

INFORMATION PAPER

SUBJECT: Notifications required to be absent from quarters up to 90 days and relatives authorized as guests authorized over 90 days.

1. Purpose. To identify points of contact for housing policy and define the policy for dependents, who elect to depart Hawaii after the sponsor's deployment.
2. Soldiers who deploy are eligible to retain quarters during their deployment. Command sponsored family members electing to leave Hawaii at their own expense during a deployment to reside near a source of support will not be required to terminate housing, if they intend to reoccupy the quarters within 90 days. All other absences beyond 90 days need specific approval.
3. For absences for 90 days or less the following must be accomplished prior to departure:
 - a. Complete the required forms, which are available at the housing office, identifying which quarters will be vacant and when the spouse and family depart and when they are returning.
 - b. Leave a valid mainland name and phone number where they may be contacted.
 - c. Elect a responsible individual who will have a key to the quarters in case of emergency and who will be responsible for maintaining the yard while the unit is vacant. The designated individual must sign the form to indicate his/her willingness to accept these responsibilities.
 - d. Obtain endorsement by the chain of command or rear detachment commander and submit the form to the housing office.
4. In addition the Commander has approved a broad waiver of "guest" policy for family members (related by blood to soldier or spouse) to stay with the spouse while the soldier is deployed. It requires that housing be notified in writing and the Provost Office and Rear Detachment Commander be coordinated with.
5. A list of quarters where the resident is absent will be provided to the Provost Marshals office. My point of contact on these issues is Karen Goodrich, Chief of Housing, at 656-1048, extension 2240.

Released by
COL QUINTANA, DPW