

# Stopping Overseas Housing Allowance (OHA) Overview

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**Introduction** This guide provides the procedures for a SPO to stop a member's Overseas Housing Allowance (OHA) in Direct Access (DA) in the event the member is checking into Government Quarters or departing the area.

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**References** (a) [Joint Travel Regulations \(JTR\), Chapters 8-10 \(Allowances\)](#)  
(b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

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**Auditing Standards** [Email ALSPO B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Officers (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
- [One Time Positive Input \(OTPI\)](#)
- [Element Assignment by Payee \(EABP\)](#)

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**Contents**


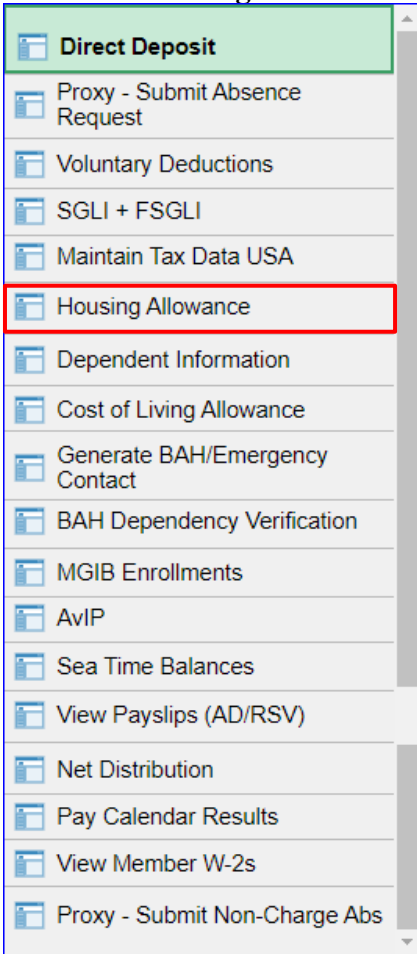
Topic	See Page
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<a href="#">Stopping OHA – Departing the Area</a>	15

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# Stopping OHA – Checking into Government Quarters

**Introduction** This section provides the procedures for stopping a member’s OHA in DA in the event the member checks into Government Quarters.

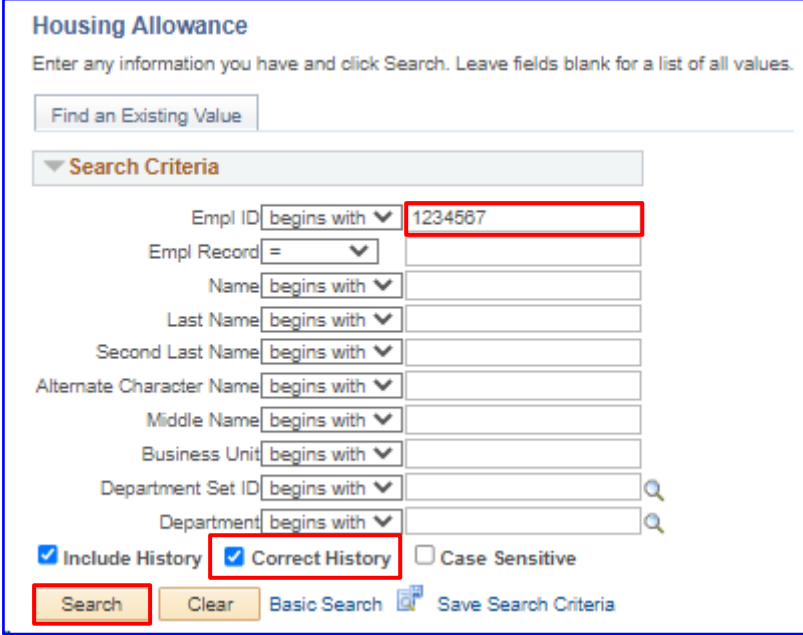
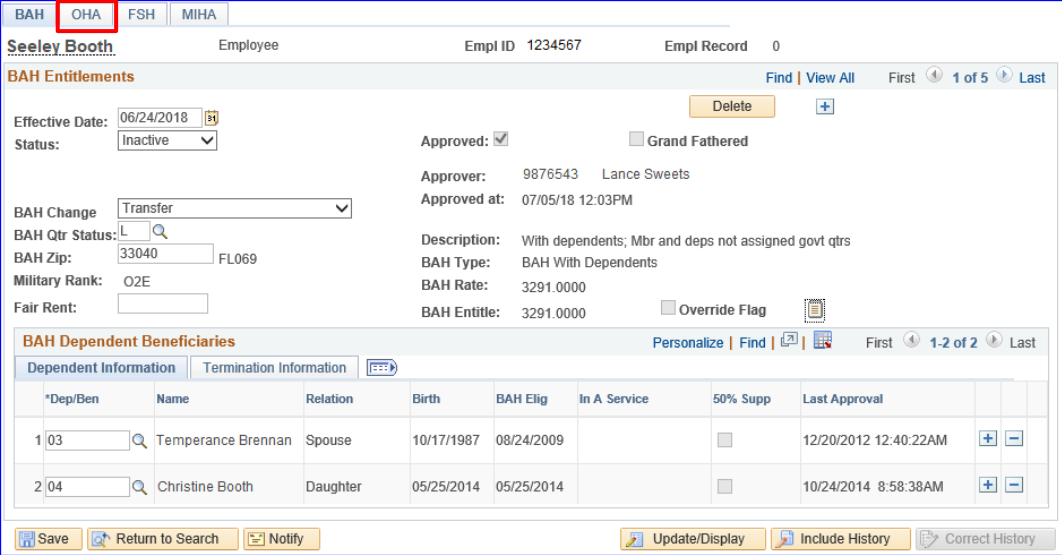
**Procedures** See below.

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

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# Stopping OHA – Checking into Government Quarters, Continued

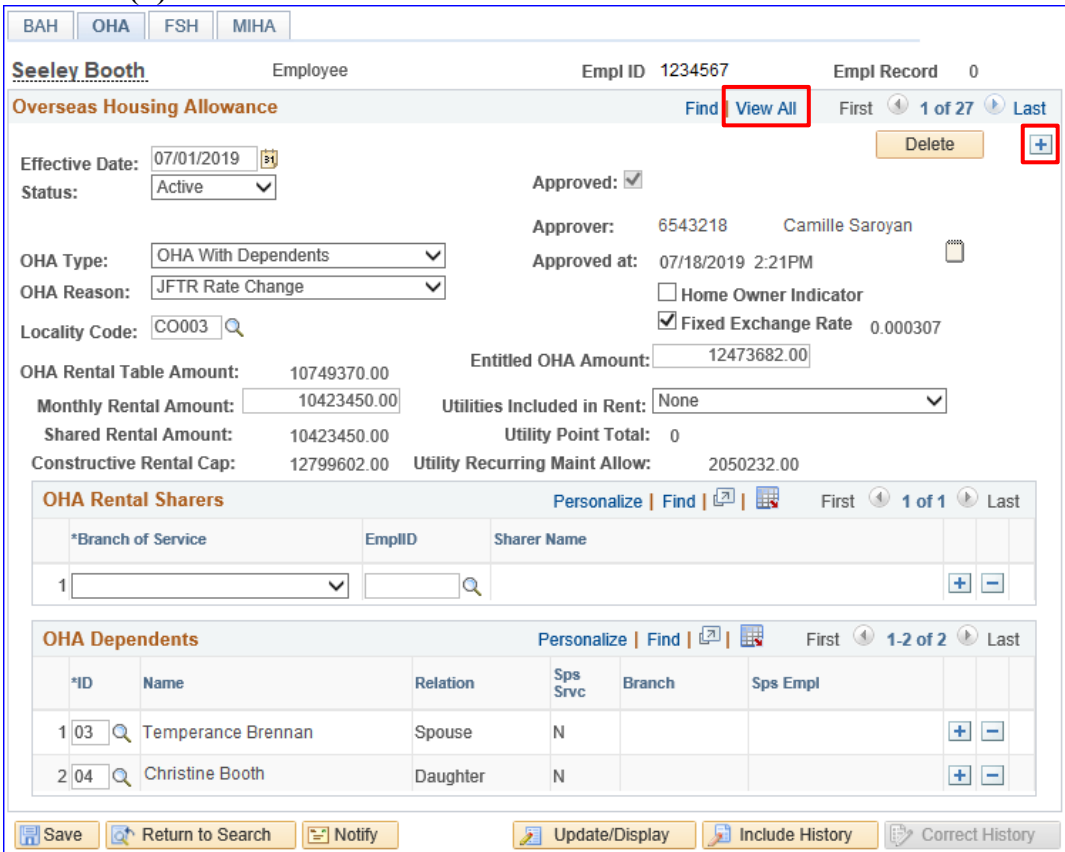
Procedures, continued

Step	Action																																
2	<p>Enter the member's <b>Empl ID</b>. Check the <b>Correct History</b> box and click <b>Search</b>.</p>  <p><b>Housing 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>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> Empl Record = <input type="text" value=""/> Name begins with <input type="text" value=""/> Last Name begins with <input type="text" value=""/> Second Last Name begins with <input type="text" value=""/> Alternate Character Name begins with <input type="text" value=""/> Middle Name begins with <input type="text" value=""/> Business Unit begins with <input type="text" value=""/> Department Set ID begins with <input type="text" value=""/> Department begins with <input type="text" value=""/></p> <p><input checked="" 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"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>																																
3	<p>The member's BAH page will display. Select the <b>OHA</b> tab.</p>  <p>BAH OHA FSH MIHA</p> <p>Seeley Booth Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements <span>Find   View All</span> <span>First 1 of 5 Last</span></p> <p>Effective Date: 06/24/2018 <input type="button" value="B"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Status: <input type="text" value="Inactive"/> <input type="button" value="v"/> Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>Approver: 9876543 Lance Sweets Approved at: 07/05/18 12:03PM</p> <p>BAH Change: <input type="text" value="Transfer"/> <input type="button" value="v"/></p> <p>BAH Qtr Status: <input type="text" value="L"/> <input type="button" value="Q"/></p> <p>BAH Zip: 33040 FL069 Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 3291.0000 BAH Entitle: 3291.0000 <input type="checkbox"/> Override Flag <input type="button" value="v"/></p> <p>BAH Dependent Beneficiaries <span>Personalize   Find   <input type="button" value="v"/> <input type="button" value="v"/></span> <span>First 1-2 of 2 Last</span></p> <table border="1"> <thead> <tr> <th colspan="2">Dependent Information</th> <th colspan="2">Termination Information</th> <th colspan="4"></th> </tr> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 03 <input type="button" value="Q"/></td> <td>Temperance Brennan</td> <td>Spouse</td> <td>10/17/1987</td> <td>08/24/2009</td> <td></td> <td><input type="checkbox"/></td> <td>12/20/2012 12:40:22AM <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>2 04 <input type="button" value="Q"/></td> <td>Christine Booth</td> <td>Daughter</td> <td>05/25/2014</td> <td>05/25/2014</td> <td></td> <td><input type="checkbox"/></td> <td>10/24/2014 8:58:38AM <input type="button" value="+"/> <input type="button" value="-"/></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="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>	Dependent Information		Termination Information						*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 03 <input type="button" value="Q"/>	Temperance Brennan	Spouse	10/17/1987	08/24/2009		<input type="checkbox"/>	12/20/2012 12:40:22AM <input type="button" value="+"/> <input type="button" value="-"/>	2 04 <input type="button" value="Q"/>	Christine Booth	Daughter	05/25/2014	05/25/2014		<input type="checkbox"/>	10/24/2014 8:58:38AM <input type="button" value="+"/> <input type="button" value="-"/>
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# Stopping OHA – Checking into Government Quarters, Continued

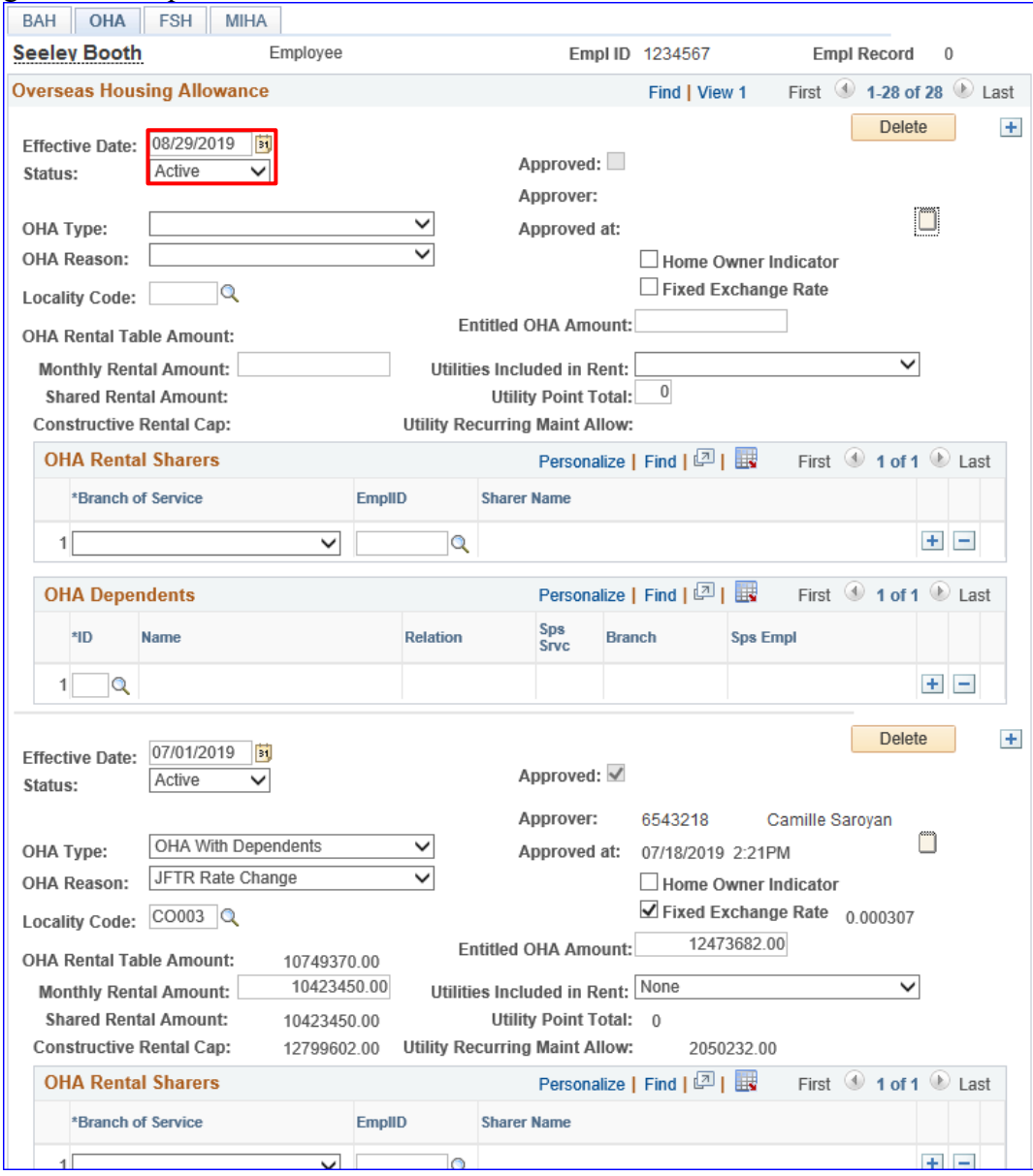
Procedures,  
continued

Step	Action
4	<p>The member’s current OHA entitlement will display. It is recommended to take a <a href="#">screenshot</a> of this OHA row prior to continuing.</p> <p>Click <b>View All</b>. It is important to be able to view the previous OHA row because that information is required to populate the new row (or refer to the screenshot taken).</p> <p>Click the (+) button to add a new OHA row.</p> 

