

# INTERIM OVERSEAS HOUSING ALLOWANCE

## Overview

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**Introduction** This section provides the procedures for starting, stopping, correcting, and deleting Interim Overseas Housing Allowance. This entitlement is authorized to members stationed overseas who are required to procure non-government family type housing before dependents arrive. Members may draw Interim Housing Allowance only if they do not draw TLA. They become entitled to OHA as a member with dependents for interim period starting on the procurement date and stopping either 60 days later, or on the day before the dependents arrive in the PDS vicinity, whichever occurs first.

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**Reference** The following references provide additional information about PCS entitlements and regulations.

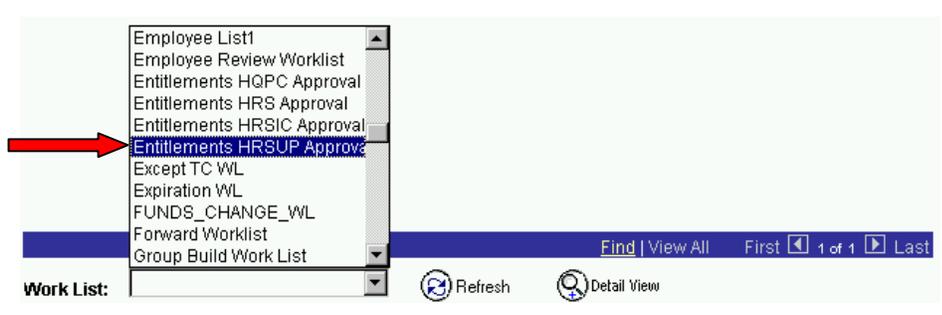
- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
  - [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3](#)
  - [Joint Federal Travel Regulations, Volume 1](#)
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**Procedures** Interim Overseas Housing Allowance entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If this is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide. All amounts must be entered in U.S. dollars. Convert foreign currency amounts into U.S. Dollars using the multiplier for the rate of exchange from the PDTATAC web site <http://www.dtic.mil/perdiem>.

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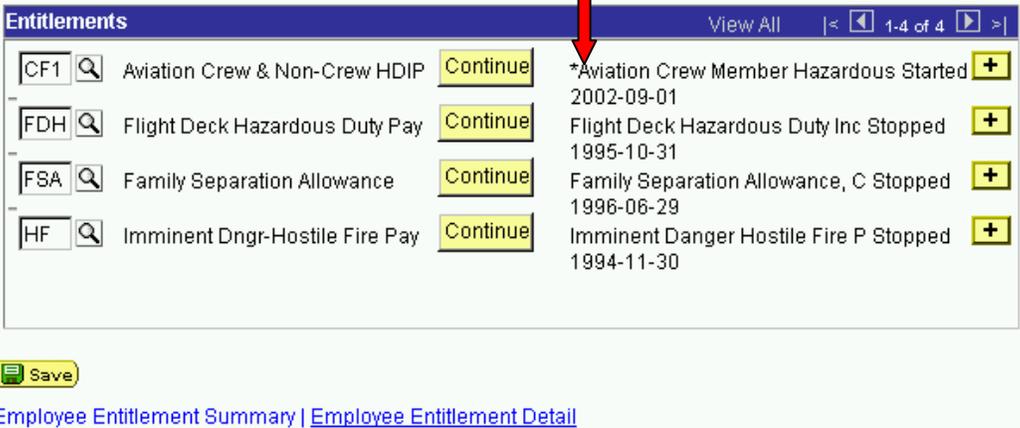
**Procedure** Start Direct Access, and follow these steps to start, suspend, terminate, correct, or recoup Interim Overseas Housing Allowance.

