

MEMORANDUM THRU Directorate of Public Works, Housing Division, 2008 N 3rd Street, MS 17, Joint Base Lewis-McChord, WA 98433-9500

FOR Commander, Headquarters Joint Base Lewis-McChord, 1010 Liggett Ave, Box 339500, Mail Stop 1AA, Joint Base Lewis-McChord, WA 98433-9500

SUBJECT: Request for Space Availability (SPACE - A) Barracks Room

Request the Joint Base Commander (JBC) approve a request for Space-A barracks room, exceeding 72 hours, for the reason specified in sub-paragraph (h).

- a. Full Name (Last, First, MI): \_\_\_\_\_
- b. Rank/Grade: \_\_\_\_\_
- c. SSN: \_\_\_\_\_
- d. Unit of Assignment: \_\_\_\_\_
- e. Phone #: \_\_\_\_\_
- f. AKO Email: \_\_\_\_\_
- g. Current Barracks Resident:  Yes; Bldg # \_\_\_\_\_ Rm # \_\_\_\_\_  
 Date Assigned (Day/Mo/Year): \_\_\_\_\_  
 No; Address \_\_\_\_\_

h. Reason (Select One):

- (1)  Pending Divorce/Legal Separation. Attach the following required documentation:
  - Memorandum for record from SM's Unit Commander Detailing the Basis of the Space-A request
  - Copy of orders assigning Servicemember (SM) to JBLM or copy of current Enlisted Record Brief (ERB)
  - Copy of legal divorce/separation filing documentation
- (2)  Financial Hardship. Attach the following required documentation:
  - 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)  Delayed Dependent Arrival to JBLM Due to Hardship. Attach the following required documentation:
  - 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)  Pending PCS/ETS upon re-Deployment. Attach the following required documentation:
  - 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
- (5)  Other. Attach the following required documentation:
  - 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

**PRIVACY ACT STATEMENT**

AUTHORITY: 10 U.S.C. 3013; PL 104-106; DoDD 4165.63; AR 210-50; EO 9397. PURPOSE (S): To provide information relating to the management, operation, and control of the Army housing program; to provide housing and related services for military personnel, their dependents, and qualified civilian employees; to render reports; to investigate complaints and related matters. ROUTINE USES: These records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552(b)(3). DISCLOSURE: Disclosure is voluntary; however, failure to provide the information requested may cause a delay in processing of subject, all others, no effect.

**SECTION I - UNIT AND BN RECOMMENDATION (ALL SECTIONS MUST BE COMPLETED TO PROCESS)**

<b>Unit 1SG/CO CDR (required for all requests)</b>	<b>BN CSM Recommendation (required for all requests)</b>
Unit: _____ Phone: _____	Unit: _____ Phone: _____
Printed Name: _____ Signature: _____	Printed Name: _____ Signature: _____
<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur    Date: _____	<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur    Date: _____
Remarks: _____	Remarks: _____

**BN Commander Recommendation and Acknowledgement (required for all requests)**

Unit: \_\_\_\_\_ Phone: \_\_\_\_\_     Concur     Non-Concur    Date: \_\_\_\_\_

I understand IAW AR 420-1, Facilities Management, para 3-18 b, (1), (page 44) Priorities of assignment, Service Members entitled to BAH at the "with-dependent" rate, who are voluntarily separated from their Family Members, are not authorized assignment to Unaccompanied Personnel Housing Permanent Party in the Continental United States. I further understand that the Joint Base Commander is the sole approving authority for exceptions to this policy on a case-by-case basis to alleviate bona-fide hardships, for Space-A requests submitted under reasons h. (1)-(5).

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Unit Point of Contact (POC) (required for all requests)**

Please notify the identified Unit POC when this Space-A request has been approved or disapproved.

