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3-18. Eligibility, assignment, and termination of permanent party unaccompanied personnel housing

a. Categories of permanent party unaccompanied personnel housing.

(1) *Senior officer quarters.* Housing designated for use by officers in grade of colonel (O6) and above.

(2) *Officer quarters.* Housing designated for use by officers in grade lieutenant colonel (O5) through 2d lieutenant (O1) and warrant officers.

(3) *Senior enlisted quarters.* Housing designated for use by enlisted personnel in grades sergeant major (E9) through sergeant first class (E7) through staff sergeant (E6) in the United States.

(4) *Enlisted quarters.* Housing designated for use by enlisted personnel in grades staff sergeant (E6)-through sergeant (E5) in the United States-and below (excluding trainees).

(5) *Trainee barracks.* Housing designated for use by personnel in basic combat training (BCT) and one-station unit training (OSUT).

(6) *Reserve Component support housing.* Housing designated for use by Reserve Component (RC) personnel.

b. Priorities of assignment.

(1) Soldiers entitled to BAH at the "with dependent" rate, who are voluntarily separated from their Family members, are not authorized assignment to UPH(PP) in the continental United States, Hawaii, and Alaska. This affects all permanent party categories and all ranks except for chaplains as set forth in [paragraph 3-18 e](#). Garrison commanders retain the authority to identify and assign key and essential personnel to UPH.

(2) Priorities of assignment will be made per [table 3-7](#) below.

(3) Assignment of civilians shall be based on the comparison of military and civilian grades in [table 3-4](#).

Table 3-7. Priorities of assignment for SOQ, OQ, SEQ, and EQ	
Priority	Personnel category (see note 1).
I	Key and essential personnel (military and civilian) who must reside on post due to military necessity.
II	Permanent party military personnel assigned or attached for duty at the installation including PCS students who are entitled to BAH at the "without dependent" rate; eligible unaccompanied civilian personnel OCONUS (see para 3-18h(4)); personnel on a Family member restricted tour; unaccompanied personnel serving all others tours (excluding Hawaii and Alaska); and RC service members in medical holdover (MHO) status exceeding 30 days.
III	Permanent party unaccompanied military personnel receiving BAH for support of Family members due to divorce or separation (court ordered decree or OSJA separation agreement), or individuals with legally supported Family members, for example, children or parents (see note 2).
IV	Service members in OCONUS, excluding Hawaii and Alaska, entitled to BAH at the "with dependent" rate but not accompanied by Family members for personal reasons (that is, geographic bachelors) (see notes 2 and 3).
V	Title 32 AGR assigned or attached for duty within commuting distance of the installation; and foreign military personnel (see paras 3-18 g and 3-18 i , and note 2, below).
VI	Military and civilian personnel not otherwise eligible (OCONUS only) (see note 2, below).
Notes:	
1. Title 10 Soldiers whose duty assignments are within 1 hour commuting distance of the installation will be treated the same as those members assigned to the installation.	
2. Personnel in priorities III through VI are assigned on a space-available basis. They are not required to participate in a waiting list for UPH(PP), not required to occupy UPH(PP), and not required to obtain a certificate of nonavailability (CNA). Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, these individuals should be advised in writing they may be required to vacate housing for personnel in priorities I and II upon 30-days notice. Housing Managers must determine whether diversion to other use (for example, UPH(TDY) is appropriate if UPH(PP) 'space available' situation persists. The maximum period that a Title 32 member may reside in Government housing is 4 years.	
3. The Garrison Commander may deviate on a case-by-case basis to alleviate undue hardships for CONUS installations, includes Hawaii and Alaska.	

c. Waiting lists for senior officer quarters, officer quarters, and senior enlisted quarters. Waiting lists will be maintained and prominently posted at the billeting office. Personnel will be placed on the waiting list by date of eligibility as shown below if application is made within 30 days of arrival at new duty station. If not, eligibility date is the date of application. The relative position of the top 10 percent of personnel on the

waiting list will be stabilized (that is, placed in the freeze zone). However, personnel in key and essential positions will be placed at the top of the freeze portion of the waiting list immediately below other key and essential personnel.

(1) PCS personnel with or without TDY en route.

(a) CONUS date departed last permanent duty station.

(b) OCONUS including Hawaii and Alaska.

1 Date departed last permanent duty station from another ACOM, ASCC, or DRU as appropriate.

2 Military personnel who are directed to transfer within or between OCONUS ASCC prior to completion of their original OCONUS tour (their DEROS does not change) will receive date departed last permanent duty station for original overseas tour. Military personnel who complete an original OCONUS tour and begin another OCONUS tour (their DEROS changes) will receive date departed last permanent duty station.

