#### 08 June 2023

#### Stopping Overseas Housing Allowance (OHA) Overview

Introduction	This guide provides the procedures for a SPO to stop a member's Overseas Housing Allowance (OHA) in Direct Access (DA) in the event the member is checking into Government Quarters or departing the area.
References	<ul> <li>(a) <u>Joint Travel Regulations (JTR), Chapters 8-10 (Allowances)</u></li> <li>(b) <u>Coast Guard Pay Manual, COMDTINST M7220.29 (series)</u></li> </ul>
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 Officers (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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IntroductionThis section provides the procedures for stopping a member's OHA in<br/>DA in the event the member checks into Government Quarters.

**Procedures** See below.

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

Procedures,

continued

Step		Action	
2	Enter the member's <b>Empl ID</b> .	Check the Correct History box and click Search	h.
	Housing Allowance		
	Enter any information you have and click S	Search. Leave fields blank for a list of all values.	
	Find an Existing Value		
	Search Criteria		
	Empl ID begins with V	1234587	
	Name begins with V		
	Last Name begins with V		
	Second Last Name begins with V		
	Alternate Character Name begins with V		
	Middle Name begins with 🗸		
	Business Unit begins with 🗸		
	Department Set ID begins with 🗸		
	Department begins with 🗸		
	Include History Correct History	Case Sensitive	
	Search Clear Basic Search	Save Search Criteria	
	Gear Basic Search	a Save Search Chitelia	
3	The member's BAH page will	display. Select the OHA tab.	
	BAH OHA FSH MIHA		
	Seeley Booth Employee	Empl ID 1234567 Empl Record 0	
	BAH Entitlements	Find   View All First V 1 of 5 V	Last
	Effective Date: 06/24/2018	Approved: V Grand Fathered	
	status.	Approver: 9876543 Lance Sweets	
	RAH Change Transfer	Approved at: 07/05/18 12:03PM	
	BAH Qtr Status:	Description: With dependents; Mbr and deps not assigned govt qtrs	
	BAH Zip: 33040 FL069	BAH Type: BAH With Dependents	
	Fair Rent:	BAH Rate: 3291.0000	
	BAH Dependent Beneficiaries	Personalize   Find   💷   👪 First 🕚 1-2 of 2 🐠 L	ast
	Dependent Information Termination Information		
	*Dep/Ben Name Relation	Birth BAH Elig In A Service 50% Supp Last Approval	
	1 03 C Temperance Brennan Spouse	10/17/1987 08/24/2009 12/20/2012 12:40:22AM 🖈 🖃	]
	2 04 Q Christine Booth Daughter	05/25/2014 05/25/2014 10/24/2014 8:58:38AM 🛨	]
	Return to Search 🖃 Notify	2 Update/Display 2 Include History Correct Hist	ory

Procedures,

continued

Step	Action
4	The member's current OHA entitlement will display. It is recommended to take a <u>screenshot</u> of this OHA row prior to continuing.
	Click <b>View All</b> . It is important to be able to view the previous OHA row because that information is required to populate the new row (or refer to the screenshot taken).
	Click the (+) button to add a new OHA row.
	Seeley Booth Employee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance Find View All First ④ 1 of 27 ④ Last
	Effective Date: 07/01/2019 3 Delete + Status: Active V Approved: V
	OHA Type:     OHA With Dependents     ✓       OHA Type:     OHA With Dependents     ✓       OHA Type:     OHA With Dependents     ✓
	OHA Reason:     Image: Construction of the change of the cha
	OHA Rental Table Amount: 10749370.00 Entitled OHA Amount: 12473062.00
	Monthly Rental Amount:       10423430.00       Utilities Included in Rent:       India       India         Shared Rental Amount:       10423450.00       Utility Point Total:       0         Constructive Rental Cap:       12799602.00       Utility Recurring Maint Allow:       2050232.00
	OHA Rental Sharers Personalize   Find   🖾   🔣 First 🕚 1 of 1 🕑 Last
	*Branch of Service EmpIID Sharer Name
	OHA Dependents Personalize   Find   🔄   🔣 First 🕚 1-2 of 2 🕑 Last
	*ID Name Relation Sps Srvc Branch Sps Empl
	1 03 Q Temperance Brennan Spouse N 🛨 -
	2 04 Q Christine Booth Daughter N 🛨 -
	Return to Search 🔄 Notify 📝 Update/Display 🗊 Include History

#### Procedures,

continued

			Acti	on					
	Enter the Effective Date.	This wi	ll be the	date	the memb	er che	ecked i	nto	
	government quarters. Ens	sure the S	Status in	ndicat	es Active				
	BAH OHA FSH MIHA								
	Seeley Booth Employ	ee		Emj	pl ID 1234567		Empl R	lecord	0
	Overseas Housing Allowance				Find   Vi	ew 1	First 🕚	1-28 of 2	28 🕑 La
	Effective Date: 08/29/2019		A	pproved	:			Delete	
	OHA Type:	~	A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	pproved	at:				Ĵ
	OHA Reason:	~	- -	pprorou		Owner Ind	licator	•••••	
			_		Fixed I	Exchange	Rate		
			Entitled (	)HA Amo	ount:				
	OHA Rental Table Amount:								
	Monthly Rental Amount:		Utilities Inclu	Ided in R	ent:			v	
	Constructive Rental Can:	Litti	lity Recurring	Maint A	llow:				
	OHA Rental Sharers		inty neocurring	Persona	lize   Find   🗔	1	First (4)	1 of 1	🕑 Last
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	OUA Dependente			Dersene	line   Find   7	. ===	First (4)	4 - 64	L act.
	*ID Name	Rel	ation	Sps	Branch	Sps Emr	riist 🍚	TOTT	Last
				Srvc	Dianon	opo cinț	~		
	1Q							ŀ	+ -
	Effective Date: 07/01/2019		A	pproved	6543218	Ca	mille Saro	Delete	
	OHA Type: OHA With Dependents OHA Reason: JFTR Rate Change	~		pproved	at: 07/18/201	9 2:21PM Owner Ind	licator		)
	Locality Code: CO003				✓ Fixed I	Exchange	Rate 0.0	00307	
	Other         Entitled OHA Amount:         12473682.00								
	Monthly Rental Amount: 1042	3450.00	Utilities Inclu	ided in R	ent: None			$\sim$	
	Shared Rental Amount: 10423	3450.00	Utilit	y Point T	otal: 0				
	Constructive Rental Cap: 1279	9602.00 Util	lity Recurring	Maint A	llow: 205	0232.00			
	OHA Rental Sharers			Persona	llize   Find   🗖		First 🕚	1 of 1	🕑 Last
	*Branch of Service	EmplID	Sharer	Name					
1		_							_

