

Starting Overseas Housing Allowance (OHA)

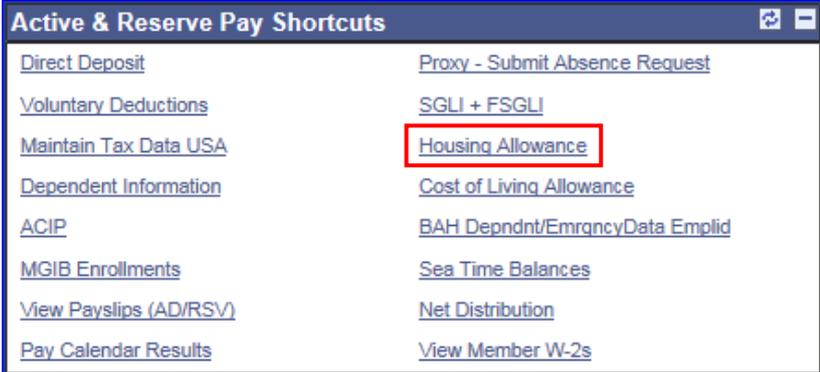
Introduction This guide provides the procedures for starting Overseas Housing Allowance (OHA) in Direct Access. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Alaska and Hawaii) and authorized to live in private quarters.

Important The member and all OHA eligible dependents addresses should be updated to reflect the OHA locality. Within DA, this is completed in the Personal Information and Dependent Information sections from the HR Data Shortcuts pagelet. This is important for audit and verification of the OHA entitlement.

Temporary Lodging Allowance (TLA) If TLA was used, enter the inclusive dates in the Notepad, that way all periods of Active Duty are accounted for within the Housing Allowance component.

For example, PCS report date was 7/1/16 to OHA eligible unit. The Inactive date of the BAH was 7/1/16 and the Active date of the OHA was 12/16/16. So the Notepad would read:
 “TLA was used for 7/1/16-12/15/16.”

