

BAH-Transit (BAH-TR) for New Accessions

Introduction This guide provides procedures for a SPO to start Basic Allowance for Housing-Transit (BAH-TR) in Direct Access (DA).

Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

BAH-Transit A Transit housing allowance is a temporary housing allowance paid while a member is in a travel or leave status between permanent duty stations, provided the member is not assigned Government quarters, including dependents who may be assigned to Government owned or leased family-type quarters. See Section 3.G.3.b of reference (a) when a member without dependents acquires a dependent while in transit. The Transit rate continues during proceed time and authorized delays en route, including TDY en route.

New Accession **A member in the accession pipeline includes:**

- Members who are undergoing initial entry training, to include Reserve members undergoing Initial Active Duty for Training (IADT);
- Students (including ROTC and OCS) without prior Military Service (see Note on next page).
- Service academy graduates upon graduation, until arrival at the first PDS (see Note on next page).

A member remains in the accession pipeline until:

- The member arrives at a PDS; including a training location of 20 or more weeks; **or**
- A Reserve member completes Initial Active Duty for Training (IADT) or arrives at a PDS; whichever occurs first.

(a) A member **without a dependent** in the accession pipeline is authorized BAH-TR when in a travel status, leave en route, or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS.

(b) The BAH rate for a new accession **with a dependent** is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

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BAH-Transit (BAH-TR) for New Accessions, Continued

New Accession, continued **Note:** An academy or ROTC graduate without a dependent, who remains on Active Duty at the graduation/commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Government quarters, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's BAH with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

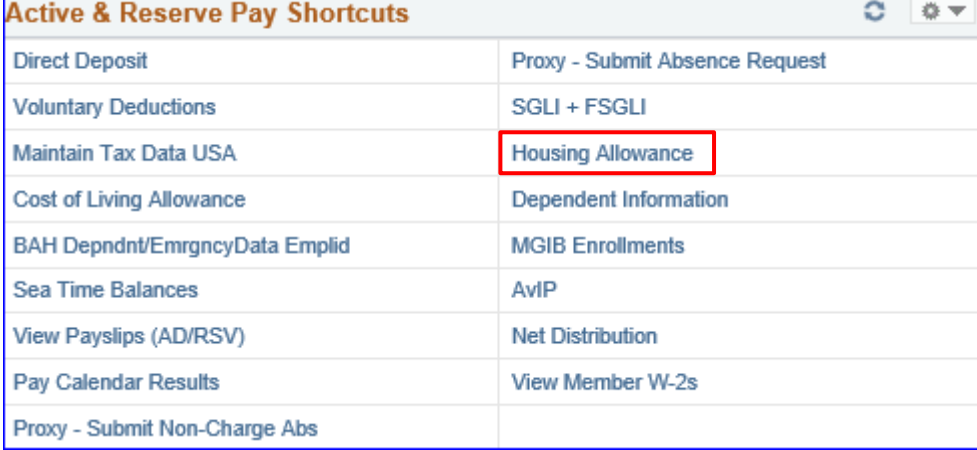
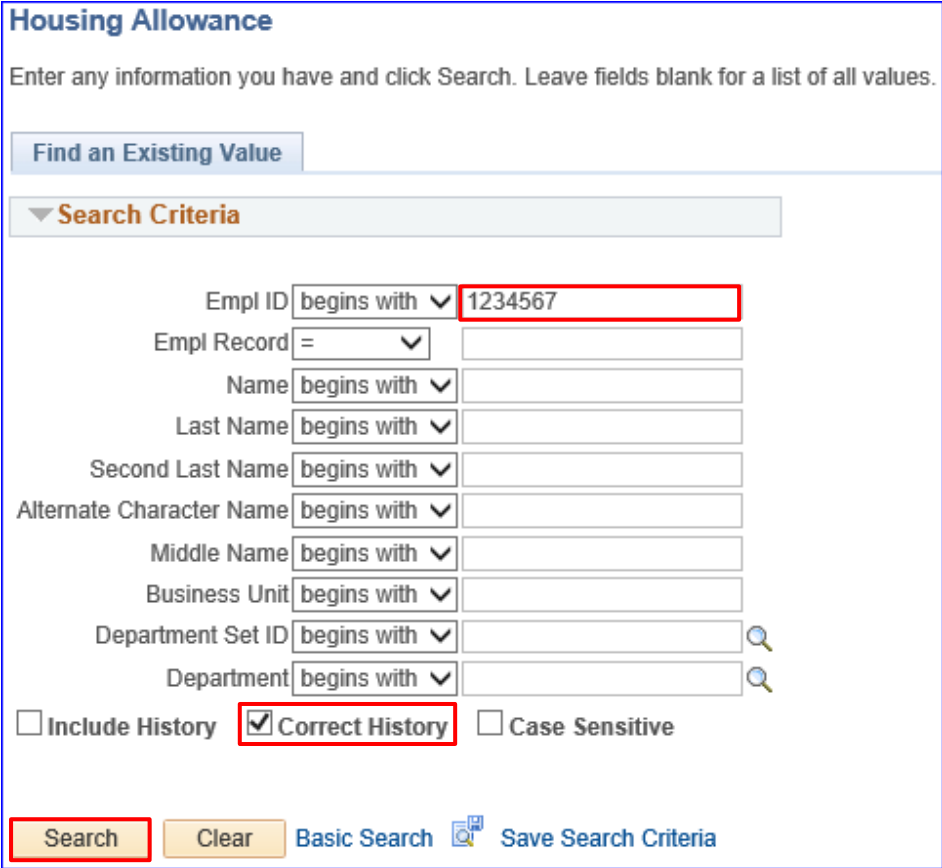
Entitlement New Accessions, **without dependents**, en route PCS from the accession point to their first PDS or between training locations are eligible for BAH-TR. Examples:

1. Academy Graduate, with no prior service: Start BAH-TR the date the officer departs to the day prior to day the officer reports to their first PDS.
2. OCS Graduate, with no prior service: Start BAH-TR the date the officer departs to the day prior to the day the officer reports to their first PDS.
3. Recruit Training Graduate, with no prior service: Start BAH-TR effective the date the member departs the training location to the date prior to the day the member reports to the first PDS or Training Center (TRACEN).
 - For a member without dependents reporting to a TRACEN before reporting to their first PDS, because Government quarters are available at the TRACEN, effective their reporting date to the TRACEN, the member is only authorized BAH-Partial, or if paying child support, BAH-DIFF. The member is again authorized BAH-TR upon their school completion/PCS departure date to the day before the member reports to the first PDS.
 - For members **with dependents** reporting to a TRACEN before reporting to their first PDS, if their dependents location is:
 - a. In the U.S. - continue BAH for the dependents location.
 - b. Outside the U.S. - continue BAH for the initial training location.

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BAH-Transit (BAH-TR) for New Accessions, Continued

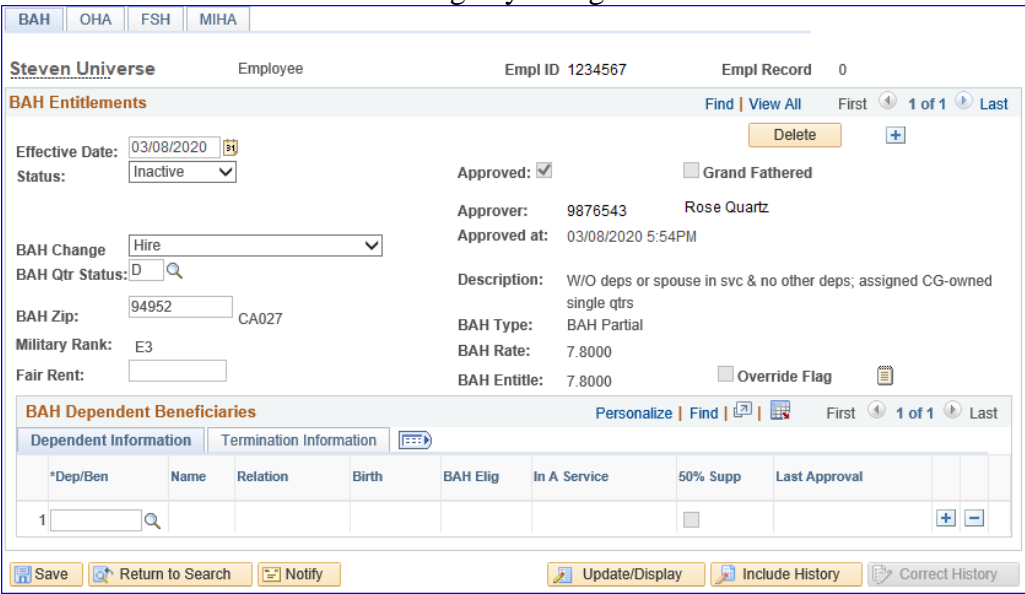
Procedure See below.

