



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

AMIN-KNW-CO (100)

1 September 2021

MEMORDUM FOR

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

SUBJECT: Fort Knox Policy Memo No. 15 – Education for Families Residing on Fort Knox

1. References.

- a. United States Code (USC) Section 2164 of Title 10.
- b. Department of Defense Instruction (DoDI) Number 134226, 4 March 1997.

Department of Defense Education Activity (DoDEA) Policy Memorandum, 09-PL 001, 14 May 2009.

2. Procedures.

- a. On base schools for full-time Active Duty Military Members:

(1) DoDI 1342.26, Eligibility Requirements for Minor Dependents to Attend Department of Defense (DoD), Domestic Dependent Elementary and Secondary Schools (DDESS), para 6.1.1 and 6.3.2.1 requires the Military member to be on full time active duty and reside on the Military Installation for school attendance. This instruction basically states that DoD provides a tuition-free education for the dependent children of Military members that occupy permanent on base housing or who have written affirmation provided by the Installation Family Housing Manager which states that the sponsor has applied for and will be able to occupy permanent living quarters at the new duty station within 90 school days.

(2) Dependent children must be listed on the Military orders or the Military member must have other valid proof of dependency through the defense enrollment eligibility reporting system (DEERS), full guardianship as provided by State Court Judge, or completed adoption paperwork.

(3) If enrollment occurs based upon this subparagraph (1) above, failure of the sponsor to accept permanent quarters on the Military Installation when available and offered shall end and the child's eligibility to attend the DoDEA School.

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(4) For eligibility, permanent living quarters is defined as housing that is provided by the Family Housing Office of the Privatized Partner where a lease is executed and the property has a permanent address. This does not include temporary quarters, billeting or the Family camping area.

(5) Military members may only obtain one 90 day letter from the housing office and it must be in conjunction with a permanent change of station. If, at any time during that 90 school day period, the member turns down housing or removes their name from the active waiting list, the school will be notified and the students will be immediately disenrolled.

(6) If a Military member chooses to obtain permanent on base housing that is not in conjunction with a permanent change of station, the dependent may not be enrolled until the Military member signs for and resides in permanent on base housing.

b. On base schools for full time Department of Defense Civilian Employees:

(1) DoD Instruction 1342.26 Eligibility Requirements for Minor Dependents to attend Department of Defense (DoD) Domestic Dependent Elementary and Secondary schools (DDESS), para 6.1.1 requires the DoD Civilian Employees to be employed in a full time position and reside on the Military Installation for school attendance.

(2) Dependent children must be listed on the travel orders or the DoD Civilian must have valid proof of dependency through the defense enrollment eligibility reporting system (DEERS), full guardianship as provided by a State Court Judge, or completed adoption paperwork.

(3) A 90 day school letter is not authorized for DoD Civilian Employees. They must have a valid lease and reside in permanent living quarters in order for their dependents to qualify for enrollment.

(4) For eligibility, permanent living quarters is defined as housing that is provided by the Family Housing Office or the Privatized Partner where a lease is executed and the property has a permanent address. This does not include temporary quarters billeting or the Family camping area.

c. Gold Star/Fallen Military Member Families:

(1) Section 2164 of Title 10 (j) and DoDEA Policy Memorandum 09-PL-001, dated May 14, 2009 authorize enrollment of some fallen Military dependents in the schools on the Installation.

(2) Gold Star/Fallen Military dependents may enroll at the DoDEA schools on Fort Knox if the Military Member died in the line of duty in a combat related operation (as

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designated by the Secretary of Defense) regardless of their physical residence on the Military Installation so long as they reside within commuting distance.

(3) Gold Star/Fallen Military dependents who are currently enrolled in school on the Installation at the time of death may continue in DoDEA schools on Fort Knox without limitations as long as they continue to meet all other criteria for continued enrollment.

(4) Gold Star/Fallen Military dependents in (1) and (2) above must obtain a one-time letter of certification from the Director for Student Excellence, DoDEA Americas. Requests must be submitted through the Kentucky Community Superintendents Office at 270-439-1927.

d. Off-base schools for those residing on the Installation but not on full-time active duty, full-time DoD Civilian employees or Gold Star/Fallen Military Families:

(1) A letter of release from the DoDEA schools is required for families who reside on the Installation (who are not eligible to attend the schools) to register for public schools off-base.

(2) A current, valid lease issued by the Installation Housing Office or the Privatized Partner listing dependents along with an e-mail including the names, ages and intended school district must be provided to the DoDEA point of contact, [brenda.gregorich@am.dodea.edu](mailto:brenda.gregorich@am.dodea.edu) or 470-460-2057 in order to obtain the letter of release.

3. Point of contact for this policy is Brenda Weatherington at (502) 624-2305.

LANCE A. O'BRYAN  
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Commanding