

## **Basic Allowance for Housing (BAH) for Reserve Component Soldiers at Training Training Aid to Help get it Right**

According to the Joint Travel Regulation Volume 1 Chapter 10 Part E Section 9 100416 and specifically paragraph D 1-3 and Table 10E-12 Rule 7 (attached to this primer) some ARNG accessions going to BCT and AIT are authorized to receive Basic Allowance for Housing in addition to their regular pay. The intent of the law is to offset the hardship for someone with dependents who remain at home while the Service Member is away at training, or for a Recruit without dependents who owns a home, has a mortgage, or has a rental/lease agreement that they are obligated to maintain during their time at training (except for training at one location that is 140 days or more/20+ weeks – see Informational Alert below). While we at the RSP site must guard against fraudulent claims for BAH such as: unofficial rental agreements for non-rental property (like living with family members), fake leases, claims of dependency for children they do not have custody of nor pay child support for, etc., we must also ensure that our RSP Recruits that **are due** BAH get paid correctly. This short primer is intended to help you at the RSP site ask the right questions, the right way, to drill down to the correct answers and then to share the correct information with your Soldiers. Helping the Soldier to understand what their entitlements are, in an easy to understand way, will educate them to know if they are or are not entitled to BAH, what they need to support their claims, and what to expect when they inprocess at the Training Site.

The difference between **Permanent Address/Home of Record and Current Address**: When a Recruit joins the ARNG they sometimes have two different addresses listed on the DD form 1966-1. College students may list their parents address for their permanent address and their apartment near campus as the current address. Sometimes the address may be the same. When verifying which address should be published on the Travel Order to ship, always ask this question first:

**“Where do you lay your head at night?”** This will help determine where they actually live. Then the follow on questions would be:

**“Do you pay rent to stay there?”** - If the answer is no, they most likely do NOT rate BAH, but if the answer is yes, then ask:

**“Is your name included on the rental/lease agreement?”** - If no, then they do not rate BAH, but if the answer is yes then they most likely DO QUALIFY. If they are on the agreement finish by asking:

**“When does your lease end?”** That way you can advise them appropriately as to the term of their entitlement.

For the Recruits that have a mortgage, get a copy of their monthly mortgage bill (or deed if they own the property outright). For the ones who rent or lease get a copy of their agreement and make sure that the date they entered into the agreement is prior to the date the travel order was cut, that the lease goes beyond the return date from training and that the address matches their military records (check or update it in Vulcan, SIDPERS, and USAMIRS at MEPS). Make sure you complete an accurate DA 5960 and have it certified by the RSP Company Commander (CPT or above). Finally, ensure the address on the mortgage/lease/rental agreement matches the Ship order. Because the HOR in USAMIRS populates e-Orders when the travel section cuts the ship order, ensure you notify the MEPS GC to update MIRS to reflect the correct address for which they are claiming BAH. Remember to place a scanned copy of all documentation into GCR and the Vulcan document repository. **INFORMATIONAL ALERT: Be aware that there is one critical exception to the BAH rules**

**for ARNG Soldiers without dependents who normally qualify for BAH – If their MOS has an AIT of 140 days or more (20 weeks or longer), the JTR classifies this as a Permanent Duty Station (PDS) and BAH entitlement will stop on the day they report to that training location!** Ensure that the Soldier knows this information beforehand and is prepared to complete the training without the additional BAH entitlement and have them initial the block stating they understand on the BAH Addendum form. It is a best practice to work with the RRF Command and RRNOs to make sure they clearly understand this reality before they enlist a Soldier without dependents, but with a financial obligation for housing, into any MOS that requires the longer training.

For **Recruits with dependents** review MilPay E-Message 15-011 to provide the appropriate documentation and verification that they meet the qualifications for BAH with dependents. (E-Message 15-011 is also attached to this primer.) Please note: The E-Message left out the fact that Men do not have the benefit of “birth law”. The best method to satisfy proof of paternity for both DEERS and Finance for unmarried males is to provide a court ordered paternity test or State/court document acknowledging or assigning paternity (i.e. acknowledgement of paternity form).

