Starting Overseas Housing Allowance (OHA)

Introduction

This guide provides the procedures for a SPO to start Overseas Housing Allowance (OHA) in Direct Access (DA).

Definition

OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (with the exception of Alaska and Hawaii) and are authorized to live in private quarters.

OHA is a cost reimbursement based allowance. The member does not have an entitlement until they enter into a rental/lease/purchase agreement and provide proof of private sector housing expenses.

References

(a) Coast Guard Pay Manual, COMDTINST M7220.29
(b) Joint Travel Regulations (JTR), Chapters 8-10
(c) Overseas Housing Allowance (OHA) Briefing Sheet, PDTATAC
(d) CG Portal: Overseas Housing Allowance Knowledge Base

Important Information

If an OHA transaction is denied for any reason, it is IMPORTANT to remember that the most recent approved OHA transaction will continue to run, and therefore continue to pay/not pay the member. The only way to stop/start an OHA entitlement is to ensure a new row is approved. The new row may be an Active row updating the OHA entitlement or an Inactive row, stopping the OHA entitlement.

Reserves

If starting OHA for a Reserve member, ensure their BAH has been stopped (Inactive). Remember, BAH rows for Reservists remain Active even when the member is not on orders and will begin paying BAH when the member is on an Active Duty pay calendar (on orders).

Dependent Information

The member's OHA eligible dependents' addresses should be updated to reflect the OHA locality. Within DA, this is completed in the Dependent Information section of the HR Data Shortcuts pagelet. This is important for audit and verification of the OHA entitlement.

OHA Calculator

It is **not** recommended to use the OHA Calculator as the rate of exchange used by the calculator does not match the rate listed in the OHA tables in Appendix K of the JTR or the rate of exchange loaded into DA every 2 weeks.

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Starting Overseas Housing Allowance (OHA), Continued

OHA Tables

The JTR's Appendix K OHA Tables provide the rate of exchange and the maximum rental allowances, MIHA allowance, and utility/recurring maintenance allowances for each paygrade at the **with dependent** rate. The without dependent rate is 90% of the maximum with dependent rental allowance. These tables are **updated bi-weekly**. To access the tables, click the link above and then select **Appendix _K_OHA_Tables > PDF**. Locate and click on the country.

When verifying exchange rates, it is important to utilize the rate of exchange listed on the tables provided in Appendix K OHA tables. Here is the table for Columbia. Note the rate of exchange is $0.000307 – this is the same exchange rate used by DA (see Step 10). The Appendix K OHA tables display the most current rates (it is important to note that the Effective Date will reflect the last time the country's rates were updated). It is important to understand that while rates are reviewed bi-weekly, if there are no changes to the rate of exchange, the effective date will not change until the rate of exchange changes.

*COLOMBIA HOUSING ALLOWANCES EFFECTIVE 01 AUGUST 2019

CLIMATE CODES:
2 , FOR LOCALITY CODE 001 AND
3 , FOR LOCALITY CODES 003 AND 999.
UTILITY/RECURRING MAINTENANCE ALLOWANCE: 2050232
MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS: 888205
RATE OF EXCHANGE: $0.000307

MEMBERS WITH DEPENDENTS - RENTAL ALLOWANCES
(COLOMBIAN PESO / MONTH)
(MEMBERS WITHOUT DEPENDENTS, MULTIPLY ALLOWANCE BY 90%)

LOCALITY	LOCALITY CODE	O6	W5/ O5	O3E/ W3/W4/ O4	O2E/O1E/ W2/ O3	W1/ O2	O1
COLOMBIA:	CO						
BOGOTA	001	16544273	16544273	14784158	14236596	13039200	13039200
CARTAGENA	003	11290292	10749370	10749370	10749370	7764660	7764660
OTHER	999	7621417	7621417	7621417	7621417	6855213	6855213

LOCALITY	LOCALITY CODE	E9	E8	E7	E6	E5	E4	E2/E1 E3
COLOMBIA:	CO							
BOGOTA	001	14784158	14236596	14236596	14236596	13039200	13039200	13039200
CARTAGENA	003	10749370	10749370	10749370	10749370	7764660	6755250	6755250
OTHER	999	7621417	7621417	7621417	7621417	6855213	6030630	6030630

