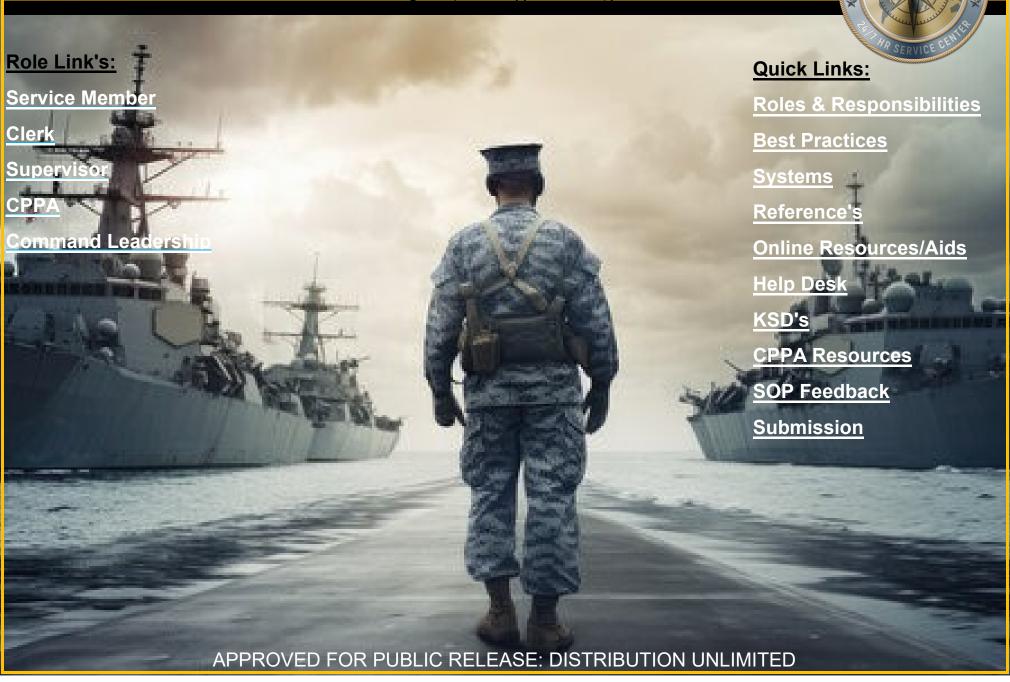# Basic Allowance for Housing SOP

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

Service Member

Clerk

Supervisor

CPPA

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Chief of Naval Personnel		
Process Name: Basic Allowance for Housing (BAH)		
Document ID: TBD		
Document Owner:	**Approval:**	**Revision Date:**
MNCC HRSC , Navy Personnel Command	Navy Pay and Personnel Support Center (NPPSC)	8/31/2023

PURPOSE:

The purpose of this standard operating procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Center (TSCs) to follow to process BAH entitlements

• TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.

• TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person authorized to *release* NSIPS transactions.

• Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO) or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA)."

• Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command).

• CPPA: Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.

• Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.

• Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

Best Practices:

• Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.

• Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized.   These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.

• Per the Joint Travel Regulations (JTR), PCS travel and transportation allowances are authorized for dependents who were married on or before the effective date of current orders (as determined in accordance with the JTR).

• DoD FMR Vol 7A, Chapter 26, Housing Allowances, is a new chapter. The policy for Housing Allowances was relocated from the Joint Travel Regulations, Chapter 10.

• Update and verify daily X903 Management Notice Report (BAH PCS) from DMO.

• Update and verify various monthly BAH tracking reports (i.e. MIL to MIL, BAH Child, Other BAH Codes, BAH DIFF, BAH ZIP other than PDS, Single BAH) from DMO, as directed.

• Follow procedural guidance for NSIPS FID-35 Series Changes for BAH-D based on Dependent Child (Not in Member's Custody - Paying Child Support Only) to differentiate between Service Members who are entitled to BAH-D, from Service Members who are entitled to BAH-D based upon payment of child support-only.

• Follow guidance in OPNAVINST 7227.12 and NAVADMIN 101/10 for Close Proximity Moves.

• Verify Combined Bachelor Housing (CBH) listing once every two months to ensure that Service Members who are assigned Government Quarters (GQ) are not receiving single BAH. Validating the CBH listing is very important, and it is a high visibility for GAO.

• Maintain BAH approval record for Service Members receiving BAH based upon dependent locations.

• Ensure commands comply with direction set forth in PPIB 15-12 for approval procedures for advanced/delayed dependent travel.