#### Procedures,

continued

)			Action							
	Using the drop-down, select the <b>OHA Type</b> . This should reflect the member's									
p	previous OHA row.									
	BAH OHA FSH MIHA									
	Seeley Booth Em	ployee	En	npl ID 1234567	En	pl Record	0			
	Overseas Housing Allowance			Find   Vie	w 1 First	1-28 of 28	€ Las			
						Delete				
	Effective Date: 08/29/2019		Approve	4.						
	Status: Active V		Approve							
			Approver	Lati						
	OHA Type: OHA With Depend	ents	Approve		in the disease					
	OHA With Depend OHA With Depend	ents-Child Sprt ents-Ind Qtrs			wher Indicato	r				
	Locality Code: OHA Without Depe	ndents			xchange Rate					
	OHA Rental Table Amount:		Entitled OHA Am	ount:						
	Monthly Rental Amount:	U	tilities Included in	Rent:		~				
	Shared Rental Amount:		Utility Point	Total: 0						
	Constructive Rental Cap:	Utility	Recurring Maint	Allow:						
	OHA Rental Sharers		Person	alize   Find   🗇	First	🕚 1 of 1 🖲	Last			
	*Branch of Service	EmplID	Sharer Name							
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	OHA Dependents		Person	alize   Find   🗇	First	🕚 1 of 1 🖲	Last			
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	OHA Type: OHA With Depend	ents 🗸	Approve	d at: 07/18/2019	2:21PM					
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	Monthly Rental Amount:	10423450.00	tilities Included in	Rent- None		~				
	Shared Rental Amount: 1	0423450.00	Utility Point	Total: 0						
	Constructive Rental Cap: 1	2799602.00 Utility	Recurring Maint	Allow: 2050	232.00					
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	*Branch of Service	EmplID	Sharer Name							
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#### Procedures,

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Step				Acti	on					
7	Using the d	rop-down, select Go	ovt Qu	arters	o Occ	upancy	for the	e OHA	Reas	0 <b>n</b> .
	BAH OHA	FSH MIHA								
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	Overseas Hous	ing Allowance				Find	View 1	First 🔇	1-28 of 2	28 🕑 Last
	Effective Date:	08/20/2010							Delete	•
	Status:		A	pproved	:					
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	OHA Type:	OHA With Dependents	~	A	pproved	at:	_			
	OHA Reason:	Authorization by PSC				□ Hor	ne Owner od Exchan	Indicator de Rate		
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	OHA Rental Tab	Demotion	-						~	
	Shared Renta	Dependency Change	Utilit	Utility	aea in R Point T	tent: 0			•	
	Constructive R	Dependent Arrival Dependent Departure	ty Re	ecurring	Maint A	llow:				
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	*Branch of Inadequate Qtrs Designation			Sharer I	Name					
	1	JFTR Rate Change Promotion							E	+ -
		Reserve/Recall Orders Transfer					_			
	OHA Depen	dents			Persona	alize   Find	(J) 🔣	First	У 1 of 1	🕑 Last
	*ID N	lame	Relation		Sps Srvc	Branch	Sps E	mpl		
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	Status:	Active V		A	pproved					
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	OHA Type: OHA Reason:	JFTR Rate Change	~	A	pproved	at: 07/18/2	2019 2:21F	-M Indicator	_	- -
	Locality Code:	CO003 Q				✓ Fixe	d Exchan	ge Rate (	0.000307	
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	Monthly Renta	al Amount: 10/493/0.00	Utilit	ies Inclu	ded in R	Rent: None			~	
	Shared Renta	al Amount: 10423450.00		Utility	Point T	otal: 0				
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	OHA Depen	dents		P	ersonali	ze   Find   🖟	1	First (4)	1.2 of 2	€ Last
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Update the Locality Code (this should be entered the same as the previous row).  BAH OHA F3H MIHA Seeley Booth Employee Empl ID 1234567 Empl Record 0  Overseas Housing Allowance Find [View 1 First 1.28 of 28 & Last Effective Date: 08/29/2019 [B] Status: Active Approved:  OHA Type: OHA With Dependents Approved at: OHA Rental Abount: Utilities Included in Rent: Shared Rental Abount: Utilities Included in Rent: Constructive Rental Abount: Utility Recurring Maint Allow: OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last Branch of Service EmpliD Sharer Name I OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharers Personalize [Find [I]] First 4 1 of 1 & Last OHA Rental Sharer Name I Delete  Photome Owner Indicator OHA Rental Anount: 10749370 00 Utility Boint Chai: 0 OHA Rental Table Amount: 10749370 00 Monthly Rental Amount: 10423450 00 Utility Point Total: 0 Constructive Rental Anount: 10423450 00 Utility Rental Amount: 10423450 00 Utility Re					Actio	on					
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Procedures,

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	• Utilities $1$	included in Rei	nt – S	select A	All (11	anyth	ing othe	er thar	1 All 18	selected,
	member v	vill be overpaid	.).							
	BAH OHA	FSH MIHA								
	Seeley Booth	Employee	9			Empl ID	1234567		Empl R	ecord 0
	Overseas Hous	ing Allowance					Find	View All	First (	🎐 1 of 28 🕑 L
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	1	~		Q						+ -
	OHA Depen	dents			Pe	sonalize	Find   🗵		First 🕚	1 of 1 🕑 Last
	*ID N	łame		Relation	Spe	Bra	nch	Sps Emp	d	

#### Procedures,

continued

Step		Act	ion		
10	If the member was drawing Ol the new OHA row by clicking (+) button to add additional de	HA with de the <b>lookup</b> pendents as	pende icon s appro	nts, they will a under OHA D opriate.	need to be added to bependents. Click the
	Once any dependents have bee	en added as	appro	priate, click th	ne Notepad 1con.
	Seeley Booth Employee		Em	pl ID 1234567	Empl Record 0
l	Overseas Housing Allowance			Find View A	ll First 🕢 1 of 28 🕑 Last
	Effective Date: 08/29/2019 3 Status: Active V		Approved	:	Delete +
l	OUA With Dependents		Approver	:	[70005]
	OHA Type: OHA With Dependents OHA Reason: Govt Quarters Occupancy	~	Approved	at:	Indicator
				Fixed Exchan	ige Rate
	OHA Rental Table Amount: 10749370 00	Entitled	OHA Am	ount:	
	Monthly Rental Amount:	Utilities Inc	luded in F	tent: All	~
	Shared Rental Amount:	Util	ity Point 1	otal: 0	
	Constructive Rental Cap: 12799602.00	Utility Recurrin	Dereen	llow: 2050232.0	Direct (1) d of d (1) Loot
	*Branch of Service Em	oliD Share	r Name		
			a nume		
		Q			
	OHA Dependents		Personali	ze   Find   💷   🔣	First 🕚 1-2 of 2 🕑 Last
	*ID Name	Relation	Sps Srvc	Branch Sps E	Empl
	1 03 🔍 Temperance Brennan	Spouse	N		<b>+ -</b>
	2 04 Q Christine Booth	Daughter	N		+ -

#### Procedures,

continued

Step			Action							
11	The Notepad with	ill open in a ne	w window. Select Add	<u>a New N</u> ote.						
	Notep	ad								
	Instructions									
	Selection Criteria									
	*EmpIID	1234567								
	*Record	0								
	*Effective Date	2019-08-29								
	Notes From		Through							
	Search		Add a New Note							
	There are no existing r	notes for the specifie	d selection criteria.							
12	Enter a Subject	and Note Tex	t describing the reason f	or the OHA row	Click					
12	Save and then '	$\mathbf{X}'$ out of the v	vindow to return to the m	ember's OHA na	one					
	Housing Allowance	× 🦉 Notepad	d - Hidden X							
	Selected	l Note								
	<ul> <li>Instructions</li> </ul>									
	Selected Perforn	nance Note								
	Applications									
	Emp	IID 1234567	Created	08/22/2019 11:41AM						
	Reco	ord 0	Creator	Angela Montenegro						
	Effective D	ate 2019-08-29	Last Update							
			Updated By		_					
	Subj	ect Moving into G	ovt Quarters							
	Note T	ent Quarters								
	THORE IN	on 09/01/2019	).							
	Save									
	Return to Note S	election Page								

