

VOLUME 7A, CHAPTER 25: “SUBSISTENCE AND BASIC NEEDS ALLOWANCES”**SUMMARY OF MAJOR CHANGES**

Changes are identified in this table and also denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [April 2022](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Title	Updated to include Basic Needs Allowance.	Revision
2.5.3	Added “Field Duty” to the section on Specialized Terms.	Addition
3.3.3	Updated Family Supplemental Subsistence payment information for clarity when receiving an allotment from the Supplemental Nutrition Assistance Program.	Revision
3.6.2	Removed redundant paragraph on Family Supplemental Subsistence Allowance recertification requirement.	Deletion
4.0	Incorporation of Basic Needs Allowance into the chapter.	Addition
Table 25-1	Updated to reflect the Basic Allowance for Subsistence effective January 1, 2023.	Revision
Table 25-1	May 2024: Updated table to include the 2024 calendar year Basic Allowance for Subsistence rates in accordance with the Office of the Assistant Secretary of Defense Manpower and Reserve Affairs memo dated November 28, 2023.	Revision
Table 25-2	Updated to reflect the meal collection rates effective January 1, 2023.	Revision
Table 25-2	May 2024: Updated table to include the 2024 calendar year discount and standard meal collections in accordance with the Office of Under Secretary of Defense (Comptroller), memo dated December 13, 2023.	Revision
References	Updated statutes and added supporting references.	Revision

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CHAPTER 25

SUBSISTENCE AND BASIC NEEDS ALLOWANCES

1.0 GENERAL

1.1 Purpose

Each member of a uniformed service entitled to basic pay is entitled to Subsistence and Basic Needs Allowances subject to the conditions set forth in this chapter.

1.2 Authoritative Guidance

The policies and requirements established by DoD for the allowances in this chapter are derived primarily from and prepared in accordance with Title 37, United States Code, sections 402, 402a and 402b ([37 U.S.C. § 402](#), [402a](#) and [402b](#)). Due to the subject matter in this chapter, the list of authoritative sources is extensive. The specific statutes, regulations, and other applicable guidance that govern each individual section are listed in a reference section at the end of the chapter.

2.0 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

2.1 Eligibility

Unless otherwise restricted as described in paragraph 2.3, a member becomes entitled to one of the following monthly BAS rates based upon their rank and circumstances.

2.1.1. Officer BAS. A single rate of BAS applies to all officers.

2.1.2. BAS for Enlisted Members. [An enlisted member is not entitled to BAS during basic training](#). Enlisted members are entitled to one of the following BAS rates.

2.1.2.1. Enlisted BAS. Enlisted BAS is the monthly standard rate that is payable to enlisted members unless they qualify for, and proper authority approves, BAS II.

2.1.2.2. Enlisted BAS II. Enlisted BAS II is the monthly rate that may be payable to members on duty at a permanent station and assigned to single (unaccompanied) Government quarters, which do not have adequate food storage or preparation facilities, and where a Government mess is not available, and the Government cannot otherwise make meals available. The BAS II rate is twice the rate of standard enlisted BAS. BAS II may be paid to enlisted members of the Navy assigned to vessels in a pre-commissioning status or who otherwise meet criteria set forth in the Military Personnel Manual (MILPERMAN) 7220-182. The Air Force has authorized payment of BAS II to members at specific locations.

2.1.3. Continuity of Enlisted BAS Entitlement

2.1.3.1. Enlisted members continue their existing BAS entitlement without interruption upon discharge or retirement, if reenlistment or recall to active duty is completed at the same station within 24 hours.

2.1.3.2. Enlisted members continue their existing BAS entitlement without interruption during weekends, holidays, administrative absence, pass, or liberty (not including leave).

2.2 Payment

2.2.1. Rates. The rates for BAS are listed in Table 25-1, for the most current rates, see BAS table on [DFAS.MIL](https://www.dfas.mil).

2.2.2. Enlisted BAS in Specific Situations. The following policy will be used in determining whether BAS or BAS II applies in specific situations:

2.2.2.1. Enlisted BAS rates will be applied uniformly for all enlisted members under similar conditions permanently assigned to the same installation, station, base, or ship. The installation commander/commanding officer will ensure the uniform application of BAS rates for members under similar conditions, whether from a single Service or more than one Service. If there is conflict between Service directives that prevents uniform application of BAS, the commander/commanding officer will report the differences, through appropriate channels, to the Secretaries of the Military Departments concerned, who will confer to ensure uniform determinations on the authorized BAS rate.

2.2.2.2. Enlisted members on authorized leave (including proceed time, authorized delays enroute between duty stations chargeable as leave, and convalescent leave) are entitled to the standard enlisted BAS rate, regardless of the BAS rate authorized at their Permanent Duty Station (PDS).

2.2.2.3. Enlisted members performing Permanent Change of Station (PCS) travel (including Temporary Additional Duty or Temporary Duty (TAD/TDY)) enroute under orders away from their designated post of duty are entitled to the standard enlisted BAS rate, regardless of the BAS type authorized at their previous or subsequent PDS.

2.2.2.4. Enlisted members receiving BAS II at their PDS who are hospitalized or performing regular or permissive TAD/TDY (including field duty, sea duty, Essential Unit Messing (EUM), or members traveling together with limited or no per diem travel) under orders away from their PDS will revert to standard enlisted BAS for the period of hospitalization or absence from the PDS.

