

Start CONUS COLA

Introduction This guide provides the procedures for starting CONUS COLA in Direct Access (DA).

Important Information Do **NOT** create a CONUS COLA row if the CONUS COLA rate is \$0.


References (a) [Joint Travel Regulations \(JTR\), Chapter 8](#)
 (b) [DOD FMR Vol 7A, Chapter 67 - CONUS COLA](#)

Important

- If a member's CONUS COLA is paying at the incorrect step review the member's Job Data to ensure the Pay Entry Base Date (PEBD) is correct. A SOCS may need to be submitted to correct the member's PEBD which is what CONUS COLA pulls its step rate from.
- When entering a zip code for CONUS COLA, the zip code is limited to 5 digits. **Do NOT add any additional numbers or letters after the initial zip code. Adding more than the 5 digit zip code will result in non-payment of CONUS COLA.**

LPC Row A Legislative Pay Change (LPC) for Housing Allowances and COLA pages should **never** be deleted unless immediately replaced with a corrected LPC row.

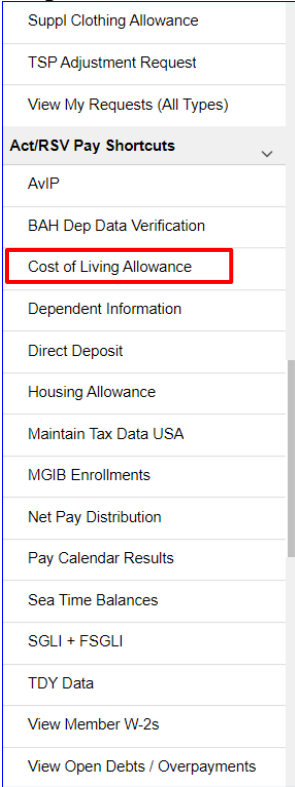
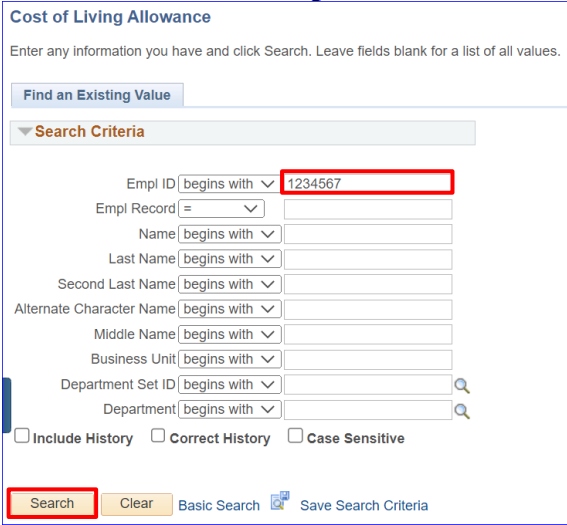
Procedures See below.

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Click on the AD/RSV Payroll Workcenter tile. <div data-bbox="316 1442 730 1765" style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: blue;">AD/RSV Payroll Workcenter</p>  </div> |

