

Starting BAH for Reserve Members

Introduction This guide provides the procedures for starting Basic Allowance for Housing (BAH) for Reserve members in Direct Access (DA).

References [Reserve Duty Status and Participation Manual, COMDTINST M1001_2A](#)
[Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

- Important**
- Whenever processing Reserve Orders, ensure the correct **BAH Qtr Status** is started based on the **type and duration** of the orders.
 - When Reserve Orders end, the Reservist's pay group is changed from **USCG (Active Duty)** back to **USCG RSV (Reserve)**. The BAH row will remain Active but will not pay until the member is back on Active Duty (AD) Orders. Ensure the member is receiving the correct BAH entitlement **every time they start a new set of AD Orders**.
 - A Reserve Component member called/ordered to AD for any "involuntary contingency" (Title 10 or Title 14) operation is authorized primary residence/home based BAH/OHA rate beginning the first day of AD regardless of the duration.
 - A Legislative Pay Change (LPC) for Housing Allowance and COLA pages **should NEVER be deleted unless it is immediately replaced with a corrected LPC row**.
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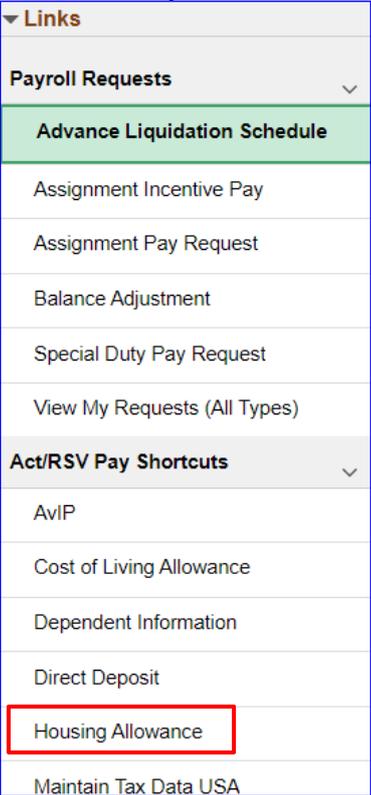
- BAH Rate Protection for Member-Married-to-Reserve Member**
- If an AD member is married to a Reserve member, who is recalled to AD and neither have any other dependents, the AD spouse **remains eligible** for the Grandfathered BAH Rate.
 - **NOTE:** If the AD spouse's BAH rate is "grandfathered" (rate protected) in DA and the SPO changes the BAH data, **the SPO MUST submit a Customer Care ticket to reset the "grandfathered" button and correct the member's BAH rate to the higher authorized rate**.
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BAH Worksheets [ACN 089/19](#) discusses the use of the **CG-2025** (BAH/Housing Worksheet) and the **CG-2025B** (Member-Married-to-Member BAH Worksheet) when mobilizing Reservists.

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Starting BAH for Reserve Members, Continued

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Act/RSV Pay Shortcuts drop-down and select the Housing Allowance option.</p> 

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Starting BAH for Reserve Members, Continued

