

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).

References (a) [Coast Guard Pay Manual, COMDTINST M7220.29](#) (series)
(b) [USCG Personnel and Pay Procedures Manual, Chapter 8](#)

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 to add a BAH row.

Known Issue **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 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](#) guide 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.**

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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:

- XXXXX-2025 - For designated location/rate protection.
- 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.
- XXXXX-HFXX – For housing flexibility program (the XX is the 6 month expiration date). For example, 66683-HF08 (expires in August).

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


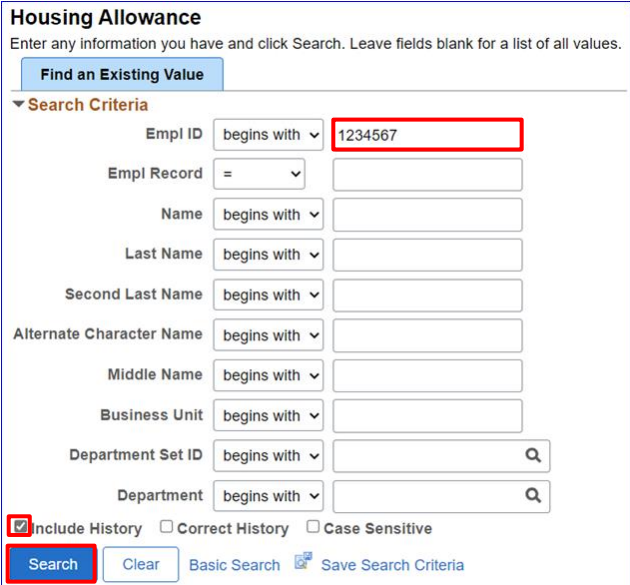
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 

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Starting BAH, Continued

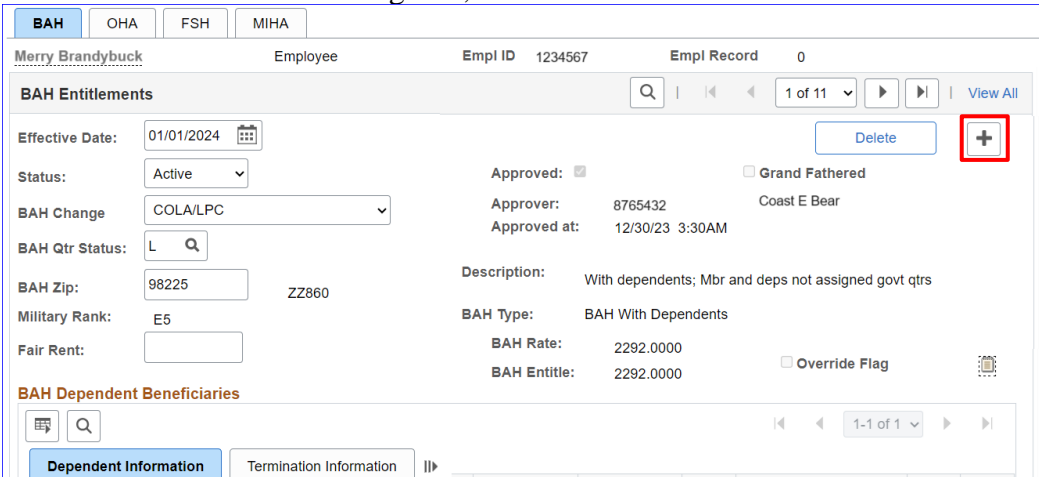
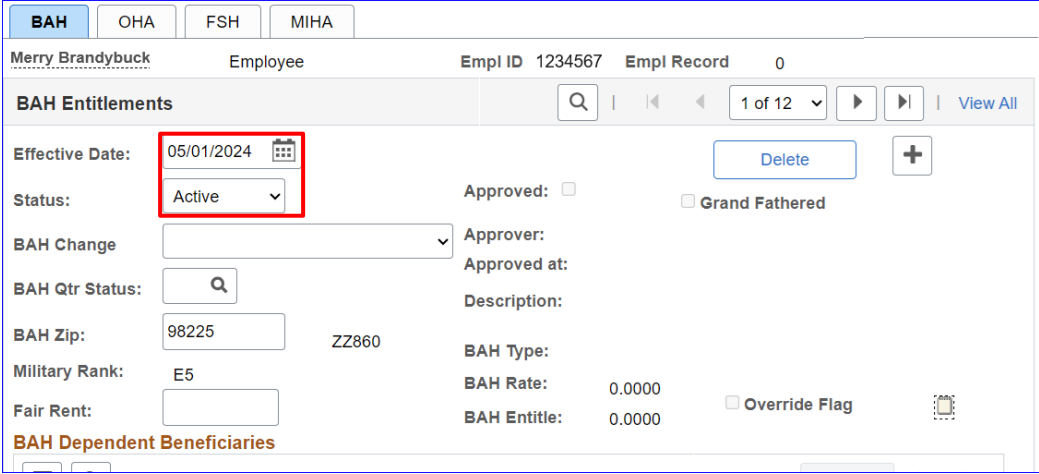
Procedures,
continued

Step	Action
2	<p>Scroll down and Select the Housing Allowance option, from the Act/RSV Pay Shortcuts.</p>  <p>The screenshot shows a dropdown menu titled "Act/RSV Pay Shortcuts". The menu items are: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit, Housing Allowance (highlighted with a red box), Maintain Tax Data USA, MGB Enrollments, Net Pay Distribution, Pay Calendar Results, Sea Time Balances, SGLI + FSGLI, TDY Data, View Member W-2s, View Open Debts / Overpayments, View Payslips (AD/RSV), and Voluntary Deductions.</p>
3	<p>Enter the member's Empl ID. Make sure the Include History box is checked. Click Search.</p>  <p>The screenshot shows the "Housing Allowance" search interface. It includes a "Find an Existing Value" button and a "Search Criteria" section. The "Empl ID" field is set to "begins with" and contains the value "1234567" (highlighted with a red box). Other fields for name, last name, etc., are empty. At the bottom, the "Include History" checkbox is checked (highlighted with a red box), and the "Search" button is also highlighted with a red box. Other options include "Correct History" and "Case Sensitive", which are unchecked. There are also buttons for "Clear", "Basic Search", and "Save Search Criteria".</p>

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Starting BAH, Continued

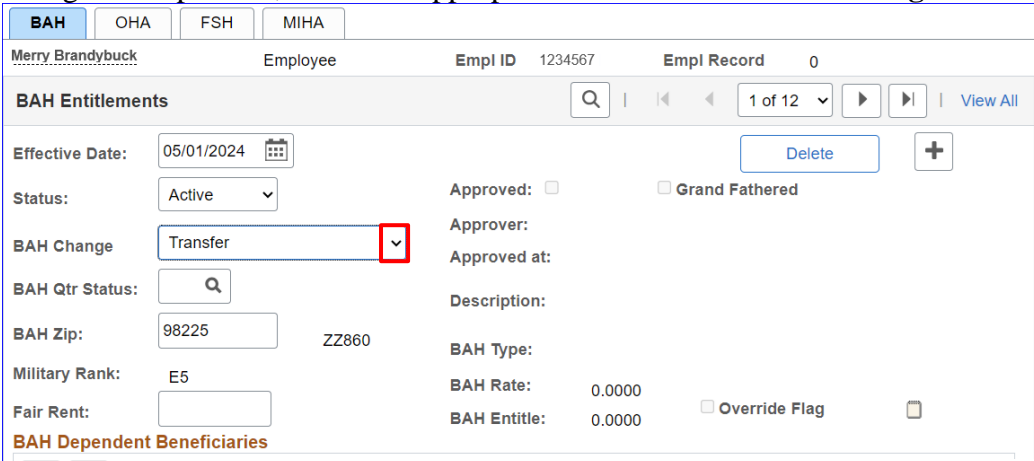
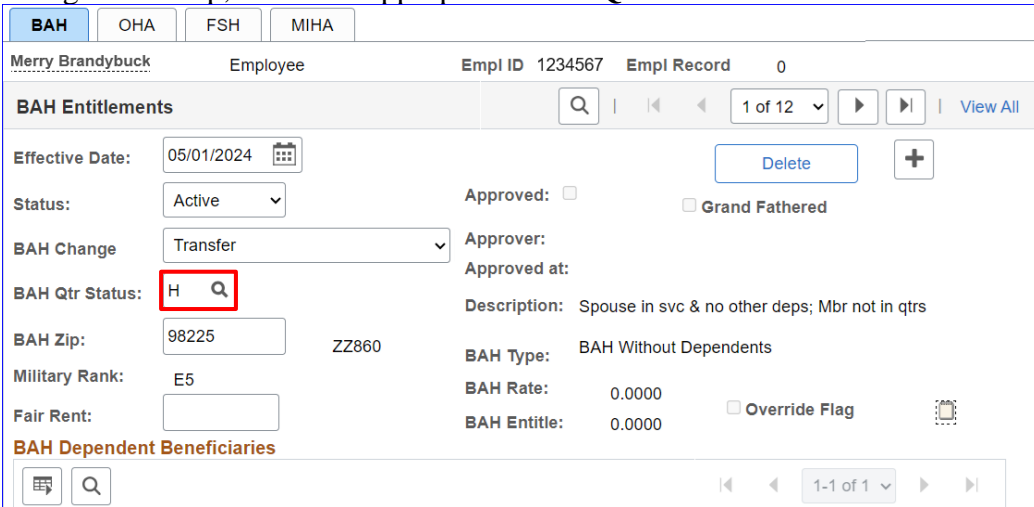
Procedures,
continued

Step	Action
<p>4</p>	<ul style="list-style-type: none"> • 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. 
<p>5</p>	<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 annulment decree. 

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Starting BAH, Continued

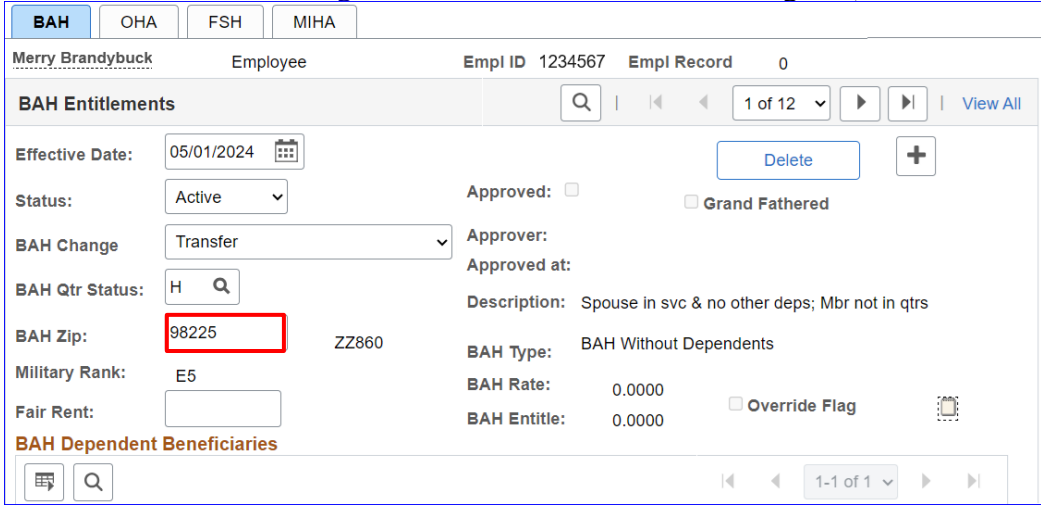
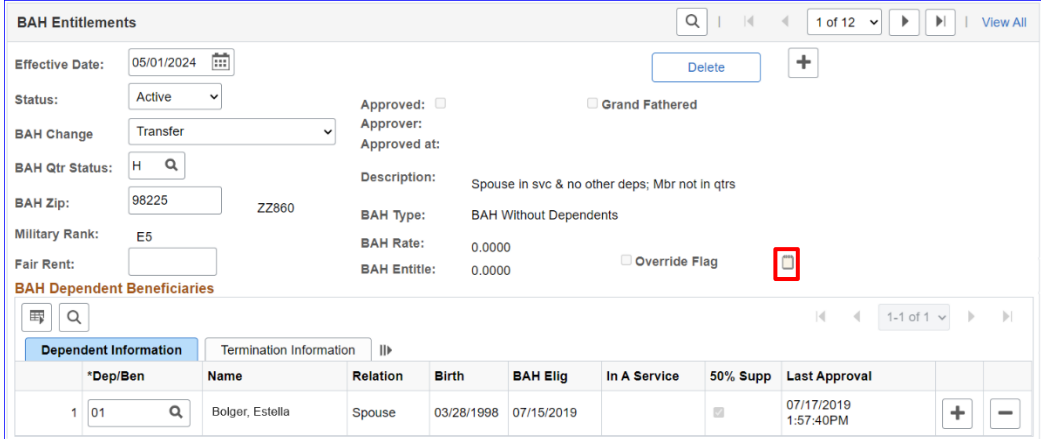
Procedures,
continued

Step	Action
6	<p>Using the drop-down, select the appropriate reason for the BAH Change.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Merry Brandybuck (Employee, Empl ID 1234567, Empl Record 0). The 'BAH Change' dropdown is set to 'Transfer'. Other fields include Effective Date (05/01/2024), Status (Active), BAH Zip (98225), Military Rank (E5), and BAH Rate (0.0000). A red box highlights the dropdown arrow for 'BAH Change'.</p>
7	<p>Using the lookup, select the appropriate BAH Qtr Status.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Merry Brandybuck. The 'BAH Qtr Status' field is highlighted with a red box and contains the letter 'H'. The 'BAH Change' dropdown is still set to 'Transfer'. The description for this entitlement is 'Spouse in svc & no other deps; Mbr not in qtrs'. A red box highlights the 'BAH Qtr Status' field.</p>

