

DEPARTMENT OF THE ARMY
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG
Fort Bragg, North Carolina 28307-5000

Regulation
No. 210-6

APR 27 1993

Installations
COMMUNITY LIFE PROGRAM

1. PURPOSE. To establish policies and procedures governing the Community Life Program (CLP).
2. REFERENCES.
 - a. Army Regulation 210-10, 12 Sep 77, Installation Administration.
 - b. XVIII Airborne Corps and Fort Bragg Regulation 210-21, 5 Nov 84, Military Sponsors' Responsibilities For Dependents.
3. APPLICABILITY. This regulation is applicable to all occupants of family housing on Fort Bragg, commanders assigned Community Life Sponsor responsibilities for Fort Bragg Communities, the XVIII Airborne Corps staff, and post agencies supporting military activities or providing community services.
4. DEFINITIONS.
 - a. Community Life Program (CLP). A program to improve the quality of life for the soldier and his/her family who reside in Fort Bragg housing by establishing a channel for informing, planning, coordinating, and directing actions that will meet community needs. The organized CLP deals with 13 family housing areas within the confines of the Fort Bragg Military Reservation. The goals established as an integral part of the program are to:
 - (1) Provide recommendations to the commander for making decisions to improve community life and to inform the community of services available.
 - (2) Improve the flow of information between the community, the commander and staff of XVIII Airborne Corps and Fort Bragg.
 - (3) Improve community spirit and foster community activities by encouraging resident participation in community affairs.
 - (4) Expedite the solving of problems adversely affecting residents of Fort Bragg which the communities are unable to solve.
 - b. Town Meeting. The Mayor holds the meeting to discuss community issues/concerns once a quarter or as needed.
 - c. Community Action Symposium (CAS). A bimonthly scheduled meeting chaired by the CLP staff. Provides training and information to assist Mayors in the resolution of problems and issues that affect communities. Provides information on services that are available to residents. Facilitates training pertinent to the CLP and areas of special interest to the Mayors.
 - d. Pre-Community Action Council (Pre-CAC). The bimonthly informal meeting chaired by the CLP office and attended by community Mayors, selected staff, and other personnel, to prepare for the CAC meeting. The Pre-CAC resolves issues that can be resolved at CLP level and surfaces those which need to be resolved by the CAC.

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e. Community Action Council (CAC). The formal meeting chaired by the Deputy Commanding General (DCG) and attended by Mayors, unit sponsors, and designated installation staff members. The CAC meets on a regularly scheduled basis every other month as established by the chairman. (Appendix A.)

f. Community Sponsor Unit. A military organization assigned primary responsibility for providing advice, assistance, and support to a designated community or communities on Fort Bragg. (Appendix B.)

g. Town Council. A group of selected or elected volunteer residents of each community. These volunteers serve as chair-persons of communities which are organized along functional lines. (Appendix C.)

5. RESPONSIBILITIES.

a. Deputy Commanding General.

(1) Exercises overall executive and directive authority for the CLP.

(2) Serves as the chairman of the CAC.

b. Garrison Commander (GC).

(1) Vice-Chairman of the CAC.

(2) Serves as the primary assistant to the DCG regarding CLP activities.

(3) Has the authority to remove a Community Mayor from office if she/he is no longer effective as a community representative.

(4) Serves as the focal point for protecting the rights and quality of life of community residents by directing compliance with post regulations concerning disturbances, quarters areas, and vehicle parking to include directing the removal of abandoned/inoperative/unlicensed vehicles.

c. Director of Personnel and Community Activities (DPCA) serves as the proponent staff agency for the CLP; coordinates with Family Support Division (FSD), Army Community Service (ACS) to hire and direct the CLP Coordinator.

d. Coordinator, Community Life Program.

(1) Serves as the principal CLP advisor to the DCG and as coordinator of the staff, community organizations, and CAC.

(2) Maintains minutes of the CAC meetings.

(3) Serves as liaison between CLP Mayors, the Corps staff, and sponsor units. Assists in the coordination of efforts to improve quality of life.

(4) Recommends Community Life policy and prepares guidance and directives for administration of the Fort Bragg CLP.

(5) Provides advice and assistance to community Mayors and councils. Serves as a channel of communication through which Mayors may raise questions, discuss problems, obtain answers, and resolve problems.

(6) Provides administrative and supply support for Mayors and community council members.

(7) Provides installation Outreach Services through CLP channels to residents.

e. Headquarters XVIII Airborne Corps and Fort Bragg staff sections provide information, assistance, materials, and resources as required to support the CLP.

f. Commanders, designated CLP Sponsor Units.

