


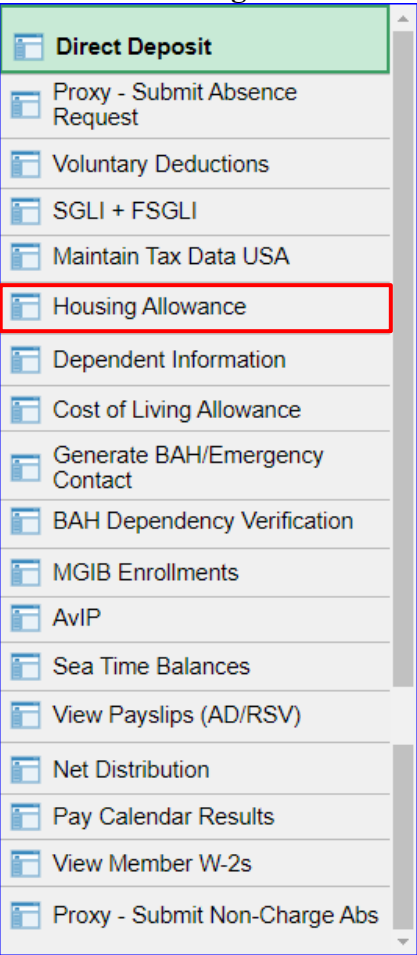
Starting BAH for Reserve Members

Introduction	This guide provides the procedures for a SPO to start BAH for Reserve members in Direct Access (DA).
References	(a) Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
Before You Begin	<p>Whenever processing Reserve Orders, ensure the correct BAH Qtr Status is started based on the type and duration of the orders.</p> <p>When Reserve Orders end, the Reservist's pay group is changed from USCG (Active Duty) back to USCG RSV (Reserve). The BAH row will remain Active, but will not pay until the member is back on Active Duty Orders. Ensure the member is receiving the correct BAH entitlement every time they start a new set of Active Duty Orders.</p> <p>NOTE: A Reserve Component member called/ordered to active duty for any "involuntary contingency" (Title 10 or Title 14) operation is authorized primary residence/home based BAH/OHA rate beginning the first day of active duty regardless of the duration.</p>
BAH Rate Protection for Member-Married-to-Reserve Member	<p>If an Active Duty member is married to a Reserve member, who is recalled to Active Duty and neither have any other dependents, the Active Duty spouse remains eligible for the Grandfathered BAH Rate.</p> <p>NOTE: If the Active Duty spouse's BAH rate is "grandfathered" (rate protected) in DA and the SPO changes the BAH data, the SPO MUST submit a Customer Care ticket to reset the "grandfathered" button and correct the member's BAH rate to the higher authorized rate.</p>
BAH Worksheet	ACN 089/19 discusses the use of the CG-2025 (BAH/Housing Worksheet and the CG-2025B (Member-Married-to-Member BAH Worksheet) when mobilizing Reservists.
LPC Row	A Legislative Pay Change (LPC) for Housing Allowance and COLA pages should NEVER be deleted unless it is immediately replaced with a corrected LPC row.

Continued on next page

Starting BAH for Reserve Members, Continued




Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p> 
1.5	<p>Select the Housing Allowance option.</p> 

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Starting BAH for Reserve Members, Continued

