

Start CONUS COLA

Introduction This guide provides the procedures for starting CONUS COLA in Direct Access (DA).

Important Information Do **NOT** create a CONUS COLA row if the CONUS COLA rate is \$0.

References (a) [Joint Travel Regulations \(JTR\), Chapter 8](#)
 (b) [DOD FMR Vol 7A, Chapter 67 - CONUS COLA](#)

Important

- If a member's CONUS COLA is paying at the incorrect step review the member's Job Data to ensure the Pay Entry Base Date (PEBD) is correct. A SOCS may need to be submitted to correct the member's PEBD which is what CONUS COLA pulls its step rate from.
- When entering a zip code for CONUS COLA, the zip code is limited to 5 digits. **Do NOT add any additional numbers or letters after the initial zip code. Adding more than the 5 digit zip code will result in non-payment of CONUS COLA.**

LPC Row A Legislative Pay Change (LPC) for Housing Allowances and COLA pages should **never** be deleted unless immediately replaced with a corrected LPC row.

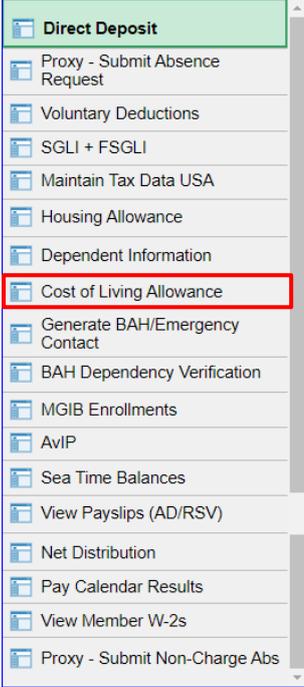
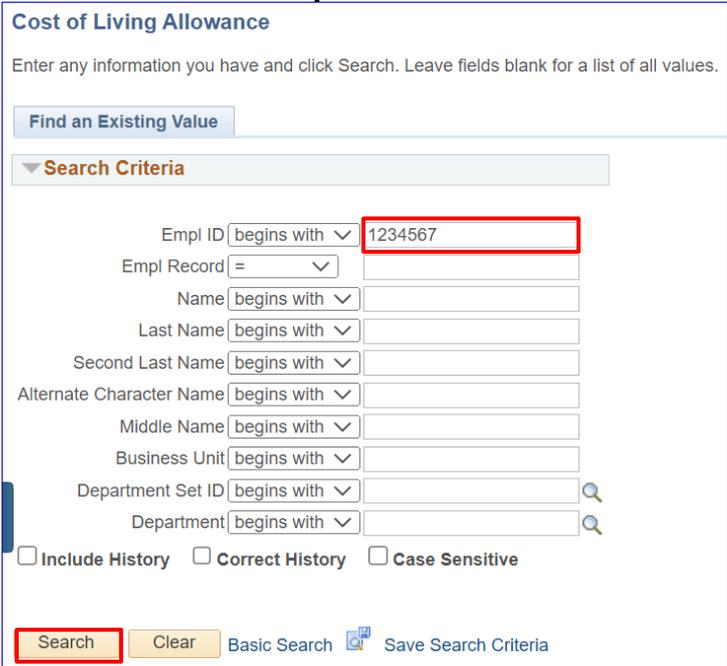
Procedures See below.

