

Department of the Army
United States Army Garrison
Fort Huachuca, Arizona 85613-6000

FH Regulation 210-12

23 April 2004

Installation

Community of Life Mayoral Program

Summary. This regulation outlines guidance, procedures, and responsibilities for the Fort Huachuca Mayoral Program.

Applicability. This regulation applies to all personnel participating in the Fort Huachuca Community of Life Mayoral Program.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this regulation is the Directorate of Morale, Welfare, and Recreation (MWR), Army Community Service at 533-2330. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Garrison, ATTN: ATZS-MWC, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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1. Purpose.

This regulation establishes the installation guidelines for mayors, vice mayors and area coordinators. Mayors/vice-mayors must be involved in any and all well-being issues with regard to the housing area that falls within their scope of responsibility.

2. Reference.

Referenced publications and forms are listed in appendix A. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

3. Objective.

The Fort Huachuca Community of Life Mayoral Program has been established to assist the Command and Unit Sponsors in improving the well-being for the Soldiers and families by creating an atmosphere of mutual concern and cooperation opening a line of communication to identify, assess, and highlight community issues, and ensuring prompt resolution of problems. The program is in place to generate community interest and pride through personal involvement to ensure that Fort Huachuca sets the standard of a true Community of Excellence.

4. Explanation of abbreviations and terms.

- a. Abbreviations.
 - (1) CLC...Community Life Council
 - (2) ICLO...Installation Community Life Officer

5. Responsibilities.

- a. The Garrison Commander will:
 - (1) Exercise executive supervision of the Fort Huachuca Mayoral Program for the Commanding General.
 - (2) Ensure the full support of appropriate Garrison organizations (Directorate of Morale, Welfare and Recreation; Directorate of Installation Support; Directorate of Public Safety; Directorate of Plans, Training, Mobilization and Security; Directorate of Information Management; and the Public Affairs Office) to the Fort Huachuca Mayoral Program.

(3) Establish initial funding requirements to fulfill the obligations of the Mayoral Program to include computers, printers, communication equipment/services (Internet access/telephone), establishing email accounts and marketing to seek volunteers.

(4) Establish a Community Life Council (CLC) and appoint members to address quality of life issues raised by the mayors. The Council will include, but is not limited to the following representatives: unit sponsors, area coordinators, mayors, organizations referenced in 6.a (2) and a designated representative from the office of the Garrison Commander.

(5) Select and appoint an Installation Community Life Officer (ICLO) to organize and coordinate the Mayoral Program.

(6) Appoint, in writing, mayors/vice-mayors as selected by the Unit Sponsor.

(7) Have the authority to relieve a mayor/vice-mayor based on the recommendation of the Unit Sponsor.

(8) Attend quarterly CLC meetings.

(9) Ensure mayors, vice-mayors and area coordinators receive required training to implement an effective program.

(10) Establish and implement installation incentives for mayors. (i.e. parking spot at various locations.)

(11) Keep the Commanding General, Deputy Commanding General, and Chief of Staff informed on the program.

(12) Institute a "Yard of the Year" program.

b. Directorate of Morale, Welfare, and Recreation will:

(1) Provide marketing support commensurate of DMWR support policies. (i.e. notification of events via marquee)

(2) Appoint a CLC representative.

c. Directorate of Installation Support will:

(1) Provide support of the Mayoral Program as required to include, but not limited to, creating and maintaining community bulletin boards, mayoral signs, and provide up-to-date housing lists as requested by the ICLO.

(2) Appoint a CLC representative.

d. Public Affairs Office will:

- (1) Appoint a CLC representative.
- (2) Provide marketing support as required.

e. Directorate of Information Management will:

- (1) Appoint at CLC representative.
- (2) Provide support as required to maintain computers and Internet access and conduct quarterly screening of all computers.

f. Directorate of Plans, Training, Mobilization and Security will:

- (1) Appoint at CLC representative.
- (2) Provide support as required.

g. Directorate of Public Safety will:

- (1) Appoint at CLC representative.
- (2) Provide support as required.

h. Installation Community Life Officer will:

- (1) Administer and develop the Fort Huachuca Community of Life Mayoral Program.
- (2) Chair the CLC.
- (3) Obtain names of mayoral selectees from Unit Sponsors and arrange a routine local file's check with the Provost Marshal, and a citation check with Housing.
- (4) Provide a list of mayoral selectees for review and appointment by the Garrison Commander.
- (5) Coordinate monthly CLC meetings to address residential issues with mayors, agencies, and sponsoring units.
- (6) Ensure minutes are recorded at all meetings and disseminated to council members in a timely manner.

