



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

11 Aug 16

MEMORANDUM FOR Permanent Party (PP) Personnel Assigned or Attached to
U.S. Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-39, Unaccompanied Personnel Housing
(UPH)

1. References.

a. Army Regulation 420-1, Facilities Engineering, Army Facilities Management, Chapter 3, Housing Management, 12 Feb 08 (with Rapid Action Revision issued 24 Aug 12).

b. ALARACT 201/2012, HQDA EXORD 261-12 FIRST SERGEANTS BARRACKS PROGRAM (FSBP) 2020.

c. *First Sergeant's Barracks Program 2020 Handbook*, Office of the Assistant Chief of Staff for Installation Management, HQDA, 26 Mar 14.

d. USARPAC Policy Memorandum Installation-1, Discipline, Law, and Order, 21 Jan 12.

e. IMCOM, Delegation of Approval Authority for Certificates of Non-Availability (CNA) for UPH, dated 12 Jun 13.

f. IMCOM-Pacific Policy Memorandum #17, Temporary Use of Excess/Available Unaccompanied Personnel Housing (UPH), dated 21 Sep 12.

g. U.S. Army Hawaii Policy Letter 13 – Commanders' 72 hour- Physical Separation of Parties Involved in Domestic Violence, dated 5 Nov 14.

h. Army Regulation 735-5, Property Accountability, 10 May 13 (with Rapid Action Revision issued 22 Aug 13).

i. U.S. Army Garrison Hawaii Policy Memorandum #3, Alcohol Use-Abuse, dated 27 May 14.

2. Purpose. To provide policy for the assignment, termination, maintenance, inspection and management of USAG-HI UPH Permanent Party (PP) quarters.

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3. Scope. This policy covers Enlisted Quarters (EQ) E-5 and below.

4. Applicability. This policy applies to all PP personnel (E5 & below) who are permanently assigned or attached to installations located in Hawaii and eligible for UPH.

5. Definitions.

a. Bonifide Bachelor: Soldiers entitled to Basic Allowance for Housing (BAH) at the "without dependents" rate.

b. Geographical Bachelor: Soldiers entitled to BAH at the "with dependent" rate, who are voluntarily separated from their Family members for personal reasons.

6. Responsibilities:

a. The Garrison will:

(1) Provide adequate UPH (PP) housing facilities and services

(2) Operate and manage the UPH program in accordance with (IAW) Ref. 1a above.

(3) Manage utilization of PP housing (Control unit allocation of barracks spaces based on strength and assets available).

(4) Manage PP inventory.

(5) Manage PP furnishings program.

(6) Approve/Disapprove Exception to Policy (ETP) IAW with Encl 1.

(7) Implement the First Sergeants Barracks Program 2020 (FSBP 2020) (Ref 1b and 1c above).

b. The Directorate of Public Works (DPW) will:

(1) Perform real property master planning.

(2) Work on approved service orders, to include interior/exterior maintenance and repair for all barracks buildings within the DPW area of responsibility.

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(3) Perform grounds maintenance within the DPW area of responsibility.

(4) Implement the First Sergeants Barracks Program 2020 (FSBP 2020), DPW responsibilities (Ref 1b and 1c above).

(a) Perform Facility Management Planning.

(b) Perform Facilities Management Administration (Separate from Housing Division Administration).

(c) Perform Facilities Management Inspections/M&R.

(d) Perform Facilities Management Administration.

(e) Perform Housing Program Management.

(f) Perform Property Management.

c. The DPW Housing Division will:

(1) Review and make recommendations regarding Exception to Policy (ETP) Requests for Garrison Commander approval IAW with Encl 1.

(2) Manage and execute the PP furnishings program.

(3) Manage the Inventory (with Unit assistance).

(4) Implement the First Sergeants Barracks Program 2020 (FSBP 2020) DPW Housing Responsibilities (Ref 1b and 1c above).

(a) Housing Program Administration.

(b) Property Management.

(c) Facilities Management Planning.

(d) Facilities Management Administration.

(e) Housing Program Management.

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(5) Provide training guidelines to designated unit Barracks Management Representatives on general barracks operations and the application and reporting requirements of the Enterprise Military Housing (eMH) database.

d. Unit Commanders/Command Sergeants Major/First Sergeants will:

(1) Ensure Soldiers/SMs comply with the guidelines set forth in this policy memorandum.

