

Basic Allowance for Housing (BAH)

Overview

Introduction

This section provides the procedures for **Basic Allowance for Housing (BAH)**. This entitlement is payable to members on active duty and will vary according to the grade in which serving or appointed for basic pay purposes, dependency status, and the Permanent Duty Station (PDS) assigned. This allowance is authorized for members both “with” and “without” dependents. Applicable BAH rates are available at this web site: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>.

Topics

The following topics are covered in this section.

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Basic Allowance for Housing (BAH)

Guiding Principles

Introduction This section provides the guiding principles for **Basic Allowance for Housing**.

Reference The following references provide additional information about Basic Allowance for Housing.

- [Joint Federal Travel Regulations \(JFTR\), Chap 10](#)
 - [U.S. Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chap 3](#)
 - [ALCOAST Message 625/05; Housing Allowance Changes](#)
 - [Basic Allowance for Housing \(BAH\) and Overseas Housing Allowance \(OHA\) Scenarios](#) (Posted on CG-1222 web site <http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/g-wpm-2/BAH.htm>).
 - [ALCOAST Message 229/06, Housing Allowance Changes for Reserve Component Members on AD for 31 to 139 Days](#)
 - [E-Mail ALSPO Message F/07; BAH Transit Rate](#)
 - [E-Mail ALSPO Message B/08; BAH on IADT](#)
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Before you begin If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#) (<http://www.uscg.mil/hr/psc/ps/guides/entitlements.pdf>).

Timely submission of this entry is important since significant pay impact may result for the member. Do not use this earnings code to start OHA (use OH1 or OH2) or changes to Inadequate Quarters - New Rental Charge (use IQA). Effective 1 January 2003, enlisted members in pay grade E-4 with less than 4 years and members in pay grades E-1 through E-3 will receive BAH while enroute on PCS orders. In addition, all members who are receiving BAH-Differential (BAH-DIFF) and assigned quarters are entitled to BAH-DIFF and BAH Without Dependents (BAH Code T) once quarters are cleared in connection with PCS.

Review the Government Quarters In Connection with PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (located at the end of this guide) when preparing this transaction.

Members departing on terminal leave may be entitled to BAH at their last permanent duty station rate during terminal leave. See the Government Quarters Table at the end of this guide.

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Basic Allowance for Housing

Guiding Principles, Continued

Public/Private Venture (PPV) housing	Public/Private Venture (PPV) housing is not Government-owned or leased housing. <u>Members electing to occupy PPV housing are entitled to BAH</u> at the with dependents rate (BAH-L) or without dependents rate (BAH-G) as appropriate. See appendix (c) for more information.
Member – Married to Member	BAH entitlements for active service couples are determined by a number of factors, including dependency, custody of dependent children, joint occupancy of government or non-government quarters and separation due to military orders. Please see Figure 3-12 and Section 3.F.2.b.(4) of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for active service couples.
Non-Married Members Who Are Parents	Please see Section 3.F.6 of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for members claiming a dependent child (or children) when both parents are members.
BAH Without Dependents for Members, E3 and Below, Assigned to Sea Duty	Members without dependents in pay grades E1, E2 or E3 are not entitled to Basic Allowance for Housing at the Without Dependents Rate while assigned to sea duty. These members must be provided with government quarters, which includes shipboard berthing, Unaccompanied Personnel Leased Housing (UPLH) or Unaccompanied Personnel Housing (UPH). If the assigned government quarters become uninhabitable, then suitable berthing arrangements must be made using the appropriate funding source (contract with a hotel for example). There is no authority to start BAH W/O for members without dependents who are assigned to a Career Sea Pay eligible vessel (CSP). See Section 3.D.9.b of the CG Pay Manual, COMDTINST M7220.29 (series), for active service couples, without dependents, who are both E3 or below and are both assigned afloat.
Reduction in Rate to Pay Grade E3 or Below for Members Receiving BAH W/O and Assigned to Sea Duty	Under the CG Pay Manual, Chapter 3, an enlisted person in pay grade E-1 through E-3 is not entitled to BAH while assigned to sea duty (except for BAH Partial or BAH-Diff if applicable). Consequently, any member without dependents reduced in pay grade (for any reason) from E-4 or above to E-3 or below, and is assigned to duty aboard a vessel, and is receiving BAH WITHOUT, will no longer be eligible to receive BAH WITHOUT effective the date of reduction in pay grade.

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Basic Allowance for Housing (BAH)

Guiding Principles, Continued

**Reserve
Component
Members
Without
Dependents**

Single members on ADOT periods of less than 181 days or ADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes.

They are entitled to a housing allowance appropriate to their dependency status and principle place of residence even if assigned to or occupying single-type government quarters at the site where they are performing active duty. They are entitled to BAH without dependents at Reserve Competent (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.

Basic Allowance for Housing

BAH During PCS

BAH-PCS for Members Without Dependents

The following table describes how reporting and departing endorsement on orders affect BAH for members without dependents, and describes SPO action needed in conjunction with BAH-PCS.

