

# OUTCONUS COLA

## Overview

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**Introduction** This guide provides the procedures for starting, stopping, correcting, and approving OUTCONUS COLA (OCONUS COLA) transactions in Direct Access (DA). This guide also provides the procedures to confirm corrections were processed accurately in DA.

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**Reference** [Joint Travel Regulations \(JTR\), Chapters 8-10 \(Allowances\)](#)

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**Known Issue** Even though the pay grade might be incorrect on the OCONUS COLA box, the correct rate will pay out. **Always compare the pay calculation results with the [DTMO website](#)** to verify that the OCONUS COLA entitlement is being paid out correctly.

**Example:** A member advanced to E3; when the SPO tried to put in the OCONUS COLA row with an effective date the same as the advancement, the "latest calendar results for current row box" didn't update the member's paygrade until the LPC row was put in. Even though the wrong pay grade was displayed, the correct E3 OCONUS COLA rate paid out.

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

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## Starting OCONUS COLA

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**Introduction** This section provides the procedures for starting OCONUS COLA in DA.

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**Dual Rows** DA allows eligible members to have 2 OCONUS COLA rows running simultaneously, provided one is with dependents and one is without. For example, a member stationed in the U.K. receives OCONUS COLA at the W/O rate for Great Britain and receives OCONUS COLA for his wife and children living in Hawaii at the with dependents rate.

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**OCONUS COLA when Government Messing is Available** A member is authorized OCONUS COLA at the W/O dependent rate when the member is assigned to Government quarters, but the Commanding Officer provides a statement that using the Government dining facility is impractical due to mission or operational needs.

The unit **MUST** provide PPC a signed memo requesting OCONUS COLA at the W/O dependent rate and state the reason why Reduced (Partial) COLA is insufficient. See [Joint Travel Regulations \(JTR\), Chapters 8-10 \(Allowances\)](#) for more information.

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**Procedures** See below.

Step	Action
1	Click on the <b>Active/Reserve Pay</b> Tile. <div data-bbox="359 1249 778 1574" style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Active/Reserve Pay</p>  </div>

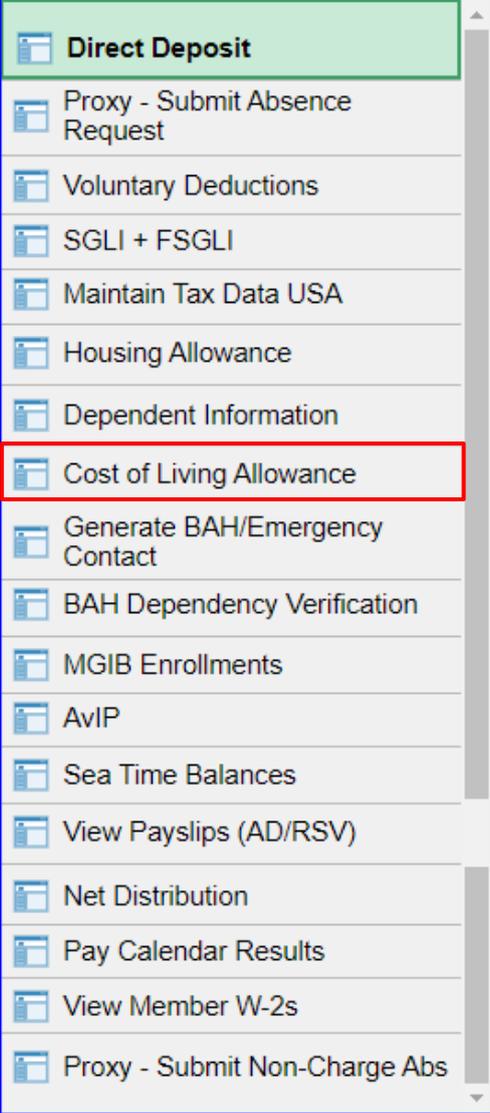
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## Starting OCONUS COLA, Continued

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Procedures,  
continued

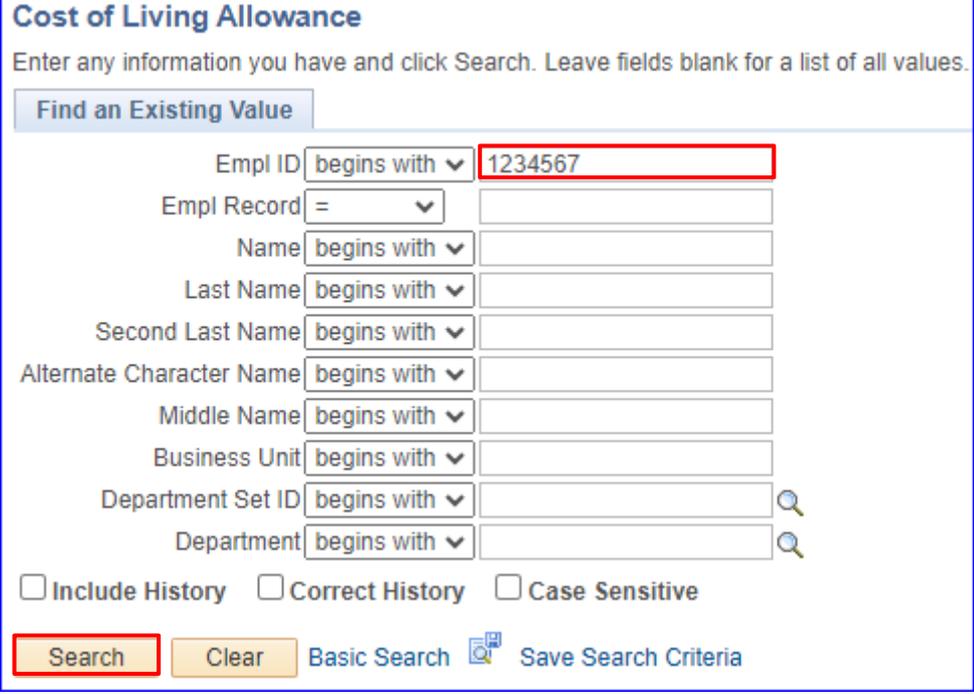
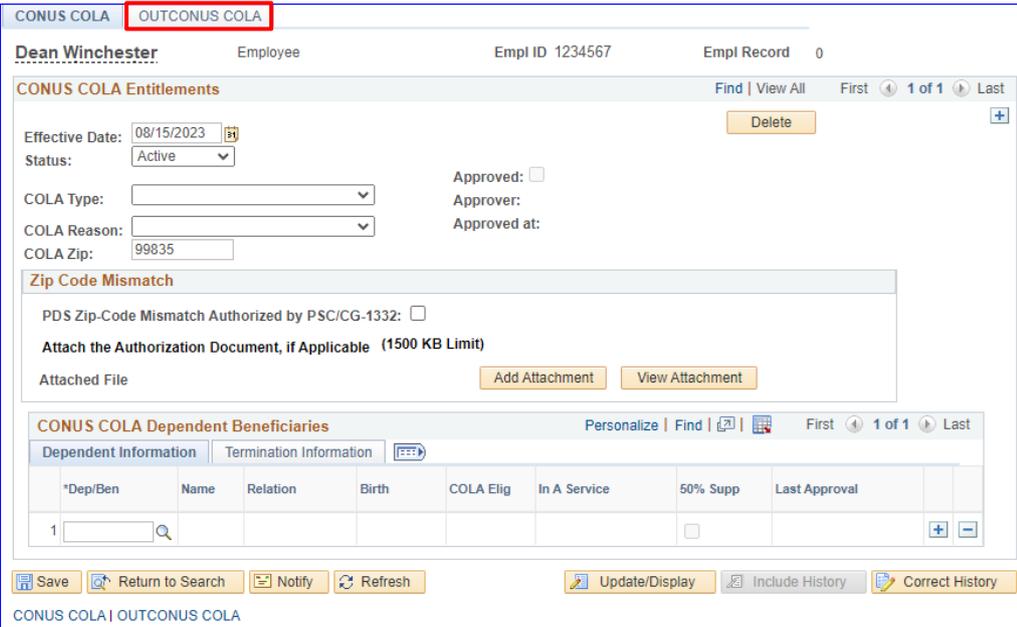
Step	Action
2	<p>Select the <b>Cost of Living Allowance</b> option.</p>  <p>The screenshot shows a vertical list of menu items. The item 'Cost of Living Allowance' is highlighted with a red border. Other items include 'Direct Deposit', 'Proxy - Submit Absence Request', 'Voluntary Deductions', 'SGLI + FSGLI', 'Maintain Tax Data USA', 'Housing Allowance', 'Dependent Information', 'Generate BAH/Emergency Contact', 'BAH Dependency Verification', 'MGIB Enrollments', 'AvIP', 'Sea Time Balances', 'View Payslips (AD/RSV)', 'Net Distribution', 'Pay Calendar Results', 'View Member W-2s', and 'Proxy - Submit Non-Charge Abs'.</p>

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# Starting OCONUS COLA, Continued

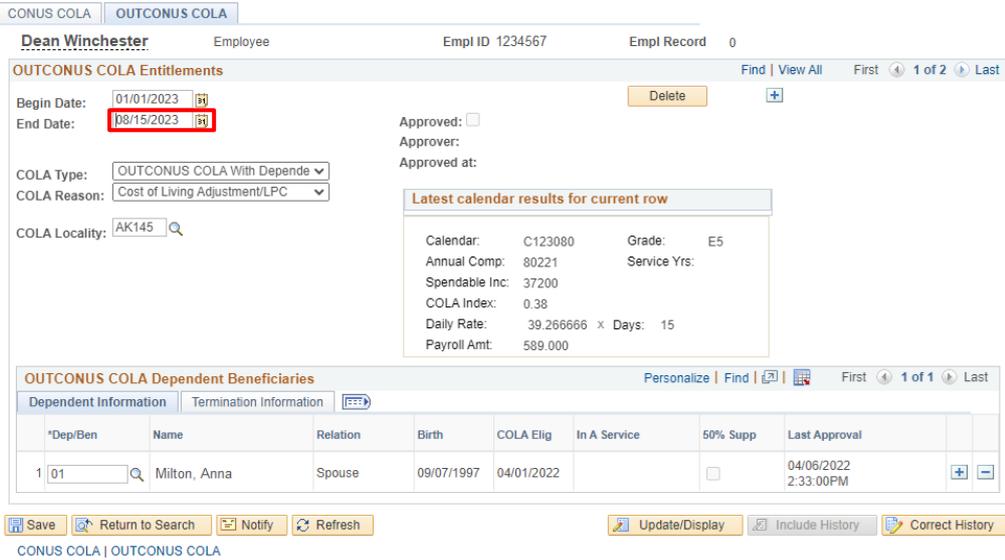
Procedures,  
continued

Step	Action																
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Cost of Living Allowance</b> 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>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>																
4	<p>The member's current CONUS COLA information (if any) will display. Select the <b>OUTCONUS COLA</b> tab.</p>  <p>CONUS COLA <b>OUTCONUS COLA</b></p> <p>Dean Winchester Employee Empl ID 1234567 Empl Record 0</p> <p>CONUS COLA Entitlements Find   View All First 1 of 1 Last <input type="button" value="Delete"/></p> <p>Effective Date: <input type="text" value="08/15/2023"/> <input type="button" value="B"/></p> <p>Status: <input type="text" value="Active"/></p> <p>COLA Type: <input type="text"/></p> <p>COLA Reason: <input type="text"/></p> <p>COLA Zip: <input type="text" value="99835"/></p> <p>Approved: <input type="checkbox"/></p> <p>Approver:</p> <p>Approved at:</p> <p><b>Zip Code Mismatch</b></p> <p>PDS Zip-Code Mismatch Authorized by PSC/CG-1332: <input type="checkbox"/></p> <p>Attach the Authorization Document, if Applicable (1500 KB Limit)</p> <p>Attached File <input type="button" value="Add Attachment"/> <input type="button" value="View Attachment"/></p> <p>CONUS COLA Dependent Beneficiaries Personalize   Find   <input type="button" value="Print"/> First 1 of 1 Last</p> <p>Dependent Information Termination Information <input type="button" value="More"/></p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>CONUS COLA   OUTCONUS COLA</p>	*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1	<input type="text"/>					<input type="checkbox"/>	
*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval										
1	<input type="text"/>					<input type="checkbox"/>											

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# Starting OCONUS COLA, Continued