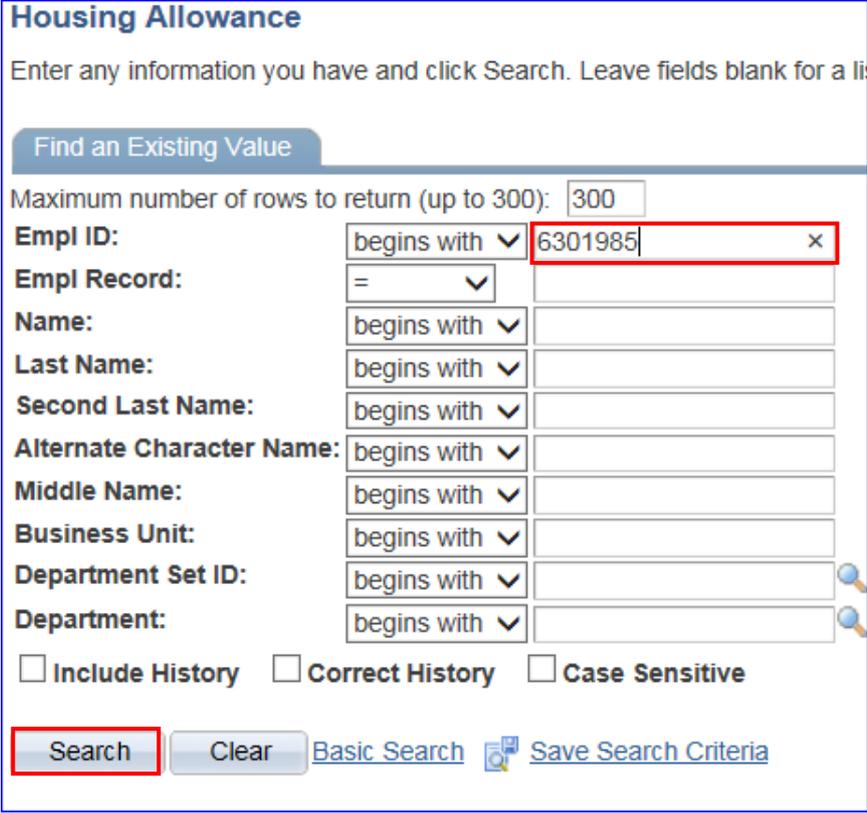
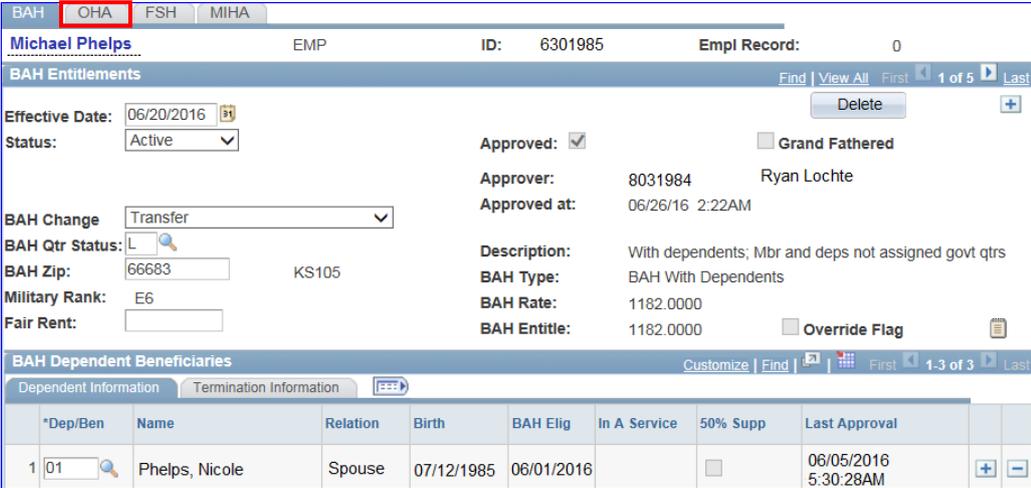
Procedures See below.

Step	Action
1	Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet. 

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Starting Overseas Housing Allowance (OHA), Continued

