

## Starting BAH for Reserve Members

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

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**References** (a) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2](#)  
(b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

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**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 (AD) Orders. Ensure the member is receiving the correct BAH entitlement every time they start a new set of AD Orders.

**NOTE:** 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.

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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 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.

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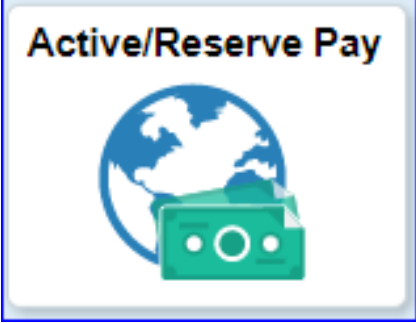
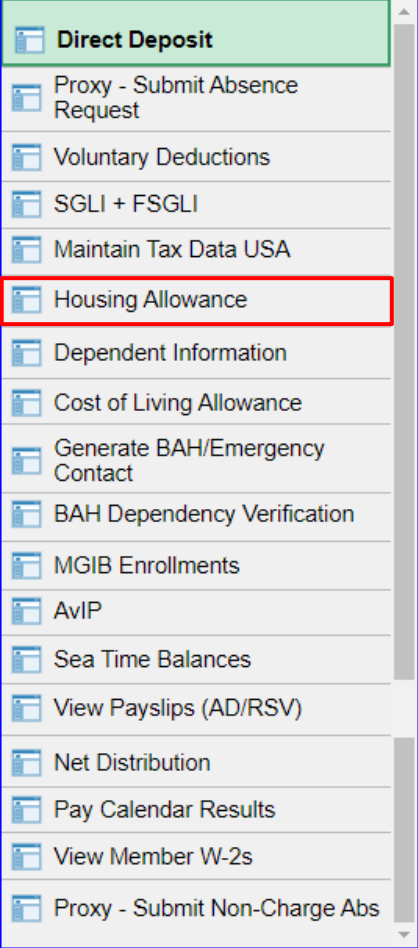
**LPC Row** A Legislative Pay Change (LPC) for Housing Allowance and COLA pages **should NEVER be deleted unless it is immediately replaced with a corrected LPC row.**

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## Starting BAH for Reserve Members, Continued

Procedures See below.


Step	Action
1	<p>Click on the <b>Active/Reserve Pay</b> Tile.</p> 
1.5	<p>Select the <b>Housing Allowance</b> option.</p> 

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## Starting BAH for Reserve Members, Continued

