

## Common 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 authorized.

### PLEASE READ ALL NOTES

**Note:** Request subject lines for emails be in “DD MMM YY – BM1 LAST – TYPE OF REQUEST” format. See the “what is needed for request” for more information.

**Note:** **Sailors without dependents** are only authorized a housing allowance for their PDS location and can't request ADT/DDT to maintain BAH by law. (The Navy has requested law changes for change of homeport single Sailors over the past several years with no changes made to the law which would allow this request to be approved)

**Note:** Only one housing allowance is authorized unless orders are for an unaccompanied tour length (Tour Lengths and Tours of Duty OCONUS). If family government quarters are obtained at the new PDS, the housing allowance for the old PDS terminates. For the definition of government quarters please see section 2.1.4 and 8.0 of Chapter 26 of the DoD FMR.

**Note:** The Joint Travel Regulations (JTR) 050401 provides the time limit for members traveling on PCS orders.

**Note:** For the definition of a dependent please see:

[https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a\\_definitions.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a_definitions.pdf)

**Note:** Requested locations are for either 1) Current PDS or 2) a previously approved location.

**Note:** More information can be found in OPNAV 7220.12 CH-1 and the DoD FMR CH 26

[https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a\\_26.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a_26.pdf)

**Note:** Requests outside of those listed below should have a reference to support the members request from either the DoD FMR 26 or the Joint Travel Regulations (JTR)

**Note:** Command sponsorship is not required to receive Overseas Housing Allowance (OHA) at the with dependents rate. [https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a\\_definitions.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a_definitions.pdf)

### Quick Links to Items Covered in this Document

**Note:** These requests are for housing allowances ONLY. Travel of dependents is outlined in the JTR paragraph 050401.

[Advance Dependent Travel Requests \(ADT\)](#)

[Delayed Dependent Travel Requests \(DDT\)](#)

[Continuation of station allowances \(COSA\)](#)

[Designated Place \(DP\)](#)

### Frequently Asked Questions

1. What is needed for a in a request?
  - a. [What is needed for Requests](#)
2. Where do I send my request?
  - a. [Where to send Request](#)
3. I would like a template for ADT/DDT/COSA/DP requests. Where can I find one? Can I use a SRC instead?
  - a. [TEMPLATE](#) for requests
  - b. A memo format is requested but SRC can also be used.
4. I would like a template for a DP in CONUS and I will be assigned to a UASD command or going on an unaccompanied tour OCONUS. Where can I find one?
  - a. [TEMPLATE](#) for requests
  - b. A memo format is requested but SRC can also be used.
5. What is the most common error in packages?

- a. The spouse's location on the Sailor's NAVPERS 1070/602 (page 2) is incorrect (ie the page 2 has the spouse at a PDS location from a previous tour) or the page 2 is out of date.

#### Advance Dependent Travel Requests (ADT):

ADT allows the Sailor to send their dependents early to the next PDS location and receive a housing allowance for that location prior to the Sailor arriving at the new PDS location. NOTE: Only one housing allowance is authorized. Refer to JTR 050401 for the travel of dependents.

**Note:** The CO can use OPNAV 7220.12 CH-1 ENCL(4) to help with verification.

- ADT due to change of homeport (CHOP)
  - o Reference DoD FMR CH26: 10.2.2.3.2.
- ADT due to EFMP
  - o Reference DoD FMR CH26: 10.14
  - o DCNO Memo Dated 10 Jan 20
  - o Requires EFMP Category document
- ADT due to dependent caring for immediate family member (Note the requirements in the memo)
  - o Reference DoD FMR CH26: 10.14
  - o DCNO Memo Dated 10 Jan 20
- ADT due to OCONUS Deployment
  - o DCNO Memo Dated 10 Jan 20
  - o Deployment Definition ([Volume 7A, Chapter DEF \(defense.gov\)](#) page 13 of 27)
- ADT due to school age children (K-12)
  - o Reference DoD FMR CH26: 10.14
  - o DCNO Memo Dated 10 Jan 20
- ADT due to spouse (see memo for specific requirements)
  - o Reference DoD FMR CH26: 10.14
  - o DCNO Memo Dated 10 Jan 20
- ADT due to TDY in route
  - o Reference DoD FMR CH26: 10.2.2.3.6.

#### Delayed Dependent Travel Requests (DDT):

DDT allows the Sailor to keep their dependents at the old PDS location (or previously approved location) and receive a housing allowance for that location until the authorized period ends. NOTE: Only one housing allowance is authorized. Refer to JTR 050401 for the actual travel of dependents.

