

ALARACT 039/2023

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UNCLAS

SUBJ/ALARACT 039/2023 – ARMY BASIC NEEDS ALLOWANCE (BNA) PROGRAM
IMPLEMENTATION GUIDANCE

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF
HQDA, DCS, G-1//DAPE-PR

1. (U) REFERENCES:

1.A. (U) TITLE 26, UNITED STATES CODE, SECTION 61

1.B. (U) TITLE 37, UNITED STATES CODE, SECTION 402B

1.C. (U) DEPARTMENT OF DEFENSE (DOD) INSTRUCTION 1341.15 (BASIC NEEDS
ALLOWANCE)

1.D. (U) AD 2023-06, ARMY BASIC NEEDS ALLOWANCE PROGRAM

1.E. (U) SECRETARY OF THE ARMY MEMORANDUM (INTEGRATED PERSONNEL
AND PAY SYSTEM ARMY (IPPS-A) IMPLEMENTATION GUIDANCE), 15 MARCH
2022

1.F. (U) AR 600–8–104, ARMY MILITARY HUMAN RESOURCE RECORDS
MANAGEMENT

1.G. (U) AR 637–1, ARMY COMPENSATION AND ENTITLEMENTS POLICY

2. (U) EFFECTIVE IMMEDIATELY, THE ARMY WILL COMPLY WITH
ADMINISTRATIVE AND REGULATORY POLICY IN REFERENCES 1.C. THROUGH
1.G. TO ENSURE COMPLIANCE WITH ARMY AND DOD POLICY.

3. (U) PURPOSE. TO ANNOUNCE ARMY POLICY AND PROVIDE IMPLEMENTATION GUIDANCE FOR PAYMENT OF BNA AUTHORIZED IN REFERENCE 1.C AND 1.D ABOVE.

4. (U) GUIDANCE. BNA IS AN ALLOWANCE FOR SOLDIERS WITH AT LEAST ONE DEPENDENT WHOSE INCOME FALLS BELOW FEDERAL POVERTY GUIDELINES. IT PROMOTES ECONOMIC SECURITY FOR SOLDIERS AND THEIR FAMILIES BY PROVIDING FINANCIALLY CHALLENGED AND ELIGIBLE SOLDIERS A SUPPLEMENTAL ALLOWANCE WHEN THEIR GROSS HOUSEHOLD INCOME (GHI) AND HOUSEHOLD SIZE PLACE THEM BELOW 130 PERCENT OF FEDERAL POVERTY GUIDELINES (FPG) FOR THEIR GEOGRAPHICAL LOCATION. BNA PROVIDES SOLDIERS ADDITIONAL INCOME WHEN GHI DURING THE PREVIOUS CALENDAR YEAR (CY) AND CURRENT MONTHLY GHI DO NOT EXCEED THE APPROPRIATE PERCENTAGE OF THE FPG FOR THEIR LOCATION.

5. (U) POLICY. EFFECTIVE IMMEDIATELY, SOLDIERS WILL BE SCREENED FOR BNA ELIGIBILITY, AND APPLICATIONS FOR BNA WILL BE PROCESSED THROUGH THE SOLDIER'S CHAIN-OF-COMMAND.

5.A. (U) ELIGIBLE SOLDIERS. REGULAR ARMY SOLDIERS AND ARMY NATIONAL GUARD (ARNG)/ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS) OR UNITED STATES ARMY RESERVE (USAR) SOLDIERS SERVING ON ACTIVE DUTY, WITH AT LEAST ONE DEPENDENT REPORTED IN THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS), ARE ELIGIBLE FOR BNA AND MAY BE CERTIFIED IF THEY MEET THE FOLLOWING CRITERIA:

5.A.(1) (U) THEY HAVE COMPLETED INITIAL ENTRY TRAINING (IET).

5.A.(2) (U) THEIR GHI DURING THE PREVIOUS CY AND CURRENT MONTHLY GHI DO NOT EXCEED THE APPROPRIATE PERCENTAGE OF THE FPG FOR THEIR LOCATION, AS DETERMINED BY THE SECRETARY OF DEFENSE.

