

OUTCONUS COLA

Overview

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.

Reference

- a) [Joint Travel Regulations \(JTR\), Chapters 8-10 \(Allowances\)](#)
- b) [Cost of Living Allowance Outside the Continental United States \(OCONUS COLA\)](#)

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.

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


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

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.

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.

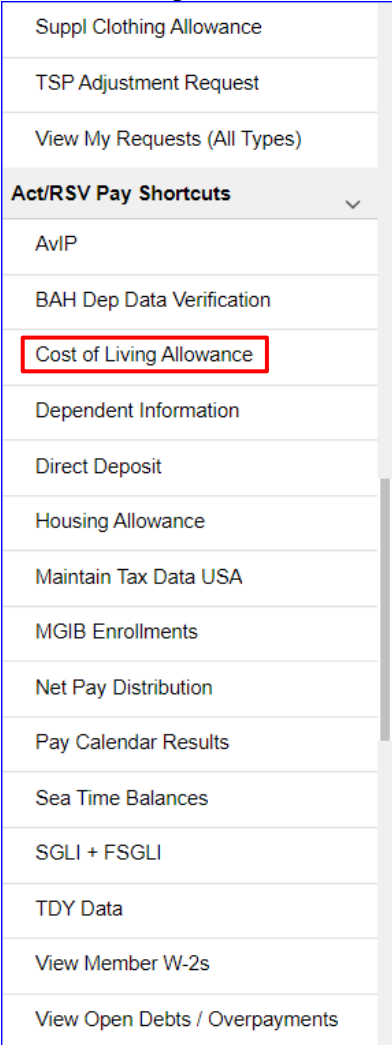
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> <div data-bbox="352 1249 764 1576" style="border: 1px solid blue; padding: 10px; text-align: center;"> <p>AD/RSV Payroll Workcenter</p>  </div>

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Starting OCONUS COLA, Continued

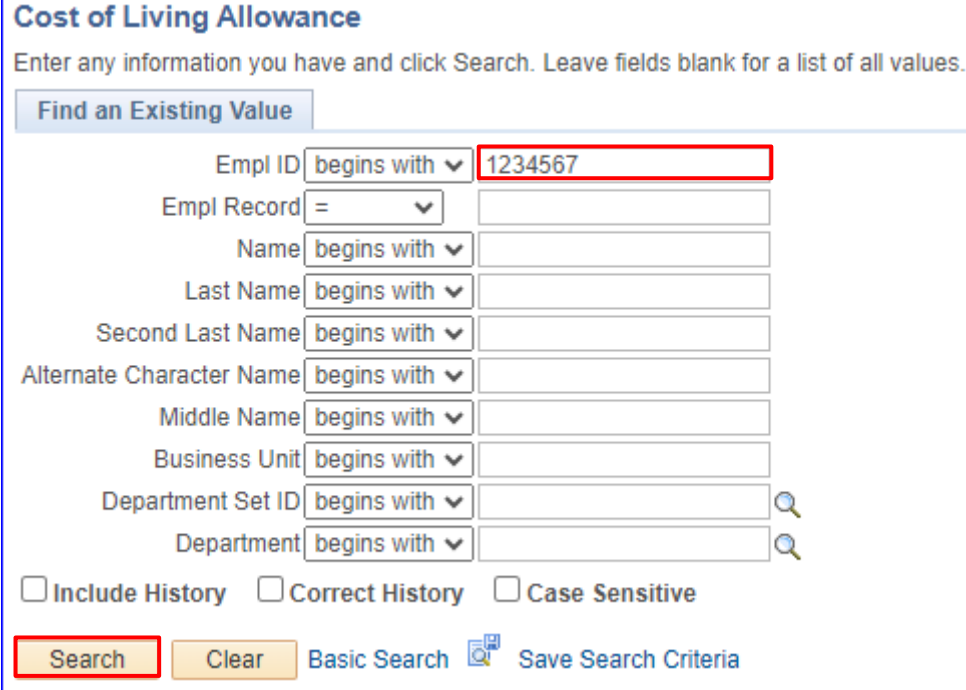
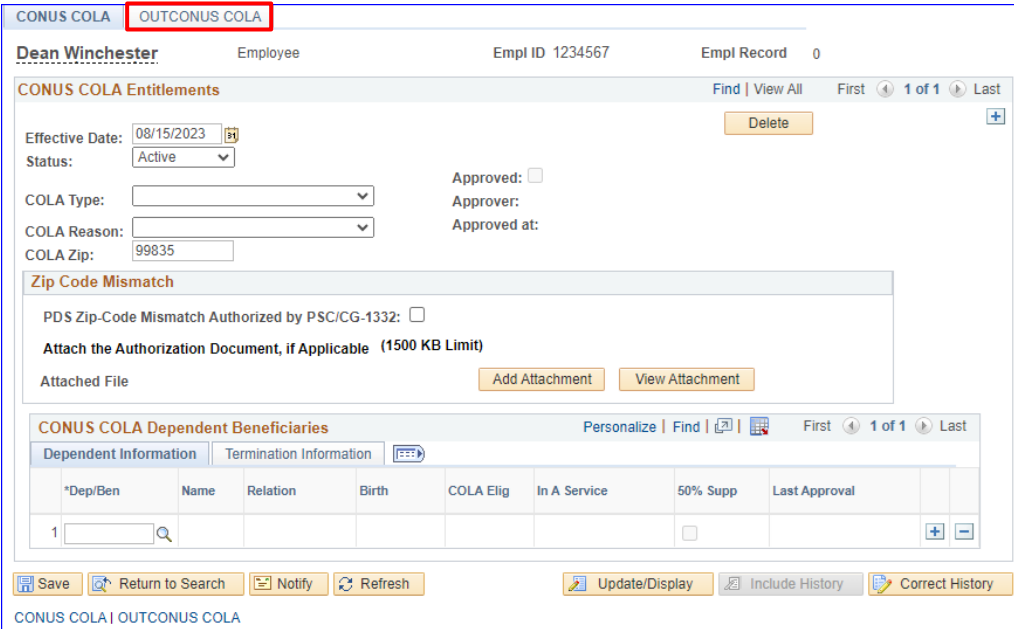
Procedures,
continued

Step	Action
2	<p>Scroll to the Cost of Living Allowance option under the Act/RSV Pay Shortcuts drop-down.</p>  <p>The screenshot shows a list of options under the 'Act/RSV Pay Shortcuts' header. The options are: Suppl Clothing Allowance, TSP Adjustment Request, View My Requests (All Types), Act/RSV Pay Shortcuts (with a dropdown arrow), AvIP, BAH Dep Data Verification, Cost of Living Allowance (highlighted with a red box), Dependent Information, Direct Deposit, Housing Allowance, Maintain Tax Data USA, MGIB Enrollments, Net Pay Distribution, Pay Calendar Results, Sea Time Balances, SGLI + FSGLI, TDY Data, View Member W-2s, and View Open Debts / Overpayments.</p>

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Starting OCONUS COLA, Continued

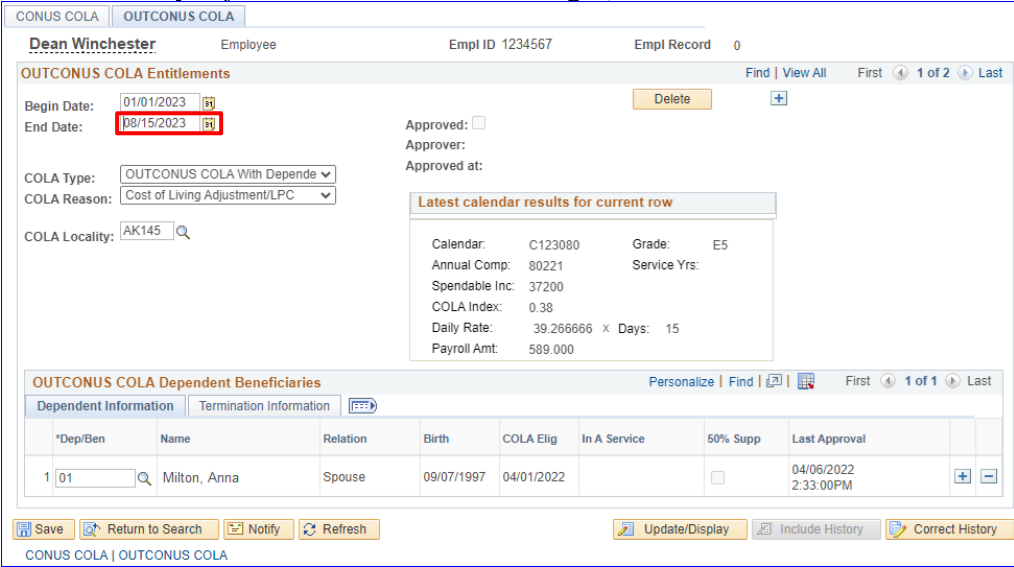
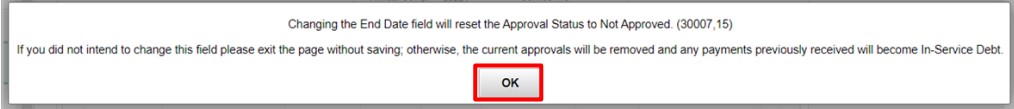
Procedures,
continued