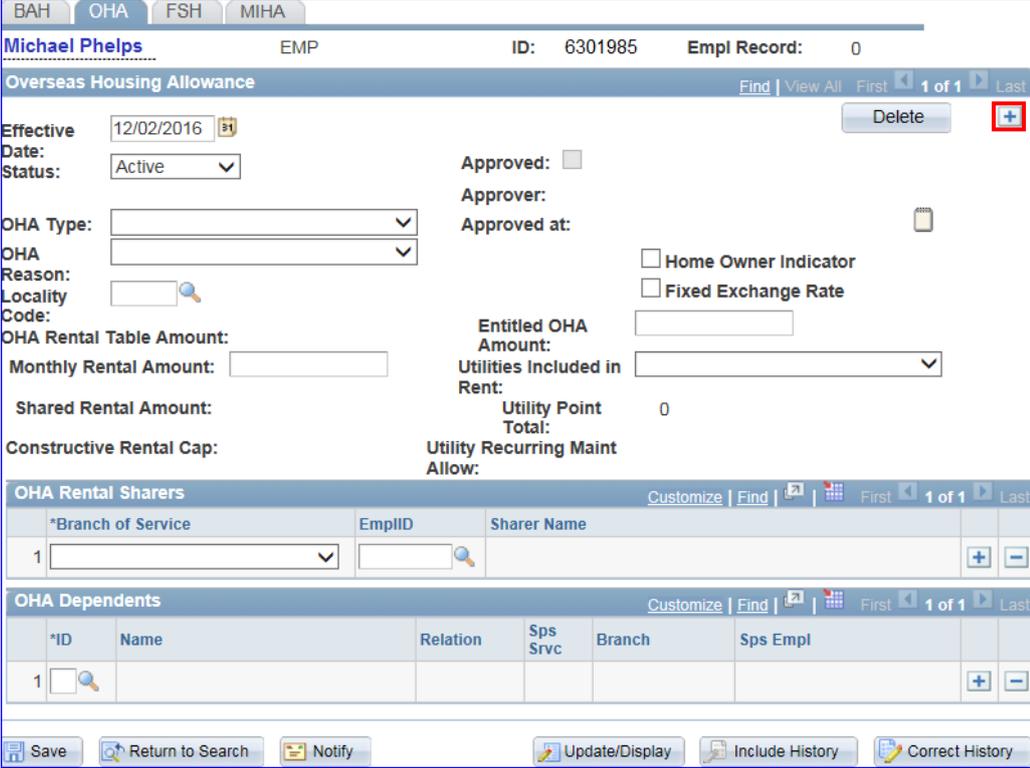
Procedures,
continued

Step	Action																											
2	<p>Enter the Empl ID and hit Search.</p>  <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a li</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with <input type="text" value="6301985"/></p> <p>Empl Record: =</p> <p>Name: begins with</p> <p>Last Name: begins with</p> <p>Second Last Name: begins with</p> <p>Alternate Character Name: begins with</p> <p>Middle Name: begins with</p> <p>Business Unit: begins with</p> <p>Department Set ID: begins with</p> <p>Department: begins with</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																											
3	<p>The member's current BAH information (if any) will display. Click the OHA tab.</p>  <p>BAH OHA FSH MIHA</p> <p>Michael Phelps EMP ID: 6301985 Empl Record: 0</p> <p>BAH Entitlements Find View All First 1 of 5 Last</p> <p>Effective Date: 06/20/2016 Delete</p> <p>Status: Active Approved: <input checked="" type="checkbox"/> Grand Fathered</p> <p>Approver: 8031984 Ryan Lochte</p> <p>Approved at: 06/26/16 2:22AM</p> <p>BAH Change: Transfer</p> <p>BAH Qtr Status: L Description: With dependents; Mbr and deps not assigned govt qtrs</p> <p>BAH Zip: 66683 KS105 BAH Type: BAH With Dependents</p> <p>Military Rank: E6 BAH Rate: 1182.0000</p> <p>Fair Rent: BAH Entitle: 1182.0000 <input type="checkbox"/> Override Flag</p> <p>BAH Dependent Beneficiaries Customize Find First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Dependent Information</th> <th>Termination Information</th> <th colspan="7"></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> <th></th> </tr> </thead> <tbody> <tr> <td>1 01</td> <td>Phelps, Nicole</td> <td>Spouse</td> <td>07/12/1985</td> <td>06/01/2016</td> <td></td> <td><input type="checkbox"/></td> <td>06/05/2016 5:30:28AM</td> <td></td> </tr> </tbody> </table>	Dependent Information	Termination Information								*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval		1 01	Phelps, Nicole	Spouse	07/12/1985	06/01/2016		<input type="checkbox"/>	06/05/2016 5:30:28AM	
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Starting Overseas Housing Allowance (OHA), Continued

Procedures,
continued

Step	Action
<p data-bbox="248 495 268 521">4</p>	<p data-bbox="339 495 1369 595">The member's current OHA information (if any) will display. If the information is blank, continue to step 5. If the member has an existing OHA row, click the Plus button to add a new row.</p>  <p data-bbox="339 600 1369 1368">The screenshot shows the OHA form for Michael Phelps. The 'Effective Date' is 12/02/2016 and the 'Status' is Active. There are buttons for 'Delete' and a red plus sign. Below the main form are sections for 'OHA Rental Sharers' and 'OHA Dependents'.</p>
<p data-bbox="248 1397 268 1424">5</p>	<p data-bbox="339 1397 1326 1503">Enter the Effective Date of the signed rental/lease/purchase agreement (defaults to current date) and ensure the Status reads Active (Inactive means the member is not currently receiving pay).</p>  <p data-bbox="339 1731 1350 1834">OHA is a cost reimbursement based allowance. The member does not have an entitlement until they enter into a rental/lease/purchase agreement and provide proof of private sector housing expenses.</p>