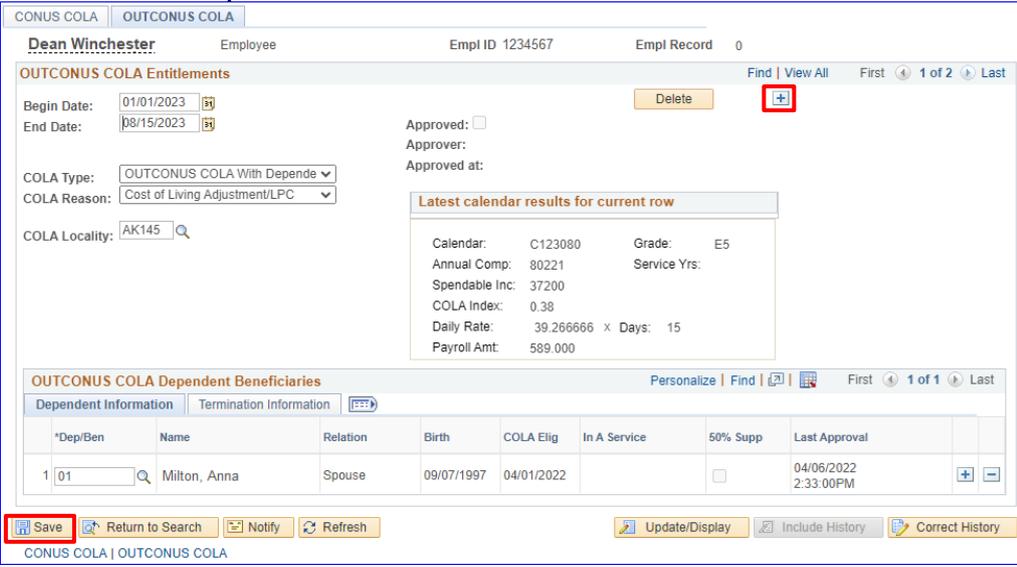
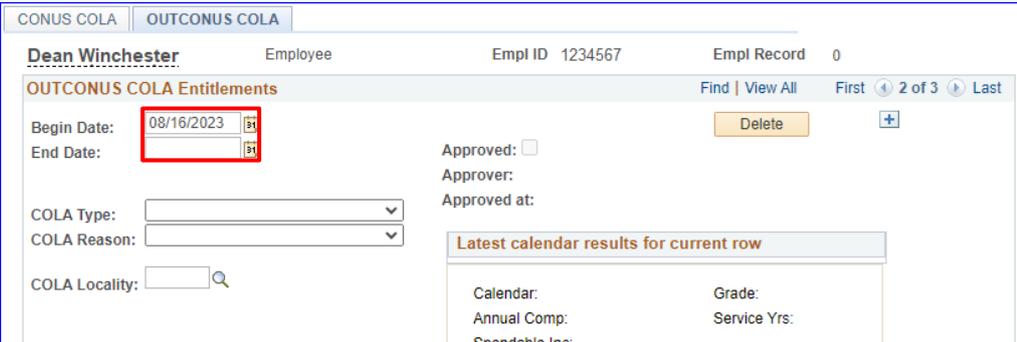
Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p>The member's current OCONUS COLA information (if any) will display. If the member does <b>not</b> have an existing OCONUS COLA row, <b>skip to Step 9</b>.</p> <p>If the member has an existing OCONUS COLA row, enter an <b>End Date</b> (this will be the day <i>before</i> the NEW row is to begin).</p>  <p>The screenshot shows the 'OUTCONUS COLA Entitlements' form for Dean Winchester (Employee ID 1234567). The 'End Date' field is highlighted with a red box and contains '08/15/2023'. The form includes fields for 'Begin Date' (01/01/2023), 'COLA Type' (OUTCONUS COLA With Dependents), 'COLA Reason' (Cost of Living Adjustment/LPC), and 'COLA Locality' (AK145). A 'Latest calendar results for current row' box displays details like Calendar (C123080), Grade (E5), Annual Comp (80221), and Payroll Amt (589.000). Below is a table for 'OUTCONUS COLA Dependent Beneficiaries' with one entry for Anna Milton (Spouse, Birth 09/07/1997, COLA Elig 04/01/2022).</p>
<p><b>6</b></p>	<p>This message will display immediately upon entering the End Date. Click <b>OK</b>.</p>  <p>The screenshot shows a warning message box with the following text: 'Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) If you did not intend to change this field please exit the page without saving; otherwise, the current approvals will be removed and any payments previously received will become In-Service Debt.' An 'OK' button is highlighted with a red box.</p>

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# Starting OCONUS COLA, Continued

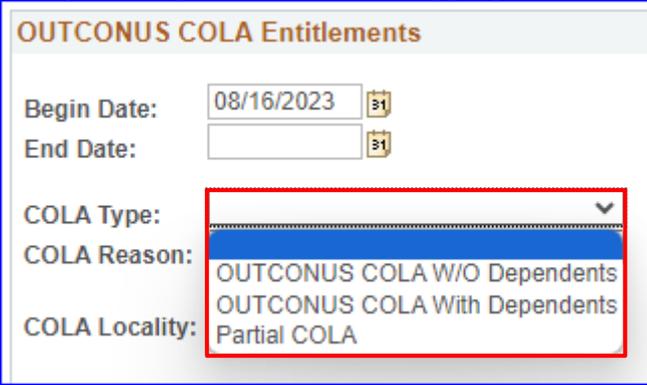
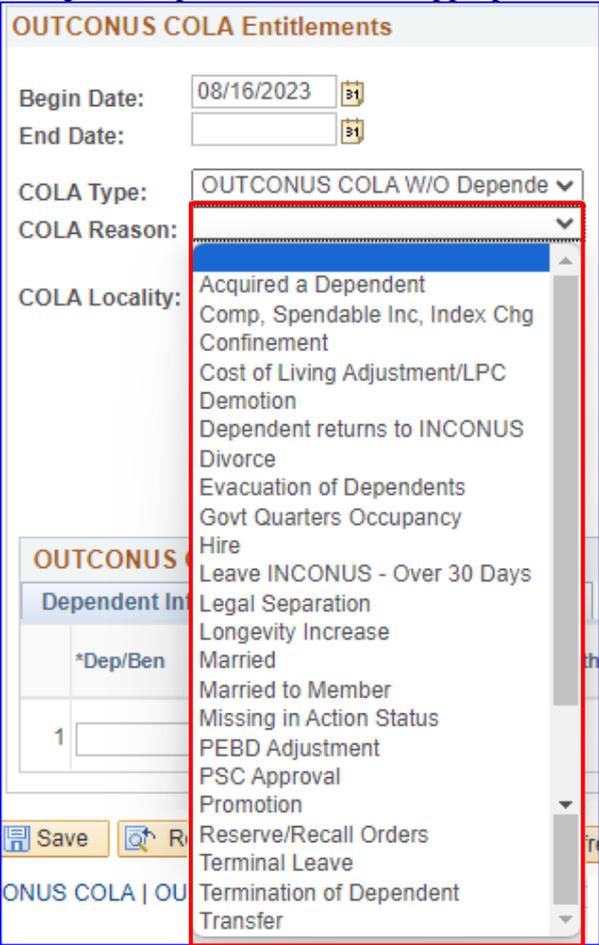
Procedures,  
continued

Step	Action
<p>7</p>	<p>Click <b>Save</b>. Once saved, the transaction will be forwarded to the SPO tree for approval.</p> <p>Once approved, click the <b>Plus</b> button to add a new OCONUS COLA row and continue with Step 8.</p> 
<p>8</p>	<p>Enter the <b>Begin Date</b>. Enter the <b>End Date</b> if known.</p> <p><b>NOTE:</b> If an Active Duty member is assigned to a new PDS within close proximity to the previous PDS, OCONUS COLA must be started on the departure date from the previous PDS to prevent an underpayment of OCONUS COLA.</p> 

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## Starting OCONUS COLA, Continued

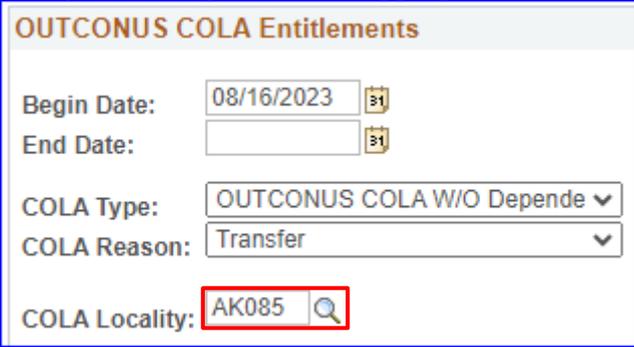
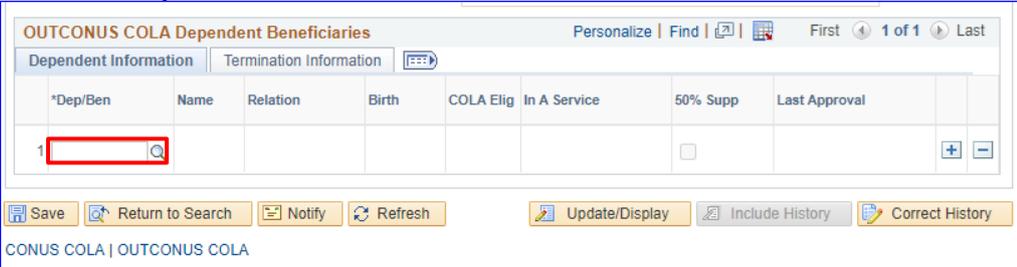
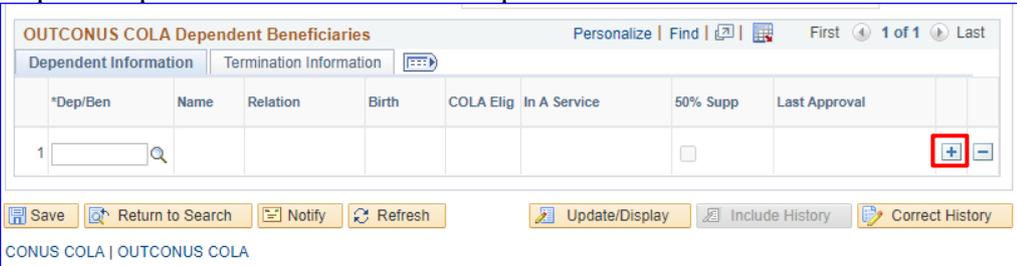
Procedures,  
continued

Step	Action
9	<p>Using the drop-down, select the appropriate COLA Type.</p> 
10	<p>Using the drop-down, select the appropriate COLA Reason.</p> 

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## Starting OCONUS COLA, Continued

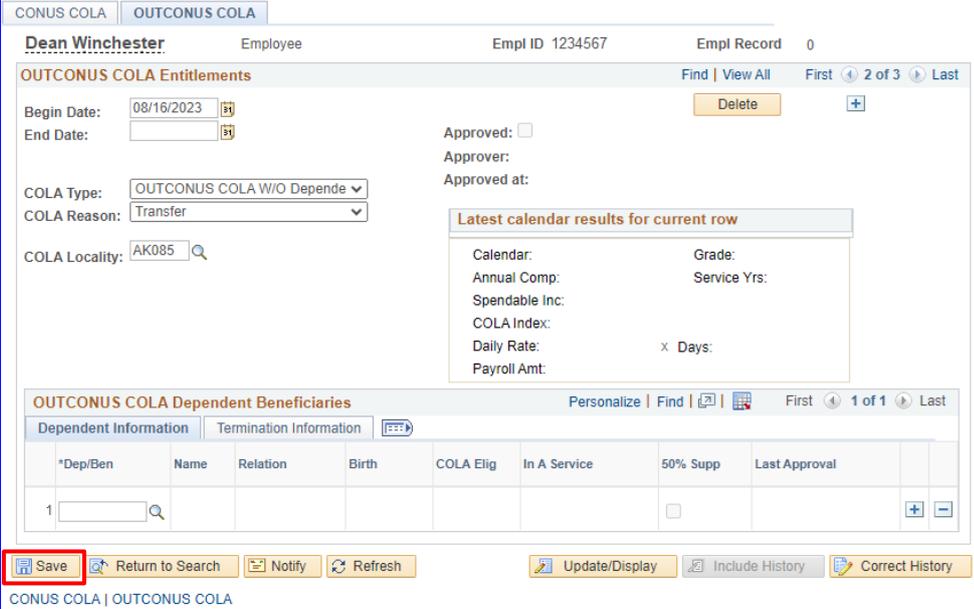
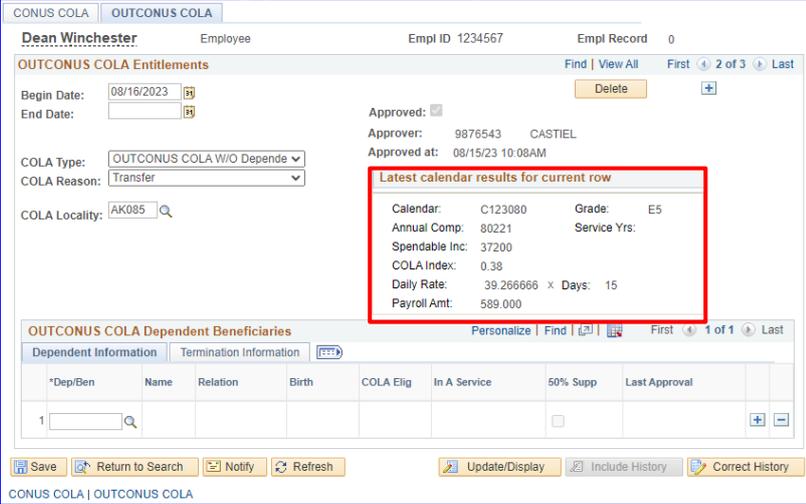
Procedures,  
continued