#### Procedures,

continued

Step		Ac	tion						
13	Scroll to the bottom of the p	age and click	Save.	The req	uest will be	routed to the			
	SPO tree for approval.								
	BAH OHA FSH MIHA								
	Seeley Booth Employee		Em	pl ID 1234567	Empl	Record 0			
	Overseas Housing Allowance			Find	View All First	🕚 1 of 28 🕑 Last			
	Effective Date: 08/29/2019		Approved	1:		Delete +			
			Approver	:					
	OHA Type: OHA With Dependents	~	Approved	i at:					
	OHA Reason: Govt Quarters Occupancy	$\sim$		🗆 Home	Owner Indicator				
	Locality Code: CO003			Fixed	Fixed Exchange Rate				
	OHA Rental Table Amount: 10749370	).00 Entitle	d OHA Am	ount:					
	Monthly Rental Amount:	Utilities In	cluded in l	Rent: All		~			
	Shared Rental Amount:	Ut	ility Point	Fotal: 0					
	Constructive Rental Cap: 12799602	2.00 Utility Recurri	ng Maint A	llow: 20	50232.00				
	OHA Rental Sharers		Personalize   Find   🖾   🔣 🛛 First 🕚 1 of 1 🕑 Last						
	*Branch of Service	EmpliD Shar	er Name						
	1	Q				+ -			
	OHA Dependents		Personal	ze   Find   🔄	📑 🛛 First 🕚	1-2 of 2 🕑 Last			
	*ID Name	Relation	Sps Srvc	Branch	Sps Empl				
	1 03 Q Temperance Brennan	Spouse	Ν			+ -			
	2 04 Q Christine Booth	Daughter	Ν			+ -			
	Return to Search	tify	🧾 Update	/Display	Include History	Correct History			

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 Step 15								
	to view the Pay Calculation Results for the example used in this section).								
	BAH OHA FSH MIHA								
	Seeley Booth Employee Empl ID 1234567 Empl Record 0								
	Overseas Housing Allowance Find   View All First 🕚 1 of 28 🕑 Last								
	Effective Date: 08/29/2019								
	Status: Active V Approved: V								
	Approver: 8528528 Gordon Gordon Wyatt								
	OHA Type: OHA With Dependents  Approved at: 08/23/2019 8:28AM								
	OHA Reason: Govt Quarters Occupancy								
	Locality Code: CO003 Q								
	OHA Rental Table Amount: 10749370.00 Entitled OHA Amount:								
	Monthly Rental Amount: Utilities Included in Rent: All								
	Shared Rental Amount: Utility Point Total: 0 Constructive Rental Cap: 12799602.00 Utility Recurring Maint Allow: 2050232.00								
	OHA Rental Sharers Personalize   Find   2   R First @ 1 of 1 @   ast								
	*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 03 Q Temperance Brennan Spouse N +								
	2 04 Q Christine Booth Daughter N +								
	Return to Search 🔄 Notify 🖉 Update/Display 🖉 Include History 🧊 Correct History								

#### Procedures,

continued

Step	p Action									
15	In this example, the member moved into Government Quarters on 08/29/2019; therefore, the OHA was stopped on 08/28/2019 (notice the Slice End Date).									
	Because the member moved into Quarters, the OHA stopped, and no other housing									
	allowance	es were st	arted.		,		11 /		U	
	Calendar Gro	up Results	Earnings and Ded	uctions	Accumulators	Supporting Ele	ements			
	Seeley Booth		Employee			Empl ID	1234567		Empl Record 0	
	Calendar Group ID C119081				201908	On-Cycle AD E	nd Month			
	Calendar Info	mation					QI	4 4 3	of 3 🗸 🕨 🕨	
	Calen	dar ID CG ACT	2019M08E		Pay Group	USCG				
	Segment N	umber 1	<b>—</b>		Versior	1		Revisio	n 1	
	Gross Result Value 5,310.64 USD Net Result Value 4,761.34 USD									
	Earnings & De	ductions					1 1 15	of 15	View 5	
	ting the second						1-15	0115	View 5	
	Element R	esults Com	ponents <u>R</u> etr	o Adjustmen	Its Deduction Ar	rrears <u>U</u> se	er Fields	•		
	Element Type	Element Name	Amount	Descriptio	n	Instance	Slice Begin Date	Slice End Date	Resolution Details	
	Earnings	BAS	127.190000	Basic Allov	v for Subsistence	0	08/16/2019	08/31/2019	Resolution Details	
	Earnings	BASIC PAY	2943.600000	Basic Pay		0	08/16/2019	08/31/2019	Resolution Details	
	Earnings	HARDSHIP PAY	25.000000	Hardship D	outy Pay - Location	1	08/16/2019	019 08/31/2019 Resoluti	Resolution Details	
	Earnings	HFP IDP	112.500000	Hostile Fire	e/Imminent Danger	1	08/16/2019	08/31/2019	Resolution Details	
	Earnings	OCONUS COLA	442.930000	OutConus	COLA	1	08/16/2019	08/31/2019	Resolution Details	
	Earnings	она	1659.420000🛒	Overseas H	Housing Allowance	0	08/16/2019	08/28/2019	Resolution Details	
	Deduction	ESGLI	2 250000	Family Ser	vicemembers.Grn.Life	0	08/16/2019	08/31/2019	Resolution Details	

#### **Stopping OHA – Departing the Area**

**Introduction** This section provides the procedures for a SPO to stop a member's OHA in DA in the event the member is departing the area.

**Procedures** See below.

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

Procedures,

continued

Step		Action	
2	Enter the member's <b>Empl ID</b> . C	heck the Correct History box	and click Search.
	Housing Allowance		
	Enter any information you have and click Sea	arch. 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 🗸	Q	
	Department begins with 🗸	Q	
	Include History Correct History	Case Sensitive	
	Search Clear Basic Search	Save Search Criteria	
		Save Search Ghiena	
3	The member's BAH page will di	splay. Select the OHA tab.	
	BAH OHA FSH MIHA		
	Jayne Cobb Employee	Empl ID 1234567 Empl F	lecord 0
	BAH Entitlements	Find View Al	I First 🕙 1 of 6 🕑 Last
	5% the P to 07/17/2017	Delete	+
	Status:	Approved: 🗹 📃 Grand Fathered	
		Approver: 8787878 Simon Tam	
		Approved at: 09/22/17 12:34PM	
	BAH Qtr Status: E	Description: W/O dens or spouse in svc & no other	deps: assigned leased/family
	99692 AK400	qtrs	
	Military Rank: F6	BAH Type: BAH Without Dependents	
	Fair Rent:	BAH Rate: 1779.0000 Override Fla	a
	BAH Dependent Beneficiaries	Percepalize   Eind   7	First 4 1 of 1 1 last
	Dependent Information Termination Information		
	*Dep/Ben Name Relation Birth	BAH Elig In A Service 50% Supp Las	st Approval
	1 Q		+ -
	Save 🔯 Return to Search	2 Update/Display	IISTORY Correct History
1			

