



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION  
22268 CEDAR POINT ROAD  
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 7220.9K  
N00  
20 May 2019

NAS PATUXENT RIVER INSTRUCTION 7220.9K

From: Commanding Officer, Naval Air Station Patuxent River

Subj: BASIC ALLOWANCE FOR HOUSING AND BASIC ALLOWANCE FOR SUBSISTENCE

Ref: (a) JTR Volume 1, Chapter 10  
(b) MILPERSMAN 7220-160  
(c) DoD Instruction 7000.14-R, Volume 7A, CH 25  
(d) Chief of Naval Personnel ltr 7220 Ser N130C4/13U0848 of 27 Sep 13 (NOTAL)  
(e) CNICINST 11103.5, Enclosure (3) paragraph 6

Encl: (1) BAH Checklist

1. Purpose. To establish clear policy and procedures for authorizing payment of single Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) onboard Naval Air Station (NAS) Patuxent River.

2. Cancellation. NASPAXRIVINST 7220.9J

3. Background

a. Reference (a) establishes guidelines for authorizing payment of BAH when adequate quarters are not available.

b. Reference (b), (c), and (d) establish authority for payment of BAS when a government mess is not available.

4. BAH. IAW reference (e) enclosure (3) paragraph 6.6, the Installation Commanding Officer (ICO) is the approving authority for BAH entitlement onboard Naval Air Station (NAS) Patuxent River. Approving authority may be delegated to the Executive Officer. Commanding Officers (CO) and Officer's in Charge (OIC) of tenant commands are the approving authority to permit their personnel to live off base.

a. Policy. UH is intended to be for the Navy's most junior Sailors, but is also intended to be fully utilized by all eligible Sailors before BAH may be approved in lieu of barracks accommodations. It is NAS Patuxent River policy that:

(1) Paid E-5 and above personnel are authorized to receive BAH regardless of the availability of unaccompanied housing (UH) or whether they have acquired dependents or HHG.

(2) Frocked E-5 personnel are considered paid E-4s and will not be automatically authorized BAH. Upon permanent advancement to the paygrade of E-5, a NAVPERS 1336/3 (Special Request/Authorization) shall be routed for approval as outlined in enclosure (1).

(3) Married personnel are not normally authorized to reside in UH. Per the Joint Travel Regulations and U.S. code title 37, a married service member is entitled to BAH. Under federal law, a service member is required to provide adequate support to his/her dependents. E-4 and below personnel will be considered married, or to have acquired dependents, as of the date indicated on their page 2.

(4) E-4 and below personnel who get married while living in the barracks are entitled to receive BAH, but are still required to submit a NAVPERS 1336/3 as outlined in enclosure (1).

(5) E-4 and below personnel who have accumulated and shipped significant/substantial and large household goods at government expense from a previous permanent duty station may be considered for approval of BAH on a case by case basis, and must submit a NAVPERS 1336/3 as outlined in enclosure (1). Significant/substantial/large amount HHG for this instruction normally will mean HHG weighing in excess of 3,000 pound and include, a bed, bedroom set, living room furniture, couch, dining furniture or other large items and appliances. Recreational goods such as motorcycles, motorcycle parts, boats, pro gear and other recreational items that would not normally be stored in a Barracks room will not count towards the 3,000 pound threshold for this instruction.

CAUTION: Incoming service members who sign a residential lease agreement prior to receiving authorization for BAH, or who are not otherwise entitled to BAH, could create financial "hardship" for themselves. BAH will not be authorized based solely due to this sort of self-inflicted financial "hardship". Command Leadership must ensure that incoming personnel are fully advised, counseled and cautioned on this. Service member are required to pay just debts. Signing a lease, or incurring any other sort of financial obligation does not trigger any automatic approval or authorization for any entitlement or allowances.

(6) Incoming (PCS from previous permanent duty station) single E-4 or below (and frocked E-5) are required to check into the UH for room assignment immediately upon arrival to NAS Patuxent River.

(7) Single E-4 or below (and frocked E-5) who were authorized BAH at a previous duty station are not automatically approved for or entitled to receive BAH upon arrival at Pax River, but may submit a NAVPERS 1336/3 as outlined in enclosure (1).

(a) BAH requests from incoming members who shipped HHG at government expense shall normally be approved or denied within 60 days of the member's check-in at NAS Patuxent River in order to avoid problems with advance dislocation allowance or family separation allowance.

(b) These members are highly encouraged to NOT apply for advance DLA if they are not otherwise entitled to, or already approved to receive BAH at NAS Patuxent River.

(c) BAH request may be submitted in advance of a member's arrival at NAS Patuxent River, and is highly encouraged for E-4 and below with HHG who received BAH at their previous duty station.

(8) E-4 and below personnel who are not married or do not have dependents or are not pregnant will not normally be authorized BAH and are required to reside in UH. Special consideration may be given to approve BAH for those members who have demonstrated sustained superior performance when UH becomes fully utilized at 95 percent occupancy. Approval of BAH requests under these circumstances will be prioritized for those sailors who:

- (a) Received an Early Promote on their most recent periodic/competitive evaluation.
- (b) Earned their first enlisted warfare designation/qualification.
- (c) Have completed sea duty tour.
- (d) Have demonstrated exceptional performance above his or her paygrade in meeting advance-in-rating, work center or warfare qualifications.
- (e) Have higher rank.
- (f) Have more length of service.
- (g) Have more time in rate.
- (h) Have more time in barracks.
- (i) Are recommended by their command based on the above criteria.

b. Procedures

(1) A Service member must request BAH on a NAVPERS 1336/3, and route it via their Commanding Officer or Officer-In-Charge and the Unaccompanied Housing Manager (or designated delegate) for endorsement, and then to the Installation CO for approval. Each request must be accompanied by the items indicated in enclosure (1) based on the member's circumstances.

