# Starting BAH for Reserve Members

## Introduction

This guide provides the procedures for a SPO to start BAH for Reserve members in Direct Access (DA).

## References

- (a) Reserve Duty Status and Participation Manual, COMDTINST M1001.2
- (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

## Before You Begin

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 Orders. Ensure the member is receiving the correct BAH entitlement every time they start a new set of Active Duty Orders.

**NOTE:** A Reserve Component member called/ordered to active duty for any “involuntary contingency” (Title 10 or Title 14) operation is authorized primary residence/home based BAH/OHA rate beginning the first day of active duty regardless of the duration.

## BAH Rate Protection for Member-Married-to-Reserve Member

If an Active Duty member is married to a Reserve member, who is recalled to Active Duty and neither have any other dependents, the Active Duty spouse **remains eligible** for the Grandfathered BAH Rate.

**NOTE:** If the Active Duty 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.

## BAH Worksheet

**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.

## LPC Row

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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**Starting BAH for Reserve Members, Continued**

Procedures  
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Housing Allowance</strong> from the Active &amp; Reserve Pay Shortcuts pagelet.</td>
</tr>
</tbody>
</table>

![Active & Reserve Pay Shortcuts](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong> and click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

![Housing Allowance](image)

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Starting BAH for Reserve Members, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The member’s current BAH information will display. If there is not an existing BAH row, continue to Step 4. If there is an existing BAH row, click the (+) button to add a new row.</td>
</tr>
</tbody>
</table>

4  | The Effective Date will default to the current date. Enter the correct Effective Date and leave the Status as Active.  

**Note:** For Reserve members on Active Duty, the effective date is the same as the Reserve Orders begin date.
Starting BAH for Reserve Members, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Using the drop-down, select the appropriate reason for the <strong>BAH Change</strong> (for this example, Reserve/Recall Orders is selected).</td>
</tr>
</tbody>
</table>

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Starting BAH for Reserve Members, Continued

Procedures,
continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Using the drop-down, enter the appropriate BAH Qtr Status.</td>
</tr>
</tbody>
</table>

**Note:** If the Reserve member is on Active Duty Orders 30 days or less, select W (with dependents) or X (without dependents). If the Reserve member is on Active Duty Orders for 31 days or more, select the appropriate BAH code.
Starting BAH for Reserve Members, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The BAH Zip will default to the zip code based on the Reserve member’s home address. Verify the default zip code entered is correct. If the BAH code W or X was selected, change the BAH Zip to 99999.</td>
</tr>
</tbody>
</table>

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 Reservists ordered to Active Duty beyond 30 days and an HHG move is not authorized. For example, 66683-9999 would be entered into the BAH Zip field.

- **XXXXX-1299** – For Reservists ordered to Active Duty for more than 140 days of ADT-OTD (other training duty) or ordered to Active Duty for more than 180 days (e.g. EAD) and HHG is authorized. For example, 66683-1299 would be entered into the BAH Zip field.

**Note:** To see how these audit codes are used, see the HR QA Tools – BAH Mismatches user guide.

![BAH Entitlements](image)

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Starting BAH for Reserve Members, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 8    | If the Reserve member has dependents, verify they are listed. If a dependent needs to be added, click the (+) **button** and complete the fields as appropriate. If a dependent is no longer authorized, click the (-) **button**. Once the dependent information has been verified, click **Save**.  

**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 on adding a dependent).  

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Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>Upon clicking save, the <strong>BAH Rate</strong> and <strong>BAH Entitle</strong> will populate. A BAH Calculation note will also auto-generate in the Notepad. To view, click the <strong>notepad</strong> icon.</td>
</tr>
</tbody>
</table>

**BAH Entitlements**

- **Effective Date:** 09/10/2018
- **Status:** Active
- **BAH Change:** Reserve/Recall Orders
- **BAH Qtr Status:** Q4
- **BAH Zip:** 00000
- **Military Rank:** O4
- **Fair Rent:**
- **BAH Rate:** 1568.4000
- **BAH Entitle:** 1568.4000

**Notepad**

- **Instructions**
- **Selection Criteria**
- **Notes From** 21 **To** 31

**Existing Notes**

<table>
<thead>
<tr>
<th>EmpId</th>
<th>Record</th>
<th>Effective Date</th>
<th>Subject</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>6543219</td>
<td>0</td>
<td>2018-09-10</td>
<td>BAH Calculation</td>
<td>09/11/2019 9:36 AM</td>
</tr>
</tbody>
</table>

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Starting BAH for Reserve Members, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>The details of the BAH Calculation will be displayed. To exit, click Save or X out of the page.</td>
</tr>
</tbody>
</table>

Selected Note

<table>
<thead>
<tr>
<th>Empid</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>6543210</td>
<td>09/11/2018 9:36:41</td>
</tr>
</tbody>
</table>

Record 0
Effective Date 2018-03-10

Last Update 09/11/2018 9:36:41
Updated By 1234567

Subject BAH Calculation

Note Text
Performs by 1234567 on 2018-03-11 15:05:00.000.
Duty Dp Code is 99999.
MHA B.
BAH Type Code is CON.
Effective Date 2018-03-10.
Grade is C4
Performing a Non-Location Based BAH Rate. Not using the MHA.
The BAH Rate is 1234.50.