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# Stopping OHA – Checking into Government Quarters, Continued

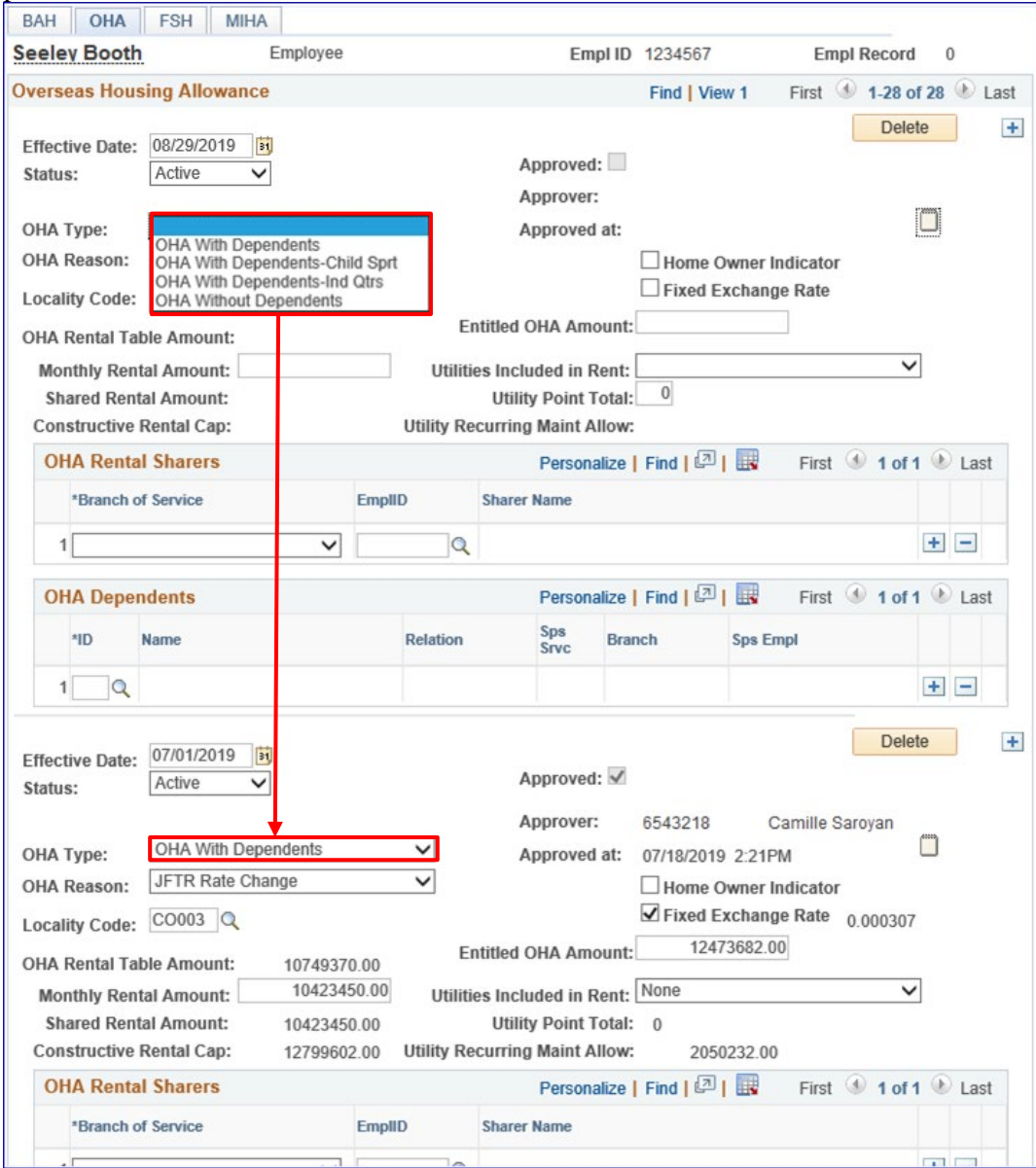
Procedures, continued

Step	Action
5	<p>Enter the <b>Effective Date</b>. This will be the date the member checked into government quarters. Ensure the <b>Status</b> indicates Active.</p>  <p>The screenshot displays the OHA system interface for an employee named Seeley Booth (Empl ID 1234567). It shows two OHA records. The first record, titled 'Overseas Housing Allowance', has an effective date of 08/29/2019 and a status of Active. The second record has an effective date of 07/01/2019 and a status of Active. Both records include fields for OHA Type, Reason, Locality Code, and various amounts (Monthly Rental, Shared Rental, Constructive Rental Cap, Entitled OHA Amount). The second record also shows 'Utilities Included in Rent' as None and 'Utility Point Total' as 0. The interface includes navigation buttons like 'Find', 'View', and 'Delete', and a table for 'OHA Rental Sharers'.</p>

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# Stopping OHA – Checking into Government Quarters, Continued

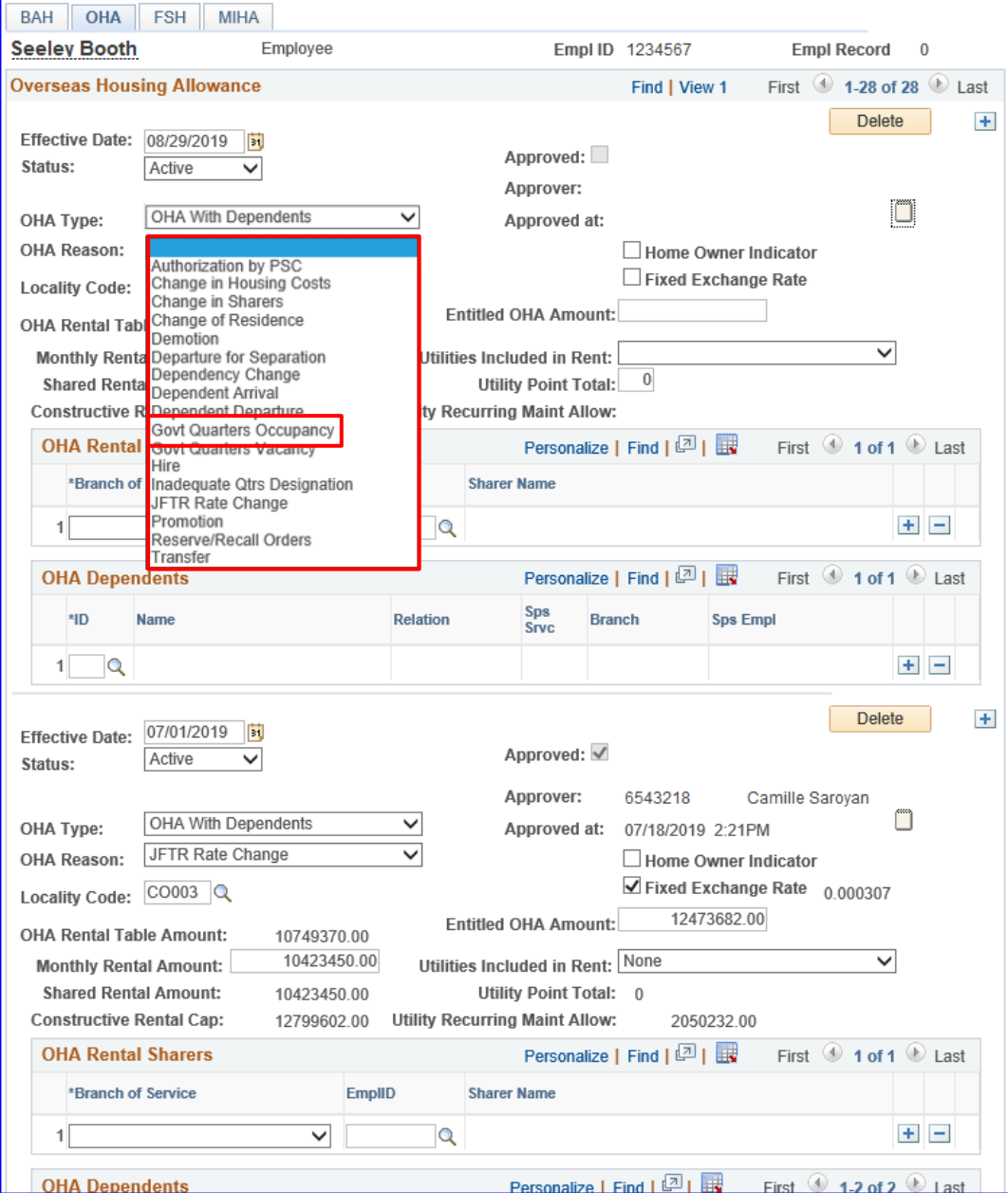
Procedures,  
continued

Step	Action
6	<p>Using the drop-down, select the <b>OHA Type</b>. This should reflect the member's previous OHA row.</p>  <p>The screenshot displays the 'Overseas Housing Allowance' (OHA) management interface for employee Seeley Booth (Empl ID 1234567). It shows two rows of OHA records. The top row, effective 08/29/2019, has its 'OHA Type' dropdown menu highlighted with a red box. A red arrow points from this box to the 'OHA Type' dropdown menu of the second row, which is also highlighted with a red box and shows 'OHA With Dependents' selected. The interface includes fields for Effective Date, Status, OHA Reason, Locality Code, OHA Rental Table Amount, Monthly Rental Amount, Shared Rental Amount, Constructive Rental Cap, Utilities Included in Rent, Utility Point Total, Utility Recurring Maint Allow, and Entitled OHA Amount. It also features sections for OHA Rental Sharers and OHA Dependents.</p>

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# Stopping OHA – Checking into Government Quarters, Continued

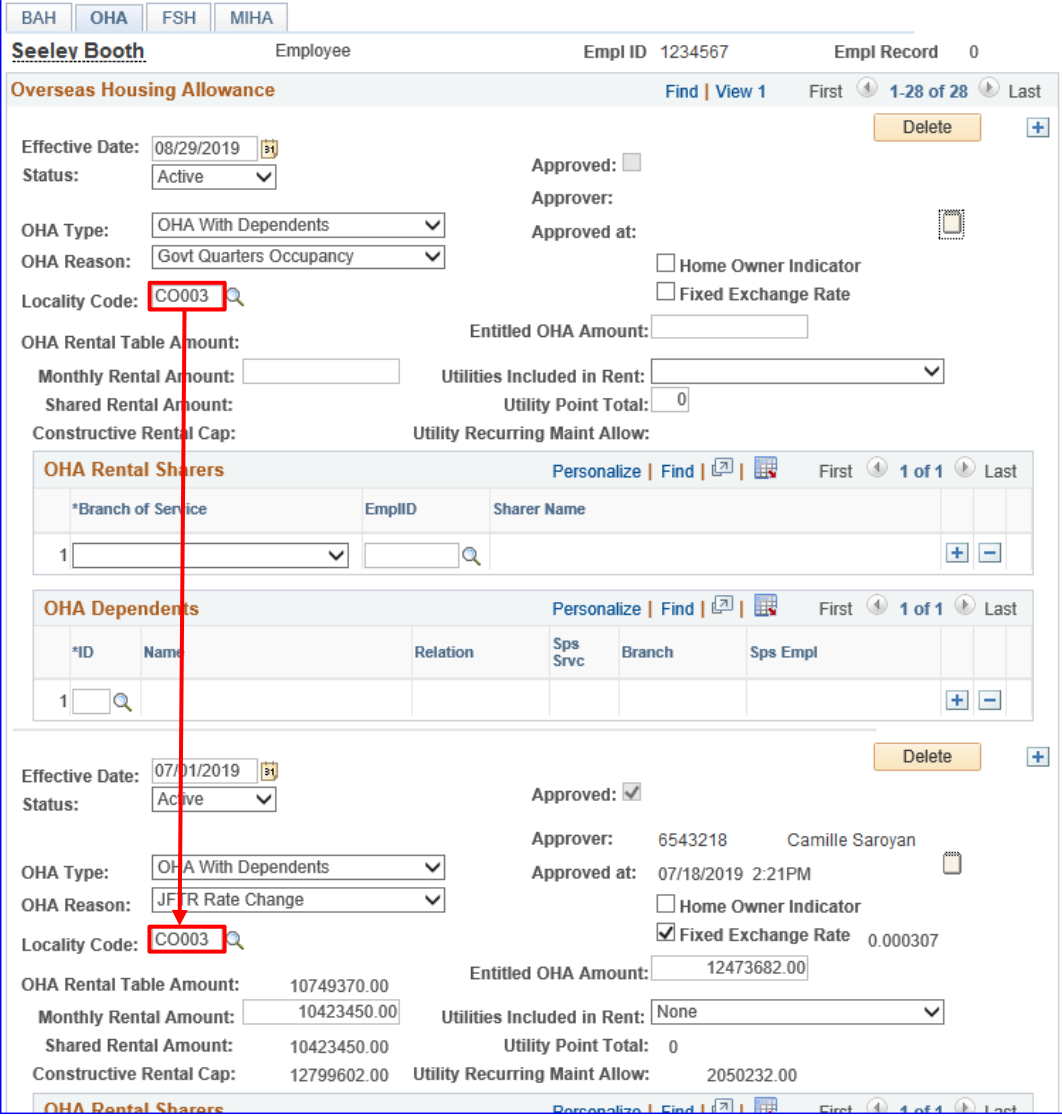
Procedures, continued

Step	Action
7	<p>Using the drop-down, select Govt Quarters Occupancy for the OHA Reason.</p>  <p>The screenshot displays the OHA system interface for employee Seeley Booth (Empl ID 1234567). It shows two OHA records. The top record is for an OHA With Dependents starting on 08/29/2019, with the OHA Reason dropdown menu open, highlighting 'Govt Quarters Occupancy'. The bottom record is for an OHA With Dependents starting on 07/01/2019, with the OHA Reason set to 'JFTR Rate Change'.</p>

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# Stopping OHA – Checking into Government Quarters, Continued

