



September 14, 2010

AFRH Chief Operating Officer Fact Sheet 22

Subject: AFRH-Gulfport Admissions Plan Phase 2: AFRH-Washington Transfers

Definition:

Transfer Residents (Priority 4): This category pertains to AFRH-Washington Residents who have requested transfers from AFRH-Washington to AFRH-Gulfport. Residents whose names appear on the AFRH Resident Transfer List, maintained by the AFRH Public Affairs Office, prior to August 17, 2010 will be included in the Phase 2 transfer process.

Applicability: This Fact Sheet applies to AFRH-Washington Residents who have requested a transfer to AFRH Gulfport and whose name appears on the AFRH Phase 2 Transfer List prior to August 17, 2010.

Room Assignment Determinations: Priority 4 Transfer Residents will have an opportunity to select their personal rooms from the remaining inventory of rooms after Priority 1A/B, 2, and 3 Residents have completed their room selections. Priority 4 room selections will be handled by the AFRH-Washington Resident Services Office. Transfer Residents will select their rooms prior to departure to Gulfport. Room selection order for Priority 4 Transfer Residents will be based on the date of their request for transfer. Transfer Residents will be assigned their AFRH-Gulfport mailbox number when they select their rooms.

Priority 4 Residents will be responsible for the room they select. Residents may not “swap” rooms with other Residents or move into vacant rooms or rooms not assigned to them.

Shipment of Personal Belongings: Personal belongings will be shipped from AFRH-Washington to AFRH-Gulfport, at AFRH expense, for AFRH Priority 4 Transfer Residents. Each Resident who transfers will be allowed to ship up to 1,000 pounds of personal belongings. Residents may only ship their own personal belongings. Residents may not ship personal belongings for other Residents. The AFRH will also ship Battery Powered Vehicles (commonly referred to as Powered Mobility Devices) belonging to those individuals whose names are on the Phase 2 Transfer List. The weight associated with the shipment of a Resident’s personal BPV is not part of the 1,000 pounds. Please note that AFRH’s payment for shipment of goods for Transfer Residents (Priority 4) is a one-time payment. Residents who make the decision to request a transfer after

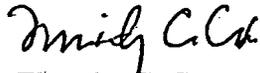
August 17, 2010 will be responsible for shipping charges for their personal belongings.

As we get closer to the actual transfer date, Priority 4 Transfer Residents will receive specific packing instructions by separate correspondence from the AFRH-Washington Resident Services Office.

Private Automobiles/Vehicles: The AFRH will not ship or pay for the shipment of private automobiles/vehicles. Priority 4 Transfer Residents are responsible for making necessary arrangements to ship their personal automobiles/vehicles.

Updated Medical Examination: Each Resident who has requested a transfer will have their medical file evaluated prior to transfer approval to ensure the Resident is capable of living in AFRH-G's Independent Level of Care.

Estimated Move Date: Priority 4 Transfer Residents will transfer to Gulfport on October 25, 2010 via commercial aircraft. The earliest date Priority 4 Transfer Residents can move into their new spaces in Gulfport is October 25, 2010. Residents who drive to Gulfport and arrive prior to October 25th will be responsible for making their own hotel reservations prior to October 25th. This policy will be enforced in order to ensure an orderly and safe transition process.



Timothy C. Cox
Chief Operating Officer

Distribution:
Chairman, Resident Advisory Council
Ombudsmen
Service Chiefs
Admissions Officers
Public Affairs Officer
Business Office Manager

Post on Website and Internal Media