Step	Action																		
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>Active & Reserve Pay Shortcuts</p> <table border="1"> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>Dependent Information</td> </tr> <tr> <td>BAH Depndnt/EmrgncyData Emplid</td> <td>MGIB Enrollments</td> </tr> <tr> <td>Sea Time Balances</td> <td>AvIP</td> </tr> <tr> <td>View Payslips (AD/RSV)</td> <td>Net Distribution</td> </tr> <tr> <td>Pay Calendar Results</td> <td>View Member W-2s</td> </tr> <tr> <td>Proxy - Submit Non-Charge Abs</td> <td></td> </tr> </table>	Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Cost of Living Allowance	Dependent Information	BAH Depndnt/EmrgncyData Emplid	MGIB Enrollments	Sea Time Balances	AvIP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs	
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2	<p>Enter the member's Empl ID, check the Correct History box and click Search.</p>  <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Second Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p>Middle Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																		

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BAH-Transit (BAH-TR) for New Accessions, Continued

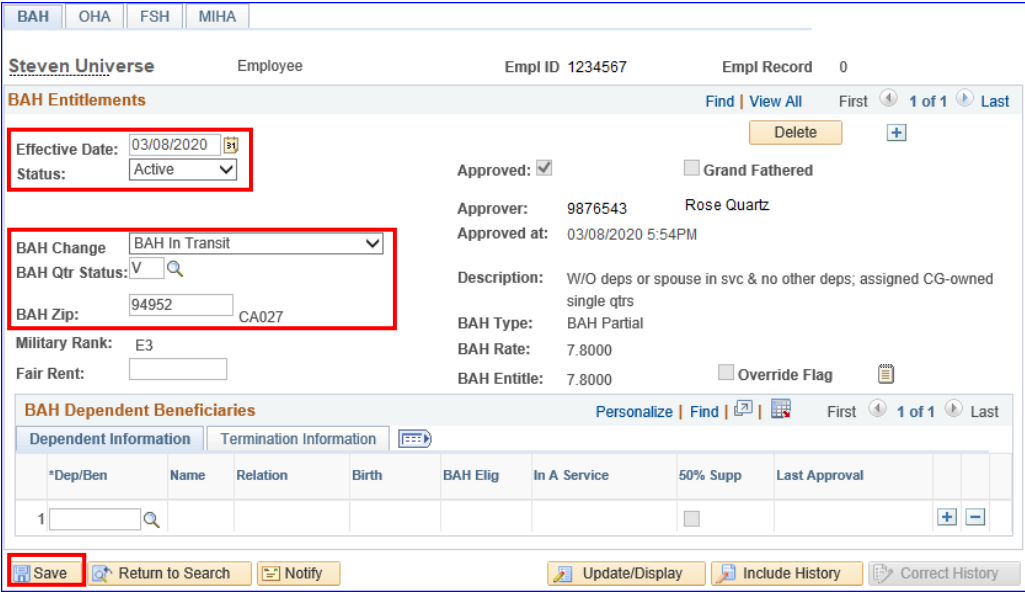
Procedure,
continued

Step	Action																