(1) Appoint the Deputy Unit Commander/XO to serve as the sponsor unit representative.

(2) Meet with the appointed unit representative and the Mayor monthly to assess the effectiveness of unit sponsorship and the well-being of the community.

(3) Advise, assist, and support the sponsored community from within unit capabilities by providing administrative and logistical support (i.e., transportation, equipment, personnel).

(4) When a Community Mayor is no longer an effective community representative, the Sponsor Unit can recommend to the Garrison Commander that she/he be removed from office.

(5) Organize and administer annual elections for community Mayors.

(6) Officially install new Mayors.

(7) Advise and assist their sponsored community in preparing bylaws for approval by the community.

(8) Monitor the progress of communities to provide assistance when required. Provide continuity from one elected Mayor and community organization to the next.

(9) Attend the Pre-CAC and the CAC.

(10) Work with the Mayors to develop spirit and pride in the community.

(11) Review the Community Financial Records of community activities on a periodic basis to ensure the Mayor is maintaining files properly. Upon installment of a new Mayor, files should be turned in to the sponsor unit for review and corrections if necessary. Sponsor unit will then turn over files to the new Mayor.

(12) Ensure the community appropriately maintains and accounts for funds and receipts. Conducts audits periodically. Assists Mayors in establishing a community checking account on post (double signature method is encouraged). Assist in the proper transfer of funds, as appropriate (usually following the annual election of new Mayor and council).

(13) Assist the GC by resolving problems and needs identified by the Mayors. Protecting the rights and quality of life of community residents by directing compliance with post maintenance, general police of the quarters

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areas, and vehicles. The sponsor unit representative may obtain the assistance of a resident's commander, the Directorate of Engineering and Housing, the Provost Marshal Office (PMO), and/or the GC to accomplish these tasks.

(14) Coordinate directly with the XVIII Airborne Corps and Fort Bragg PMO on the status of law and order, crime prevention, and physical security within the community.

g. Mayor(s).

(1) Serves as the community focal point/liaison to promote quality of life concerns and issues of the residents. Mayors are not area police nor are they expected to enter into disputes or do inspections. These are sponsor unit and staff agency responsibilities. (As private citizens, however, they may report incidents to proper authorities).

(2) Represents community residents at various CLP and installation meetings. Keeps residents updated on policy, changes, events, etc., which affect them.

(3) Responsible for the conduct of community activities which are designed to enhance quality of life for the residents.

(4) Responsible for recruiting and training of community Mayors' Council members, comprised of volunteer residents, who assist in the performance of duties.

(5) Keeps sponsor units informed on all matters which affect the community. (This can be accomplished by inviting sponsor units to community council or town meeting.)

(6) Meet with sponsor unit commander monthly.

6. Recommend Mayors' council and their duties be included in the CLP "Mayor and Sponsor Unit Guidelines Handbook."

(AFZA-PA-FC/6-7110)

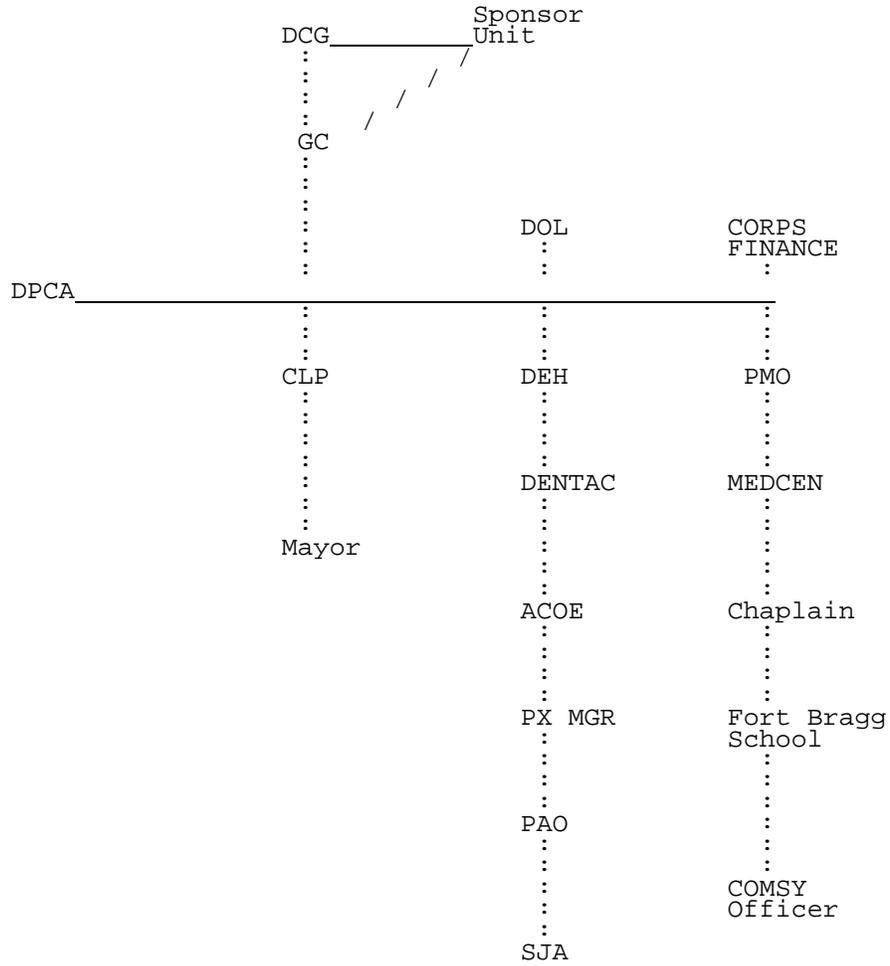
FOR THE COMMANDER:

