED TO COMPLETE THE APPLICATION:**
- A copy of your rental agreement signed by the housing office or your deed if you own your home.
- A copy of your orders or a letter authorizing logistic support. Any additional paperwork reflecting Status of Forces Agreement and DEROS extension.
- A copy of your bill(s) from the utility company that include your name, local economy address, and account number(s). Account numbers must be turned in to receive tax exemption.
- Payment of Administrative Fee. The fee is based on your pay grade. E-4 and below and civilian equivalents pay a \$35.00 fee. E-5 and above and civilian equivalents pay a \$51.00 fee. Payment can be made in the form of cash, check, VISA or Mastercard.

Applications are available at the Spangdahlem VAT Office. Please take some time and read through the application thoroughly to ensure you understand what's required. When you sign an application for the program you are signing a contract. Applications must be completely filled out, signed, and dated by the sponsor and returned to the VAT Office for further processing. The application is a written contract with the utility company and governs policies and regulations set forth by the German Tax Office.

As a member of the UTAP program, **YOU** are responsible for all utility bills incurred in your name. Under the terms of the contract, if your account(s) become delinquent at any

time, the utility company can request payment from the VAT Office. The VAT Office is required to pay the bill. In turn, the VAT Office will send you a letter requesting reimbursement within 10 days. If you fail to reimburse the VAT Office within 10 days, a letter will be sent to your 1st Sergeant and paperwork will be initiated for a payroll deduction. If a payroll deduction is initiated, you will be removed from the UTAP program. Being removed from UTAP program will place you in a taxable status with all of your registered utility companies. The utility company may charge you a security deposit.

- You can apply to be reinstated six months after the removal date. The following criteria must be met before reinstatement can occur: (1) all delinquent bill(s) must be settled; (2) proof of good standing with all companies for the past six months must be provided; and (3) the UTAP fee must be paid again.

We hope this information is useful in explaining the UTAP program. If you have any questions, please visit the Spangdahlem VAT Office at building 9068. Office hours are 1000 to 1700 hours Monday-Friday. Our phone number is DSN 452-7801 or commercial 06565-61-7801.

IMPORTANT PHONE NUMBERS:

RWE Mo – Thu 9:00 AM – 1:00 PM / 2:00 PM – 6:00 PM
Bitburg: 06561/911-1325 (kundenservice1@rwe.com)
Wittlich: 06571/921-1725