Step	Action												
1	<p><u>Select</u> Menu items in the following order.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; Employee Entitlements</p> <p><b>CGHRSUP Users</b> - access via their worklist to review and approve. You may use the worklist drop-down box to narrow the search criteria as shown below.</p> 												
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and <u>click</u> the <span style="border: 1px solid black; padding: 2px;">Search</span> button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Advanced Technique</p> <p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p> </div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p> <p><b>CGHRSUP Users</b> - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="4">Worklist for MAPL0807: Mark A Planitz</th> </tr> <tr> <th style="text-decoration: underline;">From</th> <th style="text-decoration: underline;">Date From</th> <th style="text-decoration: underline;">Work Item</th> <th style="text-decoration: underline;">Link</th> </tr> </thead> <tbody> <tr> <td>John A. Herman</td> <td>09/04/2002</td> <td>Entitlements HRSUP Approval</td> <td> <a href="#">1077911_0_CF1_2002-09-01_HDIPCM_0_000004</a>   </td> </tr> </tbody> </table>	Worklist for MAPL0807: Mark A Planitz				From	Date From	Work Item	Link	John A. Herman	09/04/2002	Entitlements HRSUP Approval	<a href="#">1077911_0_CF1_2002-09-01_HDIPCM_0_000004</a>  
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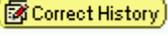
## Procedure (cont)

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3	<p data-bbox="266 310 1386 380"><u>Entitlement Panels</u>. Either the Summary Panel or Detail Panel will appear depending on which option was previously selected.</p> <p data-bbox="266 422 1422 491">Select the <u>Employee Entitlement Summary Panel</u> from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.</p> <p data-bbox="266 533 1078 569"><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> <p data-bbox="266 625 646 661">The following screen appears.</p> <div data-bbox="279 695 1393 1077"><table border="1"><thead><tr><th colspan="2">Entitlements</th><th>View All</th><th>&lt;</th><th>1-2 of 2</th><th>&gt;</th></tr></thead><tbody><tr><td>FSA</td><td>Family Separation Allowance</td><td>Continue</td><td></td><td></td><td>+</td></tr><tr><td>HF</td><td>Imminent Dngr-Hostile Fire Pay</td><td>Continue</td><td></td><td></td><td>+</td></tr></tbody></table><p>Save Return to Search Update/Display Include History Correct History</p><p><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p></div> <p data-bbox="266 1119 683 1155">Select <a href="#">View All</a> in the title bar.</p> <p data-bbox="266 1197 1446 1287">CGHRSUP User - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the <a href="#">Continue</a> button in the same row and then proceed to Step 7.</p> <div data-bbox="279 1325 1299 1753"><table border="1"><thead><tr><th colspan="2">Entitlements</th><th>View All</th><th>&lt;</th><th>1-4 of 4</th><th>&gt;</th></tr></thead><tbody><tr><td>CF1</td><td>Aviation Crew &amp; Non-Crew HDIP</td><td>Continue</td><td></td><td></td><td>+</td></tr><tr><td>FDH</td><td>Flight Deck Hazardous Duty Pay</td><td>Continue</td><td></td><td></td><td>+</td></tr><tr><td>FSA</td><td>Family Separation Allowance</td><td>Continue</td><td></td><td></td><td>+</td></tr><tr><td>HF</td><td>Imminent Dngr-Hostile Fire Pay</td><td>Continue</td><td></td><td></td><td>+</td></tr></tbody></table><p>Save</p><p><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p></div>	Entitlements		View All	<	1-2 of 2	>	FSA	Family Separation Allowance	Continue			+	HF	Imminent Dngr-Hostile Fire Pay	Continue			+	Entitlements		View All	<	1-4 of 4	>	CF1	Aviation Crew & Non-Crew HDIP	Continue			+	FDH	Flight Deck Hazardous Duty Pay	Continue			+	FSA	Family Separation Allowance	Continue			+	HF	Imminent Dngr-Hostile Fire Pay	Continue			+
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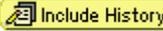
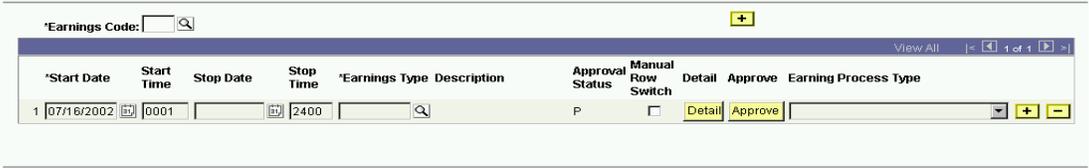
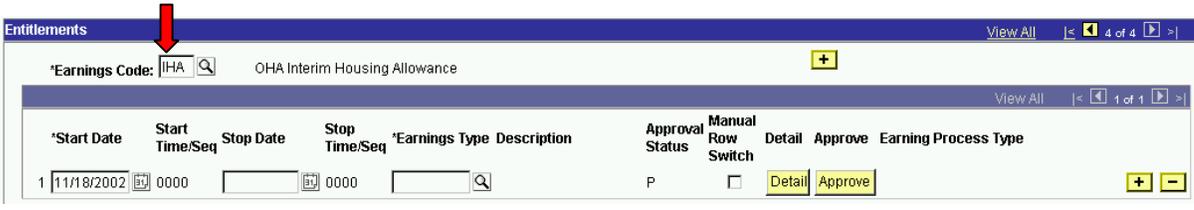
## Procedure (cont)

