

## **Overview**

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<b>Introduction</b>	This guide provides the procedure for entering a member's entitlement to Overseas Housing Allowance-Inadequate Quarters (OHA-IQA) and OUTCONUS Cost of Living Allowance (OCOLA) for members, with Dependents, assigned to inadequate government quarters.
<b>Member – Married – to - Member</b>	Please contact PSC (MAS) (via E-mail to <a href="mailto:PSC-MAS@hrrsic.uscg.mil">PSC-MAS@hrrsic.uscg.mil</a> ) when a married military couple is assigned to inadequate quarters. PSC (MAS) will manually setup the account for the member without dependents to receive the appropriate amount of OHA, less rental charge for inadequate quarters.
<b>Discussion</b>	<p>OHA-IQA only applies to members, residing in inadequate family-type government quarters, at Coast Guard Air Station, Borinquen, Puerto Rico.</p> <p>Entitlement to OHA-IQA is effective 1 October 2005 or the date the member is assigned the inadequate government quarters, whichever is later. Members assigned to inadequate government quarters at Air Station, Borinquen, PR before 1 October 2005 were entitled to Basic Allowance for Housing-Inadequate Quarters (BAH-IQA). These members' BAH-IQA entitlements were terminated on 30 September. Their OCOLA entitlements were also terminated, due to a change in their assigned locality code, which was required to implement the OHA-IQA entitlement.</p>
<b>SPO Action</b>	<p>For members assigned to inadequate government quarters at Coast Guard Air Station, Borinquen, PR, the SPO must:</p> <ol style="list-style-type: none"><li>1. Start OHA-IQA</li><li>2. Restart OCOLA<ol style="list-style-type: none"><li>i. The locality code for both of these entitlements (for members assigned to inadequate government quarters at Coast Guard Air Station, Borinquen, PR) is <b>RQ751</b>.</li><li>ii. The effective date for both of these entitlements is 1 October 2005 or the date the member is assigned the inadequate government quarters, whichever is later.</li></ol></li></ol>

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**Overview, Continued**

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**Procedures**

<b>Topic</b>	<b>See Page</b>
Starting OHA-IQA	3
Restart OCOLA	8

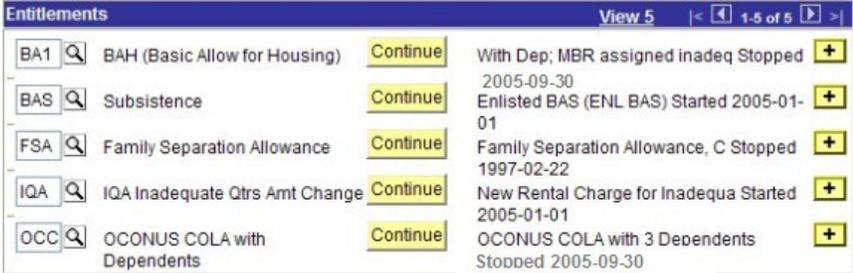
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## Start OHA-IQA

**Introduction** This section provides the procedure for starting a member’s entitlement to OHA-IQA for members, with dependents, assigned to inadequate government quarters at Coast Guard Air Station, Borinquen, PR.

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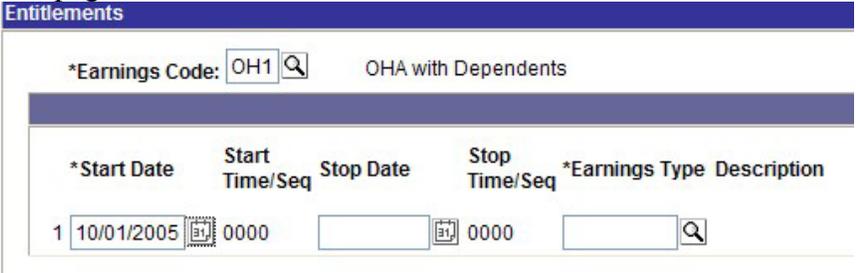
**Procedure** Follow these steps to start OHA-IQA.

