



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON NATICK
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NATICK, MA 01760-5002

JUL 17 2017

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COMMAND POLICY LETTER NO. 36

Guidance on Guests Residing in Natick Soldier Systems Center
Army Family Housing

1. REFERENCE: Army Regulation 420-1, 12 Feb 2008, Army Facilities Management, Para 3-17, Rapid Action Revision 24 Aug 2012, Occupancy of Family Housing.
2. PURPOSE: To establish a policy for Guests of Tenants residing in the Natick Soldier Systems Center (NSSC) Army Family Housing (AFH).
3. DEFINITION: Guests are defined as persons other than Family members. Family members are defined as follows:
 - a. Spouse
 - b. Unmarried Child who meets one or more categories listed below:
 - (1) The sponsor's child by birth; by legal adoption (including a child placed in the home of the sponsor by a placement agency for the purpose of adoption); or by marriage, for example, a stepchild (except that such term does not include a stepchild after the divorce of the sponsor from the stepchild's parent by blood).
 - (2) An illegitimate child of the sponsor if the sponsor's parentage of the child is appropriately established.
 - (3) Under 21 years of age; incapable of self-support because of mental; or physical incapacity and is in fact dependent on the sponsor for over one-half of his or her support; or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher education, and is in fact dependent upon the sponsor for more than one-half of his or her support.
 - c. Parent by blood, marriage (for example, parent-in-law, stepparent, or adopted parent of spouse), or adoption who is in fact dependent on the sponsor for over one-half of his or her support. Parent also includes any other person, including a former step-parent, who has stood in loco parentis to the sponsor at any time for a continuous period of at least 5 years before the sponsor became 21 years of age.
 - d. For purposes of housing management (except as otherwise stated), Family member is further defined to exclude noncustodial Family members.

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4. POLICY:

a. May allow persons other than Family members to reside in their quarters for a period not to exceed 30 days total in a calendar year, Non-Family members who are registered or who are required to register as sex offenders are prohibited from visiting tenants of AFH.

b. May request approval in writing through the housing office to the Garrison Commander for non-Family members to reside in their quarters longer than the initial 30 day period. Approved occupancy will be equitable for all Soldiers and residents and not adversely impact on health, safety, morale or welfare of the Installation. Approval does not include or imply the following:

(1) Extension of benefits or privileges to which non-Family members are not otherwise entitled.

(2) Additional bedroom requirements to accommodate non Family members.

(3) Storage of the sponsor's household goods at Government expense to accommodate non-Family member's household goods or the storage and shipment of non-Family member's household goods,

5. The Garrison Commander may:

a. Within reason, look favorably upon request for relatives who do not qualify as Family members. In no way will this abrogate his/her authority to disapprove any request.

b. Revoke authorization for non-Family member to reside in housing for misconduct or when in the best interests of the Army for reasons relating to health, safety, morale, or welfare of the Installation.

c. Terminate the tenant lease for failure to follow this policy, to include non-reporting of non-Family members residing in housing longer than 30 days.

d. Grant exceptions to this Guest Policy, after validation from HQDA that the exception does not conflict with existing Army policy for Installations.

6. The Army Family Housing Office will:

a. Periodically review roster of housing residents and family members to ensure compliance with this policy.

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c. In coordination with Area Housing Coordinators perform spot checks to ensure compliance with this policy.

d. In the case of a military member who is a non-Family member residing in Housing past the initial 30 day period; report this to the Finance and Accounting Office for determination of quarters allowance and entitlement.

e. Report any instance of non-compliance of this policy to Garrison Commander immediately.

7. This policy is effective immediately. Tenants of NSSC AFH who currently have non-Family members residing in their units longer than 30 days, must immediately request approval in writing through the Garrison Housing Office to the Garrison Commander or have the non-Family member vacate the unit immediately.

8. PROPONENT: The proponent for this policy is Chief, Army Family Housing, Ms. Lauren Anzivino, 508-233-4073, email: lauren.m.anzivino.civ@mail.mil.


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Commanding