3	<p>The member's BAH page will display. It is important to take a screenshot of the current BAH row before making any changes.</p>  <p>The screenshot shows the BAH Entitlements page for Steven Universe. The page includes the following information:</p> <ul style="list-style-type: none"> Member: Steven Universe, Employee, Empl ID 1234567, Empl Record 0 BAH Entitlements: <ul style="list-style-type: none"> Effective Date: 03/08/2020 Status: Inactive Approved: <input checked="" type="checkbox"/> Grand Fathered: <input type="checkbox"/> Approver: 9876543, Rose Quartz Approved at: 03/08/2020 5:54PM BAH Change: Hire BAH Qtr Status: D BAH Zip: 94952, CA027 Military Rank: E3 Fair Rent: [Empty] Description: W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs BAH Type: BAH Partial BAH Rate: 7.8000 BAH Entitle: 7.8000 Override Flag: <input type="checkbox"/> BAH Dependent Beneficiaries: <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</td> <td>[Empty]</td> <td>[Empty]</td> <td>[Empty]</td> <td>[Empty]</td> <td>[Empty]</td> <td><input type="checkbox"/></td> <td>[Empty]</td> </tr> </tbody> </table> 	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	<input type="checkbox"/>	[Empty]
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BAH-Transit (BAH-TR) for New Accessions, Continued

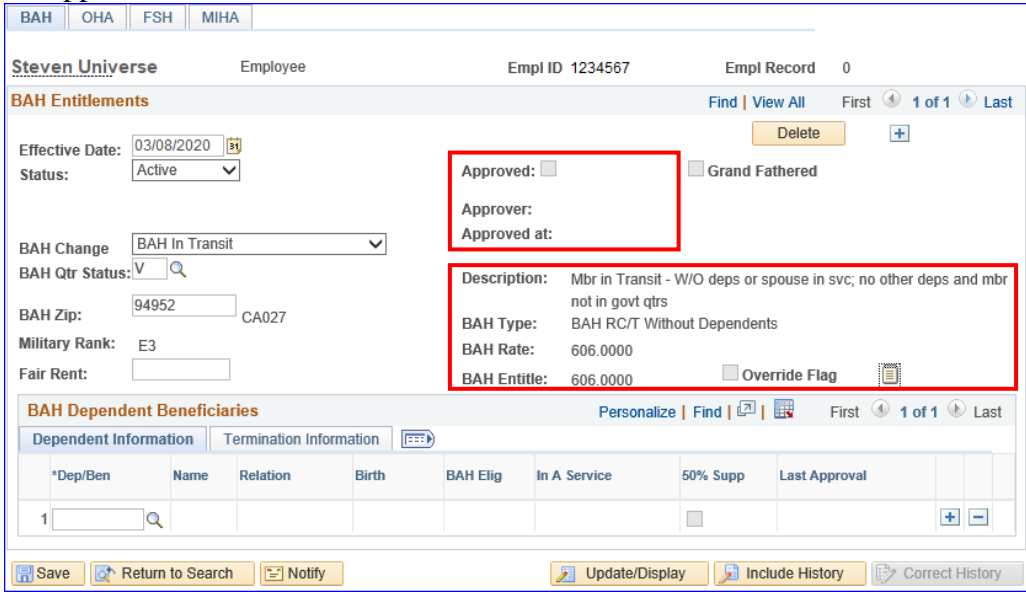
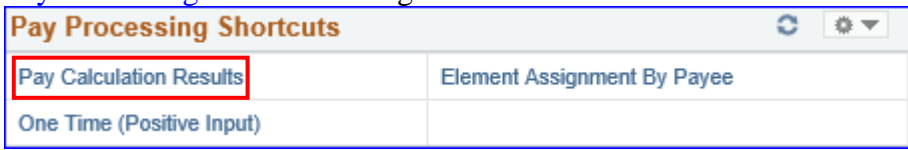
Procedure,
continued

