

HEADQUARTERS  
EUROPEAN COMMANDCIRCULAR  
No. 22

APO 403

16 January 1952

Effective until rescinded or superseded

APPLICATION FOR MOVEMENT OF DEPENDENTS, HOUSEHOLD GOODS,  
AND AUTOMOBILES TO THIS COMMAND AND ASSIGNMENT OF LIVING ACCOMMODATIONS

1. General. a. Rescission. EUCOM Circular 22, 1950, as changed.
- b. References. (1) SR 55-730-1/AFR 75-17, as changed.  
 (2) AR 55-107/AFR 75-48.  
 (3) Joint Travel Regulations 1950, as changed.  
 (4) AR 35-1465/AFR 173-74, as changed.  
 (5) SR 35-1465-15/AFR 173-127, as changed.  
 (6) SR 55-765-5/AFR 75-26D, as changed.  
 (7) DA Pamphlet 29-14/AF Manual 75/15, May 1948, as changed.  
 (8) EUCOM Circular 2, 1950, as changed.  
 (9) EUCOM Circular 3, 1951, as changed.  
 (10) SR 55-160-21/AFR 75-59.
- c. Purpose. The purpose of this circular is to prescribe certain general policies and procedures which will serve as a guide for personnel concerned with the movement of dependents to and within the European Command, quartering accommodations for dependents of military and civilian personnel, shipment of household goods and privately owned automobiles.
- d. Dependents. The term "dependents" for the purposes of movement at government expense and assignment of quarters will be as defined in Joint Travel Regulations 1950, as changed; CFR T3; AFM 40-1, AFT 11 (Appendix 2) and SR 35-1465-15/AFR 173-127, as changed.
- e. Transportation of dependents and household goods at government expense is authorized in accordance with directives listed in paragraph 3, SR 55-765-5/AFR 75-26D, as changed.
- f. Automobiles. Except for US Navy personnel, the provisions of SR 55-160-21/AFR 75-59, will govern the transportation of privately owned automobiles to the European Command. Personnel who make application for shipment of a privately owned automobile in accordance with this circular and who, by reason of circumstance beyond their control, find it necessary to dispose of such vehicle by sale, trade, transfer or barter, prior to or immediately upon receipt thereof in this command, will submit to his commanding officer a declaration of intention to dispose of the vehicle. The declaration will contain the name, organization, and APO of the individual to whom the vehicle will be transferred, the reason therefor, the manner of disposal, whether by sale, trade, gift, or barter, and the amount and/or kind of consideration involved. (HICOG personnel will submit such declaration to the US High Commissioner for Germany (Attn: Dir, Office of Adm).)
- g. Priority Index. The priority index for approval of applications for movement of dependents and household goods overseas will be computed on the following basis:
- (1) Applicants departing from the continental United States on or after 1 April 1950 accrue one point for each completed month of overseas service on the current tour; no credits accruing for prior overseas service.
- (2) Applicants departing from the continental United States prior to 1 April 1950 will accrue two credits for each completed month of overseas service on the current tour plus one credit for each completed month of service on previous tours of overseas service subsequent to 7 December 1941.

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(3) No credits accrue for any month during which dependents were present in oversea commands on previous tours or where personnel were in bachelor status.

2. Dependents of US Military Personnel. a. Eligibility. (1) All US forces officers, warrant officers, and enlisted personnel of pay grades E-5, E-6, and E-7 are eligible to apply for transportation and quarters for their dependents, provided they are scheduled by volunteer commitment of service, commission or enlistment, and current rotation criteria to remain in the European Command at least one year from the date of arrival of their dependents. *Responsible to Add.*

(2) US forces enlisted personnel in pay grades E-4 or below may apply for transportation of their dependents on a space available basis at no expense to the government provided:

(a) Their permanent duty station is located outside Germany.

(b) That upon arrival of their dependents, they will have at least one year remaining on their current tour.

(c) They understand that if subsequently transferred to a permanent duty station within Germany in pay grade E-4 or below, their dependents will not be permitted to accompany them in view of current regulations which do not permit dependents of enlisted personnel in these categories to reside in Germany.

(d) Sponsor certifies that he understands it is his responsibility to obtain living accommodations on the local foreign economy and that he is financially able to defray costs of rental, maintenance, utilities, and upkeep.

