



U.S. COAST GUARD



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BAH DATA COLLECTION PROCESS

ALCOAST 115/03 announced the upcoming DoD Basic Allowance for Housing (BAH) data collection process this year. This is our opportunity to provide housing data to assist DoD in setting BAH rates that fairly represent the cost of rental housing within the Military Housing Areas (MHAs) where our units are located. The importance of timely, complete, and accurate input to cannot be overstated. Law or regulation establishes nearly all of the pay and allowance entitlements that military members receive. BAH is unique in that the Government welcomes input from the field that will directly influence the final housing allowance rates members will receive the following year. We can make a difference!

Background:

Runzheimer International, under contract with DoD, collects rental housing market data in each MHA. Rental listing information provided by each military Service's designated Military Housing Offices (MHOs) is the primary source of these data. DoD then uses that housing data to compute the BAH effective January 1, 2004. Runzheimer conducts telephone interviews to verify the rental listings provided by MHOs to establish the specific location and adequacy of each residential unit contacted. Throughout the process, DoD and the Services conduct on-site evaluations at various locations to confirm the adequacy of units and the accuracy of price data. This system of checks and balances ensures the reliability and accuracy of each listing.

Role of the Coast Guard Military Housing Office (MHO):

Housing Officers' knowledge of the local housing market makes their full participation crucial to the process! Our local housing program - through the 172 Coast Guard MHOs assigned to area and local housing offices - has an expanded opportunity to assist in the refinement of the rental market data collected by Runzheimer. The MHOs will provide Runzheimer with screened housing referral data for the military housing areas within their area of responsibility, and will have the capability to exclude areas within their MHA that are not suitable for our members and their families.

MHOs, please carefully follow the guidance provided in ALCOAST 115/03, as well as instructions contained in the survey package sent to each of you by Runzheimer. If you do not receive this survey package, mailed the week of 17 March, notify your Area Housing Officer.

Training opportunities:

Since this process may be new to many MHOs, Runzheimer and DoD are offering the following daylong training for the 2003 DoD BAH data collection process. Commands interested in sending their key MHO survey workers must make contact with each training site POC and are responsible for any travel costs. The three locations are:

Kansas City, MO

Location: Marine Corps Support Activity

Training: 25 March 2003

POC for lodging info and registration:
Teresa McDonald (816-843-3850/3851/3856)

Norfolk, VA

Location: NAB Little Creek conference center

Training: 9 April 2003

POC: Sue Lonigon (757-836-4516) is the NAVY LANTFLT POC for coordinating the training. Crystal Repass (757-836-4552 or 757-836-4552) is the logistics POC for directions, lodging and etc.

Ft. Knox, KY

Location: Fort Knox

Training: 23 April 2003 training

Please contact the Fort Knox POC to make any necessary arrangements.

POC: Ms. Emma Watson, Emma.Watson@knox.army.mil, 502-624-8094/7009

What's new this year:

Runzheimer has introduced the MHO Web where MHOs can easily submit and monitor their data on-line. This dramatic improvement allows rapid submission of data and instant confirmation of receipt.

Final thoughts:

Find more information on BAH policy and procedures at <http://www.dtic.mil/perdiem/bah.html> and direct questions concerning the BAH data collection process to your Area Housing Officer.

Regards,

RADM Kenneth T. Venuto
Ken Venuto

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