Step	Action
4	<ul style="list-style-type: none"> • Ensure the Effective Date matches the PCS Departure Date (if it does not, see the Basic Allowance for Housing user guide for procedures to correct BAH). • Update the Status to reflect Active. • Using the BAH Change drop-down, select the appropriate reason for the BAH Change. • Using the BAH Qtr Status lookup, select V or U. <ul style="list-style-type: none"> ▪ V – Mbr in Transit – W/O deps or spouse in svc; no other deps and mbr not in govt qtrs. ▪ U – Mbr in Transit – With deps or paying child support; mbr & deps not assigned to govt qtrs. • Review the BAH Zip to ensure it is correct. <p>Click Save.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Steven Universe. The form includes the following fields and values:</p> <ul style="list-style-type: none"> Effective Date: 03/08/2020 Status: Active BAH Change: BAH In Transit BAH Qtr Status: V BAH Zip: 94952 Military Rank: E3 Fair Rent: (empty) Approved: <input checked="" type="checkbox"/> Grand Fathered: <input type="checkbox"/> Approver: 9876543, Rose Quartz Approved at: 03/08/2020 5:54PM Description: W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs BAH Type: BAH Partial BAH Rate: 7.8000 BAH Entitle: 7.8000 Override Flag: <input type="checkbox"/> <p>The 'BAH Dependent Beneficiaries' section is also visible, showing a table with columns for *Dep/Ben, Name, Relation, Birth, BAH Elig, In A Service, 50% Supp, and Last Approval. The table contains one row with a search icon in the *Dep/Ben column.</p> <p>At the bottom of the form, there are several buttons: Save (highlighted in red), Return to Search, Notify, Update/Display, Include History, and Correct History.</p>

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BAH-Transit (BAH-TR) for New Accessions, Continued

Procedure,
continued

Step	Action
<p>5</p>	<p>Upon clicking save, the Approver information will be blank and the Description, BAH Type, BAH Rate, and BAH Entitle will update based on the selections made in Step 4. The BAH request will be routed to the SPO tree for approval.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Steven Universe. The 'BAH Entitlements' section includes fields for Effective Date (03/08/2020), Status (Active), BAH Change (BAH In Transit), BAH Qtr Status, BAH Zip (94952), Military Rank (E3), and Fair Rent. A red box highlights the 'Approved' checkbox and 'Approver'/'Approved at' fields. Another red box highlights the 'Description', 'BAH Type', 'BAH Rate', and 'BAH Entitle' fields.</p>
<p>6</p>	<p>Once the BAH transaction is approved, it is important to review the member's pay calculation results to ensure BAH started correctly. To do this, select Pay Calculation Results from the Pay Processing Shortcuts pagelet.</p> <p>Note: For guidance on navigating Pay Calculation Results, see the Viewing Pay Processing Shortcuts user guide.</p>  <p>The screenshot shows the 'Pay Processing Shortcuts' pagelet. A red box highlights the 'Pay Calculation Results' link.</p>

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Procedure,
continued

Step	Action																																								
7	<p>Enter the member's Empl ID and click Search. Select the appropriate Calendar ID from the Search Results.</p> <div data-bbox="339 557 1126 1106" style="border: 1px solid blue; padding: 5px;"> <p>Results by Calendar Group</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; background-color: #e0f2f1; padding: 2px;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Calendar Group ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p style="display: flex; justify-content: space-between; align-items: center;"> Search Clear Basic Search Save Search Criteria </p> </div>																																								
8	<p>Review the BAH element under Earnings and Deductions to verify it processed correctly.</p> <div data-bbox="339 1216 1369 1765" style="border: 1px solid blue; padding: 5px;"> <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Steven Universe Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C120030 202003 On-Cycle AD Mid Month</p> <p>Calendar Information 2 of 2</p> <p>Calendar ID CG ACT 2020M03M Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 1,726.77 USD Net Result Value 1,249.18 USD</p> <p>Earnings & Deductions 1-5 of 19 View All</p> <p>Element Results Components Retro Adjustments Deduction Arrears User Fields</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>319.200000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>03/01/2020</td> <td>03/07/2020</td> <td>Resolution Details</td> </tr> <tr style="border: 1px solid red;"> <td>Earnings</td> <td>BAH</td> <td>161.600000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>03/08/2020</td> <td>03/15/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>186.360000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>03/01/2020</td> <td>03/15/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1021.350000</td> <td>Basic Pay</td> <td>0</td> <td>03/01/2020</td> <td>03/15/2020</td> <td>Resolution Details</td> </tr> </tbody> </table> </div>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	319.200000	Basic Allowance for Housing	0	03/01/2020	03/07/2020	Resolution Details	Earnings	BAH	161.600000	Basic Allowance for Housing	0	03/08/2020	03/15/2020	Resolution Details	Earnings	BAS	186.360000	Basic Allow for Subsistence	0	03/01/2020	03/15/2020	Resolution Details	Earnings	BASIC PAY	1021.350000	Basic Pay	0	03/01/2020	03/15/2020	Resolution Details
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