

BAH RECERTIFICATION GUIDE

FOR INDIVIDUAL RESERVISTS

INTRODUCTION

Individual Reservist are required to certify or re-certify their Basic Allowance for Housing every three years IAW AFMAN 65-116. The following pages contain use-cases for the most common scenarios IRs find themselves in concerning BAH entitlements. Questions and documentation should be submitted to the HQ RIO Reserve Pay Office via Mypers.

Questions and documentation should be submitted to the HQ RIO Reserve Pay Office:

DSN: 665-0102

Commercial 1-800-525-0102

*** All Submissions must be sent to the RPO with MyPers ***

FORMS AND SUPPORTING DOCUMENTATION

The Air Force Form 594 is the primary document used in certifying/recertifying BAH. It is available in XFDL and PDF format. Documents must be submitted to the HQ RIO Reserve Pay Office with a wet signature

- https://www.arpc.afrc.af.mil/HQ-RIO/IMA-RPO/
- https://static.e-publishing.af.mil/production/1/saf_fm/form/af594/af594.pdf

SINGLE, CLAIMING DEPENDENTS

- 1. Fill out AF 594, following the example below
- 2. Submit supporting documentation to HQ RIO RPO
 - Youngest child's birth certificate
- 3. Sample AF 594:

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MARRIED TO CIVILIAN

- 1. Fill out AF 594, following the example below
- 2. Submit supporting documentation to HQ RIO RPO
 - Marriage certificate
- 3. Sample AF 594:

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MILITARY MARRIED TO MILITARY

With dependents

- 1. Fill out AF 594, following the example below
- 2. Submit supporting documentation to HQ RIO RPO
 - Marriage certificate
 - Youngest child's birth certificate
- 3. Sample AF 594:

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Without dependents

- 1. Fill out AF 594, following the example below
- 2. Submit supporting documentation to HQ RIO RPO
 - Marriage certificate
- 3. Sample Air Force Form 594:

DETERMINATION/REDETERMINATION OR	ART, STOP OR CHANGE BASIC A ESM START/STOP FOR MEMBER				
	PRIVACY ACT STAT	EMENT			
NITHORITY: 37 USC 403, Public Law 96-343, UIRPOSE: To start, adjust or terminate military betermination/Redetermination or ESM start6tost NOUTINE USE[3]: Information may be discloses as deducted, Department of Veteran Affairs for sossible violations of the law, the American Red o determine needs of a member or dependents nsurance companies for allotment information an SICLOSURE: Voluritary: However, failure to pr	member's entitlement to BAH or to p for eligible members E6 and below I to the Internal Revenue Service fo ducation and group life insurance in Cross for information concerning th in emergency situations and for veri d financial institutions, for deposits	v assigned/terminal r tax information or nformation, and the e needs of the men fication of loan app and/or payments.	ting unaccompanies members Social S Department of Jus nber or dependents lications, state and	l personnel h lecurity Admin tice for invesi emergency s local governi	ousing. nistration or information tigating or prosecuting situations, the Air Force ments for tax and welfar
PART A - IDENTIFICATION &		Security Humber		IG OFFICIA	
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58. E-MAIL ADDRESS			RTERS OCCUPIED		
PART B - MARITAL/DEPENI	ENT STATUS	EFFECTIVE DAT	ES FROM:	1	TO:
	E, CLAIMING DEPENDENT(S)	TITLE			
IF MILITARY SPOUSE - NAME, SSN, BRANCH OF S		SIGNATURE			
OF MARRIAGE:					
PUBLIC, JANE, Q 123-45-6789, USAF,	BASE X AFB, YYYYMMDL	-	Click	to sign	
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DIVORCED

Custodial dependency

- 1. Fill out AF 594, following the example below
- 2. Submit supporting documentation to HQ RIO RPO
 - Divorce decree showing custody (notarized and signed copy)
 - Youngest child's birth certificate
- 3. Sample AF 594:

			TOP OR CHANGE BASIC TART/STOP FOR MEMBE				ATION OR DEPENDENCY ED PERSONNEL HOUSING
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insurance companies for allo	tment informa	tion and final	ncial institutions, for deposi	ts and/or payments.		6470 - 1 - 102	
DISCLOSURE: Voluntary. H	owever, failure			cial Security Number		ING OFFIC	
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5B. E-MAIL ADDRESS				EFFECTIVE DAT	TES FROM:		TO:
PART B -	MARITAL/DE	PENDENT	STATUS	TITLE		-	
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MARRIED - SPOUSE IS A	CIVILIAN	MILITARY	MEMBER				
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Non-custodial dependency

