

BAH-Transit (BAH-TR) for New Accessions

Introduction This guide provides procedures for a SPO to start Basic Allowance for Housing-Transit (BAH-TR) in Direct Access (DA).

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

BAH-Transit A Transit housing allowance is a temporary housing allowance paid while a member is in a travel or leave status between permanent duty stations, provided the member is not assigned Government quarters, including dependents who may be assigned to Government owned or leased family-type quarters. See Section 3.G.3.b of reference (a) when a member without dependents acquires a dependent while in transit. The Transit rate continues during proceed time and authorized delays en route, including TDY en route.

New Accession **A member in the accession pipeline includes:**

- Members who are undergoing initial entry training, to include Reserve members undergoing Initial Active Duty for Training (IADT);
- Students (including ROTC and OCS) without prior Military Service (see Note on next page).
- Service academy graduates upon graduation, until arrival at the first PDS (see Note on next page).

A member remains in the accession pipeline until:

- The member arrives at a PDS; including a training location of 20 or more weeks; **or**
- A Reserve member completes Initial Active Duty for Training (IADT) or arrives at a PDS; whichever occurs first.

(a) A member **without a dependent** in the accession pipeline is authorized BAH-TR when in a travel status, leave en route, or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS.

(b) The BAH rate for a new accession **with a dependent** is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

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BAH-Transit (BAH-TR) for New Accessions, Continued

New Accession,
continued

Note: An academy or ROTC graduate without a dependent, who remains on Active Duty at the graduation/commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Government quarters, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's BAH with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

Procedure

See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "Housing Allowance" is highlighted with a red rectangular box. Other visible links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Dependent Information, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Non-Charge Abs, Proxy - Submit Absence Request, SGLI + FSGLI, Cost of Living Allowance, MGIB Enrollments, AvIP, and Net Distribution.</p>

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BAH-Transit (BAH-TR) for New Accessions, Continued

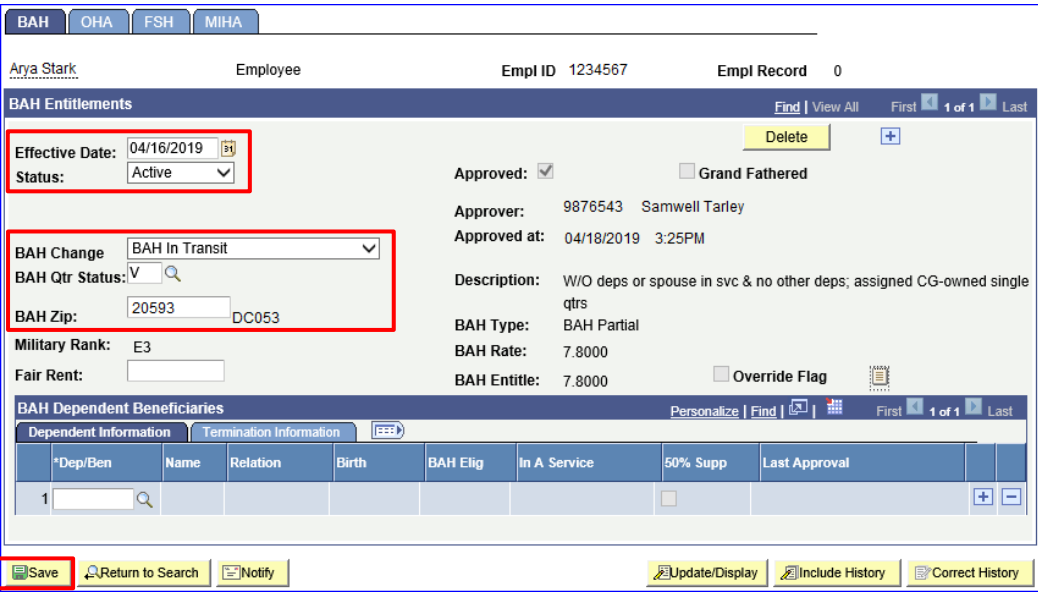
Procedure,
continued

Step	Action
2	<p>Enter the member's Empl ID and check the Correct History box. Click Search.</p> <div data-bbox="343 562 1074 1160" style="border: 1px solid blue; padding: 5px;"> <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 type="checkbox"/> Include History <input checked="" style="border: 1px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

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BAH-Transit (BAH-TR) for New Accessions, Continued