**Note:** The CO can use OPNAV 7220.12 CH-1 ENCL(4) to help with verification.

- DDT due to CHOP (Unit or a Vessel)
  - o Reference: DCNO Memo dated 10 Jan 20
- DDT due to CHOP (Vessel due to go on deployment within 120 days of arrival in new homeport)
  - o Reference: DCNO Memo dated 10 Jan 20
- DDT due to EFMP
  - o Reference DoD FMR CH26: 10.14
  - o DCNO Memo Dated 10 Jan 20

- Requires EFMP Category document
- Note: Complex/high risk pregnancies may be able to obtain EFMP CAT 6 to allow for a DDT due to EFMP listed above
- DDT due to OCONUS Deployment
  - DCNO Memo Dated 10 Jan 20
  - Deployment Definition ([Volume 7A, Chapter DEF \(defense.gov\)](#) page 13 of 27)
- DDT due to dependent caring for immediate family member (Note the requirements in the memo)
  - Reference DoD FMR CH26: 10.14
  - DCNO Memo Dated 10 Jan 20
- DDT Pre-commissioning Unit (PCU) Initial Delay Homeport Shift
  - DCNO Memo Dated 10 Jan 20
- 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)
  - DCNO Memo Dated 10 Jan 20
  - Reference DoD FMR CH26: 10.14
- DDT due to TDY in route
  - Reference DoD FMR CH26: Paragraph 10.2.2.3.6.
- DDT due to spouse (see memo for specific requirements)
  - Requirements: Up to 180-day delay for a spouse who is gainfully employed or enrolled in a degree, certificate, or licensing program on the effective date; DDT will not be approved for a spouse that starts a new job or enrolls in a program less than six months from the effective date unless receipt of orders is less than six months from the effective date and they were enrolled at the time orders were received
  - Reference DoD FMR CH26: 10.14
  - DCNO Memo Dated 10 Jan 20

#### **Continuation of station allowances (COSA):**

COSA allows the Sailor to keep their dependents at the old PDS location (or previously approved location) and receive a housing allowance for that location for the Sailors entire tour. NOTE: Only one housing allowance is authorized unless the member is being assigned to a non-UASD command and requirements for FSH are met. (Reference DoD FMR CH 26 7.0 and 10.4)

**Note:** The CO can use OPNAV 7220.12 CH-1 ENCL(4) to help with verification.

- COSA EFM Cat 5
  - DCNO Memo Dated 10 Jan 20
- COSA ITDY without a final PDS
  - Reference DoD FMR CH26: 10.2.2.3.6.
- COSA LIMDU (ie ACC 105)
  - N130 Memo Dated 21 Aug 18
- COSA Pre-commissioning Unit (PCU)
  - ASN Memo Dated 28 Feb 12
  - COSA due to PCU (ACC: 106) -> N130C in all cases.
- COSA Professional Military Education (PME)
  - Reference DoD FMR CH26: 10.2.2.3.7.

- Usually ACC 342 (school cannot exceed 1 year)
- COSA Restricted Tour/ COSA Unaccompanied
  - Reference DoD FMR CH26: paragraph 10.2.2.2.1. & 261004
  - AP-TL-01
- COSA UASD
  - Reference DoD FMR CH26: paragraph 261004
  - OPNAV INST 4650.17A
- COSA BAH NAS LEMOORE, FALLON, CHINA LAKE, AND EL CENTRO
  - Reference DCNO memo 08 Oct 21

**Designated Place (DP):** (ONLY for Sailors on Unaccompanied/Restricted/UASD tours)

DP allows the Sailor to designate a location for their dependents and receive a housing allowance for that location for the Sailors entire tour. NOTE: Only one housing allowance is authorized unless the member is being assigned to a non-UASD command and requirements for FSH are met. (Reference DoD FMR CH 26 7.0 and 10.4)