Continued on next page

Starting BAH, Continued




Procedures,
continued

Step	Action																
<p>8</p>	<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. See the Audit Codes section of this guide for the specific codes and a description of when to use each one (for Reserve BAH code extensions, see the Starting BAH for Reserve Members user guide).</p> 																
<p>9</p>	<p>Click the Notepad icon (opens in a new window) to add comments specific to this transaction.</p>  <table border="1" data-bbox="336 1765 1358 1865"> <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>Bolger, Estella</td> <td>Spouse</td> <td>03/28/1998</td> <td>07/15/2019</td> <td></td> <td><input type="checkbox"/></td> <td>07/17/2019 1:57:40PM</td> </tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Bolger, Estella	Spouse	03/28/1998	07/15/2019		<input type="checkbox"/>	07/17/2019 1:57:40PM
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1 01	Bolger, Estella	Spouse	03/28/1998	07/15/2019		<input type="checkbox"/>	07/17/2019 1:57:40PM										

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Starting BAH, Continued

Procedures,
continued

Step	Action
10	<p data-bbox="325 488 635 517">Click Add a New Note.</p> <div data-bbox="325 517 1370 1003" style="border: 1px solid blue; padding: 5px;"><p data-bbox="355 528 555 568"> Notepad</p><p data-bbox="355 589 507 613">▶ Instructions</p><p data-bbox="355 629 579 654">▼ Selection Criteria</p><div data-bbox="363 658 1358 887" style="border: 1px solid gray; padding: 5px;"><p data-bbox="619 680 906 707">*Emplid <input type="text" value="1234567"/></p><p data-bbox="619 734 906 761">*Record <input type="text" value="0"/></p><p data-bbox="555 788 906 815">*Effective Date <input type="text" value="2024-05-01"/></p><p data-bbox="587 842 887 869">Notes From <input type="text" value=""/> </p><p data-bbox="1018 842 1289 869">Through <input type="text" value=""/> </p></div><p data-bbox="355 913 983 958"><input type="button" value="Search"/> <input style="border: 2px solid red;" type="button" value="Add a New Note"/></p><p data-bbox="341 972 903 996">There are no existing notes for the specified selection criteria.</p></div>

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Starting BAH, Continued

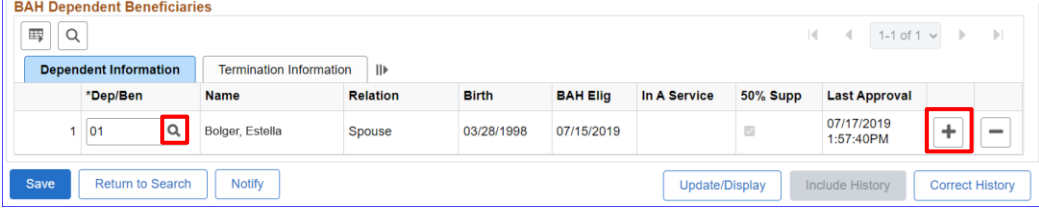
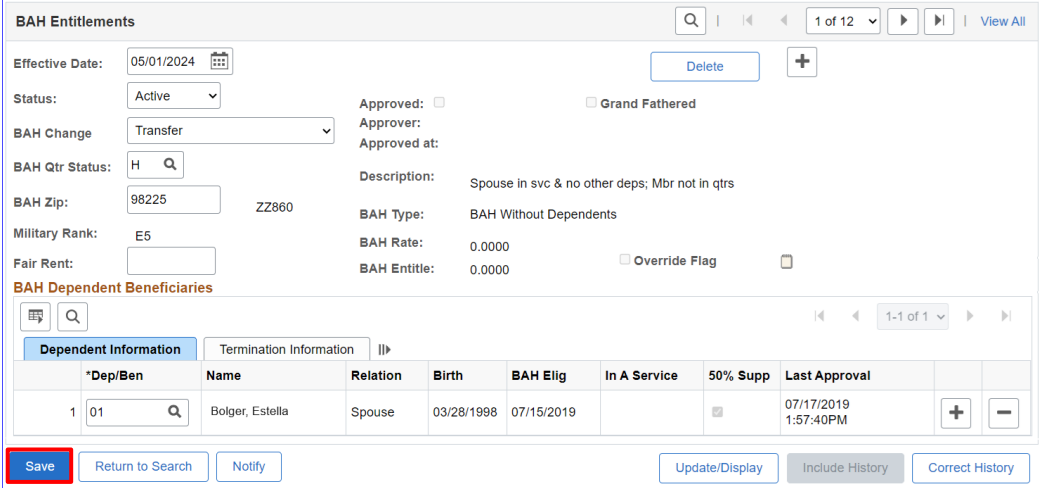
Procedures,
continued

Step	Action																																		
11	<ul style="list-style-type: none"> 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. Click Return to Note Selection Page. Verify the Note was annotated and X out of the screen. <div data-bbox="327 712 1369 1182"> <p>Selected Note</p> <p>▶ Instructions</p> <p>Selected Performance Note</p> <table border="1"> <thead> <tr> <th colspan="2">Applications</th> <th>Emplid</th> <td>1234567</td> <th>Created</th> <td>05/01/2024 9:02AM</td> </tr> </thead> <tbody> <tr> <td></td> <td>Record</td> <td>0</td> <td></td> <td>Creator</td> <td>Coast E. Bear</td> </tr> <tr> <td></td> <td>Effective Date</td> <td>2024-05-01</td> <td></td> <td>Last Update</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Updated By</td> <td></td> </tr> </tbody> </table> <p>Subject: Starting BAH</p> <p>Note Text: Enter specific information regarding the transaction. (i.e. adding a dependent, vacated Gov't quarters, divorce, etc.)</p> <p>Save</p> <p>Return to Note Selection Page</p> </div> <div data-bbox="327 1211 1369 1733"> <p>Notepad</p> <p>▶ Instructions</p> <p>▼ Selection Criteria</p> <p>*Emplid: 1234567</p> <p>*Record: 0</p> <p>*Effective Date: 2024-05-01</p> <p>Notes From: [] Through: []</p> <p>Search Add a New Note</p> <p>Existing Notes</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>2024-05-01</td> <td>Starting BAH</td> <td>05/01/2024 9:02AM</td> </tr> </tbody> </table> <p>Select All Deselect All</p> </div>	Applications		Emplid	1234567	Created	05/01/2024 9:02AM		Record	0		Creator	Coast E. Bear		Effective Date	2024-05-01		Last Update						Updated By		Emplid	Record	Effective Date	Subject	Created	1234567	0	2024-05-01	Starting BAH	05/01/2024 9:02AM
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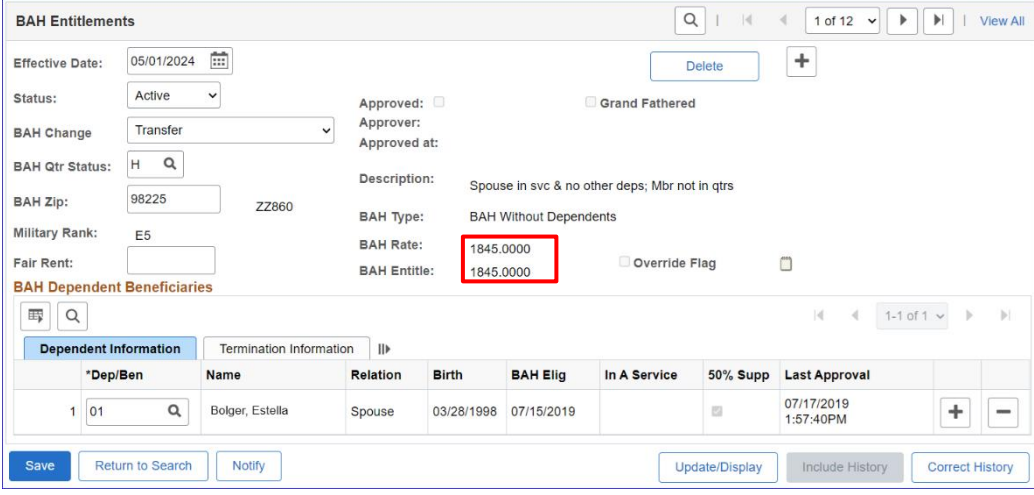
Procedures,
continued

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>  <p>BAH Dependent Beneficiaries</p> <table border="1"> <thead> <tr> <th colspan="2">Dependent Information</th> <th colspan="2">Termination Information</th> <th colspan="2"> ></th> </tr> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01</td> <td>Bolger, Estella</td> <td>Spouse</td> <td>03/28/1998</td> <td>07/15/2019</td> <td></td> <td>07/17/2019 1:57:40PM</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History</p>	Dependent Information		Termination Information		>		*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval			1	01	Bolger, Estella	Spouse	03/28/1998	07/15/2019		07/17/2019 1:57:40PM	+	-
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13	<p>Click Save.</p>  <p>BAH Entitlements</p> <p>Effective Date: 05/01/2024</p> <p>Status: Active</p> <p>BAH Change: Transfer</p> <p>BAH Qtr Status: H</p> <p>BAH Zip: 98225 ZZ860</p> <p>Military Rank: E5</p> <p>Fair Rent:</p> <p>Description: Spouse in svc & no other deps; Mbr not in qtrs</p> <p>BAH Type: BAH Without Dependents</p> <p>BAH Rate: 0.0000</p> <p>BAH Entitle: 0.0000</p> <p>Buttons: Delete, +</p> <p>BAH Dependent Beneficiaries</p> <table border="1"> <thead> <tr> <th colspan="2">Dependent Information</th> <th colspan="2">Termination Information</th> <th colspan="2"> ></th> </tr> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01</td> <td>Bolger, Estella</td> <td>Spouse</td> <td>03/28/1998</td> <td>07/15/2019</td> <td></td> <td>07/17/2019 1:57:40PM</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History</p>	Dependent Information		Termination Information		>		*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval			1	01	Bolger, Estella	Spouse	03/28/1998	07/15/2019		07/17/2019 1:57:40PM	+	-
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Starting BAH, Continued

Procedures,
continued

Step	Action																
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>BAH Entitlements</p> <p>Effective Date: 05/01/2024 Status: Active BAH Change: Transfer BAH Qtr Status: H BAH Zip: 98225 Military Rank: E5 Fair Rent: Approved: <input type="checkbox"/> Approver: Approved at: Description: Spouse in svc & no other deps; Mbr not in qtrs BAH Type: BAH Without Dependents BAH Rate: 1845.0000 BAH Entitle: 1845.0000 Override Flag: <input type="checkbox"/></p> <p>BAH Dependent Beneficiaries</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 01</td> <td>Bolger, Estella</td> <td>Spouse</td> <td>03/28/1998</td> <td>07/15/2019</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>07/17/2019 1:57:40PM</td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History</p>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Bolger, Estella	Spouse	03/28/1998	07/15/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/17/2019 1:57:40PM
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1 01	Bolger, Estella	Spouse	03/28/1998	07/15/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/17/2019 1:57:40PM										


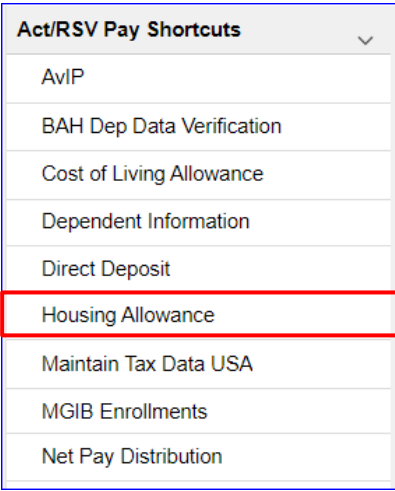
Starting BAH After PCS (Inactive to Active Status)

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

Important Information 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. This will 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 the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll down and Select the Housing Allowance option, from the Act/RSV Pay Shortcuts.</p> 