(2) Maintain Soldiers' Quality of Life through Health & Welfare inspections.

(3) Provide unit leadership during FSBP 2020 routine barracks inspections.

(4) Inspect common areas on a routine basis.

(5) Perform grounds maintenance within the Unit area of responsibility.

(6) Implement the First Sergeants Barracks Program 2020 (FSBP 2020) (Ref 1b).

(a) Property Management Service Member Services.

(b) Housing Program Management Administration.

(c) Facilities Management Inspections/Maintenance and Repair.

(d) Facilities Management.

(e) Housing Program Management Service Member Services.

(f) Property Management Administration.

(7) Appoint Brigade-level barracks senior non-commissioned officer (SFC or above), Senior Barracks Management Representative (SBMR), to act as liaison between UPH, DPW and the Units in regards to assignments and terminations, maintenance, exceptions to policy, certificates of non-availability, and deployments/redeployments. All appointments will be made in writing.

(8) Appoint Battalion level Barracks Managers (BMRs) to conduct the day-to-day operations including assignments and terminations, inspections, initiate maintenance,

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Exceptions to policy, certificates of non-availability, and deployments/redeployments. All assignments, terminations, maintenance and furnishings accountability will be managed And tracked through the operation of the eMH database. At a minimum, services will be available during normal duty hours. All appointments will be made in writing.

e. Soldiers/Service Members (SMs) eligible for UPH will:

- (1) Report to their designated unit BMRs for quarters assignments.
- (2) Follow established rules of conduct and joint occupancy of living in quarters.
- (3) Regularly clean the latrine (including shower/tub, commode, sink, floors, and windows).
- (4) Regularly clean the kitchenette and all appliances (inside and out).
- (5) Keep the kitchenette free of debris and/or trash.
- (6) Regularly clean the floors, doors, windows, and trim (interior).
- (7) Regularly dust and wipe down of furniture and requesting replacement when an item becomes unserviceable.
- (8) Organize and store personal items in a neat and orderly manner.
- (9) Report any required work orders/service orders and/or furniture replacement required to the BMR and/or DPW.
- (10) Following established energy and water conservation measures.
- (11) Provide notification at least 30 days prior to departure and upon receipt of clearance documents (permanent change of station or expiring term of service).

6. General:

a. All unaccompanied Soldiers/SMs E5 & below who are permanently assigned or attached to installations located in Hawaii and eligible for UPH are required to live in UPH/barracks IAW Ref 1a, unless otherwise authorized by the Garrison Commander to reside off-post via an Exception to Policy (ETP).

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b. Authority for E5 and Below to live off-post resides with the Garrison Commander. ETP may be granted on a case-by-case basis (See Encl 1).

7. Priority of Assignment.

a. Priorities of assignment will be made per AR 420-1, Para 3-20, Table 3-5.

b. Geographical bachelors are not authorized assignment to UPH (PP) in Hawaii. The Garrison Commander may grant exceptions to policy on a case-by-case basis. Minimum standards of adequacy do not apply to geographical bachelors authorized by exception.

c. Temporary Change of Station (TCS) or Temporary Duty (TDY) Personnel or Soldiers visiting temporarily for other official purposes may be authorized use of excess or vacant space IAW Ref 1c above.

d. 72-hour Physical Separation of Parties involved in Domestic Violence. Soldiers/SMs may be assigned to Barracks in compliance with the Senior Commanders Policy (Ref 1g above).

e. Dual Military:

(1) Soldiers/SMs married to another Soldier/SM on separate tours will be assigned to housing on the same basis as unmarried personnel. E5 and below will be assigned to UPH/Barracks.

(2) Soldier/SMs married to a SM (Joint Domicile) that have orders assigning them to the same installation within 120 days of each other, do not require a permanent or temporary CNA to reside off-post and receive basic allowance for housing (BAH). However, a CNA is required if the date on the orders exceeds 120 days. The Soldier must reside in UPH/Barracks. If the orders exceed 120 days, an ETP may be requested to receive a CNA to reside off-post.

f. E6 and above are not authorized to live in the barracks in Hawaii. However, a grace period of 30 days is granted to newly promoted E6s who were residing in the barracks as an E5. This will provide newly promoted Soldiers/SMs the opportunity to find permanent housing outside the barracks.

g. Married Soldiers arriving who do not have Command Sponsorship for their Dependents will be assigned to the Barracks until Command Sponsorship is obtained (typically 45-60 days).