Procedures,  
continued

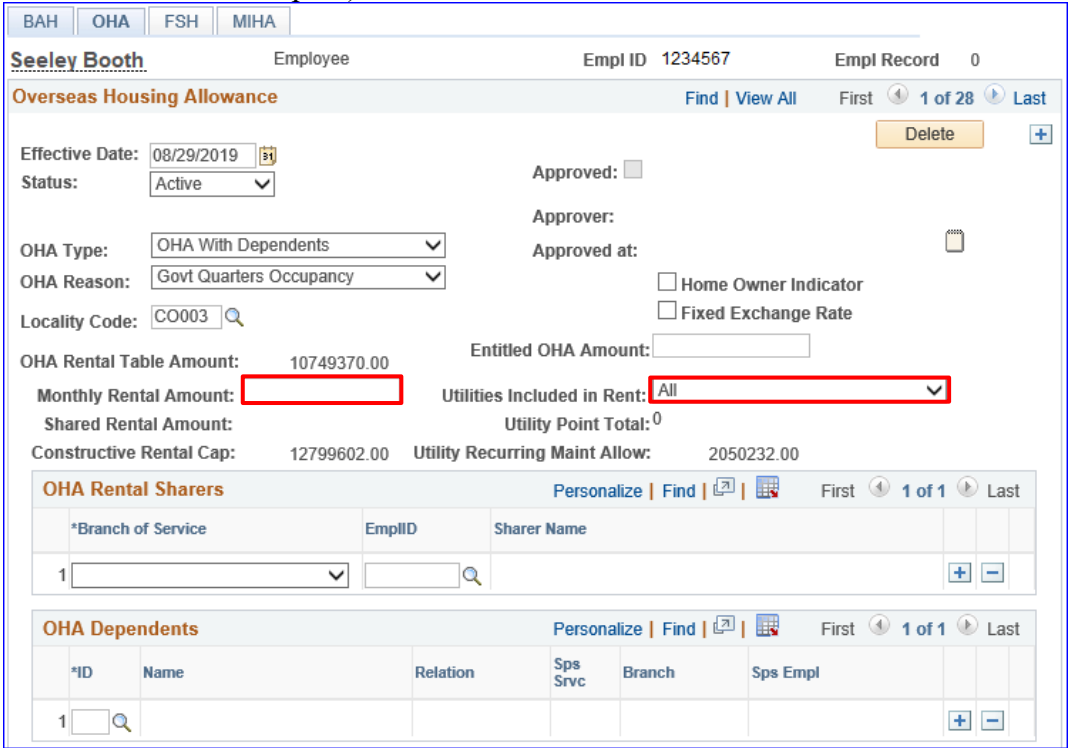
Step	Action
8	<p>Update the <b>Locality Code</b> (this should be entered the same as the previous row).</p>  <p>The screenshot displays the 'Overseas Housing Allowance' (OHA) system interface for employee Seeley Booth (Empl ID 1234567). It shows two OHA records. The top record is for an effective date of 08/29/2019, with a status of 'Active', OHA Type 'OHA With Dependents', and OHA Reason 'Govt Quarters Occupancy'. Its Locality Code is 'CO003'. The bottom record is for an effective date of 07/01/2019, also 'Active', with OHA Type 'OHA With Dependents' and OHA Reason 'JFR Rate Change'. Its Locality Code is also 'CO003'. A red arrow highlights the 'CO003' code in both records, indicating that the same locality code should be used for both.</p>

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# Stopping OHA – Checking into Government Quarters, Continued

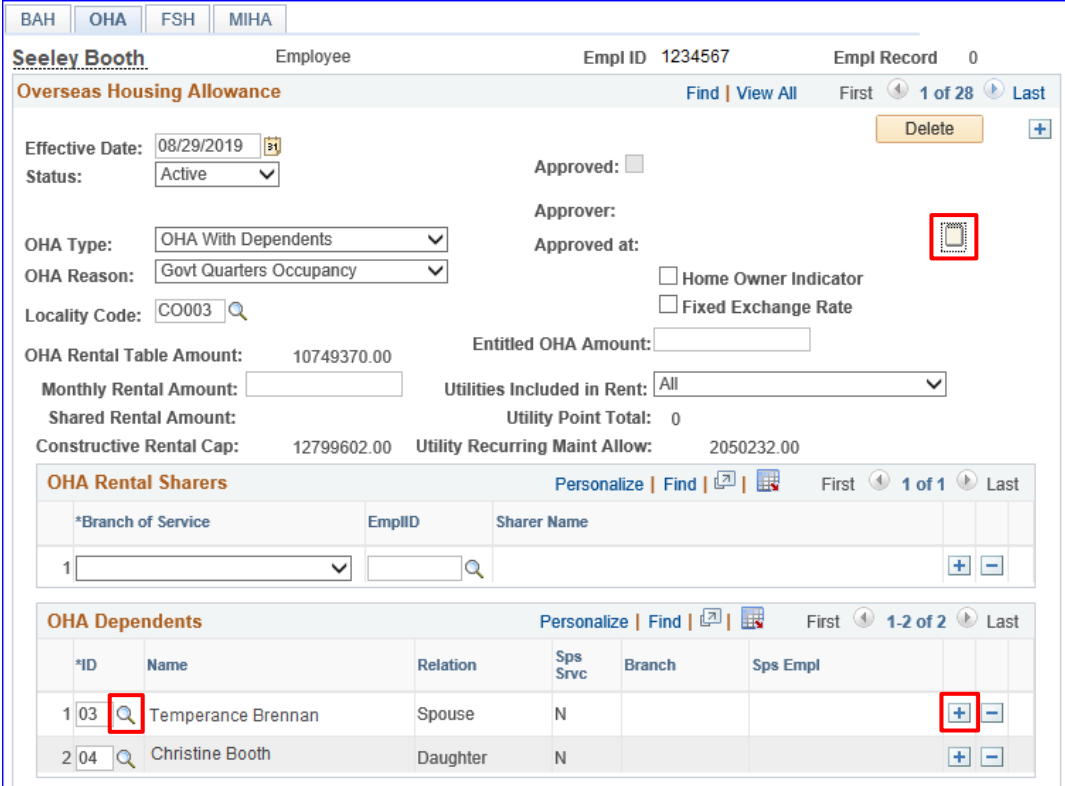
Procedures,  
continued

Step	Action
9	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Monthly Rental Amount</b> – Enter 0 or leave blank.</li> <li>• <b>Utilities included in Rent</b> – Select All (if anything other than All is selected, the member will be overpaid).</li> </ul> 

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# Stopping OHA – Checking into Government Quarters, Continued

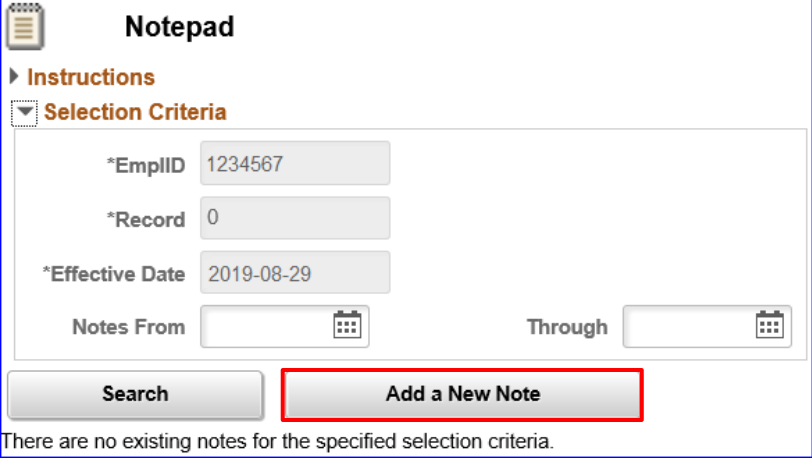
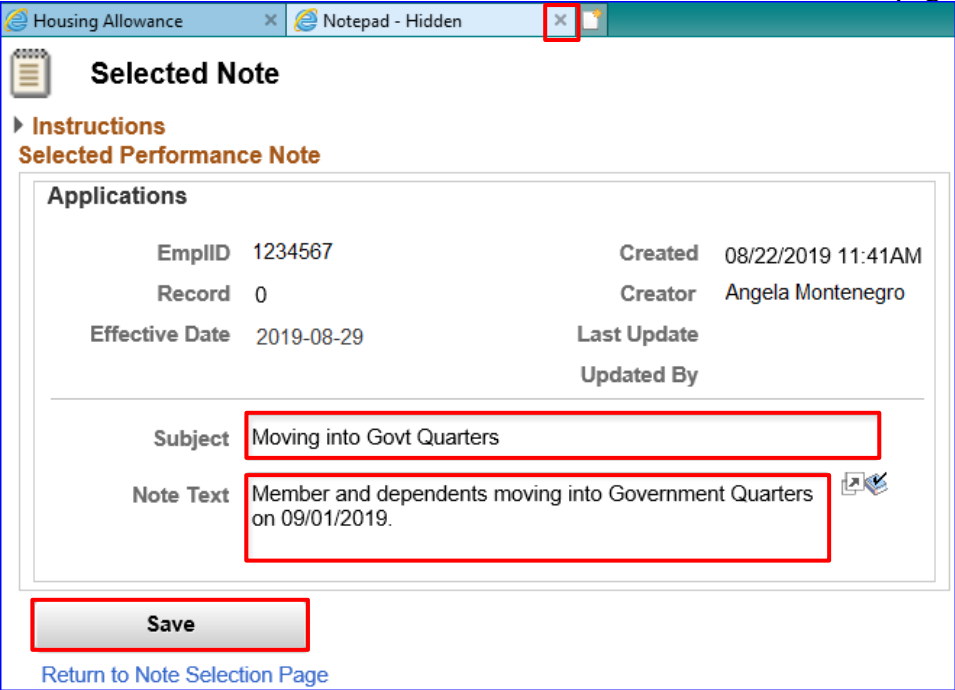
Procedures,  
continued

Step	Action
10	<p>If the member was drawing OHA with dependents, they will need to be added to the new OHA row by clicking the <b>lookup</b> icon under OHA Dependents. Click the (+) button to add additional dependents as appropriate.</p> <p>Once any dependents have been added as appropriate, click the <b>Notepad</b> icon.</p>  <p>The screenshot shows the OHA system interface for employee Seeley Booth (Empl ID 1234567). The main section is titled "Overseas Housing Allowance" and includes fields for Effective Date (08/29/2019), Status (Active), OHA Type (OHA With Dependents), and OHA Reason (Govt Quarters Occupancy). There are also fields for Locality Code (CO003), OHA Rental Table Amount (10749370.00), Monthly Rental Amount, Shared Rental Amount, Constructive Rental Cap (12799602.00), and Utility Recurring Maint Allow (2050232.00). The "OHA Rental Sharers" table has one entry with ID 1. The "OHA Dependents" table has two entries: 1 03 Temperance Brennan (Spouse) and 2 04 Christine Booth (Daughter). Red boxes highlight the "lookup" icon in the OHA Dependents table and the "Notepad" icon in the Approver field.</p>

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# Stopping OHA – Checking into Government Quarters, Continued

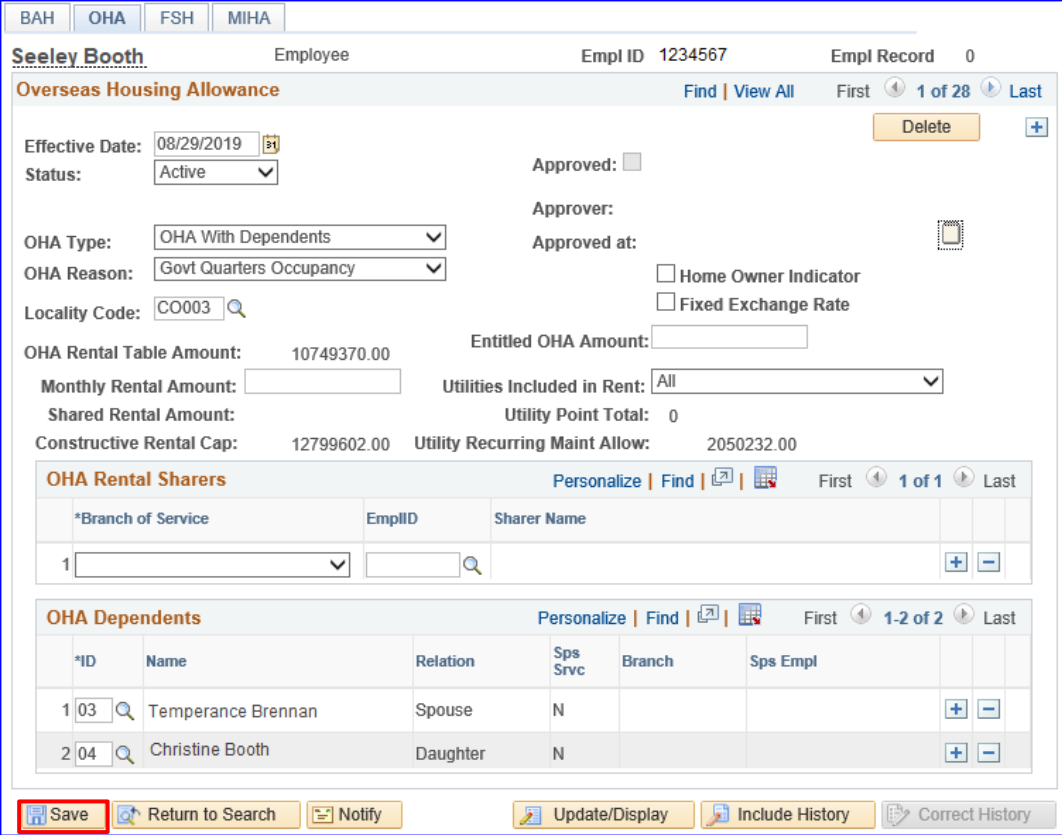
Procedures,  
continued

Step	Action
<p>11</p>	<p>The Notepad will open in a new window. Select <b>Add a New Note</b>.</p>  <p>The screenshot shows a Notepad window titled 'Notepad'. It has a 'Selection Criteria' section with input fields for '*EmpID' (1234567), '*Record' (0), and '*Effective Date' (2019-08-29). There are also 'Notes From' and 'Through' date pickers. At the bottom, there are 'Search' and 'Add a New Note' buttons. The 'Add a New Note' button is highlighted with a red box. Below the form, it says 'There are no existing notes for the specified selection criteria.'</p>
<p>12</p>	<p>Enter a <b>Subject</b> and <b>Note Text</b> describing the reason for the OHA row. Click <b>Save</b> and then 'X' out of the window to return to the member's OHA page.</p>  <p>The screenshot shows a 'Selected Note' window. It displays a table of 'Applications' with fields for EmpID, Record, Effective Date, Created, Creator, Last Update, and Updated By. Below the table, there are 'Subject' and 'Note Text' input fields. The 'Subject' field contains 'Moving into Govt Quarters' and the 'Note Text' field contains 'Member and dependents moving into Government Quarters on 09/01/2019.'. At the bottom, there is a 'Save' button and a 'Return to Note Selection Page' link. The close button (X) in the window title bar is highlighted with a red box, and the 'Subject' and 'Note Text' fields are also highlighted with red boxes.</p>

