



PSCINST 7220.1B

MAY 27 2014

PERSONNEL SERVICE CENTER INSTRUCTION 7220.1B

Subj: GUIDELINES AND PROCEDURES FOR DOD BASIC ALLOWANCE FOR HOUSING DATA COLLECTION

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)  
(b) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)

1. **PURPOSE.** In accordance with reference (a), this instruction provides process guidance and a timeline for the annual collection of Basic Allowance for Housing (BAH) data. This information will enable Coast Guard Military Housing Offices (MHO), Area Housing Officers (AHO) and Personnel Service Center, Personnel Services Division to assist the Secretary of Defense (SECDEF) in setting annual BAH rates across the country to be paid to members per reference (b).
2. **ACTION.** Each Coast Guard unit designated as a MHO is responsible for collecting, submitting and validating real estate professional contact information, rental data, and census tract exclusions to SECDEF via a contractor provided web portal. The annual MHO Process Guide with submission procedures and highlights can be found at <http://www.uscg.mil/psc/psd/fs/Housing.asp>. A complete listing of MHOs can be obtained from AHOs located at most Bases, as well as Training Centers Cape May and Petaluma. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** PSCINST 7220.1A is cancelled.
4. **DISCUSSION.**
  - a. The Defense Travel Management Office (DTMO) working under the direction of SECDEF using an unbiased, survey process of rental market housing data, determines housing allowances for the uniformed services. A third party, under contract to SECDEF, assists in the collection of housing market data. Under DTMO direction, the

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A	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X		X	X					
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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F																	X	X	X								
G		X	X	X	X																						
H	X	X	X	X	X	X	X																				

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contractor works directly with each service's local housing program to collect rental market housing data, census tract exclusions and realtor information for each Military Housing Area (MHA) where Coast Guard personnel are assigned. Coast Guard participation is required.

- b. Detailed information is available at <http://www.defensetravel.dod.mil/site/bah.cfm>. Knowledge of the local housing market is crucial and data provided is critical to the process. Local market expertise and scientific survey techniques allow for the computation of fair and accurate housing allowances reflective of the local market condition. The importance of timely, complete, and accurate input from each MHO cannot be overstated. As such, the role of the Coast Guard MHO point of contact (POC) is paramount in the process. The work they perform impacts every active duty member of the Coast Guard.
5. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. **MAJOR CHANGES.**
  - a. Data submission is now collected and posted to the MHO Portal in real-time throughout the data collection period.
  - b. The submission deadlines are now referred to as milestones, which officially mark and analyze MHO progress.
  - c. MHOs monitor and review contractor rental listings on an ongoing basis.
7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
8. **DISTRIBUTION.** No paper distribution will be made of this instruction. An electronic version will be located on the PSC website <http://www.uscg.mil/psc/>.
9. **PROCEDURES.**
  - a. **BAH data collection.** During February each year, the contractor will e-mail passwords to all MHOs giving them access to the contractor-provided MHO web portal. Once logged in to the secured website, the MHOs will have access to the contractor's data collection process guide, tutorials and videos describing the collection process used to determine BAH rates for the next year. The service with responsibility for reporting data is designated as the Primary MHO. In some instances, shared responsibility exists and Secondary MHOs are designated. The Primary MHO is ultimately responsible for the integrity of the MHO-supplied data and should coordinate with the Secondary MHO to avoid duplicating efforts. The Coast Guard historically is Primary MHO for approximately 88 MHAs and Secondary MHO for approximately 41 MHAs.

- b. Annual milestones. There are three annual milestones dates; the beginning of May, mid-June, and mid-July (see the contractor provided MHO web portal for specific dates and requirements). See enclosure (1) for a general timeline with corresponding action and responsibilities.
  - c. Re-aligning MHA boundaries. An MHA, as defined by DoD, is the area surrounding one or more military installations. In some instances it may be advantageous to have the boundaries adjusted in order to report rental rates appropriate to the locales where Coast Guard personnel reside. The decision to realign boundaries rests with the SECDEF. A unit requesting MHA boundary adjustments should contact their AHO for assistance. Further guidance can be obtained from CG PSC-PSD-fs.
  - d. Training. Training is provided by the contractor and is available at various locations, which must be funded at unit expense. The schedule, along with other training resources can be found at <http://www.uscg.mil/psc/psd/fs/Housing.asp>.
10. RECORDS MANAGEMENT CONSIDERATIONS. Records aspects and impacts have been considered. This policy does not have any significant or substantial change to existing record management requirements.
11. FORM/REPORTS. None.
12. REQUESTS FOR CHANGES. Units and individuals may recommend changes via the chain of command to these PSC-PSD-fs POCs: [Anne.M.Becker@uscg.mil](mailto:Anne.M.Becker@uscg.mil) or [Wayne.S.Canfield@uscg.mil](mailto:Wayne.S.Canfield@uscg.mil)



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Encl: (1) General BAH Data Submission Timeline

### General BAH Data Submission Timeline

<b>Month</b>	<b>Action</b>	<b>Responsible Party</b>
Dec	Verify/designate individual as MHO POC. Validate MHO as primary or secondary.	MHO Commanding Officer/ Officers-in-Charge
Jan - Mar	ALCGPSC published with guidance and BAH data submission dates.	CG PSC-PSD-fs
Feb - Mar	Distribution of instruction packages and passwords to MHO POCs. (via e-mail)	Contractor
Feb - Apr	BAH data collection training available at various locations.	Contractor
Mar-May	Review and designate census tracts, collect and enter contact information and rental data into MHO Portal. Review contractor submissions.	MHO
May	First milestone MHO submission date. Identification of census tract exclusion zones due. Review contractor submissions.	MHO, AHO
Jun	Second MHO milestone submission date for screened rental property data and contact information. Review contractor submissions.	MHO, AHO
Jul	Third and final MHO milestone submission date for screened rental property data and contact information. Review contractor submissions.	MHO, AHO
Aug	End of contractor submission and MHO review.	MHO, AHO
Sep	DOD begins rate calculations	SECDEF
Nov	CG begins review of proposed rates and works with DTMO to resolve any issues.	CG-1332
Dec	New BAH rates published	DTMO/SECDEF
Jan	Payment of new BAH rates	PPC Topeka