

Basic Allowance for Housing (BAH)

Overview

Introduction This guide provides the procedures for a P&A to start, stop, correct, delete, and approve Basic Allowance for Housing (BAH) transactions in Direct Access (DA).

Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

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

BAH Change for Divorce/Death of Spouse and Annulments The BAH entitlement at the with dependent rate stops at 2400 on the date of divorce/date of the spouse's death if the member's spouse was the sole BAH eligible dependent (no other dependents). In these instances, add a new BAH row for BAH without dependents using the day **AFTER** the **date of divorce/date of death** of the spouse as the effective date.

For **annulments**, add a new BAH row for BAH without dependents using the **date of the annulment** decree as the effective date.

See [Correcting BAH \(Inserting a BAH Row\)](#) section of this guide for procedures on adding a BAH row.

Known Issue - BAH **Hawaii** – When approving a departing endorsement for single/non-rates that are currently receiving **BAH Code D**, you **MUST** notify the P&A so they may correct the auto-populated **BAH Code V** to **BAH Code G**.

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Overview, Continued

BAH for Reservists

When processing Reserve Orders, ensure the correct BAH Qtr Status is started based on the type and duration of 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 (AD) orders. It is important to ensure the member is receiving the correct BAH entitlement each time they start new AD orders.

See the [Starting BAH for Reserve Members](#) for more guidance on Reserve BAH.

BAH Rate Protection for Member-Married-to-Reserve Member

If an AD member is married to a Reserve member, who is recalled to AD and neither have any other dependents, the AD spouse **remains eligible** for the Grandfathered BAH Rate.

NOTE: If the AD spouse's BAH rate is "grandfathered" (rate protected) in DA and the P&A changes the BAH data, the P&A **MUST** submit a Customer Care ticket to reset the "grandfathered" button and correct the member's BAH rate to the higher authorized rate.

Starting BAH


Introduction This section provides the procedures for a P&A to start BAH in DA.

Audit Codes When starting BAH, P&As are asked to enter an additional 4-digit code at the end of the zip code. These codes were created in an effort to help filter for possible valid exceptions (for Reserve BAH code extensions, see the [Starting BAH for Reserve Members](#) user guide). The 4-digit zip code extensions are:

- **XXXXXX-2025** – For designated location/rate protection. For example, 66683-2025.
- **XXXXXX-0626** – For member married to member. For example, 66683-0626.
- **XXXXXX-9999** – For Reservists ordered to AD beyond 30 days and an HHG move is not authorized.
- • **XXXXXX-1299** – For Reservists ordered to AD for more than 140 days of ADT-OTD (other training duty) or ordered to AD for more than 180 days (e.g., EAD) and HHG is authorized.
- **XXXXXX-HFXX** – For housing flexibility program (the XX is the 6 month expiration date). For example, 66683-HF08 (08 represents August, when the member's housing flexibility expires).

NOTE: To see how these audit codes are used, see the [HR QA Tools – BAH Mismatches](#) user guide.

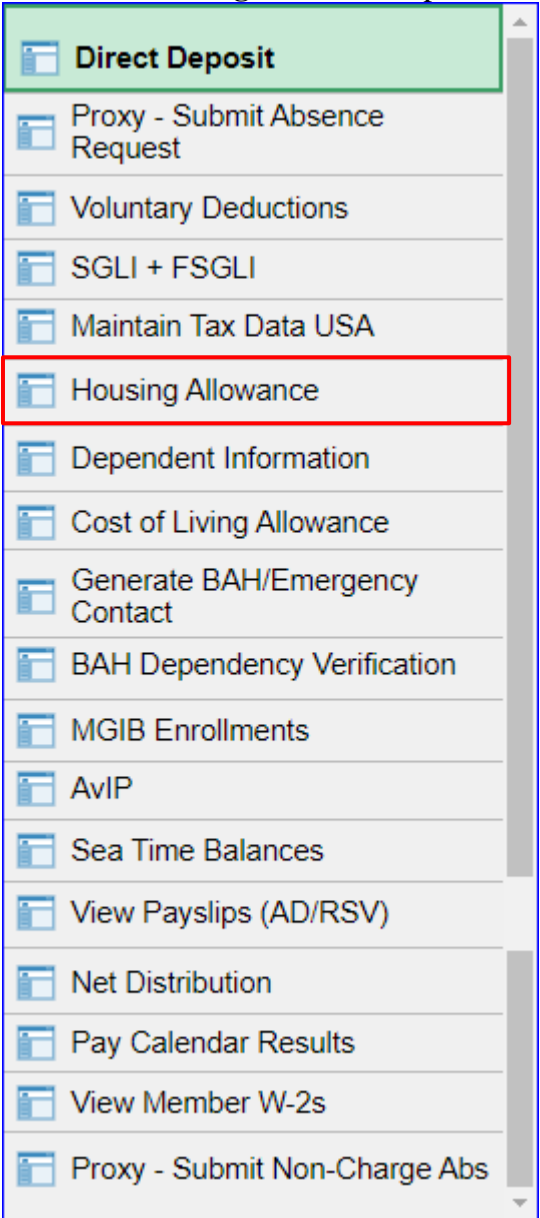
Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p> 

Continued on next page

Starting BAH, Continued

Procedures,
continued

Step	Action
2	<p>Select the Housing Allowance option.</p> 

Continued on next page

Starting BAH, Continued

Procedures,
continued

Step

3

Action

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

4

The member’s current BAH information (if any) will display. If the member does NOT have an existing BAH row, **skip to Step 5**.

If the member has an existing row, click the **Plus** button to add a new row.

BAH | OHA | FSH | MIHA

Three Langmore

Employee

Empl ID 1234567

Empl Record 0

BAH Entitlements

Find | View All

First 1 of 1 Last

Effective Date: 06/12/2023

Status: Active

Approved: ☐

Approved at:

Approved: ☐ Grand Fathered

BAH Change Hire

BAH Qtr Status: D

BAH Zip: 08204

Military Rank: E3

Fair Rent:

Description: W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs

BAH Type: BAH Partial

BAH Rate: 7.8000

BAH Entitle: 7.8000

☐ Override Flag

BAH Dependent Beneficiaries

Personalize | Find

First 1 of 1 Last

Dependent Information

Termination Information

*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1						<input type="checkbox"/>	

Save

Return to Search

Previous in List

Next in List

Notify

Update/Display

Include History

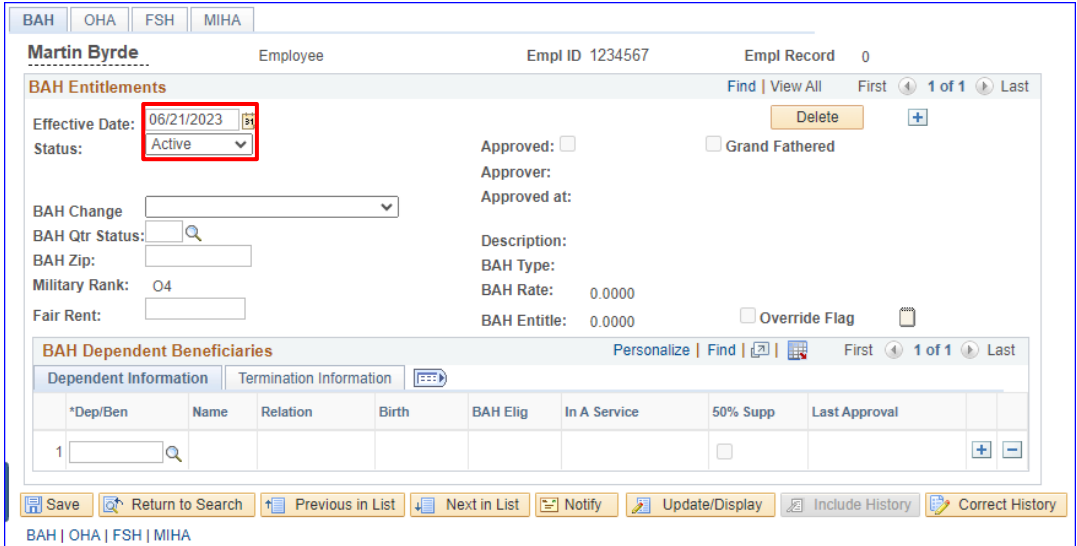
Correct History

BAH | OHA | FSH | MIHA

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Starting BAH, Continued

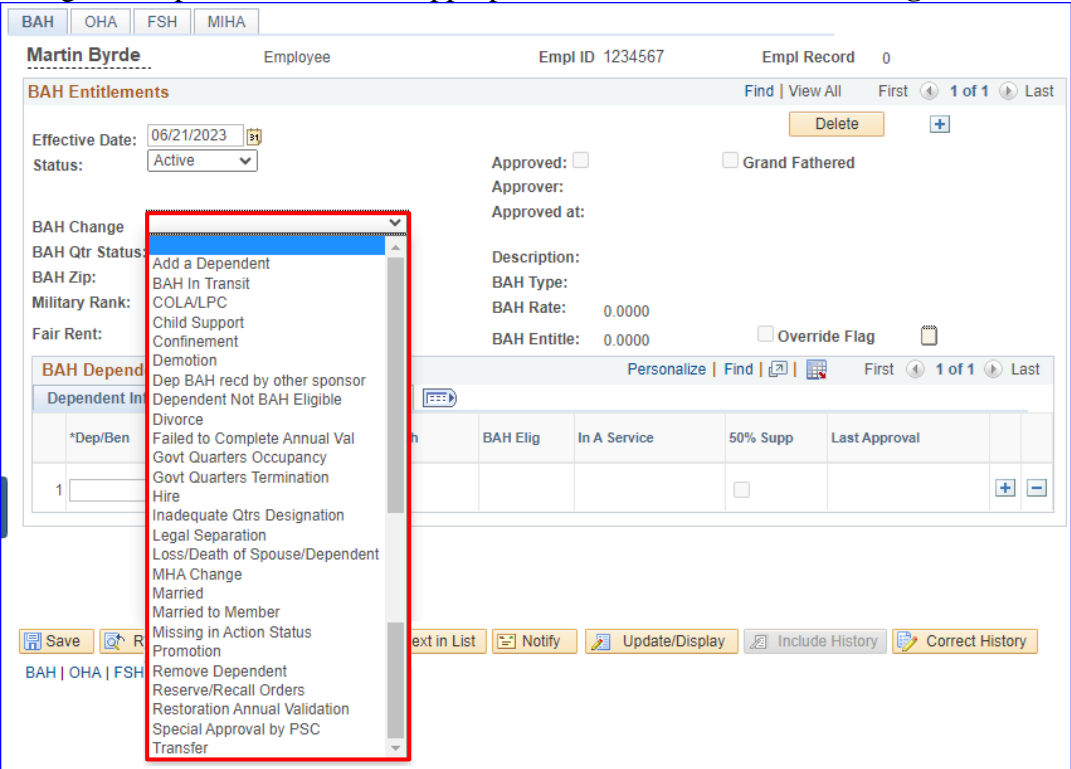
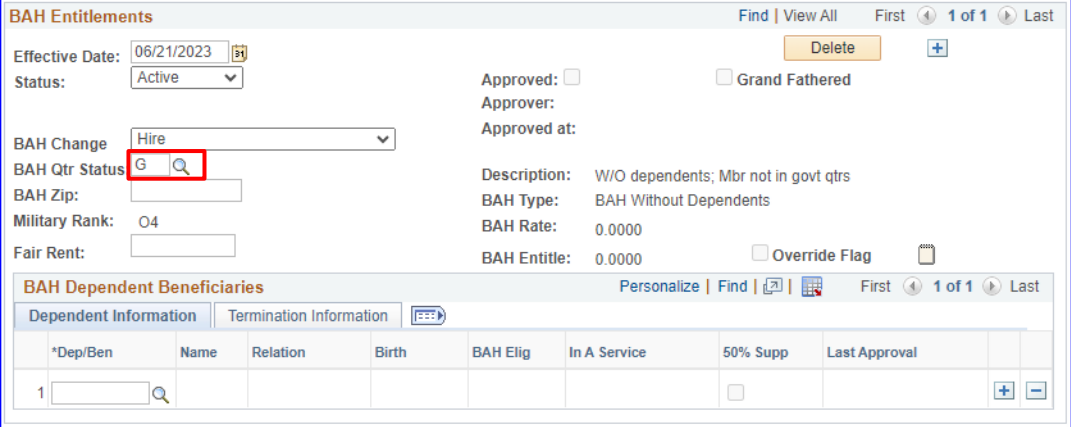
Procedures,
continued

Step	Action
5	<p>Enter the Effective Date (defaults to the current date) and ensure the Status indicates Active.</p> <p>NOTES:</p> <ul style="list-style-type: none"> For Reserve members on AD, the effective date will be the same as the Reserve orders begin date (see the Starting BAH for Reserve Members user guide for additional guidance). For divorces or death of spouse, the effective date will be the day after the date of the divorce/date of death of the spouse. For annulments, the effective date will be the same as the date of the annulment decree.  <p>The screenshot shows the 'BAH Entitlements' form for Martin Byrde (Employee, Empl ID 1234567, Empl Record 0). The 'Effective Date' is 06/21/2023 and the 'Status' is Active. The form includes fields for BAH Change, BAH Qtr Status, BAH Zip, Military Rank, Fair Rent, BAH Type, BAH Rate, BAH Entitle, and Override Flag. Below the form is a table for 'BAH Dependent Beneficiaries' with columns: *Dep/Ben, Name, Relation, Birth, BAH Elig, In A Service, 50% Supp, and Last Approval. The table has one row with a search icon and a plus/minus icon.</p>

