

XXXX
Ser XXX
DD Mmm YY

From: BM1 First M. Last, USN

To: GAINING Commanding Officer, USS SHIP NAME (HULL NUMBER)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) FOR HOUSING BASED ON PREVIOUS PERMANENT DUTY STATION UNDER THE PROVISIONS OF A CLOSE PROXIMITY MOVE

Ref: (a) NAVADMIN 101/10

1. After reading and understanding the limitations of references (a), I am requesting to maintain BAH at my previous Permanent Duty Station (PDS). Upon reporting to your command, I will have maintained a continuous residence in CITY, STATE and intend to continue residing there for the duration of my tour. The commuting distance from my residence to your command is XXX miles and takes approximately XX hours one way.
2. I fully understand that with your approval of my request, I will have the funding for a household goods (HHG) move removed from my orders and the authorization to move my family at government expense revoked. Additionally, I realize that if I move my residence at my own expense, I will forfeit the right to receive BAH based on my previous PDS and my BAH rate will be reverted to my current duty location.
3. I understand that any obligated service that would have been associated with a funded move still applies, and that I am expected to complete that obligated service.
4. My detailer is BM1 First M. Last and can be reached via email at XXX.XXX@navy.mil or by phone at XXX-XXX-XXXX.

I.M. SAILOR

Enclosure (1)