If	And	Then	Transaction(s) Submitted by						
PDS is INCONUS and member is occupying gov't qtrs	Vacates gov't qtrs and departs PCS	Member is entitled to BAH-W/O at the rate for the PDS they are departing from effective the date of departure until the day prior to reporting. JUMPS will credit BAH enroute (based on zip code of unit departed from) when reporting endorsement on orders transaction (8C) processes.	Reporting SPO (inputs reporting endorsement and transaction to record BAH entitlement at new PDS)						
Completes Recruit, OCS, DCO or Academy training	member has no prior military service or is a RC member on IADT and was not auth BAH w/o*	Member is entitled to BAH-TR-W/O effective the date of departure until the day prior to reporting. <table border="1"> <thead> <tr> <th>Earn Cd</th> <th>Type</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>BA4</td> <td>BAH-G or BAH-H (if spouse in service)</td> <td>Zip '00000'</td> </tr> </tbody> </table> <small>* RC member on IADT and was not Authorized BAH without dependents (e. g. Received BAH-Partial. Did not maintain (pay rent or own) a permanent residence while performing IADT)</small>	Earn Cd	Type	Detail	BA4	BAH-G or BAH-H (if spouse in service)	Zip '00000'	Reporting SPO (inputs BAH-TR or BAH W/O (prior service only) start effective date of PCS departure, BAH-TR or BAH W/O stop effective the day prior to PCS reporting, reporting endorsement and transaction to record BAH entitlement at new PDS)
	Earn Cd	Type	Detail						
BA4	BAH-G or BAH-H (if spouse in service)	Zip '00000'							
member has prior military service or is a RC member on IADT who was authorized BAH w/o*	Member is entitled to BAH-W/O at the rate for the PDS they are departing from effective the date of departure until the day prior to reporting. Note that the reporting SPO must submit transactions for these members. The JUMPS auto-credit does not apply if the member is completing accession training. <small>* RC member on IADT who was authorized BAH without dependents based on their permanent residence location at the time ordered to active duty because the member maintains a residence and continues to be responsible for rent or owns the residence</small>								
PDS is in Alaska or Hawaii and member is occupying gov't qtrs	Vacates gov't qtrs and departs PCS	Member is entitled to BAH-W/O. Submit a transaction to start BAH W/O. Effective date will be the date of PCS Departure. <table border="1"> <thead> <tr> <th>Earn Cd</th> <th>Type</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>BA1</td> <td>BAH-G or BAH-H (if spouse in service)</td> <td>Zip of unit departed from.</td> </tr> </tbody> </table>	Earn Cd	Type	Detail	BA1	BAH-G or BAH-H (if spouse in service)	Zip of unit departed from.	Reporting SPO (also inputs reporting endorsement and transaction to record BAH entitlement at new PDS)
Earn Cd	Type	Detail							
BA1	BAH-G or BAH-H (if spouse in service)	Zip of unit departed from.							
PDS is INCONUS or in Alaska or Hawaii and member not assigned gov't qtrs (is drawing BAH W/O)	Departs PCS	Member is entitled to BAH-W/O at the rate for the PDS they are departing from until the day prior to reporting. JUMPS auto-stops BAH W/O on the date of PCS departure and will credit the member's account any BAH due when the reporting endorsement on orders transaction (8C) processes.	Reporting SPO (inputs reporting endorsement and transaction to record BAH entitlement at new PDS)						

Continued on next page

Basic Allowance for Housing (BAH)

BAH-PCS for Members Without Dependents (continued)

Table 1 (cont'd): BAH-PCS Entitlements for Active Duty Members Without Dependents						
If	And	Then	Transaction(s) Submitted by			
PDS is OUTCONUS (non BAH payable area) and member is occupying gov't qtrs	Vacates gov't qtrs and departs PCS	Member is entitled to BAH-TR-W/O. Submit a transaction to start BAH-TR-W/O. Effective date will be the date of PCS departure.	Reporting SPO (also inputs reporting endorsement and transaction to record BAH entitlement at new PDS). Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area.			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Earn Cd</th> <th style="width: 40%;">Type</th> <th style="width: 40%;">Detail</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BA4</td> <td style="text-align: center;">BAH-G or BAH-H (if spouse in service)</td> <td style="text-align: center;">Zip '00000'</td> </tr> </tbody> </table>		Earn Cd	Type	Detail
Earn Cd	Type	Detail				
BA4	BAH-G or BAH-H (if spouse in service)	Zip '00000'				
PDS is OUTCONUS (non BAH payable area) and member is not assigned gov't qtrs (is drawing OHA W/O)	Departs PCS	Member's entitlement to OHA stops the day before PCS departure date and member is entitled to BAH-TR-W/O. Submit a transaction to start BAH-TR-W/O. Effective date will be the date of PCS Departure.	Reporting SPO (also inputs reporting endorsement and transaction to record BAH entitlement at new PDS). Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area.			
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Earn Cd	Type	Detail				
BA4	BAH-G or BAH-H (if spouse in service)	Zip '00000'				

PCS Reporting: Please note that above actions, requiring data entry, are performed by the **Reporting SPO**. DA's Employee Entitlements module will not reflect the JUMPS auto BAH starts/stops until the reporting endorsement on orders transaction is approved and saved by a user with SPO Supervisor (CGHRSUP) access. Always complete and approve the PCS reporting transaction before completing or approving transactions to start BAH/OHA, COLA or other entitlements in connection with PCS reporting.

For members reporting to OUTCONUS locations, where BAH is not payable, there is no entitlement to BAH-II/BAH-TR after the member reports. SPOs should start OHA and enter "0" (zero) for the monthly rent if the member has not entered into a lease/rental agreement or hasn't purchased a home (e. g. Is not incurring any housing costs).

Single Members Who Acquire Dependents While Enroute PCS

If a single member acquires a dependent or dependents while enroute PCS, the reporting SPO shall:

1. stop BAH-TR or BAH-W/O the day prior to the date the change in dependency is effective and
2. start BAH-With using the zip code for the member's previous PDS (**Exception:** If member is coming from an accession point (Academy, OCS or Recruit Training) enroute to their first PDS, use zip code of location of member's dependent(s)), if the PDS was INCONUS or in Alaska or Hawaii, or start BAH-TR/With if the member previous PDS was OUTCONUS (non BAH payable area) effective the day the dependency change was effective.
3. submit the transaction to start BAH or OHA at the rate for new PDS and government quarters assignment status effective the date the member reports PCS.

Continued on next page

Basic Allowance for Housing

BAH During PCS, Continued

BAH-PCS for Members With Dependents

The following table describes how reporting and departing endorsement on orders affect BAH for members with dependents, including members receiving BAH or OHA with dependents for payment of child support, and describes SPO action needed in conjunction with BAH-PCS.

