





## Executive Summary

### CONSOLIDATING DoD HOUSING AND ALLOWANCE DATA COLLECTION

The Department of Defense collects an enormous amount of data on housing for its Service personnel, and the complex and dynamic system of data collection often leads to overlapping effort. We reviewed the Services' data collection processes to see whether they could be consolidated into a single uniform effort.

Data on Service members' housing costs are collected for four primary purposes: to determine the eligibility for basic allowance for quarters payments; to determine the eligibility for, and amount of, variable housing allowances or overseas housing allowance payments; to determine housing deficits at military installations; and to calculate variable housing allowance ceilings for an installation.

We identified 14 different data collection forms now being used by DoD and the Military Services. The information on those forms is required for the four major purposes and clearly overlaps. It is collected from Service members several times; in fact, the military spends more than 2 million manhours annually on filling out and processing forms – just for housing and housing allowances.

We found that much of the data collected are redundant, some are unnecessary, and some are readily available from other sources. Collecting the same data using different methods and agents can result in inconsistent and erroneous analyses. The Finance Office should be the primary sponsor of the form and the data. DoD could realize additional savings by integrating the data collection process into a single automated system.

We recommend that the Office of the Assistant Secretary of Defense (Force Management and Personnel) [OASD(FM&P)] and the Office of the Deputy Assistant Secretary of Defense (Installations) [ODASD(I)] continue with their joint initiative to

consolidate the data forms for allowance and housing transactions and community housing information. We recommend that OASD(FM&P):

- Develop a two-part form, with Part I requesting the data required by the Joint Uniform Military Pay System and Part II requesting the remaining data elements needed for calculations not involving payments to Service members.
- Prescribe a process whereby the data are consolidated for using agencies.
- Continue with the present system for a year while implementing the new form.

We recommend that ODASD(I) investigate the potential for management or service improvements at installation housing offices if raw data on Service member housing in the community were provided in automated form. This recommendation would improve housing management by facilitating the housing referral process, reducing staff time associated with data collection, and ensuring that responses to housing questions are both timely and accurate.

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## CHAPTER 1

### CURRENT PROCESS

#### BACKGROUND

Government-owned housing, Government-controlled housing, and private housing in communities near military installations are the sources of living quarters for military families. Enough Government housing is rarely available for all the military families that need it, so the Government provides Service personnel with a basic allowance for quarters (BAQ) to help offset the cost of renting or buying from private sources. Because rent varies at different military locations, the Government also provides a variable housing allowance (VHA) to alleviate location differentials. [Outside the United States, this rent support is called the overseas housing allowance (OHA).] Under current DoD policy, local communities are the preferred choice for military housing. Only when housing is not available in the private sector will the DoD consider building or leasing housing for military families.

A vast quantity of detailed information is required to support the decisions that set allowance levels, that determine the actual allowances paid to a family, or that justify building or leasing additional Government housing units. Housing data are part of a complex and dynamic data collection process, and significant modifications are now being made to that process.

The DoD has begun a consolidation of the entire Military Service finance process (through which housing allowances are paid). The Army and Air Force are currently testing a combined finance system, and the Military Services are studying the structures of their housing procedures. At the same time, the Office of the Secretary of Defense Per Diem, Travel and Transportation Allowances Committee – referred to as the Per Diem Committee – is revising the VHA calculation process, and that revision will require more frequent data collection. As the result of these concurrent activities, DoD became aware that the data collection processes often overlap and tasked us to determine whether they could be consolidated to save time and reduce paperwork.

## **PURPOSE OF HOUSING DATA COLLECTION**

Data are collected on Service member (SM) housing for four primary purposes: to determine eligibility for BAQ payments; to determine eligibility for, and amount of, VHA or OHA payments; to determine installation housing deficits; and to calculate the appropriate VHA ceilings for an installation. These housing cost scenarios are presented in Appendix A.

Personnel, Finance, and Housing are the three major staff agencies that participate in the housing data collection process. (Throughout this report, when we refer to any of those three functions, we use lower case, as in "a personnel issue"; where we refer to an agency or office, we use initial capitals, as in "a Finance Office.") In addition, the OSD Per Diem Committee, which is responsible for determining housing allowance rates, also participates in the processes. The activities of these agencies are described in detail in Appendix A.

## **CUSTOMER SERVICE ACTION FLOW**

In each Service, the actual flow of data collection activities differs slightly because of different organizational relationships among the units to which the SMs are assigned and the personnel, finance, and housing functions. However, the general processes and procedures are similar enough that one scenario can be used for all Services.

The SM and the major participants interact at a number of data collection points. When the SM first arrives at an installation, data collection activity is heavy; during the tour of duty, it is intermittent; and prior to departing for the next assignment, information is collected to close out the SM record. In addition, all participants generate their own actions for internal policy setting, auditing, or file maintenance, and the SM must contribute to them.

## **DoD ADMINISTRATIVE ACTION FLOW**

In the process of performing their regular customer service functions, Personnel, Finance, and Housing Offices at each installation participate in large-scale data collection. In this study, we examine their roles in the housing surveys used to determine where housing acquisition funds might best be applied, and in the

VHA/OHA surveys used to establish the maximum housing allowance rates for each installation.

## **DATA COLLECTION FORMS USED**

More than a dozen different forms are used to collect all these housing data, and many of those forms are quite similar. The data overlap among the forms is illustrated in the tabulation in Appendix B. The forms themselves are presented in Appendix C.

### **Department of Defense Forms**

Data collection forms used by more than one Service carry a DoD identifier (e.g., DD 114, *Military Pay Order*). As the Service finance systems merge, more of the forms used in the housing/finance interface will become DoD forms. At present, however, the following housing forms are used:

- *Variable Housing Allowance Data Collection Form*. This VHA survey form has never been assigned a form number, presumably because it changes slightly from year to year even though it is validated with the survey's report control symbol number. It is the mark-sense form on which the Per Diem Committee's VHA survey is to be completed.<sup>1</sup> Printed in two colors on 11- by 17-inch paper, it arrives folded to allow for a cover letter from the Deputy Assistant Secretary of Defense (Manpower Policy and Programs) and has three sides for mark-sense responses. The Census of SMs drawing BAQ is conducted annually.
- *VHA Verification Survey*. After the initial VHA survey has been made, 1 percent of the respondents who are renters are selected for a verification survey by the Defense Manpower Data Center (DMDC). This is a single-sheet form printed for mark-sensing.
- *DD 376, Housing Cost Data Sheet – Personal Uniformed Services Personnel*. This form is the OHA equivalent of the VHA survey form; however, it is not machine-readable. It is filled out annually by all overseas BAQ recipients. The Per Diem Committee is uncomfortable with the low response rate and is moving away from the use of this form in favor of a census along the lines of the VHA process.
- *DD 2367, Individual OHA Report*. Data collected on this form are used by overseas Finance Offices to establish the OHA and recertify it annually. Currently, the Per Diem Committee uses the data collected on the

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<sup>1</sup>Forms that require a "mark" (usually a dot) that is machine-readable (i.e., that a machine can "sense") are known as "mark-sense" forms.



DD 2367 form annually to establish the rent ceiling component of the OHA, through data extracts from the Joint Uniform Military Pay System (JUMPS) provided by the Services.

- *DD 1376, Family Housing Questionnaire.* This survey form is used to help determine the military housing deficit. It is administered through the installation Housing Office and records data on costs, location, size, and condition of private housing occupied by SMs. Its principal virtues are its clarity and the ease with which it can be completed. The survey form is distributed annually to selected installations (except those of the Army) when current deficit information is needed.
- *DD 1746, Application for Assignment to Housing.* This form is used by an installation Housing Office to record an incoming SM's rank and number of dependents; housing preferences in terms of size, cost, and location; and the eventual settling into Government or private quarters. (In the Air Force, this information would have been submitted from the previous duty station.)
- *DD 1670, Notification of Housing Selection.* This form (still in use only by the Army) is a postcard and is intended to capture information for the Housing Office about the SM's private residence. With the exception of discrimination complaints, the information is supposed to be recorded on the DD 1746 when the SM is transferred from the installation. In practice, although SMs seldom return the cards, they never return to the Housing Office to complete the DD 1746; thus, the DD 1670 is used because it, at least, provides some data, however minimal.
- *DD 114, Military Pay Order.* This simple form (essentially a blank page with header fields) is used by installations for many purposes; within the intent of this study, it is used by a Finance Office to cause a change in pay for an SM in a different Service. Thus, a Navy SM assigned to an Air Force installation would have most financial transactions entered on a DD 114 that would then go to the Navy Finance Center for execution. Each Service depends entirely on the desk clerk of the other Service to verify the source documents and on the SM's honesty to fill out the form truthfully.

### **Army Forms**

The Army uses the following forms, which may become obsolete in the next year when the Army finance process is absorbed into the Air Force system.

- *DA 5545, VHA Certification.* This form is used to collect the data needed to compute the correct VHA offset after the 60-day arrival period and after annual recertification.
- *DA 0-1, Housing Allowance Document and Certificate.* This draft form was developed by the Army in its first attempt to consolidate the housing and

finance information collection process. Although it has been superseded in the merger with the Air Force finance system, the form has some value as a clear layout of most of the information required for housing allowance purposes.

#### **Air Force Forms**

- *AF 594 (September 1984), Authorization to Start, Stop or Change BAQ, Rent Plus, and/or VHA.* The long title of this form indicates its wide range of uses. It is also used as a supplement to the DD 2367 in collecting information on SM dependents and SM certifications and recording assignments to Government quarters. The Air Force has managed to combine a great deal of information onto a single, well-laid-out form. It is, however, slated for replacement by the AF 3502 and the new AF 594 discussed below.
- *AF 3502, Authorization to Start, Stop or Change Variable Housing Allowance.* This form is used for the payment of VHA. It replaces the old AF 594 in separating VHA from BAQ issues.
- *AF 594 (new and undated), Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination.* This form replaces the older AF 594 in dealing with BAQ issues; VHA data is collected on the new AF 3502. These forms highlight the entire point of our study: each new form requires about as much information as the old single form required!
- *AF 987 (undated).* This form is, at the time of writing, replacing the AF 987 card. This card provided space for the SM to record changes to rent or dependents, reaccount for rent sharers (rent cost-shared with others), and boxes to indicate no change from the previous BAQ/VHA report. It has been revised to collect the information required for the payment of OHA. Although the form is considerably longer, the real difference is in the use of the entire reverse side of the form for instructions, Housing and Finance Office certifications, and worksheets.

#### **Navy Form**

- *VHA Certificate.* This form is based on the standard layout required by JUMPS documentation; the form number is assigned locally by installation finance activities, even though all use the same form. The top part is identical to the Army's DA 5545 form; the bottom part provides a worksheet space where the VHA offset can be computed properly. It is used for initial assessment of VHA and annual recertification.

## U.S. Marine Corps Form

- *Form 7200, Variable Housing Allowance Application.* The first page of this form contains instructions for completing the form and a worksheet for determining the identity and number of residence sharers. The second page is similar to other forms with the top part following the JUMPS layout, while the lower part is devoted to SM and reviewer certifications.

## CHAPTER 2

### CONSOLIDATION ALTERNATIVES

The consolidation of data collection forms and processes depends entirely on how and by whom each form is to be used. After reviewing the data required by each of the major functions to be supported by joint housing/finance data collection, we were able to develop three major alternatives to the way in which data are now collected (see Alternatives Considered).

#### PORTRAYAL OF THE PROBLEM

As described in Chapter 1, four major agencies (Personnel, Finance, and Housing Offices at each installation, and the OSD Per Diem Committee) and the individual SM are continuously involved in providing and collecting data. In addition, the military staff chains of command, unit chains of command, DMDC, and the Navy's Facilities Support Office (FACSO) become intensively involved from time to time. All of these participants contribute to four major processes: allowance processing, allowance certification, allowance ceiling determination, and housing deficit projection.

The current housing data collection problem has two facets: the same data are required by more than one activity, and extra time is required to process the same transactions more than once. In Appendix A, we show how data elements overlap from one form to another. In this chapter, we distill those data elements into the data needed to make the necessary decisions. We conclude that much of the data are needed to accomplish several functions simultaneously. That does not mean the data must be collected and maintained separately. Collecting the same data more than once invites error and results in inconsistent data and misleading analyses. We must identify the agent responsible for collecting a data element and depend on that agent to collect it accurately.

In addition to risking the introduction of errors, multiple collections of the same data waste time, manpower, and resources without adding value to the process. The remaining sections of this chapter describe the housing data used by each of the key organizations, the structure and rationale for data collection consolidation

alternatives, and the data elements considered necessary for each housing function. In Appendix D, we show how consolidating data collection and processing can reduce time and costs, particularly for the SM and the appropriate chain of command.

## **STRUCTURING THE ALTERNATIVES**

In developing alternatives, we tried to devise data collection systems that reduced the overall burden on all staff sections but particularly on the unit chain of command and the SM. In addition, we wanted to maximize the response rate and accuracy of the data. Finally, we wanted to ensure that data were collected and transferred electronically to the maximum extent in line with our desire to minimize the amount of manpower required.

The burden can be reduced in three ways: by reducing the total volume of data collected, by reducing the number of forms to be filled out, or by reducing the number of offices initiating forms.

### **Reduction of Data Volume**

All data-collection alternatives maximize the amount of information while minimizing the number of questions and collect only data elements needed for the stated purpose. Thus, where there were two ways to ask a question, we selected the most specific; where a question was sometimes asked and sometimes not, we removed it; and where information seemed to be readily available from other sources, we omitted it.

### **Reduction of Forms**

Although the procurement community states that the cost of setting up and distributing forms is more a function of the volume of forms than the number of types, we concluded that standardizing information onto DoD forms is preferable to using separate forms for each Service. Using DoD forms reduces learning time as civilian employees move from one Service to another and reduces confusion as Service and DoD staffs talk to each other.

Reducing the number of forms that must be processed to take care of each SM's housing needs provides immediate cost savings. Further, since all housing functions can be captured on fewer forms, SM and staff time are saved.

The ultimate number of forms depends on the quantity and distribution of data to be collected. Appendix C shows the forms currently in use; clearly, the more data required by a form, the less attractive it is and the less likely it is to be completed. In addition, the Per Diem Committee's mark-sense forms, while appealing, provide very little data. An attempt to consolidate all the required data onto a single form would create a very long instrument, again generating errors as a result of resistance to filling it out. As an alternative, we should consider a main form with auxiliary forms to handle special or completely isolated data.

A far-reaching solution would be the elimination of forms altogether, entering all the data on computer terminals instead. Because DoD has difficulties in acquiring certain types of computer equipment, this option is presented merely for future consideration.

### **Reduction of Initiating Offices**

Each participant in the military housing process has a legitimate role in data collection. That does not mean that each needs to have its own parallel process. As noted before, sound data management dictates that only one agent be responsible for each data element. We can reduce data collection redundancy in one of three ways.

First, we can collect the data as part of a distributed data system in which it could be retrieved or updated as needed. Second, data could be collected and verified by various offices just as at present but using only one form per SM. Thus, once a data element has been collected on the form and verified by the appropriate agency, the SM with the form would move to the next office to provide the information required there. Once the form is completed, copies would be distributed to all interested parties. Third, all data could be collected through one office. That office would be the one that needs the most elements, the one that has the best collection capability, or the one through which the best response rate and accuracy could be expected. In this alternative, the best solution would be for data to be collected through the Finance Offices. Most of the necessary data elements already appear in the JUMPS database, which provides the most comprehensive collection capability. Because Finance deals in real money transactions, they must maintain an audit trail,

part of which is on-site verification of all data regardless of the authentication by other staff sections. Finally, if all the data collection activities could be consolidated, then a single document would contain housing surveys and allowance applications. SMs will have to complete the surveys in order to get paid. This would provide a powerful incentive to maintain a complete data file. Such a motivational tool is not available to the Personnel and Housing Offices.

## **ALTERNATIVES CONSIDERED**

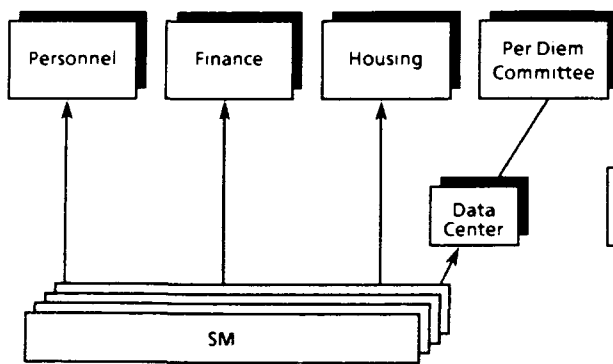
To solve the data collection problems, we developed three data collection and distribution concepts as alternatives to the current procedure. The current process and alternatives are depicted in Figure 2-1.

### **Parallel Independent Systems**

In the existing process [see Figure 2-1 (a)], each of the three offices and the Per Diem Committee collects its information independently of the others. As we have already shown, this procedure creates a significant work overlap and places a large and unnecessary burden on the SM, who is the single data source. Automation would only make each system more efficient internally since the systems are not designed to transfer data in or out. The advantages to the offices involved are that data are collected in precisely the desired form and at the desired time. This assumes, however, that the SM would provide accurate and timely data in response to the many overlapping requests.

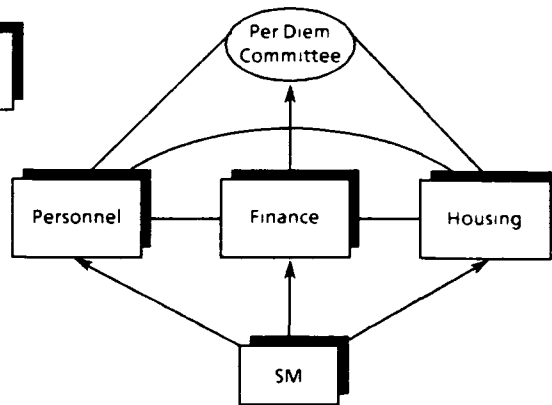
### **Distributed Data System**

A distributed data system [see Figure 2-1 (b)] is the most modern approach to data management. The data are collected at the point of generation and go into a national or local data system; if not specifically shared, that system can at least be accessed by other installation-level systems. Such a system could prompt the SM to fill out the forms by providing all the needed data at a data entry terminal; the desk clerk could inspect key items or could solicit the information from the SM and enter it. The data could be shared by all interested parties while allowing it to be collected at the most appropriate point. Although some Services are structured to implement such a change easily, it could require significant hardware adjustments in other Services. We present this approach here for reference and possible long-term consideration but do not pursue it further in this study.



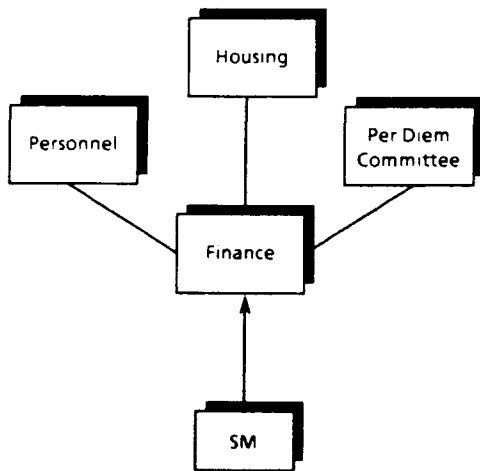
SM provides most data to all four participants.

(a) Current process: parallel, independent systems



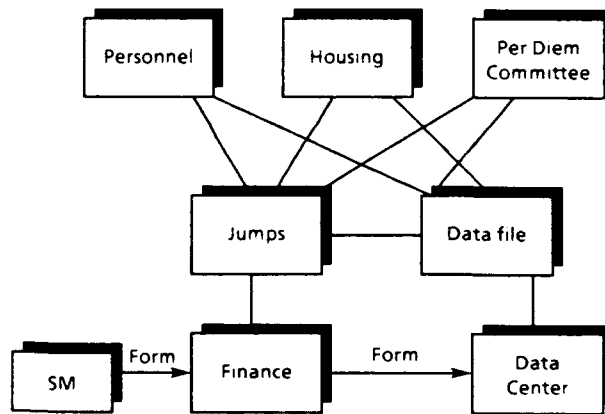
SM provides some data to each of the participants who share all data.

(b) Distributed data system



SM provides all data to Finance. All participants get needed data from Finance.

(c) Single system



SM provides all data on form to Finance, which extracts some data and transfers the form to the data input center. Other data flows are automated

(d) Single form

**FIG. 2-1. CURRENT AND ALTERNATIVE DATA COLLECTION PROCESSES**  
(Lines without arrowheads represent electronic data flows)



## **Single System**

A single system for collecting the data and assembling it into data files would reduce the number of SM visits and provide a single coherent database, which could provide extracts to interested parties as a matter of routine [see Figure 2-1 (c)]. To a large degree, this role is currently played by the JUMPS. A single system should be housed where the data are controlled best or needed most, and that place would clearly be the finance channel. Because all entries must be substantiated by supporting documentation, the SM must go to the Finance Office whether the data has been recorded or not. In addition, the SM must provide data to the Finance Office to get paid, a powerful incentive few can resist. Quality control is exercised by visual inspection of SM documents, just as at present.

As it happens, the existing JUMPS contains most of the required information. We envision a need to add only a few data elements: adding these elements would cause an incremental increase in the Finance clerk's input load. (The effect of that load is assessed in Chapter 3 and Appendix D.) Again, the clerk's workload could be reduced if a terminal input process were used by the SM.

## **Single Form**

The third alternative we considered is a continuation of the use of parallel independent data systems, in order not to overload JUMPS with nonpay data, and a reduction in the amount of paperwork required by adopting one standard form that covers all needed actions [see Figure 2-1 (d)].

Using this approach, finance transactions would continue essentially as at present. However, only one form would be used when an SM applies for an allowance. That form would also include the necessary housing-related data. It would be divided into a finance section and a housing section. The Finance Office would process its part of the data into the JUMPS files; the second part of the form would be forwarded from the Finance Office to a designated collection agency where it could be processed into a master file. With such a process, rates and other information could be computed as required, rather than being tied to a survey.

The necessary parts of this alternative are in place now. FACSO now receives all the housing surveys from installation Housing Offices directly and has the manpower and systems in place to key them into a computer system. The Per Diem

Committee's contractor can accept machine-readable forms and convert them into computer files with a very low incidence of error. The risk with the single-form alternative is that no significant quality control is imposed over the non-pay section of the form if the Finance Office abandons it. However, the current methods of collecting data are equally risky, and statistical analysis of the data collected should permit the rejection of spurious data.

Some of the agencies we contacted during this study have suggested an even more streamlined approach whereby an entire mark-sense form would be completed by the SM, certified, and transferred through the Finance office to a data processing center. There, the forms would be scanned and converted to a complete data tape for access by all using agencies including Finance. In our discussions with the Finance community we were impressed with their insistence on a controlled data system and we do not believe that they would accept data from a third party as a pay directive; therefore, we did not pursue this variation further. However, the concept is presented for reference as another approach that OSD may consider.

#### **DATA ELEMENTS REQUIRED**

For each alternative, we structured the data entry so that each data element must be collected only once. To do that, we identified 30 data elements required for all processes. The data elements we selected for the consolidated form are described in Table 2-1. The specific format of the questions must be determined by the capabilities of the alternative selected.