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Start CONUS COLA

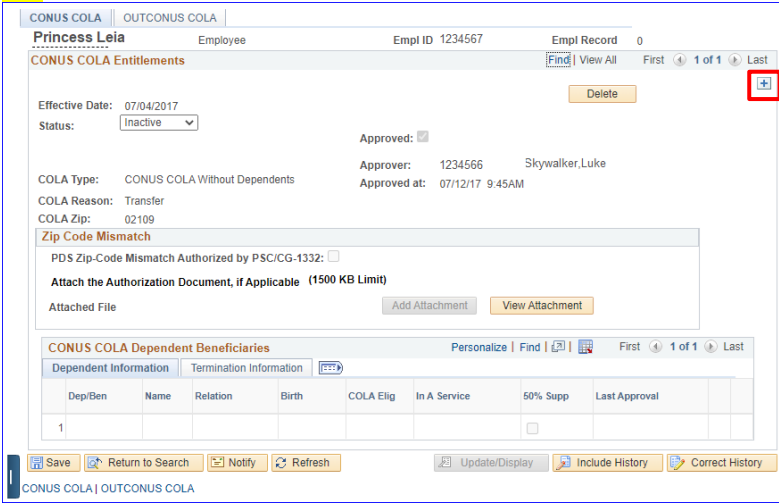
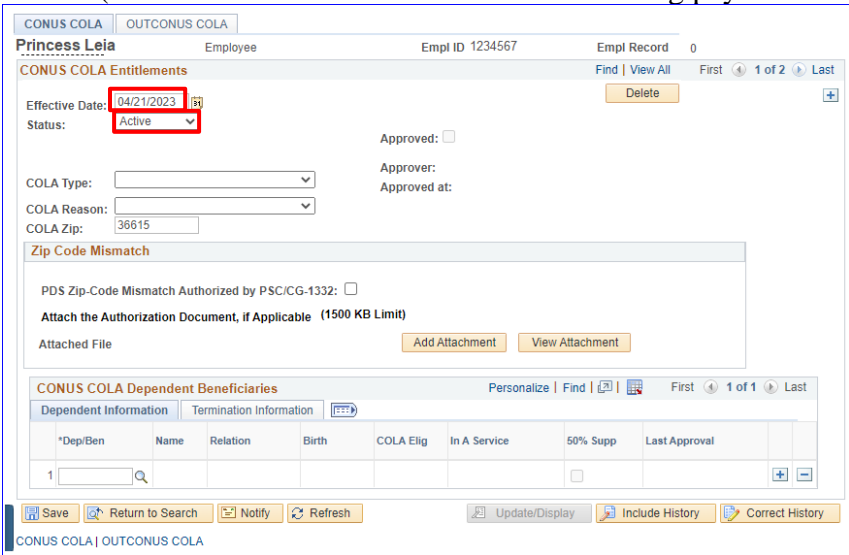
Procedures,
continued

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | <p>Scroll to the Cost of Living Allowance option under the Act/RSV Pay Shortcuts drop-down.</p>  |
| 3 | <p>Enter the member's Empl ID and click Search.</p>  |

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Start CONUS COLA, Continued

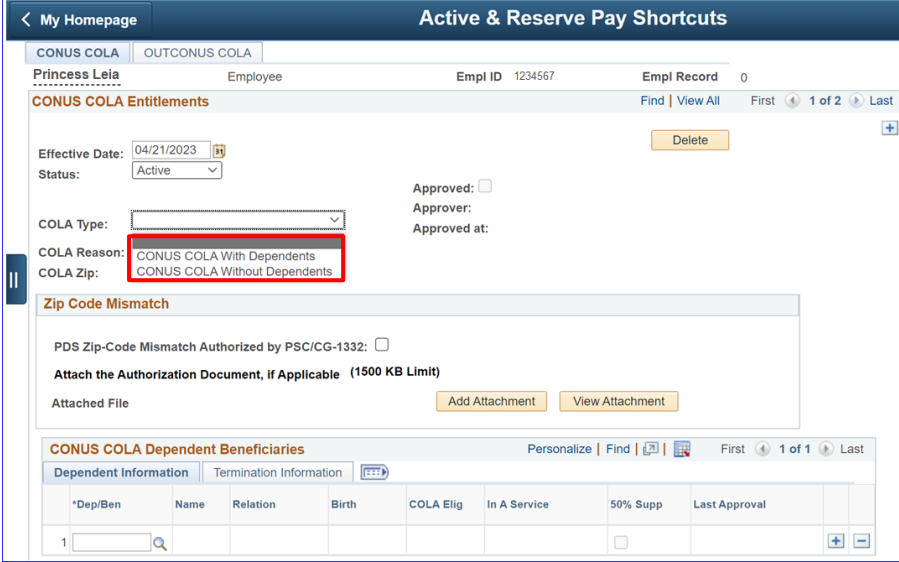
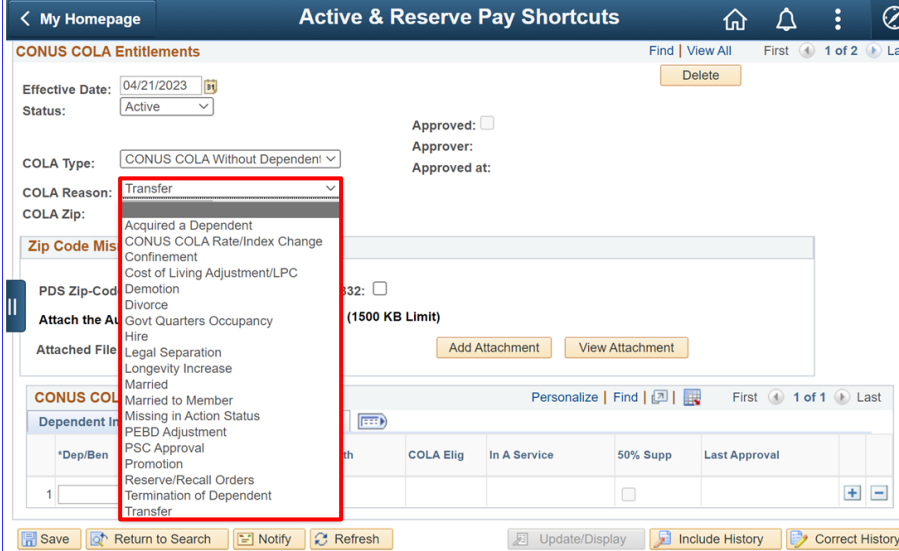
Procedures,
continued

