

BASIC NEEDS ALLOWANCE APPLICATION COVERSHEET TEMPLATE

Your application must contain all of the following information

- (1) Applicant Name (Last, First M)
 - (2) Contact Information (Email and Phone)
 - (3) DoD Identification Number
 - (4) Pay Grade
 - (5) Years of Service (YOS)
 - (6) Pay Entry Base Date (PEBD)
 - (7) Current Permanent Duty Station (PDS)
 - (8) Current monthly GHI at your PDS
 - (9) Previous calendar year GHI
 - (10) Number of dependents enrolled in DEERS
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The application must contain all of the following fields:

“By signing below, I attest that the information contained in this application is accurate and complete to the best of my knowledge.”

Applicant Signature:

Date:

The application must contain all of the following fields:

Verifying Official (Rank/Name/Title):

Contact Information (Email and Phone):

Verifying Official Signature:

Date of Verification:

Commanding Officer (Rank/Name):

Commanding Officer Signature:

Date of Endorsement:

GUIDANCE FOR APPLICATION COMPLETION AND SUBMISSION

- Available resources to assist with the application include but are not limited to Command Pay and Personnel Administrators (CPPAs), Personal Financial Managers at your Fleet and Family Support Center, and Command Financial Specialists.
- Sailors are ineligible to receive BNA until initial entry training is complete. Therefore, applications cannot be submitted and processed until arrival at the first PDS after all required training is completed at all training locations, including training locations that are considered a PDS.
- Information for (5) and (6) can be obtained after logging into the Navy Standard Integrated Personnel System (NSIPS) by viewing the member data summary after clicking on personal information on the electronic service record home page.
- All income from all sources is included in monthly GHI which includes but is not limited to:
 - Basic Allowance for Housing (BAH)
 - Overseas Housing Allowance (OHA)
 - Basic Allowance for Subsistence (BAS)
 - Cost of Living Allowance (COLA)
 - Family Separation Allowance (FSA)
 - Special and Incentive Pays
 - Bonuses (prorated over the period of time to which it applies)
 - Civilian income of the member and all dependents that are required to file a tax return
- Exclusions to GHI are listed in the glossary of DoDI 1341.15 and include:
 - Earned income of a dependent who is not required to file a tax return
 - Non-taxable grants and scholarships for postsecondary students
 - Income tax refunds and insurance settlements
 - Federal and State reimbursements for expenses such as utilities, medical care, or dependent care (if they don't exceed actual expenses)
 - Military travel and transportation allowances (includes PCS allowances)
 - BNA
- Qualifying dependents must be listed on the current and validated NAVPERS 1070/602 (Page 2) and enrolled in Defense Enrollment Eligibility Reporting System (DEERS).
- Substantiating documentation is required to be submitted with the application. Examples of substantiating documentation are tax returns, leave and earning statements, civilian pay stubs, W-2s, and other documents that can be used to verify GHI. Military pay information can be obtained at myPay. <https://mypay.dfas.mil/>
- The verifying official will be a CPPA or other individual designated by the Commanding Officer (CO).
- Once the application is signed by the verifying official, CO endorsement is required before submission to MNCC-422 for final adjudication via eCRM.