2.2.2.5. Enlisted members will be entitled to the standard enlisted BAS rate for any day they are under orders for leave or PCS travel. This includes the day of commencement and day of termination of the status under those orders.

2.2.2.6. Enlisted members who change BAS status at the direction or by permission of a commander, under blanket authority, or at the member's request will have the entitlement change take effect at the beginning of the day specified in writing by the commander.

2.2.3. Advance Payments. Specific circumstances for advance payment of BAS are contained in Chapter 32, paragraph 2.5.

2.2.4. Effect on Overseas Station Allowances. BAS is paid in conjunction with the overseas Cost-Of-Living Allowances (COLA) authorized by the Joint Travel Regulations.

2.3 Restrictions

2.3.1. Military members are not entitled to BAS of any type under the following conditions:

2.3.1.1. When undergoing Basic Military Training, including initial officer training (Officer Candidate School, Officer Training School), except when the member has continuous prior enlisted service (active or reserve). Members will be subsisted-in-kind while attending initial basic military training;

2.3.1.2. When in an excess leave status;

2.3.1.3. When in an absent-without-leave status, in excess of 24 hours, unless the absence is excused as unavoidable;

2.3.1.4. When on an approved educational leave of absence not exceeding 2 years;

2.3.1.5. When a member with no dependents is training for, attending, or participating in Pan American games, Olympic games, or other specifically authorized international amateur sport competitions and the sponsoring agency subsists them during that period; or

2.3.1.6. When a court-martial sentence imposes forfeiture of pay and allowances.

2.3.2. Enlisted members are not authorized BAS II when a government mess is temporarily closed for less than 14 days or when a member is on leave, assigned temporary duty (TAD/TDY), or in the hospital.

2.4 Government Provided Meals

2.4.1. A military member being paid BAS must pay for all meals or rations provided by or on behalf of the Government, except as provided in subparagraph 2.4.2. This is a personal obligation of the individual. Meals or rations may be paid with cash tendered to the Government mess by the member or, under certain circumstances, the amount owed may be collected/deducted from the member's travel per diem (a member under orders for EUM has no entitlement to subsistence travel per diem), or from the member's pay account. When payment is made from a

pay account, the payment is not considered a deduction from or reduction of the entitled BAS; rather it is a collection for a debt owed to the Government (see Table 25-2).

2.4.2. A member is not required to pay for meals provided while the member undergoes medical recuperation or therapy, or is otherwise in the status of continuous care, including outpatient care, at a military treatment facility for an injury, illness or disease incurred while the member was on active duty:

2.4.2.1. In support of Operation Enduring Freedom, Operation Iraqi Freedom, Operation New Dawn, Operation Freedom's Sentinel; or

2.4.2.2. In any other operation designated by the Secretary of Defense as a combat operation or in an area designated by the Secretary as a combat zone.

2.4.3. Mandatory pay account collection may be imposed for enlisted members in certain situations. These are circumstances where it is not feasible to control dining access or collect cash due to operational constraints or where efficiency of operation requires collection for all meals. When a commander/commanding officer requires mandatory pay account collection, the collection will be made for all meals available, whether the meals are actually eaten or not. Mandatory collections are made day-for-actual-day, not on a 30-day month basis. Unless the member is receiving a per diem for subsistence, the collection will be at the discount meal rate.

2.4.3.1. Mandatory pay account collection may be required in the following situations:

2.4.3.1.1. Field duty;

2.4.3.1.2. Sea duty;

2.4.3.1.3. Members traveling together with limited or no per diem travel;

2.4.3.1.4. Accession Pipeline Military Training;

2.4.3.1.5. EUM; or

2.4.3.1.6. Essential Station Messing (ESM).

2.4.3.2. Mandatory pay account collection for meals does not apply to the following:

2.4.3.2.1. Members on official leave, in a PCS status (including travel time and proceed time), in a military treatment facility, or on TAD/TDY other than TAD/TDY to another situation requiring mandatory pay account collection for meals. In these instances, pay account collections will be suspended or adjusted with a credit and the Government mess will be responsible for collecting from the member for any meals served.

2.4.3.2.2. Members who have missed **more than 20 percent of meals on a monthly basis due to assigned duties**, as certified by the commanding officer/commander or their designee. Collections will be suspended or adjusted with a credit.

2.4.3.3. Pay account collections will be at 25-percent of the discount meal rate for the first and last day of assignment in situations requiring mandatory collection. A member transitioning directly between two mandatory meal collection situations will be treated as though the collection period were continuous and will not receive the 25-percent reduced charge for the transition. The 25-percent reduced meal charge does not apply for leave periods. Full collections will be made on the duty days before and after the leave period.

2.4.4. In circumstances other than those requiring mandatory pay account collection, members receiving BAS will pay for meals provided by or on behalf of the Government by using cash or by collection/reduction of subsistence per diem from their travel claims. Members on Joint Task Force operations under per diem travel orders usually will have the subsistence portion of their per diem withheld or deducted from their travel reimbursement as payment for meals provided in theater. Members deployed on regular TAD/TDY travel who receive deductible meals (meals at “no cost”) will have the subsistence portion of their per diem reduced as payment for meals provided by or on behalf of the Government.

