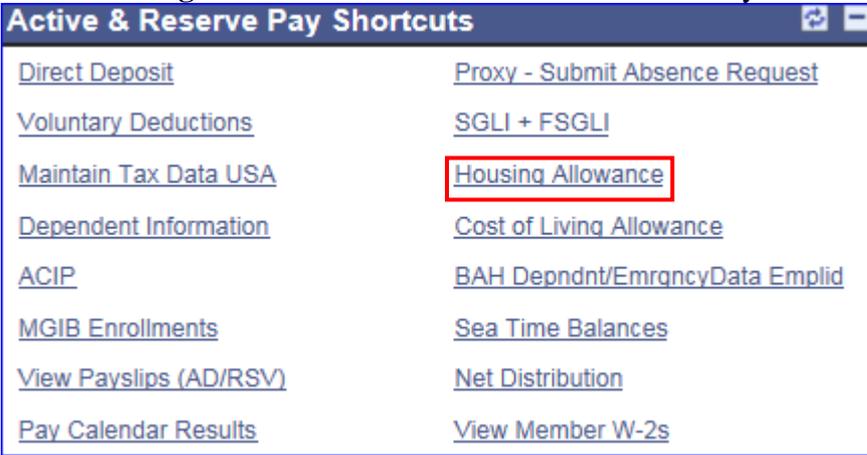


# Starting Family Separation Housing (FSH)

**Introduction** This guide provides the procedures for starting Family Separation Housing (FSH) in Direct Access. FSH may be authorized when a separation results from military orders and not because of personal choices of the member and dependents. FSH may be payable to a member with dependents for the additional housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS, or to a PDS in CONUS to which concurrent travel has been denied. FSH must be authorized by PSC.

**Procedures** See below.

Step	Action
1	<p>Select <b>Housing Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active &amp; Reserve Pay Shortcuts" with a list of links. The link "Housing Allowance" is highlighted with a red rectangular box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Dependent Information, ACIP, MGIB Enrollments, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Cost of Living Allowance, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>

*Continued on next page*

# Starting Family Separation Housing (FSH), Continued

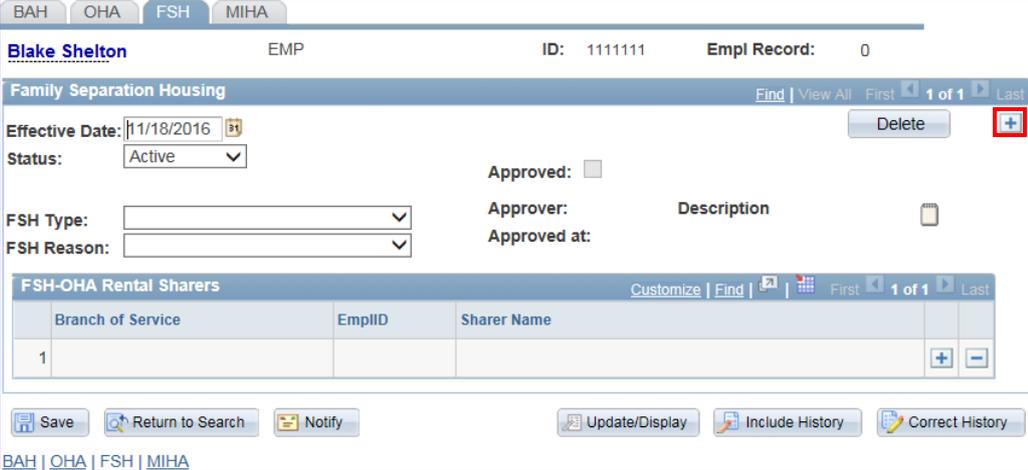
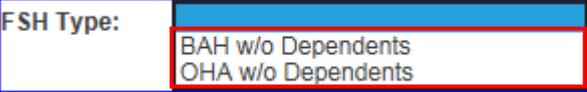
Procedures,  
continued

