

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**DODI 1341.15\_DAFI 36-3033**

**29 JANUARY 2026**

**Personnel**

**BASIC NEEDS ALLOWANCE**



---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** This publication is available for downloading and ordering on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

**OPR: AF/AIPA**  
**Supersedes: DAFGM 2025-01, 22 July 2025**

**Certified by: SAF/MR**  
**Pages: 27**

---

This publication implements Department of the Air Force Policy Directive (DAFPD) 36-30, *Military Entitlements*. It supplements guidance in Department of Defense (DoD) Instruction (DoDI) 1341.15, *Basic Needs Allowance (BNA)*, pursuant to Section 402b of Title 37, United States Code (U.S.C.). The DoDI is printed word-for-word in regular font without editorial review. Department of the Air Force (DAF) supplementary material is printed in bold font and indicated by “(Added)(DAF).” This Supplement provides DAF guidance and procedures for the Basic Needs Allowance program. This publication applies to the United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard. Refer recommended changes and questions about this publication to AF/A1PA, at [AF.A1PA.Workflow@us.af.mil](mailto:AF.A1PA.Workflow@us.af.mil), using DAF Form 847, *Recommendation for Change of Product*, route DAF Forms 847 from the field through appropriate functional chain of command. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processing and Procedures* for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

## **SUMMARY OF CHANGES**

This publication is updated to comply with changes in DoDI 1341.15, this issuance establishes policy, assigns responsibilities, and prescribes procedures concerning eligibility and requirements for receipt and administration of BNA pursuant to Section 402b of Title 37, United States Code (U.S.C.).



## DoD INSTRUCTION 1341.15

### BASIC NEEDS ALLOWANCE

---

**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

**Effective:** November 15, 2022

**Change 3 Effective:** May 12, 2025

**Releasability:** Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

**Approved by:** Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness

**Change 2 Approved by:** Steve Feinberg, Deputy Secretary of Defense  
**Brain Scarlett, Principal Deputy Assistant Secretary of the Air Force (Manpower and Reserve Affairs)**

---

**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures concerning eligibility and requirements for receipt and administration of basic needs allowance (BNA) pursuant to Section 402b of Title 37, United States Code (U.S.C.).

# TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION.....	4
Applicability.....	4
1.1. Policy .....	4
1.2. Information Collections.....	4
1.3. Summary of Change 2.....	4
SECTION 2: RESPONSIBILITIES .....	5
2.1. Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)) .....	5
2.2. Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense. .....	5
2.3. Secretaries of the Military Departments and Commandant of the U.S. Coast Guard. ....	6
2.4. <b>(Added)(DAF) Department of the Air Force</b> .....	6
SECTION 3: PROCEDURES .....	10
General .....	10
3.1. Eligibility.....	10
a. Eligible Service Members .....	10
b. Ineligible Service Members.....	10
c. Special BNA Eligibility Considerations.....	11
3.2. BNA Eligibility Screening. ....	12
a. Screening Requirements .....	12
b. Informing Screened Service Members .....	12
3.3. Application. ....	13
3.4. Application Adjudication. ....	15
3.5. Computation of Allowance .....	17
a. Standard Amount of the Allowance .....	17
b. Alternate Computation of the Allowance for Duty Outside the United States .....	17
c. Proration. ....	17
3.6. Additional BNA Policy. ....	17
a. Geographic Locations.....	18
b. Other BNA Recertifying Requirements.....	18
c. Counseling Requirements.....	19
d. Payment Processing.....	19
3.7. Effective Periods .....	19
GLOSSARY .....	20
G.1. Acronyms .....	20
G.2. Definitions.....	21
G.3. <b>(Added)(DAF) Office Symbols</b> .....	22
REFERENCES .....	23
FIGURES	
Figure 1. Example BNA Computation.....	17
Figure 2. <b>(Added)(DAF) Sample Worksheet to Apply for BNA</b> .....	24

## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to OSD, the Military Departments (including the U.S. Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### **1.2. POLICY.**

Pursuant to Section 402b of Title 37, U.S.C., BNA must be made available to Service members in accordance with the eligibility criteria specified in this issuance.

### **1.3. INFORMATION COLLECTIONS.**

The BNA application and certification described in Section 3 of this issuance is exempt from licensing in accordance with Enclosure 3, Paragraph 8.a. of DoD Manual 8910.01.

### **1.4. SUMMARY OF CHANGE 3.**

The administrative changes to this publication incorporates requirements to reflect modifications to Section 402b of Title 37, U.S.C. amended by Section 621 of Public Law 118-159 which increased the BNA federal poverty guideline threshold from 150 percent to 200 percent.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA):

- a. Develops policy and guidance to implement this issuance, as required.
- b. Provides overall guidance in the administration of BNA and ensures DoD Components administer BNA in accordance with this issuance.
- c. Serves as the focal point for policies related to BNA and adjudicates requests for exceptions to policy beyond the authorities provided in this issuance.
- d. Develops, publishes, and maintains guidance governing BNA as required. This includes publishing memorandums that provide clarifying guidance, as necessary, to implement this issuance.
- e. Reviews and annually publishes a memorandum if a portion of the basic allowance for housing or overseas housing allowance may be excluded from a Service member's gross household income (GHI) for purposes of determining BNA eligibility and computing the BNA amount. If published, the memorandum will also specify high cost of living areas or criteria for demonstrated needs where the portion of the housing allowance may be excluded.
- f. Determines whether to exercise discretionary authority to calculate eligibility and computation of the BNA using 200 percent of the previous calendar year's Federal poverty guidelines (FPG). If this determination is made, the ASD(M&RA) publishes an authorizing memorandum that describes implementation procedures and requirements.
- g. Ensures BNA policies and procedures are uniform across the Military Services.
- h. Monitors the effectiveness of the Military Services BNA policies and procedures.

