### Correcting Overseas Housing Allowance (OHA) Overview

Introduction	This guide provides the procedures for a SPO to correct and approve an Overseas Housing Allowance (OHA) transaction in Direct Access (DA).
References	<ul> <li>(a) <u>Coast Guard Pay Manual, COMDTINST M7220.29</u></li> <li>(b) <u>Joint Travel Regulations (JTR), Chapters 8-10</u></li> <li>(c) <u>Overseas Housing Allowance (OHA) Briefing Sheet, PDTATAC</u></li> <li>(d) <u>OHA Tables, Joint Travel Regulations (JTR), Appendix K</u></li> <li>(e) <u>DOD FMR Vol. 7A, Chapter 26 - Housing Allowances</u></li> <li>(f) <u>Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2</u> (series)</li> </ul>
Important Information	<ul> <li>If an OHA transaction is denied for any reason, it is IMPORTANT to remember that the most recent <u>approved</u> OHA transaction will continue to run, and therefore continue to pay/not pay the member. The only way to stop/start an OHA entitlement is to ensure a new row is approved. The new row may be an Active row updating the OHA entitlement or an Inactive row, stopping the OHA entitlement.</li> <li>The member AND all OHA eligible dependents addresses should be updated to reflect the OHA locality. Within DA, this is completed under HR Data Shortcuts &gt; Personal Information and Dependent Information. This is important for audit and verification of the OHA entitlement.</li> <li>Pay Technicians should be stopping OHA when a member's lease is terminated. The system will automatically stop OHA in connection with the PCS departure. However, members will often terminate their leases/rentals prior to the actual PCS departure date and go on TLA once their household goods are picked up.</li> </ul>
Required Documents	<ul> <li>Members requesting payment of OHA or MIHA shall provide:</li> <li>BHA/Housing Worksheet CG Form 2025</li> <li>Individual Overseas Housing Allowance (OHA) Report, DD Form 2367</li> <li>Copy of Rental / Lease, or Purchase Agreement</li> </ul>

## Correcting OHA (Editing a Single Row), Continued

In-Range vs. Out-of-Range	If the correction is In-Range (the entire affected period periods or 1 year): follow the steps in this guide and all should be processed automatically without manual inter-	is within 24 pay corrections vention by PPC.			
	If the correction is Out-of-Range (any part of the affected than 24 pay periods or 1 year): follow the steps in this g corrections/changes have been approved, all the correct <b>MUST</b> be reported to PPC Customer Care to be process	ed period is older guide. Once all ions/changes sed manually.			
	For guidance on how to take and attach screenshots (rec submitting a Customer Care ticket, see the <u>Submitting T</u> with <u>Supporting Images</u> user guide.	juired) when Frouble Tickets			
Fixed Exchange Rate	If the Fixed Exchange Rate is displaying an incorrect rate (does not match the exchange rate listed in reference (d)), uncheck the Fixed Exchange Rate box and click Save. Re-check the Fixed Exchange Rate box and click Save again. This should populate the correct exchange rate per reference (d).				
Auditing Standards	<ul> <li><u>Email ALSPO B/19</u> implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:</li> <li><u>Pay Calculation Results</u></li> <li><u>One Time Positive Input (OTPI)</u></li> <li><u>Element Assignment by Payee (EABP)</u></li> </ul>				
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## Correcting OHA (Editing a Single Row)

Introduction	This section provides the procedures for a SPO to correct a member's Overseas Housing Allowance (OHA) by editing the OHA row in DA.				
Corrections and Timing	While some OHA 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 OHA 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.				
	<ul><li>First, delete the OHA row(s) from newest to oldest:</li><li>1. Delete the NEWEST incorrect OHA row.</li><li>2. Approve the deletion.</li><li>3. Repeat steps 1 and 2 until the entire affected period is deleted.</li></ul>				
	<ul> <li>Then, add OHA row(s), from oldest to newest.</li> <li>1. Add the oldest OHA row with the correct information.</li> <li>2. Approve the addition.</li> <li>3. Repeat steps 1 &amp; 2 until the entire period is added.</li> </ul>				
	It is important to take <u>screenshots</u> of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.				
	Continued on next page				

## Correcting OHA (Editing a Single Row), Continued

Procedu	res See below.						
Step	Action						
1	Click on the Active/Reserve Pay Tile.						
	Active/Reserve Pay						
1.5	Select the <b>Housing Allowance</b> option.						
	Provy - Submit Absence						
	Request						
	Voluntary Deductions						
	SGLI + FSGLI						
	Tax Data USA						
	Housing Allowance						
	Dependent Information						
	Cost of Living Allowance						
	Generate BAH/Emergency Contact						
	BAH Dependency Verification						
	MGIB Enrollments						
	AVIP						
	E Sea Time Balances						
	View Payslips (AD/RSV)						
	Net Distribution						
	Pay Calendar Results						
	View Member W-2s						
	Proxy - Submit Non-Charge Abs						
J	Letter and the second se						

## Correcting OHA (Editing a Single Row), Continued

#### **Procedures**,

continued

Step	Action
2	Enter the member's <b>Empl ID</b> , check the <b>Correct History</b> box and click <b>Search</b> .
	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 V
	Department begins with V
2	Search Clear Basic Search 🖾 Save Search Criteria
3	BAH OHA FSH MIHA
	Frye, Kaylee Employee Empl ID 1234567 Empl Record 0
	BAH Entitlements Find   View All First 🚯 1 of 2 🕑 Last
	Effective Date: 06/27/2019 🛐 Delete + Status: Inactive 🗸 Approved: 🗹 Grand Fathered
	BAH Change     Transfer     9876543     Zoe Washburne       Approved at:     07/09/19 11:38AM
	BAH Qtr Status:U     Q     Description:     Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs       BAH Zip:     99999     BAH Type:     BAH RC/T With Dependents       Military Rank:     W4     BAH Rate:     1423.5000
	Fair Rent:   BAH Entitle:   1423.5000
	BAH Dependent Beneficiaries       Personalize   Find   🖉   🔢       First ③ 1 of 1 ④ Last         Dependent Information       Termination Information       Image: Personalize   Find   🖉   East
	*Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval
	1 04 Q Tam, Simon Spouse 10/11/1967 04/06/2007 12/19/2012 11:54:19PM
	Return to Search 🖸 Notify

## Correcting OHA (Editing a Single Row), Continued

#### **Procedures**,

continued

Step	Action								
4	The member's current OHA row will display. If the row to be corrected isn't th								
	most recent, click View	7 All.							
	BAH OHA FSH MIHA								
	Frye, Kaylee Emp	ployee Empl ID 1234567 Empl Record 0							
	Overseas Housing Allowance	Find View All First 🕚 1 of 10 🕑 Last							
	Effective Date: 07/11/2019 3 Status: Active V	Approved: 🗹							
		Approver: 9876543 Zoe Washburne							
	OHA Type: OHA With Depende	Approved at: 07/22/2019 2:01PM							
	OHA Reason: Iranster	Home Owner Indicator							
	Locality Code: NL015								
	OHA Rental Table Amount:	2159.00 Entitled OHA Amount: 2309.00							
	Monthly Rental Amount:	2000.00 Utilities Included in Rent: None							
	Shared Rental Amount: Constructive Rental Cap:	2000.00 Utility Point Total: 0							
	OHA Rental Sharers	Personalize   Find   🖉   👪 First 🕚 1 of 1 🕑 Last							
	*Branch of Service	EmplID Sharer Name							
	1								
	OHA Dependents	Personalize   Find   💷   🌃 First 🕢 1 of 1 🕑 Last							
	*ID Name	Relation Sps Srvc Branch Sps Empl							
	1 04 Q Tam, Simon	Spouse N +							
	Return to Search	Vpdate/Display J Include History Correct History							

## Correcting OHA (Editing a Single Row), Continued

### Procedures,

continued

All rows will now be displayed. Scroll through the rows and locate the row(s) the require correction.  BAH OHA FSH MIHA  Frye. Kaylee Employee Employ Employee Employ 1234557 Emplecod 0  Versease Housing Allowance Find [View] First 110 of 10 Last  Effective Date: 07/11/2019 B Status: Addree Approved: Approved: Approved: Approved at 07/22/2019 2.01FM OHA Rental Table Amount: 2000.00  OHA Rental Table Amount: 2150.00  OHA Rental Table Amount: 2000.00  Utility Bench and Amount: 2569.00  OHA Rental Table Amount: 2000.00  Utility Recurring Maint Allow: 569.00  OHA Rental Table Amount: 2000.00  Utility Recurring Maint Allow: 569.00  OHA Rental Sharers Personalize Find [I] First 1 of 1 Last  OHA Dependents Personalize Find [I] First 1 of 1 Last  OHA Dependents Approved: Approved: Approved at 07002019 4.02AM OHA Rental Amount: 000.00  Utility Ported at. Correct Opendents Approved: Approved at 07002019 4.02AM OHA Rental Amount: 000.00  Utility Bental Amount: 000.00  Utility Bental Amount: 000.00  Utility Bental Amount: 000.00  Constructive Rental Cap: 2728.00  Utilities Included in Rent: Mane  Effective Date: 06/25/2019 B Status: Approved: Approved: Approved: Approved at 07002019 4.02AM OHA Rental Amount: 000.00  Utility Point Totat: 0 Constructive Rental Amount: 000.00  Utility Bental Amount: 000.00  Utility Bental Amount: 000.00  Monthy Rental Amount: 000.00  Utility Bental Amount: 000.00  Monthy Rental Amount: 000.00  Monthy Rent				A	ction						
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Status:       Interver       Approver:       9876543       Zoe Washburne         OHA Type:       OHA With Dependents       Approved at:       07/09/2019       4:02AM         OHA Reason:       Transfer       Image: Constructive Rental Cap:       Image: Constructive Rental Cap:       Image: Constructive Rental Cap:       01115.00       Utilities Included in Rent:       None         OHA Rental Sharers       Personalize   Find   Image: Rental Cap:       Image: Rental Cap:       1 of 1 image: Last         Image: Branch of Service       EmpliD       Sharer Name       Image: Rental Cap:       Image: Rental Cap:         OHA Dependents       Personalize   Find   Image: Rental Cap:       Personalize   Find   Image: Rental Cap:       Image: Rental Cap:         1       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:         1       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:         1       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:         1       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:         1       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:       Image: Rental Cap:         1       <	Effective Date:	06/25/2019 3			Approved	: 🗸					
Approver: 9876543 Zoe Washburne OHA Type: OHA With Dependents  Approved at: 07/09/2019 4:02AM OHA Reason: Transfer  Home Owner Indicator Locality Code: SG001  Fixed Exchange Rate OHA Rental Table Amount: 9000.00 Monthly Rental Amount: 8010.72 Utilities Included in Rent: None  V Shared Rental Amount: 8010.72 Utility Point Total: 0 Constructive Rental Cap: 10115.00 OHA Rental Sharers  Personalize   Find   Rent I of 1  Last Branch of Service EmpliD Sharer Name OHA Dependents  Personalize   Find   Rent I of 1  Last 10 Name Relation Sps Branch Sps Empl	Status:	macuve 🗸						_			
OHA Type: OHA Type:   OHA Reason: Transfer   Locality Code: SG001   Shared Rental Amount: 9000.00   Monthly Rental Amount: 8010.72   Utilities Included in Rent: None   None V   Shared Rental Amount: 8010.72   Utility Point Total: 0   Constructive Rental Cap: 10115.00   Utility Recurring Maint Allow: 1115.00   OHA Rental Sharers Personalize   Personalize Find   Personalize Find   I V   I V   I V   I I   I V   I I   I V   I I   I	0114 7	OHA With Dependents		V	Approver	: 9	9876543	Z	be Was	hburne	m
OHA Reason: Indicator   Locality Code: SG001 Q   OHA Rental Table Amount: 9000.00   Monthly Rental Amount: 8010.72   Utilities Included in Rent: None   None ✓   Shared Rental Amount: 8010.72   Utility Point Total: 0   Constructive Rental Cap: 10115.00   Utility Recurring Maint Allow: 1115.00   OHA Rental Sharers   Personalize   Find   Image: Perso	OHA Type:	Transfer		~	Approved	iat: (	07/09/2019	4:02AM			0
Locality Code:       Sound Q       Entitled OHA Amount:       9125.72         OHA Rental Table Amount:       9000.00       Entitled OHA Amount:       9125.72         Monthly Rental Amount:       8010.72       Utilities Included in Rent:       None       ✓         Shared Rental Amount:       8010.72       Utility Point Total:       0         Constructive Rental Cap:       10115.00       Utility Recurring Maint Allow:       1115.00         OHA Rental Sharers       Personalize   Find   Image:       First        1 of 1        Last         *Branch of Service       EmpliD       Sharer Name       Image:       Image: <td< td=""><td>UHA Reason:</td><td></td><td></td><td>•</td><td></td><td>L [</td><td>Home O Fixed Ex</td><td>wher ind</td><td>Rate</td><td></td><td></td></td<>	UHA Reason:			•		L [	Home O Fixed Ex	wher ind	Rate		
OHA Rental Table Amount:     9000.00       Monthly Rental Amount:     8010.72       Utilities Included in Rent:     None       Shared Rental Amount:     8010.72       Utilities Included in Rent:     None       Constructive Rental Cap:     10115.00       OHA Rental Sharers     Personalize   Find   🔄   🗟       *Branch of Service     EmpliD       Sharer Name     Image: Specific Structure       1     Image: Specific Structure       OHA Dependents     Personalize   Find   🔄   Image: Specific Structure       1D     Name       104     Tam Simon	Locality Code:	30001		Endid -				9125 72	unc.		
Monthly Rental Amount:       8010.72       Utilities Included in Rent:       None       V         Shared Rental Amount:       8010.72       Utility Point Total:       0         Constructive Rental Cap:       10115.00       Utility Recurring Maint Allow:       1115.00         OHA Rental Sharers       Personalize   Find   2   1 First 4 1 of 1 2 Last         *Branch of Service       EmplID       Sharer Name         1       V       Q         OHA Dependents       Personalize   Find   2   1 First 4 1 of 1 2 Last         *ID       Name       Relation         Sps       Sps Empl         104.Q       Tam Simon	OHA Rental Ta	ble Amount: 90	00.00	Enude	I UHA AM	ount					
Snared Rental Amount:       8010.72       Utility Point Total:       0         Constructive Rental Cap:       10115.00       Utility Recurring Maint Allow:       1115.00         OHA Rental Sharers       Personalize   Find   2   1 First (1 of 1 ) Last         *Branch of Service       EmplD         Sharer Name       Image: Sharer Name         1       Image: Sharer Name         0       Image: Sharer Name         1       Image: Sharer Name         1       Image: Sharer Name         Image: Sharer Name       Image: Sharer Na	Monthly Ren	tal Amount:	3010.72	Utilities In	cluded in F	Rent: 🗌	None			~	
OHA Rental Sharers     Personalize   Find   I I First 4 1 of 1 Last       *Branch of Service     EmpliD       1     I I I I I I I I I I I I I I I I I I I	Shared Rent	al Amount: 80	010.72	Uti	lity Point ⊺ na Moint A	Fotal:	0	445.00			
*Branch of Service     EmpliD     Sharer Name       1     Image: Service structure     Image: Service structure       0     Image: Service structure     Image: Service structure       1     Image: Service structure     Service structure       1     Image: Service structure     Service structure		I Sharore	115.00	Junty Recult	Doroga	alize I	Tipd J 2 J	115.00	Firet	A	1 🕞 Last
OHA Dependents     Personalize   Find        I       *ID     Name     Relation       \$Sps     Branch     Sps Empl	tDrangh a	f Convice	Emel	ID Shar	reison	anze (	riiu ( cu (		riist	0 1 OF	Last
Image: Normalized problem     Image: Normalized problem       OHA Dependents     Personalized problem       Image: Normalized problem     First (Image: Normalized problem)       Image: Normalized problem     Sps Spring       Image: Normalized problem     Sps Spring	-branch o	1 JOI VICE	empi	- Shar							
OHA Dependents       Personalize   Find   Image: First @ 1 of 1 @ Last         *ID       Name       Relation       Sps Srvc       Branch       Sps Empl       Image: First @ 1 of 1 @ Last         1       04       Tam Simon       Spouse       N       Image: First @ 1 of 1 @ Last       Image: First @ 1 of 1 @ Last	1	~	·	Q							
*ID     Name     Relation     Sps Srvc     Branch     Sps Empl       1     04     0     Tam Simon     Spouse     N	OHA Deper	ndents			Person	alize	Find   🖾		First	🕙 1 of	1 🕑 Last
1 04 O Tam Simon Spouse N	*ID	Name		Relation	Sps Srvc	Brand	ch	Sps Emp			
A STATE AND A STAT	1 04 0	Tam. Simon		Spouse	N						+ -