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LTC, SC
Director of Information Management

DISTRIBUTION:
A; D; E
CLP (500)

Appendix A
Community Action Council



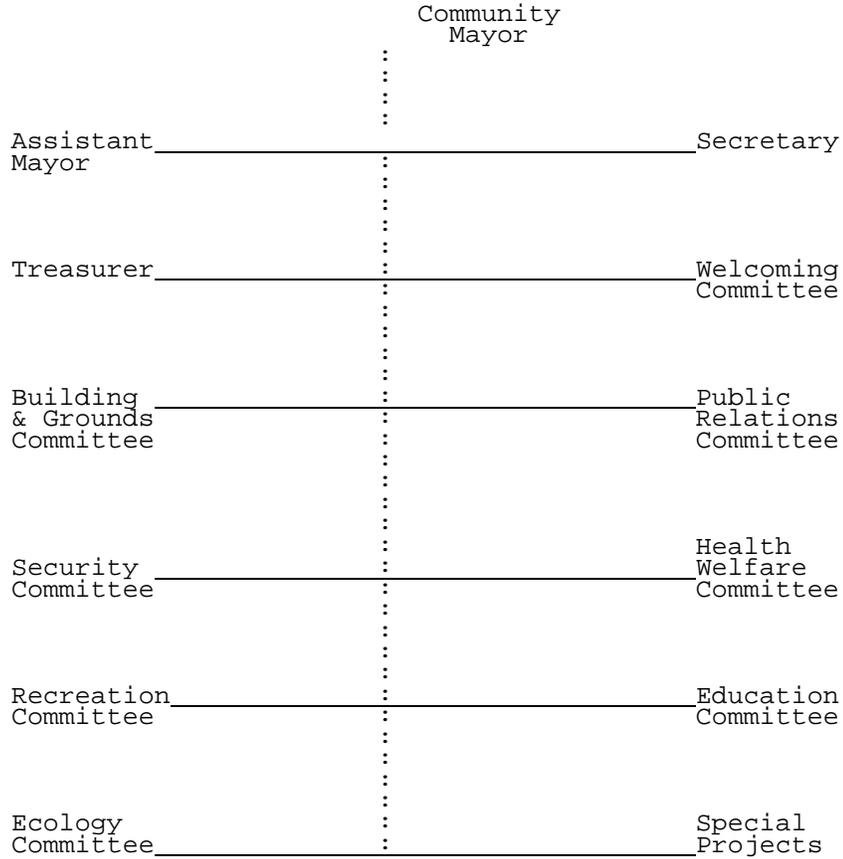
Note: The Community Action Council Meeting is held on the 2nd Wed of Jan, Mar, May, Jul, Sep, and Nov at 1000, at the Community Town Hall.
---- Lines of communication and coordination.

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Appendix B
Communities and Assigned Sponsor Units

<u>Communities</u>	<u>Mayors' Phone</u>	<u>Sponsor Unit</u>	<u>Phone</u>
Anzio Acres	436-1116	55th Med Gp	396-7034
Ardennes	436-0329	525th MI Bde	396-5782
Bastogne Gables	436-1166	Dragon Bde	396-2113
Bataan	436-1193	525th MI Bde	396-5782
Biazza Ridge	864-4949	18th FA Bde	432-5507
Bougainville	436-0097	46th Spt Gp	396-2334
Casablanca	436-0323	20th Eng Bde	396-2312
Cherbourg	436-1160	2nd Bde 82nd	432-6303
Corregidor Courts	436-1371	35th Sig Bde	396-3737
Hammond Hills	436-1150	96th CA Bn	432-5719
Nijmegen	436-1180	3rd Bde 82nd	432-2371
Normandy	436-1183	16th MP Bde	396-9132
Ste Mere Eglise	436-1161	1st Bde 82nd	432-2825

Appendix C
Typical Town Council



This chart shows a suggested committee only. Communities may determine their own requirement.