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Procedures,  
continued

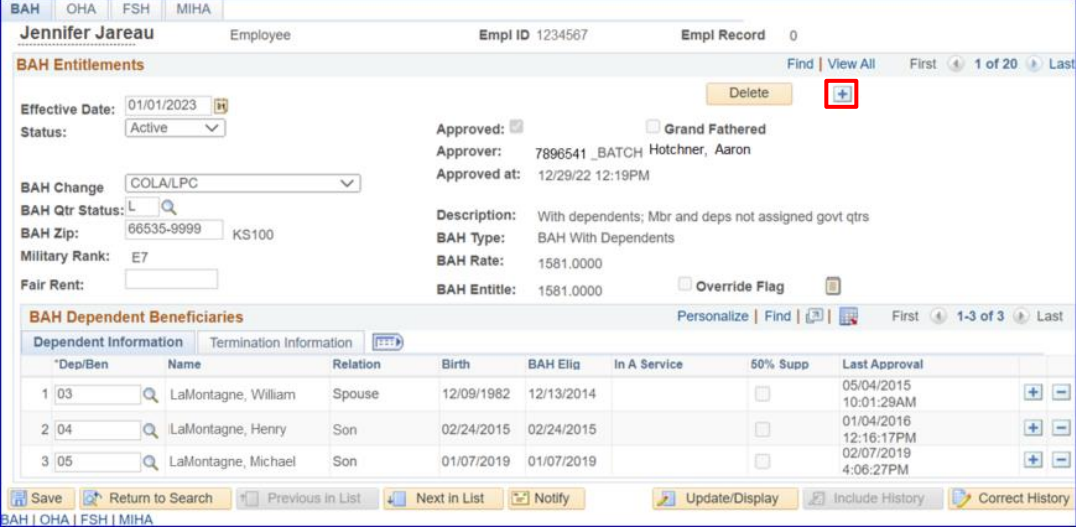
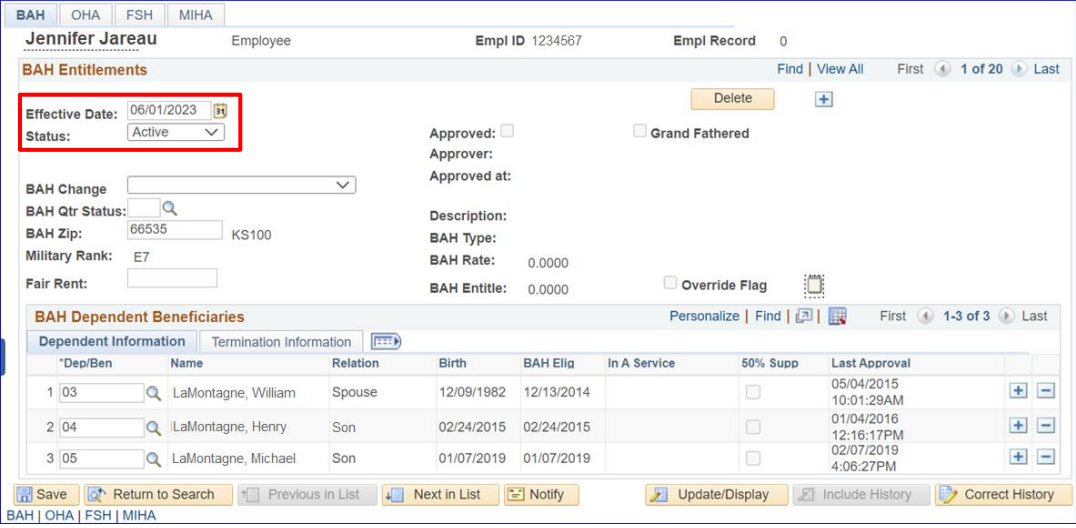
Step	Action
2	<p data-bbox="316 465 930 499">Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="316 499 1091 1120"><p data-bbox="323 499 544 533"><b>Housing Allowance</b></p><p data-bbox="323 539 1086 566">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="323 584 547 618">Find an Existing Value</p><p data-bbox="323 640 512 674">▼ Search Criteria</p><p data-bbox="323 689 935 723">Empl ID begins with ▼ 1234567</p><p data-bbox="323 730 935 763">Empl Record = ▼</p><p data-bbox="323 770 935 804">Name begins with ▼</p><p data-bbox="323 810 935 844">Last Name begins with ▼</p><p data-bbox="323 851 935 884">Second Last Name begins with ▼</p><p data-bbox="323 891 935 925">Alternate Character Name begins with ▼</p><p data-bbox="323 931 935 965">Middle Name begins with ▼</p><p data-bbox="323 972 935 1005">Business Unit begins with ▼</p><p data-bbox="323 1012 935 1046">Department Set ID begins with ▼ 🔍</p><p data-bbox="323 1052 935 1086">Department begins with ▼ 🔍</p><p data-bbox="323 1099 871 1133"><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p data-bbox="323 1144 911 1178"><b>Search</b> Clear Basic Search  Save Search Criteria</p></div>

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# Starting BAH for Reserve Members, Continued

Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>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 <b>Plus</b> button.</p> 
<p><b>4</b></p>	<p>The Effective Date will default to the current date. Enter the correct <b>Effective Date</b> and leave the <b>Status</b> as Active.</p> <p><b>NOTE:</b> For Reserve members on AD, the effective date is the same as the Reserve Orders Begin (ROB) date.</p> 

*Continued on next page*

## Starting BAH for Reserve Members, Continued

Procedures,  
continued

Step	Action
5	Using the drop-down, select the appropriate reason for the <b>BAH Change</b> (for this example, Reserve/Recall Orders is selected).

