



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.

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

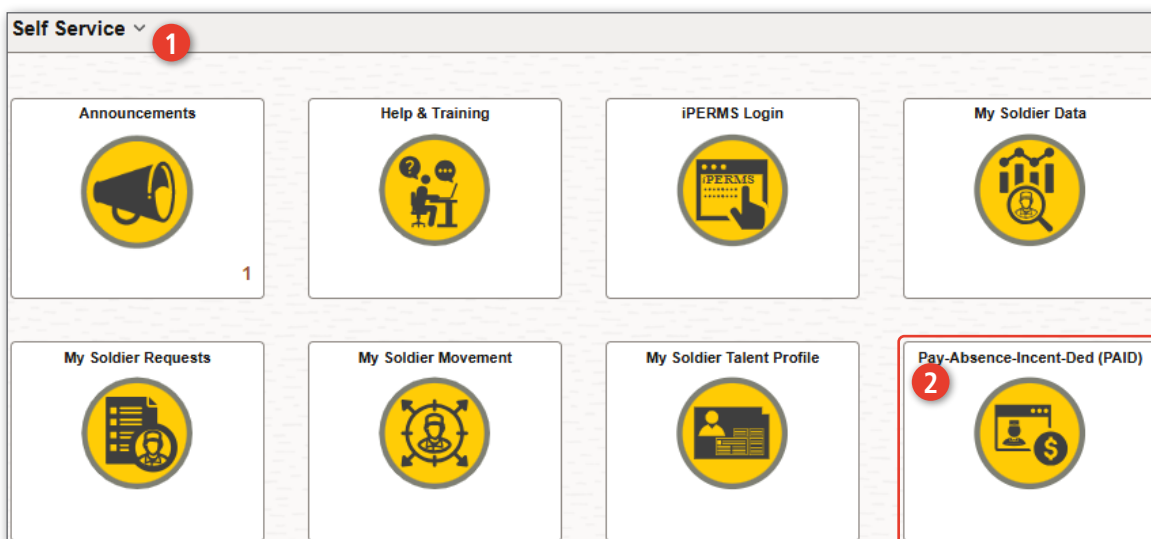
Commanders may delegate this recertification to the first commissioned officer or equivalent in the Member's chain of command. Upon submission of the BAH Recertification, the request will be routed to the Member's S1 pool.

 **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. The S1 is required to transmit all BAH status changes directly to the Army Military Pay Office (AMPO) to modify pay.

 **NOTE:** BAH Recertification 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) Recertification.

BAH Recertification Instructions

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



BAH Recertification Instructions CONTINUED

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

3A. Select the **Entry Type** drop-down arrow.

3B. Select **Housing**.

3C. Select **Status** drop-down arrow.

3D. Select **Approved**.

3E. Select **Search**.

3F. Select the **Amend/View** icon.

Pay-Absence-Incent-Ded (PAID)

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 MAJ BILL GREER

Entry Type: HOUSING

Entry ID:

Status:

Add **Search** **Clear**

Approved
Cancelled
Denied
Initial
Pending
Saved
Terminated

Pay-Absence-Incent-Ded (PAID)

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 MAJ BILL GREER

Entry Type:

Entry ID:

Status:

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID)

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 MAJ BILL GREER

Entry Type: HOUSING

Entry ID:

Status: Approved

Add **Search** **Clear**

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status
0000000000	MAJ BILL GREER	00000000	1	BAH			10/31/2024	10/31/2025	Approved	

BAH Recertification Instructions CONTINUED

4. The **Housing** landing displays.

4A. Select the **Update Dates** button.

Pay-Absence-Incent-Ded (PAID)

4

HOUSING

Employee ID 0000000000 MAJ BILL GREER

Print Update Details Update Dates

HOUSING

Status Approved

HOUSING CATEGORY BAH

BEGIN DATE 10/31/2024

END DATE 10/31/2025

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, the entry will be populated with the appropriate BAH amount.

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

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 postal code is used to determine the appropriate BAH amount.
- Inadequacy Pct: This defines the percentage of inadequacy for "GOVERNMENT-INADEQUATE" housing type.
- 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 this entry. Please refer to the BAH Recertification Instructions for more details.
- Physical Custody: Determines where the child lives most of the time and includes their day-to-day care and supervision.
- Legal Custody: Determines who has the authority to make major decisions about the child's life, such as education, medical care, and religious upbringing.

NOTE:

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

Entry Details

Quarters Type COMMERCIAL / PRIVATIZED HOUSING

Housing Type WITHOUT DEPENDENTS

Primary Residence Postal 22202-HOME 123 Test Street, Arlington, VA

Duty Location Assignment Postal 66027-ASGMT-120663210 Perm Asgmt - Bgn/End: 07/15/2024-07/06/2025

B A H Based On (Postal) 66027-ASGMT-120663210 MHA: KS102

Inadequacy Pct

Spouse (If Applicable)

Court Ordered Child Support 0.00

Actual Child Support Amount 0.00

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

Comments

Attachments

Attach View Attached File 1 Description 1

Attach View

> Audit

Approval Map

Approval Map

Save for Later Return To Search



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 Recertification Instructions CONTINUED

4B. Select the **End Date** calendar icon; Extend for a year.

4C. Select **Submit**.

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 MAJ BILL GREER

Submit

HOUSING

Status Initial

HOUSING CATEGORY BAH

*BEGIN DATE 10/31/2024

END DATE 10/31/2025

Calendar

Instructions

Field Level Entry Help

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 MAJ BILL GREER

Submit

HOUSING

Status Initial


HOUSING CATEGORY BAH

*BEGIN DATE 10/31/2024


END DATE 10/31/2026

Instructions

Field Level Entry Help

 **NOTE:** If the Member requires an update before their annual recertification, they must change the end date of their approved housing request to an earlier date and resubmit a new request with updated information with the begin date starting the day after the end date of the previously approved housing request.

IPPS-A RESOURCES

-  Website
-  Training Aids
-  R3 Resources Demo Server