(3) Enlisted personnel in pay grade E-4, within the purview of d, below, who meet the requirements of (2), above, may be afforded transportation of their dependents in their permanent duty station at government expense.

b. Dependents of Naval Personnel. Naval personnel assigned to the European Command will submit applications for transportation and quarters for dependents under the procedure established by this circular and in the same manner as prescribed for other US military personnel, except that post and Air installation commanders will forward the applications to the Commander, US Naval Forces, Germany, APO 403, US Army, instead of to this headquarters. All actions prescribed for the Adjutant General, this headquarters, will be accomplished by the Commander, US Naval Forces, Germany, in accordance with pertinent Department of the Navy regulations.

c. Dependents of Air Force Personnel. Personnel of the Twelfth Air Force and special category Army personnel assigned or attached to Air Force organizations in continental Europe will submit applications for movement of and/or quarters for dependents in accordance with the policy and procedures established by this circular. Applications submitted by military and civilian personnel assigned to the Twelfth Air Force will be forwarded by the military post or Air installation commander concerned to this headquarters through the Commanding General, Twelfth Air Force. Applications for movement of dependents, household goods, and automobiles for Air Force personnel assigned to principal US Air Force commands stationed in continental Europe will be processed in accordance with the policies established in this circular and in accordance with the specific procedures as prescribed by the Commander-in-Chief, US Air Forces in Europe.

d. Dependents of Enlisted Personnel with Seven Years Service Promoted to Pay Grade E-5. (1) Enlisted personnel who proceeded to this command in pay grade E-4 are entitled, upon promotion to pay grade E-5, to assignment of government quarters and transportation of their dependents at government expense from the place to which dependents were moved under the provisions of paragraph 7005, Joint Travel Regulations, 1950, to their current oversea station provided:

(a) The sponsor was in grade E-4 with seven or more years of service prior to relief from the last permanent duty station in the Zone of Interior.

(b) Such relief was on or after 25 June 1950. Enlisted personnel promoted to pay grade E-5 who do not meet the provisions outlined above are not

entitled to overseas transportation of dependents at governmental expense. They may be afforded transportation on a space available basis only.

3. Dependents of US Civilian Personnel. a. Eligibility. - Civilian personnel who are US citizens and are employed by an agency of the US Government are authorized quarters for their dependents within the US areas of responsibility in Germany and Rhine Military Post, subject to the following restrictions:

- (1) Eligibility is limited to personnel indicated in Annex B of this circular.
- (2) Civilian personnel who are US citizens (without regard to grade) are eligible to apply for transportation of dependents at government expense, provided:
  - (a) Their permanent duty station is located outside Germany.
  - (b) They understand that if subsequently transported to a permanent duty station within Germany in pay grade GS-6 or below, or the equivalent, their dependents will not be permitted to accompany them in view of current regulations which do not permit dependents of civilian personnel in these categories to reside in Germany.
  - (c) Sponsor certifies that he understands it is his responsibility to obtain living accommodations on the local foreign economy and that he is financially able to defray costs of rental, maintenance, utilities, and upkeep.
- (3) Individuals must be scheduled to remain in this command at least one year subsequent to the arrival of their dependents, or in the case of HICOG personnel, on permanent change of station orders. In areas where HICOG is responsible for the administration of family housing (i.e., Frankfurt and any other areas subsequently designated), the provisions of this paragraph will not apply to HICOG personnel. A certification will be attached to the EC Form 325 (Request for Movement of Dependents to the European Command) signed by the subject employee, that he intends to remain as a civilian employee in this command for a period of at least 14 months from the date his application is forwarded to this headquarters. A responsible operating official will endorse the form certifying that the position to which subject employee is assigned is reasonably expected to last for the additional 14-month period. Both of the certifications will be attested to by the responsible civilian personnel officer as being consistent with the records on file in the civilian personnel office. This certification will also apply to those employees serving their original employment agreement.

b. Dependents of US Citizen Employees of the American Red Cross Serving with the US Forces. Transportation of dependents, household goods, and automobiles may be furnished upon payment of prescribed subsistence and port charges aboard government vessels on a space available basis. Post commanders will forward to this headquarters the applications submitted by American Red Cross personnel through the Office of the Director of Operations, American Red Cross, European Command. This headquarters will refer approved applications to the American Red Cross Liaison Officer, this headquarters, for transmittal to American Red Cross National Headquarters, Washington, D. C., where arrangements will be made for travel orders for dependents concerned. Individual transportation in Germany on DUS military trains and movement of household goods within Germany on military warrant will be provided on a permanent change of station without charge to the individual.

