



DEPARTMENT OF THE NAVY
NAVAL BASE KITSAP
120 SOUTH DEWEY STREET
BREMERTON, WA 98314-5020

NAVBASEKITSAPINST 7220.1D
N04C/N932
16 Dec 2021

NAVAL BASE KITSAP INSTRUCTION 7220.1D

From: Commanding Officer, Naval Base Kitsap

Subj: POLICY FOR GRANTING SINGLE BASIC ALLOWANCE FOR HOUSING

Ref: (a) OPNAVINST 7220.12 CH-1
(b) CNIC M-11103.2
(c) Command Pay and Personnel Administrator Handbook

Encl: (1) NAVBASEKITSAP 7220/1, Single BAH Request

1. Purpose. To provide policy governing authorization for payment of single Basic Allowance for Housing (BAH) per references (a) through (c).

2. Cancellation. NAVBASEKITSAPINST 7220.1C CH-2.

3. Scope and Applicability. This instruction applies to all service members and tenant commands assigned to Naval Base Kitsap (NBK).

4. Background. Reference (a) issues policy and procedures for the authorization of domestic BAH. When adequate permanent party Unaccompanied Housing (UH) space is not available or when full utilization is reached per reference (b), the installation Commanding Officer (CO) may authorize unaccompanied personnel to live off base and draw single BAH. Per reference (c), the installation Housing Director has final approval authority on requests for Single BAH.

5. Policy

a. The core mission requirement of the UH is to provide adequate housing for all E-1 through E-4 service members (afloat and ashore).

b. The installation CO (or designated local approving official) may authorize BAH for housing entitlements for single members. For the purpose of BAH entitlement, "full utilization" of UH inventory is defined as 95 percent occupancy of available and on-line beds.

(1) Single Active Duty shipboard service members E-1 to E-3 are prohibited by law from receiving full BAH.

(2) Single Active Duty shipboard service members E-4 with less than 4 years of service are not authorized by Navy policy to receive full BAH.

(3) Single Active Duty service members E-4 over 4 years of service on sea duty may submit a request to receive BAH. The installation Housing Director is the approving authority (approval is subject to full utilization).

(4) Single E-1 to E-4 service members on shore duty and rotational service members assigned to a sea duty component of a deployable unit such as air squadrons, mobile training units, and mobile construction battalions, etc., may request to live off-base and are authorized BAH when UH has reached full utilization as defined above and approved by the installation Housing Director.

(5) Utilization is determined on the first workday of every week. If utilization is below 95 percent, service members that fall into the categories listed in subparagraphs 5.b.(3) and 5.b.(4) will be placed on a BAH waiting list and be offered BAH when full utilization is reached and in order of position on the waiting list.

(6) E-5 and above service members, not residing in UH, are entitled to receive BAH. A Single BAH request must be routed to the Installation Housing Director for approval.

c. Appeals of BAH request decisions will be addressed by the UH Assignment Review Board, where necessary, with final decision authority retained by the installation CO. Appeals of the installation CO's decision can be made to OPNAV (N130C).

d. Approval by tenant command COs for single shipboard service members in pay grade E-4 with less than 4 years of service to reside off the ship does not constitute an authorization to receive single BAH.

e. Shipboard service members who are E-4 with less than 4 years of service and were previously assigned to shore duty in the same geographic area will continue to receive BAH if continuing to reside permanently in non-government quarters.

f. Frocted Service Members. Single shipboard service members frocted to the pay grade of E-5 who have less than 4 years of service are not eligible for BAH until they are permanently advanced to the pay grade of E-5 or they reach 4 years of service.

g. Service Member married to Service Member with no other dependents. Service members who are married to another service member are entitled to single BAH when not assigned to government quarters and reside in the same geographic location. Each member is considered a single member for BAH entitlement. A service member married to another service member, in pay grades E5 or below, assigned to permanent sea duty is authorized BAH. If neither, E4 and below, service member is assigned to permanent sea duty and they do not reside in the same geographical location, then the service member requesting BAH is subjected to meeting the same requirements as a single service member.

h. Pregnant service members. A pregnant service member with no other dependents and who currently resides in UH is authorized to remain in UH for the full-term of pregnancy if so desired by the member. A Certificate of Pregnancy, issued by a Health Care Provider, that states the member's 20th week of pregnancy is required to be included in the BAH package. Prior to a pregnant service member's 20th week of pregnancy, an E-1 to E-4 service members must submit a request for authorization to reside in off-base housing and draw BAH at the single (without dependent) rate. The service member may request to depart UH at any time, but if requested on or after the member's 20th week of pregnancy, the installation CO must approve Single BAH. Upon giving birth, the member will be authorized to draw BAH at the "with dependent" rate. The authorization for housing allowance ends if the service member does not maintain custody of the child.

