

Headquarters  
U.S. Army Armor Center and Fort Knox  
Fort Knox, KY 40121  
15 March 2001

\*Fort Knox Reg 210-9

## Installations

### FORT KNOX AREA MAYORS' PROGRAM

**Summary.** This regulation outlines implementing instructions, responsibilities, and guidance to establish a program for Fort Knox family quarters.

**Applicability.** This regulation applies to all occupants of Fort Knox family quarters and all units and activities stationed at Fort Knox.

**Suggested Improvements.** The proponent of this regulation is the Garrison Commander, Fort Knox, Kentucky. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, USAARMC, ATTN: ATZK-GC, Fort Knox, Kentucky 40121-5000.

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1. Purpose. To establish policies, procedures, and responsibilities for implementation of the Fort Knox Area Mayors' Program.

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\* This regulation supersedes Fort Knox Reg 210-9, 10 November 1999

2. General:

a. The Fort Knox Area Mayors' program is intended to improve the quality of life for Fort Knox families residing in Government quarters by implementing a system which is responsive to the needs of the housing occupant community; improving the flow of information between housing occupants and the commander and staff of Fort Knox; promoting community unity; expeditiously solving problems adversely affecting the housing community; facilitating family housing planning; and complementing existing community life programs.

b. The Area Mayors' Program is administered, controlled, and monitored by the Fort Knox Garrison Commander.

c. The Fort Knox family housing community is divided into 19 areas (Appendix A); each area has a listing of quarters in that area (Appendix D); and an appointed Area Mayor.

d. Area Mayors will be identified for each housing area by the Major Subordinate Command's (MSC) Commander or Command Sergeants Major.

e. Area Mayors are primarily advisors to the MSCs and the Garrison Commander regarding community life issues within the Fort Knox family housing areas.

f. All Area Mayors are members of the Fort Knox Area Mayors' Council. The Council is chaired by the Garrison Commander and meets quarterly to address issues which impact on community life within the housing areas. Other permanent council members include: Directorate of Base Operation Support, Chief Family Housing Division, Law Enforcement Command, Provost Marshal, Public Affairs Officer, Staff Judge Advocate, Staff Chaplain, representatives from the 1st Armor Training Brigade, 16th Cavalry Regiment, U.S. Army Recruiting Command, U.S. Army Medical Department Activities, U.S. Army Dental Department Activities, 2d Region ROTC, NCO Academy Commandant, Family Liaison Officer, and any other members as determined necessary by the Garrison Commander. A representative of the Inspector General's office, and the Fort Knox Area Office, Louisville District, Corps of Engineers are invited to attend all meetings.

g. Day-to-day operations of the Area Mayors' Program are monitored by the unit sponsors. All requests from Area Mayors for Chain-of-Command and/or staff assistance will be coordinated through the unit sponsors.

h. Area Mayors will hold quarterly neighborhood meetings (MSC will hold meetings as deemed necessary by respective mayors, but not less than semi-annually) with sponsors and family members of their respective areas to stimulate interest in the community programs, address problems and certain community needs.

i. The Family Liaison Officer (FLO) and Area Mayors will take full advantage of existing family/community life programs to support their respective areas.

j. The major activities designated in appendix A are “Sponsors” of the respective areas listed and provide administrative/logistical support and execute the mayors program for their respective housing areas.

k. A building senior occupant will be designated for each set of multiple-dwelling (two or more families) quarters within all Fort Knox areas to assist the Area Mayor in dealing with routine housekeeping functions (e.g., common areas/communal maintenance and work-order submissions, etc.) within the housing areas. Senior Occupant responsibilities are in appendix C of this publication.

### 3. Responsibilities.

#### a. Garrison Commander:

- (1) Chairman of the Area Mayors’ Council.
- (2) Provides installation/garrison resources necessary to support the Area Mayors’ Program.
- (3) Issue appointment orders for area mayors.
- (4) Establish a feed back mechanism to ensure housing areas are being monitored.