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# Stopping OHA – Checking into Government Quarters, Continued

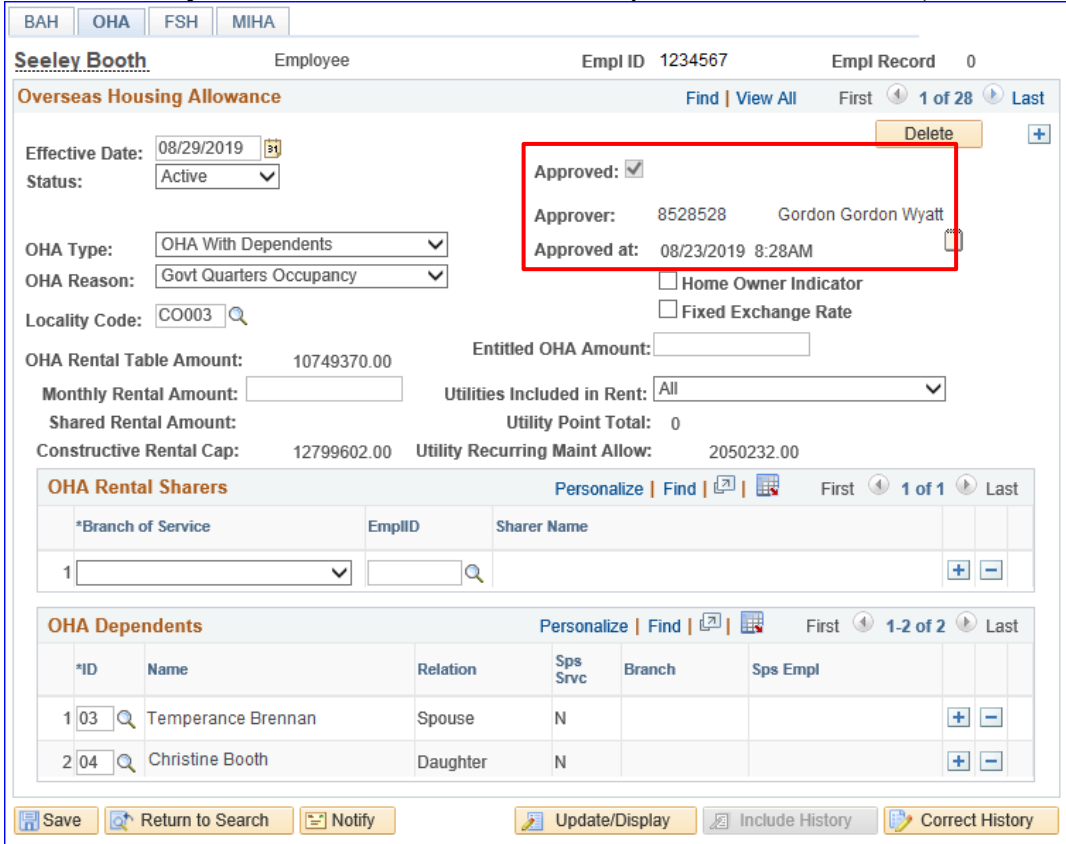
Procedures,  
continued

Step	Action
13	<p>Scroll to the bottom of the page and click <b>Save</b>. The request will be routed to the SPO tree for approval.</p>  <p>The screenshot displays the 'Overseas Housing Allowance' form for employee Seeley Booth (Empl ID 1234567). The form includes the following fields and sections:</p> <ul style="list-style-type: none"> <li><b>Employee Information:</b> Seeley Booth, Employee, Empl ID 1234567, Empl Record 0.</li> <li><b>OHA Details:</b> <ul style="list-style-type: none"> <li>Effective Date: 08/29/2019</li> <li>Status: Active</li> <li>OHA Type: OHA With Dependents</li> <li>OHA Reason: Govt Quarters Occupancy</li> <li>Locality Code: CO003</li> <li>OHA Rental Table Amount: 10749370.00</li> <li>Monthly Rental Amount: [Empty]</li> <li>Shared Rental Amount: [Empty]</li> <li>Constructive Rental Cap: 12799602.00</li> </ul> </li> <li><b>Approval and Entitlement:</b> <ul style="list-style-type: none"> <li>Approved: [Unchecked]</li> <li>Approved at: [Empty]</li> <li>Home Owner Indicator: [Unchecked]</li> <li>Fixed Exchange Rate: [Unchecked]</li> <li>Entitled OHA Amount: [Empty]</li> <li>Utilities Included in Rent: All</li> <li>Utility Point Total: 0</li> <li>Utility Recurring Maint Allow: 2050232.00</li> </ul> </li> <li><b>OHA Rental Sharers:</b> A table with columns for Branch of Service, EmplID, and Sharer Name. One entry is visible with Branch of Service 1.</li> <li><b>OHA Dependents:</b> A table with columns for ID, Name, Relation, Sps Srvc, Branch, and Sps Empl. Two entries are listed: <ul style="list-style-type: none"> <li>ID 03, Name Temperance Brennan, Relation Spouse, Sps Srvc N</li> <li>ID 04, Name Christine Booth, Relation Daughter, Sps Srvc N</li> </ul> </li> <li><b>Buttons:</b> Save (highlighted in red), Return to Search, Notify, Update/Display, Include History, Correct History.</li> </ul>

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# Stopping OHA – Checking into Government Quarters, Continued

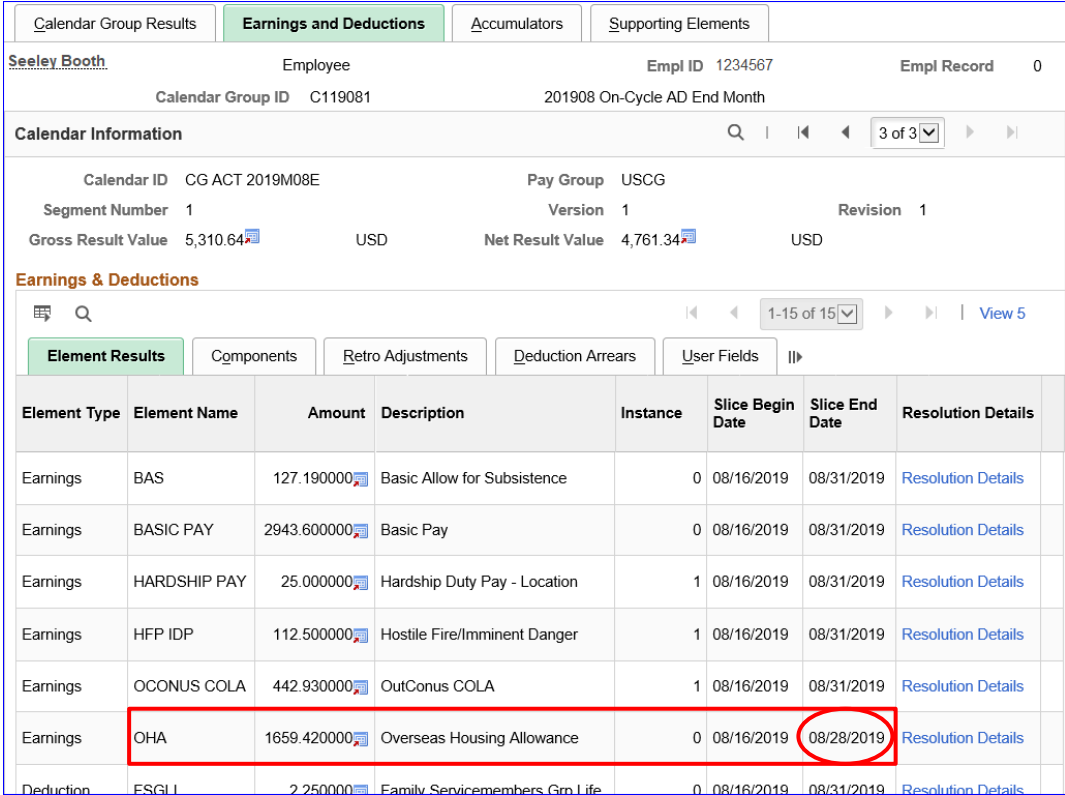
Procedures,  
continued

Step	Action
14	<p>Per <a href="#">Email ALSPO B/19</a>, once the OHA request has been approved, it is important to review the member’s Pay Calculation Results to ensure the pay transaction processed correctly. Please see the <a href="#">Pay Calculation Results</a> user guide for more information on navigating, reviewing, and validating pay transactions (see Step 15 to view the Pay Calculation Results for the example used in this section).</p> 

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# Stopping OHA – Checking into Government Quarters, Continued


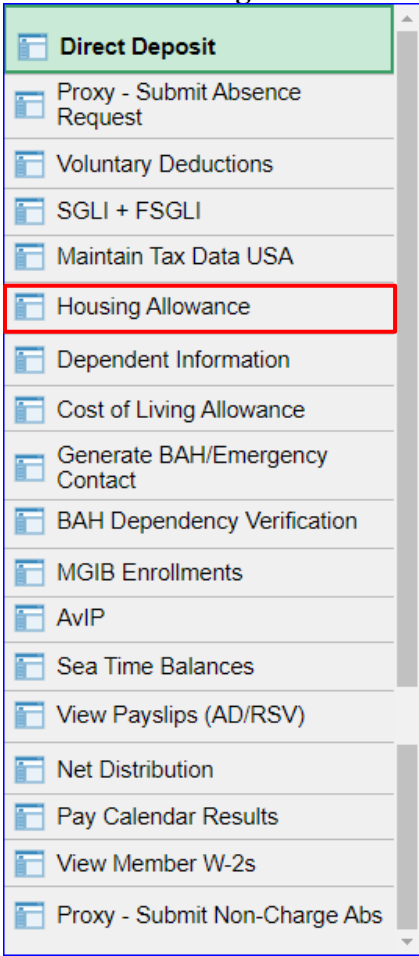
Procedures,  
continued

Step	Action																																																																
15	<p>In this example, the member moved into Government Quarters on 08/29/2019; therefore, the OHA was stopped on 08/28/2019 (notice the Slice End Date). Because the member moved into Quarters, the OHA stopped, and no other housing allowances were started.</p>  <p>The screenshot displays the 'Earnings and Deductions' section for employee Seeley Booth (Empl ID 1234567). It shows a table of earnings and deductions for the period 08/16/2019 to 08/31/2019. The OHA (Overseas Housing Allowance) row is highlighted with a red box, and its Slice End Date, 08/28/2019, is circled in red. Other earnings include BAS, BASIC PAY, HARDSHIP PAY, HFP IDP, and OCONUS COLA. Deductions include ESGI I.</p> <table border="1" data-bbox="327 974 1396 1393"> <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>BAS</td> <td>127.190000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>08/16/2019</td> <td>08/31/2019</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>2943.600000</td> <td>Basic Pay</td> <td>0</td> <td>08/16/2019</td> <td>08/31/2019</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>HARDSHIP PAY</td> <td>25.000000</td> <td>Hardship Duty Pay - Location</td> <td>1</td> <td>08/16/2019</td> <td>08/31/2019</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>HFP IDP</td> <td>112.500000</td> <td>Hostile Fire/Imminent Danger</td> <td>1</td> <td>08/16/2019</td> <td>08/31/2019</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>OCONUS COLA</td> <td>442.930000</td> <td>OutConus COLA</td> <td>1</td> <td>08/16/2019</td> <td>08/31/2019</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>OHA</td> <td>1659.420000</td> <td>Overseas Housing Allowance</td> <td>0</td> <td>08/16/2019</td> <td>08/28/2019</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>ESGI I</td> <td>2.250000</td> <td>Family Servicemembers Gm Life</td> <td>0</td> <td>08/16/2019</td> <td>08/31/2019</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAS	127.190000	Basic Allow for Subsistence	0	08/16/2019	08/31/2019	<a href="#">Resolution Details</a>	Earnings	BASIC PAY	2943.600000	Basic Pay	0	08/16/2019	08/31/2019	<a href="#">Resolution Details</a>	Earnings	HARDSHIP PAY	25.000000	Hardship Duty Pay - Location	1	08/16/2019	08/31/2019	<a href="#">Resolution Details</a>	Earnings	HFP IDP	112.500000	Hostile Fire/Imminent Danger	1	08/16/2019	08/31/2019	<a href="#">Resolution Details</a>	Earnings	OCONUS COLA	442.930000	OutConus COLA	1	08/16/2019	08/31/2019	<a href="#">Resolution Details</a>	Earnings	OHA	1659.420000	Overseas Housing Allowance	0	08/16/2019	08/28/2019	<a href="#">Resolution Details</a>	Deduction	ESGI I	2.250000	Family Servicemembers Gm Life	0	08/16/2019	08/31/2019	<a href="#">Resolution Details</a>
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# Stopping OHA – Departing the Area

**Introduction** This section provides the procedures for a SPO to stop a member’s OHA in DA in the event the member is departing the area.

