



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VIRGINIA 23801-1818

REPLY TO
ATTENTION OF

IMLE-ZA

FORT LEE POLICY NO. 08-13
MAY 15 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Policy for Short-Term Extension Requests and Exceptions to Policy for Privatized Family Housing

1. References:

a. Memorandum, DA, SAIE, 5 February 2013, subject: Residential Communities Initiatives (RCI) Policy for Major Decisions Authority – Policy Memorandum #1.

b. AR 420-1, 12 February 2008, subject: Army Facilities Management (Rapid Action Revision (RAR) Issue Date: 24 August 2012).

c. Fort Lee Family Housing Resident Handbook, dtd June 24, 2013.

2. Background: This policy is established to provide the procedures for a Service Member (SM) residing in Fort Lee Family Housing to request either a short-term extension in RCI housing in order to clear/out-process Fort Lee or if a SM requires an exception to policy (ETP) to extend their family's eligibility to remain in Fort Lee housing while the SM is no longer assigned to Fort Lee. Short-term extensions and Exception to Policy to extend a family's eligibility to remain in Fort Lee Family Housing are not automatically approved and the Service Member must present extenuating circumstances for requesting an extension or exception. Types of extensions or Exceptions to Policy include delay in travel plans, short-term problems, hardship tours, assignment to a deploying unit on orders, graduating senior from High School, Home Station stabilization, etc.

3. Policy:

a. Extensions: Active duty military personnel with dependents assigned to Fort Lee are authorized to reside on the installation in privatized Family Housing. When a SM receives reassignment orders, active duty military personnel with dependents may request an extension for their dependents to remain in privatized Family Housing on Fort Lee in accordance with the following procedures:

(1) The SM/leaseholder must prepare a memorandum requesting an extension for their dependents to remain in privatized Fort Lee Family housing.

IMLE-ZA

SUBJECT: Fort Lee Policy for Short-Term Extension Requests and Exceptions to Policy for Privatized Family Housing

(2) The SM's Company Commander must prepare a memorandum sponsoring the SM's Family Members for the duration of the Family's stay on the installation.

(3) The SM should submit the above Memorandums to the property management office in which they reside and that office will forward the request to the RCI Office for processing.

(4) Extensions will be reviewed as follows:

(a) Extensions for 90 days or less will be reviewed and approved/disapproved by the RCI Asset Manager with concurrence/non-concurrence by the DPW Director. All non-concurred actions will be forwarded to the Garrison Commander for final disposition IAW the US Army Garrison Fort Lee Standard Operating Procedures (SOP) for Short-Term Extension Requests and Exceptions to Policy for Fort Lee Privatized Family Housing.

(b) Extensions requested for greater than 90 days will be reviewed by the RCI Asset Manager and forwarded to the DPW Director for concurrence/non-concurrence. The extension will then be sent to the Garrison Commander as the final approval authority for all requests greater than 90 days.

b. Exceptions to Policy: ETPs will be evaluated by the RCI Office and the DPW Director. All ETPs should be submitted in writing and on unit letterhead at least 60 days prior to post clearance.

(1) ETPs of less than 90 days will be reviewed and approved/disapproved by the RCI Asset Manager with the DPW Director's concurrence/non-concurrence. All non-concurred actions will be provided to the Garrison Commander for final disposition IAW US Army Garrison Fort Lee Standard Operating Procedures (SOP) for Short-Term Extension Requests and Exceptions to Policy for Fort Lee Privatized Family Housing.

(2) ETPs of greater than 90 days will be reviewed by the RCI Asset Manager who will provide a recommendation of approval/disapproval and forward the packet to the DPW Director for concurrence/non-concurrence. The ETP will then be sent to the Garrison Commander as the final approval authority for all requests greater than 90 days.

(3) ETPs requesting reassignment to another residence on the installation while waiving the fee requirement will be evaluated by the RCI Asset Manager. The requestor must be aware that there will be a Maintenance Recovery Fee not to exceed \$1,500.00 for this request if the initial one year lease agreement is not fulfilled. This fee may be waived by concurrence of the RCI partner and the Garrison Commander.

IMLE-ZA

SUBJECT: Fort Lee Policy for Short-Term Extension Requests and Exceptions to Policy for Privatized Family Housing

4. This policy supersedes Fort Lee Policy No 08-13, dtd 2 July 2013.
5. Point of Contact for this policy is the DPW, Housing Division Chief, RCI Asset Manager at 804-765-1976.

A handwritten signature in black ink, appearing to read 'P. Brooks', with a large, sweeping initial 'P' and a long horizontal line extending to the right.

PAUL K. BROOKS
COL, LG
Commanding

DISTRIBUTION:
LEEKEY