Gas Stadtwerke Trier – SWT

info@swt.de
0651/717-0

RECYCLING GUIDE

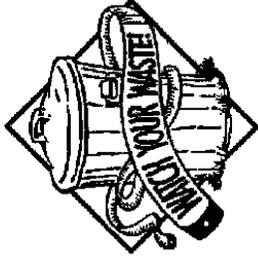
YELLOW BAG	PAPER	GLASS	TRASH
PICK-UP SAME DAY AS	-BLUE BIN OR BUNDLE WITH ROPE-	-LOCAL CONTAINERS-	-GRAY BIN-
<ul style="list-style-type: none"> AFES Plastic Bag Aluminum Foil Aluminum Foil Tray Biscuit Tubes Bottle Caps Capri-son Drink Bags Cat/Dog Food Can Cellophane Clorox Bottles Coffee Cans Cookie Bags Cut Up Credit Cards Dried Fruit Bags Frozen Food Boxes Frozen Juice Cans Jar Lids Liquid Detergent Bottles Plastic Soda Bottles Milk Cartons Nylon Nets for Fruit/Vegetables Old Combs Overhead Projection Slides Plastic Butter Tubs Plastic CD Containers Plastic Jars Plastic Straws Plastic Utensils Plastic Wrapping Potato Chip Bags Pringles Cans Shampoo Bottles Soda Cans Steel Cans Styrofoam/Meat Trays Wax Drink Cups Yogurt Cups 	<ul style="list-style-type: none"> Advertising Inserts Cardboard CD Boxes Catalogs Cereal Boxes without Liners Coloring Books Paper Bags Computer Paper Container Labels Detergent Boxes Cat/ Dog Food Bags Egg Cartons Envelopes Index Cards Junk Mail Legal Pads Magazines Manila Envelopes Newspaper Notebook Paper Paperback Books Post-It Notes Poster Board Ticket Stubs Toilet Paper/Paper Towel Tubs Typing Paper Gift Wrapping Paper Clean Paper Plates Paper Cups 	<ul style="list-style-type: none"> Wine Bottles Soda Bottles Non-returnable Bottles Perfume Bottles Jelly Jars Olive Jars Mayonnaise Jars Glassware 	<ul style="list-style-type: none"> Animal Waste Ashes Bone Broken Window Pane Ceramics/Parcelain Coffee Grounds Cotton Swabs Deodorant Sticks Diapers Doughnut Boxes Dryer Lint Dryer Sheets Dust/Dirt Foil Butter Wrapper Food Waste Grease Greasy Paper Plates Ice Cream Boxes Light Bulbs Microwave Popcorn Bags Old Cloth Rags Old Ink Pens Old Toothbrushes Old Toys Pictures Picture Frames Pizza Boxes Plaques/Trophies Plastic Hot Dog Wrappers Popsicle Sticks Stuffed Animals Tape Tissues Used Coffee Filters Vacuum Cleaner Bags Videotapes
	BULK TRASH		
	<ul style="list-style-type: none"> Mattresses Furniture (Chairs, Sofas, Bed Frames) Bicycles Carpet Suitcases Large Foam Mats Large Mirrors Strollers Bed Frames Lawn/Patio Furniture Ironing Boards Grills Skis Wheelbarrows 		

> This list is not all-inclusive, it is only intended as a guide. Pick up dates for trash and recyclable materials for your town can be located on the Spangdahlem Intranet at <http://intranet.spangdahlem.af.mil/miscellaneous/TrashDisposal Dates> or you can contact the Environmental Flight at 452-7257/6082 or 0656561-7257/6082.

Why Recycle?

- Because it's the right thing to do!
- Because recycling saves natural resources, energy and money!
- Because recycling paper uses 60% less energy than manufacturing paper from virgin timber!
- Because recycling a glass jar saves enough energy to run a light bulb for 4 hours!
- Because it's good for the earth!
- Because it saves landfill space. The materials that you recycle go into new products, not into landfills or incinerators, so landfill space is conserved!
- Because it's the law in Germany!

Recycling



Guide

Spangdahlem AB
Environmental Flight
06565-61-5124

ATCH 10 Conversion Tables

Kilometers -- Miles

Kilometers	Miles
1	0,6
5	3
10	6
20	12,5
50	31
80	50
100	62
500	311
1000	621

Centigrade -- Fahrenheit

C	F	C	F
-0	32,0	1	33,8
-1	30,2	5	41,0
--5	23,0	10	50,0
-10	14,0	15	59,0
--15	5,0	20	68,0
-16	3,2	25	77,0
-17	1,4	30	86,0
-18	-0,4	35	95,0
-19	-2,2	40	104,0

Oven Temperature Chart

F	Gas Number	C
225	1/4	110
250	1/2	120
275	1	140
300	2	150
325	3	160
350	4	180
375	5	190
400	6	200
425	7	220
500	8	230

Approximately for every 5 degrees in Centigrade add 9 to Fahrenheit.

1 Centimeter = 0.39 inch

1 Meter = 3.28 feet

1 Kilometer = 0.62 mile

1 Inch = 2,54 cm

1 Foot = 30,48 cm

1 Mile = 1,609 km

1 Pint = 0,473 liter

1 Quart = 0,946 liter

1 Gallon = 3,785 liter

Tire Pressures (pounds to Atu)

Lb/sq.in	10	12	18	20	21	23	24	26	27	28
Atu (kg/cm2)	0,7	0,8	1,3	1,4	1,5	1,6	1,7	1,8	1,9	2,0