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8. Quarters Assignment Procedures.

a. Upon assignment to quarters, BMRs will provide:

- (1) Assignment letter to the Soldier/SM.
- (2) Notice of "Liability for Damage to Assigned Housing", (obtain Soldier's signature), hand receipt of furnishings.
- (3) Checklist of condition of quarters to include a furnishings inventory.
- (4) Permanent access to assigned room via Common Access Card (CAC) card programming or hard key/outside door lock system.
- (5) Procedures for repairs, maintenance, key control, and lock outs.
- (6) Damage cost estimate sheet (furnishings and quarters). BMRs will conduct a dual inventory with each occupant upon check-in.

b. After Duty Hour Room Assignments:

(1) Room assignments after normal duty hours will be facilitated at the unit level. Four (4) each "72-hour" rooms (eight spaces) will be assigned each Brigade. Units will assign Soldier to a 72-hour room until the next normal duty day. He/she will then report to the BMR for a permanent room assignment. Cleaning and maintenance standards of 72 hour rooms will be a unit responsibility.

(2) Escorts. After-duty hour escorts will be performed by the unit Staff Duty Officer or his/her designated representative.

9. Quarters Termination Procedures.

a. At least 30 days prior to departure and upon receipt of clearance documents (permanent change of station or expiring term of service), the Soldier will notify the BMR to schedule a pre-termination inspection. The BMR accompanied by a unit representative (SSG or above) will identify room deficiencies (cleanliness, maintenance/repair, and furnishings management). All deficiencies must be corrected. The room must be returned to standard prior to the Soldier's final check-out inspection. Costs incurred are the responsibility of the Soldier.

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b. Prior to Soldier's departure, a final check out inspection will be performed by the BMR, accompanied by a unit representative (SSG or above). If all deficiencies noted in the pre-termination inspection have been corrected and approved by the BMR, the Soldier will be cleared. In the event the room does not pass final inspection, a DD-139, Pay Adjustment Authorization, will be completed and the Soldier will be assessed charges IAW Ref 1h and will be the maximum allowed.

c. Liability of damage to government quarters, furnishings, and equipment will be IAW Ref 1h.

10. House Rules. In addition to the above stated Soldier/SM responsibilities, the following are occupant's responsibilities:

a. Alcohol. Hawaii law prohibits consumption of alcohol by anyone under the age of twenty-one (21). Occupants are responsible for the consumption of alcohol by themselves and their guest(s) IAW Ref 1i.

b. Appliances. Televisions, stereos, coffeepots, and computer equipment are permitted in quarters. Hot plates are not authorized in quarters. Government issued refrigerators and microwave ovens will be provided.

c. Common Kitchen. Occupants are responsible for cleaning up after themselves, the cleaning should include the appliances, sinks, cabinets, counters, microwave oven and etc.

d. Day Room Equipment. Recreational equipment should be used, not abused.

e. Furniture. Government furniture will not be removed from quarters or common areas by Units or Soldiers.

f. Laundry Rooms. Occupants are responsible for cleaning up after themselves. Do not leave your trash in these facilities and do not damage the appliances. Washers are on delayed start, which locks the door; do not force the lid open. Unit leadership is responsible for ensuring cleanliness is maintained and damages are minimized.

g. Guests. IAW Ref 1d, Soldiers may entertain guests of either gender in the barracks room or common living area; guests may also use latrines. The following restrictions apply:

(1) Overnight visitation is prohibited. Visitation hours are from 1700-2200 on Monday, Tuesday, Wednesday and Friday; from 1600-2200 on Thursday; from 1200-2400 on Friday, Saturday, and on days designated as official or unit training holidays. Visitation during any other time period is prohibited.

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(2) A parent or legal guardian must accompany any nonmilitary visitor below the age of 18 who is not a member of the Soldier's immediate family (e.g. brother or sister).