**BAH Entitlements** for Jennifer Jareau (Empl ID: 1234567)

Effective Date: 06/01/2023  
 Status: Active

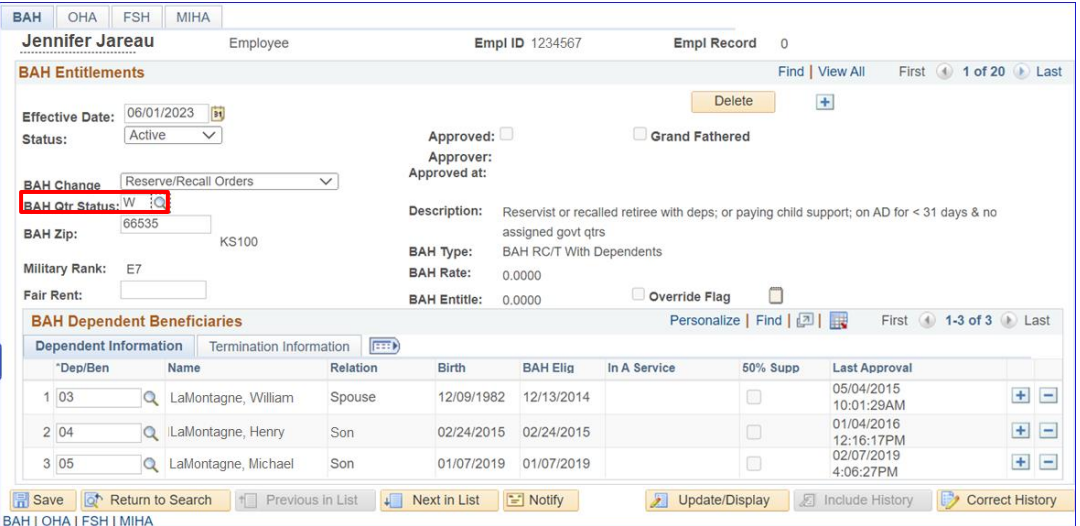
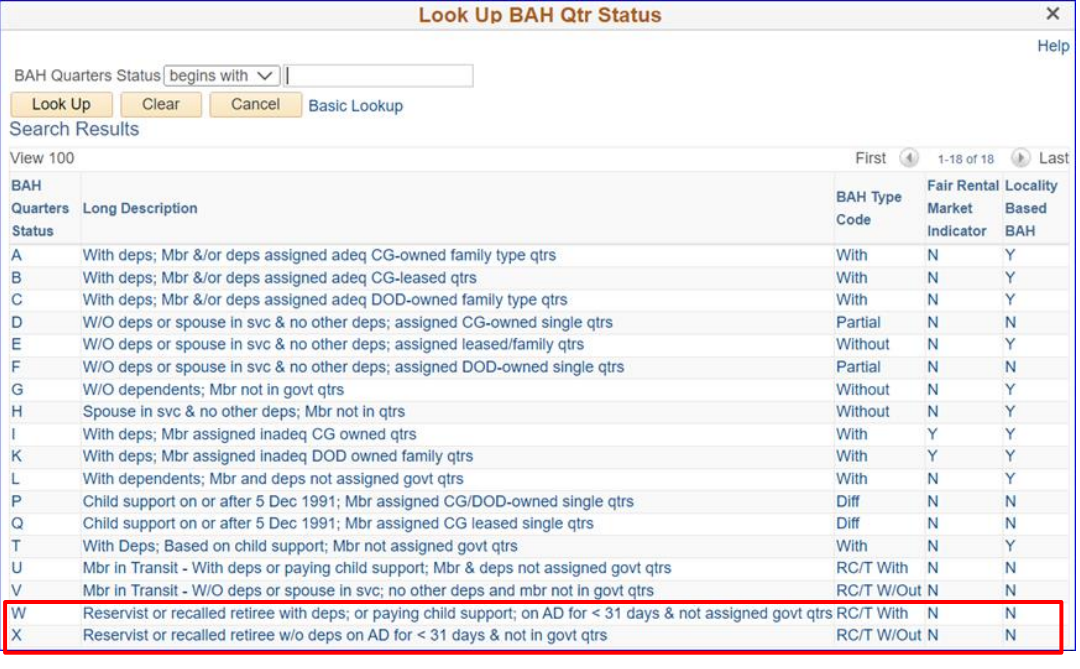
**BAH Change** (Selected): Reserve/Recall Orders