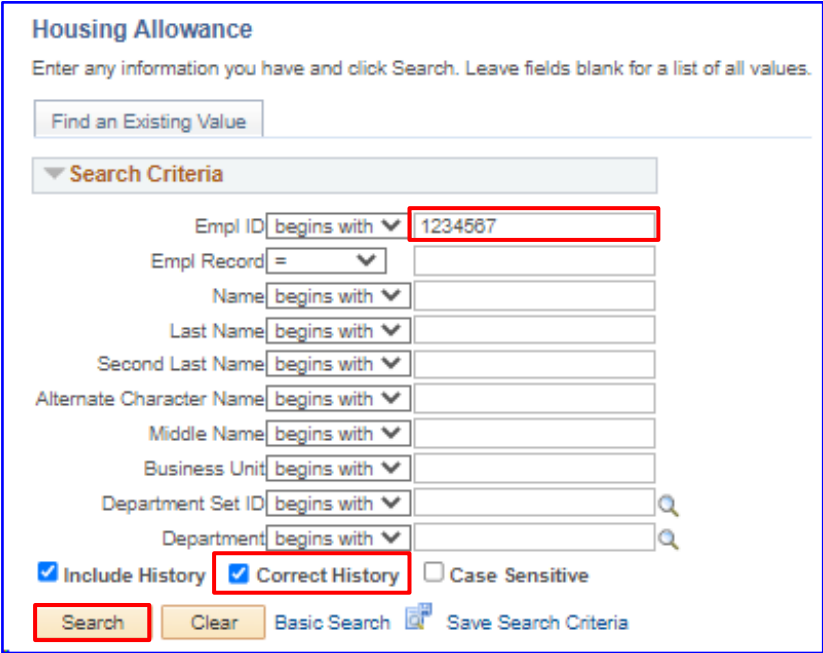
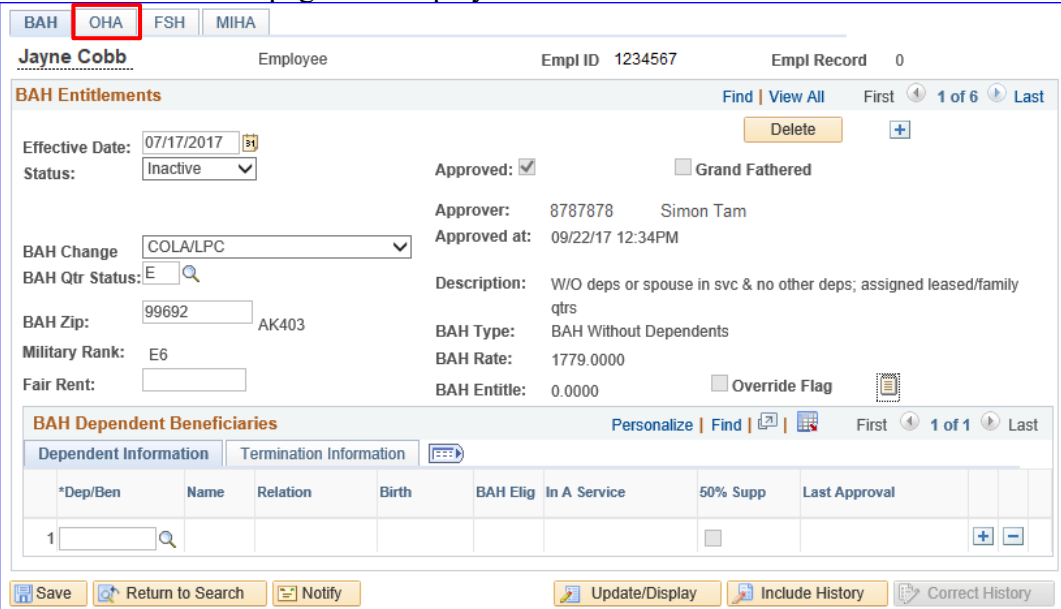
**Procedures** See below.

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

*Continued on next page*

# Stopping OHA – Departing the Area, Continued

Procedures,  
continued

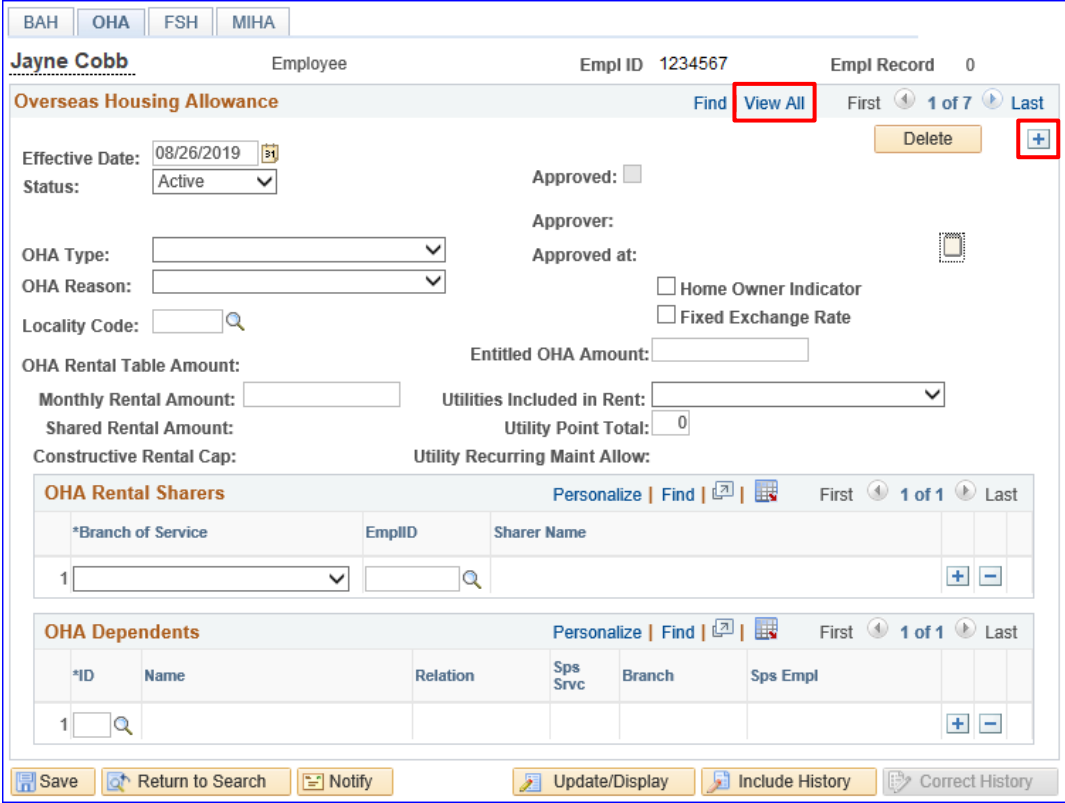
Step	Action																
2	<p>Enter the member's <b>Empl ID</b>. Check the <b>Correct History</b> box and click <b>Search</b>.</p>  <p><b>Housing Allowance</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</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 checked="" 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"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>																
3	<p>The member's BAH page will display. Select the <b>OHA</b> tab.</p>  <p>BAH OHA FSH MIHA</p> <p><b>Jayne Cobb</b> Employee Empl ID 1234567 Empl Record 0</p> <p><b>BAH Entitlements</b> Find   View All First 1 of 6 Last</p> <p>Effective Date: 07/17/2017 Status: Inactive Approved: <input checked="" type="checkbox"/> Grand Fathered</p> <p>BAH Change: COLA/LPC Approver: 8787878 Simon Tam Approved at: 09/22/17 12:34PM</p> <p>BAH Qtr Status: E Description: W/O deps or spouse in svc &amp; no other deps; assigned leased/family qtrs</p> <p>BAH Zip: 99692 AK403 BAH Type: BAH Without Dependents BAH Rate: 1779.0000</p> <p>Fair Rent: BAH Entitle: 0.0000 <input type="checkbox"/> Override Flag</p> <p><b>BAH Dependent Beneficiaries</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</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="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval										
1						<input type="checkbox"/>											

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# Stopping OHA – Departing the Area, Continued

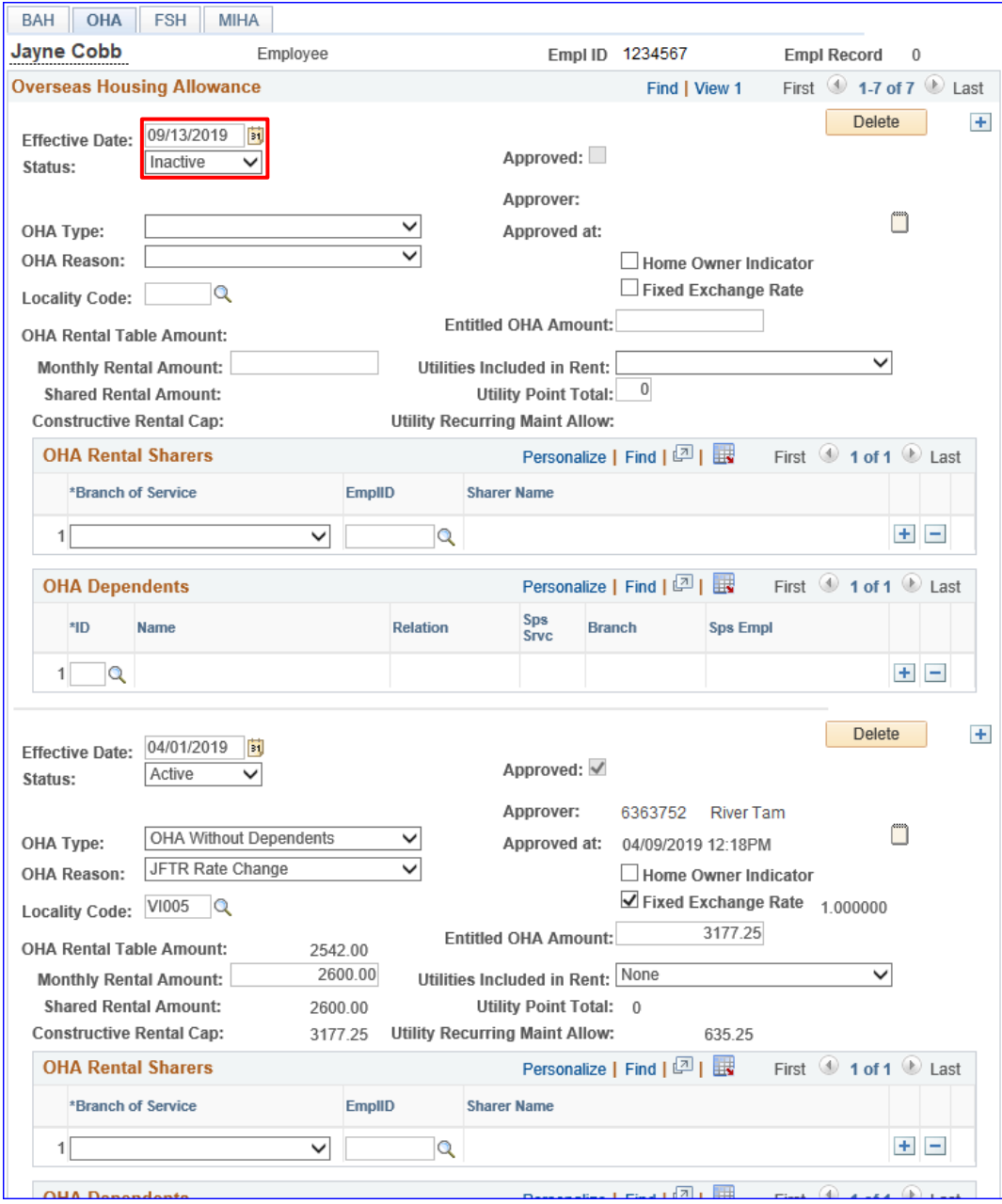
Procedures,  
continued

Step	Action
4	<p>The member’s current OHA entitlement will display. It is recommended to take a <a href="#">screenshot</a> of this OHA row prior to continuing.</p> <p>Click <b>View All</b>. It is important to be able to view the previous OHA row because that information is required to populate the new row (or refer to the screenshot taken).</p> <p>Click the (+) button to add a new OHA row.</p> 

*Continued on next page*

# Stopping OHA – Departing the Area, Continued

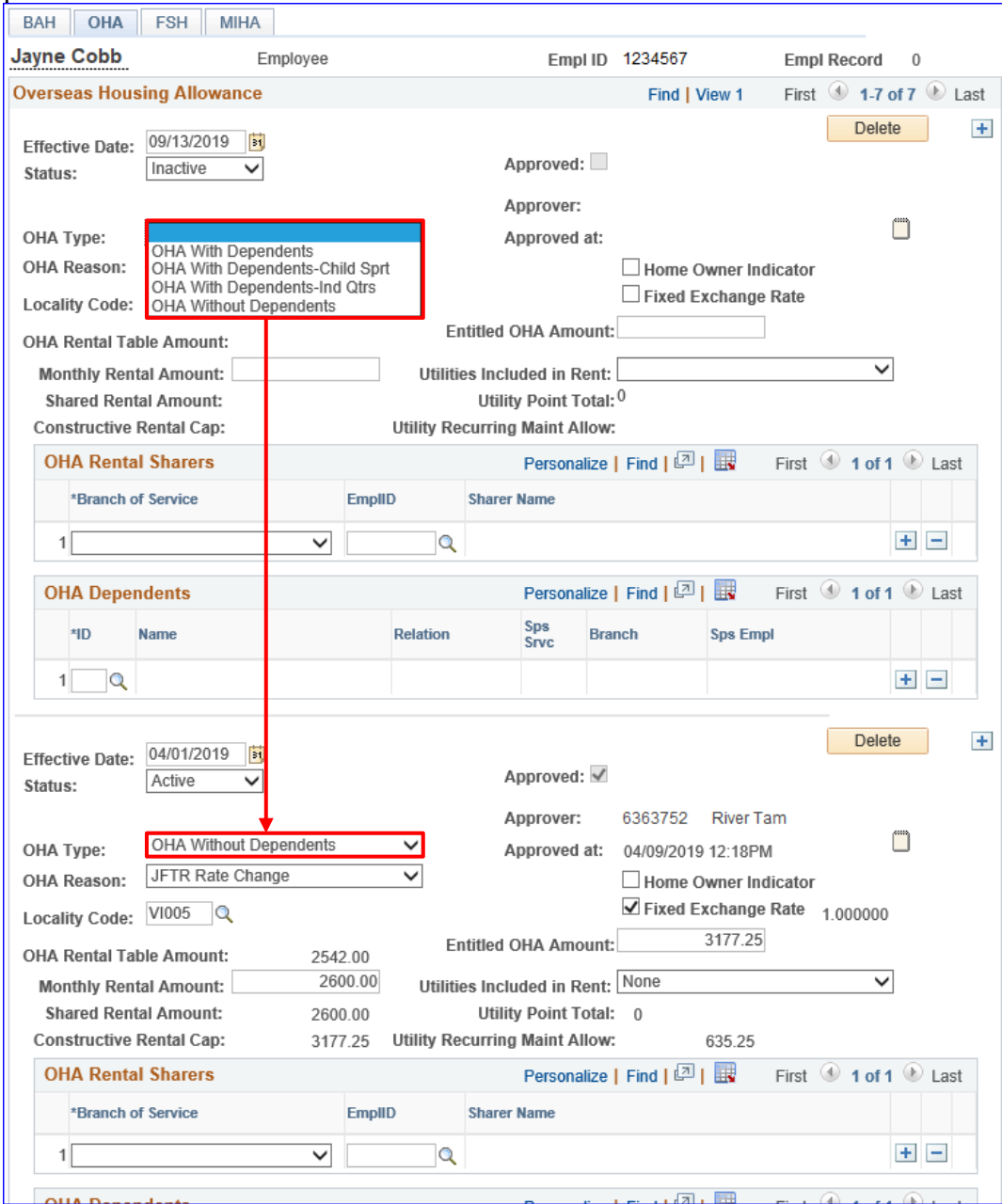
Procedures,  
continued

Step	Action																								
5	<p>Enter the <b>Effective Date</b>. This will be the first day the member begins terminal leave, transfers, or begins TLA. Using the drop-down, change the <b>Status</b> to <b>Inactive</b>.</p>  <p><b>Overseas Housing Allowance</b> Find   View 1 First 1-7 of 7 Last</p> <p>Employee: <b>Jayne Cobb</b> Empl ID: 1234567 Empl Record: 0</p> <p>Effective Date: 09/13/2019 Status: Inactive</p> <p>OHA Type: [ ] OHA Reason: [ ] Locality Code: [ ]</p> <p>OHA Rental Table Amount: [ ] Monthly Rental Amount: [ ] Shared Rental Amount: [ ] Constructive Rental Cap: [ ]</p> <p>Entitled OHA Amount: [ ] Utilities Included in Rent: [ ] Utility Point Total: 0 Utility Recurring Maint Allow: [ ]</p> <p><b>OHA Rental Sharers</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1 [ ]</td> <td>[ ]</td> <td>[ ]</td> </tr> </tbody> </table> <p><b>OHA Dependents</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*ID</th> <th>Name</th> <th>Relation</th> <th>Sps Svc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1 [ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> </tr> </tbody> </table> <p>Effective Date: 04/01/2019 Status: Active</p> <p>OHA Type: OHA Without Dependents OHA Reason: JFTR Rate Change Locality Code: VI005</p> <p>OHA Rental Table Amount: 2542.00 Monthly Rental Amount: 2600.00 Shared Rental Amount: 2600.00 Constructive Rental Cap: 3177.25</p> <p>Entitled OHA Amount: 3177.25 Utilities Included in Rent: None Utility Point Total: 0 Utility Recurring Maint Allow: 635.25</p> <p><b>OHA Rental Sharers</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1 [ ]</td> <td>[ ]</td> <td>[ ]</td> </tr> </tbody> </table> <p><b>OHA Dependents</b> Personalize   Find   First 1 of 1 Last</p>	*Branch of Service	EmplID	Sharer Name	1 [ ]	[ ]	[ ]	*ID	Name	Relation	Sps Svc	Branch	Sps Empl	1 [ ]	[ ]	[ ]	[ ]	[ ]	[ ]	*Branch of Service	EmplID	Sharer Name	1 [ ]	[ ]	[ ]
*Branch of Service	EmplID	Sharer Name																							
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*Branch of Service	EmplID	Sharer Name																							
1 [ ]	[ ]	[ ]																							

