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# Overseas Housing Allowance With Dependents

## Introduction:

This section provides the procedures for starting, stopping, correcting, and recouping Overseas Housing Allowance With Dependents. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawaii and Alaska) authorized to live in private quarters.

## References:

Joint Federal Travel Regulations, Appendix K

## Procedure:



**Overseas Housing Allowance With Dependents 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.**

**Submit an OHA entry to change OHA when there is a change in any variable used for computation of OHA including:**

- 1. A member's dependency status, BAH entitlement or FSH entitlement.**
- 2. Monthly rental/ownership costs.**
- 3. The utility indicator.**
- 4. Rank/Rate due to promotion or demotion.**
- 5. Homeowner/Renter Code**
- 6. Place of Residence**
- 7. Number of Sharers.**

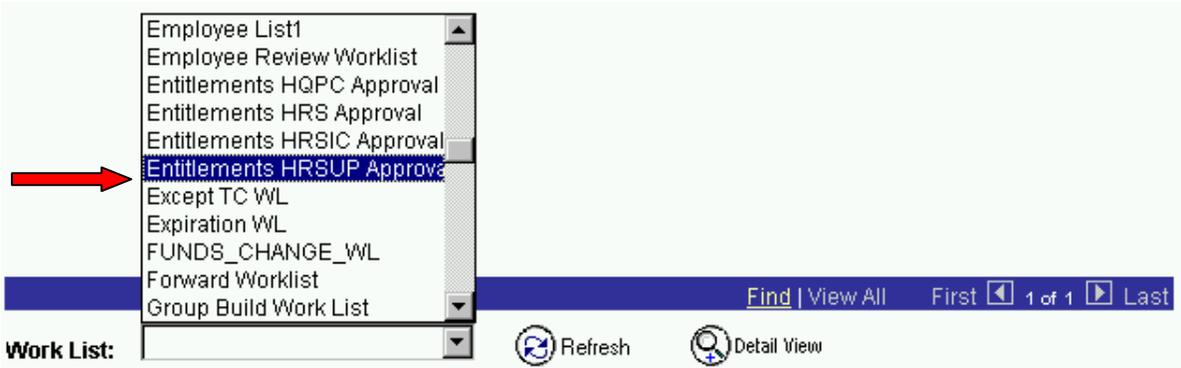
**Do not submit an entry when changes are made to the PDTATAC web site ([www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)). PSC is responsible for these changes.**

**OHA automatically stops on the day before departure PCS. The member is entitled to BAH-II with dependents while the member is enroute to the new permanent duty station, and a BAH transaction with Earnings Code BA2, Earnings Type BAH-L, should be submitted effective the date of departure PCS.**

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Start Direct Access, [sign-in](#) and follow these steps to start, suspend, terminate, correct, or recoup Overseas Housing Allowance With Dependents.

Step	Action
1	<p><b>Select</b> 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; <b>Employee Entitlements</b></p> <p><b>CGHRSUP User</b> - access via their <b>DIRECT ACCESS</b> work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below.</p>  <p>The screenshot shows a dropdown menu with the following items: Employee List1, Employee Review Worklist, Entitlements HQPC Approval, Entitlements HRS Approval, Entitlements HRSIC Approval, Entitlements HRSUP Approval (highlighted with a red arrow), Except TC WL, Expiration WL, FUNDS_CHANGE_WL, Forward Worklist, and Group Build Work List. Below the menu is a 'Work List:' field, a 'Refresh' button, and a 'Detail View' button. Navigation controls include 'Find   View All', 'First', '1 of 1', and 'Last'.</p>
2	<p>A search page will appear. <b>Enter</b> the member's Employee ID number or other search criteria and <b>click</b> the <b>Search</b> button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Advanced Technique</b></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 (SSN) before making any changes.</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>  <p>The screenshot shows a table titled 'Worklist for MAPL0807: Mark A Planitz'. The table has columns: From, Date From, Work Item, and Link. The first row contains: John A. Herman, 09/04/2002, Entitlements HRSUP Approval, and a link: 1077911_0_CF1_2002-09-01_HDIPCM_0_000004. There are also 'Mark Worked' and 'Reassign' icons to the right of the link.</p>

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3

Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web interface titled "Entitlements" with a "View All" button and navigation arrows. Below the title bar, there are two rows of entitlements:

Code	Description	Action	Details	Action
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-	+

At the bottom of the panel, there are buttons for "Save", "Return to Search", "Update/Display", "Include History", and "Correct History". Below the panel, there are links for "Employee Entitlement Summary" and "Employee Entitlement Detail".

Select **View All** in the title bar.

**CGHRSUP User** - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the **Continue** button in the same row and then proceed to Step 7.

The screenshot shows the "Entitlements" panel with "View All" selected in the title bar. The panel now displays four rows of entitlements:

Code	Description	Action	Details	Action
CF1	Aviation Crew & Non-Crew HDIP	Continue	*Aviation Crew Member Hazardous Started 2002-09-01	+
FDH	Flight Deck Hazardous Duty Pay	Continue	Flight Deck Hazardous Duty Inc Stopped 1995-10-31	+
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-06-29	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-11-30	+

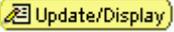
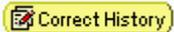
A red arrow points to the "Continue" button of the first row. Below the panel, there is a "Save" button and links for "Employee Entitlement Summary" and "Employee Entitlement Detail".