Step	Action
11	<p>Using the lookup, select the appropriate <b>COLA Locality</b> code.</p> 
12	<p>If the member has command authorized dependents and is co-located with them, click the <b>lookup icon</b> under *Dep/Ben and select a dependent from the list.</p> <p><b>NOTE:</b> If the member has dependents but is <b>NOT</b> entitled to OCONUS COLA with dependents, <b>DO NOT</b> populate dependents in the "OCONUS COLA Dependent Beneficiaries" field of the OCONUS COLA transaction in DA. You must select COLA Type: "OCONUS COLA W/O Dependents" and leave the Dependent Beneficiaries section blank.</p> 
13	<p>To add additional dependents, click the <b>Plus</b> button to add a new row. Repeat Step 12-13 to add additional dependents as authorized.</p> 

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# Starting OCONUS COLA, Continued

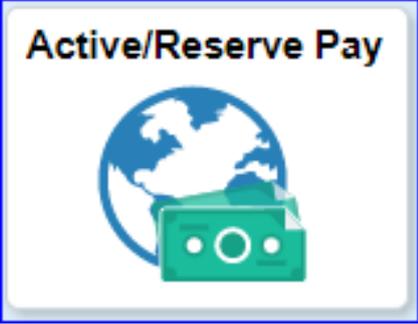
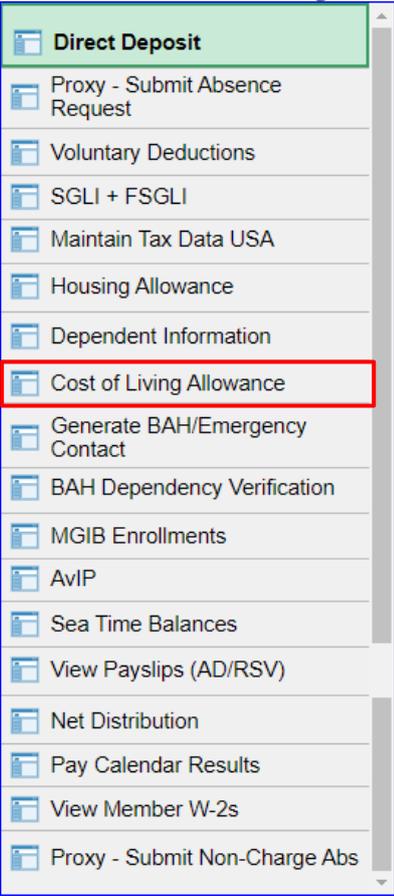
Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>Once all command authorized dependents have been added, click <b>Save</b>. The OCONUS COLA request will be forwarded to the SPO tree for approval.</p> 
<p><b>15</b></p>	<p>Once the request has been approved and <b>finalized</b> through payroll, the <b>Latest calendar results for current row</b> will populate.</p> <p><b>NOTE:</b> Even though the <b>Grade</b> or <b>Daily Rate</b> might be missing or not shown properly, the correct rate will pay out. Always compare the Pay Calculation Results with the DTMO website to verify that the OCONUS COLA entitlement is being paid out correctly.</p> 

# Stopping OCONUS COLA

**Introduction** This section provides the procedures for stopping OCONUS COLA and Reduced OCONUS COLA (previously known as Partial) in DA.

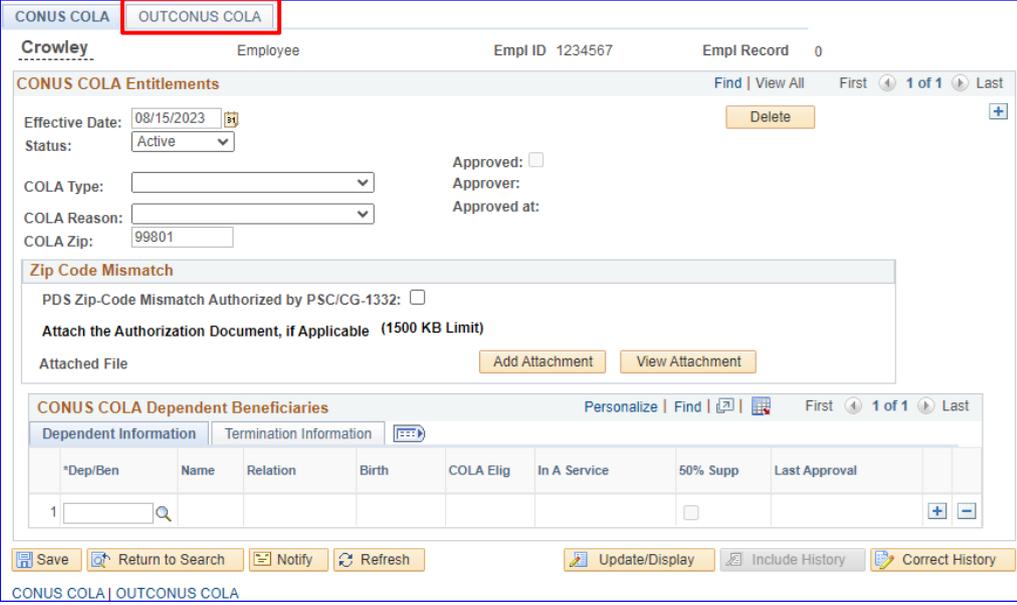
**Procedures** See below.

Step	Action
1	<p>Click on the <b>Active/Reserve Pay</b> Tile.</p> 
2	<p>Select the <b>Cost of Living Allowance</b> option.</p> 

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# Stopping OCONUS COLA, Continued

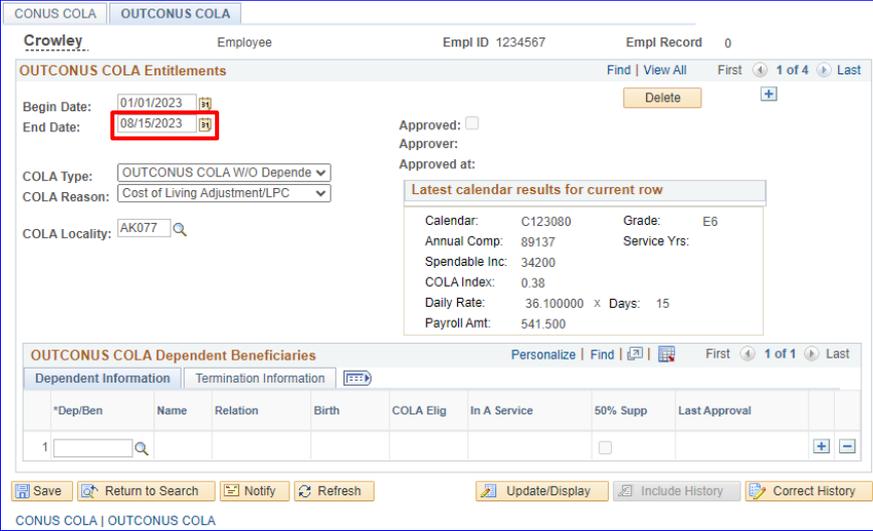
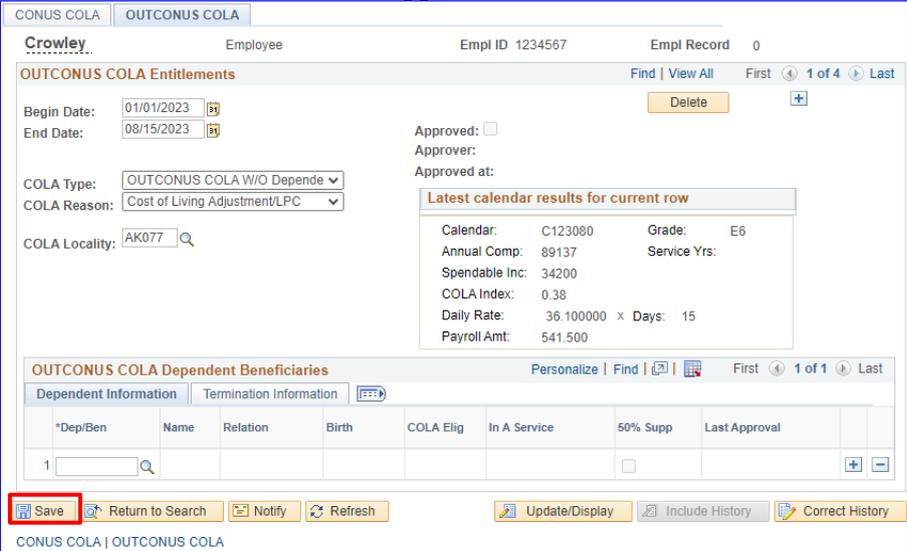
Procedures,  
continued

Step	Action																		
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Cost of Living Allowance</b> 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>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear Basic Search Save Search Criteria</p>																		
4	<p>The member's current CONUS COLA information (if any) will display. Select the <b>OUTCONUS COLA</b> tab.</p>  <p>CONUS COLA <b>OUTCONUS COLA</b></p> <p>Crowley Employee Empl ID 1234567 Empl Record 0</p> <p><b>CONUS COLA Entitlements</b> Find   View All First 1 of 1 Last</p> <p>Effective Date: 08/15/2023 Status: Active Approved: <input type="checkbox"/></p> <p>COLA Type: <input type="text"/> Approver: <input type="text"/></p> <p>COLA Reason: <input type="text"/> Approved at: <input type="text"/></p> <p>COLA Zip: 99801</p> <p><b>Zip Code Mismatch</b></p> <p>PDS Zip-Code Mismatch Authorized by PSC/CG-1332: <input type="checkbox"/></p> <p>Attach the Authorization Document, if Applicable (1500 KB Limit)</p> <p>Attached File <input type="button" value="Add Attachment"/> <input type="button" value="View Attachment"/></p> <p><b>CONUS COLA Dependent Beneficiaries</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Dependent Information</th> <th>Termination Information</th> </tr> <tr> <th>"Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>CONUS COLA   OUTCONUS COLA</p>	Dependent Information	Termination Information	"Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
Dependent Information	Termination Information																		
"Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval												
1						<input type="checkbox"/>													

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# Stopping OCONUS COLA, Continued

Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p><b>Enter an End Date.</b></p> 
<p><b>6</b></p>	<p>This message will display immediately after the End Date is entered. Click <b>OK</b>.</p> 
<p><b>7</b></p>	<p>Click <b>Save</b>. Once saved, the stop OCONUS COLA transaction will be forwarded to the SPO tree for approval.</p> 

## Correcting OCONUS COLA

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**Introduction** This section provides the procedures for correcting OCONUS COLA transactions in DA.

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**Before You Begin**

- While changing editable fields is the preferred method; **when dates are involved**, deleting and adding rows is necessary.
- **Prior to making any Corrections and/or Deletions of any OCONUS COLA rows, it is important to view the member's OCONUS COLA assignments in EABP.**
  - For guidance on how to access a member's EABPs, see the [Element Assignment by Payee \(EABP\)](#) user guide.
  - For guidance on what to look for when reviewing a member's EABPs, see the [Confirming OCONUS COLA Corrections](#) section of this guide.

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**In-Range vs. Out-of-Range**

If the correction is **In-Range** (the entire affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed by the automated system.