(3) Soldiers being visited will ensure their visitors comply with the Unaccompanied Personnel Housing Standing Operating Procedures, respect the privacy rights of other Soldiers, and do not engage in loud, dangerous, or otherwise tumultuous conduct while visiting.

(4) Soldiers will comply with additional restrictions contained in this document.

h. Unit Commanders retain their inherent responsibility/authority to restrict or withdraw visitation privileges when there is evidence of abuse or non-compliance with the installation's regulations and policies. Cohabitation is strictly prohibited, violations may be punishable under the Uniformed Code of Military Justice (UCMJ).

i. Keys.

(1) Key Control. Units will be assigned master room keys at the Battalion level to facilitate after-duty hour lock outs, emergency room access, and health and welfare inspections. Inventory of all assigned unit keys shall be performed at least monthly by the BDE CSM to ensure key security is maintained.

(2) Lost Room Keys and Lock Out. In the event a Soldier loses his/her CAC room key or is locked out of their room during normal duty hours, Soldiers will report to their unit BMR office to obtain a temporary replacement key. Upon issuance of a new CAC, Soldiers should report to BMR to have their CAC programmed. Access after duty hours, Soldiers must report to their Staff Duty Officer (SDO). Units must maintain a current barracks roster and Barracks Utilization Report to validate occupant identities. Once the occupant's identity is verified, SDO's will provide access. Lost keys will be the responsibility of the Soldier/Unit.

(3) Lock In: In the event a Soldier is locked in their room the BMR/SDO/1SG will be notified immediately as this is considered an emergency. The BMR/SDO/1SG will make every effort to resolve the lock-in but if they are unable to resolve the lock-in the Installation Operations Center (IOC) will be contacted for further action.

j. Mail. Occupants will be voluntarily assigned post office boxes located within each building or associated community building. Incoming mail delivery will be made Monday through Friday (excluding holidays and training days). Federal Express should be addressed to the respective unit. The UPH Bachelor Housing Office is not responsible for mail delivery.

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k. Material. Adhesive material, nails, tacks, staples and other hardware is prohibited on doors. Small nails, tacks, staples, other hardware, may be placed in the walls to hang small décor. No racks, large items or shelves are authorized to be attached to walls or ceilings. The use of conduits or steam pipes to support clothing, pictures, and other items is prohibited. It is recommended that pictures be hung from walls with adhesive-type, easy to remove hangers.

l. Pets. No pets are allowed in UPH facilities.

m. Possession. Use, sale, or distribution of narcotics, barbiturates, or other controlled of illegal drugs or substances is prohibited at all times and all locations. Possession of prescription medication is permitted if prescribed by a licensed physician.

n. Quiet Hours. Sunday through Thursday 2200-0630; and Friday through Saturday 2400-0900.

o. Room Cleanliness. Occupants are required to maintain their living quarters in a high state of cleanliness. Unit Commanders and BMRs will perform health and welfare inspections. Floors will be kept free of food, stains, and should be swept or vacuumed regularly. Furniture will be free of dust, stains, and spills. Refrigerators must be defrosted frequently with no frost buildup, and food must be kept in sealed containers. Walls will be kept free of marks and cobwebs. Windows and mirrors should be clean and streak free from soap build-up, mildew, dirt, and grime.

p. Room Moves. All barracks room moves will be coordinated with the designated unit BMR prior to execution. Under no circumstances will Soldiers/SMs move from their assigned space without proper coordination with their unit BMR.

r. Security of Personal Property. Occupants are responsible for securing all personal property within their living quarters. In addition, occupants have an obligation to ensure all outside doors are closed and the common area door is secured. Renter's insurance is recommended for all occupants.

s. Smoking. Smoking is not allowed in the UPH/barracks facilities. Smoking is permitted in designated smoking areas only. Designated areas will be at least 50 feet from common points of entry/exit and will not be located in areas that are commonly used by nonsmokers.

t. Storage Of Household Goods. Occupants desiring non-temporary storage of excess household goods will submit a written request to the Transportation Officer via their chain-of-command requesting approval to store excess household goods at the government's expense.

