

BASIC ALLOWANCE FOR HOUSING INITIAL CERTIFICATION JOB AID

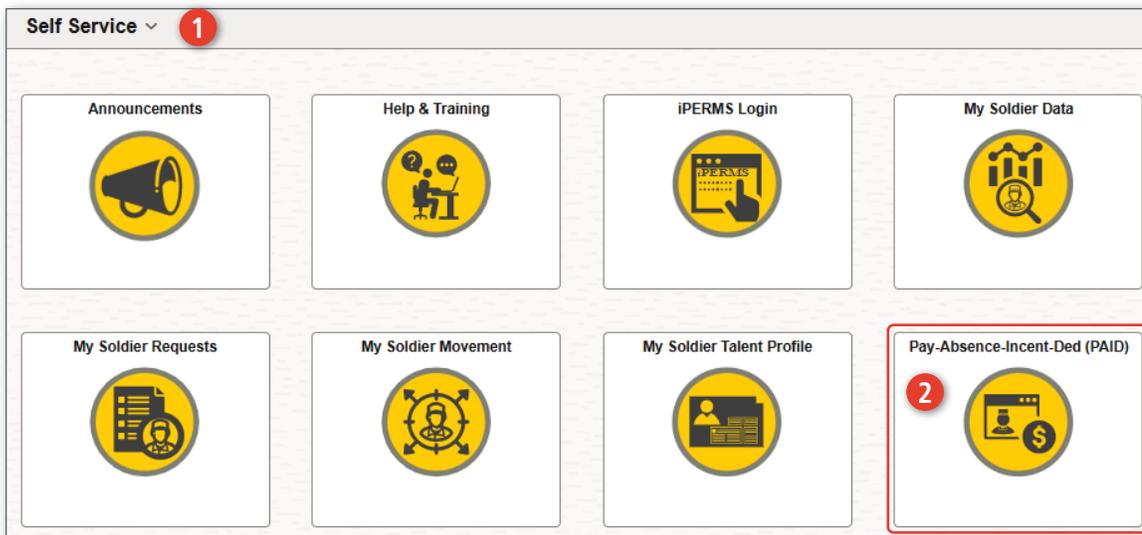
This Job Aid assists Members with creating an initial Basic Allowance for Housing (BAH) Authorization and Dependency Declaration form (previously known as DA Form 5960) via the Pay-Absence-Incent-Ded (PAID) tile. Upon submission of the initial BAH Certification, the request will be routed to the Member's S1 pool.

 **NAVIGATION:** Self-Service homepage > Pay-Absence-Incent-Ded (PAID) tile

 **NOTE:** BAH Certification is a non-pay impacting function. The S1 is required to transmit the Initial BAH Certification, along with all subsequent BAH status changes, directly to the Army Military Pay Office (AMPO) for the purpose of initiating or modifying military pay.

BAH Initial Certification Instructions

1. The **Self-Service** homepage displays.
2. Select the **Pay-Absence-Incent-Ded (PAID)** tile.



 **NOTE:** BAH Certification via IPPS-A is **ONLY** for Members assigned to a Continental United States (CONUS) location. Members assigned to an Outside the Continental United States (OCONUS) location must continue using the legacy process for Overseas Housing Allowance (OHA) Certification.

BAH Initial Certification Instructions CONTINUED

Pay-Absence-Incent-Ded (PAID) 3

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID: 0000000000 MSG JOHN SMITH

Entry Type: **A**

Entry ID:

Status:

B HOUSING

INCENTIVE PAYS
SPECIAL PAYS

Add Search Clear

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

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Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID: 0000000000 MSG JOHN SMITH

Entry Type: HOUSING

Entry ID:

Status: **C**

4 Add Search Clear

3. The Pay-Absence-Incent-Ded (PAID) landing screen displays.

3A. In the Selection Criteria section, select the Entry Type drop-down arrow.

