

Dugway Housing Newsletter

JANUARY
FEBRUARY
& MARCH
2025



COLD WEATHER PRECAUTIONS:



Housing residents are reminded to take the following steps:



- During severe cold weather, open cabinet doors in kitchens and bathrooms and leave water running in a small pencil size stream from the faucets.
- If going on vacation, inform the Army Housing Office and have someone check your house.
- Snow and ice should be removed from sidewalks and driveways within 12 hours of snowfall.
- If snow and ice are not removed it causes hazards for your neighbors and may hinder mail delivery.
- Mountain View residents are asked to run the hot water in all bathrooms, especially the bathtubs. The hot water pipes are close to the outside and are subject to freeze quickly.
- Keep your garage door closed when not in use.

Snow must be removed within 12 hours after a snowfall

ANNOUNCEMENTS:



2025 RENTAL ADJUSTMENTS & INFORMATION:

Reference Page 3 for further information.



ArMA REGISTRATION & INFORMATION:

Reference Page 8 for Army Maintenance Application information.



Annual Rental Rate Renewals
go into effect on
April 6, 2025



ON BEHALF OF COL JAMES P. HARWELL

Dugway Residents,

You may have noticed new signs in each of the Dugway Neighborhoods, highlighting the neighborhood name and neighborhood mayors. Neighborhood mayors have long been a tool at other Army installations for facilitating communication between the chain of command and community residents.

Mayors perform a couple of key functions to help maintain strong military communities. First and foremost, they communicate community needs to the chain of command. While every resident has access to the chain of command, many are reluctant to go to the Garrison Manager or installation Command Team. The mayors ensure that every voice is heard. If you see something that needs to be addressed within the community but don't want to go to the chain of command yourself, you can communicate it to your mayor, and they will make sure your voice is heard. Second, they serve as a welcome committee for the installation.

Our mayors are volunteers who are long-time residents of the installation and want to see their neighbors thrive as part of our community. They want to help, so if you have a question, don't hesitate to ask your mayor.

Finally, I also want to address what the mayors are not...they are not agents of the chain of command, housing employees, or enforcers of community standards. They can answer questions about the community standards, but they do not enforce them. So, the next time you are out and see your mayor, introduce yourself and share your concerns so that they can advocate for you.





HOUSING INFORMATION



·2025 RENTAL ADJUSTMENTS·

2025 Consumer Price Index (CPI) Rent Adjustments & Resident Information Update Form -- effective April 6, 2025.

- The Annual Consumer Price Index (CPI) adjustments have been made to the nation's government-furnished housing which includes Dugway Proving Ground.
- The new rental rates will become effective April 6, 2025. The 2025 Rental rates will be sent to Dugway tenants starting the week of February 10th.
- Rental rates, nationwide, for government-furnished housing are determined by the OMB Circular A-45 and the Interior Business Center (IBC) Quarters Program and are driven by market surveys and local comparability. For us, our survey area is Colorado/Utah/Wyoming and local means Tooele.
- New for 2025: Return rental documents via encrypted e-mail and the Annual Resident Information Update Form on-line.

Coming Soon.....

A SharePoint website for all things Housing at Dugway. It will contain information to help new tenants settle in, as well as helpful reminders for those of you who have lived here for years. The website will also contain useful information to help Supervisors speak about housing to new hires and incoming staff.

Don't Forget.....

Our new central e-mail address. Use it to ask us questions, set up appointments, and inform us of changes to your family, employment, and more.

Dugway_Housing_Office@army.mil

Per the Installation Commander, **ALL** children residing in Housing at Dugway must be registered with Child Youth Services (CYS).

***The new rates go into effect
on April 6, 2025***

IMPORTANT
ANNOUNCEMENT



NOTE: Housing inspections will be conducted in late summer...more to follow.

