



REPLY TO
ATTENTION OF :

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUPPORT ACTIVITY FORT DIX
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

AUG 03 2012

IMDI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity Fort Dix (USASA Fort Dix) Command Policy
Memorandum #24 – Army Geographical Bachelor Housing

1. PURPOSE: This policy letter shall provide the procedures by which a Voluntarily Separated Soldier (Geographical Bachelor) may apply for an exception to Army policy, which, if approved, would allow for the assignment of Unaccompanied Personnel Housing (UPH) at Joint Base McGuire-Dix-Lakehurst.

2. REFERENCES:

a. Joint Base McGuire-Dix-Lakehurst Memorandum of Agreement (JB-MDL MOA, Annex K-2).

b. ACSIM Memorandum dated 2 Apr 05; Housing Assignment Policy for Voluntarily Separated Persons (Geographical Bachelors).

c. Army Regulation 420-1, Army Facilities Management, dated 28 Mar 09.

3. BACKGROUND:

a. Reference 2a, paragraph 2a, states that “the Supporting Component shall abide by the supported Component’s standards and policies for their members as pertaining to the following unless the supported Component agrees otherwise...(a) Designation of which members shall be assigned to UPH versus which are eligible to receive BAH and live in the community, e.g. key-and-essential, pay grade and type of duty (ship versus shore based)...(c) Minimum housing adequacy standards; e.g. private versus shared room, net living area, shared bath versus gang/central latrine.”

b. Reference 2a, paragraph 5.1.2 states that “At JB-MDL, UPH is further specified as housing only for bona fide bachelor permanent party personnel stationed at the Joint Base on Permanent Change of Station Orders. All other Army personnel housing requirements will be considered transient housing which is Army mission-specific to the support training and mobilization mission of the Army Reserve and the USASA Fort Dix.”

c. Reference 2b directed that Soldiers (officers and enlisted members) entitled to basic allowance for housing at “with dependents” rate, who are voluntarily separated from their family

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members (“Geographical Bachelors”) are not authorized assignment to permanent party UPH in CONUS, Hawaii and Alaska. Implementation of said 2005 Army policy was expressly designed to occur through attrition; however Garrison Commanders retain the authority to identify and assign key-and-essential personnel to UPH and to approve other exceptions to this policy for assignment to UPH.

d. UPH lodging is primarily for Mobilized and TCS Soldiers who are authorized such quarters in order to meet specific mission requirements and whose orders specifically prohibit their families from accompanying them during the duration of their orders. Any other use of UPH quarters is an exception requiring review and approval from the USASA Fort Dix Commander.

4. APPLICATION PROCEDURES FOR GEOGRAPHICAL BACHELOR HOUSING:

a. An active duty Soldier who has been issued PCS orders (a) assigning him to an Army unit located on JB MDI, or within the local supported area, and (b) authorizing dependents to accompany the Soldier is entitled to family housing, if available. However, if the Soldier instead chooses to voluntarily separate from said dependents, the Soldier may request from the USASA Fort Dix Commander an exception to the 2 April 2005 Army Policy and be provided with “Geographical Bachelor Housing.”

b. Applications for Geographical Bachelor Housing shall be submitted to the USASA Fort Dix Housing Office and must include: (a) a copy of the Soldier’s current orders assigning the Soldier to an Army unit located on JB MDI, or within the local supported area, and (b) the soldier’s most recent Leave and Earnings Statement.

c. Additionally, the application must include a letter containing one or more of the following reasons for the request:

(1) The Soldier’s position is “key and essential” as defined by AR 420-1, i.e. “personnel whose duties require their immediate availability...because of military necessity and/or operational requirements.”

(NOTE: “Military necessity” is defined in AR 420-1 (Glossary) as “Military conditions or factors which...require an individual to be housed in a Government-owned or Government-controlled facility in order to carry out an essential operation or mission on a long-range continuing basis.”)

Requests based upon a claim of holding a “key-and-essential” position must include a letter from the first O-6 (or higher) in the Soldier’s chain-of-command endorsing the request. The letter must specifically describe the regular and recurring, long-range duties and responsibilities of the

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Soldier and explain why the Soldier's immediate availability is required as a matter of military necessity and/or operational requirements.

Designing a position as key-and-essential by a soldier's organic command does not alone sufficiently demonstrate the appropriateness of a Soldier residing in UPH quarters as a Geographical Bachelor. Military necessity and operational requirements must be clearly explained and justified along with the key-and-essential designation before a request for UPH quarters as a Geographical Bachelor will be approved.

(2) Soldiers who receive PCS orders to units deploying within 12 months of arrival. Requests made on this basis must include a copy of the orders and an endorsement from the first O-6 (or higher) in the Soldier's chain-of-command.

5. POTENTIAL EFFECT OF GEOGRAPHICAL BACHELOR HOUSING ON BASIC ALLOWANCE FOR HOUSING BENEFIT

a. When making a request for Geographical Bachelor Housing, it is important to realize that, if approved, a Soldier who is otherwise entitled to draw Basic Allowance for Housing at the "with dependents" rate (BAH-with), may forfeit his entire BAH-with, absent an approved waiver from the Department of the Army.

b. AR 420-1, paragraph 3-18d, states that "Soldiers entitled to BAH at the "with dependent" rate may not be assigned UPH, including Army Family Housing (AFH) temporarily diverted to UPH, in excess of minimum space adequacy standards without affecting the right to BAH except under the following conditions (DOD 7000.14-R, Volume 7A, para 260301.C):

(a) It is the only UPH available and no unmarried Soldier or Soldier entitled to BAH at the with "with dependent" rate is housed in UPH not meeting minimum space and adequacy standards.

(b) The housing is not suitable for joint occupancy.

(c) The housing is jointly occupied, if suitable for joint occupancy.

(See also JFTR, Chapter 10, para. U10306-II.)"

c. All Soldiers are strongly encouraged to contact their local Defense Military Pay Office (DMPO) simultaneous with, or prior to, applying for Geographical Bachelor Housing, for purposes of submitting a separate waiver request. If the request is approved, the Soldier would be allowed to retain his BAH-with benefit while in Geographical Bachelor Housing. While the process to request a waiver is available to all affected Soldiers, this in no way guarantees that a waiver request will be approved. Decisions on BAH waiver requests are not made locally.

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Soldiers should not take any actions with respect to a waiver request under an assumption that a waiver will be approved.

A handwritten signature in black ink, reading "Jeffrey A. Doll". The signature is written in a cursive style with a large, stylized initial "J".

JEFFREY A. DOLL
COL, LG
Commanding

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