

# 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](#)

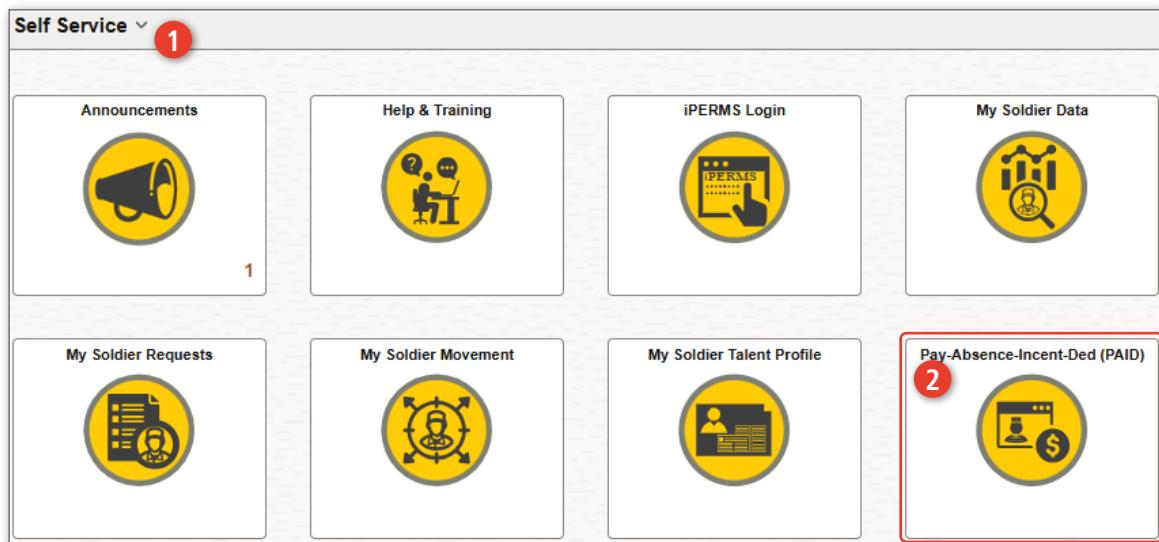
Commanders may delegate this recertification to the first commissioned officer or equivalent in the Member's chain of command. Upon submission of the BAH Recertification, the request will be routed to the Member's S1 pool.

 *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

Approved

Cancelled

Denied

Initial

Pending

Saved

Terminated

Add

Search

Clear

D

C

### Pay-Absence-Incent-Ded (PAID)

#### Selection Criteria

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

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

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Employee ID 0000000000 MAJ BILL GREER

Entry Type HOUSING

Entry ID

Status Approved

Add

Search

Clear

E

Employee ID 0000000000 MAJ BILL GREER

Entry Type HOUSING

Entry ID

Status Approved

1 row										
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 JOB AID

## BAH Recertification Instructions CONTINUED

#### 4. The **Housing** landing displays.

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

 **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

\*BEGIN DATE  C

END DATE  B

**Calendar**

October	▼	2026	▼			
S	M	T	W	T	F	S
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 >

**Instructions**  
This page will be used to establish and/or recertify a BAH Recertification.

**IMPORTANT:** If the quarters type, housing type, and/or field level entry help.

**Field Level Entry Help**

- **Quarters Type:** This defines the type of quarters the member is assigned to.
- **Housing Type:** This defines the type of housing the member is assigned to.
- **Postal:** This defines postal code and therefore the member's location.
- **Inadequacy Pct:** This defines the percentage of inadequacy for the member's current housing.
- **Spouse:** This is used to select the Member's spouse.
- **Dependent 1 thru 10:** This allows the selection of the member's dependents.
- **Physical Custody:** Determines where the child lives.
- **Legal Custody:** Determines who has the authority to make decisions for the child.

**Pay-Absence-Incent-Ded (PAID)**

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Employee ID 0000000000 MAJ BILL GREER Submit

**HOUSING**

Status Initial

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 **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