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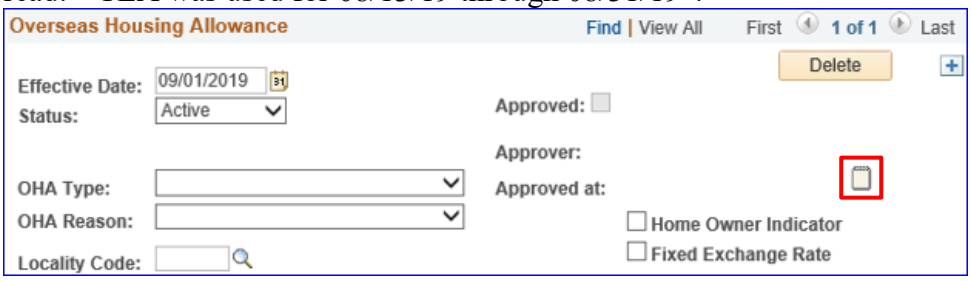
Starting Overseas Housing Allowance (OHA), Continued

Temporary Lodging Allowance (TLA)

If TLA is used, enter the inclusive dates in the **Notepad**. This ensures all periods of Active Duty are accounted for within the Housing Allowance component.

For example, the member's PCS report date was 08/13/19 to an OHA eligible PDS. The member's BAH entitlement ends on 08/13/19 but their OHA entitlement does not begin until 09/01/19. The notepad should provide a brief explanation as to why OHA did not begin immediately, if not assigned to Government Quarters. For instance, the notepad would read: "TLA was used for 08/13/19 through 08/31/19".



Auditing Standards

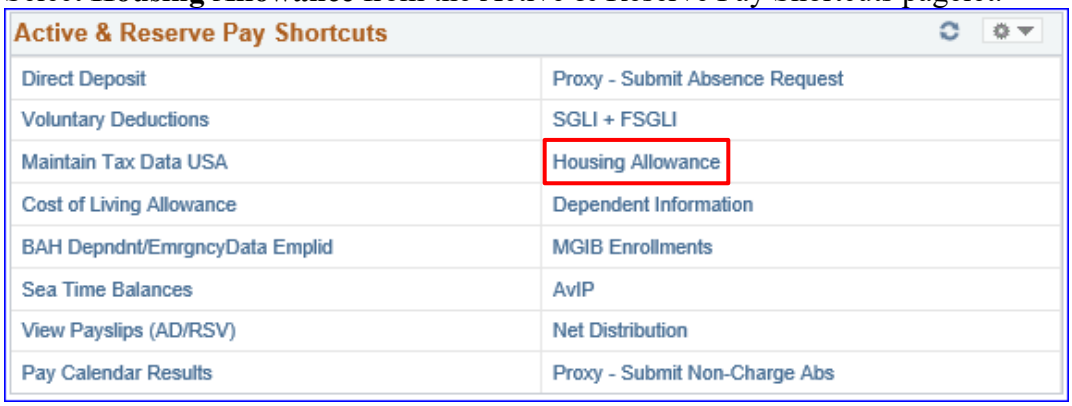
Email ALSPO B/19 implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Officers (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- Pay Calculation Results
- One Time Positive Input (OTPI)
- Element Assignment by Payee (EABP)

Procedures

See below.

Step	Action
1	Select **Housing Allowance** from the Active & Reserve Pay Shortcuts pagelet.



