

# Quick Reference Guide (QRG)

## Initiate and Verify Basic Allowance for Housing (BAH)



**Best Practice:** Review the member's MMPA information for accuracy before initiating the new request for BAH.

### Part 1: Initiating BAH

(Steps 1-3 are not shown.)

- At the NSIPS Main Menu, go to the **Entitlements** Folder
- Select **Allowances**
- Select the **Use** folder then **Allowances - Create**
- In the Allowances-Create queue, enter the Member's **SSN**
- Click **Search**

### Part 2A: Start, Stop, Report and Change BAH

- In the Create Allowances Section, select **VHA**
- Click the magnifying glass next to Allowance Type and select the applicable **Allowance Type**
- Select **Start, Stop, Report or Change** depending on the action being performed
- Enter the **Effective Date** and **Command Zip Code** (Include the Stop Date when Reporting BAH)
- Review to ensure all information is accurate then click **SAVE**

### Part 2B: Start, Report and Change BAQ

- In the Create Allowances Section, select **BAQ**
- Click the magnifying glass and GOVT Qtrs Asgnmt, and select the appropriate type
- Click the magnifying glass on Dependent Indicator, and select the appropriate type
- Click the magnifying glass on CLOST BAQ DEP, and select the **DEPN BAQ type** based on their entitlement to DEPN BAH

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### Part 3A: Verifying BAH in MMPA

(Steps 1-2 are not shown.)

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SSAN (OR CMD) ----- NEW REQ ? --- PRINT - NAME -----
('X' TO EXIT, PF##, PB##)  PF8 OR ENTER - PAGE FORWARD  PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 23/04/27 --
      37 35 68                                01 OF 01

05 MJ:  LB:3800 LC:2705 SA:A SX:1 TK:020819 TU:230624 TH:230624
FIXED/OPEN/HISTORY
35 BAQ* ENTRY-OPEN-DT 230101 99 01 1 ACTN Z4 START 230101 ENTLMT-MM 0.15
ENTLMT 0.30 ENTLMT-NM 0.30 NR-DEPN 1 CLOST-DEPN C QTR-ASGN 2 QTR-ADQ 0
HELD-INDCTR 1
35-BAQ* ENTRY-OPEN-DT 220101 99 01 1 ENTRY-CLSD-DT 230101 99 01 1
CNTRL-CODE 2 ACTN Z4 START 220101 STOP 221231 ENTLMT-MM 0.00 ENTLMT
0.00 ENTLMT-NM 0.00 MNTLY-RATE 0.30 NR-DEPN 1 CLOST-DEPN C QTR-ASGN 2
QTR-ADQ 0 DISA-STOP-CHG-RSN 1 HELD-INDCTR 1
68 BAQ* ENTRY-OPEN-DT 230101 99 01 1 CNTRL-CODE 0 ACTN Z4 START 230101
ENTLMT-MM 1,108.35 ENTLMT 2,216.70 ENTLMT-NM 2,216.70 ACCOM 1 ZIP-CODE
38055 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCTGGE .00 PROTECTED-RATE 0.00
CLOST-DEPN
68-BAQ* ENTRY-OPEN-DT 220101 99 01 1 ENTRY-CLSD-DT 230101 99 01 1
CNTRL-CODE 2 ACTN Z4 START 220101 STOP 221231 ENTLMT-MM 0.00 ENTLMT
0.00 ENTLMT-NM 0.00 MNTLY-RATE 2,216.70 ACCOM 1 ZIP-CODE 38055 RENT
0.00 SHARE-NR 1 RENT-STAT R PRCTGGE .00 PROTECTED-RATE 0.00 CLOST-DEPN

** END OF INQUIRY.
  
```

- 1 To verify BAH in MMPA, use **JJAA** and enter member's **SSN**
- 2 Enter FID for BAQ (**35**), FID for BAH (**68**), click **Enter**
- 3 Verify BAQ closed from previous duty station and opened in current duty location
- 4 Check dates to ensure the Open BAQ Entry Open date and Entry Closed dates align
- 5 Verify closest dependent code is correct
- 6 Repeat Steps 3 and 4 for BAH
- 7 Verify BAH Command Zip Code is correct

### Part 3B: Verifying BAH in Web MMPA

(Steps 1-4 are not shown.)

- 1 Log into Web MMPA, enter the member's **SSN**, and click **Find**
- 2 Under the Details View tab, click the "+" and checkbox next to Entitlements
- 3 Click the checkbox next to BAH and BAQ
- 4 Verify closest dependent code is correct
- 5 Check dates to ensure the Open BAQ Entry Open date and Entry Closed dates align
- 6 Verify BAH Command Zip Code is correct

Basic Allowance for Housing (BAH)	
5 Entry Open Data	230101 99 01 1
Computer Processing Control Code	0 - Open entry
Start Date	2023-01-01
Action Indicator	Z4 - Changed by Rate Changes
Entitlement Amount	\$2525.70
Entitlement Amount Mid-Month	\$1262.85
Entitlement Amount Next Month	\$2525.70
Accompanied Status	1 - Receiving BAQ at the with dependent rate
6 Zip Code	38054
Rent Status	R - If Renting
Amount of Rent Paid In Whole Units	\$0.00
Share Number	1 - Not Sharing
Entry Open Data	220101 99 01 1
5 Entry Closed Data	230101 99 01 1
Computer Processing Control Code	2 - Closed entry that affects pay.
Start Date	2022-01-01
Stop Date	2022-12-31
Action Indicator	Z4 - Changed by Rate Changes
Entitlement Amount	\$0.00
Entitlement Amount Mid-Month	\$0.00