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Starting BAH, Continued

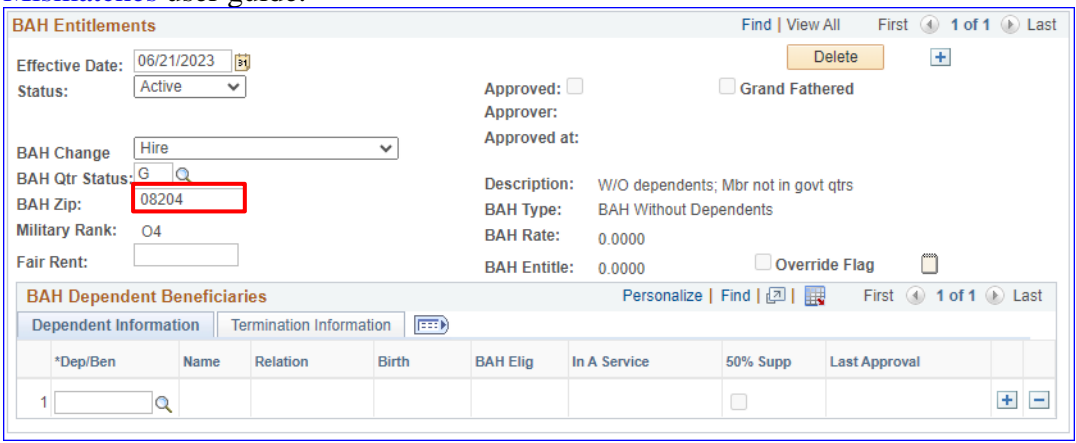
Procedures, continued

Step	Action
6	<p>Using the drop-down, select the appropriate reason for the BAH Change.</p> 
7	<p>Using the lookup, select the appropriate BAH Qtr Status.</p> 

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Starting BAH, Continued

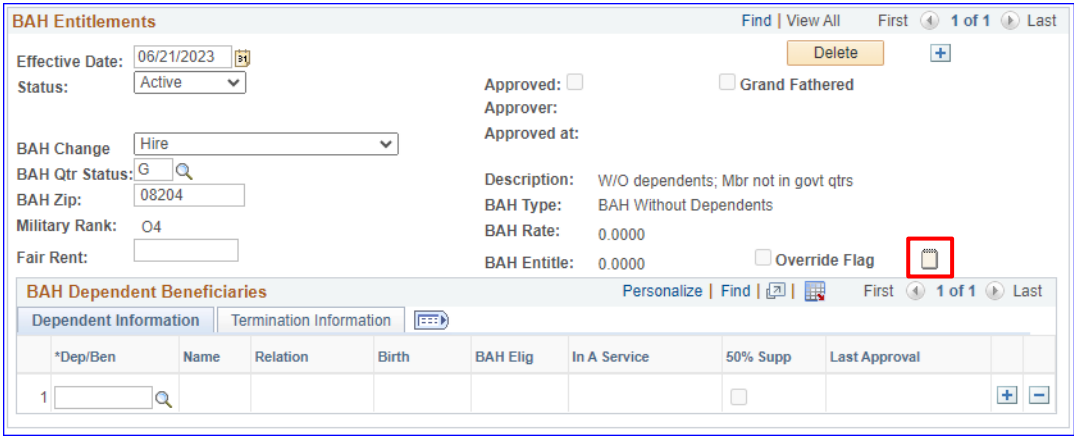
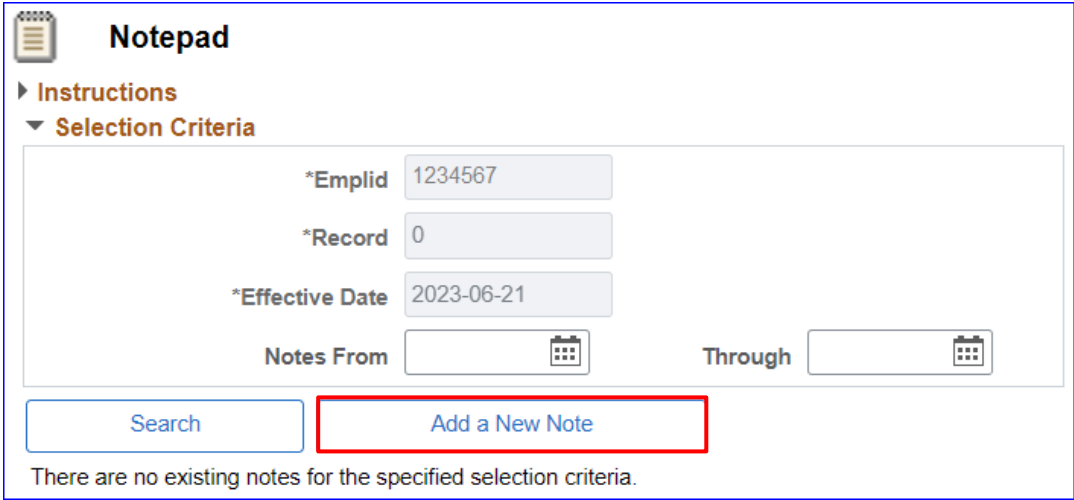
Procedures, continued

Step	Action
8	<p>The BAH Zip will default to the current permanent duty station for AD members or the home address for Reserve members. If the default is incorrect, enter the correct BAH Zip. The Military Rank will default to the member's current rank. The Fair Rent field is only used for Inadequate Quarters.</p> <p>When starting BAH, P&As are asked to enter an additional 4-digit code at the end of the zip code. These codes were created in an effort to help filter for possible valid exceptions (for Reserve BAH code extensions, see the Starting BAH for Reserve Members user guide). The 4-digit zip code extensions are:</p> <ul style="list-style-type: none"> • XXXXX-2025 – For designated location/rate protection. For example, 66683-2025. • XXXXX-9999 – For Reservists ordered to AD beyond 30 days and an HHG move is not authorized. • XXXXX-1299 – For Reservists ordered to AD for more than 140 days of ADT-OTD (other training duty) or ordered to AD for more than 180 days (e.g., EAD) and HHG is authorized. • XXXXX-0626 – For member married to member. For example, 66683-0626. • XXXXX-HFXX – For housing flexibility program (the XX is the 6 month expiration date). For example, 66683-HF08. <p>NOTE: To see how these audit codes are used, see the HR QA Tools – BAH Mismatches user guide.</p> 

Continued on next page

Starting BAH, Continued

Procedures, continued

Step	Action
9	<p>Click the Notepad icon (opens in a new window) to add comments specific to this transaction.</p> 
10	<p>Click Add a New Note.</p> 

Continued on next page

Starting BAH, Continued

Procedures,
continued

Step

11

Action

Enter the **Subject** and **Note Text** specific to this transaction and include any pertinent details the auditor may need to know when approving this BAH transaction.

Click **Save**. Verify the **Note** was annotated and X out of the screen.

Selected Note

Instructions

Selected Performance Note

Applications

Emplid

1234567

Record

0

Effective Date

2023-06-21

Created

06/21/2023 11:28AM

Creator

Sam Dermody

Last Update

Updated By

Subject

Starting BAH

Note Text

Enter specific information regarding the transaction.
(i.e., adding a dependent, vacated Gov't quarters, divorce, etc.)

Save

Return to Note Selection Page

Notepad

Instructions

Selection Criteria

*Emplid

1234567

*Record

0

*Effective Date

2023-06-21

Notes From

Through

Search

Add a New Note

Existing Notes

1-1 of 1

Emplid

Record

Effective Date

Subject

Created

1234567

0

2023-06-21

Starting BAH

06/21/2023 11:28AM

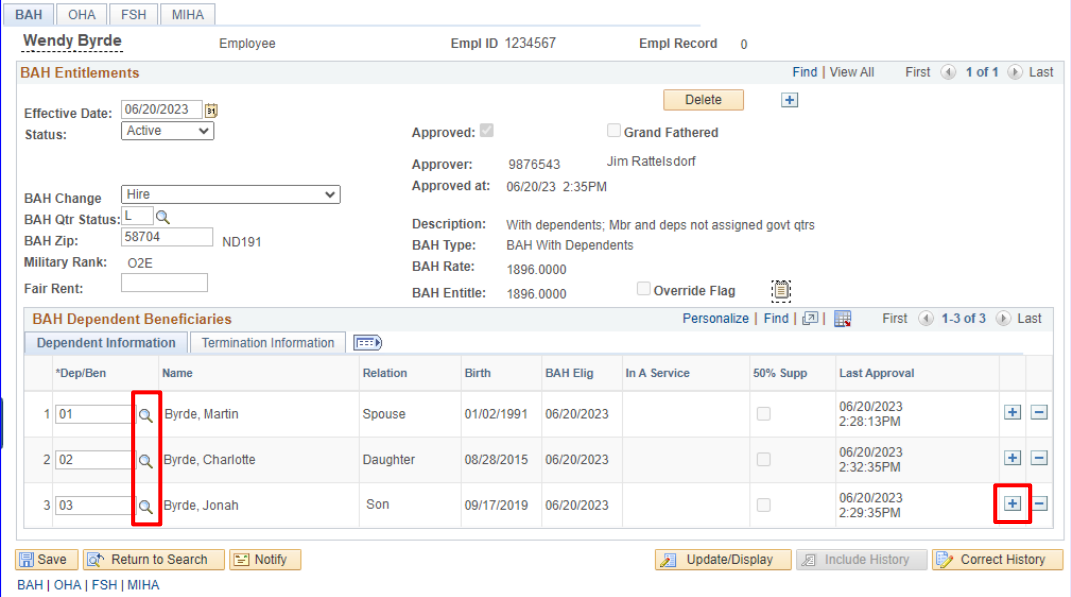
Select All

Deselect All

Continued on next page

Starting BAH, Continued

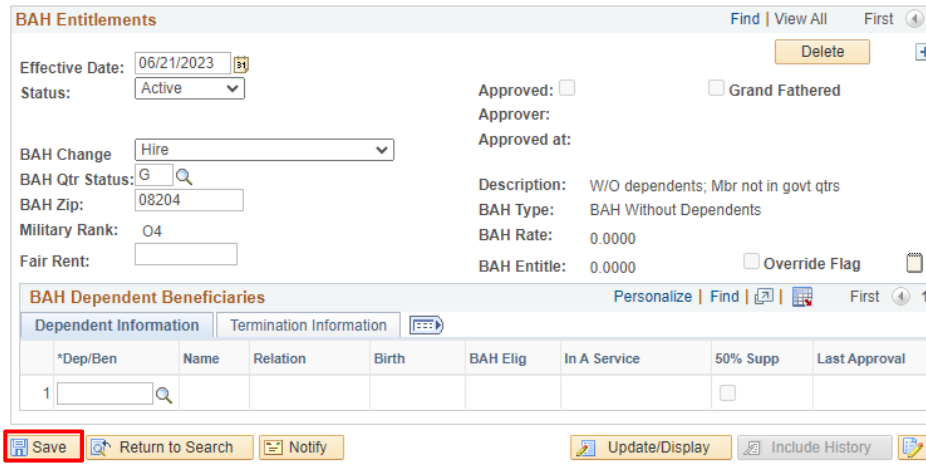
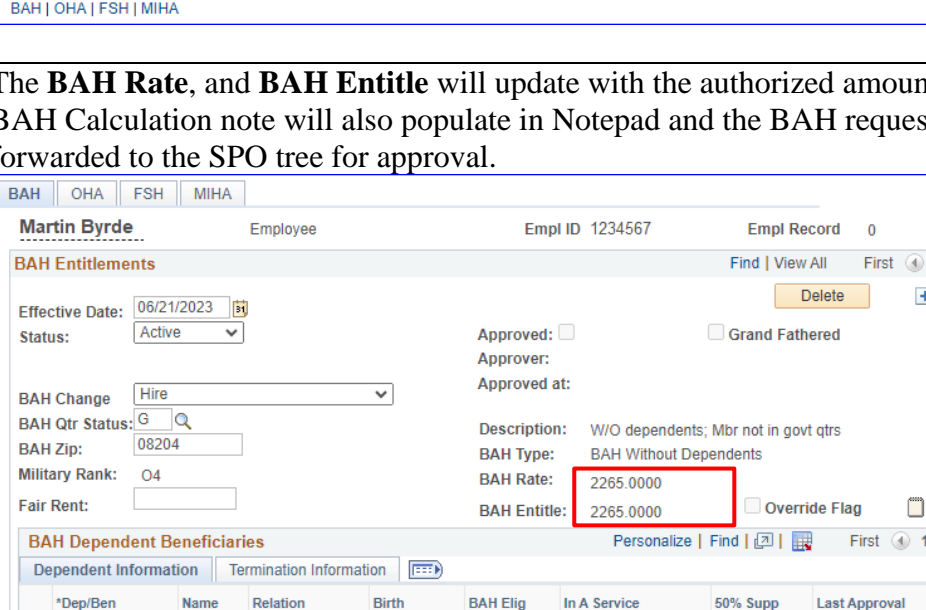
Procedures,
continued

Step	Action
12	<p>Return to the member's BAH page. If the member has BAH-eligible dependents (example shown below) and is authorized at the BAH W/dependents rate, click the Lookup icon under *Dep/Ben and select a dependent from the list. To add additional dependents, click the Plus button to add a new row and repeat for each BAH eligible dependent.</p> 

Continued on next page

Starting BAH, Continued

Procedures, continued

Step	Action
13	<p>Click Save.</p>  <p>The screenshot shows the BAH Entitlements form for Martin Byrde. The form includes fields for Effective Date (06/21/2023), Status (Active), BAH Change (Hire), BAH Qtr Status (G), BAH Zip (08204), Military Rank (O4), Fair Rent, and BAH Entitlements (W/O dependents; Mbr not in govt qtrs). The BAH Rate is 0.0000. The BAH Entitle is 0.0000. The BAH Dependent Beneficiaries table is empty. The Save button is highlighted.</p>
14	<p>The BAH Rate, and BAH Entitle will update with the authorized amounts. A BAH Calculation note will also populate in Notepad and the BAH request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot shows the BAH Entitlements form for Martin Byrde. The form includes fields for Effective Date (06/21/2023), Status (Active), BAH Change (Hire), BAH Qtr Status (G), BAH Zip (08204), Military Rank (O4), Fair Rent, and BAH Entitlements (W/O dependents; Mbr not in govt qtrs). The BAH Rate is 2265.0000. The BAH Entitle is 2265.0000. The BAH Dependent Beneficiaries table is empty. The Save button is highlighted.</p>


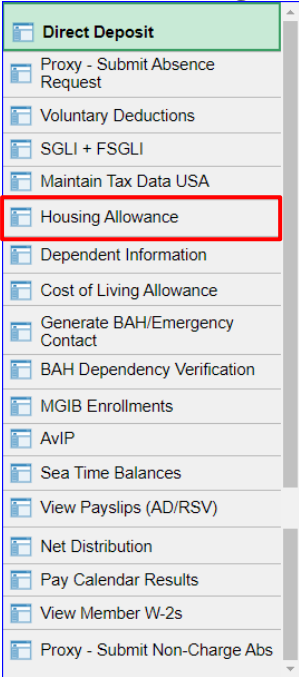
Starting BAH After PCS (Inactive to Active Status)

Introduction This section provides the procedures for a P&A to start BAH after the PCS Reporting Endorsement has been approved in DA.

