IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

# BASIC ALLOWANCE FOR HOUSING RECERTIFICATION JOB AID

This Job Aid assists Members in recertifying the Basic Allowance for Housing (BAH) Authorization and Dependency Declaration form (previously known as DA Form 5960) via the Pay-Absence-Incentive Pay-Deduction (PAID) tile. Members must recertify BAH annually as part of the annual Personnel and Finance Records Review. The recertification process will create and, upon approval, submit the BAH form to Interactive Personnel Electronic Records Management System (iPERMS) via IPPS-A.

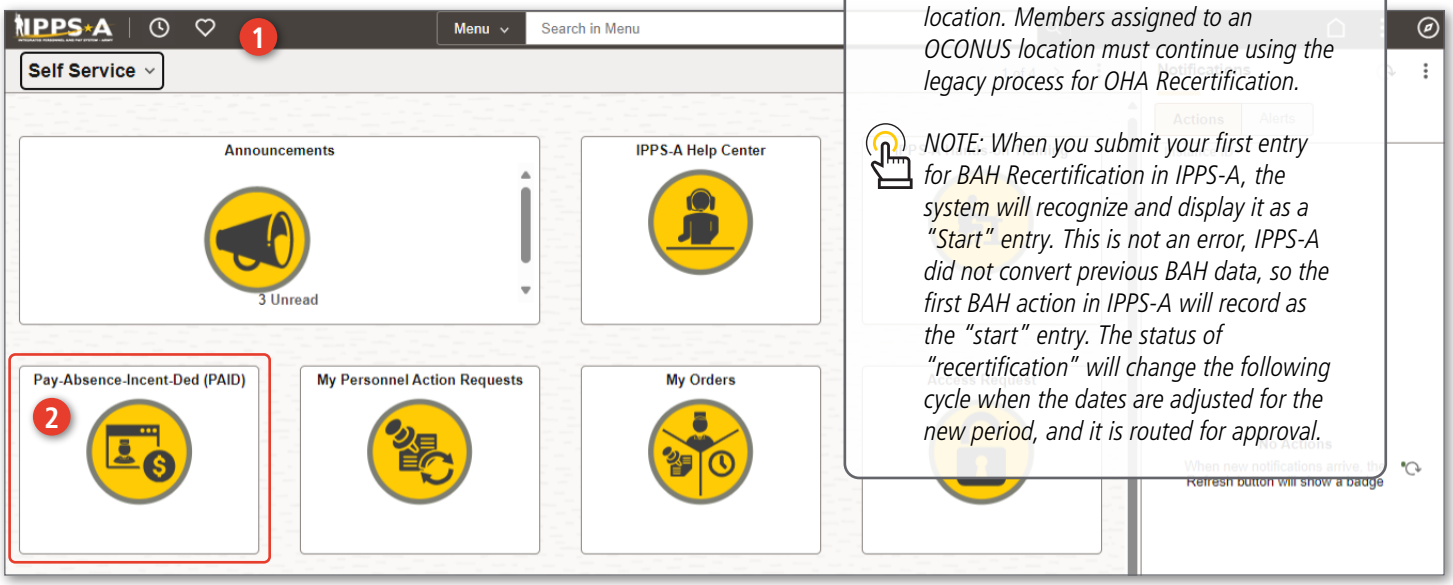
The BAH recertification program aims to validate BAH claims and retain supporting documents for entitlement payments. For BAH, Members must complete a BAH Authorization and Dependency Declaration form, certified by their company commander. Commanders may delegate this recertification to the first commissioned officer or equivalent in the Member's chain of command. Upon submission of the BAH Recertification, the request will be routed to the Member's S1 pool.

*NAVIGATION: Self-Service > Pay-Absence-Incentive Pay-Deduction (PAID)*

*NOTE: BAH Recertification is a non-pay impacting function — a certification of a previously submitted BAH form. However, incomplete BAH Recertification may impact a Member's pay.*

## BAH Recertification Instructions

1. The **Self-Service** homepage displays.
2. Select the **PAID** tile.




*NOTE: BAH Recertification via IPPS-A is ONLY for Members assigned to a CONUS location. Members assigned to an OCONUS location must continue using the legacy process for OHA Recertification.*