Continued on next page

## Correcting OHA (Editing a Single Row), Continued

#### **Procedures**,

continued

Step	Action
6	Make changes to any of the editable fields as appropriate. In this example, the most recent OHA row required a correction to the Monthly Rental Amount and the Utilities included in Rent.
	<b>IMPORTANT:</b> It is important to take a <u>screenshot</u> of the row prior to making any changes.
	<b>Remember:</b> If the <b>Effective Date</b> needs to be corrected, the row must be deleted
	and re-entered with the correct date. See the <u>Correcting OHA (Deleting a Row)</u>
	section for more guidance.
	BAH OHA FSH MIHA
	Frye, Kaylee Employee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance Find   View All First 🕚 1 of 10 🕑 Last
	Effective Date: 07/11/2019 II Status: Active V Approved: V
	Approver:       98/6543       20e Washburne         OHA Type:       OHA With Dependents       Approved at:       07/22/2019       2:01PM         OHA Reason:       Transfer       Image: Construction of the second
	OHA Rental Table Amount: 2159.00 Entitled OHA Amount: 2569.00
	Monthly Rental Amount: 2000.00 Utilities Included in Rent: None
	Shared Rental Amount: 2000.00 Utility Point Total: 0 Constructive Rental Cap: 2728.00 Utility Recurring Maint Allow: 560.00
	OHA Rental Sharers Personalize   Find   2   E
	*Branch of Service EmpliD Sharer Name
	OHA Dependents Personalize   Find   🔄   🤀 First 🕚 1 of 1 🕑 Last
	*ID Name Relation Sps Branch Sps Empl
	1 04 Q Tam, Simon Spouse N 🛨 🗖
	🔚 Save 🔯 Return to Search 🔄 Notify 🖉 Update/Display 👂 Include History

## Correcting OHA (Editing a Single Row), Continued

#### **Procedures**,

continued

Step	Action							
7	Once all changes have been ma	ide, click the Notepad icon.						
	BAH OHA FSH MIHA							
	Frye, Kaylee Employee	Empl ID 1234567 Empl Record 0						
	Overseas Housing Allowance	Find   View All 🛛 First 🕚 1 of 10 🕑 Last						
	Effective Date: 07/11/2019 3	Approved: 🗹						
		Approver: 9876543 Zoe Washburne						
	OHA Type: OHA With Dependents	Approved at: 07/22/2019 2:01PM						
	OHA Reason:	Home Owner Indicator						
	Locality Code: NL015	Fixed Exchange Rate						
	OHA Rental Table Amount: 2159.00	Entitled OHA Amount: 2009.00						
	Monthly Rental Amount: 2100.00	Utilities Included in Rent: Some						
	Shared Rental Amount: 2100.00	Utility Point Total: 5						
	Constructive Rental Cap: 2728.00	Utility Recurring Maint Allow: 569.00						
	OHA Rental Sharers	Personalize   Find   🖾   🎫 First 🕚 1 of 1 🕑 Last						
	*Branch of Service Emp	IID Sharer Name						
	1	Q + -						
	OHA Dependents	Personalize   Find   🖓   🔢 First 🛞 1 of 1 🕑 Last						
	*ID Name	Relation Sps Branch Sps Empl						
	1 04 Q Tam, Simon	Spouse N +						
	Save Return to Search Notify	Dipdate/Display Disclude History 🕑 Correct History						

# Correcting OHA (Editing a Single Row), Continued

### **Procedures**,

continued

			Action		
Select Ad	d a New I	Note.			
1 N	lotepad				
<ul> <li>Instruction</li> </ul>	s				
<ul> <li>Selection</li> </ul>	Criteria				
	*EmplID 123	34567			
	*Decord 0				
	Record				
*Effe	ctive Date 201	19-07-11	,		
Ne	otes From		Through		
Sear	ch	Add a Ne	ew Note		
Existing Note	S				
<b>≣</b> , Q					1-1 of 1 🔽
EmplID	Record	Effective Date	Subject	Created	
1234567	0	2019-07-11	TLA Used	07/22/2019 12:30PM	
1201001					
Enter a <b>Su</b> Click <b>Sav</b> page.	<b>ibject</b> and e. Upon s	l Note Text d	escribing the	e reason for the dow to return to	o the member'
Enter a Su Click Sav page.	ibject and e. Upon s	I Note Text d saving, 'X' ou Notepad - Hidd	escribing the tot of the wind	e reason for the dow to return to	e OHA correcti o the member'
Enter a Su Click Sav page. Housing Alla	ibject and e. Upon s wance	l Note Text d saving, 'X' ou Ø Notepad - Hidd	escribing the tof the wind	e reason for the dow to return to	e OHA correction of the member'
Enter a Su Click Sav page. Housing Alle Selected E	ibject and e. Upon s wance lected Not	I Note Text d saving, 'X' ou Motepad - Hidd te	escribing the to the wind	e reason for the dow to return to	e OHA correction of the member'
Enter a Su Click Sav page. Housing Alle Housing Alle Selected F	abject and e. Upon s wance lected Not ons Performance	I Note Text d saving, 'X' ou Notepad - Hidd te Note	escribing the to f the wind	e reason for the dow to return to	e OHA correcti o the member'
Enter a Su Click Sav page. Housing Alla Housing Alla Selected F Selected F	abject and e. Upon s wance lected Not Performance tions	I Note Text d saving, 'X' ou Ø Notepad - Hidd te Note	escribing the to f the wind	e reason for the dow to return to	e OHA correction of the member'
Enter a Su Click Sav page. Housing Alle Housing Alle Selected F Applica	ibject and e. Upon s wance lected Not ons Performance tions EmplID	I Note Text de saving, 'X' ou Notepad - Hidd te Note	escribing the to the wind	e reason for the dow to return to Created	OHA correction the member'
Enter a Su Click Sav page. Housing Alla Housing Alla Elected F Applica	abject and e. Upon s wance lected Not ons Performance tions EmplID Record	I Note Text d saving, 'X' ou Notepad - Hidd te Note 1234567 0	escribing the to the wind	e reason for the dow to return to Created Creator	OHA correction the member' o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alla Elected F Applica	Ibject and e. Upon s wance lected Not ons Performance tions EmplID Record ffective Date	I Note Text d saving, 'X' ou <i> </i>	escribing the to the wind	e reason for the dow to return to Created Creator Updated	e OHA correction the member' o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alla Housing Alla Elected F Applica	abject and e. Upon s wance lected Not Performance tions EmplID Record	I Note Text d saving, 'X' ou <i>≧</i> Notepad - Hidd te 1234567 0 2019-07-11	escribing the to the wind	e reason for the dow to return to Created Creator Updated By	e OHA correcti o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alla Housing Alla Elected F Applica	ibject and e. Upon s wance lected Not Performance tions EmplID Record ffective Date	I Note Text de saving, 'X' out Note Note 1234567 0 2019-07-11	escribing the to of the wind	e reason for the dow to return to Created Creator Updated Updated By	e OHA correcti o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alle Housing Alle Selected F Applica	Ibject and e. Upon s wance lected Not ons Performance tions EmplID Record ffective Date Subject Note Text	Note Text de saving, 'X' ou Notepad - Hidd te Note 1234567 0 2019-07-11 OHA Correction Rental amount ent	escribing the at of the wind en	e reason for the dow to return to Created Creator Updated By should be 2100 vice 2	e OHA correction the member' o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alla Housing Alla Elected F	abject and e. Upon s lected Not performance tions EmpIID Record ffective Date Subject Note Text	I Note Text de saving, 'X' out Note Note 1234567 0 2019-07-11 OHA Correction Rental amount ent covered.	escribing the to of the wind of the the term of te	e reason for the dow to return to Created Creator Updated By should be 2100 vice 2	e OHA correction the member' o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alle Housing Alle Selected F Applica	abject and e. Upon s lected Not ons Performance tions EmplID Record ffective Date Subject Note Text	Note Text desaving, 'X' out Note Note Note Note 1234567 0 2019-07-11 OHA Correction Rental amount ent covered.	escribing the at of the wind en	e reason for the dow to return to Created Creator Updated By should be 2100 vice 2	e OHA correction the member' o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alla Housing Alla Elected F Applica	ibject and e. Upon s wance lected Not Performance tions EmplID Record ffective Date Subject Note Text	I Note Text de saving, 'X' out Note Note 1234567 0 2019-07-11 OHA Correction Rental amount ent covered.	escribing the at of the wind en	e reason for the dow to return to Created Creator Updated By should be 2100 vice 2	e OHA correction the member' o the member' 08/22/2019 11:10A Hoban Washburne
Enter a Su Click Sav page. Housing Alla Housing Alla Selected F Applica	abject and e. Upon s lected Not performance tions EmplID Record ffective Date Subject Note Text	I Note Text de saving, 'X' out Note Note 1234567 0 2019-07-11 OHA Correction Rental amount ent covered.	escribing the to of the wind	e reason for the dow to return to Created Creator Updated By should be 2100 vice 2	e OHA correction the member' o the member' 08/22/2019 11:10A Hoban Washburne