Finally, become and remain current with all SMOMs and other guidance from NGB regarding BAH eligibility and documentation requirements. Check the SMMS site regularly for updates. As we lean forward to meet the highest shipper QC rate in National Guard history, these small best practices will help us inch ever upward and be of service to our Recruits, their success, and the quality of their experience.

F. Amendment to a Travel Authorization or Order. An amended travel authorization is one that is issued by the same organization that issued the original authorization. The amendment modifies the original travel authorization. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

G. Local Travel Orders. Local travel in, around, or near the PDS does not require a written travel authorization as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel authorization must support the travel claim.

Table 1-6. Time Limits for Travel Orders		
TDY Orders (Other Than Training)	TDY Orders for Training	PCS Orders
A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.	Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment.	<ul style="list-style-type: none"> <li>• Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see <a href="#">45 Comp. Gen. 589 (1966)</a>).</li> <li>• Civilian PCS orders are valid for 1 year from the civilian employee's transfer or appointment date. See par. 5518 for exceptions.</li> </ul>

H. Time Limits for Travel Authorizations and Orders. Refer to Table 1-6 for rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days at one location should be made in advance of travel to the authority identified in Table 1-7. The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

I. Violation of 180-Day Rule. Issuing a TDY order for 180, or fewer, consecutive days, followed by a brief return to the PDS and then another TDY order for return to the same location, is a violation of the 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration exceeded 180 days when the initial order was issued.

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**Note:** Exceeding the 180-day consecutive TDY time limit without authorization and approval does not constitute an automatic PCS.

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## CHAPTER 3: TDY TRAVEL

### PART B: TRAINING TRAVEL

#### 0321 Conferences for Training

A conference is considered training when the stated purpose is educational or instructional and more than half of the time is scheduled for a planned exchange of information that meets the definition of training. A conference is also considered training when the content is slated to improve individual or organizational performance and attendees will gain professional development benefits.

##### 032101. Training Conferences outside the Permanent Duty Station (PDS)

A. Eligibility. A Service member or Department of Defense (DoD) civilian employee who attends training conferences held outside the PDS when travel is involved is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

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**Note:** Charges and fees for light refreshments and snacks are reimbursable only when included as part of the conference registration fee.

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##### 032102. Training Conferences at the PDS

Conference fees, per diem, travel, and other miscellaneous expenses associated with conferences held at the PDS cannot be reimbursed as travel and transportation allowances.

#### 0322 Service Member

##### 032201. Courses of Instruction at a School or Installation

A. Eligibility. A Service member on active duty attending instructional courses at a school or installation may be eligible for travel allowances, based upon the scheduled duration using the guidance below.

1. Permanent Change of Station (PCS) or TDY Status

a. Courses with a scheduled duration of 139 or fewer days (20 weeks) are TDY.

b. Courses with a scheduled duration of 140 or more days (20 weeks) are PCSs, and the course location is the Service member's PDS.

c. The scheduled duration is the actual period a Service member receives instruction, including weekends, but not counting holiday periods when the Service member is not attending classes, or incidental time spent at the duty station before classes begin or after they end.

**CHAPTER 10: HOUSING ALLOWANCES****PART E: ASSIGNMENT SITUATIONS****SECTION 9: MEMBER IN TRANSIT****MEMBERS ONLY****10416 MEMBER IN TRANSIT**

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. If the member performs TDY en route at:

1. The new PDS, BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS.
2. A location near, but outside the limits of, the new PDS or to the home port of a ship, afloat staff, or afloat unit. Per diem stops IAW par. 5046. BAH or OHA for the new PDS begins the day per diem stops.

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH as of the Gov't Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

- a. Member who is undergoing initial entry training, to include an RC member;
- b. Student (includes ROTC and OCS) without prior Military Service; see NOTE below.
- c. Service academy graduate upon graduation, until arrival at the first PDS. See NOTE below.

**The member remains in the accession pipeline until:**

- a. the member arrives at a PDS, including a training location of 20 or more weeks; or
- b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Gov't Qtrs are assigned at the PDS. **Effective 1 February 2008, an RC member without a dependent attending accession**

training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov't Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

#### E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH on Gov't Qtrs termination date provided the member is still on active duty). See Table 10E-12 for further guidance.

