

UNCLASSIFIED

ANNEX B – UNACCOMPANIED PERSONNEL HOUSING ASSIGNMENT POLICY FOR BONA FIDE BACHELORS

1. Reference: Army Regulation 420-1, Army Facilities Management, 12 Feb 08.
2. Purpose: To establish policy for housing of bona fide bachelor personnel on Fort Hood.
3. Background: Referenced regulation 420-1, Chapter 3, requires the Housing Office to be responsible for record keeping and control over certificates on nonavailability (CNA). This function is delegated to the First Sergeants' Barracks' Initiative (FSBI). FSBP issues all CNAs for Basic Allowance for Housing (BAH) at the "without dependent rate" when adequate quarters are not available on post.
4. Policy: Guidelines for billeting of bona fide bachelors in troop barracks and for approving requests to reside off post and draw BAH are as follows:
 - a. Assignment and use of housing under a unit integrity concept is authorized, provided the overall installation occupancy rate for unaccompanied personnel housing (UPH) permanent party does not fall below 95 percent as determined by Directorate of Public Works (DPW) Real Property, IAW AR 420-1, Chapter 3. The continuous ongoing utilization surveys and quarterly reporting will effectively monitor utilization rates.
 - b. If, at the brigade level, the utilization of assigned UPH assets exceeds the 95 percent occupancy rate or there is serious overcrowding (more than 2 Soldiers residing in a room or in dayrooms), a CNA request may be forwarded through the individual's chain of command to DPW FSBP for validation.
 - c. Bona fide bachelors, Sergeant and below, may be authorized to live off post and draw BAH only when:
 - (1) Billet spaces are not available, e.g., occupancy exceeds 95 percent in their Brigade footprint, requiring Soldiers to live on post will result in serious overcrowding, and there are no Category III (permanent party unaccompanied military personnel receiving BAH for support of Family members due to divorce or separation) and IV personnel (service members entitled to BAH at the "with dependent rate" but not accompanied by Family members for personal reasons (that is, geographical bachelors) living in the barracks.
 - (2) Pregnancy requires authorization to reside off post in accordance with Fort Hood Regulation 600-24.
 - d. 1SGs, CDRs, and Leaders must ensure that Soldiers in the rank of E5 or below receive a Certificate of Non-Availability (CNA) prior to moving off post. The following are examples of situations that could also need a CNA, and are not automatically authorized to receive Basic Allowance for Housing (BAH) in every situation.
 - (1) Divorced Soldiers with "Joint Custody".
 - (2) Soldiers married to Soldiers with duty at different locations.
 - (3) Pregnant Soldiers prior to the 28th week.
 - e. Yearly review of all authorized CNAs will be forwarded to MSCs to verify which Soldiers are still assigned, have PCS'd, or have moved back into the barracks. Unwarranted and/or inappropriate issuance of CNAs must be eliminated. Failure to enforce existing Department of the Army policy results in an unnecessary expenditure of funds and jeopardizes our proposed barracks rebuild program.

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