5.A.(3) (U) THEY HAVE VOLUNTARILY APPLIED FOR BNA AND PROVIDED THE REQUIRED INFORMATION AND SUPPORTING DOCUMENTS TO DETERMINE ELIGIBILITY.

5.B. (U) INELIGIBLE SOLDIERS. SOLDIERS ARE INELIGIBLE FOR BNA IF ANY OF THE FOLLOWING CRITERIA APPLY:

5.B.(1) (U) THEIR GHI DURING THE PREVIOUS CY AND CURRENT MONTHLY GHI EXCEEDS THE PERCENTAGE DETERMINED BY THE SECRETARY OF DEFENSE.

5.B.(2) (U) THEY HAVE NOT COMPLETED IET.

5.B.(3) (U) THEY DO NOT HAVE A DEPENDENT.

5.B.(4) (U) THEY ARE A CADET AT THE UNITED STATES MILITARY ACADEMY.

5.B.(5) (U) THEY ARE AN ARNG/ARNGUS OR USAR SOLDIER NOT SERVING ON ACTIVE DUTY.

5.B.(6) (U) HAVING BEEN NOTIFIED OF POTENTIAL BNA ELIGIBILITY; THEY FAIL TO SUBMIT AN APPLICATION WITHIN 90 DAYS OF NOTIFICATION.

5.B.(7) (U) THEY ELECT IN WRITING NOT TO RECEIVE THE ALLOWANCE.

5.C. (U) SPECIAL BNA ELIGIBILITY CONSIDERATIONS.

5.C.(1) (U) SOLDIERS IN A NON-PAY STATUS, FOR ANY REASON, ARE NOT ELIGIBLE FOR BNA DURING THE NON-PAY PERIOD. WHEN SOLDIERS ARE RETURNED TO A PAY STATUS, THEY MAY APPLY OR REAPPLY FOR BNA.

5.C.(2) (U) WHEN A HOUSEHOLD CONTAINS MULTIPLE SERVICEMEMBERS DETERMINED TO BE ELIGIBLE TO RECEIVE BNA, ONLY ONE ALLOWANCE MAY BE RECEIVED. THE HOUSEHOLD SERVICEMEMBERS MUST JOINTLY ELECT WHICH MEMBER MUST RECEIVE THE ALLOWANCE.

5.C.(3) (U) IF THE SOLDIER'S PREVIOUS-YEAR GHI WAS REDUCED DUE TO A FINE, FORFEITURE, OR REDUCTION IN RANK IMPOSED AS PART OF A DISCIPLINARY ACTION, THE SOLDIER IS NOT ELIGIBLE FOR BNA SOLELY DUE TO THE FINE, FORFEITURE, OR REDUCTION IN RANK.

5.C.(4) (U) A SOLDIER RECEIVING BNA WILL CONTINUE TO RECEIVE IT UNTIL SEPARATION.

5.C.(5) (U) SOLDIERS MAY BECOME ELIGIBLE FOR BNA IF A CHANGE IN THEIR DEPENDENTS REPORTED IN THE DEERS IS SUCH THAT THE SOLDIER'S CALCULATED GHI DROPS BELOW THE PERCENTAGE OF FPG DETERMINED BY THE SECRETARY OF DEFENSE.

5.C.(6) (U) SOLDIERS DETERMINED TO BE ELIGIBLE TO RECEIVE BNA WILL BE CONSIDERED AUTOMATICALLY INELIGIBLE IF THEIR MONTHLY GHI INCREASES BECAUSE OF A PROMOTION OR OTHER PERMANENT INCREASE TO PAY OR ALLOWANCES TO AN AMOUNT THAT, ON AN ANNUALIZED BASIS, WOULD

EXCEED 130 PERCENT OF FPG FOR SUCH YEAR, AS PUBLISHED BY THE HEALTH AND HUMAN SERVICES (HHS) FOR THE SOLDIER'S LOCATION AND THE NUMBER OF INDIVIDUALS IN THE SOLDIER'S HOUSEHOLD.

