

# Start CONUS COLA

**Introduction** This guide provides the procedures for a SPO to start CONUS COLA in Direct Access (DA).


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

**Reference** (a) [Joint Travel Regulations \(JTR\), Chapter 8](#)

**Important** 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	<p>Select <b>Cost of Living Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active &amp; Reserve Pay Shortcuts" with a grid of links. The links are arranged in two columns. The link "Cost of Living Allowance" in the second column is highlighted with a red rectangular box.</p> <table border="1" data-bbox="316 1323 1241 1805"> <thead> <tr> <th colspan="2">Active &amp; Reserve Pay Shortcuts</th> </tr> </thead> <tbody> <tr> <td><a href="#">Direct Deposit</a></td> <td><a href="#">Proxy - Submit Absence Request</a></td> </tr> <tr> <td><a href="#">Voluntary Deductions</a></td> <td><a href="#">SGLI + FSGLI</a></td> </tr> <tr> <td><a href="#">Maintain Tax Data USA</a></td> <td><a href="#">Housing Allowance</a></td> </tr> <tr> <td><a href="#">Dependent Information</a></td> <td><b><a href="#">Cost of Living Allowance</a></b></td> </tr> <tr> <td><a href="#">BAH Depndnt/EmergencyData Emplid</a></td> <td><a href="#">MGIB Enrollments</a></td> </tr> <tr> <td><a href="#">Sea Time Balances</a></td> <td><a href="#">AvIP</a></td> </tr> <tr> <td><a href="#">View Payslips (AD/RSV)</a></td> <td><a href="#">Net Distribution</a></td> </tr> <tr> <td><a href="#">Pay Calendar Results</a></td> <td><a href="#">View Member W-2s</a></td> </tr> <tr> <td><a href="#">Proxy - Submit Non-Charge Abs</a></td> <td></td> </tr> </tbody> </table>	Active & Reserve Pay Shortcuts		<a href="#">Direct Deposit</a>	<a href="#">Proxy - Submit Absence Request</a>	<a href="#">Voluntary Deductions</a>	<a href="#">SGLI + FSGLI</a>	<a href="#">Maintain Tax Data USA</a>	<a href="#">Housing Allowance</a>	<a href="#">Dependent Information</a>	<b><a href="#">Cost of Living Allowance</a></b>	<a href="#">BAH Depndnt/EmergencyData Emplid</a>	<a href="#">MGIB Enrollments</a>	<a href="#">Sea Time Balances</a>	<a href="#">AvIP</a>	<a href="#">View Payslips (AD/RSV)</a>	<a href="#">Net Distribution</a>	<a href="#">Pay Calendar Results</a>	<a href="#">View Member W-2s</a>	<a href="#">Proxy - Submit Non-Charge Abs</a>	
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## Start CONUS COLA, Continued