It is important to **review a member's BAH after the PCS Reporting Endorsement has been approved** to ensure BAH is correct (**changed from Inactive to Active**) prior to finalization to prevent a System Generated Overpayment (SGO) from being created. If the Inactive BAH row processes through a finalization, DA will create a SGO.

Resources [DA Pay Processing – Example of an Inactive BAH Case](#) User Guide
[PCS Auto-Start and Auto-Stop Entitlements](#) User Guide


Procedures See below.

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

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Starting BAH After PCS (Inactive to Active Status), Continued

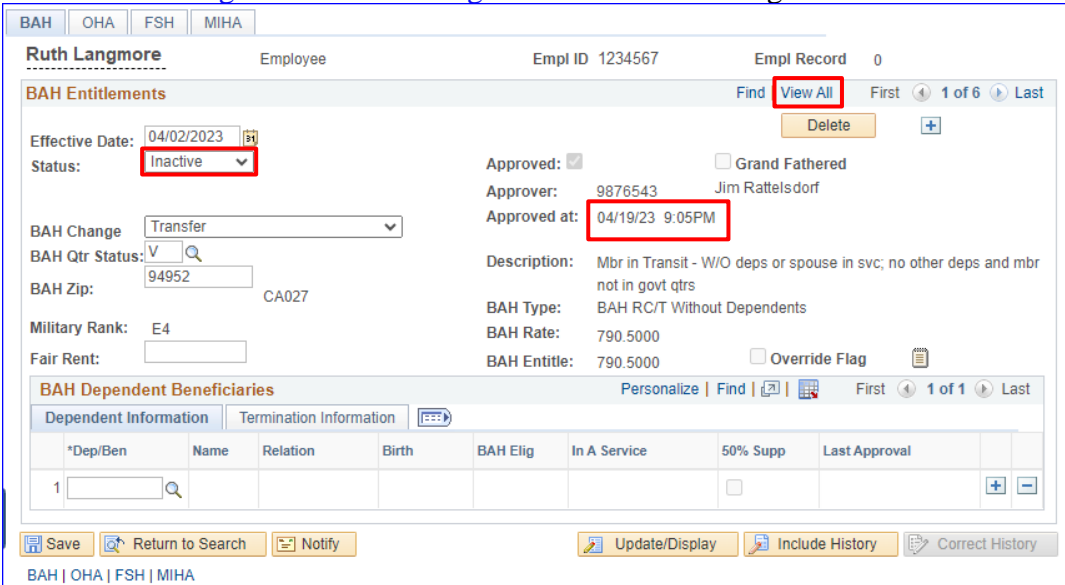
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Ensure the Include History and Correct History boxes are checked and click Search.</p> <div data-bbox="327 481 1310 1261"> <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 ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/></p> <p>Department begins with ▼ <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> </div>

Continued on next page

Starting BAH After PCS (Inactive to Active Status), Continued

Procedures,
continued

Step	Action
4	<p>The member's BAH page will display.</p> <p>In this example, the member's PCS Reporting Endorsement was approved on 02/14/23 which created an Inactive BAH row Status for this member at the same time.</p> <p>NOTE: While the most recent BAH row displayed should be the transfer row; if not, click View All to display all BAH rows and locate the appropriate row to be corrected. In cases where the incorrect Inactive BAH row is further down the list, see the Correcting BAH and Deleting BAH sections of this guide.</p>  <p>The screenshot shows the BAH Entitlements page for Ruth Langmore (Employee ID 1234567). The page has tabs for BAH, OHA, FSH, and MIHA. The BAH tab is selected. The page displays the BAH row with the following details:</p> <ul style="list-style-type: none"> Effective Date: 04/02/2023 Status: Inactive BAH Change: Transfer BAH Qtr Status: V BAH Zip: 94952 Military Rank: E4 Fair Rent: CA027 Approved: [checked] Approver: 9876543 Jim Rattelsdorf Approved at: 04/19/23 9:05PM Description: Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs BAH Type: BAH RC/T Without Dependents BAH Rate: 790.5000 BAH Entitle: 790.5000 Override Flag: [unchecked] <p>Below the BAH row is the BAH Dependent Beneficiaries section, which includes a table with columns: *Dep/Ben, Name, Relation, Birth, BAH Elig, In A Service, 50% Supp, and Last Approval. The table shows one dependent with ID 1.</p> <p>At the bottom of the page are buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.</p>

Continued on next page

Step

5

Action

Ensure the Effective Date is correct (same as the PCS Report Date). Using the drop-down, change the **Status** to Active. Review the remaining information on the row (BAH Qtr Status, BAH Zip, and rank to ensure it is accurate). Click **Save**.

NOTE: If the Effective Date is incorrect, see the [Deleting BAH](#) section of this guide.

BAH | OHA | FSH | MIHA

Ruth Langmore

Employee

Empl ID 1234567

Empl Record 0

BAH Entitlements

Find | View All

First 1 of 6 Last

Effective Date: 04/02/2023

Status: Active

Approved: ☒

Approver: 9876543

Approved at: 04/19/23 9:05PM

BAH Change: Transfer

BAH Qtr Status: V

BAH Zip: 94952

Military Rank: E4

Fair Rent:

Description: Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs

BAH Type: BAH RC/T Without Dependents

BAH Rate: 790.5000

BAH Entitle: 790.5000

Grand Fathered: ☐

Override Flag: ☐

BAH Dependent Beneficiaries

Personalize | Find | 1 of 1 Last

Dependent Information

Termination Information

*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1						<input type="checkbox"/>	

Save

Return to Search

Notify

Update/Display

Include History

Correct History

BAH | OHA | FSH | MIHA

6

The **Approved** box will uncheck, and the **Approver** information will no longer be populated. The BAH request has been routed to the SPO tree for approval.

BAH | OHA | FSH | MIHA

Ruth Langmore

Employee

Empl ID 1234567

Empl Record 0

BAH Entitlements

Find | View All

First 1 of 6 Last

Effective Date: 04/02/2023

Status: Active

Approved: ☐

Approver:

Approved at:

BAH Change: Transfer

BAH Qtr Status: V

BAH Zip: 94952

Military Rank: E4

Fair Rent:

Description: Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs

BAH Type: BAH RC/T Without Dependents

BAH Rate: 790.5000

BAH Entitle: 790.5000

Grand Fathered: ☐

Override Flag: ☐

BAH Dependent Beneficiaries

Personalize | Find | 1 of 1 Last

Dependent Information

Termination Information

*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1						<input type="checkbox"/>	

Save

Return to Search

Notify

Update/Display

Include History


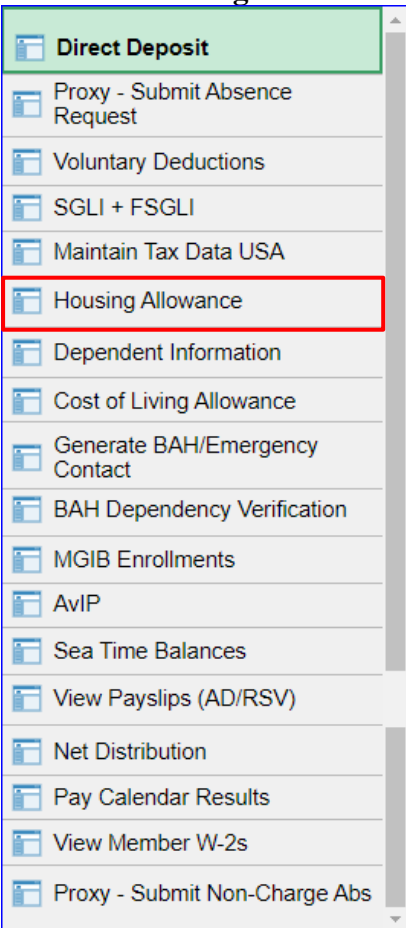
Correct History

BAH | OHA | FSH | MIHA

Stopping BAH

Introduction This section provides the procedures for a P&A to stop BAH and Reduced BAH (previously known as Partial) in DA.


Procedures See below.

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

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Stopping BAH, Continued

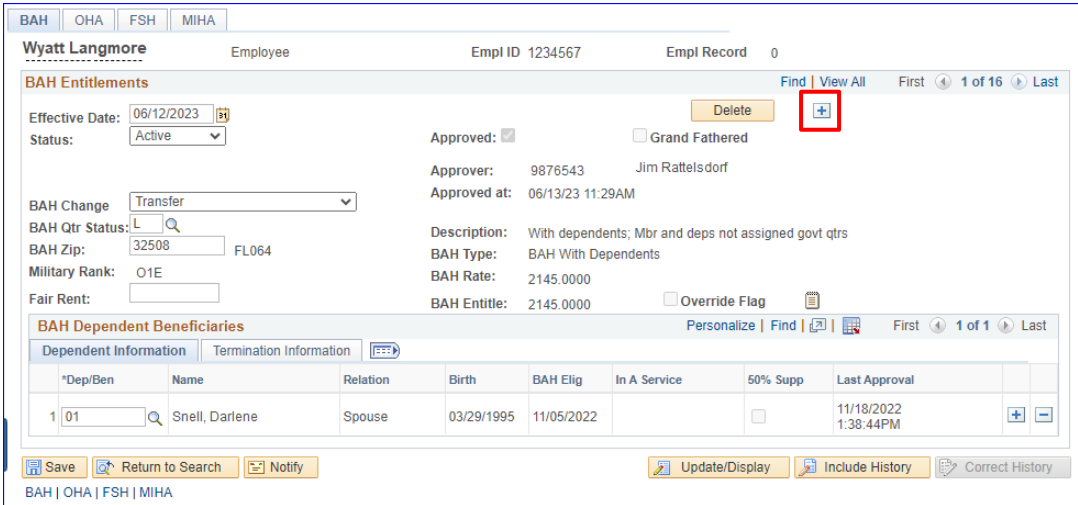
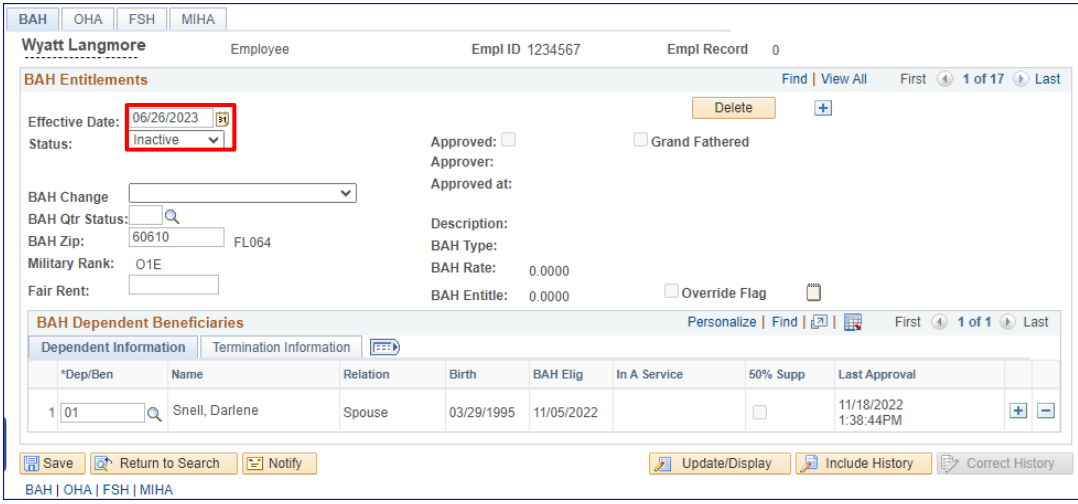
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID, ensure the Correct History box is checked and click Search.</p> <div data-bbox="316 510 1297 1294"> <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 = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div>

