



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

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

SUBJECT: USAG Stuttgart Command Policy Letter #36, Requests for Exception to Housing Policy (ETP) and Appeal Procedures

1. REFERENCES:

- a. Army Regulation (AR) 420-1, Army Facilities Management.
- b. Army in Europe Supplement to Army Regulation 420-1, Housing Management.

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 and Family Members within USAG Stuttgart.

4. POLICY:

a. The USAG Stuttgart housing information is provided to incoming personnel through multiple mechanisms: Military Personnel branch, Army Housing One Stop (AHOUS), USAG Stuttgart webpage and by directly contacting the Housing Division prior to making arrangements for change of station.

b. Service Members are required to contact the housing office prior to making any housing arrangements to rent, lease or purchase off-post housing.

c. Housing assignments are made in accordance with the references listed above. When requesting exceptions to housing policy, Service Members are required to submit their requests, with supporting documentation (i.e. medical justifications or endorsements, pregnancy statements, Exceptional Family Member Program (EFMP), enrollment), through their chain of command and endorsed by their 05/06 Commander to the Chief, DPW Housing Division.

d. Except in cases of extreme hardship, this policy establishes the Medical Director's recommendation as the only accepted medical recommendation to the Garrison Commander/Chief of Housing. Upon receipt, all medical exceptions will be

IMSG-ZA

SUBJECT: USAG Stuttgart Command Policy Letter #36, Requests for Exception to Housing Policy (ETP) and Appeal Procedures

forwarded by the Chief of Housing to the Medical Director, located at the Patch Health Clinic for evaluation and recommendation.

e. There is no government requirement to relocate a Service Member and Family Members at government expense based upon change in EFMP, medical status, or extreme hardship. All Service Member requests to relocate will be at the requestor's expense. Moves for the convenience of the Service Member include moving from off-post to on-post (unless Soldier is key and essential), promotion, and change in Family size or bedroom requirement.

f. 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. Service Members 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 staffing and processing. The appeal authority is the USAG Stuttgart Garrison Commander.

6. The point of contact for this memorandum is Chief, Housing Division, DSN 596-2218, Civilian 09641-70-596-2218.

JASON W. CONDREY
COL, IN
Commanding