(2) New accessions to the Army. Date of entry on active duty.

(3) Personnel whose last permanent assignment was to a medical holding detachment. Date departed last duty station from which member was assigned to medical holding detachment.

d. Assignment of housing to permanent party personnel.

(1) Assignment of SOQ, OQ, and SEQ will be made in writing by the Housing Office. It will include the date of assignment and housing identification and be forwarded to the individual's OPLOC/FAO within three working days following assignment. A local form letter or memorandum with consecutive control numbers will be used for assignments and terminations. Written orders are not required for housing assigned in bulk to units and activities.

(2) Incoming military personnel in the grade of staff sergeant (E6) and above and officers on a current promotion list may be assigned at their option to the category of housing for the grade to which they will be promoted. Personnel who attain promotable status while occupying adequate housing may be authorized to go on the waiting list for their promotable grade at the discretion of the garrison commander.

(3) Personnel will not be required to occupy housing that does not meet adequacy standards except for military necessity. Mandatory assignment to inadequate housing solely to limit payment of BAH is not authorized. World War II wooden barracks will not be used as required housing for permanent party personnel (see [para 3-25 b](#)).

(4) Unaccompanied Soldiers married to Soldiers on separate tours will be assigned to permanent party housing on the same basis as unmarried personnel.

(5) Assignment and use of housing under a unit integrity concept is authorized provided the overall installation occupancy rate for UPH(PP) does not fall below 95 percent as determined by the housing manager. (IMCOM region director may not grant exceptions.) Where necessary, the commander will direct assignment of personnel from outside organizations into unit-managed space to —

(a) Obtain maximum utilization of adequate housing assets.

(b) Reduce use of substandard assets.

(c) Eliminate payment of housing allowances to personnel who can be adequately housed in Government housing.

(6) Soldiers entitled to BAH at the "with dependent" rate may not be assigned UPH, including 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 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.

(7) Garrison commanders may maintain adequate barracks carried in the UPH database as "excess space" in active status to provide more space and privacy to personnel listed in [table 3-7](#) as priority I and II.

(8) Soldiers in a MHO status exceeding 30 days on Active Army and USAR installations will be housed in facilities that accommodate their medical conditions and are comparable to permanent party housing on the same installation. At a minimum, such housing will be safe, secure, and climate controlled, with inside bathrooms and privacy between sleeping areas. Appropriate accommodation will be provided for Soldiers with functional limitations.

e. Assignment of housing to chaplains.

(1) Unmarried chaplains and unaccompanied married chaplains are authorized to compete equally for Family housing within the appropriate grade category regardless of whether UPH is available. They may, at their request, choose a private UPH apartment consisting of a bedroom, bathroom, living room, and kitchen or kitchenette.

(2) Chaplains entitled to BAH at the "with dependent" rate are subject to the limitation set forth in [paragraph 3-18 d \(6\)](#). If UPH is not available or is not adequate, they may compete for Family housing (see paras [3-14 a \(4\)](#), [3-14 d \(14\)](#), and [3-28 a \(2\)](#)).

f. Assignment of housing to unaccompanied law enforcement, criminal investigation, and counterintelligence personnel.

(1) Enlisted military police and personnel assigned to military police units will be billeted in facilities separate from other Soldiers, including those areas of barracks separated by wings or floors. Personnel may be billeted in OQ or SEQ when available.

(2) Enlisted Criminal Investigation Division (CID) special agents and laboratory examiners will be billeted with other CIDC personnel in facilities separate from other Soldiers, or they may be billeted in OQ or SEQ. Enlisted CIDC administrative personnel will normally be billeted with CIDC personnel or with military police personnel. If suitable facilities are not available, CID special agents, laboratory examiners, and administrative personnel may be given a CNA.

(3) Enlisted counterintelligence (CI) Soldiers requiring special billets, as certified by their commanders, must be billeted with other CI Soldiers in facilities separated from other Soldiers. When facilities are not available, they will be housed in OQ or SEQ or given a CNA.

(4) The IMCOM region directors may not grant exceptions to the provisions in ([1](#)) through ([3](#)), above.

g. Assignment of housing to Reserve Component personnel.

(1) *Initial active duty for training.* These RC personnel are considered trainees and will be billeted in the same manner as Active Army trainees.

(2) *Annual training.* When performing annual training (AT) with a unit (to include individual travel but joining the unit) RC personnel will be assigned Government housing regardless of adequacy. However, commanders should ensure that this does not result in conditions dangerous to health or safety. RC personnel on AT as individuals (such as Individual Mobilization Augmentation Soldiers) in a per diem status should be housed on the same basis as other personnel of equal grade and duty status. Reserve Component personnel on AT as individuals not in a per diem status will report to their local supervisor for housing assistance (see [AR 215-1](#)).