If	And	Then	Transaction(s) Submitted by															
PDS is INCONUS or in Alaska or Hawaii and member is occupying gov't qtrs	Vacates gov't qtrs	Member is entitled to BAH-WITH (Code "T" for members paying adequate child support) at the rate for the PDS they are departing from until the day prior to PCS reporting or subsequent assignment to gov't qtrs (whichever occurs first). Submit a transaction to start BAH-WITH. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Earn Cd</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Detail</th> </tr> </thead> <tbody> <tr> <td colspan="3">Member With Dependents:</td> </tr> <tr> <td>BA1</td> <td>BAH-L</td> <td>Zip of unit departing from</td> </tr> <tr> <td colspan="3">Member Paying Child Support (Diff)</td> </tr> <tr> <td>BA1</td> <td>BAH-T</td> <td>Zip of unit departing from</td> </tr> </tbody> </table>	Earn Cd	Type	Detail	Member With Dependents:			BA1	BAH-L	Zip of unit departing from	Member Paying Child Support (Diff)			BA1	BAH-T	Zip of unit departing from	Departing SPO
Earn Cd	Type	Detail																
Member With Dependents:																		
BA1	BAH-L	Zip of unit departing from																
Member Paying Child Support (Diff)																		
BA1	BAH-T	Zip of unit departing from																
PDS is INCONUS or in Alaska or Hawaii and member is not assigned gov't qtrs (is drawing BAH/W)	Departs PCS	Member is entitled to BAH-WITH (Code "T" for members paying adequate child support) at the rate for the PDS they are departing from until the day prior to PCS reporting or subsequent assignment to gov't qtrs (whichever occurs first).	N/A. JUMPS will not shutdown the member's BAH until a new BAH transaction is processed.															
PDS is OUTCONUS (non BAH payable area) and member is occupying gov't qtrs	Vacates gov't qtrs and departs PCS	Member is entitled to BAH-TR WITH. Submit a transaction to start BAH-TR WITH (Code "T" for members paying adequate child support). Effective date will be the date of PCS departure. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Earn Cd</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Detail</th> </tr> </thead> <tbody> <tr> <td colspan="3">Member With Dependents:</td> </tr> <tr> <td>BA4</td> <td>BAH-L</td> <td>Zip '00000'</td> </tr> <tr> <td colspan="3">Member Paying Child Support (Diff)</td> </tr> <tr> <td>BA4</td> <td>BAH-T</td> <td>Zip '00000'</td> </tr> </tbody> </table>	Earn Cd	Type	Detail	Member With Dependents:			BA4	BAH-L	Zip '00000'	Member Paying Child Support (Diff)			BA4	BAH-T	Zip '00000'	Departing SPO. Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area.
Earn Cd	Type	Detail																
Member With Dependents:																		
BA4	BAH-L	Zip '00000'																
Member Paying Child Support (Diff)																		
BA4	BAH-T	Zip '00000'																

(*) "Adequate Child Support" – A member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member's grade.

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Basic Allowance for Housing (BAH)

Table 2 (cont'd): BAH-PCS Entitlements for Members with Dependents and Members receiving BAH-WITH or OHA-WITH for Payment of Adequate* Child Support																		
If	And	Then	Transaction(s) Submitted by															
<p>PDS is OUTCONUS (non BAH payable area) and member is not assigned gov't qtrs (is drawing OHA/W)</p>	<p>Departs PCS</p>	<p>Member's entitlement to OHA stops the day before PCS departure date and member is entitled to BAH-TR WITH. Submit a transaction to start BAH-TR WITH (Code "T" for members paying adequate child support). Effective date will be the date of PCS Departure.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Earn Cd</th> <th style="width: 25%;">Type</th> <th style="width: 50%;">Detail</th> </tr> </thead> <tbody> <tr> <td colspan="3">Member With Dependents:</td> </tr> <tr> <td>BA4</td> <td>BAH-L</td> <td>Zip '00000'</td> </tr> <tr> <td colspan="3">Member Paying Child Support (Diff)</td> </tr> <tr> <td>BA4</td> <td>BAH-T</td> <td>Zip '00000'</td> </tr> </tbody> </table>	Earn Cd	Type	Detail	Member With Dependents:			BA4	BAH-L	Zip '00000'	Member Paying Child Support (Diff)			BA4	BAH-T	Zip '00000'	<p>Departing SPO. Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area.</p>
Earn Cd	Type	Detail																
Member With Dependents:																		
BA4	BAH-L	Zip '00000'																
Member Paying Child Support (Diff)																		
BA4	BAH-T	Zip '00000'																
<p>PCS Reporting: In all of the above cases, the member's entitlement to BAH-WITH or BAH-TR WITH ends on the day prior to reporting to their new PDS. Therefore, the reporting SPO must submit the transaction to start BAH or OHA at the rate for new PDS and gov't qtrs assignment status effective the date the member reports PCS or the date the member is assigned gov't qtrs whichever is earlier.</p> <p>For members reporting to OUTCONUS locations, where BAH is not payable, there is no entitlement to BAH-II/BAH-TR after the member reports. SPOs should start OHA and enter "0" (zero) for the monthly rent if the member has not entered into a lease/rental agreement or hasn't purchased a home (e. g. Is not incurring any housing costs).</p>			<p>Reporting SPO (inputs reporting endorsement and new BAH transaction)</p>															

Members Eligible for BAH-L While at an Accession Point who depart PCS From the Accession Point.

Members who have BAH-L eligible dependents upon initial arrival to an accession point (Academy, OCS or Recruit Training) will continue to receive BAH-L with dependents at dependent location zip code when they depart the accession point PCS through the day prior to reporting PCS to their new PDS.

The BAH rate/zip code for a new accession with dependents who are BAH-L eligible is based on the dependents' location if they are located within the U.S., Alaska or Hawaii. If the BAH-L eligible dependents are located outside the U.S. then the BAH rate/zip code is based on the accession training site/location.

JUMPS will not shut down BAH-L when the member departs PCS from the Accession point. BAH-L will continue at the Accession Point rate/zip code until a new BAH transaction processes for the member's new PDS.

(*): "Adequate Child Support" – A member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member's grade.

Basic Allowance for Housing

Direct-Access Earnings Codes and Earnings Type Codes

Code Table Direct-Access uses combinations of *Earnings Codes* and *Earnings Type Codes* for **BAH entitlements**. Refer to this table to determine how the codes relate to the entitlement.

