



NAS Fallon Unaccompanied Housing (UH) Application Package

UH Application Required Documentation:

- ✓ DD1746 Application for Assignment to Housing
 - **Box 4** DoD ID Number (not SSN)
 - **Box 21**. Include Personal Email
- ✓ Current Leave Earning Statement (LES)
- ✓ Sex Offender Policy Acknowledgment and Disclosure
- ✓ Permanent Change of Station (PCS) orders to Fallon
- ✓ Dependency Paperwork
 - Navy – NAVPERS 1070/602 (referred to as a RED/DA or PG2)
 - Marine Corps – NAVMC 10922
 - Air Force and Army – DD Form 93

Single Sailor Special Requests & Geographical Bachelors Additional Documentation:

- ✓ Supporting Documents based on request
- ✓ Special requests require First Endorsement letter from their command.
- ✓ GEO Requests - Section 3: Gaining Command Endorsement
- ✓ Fleet & Family Personal Finance Manager (775) 426-3333

Housing Instructions/References:

- ✓ NASFINST 11103.3E Geographic Bachelor Berthing Policy 18 JAN 2024
- ✓ NASFINST 72201A Policy and Procedures for Authorizing BAH 14 MAY 2024
- ✓ NAVADMIN 192/24 Basic Allowance for Housing Flexibility 01 OCT 2024)

EMAIL APPLICATION PACKAGES TO:

FALLON_HOUSING@US.NAVY.MIL OR FAX TO: (775) 426-2910

Navy Housing UH Office
Mon-Fri 0730-1600

Office Phone: (775) 426-3270
RA Phone: (775) 848-6750

Navy Housing Service Center
Mon-Fri 0730-1600

Main Office: 775-426-2809

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
				<input type="checkbox"/> a. MILITARY HOUSING	<input type="checkbox"/> b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATION					
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. SSN		5. DOD COMPONENT
6. ADDRESS <i>(Street, City, State, Zip Code)</i>		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
		<div style="display: flex; justify-content: space-between;"> <div>a. HOME (Area Code)</div> <div>b. DUTY (DSN)</div> </div>		<div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> a. MILITARY MEMBER</div> <div><input type="checkbox"/> c. CIVILIAN</div> </div>	
				<div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> b. MILITARY SPOUSE</div> <div><input type="checkbox"/> d. FOREIGN NATIONAL</div> </div>	
9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>			
		<div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> a. VOLUNTARILY</div> <div><input type="checkbox"/> b. INVOLUNTARILY</div> </div>			
11. I REQUEST HOUSING FOR <i>(X one)</i>			SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i>		
<div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> a. SELF ONLY</div> <div><input type="checkbox"/> b. SELF AND DEPENDENTS</div> </div>			14. DATES <i>(Enter in YYMMDD order)</i>		<div style="display: flex; justify-content: space-between;"> <div>MILITARY APPLICANT</div> <div>MILITARY SPOUSE</div> </div>
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM			a. EFFECTIVE RANK/RATE DATE		
			b. ACTIVE DUTY SERVICE COMPUTATION		
			c. TIME REMAINING ON ACTIVE DUTY		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO			d. EFFECTIVE CHANGE IN DUTY STATION		
			e. REPORT DATE		
			f. ESTIMATED FAMILY ARRIVAL DATE		
SECTION III - DEPENDENT DATA					
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>
			M F		
			M F		
			M F		
			M F		
			M F		
SECTION IV - HOUSING DATA					
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>					
<input type="checkbox"/> a. PURCHASE HOUSE		<input type="checkbox"/> d. RENT HOUSE		<input type="checkbox"/> g. RENT MOBILE HOME SPACE	
<input type="checkbox"/> b. PURCHASE CONDOMINIUM		<input type="checkbox"/> e. RENT APARTMENT		<input type="checkbox"/> h. SHARE	
<input type="checkbox"/> c. PURCHASE MOBILE HOME		<input type="checkbox"/> f. RENT MOBILE HOME		<input type="checkbox"/> i. RENT ROOM	
<input type="checkbox"/> j. ROOM AND BOARD		<input type="checkbox"/> k. SUBLET		<input type="checkbox"/> l. TRANSIENT	
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>			18. DATE HOUSING NEEDED <i>(YYMMDD)</i>		19. PRICE RANGE <i>(Community Housing)</i>
<input type="checkbox"/> a. FURNISHED			<input type="checkbox"/> e. NO. BATHS		
<input type="checkbox"/> b. UNFURNISHED			<input type="checkbox"/> f. PETS <i>(Allowed)</i>		
<input type="checkbox"/> c. AIR CONDITIONING			<input type="checkbox"/> g. OTHER <i>(Explain)</i>		
<input type="checkbox"/> d. NO. BEDROOMS					
20. LOCATION PREFERENCE <i>(Community Housing)</i>					
21. REMARKS					
22. SIGNATURE OF APPLICANT					23. DATE SUBMITTED <i>(YYMMDD)</i>
SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i>					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>		b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>		c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>	
d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>		e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>	
g. BEDROOMS REQUIRED		h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>			
SECTION VI - HOUSING REFERRAL CERTIFICATE					
<p>On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.</p>			<p>In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.</p>		
			25. SIGNATURE OF APPLICANT		26. DATE SIGNED <i>(YYMMDD)</i>