*NOTE: When you submit your first entry for BAH Recertification in IPPS-A, the system will recognize and display it as a "Start" entry. This is not an error, IPPS-A did not convert previous BAH data, so the first BAH action in IPPS-A will record as the "start" entry. The status of "recertification" will change the following cycle when the dates are adjusted for the new period, and it is routed for approval.*

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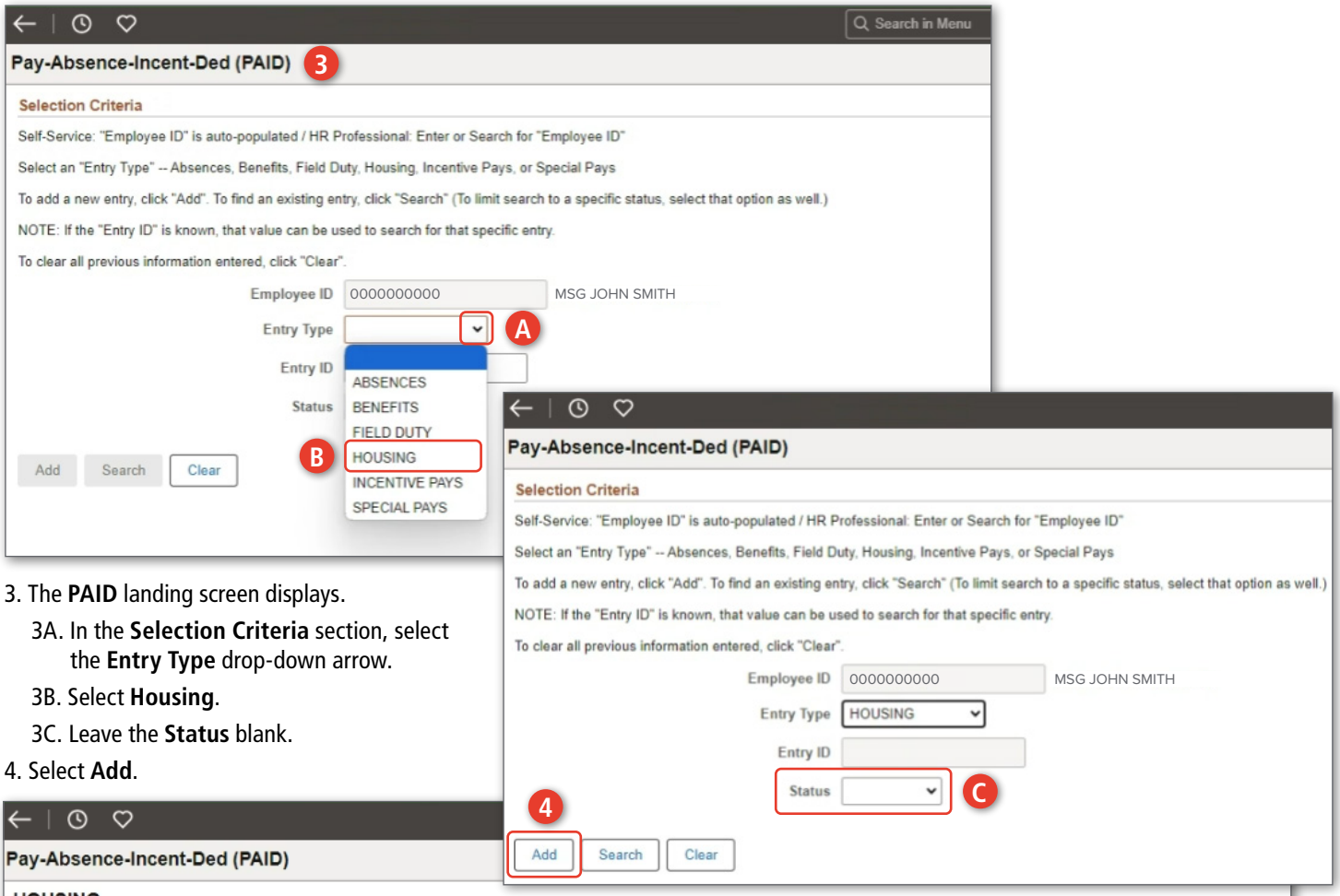
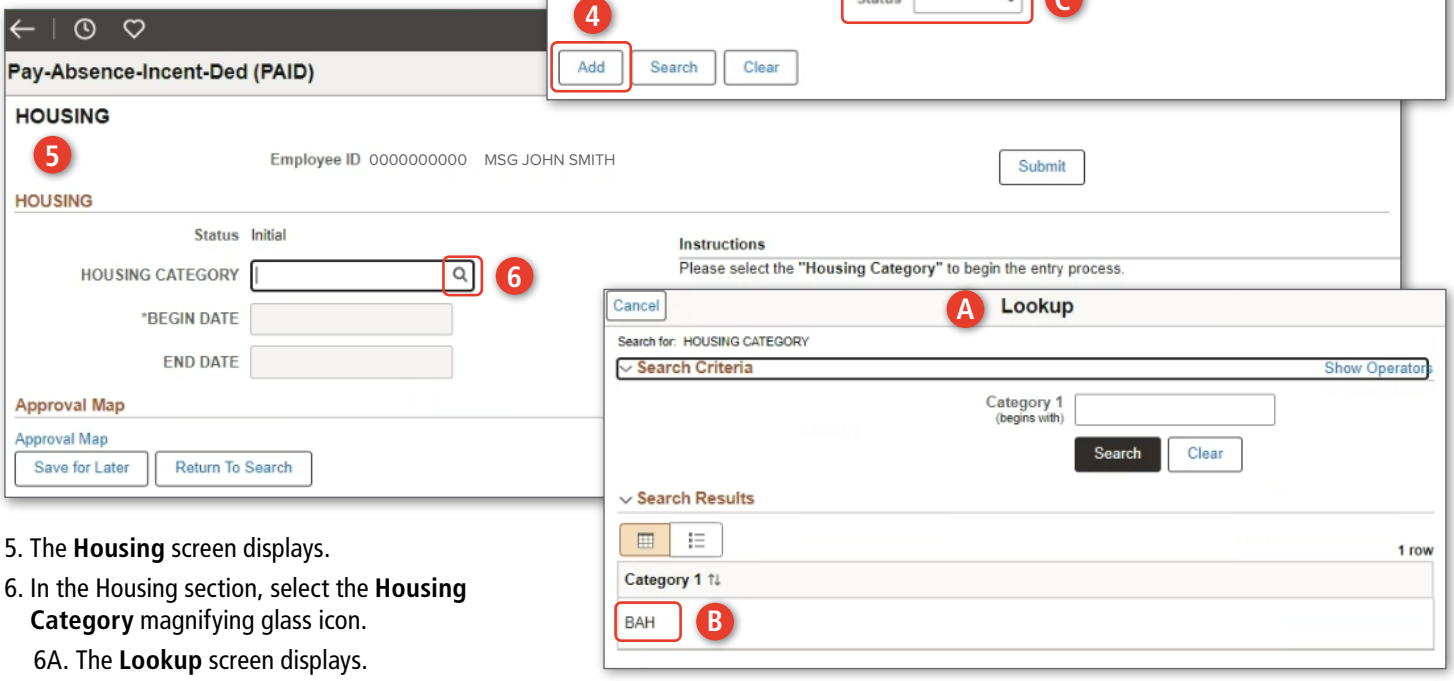
# BAH RECERTIFICATION JOB AID

