



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

REPLY TO
ATTENTION OF

IMNE-APH-ZA

2 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exception to Policy Procedures – Policy Memorandum #18

1. Applicability. This policy applies to all personnel requesting exception to installation policies at Fort A.P. Hill (FAPH), Virginia.
2. Proponent. FAPH Deputy Garrison Commander.
3. Purpose. Provide guidance for requesting exception to existing FAPH published policies.
4. General. Installation policies allow for activities to be conducted IAW statutory and regulatory requirements to ensure legal, safe, and efficient conduct of operations and training activities at FAPH.
5. Procedures. Should conditions exist that require individuals or organizations to operate outside of published installation policies, the following procedures will be followed.
 - a. **Requesting Individual/Organization.** Submit a written request to the FAPH proponent of the applicable policy. Request will include specifics of the request for exception (who, what, when, where, why, and how) and a composite risk management assessment if applicable (DA Form 7566).
 - b. **FAPH Proponent.** Coordinate request for exception with appropriate installation staff. Submit request materials with consolidated recommendation to the Deputy Garrison Commander in a timely manner (usually within 72-hours). If staff coordination is expected to take longer than 72-hours, advise the Deputy Garrison Commander.
 - c. **FAPH Deputy Garrison Commander.** Issue a written decision including any specific instructions to requestor and/or proponent. If request for exception is approved, include a sunset date/time.
 - d. **FAPH Proponent.** Communicate decision to requestor and impacted installation staff, specifically the sunset date/time if request is approved. Maintain a record of all requests for exception (and results) to policies for which you are proponent.

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6. Requests for exceptions to FAPH policy will be subject to a thorough review of associated risk and appropriate mitigating measures and will not be granted if it is deemed that the same outcome can be achieved by operating within the parameters of the existing policy. Unauthorized violations of FAPH will be dealt with swiftly and severely.

JOHN W. HAEFNER
LTC, EN
Commanding

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