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

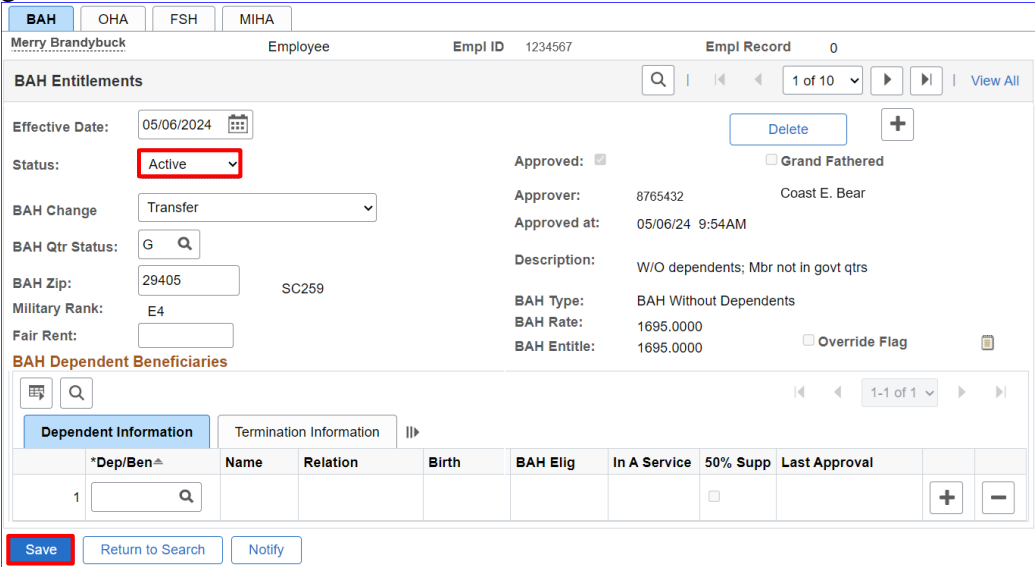
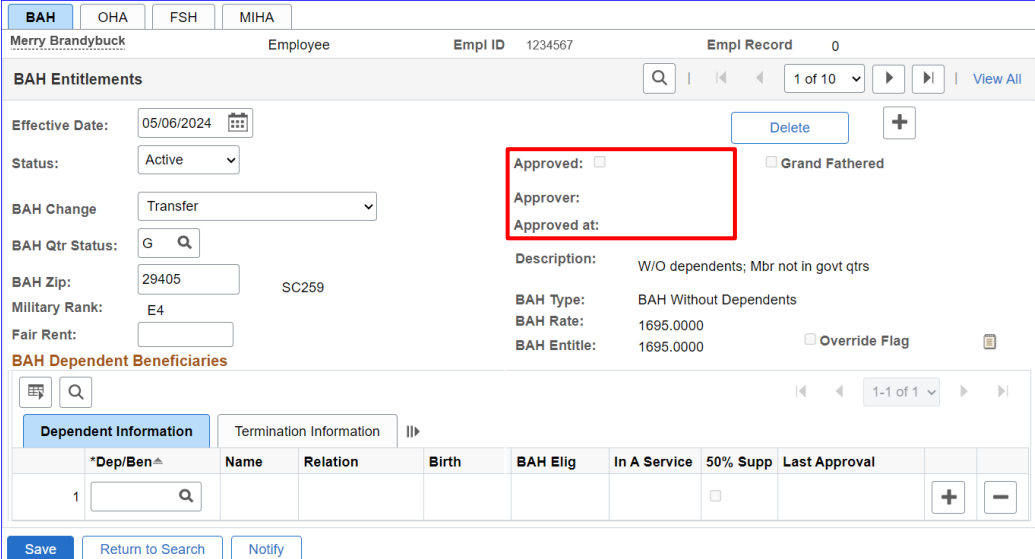
Procedures,
continued

Step	Action																								
3	<p>Enter the member's Empl ID. Ensure the Include History and Correct History boxes are checked. Click Search.</p> <div data-bbox="327 533 954 1115" style="border: 1px solid blue; padding: 5px;"> <p>Housing Allowance 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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div>																								
4	<p>In this example, the member's PCS Reporting Endorsement was approved on 05/06/2024 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> <div data-bbox="327 1413 1264 1921" style="border: 1px solid blue; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Merry Brandybuck Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements <input type="button" value="View All"/></p> <p>Effective Date: 05/06/2024 <input type="button" value="Delete"/> <input type="button" value="+"/> <input type="button" value="Grand Fathered"/></p> <p>Status: <input checked="" type="button" value="Inactive"/> Approved: <input checked="" type="checkbox"/> Approver: 8765432 Coast E. Bear</p> <p>BAH Change: Transfer Approved at: 05/06/24 9:54AM</p> <p>BAH Qtr Status: G Description: W/O dependents; Mbr not in govt qtrs</p> <p>BAH Zip: 29405 SC259 BAH Type: BAH Without Dependents</p> <p>Military Rank: E4 BAH Rate: 1695.0000</p> <p>Fair Rent: BAH Entitle: 1695.0000 <input type="checkbox"/> Override Flag <input type="button" value="Q"/></p> <p>BAH Dependent Beneficiaries</p> <table border="1"> <thead> <tr> <th colspan="2">Dependent Information</th> <th colspan="2">Termination Information</th> <th colspan="4"></th> </tr> <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</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Dependent Information		Termination Information						*Dep/Ben#	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1	<input type="text"/>					<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Dependent Information		Termination Information																							
*Dep/Ben#	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval																		
1	<input type="text"/>					<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		

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


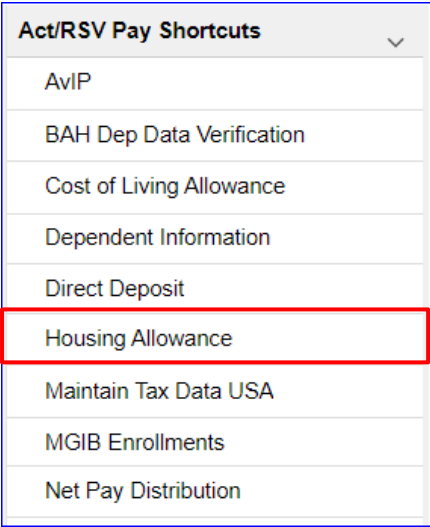
Procedures,
continued

Step	Action
<p>5</p>	<p>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.</p> <p>NOTE: If the Effective Date is incorrect, see the Deleting BAH section of this guide.</p> 
<p>6</p>	<p>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.</p> 

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 the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll down and Select the Housing Allowance option, from the Act/RSV Pay Shortcuts.</p> 

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Stopping BAH, Continued

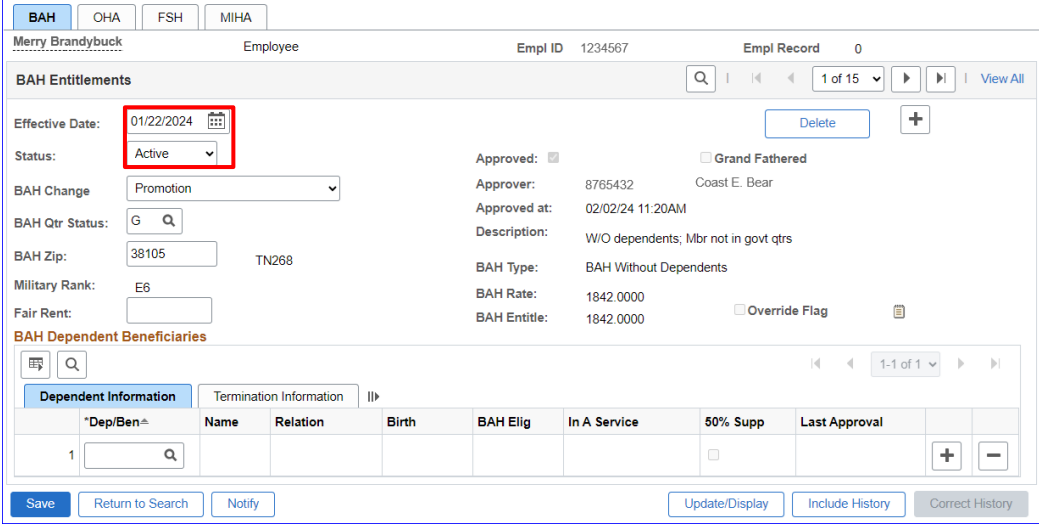
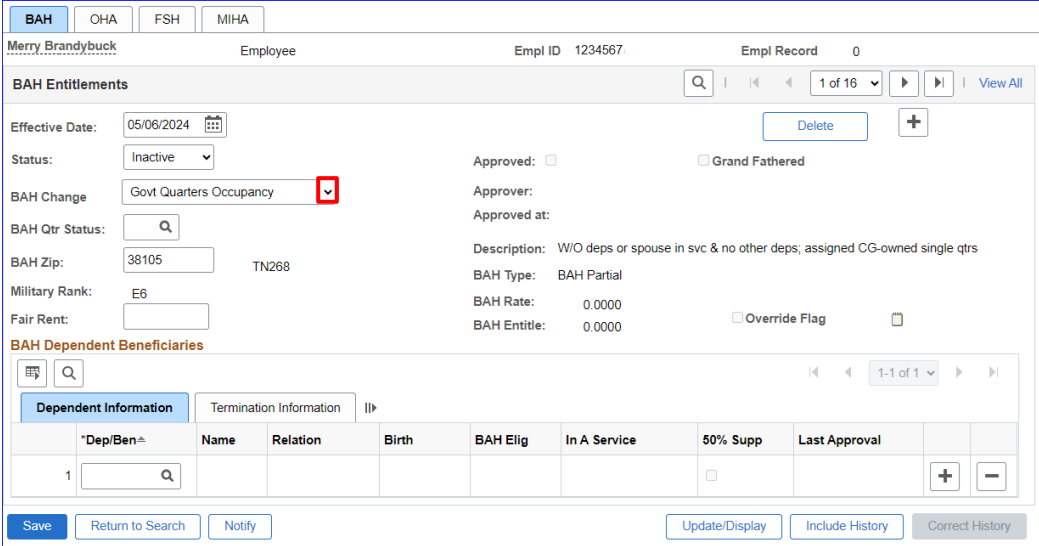
Procedures,
continued

Step	Action																				
<p>3</p>	<p>Enter the member's Empl ID. Ensure the Include History and Correct History boxes are checked. Click Search.</p> <div data-bbox="327 555 976 1155" style="border: 1px solid black; padding: 5px;"> <p>Housing Allowance 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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></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"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div>																				
<p>4</p>	<p>Click the Plus button to add a new row.</p> <div data-bbox="327 1234 1369 1753" style="border: 1px solid black; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Merry Brandybuck Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements <input type="button" value="Q"/> 1 of 15 <input type="button" value="View All"/></p> <p>Effective Date: 01/22/2024 <input type="button" value="Delete"/> <input checked="" type="button" value="+"/></p> <p>Status: Active <input type="button" value="Grand Fathered"/></p> <p>BAH Change: Promotion Approver: 8765432 Coast E. Bear</p> <p>BAH Qtr Status: G Approved at: 02/02/24 11:20AM</p> <p>BAH Zip: 38105 TN268 Description: W/O dependents; Mbr not in govt qtrs</p> <p>Military Rank: E6 BAH Type: BAH Without Dependents</p> <p>Fair Rent: BAH Rate: 1842.0000</p> <p>BAH Entitle: 1842.0000 <input type="checkbox"/> Override Flag <input type="button" value="Q"/></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> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> </div>	*Dep/Ben#	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval			1	<input type="text"/>					<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
*Dep/Ben#	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval														
1	<input type="text"/>					<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>												

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Stopping BAH, Continued

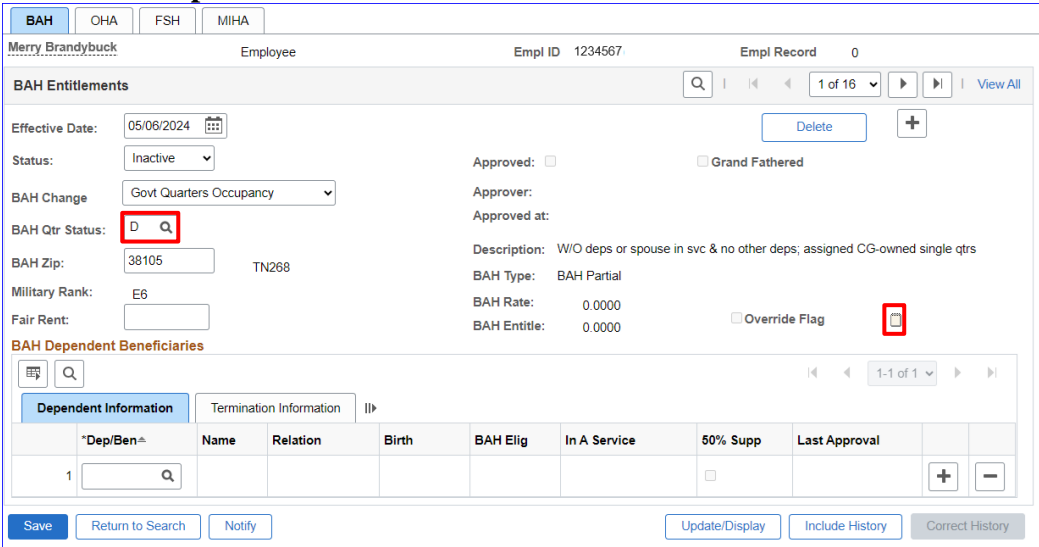
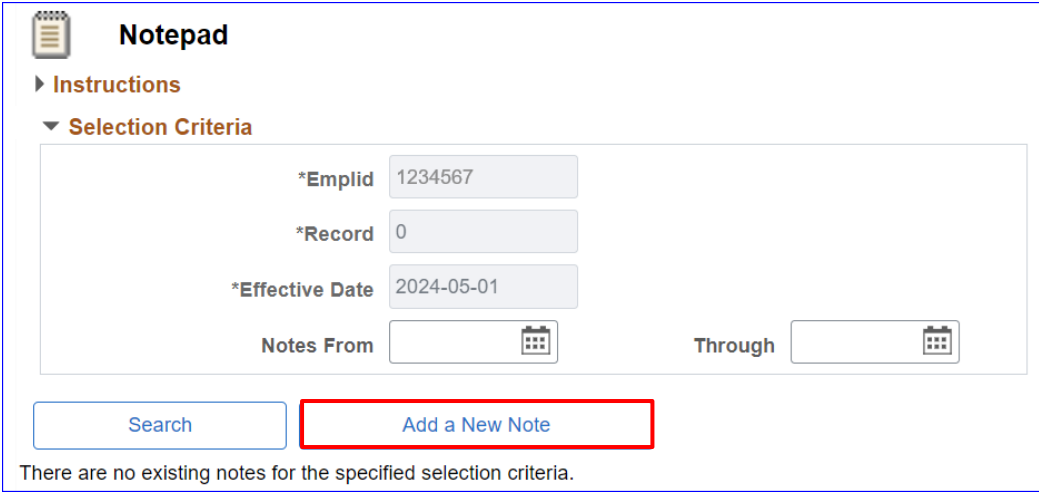
Procedures,
continued

