



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

1 June 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 24-03, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CNA) and Exceptions to Policy (ETP) for BAH of Geographic Bachelors in Unaccompanied Housing (UH)

1. Reference: Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision, 24 August 2012).
2. Supersession: This policy supersedes and replaces Installation Policy Memorandum 22-03, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CNA) and Exceptions to Policy (ETP) for BAH of Geographic Bachelors in Unaccompanied Housing (UH), 9 September 2022.
3. Purpose: Establishes rules and procedures for processing CNA and ETP when Soldiers want to depart UH and request authorization to reside off post and draw BAH.
4. Concept: Single Soldiers reside in their assigned UH while assigned to Fort Drum. There are exceptions to allow single Soldiers to receive without dependent BAH. When requesting BAH entitlements, CNA or ETP to reside off the installation, the Soldier's chain of command will submit requests to the Single Soldier Housing for tracking and/or processing.
5. Applicability: This policy is applicable to all Soldiers assigned or attached to the installation.
6. General: Public Works, Housing Division, is the proponent for BAH entitlements, in accordance with AR 420-1, which are authorized when a Soldier meets one or more of the following criteria listed below:
 - a. Soldiers assigned to a law enforcement, or a counterintelligence unit and cannot be billeted IAW AR 420-1. The Soldier must have a memorandum signed by their Commander requesting the Soldier be authorized BAH and orders assigning the Soldier to Fort Drum.
 - b. Pregnant Soldiers must have a memorandum signed by their Commander or authorized representative, releasing the Soldier from UH; DA 3349 with delivery due date signed by an authorized medical authority, and orders assigning the Soldier to Fort

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Drum. If after moving out of UH, the Soldier does not deliver the child, they must return to UH as soon as their lease or other housing arrangement allows.

c. Soldier has purchased a home near the installation prior to assignment notification. The Soldier must have a memorandum signed by their Commander or authorized representative releasing the Soldier from UH; a copy of the mortgage or deed, and orders assigning the Soldier to Fort Drum.

d. Soldier is married to another Soldier or service member residing at Fort Drum or within a 50 mile radius. The Soldiers must have a memorandum signed by their Commander or authorized representative releasing the Soldier from UH, a copy of the marriage certificate and orders assigning both individuals to the area.

e. Soldier is married to another Soldier or service member that is departing service. The Soldier must show a copy of the orders of spouse departing service, DA 31 (if applicable), marriage certificate, lease agreement (if applicable) and orders assigning Soldier to Fort Drum.

f. Soldier is in a lease prior to Civilian spouse service enlistment. The Soldier must have a memorandum signed by their Commander or authorized representative releasing the Soldier from UH, a copy of the orders of spouse entering service, marriage certificate, lease agreement and orders assigning Soldier to Fort Drum.

g. Soldier has a signed lease from prior marriage. A Soldier who is bound by an existing lease from a prior marriage (now divorced) must submit a memorandum signed by their Commander or authorized representative; the finalized divorce decree; the current lease; and orders assigning them to Fort Drum.

h. Soldier was promoted to SSG/E6 while residing in UH. The Soldier must clear their barracks room and present their promotion orders, orders assigning them to Fort Drum and their barracks clearing form to the Finance Office to start BAH without dependent.

7. Exceptions:

a. For circumstances not covered, a Soldier requesting BAH will submit a memorandum from their Commander or designated representative that has been endorsed by their Brigade Commander; orders assigning them to Fort Drum; and documentation to justify the "special circumstances" request. The Garrison Commander is the approving authority for all ETP other than stated in the general topic # 6 of this policy, only be granted when a unique set of circumstances that an ETP is in the best interest of both the Soldier and the mission. Example: Soldier has court ordered "joint

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custody" of a dependent child or children without the Soldier being listed as having residential custody or (primary physical custody) of the child or children. Documentation establishing paternity or child support requirements will not justify receiving full BAH for housing purposes. Eligibility for housing is determined by residential custody (Physical custody. Court ordered 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.

b. CNA certifies that barracks space is not available and the overall Fort Drum Garrison occupancy rate is 95% or greater. The Garrison Commander will not issue a CNA based on Brigade occupancy rates. Approval of CNA will be based on the occupancy rate for the entire installation. The Garrison Commander is the approval authority for all CNA.

c. Soldiers entitled to BAH with dependent may not be assigned UH. The Garrison Commander may grant ETP for housing Geographic Bachelors in UH. The ETP requests require a Commander's memorandum endorsed by the Brigade Commander explaining why the request is justified; orders assigning the Soldier to Fort Drum; and any other supporting documentation justifying why the Soldier already receiving BAH needs to live in UH.

8. The point of contact for this policy is the Chief, Single Soldier Housing, Public Works Housing Division, at (315) 772-6004.



SCOTT M. NAUMANN
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Commanding

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