



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-CST-PWH

15 July 2010

MEMORANDUM FOR USAG Soldiers and Civilians, Tenant and Transient Personnel

SUBJECT: FHL Policy #13, Billeting of Unaccompanied/Bachelor Personnel

1. REFERENCE. Army Regulation, 420-1, Army Facilities Management, 12 Feb 08.
2. PURPOSE. To implement procedures for issuance of Certificates of Non-Availability (CNA) for Unaccompanied Personnel Housing (UPH), within the US Army Garrison Fort Hunter Liggett (FHL) and Camp Parks.
3. POLICY. The USAG UPH Policy is outlined below:
 - a. All Sergeant/E-5 and below without dependants will be billeted in accordance with reference 1 above. Staff Sergeants (SSG) and above that are entitled to receive Basic Allowance for Housing (BAH) at Without Dependand rate and PCS may elect to reside off post per ACSIM Memorandum dated 9 March 2005, see enclosure.
 - b. The Garrison Commander designates the Housing Division, Directorate of Public Works as the approval authority for all CNAs.
 - c. Issuance of CNAs is based on a UPH utilization rate of 95 percent, or above.
 - d. For special circumstances requiring exceptions to AR 420-1, an exception to policy request will be submitted through the Soldiers Chain of Command to the Housing Office. The request must include a justification to deviate from policy.
4. PROCEDURES FOR ISSUANCE OF CNA STATEMENTS:
 - a. If utilization of assigned UPH assets exceeds the 95 percent occupancy rate, or there is a serious overcrowding (more than two Soldiers residing in a room on 365 day orders) or any other unusual circumstance, a request for CNA (example at enclosure 1) can be submitted to the DPW Housing Office, Bldg. 229, Infantry Road for validation, approval and issuance of a CNA. The request will be submitted through the Unit and Battalion Commander (HHC may submit directly), and must include original documentation (DA 4187 Personnel Action, DA 5960 Authorization to Start, Stop, Change Basic Housing Allowance (BAH)), justification, and current barracks utilization report. Each request must indicate the effective BAH start date.

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b. Only adequate UPH assets in buildings 229 will be included within the 95 percent occupancy rate. However, the Garrison Commander retains the authority to include the short wing of 295, as adequate space to ensure best utilization of Army facilities and mission readiness. Open bay barracks are considered transit/temporary housing and are not adequate Unaccompanied Personnel Housing.

c. In compliance with ACSIM Memorandum Subject: Approval Authority – Family Housing Diversion, dated October 15, 2007 the Garrison Commander may divert Army Family Housing to UPH to accommodate pregnant soldiers (see enclosure 2).

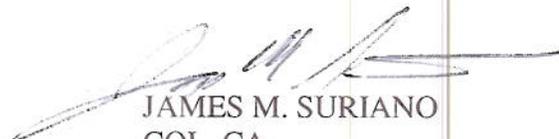
d. DPW Housing Division will maintain a database, and forward a quarterly review of all authorized CNA through the Garrison Sergeant Major to the Garrison Commander to the Unit Commanders for verification and review of which Soldiers are still assigned, have PCS or have moved back in to the barracks. Unwarranted and/or inappropriate issuance of CNA must be eliminated.

e. Consolidated UPH reports (including Soldier's names, ranks, dependent status and utilization rate), from the Command, or separate units occupying barracks space will be prepared monthly. These reports will be due to the DPW Housing Division the 15th of each month.

f. Certificates of Non-Availability will be issued by the Housing Office once 95% utilization rate has been obtained. Staff Sergeants may apply for a CNA to move off post through their Command. The Certificates of Non-Availability will be approved utilizing date of rank. Area of assignment or unit of assignment is not a factor of consideration. Only the most senior ranking E6 personnel will be considered and approved.

5. PROPONENT. The Housing Division, Department of Public Works is the proponent for this policy. The POC is the Chief, Housing Division at (831) 386-2075.

2 Encls
as



JAMES M. SURIANO
COL, CA
Commanding



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
800 ARMY PENTAGON
WASHINGTON DC 20310-0600

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OCT 16 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approval Authority - Family Housing Diversion

1. Reference, AR 210-50, Housing Management, 3 Oct 05.
2. Effective immediately, Garrison Commanders are authorized to approve Family housing diversions to Unaccompanied Personnel Housing (UPH) specifically for occupancy of unaccompanied pregnant Soldiers. Diversions for this purpose may be approved for up to 6 months. This authority is granted as an exception to Army Regulation 210-50, paragraph 5-4d (1).
3. This authority allows Garrison Commanders flexibility to assign unaccompanied pregnant Soldiers without unnecessary delay to Family housing prior to the birth of their infant. Authority for all other diversion actions remain with HQDA, ACSIM as stated in referenced regulation.
4. The point of contact for this action is Ms. Vernona D. Aslim at (703) 601-3578 or email: vernona.aslim@hqda.army.mil.

ROBERT WILSON
Lieutenant General, GS
Assistant Chief of Staff
for Installation Management

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SUBJECT: Authorization for Staff Sergeants (SSG) to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States

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09 MAR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authorization for Staff Sergeants (SSG) to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States

1. Effective immediately, the Secretary of the Army has approved a change to the Army's mandatory assignment policy in the United States for single Soldiers in the grade of Staff Sergeant (E6):
 - a. Single Soldier's at the rank of SSG and above stationed in the United States are authorized to move off post and receive BAH at the without dependent rate.
 - b. Single SSGs may compete for installation Senior Enlisted Bachelor Quarters previously identified for single Sergeant First Class (SFC) and above where assets exist on the installation.
 - c. Applicable personnel, housing, finance and installation regulations will be revised accordingly.
 - d. Adequate BAH, Basic Allowance for Subsistence (BAS), household goods movements, and dislocation allowances will be programmed in the Program Objective Memorandum for Single Staff Sergeant troop strength.
2. Exceptions to this policy are stated below:
 - a. Staff Sergeants may elect to remain in enlisted barracks for the duration of their current tour. Upon reassignment to a new duty station in the United States, SSG's will receive BAH at the without dependent rate and be required to reside off post at the new duty station.
 - b. Key and Essential personnel required to live on post will be determined by the local command.
3. Setting up household costs and household goods movement reimbursements:
 - a. Soldiers who currently reside in government quarters and elect to move off post at the current duty station will incur household goods movement at their own expense. A government paid move or reimbursement is not authorized.

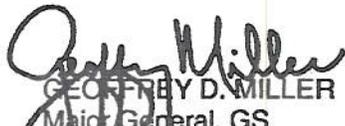
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SUBJECT: Authorization for Staff Sergeants (SSG) to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States

b. If required to vacate government quarters at the directive of the Government (e.g., because of repairs or renovations of enlisted barracks, troop surges, etc.), Soldiers in the rank of SSG will remain off post for the duration of their tour and costs for moves directed at the convenience of the Government will be borne by the Government.

4. All affected Soldiers will plan accordingly and unit counseling should occur prior to moving off post or permanent change of station. Soldiers will process through their local Community Housing Relocation and Referral Services (CHRRS) office to locate suitable off post rentals or for home purchases, and the local finance and accounting support office for assistance.

5. The point of contact for this action is Mr. George Lloyd at (703) 601-2511 or email george.lloyd@hqda.army.mil.


GEORGEY D. MILLER
Major General, GS
Assistant Chief of Staff
for Installation Management

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