(7) Coordinate training workshops, as needed, for mayors and area coordinators for the purpose of training, exchanging ideas, and improving communication. Training topics to be considered include, but are not limited to, neighborhood watch programs, conflict management, policies and procedures affecting community residents, mediation, etc.

(8) Disseminate Installation information to mayors as needed.

(9) Assist Unit Sponsor in coordinating volunteer recognition of mayors.

(10) Assist Unit Sponsors, Area Coordinators and mayors in resolving community concerns as required. ICLO will notify appropriate agencies and keep the Chain of Command informed as needed.

i. Community Life Council will:

(1) Include the following representatives:

a. USAG Commander.

b. ICLO.

c. Directorate of Morale, Welfare, and Recreation.

d. Public Affairs Office.

e. Directorate of Information Management.

f. Directorate of Plans, Training, Mobilization and Security.

g. MEDDAC.

h. 111th Military Bde.

i. 11th Signal Bde.

j. Area Coordinators.

k. Mayors and/or Vice-Mayors.

(2) Meet monthly to address community concerns.

(3) Assist in providing appropriate training as needed.

j. Commanders of sponsoring units will:

(1) Plan and execute a “Yard of the Month” recognition program, and submit nomination for the annual “Yard of the Year” to the Garrison Command Sergeant Major (CSM) no later than close of business (COB) of the first duty in October.

(2) Serve as the focal point for protecting the rights and quality of life of community residents.

(3) Appoint an Area Coordinator from within their sponsoring unit to address community concerns and to assist Housing in enforcing the Installation’s policies and procedures.

(4) Coordinate directly with the Military Police regarding discipline, law and order, crime prevention, and physical security with the assigned community.

(5) Conduct periodic inspections and ensure police calls of assigned housing areas.

(6) Assist the ICLO in seeking mayoral candidates for assigned area.

(7) Interview mayoral candidates and select a mayor and vice-mayor for each area of responsibilities. Selection will be forwarded to the Garrison Commander via the ICLO.

(8) Assist ICLO in providing support as required.

(9) Provide the following assistance to Area Coordinators and Mayors:

(a) Assist in resolving issues within assigned housing areas as required.

(b) Meet regularly with Area Coordinators and Mayors to determine what assistance, if any, is required.

(c) Assist in planning and coordinating regular village Townhall meetings.

(d) Promote and participate in community events in assigned housing areas. Assist with unit personnel and equipment, mission permitting, to help plan, publicize and implement community events.

(e) Provide logistical funding in support of the Mayoral Program to include photocopying and paper.

(f) Provide funding to maintain monthly costs for Internet access and telephone service.

(10) Attend CLC meetings.

(11) Provide incentives and recognition of mayors/vice- mayors.

(12) Submit nomination for the annual Installation “Volunteer of the Year” Ceremony, category “Mayor of the Year” to the Installation Volunteer Coordinator by March 15.

k. Area Coordinators will:

(1) Be knowledgeable of the regulatory guidance contained in the Official Policies for Residents of Fort Huachuca Family Housing Units, Jul 2003,(<http://huachuca-www.army.mil>) and enforce said policies as required.

(2) Conduct weekly drive-through inspections of area of responsibility.

(3) Report residents for repetitive (two weeks in a row) noncompliance in accordance with policies to the family housing office for appropriate administrative actions.

(4) Act as the sponsoring unit’s point of contact (POC) for mayors.

(5) Serve as a liaison between the area commander and the mayor.

(6) Advise and assist mayor as necessary in communicating with staff agencies concerning community improvements or activities.

(7) Attend CLC meetings.

(8) Assist mayors in planning and conducting community activities and special events to develop cohesion and pride in the community.

(9) Assist mayor in effectively resolving disagreements between community residents.

(10) Ensure that complaints, problem cases, and cases of civilian misconduct are directed to the Unit Sponsor and appropriate agencies.

(11) Refer complaints from residents that cannot be resolved informally to the Unit Sponsor and/or ICLO. Dependent upon the situation, Unit Sponsor/ICLO will contact the appropriate agency for assistance is resolving the issue.

