

20 Sep 17
Version 2

Secretarial Housing Waiver (BAH/OHA) PSD GUIDE

Total Force (TF) Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist TF Airmen, Air National Guard (ANG), Air Force Reserve (AFR), Regular Air Force (RegAF), Total Force Service Centers (TFSC), servicing Commander Support Staff (CSS), Military Personnel Sections (MPS), Force Support Squadrons (FSS), and other support personnel in understanding the Secretarial Housing Waiver process.



Secretarial Housing Waiver (BAH/OHA)

Section A: Introduction

Date of Revision(s)	Revision(s)
20 Sep 2017	Update new routing directions for waivers

1. INTRODUCTION: BAH/OHA waivers provide temporary assistance to Airmen and their dependents to ease the transition of a Permanent Change of Station (PCS) move to the new Permanent Duty Station (PDS) in limited situations when the Airmen and dependents will reside separately. A waiver under this authority does not provide for "dual" housing allowances; rather, the member's old PDS or dependents' location could be eligible for a higher BAH rate than the member's new PDS assignment. Airmen who want to request a waiver to either leave or move dependents to an OCONUS location will use procedures in the Family Member Travel PSD Guide and IAW AFI 36-3020.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR): AFPC/DP3AM (Assignments Procedures and Programs Branch)

3. TARGET AUDIENCE:

- Regular Air Force (RegAF) Airmen
- Air Force Reserve (AFR) Airmen
- Air National Guard (ANG) Airmen

4. REFERENCES/RELATED PROCESSES:

[AFI 36-3020](#), *Family Member Travel*

[DoD Instruction 1315.18](#), *Procedures for Military Personnel Assignments*

[JTR, paragraph 10400-B, 10402-B, 10412-B, 10428-E](#)


[AFI 36-2102](#), *Base-Level Relocation Procedures*

[AFI 65-114](#), *Travel-Policy and Procedures for Financial Services Offices and Finance Offices- Reserve Component*, (Chapter 5)

[DoD 7000.14-R](#), *Financial Management Regulation, Volume 5, Chapter 1, Paragraph 010305-C3. Family Member Travel* [PSD Guide](#)

[Secretarial Housing Waiver Process](#)

NOTES:

1. Additional myPers articles are available on [myPers](#). To search the myPers knowledge base, use the drop down menu to select "ANY" and type in 'Secretarial Housing Waiver (BAH/OHA)' or 'Acronym' into the 'Search Box', then click the  button.

2. Each Airman can provide feedback on articles provided in myPers. For recommendations on improvement, or more information, contact us by clicking the link below in the 'Footer.'

Section B: General Information

5. GENERAL INFORMATION:

ELIGIBILITY:

This guidance applies to Total Force Airmen authorized BAH or OHA at the with-dependent rate: a) Airmen with dependents who resided with them at the prior duty station (Old PDS) before departing for a new PDS unless the member was serving a dependent restricted/unaccompanied tour; (b) Airmen with dependents at a government-approved designated location; and (c) Airmen without dependents (only eligible for a waiver based on low/no cost move as specified on PCS orders). Airmen without dependents may only apply for a waiver under a Low/No Cost (LCNC) move.

A. Preliminary Factors

1. A waiver may not be authorized/approved for a period in excess of one calendar year unless expressly described below under Section C "Other Circumstances."
2. All members who seek a waiver, with the exception of a LCNC PCS Move, must be a member with dependents.
3. If a waiver is granted for a location that carries an entitlement to CONUS Cost of Living Allowance (COLA), the member's waiver approval shall include applicable CONUS COLA without need for a separate request.
4. If a waiver is approved and dependents change residential address, then member is no longer eligible for the waiver and the housing rate will be based on the new permanent duty station.
5. An approved waiver does not create an entitlement to additional allowances such as Family Separation Allowance (FSA) or Family Separation Housing (FSH). The Airman's entitlement to those allowances is based on the assignment circumstances.
6. If a member requests an OHA waiver, the member should have a certified DD Form 2367 on file at the local Housing Office. An approved waiver would include applicable COLA without need for a separate request.