Unit: \_\_\_\_\_ Rank: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION II - BDE CSM AND BDE CDR RECOMMENDATION (ALL SECTIONS MUST BE COMPLETED)**

**BDE Command Sergeant Major (CSM) Recommendation (required for all requests)**

Unit: _____	Printed Name: _____
Phone: _____	Signature: _____
Email: _____	<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur    Date: _____
Remarks: _____	

**BDE Commander Recommendation and Acknowledgement (required for all requests)**

Unit: \_\_\_\_\_ Phone: \_\_\_\_\_     Concur     Non-Concur    Date: \_\_\_\_\_

I understand IAW AR 420-1, Facilities Management, para 3-18 b, (1), (page 44) Priorities of assignment, Service Members entitled to BAH at the "with-dependent" rate, who are voluntarily separated from their Family Members, are not authorized assignment to Unaccompanied Personnel Housing Permanent Party in the Continental United States. I further understand that the Joint Base Commander is the sole approving authority for exceptions to this policy on a case-by-case basis to alleviate bona-fide hardships, for Space-A requests submitted under reasons h. (1)-(5).

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

**SECTION III - HOUSING DIVISION (HD) STAFFING**

**Space-A Packet Receipt and Review**

<b>Dates:</b>	First Submission Date:	Second Submission Date: <i>(If returned to unit)</i>
<b>Packet Review:</b>	<input type="checkbox"/> Complete; <input type="checkbox"/> Incomplete - Returned to unit	Staff Initials: _____

**Chief, First Sergeants Barracks Program (FSBP) Branch Recommendation *(required for all requests)***

<p><b>Special Instructions for Space-A request:</b></p> <p><b>UPH Space-A Availability on JBLM:</b></p> <p><input type="checkbox"/> NONE</p> <p><input type="checkbox"/> Within Unit footprint</p> <p><input type="checkbox"/> Outside Unit footprint</p> <p><input type="checkbox"/> Effective Date: _____; Expiration Date: _____</p> <p><input type="checkbox"/> <b>Service Member:</b> Upon receipt of Space-A approval, Member will be advised that they may be required to move outside their Unit footprint/ vacate UPH for personnel in higher priorities and will be given 30 days notice to turn in their barracks room.</p> <p><input type="checkbox"/> <b>Unit Leadership:</b> Unit Leadership will monitor status of Service Member's Space-A needs and ensure appropriate actions are taken to clear Member of issued UPH room prior to/on the Space-A expiration date as issued by the the Joint Base Commander.</p> <p><input type="checkbox"/> <b>Other:</b> _____</p>	<p><input type="checkbox"/> <b>Recommend Approval</b></p> <p><input type="checkbox"/> <b>Recommend Disapproval</b></p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Chief, First Sergeants Barracks Program Branch</p> <p>Date Signed: _____</p>
<p><b>Remarks:</b></p> <p><input type="checkbox"/> JBLM BUR Occupancy: _____ % as of _____ (date).</p> <p><input type="checkbox"/> BN/BDE BUR Occupancy: _____ % as of _____ (date).</p> <p><input type="checkbox"/> BN/BDE currently has GEO's residing in their footprint: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Bona-fide hardship for Space-A is represented: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Other: _____</p>	

**Chief, Housing Division (HD) Recommendation *(required for all requests)***

<p><b>Remarks:</b></p>	<p><input type="checkbox"/> <b>Recommend Approval</b></p> <p><input type="checkbox"/> <b>Recommend Disapproval</b></p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Chief, Housing Division</p> <p>Date Signed: _____</p>
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**SECTION IV - JOINT BASE COMMANDER (JBC) USE ONLY**

**JBC Space-A Decision (required for all requests):**

<input type="checkbox"/> Approved; Date: _____  <input type="checkbox"/> Disapproved; Date: _____  <input type="checkbox"/> Remarks: <b>Approved until</b> _____	Signature: _____ Printed Name: _____  Commanding
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**SECTION V - HOUSING DIVISION (HD) USE ONLY**

SPACE-A APPROVED:	DATE UNIT POC/SM NOTIFIED:	EFFECTIVE DATE:	EXPIRATION DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<i>(if applicable):</i> _____

**UNIT POC NOTIFIED OF SPACE A APPROVAL/DISAPPROVAL**

DATE UNIT POC/SM PACKET PICK UP	HD STAFF INITIALS

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 INDIV - ORIG  
 RCD - 1 COPY