

Permanent Change of Station (PCS) and BAH. Service members with or without dependents who are reassigned within the continental United States, maintain an established residence, and still commute daily to their new PDS or homeport, may qualify for BAH based on their previous PDS under the provisions of a close proximity move. Service members (with or without dependents) who are reassigned within the continental United States and who neither execute a move under PCS orders nor relocate their dependents, may be authorized payment of BAH based on the higher of the old permanent duty station rate or the new permanent duty station rate. To be eligible, members must continue to commute daily to the new permanent duty station from the same previously established residence. In cases where the member desires to execute a government funded move and the member's orders do not authorize a government funded move, the member's command must provide justification and request that the member's orders be modified to authorize a fully funded move.

To receive BAH based on the old PDS, the member must complete the below steps prior to the execution of orders:

- \* Request authorization from the gaining Commanding Officer to receive BAH based on his/her previous duty station by written request. In the letter include current location, commuting distance, and detailee information. Gaining Commanding Officers should ensure that member is maintaining a continuous residence and that the commuting distance from that continuous residence is reasonable for the geographic location of the assignment.

- \* If approved by the gaining Commanding Officer, a letter will be generated by the gaining command to detailee via the service member. The member must send the approval letter to his/her detailee in order to get the HHG funding removed from his/her orders. If funding must remain in support of interim TDY stops, detailee must include a specific note in the order modification that indicates funding remains only for TDY travel, and that HHG funding has been removed. Note: To streamline the process, CO approval letters should be sent from the member directly to the member's detailee; requests SHOULD NOT be forwarded to PERS-451H.

- \* Once HHG funding is removed from the orders and the orders are re-issued, the member must take the approval letter and the orders to PSD upon check in to the gaining command to have BAH based on the previous duty station continued.

The templates for the request authorization and the approval letter may be found as enclosures (1) and (2) in the N130 Close Proximity Move Guidance, which can be found posted on the OPNAV N130 website at:

<http://www.npc.navy.mil/careerinfo/payandbenefits/n130/n130c.htm>

If CO approval is not received, HHG funding is not removed, and orders are not re-issued prior to the execution of any part of the orders, the member is not eligible for a Close Proximity move or BAH at the previous permanent duty station. Once any part of the orders have been executed and/or the member reports to the new command, the CO DOES NOT have the authority to approve the close proximity move, the detailee DOES NOT have the authority to retroactively remove HHG funding from the orders and the PSD DOES NOT have the authority to pay BAH based on the previous PDS.

For further information refer to NAVADMIN 026/09, NAVADMIN 101/10 and  
OPNAVINST 7220.12.