We have identified all of the data elements required to calculate the allowances and housing deficits; in some cases, however, data may be required by law even though it may not be needed for any calculation. Clearly in those cases, the data must continue to be collected.

The OHA process poses a challenge because of unique data handling. For instance, initial and terminal expenses are accounted for. Because of the wide variations of housing conditions, we believe that those expenses should be collected separately on a Move-In Housing Allowance (MIHA) form by each overseas station. In addition, OHA requires the separate collection of purchase prices in order to calculate an imputed rent for overseas homeowners. While accepting the OHA rental-equivalency formula, we would expect that formula to be applied at the Finance Office where the data are reviewed for correctness, thus again, allowing the

**TABLE 2-1**  
**FINAL DATA ELEMENTS**

Data element	Content (if not self-evident)
<b>Sponsor Data</b>	
<b>Service</b>	Code to indicate one of seven Services (Army, Navy, Air Force, USMC, USCG, NOAA, USPHS)
<b>Component</b>	Active, Reserve or National Guard
<b>Name</b>	Fill in blank (not for machine reading)
<b>Pay grade</b>	Code to indicate officer, warrant, enlisted, or civilian; pay grade from 1 – 18 or highest GS or GM scale number desired
<b>SSN</b>	Social Security Number
<b>Duty zip code</b>	
<b>BAQ type</b>	Code to indicate with or without dependents at full or partial rate
<b>Sponsor Residence</b>	
<b>Residence zip code</b>	
<b>Residence city/country</b>	Code as needed by Per Diem Committee, OHA Branch
<b>Household Data</b>	
<b>Dependents reside with SM?</b>	Yes/No
<b>Claim basis (# locations)</b>	Code to indicate single- or multiple-location BAQ/VHA
<b>Dependent address</b>	City/country or zip code, if not located with SM
<b>Dependent child DOB</b>	List of children by DOB and gender
<b>Dependent gender</b>	List of children by DOB and gender
<b>Other dependents' COLA?</b>	Yes/no or number as required by JUMPS
<b>Sharers</b>	Number with worksheet as found on current forms
<b>Share SM SSN</b>	Social Security Number of SM rent sharer
<b>House Data</b>	
<b>In Government house, type?</b>	Code for family housing, transient quarters, bachelor housing
<b>Government quarters number</b>	
<b>House type</b>	Code for single-family, etc., as done on current forms
<b>Bedrooms</b>	Number of bedrooms
<b>Baths</b>	Number of full and half bathrooms
<b>Acceptable?</b>	Code boxes, accommodate multiple reasons and overrides
<b>Rent/own/no fee</b>	Code for rent, own, or occupy at no cost
<b>Commute time</b>	Minutes
<b>Cost Data</b>	
<b>Currency</b>	Code for currency type if not U.S. (will be same for all SMs at any given overseas installation)
<b>Total allowable expenses</b>	Monthly total of allowable costs
<b>Utilities</b>	Monthly average total utility payment
<b>Initial expenses</b>	
<b>Terminal expenses</b>	
<b>Control Data</b>	
<b>Reviewer</b>	
<b>Finance action</b>	Code for start, stop, change
<b>Effective date</b>	

single data element, *Total allowable expenses*, to be collected rather than burden the system with an extra data element.

Finally, the OHA allows for multiple residences. For Finance Office purposes, the data are combined to calculate a single payment, while the residences can form two valid data points (one overseas, one in CONUS) for the Per Diem Committee.

In Table 2-2, we indicate the processes to which each data element contributes. Those data elements being collected on current forms as a by-product of the routing but not required for any housing action are designated with the code "U." Likewise, data elements not currently available because of form structure are identified with "S"; those needed and used today are marked "X." In establishing a new data collection process, those "S" elements would be captured on the common data collection form. No element was included on our final list if it was not a requirement for at least one process. There are two new data elements. One is labeled "total allowable expenses," which summarizes several previous data elements. The second is "component", an element specifically requested by OASD(FM&P). A comparison between the data elements we have identified and those on existing forms is made in Appendix B. In Table 2-3, we list the elements that we omitted and explain why they were discarded.

**TABLE 2-2  
PROPOSED DATA AND USERS**

Data element	Data on forms	Users			
		Housing Office actions	Finance Office actions	Per Diem Committee	Housing deficit
<b>Sponsor Data</b>					
Service	X			X	
Component	X		X		
Name	U	U	U		U
Pay grade	X	X	X	X	X
SSN	X	U	X	U	U
Duty zip code	X	S	X	X	S
BAQ type	X		X	U	
<b>Sponsor Residence</b>					
Residence zip code	X	X	X	X	X
Residence city/country	X	X	X	X	X
<b>Household Data</b>					
Dependents reside with SM?	X			X	
Claim basis (# locations)	X		X		
Dependent address	X		X	S	
Dependent child DOB	X	X	U		X
Dependent gender	X	X			X
Other dependents' COLA?	X		X		
Sharers	X		X	X	S
Share SM SSN	X		X		
<b>House Data</b>					
In Government house, type?	X	X	X	U	S
Government quarters number	X	X	U		
House type	X			X	X
Bedrooms	X	X		X	X
Baths	X	X		X	
Acceptable?	X	X		S	X
Rent/own/no fee	X	X	U	X	X
Commute time	X	S			X
<b>Cost Data</b>					
Currency	X		X	X	
Total allowable expenses	X	X	X	S	X
Utilities	X	S	U	X	
<b>Control Data</b>					
Reviewer	X		X	X	
Finance action	X	X	X		
Effective date	X	X	X		
<b>Total elements</b>	<b>31</b>	<b>19</b>	<b>23</b>	<b>20</b>	<b>16</b>

Note: X = needed, used today, U = not needed but being collected, and S = needed but not being collected.

TABLE 2-3

OMITTED DATA ELEMENTS

Data element	Reason for omission
<p><b>Sponsor Data</b></p> <p>Military/civilian?            Duty organization            Duty address            Duty phone            Attache duty?            Time on station            Tour length            Previous address/phone            Date of rank            Time in Service            Time left on active duty            Arrival date</p>	<p>Picked up in definition of pay grade            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Separate identification and accounting            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Used by Housing Office for wait list, can be entered directly to wait list</p>
<p><b>Sponsor Residence</b></p> <p>Residence overseas?            Residence street            Rent guarantee project #            Landlord name            Landlord address            Landlord telephone</p>	<p>Obtained from state/zip codes            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations</p>
<p><b>Household Data</b></p> <p>Have dependents?            Involuntary Separation            Geographic bachelor?            Marital status            Dependent name            Dependent landlord data            Dependent relationship            Dependent SSN            Dependent cert date            Dependents elsewhere            Dependent residence overseas?            Sharer start date            Share cost %            Sharer name            Share service            Spouse duty station            Marriage date            Custody/child support</p>	<p>Picked up from dependent list            Not used for any determination            Can be identified from dependent location zip            Picked up from dependent list            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Not needed for any determinations            Picked up from dependent location            Picked up from dependent location            Not needed for any determinations            Determined by number of sharers            Can be cross-referenced to sharer SSN if needed            Can be cross-referenced to sharer SSN if needed            Can be cross-referenced to sharer SSN if needed            Not needed for any determinations            Not needed for any determinations</p>
<p><b>House Data</b></p> <p>Permanent home            Prefer on/off base?            Furnished?</p>	<p>Not needed for any determinations            Not needed for any determinations            Not needed for any determinations</p>

TABLE 2-3

OMITTED DATA ELEMENTS (Continued)

Data element	Reason for omission
<b>House Data (Continued)</b>	
<b>Commute distance</b>	Obtain from zip-to-zip cross-reference
<b>Mobile home basis</b>	Not needed for any determinations
<b>Housing office reversal</b>	Policy decision
<b>Own, rentals unavailable</b>	Not needed for any determinations
<b>Time in residence</b>	Not needed for any determinations
<b>Dependent time in residence</b>	Not needed for any determinations
<b>Lease expire date</b>	Not needed for any determinations
<b>Discrimination?</b>	Not needed for any determinations
<b>Cost Data</b>	
<b>Rent frequency</b>	Eliminated by use of consistent data
<b>Rent only amount</b>	Part of total allowable expenses determination
<b>Finder fee amount</b>	Part of MIHA; Housing Office determines
<b>Purchase price</b>	Needed for OHA rental equivalency determinations; handle through Finance instructions
<b>Owner PITI</b>	Part of total allowable expenses determination
<b>Dependents' PITI</b>	Part of total allowable expenses determination
<b>Utilities in rent?</b>	Part of total allowable expenses determination
<b>Electric</b>	Part of total utilities determination
<b>Gas</b>	Part of total utilities determination
<b>Oil</b>	Part of total utilities determination
<b>Wood/coal</b>	Part of total utilities determination
<b>Water/sewer</b>	Part of total utilities determination
<b>Trash</b>	Part of total utilities determination
<b>Maintenance monthly</b>	Part of total allowable expenses determination
<b>Condominium fee</b>	Part of total allowable expenses determination
<b>HOA fee</b>	Part of total allowable expenses determination
<b>Insurance</b>	Part of total allowable expenses determination
<b>Taxes</b>	Part of total allowable expenses determination
<b>Mobile home lot fee</b>	Part of total allowable expenses determination
<b>Has rent changed?</b>	Part of total allowable expenses determination
<b>Control Data</b>	
<b>Commander</b>	Inappropriate. Commander has no knowledge of facts, and they must be reverified anyway.
<b>BAQ</b>	Already in SM JUMPS file
<b>FSA-1</b>	Already in SM JUMPS file
<b>VHA cap</b>	Already in SM JUMPS file
<b>Offset</b>	Already in SM JUMPS file
<b>Reason for change</b>	Not needed
<b>SM certifications</b>	Not needed. SM is under fraud risk anyway. Certifications just take up space

**CHAPTER 3**  
**CONCLUSIONS AND RECOMMENDATIONS**

The information required to support the four housing-related processes clearly overlaps. In the past, that information has been collected from the SM several times, at least once by each agency involved. Such practices evolved from the time of manual record keeping, when interactivity of information was impossible. They also evolved from a time when the Government was considered the primary source of housing for a much smaller career military force. Such antiquated administrative techniques waste the SM's time and create redundant paperwork.

**COST CONCLUSIONS**

Table 3-1 presents the total costs of each system and the potential savings to be realized by replacing the current system. Clearly, significant cost savings can be realized from either of the alternatives presented. While this analysis incorporates some assumptions, we believe it results in a streamlined consolidated housing data collection system that would be significantly better than the current dispersed data collection system. Detailed calculations are displayed in Tables D-5, D-6, and D-7 in Appendix D.

**TABLE 3-1**  
**TOTAL ANNUAL COSTS**

Alternative	Cost (\$000)	Savings (\$000)
Current system	33,434	-
Single system	18,749	14,685
Single form	20,430	13,004

Additional savings of \$1.6 million can be achieved by going to a single system. If JUMPS were selected as the single system, revisions would not be excessive because it is under extensive revision now.



Our estimates assume that the time of the SM and the chain of command is a valuable asset. This assumption is a very significant factor in our calculation. In Table 3-2, we show a comparison of the alternatives when no value is assigned to that time.

**TABLE 3-2**  
**TOTAL ANNUAL COSTS**  
 (Not counting SM and chain-of-command time)

Alternative	Cost (\$000)	Savings (\$000)
Current system	6,324	-
Single system	4,067	2,257
Single form	5,748	576

This approach, which essentially considers only the savings within the staff agencies, shows that the single form alternative offers significant savings over the current system; the single-system alternative offers even greater savings. While we reject the idea that a time demand on the SM is irrelevant, these data portray the effect on appropriated funds covered by these alternatives. The savings in Table 3-1 include savings in opportunity costs – essentially, in time wasted. The figures in Table 3-2, however, indicate the actual savings in new hires of staff personnel needed to support the alternatives. Thus, Table 3-2 should not be disregarded: it reinforces our conclusion that data processing within a single system is preferable to multiple points of data handling.

**MANPOWER CONCLUSIONS**

The key conclusion from our estimates of the manpower requirements of the alternatives is that more than 80 percent of the administrative burden falls on the SM and the chain of command. More than 2 million man-hours are spent by SMs and the chains of command each year in filling out forms – for just the housing and housing allowances segments. Clearly, any significant reduction in that administrative burden releases that much more time for the SM to perform assigned duties. Table 3-3 presents the total time requirements of each of the alternatives by participant; again, detailed calculations are shown in Appendix D.

**TABLE 3-3**  
**TOTAL TIME REQUIREMENTS**  
(Labor hours)

Participant	Current system	Single system	Single form
Personnel staff	106,230	6,854	68,535
Finance staff	304,125	485,744	482,317
Housing staff	102,803	22,274	22,274
Chain of command	282,708	46,261	46,261
Service member	2,571,786	1,519,770	1,519,770
<b>Total</b>	<b>3,367,652</b>	<b>2,080,902</b>	<b>2,139,157</b>

We draw three major conclusions from the data summarized in Table 3-3. First, both alternatives offer almost a 50 percent reduction in the combined demands on the SM and the chain of command.

The second conclusion is that in either case, the responsibility for much of the staff work has been shifted from the Personnel and Housing Offices into the Finance Office. The bulk of the additional Finance Office man-hours can be made up in part by shifting manpower spaces, but that would require new hires because the Housing and Personnel Specialists would not be trained in finance functions. The remainder of the increased effort could be absorbed through productivity improvements in the finance system. One way to increase productivity would be to automate data collection with the data being input by the SM. This would relieve some of the time burden from the Finance customer service clerks.

The third conclusion is that consolidation of the multiform process does not significantly decrease the net staff workload. The same information must be provided as before, but it all goes through the Finance chain. By sharing information electronically, staff agencies can do their work with far less demand on SM time for redundant data collection.

## **DATA CONCLUSIONS**

Much of the data required to assess OHA allowance ceilings and payments are consistent with VHA data. The OHA forms can be consolidated with other forms; however, an OHA-specific attachment will be required.

We noted in Chapter 1 that much of the housing data are not reliable because the questionnaire return rates are low. The data collected do not often return to the installation from FACSO in a usable form. Without those data, Housing Referral Offices (HROs) must spend considerable time maintaining files on off-base military residences. If all SMs provide such data using the new form, the raw data could be returned to the installation for HRO use.

Some of the information collected on current survey forms is already available to many Housing Office staffs from other sources. Information such as commuting times and distances by zip code could be provided by Housing Offices directly, without a survey.

## **OVERALL CONCLUSIONS**

Much of the data collected on existing forms are redundant and some are unnecessary. The procedures used to collect those data consume SM time repetitively for the same information. DoD can realize significant savings simply by consolidating the forms used for existing processes and by routing the forms rather than the SM from office to office as required. Since the SM cannot be paid unless the required data are given to the Finance Office, that office should be the primary sponsor of the form and the data.

Additional savings could be realized by integrating the entire data collection process into a single automated system. However, the additional savings could easily be consumed in struggles over implementation policy. An automated system would require increased output at installation Finance Offices. The difficulties in enlarging staffs in a time of force reductions require that the marginal savings of adopting a single system be approached with caution.

## **RECOMMENDATIONS**

We recommend that the Office of the Assistant Secretary of Defense (Force Management and Personnel [OASD(FM&P)]) and the Office of the Deputy Assistant

Secretary of Defense (Installations) [ODASD(I)] continue with their joint initiative to consolidate the data forms for BAQ, VHA, and OHA allowance transactions and community housing information. We recommend that the form consolidation process take the following direction:

- Obtain Military Service concurrence on the content of the consolidated form, using the data item list in Table 2-2 as a recommended solution.
- Task the Washington Headquarters Service to design a two-part form, with Part I requesting the JUMPS-required data and Part II containing the remaining data elements in mark-sense format. Part I would be processed by the Finance Office into JUMPS; Part II would be forwarded to a central agency for data processing.
- Direct the Military Services to revise regulations to reflect the use of this form and to ensure that the form, not the SM, moves between staff offices at each installation.
- Prescribe the specifics of the processes in which data will be transferred to DMDC for combination, calculation of allowances, and communication back to installations.
- Continue with the present system for a year while introducing the new form. Publish a directive specifying the use of both systems simultaneously during this interim.

We recommend that ODASD(I) investigate the potential for management or service improvements at installation housing offices if raw data on SM housing in the community were provided in automated form.

Finally, we recommend that OASD(FM&P) keep in mind the possibility of automating the SM data input process and establishing interfunction data transfer at the installation level, in order to reduce the manpower requirement in staff offices. The effort to design and implement such actions should not, however, be attempted unless the necessary hardware will be readily available, and a detailed study indicates that the investment required for hardware acquisition, software development, and policy implementation will be justified.

**APPENDIX A**

**DoD HOUSING ACTIONS**

## DoD HOUSING ACTIONS

### MAJOR ACTIONS

Data collection on Service member (SM) housing costs are collected for four primary purposes: to determine eligibility for basic allowance for quarters (BAQ) payments; to determine eligibility for, and size of, variable housing allowance (VHA) or overseas housing allowance (OHA) payments; to determine installation housing deficits; and to calculate the appropriate VHA rates for an installation.

#### Basic Allowance for Quarters

The BAQ is paid to all SMs who do not have access to Government housing. The rate is determined by pay grade and is not adjusted for location. An SM with dependents is paid a slightly higher rate, but no adjustments are made for the number of dependents. The key items of information required to authorize and pay BAQ, therefore, are assignment to or denial of quarters and dependent status.

#### Variable Housing Allowance

The VHA is in effect an adjustment of the standard salary to account for area housing costs. In a process described below, each installation is assigned a VHA rate which differs by pay grade and dependency status. If SM-allowable expenses do not exceed the combined BAQ and VHA rate, the SM splits the difference with the Government; this reduced VHA payment, known as the "offset," acts as an incentive to the SM to avoid unnecessary expenses simply because they are within the allowance cap. Key data, therefore, are the allowable expenses.

#### VHA Ceiling Calculation

The VHA for each pay grade in each community is set through a complex process which in essence defines the zip codes that are considered as the "community" providing housing support to each installation and computes a local cost of rental housing based on the median cost for each pay grade and dependency status. In addition, all communities are lumped together to determine a "national average housing cost," 15 percent of which is defined as the "maximum acceptable

out-of-pocket cost" or "absorption." The absorption is subtracted from all local pay grade median costs uniformly to determine a total allowance ceiling, and the BAQ is subtracted from the total allowance to arrive at the VHA ceiling. Key data, therefore, are allowable costs, residence zip code, duty installation, pay grade, and dependency status.

### **Overseas Housing Allowance**

The OHA is much like the VHA in concept and execution. It differs in three primary aspects. First, it is complicated by currency exchange factors. Second, differences in foreign rental practices require considerable extra detail, particularly the initial occupancy costs for items normally considered part of the house in the United States (kitchen cabinets, major appliances, etc.) and often require extremely high deposits. Finally, the allowance has three parts: the rental ceiling, the utility allowance, and the initial/terminal occupancy allowance. The OHA is the sum of those allowances, less the BAQ already authorized.

Unlike the VHA, which is calculated from median data, the OHA rental ceiling is calculated as the 80<sup>th</sup> percentile, by pay grade, of the rents actually being paid by the SM in an overseas community. The utility allowance is calculated by summing the previous year's utility bills. In addition, in the event of a radical change in costs during any year, installations may obtain interim adjustments to the utility allowance. The initial/terminal costs are computed in the same manner and prorated across the expected occupancy period in a monthly allowance. That process causes significant distress to the SM at the beginning of occupancy since the need is immediate and the reimbursement is deferred; DoD has an initiative under way to extract these costs from the OHA and pay them instead as a lump sum Move-In Housing Allowance (MIHA). To further complicate the OHA, SMs may draw allowances based on multiple-dwelling occupancy (if, for example, the family remained in the United States during the SM's overseas tour).

The key data are the same as for the VHA calculation.

### **Housing Deficits**

It is the policy of Congress that whenever possible, military family housing will be found in the private market. In many cases, the private-sector housing is either too expensive, too far away, or qualitatively inadequate for SM needs and budgets. In

such cases, appropriated funds may be used to acquire Government housing. Before submitting proposals for such housing, the installation must demonstrate that the combined assets of the installation and the community are less than the housing requirements of the assigned military families: that there is a housing "deficit." The calculation of this deficit depends on the assessment of the community's inventory of appropriate housing, a function performed by regulation through a survey of families currently living off base. In practice, the Army has stopped using the survey altogether, requiring a formal "segmented housing market analysis" to be performed; both the Navy and the Air Force have required that a housing market analysis be provided in conjunction with any housing construction request. However, the deficit calculation process does help to provide an assessment of the relative housing straits of DoD's many installations and provides a consistent (if controversial) method for setting priorities.

## **MAJOR PARTICIPANTS**

In this report, we discuss Personnel, Finance, and Housing, the three major staff agencies that handle housing for the SM. (Throughout this appendix, when we refer to any of those three functions, we use lower case, as in a "personnel issue"; where we refer to an agency or office, we use initial capitals, as in a "Finance Office.") In addition, the Office of the Secretary of Defense Per Diem and Travel Allowances Committee – referred to as the Per Diem Committee – which is responsible for determining allowance rates, is a major participant in the data collection and analysis processes.

### **Personnel**

Much of the data required for the actions above are available from the SM's personnel file. In addition to the obvious personal data, the Personnel Office determines dependency and maintains emergency data records that include addresses. However, the collection of data to feed Service-wide personnel databases is directed by higher authority and results in data that are not useful at the local level; thus, neither the SM nor the clerk has an incentive for accuracy or completeness.

Personnel has no automated interface with other systems. In the case of the Navy, the automated personnel system contains part of the required information; but



the primary data sources are paper records. Thus, consolidation of data collection through the personnel system would require significant readjustment on the Navy's part.

In most Services, the personnel function is an installation-wide service activity. The Navy and Marine Corps have consolidated installation Personnel and Finance Offices for administrative and command purposes. A common computer system has been established so that data may be entered by the customer service clerks for verification and execution by the finance specialists; however, the main data files remain independent of each other (and, in the case of the Personnel files, depend on the paper master file). In the Air Force, the installation Personnel and Finance Offices are often housed in the same building for the convenience of the SM, but are separate activities. In the Army, the personnel function is operated at the unit level in a very decentralized manner; the Army's automated systems allow rapid transfer of information vertically through the personnel hierarchy, but there are no automated links to other systems.

## Finance

The finance function is installation-wide in every Service. Finance is the ultimate point to which allowance information flows: dependency data to substantiate claims for BAQ, VHA ceilings as DoD payment policy, and rent data to substantiate claims for VHA payment. The only housing data that Finance ignores is assessment of acceptability of SM housing, because the payments remain the same regardless of acceptability. Because of financial accountability requirements, Finance requires that all data be verified on the spot. This means that any data verified at another office must be presented again at Finance in order to be credited. Finance, unlike some of the other functions, can count on the SM to assist in keeping the system current, because if the required data are not presented, payments cease. In most communities housing allowances are several hundred dollars; so the SM will not allow the payment to be cut off unnecessarily.