• • • • • COMMUNITY INFORMATION • • • • •

▶ ICE COMMENTS:

- Please take the time to submit ICE Comments ~



Your feedback matters!

https://ice/disa.mil/index.cfm?fa=card&sp=143367&s=428&dep=*DoD

https://ice/disa.mil/index.cfm?fa=card&sp=93142&s=428&dep=*DoD

▶ HOUSING UPDATES:

- Army regulations and Dugway Proving Ground housing policy state that all residents must have up-to-date information in their housing records. Information such as telephone numbers (both work and personal), e-mail addresses (both work and personal), number of family member(s) and their name(s), pay grades, duty location, employer, etc.
- You may have changed jobs or gotten a promotion, you may have gotten married or had a new baby - that information needs to be provided to the Army Housing Office as well.
- In the event we need to contact a person, especially in an emergency situation, and your information is not correct, we cannot make contact with you.
- We ask that you please update your records whenever a change in information occurs.
- If you have any questions, please contact the Army Housing Manager at (435) 831-3416 or the Army Housing Office at (435) 831-3541/3542.

▶ HOUSING COMMENT CARDS:



- Housing questionnaires are available in order to help us improve your experience at the Army Housing Office. The questionnaires are located in Building 5031. The next time you stop by, please take a few minutes to fill one out ~ ***Your input is appreciated!***

▶ E-MAIL ANNOUNCEMENTS:

- Watch your e-mail for upcoming community events, such as:
 - . Community Town Hall Meetings & Slides
 - . FMWR Announcements & Events
 - . Dugway Chapel Events
 - . And many more...



.IMPORTANT.

If your e-mail address has changed, please inform the Army Housing Office so you can continue receiving email announcements.

▶ TOILET / WASTEWATER SYSTEM:

- **DO NOT deposit any of the following items in the toilet/wastewater system:**

- . Non-flushable sanitary wipes
- . Paper towels
- . Rope
- . Gloves
- . Or any other items that should not be flushed into the wastewater system

▶ WATER SOFTENERS:

- In order to help eliminate the problem of hard water stains and calcium build-up, water softeners were installed in all of the housing units. These softeners are *only* connected to the hot water.
- Please keep the water softeners ***no less than half full at all times.***
- Typically, it will only take one bag per month to maintain the salt level, depending on the usage and individual family size.
- It is ***imperative*** that you only use the salt we have provided in our Self-Help store.
- When requesting additional salt, please ensure that you inform the Self-Help Representative that you need the salt for the water softener. Bagged salt can be obtained from Self-Help during their hours of operation.

▶ TERMINATION FROM HOUSING PROCESS:

***A 30-day notice to terminate is required for all residents
(per DPG Policy 420-1-3)***

- Residents are required to schedule a ***Pre-Termination and Final Termination*** inspection with the Army Housing Office.
- Following the Final Termination inspection (once the resident passes), the resident will proceed to the Army Housing Office to turn in any assigned key(s) and garage door opener(s) and complete the termination process.



IMPORTANT:

Please note that the 'Termination Document' is the document that will stop your rent payments. Please contact the Army Housing Office for details.



FUTURE QUARTERLY BULK TRASH PICK-UP DATES:



Monday: January 6, 2025
Monday: April 7, 2025
Monday: July 7, 2025

All items need to be placed on the curb prior to 7:00 A.M. on the morning of the scheduled pick-up. Please ensure the lids on your garbage cans are closed to deter birds from scattering trash.

If there are items on your curb (portable basketball standards, bikes, etc.) that you **DO NOT** want removed from the curb, please ensure the item(s) are relocated prior to the scheduled bulk pick-up. All metal items will need to be separated from the other bulk items.

Yard debris (limbs, grass clippings, leaves, etc.) - if secured in garbage bags - may be placed inside your trash can for normal garbage pick-up on Thursdays.

Please do not place household hazardous waste items in the garbage cans. Examples of items that **cannot** be picked up include, but are not limited to, the following:

- Cleaning products
- Lawn and garden products
- Household pesticides
- Automotive products
- Batteries (all types)
- Fluorescent light tubes
- Painting supplies
- Equipment/machinery containing gas/oil

Refrigerators that have had Freon removed by a certified professional may be placed on the curb for pick-up, however, it is the occupant's responsibility to ensure this has been accomplished. A note indicating the occupant's name, as well as a signature, must be placed on the refrigerator.

