



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
FORT IRWIN, CA 92310-5000

MAY 24 2012

IMNT-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #4, Authorized Residents in Family Housing

1. PURPOSE. To establish installation policy for who is authorized to reside on the installation.
2. APPLICABILITY. This policy applies to all personnel residing on Fort Irwin in Privatized housing.
3. REFERENCE. AR 420-1, Army Facilities Management, Commander's inherent authority to maintain morale, safety, and welfare of the installation.
4. POLICY.

a. The following are the only categories of personnel eligible to reside on Fort Irwin over 30 days without an exception to policy:

(1) Military personnel attached or assigned to Fort Irwin and their authorized dependants. Dependant verification is Defense Enrollment Eligibility Reporting System (DEERS).

(2) DoD and DA civilian employees designated as Key and Essential.

b. All other individuals residing on the installation require an Exception to Policy (ETP) approved by the Garrison Commander

c. Back-to-back or near back-to-back 30 day visitation periods are considered to be a continued period of residence and require an ETP unless the individual is listed in paragraph 4a (1) and (2).

d. This policy applies to all individuals no matter where they may reside, including but not limited to Post Family Housing, Unaccompanied Personnel Housing, the Landmark Inn, or the Post RV lot.

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e. An approval of an ETP to reside on the installation does not imply or grant extension of other benefits or privileges. For example, an approved ETP for housing a non-DEERS Family member does not entitle the person to the following:

- (1) Additional bedrooms in the housing unit.
- (2) Use of Commissary or Exchange privileges.
- (3) Non-emergency use of medical facilities.

5. The process for a service member to obtain this ETP is as follows:

a. Service member will go through his/her Commander and obtain a memorandum with the Chain of Command's concurrence and awareness that the Soldier is requesting this ETP. This ETP will be signed or endorsed up to the 06 Commander.

b. Soldier will submit the ETP through the Residential Communities Initiative (RCI), 4553 Tippecanoe, along with copies of the non-dependents drivers' license (or state issued identification), social security card, and proof of valid US medical insurance.

c. RCI will coordinate with Emergency Services for background check and prepare a recommendation and memorandum for the Garrison Commander's consideration.

6. This policy is punitive in nature. Military violators of this policy are subject to disciplinary action to include non-judicial punishment or action in accordance with UCMJ as well as administrative actions. Civilian government employees are subject to administrative disciplinary action as prescribed by the civilian personnel manual. All other civilians are subject to actions to include a bar from the installation access.

7. The proponent for this policy letter is the RCI Housing Manager, RCI at 380-6824.



KURT J. PINKERTON  
COL, IN  
Commanding