5.C.(7) (U) CERTIFYING OFFICIALS MUST NOTIFY SOLDIERS RECEIVING BNA IF THEY BECOME INELIGIBLE DUE TO A CHANGE IN DEPENDENTS, PROMOTION, OR OTHER PERMANENT INCREASE TO PAY OR ALLOWANCES. BNA WILL TERMINATE 60 CALENDAR DAYS AFTER THE DATE OF PAY INCREASE OR CHANGE IN DEERS.

5.D. (U) SCREENING.

5.D.(1) (U) THE U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC) CENTER OF EXCELLENCE COMMANDERS, WITH ASSISTANCE FROM INSTALLATION HUMAN RESOURCE OFFICERS (HROS), WILL SCREEN SOLDIERS FOR BNA ELIGIBILITY BEFORE THEY COMPLETE IET.

5.D.(2) (U) UNIT COMMANDERS, WITH ASSISTANCE FROM INSTALLATION HROS, WILL SCREEN SOLDIERS DURING IN AND OUT-PROCESSING, SOLDIER READINESS PROCESSING, AND ON ARRIVAL AND DEPARTURE AT THE MOBILIZATION FORCE GENERATION INSTALLATION (MFGI) FOR ARNG/ARNGUS AND USAR SOLDIERS. FIRST ARMY AND PARENT UNITS WILL ASSIST WITH SCREENING AT THE MFGI.

5.D.(3) (U) UNIT COMMANDERS, INSTALLATION HROS, AND S1 PERSONNEL WILL SCREEN SOLDIERS ANNUALLY DURING THE PERSONNEL READINESS REVIEW. INSTALLATION HROS WILL ASSIST WITH SCREENING FOR ALL NON-PERSONNEL SERVICE DELIVER RE-DESIGN UNITS.

5.D.(4) (U) HROS AND ADJUTANTS WILL MAINTAIN DOCUMENTATION ON SOLDIERS WHO WERE SCREENED AND THE RESULTS OF THE SCREENINGS.

5.D.(5) (U) THE SOLDIER'S CURRENT MONTHLY GHI AND PRECEDING CY GHI WILL BE REVIEWED DURING THE SCREENING.

5.D.(6) (U) THE SOLDIER'S APPLICABLE FPG WILL BE DETERMINED BY FAMILY SIZE (SOLDIER PLUS DEPENDENTS) AND RATES FOR THESE GEOGRAPHIC LOCATIONS:

5.D.(6)(A) (U) 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA (THIS RATE IS ALSO USED TO COMPUTE BNA FOR DUTY OUTSIDE THE UNITED STATES.)

5.D.(6)(B) (U) HAWAII.

5.D.(6)(C) (U) ALASKA.

5.D.(7) (U) IF THE SCREENING DETERMINES THAT A SOLDIER'S CURRENT MONTHLY GHI DOES NOT EXCEED THE PERCENTAGE OF FPG DETERMINED BY THE SECRETARY OF DEFENSE, THE SOLDIER MAY BE ELIGIBLE FOR BNA AND SHOULD BE NOTIFIED BY THE COMMANDER.

5.D.(8) (U) ALL SOLDIERS DETERMINED TO BE ELIGIBLE FOR BNA WILL BE NOTIFIED AND COUNSELED IN WRITING. ADDITIONALLY, TRADOC CENTER OF EXCELLENCE COMMANDERS WILL REPORT ALL IET SOLDIERS WHO COULD BE ELIGIBLE, BASED ON SCREENING, TO THE SOLDIERS' FIRST DUTY STATION.

5.D.(9) (U) NOTIFICATION OF ELIGIBILITY FOR IET GRADUATES WILL OCCUR AT THE SOLDIERS' FIRST PERMANENT DUTY LOCATION.

5.E. (U) COUNSELING. IF AN INITIAL OR ANNUAL SCREENING DETERMINES THAT A SOLDIER COULD BE ELIGIBLE FOR BNA, COMPANY COMMANDERS WILL COUNSEL THE SOLDIER, IN WRITING USING DA FORM 4856, DEVELOPMENTAL COUNSELING FORM, ON THE ELIGIBILITY DETERMINATION AND ALL BNA APPLICATION INSTRUCTIONS, AS WELL AS THE FOLLOWING PROVISIONS:

5.E.(1) (U) ELIGIBILITY TO APPLY FOR BNA AND NOTIFICATION OF SCREENING ELIGIBILITY DOES NOT GUARANTEE CERTIFICATION, AND RECEIPT OF THE ALLOWANCE IS VOLUNTARY.