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Starting Overseas Housing Allowance (OHA), Continued

Procedures,
continued

Step	Action
6	<p>Select the appropriate OHA Type, using the drop-down.</p> <div data-bbox="338 528 908 674" style="border: 1px solid black; padding: 5px;"> <p>OHA Type: </p> <ul style="list-style-type: none"> <li style="border: 1px solid red; padding: 2px;">OHA With Dependents <li style="padding: 2px;">OHA With Dependents-Child Sprt <li style="padding: 2px;">OHA With Dependents-Ind Qtrs <li style="padding: 2px;">OHA Without Dependents </div>
7	<p>Select the appropriate OHA Reason, using the drop-down.</p> <div data-bbox="338 752 908 1256" style="border: 1px solid black; padding: 5px;"> <p>OHA Reason: </p> <ul style="list-style-type: none"> Authorization by PSC Change in Housing Costs Change in Sharers Change of Residence Demotion Departure for Separation Dependency Change Dependent Arrival Dependent Departure Govt Quarters Occupany Govt Quarters Vacancy Hire Inadequate Quarters Designatn JFTR Rate Change Promotion Reserve/Recall Orders <li style="border: 1px solid red; padding: 2px;">Transfer </div>
8	<p>Use the lookup to select a Locality Code.</p> <div data-bbox="338 1335 619 1397" style="border: 1px solid black; padding: 5px;"> <p>Locality Code: </p> </div>

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Starting Overseas Housing Allowance (OHA), Continued

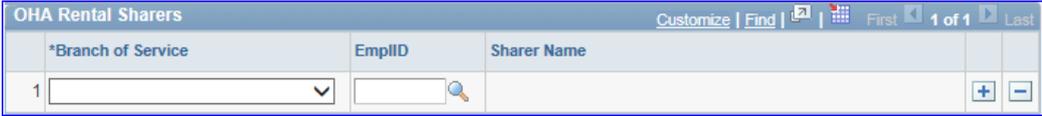
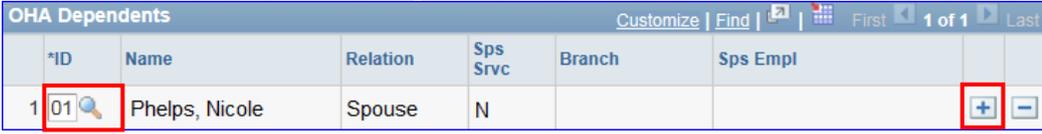
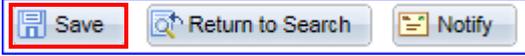
Procedures,
continued