## Correcting OHA (Editing a Single Row), Continued

#### **Procedures**,

continued

Step	Action							
10	Verify all changes have been entered as appropriate. Click Save.							
	BAH OHA FSH MIHA							
	Frye, Kaylee Employee Empl ID 1234567 Empl Record 0							
	Overseas Housing Allowance Find   View All First 🕚 1 of 10 🕑 Last							
	Effective Date: 07/11/2019 3 Status: Active V Approved: V	ł						
	Approver: 9876543 Zoe Washburne							
	OHA Type: OHA With Dependents  Approved at: 07/22/2019 2:01PM							
	OHA Reason: Transfer							
	Locality Code: NL015 Q Exchange Rate							
	OHA Rental Table Amount: 2159.00							
	Monthly Rental Amount: 2100.00 Utilities Included in Rent: Some							
	Shared Rental Amount: 2100.00 Utility Point Total: 5							
	OHA Dental Sharare							
	*Branch or Service Empility Sharer Name							
	OHA Dependents Personalize   Find   🖾   🧱 First 🕚 1 of 1 🕑 Last							
	*ID Name Relation Sps Branch Sps Empl							
	1 04 Q Tam, Simon Spouse N 🛨 🖃							
	Save Return to Search Notify Dydate/Display Include History Correct History							

## Correcting OHA (Editing a Single Row), Continued

# **Procedures**, continued

Step	Action								
11	Upon saving, the <b>Approver</b> information will no longer be populated. The	;							
	correction has been forwarded to the SPO tree for approval.								
	BAH OHA FSH MIHA								
	Frye, Kaylee         Employee         Empl ID         1234567         Empl Record	0							
	Overseas Housing Allowance Find   View All First 🕚 1 of	10 🕑 Last							
	Effective Date: 07/11/2019 II Status: Active V Approved: Approved:	•							
	Approver:								
	OHA Type: Transfer V Home Owner Indicator	-							
	Lessific Code: NI 015 0								
	Entitled OHA Amount: 2669.00								
	OHA Rental Table Amount: 2159.00								
	Shared Rental Amount: 2100.00 Utility Point Total: 5								
	Constructive Rental Cap: 2728.00 Utility Recurring Maint Allow: 569.00								
	OHA Rental Sharers Personalize   Find   🖾   🔜 First 🕚 1 of 1	Last							
	*Branch of Service EmpIID Sharer Name								
		± =							
	OHA Dependents Personalize   Find   🔄   👪 First 🕚 1 of 1 🕑 Last								
	*ID Name Relation Sps Branch Sps Empl								
	1 04 Q Tam, Simon Spouse N	+ -							
	Return to Search 🔄 Notify 🖉 Update/Display 🔎 Include History 🕑 Cor	ect History							
12	Per <u>Email ALSPO B/19</u> , once the OHA request has been approved, it is in to review the member's Pay Calculation Results to ensure the pay transact	nportant ion							
	processed correctly. Please see the Pay Calculation Results user guide for	more							
	information on navigating, reviewing, and validating nav transactions.								
	Remember, if this correction is <b>Out-of-Range</b> (any part of the affected per older than 24 pay periods or 1 year), all the corrections/changes <b>MUST</b> be reported to <b>PPC</b> Customer Care to be processed manually (see In Pange	riod is							
	of-Range for more guidance).	<u>vs. Out-</u>							

## Correcting OHA (Inserting a Row)

Introduction	This section provides the procedures for a SPO to insert a row and make corrections to existing rows of a member's OHA in DA.
Corrections and Timing	While some OHA 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 OHA 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.
	<ul><li>First, delete the OHA row(s) from newest to oldest:</li><li>1. Delete the NEWEST incorrect OHA row.</li><li>2. Approve the deletion.</li><li>3. Repeat steps 1 and 2 until the entire affected period is deleted.</li></ul>
	<ul><li>Then, add OHA row(s), from oldest to newest.</li><li>1. Add the oldest OHA row with the correct information.</li><li>2. Approve the addition.</li><li>3. Repeat steps 1 &amp; 2 until the entire period is added.</li></ul>
	It is important to take <u>screenshots</u> of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.

Procedures

See below.

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

# Correcting OHA (Inserting a Row), Continued

### Procedures,

continued

Step	Action					
1.5	Select the Housing Allowance option.					
	Direct Deposit					
	Proxy - Submit Absence Request					
	Voluntary Deductions					
	SGLI + FSGLI					
	Tax Data USA					
	Housing Allowance					
	Dependent Information					
	Cost of Living Allowance					
	Generate BAH/Emergency Contact					
	BAH Dependency Verification					
	MGIB Enrollments					
	AVIP					
	Sea Time Balances					
	View Payslips (AD/RSV)					
	The Distribution					
	Pay Calendar Results					
	View Member W-2s					
	Proxy - Submit Non-Charge Abs					

## Correcting OHA (Inserting a Row), Continued

### **Procedures**,

continued

Step	Action
2	Enter the member's <b>Empl ID</b> , check the <b>Correct History</b> box and click <b>Search</b> .
	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 V
	Last Name begins with V
	Alternate Character Name begins with V
	Middle Name begins with V
	Business Unit begins with 🗸
	Department Set ID begins with V
	Department begins with V
	Include History Correct History Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
3	The member's BAH page will display. Click the <b>OHA</b> tab.
	BAH OHA FSH MIHA
	Malcolm Reynolds         Employee         Empl ID         1234567         Empl Record         0
	BAH Entitlements Find   View All First ④ 1 of 6 ④ Last
	Effective Date: 06/10/2018
	Status: Approved: M Grand Fathered
	Approver: 0543218 River Tam Approved at: 06/14/18 4:21AM
	BAH Change Hallser  BAH Qtr Status: G Q Description: W/O dependents: Mbr not in govt atrs
	BAH Zip: 04106 ME139 BAH Type: BAH Without Dependents
	Fair Rent: BAH Entitle: 1587.0000 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
	🔚 Save 🔯 Return to Search 🔄 Notify

## Correcting OHA (Inserting a Row), Continued

### **Procedures**,

continued

Step	Action								
4	The member's current OHA row will display.								
	In this example, the member got married in October 2018. He and his dependent spouse moved into a new apartment on October 13 <sup>th</sup> , 2018. Because this entry takes place prior to the current row, a new row will need to be inserted and any OHA row with an Effective Date after 10/13/18 will need to be updated to reflect any required changes (i.e., OHA Type, dependent data, monthly rent, utilities, etc.)								
	BAH OHA FSH MIHA								
	Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0								
	Overseas Housing Allowance Find View All First 🕚 1 of 3 🕑 Last								
	Effective Date: 07/16/2019 3 Status: Active  Approved: Approved: Approved: Approver: 6789123 Kaylee Frye								
	OHA Type: OHA Without Dependents  Approved at: 07/22/2019 4:00PM								
	OHA Reason: JFTR Rate Change								
	Locality Code: GU001 Q								
	OHA Rental Table Amount: 2205.00 Entitled OHA Amount: 2924.25								
	Monthly Rental Amount: 2205.00 Utilities Included in Rent: Some								
	Shared Rental Amount: 2205.00 Utility Point Total:								
	OHA Rental Sharers								
	*Branch of Service EmplID Sharer Name								
	*ID Name Relation Srvc Branch Sps Empl								
	🔚 Save 🔯 Return to Search 🔄 Notify 🖉 Update/Display 🔎 Include History								

# Correcting OHA (Inserting a Row), Continued

#### **Procedures**,

continued

Step	Action									
5	For the purposes of this example, a row will need to be inserted after the									
	08/01/2018 row to account for the OHA changes. To add a row, click the (+)									
	button located on the 08/01/2018 row.									
	BAH OHA FSH MIHA									
	Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0									
	Overseas Housing Allowance Find   View 1 First ④ 1-3 of 3 ④ Last									
	Delete +									
	Status: Active V Approved:									
	Approver: 6789123 Kaylee Frye									
	OHA Type: OHA Without Dependents V Approved at: 07/22/2019 4:00PM									
	OHA Reason: JFTR Rate Change									
	Locality Code: GU001 Q									
	OHA Rental Table Amount: 2205.00 Entitled OHA Amount: 2924.25									
	Monthly Rental Amount: 2205.00 Utilities Included in Rent: Some									
	Shared Rental Amount: 2205.00 Utility Point Total: 8									
	Constructive Rental Cap: 2924.25 Utility Recurring Maint Allow: 719.25									
	OHA Rental Sharers Personalize   Find   🔄   👪 First 🕚 1 of 1 🕑 Last									
	*Branch of Service EmplID Sharer Name									
	OHA Dependents Personalize   Find   🖾   👪 First 🕚 1 of 1 🕑 Last									
	*ID Name Relation Sps Branch Sps Empl									
	1 Q + -									
	Effective Date: 08/01/2018 +									
	Status: Active V Approved: V									
	Approver: 6789123 Kaylee Frye									
	OHA Type: OHA Without Dependents  Approved at: 08/09/2018 12:47PM									
	OHA Reason: JFTR Rate Change  V  Home Owner Indicator									
	Locality Code: GU001 Q Fixed Exchange Rate									
	OHA Rental Table Amount: 2205 00 Entitled OHA Amount: 2895.00									
	Monthly Rental Amount: 2205.00 Utilities Included in Rent: Some									
	Shared Rental Amount: 2205.00 Utility Point Total: 8									
	Constructive Rental Cap: 2895.00 Utility Recurring Maint Allow: 690.00									
	OHA Rental Sharers     Personalize   Find   🖾   👪     First ④ 1 of 1 ④ Last									
	*Branch of Service EmplID Sharer Name									

