

Housing Allowance Requests

*This document is to be used as a **guide** and is not a reference or instruction. This document does not guarantee approval of a request. Requests may also be limited to the maximum length authorized.*

Adjudicating offices for housing allowance requests:

N130C (most OCONUS requests): nxag_n130c@navy.mil
 PERS-451 (most CONUS requests): askmncc@us.navy.mil via Salesforce

Key considerations when submitting a request:

1. Policy for Housing Allowances can be found in the Department of Defense (DoD) Financial Management Regulation (FMR) Volume 7A, Chapter 26 at https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a_26.pdf and [OPNAVINST 7220.12](#) Chapter 1.
2. Only one housing allowance is authorized unless Member meets eligibility requirements to receive Family Separation Housing (FSH) Allowance in accordance with section 7.0 of the DoD FMR.
3. Delayed Dependent Travel (DDT) and BAH Flexibility requests will only be approved for:
 - a. Previous permanent duty station (PDS)
 - b. Previously approved location
4. Single Sailors are only authorized a housing allowance for their PDS location and will not be authorized Advance Dependent Travel (ADT)/DDT by law.

Where to submit requests:

Note:

CONUS – 50 states to include Hawaii/Alaska (for ADT and DDT)
 OCONUS – Outside 50 states (for ADT and DDT)

ADT	
Old PDS to New PDS	Adjudicating Office
OCONUS -> OCONUS	N130C
CONUS -> OCONUS	N130C
OCONUS -> CONUS	PERS-451
CONUS -> CONUS	PERS-451

DDT	
Old PDS to New PDS	Adjudicating Office
OCONUS -> OCONUS	N130C
CONUS (including Hawaii and Alaska) -> OCONUS	PERS-451
OCONUS -> CONUS	N130C
CONUS (including Hawaii and Alaska) -> CONUS	PERS-451

Note:

CONUS – Continental 48 states (for COSA and DP)

OCONUS – Outside continental 48 states (for COSA and DP)

Designated Place (DP)	
Requested Location	Approving Authority
CONUS	Commanding Officer
Foreign OCONUS	N130C
Non-foreign OCONUS (HI, AK, PR, VI, GU, Samoa)	N130C

Note: All CONUS (to include Hawaii and Alaska) ADT/DDT entitlements request (except COSA PCU) and BAH Flexibility requests should be routed to PERS-451 at askmncc@us.navy.mil via SalesForce. The request should include required documentation outlined in the applicable NAVADMINs and/or this guide to housing allowances.

The following is required for a complete request to N130C and PERS-451:

1. Member’s Request
 - a. Dated, signed, and in memo format
2. CO Endorsement
 - a. Dated, signed, and in memo format
 - b. Must be signed by the actual or “acting” CO. “By direction” is not authorized.
3. Member’s orders
 - a. Must include initial change of duty orders and all ORDMODs received associated with the current assignment.
 - b. Letter of Intent (LOI) not accepted.
4. Member’s NAVPERS 1070/602 i.e., “Page 2”
 - a. Must be official, current (within the year), signed, and verified
 - b. DD Form 93 not accepted
5. Supporting documentation (if applicable)
 - a. Requests for ADT/DDT due to school age dependents must include school calendar and proof of enrollment (DDT).

In addition to the above, the following is required for:

ADT to an OCONUS location:

- a. Dependent Entry Approval (DEA)/Family Entry Approval (FEA) (if required by new PDS)

DDT for an OCONUS location:

- a. Continued Logistical Support Approval (CLS) (if applicable)
 - i. CLS is only required if the Member and dependents reside on-base. This is to ensure that the dependents are logistically supported when members are not present.
 1. Requires an Endorsement from the Area commander that endorses CLS for dependents. The endorsement must be in memo format, on command letterhead. The endorsement should be from the Area Commander, to N130, via the member’s CO.

2.
 - ii. If the Member and dependents reside off-base, CLS approval is not required. However, confirmation via email is required.

Types of Requests:

Advance Dependent Travel Requests (ADT):

- ADT due to TDY in route
 - References:
 - DoD FMR CH26 section: 10.2.2.3.6
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- ADT due to school age children (K-12)
 - References:
 - DoD FMR CH26 section: 10.7.1
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- ADT due to spouse (see memo for specific requirements)
 - References:
 - DoD FMR CH26 section: 10.7.1
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- ADT due to change of homeport (HPC)
 - Reference:
 - DoD FMR CH26 section: 10.2.2.3.2
- ADT due to dependent caring for immediate family member (note the requirements in the memo)
 - References:
 - DoD FMR CH26 section: 10.7.1
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- ADT due to OCONUS Deployment
 - References:
 - DoD FMR CH26 section: 10.7.1
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24

Delayed Dependent Travel Requests (DDT):

- DDT due to TDY in route
 - References:
 - DoD FMR CH26 section: 10.2.2.3.6
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- DDT School Age (K-12) for the rest of the school year (Member's orders are to detach during the dependent child's (K-12) school year)
 - References:
 - DoD FMR CH26 section: 10.7.1

- DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- DDT due to spouse (see memo for specific requirements)
 - References:
 - DoD FMR CH26 section: 10.7.1
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- DDT due to CHOP (Unit or a Vessel)
 - References:
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- DDT due to CHOP (Vessel due to deployment within 120 days of arrival in new homeport)
 - References:
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- DDT due to dependent caring for immediate family member (note the requirements in the memo)
 - References:
 - DoD FMR CH26 section: 10.7.1
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- DDT due to EFMP
 - References:
 - DoD FMR CH26 section: 10.7.2
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24
- DDT PCU Initial Delay Homeport Shift
 - References:
 - DoD FMR CH26 section: 10.7.2
 - DCNO Memo dated 10 Jan 20
 - DCNO Memo dated 31 Jan 24

