



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

24 April 2020

MEMORANDUM FOR 375 LRS/Personal Property Office

FROM: 375 AMW/###

SUBJECT: Exception to Policy for Personal Property Moves from Scott AFB Dorms

1. I request an exception to policy for the following personnel currently in the Scott AFB dorms:

<u>Rank</u>	<u>Last Name, First</u>	<u>Squadron/Organization</u>
-------------	-------------------------	------------------------------

2. These personnel are required to vacate the dorms in preparation of new accessions arriving. Government dormitory housing is terminated as of (insert date here). Upon receipt of local housing orders, these personnel are authorized to move off base within the local area (as defined within 50 miles of Scott AFB). It is mission essential for these personnel to move out of the dorms to create available dorm housing for the new accessions arriving to Scott AFB.

3. In accordance with the Stop Movement for Domestic Shipments memorandum, published by Personal Property Activity Headquarters Advisory 20-008D, on 22 April 2020, this exception to policy is authorized.

4. If any questions, please call and/or email (insert POC info here) at (insert POC email info here) and (insert POC phone number here).

XXXX, Lt Col, USAF
Commander, 375th XXXX
(Or designated First Sergeant)