If the correction is **Out-of-Range** (any part of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. **Once all corrections/changes have been approved, all the corrections/changes MUST be reported to PPC Customer Care to be processed manually.**

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**Timing**

While some OCONUS COLA fields are editable and allow corrective action, if any **dates require correction, delete the most current row, and move backwards deleting rows until reaching the incorrect row.**

First, **delete** the OCONUS COLA row(s) from **newest to the oldest incorrect row**:

1. Delete the NEWEST incorrect OCONUS COLA row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** OCONUS COLA row(s), from **oldest to newest**:

1. Add the oldest OCONUS COLA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

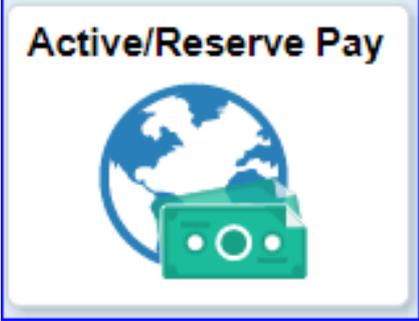
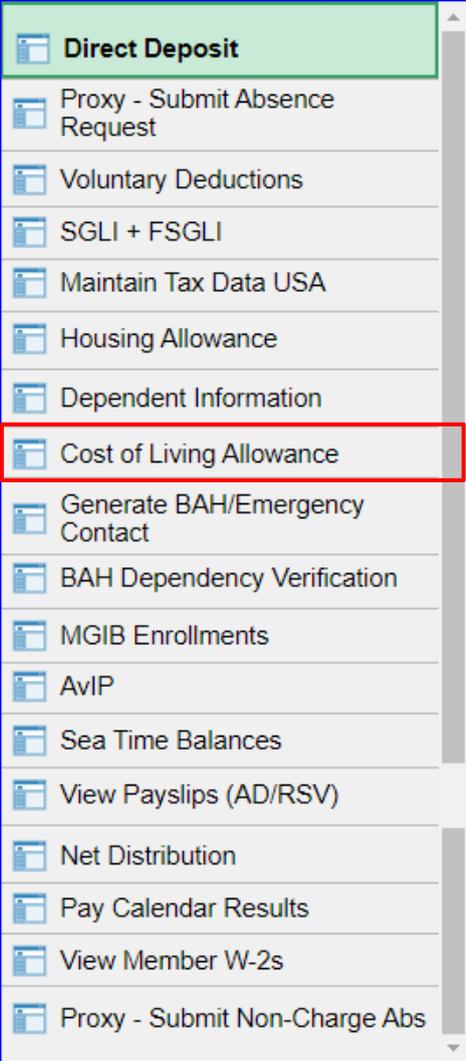
**PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES.** Failure to complete corrective actions in proper sequence and timing may result in severe overpayments or underpayments for the member.

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## Correcting OCONUS COLA, Continued

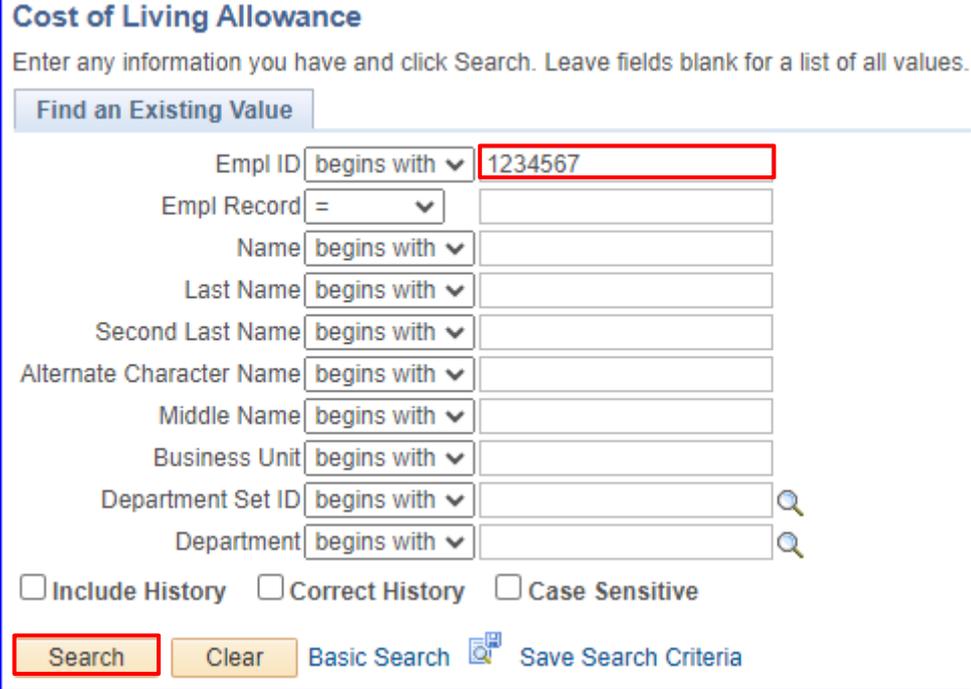
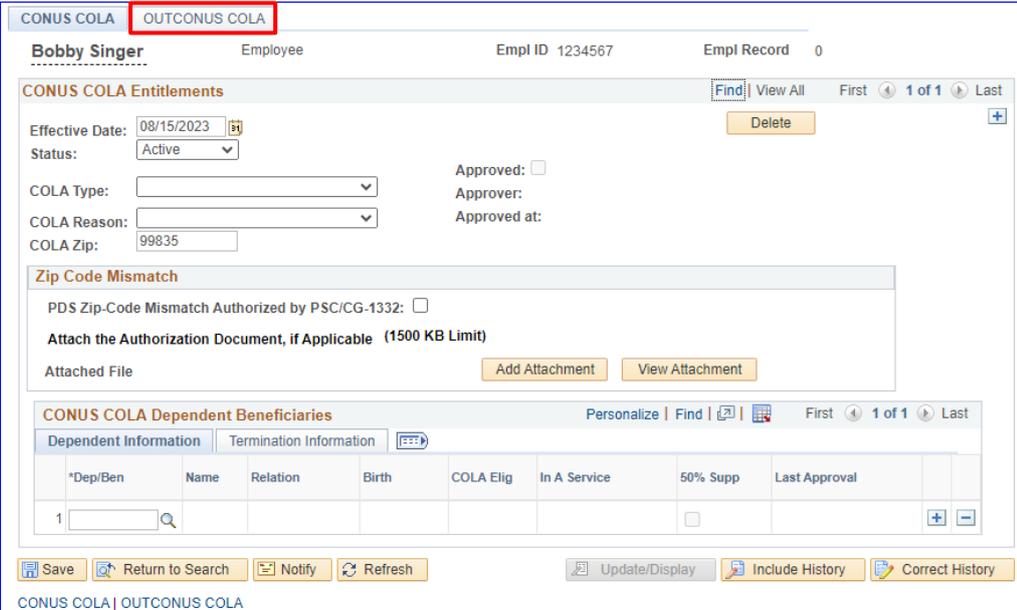
Procedures See below.

Step	Action
1	<p>Click on the <b>Active/Reserve Pay</b> Tile.</p> 
2	<p>Select the <b>Cost of Living Allowance</b> option.</p> 

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# Correcting OCONUS COLA, Continued

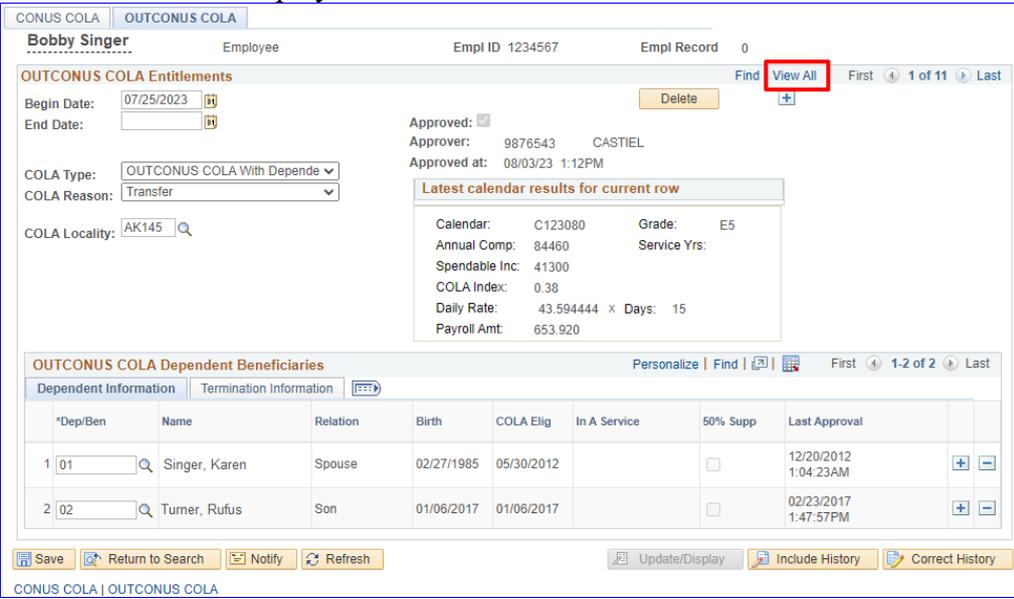
Procedures,  
continued

Step	Action																
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Cost of Living Allowance</b></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>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>																
4	<p>The member's CONUS COLA information (if any) will display. Select the <b>OUTCONUS COLA</b> tab.</p>  <p>CONUS COLA <b>OUTCONUS COLA</b></p> <p><b>Bobby Singer</b> Employee Empl ID 1234567 Empl Record 0</p> <p>CONUS COLA Entitlements <input type="button" value="Find"/> View All First 1 of 1 Last <input type="button" value="Delete"/></p> <p>Effective Date: <input type="text" value="08/15/2023"/> <input type="button" value="BT"/></p> <p>Status: <input type="text" value="Active"/></p> <p>COLA Type: <input type="text"/></p> <p>COLA Reason: <input type="text"/></p> <p>COLA Zip: <input type="text" value="99835"/></p> <p>Approved: <input type="checkbox"/></p> <p>Approver:</p> <p>Approved at:</p> <p><b>Zip Code Mismatch</b></p> <p>PDS Zip-Code Mismatch Authorized by PSC/CG-1332: <input type="checkbox"/></p> <p>Attach the Authorization Document, if Applicable (1500 KB Limit)</p> <p>Attached File <input type="button" value="Add Attachment"/> <input type="button" value="View Attachment"/></p> <p>CONUS COLA Dependent Beneficiaries Personalize   Find   <input type="button" value="Print"/> First 1 of 1 Last</p> <p>Dependent Information   Termination Information <input type="button" value="Refresh"/></p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>CONUS COLA   OUTCONUS COLA</p>	*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1	<input type="text"/>					<input type="checkbox"/>	
*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval										
1	<input type="text"/>					<input type="checkbox"/>											

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# Correcting OCONUS COLA, Continued

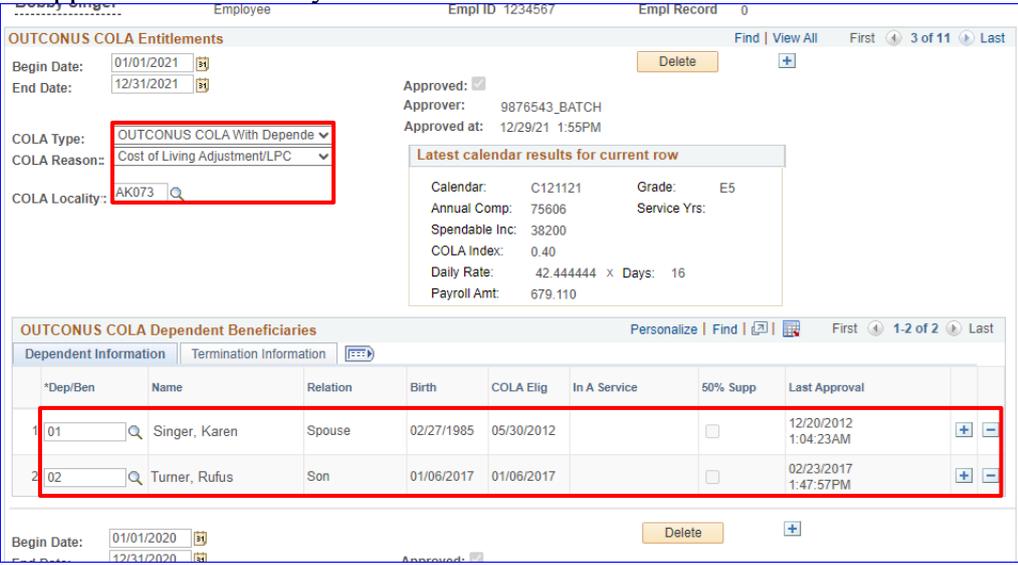
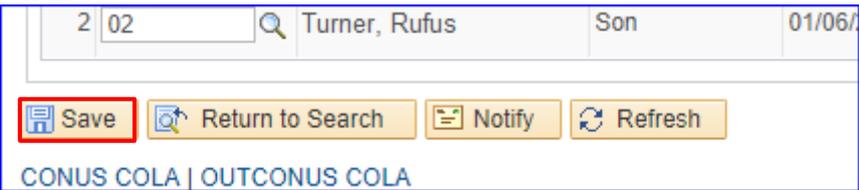
Procedures,  
continued