Dep/Ben	Relationship	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1 03	Married	12/09/1982	12/13/2014		<input type="checkbox"/>	05/04/2015 10:01:29AM
2 04	Married to Member	02/24/2015	02/24/2015		<input type="checkbox"/>	01/04/2016 12:16:17PM
3 05	Dependent	01/07/2019	01/07/2019		<input type="checkbox"/>	02/07/2019 4:06:27PM

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# Starting BAH for Reserve Members, Continued

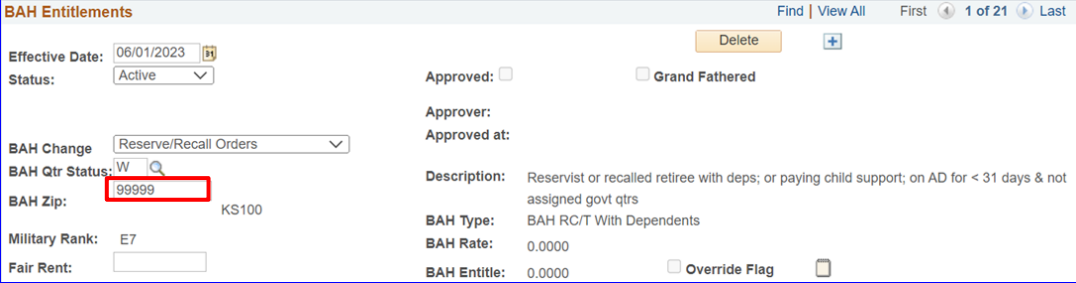
Procedures,  
continued

Step	Action																																																																																																																															
6	<p>Using the drop-down, enter the appropriate <b>BAH Qtr Status</b>.</p> <p><b>NOTE:</b> If the Reserve member is on AD Orders <b>30 days or less</b>, select W (with dependents) or X (without dependents). If the Reserve member is on AD Orders for <b>31 days or more</b>, select the appropriate BAH code.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Jennifer Jareau. The 'BAH Qtr Status' dropdown is highlighted with a red box and set to 'W'. Below it is a 'BAH Dependent Beneficiaries' table with three entries for LaMontagne family members.</p> <table border="1" data-bbox="343 981 1385 1131"> <thead> <tr> <th>Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 03</td> <td>LaMontagne, William</td> <td>Spouse</td> <td>12/09/1982</td> <td>12/13/2014</td> <td></td> <td><input type="checkbox"/></td> <td>05/04/2015 10:01:29AM</td> </tr> <tr> <td>2 04</td> <td>LaMontagne, Henry</td> <td>Son</td> <td>02/24/2015</td> <td>02/24/2015</td> <td></td> <td><input type="checkbox"/></td> <td>01/04/2016 12:16:17PM</td> </tr> <tr> <td>3 05</td> <td>LaMontagne, Michael</td> <td>Son</td> <td>01/07/2019</td> <td>01/07/2019</td> <td></td> <td><input type="checkbox"/></td> <td>02/07/2019 4:06:27PM</td> </tr> </tbody> </table>  <p>The screenshot shows the 'Look Up BAH Qtr Status' dialog box. It shows a search results table with columns for BAH Quarters Status, Long Description, BAH Type Code, Fair Rental Market Indicator, and Locality Based BAH. The 'W' and 'X' rows are highlighted with a red box.</p> <table border="1" data-bbox="322 1361 1394 1839"> <thead> <tr> <th>BAH Quarters Status</th> <th>Long Description</th> <th>BAH Type Code</th> <th>Fair Rental Market Indicator</th> <th>Locality Based BAH</th> </tr> </thead> <tbody> <tr><td>A</td><td>With deps; Mbr &amp;/or deps assigned adeq CG-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>B</td><td>With deps; Mbr &amp;/or deps assigned adeq CG-leased qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>C</td><td>With deps; Mbr &amp;/or deps assigned adeq DOD-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>D</td><td>W/O deps or spouse in svc &amp; no other deps; assigned CG-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>E</td><td>W/O deps or spouse in svc &amp; no other deps; assigned leased/family qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>F</td><td>W/O deps or spouse in svc &amp; no other deps; assigned DOD-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>G</td><td>W/O dependents; Mbr not in govt qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>H</td><td>Spouse in svc &amp; no other deps; Mbr not in qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>I</td><td>With deps; Mbr assigned inadeq CG owned qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>K</td><td>With deps; Mbr assigned inadeq DOD owned family qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>L</td><td>With dependents; Mbr and deps not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>P</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>Q</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>T</td><td>With Deps; Based on child support; Mbr not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>U</td><td>Mbr in Transit - With deps or paying child support; Mbr &amp; deps not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>V</td><td>Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> <tr><td>W</td><td>Reservist or recalled retiree with deps; or paying child support; on AD for &lt; 31 days &amp; not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>X</td><td>Reservist or recalled retiree w/o deps on AD for &lt; 31 days &amp; not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> </tbody> </table>	Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 03	LaMontagne, William	Spouse	12/09/1982	12/13/2014		<input type="checkbox"/>	05/04/2015 10:01:29AM	2 04	LaMontagne, Henry	Son	02/24/2015	02/24/2015		<input type="checkbox"/>	01/04/2016 12:16:17PM	3 05	LaMontagne, Michael	Son	01/07/2019	01/07/2019		<input type="checkbox"/>	02/07/2019 4:06:27PM	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	K	With deps; Mbr assigned inadeq DOD owned family qtrs	With	Y	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	RC/T With	N	N	V	Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs	RC/T W/Out	N	N	W	Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs	RC/T With	N	N	X	Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs	RC/T W/Out	N	N
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## Starting BAH for Reserve Members, Continued

