

Topic: Process for submitting at ETP to Reside at the Marine Corps Logistics Base (MCLB) Housing

OPR: RCI
380-6824

Reference: NA

Procedure:

- For Soldiers assigned to Fort Irwin and working at Barstow / Daggett Airfield, the following procedures will be followed when attempting to acquire housing at MCLB.
- Soldier will sign and submit a memorandum through his/her chain of command to the Fort Irwin Garrison Commander requesting housing at MCLB.
- Memorandum will state the following:

"I fully understand that if I accept housing at MCLB, I must remain there for the duration of my tour of duty at Fort Irwin. Additionally, I understand that there will be no exceptions to this policy"
- Once memorandum is forwarded to Soldier's Command, unit will forward memo and a copy of the Soldier's orders assigning him to Fort Irwin to the RCI office.
- RCI office will submit memorandum and orders to the Garrison Commander for review.
- Once approved / disapproved, RCI will notify Soldier's unit of action.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

Your Unit
FORT IRWIN, CA 92310-XXXX

OFFICE SYMBOL

MEMORANDUM THRU Commander, Your Unit, Fort Irwin, CA 92310

FOR Commander, U.S. Army Garrison, Fort Irwin, CA 92310

SUBJECT: Request Exception to Policy to Reside in Housing at MCLB

1. Request an exception to policy to reside in housing at MCLB. I fully understand that if I accept housing at MCLB, I must remain there for the duration of my tour of duty at Fort Irwin. Additionally, I understand that there will be no exceptions to this policy
2. Point of contact for this request is the undersigned, telephone number.

Service Member's Signature

NAME

RANK, BR

Title