



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-ZA

8 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #24: Availability of Army Family Housing for Civilian Employees

1. Applicability. This policy applies to all authorized civilians requesting permission to live as paying tenants in Family Housing.
2. Proponent. Directorate of Public Works (DPW)
3. Reference: AR 420-1, Army Facilities Management, 12 February 2008, Chapter 3
4. Policy:
 - a. In accordance with AR 420-1, excess Army Family Housing units may be rented to key and essential and authorized civilian personnel. Civilians wishing to live in Family Housing must apply through the DPW Housing Office (ext. 8445). Applicants must sign a memorandum stating they have read this policy letter and understand it in its entirety.
 - b. All civilians must sign a lease agreement to live in Family Housing for at least six (6) months.
 - c. All civilians are responsible for payment of utilities. Failure to pay utilities may lead to eviction. Instructions for payment of rent and utilities will be provided at the time of application.
 - d. Civilians may be required to move out at any time, after 30-days notice if:
 - (1) Their employment or contract with DOD is terminated;
 - (2) Housing is no longer excess to the needs of the Installation;
 - (3) Conditions of eligibility cease; or
 - (4) Misconduct of sponsor, family members, or approved non-family members.
 - e. The Army shall not be held liable for any moving expenses incurred due to this provision.

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f. Civilians who wish to apply to live in housing shall provide a memorandum to the Housing Manager, routed through their Director.

5. Point of contact for this policy letter is Ms. Linda Wax, Housing Manager, (804) 633-8445.



PETER E. DARGLE
LTC, AR
Commanding

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