5.E.(2) (U) TO RECEIVE BNA, SOLDIERS WILL APPLY AND PROVIDE ALL SUBSTANTIATING DOCUMENTATION NO LATER THAN 90 DAYS AFTER WRITTEN NOTIFICATION. IF AN APPLICATION IS NOT SUBMITTED WITHIN THE 90-DAY WINDOW, THEY WILL BE DEEMED INELIGIBLE FOR BNA.

5.E.(3) (U) RECEIPT OF BNA MAY AFFECT PARTICIPATION OF THE HOUSEHOLD IN THE FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE AND ARMY EMERGENCY RELIEF, AS WELL AS CERTAIN FEDERAL ASSISTANCE PROGRAMS, SUCH AS THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM; SUBSIDIZED SCHOOL LUNCH PROGRAMS; THE WOMEN, INFANT,

AND CHILDREN PROGRAM; LOW-INCOME UTILITY ASSISTANCE PROGRAMS; DAY CARE PROGRAMS; AND OTHER INCOME-BASED ASSISTANCE PROGRAMS.

5.E.(4) (U) BNA IS TAXABLE INCOME PURSUANT TO REFERENCE 1.A.

5.F. (U) APPLICATION.

5.F.(1) THE ADMIN CORRECTION PERSONNEL ACTION REQUEST IN IPPS-A WILL BE USED TO APPLY, CERTIFY, COLLECT, AND MAINTAIN INFORMATION SUBMITTED BY SOLDIERS AND COMMANDERS.

5.F.(2) (U) SOLDIERS WILL INCLUDE ALL REQUIRED INFORMATION TO DETERMINE ELIGIBILITY AND COMPUTE THE BNA. SOLDIERS CAN OBTAIN ASSISTANCE FROM INSTALLATION FINANCIAL COUNSELORS AND THE INSTALLATION COMMUNITY AND FAMILY SUPPORT SERVICES OFFICES.

5.F.(3) (U) GHI CALCULATION.

5.F.(3) (A) (U) SOLDIERS WILL CALCULATE THEIR CURRENT MONTHLY AND PRECEDING-CY GHI BASED ON LOCATION AND THE NUMBER OF INDIVIDUALS IN THEIR HOUSEHOLD RECORDED IN DEERS.

5.F.(3) (B) (U) IF APPLICABLE, BONUS PAYMENTS WILL BE PRORATED OVER THE PERIOD TO WHICH THE BONUS IS APPLICABLE FOR INCLUSION IN THE GHI CALCULATION.

5.F.(3) (C) (U) ANY GHI RECEIVED IN A FOREIGN CURRENCY MUST BE CONVERTED TO U.S. DOLLARS USING THE PREVAILING RATE OF EXCHANGE AT THE TIME OF THE APPLICATION.

5.F.(3) (D) (U) SPORADIC, VARIABLE, OR SEASONABLE INCOME MUST BE COUNTED ONLY DURING THE MONTHS IN WHICH IT IS RECEIVED AND WILL ONLY BE CALCULATED WHEN DETERMINING PRECEDING-CY GHI.

5.F.(3) (E) (U) EXCLUSIONS FROM GHI ARE NOTED IN THE DEFINITION OF GHI IN PARAGRAPH 8.E OF THIS MESSAGE, AND AS FURTHER SPECIFIED BY THE SECRETARY OF DEFENSE.

5.F.(4) (U) COMMANDERS IN THE GRADE OF O-5 AND ABOVE WILL CERTIFY BNA APPLICATIONS. THIS AUTHORITY MAY NOT BE FURTHER DELEGATED.

COMMANDERS WILL CERTIFY BNA APPLICATIONS WITHIN 30 DAYS OF RECEIVING AN APPLICATION.

5.F.(5) (U) SOLDIERS MAY SUBMIT A BNA APPLICATION WITHOUT BEING NOTIFIED OR COUNSELED AFTER A SCREENING.

