

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 Policy Manual, COMDTINST M1001.28 \(series\)](#)
(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.

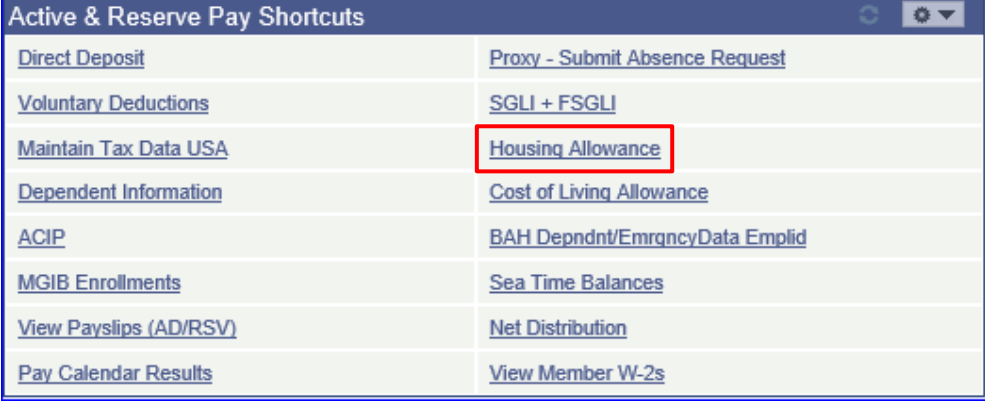
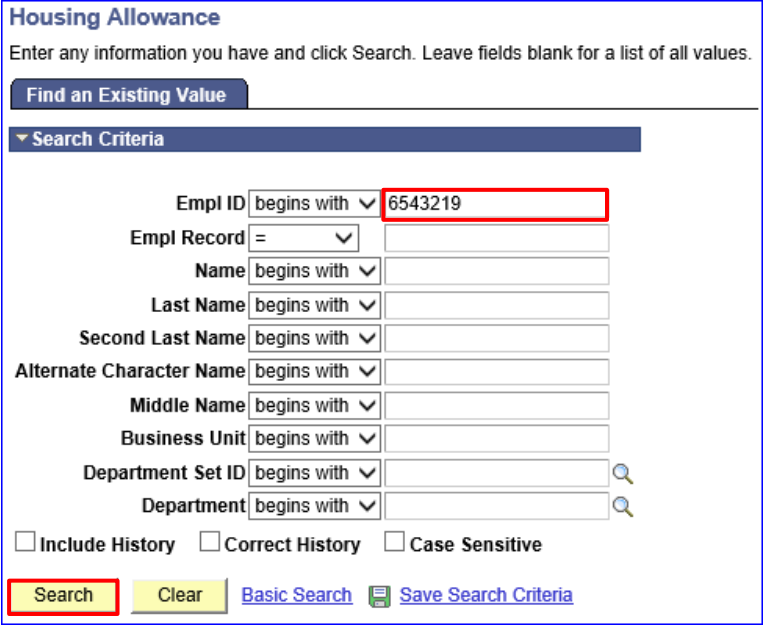
BAH Worksheet [ACN 089/19](#) discusses the use of the CG-2025 (BAH/Housing Worksheet) and the CG-2025B (Member-Married-to-Member BAH Worksheet) when mobilizing Reservists.