Entitlement	Direct-Access Codes		
	Earnings Code	Earnings Type	Description/Use When
None	BA1	BAH-A	With dep; MBR &/or dep assigned adeq CG-owned qtrs (barracks or shipboard berthing)
None	BA1	BAH-B	With dep; MBR &/or dep assigned adeq CG-leased qtrs
None	BA1	BAH-C	With dep; MBR &/or dep assigned adeq DOD owned qtrs (barracks or shipboard berthing)
Partial BAH	BA1	BAH-D	Without depns or spouse in service & no other depns, assigned CG-owned sgl qtrs
None	BA1	BAH-E	Without Deps or spouse in service & no other depns; assigned leased/family qtrs Note: Includes Leased housing and gov't (DOD or CG) owned Family quarters that have been converted to UPH.
Partial BAH	BA1	BAH-F	Without Depns or spouse in service & no other depns; assigned DOD-owned single qtrs (barracks or shipboard berthing)
BAH w/o	BA1	BAH-G	Without Depns; mbr not assigned govt quarters
BAH w/o	BA1	BAH-H	Spouse in service & no other Depns; Mbr not assigned qtrs
BAH- TR With, less deduction for inadequate quarters rental charge	BA1	BAH-I	With Dep; MBR assigned inadeq CG owned qtrs; check pay for rent
BAH- TR With, less deduction for inadequate quarters rental charge	BA1	BAH-K	With Dep; MBR assigned inadeq DOD owned family qtrs; check pay for rent
BAH With	BA1	BAH-L	With Dep; MBR and Dep not assigned govt qtrs
BAH With	BA1	BAH-T	With Dep; based on payment of adequate child support; mbr not assigned govt qtrs
BAH-DIFF	BA3	BAHDP	BAH-Diff for adequate child support on or after 5 Dec 1991; assigned CG/DOD-owned single qtrs (barracks or shipboard berthing)
BAH-DIFF	BA3	BAHDQ	BAH-Diff for adequate child support on or after 5 Dec 1991; mbr assigned CG leased single qtrs
BAH w/o or BAH-TR if zip code 00000 is used + BAH-DIFF	BA3	BAHDR	BAH-Diff for child support on or after 5 Dec 1991; mbr not assigned govt qtrs. Note: Replaced with code "T" effective 31 Dec 05.
BAH- II W/O	BA2*	BAH-G	BAH-II - Without depns and mbr not assigned govt quarters
BAH- II W/O	BA2*	BAH-H	BAH-II - Spouse in service; no other depns; Mbr not assigned govt qtrs
BAH- II With	BA2*	BAH-L	BAH-II - With depns; Mbr & depns not assigned govt qtrs
BAH- II With	BA2*	BAH-T	BAH-II - With depns; based on payment of child support; mbr not assigned govt qtrs
BAH- TR W/O	BA4**	BAH-G	BAH-Transit Rate - Without depns and mbr not assigned govt quarters
BAH- TR W/O	BA4**	BAH-H	BAH-Transit Rate - Spouse in service; no other depns; Mbr not assigned govt qtrs
BAH- TR With	BA4**	BAH-L	BAH-Transit Rate - With depns; Mbr & depns not assigned govt qtrs
BAH- TR With	BA4**	BAH-T	BAH-Transit Rate - With depns; based on payment of adequate child support; mbr not assigned govt qtrs

* Cannot be used on transactions with effective dates after 30 Apr 07.

** Cannot be used on transactions with effective dates earlier than 1 May 07.

Basic Allowance for Housing (BAH)

Starting BAH

Introduction

This section provides the procedure for starting a BAH entitlement for a member on active duty including Reservists on active duty for 31 or more days or on contingency orders.

Approval Required

Transactions to **start Basic Allowance for Housing** require approval by a user with the CGHRSUP role (SPO Supervisor). Click the “Approve” button and enter the CGHRSUP role user’s Employee ID number to route pending transaction for approval. If you are a CGHRSUP role user, you do not need to route the transaction for approval. The transaction will automatically be approved when you press the save button.

Procedure

Follow the steps in the [Basic Navigation Guide](#) to access the member’s entitlements detail page. Then, follow these steps to enter a new BAH entitlement.

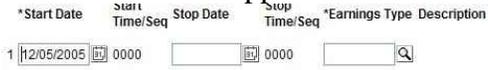
Step	Action
1	<p>Review the member’s entitlement summary page to determine if a row of the entitlement earnings type (BA1, BA2 (obsolete as of 30APR07), BA3 or BA4) that you will be starting exists. Additionally, if a starting a different entitlement earnings type, you need to stop the existing BAH entitlement, for example:</p> <p>A member drawing BA1-BAH-L (BAH-With Dep and not assigned gov't qtrs) gets divorced and now qualifies for BAH-Differential (BAH-DIFF due to paying adequate child support, and the amount of their child support is equal to or greater than the BAH-DIFF amount for their paygrade, who also elects to occupy shipboard berthing. In this scenario, the SPO would stop the member's BA1-BAH-L entitlement row effective the date the member is divorced and start a new BA3-BAHDP row effective the following day.</p> <p>In addition to shipboard quarters, BA3-BAHDP also pays BAH-DIFF to single members assigned to CG/DOD-owned single quarters and CG-leased quarters.</p>

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Basic Allowance for Housing

Starting BAH, Continued

Procedure (continued)