5.F.(6) (U) IF THE SOLDIER HAS APPROVED SEPARATION ORDERS, THE APPLICATION WILL BE REJECTED.

5.F.(7) (U) IF THE APPLICATION IS CERTIFIED IN IPPS-A, HRO PROFESSIONALS WILL PRINT, SCAN AND SEND ALL SUBSTANTIATING DOCUMENTATION TO THEIR SERVICING ARMY MILITARY PAY OFFICE FOR PAYMENT PROCESSING.

5.G. (U) CERTIFICATION AND PAYMENT.

5.G.(1) (U) COMMANDERS WILL NOTIFY CERTIFIED SOLDIERS, IN WRITING, OF ANY OF THESE APPLICATION OUTCOMES:

5.G.(1)(A) (U) ELIGIBILITY FOR BNA; AMOUNT OF MONTHLY BNA; NEED TO ELECT TO EITHER RECEIVE OR DECLINE BNA, IN WRITING, WITH THE CERTIFYING OFFICER; AND REQUIREMENT FOR THE SOLDIER TO REPORT INCREASES OR DECREASES IN REOCCURRING MONTHLY GHI OF \$150 OR MORE.

5.G.(1)(B) (U) INELIGIBILITY FOR THE BNA OR OTHER DENIAL, NOTING THE REASONS WHY.

5.G.(1)(C) (U) INABILITY TO PROCESS THE APPLICATION, NOTING THE REASONS WHY.

5.G.(2) (U) THE BNA IS PAYABLE MONTHLY TO ELIGIBLE SOLDIERS FOR MONTHS BEGINNING ON THE DATE OF THE SOLDIER'S CERTIFICATION OR 1 JANUARY 2023, WHICHEVER IS LATER.

5.G.(3) (U) A SOLDIER MAY VOLUNTARILY DISCONTINUE BNA AT ANY TIME.

5.G.(4) (U) BNA AMOUNT IS CALCULATED AS 1.3 TIMES THE MOST RECENTLY PUBLISHED FPG (BY LOCATION) FOR THE CY DURING WHICH THE ALLOWANCE IS PAID AND THE CURRENT NUMBER OF INDIVIDUALS IN THE SOLDIER'S

HOUSEHOLD, MINUS THE SOLDIER'S GHI DURING THE PRECEDING CY, DIVIDED BY 12, AND ROUNDED TO THE NEAREST WHOLE DOLLAR.

5.G.(5) (U) IF A SOLDIER IS CERTIFIED FOR BNA FOR LESS THAN A FULL MONTH, PAYMENT FOR THAT MONTH MUST BE PRORATED BASED ON THE NUMBER OF DAYS OF THE CERTIFIED SOLDIER'S ELIGIBILITY FOR THE ALLOWANCE DURING THE MONTH. PRORATION WILL BE COMPUTED AT THE RATE OF 1/30TH OF THE MONTHLY BNA AMOUNT FOR EACH DAY OF CERTIFICATION DURING THE MONTH.

5.G.(6) (U) UNIT AND INSTALLATION HROS WILL SUBMIT CERTIFIED BNA APPLICATIONS TO THEIR LOCAL FINANCE OFFICE FOR PAYMENT.

5.G.(7) (U) SOLDIERS RECEIVING THE BNA AND PENDING SEPARATION ARE AUTHORIZED TO CONTINUE TO RECEIVE THE BNA UNTIL SEPARATION.

5.G.(8) (U) COMMANDERS MUST MAINTAIN DOCUMENTATION ON: (A) SOLDIERS WHO WERE NOTIFIED; (B) SOLDIERS WHO HAVE APPLIED FOR BNA; AND (C) SOLDIERS WHO WERE CERTIFIED.

5.H. (U) RECERTIFICATION.

5.H.(1) (U) SOLDIERS RECEIVING BNA WILL RECERTIFY ANNUALLY NO LATER THAN 1 APRIL.

5.H.(2) (U) RECERTIFICATION INCLUDES AN UPDATED APPLICATION WITH ALL SUBSTANTIATING DOCUMENTATION.