3B. Select Housing.

3C. Leave the Status blank.

4. Select Add.

Pay-Absence-Incent-Ded (PAID)

HOUSING 5

Employee ID: 0000000000 MSG JOHN SMITH

Submit

HOUSING

Status Initial

HOUSING CATEGORY: **6**

*BEGIN DATE:

END DATE:

Save for Later Return To Search

Lookup

Cancel

Search for: HOUSING CATEGORY **A**

Search Criteria [Show Operators](#)

Category 1 (begins with):

Search Clear

Search Results

Category 1 **B**

BAH
FSH
MIHA
OHA

4 rows

5. The Housing screen displays.

6. In the Housing section, select the Housing Category magnifying glass icon.

6A. The Lookup screen displays.

6B. Select BAH from the dropdown listing.

BAH Initial Certification Instructions CONTINUED

7. Select the **Begin and End Dates**.

7A. Select the **Begin Date** calendar icon; choose the desired date from Calendar.

7B. Select the **End Date** calendar icon; choose the desired date from Calendar (the End Date must be one year from the Begin Date).

8. Find the **Entry Details** section.

8A. Select the **Quarter Type** magnifying glass icon.

8B. The **Lookup** screen displays.

8C. Select the desired **Quarter Type** from the dropdown listing.

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 000000000 MSG JOHN SMITH Submit

HOUSING

Status Initial

HOUSING CATEGORY BAH

*BEGIN DATE 10/28/2025 7 A

END DATE 10/28/2026 B

Calendar

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Current Date

Entry Details

*Quarters Type

*Housing Type

Additional Dependent 1

Additional Dependent 2

Additional Dependent 3

Additional Dependent 4

Additional Dependent 5

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 000000000 MSG JOHN SMITH Submit

HOUSING

Status Initial

HOUSING CATEGORY BAH

*BEGIN DATE 10/28/2025

END DATE 10/28/2026

Entry Details

*Quarters Type 8 A

*Housing Type

*Primary Residence Postal

*Duty Location Assignment Postal

*BAH Based On (Postal)

Inadequacy Pct

Spouse (If Applicable)

Court Ordered Child Support 0.00

Actual Child Support Amount 0.00

Lookup

Search for: Quarters Type B

Search Criteria Show Operator

Field Value (begins with)

Additional Details (begins with)

Search Clear

Search Results C

3 rows

Field Value ↑↓	Additional Details ↑↓
COMMERCIAL / PRIVATIZED HOUSING	Commercial / Privatized Housing
GOVERNMENT-ADEQUATE	Government Housing that is adequate
GOVERNMENT-INADEQUATE	Government Housing that is NOT adequate

BAH Initial Certification Instructions CONTINUED

9. Select the **Housing Type** magnifying glass icon.
- 9A. The **Lookup** screen displays.
- 9B. Select the desired **Housing Type** from the dropdown listing.
10. The **BAH With Dependent Agreement** displays.
- 10A. Select **OK** to confirm that you agree with the BAH With Dependent Agreement.

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 MSG JOHN SMITH

HOUSING

Status Initial

HOUSING CATEGORY

*BEGIN DATE

END DATE

Entry Details

*Quarters Type

*Housing Type 9

*Primary Residence Postal

*Duty Location Assignment Postal

*B A H Based On (Postal)

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, the Basic Allowance for Housing (BAH) Authorization and Dependency Declaration can be generated with appropriate information.

IMPORTANT: If the quarters type, housing type, and/or postal are changing, end the existing entry as appropriate and create a new entry as needed.