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

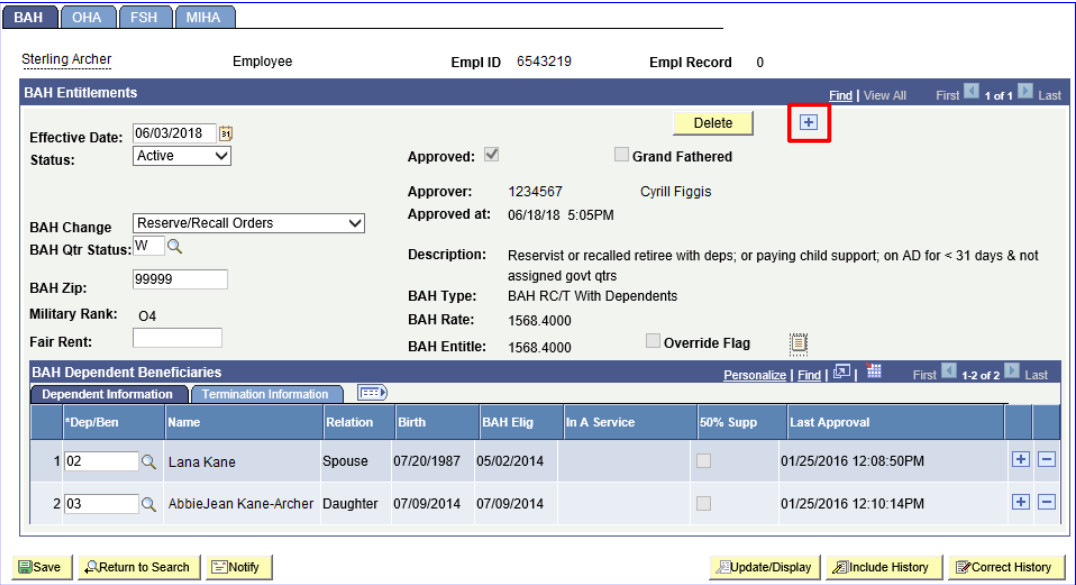
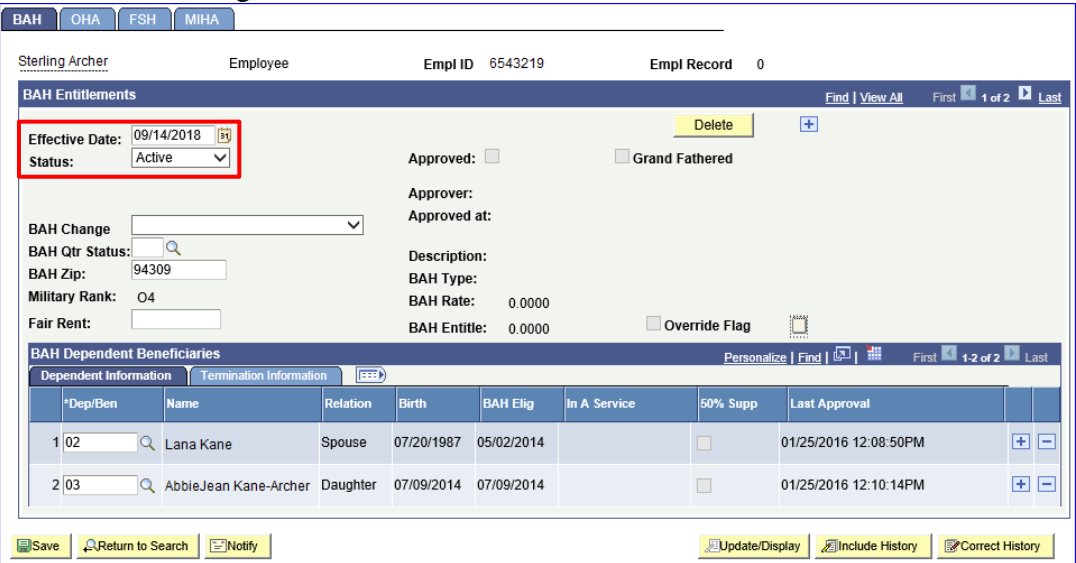
Procedures See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a grid of links under the heading 'Active & Reserve Pay Shortcuts'. The links are arranged in two columns. The 'Housing Allowance' link in the second column is highlighted with a red rectangular box.</p>
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'Housing Allowance' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various dropdown menus, and a 'Search' button highlighted with a red box. The 'Empl ID' dropdown is set to 'begins with' and the text '6543219' is entered in the adjacent text box.</p>

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Starting BAH for Reserve Members, Continued