c. Dependents of US Citizen Employees of Nonappropriated Fund Agencies, US Governmental Agencies Other than US Forces, and Other Specified Agencies. US citizens who are civilian employees of nonappropriated fund agencies, US governmental agencies other than the Department of the Army, Navy, or Air Force, and employees of certain other assimilated agencies as specifically provided for in EUCOM Circular 2, 1950, and who further qualify under the provisions of this circular, are eligible for dependents' quarters. Transportation for dependents, automobiles, and household goods may be furnished for these categories on US Government transports on a space available basis and upon payment of prescribed subsistence and port charges. No charge will be made for ocean freight. Individual transportation in Germany on DUS military trains and movement of household goods within Germany on military warrant will be provided on permanent change of station without charge to the individual.

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4. Dependents of Other than US Personnel. Key personnel employed by agencies of the governments of the United Kingdom, France, and the United Soviet Socialist Republic will be provided support in accordance with the provisions of EUCOM Circular 2, 1950. Transportation for duty travel within Germany on DUS military trains will be provided without charge to the individual. Transportation arrangements and expenses outside Germany will be the responsibility of the individual. Citizens of allied or neutral countries who are civilian employees of the Department of the Army, Navy, Air Force, or other US governmental agencies, nonappropriated fund agencies, and accredited commercial agencies in the US areas of responsibility in Germany and Rhine Military Post, or who are permitted entry in other civilian status, will not be authorized dependent-type quarters. This provision will not apply to HICOG employees who are located in areas where that organization is responsible for the administration of housing.

5. Miscellaneous Provisions. a. Transportation of Dependents from the United States to this Command by Commercial Means. Personnel (other than HICOG) who desire their dependents to travel to this command by commercial means, for the purpose of residing with their sponsors, will make applications under the provisions of this circular. In all cases, applications of HICOG personnel requesting travel by commercial means or aboard US Government transportation will be forwarded by the post commanders direct to the US High Commissioner for Germany (Attn: Dir, Office of Admin). Reimbursement for commercial travel from the United States to this command is not authorized. *SEEC-1*

b. Restriction on Shipment of Unaccompanied Children, Infants, and Pregnant Dependents Aboard US Government Transportation. (1) The restrictions on shipments aboard US Government surface transportation of unaccompanied children, infants, and pregnant dependents as contained in SR 55-730-1/AFR 75-17, as changed, will govern.

(2) Dependent children (male and female) between the ages of six weeks and twelve years will be accepted for transportation by Military Air Transport Service (MATS) to any overseas destination when accompanied by one responsible adult. Children over 12 years of age who are eligible for government transportation will be accepted for transportation by MATS as adults without parents or sponsors.

c. Unaccompanied Dependents Arriving in Bremerhaven. Dependents who arrive in Bremerhaven unaccompanied by their sponsor will be transported to their final destination by rail. Dependents will be met by escort personnel either at the destination or at the final rail point serving the destination. Sponsors will not travel to Bremerhaven to meet their dependents, nor will they arrange to meet them at intermediate points.

d. Movements Within the European Command. (1) Personnel awaiting change of duty station within the European Command are authorized to apply for family quarters at their new station up to 60 days in advance of actual movement, provided official orders have been issued for the move. A sponsor whose dependents are present in the European Command will not, however, be eligible for assignment of, or be assigned quarters for his dependents at the new station at a date earlier than that on which he is actually physically transferred to that station. This provision will in no case apply to personnel or units prior to their arrival in the European Command.

(2) Personnel residing with their dependents in this command, upon receipt of orders reassigning them to another military post or Air installation within the command, will request the commander of the post or Air installation in which they are located to contact the post or Air installation commander at the destination for authority to move dependents, authorized baggage, and household furnishings to that post. If quarters are not available at the new station within thirty days, the sponsor will obtain a certificate from the commanding officer to that effect, together with the approximate date quarters will be available. Dependents may retain quarters at the old station until adequate quarters are available at the new station. In all cases, the new station will notify the old station when quarters have been assigned. A sponsor

*C-1* transferred within Germany or within the European Command to Germany will take a position on the waiting list for quarters at his new station with priority dating from his departure from the Zone of Interior on his current oversea tour.

