



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
10000 10TH MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5046

REPLY TO  
ATTENTION OF

IMDR-ZA

FEB 7 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum # 12-15, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CNA) & Exceptions to Policy (ETP)

1. Reference AR 420-1, Army Facilities Management, OPORD 11-607 and the IMCOM Atlantic Region Tasking document dated 21 Oct 11.

2. Purpose: This policy establishes the rules and procedures which govern the processing of CNAs and ETPs when Soldiers want to depart from unaccompanied personnel housing (UPH) on Fort Drum, request authorization to reside off post and draw BAH.

3. Policy:

a. Basic Allowance For Housing entitlements are in accordance with AR 420-1, Army Facilities Management, 12 Feb 08, Chapter 3; The Housing Management and Barracks Management Guide, Oct 09, Chapter 6.1.3; and WT Policy Memo dated 14 Oct 09. Soldiers are not required to occupy barracks and BAH is authorized when the Soldier:

(1) Is pregnant. Pregnant Soldiers must vacate UPH no later than the 28<sup>th</sup> week of pregnancy.

(2) Has purchased a home near the installation prior to assignment notification.

(3) Is married to another Soldier residing at the same installation or within a 50 mile radius.

(4) Is assigned to a special troop category such as law enforcement, CID, or counterintelligence and can't be housed separately in an on-post UPH facility.

(5) Has court ordered residential custody. The custody order must state that the Soldier has residential custody of the child or children for more than six consecutive months during the year. For purposes of this memorandum, residential custody means physical custody, requiring the children to be physically living with the Soldier for more than six consecutive months per year. (AR 420-1, Paragraph 3-14d(3.))

(6) Has a signed lease from prior marriage.

IMDR-ZA

SUBJECT: Garrison Policy Memorandum 12-15, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CNA) & Exceptions to Policy (ETP)

(7) Soldier that gets promoted to SSG while residing in UPH.

b. A CNA certifies that barracks space is not available and may be issued when the Fort Drum garrison-wide barracks occupancy rate is 95% or greater. The garrison commander delegates signature authority for authorized CNAs to the Public Works Housing Division Chief.

c. The garrison commander may grant an Exception to Policy (ETP) when a unique set of circumstances exists wherein an ETP is in the best interest of both the Soldier and the Army. The garrison commander will sign all ETPs.

4. When requesting to depart from UPH on Fort Drum, reside off the installation and draw BAH, a packet must be submitted to the Single Soldier Housing Branch for tracking and processing. The packet must contain the following information for each of the below listed situations:

a. Pregnancy - Letter signed by the company commander, DA Form 3349 with delivery due date, and orders assigning the Soldier to Fort Drum. If the Soldier does not deliver child, must terminate quarters at the end of the lease and return to UPH.

b. Joint custody - Letter signed by the company commander, assignment orders to Fort Drum, court ordered document with case number and dates of custody or visitation (to establish the amount of residential custody). Documentation establishing paternity or child support requirements will not justify receiving BAH. Eligibility for BAH is determined by residential custody (a.k.a. physical custody). An order simply stating the parties have "joint custody" is insufficient to determine eligibility for housing. If the order states the parties have joint custody, the order must further state that the Soldier has residential (or physical) custody for more than six consecutive months during the year to be eligible for BAH. (See AR 420-1, Paragraph 3-14d(3)).

c. Lease from prior marriage/newly divorced Soldier - Letter signed by the company commander, finalized divorce decree, orders assigning Soldier to Fort Drum and lease.

d. Home Purchase in local area prior to assignment - Letter signed by the company commander, mortgage or deed, and orders assigning Soldier to Fort Drum.

e. Lease prior to civilian spouse service enlistment - Letter signed by the company commander, marriage certificate, spouse enlistment orders, orders assigning both Soldiers to Fort Drum, and lease agreement.

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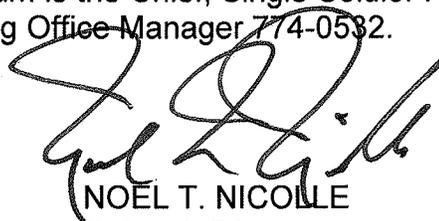
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f. Soldier married to another Soldier that is departing service - Letter signed by the company commander, orders of spouse departing service, marriage certificate, lease agreement (if applicable) and orders assigning Soldier to Fort Drum.

g. Other exceptions - Letter signed by the company commander, orders assigning Soldier(s) to Fort Drum, lease or mortgage agreement (if applicable), and any other documentation support the "special circumstances" request.

5. Proof of paternity and child support payments authorizes the Soldier BAH DIFF only. This should be submitted to Finance on a DA Form 5960 with supporting documents.

6. Point of contact for this memorandum is the Chief, Single Soldier Housing Branch 772-6004 or the Single Soldier Housing Office Manager 774-0532.



NOEL T. NICOLLE

Colonel, FA

Garrison Commander