Step	Action																
3	<p>Enter the member's Empl ID and click Search.</p>  <p>Cost of Living Allowance 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 OUTCONUS COLA tab.</p>  <p>CONUS COLA OUTCONUS COLA</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>Zip Code Mismatch</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="Add"/></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"/>	
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1	<input type="text"/>					<input type="checkbox"/>											

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Starting OCONUS COLA, Continued

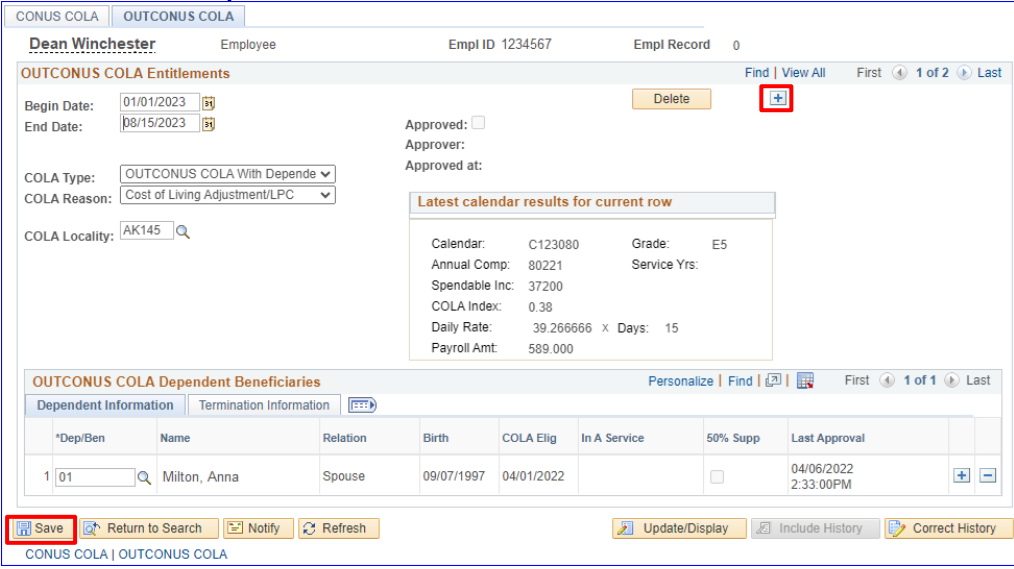
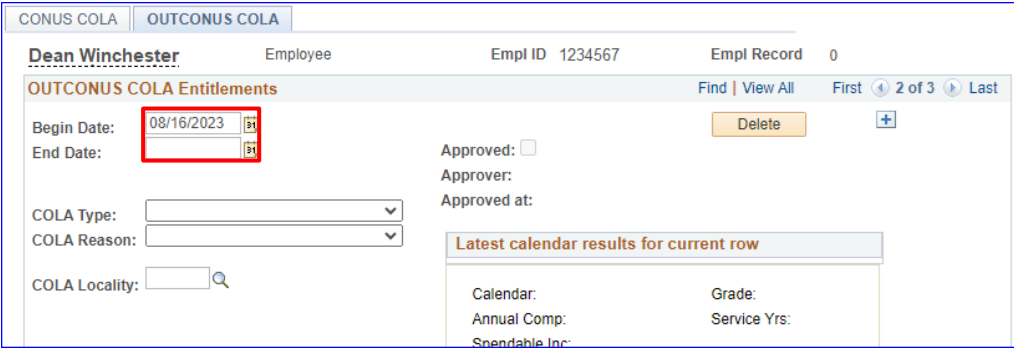
Procedures,
continued

Step	Action
<p>5</p>	<p>The member’s current OCONUS COLA information (if any) will display. If the member does not have an existing OCONUS COLA row, skip to Step 9.</p> <p>If the member has an existing OCONUS COLA row, enter an End Date (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 the date 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 such as Calendar (C123080), Grade (E5), Annual Comp (80221), and Payroll Amt (589.000). Below the form is a table for 'OUTCONUS COLA Dependent Beneficiaries' with one entry for Anna Milton, Spouse, born 09/07/1997, with a COLA Elig date of 04/01/2022.</p>
<p>6</p>	<p>This message will display immediately upon entering the End Date. Click OK.</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

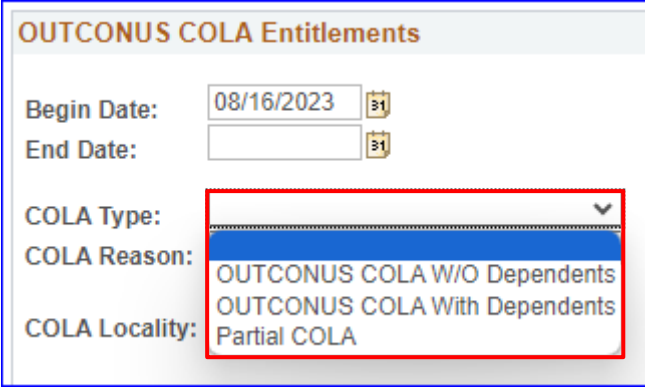
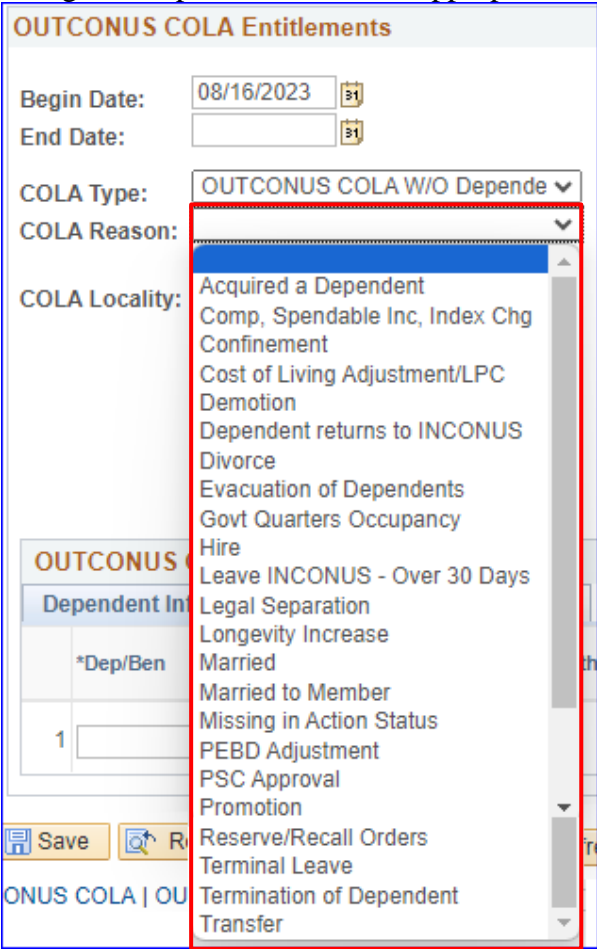
Procedures,
continued

Step	Action
<p>7</p>	<p>Click Save. Once saved, the transaction will be forwarded to the SPO tree for approval.</p> <p>Once approved, click the Plus button to add a new OCONUS COLA row and continue with Step 8.</p> 
<p>8</p>	<p>Enter the Begin Date. Enter the End Date if known.</p> <p>NOTE: 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

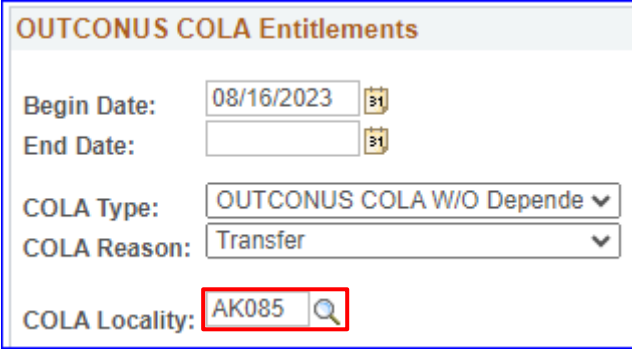
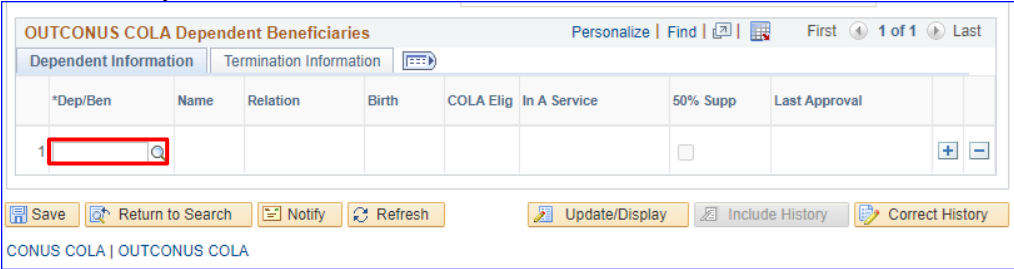
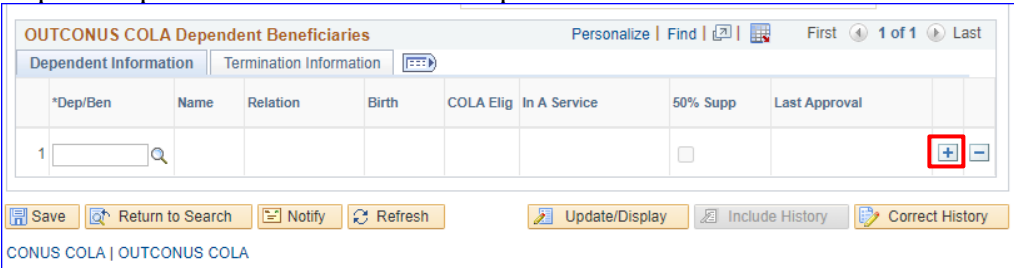
Procedures,
continued

