

GUIDANCE FOR APPLICATION COMPLETION/ADJUDICATION AND SUBMISSION OF THE BASIC NEEDS ALLOWANCE (BNA)



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- **Available resources** to assist with the application include but are not limited to the Personnel Administration Centers (PACS), Reporting Unit's, Personal Financial Managers (PFM) and Command Financial Specialists.
 - **Available tools** include, BNA Application Template, BNA Allowance Calculator, BNA Infographics, BNA Monthly Reports template, and page 11 . The tools are available at the Manpower Military Policy (MPO) Compensation webpage.
<https://www.manpower.marines.mil/Divisions/Plans-and-Policies/Manpower-Plans-and-Policy/Manpower-Military-Policy-MPO/Military-Compensation/>
 - **Commanders** will maintain BNA records, by month, of the total number of Marines notified via page 11 as being potentially eligible for BNA, in addition to the details of the Commander's outcome of all adjudications. An example, of a BNA monthly report is available for use on the MPO website. These reports must be provided monthly to HQMC, MPO via HQMC MPO@usmc.mil.
 - **New accession Marines** are ineligible to receive BNA until arrival at their first Permanent Duty Station (PDS). Therefore, applications cannot be submitted and processed until arrival at the first PDS.
 - **All income from all sources** is included in monthly Gross Household Income (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 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 w/CH 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 DD FORM 93 RECORD OF EMERGENCY DATA (RED) and enrolled in Defense Enrollment Eligibility Reporting System (DEERS).

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- **Substantiating documentation is required to be submitted with the completed 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 webpage. <https://mypay.dfas.mil/>.

- Once the application is signed by the verifying official, the application with endorsement is required to be submitted **monthly** to the supporting Personnel Administration Center (PAC) or Reporting unit for final adjudication and payment.