



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

AMIM-WBG-ZA

09 MAR 2023

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

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #78, Requests for Exception to Housing Policy

1. References:

- a. Army Regulation (AR) 420-1, Army Facilities Management, RAR 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.
- f. Memorandum, USAG Wiesbaden, 19 December 2022, USAG Wiesbaden Command Policy Letter #77, Pet Policy.

2. Purpose. This policy establishes local standards and guidelines for requesting exceptions to policy (ETP) relating to housing management 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. USAG Wiesbaden housing information is provided to incoming personnel through multiple mechanisms: Military Personnel branch, Army Housing Online User Services (AHOUS), USAG Wiesbaden webpage and by directly contacting the Housing Division prior to change of station planning and coordination.

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

c. For Exceptional Family Member Program (EFMP) related requests, the Housing Division will coordinate with Regional Health Command-Europe (RHC-E) EFMP office in order to determine if special accommodation is needed based on current medical data. The request must contain a memorandum from the military family member or civilian sponsor (first person context) which explains why the accommodation is needed and which Family member needs support.

d. Service members (SMs) and civilians are required to submit requests with supporting documentation (i.e., appropriate medical recommendation, pregnancy statement, etc.) through their chain of command for endorsement by their 0-5/0-6 commander prior to submission to the Chief, DPW Housing Division. Memorandum formatting should be in accordance with AR 25-50.

e. There is no automatic regulatory requirement to relocate a SM or civilian at government expense based upon a promotion selection, increase in family size, or for personal convenience. Such requests to relocate should be submitted to the Housing Office and may be at the requester's expense.

f. The following are examples of ETPs that will be processed for consideration:

(1) Requests to move due to a medical condition which warrants special housing.

(2) Requests to support spouse's employment.

(3) Requests for additional bedroom(s) which exceed housing entitlements.

(4) Requests to reside off-post when on-post government housing is available.

(5) Requests for exception to policy prescribed in the regulation which are determined by a change in duty status or pay grade.

Note: For (3) through (5) above, requests will only be considered when compelling documentation demonstrates an extreme hardship and that the SM has exhausted all alternatives.

g. ETPs will be returned without action when:

(1) Request does not have the SM's 0-5/0-6 commander endorsement or other relevant supporting documentation (i.e., medical recommendation signed by the local U.S. Army Health Clinic commander or RHC-E official, pregnancy statement, etc.).

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Requests pertaining to USAREUR-AF Soldiers must be routed through the Headquarters, Headquarters Battalion (HHBN) commander.

(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 above and beyond the limits set forth in reference 1.f. above, 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 dwelling, or specific housing area or housing type (e.g., duplex or single dwelling) without supporting documentation; i.e., EFMP documentation or memorandum signed by the local U.S. Army Health Clinic (USAHC) commander or RHC-E official stating the medical condition warrants special housing consideration.

g. Requests for exception to policy based upon a specific, non-EFMP related medical issue must be endorsed through the SM's chain of command and include a recommendation from the USAHC commander. This written recommendation 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).

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

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.

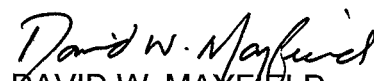
i. Requests for retention of housing after reassignment to another installation must be accompanied by concurrence of the gaining 0-5/0-6 commander.

5. Appeal Procedures.

a. SMs and civilians seeking reconsideration of a denied request for exception to policy must do so in writing and 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.


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Commanding