



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-GSS

17 January 2014

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 14-011, BAH Authority and Rates based off of a Soldiers current Lease/Rental Agreement

1. References:

- a. Recruit Sustainment Program Forms 08-01-A(BAH Addendum), Form 08-01(Soldier Pre-Ship Counseling) and 08-02(Soldier Pre-Ship Checklist).
- b. DA Form 5960, Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ), And/or Variable Housing Allowance (VHA).
- c. Soldiers Lease/Rental Agreement.
- d. Personnel Action, DA Form 4187(Completed and Signed).

2. Soldiers may move prior to shipping and may have entered into a Lease/Rental agreement changing their home of record (HOR). It is their responsibility to get this documentation to their Recruiter, Recruit Sustainment Program Cadre or Administrative point of contact at the RSP for verification.

3. It is very important that the RSP site receive this documentation at a minimum of 10 days prior to their ship date. This will give the RSP sufficient time to notify the Military Entrance Processing Station Guidance Counselor (MEPS GC) that they will be submitting a request to amend the Soldiers order before shipping.

4. RSPs will complete shipper packet quality control (QC) checks IAW RSP Forms 08-01 and 08-02, no later than 10 days prior to the Soldiers scheduled ship date. Any documentation needed to verify the request for change, will be packaged along with a DA 200 and forwarded to the Soldiers MEPS of record. A copy of the Change Request Packet will be maintained on file at the RSP for a minimum of 12 months from the date of submission.

5. Once the MEPS GC receives the packet and verification is complete, they will then scan all documentation into the Soldiers ERM file in GCRC, also ensuring the new address is loaded into the Medical Information Records System (MIRS) before the final QRP is done. Five days from shipping the final QRP will be done by the MEPS GC. They will at that point ensure again, that the address on the Lease/Rental Agreement is the one

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loaded in MIRS. The MEPS will then cut the order based on the address on the Lease/Rental agreement.

6. RSPs will complete the final shipper packet QRP on each Soldiers travel order, 3 working days prior to the Soldiers scheduled ship date. This will ensure the orders are correct and current allowing the Soldier the opportunity to receive Basic Allowance for Housing (BAH).

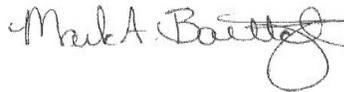
7. The MEPS GCs only responsibility, when they receive the amendment request, is to ensure that they verify all documentation and scan it into GCRC, upload correct address per the Soldiers Lease/Rental agreement into MIRS, then submit the request to the MEPS orders section to be published. Once they receive the amended order, they then send it back to the RSP on a DA 200 Transmittal Form via email for the final QRP to be conducted.

8. Point of contact for this memorandum is MSG Larry D. Blocker at (703)601-7041, email: larry.d.blocker.mil@mail.mil.

Outdated Enclosures

3 Encls

1. [RSP 08-01-A \(BAH Addendum\) 20131106.pdf](#)
2. [RSP Form 08-01 Soldier Pre-Ship Counseling \(dtd 13 JAN 2014\)....pdf](#)
3. [RSP Form 08-02 Soldier Pre ship checklist 13 JAN 2014....pdf](#)



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