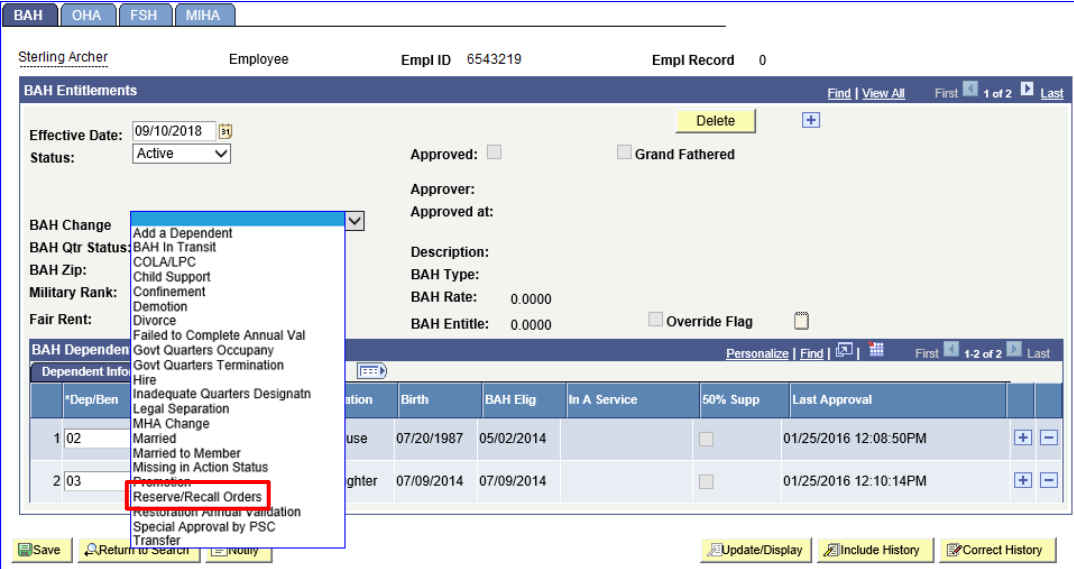
Procedures,
continued

Step	Action
3	<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 (+) button to add a new row.</p> 
4	<p>The Effective Date will default to the current date. Enter the correct Effective Date and leave the Status as Active.</p> <p>Note: For Reserve members on Active Duty, the effective date is the same as the Reserve Orders begin date.</p> 

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Starting BAH for Reserve Members, Continued

