

**EXAMPLE FORMAT FOR TYPING REQUEST**

(UNIT LETTERHEAD)

YOUR OFFICE SYMBOL

DATE

MEMORANDUM FOR FORT HOOD HOUSING OFFICE

SUBJECT: PRIORITY HOUSING \*\*  
VISITATION BY NONDEPENDENTS \*  
RETENTION OF ON-POST HOUSING \* (see instruction on back for single parents requirement)  
REASSIGNMENT OF ON-POST HOUSING \*  
ADJUSTMENT OF WAITING LIST DATE \*  
OTHER

\* Denotes that request must be endorsed with justification by Company Commander Only (**Include Company Commander's Signature block with e-mail address.**)

\*\* Denotes that request must be endorsed with justification by complete Chain of Command (**Company Commander up to 06. Including Company Commander's Signature block with e-mail address. See NOTE:**)

1. Request priority housing due to (the reason).

1. Request retention of on-post housing (address & village), Fort Hood, Texas. Deferred travel not to exceed 140 days as per enclosed (statement or orders). Unit must give name of sponsor, home phone number, and duty phone along with SM request.

1. Request retention of on-post housing (address & village), Fort Hood, Texas, during PCS unaccompanied tour in (country). Unit must give name of sponsor, home phone number, and duty phone along with SM request.

1. Request retention of on-post housing (address & village), Fort Hood, Texas, during TDY enroute to PCS for the period \_\_\_\_\_ through \_\_\_\_\_.

1. Request retention of on-post housing (address & village), Fort Hood, Texas, until the end of the school semester/school year for the period \_\_\_\_\_ through \_\_\_\_\_. (For school age children only)

1. Request retention of on-post housing (address & village), Fort Hood, Texas, during the TDY period \_\_\_\_\_ through \_\_\_\_\_ in conjunction with the deferred travel period \_\_\_\_\_ through \_\_\_\_\_.

1. Request retention of on-post housing (address and village), during terminal leave period \_\_\_\_\_ through \_\_\_\_\_. (7 working days prior to retirement).

1. Request adjustment of waiting list date due to (the reason). (Must include orders, DA31, marriage certificate and copy of Housing Application).

1. Request reassignment to a different unit due to (the reason)

1. Request authorization to allow my (relation), (name), (date of birth), to reside in my house (address and village), beyond the authorized 30 day limitation for the following reason.

1. Request modifications of on-post quarters due to (the reason).

# of Encls

YOUR RANK AND FULL NAME

SSN

UNIT ADDRESS

DUTY # HOME #

NAME OF COMPANY COMMANDER

RANK, BRANCH

COMMANDING

EMAIL ADDRESS

**THE FOLLOWING IS FOR THE SOLDIER TO READ:**

All **EXCEPTIONS TO POLICY** for **MEDICAL** will have original and one (1) copy of request and all enclosures to substantiate the request. **MEDICAL RECORDS MUST** be on file at DARNALL. Submit a copy of DA Form 5862-R (Army Exceptional Family Medical Summary)/Letter from attending Physician.

All **REQUESTS FOR RETENTION OF HOUSING**, will have original and one (1) copy accompanied by two (2) copies of orders, amendments, Homebase Assignment and/or Deferred Travel approval, as appropriate. Retention of housing requests will only need to be endorsed by the Company Commander **UNLESS** soldier has received two (2) **LETTERS OF WARNING** from the **STAFF JUDGE ADVOCATE (SJA)**, then the soldier **MUST** get endorsement from complete Chain of Command.

Requests for **RETENTION** from **SINGLE/SOLE PARENT**. An adult legal guardian **MUST** be appointed in writing to assume responsibility for the care and conduct of minor children. Retention request must also include statement requesting to have a **NONDEPENDENT** reside in housing during the absence of the soldier. **OCCUPANCY OF HOUSING** will be **EXTENDED** to the legal guardian **ONLY**. (This type request must go thru **COMPLETE CHAIN OF COMMAND**). **NO EXCEPTION WILL BE PROCESSED UNLESS ALL SIGNATURES NEEDED ARE OBTAINED BY THE SOLDIER AND ALL ENCLOSURES ARE ATTACHED.**

For **ADDITIONAL INFORMATION**, please call 287-4048/6126.

