Quick Reference Guide (QRG)
Initiate and Verify Basic Allowance for Housing (BAH)

MyNAVYHR
Serving Sailors 24/7

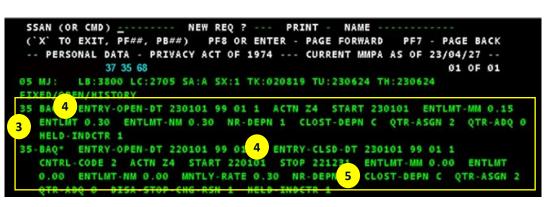## Part 1A: Verifying BAQ in MMPA

(Steps 1-2 are not shown.)

🔖 When verifying BAQ/BAH in MMPA, if partial BAH shown as in the example below, it must be changed in order to start BAH for the service member.

1 To verify BAQ in MMPA, use **JJAA** and enter member's **SSN**

2 Enter FID for BAQ (**35**) and click **Enter**

3 Verify BAQ closed from previous duty station and opened in current duty location

```
11 MJ:    LB:3800 LC:3508 SA:A SX:1 TK:221109 TU:261108 TH:261108
FIXED/OPEN/HISTORY
35 BAQ*  ENTRY-OPEN-DT 230801 05 08 1  ACTN D4  START 230727  ENTLMT-MM 3.90
ENTLMT 7.80  ENTLMT-NM 7.80  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1  QTR-ADQ 3
HELD-INDCTR 1
```

🔖 Regular BAQ/BAH verification example below:

1 To verify BAH in MMPA, use **JJAA** and enter member's **SSN**

2 Enter FID for BAQ (**35**) and 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

```
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
```

Part 1B: Verifying BAQ 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

Basic Allowance for Housing (BAH)	
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
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
Entry Closed Data	230101 99 01 1
Computer Processing Control Code	2 - Closed entry that affects pay.

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Part 2: Initiating BAQ and BAH

(Steps 1-3 are not shown.)

1   At the NSIPS **Main Menu**, go to the **Entitlements** Folder

2   Select **Allowances**

3   Select the **Use** folder then **Allowances - Create**

4   In the Allowances-Create queue, enter the Member's **SSN**

5   Click **Search**

Allowances - Create

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID | begins with ⌄ |
Empl Record = ⌄ | **4**
Name | begins with ⌄ |
Limit the number of results to (up to 300): 300

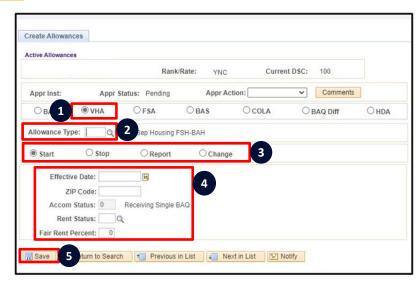Search   **5**   Clear   Basic Search   Save Search Criteria

Part 3A: Start, Report and Change BAQ

1   In the Create Allowances Section, select **BAQ**

2   Click the magnifying glass and GOVT Qtrs Asgnmt, and select the appropriate type

3   Click the magnifying glass on Dependent Indicator, and select the appropriate type

4   Click the magnifying glass on CLOST BAQ DEP, and select the **DEPN BAQ type** based on their entitlement to DEPN BAH

Create Allowances

Active Allowances

Name: Rank/Rate: YNC   Current DSC: 100

Appr Inst: Appr Status: Pending   Appr Action: [⌄]   Comments

● BAQ **1**   ○ VHA   ○ FSA   ○ BAS   ○ COLA   ○ BAQ Diff   ○ HDA

Allowance Type: BAQ   Basic Allowance for Quarters

● Start   ○ Stop   ○ Report   ○ Change

Effective Date: [ ]

Govt Qtrs Asgnmt: [ ]   **2**   **3**   Dependent Indicator: [ ]
Govt Qtrs Adqcy: [ ]   Clost BAQ DEP: [ ]   **4**

Fair Rent Percent: 0   DOB Youngest Child: [ ]
BAQ Rate: [ ]

Save   Return to Search   Notify

Part 3B: Start, Stop, Report and Change BAH

1   In the Create Allowances Section, select **VHA**

2   Click the magnifying glass next to Allowance Type and select the applicable **Allowance Type**

3   Select **Start**, **Stop**, **Report** or **Change** depending on the action being performed

4   Enter the **Effective Date** and **Command Zip Code** (Include the Stop Date when Reporting BAH)

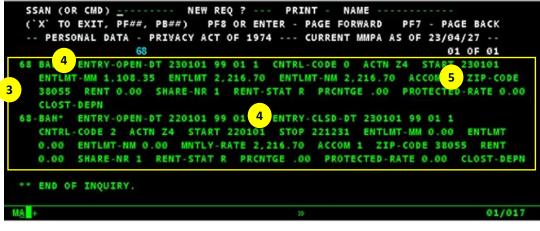**5**   Review to ensure all information is accurate then click **SAVE**

Create Allowances

Active Allowances

Rank/Rate: YNC   Current DSC: 100

Appr Inst: Appr Status: Pending   Appr Action: [⌄]   Comments

○ BA **1** ● VHA   ○ FSA   ○ BAS   ○ COLA   ○ BAQ Diff   ○ HDA

Allowance Type: [ ] **2**   Sep Housing FSH-BAH

● Start   ○ Stop   ○ Report   ○ Change   **3**

Effective Date: [ ]   **4**
ZIP Code: [ ]
Accom Status: 0   Receiving Single BAQ
Rent Status: [ ]
Fair Rent Percent: 0

Save   **5**   Return to Search   Previous in List   Next in List   Notify

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Part 4A: Verifying BAQ/BAH in MMPA

(Steps 1-2 are not shown.)

```
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 --
              68                                        01 OF 01
68 BA   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   ZIP-CODE
   38055  RENT 0.00  SHARE-NR 1  RENT-STAT R  PRCNTGE .00  PROTECTED-RATE 0.00
   CLOST-DEPN
68-BAH*  ENTRY-OPEN-DT 220101 99 01   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  PRCNTGE .00  PROTECTED-RATE 0.00  CLOST-DEPN

** END OF INQUIRY.

MA +                              >>                           01/017
```

1 To verify BAH in MMPA, use **JJAA** and enter member's **SSN**

2 Enter FID for BAH (**68**) click **Enter**

3 Verify BAH is closed from previous duty station and opened in current duty location

4 Check dates to ensure the Open BAH Entry Open date and Entry Closed dates align

5 Verify BAH Command Zip Code is correct

Part 4B: Verifying BAQ/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 BAH Entry Open date and Entry Closed dates align

6 Verify BAH Command Zip Code is correct

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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
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

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