

BASIC ALLOWANCE FOR HOUSING DATA COLLECTION WORKSHOPS

OVERVIEW

Each year, the Defense Travel Management Office (DTMO) conducts 4 one-day Basic Allowance for Housing (BAH) workshop sessions for Military Housing Office (MHO) points of contact (MHO staff and other data collectors).

This training provides a working knowledge of the housing allowance, data collection process, and reporting requirements. The objective of the class is to train housing area coordinators to conduct annual data collection and to submit accurate and complete data sets. The important and essential role that the housing offices play in the allowance setting process is also covered.

WHO SHOULD ATTEND

The primary, and any secondary, point of contact for each MHA should plan to attend one training session each year. While it is especially important for new personnel to attend training, repeat attendance from year to year is encouraged. The process evolves each year, and annual training attendance is the best way to stay informed on the current practices.

WORKSHOP DATES AND LOCATIONS

Training is conducted four times per year throughout the United States in March and/or April. Training dates and locations are published on the data collection website at <https://www.defensetravel.dod.mil/mho>. A web-based interactive refresher training is also provided on the MHO Portal.

Visit
<http://www.defensetravel.dod.mil>
for more information

Workshop Agenda:

- Overview of BAH Program
- BAH Data Collection Process
 - MHA Maps
 - MHO List
 - Real Estate Referrals
 - Rental Properties
 - Profiles
 - Selection Criteria
 - Census Tract Exclusions
 - Data Submission

Training materials are available on the MHO-web at www.defensetravel.dod.mil/mho



*Information current as of 3/2013



DEFENSE TRAVEL MANAGEMENT OFFICE
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