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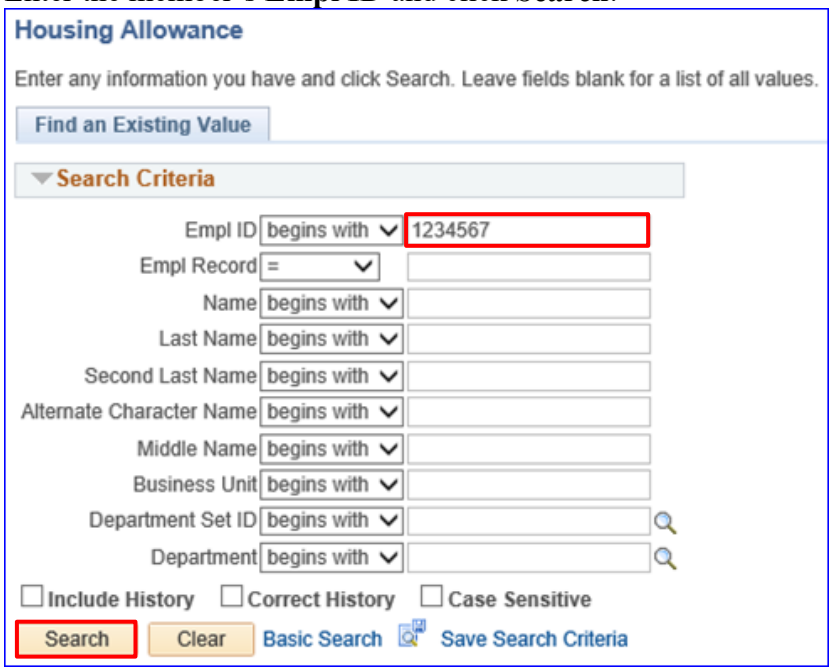
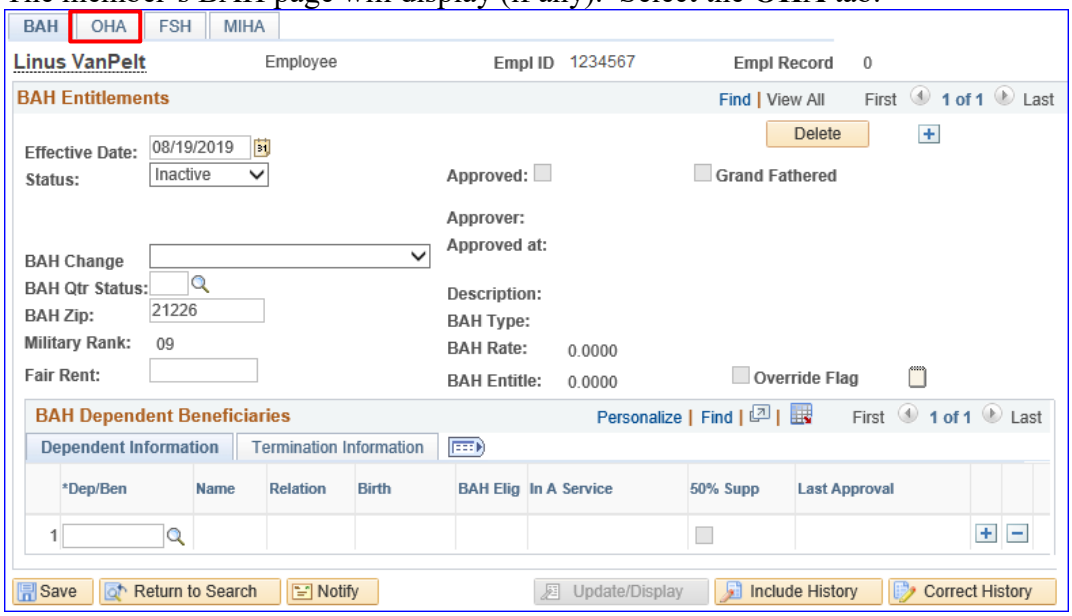
Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**. 
3	The member's BAH page will display (if any). Select the **OHA** tab. 

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Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
4	The member's current OHA information will display (if any). If the page is blank (as shown below), continue with Step 5. **If** the member has an existing OHA row, click the **(+)** button to add a new row.

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance Find | View All First 1 of 1 Last

Delete

Effective Date: 08/19/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type:
OHA Reason:
Home Owner Indicator
Fixed Exchange Rate
Locality Code:
Entitled OHA Amount:
OHA Rental Table Amount:
Monthly Rental Amount:
Utilities Included in Rent:
Shared Rental Amount:
Utility Point Total: 0
Constructive Rental Cap:
Utility Recurring Maint Allow:

OHA Rental Sharers Personalize | Find | First 1 of 1 Last

	*Branch of Service	EmplID	Sharer Name
1			

OHA Dependents Personalize | Find | First 1 of 1 Last

	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Continued on next page

Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
5	Enter the **Effective Date** of the signed rental/lease/purchase agreement. Ensure the **Status** indicates Active (Inactive indicates the member is not currently receiving pay and allowances).

