



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser: 023-24

PROCEDURE UPDATE: BASIC ALLOWANCE FOR HOUSING FLEXIBILITY

Release Date: 9/30/2024 Effective Date: 10/1/2024

BLUF: NAVADMIN 192/24 authorizes Basic Allowance for Housing (BAH) based on dependents location effective 1 October 2024 for Service Members who choose to leave dependents at the previous duty station/authorized dependent location in the Continental United States (CONUS), Alaska (AK), and Hawaii (HI). This Ops Alert provides procedures for commands serviced by Transaction Service Centers (TSC) to submit approved BAH requests.

DISCUSSION: Effective 1 October 2024, Service Members can request BAH based on dependents location when dependents remain at the previous duty station or authorized dependent location in the CONUS, AK, and HI.

ACTION:

Step 1: Obtain Approval

- Command Pay and Personnel Administrators (CPPA) or Sailor submits request with key supporting documents listed in paragraph 5 of [NAVADMIN 192/24](#) to PERS-451 via email to askmncc@navy.mil.
- HRSC Tier I will generate eCRM case and route to PERS-451.
- PERS-451 will notify the CPPA and Service Member of the disposition via the case.

Step 2: Command Submits Entitlement Change

- CPPAs submit the PERS-451 approval message (or N130 determination, as applicable) via eCRM/Salesforce to update Service Member’s BAH.
- If previous duty station/authorized dependent location is authorized CONUS COLA, annotate case comments accordingly. CONUS COLA Rate Lookup is available [HERE](#).
- PersPay case details:

Comments:	Be thorough in description and required actions to avoid delays. If applicable, specifically state dependent location is authorized CONUS COLA.
Request Type:	MILPAY
Problem Code:	Basic Allowance for Housing (BAH)
Routed To:	Servicing TSC per latest PersPay CRG available HERE .
Effective Date:	Date provided in PERS-451 approval (or N130 determination, as applicable).

- For the PERS-451 BAH Flexibility Fact Sheet, click [HERE](#).
- For OPNAV-N130 Guide to Housing Entitlements and request templates, click [HERE](#).

WHAT THIS MEANS TO YOU:

- **CPPAs** – Follow procedures in this Ops Alert to submit BAH based on dependent location requests and effect BAH changes for approved requests.
- **CPPAs** – Find your Regional Support Center (RSC) contact information and training schedules on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find additional RSC info on the [RSC SharePoint Pages](#).
- OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance ([eCRM Library](#)) and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#).

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POC:

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