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

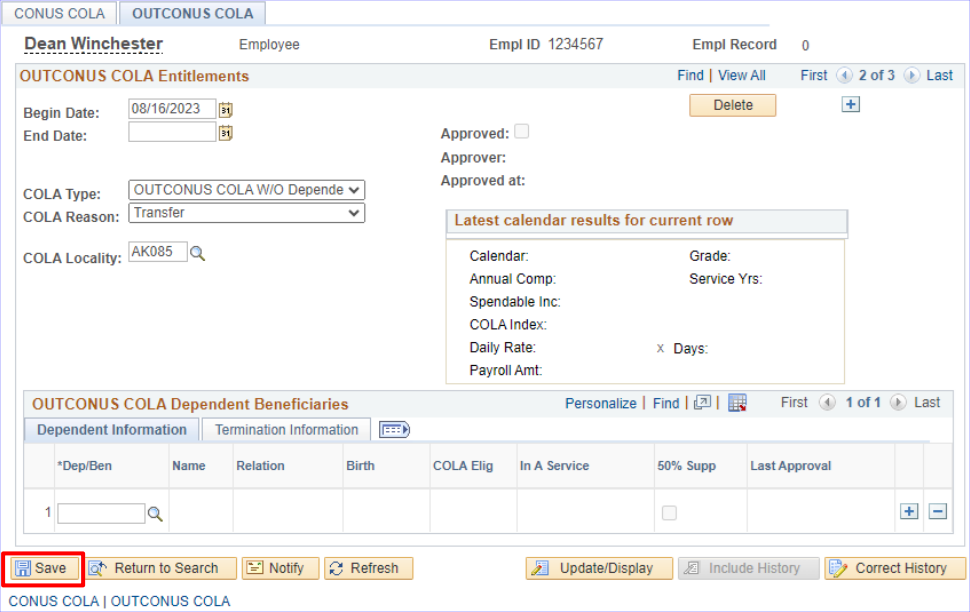
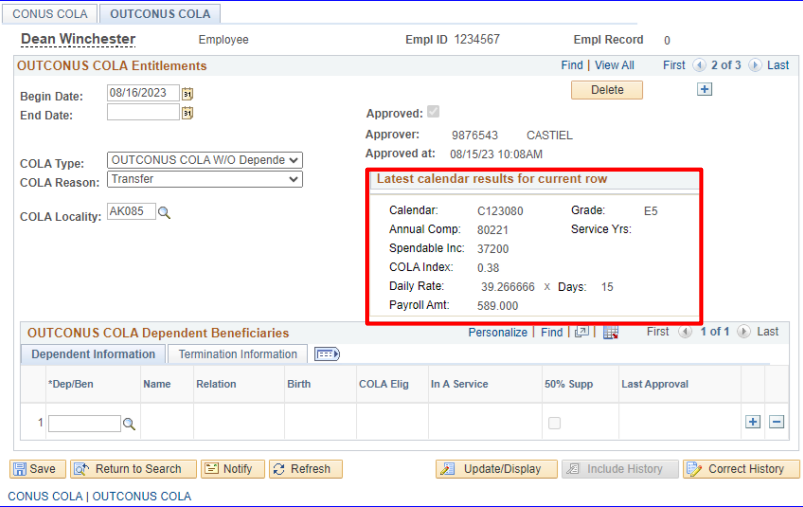
Procedures,
continued

Step	Action
11	<p>Using the lookup, select the appropriate COLA Locality code.</p> 
12	<p>If the member has command authorized dependents and is co-located with them, click the lookup icon under *Dep/Ben and select a dependent from the list.</p> <p>NOTE: If the member has dependents but is NOT entitled to OCONUS COLA with dependents, DO NOT 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 Plus 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


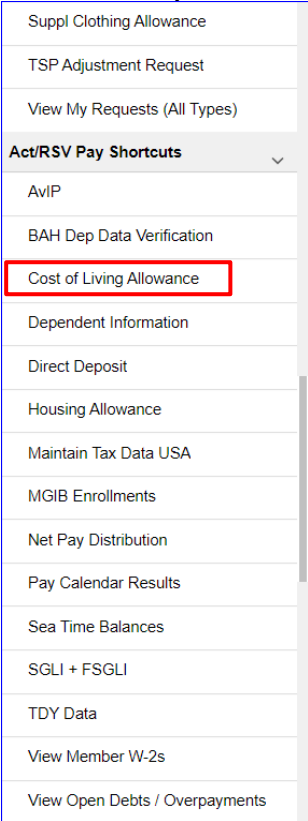
Procedures,
continued

Step	Action
<p>14</p>	<p>Once all command authorized dependents have been added, click Save. The OCONUS COLA request will be forwarded to the SPO tree for approval.</p> 
<p>15</p>	<p>Once the request has been approved and finalized through payroll, the Latest calendar results for current row will populate.</p> <p>NOTE: Even though the Grade or Daily Rate 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.

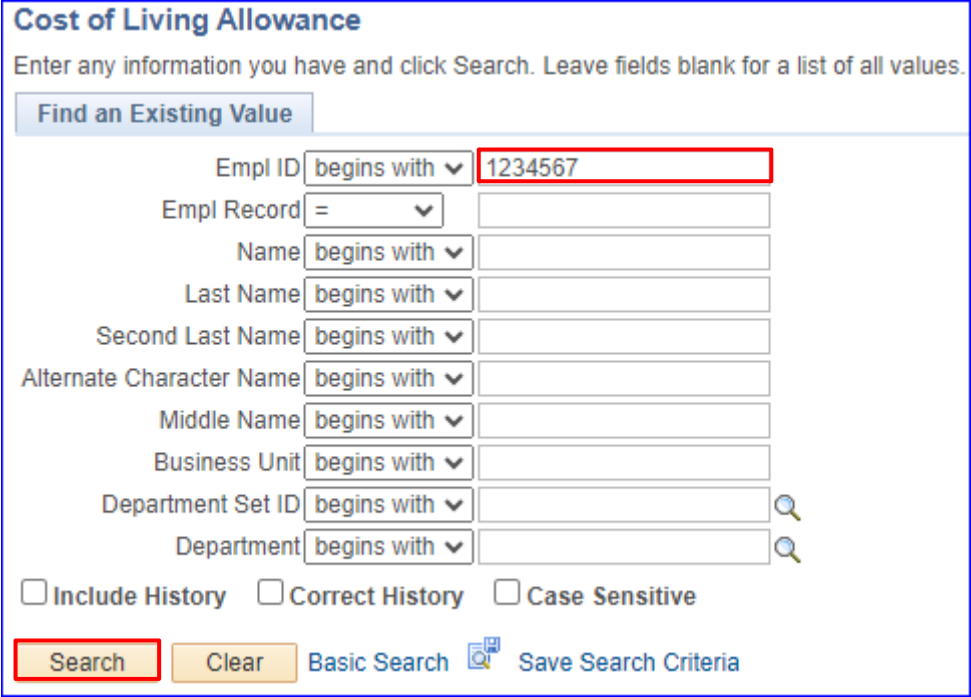
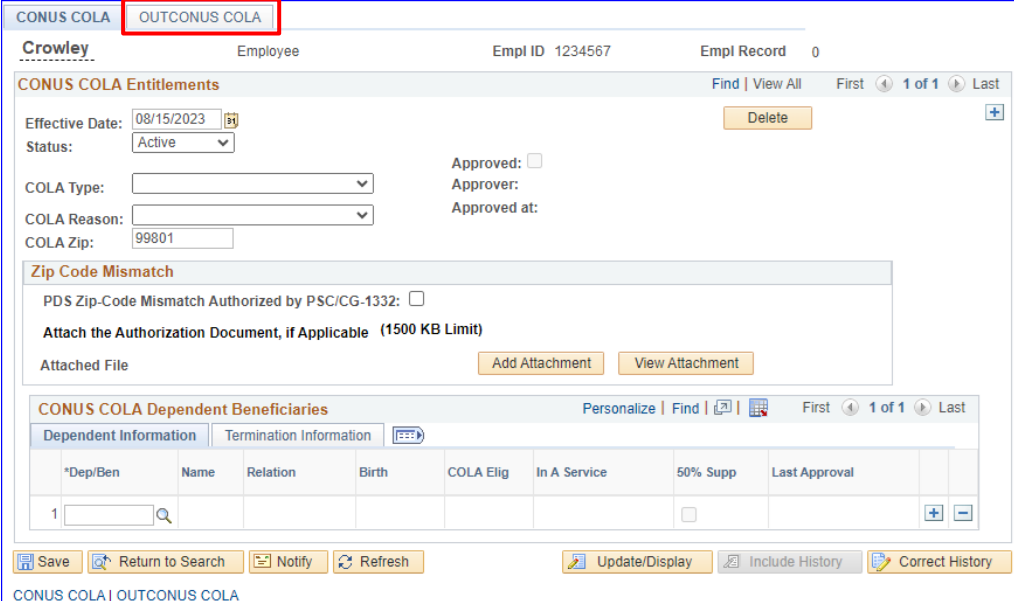
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Cost of Living Allowance option under the Act/RSV Pay Shortcuts drop-down.</p> 