(3) *Active duty for training, active duty for special work, and active duty.* Reserve Component Soldiers performing ADT, ADSW, or AD will be housed the same as Active Army Soldiers. If performing ADT with a unit, these personnel will be housed on the same basis as the unit.

(4) *Inactive duty training.* Reserve Component members performing IDT at home station may be provided permanent party housing (UPH(PP)) or housing normally set aside for RC use, if available (see [table 3-7](#) for priority). If such housing is not available, these Soldiers may be authorized to occupy (UPH(TDY)) on a space available basis; or on a confirmed reservation basis if home station is greater than 50 miles from the Soldiers' residences. Such occupancy will be at individual's expense (see AR 215-1).

(5) *Active Army Soldiers attending Reserve Component courses of instruction.* These students will be required to occupy housing according to the policy set by the school commandant and the garrison commander. The Active Army Soldier will be provided housing in the same manner as for other students (either Active Army or RC) attending the course.

(6) *Active Army participants in Reserve Component unit activities.* Active Army personnel who directly participate in maneuvers, exercises, war games, Army Training and Evaluation Programs (ARTEPs), or in field exercises conducted by RC units during AT or IDT will be provided housing (to include tentage) without charge and without regard to adequacy.

(7) *Reserve Component support housing.* This housing is designated for use by RC personnel. The garrison commander or appropriate representative will assign, terminate, and determine adequacy standards of RC support housing.

(8) *Active Guard Reserve personnel.*

(a) *Title 10 personnel.* Title 10 USC AGR personnel without Family members will be assigned UPH per priorities outlined in [table 3-6](#).

(b) *Title 32 personnel.* Active Guard Reserve personnel serving on active duty pursuant to 32 USC who are attending service schools will be housed on the same basis as other students. A maximum tenancy of 4 years may be established for 32 USC AGR personnel.

(9) *DODI 1225.9, Billeting for Reserve Component Members, chapter 5.2.1.1.* Reserve Component members, traveling more than 50 miles from their home station to perform IDT will receive billeting with the same priority as AD members traveling under orders away from their permanent duty station (10 USC 12604 (a)). As stated in DODI 1225.9, chapter 5.2.1.2, RC members performing IDT and are not otherwise entitled to travel and transportation allowances, will be provided lodging in kind, as provided in 37 USC 404(i) (a), when transient Government housing is not available.

h. Assignment of housing to civilian employees.

(1) Civilian employees shall rely primarily on private communities for housing support, except for military necessity.

(2) Civilian employees who occupy key and essential positions may occupy housing without time limits.

(3) In CONUS, Alaska, and Hawaii DOD civilian employees who occupy UPH(PP) will pay a rental charge determined per [section XV](#). When American Red Cross personnel are provided Government housing in the United States, Red Cross personnel or the American National Red Cross shall pay the rental charge established per section XV of this chapter.

(4) In foreign countries and U.S. possessions and territories where DOD U.S. citizen civilian employees (both APF and NAF) recruited in the United States and American Red Cross personnel cannot obtain suitable housing in civilian communities, the overseas commander may authorize them to occupy housing on a rental basis per section XV. DOD U.S. citizen civilian employees (both APF and NAF) and DOD-sponsored U.S. citizen civilian contractor personnel who live in Government housing will forfeit their housing allowances or LQAs. Forfeited allowances will be transferred to the appropriate account as a reimbursement. In foreign countries, Red Cross personnel will be furnished housing on the same basis as DOD civilian employees. The overseas commander will limit occupancy by other than key and essential civilian employees to five years at a single geographical location to maintain equity and reasonable distribution of assets.

i. Assignment of housing to foreign military personnel.

(1) Foreign military trainees (FMTs) are on invitational travel authorizations. Insofar as possible, FMTs will be housed in permanent party housing (see assignment priority V).

(2) Personnel Exchange Program and integrated personnel function as fully integrated members of the U.S. Army. They are housed on the same basis as equivalent U.S. personnel.

(3) Special projects personnel (foreign military and civilian) participate in a specific project, study, or program which will mutually benefit the U.S. and parent Governments. They will be housed (assignment priority V) unless an MOU or MOA dictates otherwise.

(4) Liaison personnel function entirely in behalf of their parent Governments and are precluded from functioning as PEP/integrated or special projects personnel. They will be housed only when housing is excess to U.S. military requirements unless an exception is approved by the IMCOM region or an MOU or MOA dictates otherwise. In granting exceptions, commanders will ensure uniform application regardless of country represented.

j. Conditions of termination.