(3) Should a sponsor whose dependents are in Germany refuse to take advantage of an offer of adequate quarters, the post or Air installation commander where the dependents are located will report such families to this headquarters (Attn: P&A Div) for appropriate disposition. Regardless of published standards, for this purpose post or Air installation commanders will determine adequacy of quarters.

(4) Families of personnel transferred from Germany to European Command installations outside Germany will normally be authorized to retain family quarters at the former station for 90 days. At the end of this period, post or Air installation commanders will report such families to this headquarters (Attn: P&A Div) for appropriate disposition. *(5) Added C-1*

e. Dependents Residing in Foreign Countries. Sponsors whose dependents are residing in a foreign country will be required to execute EC Form 325 for movement of their dependents to the European Command in the same manner as if the dependents were located in the Zone of Interior. Necessary action to effect entry into the Federal Republic of Germany, including instructions to the applicant and dependents, and necessary travel clearance will be taken by the Adjutant General, this headquarters.

f. Dependents Residing in the Federal Republic of Germany. Sponsors whose dependents are residing in Germany and who desire to have them reside in a dependency status in the European Command will be required to execute EC Form 325, even though no transportation is involved. A recognized dependency status will not be granted prior to approval of the EC Form 325 at post level. The application for quarters will be accompanied by evidence to substantiate dependents authority to be in Germany: Allied High Commission for Germany Permit or a German visa stamped in the passport or evidence of employment with an accredited agency. Post or Air installation commanders will be responsible for the authorization of dependents to be in Germany and, upon assurance thereof, will return evidence of such authority to the applicant. Such sponsors are eligible for assignment of quarters under the same priority system as prescribed for others provided they are scheduled to remain in the command for at least one year subsequent to the assignment. Upon the assignment of quarters, the original application and the date of occupancy of quarters will be forwarded, through channels, to this headquarters (Attn: AG Div) for information only. Exceptions will be referred to this headquarters for consideration, prior to the assignment of quarters.

*Rescinded by EUCOM USAREUR WAF D. 50 195*  
g. Dependents Who Are German Nationals. US personnel in the European Command who acquire or have acquired dependents, except adopted children, who are German nationals within the purview of paragraph 7b, EUCOM Circular 3, 1951, as changed, and AFR 35-39, as changed, will not be furnished government housekeeping quarters.

h. Dependents Acquired During Leave or Temporary Duty. Military and civilian personnel who marry while on leave or temporary duty in the Zone of Interior or elsewhere may submit application for quarters as prescribed in paragraph 8. Such dependents have no statutory right to transportation at government expense, regardless of the grade or rating of the applicant, although consideration will be given to transportation on a space available basis.

6. Preparation of Application for Movement of Dependents, Shipment of Household Goods and Automobiles of US Personnel to the European Command. a. General. (1) Application for the movement of dependents, shipment of household goods and privately owned automobiles, (except HICOG and Navy pers), whether eligible for transportation at government expense or on a space available basis, will be submitted to this headquarters on EC Form 325 (Request for Movement of Dependents to the European Command). This form may be requisitioned through normal publications supply channels. Applications for HICOG personnel will be processed in accordance with the provisions of paragraph 1f and 7b, and for Navy personnel in accordance with the provisions of paragraph 2b.

(2) Application for the transportation of household goods may be submitted by eligible personnel who do not have dependents, whose dependents are present in the command, or who have dependents but do not desire that they be transported to

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this command. Such application will be submitted on EC Form 325 supported in sextuplicate by Standard Form 116 (Application for Transportation of Household Goods) (see Joint Travel Regulations), or if not available, DA AGO Form 55-119 (Request for Shipment of Authorized Baggage), and six copies of travel orders authorizing applicant's permanent change of station to this command. This procedure will also apply and separate application will be submitted in those instances where movement of dependents is desired, and location of the household goods is at a location other than that cited for dependents. The provisions of this subparagraph will not apply to shipment of baggage within the hold baggage allowance of sponsors prescribed in SR 55-160-1/AFR 75-33.

(3) Application for shipment of a privately owned automobile may be submitted by eligible personnel without regard to rank, grade, or whether or not they have dependents by utilizing application EC Form 325. Applicants must have fourteen months remaining to serve on their current oversea tour at the time of submission of application for shipment of a privately owned automobile. Civilian personnel will support their application by a certificate substantially as that described in paragraph 3a(3).