• Protect Personally Identifiable Information (PII): All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: https://www.doncio.navy.mil/

SYSTEMS		
#	**System**	**Description**
1.	Official MIlitary Personnel File (OMPF)	· OMPF contains electronic images of documents generated throughout the career of every officer and enlisted Service Member, Active and Reserve, from time of entry until final separation. · OMPF - My Record View provides the ability to view, download, and print OMPF documents. · Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. · When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
2.	Electronic-Submission (E-Sub)	· The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. · The e-Submission of record documents for inclusion into the OMPF will be fully implemented through BOL and must be e-Submission compliant. · All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.
3.	NSIPS/ESR	· Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
4.	NSIPS Web Afloat/ESR Afloat	· NSIPS Web Afloat delivers secure pay and personnel support to users at sea. NSIPS Web Afloat provides access to data in the shipboard disconnected environment. NSIPS Web Afloat is designed to maximize use of limited bandwidth by providing afloat users with access to the Electronic Service Record (ESR) Afloat, e-leave Afloat (to be released in the near future), and Career Information Management System (CIMS) Afloat while disconnected from the internet. To ensure data is synchronized between ship and shore, NSIPS Web Afloat replicates compressed data periodically, usually near-real-time. · Afloat users login to NSIPS Web Afloat and ESR Afloat at: https://nsipswebafloat · CAC is not required afloat. NSIPS Web Afloat/ESR Afloat is only accessible on supported ship classes.

	SYSTEMS	
#	**System**	**Description**
5.	DJMS MMPA	· The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
6.	DMR/DMO	· DFAS MILPAY Repository (DMR) is a Windows-based relational pay application that interfaces with the Defense Joint Military Pay System (DJMS) to create, audit and submit military pay transactions, and receive feedback from DJMS. It supports the Active and Reserve Components of the Army, Navy, and Air Force at DFAS Central Sites and military installations worldwide. The software suite is organized into Input, Reports, Inquiry, Navy Financial Reporting, Security and System Administration modules. DMR also provides master pay account inquiry capability, reports and query features, transaction results, pay products, management information, customer service tools, an audit trail, expanded edits and pre-filled screens for error rate reduction, and a comprehensive on-line user's manual to support maintenance of military pay accounts and processing of pay transactions.
7.	DWOWS	· Defense Workload Operations Web System (DWOWS) is a webbased tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members.
8.	Enterprise Customer Management System (eCRM)	· The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.

References:		
#	Doc ID	Title
1.	DoD FMR Vol 7A, Chapter 26	Housing Allowances
	https://comptroller.defense.gov/FMR/vol7a_chapters.aspx	
2.	OPNAVINST 4650.17 (Series)	Unusually Arduous Sea Duty for Travel and Transportation Entitlements
	OPNAVINST 7220.12 (Series)	Basic Allowance for Housing Entitlements
	OPNAV INSTRUCTION LINK	
3.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
	https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/	
4.	MILPERSMAN 1070-270	Dependency Application
	MILPERSMAN LINK	
5.	NPPSCINST 5220.2 (Series)	Standard Management Reports
	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records
	NPPSCINT LINK	

References:		
#	**Doc ID**	**Title**
6.	NAVADMIN 66/16	Navy Audit Document Retention Guidance
	NAVADMIN 254/17	Self Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability
	NAVADMIN 212/21	Temporary Basic Allowance for Housing Rate Increases for Certain Military Housing Areas
	NAVADMIN LINK	
7.	MPA 61/15	New Code for BAH-D Based upon Child Support
	MPA 01/21	Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes
	MPA 20/22	Retroactive Entitlement Adjustments in DJMS-AC
8	PPIB 15-12	Issue 151201: Advanced/Delayed Dependent Travel
	PPIB 15-17	Issue 151701: Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits
	PPIB 16-01	Issue 160101: NSIPS FID-35 Series Changes for BAH-D Based on Dependent Child (Not in Member's Custody - Paying Child Support Only)
	PPIB 16-04	Issue 160401: New Code for Dependent BAH Based upon Child Support
	PPIB 21-04	Announcing the Implementation of DWOWS Version Release 21.01.00 January 23-24, 2021
	PPIB 21-08	BAH Entitlement for Officer Promotions and Enlisted Conversions
	PPIB 21-30	Temporary Basic Allowance for Housing Rate Increase for Qualified Service Members
	PPIB 22-08	Single BAH Policy Clarification
	PPIB 22-22	Service Member in Transit in Government Quarters
	PPIBS-MPA LINK	

Online Resources:

#	Online Resource ID	Title
1	MyNavy HR	Electronic Service Record (ESR) https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/
2	MyNavy HR	Official Military Personnel File (OMPF) My Record https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/
3	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
4	MyNavy HR	N130C – Pay & Benefits https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/
5	MyNavy HR	Navy Personnel Command Pay and Benefits https://www.mynavyhr.navy.mil/References/Pay-Benefits/
6	MyNavy HR	N130C - Pay and Allowances https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/
7	MyNavyHR	NSIPS https://www.nsips.cloud.navy.mil/my.policy
8	Defense Travel Management Office	Basic Allowance for Housing (BAH) https://www.defensetravel.dod.mil/site/bah.cfm

Command Resources/User Aids:

#	Resource/Aid ID	Title
1	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2	DJMS Navy Procedures Training Guide (PTG): Part 3 Allowances	Chapter 2: Basic Allowance for Housing (BAH) https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
3	DJMS Navy Procedures Training Guide (PTG): Part 3 Allowances	Chapter 8: Variable Housing Allowance https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
4	DJMS Navy Procedures Training Guide (PTG): Part 9 Pay Product Delivery Chapter 10	Submitting Documentation via DWOWS https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desks:

#	Help Desk Name	Title
1.	NSIPS ESR	· NSIPS Help Desk 1-833-637-3669 nesd@nesd-mail.onbmc.mil · MyNavy Career Center (MNCC) 1-833-330-MNCC https://www.bol.navy.mil/bam/
2.	OMPF	· MyNavy Career Center (MNCC) 1-833-330-MNCC https://www.bol.navy.mil/bam/

Forms:

#	Form #	Title
1	Command Certification Memo Template	Command Temporary BAH Increase Certification Memo Template https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/
2	NAVPERS 1336/3	Special Request/Authorization https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1	Prepare forms and/or compile documentation	Prepare forms and/or compile documentation to support Service Member's Basic Allowance for Housing (BAH) entitlement. In general, a Service Member on Active Duty entitled to basic pay is authorized a housing allowance based on the Service Member's grade, dependency status, and location. Rates are prescribed depending on the Service Member's grade and whether or not the Service Member has a dependent. The location determines the rate. GOV'T QTRS: A housing allowance (except partial BAH or BAH-Diff) is not authorized to a Service Member who is assigned to GOV'T QTRS appropriate to the Service Member's grade, rank, or rating and adequate for the Service Member and dependents, if with dependents. For BAH, GOV'T QTRS do not include transient facilities such as temporary lodging facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing. GOV'T QTRS that have been converted to privatized housing are, by definition, no longer GOV'T QTRS. Each Service Member occupying privatized housing is authorized a housing allowance in the same manner as a Service Member not assigned to GOV'T QTRS. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawaii or to a CONUS PDS to which concurrent travel (for dependents) has been denied and is based on the PDS location. Payment starts upon submission of proof that GOV'T QTRS are not available and the Service Member has obtained private-sector housing.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1.1	Complete forms and/or compile documentation	Service Member completes forms and/or compiles documentation, as required. Note 1: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. Documentation to support Basic Allowance for Housing (BAH) may be part of overall Receipts package (e.g., PCS orders). Important Note: With the implementation of RED/DA, changes in pay entitlements have been delayed due to different processes across the enterprise. CPPA should open a eCRM case for the pay entitlement. By utilizing this process, there will be fewer delays in Service Member entitlements, resulting in fewer overpayments/ underpayments. Forms/documentation may consist of: · Original PCS orders endorsed with all intermediate and gaining commands · Locally generated memo (Base Housing Office Memo) and/or request chit (NAVPERS 1336/3) signed by appropriate authority certifying eligibility for BAH entitlement · NAVPERS 1070/602 update request (e.g., acquired dependents) Note 2: Refer also to PPIB 15-12 for Advanced/Delayed dependent travel for approval process/documentation requirements, if applicable.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1.2	Submit forms/documentation to the CPPA	Service Member submits forms/documentation to the Command Pay and Personnel Administrator (CPPA).
	1.2.3	Correct forms/compile supporting documentation and resubmit	Service Member corrects forms/compiles supporting documentation and resubmits to CPPA for processing and approval. Go to 1.2.
	3.8	Verify proper processing of BAH entitlement	Service Member verifies proper processing of BAH entitlement. If Leave and Earning Statement (LES) is not correct by the next LES release following submission of BAH, contact CPPA to follow-up with servicing TSC. Go to Stop.

STOP

CLERK START

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2	Receive, review and dispatch documentation and verify Service Member's eligibility for BAH	Receive, review and dispatch documentation and verify Service Member's eligibility for Basic Allowance for Housing (BAH).
	2.6	Verify appropriate BAH entitlement for Service Member	Clerk verifies appropriate BAH entitlement for Service Member. Refer to DoD FMR Vol 7A, Chapter 26.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT

CLERK	2.6.1	Determine Service Member's grade and dependency status	Clerk determines Service Member's grade and dependency status.
			
