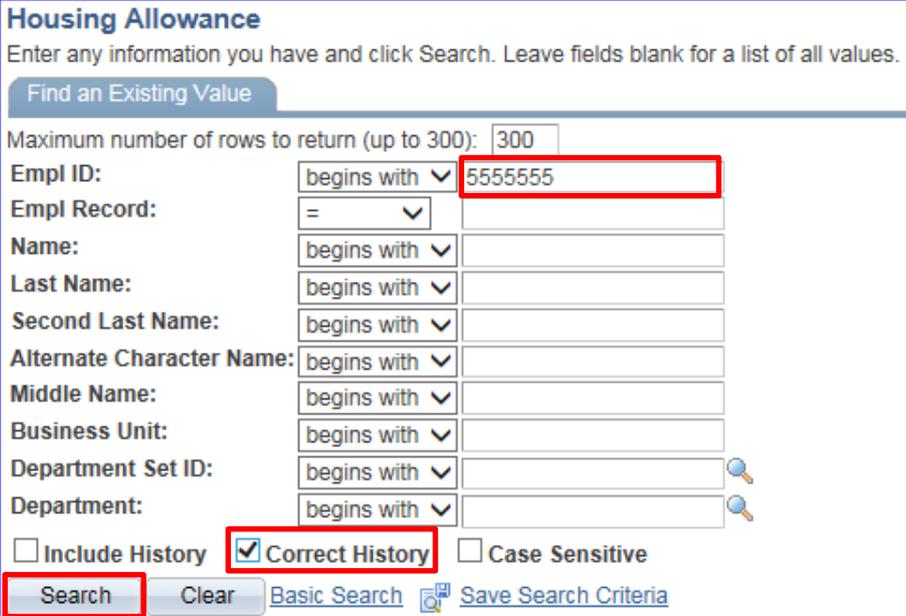


BAH-TR for a Member Without Dependents Who Departed from an Accession Point

Introduction This guide provides procedures for entering (Basic Allowance for Housing-Transit) BAH-TR for members who are departing without dependents from an Accession Point.

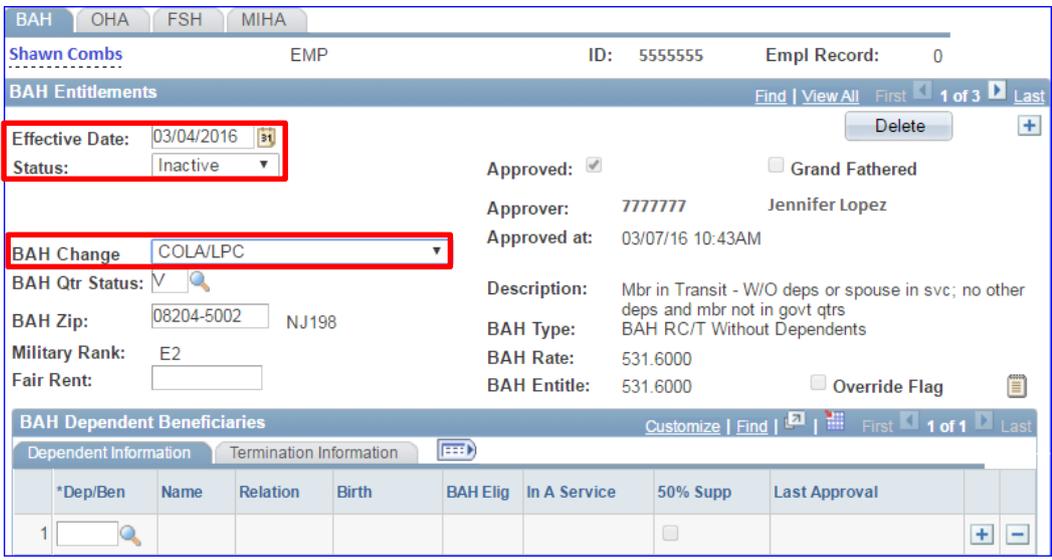
Procedure See Below.