### **2.2. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE.**

The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense provides guidance for budgeting for BNA requirements and prescribes procedures for payment of BNA in accordance with Section 402b of Title 37, U.S.C. and Volume 7A of DoD 7000.14-R.

### **2.3. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE U.S. COAST GUARD.**

For members of their respective Military Services, the Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard (except when it is a Service in the Department of the Navy):

- a. Implement BNA procedures in accordance with this issuance.
- b. Publish BNA regulations, including application procedures.
- c. Provide a copy of planned BNA regulations and any future updates to the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy before implementation.
- d. Submit exceptions to policy requests regarding the policies and procedures within this issuance to the ASD(M&RA).
- e. Establish procedures for BNA including developing an application with submission deadlines no earlier than 60 calendar days and no later than 180 calendar days after the date of the written screening notification or following the arrival at the Service member's first permanent duty station (see Paragraphs 3.4.b.(1) through 3.4.b.(10) for amplifying information). Establish procedures for eligible Service members to submit applications without having been notified of eligibility after a screening (see Paragraph 3.4.e. for amplifying information).
- f. Ensure Service members are educated on BNA application procedures.
- g. Ensure adequately trained personnel process and certify applications.
- h. Screen Service members for BNA eligibility and inform the eligible applicants of their screening results in accordance with this issuance (see Paragraph 3.3. for amplifying information).
- i. Process and adjudicate BNA applications from eligible applicants and notify Service members of the results of the adjudication in accordance with this issuance.
- j. Ensure certified applicants are promptly paid the proper allowance in accordance with this issuance.
- k. Track BNA expenses and develop methodologies for projecting future year BNA requirements using actual payment amounts and Service demographic data.
- l. Disseminate and protect any personally identifiable information maintained in accordance with DoD Instruction 5400.11 and DoD 5400.11-R.

### **2.4. (Added) (DAF) DEPARTMENT OF THE AIR FORCE.**

**a. (Added)(DAF) The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) will approve DAF BNA program guidance and coordinate on annual BNA reports to Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD (MPP)).**

**b. (Added)(DAF) Assistant Secretary of the Air Force for Financial Management (SAF/FM) will track BNA expenses and project future year BNA requirements using actual payment amounts and Service demographic data.**

**c. (Added)(DAF) Directorate of Military Force Management Policy (AF/A1P), in coordination with Space Force Military Compensation and Benefits Policy (SF/S1P), will:**

**(1) (Added)(DAF) Develop BNA guidance, including application procedures. Inform Air Force Personnel Center, Military Personnel Pay Division (AFPC/DPP) and the Military Personnel Pay Division Operating Location (AFPC/DPP-OL), National Guard Bureau Force Management Division (NGB/A1P), Directorate of Air Force Reserve Personnel (AF/REP) of BNA application procedures.**

**(2) (Added)(DAF) Following coordination by SAF/MR, provide a copy of planned BNA regulations and any future updates to the Office of the Deputy Assistant Secretary of Defense for Manpower and Reserve Affairs (DASD (M&RA)) before implementation.**

**(3) (Added)(DAF) Staff Fiscal Year budget to Deputy Assistant Secretary of the Air Force for Financial Management Budget Operations and Personnel (SAF/FMBOP).**

**(4) (Added)(DAF) Following coordination by SAF/MR, submit annual report to DASD (MPP) which will include the number of Airmen and Guardians who were notified, applied for BNA, were certified, declined BNA, and were deemed ineligible, and the amount of the allowance for those opting to receive the BNA.**

**d. (Added)(DAF) Directorate of Services (AF/A1S), oversees strategy and policy development, and resource advocacy to support mission readiness for Air Force Personnel Center, Directorate of Airman and Family Care (AFPC/DPF), Airman and Family Readiness Operations Division (AFPC/DPFF), and the installation Military & Family Readiness Centers (M&FRC).**

**e. (Added)(DAF) National Guard Bureau Force Management Division (NGB/A1P) will notify the field annually of potential eligibility for activated Guardsmen, provide program guidance, sample worksheet (Figure 2) and application instructions for eligible Airmen to submit to Air Force Personnel Center, Benefits and Entitlement Section (AFPC/DPSTSB) via MyVector.**

**f. (Added)(DAF) The Air Force Reserve Command Personnel, Manpower, Services and Recruiting (AFRC/A1) will notify the field annually of potential eligibility for activated Reservists, provide program guidance, sample worksheet (Figure 2) and application instructions to submit to AFPC/DPSTSB via MyVector.**

**g. (Added)(DAF) AFPC/DPP will:**

**(1) (Added)(DAF) Screen active-duty Airmen and Guardians monthly, for BNA eligibility after Initial Entry Training (IET).**

**(2) (Added)(DAF) Notify eligible Airmen and Guardians of potential eligibility and inform them they may apply for BNA via MyVector. Inform them that screening eligibility does not guarantee certification, that they must submit a BNA application within 180 days to maintain eligibility, and that submission of a BNA application, to include substantiating documents, and receipt of BNA is voluntary.**

**(3) (Added)(DAF) Provide BNA application process instructions to potentially eligible Airmen and Guardians.**

**(4) (Added)(DAF) Certify Air Reserve Component (ARC) applicants IAW DoDI 1341.15, annually rather than per each set of active orders.**

**(5) (Added)(DAF) Calculate monthly BNA rate.**

**(6) (Added)(DAF) Provide BNA training on program attributes, roles, responsibilities, and process.**

**(7) (Added)(DAF) Notify Airmen and Guardians when they become ineligible that payment of the allowance will terminate 60 calendar days after the date of ineligibility.**

**(8) (Added)(DAF) Disseminate eligibility roster to Force Support Squadron Commanders (FSS/CC), National Guard Bureau Personnel, Manpower, and Services Directorate (NGB/A1), AFRC/A1, 2 AF, Air Force Military Compensation Policy Division (AF/A1PA), and SF/S1P.**