#### 2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Gov't Qtrs or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/

separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

Table 10E-12: Member in Transit			
Rule	If the member	and	then <sup>1,2,3</sup>
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
2		from a PDS outside the U.S.	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Gov't Qtrs were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates Gov't Qtrs and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with	For dependents located in the U.S., continue

**CHAPTER 10: HOUSING ALLOWANCES****PART E: ASSIGNMENT SITUATIONS****SECTION 2: MEMBER WITH DEPENDENT****MEMBERS ONLY****10402 MEMBER WITH DEPENDENT**

A. When Authorized BAH or OHA. Except for a member paying child support and assigned to Gov't Qtrs a member with dependent, who is entitled to basic pay, is authorized BAH or OHA at the rate prescribed for a member with dependent when:

1. Adequate Gov't Qtrs are not furnished for the member and dependent without a rental charge payment.
2. Adequate Gov't Qtrs are not furnished for the member's dependent, or all of the member's dependents are prevented by competent authority from occupying such Qtrs, even though Qtrs are assigned for the member's occupancy. This does not apply to the provisions of par. 10122.
3. A dependent is not en route or does not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family Qtrs. Under such circumstances, the mere availability of Qtrs which could have been assigned does not negate the right of a member to the BAH or OHA for a dependent. See Tables 10E-6, 10E-12, 10E-13, and 10E-14 for the location to be used in determining the member's BAH or OHA authorization.
4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS authorization/order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. 10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependent rate.

NOTE: A member, who is a member with dependent for housing purposes solely because the member is paying child support, is not authorized a housing allowance other than BAH-Diff if the member is assigned Gov't Qtrs; or to sea duty unless in a grade above E-3 and, is authorized to, and elects to not occupy assigned unaccompanied Gov't Qtrs.

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS, or the home port for a member assigned to a ship or afloat unit. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. 10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

MilPay E-Message 15-011

Subject: Single Soldiers & Proof of Child Support

The purpose of this message is to provide the Defense Military Pay Offices (DMPOs), Financial Management Support Units (FMSUs'), U.S. Property and Fiscal Offices (USPFO), and USAR Pay Centers (UPC) with new procedures in regards to single Soldiers who are requesting to receive BAH-DIFF and/or BAH/OHA at the with-dependent rate.

This message provides guidance for processing housing allowances for those service members who are paying child support in accordance with Joint Travel Regulations, Chapter 10, Part B, paragraph 10118, and Army Regulation 608-99, Family Support, Child Custody, and Paternity.

When single Soldiers submit DA Form 5960 requesting BAH-DIFF and/or BAH/OHA at the with-dependent rate, they should provide the birth certificate showing proof of parentage. If no birth certificate is available, other acceptable documentation includes a certified DNA Test or court declaration establishing proof of parentage.

Proof of support may include cancelled check, money order, electronic fund transfer (EFT), voluntary allotment, and involuntary allotment. EFT payments made via bank account deduction or PayPal account is also acceptable. However, all transactions must be payable to the custodial parent monthly. The amount of support must be in an amount that is at least the current BAH-DIFF based on the member's grade. Soldiers are not authorized a housing allowance on behalf of the dependent for payments less than the BAH-DIFF.

Single Soldiers who occupy a residence with their dependent child(ren), adopted child(ren), illegitimate child(ren), and/or step child(ren) may be authorized to receive a with-dependent housing allowance. The Soldiers must show proof of parentage and either submit court documents awarding the Soldier legal and physical custody (at least 90 consecutive days), or provide proof of support as described above.

All inquiries concerning single Soldiers with-dependents and proof of support should be addressed to the DFAS-IN System in-box: [DFAS.BEAN.JFL.MBX.DFAS-IN-SYSTEMS@DFAS.MIL](mailto:DFAS.BEAN.JFL.MBX.DFAS-IN-SYSTEMS@DFAS.MIL)

02/04/2015