Step	Action
4	<p>Select the  button located at the bottom right-hand portion of the screen so that all Interim Overseas Housing Allowance will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div data-bbox="267 562 1360 1003" style="border: 1px solid black; padding: 10px;"><ul style="list-style-type: none"><li>➤ You may use the  button to start a Interim Overseas Housing Allowance; however, we recommend using the “Include History” mode so all payments will display.</li><li>➤ Use the  button to view all payments of a Interim Overseas Housing Allowance. Only new entitlements can be entered in this mode.</li><li>➤ Use the  button to update or delete entries of a Interim Overseas Housing Allowance. A listing of all payments will be displayed.</li></ul></div>
5	<p>If an Interim Overseas Housing Allowance row exists in the Summary Panel...</p> <p>Click the  button adjacent to Interim Overseas Housing Allowance. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If an Interim Overseas Housing Allowance row doesn't exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type “IHA” in the look-up box   or use the magnifying glass to search for and select the Interim Overseas Housing Allowance earning code.</p> <p>Then click the  button adjacent to Interim Overseas Housing Allowance to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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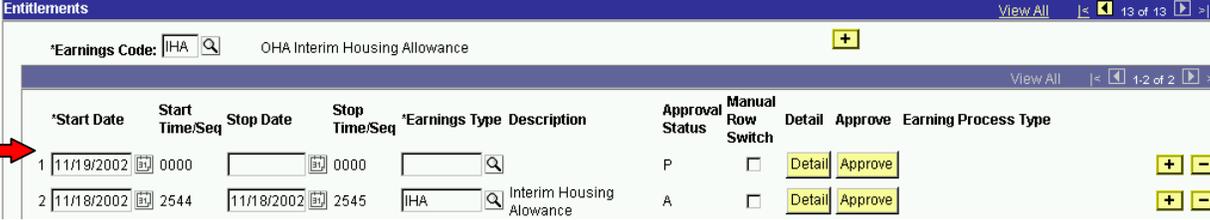
## Procedure (cont)

Step	Action
6	<p data-bbox="267 310 1461 382"><u>Employee Entitlement Detail Panel</u> is the main panel for entering or stopping entitlements. If you have completed Steps 3-5, continue on to Step 7.</p> <p data-bbox="267 384 1258 415">Follow these procedures to bypass the Employee Entitlement Summary Panel.</p> <p data-bbox="267 457 1437 529">Select the <u>Employee Entitlement Detail Panel</u> from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.</p> <p data-bbox="511 562 1209 594" style="text-align: center;"><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> <p data-bbox="267 625 1437 751">Select the  button located at the bottom right-hand portion of the screen so that all Interim Overseas Housing Allowance entries will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p data-bbox="267 787 1421 913">Select  from the displayed title bar to list all entitlements. <u>Scroll up</u> to find the “IHA” Earnings Code. If the Interim Overseas Housing Allowance code isn’t listed (after clicking ), click the  button from any entitlement as shown below.</p> <div data-bbox="267 903 1461 1134">  <p>The screenshot shows the 'Entitlements' window with the search field containing 'FSA'. A table lists one entry for 'Family Separation Allowance, Category S'. A red arrow points to a '+' button in the top right corner of the table area.</p> </div> <p data-bbox="267 1176 1071 1207">The following screen appears below the previous entitlement...</p> <div data-bbox="267 1249 1356 1417">  <p>The screenshot shows the 'Entitlements' window with the search field empty. A table lists one entry with 'P' in the Approval Status column. A '+' button is highlighted in the top right corner of the table area.</p> </div> <p data-bbox="267 1459 1437 1533"><u>Type “IHA”</u> in the Earnings Code field or use the magnifying glass  to search and select the Interim Overseas Housing Allowance Earnings Code.</p> <div data-bbox="267 1554 1461 1764">  <p>The screenshot shows the 'Entitlements' window with the search field containing 'IHA'. A table lists one entry for 'OHA Interim Housing Allowance'. A red arrow points to the search field.</p> </div>