#### b. Garrison Command Sergeant Major:

- (1) Coordinate all requests for assistance from Unit POCs with appropriate Fort Knox command and staff agencies; serve as the primary liaison for Unit POCs with all Fort Knox activities.
- (2) Ensures appropriate installation representatives are available at area neighborhood meetings as requested by the Unit POCs.
- (3) Co-chairman of the Mayors’ Council Meetings.
- (4) Ensure mayor books are developed and necessary documents are available to keep books updated.

#### c. Commanders, Garrison/LEC; 1st Armor Training Brigade; 16th Cavalry Regiment; MEDDAC; DENTAC; USAREC; NCO Academy:

- (1) “Sponsor” family housing areas specified in appendix A.
- (2) Brief Area Mayors regarding specific duties and responsibilities.

(3) Provide logistical and administrative support to “sponsored” housing areas (e.g., vehicular support during specified clean-up/beautification activities, equipment for approved neighborhood functions, reproduction of approved neighborhood newsletter, etc.).

(4) Designate a single point of contact (POC) at the brigade headquarters to coordinate all mayoral requests and actions for the sponsored housing areas. Ensure all mayors and the Garrison Commander are informed who the brigade POC is, by name and position. Ensure brigade POC attends quarterly Mayor Council Meetings.

(5) Establish a means of monthly feedback from the mayors to the brigade POC to ensure all mayoral issues are identified and resolved.

(6) Formulate and conduct frequent "walk thrus" of sponsored housing areas to identify problems/deficiencies in the housing communities, and to promote community unity and pride in the housing areas.

(7) Assist Area Mayors to identify Senior Occupants based on the housing roster.

(8) Issue appointment orders for Assistant Mayors.

(9) Establish incentives for housing areas to gain residents cooperation.

(10) Ensure the extra duties as mayor is reported on NCOER/OER.

(11) Grant mayors at least 1/2 day each week for mayor duties.

(12) Ensure each mayor has a replacement identified 30 days prior to current mayor's ETS/PCS for overlap.

d. Directorate of Base Operations Support, Chief Family Housing Division, Provost Marshal, Public Affairs Officer, Staff Judge Advocate, and Staff Chaplain:

(1) Attend Area Mayors' Council Meeting.

(2) Report programs of interest to the Area Mayors' Council and assist in solving those issues raised by the Area Mayors.

(3) Provide staff support as required; provide limited administrative support to Area Mayors as directed by the Garrison Commander.

(4) DCFA/Housing provide mayors a list of occupants by housing area.

e. Each Unit POC:

(1) In concert with the housing area mayor, acts as primary advisor to the Commander regarding health, welfare, and morale of the family housing area represented.

(2) Serves as the Commander's representative in the family housing areas.

(3) Serves as a member of the Area Mayors' Council.

(4) In conjunction with the housing area mayor, schedules and presides over neighborhood meetings and serves as the primary focal point for dissemination of information to housing occupants.

(5) Coordinates all requests for command and staff assistance with the Garrison Commander.

(6) Is familiar with policies, regulations, and procedures applicable to proper conduct of residents within housing areas, care and control of children and pets, privately-owned vehicle and weapon issues, and housing occupant responsibilities.

f. Housing Area Mayors:

(1) Monitor the enforcement of applicable post policies and regulations pertaining to housing occupants. The Area Mayor does not personally police, but ensures housing occupants are advised when they are in violation of established policy. If occupants do not comply with established policy after being advised by the Area Mayor or representative, the Area Mayor notifies the proper authorities (Military Police, unit sponsor, Garrison HQs, etc.) for enforcement.

(2) Promotes an atmosphere of mutual concern and cooperation within the area. Generates interest and pride in the general appearance and police of the housing areas; motivates housing occupants to become involved in the community programs.

