



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS  
1 PERSHING ROAD  
FORT BLISS, TEXAS 79916-3803

IMBL-ZA

POLICY MEMORANDUM # 13

10 December 2012

SUBJECT: Unaccompanied Personnel-Housing (UPH)-Permanent Party (PP) for Geographically Separated Soldiers

1. References.

- a. AR 420-1, Army Facilities Management, 12 February 2008 updated with RAR 24 August 2012.
- b. AR 608-75, Exceptional Family Member Program, 22 November 2006 updated with RAR 24 February 2011.
- c. JFTR Volume 1, Introduction and Chapter 10, Part E, Table U10E-14, Decision Logic Tables, 1 March 2011.

2. Purpose. To outline the policy and process the determining eligibility for geographically separated married Soldiers to secure UPH PP (Unaccompanied Personnel Housing-Permanent Party). UPH will include Senior Enlisted Quarters (SEQ), Officer Quarters (OQ), and Senior Officer Quarters (SOQ).

3. Applicability. This policy applies to all Soldiers in grade E6-E9 and all officers, except General Officers and as otherwise may be specified in regulation.

4. Policy. A married Soldier, who is assigned to Fort Bliss in a geographically unaccompanied status, is not eligible to reside in UPH-PP. An exception to policy (ETP) may be granted on a space available basis when certain extenuating circumstances warrant approval. Exceptions will be determined using criteria and receipt of documentation in TAB A (Requesting UPH-PP as a Geographically Unaccompanied Soldier) and will be approved on a space available basis.

5. As an adjunct to the housing policy it may be prudent for the Soldier requesting geographically unaccompanied UPH-PP eligibility to initially consider application to the Army G1 for the BAH rate at the old duty station if that rate is higher than Fort Bliss. The unit S1 can help and provide the rules and requirements under that program.

Encl

  
BRANT V. DAYLEY  
COL, AD  
Commanding

(Unaccompanied Personnel-Housing (UPH)-Permanent Party (PP) for Geographically Separated Married Soldiers)  
 REQUESTING UPH-PP as a GEOGRAPHICALLY UNACCOMPANIED SOLDIER

REASON	CRITERIA	REQUIRED DOCUMENTATION	APPLICATION
Financial Hardship due to: --loss of spousal income --added college expense when Family Member must find other housing accommodations	1. Financial hardship cannot be overcome within 12-months of reporting and/or, 2. Financial hardship is exasperated if spousal employment is terminated IOT reside with Soldier and/or, 3. Financial hardship must not have existed prior to PCS	1. Document all sources of income, to include spousal income 2. Provide itemized statement of monthly household and other obligations (i.e., college tuition quarterly payment) 3. Provide statement how approval of request for UPH-PP will alleviate the financial hardship 4. (If applicable), provide a copy of the educational institution lease for on-campus housing or other housing secured ILO of residency within the Soldier's primary place of domicile	<p align="center"><b>Request for UPH-PP, as an exception, must be routed through the chain of command, thru the Housing Division, Director of Public Works, USAG, to the approval authority. The approval authority is the Garrison Commander. Requests affecting an enlisted Soldier should be brought to the attention of the unit CSM for situational awareness. Exceptions granted will be re-evaluated annually to ensure criteria upon which approved still exists.</b></p>
Key & Essential Position	1. Soldier's primary duties and responsibilities require less than 30-minute availability 2. Soldier's duties and responsibilities affect the health, welfare and/or safety of others (such as Brigade Chaplain or Installation Provost Marshal) 3. Readiness of Soldier is in support of critical and sensitive mission, such as receiving reintegration flights at unusual duty hours and/or continuously without scheduled rest	Commander discretion	
Medical Condition	1. Medical condition/disease must be documented by competent medical authority 2. EFMP enrollment and provide EFMP medical decision relating to availability of local medical services and support or medical documentation of a psychiatric condition.	1. Medical documentation must support the Soldiers or Command's justification for electing geographically unaccompanied status 2. (If applicable) provide additional documentation if hardship extends to a financial hardship 3. Be aware that the Privacy Act and HIPPA may require the signature of the family member to release this type of medical information to other personnel.	
Unit Deploying w/in 12-Months	Unit to which Soldier is being assigned is on the ARFORGEN rotation cycle to deploy within 12-months of arrival	DA Form 4187 Request for Housing Exception	