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Stopping BAH, Continued

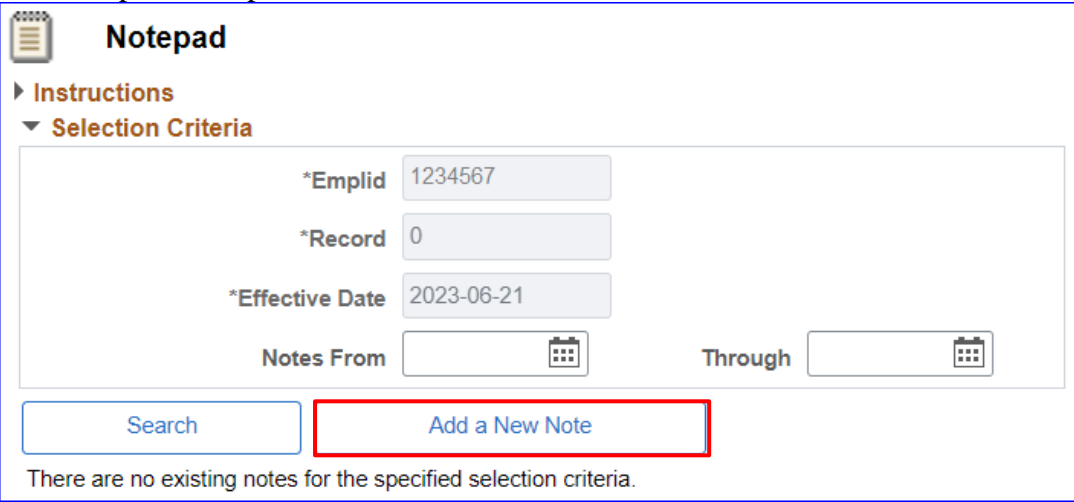
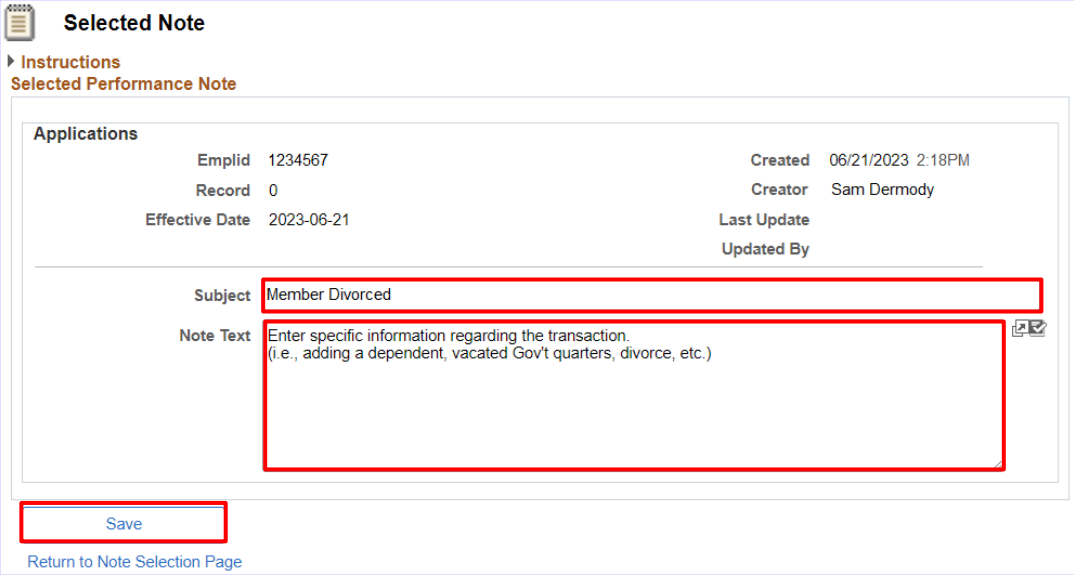
Procedures,
continued

Step	Action
4	<p>The member's current BAH information will display. Click the Plus button to add a new row.</p> 
5	<p>Enter the Effective Date BAH is to stop. Using the drop-down, change the Status to Inactive.</p> 

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Stopping BAH, Continued

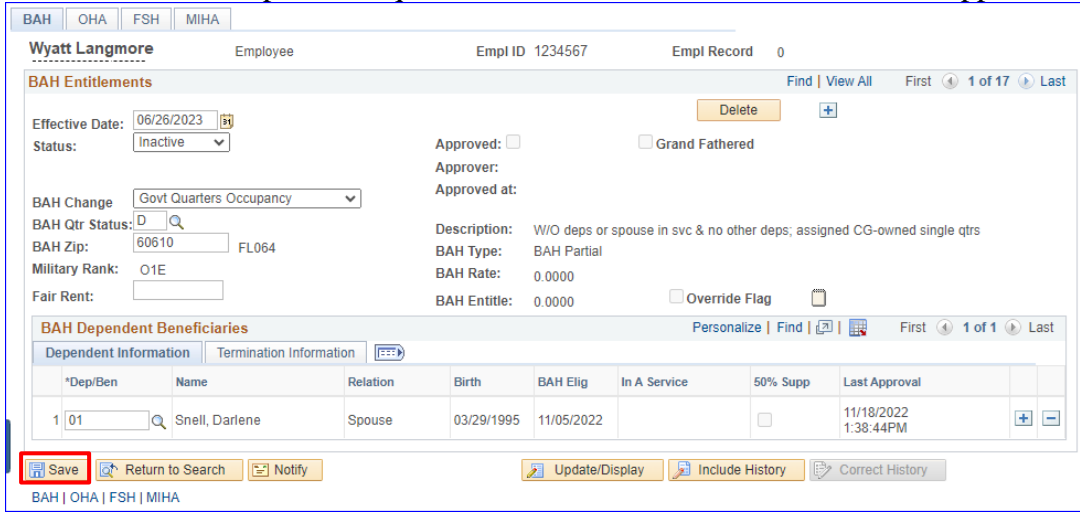
Procedures,
continued

Step	Action
8	<p>The Notepad will open in a new window. Click Add a New Note.</p> 
9	<p>Enter a Subject (such as Stopping BAH) and enter comments in the Note Text field briefly explaining the reason for stopping BAH. Click Save and return to the member's BAH page.</p> 

Continued on next page

Stopping BAH, Continued

Procedures,
continued

Step	Action
10	<p>Click Save. The Stop BAH request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot shows the BAH Entitlements form for Wyatt Langmore (Employee ID 1234567). The form includes fields for Effective Date (06/26/2023), Status (Inactive), BAH Change (Govt Quarters Occupancy), BAH Qtr Status (D), BAH Zip (60610), Military Rank (O1E), and Fair Rent. It also includes a table for BAH Dependent Beneficiaries with one entry for Snell, Darlene. The Save button is highlighted with a red box.</p>

Correcting BAH (Inserting a BAH Row)

Introduction This section provides the procedures for correcting BAH that also requires inserting a BAH row with an earlier effective date than the most recent BAH transaction in DA.

Example This example will show how to insert a BAH row and the next section, [Correcting BAH](#) will show how to correct the LPC row.


In-Range vs. Out-of-Range If the correction is **In-Range** (the entire affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed by the automated system.

If the correction is **Out-of-Range** (any part of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. **Once all corrections/changes have been approved, all the corrections/changes MUST be reported to PPC Customer Care to be processed manually.**

For guidance on how to take and attach screenshots (required) when submitting a Trouble Ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.

LPC Row A Legislative Pay Change (LPC) for Housing Allowance & COLA row should **NEVER** be deleted unless it is **IMMEDIATELY** replaced with a corrected LPC row.

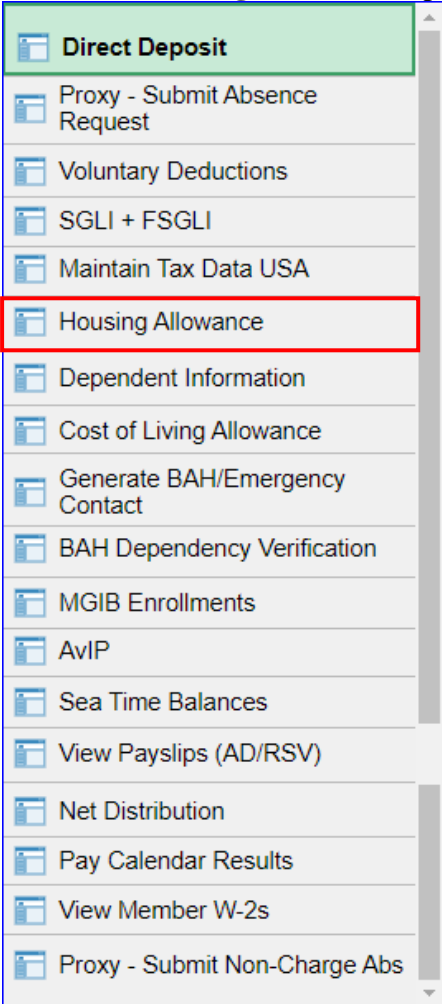
Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

Procedures,
continued

Step	Action
2	<p>Select the Housing Allowance option.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

Procedures,
continued

Step

3

Action

Enter the member’s **Empl ID**. Ensure the **Include History** and **Correct History** boxes are checked 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

4

The member’s BAH page will display. Click **View All** to display all BAH rows.

BAH | OHA | FSH | MIHA

Wendy Byrde

Employee

Empl ID 1234567

Empl Record 0

BAH Entitlements

Find

View All

 First 1 of 13 Last

Effective Date: 06/01/2023

Status: Active

BAH Change COLA/LPC

BAH Qtr Status: L

BAH Zip: 36608 AL004

Military Rank: E6

Fair Rent:

Approved: ☒

Approver: 9876543 Jim Rattelsdorf

Approved at: 12/29/21 2:57PM

Description: With dependents; Mbr and deps not assigned govt qtrs

BAH Type: BAH With Dependents

BAH Rate: 1728.0000

BAH Entitle: 1728.0000

BAH Dependent Beneficiaries

Personalize | Find | First 1-2 of 2 Last

Dependent Information

Termination Information

*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1 01	Byrde, Martin	Spouse	02/03/1992	05/25/2013	Coast Guard Regular	<input type="checkbox"/>	05/30/2014 3:54:16PM
2 02	Byrde, Charlotte	Daughter	01/31/2020	01/31/2020		<input type="checkbox"/>	02/21/2020 10:51:03AM

Save

Return to Search

Notify

Update/Display

Include History

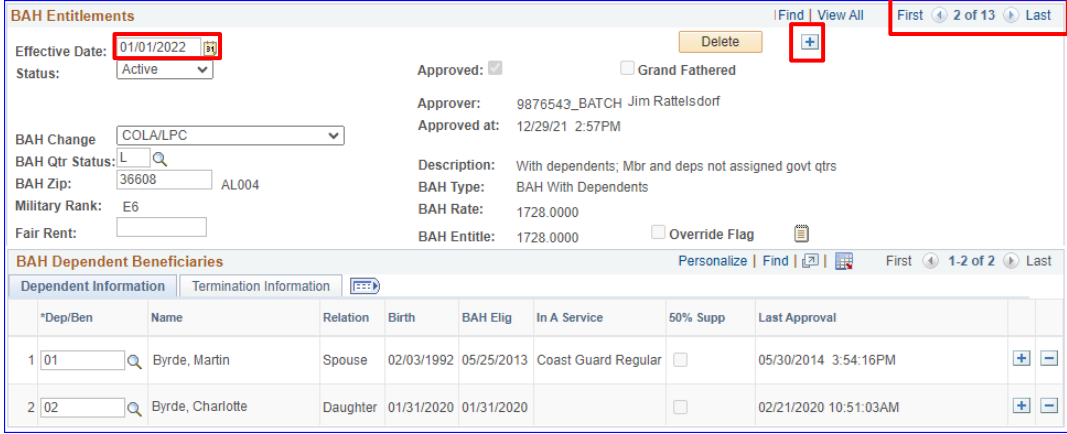
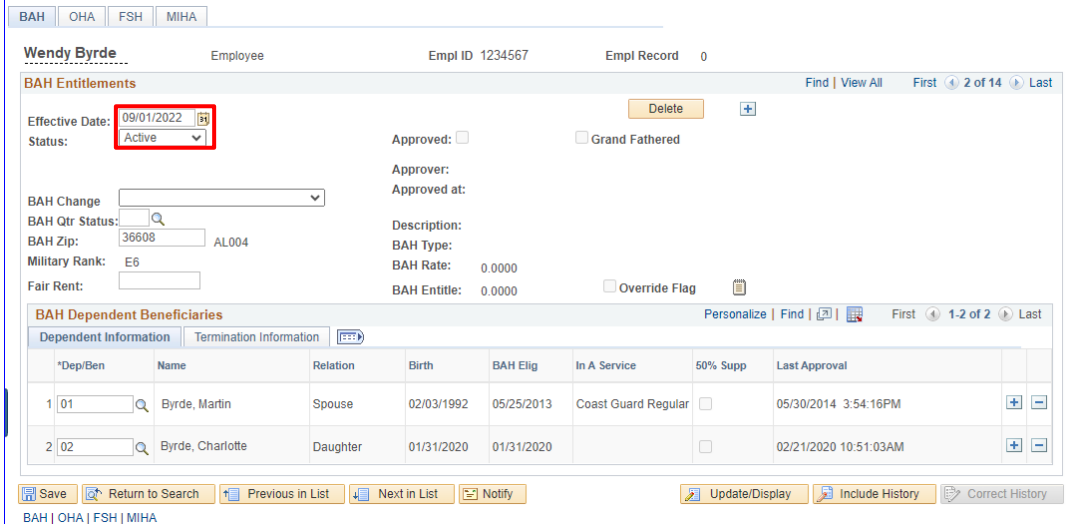
Correct History