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u. Vacant Rooms. BMR/Unit personnel will inspect vacant rooms bi-monthly and provide a recurring presence within the footprint to ensure no unauthorized access/occupancy of vacant barrack spaces. Unauthorized occupants will be reported to the military police.

v. Work Orders. Soldiers must contact their designated BMR during normal duty hours to request or report maintenance services. The Soldier must be present to escort maintenance and repair personnel to assigned quarters. If the Soldier does not show up to let workers into the room, the Service Order could be cancelled. DPW will not respond to work orders pertaining to damage, destruction or abuse of government property caused by the Soldier and/or their guests. These damages will be coordinated and fixed by the Unit.

w. Fire Alarms and Smoke Detectors. Under no circumstance will these items be tampered with or disabled in any manner. Do not hang any items from sprinkler heads.

x. Failure to abide by the policies outlined in this memorandum may result in disciplinary action or penalties under UCMJ.

11. Enterprise Military Housing (eMH) will be the database used to manage UPH and will be kept current with up-to-date information at all times.

12. This policy supersedes policy memoranda USAG-HI-6, Housing Assignment Policy for Voluntarily Separated Personnel, dated 26 Feb 2013, USAG-HI-12, Unaccompanied Personnel Housing (UPH), dated 31 Jul 2012, and USAG-HI-56, First Sergeants Barracks Program, dated 19 Mar 2013, and remains in effect until rescinded or superseded in writing.

13. Point of contact for this memorandum is the Chief, Housing Division, USAG-HI, at 655-7396.



STEPHEN E. DAWSON
COL, SC
Commanding

5 Encls

1. Authority to Reside Off Post
2. Authority to Remain Off Post
3. Authority to Live On Post
4. Exception to Policy to Reside Off Post
5. Exception to Policy to Reside On Post

DISTRIBUTION
Electronic Media

ENCLOSURE 1

AUTHORITY TO RESIDE OFF POST

1. Troop Barracks Utilization

a. All Priority I and II personnel in rank E5 and below are required to occupy government-controlled troop barracks except under the following conditions:

(1) When adequate housing is not available and military necessity is not a factor. Adequate housing is defined as quarters which meet the minimum space and privacy standards IAW AR 420-1 and which are within one hour commuting distance from work during rush hour. USAG-HI is broken up into two commuting distance regions:

(a) South Region: Ft Shafter and Tripler Army Medical Center

(b) North Region: Schofield Barracks, Wheeler Army Airfield and Helemano Military Reservation

(2) When the SM is pregnant (seventh month). ETP Request should be submitted in the 2nd trimester (week-13 through week 28) to ensure the CNA may be issued as early as the 1st day of the 7th month.

(3) When the SM has purchased a home near the installation prior to notification of assignment to that installation.

When any of the above conditions occur, the DPW Housing Division will issue the SM a Certificate of Non-Availability (CNA) as authorization to seek adequate off-post housing.

b. Only the Garrison Commander may approve, on a case-by-case basis, requests from Priority I or II personnel in rank E5 and below who wish to reside off post, and do not meet the above conditions. An Exception to Policy (ETP) must be submitted from the Unit BMR through channels to the Chief, Housing Division. Approval may be made in cases of financial or medical hardship or other extenuating circumstances that would merit SM residing off-post at government expense. Upon approval of an ETP, the Garrison Housing Division will issue the SM a CNA as authorization to seek adequate off-post housing. (NOTE: The issuance of a CNA is not an authorization for the SM to reside off post for his/her entire tour of duty at the installation. Each CNA issued is for a maximum of one (1) year. SMs are required to re-certify their CNA 90 days prior to expiration date. SMs may be required to move back on post upon CNA expiration.

c. Dual Military. When the Soldier married to a SM (Joint Domicile) has orders assigning them to the same installation within 120 days of each other, a CNA, temporary or permanent, is not required to reside off-post and begin the housing allowance at the without dependent rate. However, a CNA is required if the date on the orders exceeds 120 days. The Soldier must reside in UPH/Barracks. If orders exceed 120 days, an ETP may be requested.