| Step | Action |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4</p> | <p>The member's current CONUS COLA information (if any) will display. If there is not a current CONUS COLA row (as shown below), skip to Step 4. If the member currently has a CONUS COLA row, click the (+) button to add a new row.</p> <p>Remember: Do NOT create a CONUS COLA row if the CONUS COLA rate is \$0.</p>  |
| <p>5</p> | <p>Enter the Effective Date of the CONUS COLA entitlement. Ensure the status is Active (Inactive indicates the member is not drawing pay and allowances).</p>  |

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Start CONUS COLA, Continued

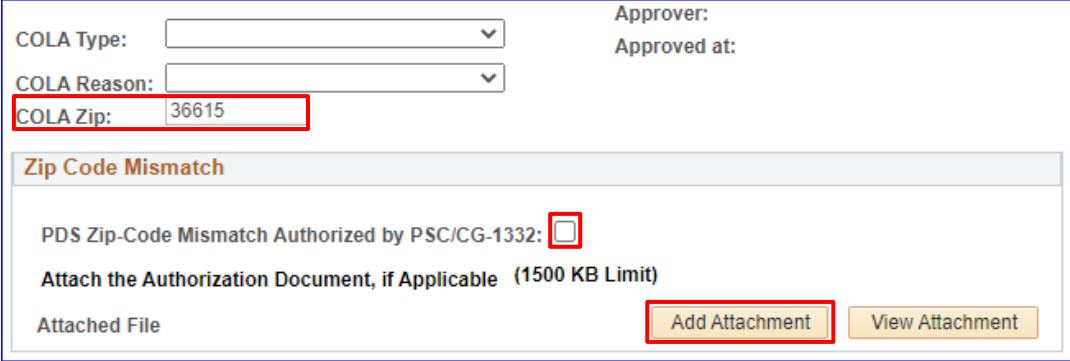
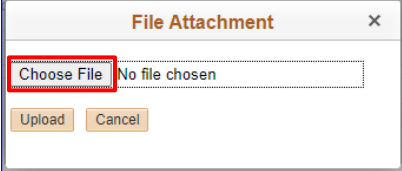

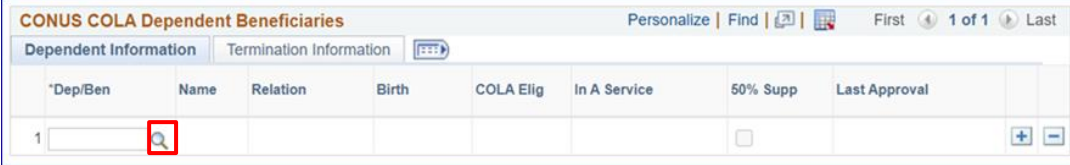
Procedures,
continued

| Step | Action |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>6</p> | <p>Using the drop-down, select the appropriate COLA Type.</p>  |
| <p>7</p> | <p>Using the drop-down, select the appropriate COLA Reason.</p>  |