Procedures,

continued

Step	Action								
4	The member's current OHA entitlement will display. It is recommended to take a <u>screenshot</u> of this OHA row prior to continuing.								
	Click <b>View All</b> . It is important to be able to view the previous OHA row because that information is required to populate the new row (or refer to the screenshot taken).								
	Click the (+) button to add a new OHA row.								
	Jayne Cobb Employee Empl ID 1234567 Empl Record 0								
	Overseas Housing Allowance Find View All First ④ 1 of 7 ④ Last								
	Effective Date: 08/26/2019 B Delete   Status: Active  Approved:								
	Approver:								
	OHA Type: Approved at:								
	OHA Reason:								
	OHA Rental Table Amount:								
	Shared Rental Amount: Utility Point Total:								
	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								
	Course A Debute to Course to Market Course and the Course to Market C								
	Save Correct History								

#### Procedures,

continued

Step	Action									
5	Enter the Effective Date. This will be the first day the member begins terminal									
	leave, transfers, or begins TLA. Using the drop-down, change the Status to									
	Inactive.									
	BAH OHA FSH MIHA									
	Jayne Cobb Employee Empl ID 1234567 Empl Record 0									
	Overseas Housing Allowance Find   View 1 First 🕚 1-7 of 7 🕑 Last									
	Effective Date: 09/13/2019 B Delete + Status: Inactive									
	Approver:									
	OHA Type: Approved at:									
	OHA Reason:									
	OHA Rental Table 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 EmolID Sharer Name									
	OHA Dependents Personalize   Find   🔄   🤀 First 🕚 1 of 1 🕑 Last									
	*ID Name Relation Sps Srue Branch Sps Empl									
	Delete									
	Effective Date: 04/01/2019									
	Status:									
	Approver: 6363/52 River Tam									
	OHA Reason: JFTR Rate Change									
	Legality Code: VI005 Q									
	Entitled OHA Amount: 3177.25									
	OHA Rental Table Amount: 2542.00									
	Shared Rental Amount: 2600.00 Utility Point Total: 0									
	Constructive Rental Cap: 3177.25 Utility Recurring Maint Allow: 635.25									
	OHA Rental Sharers Personalize   Find   🖾   🔣 First 🕚 1 of 1 🕑 Last									
	*Branch of Service EmpIID Sharer Name									
	OUA Dependente Demoster L Field 1 III First A data D Last									

### **Procedures**, continued

Step		Action
6	Using the drop-down, s	elect the <b>OHA Type</b> . This should reflect the member's
	previous OHA row.	
	BAH OHA FSH MIHA	
	Jayne Cobb Emp	loyee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance	Find   View 1 First ④ 1-7 of 7 ④ Last
	Effective Date: 09/13/2019	Delete +
	Status: Inactive V	Approved:
		Approver:
	OHA Type:	Approved at:
	OHA Reason: OHA With Depende	Ints-Child Sprt Home Owner Indicator
	Locality Code: OHA With Depende	ndents
	OHA Rental Table Amount:	Entitled OHA Amount:
	Monthly Rental Amount:	Utilities Included in Rent:
	Shared Rental Amount:	Utility Point Total: <sup>0</sup>
	Constructive Rental Cap:	
	OHA Rental Sharers	Personalize   Find   🖽   Eirst 🔍 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	
		Delete +
	Status: Active	Approved: 🗹
		Approver: 6363752 River Tam
	OHA Type: OHA Without Depe	ndents  Approved at: 04/09/2019 12:18PM
	OHA Reason: JFTR Rate Change	✓ □ Home Owner Indicator
	Locality Code: VI005	✓ Fixed Exchange Rate 1.000000
	OHA Rental Table Amount:	2542.00 Entitled OHA Amount: 3177.25
	Monthly Rental Amount:	2600.00 Utilities Included in Rent: None
	Shared Rental Amount:	2600.00 Utility Point Total: 0
	Constructive Rental Cap:	3177.25 Utility Recurring Maint Allow: 635.25
	OHA Rental Sharers	Personalize   Find   🖾   🔣 First 🕚 1 of 1 🕐 Last
	*Branch of Service	EmplID Sharer Name
	1	

Procedures,

continued

			Acti	on				
Using the d	rop-down, select	t the <b>O</b>	HA Rea	lson.				
BAH OHA	FSH MIHA							
Jayne Cobb	Employee			Empl	ID 1234567	Er	npl Record	0
Overseas Hous	ing Allowance				Find	View 1 Fi	st 🕚 1-7 of	7 🕑 Last
Effective Date:	09/13/2019						Delete	+
Status:	Inactive V		A	pproved:				
			А	pprover:				
OHA Type:	OHA Without Dependents	~	΄ Α	pproved	at:			
OHA Reason:	Authorization by PSC				Home C	Owner Indicat	or	
Locality Code:	Change in Housing Costs				Fixed E	xchange Rate	•	
OHA Rental Tal	Change of Residence		Entitled (	OHA Amo	unt:			
Monthly Rent	Departure for Separation		Jtilities Inclu	ided in Re	ent:		~	
Shared Rent	a Dependency Change Dependent Arrival		Utilit	y Point To	otal:0			
Constructive	R Dependent Departure Govt Quarters Occupancy	r	ty Recurring	Maint Al	low:	E		
OHA Renta	Govt Quarters Vacancy			Personal	ize   Find   년켈	Firs	t 🕚 1 of 1 🤇	Last
*Branch o	f Inadequate Qtrs Designati	ion	Sharer	Name				
1	Promotion		Q				+	-
	Transfer			Dersenel	ing L Find L [7]	L 🖽 Dire	. A	D L ant
ONA Deper	idents			Spe				Last
*ID	Name	Rel	ation	Srvc	Branch	Sps Empl		
1Q							+	-
Effective Date:	04/01/2019						Delete	+
Status:	Active 🗸		А	pproved:	$\checkmark$			
			А	pprover:	6363752	River Tam		
OHA Type:	OHA Without Dependents	~	' A	pproved	at: 04/09/2019	9 12:18PM		
OHA Reason:	JFTR Rate Change	~	'		Home C	Owner Indicat	or	
Locality Code:	V1005				✓ Fixed E	xchange Rate	1.000000	
OHA Rental Tal	ble Amount: 254	2.00	Entitled (	OHA Amo	unt:	31/7.25		
Monthly Rent	tal Amount: 26	00.00	Utilities Inclu	ided in Re	ent: None		~	
Shared Rent	al Amount: 260	0.00	Utilit	y Point To	otal: 0			
Constructive	Rental Cap: 31/	7.25 Util	ity Recurring		iow:	635.25		<b>N</b>
OHA Renta	I Snarers			Personal	ize   Find   🗠	H 🖽 🖬 🛛 Firs	t 🖤 1 of 1 🖤	Last
*Branch o	f Service	EmpIID	Sharer	Name				
1	~		Q				H	