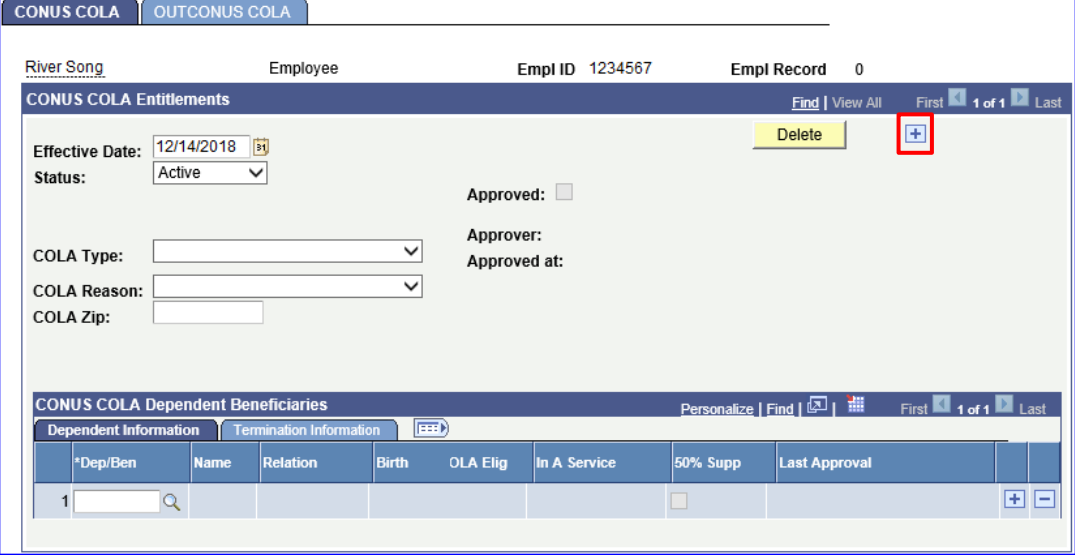
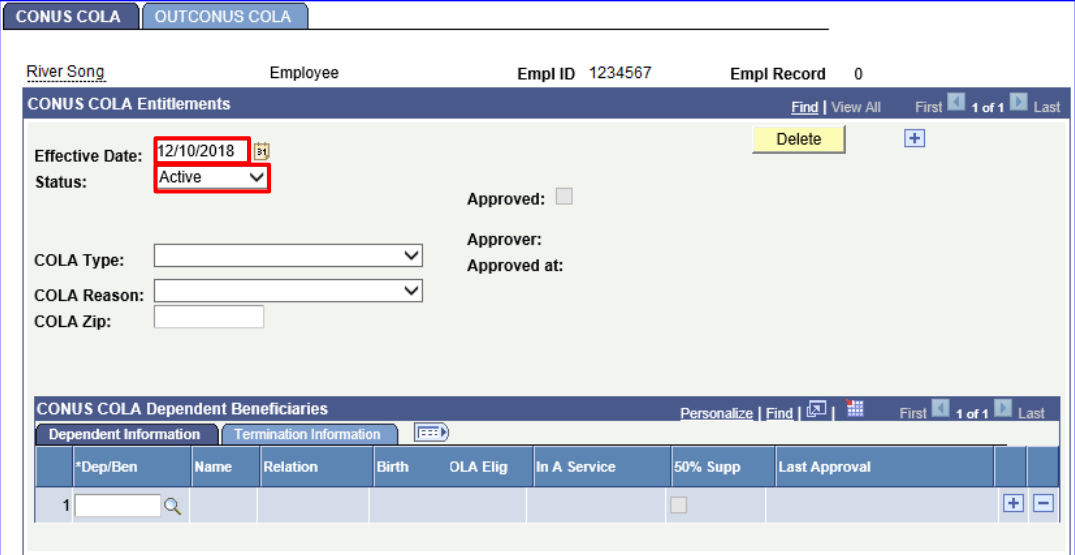
Procedures,  
continued

Step	Action
2	<p data-bbox="316 495 933 528">Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="316 528 1289 1355" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="323 533 678 566"><b>Cost of Living Allowance</b></p> <p data-bbox="323 593 1281 622">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="323 667 635 701"><b>Find an Existing Value</b></p> <p data-bbox="323 723 528 757">▼ <b>Search Criteria</b></p> <p data-bbox="539 801 1098 835">Empl ID begins with ▼ <input data-bbox="810 801 1098 835" type="text" value="1234567"/></p> <p data-bbox="480 846 1098 880">Empl Record = ▼ <input data-bbox="810 846 1098 880" type="text"/></p> <p data-bbox="563 891 1098 925">Name begins with ▼ <input data-bbox="810 891 1098 925" type="text"/></p> <p data-bbox="507 936 1098 969">Last Name begins with ▼ <input data-bbox="810 936 1098 969" type="text"/></p> <p data-bbox="416 981 1098 1014">Second Last Name begins with ▼ <input data-bbox="810 981 1098 1014" type="text"/></p> <p data-bbox="331 1025 1098 1059">Alternate Character Name begins with ▼ <input data-bbox="810 1025 1098 1059" type="text"/></p> <p data-bbox="480 1070 1098 1104">Middle Name begins with ▼ <input data-bbox="810 1070 1098 1104" type="text"/></p> <p data-bbox="467 1115 1098 1149">Business Unit begins with ▼ <input data-bbox="810 1115 1098 1149" type="text"/></p> <p data-bbox="419 1160 1129 1193">Department Set ID begins with ▼ <input data-bbox="810 1160 1098 1193" type="text"/> </p> <p data-bbox="496 1205 1129 1238">Department begins with ▼ <input data-bbox="810 1205 1098 1238" type="text"/> </p> <p data-bbox="331 1238 1013 1272"> <input type="checkbox"/> Include History             <input type="checkbox"/> Correct History             <input type="checkbox"/> Case Sensitive         </p> <p data-bbox="331 1305 1054 1339"> <input data-bbox="331 1305 467 1339" type="button" value="Search"/>   <input data-bbox="483 1305 619 1339" type="button" value="Clear"/>   <a href="#">Basic Search</a>    <a href="#">Save Search Criteria</a> </p> </div>