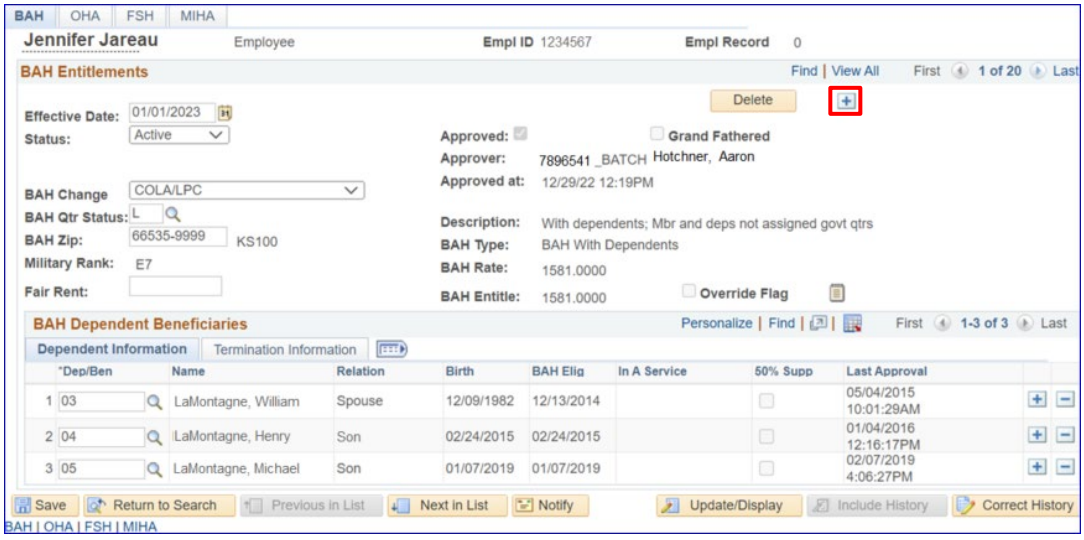
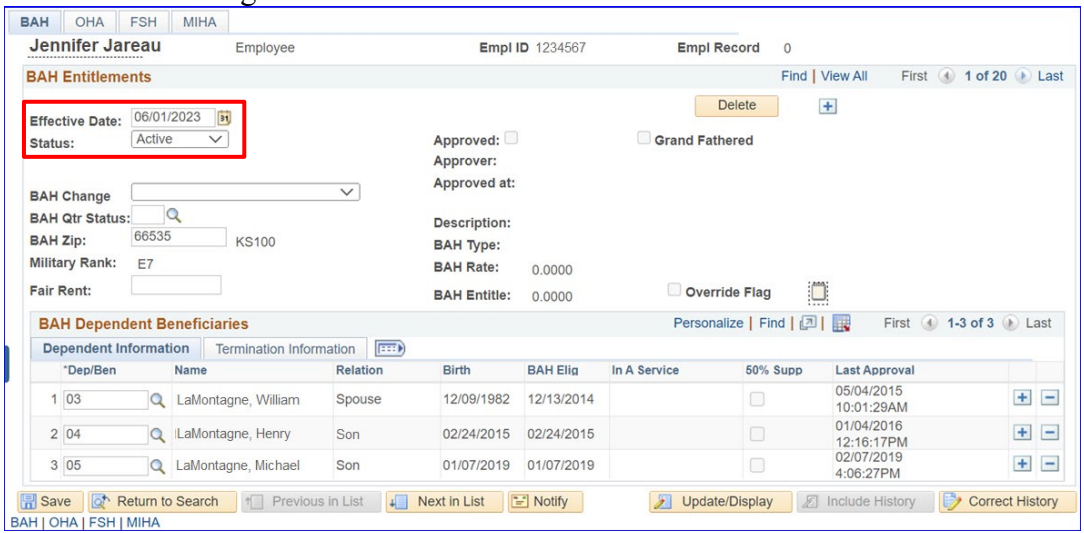
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="316 495 1091 1115"> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼ </p> <p>Name begins with ▼ </p> <p>Last Name begins with ▼ </p> <p>Second Last Name begins with ▼ </p> <p>Alternate Character Name begins with ▼ </p> <p>Middle Name begins with ▼ </p> <p>Business Unit begins with ▼ </p> <p>Department Set ID begins with ▼ </p> <p>Department begins with ▼ </p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div>

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Starting BAH for Reserve Members, Continued