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance Find | View All First 1 of 1 Last

Delete

Effective Date: 09/01/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type:
OHA Reason:
Home Owner Indicator
Fixed Exchange Rate
Locality Code:
Entitled OHA Amount:
OHA Rental Table Amount:
Monthly Rental Amount:
Utilities Included in Rent:
Shared Rental Amount:
Utility Point Total: 0
Constructive Rental Cap:
Utility Recurring Maint Allow:

OHA Rental Sharers Personalize | Find | First 1 of 1 Last

	*Branch of Service	EmplID	Sharer Name
1			

OHA Dependents Personalize | Find | First 1 of 1 Last

	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

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Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
6	Using the drop-down, select the appropriate **OHA Type**.

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance Find | View All First 1 of 1 Last

Delete

Effective Date: 09/01/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type:
OHA Reason:
Locality Code:
OHA With Dependents
OHA With Dependents-Child Sprt
OHA With Dependents-Ind Qtrs
OHA Without Dependents
Home Owner Indicator
Fixed Exchange Rate
Entitled OHA Amount:
OHA Rental Table Amount:
Monthly Rental Amount:
Utilities Included in Rent:
Shared Rental Amount:
Utility Point Total: 0
Constructive Rental Cap:
Utility Recurring Maint Allow:

OHA Rental Sharers Personalize | Find | First 1 of 1 Last

	*Branch of Service	EmplID	Sharer Name
1			

OHA Dependents Personalize | Find | First 1 of 1 Last

	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

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Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
7	Using the drop-down, select the appropriate **OHA Reason**.

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance Find | View All First 1 of 1 Last

Delete

Effective Date: 09/01/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type: OHA With Dependents
OHA Reason:
Locality Code:
OHA Rental Tab
Monthly Rent
Shared Rent
Constructive R
Home Owner Indicator
Fixed Exchange Rate
Entitled OHA Amount:
Utilities Included in Rent:
Utility Point Total: 0
ty Recurring Maint Allow:

Authorization by PSC
Change in Housing Costs
Change in Sharers
Change of Residence
Demotion
Departure for Separation
Dependency Change
Dependent Arrival
Dependent Departure
Govt Quarters Occupancy
Govt Quarters Vacancy
Hire
Inadequate Qtrs Designation
JFTR Rate Change
Promotion
Reserve/Recall Orders
Transfer

OHA Rental Personalize | Find | First 1 of 1 Last

	*Branch of	Sharer Name
1		

OHA Dependents Personalize | Find | First 1 of 1 Last

	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Continued on next page

Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
8	Using the lookup, select the appropriate **Locality Code**. Upon selection of the Locality Code, the **OHA Rental Table Amount** will auto-populate (this should match the amount shown in the Appendix K OHA Tables for the member's rank/paygrade listed in Job Data).

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance — Find | View All — First 1 of 1 Last

Delete

Effective Date: 09/01/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type: OHA With Dependents
OHA Reason: Govt Quarters Vacancy
Home Owner Indicator
Fixed Exchange Rate
Locality Code: CO003
OHA Rental Table Amount: 6755250.00
Entitled OHA Amount:
Monthly Rental Amount:
Utilities Included in Rent:
Shared Rental Amount:
Utility Point Total: 0
Constructive Rental Cap:
Utility Recurring Maint Allow:

OHA Rental Sharers — Personalize | Find | First 1 of 1 Last

	*Branch of Service	EmplID	Sharer Name
1			

OHA Dependents — Personalize | Find | First 1 of 1 Last

	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

MEMBERS WITH DEPENDENTS - RENTAL ALLOWANCES
(COLOMBIAN PESO / MONTH)
(MEMBERS WITHOUT DEPENDENTS, MULTIPLY ALLOWANCE BY 90%)

LOCALITY	LOCALITY CODE	O6	W5/ O5	O3E/ W3/W4/ O4	O2E/O1E/ W2/ O3	W1/ O2	O1
COLOMBIA:	CO						
BOGOTA	001	16544273	16544273	14784158	14236596	13039200	13039200
CARTAGENA	003	11290292	10749370	10749370	10749370	7764660	7764660
OTHER	999	7621417	7621417	7621417	7621417	6855213	6855213

