



PSCINST 7220.1

APR 26 2010

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 7220.1

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

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

1. PURPOSE. This instruction provides information, guidance, and a timeline for processes involved with the annual collection of Basic Allowance for Housing (BAH) rental data to enable Coast Guard Personnel Service Center Field Support Branch to assist the Secretary of Defense (SECDEF) in setting annual BAH rates.
2. ACTION. Each Coast Guard unit designated as a Military Housing Office (MHO) is responsible for collecting and submitting rental data, census tract exclusions, and realtor information to Runzheimer International (RZI) using the timeline contained in paragraph 5.a. Submission procedures can be found at www.bah.runzheimer.com. A complete listing of MHOs can be obtained from Area Housing Officers (AHOs) located at servicing Personnel Services & Support Units. Internet release is authorized.
3. DIRECTIVES AFFECTED. PACAREA Guidelines and Procedures for Annual Basic Allowance for Housing (BAH) Data Collection, MLCPCINST 7220.1, and MLCLANT Guidelines and Procedures for DoD Basic Allowance for Housing (BAH) Data Collection, MLCLANTINST 7220.1, will be replaced by this PSC Instruction.
4. DISCUSSION. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) working under the direction of SECDEF using an unbiased, scientific survey process of rental market housing data determines housing allowances for the uniformed services. RZI of Rochester, WI, under contract to SECDEF, assists in the collection of housing market data. Under PDTATAC direction, RZI 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

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(MHA) where Coast Guard personnel are assigned to assist in BAH rate determinations. Coast Guard participation in the survey is required.

Detailed information on BAH is available at: <http://www.defensetravel.dod.mil/perdiem/bah.html>. Knowledge of the local housing market is crucial and data provided is critical to the process. Local market expertise and scientific techniques allow for the computation of fair and accurate housing allowances. 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. PROCEDURES.

- a. BAH data collection: During February of each year, RZI will e-mail passwords to all MHOs giving them access to the RZI MHO web portal. Once in the secure website, the MHOs will have access to the RZI data collection instruction package. Each data collection package will include guidance from the SECDEF Director of Compensation and COMDT (CG-12) describing the data collection process used to determine BAH rates for the next year. Secondary MHOs will enter their screened housing data of suitable rental properties into the RZI MHO web portal no later than one week prior to the published RZI submission deadline to allow for an internal quality assurance review by the AHOs. The primary MHOs will then screen secondary MHO data for inclusion with their data submission to RZI. The primary MHOs will submit their housing data directly to RZI via the web portal prior to each established RZI deadline. There are three annual submission dates for data as set by RZI; the beginning of May, mid-June, and mid-July (see the annual RZI instructions for specific dates and requirements).

Timeframe	Action	Responsible Party
Dec	Verify/designate individual as MHO POC. Validate MHO as primary or secondary.	MHO Commanding Officers/Officers-in-Charge
Jan	ALCOAST published with guidance and BAH data submission dates	CG-1222
Feb – Mar	Distribution of instruction packages and passwords to MHO POCs (via e-mail)	RZI
Feb – Apr	BAH data collection training available at various locations www.bah.runzheimer.com	RZI

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May	Review of first data submission. RZI begins telephone verification.	CG-1222, PSC-PSD-fs, RZI
Jun	Second MHO submission deadline for screened rental property data only	MHO
Jul	Third and final MHO submission deadline for screened rental property data only	MHO
Sep	DoD begins rate calculations	SECDEF
Nov	CG begins review of proposed rates	CG-1222
Dec	New BAH rates published	PDTATAC/SECDEF
Jan	Payment of new rates	PPC Topeka

- b. 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 Secretary of Defense. A unit requesting MHA boundary adjustments should contact their Area Housing Officer for assistance. Further guidance can be obtained from PSC-PSD-fs.
6. TRAINING. CG on-line training is available through the TRACEN Yorktown virtual classroom: <http://www.virtualclassroomuscg.org/usr/moodle/index.php>. RZI training is available at various locations and is funded at unit expense. The schedule and locations are available at www.bah.runzheimer.com.
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. FORMS/REPORTS. None.


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