Step	Action																
2	<p>Enter the <b>Empl ID</b> and hit <b>Search</b>.</p> <div data-bbox="339 524 1284 1240" style="border: 1px solid blue; padding: 5px;"> <p><b>Housing Allowance</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="x"/></p> <p>Empl Record: <input type="text" value="="/> <input type="button" value="v"/></p> <p>Name: <input type="text" value="begins with"/> <input type="button" value="v"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="button" value="v"/></p> <p>Second Last Name: <input type="text" value="begins with"/> <input type="button" value="v"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/> <input type="button" value="v"/></p> <p>Middle Name: <input type="text" value="begins with"/> <input type="button" value="v"/></p> <p>Business Unit: <input type="text" value="begins with"/> <input type="button" value="v"/></p> <p>Department Set ID: <input type="text" value="begins with"/> <input type="button" value="v"/> <input type="button" value="magnifying glass"/></p> <p>Department: <input type="text" value="begins with"/> <input type="button" value="v"/> <input type="button" value="magnifying glass"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="magnifying glass"/> <a href="#">Save Search Criteria</a></p> </div>																
3	<p>The member's current BAH information (if any) will display. Click the <b>FSH</b> tab.</p> <div data-bbox="339 1339 1364 1951" style="border: 1px solid blue; padding: 5px;"> <p>BAH   OHA   <span style="border: 2px solid red; padding: 2px;">FSH</span>   MIHA</p> <p><b>Blake Shelton</b> EMP ID: 1111111 Empl Record: 0</p> <p><b>BAH Entitlements</b> Find   View All   First 1 of 1   Last</p> <p>Effective Date: 01/01/2016 <input type="button" value="calendar"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Status: Active <input type="button" value="v"/> Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>Approver: 2222222 Levine, Adam</p> <p>Approved at: 01/01/16 8:04PM</p> <p>BAH Change: COLA/LPC <input type="button" value="v"/></p> <p>BAH Qtr Status: G <input type="button" value="magnifying glass"/></p> <p>BAH Zip: 66683 KS105 Description: W/O dependents; Mbr not in govt qtrs</p> <p>Military Rank: E4 BAH Type: BAH Without Dependents</p> <p>Fair Rent: <input type="text"/> BAH Rate: 792.0000</p> <p>BAH Entitle: 792.0000 <input type="checkbox"/> Override Flag <input type="button" value="calendar"/></p> <p><b>BAH Dependent Beneficiaries</b> Customize   Find   <input type="button" value="magnifying glass"/>   First 1 of 1   Last</p> <p>Dependent Information   Termination Information <input type="button" value="v"/></p> <table border="1" data-bbox="339 1787 1364 1870"> <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><input type="button" value="magnifying glass"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><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> </div>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1	<input type="button" value="magnifying glass"/>					<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval										
1	<input type="button" value="magnifying glass"/>					<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>										

Continued on next page

## Starting Family Separation Housing (FSH), Continued

Procedures,  
continued

Step	Action
4	<p>The member's current <b>FSH</b> information (if any) will display. If the information is blank, continue to step 5. If the member has an existing FSH row, click the <b>Plus</b> button to add a new row.</p> 
5	<p>Enter the <b>Effective Date</b> (defaults to current date) of the authorizing memo from CG PSC and ensure the <b>Status</b> reads Active (Inactive means the member is not currently receiving pay).</p> 
6	<p>Select the appropriate <b>FSH Type</b>, using the drop-down.</p> 

*Continued on next page*

## Starting Family Separation Housing (FSH), Continued

---

Procedures,  
continued

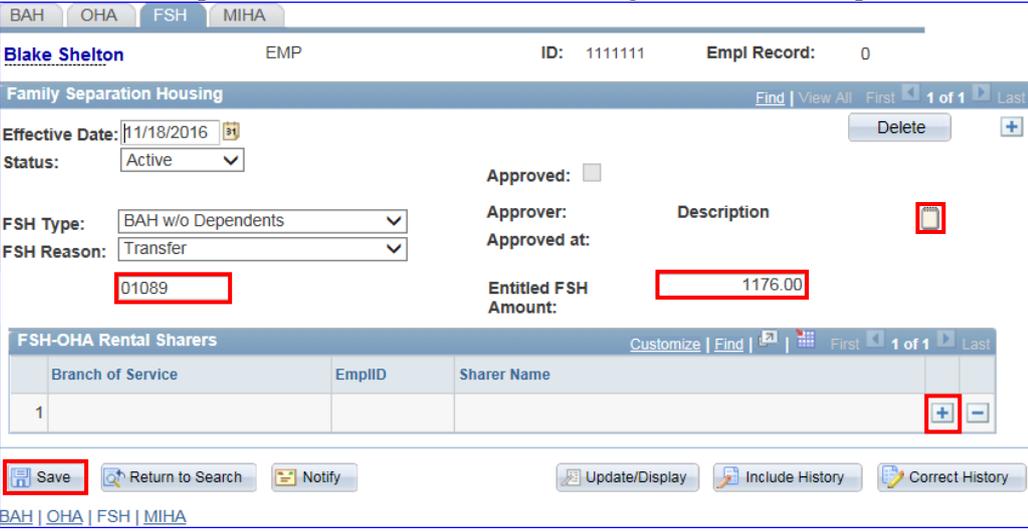
Step	Action
7	<p>Select the appropriate <b>FSH Reason</b>, using the drop-down.</p> <div data-bbox="347 533 943 1070"><p><b>FSH Reason:</b></p><ul style="list-style-type: none"><li>Authorization by PSC</li><li>COLA/LPC</li><li>Change in Housing Costs</li><li>Change in Sharers</li><li>Change of Residence</li><li>Demotion</li><li>Departure for Separation</li><li>Dependency Change</li><li>Dependent Arrival</li><li>Dependent Departure</li><li>Govt Quarters Occupany</li><li>Govt Quarters Vacancy</li><li>Hire</li><li>Inadequate Quarters Designatn</li><li>JFTR Rate Change</li><li>Promotion</li><li>Reserve/Recall Orders</li><li>Transfer</li></ul></div>