LOCALITY	LOCALITY CODE	E9	E8	E7	E6	E5	E4	E2/E1 E3
COLOMBIA:	CO							
BOGOTA	001	14784158	14236596	14236596	14236596	13039200	13039200	13039200
CARTAGENA	003	10749370	10749370	10749370	10749370	7764660	6755250	6755250
OTHER	999	7621417	7621417	7621417	7621417	6855213	6030630	6030630

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Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
9	Enter the **Monthly Rental Amount** as it is identified on the rental/lease/purchase agreement (see NOTE below) and press the **Tab** key; this will auto-populate the **Shared Rental Amount**. If the amount provided in the rental/lease/purchase agreement is listed in foreign currency, do **NOT** convert to US dollars – leave as foreign currency. **NOTE:** If the predominant form of currency is the local foreign currency but the rental agreement was negotiated in US dollars, the rental amount **must** be converted to foreign currency and entered into DA. The Fixed Exchange Rate must also be selected (see Step 10). For example, a member stationed in Cartagena, Columbia agreed to pay his landlord $2075 US dollars each month. Because the predominant currency in Columbia is the Columbian Peso, the rental amount must be entered in DA in Columbian Pesos. To calculate the foreign currency, divide the rental amount by the rate of exchange (found on the OHA Tables in Appendix K): $2075 / 0.000307 = 6758957.654 = 6758958 is entered as the Monthly Rental Amount. BAH OHA FSH MIHA Linus VanPelt Employee Empl ID 1234567 Empl Record 0 Overseas Housing Allowance Find | View All First 1 of 1 Last Delete Effective Date: 09/01/2019 Status: Active Approved: Approver: OHA Type: OHA With Dependents OHA Reason: Govt Quarters Vacancy Approved at: Home Owner Indicator Fixed Exchange Rate Locality Code: CO003 Entitled OHA Amount: OHA Rental Table Amount: 6755250.00 Monthly Rental Amount: 6758958.00 Utilities Included in Rent: Shared Rental Amount: 6758958.00 Utility Point Total: 0 Constructive Rental Cap: Utility Recurring Maint Allow: OHA Rental Sharers Personalize | Find | First 1 of 1 Last *Branch of Service EmplID Sharer Name 1 OHA Dependents Personalize | Find | First 1 of 1 Last *ID Name Relation Sps Srvc Branch Sps Empl 1 Save Return to Search Notify Update/Display Include History Correct History

Continued on next page

Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
10	If the member is the home owner, check the **Home Owner Indicator** box. The **Fixed Exchange Rate** box should **only** be checked if the rental/lease/purchase agreement is utilizing a fixed exchange rate. If a Fixed Exchange Rate box is checked but a fixed exchange rate is not being utilized, this could result in significant under/over payments to the member. For example, this member negotiated their lease in US dollars that was converted into the local foreign currency using the rate of exchange in place at the time of conversion. In this scenario, the Fixed Exchange Rate box should be checked to ensure the member receives the equivalent of the rent in US dollars vice the foreign currency that can fluctuate from pay period to pay period. **Note:** The Appendix K OHA tables display the most current rates of exchange. The Effective date will reflect the last time the country's rates were updated. It is important to understand that while rates are reviewed bi-weekly, if there are no changes to the rate of exchange, the Effective date will not change until the rate of exchange changes. In this example, the member's Effective Date of OHA is September 1st, but the OHA tables reflect an Effective date of August 1st. This is because Columbia's rate of exchange has not changed since August 1st, 2019. BAH | OHA | FSH | MIHA Linus VanPelt Employee Empl ID 1234567 Empl Record 0 Overseas Housing Allowance Find | View All First 1 of 1 Last Delete Effective Date: 09/01/2019 Approved: Status: Active Approver: OHA Type: OHA With Dependents Approved at: OHA Reason: Govt Quarters Vacancy ☐ Home Owner Indicator Locality Code: CO003 ☑ Fixed Exchange Rate 0.000307 OHA Rental Table Amount: 6755250.00 Entitled OHA Amount: Monthly Rental Amount: 6758958.00 Utilities Included in Rent: Shared Rental Amount: 6758958.00 Utility Point Total: 0 Constructive Rental Cap: Utility Recurring Maint Allow: OHA Rental Sharers Personalize | Find | First 1 of 1 Last *Branch of Service EmplID Sharer Name 1 OHA Dependents Personalize | Find | First 1 of 1 Last *ID Name Relation Sps Srvc Branch Sps Empl 1 Save Return to Search Notify Update/Display Include History Correct History