All finance functions are on distributed data networks from the main Service Finance and Accounting Centers (FACs)<sup>1</sup>. In addition to ensuring standardization, this also makes it possible to draw all necessary finance data from just four points. In

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<sup>1</sup>Each Service has a slightly different name for its primary command for pay operations. We will use the generic term unless referring to a specific Service activity.

fact, the Defense Manpower Data Center (DMDC) already receives quarterly (soon to be monthly) extracts from the finance files of each Service, which are being used by the Per Diem Committee to calculate the OHA. Since all Services use finance programs compatible with the Joint Uniform Military Pay System (JUMPS), there is no problem with disparity in definitions or use of the data.

## **Housing**

The Housing Office has two primary functions: as landlord of the on-base housing units and as a housing referral service. In different Services, Housing Office activities may also be responsible for unaccompanied personnel housing and for transient facilities, but those functions are not critical to this study.

The Housing Office must maintain housing applications, waiting lists for Government housing, data on the current occupants of Government housing, and vacancy lists for community housing. Families living in private housing must be tracked in the event of sudden large-scale vacancies in on-base housing, requiring the forced return of those families to on-base units. The Housing Office also prepares the Government housing inventory that contributes to housing deficit calculations.

Housing Referral Office (HRO) counselors brief arriving families about the locations, prices, commuting times and patterns, facilities, and other facts on community housing near the installation. Many installations have automated real estate listings, but those databases do not contain military family occupancy information.

Regardless of the organizational structure of the Housing Offices, in each Service they remain either independent or isolated from other data sources. In the Air Force, housing data can be accessed by the base engineer for construction and maintenance management purposes. Access to or by other sources has been planned for within existing software, but the modules have not yet been fielded. In the Army and Marine Corps, a network of computers has been established, and standard summarized reports are submitted up through levels of command by mailing the data disks. In addition, installation-level Marine Corps housing computer systems can communicate with the installation-level finance system to execute BAQ start and stop orders.

## **Per Diem Committee**

The Per Diem Committee is a small staff section at OSD level. Among other roles, it is responsible for the integrity and accuracy of the VHA data, and for data analysis and calculations required to produce the VHA and OHA rates. At present, the Per Diem Committee monitors the contractor who distributes and follows up on the completion of the VHA survey and converts the survey into automated data files. The contractor delivers the VHA survey data tape to DMDC, which maintains the tape on a mainframe computer and uses the Per Diem Committee's calculation algorithms to determine VHA rates.

The OHA data are delivered to the Per Diem Committee in two parts. Generic finance data is delivered by DMDC's extract process. Additional factors, contributing to the determination of local rates (especially MIHA data) are submitted by the installations directly to be transformed by the committee staff into Lotus 1-2-3™ spreadsheets. The spreadsheet summaries are collapsed into factors which are consolidated with the DMDC finance data to produce the OHA rates.

## **CUSTOMER SERVICE ACTION FLOW**

In each of the Services, the actual flow of housing activity differs slightly because of different organizational match ups between the troop units and the personnel, finance, and housing functions. But the general processes and procedures are quite similar.

The SM interacts with the installation support offices in a predictable pattern for each tour of duty. There is concentrated activity when the SM arrives at a new installation, intermittent activity during the tour of duty, and a closeout process when the SM departs for the next assignment. These offices also create programs such as audits or file maintenance to which the SM must contribute.

## **Installation In-Processing**

When SMs first arrive at new installations, many procedures are required to ensure that they are duly recorded in the many administrative systems common to large organizations. As part of their initial assignment orders, they are detailed to a specific unit or activity, to which they report on arrival. Thereafter, the time, location, and activities of the SMs are under the administrative control of their units.

### ***Unit Controls***

The unit provides processing guidance, makes appointments, and monitors the progress of the SM through indoctrination. Such help creates an overhead burden of time and paperwork for the unit. As an example from the Army, to meet a routine appointment at the installation Finance Office, the SM must have the consent or direction of his unit's leadership and a complete set of forms:

- Installation checklists and associated instructions for in- or out-processing, if appropriate
- DA 4187, *Request for Action* to indicate the general subject matter of the request and the commander's concurrence that the proposed action is acceptable
- DA 2142, *Pay Inquiry* to specify the problem
- Appropriate JUMPS forms with which to correct the problem
- Depending on the issue, transaction forms from intervening headquarters staffs or consolidated service centers
- Specific appointment slip when required.

In short, there is a considerable effort just to get the SM out of the unit on the way to the various service agency offices.

### ***Personnel In-Processing***

Protocol often requires that the unit make the appointment for the SM to visit Personnel. Once there, in addition to a large number of other personnel file update procedures, the SM will produce necessary birth certificates, marriage records, and legal documents to verify the existence of eligible dependents both at the duty station and elsewhere. These verifications will allow the SM to receive the appropriate allowances at with-dependent rates and confirm eligibility for accompanied housing. The marriage and birth certificates are the data elements for which the Service does not maintain the original documents. Because frequently the required documents are not available to the SM at the time, another appointment may have to be made to verify this information.

### ***Housing In-Processing***

On arrival at the installation, most single SMs would be assigned to live in unaccompanied quarters and would not participate any further in the data collection and survey process. Most SMs, however, would begin in temporary quarters, either in the installation transient facilities or in private lodging.

Again, the unit often makes the appointment to enable the SM to visit the Housing Office. The SM fills out the DD Form 1746, *Application for Assignment to Family Housing* (unless, in the Air Force's case, that form has been submitted from the previous duty station). The Housing Office verifies dependency data, using personnel data reflected on the assignment orders and from the original records of any new dependents and either assigns Government housing or declares such housing to be unavailable.

While SMs are in transit from one location to another, the Government does not provide quarters. Thus, all transferring SMs draw BAQ. They do not, of course, draw VHA because they have no established residence. If the Housing Office is unable to assign quarters, the BAQ continues and the SM becomes eligible for VHA depending on the duty location. A statement of nonavailability of quarters is seldom issued. Both Housing and Finance Offices in most Services rely on a semiannual audit to detect any SM who might consider trying to draw an unauthorized BAQ or VHA payment while assigned to Government housing. If, on the other hand, quarters are available, the Housing Office prepares a BAQ stop order, indicating the quarters assignment data; that order is transmitted to the Finance Office for execution. If the quarters assigned are rated as substandard, the BAQ may be partially stopped, using the same form.

If the SM is not assigned to quarters, the SM's name is placed on a waiting list for quarters and the HRO component of the Housing Office takes over. The HRO maintains rental and sales listings, generally provided by local realtors, and has institutional knowledge about community costs, facilities, and amenities. The HRO has a good idea of the SM's preferences based on the information provided in the application for quarters; however, equal opportunity laws prohibit the HRO from recommending, or commenting on, the economic composition or desirability of neighborhoods unless specific housing areas have been placed off-limits for discriminatory practices. Finally, the HRO provides the SM with a data card

(DD 1670, *Notification of Housing Selection*, used by the Army, or similar form in other Services) to be returned to the Housing Office when a permanent home has been selected.

### ***Finance In-Processing***

The unit makes provision for the SM to go to the Finance Office (in the Navy, the SM returns to the Customer Service section of the joint finance-personnel activity). Among other in-processing actions, those SMs unable to receive Government housing fill out a request to start VHA payments (except at a small number of installations where no VHA is authorized). Once again, the dependents are verified through a check of the original documentation of birth, marriage, etc. Since the SM has no permanent residence established at this point, the Finance Office starts the VHA at the ceiling. The SM must then return within 60 days to present the lease or purchase agreement for a precise calculation of the VHA and any required offset, or the SM risks termination of the allowance.

The finance clerks record the appropriate data; the transaction is then set aside for batch processing. In each Service, the SM fills out a form, then the data are transcribed from the form to a computer terminal where they are held. At the end of the day, transactions are reviewed for accuracy and completeness and then are submitted electronically to the master computer systems at the Service FACs for final processing to finance records. Each of these processes requires administrative overhead actions, such as logging the arrival and departure of customers, logging transaction activities, terminal input time, data transmission time and costs, checking of regulations for allowability of costs, etc. In addition, there is a supervisory overhead cost.

Once the transaction has been accepted into the master computer, there is a transaction verification procedure. The paper copy of the request for the allowance is filed in the SM's local records and copies are forwarded to the Service FAC for short-term storage to support the audit function. After a period of weeks, the documents are forwarded for archive storage, either in microfiche or paper form depending on the Service. This audit trail is not inexpensive; it includes shipping, handling and storage costs, microfiche and disposal costs, and an overhead for each step.

Certain special cases must be forwarded on paper. These usually involve a centralized determination of dependent status in unusual cases.

### **Mid-Tour Processing**

The SM will need to retrace the steps above, at least in part, on several occasions during the tour of duty. First, during the 60-day window (or approved extensions), a permanent home must be found off base. Then, annually, the housing data and costs must be verified at the Finance Office in order for VHA payments to continue. In the event of assignment to Government quarters, the SM reports to the Housing Office for a series of actions, last of which is the termination of the allowances by the Finance Office. On occasion, changes in the SM's circumstances will require adjustment of the allowances. In addition to these requirements, the SM must keep the Personnel Office advised of any changes of address at each point in the process, a step that is frequently ignored.

### ***Permanent Off-Base Quarters***

The SM's unit makes an appointment at Finance for the SM. To validate the qualifying costs for the VHA, the SM collects the necessary documentation: always the lease or mortgage and possibly initial costs. (In overseas areas, the SM goes to Housing to get the lease approved, without which the OHA is not supposed to be paid.) Then, the SM goes to Finance where the documents are reviewed for adequacy and the entitlement is calculated. Then, the automated pay transactions are initiated, local files are updated, and the data are forwarded up the chain, both electronically and on paper. The cycle of central automated processing, paper file processing, file maintenance, and storage begins.

In addition, the SM should report data to the Housing Office; in the Army and Marine Corps, those data go into local databases. In practice, since the SM has no incentive to provide this information, the response rate is extremely low.

### ***Quarters Assignments***

Some SMs are eventually offered Government housing. Upon initial in-processing, the SM is placed on a waiting list that is maintained by the Housing Office. Those at the top of the list are notified as vacancies occur. If they accept quarters rather than remain off base, their unit must again make time available for an appointment. In addition to the many steps required to process an SM into

quarters, the Housing Office stops the BAQ and VHA using a Service form which is sent directly to the Finance Office.

The Finance Office processes this form, initiates automated pay transactions, files copies of the paper records, and forwards the record copies.

If the SM asks to be removed from the Government housing waiting list, the Housing Office does so. Conversely, the waiting lists often accumulate names of families who long since have moved into off-base housing and have no intent to reside in Government housing.

#### ***Annual VHA/OHA Recertification***

The procedures for recertification vary with each Service, chiefly in the way that the certifications are sequenced. The Navy does them all in the same period, the Army does them by birth month, and the Air Force does them based on the Social Security Number.

In each case, however, a listing of those who must recertify is compiled, either by the installation Finance Office or by a Service FAC, based on a personnel-generated list of who is assigned to each installation and a finance-generated list of who is drawing VHA. The SM is notified to appear for processing or face cutoff of the allowance.

The SM collects the necessary paperwork and once again the unit makes an appointment at the Finance Office where the SM fills out the Service's VHA recertification form. The documentation is reviewed and the OHA, or the VHA rate and offset, are computed. More documentation is required for OHA recertification because the utility costs, unavailable before a move into a house, must be substantiated with a year's receipts. As before, once the documentation is deemed adequate, transaction processing and document filing and forwarding continue as before.

#### ***Periodic BAQ Recertification***

In addition to the annual VHA recertification, SMs are required to recertify their BAQ status at intervals. In the Army, this is supposed to happen annually; in practice it happens as prescribed in the other Services, which is during installation in- or out-processing or as a result of a change in status submitted by the SM. A



certification may also occur when the Finance and Housing Offices crosscheck to prevent SMs drawing BAQ while occupying Government quarters, or when unit commanders verify certification lists generated by the finance system.

BAQ verification simply confirms that the SM has dependents and resides on the economy; the SM must therefore provide the birth and marriage documents to substantiate dependents. In practice, the process has become one of exception reporting, in which existing dependents are presumed to be accounted for unless the SM or a finance transaction indicates otherwise.

### ***Incidental Changes***

Occasionally during a tour of duty, incidental changes will occur that require the SM to receive an allowance change. A marriage, divorce, new child, or child coming of age may cause a change in dependent status. Changes of residence may change rent payments which affect the net allowance due. Since the Service systems cannot predict such events, the SM will need to request an appointment through the unit. The revised information is verified and recorded by the appropriate Personnel, Finance, or Housing Offices, and appropriate transactions are initiated.

### **Installation Out-Processing**

Once the SM receives reassignment requiring a change of duty station, all these housing allowance transactions must be undone. The unit makes time available and sets up or authorizes the necessary appointments and issues the installation checklist and instructions.

For those living in Government quarters, a lengthy housing out-processing procedure is required to ensure cleanliness of the quarters on departure. Upon successful completion of the housing inspection, the Housing Office fills out the Service form directing the Finance Office to restart the BAQ allowance. In the Marine Corps, this can be done electronically by the housing inspector, who issues the form to the SM at the quarters rather than requiring a visit to the Finance Office with the completed form; in other Services, the SM generally chooses to hand carry the form to ensure that it is processed rather than risking the uncertainty of military mail distribution systems.

Those living off base have no real reason to visit the Housing Office, except to obtain housing information about the next assignment location, because they already

draw BAQ and the VHA will be stopped when they process out of Finance. The HRO often desires to see these SMs in any case in order to identify suitable off-base housing units being vacated.

## **DoD ADMINISTRATIVE DATA FLOW**

In addition to the customer service functions performed by the installation Personnel, Finance, and Housing Offices, they must collect a range of data to support DoD-wide analysis. The most significant such activities for the purposes of this study are the housing surveys used to determine where to apply housing acquisition funds, and the VHA/OHA surveys used to establish the maximum allowance rates for each installation.

### **Annual Housing Surveys**

In order to identify housing shortages at each installation, all the Services except the Army participate in the housing survey process variously known as the 1376 survey (after the data form), the 1378 survey (after the output report), or the [housing] deficit survey (after the real purpose).

The rules and instructions for administering the survey, distributed each year, identify mandatory survey installations and minimum sample sizes. In addition to those mandatory installations, others may volunteer for a survey to demonstrate the extent of their local housing deficit. The instructions are published and distributed to each installation. In addition to data from installations, there is a significant requirement for data from other sources, such as multiyear force level projections.

The installation Housing Office produces an inventory of the Government housing assets. The Personnel Office produces a personnel printout, from which the Housing Office selects survey respondents in accordance with OSD-established rules. The Housing Office usually distributes the surveys through the chain of command, which then passes them on to the individual SM; some Housing Offices, particularly on smaller installations where the entire population must be surveyed, mail the surveys directly to the individuals using address lists from Personnel.

Once the survey has been received by the individual SM, it is completed and returned by the same route. The Housing Office receives the surveys and reviews them for completeness and content. Those that are incorrect and cannot be corrected on the spot should be sent back for correction. On our installation visits, we were

consistently told that time is not available for such corrections. OSD requires that every house that is rated as unacceptable must be verified by a Housing Office staff visit; as a matter of practice, the Housing Offices are seldom able to do this. When it does happen, those residences rated unacceptable by the SM but in fact found to meet DoD minimum standards are rescored as acceptable.

The survey data sheets are then mailed to the Navy's Facility Support Office (FACSO) at Port Hueneme, CA, where they are coded, entered into a computer, and analyzed. The resulting summary reports are forwarded to the installation Housing Offices for comment, and any major inconsistencies are removed. The installation does not, however, receive detailed information or the raw data records. If the installation has no plans for a family housing project requiring appropriated funds, there is no further interaction until the following year. If the installation has plans, a market analysis is made and the survey output (Form 1378) is attached as a required part of the acquisition project submission.

### **Housing Market Analyses**

The housing market analyses<sup>2</sup> (HMAs) differ from case to case because almost all of them performed under contract by small, independent real estate consultant companies. The general outline of a well-done HMA remains consistent. If a military construction housing project is requested by an installation, the HMA is required to validate the shortage of community housing indicated by the housing survey process. The HMA must, therefore, at least replicate the housing survey information. The HMA process either verifies the housing survey deficit or rejects the housing survey results.

### **Annual VHA Surveys**

The annual VHA survey requires a strict methodological approach to meet the accuracy standards required to extend its findings to the entire military population on such a sensitive issue as pay. The price of that need for accuracy is a complex administrative procedure that places a significant burden on the chain of command.

The Service FACs produce an automated list of all SMs receiving the BAQ allowance. Those rosters are delivered to a central processing point, until now one manned by a contractor who provided all administrative support to prepare,

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<sup>2</sup>The specific term for this market analysis differs in each Military Service.

distribute, and collect the survey data. In the past, the Per Diem Committee selected respondents at random; beginning with FY91, the survey has become a census and central processing procedures may change. The chain of command follows detailed instructions as it administers the survey.

Each installation then receives a kit consisting of blank survey response forms, rosters of designated respondents, and a postcard that the installation mails back to indicate receipt of the survey materials. The contractor tracks the returning postcards, records the data, and follows up on missing responses.

Once the materials are received, the installation staff provides them to subordinate units, along with due dates for survey completion. The units must then find a time and place to administer the surveys to the SMs, and assist as needed to complete them. In the past, some units have allowed the forms to be filled out on a take-home basis, but that approach often produced a low response rate. Once the survey forms are completed, they are gathered and matched against the rosters. The survey administrator checks each survey to see that it is properly completed and has corrections made on the spot. The surveys and rosters are then returned to the collection points from which they are returned to the contractor who optically scans them into a database. The contractor makes some initial quality control checks to eliminate unusable records. The resulting database is delivered on magnetic tapes to the DMDC, where it is maintained for access by the Per Diem Committee staff.

In addition to elaborate procedures to protect the accuracy and reliability of the data, a 1 percent follow-up survey is made to check on the main survey. One percent of the records submitted by renters are selected for verification. Letters with a single-page mark-sense form and rosters of designated respondents are mailed through the chain of command. The SM reenters the total rent figure and has it verified by the unit commander. The forms are then returned for comparison with the originals to determine the degree to which surveys are being filled out with erroneous data.

The data are then subjected to a complex analytical process to determine the VHA rates for each pay grade and dependency status at each installation. Although the basic concept is to establish the median rent at each location by pay grade, a relatively simple task, the algorithms are much more complicated. Homeowners are included in the calculation by using an "imputed rent" which is based on the number

of bedrooms and the type of house owned to which is assigned the average monthly rate paid by renters with similar housing in that zip code. This weights the median with homeowners without putting the DoD in the position of subsidizing the higher costs incurred by homeowners who decided to invest rather than rent. In addition, zip codes are examined to see which installations they support. Finally, zip codes are analyzed to see whether there is a sufficient density of respondents or whether they must be pooled with similar low-density zip codes to determine allowance ceilings. Inherent to all these processes is the assumption that the data should be consistent; a mix of old and new data would produce very misleading results for the Per Diem Committee.

Once the analysis is completed, a set of recommended VHA rates is developed and the total cost to the DoD of paying those allowances is estimated. At this point the analysis becomes subjective as DoD and Congress determine how much will actually be appropriated for VHA funding. In past years the funding authorized has not often met the need. As a result, the VHA rates had to be adjusted. When the rates are decided, the Per Diem Committee publishes the approved rates for the following fiscal year. The Service FACs must then enter the new rates into their computer systems in time for the change to take effect for the new year.

This last set of steps is important to the form-consolidation process because it places a time frame around the data. Because the Per Diem Committee must formulate its estimates in order to meet the budget negotiation schedule, it must collect the data in the second quarter of each fiscal year. The data collected in FY90 are used in the budget negotiations for FY92 spending. By the time the allowances are paid in the last quarter of FY92, the data on which that allowance is based will be over 2 years old. That fact was the primary reason for making an annual survey instead of the previous biennial survey. In some cases, SMs were receiving allowances based on 3-year old data while housing costs had increased more than the national inflation rate. Any alternative process proposed must take into account the fact that the Per Diem Committee needs relatively fresh rent data to set the VHA.

**APPENDIX B**

**TABULATION OF DATA ON CURRENT HOUSING FORMS**

TABLE B-1

## TABULATION OF DATA ON CURRENT HOUSING

(Sheet 1 of 3)

Data element	LMI Form	Per Diem Committee Survey	DD 1376 Hsg Survey	DD 376 OHA Survey	DD 2367 OHA Certification	DD 114 Pay Order	DA 5545 VHA Certification Army	DA 0-1 All-purpose Army	Var VHA
<b>Sponsor Data</b>									
Service	X	Incl USCG, PHS, NOAA		X					
Component	X								
Military or civilian									
Name	X	n	X	X	X	X	X	X	
Pay grade	X	X	X	X	X	X	X	X	
SSN	X	X	X	X	X	X	X	X	
Duty organization			X	X	X	X	X	X	
Duty address				X	X	X	X	X	
Duty zip code	X	X			X	X	X	X	
Duty phone			X		X		X	X	
BAO type	X	w/dep, w/C, partia'							
Attache duty				X					
Time on station				X					
Tour length				X					
Previous address phone									
Date of rank									
Time in Service									
Time left on active duty									
Arrival date									
<b>Sponsor Residence</b>									
Residence overseas		X							
Residence zip code	X	X	X		X		X	X	
Residence city/country	X		X	X	X		X	X	
Residence street			X		X		X	X	
Rental guarantee project #				X					
Landlord name				X					
Landlord address									
Landlord telephone									
<b>Household Data</b>									
SM has dependents									X
Dependents reside with SM	X								
Claim basis (# locations)	X								
Marital status		X	X				X	X	
Dependent name									
Dependent address	X						X	X	
Dependent landlord data									
Dependent relationship									
Dependent SSN									

Note: The code "n" means that the information is "noted" on the form for reference or as part of a worksheet but is not "collected" for use by the form's controlling agency.





TABLE B-1

TABULATION OF DATA ON CURRENT HOUSING FOI

(Sheet 2 of 3)

Data element	LMI Form	Per Diem Committee Survey	DD 1376 Hsg Survey	DD 376 OHA Survey	DD 2367 OHA Certification	DD 114 Pay Order	DA 5545 VHA Certification Army	DA 0-1 All-purpose Army	VHA
Household Data (Continued)									
Dependent child DOB	X		Age						
Dependent gender	X		X						
Dependent certification date									
Spouse dependent here		Y/N	Now/later	#				X	
Geographic bachelor			X					X	
Dependents elsewhere				#					
Dependents overseas		X							
Other dependents COLA	X				X				
Sharers	X	% of cost		# people	# by category		# by category	# by category	#
Sharer start date									
Share cost %		X							
Spouse or Sharer name							SM spouse	SM spouse	S
Spouse or Sharing SM SSN	X				X		X	X	
Spouse or Sharing SM service					X		X	X	
Spouse duty station									
Marriage date									
Custody child support data									
House Data									
Permanent home for tour								X	
Government house, type	X	X							
Prefer on/off base			X						
Quarters number	X								
House type	X	X	X	X				X	
Bedrooms	X	X	X	X				X	
Baths	X			X					
Furnished				X					
Commute time	X	X	X					X	
Commute distance			X						
Acceptable	X		Check why not					Check why not	
Mobile home			X						
Housing office reversal			X						
Rent/own/no fee	X	X	X	X	X				
Rentals unavailable			X						
Time in residence		X		X			Move-in date	Move-in date	M
Dependent time in residence							Move-in date	Move-in date	M
Lease expire date									
Discrimination								X	

Note: The code "n" means that the information is "noted" on the form for reference or a part of a worksheet but is not "collected" for use by the form's controlling agency.