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# Stopping OHA – Departing the Area, Continued

Procedures,  
continued

Step	Action
6	<p>Using the drop-down, select the <b>OHA Type</b>. This should reflect the member's previous OHA row.</p>  <p>The screenshot displays the 'Overseas Housing Allowance' (OHA) management interface for employee Jayne Cobb (Empl ID 1234567). It shows two rows of OHA data. The top row is 'Inactive' (Effective Date: 09/13/2019) with 'OHA Type' set to 'OHA With Dependents'. The bottom row is 'Active' (Effective Date: 04/01/2019) with 'OHA Type' set to 'OHA Without Dependents'. A red box highlights the 'OHA Type' dropdown menu in the top row, and a red arrow points from it to the 'OHA Type' dropdown menu in the bottom row, which is also highlighted with a red box. The bottom row shows a 'Fixed Exchange Rate' of 1.000000 and an 'Entitled OHA Amount' of 3177.25. The interface includes various fields for rental amounts, locality codes, and approval status.</p>

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# Stopping OHA – Departing the Area, Continued

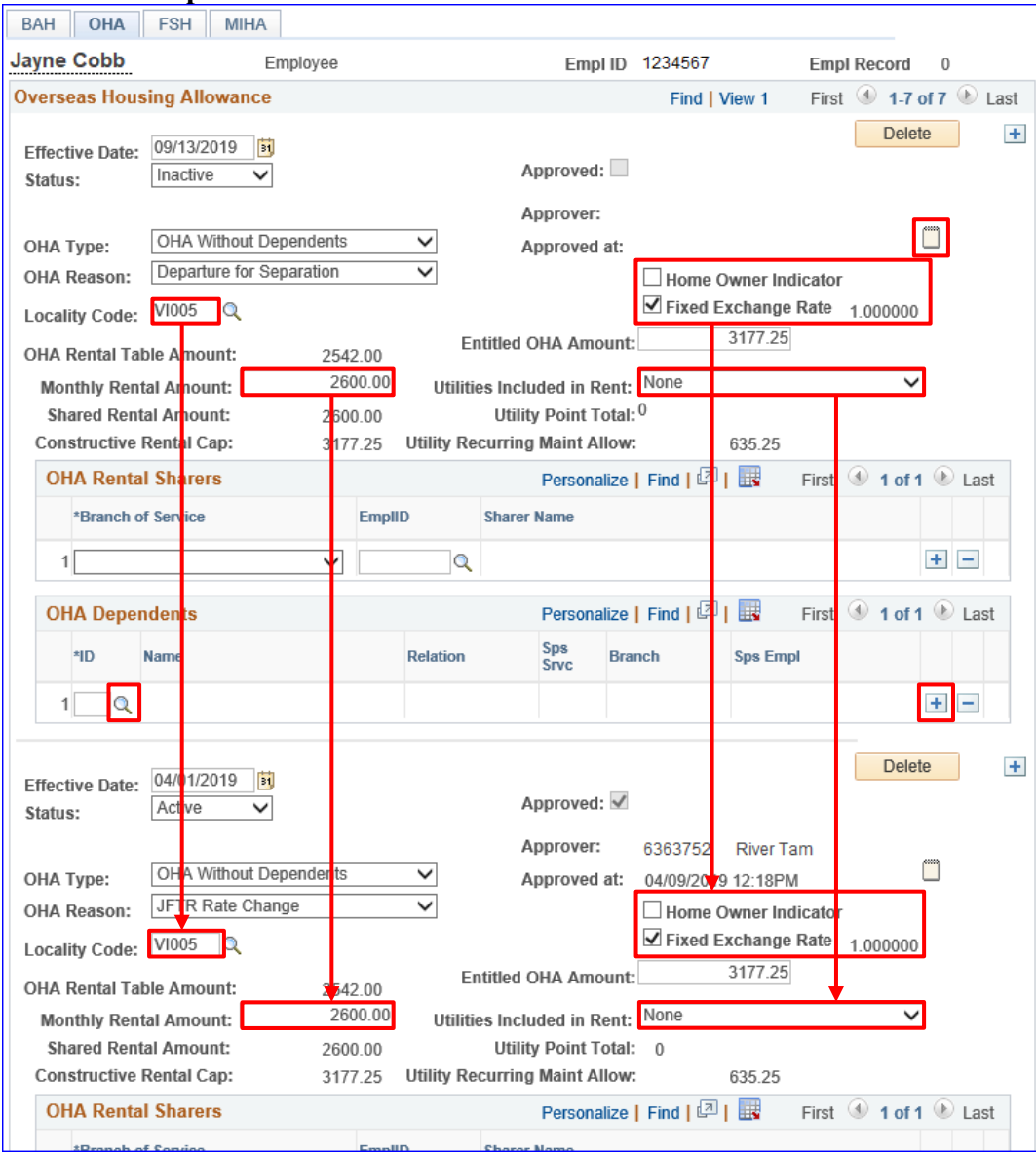
Procedures,  
continued

Step	Action
7	<p>Using the drop-down, select the OHA Reason.</p> <p>The screenshot displays the OHA system interface for Jayne Cobb (Employee ID 1234567). It shows two OHA records. The top record is for an 'Inactive' OHA with an effective date of 09/13/2019. The 'OHA Reason' dropdown menu is open, showing various options. The 'Departure for Separation' option is highlighted with a red box. The bottom record is for an 'Active' OHA with an effective date of 04/01/2019 and a reason of 'JFTR Rate Change'. The 'Fixed Exchange Rate' checkbox is checked.</p>

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# Stopping OHA – Departing the Area, Continued

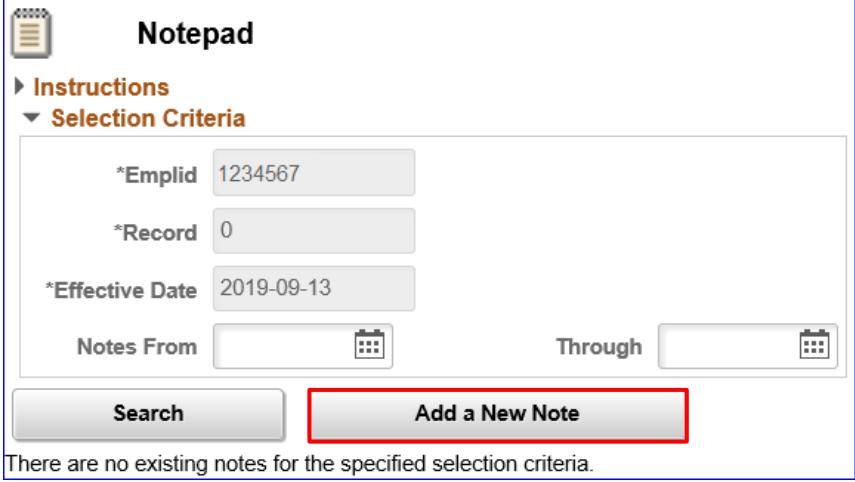
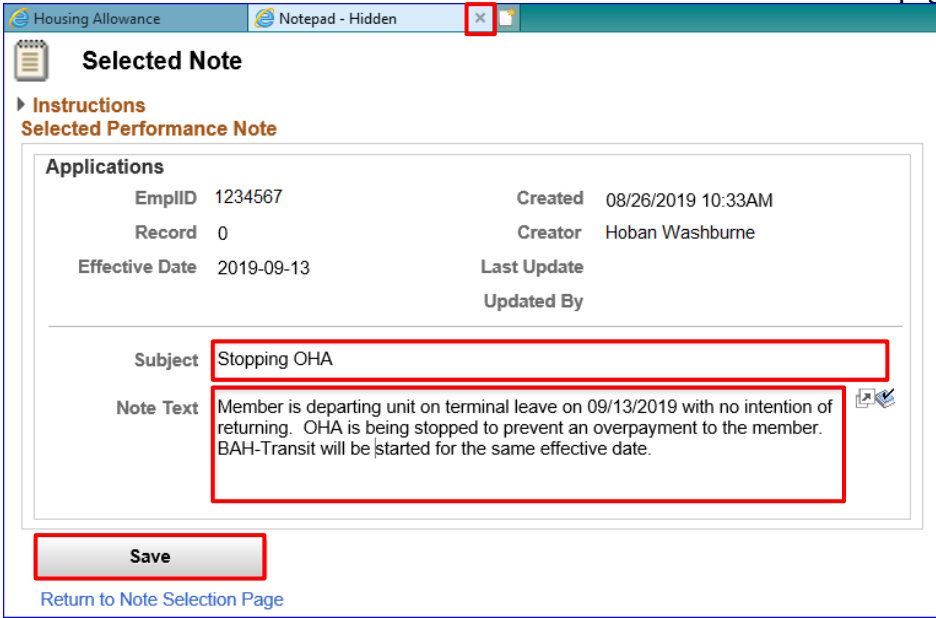
Procedures,  
continued

Step	Action
8	<p>Update the <b>Locality Code</b>, <b>Monthly Rental Amount</b>, <b>Home Owner Indicator</b> or <b>Fixed Exchange Rate</b>, <b>Utilities Included in Rent</b>, and the <b>Utility Point Total</b> (if applicable) to mirror the previous OHA row. The <b>Entitled OHA Amount</b> will auto-populate based on each of the fields entered.</p> <p>If the member was drawing OHA with dependents, they will need to be added to the new OHA row by clicking the <b>lookup</b> icon under OHA Dependents. Click the (+) button to add additional dependents as appropriate.</p> <p>Click the <b>Notepad</b> icon.</p> 

Continued on next page

# Stopping OHA – Departing the Area, Continued

Procedures,  
continued

Step	Action
9	<p>The Notepad will open in a new window. Select <b>Add a New Note</b>.</p>  <p>The screenshot shows a Notepad window with the following details:</p> <ul style="list-style-type: none"> <li><b>Notepad</b> title bar</li> <li><b>Instructions</b> section expanded to <b>Selection Criteria</b></li> <li>Fields for: *Emplid (1234567), *Record (0), *Effective Date (2019-09-13)</li> <li>Fields for: Notes From (calendar icon) and Through (calendar icon)</li> <li>Buttons: Search and <b>Add a New Note</b> (highlighted with a red box)</li> <li>Message: "There are no existing notes for the specified selection criteria."</li> </ul>
10	<p>Enter a <b>Subject</b> and <b>Note Text</b> describing the reason for the OHA row. Click <b>Save</b> and then 'X' out of the window to return to the member's OHA page.</p>  <p>The screenshot shows a 'Selected Note' window with the following details:</p> <ul style="list-style-type: none"> <li>Browser tabs: Housing Allowance, Notepad - Hidden (with a red 'X' icon)</li> <li><b>Selected Note</b> title bar</li> <li><b>Instructions</b> section expanded to <b>Selected Performance Note</b></li> <li><b>Applications</b> section with details: EmplID 1234567, Record 0, Effective Date 2019-09-13, Created 08/26/2019 10:33AM, Creator Hoban Washburne, Last Update, Updated By</li> <li><b>Subject</b> field: Stopping OHA (highlighted with a red box)</li> <li><b>Note Text</b> field: Member is departing unit on terminal leave on 09/13/2019 with no intention of returning. OHA is being stopped to prevent an overpayment to the member. BAH-Transit will be started for the same effective date. (highlighted with a red box)</li> <li><b>Save</b> button (highlighted with a red box)</li> <li>Link: Return to Note Selection Page</li> </ul>

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# Stopping OHA – Departing the Area, Continued

Procedures,  
continued

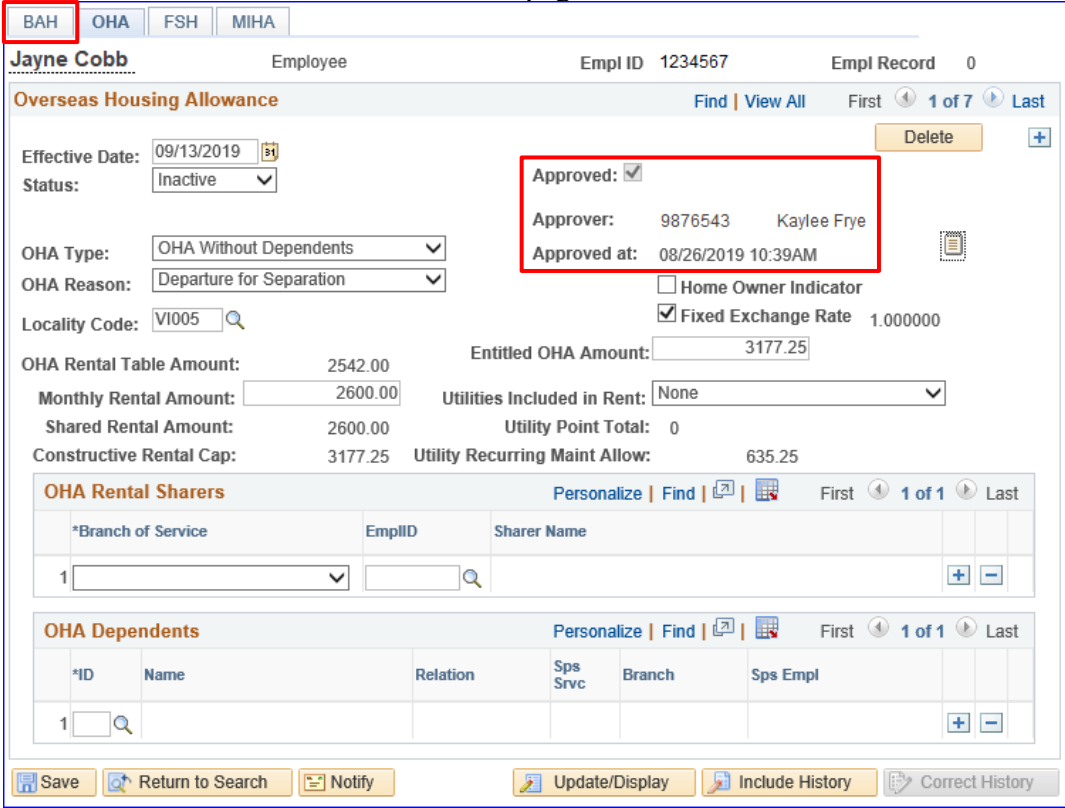
Step	Action
11	<p>Scroll to the bottom of the page and click <b>Save</b>. The OHA request will be forwarded to the SPO tree for approval.</p> <p>It is important to <b>request immediate approval</b> so BAH-Transit can be started.</p>

The screenshot shows the 'Overseas Housing Allowance' form for employee Jayne Cobb (Empl ID 1234567). The form is currently in an 'Inactive' state. Key details include an effective date of 09/13/2019 and an OHA type of 'OHA Without Dependents' with a reason of 'Departure for Separation'. The locality code is VI005. Financial details show a table amount of 2542.00, a monthly rental of 2600.00, and an entitled amount of 3177.25. The form also includes sections for rental sharers and dependents, and a navigation bar at the bottom with a 'Save' button highlighted in red.