(12) Will ensure confidentiality of all residential issues and concerns.

l. Mayors will:

(1) Have a minimum of 1-year appointment starting April 15 and ending April 14 of the following year. Mayors may have consecutive terms with the permission of the Unit Sponsor.

- (2) Submit to a local files check by the Provost Marshal prior to appointment.
- (3) Be a positive force in the community and be in good standing throughout the community.
- (4) Identify community needs, interests, and resources and address them with Area Coordinator, Sponsoring Command and/or the CLC.
- (5) Identify unresolved concerns to appropriate agencies at the monthly CLC meeting.
- (6) Be knowledgeable of community resources and provide referrals as needed.
- (7) Disseminate community information as required, update and maintain community bulletin board with current information.
- (8) Organize community resources in support of Installation or sponsoring unit requirements. i.e. community clean up.
- (9) Serve as a conduit between community residents, Area Coordinator, and commander of sponsoring unit.
- (10) Attend monthly CLC meetings to address residential concerns with the appropriate agency to assist in resolving the issue at hand.
- (11) Maintain confidentiality of all residential concerns brought to his/her attention. Failure to do so will result in removal.
- (12) Inform village residents of Installation policies and procedures as needed. Mayors will not be the “enforcer” of Installation policy and procedures.
- (13) Ensure that the Area Coordinator is aware of any complaints, problem cases or cases of civilian misconduct that occur in assigned area.
- (14) Submit ideas for community activities or special events through the Area Coordinator to the sponsoring commander for any necessary funding and approval.
- (15) Assist Area Coordinator in effectively resolving disagreements between community residents.
- (16) Plan and conduct approved community activities or special events.

(17) Attend initial mayoral training which will include, but is not limited to, policies and procedures of the various Installation agencies that play a key role in supporting the Mayoral Program.

(18) Attend quarterly training to enhance the knowledge and success of the program. (i.e. ethics, conflict management, community resources, volunteer management, etc.)

(19) Attend, assist and/or conduct village Townhall meetings as required. Address residential issues of concern with proper agencies and relay information to resident in a timely manner. Coordination of Townhall meetings sponsored by the mayor will have the approval of the unit sponsor.

(20) Assist in recording village Townhall meeting minutes as needed and provide a copy to the Unit Sponsor and Area Coordinator.

(21) Organize neighborhood crime watch program with the assistance of the Provost Marshal Office (PMO) and Unit Sponsor, if deemed necessary.

(22) Recruit additional volunteers to assist with the Mayoral Program and track volunteer hours to be turned in to the IVC.

(23) Maintain a resource book with appropriate information and resources. Book will be relinquished to incoming mayor at the end of term.

(24) Establish a means of welcoming newly arrived community members.

(25) Utilize authorized equipment for the sole purpose of supporting the Mayoral Program. Photocopiers, telephones and computers are available for official use only by Mayors and/or Vice Mayors, not for residential use.

m. Vice-mayor will:

(1) Submit to a local files check by the Provost Marshal prior to appointment.

(2) Support and assist the mayor and sponsoring commander in developing activities to enhance the quality of life of residents of their village.

(3) Act as the mayoral representative when mayor is not available.

(4) Attend initial mayoral training which will include, but is not limited to, policies and procedures of the various Installation agencies that play a key role in supporting the Mayoral Program.

(5) Attend quarterly training to enhance the knowledge and success of the program. (i.e. conflict management, community resources, volunteer management, etc.)

(6) Utilize authorized equipment for the sole purpose of supporting the Mayoral Program. Photocopiers, telephones and computers are available for official use only and will be used by Mayors and/or Vice Mayors, not for residential use.

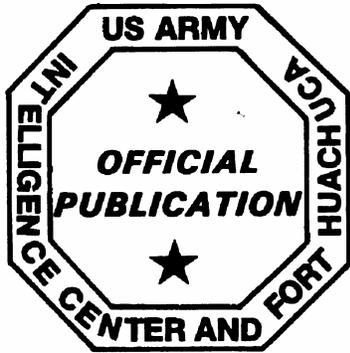
(7) Maintain confidentiality of all residential concerns. Failure to do so will result in termination.

n. Residents will:

(1) Identify community needs, interests, and resources and address them with their village mayor.

(2) Assist Mayor, Area Coordinator, and Unit Sponsor in community activities. i.e. community clean up.

(3) Identify unresolved concerns/issues with the mayor to be brought to the attention Area Coordinator, Unit Sponsor and CLC. i.e. housing issues, work orders that have not been completed.



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