BAH | OHA | FSH | MIHA

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

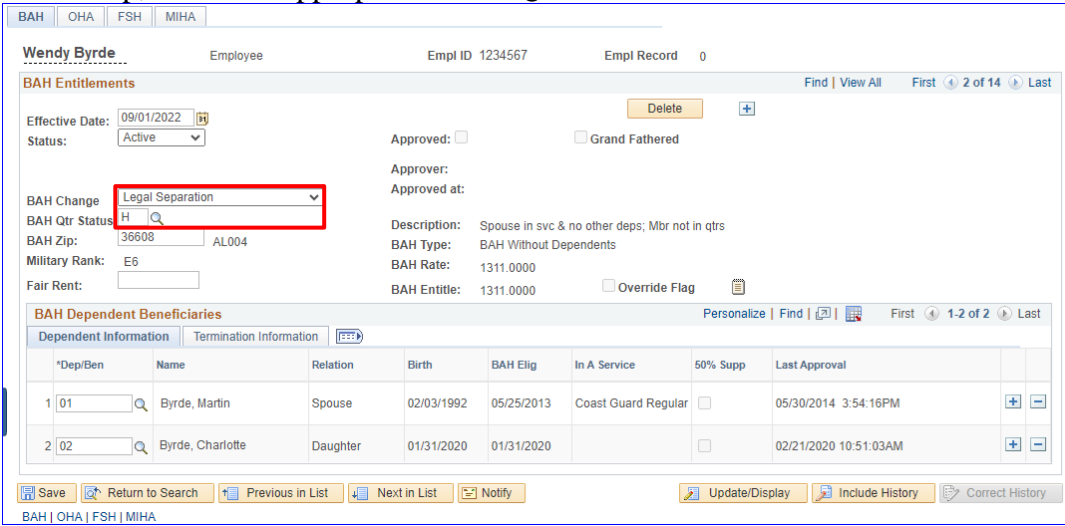
Procedures,
continued

Step	Action																								
5	<p>Scroll through and locate the BAH row with an Effective Date prior to the date of the row to be inserted. Click the Plus button to insert a new row.</p>  <p>BAH Entitlements</p> <p>Effective Date: 01/01/2022 Status: Active</p> <p>BAH Change: COLA/LPC BAH Qtr Status: L BAH Zip: 36608 AL004 Military Rank: E6 Fair Rent:</p> <p>Approved: <input checked="" type="checkbox"/> Approver: 9876543_BATCH Jim Rattelsdorf Approved at: 12/29/21 2:57PM</p> <p>Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 1728.0000 BAH Entitle: 1728.0000</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 01</td><td>Byrde, Martin</td><td>Spouse</td><td>02/03/1992</td><td>05/25/2013</td><td>Coast Guard Regular</td><td><input type="checkbox"/></td><td>05/30/2014 3:54:16PM</td></tr> <tr> <td>2 02</td><td>Byrde, Charlotte</td><td>Daughter</td><td>01/31/2020</td><td>01/31/2020</td><td></td><td><input type="checkbox"/></td><td>02/21/2020 10:51:03AM</td></tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Byrde, Martin	Spouse	02/03/1992	05/25/2013	Coast Guard Regular	<input type="checkbox"/>	05/30/2014 3:54:16PM	2 02	Byrde, Charlotte	Daughter	01/31/2020	01/31/2020		<input type="checkbox"/>	02/21/2020 10:51:03AM
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval																		
1 01	Byrde, Martin	Spouse	02/03/1992	05/25/2013	Coast Guard Regular	<input type="checkbox"/>	05/30/2014 3:54:16PM																		
2 02	Byrde, Charlotte	Daughter	01/31/2020	01/31/2020		<input type="checkbox"/>	02/21/2020 10:51:03AM																		
6	<p>A new row will display above. Update the Effective Date. Ensure the Status indicates Active.</p> <p>NOTES:</p> <ul style="list-style-type: none"> For divorces or deaths, the effective date will be the day after the date of the divorce/date of death of the spouse. For annulments, the effective date will be the same as the date of the annulment decree.  <p>BAH Entitlements</p> <p>Effective Date: 09/01/2022 Status: Active</p> <p>BAH Change: BAH Qtr Status: BAH Zip: 36608 AL004 Military Rank: E6 Fair Rent:</p> <p>Approved: <input type="checkbox"/> Approver: Approved at:</p> <p>Description: BAH Type: BAH Rate: 0.0000 BAH Entitle: 0.0000</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 01</td><td>Byrde, Martin</td><td>Spouse</td><td>02/03/1992</td><td>05/25/2013</td><td>Coast Guard Regular</td><td><input type="checkbox"/></td><td>05/30/2014 3:54:16PM</td></tr> <tr> <td>2 02</td><td>Byrde, Charlotte</td><td>Daughter</td><td>01/31/2020</td><td>01/31/2020</td><td></td><td><input type="checkbox"/></td><td>02/21/2020 10:51:03AM</td></tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History</p>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Byrde, Martin	Spouse	02/03/1992	05/25/2013	Coast Guard Regular	<input type="checkbox"/>	05/30/2014 3:54:16PM	2 02	Byrde, Charlotte	Daughter	01/31/2020	01/31/2020		<input type="checkbox"/>	02/21/2020 10:51:03AM
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2 02	Byrde, Charlotte	Daughter	01/31/2020	01/31/2020		<input type="checkbox"/>	02/21/2020 10:51:03AM																		

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

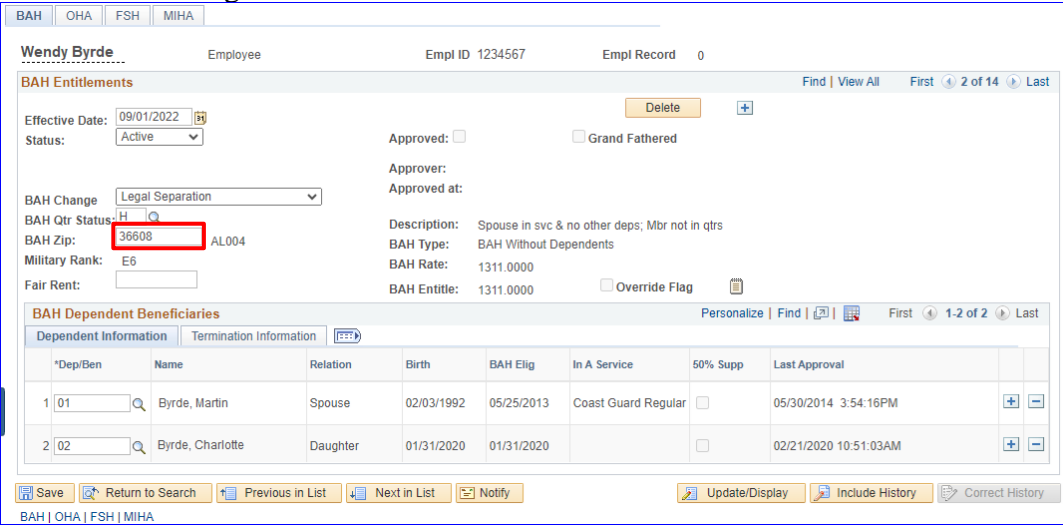
Procedures,
continued

Step	Action																								
7	<p>Using the drop-down, select the appropriate reason for the BAH Change. Using the lookup, select the appropriate BAH Qtr Status code.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Wendy Byrde. The 'BAH Change' dropdown is highlighted with a red box and shows 'Legal Separation'. The 'BAH Qtr Status' dropdown is also highlighted with a red box and shows 'H'. The form includes fields for Effective Date, Status, Approved, Grand Fathered, BAH Type, BAH Rate, BAH Entitle, and a table of 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 01</td><td>Byrde, Martin</td><td>Spouse</td><td>02/03/1992</td><td>05/25/2013</td><td>Coast Guard Regular</td><td><input type="checkbox"/></td><td>05/30/2014 3:54:16PM</td></tr> <tr> <td>2 02</td><td>Byrde, Charlotte</td><td>Daughter</td><td>01/31/2020</td><td>01/31/2020</td><td></td><td><input type="checkbox"/></td><td>02/21/2020 10:51:03AM</td></tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Byrde, Martin	Spouse	02/03/1992	05/25/2013	Coast Guard Regular	<input type="checkbox"/>	05/30/2014 3:54:16PM	2 02	Byrde, Charlotte	Daughter	01/31/2020	01/31/2020		<input type="checkbox"/>	02/21/2020 10:51:03AM
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Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

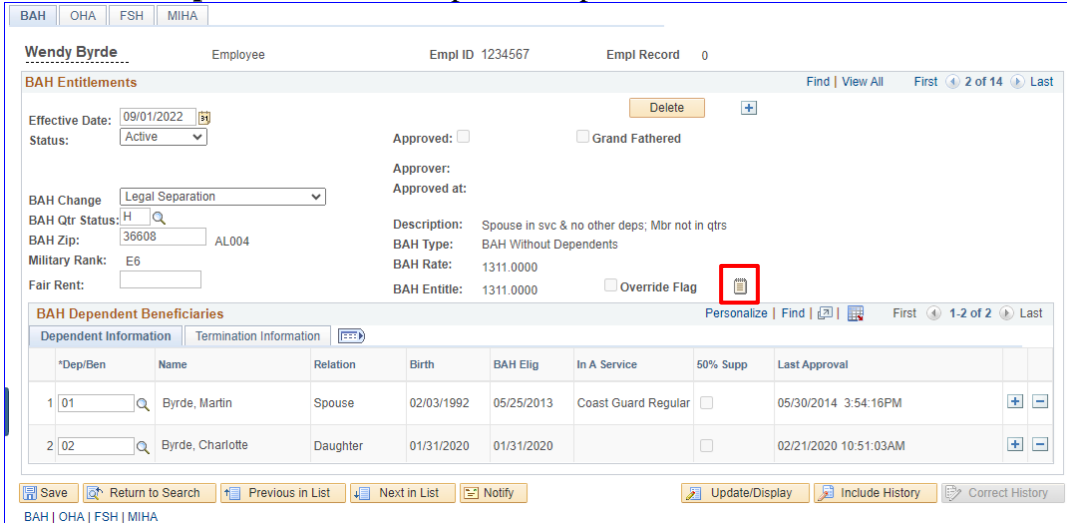
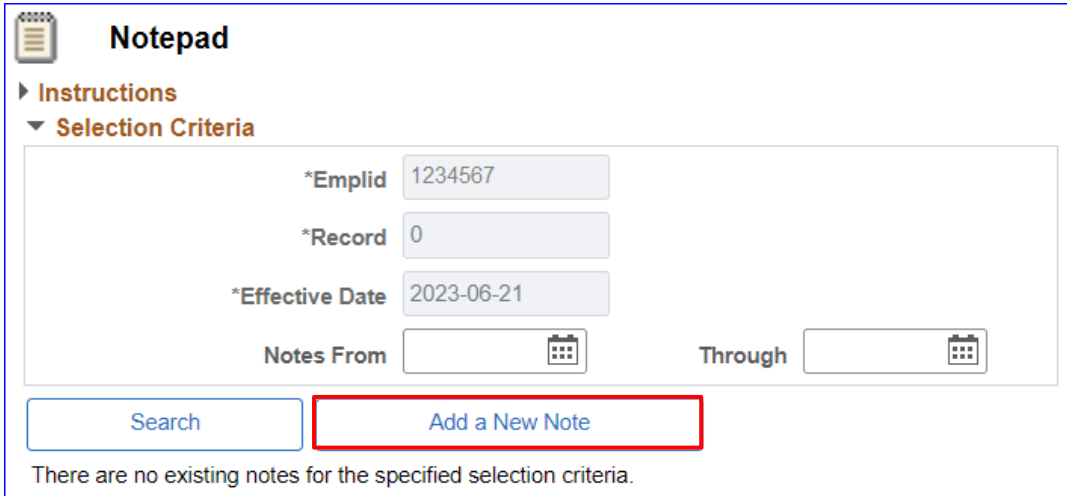
Procedures,
continued

Step	Action
8	<p>The BAH Zip will auto-populate with the PDS zip code. Ensure it is correct.</p> <p>P&As are asked to enter an additional 4-digit code at the end of the zip code if they fall into one of the below categories. These codes were created in an effort to help filter for possible valid exceptions (for Reserve BAH code extensions, see the Starting BAH for Reserve Members user guide). The 4-digit zip code extensions are:</p> <ul style="list-style-type: none"> • XXXXXX-2025 – For designated location/rate protection. For example, 66683-2025. • XXXXXX-9999 – For Reservists ordered to AD beyond 30 days and an HHG move is not authorized. • XXXXXX-1299 – For Reservists ordered to AD for more than 140 days of ADT-OTD (other training duty) or ordered to AD for more than 180 days (e.g. EAD) and HHG is authorized. • XXXXXX-0626 – For member married to member. For example, 66683-0626. • XXXXXX-HFXX – For housing flexibility program (the XX is the 6 month expiration date). For example, 66683-HF08. <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 for Wendy Byrde (Employee ID 1234567). The form includes fields for Effective Date (09/01/2022), Status (Active), BAH Change (Legal Separation), BAH Qtr Status (H), BAH Zip (36608), Military Rank (E5), and Fair Rent. It also has checkboxes for Approved, Grand Fathered, and Override Flag. Below the form is a table of BAH Dependent Beneficiaries with columns for Dep/Ben, Name, Relation, Birth, BAH Elig, In A Service, 50% Supp, and Last Approval. The table lists two beneficiaries: Martin Byrde (Spouse) and Charlotte Byrde (Daughter).</p>

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

Procedures,
continued

Step	Action
9	<p>Click the Notepad icon. The Notepad will open in a new window.</p> 
10	<p>Click Add a New Note.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