Step	Action
2	<p>After determining the earnings type code and closing any open BAH entitlementment rows, navigate to the entitlementments detail page for the earnings code you want to start. Click the add new row icon (+) and insert a new row.</p>  <p>A new blank row appears...</p> 
3	<p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.</p> <p>If you are entering BAH for a Reserve Component member on active duty for 31 to 139 days, use the same date as the member's orders begin date for the BAH start date.</p>
4	<p>The Stop Date must be left blank to pay continuous Basic Allowance for Housing. Do not enter an estimated stop date.</p> <p>If you are entering BAH for a known period (such as a BAH-PCS entitlement as described on page 5), then enter a stop date.</p> <p>If you are entering BAH for a Reserve Component member on active duty for 31 or more days, use the same date as the member's orders end date for the BAH stop date.</p>
5	<p>Enter the Earnings Type if known or use the  to search and select from a listing of available earning types. See page 6 for a listing of codes and meanings.</p> <p>Note: Reserve component members on ADT periods of less than 140 days or ADOT periods of 181 days or less are considered on temporary duty (TDY) for BAH/OHA purposes. They are entitled to a housing allowance appropriate to their dependency status <u>even if assigned to or occupying single-type government quarters at the TDY location</u> (e.g. BAH W/O not Partial BAH).</p>

Continued on next page

Basic Allowance for Housing (BAH)

Starting BAH, Continued

Procedure (continued)

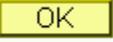
Step	Action
6	Description is filled by the system after the user selects an Earnings Type code. Ensure the proper entitlement is shown.
7	Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a CGHRSUP role user. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
8	Manual Row Switch (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.
9	<p>Click the Detail button to bring up the Supporting Data screen below:</p> 
10	<p>Enter the zip code for BAH in the Postal Code field for earning types BAH-L, BAH-G, BAH-H, BAH-T. Do not enter an FPO or APO zip code.</p> <p><i>Note:</i> If zip code 00000 is used with BAHDR (BAH-DIFF "R"), then BAH-II will be paid in addition to the BAH-DIFF (transactions with start dates before 31 Dec 05 only)</p> <p>The Dependent Flag and Spouse In Service check boxes will be pre-filled (if applicable). A check mark indicates the member has dependents and/or a spouse in service.</p>

Continued on next page

Basic Allowance for Housing

Starting BAH, Continued

Procedure (continued)

Step	Action						
<p>10</p> <div style="border: 1px dashed red; padding: 5px; margin-top: 10px;"> <p>Single members on ADOT periods of less than 181 days or ADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes.</p> <p>They are entitled to a housing allowance appropriate to their dependency status and principle place of residence even if assigned to or occupying single-type government quarters at the site where they are performing active duty. They are entitled to BAH without dependents at Reserve Competent (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.</p> </div>	<p>For Reserve Component (RC) members on Active Duty:</p> <ul style="list-style-type: none"> Pay BAH based on the RC member's principal place of residence location if orders are not IADT and are: <ol style="list-style-type: none"> Active Duty for Training (ADT) and of a duration of 31 to 139 days; or Active Duty for Other Than Training (ADOT) and of a duration of 31 to 180 days or For a contingency (Title 10 U.S.C, recall to AD). Pay BAH based on the duty station location if orders are for ADT periods of 140 days or more, or non-contingency ADOT periods of more than 180 days and extended per diem has not been authorized by COMDT (CG-1222). <p>RC members who change their principal place of residence for any reason other than official PCS orders following acceptance of ADT or ADOT orders will continue to receive the locality-based bah rate initially authorized.</p>						
<p>11</p>	<p>Click the  button when finished.</p>						
<p>12</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="341 1123 657 1159">If...</th> <th data-bbox="657 1123 1421 1159">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 1159 657 1234"> <p>you are a <i>SPO Supervisor</i></p> </td> <td data-bbox="657 1159 1421 1234"> <p>click the  button to complete the transaction.</p> </td> </tr> <tr> <td data-bbox="341 1234 657 1690"> <p>you are a <i>SPO Data Entry Technician</i>, you must route this transaction to a Supervisor for approval.</p> </td> <td data-bbox="657 1234 1421 1690"> <p>(a) Click the  button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p><small>Supporting Data</small></p> <p>1054505 OH1 10/01/2005 IQAWD</p> <p>Approval Status: Approved Originator ID: RRET5045</p> <p>Role Name: CGHRSUP Approver EmplID: <input type="text"/></p> <p> </p> </div> <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p> </td> </tr> </tbody> </table>	If...	Then...	<p>you are a <i>SPO Supervisor</i></p>	<p>click the  button to complete the transaction.</p>	<p>you are a <i>SPO Data Entry Technician</i>, you must route this transaction to a Supervisor for approval.</p>	<p>(a) Click the  button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p><small>Supporting Data</small></p> <p>1054505 OH1 10/01/2005 IQAWD</p> <p>Approval Status: Approved Originator ID: RRET5045</p> <p>Role Name: CGHRSUP Approver EmplID: <input type="text"/></p> <p> </p> </div> <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
If...	Then...						
<p>you are a <i>SPO Supervisor</i></p>	<p>click the  button to complete the transaction.</p>						
<p>you are a <i>SPO Data Entry Technician</i>, you must route this transaction to a Supervisor for approval.</p>	<p>(a) Click the  button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p><small>Supporting Data</small></p> <p>1054505 OH1 10/01/2005 IQAWD</p> <p>Approval Status: Approved Originator ID: RRET5045</p> <p>Role Name: CGHRSUP Approver EmplID: <input type="text"/></p> <p> </p> </div> <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>						
<p>13</p>	<p>Click the  button (located at the bottom left of the screen) to approve the entry.</p>						

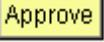
Basic Allowance for Housing (BAH)

Stopping BAH

Introduction This section provides the procedure for *stopping Basic Allowance for Housing*. Normally, you will follow a BAH-Stop by starting a new BAH entitlement.

Reminder, PCS auto-stop BAH for members without dependents stops automatically on the day prior to PCS departure. Do not enter a Stop BAH transaction when a member departs PCS. The system will not reflect the BAH stop until the orders and PCS departing endorsement are approved and saved.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a stop BAH transaction.