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Stopping OCONUS COLA, Continued

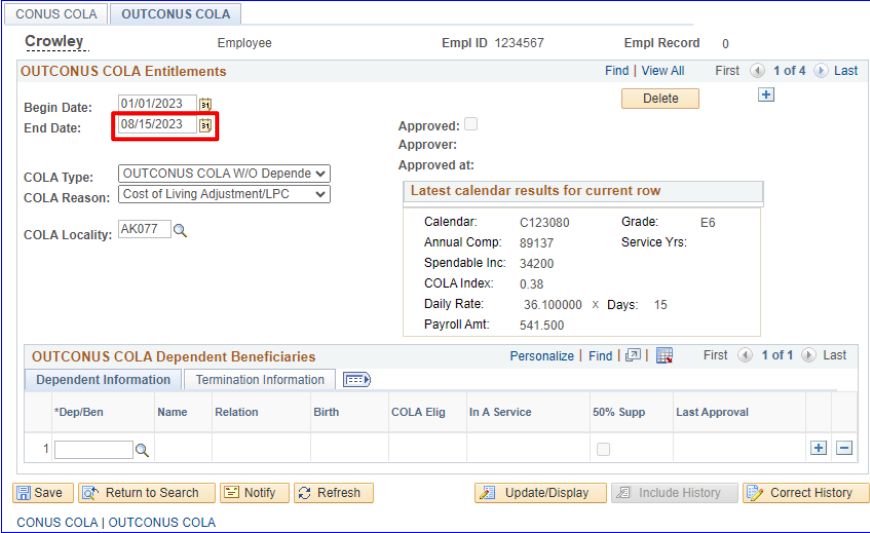
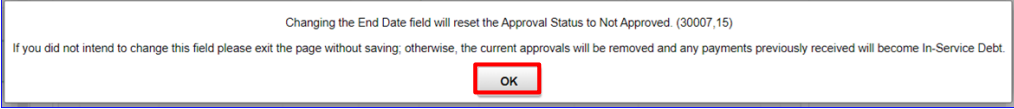
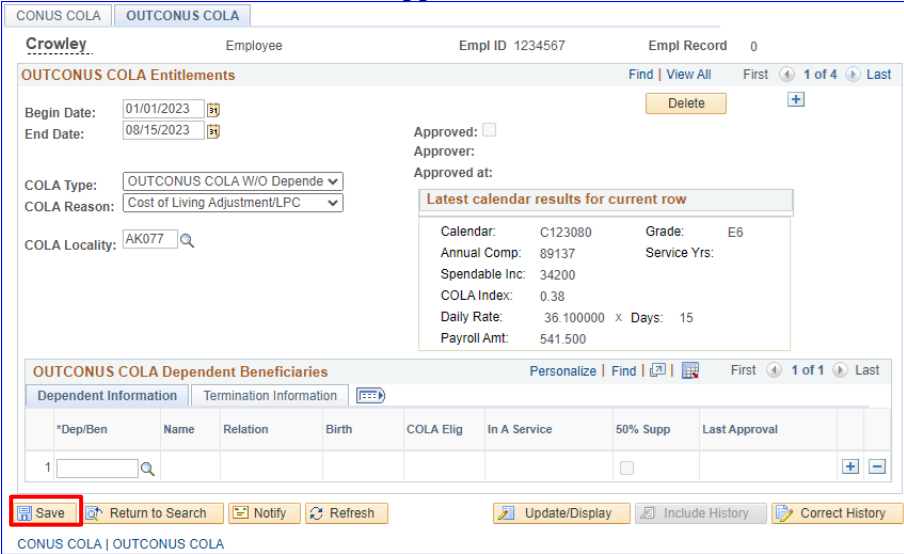
Procedures,
continued

Step	Action																
3	<p>Enter the member's Empl ID and click Search.</p>  <p>Cost of Living Allowance 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 OUTCONUS COLA tab.</p>  <p>CONUS COLA OUTCONUS COLA</p> <p>Crowley Employee Empl ID 1234567 Empl Record 0</p> <p>CONUS COLA Entitlements Find View All First 1 of 1 Last</p> <p>Effective Date: <input type="text" value="08/15/2023"/> <input type="button" value="B"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Status: <input type="text" value="Active"/> <input type="button" value="v"/></p> <p>COLA Type: <input type="text"/> <input type="button" value="v"/></p> <p>COLA Reason: <input type="text"/> <input type="button" value="v"/></p> <p>COLA Zip: <input type="text" value="99801"/></p> <p>Approved: <input type="checkbox"/></p> <p>Approver:</p> <p>Approved at:</p> <p>Zip Code Mismatch</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="v"/> <input type="button" value="v"/> First 1 of 1 Last</p> <p>Dependent Information Termination Information <input type="button" value="v"/></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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Stopping OCONUS COLA, Continued

Procedures,
continued

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

Correcting OCONUS COLA

Introduction This section provides the procedures for correcting OCONUS COLA transactions 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:**


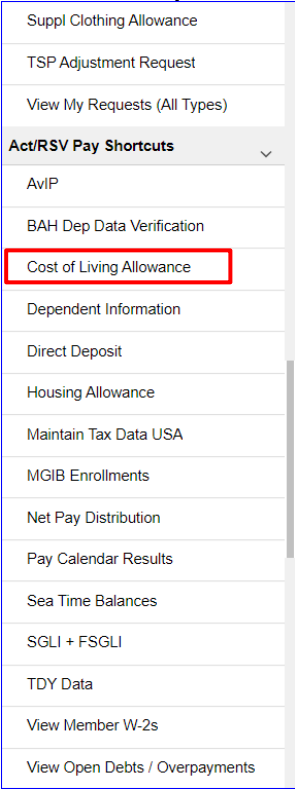
1. Add the oldest OCONUS COLA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

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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Correcting OCONUS COLA, Continued


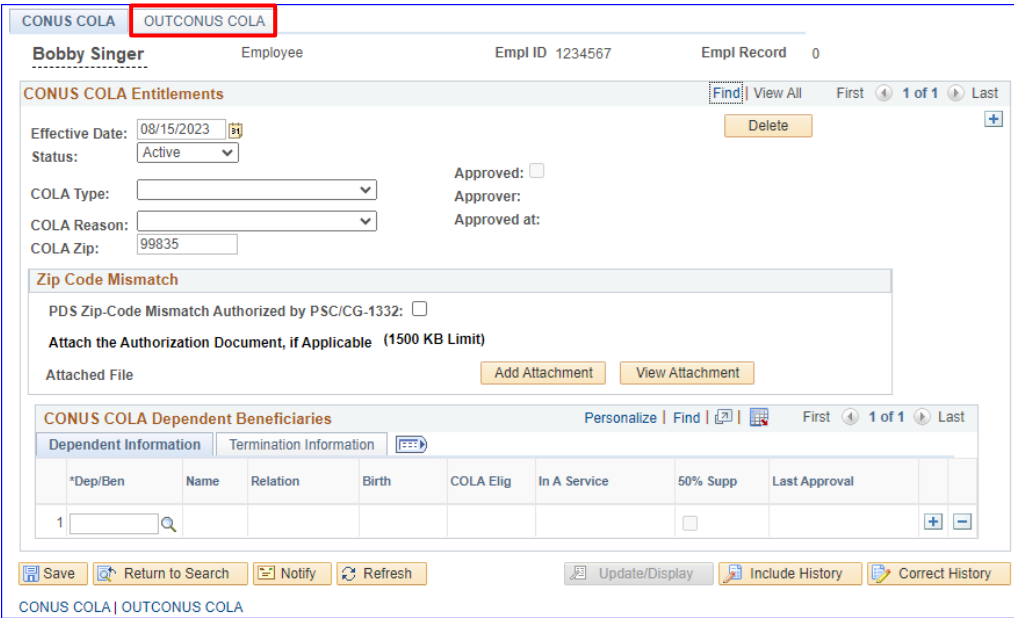
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
<p>2</p>	<p>Scroll to the Cost of Living Allowance option under the Act/RSV Pay Shortcuts drop-down.</p> 

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Correcting OCONUS COLA, Continued