## Correcting OHA (Inserting a Row), Continued

### **Procedures**,

continued

A new r				Actio	n						
A new row will populate. Ensure it sits between the appropriate dates (in this case											
between the most current row of 07/16/2019 and 08/01/2018). Because the new row											
inserted using the 08/01/2018 row, the Effective Date defaults to 08/01/2018.											
BAH OF	IA FSH MIHA										
Malcolm Reynolds Employee Empl ID 1234567 Empl Reco								Record	(	)	
Overseas Housing Allowance Find   View 1 First 🕚 1.4 of 4 🕑 Las									ast		
Effective D	07/16/2019							Dele	te		+
Status:	Active V			Approved:	$\checkmark$						
				Approver:	6789123	Kavlee	Frve				
OHA Type:	OHA Without Depender	nts 🗸		Approved a	it: 07/22/201	9 4:00PM	,.				
OHA Reas	IFTR Rate Change	~			🗌 Home (	Owner Indi	cator				
Locality Co	de: GU001 🔍				Fixed E	Exchange I	Rate				
OHA Renta	I Table Amount: 2	205.00	Entitled	OHA Amou	int:	2924.25					
Monthly	Rental Amount:	2205.00 L	Itilities Inc	luded in Re	nt: Some			~	•		
Shared	Rental Amount: 2	205.00	Util	ity Point To	tal: 8						
Construc	tive Rental Cap: 2	924.25 Utilit	y Recurrin	g Maint Allo	ow:	719.25					
OHA R	ental Sharers			Personali	ze   Find   [쾬		First	🐠 1 of	1 🕐	Last	
*Brar	ch of Service	EmpIID	Share	er Name							
1	``````````````````````````````````````		Q						+	-	
				Demonst	L Find L [7]		First	a	. 6		
OHA De	ependents			Personali	ze   Find   🖙		FIISt	● 1 OF	1 1	Last	
*ID	Name	Relat	tion	Srvc	Branch	Sps Empl					
1	Q								+	-	
Effective D	ate: 08/01/2018							Dele	te		÷
Effective D Status:	ate: 08/01/2018 🛐 Active 🗸			Approved:				Dele	te		+
Effective D Status: OHA Type:	ate: 03/01/2018 🛐 Active 🗸			Approved: Approver: Approved a	ıt:			Dele	te		+
Effective D Status: OHA Type: OHA Rease	ate: 08/01/2018 🛐 Active 🗸	×		Approved: Approver: Approved a	it:	Owner Ind	cator	Dele	te		÷
Effective D Status: OHA Type: OHA Rease Locality Co	ate: 08/01/2018 🛐 Active 🗸	> >		Approved: Approver: Approver: Approved a	it: Home ( Fixed E	Owner Indi Exchange I	cator Rate	Dele	te		+
Effective D Status: OHA Type: OHA Rease Locality Co OHA Renta	ate: 08/01/2018 🛐 Active 🗸 on: de:Q I Table Amount:	<u> </u>	Entitled	Approved: Approver: Approver: Approved a OHA Amou	it: Home ( Fixed E	Owner Indi Exchange I	cator Rate	Dele			•
Effective D Status: OHA Type: OHA Rease Locality Co OHA Renta Monthly	ate: 08/01/2018 🛐 Active 🗸 on: de: I Table Amount: Rental Amount:	 	Entitled	Approved: Approver: Approved a OHA Amou luded in Re	It: Home ( Fixed E Int: nt: tal- 0	Owner Indi Exchange I	cator Rate	Dele	te		÷
Effective D Status: OHA Type: OHA Rease Locality Co OHA Renta Monthly Shared Construc	ate: 08/01/2018 [b] Active Den: de: I Table Amount: Rental Amount: Rental Amount: ive Rental Cap:	V V	Entitled Itilities Inc Util y Recurrin	Approved: Approver: Approved a OHA Amou luded in Re ity Point To g Maint Allo	t: Home ( Fixed E Int: tal: 0	Owner Indi	cator Rate	Dele	·te		+
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construc	ate: 08/01/2018 (B) Active V on: V de: Q I Table Amount: Rental Amount: ive Rental Cap: ental Sharers	V V Utilit	Entitled Itilities Inc Util y Recurrin	Approved: Approver: Approved a OHA Amou luded in Re ity Point To g Maint Allo Personali	It: Home ( Fixed E Int: It: It: It: It: It: It: It: I	Owner Indi	cator Rate	Dele	te	Last	+
Effective D Status: OHA Type: OHA Rease Locality Co OHA Renta Monthly Shared Construc OHA Re	ate: 08/01/2018 🛐 Active 🗸 on: de: l Table Amount: Rental Amount: ive Rental Cap: ental Sharers ch of Service		Entitled Itilities Inc Util Y Recurrin	Approved: Approver: Approved a OHA Amou luded in Re- ity Point To g Maint Allo Personaliz r Name	It: Home ( Fixed E Int: It: It: O W: Ze   Find   [2]	Owner Indi Exchange I	cator Rate	Dele 1 of	-te	Last	•
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construct OHA Re	ate: 08/01/2018 🛐 Active 🗸 Active V Active Active V Active V Active Active V Active Active V Active V Active Active V Active V Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Ac	Utilit EmpIID	Entitled Itilities Inc Util y Recurrin	Approved: Approver: Approved a OHA Amou luded in Re ity Point To g Maint Allo Personali r Name	It: Home ( Fixed E Int: It: It: O ow: Ze   Find   [7]	Owner Indi Exchange I	icator Rate First	Dele 1 of	1 (te	Last	•
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construc OHA Re *Brar 1	ate: 08/01/2018 [b] Active Ac	V V Utilit EmpilD	Entitled Itilities Inc Util y Recurrin Share Q	Approved: Approver: Approved a OHA Amou luded in Re ity Point Tor g Maint Allo Personali r Name	It: Home ( Fixed E Int: It: It: It: It: It: It: It: I	Owner Indi Exchange	First (	Dele	te	Last	+
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construc OHA R *Brar 1  OHA D	ate: 08/01/2018 (F) Active Ac	V V Utilit EmpIID	Entitled Hilities Inc Util ty Recurrin Share Q	Approved: Approver: Approved a OHA Amou luded in Re- ity Point To- ig Maint Allo Personali Personali	It: Home ( Fixed E Int: It: It: It: It: It: It: It: I	Owner Indi Exchange I	First (	Dele 1 of 1 of	1 (te)	Last	•
Effective D Status: OHA Type: OHA Rease Locality Co OHA Renta Monthly Shared Construc OHA R *Bran 1  OHA D *ID	ate: 08/01/2018 (B) Active  Active  A	Utilia EmpIID	Entitled Htilities Inc Util y Recurrin Share ition	Approved: Approver: Approved a OHA Amou luded in Rei ity Point To g Maint Allo Personali r Name Personali Sps Styc	t: Home ( Fixed E int: tal: O ow: ze   Find   2 Branch	Owner Indi Exchange I	First (	Dele 1 of 1 of	1 (E)	Last	•
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construct OHA Re "Brai 1 OHA Du "ID	ate: 08/01/2018 B Active Acti	Utilit EmpID Relat	Entitled Itilities Inc Util y Recurrin Share Q I Share	Approved:   Approver: Approved a OHA Amou luded in Re ity Point To g Maint Allo Personali er Name Personali Sps Srvc	t: Home ( Fixed E nt: tal: 0 ow: ze   Find   2 Branch	Owner Indi Exchange I	First (	Dele 1 of 1 of	te	Last	
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construct OHA Re Brar 1 0HA Do "Brar 1 1	ate: 08/01/2018 (F) Active  Active  A	Utilit EmpIID Z	Entitled Itilities Inc Util y Recurrin Share Q L Share Share Share	Approved: Approver: Approver: Approved a OHA Amou luded in Re ity Point Tor g Maint Allo Personali r Name Personali Sps Srvc I	t: Home ( Fixed E nt: tal: 0 ow: ze   Find   2 Ze   Find   2 Branch	Owner Indi Exchange I	First (	Dele 1 of	tte	Last	
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construct OHA Re "Brar 1 0HA Da "ID 1 Effective D Status:	ate: 08/01/2018 (B) Active  Active  A	EmpIID	Entitled Itilities Inc Util y Recurrin Share ition	Approved:   Approver: Approved a OHA Amou luded in Re ity Point To ig Maint Allo Personali r Name Personali Sps Srvc Approved:	It: Fixed E Fixed E Int: It: O W: Ze   Find   2 Branch	Owner Indi Exchange I	First	Dele 1 of 1 of Dele	tte	Last	
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construc OHA Re Brar 1 0HA Du 1 1 Effective D Status:	ate: 08/01/2018 (F) Active  Active  A	v v Vtilit EmpIID v Relat	Entitled Itilities Inc Util y Recurrin Share Q ition	Approved:   Approver: Approved a OHA Amou luded in Rei ity Point To g Maint Allo Personali r Name Personali Sps Srvc   Approved:	t: Home ( Fixed E int: int: ital: ow: ze   Find   <sup>[2]</sup> Branch 6789123	Owner Indi Exchange I	First (	Dele 1 of Dele	tte	Last	
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construc OHA Re Brar 1 0HA D 1 1 Effective D Status: OHA Type:	ate: 08/01/2018 [5] Active  Active OHA Without Depender	Utilif EmpilD	Entitled Itilities Inc Util y Recurrin Share Q Share Share	Approved: Approved: Approved: Approved: Approved a OHA Amou Iuded in Relity Point Toring Maint Allo Personaliter Name	t: Home ( Fixed E int: nt: tal: 0 ow: ze   Find   Ze   Find   Branch 6789123 t: 08/09/201	Dwner Indi Exchange I	First (	Dele 1 of Dele	tte	Last	
Effective D Status: OHA Type: OHA Rease Locality CC OHA Renta Monthly Shared Construc OHA Re Bra 1 0HA D 1 1 Effective D Status: OHA Type: OHA Rease	ate: 08/01/2018 [5] Active  Active  A	Length Le	Entitled Itilities Inc Util Y Recurrin Share Construction Share	Approved: Approved: Approver: Approver: Approved a OHA Amou luded in Rei ity Point Toi g Maint Allo Personali r Name Personali Sps Srvc Approved: Approved a	t: Home ( Fixed E int: nt: it: 0 vw: ze   Find   <sup>[2]</sup> Branch 6789123 it: 08/09/2012 Home (	Owner Indi Exchange I I I Sps Empl Kaylee 8 12:47PM Owner Indi	First ( First ( First cator	Dele 1 of Dele	tte	Last	

## Correcting OHA (Inserting a Row), Continued

### Procedures,

continued

	Action
	Complete the following fields:
	• Enter the appropriate <b>Effective Date</b> and ensure the <b>Status</b> reflects Active.
	• Using the drop-down, select the appropriate <b>OHA Type</b> .
	• Using the drop-down, select the appropriate <b>OHA Reason</b> .
	• Enter the <b>Locality Code</b> or use the lookup.
	• Enter the Monthly Rental Amount.
	• Check the Home Owner Indicator box or Fixed Exchange Rate as necessary.
	• Using the drop-down, select the appropriate Utilities Included in Rent.
	• Enter any <b>OHA Rental Sharers</b> if the member is sharing the monthly rental
	expenses with another person.
	• Enter any <b>OHA Dependents</b> if the member has <b>BAH</b> eligible dependents
	residing with them at the rental location.
	Note: Refer to the <u>Starting Overseas Housing Allowance</u> for more information on
	entering OHA data.
	Effective Date: 10/13/2018 🗓 🕒
	Status: Active V Approved:
	Approver:
	OHA Type: OHA With Dependents  Approved at:
	OHA Reason: Dependency Change
	Locality Code: GU001 Q
	OHA Rental Table Amount: 2450.00
	Monthly Rental Amount: 2350.00 Utilities Included in Rent: None
	Constructive Rental Cap: 3370.00 Utility Recurring Maint Allow: 920.00
	OHA Rental Sharers Personalize   Find   🖉   👪 First 🕚 1 of 1 🕑 Last
	*Branch of Service EmplID Sharer Name
	OHA Dependents Personalize   Find   🔄   👪 First 🕚 1 of 1 🕑   ast
1	*ID Name Relation Sps Srvc Branch Sps Empl

## Correcting OHA (Inserting a Row), Continued

#### **Procedures**,

continued

Step	Action											
8	Once all the information ha	s bee	n ente	red a	s app	rop	riate, c	lick t	he N	otepa	ad i	icon.
	BAH OHA FSH MIHA											
	Malcolm Reynolds Employee				Empl	I ID	1234567		Empl	Record	0	
	Overseas Housing Allowance						Find V	/iew 1	First	1-4	of 4	🕑 Last
	Effective Date: 07/16/2019									Dele	te	+
	Status: Active V			Ар	proved:	$\checkmark$						
				Ар	prover:	6	6789123	Kaylee	Frye			
	OHA Type: OHA Without Dependents	;	$\sim$	Ар	proved	at: (	07/22/2019	4:00PM				
	OHA Reason: JFTR Rate Change		$\sim$			[	Home O	wner Ind	icator			
	Locality Code: GU001 Q						Fixed E	xchange	Rate			
	OHA Rental Table Amount: 220	05.00	En	ntitled O	HA Amo	unt:		2924.25			_	
	Monthly Rental Amount: 22	205.00	Utilitie	es Inclu	led in Re	ent: 🔇	Some			~	'	
	Shared Rental Amount: 220 Constructive Rental Cap: 200	)5.00 04.25	Litility Ro	Utility	Point To Maint All	otal:∟ low:	0	710.25				
	OHA Rental Sharers	.4.20	ounty No	curring	Personal	lizo I	Find I 🗇 I	119.25	First	1 of 1	1	Last
	*Branch of Service	Empli	)	Sharer M	ame	1201			THE	- 101		Last
		Empire	, 	Sharer h								
			Q								+	
	OHA Dependents				Personal	lize	Find 🛛 🗖		First 🤇	🗕 1 of '	1 🕑	Last
	*ID Name		Relation		Sps	Branc	:h	Sps Emp				
	1										+	-
	545-410- D-4 10/13/2018									Dele	te	•
	Status: Active V			Ар	proved:							
				Ар	prover:							
	OHA Type: OHA With Dependents		Approved at:									
	OHA Reason: Dependency Change		Home Owner Indicator									
	Locality Code: GU001						Fixed E	xchange	Rate			
	OHA Rental Table Amount: 245	50.00	DO Entitled OHA Amount: 3270.00									
	Monthly Rental Amount: 23	350.00	Utilitie	es Inclu	led in Re	ent: 🔤	None			~	'	
	Shared Rental Amount: 235 Constructive Rental Can: 237	50.00 70.00	I Itility Ro	Utility	Point To Maint All	otal:	0	020.00				
	OHA Rental Sharers	0.00	ounty no	curring	Personal	lizo I	Find I 🗇 I	520.00	First	1 of 4	•	Last
	*Branch of Service	Emplif	<u>`</u>	Sharar k	ama				THE	- 101		Last
		Linpin	, 	Sildrer	anic							
			Q								+	
	OHA Dependents				Personal	lize	Find   💷		First 🤇	🗕 1 of '	1 🕑	Last
	*ID Name		Relation	1	Sps	Bra	inch	Sps Er	npl			
	1 b2 O Corre Devealde Inerre		On our -		N							
			Spouse		N							