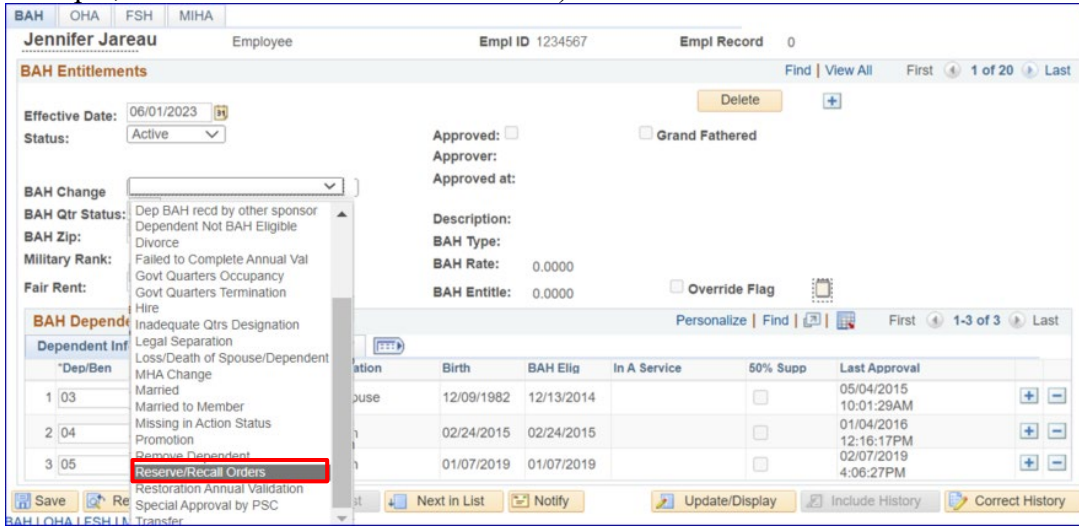
Procedures,
continued

Step	Action
3	<p>The member's current BAH information will display. If there is not an existing BAH row, continue to Step 4. If there is an existing BAH row, click the (+) button to add a new row.</p> 
4	<p>The Effective Date will default to the current date. Enter the correct Effective Date and leave the Status as Active.</p> <p>NOTE: For Reserve members on Active Duty, the effective date is the same as the Reserve Orders begin date.</p> 

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Starting BAH for Reserve Members, Continued

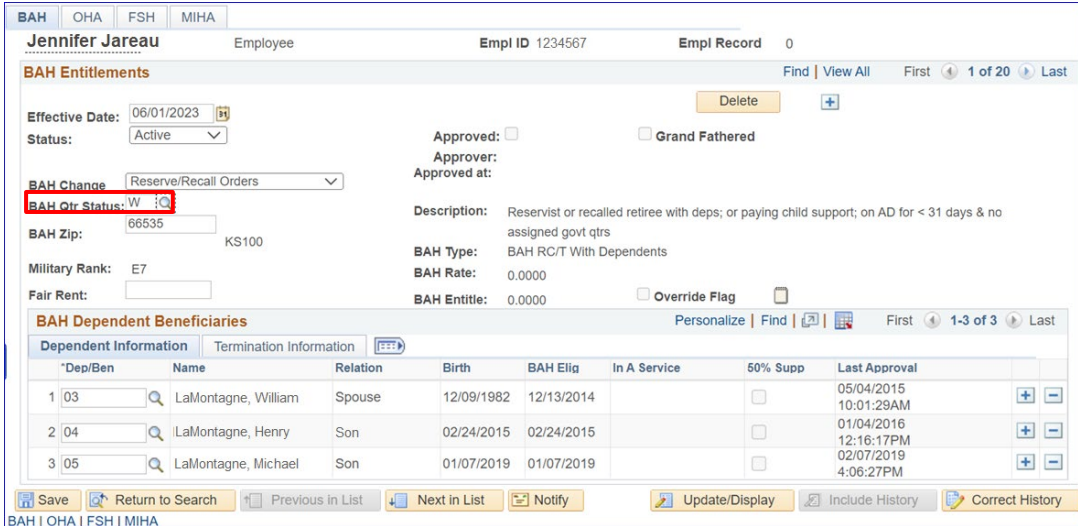
Procedures,
continued

Step	Action
5	<p>Using the drop-down, select the appropriate reason for the BAH Change (for this example, Reserve/Recall Orders is selected).</p>  <p>The screenshot shows the 'BAH Entitlements' form for Jennifer Jareau (Employee, Empl ID 1234567). The 'BAH Change' dropdown menu is open, displaying a list of reasons. 'Reserve/Recall Orders' is highlighted with a red box. Other visible fields include Effective Date (06/01/2023), Status (Active), Approved (checkbox), and a table of dependents with columns for Birth, BAH Elig, In A Service, 50% Supp, and Last Approval.</p>