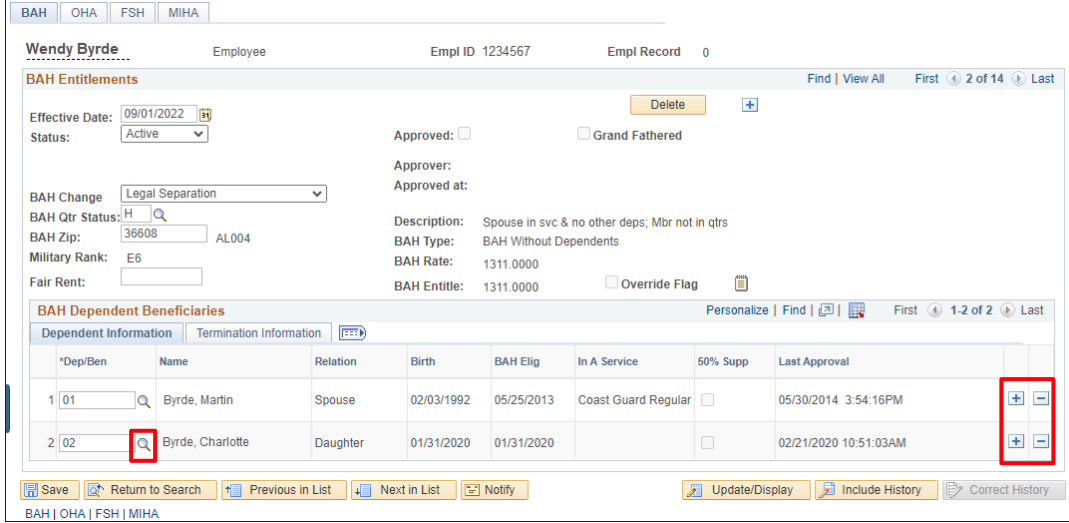
Procedures,
continued

Step	Action																										
11	<p>Enter a Subject and Note Text indicating the reason for the BAH correction. Click Save. Verify the note is annotated and X out of Notepad and return to the member's BAH page.</p> <div> <p>Selected Note</p> <p>► Instructions Selected Performance Note</p> <div> <p>Applications</p> <table> <tr> <td>Emplid</td> <td>1234567</td> <td>Created</td> <td>06/21/2023 2:34PM</td> </tr> <tr> <td>Record</td> <td>0</td> <td>Creator</td> <td>Sam Dermody</td> </tr> <tr> <td>Effective Date</td> <td>2023-06-21</td> <td>Last Update</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Updated By</td> <td></td> </tr> </table> </div> <div> <p>Subject</p> <p>Note Text</p> </div> <div> <p>Member to Member Separation</p> <p>Member separated from spouse on 09/01/2022. Because this is an In-Range transaction, there is no need to forward to PPC for intervention.</p> </div> <p>Save</p> <p>Return to Note Selection Page</p> </div> <div> <p>Notepad</p> <p>► Instructions ▼ Selection Criteria</p> <div> <p>*Emplid 1234567</p> <p>*Record 0</p> <p>*Effective Date 2022-09-01</p> <p>Notes From <input type="text"/> Through <input type="text"/></p> <p>Search Add a New Note</p> </div> <p>Existing Notes</p> <table> <thead> <tr> <th>Emplid</th> <th>Record</th> <th>Effective Date</th> <th>Subject</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2022-09-01</td> <td>Member to Member Separation</td> <td>06/21/2023 2:34PM</td> </tr> </tbody> </table> <p>Select All Deselect All</p> </div>	Emplid	1234567	Created	06/21/2023 2:34PM	Record	0	Creator	Sam Dermody	Effective Date	2023-06-21	Last Update				Updated By		Emplid	Record	Effective Date	Subject	Created	1234567	0	2022-09-01	Member to Member Separation	06/21/2023 2:34PM
Emplid	1234567	Created	06/21/2023 2:34PM																								
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Effective Date	2023-06-21	Last Update																									
		Updated By																									
Emplid	Record	Effective Date	Subject	Created																							
1234567	0	2022-09-01	Member to Member Separation	06/21/2023 2:34PM																							

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

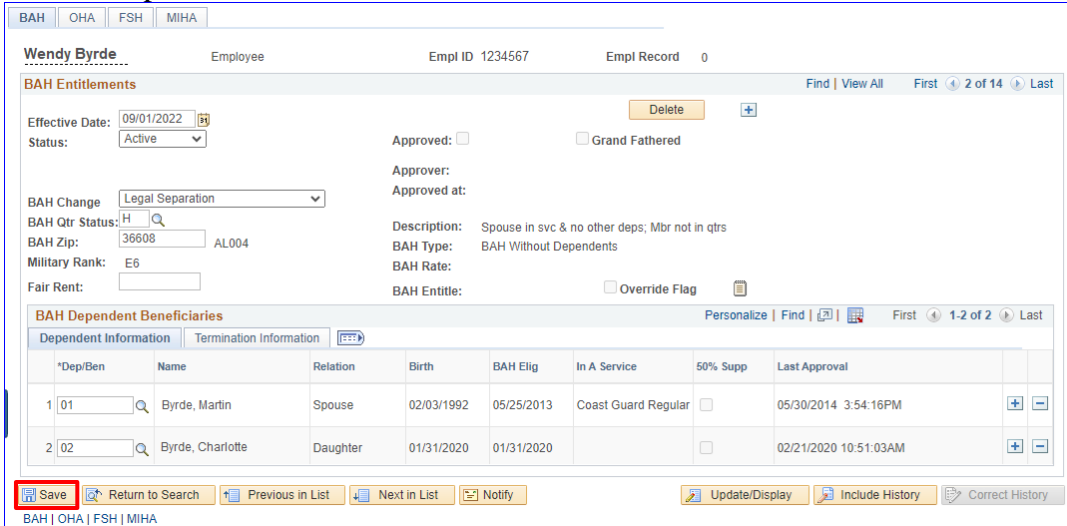
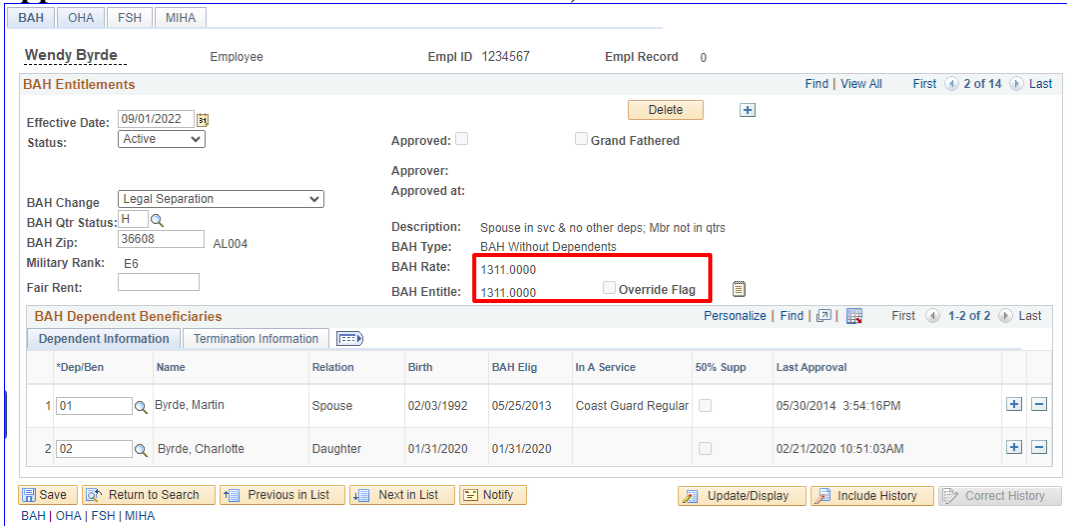
Procedures,
continued

Step	Action
12	<p>To add or delete dependent(s), use the Plus and Minus buttons as appropriate. To search for dependent(s), click the lookup under *Dep/Ben and then select the dependent from the Search Results (only dependents listed in the Search Results may be added).</p> <p>NOTE: If a dependent is not listed, review the member's dependent information.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

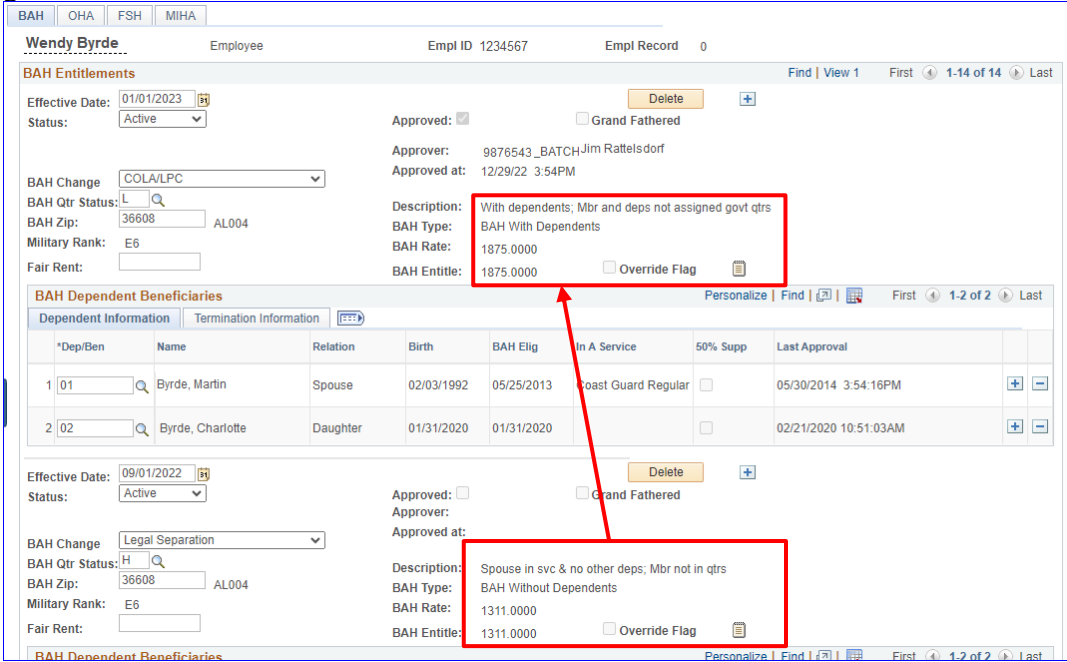
Procedures,
continued

Step	Action
13	<p>When complete, click Save.</p> 
14	<p>Once saved, the BAH Rate and BAH Entitle will populate. The BAH request will be forwarded to the SPO tree for approval. This BAH request will need to be approved prior to finalization (it is recommended that any correction be approved within 10 minutes of its creation).</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

Procedures,
continued

Step	Action
15	<p>Because a row was inserted changing the BAH entitlement, all rows above the inserted row effected by the change will also need to be corrected. In this example, the LPC row above the inserted BAH row needs to be corrected. For procedures in correcting a BAH row, go to the Correcting BAH section of this guide.</p>  <p>The screenshot displays the BAH Entitlements and BAH Dependent Beneficiaries interface. The BAH Entitlements section shows a row for Wendy Byrde with a description 'With dependents; Mbr and deps not assigned govt qtrs' highlighted in red. The BAH Dependent Beneficiaries section shows a table with two rows: 'Byrde, Martin' and 'Byrde, Charlotte'. The 'Byrde, Martin' row is highlighted in red. A red arrow points from the 'Byrde, Martin' row to the 'Byrde, Charlotte' row.</p>

Correcting BAH

Introduction This section provides the procedures for a P&A to correct a BAH row in DA.

Remember: When **dates** are involved, deleting and/or adding rows is necessary.

Example The example provided in this section continues to follow the example introduced in the previous section where a BAH row was inserted changing the member's BAH entitlement. Any rows above the inserted BAH row may require correction.

In this example, the inserted BAH row changed the BAH entitlement from Married With dependents to Single Without dependents. The LPC row above the inserted BAH row needs to be corrected to reflect the new BAH entitlement of Single Without dependents.

In-Range vs. Out-of-Range If the correction is **In-Range** (the entire affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed automatically by DA.

If the correction is **Out-of-Range** (any part of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. Once all corrections/changes have been approved, all the corrections/changes **MUST** be **reported to PPC Customer Care** to be processed manually.

- For guidance on how to take and attach screenshots (required) when submitting a Trouble Ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.
-

Timing While some BAH fields are editable and allow corrective action, if any **date requires correction, the incorrect row must be deleted.**

THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.


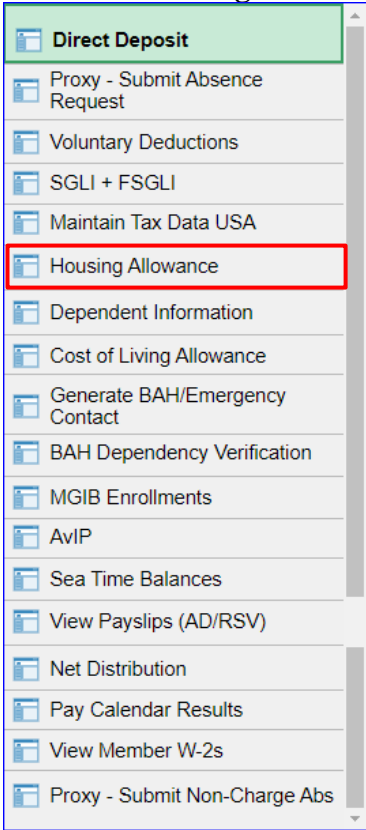
Correct the BAH row(s) from **oldest to newest**:

1. Correct the OLDEST incorrect BAH row.
 2. Approve the correction.
 3. Repeat steps 1 and 2 until the entire affected period is corrected.
-

Continued on next page

Correcting BAH, Continued

Procedures See below.

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

Continued on next page

Correcting BAH, Continued

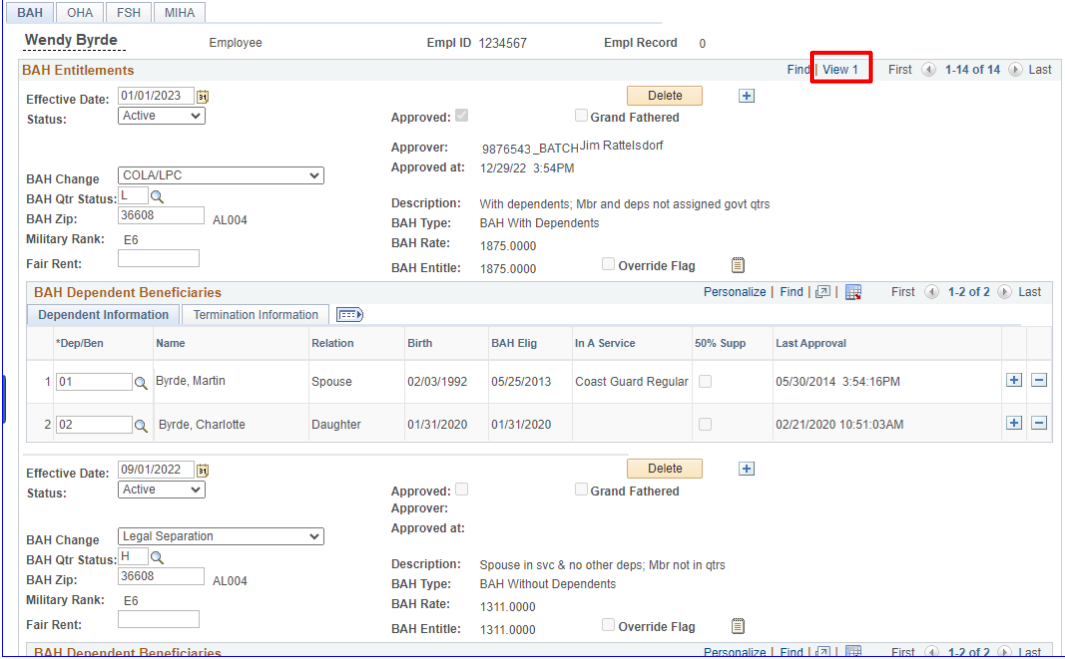
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Click the Correct History checkbox and click Search.</p> <div data-bbox="335 481 1316 1261"> <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 checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

Continued on next page

Correcting BAH, Continued

Procedures, continued

Step	Action
4	<p>The member's BAH information will display. Click View All (not shown) to display all the member's BAH rows if necessary. Scroll through and locate the row(s) to be corrected.</p> <p>NOTE: It is important to take screenshots of the member's BAH rows before and after any corrections. This is especially important if the correction is Out-of-Range as these screenshots will be required to be attached to the Help Ticket.</p> 

Continued on next page

Correcting BAH, Continued

Procedures,
continued

Step

5

Action

Correct any editable fields as appropriate. Editable fields include:

- **BAH Change**
- **BAH Qtr Status**
- **BAH Zip**
- **Dependent Information**

In this example, the LPC row that followed an inserted BAH row that changed the member’s BAH entitlement needs to be corrected.