---

*Continued on next page*

## Starting Family Separation Housing (FSH), Continued

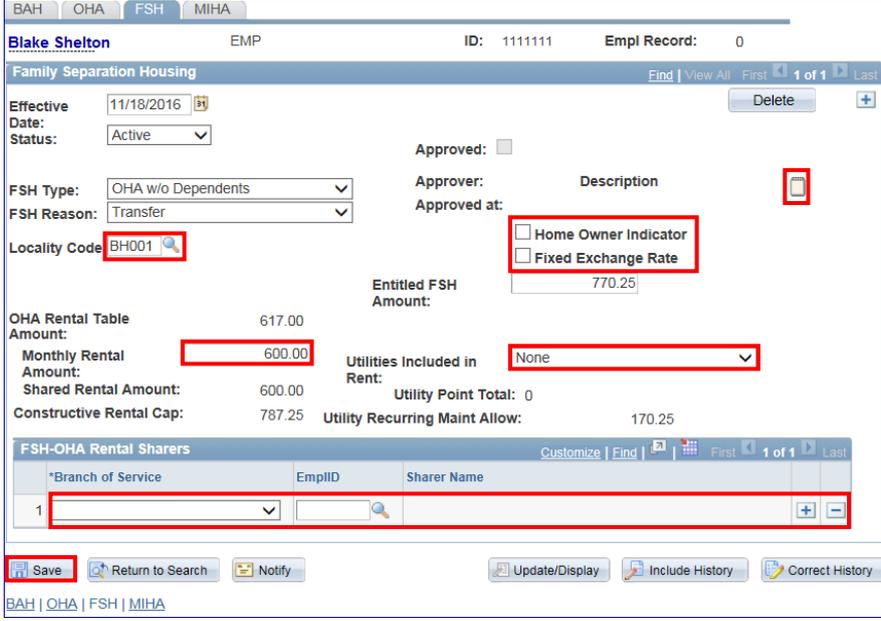
Procedures,  
continued

Step	Action
8	<p>If BAH w/o Dependents is selected, the following fields must be updated.</p>  <p>– <b>Zip Code:</b> the zip code will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. If the default is incorrect, enter the correct <b>Zip Code</b>.</p> <p>– <b>Notepad:</b> Use the notepad to add specific details regarding this entitlement (Example: Authorizing Memo from CG PSC was signed 11/18/2016)</p> <p>– <b>Entitled FSH Amount:</b> The appropriate amount will auto-populate once the zip code is entered.</p> <p>– <b>FSH-OHA Rental Sharers:</b> Click the <b>Plus</b> button to add rental sharers.</p> <p>– <b>Save:</b> Once all fields have been completed, click <b>Save</b>.</p>

*Continued on next page*

# Starting Family Separation Housing (FSH), Continued

Procedures,  
continued

Step	Action
<p data-bbox="248 465 268 495">9</p>	<p data-bbox="336 465 1265 539">If OHA w/o Dependents is selected, use the Starting OHA user guide to complete the following fields.</p>  <p data-bbox="336 1189 1358 1899"> <ul style="list-style-type: none"> <li>– <b>Locality Code:</b> Use the lookup to select a Locality Code.</li> <li>– <b>Monthly Rental Amount:</b> Enter the <b>Monthly Rental Amount</b> in the foreign currency identified on the rental/lease/purchase agreement. Use the exchange rate from the <b>Effective Date</b>.</li> <li>– <b>Notepad:</b> Use the notepad to add specific details regarding this entitlement (Example: Authorizing Memo from CG PSC was signed 11/18/2016)</li> <li>– <b>Home Owner Indicator:</b> Check if applicable.</li> <li>– <b>Fixed Exchange Rate:</b> This 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.</li> <li>– <b>Utilities Included in Rent:</b> Select one of the options in the <b>Utilities Included in Rent</b> drop-down. If the <b>Some</b> option is selected, then a <b>Utility Point Total</b> must also be entered before moving on. This is based on the assigned climate for the area (see OHA Calculator at <a href="https://www.defensetravel.dod.mil/site/ohaCalc.cfm">https://www.defensetravel.dod.mil/site/ohaCalc.cfm</a> ).</li> <li>– <b>FSH-OHA Rental Sharers:</b> If applicable, enter the <b>OHA Rental Sharers</b> information. This will affect the <b>Shared Rental Amount</b> above.</li> <li>– <b>Save:</b> Once all fields have been completed, click <b>Save</b>.</li> </ul> </p>
<p data-bbox="240 1899 272 1928">10</p>	<p data-bbox="336 1899 1305 1964">Once saved, the transaction will be routed to all of the SPO Auditors in the same Dept ID as the HRS User.</p>