Procedures,

continued

Step		Action
8	Update the Locality Cod Fixed Exchange Rate, U applicable) to mirror the	e, Monthly Rental Amount, Home Owner Indicator or itilities Included in Rent, and the Utility Point Total (if previous OHA row The Entitled OHA Amount will
	auto-populate based on ea	ach of the fields entered.
	If the member was drawin	ng OHA with dependents, they will need to be added to
	the new OHA row by clic	king the <b>lookup</b> icon under OHA Dependents. Click the
	(+) button to add addition	al dependents as appropriate.
	Click the Notepad icon.	
	BAH OHA FSH MIHA	
	Jayne Cobb Employ	ee Empl ID 1234567 Empl Record 0
	Overseas Housing Allowance	Find   View 1 First 🕚 1-7 of 7 🛞 Last
	Effective Date: 09/13/2019	Approved:
		Approver:
	OHA Type: OHA Without Depender	ion V Approved at:
	Locality Code: V1005	I home owner indicator I Fixed Exchange Rate 1.000000
	OHA Rental Table Amount:	2542 00 Entitled OHA Amount: 3177.25
	Monthly Rental Amount:	2600.00 Utilities Included in Rent: None
	Shared Rental Amount:	2600.00 Utility Point Total: <sup>0</sup>
	OHA Rental Sharers	Personalize   Find   2   Rest 1 of 1 1 last
	*Branch of Service	EmpliD Sharer Name
	1	V Q ± =
	OHA Dependents	Personalize   Find   2   III First @ 1 of 1 @ Last
	*ID Name	Relation Sps Branch Sps Empl
		Sive Sive Sive Sive Sive Sive Sive Sive
	Effective Date: 04/01/2019 is Status: Active V	Approved: 🗹
	OHA Type: OHA Without Depend	Approver:         6363752         River Tam           erts         Approved at:         04/09/2009 12:18PM         IIII
	OHA Reason: JFTR Rate Change	
	Locality Code: VI005	Entitled OUA Amount 3177 25
	OHA Rental Table Amount:	
	Monthly Rental Amount: Shared Rental Amount:	2600.00 Utility Point Total: 0
	Constructive Rental Cap:	3177.25 Utility Recurring Maint Allow: 635.25
	OHA Rental Sharers	Personalize   Find   🖾   🔢 First 🕚 1 of 1 🕑 Last
	*Branch of Service	EmpliD Charas Nama

#### Procedures,

continued

Step			Action		
9	The Notepad wi	ll open in a nev	v window. Sel	ect Add a New No	te.
	Note:	pad			
	<ul> <li>Instructions</li> <li>Selection Crite</li> </ul>	eria			_
	*Emplid	1234567			
	*Record	0			
	*Effective Date	2019-09-13			
	Notes From		Thr	ough	
	Search		Add a New Note		
	There are no existing	notes for the specifi	ed selection criteria.		
10	Enter a Subject Save and then '	and <b>Note Text</b> X' out of the w	describing the indow to return	reason for the OHA to the member's C	A row. Click DHA page.
10	Enter a Subject Save and then Housing Allowance Selected N	and Note Text X' out of the W Notepad - Hidden ote	describing the indow to return	reason for the OHA to the member's C	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance Selected N Instructions Selected Performan	and Note Text X' out of the W: Potepad - Hidden ote ce Note	describing the indow to return	reason for the OHA to the member's C	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance Enclose Selected N Applications	and Note Text X' out of the W Notepad - Hidden ote ce Note	describing the indow to return	reason for the OHA	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance E Selected N Instructions Selected Performan Applications EmpliD Record	and Note Text X' out of the W Notepad - Hidden ote ce Note	describing the indow to return	reason for the OHA to the member's C 08/26/2019 10:33AM Hohan Washburne	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance Enter N Selected N Instructions Selected Performan Applications EmpliD Record Effective Date	and Note Text X' out of the w Notepad - Hidden ote 1234567 0 2019-09-13	c describing the indow to return	08/26/2019 10:33AM Hoban Washburne	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance Email Selected N Instructions Selected Performan Applications EmplD Record Effective Date	and Note Text X' out of the w Notepad - Hidden ote ce Note 1234567 0 2019-09-13	created Created Last Update Updated By	08/26/2019 10:33AM Hoban Washburne	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance E Selected N Instructions Selected Performan Applications EmpliD Record Effective Date	and Note Text X' out of the w Notepad - Hidden ote ce Note 1234567 0 2019-09-13 Stopping OHA	created Created Created Last Update Updated By	reason for the OHA to the member's C 08/26/2019 10:33AM Hoban Washburne	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance Elected N Instructions Selected Performan Applications EmplID Record Effective Date Subject Note Text	and Note Text X' out of the w Notepad - Hidden ote ce Note 1234567 0 2019-09-13 Stopping OHA Member is departing ur returning. OHA is being BAH-Transit will be istan	c describing the indow to return Created Creator Last Update Updated By it on terminal leave on ( g stopped to prevent an rted for the same effectiv	reason for the OHA to the member's C 08/26/2019 10:33AM Hoban Washburne	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance Employed Performan Applications EmpliD Record Effective Date Subject Note Text	and Note Text X' out of the w Notepad - Hidden ote ce Note 1234567 0 2019-09-13 Stopping OHA Member is departing ur returning. OHA is being BAH-Transit will be  stat	created Created Creator Last Update Updated By	reason for the OHA to the member's C 08/26/2019 10:33AM Hoban Washburne	A row. Click DHA page.
10	Enter a Subject Save and then ' Housing Allowance Elected N Instructions Selected Performan Applications EmpIID Record Effective Date Subject Note Text	and Note Text X' out of the w Notepad - Hidden ote ce Note 1234567 0 2019-09-13 Stopping OHA Member is departing ur returning. OHA is being BAH-Transit will be istan	describing the indow to return Created Creator Last Update By it on terminal leave on ( g stopped to prevent an ted for the same effectiv	reason for the OHA to the member's C 08/26/2019 10:33AM Hoban Washburne	A row. Click DHA page.

Procedures,

continued

p	Action							
	Scroll to the bottom of the page and click Save. The OHA request will be							
	forwarded to the SPO tree for approval.							
	It is important to request immediate approval so BAH-Transit can be started.							
	BAH OHA FSH MIHA							
	Jayne Cobb         Employee         Empl ID         1234567         Empl Record         0							
	Overseas Housing Allowance Find   View All First 🕚 1 of 7 🕑 Last							
	Delete +							
	Status: Inactive V Approved:							
	Approver:							
	OHA Type: OHA Without Dependents V Approved at:							
	OHA Reason: Departure for Separation							
	Locality Code: VI005 Q Fixed Exchange Rate 1.000000							
	OHA Rental Table Amount: 2542.00 Entitled OHA Amount: 3177.25							
	Monthly Rental Amount: 2600.00 Utilities Included in Rent: None							
	Shared Rental Amount: 2600.00 Utility Point Total: 0							
	Constructive Rental Cap: 3177.25 Utility Recurring Maint Allow: 635.25							
	OHA Rental Sharers     Personalize   Find   🔄   👪 First 🕚 1 of 1 🕑 Last							
	*Branch of Service EmpIID Sharer Name							
	OHA Dependents Personalize   Find   🖉   🕎 First 🚯 1 of 1 🛞   ast							
	*ID Name Relation Srvc Branch Sps Empl							
	Return to Search 🔄 Notify 🖉 Update/Display 👂 Include History							