Step	Action
1	Access the member’s Entitlements page. 1. Compensate Employees > Maintain Entitlements > Use > Employee Entitlements 2. Enter the member’s Employee ID Number in the EMPLID field and click the “Search” button or press the Enter key.
2	The member’s Entitlement page will open. The page may open the “ <b>Summary</b> ” view or the “ <b>Detail</b> ” view. <ul style="list-style-type: none"> <li>Select the <a href="#">Employee Entitlement Summary</a> view if it is not already displayed. The link to navigate between the two different views is at the bottom of the page near the save and return to search buttons.                             <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center;"><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> </li> <li>You should now be viewing a page similar to the example below:                             <div style="margin-top: 10px;">  </div> </li> </ul>

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**Start OHA-IQA, Continued**

**Procedure (cont'd)**

Step	Action												
3	<p>Insert or continue an OH1 – OHA With Dependents row:</p> <table border="1"> <thead> <tr> <th data-bbox="553 499 797 535">If the member</th> <th data-bbox="797 499 1409 535">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 535 797 716">previously had an entitlement to OH1 – OHA With Dependents</td> <td data-bbox="797 535 1409 716">Click the <b>Continue</b> button in the OH1 row.</td> </tr> <tr> <td data-bbox="553 716 797 1255">has not had an entitlement to OH1 – OHA With Dependents</td> <td data-bbox="797 716 1409 1255"> <p>1. Click any of the add row buttons (<b>+</b>) to insert a new entitlement row and enter code “OH1” in the entitlements block.</p> <p>2. Click the lookup icon  to lookup and confirm the code entry if necessary.</p> <p><a href="#">Home &gt; Compensate Employees &gt; Maintain Entitlements &gt;</a></p> <p>Earnings Code: <input type="text" value="OH1"/></p> <p>Description: <input type="text"/></p> <p>Entitlement Category: <input type="text" value="OH1"/></p> <p><b>Lookup</b> <b>Clear</b> <b>Cancel</b> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p><a href="#">View All</a> <a href="#">First</a> <input type="text" value="1"/> <a href="#">1 of 1</a> <a href="#">Last</a></p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Description</th> <th>Entitlement Category</th> </tr> </thead> <tbody> <tr> <td>OH1</td> <td>OHA with Dependents</td> <td>Allowances</td> </tr> </tbody> </table> <p>3. Click the <b>Continue</b> button in the OH1 row.</p> </td> </tr> </tbody> </table>	If the member	Then	previously had an entitlement to OH1 – OHA With Dependents	Click the <b>Continue</b> button in the OH1 row.	has not had an entitlement to OH1 – OHA With Dependents	<p>1. Click any of the add row buttons (<b>+</b>) to insert a new entitlement row and enter code “OH1” in the entitlements block.</p> <p>2. Click the lookup icon  to lookup and confirm the code entry if necessary.</p> <p><a href="#">Home &gt; Compensate Employees &gt; Maintain Entitlements &gt;</a></p> <p>Earnings Code: <input type="text" value="OH1"/></p> <p>Description: <input type="text"/></p> <p>Entitlement Category: <input type="text" value="OH1"/></p> <p><b>Lookup</b> <b>Clear</b> <b>Cancel</b> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p><a href="#">View All</a> <a href="#">First</a> <input type="text" value="1"/> <a href="#">1 of 1</a> <a href="#">Last</a></p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Description</th> <th>Entitlement Category</th> </tr> </thead> <tbody> <tr> <td>OH1</td> <td>OHA with Dependents</td> <td>Allowances</td> </tr> </tbody> </table> <p>3. Click the <b>Continue</b> button in the OH1 row.</p>	Earnings Code	Description	Entitlement Category	OH1	OHA with Dependents	Allowances
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Earnings Code	Description	Entitlement Category											
OH1	OHA with Dependents	Allowances											
4	<p>The page will switch to the <b>Detail</b> view.</p> 												

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**Start OHA-IQA, Continued**

