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	Whenever processing Reserve Orders, ensure the correct **BAH Qtr Status** is started based on the type and duration of the orders. 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. **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.
BAH Rate Protection for Member-Married-to-Reserve Member	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. **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.
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.

Starting BAH for Reserve Members, Continued

Procedures   See below.

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

Starting BAH for Reserve Members, Continued
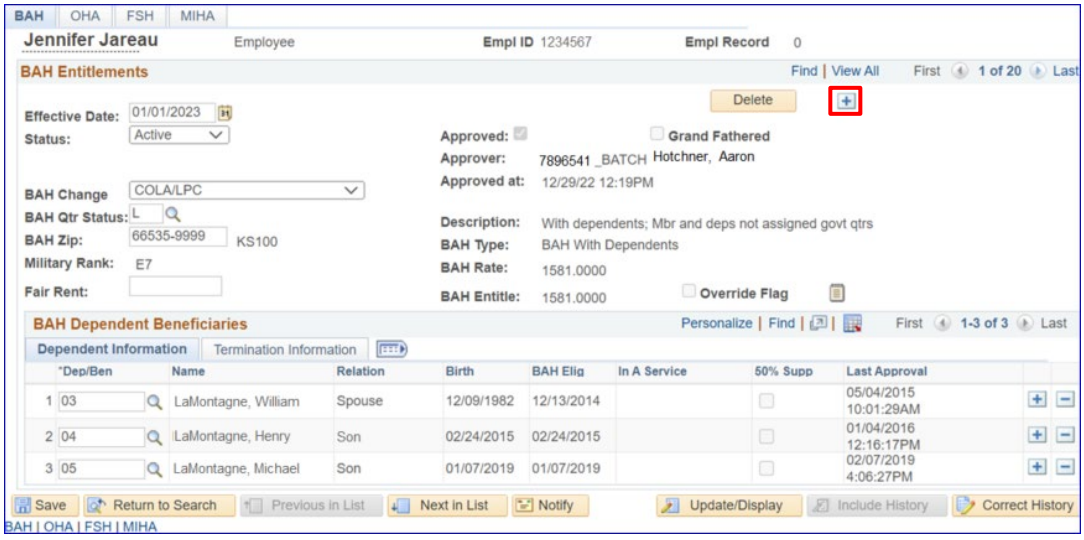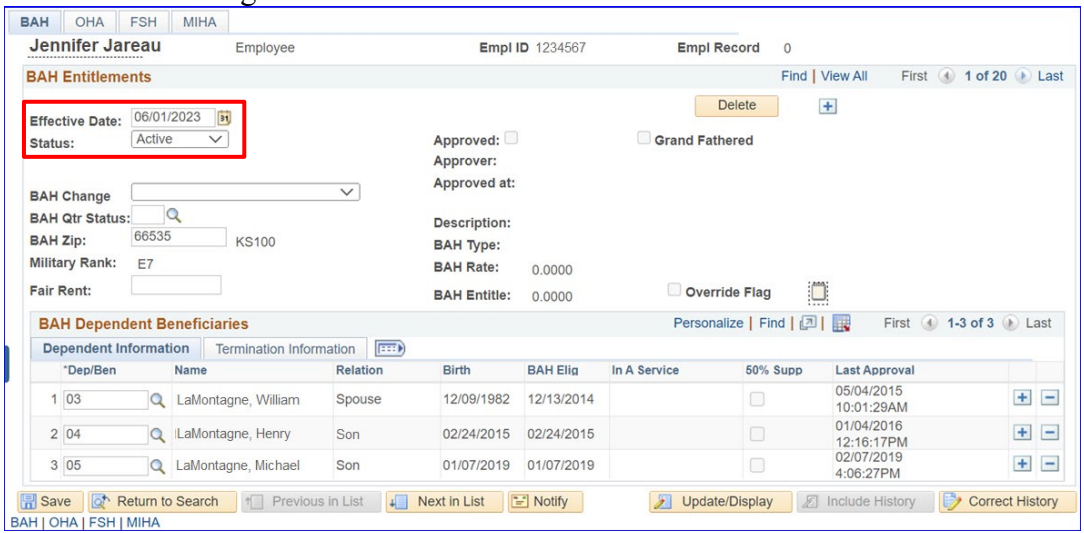
Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**.