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

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Start CONUS COLA

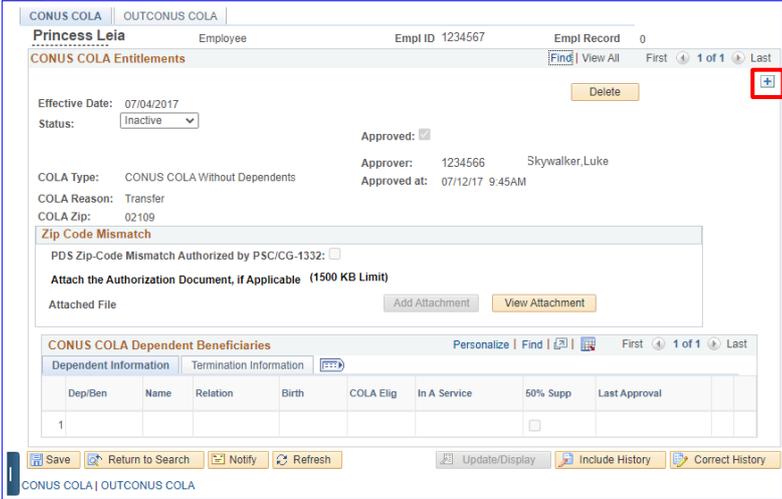
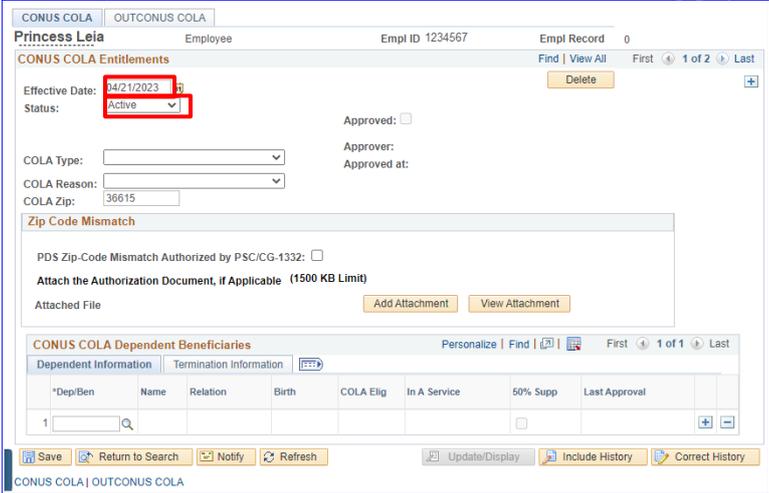
Procedures,
continued

Step	Action
2	<p>Select the Cost of Living Allowance option.</p>  <p>The screenshot shows a vertical list of menu items. The item 'Cost of Living Allowance' is highlighted with a red rectangular border. Other items include Direct Deposit, Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Housing Allowance, Dependent Information, Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments, AvIP, Sea Time Balances, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs.</p>
3	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'Cost of Living Allowance' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various dropdown menus (Empl ID, Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, Department) and text input fields. The 'Empl ID' field contains '1234567' and is highlighted with a red border. At the bottom, there are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', along with 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The 'Search' button is highlighted with a red border.</p>

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Start CONUS COLA, Continued

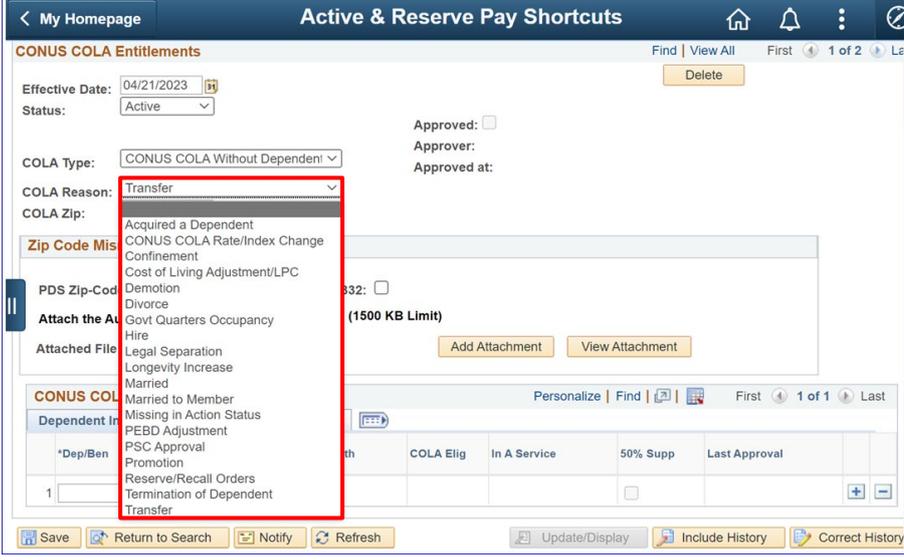
Procedures, continued

Step	Action
<p>4</p>	<p>The member’s current CONUS COLA information (if any) will display. If there is not a current CONUS COLA row (as shown below), skip to Step 4. If the member currently has a CONUS COLA row, click the (+) button to add a new row.</p> <p>Remember: Do NOT create a CONUS COLA row if the CONUS COLA rate is \$0.</p> 
<p>5</p>	<p>Enter the Effective Date of the CONUS COLA entitlement. Ensure the status is Active (Inactive indicates the member is not drawing pay and allowances).</p> 