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912.
PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.
ROUTINE USE: None.
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (*To be completed by the Housing Office*)

24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.

**COMMANDER, NAVY INSTALLATIONS COMMAND
SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE**

Privacy Act Statement

Authority: 10 U.S.C. § 5013; 10 U.S.C. § 5041; 10 U.S.C. § 2831; 10 U.S.C. 113, Secretary of Defense; DoD 4165.63-M, DoD Housing Management; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense (Exception to policy memos); Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control; DTM 14-005, DoD Identity Management Capability Enterprise Services Application (IMESA) Access to FBI National Crime Information Center (NCIC) Files; and E.O. 9397 (SSN), as amended. System of Records Notice DMDC 16 DoD, Identity Management Engine for Security and Analysis (IMESA); and E.O. 9397. Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing. Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes. Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command, or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

INITIAL

- | | |
|--|--|
| 1. Military sponsors requesting assignment to Navy owned, leased, or privatized housing are required to sign this acknowledgment and disclosure form. | |
| 2. Occupancy of Navy owned, leased, or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender. | |
| 3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased, or privatized housing. | |
| 4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased, or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses. | |
| 5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days. | |
| 6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses. | |
| 7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command. | |

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

Print Name

Signature

Date

Command



DEPARTMENT OF THE NAVY
NAVAL AIR STATION FALLON
4755 PASTURE ROAD
FALLON NV 89496-5000

NASFINST 11103.3E
N93
18 Jan 2024

NASF INSTRUCTION 11103.3E

From: Commanding Officer, Naval Air Station Fallon

Subj: GEOGRAPHIC BACHELOR BERTHING POLICY

Ref: (a) CNIC M-11103.2
(b) OPNAVINST 7220.12 CH-1
(c) CNICINST 11103.14A
(d) OPNAVINST 1754.2F
(e) DoDI 1315.18 CH-3 of 28 October 2015
(f) CNICNOTE 11103
(g) DCNO (Manpower, Personnel, Training and Education) (N1) Memo 7010
Ser N1/114265 of 8 Oct 2021

Encl: (1) Geographic Bachelor Berthing Request

1. Purpose. To provide policy and guidance concerning Geographic Bachelors (GB) residing in Unaccompanied Housing (UH), as governed per references (a) through (g), onboard Naval Air Station Fallon (NASF).

2. Cancellation. NASFINST 11103.3D. This instruction represents a complete revision and should be read in its entirety.

3. Background. Per reference (a), Appendix B, a GB is a Service Member in receipt of Basic Allowance for Housing (BAH) at the with-dependent rate, who has executed permanent change of station (PCS) orders that authorized the movement of dependents, and has elected to not be accompanied by their dependents. The Installation Commanding Officer (ICO) may provide no more than five percent of permanent party barracks bedrooms for GB use without Region approval.

4. Discussion. Per reference (b), NASF is designated a Critical Housing Area (CHA), allowing for an increase of GB capacity based on space availability. GB requesting to reside in UH shall meet the following criteria:

a. Must be permanent party members assigned to NASF or assigned to an activity or tenant command onboard NASF;

b. Receiving BAH at the with-dependents rate;

- c. Transferred under PCS orders that allowed family members' movement at government expense; and
- d. Not currently accompanied by their family members.