Procedures,

continued

)		Ac	ction							
	Verify the OHA request has been approved (see Steps 1-4 for navigating back to the member's OHA page). The <b>Approved</b> box will be checked, and the <b>Approver</b> information will be populated.									
	Click the <b>BAH</b> tab to return to BAH OHA FSH MIHA	o the BAH	page.							
	Jayne Cobb Employee		Empl ID	1234567		Empl Record	0			
	Overseas Housing Allowance			Find	View All	First 🕚 1	of 7 🕑 Last			
	Effective Date: 09/13/2019 Status: Inactive V		Approved: 🗹	0070540		Dele	te +			
	OHA Type: OHA Without Dependents	~	Approver:	9876543	Kaylee	⊧ ⊢rye				
OHA Type: OHA Reason: Locality Code	OHA Reason: Departure for Separation	~	Approved at.		wner Indic	ator				
	Locality Code: VI005			Fixed E	xchange R	ate 1.000000				
	OHA Rental Table Amount: 2542.00	Rental Table Amount: 2542 00 Entitled OHA Amount: 3177.25								
	Monthly Rental Amount: 2600.0	0 Utilities In	cluded in Rent:	None		~				
	Shared Rental Amount: 2600.00	Rental Amount: 2600.00 Utility Point Total: 0								
	Constructive Rental Cap: 3177.25	Utility Recurr	ing Maint Allow:		635.25		-			
	OHA Rental Sharers		Personalize	Find 2	F 💀	First 🕚 1 of '	l 🕑 Last			
	*Branch of Service Em	pIID Sha	rer Name							
	1	Q					+ -			
	OHA Dependents		Personalize	Find 🛛	🔜 🛛 F	First 🕚 1 of a	Last			
	*ID Name	Relation	Sps Srvc Bra	nch	Sps Empl					
	1 Q						+ -			
	Save 🖉 Return to Search 🖃 Notify	) (	🕖 Update/Disp	ay 🗾 I	nclude Hist	ory 🕑 Co	rrect History			

Procedures,

continued

Step					Acti	on					
13	If the current BAH row is blank, skip to Step 14. If the member has an existing										
	BAH row, click the (+) button.										
	BAH OHA	FSH MI	HA								
	Jayne Cobb		Employee			Empl ID 1234	567 E	mpl Record	0		
	BAH Entitlemen	nts					Find   Vi	ew All	First 🕚 1 of	of 6 🕑 Last	
	Effective Date:	07/17/2017 Inactive			Approved: 🗸		D Grand Eather	elete	+		
	status.	maarro			Approver:	8787878	Simon Tam				
	BAH Change BAH Qtr Status:	COLA/LPC		~	Approved at:	09/22/17 12:34PM				d/femile	
	BAH Zip:	99692	AK403		BAH Type:	escription: W/O deps or spouse in svc & no other deps; assigne qtrs AH Type: BAH Without Dependents					
	Military Rank:	E6			BAH Rate:						
	Fair Rent:				BAH Entitle:	0.0000	Overrio	le Flag			
	BAH Depend	ent Benefic	iaries			Perso	nalize   Find   🗇	🔣 F	irst 🕚 1 of	1 🕑 Last	
	Dependent In	formation	Termination Inform	ation	)						
	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Appr	roval		
	1	Q								+ -	
	Save 💽 R	eturn to Searc	h 🔚 Notify			🕖 Update/D	)isplay 🗾 🗾 Inc	lude History	🕑 Corre	ect History	