## BAH Recertification Instructions CONTINUED




3. The **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**.




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.

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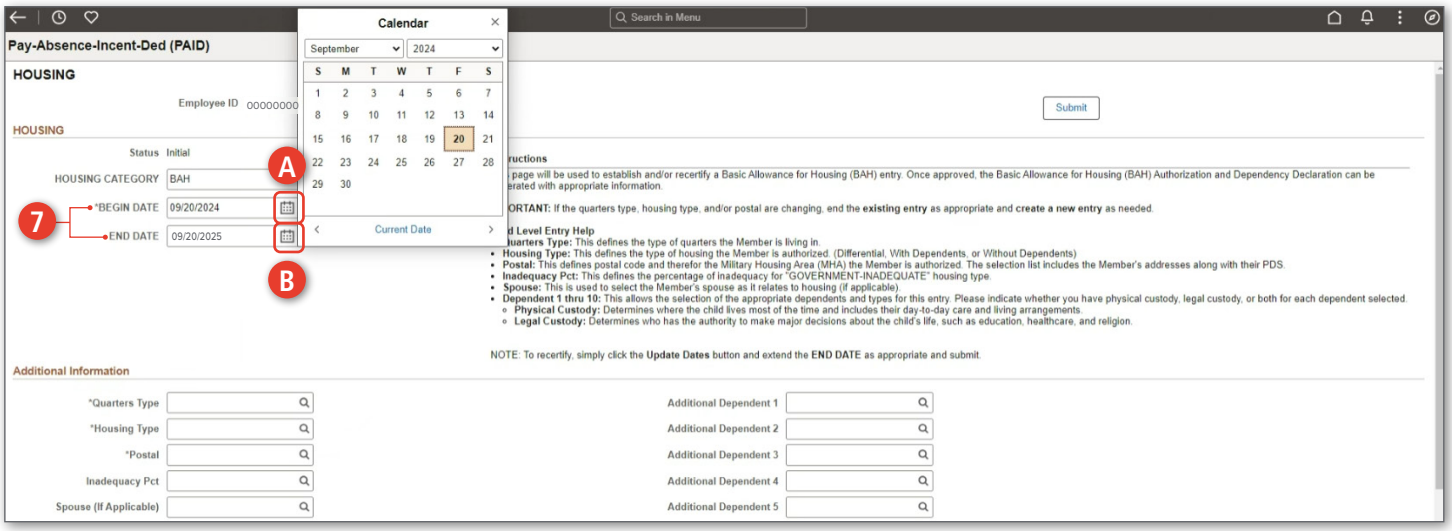
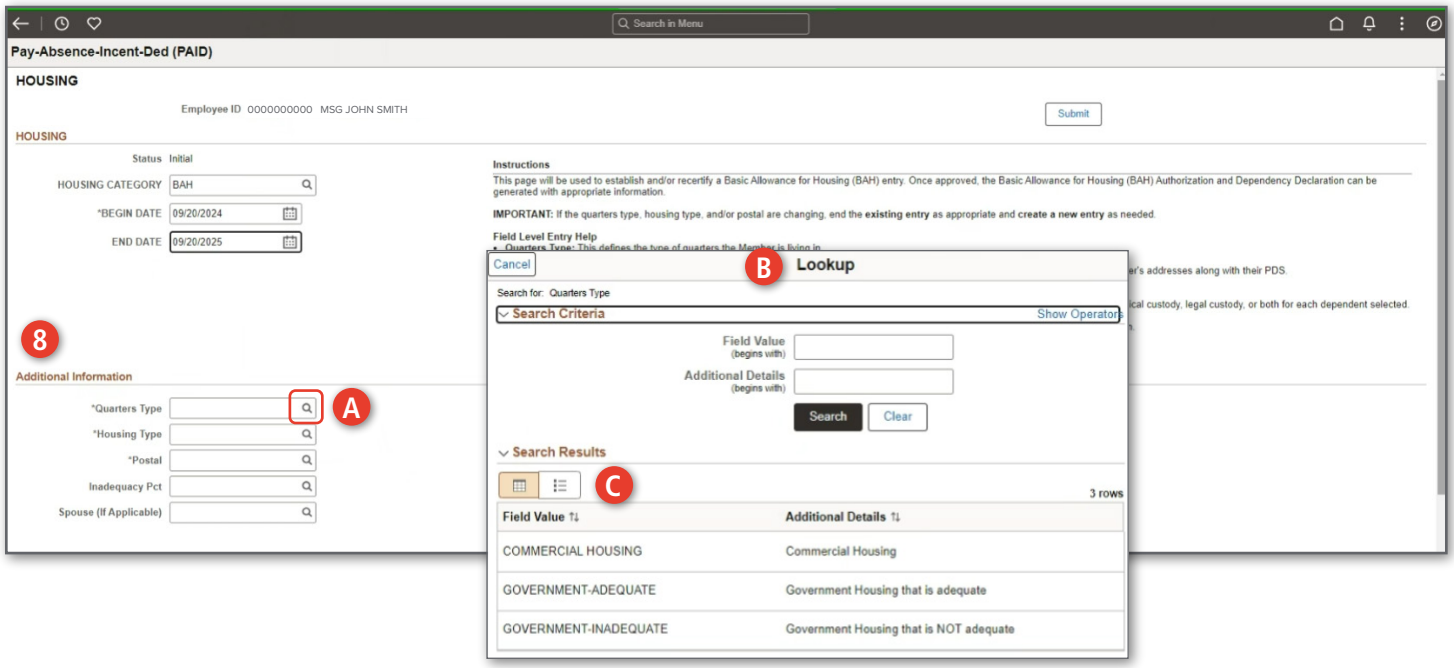
# BAH RECERTIFICATION JOB AID

## BAH Recertification 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 **Additional Information** section.
   8A. Select the **Quarter Type** magnifying glass icon.
   8B. The **Lookup** screen displays.
   8C. Select the desired **Quarter Type** from the dropdown listing.