## Correcting OHA (Inserting a Row), Continued

### **Procedures**,

continued

Step			Action			
9	Select Add a New	w Note.				
	Notepad	I				
	<ul> <li>Instructions</li> <li>Selection Criteria</li> </ul>					
	*EmpIID	1234567				
	*Record	0				
	*Effective Date	2018-10-13				
	Notes From		Through			
	Search	Add	a New Note			
	There are no existing not	tes for the specified se	election criteria.			
10	Enter a <b>Subject</b> a Click <b>Save</b> . Upor	nd <b>Note Text</b> of n saving, <b>'X'</b> of	lescribing the reas ut of the window	son for the Ol to return to th	HA correctione member's	n. OHA
	page.					
	Housing Allowance					
	Selected No	ote				
	Instructions Selected Performance	e Note				
	Applications					
	EmpliD	1234567	Created	08/26/2019 9:12A	М	
	Record	0	Creator	Hoban Washburne	9	
	Effective Date	2018-10-13	Last Update			
			Updated By			
	Subject	OHA W/ Dependents				
	Note Text	Member acquired a dep	pendent on 10/13/2018. O	HA row inserted to r	eflect	
		new dependent and rer	ntal changes.			
	Save					
	Return to Note Selection	ion Page				

## Correcting OHA (Inserting a Row), Continued

### **Procedures**,

continued

Step	Action									
11	Verify all changes have been made as appropriate. Click Save. The request will b	е								
	forwarded to the SPO tree for approval. It is important the OHA request be									
	approved <b>immediately</b> so any additional rows may be added/corrected as									
	appropriate and approved (see Corrections and Timing for more information).									
	BAH OHA FSH MIHA									
	Malcolm Reynolds         Employee         Empl ID         1234567         Empl Record         0									
	Overseas Housing Allowance Find   View 1 First 🕔 1.4 of 4 🕑 Last									
	Effective Date: 07/16/2019									
	Status: Active V Approved: V									
	Approver: 6789123 Kaylee Frye									
	OHA Type: OHA Without Dependents  Approved at: 07/22/2019 4:00PM									
	OHA Reason: JFTR Rate Change									
	Locality Code: GU001 Q									
	OHA Rental Table Amount: 2205.00									
	Monthly Rental Amount: 2205.00 Utilities Included in Rent: Some									
	Snareu Rental Amount:         2205.00         Utility Point Total:         0           Constructive Rental Cap:         2924.25         Utility Recurring Maint Allow:         719.25									
	OHA Rental Sharers Personalize   Find   2   E First @ 1 of 1 @ Last									
	*Branch of Service EmplID Sharer Name									
	OHA Dependents Personalize   Find   🖾   🔜 First 🕥 1 of 1 🕑 Last									
	*ID Name Relation Sps Srvc Branch Sps Empl									
	1 Q + -									
	Effective Date: 10/13/2018									
	Status: Active V Approved:									
	Approver:									
	OHA Type: OHA With Dependents Approved at:									
	OHA Reason: Dependency change V Home Owner Indicator									
	Locality Code: GUUUT Q Entitled QHA Amount 3270.00									
	OHA Rental Table Amount: 2450.00									
	Shared Rental Amount: 2350.00 Utility Point Total: 0									
	Constructive Rental Cap: 3370.00 Utility Recurring Maint Allow: 920.00									
	OHA Rental Sharers Personalize   Find   🖓   🔜 First 🕚 1 of 1 🕑 Last									
	*Branch of Service EmplID Sharer Name									
	Sins									
	*ID Name Relation Srvc Branch Sps Empl									
	1 p2 Q Serra-Reynolds,Inara Spouse N									
	🔚 Save 🔯 Return to Search 🖃 Notify 🖉 Update/Display 👂 Include History									

## Correcting OHA (Inserting a Row), Continued

### **Procedures**,

continued

Step	Action
12	Once the OHA request has been <b>approved</b> , make any necessary corrections to the
	next consecutive row as appropriate. <b>Remember</b> , take a <u>screenshot</u> of the row
	prior to making any changes.
	BAH OHA FSH MIHA
	Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance Find   View 1 First ④ 1-4 of 4 ④ Last
	Delete +
	Status: Active V Approved:
	Approver: 6789123 Kaylee Frye
	OHA Type: OHA Without Dependents  V Approved at: 07/22/2019 4:00PM
	OHA Reason: JFTR Rate Change  V  Home Owner Indicator
	Locality Code: GU001 Q Fixed Exchange Rate
	OHA Rental Table Amount: 2205.00 Entitled OHA Amount: 2924.25
	Monthly Rental Amount: 2205.00 Utilities Included in Rent: Some
	Shared Rental Amount: 2205.00 Utility Point Total: 8
	Constructive Rental Cap: 2924.25 Utility Recurring Maint Allow: 719.25
	OHA Rental Sharers Personalize   Find   🖾   🎫 First 🕚 1 of 1 🕑 Last
	*Branch of Service EmpIID Sharer Name
	OHA Dependents Personalize   Find   🖾   🧱 First 🚯 1 of 1 🛞 Last
	All Name Relation Srvc Branch Sps Empl
	Delata
	Effective Date: 10/13/2018
	Status: Active V Approved: M
	Approver: 9876543 Zoe Washburne
	OHA Type: OHA With Dependency Change
	Home Owner Indicator
	Entitled OHA Amount 3270.00
	OHA Rental Table Amount: 2450.00
	Shared Rental Amount: 2350.00 Utilities Included in Rent: 1000
	Constructive Rental Cap: 3370.00 Utility Recurring Maint Allow: 920.00
	OHA Rental Sharers Personalize   Find   🖾   🤀 First 🕚 1 of 1 🛞 Last
	*Branch of Service EmplID Sharer Name
	OHA Dependents Personalize   Find   🖾   👪 First 🕚 1 of 1 🕑 Last
	*ID Name Relation Sps Srvc Branch Sps Empl
	1 02 Q Serra-Reynolds,Inara Spouse N + -

## Correcting OHA (Inserting a Row), Continued

### **Procedures**,

continued

Step	Action							
13	In this example, the $07/16/2019$ row needs to be corrected to reflect the dependent							
	and monthly rental changes. Update as appropriate, then click the <b>Notepad</b> icon.							
	BAH OHA FSH MIHA							
	Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0							
	Overseas Housing Allowance Find   View 1 First ④ 1-4 of 4 ④ Last							
	Effective Date: 07/16/2019 3 Status: Active V Approved: V							
	Approver:       6789123       Kaylee Frye         OHA Type:       OHA With Dependents       Approved at:       07/22/2019       4:00PM         OHA Reason:       JFTR Rate Change       Image: Change       Image: Change       Image: Change       Image: Change         Locality Code:       GU001       Image: Change       Image: Change       Image: Change       Image: Change       Image: Change							
	OHA Rental Table Amount: 2450.00 Entitled OHA Amount: 3309.00							
	Monthly Rental Amount: 2350.00 Utilities Included in Rent: None							
	Shared Rental Amount: 2350.00 Utility Point Total: 0							
	Constructive Rental Cap: 3409.00 Utility Recurring Maint Allow: 959.00							
	OHA Rental Sharers Personalize   Find   🖾   👪 First 🕚 1 of 1 🕑 Last							
	*Branch of Service EmplID Sharer Name							
	OHA Dependents Personalize   Find   💷   👪 First 🕚 1 of 1 🛞 Last							
	*ID Name Relation Sps Srvc Branch Sps Empl							
	1 02 Q Serra-Reynolds,Inara Spouse N +							
	Effective Date: 10/13/2018 3 Status: Active V Approved: V							
	Approver:       9876543       Zoe Washburne         OHA Type:       OHA With Dependents       ✓       Approved at:       08/26/2019       9:38AM         OHA Reason:       Dependency Change       ✓       □       Home Owner Indicator							
	Locality Code: GU001 Q Fixed Exchange Rate							
	OHA Rental Table Amount: 2450.00 Entitled OHA Amount: 3270.00							
	Monthly Rental Amount: 2350.00 Utilities Included in Rent: None							
	Shared Rental Amount: 2350.00 Utility Point Total: 0							
	Constructive Rental Cap: 3370.00 Utility Recurring Maint Allow: 920.00							
	OHA Rental Sharers Perconalize   Find   2   🐺 First 🛈 1 of 1 🕞 Last							

## Correcting OHA (Inserting a Row), Continued

### Procedures,

continued

Step		Action	
14	Select Add a New	Note.	
	Notepad		
	<ul> <li>Instructions</li> <li>Selection Criteria</li> </ul>		
	*EmplID 123456	7	
	*Record 0		
	*Effective Date 2019-0	7-16	
	Notes From	Through	
	Search	Add a New Note	
	There are no existing notes for	or the specified selection criteria.	
15	Enter a <b>Subject</b> and	Note Text describing the reason for the	OHA correction.
	Click Save. Upon s	aving, 'X' out of the window to return to	the member's OHA
	page.		
	Housing Allowance	🖉 🖉 Notepad - Hidden 🛛 🗙 🗋	
	Selected Not	e	
	Instructions Selected Performance	Note	
	Applications		
	EmplID	1234567 Created 08/26/20	)19 9:43AM
	Record	0 Creator Hoban V	Vashburne
	Effective Date	2019-07-16 Last Update	
		Updated By	
	Subject	OHA Correction	
	Note Text	Corrected OHA row to reflect Dependent and Rental Amo	unt Change.
	Save		
	Return to Note Selection	n Page	

## Correcting OHA (Inserting a Row), Continued

#### **Procedures**,

continued

Step		Action							
16	Verify all changes have been	n made as appropriate. Click <b>Save</b> . The request will be							
	forwarded to the SPO tree fo	or approval. It is important the OHA request be							
	approved immediately so an	pproved immediately so any additional rows may be added/corrected as							
	appropriate and approved (se	appropriate and approved (see <u>Corrections and Timing</u> for more information).							
	BAH OHA FSH MIHA								
	Malcolm Reynolds Employee	Empl ID 1234567 Empl Record 0							
	Overseas Housing Allowance	Find View All First 🕚 1 of 4 🕑 Last							
	Effective Date: 07/16/2019 3 Status: Active V	Approved: 🗹							
		Approver: 6789123 Kaylee Frye							
	OHA Type: OHA With Dependents	Approved at: 07/22/2019 4:00PM							
	OHA Reason: JFTR Rate Change	Home Owner Indicator							
	Locality Code: GU001	Fixed Exchange Rate							
	OHA Rental Table Amount: 2450	i0.00 Entitled OHA Amount: 3309.00							
	Monthly Rental Amount: 235	50.00 Utilities Included in Rent: None							
	Shared Rental Amount: 2350 Constructive Rental Cap: 2400	0.00 Utility Point Total: 0							
	OHA Dontal Sharors								
	tBranch of Somian								
		Q + =							
	OHA Dependents	Personalize   Find   🔄   🔢 First 🕚 1 of 1 🕑 Last							
	*ID Name	Relation Sps Branch Sps Empl							
	1 02 Q Serra-Reynolds,Inara	Spouse N +							
	Return to Search 💽 Noti	tify Update/Display 👂 Include History 🕑 Correct History							
	Return to Search 💽 Noti	Diffy Update/Display Jinclude History Proceedings Correct Hist							

# Correcting OHA (Inserting a Row), Continued

#### **Procedures**,

continued

Step	Action
17	Upon saving any corrections to a pre-existing row, the <b>Approver</b> information will
	no longer be populated, and it has been forwarded to the SPO tree for approval.
	BAH OHA FSH MIHA
	Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance Find   View All First ④ 1 of 4 🕑 Last
	Effective Date: 07/16/2019 3 Status: Active V Approved: Approved: Approver:
	OHA Type: OHA With Dependents  Approved at:
	OHA Reason: JFTR Rate Change V Development Home Owner Indicator
	Locality Code: GU001 Q
	OHA Rental Table Amount: 2450.00 Entitled OHA Amount: 3309.00
	Monthly Rental Amount: 2350.00 Utilities Included in Rent: None
	Shared Rental Amount: 2350.00 Utility Point Total: 0
	Constructive Rental Cap: 3409.00 Utility Recurring Maint Allow: 959.00
	OHA Rental Sharers Personalize   Find   🖾   🖽 First 🔍 1 of 1 🔍 Last
	*Branch of Service EmpIID Sharer Name
	OHA Dependents Personalize   Find   🖾   🔣 First 🕚 1 of 1 🕑 Last
	*ID Name Relation Sps Srvc Branch Sps Empl
	1 02 Q Serra-Reynolds,Inara Spouse N + -
	Return to Search Notify Update/Display Include History
10	
18	Per <u>Email ALSPO B/19</u> , once the OHA request has been approved, it is important
	to review the member's Pay Calculation Results to ensure the pay transaction
	processed correctly. Please see the <u>Pay Calculation Results</u> user guide for more
	information on navigating, reviewing, and validating pay transactions (see Steps
	19-21 to view the Pay Calculation Results for the example used in this section).
	Remember, if this correction is <b>Out-of-Range</b> (any part of the affected period is older than 24 pay periods or 1 year), all the corrections/changes <b>MUST</b> be reported to <b>PPC Customer Care</b> to be processed manually (see In-Range vs. Out-of-Range
	for more guidance).