Step	Action																
9	<p>Once the Locality Code is selected, the OHA Rental Table Amount will populate. Enter the Monthly Rental Amount in the foreign currency identified on the rental/lease/purchase agreement. Use the exchange rate from the Effective Date.</p> <div data-bbox="347 636 879 786" style="border: 1px solid black; padding: 5px;"> <p>Locality Code: NL015</p> <p>OHA Rental Table Amount: 1550.00</p> <p>Monthly Rental Amount: <input style="border: 2px solid red;" type="text"/></p> </div>																
10	<p>Once the Monthly Rental Amount is entered, the Shared Rental Amount will populate. Now select one of the options in the Utilities Included in Rent drop-down. These values depend upon whether the member's monthly rent covers utility costs. Please refer to the CG Portal's knowledge base entry of examples in the Overseas Housing Allowance section. If the Some option is selected, then a Utility Point Total must also be entered before moving on. This is based on the assigned climate for the area (see OHA Calculator at https://www.defensetravel.dod.mil/site/ohaCalc.cfm).</p> <div data-bbox="339 1137 1378 1323" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">OHA Rental Table Amount:</td> <td style="width: 20%;">1550.00</td> <td style="width: 30%;">Entitled OHA Amount:</td> <td style="width: 20%;">All</td> </tr> <tr> <td>Monthly Rental Amount:</td> <td><input style="border: 1px solid gray;" type="text" value="1600.00"/></td> <td>Utilities Included in Rent:</td> <td><div style="border: 1px solid black; padding: 2px;">None</div></td> </tr> <tr> <td>Shared Rental Amount:</td> <td>1600.00</td> <td>Utility Point Total:</td> <td>0</td> </tr> <tr> <td>Constructive Rental Cap:</td> <td>2139.00</td> <td>Utility Recurring Maint Allow:</td> <td></td> </tr> </table> </div>	OHA Rental Table Amount:	1550.00	Entitled OHA Amount:	All	Monthly Rental Amount:	<input style="border: 1px solid gray;" type="text" value="1600.00"/>	Utilities Included in Rent:	<div style="border: 1px solid black; padding: 2px;">None</div>	Shared Rental Amount:	1600.00	Utility Point Total:	0	Constructive Rental Cap:	2139.00	Utility Recurring Maint Allow:	
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11	<p>Once an option is selected, the Constructive Rental Cap, Entitled OHA Amount and Utility Recurring Maint Allow will all populate.</p> <div data-bbox="339 1424 1378 1615" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">OHA Rental Table Amount:</td> <td style="width: 20%;">1550.00</td> <td style="width: 30%;">Entitled OHA Amount:</td> <td style="width: 20%;"><input style="border: 2px solid red;" type="text" value="2139.00"/></td> </tr> <tr> <td>Monthly Rental Amount:</td> <td><input style="border: 1px solid gray;" type="text" value="1600.00"/></td> <td>Utilities Included in Rent:</td> <td><div style="border: 1px solid black; padding: 2px;">None</div></td> </tr> <tr> <td>Shared Rental Amount:</td> <td>1600.00</td> <td>Utility Point Total:</td> <td>0</td> </tr> <tr> <td>Constructive Rental Cap:</td> <td><input style="border: 2px solid red;" type="text" value="2139.00"/></td> <td>Utility Recurring Maint Allow:</td> <td><input style="border: 2px solid red;" type="text" value="589.00"/></td> </tr> </table> </div>	OHA Rental Table Amount:	1550.00	Entitled OHA Amount:	<input style="border: 2px solid red;" type="text" value="2139.00"/>	Monthly Rental Amount:	<input style="border: 1px solid gray;" type="text" value="1600.00"/>	Utilities Included in Rent:	<div style="border: 1px solid black; padding: 2px;">None</div>	Shared Rental Amount:	1600.00	Utility Point Total:	0	Constructive Rental Cap:	<input style="border: 2px solid red;" type="text" value="2139.00"/>	Utility Recurring Maint Allow:	<input style="border: 2px solid red;" type="text" value="589.00"/>
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12	<p>If applicable, check the Home Owner Indicator box. The Fixed Exchange Rate box should only be checked if the rental/lease/purchase agreement was written in dollars vice the local currency. The amount will need to be reverse computed to get the dollar value.</p> <div data-bbox="339 1787 646 1872" style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> Home Owner Indicator</p> <p><input type="checkbox"/> Fixed Exchange Rate</p> </div>																