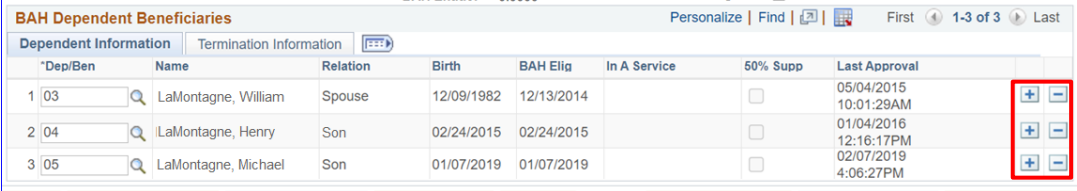
Procedures,  
continued

Step	Action
7	<p>The <b>BAH Zip</b> 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 <b>W</b> or <b>X</b> was selected, change the <b>BAH Zip to 99999</b>.</p> <p>In addition to the 5-digit zip-code, it is recommended an additional <b>4-digit audit code be added to the zip-code</b>.</p> <ul style="list-style-type: none"> <li>• <b>XXXXX-9999</b> – For Reservists ordered to AD beyond 30 days and an HHG move is <b>not</b> authorized. For example, 66683-9999 would be entered into the BAH Zip field.</li> <li>• <b>XXXXX-1299</b> – For Reservists ordered to 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. For example, 66683-1299 would be entered into the BAH Zip field.</li> </ul>  <p>The screenshot shows the 'BAH Entitlements' form with the following details: Effective Date: 06/01/2023; Status: Active; BAH Change: Reserve/Recall Orders; BAH Qtr Status: W; BAH Zip: 99999 (highlighted in red); Military Rank: E7; Fair Rent: (empty); Approved: (checkbox); Grand Fathered: (checkbox); Approver: (empty); Approved at: (empty); Description: Reservist or recalled retiree with deps; or paying child support; on AD for &lt; 31 days &amp; not assigned govt qtrs; BAH Type: BAH RC/T With Dependents; BAH Rate: 0.0000; BAH Entitle: 0.0000; Override Flag: (checkbox).</p>

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## Starting BAH for Reserve Members, Continued

