

UNCLAS

REF:

- A. 37 USC, SEC 403
- B. SAF/MR LTR, 4 MAR 02

1. ON 4 MARCH 2002, THE ASSISTANT SECRETARY OF THE AIR FORCE FOR MANPOWER AND RESERVE AFFAIRS APPROVED BASIC ALLOWANCE FOR HOUSING (BAH) WAIVER POLICY ALLOWING AIR FORCE MEMBERS DEPARTING PERMANENT CHANGE OF STATION (PCS) FOR 12-MONTHS OR LESS TO PROFESSIONAL MILITARY EDUCATION (PME), TECHNICAL TRAINING, AND CAREER EDUCATION TO RECEIVE BAH AT A RATE OTHER THAN THE NEW PERMANENT DUTY STATION WHEN MEMBER RESIDES SEPARATELY FROM DEPENDENTS.

2. A MEMBER MAY REQUEST SELECTION OF THE WITH-DEPENDENT BAH RATE AT DEPENDENT'S LOCATION, PREVIOUS DUTY STATION, OR CURRENT DUTY STATION; WHICHEVER IS MORE ADVANTAGEOUS TO THE MEMBER. MEMBER MUST AGREE TO LIMITED PCS ENTITLEMENTS TO INCLUDE ONLY PERSONAL/PROFESSIONAL SHIPMENT EQUIVALENT TO UNACCOMPANIED HOLD BAGGAGE AND WITHOUT-DEPENDENT RATE DISLOCATION ALLOWANCE (DLA), TEMPORARY LODGING EXPENSE (TLE), AND PER DIEM.

3. MPF IMPLEMENTATION INSTRUCTIONS.

A. NOTIFY AND BRIEF ALL MEMBERS WITH A PCS ASSIGNMENT 12 MONTHS OR LESS TO PME, TECHNICAL TRAINING, OR FOR CAREER EDUCATION ON THIS NEW ENTITLEMENT DURING INITIAL PCS OUT-PROCESSING BRIEFING. ANNOTATE OUT PROCESSING CHECKLIST AND HAVE MEMBER INITIAL THAT HE/SHE HAS BEEN BRIEFED ON ENTITLEMENT OPTION.

NOTE: TO ENSURE ALL MEMBERS ARE BRIEFED ON THIS NEW ENTITLEMENT, NOTIFY ALL MEMBERS WHO HAVE ALREADY BEEN BRIEFED ON PCS OUT PROCESSING REQUIREMENTS THAT ARE DEPARTING FOR PME, TECH TRAINING, OR CAREER EDUCATION FOR 12 MONTHS OR LESS AND BRIEF THEM ON THIS NEW ENTITLEMENT ASAP.

B. IF MEMBER ELECTS TO APPLY FOR BAH POLICY WAIVER, INSTRUCT MEMBER TO SUBMIT A LETTER AS FOLLOWS:

"I, RANK, FIRST NAME, LAST NAME, SSAN, REQUEST BAH POLICY WAIVER TO RECEIVE BAH AT THE WITH-DEPENDENT RATE BASED ON DEPENDENT'S LOCATION, PREVIOUS DUTY STATION, OR CURRENT DUTY STATION, (MEMBER NEEDS TO SPECIFY WHICH LOCATION THEY WISH TO DRAW THEIR BAH ENTITLEMENT) PROVIDED MY PCS ENTITLEMENTS ARE LIMITED. I AGREE TO LIMITED PCS ENTITLEMENTS TO INCLUDE WITHOUT DEPENDENT RATE DISLOCATION ALLOWANCE (DLA), TEMPORARY LODGING EXPENSE (TLE), AND PER DIEM. I FURTHER AGREE THAT MY SHIPPING ENTITLEMENT IS LIMITED TO THE UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCE TO INCLUDE MY PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT. MY PROJECTED DEPARTURE DATE TO (NEW PERMANENT DUTY STATION) IS (DATE)." MEMBER MUST SIGN LETTER.