Step	Action
<p>5</p>	<p>Enter the Effective Date BAH is to stop. Using the drop-down, change the Status to Inactive.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Merry Brandybuck (Employee ID 1234567). The 'Effective Date' is set to 01/22/2024. The 'Status' is currently 'Active'. The 'BAH Change' is 'Promotion'. Other fields include BAH Qtr Status: G, BAH Zip: 38105, Military Rank: E6, and BAH Rate: 1842.0000.</p>
<p>6</p>	<p>Using the drop-down, select the reason for the BAH Change.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Merry Brandybuck (Employee ID 1234567). The 'Effective Date' is 05/06/2024. The 'Status' is 'Inactive'. The 'BAH Change' is 'Govt Quarters Occupancy'. Other fields include BAH Qtr Status: G, BAH Zip: 38105, Military Rank: E6, and BAH Rate: 0.0000.</p>

Continued on next page

Stopping BAH, Continued

Procedures,
continued

Step	Action
7	<p>Using the lookup, select the appropriate BAH Qtr Status code. The BAH Zip and Military Rank fields default to the current PDS zip code (or Home address zip code for a reserve member) and the current military paygrade. For the purposes of stopping BAH, there is no need to change these fields.</p> <p>Click the Notepad icon.</p> 
8	<p>Click Add a New Note.</p>  <p>There are no existing notes for the specified selection criteria.</p>

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Stopping BAH, Continued

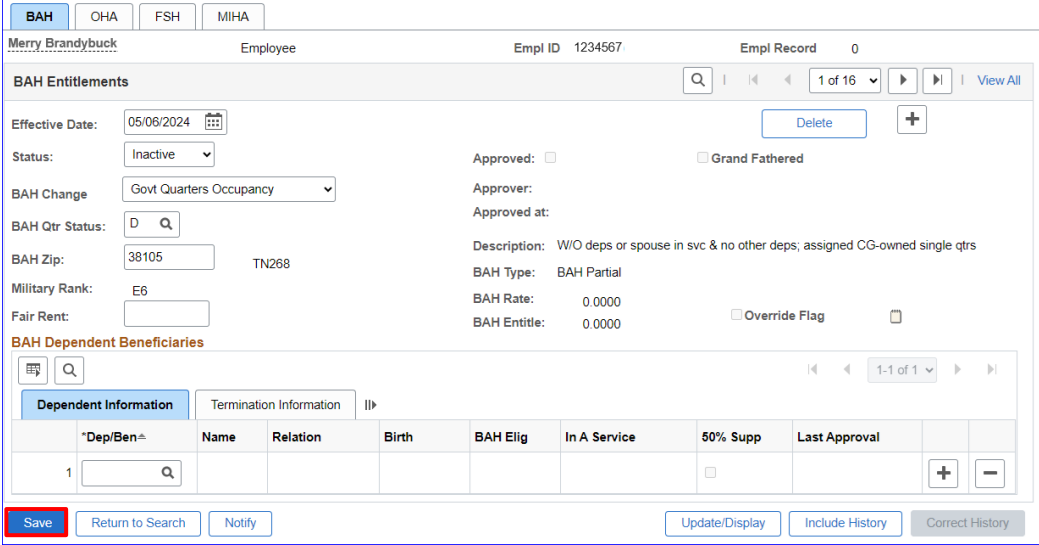
Procedures,
continued

Step	Action																																		
9	<ul style="list-style-type: none"> • Enter the Subject (such as Stopping BAH) and enter comments in the Note Text field briefly explaining the reason for stopping BAH. • Click Save. • Click Return to Note Selection Page. • Verify the Note was annotated and X out of the screen <div data-bbox="327 672 1364 1120"> <p>Selected Note</p> <p>► Instructions Selected Performance Note</p> <p>Applications</p> <table border="1"> <tr> <td>Emplid</td> <td>1234567</td> <td>Created</td> <td>05/06/2024 11:14AM</td> </tr> <tr> <td>Record</td> <td>0</td> <td>Creator</td> <td>Coast E. Bear</td> </tr> <tr> <td>Effective Date</td> <td>2024-05-06</td> <td>Last Update</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Updated By</td> <td></td> </tr> </table> <p>Subject: Member Divorced</p> <p>Note Text: Enter specific information regarding the transaction. (i.e. adding a dependent, vacated Gov't quarters, divorce, etc.)</p> <p>Save</p> <p>Return to Note Selection Page</p> </div> <div data-bbox="327 1153 1364 1825"> <p>Notepad</p> <p>► Instructions</p> <p>▼ Selection Criteria</p> <table border="1"> <tr> <td>*Emplid</td> <td>1234567</td> </tr> <tr> <td>*Record</td> <td>0</td> </tr> <tr> <td>*Effective Date</td> <td>2024-05-06</td> </tr> <tr> <td>Notes From</td> <td>Through</td> </tr> </table> <p>Search Add a New Note</p> <p>Existing Notes</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>2024-05-06</td> <td>Member Divorced</td> <td>05/06/2024 11:14AM</td> </tr> </tbody> </table> <p>Select All Deselect All</p> </div>	Emplid	1234567	Created	05/06/2024 11:14AM	Record	0	Creator	Coast E. Bear	Effective Date	2024-05-06	Last Update				Updated By		*Emplid	1234567	*Record	0	*Effective Date	2024-05-06	Notes From	Through	Emplid	Record	Effective Date	Subject	Created	1234567	0	2024-05-06	Member Divorced	05/06/2024 11:14AM
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Emplid	Record	Effective Date	Subject	Created																															
1234567	0	2024-05-06	Member Divorced	05/06/2024 11:14AM																															

Continued on next page

Stopping BAH, Continued

Procedures,
continued

Step	Action																
<p>10</p>	<p>Click Save. The Stop BAH request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot displays the 'BAH Entitlements' form for employee Merry Brandybuck (Empl ID 1234567). The form includes the following details:</p> <ul style="list-style-type: none"> Employee Information: Merry Brandybuck, Employee, Empl ID 1234567, Empl Record 0. BAH Entitlements: <ul style="list-style-type: none"> Effective Date: 05/06/2024 Status: Inactive BAH Change: Govt Quarters Occupancy BAH Qtr Status: D BAH Zip: 38105 (TN268) Military Rank: E6 BAH Rate: 0.0000 BAH Entitle: 0.0000 BAH Dependent Beneficiaries: <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</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the form, the Save button is highlighted in red, indicating the required action.</p>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval										
1						<input type="checkbox"/>											

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 section 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 correction/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 [Adding Supporting Documents to PPC Help Tickets](#) 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.

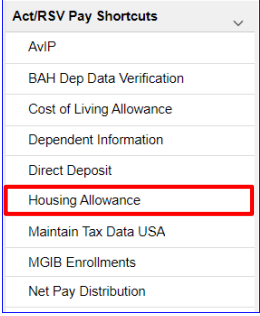
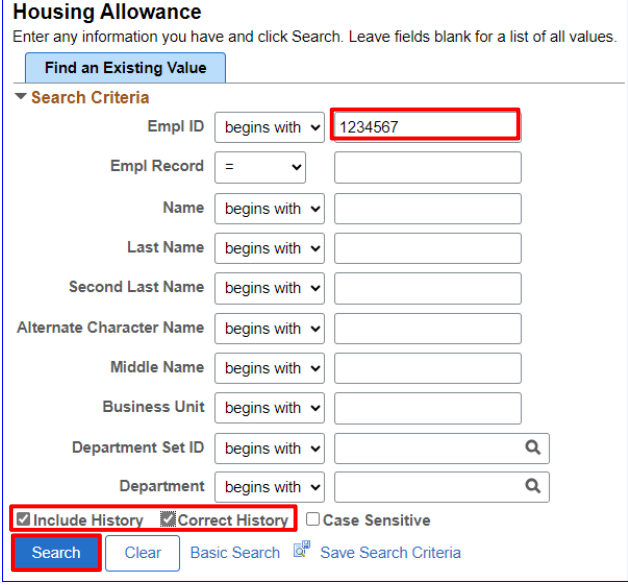
Procedures See below.

Step	Action
1	Click the AD/RSV Payroll Workcenter tile. <div data-bbox="327 1473 715 1771" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: blue; font-weight: bold;">AD/RSV Payroll Workcenter</p>  </div>

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Correcting BAH (Inserting a BAH Row), Continued

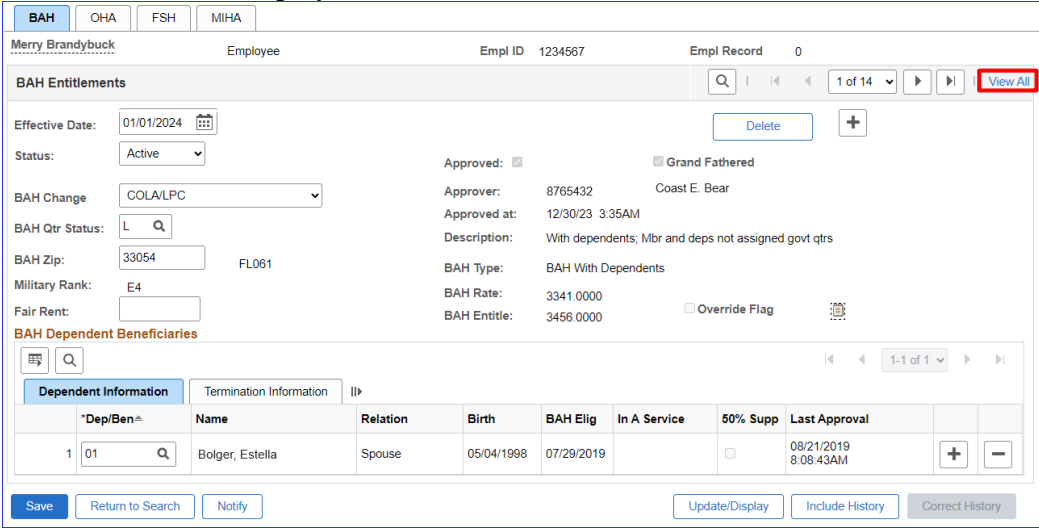
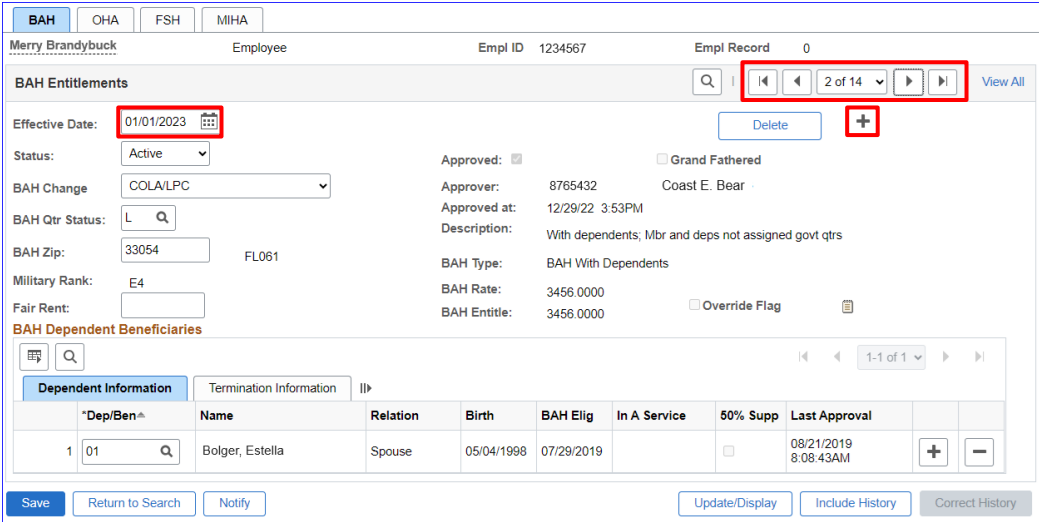
Procedures,
continued

Step	Action
2	<p>Scroll down and Select the Housing Allowance option, from the Act/RSV Pay Shortcuts.</p> 
3	<p>Enter the member's Empl ID. Ensure the Include History and Correct History boxes are checked. Click Search.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

