

Topic: Process for Submitting an Exception to Policy for Non-Dependent to Reside on Fort Irwin	OPR: RCI 380-6824
Reference: United States Army Garrison, Fort Irwin and the National Training Center Policy #5, Authorized Residents in Family Housing, Sample Memorandum from Commander, Exception to Policy Form from Pinnacle	
<p>Procedure:</p> <ul style="list-style-type: none">• The Garrison Commander is the approval authority for any request for a non-dependent to reside on Fort Irwin.• The process for a service member to obtain this exception to policy (ETP) is as follows: Service member will go through his/her Commander and obtain a memorandum with the Commanders concurrence and awareness that the Soldier is requesting this ETP. Soldier will submit the ETP through the Residential Communities Initiative (RCI) along with copies of the non-dependents drivers' license (or state issued identification), social security card, and proof of valid US medical insurance. RCI will coordinate with Emergency Services for background check and prepare approval or disapproval memorandum for the Garrison Commander's signature. For follow-up please contact the RCI Housing Manager, at 760-380-6824	

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Sample of Commander's Memorandum:



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

Your Unit
FORT IRWIN, CA 92310-XXXX

OFFICE SYMBOL

MEMORANDUM FOR Garrison Commander, Fort Irwin, CA 92310

SUBJECT: Request Authorization for Non-Dependent Family Member to Reside in Privatized Housing

1. Describe detailed information on Soldier's request and situation. Include duration of stay of non-dependent.
2. Indicate whether or not you concur with this request
3. Point of contact information.

Signature
NAME
RANK, BR
TITLE