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

**Unaccompanied Members**

The following instructions will assist you in completing the ETP package.

Items to be included in the package are:

1. Memo from the member with CC endorsement digital signatures.
2. PCS orders (include amendments) and/or KAIP
3. LES
4. Additional supporting documents (as applicable): DEERS verification document, marriage certificate, lease agreement, copy of DD Form 2367 (OHA), passports, etc.

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

Tab 1 – Memo from member with CC endorsement and digital signatures

Tab 2 – PCS Orders (& Amendments)

Tab 3 – LES

Tab 4 – Additional supporting documents (as applicable): DEERS verification document, marriage certificate, lease agreement, copy of DD Form 2367 (OHA), passports, etc.

Please note that Osan housing office is not responsible for any delays in the approval process resulting from not following these 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](mailto:51ces.ceihh.housing@us.af.mil)) for e-Routing.

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

In the case of Mil-to-Mil couples, all documents are required for each member requesting an ETP. Documents will be routed in the same package to give approval authorities visibility of both requests.

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.

