



U.S. ARMY

Dugway Housing

Newsletter



~ Announcements ~

.Annual Rental Adjustments.

Thank You!

A special "Thank-you" to the housing residents for their support and assistance with the 2025 Rent Adjustment and Resident Information Update form.



.Housing Updates.

Army regulations and Dugway Proving Ground housing policy state that all residents must have up-to-date information in their housing records. Please update your housing records whenever a change in information occurs, i.e., promotion, marriage, birth of a child, etc.

Per the Installation Commander, ALL children residing in housing are required to be registered with CYS and ALL adults with ALERT!



SPRING



April, May & June 2025

. . . . FROM THE MANAGER'S DESK

Need help from me? Issues with your Housing not being addressed elsewhere? Struggling to find information quickly? I am here to help. But I'm a busy guy and, as a result, am often away from my desk and would hate to miss you. Therefore, reach out and we'll set a time on the calendar for a one-on-one at my office.

Jack Pennington

john.t.pennington15.civ@army.mil or (435) 849-3297

- **2025 Rent Change and 2025 Resident Information Update Form::**

Rent changes went into effect on April 6, 2026. New for this year, Rent Notices and Tenant Update Forms could be returned electronically from the comfort of your desk and tenants loved the convenience.

- **Children Registered with CYS?**

DPG Senior Command requires all children be registered at CYS.

- **All Adults in Housing Registered with ALERT?**

It is a requirement under DPG Policy #24-43.

- **Be a Great Neighbor:**

With the lovely Spring weather, windows are open to let in fresh breezes. Please remember, staff work round-the-clock shifts. Be the best neighbor and keep noise (including from those pooches) to a minimum.

- **Help water a neighbor's yard if they're away.....I bet they'll return the favor.**

- **Keeping Yards Neat and Tidy:**

Self-Help has all the tools you might need to keep your yard in great shape. Neighborhood inspections will resume this Spring.

- **Time is running out.....Tenant Satisfaction Survey -- final week. Ends May 1, 2025.**

YOUR voice is critical to help keep Dugway A Great Place to Work, Live, and Play.

- **3rd Party Housing Inspections mandated by the 2020 National Defense Authorization Act**

helps us ensure Dugway's housing meets all the critical safety standards -- late July 2025. Details to follow.

- **Radon Testing and Drinking Water Testing -- late-summer/fall 2025. Details to follow.**

- **Meet the (Housing) Manager.....coming in the late-summer/fall, your Housing Manager will offer "Meet the Manager" open evenings for tenants to drop by the office.**

FROM THE MANAGER'S DESK (Continued)

New...New...New...

- Contact us at our new e-mail address -- Dugway_Housing_Office@army.mil
- Contact us at our new phone line -- **(435) 849-3231**
- Find all things 'Housing' at the Dugway Housing Office website/SharePoint.
A brand-new single resource for New Tenants and Long-timers alike.
[Dugway Housing Office SharePoint](#)

Coming Soon.....

Housing information on the Army's public website for Dugway Proving Ground.
Details to follow.

Thanks,

Jack Pennington
Housing Manager

ANNOUNCEMENTS . ANNOUNCEMENTS . ANNOUNCEMENTS

○ E-Mail Announcements:

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

.IMPORTANT.

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

○ ICE Comments:

- . Please take the time to submit ICE Comments ~
Your feedback matters!
- . https://ice.disa.mil/index.cfm?fa=card&sp=1443367&s=428&dep=*DoD
- . https://ice.disa.mil/index.cfm?fa=card&sp=93142&s=428&dep=*DoD



○ Housing Comment Cards:

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



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.REMINDERS.

● **Termination of 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 all key(s) and garage door opener(s) originally assigned to them 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.

● **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 softener 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, 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.

● **Toilet / Wastewater System:**

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

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



● Overflow Parking Areas:

- #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 Fifth Street & East Knight

● Camelback 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. Vehicles 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 HQ Building 5450 and the EMS Building 5454.