(3) Assign assistant mayors and building senior occupants.

g. Assistant Mayors: Assumes duties of mayor when mayor is unavailable.

h. Building Senior Occupant: Submits all work-order request for engineer (maintenance) support of common/communal areas (e.g., sidewalks, curbing, and streets adjacent to quarters; structural and aesthetic quarters' deficiencies; trees, shrubs, and other landscape deficiencies, etc.) of respectively-assigned quarters.

i. All other Fort Knox Agencies/Activities: Provide support to the Area Mayors' Program as directed.

FOR THE COMMANDER:



OFFICIAL:  
REGINALD R. BERRY  
COL, AR  
Garrison Commander

ROBERT L. BROOKS  
Director, Information Management

Appendixes

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- B - Senior Occupant Responsibilities
- C - Fort Knox Form 3093-E Good Neighbor Advisory
- D - Sponsorship Areas
- E - Mayors Book Table of Contents

**APPENDIX A****Command Sponsors of Fort Knox Housing Areas**

<u>UNIT</u>	<u>HOUSING AREA(S)</u>	<u># MAYORS</u>
1st Armor Training Brigade	Van Voorhis I	1
	Van Voorhis II	1
	Van Voorhis III	1
	Van Voorhis IV	1
	Van Voorhis V	1
	Van Voorhis VI	1
	TOTAL	6
Garrison/LEC	Morand Manor	1
	Littlefield Loop	1
	North Dietz	1
	Custer (Park Road Housing Area)	1
	Edwards/Farragut	1
	Waters	1
	Matthews Place	1
	TOTAL	7
NCO Academy	Pressler Grove	
	Binter Court	1
	TOTAL	1
MEDDAC	South Dietz	1
	Clark	1
	Johnson	1
	TOTAL	3
U.S. Army Recruiting Command	Godman	1
	Oakland	1
	TOTAL	2
16th Cavalry Regiment	Rose Terrace (West)	1
	Rose Terrace (East)	1
	Prichard Place	1
	TOTAL	3

## **APPENDIX B**

### **FORT KNOX FORM 3093-E (GOOD NEIGHBOR ADVISORY)**

1. Purpose. To keep Fort Knox an award winning installation by addressing quality of life issues and minor deficiencies at the Area Mayor Level.

2. Good Neighbor Reminders:

a. Good Neighbor Reminder is a Mayor's tool to help instill good order and discipline in their respective areas and eliminate a pattern of neglect by housing tenants.

b. Mayors, Assistant Mayors, and Courtesy Patrols are the issuing authority for FK Form 3093-E.

c. First offense: Mayor issues a FK Form 3093-E to the tenant; tenant has 72 hours to comply with the deficiency noted on the FK Form 3093-E.

d. Second offense: Mayor issues a FK Form 3093-E to the tenant and sends a copy to the sponsoring unit's CSM. Mayor is responsible for providing a copy to the unit of assignment of the tenant for which the FK Form 3093-E is issued. Sponsoring unit CSM contacts the tenant's chain of command for compliance. Warning letters or eviction letters for on-post housing are issued by the Garrison Commander. Commanders of tenants may still invoke UCMJ proceedings for repeated housing infractions.

e. Third offense: Automatic referral to Garrison Commander/CSM. Garrison Commander has eviction authority for all on-post housing on Fort Knox.

f. All warning letters are routed through the first O-6 in the tenant's chain of command with the exception of the Law Enforcement Command (LEC). Tenants assigned to the LEC will be routed through the Commander, LEC.

