

## INSTRUCTIONS FOR FILLING OUT 1070/613 – SCREENING NOTIFICATION

- SUBJECT: Basic Needs Allowance (BNA) Screening Notification
- Check “X” next to PERMANENT
- AUTHORITY (IF PERMANENT): DoDI 1341.15 and all applicable NAVADMINs/MPM Articles
- Put the following text in the large narrative block:

1. Based on precursory screening, you may qualify for BNA. The BNA program provides a monthly allowance to Sailors whose previous year's Gross Household Income (GHI) places them below 150 percent of the current Federal Poverty Guidelines for their geographical location and household size.

a. This notification does not guarantee certification or payment of BNA if you apply.

b. In order to receive BNA, you must submit a BNA application through your chain of command with all substantiating documentation.

c. Application and receipt of BNA is voluntary. Receipt of BNA may affect participation in other Federal assistance programs that are based on household income.

d. If you are currently assigned to a permanent duty station (PDS) that is not part of your initial entry training, your application must be submitted within 180 days of the date of signing of this document.

e. If you have not yet completed initial entry training, you can apply once you have arrived at your first PDS after required training at all training locations is completed.

f. Failure to apply within the prescribed time limits results in ineligibility for BNA.

g. If you apply and are certified to receive BNA payments, you are required to adhere to the recertification requirements listed in DoDI 1341.15.

2. BNA is just one of many financial assistance programs available to Sailors. Protecting your financial health is important for your family and your career. You are encouraged to contact a Personal Financial Manager at your local Fleet and Family Support Center or your Command Financial Specialist for more information about available financial management and assistance programs for which you may qualify.

3. The application cover sheet as well as other BNA resources are available at the OPNAV N130 web page at:

<https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/>

- All blocks not mentioned in this document should be filled as normally
- NAVPERS 1070/613 contains PII when filled in