REMINDERS:

Curbside pick-up will only be conducted during the quarterly bulk pick-up. If you need to dispose of large items in between time, take the item(s) to the Landfill.



Avoid parking near your garbage cans on collection day. If the cans are blocked, it may result in your trash not being picked up as scheduled.

LANDFILL:

DIRECTIONS:

- The Landfill is located approximately 4-5 miles west of English Village/Housing.
- Drive to Stark Road, turn right heading west.
- Drive past ACP-2 and you will soon see the Landfill turnoff on the right hand side of the road.

. LANDFILL .	
HOURS OF OPERATION:	
(435) 831-3570	
Monday thru Thursday	7:00 A.M. to 6:00 P.M.
Fridays	10:00 A.M. to 3:00 P.M.
Closed on Saturday, Sunday & Holidays	

REMINDER: Garbage and recycling cans need to be placed on the curb prior to 7:00 A.M. on the morning of the scheduled pick-up to ensure the cans are emptied as scheduled.

REFUSE PICK-UP SCHEDULE:

Thursdays:

- Regular brown container

Thursdays:

- Recyclable blue container



Please ensure the garbage truck has clear access to your garbage can(s)

BLUE RECYCLING CANS:

Housing residents have been provided with a blue recycling can. Your efforts to help preserve the environment are appreciated. ***Please only place recyclable items in the recycle cans.***

Some of the most commonly acceptable materials are:

- Aluminum cans & foil
- Clean cardboard
- Metals
- Steel cans & tins
- Plastics
- Paper



Please **do not** place any of the following in the recycle cans:

- Batteries
- Grass clippings
- Food grease (pizza boxes, etc.)
- Hazardous waste
- Glass
- Motor oil & lubricants
- Household garbage
- Kitty Litter
- Tires

LARGE DUMPSTERS:

Housing resident's can request to have a large dumpster temporarily placed at their residence.

. POC FOR DUMPSTER PLACEMENT .

Kenneth Hardenbrook, POC/Refuse Contract
Office: (435) 831-2890 . Cellphone: (435) 830-3392
kenneth.l.hardenbrook.civ@army.mil



○ CERTIFIED CLEANING TEAMS:

If you are interested in becoming a Certified Cleaning Team, please contact the Army Housing Manager at (435) 831-3416.



○ EARN PART-TIME MONEY:

If you are interested in being contacted by housing residents to perform side jobs such as yard work, pet sitting, etc., to earn extra money, please sign up on the bulletin board located in the Army Housing Office, Building 5031.

○ NEED HELP?

If you are interested in hiring someone to do yard work, etc., please refer to the posted sign-up sheet mentioned above to obtain names and telephone numbers.



SERVICE CALLS:

Residents are reminded that they occupy government-furnished housing. As such, there are expectations the residents will adhere to all policies and procedures.

Prompt reporting of requirements for servicing, maintenance, or repair of dwelling unit, installed equipment, appliances, and outside area is required. Failure to report problems could result in occupant liability.



ArMA is the only acceptable method to report work orders, with the exception of EMERGENCIES (Life/Health/Safety) issues.

ArMA (Army Maintenance Application)

<https://www.armymaintenance.com>

➡ **EMERGENCY WORK ORDERS (Life/Health/Safety only):**

- . Contact the DPG Services JV Work Control Center at (435) 831-2200 for immediate support.
- . Available 24/7.

➡ **ALL OTHER WORK ORDERS:**

- . Submit the request through ArMA (Army Maintenance Application)



Publicly available application/website can be accessed from computers and mobile devices to set up your individual accounts and can be found at: <https://www.armymaintenance.com>. This is where you can set up your account and report work orders.

ArMA is also available through the Digital Garrison App.

PREVENTIVE MAINTENANCE (PM):

Housing preventive maintenance inspections are required to be conducted on an annual basis. Residents will be contacted in advance of their scheduled PM inspection.

PM inspections will be conducted during normal duty hours (Monday through Thursday).



Residents of government housing may not refuse government controlled contractors/work force personnel from performing scheduled authorized maintenance and repair, or refuse emergency access to their house or dorm room for protection of personnel and property.