TABLE B-1

DATA ON CURRENT HOUSING FORMS (Continued)

(Sheet 2 of 3)

DA 5545 VHA Certification Army	DA 0-1 All-purpose Army	Var #s VHA Certification Navy	7200 Start VHA USMC	AF 594 Start stop USAF	AF 3502 VHA USAF	AF 594 (new) BAQ and Dependency USAF	AF 987 USAF	DD 1746 Housing Application	DD 1670 Housing Found Army only
				X		X	X	X X X	
	X						Number that are command sponsored	X X	
	X							X X	
# by category	# by category	# by category	# detail	#	# by category		# by category		
SM spouse X X	SM spouse X X	SM spouse X X	Sep form Sep form Sep form	X X X X X	X X X SM only X	X X X X	X X X X		
	X						Type		X
	X X			X				X X X X X X	X X
	X Check why not							X Check why not	X
Move-in date Move-in date	Move-in date Move-in date	Move-in date Move-in date	Move-in date Move-in date					X	X
	X			X					X

TABLE B-1

TABULATION OF DATA ON CURRENT HOUSING FOR  
(Sheet 3 of 3)

Data element	LMI Form	Per Diem Committee Survey	DD 1376 Hsg Survey	DD 376 OHA Survey	DD 2367 OHA Certification	DD 114 Pay Order	DA 5545 VHA Certification Army	DA 0-1 All-purpose Army	VHA
<b>Cost Data</b>									
Currency	x			x	x			x	
Rent frequency		x							
Total payment	x		x		x				
Rent only amount		x	n	x		SM & deps	SM & deps	SM & deps	SM
Finder fee amount		x							
Purchase price					x				
Owner PITI		x	n				Broken out	Broken out	Br
Deps PITI							Broken out	Broken out	Br
Utilities in rent		x		Note required	x			SM & deps	
Utility monthly		x	n					SM & deps	
Electric		n		x	x			Y-N	
Gas		n		x	Heat AC			Heat AC	
Oil		n		x	Heat AC			Heat AC	
Wood coal		n		x					
Water sewer		n		x	x			Y-N	
Trash		n		x	x		SM & deps	Y-N	SM
Maintenance monthly		x	n	x				SM & deps	
Condo fee		x						SM & deps	
HOA fee		x						SM & deps	
Insurance		x	n				SM & deps	SM & deps	SM
Initial expenses	x			x					
Terminal expenses	x			x					
Taxes				x					
Mobile home lot fee									
Has rent changed									
<b>Control Data</b>									
Reviewer	x			x	x	x		x	
Finance action	x				x	x	x	x	
Commander							x		
BAQ								n	
FSA-1								n	
VHA cap								n	
Offset								n	
Effective date	x				x	x	x	x	
Reason for change	x								
SM certification								x	
<b>Total</b>	<b>30</b>	<b>35</b>	<b>29</b>	<b>35</b>	<b>28</b>	<b>10</b>	<b>26</b>	<b>49</b>	

Note: The code "n" means that the information is "noted" on the form for reference or as part of a worksheet but is not "collected" for use by the form's controlling agency.

TABLE B-1

ON CURRENT HOUSING FORMS (Continued)

(Sheet 3 of 3)

DA 5545 VHA Certification Army	DA 0-1 All-purpose Army	Var #s VHA Certification Navy	7200 Start VHA USMC	AF 594 Start/stop USAF	AF 3502 VHA USAF	AF 594 (new) BAQ and Dependency USAF	AF 987 USAF	DD 1746 Housing Application	DD 1670 Housing Found Army only
	X			X			X		
SM & depts	SM & depts	SM & depts		X	SM and depts		SM & depts	X	X
Broken out	Broken out	Broken out	Broken out		SM and depts		X	X	
Broken out	Broken out	Broken out	Broken out						
	SM & depts		X	X			OHA		
	SM & depts	n					Y,N, OHA		
	Y,N						Heat, AC, Y,N		
	Heat, AC						OHA		
	Heat, AC						Y,N, OHA		
SM & depts	Y,N						Y,N, OHA		
	Y,N	SM & depts					Y,N, OHA		
	SM & depts	n							
	SM & depts								
SM & depts	SM & depts	SM & depts	SM & depts						
	SM & depts						X		
					SM & depts		X		
							X		
X	X	X	X	X	X	X	X		
X	X	X	X	X	X	X	X		
	n	n							
	n	n							
	n	n							
X	X	X	X	X					
	X		X	X					
	X			X	X	X	X		
26	49	32	25	33	30	22	39	38	12

## APPENDIX B GLOSSARY

AF	=	Air Force
BAQ	=	Basic Allowance for Quarters
COLA	=	Cost of Living Allowance
DA	=	Department of the Army (form prefix)
DD	=	Department of Defense (form prefix)
DMDC	=	Defense Manpower Data Center
DOB	=	Date of Birth
FACSO	=	Facilities Support Office (Navy)
FAC	=	Finance and Accounting Centers
FSA	=	Family Separation Allowance
HOA	=	Home Owner Activity (fee)
HOMES	=	Housing Operations Management System (Army)
HRO	=	Housing Referral Office
JUMPS	=	Joint Uniform Military Pay System
MIHA	=	Move-In Housing Allowance
NOAA	=	National Oceanographic and Atmospheric Agency
OHA	=	Overseas Housing Allowance
OSD	=	Office of the Secretary of Defense
PHS	=	Public Health Service
PITI	=	Principal, Interest, Taxes and Insurance
RPHA	=	Rent Plus Housing Allowance
SM	=	Service Member
SSN	=	Social Security Number

USAF = United States Air Force  
USCG = United States Coast Guard  
USMC = United States Marine Corps  
VHA = Variable Housing Allowance

**APPENDIX C**

**DoD HOUSING DATA COLLECTION FORMS IN USE**

## LIST OF FORMS

<u>Form Number</u>	<u>Title</u>
(No number)	Per Diem Committee Variable Housing Allowance Survey with Follow-up VHA Verification Survey
DD 1376	Family Housing Questionnaire
DD 376	Housing Cost Data Sheet (Overseas Housing Allowance)
DD 2376	Individual Overseas Housing Allowance (OHA Certification)
DD 114	Military Pay Order
DA 5545	(Legible copy unavailable)
DA 0-1	Housing Allowance Document and Certificate (All-purpose Army)
(No number)	VHA Certificate, (Navy)
MC 7200	(Legible copy unavailable)
AF 594 (old version)	Authorization to Start, Stop, or Change BAQ Rent Plus, and/or VHA
AF (No number- proposed to be 3502)	Authorization to Start, Stop or Change VHA VHA
AF 594 (New number-proposed as 534)	Application and Authorization to Start, Stop, or Change BAQ or Dependency Redetermination
AF 987	Recertification for BAQ, VHA, OHA, COLA and FSA
DD 1746	Application for Assignment to Housing
DD 1670	Notification of Housing Selection





THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

2 MAR 90

FORCE MANAGEMENT  
AND PERSONNEL

239327

SUBJECT: Spring 1990 Variable Housing Allowance (VHA) Survey

TO: Survey Participant

You have been selected to participate in this year's housing cost survey. The information you give will help establish Variable Housing Allowance (VHA) rates for your area. The VHA is based on the typical costs incurred by Service members living in each area in the United States (including Alaska and Hawaii) who live off post or base and receive a Basic Allowance for Quarters (BAQ). The VHA payments are to help defray housing costs. The VHA is also paid to Service members assigned (PCS) overseas whose families reside in the United States (including Alaska and Hawaii).

It is important that you provide accurate figures on this VHA Data Collection Form. We ask that you take this form home and use your records and receipts to help fill in the amounts you actually spend. If you own a home, your response will help us identify the characteristics of your house for determining its rental equivalent. The importance of our having accurate information may require that your responses be verified by a government audit agency. Please keep any records and receipts you used in determining your responses for at least 12 months after completing the form.

The VHA is a valuable entitlement for men and women of the Uniformed Services. The time and effort you spend to fill out your form accurately will enable us to set fair VHA rates and maintain the integrity and credibility of the program. Please return your completed survey form to your administrator promptly.

*Donald W. Jones*

Donald W. Jones  
Lieutenant General, USA  
Deputy Assistant Secretary  
(Military Manpower & Personnel Policy)

**Variable Housing Allowance Data Collection Form**





# Variable Housing Allowance Data Collection Form

★ ★ DO NOT STAPLE OR FOLD THIS FORM ★ ★

PER DIEM  
TRAVEL AND TRANSPORTATION  
ALLOWANCE COMMITTEE

### MARKING DIRECTIONS

- Use only a No. 2 black lead pencil.
- Read each question carefully. Make a **HEAVY BLACK MARK** that **FILLS THE OVAL** next to your answer.
- Please do not make stray marks of any kind.

INCORRECT MARKS                      CORRECT MARK



- If the question is to be answered with numbers, you should:

- 1) Write the numbers in the boxes, making sure that the **LAST** number is always placed in the **RIGHT-hand** box.
- 2) Fill in the unused boxes with zeros.
- 3) Mark the **MATCHING OVAL BELOW EACH BOX**.

**EXAMPLE:** My average **TOTAL** monthly utility costs are (round off to the nearest dollar):

\$ 

0	5	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



### PRIVACY NOTICE

**AUTHORITY:** 10 USC 136

**PRINCIPAL PURPOSE OR PURPOSES:**

Information collected in this survey is used to sample attitudes and/or discern perceptions of social problems observed by service members and to support additional manpower research activities. This information will assist in the formulation of policies which may be needed to improve the working environment.

**ROUTINE USES:** None

**DISCLOSURE:** Voluntary. Failure to respond will not result in any penalty to the respondent. However, maximum participation is encouraged so that data will be complete and representative.

The information you provide on this form is subject to verification by a government audit agency.

#### 1. What service are you in?

- |                                    |   |
|------------------------------------|---|
| <input type="radio"/> Army         | <input type="radio"/> Coast Guard                                     |
| <input type="radio"/> Navy         | <input type="radio"/> Public Health Service                           |
| <input type="radio"/> Marine Corps | <input type="radio"/> National Oceanic and Atmospheric Administration |
| <input type="radio"/> Air Force    |   |

#### 2. What is your pay grade?

Enlisted	Warrant	Commissioned Officer
<input type="radio"/> E-1	<input type="radio"/> W-1	<input type="radio"/> O-1E (over 4 years enlisted)
<input type="radio"/> E-2	<input type="radio"/> W-2	<input type="radio"/> O-2E (over 4 years enlisted)
<input type="radio"/> E-3	<input type="radio"/> W-3	<input type="radio"/> O-3E (over 4 years enlisted)
<input type="radio"/> E-4	<input type="radio"/> W-4	<input type="radio"/> O-1
<input type="radio"/> E-5		<input type="radio"/> O-2
<input type="radio"/> E-6		<input type="radio"/> O-3
<input type="radio"/> E-7		<input type="radio"/> O-4 <input type="radio"/> O-6
<input type="radio"/> E-8		<input type="radio"/> O-5 <input type="radio"/> O-7 or above
<input type="radio"/> E-9		

#### 3. What is your Social Security Number?

Write the numbers in the boxes.

Then fill in the matching ovals.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### 4. What is your marital status?

- Married  
 Not married

#### 5. Please enter the ZIP Code for your permanent duty (PCS) station in the 50 United States.

- NOT APPLICABLE. Post. base, or homeport outside of the 50 United States.

- If in sea billet, enter the ZIP Code of your **UNITED STATES HOME-PORT**, not your FPO/APO.

- If you don't know your ZIP Code, ask someone.

- Do not enter the ZIP Code of a TDY/TAD location.

DUTY ZIP CODE

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### 6. Do you presently receive a Basic Allowance for Quarters (BAQ) at either the WITH or WITHOUT dependents rate?

- YES, I receive BAQ at the **WITHOUT** dependents rate
- YES, I receive BAQ at the **WITH** dependents rate.
- NO, I live in government quarters and receive only a **PARTIAL BAQ** → **STOP**. Sign and return the survey form.
- NO, I do **NOT** receive BAQ → **STOP**. Sign and return the survey form.



7. Mark the location of your residence at your permanent duty station.

- Options: Within the 50 United States, Outside the 50 United States (with dependent question), No, Yes

NOTE: If you live OUTSIDE the 50 United States and are NOT MARRIED, STOP. Sign and return the survey form. If you receive BAQ at the WITH DEPENDENTS rate and both you and your dependents are living OUTSIDE the 50 United States, STOP. Sign and return the survey form.

8. Enter your RESIDENCE ZIP CODE at right. THIS RESIDENCE ZIP CODE IS CRITICAL.

IMPORTANT: If you are MARRIED and maintain a SEPARATE RESIDENCE for your spouse/dependents, enter your SPOUSE/DEPENDENTS' ZIP Code.

IN THE FOLLOWING QUESTIONS, "RESIDENCE" REFERS TO THE RESIDENCE WHOSE ZIP CODE YOU ENTERED IN QUESTION 8.

RESIDENCE ZIP CODE grid with digits 0-9

9. Is the "residence" government-owned or -leased housing?

- Options: Yes (STOP), No

10. Do your spouse and/or dependents live in the "residence"?

- Options: Does not apply, I have no spouse or dependents, Yes, No

11. If you share housing costs with non-family members, what portion of the monthly housing costs for the "residence" are you paying?

- Options: Does not apply, None (STOP), 1% to 9%, 10% to 19%, 20% to 29%, 30% to 39%, 40% to 49%, 50% to 59%, 60% to 69%, 70% to 79%, 80% to 89%, 90% to 99%

12. What type of housing is the "residence"?

- Options: Single-family, detached home, Semi-detached (row/townhouse/duplex), Apartment (owned or rented), Mobile home, Other (e.g., private vessel)

13. How many bedrooms are there in the "residence"?

(Count any room that is used, or could be used, as a bedroom.)

- Options: 1 or efficiency, 2, 3, 4, 5 or more

14. How long does it take you to get from the "residence" to your place of duty (commuting time) on a typical day?

- Options: Does not apply, 30 minutes or less, 31 to 60 minutes, 61 minutes or more

15. Do you RENT or OWN the "residence"?

- Options: Neither; live in government-owned or -leased housing (STOP), Neither; live with friends/relatives and PAY NO COSTS (STOP), Neither; live in other accommodations (STOP), RENT, OWN

How long have you RENTED or OWNED the "residence"?

- Options: 3 months or less, 4 to 6 months, 7 to 12 months, 13 to 24 months, 25 to 36 months, 37 to 48 months, 49 to 59 months, 5 to 10 years, 11 to 20 years, 21 or more years

If "RENT," continue with Question 17.

If "OWN," go to Question 21.

FOR RENTERS ONLY

17. How often are rent payments for the "residence" due?

- Options: Monthly, Twice a month, Every two weeks, Weekly, Other

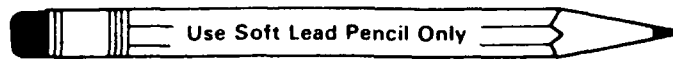
18. How much total RENT is paid for the "residence" PER PERIOD specified in Question 17? (For example: if it is \$245, enter 0245. Include RENT only. Other housing costs will be asked for later.)

DOLLARS per period

Grid for entering rent amount with dollar sign and .00

19. When you first rented the "residence," did you pay a FINDER'S FEE to an agent in order to obtain the "residence"? DO NOT INCLUDE SECURITY DEPOSITS.

- Options: Yes, No (GO TO QUESTION 22)



20. If you paid a **FINDER'S FEE**, how much was this fee?

Dollar Amount of Fee

Write the numbers in the boxes.

Then fill in the matching ovals.

\$     .00

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9

GO TO QUESTION 22

**FOR OWNERS ONLY.**

The next question is important for current research on homeowners' costs.

21. What is your monthly house payment for the "residence?" (Include the **PRINCIPAL AND INTEREST** on all mortgages or trusts, real estate **TAXES**, and homeowner's **INSURANCE**. Also include land lease, mobile home lot rental, or berthing fees, if applicable. Other housing costs such as utility and maintenance costs, etc. will be asked for later. (EXAMPLE: if your payment is \$550, enter 0550.)

DOLLARS per month

\$     .00

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9

**FOR RENTERS AND OWNERS**

22. Over the last 12 months, what was the **AVERAGE MONTHLY** cost of all **utilities** (except telephone) paid **separately** from other rental or home ownership costs?

- DOES NOT APPLY. No utilities are paid separately.
- Do not have a basis for estimating utility costs.

For each utility, add all costs for the **LAST 12 MONTHS** and divide by 12 (If you do not know the costs for all 12 months, ask a neighbor in a similar residence for estimates for the missing months.)

Enter the average monthly cost for each utility in the space below, then enter the **TOTAL** at the right

Monthly Average	
Electricity .....	\$ _____
Natural Gas/Propane .....	\$ _____
Fuel Oil .....	\$ _____
Wood/Coal .....	\$ _____
Water/Sewer .....	\$ _____
Garbage .....	\$ _____
<b>TOTAL</b> .....	\$ _____

DOLLARS per month

\$     .00

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9

23. Enter the **AVERAGE MONTHLY maintenance** cost paid for the **UPKEEP** of the "residence." Round off to the nearest dollar.

- No maintenance costs are paid separately.

- **INCLUDE** only maintenance such as plumbing, electrical, heating/cooling system or structural repairs, yard upkeep, etc.
- **DO NOT INCLUDE** the cost of home improvements (e.g., remodeling, new roof, new furnace, major appliances), new shrubs, new fences, or other additions.

EXAMPLE: If your cost is \$25 per month, enter 025.

DOLLARS per month

\$     .00

○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9

24. Enter the **AVERAGE MONTHLY** cost of any of the following housing expenses for the "residence": condominium fee; homeowners' association fee; property and hazard insurance, if **NOT** included in Question 21.

Fill in the grid for **EACH** expense you **do** have OR mark "None" for **EACH** expense you **do not** have.

	Condominium Fee	Homeowners' Assoc. Fee	Property & Hazard Insurance (If not included in Q 21)
	<input type="radio"/> None	<input type="radio"/> None	<input type="radio"/> None
DOLLARS per month	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00
	○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9	○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9	○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9

Write the numbers in the boxes.

Then fill in the matching ovals.

**PLEASE BE SURE TO READ THE STATEMENT BELOW BEFORE SIGNING.**

THE INFORMATION I HAVE PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE. (Before signing this form, please review questions 5, 8, and 17 through 24. Make sure you have answered them correctly and where you entered numbers, make sure you have filled in the matching ovals. THANK YOU.)

PRINT Last Name, First Name \_\_\_\_\_

Signature \_\_\_\_\_

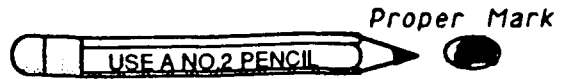
Date (Year Month Day) \_\_\_\_\_

239327

1990 VHA VERIFICATION SURVEY

RCS# FDD-FM&P(A)1576

GERALD D MASTERS  
DQKAAA 226-06-5711  
HHC 6TH CBT AVN BDE 6TH I  
FT WAINWRIGHT AK 99703



QUESTIONS FOR MEMBER

1. What is the RESIDENCE ZIP CODE of the residence you reported on when you filled out your Spring 1990 VHA Survey?

RESIDENCE ZIP CODE				
0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

IMPORTANT

Documentation is required for Questions 2 and 3. In the following questions, "RESIDENCE" refers to the residence zip code you entered in Question 1.

2. At the time you filled out your Spring 1990 VHA Survey, how often were rent payments for the residence due? Please mark one.

- Monthly                       Weekly  
 Twice a month               Other  
 Every two weeks

3. At the time you filled out your Spring 1990 VHA Survey, how much total RENT was paid for this residence PER PERIOD specified in Question 2? Enter the RENT in the grid below. For example, if it is \$245, enter 0245. Include RENT ONLY.

DOLLARS per Period				
\$				
0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

MEMBER'S SIGNATURE:

The information I have provided for this verification is, to the best of my knowledge, accurate.

Signature \_\_\_\_\_

QUESTIONS FOR UNIT COMMANDER

4. Which of the following documentation did you use to verify rent? Mark all that apply. Documentation dates must fall within 1 March - 31 May 1990.

- Documentation was NOT available. (GO TO Q. 5.)  
 Lease/ rental agreement       Rent receipt(s)  
 Cancelled check(s)  
 Unit Commander's personal verification.  
 Other documentation (specify): \_\_\_\_\_

5. Why was documentation NOT available?

- Does not apply-documentation was available.  
 PCS       ETS       TDY/Leave  
 Other (specify): \_\_\_\_\_

UNIT COMMANDER'S SIGNATURE:

The information provided for this verification is, to the best of my knowledge, accurate.

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

**FAMILY HOUSING QUESTIONNAIRE**

REPORT CONTROL SYMBOL  
DD-1&L(A) 665 (Feeder)

*(Please read the INSTRUCTIONS and PRIVACY ACT STATEMENT on reverse before completing this questionnaire)*

1. NAME (Print below):

LAST First M. Initial

2. LOCAL ADDRESS—THIS IS THE ADDRESS WHERE YOU ARE LIVING WITH YOUR FAMILY IF YOUR FAMILY IS NOT WITH YOU INDICATE BACHELOR ENLISTED QUARTERS, SHIP, BOG, OR WHATEVER IS APPROPRIATE

3. ORGANIZATION TO WHICH YOU ARE ASSIGNED AND DUTY PHONE NUMBER include Name and Unit Number You may use abbreviations

DUTY PHONE NUMBER

4. YOUR SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

5. WHAT IS YOUR PAY GRADE? (Put an X in appropriate box)

OFFICER		ENLISTED		CIVILIAN	
<input type="checkbox"/> O-10		<input type="checkbox"/> E-8		<input type="checkbox"/> GS-1 thru 4	
<input type="checkbox"/> O-9		<input type="checkbox"/> E-8		<input type="checkbox"/> GS-5 thru 6	
<input type="checkbox"/> O-8		<input type="checkbox"/> E-7		<input type="checkbox"/> GS-7 thru 11	
<input type="checkbox"/> O-7		<input type="checkbox"/> E-6		<input type="checkbox"/> GS-12 thru 14	
<input type="checkbox"/> O-6		<input type="checkbox"/> E-5		<input type="checkbox"/> GS-15 and above	
<input type="checkbox"/> O-5		<input type="checkbox"/> E-4		<input type="checkbox"/> WB-1 thru 5	
<input type="checkbox"/> O-4	<input type="checkbox"/> W-4	<input type="checkbox"/> E-3		<input type="checkbox"/> WB-6 thru 17	
<input type="checkbox"/> O-3	<input type="checkbox"/> W-3	<input type="checkbox"/> E-2		<input type="checkbox"/> WB-18 thru 27	
<input type="checkbox"/> O-2	<input type="checkbox"/> W-2	<input type="checkbox"/> E-1		<input type="checkbox"/> WB-28 and above	
<input type="checkbox"/> O-1	<input type="checkbox"/> W-1				

6. WHAT IS YOUR MARITAL STATUS?

<input type="checkbox"/> 2	MARRIED	
<input type="checkbox"/> 1	OTHER	<i>(Widowed divorced single legally separated)</i>

7. YOUR DEPENDENTS

FOR PURPOSES OF THIS SURVEY A DEPENDENT IS SOMEONE WHO COUNTS TOWARD YOUR B A Q PAYMENT AND WHO WOULD NORMALLY LIVE WITH YOU

Age should be to the nearest whole year Use "M" for male and "F" for female List 8 dependents only

DO NOT INCLUDE YOUR SPOUSE

NO	AGE	SEX
1		
2		
3		
4		
5		
6		
7		
8		

8. IS YOUR FAMILY LIVING WITH YOU AT THE LOCAL ADDRESS YOU GAVE IN ITEM 2?

<input type="checkbox"/> 1	a. YES (skip Question 9)
<input type="checkbox"/> 2	b. NO MAINLY BECAUSE ADEQUATE HOUSING IS NOT AVAILABLE (answer Question 9)
<input type="checkbox"/> 3	c. NO BUT MY FAMILY WILL JOIN ME AT THIS DUTY STATION (answer Question 9)
<input type="checkbox"/> 4	d. NO MAINLY FOR OTHER REASONS (skip Question 9)

9. FOR THOSE OF YOU WHO ANSWERED b, c, or d AND CONSIDERING YOUR PRESENT SITUATION WOULD YOU CHOOSE?

<input type="checkbox"/> 3	MILITARY HOUSING
<input type="checkbox"/> 4	CIVILIAN HOUSING

IF YOU ARE NOT PRESENTLY ACCOMPANIED BY YOUR FAMILY IN THE AREA YOU HAVE FINISHED THE QUESTIONNAIRE PLEASE SIGN YOUR NAME AND ENTER THE DATE ON LINE 18.