(4) Applications which include dependent children, mothers, and fathers, will be supported by the appropriate certificates shown in Annex A.

(5) Applications submitted by personnel on duty with this command who desire dependents attending school in the Zone of Interior to join sponsor's family during school vacations will be submitted on EC Form 325, specifically indicating the following additional information concerning the dependents:

(a) Exact date of availability for travel.

(b) Forwarding address.

(c) The address to which moved under the provisions of paragraph 7005, Joint Travel Regulations, or last stateside permanent change of station address of sponsor.

(6) Applicant will indicate whether dependents cited have been previously furnished transportation to this command at government expense during current oversea tour of duty. Initial round trip journey will be at government expense; all subsequent journeys will be authorized on a space available basis only.

(7) Applications for shipment of household goods or a privately owned automobile will be accompanied by EC Form 55-17 (Notification of Permanent Station address), and EC Form 22 (Notification of Military Post Address). (See EUCOM Circular 167, 1951.)

b. Dependents Other than Those Defined in Joint Travel Regulations 1950.

Application for transportation of dependents other than those defined in paragraph 7001, Joint Travel Regulations, will be supported by the certificate shown in Annex A (appropriately modified to suit individual relationship), together with the following additional information:

(1) A cogent reason will be cited (e.g., compassionate or humanitarian) wherein circumstances are outlined justifying the necessity for the travel requested.

(2) A statement that the dependent concerned will remain in the oversea command until expiration of sponsor's oversea tour of duty or employment agreement and will be a permanent member of his immediate household upon return to the Zone of Interior.

c. Alien Dependents. Applications submitted in behalf of alien dependents, in addition to statements under the provisions of b(1) and (2), above, will be supported by certification indicating sponsor's intention to support a petition for an immigration visa authorizing legal entry into the United States for the dependent concerned.

7. Action by Commands. a. Unit Commanders. Unit commanders will, as far as practicable, verify all statements in applications, indicate the appropriate action, and forward them to the commanding officer of the appropriate military post or Air installation without delay.

b. Military Post and Air Installation Commanders. (1) The military post or Air installation commander will screen applications to determine eligibility of applicants and will establish applicants on the housing waiting list for his command, in accordance with procedure outlined in paragraph 8.

(2) Applications for movement of dependents located within the continental limits of the United States will be forwarded to this headquarters whenever it is determined that permanent family-type quarters are available or will be available within a period of 60 to 90 days from the time the application is approved at post level, either at the sponsor's station of assignment or at some location within the geographic limits of the military post or Air installation concerned. Applications for the movement of dependents overseas may be submitted to this headquarters at any time quarters become available or are forecasted to become available for the sponsor. Where, in the opinion of military post and air installation commanders, suitable temporary-type family quarters can be utilized for quartering family units, application for movement of a like number of family units on a voluntary basis may be approved and their movement to such temporary housing initiated pending the availability for assignment of permanent housing. The assignment of temporary housing under the above procedure will not affect the sponsor's position on the waiting list for permanent housing.

(3) Applications submitted for movement of dependents residing in foreign countries as outlined in paragraph 5e, will be forwarded to this headquarters within 30 days prior to the availability of permanent family-type quarters at the sponsor's station of assignment or at some location within the geographic limits of the military post or Air installation concerned.

(4) Applications retained by post or Air installation commanders because of lack of dependent-type housing until a date upon which the applicant becomes ineligible under the provisions of paragraph 2a will be returned to the applicant not favorably considered.

(5) In the event an application constitutes a request for an exception to policy, or a doubt exists as to the eligibility of the applicant, it will be forwarded to this headquarters immediately for consideration, and in the interim period applicant will be established on post or Air installation housing waiting list in accordance with the procedure outlined above, and in paragraph 8.

(6) Applications forwarded to this headquarters will be submitted in one copy and will be supported by a copy of the applicant's permanent change of station order effecting his oversea movement to this command from the Zone of Interior, together with copies of orders or certification, if applicable (see (11), below) changing the period of service or tour of duty status of the applicant.

(7) Applications for personnel desiring commercial travel will indicate in the forwarding indorsement the date quarters will become available. If quarters are immediately available, the application will so indicate.

