

**MILPER Message Number  
24-109**

**Proponent  
AHRC-PDM-SP**

**Title**

**Implementation Guidance to Process Request for Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) Secretarial Waivers**

**...Issued: [29 Mar 24]...**

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- A. Department of Defense Financial Management Regulation (DOD FMR) 7000.14-R, Volume 7A, Chapters 26, 67 and 68.
- B. Memorandum, Secretary of the Army, Subject: Delegation of Authority to Act on Behalf of the Secretary of the Army for Decisions regarding the Department of Defense Financial Management Regulation, 5 May 2020.
- C. Memorandum, Deputy Assistant Secretary of the Army (Military Personnel), Subject: Implementation Guidance for the Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Cost of Living Allowance (COLA) Secretarial Waiver Program, 16 December 2020.
- D. Department of Defense Instruction 1315.18 (Procedures for Military Personnel Assignments), 28 October 2015, Change 3, Effective 24 June 2019
- E. Title 37, United States Code, Section 403A (37 USC 403A), Housing Treatment for Certain Members of the Armed Forces, and their Spouses and Other Dependents, Undergoing a Permanent Change of Station within the United States.
- F. AR 600-8-105, Military Orders.
- G. AR 637-1, Army Compensation and Entitlements Policy.
- H. ALARACT 011/2022, dated 17 February 2022, Implementation Guidance for the Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Cost of Living Allowance (COLA) Secretarial Waiver Program.

1. Effective 01 April 2024, Regular Army (Component 1) Soldiers requesting a BAH/OHA/COLA waiver in accordance with AR 637-1, paragraph 7-20 and ALARACT 11-2022 will utilize the IPPS-A Admin Records Correction PAR, Other Type – Sensitive Action for consideration. This MILPER will expire NLT 29 Mar 2026.
2. Army National Guard Soldiers (Component 2), regardless of status, will continue to submit requests directly to National Guard Bureau (NGB) through email to: [ng.ncr.ngb-arnng.mbx.arnng-com--entitlement@army.mil](mailto:ng.ncr.ngb-arnng.mbx.arnng-com--entitlement@army.mil).
3. Army Reserve Soldiers (Component 3), regardless of status, will continue to submit requests directly to the Office of the Chief of Army Reserve (OCAR) through email to: [uarmy.usarc.ocar.mbx.g1-policy@army.mil](mailto:uarmy.usarc.ocar.mbx.g1-policy@army.mil).
4. Soldiers assigned to the following units must contact the POCs below prior to initiating an IPPS-A PAR and follow their guidance on how to apply for the waiver.
  - a. Soldiers assigned to Europe must coordinate their request through the USAREUR-AF G-1 at [usarmy.wiesbaden.usareur.mbx.odcs-g1-mil-pay@army.mil](mailto:usarmy.wiesbaden.usareur.mbx.odcs-g1-mil-pay@army.mil).
  - b. Soldiers assigned to Korea must coordinate their request through the Eighth Army G-1 at [usarmy.humphreys.8-army.mbx.g1-csp-korea@army.mil](mailto:usarmy.humphreys.8-army.mbx.g1-csp-korea@army.mil)
  - c. Soldiers assigned to USAREC must coordinate their request through the USAREC G-1 at [usarmy.knox.usarec.mbx.hq-g1-plans-ops@army.mil](mailto:usarmy.knox.usarec.mbx.hq-g1-plans-ops@army.mil).
5. Process to generate an Admin Records Corrections PAR – BAH Waiver request:
  - a. Description: The purpose of this process is to assist the Soldier in understanding how to generate a BAH Waiver request in accordance with current ALARACT and AR 637-1, paragraph 7-20.
  - b. Applicability: OFF, WO, ENL
  - c. Subcategories: Member
  - d. Navigation: <https://hr.ippsa.army.mil/>. Self Service > My personnel Action requests
  - e. Action Required:
    - (1) Select Create Personnel Action button.

(2) The Effective Date is the date of request. Then select Admin Records Corrections from Action drop-down menu.

(3) Select Sensitive Action PAR from the Reason drop-down menu. Then select the Continue button.

(4) Enter BAH Waiver type and paragraph from the current ALARACT in the More Information Field that is being requested.

(5) Select the Save button. Then select the Next button.

(6) Select the Add Attachment button to add required documents. Documents can be uploaded individually, combined as a single PDF or as a PDF Portfolio.

(7) Select Save, Next, and then the Validate button. Select the Next button. (Validation does not equal eligibility or approval, IPPS-A is only validating that all required fields are completed)

(8) Select the Submit button.

(9) The Submit for Approval Confirmation screen will appear. Select the User List. Leave Business Unit as US Army Active Component. Search User list for UDL 000000000032820 in List field. Select the Add Users button to select the HRC\_TAGD\_BAH\_Waiver\_COMPO\_1 template. Then select the Continue button.

f. Additional Information: The Admin Records Corrections PAR is a non-transactional PAR. Upon approval, the approved PAR must be submitted to the servicing finance office for payment and uploaded to iPERMS as a BAH Waiver.

g. Record Update: None

h. IPPS-A Order Generated: No

i. Interface: None

j. TIN/FID: None

6. The Sensitive Action Other Type is designed to have a directed submission to the

HRC BAH Waiver appeal team for processing, streamlining the process.

7. HR Professionals may submit Sensitive Action PARs on behalf of requesting Soldiers.

8. Requests are required to have the following documents included as attachments in accordance with AR 637-1, paragraph 7-20.f:

- a. Signed memorandum requesting the BAH Waiver with the specific category listed. This memorandum must be endorsed by the first field grade officer for a Soldier in the rank of SSG and below and CPT and below in accordance with AR 637-1, paragraph 7-20.g. Warrant Officers, MSGs/SGMs, and MAJ and above are not required to have their requests endorsed
- b. Orders assigning Soldier to the losing installation.
- c. Orders assigning Soldier to the new installation.
- d. Mortgage statement or rental agreement for the requested location.
- e. Current LES showing that BAH with dependents is authorized for the requested location.
- f. Any additional supporting documents required by the category of waiver being requested: Examples of additional documents include ATRRS printout showing class dates, School Enrollment verification letters and any other documents to assist with making the decision.

9. Requests received with missing documents, unsigned request memorandums or missing field grade endorsement will be pushed back.

10. Email submission for BAH waiver will not be processed after 1 May 2024.

11. The Sensitive Action PAR should not be used to make eligibility inquiries. All questions about eligibility should be submitted to SFC Crystal Fernandez at 520-687-7865, [usarmy.knox.hrc.mbx.tagd-bahwaivers@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-bahwaivers@army.mil). The point of contact for this MILPER is SFC Crystal Fernandez at 520-687-7865