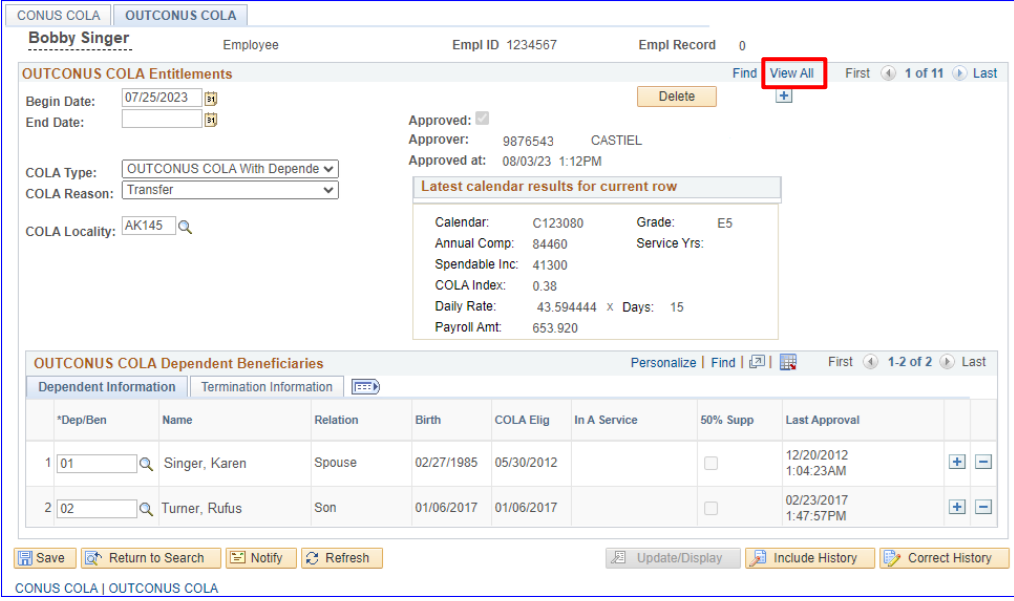
Procedures,
continued

Step	Action																
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4	<p>The member's CONUS COLA information (if any) will display. Select the OUTCONUS COLA tab.</p>  <p>CONUS COLA OUTCONUS COLA</p> <p>Bobby Singer Employee Empl ID 1234567 Empl Record 0</p> <p>CONUS COLA Entitlements Find View All First 1 of 1 Last</p> <p>Effective Date: 08/15/2023 <input type="text"/> Delete</p> <p>Status: Active <input type="text"/></p> <p>COLA Type: <input type="text"/></p> <p>COLA Reason: <input type="text"/></p> <p>COLA Zip: 99835</p> <p>Approved: <input type="checkbox"/></p> <p>Approver:</p> <p>Approved at:</p> <p>Zip Code Mismatch</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 Add Attachment View Attachment</p> <p>CONUS COLA Dependent Beneficiaries 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></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Refresh Update/Display Include History 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="checkbox"/>	
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1						<input type="checkbox"/>											

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Correcting OCONUS COLA, Continued

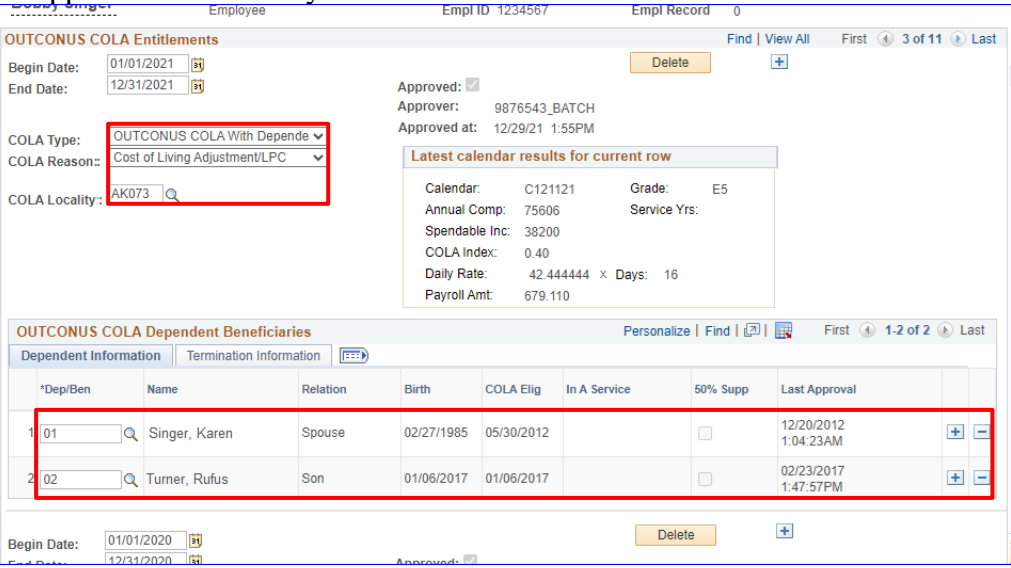
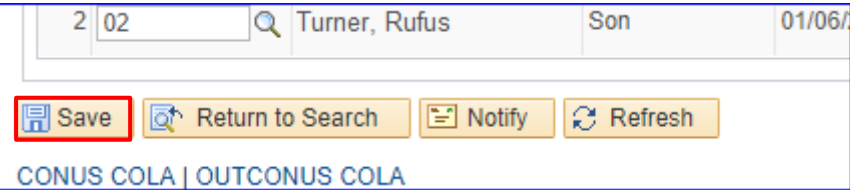
Procedures,
continued

Step	Action
5	<p>Click View All to display all of the member's OCONUS COLA rows.</p>  <p>The screenshot displays the 'OUTCONUS COLA Entitlements' section for Bobby Singer. The 'View All' button is highlighted with a red box. Below this, there are fields for 'Begin Date' (07/25/2023), 'End Date', 'COLA Type' (OUTCONUS COLA With Dependents), 'COLA Reason' (Transfer), and 'COLA Locality' (AK145). A 'Latest calendar results for current row' box shows details like Calendar (C123080), Grade (E5), Annual Comp (84460), and Service Yrs. At the bottom, there is a table for 'OUTCONUS COLA Dependent Beneficiaries' with columns for Dep/Ben, Name, Relation, Birth, COLA Elig, In A Service, 50% Supp, and Last Approval. Two beneficiaries are listed: Karen Singer (Spouse) and Rufus Turner (Son).</p>

Continued on next page

Correcting OCONUS COLA, Continued

Procedures,
continued

Step	Action
6	<p>Scroll through and locate the row(s) to be corrected. It is important to take screenshots of the member's OCONUS COLA rows before and after any corrections/deletions. This is especially important if the correction is Out-of-Range 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"> • COLA Type • COLA Reason • COLA Locality • Dependent Information <p>Remember: Any dates requiring correction, must be deleted (see the Deleting OCONUS COLA 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 Save.</p> 

Deleting OCONUS COLA

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**:


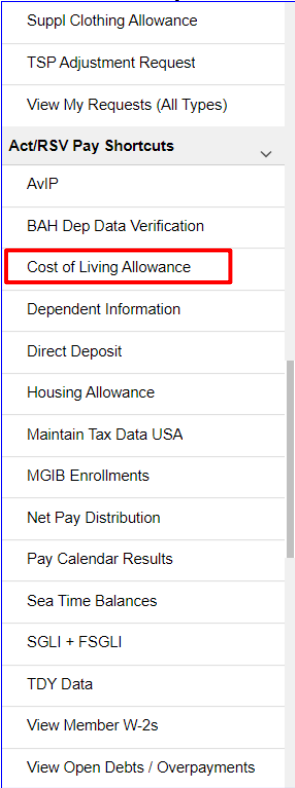
1. Add the oldest OCONUS COLA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

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.

Continued on next page

Deleting OCONUS COLA, Continued

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
<p>2</p>	<p>Scroll to the Cost of Living Allowance option under the Act/RSV Pay Shortcuts drop-down.</p> 

Continued on next page

Deleting OCONUS COLA, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Ensure the Correct History box is checked and click Search.</p> <div data-bbox="352 528 1321 1218" style="border: 1px solid blue; padding: 5px;"> <p>Cost of Living 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>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"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

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Deleting OCONUS COLA, Continued

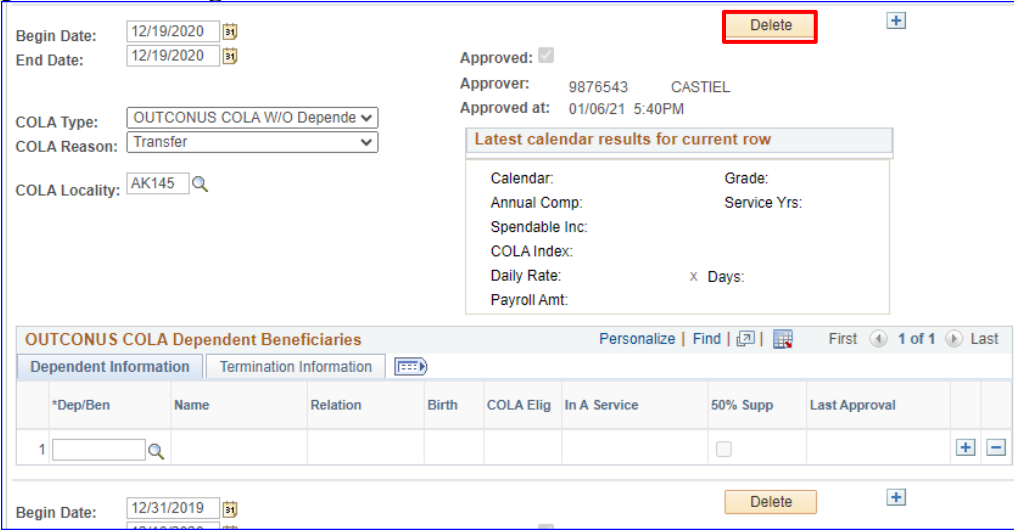

Procedures,
continued

Step	Action																																								
5	<p>Click View All to display all OCONUS COLA rows.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Employee: Sam Winchester, Empl ID: 1234567, Empl Record: 0 Buttons: View All (highlighted), Delete, + Fields: Begin Date: 06/21/2023, End Date: [empty], COLA Type: OUTCONUS COLA With Dependents, COLA Reason: Transfer, COLA Locality: AK077 Approval: Approved: [checked], Approver: 9876543 CASTIEL, Approved at: 07/12/23 1:50PM Calendar Results: <table border="1"> <tr><td>Calendar:</td><td>C123080</td><td>Grade:</td><td>E5</td></tr> <tr><td>Annual Comp:</td><td>76755</td><td>Service Yrs:</td><td></td></tr> <tr><td>Spendable Inc:</td><td>35900</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>37.894444</td><td>Days:</td><td>15</td></tr> <tr><td>Payroll Amt:</td><td>568.420</td><td></td><td></td></tr> </table> Dependent Beneficiaries Table: <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> Footer: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History 	Calendar:	C123080	Grade:	E5	Annual Comp:	76755	Service Yrs:		Spendable Inc:	35900			COLA Index:	0.38			Daily Rate:	37.894444	Days:	15	Payroll Amt:	568.420			*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

