

EXCEPTION TO POLICY FORMAT  
(MEMORANDUM ON YOUR UNIT'S LETTERHEAD)

Your Unit's Office Symbol

Current Date

MEMORANDUM THRU Battalion Commander, (Unit Info), Fort Sill, OK 73503

FOR Garrison Commander, Fort Sill, OK 73503

SUBJECT: Request for an Exception to Housing Policy for single rate Basic Allowance for Housing (BAH).

1. State the facts, explaining why you need an exception to receive single rate BAH. Attach all pertinent paperwork/information to justify your request as marked on the application form.
2. Include a point of contact for the action AND a telephone number.

Your Battery Commander's  
Signature Block

**THIS MUST BE INITIALED BY YOUR  
BATTALION COMMANDER!!**