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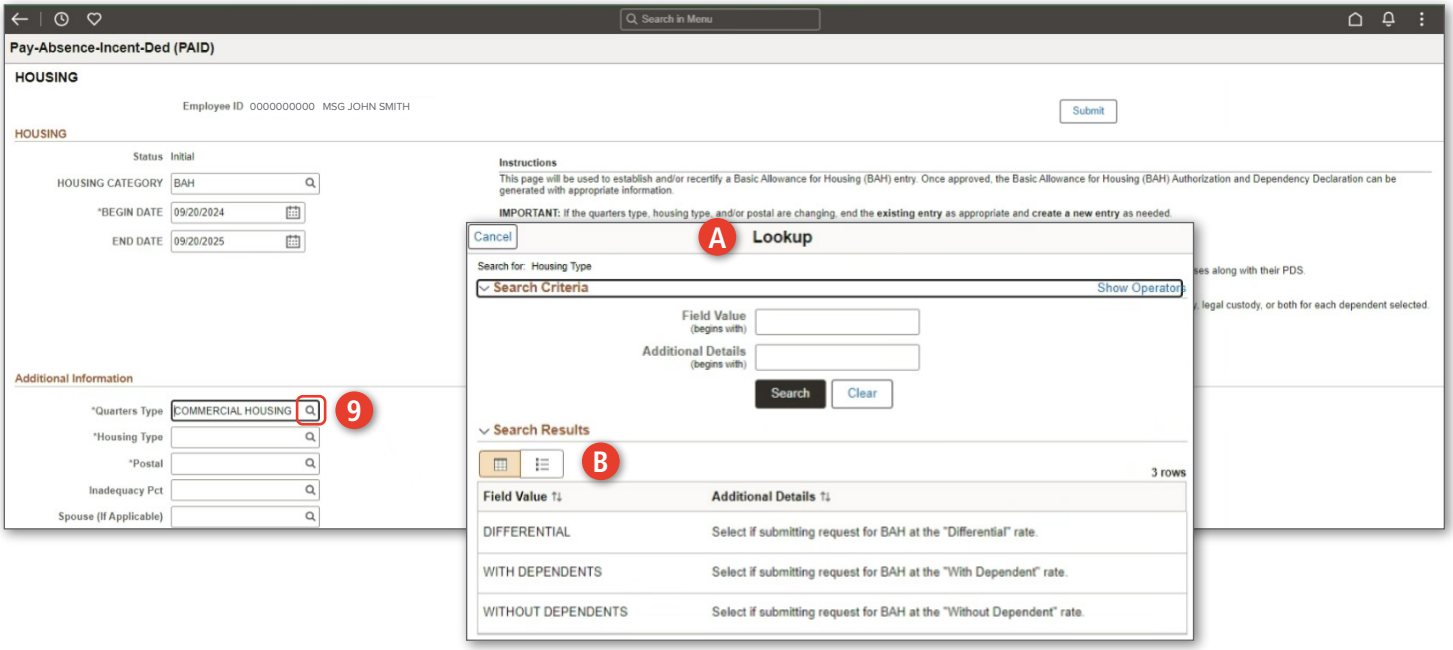