B. Circumstances Specifically Described (JTR)

1. **Low/No Cost (LCNC) PCS Move.** Airmen with a waiver request must be reassigned under this category. Active duty PCS orders must reflect a code of "V" or "M." Airmen are not required to have dependents to qualify for a LCNC waiver. If ANG/AFR PCS orders do not reflect a code, orders will need to state the move is a Low/No Cost move in accordance with AFI 36-2110, *Assignments*, and JTR criteria. Airmen must have established the residence while assigned to the prior duty station. Airmen must have made their housing decision based on the prior assignment, must provide a written statement to the assignment OPR certifying

he or she will not relocate his or her household as a result of PCS and must continue to commute from the same residence to the new permanent duty station. Assignment OPR must confirm locations are within commuting distance. **Note:** IAW JTR, par. 10400, a member without dependents may request a waiver for the old duty station (i.e., for Reserve Component (RC) member, old duty station could be the Home of Record (HOR)) under the conditions of a LCNC PCS as defined by AFI 36-2110.

2. PCS for Training (Military Education (PME), Technical Training (School), etc.) Scheduled for One Year or Less. Airmen who request waivers for dependents' permanent residence or old PDS under this category of circumstances must submit waiver requests that specify the course length (start and end date), location and title. JTR indicates approval for courses scheduled for a duration of one year or less are routinely approved. Waivers may be granted for dependent's location when not residing at previous duty station (i.e., member departs OCONUS¹ tour with TDY-en-route while dependent(s) reside in hometown until member completes training).

C. Other Circumstances Specifically Defined by the Secretary Concerned

1. PCS for Training (Military Education (PME), Technical Training (School), etc.) Scheduled for a period up to 13 Months. All requests must include the information specified in section B(2) above.

2. Dependent Child Education (Grades K-12). Eligible Airmen are: 1) those in receipt of Permanent Change of Station (PCS) orders with a dependent who is scheduled to complete the senior year in high school (**Note:** waivers granted for senior year exemption will not cover more than one academic year); 2) Airmen who receive PCS orders AFTER the starting date of the dependent's school year for dependents that are not seniors in high school; or 3) Airmen who receive PCS orders less than 60 calendar days prior to the start of the school year. The waiver approval period shall not exceed 7 calendar days after the last official school year end date. If a dependent child is "home schooled" the member should provide documentation that indicates all local/state requirements for enrollment or other prerequisites have been satisfied for that school year.

3. Exceptional Family Member Program (EFMP). Members pursuing waivers based on EFMP-related circumstances should ensure an adequate timeline is established to allow for assignment adjustments. Member must provide a letter signed by an Air Force physician stating that the required dependent care is NOT available at the new PDS including vicinity. A document that reflects a medical provider's recommendation not to travel does not meet the requirement to determine care availability at the new PDS. The Commanding Officer at the new PDS, with oversight for the EFMP program, must endorse the supporting medical documentation that states the required care is not available at the new PDS or vicinity. The member must submit a completed AF Form 1466, *Request for Family Airman's Medical and Education Clearance for Travel and Dependent Relocation Clearance*, and any documentation that demonstrates all options pursuant to the EFMP process have been pursued IAW AFI 36-2110, *Assignments* (i.e., assignment deferment, reassignment, cancellation), along with an AFPC decision memorandum, for EFMP-related waiver requests.

4. Assignment to CONUS-isolated location designation based upon criteria in Air Force Instruction 36-2110. The member's eligibility is based on member's receipt of a PCS order for an unaccompanied assignment for the applicable minimum tour length (currently 15 month minimum tour length).

5. Delayed Dependent Travel (other than education).

a. Dependent Application for Passport or other Entry Document Required for PCS. If a member's dependent does not possess the requisite documents that permit the dependent to PCS to the new PDS, the member must provide satisfactory documentation the request was submitted to the appropriate approval authorities, documentation was received and was determined complete. The member must take initiative to contact the point of contact for processing so that there will be no delays that could unnecessarily extend the initial waiver approval period.

b. Member Performs a TDY-en-Route to new PDS

c. Member in receipt of Retirement Order. If a member receives an approved Retirement Order and requests advanced dependent travel to the retirement location, the circumstance is eligible for a waiver. "Plans" to retire do not qualify for a waiver.

d. Member in receipt of Deployment Order. If a member has PCS orders and is selected to deploy upon arrival at new PDS. Dependent(s) may elect to remain at old PDS or different location (if relocating from overseas) until member returns to the new PDS.

e. Delay associated with circumstances beyond the member's control (e.g., member's Household Goods (HHG) were scheduled to be packed/removed on XX date but due to a problem with the third party shipper, the member's dependents needed to remain at the old PDS until the rescheduled date.