3. Any questions or resupply for FK Form 3093-E should be directed to the Garrison CSM, phone number 624-1921.

## **APPENDIX C**

### **RESPONSIBILITIES OF SENIOR OCCUPANTS**

1. Purpose. To provide supervisory personnel within each multiple dwelling to assist the Area Mayor in the administration of the housing area.
2. Senior Occupant. The senior soldiers within each multiple dwelling of two or more units is designated as senior occupant. They are responsible for the administration of their building. Duties are assumed by the senior soldiers, and it is their responsibility to notify the Area Mayor of changes necessary in designation of senior occupant resulting from promotion or transfer.
3. Responsibilities of Senior Occupants:
  - a. Ensure occupants of building comply with provisions of policies contained in this regulation.
  - b. Ensure a high degree of police of grounds, garbage cans, and overall maintenance.
  - c. Coordinate common usage areas of buildings with occupants and assign tasks to occupants as necessary to maintain these areas.
  - d. Coordinate with other senior occupants in regard to common usage areas or minor disputes between individuals in different buildings, i.e., parking spaces, grass cutting areas, etc.
  - e. Conduct exterior inspections as necessary or as directed by the Area Mayor.
  - f. The Senior Occupant must call in work or service orders to DBOS for all deficiencies in the common use area.
  - g. The senior occupants are required to ensure that occupants of their building comply with the rules of good conduct and proper police of their quarters as outlined in this regulation. When occupants refuse to cooperate and fail to correct deficiencies as directed by the senior occupant, a written statement of such will be submitted by the senior occupant to the Area mayor. The Area Mayor's sponsoring unit will be notified for corrective action to be taken.
  - h. Senior occupants are not to intervene in disputes between members of the same family and will report those instances, which are disturbing to other occupants to the Area Mayor. The senior occupants will attempt to resolve disturbances between family units; if unsuccessful, they will report the incident to the Area mayor.

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i. Each housing unit is authorized one parking space in close proximity to their assigned quarters. Visitor parking spaces are to be utilized by visitors only. Multiple car/motorcycle owners will not use visitor parking spaces for overflow parking. Senior Occupant will ensure that parking requirements are adhered to and any disputes will be reported to the Area Mayor.

j. The only vehicle/watercraft maintenance authorized in the housing areas is washing and waxing of vehicles/watercraft. Any vehicle repairs or maintenance will be done at the Fort Knox Auto Craft Shop or off the installation.

**APPENDIX D**

**1st Armor Training Brigade Sponsorship Area**

**VAN VOORHIS I**

**Building Numbers**

5300	5321
5301	5322
5302	5323
5303	5324
5304	5325
5305	5326
5306	5327
5307	5400
5308	5401
5309	5402
5310	5403
5311	5404
5312	5407
5313	5408
5314	5410
5315	5412
5316	5413
5317	5433
5318	5434
5319	5435
5320	5436

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1st Armor Training Brigade Sponsorship Area Continued

VAN VOORHIS II

Building Numbers

5328	5351
5329	5352
5330	5353
5331	5354
5332	5355
5333	5356
5334	5357
5335	5358
5336	5359
5337	5360
5338	5361
5339	5362
5340	5363
5341	5364
5342	5365
5343	5366
5344	5367
5345	5368
5346	5369
5347	5370
5348	5371
5349	5372
5350	5452
	5454

1st Armor Training Brigade Sponsorship Area Continued

VAN VOORHIS III

Building Numbers

5405	5437
5406	5438
5409	5439
5411	5440
5413	5441
5414	5442
5415	5443
5416	5444
5417	5445
5418	5446
5419	5447
5420	5448
5421	5449
5422	5450
5423	5551
5424	5552
5425	5642
5426	5644
5427	5646
5428	5648
5429	5649
5430	5650
5431	5651
5432	5652

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1st Armor Training Brigade Sponsorship Area Continued

VAN VOORHIS IV

Building Numbers

5451	5476
5453	5477
5455	5478
5456	5480
5457	5481
5458	5482
5459	5483
5460	5484
5461	5485
5462	5486
5463	5487
5464	5488
5465	5489
5466	5490
5467	5491
5468	5492
5469	5493
5470	5494
5471	5800
5472	5802
5473	5848
5474	5850
5475	5852