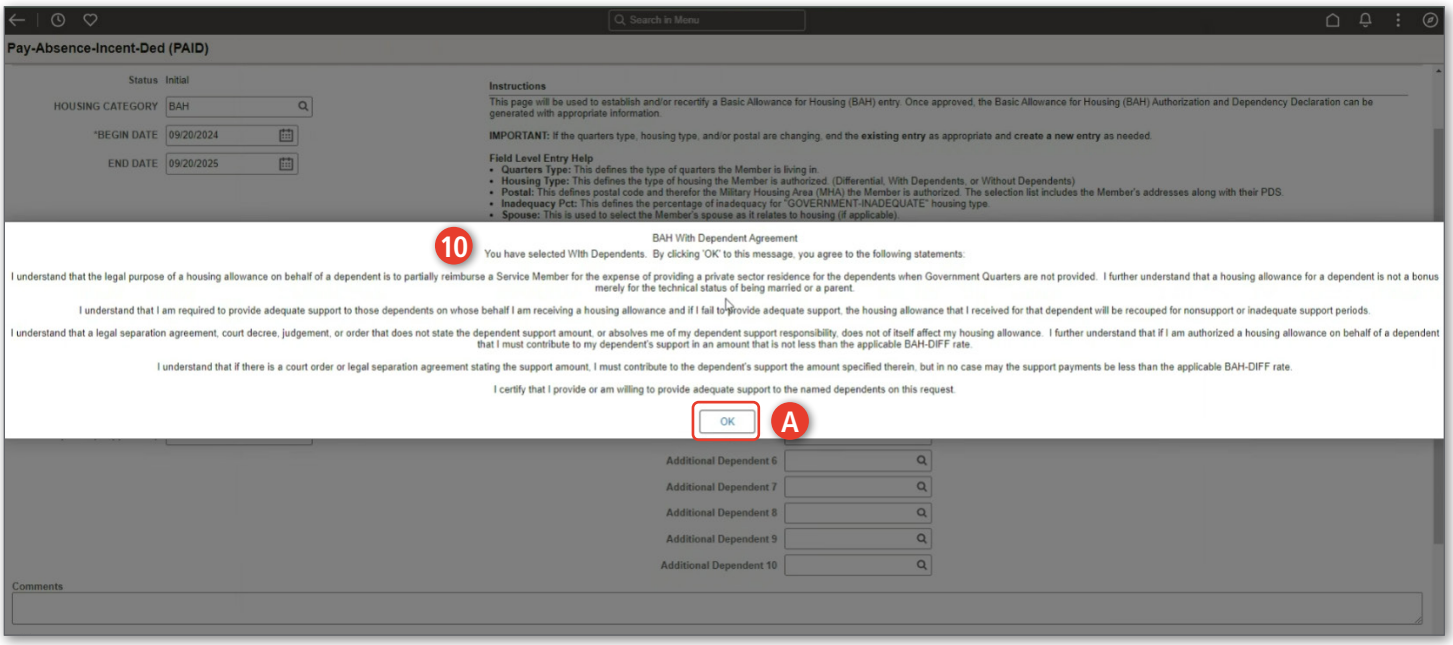
## BAH Recertification Instructions CONTINUED