2.4.5. The standard meal rate applies unless there is a specific exception allowing application of the discount meal rate. Members actually paid subsistence per diem for meals must pay the standard meal rate unless the per diem is withheld or disallowed as payment for the meals.

2.4.6. Members being subsisted by or on behalf of the Government, where no other collection means exists or where normal collections were not made, may have a collection for meals made through their pay account at the appropriate rate upon proper documentation for a debt owed to the Government.

2.4.7. Collections from individual pay accounts for meals and rations provided by the Government or on behalf of the Government will be credited to the appropriation specified by each Military Service.

*2.5 Specialized Terms

2.5.1. ESM. Messing declared by the installation, base, or station commander responsible for single Government quarters that is essential to operate the Government mess efficiently and economically, or that is necessary for the health and safety of enlisted personnel permanently assigned to single quarters. Those categories of enlisted members included in ESM will be charged for all meals made available whether eaten or not, except for approved missed meals.

2.5.2. EUM. Group messing that is declared by an appropriate authority to be necessary for operational readiness, military operations, or effective training where members are required to eat Government–furnished meals. Members will be in a travel status and are entitled to travel reimbursement for incidental expenses, but not for subsistence. Designation for EUM will apply only to organizational units and to operational elements and detachments, not to individual

members. All members on duty under circumstances where EUM has been declared will be charged for all meals made available whether eaten or not, except for approved missed meals.

2.5.3. Field Duty. Any maneuvers, war games, field exercises, or similar operations where a member is assigned to a unit being subsisted in a dining facility operated by or on behalf of the U.S. Government or with an organization drawing field rations. Members may be on per diem orders.

2.5.4. Sea Duty. Service performed in a self-propelled vessel with berthing and messing facilities that is in an active status, in commission, or in service. This term applies to members who are either permanent party or aboard for TAD/TDY. All members on sea duty, not a member of an authorized private mess, will be charged for all meals made available whether eaten or not, subject to approved missed meals.

2.5.5. Government Furnished Meals. A condition in which meals or rations are furnished without charge by a Government contractor or a foreign government, or through a fellowship, grant, or intern program while a member is receiving basic pay, either under the terms of a contract or agreement or on a complimentary basis. Unless a member is entitled to be subsisted-in-kind, subsistence provided on behalf of the Government must be charged to the member.

2.5.6. Subsisted-in-Kind. Meals or rations furnished at no charge to members not entitled to BAS from a Government Mess or who are subsisted at no charge on behalf of the Government.

3.0 FAMILY SUPPLEMENTAL SUBSISTENCE ALLOWANCE (FSSA)

3.1 General Provisions

The FSSA program was established to supplement a member's BAS to a level sufficient to remove the member's household from or eliminate the need for benefits under the U.S. Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP), formerly known as the food stamp program. FSSA is payable at a monthly rate as determined by the Military Service concerned under the guidance provided by the Secretary of Defense and may not exceed \$1,100 per month. FSSA is a nontaxable allowance payable in addition to, all other pays and allowances. Applicable definitions are found at [DoD Instruction \(DoDI\) 1341.11, E2](#).

3.2 Eligibility

FSSA is payable to any officer or enlisted member of the Armed Forces who meets all of the following criteria:

3.2.1. Is serving on active duty and receiving BAS;

3.2.2. Has a household income, including military income of the member, and any other household income that would make the member eligible for assistance under the USDA SNAP program for the member's household size;

3.2.3. Has at least one person in the member's household who is a military dependent;

3.2.4. Has made an application for and been certified at a specific payment level by the appropriate office; and

3.2.5. After September 30, 2016, is serving outside the United States, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, or Guam.

*3.3 Entitlement

FSSA is a monthly entitlement payable in whole dollar amounts not to exceed \$1,100. It is not payable to any member, otherwise entitled, during periods in a non-pay status.

3.3.1. FSSA is payable in an amount that would bring the member's household income to 130 percent of the [Federal poverty guidelines \(FPG\)](#) as established by the USDA, [but not to exceed \\$1,100](#).

3.3.2. For periods of less than a full month of entitlement, the FSSA is payable at 1/30 of the monthly amount for each eligible day served.

3.3.3. If an eligible member is receiving SNAP benefits [and the amount of the member's SNAP allotment exceeds the amount of the FSSA calculated under subparagraph 3.3.1, the member's FSSA entitlement will be equal to the lesser of the value of the SNAP allotment or \\$1,100](#).

3.4 Military Income

3.4.1. For the FSSA program, the following sources of revenue will be counted as military income:

3.4.1.1. Basic Pay;

3.4.1.2. BAS;

3.4.1.3. Basic Allowance for Housing or cash equivalent for those who are living in Government-provided housing;

3.4.1.4. Overseas Housing Allowance (OHA). When a member lives in Government quarters while stationed overseas, the amount of the housing allowance to count as income for that member is the OHA ceiling for the local area;

3.4.1.5. All bonuses. The monthly amount of military income attributable to a bonus will be the amount of the bonus, prorated over the period of time to which bonus is applicable; and

3.4.1.6. All special and incentive pays except those excluded in subparagraph 3.4.2.

3.4.2. The following sources of revenue will not be counted as military income:

3.4.2.1. Hostile Fire Pay;

3.4.2.2. Imminent Danger Pay;

3.4.2.3. Continental United States COLA;

3.4.2.4. Overseas COLA;

3.4.2.5. Family Separation Allowance;

3.4.2.6. Clothing Allowances; and

3.4.2.7. All travel and transportation related allowances and entitlements.

3.5 Application and Certification

Members must apply for the FSSA program with the appropriate organizational element as designated by their respective Service. The appropriate Service organization will make all decisions regarding eligibility and the amount of entitlement and will provide final certification for payment to include the entitlement start date.