10. HOW MANY BEDROOMS ARE THERE IN THE HOUSING WHERE YOU LIVE?

--

11. IN WHAT TYPE OF HOUSING ARE YOU NOW LIVING? (SELECT ONE ONLY)

<input type="checkbox"/> 6	I LIVE IN MILITARY HOUSING (Forfeits B A Q)
<input type="checkbox"/> 7	I LIVE IN MILITARY HOUSING OFFICIALLY DECLARED INADEQUATE (Forfeits any or all B A Q)
<input type="checkbox"/> 8	I'M LIVING IN HUD MILITARY PREFERENCE HOUSING (SECTION 236)
<input type="checkbox"/> 5	I OWN OR AM BUYING A MOBILE HOME
<input type="checkbox"/> 4	I OWN OR AM BUYING A HOUSE
<input type="checkbox"/> 1	I'M RENTING OFF-BASE CIVILIAN HOUSE APARTMENT OR MOBILE HOME

12. CONSIDERING YOUR PRESENT SITUATION WOULD YOU CHOOSE TO

<input type="checkbox"/> 9	LIVE IN MILITARY HOUSING	(SELECT ONE ONLY)
<input type="checkbox"/> 7	RENT CIVILIAN HOUSING	
<input type="checkbox"/> 8	BUY CIVILIAN HOUSING?	

13. HOW MANY MILES IS IT ONE WAY FROM YOUR LOCAL HOME TO YOUR DUTY STATION? (Nearest mile)

--

14. HOW LONG DOES IT TAKE YOU TO TRAVEL ONE WAY FROM YOUR LOCAL HOME TO YOUR DUTY STATION? (Put an X in appropriate box)

<input type="checkbox"/> 2	LESS THAN 80 MINUTES
<input type="checkbox"/> 1	MORE THAN 80 MINUTES

15. HOW MUCH DOES YOUR HOUSING COST YOU ON THE AVERAGE PER MONTH? (If you live in military housing enter 000 in the boxes below. WHEN ADDING UP YOUR HOUSING COST INCLUDE THE FOLLOWING ITEMS WHEN THEY APPLY TO YOU)

- Rent or mortgage payment
- Property taxes
- Property insurance
- Utilities (heat, light, water, trash)
- Average maintenance costs

DO NOT INCLUDE TELEPHONE BILLS

TAKE THIS AMOUNT TO THE NEAREST DOLLAR AND PRINT IT IN THE BOXES BELOW IF YOUR AVERAGE MONTHLY HOUSING COST IS \$355 THE CORRECT FIGURE TO PUT IN THE BOXES IS

0	3	5	5
---	---	---	---

--	--	--	--

16. CONSIDERING YOUR PRESENT INCOME AND THE LOCAL COMMUNITY DO YOU FEEL THAT THE HOUSING YOU NOW LIVE IN IS SUITABLE OR UNSUITABLE?

<input type="checkbox"/> 1	IT IS SUITABLE
OR	
<input type="checkbox"/> 2	IT IS UNSUITABLE BECAUSE OF (Select one or more below)

<input type="checkbox"/> 2	COMPLETENESS OF UTILITIES
<input type="checkbox"/> 4	STRUCTURAL CONDITION
<input type="checkbox"/> 7	EQUIPMENT
<input type="checkbox"/> 5	NEIGHBORHOOD
<input type="checkbox"/> 3	NUMBER OF BEDROOMS
<input type="checkbox"/> 6	COST

17. IF YOU OWN OR ARE BUYING A HOUSE OR MOBILE HOME DID YOU CHOOSE HOME OWNERSHIP TO PREVENT SEPARATION FROM YOUR FAMILY?

<input type="checkbox"/> 1	YES
<input type="checkbox"/> 2	NO

18. IF YOU OWN OR ARE BUYING A MOBILE HOME AND IN QUESTION 16 YOU INDICATED IT WAS UNSUITABLE FOR ONE OR MORE REASONS WHAT DID YOU BASE YOUR RESPONSE ON?

<input type="checkbox"/> 1	THE MOBILE HOME ITSELF
<input type="checkbox"/> 2	THE MOBILE HOME PARK ONLY
<input type="checkbox"/> 3	BOTH

19. SIGNATURE AND DATE

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS**

Use a pencil to complete the questionnaire. Print in the answers to the first four questions. For the remainder of the questions, fill in the answer, or place an "X" in the box, as appropriate.

EXAMPLE: How many bedrooms are there in the housing where you live?

What is your marital status?

2	<input checked="" type="checkbox"/>
1	<input type="checkbox"/>

MARRIED

OTHER (Widowed, divorced, single, legally separated)

If you want to change an answer, be sure to erase completely. If a question does not apply to you, skip it and move to the next one.

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**PRIVACY ACT STATEMENT**

**FOR**

**DD Form 1376 (1 Jan 80) – FAMILY HOUSING QUESTIONNAIRE**

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL 93-579) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested

1. **AUTHORITY:** Annual Military Construction Authorization and Appropriation Acts.
2. **PRINCIPAL PURPOSE(S):** To obtain information to determine whether the programming of military family housing is necessary at an installation.
3. **ROUTINE USE(S):** Used with questionnaire forms filled out by other individuals to assist in determining the need for the programming of military family housing at an installation, and the extent of this need – number of units, rank, and grade types, and bedroom distribution.
4. **MANDATORY OR VOLUNTARY DISCLOSURE:** Voluntary. No effect on the individual if information is not provided. Further, the SSN, which is used for identification purposes, does not have to be disclosed and disclosure or nondisclosure will not affect the questionnaire.

**HOUSING COST DATA SHEET - PERSONAL UNIFORMED SERVICES PERSONNEL** **REPORT CONTROL SYMBOL**  
JTR 1001

This form should not be submitted by: (1) Personnel occupying government quarters, (2) Personnel in grades E-1, E-2, E-3 or E-4 with 2 years service or less, with dependents, or (3) by more than one member of a group sharing the same quarters if dependents are not involved. (NOTE: Personnel occupying Government leased quarters will submit this Housing form.)

LAST NAME - FIRST NAME - MIDDLE INITIAL \_\_\_\_\_

GRADE (Check applicable box)  O-1  O-2  O-3  O-4  O-5  O-6  
 O-7  O-8  O-9  O-10  W-1  W-2  W-3  W-4  
 E-1  E-2  E-3  E-4  E-5  E-6  E-7  E-8  E-9

BRANCH OF SERVICE (Check applicable box)  ARMY  NAVY  AIR FORCE  MARINES  
 OTHER (Specify) \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

TYPE OF DUTY (Check applicable box)  ATTACHE  
 OTHER (Specify) \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

LENGTH OF TIME IN AREA: YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_

CONTEMPLATED LENGTH OF PRESENT TOUR OF DUTY: YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_

LOCATION OF DUTY STATION (Do not give APO No.)  
 CITY \_\_\_\_\_ COUNTRY \_\_\_\_\_

LOCATION OF RESIDENCE OVERSEAS: CITY \_\_\_\_\_ COUNTRY \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN YOUR PRESENT QUARTERS? YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_

NO. OF DEPENDENTS IN VICINITY OF DUTY STATION \_\_\_\_\_

NO. OF DEPENDENTS RESIDING ELSEWHERE \_\_\_\_\_

TYPE OF QUARTERS

PRIVATE LEASE  ROOM  FURNISHED  
 GOVERNMENT LEASE  APARTMENT  UNFURNISHED  
 RENTAL GUARANTEE HOUSING  HOUSE  
 OWNED BY MEMBER  TRAILER  
 OTHER (Specify) \_\_\_\_\_  OTHER (Specify) \_\_\_\_\_

NO. OF BEDROOMS \_\_\_\_\_  
 NO. OF BATHS \_\_\_\_\_

IF YOU LIVE IN RENTAL GUARANTEE HOUSING PROJECT, GIVE NAME OF PROJECT AND UNIT DESIGNATION. \_\_\_\_\_

NAME OF LANDLORD \_\_\_\_\_

IF WITHOUT DEPENDENTS AT YOUR DUTY STATION, DO YOU SHARE YOUR QUARTERS WITH ANYONE? (If "Yes", only one member of group should fill out this form.)  
 YES  NO

HOW MANY OTHERS SHARE QUARTERS WITH YOU? \_\_\_\_\_

Sharers show combined expenses of all sharers maintaining quarters (Combined expenses should equal sum of contributions of all sharers. DO NOT show your own expenses only.)

**SECTION A - INITIAL OCCUPANCY EXPENSES**

**HOMEOWNERS:** Members who own or are purchasing the quarters they occupy at this duty station will not complete this section.  
**SHOW COSTS IN LOCAL CURRENCY UNLESS PAYMENT WAS MADE IN U.S. DOLLARS**  
 Show costs of Initial Occupancy Expenses in this section. Normal household furnishings such as furniture, drapes, and rugs WILL NOT be reported. Do not include deposits for electricity, gas, rent, etc. Continue to report your initial expenses at this station on all DD Forms 376 prepared while at this station, even if incurred previous to the reporting period. If additional initial expenses are incurred subsequent to the first report, include all such costs.

DESCRIPTION OF ITEM OR SERVICE PROCURED	INITIAL COST		ESTIMATE OF AMOUNT TO BE RECOVERED	
	LOCAL CURRENCY (Show unit)	U.S. DOLLARS	LOCAL CURRENCY (Show unit)	U.S. DOLLARS
PLUMBING				
GAS OR ELECTRIC INSTALLATION				
SUPPLEMENTARY HEATING EQUIPMENT				
PAINTING, PAPERING, PLASTERING				
SCREENING				
SHELVING				
TELEPHONE INSTALLATION				
RANGE, REFRIGERATOR, FREEZER (Include only when not normally furnished in local housing and resale of item is anticipated upon departure)				
OTHER (Itemize - Use Remarks block or continuation page if necessary)				

REMARKS: DOES LEASE REQUIRE REDECORATING OR RESTORATION OF PREMISES UPON DEPARTURE? (If "Yes", itemize - estimated costs.)  YES  NO



**SECTION B - RECURRING EXPENSES**

**SHOW COSTS IN LOCAL CURRENCY UNLESS PAYMENT WAS MADE IN U.S. DOLLARS. ONE ITEM MAY BE IN LOCAL CURRENCY, ANOTHER IN U.S. DOLLARS.**

1. Place check mark in column to denote local currency or U.S. Dollars. If local currency, show unit under month that it applies.
2. Show costs for 12 months or as many months as housing has been occupied, if less than 12. Enter year to which month applies. An "X" will be entered for each month for which housing was not occupied.
3. Amounts will be reported in this section for the month when the bill was received or when the goods were purchased. Amounts will not be prorated. An "O" will be entered for months during which no bills for a particular item were received. Receipts, if available, will be used as a basis for reporting costs. If receipts are not available, accurate estimates will be required.
4. State the monthly amount of rent paid for your quarters. If rent includes utilities, maintenance, or other expenses, indicate this fact.
5. Maintenance and repairs will include minor repair expenses only which you are obligated by law or lease to make. Major items such as plastering, painting, rewiring and screening, will be reported under Section A - Initial Occupancy Expenses.
6. Report taxes required by local law or custom to be paid by the tenant. Specify name of tax. Do NOT report sales taxes.
7. If you pay an amount which covers both food and housing, estimate amount for food and amount for housing in remarks section below.
8. HOME OWNERS are to complete Section B in its entirety. Show on "RENT" line, an estimate of the current "FAIR MARKET" rental value of your quarters.

	(Check one)		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	LOCAL CURRENCY	U.S. DOLLARS												
RENT			'8___	'8___	'8___	'8___	'8___	'8___	'8___	'8___	'8___	'8___	'8___	'8___
ELECTRICITY														
GAS														
KEROSENE														
FUEL OIL														
COAL														
WOOD														
WATER														
GARBAGE DISPOSAL														
MAINTENANCE & REPAIRS														
TAXES (Explain)														
OTHER (Explain)														

REMARKS

**SECTION C - CERTIFICATION**

I CERTIFY THAT THE INFORMATION APPEARING HEREON IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**FOR USE OF REVIEWING OFFICER**

REVIEWED BY: (Signature) \_\_\_\_\_

<b>INDIVIDUAL OVERSEAS HOUSING ALLOWANCE (OHA) REPORT</b> <i>Before completing, read Privacy Act Statement and Warning on reverse side.</i>	REPORT CONTROL SYMBOL DD-FM&P (AR)1697
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**PART A - IDENTIFICATION AND HOUSING INFORMATION**

<b>1. SERVICEMEMBER</b>		<b>3. SERVICEMEMBER'S RESIDENCE ADDRESS</b> (Street, Apt. No., City, Country)	
a. NAME (Last, First, Middle Initial)		<b>4. EFFECTIVE DATE OF LEASE/RENTAL/SALE AGREEMENT</b> (YYMMDD)	
b. PAY GRADE	c. SSN		
d. DUTY LOCATION OR HOMEPORT		<b>5. IN WHAT CURRENCY IS YOUR RENT OR MORTGAGE PAID?</b> (X One)	
(1) Station Name		a. LOCAL CURRENCY (Specify name of currency. Report amount in item 6.)	
(2) City		b. U.S. DOLLARS	
(3) Country		<b>6. X THE APPROPRIATE BOX TO INDICATE WHETHER YOUR RESIDENCE IS LEASED OR OWNED AND GIVE THE MONTHLY RENTAL AMOUNT OR THE PURCHASE PRICE IN THE CURRENCY YOU SPECIFIED IN QUESTION 5.</b>	
(4) Duty Phone			
<b>2. ARE YOU ENTITLED TO A COST-OF-LIVING OR OVERSEAS HOUSING ALLOWANCE FOR DEPENDENTS RESIDING ELSEWHERE?</b> (X one)		a. LEASED/RENTED (Enter monthly rent below. If sharing, report TOTAL rent, not your share.)	
a. YES (Specify location)		b. OWNED (Enter original purchase price. Include only cost of home. EXCLUDE closing costs, taxes, etc.)	
b. NO or NOT APPLICABLE			

**HOMEOWNERS, SKIP QUESTION 7 AND GO DIRECTLY TO QUESTION 8.**

<b>7. ARE UTILITIES AND SERVICES (EXCLUDING TELEPHONE) PROVIDED/PAID FOR BY YOUR LANDLORD AS PART OF YOUR RENTAL/LEASE AGREEMENT?</b>		<b>8. TO DETERMINE IF YOU ARE A "SHARER" FOR HOUSING ALLOWANCE PURPOSES, ENTER AN X IN THE BOX AT LEFT FOR EACH CATEGORY OF INDIVIDUAL OCCUPYING YOUR RESIDENCE. FOR EACH CATEGORY YOU X, ENTER THE NUMBER REQUESTED IN THE BOX AT RIGHT, THEN RECORD THE TOTAL IN THE BOX AT THE BOTTOM. (NOTE: Do not count dependents unless covered by category c)</b>	
a. NO, NONE PROVIDED		X a. MYSELF	1
b. YES, ALL UTILITIES PROVIDED		b. SPOUSE WHO IS ALSO A SERVICEMEMBER (Enter "1")	
c. SOME UTILITIES PROVIDED (X utilities and services your landlord provides the MAJORITY of)		c. SPOUSE OR OTHER DEPENDENT WHO IS A FEDERAL CIVILIAN EMPLOYEE ENTITLED TO A LIVING QUARTERS ALLOWANCE (Enter number)	
(1) Electricity	d. OTHER SERVICEMEMBERS ENTITLED TO A HOUSING ALLOWANCE (Enter number)		
(2) Heating	e. EXCLUDING DEPENDENTS, ANY OTHERS NOT COVERED ABOVE WHO PAY A PORTION OF THE RENT, MORTGAGE, AND/OR UTILITIES (Enter number)		
(3) Air conditioning (X if window units used and landlord provides electricity)	TOTAL (8a through e) If result exceeds "1", you are considered a "sharer"		
(4) Water or Sewer			
(5) Trash disposal	<b>9. IF BLOCK 8.b. OR 8.d IS MARKED, REPORT THEIR SOCIAL SECURITY NUMBER(S) AND BRANCH OF SERVICE IN "REMARKS" BELOW.</b>		

**PART B - REMARKS**

**PART C - CERTIFICATIONS**

<b>10. SERVICEMEMBER. I certify that:</b>				<b>11. HOUSING REFERRAL OFFICE (HRO) or APPROPRIATE OFFICIAL</b>	
a. The information I have reported is true and correct.				I have reviewed and verified the member's lease/rental/sale agreement and information from it was properly reported.	
b. I will immediately inform my commanding officer if any changes occur to the information I have reported.					
c. The attached copy of my housing lease/rental/sale agreement (or certification from landlord) is true and correct, if applicable.				a. SIGNATURE	
d. I have read the overseas housing allowance briefing sheet provided by my commander or authorized representative, if applicable.				b. TITLE	
e. SIGNATURE		f. DATE SIGNED		c. DATE SIGNED	
<b>12. AUTHORIZING OFFICIAL. I have reviewed and approved this action. If applicable to this action, member has read the overseas housing allowance briefing sheet and is aware of his/her entitlements and responsibility to report any changes.</b>					
a. TYPE HOUSING ALLOWANCE ACTION (X one)				b. EFFECTIVE DATE OF ACTION (YYMMDD)	
(1) Start		(3) Stop		c. DOES MEMBER HAVE COMMAND-SPONSORED DEPENDENTS?	
(2) Change		(4) Correct			
(5) *Cancel				(1) Yes	
(6) *Report				(2) No	
*For Air Force use only				e. TITLE	
d. SIGNATURE				f. DATE SIGNED	

**Privacy Act Statement**

**AUTHORITY:** Title 5 and Title 37 U.S. Code; EO 9397 of November 23, 1943.

**PRINCIPAL PURPOSE:** To determine eligibility for, to start, adjust or terminate Overseas Housing Allowance.

**ROUTINE USE:** In addition to being used by officials and employees of the applicant's military service in determining allowance eligibility, the information provided herein is routinely provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances. Information may also be disclosed under certain circumstances to other DoD components, other Federal agencies, members of Congress, State and local government, U.S. and State courts. Social Security Number (SSN) is used for positive identification.

**DISCLOSURE:** Providing the information on this form is voluntary. Failure to provide the information will result in an ineligibility for an allowance determination. This form will not be processed without your social security number.

**WARNING:** *Making a false statement or claim against the U.S. Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for five years, or both.*



# HOUSING ALLOWANCE DOCUMENT AND CERTIFICATE

*(Regulation to be inserted)*

REPORT CONTROL SYMBOL: \_\_\_\_\_

TYPE OF ACTION	START	CHANGE	CORRECT	STOP	EFFECTIVE DATE
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## PRIVACY ACT STATEMENT

**AUTHORITY:** Title 5 and 37 U. S. CODE

**PRINCIPAL PURPOSE:** To determine eligibility for, to start, adjust, or terminate variable housing allowance, oversea housing allowance and determine housing requirements and resources.

**ROUTINE USE:** In addition to being used by officials and employees of the applicant's military service in determining allowance eligibility, the information contained herein is routinely provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances. Under certain circumstance information may also be disclosed to other DOD components, Federal agencies, members of Congress, State and Local governments, U.S. and State courts. Social Security Number (SSN) is used for positive identification.

**DISCLOSURE:** Providing the information on this form is voluntary. Failure to provide the information will result in an ineligibility for an allowance determination. This form will not be processed without your social security number.

**WARNING:** Making a false statement or claim against the U.S. Government is punishable by court-martial. The penalty for willfully making a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for five years or both.