			Dependency Status must be determined before a housing allowance is authorized. Refer to DoD FMR Vol 7A, Chapter 26 for dependency determinations as required.
			
			BAH Single (BAH w/o dependents) eligibility for Enlisted Service Members is grade and duty station (sea or shore) dependent. Refer to DoD FMR Vol 7A, Chapter 26, OPNAVINST 7220.12, and local base housing authority/instructions to verify eligibility.
			
			Determine Service Member's closest dependent (Depn Code) for entitlement processing purposes. The more common codes include:
			  A - Spouse
			  C - Child in Custody of Service Member
			  I - Service Member married to Service Member without dependents
			  N – BAH-D Based Upon Child Support (See Note 1 below)
			
			  R - Service Member own right or with CO permission without dependents or BAH partial
			
			  S - Students 21 and 22 years of age
			  T - Incapacitated children over age 21
			  W - Service Member, with child, married to another Service Member
			
			Refer to MMPA Guide for additional dependent codes as required.
			
			Note :For Navy, determinations of dependency and relationship status for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). This would include:
			
			    · D and L - Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis
			
			    · K - Ward of a Court
			
			Dual Military:
			    · Service Member married to Service Member without other dependents are treated as two single Service Members for BAH entitlement purposes.
			
			Service Member married to Service Member with dependents ordinarily results in one housing allowance at the "with dependent" rate and one at the single rate (assuming no GOV'T housing assignment). Refer to DoD FMR Vol 7A, Chapter 26 for possible exceptions when Dual Military Service Members are assigned to different duty locations.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.6.1.1	Review and verify Service Member's pay account	Clerk reviews and verifies Service Member's pay account. Login to MMPA JJAA: Enter Service Member's SSN Verify FID 35 or 36 to confirm dependency status Verify FID 68 to determine current BAH status Verify FID 43/45 to determine OHA status, if applicable
	2.6.1.2	Review Service Member's NSIPS ESR	Clerk reviews Service Member's NSIPS ESR. Verify Service Member's NAVPERS 1070/602 is up-to-date and is consistent with Service Member's pay account. Ensure that FID "35" dependent code matches the Service Member's NAVPERS 1070/602. Ensure that FID 35 for closest dependent (W, A, C, I, D, N or K (secondary dependents), R, etc.) agrees with the NAVPERS 1070/602.
	2.6.2	Determine BAH entitlement location	Clerk determines BAH entitlement location.
	2.6.2.1	Determine Service Member's PDS	Clerk determines Service Member's permanent duty station (PDS). Ordinarily a housing allowance is paid based on the Service Member's PDS, or the homeport for a Service Member assigned to a ship or afloat unit. Each Service Member is required to have physical custody of a dependent if both Service Members are claiming a housing allowance authorization at the "with dependent" rate.
	2.6.2.2	Determine dependents' location or old PDS, if applicable	Clerk determines dependents' location or old PDS, if applicable. Clerk determines Service Member BAH eligibility for location other than PDS. Refer to DoD FMR Vol 7A, Chapter 26 and OPNAVINST 7220.12 (Series) as required. Ordinarily a housing allowance is paid based on the Service Member's PDS, or the homeport for a Service Member assigned to a ship or afloat unit. However, the Service may determine that a Service Member's assignment to a PDS or the circumstances of that assignment requires the dependent(s) to reside separately. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS. 1. Low/No Cost Moves If a Service Member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a household goods (HHG) move, the housing allowance is based on the old PDS if: · Requested by the Service Member, and · The Service selected decision process determines that it would be inequitable to base the Service Member's allowance on the housing cost in the new PDS area to which the Service Member is assigned.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2.6.3	Determine if Service Member has been assigned adequate Government Quarters	Clerk determines if Service Member has been assigned adequate Government Quarters. Except for a partial housing allowance or BAH-Diff, a housing allowance is not paid to a Service Member assigned to adequate GOV'T QTRS. Refer to DoD FMR Vol 7A, Chapter 26, as required. For BAH, GOV'T QTRS do not include transient facilities such as temporary lodging facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing. For Privatized Housing: · GOV'T QTRS that have been converted to privatized housing are, by definition, no longer GOV'T QTRS. · Each Service Member occupying privatized housing is authorized a housing allowance in the same manner as a Service Member not assigned to GOV'T QTRS.
CLERK	2.7	Is Service Member with or without dependents?	Is Service Member with or without dependents? If without Dependents, go to 2.8. If with Dependents, go to 2.9.
	2.8	Determine appropriate BAH entitlement for Service Member without dependents	Clerk determines appropriate BAH entitlement for Service Member without dependents. Refer to DoD FMR Vol 7A, Chapter 26, as required. BAH Single (BAH without dependents) eligibility for enlisted Service Members is grade and duty station (sea or shore) dependent. Refer to DoD FMR Vol 7A, Chapter 26, OPNAVINST 7220.12, and local base housing authority/instructions to determine eligibility. Note 1: For single officers, BAH Single is a separate entitlement so long as they are not occupying GOV'T Quarters and have established residency. BAH Partial: A Service Member without dependents who is assigned to single-type QTRS or is on field or sea duty and is not authorized to receive BAH, is authorized BAH-Partial. Refer to DoD FMR Vol 7A, Chapter 26 for conditions of entitlement. Note 2: A Service Member paying child support and receiving BAH-DIFF is a Service Member with dependents, and therefore, is not authorized BAH-Partial (Note: MMPA JJAA line 35 entitlement amount should be zero) Refer to DoD FMR Vol 7A, Chapter 26 for conditions of entitlement, particularly Dual Military (Service Member married to Service Member) conditions of entitlement. Go to 2.10.

