



DEPARTMENT OF THE NAVY
NAVAL STATION EVERETT
2000 WEST MARINE VIEW DRIVE
EVERETT, WA 98207-5001

IN REPLY REFER TO:

NAVSTAEVERETTINST 7220.1D
N9/N04C
14 Feb 2022

NAVAL STATION EVERETT INSTRUCTION 7220.1D

From: Commanding Officer, Naval Station Everett

Subj: POLICY FOR GRANTING BASIC ALLOWANCE FOR HOUSING - SINGLE

Ref: (a) DoD 7000.14-R Volume 7A Department of Defense Financial Management
Regulation of December 2019
(b) OPNAVINST 7220.12
(c) 37 U.S.C
(d) CNIC M-11103.2
(e) CNO WASHINGTON DC 01154Z Mar 12 (NAVADMIN 072/12)

Encl: (1) Naval Station Everett Basic Allowance for Housing – Single Request
(NAVSTAEVERETT 7220/1 (Rev. 01-22))
(2) Sample Financial Counseling (NAVPERS 1070/613 (Rev. 08-12))
(3) Sample Statement of Understanding for Basic Allowance for Housing for E-4 and
below Entitlement
(NAVPERS 1070/613 (Rev. 08-12))
(4) Sample Basic Allowance for Housing Determination Memorandum

1. Purpose. To provide policy governing authorization for payment of Basic Allowance for Housing - Single (BAH-S) by the Naval Station (NAVSTA) Everett Commanding Officer (CO) per references (a) through (e). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSTAEVERETTINST 7220.1C

3. Scope and Applicability. All elements of this instruction apply to all NAVSTA Everett and tenant command military personnel.

4. Background. Per reference (b), the NAVSTA Everett CO is the shore-based facility command and will determine eligibility to draw BAH-S. When adequate permanent party Unaccompanied Housing (UH) space is not available or when maximum occupancy is reached, the Installation CO may authorize unaccompanied personnel to live off base and draw BAH-S.

5. Policy.

a. The core mission requirement of UH is to provide adequate housing for all single E-1 through E-3 Sailors onboard NAVSTA Everett; all single E-4 with less than four years of service and, based on local conditions, single E-4 with more than four years of service.

b. Per references (a) and (e), single shipboard E-1 through E-3 and E-4 Sailors with less than four years of service are not entitled to BAH-S.

c. Per reference (b), approval by tenant command COs for single shipboard E-4 with more than four years of service and single E-1 through E-4 shore duty Sailors to reside in the civilian community does not constitute an authorization to receive BAH-S. Single shipboard E-4 with less than four years of service, without dependents, cannot elect to not occupy assigned shipboard government quarters and receive BAH-S.

d. Per reference (b), shipboard E-4 Sailors over four years and ashore E-4s who were previously residing in the local area will not be involuntarily assigned to UH if in receipt of PCS orders authorizing movement of household goods.

e. Frocked service members. Per reference (d), single shipboard Sailors frocked to the pay grade of E-5 are not eligible for BAH-S until they are permanently promoted to the pay grade of E-5.

f. Pregnant Sailors. Upon doctor's Medical Certification of Pregnancy, a single Service Member with no dependents who currently resides in UH is authorized to remain in the UH for the full term of pregnancy if the member desires. Up to her 20th week of pregnancy, an E-1 to E-4 may request, and the NAVSTA Everett CO may authorize permission for, off-base housing and draw BAH at the without-dependent rate. After the 20th week of pregnancy the member will be able to automatically draw BAH at the without-dependent rate. Upon giving birth, the member will be authorized to draw BAH at the with-dependent rate. However, the authorization for housing allowance ends if the service member does not maintain legal custody of the child.

6. Procedures.

a. It is important that our Sailors receive all the benefits to which they are entitled. COs must ensure correct application of guidelines per references (a) through (e).

b. Personnel in pay grades E-1 through E-5 must have completed enclosures (1) through (3), routed through their chain of command to the NAVSTA Everett UH Office (for review and occupancy level determination) and NAVSTA Everett CO for final determination. The UH Office will provide documentation required for submission to NAVSTA Everett CO to make the final determination.

c. Members collecting BAH-S who are reduced in rank to paygrades E-1 to E-5 are required to submit enclosure (1) to request a continuance of BAH-S.

d. Personnel in pay grades E-1 to E-3 on shore duty and all (sea/shore) E-4 over four years can request to be put on the BAH-S waiting list maintained by the Housing Manager and must provide evidence of required financial counseling by their Command Financial Specialist by completing enclosure (2). If utilization is not at 95 percent, eligible members will be placed on a BAH-S waiting list. Spaces occupied by GBs will be considered available when determining occupancy percentage. When utilization reaches 95 percent or greater, the Housing Manager will contact personnel to begin the process to receive BAH-S.

e. The effective date for payment of BAH-S will be authorized upon submission of an approved BAH-S request form signed by the NAVSTA Everett CO or designated representative. Any requested back dating of BAH-S start dates of 90 days or more requires a justification letter from the requestor's commanding officer. The effective date will be the date of the document most recently approved (the latter between the two) or "upon check-out of UH" if still residing in Unaccompanied Housing. Upon final determination, NAVSTA Everett Administration will forward enclosure (4) to the affected commands, with a copy to PSD Everett.

