

FACT SHEET

DPW
MRS. WRAY (287-4048)
24 May 2011

IMWE-HOD-PWH

SUBJECT: Retention of On-Post Housing Fact Sheet

PURPOSE: To provide information on obtaining authorization for retention of on-post housing.

FACTS:

1. All requests will be submitted in duplicate, with supporting documents attached, to the Housing Services Office, Building 18010. All retentions are reviewed and recommended for approval/disapproval by the Chief, Housing Services Branch, with disapprovals made at the discretion of the Garrison commander. The following criteria is used in determining approval/disapproval:

- a. Letters of Warning from SJA.
- b. Senior Sponsor appointed by the Unit
- c. Outstanding Debt to the Fort Hood Family Housing (FHFH).
- d. Housing Citations and Housing Incident Reports within last year

2. **ETS/Retirement.** Rent will be paid in full on the first day of the ETS month in the amount of the Soldier's BAH. A 30-day notice is required by FHFH and clearing appointment must be scheduled 7 days prior to ETS/retirement date. When a Soldier is retiring, the rent may continue to be paid by allotment or must be paid in advance on the first day of each month during the terminal leave period.

3. **Deferred Travel.** When a Soldier is reassigned from CONUS to OCONUS, where Family members are authorized and deferred family travel is approved, qualifying Families may be allowed to remain in housing up to 140 days after the sponsor departs. Requests for deferred travel must be supported by orders and amendments.

4. **Unaccompanied Tours.**

a. Family members of active duty Soldiers may retain on-post housing until the sponsor completes the normal dependent restricted tour. Retention requests will be supported by orders stating dependent travel is restricted. If a Soldier voluntarily extends his unaccompanied tour, the family will have to vacate quarters within 30 days of the established termination date (normally 13 months). If the Soldier is involuntarily extended, termination suspense date may be extended upon verification by Soldier's overseas command.

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b. Single parents and dual-military may retain quarters, but must appoint a guardian, in writing, to maintain the quarters. All requests to have a guardian reside in quarters must be submitted to the Housing Office, in writing, for approval. Occupancy will only be authorized to the legal guardian.

c. Retention of on-post housing is authorized for Family members of soldiers being reassigned to overseas areas, where dependent travel is restricted due to non-availability of medical support. The Soldier must be enrolled in the Exceptional Family Member Program (EFMP).

5. **Deployment:**

a. Family members of deployed sponsors will be allowed to retain their housing for the duration of sponsor's deployment.

b. Family members of deceased military sponsors, who die in the line of duty and reside in on post housing, may remain in their housing without charge for a period of 90 days after the sponsor's death. Requests for retention by the Family members, beyond the 90-day limit, will be determined on a case-by-case basis. If the request is approved, an amount equal to the sponsor's housing allowance will be charged without exception.

6. **"Other" reasons.** Requests for retention of on-post housing for TDY enroute to new duty station, PCS to schools or medical facilities, and end of school semester/year must be supported by all orders and amendments.

a. Retentions through the end of the school semester/year will only be approved if the Soldiers are reassigned to a CONUS installation. Semester cutoff dates are determined by the Killeen Independent School District. Retention approval applies only to school-age children.

b. Requests for extension beyond the terminal leave period will be reviewed on a case by case basis.

7. In extreme hardship cases (i.e., medical condition) a request may be submitted and will be reviewed on a case-by-case basis. If the request is approved, rent equal to Fort Hood's BAH rate will be charged, without exception, and due in full to FHFH in advance.

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

(original signed)

AUTHENTICATION: SUSAN BURROW

DATE: 24 May 2011