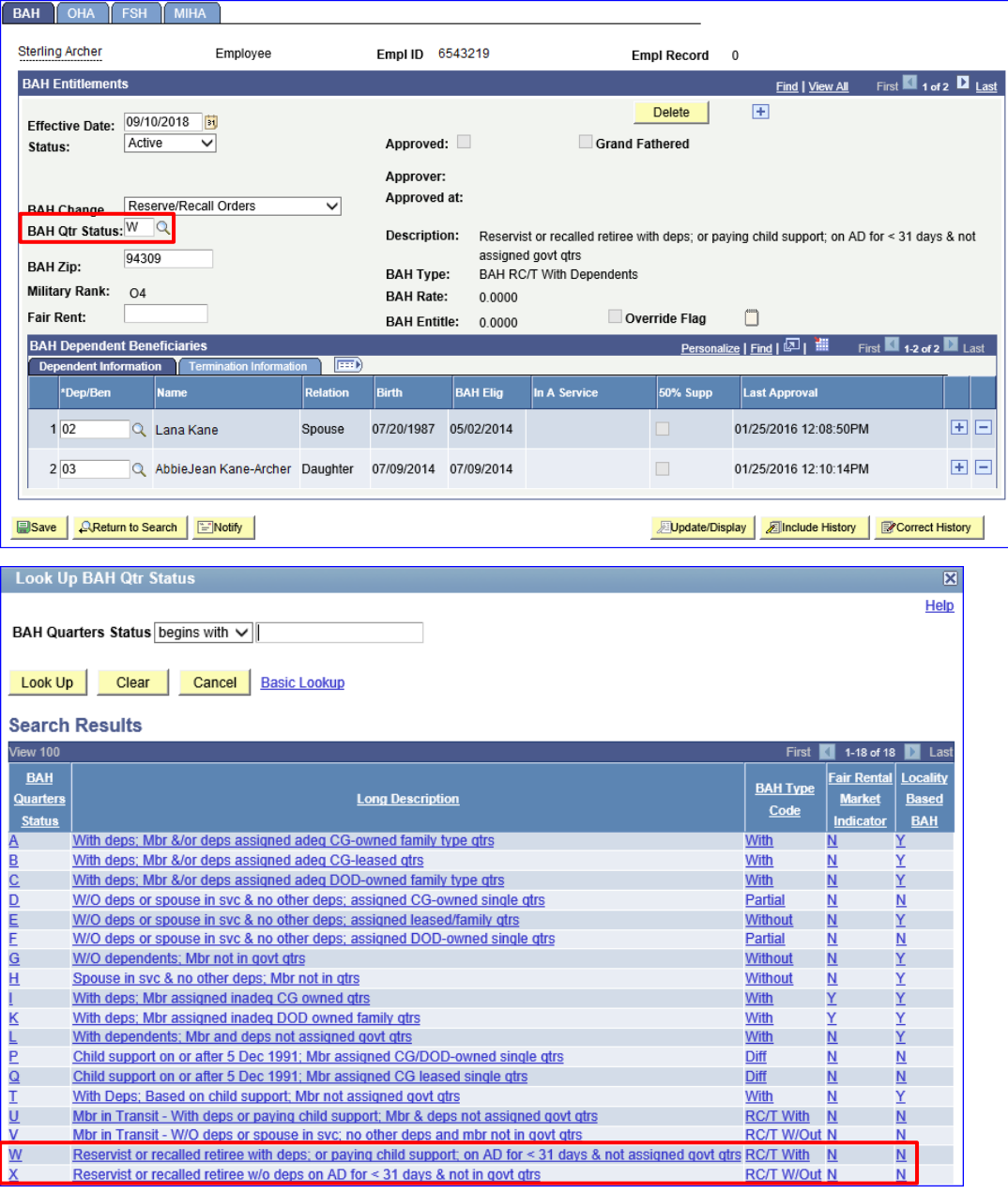
Procedures,
continued

Step	Action																		
5	<p>Using the drop-down, select the appropriate reason for the BAH Change (for this example, Reserve/Recall Orders is selected).</p>  <p>The screenshot shows the 'BAH Entitlements' page for Sterling Archer, Employee ID 6543219. The 'BAH Change' dropdown menu is open, listing various reasons for change. 'Reserve/Recall Orders' is highlighted with a red box. The interface includes fields for Effective Date (09/10/2018), Status (Active), and a table of dependents.</p> <table border="1" data-bbox="662 943 1385 1070"> <thead> <tr> <th>Position</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>Spouse</td> <td>07/20/1987</td> <td>05/02/2014</td> <td></td> <td><input type="checkbox"/></td> <td>01/25/2016 12:08:50PM</td> </tr> <tr> <td>Daughter</td> <td>07/09/2014</td> <td>07/09/2014</td> <td></td> <td><input type="checkbox"/></td> <td>01/25/2016 12:10:14PM</td> </tr> </tbody> </table>	Position	Birth	BAH Elig	In A Service	50% Supp	Last Approval	Spouse	07/20/1987	05/02/2014		<input type="checkbox"/>	01/25/2016 12:08:50PM	Daughter	07/09/2014	07/09/2014		<input type="checkbox"/>	01/25/2016 12:10:14PM
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Starting BAH for Reserve Members, Continued

