



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
BLDG 237, B AVE, P.O. Box 105021  
FORT IRWIN, CA 92310-5000

REPLY TO  
ATTENTION OF

IMNT-ZA

4 January 2016

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 dependents. Dependent verification is Defense Enrollment Eligibility Reporting System (DEERS).

(2) DoD and DA civilian employees designated as Key and Essential (see USAG policy Letter #8).

b. All other individuals residing on the installation require an Exception to Policy (ETP) approved on a case by case basis 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.

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:

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- (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 someone desiring to reside on post to obtain this ETP is as follows:
- a. The individual will go through his/her Commander, director or Contracting Officer's representative and obtain a memorandum with their concurrence and awareness that the individual is requesting this ETP. This ETP will be signed or endorsed up to first Colonel Commander or director in the chain of command.
  - b. The individual 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.
  - d. Exceptions to policy for a foreign exchange student must be submitted prior to acceptance of the students and enrollment in school. Exception to policy must include a copy of the foreign exchange student's Passport and Visa, proof of U.S. medical insurance, and host Family must be able to obtain legal written authorization from the participant's natural family to act in all cases of emergency or illness during the participant's stay in the United States.
  - e. Exceptions to policy for nanny / Au Pair in housing must be coordinated in accordance with procedures outlined in USAG Policy Letter #11.
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 installation access or eviction from residences.
7. The proponent for this policy letter is the Residential Communities Initiative at 380-6824.

  
G. SCOTT TAYLOR  
COL, AR  
Commanding

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