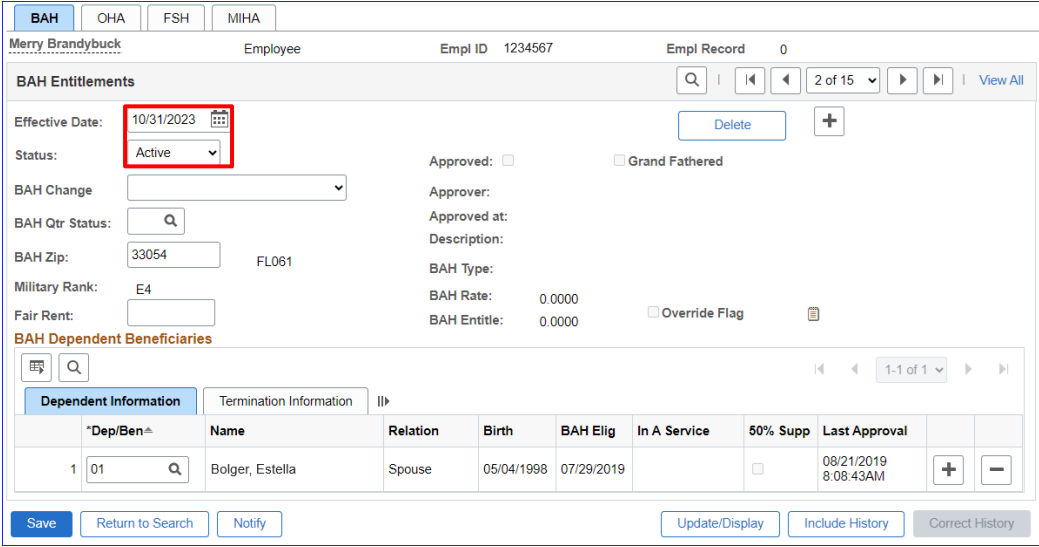
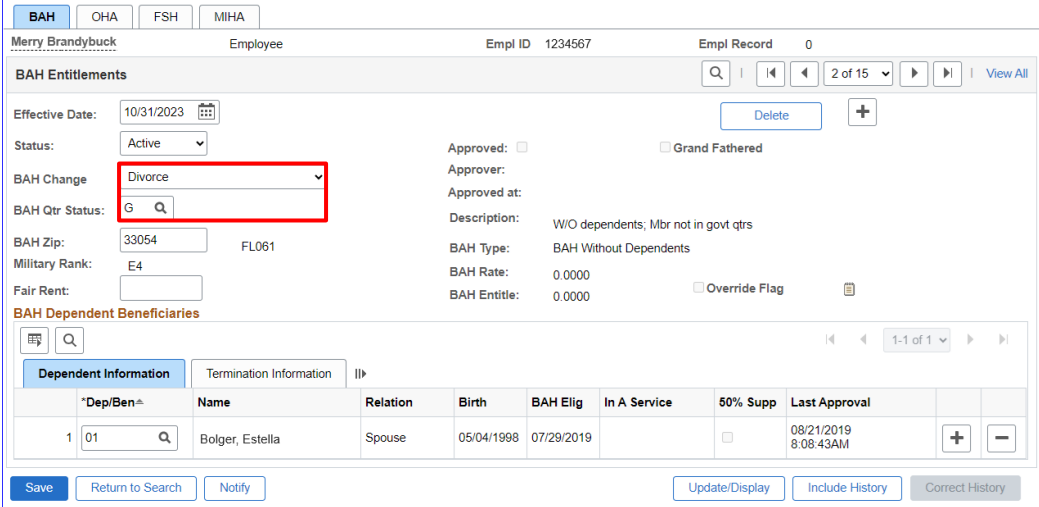
Procedures,
continued

Step	Action
<p>4</p>	<p>Click View All to display all BAH rows.</p>  <p>The screenshot shows the BAH Entitlements form for Merry Brandybuck (Employee ID 1234567). The 'View All' button is highlighted in red. The form includes fields for Effective Date (01/01/2024), Status (Active), BAH Change (COLA/LPC), BAH Qtr Status (L), BAH Zip (33054), Military Rank (E4), and Fair Rent. It also shows BAH Type (BAH With Dependents), BAH Rate (3341.0000), and BAH Entitle (3456.0000). A table of BAH Dependent Beneficiaries is visible below, with one row for Bolger, Estella (Spouse, Birth 05/04/1998, BAH Elig 07/29/2019).</p>
<p>5</p>	<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>The screenshot shows the BAH Entitlements form for Merry Brandybuck (Employee ID 1234567). The 'Effective Date' field is set to 01/01/2023 and highlighted with a red box. The 'Plus' button is also highlighted with a red box. The form includes fields for Effective Date, Status (Active), BAH Change (COLA/LPC), BAH Qtr Status (L), BAH Zip (33054), Military Rank (E4), and Fair Rent. It also shows BAH Type (BAH With Dependents), BAH Rate (3456.0000), and BAH Entitle (3456.0000). A table of BAH Dependent Beneficiaries is visible below, with one row for Bolger, Estella (Spouse, Birth 05/04/1998, BAH Elig 07/29/2019).</p>

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Correcting BAH (Inserting a BAH Row), Continued

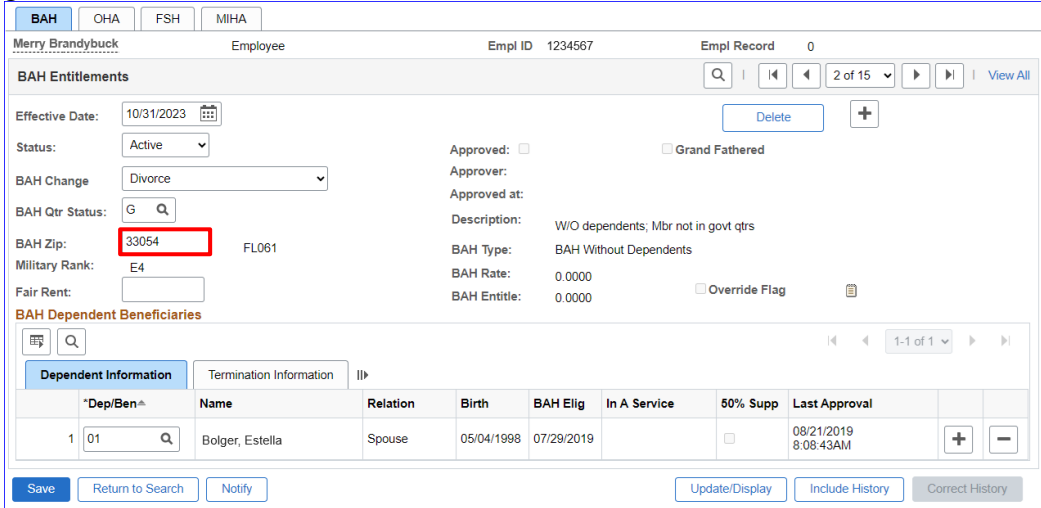
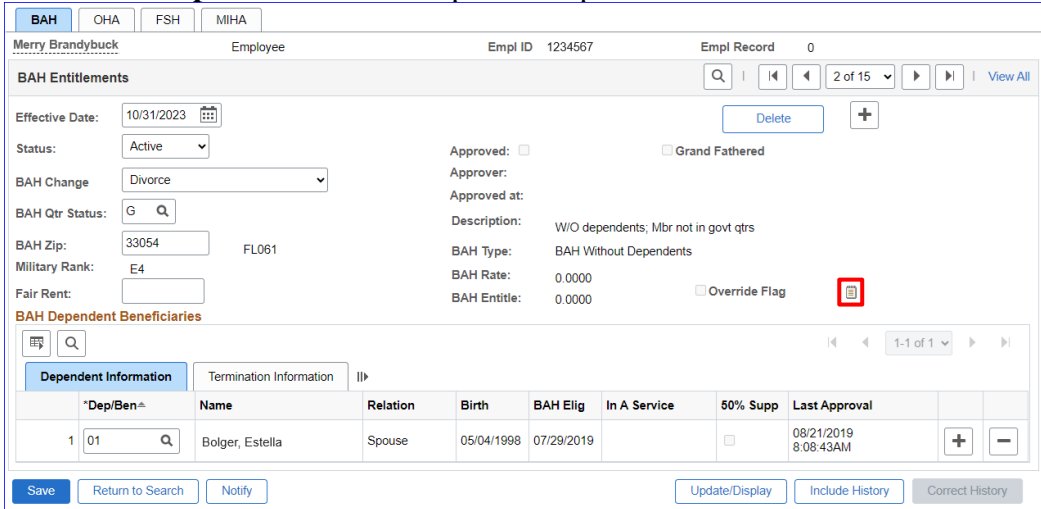
Procedures,
continued

Step	Action
<p>6</p>	<p>Update the Effective Date. Ensure the Status indicates Active.</p> <p>NOTES:</p> <ul style="list-style-type: none"> • 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 annulment decree. 
<p>7</p>	<p>Using the drop-down, select the appropriate reason for the BAH Change. Using the lookup, select the appropriate BAH Qtr Status code.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

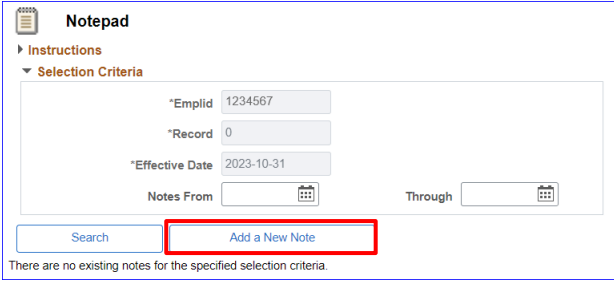
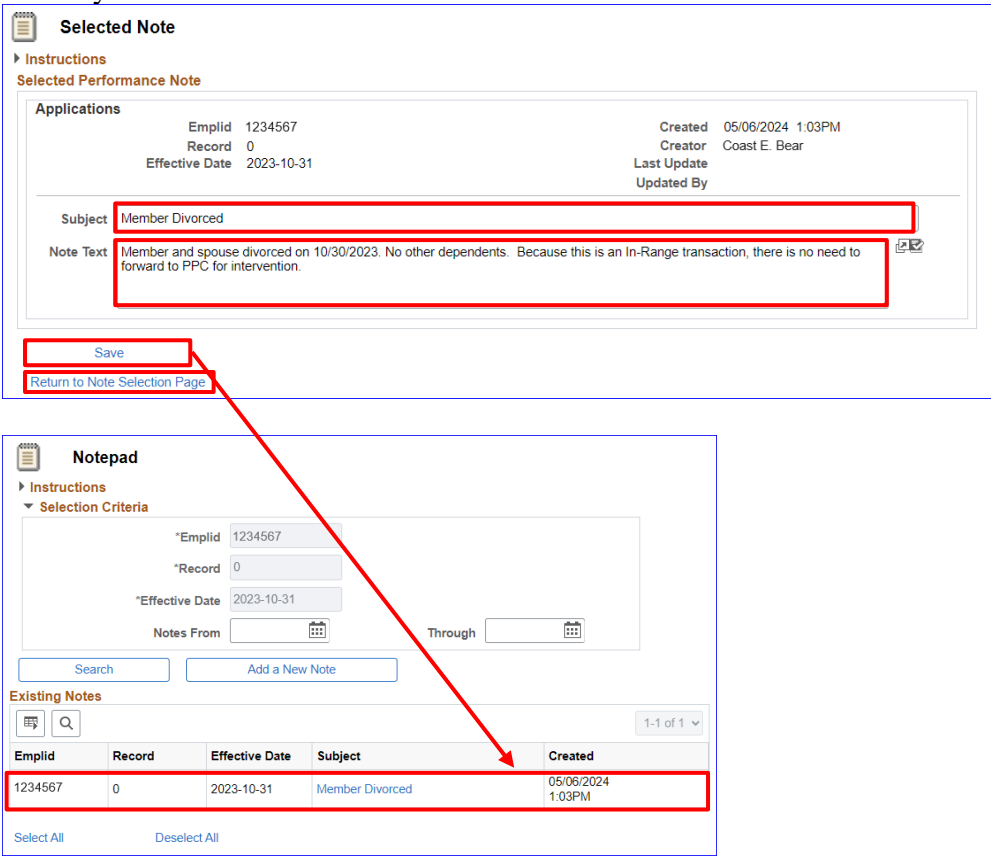
Procedures,
continued

Step	Action
<p>8</p>	<p>The BAH Zip will auto-populate with the PDS zip code. Ensure it is correct. 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>P&As are asked to enter an additional 4-digit code at the end of the zip-code if the scenario falls into one of five categories. These codes were created in an effort to help filter for possible valid exceptions. See the Audit Codes section of this guide for the specific codes and a description of when to use each one (for Reserve BAH code extensions, see the Starting BAH for Reserve Members user guide).</p> 
<p>9</p>	<p>Click the Notepad icon. The Notepad will open in a new window.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

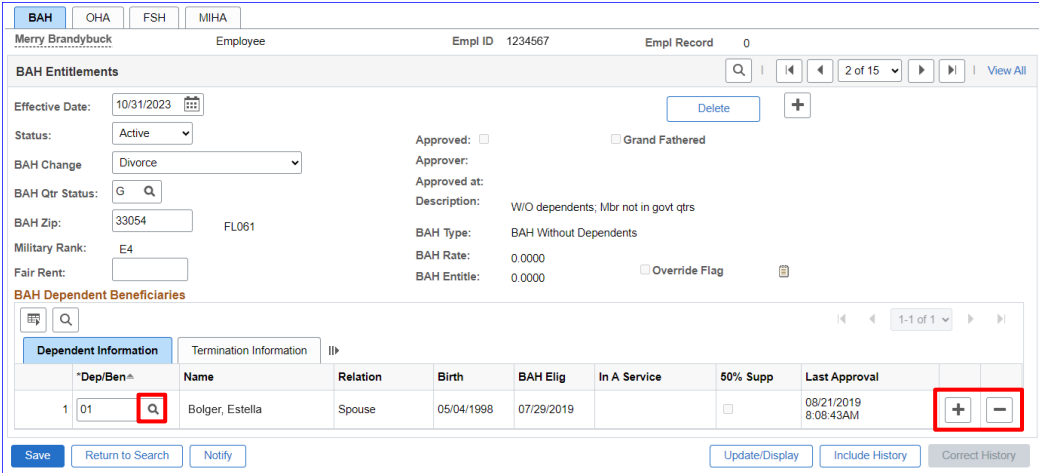
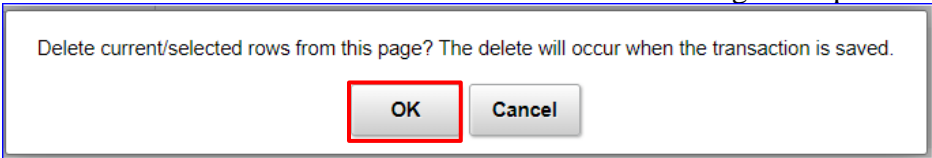
Procedures,
continued