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**Procedure (cont'd)**

Step	Action									
5	<p>Complete the <b>Start Date</b> field.</p> <ul style="list-style-type: none"> <li>This field will default to the current date. You must change it to the date the entitlement is effective. If starting OHA-IQA for a member whose BAH-IQA was stopped on 30 September 2005, use 10/01/2005. Otherwise, use the date the assignment to inadequate government quarters is effective.</li> <li>The Stop Date field should be left blank. OHA-IQA will automatically stop the day prior to PCS departure on PCS orders (in which case BAH-II must be started) and on upon separation. It should only be necessary to stop OHA-IQA if the member's assignment to inadequate government quarters changes and the member becomes entitled to another type of OHA or BAH.</li> </ul>									
6	<p>Complete the <b>Earnings Type Description</b> field. Use code <b>IQAWD</b> for <i>Inadequate Quarters With Dependents</i>. Click the lookup icon  to lookup and confirm the code entry if necessary.</p>  <table border="1" data-bbox="678 1402 1398 1507"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>OH1</td> <td>IQAWD</td> <td>OHA with Dependents for Inadequate Quarters</td> </tr> <tr> <td>OH1</td> <td>OHAWD</td> <td>Overseas Housing Allowance with Dependents</td> </tr> </tbody> </table>	Earnings Code	Earnings Type	Description	OH1	IQAWD	OHA with Dependents for Inadequate Quarters	OH1	OHAWD	Overseas Housing Allowance with Dependents
Earnings Code	Earnings Type	Description								
OH1	IQAWD	OHA with Dependents for Inadequate Quarters								
OH1	OHAWD	Overseas Housing Allowance with Dependents								
7	Click the <b>Detail</b> button.									

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**Start OHA-IQA, Continued**

**Procedure (cont'd)**

Step	Action
8	<p>Complete the <b>Supporting Data</b> information.</p> <ul style="list-style-type: none"> <li>Enter “<b>RQ751</b>” for the Locality Code. Click the lookup icon  to lookup and confirm the code entry if necessary.</li> </ul> <p><b>Note:</b> Locality Code “RQ751” is only applicable to members assigned to inadequate government quarters at CG AIRSTA Borinquen, PR.</p> <div data-bbox="821 800 1393 1182" style="border: 1px solid black; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1040782      OH1   10/01/2005   IQAWD</p> <p>Locality Code: <input type="text" value="RQ751"/>     JFTR Util Ind: <input type="text" value="No utilities included in"/> </p> <p>Monthly Rent: <input type="text"/>      Currency: <input type="text" value="USD"/> </p> <p>Nbr of Sharers: <input type="text"/>      MIHA Rent: <input type="text"/></p> <p>Dep Status: <input type="text" value="With Deps"/>       MIHA Misc: <input type="text"/></p> <p>Homeowner Indicator <input type="checkbox"/>      MIHA Security: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="OK"/>   <input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> <li>The Nbr of Sharers field may be left blank.</li> <li>The remaining fields are not active and cannot be changed. The system (JUMPS) will automatically compute the monthly rent as 75% of the OHA authorized for the RQ751 Locality Code.</li> </ul>
9	<p>Click the  button to return to the Entitlement Detail view.</p>

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**Start OHA-IQA, Continued**

**Procedure (cont'd)**

Step	Action						
10	<table border="1"> <thead> <tr> <th data-bbox="548 489 857 531">If...</th> <th data-bbox="857 489 1406 531">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 531 857 642">you are a CGHRSUP Role User/SPO Supervisor</td> <td data-bbox="857 531 1406 642">click the  button to complete the transaction.</td> </tr> <tr> <td data-bbox="548 642 857 1199">you are a CGHRS Role User/SPO Data Entry Technician, you must route this transaction to a CGHRSUP/SPO Supervisor for approval.</td> <td data-bbox="857 642 1406 1199"> <p>(a) Click the  button and enter the approving official's employee ID number in the <b>Approver EmplID</b> field of the Supporting Data section.</p>  <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p> </td> </tr> </tbody> </table>	If...	Then...	you are a CGHRSUP Role User/SPO Supervisor	click the  button to complete the transaction.	you are a CGHRS Role User/SPO Data Entry Technician, you must route this transaction to a CGHRSUP/SPO Supervisor for approval.	<p>(a) Click the  button and enter the approving official's employee ID number in the <b>Approver EmplID</b> field of the Supporting Data section.</p>  <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
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11	Restart the members OCOLA (see next section), click the Return to Search button, select another menu item, or exit the system. The Start OHA-IQA transaction is complete.						

**Approving Official (CGHRSUP Role User/SPO Supervisor)**

Follow these steps to approve a transaction:

1. Click the link on your worklist to access the pending transaction.
2. Make any corrections that may be necessary to the start date or detail-supporting data.
3. Click the  button.
4. Click the  button to return to the Entitlement Detail view.
5. Click the  button

## Restart OCOLA

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**Introduction** This section provides the procedure for restarting a member’s entitlement to OUTCONUS COLA for members, with dependents, assigned to inadequate government quarters at Coast Guard Air Station, Borinquen, PR.

