

FACT SHEET

DPW
MS. ANDERSON (7-4058)
2 January 2009

IMSW-HOD-PWH

SUBJECT: Intra-Post Moves (Move-overs) Fact Sheet

PURPOSE: To provide general information on intra-post moves.

FACTS:

1. Intra-post moves must be kept to a minimum. All intra-post moves are costly in terms of man hours, clearance requirements, maintenance, and utilization.
2. After housing, suitable for grade and size of Family have been assigned (AR 420-1), no subsequent move will be authorized except for Soldiers who have an increase in Family which will exceed maximum occupancy or age differential. Age differential are moves for the convenience of the individual and are made at no cost to the Government; however, when an increase in Family exceeds maximum occupancy, the move will be a cost to the Government. A request for relocation must be submitted to the Housing Office which will verify the need for relocation. A copy of the approval will be forwarded to Fort Hood Family Housing (FHFH) for planning purposes.
3. Soldiers who occupy adequate units, which are later declared inadequate by competent authority (i.e., structural damage), will be relocated at FHFH expense. Specific cleaning requirements will be provided once extent of work has been identified by Housing representative.
4. Intra-post moves will be accomplished within 3 working days to preclude a Soldier from maintaining two housing units at one time. Soldiers will be responsible for having the unit cleaned. Units must be returned to FHFH on the third working day. Charges for dual rent may be assessed by FHFH if unit is not returned in required timeframe.
5. Government directed moves must be accomplished within 5 working days. If a delay in movement of household goods occurs, preventing the Soldier from clearing his quarters in the established timeframe, documentation from transportation must be provided before clearance appointment can be changed.
6. Failure to pass a termination inspection will result in the acceptance of keys by FHFH. Cleaning requirements will then be performed by FHFH and the Soldier will be held liable to reimburse FHFH for the actual cost of cleaning.

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7. Visit our website at www.dpw.hood.army.mil for more information on housing services and policies.

(Original Signed)
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DATE: 2 January 2009

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