

PSD JACKSONVILLE
STANDARD OPERATING PROCEDURES

BASIC ALLOWANCE FOR HOUSING (BAH)

Reference: (a) JFTR Vol 1, Ch. 10
(b) DJMS PTG, Part 3, Ch. 2 and 8
(c) OPNAVINST 7220.12

Point of Contact: Customer Service Section

Document(s) Required:

Member with Dependents

- (1) NAVPERS 1070/602
- (2) Termination of Government Quarter - if applicable

Member without Dependent E7 and above stationed ashore and E6 and above stationed afloat:

- (1) NAVPERS 1070/613 which record the election to draw BAH in lieu of assignment to government quarters

Members without Dependent E4 - E6 on shore duty and E5 and E4 over 4 years of service stationed afloat:

- (1) Special request chit, NAVPERS 1336/3
- (2) BEQ Information Form - check out or non-residency certificate

Background:

- Effective 01 January 1998, BAH-I (combined BAH and VHA) is payable to members on active duty, according to their pay grade and dependency status. Amount of BAH is predicated on permanent duty station location and location of dependents. Members without dependents are entitled to BAH at rates prescribed by pay grade and permanent duty station, when not occupying government quarters.

- Personnel may claim only those persons defined in the DODFMR as dependents for BAH entitlement purposes. Adding or deleting family members is accomplished by updating the member's Record of Emergency Date/Dependency Application (NAVPERS 1070/602) and providing supporting documentation such as birth certificate, marriage certificate, divorce decree, etc.

- The effective date for the BAH without dependent for members in pay grades E6 and below (ashore) and members in pay grades E5 and E4 over 4 years (afloat) is the date of approval to draw BAH from BEQ Manager or the Commanding Officer whichever is later. For Single enlisted personnel E7 and above (ashore) and E6 and above (afloat) the effective date to draw BAH is the date they elected to draw the entitlement in lieu of assignment to Government Quarters as indicated on NAVPERS 1070/613.

- Single members who are assigned single type government quarters (barracks) and who have a child or children to which they provide a monthly child support may be eligible to BAH Difference (BAH Diff). The amount of child support must be equal or exceed the amount of BAH DIFF applicable to his/her pay grade. To be entitled to BAH Diff, the child or children must be listed on the member's Page 2, and an entry must be made in the remarks section of the Page 2, indicating the amount of child support payable.

- Effective 31 December 2005, service members who are entitled to Single BAH, and who meet the eligibility requirements for BAH Diff (due to child support) are authorized to draw BAH with Dependents at the rate prescribed for their Permanent Duty Station. This authorization does not entitle them to Family Separation Allowance.

COMMAND/CPC RESPONSIBILITY

Advise all members to promptly report any changes affecting the gain or loss of family members, or movement into or out of government quarters to detachment. Prompt action and follow-up will provide maximum avoidance of financial hardship due to overpayment. POD notes are strongly encouraged to remind sailors and their Chain of Command to monitor BAH entitlement.

Advise all members E-6 and below (ashore) E-5 and E-4 over 4 years of service (afloat) of the requirement to obtain prior authorization to reside off base to be entitled to BAH. This consists of command-approved special request chit, and official BEQ checkout memo.

DETACHMENT RESPONSIBILITY

Prepare / update Page 2 (NSIPS) to reflect dependency/address changes; and forward substantiating documents as required

Prepare NSIPS transaction, as appropriate, to start/stop BAH Entitlement

Mail Page 2 /SGLI to NPC