Request for Space A Barracks Room with receiving with/without BAH Allowance (Final approval authority is the JBLM Garrison Commander)

JBLM Unaccompanied Housing Space Available (Space A) Barracks Room Request Processing Instructions-

1. Service member (SM) reports to building 2008, room A316 to receive the Space A application packet and initial counseling of required documents.

2. The SM or Chain of Command will return to building 2008, room A316 with the completed Space A application packet, required documents, and signatures through the Brigade Commander.

3. The JBLM Housing Division will process the packet to the JBLM Garrison Commander for a final decision.

4. The JBLM Housing Division contacts the SM/Chain of Command with the final decision and informs them to pick up the packet.

7. If approved, the unit is responsible to provide the approved packet to the unit barracks manager for record.

1. Category- Pending Divorce/Legal Separation.

-FSBP-HJB Form Letter 202 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander Detailing the Basis of the Space-A request

-Copy of orders assigning SM to JBLM or copy of current Enlisted Record Brief (ERB)

-Copy of legal divorce/separation filing documentation

2. Category- Financial Hardship.

-FSBP-HJB Form Letter 202 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander Detailing the Basis of the Space-A request

-Copy of orders assigning SM to JBLM or copy of current ERB

-Copy of SM's statement of financial hardship

3. Category- Delayed Dependent Arrival to JBLM Due to Hardship.

-FSBP-HJB Form Letter 202 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander Detailing the Basis of the Space-A request

-Copy of orders assigning SM to JBLM or copy of current ERB

-Copy of any supporting documentation referenced in the memorandum for record

4. Category- Pending PCS/ETS upon re-Deployment.

-FSBP-HJB Form Letter 202 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander Detailing the Basis of the Space-A request

Request for Space A Barracks Room with receiving with/without BAH Allowance (Final approval authority is the JBLM Garrison Commander)

-Copy of orders assigning SM to JBLM or copy of current ERB

-Copy of any supporting documentation referenced in the memorandum for record

5. Category- Other.

-FSBP-HJB Form Letter 202 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander detailing the Basis of the Space-A request

-Copy of any supporting documentation referenced in the memorandum for record