## 1st Armor Training Brigade Sponsorship Areas Continued

VAN VOORHIS VBuilding Numbers

5553	5609	5643	5720
5554	5610	5645	5722
5555	5611	5647	5724
5556	5612	5653	5726
5557	5613	5655	5728
5558	5614	5657	5729
5559	5615	5659	5731
5560	5616	5661	5733
5561	5617	5663	5735
5562	5618	5665	5737
5563	5619	5667	5739
5564	5620	5669	5742
5565	5621	5671	5743
5566	5622	5687	5744
5567	5623	5688	5745
5568	5624	5700	5746
5569	5625	5701	5747
5570	5626	5703	5748
5571	5627	5705	5749
5572	5628	5706	5750
5573	5629	5707	5751
5574	5630	5708	5752
5575	5631	5709	5753
5576	5632	5710	5754
5577	5633	5711	5755
5600	5634	5712	5756
5602	5635	5713	5757
5603	5636	5714	5758
5604	5637	5715	5759
5605	5638	5716	5760
5606	5639	5717	5821
5607	5640	5718	
5608	5641	5719	

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1st Armor Training Brigade Sponsorship Areas Continued

VAN VOORHIS VI

Building Numbers

5654	5738	5831	5866
5656	5740	5832	5867
5658	5741	5833	5868
5660	5801	5834	5869
5664	5803	5835	5870
5666	5804	5836	5871
5668	5805	5837	5872
5670	5806	5838	5873
5672	5807	5839	5874
5673	5808	5840	5875
5674	5809	5841	5876
5675	5810	5842	5877
5676	5811	5843	5878
5677	5812	5844	5879
5678	5813	5845	5880
5679	5814	5846	5881
5680	5815	5847	5882
5681	5816	5849	5883
5682	5817	5851	5884
5683	5818	5853	5885
5684	5819	5854	5886
5685	5820	5855	5887
5721	5822	5856	5888
5723	5823	5857	5889
5725	5824	5858	5890
5727	5825	5860	5891
5728	5826	5861	5892
5730	5827	5862	5893
5732	5828	5863	5895
5734	5829	5864	5896
5736	5830	5865	5897
			5899

Garrison/LEC Sponsorship Areas

MORAND MANOR & LITTLEFIELD LOOP

Building Numbers

7510	7545
7511	7546
7512	7547
7513	7548
7514	7549
7515	7550
7516	7551
7517	7552
7518	7553
7519	7554
7520	7555
7521	7556
7522	7557
7523	7558
7524	7559
7525	7740
7526	7744
7527	7745
7528	7746
7529	7747
7530	7748
7531	7749
7532	7750
7533	7751
7534	7753
7535	7754
7536	7755
7537	7756
7538	7757
7539	7758
7540	7759
7541	7760
7542	7761
7543	7762
7544	7770
	7772

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Garrison/LEC Sponsorship Areas

NORTH DIETZ

Building Numbers

7801	7835	7869	9128	9162
7802	7836	7870	9129	9163
7803	7837	7871	9130	
7804	7838	7872	9131	
7805	7839	7873	9132	
7806	7840	7874	9133	
7807	7841	7875	9134	
7808	7842	7876	9135	
7809	7843	7878	9136	
7810	7844	7880	9137	
7811	7845	7881	9138	
7812	7846	7882	9139	
7813	7847	7883	9140	
7814	7848	7884	9141	
7815	7849	7885	9142	
7816	7850	7886	9143	
7817	7851	7887	9144	
7818	7852	7888	9145	
7819	7853	9057	9146	
7820	7854	9109	9147	
7821	7855	9112	9148	
7822	7856	9114	9149	
7823	7857	9115	9150	
7824	7858	9116	9151	
7825	7859	9117	9152	
7826	7860	9119	9153	
7827	7861	9120	9154	
7828	7862	9121	9155	
7829	7863	9122	9156	
7830	7864	9123	9157	
7831	7865	9124	9158	
7832	7866	9125	9159	
7833	7867	9126	9160	
7834	7868	9127	9161	