Step	Action										
<p>10</p>	<p>Click Add a New Note.</p>  <p>The screenshot shows a 'Notepad' window with the following details:</p> <ul style="list-style-type: none"> Selection Criteria: <ul style="list-style-type: none"> *Emplid: 1234567 *Record: 0 *Effective Date: 2023-10-31 Notes From: [calendar icon] Through: [calendar icon] Buttons: Search, Add a New Note (highlighted with a red box) Message: There are no existing notes for the specified selection criteria. 										
<p>11</p>	<ul style="list-style-type: none"> • Enter the Subject and Note Text indicating the reason for the BAH correction. • Click Save. • Click Return to Note Selection Page. • Verify the Note was annotated and X out of the screen  <p>The first screenshot shows the 'Selected Note' form with the following details:</p> <ul style="list-style-type: none"> Subject: Member Divorced (highlighted with a red box) Note Text: Member and spouse divorced on 10/30/2023. No other dependents. Because this is an In-Range transaction, there is no need to forward to PPC for intervention. (highlighted with a red box) Buttons: Save (highlighted with a red box), Return to Note Selection Page (highlighted with a red box) <p>The second screenshot shows the 'Existing Notes' table with the following data:</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>2023-10-31</td> <td>Member Divorced</td> <td>05/06/2024 1:03PM</td> </tr> </tbody> </table> <p>A red arrow points from the 'Return to Note Selection Page' button in the first screenshot to the row in the 'Existing Notes' table where the Subject is 'Member Divorced'.</p>	Emplid	Record	Effective Date	Subject	Created	1234567	0	2023-10-31	Member Divorced	05/06/2024 1:03PM
Emplid	Record	Effective Date	Subject	Created							
1234567	0	2023-10-31	Member Divorced	05/06/2024 1:03PM							

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Correcting BAH (Inserting a BAH Row), Continued

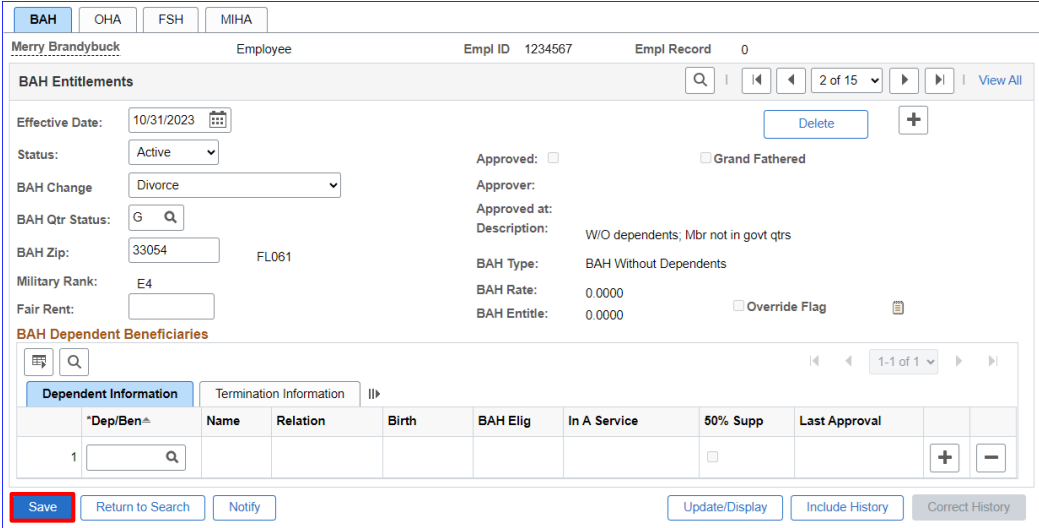
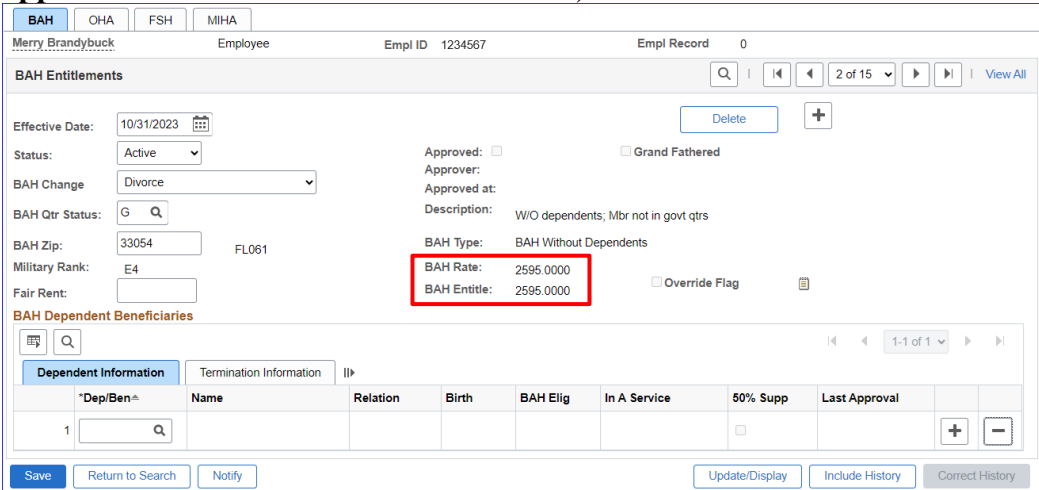
Procedures,
continued

Step	Action
<p>12</p>	<ul style="list-style-type: none"> 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). If NO dependent information is being deleted continue to Step 14. <p>NOTE: If a dependent is not listed, review the member's Dependent Information.</p> 
<p>13</p>	<p>A warning message will display. Click OK if the dependent should be deleted. Click Cancel to return to the BAH screen without deleting the dependent.</p> 

Continued on next page

Correcting BAH (Inserting a BAH Row), Continued

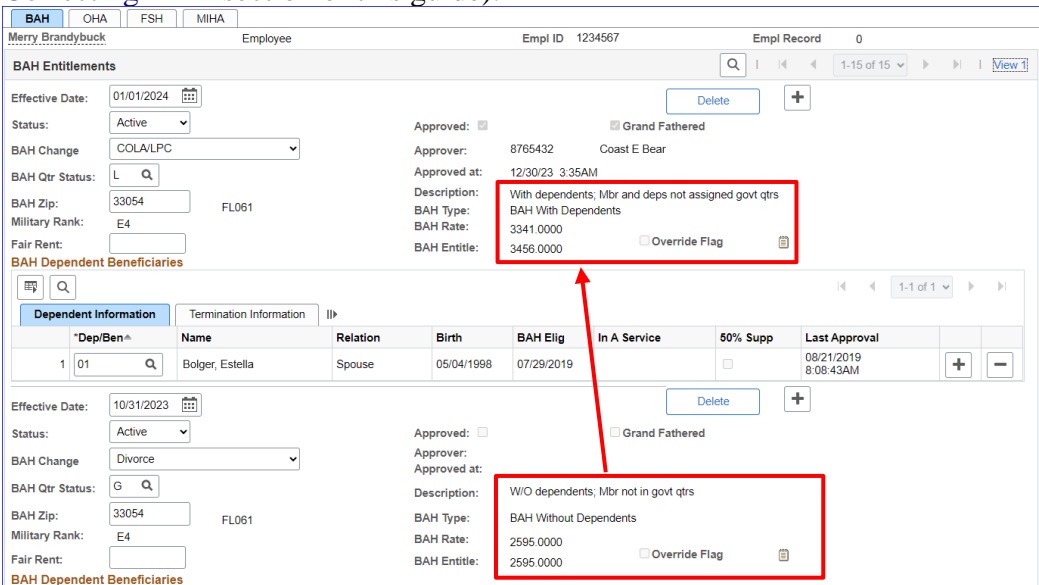
Procedures,
continued

Step	Action
<p>14</p>	<p>Click Save.</p> 
<p>15</p>	<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
16	<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 (see Correcting BAH section of this guide).</p>  <p>The screenshot displays the BAH Entitlements interface for Merry Brandybuck (Employee ID 1234567). It shows two BAH rows. The top row, which is highlighted with a red box, has an effective date of 01/01/2024, status 'Active', and a description of 'With dependents: Mbr and deps not assigned govt qtrs'. The bottom row, also highlighted with a red box, has an effective date of 10/31/2023, status 'Active', and a description of 'W/O dependents; Mbr not in govt qtrs'. A red arrow points from the top row to the bottom row, indicating the correction being made.</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 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 correction/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 [Adding Supporting Documents to PPC Help Tickets](#) 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.


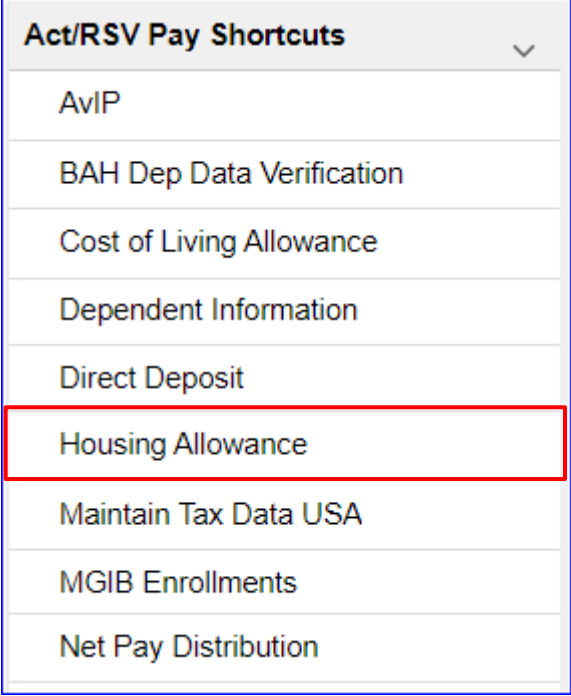
Correct the BAH row(s) from **oldest to newest**:

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

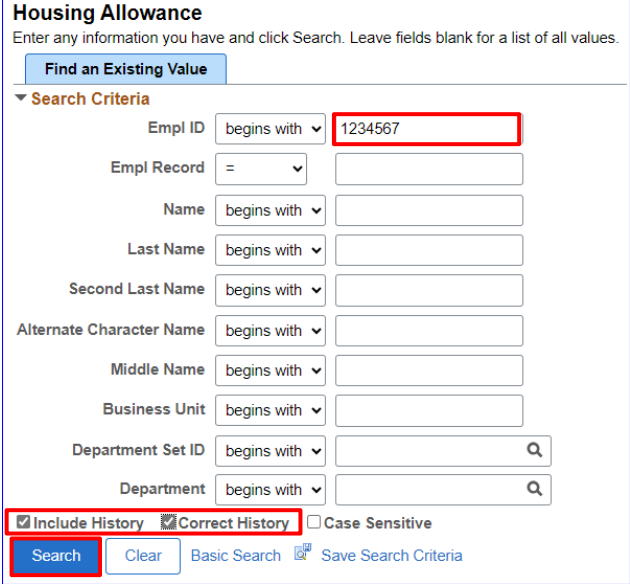
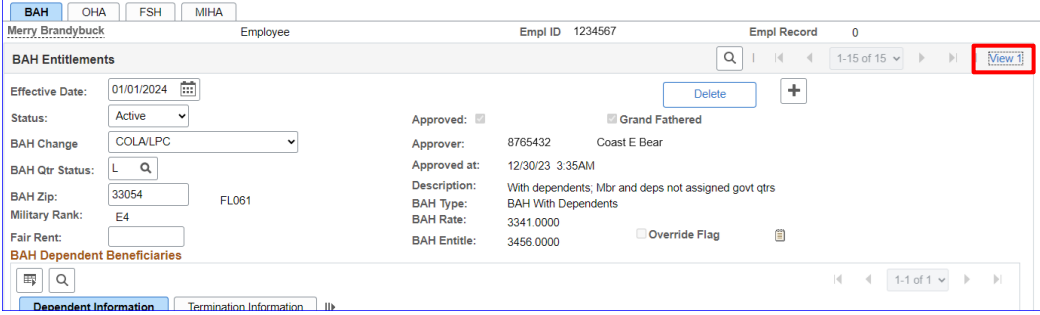
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll down and Select the Housing Allowance option, from the Act/RSV Pay Shortcuts.</p> 