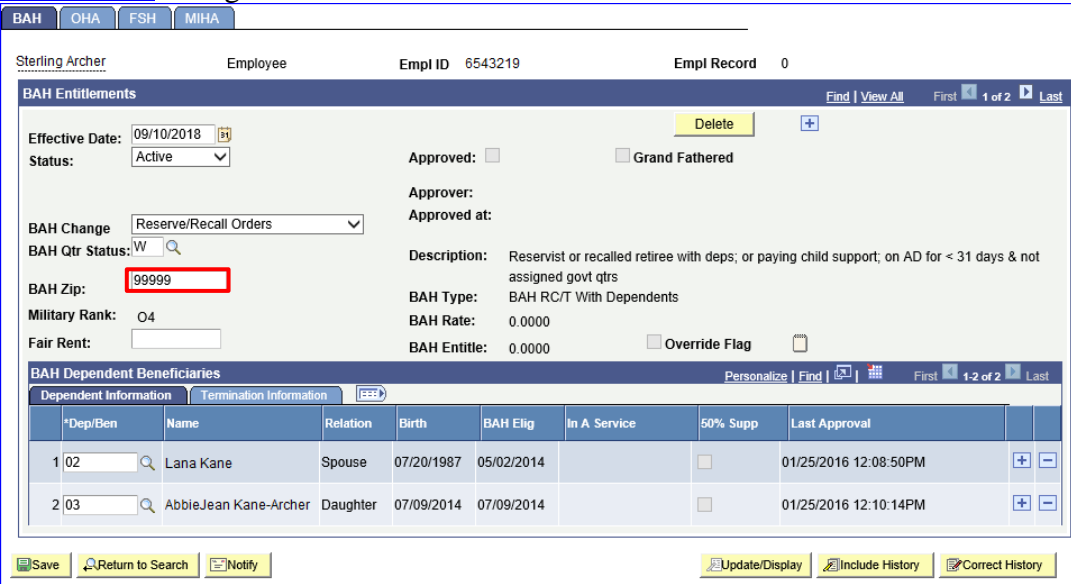
Procedures,
continued

Step	Action																																																																																																																							
6	<p>Using the drop-down, enter the appropriate BAH Qtr Status.</p> <p>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.</p>  <p>The screenshot shows the BAH Entitlements form for Sterling Archer (Employee ID 6543219). The BAH Qtr Status is set to 'W'. Below the form is a 'Look Up BAH Qtr Status' window showing search results for 'W' and 'X'.</p> <table border="1" data-bbox="336 1039 1382 1173"> <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 02</td> <td>Lana Kane</td> <td>Spouse</td> <td>07/20/1987</td> <td>05/02/2014</td> <td></td> <td><input type="checkbox"/></td> <td>01/25/2016 12:08:50PM</td> </tr> <tr> <td>2 03</td> <td>AbbieJean Kane-Archer</td> <td>Daughter</td> <td>07/09/2014</td> <td>07/09/2014</td> <td></td> <td><input type="checkbox"/></td> <td>01/25/2016 12:10:14PM</td> </tr> </tbody> </table> <table border="1" data-bbox="320 1451 1347 1899"> <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 &/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 &/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 &/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 & 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 & 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 & 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 & 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 inadeg CG owned qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>K</td><td>With deps: Mbr assigned inadeg 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 & 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 < 31 days & 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 < 31 days & 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 02	Lana Kane	Spouse	07/20/1987	05/02/2014		<input type="checkbox"/>	01/25/2016 12:08:50PM	2 03	AbbieJean Kane-Archer	Daughter	07/09/2014	07/09/2014		<input type="checkbox"/>	01/25/2016 12:10:14PM	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 inadeg CG owned qtrs	With	Y	Y	K	With deps: Mbr assigned inadeg 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; 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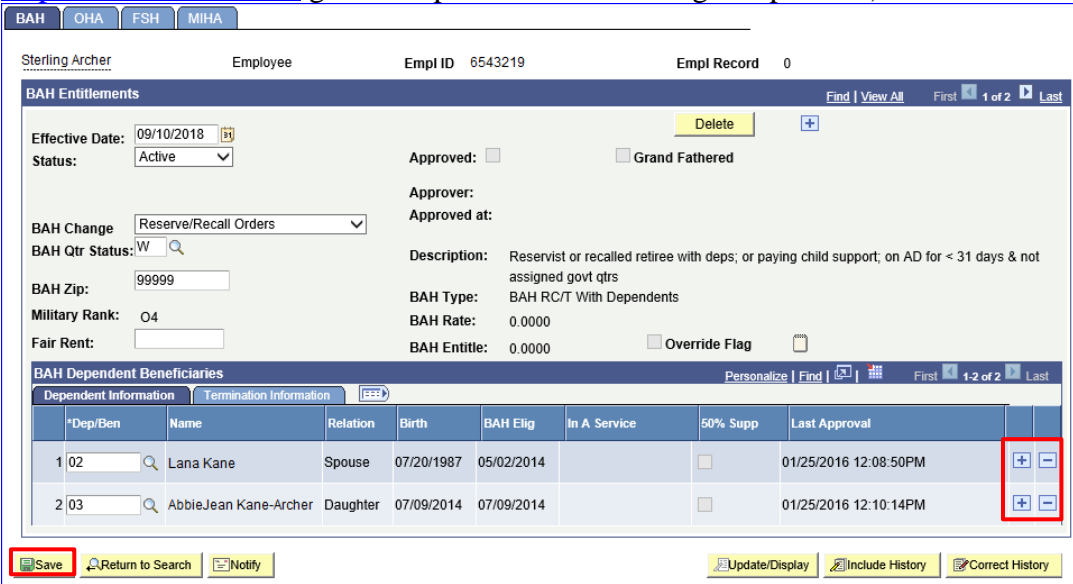
Procedures,
continued