(8) In areas where post commanders are responsible for the administration of joint HICOG-Army housing, applications for HICOG personnel will be forwarded by post commanders directly to the office of the US High Commissioner for Germany (Attn: Dir, Office of Admin).

(9) Applications for movement of household goods and/or privately owned automobiles will be forwarded to this headquarters immediately upon determination of applicant's eligibility.

(10) Dependents who proceed to Germany as a result of an approved application for movement of dependents, will normally go direct to the military post or Air installation responsible for granting the original approval. However, should the sponsor be transferred to a new housing area prior to the arrival of his dependents in Germany, and permanent family type quarters are available at the new station, the dependents will proceed to the sponsor's new station assignment. Post and Air installation commanders will effect necessary coordination with Bremerhaven Port of Embarkation or the 7705 Air Returnee Center to accomplish the procedure as set forth above.

(11) ~~At the date the application for government quarters and for the movement of dependents overseas, (EC-Form 325), is forwarded to this headquarters, the~~

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applicant must have 14 months of service remaining on his present tour of duty or employment agreement or the application must be accompanied by a signed request for a personnel action which, if approved, will accomplish the extension of tour or employment agreement to a total of at least 14 months.

c. The Adjutant General, this headquarters. (1) The Adjutant General, this headquarters, will prepare and forward twice monthly to The Adjutant General, Washington 25, D. C., and to each Zone of Interior Army area, consolidated movement lists for the unaccompanied movement of dependents whose sponsors preceded them to this command. Consolidated lists of applications for the movement of privately owned automobiles will be forwarded to the Chief of Transportation, Department of the Army, Washington 25, D. C., twice monthly. Upon receipt and approval by this headquarters of EC Form 325, a letter authorizing application for a no fee passport will be forwarded to the dependent concerned. Transportation of dependents and automobiles contained on consolidated movement lists can normally be anticipated approximately 60 days subsequent to receipt of the lists by the Zone of Interior Army area concerned.

(2) Deferment and/or cancellation of travel of dependent family groups appearing on European Command movement lists will, upon receipt of such deferment or cancellation from the Department of the Army, be forwarded to post or major commanders as soon as practicable for readjustment of housing waiting lists established under the provisions of paragraph 8.

8. Assignment of Living Accommodations. a. Policy. (1) Personnel groups as prescribed in this circular will be used solely for the purpose of assigning living accommodations and will not be construed as establishing equivalent rank. The allocation of available housing to each category will be guided by the requirement in that category. When changing requirements cause the waiting periods for family housing to vary widely among the various grade groups, commanders administering housing will change the category of appropriate housing units as they become vacant, in order to reduce inequities. As a general rule, the average waiting period in any category will not be permitted to differ by more than 60 days from the average waiting period in any other category. When long delays are caused by a shortage of houses with four or more bedrooms, three bedroom houses may be substituted therefor. In categories I and II, minor exceptions to the foregoing policy may be made at the discretion of the commander concerned.

(2) For the purpose of assignment of family housing, the husband's status determines the family's eligibility. Exceptions will be made only in the following cases:

- (a) When the husband is mentally or physically incapacitated.
- (b) When there are other dependents and the husband is not present.
- (c) Special cases involving reduction in grade, temporary change in status of the husband, or other special considerations, but only when approval for occupancy of quarters is obtained from this headquarters.

(3) Housing Areas. This headquarters has designated boundaries for specific geographical areas for the housing of the families of personnel stationed in those areas. Effort will be made to assign the sponsor to quarters in the housing area of his duty assignment, where his requirement will take priority over that of any individual whose duty assignment is elsewhere. However, subject to the over-all availability of housing, post and Air installation commanders may assign the sponsor to permanent family-type quarters at any other housing area within the post or Air installation concerned where there is housing in excess of local requirements.

(4) Scale of Accommodations. Published standards contained in EUCOM Engineer Bulletin No. 4, 1951, as changed, will be used as a guide in assigning living accommodations. Nevertheless, post and Air installation commanders will determine the adequacy of family quarters in each housing area, according to the size and types of



quarters available. The standard for housing bachelor officers and civilian personnel will be two rooms for each field grade officer and civilian of comparable grade and one room for personnel of the lower grades and for unaccompanied officers of all grades who are being paid quarters allowances for dependents and for civilians of all grades who have applied for shipment of dependents. Approval will not be granted for movement of families into any housing area until provision is made for the housing of bachelor officers, civilians, and unaccompanied officers within the prescribed standard. Where no alternative is provided, family housing will be utilized for bachelor billeting.