Continuation of station allowances (COSA):

- COSA Restricted Tour/ COSA Unaccompanied
 - References:
 - DoD FMR CH26 section: 10.4
 - Tour Lengths and Tours of Duty OCONUS dated 21 Aug 24
- COSA UASD
 - References:
 - DoD FMR CH26 section: 10.4
 - OPNAV INST 4650.17A
- COSA PCU
 - References:
 - ASN Memo Dated 28 Feb 12
 - All COSA PCU packages should be submitted to N130C
- COSA ITDY without a final PDS
 - Reference:
 - DoD FMR CH26 section: 10.2.2.3.6

- COSA PME
 - Reference:
 - DoD FMR CH26 section: 10.2.2.3.7
- COSA LIMDU (i.e., ACC 106)
 - Reference:
 - DCNO Memo dated 10 Jan 20

Designated Place (DP):

Member must be serving either an unaccompanied/dependent restricted tour or assigned to an Unusually Arduous Sea Duty (UASD) platform

- DP Unaccompanied/Restricted Tour/UASD
 - **DP CONUS**
 - Commanding Officer approving authority
 - References:
 - DoD FMR CH26 section: 10.4
 - Memo dated 29 Jul 10
 - Tour Lengths and Tours of Duty OCONUS dated 21 Aug 24
 - OPNAV INST 4650.17A
 - OPNAV 7220.12 CH1 encl (4)
 - **DP OCONUS**
 - N130C approving authority
 - Foreign DP OCONUS

Request will only be approved if spouse was born in requested foreign OCONUS country. Citizenship does not suffice. Birth certificate certified translated to English must be included in request
 - Non-foreign DP OCONUS

Request will only be approved if family ties exist in requested non-foreign OCONUS country

 - Proof of home ownership in the requested location
 - Proof that the Member was a resident of the requested location when they entered active duty
 - Proof that the spouse was a resident of the requested location at the time of marriage
 - Verification that the requested location was the Member's PLEAD at the time they entered active duty
 - References:
 - DoD FMR CH26 section: 10.4
 - Memo dated 29 Jul 10
 - Tour Lengths and Tours of Duty OCONUS dated 21 Aug 24
 - OPNAV INST 4650.17A
 - OPNAV 7220.12 CH1 encl (4)

BAH Flexibility:

- PERS-451 is the approving authority
- The dependents must reside in the Continental United States (CONUS), Alaska, and Hawaii in the vicinity of the immediate previous duty station or previously authorized dependent location and must have not moved.
- Reference NAVADMIN 192/24

Close Proximity:

- CO/Detailer is the approving authority
- The Member must meet all eligibility requirements listed in NAVADMIN 101-10 **prior to execution of orders.** Funding for a Household goods (HHG) move must not be authorized. There is no retroactive approval process or waiver for granting BAH at the previous PDS if orders are executed that include HHG authorization.
- If the Member meets the eligibility requirements, the Member should request authorization from the gaining CO to maintain BAH based on previous duty station.
- If approved by the gaining commanding officer, the Member must send the approval letter to their detailer to get the HHG funding removed from orders.
- To streamline the process, CO approval letters should be sent from the member directly to the member's detailer.
- Once HHG funding is removed from the orders and the orders are re-issued, the Member must take the approval letter and the orders to the Transaction Service Center (TSC) upon check-in to the gaining command to have BAH based on the previous duty station continued.

Exception to Policy Requests:

If a Member does not meet eligibility requirements to receive a housing allowance within policy, the Member may submit an exception to policy (ETP) if there is authority to grant an ETP. The following is required for a complete ETP request. More information may be required based on specific request:

1. Member's Request (Special request chits not authorized for ETPs)
 - i. Dated, signed, and in memo format
 - ii. Request must explicitly state that it is an exception to policy and provide thorough explanation of why approval of the request is warranted.
2. CO Endorsement
 - i. Dated, signed, and in memo format
 - ii. Must be signed by the actual or "acting" CO. "By direction" is not authorized
 - iii. Endorsement must explicitly state that it is an endorsement for an exception to policy for the Member and provide thorough explanation of why approval of the request is warranted.
3. Member's orders
 - i. Must include initial change of duty orders and all ORDMODs received associated with the current assignment.
4. Supporting documentation (if applicable)

7431
Ser XXX
DD Mmm YY

From: BM1 First M. Last, USN
To: Head, Pay and Allowances Section (N130C)
Via: Commanding Officer, USS SHIP NAME (HULL NUMBER)

Subj: ADVANCED/DELAYED DEPENDENT TRAVEL/CONTINUATION OF STATION
ALLOWANCES/DESIGNATED PLACE

Ref: (a) DoD Financial Management Regulations Chapter 26

1. Requesting a housing allowance for CITY, ST/COUNTRY based on my orders for NEWCMD. This request is because of my gainfully employed school-enrolled certificate-enrolled license granting program-enrolled...etc dependent during the time of my permanent change of station (PCS) orders to NEWCMD, stationed in CITY, ST/COUNTRY. My dependents intend on traveling on DD Mmm YY.
2. I recognize that only one housing allowance is authorized and that Family Separation Housing Allowance is not authorized.
3. For questions in regards to this determination, please contact POC via email at ADMIN EMAIL ADDRESS/POC HERE.

I.M. SAILOR

From: Commanding Officer, USS SHIP NAME (HULL NUMBER)
To: Head, Pay and Allowances Section (N130C)
Via: BM1 First M. Last, USN

Subj: ADVANCED/DELAYED DEPENDENT TRAVEL/CONTINUATION OF STATION
ALLOWANCES/DESIGNATED PLACE

Ref: (a) Financial Management Regulations

1. Forwarding. Recommending approval.

COMMANDING OFFICER SIGNATURE.