Step	Action																																																
5	<p>Click <b>View All</b> to display all of the member's OCONUS COLA rows.</p>  <p><b>OUTCONUS COLA Entitlements</b></p> <p>Employee: Bobby Singer, Empl ID: 1234567, Empl Record: 0</p> <p>Begin Date: 07/25/2023, End Date: [ ]</p> <p>COLA Type: OUTCONUS COLA With Dependents, COLA Reason: Transfer, COLA Locality: AK145</p> <p>Approved: [ ], Approver: 9876543 CASTIEL, Approved at: 08/03/23 1:12PM</p> <p><b>Latest calendar results for current row</b></p> <table border="1"> <tr> <td>Calendar:</td> <td>C123080</td> <td>Grade:</td> <td>E5</td> </tr> <tr> <td>Annual Comp:</td> <td>84460</td> <td>Service Yrs:</td> <td></td> </tr> <tr> <td>Spendable Inc:</td> <td>41300</td> <td></td> <td></td> </tr> <tr> <td>COLA Index:</td> <td>0.38</td> <td></td> <td></td> </tr> <tr> <td>Daily Rate:</td> <td>43.594444</td> <td>x Days:</td> <td>15</td> </tr> <tr> <td>Payroll Amt:</td> <td>653.920</td> <td></td> <td></td> </tr> </table> <p><b>OUTCONUS COLA Dependent Beneficiaries</b></p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 [01]</td> <td>Singer, Karen</td> <td>Spouse</td> <td>02/27/1985</td> <td>05/30/2012</td> <td></td> <td><input type="checkbox"/></td> <td>12/20/2012 1:04:23AM</td> </tr> <tr> <td>2 [02]</td> <td>Turner, Rufus</td> <td>Son</td> <td>01/06/2017</td> <td>01/06/2017</td> <td></td> <td><input type="checkbox"/></td> <td>02/23/2017 1:47:57PM</td> </tr> </tbody> </table>	Calendar:	C123080	Grade:	E5	Annual Comp:	84460	Service Yrs:		Spendable Inc:	41300			COLA Index:	0.38			Daily Rate:	43.594444	x Days:	15	Payroll Amt:	653.920			*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1 [01]	Singer, Karen	Spouse	02/27/1985	05/30/2012		<input type="checkbox"/>	12/20/2012 1:04:23AM	2 [02]	Turner, Rufus	Son	01/06/2017	01/06/2017		<input type="checkbox"/>	02/23/2017 1:47:57PM
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## Correcting OCONUS COLA, Continued

Procedures,  
continued

Step	Action
6	<p>Scroll through and locate the row(s) to be corrected. <b>It is important to take screenshots of the member's OCONUS COLA rows before and after any corrections/deletions.</b> This is especially important if the correction is <b>Out-of-Range</b> as these screenshots are required for a PPC Customer Care ticket. Correct any editable fields as appropriate. Editable fields include:</p> <ul style="list-style-type: none"> <li>• COLA Type</li> <li>• COLA Reason</li> <li>• COLA Locality</li> <li>• Dependent Information</li> </ul> <p><b>Remember:</b> Any dates requiring correction, must be deleted (see the <a href="#">Deleting OCONUS COLA</a> section of this guide for the procedures to delete a row). The deletion must be approved immediately and a new OCONUS COLA row re-entered with the correct dates and entitlements. The new row needs to be approved immediately as well.</p> 
7	<p>Click <b>Save</b>.</p> 

## Deleting OCONUS COLA

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**Introduction** This section provides the procedures for deleting an OCONUS COLA row in DA.

---

**Before You Begin**

- While changing editable fields is the preferred method; **when dates are involved**, deleting and adding rows is necessary.
- **Prior to making any Corrections and/or Deletions of any OCONUS COLA rows, it is important to view the member's OCONUS COLA assignments in EABP.**
  - For guidance on how to access a member's EABPs, see the [Element Assignment by Payee \(EABP\)](#) user guide.
  - For guidance on what to look for when reviewing a member's EABPs, see the [Confirming OCONUS COLA Corrections](#) section of this guide.

---

**In-Range vs. Out-of-Range**

If the correction is **In-Range** (the entire affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed by the automated system.

If the correction is **Out-of-Range** (any part of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. **Once all corrections/changes have been approved, all the corrections/changes MUST be reported to PPC Customer Care to be processed manually.**

---

**Timing**

While some OCONUS COLA fields are editable and allow corrective action, if any **dates require correction, delete the most current row, and move backwards deleting rows until reaching the incorrect row.**

First, **delete** the OCONUS COLA row(s) from **newest to the oldest incorrect row**:

1. Delete the NEWEST incorrect OCONUS COLA row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** OCONUS COLA row(s), from **oldest to newest**:

1. Add the oldest OCONUS COLA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

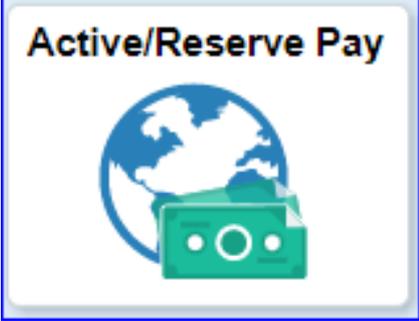
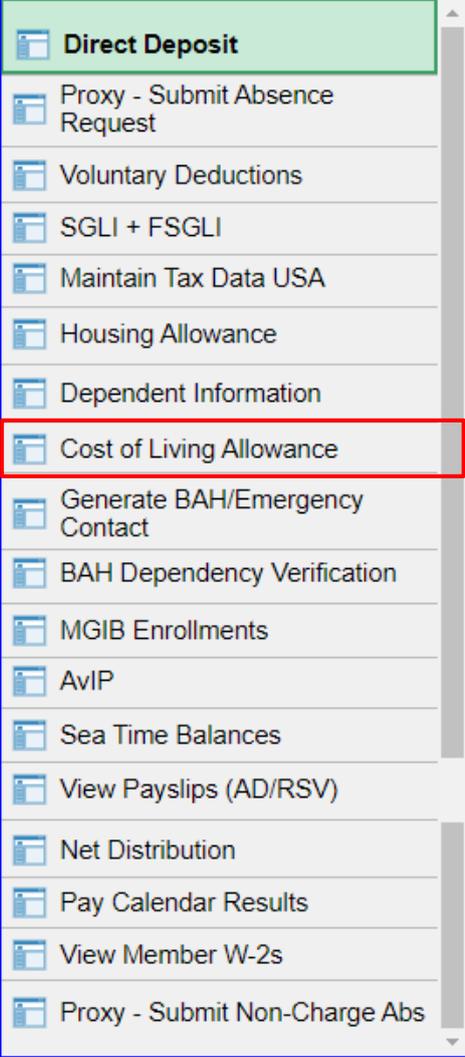
**PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES.** Failure to complete corrective actions in proper sequence and timing may result in severe overpayments or underpayments for the member.

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*Continued on next page*

## Deleting OCONUS COLA, Continued

Procedures See below.

Step	Action
1	<p>Click on the <b>Active/Reserve Pay</b> Tile.</p>  <p>The image shows a square tile with a blue border. At the top, the text 'Active/Reserve Pay' is written in bold black font. Below the text is a graphic of a blue and white globe with a green rectangular box in front of it, containing three white circles.</p>
2	<p>Select the <b>Cost of Living Allowance</b> option.</p>  <p>The image shows a vertical list of menu items, each with a small blue folder icon to its left. The items are: Direct Deposit (highlighted in green), Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Housing Allowance, Dependent Information, Cost of Living Allowance (highlighted with a red border), Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments, AvIP, Sea Time Balances, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs.</p>

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## Deleting OCONUS COLA, Continued

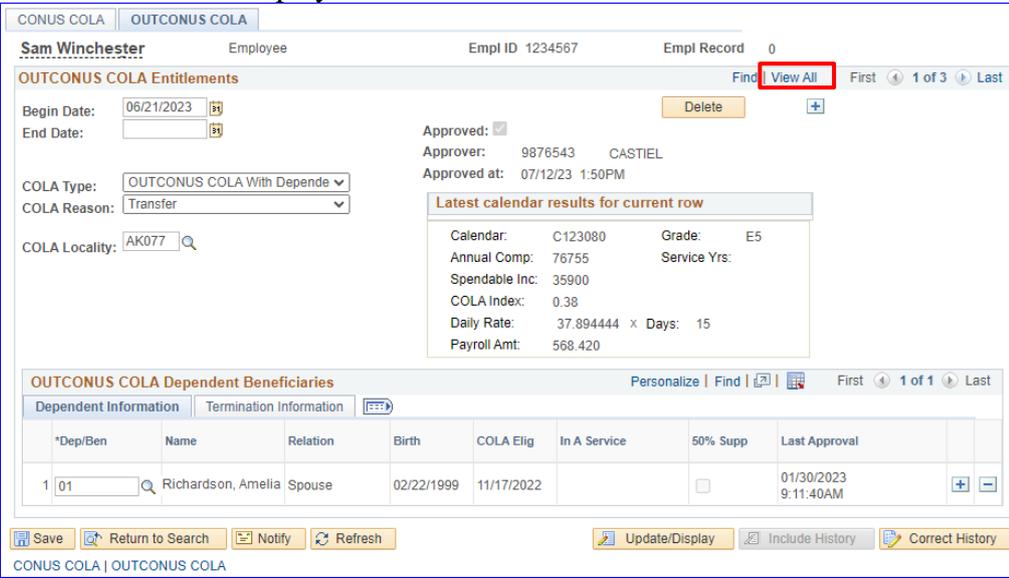
Procedures,  
continued

Step	Action																
3	<p>Enter the member's <b>Empl ID</b>. Ensure the <b>Correct History</b> box is checked and click <b>Search</b>.</p> <div data-bbox="352 528 1321 1218" style="border: 1px solid blue; padding: 5px;"> <p><b>Cost of Living Allowance</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> <b>Correct History</b> <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>																
4	<p>The member's CONUS COLA information (if any) will display. Select the <b>OUTCONUS COLA</b> tab.</p> <div data-bbox="352 1330 1369 1921" style="border: 1px solid blue; padding: 5px;"> <p>CONUS COLA <b>OUTCONUS COLA</b></p> <p><b>Sam Winchester</b> Employee Empl ID 1234567 Empl Record 0</p> <p><b>CONUS COLA Entitlements</b> Find View All First 1 of 1 Last</p> <p>Effective Date: 08/15/2023 Status: Active Approved: <input type="checkbox"/></p> <p>COLA Type: <input type="text"/> Approver: <input type="text"/></p> <p>COLA Reason: <input type="text"/> Approved at: <input type="text"/></p> <p>COLA Zip: 99801</p> <p><b>Zip Code Mismatch</b></p> <p>PDS Zip-Code Mismatch Authorized by PSC/CG-1332: <input type="checkbox"/></p> <p>Attach the Authorization Document, if Applicable (1500 KB Limit)</p> <p>Attached File <input type="button" value="Add Attachment"/> <input type="button" value="View Attachment"/></p> <p><b>CONUS COLA Dependent Beneficiaries</b> Personalize Find First 1 of 1 Last</p> <p>Dependent Information Termination Information</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>CONUS COLA   OUTCONUS COLA</p> </div>	*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1	<input type="text"/>					<input type="checkbox"/>	
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1	<input type="text"/>					<input type="checkbox"/>											

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# Deleting OCONUS COLA, Continued

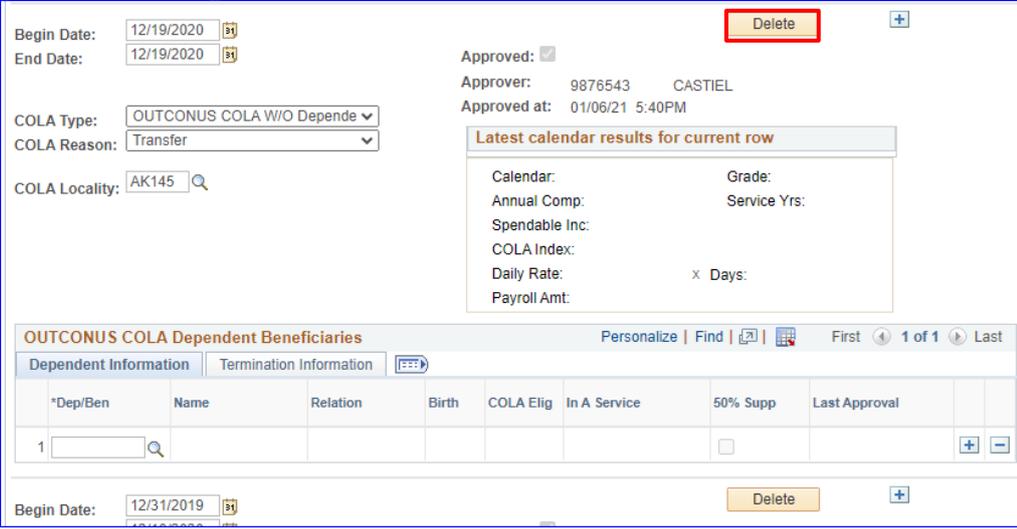
Procedures,  
continued

Step	Action																
5	<p>Click <b>View All</b> to display all OCONUS COLA rows.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> <li><b>Employee:</b> Sam Winchester, Empl ID 1234567, Empl Record 0</li> <li><b>OUTCONUS COLA Entitlements:</b> <ul style="list-style-type: none"> <li>Begin Date: 06/21/2023</li> <li>End Date: [Empty]</li> <li>COLA Type: OUTCONUS COLA With Dependents</li> <li>COLA Reason: Transfer</li> <li>COLA Locality: AK077</li> <li>Approved: [Checked]</li> <li>Approver: 9876543 CASTIEL</li> <li>Approved at: 07/12/23 1:50PM</li> <li>Buttons: Delete, +</li> </ul> </li> <li><b>Latest calendar results for current row:</b> <ul style="list-style-type: none"> <li>Calendar: C123080, Grade: E5</li> <li>Annual Comp: 76755, Service Yrs: [Empty]</li> <li>Spendable Inc: 35900</li> <li>COLA Index: 0.38</li> <li>Daily Rate: 37.894444 x Days: 15</li> <li>Payroll Amt: 568.420</li> </ul> </li> <li><b>OUTCONUS COLA Dependent Beneficiaries:</b> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 01</td> <td>Richardson, Amelia</td> <td>Spouse</td> <td>02/22/1999</td> <td>11/17/2022</td> <td></td> <td><input type="checkbox"/></td> <td>01/30/2023 9:11:40AM</td> </tr> </tbody> </table> </li> </ul>	*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1 01	Richardson, Amelia	Spouse	02/22/1999	11/17/2022		<input type="checkbox"/>	01/30/2023 9:11:40AM
*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval										
1 01	Richardson, Amelia	Spouse	02/22/1999	11/17/2022		<input type="checkbox"/>	01/30/2023 9:11:40AM										