**h. (Added)(DAF) AFPC/DPP-OL will:**

**(1) (Added)(DAF) Perform initial screening of Total Force Airmen and Guardians, including activated ARC members, monthly, for BNA eligibility after basic training.**

**(2) (Added)(DAF) Validate certification of BNA adjudicated applications and forward to Automated Records Management System (ARMS).**

**(3) (Added)(DAF) Update pay system to enact monthly entitlement starting the date the application is certified. Once certified, ARC members will be paid upon each set of orders.**

**i. (Added)(DAF) AFPC/DPSTSB will:**

**(1) (Added)(DAF) Receive and adjudicate BNA applications.**

**(2) (Added)(DAF) Forward adjudicated BNA applications to AFPC/DPP-OL and forward exceptions to policy through AF/A1PA to submit to ASD(M&RA) IAW Paragraph 2.3.d.**

**j. (Added)(DAF) The IET Establishments will:**

**(1) (Added)(DAF) Provide education of BNA program to trainees.**

**(2) (Added)(DAF) Inform trainees to submit their application to AFPC/DPSTSB no later than 180 calendar days following arrival at their first duty station.**

**k. (Added)(DAF) Force Support Squadrons will:**

**(1) (Added)(DAF) Assist members with completing BNA applications if requested.**

**(2) (Added)(DAF) Disseminate AFPC/DPP's monthly screening roster to applicable unit leadership.**

**l. (Added) (DAF) Military & Family Readiness Centers will:**

**(1) (Added) (DAF) Provide general support and disseminate information to Service members and their families with questions regarding the BNA program. Counsel Service members on personal financial readiness upon request.**

**(2) (Added) (DAF) Inform Service members of additional financial management and assistance programs for which the service member may be eligible.**

**m. (Added)(DAF) Individuals will:**

**(1) (Added)(DAF) Apply for BNA via MyVector, attaching the sample worksheet (Figure 2). See paragraph 3.4. for more information.**

**(2) (Added)(DAF) Provide substantiating documentation of changes within 30 days via MyVector, for changes that may affect eligibility for BNA. Failure to do so may result in termination of BNA eligibility. Changes requiring notification are:**

**(a) (Added) (DAF) Monthly GHI increases or decreases by \$150 or more per month and effective date of change.**

**(b) (Added)(DAF) The number of individuals in the household increases or decreases.**

**(3) (Added)(DAF) Report sporadic income amount to AFPC/DPSTSB to be reviewed and re-certified if sporadic or seasonal income causes the GHI of the Service member to exceed the \$150 a month. Sporadic, variable, or seasonal income must be counted only during the month, or months, in which it is received.**

**(4) (Added)(DAF) ARC members will submit a new request for pay via MyVector at the beginning of each active-duty order. Include the certification letter, a copy of the AROWS (ANG) or AROWS-R (AFRC) order, and substantiating documents of any changes in gross household income or dependents since annual certification.**

**(5) (Added)(DAF) Submit recertification worksheet and supporting documents via MyVector by 1 April, otherwise, BNA will be terminated.**

**(6) (Added)(DAF) If applicable, submit request for an exception to policy through MyVector. The request should thoroughly explain the need for an exception with back-up documentation, in addition to the completed BNA application.**

## **SECTION 3: Procedures**

### **3.1. GENERAL.**

Pursuant to Section 402b of Title 37, U.S.C., the BNA program provides a monthly allowance for Service members who voluntarily apply and whose GHI and household size place them below 200 percent of FPG for their geographical location. The Department of Health and Human Services (HHS) periodically updates the FPG in the Federal Register in accordance with Section 9902(2) of Title 42, U.S.C.

### **3.2. ELIGIBILITY.**

#### **a. Eligible Service Members.**

Active-duty Service members with dependents are eligible for BNA and may be certified if:

- (1) They have completed initial entry training (IET).
- (2) Their GHI during the most recent calendar year (i.e., the calendar year immediately preceding the year they apply for BNA) did not exceed 200 percent of the FPG for such year, as published by the HHS for their location and the number of individuals in their household.
- (3) They have voluntarily applied for the BNA and provided the required information to determine eligibility, and if found eligible, they will be considered a certified applicant.
- (4) They are not ineligible for the allowance pursuant to Paragraph 3.2.b. or Paragraph 3.2.c.

**(5) (Added)(DAF) An Airman or Guardian arrives at their first duty station.**

**(6) (Added)(DAF) An ARC service member is performing Active Guard and Reserve duty or performing duty under a call or order to active service (Military Personnel Appropriation (MPA), Reserve Personnel Appropriation (RPA), Annual Tour).**

#### **b. Ineligible Service Members.**

Active-duty Service members are ineligible for BNA if:

- (1) Their GHI during the most recent calendar year exceeded 200 percent of the FPG for such year, as published by the HHS for their location and the number of individuals in their

household;

(2) They do not have dependents;

(3) They are a cadet at the United States Military Academy, the United States Air Force Academy, or the U.S. Coast Guard Academy; a midshipman at the United States Naval Academy; or a cadet or midshipman serving elsewhere in the Military Services;

(4) They have not completed IET;

(5) Having been notified of potential BNA eligibility, they fail to submit a BNA application within 180 calendar days, or a submission deadline established by the implementing guidance published by the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard, as applicable; or

(6) They elect in writing not to receive the allowance.

**(7) (Added)(DAF) Their GHI during the most recent calendar year exceeded 200 percent of the FPG for the prior year, for their locations and the number of individuals in their household.**

### **c. Special BNA Eligibility Considerations.**

#### **(1) Households with Multiple Eligible Service Members.**

When a household contains multiple Service members determined to be eligible to receive BNA pursuant to Paragraph 3.2.a., only one allowance may be received. The household's Service members must jointly elect which eligible Service member must receive the allowance.

