



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, STUTTGART
UNIT 30483
APO AE 09154-0438

AMIM-SGP-H

MEMORANDUM FOR All Service Members, Civilian Employees and Family Members
of the United States Army Garrison (USAG) Stuttgart

SUBJECT: USAG Stuttgart Command Policy Memorandum #25-030, Requests for
Exception to Housing Policy (ETP) and Appeal Procedures

1. References:

- a. AR 420-1 (Army Facilities Management)
- b. AE Supplement 1 to AR 420-1 (Army Facilities Management)
- c. AEAR 37-4 (Providing Temporary Lodging Allowance in USEUCOM)
- d. HQ USAEUR, AECG, memorandum (Military Family Housing Assignment Policy for the Army in Europe (AE Cmd Memo 2018-032)), 20 June 2018

2. Purpose. This policy establishes local standards and guidelines for requesting exceptions to policy relating to housing assignments and appealing final determinations of ETP requests.

3. Applicability. This policy is applicable to all assigned Service Members (SMs) and Family Members within USAG Stuttgart.

4. Policy:

- a. USAG Stuttgart housing information is provided to incoming personnel through multiple mechanisms: Military Personnel branch, USAG Stuttgart digital media platforms, and through the Housing Office.

- b. SMs must contact the housing office prior to making any housing arrangements to rent, lease or purchase off-post housing. In-processing instructions are provided on in-processing checklists and on the referenced digital platforms.

- c. Housing assignments are made IAW the references listed above. When requesting exceptions to housing policy, SMs are required to submit their requests, with supporting documentation (i.e. medical justifications or endorsements, pregnancy statements, Exceptional Family Member Program enrollment), through their chain of command; endorsed by their organization's commandant or equivalent position to the Housing Division for staffing to the Garrison Commander for consideration.

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d. When housing is available on post, no further TLA is authorized IAW reference c. Remaining in a hotel while awaiting an outcome of an ETP is a personal expense. On post housing will be offered to offset any financial hardship.

e. Except in cases of extreme hardship, this policy establishes the Medical Director as the only accepted medical recommendation to the Garrison Commander/Chief of Housing. Upon receipt, all medical exceptions will be forwarded by the Chief of Housing to the Medical Director, located at the Patch Health Clinic for evaluation and recommendation. While supporting medical documentation can be included, recommendations from other medical providers will not be considered.

f. There is no government requirement to relocate SMs or their family at government expense based upon change in EFMP, medical status, or extreme hardship. All SMs requests to relocate will be at the requestor's expense. Moves for the convenience of the SM, to include moving from off-post to on-post (unless Soldier is key and essential or directed to move on post), promotion, and change in family size or bedroom requirement will all be at personal expense.

g. All requests for exception to policy must clearly show denial will result in undue hardship. Favorable approval of the requested exception must immediately relieve the condition of hardship, which necessitated the request.

5. Appeal Procedures:

a. SMs seeking reconsideration of a denied request for exception to policy, must do so in writing within 14 calendar days of the denial. The appeal must include proper supporting documentation containing new and compelling information not considered in the original request.

b. Appeals submitted with no new and compelling information will be returned without action. Appeals should be submitted to the Housing Division for further staffing. The appeal authority is the USAG Stuttgart Garrison Commander.

6. The POC for this policy is the USAG Stuttgart Chief, Housing Division, at telephone DSN 314-596-3652, or commercial 09641-70596-3652.

EDWARD J. SANFORD
COL, SF
Commanding