Step	Action
7	<p>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.</p> <p>In addition to the 5-digit zip-code, it is recommended an additional 4-digit audit code be added to the zip-code.</p> <ul style="list-style-type: none"> • 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. <p>Note: To see how these audit codes are used, see the HR QA Tools – BAH Mismatches user guide.</p> 

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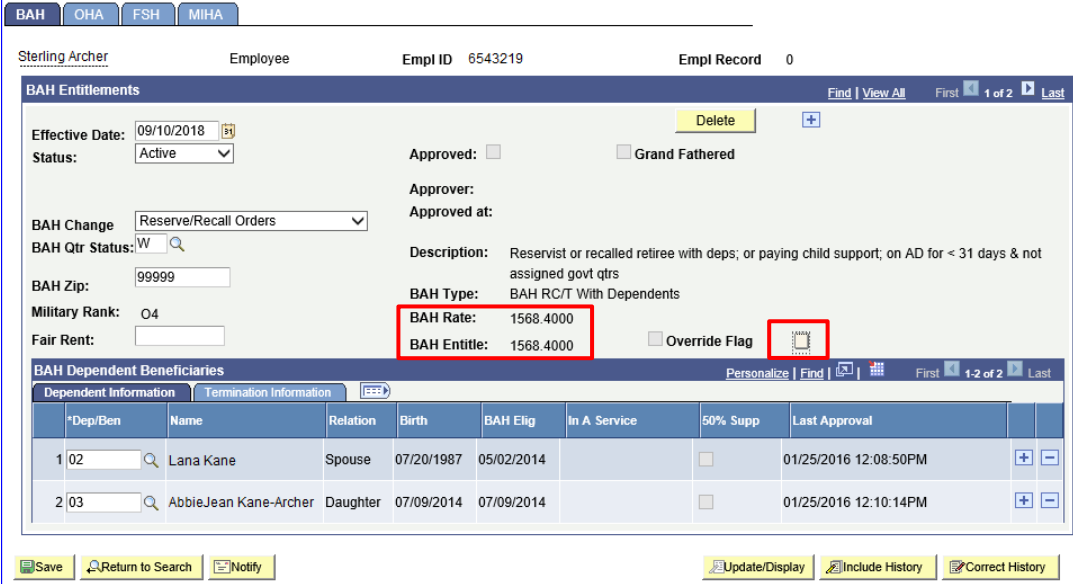
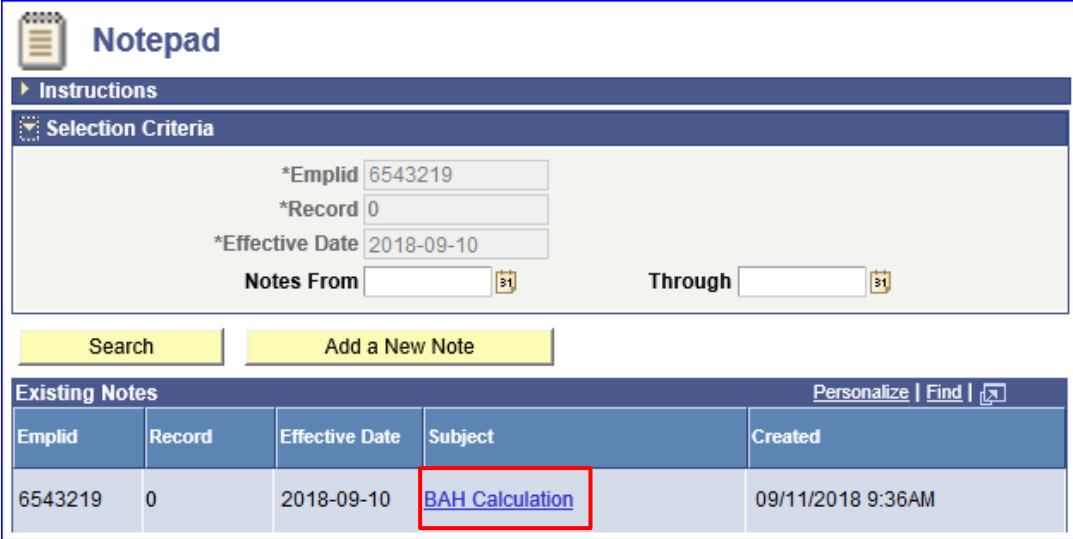
Procedures,
continued