### PART I - IDENTIFICATION AND HOUSING INFORMATION *(Part I to be completed by Service Member)*

1 NAME (Last, First, M.I.)		2 PAY GRADE	3 ADDRESS (Residential, Include ZIP Code)		
4 SSN	5 DUTY STATION NAME	6 CITY AND STATE	7 COUNTRY	8 DUTY TELEPHONE	
9 DO YOU HAVE DEPENDENTS <input type="checkbox"/> YES <input type="checkbox"/> NO		10 ARE YOU ACCOMPANIED BY DEPENDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO		11 DEPENDENTS ADDRESS (If other than block 3 above)	
12 IF NOT ACCOMPANIED BY DEPENDENTS, IS IT BECAUSE ACCEPTABLE HOUSING WAS NOT AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO			13 EFFECTIVE DATE OF LEASE/RENTAL SALE AGREEMENT (YYMMDD) a SERVICE MEMBER      b DEPENDENTS (Complete if block 11 is filled out)		

14 TO DETERMINE IF YOU ARE A "SHARER" FOR HOUSING ALLOWANCE PURPOSES CHECK THE BOX AT LEFT CORRESPONDING TO THE CATEGORY OF INDIVIDUAL SHARING YOUR RESIDENCE. FOR EACH CHECKED CATEGORY, SHOW AT RIGHT THE APPLICABLE NUMBER OF OCCUPANTS AND THE TOTAL IN THE BOX AT THE BOTTOM

a MYSELF	1
b SPOUSE WHO IS ALSO A SERVICE MEMBER	NAME _____ SSN _____ SERVICE _____
c SPOUSE OR OTHER DEPENDENT WHO IS A FEDERAL CIVILIAN EMPLOYEE ENTITLED TO LIVING QUARTERS ALLOWANCE	
d OTHER SERVICE MEMBER ENTITLED TO BASIC QUARTERS ALLOWANCE	
e EXCLUDING DEPENDENTS ANY OTHERS NOT COVERED ABOVE WHO PAY A PORTION OF THE RENT, MORTGAGE AND/OR UTILITIES	
f TOTAL (Do not count dependents unless covered by category c above) (NOTE: If result exceeds "1" you are considered a "sharer")	

### PART II - EXPENSES DATA AND OTHER ELIGIBILITY COMPUTATION *(Part II to be completed by Service Member)*

15 IF AUTHORIZED HOUSING ALLOWANCE REQUEST IS BASED ON

a MY PERMANENT DUTY STATION

b MY DEPENDENT'S LOCATION       c BOTH MY PERMANENT DUTY STATION AND DEPENDENTS' LOCATION

16 a WHAT CURRENCY IS YOUR MORTGAGE OR RENT PAID

U.S. DOLLARS       LOCAL CURRENCY (Specify & report amounts in 16b or 16c) \_\_\_\_\_

16 b MONTHLY OWNERSHIP EXPENSES	SELF	DEPENDENT	16 c MONTHLY RENTAL EXPENSE	SELF	DEPENDENT
(1) PRINCIPAL			(1) RENT		
(2) INTEREST			(2) INSURANCE		
(3) TAXES			(3) UTILITIES *		
(4) INSURANCE			(4) OTHER (Specify)		
(5) UTILITIES			(5) TOTAL		
(6) CONDO FEE MAINT COSTS			* UTILITIES/SERVICES PROVIDED (Check as applicable) <input type="checkbox"/> ELECTRICAL		
(7) OTHER (Specify)			<input type="checkbox"/> HEATING <input type="checkbox"/> WATER <input type="checkbox"/> SEWER <input type="checkbox"/> TRASH DISPOSAL		
(8) TOTAL					

**PART III - DESCRIPTION OF ACQUIRED HOUSING** (Part III to be completed by Service Member)

17. IS ACQUIRED HOUSING PERMANENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	18. IS ACQUIRED HOUSING ACCEPTABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	19. NUMBER OF BEDROOMS.
20. TYPE OF HOUSING. <input type="checkbox"/> a. HOUSE <input type="checkbox"/> b. APARTMENT <input type="checkbox"/> c. DUPLEX <input type="checkbox"/> d. MOBILE HOME <input type="checkbox"/> e. TOWNHOUSE <input type="checkbox"/> f. MOBILE HOME PARK		
21. IF ACQUIRED HOUSING IS UNACCEPTABLE, INDICATE REASON BY CHECK MARK		22. DID YOU ENCOUNTER DISCRIMINATION? (If yes, complete item b. below). <input type="checkbox"/> YES <input type="checkbox"/> NO
a. TOO EXPENSIVE	f. NO ELECTRICITY	a.. TYPE OF DISCRIMINATION <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> SEX <input type="checkbox"/> RELIGION <input type="checkbox"/> AGE <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> HANDICAP
b. UNSAFE	g. NO HEAT	
c. NO POTABLE WATER	h. NO HOT WATER	
d. NO FLUSHABLE TOILET	i. UNSANITARY	
e. TOO FAR FROM POST (One-way commute)	j. NOT ENOUGH BEDROOMS	
MILES	MINUTES	b. WHO DISCRIMINATED? (Give establishment or address)
	k. NO SHOWER OR BATH	
	l. OTHER	

**PART IV - SERVICE MEMBER'S CERTIFICATION**

23. I CERTIFY THAT:

THE INFORMATION I HAVE REPORTED IS TRUE AND CORRECT.

I WILL IMMEDIATELY INFORM MY COMMANDING OFFICER IF (a) I AM ON LEAVE FOR MORE THAN 30 DAYS, OR IF MY DEPENDENTS (if applicable) RETURN TO THE UNITED STATES, OR ARE ABSENT FOR MORE THAN 30 DAYS, OR (b) ANY CHANGES OCCUR IN REGARDS TO THE INFORMATION I HAVE REPORTED

I HAVE READ THE OVERSEAS HOUSING BRIEFING SHEET PROVIDED BY MY COMMANDER OR AUTHORIZED REPRESENTATIVE, (if applicable) I FULLY UNDERSTAND THE CONDITION OF ENTITLEMENT TO HOUSING ALLOWANCES AND AM AWARE THAT I MUST RECERTIFY MY ENTITLEMENTS ANNUALLY OR ON REQUEST.

THE ATTACHED COPY OF MY HOUSING LEASE/RENTAL/SALE AGREEMENT (OR CERTIFICATION FROM LANDLORD) IS TRUE AND CORRECT

SIGNATURE	DATE
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**PART V - VERIFICATION / APPROVAL** (To be completed by Housing Officer and Approving Officer)

24. HOUSING REFERRAL OFFICER I HAVE REVIEWED AND VERIFIED THE SERVICE MEMBERS LEASE/RENTAL/SALE AGREEMENT AND INFORMATION FROM IT WAS PROPERLY REPORTED

SIGNATURE	TITLE	DATE
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25. APPROVING OFFICER I HAVE REVIEWED AND APPROVED THIS ACTION SERVICE MEMBER HAS READ OVERSEAS HOUSING BRIEFING SHEET AND IS AWARE OF HIS/HER ENTITLEMENTS AND RESPONSIBILITY TO REPORT ANY CHANGES

SIGNATURE	TITLE	DATE
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**PART VI - VHA COMPUTATION** (To be completed by Finance Office only)

26. VHA ELIGIBILITY COMPUTATION	
a. BAQ OR _____ b. FSA TYPE I _____ c. VHA _____ d. TOTAL (Enter in 26h) _____ e. HOUSING COSTS _____ f. UTILITIES MAINT- TENANCE EXPENSE _____ g. TOTAL (Enter in 26i) _____	h. ENTER AMOUNT FROM 26d _____ i. ENTER AMOUNT FROM 26g _____ j. SUBTRACT 26i FROM 26g _____ k. ENTER AMOUNT FROM 26c _____ l. SUBTRACT 50% OF 26j _____ f. SUBTRACT 26l FROM 26k _____ (This is the VHA entitlement)
(If amount in 26g is greater than 26d STOP HERE)	

# VHA CERTIFICATE

FOR PERSONNEL USE ONLY  
 Start  CHANGE Eff. Date \_\_\_\_\_

(To be completed by member) **PART I - IDENTIFICATION AND HOUSING INFORMATION**

<b>1. Service Member</b> a. NAME (Last, First, Middle Initial) _____  b. Pay Grade _____ c. Social Security Number _____  d. Duty Location or Homeport (1) Station Name _____  (2) City and State _____ (3) Duty Phone _____		<b>2. Member's Residential Address</b> (Street, Apt No. City, County, and State) _____  <b>3. Dependent's Residential Address</b> (Street, Apt No. City, County, and State) (If other than block 2 above) _____  <b>4. Effective date of Lease/Rental/Sale Agreement</b> (YYMMDD) _____ a. Member's _____ b. Dependent's (Complete if block 3 is filled out) _____
--	--	---

5. To determine if you are a "sharer", Enter an X in the appropriate box at the left for each category of individual occupying your residence. For each category you mark with an X, enter the total number of individuals in that category in the box at the right.

X	a. Myself	b. Spouse who is also a Servicemember. (Enter 1 and provide the following data indicated.)	Name	SSN	Service
X					
		c. Spouse or other dependent who is a Federal civilian employee entitled to a living quarters allowance. (Enter 1)			
		d. Other Servicemembers entitled to basic allowance for Quarters (Enter total number)			
		e. Excluding dependents, any others not covered above who pay a portion of the Rent, Mortgage, and/or utilities (Enter total number)			
		f. Enter the total of 5a through 5e above. (Do not count dependents unless covered by category c. If the result exceeds "1" you are considered a "sharer".)			

6. Expenses. If authorized, I am requesting VHA based on:  
 my permanent duty station;  my dependent's location;  both my permanent duty station and dependent's location.

a. Monthly Ownership Expenses:			b. Monthly Rental Expenses:		
(1) Principal	_____	_____	(1) Rent	_____	_____
(2) Interest	_____	_____	(2) Insurance	_____	_____
(3) Taxes	_____	_____	(3) Other (Specify)	_____	_____
(4) Insurance	_____	_____			
(5) Other (Specify)	_____	_____			
<b>Totals</b>	_____	_____	<b>Totals</b>	_____	_____

Variable Housing Allowance (VHA) was implemented to provide military members an allowance based on the difference between a member's BAO and the actual rent a member pays, not to exceed the maximum VHA payable. If changes occur in residency, dependency, number of members sharing rent, or monthly rent, notify command/personnel/dispersing officer as soon as possible. The penalty for making a fraudulent claim/statement is a maximum fine of \$10,000.00 or maximum imprisonment of five years, or both (18 U.S. Code, Section 287).

I certify that I fully understand the conditions of entitlement to VHA and my responsibility for promptly notifying appropriate officials when changes affecting my entitlement occur. I further understand that I must recertify my VHA entitlement annually or as requested.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

(To be completed by Personnel/Admin) **PART II - COMPUTATION**

7. VHA ELIGIBILITY COMPUTATION:			
Column A		Column B	
a. BAO _____		h. Enter amount from 7d. _____	
b. FSA TYPE-I _____		i. Enter amount from 7g. _____	
c. VHA _____		j. Subtract 7i from 7h. Enter difference. _____	
d. TOTAL _____	(Enter total in 7h)	k. Enter amount from 7c. _____	
e. Housing Costs _____		l. Subtract 50% of 7j. _____	
f. Utility/Maintenance Expense _____		m. Subtract 7l from 7k. Enter difference. This is the member's VHA entitlement. _____	
g. TOTAL _____	(Enter total in 7i)		

If amount in 7g is greater than 7d, Stop here.

## AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), RENT PLUS, AND/OR VARIABLE HOUSING ALLOWANCE (VHA)

**AUTHORITY** 37 USC 403, Public Law 96-343, EO 9397.

**PRINCIPAL PURPOSE(S)** To start, adjust, or terminate military member's entitlement to basic allowance for quarters (BAQ), rent plus, and/or variable housing (VHA) allowance.

**APPLICABLE USES** To adjust member's military pay record, information may be disclosed to AF components, such as AFAFC, major commands, and other installations; to other DOD components such as Army and Navy; other Federal agencies such as IRS, Social Security Administration and VA, GAO, mem Congress, State and local government, US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive location.

**DISCLOSURE IS VOLUNTARY.** Nondisclosure may result in nonpayment of BAQ, rent plus, and/or VHA. Disclosure of your SSN is voluntary. However, this form will not be processed without your SSN because the Air Force identifies you for pay purposes by your SSN.

NAME (Last, First, MI)	SOCIAL SECURITY NUMBER	GRADE	TYPE OF ACTION		
DUTY LOCATION (Include Station, Name, City, State, and ZIP Code)	DATE OF ACTION (YYMMDD)	BAQ TYPE		START	CANCEL
		WITH DEPENDENTS	PARTIAL	CHANGE	REPORT
		WITHOUT DEPENDENTS		CORRECT	STOP

MARTIAL/DEPENDENCY STATUS	QUARTERS ASSIGNMENT/AVAILABILITY	
<b>SINGLE</b>	ASSIGNED ADEQUATE QUARTERS QUARTERS NO. _____	QUARTERS NOT AVAILABLE
MARRIED - SPOUSE A MILITARY MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, SHOW SPOUSE'S SSN _____ SPOUSE'S STATION OF ASSIGNMENT _____ DATE OF MARRIAGE _____		
DIVORCED <input type="checkbox"/> LEGALLY SEPARATED <input type="checkbox"/> IS FORMER SPOUSE A MILITARY MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, SHOW FORMER SPOUSE'S SSN _____ FORMER SPOUSE'S STATION OF ASSIGNMENT _____ DATE OF DIVORCE/SEPARATION _____	ASSIGNED INADEQUATE QUARTERS QUARTERS NO. _____ FAIR RENTAL VALUE \$ _____	ELECTION (Member in pay grade E-7 and above)  COMMANDER DETERMINATION (Attached)
DEPENDENT CHILD - CHILD IS IN CUSTODY OF <input type="checkbox"/> MEMBER, <input type="checkbox"/> SPOUSE, <input type="checkbox"/> FORMER SPOUSE, <input type="checkbox"/> OTHER. (If other, use DD Form 137 to establish dependency). DO YOU OR YOUR SPOUSE RECEIVE CHILD SUPPORT FROM A MILITARY MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, SHOW MEMBER'S NAME/SSN/LOCATION _____	ASSIGNED TRANSIENT QUARTERS FROM _____ TO _____	TERMINATION DATE _____

### DEPENDENTS/SHARERS (Continue on back if required)

NAME OF DEPENDENT/SHARER	COMPLETE CURRENT ADDRESS (Include ZIP code)	RELATIONSHIP	DOB OF CHILDREN

### CERTIFICATION OF DEPENDENCY SUPPORT

I certify that I provide, or am willing to provide adequate support (see AFR 35-18) for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.

### CERTIFICATION FOR MEMBER ASSIGNED TO CONUS (VHA)

I certify that the above is the correct duty location for the purpose of claiming an entitlement to VHA.

### CERTIFICATION FOR MEMBER ASSIGNED OVERSEAS (VHA)

I certify that the above is my dependent's address to be used for claiming an entitlement to VHA. I further understand that I will report any change of dependent's residence immediately to the Accounting and Finance Office (AFO).

### CERTIFICATION FOR MEMBER OVERSEAS ENTITLED TO HOUSING ALLOWANCE (RENT PLUS)

I certify that my rent is \_\_\_\_\_ (stated in currency paid) being paid in \_\_\_\_\_ (currency in which rent is paid) and utilities are/are not (line one out) included in my rent. I am sharing with \_\_\_\_\_ military/Federal member(s) and rent stated is my share.

My rental lease expires \_\_\_\_\_. Rental address is: \_\_\_\_\_

Landlord's name, address and telephone No: \_\_\_\_\_

I further understand that I will report any changes immediately to the Air Force (AFO and HRO).

I will immediately notify the AFO of any change in the status of the dependents claimed above, such as divorce, marriage, death, living in Government quarters, enlistment in the military service, etc. I certify that the information given regarding this authorization is correct.

**IMPORTANT** Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.

DATE	SIGNATURE
I CERTIFY THAT I HAVE REVIEWED REQUIRED EVIDENCE AND ESTABLISHED DEPENDENCY OF MEMBER'S PRIMARY DEPENDENTS.	
I CERTIFY THAT DOCUMENTATION TO SUPPORT PAYMENT OF BAQ TO MEMBER WITHOUT DEPENDENTS IS ON FILE.	
I CERTIFY THAT DOCUMENTATION TO SUPPORT PAYMENT OF HOUSING ALLOWANCE (VHA OR RENT PLUS) HAS BEEN REVIEWED	
DATE	SIGNATURE OF CERTIFYING OFFICER



**PRIVACY ACT**

**AUTHORITY:** 37 U.S.C. 403a, Public Law 96-343, E.O. 9397.

**PURPOSE:** To start, adjust or terminate a military member's entitlement to VHA.

**ROUTINE USE(S):** Information may be disclosed to other DOD agencies for pay-related matters, the Internal Revenue Service for tax information on members, Social Security Administration for information on FICA tax deducted, Department of Veterans Affairs for educational and group life insurance information, and the Department of Justice for investigating or prosecuting violations and possible violations of law; the American Red Cross for information concerning the needs of the member or dependents in emergency situations, the Air Force Aid Society to determine needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare purposes, insurance companies for allotment information and financial institutions for deposits and/or payments.

**DISCLOSURE IS VOLUNTARY:** Failure to provide all information, including Social Security Number (SSN) may result in nonpayment of VHA.

**PART A - IDENTIFICATION, DUTY LOCATION, MARITAL STATUS**

NAME (First, Last, MI)	SSN	GRADE
DUTY LOCATION		DUTY PHONE
MARITAL STATUS (Check one) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED TO A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER (If military, include name, SSN, branch of service, station and date of marriage on line below.) <input type="checkbox"/> LEGALLY SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> I HAVE AN EX-SPOUSE WHO IS MILITARY. (Provide name, SSN, branch of service, station and date of divorce/separation on line below.)		

**PART B - BASIC ALLOWANCE FOR QUARTERS (BAQ) INFORMATION**

I am currently drawing  BAQ at the rate for members without dependents  BAQ at the with-dependent rate  on behalf of my spouse  on behalf of a child of whom I have joint custody (if so, child must be in your physical custody for more than 90 consecutive days to be entitled to VHA)  on behalf of a child in my custody  on behalf of a child in custody of someone else (if child is in custody of a member or the spouse of a member, provide that member's name, SSN, branch of service, and station here)

**PART C - HOUSING EXPENSE DATA**

MEMBER'S ADDRESS (City, state, and ZIP code)	DEPENDENT'S ADDRESS, IF DIFFERENT (City, state, ZIP code)				
<b>MONTHLY HOUSING EXPENSES</b>		<b>SHARING STATUS</b>			
	MEMBER	DEPENDENTS (If dual expenses)	ENTER NUMBER IN EACH CATEGORY THAT APPLIES		
			a MEMBER	MBR	DEPN
a. RENT PAYMENT			b CIVILIANS (including spouse) entitled to LQA		
b. MORTGAGE PAYMENT (PITI)			c MILITARY MEMBERS (include spouse)		
c. MOBILE HOME LOT FEES			d OTHER CIVILIANS (excluding dependents) WHO CONTRIBUTE TO HOUSEHOLD EXPENSES		
d. TOTAL (a - c)					
MEMBER'S LANDLORD'S NAME, ADDRESS & TELEPHONE			DEPENDENT'S LANDLORD'S NAME, ADDRESS & TELEPHONE (if different)		

**PART D - MEMBER CERTIFICATIONS**

I CERTIFY THAT THE ABOVE IS MY CORRECT DUTY LOCATION

I CERTIFY THAT THE ABOVE IS MY DEPENDENT'S ADDRESS TO BE USED FOR CLAIMING AN ENTITLEMENT TO VHA

I understand that my failure to comply with applicable requirements may result in cancellation of my VHA. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial, and that the penalty for willfully making a false claim, or a false statement in connection with a claim, is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements (i.e., sharers, location), immediately to the Accounting and Finance Office (AFO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

**FOR AFO USE ONLY**

START  CHANGE  CORRECT  CANCEL  REPORT  STOP

WITHOUT DEPENDENT VHA  WITH DEPENDENT VHA

I CERTIFY THAT THE INFORMATION ON THIS FORM IS DOCUMENTED AND SUPPORTS THE MEMBER'S CLAIM TO VHA

TITLE OF CERTIFYING OFFICIAL	SIGNATURE	OFFICE ADDRESS	DATE
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**APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 37 USC 403, Public Law 96-343, E.O. 9397.

**PURPOSE:** To start, adjust, or terminate military member's entitlement to BAQ.

**ROUTINE USE(S):** Information may be disclosed to the Internal Revenue Service for tax information on members Social Security Administration or information on FICA tax deducted, Department of Veterans Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting violations and possible violations of law, the American Red Cross for information concerning the needs of the member or dependents in emergency situations, the Air Force Aid Society to determine needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare purposes, insurance companies for allotment information and financial institutions for deposits and/or payments.

**DISCLOSURE:** Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAQ.

**PART A - IDENTIFICATION & DUTY LOCATION**

**HOUSING OFFICE or BILLETING OFFICIAL  
NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS**

1. NAME (Last, First, MI)

QUARTERS ARE NOT ASSIGNED  DATE:

2. SSN

3. GRADE

4. PHONE

ADEQUATE QUARTERS  ASSIGNED  TERMINATED  
EFFECTIVE DATE: UNIT #

5. DUTY LOCATION (Base, State, ZIP Code or Country)

INADEQUATE QUARTERS  ASSIGNED  TERMINATED  
EFFECTIVE DATE: UNIT #

**PART B - MARITAL/DEPENDENT STATUS**

6.  SINGLE, .NO DEPENDENTS  SINGLE, CLAIMING DEPENDENT(S)

TRANSIENT QUARTERS OCCUPIED - UNIT #

MARRIED - SPOUSE IS A  CIVILIAN  MILITARY MEMBER

IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE

OF MARRIAGE:

DIVORCED \_\_\_\_\_  LEGALLY SEPARATED \_\_\_\_\_  
(Date) (Date)

EFFECTIVE DATES FROM: TO:

TITLE

SIGNATURE

DATE

7. NON-CUSTODIAL PARENTS: I PAY  THE FULL AMOUNT OF WITH-DEPENDENT RATE BAQ OR  \$ \_\_\_\_ .00 PER MONTH FOR DEPENDENT'S SUPPORT BASED ON a.  DIVORCE DECREE, b.  COURT ORDER, c.  LEGAL SEPARATION AGREEMENT OR d.  WRITTEN AGREEMENT WITH CHILD'S'S CUSTODIAN

8. I  CLAIM BAQ FOR THE DEPENDENT  IN  NOT IN MY CUSTODY LISTED BELOW (Effective Date): \_\_\_\_\_

**NOTE:** Indicate the civilian dependent you are claiming and the relationship (i.e., spouse, legitimate, illegitimate, incapacitated, adopted, step-child or parent). If dependent is a child include date of birth (DOB)

(a) NAME (Last, First, MI)

(b) ADDRESS, CITY, STATE, ZIP or COUNTRY

(c) RELATIONSHIP

(d) DOB

9 IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE OTHER PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING

NAME

SSN

BRANCH OF SERVICE

STATION

**PART C - MEMBER'S CERTIFICATION (For members with dependents)**

I certify that I provide adequate support (see AFR 35-18) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAQ, and recouping allowances paid for any prior periods of nonsupport.

**CERTIFICATION FOR MEMBERS RECEIVING BAQ FOR SECONDARY DEPENDENTS (Parents, adopted, illegitimate, incapacitated child or step-child) I certify that this is my first application  YES  NO. If no, give date your last application was filed.**

I understand that my failure to comply with the applicable requirements may result in cancellation of my BAQ. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or a false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Accounting and Finance Office (AFO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

MEMBER'S SIGNATURE

DATE

**OFFICIAL USE ONLY**

START

CHANGE

CANCEL

REPORT

STOP

PARTIAL

WITHOUT DEPENDENT

WITH DEPENDENT

**DEPENDENCY DETERMINATION:** I have determined that the above named individual is dependent on the member based on being  spouse,  single member claiming legitimate child in custody of another,  legitimate child in single members custody,  parents,  stepchild,  adopted child,  incapacitated child,  illegitimate child or  child, member to member marriage.

I have determined that the above named individual is not dependent on member or eligible to be a dependent of member. Reasons for disapproval are noted here.

I have reviewed documents that support claim that member is E-7 or above and no military necessity requires the member to reside on base.