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# Start CONUS COLA, Continued

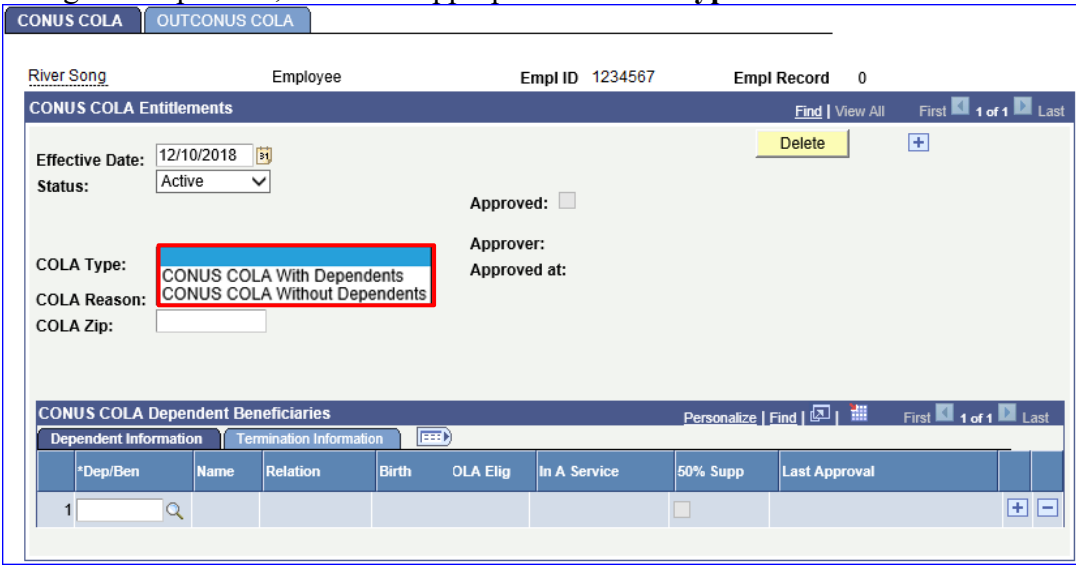
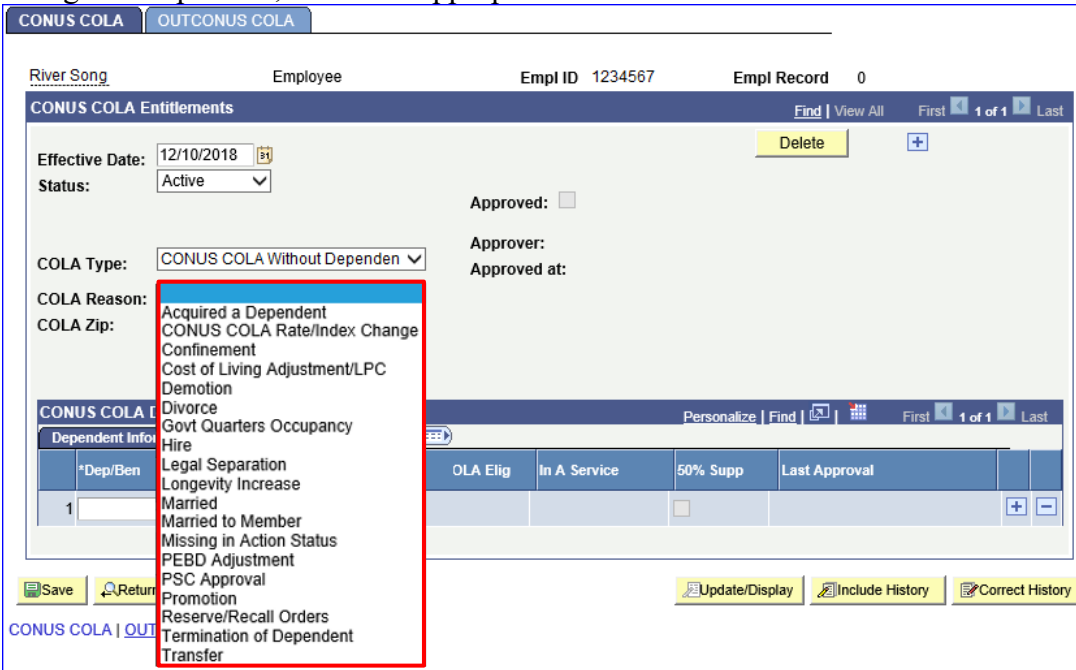
Procedures,  
continued