BACK

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.9	Determine appropriate BAH entitlement for Service Member with dependents	Clerk determines appropriate BAH entitlement for Service Member with dependents. Refer to DoD FMR Vol 7A, Chapter 26, as required. Verify Service Member's closest dependent (Depn Code) for BAH entitlement determination. A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a Service Member who is assigned to GOV'T QTRS appropriate to the Service Member's grade, rank, or rating and adequate for the Service Member and dependents, if with dependents. BAH-DIFF or BAH-Partial may only be authorized if the Service Member is assigned to single-type GOV'T QTRS or a single-type housing facility under a Uniformed Service's jurisdiction and not authorized BAH. BAH with Dependents Note: When both spouses are Service Members, only one Service Member may receive BAH at the "with dependent" rate. The other Service Member will generally receive BAH at the single rate. In no case may a spouse, who is a Service Member in receipt of Basic Pay, be a dependent for allowance purposes. Refer to DoD FMR Vol 7A, Chapter 26 for possible exception for Service Members assigned to different duty locations. BAH Diff (FID 36) Service Member authorized BAH solely on the basis of the Service Member's child support payment. Refer to DoD FMR Vol 7A, Chapter 26 and OPNAVINST 7220.12 (Series) as required.
	2.10	Does Service Member require an updated NAVPERS 1070/602?	Does Service Member require an updated NAVPERS 1070/602? Did FID 35 for closest dependent (W, A, C, I, D or K (secondary dependents), R, etc.) correspond with the NSIPS ESR NAVPERS 1070/602? If Yes, go to 2.11. If No, go to 2.12.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.11	Refer to Page 2 or RED/DA SOP to complete NAVPERS 1070/602 update, as applicable	Clerk refers to Page 2 or RED/DA SOP to complete NAVPERS 1070/602 update, as applicable. Refer to Legacy Page 2 SOP, as applicable: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Refer to RED/DA SOP, as applicable: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
	2.12	Update NSIPS ESR	Clerk updates Service Member's NSIPS ESR Clerk engages with CPPA to receive signed documents via eCRM, if applicable.
	2.13	Submit (e-Sub) signed NAVPERS 1070/602, only if required, to NPC	Clerk submits, via electronic submission (e-Subs), signed NAVPERS 1070/602, only if required, to NPC.
	3	Process Service Member's BAH entitlement	Process Service Member's BAH entitlement. Note: If DFAS-CL made BAH determination on behalf of secondary dependent and took the appropriate action to start BAH, no action is required.
	3.1	Is BAH being processed as part of PCS gain event?	Is BAH being processed as part of PCS gain event? If Yes, go to 3.2. If No, go to 3.2.5.
	3.2	Process BAH entitlement in conjunction with Activity Gain	Clerk processes BAH entitlement in conjunction with Activity Gain.
	3.2.1	Create Activity Gain in NSIPS	Clerk creates Activity Gain in NSIPS. Refer to Receipts process for complete Activity Gain processing, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	3.2.2	Did BAH entitlement post?	Did BAH entitlement post? Check MMPA JJAA 24-48 hours after release: · Enter Service Member's SSN · Verify BAH entitlement (FIDs 35 and 68 or 36 if applicable) posted correctly based upon Service Member's pay grade, dependency and PDS location If Yes, go to 3.3. If No, go to 3.2.3.
CLERK	3.2.3	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is system generated, refer to Supervisor for validation and submit NSIPS trouble ticket as applicable and submit DWOWS claim to DFAS-CL to post entitlement. Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).
	3.2.4	Can BAH entitlement transaction be resubmitted through Allowance section of NSIPS?	Can BAH entitlement transaction be resubmitted through Allowance section of NSIPS? Refer to DJMS Navy Procedures Training Guide (PTG) Part 1 Chapter 4 Section H and Part 3 Allowances Chapter 2 Basic Allowance for Housing (BAH) for BAH entitlements (35 series, 36 and 68) Stopped or Started by PCS for entitlement processing guidance, if required. If Yes, go to 3.2.5. If No, go to 3.2.3.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.2.5	Does FID 35/36 or FID 68 require updating?	Does FID 35/36 or FID 68 require updating? If FID 35/36, go to 3.2.6. If FID 68, go to 3.2.7.