(5) Exceptions for HICOG. In the assignment of quarters to HICOG representatives in the respective Land Kreis, the fact that these individuals are the local official emissaries of the US Government will be taken into consideration. In order for them to accomplish their missions, these officials must be assigned suitable houses regardless of their rank, marital status, or the size of their families. Military post or Air installation commanders will designate position houses as residences for resident officers and other key HICOG officials specifically designated by this headquarters. With the exception of the position houses for particular individuals as referred to above, it is desired that all EUCOM-controlled housing be administered uniformly for all personnel authorized such housing. There is no objection to minor exceptions to policy in order to house HICOG personnel in a particular area or building, if such exceptions are in the best interest of all concerned.

b. Procedure for Grouping Civilians. Civilian employees of agencies of the US Government, European Exchange Service, American Red Cross, and the International Refugee Organization are grouped for the purposes of accommodations in accordance with Annex B. Employees of other accredited agencies (EUCOM Cir 2, 1950), may obtain applicable civilian groupings for their personnel on application to the commander of the post or Air installation in whose area they are located. The personnel sub-group into which an individual shall be placed will be determined by the post or Air installation commander on the basis of a comparison of duties and responsibilities with those of Department of the Army or Air Force civilian employees. Application will include the following information:

(1) Title of position and description of duties, together with the number of persons in the same or similar position.

(2) Specific duties in relation to the mission which warrant consideration.

(3) Recommended civilian groupings.

(4) Military post or Air installation commanders may require the inclusion of such additional information as may be necessary to enable higher headquarters properly to evaluate applications. In the case of certain agencies of the British and French High Commissioners, such as Land Observer staffs, post commanders will coordinate with the US Consulate General in the area concerned and regardless of rank, marital status, or size of families, those individuals will be assigned quarters suitable to insure successful accomplishment of their mission. In areas where HICOG is responsible for the administration of family housing, the provisions of this paragraph are not applicable.

c. Basic Procedure for Assigning Accommodations. - (1) For the purpose of selecting and assigning housing, post and Air installation commanders will establish a waiting list for quarters within each housing and personnel group (see Annex B), by using the date of departure from the Zone of Interior on current overseas tour for assignment of quarters to each eligible individual. The names of individuals who become eligible for quarters after arrival in the command will be entered on the waiting list for housing as of the date of submission of initial request for assignment of quarters. Should any individual refuse to accept adequate quarters offered as a result of this action subject to local housing requirements, post or Air installation commanders may drop the name of such individual to the last position on the then existing waiting list of his group. Ties in competition for living accommodations within housing groups will be resolved by using the date of rank for military personnel and date of grade in the case of civilian personnel.

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(2) Except for special priorities as provided in paragraph 5d, no distinction will be made between sponsors whose families are already in the European Command and those sponsors whose families are still in the Zone of Interior. One waiting list will be maintained for each housing and personnel group.

(3) An individual promoted into a new category while awaiting housing will be transferred to the waiting list for his new category with priority based upon departure from the Zone of Interior on his current tour. In cases where travel for his dependents already has been approved before the promotion took place, the individual may be assigned housing in his new category provided this assignment does not take precedence over anyone in the new category whose application for the movement of dependents to this command has been approved or whose date of departure from the Zone of Interior is of an earlier date. An individual already assigned housing and promoted into a new housing category may apply for quarters in his new housing category subject to the availability as determined by the post or Air installation commander.

(4) In cases where dependents have returned for any reason to the Zone of Interior and quarters have been relinquished, the sponsor may reapply for assignment of quarters with his priority on the housing waiting list dating from date of submission of his second or succeeding applications for assignment of quarters and movement of dependents to this command.

(5) Within each housing group sponsors will be authorized to choose housing that is smaller than adequate for their families under current standards in order to move their families from previous stations or from the Zone of Interior. Such choice will not entitle automatically movement to adequate quarters at a later date, but post and Air installation commanders may make later adjustments at their own discretion to alleviate hardship or to make equitable assignments.