Step	Action
3	<p>The member's current CONUS COLA information (if any) will display. If there is <b>not</b> a current CONUS COLA row (as shown below), <b>skip to Step 4</b>. If the member currently has a CONUS COLA row, click the (+) button to add a new row.</p> 
4	<p>Enter the <b>Effective Date</b> of the CONUS COLA entitlement. Ensure the status is <b>Active</b> (Inactive indicates the member is not drawing pay and allowances).</p> 

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# Start CONUS COLA, Continued

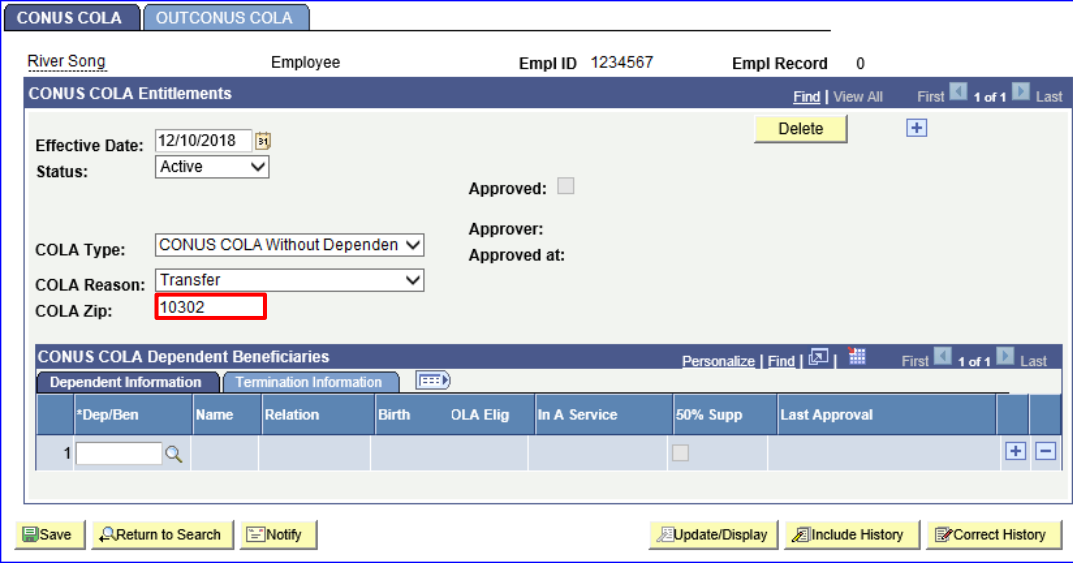
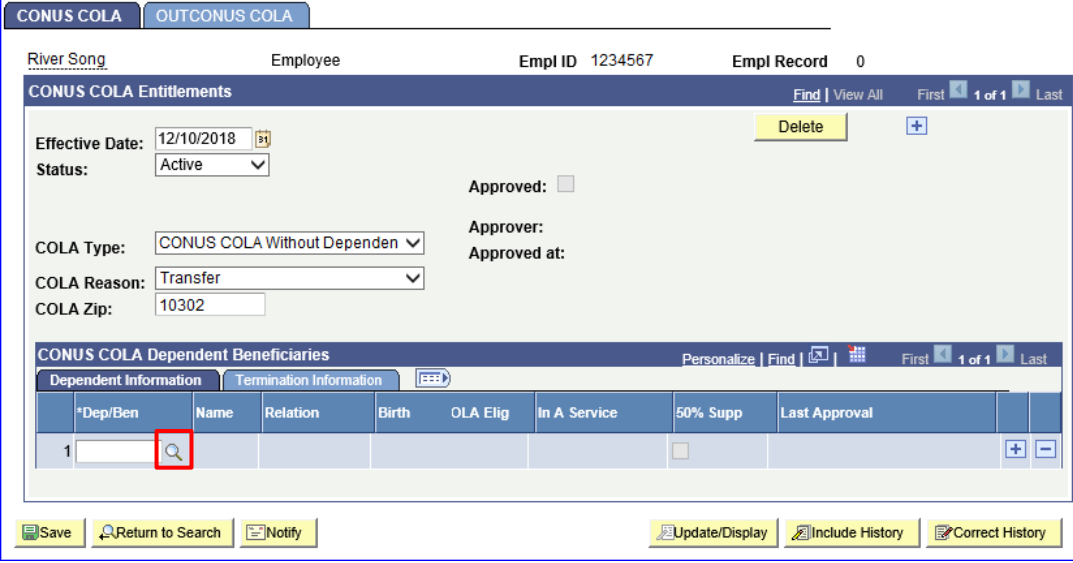
Procedures,  
continued