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## Deleting OCONUS COLA, Continued

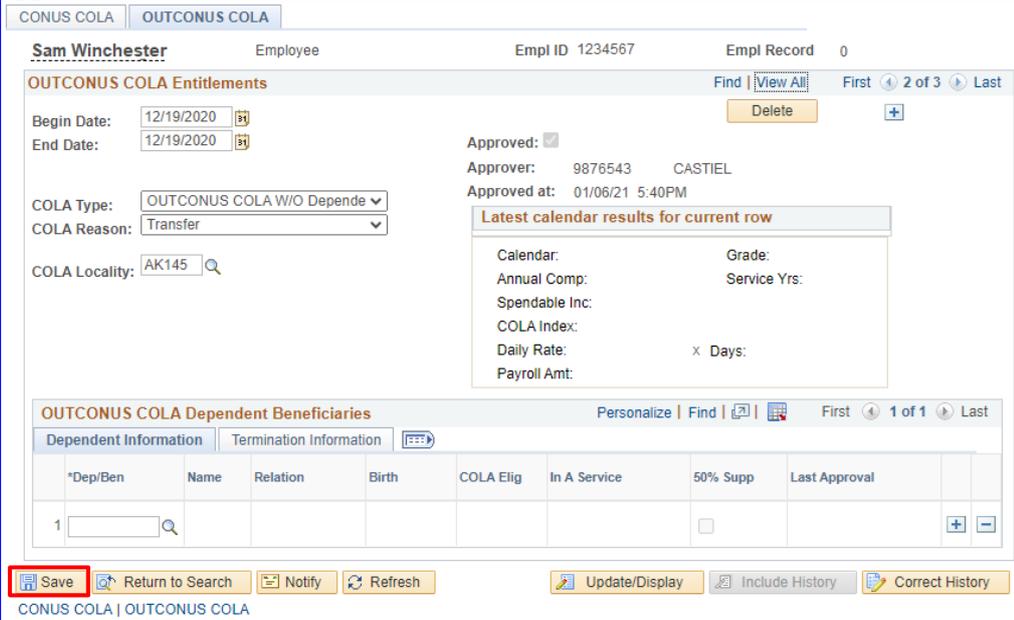
Procedures,  
continued

Step	Action
<p><b>6</b></p>	<p>Locate the row to be deleted. <b>It is important to take screenshots of the member's OCONUS COLA rows before and after any corrections or deletions.</b> This is especially important if the correction is Out-of-Range as these screenshots are required for a PPC Customer Care ticket. Click the <b>Delete</b> button.</p> <p><b>Remember:</b> If multiple rows need to be deleted; delete in reverse chronological order (newest to oldest) and <b>ensure each deletion is approved prior to deleting the next OCONUS COLA row.</b></p> 
<p><b>7</b></p>	<p>This confirmation message will display. Click <b>Yes</b>.</p> 

*Continued on next page*

## Deleting OCONUS COLA, Continued

Procedures,  
continued

Step	Action																												
8	<p>Click <b>Save</b>. The Deletion request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot displays the 'OUTCONUS COLA Entitlements' form for Sam Winchester (Employee ID 1234567). The 'Save' button is highlighted in red. The form includes the following fields and sections:</p> <ul style="list-style-type: none"> <li><b>Employee Information:</b> Sam Winchester, Employee, Empl ID 1234567, Empl Record 0.</li> <li><b>OUTCONUS COLA Entitlements:</b> <ul style="list-style-type: none"> <li>Begin Date: 12/19/2020</li> <li>End Date: 12/19/2020</li> <li>COLA Type: OUTCONUS COLA W/O Dependence</li> <li>COLA Reason: Transfer</li> <li>COLA Locality: AK145</li> <li>Approved: <input checked="" type="checkbox"/></li> <li>Approver: 9876543 CASTIEL</li> <li>Approved at: 01/06/21 5:40PM</li> <li>Latest calendar results for current row:           <table border="1"> <tr> <td>Calendar:</td> <td>Grade:</td> </tr> <tr> <td>Annual Comp:</td> <td>Service Yrs:</td> </tr> <tr> <td>Spendable Inc:</td> <td></td> </tr> <tr> <td>COLA Index:</td> <td></td> </tr> <tr> <td>Daily Rate:</td> <td>x Days:</td> </tr> <tr> <td>Payroll Amt:</td> <td></td> </tr> </table> </li> </ul> </li> <li><b>OUTCONUS COLA Dependent Beneficiaries:</b> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> </li> </ul> <p>Buttons at the bottom include: Save (highlighted), Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.</p>	Calendar:	Grade:	Annual Comp:	Service Yrs:	Spendable Inc:		COLA Index:		Daily Rate:	x Days:	Payroll Amt:		*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
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1						<input type="checkbox"/>																							

# Approving OCONUS COLA Transactions and Corrections

**Introduction** This section provides the procedures for a SPO to approve an OCONUS COLA transaction or correction in DA.

**Timing** While some OCONUS COLA fields are editable and allow corrective action, if any **dates require correction, delete the most current row, and move backwards deleting rows until reaching the incorrect row.**

First, **delete** the OCONUS COLA row(s) from **newest to the oldest incorrect row:**

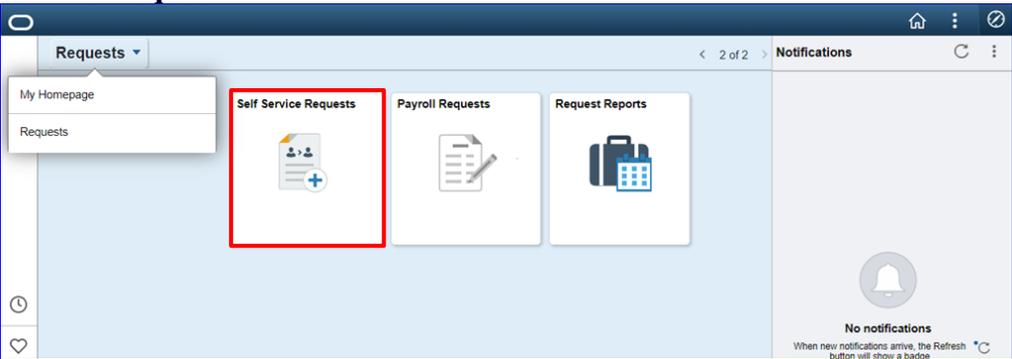
1. Delete the NEWEST incorrect OCONUS COLA row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** OCONUS COLA row(s), from **oldest to newest:**

1. Add the oldest OCONUS COLA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

**PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES.** Failure to complete corrective actions in proper sequence and timing may result in severe overpayments or underpayments for the member.

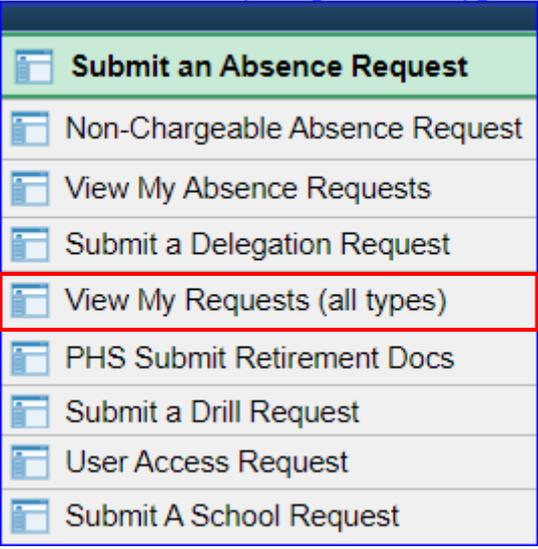
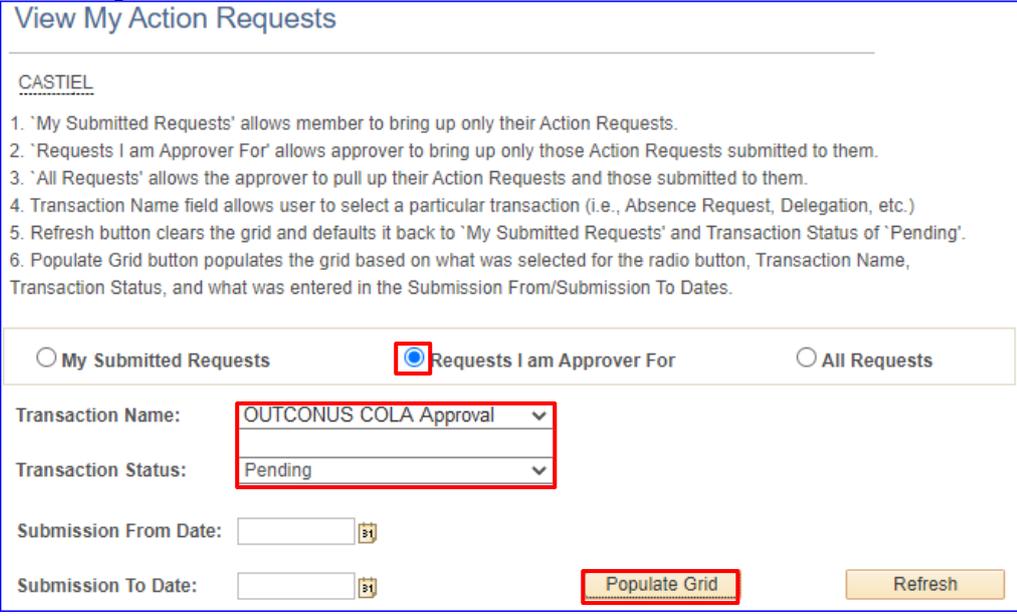
**Procedures** See below.

Step	Action
1	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self Service Requests</b> tile.</p> 

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# Approving OCONUS COLA Transactions and Corrections, Continued

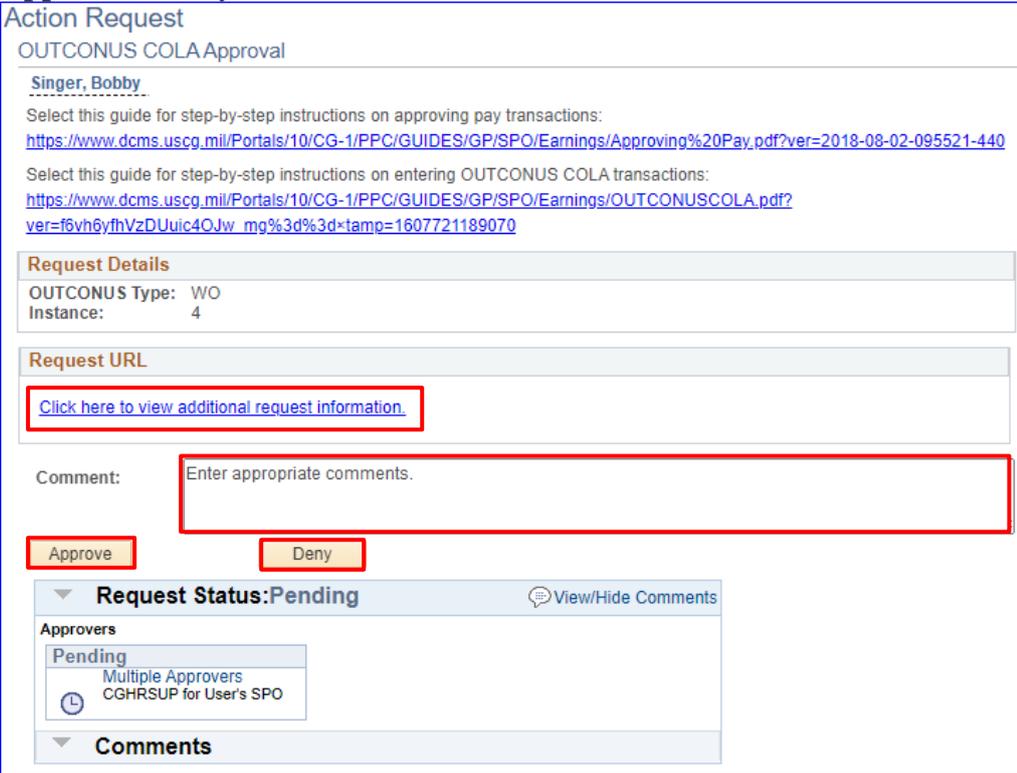
Procedures,  
continued

Step	Action
2	<p>Select the <b>View My Requests (all types)</b> option.</p>  <p>The screenshot shows a vertical menu with the following items: 'Submit an Absence Request', 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', 'PHS Submit Retirement Docs', 'Submit a Drill Request', 'User Access Request', and 'Submit A School Request'. The 'View My Requests (all types)' option is highlighted with a red border.</p>
3	<p>The View My Action Requests page will display. Select the <b>Requests I am Approver For</b> radio button. Select <b>OUTCONUS COLA Approval</b> from the <b>Transaction Name</b> drop-down to narrow the search results. Leave the <b>Transaction Status</b> at Pending.</p> <p>Click <b>Populate Grid</b>.</p>  <p>The screenshot shows the 'View My Action Requests' page. It includes a search bar with 'CASTIEL' entered. Below the search bar is a list of instructions:         <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol>         Below the instructions are three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (which is selected and highlighted with a red box), and 'All Requests'. There are two dropdown menus: 'Transaction Name' with 'OUTCONUS COLA Approval' selected (highlighted with a red box) and 'Transaction Status' with 'Pending' selected. At the bottom, there are two date input fields for 'Submission From Date' and 'Submission To Date', a 'Populate Grid' button (highlighted with a red box), and a 'Refresh' button.       </p>