Step	Action
1	<p>Note: To change BAH you must first stop the current BAH entitlement row, then create a new entitlement for the following day.</p> <p>Find the row to stop. The stop date will be blank as shown below:</p> 
2	<p>Stop Date Enter the last day of entitlement by using the calendar button  to select the date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. Entering a date in the Stop Date field doesn't create a transaction. You must enter the new BAH entitlement in a new row to change a member's BAH. This field can be future dated.</p>
3	<p>Manual Row Switch (CGHRSUP role users only) Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.</p>
4	<p>Click the  button</p>
5	<p>Click the  button (located at the bottom left of the screen) to approve the entry</p>
6	<p>Follow the procedures for <i>starting</i> a new BAH entitlement.</p>

Basic Allowance for Housing

Correcting BAH

Introduction This section provides the procedure for *correcting Basic Allowance for Housing*. Active Duty members will always have a BAH entitlement running even if the amount is zero.

Discussion Only the stop date and Detail entry may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete BAH) and then start a new BAH entitlement.

Procedure Follow these steps to correct an incorrect Stop date or Detail entry (ZIP Code).

Step	Action
1	Find the Basic Allowance for Housing row to correct.
2	Click & drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type. You may correct any information that is in the detail panel.
3	Click the  button located at the bottom left of the screen. <i>Note:</i> To change the effective start date or an incorrect earnings type, you must delete the entire row and then start a new Basic Allowance for Housing entitlement.

Basic Allowance for Housing (BAH)

Deleting BAH

Introduction This section provides the procedure for *deleting Basic Allowance for Housing*. Active duty members will always have a BAH entitlement running even if the amount is zero.

Discussion The total Basic Allowance for Housing entitlement will be recouped when using this feature.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an BAH transaction.

Step	Action
1	In  mode, find the Basic Allowance for Housing row to delete.
2	Click on the  button located in the row to be deleted.
3	Click the  button located at the bottom left of the screen. <i>Note:</i> The total Basic Allowance for Housing entitlement will be recouped when using this feature.

Basic Allowance for Housing

BAH for Reservists on Non-Contingency AD Orders Less Than 31 days

Introduction This section provides the procedure for entering BAH-RC entitlement when a Reserve member is on Active Duty for other than a contingency and the initial duration of the orders is for less than 31 days.

Discussion BAH-RC entitlements for these members are administered on the Partial Entitlements tab of the reserve orders component. Dates are controlled by the dates entered on the Record Arrive/Depart Info tab of the Reserve Orders. If a member has a change in BAH eligibly, while on Active Duty. The current order must be ended effective the day prior to the entitlement change and new order must issued to begin the following day for the remainder of the initial AD period.

Single Members Single members on ADOT periods of less than 181 days or ADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes

They are entitled to a housing allowance appropriate to their dependency status and principle place of residence even if assigned to or occupying single-type government quarters at the site where they are performing active duty. They are entitled to BAH without dependents at Reserve Competent (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.

Member – Married to Member BAH entitlements for active service couples (including Reservists when both members are on active duty) are determined by a number of factors, including dependency, custody of dependent children, joint occupancy of government or non-government quarters and separation due to military orders. Please see Figure 3-12 and Section 3.F.2.b.(4) of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for active service couples.

Non-Married Members Who Are Parents Please see Section 3.F.6 of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for members claiming a dependent child (or children) when both parents are members.

Continued on next page

Basic Allowance for Housing (BAH)

BAH for Reservists on Non-Contingency AD Orders Less Than 31 days, Continued

Procedure Create the orders, then follow these steps to enter the BAH entitlement.

Step	Action
1	Click the Partial Entitlements tab title or the Partial Entitlements link on the Reserve Orders page.
2	Enter the appropriate BAH-RC Entitlement Code.
	<div style="border: 1px solid black; padding: 5px;"> <p>Reserve Specific Info Reserve Orders Partial Entitlements Record Arrive/Depart Info Reserve Leave Dis</p> <p>BAH RC Entitlement Code: <input type="checkbox"/> Valid BAH RC Entitlement Codes are: D (Without depns; CG owned single quarters) G (Without depns and mbr not assigned govt quarters) H (Spouse in service; no other depns; Mbr not assigned govt qtrs) L (With depns; Mbr & depns not assigned govt qtrs) P (BAH-Diff for child support; assigned CG/DOD-owned single qtrs) Q (BAH-Diff for child support; mbr assigned CG leased single qtrs) R (BAH-Diff for child support;mbr not assigned govt qtrs) T (W/depns; payment of child support; mbr not assigned govt qtrs) W (None, entitled to BAH-Location for AD of 31 to 139 days)</p> <p>Travel BAS Entitlement: <input type="checkbox"/> Valid Travel Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Notused after 31DEC04) N (No Entitlements)</p> <p>Duty BAS Entitlement: <input type="checkbox"/> Valid Duty Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Notused after 31DEC04) M (Enl BAS minus Discount Meal Rate) – Essential Messing Unit N (No Entitlements)</p> </div> <div style="border: 1px dashed red; padding: 5px; margin-top: 10px;"> <p>Single members on ADOT periods of less than 181 days or ADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes.</p> <p>They are entitled to a housing allowance appropriate to their dependency status and principle place of residence even if assigned to or occupying single-type government quarters at the site where they are performing active duty. They are entitled to BAH without dependents at Reserve Competent (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.</p> </div> <div style="border: 1px solid yellow; padding: 5px; margin-top: 10px; float: right;"> <p>For members w/o depnds, use "G" for most ADT/ADOT if even in qtrs of shipboard berthing.</p> </div> <p>BAH RC and BAS will automatically start and stop based on the duty dates. Other entitlements, such as, BAH-Location, OHA, O'seas COLA, Career Sea Pay, and Special Duty Assignment Pay, must be started and stopped, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements). SPOs must not record BAH RC or BAS in the Employee Entitlements module for reservists on non-contingency active duty for 139 days or less days. The system will insert the BAH RC and BAS entries AFTER the pay segments are started in JUMPS.</p>
4	Complete the remaining sections of the entitlements tab for BAS. Note: Code "R" is valid only for orders with begin date prior to 12/31/05.
5	Click Save.