Garrison/LEC Sponsorship Areas

CUSTER, EDWARDS/FARRAGUT, WATERS & MATTHEWS PLACE

Building Numbers

1200	4086
1201	4087
1202	4088
1203	4089
1204	4090
	4091
	4092
	4093
	4094
	4095
4026	4096
4027	4098
4028	4099
4029	4100
4030	4101
4031	4102
4032	4103
4033	4105
4034	4106
4035	4107
4036	
4037	4113
4038	4114
4039	4115
4040	4116
4041	4117
4043	4118
4044	4119
4045	4121
4046	
4046	
4048	
4049	

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NCO Academy

PRESSLER GROVE AND BINTER COURT

Building Numbers

7480  
7481  
7482  
7483  
7484  
7485  
7486  
7487  
7488  
7489  
7490  
7491  
7492  
7493  
7980  
7982  
7983  
7984  
7985  
7987  
7989  
7991

MEDDAC Sponsorship Area Continued

SOUTH DIETZ

Building Numbers

9025	9048
9026	9049
9027	9050
9028	9051
9029	9052
9030	9053
9031	9054
9032	9055
9033	9056
9034	9057
9035	9058
9036	9060
9037	9109
9038	9110
9039	9111
9040	9112
9041	9113
9042	9114
9043	9115
9044	9116
9045	9117
9046	9118
9047	9119

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MEDDAC Sponsorship Areas

CLARKE

Building Numbers

1119	1418	1452
1120	1419	1453
1121	1420	1454
1122	1421	1455
1123	1422	1456
1124	1423	1457
1125	1424	1458
1126	1425	1459
1127	1426	1460
1128	1427	1461
1132	1428	1462
1133	1429	1463
1134	1430	1464
1135	1431	1465
1136	1432	1466
1401	1433	1472
1402	1434	
1403	1435	
1404	1436	
1405	1438	
1406	1439	
1407	1440	
1408	1441	
1409	1442	
1410	1443	
1411	1444	
1412	1445	
1413	1446	
1414	1447	
1415	1449	
1416	1450	
1417	1451	

MEDDAC Sponsorship Areas Continued

JOHNSON

Building Numbers

414	440
415	441
416	442
417	443
418	447
419	448
420	449
421	450
422	451
423	452
424	453
425	454
426	455
427	456
431	457
432	458
433	459
434	460
435	461
436	462
437	1004
438	1005
439	

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United States Army Recruiting Command Sponsorship Areas

GODMAN

Building Numbers

4301	4349
4303	4351
4305	4354
4306	4356
4307	4358
4308	4359
4310	4360
4326	4361
4328	4362
4330	4363
4331	4364
4332	4365
4333	4367
4334	4369
4335	5020
4336	5021
4338	5046
4339	5047
4340	5048
4341	5054
4342	5104
4343	

United States Army Recruiting Command Sponsorship Areas Continued

OAKLAND

Building Numbers

4256	4273
4257	4274
4258	4275
4259	4276
4260	4277
4261	4278
4262	4279
4263	4280
4264	4281
4265	4282
4266	4283
4267	4284
4268	4285
4269	4286
4270	4287
4271	4288
4272	

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16th Cavalry Regiment Sponsorship Areas

ROSE TERRACE (EAST)

Building Numbers

4801	4854
4802	4855
4804	4856
4806	4859
4807	4860
4808	4861
4810	4862
4811	4865
4813	4868
4814	4870
4816	4873
4818	4877
4820	4879
4822	4880
4823	4883
4824	4884
4827	4887
4489	4888
4833	4889
4837	4891
4838	4894
4840	4897
4842	4898
4844	4899
4848	
4850	

16th Cavalry Regiment Sponsorship Areas Continued

ROSE TERRACE (WEST)

Building Numbers

4902	4947
4903	4950
4904	4951
4907	4955
4908	4957
4913	4961
4914	4963
4917	4967
4918	4969
4921	4973
4925	4974
4926	4976
4930	4977
4931	4979
4934	4981
4936	4984
4940	4985
4942	4987
4946	

PRICHARD PLACE - ALL

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