



**DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VA 23801-1818**

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FEB 20 2019

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fort Lee Policy for Short-Term Extension Requests and Exceptions to Policy for Privatized Family Housing**

**1. References.**

a. Memorandum, Department of the Army, Assistant Secretary, Installations, Energy and Environment (ASA (IE&E)) subject: Residential Communities Initiatives (RCI) Policy for Major Decisions Authority, 5 February 2013

b. AR 420-1, Army Facilities Management, 12 February 2008, Rapid Action Revision (RAR), 24 August 2012

c. USAG Fort Lee Family Housing Resident Handbook, 26 April 2017

2. This policy is established to provide the procedures for a Service Member (SM) residing in Fort Lee Family Housing to request either a short-term extension in Fort Lee Family Housing in order to clear/out-process Fort Lee or if a SM requires an Exception to Policy to extend their Family's eligibility to remain in Fort Lee housing while the SM is no longer assigned to Fort Lee. Extensions and Exceptions to Policy are not automatically approved. The SM must present extenuating circumstances as justification for the request.

**3. Policy.**

a. Extensions: Active duty military personnel with dependents assigned to Fort Lee are authorized to reside on the installation in privatized Family Housing. When a SM receives reassignment orders, active duty military personnel with dependents may request an extension for their dependents to remain in privatized Family Housing on Fort Lee in accordance with the following procedures:

(1) The SM leaseholder must prepare a memorandum requesting an extension for their dependents to remain in privatized Fort Lee Family Housing.

(2) The SM must submit a signed memorandum by the first Colonel (O6) in the SM's chain of command sponsoring the SM's Family Members for the duration of the Family's stay on the installation.

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(3) The SM will submit the above memorandums to the property management neighborhood office in which they reside. The Resident Relations Specialist will forward the request to the DPW, RCI Office for processing.

(4) Extension requests to remain in Fort Lee Family Housing beyond the SM's post clearance date will be reviewed by the RCI Asset Manager who will provide a recommendation for approval/disapproval, then forward to the DPW Director for concurrence/non-concurrence. The extension request will then be sent to the Garrison Commander for final recommendation to the partner.

b. Exceptions to Policy will be evaluated by the RCI Office who will provide a recommendation of approval/disapproval and forward the packet to the DPW Director for concurrence/non-concurrence. The request will then be sent to the Garrison Commander as the final recommendation authority for the Army. All requests should be submitted in writing on unit letterhead.

4. Proponent for this policy is the USAG Fort Lee Directorate of Public Works Housing Division at (804) 765-1976.

  
HOLLIE J. MARTIN  
COL, LG  
Commanding

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