Step	Action
8	<p>If the Reserve member has dependents, verify they are listed. If a dependent needs to be added, click the (+) 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.</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 on adding a dependent).</p> 

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Starting BAH for Reserve Members, Continued

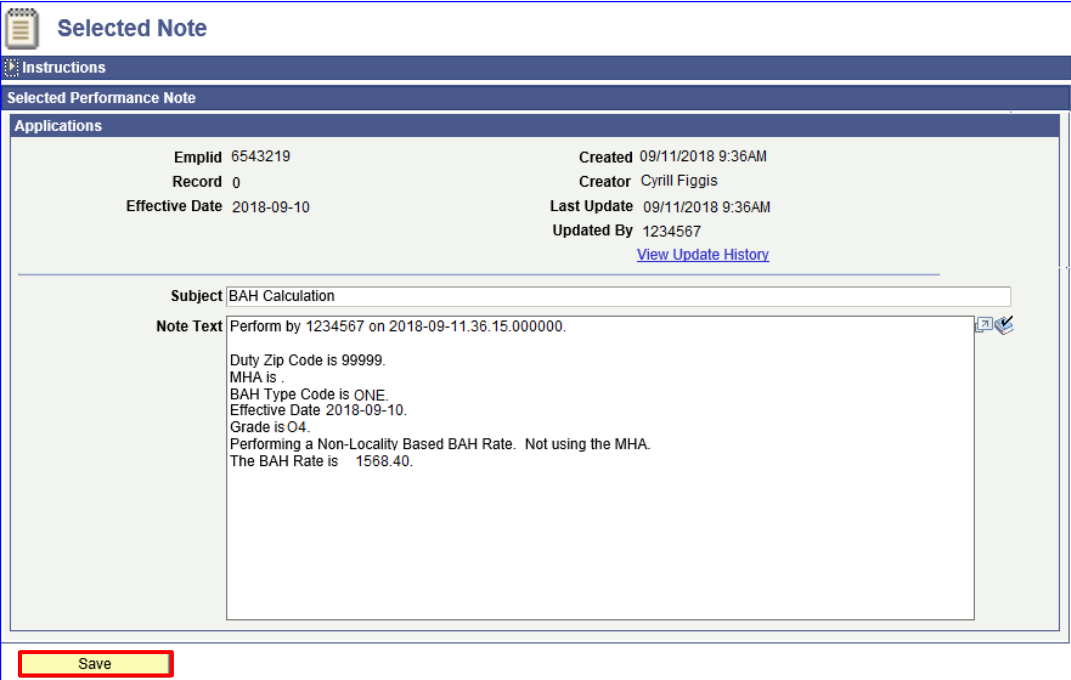
Procedures,
continued

Step	Action																								
9	<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>  <p>BAH Entitlements</p> <p>Effective Date: 09/10/2018 Status: Active BAH Change: Reserve/Recall Orders BAH Qtr Status: W BAH Zip: 99999 Military Rank: O4 Fair Rent: BAH Rate: 1568.4000 BAH Entitle: 1568.4000 BAH Type: BAH RC/T With Dependents Description: Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs Override Flag: <input type="checkbox"/></p> <table border="1"> <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 02</td> <td>Lana Kane</td> <td>Spouse</td> <td>07/20/1987</td> <td>05/02/2014</td> <td></td> <td><input type="checkbox"/></td> <td>01/25/2016 12:08:50PM</td> </tr> <tr> <td>2 03</td> <td>AbbieJean Kane-Archer</td> <td>Daughter</td> <td>07/09/2014</td> <td>07/09/2014</td> <td></td> <td><input type="checkbox"/></td> <td>01/25/2016 12:10:14PM</td> </tr> </tbody> </table>	Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 02	Lana Kane	Spouse	07/20/1987	05/02/2014		<input type="checkbox"/>	01/25/2016 12:08:50PM	2 03	AbbieJean Kane-Archer	Daughter	07/09/2014	07/09/2014		<input type="checkbox"/>	01/25/2016 12:10:14PM