**NOTE: Approvals/Disapprovals will be sent to Company Commanders via e-mail (if applicable).**

## FACT SHEET

DPW  
MS. RUSHING (7-0353)  
1 May 2002

AFZF-PW-HSG (210-50)

SUBJECT: On-Post Family Housing Exception to Policy

PURPOSE: To provide information on obtaining on-post family housing exceptions to policy.

### FACTS:

1. Exceptions to policy for on-post housing may be submitted when unusual circumstances exist and soldier should be assigned to on-post housing on a priority basis and not be required to endure the normal wait times experienced by others (i.e., severe financial problems incurred through no fault of the soldier).

2. Requests for exception to policy may be submitted for the following reasons:

a. **FINANCIAL HARDSHIPS (NO FAULT OF SOLDIER):**

Requests for exception for financial hardships inflicted by the Army (i.e., failure to pay Soldier, PCSing several times in 1 year, etc.) must state circumstances/justification and be supported by documents such as LES, orders, verification from commander and the finance office and financial statement.

b. **FINANCIAL HARDSHIPS (OTHER):**

Requests for exception for financial reasons due to inability by soldiers to manage their financial affairs (i.e., failure to pay rent, etc.) are normally not approved, however the requests must also state circumstances/justification and be supported by documents such as LES, orders, verification from commander and the finance office and financial statement.

c. **COMPASSIONATE REASONS:**

Requests for exception for compassionate reasons must be supported by statements and documents from ACS, Red Cross, Chaplain's Office or other agencies with direct knowledge of the case. In cases where service members lose their off-post living accommodations due to fire, the landlord should make every effort to relocate the tenant to a similar vacant unit. A release letter from the landlord, along with a copy of the fire report, must accompany any request for exception to policy. If financial hardship is also a factor of the request, a financial statement is also needed.

AFZF-PW-HSG

SUBJECT: On-Post Family Housing Exception to Policy

**d. NO FAULT EVICTION FROM OFF-POST HOUSING:**

Requests for exception due to no fault eviction from off-post housing must be supported by the official eviction notice. Soldier must be on the waiting list for quarters and within 60 days of being assigned to quarters to obtain approval. Requests dealing with problems relating to off-post rental units or landlords must first be brought to the attention of the Housing Office to allow research of the complaint.

**e. MEDICAL REASONS:**

Requests for exception for medical reasons must state specific circumstances and be supported by medical records on file at Darnall Army Community Hospital or documentation from the Exceptional Family Member Program records. All requests for medical reasons are forwarded (by the Housing Office) to the Chief, Clinical Services for evaluation. Medical reasons including: asthma, allergies, and pregnancy are not considered adequate justification for exception to policy and are normally disapproved. If financial hardship is also a factor of the request, a financial statement is also needed.

3. The soldier's Chain of Command should make every effort to assist in resolving the soldier's financial problems before the request for exception to policy is submitted to the Housing Office. Commander's recommendation does not imply approval or disapproval of the request. **Housing Office will return any incomplete requests to requestor without further action.**

4. Requests for exception to policy may be approved by a Housing Office Manager. Decisions to disapprove requests will be made at the discretion of the Garrison Commander.

**5. For requests to be favorable considered, soldiers must be able to pay rent in the full amount of their basic allowance for housing by means of an allotment to Fort Hood Family Housing (FHFH).**

6. Adjustment or reinstatement to the waiting list will only be approved if soldier was negatively impacted due to administrative errors by the Housing Office. (Frequently soldiers elect not to be placed on the waiting list for on-post housing until problems arise.)

7. For additional information pertaining to exceptions to policy for priority housing, call a Housing Office Manager at 287-4048 or 287-6126.

(Original Signed)

AUTHENTICATION: Ms. C. J. Anderson

DATE: 1 May 2002