(C) &amp; (T) ADDED C-1

(AG 292.510 GPA - Heid Mil 8617)

BY COMMAND OF GENERAL HANDY:

OFFICIAL:



L. V. WARNER  
Colonel, AGC  
Adjutant General

DANIEL NOCE  
Major General, GS  
Chief of Staff

DISTRIBUTION: A

ANNEX ACERTIFICATE FOR TRANSPORTATION OF DEPENDENT CHILDREN

I, \_\_\_\_\_, certify that \_\_\_\_\_  
 (is) (are) my \_\_\_\_\_ (child) (children), will be \_\_\_\_\_ years of  
 (legitimate) (step) (adopted)  
 age, respectively, at next birthday, and (is a member) (are members) of my household;  
 and that said (child is) (children are) not possessed of property or income adequate  
 for (his or her) (their) support and education; that (he or she) (they) (is) (are) not  
 the beneficiary, or beneficiaries, either directly or through others of any trust or  
 estates entitling (him or her) (them) to income adequate for (his or her) (their) sup-  
 port and education; that said (child is) (children are) in fact now and at all times  
 solely dependent upon me; that in all respects I maintain the (child) (children) at my  
 own expense and from my own resources and am not reimbursed therefor directly or in-  
 directly in any manner or from whatsoever; and (in the case of officers drawing rental  
 and subsistence allowances with dependents, including wife, this clause may be omitted)  
 that evidence of the (child's) (children's) dependency upon me and my maintenance of  
 (him or her) (them) has been filed with my pay accounts and is hereby made a part  
 thereof.

\_\_\_\_\_  
 (Signature) (SN)

\_\_\_\_\_  
 (Grade)

\_\_\_\_\_  
 (Organization) (APO)

CERTIFICATE FOR TRANSPORTATION OF MOTHER OR FATHER

I, \_\_\_\_\_, certify that my (mother) (father) is (Mrs.) (Mr.)  
 \_\_\_\_\_ who lives at \_\_\_\_\_, that the  
 amount required for my (mother's) (father's) reasonable and proper living expenses is  
 from \_\_\_\_\_ dollars to \_\_\_\_\_ dollars per month; that for the period from \_\_\_\_\_  
 to \_\_\_\_\_ I have contributed to the support of my (mother) (father) without any consid-  
 eration therefor or hope or expectation of return therefrom the sum of \_\_\_\_\_ dol-  
 lars per month; that the total gross income of my (mother) (father) from all sources  
 (including in such income any payment or contribution of others toward (her) (his) pro-  
 portionate share of household or living expense) other than my contribution has not  
 exceeded and does not exceed \_\_\_\_\_ dollars per month or \_\_\_\_\_ dollars per  
 year from the period from \_\_\_\_\_ to \_\_\_\_\_; that the living expense actually  
 incurred by my (mother) (father) during the period \_\_\_\_\_ to \_\_\_\_\_ amounted  
 to from \_\_\_\_\_ dollars, to \_\_\_\_\_ dollars each month.

\_\_\_\_\_  
 (Signature) (SN)

\_\_\_\_\_  
 (Grade)

\_\_\_\_\_  
 (Organization) (APO)

CIR 22

ANNEX BTABLE OF HOUSING GROUP, PERSONNEL SUB-GROUPS,  
AND COMPARABLE RANKS AND GRADES

Housing & Pers Groups	Pers Sub- Groups	Military Ranks	Civilian Grades					
			GS	CPC	State Dept	IRO	EES	ARC
I		General Officers						
		Senior Civilian Officers	To be determined by the Director, Personnel and Administration Division, EUCOM		FSO 1&2* FSR 1&2* Consul General			
II	1	Colonel	18 17 16 15 14		FSO 1&2 FSR 1&2 FSS 1 FSS 2 FSO 3 Consul	18	25 23-24	
III	1 2 3 4	Lt Col  Major	13 12		FSS 3 FSO 4 FSS 4 FSS 5 & 6	13 12	17 16	21-22 18-19-20
IV	1 2 3 4 5	 Captain 1st Lt	11 10 9		FSO 5 FSS 7 Vice Consul FSS 8 FSO 6 FSS 9	11 10 9	14-15 13 12	17 16 15
V	1 2 3	2d Lt WO	8	10	FSS 10	8	11	14
VI	1	NGO, Pay Grades 5, 6, and 7	7	9	FSS 11	7	10	

\*Individuals who, because of their position and service, are designated by the US High Commissioner for Germany as being within this category.