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## Procedure (cont)

Step	Action																		
7	<p><b>Starting Interim Overseas Housing Allowance</b> (See Steps 8-10 for other options)                      If an Interim Overseas Housing Allowance row already exists, click the <b>+</b> button in the <b>Include History</b> mode as shown below.</p> 																		
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## Procedure (cont)

Step 7 (Cont'd)	Action																										
	<p>Click the <span style="background-color: yellow;">Detail</span> button to bring up the Supporting Data screen below (if applicable):</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center; margin: 0;"><b>Supporting Data</b></p> <p style="margin: 0;">1080807                      IHA    12/06/2002    IHA</p> <p style="margin: 0;">Locality Code: <input type="text"/> <input type="button" value="Q"/>      JFTR Util <input type="text"/></p> <p style="margin: 0;">Monthly Rent: <input type="text"/>                      Ind: <input type="text"/></p> <p style="margin: 0;">Rental Ceiling: <input type="text"/>                      Utility Cost: <input type="text"/></p> <p style="margin: 0;">MIHA Rent: <input type="text"/>                      Currency: <input type="text"/></p> <p style="margin: 0;">MIHA Misc: <input type="text"/>                      Number of Sharers: <input type="text"/></p> <p style="margin: 0;">MIHA Security: <input type="text"/>                      <input type="checkbox"/> Homeowner Indicator</p> <p style="text-align: center; margin: 0;"><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><b>Locality Code</b></td> <td><u>Enter</u> the 5-character alpha/numeric location code or use the Lookup button to select the desired location. 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For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. <b>Note: In the case of a Military Attaché, enter the amount of rent paid by the member plus the amount paid on behalf of the member by the Defense Intelligence Agency (DIA).</b></td> </tr> <tr> <td><b>Rental Ceiling</b></td> <td><u>Enter</u> the rental ceiling from the locality country tables located on the PDTATAC website: <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a>. <b>Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.</b></td> </tr> <tr> <td><b>MIHA Rent</b></td> <td><u>Enter</u> the 6-digit MIHA rental amount (US Dollars) prescribed in the PDTATAC web site <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a>. <b>Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.</b></td> </tr> <tr> <td><b>MIHA Misc</b></td> <td><u>Enter</u> the miscellaneous MIHA in US Dollars. 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<b>Dep Status</b>	Prefilled.																										
<b>Homeowner Ind</b>	<u>Check</u> the box if a homeowner.																										

*Continued on next page*

# INTERIM OVERSEAS HOUSING ALLOWANCE

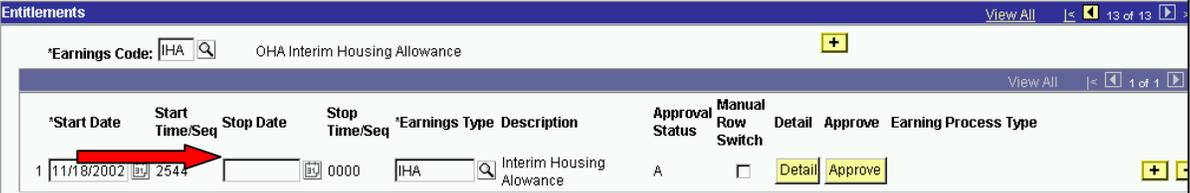
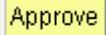
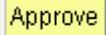
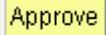
## Procedure (cont)

