



# MacDill AFB Temporary Basic Allowance for Housing (BAH) Increase – *Application Instructions*

Updated 7 Oct 21

**BLUE:** The following provides information and procedures for Department of the Air Force service members assigned to MacDill AFB to apply for the temporary BAH increase.

## **BACKGROUND:**

- 24 Sep 21—The Department of Defense temporarily authorized increases in the 2021 Basic Allowance for Housing (BAH) rates for 56 housing markets—to include Tampa, Florida.
  - **Tampa, Florida is authorized a 10% temporary BAH increase for eligible service members.**
  - The increased BAH rates are only payable to Active Duty and full-time National Guard service members with verifiable housing cost increases.
  - Article: <https://www.defense.gov/News/Releases/Release/Article/2788871/dod-authorizes-a-temporary-increase-to-2021-basic-allowance-for-housing-rates-f/>
- 24 Sep 21—The Department of the Air Force (DAF) provided guidance and authorities to implement the temporary BAH increase (1 Oct – 31 Dec 21).
- 29 Sep 21—The 6 ARW/CC delegated authority to Commanders (or civilian equivalents) in the grade of O-4 or above to approve/disapprove temporary BAH increase requests for DAF service members. See delegation memo in References below.

## **ELIGIBILITY:**

- **For approval** of the temporary BAH increase (1 Oct – 31 Dec 21), DAF service members must fall into **at least one of the following** three situations:
  - 1) Relocated after March 13, 2020 and incurred housing expenses that exceed their regular BAH rate.
  - 2) Renewed a lease after March 13, 2020 and incurred higher housing expenses that exceed their current BAH rate—in this case, increased rents should be considered to be the result of COVID-19.
  - 3) Relocated within the local area after March 13, 2020 and incurred housing expenses that exceed their regular BAH rate.

## **INELIGIBILITY:**

- **Any of the following situations will warrant disapproval** of the temporary BAH increase:
  - Members that have not incurred increased housing expenses since March 13, 2020. For example members in long-term leases, where rental rates were established prior to March 13, 2020, or those members who established mortgage payment rates prior to March 13, 2020.
  - Members that have incurred increased housing expenses since March 13, 2020, but cannot demonstrate authorized housing expenses exceed current BAH rate.
  - Members residing in privatized military housing.
  - Homeowners who have incurred higher housing expenses after March 13, 2020 as a result of refinanced mortgages, adjustable-rate mortgage, or home equity loans.
  - Homeowners who have incurred higher housing expenses for a home not occupied as a primary residence by the member and/or their military dependent during the qualifying period. For example, investment properties or vacation homes owned by the member but not occupied by the member as a primary residence.
  - Members assigned due to Permanent Change of Station and staying in temporary lodging (i.e., on-base or off-base) after March 13, 2020.

## HOW TO APPLY:

- Eligible DAF service members will **use the attached MacDill AFB Template Memorandum** to certify incurring higher housing costs due to COVID-19. Requests must include:
  - **Rank, Name, and Unit** (*i.e.* SSgt Bruce Banner, 6 FSS)
  - **Current BAH rate from LES** (*located under “entitlements” on the left side*)
  - **Cost Data** (Applicable Housing Costs):
    - **Required:** Monthly Rent or Mortgage (***include taxes and insurance***)
    - **Optional:** Total Monthly Utilities Cost (*Sum of Electricity + Heating + Water/Sewer + Trash Disposal*)—only required if utility costs due to COVID-19 is used as part of justification
    - **Required:** Total Applicable Monthly Housing Costs (*Sum of Monthly Rent/Mortgage + Total Monthly Utilities Cost—listed above*)
  - **Member initials to acknowledge**—“I understand the BAH rate increase is temporary and not subject to BAH rate protection.”
  - **Member (applicants) signature** certifying the above information to be true and correct.
  - **Unit Commander’s signature** certifying they reviewed the supporting documentation to verify the information is true and correct. Commander’s are expected to:
    - Review the SAF/MRM approval memo and "guidelines" along with member's submission and documentation (see references below).
    - Ensure there is a demonstrated cost increase above member's current BAH rate.
- **Submit completed memorandum** to [finance.services@us.af.mil](mailto:finance.services@us.af.mil).
- **NOTES:**
  - This temporary increase expires 31 Dec 21. The DoD will use the normal BAH rate-setting process to compute 2022 BAH rates, effective January 1, 2022. Members should be advised that their 2022 BAH rates may be higher or lower than the temporary rate.
  - Dual military couples are eligible for temporary BAH rate increase with caveats—see page 13-14 of the SAF/MRM memorandum in References below.
- **Expectation management**—Approved requests will not reflect in the member’s pay until October end-of-month (1 Nov 21) pay.

## REFERENCES:

— Template — ————— All guidance documents/details —————



Updated Template -  
MacDill AFB Tempor



DoD Release Article  
- Temporary BAH Inc



SAF MRM Memo -  
DAF Guidelines.pdf



Guidelines and  
Processing Tips - Te



FAQs - Temporary  
BAH Increase.pdf



Delegation Memo -  
Temporary BAH Incr

## QUESTIONS:

- If there are any questions regarding the MacDill AFB process or general guidelines, please contact MSgt James Mitchell at (813)828-5377.
- Army, Navy, and Marine Corps personnel should contact their respective Service chain of command for further guidance on application procedures.