i. Death of spouse or divorce. E-5 and below service members who lose entitlement to BAH with dependents in connection with the death or divorce of a spouse must submit enclosure (1) to the installation Housing Director to begin the Single BAH entitlement. BAH is only authorized if the service member remains in the same geographic location. Once relocated outside of the geographic location, the member is subjected to meeting the same requirements as a single service member.

j. Reduction in Rate. Service members reduced in rate to pay grade E-4 with less than 4 years of service at CO's Non-Judicial Punishment will lose entitlement to BAH. All applicable restrictions apply.

6. Action

a. Personnel in pay grades E-1 through E-5 must complete enclosure (1) for determination. Per reference (a), complete chain of command approval to include the CO or their equivalent local approving official is not required unless members are assigned to unusually arduous sea duty. As denoted on enclosure (1), the first line supervisor/Leading Chief Petty Officer's signature of the service members is required. If the supervisor does not recommend approval, then the request must be routed through the member's entire chain of command to include signature of their CO.

b. The NBK Housing Director has the authority to approve/disapprove single BAH for E-1 to E-5 personnel per Single BAH Policy. Appeals of BAH request decisions will be addressed by the UH Assignment Review Board, where necessary, with final decision authority retained with the installation CO. Appeals of the installation CO's decision can be made to OPNAV (N130C).

c. Personnel in pay grades E-1 to E-3 on shore duty can request to be put on the BAH waiting list maintained by the UH Manager and must provide evidence of required financial counseling by their Command Financial Specialist as noted on enclosure (1), recommending approval. When utilization reaches greater than 95 percent, the UH Manager will contact personnel, in waiting list order, to continue the process to receive Single BAH. Not all personnel on the BAH waiting list will receive contact to maintain 95 percent utilization.

d. Except for cause, a permanently assigned member without family members, once authorized to live in the civilian community, will not be involuntarily assigned to unaccompanied quarters while assigned for duty in the same geographical area. To fully utilize unaccompanied quarters that become available, assignment will be made from newly reporting eligible personnel before a commitment for civilian community housing is made by these individuals.

e. Submission Process:

(1) The service member starts the BAH process by completing and submitting enclosure (1) to their command's Authorizing Official.

(2) Once authorized, the service member provides enclosure (1) to the UH Office Front Desk. The Housing Authority completes the Housing portion.

(3) If approved, enclosure (1) is returned to the service member with the approvers DD-577. The service member submits enclosure (1) to their command's Command Pay and Personnel Administrator for processing through the Personnel Support Detachment.

(4) If not approved, the service member will be placed on the UH BAH waitlist until the request is approved or withdrawn. The service member is entitled to reside in UH until they have been selected for BAH approval.

f. It is important that service members receive all the benefits to which they are entitled. COs must ensure correct application of guidelines per references (a) through (c).

7. Records Management

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Housing Director will review this instruction annually on the anniversary of its effective 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 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.

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9. Forms. NAVBASEKITSAP 7220/1, Single BAH Request listed as enclosure (1) is available for download via the NBK shared site, <https://g2.cnic.navy.mil/NAVBASEKITSAPBREMERTONWA/SitePages/Home.aspx>.



R. N. MASSIE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0 Web site, <https://g2.cnic.navy.mil/NAVBASEKITSAPBREMERTONWA/SitePages/Home.aspx>.



Single BAH Request

Name: _____ Date: _____ Rank: _____

Command: _____ Dept/Div: _____

Phone: _____

Current UH Resident: YES NO

Previous Permanent Duty Station: _____

Homeport: _____

Signature of Requestor: _____ Date: _____

Command Financial Specialist (Required for E-4 and below personnel):

Recommended: YES NO (If 'no' request must be routed through chain of command)

Signature: _____ Date: _____

Chain of Command Recommendation (ALL Commands):

1st Line Supervisor/LCPO Recommended: YES NO

Signature: _____ Date: _____

**Optional for Non Sea Duty Command Use
(Mandatory for Sea Duty Commands – CVN, SSN, SSBN, and SSGN)**

Div. Off.	_____	Date: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
Dept. Head	_____	Date: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
CMC	_____	Date: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
XO	_____	Date: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
CO	_____	Date: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>

-----For UH Administration Only-----

Date Submitted to UH Office: _____ Received By: _____

Final Approval: _____ Date Signed: _____

Installation Housing Director