Field Level Entry Help

- **Quarters Type:** This defines the type of quarters the Member is living in.
- **Housing Type:** This defines the type of housing the Member is authorized. (Differential, With Dependents, or Without Dependents)
- **Postal:** This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized. The selection list includes the Member's addresses along with their PDS.
- **Inadequacy Pct:** This defines the percentage of inadequate housing (if applicable).
- **Spouse:** This is used to select the Member's spouse as it relates to the BAH (if applicable).
- **Dependent 1 thru 10:** This allows the selection of the appropriate dependent and types for this entry. Please indicate whether you have physical custody, legal custody, or both for each dependent selected.
- **Physical Custody:** Determines where the child lives most of the time and includes the child's name and home arrangements.

NOTE:

- To recertify, simply click the Update Dates button and extend the Effective Date of the iPERMS document will be populated.

Additional Dependent 1

Additional Dependent 2

Additional Dependent 3

Additional Dependent 4

Additional Dependent 5

Additional Dependent 6

Additional Dependent 7

Additional Dependent 8

Additional Dependent 9

Additional Dependent 10

Lookup

Search for: Housing Type

A

Search Criteria

Field Value (begins with)

Additional Details (begins with)

Search Results

6 rows

Field Value %	Additional Details %
DIFFERENTIAL	Select if submitting request for BAH at the "Differential" rate.
DUAL MILITARY WITH DEPENDENTS	Select if submitting request for BAH at the "Dual Military With Dependent" rate.
DUAL MILITARY WITHOUT DEPENDENTS	Select if submitting request for BAH at the "Dual Military Without Dependent" rate.
PARTIAL	Select if submitting request for BAH at the "Partial" rate.
WITH DEPENDENTS	Select if submitting request for BAH at the "With Dependent" rate.
WITHOUT DEPENDENTS	Select if submitting request for BAH at the "Without Dependent" rate.

HOUSING

Status

HOUSING CATEGORY

*BEGIN DATE

END DATE

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- **Postal:** This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized. The selection list includes the Member's addresses along with their PDS.
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- **Spouse:** This is used to select the Member's spouse as it relates to the BAH (if applicable).
- **Dependent 1 thru 10:** This allows the selection of the appropriate dependent and types for this entry. Please indicate whether you have physical custody, legal custody, or both for each dependent selected.
- **Physical Custody:** Determines where the child lives most of the time and includes the child's name and home arrangements.

BAH With Dependent Agreement

You have selected With Dependents. By clicking "OK" to this message, you agree to the following statements:

I understand that the legal purpose of a housing allowance on behalf of a dependent is to partially reimburse a Service Member for the expense of providing a private sector residence for the dependents when Government Quarters are not provided. I further understand that a housing allowance for a dependent is not a bonus merely for the technical status of being married or a parent.

I understand that I am required to provide adequate support to those dependents on whose behalf I am receiving a housing allowance and if I fail to provide adequate support, the housing allowance that I received for that dependent will be recouped for nonsupport or inadequate support periods.

I understand that a legal separation agreement, court decree, judgement, or order that does not state the dependent support amount, or absolves me of my dependent support responsibility, does not of itself affect my housing allowance. I further understand that if I am authorized a housing allowance on behalf of a dependent that I must contribute to my dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

I understand that if there is a court order or legal separation agreement stating the support amount, I must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

I certify that I provide or am willing to provide adequate support to the named dependents on this request.

A

Inadequacy Pct

Spouse (If Applicable)

Court Ordered Child Support

Actual Child Support Amount

Additional Dependent 6

Additional Dependent 7

Additional Dependent 8

Additional Dependent 9

Additional Dependent 10

Comments

BAH Initial Certification Instructions CONTINUED

11. Select the **Primary Residence** magnifying glass icon.
 - 11A. The **Lookup** screen displays.
 - 11B. Select the desired address from the dropdown listing.



NOTE: If the Quarters Type field is GOVERNMENT - INADEQUATE, the Inadequacy Pct field must have the appropriate percentage entered by the Member. For other Quarters Type, the Inadequacy Pct field is blank.