(2) Upon the ICO's approval or denial of the BAH request, the service member will be contacted to pick-up their NAVPERS 1336/3. If approved, the service member will have 30 days from the date they are notified to check-out of UH.

(3) The UH check-out form, or memo of non-occupancy, and all other documentation shall be uploaded and routed via existing record systems and processes for processing pay and entitlement changes.

(4) Authorization to receive single BAH under the exception criteria identified in section 4.a.8 above is a privilege and may be revoked in any of the following circumstances:

- (a) As ordered by the member's CO or OIC.
- (b) Whenever member is arrested and/or convicted by civil authorities, or any law enforcement agency.
- (c) Whenever a member is found guilty of an offense, punished under the UCMJ, and reduced to the paygrade of E-4 or below.
- (d) When member is authorized to receive single BAH while occupying government quarters in any living area of NAS Patuxent River beyond the 30-day window. In addition to losing single BAH,

they may be in violation of the UCMJ and subject to disciplinary or recoupment action. Occupying government quarters is defined as using a bed for sleeping purposes and/or keeping personal possessions in a locked enclosure, such as those normally used by all other members in living areas. It does not include personnel performing duties in a quarters facility in a duty status.

(e) Whenever member fails to pay just debts.

(f) Upon receipt of substantiated allegations of misconduct, which reflects discredit on the member, the command, or the Navy.

(g) Upon the member's unauthorized absence or absence without leave.

(h) When member is placed in a restricted status.

(5) The effective date for stopping BAH allowances IAW b.4 (above) will be directed by the member's CO or OIC. Member will be notified in writing of the effective date by the cognizant CO.

5. Basic Allowance for Subsistence (BAS). Per references (d) and (e), the ICO is the approving authority in the Patuxent River area for establishing policy regarding who may be entitled to BAS and determination of when a government mess is in fact not available.

a. Policy. The ICO has determined in ref (d), that because a government mess is not available, all enlisted personnel permanently assigned to activities onboard NAS Patuxent River shall receive BAS.

b. BAS II. Per ref (e), member residing in UH receiving BAH are authorized BAS II due to there being no galley available at NAS Patuxent River.

c. Personnel residing in UH shall not be eligible to receive BAS II while in a leave status, regardless of whether or not they remain in the barracks during the leave period.

d. BAS II will stop the day prior to departure on terminal leave, if the start date and time is before working hours. If the terminal leave start date and time is after working hours, then BAS II will stop on that same day.

## 6. Action

a. All Commanding Officers, Executive Officers, Command Master Chiefs, Activity and Competency Heads shall:

(1) Thoroughly screen each BAH request to ensure accuracy and compliance with this directive before forwarding for final approval to the ICO. All tenant commands will include all supporting documents with the request and indicate recommendations on the NAVPERS 1336/3.

(2) Verify appropriate action has been taken to stop allowances for BAH when an individual's eligibility ceases or their authorization is revoked.

(3) Expedite the processing of all BAH requests. Crediting of single BAH will not be retroactive, and will begin on the ICO approval date. Single Sailors who become married will receive

dependent BAH with a start date of the date the single quarters are vacated or the date of marriage, whichever is later.

(4) Ensure all command Sponsors familiarize themselves with this policy and fully engage reporting personnel on this instruction to ensure that reporting personnel thoroughly understand all BAH policies.

(5) Update UH when their members promote or become eligible for promotion, and verify prospective gains and prospective losses, in order to more accurately predict occupancy levels.

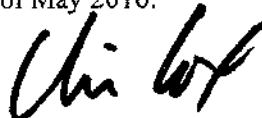
(6) Fully advise service members on the guidance and all procedures within this directive.

b. Personnel Support Detachment or CPPA. The servicing Personnel Support Detachment will initiate the process to start BAS at the full rate for all enlisted personnel whose permanent duty station is NAS Patuxent River.

c. UH Manager will maintain a UH roster with gains and losses in order to predict occupancy percent levels in a rolling 8 month forward looking window. This information will be provided to the Installation XO and CMC in order to more accurately predict when occupancy will reach 95 percent. This information may also be shared with tenant command leadership to help better advise Sailors.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Executive Officer 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 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-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.



C. A. COX

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via  
<https://g2.cnjc.navy.mil//CC/Documents/Forms/Directives%20Only.aspx>  
<https://g2.cnjc.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>

BAH Checklist

All members requesting BAH shall include the following with their special request chit and route via their Commanding Officer or Officer-In-Charge and the UH manager for endorsement before routing to the Installation CO for approval. In all cases, member shall submit a NAVPERS 1336/3, and:

- a. For paid E-4 and below WITHOUT dependents and WITHOUT HHG
  - (1) Copy of Financial Counseling by the member's Command Financial Specialist
  - (2) Any information supporting prioritization of the request in accordance with the criteria specified in para 4.(a)(8) in this instruction.
- b. For paid E-4 and below WITHOUT dependents and WITH HHG (PCS from previous duty station where the member received BAH and did not reside in government quarters):
  - (1) Copy of Financial Counseling by the member's Command Financial Specialist
  - (2) Any information supporting prioritization of the request in accordance with the criteria specified in para 4.a.5 and 4.a.8 of this instruction
  - (3) Copy of HHG inventory or Bill of Lading or PPM/DITY claim showing amount of HHG
- c. For paid E-4 and below WITH dependents, regardless of HHG.
  - (1) Copy of Financial Counseling by the member's Command Financial Specialist
  - (2) Copy of page 2 showing dependents
- d. For paid E-5 personnel (permanently promoted to E-5 and moving out of barracks)
  - (1) Copy of Financial Counseling by the member's Command Financial Specialist
  - (2) Copy of LES showing status as a paid E-5.