#### **(2) Automatic Ineligibility of Service Members Receiving Certain Income Increases.**

A Service member determined to be eligible to receive BNA pursuant to Paragraph 3.2.a. will be considered automatically ineligible if their monthly GHI increases as a result of a promotion or other permanent increase to pay or allowances, to include entry into active service, to an amount that, on an annualized basis, would exceed the limit described in Paragraph 3.2.a.(2). If the Service member is receiving BNA, the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must inform them that they are ineligible and payment of the allowance must terminate 60 calendar days after the date of ineligibility. Pursuant to Paragraph 3.7.c., the certified Service member must report changes in GHI to the BNA certifying official to be reviewed and re-certified.

#### **(3) Ineligibility Due to Changes in Income as a Result of Disciplinary Action.**

If a Service member's previous calendar year GHI was reduced due to a fine, forfeiture, or reduction in rank imposed as a part of disciplinary action or an action in accordance with Chapter 47 of Title 10, U.S.C., also known as the Uniform Code of Military Justice, they are not eligible for BNA solely due to the fine, forfeiture, or reduction in rank.

(a) A Service member described in Paragraph 3.2.c.(3) who is reinstated to the pay grade held before any reduction in rank may become eligible for BNA, provided they are otherwise eligible pursuant to Paragraph 3.2.a.

(b) A Service member described in Paragraph 3.2.c.(3) who is in receipt of BNA at the time of the fine, forfeiture, or reduction in rank may retain eligibility to BNA if they are otherwise eligible for the allowance pursuant to Paragraph 3.2.a., notwithstanding any fine, forfeiture, or reduction in rank.

#### (4) Ineligibility Due to Certain Duty Status.

Whenever a Service member is in a non-pay status for any reason, they are not eligible for BNA during the non-pay period. When the Service member is returned to a pay status, they may apply or reapply for BNA if they are otherwise eligible pursuant to Paragraph 3.2.a.

#### (5) Ineligibility Due to Certain Changes in Household Size.

A Service member will be ineligible for BNA if a change in the number of their dependents reported in the Defense Enrollment Eligibility Reporting System (DEERS) is such that the Service member's GHI exceeds 200 percent of the FPG for the Service member's location and the new number of individuals in their household. If the Service member is receiving BNA, the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must inform them that they are ineligible and payment of the allowance must terminate 60 calendar days after the date of ineligibility. If the certified Service member is receiving BNA when the change in number of dependents is reported in DEERS, pursuant to Paragraph 3.7.c., the certified Service member must report changes in the number of individuals in their household to the BNA certifying official to be reviewed and re-certified.

#### (6) Eligibility Due to Certain Changes in Household Size.

A Service member may become eligible for BNA if a change in the number of their dependents reported in DEERS is such that their GHI drops below 200 percent of the FPG for their location and the new number of individuals in their household, and they are otherwise eligible pursuant to Paragraph 3.2.a.

### 3.3. BNA ELIGIBILITY SCREENING.

#### a. Screening Requirements.

The Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must:

- (1) Screen Service members for BNA eligibility before they complete IET.
- (2) Screen active-duty Service members, at least annually, for BNA eligibility after IET.
- (3) Maintain documentation on Service members who were screened and the results of the

screenings.

**(4) (Added)(DAF) AFPC/DPP, in coordination with AFPC/DPP-OL, will perform initial eligibility screening and analyze basic pay, bonus and incentive pays, Basic Allowance for Housing (BAH), other military pays, and numbers of dependents. (T-1)**

#### **b. Informing Screened Service Members.**

Upon determining a screened Service member is eligible for BNA, the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard will, in writing:

(1) Inform the Service member that they are eligible to apply for BNA, but that screening eligibility does not guarantee certification.

(2) Inform the Service member that to receive BNA, they must submit a BNA application in accordance with instructions and procedures published by their Military Service.

(3) Inform the Service member that submission of a BNA application, including substantiating documentation, and receipt of the allowance are voluntary.

(4) Inform the Service member of additional financial management and assistance programs for which they may be eligible.

(5) Provide the Service member BNA application instructions.

(6) Provide the Service member with deadlines for submitting BNA applications and substantiating documentation required under their Military Service implementing guidance, but the Military Services must establish such deadlines no earlier than 60 calendar days and no later than 180 calendar days after the date of the written screening notification. For Service members undergoing IET at the time of the screening, the application deadline must be no later than 180 calendar days following arrival at their first permanent duty station.

(7) Inform the Service member that if they do not submit a BNA application, with required substantiating documentation, by the established deadline, they will be deemed ineligible for BNA.

(8) As appropriate, inform the Service member on the counseling requirements specified in Paragraph 3.7.c. for applicants.

**(9) (Added)(DAF) AFPC/DPP will inform Airmen and Guardians that meet the initial screening that they may be eligible for BNA but they must voluntarily submit a BNA application with substantiating documents through MyVector to receive the allowances.**

### **3.4. APPLICATION.**

DoD financial counselors, pay administrators, personnel services, community or family support

services, or equivalent command organizations may assist in the application process, but will not grant any Service member final certification for BNA. Assistance may include reviewing documentation, helping Service members obtain necessary paperwork, and gathering information required for certification. The amount of BNA may be estimated and shared with the Service member. The eligibility and estimation are not binding or final until they are certified by the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard.

a. A Service member seeking to receive BNA must submit a signed and complete application in accordance with this issuance and policy established by the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard.

**(1) (Added)(DAF) DAF applicants will apply to AFPC/DPSTSB via MyVector, attaching the BNA worksheet (Figure 2) with all the source documents pertaining to household income for all members of the household and the number of dependents (Dependent data must match the member's dependents in DEERS). (T-0)**

**(2) (Added)(DAF) After application is verified by AFPC/DPSTSB, AFPC/DPP-OL will certify eligibility and compute applicable monthly allowance IAW paragraphs 3.5-3.6 within 30 days of receipt. (T-0)**

b. The Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must develop an application that will include, at a minimum:

- (1) Date of submission.
- (2) The Service member's name.
- (3) The Service member's DoD identification number.
- (4) The Service member's pay grade.
- (5) The Service member's years of service for purposes of payment of basic pay.
- (6) Pay entry date.
- (7) The Service member's permanent duty station or home port.
- (8) The Service member's current monthly GHI (includes lump sum payments converted to a monthly amount, e.g., a bonus prorated over the period of time to which the bonus applies).
- (9) Preceding calendar year GHI by source. Military income can be obtained and verified through the personnel and pay systems.