5.H.(3) (U) IF A SOLDIER RECEIVING BNA EXECUTES A PERMANENT CHANGE OF STATION AND IS REASSIGNED FROM ONE FPG AREA TO ANOTHER, BNA MUST BE RECERTIFIED AND RECOMPUTED BASED ON THE NEW DUTY LOCATION.

5.H.(4) (U) WHEN SOLDIERS PROVIDE SUBSTANTIATED INFORMATION THAT THEIR CURRENT MONTHLY GHI INCREASES BY \$150 OR MORE PER MONTH, RECERTIFICATION IS REQUIRED.

5.H.(5) (U) WHEN SOLDIER ELIGIBILITY IS NOT TIMELY RECERTIFIED, ELIGIBILITY FOR THE BNA WILL BE LOST, AND THE DATE FOR TERMINATION OF

THE ENTITLEMENT WILL BE THE DATE WHEN THE ENTITLEMENT SHOULD HAVE BEEN RECERTIFIED.

5.I. (U) TRAINING.

5.I.(1) (U) COMMANDERS, DIVISION STAFF OFFICERS, AND FINANCIAL READINESS CENTERS WILL ENSURE THAT PERSONNEL IN POSITIONS TO ASSIST, PROCESS, OR CERTIFY APPLICATIONS HAVE COMPLETED INITIAL TRAINING DEVELOPED AND PROVIDED BY THE DEPUTY CHIEF OF STAFF (DCS), G-9.

5.I.(2) (U) THE COMMANDING GENERAL, TRADOC; IN COORDINATION WITH THE DCS, G-9; WILL ENSURE THAT BNA TRAINING IS INCLUDED IN PROFESSIONAL MILITARY EDUCATION FOR ADJUTANT GENERAL SOLDIERS AND AT BATTALION PRE-COMMAND COURSES.

5.I.(3) (U) SENIOR MISSION COMMANDERS WILL INCLUDE BNA CERTIFICATION TRAINING IN COMPANY COMMANDER AND FIRST SERGEANT COURSES.

6. (U) THE FOLLOWING DOCUMENTS MUST BE INCLUDED IN THE APPLICATION PACKET AND UPLOADED INTO IPPS-A:

6.A. (U) SIGNED STATEMENT FROM THE SOLDIER "I CERTIFY THE INFORMATION AND AMOUNTS LISTED ABOVE TO BE TRUE AND CORRECT AND BASED ON SUPPORTING DOCUMENTS (FOR EXAMPLE, INCOME TAX RETURN AND LEAVE AND EARNING STATEMENT) SUBMITTED WITH THIS CERTIFICATION. I UNDERSTAND THAT MAKING A FALSE STATEMENT OR CLAIM AGAINST THE U.S. GOVERNMENT IS PUNISHABLE BY COURT MARTIAL AND THAT THE PENALTY FOR WILLFULLY MAKING A FALSE CLAIM, OR FALSE STATEMENT IN CONNECTION WITH A CLAIM IS A MAXIMUM FINE OF \$10,000 OR IMPRISONMENT FOR FIVE YEARS, OR BOTH."

6.B. (U) ALL PAYCHECK STUBS, FORMS 1099, FORMS W-2, AND FORMS W-4 FROM ALL MEMBERS IN THE HOUSEHOLD TO INCLUDE DEPENDENT CHILDREN.

7. (U) REPORTING REQUIREMENT.

7.A. (U) ARMY COMMAND, ARMY SERVICE COMPONENT COMMAND, AND DIRECTING REPORTING UNIT G-1S WILL SUBMIT MONTHLY REPORTS TO HEADQUARTERS, DEPARTMENT OF THE ARMY, DCS, G-1 NO LATER THAN THE 5TH OF EACH MONTH CONTAINING DATA FOR THE PREVIOUS MONTH.

7.B. (U) REPORTS WILL BE SENT TO EMAIL ADDRESS:
USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRC@ARMY.MIL.

8. (U) DEFINITIONS.

8.A. (U) BNA. A SUPPLEMENTAL MONTHLY ALLOWANCE FOR SERVICEMEMBERS WHO HAVE DEPENDENTS AND GHI THAT FALLS BELOW CERTAIN FEDERAL INCOME THRESHOLDS.