Government Quarters In Connection With PCS Table

If Government Quarters Are		At the Following Time				And Member's Dependency Status is		Then
Cleared	Assigned	1 or more Days Prior to PCS Departure	On the Actual Day of PCS Departure	After PCS departure but before PCS Reporting	On the Actual Day of Reporting PCS	BAH With Dependents or BAH/with due to Child Support	Without Dependents	
X		X				X (See Notes 1, and 2)	X	Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. For OHA payable areas, SPOs should start OHA and enter "0" (zero) for the monthly rent if the member has not entered into a lease/rental agreement or hasn't purchased a home (e. g. Is not incurring any housing costs).
X			X			X		Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared.
X				X		X		Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared.
X			X	X			X	Do not submit this transaction
	X			X		X	X	Submit this transaction. Effective date will be the date quarters are assigned. Note: When the member <u>finally reports PCS</u> , you must submit this transaction again. Effective date will be date reported PCS.
	X				X	X	X	Submit this transaction. Effective date will be date reported PCS.
X					X	X	X	Submit this transaction. Use zip code of the <u>unit reporting to</u> . Effective date will be date reported PCS.

Note 1: Single members (not BAH/With Due to payment of child support) who vacate government quarters (e.g. Leased housing) and **return** to shipboard berthing or BEQ/BOQ (barracks) prior to PCS departure are entitled to receive BAH Partial only.

Note 2: For single members, who vacate government quarters and live on the economy, start earnings type BAH-G. For member drawing BAH-with due to the payment of child support only, start earnings type BAH-T.

Note 3: Do not submit two of these transactions on the same day. If the member reports TEMDU PCS and PERMDU PCS on the same day, submit one of these transactions after the final PERMDU reporting PCS transaction.

Change In Housing Other Than PCS Table

If.....	Then BAH (BA1) Effective Date will be.....
Initial entry of a member on active duty into the Coast Guard with one or more BAH eligible family members.	Date of enlistment or entry on active duty See Note 1. Start COLA transaction also required
Initial entry of a member on active duty into the Coast Guard without BAH eligible family members.	See Note 2
Initial entry of a member into the inactive Coast Guard Reserve with one or more BAH eligible family members.	See Note 3
Initial entry of a member into the inactive Coast Guard Reserve with out BAH eligible family members.	BAH transaction not required..
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the SPO.	Date family member is acquired. Start COLA transaction also required.
Member marries another Coast Guard member, two CG-4170A's are required. One for each member.	A BAH transaction is normally required for each member to stop current BAH the day prior to marriage and start new BAH the date of marriage.
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the SPO.	BAH (BA1) entry is not required. A COLA entry is required if the member is receiving OUTCONUS COLA.
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by PSC (LGL).	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A. A COLA entry is also required.

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two BAH entries will be required. The first entry effective date will be the same date of the CG-4170A (day of enlistment). The second BAH entry will be done the same date the member reports PCS to his/her first unit.

Note 2: The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then a BAH entry will be effective the same date.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the BAH entry will be done the same day the member initially reports to his/her first unit. Otherwise, two BAH entries will be required. The first BAH entry date will be the same day of enlistment. The second BAH entry will be done the same date the member reports PCS to his/her first unit.

Note 3: A BAH entry is only required if the reserve member is being immediately ordered to active duty for 30 days or more.

Note 4: If a member fails to complete the annual CG-4170A verification, the SPO needs to have the BAH with dependents entitlement changed to a without entitlement (BAH without or partial BAH)

Continued on next page

When the reason is.....	And BAH (BA1) Effective Date Will be.....	
Member fails to complete annual CG-4170A validation	Stop Effective 30 November. Start Effective 1 December See Note 4.	
Member gets divorced, and has no other BAH eligible family members.	Stop effective date of final decree of divorce. Start effective next day.	
Member gets divorced and <u>has other</u> BAH eligible family members.	If member	
	Remains entitled to BAH at the with dependents rate (full-time custodial parent of the dependent(s))	Then BAH Transaction is not required.
	Becomes entitled to BAH at a rate other than the with dependents rate (e.g. BAH with dependents based on payment of child support)	Stop Effective Date of final decree of divorce. Start effective next day
Death of family member and member has no other BAH eligible family members.	Stop Effective date of Death, Start effective day next day	
Family member child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible family members.	Stop Effective day before child becomes age 23. Start effective next day.	
Family member child becomes of age (and is not incapacitated or a full time student) and member <u>has other</u> BAH eligible family members.	Not Required	
Full time student family member child becomes of age (and is not incapacitated) and member has no other BAH eligible family members.	Stop Effective day before child becomes age 23. Start effective next day.	
Full time student family member child becomes of age (and is not incapacitated) and member <u>has other</u> BAH eligible family members.	Not Required	
Family member child marries and member has no other BAH eligible family members.	Stop effective date of child’s marriage. Start effective next day.	
Annulment and member has no other BAH eligible family members.	Stop effective date of annulment. Start effective next day	
Removal of legal “ward” and member has no other BAH eligible family members.	Stop effective day before dependency ceases. Start effective next day	
Family member adopted by third party and member has no other BAH eligible family members	Stop effective day prior to adoption. Start effective next day	
Another person or family member who was “in fact” dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Stop effective day before dependency ceases. Start effective next day	
Spouse enters active military service and member has no other BAH eligible family members.	Stop effective day before entry into the service. Start effective next day	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Stop effective day before entry into the service. Start effective next day	

BAH and Allotments for Public Private Venture Housing

- Ref: (a) [CG Pay Manual, COMDTINST M7220.29\(series\), Chap. 3-C](#)
(b) [Direct-Access, Start a New Allotment Procedural Guide](#)
-

Purpose This appendix defines Public/Private Venture (PPV) housing for the purpose of entitlement to Basic Allowance for Housing (BAH) and provides procedures for starting BAH and processing allotments for members electing to pay rent by allotment.

More Information The following resources provide additional information about the PPV housing program:

Assistant Commandant for Human Resources, Flag Voice #208:
<http://www.uscg.mil/hq/g-w/flagvoice/fv208.htm>

Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics), Military Housing Privatization Frequently Asked Questions:

<http://www.acq.osd.mil/housing/faqs.htm>

BAH Entitlement for Members PPV housing is not Government-owned or leased housing. Members electing to occupy PPV housing are entitled to BAH.

