



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623 BOX 50  
APO AE 09005-9623

IMWB-ZA

13 OCT 2020

MEMORANDUM FOR All Members of the United States Army Garrison Wiesbaden Community

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #36, Requests for Exception to Housing Policy and Appeal Procedures

1. References:

- a. Army Regulation (AR) 420-1, Army Facilities Management, 24 August 2012.
- b. Army in Europe Supplement to Army Regulation 420-1, Housing Management, 20 November 2008.
- c. Department of Army Pamphlet 420-1-1, Facilities Engineering, Housing Management, 2 April 2009.
- d. Memorandum, Installation Management Command (IMCOM), Headquarters, 10 June 2015, Revision to the Designation of Housing for Pay Grades Chief Warrant Officer Five (CW5) and Chief Warrant Officer Three (CW3).
- e. Memorandum, IMCOM-Europe, AECG, 20 June 2018, subject: Military Family Housing Assignment Policy for the Army in Europe.

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

3. Applicability. This policy is applicable to all assigned military and civilian personnel, their Family Members and guests, tenant units and activities within USAG Wiesbaden.

4. Policy.

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

IMWB-ZA

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #36, Requests for Exception to Housing Policy and Appeal Procedures

b. Military personnel 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 (SMs) and Civilians 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. The memorandum format is outlined in AR 25-50.

d. There is no government requirement to relocate a SM or Civilian at government expense based upon a promotion selection, increase in Family size, change in EFMP or medical status or extreme hardship. All SM or Civilian requests to relocate will be at the requesters expense.

e. The following ETPs will be processed for consideration:

(1) Promotable SMs, or SMs selected for promotion, may request to move into housing authorized for their promotable grade. Requests must include orders reflecting a promotable (P) status or documentation of their published promotion selection.

(2) Relocation due to increase in the number of command-sponsored dependents, with supporting documentation.

(3) Requests to move due to change in EFMP status or a medical condition which warrants special housing.

(4) Requests for exception to policy which exceed housing bedroom entitlements, to reside off-post when on-post government housing is available, or requests for exception to policy prescribed in the regulation which are determined by duty status or pay grade will only be considered when compelling documentation demonstrates an extreme hardship and shows that the SM has exhausted all alternatives.

f. ETPs will be returned without action when:

(1) Requests do not have the SMs 05/06 commander's endorsement or supporting documentation (i.e., medical determination signed by the USAG Wiesbaden Medical Commander stating the medical condition warrants special housing consideration, pregnancy statements, EFMP enrollment, etc).

IMWB-ZA

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #36, Requests for Exception to Housing Policy and Appeal Procedures

(2) Request is for the expectation of an upcoming selection board or unofficial notification which does not constitute adequate documentation to warrant additional entitlements.

(3) There is only a desire or expectation of becoming pregnant, which does not constitute or warrant additional entitlements. SMs shall not be considered for benefits or entitlements of additional bedrooms until the pregnancy is confirmed and medical documentation of pregnancy is provided.

(4) Request is for an additional bedroom for "member(s) of household."

(5) Request is for an additional bedroom for participation in Emergency Placement Care or Family Child Care (FCC) Programs, which does not entitle sponsors to additional bedrooms or relocation to larger houses. Army Family housing (AFH) will only be assigned according to the sponsor's grade and bedroom requirements.

(6) Request is for an additional bedroom for persons who provide domestic services.

(7) Excess large or oversized furniture, household goods or appliances is not justification for additional bedrooms or to obtain authorization to reside off post.

(8) Request is for additional pets, over the two (2) allowed (either two dogs or two cats or combination thereof), or having animals not authorized to be in housing, or as a justification to obtain authorization to reside off post.

(9) Request is for a first floor or specific housing area (or housing type; e.g., duplex, etc.) without supporting documentation; i.e., EFMP documentation or memorandum signed by the USAG Wiesbaden Medical Clinic commander stating the medical condition warrants special housing consideration.

g. Requests for exception to policy based upon a specific medical issue must be endorsed through the SMs chain of command, have a recommendation from the EFMP Manager, and include a medical determination by the USAG Wiesbaden Clinic Commander. The Clinic Commander's written determination should state that the medical condition warrants special housing consideration. Examples are:

(1) Housing must be located on the first or second floor, etc.

(2) Housing be without steps/stairs (exterior or interior).

(3) Housing requires special modifications or requirements; i.e., Americans with Disabilities Act (ADA) compliant accessibility.

IMWB-ZA

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #36, Requests for Exception to Housing Policy and Appeal Procedures

h. All requests for exception to policy must be clearly justified and show the SM is living under conditions not typical of others. Favorable approval of the requested exception must immediately relieve the condition of hardship which necessitated the request.

i. Requests for retention of housing after reassignment to another installation must be accompanied by concurrence of the gaining battalion commander (05/06) as well the gaining garrison commander.

5. Appeal Procedures.

a. SMs and Civilians seeking reconsideration of a denied request for exception to policy, must do so in writing using memorandum format prescribed in AR 25-50. 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.

6. Point of contact for this memorandum is the USAG Wiesbaden DPW Housing Chief at DSN 548-4402; civilian: 0611-143-548-4402; email donald.h.meyer.civ@mail.mil.

  
MARIO A. WASHINGTON  
COL, AG  
Commanding