Step	Action
<p>5</p>	<p>Using the drop-down, select the appropriate COLA Type.</p>  <p>The screenshot shows the 'CONUS COLA Entitlements' form. The 'COLA Type' dropdown menu is open, with a red box highlighting the two options: 'CONUS COLA With Dependents' and 'CONUS COLA Without Dependents'. Other fields include Effective Date (12/10/2018), Status (Active), and a table for dependent beneficiaries.</p>
<p>6</p>	<p>Using the drop-down, select the appropriate COLA Reason.</p>  <p>The screenshot shows the 'CONUS COLA Entitlements' form with the 'COLA Reason' dropdown menu open. A red box highlights the list of reasons, including '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 'COLA Type' is set to 'CONUS COLA Without Dependents'.</p>

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# Start CONUS COLA, Continued

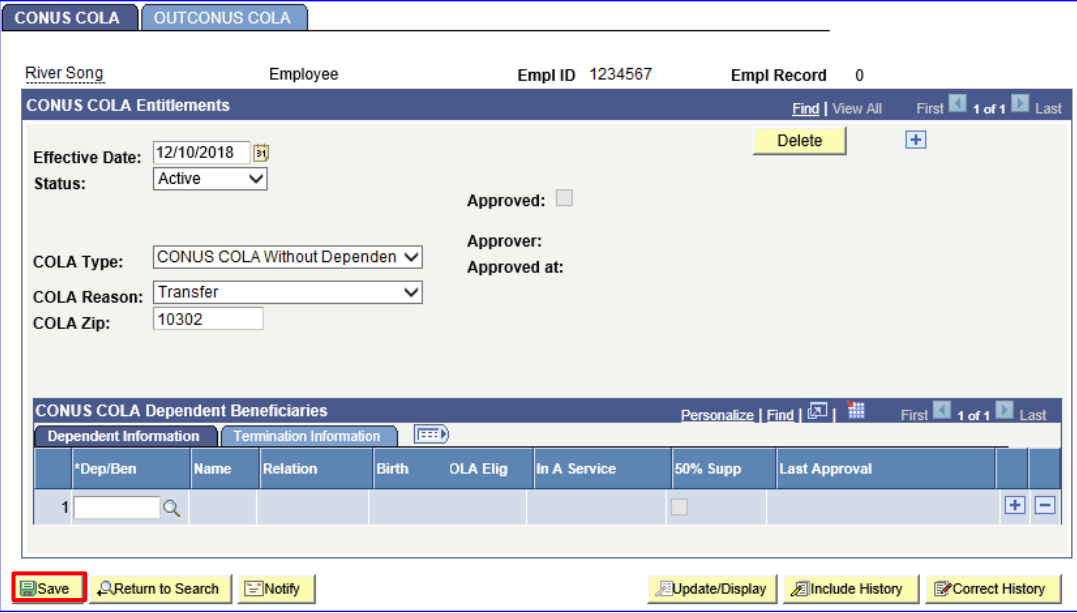
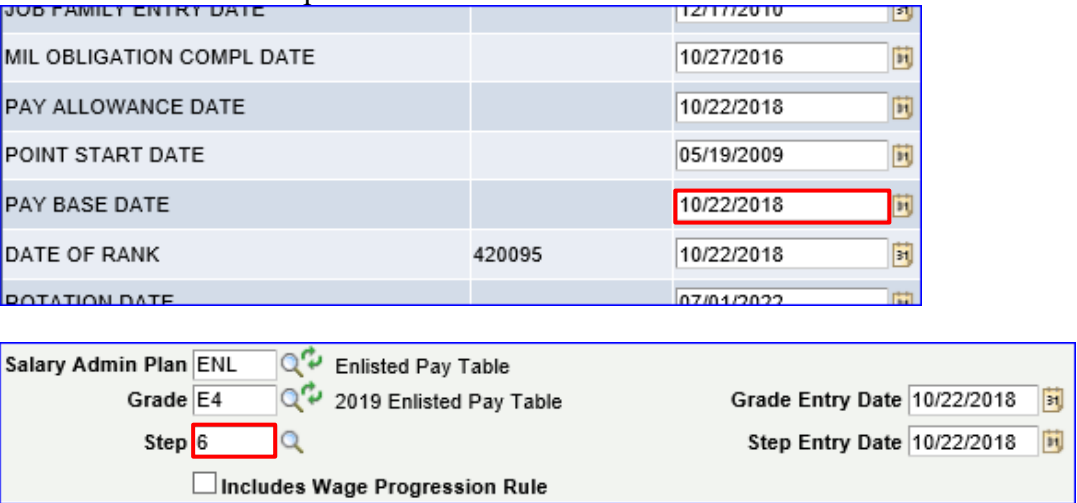
Procedures,  
continued

Step	Action
7	<p>Enter the <b>COLA zip</b> code. The zip code is limited to 5 digits, do <b>NOT</b> add any additional numbers or letters after the initial 5 digit zip code. <b>Adding more than the 5 digit zip code will result in non-payment of CONUS COLA.</b></p> <p><b>Remember:</b> Do <b>NOT</b> create a CONUS COLA row if the CONUS COLA rate is \$0.