ENCLOSURE 2

AUTHORITY TO REMAIN OFF POST

1. Dual military without dependents who reside off post and one of the SM departs on a separate tour, the remaining SM will not be ordered to return to UPH PP housing.
2. When a married SM in the grade of E-5 or below resides off post and divorces, the SM is responsible to request an Exception to Policy within 30 days of divorce decree to remain off post and receive single rate BAH. If the SM fails to request the ETP s/he may be held financially responsible for retroactive payment of BAH.
 - a. If a SM is in the process of divorce, they should NOT renew or obtain a new lease without a CNA to authorize them to continue to reside off post.
 - b. A CNA will only be issued for the duration of an existing lease from the marriage (not a new lease) and will not exceed a one year period. If space is available in the barracks after a one year period, Soldiers will be required to move on post.

ENCLOSURE 3

AUTHORITY TO LIVE ON POST

Troop Barracks Utilization

1. Priority III through VI SMs in rank E5 and below are not required to occupy troop barracks. They may voluntarily occupy troop barracks on a space-available basis. Minimum standards of adequacy and privacy do not apply. Prior to assignment, SM will be advised in writing s/he may be required to vacate housing for personnel in priorities I and II upon 30-days written notice. If SM elects to live off-post, they are not required to receive a CNA.
2. Only the Garrison Commander may approve, on a case-by-case basis, requests from Priority III - VI SMs in rank E5 and below to be assigned adequate quarters for the duration of his or her tour. Approval may be made in cases of financial or medical hardship or other extenuating circumstances that would merit SM living on post in adequate quarters without being required to vacate upon 30 days written notice. See sample request on page four of this enclosure.

ENCLOSURE 4

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Commander, US Army Garrison, Hawaii, ATTN: IMHW-PWH, 215 Duck Road (Building 950) Schofield Barracks, HI 96857-5000

SUBJECT: Exception to Policy: Request to Reside Off Post for Priority I or II Service Member (SM)

1. Request Exception to Policy for: (Rank, Name, SSN)
2. Circle Service Member's priority for assignment to Unaccompanied Personnel Housing (UPH): Priority I, or Priority II
3. State specific reason(s) why Soldier should be allowed to reside off-post. Address financial or medical hardship or other extenuating circumstance that would warrant SM moving off post with a Certificate of Non-Availability and authorization to receive full Basic Allowance Housing at the without dependent rate.
4. Point of contact and telephone number:

Unit Senior Barracks Management Representative (Print Name/Grade) Sign/Date
Concur/Non-Concur

Company Commander (Print Name/Grade) Sign/Date
Concur/Non-Concur

Battalion Commander (Print Name/Grade) Sign/Date
Concur/Non-Concur

Brigade Commander (Print Name/Grade) Sign/Date
Concur/Non-Concur

UPH Manager (Print Name/Grade) Sign/Date
Concur/Non-Concur

Deputy Housing Division Chief (Print Name/Grade) Sign/Date
Concur/Non-Concur

Chief, Housing Division (Print Name/Grade) Sign/Date
Concur/Non-Concur

US Army Garrison, Hawaii Commander (Print Name/Grade) Sign/Date
Approve/Disapprove

ENCLOSURE 5

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Commander, US Army Garrison, Hawaii, ATTN: IMHW-PWH, 215 Duck Road (Bldg 950), Schofield Barracks, HI 96857-5000

SUBJECT: Exception to Policy: Request to Reside On Post for Priority III, V or VI Service Member (SM)

1. Request Exception to Policy for: (Rank, Name, SSN)
2. Circle Service Member's priority for assignment to Unaccompanied Personnel Housing (UPH): Priority III, or Priority IV or Priority VI.
3. State specific reason(s) why Soldier should be allowed to reside on post. Address financial or medical hardship or other extenuating circumstance that would warrant SM residing on post in adequate quarters for the duration of his or her tour.
4. Point of contact and telephone number:

Unit Senior Barracks Management Representative (Print Name/Grade) Sign/Date
Concur/Non-Concur

Company Commander (Print Name/Grade) Sign/Date
Concur/Non-Concur

Battalion Commander (Print Name/Grade) Sign/Date
Concur/Non-Concur

Brigade Commander (Print Name/Grade) Sign/Date
Concur/Non-Concur

Deputy Housing Division Chief (Print Name/Grade) Sign/Date
Concur/Non-Concur

Chief, Housing Division (Print Name/Grade) Sign/Date
Concur/Non-Concur

US Army Garrison, Hawaii Commander (Print Name/Grade) Sign/Date
Approve/Disapprove