TITLE OF CERTIFYING OFFICIAL

SIGNATURE

OFFICE ADDRESS

DATE

RECERTIFICATION STATEMENT FOR BASIC ALLOWANCE FOR QUARTERS (BAQ), VARIABLE HOUSING ALLOWANCE (VHA), OVERSEAS HOUSING ALLOWANCE (OHA), COST OF LIVING ALLOWANCE (COLA), AND FAMILY SEPARATION ALLOWANCE (FSA)				
PRIVACY ACT STATEMENT				
<b>AUTHORITY:</b>		37 USC 403, 403a, 405, and 427; E.O. 9397.		
<b>PURPOSE:</b>		To recertify or update entitlement to BAQ, VHA, OHA, COLA, and FSA.		
<b>ROUTINE USES:</b>		Data collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and may be routinely disclosed in accordance with the record system notice for JUMPS that appears in AFP 12-36. Routine users of JUMPS data include, but are not limited to, the Internal Revenue Service, Social Security Administration, Veterans Administration, and State and local governments.		
<b>DISCLOSURE IS VOLUNTARY:</b>		Failure to provide the information including SSN may result in forfeiture of BAQ, VHA, OHA, COLA, and FSA.		
<b>NOTE:</b>		Making a false statement or claim against the US Government is punishable by court martial. The penalty for willfully making a false claim or a false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. Failing to recertify dependents and/or expenses you claim will stop BAQ, VHA, OHA, FSA and COLA payments.		
PART A - IDENTIFICATION, DUTY LOCATION, MARITAL AND ACCOMPANIED STATUS				
1. NAME (Last, First, MI)		2. SSN	3. GRADE	4. DUTY PHONE
5. MEMBER'S RESIDENCE (Street, Apt. No., City, State & ZIP Code or Country)		6. DUTY STATION (Base, State, ZIP Code or Country)		
7. I RESIDE IN: (Check one) <input type="checkbox"/> DORMITORY <input type="checkbox"/> FAMILY HOUSING <input type="checkbox"/> TEMPORARY LODGING FACILITIES <input type="checkbox"/> CONTRACT QUARTERS <input type="checkbox"/> OFF BASE				
8. MARITAL STATUS (Check one) <input type="checkbox"/> SINGLE <input type="checkbox"/> SINGLE CLAIMING DEPENDENT <input type="checkbox"/> DIVORCED <input type="checkbox"/> LEGALLY SEPARATED <input type="checkbox"/> MARRIED TO A CIVILIAN <input type="checkbox"/> MARRIED TO A MILITARY MEMBER (Branch of Service, Station) _____				
9(a). SPOUSE'S NAME		(b). SSN (if military spouse)	(c). DATE OF MARRIAGE TO CURRENT SPOUSE	
10(a). DEPENDENT'S NAME	(b) SSN (if known)	(c). RESIDENCE (Address, City, State, ZIP code, or Country)	(d). RELATIONSHIP	(e). DOB of CHILD
TOTAL NUMBER OF DEPENDENTS THAT RESIDE WITH ME: _____ Command Sponsored Dependents: _____ Non-Command Sponsored: _____ since (date) _____				
PART B - ENTITLEMENTS				
11. I RECEIVE BAQ <input type="checkbox"/> WITHOUT DEPENDENT RATE <input type="checkbox"/> WITH DEPENDENT RATE <input type="checkbox"/> WITH DEPENDENT RATE (solely because I pay child support)		<b>MONTHLY HOUSING EXPENSES</b>		
NOTE: Complete even if you do not currently receive OHA or VHA		12. I AM REPORTING HOUSING EXPENSE DATA FOR		
<input type="checkbox"/> VHA <input type="checkbox"/> OHA <input type="checkbox"/> DUAL HOUSING. (See instructions on reverse)		MEMBER (FF DT) <input type="checkbox"/> OHA <input type="checkbox"/> VHA      DEPENDENTS (FF DT) <input type="checkbox"/> OHA <input type="checkbox"/> VHA		
a. Foreign currency used to pay housing expenses				
b. Rent or Derived Rent				
c. Mortgage Payment (VHA only - PITI)				
d. Lot fee for mobile homes (VHA only)				
e. Property Insurance - (VHA only - if not included in rent or mortgage)				
f. Property Taxes (VHA only - if not included in rent or mortgage)				
g. Total of lines (b) through (f)				
h. (OHA only): My rent does not include the following utilities and services: <input type="checkbox"/> Electricity <input type="checkbox"/> Heating <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Water and/or Sewage <input type="checkbox"/> Trash Disposal				
13. RESIDENCE SHARING STATUS		ENTER NUMBER	EFFECTIVE DATE	
a. MEMBER				
b. Enter "1" if you have civilian spouse entitled to LIVING QUARTERS ALLOWANCE (OHA only)				
c. Enter number of other service members, including spouse if military. (Write name and SSN in Section #16- Military spouse SSN included in 9b above.)				
d. Enter total number of civilians (excluding dependent(s)) who contribute to the rental or ownership expenses of your residence				
e. Total of lines (a) through (d)				
PART C - CERTIFICATIONS (Check all applicable boxes)				
14. CERTIFICATION OF MEMBER - since my last (re)certification				
a. BAQ: I certify that:				
GENERAL				
<input type="checkbox"/> Except in conjunction with a PCS move, I have not occupied transient quarters for more than 7 consecutive days.				
<input type="checkbox"/> I have not occupied adequate family quarters. If any blocks are not checked, show dates and locations in section 16 below.				
WITH DEPENDENT RATE				
I provided adequate support for my dependents since my last <input type="checkbox"/> PCS <input type="checkbox"/> recertification (date) _____ <input type="checkbox"/> My dependents did not occupy adequate government family quarters during this period. (If they did occupy family quarters, provide the date of occupancy in section 16 below.)				
FOR DIVORCED OR LEGALLY SEPARATED MEMBERS				
I have <input type="checkbox"/> sole custody, <input type="checkbox"/> joint custody, <input type="checkbox"/> limited custody of my children. I have provided monthly support of \$ _____ since (mo) _____ (yr) _____ for dependents not residing with me pursuant to a <input type="checkbox"/> court order <input type="checkbox"/> legal separation agreement <input type="checkbox"/> written agreements with my former spouse, or <input type="checkbox"/> other.				
b. VHA: (For members overseas) I certify that I <input type="checkbox"/> do <input type="checkbox"/> do not have dependents residing in the local area. <input type="checkbox"/> I had joint custody of dependents and the periods of my physical custody were greater than 90 consecutive days.				
c. COLA: I certify that I <input type="checkbox"/> do <input type="checkbox"/> do not receive Basic Allowance for Subsistence (BAS). I <input type="checkbox"/> do <input type="checkbox"/> do not reside in single government quarters. For members entitled to COLA for dependents residing at old PDS: I certify my dependents resided in (Location, City and State or Country) _____ from _____ to _____.				
d. FSA: <input type="checkbox"/> I receive FSA: <input type="checkbox"/> type I, <input type="checkbox"/> type II or <input type="checkbox"/> both. For members receiving FSA type I, <input type="checkbox"/> I certify I reside off-base. For members receiving FSA type II <input type="checkbox"/> I certify that the location of my permanent duty station (PDS) is a dependent-restricted area or I have a waiver on file authorizing FSA. For members receiving FSA type I and II, <input type="checkbox"/> I certify that at least one of my dependents did not reside in the local area of PDS: <input type="checkbox"/> if visited by all my dependents, I certify that no one visit exceeded 90 consecutive days. (If any one visit did exceed 90 consecutive days, do not check block, but show period(s) in section #16)				
PART D				
15. I will immediately report any changes in my status such as divorce, separation, marriage, death, dependents enlistment in service, and any changes in my housing expenses or sharing status that may occur. The attached copy of my housing lease/rental/sale agreement (or certification from landlord) is true and correct, if applicable. All information on both sides of this form as reported is true to the best of my knowledge.				
SIGNATURE OF MEMBER				DATE

HOUSING REFERRAL OFFICE (HRO) or APPROPRIATE OFFICIAL - I have reviewed and verified the member's lease/rental/ purchase agreement and information from it was properly reported.

NAME AND TITLE	SIGNATURE	DATE
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FOR AFO USE ONLY

I certify that I have reviewed the member's supporting documentation to support payment of entitlement.

NAME AND TITLE OF CERTIFYING OFFICIAL	SIGNATURE	DATE
---------------------------------------	-----------	------

START  CHANGE  CORRECT  CANCEL  REPORT  STOP EFFECTIVE DATE (YYMMDD)

PARTIAL BAQ  WITHOUT DEPENDENT BAQ  WITH DEPENDENT BAQ  CYERSF'S HOUSING ALLOWANCE  WITHOUT DEPENDENT VHA

WITH DEPENDENT VHA  FSA I  FSA II  COLA FOR DEPENDENTS  COLA FOR SELF

INSTRUCTIONS TO MEMBER

AFM 177-373, Volume I requires military members to recertify BAQ, FSA, VHA, OHA and COLA. Please complete your recertification form and return to your Accounting and Finance Office (AFO) within 30 days of receipt. These instructions are provided to assist you in the preparation of the recertification form. The information and instructions should not be used as a guide to the entitlement requirements. If you have any questions about how to complete this form or you are unsure of your entitlement eligibility, you should call or visit your local AFO for assistance. Sign the reverse of the original in block 15.

1. MEMBER'S RESIDENCE - If you had a PCS move since last recertification, note your prior residence, city, state, ZIP code, or country, the length of time in residence and date you moved out, in the remarks section or on a separate sheet of paper. If your home of permanent residence is different than your current residence provide in remarks section.
2. MONTHLY HOUSING EXPENSES - If you and dependents reside in the same residence, report rent or mortgage expenses in the column marked "Member". If you and your dependents reside in separate residences, report rent or mortgage expenses in both columns, separately whether you are entitled to the VHA amounts or to a dual housing allowance.
3. RENT - (For OHA) - Report in the currency in which paid except when you pay monthly rent at a specified fixed rate of exchange (dollar equivalency contract) rather than at a fluctuating rate of exchange. In the case of dollar equivalency contracts enter the U.S. dollar equivalent of the monthly rent in blocks 13b or 14b.
4. DERIVED RENT (For member who owns or is buying a home overseas) - If you are purchasing your residence, the "rent" amount reported block 13b and/or 14b is derived by dividing the purchase price, reported in U.S. Dollars, by 120. Do not include settlement costs, fees for the title search, other related costs in the purchase price. Report rent in the currency in which paid. Include in 12b in columns marked "Member" and/or "Dependents".
5. SHARING STATUS - When other individuals (excluding dependents) contribute toward the rent or ownership expense, include the full rent amount that is paid by all sharers, not just the portion paid by you. Example: two members share a residence and pay \$600. Each member reports rent of \$600. NOTE: If any changes have occurred in your housing expenses or sharing status since your last (re)certification or that have not been reported previously to your AFO, attach copies of appropriate housing expense documentation to AF Form 967 when you are returning your recertification form.
6. COLA - If you are a single member without dependents and reside in government quarters (dormitory), you must indicate whether or not you receive BAS to determine if you are entitled to full COLA or to the 47% rate COLA.

16. REMARKS

FOOTNOTES:

1. If the dependent child is in the legal custody of another, show the following in block 18: dependent's name, name of custodian, relationship of dependent to custodian. If the custodian is a military member show name, SSN and branch of service in block 18.
2. Check this box if you are serving an unaccompanied overseas tour (including Alaska & Hawaii) and neither you nor your dependents reside in government quarters, and you receive either OHA or VHA (single rate) for yourself and VHA (dependent rate) for dependents.
3. Providing your housing expenses, even though you may not currently receive VHA/OHA, will ensure payment of housing allowances in the event you later become eligible.
4. If the number of sharers has changed since the last (re)certification show date of change.
5. If your divorce decree or separation agreement does not require dependent support or if the support required is less than the difference between your "with" and "without" dependent BAQ rates you may need a written agreement with or on behalf of your dependent to qualify for with dependent rate BAQ. For further information consult your local AFO.
6. If "Other" is checked, explain in box 18 or on a separate sheet of paper.

# APPLICATION FOR ASSIGNMENT TO HOUSING

(Before completing form, read Privacy Act Statement and Instructions on reverse)

1. TYPE HOUSING DESIRED (x one or both)

a. MILITARY

b. COMMUNITY

## SECTION A - APPLICANT IDENTIFICATION AND FAMILY DATA

2. NAME (Last, First, Middle Initial)		3. SSN		4. DOD COMPONENT	
DRESS (Street, City, State, Zip Code)		6. PAY GRADE		7. MARITAL STATUS	
		8. RACE		9. ETHNICITY	
10. TELEPHONE NUMBER			11. STATUS (x one)		
a. HOME (Area Code)		b. DUTY (Autovoc...)		a. MILITARY MEMBER	b. MILITARY SPOUSE
				c. CIVILIAN	
12. MILITARY CAREER INFORMATION (CIVILIANS SKIP TO QUESTION 13.) (Enter dates in YYMMDD order.)			13. INSTALLATION / ORGANIZATION TRANSFERRED FROM		
a. EFFECTIVE RANK/RATE DATE	MILITARY APPLICANT	MILITARY SPOUSE			
b. ACTIVE DUTY SERVICE COMPUTATION DATE					
c. TIME REMAINING ON ACTIVE DUTY (Months)					
d. ESTIMATED ROTATION DATE					
e. REPORT DATE					
f. ESTIMATED ARRIVAL DATE					
g. DEPARTURE CONUS DATE (Overseas)					
h. EFFECTIVE CHANGE IN DUTY STATION					
			15. I AM SEPARATED FROM MY DEPENDENTS (x one, if applicable)		16. I REQUEST HOUSING FOR (x one)
			a. VOLUNTARILY		a. SELF ONLY
			b. INVOLUNTARILY		b. SELF AND DEPENDENTS LISTED IN ITEM 17

17. DEPENDENTS RESIDING WITH ME (If more space is needed, continue on plain paper.)						
a. NAME (Last, First, Middle Initial)	b. DATE OF BIRTH (YYMMDD)	c. AGE	d. SEX	e. RELATIONSHIP	f. DEPENDENCY AUTHORITY (DD Form 137) (YYMMDD)	g. REMARKS (Handicap, health problems, expected additions to family, etc.)
				SPOUSE		

## SECTION B - HOUSING DATA

18. TYPE SERVICE DESIRED (x as applicable)		19. DATE HOUSING NEEDED (YYMMDD)		20. LOCATION PREFERENCE (Community Housing)		21. PRICE RANGE (Community Housing)	
a. MILITARY HOUSING							
b. HOUSING REFERRAL SERVICES							
22. HOUSING DESIRED (x (1) - (12) as applicable, write in number in (13) and (14); write Yes or No in (15).)							
(1) HOUSE / PURCHASE		(4) ROOM		(7) SUBLET		(10) FURNISHED	
(2) HOUSE / RENT		(5) ROOM & BOARD		(8) TRANSIENT		(11) UNFURNISHED	
(3) APARTMENT		(6) SHARE		(9) MOBILE HOME		(12) MOBILE HOME PARK	
						(13) NO BEDROOMS	
						(14) NO BATHS	
						(15) PETS (Yes/No)	
23. REMARKS							
24. MANDATORY HOUSING CERTIFICATION (Military Only) In the event assignment to housing becomes mandatory, this is to certify that I (x one) desire a waiver to reside in community housing.				25. SIGNATURE OF APPLICANT		26. DATE SUBMITTED (YYMMDD)	
a. DO							
b. DO NOT							

## SECTION C - DISPOSITION (To be completed by Family Housing Office.)

27. MILITARY HOUSING		28. COMMUNITY HOUSING					
a. APPLICATION RECEIVED (YYMMDD and hour)	b. APPLICATION EFFECTIVE (YYMMDD)	a. APPLICANT NOT PLACED ON A HOUSING WAITING LIST (x as applicable)				d. ACCEPTABILITY VERIFICATION	
c. DD FORM 1747 SENT OR GIVEN TO APPLICANT (YYMMDD, Military Only)	d. HOUSING AVAILABILITY (Indicate the applicable box(es) marked in Item 4, DD Form 1747)	(1) Applicant ineligible for Military Housing					
		(2) No response after initial application (No assist)					
e. APPLICANT PLACED ON THE FOLLOWING HOUSING WAITING LIST: (If not applicable, complete Item 28a.)	f. EFFECTIVE PLACEMENT (YYMMDD)	b. LOCATION OF HOUSING (Number, Street, City, State, Zip Code)					
ROOMS REQUIRED	h. DATE ASSIGNED (YYMMDD)	c. IF HOUSING ACQUIRED IS UNACCEPTABLE, INDICATE REASON(S) (x as applicable)					
		(1) TOO EXPENSIVE		(5) UNSAFE		(9) NO POTABLE WATER	
		(2) NO ELECTRICITY		(6) NO HEAT		(10) NO FLUSHABLE TOILET	
		(3) NO HOT WATER		(7) UNSANITARY		(11) TOO FAR FROM BASE (One way commute)	
		(4) NOT ENOUGH BEDROOMS		(8) NO SHOWER OR BATH		MILES MINUTES	
i. HOUSING UNIT ASSIGNED (Address)							

# APPLICATION FOR ASSIGNMENT TO HOUSING (Continued)

## Privacy Act Statement

**AUTHORITY:** 5 USC 5911 & 5912.

**PRINCIPAL PURPOSE:** To identify customer needs for assistance and housing requirements.

**ROUTINE USE:** To initiate housing office action in providing housing for military and eligible civilian personnel.

**DISCLOSURE:** Voluntary. However, failure to provide the requested information will result in our inability to assist you.

## GENERAL INSTRUCTIONS

This form provides the Housing Office with more timely and accurate information and will be used to provide you with military and/or community housing. **All items not listed are self explanatory.** SECTION A (APPLICANT IDENTIFICATION AND FAMILY DATA) and SECTION B (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order which is forwarded to your respective financial center.

### SECTION A - APPLICANT IDENTIFICATION & FAMILY DATA

- Item 4. DoD Component** - Army, Navy, Air Force, etc.
- Item 5. Address** - Enter complete current address (street number and name, apartment number, city, state/country and the nine-digit zip code).
- (Items 8 & 9 are used in Equal Opportunity Off-Base Housing Program.)*
- Item 8. Race** - Enter the appropriate number.  
 1 - American Indian or Alaskan Native  
 2 - Asian or Pacific Islander  
 3 - Black      4 - White      5 - Other (specify)
- Item 9. Ethnicity** - Enter the appropriate number.  
 1 - Hispanic Origin  
 2 - Not of Hispanic Origin
- Item 12. Career Information (Military Applicants/Military Spouse Only)**  
 - Enter dates in order of YYMMDD. (September 25, 1985 would be entered as 850925)
- Enter the date your current rate / rank was effective.
  - Enter your active duty service computation date.
  - Enter the time (in months) which you have remaining on active duty.
  - Enter your estimated rotation date from the installation to which you are applying.
  - Enter your official report date (from your PCS orders).
  - Enter your estimated arrival date.
  - For applicants assigned overseas, enter the date you departed from CONUS.
  - Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Item 13. Installation / Organization Transferred From** - Enter the name of the installation you transferred from.
- Item 14. Installation / Organization Transferred To** - Enter the name of the installation to which you are applying for housing. Include the name of the Organization / Department you will be assigned to.
- Item 17. Dependents Residing with Me** -
- through e. List requested data for all authorized dependents who will be residing with you.
  - Enter the effective date which those dependents listed were authorized to become your legal dependents (DD Form 137)
  - Provide the Housing Office with information regarding any handicapped dependent or special family health problems which might influence your preference for a particular type of housing (i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.).

### SECTION B - HOUSING DATA

- Item 18. Type Service Required** -
- Military Applicants** - If temporary community housing is desired while awaiting military housing, mark both boxes in Item 18, and answer all questions.
- Civilian Applicants** - Mark the box "Housing Referral Services" in Item 18b, and answer all questions.
- Item 20. Location** - Enter the location you would like to reside (i.e., XYZ APTS., ANYTOWN, USA).
- Item 25. Signature** - The applicant must sign the DD Form 1746.
- Item 26. Date Submitted** - Enter the date the application was submitted to the Housing Office

### SECTION C - DISPOSITION

*(To be completed by the Housing Office)*

- Item 27. Military Housing** -
- Application Received - Enter the year, month, day and h the application was received in the Housing Office
  - Application Effective - Enter the date of change of duty station (Line 12h) if the application is received within five (5) days of this date. Otherwise, the date the application is received in the Housing Office will be the effective (control) date.
  - DD Form 1747 - Enter the date that the DD Form 1747 was sent to the military applicant.
  - Housing Availability - Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
  - Waiting List - Enter the identification of the assignment waiting list(s) to which the applicant is assigned.
  - Effective Placement - The effective date and time of the applicant's placement on the list(s).
  - Bedrooms Requirement - Enter the number of bedrooms required, based on dependent data in Item 17 and bedroom requirement criteria in DoD Instruction 4165 44.
  - Date Assigned - Enter the date the unit was assigned.
  - Housing Unit Assigned - Enter the address of the housing unit assigned.
- Item 28. Community Housing** -
- Applicant NOT placed on a Waiting List - mark the appropriate box(es) as to the reason why the applicant was not placed on a Waiting List.
  - Enter the address of the housing leased or purchased by the applicant.
  - If the housing location described in Item 28b is unacceptable, check the appropriate box(es).
  - Describe the process used to verify the unacceptability of the housing described in Item 28c (e.g. how verified (on site inspection), date, verifier's name and title, etc.)

### SECTION D - HOUSING REFERRAL CERTIFICATE

On this date I have received a listing of the existing housing restrictions approved by the Department of Defense, and I will not reside in any property on the DoD restricted list. I have been briefed on (1) the services provided by the Housing Office and (2) the DoD program on equal opportunity for military personnel in off-base housing. I understand I am required to complete and return DD Form 1670 "Notification of Housing Selection," when housing has been obtained.

In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.

29. SIGNATURE OF APPLICANT

30. DATE SIGNED  
(YYMMDD)

**NOTIFICATION OF HOUSING SELECTION**

*NOTE: Complete and return to Off-Base Housing Referral Office NLT: \_\_\_\_\_*

**PRIVACY ACT STATEMENT: AUTHORITY: 10 USC 133. PRINCIPAL PURPOSE:** To provide information to the Housing Referral Office on the results of a military individual's efforts to obtain housing in the community. **ROUTINE USES:** Information reported will be used to ascertain if the individual has found satisfactory housing, as an indicator of the off-base housing situation, for potential future listings, and to report referral accomplishments and status of un-housed individuals to higher headquarters, as required. **DISCLOSURE:** Voluntary. However, nondisclosure of information would hamper the efforts of the Housing Referral Office to effectively house military personnel in the community.

NAME (Print or type last, first, middle initial)	GRADE	DATE
--	-------	------

ADDRESS (Street, city, state and ZIP Code)

I HAVE NOT FOUND PERMANENT OFF-BASE HOUSING TO DATE

I HAVE FOUND THE FOLLOWING OFF-BASE HOUSING:  TEMPORARY  PERMANENT (Check below)

HOUSE	FURNISHED	RENT	NO. OF BED-ROOMS
APARTMENT	UNFURNISHED	SALE	
MOBILE HOME	ROOM ONLY	SHARE	COST/PRICE
MOBILE HOME PARK	ROOM AND BOARD		

I FOUND THE ABOVE OFF-BASE HOUSING THRU

HRO  REALTOR  NEWSPAPER  OTHER (Specify) \_\_\_\_\_

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

I AM SATISFIED WITH MY OFF-BASE HOUSING

I AM NOT SATISFIED WITH MY OFF-BASE HOUSING BECAUSE

TOO SMALL  TOO FAR FROM BASE  TOO EXPENSIVE  OTHER (Specify) \_\_\_\_\_

DISCRIMINATION DUE TO:  RACE  COLOR  SEX  RELIGION  NATIONAL ORIGIN

SATISFIED WITH HRO SERVICE:  YES  NO

(If "NO", explain)

SIGNATURE \_\_\_\_\_

**APPENDIX D**

**TIME AND COST ESTIMATES**



## TIME AND COST ESTIMATES

The value to DoD of the suggested alternatives to the current process for collecting housing data can be expressed in two ways: in terms of time lost or in the cost of executing the process. In many ways, time and cost considerations overlap; however, time lost is an important factor because it is a distraction to force readiness that cannot be overcome with additional spending.

