DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096

IMWB-ZA

Mar 28 2016

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, 28 July 2015, subject: Family Housing Assignment Policy for the Army in Europe.

f. Memorandum, Assistant Chief of Staff Installation Management (ACSIM), DAIM-ZA, 17 November 2015, subject: Approval Process for Service Members in Same-Sex Marriages who Request Housing Benefits while Assigned to Overseas Locations.

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.

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, Servicemembers (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 O5/O6 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 requestors 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) 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 exceed housing bedroom entitlements, live off-post when on-post government housing are 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 O5/O6 commander's endorsement or supporting documentation (i.e., medical determination signed by the Wiesbaden Army Health Clinic (WAHC) Commander stating the medical condition warrants special housing consideration, pregnancy statements, EFMP enrollment, etc).

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

entitlements. SMs shall not be considered for benefits or entitlements at a grade higher than they currently hold until selected by a promotion selection board, with results published and a promotion sequence number assigned.

(3) Expectation of becoming pregnant 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 for additional bedroom for "members of household".

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

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

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

(8) 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 is not a justification to obtain authorization to reside off post.

(9) Requests for a first floor, specific housing area or housing type, i.e., duplex, etc., without supporting documentation, i.e., EFMP documentation or memorandum signed by the WAHC 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 Manger and a medical determination by the WAHC Commander. The Clinic Commander's written determination should state if the medical condition warrants special housing consideration e.g.:

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

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

(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 community must be accompanied by the concurrence of the gaining O5/O6 Commander, and the gaining USAG 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 mary.e.schmitt4.civ@mail.mil.

MARY L. MARTIN
COL, AG
Commanding