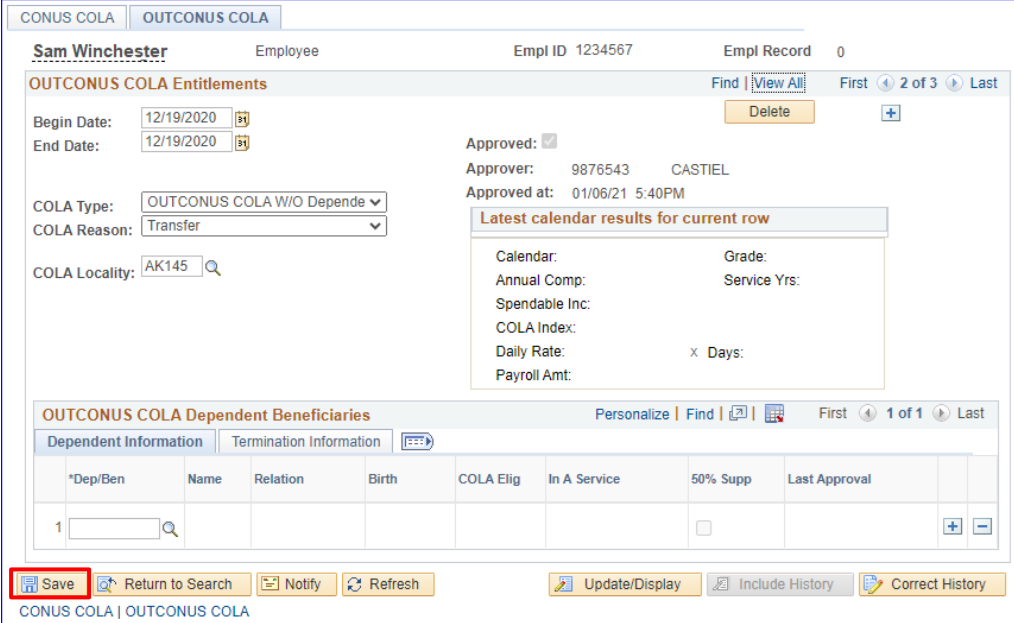
Procedures,
continued

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

Continued on next page

Deleting OCONUS COLA, Continued

Procedures,
continued

Step	Action
8	<p>Click Save. The Deletion request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot displays the 'OUTCONUS COLA Entitlements' form for employee Sam Winchester (Empl ID 1234567). The form includes fields for Begin Date (12/19/2020), End Date (12/19/2020), COLA Type (OUTCONUS COLA W/O Dependents), COLA Reason (Transfer), and COLA Locality (AK145). It also shows an 'Approved' checkbox, an Approver (9876543 CASTIEL), and an 'Approved at' timestamp (01/06/21 5:40PM). A 'Latest calendar results for current row' section lists fields like Calendar, Annual Comp, Spendable Inc, COLA Index, Daily Rate, and Payroll Amt. Below this is a table for 'OUTCONUS COLA Dependent Beneficiaries' with columns for Dep/Ben, Name, Relation, Birth, COLA Elig, In A Service, 50% Supp, and Last Approval. At the bottom, a toolbar contains buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History. The 'Save' button is highlighted with a red box.</p>

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.

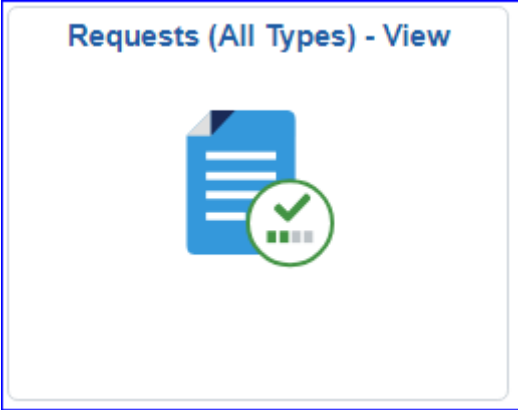
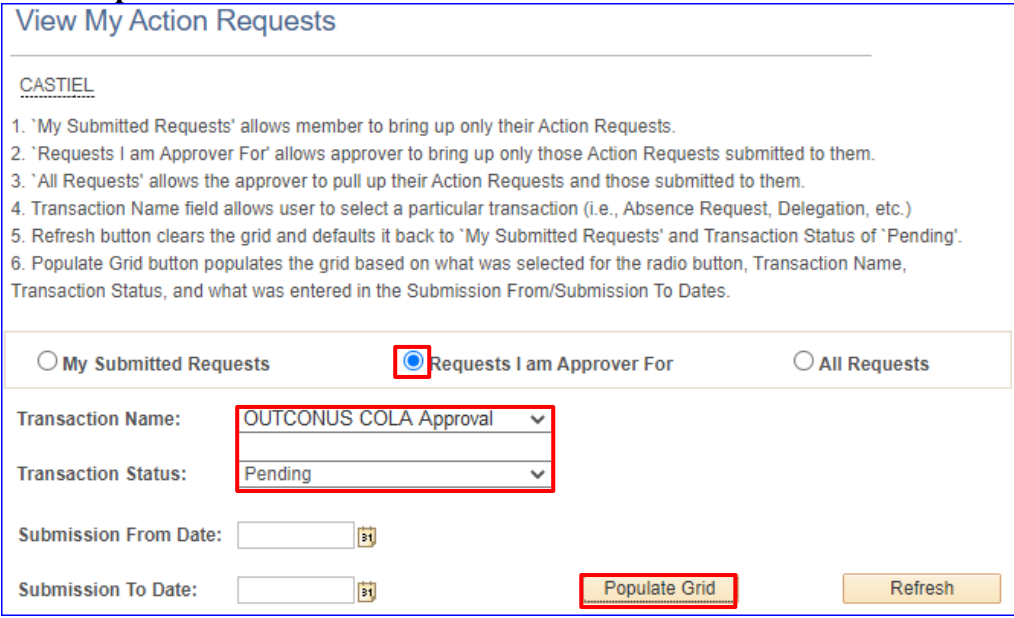
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 

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Approving OCONUS COLA Transactions and Corrections, Continued

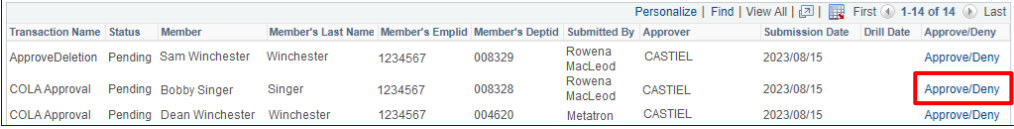
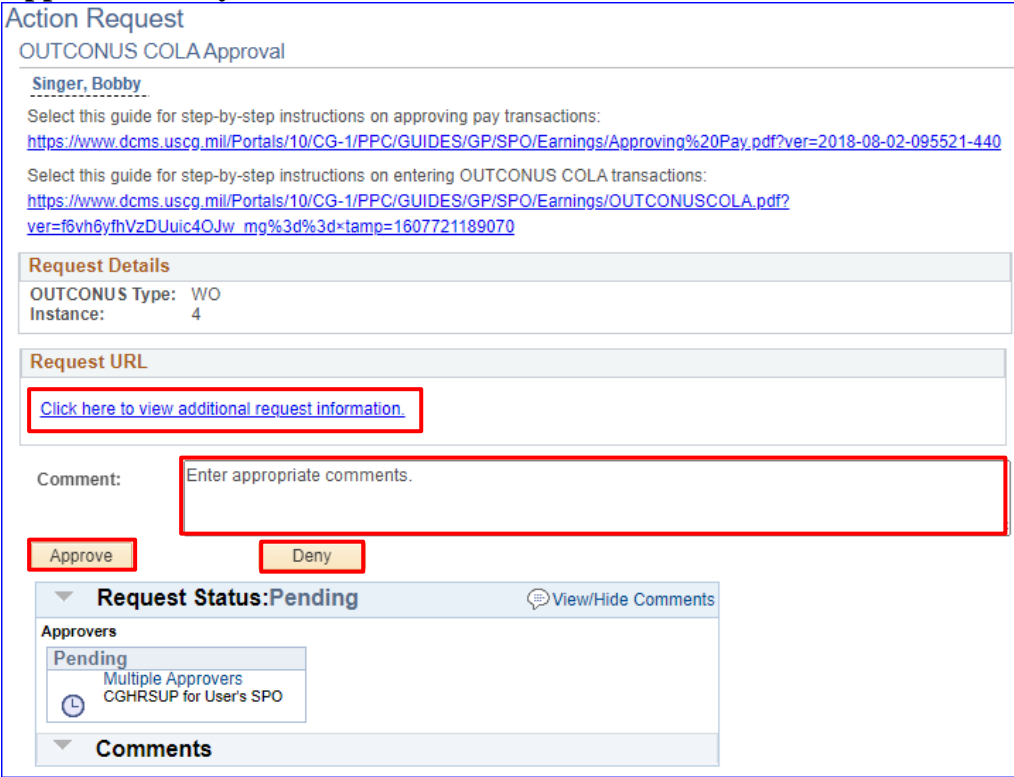
Procedures,
continued