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.

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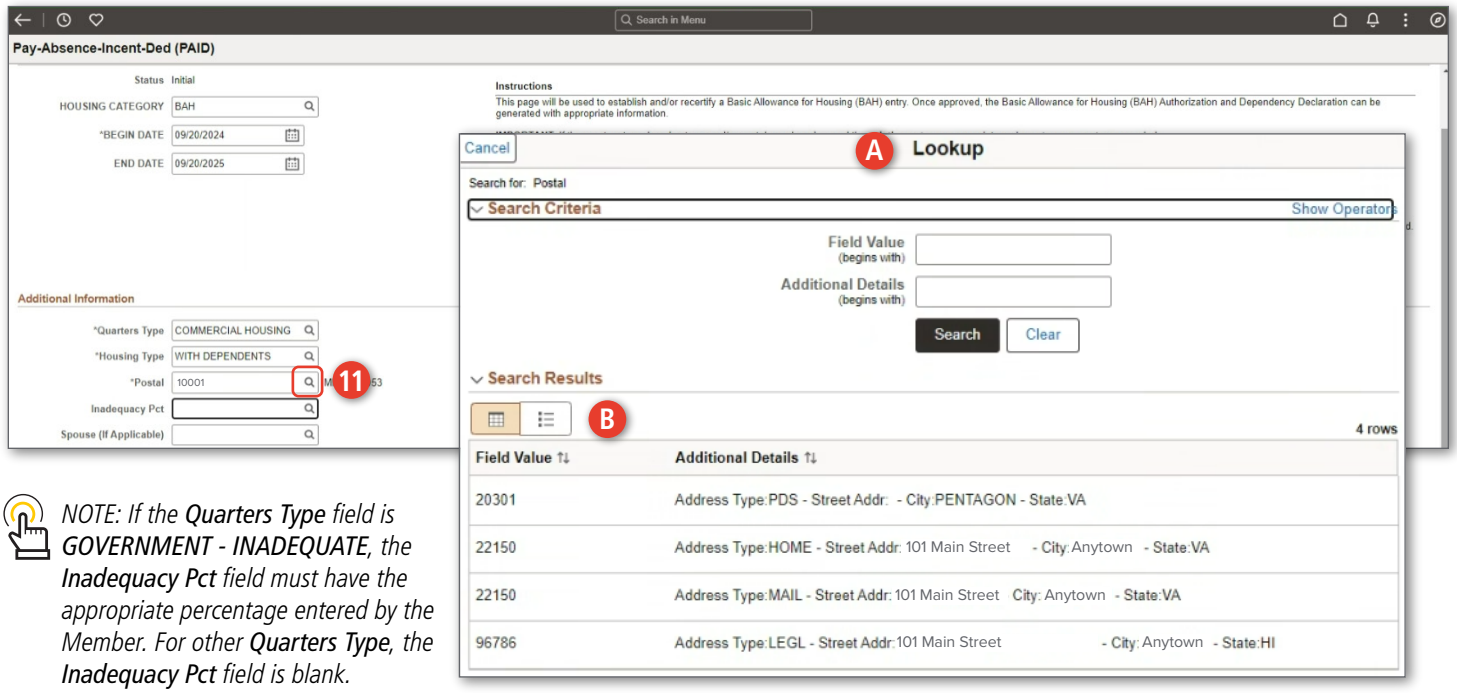
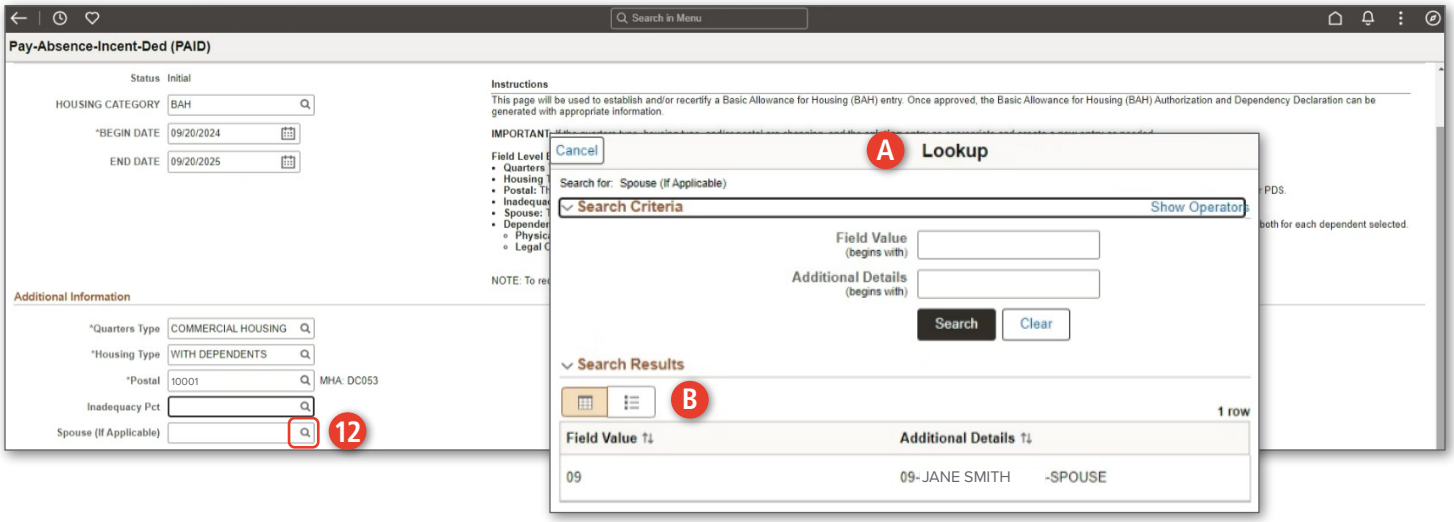
## BAH Recertification Instructions CONTINUED

11. Select the **Postal** 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.*

12. Select the **Spouse (If Applicable)** magnifying glass icon.
    12A. The **Lookup** screen displays.
    12B. Select the desired name from the dropdown listing.