*3.6 Recertification and Termination

3.6.1. When any of the following events occur, in order to avoid termination of FSSA, a member receiving FSSA must report the event to the Service certifying organization within 30 days for recertification of FSSA eligibility:

3.6.1.1. Member's monthly gross household income (GHI) increases by \$100 or more;

3.6.1.2. Member's household size decreases;

3.6.1.3. Member is promoted. The certification ends the day prior to the effective date of promotion;

3.6.1.4. Member executes a PCS move. The certification ends the day prior to the date the member officially reports for duty at the new duty station; and

3.6.1.5. Members are required to re-certify annually effective February 1 of each year.

3.6.2. The effective date of recertification will be the day following the last day of the previous certification period.

3.6.3. If during recertification it is determined that the member's **monthly** gross household income increased by an amount greater than \$100 more than 30 days prior to reapplication, the difference between the amount of the current entitlement and the amount being recertified (if less) will be recouped. The recoupment amount is calculated on a pro rata basis for each day, following the date the increased income exceeded \$100 through the effective date of the recertification.

3.6.4. When a member's eligibility is not timely recertified, eligibility for FSSA will be lost, and the date for termination of the entitlement will be the date of the event requiring recertification. An untimely recertification will be treated as an initial application.

*4.0 BASIC NEEDS ALLOWANCE (BNA)

4.1 General

4.1.1. Applicability

This section applies to Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this section as the "DoD Components").

4.1.2. Policy

Pursuant to 37 U.S.C. § 402b, BNA must be made available to each member in accordance with the eligibility criteria specified in this section.

4.2 Procedures

4.2.1. General

The BNA program provides a monthly allowance for members who voluntarily apply and whose GHI and household size place them below 150 percent of the FPG for their geographical location effective July 1, 2023. For the time period January 1, 2023 to June 30, 2023, the applicable percentage was 130 percent. The Department of Health and Human Services (HHS) periodically updates the FPG in the Federal Register in accordance with 42 U.S.C. § 9902. Refer to DoDI 1341.15 for applicable definitions of GHI, household and other terms used in this section.

4.2.2. Eligibility

4.2.2.1. Eligible Members. Active duty members with dependents are eligible for BNA and may be certified if:

4.2.2.1.1. They have completed initial entry training (IET).

4.2.2.1.2. Their GHI during the most recent calendar year (i.e., the calendar year immediately preceding the year they apply for BNA) did not exceed 150 percent of the FPG for such year, as published by the HHS for their location and the number of individuals in their household.

4.2.2.1.3. They have voluntarily applied for the BNA and provided the required information to determine eligibility, and if found eligible, they will be considered a certified applicant.

4.2.2.1.4. They are not ineligible for the allowance pursuant to subparagraph 4.2.2.2 or subparagraph 4.2.2.3.

4.2.2.2. Ineligible Members. Active duty members are ineligible for BNA if:

4.2.2.2.1. Their GHI during the most recent calendar year exceeded 150 percent of the FPG for such year, as published by the HHS for their location and the number of individuals in their household;

4.2.2.2.2. They do not have dependents;

4.2.2.2.3. They are a cadet at the United States Military Academy, the United States Air Force Academy, or the Coast Guard Academy; a midshipman at the United States Naval Academy; or a cadet or midshipman serving elsewhere in the Military Services;

4.2.2.2.4. They have not completed IET;

4.2.2.2.5. Having been notified of potential BNA eligibility, they fail to submit a BNA application within 180 calendar days or a submission deadline established by the implementing guidance published by the Secretary of the Military Department concerned or the Commandant of the Coast Guard, as applicable; or

4.2.2.2.6. They elect in writing not to receive the allowance.

4.2.2.3. Special BNA Eligibility Considerations

4.2.2.3.1. Households with Multiple Eligible Members. When a household contains multiple members determined to be eligible to receive BNA pursuant to subparagraph 4.2.2.1, only one allowance may be received. The household's members must jointly elect which eligible member must receive the allowance.

4.2.2.3.2. Automatic Ineligibility of Members Receiving Certain Income Increases. A member determined to be eligible to receive BNA pursuant to subparagraph 4.2.2.1 will be considered automatically ineligible if their monthly GHI increases as a result of a promotion or other permanent increase to pay or allowances, to include entry into active service,

to an amount that, on an annualized basis, would exceed the limit described in subparagraph 4.2.2.1.2. If the member is receiving BNA, the Secretary of the Military Department concerned or the Commandant of the Coast Guard must inform them that they are ineligible and payment of the allowance must terminate 60 calendar days after the date of ineligibility. Pursuant to subparagraph 4.2.9, the certified member must report changes in GHI to the BNA certifying official to be reviewed and re-certified.