Housing Allowance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▾	1234567
Empl Record	= ▾	
Name	begins with ▾	
Last Name	begins with ▾	
Second Last Name	begins with ▾	
Alternate Character Name	begins with ▾	
Middle Name	begins with ▾	
Business Unit	begins with ▾	
Department Set ID	begins with ▾	🔍
Department	begins with ▾	🔍

☑ Include History ☐ Correct History ☐ Case Sensitive

Search   Clear   Basic Search 🔲 Save Search Criteria

Starting BAH for Reserve Members, Continued
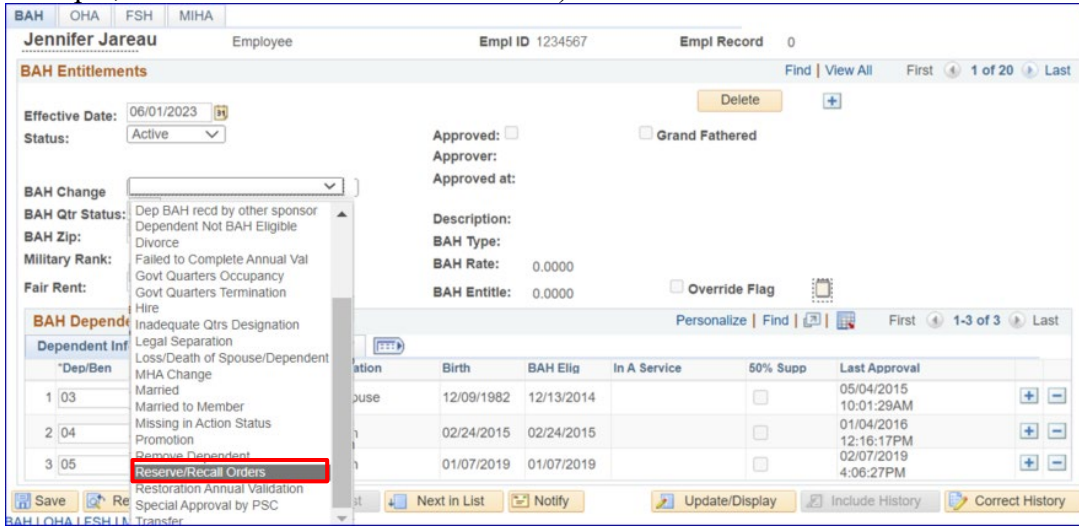
Procedures,
continued

Step	Action
3	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.
4	The Effective Date will default to the current date. Enter the correct **Effective Date** and leave the **Status** as Active. **NOTE:** For Reserve members on Active Duty, the effective date is the same as the Reserve Orders begin date.

Starting BAH for Reserve Members, Continued
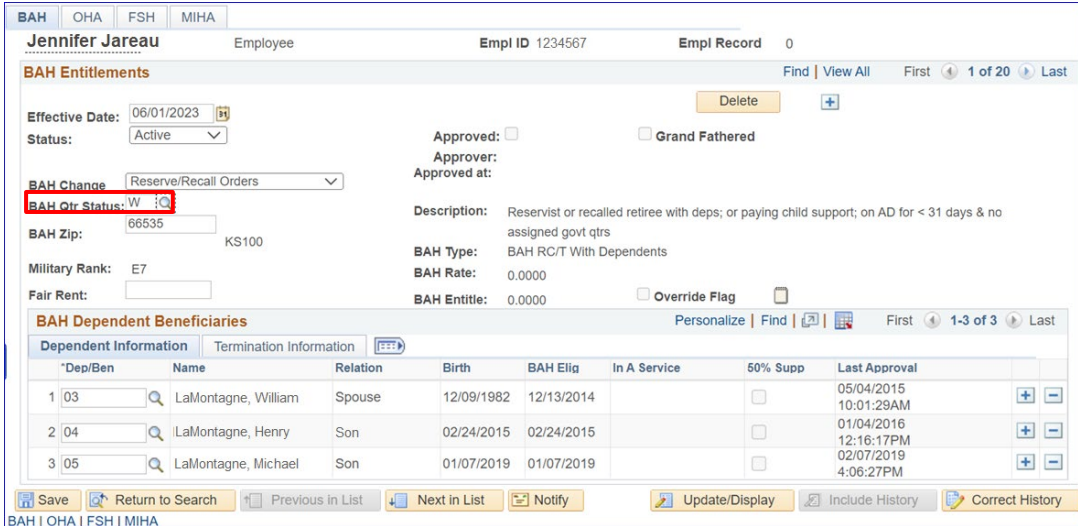
Procedures,
continued

Step	Action
5	Using the drop-down, select the appropriate reason for the **BAH Change** (for this example, Reserve/Recall Orders is selected).

Starting BAH for Reserve Members, Continued
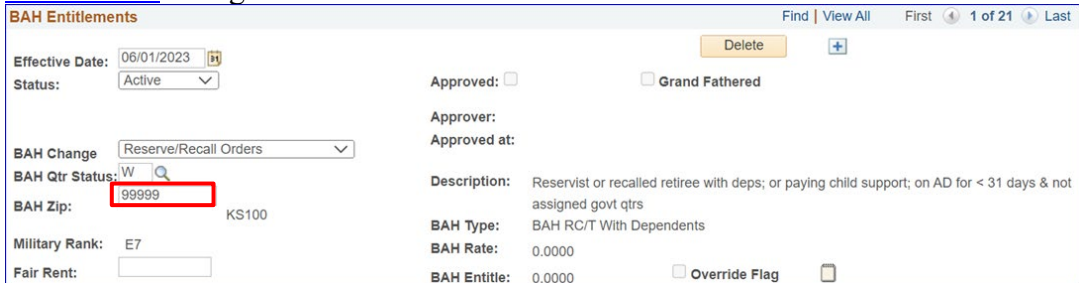
Procedures,
continued

Step	Action
6	Using the drop-down, enter the appropriate **BAH Qtr Status**. **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.