	3.2.6	Create BAH entitlement (FID 35/36) in NSIPS	Clerk creates BAH entitlement (FID 35/36) in Allowances section of NSIPS. The "with dependent" rate, "without dependent" rate, and partial rate of BAH are processed using input transaction series 35 (FID 35). BAH Diff is processed using transaction series 36 (FID 36). Refer to DJMS Navy Procedures Training Guide (PTG): Part 3 Allowances Chapter 2: Basic Allowance for Housing (BAH). Login to NSIPS: Entitlements > Allowances > Use > Allowances Create. Enter Service Member's SSN. Select BAQ or BAQ Diff, as required Select appropriate allowance type (BAQ Diff only) Select Start or Change, as appropriate Enter effective date Enter Monthly Support (BAQ Diff only) Enter appropriate housing payment status code (BAQ only) Govt Qtrs Assignment, if applicable Govt Qtrs Adequacy, if applicable Dependent Indicator, if applicable Closest BAQ DEP, if applicable DOB youngest child, if applicable Refer to DoD FMR Vol 7A, Chapter 26 logic tables to determine appropriate effective date, as required. Note: If Allowance Type rejects, select Modify Housing Code and update Housing Code to reflect Service Member's current status in pay account. Once updated, reselect appropriate Allowance Type and complete process. Go to 3.2.2.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.2.7	Create BAH entitlement (FID 68) in NSIPS	Clerk creates BAH entitlement (FID 68) in Allowances section of NSIPS. Refer to DJMS Navy Procedures Training Guide (PTG): Part 3 Allowances Chapter 8: Variable Housing Allowance. Login to NSIPS: Entitlements > Allowances > Use > Allowances Create. Enter Service Member's SSN. Select VHA Select appropriate allowance type (may be greyed out) Select Start Enter effective date Enter zip code (PDS zip code or dependent location zip code e.g., if arduous sea duty exception, as appropriate) Enter appropriate housing payment status code Accom Status Rent Status Refer to DoD FMR Vol 7A, Chapter 26 logic tables to determine appropriate effective date. Note: If Allowance Type rejects, select Modify Housing Code and update Housing Code to reflect Service Member's current status in pay account. Once updated, reselect appropriate Allowance Type and complete process. Go to 3.2.2.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.3	Does Service Member require BAH-T correction?	Does Service Member require BAH-T correction? Determine if Service Member's BAH Transit rate requires correction. For No Action, go to 3.5. For BAH-T Correction, go to 3.4. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a Service Member is in a travel or leave status between PDSs, provided the Service Member is not assigned GOV'T QTRS. BAH-T continues during proceed time and authorized delays enroute, including TDY enroute. The transit rate applies to a Service Member without dependents in the accession pipeline, to include: Reserve Component Member undergoing initial training Student (includes ROTC and OCS) without prior Military Service and Service Military Academy graduate, upon graduation Clerk logs into MMPA JJAA/LOPG or reviews previous orders, as applicable, to verify if member was coming from ACC 342 or ACC 100 to determine if BAH-T or correction is required. · Check Service Member's FID 35 and ACC status · Verify Service Member is a New Accession without dependents to determine if action is required Note: Steps 3.3 thru 3.4, regarding BAH-Transit rate and correction processing, only pertain to line 35 of MMPA (BAH Table Rate). The steps are intended to correct BAH Transit rate from LPDS to the NPDS and to include all TDY enroute.
	3.4	Process BAH-T correction	Clerk processes BAH-T correction, as required.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.4.1	Create BAH-T history from MMPA to NSIPS for correction and save it	Create BAH-T history from MMPA to NSIPS for correction and save it. Note: The reason for creating a History in NSIPS for the BAH Transit correction is because the Transit rate is system generated. Login to NSIPS: Entitlements > Correct > History > Allowances. Enter Service Member's SSN. · Select BAQ · Select Report · Effective Date (based upon start date in MMPA-JJAA) · Stop Date (based upon stop date in MMPA-JJAA) · GQ Assignment, select "2" · Select BAQ Rate "T" · Save to History
	3.4.2	Correct saved BAH-T History	Clerk corrects Saved BAH-T History. Login to NSIPS: Entitlements > Correct > Use > Correct. · Enter Service Member's SSN. · Select Entitlement saved to history · Remove BAQ Rate "T" · Save
	3.4.3	Select projected release date and forward to supervisor for audit and release	Clerk selects projected release date and forwards to supervisor for audit and release.
	3.4.5	Did BAH-T correction update correctly?	Did BAH-T correction update correctly? If Yes, go to 3.4.7. If No, go to 3.4.6.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.4.6	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is system generated, refer to Supervisor for validation and submit NSIPS trouble ticket as applicable and submit DWOWS to DFAS-CL to post entitlement. Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY). Go to 3.4.5.
