**Exception to Policy (ETP) Guide for**

**Accompanied Members**

The following instructions will help assist you in completing an ETP package. Click on the icon at the bottom of the page for a proper format. Items to be included in the package are:

1. Memo from the member with CC endorsement digital signatures.
2. Mil to Mil couples will need signatures of both member and both commanders with ranking member first.
3. PCS orders (include amendments) and/or KAIP Supporting Documents

**Make separate Tabs for each document following the sequence below:**

Tab 1 – Commander Memo mentioned above (digital signatures)

Tab 2 – PCS Orders (& Amendments)

Tab 3 – Other Supporting Documents

Please note that Osan housing office is not responsible for any delays in the approval process resulting from not following this instructions and missing supporting documents. Please do not start the e-Routing yourself. Once you have full package (including digitally signed memo from your CC), please email documents to Osan Housing Org Box (51ces.ceihh.housing@us.af.mil) for e-Routing.

Please ensure utilize ETP memo attached below. Please DO NOT use your SQ letterhead.

The entire process usually takes 3-4 weeks. Please contact Mr. Tindal (784-1840) for questions about submission. Please do not call “checking” on the status. We will contact you as soon as it is completed.