5. Policy.

a. Per reference (d), NASF will establish an Unaccompanied Housing Assignment Review Board (UHARB) chartered to review all GB applications for UH.

b. Membership of the UHARB will include at a minimum:

(1) The ICO, Executive Officer (XO), or Command Master Chief (CMDCM) as the Chair.

(2) The Installation Housing Director.

(3) The UH Manager.

(4) The senior Resident Advisor (RA).

(5) The Fleet and Family Readiness (N9) Personal Financial Manager (PFM).

(6) The Exceptional Family Member Program (EFMP) Manager.

c. The PFM Manager, EFMP Manager, and tenant command representatives will attend as necessary to address the requesting Service Member's situation. All other members will attend all meetings.

d. Separate waitlists will be maintained for all GB and UH. Assignment management when space is available (Space "A") shall be based on the following priorities:

(1) Priority 1. Service Members enrolled in EFMP with a Category IV or V, as identified in reference (e), enclosure (2) as having assignment restrictions. Members will be housed in a protected status for 180 days from ICO approval. Members' status will automatically change to a Priority 4 Space "A" at the conclusion of the protected status.

(2) Priority 2. Service Members requesting UH space due to financial hardship. Upon approval, members will be assigned Space "A" for 180 days. The UHARB will re-evaluate the case 30 days before residency ends to determine if the hardship still exists. Re-evaluations will continue every 180 days until member departs the installation or the hardship no longer exists. Financial hardship claims include:

(a) Inability of spouse to relocate due to employment.

(b) Lack of affordable housing at the new duty station due to natural disasters.

(c) Non-EFMP medical expenses or caregiver responsibilities.

(3) Priority 3. Service Members who have transferred under the Housing Flexibility During PCS Policy as cited in reference (f), Enclosure 3, Procedure 10. Once the PCS orders are executed, the Service Member is limited to Space "A" UH for a period of 180 days, not to be re-evaluated.

(a) Service Members eligible for housing flexibility options during the covered relocation period are those who:

1. Have a spouse who is gainfully employed full-time or enrolled in a degree, certificate, or license-granting program. Employment and/or enrollment must have occurred six months prior to PCS date unless the receipt of orders is less than six months from the PCS date and they were enrolled at the time orders were received.

2. Have one or more dependents attending an elementary or secondary school (K-12) at the time of PCS. This only applies if children were attending school 180 days from the PCS date.

3. Are currently caring for an immediate family member with chronic or long-term illness.

(4) Priority 4. All other GB, to include RA and E-5 and above. Those serving on an overseas unaccompanied tour are considered a UH requirement. Once assigned to Space "A", these Service Members will be given up to 30 but no less than 7 days' notice to vacate UH in order to accommodate housing for higher priorities as identified in reference (a), Chapter 2.

d. All GBs shall be aware of the following:

(1) GB may be berthed at less than minimum sq. ft. room standards of adequacy for their pay grade, but not less than 72 square feet, if necessary, to maximize utilization.

(2) GB will not be charged rent.

(3) Housekeeping and linen or laundry services are not available to personnel in GB status.

(4) Command-directed room inspections shall occur monthly, per reference (f).

6. Actions.

a. ICO shall:

(1) Per reference (d), designate UHARB members.

(2) Ensure prompt action and disposition on applications for berthing requests.

(3) Ensure management of waitlists and assignment standards are in compliance with reference (a) Chapter 2, Paragraph 3.b.

(4) Be the final review and decision holder.

b. The NASF Housing Director shall:

(1) Establish and administer the UHARB to manage and oversee waitlists.

(2) Make recommendations on GB berthing requests to ICO via affiliated chain of command representatives.

(3) Ensure the UHARB is in compliance with instructions and policies.

c. The UHARB shall:

(1) At a minimum, meet quarterly.

(2) Review and oversee waitlists established per reference (e).

(3) Consider command requests to increase a Service Member's waitlist priority.

(4) Make assignment recommendations as UH management indicates Space "A."

(5) Execute in compliance with instructions and policies.

d. All members requesting GB berthing shall:

(1) Route enclosure (1) to the ICO via their parent command and NASF Housing Director.