Procedures,

continued

				Atu	UII				
A new row	will disp	play. Ent	er the	Effectiv	ve Date (t	his shoul	d be t	he san	ne date
the Inactive	e OHA r	ow appro	ved in	step 12	) and upda	ate the St	atus	to Act	ive.
BAH OHA	FSH MIHA	A			· · ·				
Jayne Cobb	I	Employee		E	mpl ID 1234567	Em	pl Record	d 0	
BAH Entitlemen	ts					Find Vie	w All	First 🕚	1 of 7 🕑 l
	00/12/2010	ŧ.				Del	lete	+	
Status:	Active V		Ар	proved:		Grand Father	ed		
			Ар	prover:					
PAU Chango				proved at:					
BAH Qtr Status:	Q		De	scription:					
BAH Zip:	00804	AK403	BA	H Type:					
Military Rank:	E6		BA	H Rate:	0.0000			1,900022	
Fair Rent:			BA	H Entitle:	0.0000	Override	e Flag		
BAH Depende	nt Beneficiar	ries	ation	-	Personal	ize   Find   @	<u>.</u>	First 🕚 '	1 of 1 🕑 L
Dependent into									
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Ap	proval	
1	Q								+ -
	turn to Coorch	P.C. Matific			🔲 Undata/Diar	lav 📑 Indi	uda Lliator		Corroct Llists
Using the d If the mem under *Dep	lrop-dow ber has c b/Ben an	vn, select lependent d selectin	the <b>B</b> A s, be s g then	AH Cha sure to a n from t	ange reaso add them b the provide	n and <b>B</b> A y clickin ed list.	HQ g the	tr Sta looku	tus co p icon
Using the d If the mem under *Dep <b>Note:</b> The	lrop-dow ber has c b/Ben an BAH Zi	vn, select lependent d selectin <b>ip</b> will au	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t pulate ba	<b>inge</b> reaso add them b the provide ased on th	n and <b>B</b> A y clickin ed list. e membe	<b>HQ</b> g the r's lo	tr Sta looku cation	tus coo p icon . Do n
Using the d If the mem under *Dep <b>Note:</b> The change.	lrop-dow ber has d b/Ben an <b>BAH Z</b> i	vn, select lependent d selectin <b>ip</b> will au	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t pulate ba	ange reaso add them b he provide ased on th	n and <b>B</b> A by clickin ed list. e membe	HQ g the r's lo	tr Sta looku cation	tus coo p icon . Do n
Using the d If the mem under *Dep <b>Note:</b> The change. BAH OHA Jayne Cobb	lrop-dow ber has d b/Ben an BAH Zi FSH    MIHA E	vn, select lependent d selectin <b>ip</b> will au	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t pulate ba	ange reaso add them b the provide ased on th	n and <b>BA</b> by clickin ed list. e membe	The g the r's low	tr Sta looku cation	tus coo p icon . Do n
Using the d If the mem under *Dep <b>Note:</b> The change. BAH OHA Jayne Cobb BAH Entitlement	lrop-dow ber has c b/Ben an <b>BAH Z</b> i FSH MIHA E	vn, select lependent d selectin <b>ip</b> will au	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t pulate ba	ange reaso add them b the provide ased on th	n and <b>B</b> A y clickin ed list. e member Empl Find   Vi	The g the g the r's loc	tr Sta looku cation <sup>0</sup> First ④	tus coo p icon . Do n
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Using the d If the mem under *Dep Note: The change. BAH OHA Jayne Cobb BAH Entitlement Effective Date: 0 Status:	Irop-dow ber has c b/Ben an BAH Z FSH MIHA E S 9/13/2019 II Active V	vn, select lependent d selectin <b>ip</b> will au	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t oulate ba Emp Approved Approver	ange reaso add them b the provide ased on th	n and <b>B</b> A y clickin, ed list. e member Empl F Find   Vi	r's loc Record ew All Delete athered	tr Sta looku cation First ()	tus coo p icon . Do n
Using the d If the member under *Dep Note: The change. BAH OHA Jayne Cobb BAH Entitlement Effective Date: 0 Status:	Irop-dow ber has o b/Ben an BAH Zi FSH MIHA E s 9/13/2019 B Active V	vn, select lependent d selectin <b>ip</b> will au	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t bulate ba Emp Approved Approved	ange reaso add them b the provide ased on th pl ID 1234567	n and <b>B</b> A ay clickin ed list. e member Empl F Find   Vi	r's low Record ew All Delete athered	tr Sta looku cation First (4)	tus com p icon . Do n
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Using the d If the memi under *Dep Note: The change. BAH OHA Jayne Cobb BAH Entitlement Effective Date: O Status: BAH Change BAH Qtr Status: BAH Zip: O	Irop-dow ber has c b/Ben an BAH Z FSH MIHA E S 9/13/2019 [1] Active 3AH In Transit Q 0804	vn, select lependent d selectin <b>ip</b> will au mployee	the <b>B</b> As, be s g then to-pop	AH Cha sure to a n from t bulate ba Emp Approved Approved Descriptio	ange reaso add them b the provide ased on th pliD 1234567 : at: on: Mbr in Trans not in govt q	n and <b>B</b> A by clicking ed list. e member Emplif Find   Vi Grand Fa	AHQ g the r's loo Record iew All Delete athered	tr Sta looku cation First ①	tus coo p icon . Do n 1 of 7 () ]
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Using the d If the memi under *Dep Note: The change. BAH OHA Jayne Cobb BAH Entitlement Effective Date: Status: BAH Change BAH Qtr Status: BAH Zip: Military Rank: F Fair Rent:	Irop-dow ber has d b/Ben and BAH Zi FSH MIHA E s 9/13/2019 [5] Active 3AH In Transit 0804 26	vn, select lependent d selectin <b>ip</b> will au mployee	the <b>B</b> <i>A</i> s, be s g then to-pop	AH Cha sure to a n from t bulate ba Emp Approved Approved Descriptio BAH Type BAH Rate BAH Entit	ange reaso add them b the provide ased on th pl ID 1234567 : at: mot in govt q s: BAH RC/T W : 0.0000 de: 0.0000	n and <b>B</b> A y clicking ed list. e member Empl F Find   Vi Grand Fa it - W/O deps or s rs /////////////////////////////////	AHQ g the r's low Record iew All Delete athered spouse in sts erride Flag	tr Sta looku cation First (4) svc; no othe	tus coo p icon . Do n 1 of 7 (*)
Using the d If the memi under *Dep Note: The change. BAH OHA Jayne Cobb BAH Entitlement Effective Date: 0 Status: BAH Change BAH Qtr Status: BAH Zip: 0 Military Rank: F Fair Rent: BAH Depender	Irop-dow ber has d b/Ben and BAH Zi FSH MIHA E 9/13/2019 II Active SAH In Transit OB04 J 66	vn, select dependent d selectin ip will au mployee	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t pulate ba Emp Approved Approved Descriptic BAH Type BAH Rate BAH Entit	ange reaso add them b the provide ased on th pl ID 1234567 : at: at: bn: Mbr in Trans not in govt q :: BAH RC/T W : 0.0000 the: 0.0000	n and <b>B</b> A y clicking ed list. e member Empl F Find   Vi Grand Fa it - W/O deps or s rs fithout Dependen Ove	AHQ g the r's loo Record iew All Delete athered spouse in s ts erride Flag	tr Sta looku cation First (1) svc; no othe	tus coo p icon . Do n 1 of 7 (1) ]
Using the d If the memi under *Dep Note: The change. BAH OHA Jayne Cobb BAH Entitlement Effective Date: 0 Status: BAH Change BAH Change BAH Qtr Status: BAH Zip: Military Rank: F Fair Rent: Dependent Info	Irop-dow ber has o b/Ben an BAH Zi FSH MIHA E S 9/13/2019 i Active 3AH In Transit Q 0804	vn, select lependent d selectin <b>ip</b> will au mployee	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t pulate ba Emp Approved Approved Descriptic BAH Type BAH Rate BAH Entit	ange reaso add them b the provide ased on th ased on th 1234567 : : : : : : : : : : : : : : : : : : :	n and <b>B</b> A by clicking ed list. e member Emplif Find   Vi Grand Fa it - W/O deps or s rs //thout Dependen	AHQ g the r's loo Record ew All Delete athered spouse in sts erride Flag	tr Sta looku cation First (*) svc; no othe	tus coo p icon . Do n 1 of 7 (*) ]
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Jsing the d f the membrands f the membrander *Dep Note: The change. BAH OHA Jayne Cobb BAH Entitlement Effective Date: 0 Status: 4 BAH Change BAH Qtr Status: 4 BAH Zip: 0 Military Rank: 6 Fair Rent: 2 BAH Depender Dependent Info *Dep/Ben 1	Irop-dow ber has d b/Ben and BAH Zi FSH MIHA E 9/13/2019 [i] Active 3AH In Transit C 0804 56 mt Beneficiarie Name F	Vn, select dependent d selectin ip will au imployee	the <b>B</b> A s, be s g then to-pop	AH Cha sure to a n from t pulate ba Emp Approved Approved Descriptic BAH Type BAH Rate BAH Elig	ange reaso add them b the provide ased on th ased on th pl ID 1234567 : at: on: Mbr in Trans not in govt q : BAH RC/T W : 0.0000 Persona In A Service	n and <b>B</b> A y clicking ed list. e member Empl F Find   Vi Grand Fa it - W/O deps or s rs ithout Dependen Ove lize   Find   2	AHQ g the r's lou Record ew All Delete athered spouse in s ts erride Flag	tr Sta looku cation First (1) svc; no othe g (1) First (1) First (1) proval	tus cor p icon . Do n 1 of 7 (*) ] r deps and n

08 June 2023

#### Stopping OHA – Departing the Area, Continued

### **Procedures**, continued

Step			Action	l					
16	Click the Notep	ad icon.							
	BAH OHA FSH	MIHA							
	Jayne Cobb	Employee	Empl ID	1234567	Empl Record	0			
	BAH Entitlements				Find View All	First 🕚 1 of 7 🕑 Last			
	Effective Date: 09/13/201 Status: Active	9 9	Approved:		Grand Fathered	+			
	PAH In T	ranait	Approved at:						
	BAH Change BAH In T	ransit	Descriptions						
	00804		Description:	Mbr in Transit - not in govt qtrs	W/O deps or spouse in	svc; no other deps and mbr			
	BAH Zip:	AK403	BAH Type:	BAH RC/T With	Nithout Dependents				
	Fair Rent:		BAH Rate:	0.0000	Override Ela				
	BAH Dependent Bene	ficiarios	BAH Enuue:	0.0000		First (1) 1 of 1 (1) Last			
	Dependent Information	Termination Information	1 💷	reisonalize					
	*Dep/Ben Nan	ne Relation Birt	th BAH Elig In A	A Service	50% Supp Last Ap	oproval			
	1Q					<b>+ -</b>			
	Return to Se	earch 🔚 Notify	[	🔎 Update/Displa	ay 🗾 Include Hist	ory Correct History			
17	The Notepad w	ill open in a ne	w window. Se	elect Add	a New Note	2.			
	Noter	bad							
	<ul> <li>Instructions</li> <li>Selection Crite</li> </ul>	eria							
	*Emplid	1234567							
	*Record	0							
	*Effective Date	2019-09-13							
	Notes From		Thro	ough	<b></b>				
	Search		Add a New Note						
	There are no existing	notes for the specifi	ed selection criteria.						