Procedures,  
continued

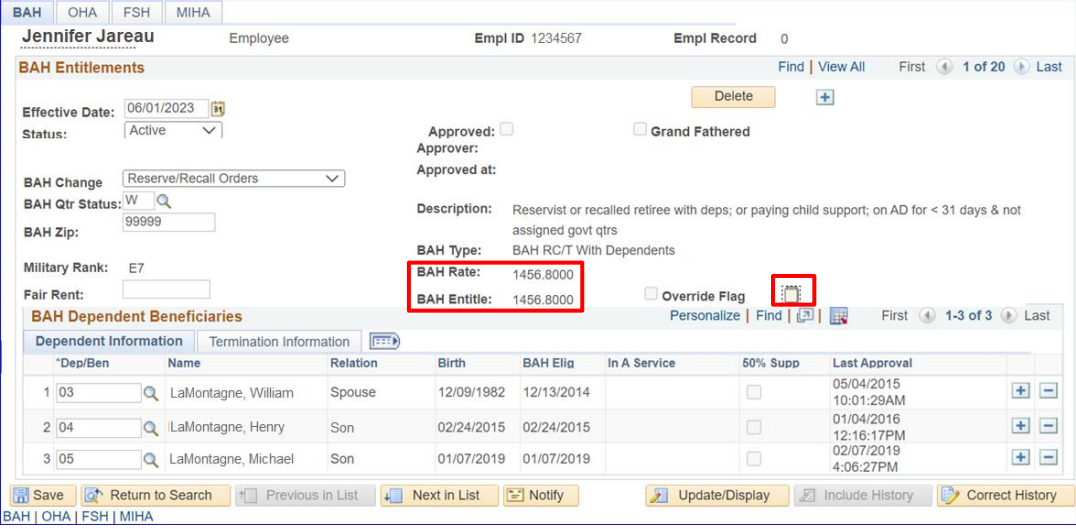
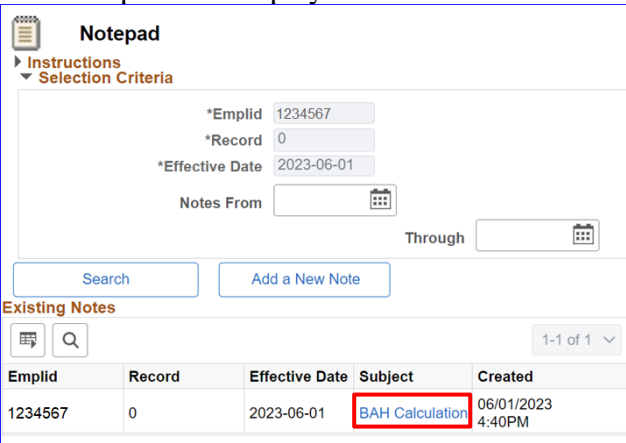
Step	Action																																				
8	<p>If the Reserve member has dependents, verify they are listed. If a dependent needs to be added, click the <b>Plus</b> button, and complete the fields as appropriate. If a dependent is no longer authorized, click the <b>Minus</b> button. Once the dependent information has been verified, click <b>Save</b>.</p> <p><b>IMPORTANT:</b> Before adding a missing dependent on the BAH page, ensure the dependent is listed under the member's <b>Dependent Information</b> in DA (see the <a href="#">Dependent Information</a> guide for procedures on adding a dependent).</p>  <p>The screenshot shows a table titled "BAH Dependent Beneficiaries" with columns: *Dep/Ben, Name, Relation, Birth, BAH Elig, In A Service, 50% Supp, and Last Approval. There are three rows of data. The last column of each row contains a Plus (+) and Minus (-) button, which are highlighted with a red box in the original image.</p> <table border="1" data-bbox="316 786 1396 976"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 03</td> <td>LaMontagne, William</td> <td>Spouse</td> <td>12/09/1982</td> <td>12/13/2014</td> <td></td> <td><input type="checkbox"/></td> <td>05/04/2015 10:01:29AM</td> <td>+ -</td> </tr> <tr> <td>2 04</td> <td>LaMontagne, Henry</td> <td>Son</td> <td>02/24/2015</td> <td>02/24/2015</td> <td></td> <td><input type="checkbox"/></td> <td>01/04/2016 12:16:17PM</td> <td>+ -</td> </tr> <tr> <td>3 05</td> <td>LaMontagne, Michael</td> <td>Son</td> <td>01/07/2019</td> <td>01/07/2019</td> <td></td> <td><input type="checkbox"/></td> <td>02/07/2019 4:06:27PM</td> <td>+ -</td> </tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval		1 03	LaMontagne, William	Spouse	12/09/1982	12/13/2014		<input type="checkbox"/>	05/04/2015 10:01:29AM	+ -	2 04	LaMontagne, Henry	Son	02/24/2015	02/24/2015		<input type="checkbox"/>	01/04/2016 12:16:17PM	+ -	3 05	LaMontagne, Michael	Son	01/07/2019	01/07/2019		<input type="checkbox"/>	02/07/2019 4:06:27PM	+ -
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## Starting BAH for Reserve Members, Continued