Entry Details	
*Quarters Type	COMMERCIAL / PRIVATIZEC <input type="text"/>
*Housing Type	WITH DEPENDENTS <input type="text"/>
*Primary Residence Postal	22202-MAIL <input type="text"/> 11 PS-A Drive, Arlington, VA
*Duty Location Assignment Postal	<input type="text"/>
*B A H Based On (Postal)	<input type="text"/>
Inadequacy Pct	<input type="text"/>
Spouse (If Applicable)	<input type="text"/>
Court Ordered Child Support	0.00 <input type="text"/>
Actual Child Support Amount	0.00 <input type="text"/>
Additional Dependent 1	<input type="text"/>
Additional Dependent 2	<input type="text"/>
Additional Dependent 3	<input type="text"/>
Additional Dependent 4	<input type="text"/>
Additional Dependent 5	<input type="text"/>
Additional Dependent 6	<input type="text"/>
Additional Dependent 7	<input type="text"/>
Additional Dependent 8	<input type="text"/>
Additional Dependent 9	<input type="text"/>

Cancel Lookup

Search for: Primary Residence Postal **A**

Search Criteria Show Operator

Field Value (begins with)

Additional Details (begins with)

Search

Search Results

1 row

Field Value <input type="text"/>	Additional Details <input type="text"/>
22202-MAIL B	Address Type:MAIL - Street Addr:123 IPPS-A Drive - City:Arlington - State:VA



NOTE: If the Primary Residence Postal lookup listing returns zero results, the Member must add their Home Address (NAVIGATION: Self-Service Homepage > My Soldier Data > Personal Details > Select Home Address), once saved, return to the Housing request and the Primary Residence Postal lookup tool listing will populate with the Member's address.

BAH Initial Certification Instructions CONTINUED

Entry Details

*Quarters Type: COMMERCIAL / PRIVATIZEE Q

*Housing Type: WITH DEPENDENTS Q

*Primary Residence Postal: 22202-MAIL Q 123 IPPS-A Drive, Arlington, VA

*Duty Location Assignment Postal: Q **12**

*B A H Based On (Postal): Q

Inadequacy Pct: Q

Spouse (If Applicable): Q

Court Ordered Child Support: 0.00

Actual Child Support Amount: 0.00

Additional Dependent 1: Q

Additional Dependent 2: Q

Additional Dependent 3: Q

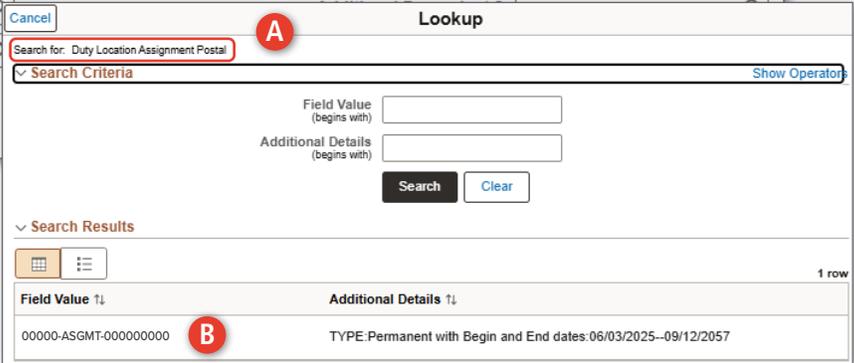
Additional Dependent 4: Q

Additional Dependent 5: Q

12. Select the Duty Location Assignment magnifying glass icon.

12A. The Lookup screen displays.

12B. Select the desired assignment from the dropdown listing.