Procedures,

continued

Enter a Subject	and Note Text (	Action describing the reaso	on for the BAH row	Click
Save and then "	<b>X'</b> out of the wir	ndow to return the r	nember's BAH page	e.
lowance	<i> </i> Notepad - Hidden	×		
Selected N	lote	_		
<ul> <li>Instructions</li> <li>Selected Performance</li> </ul>	ace Note			
Applications				
Emplid	1234567	Created	08/26/2019 10:45AM	
Record	0	Creator	Hoban Washburne	
Effective Date	2019-09-13	Last Update		
		Updated By		
Subject	Starting BAH-Transit			
Note Text	Member is departing on returning. OHA was sto	terminal leave on 09/13/2019 opped to prevent an overpaym	with no intention of ent to the member	
	and BAH-Transit is bein	ig started for the same effectiv	/e date.	
Savo				
Save				
Return to Note Sele	ction Page			
Return to Note Sele	ction Page			
Click Save.	Ction Page			
Click Save.	MIHA Employee	Empl ID 1234567	Empl Record 0	
Click Save.	MIHA Employee	Empl ID 1234567	Empl Record 0 Find   View All First	● 1 of 7 ●
Click Save.          BAH       OHA       FSH         Jayne Cobb       BAH Entitlements	MIHA Employee	Empl ID 1234567	Empl Record 0 Find   View All First 0 Delete	<ul> <li>● 1 of 7 ●</li> <li>●</li> </ul>
Click Save.  Click Save.  BAH OHA FSH Jayne Cobb BAH Entitlements Effective Date: 09/13/2011 Status: Active	MIHA Employee	Empl ID 1234567	Empl Record 0 Find   View All First 0 Delete	④ 1 of 7 ④ +
Return to Note Sele         Click Save.         BAH       OHA       FSH         Jayne Cobb         BAH Entitlements         Effective Date:       09/13/2011         Status:       Active	MIHA Employee	Empl ID 1234567 Approved:	Empl Record 0 Find   View All First Delete Grand Fathered	<ul> <li>● 1 of 7 ●</li> <li>+</li> </ul>
Return to Note Sele         Click Save.         BAH OHA FSH         Jayne Cobb         BAH Entitlements         Effective Date:       09/13/201         Status:       Active         BAH Change       BAH In Tr	MIHA Employee	Empl ID 1234567 Approved: Approver: Approver: Approved at:	Empl Record 0 Find   View All First Delete Grand Fathered	<ul> <li>3 1 of 7 €</li> <li>+</li> </ul>
Return to Note Sele         Click Save.         BAH       OHA       FSH         Jayne Cobb         BAH Entitlements       Effective Date:       09/13/2011         Status:       Active         BAH Change       BAH In Tr         BAH Qtr Status:       V       Q	MIHA Employee	Empl ID 1234567 Approved: Approver: Approved at: Description: Mbr in Tran	Empl Record 0 Find   View All First Delete Grand Fathered	<ul> <li>I of 7 </li> <li>I of 7 </li> <li>I of a state of the state o</li></ul>
Return to Note Sele         Click Save.         BAH       OHA       FSH         Jayne Cobb         BAH Entitlements         Effective Date:       09/13/2011         Status:       Active         BAH Change       BAH In Tr         BAH Qtr Status:       V<	MIHA Employee	Empl ID 1234567 Approved: Approver: Approver: Approved at: Description: Mbr in Trainot in govt	Empl Record 0 Find   View All First ( Delete Grand Fathered	<ul> <li>▲ 1 of 7 </li> <li>▲</li> <li>♦</li> <li>♦</li> <li>♦</li> <li>♦</li> <li>♦</li> </ul>
Return to Note Sele         Click Save.         BAH OHA FSH         Jayne Cobb         BAH Entitlements         Effective Date:       09/13/201         Status:       Active         BAH Change       BAH In Tr         BAH Qtr Status:       V         BAH Zip:       00804         Military Rank:       E6	MIHA Employee	Empl ID 1234567 Approved: Approved: Approved at: Description: Mbr in Trai not in govt BAH Type: BAH RC/T BAH Rate: 0,0000	Empl Record 0 Find   View All First Delete Grand Fathered nsit - W/O deps or spouse in svc; no o qtrs Without Dependents	<ul> <li>1 of 7 ()</li> <li>+</li> </ul>
Return to Note Sele         Click Save.         BAH OHA FSH         Jayne Cobb         BAH Entitlements         Effective Date: 09/13/201         Status:         BAH Change       BAH In Tr         BAH Change       BAH In Tr         BAH Qtr Status:       V         BAH Zip:       00804         Military Rank:       E6         Fair Rent:	MIHA Employee	Empl ID 1234567  Approved: Approver: Approved at: Description: Mbr in Trainot in govt BAH Type: BAH RC/T BAH Rate: 0.0000 BAH Entitle: 0.0000	Empl Record 0 Find   View All First Delete Grand Fathered nsit - W/O deps or spouse in svc; no o qtrs Without Dependents	● 1 of 7 ● + ther deps and
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#### Procedures,

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Procedures,

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Step	Action												
22	In this example, the member departed the area on 09/13/2019; therefore, OHA was stopped on 09/12/2019 (notice the Slice End Date) and BAH-Transit was started on 09/13/2019 (notice the Slice Begin Date).												
	Calendar Gro	up Results E	arnings and Dec	ductions	Accumulators	ements							
	Jayne Cobb	Calendar Gro	Employee Emp			D Mid Month		Empl	Record 0				
	Calendar Info	rmation		•			Q		2 of 2	ÞI			
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	Element Type	Element Name	Amount	Descriptio	n	Instance	Slice Begi Date	in Slice End Date	Resolution Detail	s			
	Earnings	ВАН	81.030000 Basic Allo		vance for Housing	q	09/13/201	09/15/2019	Resolution Details	^			
	Earnings	BAS	184.700000	Basic Allov	v for Subsistence	0	09/01/2019	9 09/15/2019	Resolution Details				
	Earnings	BASIC PAY	1995.000000	Basic Pay		0	09/01/201	09/15/2019	Resolution Details				
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	Deduction	<b>VEDH</b>	0.250000	Armed For	ces Retirement Home	0	00/01/2010	00/15/2010	Resolution Details				