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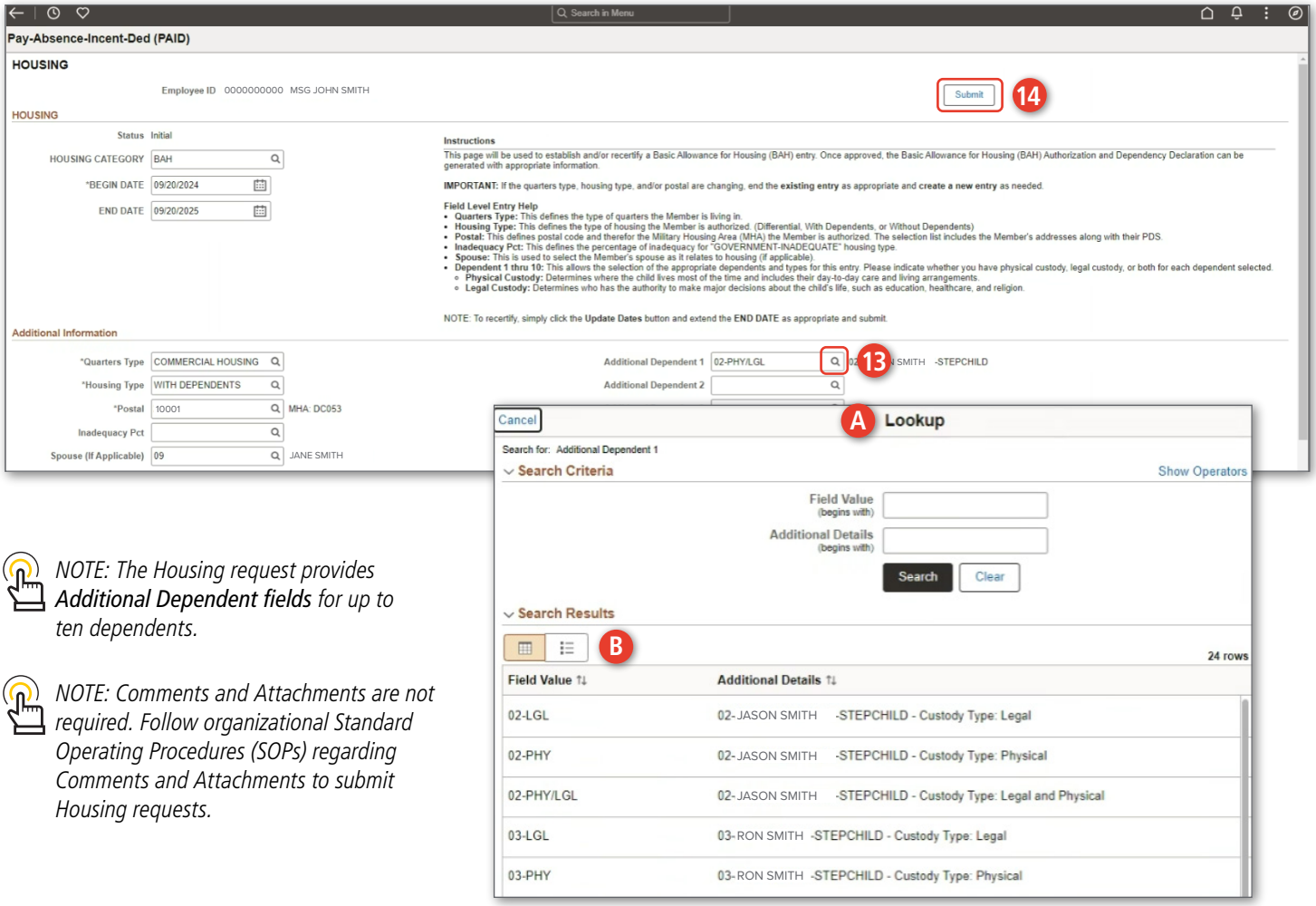
## BAH Recertification Instructions CONTINUED

13. Members may enter multiple dependent information. Select the **Additional Dependent 1** magnifying glass icon.

    13A. The **Lookup** screen displays.

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

14. Select **Submit**.




*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.*