Continued on next page

Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
10 cont.	*COLOMBIA HOUSING ALLOWANCES EFFECTIVE 01 AUGUST 2019 CLIMATE CODES: 2 , FOR LOCALITY CODE 001 AND 3 , FOR LOCALITY CODES 003 AND 999. UTILITY/RECURRING MAINTENANCE ALLOWANCE: 2050232 MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS: 888205 RATE OF EXCHANGE: $0.000307

Continued on next page

Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
11	Using the drop-down, select the appropriate **Utilities Included in Rent** option as indicated in the rental/lease/purchase agreement. **Note:** If the 'Some' option is selected, the **Utility Point Total** must be entered before continuing. This is based on the Climate Code and the total Climate Code Utility Points assigned (see 100503.B.2.b of reference b).

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance Find | View All First 1 of 1 Last

Delete

Effective Date: 09/01/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type: OHA With Dependents
OHA Reason: Govt Quarters Vacancy
Home Owner Indicator
Fixed Exchange Rate 0.000307
Locality Code: CO003
Entitled OHA Amount: 8805482.00
OHA Rental Table Amount: 6755250.00
Monthly Rental Amount: 6758958.00
Utilities Included in Rent: None
Shared Rental Amount: 6758958.00
Utility Point Total: 0
Constructive Rental Cap: 8805482.00
Utility Recurring Maint Allow: 2050232.00

OHA Rental Sharers Personalize | Find | First 1 of 1 Last

	*Branch of Service	EmplID	Sharer Name
1			

OHA Dependents Personalize | Find | First 1 of 1 Last

	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

*COLOMBIA HOUSING ALLOWANCES EFFECTIVE 01 AUGUST 2019

CLIMATE CODES:
2 , FOR LOCALITY CODE 001 AND
3 , FOR LOCALITY CODES 003 AND 999.
UTILITY/RECURRING MAINTENANCE ALLOWANCE: 2050232
MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS: 888205
RATE OF EXCHANGE: $0.000307

Table 10-23. Climate Code Utility Points

Utility	Code 3 – Hot	Code 2 – Moderate	Code 1 – Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

Continued on next page

Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
12	Upon completion of Steps 9 – 10, the **Constructive Rental Cap**, **Entitled OHA Amount**, and **Utility Recurring Maint Allow** will auto-populate.

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance Find | View All First 1 of 1 Last

Delete

Effective Date: 09/01/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type: OHA With Dependents
OHA Reason: Govt Quarters Vacancy
Home Owner Indicator
Fixed Exchange Rate 0.000307
Locality Code: CO003
Entitled OHA Amount: 8805482.00
OHA Rental Table Amount: 6755250.00
Monthly Rental Amount: 6758958.00
Utilities Included in Rent: None
Shared Rental Amount: 6758958.00
Utility Point Total: 0
Constructive Rental Cap: 8805482.00
Utility Recurring Maint Allow: 2050232.00