- DP Unaccompanied/Restricted Tour
  - DP CONUS
    - CO using ENCL(4) of OPNAV 7220-12 CH-1 as a guide
      - Reference: Memo dated 29JUL10
      - OPNAV 7220.12 CH-1 ENCL(4)
  - DP OCONUS-Non Foreign
    - Reference DoD FMR CH26: paragraph 10.2.2.2.2. & 10.4
    - AP-TL-01 (Tour Lengths for accompanied/unaccompanied/restricted tour)
      - Link: <https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf>
    - CO using ENCL(4) of OPNAV 7220-12 CH-1 as a guide
  - If the DP is OCONUS and is non-foreign (One of the following is needed) ->
    - The service member is a legal resident of that area before entering on active duty
    - The service member's spouse was a legal resident of that area at the time of marriage (b.a.) marriage certificate
    - The service member was called to active duty from that area
    - It is the service member's HOR
  - DP OCONUS-Foreign
    - Reference DoD FMR CH26: paragraph 10.2.2.2.2. & 10.4
    - AP-TL-01
      - Link: <https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf>
    - If the DP is OCONUS and in a foreign country -> Require spouse's birth certificate
      - Reference: DoDI 1318.15
        - "DESIGNATED-PLACE MOVE FOR FOREIGN-BORN SPOUSES"
- DP UASD
  - CONUS
    - CO level
      - Reference: Memo dated 29JUL10

- Reference DoD FMR CH26: 10.2.2.3.3.
- OPNAV INST 4650.17A
- CO using ENCL(4) of OPNAV 7220-12 CH-1 as a guide
- DP OCONUS-Non Foreign
  - Reference DoD FMR CH26: 10.2.2.3.3.
  - OPNAV INST 4650.17A
  - CO using ENCL(4) of OPNAV 7220-12 CH-1 as a guide
- DP OCONUS-Foreign
  - Reference DoD FMR CH26: 10.4
  - DoDI 1318.15 provides the reference to do a foreign DP location and the requirements to do a DP in a foreign country.
    - “DESIGNATED-PLACE MOVE FOR FOREIGN-BORN SPOUSES”

### Where to send Request:

CONUS - 48 states

OCONUS - Not 48 states

**Advanced Dependent Travel (ADT)** Refer to JTR 050401 for the travel of dependents.

CONUS -> OCONUS - N130C

OCONUS -> OCONUS - N130C

OCONUS -> CONUS - PERS-451\*

CONUS -> CONUS - PERS-451\*

\* CHOP - CO could approve the ADT to a CONUS homeport for CAT 1 and PG's after the prom date and before the effective date.

**Delayed Dependent Travel (DDT)** Refer to JTR 050401 for the travel of dependents.

CONUS -> OCONUS - PERS-451

OCONUS -> CONUS - N130C

CONUS -> CONUS - PERS-451

OCONUS -> OCONUS - N130C

**Continuation of station allowances (COSA):**

COSA due to PCU (ACC: 106) orders -> N130C in all cases.

COSA in CONUS -> PERS-451

COSA in OCONUS -> N130C

**Designated Place (DP):** (ONLY for Sailors on Unaccompanied/Restricted/UASD tours)

**Note:** There is NO unaccompanied tours CONUS.

DP CONUS: The member's gaining CO approves.

DP CONUS only can be approved by the CO if the member is going to a UASD command (CONUS or OCONUS) or an unaccompanied/restricted tour length (AP-TL-01) OCONUS

⇒ CO can approve. If you need the memo please request at [NXAG\\_N130C@navy.mil](mailto:NXAG_N130C@navy.mil)

DP OCONUS: N130C

DP OCONUS if the member's ultimate is a UASD command or to an unaccompanied/restricted tour length OCONUS.

⇒ N130C\*

\*If requesting a Designated Place (DP):

- 1) If the DP is OCONUS and in a foreign country -> Require spouse's birth certificate  
-> Reference: DoDI 1318.15 "DESIGNATED-PLACE MOVE FOR FOREIGN-BORN SPOUSES"
- 2) If the DP is OCONUS and is non-foreign (**One of the following is needed**) ->
  - a) The service member is a legal resident of that area before entering on active duty (via initial active duty entry paperwork from OMPF)
  - b) The service member's spouse was a legal resident of that area at the time of marriage (b.a.) marriage certificate (via marriage cert)
  - c) The service member was called to active duty from that area (via initial active duty entry paperwork from OMPF)
  - d) It is the service member's HOR (via OMPF HOR paperwork)

### **What is needed for Requests:**

Information for future requests to **PERS-451**: (The POC is [PERS451@navy.mil](mailto:PERS451@navy.mil)) (**Encrypted emails can't be sent to this email address. Use DoD Safe to send PII**)

Member's request (email, special request chit, letter)

CO's endorsement (email, letter)

PCS Orders (Old PDS to New PDS, Not entire order)

Page 2 (SSN redacted) Official with member and witness signatures (No pen and ink changes), DD Form 93 is not authorized.