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10	<p>The Notepad will display. Click BAH Calculation to view the details of the entry.</p>  <p>Notepad</p> <p>Instructions</p> <p>Selection Criteria</p> <p>*Emplid: 6543219 *Record: 0 *Effective Date: 2018-09-10 Notes From: <input type="text"/> Through: <input type="text"/></p> <p>Search Add a New Note</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>6543219</td> <td>0</td> <td>2018-09-10</td> <td>BAH Calculation</td> <td>09/11/2018 9:36AM</td> </tr> </tbody> </table>	Emplid	Record	Effective Date	Subject	Created	6543219	0	2018-09-10	BAH Calculation	09/11/2018 9:36AM														
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Procedures,
continued

Step	Action																
11	<p>The details of the BAH Calculation will be displayed. To exit, click Save or X out of the page.</p>  <p>The screenshot shows a web application window titled "Selected Note". It contains a header "Instructions" and a section "Selected Performance Note". Under "Applications", there is a table of metadata:</p> <table border="1"> <tr> <td>Emplid</td> <td>6543219</td> <td>Created</td> <td>09/11/2018 9:36AM</td> </tr> <tr> <td>Record</td> <td>0</td> <td>Creator</td> <td>Cyrill Figgis</td> </tr> <tr> <td>Effective Date</td> <td>2018-09-10</td> <td>Last Update</td> <td>09/11/2018 9:36AM</td> </tr> <tr> <td></td> <td></td> <td>Updated By</td> <td>1234567</td> </tr> </table> <p>Below the metadata is a "Subject" field with the value "BAH Calculation" and a "Note Text" field containing the following text:</p> <pre>Perform by 1234567 on 2018-09-11.36.15.000000. Duty Zip Code is 99999. MHA is . BAH Type Code is ONE. Effective Date 2018-09-10. Grade is O4. Performing a Non-Locality Based BAH Rate. Not using the MHA. The BAH Rate is 1568.40.</pre> <p>At the bottom of the application window, there is a yellow "Save" button.</p>	Emplid	6543219	Created	09/11/2018 9:36AM	Record	0	Creator	Cyrill Figgis	Effective Date	2018-09-10	Last Update	09/11/2018 9:36AM			Updated By	1234567
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