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# Approving OCONUS COLA Transactions and Corrections, Continued

Procedures, continued

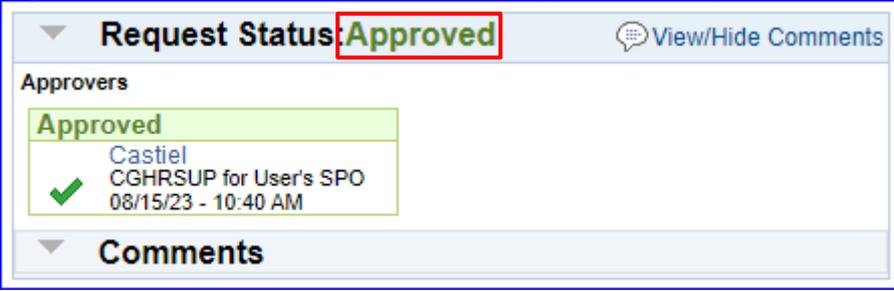
Step	Action																																												
4	<p>Any pending OCONUS COLA transactions assigned to the SPO tree will be listed. Locate the appropriate request and click <b>Approve/Deny</b>.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>ApproveDeletion</td> <td>Pending</td> <td>Sam Winchester</td> <td>Winchester</td> <td>1234567</td> <td>008329</td> <td>Rowena MacLeod</td> <td>CASTIEL</td> <td>2023/08/15</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>COLA Approval</td> <td>Pending</td> <td>Bobby Singer</td> <td>Singer</td> <td>1234567</td> <td>008328</td> <td>Rowena MacLeod</td> <td>CASTIEL</td> <td>2023/08/15</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>COLA Approval</td> <td>Pending</td> <td>Dean Winchester</td> <td>Winchester</td> <td>1234567</td> <td>004620</td> <td>Metatron</td> <td>CASTIEL</td> <td>2023/08/15</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	ApproveDeletion	Pending	Sam Winchester	Winchester	1234567	008329	Rowena MacLeod	CASTIEL	2023/08/15		Approve/Deny	COLA Approval	Pending	Bobby Singer	Singer	1234567	008328	Rowena MacLeod	CASTIEL	2023/08/15		Approve/Deny	COLA Approval	Pending	Dean Winchester	Winchester	1234567	004620	Metatron	CASTIEL	2023/08/15		Approve/Deny
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5	<p>The Action Request will display. To view the OUTCONUS COLA request, click the URL <b>Click here to view additional request information</b>. The Action Request will open in a new window. After reviewing the request data, enter <b>Comments</b> as appropriate (required if denying the request) and click <b>Approve</b> or <b>Deny</b>.</p>  <p><b>Action Request</b> OUTCONUS COLA Approval</p> <p><u>Singer, Bobby</u></p> <p>Select this guide for step-by-step instructions on approving pay transactions:  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/Approving%20Pay.pdf?ver=2018-08-02-095521-440">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/Approving%20Pay.pdf?ver=2018-08-02-095521-440</a></p> <p>Select this guide for step-by-step instructions on entering OUTCONUS COLA transactions:  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/OUTCONUSCOLA.pdf?ver=f6vh6yfhVzDUuic4OJw_mg%3d%3d&amp;tamp=1607721189070">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/OUTCONUSCOLA.pdf?ver=f6vh6yfhVzDUuic4OJw_mg%3d%3d&amp;tamp=1607721189070</a></p> <p><b>Request Details</b></p> <p>OUTCONUS Type: WO Instance: 4</p> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> <p>Comment: <input type="text" value="Enter appropriate comments."/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Request Status: Pending</b> <span>View/Hide Comments</span></p> <p><b>Approvers</b></p> <p>Pending Multiple Approvers CGHRSUP for User's SPO</p> <p><b>Comments</b></p>																																												

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## Approving OCONUS COLA Transactions and Corrections, Continued

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Procedures,  
continued

Step	Action
6	<p>The Request Status will update to <b>Approved</b> or <b>Denied</b> depending on the selection in Step 5.</p> <p><b>NOTE:</b> If the OCONUS COLA transaction was part of a corrective action, repeat steps 1-5 as necessary until all correcting entries have been approved (within the recommended 10 minutes).</p> <p><b>Important:</b> If the correction is <b>Out-of-Range</b> (any part of the affected period is older than 24 pay periods or 1 year), <b>all corrections/changes MUST be reported to PPC Customer Care</b> after approval to be processed manually.</p>  <p>The screenshot shows a user interface for a request. At the top, it says 'Request Status: Approved' with 'Approved' highlighted in a red box. To the right is a 'View/Hide Comments' link. Below this is an 'Approvers' section with a green bar that says 'Approved'. Underneath, it lists 'Castiel' as the approver, with a green checkmark, the text 'CGHRSUP for User's SPO', and the timestamp '08/15/23 - 10:40 AM'. At the bottom of the screenshot is a 'Comments' section with a dropdown arrow.</p>

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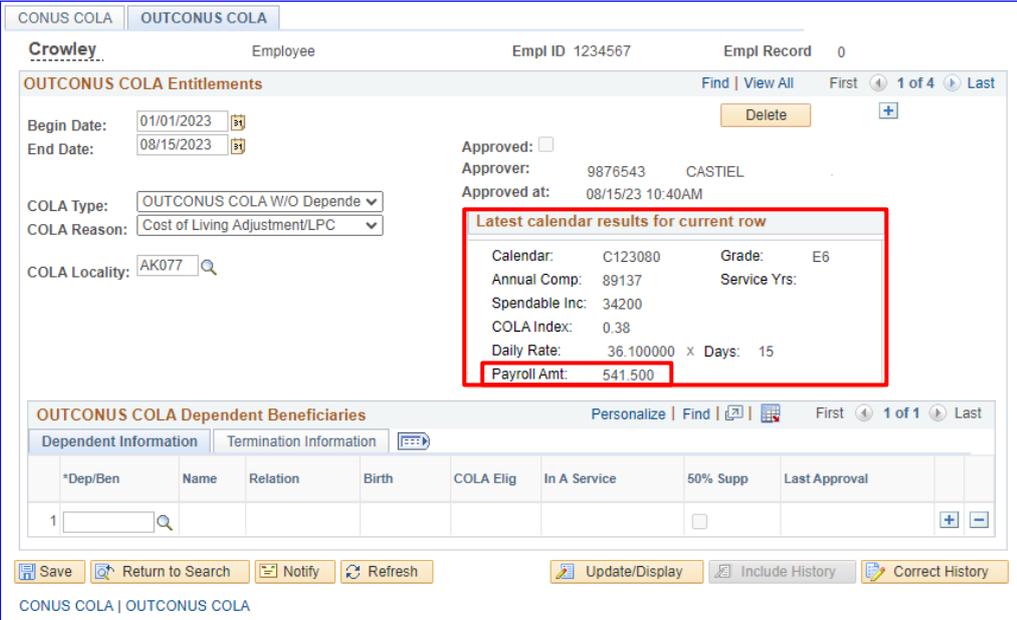
# Confirming OCONUS COLA Corrections

**Introduction** This section provides the procedures for confirming the OCONUS COLA corrections, by reviewing a member’s Pay Calculation Results and Element Assignment By Payee (EABP) in DA.

**Information** See the [Pay Calculation Results](#) and [Element Assignment by Payee](#) user guides for procedures on accessing and navigating a member’s Pay Calc Results and EABPs.

- **Steps 1 – 4** show what to look for in a member’s **Pay Calculation Results**. Pay Calculation Results will display the member’s OCONUS COLA entitlement, and any debits or credits attributed to OCONUS COLA.
- **Steps 5 – 9** show what to look for on a member’s **EABP**. The member’s EABP will display the member’s OCONUS COLA row(s) and will aid in determining if there are multiple OCONUS COLA rows running simultaneously, or if any dates are overlapping, as well as the # of authorized dependents, and the COLA location.

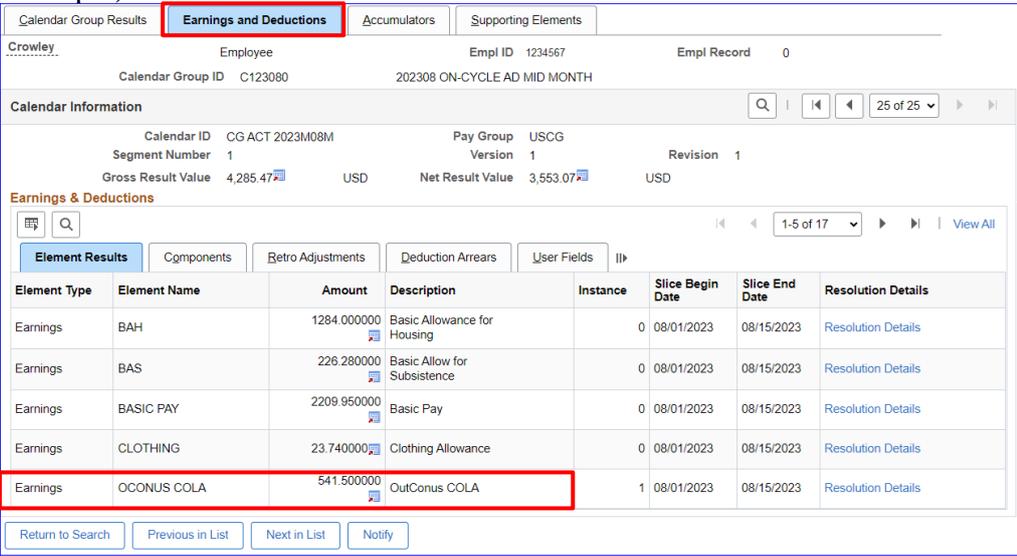
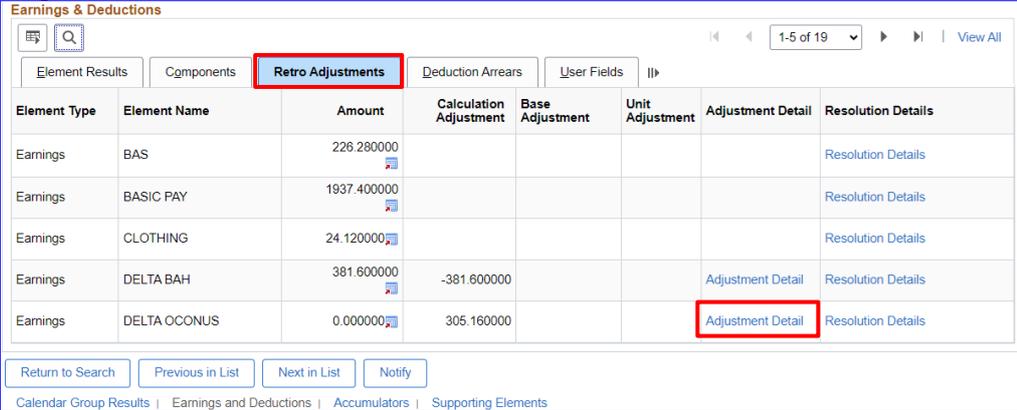
**Procedures** See below.