OHA Rental Sharers Personalize | Find | First 1 of 1 Last

	*Branch of Service	EmplID	Sharer Name
1			

OHA Dependents Personalize | Find | First 1 of 1 Last

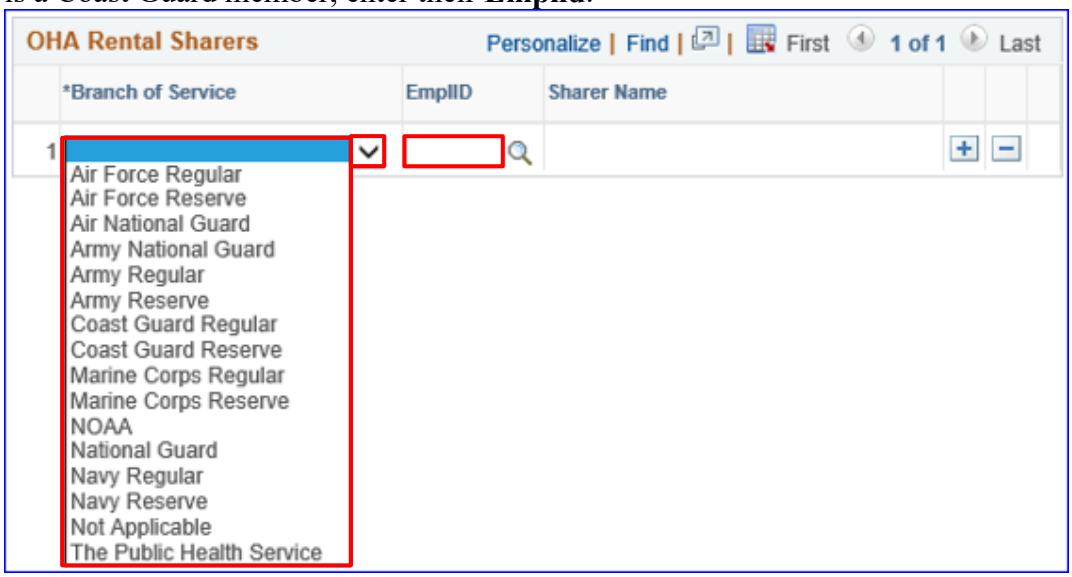
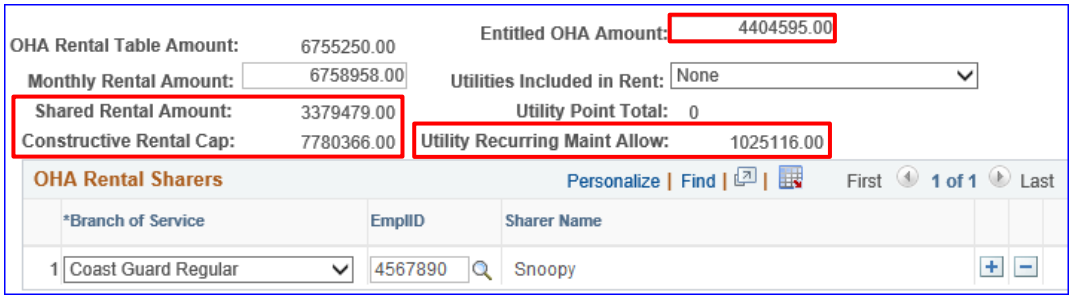
	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Continued on next page

Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
13	If the member is sharing the residence/rent/expenses with another person (that is not their dependent), enter the **OHA Rental Sharers** information as appropriate. Using the drop-down, select the appropriate Branch of Service or Not Applicable (see 100101.A of reference b for Rental Sharer criteria). If the OHA Rental Sharer is a Coast Guard member, enter their **Emplid**.  If OHA Rental Sharer(s) are entered, the **Shared Rental Amount**, **Constructive Rental Cap**, **Entitled OHA Amount**, and **Utility Recurring Maint Allow** will reduce based on the number of OHA Rental Sharers entered. 

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Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
14	If the member has OHA eligible dependents: using the **OHA Dependents ID** lookup, select the Dependent to be added. To add additional OHA eligible dependents, click the **(+)** button. **Note:** Only BAH eligible dependents will be displayed in the Search Results. If the member has OHA authorized dependents that are not showing in the Search Results, review the member's Dependent Information and update as necessary.

BAH | OHA | FSH | MIHA

Linus VanPelt Employee Empl ID 1234567 Empl Record 0

Overseas Housing Allowance — Find | View All — First 1 of 1 Last — Delete

Effective Date: 09/01/2019
Status: Active
Approved:
Approver:
Approved at:
OHA Type: OHA With Dependents
OHA Reason: Govt Quarters Vacancy
Home Owner Indicator
Fixed Exchange Rate 0.000307
Locality Code: CO003
Entitled OHA Amount: 8805482.00
OHA Rental Table Amount: 6755250.00
Monthly Rental Amount: 6758958.00
Utilities Included in Rent: None
Shared Rental Amount: 6758958.00
Utility Point Total: 0
Constructive Rental Cap: 8805482.00
Utility Recurring Maint Allow: 2050232.00