(1) Assignments to UPH(PP) will be terminated in writing under the following conditions:

(a) When the installation ceases to be the permanent station of the Soldier.

(b) When the housing is required for higher priority personnel.

(c) On request of a Soldier —

1 Voluntarily occupying inadequate housing.

2 As a single Soldier in the grade of staff sergeant (E6) or above who desires to reside off post, except as described elsewhere in this section.

(d) When housing that was constructed for use of military personnel, but leased to civilian employees, is required to meet the military housing needs of the installation except in the case of a situation covered by [paragraph 3-16 b \(2\) \(i\)](#).

(e) When Family members are located within 1 hour commuting distance of the installation, except in the case of a situation covered by paragraph 3-16 b (2) (i).

(f) At the discretion of the garrison commander, when a Soldier no longer performs the duties of the position that entitled him or her to occupy that particular housing.

(g) Under conditions other than ([a](#)) through ([e](#)) , above when approved by the garrison commander.

(2) In cases of involuntary termination of housing, the garrison commander will notify the individual concerned in writing stating the conditions of termination. Thirty days advance notice will normally be given.

k. Authority to live off post.

(1) Permanently assigned personnel in the grade of staff sergeant (E6) and above who are entitled to BAH at the "with dependent" rate may elect to reside off post. Permanently assigned personnel in the grade of staff sergeant (E6) and above who are entitled to BAH at the "with dependent" rate and are serving an unaccompanied (all others) tour may elect to reside off post if adequate Government housing is not available. A CNA will be issued to these individuals. These elections may be denied only if it would adversely affect a training mission, military discipline, or military readiness. (IMCOM region directors may not grant exceptions.)

(2) Garrison commanders may authorize single Soldiers in the grade of sergeant (E5) and below to reside off post under the following conditions:

(a) When adequate housing is not available and military necessity is not a factor.

(b) When the Soldier is pregnant.

(c) When the Soldier has purchased a home near the installation prior to notification of assignment to that installation.

(3) When a Soldier married to another Soldier without Family members resides off post and one of the Soldiers departs on a separate tour, the other Soldier will not be ordered to return to permanent party housing.

(4) Personnel who are authorized to reside in the civilian community shall receive HS counseling on the Equal Opportunity in Off-post Housing Program before negotiating a rental or lease agreement for community housing.

(5) The garrison commander (in foreign areas only) may mandatorily assign adequate housing if necessary to maintain optimum occupancy. The following conditions apply:

(a) Personnel will not be mandatorily assigned until all volunteer unaccompanied Soldiers are assigned.

(b) Personnel will be mandatorily assigned only to housing adequate for their grade requirement except in cases of military necessity.

(c) Garrison commanders will consider assignment of all personnel listed in [table 3-7](#) before implementing mandatory assignment procedures.

(d) Soldiers will be informed of housing availability and the possibility of mandatory assignments before or on application for housing. Soldiers who have been notified in writing that housing would not be mandatorily assigned will not be required to move on post, regardless of subsequent changes in housing availability.

(e) Mandatory assignment will not be made if —

1 Soldier has less than one year's duty time remaining at the installation.

2 Such assignment would cause extreme hardship.

(f) Personnel who make commitments for community housing after receipt of PCS orders without first reporting to the housing office may be mandatorily assigned.

(g) If a Soldier refuses to occupy Government housing, he or she will be advised in writing that their unaccompanied personnel housing allowances will be forfeited as long as housing adequate for their grade is available.

I. Nonavailability of adequate permanent party housing.

(1) If adequate housing is not available, a CNA will be issued. When a member in the grade of sergeant (E5) or below is authorized to live off post and receives BAH at the "with dependent" rate, the Soldier will be informed in writing that one of the following applies:

(a) Housing may be made available to you within 12 months of your arrival. You should make temporary or semipermanent arrangements off post at your discretion.

(b) Housing will not be made available during your tour of duty, and you should make permanent billeting arrangements off post.

(2) If UPH(PP) becomes available, Soldiers in the grade of sergeant (E5) through private (E1) residing off post and receiving housing allowances at "with dependent" rate will be required to occupy UPH. However, involuntary assignments will not be made if the garrison commander determines that financial hardship will occur.

(3) Garrison commanders will assign responsibility to the housing organization for issuance, control, and recordkeeping of CNAs for BAH at the "with dependent" rate. A quarterly review of all current CNAs and available UPH(PP) will be made. The review should consist of an assessment of available adequate UPH(PP) assets and current CNAs within each unit.