NOTE: To avoid a financial hardship, it is highly recommended that personnel do not obtain a residence (to include signing a lease) until authorization for BAH-S has been granted. Checking out of the UH prior to submitting a request for BAH-S is neither required nor encouraged.

f. Requests recommending disapproval will be forwarded to the NAVSTA Everett CO for final determination. Appeals can be made in writing via the chain of command to the NAVSTA Everett CO.

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 September 2019.

8. Review and Effective Date. The NAVSTA Everett Administrative Officer will review this instruction annually on 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 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. Naval Station Everett Basic Allowance for Housing – Single Request (NAVSTAEVERETT 7220/1) may be downloaded from NAVSTA Everett Gateway 2.0 (G2) Website at <https://g2.cnic.navy.mil/NAVSTAEVERETTWA/SitePages/Home.aspx>.



J.M. MENZEL

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via <https://g2.cnic.navy.mil/NAVSTAEVERETTWA/SitePages/Home.aspx>

NAVAL STATION EVERETT BASIC ALLOWANCE FOR HOUSING - SINGLE REQUEST

PARENT COMMAND SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Departmental Regulation. The principal purpose of the information is to enable you to make known your desire to draw BAH-S. The information contained on both sides of this form will be used to assist officials in determining your eligibility for and approving or disapproving of your request. Completion of the form is mandatory; failure to provide required information might result in delay to or disapproval of your request.

ATTENTION: There is a pay grade requirement for Shipboard Sailors to be authorized BAH-S. E1 – E3 and E4 with less than four years of service are not authorized BAH. Prohibit authorization of BAH for E4 with four or more years in service unless UH occupancy is 95% or greater. LES required to verify pay grade and time in service.

Considerations for eligible personnel to draw BAH-S:

- (1) I am E1-E4 shore or E4 over four year shipboard Sailor; and the UH occupancy is over 95%. If requesting due to a significant amount of household goods and prior approval of BAH-S at last duty station, a **Verified List of Household Goods is required.**
- (2) I am a single E5 Sailor.
- (3) I am divorced (**Dissolution Documents Required**) but retain possession of a significant amount of household goods (**Verified List of Household Goods is required**) or remain financially committed to lease/purchase of living Quarters (**Lease/Mortgage Agreement is required**).
- (4) I am pregnant and *past the fourth month* (**Doctors Verification required**) and desire to set up suitable living quarters prior to eligibility of BAH-S at "with dependents" rate.
- (5) I am a military married to military and qualify for BAH under reference (a).

JOHN M. DOE
Signature of Requester

CHAIN OF COMMAND ENDORSEMENT

Approval of this request signifies that the requester meets whatever criteria for which have been indicated above. The chain of command should view BAH-S requests with an eye to maturity and resourcefulness on the individual involved. Individuals requesting BAH-S should check with Unaccompanied Housing prior to vacating quarters or entering a lease to verify they are eligible and will be authorized BAH.

<input type="checkbox"/> YES	<input type="checkbox"/> NO	LCPO	_____	_____
			Signature & Rate/Rank/Title	Date
<input type="checkbox"/> YES	<input type="checkbox"/> NO	DIV OFF	_____	_____
			Signature & Rate/Rank/Title	Date
<input type="checkbox"/> YES	<input type="checkbox"/> NO	CMC/SEA	_____	_____
			Signature & Rate/Rank/Title	Date
<input type="checkbox"/> YES	<input type="checkbox"/> NO	DEPT HEAD	_____	_____
			Signature & Rate/Rank/Title	Date
<input type="checkbox"/> YES	<input type="checkbox"/> NO	XO	_____	_____
			Signature & Rate/Rank/Title	Date
RECOMMENDED:			_____	_____
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL		Commanding Officer/OIC	Date

Reason for disapproval:

NAVAL STATION EVERETT BASIC ALLOWANCE FOR HOUSING - SINGLE REQUEST (CONT.)

