



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-EH (210)

80th ASG (NSSG) Policy # 011-01

18 JAN 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Housing Referral Contracts for Personnel Serviced by the Benelux Finance Office

1. Economy housing contracts for personnel serviced by the Benelux Finance Office must be reviewed and approved by the SHAPE Housing Referral Officer (HRO) prior to initial authorization of Overseas Housing Allowances (OHA) and at any time there is a change in the amount of rent on the contract.
2. Adherence to this policy will:
 - a. Ensure all service members and their family members are quickly, suitably and economically housed.
 - b. Provide personalized and conveniently available service to soldiers and their families.
 - c. Provide accurate information on the availability of housing.
 - d. Ensure fair treatment when dealing with local landlords.
 - e. Ensure entitlement to OHA is initiated in a timely manner.
3. The proponent office of this memorandum is the SHAPE International Housing Office. Users are invited to send comments and suggested improvements directly to Commander, 80th ASG (NSSG), Unit 21419, ATTN: AERSH-EH, APO AE 09708, or telephonically DSN 361-5104/5509.

TIMOTHY J. QUINN
COL, MI
Commanding

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