In other-than-emergencies, a responsible adult must be in the house during the scheduled maintenance.

If you are unable to be present, you may authorize a government escort to accompany the contractor.

•SELF-HELP PROGRAM•

SELF-HELP HOURS OF OPERATION

Building 5030 ~ (435) 831-3436

Monday & Tuesday	2:00 P.M. to 7:00 P.M.
Wednesday, Friday & Saturday	9:00 A.M. to 7:00 P.M.
<i>Closed for lunch</i>	<i>1:30 P.M. to 2:00 P.M.</i>
Closed on Sunday's & Holiday's	

POWERED EQUIPMENT

Mower
Leaf blower
Tiller
Extension cord
Snow blower
Trimmer (string)



HAND TOOLS

Square shovel
Round shovel
Snow shovel
Garden & leaf rakes
Pole trimmers
Short ladders



CONSUMABLES

Salt (for water softeners)

Grass seed
Ice melt
Mouse traps
Fertilizer
CO detectors

- Self-Help equipment needs to be returned within **48 hours**.
- Equipment needs to be cleaned **prior** to being returned to Self-Help (**not** cleaned at Self-Help).
- Equipment will not be accepted if it has not been cleaned.
- **NO** Self-Help equipment shall be used for commercial gain.
- Self-Help items are to only be used by the occupant for their assigned residence.



·OCCUPANT RESPONSIBILITIES·

- Occupant maintenance and repair includes, but is not limited to, the following examples:
 - Adding salt to water softeners (keep half full at a minimum)
 - Replace light bulbs
 - Mowing, watering, snow removal
 - Tighten hardware
 - Replace filters (Chenega does this twice a year)
 - Controlling ants, rodents, roaches, pests, etc.
- Occupant painting - interior or exterior - is not allowed in government housing units. Any alterations to the house must have prior written approval from the Army Housing Manager and Garrison via an approved Exception to Policy (ETP) routed through the Army Housing Office.



~ Self-Help has salt for your water softener ~





•COLD WEATHER PRECAUTIONS.

- Garage doors need to remain closed to prevent freeze damage to the pipes located behind the walls in the garage.
- Water pipes, even insulated ones, may freeze in the winter if the outside temperature drops below 10 degrees. You can take a few simple steps to prevent this from occurring in your house when the temperature becomes extremely cold. Allow the water pipes to trickle out of faucets in bathrooms and kitchen sinks. If the water in a pipe is moving, it is less likely to freeze. A large flow of water is not necessary, but both the warm and cold faucets should be slightly open. FUN FACT: Often, the hot water pipes burst from freezing before the cold water pipes do because they are used less.
- Remove hoses from outside water faucet connections. Even if the water is turned off, residual water in the hoses will freeze. Water expands as it freezes and the resulting pressure can cause the water pipes in the wall behind the faucet to break.
- Heat no lower than 65 degrees.
- On really cold nights, open all cabinets and doors surrounding pipes to allow heat to get to the exposed pipes (under kitchen sinks, bathroom vanity doors and laundry room doors).



•SNOW REMOVAL.

- Housing residents are responsible for snow and ice removal from walks, driveways, carports and patios. Self-Help has snow melt for your driveway and sidewalk.



**SNOW
must be removed
within 12 hours
after a snowfall**

•FUEL FILL PIPES.

- Heating fuel deliveries to housing areas are conducted during the heating months. Residents must ensure that access to the fuel oil pipes is provided to delivery personnel.
- Animals must be restrained in such a way to allow access to the fuel oil fill pipes. Fence gate must remain accessible.

•OVERFLOW PARKING.

- Overflow parking areas can be utilized for parking excess vehicles that are not parked in driveways:
- There are 5 overflow parking areas throughout the Housing Area



#1 Carr Street & Harris Street (East end)

#2 Corner of Carr Street & Harris Street (West end)

#3 Corner of Carr Street & West Knight

#4 East School & Coyote Cove

#5 East 5th & East Knight

•POLICY & REGULATION REMINDERS.