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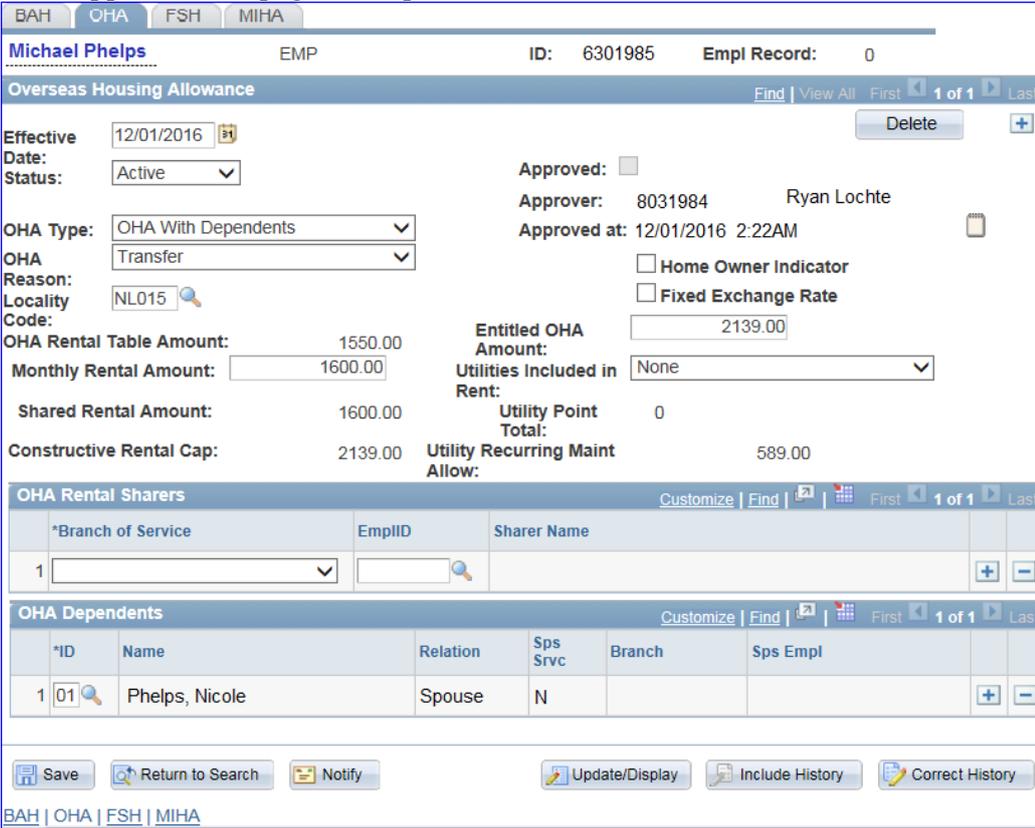
Procedures,
continued

Step	Action
13	<p>If applicable, enter the OHA Rental Sharers information. This will affect the Shared Rental Amount above.</p> 
14	<p>If OHA with Dependents was selected as the OHA Type, then you must enter the OHA Dependents here. Use the ID lookup to select a dependent. Use the Plus button to add additional dependents.</p> 
15	<p>Click the Notepad icon  to add additional details regarding the transaction. (For example, member and spouse have been staying in a hotel waiting for housing to become available.) Note: If TLA was used, enter the inclusive dates in the Notepad.</p>
16	<p>Now click Save.</p>  <p>Once saved, the transaction will be routed to all of the SPO Auditors in the same Dept ID as the HRS User.</p>

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Starting Overseas Housing Allowance (OHA), Continued

Procedures,
continued

Step	Action
17	<p>Once approved, the page will update as follows.</p>  <p>The screenshot shows the OHA system interface for Michael Phelps (EMP ID: 6301985). The page displays various fields for OHA configuration, including Effective Date (12/01/2016), Status (Active), OHA Type (OHA With Dependents), Reason (Transfer), and Locality Code (NL015). Financial details include OHA Rental Table Amount (1550.00), Monthly Rental Amount (1600.00), Shared Rental Amount (1600.00), and Constructive Rental Cap (2139.00). The Entitled OHA Amount is 2139.00, and the Utility Point Total is 0. The system also shows OHA Rental Sharers and OHA Dependents (Nicole Phelps, Spouse). Navigation buttons like Save, Return to Search, Notify, Update/Display, Include History, and Correct History are visible at the bottom.</p>