



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5000

YOUR UNIT'S LETTERHEAD

REPLY TO  
ATTENTION OF

[REDACTED]

DATE

MEMORANDUM FOR DPW, FSBP, BLDG 49017, Ft. Hood, TX 76544

SUBJECT: Exception to Policy (ETP) for a Geographical Bachelor to reside in UPH barracks [REDACTED]

1. [REDACTED]: SM Is ETSing, PCSing, etc, and request to reside in barracks why, what is the issue.
2. My brigade currently has \_\_\_\_\_ transient rooms. I have verified that these rooms are currently occupied, and the brigade has exhausted all other avenues to house this Soldier.
3. BDE CSMs full name and number.
4. POC for this memorandum is [REDACTED] (NOT the undersigned).

[REDACTED]

**\*NOTE\*** Assignment is on a space available basis and Soldier will be asked to sign a memo stating that he understands that he will have to vacate if space is needed for a bonafide single Soldier. Extensions to this request will have to be submitted through another ETP request prior to the expiration of the approved period.