(a) The monthly amount of GHI attributable to a bonus must be prorated over the period of time to which the bonus applies. If applicable, the bonus will be prorated over the period of time for which the bonus is paid.

(b) Sporadic, variable, or seasonal income must be counted only during the month(s)

in which it is received. If sporadic, variable, or seasonal income causes the GHI of the Service member to exceed the \$150 per month threshold specified in Paragraph 3.7.c., they must report the sporadic income amount to a certifying official to be reviewed for eligibility under Paragraph 3.2.c.(2).

(c) Any GHI that is received in a foreign currency must be converted to U.S. dollars using the prevailing rate of exchange at the time of application.

(d) Exclusions from GHI are specified in the definition of GHI in the Glossary.

(10) Number of individuals in the Service member's household.

c. The application should include a statement that the applicant's signature, including any digital signature, confirms that the information in the application is accurate, to the best of their knowledge.

d. To the extent practicable, in-place administrative processes must be used to support BNA. When necessary, each Military Service must help applicants of other Military Services submit their application to their own Service. This should be done where reasonable access to their own Military Service is not available, such as at joint commands.

e. Service members may submit a BNA application without being notified after a screening. Service members who believe they may be eligible for BNA may consult with DoD financial counselors or officials designated by their respective Military Department or Service to assist in understanding requirements for eligibility.

f. The application will include all required information and substantiating documentation to allow the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard to determine eligibility.

g. The application will include all required information to allow the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard to compute BNA.

h. A Service member receiving BNA must annually resubmit an updated, signed application, along with substantiating documentation, to the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard.

### **3.5. APPLICATION ADJUDICATION.**

The Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must establish procedures to determine eligibility and make a determination of the amount of BNA for each certified applicant within 30 calendar days of receiving an application.

a. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard must ensure adequately trained personnel are in position to process and certify applications. This includes submitting the transaction to the Defense Finance and Accounting

Service or appropriate pay systems.

b. BNA is effective on the application's certification date.

c. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard must ensure controls over information processing (e.g., cross-system consistency checks to compare data in different systems and safeguarding personal information) are implemented while processing BNA applications.

d. Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard may reject a Service member's application if they have approved separation orders. Service members receiving BNA and pending separation may continue to receive BNA until separation.

e. Upon determining a Service member's eligibility status, the Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard must notify certified applicants in writing. At a minimum, the written notification must, as applicable, include:

(1) A statement that the Service member is deemed eligible or ineligible for BNA.

(2) A statement that if the applicant's eligibility determination could not be adjudicated, the applicant must be informed of why the application could not be processed.

(3) If the applicant has been deemed ineligible, why the application was denied.

(4) If the applicant is certified to receive BNA, the amount of the monthly BNA.

(5) If an applicant is certified, a notification that they may elect to either receive or decline BNA. Elections to decline BNA must be in writing and must be provided to the certifying official by the Service member.

(6) If an applicant is certified, applicable counseling requirements specified in Paragraph 3.7.c.

(7) Additional financial management and assistance programs for which the applicant may be eligible.

f. Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard must maintain documentation on:

(1) Service members who:

(a) Were notified.

(b) Have applied for the BNA.

(c) Were certified.

(d) Have declined BNA

(e) Were deemed ineligible based on the criteria in Paragraph 3.2.

(2) The amount of the allowance for certified applicants opting to receive BNA.

**g. (Added)(DAF) Certified DAF applicants will be notified, in writing, by AFPC/DPP-OL through email or MyFSS messaging. (T-1)**

### **3.6. COMPUTATION OF ALLOWANCE.**

#### **a. Standard Amount of the Allowance.**

(1) BNA for certified applicants must be paid on a monthly basis. Service member eligibility will be determined pursuant to Paragraph 3.2.

(2) BNA must be computed as follows: Two times the most recently published annual FPG for the calendar year during which the allowance is paid based on the Service member's duty station and the current number of individuals in their household, including the Service member, minus their GHI during the preceding calendar year, divided by 12. The amount of the BNA must be rounded to the nearest whole dollar. Figure 1 depicts an example of how to compute BNA.

(3) The amount of the decrease in household income resulting from a fine, forfeiture, or reduction in rank may not be used to increase the amount of BNA.

**Figure 1. Example BNA Computation.**

<b>Assumptions: A Service member with the following:</b>	
a.	A household size of five.
b.	Assigned in the State of Ohio.
c.	A prior calendar year GHI - \$52,706
d.	Applicable annual FPG - \$37,650
<b>Sample Computation:</b>	
BNA	= ((2x\$37,650) - \$52,706)/12
	= (\$75,300-\$52,706)/12
	= \$22,594/12

#### **b. Alternate Computation of the Allowance for Duty Outside the United States.**

If a certified applicant is assigned to a duty location outside the United States, the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must make the calculations described in Paragraph 3.6.a. using the FPG for the 48 contiguous States and the

District of Columbia.

**c. Proration.**

If a Service member is certified for BNA for less than a full month, the BNA must be prorated based on the number of days of the certified applicant's eligibility for the allowance during the month. Proration must be computed at the rate of 1/30<sup>th</sup> of the monthly BNA amount for each day of certification during the month.

**3.7. ADDITIONAL BNA POLICY.**

**a. Geographic Locations.**

(1) The HHS maintains the following geographical locations for the FPG:

- (a) The 48 contiguous States and the District of Columbia.
- (b) Hawaii.
- (c) Alaska.