C. MPF WILL FAX SIGNED LETTER OR E-MAIL SCANNED SIGNED COPY OF LETTER TO AF/DPRC FOR APPROVAL/DISAPPROVAL. INCLUDE MPF E-MAIL ADDRESS IF FAXING. AF/DPRC IS FINAL APPROVAL/DISAPPROVAL AUTHORITY. LETTERS CAN BE FAXED TO AF/DPRC (703) 614-0099 OR EMAIL SCANNED SIGNED LETTERS TO ORG AF.DPRC@PENTAGON.AF.MIL.

D. UPON APPROVAL/DISAPPROVAL OF MEMBER'S REQUEST, AF/DPRC WILL EMAIL SIGNED LETTER BACK TO MPF. FOR APPROVED BAH WAIVERS, MPF WILL ACCOMPLISH THE FOLLOWING:

- 1) NOTIFY MEMBER OF APPROVAL AND PROVIDE MEMBER COPY OF BAH WAIVER LETTER/E-MAIL SIGNED BY AF/DPRC.
- 2) AMEND PCS ORDERS TO READ: " LIMITED PCS ENTITLEMENTS, MEMBER IS NOT AUTHORIZED SHIPMENT OF HOUSEHOLD GOODS. MEMBER HAS VOLUNTARILY AGREED TO SHIPMENT OF UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCE ONLY (INCLUDING PROFESSIONAL BOOKS, PAPER, AND EQUIPMENT)."
- 3) PROVIDE COPY OF AMENDED PCS ORDERS TO LOCAL TMO.
- 4) INCLUDE COPY OF BAH WAIVER APPROVAL LETTER/E-MAIL IN PCS RELOCATION FOLDER FOR MEMBER TO HAND CARRY TO GAINING PERMANENT DUTY STATION.
- 5) FILE ADDITIONAL COPY OF APPROVAL LETTERS/E-MAIL AND MEMBER'S ORIGINAL SIGNED REQUEST IN MEMBER'S UPRG.

E. FOR DISAPPROVED WAIVERS, MPFS WILL NOTIFY MEMBER OF DISAPPROVAL AND PROVIDE MEMBER A COPY OF BAH WAIVER SIGNED BY AF/DPRC.

4. FSO PROCEDURES: AS OF 4 MARCH 2002, MEMBERS MAY APPLY FOR A WAIVER WHICH WILL ALLOW THEM TO RECEIVE THE BAH AT ONE OF THE FOLLOWING RATES WHEN THE MEMBER IS PCS'ED FOR 12 MONTHS OR LESS TO PME, TECHNICAL TRAINING, OR CAREER EDUCATION. THE RATE AVAILABLE TO THESE MEMBERS INCLUDE THE DEPENDENTS' LOCATION, THE FORMER PDS, OR THE NEW PDS, WHICHEVER IS MORE ADVANTAGEOUS TO THE MEMBER. USE THE MEMBER'S BAH WAIVER APPROVAL LETTER, SIGNED BY HQ USAF/DPRC, ALONG WITH A COPY OF THE AMENDED ORDERS INDICATING LIMITED PCS ENTITLEMENTS, AS SUPPORT FOR PAYING BAH AT A RATE OTHER THAN THE MEMBER'S PERMANENT STATION. MAINTAIN A COPY OF THIS DOCUMENTATION WITH THE AF FORM 594 THE MEMBER COMPLETES AT PCS IN-PROCESSING IN ACCORDANCE WITH REQUIREMENTS IN DFAS-DEM 7073-1, CHAPTER 32. ENSURE MEMBERS ARE ONLY REIMBURSED FOR TLE, DLA, AND PER DIEM AT THE SINGLE RATE.

5. THIS IS AN AF/DP, SAF/FM, AFPC/DPA, AFPC/DPFS, AND DFAS COORDINATED MSG.

6. POCS FOR QUESTIONS AND ADDITIONAL INFORMATION REGARDING IMPLEMENTATION PROCEDURES: CONTACT AFPC/DPFS (CALL CENTER) AT DSN 665-2480.