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Start CONUS COLA, Continued

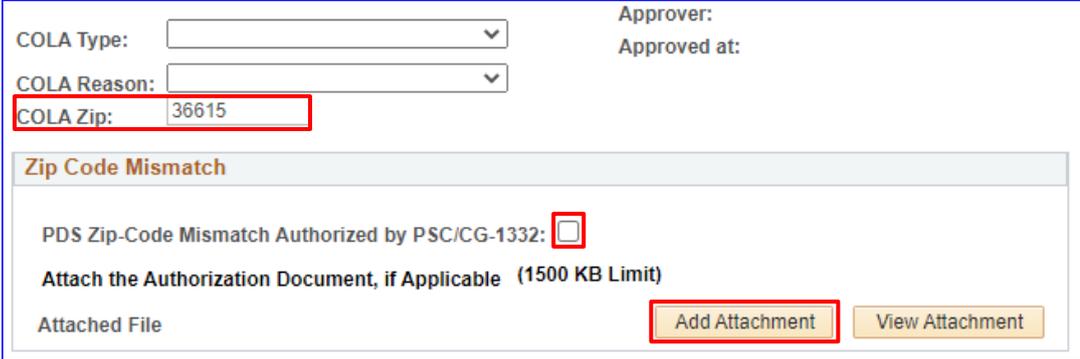
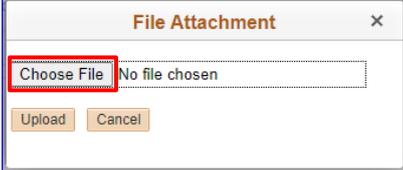
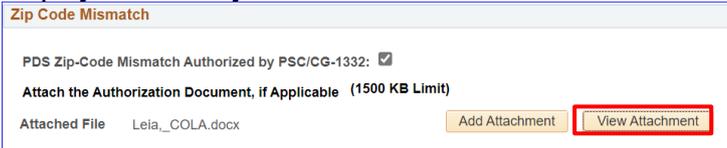
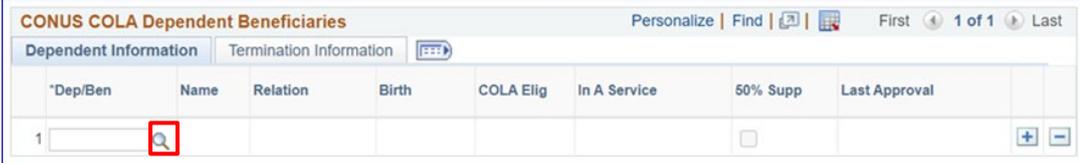
Procedures,
continued

Step	Action
<p>6</p>	<p>Using the drop-down, select the appropriate COLA Type.</p>  <p>The screenshot shows the 'Active & Reserve Pay Shortcuts' page for Princess Leia, Employee, Empl ID 1234567. The 'CONUS COLA Entitlements' section is active. The 'Effective Date' is 04/21/2023 and the 'Status' is Active. The 'COLA Type' dropdown menu is open, showing two options: 'CONUS COLA With Dependents' and 'CONUS COLA Without Dependents'. The second option is highlighted with a red box. Below this, there is a 'Zip Code Mismatch' section with a checkbox for 'PDS Zip-Code Mismatch Authorized by PSC/CG-1332' and an 'Attach the Authorization Document, if Applicable (1500 KB Limit)' section with an 'Add Attachment' button. At the bottom, there is a 'CONUS COLA Dependent Beneficiaries' table with columns for Dep/Ben, Name, Relation, Birth, COLA Elig, In A Service, 50% Supp, and Last Approval.</p>
<p>7</p>	<p>Using the drop-down, select the appropriate COLA Reason.</p>  <p>The screenshot shows the same 'Active & Reserve Pay Shortcuts' page. The 'COLA Type' is now set to 'CONUS COLA Without Dependents'. The 'COLA Reason' dropdown menu is open, showing a list of reasons including 'Transfer', 'Acquired a Dependent', 'CONUS COLA Rate/Index Change', 'Confinement', 'Cost of Living Adjustment/LPC', 'Demotion', 'Divorce', 'Govt Quarters Occupancy', 'Hire', 'Legal Separation', 'Longevity Increase', 'Married', 'Married to Member', 'Missing in Action Status', 'PEBD Adjustment', 'PSC Approval', 'Promotion', 'Reserve/Recall Orders', 'Termination of Dependent', and 'Transfer'. The 'Transfer' option is highlighted with a red box. The 'Attach the Authorization Document, if Applicable (1500 KB Limit)' section is visible with an 'Add Attachment' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.</p>