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Starting BAH for Reserve Members, Continued

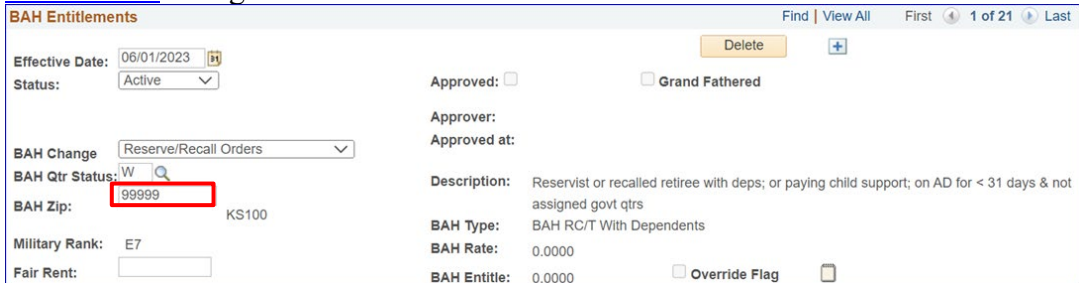
Procedures,
continued

Step	Action																																																																																															
6	<p>Using the drop-down, enter the appropriate BAH Qtr Status.</p> <p>Note: If the Reserve member is on Active Duty Orders 30 days or less, select W (with dependents) or X (without dependents). If the Reserve member is on Active Duty Orders for 31 days or more, select the appropriate BAH code.</p>  <p>BAH Entitlements</p> <p>Effective Date: 06/01/2023 Status: Active BAH Change: Reserve/Recall Orders BAH Qtr Status: W BAH Zip: 66535 Military Rank: E7 Fair Rent: KS100 Approved: <input type="checkbox"/> Approved at: <input type="checkbox"/> Grand Fathered: <input type="checkbox"/> Description: Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & no assigned govt qtrs BAH Type: BAH RC/T With Dependents BAH Rate: 0.0000 BAH Entitle: 0.0000 Override Flag: <input type="checkbox"/></p> <p>BAH Dependent Beneficiaries</p> <table border="1"> <thead> <tr> <th>Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 03</td> <td>LaMontagne, William</td> <td>Spouse</td> <td>12/09/1982</td> <td>12/13/2014</td> <td></td> <td><input type="checkbox"/></td> <td>05/04/2015 10:01:29AM</td> </tr> <tr> <td>2 04</td> <td>LaMontagne, Henry</td> <td>Son</td> <td>02/24/2015</td> <td>02/24/2015</td> <td></td> <td><input type="checkbox"/></td> <td>01/04/2016 12:16:17PM</td> </tr> <tr> <td>3 05</td> <td>LaMontagne, Michael</td> <td>Son</td> <td>01/07/2019</td> <td>01/07/2019</td> <td></td> <td><input type="checkbox"/></td> <td>02/07/2019 4:06:27PM</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History</p> <p>BAH OHA FSH MIHA</p>	Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 03	LaMontagne, William	Spouse	12/09/1982	12/13/2014		<input type="checkbox"/>	05/04/2015 10:01:29AM	2 04	LaMontagne, Henry	Son	02/24/2015	02/24/2015		<input type="checkbox"/>	01/04/2016 12:16:17PM	3 05	LaMontagne, Michael	Son	01/07/2019	01/07/2019		<input type="checkbox"/>	02/07/2019 4:06:27PM																																																															
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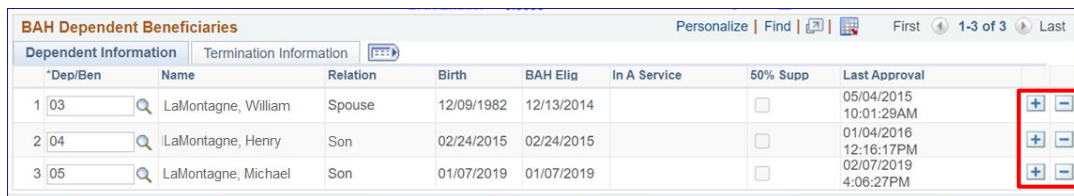
Procedures, continued