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4

Select the  button located at the bottom right-hand portion of the screen so that all Overseas Housing Allowance With Dependents will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.

Note: The current selection will have a white background.

- You may use the  button to start a Overseas Housing Allowance With Dependents; however, we recommend using the “Include History” mode so all payments will display.
- Use the  button to view all payments of a Overseas Housing Allowance With Dependents. Only new entitlements can be entered in this mode.
- Use the  button to update or delete entries of a Overseas Housing Allowance With Dependents. A listing of all payments will be displayed.

5

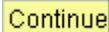
### **If an Overseas Housing Allowance With Dependents row exists in the Summary Panel...**

Click the  button adjacent to Overseas Housing Allowance With Dependents. The Employee Entitlement Detail screen will appear. (Go to Step 7)

### **If an Overseas Housing Allowance With Dependents row doesn't exist in the Summary Panel...**

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, **type** “OH1” in the look-up box   or use the magnifying glass to search for and select the Overseas Housing Allowance With Dependents earning code.

Then **click** the  button adjacent to Overseas Housing Allowance With Dependents to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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6

**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

Follow these procedures to bypass the **Employee Entitlement Summary Panel**.

Select the **Employee Entitlement Detail Panel** from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Select the  button located at the bottom right-hand portion of the screen so that all Overseas Housing Allowance With Dependents entries will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “OH1” Earnings Code. If the Overseas Housing Allowance With Dependents code isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.

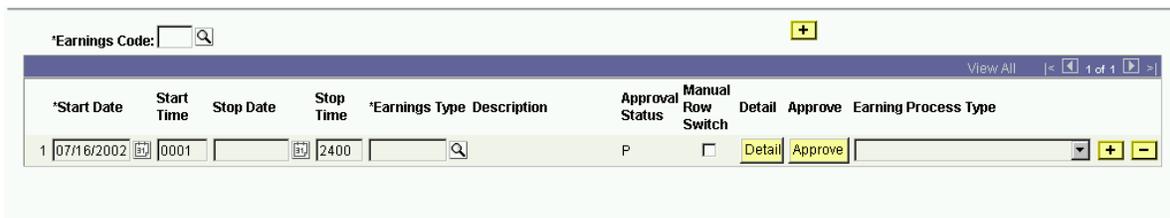


Entitlements View All | < 1 of 2 >

\*Earnings Code: FSA Family Separation Allowance 

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1   10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

The following screen appears below the previous entitlement...



\*Earnings Code:  

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1   07/16/2002	0001	2400				P	<input type="checkbox"/>	Detail	Approve	

Type “OH1” in the Earnings Code field or use the magnifying glass  to search and select the Overseas Housing Allowance With Dependents Earnings Code.



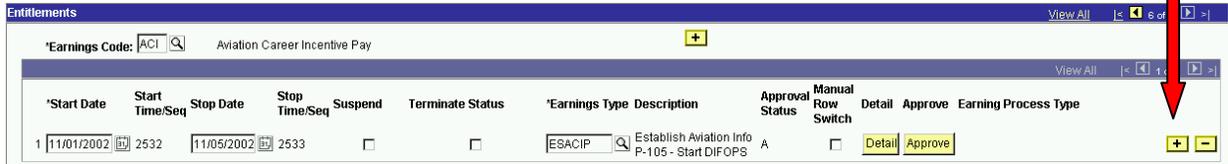
\*Earnings Code: OH1 OHA with Dependents 

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1   09/24/2004	0000	0000				P	<input type="checkbox"/>	Detail	Approve	

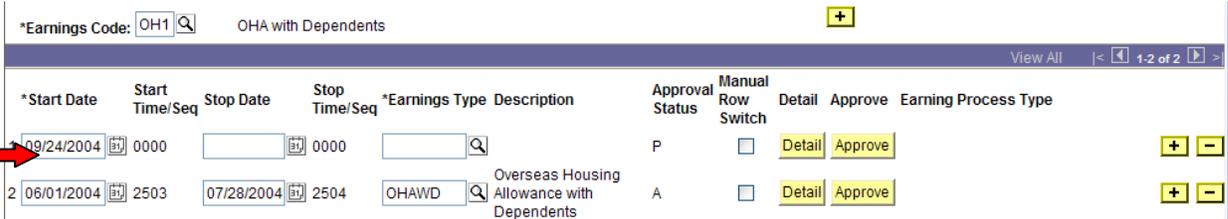
7

**Starting Overseas Housing Allowance With Dependents** (See Steps 8-11 for other options)

If an Overseas Housing Allowance With Dependents row already exists, click the  button in the  mode as shown below.



The following entry line appears...



Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.  <b>Note:</b> For OHA starts and stops, enter the date prescribed in the JFTR, U9100C. For changes, use the date the change took place.
Start Time	Pre-filled
Stop Date	Leave this field blank when starting OHA
Stop Time	Pre-filled
Earnings Type	<b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. <b>(CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)</b>
Manual Row Switch	<b>Select</b> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>

## Step 7 (Cont'd)

Click the **Detail** button to bring up the Supporting Data screen below (if applicable):

**Supporting Data**

1080807      OH1    12/06/2002    OHAWD

Locality Code:      JFTR Util:

Monthly Rent:     Ind:

Rental Ceiling:     Utility Cost:

MIHA Rent:     Currency:

MIHA Misc:     Number of Sharers:

MIHA Security:     Dep Status:

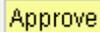
Homeowner Indicator

Field	Action
<b>Locality Code</b>	<b>Enter</b> the 5 character alpha/numeric location code or use the Lookup button to select the desired location. <b>Note: Location codes are also located at the PDTATAC web site <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a>.</b>
<b>Monthly Rent</b>	<b>Enter</b> the monthly rent in US Dollars. 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>
<b>Rental Ceiling</b>	<b>Enter</b> 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>
<b>MIHA Rent</b>	<b>Enter</b> 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>
<b>MIHA Misc</b>	<b>Enter</b> the miscellaneous MIHA in US Dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA security. <b>Do not complete this field for a change in OHA entry. This is a one-time payment.</b>
<b>MIHA Security</b>	<b>Enter</b> the 6-digit amount for MIHA security (US Dollars). Do not complete this field for a change in OHA entry.
<b>JFTR Util Ind</b>	Use the drop down menu to <b>select</b> the JFTR Utility Indicator.
<b>Utility Cost</b>	Enter the monthly utility cost before reduction or pro-ration from 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>
<b>Currency</b>	Use the drop down menu to <b>select</b> the type of currency used to pay monthly rent.
<b>Number of Sharers</b>	<b>Enter</b> the number of sharers (i.e. 02 = 2 sharers). Do not count dependents as sharers. See Chapter 9 of the JFTR for a definition of “sharers”.
<b>Dep Status</b>	Pre-filled.
<b>Homeowner Ind</b>	<b>Check</b> the box if a homeowner.

Click the **OK** button when finished.

## Step 7 (Cont'd)



Click the  button and the following screen appears.

### Supporting Data

1080807                      OH1    12/06/2002    OHAWD

**Approval Status:** Pending                      **Originator ID:** MAPL0807

**Role Name:**     **Approver EmplID:**  



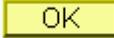


## CGHRS or CGHRSIC (Clerk) Action

**Complete the following steps to route the entitlement for approval:**

Leave the Approval Action field set to “Approve”.

Type the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.

Click the  button to return to the Entitlements panel.

## CGHRSUP or CGHRSICSUP Users

**Take the following steps to approve, deny, or recycle the entitlement.**

Leave the Approval Action field set to “Approve” or Click the drop down arrow to change the approval action.

Choose “Deny” if the entitlement is either inaccurate or improper.

**Important!** Please delete the row after selecting this option by clicking the  button in the Entitlements panel.

Choose “Recycle” if kicking back the entitlement for further revision.

**Important!** 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.

Click the  button to return to the Entitlements panel.

## Step 7 (Cont'd)

Field	Action
Earnings Process Type	Not Required. Disregard this field.
	<p><a href="#">Click</a> 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> <b>Approving Officials: You must click the approve button or make a change to the entitlement before saving; otherwise, the member will not be paid. Once saved, the item will disappear from your work list.</b></p>

8

### To Stop Overseas Housing Allowance With Dependents

In the  mode, find the row to stop. The stop date will be blank as shown below:



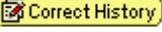
Enter the following information...

Field	Action
Stop Date	<a href="#">Enter</a> the last day of entitlement by using the calendar button  to select the date. You can also <a href="#">Click &amp; Drag</a> over the date field then <a href="#">Type</a> the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	Pre-filled.
Description	Pre-filled.
Approval Status	Pre-filled. A = Approved, P = Pending
Manual Row Switch	<a href="#">Select</a> 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! Overriding pay edits may result in errors and possible overpayment.</b>
	<a href="#">Click</a> this button to stop payment of Overseas Housing Allowance With Dependents. See step 7 for instructions on routing entries for approval.
	<a href="#">Click</a> 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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9

## **Correcting Overseas Housing Allowance With Dependents**

In the  mode, **find** the Overseas Housing Allowance With Dependents row to correct.

**Click & Drag** 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.

**Click** the  button located at the bottom left of the screen.



To change the effective start date, you must delete the entire row (Step 10) and then start a new Overseas Housing Allowance With Dependents entitlement (Step 7).

10

## **Deleting Overseas Housing Allowance With Dependents**

In  mode, **find** the Overseas Housing Allowance With Dependents row to delete.

**Click** on the  button located in the row to be deleted.

**Click** the  button located at the bottom left of the screen.



The total Overseas Housing Allowance With Dependents entitlement will be recouped when using this feature.