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Start CONUS COLA, Continued

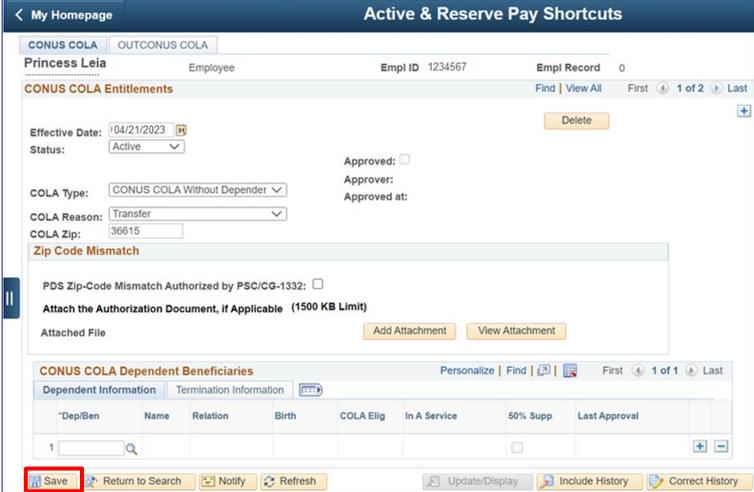
Procedures,
continued

Step	Action
8	<p>COLA Zip will be prefilled. If you are not changing COLA Zip, skip to step 11. If you are changing COLA Zip, you must complete the Zip Code Mismatch information section. Enter appropriate COLA Zip, check PDS Zip-Code Mismatch box, and click Add Attachment.</p> 
9	<p>Click on Choose File, then search through your folder where you saved the attachment and upload document.</p> 
10	<p>Choose View Attachment to ensure it looks correct. Verify information is now displayed correctly.</p> 
11	<p>If the member is authorized CONUS COLA with Dependents, click the *Dep/Ben lookup and select the appropriate dependent(s) from the Search Results.</p> 

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Start CONUS COLA, Continued

Procedures,
continued

Step	Action																	
12	<p>Once all the information has been entered appropriately, click Save.</p> 																	
13	<p>If you changed the COLA Zip and the check box was not selected, or the attachment did not upload correctly you will receive one of the following messages. Review/repeat steps 8-10 and click Save.</p> <div data-bbox="316 1099 743 1256" style="border: 1px solid black; padding: 5px;"> <p>Select the checkbox to indicate member received authorization. (30007,408)</p> <p>You must select the checkbox to indicate member received authorization for a zip-code other than member's current duty location zip-code and attach the authorization document before Conus Cola entry can be saved.</p> <p style="text-align: center;"><input type="checkbox"/> OK</p> </div> <div data-bbox="316 1279 1121 1384" style="border: 1px solid black; padding: 5px;"> <p>The Zip-Code Mismatch authorization document is missing. (30007,409)</p> <p>You must upload the Zip-Code Mismatch authorization document before the Conus Cola entry can be saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																	
14	<p>The CONUS COLA request will be forwarded to the SPO tree for approval.</p>																	
15	<p>As with all pay transactions, verify the correct amount is being paid to the member after SPO approval. If CONUS COLA isn't paying the correct Step (found on Salary Plan tab of Job Data) dollar amount per the DTMO website, double check the Pay Base Date (PBD) on the Job Labor tab of Job Data. If the PBD is incorrect, submit a SOCS to PPC per the 3PM.</p> <div data-bbox="316 1615 1007 1883" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">POINT START DATE</td> <td style="width: 20%;"></td> <td style="width: 20%;">02/02/2018</td> <td style="width: 30%;"></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td style="border: 2px solid red;">04/21/2023</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Salary Admin Plan</td> <td>ENL</td> <td>Enlisted Pay Table</td> </tr> <tr> <td>Grade</td> <td>E7</td> <td>2023 Enlisted Pay Table</td> </tr> <tr> <td>Step</td> <td style="border: 2px solid red;">18</td> <td></td> </tr> </table> <p><input type="checkbox"/> Includes Wage Progression Rule</p> </div> <p>If the date change is “in range”, DA will pay out the difference to the member. If it is “out of range”, MAS will need to pay that portion separately via trouble ticket.</p>	POINT START DATE		02/02/2018		PAY BASE DATE		04/21/2023		Salary Admin Plan	ENL	Enlisted Pay Table	Grade	E7	2023 Enlisted Pay Table	Step	18	
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