</p>  <p>The screenshot shows the 'CONUS COLA Entitlements' form for Employee River Song (Empl ID 1234567). The 'Effective Date' is 12/10/2018 and the 'Status' is Active. The 'COLA Type' is 'CONUS COLA Without Dependents' and the 'COLA Reason' is 'Transfer'. The 'COLA Zip' field is highlighted with a red box and contains '10302'. Below the form is a table for 'CONUS COLA Dependent Beneficiaries' with columns: *Dep/Ben, Name, Relation, Birth, OLA Elig, In A Service, 50% Supp, Last Approval. The table has one row with a search icon in the *Dep/Ben column.</p>
8	<p>If the member is authorized CONUS COLA with Dependents, click the <b>*Dep/Ben lookup</b> and <b>select</b> the appropriate dependent(s) from the Search Results.</p>  <p>This screenshot is identical to the one above, but the search icon in the *Dep/Ben column of the 'CONUS COLA Dependent Beneficiaries' table is highlighted with a red box.</p>

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# Start CONUS COLA, Continued

Procedures,  
continued

Step	Action
9	<p>Once all the information has been entered appropriately, click <b>Save</b>.</p> 
10	<p>The CONUS COLA request will be forwarded to the SPO tree for approval.</p>
11	<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 <b>Step</b> (found on Salary Plan tab of Job Data) dollar amount per the DTMO website, double check the <b>Pay Base Date</b> (PBD) on the Job Labor tab of Job Data. If the PBD is incorrect, submit a SOCS to PPC per the 3PM.</p>  <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>