(2) If a Service member receiving BNA executes a permanent change of station (PCS) and is reassigned from one FPG area specified in Paragraph 3.7.a.(1) to another, BNA must be recomputed based on the new duty location.

(3) Service members assigned to geographic locations outside the defined poverty guideline areas in Paragraph 3.7.a.(1) must use the FPG for the 48 contiguous States and the District of Columbia.

**b. Other BNA Recertifying Requirements.**

The Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must review BNA eligibility and if necessary, upon the Service member resubmitting an application, the amount of BNA must be recomputed pursuant to Paragraph 3.6.:

(1) Annually on the anniversary date of the original BNA application certification or annually on the date BNA was last certified, whichever is most current.

(2) Whenever a Service member provides substantiated information that their current monthly GHI increases by \$150 or more per month.

(3) Whenever a Service member provides substantiated information that the number of individuals in the household increases or decreases.

(4) Whenever a Service member receiving BNA executes a PCS and is reassigned from one FPG area specified in Paragraph 3.7.a.(1) to another FPG area, BNA must be recertified. Recertification will occur upon arrival at the new duty location using the FPG of the new location. If the PCS is to or from the 48 contiguous States or the District of Columbia to or from

a location outside of the United States, it is not necessary to recertify the amount of BNA.

**(5) (Added)(DAF) The DAF annual recertification process occurs the first February after the initial application is certified. Recertification documents are required effective 1 February each year; if recertification worksheet and supporting documents are not received by Air Force Personnel Center, Benefits and Entitlements Section (AFPC/DPSTSB) by 1 April, BNA will be terminated. (T-1)**

### **c. Counseling Requirements.**

Upon certification, the Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must ensure applicants are counseled on the following:

(1) During participation in BNA, the Service member must report any increase or decrease in recurring monthly GHI of \$150 or more per month, or any increase or decrease in the number of individuals in their household, to the certifying official within 60 calendar days. Failure to report changes may result in termination of BNA eligibility.

(2) Receipt of BNA may affect participation of the household in certain Federal assistance programs, such as subsidized school lunch programs; the Women, Infants, and Children Program; Family Subsistence Supplemental Allowance; low-income utility assistance programs; day care programs; and other income based assistance programs.

(3) BNA is taxable income pursuant to Section 61 of Title 26, U.S.C.

(4) That the publication of this issuance does not result in a retroactive application of benefits other than that which may result from any intervening time period between the effective dates of this issuance and any further Military Service-specific guidance.

(5) The Service member may voluntarily discontinue BNA at any time.

### **d. Payment Processing.**

The monthly BNA is payable from the date the application is certified. The Secretary of the Military Department concerned or the Commandant of the U.S. Coast Guard must establish procedures to ensure all eligible Service members will be paid the monthly BNA within 30 calendar days of certifying the application.

**(1) (Added)(DAF) All eligible Airmen and Guardians will be paid monthly BNA within 30 calendar days of certifying the application. (T-0) ARC members will be paid within 30 days of submitting subsequent active-duty orders to AFPC/DPSTSB through MyVector. (T-1)**

## **3.8. EFFECTIVE PERIODS.**

a. BNA is payable to eligible Service members for months beginning on and after January 1, 2023. Unless otherwise extended by the Congress, no BNA may be paid after December 31, 2027.



## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
(Added)(DAF) ANG	<b>Air National Guard</b>
(Added)(DAF) ARMS	<b>automated records system</b>
(Added)(DAF) AROWS	<b>air national guard reserve order writing system</b>
(Added)(DAF) AROWS-R	<b>air reserve order writing system</b>
(Added)(DAF) ARC	<b>air reserve component</b>
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
(Added)(DAF) BAH	<b>basic allowance for housing</b>
BNA	basic needs allowance
(Added)(DAF) DAFGM	<b>Department of the Air Force Guidance Memorandum</b>
(Added)(DAF) DAF	<b>Department of the Air Force</b>
(Added)(DAF) DAFI	<b>Department of the Air Force Instruction</b>
DEERS	Defense Enrollment Eligibility Reporting System
FPG	Federal poverty guidelines
GHI	gross household income
HHS	Department of Health and Human Services
(Added)(DAF) IAW	<b>in accordance with</b>
IET	initial entry training
(Added)(DAF) MPA	<b>military personnel appropriation</b>

PCS	permanent change of station
<b>(Added)(DAF) RPA</b>	<b>reserve personnel appropriation</b>
U.S.C.	United States Code

## **G.2. DEFINITIONS.**

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>active duty</b>	Defined in Section 101 of Title 37, U.S.C.
<b>certified applicant</b>	A BNA applicant who has been determined to be eligible for the allowance by a certifying official and elected to receive the allowance.
<b>date of ineligibility</b>	The date on which the Service member becomes ineligible for BNA. For example, the date on which a Service member gets promoted or reduces the size of their household.
<b>dependent</b>	Defined in Section 401 of Title 37, U.S.C.
<b>FPG</b>	Annually published income measure issued by the HHS for a specific number of household members and a geographical location. If a Service member resides outside of the United States, the FPG for the contiguous 48 United States and the District of Columbia must be used.
<b>GHI</b>	Includes all income derived from each member of the household from any source, except: <ul style="list-style-type: none"> <li>(1) Earned income of a dependent who is not required to file a tax return.</li> <li>(2) Non-taxable grants and scholarships for postsecondary students.</li> <li>(3) Income tax refunds and insurance settlements.</li> <li>(4) Federal and State reimbursements for expenses such as utilities, medical care, or dependent care if they do not exceed actual expenses.</li> <li>(5) All military travel and transportation related allowances and entitlements.</li> <li>(6) The amount of the BNA.</li> <li>(7) The amount of any Federal Government food assistance program.</li> <li>(8) Any portion of the basic allowance for housing or overseas housing allowance in high cost of living areas as determined by the ASD(M&amp;RA).</li> </ul>

<b>high cost of living area</b>	A geographical area where the cost of living for that area exceeds the average cost living in the continental United States by 8 percent or more in a fiscal year, or as determined by the Secretary of Defense or an authority designated by the Secretary of Defense.
<b>household</b>	An active-duty Service member and any dependents of the member enrolled in DEERS, regardless of those dependents' location
<b>(Added) (DAF) initial entry training</b>	<b>Includes all basic courses, initial skill training and other proficiency training accomplished before moving to the Airman or Guardian's first permanent duty assignment.</b>
<b>outside of the United States</b>	A geographical area other than the 48 contiguous States and the District of Columbia, Alaska, and Hawaii.
<b>substantiating documentation</b>	Tax returns, leave and earnings statements, civilian pay stubs, W-2s, and other documents that can be used to verify GHI.