4.2.2.3.3. Ineligibility Due to Changes in Income as a Result of Disciplinary Action. If a member's previous calendar year GHI was reduced due to a fine, forfeiture, or reduction in rank imposed as a part of disciplinary action or an action in accordance with 10 U.S.C. Chapter 47, also known as the Uniform Code of Military Justice, they are not eligible for BNA solely due to the fine, forfeiture, or reduction in rank. A member described in this subparagraph who is:

4.2.2.3.3.1. Reinstated to the pay grade held before any reduction in rank may become eligible for BNA, provided they are otherwise eligible pursuant to subparagraph 4.2.2.

4.2.2.3.3.2. In receipt of BNA at the time of the fine, forfeiture, or reduction in rank may retain eligibility to BNA if they are otherwise eligible for the allowance pursuant to subparagraph 4.2.2., notwithstanding any fine, forfeiture, or reduction in rank.

4.2.2.4. Ineligibility Due to Certain Duty Status. Whenever a member is in a non-pay status for any reason, they are not eligible for BNA during the non-pay period. When the member is returned to a pay status, they may apply or reapply for BNA if they are otherwise eligible pursuant to subparagraph 4.2.2.

4.2.2.5. Ineligibility Due to Certain Changes in Household Size. A member will be ineligible for BNA if a change in the number of their dependents reported in the Defense Enrollment Eligibility Reporting System (DEERS) is such that the member's GHI exceeds 150 percent of the FPG for the member's geographical location and the new number of individuals in their household. If the member is receiving BNA, the Secretary of the Military Department concerned or the Commandant of the Coast Guard must inform them that they are ineligible and payment of the allowance must terminate 60 calendar days after the date of ineligibility. If the certified member is receiving BNA when the change in number of dependents is reported in DEERS, pursuant to subparagraph 4.2.9, the certified member must report changes in the number of individuals in their household to the BNA certifying official to be reviewed and re-certified.

4.2.2.6. Eligibility Due to Certain Changes in Household Size. A member may become eligible for BNA if a change in the number of their dependents reported in DEERS is such that their GHI drops below 150 percent of the FPG for their geographical location and the new number of individuals in their household, and they are otherwise eligible pursuant to subparagraph 4.2.2.1.

4.2.3. BNA Eligibility Screening

4.2.3.1. Screening Requirements. The Secretary of the Military Department concerned or the Commandant of the Coast Guard must:

4.2.3.1.1. Screen each members for BNA eligibility before the member completes IET;

4.2.3.1.2. Screen active duty members, at least annually, for BNA eligibility after IET; and

4.2.3.1.3. Maintain documentation on members who were screened and the results of the screenings.

4.2.3.2. Informing Screened Members. Upon determining a screened member is eligible for BNA, the Secretary of the Military Department concerned or the Commandant of the Coast Guard will, in writing:

4.2.3.2.1. Inform the member that they are eligible to apply for BNA, but that screening eligibility does not guarantee certification;

4.2.3.2.2. Inform the member that to receive BNA, they must submit a BNA application in accordance with instructions and procedures published by their Military Service;

4.2.3.2.3. Inform the member that submission of a BNA application, including substantiating documentation, and receipt of the allowance are voluntary;

4.2.3.2.4. Inform member of additional financial management and assistance programs for which they may be eligible;

4.2.3.2.5. Provide the member BNA application instructions;

4.2.3.2.6. Provide the member with deadlines for submitting BNA applications and substantiating documentation required under the member's Military Service implementing guidance; but Services must establish such deadlines no earlier than 60 calendar days and no later than 180 calendar days after the date of the written screening notification. For members undergoing IET at the time of the screening, the application deadline must be no later than 180 calendar days following arrival at their first permanent duty station;

4.2.3.2.7. Inform the member that if they do not submit a BNA application, with required substantiating documentation, by the established deadline, they will be deemed ineligible for BNA; and

4.2.3.2.8. As appropriate, inform the member on the counseling requirements specified in subparagraph 4.2.9 for applicants.

4.2.4. Application

DoD financial counselors, pay administrators, personnel services, community or family support services, or equivalent command organizations may assist in the application process, but will not grant any member final certification for BNA. Assistance may include reviewing documentation, helping members obtain necessary paperwork, and gathering information required for certification. The amount of BNA may be estimated and shared with the member. The eligibility and estimation is not binding or final until it is certified by the Secretary of the Military Department concerned or the Commandant of the Coast Guard.

4.2.4.1. A member seeking to receive BNA must submit a signed and complete application in accordance with this section and policy established by the Secretary of the Military Department concerned or the Commandant of the Coast Guard.

4.2.4.2. The Secretary of the Military Department concerned or the Commandant of the Coast Guard must develop an application that will include, at a minimum:

4.2.4.2.1. Date of submission;

4.2.4.2.2. The member's name;

4.2.4.2.3. The member's DoD identification number;

4.2.4.2.4. The member's pay grade;

4.2.4.2.5. The member's years of service for purposes of payment of basic pay;

4.2.4.2.6. Pay entry date;

4.2.4.2.7. The member's permanent duty station or home port;

4.2.4.2.8. The member's current monthly GHI (includes lump sum payments converted to a monthly amount, e.g., a bonus prorated over the period of time to which the bonus applies);

4.2.4.2.9. Preceding calendar year GHI by source. Military income can be obtained and verified through the personnel and pay systems;

4.2.4.2.9.1. The monthly amount of GHI attributable to a bonus must be prorated over the period of time to which the bonus applies. If applicable, the bonus will be prorated over the period of time for which the bonus is paid;