Entry Details

*Quarters Type: COMMERCIAL / PRIVATIZEE Q

*Housing Type: WITH DEPENDENTS Q

*Primary Residence Postal: 22202-MAIL Q 123 IPPS-A Drive, Arlington, VA

*Duty Location Assignment Postal: Q

*B A H Based On (Postal): Q **13**

Inadequacy Pct: Q

Spouse (If Applicable): Q

Court Ordered Child Support: 0.00

Actual Child Support Amount: 0.00

Additional Dependent 1: Q

Additional Dependent 2: Q

Additional Dependent 3: Q

Additional Dependent 4: Q

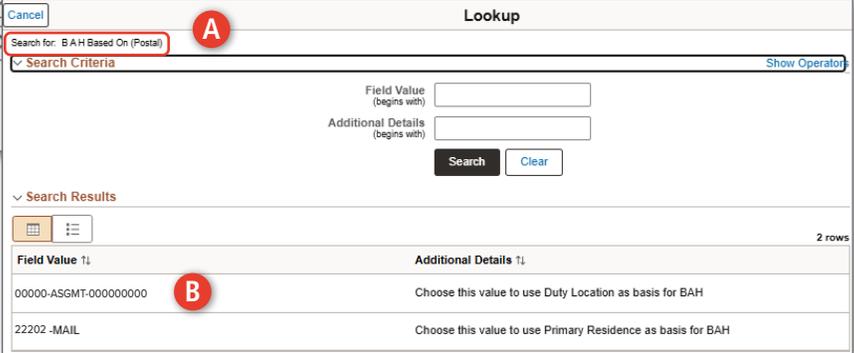
Additional Dependent 5: Q

Additional Dependent 6: Q

13. Select the BAH Based on (Postal) magnifying glass icon.

13A. The Lookup screen displays.

13B. Select the desired value from the dropdown listing.



BAH Initial Certification Instructions CONTINUED

14. Select the **Spouse (If Applicable)** magnifying glass icon.
 - 14A. The **Lookup** screen displays.
 - 14B. Select the desired name from the dropdown listing.

Status: Initial

HOUSING CATEGORY:

*BEGIN DATE:

END DATE:

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH).

IMPORTANT: If the quarters type, housing type, and/or postal address is changed, the BAH must be recertified.

Field Level Entry Help

- **Quarters Type:** This defines the type of quarters the Member is occupying.
- **Housing Type:** This defines the type of housing the Member is occupying.
- **Postal:** This defines postal code and therefore the Military Housing Allowance (MHA) rate.
- **Inadequacy Pct:** This defines the percentage of inadequacy for the Member's housing.
- **Spouse:** This is used to select the Member's spouse as it relates to the BAH rate.
- **Dependent 1 thru 10:** This allows the selection of the appropriate dependent for the BAH rate.
 - **Physical Custody:** Determines where the child lives most of the time.
 - **Legal Custody:** Determines who has the authority to make decisions for the child.

NOTE:

- To recertify, simply click the **Update Dates** button and extend the effective dates.
- The Effective Date of the iPERMS document will be populated with the effective date of the BAH.

Entry Details

<p>¹⁰⁰⁰¹ Quarters Type: <input type="text" value="COMMERCIAL / PRIVATIZED"/></p> <p>*Housing Type: <input type="text" value="WITH DEPENDENTS"/></p> <p>*Primary Residence Postal: <input type="text" value="22202-MAIL"/> 123 IPPS-A DRIVE, ARLINGTON, VA 22202</p> <p>*Duty Location Assignment Postal: <input type="text" value="00000-ASGMT-000000000"/> Perm Asgmt - Bgn/End: 06/03/2025-09/12/2057</p> <p>*B A H Based On (Postal): <input type="text" value="00000-ASGMT-000000000"/> MHA: DC053</p> <p>Inadequacy Pct: <input type="text"/></p> <p>Spouse (If Applicable): <input type="text"/> 14</p> <p>Court Ordered Child Support: <input type="text" value="0.00"/></p> <p>Actual Child Support Amount: <input type="text" value="0.00"/></p>	<p>Additional Dependent 1: <input type="text"/></p> <p>Additional Dependent 2: <input type="text"/></p> <p>Additional Dependent 3: <input type="text"/></p> <p>Additional Dependent 4: <input type="text"/></p> <p>Additional Dependent 5: <input type="text"/></p> <p>Additional Dependent 6: <input type="text"/></p> <p>Additional Dependent 7: <input type="text"/></p> <p>Additional Dependent 8: <input type="text"/></p>
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Lookup