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Start CONUS COLA, Continued

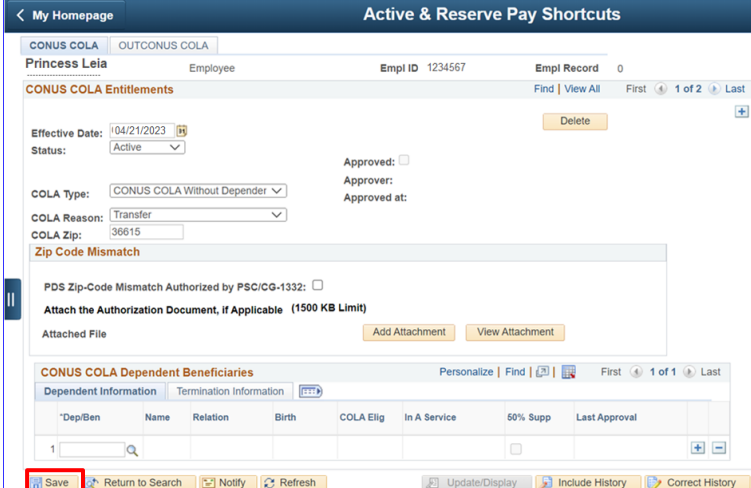
Procedures,
continued

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | <p>COLA Zip will be prefilled. If you are not changing COLA Zip, skip to step 11. If you are changing COLA Zip, you must complete the Zip Code Mismatch information section. Enter appropriate COLA Zip, check PDS Zip-Code Mismatch box, and click Add Attachment.</p>  |
| 9 | <p>Click on Choose File, then search through your folder where you saved the attachment and upload document.</p>  |
| 10 | <p>Choose View Attachment to ensure it looks correct. Verify information is now displayed correctly.</p>  |
| 11 | <p>If the member is authorized CONUS COLA with Dependents, click the *Dep/Ben lookup and select the appropriate dependent(s) from the Search Results.</p>  |

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Start CONUS COLA, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | |
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| 12 | <p>Once all the information has been entered appropriately, click Save.</p>  | | | | | | | | | | | | | | | | | |
| 13 | <p>If you changed the COLA Zip and the check box was not selected, or the attachment did not upload correctly you will receive one of the following messages. Review/repeat steps 8-10 and click Save.</p> <div data-bbox="316 1099 743 1249" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Select the checkbox to indicate member received authorization. (30007,408)</p> <p>You must select the checkbox to indicate member received authorization for a zip-code other than member's current duty location zip-code and attach the authorization document before Conus Cola entry can be saved.</p> <p style="text-align: center;"><input type="checkbox"/> OK</p> </div> <div data-bbox="316 1272 1121 1384" style="border: 1px solid black; padding: 5px;"> <p>The Zip-Code Mismatch authorization document is missing. (30007,409)</p> <p>You must upload the Zip-Code Mismatch authorization document before the Conus Cola entry can be saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> | | | | | | | | | | | | | | | | | |
| 14 | <p>The CONUS COLA request will be forwarded to the SPO tree for approval.</p> | | | | | | | | | | | | | | | | | |
| 15 | <p>As with all pay transactions, verify the correct amount is being paid to the member after SPO approval. If CONUS COLA isn't paying the correct Step (found on Salary Plan tab of Job Data) dollar amount per the DTMO website, double check the Pay Base Date (PBD) on the Job Labor tab of Job Data. If the PBD is incorrect, submit a SOCS to PPC per the 3PM.</p> <div data-bbox="316 1615 1007 1883" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">POINT START DATE</td> <td style="width: 20%;"></td> <td style="width: 20%;">02/02/2018</td> <td style="width: 30%;"></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td style="border: 2px solid red;">04/21/2023</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Salary Admin Plan</td> <td>ENL</td> <td>Enlisted Pay Table</td> </tr> <tr> <td>Grade</td> <td>E7</td> <td>2023 Enlisted Pay Table</td> </tr> <tr> <td>Step</td> <td style="border: 2px solid red;">18</td> <td></td> </tr> </table> <p><input type="checkbox"/> Includes Wage Progression Rule</p> </div> <p>If the date change is “in range”, DA will pay out the difference to the member. If it is “out of range”, MAS will need to pay that portion separately via trouble ticket.</p> | POINT START DATE | | 02/02/2018 | | PAY BASE DATE | | 04/21/2023 | | Salary Admin Plan | ENL | Enlisted Pay Table | Grade | E7 | 2023 Enlisted Pay Table | Step | 18 | |
| POINT START DATE | | 02/02/2018 | | | | | | | | | | | | | | | | |
| PAY BASE DATE | | 04/21/2023 | | | | | | | | | | | | | | | | |
| Salary Admin Plan | ENL | Enlisted Pay Table | | | | | | | | | | | | | | | | |
| Grade | E7 | 2023 Enlisted Pay Table | | | | | | | | | | | | | | | | |
| Step | 18 | | | | | | | | | | | | | | | | | |