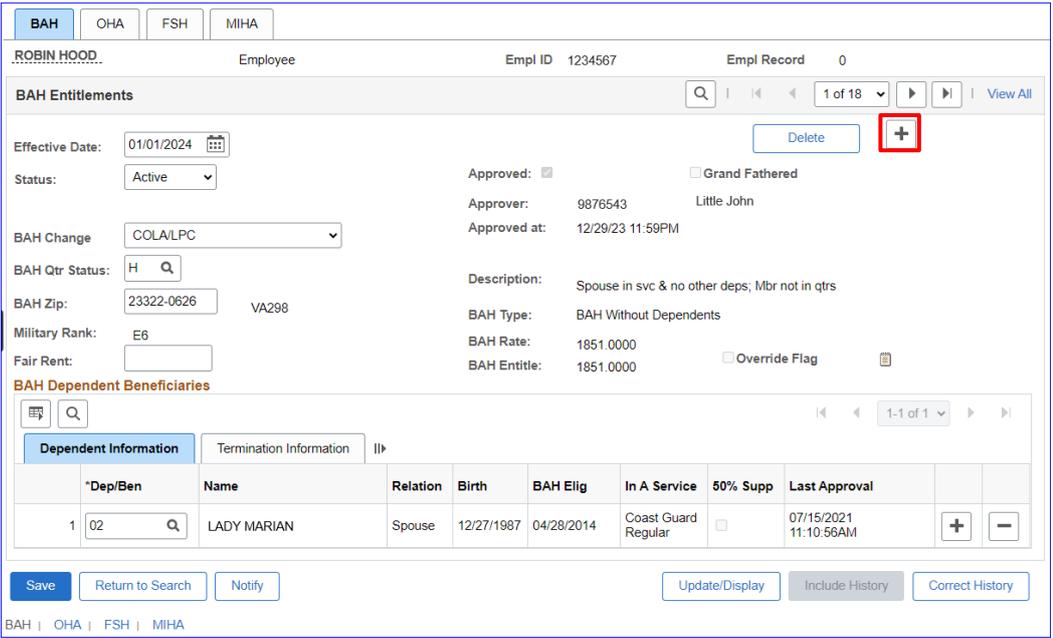
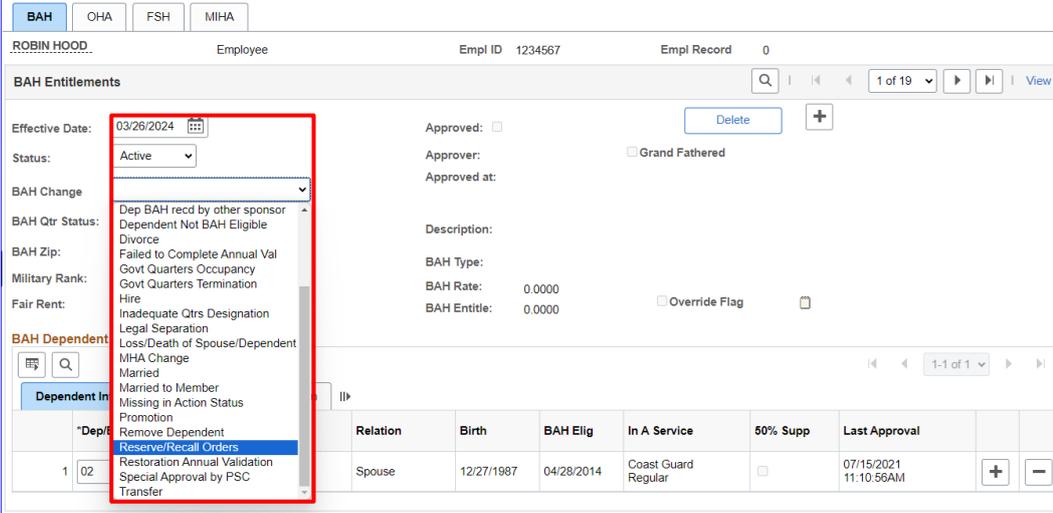
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search (Include History is automatically selected).</p> <div data-bbox="327 562 1225 1469" style="border: 1px solid black; padding: 10px;"> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Business Unit <input type="text" value="begins with"/> <input type="text"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Department <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>The member's current BAH information will display. If there is not an existing BAH row, continue to Step 5. If there is an existing BAH row, click the Plus button.</p> 
<p>5</p>	<p>The Effective Date will default to the current date. Enter the correct Effective Date and leave the Status as Active. Select the appropriate reason for the BAH Change (for this example, Reserve/Recall Orders is selected).</p> <p>NOTE: For Reserve members on AD, the effective date is the same as the Job Data Reserve Orders Begin (ROB) date.</p> 

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Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action
6	<ul style="list-style-type: none"> • BAH Qtr Status – Using the drop-down, select the appropriate status. <ul style="list-style-type: none"> – If the member is on AD Orders 30 days or less, select W (with dependents) or X (without dependents). – If on AD Orders for 31 days or more, select the appropriate BAH code. • BAH Zip – Will default to the zip code of the Reserve member’s home address. Verify the default zip code entered is correct. <ul style="list-style-type: none"> • If the BAH code W or X was selected, change the BAH Zip to 99999. • In addition to the 5-digit zip-code, it is recommended an additional 4-digit audit code be added to the zip-code. – XXXXX-9999 – For AD beyond 30 days and an HHG move is not authorized (Ex. 66683-9999). – XXXXX-1299 – For AD for more than 140 days of ADT-OTD (other training duty) or ordered to AD for more than 180 days (e.g., EAD) and HHG is authorized (Ex. 66683-1299).