Supplemental documentation (as applicable)

Information for future requests to **N130C**: (The POC is [NXAG\\_N130C@navy.mil](mailto:NXAG_N130C@navy.mil))

Request subject lines for emails be in "DD MMM YY – BM1 LAST – TYPE OF REQUEST" format

All requests require 1-6. (Highly encourage a single PDF with all required documents in order listed below and document labeled as "DD MMM YY – BM1 LAST – TYPE OF REQUEST"

1) CO Endorsement sent To: Head, Military Pay and Compensation Policy (OPNAV N130) ([TEMPLATE](#))

-> By direction CO endorsements are not accepted

2) Members Request ([TEMPLATE](#))

-> **Please note if the member acquired a dependent (ie marriage) at the current duty station.**

3) NAVPERS 1070/602 (page 2) (Current, signed, witnessed, and no pen/ink changes)

-> Must be up to date, signed by member and verified

-> DD Form 93 not accepted

-> Dependent locations must be up to date

4) Orders (to include original change orders and all modifications)

5) If requesting DDT/ADT due to school age child (K-12), school enrolled and school calendar may be required. If requesting DDT/ADT due to EFMP, documentation is required. If requesting DDT/ADT due to spouse employment, documentation of full time employment is required.

6) Supplemental information as required above or requested by N130C (including prior determinations)

7) Designated Place Requests

DP CONUS: The member's gaining CO approves.

DP CONUS only can be approved by the CO if the member is going to a UASD command (CONUS or OCONUS) or an unaccompanied/restricted tour length (AP-TL-01) OCONUS  
⇒ CO can approve. If memo is not attached please request if needed.

DP OCONUS: N130C

DP OCONUS if the member's ultimate is a UASD command or to an unaccompanied/restricted tour length OCONUS.  
⇒ N130C\*

\*If requesting a Designated Place (DP):

- 1) If the DP is OCONUS and in a foreign country -> Require spouse's birth certificate
- 2) If the DP is OCONUS and is non-foreign (One of the following is needed) ->
  - a) The service member is a legal resident of that area before entering on active duty
  - b) The service member's spouse was a legal resident of that area at the time of marriage

(b.a.) marriage certificate

  - c) The service member was called to active duty from that area
  - d) It is the service member's HOR

\*\*\*A special request chit (SRC) works as well for simple requests. If situation requires more detail then memo format should be used\*\*\*

Note: The CO can use OPNAV 7220.12 CH-1 ENCL(4) to help with verification of documents.

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  
(b) OPNAV 7220.12 CH-1

1. Request a housing allowance for CITY, ST/COUNTRY based on my orders for NEWCMD in accordance with reference (a) and (b). 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) DoD Financial Management Regulations Chapter 26  
(b) OPNAV 7220.12 CH-1

1. Forwarding. Recommending approval.



COMMANDING OFFICER SIGNATURE.

\*\*\*A special request chit (SRC) works as well for simple requests. If situation requires more detail then memo format should be used\*\*\*

**Note:** The CO is to use OPNAV 7220.12 CH-1 ENCL(4) to assist with verification of documents.

TEMPLATE for Designated Place in CONUS

7431  
Ser XXX  
DD Mmm YY

From: BM1 First M. Last, USN

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

Subj: Designated Place due to Unusually Arduous Sea Duty or Unaccompanied Tour Length

Ref: (a) OPNAV N130 Memo dated 29 Jul 10  
(b) OPNAV 7220.12 CH-1

1. In accordance with reference (a) and (b), I am requesting to designated place for which to draw a housing allowance in CITY, ST/COUNTRY based on my orders for NEWCMD. I am providing proof of residence in accordance reference (b) enclosure (4) with the following attachments:

1. XXXX
2. XXXX

2. **IF ULTIMATE IS A UASD COMMAND ONLY!!!** 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

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From: Commanding Officer, USS SHIP NAME (HULL NUMBER)

To: BM1 First M. Last, USN

Subj: Designated Place due to Unusually Arduous Sea Duty or Unaccompanied Tour Length

Ref: (a) OPNAV N130 Memo dated 29 Jul 10  
(b) OPNAV 7220.12 CH-1

1. I have reviewed your documents in accordance with reference (b) and approve your designated place request for CITY, ST/COUNTRY based on my orders for NEWCMD.

**COMMANDING OFFICER SIGNATURE**

