Quick Reference Guide (QRG)

Initiate and Verify Basic Allowance for Housing (BAH)



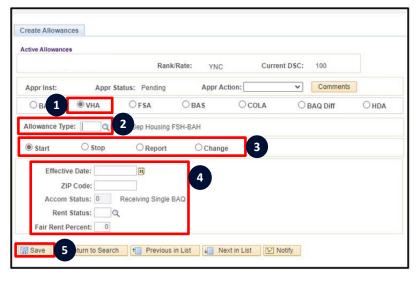


Best Practice: Review the member's MMPA information for accuracy before initiating the new request for BAH.

Part 1: Initiating BAH

(Steps 1-3 are not shown.)

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



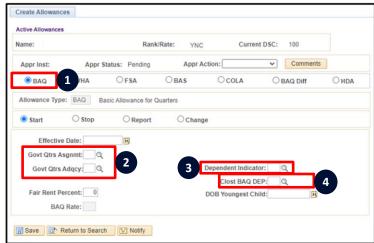
Part 2B: Start, Report and Change BAQ

- 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



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**



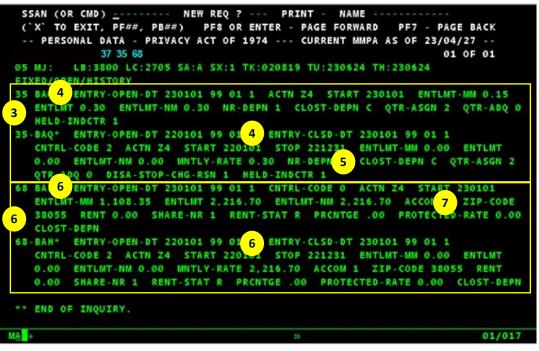
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Part 3A: Verifying BAH in MMPA

(Steps 1-2 are not shown.)



- To verify BAH in MMPA, use JJAA and enter member's SSN
- 2 Enter FID for BAQ (35), FID for BAH (68), click Enter
- Verify BAQ closed from previous duty station and opened in current duty location
- 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
- Verify BAH Command Zip Code is correct

Part 3B: Verifying BAH in Web MMPA

(Steps 1-4 are not shown.)

- Log into Web MMPA, enter the member's SSN, and click Find
- Under the Details View tab, click the "+" and checkbox next to Entitlements
- 3 Click the checkbox next to BAH and BAQ
- 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

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Entitlement Amount Mid-Month \$0.00		Entitlement Amount Mid-Month	\$0.00