(2) Include a Monthly Budget Statement from the PFM for documentation, if claiming financial hardship.

(3) Provide supporting documentation as per reference (f) if transferring under the Housing Flexibility During PCS Policy.

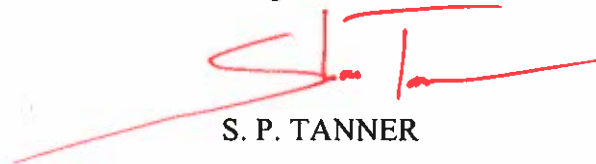
(4) Ensure compliance with instructions and policies.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NASF will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and

consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms or Information Management Control. Enclosure (1), Geographic Bachelor Berthing Request, is available from the NASF Housing Office and should be submitted through a Service Member's chain of command and the NASF Housing Director to the ICO.



S. P. TANNER

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC website: <https://g2.cnic.navy.mil/NASFALLONNV/Pages/Default.asp>

GEOGRAPHIC BACHELOR BERTHING REQUEST

Supporting Directive NASFINST 11103.3D

Select One. ☐ Initial Request ☐ 180 Day Evaluation

Section 1. Service Members Information

a. Name (Last, First, Middle)		b. Rank/Rate
c. Duty Station transferring from	d. Command Transferring to	
e. Requested move-in date: (dd/mm/yyyy)	f. Dependent location and household effects: (Street Address, City, State Zip)	

Section 2. Request - To be completed by Service Member

Yes No

1. Claiming EFMP as Category Level IV or V per OPNAVINST 1754.2F
2. Claiming financial hardship: per CNICINST11103.14A
3. Claiming Housing Flexibility during PCS policy per DoDI 1315.18
 - a. Family housing application completed and awaiting referral
Yes: No:
4. Space Available - All other GB, to include Resident Advisors, E5 and above

Member Signature:

Date:

Section 3. Gaining Command Endorsement

On the basis of all available information, I ☐ Recommend ☐ Do Not Recommend

CO/OIC Name and Rank:	CO/OIC Signature:	Date:
-----------------------	-------------------	-------

Section 4. NASF Unaccompanied Housing Assignment Review Board Recommendation

On the basis of all available information, I ☐ Recommend ☐ Do Not Recommend

UHARB Representative Name:	UHARB Signature:	Date:
----------------------------	------------------	-------

Section 5. NASF Housing Director Recommendation

☐ Priority 1: EFMP. GB in Exceptional Family Member (EFM) Program as a level IV or V.☐ Priority 2: Financial Hardship. Budget review to be completed with NASF Personal Finance Manager (PFM) every 180 days to retain UH residency. Initial 180 day expiration: _____☐ Priority 3: Housing Flexibility limited to 180 days. Expected Check-Out Date: _____☐ Priority 4: Space "A" - Resident Advisor, E5 and aboveOn the basis of all available information, I ☐ Recommend ☐ Do Not Recommend

Name of Housing Director:	Signature of Housing Director:	Date:
---------------------------	--------------------------------	-------

Section 6. Commanding Officer NAS FALLON

☐ Approved ☐ Denied

CO Name and Rank:	CO Signature:	Date:
-------------------	---------------	-------

ROUTINE

R 181818Z SEP 24 MID120001396784U

FM CNO WASHINGTON DC

TO NAVADMIN//

INFO CNO WASHINGTON DC

BT

UNCLAS

NAVADMIN 192/24

PASS TO OFFICE CODES:

FM CNO WASHINGTON DC//N1//

TO NAVADMIN//

INFO CNO WASHINGTON DC//N1//

MSGID/GENADMIN/CNO WASHINGTON DC/N1/SEP//

SUBJ/BASIC ALLOWANCE FOR HOUSING FLEXIBILITY//

REF/A/DOC/DOD FMR/AUG21//

REF/B/DOC/BAH DELEGATION MEMO/18JUN24//

REF/C/DOC/DASN (MMP) MEMO/5AUG21//

REF/D/DOC/DASN (MMP) MEMO/6APR21//

REF/E/DOC/DCNO MEMO/8OCT21//

REF/F/DOC/DCNO MEMO/13APR20//

REF/G/DOC/DCNO MEMO/17SEP24//

NARR/REF A IS THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION.