6. Advanced Dependent Travel

a. When a PCS order has been issued, the member's dependent(s) may perform PCS travel in advance of the member to make arrangements for the dependents (K-12) to enter school, be enrolled, etc. NOTE: the waiver should not be approved for a period beyond 90 days without prior SAF/MRM approval on a case-by-case basis.

b. For a member currently assigned OCONUS who is in receipt of a PCS order that includes a TDY-en-route to the new PDS, the member's dependent may perform PCS travel in advance to establish the household. NOTE: the waiver should not be approved for a period beyond 90 days without prior SAF/MRM approval on a case-by-case basis.

c. Member in receipt of Retirement Order. If a member receives an approved Retirement Order, the member's dependent(s) may perform PCS travel in advance of the member to the retirement location.

7. Member in receipt of Retirement Order (dependents at retirement location).

If a member receives an approved Retirement Order, the member may request a housing allowance waiver based on dependent residence at the retirement location. Assuming waiver is granted, the effective date would be the date of the retirement order.

Example: Member and dependents reside at PDS in Alaska. Member receives PCS order to JB San Antonio, TX and arrives on 1 Aug but member elects not to exercise PCS travel and transportation allowances to relocate dependents to JB San Antonio; dependents remain in Alaska. Upon arrival, member is entitled BAH at the with dependent rate for JB San Antonio TX. After 1 Aug, member applies for retirement and states Alaska is the retirement location.

Member receives the Retirement Order dated 1 Sep. Member applies for a housing waiver for dependent location in Alaska. Member agrees dependents will not relocate during the requested waiver period of 1 Sep until retirement date. If approved, member would receive BAH and COLA (if applicable) at the with dependent rate for dependent location in Alaska, effective the date of the Retirement Order (1 Sep).

D. Circumstances that do not qualify for a waiver.

1. Transactions related to the buying or selling of a private dwelling/residence.
2. Time associated with a Waiting list for government housing.
3. Dependent employment.
4. Completion of Advanced Education (College or Certificate Program).
5. Projected retirement (or separation) without orders.
6. Financial burden associated with relocating dependents to new PDS.
7. Member's obligation to provide Child Support payments based on previous duty station (if not primary custodian).
8. Member's preference for continued dependent medical treatment at prior PDS (excluding circumstances addressed under Section C-3 above).
9. Family Court Cases (i.e., custodial or child support).
10. Transitions involving non-government authorized moves (cancel lease in gov't housing).
11. Continued medical treatment of dependent(s) at prior duty station. **Exception:** Dependent enrolled in EFMP.
12. Retirement "plan" in absence of actual Retirement Order.

III. Other Circumstances Not Specified; Reconsideration Requests of Waiver Disapprovals

AFPC should process a request to AF/A1PA (Military Compensation Policy) that identifies the circumstances. AF/A1PA will assess the request, obtain any required supporting documentation and make an outcome recommendation to SAF/MRM for action.

6. HOW TO APPLY:

1. Waiver Request Submission Requirements: Airmen will submit the Secretarial Housing Waiver request via myPers ([Secretarial Housing Waiver Process](#)). The request will flow to AFPC/DP1T who will ensure all the required documentation is provided and forward to the AFPC O6 approval authority. Once approved/disapproved, AFPC/DP1T will close the case out after including the decision memorandum in the Airman's myPers account. The Airman will be responsible for taking the approval memorandum to their servicing finance office to continue/initiate the housing waiver. Include the following documents with the request:

- a. PCS Orders (and any Amendments) for new Permanent Duty Station that includes dependent location. If the Reserve Component Order does not specify the name, date of birth and address for all dependents, provide a DD Form 1172, certified by the personnel office within 30 days of the waiver request (AFR and AGR Airmen only). **NOTE:** Requests for Orders, screenshots, or drafts are not acceptable. In addition, a DD Form 1172 not certified by the personnel office is not acceptable.
- b. PCS Orders Assigning the Airman to the Prior Permanent Duty Station, if applicable.
- c. Supporting documentation (i.e., school calendar.)