Step 7 (Cont'd)	Action
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; display: inline-block; background-color: #ffff00;">Approve</div>	<p>Click the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Approve</div> button and the following screen appears.</p> <div style="text-align: center; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1075148                      IHA      11/18/2002      IHA</p> <p><b>Approval Status:</b> Approved                      <b>Originator ID:</b> JAMA0000</p> <p><b>Role Name:</b> <input type="text" value="CGHRSUP"/>      <b>Approver EmplID:</b> <input type="text"/> <input type="button" value="🔍"/></p> <p><div style="display: inline-block; border: 1px solid black; padding: 2px; background-color: #ffff00;">OK</div>    <div style="display: inline-block; border: 1px solid black; padding: 2px; background-color: #ffff00;">Cancel</div></p> </div> <p><u><b>CGHRS or CGHRSIC (Clerk) Action</b></u> Complete the following steps to route the entitlement for approval:</p> <p><u>Leave</u> the Approval Action field set to “Approve”.</p> <p><u>Type</u> the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.</p> <p>Click the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">OK</div> button to return to the Entitlements panel.</p> <p><u><b>CGHRSUP or CGHRSICSUP Users</b></u> Take the following steps to approve, deny, or recycle the entitlement.</p> <p><u>Leave</u> the Approval Action field set to “Approve” or <u>Click</u> the drop down arrow to change the approval action.</p> <p><u>Choose</u> “Deny” if the entitlement is either inaccurate or improper.</p> <p><b>Important!</b> Please delete the row after selecting this option by clicking the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">-</div> button in the Entitlements panel. <u>Choose</u> “Recycle” if kicking back the entitlement for further revision. <b>Important!</b> Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system. Disregard the Supervisor ID field.</p> <p>Click the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">OK</div> button to return to the Entitlements panel.</p>

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# INTERIM OVERSEAS HOUSING ALLOWANCE

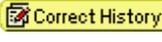
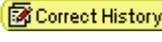
## Procedure (cont)

Step 7 (Cont'd)	Action												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Earnings Process Type</td> <td>Not Required. Disregard this field.</td> </tr> <tr> <td></td> <td> <p>Click this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> Approving Officials: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the member will not be paid.</u></p> </td> </tr> </tbody> </table>	Field	Action	Earnings Process Type	Not Required. Disregard this field.		<p>Click this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> Approving Officials: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the member will not be paid.</u></p>						
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8	<p><u>To Stop Interim Overseas Housing Allowance</u></p> <p>In the  mode, find the row to suspend or terminate. The stop date will be blank as shown below:</p>  <p>Enter the following information...</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Stop Date</td> <td><u>Enter</u> the last day of entitlement by using the calendar button  to select the date. You can also <u>Click &amp; Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format.</td> </tr> <tr> <td>Stop Time</td> <td>Pre-filled</td> </tr> <tr> <td>Manual Row Switch</td> <td><u>Select</u> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment.</td> </tr> <tr> <td></td> <td>Click this button to stop payment of Interim Overseas Housing Allowance. See step 7 for instructions on routing entries for approval.</td> </tr> <tr> <td></td> <td>Click this button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.</td> </tr> </tbody> </table>	Field	Action	Stop Date	<u>Enter</u> the last day of entitlement by using the calendar button  to select the date. You can also <u>Click &amp; Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format.	Stop Time	Pre-filled	Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment.		Click this button to stop payment of Interim Overseas Housing Allowance. See step 7 for instructions on routing entries for approval.		Click this button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.
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	Click this button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.												

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# INTERIM OVERSEAS HOUSING ALLOWANCE

## Procedure (cont)

Step	Action
9	<p data-bbox="269 310 1101 352"><u>Correcting Interim Overseas Housing Allowance</u></p> <p data-bbox="269 394 1393 436">In the  mode, <u>find</u> the Interim Overseas Housing Allowance row to correct.</p> <p data-bbox="269 470 1367 604"><u>Click &amp; Drag</u> over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p> <p data-bbox="269 646 1094 688"><u>Click</u> the  button located at the bottom left of the screen.</p> <p data-bbox="269 730 1468 848"> To change the effective start date, you must delete the entire row (Step 10) and then start a new Interim Overseas Housing Allowance entitlement (Step 7).</p>
10	<p data-bbox="269 898 1065 940"><u>Deleting Interim Overseas Housing Allowance</u></p> <p data-bbox="269 982 1334 1024">In  mode, <u>find</u> the Interim Overseas Housing Allowance row to delete.</p> <p data-bbox="269 1066 997 1108"><u>Click</u> on the  button located in the row to be deleted.</p> <p data-bbox="269 1150 1101 1192"><u>Click</u> the  button located at the bottom left of the screen.</p> <p data-bbox="269 1234 1425 1352"> The total Interim Overseas Housing Allowance entitlement will be recouped when using this feature.</p>

*End*