



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

AMIM-KNP-H (100)

17 November 2021

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 28 – Exception to Policy (ETP) for Permanent Party Barracks

1. Reference.
 - a. Joint Travel Regulation (JTR), Chapter 10.
 - b. Army Regulation (AR) 420-1, (Army Facilities Management).
 - c. Fort Knox Army Barracks Management Program (ABMP).
2. This memorandum establishes Fort Knox Garrison policy concerning the issuance and control of ETP's for permanent party barracks on Fort Knox.
3. Assignment to the permanent party barracks is mandatory for single Soldiers with the rank of PVT-SGT. Certification of Non-Availability (CNA) will only be assigned when the barracks overall installation rate exceeds 95%. Soldiers will be assigned under the unit integrity concept to the extent possible. Soldiers may request to reside off post without Basic Allowance for Housing (BAH) at the discretion of their unit commander.
4. Only the Garrison Commander may authorize an ETP for Soldiers in the rank of SGT and below to reside outside the barrack or within the barrack and collect BAH.
5. ETP conditions that do not meet the following requirements for a CNA:
 - a. A Soldier is pregnant.
 - b. A Soldier purchases a home in the local area before notification of assignment to Fort Knox.

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c. Enlisted Criminal Investigation Division (CID) and Enlisted Counterintelligence (CI) if they cannot be billeted in facilities separate from other Soldiers.

d. Military Police if they cannot be billeted separate from other Soldiers within the permanent party (PP) barracks by wings or floors.

6. Requests for ETP's must be submitted by the Soldier through their chain of command to the Army Barracks Management Program (ABMP) Office, Building 1110, room 103, for the Garrison Commander's review and approval/disapproval. Soldiers must be recommended by their Commander, LTC, or higher, to submit a request to the Garrison Commander to reside outside the barracks.

7. Soldiers will report to ABMP with their first line supervisor for a briefing on the requirements to submit an ETP (Encl. 1), signed by an O-5 or above and any pertinent documents. If the ETP is approved by the Garrison Commander, the Soldier will be notified by ABMP Office. ABMP Office will notify which type of ETP and whether it is restricted for a certain time period. The Soldier must receive a mandatory Housing Service Office (HSO) briefing at building 1110, prior to negotiating or entering into a rental agreement.

8. The Directorate of Public Works (DPW) Housing Division will review ETP's and available unaccompanied personnel housing (UPH) on a monthly basis. If the occupancy rate falls below 95 percent, single Soldiers living off post and receiving housing allowance at the "without dependent" rate will be required to move back into the barracks unless the Garrison Commander determines that a financial hardship will incur.

9. Point of Contact is Army Barracks Management Program (ABMP) Manager at (502) 624-4898.

Encl
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Date: 2021.11.19 08:30:09 -0500

LANCE A. O'BRYAN
COL, FA
Commanding



DEPARTMENT OF THE ARMY
(UNIT LETTERHEAD)

MEMORANDUM FOR Directorate of Public Works (ATTN: Deputy Housing Director),
127 6th Ave, Fort Knox, KY 40121-5719

SUBJECT: Exception to Policy (ETP) Request for (Rank) (Name).

1. Request statement provided by the unit with proper justification:
2. Enclosed Documentation (Example a-e).
 - a. Signed memorandum from Soldier.
 - b. PCS Orders.
 - c. JAG letter.
 - d. Birth Certificate.
 - e. Letter from Civilian lawyer.
3. Recommend {rank and Name of the soldier} be authorized to live off post or in on post privatized housing.
4. Point of Contact for this action is {name, email address, telephone number.

5 Encls

BN Commander's Signature Block

Enclosure 1