NOTE: Airmen may need to provide additional supporting documentation as required by HQ AFPC/DP1T.

2. Airmen with approved housing waivers will void the waiver if they execute any of their PCS entitlements during the waiver approval period, such as relocating dependents during the waiver period or shipment of HHGs. If this occurs, the Airman's housing allowance would immediately revert to the new Permanent Duty Station.

3. Approved waivers are effective for the period specified in the decision letter. Decision letters will be digitally signed IAW DoD 7000.14-R, Financial Management Regulation, Volume 5, Chapter 1, Paragraph 010305-C3.

Section C: Roles and Responsibilities

7. ROLES AND RESPONSIBILITIES:

This section outlines the specific responsibilities for individuals or an agency when processing a program request.

AIRMAN:

- Submit housing waiver IAW this PSD Guide
- Attached the required documentation when submitting request through myPers

AFPC/DP1T

- Process requests for approval/disapproval
- Provide approval memorandum to the Airman to submit to their local finance office

AFPC/DP3AM:

- Provide guidance and oversight on the Secretarial Housing Waiver process

Section D: Procedures

8. PROCEDURES:

Figure 1. Secretarial Housing Waiver (BAH/OHA) Flowchart: Outlines the individual process steps for this program.

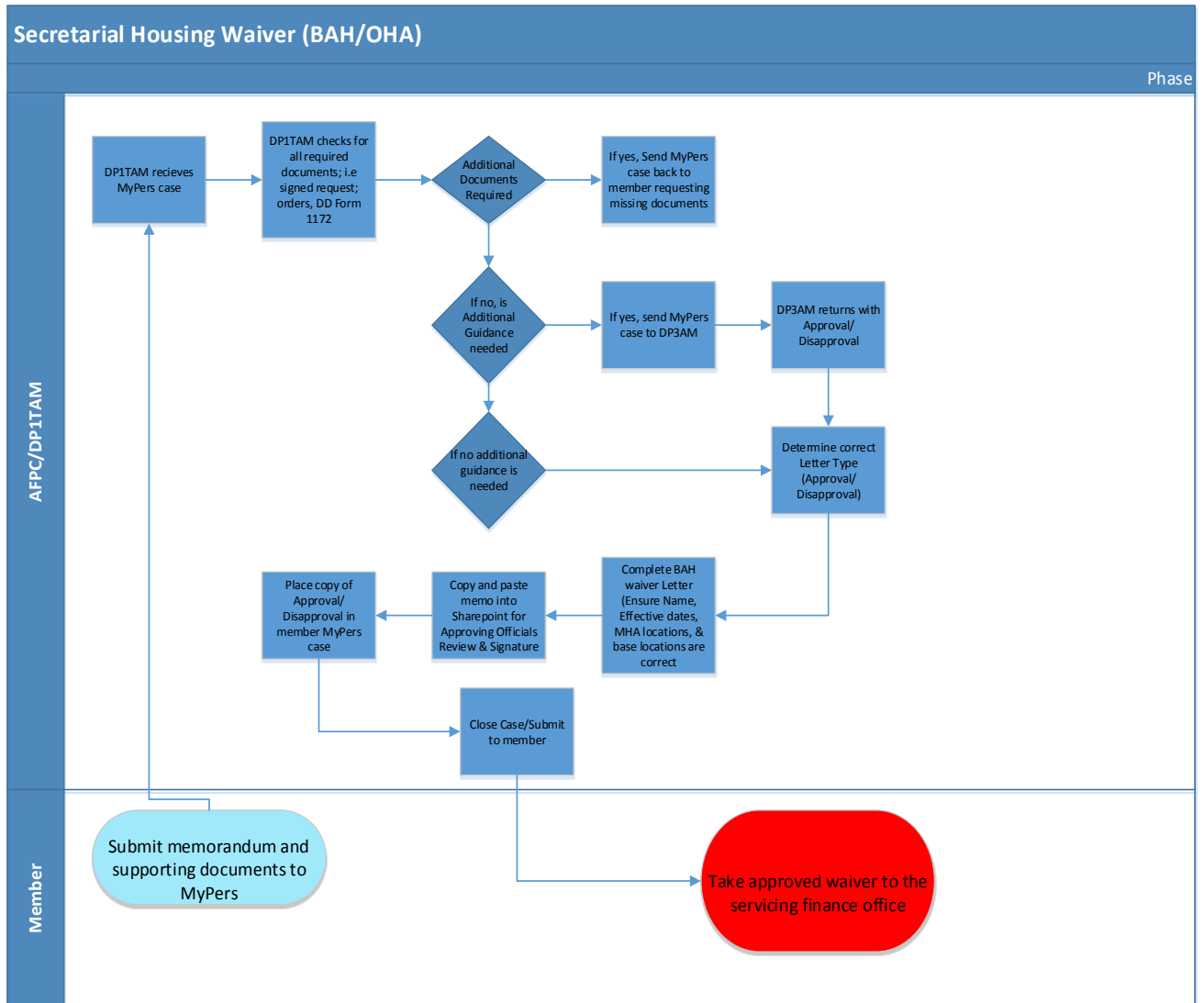


Table 1. Step-by-Step Procedures for the Secretarial Housing Waiver (BAH/OHA). This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	Airman	<i>Submit Memorandum.</i> Submit the application via myPers with applicable documents (Secretarial Housing Waiver Process)

2	AFPC/DP1T	Review. Review, approve/disapprove requests, and provide a memorandum for Airman to handcarry to the servicing finance office.
4	Airman	Handcarry Waiver. Take approved waiver to the servicing finance office.

9. Reserve Component/Air National Guard Issues

a. Airmen with and without dependents are called/ordered to AD and PCS to a location not within commuting distance of their primary residence.

b. Per JTR 10428: Called/Ordered to Active Duty for a Contingency and Table 10E-16.

RESERVE COMPONENT MEMBER Called/Ordered to AD/ADT on or after 6 Jan 06, if PCS HHG transport is authorized, then BAH is based on the PDS location beginning the day the member reports to PDS.

- Scenario 1: Airman desires to relocate primary residence. Orders should reflect HHG transport authorized and BAH will be based on new PDS upon arrival