Duties of a Town Council

C-1. Mayor. Elected by the residents of the community at annual election conducted by the sponsor unit. The Mayor is distinctly unique; he or she shoulders responsibilities few volunteers will accept; is responsible for the conduct of community activities and programs that are designed to increase the quality of life of the community residents; represent the community and its residents at various meetings, conferences, and forums that include all levels of military command and staff; and is called upon at a moment's notice to give advice, assistance, and time to the military community at large. The Mayor is responsible for recruiting and training a staff of volunteer residents to assist him or her in the conduct of such duties. An informative and helpful handbook, "Mayor and Sponsor Unit Guidelines," is given to the Mayor to aid in the preparation of the staff, give ideas about community projects, and explain the position of Mayor in greater detail.

C-2. Assistant Mayor. Takes over when the Mayor is absent. Attends post meetings, supervises special community projects, and coordinates actions between the rest of the Mayors' staff. Assists in identifying community problems and needs.

C-3. Secretary. The primary responsibility of the secretary is recording and reading the minutes of the town meetings and council meetings. Additional responsibilities include carrying out all official correspondence and preparing meeting agendas. The Secretary will ensure all residents sign in (including addresses) at town and council meetings. If both the senior officers are unavailable to preside over a community meeting, the Secretary will preside.

C-4. Treasurer. The principal responsibility of the treasurer is to keep an accurate record of all incoming and outgoing funds in accordance with CLP directives. This includes providing a Treasurer's report at the council meetings and accounting for self generated community funds. Community funds will be maintained in accordance with Financial Management Instructions. The Treasurer is also responsible for the planning and submission of a proposed budget for the upcoming fiscal year (normally submitted in the August/September time frame).

C-5. Welcoming. The primary responsibility of the welcoming representative is to ensure that all new community residents are welcomed with a Army Community Service Welcome Packet and inform them of the Community Life Program. Additional duties include attending the monthly installation Volunteer Council Meeting, and with the assistance of committee members, planning and hosting a newcomer's coffee when needed. Army Community Service Welcome Packet may be picked up at the Army Community Service Building in the Fort Bragg Community Center.

C-6. Building and Grounds Coordinator. Surveys community residents' satisfaction with their living accommodations. Quarters repair and upkeep are a major concern. Reports findings to the Mayor. This includes playgrounds and common resident areas. Works closely with the Health and Welfare Coordinator.

C-7. Public Relations. The primary responsibility of the public relations representative are publicizing community activities through various news media. Duties involve submitting newsworthy articles and pictures to be published in the Paraglide and community flyers; organizing, planning, and promoting a publicity campaign for special community activities, and orientation and guidance for street representatives concerning the distribution of flyers, surveys, etc.

C-8. Security and Safety Coordinator. Surveys neighborhood for problems in security and safety. Provides information to the Mayor on problem areas. Looks at adequacy of police protection and traffic safety. Organizes neighborhood Crime Watch Program with the help of the Provost Marshal Office. Assists Mayors in reporting neighborhood disputes. "DOES NOT BECOME INVOLVED IN RESOLVING DISPUTES."

C-9. Health and Welfare Coordinator. Attends special meetings of the hospital, PX, and Commissary. Takes complaints and suggestions from residents on sanitation, animal control, pest control, and adequacy of service provided by the hospital, dental clinics, PX and Commissary. Reports findings to Mayor. Works closely with security and safety coordinator and building and grounds coordinator.

C-10. Recreation Coordinator. Orients community projects to bring people closer together; organizes community tournaments, sports competition, recreation events, and neighborhood socials; coordinates with the sponsor unit for support and works closely with the Public Relations Coordinator.

C-11. Ecology. The primary responsibilities of the ecology representative are the coordination with the ecology drive pickup and delivery of newspapers and aluminum products.

C-12. Education. The Education representative has the responsibility to attend the School Board meeting and to provide educational information to residents.

C-13. Special Projects. The special projects representative has the overall responsibility for planning, organizing, and directing all community fund raising projects, social functions, and special activities. Duties include working with the public relations council members and the Community Life Program Office in the implementation of these programs and events.