BAH Entitlements

Effective Date: 03/26/2024

Status: Active

BAH Change: Reserve/Recall Orders

BAH Qtr Status: **H**

BAH Zip: **23322-9999**

Military Rank: E5

Fair Rent:

BAH Type: BAH Without Dependents

BAH Rate: 0.0000

BAH Entitle: 0.0000

BAH Dependent Beneficiaries

Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	60% Supp	Last Approval
1 02	LADY MARIAN	Spouse	12/27/1987	04/29/2014	Coast Guard Regular		07/15/2021 11:10 56AM

Look Up BAH Qtr Status

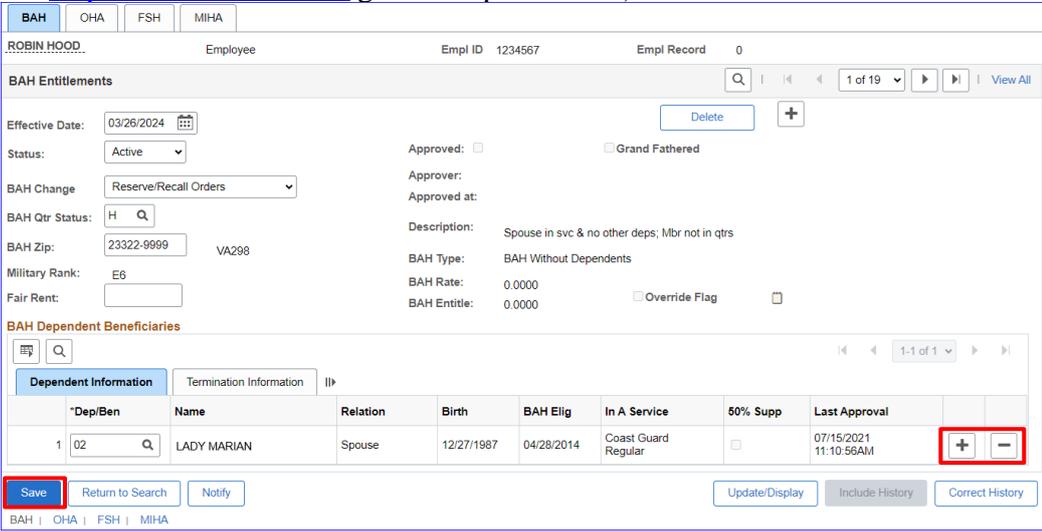
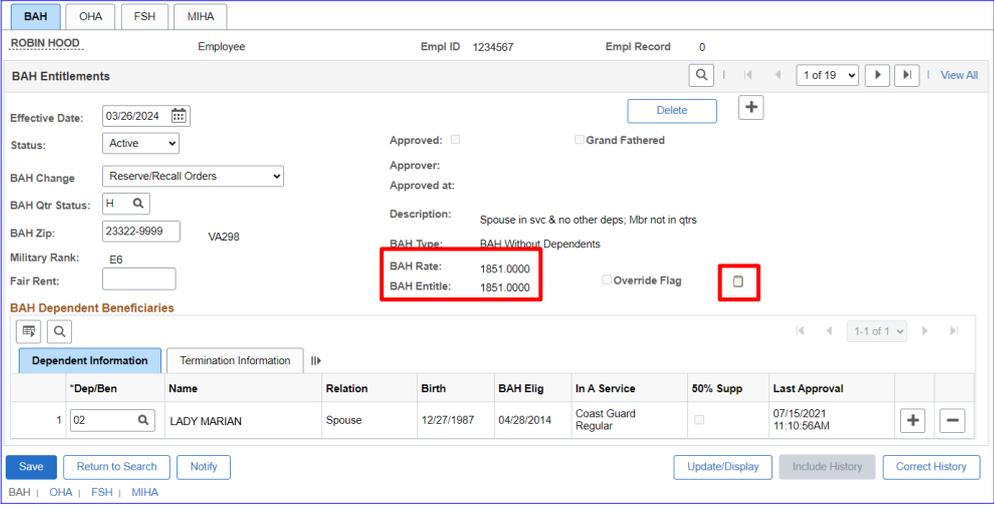
Search Results