	3.4.7	Create VHA for inclusive dates	Once BAH-T correction posts (should reflect .30 cents in MMPA), clerk creates Variable Housing Allowance(VHA) for inclusive dates. Login to NSIPS: Entitlements > Allowances > Use > Allowances Create. Enter Service Member's SSN. Select VHA Select Report Effective Date (based upon start date in MMPA-JJAA) Stop Date (based upon stop date in MMPA-JJAA) Enter zip code of previous duty station · Enter Rent Payment Status code "R"
	3.4.8	Select projected release date and forward to supervisor for audit and release	Clerk selects projected release date and forwards to supervisor for audit and release.
	3.4.10	Did VHA post correctly?	Did VHA post correctly? If Yes, go to 3.5. If No go to 3.4.11.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.4.11	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is system generated, refer to Supervisor for validation and submit NSIPS trouble ticket as applicable and submit DWOWS to DFAS-CL to post entitlement. Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY). Go to 3.4.10.
	3.5	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review".
	3.6	Compile Retain File	Clerk compiles Retain File. Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2	Receive, review and dispatch documentation and verify Service Member's eligibility for BAH	Receive, review and dispatch documentation and verify Service Member's eligibility for Basic Allowance for Housing (BAH).
SUPERVISOR	2.1	Receive eCRM case from customer command	Supervisor receives eCRM case from customer command. Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx eCRM case to support BAH may be part of overall Receipts package Permanent Change of Station (PCS) orders. In such instances, BAH would be initiated in conjunction with processing Activity Gain.
	2.2	Review eCRM case	Supervisor reviews eCRM case. The eCRM case may consist of: · Original PCS orders endorsed with all intermediate and gaining commands · Locally generated memo (Base Housing Office Memo) and/or request chit (NAVPERS 1336/3) signed by appropriate authority certifying eligibility for BAH entitlement · NAVPERS 1070/602 update request (e.g., acquired dependents) Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.
	2.3	Is eCRM case documentation complete and accurate?	Is eCRM case documentation complete and accurate? If No, go to 2.4. If Yes, go to 2.5.
	2.4	Coordinate with CPPA to complete/correct eCRM case	Supervisor coordinates with CPPA to complete and/or correct eCRM case, if required. Go to 2.3.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	2.5	Dispatch eCRM case to clerk	Supervisor dispatches eCRM case to clerk. If entitlement is based upon PCS orders, Receipts clerk will process BAH in conjunction with processing Activity Gain. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in Enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.
	2.12	Update NSIPS ESR	Clerk updates Service Member's NSIPS ESR Clerk engages with CPPA to receive signed documents via eCRM, if applicable.
	3	Process Service Member's BAH entitlement	Process Service Member's BAH entitlement. Note: If DFAS-CL made BAH determination on behalf of secondary dependent and took the appropriate action to start BAH, no action is required.
	3.2	Process BAH entitlement in conjunction with Activity Gain	Clerk processes BAH entitlement in conjunction with Activity Gain.
	3.2.3	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is system generated, refer to Supervisor for validation and submit NSIPS trouble ticket as applicable and submit DWOWS claim to DFAS-CL to post entitlement. Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	3.4	Process BAH-T correction	Clerk processes BAH-T correction, as required.
	3.4.4	Audit and release BAH-T correction in NSIPS	Supervisor audits and releases BAH-T correction in NSIPS.
	3.4.6	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is system generated, refer to Supervisor for validation and submit NSIPS trouble ticket as applicable and submit DWOWS to DFAS-CL to post entitlement. Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY). Go to 3.4.5.
	3.4.9	Audit and release VHA transaction in NSIPS	Supervisor audits and releases VHA transaction in NSIPS.
	3.4.11	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is system generated, refer to Supervisor for validation and submit NSIPS trouble ticket as applicable and submit DWOWS to DFAS-CL to post entitlement. Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY). Go to 3.4.10.
	3.7	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor reviews BAH-T, BAH, and BAH Diff pay transactions and marks eCRM Case as "Completed".