Step	Action
7	<p>The BAH Zip will default to the zip code based on the Reserve member's home address. Verify the default zip code entered is correct. If the BAH code W or X was selected, change the BAH Zip to 99999.</p> <p>In addition to the 5-digit zip-code, it is recommended an additional 4-digit audit code be added to the zip-code.</p> <ul style="list-style-type: none"> • XXXXXX-9999 – For Reservists ordered to Active Duty beyond 30 days and an HHG move is not authorized. For example, 66683-9999 would be entered into the BAH Zip field. • XXXXXX-1299 – For Reservists ordered to Active Duty for more than 140 days of ADT-OTD (other training duty) or ordered to Active Duty for more than 180 days (e.g. EAD) and HHG is authorized. For example, 66683-1299 would be entered into the BAH Zip field. <p>NOTE: To see how these audit codes are used, see the HR QA Tools – BAH Mismatches user guide.</p>  <p>The screenshot shows the 'BAH Entitlements' form. The 'Effective Date' is 06/01/2023. The 'Status' is 'Active'. The 'BAH Change' is 'Reserve/Recall Orders'. The 'BAH Qtr Status' is 'W'. The 'BAH Zip' is '99999', which is highlighted with a red box. The 'Military Rank' is 'E7'. The 'Fair Rent' is empty. The 'Description' is 'Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs'. The 'BAH Type' is 'BAH RC/T With Dependents'. The 'BAH Rate' is '0.0000'. The 'BAH Entitle' is '0.0000'. There is an 'Override Flag' checkbox.</p>

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Starting BAH for Reserve Members, Continued

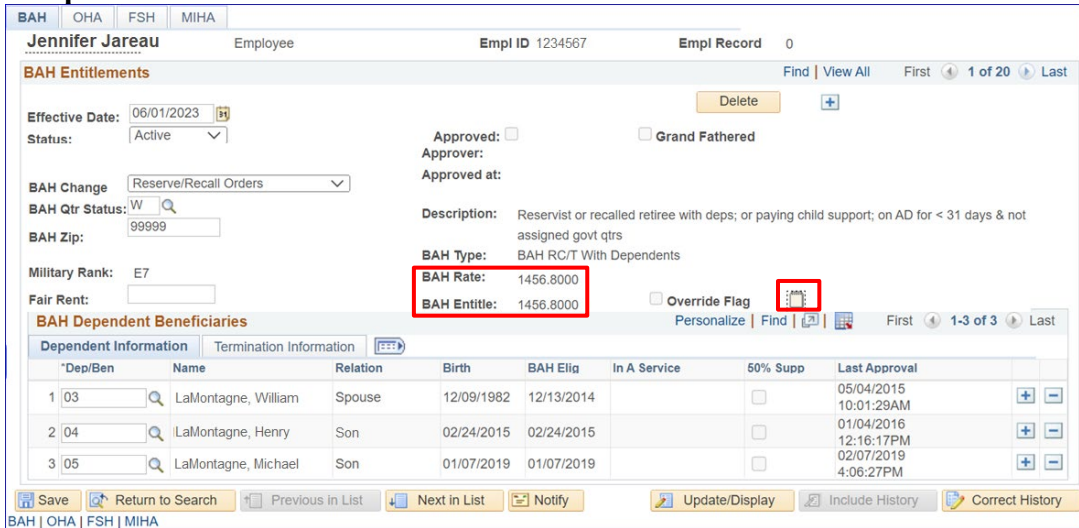
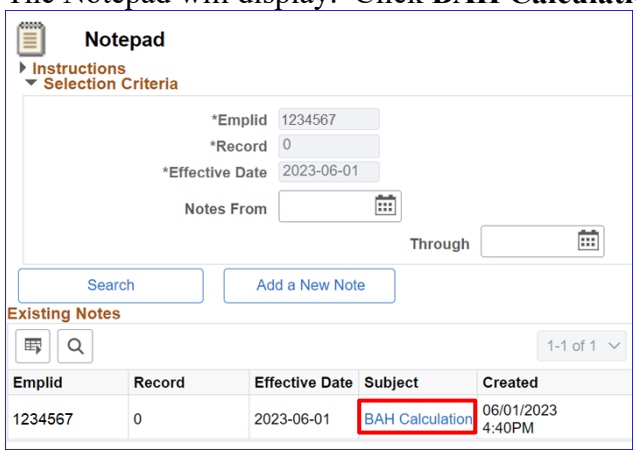
Procedures, continued