8.B. (U) CY. THE PERIOD OF 365 DAYS (OR 366 DAYS IN A LEAP YEAR) STARTING FROM THE FIRST OF JANUARY.

8.C. (U) CERTIFIED APPLICANT. A BNA APPLICANT WHO HAS BEEN DETERMINED TO BE ELIGIBLE FOR THE ALLOWANCE BY A CERTIFYING OFFICIAL AND HAS ELECTED TO RECEIVE THE ALLOWANCE.

8.D. (U) FPG. ANNUALLY PUBLISHED INCOME MEASURE ISSUED BY THE U.S. DEPARTMENT OF HHS FOR A SPECIFIC NUMBER OF HOUSEHOLD MEMBERS AND A GEOGRAPHICAL LOCATION.

8.E. (U) GHI. CALCULATION OF ALL INCOME DERIVED FROM EACH MEMBER OF THE HOUSEHOLD FROM ANY SOURCE, INCLUDING GOVERNMENT FOOD ASSISTANCE PROGRAMS, EXCEPT: (1) EARNED INCOME OF A DEPENDENT WHO IS NOT REQUIRED TO FILE A TAX RETURN; (2) NON-TAXABLE GRANTS AND SCHOLARSHIPS FOR POSTSECONDARY STUDENTS; (3) INCOME TAX REFUNDS AND INSURANCE SETTLEMENTS; (4) FEDERAL AND STATE REIMBURSEMENTS FOR EXPENSES SUCH AS UTILITIES, MEDICAL CARE, OR DEPENDENT CARE IF THEY DO NOT EXCEED ACTUAL EXPENSES; (5) ALL MILITARY TRAVEL AND TRANSPORTATION RELATED ALLOWANCES AND ENTITLEMENTS; (6) THE AMOUNT OF THE BNA; AND (7) ANY PORTION OF THE BASIC ALLOWANCE FOR HOUSING OR OVERSEAS HOUSING ALLOWANCE IN HIGH COST OF LIVING AREAS AS DETERMINED BY THE ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.

8.F. (U) HIGH COST OF LIVING AREA. A GEOGRAPHICAL AREA WHERE THE COST OF LIVING FOR THAT AREA EXCEEDS THE AVERAGE COST OF LIVING IN THE CONTINENTAL UNITED STATES BY EIGHT PERCENT OR MORE IN A FISCAL YEAR, OR AS DETERMINED BY THE SECRETARY OF DEFENSE OR AN AUTHORITY DESIGNATED BY THE SECRETARY OF DEFENSE.

8.G. (U) HOUSEHOLD. AN ACTIVE-DUTY SERVICEMEMBER AND ANY DEPENDENTS OF THE MEMBER ENROLLED IN DEERS, REGARDLESS OF THOSE DEPENDENTS' LOCATION.

8.H. (U) SUBSTANTIATING DOCUMENTATION. TAX RETURNS, LEAVE AND EARNINGS STATEMENTS, CIVILIAN PAY STUBS, W-2S, AND OTHER DOCUMENTS THAT CAN BE USED TO VERIFY GHI.

9. (U) POINTS OF CONTACT.

9.A. (U) PROPONENT IS THE DCS, G-1, COMPENSATION AND ENTITLEMENTS DIVISION. SUBMIT INQUIRIES REGARDING THIS MESSAGE ONLY TO: USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRC@ARMY.MIL.

9.B. (U) ACTIVE COMPONENT SOLDIERS WITH GENERAL BNA POLICY INQUIRIES, SUBMIT ALL INQUIRIES TO: USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRC-SPECIAL-PAY@ARMY.MIL.

9.C. (U) ARNG SOLDIERS SEND INQUIRIES TO NATIONAL GUARD BUREAU: NG.NCR.NGB-ARNG.MBX.ARNG-COMP--ENTITLEMENT@ARMY.MIL.

9.D. (U) USAR SOLDIERS SEND INQUIRIES TO OCAR: USARMY.USARC.OCAR.MBX.G1-POLICY@ARMY.MIL.

10. (U) THIS ALARACT MESSAGE EXPIRES ON 5 JUNE 2024.