# Correcting OHA (Inserting a Row), Continued

#### **Procedures**,

continued

Action													
In this	In this example, the member's OHA was corrected back to October 2018 to reflect												
OHA v	with dep	pender	nts a	nd a i	new mo	nthly ren	tal	amou	nt. I	Pay	Calcul	lation Resul	lts
indicat	the co	orrecti	on ii	n the	OHA E	lement ar	nd	Retro	Adju	istn	nents.		
Before	e the Co	orrectio	ons l	have	process	ed:							
<u>C</u> alenda	r Group Result	s Ear	nings a	nd Deduct	tions <u>A</u> c	cumulators	<u>S</u> upp	orting Elem	ents				
Malcolm Re	ynolds		Emplo	oyee			I	Empl ID 1	234567			Empl Record	0
	Cale	ndar Group	ID C	119090		201909 O	n-Cyc	le AD Mid I	Nonth				
Calendar	Information									Q		4 2 of 2 ✓	
	Calendar ID	CG ACT	2019M0	09M		Pay Gro	oup	USCG					
Seg	ment Number	r 1	_			Versi	ion	1			Revisio	on 1	
Gross Earnings	Result Value & Deduction	a 3,703.07 IS		U	SD	Net Result Val	lue	3,195.03		U	SD		
<b>≣</b> , Q									M		1-16 of 16		View 5
Eleme	nt Results	Compon	ients	<u>R</u> etro A	Adjustments	Deduction Arr	rears	User	Fields	I₽			
Element 1	ype Elem	ent Name		Amount	Description	I	Ir	nstance	Slice Be Date	gin	Slice End Date	Resolution Deta	ils
Earnings	BAS		184	1.700000	Basic Allow	for Subsistence		0	09/01/20	)19	09/15/2019	Resolution Detail	ls /
Earnings	BASI	C PAY	1603	3.500000	Basic Pay			0	09/01/20	)19	09/15/2019	Resolution Detail	ls
Earnings	CLO	THING	21	.490000	Clothing Allo	wance		0	09/01/20	)19	09/15/2019	Resolution Detail	ls
Earnings	CSE	APAY	112	2.500000	Career Sea	Pay		0	09/01/20	)19	09/15/2019	Resolution Detail	ls
Earnings	000	NUS COLA	206	6.250000	OutConus C	OLA		1	09/01/20	)19	09/15/2019	Resolution Detail	ls
Earnings	OHA		1462	2.130000	Overseas H	ousing Allowance		0	09/01/20	)19	09/15/2019	Resolution Detail	ls
Faminos	SDAF	Þ	112	500000	Special Duty	ν Assignment Pav		1	09/01/20	19	09/15/2010	Resolution Detail	ls
After	the Cor	rection	ne he	ave ni	ncesse	1.							
Elemen	t Results	Compor	nents	<u>R</u> etro	Adjustments	<u>D</u> eduction	Arrea	ırs U	ser Field	s I	Þ		
									<b>A</b> 11		A!' -		
Element Ty	pe Element	t Name	A	Amount	Description			Instance	Date	Begin	Date	Resolution Deta	ails
Earnings	BAS		184.70	00000	Basic Allow fo	or Subsistence			0 09/01/	2019	09/15/201	9 Resolution Detail	ls
Earnings	BASIC F	PAY	1603.50	00000	Basic Pay				0 09/01	2019	09/15/201	9 Resolution Detail	ls
Earnings	CLOTHI	NG	21.49	90000🛒	Clothing Allov	vance			0 09/01	2019	09/15/201	9 Resolution Detail	ls
Earnings	CSEAPA	ΑY	112.50	00000	Career Sea P	ay			0 09/01	2019	09/15/201	9 Resolution Detail	ls
Earnings	DELTA (	анс	0.00	00000	Retro Delta O	HA			0 09/01	2019	09/15/201	9 Resolution Detail	ls
Earnings	OCONU	S COLA	206.25	50000🛒	OutConus CC	DLA			1 09/01	2019	09/15/201	9 Resolution Detail	ls
Earnings	ОНА		1654.50	00000	Overseas Ho	using Allowance			0 09/01/	2019	09/15/201	9 Resolution Detail	ls
-				•••		-							

### Correcting OHA (Inserting a Row), Continued

#### **Procedures**,

continued

Step	Action							
20	Retro Adj Click the	ustments i <b>Adjustme</b>	ndicate a	<b>DELTA</b> C to view the	<b>)HA</b> pay e breakd	ment in th own of the	ne amount of DELTA O	f \$3,989.61. HA payment.
	Calendar Gro	oup Results E	arnings and Ded	luctions Acc	umulators	Supporting Elem	ents	
	Malcolm Reyno	olds	Employee		Emp	ID 1234567	Empl F	Record 0
		Calendar Gro	oup ID C119090	2019	09 On-Cycle A	D Mid Month		
	Calendar Info	rmation				C	2     • • [	57 of 57 💌 🕨 🕨
	Ca	lendar ID CG AC	CT 2019M09M		Pay Gr	oup USCG		
	Segmen	t Number 1			Vers	sion 1	F	Revision 1
	Gross Res	ult Value 7,885.	05	USD	Net Result Va	alue 7,377.01🎮	USD	
	Earnings & D	eductions				14		
	≣; Q					(	<ul> <li>I-17 of 17 ∨</li> </ul>	View 5
	Element Re	esults Compo	onents Retr	o Adjustments	Deduction A	vrrears <u>U</u> ser	Fields   >	
	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
	Earnings	BAS	184.700000,					Resolution Details
	Earnings	BASIC PAY	1603.500000👮					Resolution Details
	Earnings	CLOTHING	21.490000,					Resolution Details
	Earnings	CSEAPAY	112.500000 🛒					Resolution Details
	Earnings	DELTA OHA	0.000000	3989.610000			Adjustment Detail	Resolution Details
	Earnings	OCONUS COLA	206.250000🛒					Resolution Details
	Earnings	OHA	1654.500000🛒					Resolution Details
	Faminos	SDAP	112 500000					Resolution Details

## Correcting OHA (Inserting a Row), Continued

# **Procedures**, continued

Step	Action								
21	Click View A	ll to see the	e retro amou	nts paid t	to the m	nember for	each pay	period	
	since the start	of the corr	ection.						-
	Results by Cale	ndar Group							_
	Emp	I ID 1234567				Name Male	colm Reynolds		
					En	npl Record 0			
	Calendar Grou	p ID C119090			[	Description 201	909 On-Cycle	AD Mid Month	
	Calenda	r ID CG ACT 20	019M09M			Pay Group US	CG		
	Elem Segment Num	nent DELTAO⊢ nber 1	IA		I	Description Rei	tro Delta OHA		
	Delta Details					instance o			_
	<b>₽</b> Q				M	1-1 of 22	<b>v</b> • •	View All	
	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	
	CG ACT 2018M10E	A18M10PRD2	OHA	1	USD	187.500000	0.000000	0.000000	
	Return								
	Delta Details								٦
	₽, Q				M		2⊻ →	View 1	
	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Derta	Base Delta	Unit Delta	
	CG ACT 2018M10E	A18M10PRD2	OHA	1	USD	187.500000	0.000000	0.000000	$\sim$
	CG ACT 2018M10M	A18M10PRD1	ОНА	1	USD	37.500000	0.000000	0.000000	L
	CG ACT 2018M11E	A18M11PRD2	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2018M11M	A18M11PRD1	OHA	1	USD	187.500000	0.000000	0.000000	
	CG ACT 2018M12E	A18M12PRD2	OHA	1	USD	187.500000	0.000000	0.000000	
	CG ACT 2018M12M	A18M12PRD1	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2019M01E	A19M01PRD2	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2019M01M	A19M01PRD1	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2019M02E	A19M02PRD2	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2019M02M	A19M02PRD1	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2019M03E	A19M03PRD2	ОНА	1	USD	187.500000	0.000000	0.000000	1
	CG ACT 2019M03M	A19M03PRD1	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2019M04E	A19M04PRD2	ОНА	1	USD	187.500000	0.000000	0.000000	L
	CG ACT 2019M04M	A19M04PRD1	ОНА	1	USD	187.500000	0.000000	0.000000	
	CG ACT 2019M05F	A19M05PRD2	ОНА	1	USD	187.500000	0.000000	0.000000	
	Baturn								
	Return								

## Correcting OHA (Deleting a Row)

Introduction	This section provides the procedures for a SPO to correct a member's OHA by deleting and re-entering an OHA row in DA.
Corrections and Timing	While some OHA 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 OHA 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.
	<ul><li>First, delete the OHA row(s) from newest to oldest:</li><li>1. Delete the NEWEST incorrect OHA row.</li><li>2. Approve the deletion.</li><li>3. Repeat steps 1 and 2 until the entire affected period is deleted.</li></ul>
	<ul> <li>Then, add OHA row(s), from oldest to newest.</li> <li>1. Add the oldest OHA row with the correct information.</li> <li>2. Approve the addition.</li> <li>3. Repeat steps 1 &amp; 2 until the entire period is added.</li> </ul>
	It is important to take <u>screenshots</u> of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.
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 without manual intervention by PPC.
	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 <b>MUST</b> be reported to PPC Customer Care to be processed manually.
	For guidance on how to take and attach screenshots (required) when submitting a Customer Care ticket, see the <u>Submitting Trouble Tickets</u> <u>with Supporting Images</u> user guide.

## Correcting OHA (Deleting a Row), Continued

Procedu	res See below.
Step	Action
1	Click on the Active/Reserve Pay Tile. Active/Reserve Pay
1.5	Select the Housing Allowance option.
	Proxy - Submit Absence Request
	Columnary Deductions
	SGLI + FSGLI
	Tax Data USA
	E Housing Allowance
	Dependent Information
	Cost of Living Allowance
	Generate BAH/Emergency Contact
	BAH Dependency Verification
	MGIB Enrollments
	T AVIP
	E Sea Time Balances
	View Payslips (AD/RSV)
	To Net Distribution
	Pay Calendar Results
	View Member W-2s
	Proxy - Submit Non-Charge Abs

### Correcting OHA (Deleting a Row), Continued

### Procedures,

continued

Step	Action	
2	Enter the member's Empl ID, check the Correct History box 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 □ Case Sensitive	
	Search Clear Basic Search 🖾 Save Search Criteria	

# Correcting OHA (Deleting a Row), Continued

#### **Procedures**,

continued

Step	Action
3	The member's BAH page will display. Click the OHA tab.
	BAH OHA FSH MIHA
	Chester Copperpot         Employee         Empl ID         1234567         Empl Record         0
	BAH Entitlements Find   View All First ④ 1 of 10 ④ Last
	Effective Date: 05/24/2019
	Status: Inactive V Approved: V Grand Fathered
	Approver: 9876543 Frances Fratelli
	BAH Change Transfer V Approved at: 06/10/19 7:07PM
	BAH Qtr Status: Description: With dependents; Mbr and deps not assigned govt qtrs
	BAH Zip: 20393 DC053 BAH Type: BAH With Dependents Military Rank: 04 BAH Rate: DAM RAT
	Fair Rent:
	BAH Dependent Beneficiaries Personalize   Find   2   B First @ 1 of 1 @ Last
	Dependent Information Termination Information
	*Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval
	1 04 Copperpot, Mary Spouse 05/06/1988 10/12/2013 10/29/2013 2:59:35PM 🔹 🖃
	Return to Search 🔄 Notify Display 👂 Include History