### ASSUMPTIONS

The LMI time and cost model is necessarily limited. The intricacies of portraying step-by-step costs of manual and automated systems operating in parallel in several modes across four Services would be a major undertaking beyond the scope of this study. Our objective is not to provide detailed cost estimates but reasonable cost comparisons. To do this, we have adopted a parametric approach.

The effectiveness of such an approach depends on the assumptions used and the basic data entered into the model. Our assumptions are provided in Table D-1. Again, our objective is to provide a relative assessment of costs. As will be seen shortly, each proposed alternative reduces the manpower requirements. To ensure a fair comparison, we have been quite conservative in our assumptions of labor costs and processing times. In particular, we have made conservative estimates of Service member (SM) wait times, we have charged only 5 minutes travel time to or from the appropriate offices, and we have used only direct salary figures (overhead rates often add 50 percent to those figures).

We used the FY89 number for all SMs drawing basic allowance for quarters (BAQ) in CONUS, since all are currently part of the survey processes. If we had entered SMs drawing BAQ while overseas, the savings projected for the new alternatives would have been somewhat higher; however, with the special information needs of the overseas housing allowance (OHA) process, it was not clear to us that the consolidation would include OHA and we decided to omit those additional savings.

**TABLE D-1  
ASSUMPTIONS**

Number of SMs drawing allowances	1,028,029 <sup>a</sup>
Average salary of SM	\$18,000
Average salary of chain-of-command	\$20,400
Average salary of staff representatives	\$18,000
Cost of VHA survey processing	\$250,000
<b>Overhead per client interaction</b>	
Contracts	40%
Personnel	200%
Finance	80%
Housing	120%
<b>Frequency of event per SM per year</b>	
BAQ certification	0.4
VHA start	0.35
VHA certification	1
VHA surveys	1
Housing survey	0.2
Cost to produce form	\$0.009
Cost to microfiche form	\$0.041
Cost to ship form	<u>\$0.003</u>
Total	\$0.053
<b>Calculated: salaries per minute</b>	
SM	\$0.1563
Chain of command	\$0.1771
Staff representatives	\$0.1563

**Note:** VHA = variable housing allowance

<sup>a</sup> SMs drawing BAQ in CONUS, FY89 (Source: OSD – Compensation) Of those, 814,379 draw BAQ with dependents

We chose the average salary of an SM as E-7 with 12 years' service, drawing BAQ, with a variable housing allowance (VHA) of \$100 per month. The average salary of the chain of command was for an O-2 with 3 years' Service, BAQ, and \$100 in VHA. [This represents a chain composed of senior noncommissioned officers (NCOs), company- and field-grade officers.] The average salary of the various Personnel, Finance, and Housing Office staff representatives was set at the same level as the SM population. The cost of the VHA survey processing is based on the most recent contract awarded by the Office of the Secretary of Defense Per Diem and Travel Allowances Committee - referred to as the Per Diem Committee.

The burden estimate, and eventually the cost estimate, depend largely on the time assumed to process each transaction. While the participation of the SM and the chain of command are relatively easy to portray, the complex processes that occur after the initial customer interface has concluded are more complicated. We have shown this as a time-overhead rate that represents the work element of processing and filing the forms once the SM has completed them properly and left the field office.

In general, finance transaction forms are completed at the point of interview, keyed into a local terminal, and transmitted in batch mode to the Service Finance and Accounting Center (FAC). They require little intervention, aside from periodic quality control audits. We have assigned an 80 percent overhead rate to account for limited supervision and the cost of maintaining the central system.

Housing transactions differ widely for each Service. In some cases, they are entered into a computer during the initial interview; in others, there is no significant automation. Even where automation exists, the BAQ forms are reviewed and transmitted to Finance. A certain amount of overhead is required to account for the forms and to monitor their quality. In addition, because housing data are not centrally linked to other echelons of command (except in the Army), there is a significant overhead for research to respond to queries and to print reports. We have assigned a 120 percent overhead rate to account for this. We have assumed that both the housing survey data analysis process and the Army's Segmented Housing Market Analysis (SHMA) will continue to be required. In fact, this assumption is open to review; further savings would accrue if either process could be eliminated.

Personnel transactions are a small part of the overall activities reviewed for this study, and housing allowance data are only a small part of the wide range of data

collected by personnel activities. However, in all Services, personnel functions are labor intensive, with centralized mainframe computers usually fed by batch or manual input. Thus, the SM usually provides the information to a local office that records it on paper; then the data go through several levels of conversion before becoming part of the master database. As a result, the actual time taken with the SM is limited, but a significant amount of activity occurs after the transaction. We have assigned a 200 percent overhead to personnel activities.

Based on the approaches announced for FY91, we have assumed that (in the absence of a consolidation) VHA certifications and the Per Diem Committee surveys will be performed annually for all affected SMs. The housing surveys will continue to be performed as a census at many bases, as a survey at designated bases, and not at all at many bases (including the entire Army). We have therefore assumed that only 20 percent of SMs who draw BAQ will be required to complete the housing survey. Although that survey historically has a low response rate, we regard that to be a command issue and believe that the effort to account for the surveys that were not completed is at least as great as the effort to process the surveys that had been completed. Since military families relocate every 3 to 4 years as standard tours end, and some relocate more frequently for schools and other assignments, we have assumed that the allowance start procedure will be initiated for 35 percent of the BAQ-drawing SMs each year. BAQ certification will be required for those same SMs. Also, some will experience a change in family status during their tours of duty. For these reasons, we have selected the slightly higher rate of 40 percent for the BAQ certification process.

In the remainder of this appendix, we recapitulate the major processes to estimate the time required for each participant to complete each step.

## **TIME ASSUMPTIONS**

In our estimates of the time consumed and costs of the alternative systems, we have allocated a component to the SM and the chain of command which, it turns out, dominates the analysis. Some have said that these resources are "sunk costs": these salaries are already paid for and should not be considered again. We considered these resources to be "opportunity costs"; that is, the resources could be employed more productively in training or other useful tasks. Time spent filling out redundant forms contributes very little to the national defense.

## Current System

The baseline for our assessment is the current system. We assume that any personal (that is, face to face) transaction would require at least 2 minutes of a clerk's time. Relatively automated tasks, such as printing lists of SMs by the Personnel Office, are assumed to consume an average of 1 minute per SM in planning, coordination, computer time, and other execution tasks. Table D-2 shows our assessment of the time demands of the current system.

**TABLE D-2**  
**ESTIMATE OF TIME - CURRENT SYSTEM**  
 Parallel processing  
 (Minutes per transaction)

	BAQ certification	VHA starting	VHA certification	VHA surveys	Housing survey	Total burden <sup>a</sup> (man-hours)
Personnel Office	10	-	1	1	1	106,230
Finance Office	15	5	10	-	-	304,125
Housing Office	2	8	-	-	12	102,803
Sunk costs						
Chain of command	6	2	2	10	7	282,708
Service member	84	30	56	45	25	2,571,786
<b>Total burden<sup>a</sup> (man-hours)</b>	<b>801,863</b>	<b>269,858</b>	<b>1,182,233</b>	<b>959,494</b>	<b>154,204</b>	<b>3,367,652</b>
Forms	1	2	1	1	1	-

<sup>a</sup> Based on 1,028,029 SMs drawing BAQ

### BAQ Certification

In order to certify BAQ eligibility, the SM must locate and duplicate copies of required legal documents (20 minutes). After the SM receives an appointment through the chain of command (2 minutes each), the SM takes those documents to the Personnel Office (10 minutes' round trip) for verification (10 minutes each, after the SM waits for 10 minutes). The SM then repeats the process through the Finance Office, which must also substantiate the dependent information. In addition, the

Finance Office must post those data to the SM's automated and manual local record (5 minutes). The Housing Office reviews all records to ensure housing eligibility, but that time is charged to the allowance start process. The chain of command and Housing Office periodically verify BAQ eligibility (2 minutes each). Although BAQ status is recorded on the VHA forms, each Service uses a separate personnel form as the reference for BAQ eligibility transactions. We have not included the time to complete the multitude of dependency determination forms that are appendices to the BAQ eligibility form itself.

In order to limit the size and repetitiveness of the report, we have not displayed the details of the time and cost calculations for every circumstance. However, to demonstrate how the model works, we will explain the first column of Table D-2.

Personnel Office: 10 minutes interaction with the SM. Obviously, the Personnel Office loses no time while the SM is waiting in line. We have not assessed the time required to set the appointment time through the chain of command.

Housing Office: 2 minutes to verify BAQ eligibility - 1 minute, as noted earlier for automated process, to produce and distribute the automated listings; 1 minute for the review and disposition.

Finance Office: 10 minutes dealing with the SM while in the office, 5 minutes posting the data to the files and computer systems. Again, no charge is assessed for setting the appointment.

Chain of command: 6 minutes for two appointments (one with Personnel, one with Finance) and one review of the Housing-generated BAQ eligibility listing.

Service member:

Form preparation	=	20 minutes
Personnel appointment	=	2 minutes
Travel to/from Personnel	=	10 minutes
Wait at Personnel	=	10 minutes
Processing at Personnel	=	10 minutes
Finance appointment	=	2 minutes
Travel to/from Finance	=	10 minutes
Wait at Finance	=	10 minutes
Processing at Finance	=	10 minutes
Total	=	84 minutes

<input type="checkbox"/> WITHOUT DEPENDENT VHA <input type="checkbox"/> WITH DEPENDENT VHA		I CERTIFY THAT THE INFORMATION ON THIS FORM IS DOCUMENTED AND SUPPORTS THE MEMBER'S CLAIM TO VHA	
TITLE OF CERTIFYING OFFICIAL	SIGNATURE	OFFICE ADDRESS	DATE

AF Form

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Other columns and other tables are developed in the same way.

***VHA Starting***

The SM obtains an appointment at the Housing Office (2 minutes), and travels there (10 minutes' round trip and 10 minutes waiting). The SM has the necessary information processed (we assign 8 minutes of an average 45-minute period to the information specifically needed to process the allowance form). Although in some cases the SM is required to return to his unit to get the proper forms, then go to Finance, we ignore this cost because in some Services, forms are forwarded directly from Housing to Finance. At the Finance Office, the forms are reviewed and filed in the local record, and necessary transactions are initiated on the computer (5 minutes). We ignore the demands on Finance and the chain of command when newly arrived SMs fail to return to Finance within 60 days to update their VHA data. Two forms are completed in this process: the Housing Application form and the Service VHA form.

***VHA Certification***

The Personnel and Finance Offices develop a roster of personnel that must be certified (1 minute each). The chain of command notifies the SM and assigns appointments (2 minutes each). The SM collects and duplicates the required documentation (25 minutes), travels to Finance (10 minutes, plus 10 minutes waiting). The documentation is reviewed and processed at Finance (10 minutes). Each Service uses its own form for this purpose.

***VHA Surveys***

The chain of command [this includes the Per Diem Committee and the Defense Manpower Data Center (DMDC)] develops a list of personnel to be surveyed. The chain of command then makes arrangements for the survey to be made. Including the requirement for commander participation in the 1 percent sample, an estimate of 10 minutes per SM is conservative. The SM collects the required data (15 minutes, no duplication required) and completes the survey (30 minutes, including administrative overhead time). All Services use the same unique form for this survey.

### ***Housing Survey***

The Housing and Personnel Offices determine who will be surveyed (1 minute each). Instructions are produced and relayed through the chain of command, which administers the survey (4 minutes). The SM collects the necessary data (15 minutes) and completes the survey (10 minutes, including overhead time). The Housing Office reviews the results and conducts acceptability override inspections. These inspections, while few in number, take considerable time. A conservative average of 11 minutes per SM is assigned to the Housing Office participation. The surveys are then passed back through the chain to the Navy's Facilities Support Office (FACSO) at Port Hueneme, CA, for data input, processing, review, and reporting (3 minutes, charged to the chain of command rather than the housing function overhead). One form, DD 1376, *Housing Survey*, is used for this purpose.

### **Single System Alternative**

The primary benefit of the single system is that it requires the housing data to be provided to one agency. Rather than requiring the SM to move from office to office at a significant loss of time, the data can be transferred instead. We assume for the purposes of this estimate that the data are entered into the Joint Uniform Military Pay System (JUMPS). Table D-3 shows our estimate of the time demands imposed by the single system alternative.

### ***BAQ Certification***

As it is done today, the SM obtains the necessary data and appointments. The dependency claims must be substantiated through Finance as before, but the data are transferred to personnel files electronically. This eliminates SM trips to Housing and Finance. However, since the data will be provided annually as part of the recertification processes, all BAQ data collection after initial inprocessing is assessed as part of the annual recertification by increasing the time to process one recertification case, and reducing the time required for periodic BAQ certification.

### ***VHA Starting***

This process is essentially unaltered. However, the Housing office would not be required to collect any information, simply to annotate the SM's file or form with an



**TABLE D-3**  
**ESTIMATE OF TIME – SINGLE SYSTEM**  
**Finance based**  
**(Minutes per transaction)**

	BAQ certifica- tion	VHA starting	VHA certifica- tion	VHA surveys	Housing survey	Total burden <sup>a</sup> (man-hours)
Personnel Office	1	–	–	–	–	6,854
Finance Office	1	5	25	1	1	485,744
Housing Office	1	2	–	–	1	22,274
Chain of command	–	2	2	–	–	46,261
Service member	–	30	78	–	1	1,519,770
<b>Total burden<sup>a</sup> (man-hours)</b>	20,561	233,877	1,799,051	17,134	10,280	2,080,902
Forms	0	0	1 <sup>b</sup>	0	0	–

<sup>a</sup> Based on 1,028,029 SMs drawing BAQ

<sup>b</sup> The form is a local worksheet form with no shipping and storage

assigned quarters number or a non-availability statement (2 minutes). A single, all-purpose form would be used.

### ***VHA Certification***

The process is basically the same as today, except that BAQ and housing data must be provided in addition to VHA data. This means that the SM incurs an additional 10 minutes to collect additional documents and the processing time is increased by 10 minutes to account for both forms of new data. This is the time offset to the time saved in the BAQ process discussed above. However, there is no requirement for data transfer between staff agencies. An all-purpose form would be used.

### ***VHA and Housing Surveys***

The survey process would essentially be eliminated because all affected SMs would provide the necessary information annually for their recertifications. There is a small data collection activity required for the Housing Offices to support Per Diem

Committee calculations, especially the Move-In Housing Allowance (MIHA). That assessment is shown under the Housing Survey column because most SM's are not involved in the MIHA data collection process. The OSD cost of processing the information, however, remains essentially unchanged once the data are provided from JUMPS to using activities; that cost, therefore, has been ignored in this entire analysis.

### Single Form Alternative

The single form parallel system has many of the advantages of the single-system approach. However, it demands more time from the SM. Table D-4 shows our estimate of the time demands for the single form alternative. We assume in this tabulation that nonpay data will be forwarded to the installation Housing and Personnel Offices for necessary action prior to being sent to the designated data processing agency.

**TABLE D-4**  
**ESTIMATE OF TIME – SINGLE FORM**  
**Parallel system**  
**(Minutes per transaction)**

	BAQ certifica- tion	VHA starting	VHA certifica- tion	VHA surveys	Housing survey	Total burden <sup>a</sup> (man-hours)
Personnel Office	5	-	2	-	-	68,535
Finance Office	1	5	25	1	-	462,317
Housing Office	1	2	-	-	1	22,274
Chain of command	-	2	2	-	-	46,261
Service member	-	30	78	-	1	1,519,770
<b>Total burden<sup>a</sup> (man-hours)</b>	<b>47,975</b>	<b>233,877</b>	<b>1,833,318</b>	<b>17,134</b>	<b>6,854</b>	<b>2,139,157</b>
Forms	0	0	1	0	0	-

<sup>a</sup> Based on 1,028,029 SMs drawing BAQ.

**BAQ Certification**

For this alternative, BAQ certification again becomes an integral component of the annual VHA certification process. In this case, however, with separate data systems, the Personnel Office would have to process dependent data manually (5 minutes) once the form has been received from the Finance Office (1 minute).

**VHA Starting**

This process is the same as with the single Finance-based system since all documentation would be presented at Finance.

**VHA Certification**

This process is the heart of both alternative approaches. In essence, the certification process is identical to the single system certification: the SM brings in all information to the Finance Office to be verified. In the single form process, however, the non-JUMPS data are physically forwarded to the data input center instead of being electronically transferred.

**VHA and Housing Surveys**

The data processing center receives data forms from the Finance Office (1 minute) as part of the annual allowance certification process. In this system, there is no capability for override inspections. Because the non-Finance data is processed by a separate activity, this alternative appears to be far less expensive in terms of time burdens on the SM and the installation staff agencies than the single-system alternative. However, this alternative does require the participation of a data input center, which is not required in the single-system alternative.

**COSTS**

The conversion of time demands into costs is simple. Based on the salaries assumed in Table D-1, a rate per minute of time is determined. The appropriate overhead time is assessed by office type, and a factor is applied to adjust for the frequency of occurrence of the process. The generic formula is:

$$\begin{aligned} \text{Cost} = & \text{Minutes per SM} \\ & \times \text{number of allowance-drawing SMs} \\ & \times \text{probability of process occurring during a year} \end{aligned}$$

- × cost per minute of time
- × (1 + office overhead rate, if any).

In addition, the number of forms employed is converted into a cost by assessing the cost to produce and ship the forms, then to prepare them for mass storage. Finally, there is a cost of administering the current VHA survey; that is presently a contract item, although essentially the same cost would be incurred if done in-house. That cost would be replicated in the single-form alternative, because of the need for a data entry center; it is not incurred in the single-system alternative.

The comparative costs of the three alternatives are presented in Tables D-5, D-6, and D-7.

**TABLE D-5**  
**ESTIMATE OF ANNUAL COST - CURRENT SYSTEM**  
**Parallel processing**  
**(\$000)<sup>a</sup>**

	BAQ certifica- tion	VHA starting	VHA certifica- tion	VHA surveys	Housing survey	Total
Personnel Office	1,606	0	402	402	80	2,490
Finance Office	771	225	1,285	0	0	2,281
Housing Office	154	540	0	0	463	1,157
Chain of command	386	112	321	1,956	225	3,000
Service member	5,397	1,687	8,995	7,228	803	24,110
Forms	24	48	24	24	24	146
Data input	0	0	0	0	0	250
<b>Total</b>	<b>8,338</b>	<b>2,612</b>	<b>11,027</b>	<b>9,610</b>	<b>1,595</b>	<b>33,434</b>

Note: Numbers may not equal totals because of rounding

<sup>a</sup> Based on 1,028,029 SMs drawing BAQ

**TABLE D-6**  
**ESTIMATE OF ANNUAL COST - SINGLE SYSTEM**  
**Finance based**  
**(\$000)<sup>a</sup>**

	BAQ certifica- tion	VHA starting	VHA certifica- tion	VHA surveys	Housing survey	Total
Personnel Office	161	0	0	0	0	161
Finance Office	51	225	3,213	129	26	3,643
Housing Office	77	135	0	0	39	251
Chain of command	0	112	321	0	0	434
Service member	0	1,687	12,529	0	32	14,248
Forms	0	0	12 <sup>b</sup>	0	0	12
Data input	0	0	0	0	0	0
<b>Total</b>	<b>289</b>	<b>2,159</b>	<b>16,075</b>	<b>129</b>	<b>96</b>	<b>18,749</b>

Note: Numbers do not equal totals in some cases because of rounding

<sup>a</sup> Based on 1,028,029 SAs drawing BAQ

<sup>b</sup> This form is a local worksheet with no shipping and storage

**TABLE D-7**  
**ESTIMATE OF ANNUAL COST - SINGLE FORM**  
**Parallel systems**  
**(\$000)<sup>a</sup>**

	BAQ certifica- tion	VHA starting	VHA certifica- tion	VHA surveys	Housing survey	Total
Personnel Office	803	0	803	0	0	1,606
Finance Office	51	225	3,213	129	0	3,617
Housing Office	77	135	0	0	39	251
Chain of command	0	112	321	0	0	434
Service member	0	1,687	12,529	0	32	14,248
Forms	0	0	24	0	0	24
Data input	0	0	0	0	0	250
<b>Total</b>	<b>931</b>	<b>2,154</b>	<b>16,890</b>	<b>129</b>	<b>71</b>	<b>20,430</b>

Note: Numbers do not equal totals in some cases because of rounding

<sup>a</sup> Based on 1,028,029 SAs drawing BAQ

# REPORT DOCUMENTATION PAGE

*Form Approved*  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE January 1991	3. REPORT TYPE AND DATES COVERED Final	
4. TITLE AND SUBTITLE Consolidating DoD Housing and Allowance Data Collection		5. FUNDING NUMBERS C MDA903-90-C-0006	
6. AUTHOR(S) Douglas M. Brown and James L. Hathaway		8. PERFORMING ORGANIZATION REPORT NUMBER PL013R1	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Logistics Management Institute 6400 Goldsboro Road Bethesda, MD 20817-5886		8. PERFORMING ORGANIZATION REPORT NUMBER PL013R1	
9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES) Office of the Assistant Secretary of Defense for Production and Logistics, and Office of the Assistant Secretary of Defense for Force Management and Personnel The Pentagon, Room 2B279, Washington, DC 20301-4000		10. SPONSORING / MONITORING AGENCY REPORT NUMBER N/A	
11. SUPPLEMENTARY NOTES			
12a. DISTRIBUTION / AVAILABILITY STATEMENT  Approved for Public Release		12b. DISTRIBUTION CODE	
13. Abstract (Maximum 200 words)  Data on Service members' housing costs are collected for four primary purposes: to determine the eligibility for basic allowance for quarters payments; to determine the eligibility for, and amount of, variable housing allowances or overseas housing allowance payments; to determine housing deficits at military installations; and to calculate the appropriate variable housing allowance ceilings for an installation.  We identified 14 different data collection forms now being used by DoD and the Military Services. Information on those forms is required for the four major purposes and clearly overlaps. It is collected from Service members several times; in fact, the military spends more than 2 million manhours annually on filling out and processing forms – just for housing and housing allowances.  We found that much of the data collected are redundant, some are unnecessary, and some are readily available from other sources. Collecting the same data using different methods and agents can result in inconsistent and erroneous analyses. The Finance Office should be the primary sponsor of the form and the data. DoD could realize additional savings by integrating the data collection process into a single automated system.			
14. SUBJECT TERMS Housing, Allowances, VHA, OHA, BAQ, Forms, Data processing, Finance, Per Diem Committee		15. NUMBER OF PAGES 114	
17. SECURITY CLASSIFICATION OF REPORT Unclassified		16. PRICE CODE	
18. SECURITY CLASSIFICATION OF THIS PAGE Unclassified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT UL	