



**DEPARTMENT OF THE ARMY**

Company Name  
Unit Name  
Fort Carson, CO 80913

Office Symbol

Date

MEMORANDUM Thru Chief of Housing, 1525 Evans Street, Fort Carson, Colorado 80913

FOR Commander, US Army Garrison, 1626 Ellis Street, Fort Carson, Colorado 80913

SUBJECT: Request Exception to Policy to Receive BAH Without Dependent Rate

1. I, (your name, rank, and DOD#) request authorization to receive Basic Allowance for Housing (BAH) at the Without Dependent Rate due to (your circumstance, i.e., divorced, remaining lease/mortgage, shared custody, etc.). Please include why you would like the Garrison Commander to grant BAH (basically you must tell your story in enough detail so he can make a decision).
2. (Any other necessary documents/statements). Documents included are: current Talent Profile, Divorce Decree, lease or mortgage, parenting plan, etc.
3. Point of contact for this memorandum is the undersigned at (military email address and person cell phone #).

\_\_\_\_\_  
(Soldier's Signature Block)  
Rank, USA

Recommend Approval/Disapproval

\_\_\_\_\_  
First Sergeant  
Signature Block

\_\_\_\_\_  
Company Commander  
Signature Block

Recommend Approval/Disapproval

\_\_\_\_\_  
Battalion CSM  
Signature Block

\_\_\_\_\_  
Battalion Commander  
Signature Block

Recommend Approval/Disapproval

\_\_\_\_\_  
Brigade CSM  
Signature Block

\_\_\_\_\_  
Brigade Commander  
Signature Block