Continued on next page

Correcting BAH, Continued

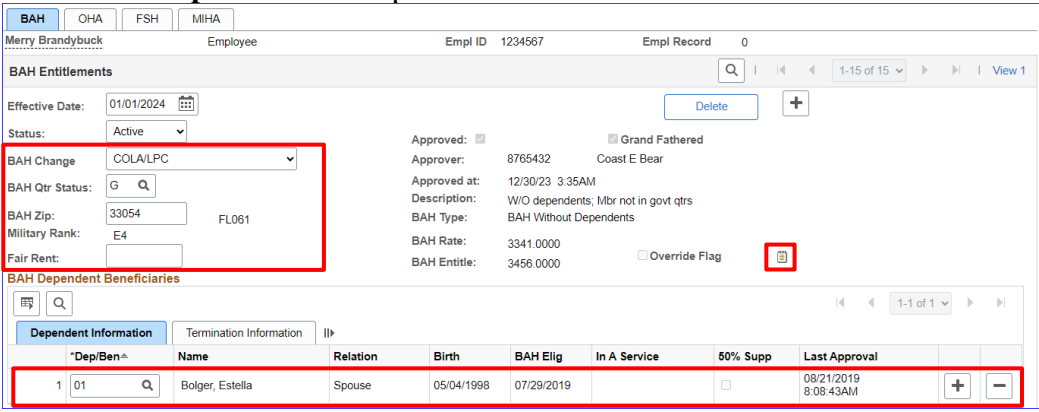
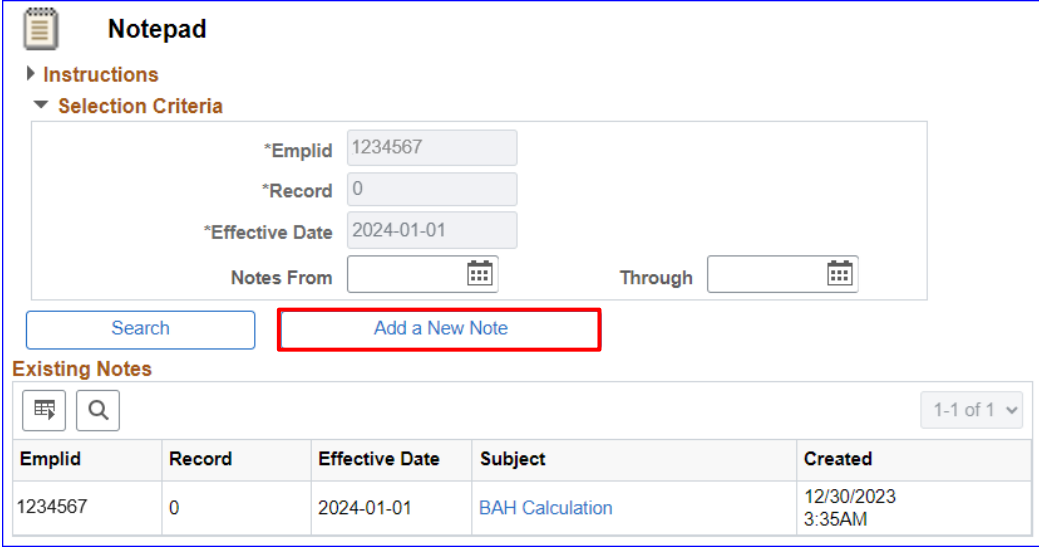
Procedures,
continued

Step	Action
<p>3</p>	<p>Enter the member's Empl ID. Ensure the Include History and Correct History boxes are checked. Click Search.</p>  <p>Housing Allowance 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>Search Clear Basic Search Save Search Criteria</p>
<p>4</p>	<p>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-or-Range as these screenshots will be required to be attached to the Help Ticket.</p>  <p>BAH OHA FSH MIHA</p> <p>Merry Brandybuck Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements <input type="text"/> 1-15 of 15 View All</p> <p>Effective Date: 01/01/2024</p> <p>Status: Active</p> <p>BAH Change: COLA/LPC</p> <p>BAH Qtr Status: L</p> <p>BAH Zip: 33054 FL061</p> <p>Military Rank: E4</p> <p>Fair Rent: <input type="text"/></p> <p>BAH Dependent Beneficiaries</p> <p>Approved: <input checked="" type="checkbox"/> Grand Fathered</p> <p>Approver: 8765432 Coast E Bear</p> <p>Approved at: 12/30/23 3:35AM</p> <p>Description: With dependents, Mbr and deps not assigned govt qtrs</p> <p>BAH Type: BAH With Dependents</p> <p>BAH Rate: 3341.0000</p> <p>BAH Entitle: 3456.0000 <input type="checkbox"/> Override Flag</p> <p>Dependent Information Termination Information</p>

Continued on next page

Correcting BAH, Continued

Procedures,
continued

Step	Action										
<p>5</p>	<p>Correct any editable fields as appropriate. Editable fields include:</p> <ul style="list-style-type: none"> • BAH Change • BAH Qtr Status • BAH Zip • Dependent Information <p>In this example, the LPC row that followed an inserted BAH row, which changed the member’s BAH entitlement, needs to be corrected.</p> <p>Click the Notepad icon. Notepad will own in a new window.</p> 										
<p>6</p>	<p>Click Add a New Note.</p>  <table border="1" data-bbox="327 1736 1369 1848"> <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>2024-01-01</td> <td>BAH Calculation</td> <td>12/30/2023 3:35AM</td> </tr> </tbody> </table>	Emplid	Record	Effective Date	Subject	Created	1234567	0	2024-01-01	BAH Calculation	12/30/2023 3:35AM
Emplid	Record	Effective Date	Subject	Created							
1234567	0	2024-01-01	BAH Calculation	12/30/2023 3:35AM							

Continued on next page

Correcting BAH, Continued

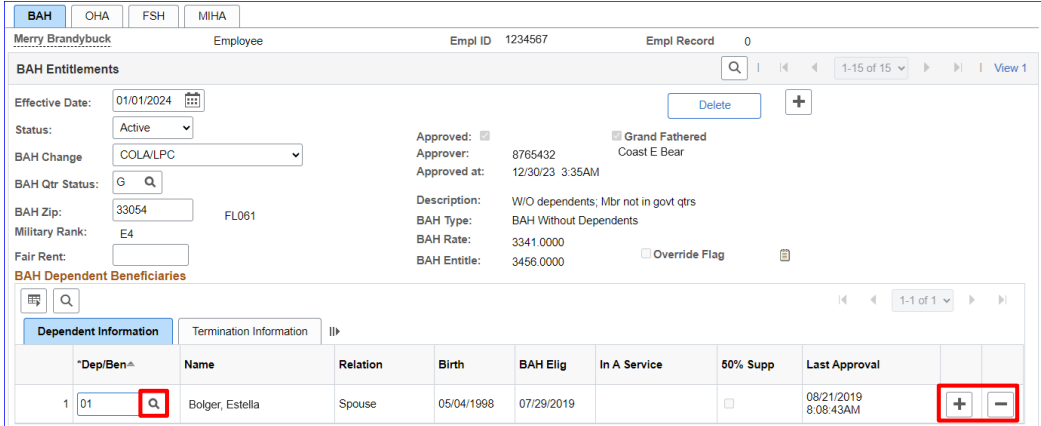
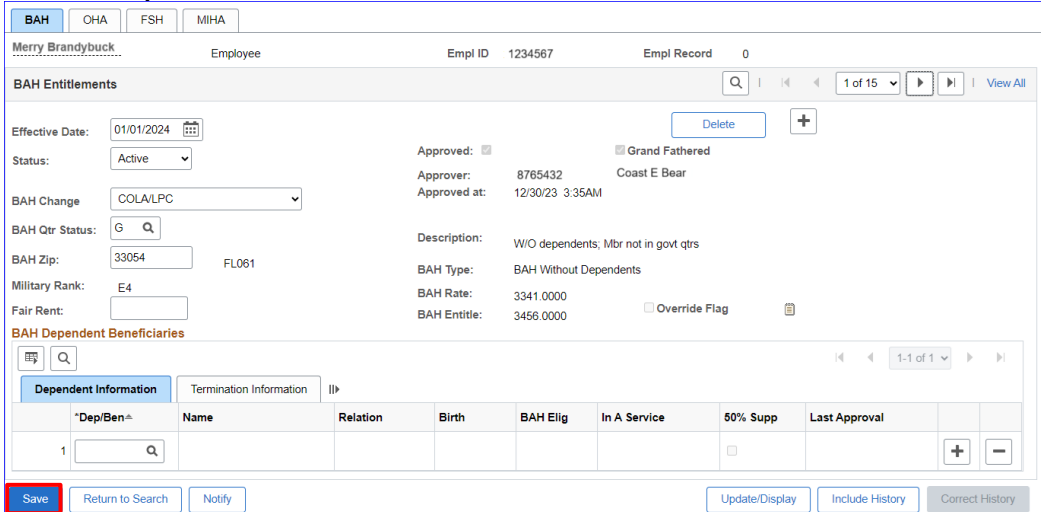
Procedures,
continued

Step	Action																										
7	<ul style="list-style-type: none"> • Enter the Subject and Note Text indicating the reason the BAH correction. • Click Save. • Click Return to Note Selection Page. • Verify the Note was annotated and X out of the screen. <div data-bbox="327 638 1369 1108"> <p>Selected Note</p> <p>► Instructions</p> <p>Selected Performance Note</p> <div data-bbox="343 750 1356 1019"> <p>Applications</p> <table border="0"> <tr> <td>Emplid</td> <td>1234567</td> <td>Created</td> <td>05/06/2024 2:55PM</td> </tr> <tr> <td>Record</td> <td>0</td> <td>Creator</td> <td>Coast E Bear</td> </tr> <tr> <td>Effective Date</td> <td>2024-01-01</td> <td>Updated</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Updated By</td> <td></td> </tr> </table> <p>Subject: Update LPC row data</p> <p>Note Text: Member divorced 10/30/2023. Changed BAH Qtr Status to reflect the change in status.</p> <p>Save</p> <p>Return to Note Selection Page</p> </div> </div> <div data-bbox="327 1142 1369 1758"> <p>Notepad</p> <p>► Instructions</p> <p>▼ Selection Criteria</p> <div data-bbox="351 1265 1260 1467"> <p>*Emplid: 1234567</p> <p>*Record: 0</p> <p>*Effective Date: 2023-10-31</p> <p>Notes From: [] Through: []</p> <p>Search Add a New Note</p> </div> <p>Existing Notes</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>2023-10-31</td> <td>Member Divorced</td> <td>05/06/2024 1:03PM</td> </tr> </tbody> </table> <p>Select All Deselect All</p> </div>	Emplid	1234567	Created	05/06/2024 2:55PM	Record	0	Creator	Coast E Bear	Effective Date	2024-01-01	Updated				Updated By		Emplid	Record	Effective Date	Subject	Created	1234567	0	2023-10-31	Member Divorced	05/06/2024 1:03PM
Emplid	1234567	Created	05/06/2024 2:55PM																								
Record	0	Creator	Coast E Bear																								
Effective Date	2024-01-01	Updated																									
		Updated By																									
Emplid	Record	Effective Date	Subject	Created																							
1234567	0	2023-10-31	Member Divorced	05/06/2024 1:03PM																							

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Correcting BAH, Continued

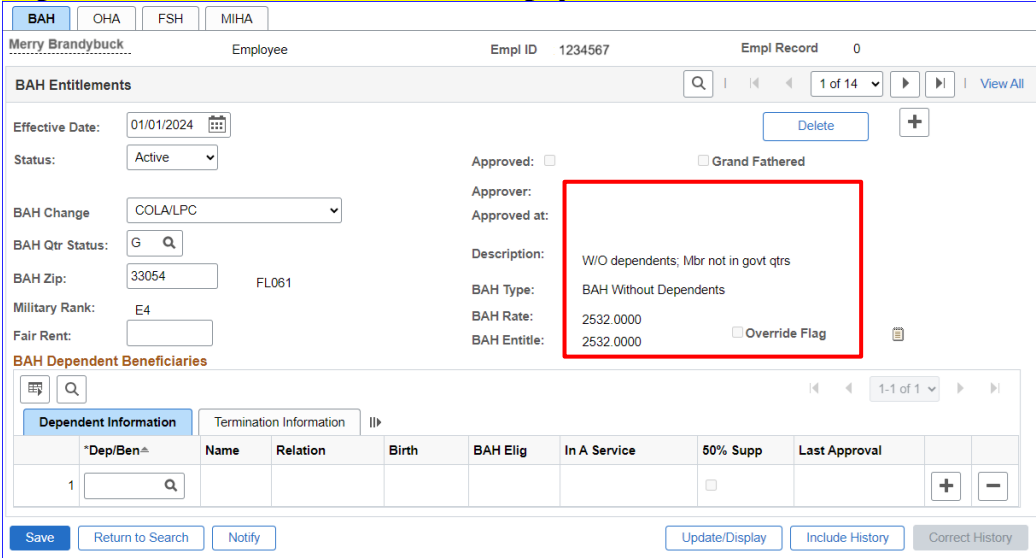
Procedures,
continued

Step	Action
<p>8</p>	<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>NOTES:</p> <ul style="list-style-type: none"> • If a dependent is not listed, review the member's Dependent Information. • When the Minus button is clicked a warning message will display. Click OK if the dependent should be deleted. Click Cancel to return to the BAH screen without deleting the dependent. 
<p>9</p>	<p>When completed, click Save.</p> 

Continued on next page

Correcting BAH, Continued

Procedures,
continued

Step	Action
10	<p>Once saved, 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>  <p>The screenshot shows the 'BAH Entitlements' form for employee Merry Brandybuck (Empl ID 1234567). The form includes the following details:</p> <ul style="list-style-type: none"> Effective Date: 01/01/2024 Status: Active BAH Change: COLA/LPC BAH Qtr Status: G BAH Zip: 33054 (FL061) Military Rank: E4 Fair Rent: [Empty] BAH Rate: 2532.0000 BAH Entitle: 2532.0000 BAH Type: BAH Without Dependents Description: W/O dependents; Mbr not in govt qtrs Approver: [Empty] Approved at: [Empty] Override Flag: [Unchecked] <p>At the bottom, there is a table for 'BAH Dependent Beneficiaries' with columns: *Dep/Ben#, Name, Relation, Birth, BAH Elig, In A Service, 50% Supp, Last Approval. The table currently has one row with a search icon in the *Dep/Ben# column.</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 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 correction/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 [Adding Supporting Documents to PPC Help Tickets](#) user guide.