- Scenario 2: Airman does not desire to relocate primary residence and will continue to pay rent or own a residence at the location from which they were called/ordered to AD

c. If HHG transport is not authorized, then Airman (with or without dependents) receives primary residence-based BAH at time called/ordered to active duty beginning on the first active duty day. Airman will be authorized HHG limited to TDY entitlements.

d. Recommend the following or similar wording for orders:

“Member not authorized PCS HHG transportation.” With this statement, HHG is limited to TDY entitlements and the reserve pay office must comply with the JTR and start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active Duty day. (IAW JTR 10428).

Attachment 1 Common Waiver Scenarios

I. PME, Technical Training, or School Waivers (JTR Ref: 10402-B5g)

- Example of a PME, Tech Training or School Waiver: An Airman stationed at Langley AFB, VA receives PCS authorization/order to attend PME (Maxwell AFB) or Technical Training (Keesler AFB, MS). The Airman's family remains at Langley AFB, VA while the Airman attends training. The Airman retains the with-dependent rate for Langley, VA.

II. Low-Cost, No-Cost Waivers (JTR Ref: 10402-B1)

- Example of a Low-cost, No-cost waiver: An Airman assigned to the Pentagon receives PCS authorization/orders to PCS to Quantico MCB. The Airman does not move his primary residence and reports to the new duty location as directed. The Airman now commutes daily from their primary residence to Quantico, VA. The Airman would continue to receive the BAH rate for PDS Pentagon which is higher than Quantico.

III. Delayed/Advanced Travel Waivers (JTR Ref: 10412)

- Example of Advanced Travel. An Airman stationed at the Mt. Home receives a PCS authorization/order in July for reassignment to the Pentagon with a November reporting date. The member's family moves to the Pentagon in August to get settled in before the school year starts. Advanced travel waiver would allow the Airman to receive the with-dependent rate for PDS Pentagon.
- Example of Delayed Travel. An Airman stationed at the Pentagon receives a PCS authorization/order in April for reassignment to Mt. Home with a November reporting date. The member's family remains in Washington DC (Pentagon) until the school year ends in June. Delayed travel waiver would allow the Airman to receive the with-dependent rate for PDS Pentagon.