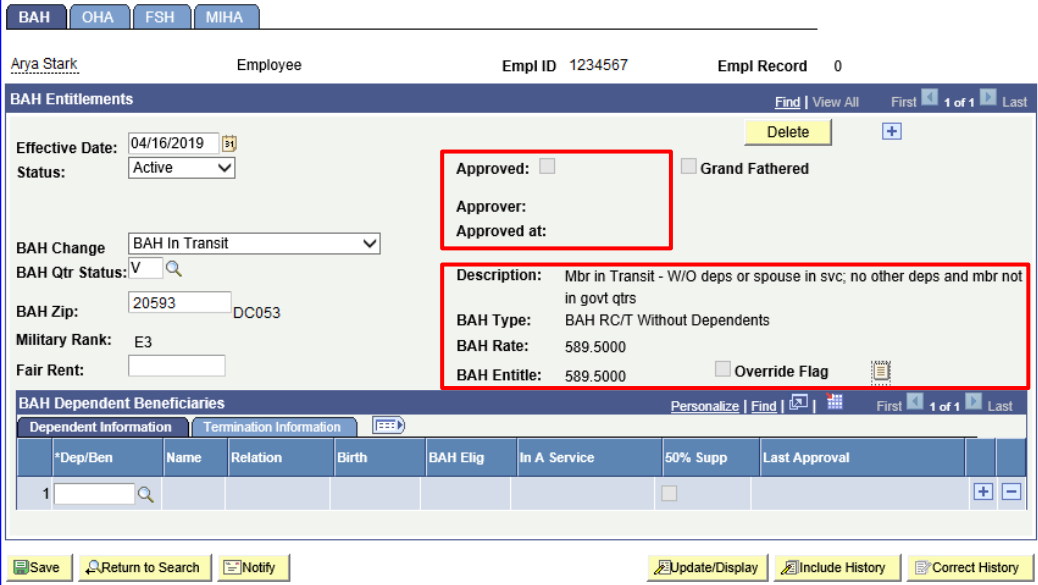
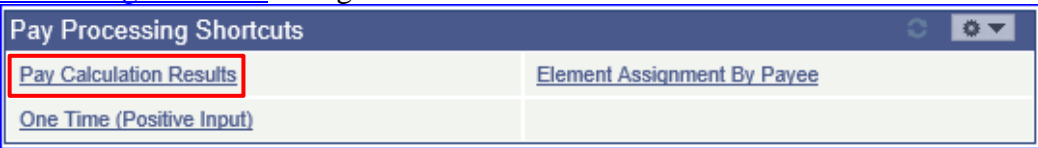
Procedure,
continued

Step	Action
4	<ul style="list-style-type: none"> • Ensure the Effective Date matches the PCS Departure Date (if it does not, see the Basic Allowance for Housing user guide for procedures to correct BAH). • Update the Status to reflect Active. • Using the BAH Change drop-down, select the appropriate reason for the BAH Change. • Using the BAH Qtr Status lookup, select V or U. <ul style="list-style-type: none"> ▪ V – Mbr in Transit – W/O deps or spouse in svc; no other deps and mbr not in govt qtrs. ▪ U – Mbr in Transit – With deps or paying child support; mbr & deps not assigned to govt qtrs. • Review the BAH Zip to ensure it is correct. <p>Click Save.</p> 

Continued on next page

BAH-Transit (BAH-TR) for New Accessions, Continued

Procedure,
continued

Step	Action
<p>5</p>	<p>Upon clicking save, the Approver information will be blank and the Description, BAH Type, BAH Rate, and BAH Entitle will update based on the selections made in Step 4. The BAH request will be routed to the SPO tree for approval.</p> 
<p>6</p>	<p>Once the BAH transaction is approved, it is important to review the member's pay calculation results to ensure BAH started correctly. To do this, select Pay Calculation Results from the Pay Processing Shortcuts pagelet.</p> <p>Note: For guidance on navigating Pay Calculation Results, see the Viewing Pay Processing Shortcuts user guide.</p> 

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BAH-Transit (BAH-TR) for New Accessions, Continued