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


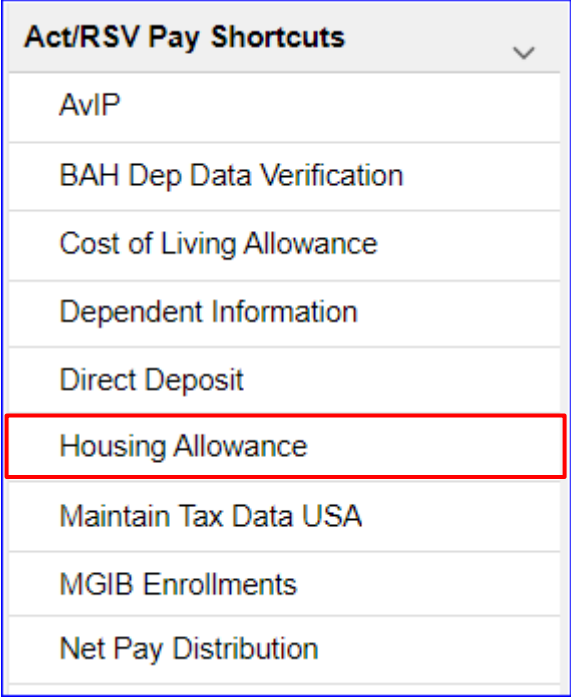
THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.

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

1. Correct the OLDEST incorrect BAH row.
2. Approve the correction.

Repeat steps 1 and 2 until the entire affected period is corrected.

Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll down and Select the Housing Allowance option, from the Act/RSV Pay Shortcuts.</p> 

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Deleting BAH, Continued

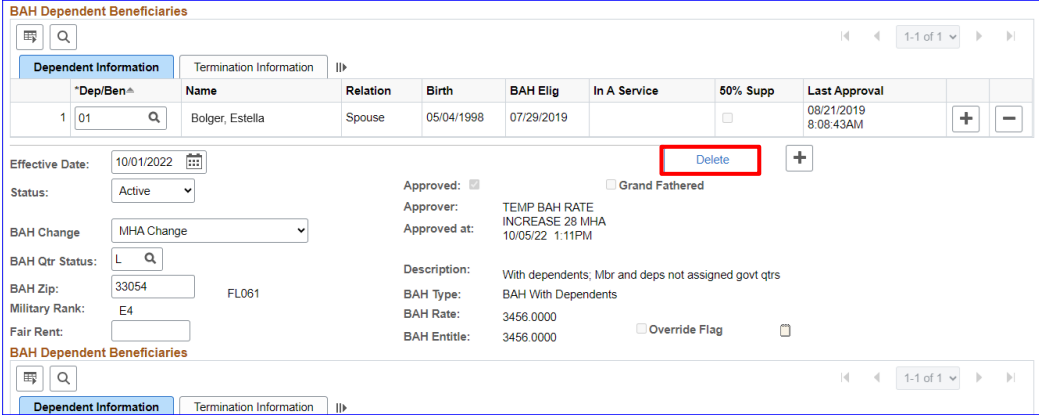
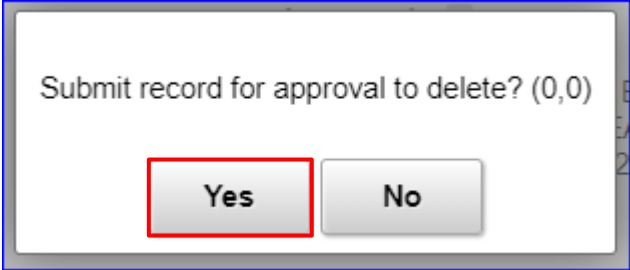
Procedures,
continued

Step	Action																								
<p>3</p>	<p>Enter the member's Empl ID. Ensure the Include History and Correct History boxes are checked. Click Search.</p> <div data-bbox="327 555 1204 1370" style="border: 1px solid black; padding: 5px;"> <p>Housing Allowance 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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></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 <input type="button" value="Save Search Criteria"/></p> </div>																								
<p>4</p>	<p>Click View All to display all BAH rows.</p> <div data-bbox="327 1444 1369 1892" style="border: 1px solid black; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Merry Brandybuck Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements <input type="button" value="Q"/> 1 of 14 <input type="button" value="View All"/></p> <p>Effective Date: 01/01/2024 <input type="button" value="Delete"/> <input type="button" value="+"/> <input type="button" value="X"/></p> <p>Status: Active Approved: <input checked="" type="checkbox"/> Grand Fathered Approver: 8765432 Coast E Bear</p> <p>BAH Change: COLA/LPC Approved at: 12/30/23 3:35AM</p> <p>BAH Qtr Status: L <input type="button" value="Q"/> Description: With dependents; Mbr and depts not assigned govt qtrs</p> <p>BAH Zip: 33054 FL061 BAH Type: BAH With Dependents</p> <p>Military Rank: E4 BAH Rate: 3341.0000</p> <p>Fair Rent: BAH Entitle: 3456.0000 <input type="checkbox"/> Override Flag <input type="button" value="X"/></p> <p>BAH Dependent Beneficiaries <input type="button" value="Q"/> 1-1 of 1 <input type="button" value="X"/></p> <table border="1"> <thead> <tr> <th colspan="2">Dependent Information</th> <th colspan="2">Termination Information</th> <th colspan="4"></th> </tr> <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 <input type="button" value="Q"/></td> <td>Bolger, Estella</td> <td>Spouse</td> <td>05/04/1998</td> <td>07/29/2019</td> <td></td> <td><input type="checkbox"/></td> <td>08/21/2019 8:08:43AM <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> </div>	Dependent Information		Termination Information						Dep/Ben#	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01 <input type="button" value="Q"/>	Bolger, Estella	Spouse	05/04/1998	07/29/2019		<input type="checkbox"/>	08/21/2019 8:08:43AM <input type="button" value="+"/> <input type="button" value="-"/>
Dependent Information		Termination Information																							
Dep/Ben#	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval																		
1 01 <input type="button" value="Q"/>	Bolger, Estella	Spouse	05/04/1998	07/29/2019		<input type="checkbox"/>	08/21/2019 8:08:43AM <input type="button" value="+"/> <input type="button" value="-"/>																		

Continued on next page

Deleting BAH, Continued

Procedures,
continued

Step	Action
<p>5</p>	<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> 
<p>6</p>	<p>A confirmation message will display. Ensure the necessary screenshot has been captured and click Yes. The deletion request will be forwarded to the SPO tree 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.

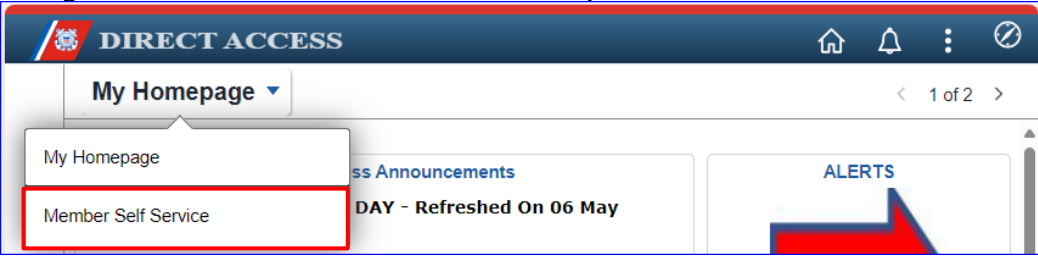
Then, **add** BAH row(s), from **oldest to newest**.

1. Add the oldest BAH row with the correct information.
2. Approve the addition.
3. Repeat steps 1 and 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 take and attach screenshots (required) when submitting a Trouble Ticket, see the [Adding Supporting Documents to PPC Help Tickets](#) user guide.

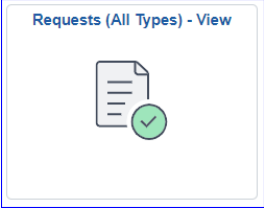
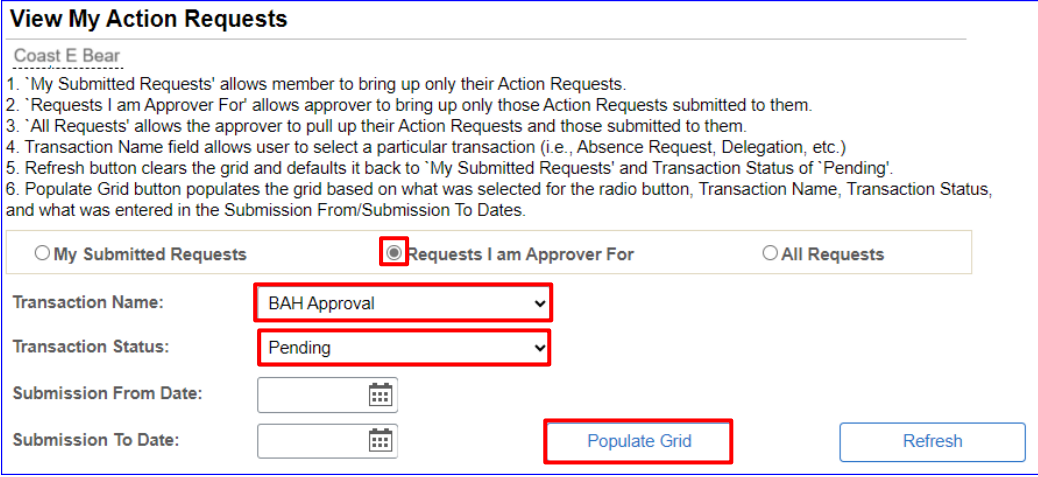

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down. 

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Approving or Denying BAH Transactions/Corrections, Continued

Procedures,
continued

Step	Action																																	
2	<p>Click on the Requests (All Types) – View tile.</p> 																																	
3	<p>Select the Requests I am Approver For radio button.</p> <ul style="list-style-type: none"> • Transaction Name –Select BAH Approval or leave alone. • Transaction Status – Leave as Pending. • Click Populate Grid.  <p>View My Action Requests</p> <p>Coast E. Bear</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p> Transaction Name: <input type="text" value="BAH Approval"/> </p> <p> Transaction Status: <input type="text" value="Pending"/> </p> <p> Submission From Date: <input type="text"/> </p> <p> Submission To Date: <input type="text"/> </p> <p> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p>																																	
4	<p>Any pending BAH transactions assigned to the SPO tree will be listed. Locate the appropriate request and click Approve/Deny.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Housing Allowance Approval</td> <td>Pending</td> <td>Merry Brandybuck</td> <td>Brandybuck</td> <td>1234567</td> <td>000289</td> <td>Bilbo Baggins</td> <td>Coast E. Bear</td> <td>2024/05/06</td> <td></td> <td><input type="button" value="Approve/Deny"/></td> </tr> <tr> <td>Housing Allowance Approval</td> <td>Pending</td> <td>Sam Gamgee</td> <td>Gamgee</td> <td>:1111111</td> <td>000079</td> <td>Bilbo Baggins</td> <td>Coast E. Bear</td> <td>2024/05/06</td> <td></td> <td><input type="button" value="Approve/Deny"/></td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Housing Allowance Approval	Pending	Merry Brandybuck	Brandybuck	1234567	000289	Bilbo Baggins	Coast E. Bear	2024/05/06		<input type="button" value="Approve/Deny"/>	Housing Allowance Approval	Pending	Sam Gamgee	Gamgee	:1111111	000079	Bilbo Baggins	Coast E. Bear	2024/05/06		<input type="button" value="Approve/Deny"/>
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Continued on next page

Approving or Denying BAH Transactions/Corrections, Continued

Procedures,
continued

Step	Action												
5	<p>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.</p> <p>Enter Comments as appropriate (comments are required if denying the request) and click Approve or Deny.</p> <div data-bbox="327 701 1305 1509" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>BAH Approval</p> <p>Brandybuck, Merry</p> <p>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</p> <p>Request Details</p> <p>Effective Date: 10/31/2023</p> <p>Get Details</p> <p>Request Information</p> <table border="1"> <tr> <td>Change Reason: Divorce</td> <td>Effective Status: A</td> </tr> <tr> <td>Quarters Status: W/O dependents; Mbr not in gov</td> <td></td> </tr> <tr> <td>Zip: 33054</td> <td></td> </tr> <tr> <td>Fair Rent: 0</td> <td></td> </tr> <tr> <td>Rate: 2595</td> <td></td> </tr> <tr> <td>Entitle Amount: 2595</td> <td></td> </tr> </table> <p>Request URL</p> <p>Click here to view additional request information</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Request Status: Pending View/Hide Comments</p> </div>	Change Reason: Divorce	Effective Status: A	Quarters Status: W/O dependents; Mbr not in gov		Zip: 33054		Fair Rent: 0		Rate: 2595		Entitle Amount: 2595	
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Approving or Denying BAH Transactions/Corrections, Continued

Procedures,
continued

Step	Action
6	<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> <div data-bbox="327 920 1316 1104" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Approved View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p>Coast E. Bear CGHRSUP for User's SPO 05/06/24 - 2:32 PM</p> </div> </div> <p>Denied:</p> <div data-bbox="327 1178 1308 1451" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Denied View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p>Denied</p> <p>Coast E. Bear CGHRSUP for User's SPO 05/06/24 - 2:37 PM</p> </div> <p>Comments</p> <p>Coast E. Bear at 05/06/24 - 2:37 PM Comments Required.</p> </div>