Step	Action
1	<p>Select the Housing Allowance link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The "Housing Allowance" link is highlighted with a red rectangular box.</p>
2	<p>Enter the member's Empl ID, select Correct History and click Search.</p>  <p>The screenshot shows the "Housing Allowance" search interface. The "Empl ID" field is set to "555555" and is highlighted with a red box. The "Correct History" checkbox is checked and also highlighted with a red box. The "Search" button is highlighted with a red box. Other fields include Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department, all with "begins with" dropdown menus.</p>

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BAH-TR for a Member Without Dependents Who Departed from an Accession Point, Continued

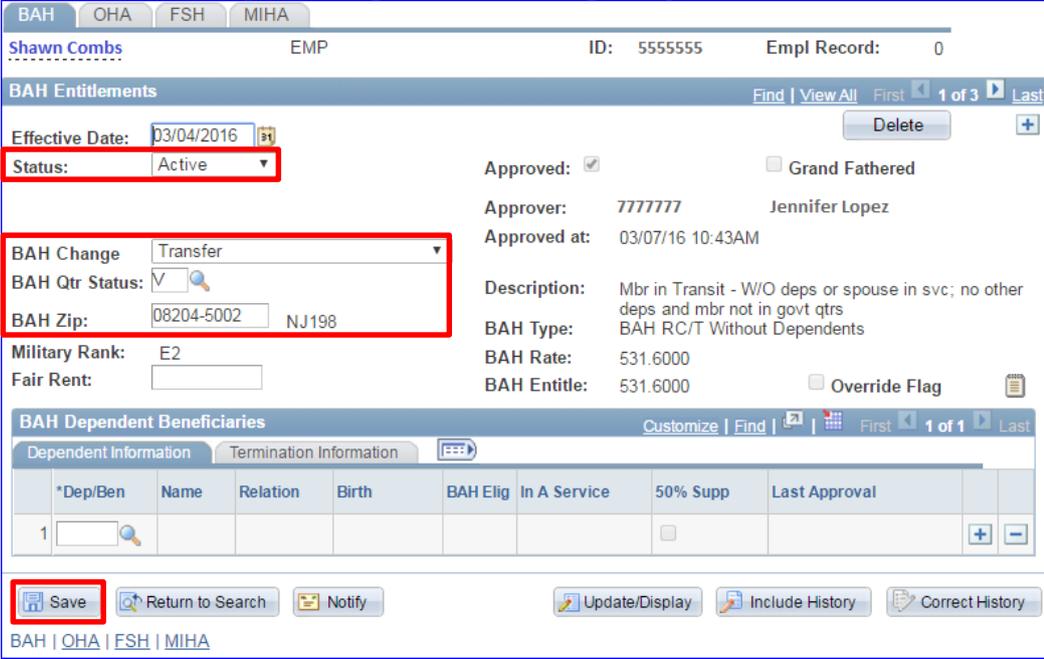
Procedure,
continued

Step	Action																
3	<p>Make note of the most recent BAH row. The Effective Date will match the PCS departure date, the Status will be Inactive, and the BAH Change will be COLA/LPC.</p>  <p>The screenshot displays the BAH Entitlements form for Shawn Combs (EMP ID: 5555555). The form includes the following details:</p> <ul style="list-style-type: none"> Effective Date: 03/04/2016 Status: Inactive BAH Change: COLA/LPC BAH Qtr Status: V BAH Zip: 08204-5002 (NJ198) Military Rank: E2 Fair Rent: [Empty] Approved: <input checked="" type="checkbox"/> Approved Approver: 7777777 Jennifer Lopez Approved at: 03/07/16 10:43AM Description: Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs BAH Type: BAH RC/T Without Dependents BAH Rate: 531.6000 BAH Entitle: 531.6000 Override Flag: <input type="checkbox"/> <p>The BAH Dependent Beneficiaries table is shown below:</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>[Empty]</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1	[Empty]					<input type="checkbox"/>	
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval										
1	[Empty]					<input type="checkbox"/>											

Continued on next page

BAH-TR for a Member Without Dependents Who Departed from an Accession Point, Continued

Procedure,
continued

Step	Action
<p>4</p>	<p>Change the Status to Active and the BAH Change to Transfer. Change the BAH Qtr Status to:</p> <ul style="list-style-type: none"> • 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 govt qtrs if the member is approved for BAH Child Support for payment of child support. <p>Leave the BAH Zip at the zip code for the departing unit and click Save.</p>  <p>The screenshot shows the BAH Entitlements form for Shawn Combs (EMP ID: 5555555). The Status is set to Active, BAH Change is Transfer, and BAH Qtr Status is V. The BAH Zip is 08204-5002. The Save button is highlighted with a red box.</p>
<p>5</p>	<p>The transaction will be routed for approval. Once it is approved and the PCS Reporting Endorsement is also approved, the Reporting SPO must enter a new BAH row.</p>