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NAVADMIN 129/25

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SUBJ/BASIC NEEDS ALLOWANCE UPDATE TWO//

REF/A/DOC/USC/29DEC22//  
REF/B/DOC/DOD/12MAY25//  
REF/C/DOC/ASN/14DEC22//  
REF/D/DOC/CNO/10JUL23//

NARR/REF A IS TITLE 37 U.S.C. 402(B), BASIC NEEDS ALLOWANCE FOR MEMBERS ON ACTIVE SERVICE IN THE ARMED FORCES.

REF B IS DEPARTMENT OF DEFENSE INSTRUCTION 1341.15, BASIC NEEDS ALLOWANCE.

REF C IS ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS) DELEGATION MEMO - BASIC NEEDS ALLOWANCE.

REF D IS NAVADMIN 155/23, BASIC NEEDS ALLOWANCE UPDATE ONE.//

RMKS/1. This NAVADMIN announces updates to Navy policy and procedures for the Basic Needs Allowance (BNA) and supersedes reference (d).

2. In line with reference (a), reference (b) established Change 3 to the Department of Defense policy for BNA. Reference (c) authorizes the Chief of Naval Personnel to implement BNA policy. The BNA program provides a monthly allowance to Sailors whose Gross Household Income (GHI) and household size place them below 200 percent of Federal Poverty Guidelines (FPG) for their Permanent Duty Station (PDS) location. BNA provides additional income to address the difference between GHI from the previous Calendar Year (CY) and 200 percent of the FPG for the current CY. These changes are effective 12 May 2025. These references, frequently asked questions, templates, and other BNA resources can be found here: <https://www.mynavyhr.navy.mil/References/Pay-Benefits/>.

3. Eligibility. In line with paragraph 3.2.a of reference (b), eligibility for BNA requires that a Sailor meets all of the following criteria:

- a. They have completed Initial Entry Training (IET). For purposes of BNA, this coincides with a Sailor arriving at the first PDS after completion of all required training at any location, including training locations that are considered a PDS.
- b. Their GHI during the most recent CY did not exceed 200 percent of the FPG for that year.
- c. They have dependents enrolled in Defense Enrollment Eligibility Reporting System (DEERS) and listed on their Dependency Application/Record of Emergency Data (NAVPERS 1070/602).

d. They voluntarily applied for BNA and were certified by Navy Pay and Personnel Support Center (NPPSC).

4. Ineligibility. In line with paragraph 3.2.b of reference (b), Sailors are ineligible to receive BNA if any of the following items apply:

- a. They have not completed IET.
- b. They do not have any dependents.
- c. Their GHI during the most recent CY exceeded 200 percent of the FPG for that year.
- d. Their current, annualized GHI exceeds 200 percent of the FPG for the previous CY.
- e. They are a midshipman at the United States Naval Academy or in the Naval Reserve Officer Training Corps.

5. Screening. NPPSC will conduct monthly screenings. No input from Sailors or commands is required for this screening. NPPSC will provide each command a list of Sailors who have screened as potentially eligible for BNA via enterprise Customer Relationship Management (eCRM), if available, and an email to the command triad and Command Pay and Personnel Administrators (CPPA). Commands can also review potentially eligible members by reviewing BNA reports available in the Enhanced Unit Commander's Financial Report.

6. Notification. Sailors who screen as potentially eligible to receive BNA will be officially notified by their chain of command via an Administrative Remarks (NAVPERS 1070/613) and be provided an application as described in paragraph 13.

a. Units are required to report to NPPSC the total number of Sailors notified each month by the 5th day of the following month. Units will use the BNA monthly report described in paragraph 13 and submit to NPPSC via eCRM, if available, or via email using [nppsc-audit@us.navy.mil](mailto:nppsc-audit@us.navy.mil). The report will include all subordinate unit identification codes that do not have their own Commanding Officer (CO). No report is required if no Sailors were screened as potentially eligible.

b. If a Sailor is notified via NAVPERS 1070/613 that they may be eligible for BNA, they have 180 days to submit an application or they will be deemed ineligible until rescreened. Sailors who are notified during IET have 180 days to apply after arrival at their first PDS after completion of IET or they will be deemed ineligible until rescreened.

c. Once notified of potential eligibility to receive BNA, Sailors should further determine their eligibility based on their total GHI before starting an application. Resources available to assist Sailors include but are not limited to their CPPAs, Personal Financial Managers (PFM) at the local Fleet and Family Support Center (FFSC), and their Command Financial Specialist (CFS).

Additional resources can be found at:

<https://www.mynavyhr.navy.mil/References/Pay-Benefits/>.

7. Application Process:

a. Sailors may submit an application whether or not they have been notified as potentially eligible for BNA.

b. Sailors in IET cannot submit an application until they have arrived at the first PDS after completion of all required training at any location, including training locations that are considered a PDS.

c. Sailors in receipt of separation orders may not apply for BNA.

d. Applications will be submitted to NPPSC via eCRM. If eCRM is not available, commands may submit via email using [nppsc-audit@us.navy.mil](mailto:nppsc-audit@us.navy.mil).