14 Feb 2022
(Date Submitted)

From: Doe, John M. BM2
(Last Name, First MI) (Rate)
To: Commanding Officer, Naval Station Everett
Via: Commanding Officer, USS NEVERSAIL (DD 214)
(Command CO, OIC, or Department Head)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING - SINGLE

Ref: (a) NAVSTAEVERETTINST 7220.1D

1. Per reference (a), respectfully request permission to draw Basic Allowance for Housing-Single (BAH-S). I understand vacating Naval Station (NAVSTA) Everett Unaccompanied Housing (UH) is required prior to receiving BAH-S. **I further understand that I must verify my eligibility for BAH-S prior to agreeing to a lease/purchasing a residence and vacating the UH.**
2. If approved, requested start date is 14 Feb 2022.
3. To initiate the payment of BAH-S, I must obtain verification of non-residency and final BAH-S authorization and forward to Personnel Support Detachment Everett.
4. BAH-S requests may be disapproved when adequate government quarters are available. Once approved, BAH-S will not be rescinded due to low occupancy and subsequent availability of quarters.
5. Disapproved requests will be held indefinitely until eligibility criteria have been met.
6. I understand that my BAH-S will cease if:
 - a. I am in a disciplinary status and placed on restriction while onboard Naval Station Everett.
 - b. For any reason, I terminate my residence and move back into any government quarters.
 - c. I am transferred permanently (PCS) outside of the geographic area.
7. I further understand that if my BAH-S is terminated for any of the above reasons, it will be necessary for me to resubmit a new request before I may start receiving BAH-S again.
8. I certify that once my request is granted, I will notify my Commanding Officer/Officer in Charge of any change of status, which may affect my eligibility for BAH-S.
9. I understand that knowingly presenting a false request for BAH-S is a violation of the Uniform Code of Military Justice and that I will be subject to severe administrative actions.

JOHN M. DOE
Signature of Requester

FIRST ENDORSEMENT

14 Feb 2022
(Date)

From: Commanding Officer, USS NEVERSAIL (DD 214)
(Command CO, OIC, or NAVSTA Everett Department Head)
To: Commanding Officer, Naval Station Everett
Via: Unaccompanied Housing, Naval Station Everett

1. Forwarded, recommending approval / disapproval.

CO/OIC/DH Signature

SECOND ENDORSEMENT

From: Naval Station Everett Unaccompanied Housing
To: Commanding Officer, Naval Station Everett

1. Forwarding, recommending approval / disapproval.

- a. Unaccompanied Housing Occupancy Rate: _____ %
- b. Member does / does not currently reside in Unaccompanied Housing.

Housing Manager, Naval Station Everett (or designated individuals)

PARENT COMMAND BAH-S CHECKLIST	
Requester	Command
Completed pages 1 and 2 of NAVSTAEVERETT 7220/1 Current Leave and Earning Statement (LES)	Endorsed page 3 of NAVSTAEVERETT 7220/1 Financial counseling (For E-4 and below)
Copy of signed lease (If requesting to back date BAH-S start date 90 days or more)	CO/OIC justification letter (If requesting to back date BAH-S start date of 90 days or more)
Itemized listing of household goods (If an E-4 or below requesting BAH-S due to a recent divorce or to maintain BAH-S due to receiving BAH-S from a previous command.)	NAVPERS 1070/613 (BAH-S Page 13)
Divorce decree (if applicable)	Forward Unaccompanied Housing letter/check-out sheet to PSD Everett to start BAH-S. (If residing in UH)

SAMPLE FINANCIAL COUNSELING FOR E-4 AND BELOW

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320		
SHIP OR STATION: USS NEVERSAIL (DD 214)		
SUBJECT: FINANCIAL COUNSELING	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
	AUTHORITY (IF PERMANENT): NAVSTAEVERETT 7220.1C	
<p>_____ : I acknowledge receipt of financial counseling on this date in connection with my request for Single (Without Family Members) Basic Allowance for Housing.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Member's signature</p> <p>Counseling provided by:</p> <p>_____</p> <p>Rank/Name Command Financial Specialist</p>		
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:		
VERIFYING OFFICIAL RANK OR GRADE/TITLE:	DATE	SIGNATURE OF VERIFYING OFFICIAL:
NAME (LAST, FIRST, MIDDLE): DOE, JOHN M	SOCIAL SECURITY NUMBER: XXX-XX-0000	BRANCH AND CLASS: USN