Lb/sq.in	30	33	36
Atu (kg/cm2)	2,1	2,3	2,5

Clothing Sizes

Women

Dresses & Suites

American	8	10	12	14	16	18	20
European	38	40	42	44	46	48	50

Sweaters & Blouses

American	30	32	34	36	38	40	42
European	38	40	42	44	46	48	50

Shoes

American	4	5	6	7	8	9
European	34/35	35/36	36/37	38/39	40/41	41/42

Socks

American	Small	Medium	Large
European	36/38	40/42	44/46

Men

Coats & Sweaters

American	38	40	42	44
European	46	48	50	52

Shirts

American	15	15 ½	15 ¼	16
European	38	39	40	41

Shoes

American	8 ½	9 ½	10	10 ½	11
European	42	43	44	45	46

Children's Sizes

American	2	3	4	5	6	6x	8
European	86-92 cm	92-98 cm	98-104 cm	110 cm	116 cm	122 cm	128 cm

American	10	12	14	16	18
European	134 cm	140-146 cm	152-158 cm	158-164 cm	164-170 cm

Oven Temperature Chart

F	Gas Number	C
225	1/4	110
250	1/2	120
275	1	140
300	2	150
325	3	160
350	4	180
375	5	190
400	6	200
425	7	220
500	8	230

Spangdahlem Air Base Information
 National Information
 International Information
 International Operator
 Direct Dial to the States
 Direct Dial to Germany from States
 German Police
 German Fire

06565-61-113
 01188
 00118
 0010
 001-area code-number
 011-49-number minus the first zero
 110
 112

ATCH 11

QUICK TIPS FOR LIVING IN GERMANY

1. To prevent water damage, please do **not dismantle drains in bathtubs or shower stalls**. Also, please do not use any aggressive detergents to clear up the drain as these detergents could damage the sewer pipes. Use a plunger when toilets are clogged, but if this doesn't work, please contact the landlord.
2. **Never turn off** the radiators completely during the **WINTER**. Always keep the radiator knob setting on the "star sign" * or on the number 1. This will prevent the radiators from freezing. Not doing this could cause severe damage to the furnace as well as cause water damage due to the radiators bursting.
3. Please **DO NOT** accept a **house/apartment key** from your future landlord **BEFORE** you have signed a rental agreement/contract.
4. Please do not let your **car engine run warm** during the winter, since it is a violation of the German Environmental Law.
5. In order to **prevent mildew** in your apartment/house you **MUST** air out the apartment/house on a daily basis – also during the winter. 10 – 15 minutes a day; 2 or 3 times daily should be sufficient.
6. Please adhere to the German Quiet Hours which are from **2200 until 0700** and from **1300 until 1500** on weekdays and **all day long** on **Sundays** and **German Holidays (this includes mowing the lawn)**.
7. Please **make sure** to always get receipts if you make a payment to your **landlord** or a **utility company**.
8. Please be aware that the **costs for utilities are** generally **higher** here in Germany, than what you may have paid in the States.
9. It is **HIGHLY recommended** to get a renter's/liability insurance and some landlords may require you to have it in order to lease their residence.
10. In case of an **emergency**, for example a fire in your **off base** apartment/house you may call **110** or **112**

ATCH 12

MOLD, MILDEW and VENTILATION

Mold/Mildew: There are no ventilation systems in Germany. You must be sure to open your windows daily for at least 30 minutes to promote cross ventilation and prevent mold or mildew. Airflow in family housing should be properly managed. Temperatures and the amount of water vapor in the air can cause condensation on the windows and absorb moisture on the walls. If not corrected, this moisture will result in a fungus, which we refer to as mildew. The resulting mildew will then damage the window frames and walls. Since the damage is controllable, it is considered carelessness on the part of the occupant if it is allowed to continue and cause damage. The cost of this damage can be expensive and will be paid by the occupant. Unlike the U.S., you must be considerate of mildew growth on your walls in Germany. This is primarily due to the type of materials used in construction. High moisture content of the air in this area is a contributing factor. Most buildings are built on concrete outer walls. Both can, and will, absorb moisture and retain coolness which, under the right air conditions, is ready to promote the growth of mildew.