Click the **Notepad** icon. Notepad will open in a new window.

BAH

OHA

FSH

MIHA

Wendy Byrde

Employee

Empl ID 1234567

Empl Record 0

BAH Entitlements

Find | View 1

First

1-14 of 14

Last

Effective Date: 01/01/2023

Status: Active

Approved: ☒

Grand Fathered ☐

Approver: 9876543_BATCHJim Rattelsdorf

Approved at: 12/29/22 3:54PM

BAH Change COLA/LPC

BAH Qtr Status: H

BAH Zip: 36608 AL004

Military Rank: E6

Fair Rent:

Description: Spouse in svc & no other deps; Mbr not in qtrs

BAH Type: BAH Without Dependents

BAH Rate: 1875.0000

BAH Entitle: 1875.0000

Override Flag ☐

Delete

+

BAH Dependent Beneficiaries

Personalize | Find |

First

1-2 of 2

Last

Dependent Information

Termination Information

1-2-3

*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1 01	Byrde, Martin	Spouse	02/03/1992	05/25/2013	Coast Guard Regular	<input type="checkbox"/>	05/30/2014 3:54:16PM
2 02	Byrde, Charlotte	Daughter	01/31/2020	01/31/2020		<input type="checkbox"/>	02/21/2020 10:51:03AM

Effective Date: 09/01/2022

Status: Active

Approved: ☐

Grand Fathered ☐

Approver:

Approved at:

BAH Change Legal Separation

BAH Qtr Status: H

BAH Zip: 36608 AL004

Military Rank: E6

Fair Rent:

Description: Spouse in svc & no other deps; Mbr not in qtrs

BAH Type: BAH Without Dependents

BAH Rate: 1311.0000

BAH Entitle: 1311.0000

Override Flag ☐

Delete

+

BAH Dependent Beneficiaries

Personalize | Find |

First

1-2 of 2

Last

Continued on next page

Correcting BAH, Continued

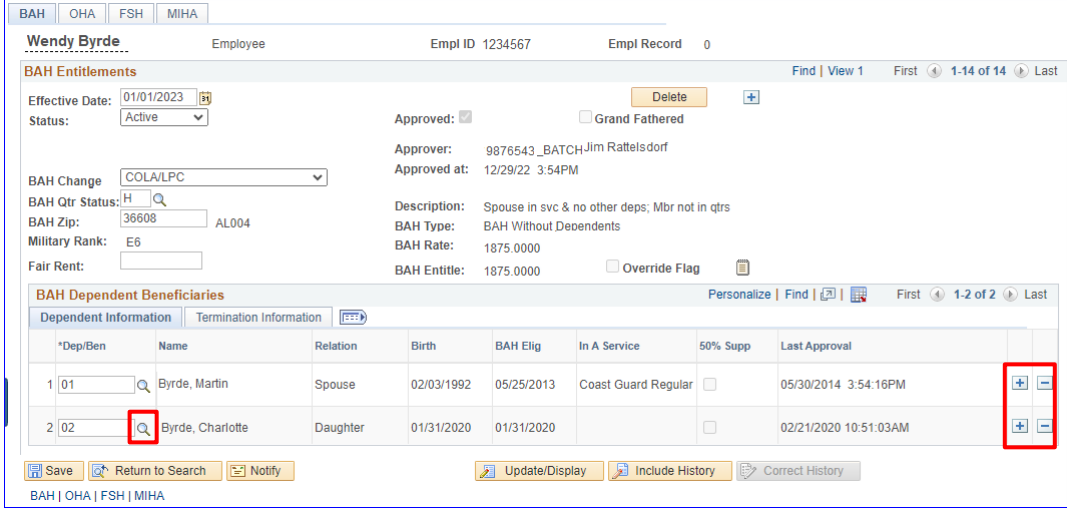
Procedures,
continued

Step	Action										
6	<p>Click Add a New Note.</p> <div> <p>Notepad</p> <p>► Instructions</p> <p>▼ Selection Criteria</p> <div> <p>*Emplid 1234567</p> <p>*Record 0</p> <p>*Effective Date 2023-01-01</p> <p>Notes From <input type="text"/> Through <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Add a New Note"/></p> <p>Existing Notes</p> <div> <p>1-1 of 1</p> <table border="1"> <thead> <tr> <th>Emplid</th><th>Record</th><th>Effective Date</th><th>Subject</th><th>Created</th></tr> </thead> <tbody> <tr> <td>1234567</td><td>0</td><td>2023-01-01</td><td>BAH Calculation</td><td>12/29/2022 3:54PM</td></tr> </tbody> </table> </div> </div> </div>	Emplid	Record	Effective Date	Subject	Created	1234567	0	2023-01-01	BAH Calculation	12/29/2022 3:54PM
Emplid	Record	Effective Date	Subject	Created							
1234567	0	2023-01-01	BAH Calculation	12/29/2022 3:54PM							
7	<p>Enter a Subject and Note Text indicating the reason for the BAH correction. Click Save. Exit out of Notepad and return to the member's BAH page.</p> <div> <p>Selected Note</p> <p>► Instructions</p> <p>Selected Performance Note</p> <div> <p>Applications</p> <div> <p>Emplid 1234567</p> <p>Record 0</p> <p>Effective Date 2023-01-01</p> </div> <div> <p>Created 06/21/2023 2:53PM</p> <p>Creator Jim Rattelsdorf</p> <p>Updated</p> <p>Updated By</p> </div> </div> <p>Subject <input type="text" value="Update LPC row data"/></p> <p>Note Text <input type="text" value="Member separated 09/01/2022. Changed the BAH Qtr Status to reflect the change in status."/></p> <p><input type="button" value="Save"/></p> <p>Return to Note Selection Page</p> </div>										

Continued on next page

Correcting BAH, Continued

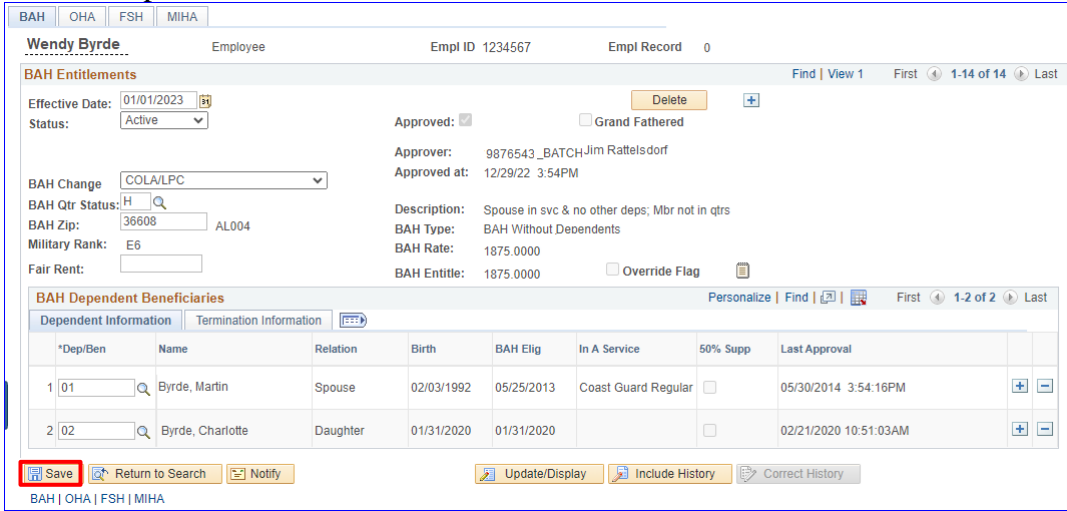
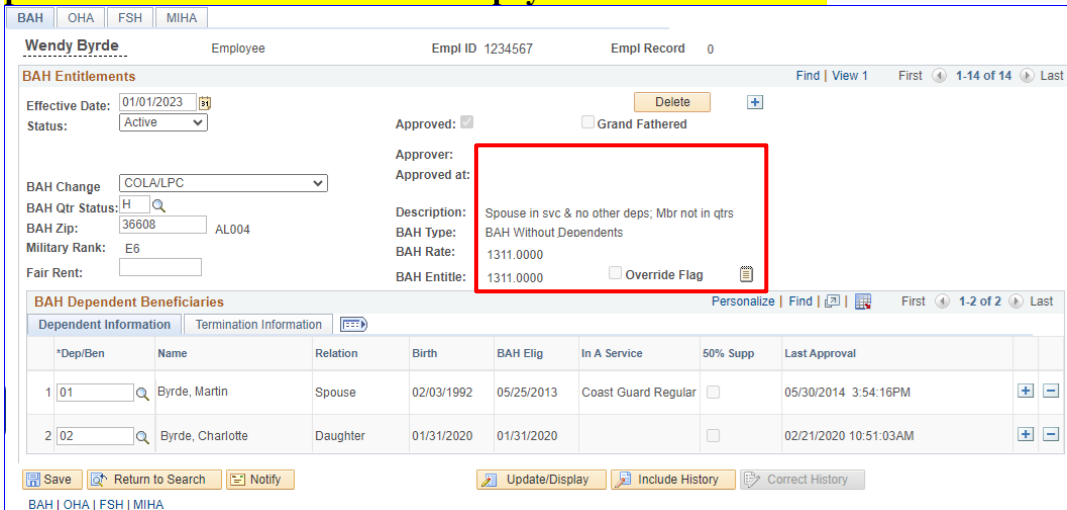
Procedures, continued

Step	Action
8	<p>To add or delete dependent(s), use the Plus and Minus buttons as appropriate. To search for dependent(s), click the lookup under *Dep/Ben and then select the dependent from the Search Results (only dependents listed in the Search Results may be added).</p> <p>NOTE: If a dependent is not listed, review the member's dependent information.</p>  <p>The screenshot displays the BAH Entitlements and BAH Dependent Beneficiaries interface for Wendy Byrde. The BAH Entitlements section shows details for Wendy Byrde, including Effective Date (01/01/2023), Status (Active), and BAH Change (COLA/LPC). The BAH Dependent Beneficiaries section shows a table of dependents. The first dependent is Martin Byrde (Spouse) and the second is Charlotte Byrde (Daughter). The search icon (magnifying glass) next to the dependent name is highlighted with a red box. The Plus (+) and Minus (-) buttons at the end of each row are also highlighted with red boxes.</p>

Continued on next page

Correcting BAH, Continued

Procedures,
continued

Step	Action
9	<p>When completed, click Save.</p> 
10	<p>Upon clicking Save, the BAH Rate and BAH Entitle will populate with the new rates and the Approver information will be removed. The BAH correction will be forwarded to the SPO tree for approval. This must be approved immediately to prevent an erroneous under or overpayment to the member.</p> 

Deleting BAH

Introduction This section provides the procedures for a P&A to delete a BAH row in DA. While changing editable fields is the preferred method; when dates are involved, deleting, and adding rows is necessary.

Before You Begin

If the transaction has ...	And ...	Then ...
Not been approved	Is deleted,	It will appear as if the transaction had never occurred.
Been approved	It is deleted within the same pay period it was entered and never processed through finalization,	It will appear as if the transaction had never occurred.
Been approved	It is deleted after payroll has finalized for the pay period it was entered,	DA will create a System Generated Overpayment (SGO).

In-Range vs. Out-of-Range

If the deletion is **In-Range** (the **entire** affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed by the automated system.

If the correction is **Out-of-Range** (**any part** of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. Once all corrections/changes have been approved, all the corrections/changes **MUST** be **reported to PPC Customer Care** to be processed manually.

- For guidance on how to take and attach screenshots (required) when submitting a Trouble Ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.

Continued on next page

Deleting BAH, Continued

Corrections and Timing

While some BAH fields are editable and allow corrective action, if any **dates require correction**, the incorrect row must be deleted. The deletion must be approved immediately and a new BAH row entered with the correct dates and entitlements. The new row needs to be approved immediately as well.

THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.

First, **delete** the BAH row(s) from **newest to oldest**:


1. Delete the NEWEST incorrect BAH row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** BAH row(s), from **oldest to newest**.