Step	Action
2	<p>Click on the Requests (All Types) - View tile.</p> 
3	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. Select OUTCONUS COLA Approval from the Transaction Name drop-down to narrow the search results. Leave the Transaction Status at Pending.</p> <p>Click Populate Grid.</p> 

Continued on next page

Approving OCONUS COLA Transactions and Corrections, Continued

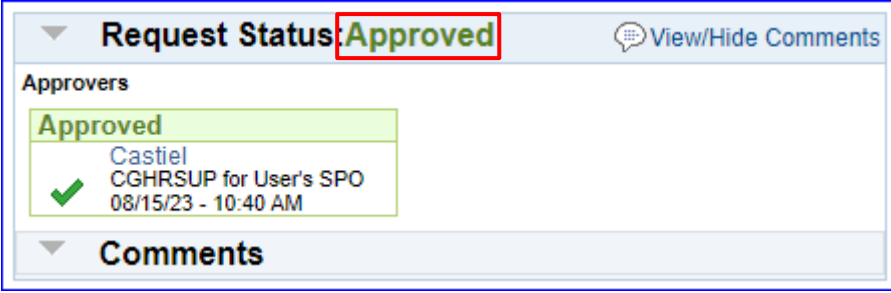
Procedures, continued

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

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Approving OCONUS COLA Transactions and Corrections, Continued

Procedures,
continued

Step	Action
6	<p>The Request Status will update to Approved or Denied depending on the selection in Step 5.</p> <p>NOTE: 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>Important: If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year), all corrections/changes MUST be reported to PPC Customer Care after approval to be processed manually.</p> 

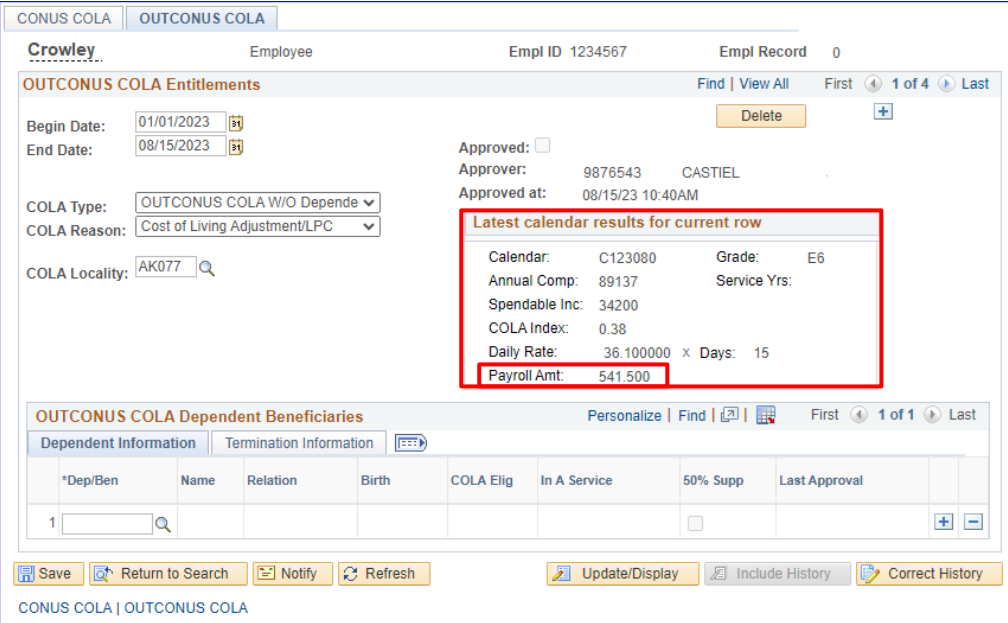
Confirming OCONUS COLA Corrections

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.

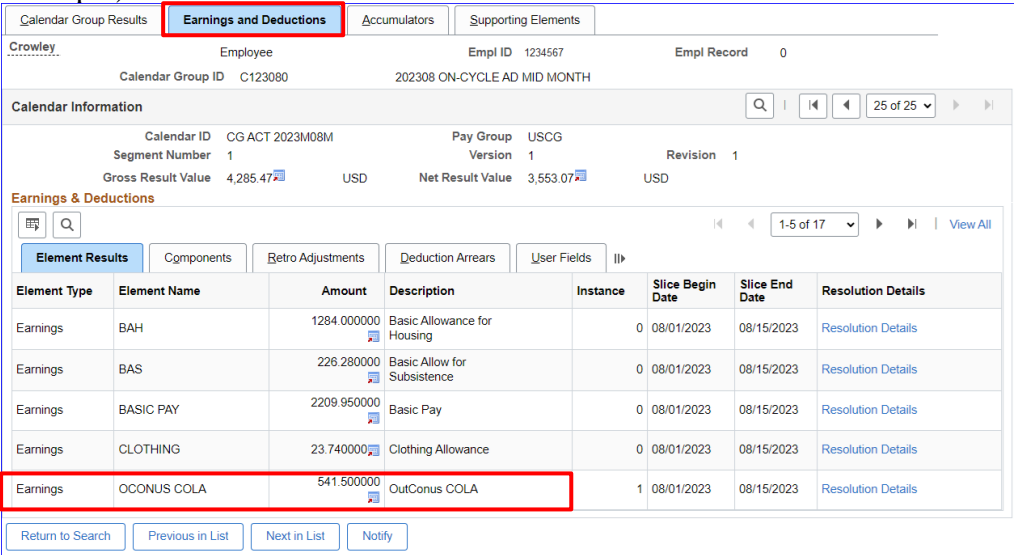

Procedures See below.

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 Latest calendar results for current row information. Make a note of the Payroll Amt.</p> 

Continued on next page

Confirming OCONUS COLA Corrections, Continued

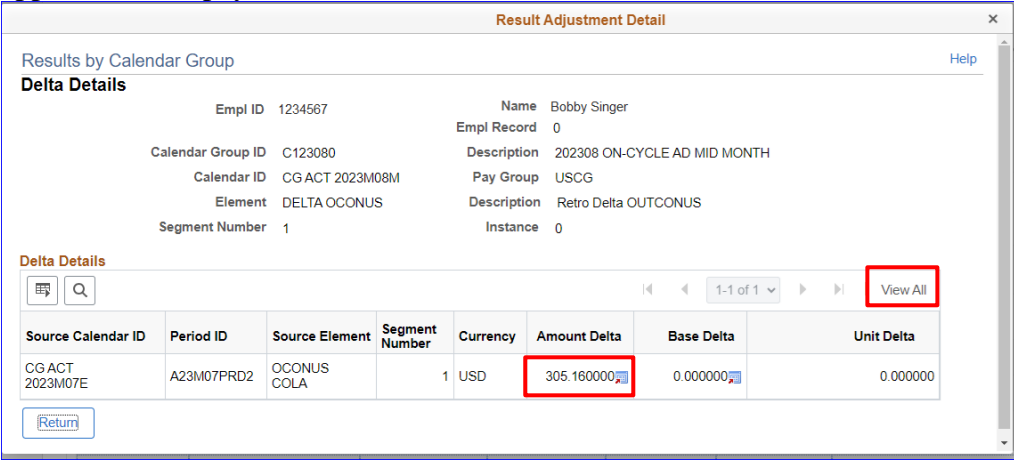
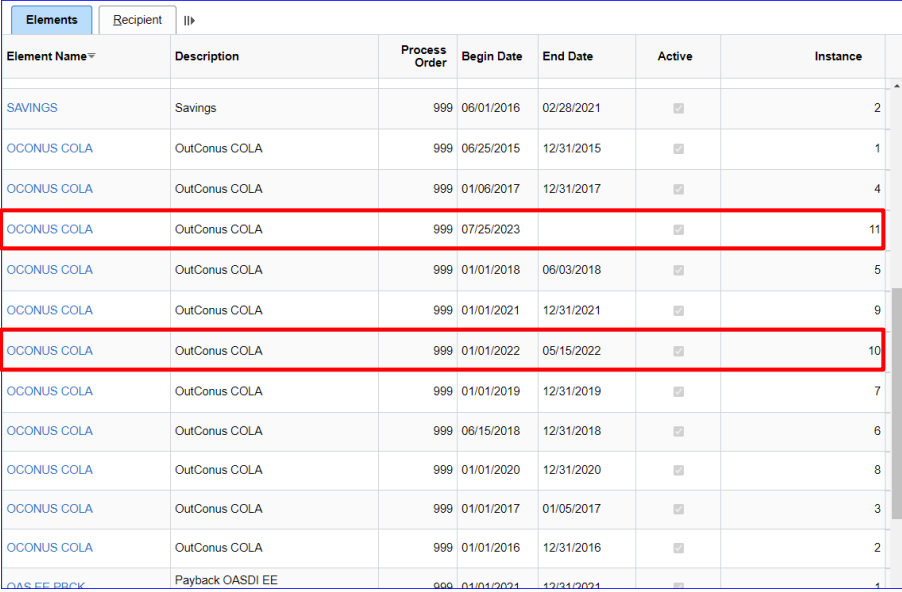
Procedures,
continued