STOP

			CPPA START
ROLE	**STEP #**	**FLOW TEXT**	**ADDITIONAL TEXT**
CPPA	1	Prepare forms and/or compile documentation	Prepare forms and/or compile documentation to support Service Member's Basic Allowance for Housing (BAH) entitlement. In general, a Service Member on Active Duty entitled to basic pay is authorized a housing allowance based on the Service Member's grade, dependency status, and location. Rates are prescribed depending on the Service Member's grade and whether or not the Service Member has a dependent. The location determines the rate. GOV'T QTRS: A housing allowance (except partial BAH or BAH-Diff) is not authorized to a Service Member who is assigned to GOV'T QTRS appropriate to the Service Member's grade, rank, or rating and adequate for the Service Member and dependents, if with dependents. For BAH, GOV'T QTRS do not include transient facilities such as temporary lodging facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing. GOV'T QTRS that have been converted to privatized housing are, by definition, no longer GOV'T QTRS. Each Service Member occupying privatized housing is authorized a housing allowance in the same manner as a Service Member not assigned to GOV'T QTRS. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawaii or to a CONUS PDS to which concurrent travel (for dependents) has been denied and is based on the PDS location. Payment starts upon submission of proof that GOV'T QTRS are not available and the Service Member has obtained private-sector housing.
	1.2	Submit forms/documentation to the CPPA	Service Member submits forms/documentation to the Command Pay and Personnel Administrator (CPPA).
	1.2.1	Review and verify Service Member's forms/documentation	CPPA reviews and verifies forms and/or documentation in support of BAH entitlement.
	1.2.2	Are forms and/or documentation complete and accurate?	Are forms and/or documentation complete and accurate? If No, go to 1.2.3. If Yes, go to 1.3.
	1.3	Has Service Member's dependent status changed?	Has Service Member's dependent status changed? Prepare NAVPERS 1070/602 when there is a change in · Dependent status or number of dependents · Name or address of a dependent · Next of kin other than a dependent · Permanent Duty Station · Deployment or individual augmentee status · Citizenship of spouse · Secondary Dependency status · Any required entries in the Remarks section If Yes, go to 1.4. If No, go to 1.5.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.4	Refer to Page 2 or RED/DA SOP to complete NAVPERS 1070/602 update	CPPA refers to Page 2 or RED/DA SOP to complete NAVPERS 1070/602 update Refer to Legacy Page 2 SOP, as applicable: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Refer to RED/DA SOP, as applicable: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Important Note: With the implementation of RED/DA, changes in pay entitlements have been delayed due to different processes across the enterprise. CPPA should open a eCRM case for the pay entitlement. By utilizing this process, there will be fewer delays in Service Member entitlements, resulting in fewer overpayments/ underpayments.
	1.5	Submit documentation to TSC via eCRM	CPPA submits documentation to TSC via Personnel and Pay enterprise Customer Relationship Management (eCRM). Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx Documentation to support Basic Allowance for Housing (BAH) may be part of overall Receipts package (e.g., PCS orders). In such case, documentation would be submitted in conjunction with Receipts Package. In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is: · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON BAH The eCRM case should consist of: · Original PCS orders endorsed with all intermediate and gaining commands · Locally generated memo (Base Housing Office Memo) and/or request chit (NAVPERS 1336/3) signed by appropriate authority certifying eligibility for BAH entitlement · NAVPERS 1070/602 update request (e.g., acquired dependents) Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
Command Leadership	1	Prepare forms and/or compile documentation	Prepare forms and/or compile documentation to support Service Member's Basic Allowance for Housing (BAH) entitlement. In general, a Service Member on Active Duty entitled to basic pay is authorized a housing allowance based on the Service Member's grade, dependency status, and location. Rates are prescribed depending on the Service Member's grade and whether or not the Service Member has a dependent. The location determines the rate. GOV'T QTRS: A housing allowance (except partial BAH or BAH-Diff) is not authorized to a Service Member who is assigned to GOV'T QTRS appropriate to the Service Member's grade, rank, or rating and adequate for the Service Member and dependents, if with dependents. For BAH, GOV'T QTRS do not include transient facilities such as temporary lodging facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing. GOV'T QTRS that have been converted to privatized housing are, by definition, no longer GOV'T QTRS. Each Service Member occupying privatized housing is authorized a housing allowance in the same manner as a Service Member not assigned to GOV'T QTRS. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawaii or to a CONUS PDS to which concurrent travel (for dependents) has been denied and is based on the PDS location. Payment starts upon submission of proof that GOV'T QTRS are not available and the Service Member has obtained private-sector housing.

STOP