● Housing Area Upgrades:

- . Community Victory Garden -- summer 2025
- . Mustang Area Park -- re-sodding and shade structure -- summer 2025
- . Archery Range above English Village at old paintball site -- summer 2025
- . Paving Mustang overflow parking and re-seal roads in Mtn View and Colonel's Hill -- summer 2025
- . Safety inspections of English Village playgrounds -- summer 2025
- . Driveway's in East Wherry's Family Housing -- summer 2025



Quarterly Bulk Trash Pick-Up Schedule:



Monday: April 7, 2025
Monday: July 7, 2025
Monday: October 6, 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 stands, 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 | ■ Batteries (all types) |
| ■ Lawn and garden products | ■ Fluorescent light tubes |
| ■ Household pesticides | ■ Painting supplies |
| ■ Automotive products | ■ 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 resident's responsibility to ensure this has been accomplished. A note indicating the resident'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 trash 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.

Building 6652 ~ (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 Saturdays, Sundays & Holidays

REFUSE PICK-UP SCHEDULE:

- **Thursdays:** Both regular (brown) and recyclable (blue) containers.

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 residents can request to have a large dumpster temporarily placed at their residence.

. POC FOR DUMPSTER PLACEMENT .

Dona Curry, POC/Refuse Contract
Phone: (435) 831-3432 or (435) 830-0845

dona.w.curry.civ@army.mil



○ CERTIFIED CLEANING TEAMS:

If you are interested in becoming a Certified Cleaning Team, please contact the Army Housing Manager.



○ 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 place your name and telephone number on the sign-up sheet posted on the bulletin board located in the Army Housing Office.

○ 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 (semi-annual for dorms). Residents will be contacted in advance to schedule their PM inspections.

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 for protection of personnel and property.

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

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

.SELF-HELP PROGRAM.

.HOURS OF OPERATION.

Building 5030 ~ (435) 831-3436

Monday & Tuesday	2:00 P.M. to 7:00 P.M.
Wednesday thru Saturday	9:00 A.M. to 7:00 P.M.
Closed for lunch	1:30 P.M. to 2:00 P.M.
Closed on Sunday's & Holidays	

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
CO2 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 be used by the occupant for their assigned residence.



.RESIDENT RESPONSIBILITIES.

- Resident 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 (DPG Services JV LLP does this twice a year)
- Controlling ants, rodents, roaches, pests, etc.



- 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 via an approved Exception to Policy (ETP) routed through the Army Housing Office.

- **New New New**

Lawn Care 101 on the [Housing Office SharePoint](#)
YouTube videos for Growing a Lawn from Seed, Watering a New Lawn, and Patching Bare Spots

~ Self-Help has salt for your water softener ~

.POLICY & REGULATION REMINDERS.

.RVS & TRAILERS.

Recreation Vehicles (RVs) will not be parked in the housing area longer than 36 hours at a time.

Utilities may only be hooked up to the RV for the purpose of cleaning and/or changing batteries for a period not to exceed 24 hours.

RVs, boats, and trailers are not to be stored in overflow parking areas or vacant housing unit driveways.

For information regarding the RV Storage Lot, contact the Fitness Center at (435) 831-2705.

.INSPECTIONS.



Weekly yard and ground inspections will be conducted by 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 Resident 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, 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 resident must register their guest with the Visitor Control Center (VCC), as well as notify the Army Housing Office.

Residents 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.

.COMMUNITY VICTORY GARDEN.

The Community Victory Garden
is currently undergoing
numerous upgrades.



Point of Contact:
MWR at (435) 831-2705



.ETP (Exception to Policy) REQUESTS. (PER DPG POLICY 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 point of contact. Requests for exceptions will be forwarded through the Army Housing Office (AHO) via a fillable PDF (with digital signature, if possible), to the Directorate of Public Works (DPW) and the Garrison Manager for approval/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 requester (resident) is required to schedule a final inspection with Dugway Cable TV and the Government Housing 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 requester will be notified via e-mail and receive a copy of their approved/disapproved ETP.



.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, "Resident 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*



... REMINDER ...

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

.COMMUNITY DOG PARK.

Dugway's Dog Park is located on 5th Street in 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 not permitted to run freely in any other open area or playground without being on a leash, with the exception of a fenced-in area behind the resident's housing unit.

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

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, chipped, 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 so that an appropriate work order can be submitted.



.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

Building 5031 . Phone (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*