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 Earnings and Deductions tab. Note the OCONUS COLA amount (this should match the Payroll Amt noted in Step 1).</p>  <p>The screenshot shows the 'Earnings and Deductions' tab selected. Below the navigation tabs, a table lists the following 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
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details																																										
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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																																										
3	<p>If applicable, select the Retro Adjustments 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 Adjustment Detail.</p>  <p>The screenshot shows the 'Retro Adjustments' tab selected. Below the navigation tabs, a table lists the following 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

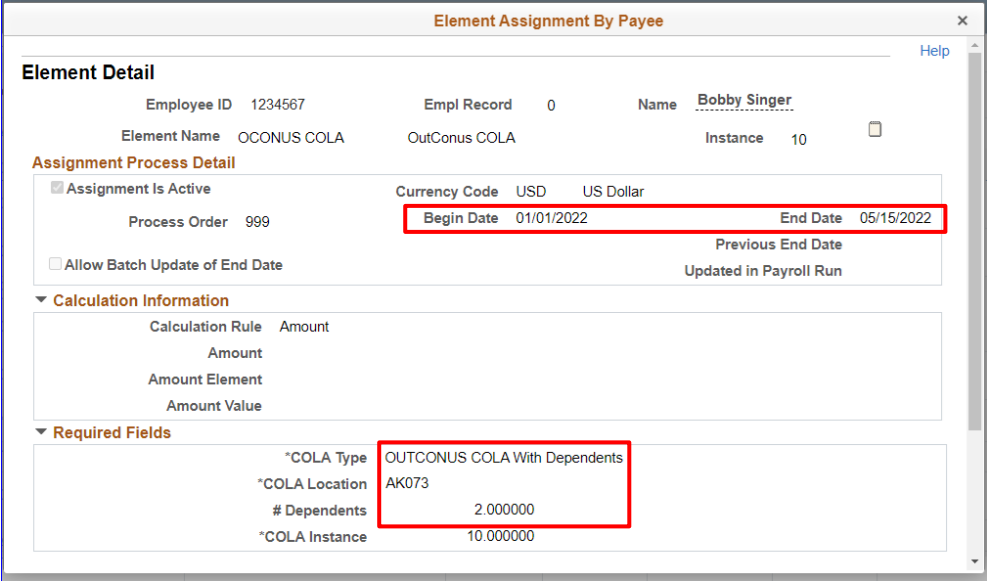
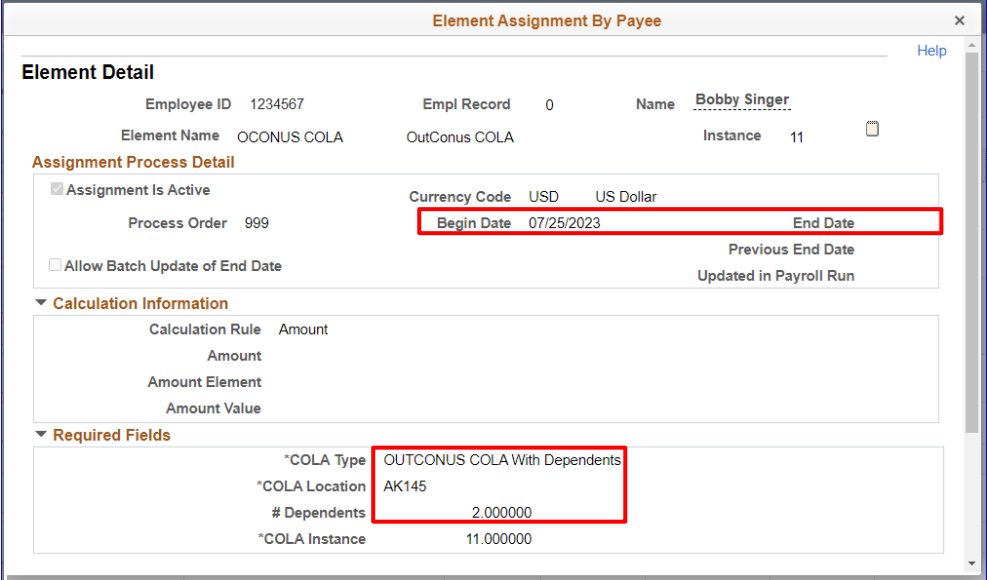
Procedures,
continued

Step	Action																																																																																																		
4	<p>If applicable, click View All to see the Amount Delta (changes) that was applied to each pay calendar affected.</p>  <p>The screenshot shows a 'Result Adjustment Detail' window with the following details:</p> <ul style="list-style-type: none"> Emp ID: 1234567, Name: Bobby Singer 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, Instance: 0 <p>The 'Delta Details' table below shows:</p> <table border="1"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr> <td>CG ACT 2023M07E</td> <td>A23M07PRD2</td> <td>OCONUS COLA</td> <td>1</td> <td>USD</td> <td>305.160000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table>	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2023M07E	A23M07PRD2	OCONUS COLA	1	USD	305.160000	0.000000	0.000000																																																																																		
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5	<p>Prior to correcting and/or deleting any OCONUS COLA rows, it is important to view the member's OCONUS COLA assignments in EABP. It is important to take screenshots of the member's EABP(s) prior to the any corrections/deletions. This is especially important if the correction is Out-of-Range, as these screenshots are required for the PPC Customer Care ticket.</p> <p>NOTE: In this example, the member transferred out of state to NM and returned to AK 07/25/2023.</p>  <p>The screenshot shows the 'Elements' table with the following data:</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>06/01/2016</td> <td>02/28/2021</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>06/25/2015</td> <td>12/31/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/06/2017</td> <td>12/31/2017</td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>07/25/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>11</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2018</td> <td>06/03/2018</td> <td><input checked="" type="checkbox"/></td> <td>5</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2021</td> <td>12/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>9</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2022</td> <td>05/15/2022</td> <td><input checked="" type="checkbox"/></td> <td>10</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2019</td> <td>12/31/2019</td> <td><input checked="" type="checkbox"/></td> <td>7</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>06/15/2018</td> <td>12/31/2018</td> <td><input checked="" type="checkbox"/></td> <td>6</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2020</td> <td>12/31/2020</td> <td><input checked="" type="checkbox"/></td> <td>8</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2017</td> <td>01/05/2017</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2016</td> <td>12/31/2016</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>OAS FE PRCK</td> <td>Payback OASDI EE</td> <td>999</td> <td>01/01/2021</td> <td>12/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	SAVINGS	Savings	999	06/01/2016	02/28/2021	<input checked="" type="checkbox"/>	2	OCONUS COLA	OutConus COLA	999	06/25/2015	12/31/2015	<input checked="" type="checkbox"/>	1	OCONUS COLA	OutConus COLA	999	01/06/2017	12/31/2017	<input checked="" type="checkbox"/>	4	OCONUS COLA	OutConus COLA	999	07/25/2023		<input checked="" type="checkbox"/>	11	OCONUS COLA	OutConus COLA	999	01/01/2018	06/03/2018	<input checked="" type="checkbox"/>	5	OCONUS COLA	OutConus COLA	999	01/01/2021	12/31/2021	<input checked="" type="checkbox"/>	9	OCONUS COLA	OutConus COLA	999	01/01/2022	05/15/2022	<input checked="" type="checkbox"/>	10	OCONUS COLA	OutConus COLA	999	01/01/2019	12/31/2019	<input checked="" type="checkbox"/>	7	OCONUS COLA	OutConus COLA	999	06/15/2018	12/31/2018	<input checked="" type="checkbox"/>	6	OCONUS COLA	OutConus COLA	999	01/01/2020	12/31/2020	<input checked="" type="checkbox"/>	8	OCONUS COLA	OutConus COLA	999	01/01/2017	01/05/2017	<input checked="" type="checkbox"/>	3	OCONUS COLA	OutConus COLA	999	01/01/2016	12/31/2016	<input checked="" type="checkbox"/>	2	OAS FE PRCK	Payback OASDI EE	999	01/01/2021	12/31/2021	<input checked="" type="checkbox"/>	1
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Confirming OCONUS COLA Corrections, Continued

Procedures,
continued

Step	Action
6	<p>Before corrections/deletions: Review the Begin and End Dates, COLA Type, COLA Location, and # Dependents. Remember: Take screenshots of the ‘before’ EABP.</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 Begin and End Dates, COLA Type, COLA Location, and # Dependents.</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>After corrections: Ensure there are no overlapping dates and the COLA Type, COLA Location, and # dependents are correct.</p>