### **G.3. OFFICE SYMBOLS.**

<b>(Added)(DAF) AF/A1P</b>	<b>Directorate of Military Force Management Policy</b>
<b>(Added)(DAF) AF/A1PA</b>	<b>Air Force Military Compensation Policy Division</b>
<b>(Added)(DAF) AF/A1S</b>	<b>Directorate of Services</b>
<b>(Added)(DAF) AF/REP</b>	<b>Directorate of Air Force Reserve Personnel</b>
<b>(Added)(DAF) AFPC/DPF</b>	<b>Air Force Personnel Center, Directorate of Airman and Family Care</b>
<b>(Added)(DAF) AFPC/DFFF</b>	<b>Airman and Family Readiness Operations Division</b>
<b>(Added)(DAF) AFPC/DPP</b>	<b>Air Force Personnel Center, Military Personnel Pay Division</b>
<b>(Added)(DAF) AFPC/DPP-OL</b>	<b>Air Force Personnel Center, Military Personnel Pay Division Operating Location</b>
<b>(Added)(DAF) AFPC/DPSTSB</b>	<b>Air Force Personnel Center, Benefits and Entitlements Section</b>
<b>(Added)(DAF) AFRC/A1</b>	<b>Air Force Reserve Command Personnel, Manpower, Services and Recruiting</b>
<b>(Added)(DAF) DASD (M&amp;RA)</b>	<b>Deputy Assistant Secretary of Defense for Manpower and Reserve Affairs</b>
<b>(Added)(DAF) DASD (MPP)</b>	<b>Deputy Assistant Secretary of Defense for Military Personnel Policy</b>

<b>(Added)(DAF) FSS/CC</b>	<b>Force Support Squadron Commander</b>
<b>(Added)(DAF) M&amp;FRC</b>	<b>Military and Family Readiness Center</b>
<b>(Added)(DAF) NGB/A1</b>	<b>National Guard Bureau, Personnel, Manpower, and Services Directorate</b>
<b>(Added)(DAF) NGB/A1P</b>	<b>National Guard Bureau Force Management Division</b>
<b>(Added)(DAF) SAF/FM</b>	<b>Assistant Secretary of the Air Force for Financial Management</b>
<b>(Added)(DAF) SAF/FMBOP</b>	<b>Assistant Secretary of the Air Force for Financial Management Budget Operations and Personnel</b>
<b>(Added)(DAF) SAF/MR</b>	<b>Assistant Secretary of the Air Force for Manpower and Reserve Affairs</b>
<b>(Added)(DAF) SF/S1P</b>	<b>Space Force Military Compensation and Benefits Policy</b>

## REFERENCES

- DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- DoD 7000.14-R, Volume 7A, "Department of Defense Financial Management Regulation: Military Pay Policy - Active Duty and Reserve Pay," current edition
- DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008, as amended
- DoD Instruction 5400.11, "DoD Privacy and Civil Liberties Program," January 29, 2019, as amended
- DoD Manual 8910.01, "DoD Information Collections Manual: Procedures for DoD Public Information Collections," June 30, 2014, as amended
- Public Law 118-159, Section 621, "National Defense Authorization Act for 2025," December 23, 2024
- United States Code, Title 7, Section 2017
- United States Code, Title 10, Chapter 47 (also known as the "Uniform Code of Military Justice (UCMJ)")
- United States Code, Title 26, Section 61
- United States Code, Title 37
- United States Code, Title 42, Section 9902(2)
- (Added)(DAF) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020**
- (Added)(DAF) DAFMAN90-161, *Publishing Processing and Procedures*, 18 October 2023**

(Added)(DAF) Figure 2. Sample Worksheet to Apply for BNA.

