



**DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708**

REPLY TO
ATTENTION OF

AERSH-EH (210)

80th ASG (NSSG) Policy # 009-01
8 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Requests for Exception to Housing Policy

1. References:

- a. Army Regulation 210-50, Installations Housing Management, 1 September 1997.
- b. USAREUR Regulation 210-50, Installations Housing Management, 25 August 1992.

2. Purpose: To describe the objectives, policies and responsibilities for requests for exception to housing policies submitted by customers.

3. Applicability: Community, tenant units, agencies, and activities within the 80th Area Support Group (ASG).

4. Objective: To establish a standard procedure for evaluating requests for exception to housing policy.

5. Policies:

a. All requests for exception to housing policies must be submitted with supporting documentation through the service member's unit chain of command to the Chief, Housing Division (Enclosure 1).

b. Requests for exception to policy based upon extreme hardship or compassionate reasons, will be forwarded by the Chief of Housing Division for approval to the Commander, 80th ASG.

c. Requests for exception to policy, which are not based on extreme hardship or compassionate reasons, may be approved by the Housing Manager. Examples are: Exception to one year private rental program, retention of quarters after PCS; establishment of earlier eligibility date for justified reasons, authorization for extra bedroom.

d. Requests disapproved by the Housing Manager, may be resubmitted for reconsideration to the Commander, 80th ASG and 254th BSB.

6. Procedures:

a. All requests must be endorsed by the service member's chain of command. The chain of command, at any level, may disapprove the request. Requests received without proper endorsement will be returned to the appropriate commander.

b. Requests for exception to policy based upon a specific medical problem, must be additionally endorsed by the Commander, SHAPE Health Clinic.

c. Requests for exception to policy based upon a financial hardship, must be additionally endorsed by the Army Community Service (ACS) that the service member is undergoing a financial hardship and is working with ACS to correct the situation.

d. All requests for exception to policy must be clearly justified and show that the service member is living under conditions not typical of others. Favorable approval of the requested exception must immediately relieve the condition or hardship, which necessitated the request.

7. Responsibilities: Service members are responsible for delivery of requests with the required endorsements and documentation to the Housing Office, Bldg. 24, Chievres Air Base.

8. Request may also be faxed to DSN 361-5364. The Chief, Housing Division is responsible for responding to the exception to policy within 5 working days. The Chief, Housing Division is responsible for forwarding disapproved requests upon request from the service member, for review to the Commander, 80th ASG. The Commander, 254th Base Support Battalion is delegated authority to approve/disapprove requests for exception to policy for his command.

9. Proponent: The proponent of this memorandum is the Housing Division, Directorate of Public Works at DSN 361-5509.

Encl
as

/// Original Signed by ///
TIMOTHY J. QUINN
COL, MI
Commanding

DISTRIBUTION:
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REPLY TO
ATTENTION OF

AERSH-XXX

MEMORANDUM THRU: Company Commander

MEMORANDUM FOR Directorate of Public Works, Housing Division, ATTN: Housing Manager,
APO AE 09708

SUBJECT: Request for Exception to Policy

1. State your specific request.
2. Facts/documentation/justification.
3. Point of contact is _____(where you can be reached).

Your signature
Your signature block

Sample Request for Exception to Policy
Enclosure 1