

LETTER HEAD

7220  
Ser XXX/XXXXXXXX

From: Requesting Service Member  
To: Gaining Commanding Officer

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:

1. In accordance with references (a) through (d), 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 XXXXXXXX, XX 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 detailee is XXXXXXXX, XXXXXXXX and can be reached via email at [XXXXXXXX.XXXXXXX@navy.mil](mailto:XXXXXXXX.XXXXXXX@navy.mil) or by phone at XXX-XXX-XXXX.

X.X. XXXXXXX

7220  
Ser XXX/XXXXXXXX

From: Gaining Commanding Officer  
To: Detailer  
Via: Requesting Service Member

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

Ref: (a) ltr of XX XXX XX

1. In response to reference (a) and in accordance with references (b) through (e), the requesting service member is authorized to receive BAH based on his/her previous Permanent Duty Station (PDS). Please remove the funding for a household goods (HHG) move from the members orders and re-issue those orders.

2. The member established a residence prior to the date the member's orders were issued, the member will be commuting daily to his/her new PDS, and the commuting distance is reasonable for this geographic location.

3. With the removal of the funding for an HHG move, the member realizes he/she has forfeited the authorization for the government to fund a move. Additionally, the member will forfeit the right to receive BAH based on his/her previous PDS if the member moves his residence at his/her own expense. As indicated in the request, the member acknowledges that any obligated service associated with these orders must still be completed.

X.X. XXXXXXXXX