Step	Action																																				
8	<p>If the Reserve member has dependents, verify they are listed. If a dependent needs to be added, click the (+) button and complete the fields as appropriate. If a dependent is no longer authorized, click the (-) button. Once the dependent information has been verified, click Save.</p> <p>IMPORTANT: Before adding a missing dependent on the BAH page, ensure the dependent is listed under the member's Dependent Information in DA (see the Dependent Information guide for procedures on adding a dependent).</p>  <p>The screenshot shows the 'BAH Dependent Beneficiaries' page. It has two tabs: 'Dependent Information' (selected) and 'Termination Information'. The table lists three dependents: William LaMontagne (Spouse), Henry LaMontagne (Son), and Michael LaMontagne (Son). Each row has a search icon, a '+' button, and a '-' button in the right margin, which are highlighted with a red box in the image.</p> <table><tr><th>*Dep/Ben</th><th>Name</th><th>Relation</th><th>Birth</th><th>BAH Elig</th><th>In A Service</th><th>50% Supp</th><th>Last Approval</th><th></th></tr><tr><td>1 03</td><td>LaMontagne, William</td><td>Spouse</td><td>12/09/1982</td><td>12/13/2014</td><td></td><td><input type="checkbox"/></td><td>05/04/2015 10:01:29AM</td><td>+ -</td></tr><tr><td>2 04</td><td>LaMontagne, Henry</td><td>Son</td><td>02/24/2015</td><td>02/24/2015</td><td></td><td><input type="checkbox"/></td><td>01/04/2016 12:16:17PM</td><td>+ -</td></tr><tr><td>3 05</td><td>LaMontagne, Michael</td><td>Son</td><td>01/07/2019</td><td>01/07/2019</td><td></td><td><input type="checkbox"/></td><td>02/07/2019 4:06:27PM</td><td>+ -</td></tr></table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval		1 03	LaMontagne, William	Spouse	12/09/1982	12/13/2014		<input type="checkbox"/>	05/04/2015 10:01:29AM	+ -	2 04	LaMontagne, Henry	Son	02/24/2015	02/24/2015		<input type="checkbox"/>	01/04/2016 12:16:17PM	+ -	3 05	LaMontagne, Michael	Son	01/07/2019	01/07/2019		<input type="checkbox"/>	02/07/2019 4:06:27PM	+ -
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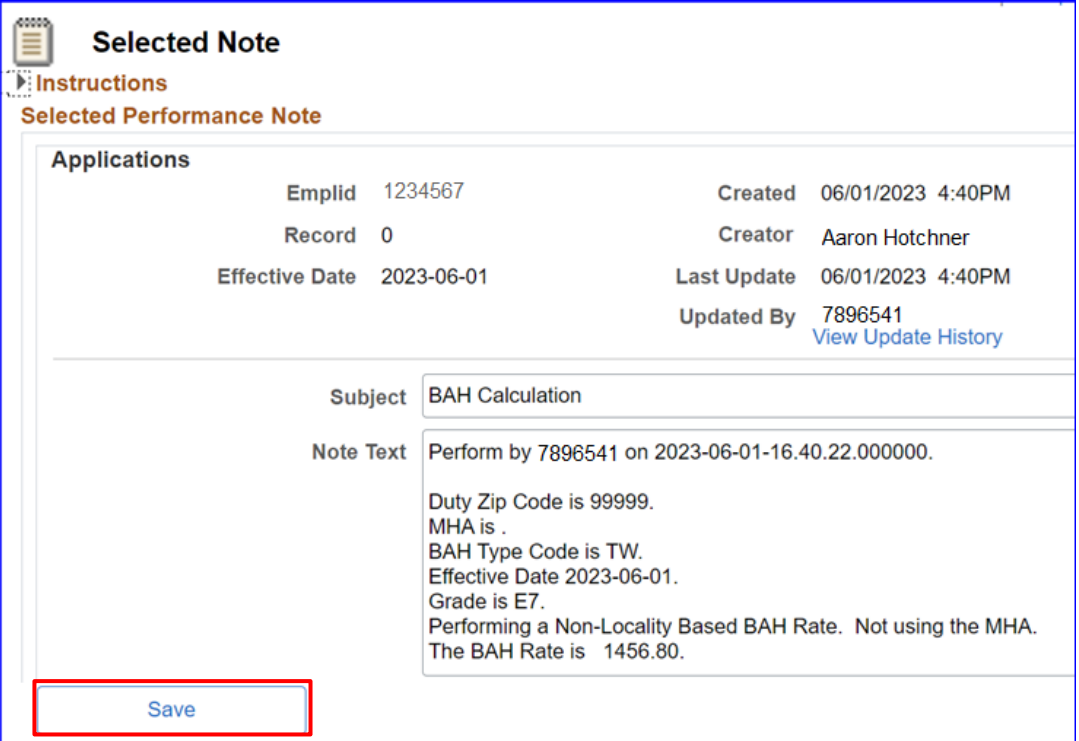
Procedures,
continued

