

## STUDENT MEMO

Fort Sam Houston Family Housing requires a letter for Service Members, E-1 through E-6, in a student status from their Company Commander. In addition, permanent party service members may also be required to provide a letter from their commander. To facilitate the processing of these requests for housing, we are providing this letter for the Command to complete.

In addition, if a Service Members orders reflect the family members can travel and reside in housing, documentation is required to confirm when the family cleared housing at the losing Installation. The eligibility date for housing will be the date the family departed the losing Command or the date the family arrives at Joint Base San Antonio - Fort Sam Houston (JBSAFSH). Service Members are required to sign a six-month lease from the time a home is offered. If the Service Member does not have the time remaining to fulfill a six-month lease, they will not be eligible for family housing. Documentation is required to verify eligibility at the time a home is offered. If a Service Member signs a six-month lease and is unable to fulfill the lease, they could be held accountable for the remaining time on the lease.

The following information must be completed by the Command and returned to housing before the Service Member can be placed on the wait list.

Service Member Name: \_\_\_\_\_ Service Member in training: YES \_\_\_\_\_ NO \_\_\_\_\_

***If yes, the information below must be completed by the Company Commander. Permanent party service member are still required to sign this document below as part of the application process.***

Unit: \_\_\_\_\_ Unit Phone Number: \_\_\_\_\_

POC Name: \_\_\_\_\_ POC Phone Number: \_\_\_\_\_

Dates of Training: \_\_\_\_\_ Service Member in AIT: YES \_\_\_\_\_ NO \_\_\_\_\_

Current Phase of Training: \_\_\_\_\_

Service Member has a follow phase of training at JBSA-FSH: YES \_\_\_\_\_ NO \_\_\_\_\_

Length of follow phase of training at JBSA-FSH: \_\_\_\_\_

Date Service Member is eligible to reside in housing: \_\_\_\_\_

Date Service Member is authorized to reside in housing with family: \_\_\_\_\_

\_\_\_\_\_  
*Sign POC Name*

\_\_\_\_\_  
*Sign Commanders Name*

\_\_\_\_\_  
*Print POC Name*

\_\_\_\_\_  
*Print Commanders Name*

\_\_\_\_\_  
*Rank*

\_\_\_\_\_  
*Service*

\_\_\_\_\_  
*Rank*

\_\_\_\_\_  
*Service*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Service Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FSHFH Representative: \_\_\_\_\_ Date: \_\_\_\_\_