Step	Action
1	<p>Once the OCONUS COLA corrective action request(s) has been approved, return to the member’s OCONUS COLA rows, and review the <b>Latest calendar results for current row</b> information. Make a note of the <b>Payroll Amt.</b></p> 

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# Confirming OCONUS COLA Corrections, Continued

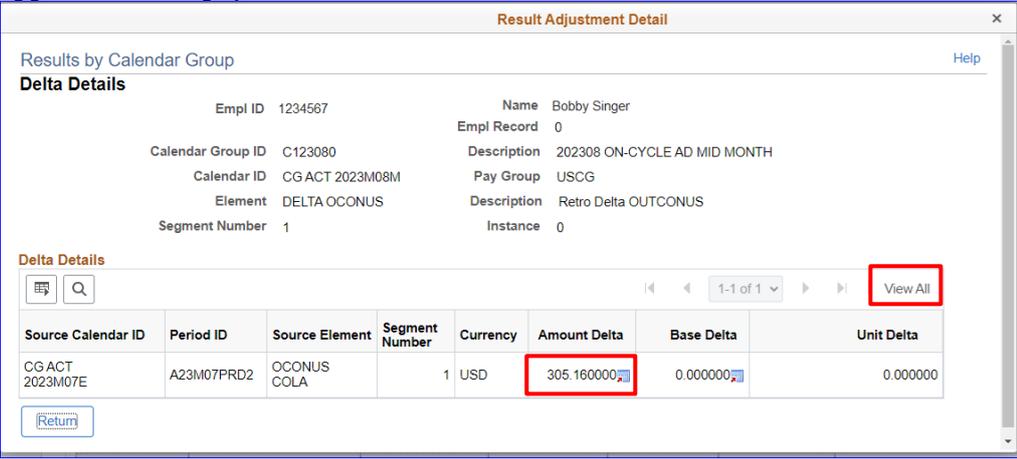
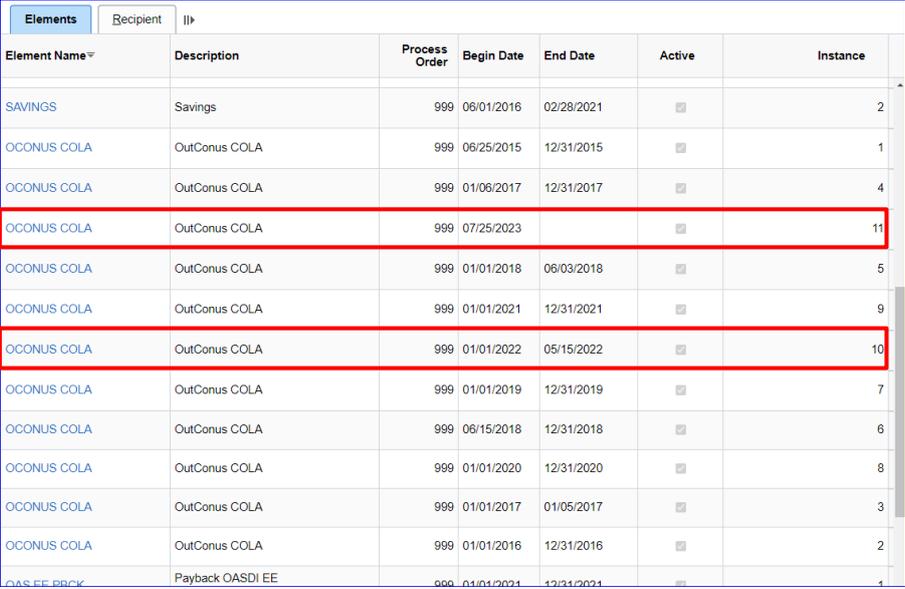
Procedures,  
continued

Step	Action																																																
2	<p>Go to Pay Calculation Results and select the pay calendar the OCONUS COLA corrective action was processed for (in this example, the pay calendar is C123080 (CG ACT 2023M08M)). Select the <b>Earnings and Deductions</b> tab. Note the <b>OCONUS COLA</b> amount (this should match the Payroll Amt noted in Step 1).</p>  <p>The screenshot shows the 'Earnings and Deductions' tab selected. The table below lists the earnings elements:</p> <table border="1"> <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>1284.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>226.280000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>2209.950000</td> <td>Basic Pay</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>23.740000</td> <td>Clothing Allowance</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>OCONUS COLA</td> <td>541.500000</td> <td>OutConus COLA</td> <td>1</td> <td>08/01/2023</td> <td>08/15/2023</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1284.000000	Basic Allowance for Housing	0	08/01/2023	08/15/2023	Resolution Details	Earnings	BAS	226.280000	Basic Allow for Subsistence	0	08/01/2023	08/15/2023	Resolution Details	Earnings	BASIC PAY	2209.950000	Basic Pay	0	08/01/2023	08/15/2023	Resolution Details	Earnings	CLOTHING	23.740000	Clothing Allowance	0	08/01/2023	08/15/2023	Resolution Details	Earnings	OCONUS COLA	541.500000	OutConus COLA	1	08/01/2023	08/15/2023	Resolution Details
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3	<p>If applicable, select the <b>Retro Adjustments</b> tab (new example shown below). The Retro Adjustments tab will display the debit/credit amount to the member (this example shows the member received a credit of \$305.16). Click <b>Adjustment Detail</b>.</p>  <p>The screenshot shows the 'Retro Adjustments' tab selected. The table below lists the retro adjustments:</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAS</td> <td>226.280000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1937.400000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>24.120000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>381.600000</td> <td>-381.600000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA OCONUS</td> <td>0.000000</td> <td>305.160000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	BAS	226.280000					Resolution Details	Earnings	BASIC PAY	1937.400000					Resolution Details	Earnings	CLOTHING	24.120000					Resolution Details	Earnings	DELTA BAH	381.600000	-381.600000			Adjustment Detail	Resolution Details	Earnings	DELTA OCONUS	0.000000	305.160000			Adjustment Detail	Resolution Details
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## Confirming OCONUS COLA Corrections, Continued

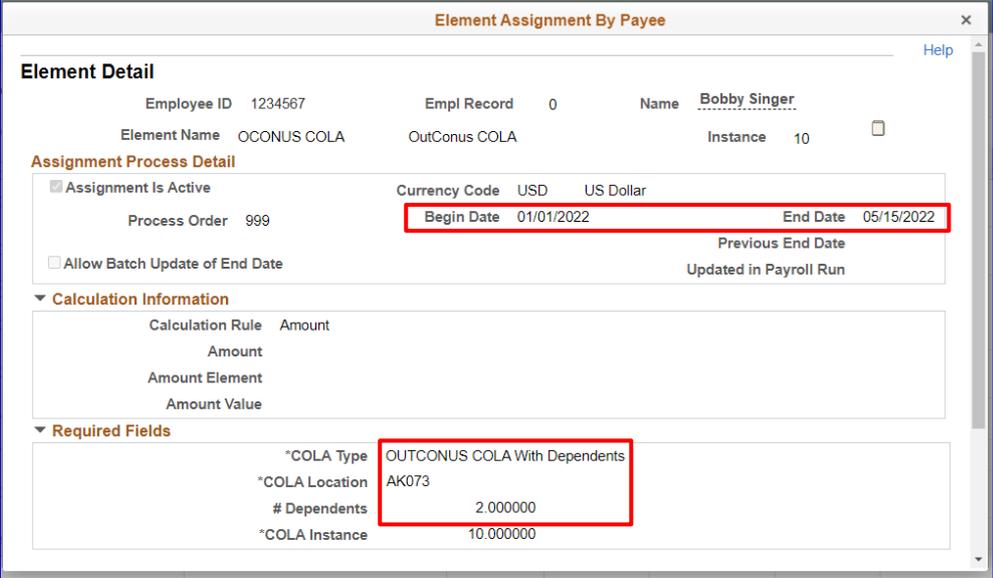
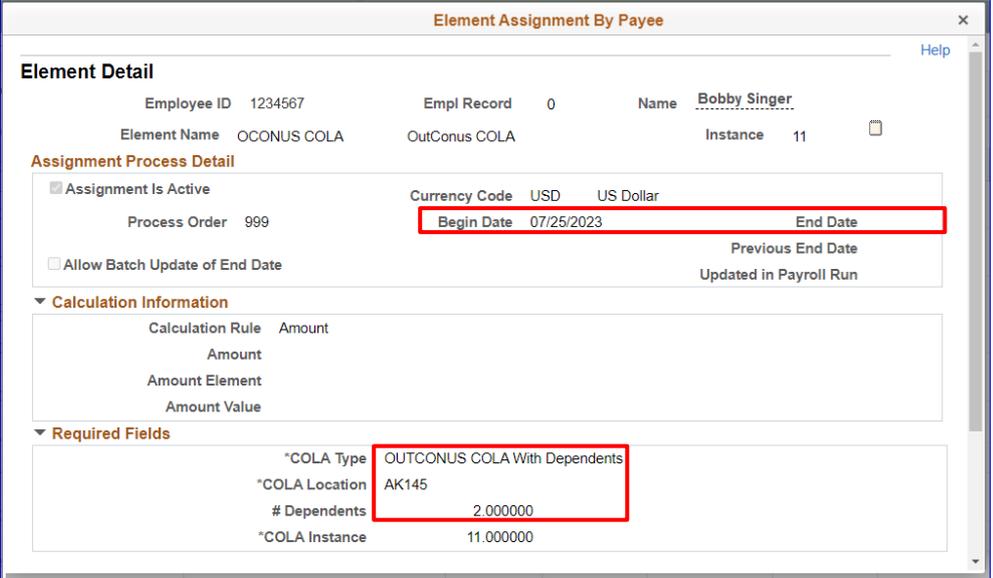
Procedures,  
continued

Step	Action
4	<p>If applicable, click <b>View All</b> to see the <b>Amount Delta</b> (changes) that was applied to each pay calendar affected.</p>  <p>The screenshot shows a window titled "Result Adjustment Detail" with a "Delta Details" section. It lists employee information: Empl ID 1234567, Name Bobby Singer, Empl Record 0, Calendar Group ID C123080, Description 202308 ON-CYCLE AD MID MONTH, Calendar ID CG ACT 2023M08M, Pay Group USCG, Element DELTA OCONUS, Description Retro Delta OUTCONUS, Segment Number 1, and Instance 0. Below this is a table with columns: Source Calendar ID, Period ID, Source Element, Segment Number, Currency, Amount Delta, Base Delta, and Unit Delta. The row for CG ACT 2023M07E, A23M07PRD2, OCONUS COLA, 1, USD, 305.160000, 0.000000, 0.000000 is shown. A "View All" button is highlighted with a red box.</p>
5	<p>Prior to correcting and/or deleting any OCONUS COLA rows, <b>it is important to view the member's OCONUS COLA assignments in EABP</b>. It is important to take <b>screenshots of the member's EABP(s) prior to the any corrections/deletions</b>. This is especially important if the correction is <b>Out-of-Range</b>, as these screenshots are required for the PPC Customer Care ticket.</p> <p><b>NOTE:</b> In this example, the member transferred out of state to NM and returned to AK 07/25/2023.</p>  <p>The screenshot shows a table with columns: Element Name, Description, Process Order, Begin Date, End Date, Active, and Instance. The table lists various elements including SAVINGS, OCONUS COLA, and OAS FE BRCK. Two OCONUS COLA rows are highlighted with red boxes: one with Begin Date 07/25/2023 and Instance 11, and another with Begin Date 01/01/2022 and Instance 10.</p>

Continued on next page

# Confirming OCONUS COLA Corrections, Continued

Procedures,  
continued

Step	Action
6	<p>Before corrections/deletions: Review the <b>Begin</b> and <b>End Dates</b>, <b>COLA Type</b>, <b>COLA Location</b>, and <b># Dependents</b>. <b>Remember: Take screenshots of the ‘before’ EABP.</b></p>  <p>The screenshot shows the 'Element Assignment By Payee' window for Bobby Singer. Key fields are highlighted with red boxes: 'Begin Date' (01/01/2022), 'End Date' (05/15/2022), '*COLA Type' (OUTCONUS COLA With Dependents), '*COLA Location' (AK073), and '# Dependents' (2.000000).</p>
7	<p>Before corrections/deletions: Review the <b>Begin</b> and <b>End Dates</b>, <b>COLA Type</b>, <b>COLA Location</b>, and <b># Dependents</b>.</p>  <p>The screenshot shows the 'Element Assignment By Payee' window for Bobby Singer. Key fields are highlighted with red boxes: 'Begin Date' (07/25/2023), '*COLA Type' (OUTCONUS COLA With Dependents), '*COLA Location' (AK145), and '# Dependents' (2.000000).</p>
9	<p><b>After corrections:</b> Ensure there are <b>no overlapping dates</b> and the <b>COLA Type</b>, <b>COLA Location</b>, and <b># dependents</b> are correct.</p>