

Procedures for Submittal of Requests for Exception to Policy (ETP) Regarding Assignment of Quarters in the Heidelberg Community

1. Requests for ETP need to be initiated and signed by the military or civilian sponsor requesting the exception. ETP requests initiated on behalf of the sponsor by someone else (i.e., unit commander/1SG) cannot be accepted. The request should be prepared in memorandum format (sample on reverse) and addressed through the member's unit commander for endorsement and/or recommendation to the Chief, Housing Division. If the sponsor is deployed, requests from the spouse with endorsement by the sponsor's unit commander will be accepted.
2. Please ensure that your ETP requests are well documented with supporting data. Examples of support documentation include the following:
 - a. Medical: Requires a medical statement signed by the Deputy Commander of Clinical Services, Heidelberg. The medical statement must include a specific recommendation in support of the individual's request in regards to how approval of the request will improve or alleviate the patient's medical condition.
 - b. Pregnancy (unaccompanied personnel without dependents): Requires a pregnancy confirmation statement signed by the attending physician and proof of approved conditional command sponsorship. Proof of approved command sponsorship and of the change to an accompanied tour is required within 30 days of the birth of the child. Failure to provide these documents will result in termination of the quarters' assignment.
3. Unless otherwise stated in the response to an ETP request, all costs associated with ETP relocation moves are borne by the individual. Under those circumstances, cleaning of government quarters will also be the responsibility of the individual in accordance with established cleaning standards. These standards are available from the Facilities Management Branch or from your assigned counselor.
4. Requests to move from off post to on post by military sponsors are not considered ETP per se, but it is important that you notify us in writing of your desire well in advance of when you want to move. This will ensure that we assist you properly in clearing your old residence and guarantee that a new residence will be waiting. Notifying us in advance can also save you a lot of money.
4. ETP requests should be submitted to the USAG Baden-Wuerttemberg, Housing Division, Building 3980, Fax DSN 387-3299, commercial 06221-4380-3299. Under normal circumstances, processing time is 3-5 working days, but we will process the ETP as quickly as possible after careful review to ensure a fair evaluation on a case-by-case basis. Please remember, it is very important that the circumstances involved in your case and your supporting data are fully and clearly stated in sufficient detail to present the case.



DEPARTMENT OF THE ARMY
YOUR UNIT
YOUR APO AE

YOUR UNIT'S OFFICE SYMBOL

DATE

MEMORANDUM FOR US Army Garrison Baden-Wuerttemberg, Housing Division, APO AE 09102

SUBJECT: Request for Exception to Housing Policy

1. I request exception to policy to.....
2. Explain the reason for your request (justification). The explanation must be clearly stated and must provide sufficient information with which to fully evaluate your request. Do not copy the words used in the supporting documentation as an explanation.
3. Provide your contact information (duty and/or home phone numbers and email address).

ENCL (only if including support documentation) YOUR NAME
Your Rank

Recommend approval/disapproval

COMMANDER'S
SIGNATURE BLOCK

NOTE: The Commander's signature may be on a separate page and may include a written endorsement supporting your request.