REF B IS THE DELEGATION OF AUTHORITY FOR SPECIFIED CIRCUMSTANCES AFFECTING
ENTITLEMENT TO A HOUSING ALLOWANCE OR PAYMENT AT OTHER THAN THE
PERMANENT

DUTY STATION RATE.

REF C IS BASIC ALLOWANCE FOR HOUSING FLEXIBILITY FOR MEMBERS ASSIGNED TO
NAVAL AIR FACILITY EL CENTRO.

REF D IS BASIC ALLOWANCE FOR HOUSING FLEXIBILITY FOR MEMBERS ASSIGNED TO

NAVAL AIR STATION LEMOORE, NAVAL AIR STATION FALLON AND NAVAL AIR WEAPONS STATION CHINA LAKE.

REF E IS BASIC ALLOWANCE FOR HOUSING FLEXIBILITY FOR MEMBERS ASSIGNED TO NAVAL AIR STATION LEMOORE, NAVAL AIR STATION FALLON, NAVAL AIR WEAPONS STATION CHINA LAKE AND NAVAL AIR FACILITY EL CENTRO.

REF F IS BASIC ALLOWANCE FOR HOUSING FLEXIBILITY FOR MEMBERS ASSIGNED TO NAVAL AIR STATION LEMOORE, NAVAL AIR STATION FALLON AND NAVAL AIR WEAPONS STATION CHINA LAKE.

REF G IS BASIC ALLOWANCE FOR HOUSING FLEXIBILITY FOR MEMBERS.//

RMKS/1. This NAVADMIN authorizes Basic Allowance for Housing (BAH) based on dependents location for members who choose to leave their dependents at the previous duty station or previously authorized dependent location in the Continental United States (CONUS), Alaska, and Hawaii. It implements reference (b).

2. In order to qualify for BAH at dependent location, the Service Member's dependents must be in CONUS, Alaska, or Hawaii, located in the vicinity of the previous Permanent Duty Station (PDS) or previously approved dependent location and the dependents must not have moved from that location.

a. A housing allowance based on dependent location will not be paid under this authority for any location outside of CONUS, Alaska or Hawaii.

b. Members with orders detaching from an accompanied tour in a foreign location or non-foreign United States territory are not authorized to receive BAH for dependent location under this authority.

c. Entitlement to BAH based on dependent location will cease if the dependents move from the vicinity of the approved location. Any overpayments will be recouped.

3. Members are only authorized to receive a single housing allowance under this authority. If receiving a housing allowance for their dependent's location, the member will not receive a housing allowance for their PDS. Family Separation Allowance may be authorized if requirements in reference (a) are met. Additionally, members approved under this authority are only authorized to occupy unaccompanied government quarters on a space available basis.

Service Members should note that unaccompanied government quarters are limited and should not be relied upon in their financial calculations.

4. Members must be aware of the financial implications of maintaining a residence at their PDS and at their dependents location. Members are encouraged to discuss their situation with their command financial specialist prior to electing to geographically separate from their family.

5. All requests made under this NAVADMIN will be submitted to Commander, Navy Personnel Command (PERS-451). Branch Head, Military Pay and Compensation Branch (OPNAV N130) will serve as the ultimate authority for appeals. A complete package must contain:

- a. Member's request. The request must state that the member understands the potential financial implications of electing to receive BAH based on dependent location and that the dependents reside at the address on the NAVPERS 1070/602. The request must acknowledge the affirmative duty of the member to tell their command if their dependents move from the previous PDS or previously approved dependent location.

- b. Current Commanding Officer's endorsement.

- c. Current PCS orders.

- d. Current NAVPERS 1070/602 (Page 2).

- e. For subsequent requests, a copy of previous determination(s).

6. This NAVADMIN is effective 1 October 2024. Members that have dependents at a previous duty station can request BAH for that location, but the start date for that BAH will be no earlier than 1 October 2024.

7. Commands with questions regarding this NAVADMIN are encouraged to contact their local Transaction Service Center (TSC) for clarification. TSC Personnel with questions may contact: PERS-451 at pers451@navy.mil.

8. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

9. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

BT

#0001

NNNN