## Correcting OHA (Deleting a Row), Continued

### Procedures,

continued

Step	Action
4	The member's current OHA row will display. If the member has more than one
	OHA row, click View All to display all of the rows.
	In this example, the member's OHA was erroneously started on 07/01/2019. The
	Effective Date should be 07/07/2019. Because the effective date is incorrect, this
	row will need to be deleted and re-entered with the correct date.
	If multiple rows need to be deleted, follow the instructions outlined in the
	Corrections and Timing section of this guide
	Conections and Timing section of this guide.
	IMPORTANT: It is important to take <u>screenshots</u> of the member's OHA
	row(s) before and after any corrections/deletions. This is especially important
	If the correction is Out-of-Range. The screenshots are required to be attached to
	the PPC Trouble Ticket.
	To delete the row, click <b>Delete</b> .
	BAH OHA FSH MIHA
	Chester Copperpot Employee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance Find View All First 🕚 1 of 1 🕑 Last
	Effective Date: 07/01/2019
	Status: Active V Approved: V
	Approver: 9876543 Frances Fratelli
	OHA Type: OHA With Dependents  Approved at: 07/11/2019 3:17PM
	OHA Reason:
	Locality Code: NLU15 Q
	OHA Rental Table Amount: 2159.00
	Monthly Rental Amount: 2180.00 Utilities Included in Rent: None
	Constructive Rental Cap: 2728.00 Utility Recurring Maint Allow: 569.00
	OHA Rental Sharers Personalize   Find   🔄   👪 First 🕚 1 of 1 🕑 Last
	*Branch of Service EmplID Sharer Name
	OHA Dependents     Personalize   Find   🖾   🔣     First ④ 1-2 of 2      Last
	*ID Name Relation Sps Branch Sps Empl
	1 04 Q Copperpot, Mary Spouse N +
	2 05 Q Copperpot, Candace Child N +
	Return to Search 🔄 Notify 🖉 Update/Display 💭 Include History

# Correcting OHA (Deleting a Row), Continued

#### **Procedures**,

continued

Step	Action
5	A confirmation message will display. Click Yes.
	BAH OHA FSH MIHA
	Chester Copperpot         Employee         Empl ID         1234567         Empl Record         0
	Overseas Housing Allowance Find   View All First 🕚 1 of 1 🕑 Last
	Effective Date: 07/01/2019 3 Status: Active V Approved: V
	Approver: Message
	OHA Type:       OHA With Dependents       ✓       Approved at:         OHA Reason:       Transfer       ✓       Submit record for approval to delete? (0,0)
	OHA Rental Table Amount: 2159.00 Entitled OHA Amoun
	Monthly Rental Amount: 2100.00 Utilities Included in Rent: None
	Constructive Rental Cap:         278.00         Utility Recurring Maint Allow:         569.00
	OHA Rental Sharers Personalize   Find   🖾   🔣 First 🕚 1 of 1 🕑 Last
	*Branch of Service EmplD Sharer Name
	OHA Dependents Personalize   Find   🖾   🔢 First 🚯 1-2 of 2 🕑 Last
	Sne
	OHA Dependents     Personalize     Find     End     End     First     1-2 of 2     Last

## Correcting OHA (Deleting a Row), Continued

#### **Procedures**,

continued

Step			Action					
6	The Delete Request has beer row will continue to display Auditor the Delete Request <b>Remember:</b> When workin rows, the corrections should prevent erroneous over/und	n forward y until the is awaitin g a correc l be proce er paymet	led to the SPC deletion is ap g approval. tion that requ ssed within 1 nts to the mer	D tree for app oproved. Not uires deleting 0 minutes of nber.	roval. The OHA ify the SPO and/or inserting each other to			
	BAH OHA FSH MIHA	pujiio						
	Chester Copperpot Employee		Empl ID	1234567	Empl Record 0			
	Overseas Housing Allowance			Find View All	First 🕚 1 of 1 🕑 Last			
	Effective Date: 07/01/2019		Approved: 🗹		Delete +			
	OHA Type: OHA With Dependents OHA Reason: Transfer	× ×	Approver: Approved at:	9876543 Franc 07/11/2019 3:17PM Home Owner Ind	es Fratelli			
	OHA Rental Table Amount: 215	9.00 E	Entitled OHA Amount	2728.00	8.00			
	Monthly Rental Amount: 21	80.00 Utilit	ties Included in Rent:	None	~			
	Constructive Rental Cap: 272	8.00 Utility R	ecurring Maint Allow	: U : 569.00				
	OHA Rental Sharers		Personalize	Find   💷   🔣	First 🕙 1 of 1 🕑 Last			
	*Branch of Service	EmplID	Sharer Name					
	1				+ -			
	OHA Dependents		Personalize	Find   💷   🔣 F	irst 🕚 1-2 of 2 🕑 Last			
	*ID Name	Relation	Sps Srvc Bra	inch Sps Emp	a			
	1 04 Q Copperpot, Mary	Spouse	N		+ -			
	2 05 Q Copperpot, Candace	Child	Ν		+ -			
	Return to Search 🖹 Not	ify	Dpdate/Disp	lay 🗾 🔎 Include H	istory Correct History			

### Correcting OHA (Deleting a Row), Continued

#### **Procedures**,

continued

Step	Action
7	Once the Delete Request has been approved, return to the member's OHA page (follow Steps 1-4). In this example, the member only had the one OHA row which was deleted; therefore the member no longer has a current OHA row.
	If the correction requires an OHA row to be inserted, please see the <u>Correcting</u> OHA (Inserting a Row) section of this guide.
	Chester Copperpot         Employee         Empl ID         1234567         Empl Record         0
	Overseas Housing Allowance Find   View All First 🕚 1 of 1 🕑 Last
	Effective Date: 09/04/2019 1 Delete + Status: Active V Approved:
	Approver: OHA Type: Approved at:
	OHA Reason:
	OHA Rental Table Amount:     Entitled OHA Amount:
	Monthly Rental Amount: Utilities Included in Rent:
	Constructive Rental Cap: Utility Recurring Maint Allow:
	OHA Rental Sharers Personalize   Find   💷   🔢 First 🕚 1 of 1 🕑 Last
	*Branch of Service EmplID Sharer Name
	OHA Dependents Personalize   Find   🖾   📑 First 🕚 1 of 1 🕑 Last
	*ID Name Relation Sps Srvc Branch Sps Empl
	Save 🔯 Return to Search 🔄 Notify 🖉 Update/Display 👂 Include History

## Correcting OHA (Deleting a Row), Continued

### **Procedures**,

continued

Step		Act	ion						
8	Enter the correct Effective l	Date and ensu	re the Status	indicates Acti	ve.				
	BAH OHA FSH MIHA								
	Chester Copperpot Employee		Empl ID 1234	567 Empl	Record 0				
	Overseas Housing Allowance		F	ind View All First	🕚 1 of 1 🕑 Last				
	Effective Date: 07/07/2019		Approved:		Delete +				
	OHA Type:	~	Approved at:						
	OHA Reason:	~	Ho	me Owner Indicator					
	Locality Code:		🗆 Fix	ed Exchange Rate					
	OHA Rental Table Amount:	Entitled	OHA Amount:						
	Monthly Rental Amount:	Utilities Inc	uded in Rent:		~				
	Shared Rental Amount:	Utili	ty Point Total: 0						
	Constructive Rental Cap:	Utility Recurrin	g Maint Allow:						
	OHA Rental Sharers		Personalize   Find	🗷   🔣 🛛 First 🔇	🔍 1 of 1 🛞 Last				
	*Branch of Service	EmplID Share	Name						
	1	Q			+ -				
	OHA Dependents	Personalize   Find							
		Deletien	Sps Breach	Cas Farel	I OI I C Edist				
		Relation	Srvc Branch	Sps Empi					
	1Q				+ -				
	Save Return to Search E Noti	y 🧵	Update/Display	J Include History	Correct History				

### Correcting OHA (Deleting a Row), Continued

### Procedures,

continued

Step	Action
9	<ul><li>Using the screenshot of the deleted row, complete the following fields:</li><li>Using the drop-down, select the appropriate <b>OHA Type</b>.</li></ul>
	• Using the drop-down, select the appropriate <b>OHA Reason</b> .
	• Enter the Locality Code or use the lookup.
	• Enter the Monthly Rental Amount.
	• Check the Home Owner Indicator box or Fixed Exchange Rate as necessary.
	• Using the drop-down, select the appropriate Utilities Included in Rent.
	• Enter any <b>OHA Rental Sharers</b> if the member is sharing the monthly rental expenses with another person.
	• Enter any <b>OHA Dependents</b> if the member has BAH eligible dependents residing with them at the rental location.
	<b>Note:</b> Refer to the <u>Starting Overseas Housing Allowance</u> for more information on entering OHA data.
	BAH OHA FSH MIHA
	Chester Copperpot         Employee         Empl ID         1234567         Empl Record         0
	Overseas Housing Allowance Find   View All First 🕚 1 of 1 🕑 Last
	Effective Date: 07/07/2019 B Delete
	Approver:
	OHA Type: OHA With Dependents Approved at:
	OHA Reason:
	Locality Code: NL015 Q
	OHA Rental Table Amount: 2159.00
	Monthly Rental Amount: 2180.00 Utilities Included in Rent: None
	Shared Rental Amount: 2180.00 Utility Point Total: 0 Constructive Pointal Cap: 2729.00 Utility Recurring Maint Allow: 560.00
	OHA Rental Sharers
	*Branch of Service EmpliD Sharer Name
	OHA Dependents Perceptive   Find   1   Exct ( 1 2 of 2 )   art
	VITA Dependents Personalize Find E First 1-2012 Last
	Copperport, Mary Spouse N
	2 U5 Q Copperpot, Candace Child N
	🔚 Save 🔯 Return to Search 🔄 Notify 🖉 Update/Display 🗊 Include History 🕼 Correct History

### Correcting OHA (Deleting a Row), Continued

#### **Procedures**,

continued

Step	Action
10	Click the Notepad icon.
	BAH OHA FSH MIHA
	Chester Copperpot Employee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance Find   View All First 🕚 1 of 1 🕑 Last
	Effective Date: 07/07/2019
	Status: Active V Approved:
	Approver:
	OHA Type: OHA With Dependents  Approved at:
	Locality Code: NL015 Q.
	CHA Pontal Table Amount: 2150.00 Entitled OHA Amount: 2728.00
	Monthly Rental Amount: 2180.00 Utilities Included in Rent: None
	Shared Rental Amount: 2180.00 Utility Point Total: 0
	Constructive Rental Cap: 2728.00 Utility Recurring Maint Allow: 569.00
	OHA Rental Sharers     Personalize   Find   [2]   [1]     First (1) of 1 (b) Last
	*Branch of Service EmplID Sharer Name
	OHA Dependents Personalize   Find   🔄   🔜 First 🕚 1-2 of 2 🕑 Last
	*ID Name Relation Sps Srvc Branch Sps Empl
	1 04 Q Copperpot, Mary Spouse N +
	2 05 Q Copperpot, Candace Child N +
	Return to Search Notify Dipdate/Display Include History Correct History
11	Select Add a New Note.
	Notepad Notepad
	▶ Instructions
	Selection Criteria
	*EmpIID 1234567
	*Record 0
	*Effective Date 2019-07-07
	Notes From
	Search Add a New Note
	There are no existing notes for the specified selection criteria

## Correcting OHA (Deleting a Row), Continued

### **Procedures**,

continued

Step		Act	tion	
12	Enter a Subject and M	Note Text describing	g the reason for the	OHA correction.
	Click Save. Upon sa	ving, 'X' out of the	winding to return to	the member's OHA
	page.			
	Housing Allowance	<i>i</i> Notepad - Hidden	׼	
	Selected No	te		
	Instructions			
	Selected Performance	e Note		
	Applications			
	EmplID	1234567	Created	09/04/2019 11:12AM
	Record	0	Creator	Jake Fratelli
	Effective Date	2019-07-07	Last Update	
			Updated By	
			,	
	Subject	OHA Correction		
	Note Tout	Original OLIA row delete	d and re-entered with ear	maat Effective
	Note Text	Date (originally entered	as 07/01/19, should be 0	7/07/19).
			,	, i l
	0			
	Save			
	Return to Note Selection	on Page		

# Correcting OHA (Deleting a Row), Continued

#### **Procedures**,

continued

Step		Action								
13	Click Save. The request will be	e forwarded to the SPO tree for approval. It is								
	important the OHA request be a	pproved <b>immediately</b> to prevent an erroneous								
	over/under payment to the mem	ber.								
	BAH OHA FSH MIHA									
	Chester Copperpot Employee	Empl ID 1234567 Empl Record 0								
	Overseas Housing Allowance	Find View All First ④ 1 of 1 🕑 Last								
	Effective Date: 07/07/2019	Approved:								
		Approver:								
	OHA Type: OHA With Dependents	✓ Approved at:								
	OHA Reason: Transfer	✓								
	Locality Code: NL015	Fixed Exchange Rate								
	OHA Rental Table Amount: 2159.00	Entitled OHA Amount: 2728.00								
	Monthly Rental Amount: 2180.00	Utilities Included in Rent: None								
	Shared Rental Amount: 2180.00 Constructive Rental Cap: 2728.00	Utility Point Total: 0								
	OHA Rental Sharers	Personalize   Find   2   R First (1 of 1 ) Last								
	*Branch of Service Empli	D Sharer Name								
	1	Q + -								
	OHA Dependents	Personalize   Find   🔄   🔜 First 🕢 1-2 of 2 🕑 Last								
	*ID Name	Relation Sps Branch Sps Empl								
	1 04 Q Copperpot, Mary	Spouse N +								
	2 05 Q Copperpot, Candace	Child N 🛨 🗖								
	Return to Search 🔄 Notify	Update/Display Include History Correct History								

