BAH-Transit (BAH-TR) for New Accessions

Introduction	This guide provides procedures for a SPO to start Basic Allowance for Housing-Transit (BAH-TR) in Direct Access (DA).				
Reference	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)				
BAH-Transit	A Transit housing allowance is a temporary housing allowance paid while a member is in a travel or leave status between permanent duty stations, provided the member is not assigned Government quarters, including dependents who may be assigned to Government owned or leased family-type quarters. See Section 3.G.3.b of reference (a) when a member without dependents acquires a dependent while in transit. The Transit rate continues during proceed time and authorized delays En route, including TDY En route.				
New Accession	ew Accession A member in the accession pipeline includes:				
	• Members who are undergoing initial entry training, to include Reserve members undergoing Initial Active Duty for Training (IADT);				
	• Students (including ROTC and OCS) without prior Military Service (see Note on next page).				
	• Service academy graduates upon graduation, until arrival at the first PDS (see Note on next page).				
	A member remains in the accession pipeline until:				
	• The member arrives at a PDS; including a training location of 20 or more weeks; or				
	• A Reserve member completes Initial Active Duty for Training (IADT) or arrives at a PDS; whichever occurs first.				
	(a) A member without a dependent in the accession pipeline is authorized BAH-TR when in a travel status, leave En route, or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS.				
	(b) The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.				

New Accession, continued	NOTE: An academy or ROTC graduate without a dependent, who remains on Active Duty at the graduation/commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Government quarters, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure En route to the training location. If the officer acquires a dependent, the officer's BAH with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.			
Entitlement	New Accessions, <u>without dependents</u> , En route PCS from the accession point to their first PDS or between training locations are eligible for BAH-TR. Examples:			
	1. Academy Graduate, with no prior service: Start BAH-TR the date the officer departs to the day prior to day the officer reports to their first PDS.			
	2. OCS Graduate, with no prior service: Start BAH-TR the date the officer departs to the day prior to the day the officer reports to their first PDS.			
	3. Recruit Training Graduate, with no prior service: Start BAH-TR effective the date the member departs the training location to the date prior to the day the member reports to the first PDS or Training Center (TRACEN).			
	• For a member without dependents reporting to a TRACEN before reporting to their first PDS, because Government quarters are available at the TRACEN, effective their reporting date to the TRACEN, the member is only authorized BAH-Partial, or if paying child support, BAH-DIFF. The member is again authorized BAH-TR upon their school completion/PCS departure date to the day before the member reports to the first PDS.			
	 For members with dependents reporting to a TRACEN before reporting to their first PDS, if their dependents location is: a. In the U.S continue BAH for the dependents location. 			
	b. Outside the U.S continue BAH for the initial training location.			

Procedure See below.

Step	Action				
1	Click on the AD/RSV Payroll Workcenter tile.				
	AD/RSV Payroll Workcenter				
	~>				
2	Select the Housing Allowar	nce option.			
	Act/RSV Pay Shortcuts				
	AvIP				
	BAH Dep Data Verification				
	Cost of Living Allowance				
	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				
	View Open Debts / Overpayments				
	View Payslips (AD/RSV)				
	Voluntary Deductions				

Procedure,

continued

Step	Action			
3	Enter the member's Empl ID , check the Correct History box and click Search .			
	Housing Allowance			
	Enter any information you have and click Search. Leave fields blank for a list of all values.			
	Find an Existing Value			
	Search Criteria			
	Emplit D. having with 14 4224567			
	Empl Decord			
	Name begins with V			
	Last Name begins with V			
	Second Last Name begins with V			
	Alternate Character Name begins with 🗸			
	Middle Name begins with 🗸			
	Business Unit begins with 🗸			
	Department Set ID begins with 🗸			
	Department begins with 🗸			
	□ Include History □ Case Sensitive			
	Search Clear Basic Search 🖾 Save Search Criteria			

Procedure,

continued

Step	Action						
4	The member's BAH page will display. It is important to take a screenshot of						
	the current BAH row before making any changes.						
	BAH OHA FSH MIHA						
	Steven Universe Employee Empl ID 1234567 Empl Record 0						
	BAH Entitlements Find View All First 🚯 1 of 1 🕑 Last						
	Effective Date: 03/08/2020						
	Status: Inactive V Approved: Grand Fathered						
	Approver: 9876543 Rose Quartz						
	BAH Change Hire V Approved at: 03/08/2020 5:54PM						
	BAH Qtr Status: DQ Description: W/O deps or spouse in svc & no other deps; assigned CG-owned						
	BAH Zip: 94952 CA027 Single qtrs						
	Military Rank: E3 BAH Rate: 7 8000						
	Fair Rent: BAH Entitle: 7.8000 Override Flag						
	BAH Dependent Beneficiaries Personalize Find 💷 🧱 First 🕥 1 of 1 🕑 Last						
	Dependent Information Termination Information						
	*Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval						
	Return to Search Notify Dydate/Display Include History Correct History						