Starting BAH for Reserve Members, Continued

Procedures,
continued

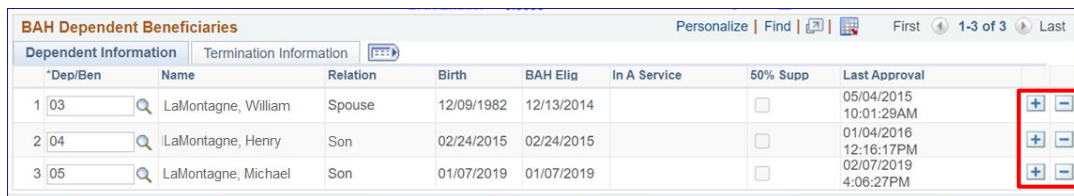| Step	Action
7	The **BAH Zip** will default to the zip code based on the Reserve member's home address. Verify the default zip code entered is correct. If the BAH code **W** or **X** was selected, change the **BAH Zip to 99999**. In addition to the 5-digit zip-code, it is recommended an additional **4-digit audit code be added to the zip-code**. • XXXXX-**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. • XXXXX-**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. **NOTE:** To see how these audit codes are used, see the HR QA Tools – BAH Mismatches user guide.

Starting BAH for Reserve Members, Continued

Procedures,
continued

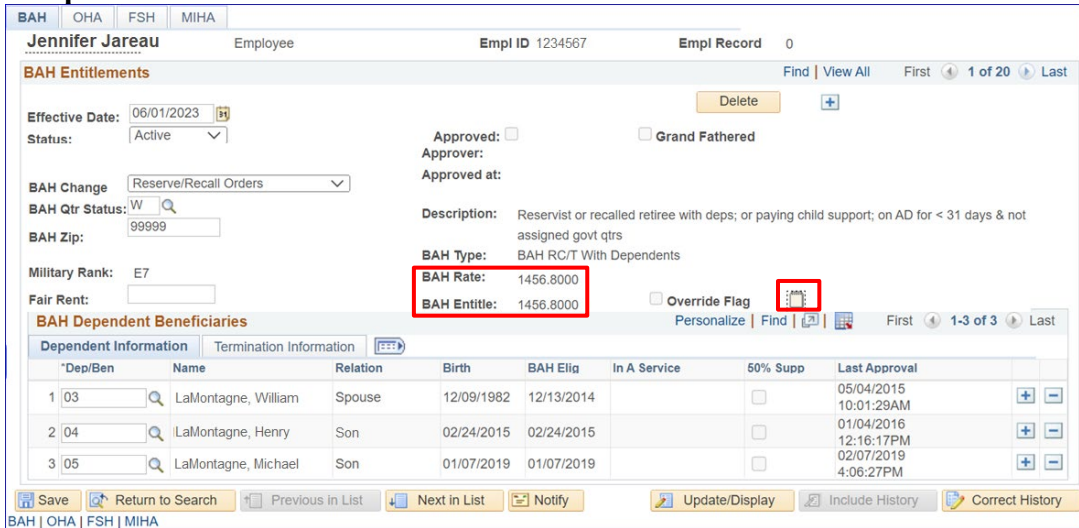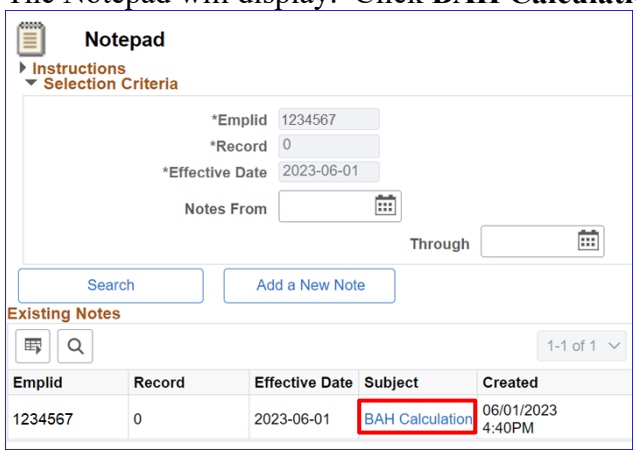| Step	Action
8	If the Reserve member has dependents, verify they are listed. If a dependent needs to be added, click the **(+) button** and complete the fields as appropriate. If a dependent is no longer authorized, click the **(-) button**. Once the dependent information has been verified, click **Save**. **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).

Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action
9	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.
10	The Notepad will display. Click **BAH Calculation** to view the details of the entry.

Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action
11	The details of the BAH Calculation will be displayed. To exit, click **Save** or **X** out of the page.