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# Stopping OHA – Departing the Area, Continued

Procedures,  
continued

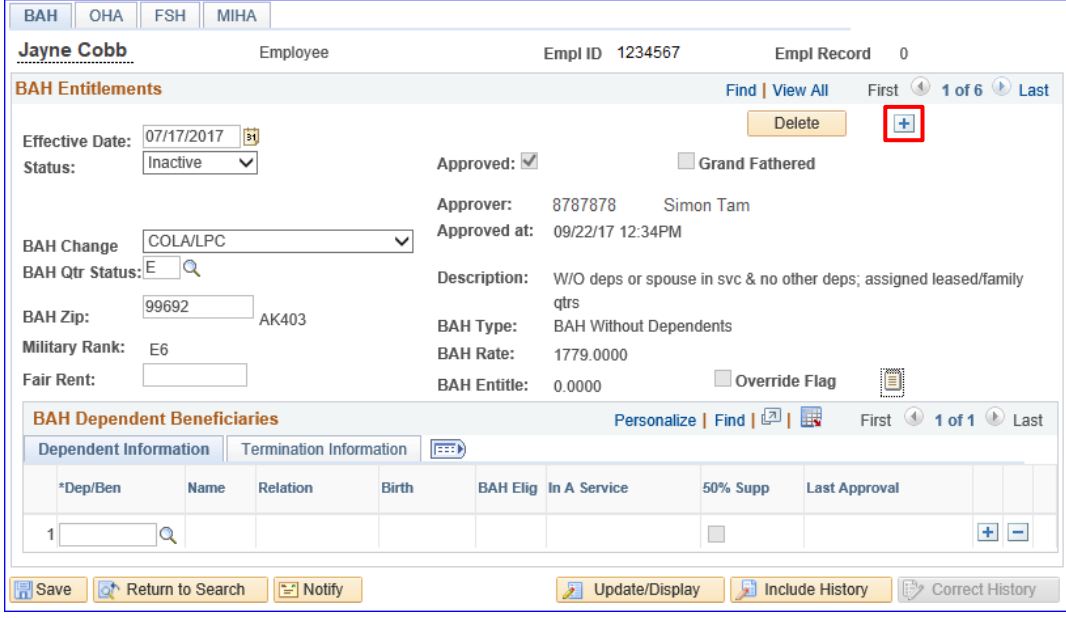
Step	Action
12	<p>Verify the OHA request has been approved (see Steps 1-4 for navigating back to the member’s OHA page). The <b>Approved</b> box will be checked, and the <b>Approver</b> information will be populated.</p> <p>Click the <b>BAH</b> tab to return to the BAH page.</p>  <p>The screenshot shows the OHA system interface for Jayne Cobb (Employee ID 1234567). The 'BAH' tab is selected. The 'Approved' checkbox is checked, and the approver is Kaylee Frye (9876543) with an approval date of 08/26/2019 10:39AM. The OHA details include: Effective Date: 09/13/2019, Status: Inactive, OHA Type: OHA Without Dependents, OHA Reason: Departure for Separation, Locality Code: VI005, Entitled OHA Amount: 3177.25, Monthly Rental Amount: 2600.00, Shared Rental Amount: 2600.00, Constructive Rental Cap: 3177.25, and Utility Recurring Maint Allow: 635.25. The interface also shows OHA Rental Sharers and OHA Dependents sections.</p>

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# Stopping OHA – Departing the Area, Continued

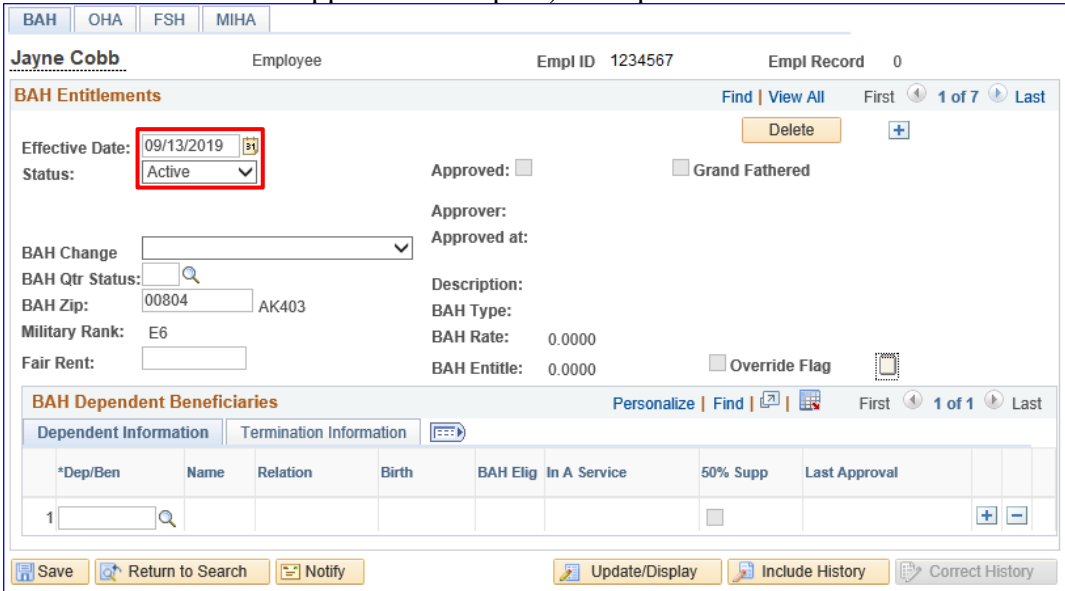
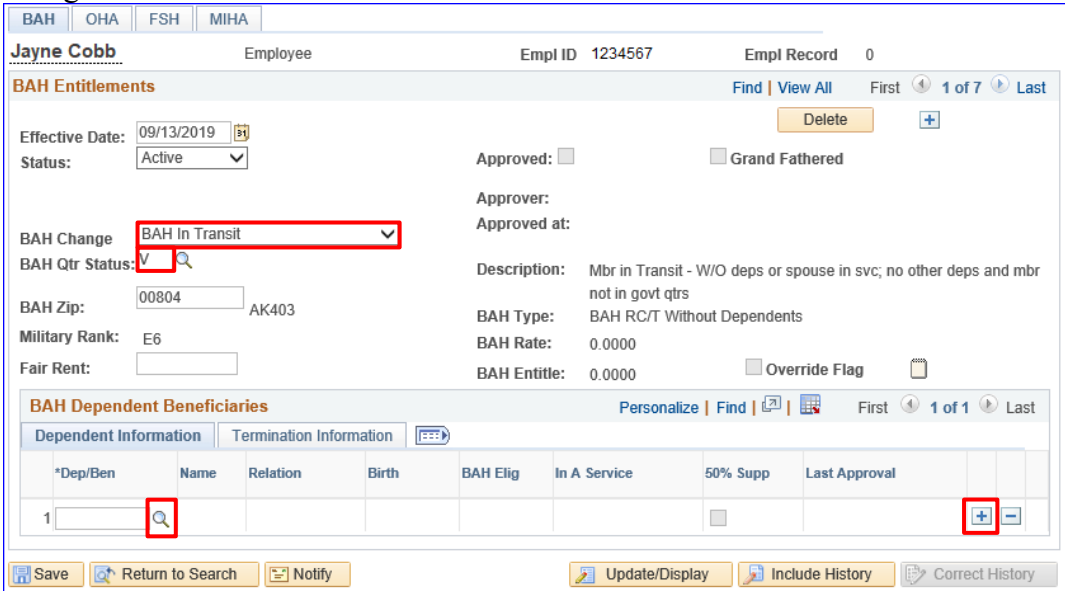
Procedures,  
continued

Step	Action
13	<p>If the current BAH row is blank, skip to Step 14. If the member has an existing BAH row, click the (+) button.</p>  <p>The screenshot displays the 'BAH Entitlements' and 'BAH Dependent Beneficiaries' sections for employee Jayne Cobb (Empl ID 1234567). The BAH Entitlements section includes fields for Effective Date (07/17/2017), Status (Inactive), Approved (checked), and Grand Fathered (unchecked). The BAH Dependent Beneficiaries section shows a table with one row and a search icon.</p>

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# Stopping OHA – Departing the Area, Continued

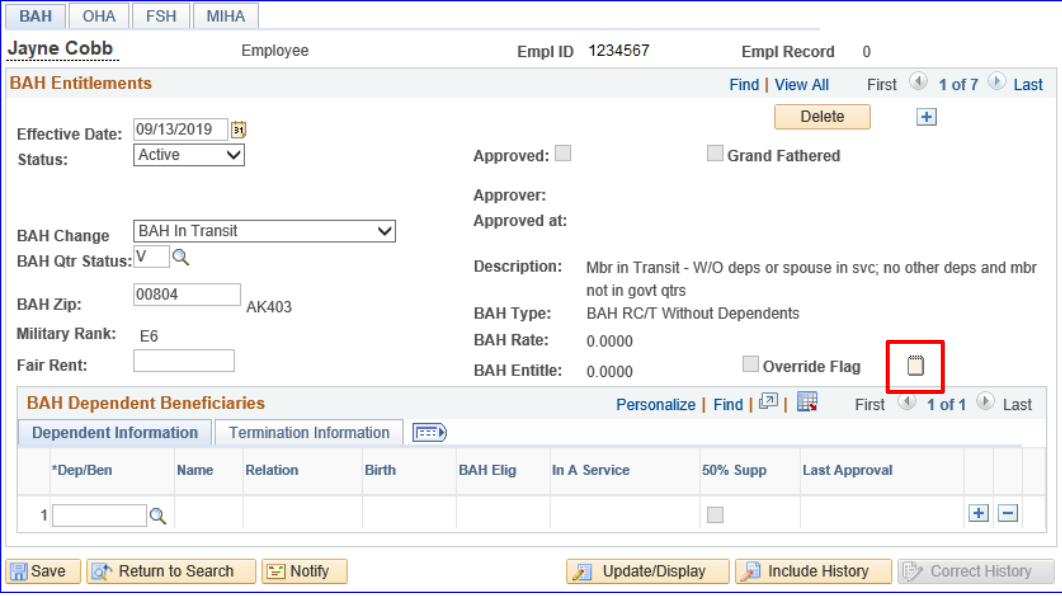
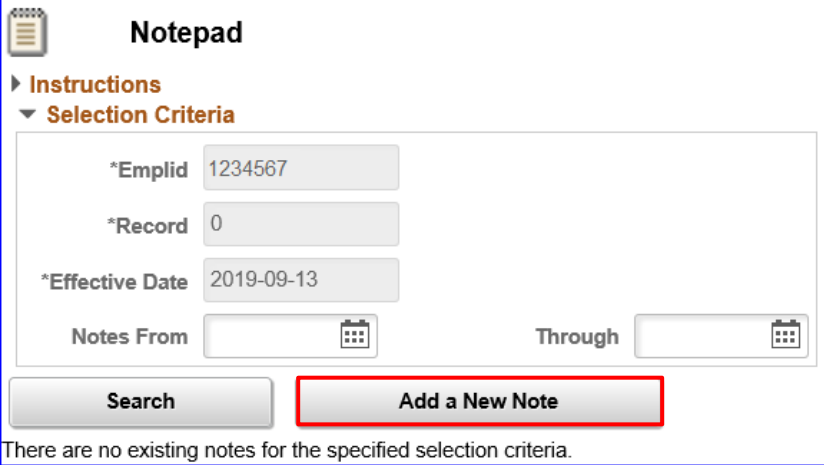
Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>A new row will display. Enter the <b>Effective Date</b> (this should be the same date as the Inactive OHA row approved in step 12) and update the <b>Status</b> to Active.</p> 
<p><b>15</b></p>	<p>Using the drop-down, select the <b>BAH Change</b> reason and <b>BAH Qtr Status</b> code. If the member has dependents, be sure to add them by clicking the <b>lookup</b> icon under *Dep/Ben and selecting them from the provided list.</p> <p><b>Note:</b> The <b>BAH Zip</b> will auto-populate based on the member’s location. Do not change.</p> 

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# Stopping OHA – Departing the Area, Continued