Procedure,

continued

Step	Action					
5	• Ensure the Effective Date matches the PCS Departure Date (if it does not, see the Basic Allowance for Housing user guide for procedures to correct BAH).					
	• Update the Status to reflect Active					
	• Using the BAH Change drop-down, select the appropriate reason for the BAH Change.					
	• Using the BAH Qtr Status lookup, select V or U.					
	• V – Mbr in Transit – W/O deps or spouse in svc; no other deps and mbr					
	not in govt qtrs.					
	 U – Mbr in Transit – With deps or paying child support; mbr & deps not 					
	assigned to govt qtrs.					
	• Review the BAH Zip to ensure it is correct.					
	Click Save.					
	Steven Universe Employee Empl ID 1234567 Empl Record 0					
	BAH Entitlements Find View All First V 1 of 1 V Last					
	Effective Date: 03/08/2020 B					
	Approver: 9876543 Rose Quartz					
	BAH Change BAH In Transit V Approved at: 03/08/2020 5:54PM					
	BAH Qtr Status: V Q Description: W/O deps or spouse in svc & no other deps; assigned CG-owned					
	BAH Zip: 94952 Single qtrs CA027 BAH Type: BAH Partial					
	Military Rank: E3 BAH Rate: 7.8000					
	Fair Rent: BAH Entitle: 7.8000 Override Flag					
	BAH Dependent Beneficiaries Personalize Find 🖾 🖼 First 🕚 1 of 1 🕑 Last					
	*Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval					
	🔚 Save 🔯 Return to Search 🔄 Notify 😥 Update/Display 👂 Include History					

Procedure,

continued

Step	Action					
6	Upon clicking save, the Approver information will be blank and the					
	Description , BAH Type , BAH Rate , and BAH Entitle will update based on					
	the selections made in Step 4. The BAH request will be routed to the SPO tree					
	for approval.					
	BAH OHA FSH MIHA					
	Steven Universe Employee Empl ID 123/567 Empl Record 0					
	RAH Entitlements					
	Effective Date: 03/08/2020					
	Approver. Approved at:					
	BAH Change Description: Mr. in Transit, W/O dens or shouse in sver to other dens and mbr.					
	P4952 CA027 CA027					
	Military Rank: E3 BAH Rate: 606 0000					
	Fair Rent: BAH Entitle: 606,0000 Override Flag					
	BAH Dependent Beneficiaries Personalize Find 🔄 🤀 First 🕚 1 of 1 🕑 Last					
	Dependent Information Termination Information					
	*Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval					
	Return to Search 🔄 Notify					
7	Once the BAH transaction is approved, it is important to review the member's					
	pay calculation results to ensure BAH started correctly. Click on the Pay					
	Processing Shortcuts Tile.					
	NOTE: For guidence on paying ting Pay Calculation Popults, see the Viewing					
	Pay Processing Shortouts user guide					
	Pay Processing Shortcuts user guide.					
8	Select the Pay Calculation Results option.					
	Element Assignment By Payee					
	Cne Time (Positive Input)					
	Pay Calculation Results					

Procedure,

continued

Step	Action						
9	Enter the member's Empl ID and click Search . Select the appropriate Calendar						
	ID from the Search Results (not shown).						
	Results by Calendar Group						
	Enter any information you have and click Search. Leave fields blank for a list of all values.						
	Find an Existin	ng Value					
	Search Criteria						
	Empl ID	begins w	vith 🗸 123456	7			
	Empl Record	=	•				
	Calendar Group ID	begins w	vith 🗸			Q	
	Name	begins w	vith 🗸				
	Search Clear Basic Search 🖾 Save Search Criteria						
10	Review the BAH e	element un	der Earnings a	nd Dedu	ctions	to ver	ify it processed
	correctly.		11				
	Calendar Group Results Earnings a	nd Deductions Ac	cumulators Supporting Eleme	ents			
	Steven Universe Empl Calendar Group ID C	oyee :120030	Empl ID 1: 202003 On-Cycle AD Mid N	234567 Aonth	Em	pl Record	0
	Calendar Information					QI	I
	Calendar ID CG ACT 2020M03M Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 1,726.77 USD Net Result Value 1,249.18 USD Earnings & Deductions						
	Element Results Components	Retro Adjustments	Deduction Arrears	Fields ▶		1-5 01	
	Element Type Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
	Earnings BAH	319.200000	Basic Allowance for Housing	0	03/01/2020	03/07/2020	Resolution Details
	Earnings BAH	161.600000	Basic Allowance for Housing	0	03/08/2020	03/15/2020	Resolution Details
	Earnings BAS	186.360000	Basic Allow for Subsistence	0	03/01/2020	03/15/2020	Resolution Details
	Earnings BASIC PAY	1021.350000	Basic Pay	0	03/01/2020	03/15/2020	Resolution Details