4.2.4.2.9.2. Sporadic, variable, or seasonal income must be counted only during the month(s) in which it is received. If sporadic, variable, or seasonal income causes the GHI of the member to exceed the \$150 per month threshold specified in subparagraph 4.2.9,

the member must report the sporadic income amount to a certifying official to be reviewed for eligibility under subparagraph 4.2.2.3.2;

4.2.4.2.9.3. Any GHI that is received in a foreign currency must be converted to U.S. dollars using the prevailing rate of exchange at the time of application;

4.2.4.2.9.4. Exclusions from GHI are specified in the definition of GHI in the DoDI 1341.15 Glossary; and

4.2.4.2.10. Number of individuals in the member's household.

4.2.4.3. The application should include a statement that the applicant's signature, including any digital signature, confirms that the information in the application is accurate, to the best of their knowledge.

4.2.4.4. To the extent practicable, in-place administrative processes must be used to support BNA. When necessary, each Military Service must help applicants of other Military Services submit their application to their own Service. This should be done where reasonable access to their own Military Service is not available, such as at joint commands.

4.2.4.5. Members may submit a BNA application without being notified after a screening. Members who believe they may be eligible for BNA may consult with DoD financial counselors or officials designated by their respective Military Department or Service to assist in understanding requirements for eligibility.

4.2.4.6. The application will include all required information and substantiating documentation to allow the Secretary of the Military Department concerned or the Commandant of the Coast Guard to determine eligibility.

4.2.4.7. The application will include all required information to allow the Secretary of the Military Department concerned or the Commandant of the Coast Guard to compute BNA.

4.2.4.8. A member receiving BNA must annually resubmit an updated, signed application, along with substantiating documentation, to the Secretary of the Military Department concerned or the Commandant of the Coast Guard.

4.2.5. Application Adjudication. The Secretary of the Military Department concerned or the Commandant of the Coast Guard must establish procedures to determine eligibility and make a determination of the amount of BNA for each certified applicant within 30 calendar days of receiving an application.

4.2.5.1. The Secretaries of the Military Departments and the Commandant of the Coast Guard must ensure adequately trained personnel are in position to process and certify applications. This includes submitting the transaction to the Defense Finance and Accounting Service or appropriate pay systems.

4.2.5.2. BNA is effective on the application's certification date.

4.2.5.3. The Secretaries of the Military Departments and the Commandant of the Coast Guard must ensure controls over information processing (e.g., cross-system consistency checks to compare data in different systems and safeguarding personal information) are implemented while processing BNA applications.

4.2.5.4. Secretaries of the Military Departments and the Commandant of the Coast Guard may reject a member's application if they have approved separation orders. Members receiving BNA and pending separation may continue to receive BNA until separation.

4.2.5.5. Upon determining a member's eligibility status, the Secretaries of the Military Departments and the Commandant of the Coast Guard must notify certified applicants in writing. At a minimum, the written notification must, as applicable, include:

4.2.5.5.1. A statement that the member is deemed eligible or ineligible for BNA;

4.2.5.5.2. A statement that if the applicant's eligibility determination could not be adjudicated, the applicant must be informed of why the application could not be processed;

4.2.5.5.3. If the applicant has been deemed ineligible, why the application was denied;

4.2.5.5.4. If the applicant is certified to receive BNA, the amount of the monthly BNA;

4.2.5.5.5. If an applicant is certified, a notification that they may elect to either receive or decline BNA. Elections to decline BNA must be in writing and must be provided to the certifying official by the member;

4.2.5.5.6. If an applicant is certified, applicable counseling requirements specified in subparagraph 4.2.9;

4.2.5.5.7. Additional financial management and assistance programs for which the applicant may be eligible;

4.2.5.5.8. Secretaries of the Military Departments and the Commandant of the Coast Guard must maintain documentation on:

4.2.5.5.8.1. Members who were notified;

4.2.5.5.8.2. Members who have applied for the BNA;

4.2.5.5.8.3. Members who were certified;

4.2.5.5.8.4. Members who have declined BNA and members who were deemed ineligible based on the criteria in subparagraph 4.2.2; and

4.2.5.5.8.5. The amount of the allowance for certified applicants opting to receive BNA.

4.2.6. Computation of Allowance

4.2.6.1. Standard Amount of the Allowance

4.2.6.1.1. BNA for certified applicants must be paid on a monthly basis. Member eligibility will be determined pursuant to subparagraph 4.2.2.

4.2.6.1.2. BNA must be computed as follows: 1.5 times the most recently published annual FPG for the calendar year during which the allowance is paid based on the member's duty station and the current number of individuals in the member's household, including the member, minus the member's GHI during the preceding calendar year, divided by 12. The amount of the BNA must be rounded to the nearest whole dollar. The following example depicts how to compute BNA:

Example: BNA Computation

Assumptions: A member with the following:

1. A household size of five.
2. Assigned in the State of Ohio.
3. A prior calendar year GHI - \$39,947
4. Applicable annual FPG - \$32,470

Sample Computation:

$$\begin{aligned} \text{BNA} &= ((1.5 \times \$32,470) - \$39,947)/12 \\ &= (\$48,705 - \$39,947)/12 \\ &= \$8,758/12 \\ &= \$730 \text{ per month} \end{aligned}$$

NOTE: A rate of 1.3 is applicable from January 1, 2023, to June 30, 2023. Effective July 1, 2023, the rate is 1.5.