This application should be in a single pdf file and must include the following:

- (1) Completed application signed by the CPPA or other designated verifying official and endorsed by the CO.
- (2) Supporting documentation to confirm GHI in line with the definition of GHI in section g.2 of reference (b).
- (3) Copy of NAVPERS 1070/613 screening notification, if applicable.
- e. Additional GHI considerations are described in paragraph

3.4.b.(8) and (9) of reference (b).

f. Sailors are encouraged to seek assistance during the application process. Personnel available to assist with the application include, but are not limited to: CPPAs, PFMs at the FFSC, and CFSS.

8. Application Adjudication. NPPSC is the adjudicating authority for BNA applications. Adjudication will occur within 30 days of receipt of a complete, verified application endorsed by the CO. NPPSC will adjudicate applications as certified, ineligible, or incomplete, and will provide a detailed explanation of the outcome via eCRM or e-mail.

a. Correspondence to Sailors will be expeditiously retrieved from eCRM or e-mail by the command and delivered to the Sailor. The Sailor is required to initial the correspondence next to their name to confirm receipt.

b. If an application is adjudicated as certified, BNA is effective on the date of certification and first payment will be made within 30 days. Counseling requirements listed in paragraph

3.7.c of reference (b) will be explained in the certification notification letter to the Sailor.

c. NPPSC will maintain documentation, disaggregated by month, of all items listed in paragraph 3.5.f of reference (b).

9. Special BNA Eligibility Considerations. See paragraph 3.2.c of reference (b). BNA will terminate 60 days after Sailors become ineligible due to their monthly GHI, when annualized, exceeding 200 percent of the previous year FPG. For example, a Sailor that receives a promotion and becomes ineligible for BNA due to the pay increase, will continue to receive BNA at the previously calculated rate for 60 days after the date of promotion.

10. Computation of Allowance. Monthly BNA payment is equal to 2.0 times the most recently published annual FPG for the CY during which the allowance is paid based on the Sailor household size, minus the Sailor's GHI during the previous calendar year, divided by 12. A sample BNA payment computation and information on BNA proration for periods of duty under 30 days are found in figure 1 and paragraph

3.6.c of reference (b), respectively.

11. Recertification Requirements:

a. In line with paragraph 3.7.b of reference (b), for Sailors receiving BNA, recertification by NPPSC is required if any of the following occur:

- (1) 12 months has elapsed since their BNA was last certified.
- (2) Their monthly, recurring GHI increases by \$150 or more per month.
- (3) The number of dependents in their household changes.

b. If GHI increases by \$150 or more per month due to changes other than military compensation, Sailors receiving BNA are responsible to notify NPPSC via their CPPA through eCRM or email within 60 days. NPPSC will monitor

changes in military compensation and will recertify eligibility when military compensation increases.

(1) GHI changes that require notification to NPPSC will be submitted to NPPSC using the GHI update document described in paragraph 13. A new application is not required when providing routine GHI updates.

(2) Failure to notify NPPSC within 60 days of a qualifying GHI change may result in termination of BNA eligibility and recoupment of any overpayment.

(3) GHI updates do not require CO endorsement. CO endorsement is required for applications only.

c. NPPSC will automatically recertify and recalculate BNA payments due to changes in military compensation or number of dependents of a participating Sailor as long as DEERS is current and updated by the Sailor. NPPSC will provide an updated adjudication via eCRM or email detailing any changes to BNA status.

d. No later than 10 January each year, Sailors receiving BNA will submit a GHI update document with substantiating documentation to NPPSC to establish their previous CY GHI.

12. Reserve Component (RC). Members of the RC on Active Duty (AD) as defined in Section 101 of Title 37, U.S.C. may apply for BNA if otherwise eligible. For purposes of BNA, if the AD orders are for temporary duty, the PDS is the Navy Reserve Center to which the member is assigned. If the AD orders involve a PCS, the new PDS location is used for purposes of BNA.

13. BNA Documents. Specific tools and templates are required to be utilized during the screening, notification, and application processes. All items can be found here:

<https://www.mynavyhr.navy.mil/References/Pay-Benefits/>.

a. The following document templates are required to be used in the execution of BNA:

(1) NAVPERS 1070/613. Utilized for all official notifications once a Sailor is screened as potentially eligible.

(2) Application. Utilized for application submission to NPPSC via eCRM or email.

(3) GHI Update Document. Utilized to submit annual recertification, no later than 10 January each CY, by Sailors already receiving BNA.

(4) BNA Monthly Report. Utilized by units to submit the reporting template monthly via eCRM or email no later than the 5th day of each month, with total number of Sailors notified of potential eligibility. No report is required if no Sailors were screened as potentially eligible.

14. This NAVADMIN will remain in effect until superseded or canceled, or 31 May 2030, whichever occurs first. POC for BNA policy is the Military Pay and Compensation Policy Branch (OPNAV N130). OPNAV N130 can be reached via email at NXAG\_N130C@navy.mil.

15. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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