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: 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 (AP-TL-01). 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 260201.D and 2608 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

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


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

Quick Links to Items Covered in this Document

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 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 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. What is the most common error in packages?
   a. The spouse’s location on the page is incorrect (ie the page 2 has the spouse at a PDS location from a previous tour) or the page 2 is out of date.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.

- ADT due to change of homeport (CHOP)
  - Reference DoD FMR CH26: Paragraph 261002-B3b
- ADT due to EFMP
  - Reference DoD FMR CH26: Paragraph 261014
  - DCNO Memo Dated 10 Jan 20
- ADT due to dependent caring for immediate family member (Note the requirements in the memo)
  - Reference DoD FMR CH26: Paragraph 261014
  - DCNO Memo Dated 10 Jan 20
- ADT due to OCONUS Deployment
  - DCNO Memo Dated 10 Jan 20
- ADT due to school age children (K-12)
  - DCNO Memo Dated 10 Jan 20
- ADT due to spouse (see memo for specific requirements)
  - DCNO Memo Dated 10 Jan 20
- ADT due to TDY in route
  - Reference DoD FMR CH26: Paragraph 261002-B3f

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.

- DDT due to CHOP (Unit or a Vessel)
  - Reference: DCNO Memo dated 10 Jan 20
- DDT due to CHOP (Vessel due to deployment within 120 days of arrival in new homeport)
  - Reference: DCNO Memo dated 10 Jan 20
- DDT due to EFMP
  - Reference DoD FMR CH26: Paragraph 261014
  - DCNO Memo Dated 10 Jan 20
- DDT due to OCONUS Deployment
  - DCNO Memo Dated 10 Jan 20
- DDT due to dependent caring for immediate family member (Note the requirements in the memo)
  - Reference DoD FMR CH26: Paragraph 261014
  - DCNO Memo Dated 10 Jan 20
- DDT 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
- DDT due to TDY in route
  - Reference DoD FMR CH26: Paragraph 261002-B3f
- DDT due to spouse (see memo for specific requirements)
  - 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 2607 and 261004)

- COSA EFM Cat 5  
  - DCNO Memo Dated 10 Jan 20
- COSA ITDY without a final PDS  
  - Reference DoD FMR CH26: paragraph 261002-B3f
- COSA LIMDU (ie ACC 106)  
  - DCNO Memo Dated 10 Jan 20
- COSA PCU  
  - ASN Memo Dated 28 Feb 12  
  - COSA due to PCU (ACC: 106) -> N130C in all cases.
- COSA PME  
  - Reference DoD FMR CH26: paragraph 261002-B3g
- COSA Restricted Tour/ COSA Unaccompanied  
  - Reference DoD FMR CH26: paragraph 261002-B2a & 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 2607 and 261004)

- DP Unaccompanied/Restricted Tour  
  - DP CONUS  
    - CO level  
      - Reference: Memo dated 29JUL10  
  - DP OCONUS-Non Foreign  
    - Reference DoD FMR CH26: paragraph 261002-B2b & 261004  
    - AP-TL-01 (Tour Lengths for accompanied/unaccompanied/restricted tour)  
  - DP OCONUS-Foreign  
    - Reference DoD FMR CH26: paragraph 261002-B2b & 261004  
    - AP-TL-01  
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**

  - **DP UASD**
    - CONUS
      - CO level
    - Reference: Memo dated 29JUL10
    - Reference DoD FMR CH26: paragraph 261002-B2b & 261004
    - OPNAV INST 4650.17A
    - Reference DoD FMR CH26: paragraph 261002-B2b & 261004
    - 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)**
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)**
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 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
   -> 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
   b) The service member’s spouse was a legal resident of that area at the time of marriage (b.a.)
   c) The service member was called to active duty from that area
   d) It is the service member’s HOR

What is needed for Requests:

Information for future requests to PERS-451: (The POC is 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)
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 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 From 93 not accepted
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.
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
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...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.