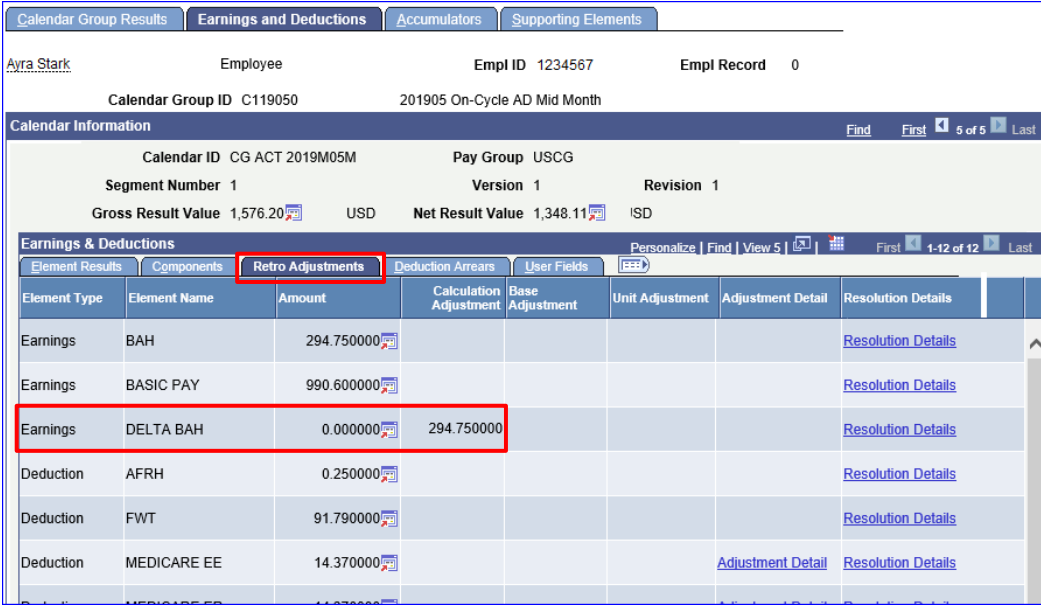
Procedure,
continued

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7	<p>Enter the member's Empl ID and click Search. Select the appropriate Calendar ID from the Search Results.</p> <div data-bbox="341 562 1139 1010" style="border: 1px solid black; padding: 5px;"> <p>Results by Calendar Group</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>Calendar Group ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																																																
8	<p>Review the BAH element under Earnings and Deductions to verify it processed correctly. In this example, the BAH transaction processed after finalization so a retro adjustment was also required (see Step 9).</p> <div data-bbox="341 1160 1385 1742" style="border: 1px solid black; padding: 5px;"> <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p><u>Ajra Stark</u> Employee Empl ID 1234567 Empl Record 0</p> <p>Calendar Group ID C119050 201905 On-Cycle AD Mid Month</p> <p>Calendar Information Find First 5 of 5 Last</p> <p>Calendar ID CG ACT 2019M05M Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 1,576.20 USD Net Result Value 1,348.11 USD</p> <p>Earnings & Deductions Personalize Find View 5 1-12 of 12 Last</p> <table border="1" data-bbox="357 1397 1369 1742"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>294.750000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>990.600000</td> <td>Basic Pay</td> <td>0</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>0.000000</td> <td>Retro Delta BAH</td> <td>0</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td>Armed Forces Retirement Home</td> <td>0</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FWT</td> <td>91.790000</td> <td>FIT Withholding</td> <td>0</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>MEDICARE EE</td> <td>14.370000</td> <td>Medicare Tax</td> <td>1</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>MEDICARE ER</td> <td>14.370000</td> <td>ER Medicare Tax</td> <td>1</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>Resolution Details</td> </tr> </tbody> </table> </div>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	294.750000	Basic Allowance for Housing	0	05/01/2019	05/15/2019	Resolution Details	Earnings	BASIC PAY	990.600000	Basic Pay	0	05/01/2019	05/15/2019	Resolution Details	Earnings	DELTA BAH	0.000000	Retro Delta BAH	0	05/01/2019	05/15/2019	Resolution Details	Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	05/01/2019	05/15/2019	Resolution Details	Deduction	FWT	91.790000	FIT Withholding	0	05/01/2019	05/15/2019	Resolution Details	Deduction	MEDICARE EE	14.370000	Medicare Tax	1	05/01/2019	05/15/2019	Resolution Details	Deduction	MEDICARE ER	14.370000	ER Medicare Tax	1	05/01/2019	05/15/2019	Resolution Details
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Procedure,
continued

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9	<p>To view the DELTA BAH, select the Retro Adjustments tab under Earnings & Deductions. This represents the member's BAH entitlement from 04/16-04/30.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Employee: Ayra Stark, Empl ID 1234567, Empl Record 0 Calendar Group ID: C119050, 201905 On-Cycle AD Mid Month Calendar Information: Calendar ID CG ACT 2019M05M, Pay Group USCG, Segment Number 1, Version 1, Revision 1 Gross Result Value: 1,576.20 USD, Net Result Value: 1,348.11 USD Earnings & Deductions Table: <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>294.750000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>990.600000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>0.000000</td> <td>294.750000</td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FWT</td> <td>91.790000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>MEDICARE EE</td> <td>14.370000</td> <td></td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> </tbody> </table> 	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	BAH	294.750000					Resolution Details	Earnings	BASIC PAY	990.600000					Resolution Details	Earnings	DELTA BAH	0.000000	294.750000				Resolution Details	Deduction	AFRH	0.250000					Resolution Details	Deduction	FWT	91.790000					Resolution Details	Deduction	MEDICARE EE	14.370000				Adjustment Detail	Resolution Details
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