4.2.6.1.3. The amount of the decrease in household income resulting from a fine, forfeiture, or reduction in rank may not be used to increase the amount of BNA.

4.2.6.2. Alternate Computation of the Allowance for Duty Outside the United States. If a certified applicant is assigned to a duty location outside the United States, the Secretary of the Military Department concerned or the Commandant of the Coast Guard must make the calculations described in subparagraph 4.2.6.1 using the FPG for the 48 contiguous States and the District of Columbia.

4.2.6.3. Proration. If a member is certified for BNA for less than a full month, the BNA must be prorated based on the number of days of the certified applicant's eligibility for the allowance during the month. Proration must be computed at the rate of 1/30th of the monthly BNA amount for each day of certification during the month.

4.2.7. Geographic Locations

4.2.7.1. The HHS maintains the following geographical locations for the FPG:

4.2.7.1.1. The 48 contiguous states and the District of Columbia.

4.2.7.1.2. Hawaii.

4.2.7.1.3. Alaska.

4.2.7.2. If a member receiving BNA executes a PCS and is reassigned from one FPG geographic location specified in subparagraph 4.2.7.1 to another, BNA must be recomputed based on the new duty location.

4.2.7.3. Members assigned to geographic locations outside the defined poverty guideline geographical locations in subparagraph 4.2.7.1 must use the FPG for the 48 contiguous states and the District of Columbia.

4.2.8. Other BNA Recertifying Requirements. The Secretary of the Military Department concerned or the Commandant of the Coast Guard must review BNA eligibility and if necessary, upon the member resubmitting an application, the amount of BNA must be recomputed pursuant to subparagraph 4.2.6:

4.2.8.1. Annually on the anniversary date of the original BNA application certification or annually on the date BNA was last certified, whichever is most current. Whenever a member;

4.2.8.2. Whenever a Service member provides substantiated information that their current monthly GHI increases by \$150 or more per month;

4.2.8.3. Whenever a Service member provides substantiated information that the number of individuals in the household increases or decreases; or

4.2.8.4. Whenever a Service member receiving BNA executes a PCS and is reassigned from one FPG geographical location specified in subparagraph 4.2.7.1 to another FPG geographical location, BNA must be recertified. Recertification will occur upon arrival at the new duty location using the FPG of the new location. If the PCS is to or from the 48 contiguous States or the District of Columbia to or from a location outside of the United States, it is not necessary to recertify the amount of BNA.

4.2.9. Counseling Requirements. Upon certification, the Secretary of the Military Department concerned or the Commandant of the Coast Guard must ensure applicants are counseled on the following:

4.2.9.1. During participation in BNA, the member must report any increase or decreases in recurring monthly GHI of \$150 or more per month, or any increase or decrease in the number of individuals in their household, to the certifying official within 60 calendar days. Failure to report changes may result in termination of BNA eligibility;

4.2.9.2. Receipt of BNA may affect participation of the household in certain Federal assistance programs, such as subsidized school lunch programs; the Women, Infant, and Children program; FSSA; low-income utility assistance programs; day care programs; and other income based assistance programs;

4.2.9.3. BNA is taxable income pursuant to 26 U.S.C. § 61;

4.2.9.4. That the publication of this section does not result in a retroactive application of benefits other than that which may result from any intervening time period between the effective dates DoDI 1341.15 and any further Military Service-specific guidance; and

4.2.9.5. The member may voluntarily discontinue BNA at any time.

4.2.10. Payment Processing. The monthly BNA is payable from the date the application is certified. The Secretary of the Military Department concerned or the Commandant of the Coast Guard must establish procedures to ensure all eligible members will be paid the monthly BNA within 30 calendar days of certifying the application.

4.2.11. Effective Periods

4.2.11.1. BNA is payable to eligible members for months beginning on and after January 1, 2023.

4.2.11.2. Unless otherwise extended by the Congress, no BNA may be paid after December 31, 2027.

*Table 25-1. BAS Rates

For the most current rates, see BAS table on DFAS.MIL.

Effective Date	OFFICERS	ENLISTED	BAS II (Note 1)
January 1, 2024	\$316.98	\$460.25	\$920.50
January 1, 2023	\$311.68	\$452.56	\$905.12
January 1, 2022	\$280.29	\$406.98	\$813.96
January 1, 2021	\$266.18	\$386.50	\$773.00
January 1, 2020	\$256.68	\$372.71	\$745.42
January 1, 2019 (note 2)	\$254.39	\$369.39	\$738.78
January 1, 2018	\$254.39	\$369.39	\$738.78
January 1, 2017 (note 3)	\$253.63	\$368.29	\$736.58
January 1, 2016	\$253.63	\$368.29	\$736.58
January 1, 2015	\$253.38	\$367.92	\$735.84
January 1, 2014	\$246.24	\$357.55	\$715.10
January 1, 2013	\$242.60	\$352.27	\$704.54
January 1, 2012	\$239.96	\$348.44	\$696.88
January 1, 2011	\$223.84	\$325.04	\$650.08

NOTES:

1. BAS II is the monthly rate that may be payable to enlisted members, **in lieu of the regular BAS rate, when** on duty at a permanent station and assigned to single (unaccompanied) Government quarters, which do not have adequate food storage or preparation facilities, and where a Government mess is not available, and the Government cannot otherwise make meals available. The BAS II rate is twice the rate of standard enlisted BAS and must be authorized by the Secretary of the Military Department concerned **and the Commandant of the Coast Guard**.
2. The BAS rate effective January 1, 2019 is the same as the BAS rate for January 1, 2018.
3. The BAS rate effective January 1, 2017 is the same as the BAS rate for January 1, 2016.