•RESTRICTED PARKING•

No parking is permitted on the streets between the 1st day of November to the last day of March between the hours of 10:00 P.M. to 7:00 A.M. due to snow removal operations.

Vehicles that impede snow removal equipment will be in violation of DPGR 190-1 and may be cited.



•INSPECTIONS•



Weekly yard inspections are conducted by the DPW QA Inspectors. Points will be issued to any resident not following the guidelines in DPG Policy 420-1-3.

Per DPG Policy 420-1-3 2-7 Occupant Responsibilities:

"Area of responsibility in Family housing areas extends from the front of the house to the centerline of the road and includes the logical yard area around the house (normally up to 50 feet)"

•TEMPORARY ABSENCES•

Residents are responsible for the care of their assigned house and grounds during periods of temporary absence (1 to 14 days).

Residents should arrange with neighbors to check their house periodically for fire hazards, broken water lines, vandalism, etc.

Residents leaving in excess of two (2) weeks should notify the Army Housing Office and provide the name and address of a designated person residing on the installation that will retain a key to the house and accept the responsibilities thereof. The Directorate of Operations (DOO) at (435) 831-2050 must also be notified during periods of absence.



•IMPORTANT•

Residents are required to make arrangements for someone to care for their yard (mowing, snow removal, etc.) during their absence.

•GUESTS / VISITORS•

Residents are permitted to have guests in their assigned residence without any restrictions, providing they do not remain overnight.

If the resident chooses to allow the guest to stay overnight - or up to a 7-day limit - the occupant must register their guest with the Visitor Control Center/VCC, as well as notify the Army Housing Office.

Sponsors may not allow guests to remain/reside at their assigned residence in excess of 7 days without written consent from the Army Housing Office. With an approved request - in 30-day increments, via an Exception to Policy (ETP), a guest/visitor may stay up to a maximum of 90 days per calendar year.

Residents (sponsors) must register all foreign or non-US citizens prior to arrival on DPG, regardless of the purpose of the visit.

Willfully withholding information concerning any unauthorized guest(s) can result in termination of housing privileges.

•PET REMINDERS•

Please remember that pets must be controlled at all times, to include barking dogs.
We have included excerpts from the DPG Policy 420-1-3, Housing Management Policy,
to remind residents of their responsibilities regarding pets.

Per DPG Policy 420-1-3, Section 2.7, "Occupant Responsibilities", paragraph h, "Pets"

- Residents may have no more than two household pets. Requests for additional pets requires an Exception to Policy (ETP) to be submitted to the Army Housing Office for Garrison Manager staffing and review.
- Residents must register pets at the Visitor Control Center (VCC), Building 5910, within 72 hours of arriving at DPG.
- Pets must be kept under control at all times.
Barking dogs will be controlled as to not disturb neighbors.
- A list of approved pets can be found in DPGR 40-3 and Appendix E, "Pet Standards" in the DPG Policy 420-1-3.
- Residents who fail to properly register, control, or not properly immunize their pets will lose their privilege to maintain pets on the installation.
- Any pet that attacks or bites other pets or personnel will be required to be kenneled at the owner's expense pending rabies determination, and possible actions include banning the dog/pet from the installation.
- Pet dogs and cats are not allowed in the dorms/Barracks.
- Cat litter and other animal waste must be placed in plastic or paper bags before being placed in a trash container. Animal feces on the ground must be picked up for litter daily.



•KEEPING YOUR PET SAFE•

*Provide your
pet(s) with
adequate
food, water,
shelter,
and exercise*

*Protect outside pet(s)
from inclement
weather conditions
by providing a warm
shelter and
additional blankets*

*Register
your pet(s)
and
keep
vaccinations
up-to-date*



•COMMUNITY DOG PARK•

Dugway's Dog Park is located on 5th Street between the Army Housing Office and Seminary building in the fenced-in area. Residents must follow posted rules and register their dog(s) in order to use the Dog Park.

Please note that Dugway only has one Dog Park.

Dog(s) are permitted to run freely in the Dog Park and fenced-in areas behind the resident's housing unit ONLY. In all other areas of Dugway, you are required to use a leash.

