

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
FAMILY SEPARATION HOUSING (FSH) WORKSHEET

Purpose: Request to CG PSC (PSD-fs) to authorize FSH-B (Basic Allowance for Housing (BAH) payable locations) or FSH-O (Overseas Housing Allowance (OHA) payable locations)

FSH-B or FSH-O is not payable when:

- a. A member's permanent duty station is a career sea pay eligible vessel. Shipboard quarters are available for assignment.
- b. A member elects not to occupy available assigned Government quarters including converted owned housing regardless of rank, and resides in a private-sector residence for personal convenience.
- c. An active duty member is married to another active duty member and they have no BAH eligible dependents.
- d. When a member's housing allowance is based on the payment of child support.

1. Name (<i>Last, First, MI</i>)	2. EMPLID	3. Rate/Rank	4. Permanent Unit
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5. Submission of this form is based on (*select only one*).

<input type="checkbox"/>	<p>a. PCS to OCONUS PDS - Elected Unaccompanied Tour, or OCONUS PDS is Dependent Restricted. For a PCS assignment when transportation of the member's dependent(s) are not authorized at Government expense to the OCONUS duty station or to a place near the duty station, and single-type Government Quarters of any kind at any military installation in the vicinity of the OCONUS duty station regardless of adequacy are certified by the area housing authority as not available for assignment.</p> <p>Note: The PCS order remarks section must specify that the member is electing the Unaccompanied Tour to the OCONUS PDS, or that the PCS order is to a Dependent-Restricted OCONUS PDS.</p>
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PCS reporting date to OCONUS PDS: _____

<input type="checkbox"/>	<p>b. Early Return of ALL Dependent(s) at Government Expense from the OCONUS PDS. If you currently reside in private sector housing after your dependent(s) departure, and single-type Government Quarters are not available (as determined by the appropriate area housing authority), the start of FSH-B/FSH-O for the OCONUS PDS is effective on the date BAH starts at your dependent location. If you are assigned to Government Quarters (i.e. Gov't Qtrs are made available to you) following your dependents' departure, no housing allowance is payable for your OCONUS PDS.</p> <p>Note: If you are assigned to Government owned or leased family-type housing when your dependents' depart, a housing allowance cannot be authorized until you officially vacate assignment to the family-type housing.</p>
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<input type="checkbox"/>	<p>c. Stationed at an OCONUS PDS as a Single Member and Acquired a Dependent(s). If single-type Government Quarters are not available for a member assigned to an OCONUS PDS, and the dependent(s) does not reside in the PDS vicinity.</p> <p>Date dependent(s) acquired: _____</p> <p>Dependent's address: _____ <i>(Street address, city, state, zip code)</i></p>
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6. Answer the questions below. Your response(s) will determine which action(s) to complete.	Yes	No
a. Has your area housing authority confirmed that single-type Government quarters are not available for assignment to you? If yes, attach DD-1747 indicating release from assignment to Government controlled quarters.	<input type="checkbox"/>	<input type="checkbox"/>
b. For either an unaccompanied or dependent-restricted tour, or stationed OCONUS and acquired a dependent(s), have you submitted a Housing Allowance Protection Worksheet (CG-2025A) to CG PSC (PSD-fs)?	<input type="checkbox"/>	<input type="checkbox"/>
c. For Early Return of Dependents only, have you submitted an OCONUS Early Return of Dependents (ERD) - Request for TONO/LOA (CG-2026) to CG PSC (PSD-fs)? If no, stop completing this form and submit the CG-2026.	<input type="checkbox"/>	<input type="checkbox"/>
d. Have you been issued a BAH protection memo from CG PSC (PSD-fs) authorizing BAH or OHA for your dependent location, or if eligible, BAH for your previous duty station? If yes, attach a copy of your memo to this form.	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you obtained private sector quarters at your OCONUS PDS? If yes, enter address below.	<input type="checkbox"/>	<input type="checkbox"/>

Address	Apt/Lot #
City/Town	State/Country
	Zip Code

Effective date private quarters were obtained: _____

Member's Signature	Date
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7. Command Certification

The FSH request has been thoroughly reviewed and meets the eligibility criteria in the CG Pay Manual, Ch. 3, sec. G.13.

Recommend approval of: FSH-B effective _____ (date), or FSH-O, effective _____ (date).

Commanding Officer's Signature (<i>Type Name</i>)	Signature	Date
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Submit worksheet to CG Personnel Service Center (PSD-fs):

- a. Scan and e-mail to: ARL-PF-CGPSC-PSDFS-BAH@uscg.mil
- b. Mail: COMMANDER CG PERSONNEL SERVICE CENTER
ATTN: PSC (PSD-FS)
U.S. COAST GUARD STOP 7200
2703 MARTIN LUTHER KING JR. AVE., SE
WASHINGTON, DC 20593-7200
- c. Fax: (202) 372-8488
Questions/comments, send email to: ARL-PF-CGPSC-PSDFS-BAH@uscg.mil

8. CG PSC-PSD-fs Action

<input type="checkbox"/>	<p>Approved with an effective date of: _____</p> <p>CG-7220 scanned and e-mailed to the member and the member's SPO to start the FSH authorization and to file in section three of the SPO PDR.</p>
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<input type="checkbox"/>	<p>Denied: Reason for denial _____ <i>(use additional remarks space below or attach additional sheets)</i></p> <p>CG PSC-PSD-fs shall return the signed form via e-mail to the member and command that originated the request</p> <p>Date returned to member/command: _____</p>
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Authorizing Official's Signature (<i>Type Name</i>)	Signature	Date
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Remarks

Privacy Act Statement

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personnel information to the U.S. Coast Guard - 10 USC Section 2771, Principal Purpose(s) - Used to indicate member's request for payment of Family Separation Housing. Routine Uses - Same. Disclosure - Disclosure of this information if voluntary, but without disclosure the member's request may not be approved.