BASIC NEEDS ALLOWANCE				
<b>PRIVACY ACT STATEMENT</b>				
<p><b>AUTHORITY:</b> 37 U.S.C. Section 402b; DoD Instruction 1341.15, "Basic Needs Allowance"; DoD FMR Vol 7A, DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," August 1, 2012; and E.O. 13478 (Amended E.O. 9397).</p> <p><b>PRINCIPAL PURPOSE(S):</b> To assist eligible applicants in initiating a request for Basic Needs Allowance benefits, a member provides requested application information to their Service pay representative.</p> <p><b>ROUTINE USE(S):</b> To Federal, state and local agencies to conduct computer matching programs regulated by the Privacy Act of 1974, for those programs authorized by law.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide requested information may result in the member not receiving Basic Needs Allowance benefits.</p>				
SECTION I - MEMBER INFORMATION			SECTION II - PAY INFORMATION (See Note 5)	
1. Name (Last, First, Middle Initial)			12a. Basic Pay (Gross Monthly Amount)	b. BAH (Gross Monthly Amount)
2. DoD Identification (ID) Number	3. Grade/Rank		c. BAS (Gross Monthly Amount)	d. OHA (Gross Monthly Amount) (See Note 2)
4. Address, City, State, Zip Code (Include Apartment Number)			e. COLA (Gross Monthly Amount) (See Note 2)	f. Special Pay & Incentives (Gross Monthly Amount)
5. Home/Cell Telephone No. (Include Area Code)	6. Duty Telephone No. (Include Area Code)		g. Other Allowances (Gross Monthly Amount)	h. Bonuses (Gross Monthly Amount) (See Note 3)
7. Duty Location/Branch/Component	8. Years of Service		i. Dependents Household Income (Gross Monthly Amount) (See Note 2)	j. Other Military Household Income (Gross Monthly Amount) (See Note 2)
9. Pay Entry Base Date/Basic Pay Date (YYYYMMDD) (See Note 6)	10. Household Size (Including Member)		k. Current Total Household Income (GHI) (Gross Monthly Amount) (See Note 1)	l. Total Annual Gross Household Income (GHI) (Current)
11. Email Address			\$ 0.00	\$ 0.00
13a <input type="checkbox"/> Initial	b <input type="checkbox"/> Initial Screened	c <input type="checkbox"/> Recertification New PDS	d <input type="checkbox"/> Recertification (See Note 4) Increase \$150 or more	e <input type="checkbox"/> Recertification Other
<b>14. If Married To Another Military Member</b>				
a. Name (Last, First, Middle Initial)	b. DoD ID Number	c. Branch/Component	d. Duty Location/Station	
SECTION III - RESULTS				
15a. Current Year Federal Poverty Guidelines (FPG) Limit Amount (below 150% Amount (See HHS Website))		b. Previous Calendar Year Gross Household Income (GHI) (Gross Annual Amount) (See note 5)	c. Final BNA Entitlement (Monthly) (Round to the nearest whole dollar)	
			\$ 0.00	
SECTION IV - MEMBER'S CERTIFICATION				
<p><b>Penalty:</b> I understand that my failure to comply with the applicable requirements may result in cancellation of my BNA. 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, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729) in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both (Title 18, U.S. Code 287 and 1001). I will report any changes of gross household income, as well as any changes in number of dependents reported in the Defense Enrollment Eligibility Reporting System (DEERS) immediately to the BNA certifying official. 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.</p> <p><input type="checkbox"/> I have read and understand the policy on Basic Needs Allowance contained on the reverse of this form. I hereby certify that my hand signature or digital signature confirms that the information in the application is accurate, to the best of my knowledge.</p>				
16a. Signature			b. Date Signed (YYYYMMDD)	c. Submission Date (YYYYMMDD)
OFFICIAL USE ONLY - CERTIFYING OFFICIAL				
<input type="checkbox"/> I have determined that the above named individual is eligible for BNA.				
<input type="checkbox"/> I have determined that the above named individual is not eligible for BNA. Reasons for disapproval:				
Title of Certifying Official		Signature		Date Signed (YYYYMMDD)

**17. Sum of other income received by any person residing in the household and income of the military member from a second job. (See Note 2 & 5)**

Name (Last, First, Middle Initial)	DoD ID Number/SSN	Age	Employer	Monthly Income

**18. Remarks/Additional Information:**

**POLICY GUIDANCE**

**Overview**

This is an application for the Uniformed Service Basic Needs Allowance. This program will provide assistance for those members where the combined effect of household income and household size makes them eligible for an amount. Any income received through this program may affect eligibility for other federal programs such as Supplemental Nutrition Assistance Program (SNAP), WIC and subsidized school lunches. Any income received must be reported to these programs. Before submitting this application for approval, you should check with these other programs to determine how your eligibility will be affected. For additional information on the BNA program, contact your service representative.

**Federal Poverty Guideline**

In accordance with Section 9902(2) of Title 42, U.S.C., the Department of Health and Human Services (HHS) periodically updates the FPG in the Federal Register located at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.

**Gross Household Income (GHI)**

Includes all income derived from each member of the household from any source, including government food assistance programs such as Supplemental Security Income (SSI), Disability Insurance (DI), Temporary Assistance for Needy Families (TANF), Pension, Worker's compensation, Social Security, Unemployment Compensation (UI UCX), Veteran's Pay, Alimony, Child Support, Interest/Dividends, Rental Property, SNAP. **Do not include the following in GHI calculations:**

- (1) Earned income of a dependent who is not required to file a tax return.
- (2) Non-taxable grants and scholarships for postsecondary students.
- (3) Income tax refunds and insurance settlements.
- (4) Federal and State reimbursements for expenses such as utilities, medical care, or dependent care if they do not exceed actual expenses.
- (5) All military travel and transportation related allowances and entitlements.
- (6) The amount of the BNA.
- (7) Any portion of the basic allowance for housing or overseas housing allowance in high cost of living areas as determined by the ASD(M&RA).

**Notes:**

1. The Service member's current monthly GHI (includes lump sum payments converted to a monthly amount, e.g. a bonus prorated over the period of time to which the bonus applies).
- 2 Any GHI that is received in a foreign currency must be converted to U.S. dollars using the prevailing rate of exchange at the time of application.
3. The monthly amount of GHI attributable to a bonus must be prorated over the period of time to which the bonus applies. If applicable, the bonus will be prorated over the period of time for which the bonus is paid.
4. Sporadic, variable, or seasonal income must be counted only during the month(s) in which it is received. If sporadic, variable, or seasonal income causes the GHI of the Service member to exceed the \$150 per month threshold specified in Paragraph 3.7.c., the Service member must report the sporadic income amount to a certifying official to be reviewed for eligibility under Paragraph 3.2.c.(2) of the DoDI 1341.15.
5. Substantiating Documentation Needed: Tax returns, leave and earnings statements (LESs), civilian pay stubs, W-2s, and other documents that can be used to verify GHI.
6. The date that denotes how much of an individual's service is creditable towards longevity for pay purposes. This date can be adjusted based on breaks in service. It is referred to by the Army as the "Pay Entry Basic Date", by the Navy and Marine Corps as "Pay Entry Base Date", by the Air Force as the "Pay Date", and by the Coast Guard as "Pay Entry Base Date". It can be located at the top of your Leave and Earnings Statement under "ID".