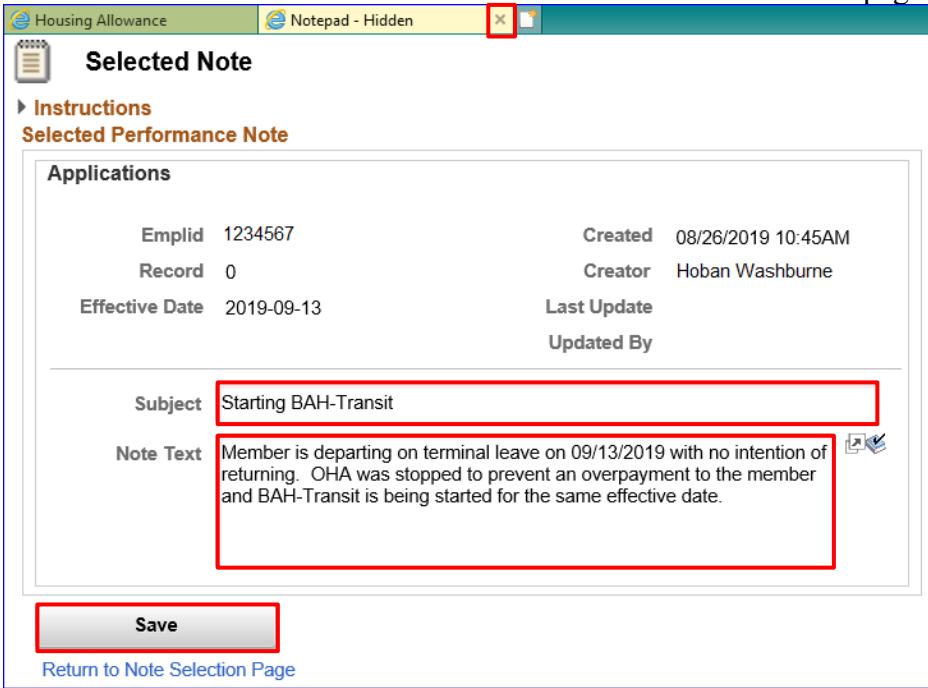
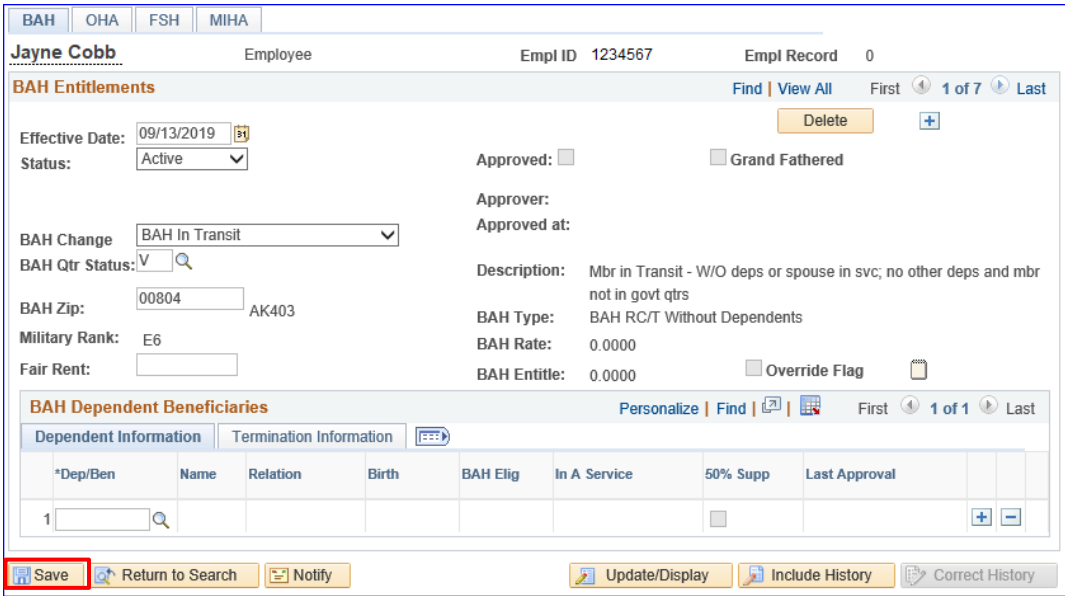
Procedures,  
continued

Step	Action
<p><b>16</b></p>	<p>Click the <b>Notepad</b> icon.</p> 
<p><b>17</b></p>	<p>The Notepad will open in a new window. Select <b>Add a New Note</b>.</p>  <p>There are no existing notes for the specified selection criteria.</p>

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# Stopping OHA – Departing the Area, Continued

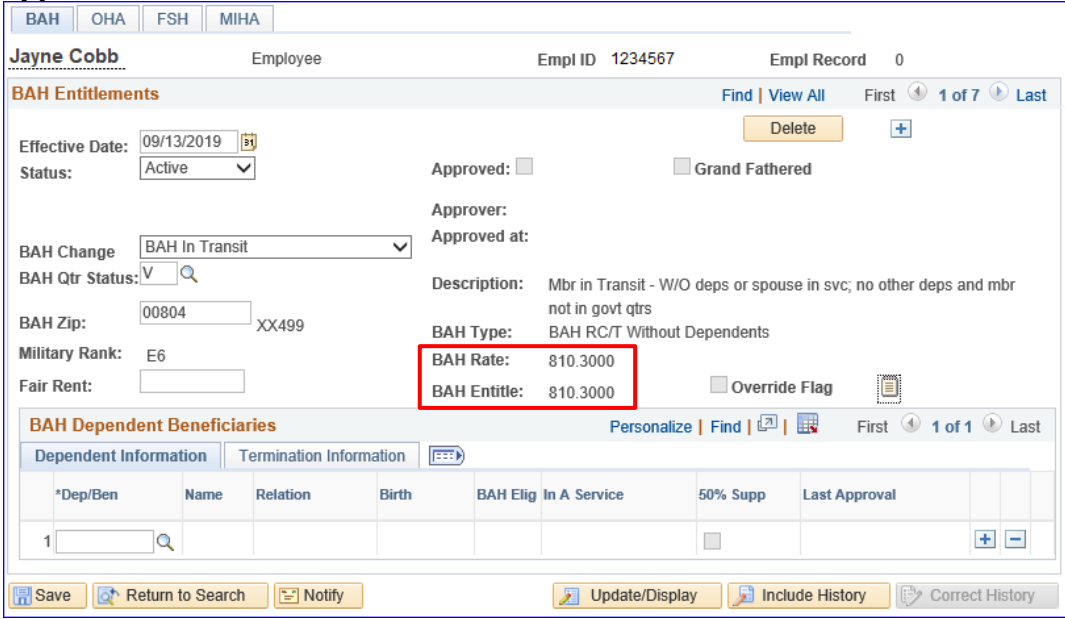
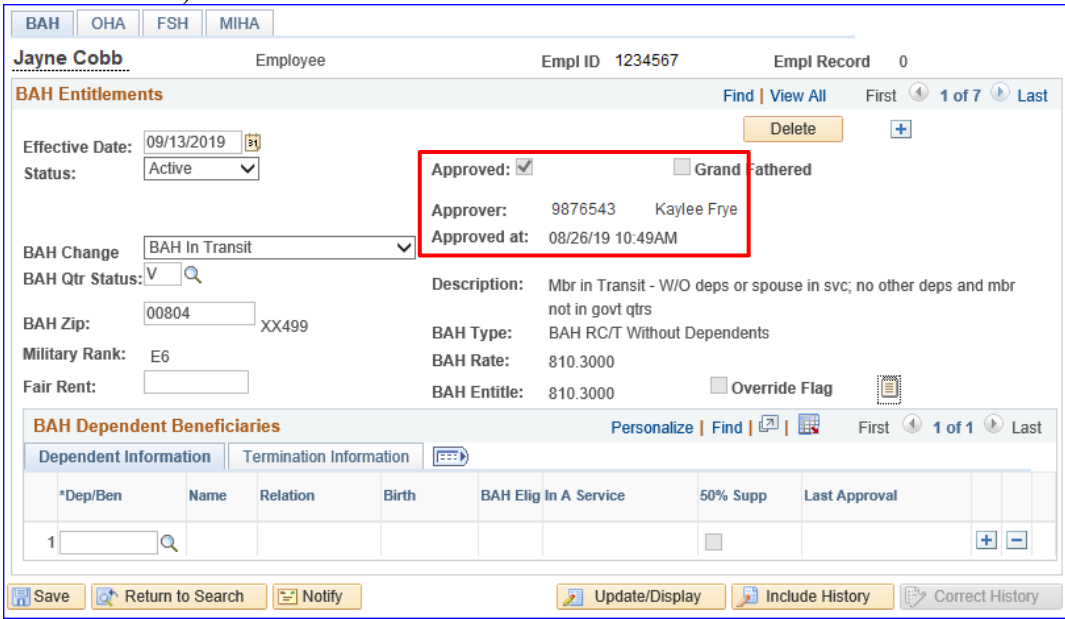
Procedures,  
continued

Step	Action
<p><b>18</b></p>	<p>Enter a <b>Subject</b> and <b>Note Text</b> describing the reason for the BAH row. Click <b>Save</b> and then ‘X’ out of the window to return the member’s BAH page.</p> 
<p><b>19</b></p>	<p>Click <b>Save</b>.</p> 

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# Stopping OHA – Departing the Area, Continued

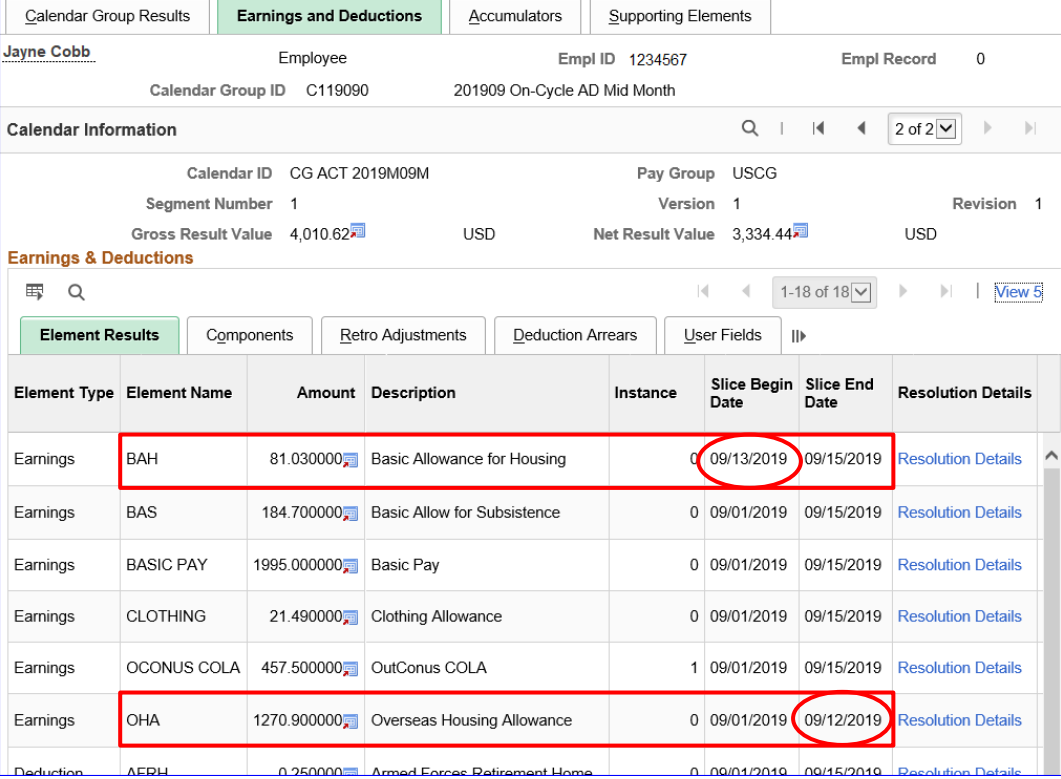
Procedures,  
continued

Step	Action
20	<p>Upon saving, the <b>BAH Rate</b> and <b>BAH Entitle</b> will populate and the request will be routed to the SPO tree for approval. It is important to <b>request immediate approval</b>.</p>  <p>The screenshot shows the 'BAH Entitlements' section for Jayne Cobb (Employee ID 1234567). The 'BAH Rate' and 'BAH Entitle' fields are highlighted with a red box, both showing the value 810.3000. Other fields include Effective Date (09/13/2019), Status (Active), BAH Change (BAH In Transit), and BAH Type (BAH RC/T Without Dependents).</p>
21	<p>Per <a href="#">Email ALSPO B/19</a>, once the OHA and BAH requests have been approved, it is important to review the member’s Pay Calculation Results to ensure the pay transactions processed correctly. Please see the <a href="#">Pay Calculation Results</a> user guide for more information on navigating, reviewing, and validating pay transactions (see Step 22 to view the Pay Calculation Results for the example used in this section).</p>  <p>The screenshot shows the 'BAH Entitlements' section for Jayne Cobb (Employee ID 1234567). The 'Approved' checkbox is checked, and the 'Approved at' field shows the date and time 08/26/19 10:49AM. Other fields include Effective Date (09/13/2019), Status (Active), BAH Change (BAH In Transit), and BAH Type (BAH RC/T Without Dependents).</p>

Continued on next page

# Stopping OHA – Departing the Area, Continued

Procedures,  
continued

Step	Action																																																																
22	<p>In this example, the member departed the area on 09/13/2019; therefore, OHA was stopped on 09/12/2019 (notice the Slice End Date) and BAH-Transit was started on 09/13/2019 (notice the Slice Begin Date).</p>  <table border="1" data-bbox="331 533 1396 1310"> <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>81.030000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>09/13/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>184.700000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1995.000000</td> <td>Basic Pay</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>21.490000</td> <td>Clothing Allowance</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>OCONUS COLA</td> <td>457.500000</td> <td>OutConus COLA</td> <td>1</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>OHA</td> <td>1270.900000</td> <td>Overseas Housing Allowance</td> <td>0</td> <td>09/01/2019</td> <td>09/12/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFPH</td> <td>0.250000</td> <td>Armed Forces Retirement Home</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</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	81.030000	Basic Allowance for Housing	0	09/13/2019	09/15/2019	Resolution Details	Earnings	BAS	184.700000	Basic Allow for Subsistence	0	09/01/2019	09/15/2019	Resolution Details	Earnings	BASIC PAY	1995.000000	Basic Pay	0	09/01/2019	09/15/2019	Resolution Details	Earnings	CLOTHING	21.490000	Clothing Allowance	0	09/01/2019	09/15/2019	Resolution Details	Earnings	OCONUS COLA	457.500000	OutConus COLA	1	09/01/2019	09/15/2019	Resolution Details	Earnings	OHA	1270.900000	Overseas Housing Allowance	0	09/01/2019	09/12/2019	Resolution Details	Deduction	AFPH	0.250000	Armed Forces Retirement Home	0	09/01/2019	09/15/2019	Resolution Details
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Earnings	BAS	184.700000	Basic Allow for Subsistence	0	09/01/2019	09/15/2019	Resolution Details																																																										
Earnings	BASIC PAY	1995.000000	Basic Pay	0	09/01/2019	09/15/2019	Resolution Details																																																										
Earnings	CLOTHING	21.490000	Clothing Allowance	0	09/01/2019	09/15/2019	Resolution Details																																																										
Earnings	OCONUS COLA	457.500000	OutConus COLA	1	09/01/2019	09/15/2019	Resolution Details																																																										
Earnings	OHA	1270.900000	Overseas Housing Allowance	0	09/01/2019	09/12/2019	Resolution Details																																																										
Deduction	AFPH	0.250000	Armed Forces Retirement Home	0	09/01/2019	09/15/2019	Resolution Details																																																										