1. Add the oldest BAH row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

Procedures

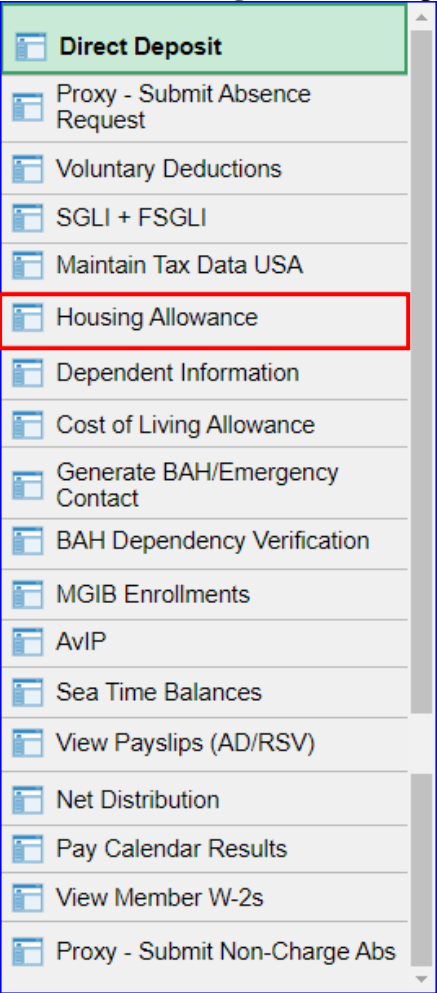
See below.

Step	Action
1	Click on the Active/Reserve Pay Tile. 

Continued on next page

Deleting BAH, Continued

Procedures,
continued

Step	Action
2	<p>Select the Housing Allowance option.</p> 

Continued on next page

Deleting BAH, Continued

Procedures,
continued

Step

3

Action

Enter the member’s **Empl ID**. Ensure the **Correct History** box is checked 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

4

The member’s current BAH information will display. Click **View All** to display all BAH rows.

BAH OHA FSH MIHA

Helen Pierce

Employee

Empl ID 1234567

Empl Record 0

BAH Entitlements

Find **View All** First 1 of 18 Last

Effective Date: 06/08/2023

Status: Active

BAH Change: Transfer

BAH Qtr Status: L

BAH Zip: 02110 MA120

Military Rank: E5

Fair Rent:

Approved: ☒

Approver: 9876543

Approved at: 06/08/23 1:39PM

Description: With dependents; Mbr and deps not assigned govt qtrs

BAH Type: BAH With Dependents

BAH Rate: 4188.0000

BAH Entitle: 4188.0000

BAH Dependent Beneficiaries

Personalize Find 1 of 1 Last

Dependent Information

Termination Information

*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1 04	Pierce, Erin	Daughter	06/22/2019	06/22/2019		<input checked="" type="checkbox"/>	11/15/2019 8:55:40AM

Save

Return to Search

Previous in List

Next in List

Notify

Update/Display

Include History

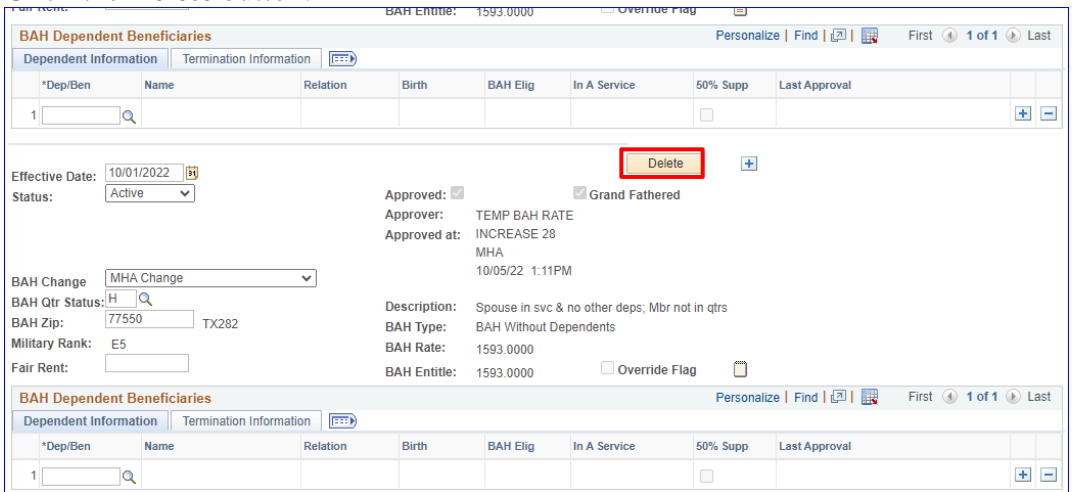
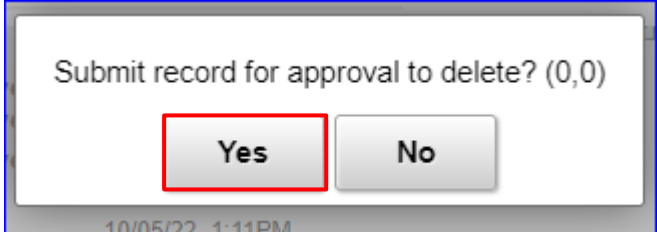
Correct History

BAH | OHA | FSH | MIHA

Continued on next page

Deleting BAH, Continued

Procedures,
continued

Step	Action
5	<p>Locate the row to be deleted. It is important to take screenshots of the member's BAH row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range as these screenshots will be required to be attached to the Help Ticket.</p> <p>Click the Delete button.</p> 
6	<p>DA will display a message confirming the deletion. Ensure the necessary screenshot has been captured and click Yes. The deletion request will be forwarded to the SPO tree for approval.</p> <p>The BAH row will remain in the member's list of BAH rows until the delete request is approved.</p> <p>Remember: If multiple rows need to be deleted; delete in reverse chronological order (newest to oldest) and ensure each deletion is approved prior to deleting the next BAH row and take screenshots of each BAH row that will be deleted.</p> 

Approving or Denying BAH Transactions / Corrections

Introduction This section provides the procedures for a P&A to approve or deny a BAH transaction or correction in DA.

Corrections and Timing When approving BAH corrections, it is important to complete the corrections/deletions/approvals/additions within the **SAME** pay period to prevent any pay problems. **PPC (MAS) recommends completing the entire process within 10 minutes.** Failure to complete the corrective actions in proper sequence and time frame may result in significant over or under payments to the member.

First, **delete** the BAH row(s) from **newest to oldest**:

1. Delete the NEWEST incorrect BAH row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

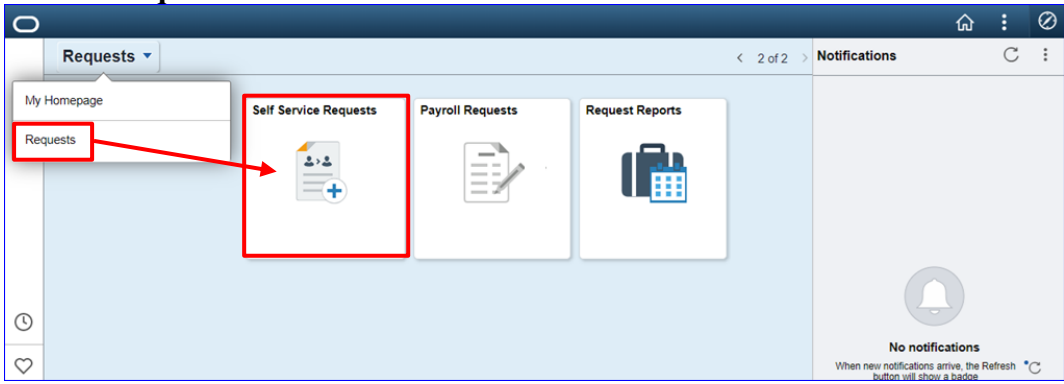
Then, **add** BAH row(s), from **oldest to newest**.

1. Add the oldest BAH row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

NOTE: If the correction is **Out-of-Range** (any part of the affected period is older than 24 pay periods or 1 year): once all the corrections/changes have been approved, all corrections/changes **MUST** be **reported to PPC Customer Care** to be processed manually.

- For guidance on how to capture and attach screenshots (required) when submitting a Trouble Ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.

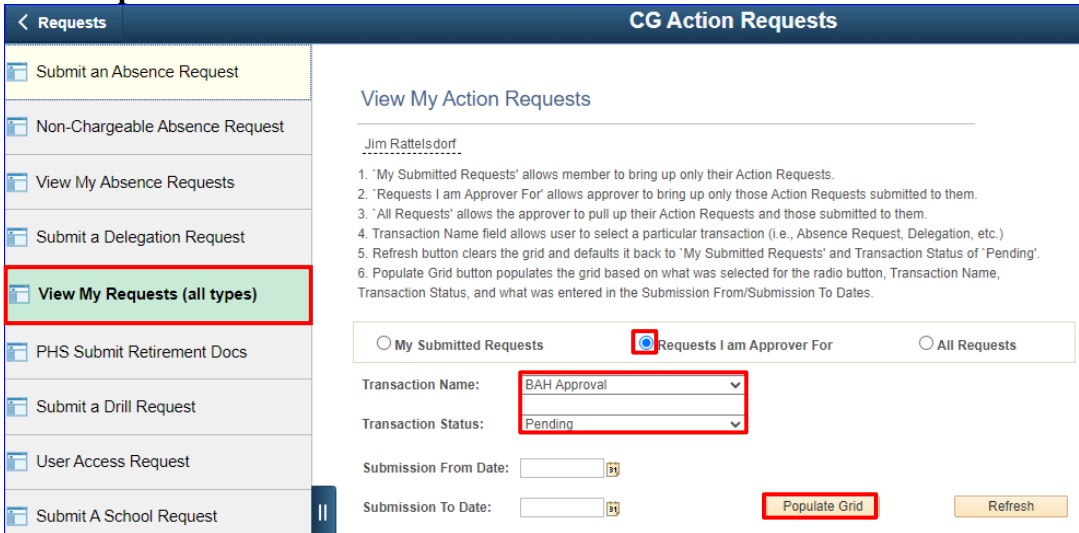
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 

Continued on next page

Approving or Denying BAH Transactions / Corrections, Continued

Procedures, continued

Step	Action
2	<p>Select the View My Requests (all types) option. The View My Action Requests page will display. Select the Requests I am Approver For radio button. The Transaction Name will default to All Transactions. This may be left as is or select BAH Approval from the drop-down to narrow the search results. Leave the Transaction Status at Pending.</p> <p>Click Populate Grid.</p> 

Continued on next page

Approving or Denying BAH Transactions / Corrections, Continued

Procedures, continued

Step

3

Action

Any pending BAH transactions assigned to the SPO tree will be listed. Locate the appropriate request and click **Approve/Deny**.

Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny
Housing Allowance Approval	Pending	Wendy Byrde	Byrde	1234567	045403	Roy Petty	Jim Rattelsdorf	2023/06/21	Approve/Deny
Housing Allowance Approval	Pending	Wendy Byrde	Byrde	1234567	045403	Roy Petty	Jim Rattelsdorf	2023/06/21	Approve/Deny
Housing Allowance Approval	Pending	Wyatt Langmore	Langmore	9876543	003821	Roy Petty	Jim Rattelsdorf	2023/06/21	Approve/Deny
Housing Allowance Approval	Pending	Ruth Langmore	Langmore	1234567	004615	Roy Petty	Jim Rattelsdorf	2023/06/21	Approve/Deny
Housing Allowance Approval	Pending	Ruth Langmore	Langmore	1234567	000931	Roy Petty	Jim Rattelsdorf	2023/06/21	Approve/Deny
Housing Allowance Approval	Pending	Martin Byrde	Byrde	9876543	007286	Roy Petty	Jim Rattelsdorf	2023/06/20	Approve/Deny

4

The BAH Action Request will display. To view the details of the BAH request, click the URL **Click here to view additional request information**. The details will open in a new window.

Enter **Comments** as appropriate (comments are required if denying the request) and click **Approve** or **Deny**.

Action Request

BAH Approval

Langmore, Wyatt

Select this guide for step-by-step instructions on Start/Stop/Correct/Approve BAH transactions:
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/BAH.pdf?ver=yABFPmesJcEm9O0dnZE0dg%3d%3d&tamp=1611175244976>

Request Details

Effective Date: 06/26/2023

Get Details

Request Information

Change Reason: Govt Quarters Occupancy

Effective Status: I

Quarters Status: W/O deps or spouse in svc & no

Zip: 60610

Fair Rent: 0

Rate: 13.2

Entitle Amount: 13.2

Request URL

Click here to view additional request information.

Comment:

Approve

Deny

Request Status: Pending

Approvers

Pending

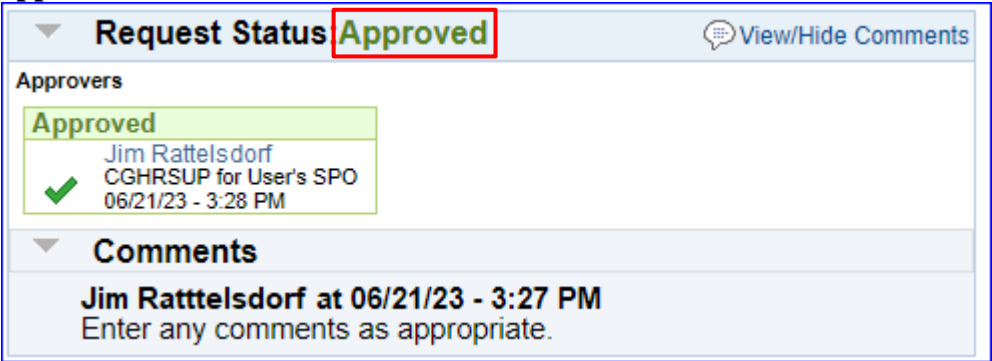
Multiple Approvers

CGHRSUP for User's SPO

Continued on next page

Approving or Denying BAH Transactions / Corrections, Continued

Procedures,
continued

Step	Action
5	<p>The Request Status will update to Approved or Denied.</p> <p>NOTE: If the BAH transaction was part of a corrective action, repeat steps 1-5 as necessary until all correcting entries have been approved (within the recommended 10 minutes).</p> <p>Important: If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year), all corrections/changes MUST be reported to PPC Customer Care after approval to be processed manually.</p> <p>Approved:</p>  <p>Denied:</p> 