



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 008-21

## UPDATE: ANNUAL TRAINING /ACTIVE DUTY TRAINING (AT/ADT) BASIC ALLOWANCE FOR HOUSING GUIDANCE

Release Date: 02/25/2021 Effective Date: IMMEDIATELY

**BLUF:** Upon completion of the last of a series of successive Annual Training/Active Duty Training (AT/ADT) orders, and with verified supporting documentation, TSC Norfolk Reserve Services Branch (RSB) and OCONUS PSDs will approve standard Basic Allowance For Housing/Overseas Housing Allowance (BAH/OHA, also known as "Type I BAH") payments for individual orders of 30 days or less if they can be demonstrated to be in succession with other fund approved AT/ADT orders where the cumulative duration is 31 days or more.

**DISCUSSION:** The attached policy clarification from Office of the Assistant Secretary of Defense (OASD) (M&RA) notes that active duty orders in succession may meet the cumulative 31-day requirement for standard BAH/OHA provided there is no break in service between the orders. However, adjacent orders are not visible to TSC Norfolk (RSB) and OCONUS PSDs when processing individual AT/ADT orders. Therefore, the following standard operating procedure (SOP) has been agreed to by Navy Pay & Personnel Support Center (NPPSC) for the distribution of standard BAH/OHA for an order in succession that by itself is less than 30 days in duration:

Activity Commands and NRAs are responsible for requesting BAH/OHA adjustments for members whose orders or modification(s) result in a duty period of 31 or more consecutive days. Requests are submitted at the conclusion of member's orders through TOPS/Salesforce to the respective branches/PSDs.

Required Key Supporting Documents (KSDs) are:

- A.** When TSC Norfolk Reserve Services Branch (AT/ADT Department) is the processor:
  - 1. NPPSC Annual Training/Active Duty Training (AT/ADT) Checklist (NPPSC 1571/1)
  - 2. A copy of all endorsed active duty orders, including modifications\*
- B.** When OCONUS PSDs are the processor:
  - 1. NPPSC Annual Training/Active Duty Training (AT/ADT) Checklist (NPPSC 1571/1)
  - 2. A copy of all endorsed active duty orders, including modifications\*
  - 3. DD Form 2367 and mortgage or lease agreement for Members entitled to OHA

**REQUIRED REMARKS:** Regardless of processor, annotate in the TOPS/Salesforce Remarks, "Due BAH/OHA, consecutive duty period exceeds 30 days."

\* Evidence of endorsement can be either hand-endorsed orders, or non-endorsed orders if accompanied by the corresponding NSIPS e-Muster signature page. See below notes for further guidance.

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## NOTES

**NOTE 1:** Due to limitations of the Defense Joint Military Pay System - RC (DJMS-RC), BAH adjustments require collecting the originally disbursed BAH-RC (also known as “Type II BAH”) and repaying it at the correct rate. Whenever possible, TSC Norfolk (RSB) and OCONUS PSDs will affect the collections of BAH-RC and repayments of standard BAH/OHA on the same Leave and Earning Statement (LES). However, while members in this situation will always experience a net gain, it is possible that collection of debt for withdrawn BAH-RC will lag behind the repayment of standard BAH/OHA. Members must account for this when reviewing future LES’s.

**NOTE 2:** BAH/OHA is payable as of the issue date of the order modification or new consecutive order.

**NOTE 3:** BAH-RC is a standard rate. The BAH-RC rate depends on your pay grade and whether you have dependents. BAH-RC rates are available at:

<https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables>

**NOTE 4:** Any break in service of one day or more (to include periods served on IDT/IDTT) interrupts a succession of AT/ADT orders for purposes of the 31-day rule.

**NOTE 5:** As a result of the OASD (M&RA) policy clarification, software updates for NSIPS e-Muster and DJMS-RC are being pursued with the goal of eventually rendering this SOP unnecessary.

## WHAT THIS MEANS TO YOU:

- ✚ CPPA’s/NOSC’s – Follow guidance above and notes until DoDFMR is updated.
- ✚ Ensure the Naming Convention and Key Supporting Documents (KSD) are submitted IAW all policies and procedures set forth in SOP’s, NAVADMINs, and instructions.
- ✚ All OPS ALERTS and CPPA RESOURCES can be found on the following:
  - <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/SitePages/Home.aspx>
  - <https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources>

**\*\*\*DISSEMINATE TO ALL TENANT COMMANDS AND CPPA’S UNDER YOUR AOR\*\*\***

### **POC:**

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