Step	Action
9	<p>Upon clicking save, the BAH Rate and BAH Entitle will populate. A BAH Calculation note will also auto-generate in the Notepad. To view, click the notepad icon.</p> 
10	<p>The Notepad will display. Click BAH Calculation to view the details of the entry.</p> 

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Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action																		
11	<p>The details of the BAH Calculation will be displayed. To exit, click Save or X out of the page.</p>  <p>The screenshot shows a 'Selected Note' window with a blue border. At the top left is a notepad icon. Below it are links for 'Instructions' and 'Selected Performance Note'. The 'Applications' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Applications</th> </tr> </thead> <tbody> <tr> <td>Emplid</td><td>1234567</td> </tr> <tr> <td>Record</td><td>0</td> </tr> <tr> <td>Effective Date</td><td>2023-06-01</td> </tr> <tr> <td>Created</td><td>06/01/2023 4:40PM</td> </tr> <tr> <td>Creator</td><td>Aaron Hotchner</td> </tr> <tr> <td>Last Update</td><td>06/01/2023 4:40PM</td> </tr> <tr> <td>Updated By</td><td>7896541</td> </tr> <tr> <td></td><td>View Update History</td> </tr> </tbody> </table> <p>Below the table, the 'Subject' is 'BAH Calculation'. The 'Note Text' area contains the following text:</p> <p>Perform by 7896541 on 2023-06-01-16.40.22.000000. Duty Zip Code is 99999. MHA is . BAH Type Code is TW. Effective Date 2023-06-01. Grade is E7. Performing a Non-Locality Based BAH Rate. Not using the MHA. The BAH Rate is 1456.80.</p> <p>At the bottom left of the window is a 'Save' button, which is highlighted with a red rectangle in the screenshot.</p>	Applications		Emplid	1234567	Record	0	Effective Date	2023-06-01	Created	06/01/2023 4:40PM	Creator	Aaron Hotchner	Last Update	06/01/2023 4:40PM	Updated By	7896541		View Update History
Applications																			
Emplid	1234567																		
Record	0																		
Effective Date	2023-06-01																		
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