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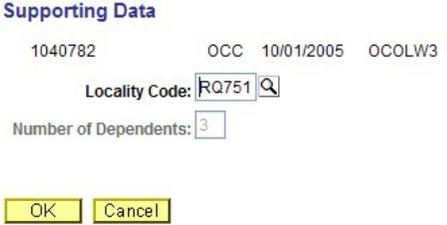
**Procedure** Follow these steps to restart OCOLA.

<b>Step</b>	<b>Action</b>
1	<p>If you are already in the member’s entitlements page, locate the <i>OCONUS Cola With Dependents</i> row (Earnings Code “<b>OCC</b>”) and add a new row (first, click the continue button if starting from the <b>Entitlements Summary</b> view).</p> <p>If you are not at the member’s entitlements page, access it by:</p> <ol style="list-style-type: none"><li>Compensate Employees &gt; Maintain Entitlements &gt; Use &gt; Employee Entitlements</li><li>Enter the member’s Employee ID Number in the EMPLID field and click the “Search” button or press the Enter key.</li><li>Locate the <i>OCONUS Cola With Dependents</i> row (Earnings Code “<b>OCC</b>”) and add a new row (first, click the continue button if starting from the <b>Entitlements Summary</b> view).</li></ol>
2	<p>Complete the <b>Start Date</b> field.</p> <ul style="list-style-type: none"><li>This field will default to the current date. You must change it to the date the entitlement is effective. If starting OCONUS COLA for a member whose entitlement was stopped on 30 September 2005, use 10/01/2005. Otherwise, use the date the assignment to inadequate government quarters is effective.</li><li>The Stop Date field should be left blank. OCOLA will automatically stop the day prior to PCS departure on PCS orders and on upon separation. It should only be necessary to stop OCOLA if the member’s assignment to inadequate government quarters changes and the member becomes entitled to OCOLA at another locality code.</li></ul>

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## Restart OCOLA, Continued

### Procedure (continued)

Step	Action																																	
3	<p>Click the lookup icon  in the Earnings Type Description field to search for and select the OCONUS COLA code for the number of dependents the member has.</p>  <p>*Earnings Code: <input type="text" value="OCC"/>  OCONUS COLA with Dependents</p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1 10/01/2005 </td> <td>0000</td> <td><input type="text"/></td> <td> 0000</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table> <p><b>Lookup Earnings Type</b></p> <p><input type="button" value="Cancel"/></p> <p><b>Search Results</b></p> <p>View All First <input type="button" value="1-6 of 6"/> Last</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW1</a></td> <td><a href="#">OCONUS COLA with 1 Dependent</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW2</a></td> <td><a href="#">OCONUS COLA with 2 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW3</a></td> <td><a href="#">OCONUS COLA with 3 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW4</a></td> <td><a href="#">OCONUS COLA with 4 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW5</a></td> <td><a href="#">OCONUS COLA with 5 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW6</a></td> <td><a href="#">OCONUS COLA with 6 Dependents</a></td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	1 10/01/2005 	0000	<input type="text"/>	 0000	<input type="text"/>		Earnings Code	Earnings Type	Description	<a href="#">OCC</a>	<a href="#">OCOLW1</a>	<a href="#">OCONUS COLA with 1 Dependent</a>	<a href="#">OCC</a>	<a href="#">OCOLW2</a>	<a href="#">OCONUS COLA with 2 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW3</a>	<a href="#">OCONUS COLA with 3 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW4</a>	<a href="#">OCONUS COLA with 4 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW5</a>	<a href="#">OCONUS COLA with 5 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW6</a>	<a href="#">OCONUS COLA with 6 Dependents</a>
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4	<p>Click the <b>Detail</b> button. Complete the Supporting Data information by entering the Locality Code “RQ751”. Click the lookup icon  to lookup and confirm the code entry if necessary.</p>  <p><b>Supporting Data</b></p> <p>1040782      OCC    10/01/2005    OCOLW3</p> <p>Locality Code: <input type="text" value="RQ751"/> </p> <p>Number of Dependents: <input type="text" value="3"/></p> <p><input type="button" value="OK"/>   <input type="button" value="Cancel"/></p> <p><b>Note:</b> Locality Code “RQ751” is only applicable to members assigned to inadequate government quarters at CG AIRSTA Borinquen, PR.</p>																																	

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## Restart OCOLA, Continued

**Procedure** (continued)

Step	Action
5	<p>Click the  button. This transaction is complete. No approval or routing is required for OCOLA transactions.</p> <p>Example completed OCOLA restart:</p> 