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

SAMPLE STATEMENT OF UNDERSTANDING FOR BASIC ALLOWANCE FOR
HOUSING ENTITLEMENT

ADMINISTRATIVE REMARKS NAVPERs 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE		SUPPORTING DIRECTIVE MILPERSMAN 1070-320	
SHIP OR STATION: NAVAL STATION EVERETT			
SUBJECT: STATEMENT OF UNDERSTANDING FOR BAH ENTITLEMENT		<input type="checkbox"/> PERMANENT	<input checked="" type="checkbox"/> TEMPORARY
<input type="checkbox"/> BAH DEPENDENTS AT DEPENDENTS LOCATION		AUTHORITY (IF PERMANENT):	
<p>_____ : I hereby understand that my eligibility for BAH at dependents location requires Commanding Officer's approval(Sea) or PERS-45 1H(Shore). I understand I must provide current and original supporting documents to validate entitlement for BAH dependents location as necessary. I further understand that if there is a change in dependent's address or dependency status (marriage, divorce, separation, death or birth) that I must immediately notify the Personnel Officer and update my NAVPERs 1070/602. I also certify that the address shown below is the primary residence of my dependents.</p>			
<input type="checkbox"/> BAH DEPENDENTS AT PDS LOCATION			
<p>_____ : I hereby understand that my eligibility for BAH with dependents is based upon the dependents listed on my NAVPERs 1070/602. I further understand that if there is a change in dependency status (marriage, divorce, separation, death or birth), dependent's address and/or assignment to government quarters that I must immediately notify the Personnel Officer and update my NAVPERs 1070/602. I also certify that the address shown below is the primary residence of my dependents.</p>			
<input checked="" type="checkbox"/> BAH SINGLE on Sea Duty (E4<4 from Shore to ship PCS same geo area or E4>4 and E5)			
<input type="checkbox"/> BAH SINGLE on Shore Duty (E1 to E6)			
<p>_____ : I hereby reaffirm my request for Single BAH in lieu of assignment to government quarters and understand that I must have a private residence in the vicinity of the homeport/PDS. I understand that my eligibility requires the Commanding Officer and CBH Director's final approval. I also understand that it is my responsibility to report any change(s) to my living arrangements. I also certify that the address shown below is the same address listed on the Command Recall Bill.</p>			
(ELECTION ONLY)			
<input type="checkbox"/> BAH SINGLE for MIL to MIL (Sea or Shore)			
<input type="checkbox"/> BAH SINGLE for Sea Duty E6 and Above			
<input type="checkbox"/> BAH SINGLE for Shore Duty E7 and Above			
<p>_____ : I hereby elect NOT to occupy GOV'T QTRS and receive BAH effective _____(Date). I am currently maintaining and residing at my primary residence shown below. I am not currently assigned or occupying Government Quarters at my PDS location. I also understand that it is my responsibility to report any change to my living arrangements. I also certify that the address shown below is also the same address listed on the Command Recall Bill.</p>			
MEMBER/PRIMARY DEPENDENT ADDRESS:			
<p>Any member who submits a claim for BAH which contains a false statement may be subject to disciplinary action(s) for violation of the UCMJ and/or administrative action, including processing for administrative separation. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine. For military personnel, it can include dishonorable discharge, total forfeitures and confinement. You are required to ensure your NAVPERs 1070/602 is accurate and that changes in dependent status (marriage, birth, divorce, separation or death) or location, are immediately reported to the chain of command and your servicing Personnel Support Detachment (Ship or PSD Afloat) or Personnel Office.</p>			
MEMBER SIGNATURE		DATE	
_____		_____	
		WITNESSED BY: NAME, RATE, TITLE	

ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:	DATE:	SIGNATURE OF VERIFYING OFFICIAL:	
_____	_____	_____	
NAME (LAST, FIRST, MIDDLE): DOE, JOHN MICHAEL		SOCIAL SECURITY NUMBER: XXX-XX-0000	BRANCH AND CLASS USN

FOR OFFICIAL USE ONLY PRIVACY SENSITIVE

NAVSTAEVERETTINST 7220.1D
14 Feb 2022

SAMPLE BASIC ALLOWANCE FOR HOUSING DETERMINATION MEMORANDUM



DEPARTMENT OF THE NAVY
NAVAL STATION EVERETT
2000 WEST MARINE VIEW DRIVE
EVERETT, WA 98207-5001

IN REPLY REFER TO:

7220
N00
14 Feb 22

From: Commanding Officer, Naval Station Everett
To: Commanding Officer, USS NEVERSAIL (DD 214)

Subj: DETERMINATION OF REQUEST FOR AUTHORIZATION TO RECEIVE BASIC ALLOWANCE
FOR HOUSING - SINGLE

Ref: (a) NAVSTAEVERETTINST 7220.1D

1. Per reference (a), the following determination of the below personnel's request to received Basic Allowance for Housing - Single are provided:

NAME	RATE	DETERMINATION	START DATE
Jones, Thomas J.	BM2	Authorized	Upon checkout of UH
Martin, Steven G.	YN2	Authorized	25 December 2021
Sailor, Ian B.	ABH3	Disapproved	N/A

2. ABH3 Sailor's request was disapproved by the NAVSTA Everett Commanding Officer due to UH occupancy rate

I. M. CHARGE

Copy to:
PSD Everett

Enclosure (4)