*Table 25-2. Meal Collection Rates
Effective January 1, 2023 (Notes 1 & 2)

R U L E	When a member receiving BAS also receives subsistence (meals or rations) from a Government mess or provided on behalf of the Government at the	and the meal received is	then the collection rate for calendar year 2023 is (note 2)	then the collection rate for calendar year 2024 is (note 2)
*1	discount meal rate (note 3)	breakfast	\$3.15	\$3.20
*2	discount meal rate (note 3)	lunch	\$5.25	\$5.35
*3	discount meal rate (note 3)	dinner	\$4.50	\$4.60
*4	discount meal rate (note 3)	daily total	\$12.90	\$13.15
*5	standard meal rate (note 4)	breakfast	\$4.30	\$4.35
*6	standard meal rate (note 4)	lunch	\$6.85	\$7.00
*7	standard meal rate (note 4)	dinner	\$5.95	\$6.05
*8	standard meal rate (note 4)	daily total	\$17.10	\$17.40

NOTES:

1. Collections from an enlisted member's pay account will be made when the member has not otherwise paid for meals provided by or on behalf of the Government (i.e., by cash, a personal check or charge, or by deduction/reduction of per diem). Collections from pay will be deducted from the member's pay account and credited to the appropriation specified by the Military Service concerned.
2. For the prior year rates, see: Office of Secretary of Defense (Comptroller) website.
3. The discount meal rate applies to meals and rations provided by or on behalf of the U.S. Government to a member not paid per diem or other travel reimbursement for subsistence who is performing duty in a U.S. Government vessel, a U.S. Government aircraft, on maneuvers, war games, field exercises, or similar operations, or to members traveling together with limited or no per diem travel status under EUM or assigned ESM. The discount meal rate also applies to meals and rations provided to a member assigned to Joint Task Force operations (for other than training) at temporary U.S. installations, or through a temporary dining facility.
4. The standard meal rate applies to meals and rations provided to any member not authorized the discount meal rate. This includes any member being paid per diem for subsistence, except those on Joint Task Force operations as described in note 3. Generally, when the standard meal rate is applicable, it will be collected in cash from the member by the dining facility.

*REFERENCES

CHAPTER 25 – SUBSISTENCE AND BASIC NEEDS ALLOWANCES

2.0 – BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

	37 U.S.C. § 402
2.1.2.	37 U.S.C. § 402(a)(2)
2.1.2.1.	37 U.S.C. § 402(b)
2.1.2.2.	37 U.S.C. § 402(d) Office of the Assistant Secretary of the Air Force Financial Management Memo, June 8, 2010
2.2.2.1.	DoD Directive (DoDD) 1418.05, October 6, 2003, Paragraph 4.3.7.2
2.3.1.	DoDD 1418.05, October 6, 2003, Paragraph 4.1
2.3.1.2.	37 U.S.C. § 502(b)
2.3.1.3.	37 U.S.C. § 503
2.3.1.4.	10 U.S.C. § 708
2.3.1.5.	37 U.S.C. § 420(c)
2.3.1.6.	10 U.S.C. §§ 857(a)(1), 858b(a)(1)
2.3.2.	DoDD 1418.05, October 6, 2003, Paragraph 4.3.7.3
2.4	DoDD 1418.05, October 6, 2003, Paragraph 4.2
2.4.2.	37 U.S.C. §402(h)
2.4.2.1.	Secretary of Defense Memo, July 21, 2010 Secretary of Defense Memo, October 16, 2015
2.4.3.	DoDD 1418.05, October 6, 2003, Paragraph 4.2.1
2.4.3.2.1.	DoDD 1418.05, October 6, 2003, Paragraph 4.3.3
2.4.3.2.2.	DoDD 1418.05, October 6, 2003, Paragraph 4.3.1
2.4.3.3.	DoDD 1418.05, October 6, 2003, Paragraph 4.2.1 and 4.2.2
2.5	DoDD 1418.05, October 6, 2003, Enclosure 2

3.0 – FAMILY SUPPLEMENTAL SUBSISTENCE ALLOWANCE (FSSA)

	37 U.S.C. § 402a
	DoDI 1341.11, March 4, 2008
3.2.5.	37 U.S.C. § 402a(b)(4)

4.0 – BASIC NEEDS ALLOWANCE (BNA)

	37 U.S.C. § 402b
	Public Law (P.L.) 117 – 263 § 611, as amended by P.L. 117-328 Division O, Title II, § 201(a)
	DoDI 1341.15, November 15, 2022, incorporation Change 2 effective May 3, 2024

Table 25-1

Office of the Assistant Secretary of Defense
Manpower and Reserve Affairs Memo, December 2, 2022

Table 25-2

Office of Under Secretary of Defense (Comptroller)
Memo, December 21, 2022