OHA Rental Sharers — Personalize | Find | First 1 of 1 Last

	*Branch of Service	EmplID	Sharer Name
1			

OHA Dependents — Personalize | Find | First 1 of 1 Last

	*ID	Name	Relation	Sps Srvc	Branch	Sps Empl
1						

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Search Results

View 100 — First 1 of 1 Last

Dependent/Beneficiary ID	Name	Last Name	First Name	Second Last Name	Alternate Character Name	Relationship to Employee	Dependent Beneficiary Type
01	Brown, Sally	Brown	Sally	(blank)	(blank)	Spouse	Dep/Benef

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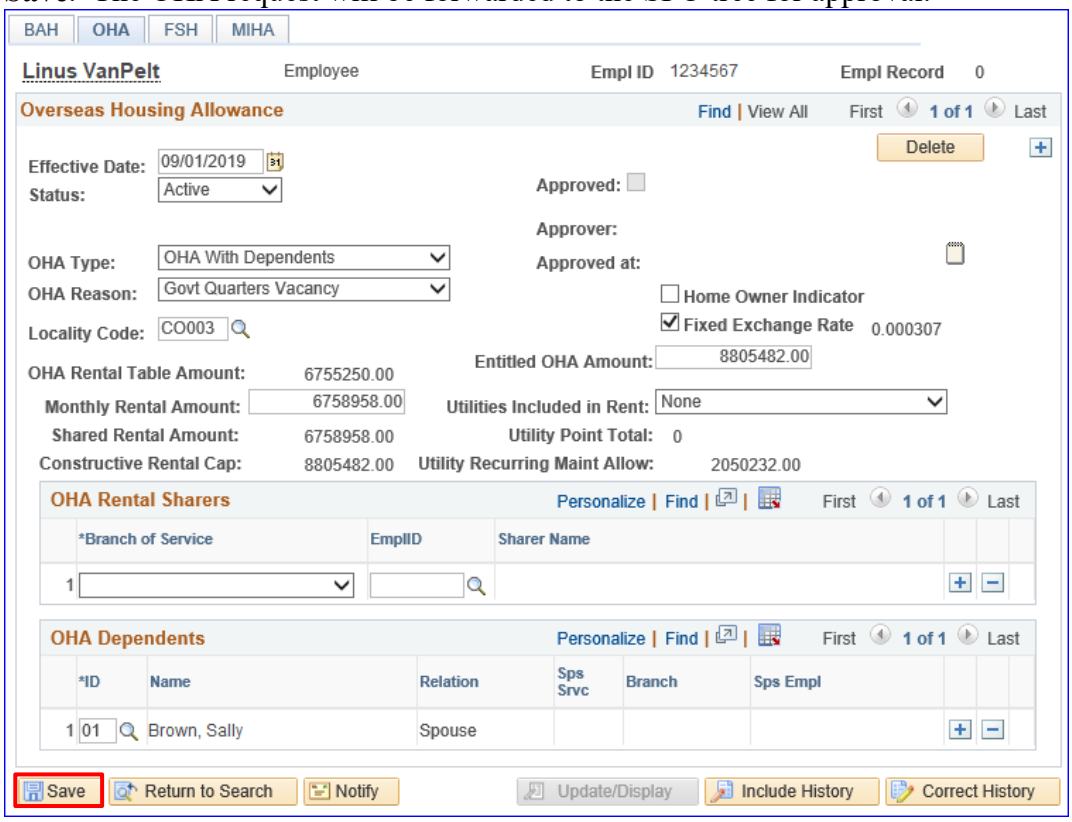
Starting Overseas Housing Allowance (OHA), Continued

Procedures, continued

Step	Action
15	Review the OHA row to ensure all information has been entered correctly. Click **Save**. The OHA request will be forwarded to the SPO tree for approval.
16	Per Email ALSPO B/19, once the OHA request has been approved, it is important to review the member's Pay Calculation Results ensure the pay transaction processed correctly. Please see the Pay Calculation Results user guide for more information on navigating, reviewing, and validating pay transactions.