



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
BLDG. 237, B AVE, P.O. Box 105021  
FORT IRWIN, CA 92310-5000

AMIM-NTG-ZA (420-1h)

22 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #4, Authorized Residents in Privatized Housing

1. PURPOSE: To establish installation policy for who is authorized to reside on the installation.
2. APPLICABILITY: This policy applies to all personnel residing on Fort Irwin in Privatized Housing
3. REFERENCE. AR 420-1, Army Facilities Management, 12 Feb 2008, Rapid Action Revision (RAR) 24 Aug 2012.
4. POLICY:
  - a. The following personnel eligible to reside on Fort Irwin over 30 days with or without an Exception to Policy (ETP).
    - (1) Military personnel attached or assigned to Fort Irwin and their authorized dependents without an Approved ETP. Dependent verification is Defense Enrollment Eligibility Reporting System (DEERS).
    - (2) DoD/DA Civilians and Contractor employees who are designated as Key and Essential (see USAG policy Letter #8), with an Approved ETP.
  - b. All other individuals residing on the installation require an ETP approved by the Garrison Commander.
  - c. Back-to-back 30-day visitation periods are considered to be a continued period of residence and require an ETP unless the individual is listed in paragraph 4a (1) and (2).
  - d. This policy applies to all individuals no matter where they may reside, including but not limited to Post Family Privatized Housing, Unaccompanied Personnel Housing.
  - e. An approval of an ETP to reside on the installation does not imply or grant extension of other benefits or privileges. For example, an approved ETP for housing a non-DEERS Family member does not entitle the person to the following:

AMIM-NTG-ZA (420-1h)

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- (1) Additional bedrooms in the housing unit.
- (2) Use of Commissary or Exchange privileges.
- (3) Non-emergency use of medical facilities.

5. The process for someone desiring to reside on post to obtain an ETP is as follows:

a. The individual will go through their Commander or Director. The ETP will be signed or endorsed by their O-6 Colonel or equivalent in the chain of command.

b. The individual will submit an ETP through the Garrison, Army Housing Office (AHO), building 111, Langford Lake Road (Reception Campus), along with copies of drivers' license (or state issued identification), social security card, and proof of valid US medical insurance and Orders.

c. The AHO will coordinate with Department of Emergency Services for background check(s) and prepare a recommendation and memorandum for the Garrison Commander's consideration.

d. Exception to policy for a foreign exchange student must be submitted prior to acceptance of the students and enrollment in school. ETP must include a copy of the foreign exchange students Passport and/or Visa, proof of U.S. medical insurance, and host Family must be able to obtain legal written authorization from the participant's natural family to act in all cases of emergency or illness during the participant's stay in the United States.

e. ETP for Nanny / Au Pair in housing must be coordinated in accordance with procedures outlined in USAG Policy Letter #11.

6. This policy is punitive in nature. Military violators of this policy are subject to disciplinary action to include non-judicial punishment or action in accordance with UCMJ as well as administrative actions. Civilian government employees are subject to administrative disciplinary action as prescribed by the civilian personnel manual. All other civilians are subject to actions to include a bar from the installation.

AMIM-NTG-ZA (420-1h)

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7. The proponent for this policy letter is the Garrison, Army Housing Office at 760-380-6824.

  
LANE A. BOMAR  
COL, AR  
Commanding

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