MEMORANDUM

From: Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1)
To: Military Pay and Compensation Policy Branch (OPNAV N130)

Subj: DELEGATION AUTHORITY TO APPROVE REQUESTS FOR 2021 TEMPORARY INCREASE IN BASIC ALLOWANCE FOR HOUSING RATES DUE TO THE CORONAVIRUS DISEASE 2019 PANDEMIC

Reference: (a) DASN Delegation Memo Dated 24 Sep 21
(b) DASD (MPP) Memo Date 8 Sep 21
(c) CNO WASHINGTON DC 281224Z Sep 21 (NAVADMIN 212/21)

Enclosure: (1) Certification Memo Template

1. Reference (a), authorized Secretarial authority to approve or disapprove individual requests for temporary basic allowance for housing (BAH) rate increases for specified military housing areas (MHA) due to the coronavirus disease 2019 (COVID-19) pandemic. In furtherance of reference (a), for leases or mortgages that were signed after 13 March 2020, the approval or disapproval of individual requests for temporary BAH rate increases is delegated to O-5 commanding officers (CO) and officers-in-charge (OIC), and cannot be delegated further. In instances where the CO or OIC is an O-4 or below, requests will be forwarded to O-5 immediate superior in charge for approval. For Sailors with lease or mortgages that were signed prior to 13 March 2020 (including 13 March 2020), Military Pay and Compensation Policy Branch (OPNAV N130) will provide a determination for temporary BAH increases that are based on utilities increases. OPNAV N130 is delegated final authority for appeals.

2. In line with reference (b), the 2021 temporary BAH increase rates for specified MHAs are effective for the period of 1 October 2021 through 31 December 2021. Once a Service Member has been approved for a temporary BAH rate increase, the increase is effective through 31 December 2021 unless otherwise stated in reference (c). Temporary increases in BAH rates are not subject to rate protection. The Department of Defense will utilize the normal BAH rate-setting process to compute 2022 BAH rates, effective 1 January 2022. Service Members should be advised that their 2022 BAH rates may be higher or lower than the temporary rate.

3. The increased BAH rates are only payable to Service Members who are on Active Duty and entitled to basic pay, request the temporary increase and can certify they have incurred higher housing expenses in excess of their current BAH entitlement that can be attributed to the COVID-19 pandemic. These higher housing expenses must be for a residence that is occupied and rented or owned by the Service Member and/or his/her military dependents. Expenses that may be considered to certify higher housing costs are rent, mortgage and utilities (includes electricity, heating fuel, water and sewer). Housing expenses will be documented to include
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copies of the lease or mortgage, utility company statement and any other pertinent documentation available. A template for requests can be found in enclosure (1).

4. This delegation is effective immediately and expires 31 March 2022.

[Signature]
JOHN B. NOWELL, JR.

Copy to:
OPNAV (N13)
COMNAVPERSCOM (PERS-451)
NPPSC
CERTIFICATION MEMO TEMPLATE

From:  First M. Last, USN
To:    Commanding Officer, Command

Subj:  MEMBER CERTIFICATION FOR TEMPORARY INCREASE IN BASIC ALLOWANCE FOR HOUSING IN CITY, STATE (MHA#####)

Ref:    (a) NAVADMIN 212/21

Encl:    (1) Lease/Mortgage Statement
         (2) Utility/Other Documentation

1. I certify that I have increased housing costs in CITY, STATE from MM/DD/YY to MM/DD/YY that exceed my regular Basic Allowance for Housing (BAH) rate and these increased costs can be attributed to the COVID-19 pandemic. I certify that I have read and understand Reference (a) and meet the requirements to receive the temporary BAH increase. The following represents my housing costs:

<table>
<thead>
<tr>
<th>Applicable Housing Cost Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Monthly Rent/Mortgage (Signed after 13 March 2020)</td>
<td></td>
</tr>
<tr>
<td>(1) Rent only includes monthly lease amount</td>
<td></td>
</tr>
<tr>
<td>(2) Mortgage includes principal, interest, monthly residential property taxes, monthly homeowners insurance, and monthly mortgage insurance.</td>
<td></td>
</tr>
<tr>
<td>b) Monthly Utilities Costs (After 13 March 2020)</td>
<td></td>
</tr>
<tr>
<td>(1) Electricity</td>
<td></td>
</tr>
<tr>
<td>(2) Heating</td>
<td></td>
</tr>
<tr>
<td>(3) Water/Sewer</td>
<td></td>
</tr>
<tr>
<td>Total Monthly Utilities Cost</td>
<td></td>
</tr>
<tr>
<td>Total Monthly Applicable Housing Costs (total of 1-2 above)</td>
<td></td>
</tr>
<tr>
<td>Total Current BAH</td>
<td></td>
</tr>
<tr>
<td>Cost Increase (Difference between housing cost and current BAH)</td>
<td></td>
</tr>
</tbody>
</table>

2. I certify the amounts listed above, and provided as key supporting documents in Enclosures (1) and (2), to be true and correct and that I have and will continue to make housing payments. I understand that making a false statement or claim against the US Government is punishable by court martial and the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of $10,000 or imprisonment for 5 years, or both.

3. Additional comments/justification (i.e. for utility increase):

(Member's full name, rank)

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From: Commanding Officer, Command
To: PSD/TSC

The amounts listed above are true and correct as verified by review of key supporting documents as provided to me by the member in Enclosures (1) and (2). Supporting documents will be electronically retained by the command in Enterprise Customer Relationship Management (eCRM).

(Commanding Officer Name)