## Correcting OHA (Deleting a Row), Continued

Procedures,

continued

Step	Action
14	Per Email ALSPO B/19, once the OHA request has been approved, it is important
	to review the member's Pay Calculation Results to ensure the pay transaction
	processed correctly. Please see the Pay Calculation Results user guide for more
	information on navigating, reviewing, and validating pay transactions (see Steps
	15-17 to view the Pay Calculation Results for the example used in this section).
	Remember, if this correction is <b>Out-of-Range</b> (any part of the affected period is
	older than 24 pay periods or 1 year), all the corrections/changes MUST be
	reported to <b>PPC Customer Care</b> to be processed manually (see <u>In-Range vs. Out-</u>
	of-Range for more guidance).
	BAH OHA FSH MIHA
	Chester Copperpot Employee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance Find   View All First 🕚 1 of 1 🕑 Last
	Effective Date: 07/07/2019
	Status: Active V Approved: V
	Approver: 9876543 Frances Fratelli
	OHA Type: OHA With Dependents  Approved at: 09/04/2019 11:21AM
	OHA Reason: Transfer
	Locality Code: NL015 Q Fixed Exchange Rate
	OHA Rental Table Amount: 2159.00
	Monthly Rental Amount: 2180.00 Utilities Included in Rent: None
	Shared Rental Amount: 2180.00 Utility Point Total: 0 Constructive Rental Cap: 2720.00 Utility Recurring Maint Allow: 550.00
	OHA Dontal Sharare
	*Reaged of Service Emplity Sharer Name
	OHA Dependents Personalize   Find   🖾   🔜 First 🕚 1-2 of 2 🕑 Last
	*ID Name Relation Sps Branch Sps Empl
	1 04 Q Copperpot, Mary Spouse N +
	2 05 Q Copperpot, Candace Child N +
	🔚 Save 🔯 Return to Search 🔄 Notify 🖉 Update/Display 🔎 Include History 🞼 Correct History
	1

## Correcting OHA (Deleting a Row), Continued

#### **Procedures**,

continued

Step						Acti	on					
15	In this exa	mple,	the	member'	s OHA	A was c	orre	cted to	reflect t	he corre	ect Effectiv	'e
	Date of 0/	/0//2	י 190	vice $0 / / 0$	1/201	9. Beca	use	the co	rection	effected	a previous	3
	pay calence	iar, th	e Pay	y Calcula $DELTA$		Elama	ndic	cate the	correcti	on in R	etro	
	Adjustmen	its (se	e the	DELIA	OHA	Eleme	nt).					
	Select the	Retro	) Ad	justment	<b>ts</b> tab.							
	Calendar Group	Results	Earni	ngs and Deductio	ons <u>A</u> d	cumulators	<u>S</u> upp	oorting Elemer	nts			
	Chester Copperpo	ot		Employee				Empl ID 12	34567		Empl Record 0	)
		Calendar	r Group I	D C119090		20190	9 On-Cy	cle AD Mid M	onth			
	Calendar Inform	ation							Q	4 4	12 of 12	
		Cale	endar ID	CG ACT 2019M	09M		I	Pay Group	JSCG			
		Segment	Number	1	110	D	Not Do	Version	1 974 10		Revision 1	
	Earnings & Ded	uctions	iit value	0,177.01	03		Net Re	Suit value	+,074.19 <b>*</b> =	030		
	<b>■</b> , Q									1-16 of 16	] ▶ ▶   <mark>View</mark>	v 5
	Element Res	ults	Componer	nts <u>R</u> etro Ad	ljustments	Deduction	Arrears	User Fi	elds ∥▶			
	Element Type	Element	Name	Amount	Descriptio	n		Instance	Slice Begin Date	Slice End Date	Resolution Details	
	Earnings	BAS		127.200000	Basic Allow	for Subsistenc	e	C	09/01/2019	09/15/2019	Resolution Details	^
	Earnings	BASIC PA	λΥ	3798.150000 🛒	Basic Pay			C	09/01/2019	09/15/2019	Resolution Details	_
	Earnings	DELTA O	HA	624.180000 🛒	Retro Delta	OHA		C	09/01/2019	09/15/2019	Resolution Details	
	Earnings	OCONUS	COLA	692.000000	OutConus	COLA		1	09/01/2019	09/15/2019	Resolution Details	
	Earnings	OHA		1560.460000	Overseas H	lousing Allowar	ice	C	09/01/2019	09/15/2019	Resolution Details	
	Deduction	FSGLI		2.250000	Family Ser	vicemembers G	rp Life	C	09/01/2019	09/15/2019	Resolution Details	
	Deduction	FWT		382.300000	FIT Withho	lding		C	09/01/2019	09/15/2019	Resolution Details	
	Deduction	MEDICAR		55 070000	Medicare T	av		1	00/01/2010	00/15/2010	Recolution Dataile	

## Correcting OHA (Deleting a Row), Continued

# **Procedures**, continued

\$624.1	8. (	Click	x Adju	istm	ent D	etail	to	view the	e deta	ils of t	he o	overpay	men	t.
<u>C</u> alenda	ar Group	Result	s Ear	nings a	nd Deduct	ions	Acc	umulators	<u>S</u> upport	ting Element	ts			
Chester Co	opperpo	ot		Emple	oyee				Er	npl ID 123	84567		En	npl Record
		Caler	ndar Group	ID C	119090			201909	On-Cycle	AD Mid Mo	nth			
Calendar	Inform	ation								C	λ I		12 of 12	2 🗸 🕨
			Calendar l	D CG	ACT 2019	M60M			Pay	y Group L	ISCG			
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Earnings	& Ded	uction	S	e 0,17	7.01-		030		Net Resu	it value 4	,074.13		030	
r ⊂	Į										•	1-16 of 16 🗸	•	Vie
Eleme	ent Resu	ılts	Compone	nts	Retro A	djustment	s	Deduction	Arrears	User Fie	elds	IÞ		
Element	Type I	Elemen	t Name		Amount	Calcula Adjustm	tion	Base Adjustment	Unit Adj	ustment	Adjusti	ment Detail	Resolut	tion Detail
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Earnings	E	BASIC F	PAY	3798.150000 📻								Resoluti		ion Details
Earnings	(	DELTA OHA		624.180000 🛒		-624.18000				1	Adjustn	nent Detail	Resolution Details	
Earnings	(	OCONUS COLA		692.000000 🛒									Resoluti	ion Details
Earnings	(	AHC		1560.460000 🛒									Resolution I	
Deduction	n f	SGLI		2.2	250000 🛒								Resolut	ion Details
Deduction	n f	-WT		382.3	300000 🛒								Resolut	ion Details
Deduction			REFE	55 (	070000								Resoluti	ion Details
Result Delta I Cai Si Delta De	pay s by C Detail endar Ca egment etails	Calen S Empl Group lendar Eleme	ID 12345 ID 12345 ID C119 ID CG A ID DELT Ver 1	up 67 090 CT 201 A OHA	19M09M			E	Nar mpl Reco Descripti Pay Gro Descript Instar	me Ches ord 0 ion 2019 Dup USC ion Retro nce 0	ter Co 09 On G Delta	pperpot -Cycle AD N a OHA	Λid Mont	h
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Source	Calend	ar ID	Period	D	Source	Element	Se Nu	gment mber	Currency	Amoun	t Delta	a Base De	elta L	Jnit Delta
										004.40				

## Approving an OHA Correction

Introduction	This section provides the procedures for a SPO to approve an OHA request in DA.
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 without manual intervention by PPC.
	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 <b>MUST</b> be reported to PPC Customer Care to be processed manually.
	For guidance on how to take and attach screenshots (required) when submitting a Customer Care ticket, see the <u>Submitting Trouble Tickets</u> with <u>Supporting Images</u> user guide.
Corrections and Timing	While some OHA 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 OHA 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.
	<ul><li>First, delete the OHA row(s) from newest to oldest:</li><li>1. Delete the NEWEST incorrect OHA row.</li><li>2. Approve the deletion.</li><li>3. Repeat steps 1 and 2 until the entire affected period is deleted.</li></ul>
	<ul><li>Then, add OHA row(s), from oldest to newest.</li><li>1. Add the oldest OHA row with the correct information.</li><li>2. Approve the addition.</li><li>3. Repeat steps 1 &amp; 2 until the entire period is added.</li></ul>
	It is important to take <u>screenshots</u> of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.
•	Continued on next page

### Approving an OHA Correction, Continued

See below.

Procedures

- <u>One Time Positive Input (OTPI)</u>
- Element Assignment by Payee (EABP)

Step Action After selecting **Requests** from the My Homepage drop-down, click on the **Self** 1 Service Requests tile. 0 ŵ  $\oslash$ < 2 of 2 > Notifications Requests -С : My Homepage Request Reports Self Service Requests oll Requests Requests ſħ 2.2 + ()  $\heartsuit$ 1.5 Select the View My Requests (all types) option. Submit an Absence Request Non-Chargeable Absence Request View My Absence Requests Submit a Delegation Request View My Requests (all types) PHS Submit Retirement Docs Submit a Drill Request User Access Request Submit A School Request

Continued on next page

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### Approving an OHA Correction, Continued

### Procedures,

continued

tep	Action				
2	Select the <b>Requests I am Approver For</b> radio button. Using the drop-down change the <b>Transaction Name</b> to OHA Approval or leave as All Transaction Leave the <b>Transaction Status</b> as Pending and click <b>Populate Grid</b> .				
	Note: To narrow the search results, a Submission From Date and/or a				
	Submission To Date may be entered.				
	View My Action Requests				
	CHARLIE BROWN				
	<ol> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol>				
	O My Submitted Requests   Requests I am Approver For  All Requests				
	Transaction Name: All Transactions				
	Transaction Status: Donding				
	Submission From Date:				

## Approving an OHA Correction, Continued

### Procedures,

continued

Step	Action	
3	Locate the OHA request to be approved and click <b>Approve/Deny</b> .	
	Personalize   Find   View All   🖉   🧱 First 🖉	1-2 of 2 🕑 Last
	Housing Allowance Approval Pending Linus VanPelt 1234567 002633 Peppermint Patty Charlie Brown 08/19/2019	Approve/Deny
	OTPI Approval Pending Snoopy 3636363 000625 Marcie Charlie Brown 08/19/2019	Approve/Deny
4	The request will display Select the "Click here to view additional requ	est
-	<b>information</b> " link to view the details of the OHA request	
	information mink to view the details of the offit request.	
	Enter any <b>comments</b> as needed (required if denying the request) and click	
	Approve or Denv as appropriate.	
	Action Request	
	OHA Approval	
	Linus VanPelt INSTRUCTIONS GO HERE	
	Request Details	
	Effective Date: 09/01/2019	
	Get Details	
	Request Information	
	Type: OHA Without Dependents	
	Reason: Govt Quarters Vacancy	
	Locality: CO003	
	Entitled Amount: 1025116	
	Status: A	
	Request URI	
	Click here to view additional request information.	
	Comment:	
	Approve Deny	
	Kequest Status:Pending	
	Approvers	
	Multiple Approvers	

# Approving an OHA Correction, Continued

### Procedures,

continued

tep	Action	
5	The <b>Request Status</b> will be updated based on the selection made in Step 4.	
	Action Request	
	OHA Approval	
	Linus VanPelt INSTRUCTIONS GO HERE	
	Request Details	
	Effective Date: 09/01/2019	
	Get Details	
	Request Information	
	Type: OHA Without Dependents	
	Reason: Govt Quarters Vacancy	
	Locality: CO003	
	Entitled Amount: 1025116	
	Status: A	
	Request URL	
	Click here to view additional request information.	
	Comment:	
	Approve Deny	
	Request Status:Approved	
	Approvers	
	Approved	
	CGHRSUP for User's SPO 08/19/19 - 11:30 AM	
_	Per Email ALSPO B/19, once the OHA request has been approved, it is important	nt
	to review the member's Pay Calculation Results to ensure the pay transaction	
	processed correctly. Please see the Pay Calculation Results user guide for more	
	information on navigating, reviewing, and validating pay transactions.	
	Remember, if this correction is <b>Out-of-Range</b> (any part of the affected period is	
	older than 24 pay periods or 1 year), all the corrections/changes MUST be report	ted
	to <b>PPC Customer Care</b> to be processed manually (see <u>In-Range vs. Out-of-Ran</u>	<u>ige</u>
	for more guidance).	