Friendly Reminders:

- ★ Please ensure that if you access the Dog Park, you clean up after your pet.
- ★ Please do not leave your dog(s) unattended in the Dog Park.



..... GENERAL RULES

FOLLOW THE RULES POSTED ON THE ENTRY GATE(S)

1. All residents using the dog park are responsible for policing feces of their animals within the park. Bags and a trash container are provided, but if bags are temporarily out then residents should consider bringing bags with them. Residents who are discovered to abuse this rule will be looked at to either make the park off limits or even considered for removal of their pets from Dugway.
2. Pets in the park do not have to be on a leash; however, owners should take great care when other pets are using the park at the same time to ensure the animals are compatible. All owners are responsible for promptly removing their animal from confrontational situations.
3. Owners are expected to remain with their pets while they make use of the park.
4. Pets on Dugway are required to be registered and vaccinated.
5. Water is available in the park for animals, as well as benches for their owners.
6. Residents who see something that needs repair or care are requested to notify the Army Housing Manager at (435) 830-3392 so that an appropriate work order can be submitted.



REMINDER:

***WHENEVER YOUR DOG IS OUTSIDE AND NOT IN A FENCED-IN AREA,
IT MUST BE ON A HAND-HELD LEASH
ACCOMPANIED BY A RESPONSIBLE ADULT***



•ETP (Exception to Policy) REQUESTS.





(PER DPGR 420-1-3)

- Exceptions to provisions in DPG Policy 420-1-3 may be granted on a case-by-case basis and are designated to avoid undue hardship on the resident. The request must include sufficient justification that a hardship will occur if not granted and any supporting documents along with a point of contact. Requests for exceptions will be forwarded through the Army Housing Office via a fillable PDF (with digital signature, if possible), to the Director or Public Works and the Garrison Manager for approval or disapproval.
- All alterations to Government property must be pre-approved. Requests are to be submitted as mentioned in the paragraph above and justification must include a sketch of the location of the alteration, dimensions and materials to be used.
- Alterations include, but are not limited to, the installation of fences, dog runs, dog houses, sheds, lights, satellite dishes, etc. No structural changes to housing units are authorized.
- In regards to the installation of satellite dishes, upon receiving approval and installing the satellite dish, the resident is required to schedule a final inspection with Dugway Cable TV and the Government Inspector to obtain approval signatures.
- Please note that the installation of the satellite dish will be considered "unauthorized" until a copy of the approval letter, to include the signatures, has been returned to the Army Housing Office.

NOTE:

The requestor will be notified via e-mail and receive a copy of their approved or disapproved ETP.



·CAMEL BACK AUTO LOT·

- The Camelback Auto Lot is a designated vehicle sales lot.
- Sellers must contact the Garrison Manager's Staff Action Officer at (435) 831-3448 to complete paperwork authorizing the placement of a vehicle in the lot.
- Unauthorized vehicles are subject to being towed and impounded at the owner's expense.
- Vehicles may be placed in the lot for 30 calendar days, and they must be licensed, registered, insured, and operational. License plates must remain on the vehicle.
- The Camelback Auto Lot is located at the south end of the parking lot located on 3rd Street between the Headquarters Building 5450 and the EMS Building 5454.



GARRISON MANAGER'S HOTLINE:

(435) 831-2525

The Garrison Manager's Hotline is for use in identifying problems associated with day-to-day operations of the installation.

Calls may be anonymous or you may leave your name and contact information (which will be held in strictest confidence unless otherwise directed by the caller).

ARMY HOUSING MANAGER:

Jack Pennington

Housing Office - Building 5031 - (435) 831-3416

Cellphone: (435) 849-3297

E-Mail: john.t.pennington15.civ@army.mil

ARMY HOUSING OFFICE:
.HOURS OF OPERATION.

Monday through Thursday: 7:00 A.M. to 5:30 P.M.

Friday, Saturday, Sunday & Holidays: *CLOSED*

*Please contact the Army Housing Office
at (435) 831-3541 / 3542
regarding any questions and/or concerns*

thank you!