BAH Quarters Status	Long Description	BAH Type Code	Fair Rental Market Indicator	Locality Based BAH
A	With deps, Mbr &/or deps assigned adeq CG-owned family type qtrs	With	N	Y
B	With deps, Mbr &/or deps assigned adeq CG-leased qtrs	With	N	Y
C	With deps, Mbr &/or deps assigned adeq DOD-owned family type qtrs	With	N	Y
D	W/O deps or spouse in svc & no other deps, assigned CG-owned single qtrs	Partial	N	N
E	W/O deps or spouse in svc & no other deps, assigned leased/family qtrs	Without	N	Y
F	W/O deps or spouse in svc & no other deps, assigned DOD-owned single qtrs	Partial	N	N
G	W/O dependents, Mbr not in govt qtrs	Without	N	Y
H	Spouse in svc & no other deps, Mbr not in qtrs	Without	N	Y
I	With deps, Mbr assigned inadeq CG owned qtrs	With	Y	Y
J	With deps, Mbr assigned inadeq DOD owned family qtrs	With	Y	Y
K	With dependents, Mbr and deps not assigned govt qtrs	With	N	Y
L	With dependents, Mbr and deps not assigned govt qtrs	With	N	Y
P	Child support on or after 5 Dec 1991, Mbr assigned CG/DOD-owned single qtrs	Diff	N	N
Q	Child support on or after 5 Dec 1991, Mbr assigned CG leased single qtrs	Diff	N	N
T	With Deps. Based on child support, Mbr not assigned govt qtrs	With	N	Y
U	Mbr in Transit - With deps or paying child support, Mbr & deps not assigned govt qtrs	RCT With	N	N
V	Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs	RCT W/Out	N	N
W	Reservist or recalled retiree with deps, or paying child support, on AD for < 31 days & not assigned govt qtrs	RCT With	N	N
X	Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs	RCT W/Out	N	N

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Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action
<p>7</p>	<p>If the Reserve member has dependents, verify they are listed. If a dependent needs to be added, click the Plus button, and complete the fields as appropriate. If a dependent is no longer authorized, click the Minus button. Once the dependent information has been verified, click Save.</p> <p>IMPORTANT: Before adding a missing dependent on the BAH page, ensure the dependent is listed under the member's Dependent Information in DA (see the Dependent Information guide for procedures).</p> 
<p>8</p>	<p>Upon clicking save, the BAH Rate and BAH Entitle will populate. A BAH Calculation note will also auto-generate in the Notepad. To view, click the notepad icon.</p> 

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Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action										
<p>9</p>	<p>Click BAH Calculation to view the details of the entry.</p> <div data-bbox="327 526 1369 1131"> <p>Notepad</p> <p>▶ Instructions</p> <p>▼ Selection Criteria</p> <p>*Emplid <input type="text" value="1234567"/></p> <p>*Record <input type="text" value="0"/></p> <p>*Effective Date <input type="text" value="2024-03-26"/></p> <p>Notes From <input type="text"/> <input type="calendar"/></p> <p>Through <input type="text"/> <input type="calendar"/></p> <p><input type="button" value="Search"/> <input type="button" value="Add a New Note"/></p> <p>Existing Notes</p> <p><input type="button" value="List"/> <input type="button" value="Search"/> 1-1 of 1 ▼</p> <table border="1"> <thead> <tr> <th>Emplid</th> <th>Record</th> <th>Effective Date</th> <th>Subject</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2024-03-26</td> <td>BAH Calculation</td> <td>03/25/2024 3:20PM</td> </tr> </tbody> </table> <p><input type="button" value="Select All"/> <input type="button" value="Deselect All"/></p> </div>	Emplid	Record	Effective Date	Subject	Created	1234567	0	2024-03-26	BAH Calculation	03/25/2024 3:20PM
Emplid	Record	Effective Date	Subject	Created							
1234567	0	2024-03-26	BAH Calculation	03/25/2024 3:20PM							
<p>10</p>	<p>The details of the BAH Calculation will be displayed. To exit, click Save or X out of the page.</p> <div data-bbox="327 1243 1369 1792"> <p>Selected Note</p> <p>▶ Instructions</p> <p>Selected Performance Note</p> <p>Applications</p> <p>Emplid 1234567 Created 03/25/2024 3:20PM</p> <p>Record 0 Creator Little John</p> <p>Effective Date 2024-03-26 Last Update 03/25/2024 3:20PM</p> <p>Updated By 9876543 View Update History</p> <p>Subject BAH Calculation</p> <p>Note Text Perform by 9876543 on 2024-03-25-15:20:58.000000.</p> <p>Duty Zip Code is 23322-9999. MHA is VA298 BAH Type Code is WOUT. Effective Date 2024-03-26. Grade is E6. Performing a Locality Based BAH Rate lookup using the MHA. The BAH Rate is 1851.00.</p> <p><input type="button" value="Save"/></p> <p>Return to Note Selection Page</p> </div>										