Procedures,  
continued

Step	Action
<p>9</p>	<p>Upon clicking save, the <b>BAH Rate</b> and <b>BAH Entitle</b> will populate. A BAH Calculation note will also auto-generate in the Notepad. To view, click the <b>notepad</b> icon.</p> 
<p>10</p>	<p>The Notepad will display. Click <b>BAH Calculation</b> to view the details of the entry.</p> 

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## Starting BAH for Reserve Members, Continued

Procedures,  
continued

Step	Action																				
<p><b>11</b></p>	<p>The details of the BAH Calculation will be displayed. To exit, click <b>Save</b> or <b>X</b> out of the page.</p> <div data-bbox="316 528 1394 1267" style="border: 1px solid blue; padding: 10px;"> <div data-bbox="325 546 370 600" style="float: left; margin-right: 10px;"></div> <div data-bbox="405 555 598 586"><b>Selected Note</b></div> <div data-bbox="325 600 485 627" style="margin-left: 20px;"><b>Instructions</b></div> <div data-bbox="325 631 639 658" style="margin-left: 20px;"><b>Selected Performance Note</b></div> <div data-bbox="363 676 507 703" style="margin-left: 20px;"><b>Applications</b></div> <table data-bbox="533 707 1334 878" style="margin-left: 40px; width: 100%;"> <tr> <td style="width: 30%;">Emplid</td> <td>1234567</td> <td style="width: 30%;">Created</td> <td>06/01/2023 4:40PM</td> </tr> <tr> <td>Record</td> <td>0</td> <td>Creator</td> <td>Aaron Hotchner</td> </tr> <tr> <td>Effective Date</td> <td>2023-06-01</td> <td>Last Update</td> <td>06/01/2023 4:40PM</td> </tr> <tr> <td></td> <td></td> <td>Updated By</td> <td>7896541 <a href="#">View Update History</a></td> </tr> </table> <hr style="margin: 10px 0;"/> <table data-bbox="628 909 903 940" style="margin-left: 40px;"> <tr> <td style="width: 20%;">Subject</td> <td>BAH Calculation</td> </tr> </table> <hr style="margin: 10px 0;"/> <table data-bbox="628 967 1254 999" style="margin-left: 40px;"> <tr> <td style="width: 20%;">Note Text</td> <td>Perform by 7896541 on 2023-06-01-16.40.22.000000.</td> </tr> </table> <div data-bbox="743 1016 1359 1191" style="margin-left: 40px; font-size: small;"> <p>Duty Zip Code is 99999.  MHA is .  BAH Type Code is TW.  Effective Date 2023-06-01.  Grade is E7.  Performing a Non-Locality Based BAH Rate. Not using the MHA.  The BAH Rate is 1456.80.</p> </div> <div data-bbox="347 1205 628 1263" style="margin-left: 20px; border: 1px solid red; padding: 5px; display: inline-block;"> <span style="color: blue; text-decoration: underline;">Save</span> </div> </div>	Emplid	1234567	Created	06/01/2023 4:40PM	Record	0	Creator	Aaron Hotchner	Effective Date	2023-06-01	Last Update	06/01/2023 4:40PM			Updated By	7896541 <a href="#">View Update History</a>	Subject	BAH Calculation	Note Text	Perform by 7896541 on 2023-06-01-16.40.22.000000.
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