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18 July 2012

INFORMATION PAPER

SUBJECT: Basic Allowance for Housing (BAH)/Cost of Living Allowance (COLA)/Overseas Housing Allowance (OHA) Exceptions to Policy (ETP)

PURPOSE: To inform Commanders, Soldiers and all Finance Offices under the 266th Financial Management Center (FMC) of the current guidance specific to submitting exception to policy packets for BAH, COLA, and/or OHA.

BLUF: All parties concerned will follow the below guidance when submitting exception to policy packets thru their local Finance Office to USAREUR G1, Military Pay (MilPay) Policy Section.

DISCUSSION:

- USAREUR G1, MilPay Policy Section is responsible for submitting all ETP packets to Headquarters (HQ) Department of the Army (DA) G1, for Secretarial Process determination. The USAREUR G1, MilPay Policy Section will ensure ETP packets are complete before making a recommendation and forwarding to HQDA G1, Compensation and Entitlements, for consideration and approval or disapproval.
 - At a minimum, all ETP packets forwarded by USAREUR G1 to HQDA G1 must include the following substantiating documentation:
 - Completed ETP Finance Transmittal Letter/Checklist. (Supporting finance office function).
 - Orders – PCS, TDY and/or TCS. All orders that are relevant to Soldiers request for the ETP.
 - DA Form 4187 initiated by the Soldier requesting ETP. It must state a detailed justification.
 - If Soldier is below the grade of E-7 or an officer below the grade of O-4, the request must be endorsed or signed by the first Field Grade Officer (FGO) in the Soldier's chain of command. Where a FGO is not available packets can be signed by the respective Company Grade Officer.
 - Individual Logistical Support (ILS) approval memorandum. If the request is for less than 90 days, Soldiers must contact their Garrison commander for approval. Requests that exceed 90 days must have an approved SOFA status retention memorandum from the G3 Provost Marshal/Office of the Provost Marshal, NATO SOFA Customs Policy Branch.
 - Housing Office approval memorandum to retain Family-Type Government Quarters or Private Rental Quarters (must include From and To dates).

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- DD Form 1172 (DEERS Enrollment Form).
- Any other documents supporting the Soldier's request for their ETP (e.g., school letter, medical letter, etc.).
- All requests for exception to policy must clearly state the reasons for the request and must specify the inclusive dates for which the Soldier is applying for continued entitlements. The request must include the Soldier's contact information (e.g. phone number and email address).
- IAW the JFTR, par. U10412, most exceptions are due to advanced or delayed travel of dependents. However, Soldiers may be granted exceptions for other justifiable extenuating circumstances. For specific guidance, refer to the JFTR, pars. U10400-U10426.
- The local Finance Office is responsible for briefing and/or advising all Soldiers within their footprint who are requesting an ETP on policies and procedures. Only complete packets will be forwarded by local Finance Offices to USAREUR G1 MilPay Policy Section for processing.
- Once completed packets are received by USAREUR G1, MilPay Policy Section, they are reviewed and analyzed for content and completeness, then properly endorsed prior to forwarding to HQDA G1, Compensation & Entitlements for consideration/approval.
- When USAREUR G1, MilPay Policy Section receives an approval or disapproval response from HQDA G-1, a copy will be sent to the respective Finance Office for appropriate action.

COORDINATION: 266th Financial Management Center/266th Pay Center of Excellence, G3 Provost Marshall/Office of the Provost Marshall, NATO SOFA Customs Policy Branch.

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