

ETP/SAMPLE

COMPANY NAME
UNIT NAME
FORT CARSON, COLORADO 80913

AFZC-YB-MD (your unit's office symbol)

Date

MEMORANDUM Thru Chief of Housing, 1525 Evans Street, Fort Carson, Colorado 80913

FOR Commander, US Army Garrison, 1626 Ellis Street, Fort Carson, Colorado 80913

SUBJECT: Request Exception to Policy to Receive BAH Without Dependent Rate

1. I, (your name, rank, and DOD #) request authorization to receive Basic Allowance for Housing (BAH) at the Without Dependent Rate due to (your circumstance, i.e., divorced, remaining lease/mortgage, shared custody, etc). Please include why you would like the Garrison Commander to grant BAH (basically you must tell your story in enough details so that he can make a decision).
2. (Any other necessary documents/statements). **Documents included are: current ERB, divorce decree, lease or mortgage, parenting plan, etc.**
3. Point of contact for this memorandum is the undersigned at (military email address and personal cell phone #).

(Soldier's Signature Block)
Rank, USA

Recommend Approval/Disapproval

Company Commander Signature Block

Recommend Approval/Disapproval

Battalion Commander Signature Block

Recommend Approval/Disapproval

Brigade CSM or Separate Battalion
Signature Block and Signature