Here is an explanation of how the dampness occurs in the walls. Air contains water in the form of vapor. The warmer the air, the more vapor it can hold. So the warmer you keep a closed apartment, the more water vapor you can have in the air. When the air cannot hold anymore moisture, it becomes “saturated”- or is at 100% relative humidity. When the warm moist air is cooled (by a cool wall, cold window, or cold water pipes), it cannot hold as much moisture and becomes saturated because vapor changes to water. On the cold water pipes, droplets form on the window, the glass gets wet (starting at the bottom where it is coldest), and if allowed to continue, water starts flowing down onto the window frame. If cold enough during the wintertime, frost will form. When the wall cools the air, you can't see it absorbing the moisture; however, you can feel the dampness. You know it is occurring when you see the mildew. You can control mildew by reducing the amount of moisture in the air. To do this, remember that warm air inside holds more moisture. This is why you do not see mildew in the halls, stairwells, or the outside of the buildings. So, all you have to do is exchange the air- let some of the cool (low moisture) air come in, and let some of your warm (high moisture) air out. You can do this by opening some windows (not just one), so air will flow through the apartment, or as an alternative air room by room with completely opened windows, closed doors for 2-5 minutes. Start with twenty minutes every day and increase that time if it is not enough. (It depends on the temperature and moisture inside, the temperature and moisture outside, the number of people in the apartment, and the amount of furniture). If your walls are damp, you will have to repeat the process several times a day for a few weeks to dry the walls. Remember as long as you see condensation on your windows, your walls are absorbing moisture.

The amount of furniture you have can also affect air moisture. The more furniture you have, the more will be placed against the walls. Exchanging the air in front of the furniture but not the air between the furniture could cause a problem. For example, a crowded bedroom with perhaps boxes and other goods stacked to the ceiling or closets with dressers in them. Mildew may develop if the air is not circulating behind the furniture especially if it is an outside wall or wall opposite of the bathroom. To prevent dampness and mildew in your apartment, you should allow a few inches between the wall and the furniture. The number of people in an apartment can also affect the amount of moisture in the air. Our bodies are mostly made of water and each body evaporates moisture. At night, for example, while you and your spouse are asleep, each of you adds about a quart of water to the air (that's about a bathtub full a month). If the two people stay in the house all day, that's another two quarts of water. Add the kids and other adults - too much moisture - perhaps it feels “stuffy” (your air has too much moisture in it). **Open the windows!**

Major sources of moisture include the shower. Taking a hot shower, will produce steam in the bathroom resulting in a fogged mirror and windows covered with condensation. This is when you need to ensure you open a window or turn on the exhaust fan and leave the door open to create cross ventilation. This should be done for at least 10 to 15 minutes. Another source is in the kitchen. Cooking will also add moisture. Again, use the vent hood and open windows.

Check the walls (especially the corners) of your laundry room for mildew. Washing and drying your clothes without opening the windows may also cause mildew. To eliminate/prevent this condition, **OPEN THE WINDOWS WHEN USING THE DRYER.**

The moisture content of the outside air in this area of Germany is high at all times but higher during the summer than in the winter because of temperature. Opening your windows in the wintertime may, therefore, be more effective than it will be during the summer. It is still necessary during the summer to maintain a good temperature – balance moisture and reduce the chance of mildew.

In most cases where mildew has been a problem, the occupant has kept the apartment hot and closed - perfect conditions for the growth of mildew. They didn't want to let the cold air in and the hot air out. In summary, you can control the humidity in your apartment. Don't get the idea that your apartment or laundry room is different - it isn't. If you have a humidity gauge, keep your apartment at about 60% humidity. You may even consider purchasing a dehumidifier to remove moisture from the air. It is your responsibility to prevent the growth of mildew in your home. At the first sign of mold or mildew, wipe or dab area with bleach to clean and again ensure cross ventilation is happening.