- 1. Fill out AF 594, following the example below
- 2. Submit supporting documentation to HQ RIO RPO
 - Divorce decree showing child support amount (notarized and signed copy)
 - Youngest child's birth certificate
- 3. Sample AF 594:

			ACY ACT STAT	EMENT			
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LEGALLY SEPARATED

- 1. Fill out AF 594, following the example below
- 2. Submit supporting documentation to HQ RIO RPO
 - Legal separation decree
 - Youngest child's birth certificate (if applicable)
 - FSO will seek legal review from SJA and make determination of entitlements
- 3. Sample AF 594:

well as any changes ir appropriate requireme MEMBER'S SIGNATURE	my housing ar	rangements i	nmediately to the Financial llection of any resulting ind Click to s	ebtedness retroactiv	SO). I also understa ve to the date the e	ind that m ntitlement	y failure to comply with became erroneous.
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statement or claim and		fine of \$10.0	00 or imprisonment for 5 ve	ears, or both, I will re	port any changes	of depend	ent's status or residence, as
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(Parents, parents-in-la 21. or Ward of a court)	w, stepparents,	parents-by-ac	option, or in-loco-parentis,	students 21 and 22	years of age, incap	acitated ci	niidren over age
			AH FOR SECONDARY DEPE				
							2210
			2906 and JFTR ch 10) for t topping BAH, and recoupin				
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Note: Indicate the civilian	dependent(s) ye	ou are claimin	g and the relationship (i.e.,	spouse, minor child	incapacitated child	d, stepchil	d or parent). For other than
8.1 CLAIM BAH FOR T	HE DEPENDENT		NOT IN MY LEGAL AND PHY	SICAL CUSTODY LIS	TED BELOW (Effectiv	ve Date):	date of sep agreement
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6 SINGLE, NO DEP	ENDENTS	SINGLE, CLA	IMING DEPENDENT(S)	2013/06			
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1. NAME (Last, First, MI)				NON-AVAIL	ABILITY/ASSIGNM	MENT/TER	MINATION OF QUARTERS
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DISCLOSURE: Voluntary.	However, failu	re to provide a	Il information including Soc	and Security Number	r (SSN) may result	in nonpavi	ment of BAH
to determine needs of a m	ember or deper	ndents in eme ation and fina	rgency situations and for ve ncial institutions, for deposit	entication of loan app ts and/or navments	plications, state and	d local gov	remments for tax and welfar
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Determination/Redetermin	t or terminate n	niitary memb	r's entitlement to BAH or to	provide required E	ntitlement Recertifi	cation or E	Dependency
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PURPOSE: To start, adjust Determination/Redetermin	, Public Law 96	5-343 EQ 939					
AUTHORITY: 37 USC 403 PURPOSE: To start, adjus Determination/Redetermin	3. Public Law 96		PRIVACY ACT ST				ED PERSONNEL HOUSING

• AFMAN 65-116 V3

13.9. BAH Entitlement Recertification.

13.9.1. Reserve Pay Office's will perform triennial (every 3 years) recertification of withdependent BAH for all members assigned to their supported units (**T-0**). Beginning in January 2014, every 3 years (i.e. January 2017, January 2020, etc.), the Reserve Pay Office will prepare and forward a listing of all members entitled to with-dependent BAH to their supported unit commanders (**T-0**).

13.9.2. Members are required to recertify with-dependent BAH every three years or upon change of their servicing Reserve Pay Office within the same month of arrival at that location and are subject to that supporting Reserve Pay Office's triennial recertification schedule.

13.9.3. The member must submit a signed "wet signature" AF Form 594 to the new Reserve Pay Office in order to recertify the with-dependent BAH entitlement (T-1). The Reserve Pay Office compares the new AF Form 594 to the DJMS-RC Housing Master Record. When the dependency status has changed upon review of the supporting documentation, the Reserve Pay Office certifies the AF Form 594 and updates the BAH entitlement.

13.9.4. Reserve Pay Office responsibilities (recertification not accomplished or received after the suspense date).

13.9.4.1. The Reserve Pay Office provides a listing to the unit. The member must provide an AF Form 594 to the Reserve Pay Office within 60 days from the date it was sent to the unit **(T-0)**. When the member does not recertify within 60 days, the Reserve Pay Office will initiate collection action to recoup with-dependent BAH retroactive to the member's last recertification date **(T-0)**.