Occupying PPV Housing Per reference (a), BAH is payable to members on active duty and will vary according to the grade in which serving or appointed for basic pay purposes, dependency status, and the permanent duty station (PDS) assigned unless otherwise approved for a designated location by Commandant (CG-1222).

When government-owned housing is converted to PPV housing a member occupying such housing is no longer considered to be assigned to government quarters and is entitled to BAH.

Continued on next page

BAH and Allotments for Public Private Venture Housing

SPO Action / Start BAH

The SPO shall input transactions, using Direct-Access, to start BAH upon receipt of notification (copy of signed lease for example) that a member is entitled to BAH upon vacating government quarters or signing a lease to occupy PPV housing.

Transaction Notes:

- The existing BAH entry for assignment to DOD Owned Quarters (BAH-C) must be stopped the day before starting the new BAH.

Locate 'open' BAH-C row and enter Stop Date one day before start date of BAH-L

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description
07/31/2002	2506		0000	BAH-C	With dep; MBR &/or dep assigned adeq DOD owned qtrs With Dep; MBR and

- Start/Effective Date – Date as stated in lease agreement for member to begin occupancy of PPV housing.
- The 'Earnings Type Code' for BAH **with dependents**/not assigned government quarters is **BAH-L**.

New BAH-L row entered dated the day after BAH-C row is 'stopped'.

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status
11/01/2004	0000		0000	BAH-L	With Dep; MBR and Dep not assigned govt P qtrs	
07/31/2002	2506	10/31/2004	2507	BAH-C	With dep; MBR &/or dep assigned adeq DOD owned qtrs	A

- The Postal Code for BAH entitlement is the zip code for the member's PDS, unless COMDT (CG-1222) has approved payment of BAH for a designated location.

Supporting Data

BA1 11/01/2004 BAH-L

Postal Code: 90210

Inadequate Quarters Amount: 0.00

Dependent Flag
 Spouse In Service

Page 10 of this guide provides step-by-step procedures for managing BAH entitlements in Direct-Access.

Note: The start BAH transaction needs to be input at least one update cycle before the allotment start or the system may reject the allotment due to lack of available pay.

Continued on next page

BAH and Allotments for Public Private Venture Housing

**SPO Action /
Allotment
Starts**

Members are encouraged to pay their PPV housing rent by allotment. Allotment transactions may be input by the SPO or by the member using Direct-Access Self-Service. We recommend that the SPO assume the responsibility for inputting the initial allotment start. The allotment needs to be input into Direct-Access not later than the cutoff for mid-month Compute of the month **before** the first rent payment is due.

Transaction Notes:

- When starting a PPV housing allotment, select ‘Payment-Home Loan,Mtg,Rent’ from the Allotment Purpose drop-down menu.



- The Begin YR/Mo is the month of first deduction from pay. It should be set to the month **before** the member’s first rent payment is due.
- The Monthly Deduction amount is the amount of rent as stated in the lease agreement.
- For these PPV housing areas, use the Blanket Code (Select Payee) 00001 - MACBI when starting the allotment.
- The start BAH transaction needs to be input at least one update cycle before the allotment start or the system may reject the allotment due to lack of available pay.

PPV Housing Areas Covered by Allotment Payee Code “00001”:

Beaufort MCAS	Fort Belvoir	Fort Bragg
Fort Campbell	Fort Detrick	Fort Drum
Fort Eustis	Fort Hamilton	Fort Hood
Fort Irwin	Fort Leonard Wood	Fort Lewis
Fort Meade	Fort Polk	Fort Shafter/Schofield
Fort Stewart/Hunter AA	Fort Story	Hickam AFB
Mitchel Complex	Moffet Federal Airfield/Camp Parks	NAES Lakehurst
Naval Air Station Brunswick	Naval Station Newport	Naval Sub Base New London
Naval Weapon Station Earle	NSU Saratoga Springs	Pearl Harbor
Pendleton	Portsmouth Naval Ship Yard	Presidio of Monterey
Quantico	San Diego	Walter Reed AMC

Continued on next page

BAH and Allotments for Public Private Venture Housing

SPO Action / Allotment Starts

- For PPV Housing Areas not listed above, the member will need to obtain the Routing (Institution Transit) Number and Institution Bank Account Number from the PPV Contractor to use when setting up the allotment.
- For the Member Account Information, enter the member's SSN in the Policy, Acct #, Other ID field.

Member General Allotment Data

View All First 1 of 1 Last

Start Payment - Home Loan, Mtg, Rent Entry 09/21/2004 Entry Seq: 0
Date:

Begin Year/Mo (YYYY/MM): 2004/10 Stop Year/Mo (YYYY/MM):
Monthly Deduction: 872.00

Institution Account Identification
Enter Transit # Acct # when known; else use lookup for payee:
Select Payee: 00001 MAC BUSINESS INTEGRATION (001)

Member Account Information
Policy, Acct#, Other ID: 123121234

OK Cancel

Allotment Changes

Rental charges for PPV housing units are based on the BAH rate applicable for the Military Housing Area (MHA) where the housing is located and the member's paygrade.

Whenever there is a change in the BAH rate for the MHA where PPV housing is located, the member must change the amount of his/her allotment. The following additional instances will necessitate a change to the amount of a PPV allotment:

- Promotion/Demotion of the Member.
- Annual Rate Changes to BAH (normally in January of each year).

Continued on next page

Allotment Changes

The current allotment system is not designed to make an automatic adjustment to reflect BAH rate changes, promotions, or demotions. The landlord-tenant lease will make it clear that the service member is responsible for changing the allotment amount, and notifying the PPV Property Manager of any change in BAH.

It is important for the member to anticipate changes to BAH Rates for the above possible actions in order to alleviate any possible rent shortages that may occur due to these changes. Once their allotment is started for a certain amount, it will remain at that amount until they change it (using Direct-Access Self-Service) or request a change through their SPO.

Reference (b) provides step-by-step procedures for managing Allotments in Direct-Access for SPOs and members using Self-Service.