Search for: Spouse (If Applicable) A

Search Criteria Show Operator

Field Value (begins with):

Additional Details (begins with):

Search Results

Field Value ↑↓	Additional Details ↑↓
01 B	01-JANE SMITH-MILSPOUSE

BAH Initial Certification Instructions CONTINUED

15. Members may enter multiple dependent information. Select the **Additional Dependent 1** magnifying glass icon.
 - 15A. The **Lookup** screen displays.
 - 15B. Select the desired name from the dropdown listing.
16. Select **Submit**.

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 MSG JOHN SMITH 16

HOUSING

Status Initial

HOUSING CATEGORY

*BEGIN DATE

END DATE

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Or

IMPORTANT: If the quarters type, housing type, and/or postal are changing, end the existing ent

Field Level Entry Help

- Quarters Type: This defines the type of quarters the Member is living in.
- Housing Type: This defines the type of housing the Member is authorized. (Differential, With D
- Postal: This defines postal code and therefore the Military Housing Area (MHA) the Member is
- Inadequacy Pct: This defines the percentage of inadequacy for "GOVERNMENT-INADEQUA
- Spouse: This is used to select the Member's spouse as it relates to housing (if applicable).
- Dependent 1 thru 10: This allows the selection of the appropriate dependents and types for th
 - Physical Custody: Determines where the child lives most of the time and includes their day
 - Legal Custody: Determines who has the authority to make major decisions about the child's

NOTE:

- To recertify, simply click the Update Dates button and extend the END DATE as appropriate a
- The Effective Date of the iPERMS document will be populated with the Begin Date of this trans

Entry Details

*Quarters Type <input type="text" value="COMMERCIAL / PRIVATIZEE Q"/>	Additional Dependent 1 <input type="text" value="05-PHY/LGL"/> 15
*Housing Type <input type="text" value="WITH DEPENDENTS"/>	Additional Dependent 2 <input type="text"/>
*Primary Residence Postal <input type="text" value="22202-HOME"/> 123 IPPS-A DRIVE, ARLINGTON, VA 22202	Additional Dependent 3 <input type="text"/>
*Duty Location Assignment Postal <input type="text" value="00000-ASGMT-000000000"/> Perm Asgmt - Bgn/End:01/10/2025-08/11/2042	Additional Dependent 4 <input type="text"/>
*B A H Based On (Postal) <input type="text" value="00000-ASGMT-000000000"/> MHA: DC053	Additional Dependent 5 <input type="text"/>
Inadequacy Pct <input type="text"/>	Additional Dependent 6 <input type="text"/>
Spouse (If Applicable) <input type="text" value="04"/> JANE SMITH	Additional Dependent 7 <input type="text"/>
Court Ordered Child Support <input type="text" value="0.00"/>	
Actual Child Support Amount <input type="text" value="0.00"/>	

 **NOTE:** The Housing request provides Additional Dependent fields for up to ten dependents.

 **NOTE:** Comments and Attachments are not required. Follow organizational Standard Operating Procedures (SOPs) regarding Comments and Attachments to submit Housing requests.

Lookup

Search for: Additional Dependent 1 A

Search Criteria

Field Value (begins with)

Additional Details (begins with)

Search Results

9 rows B

Field Value ↑↓	Additional Details ↑↓
05-LGL	05- JASON SMITH -CHILD - Custody Type: Legal
05-PHY	05- JASON SMITH -CHILD - Custody Type: Physical
05-PHY/LGL	05- JASON SMITH -CHILD - Custody Type: Legal and Physical

IPPS-A RESOURCES

-  Website
-  Training Aids
-  R3 Resources Demo Server