

OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

Overview

Introduction This section provides the procedures for starting, stopping, correcting, and recouping Overseas Housing Allowance w/o 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.

Reference The following references provide additional information about Overseas Housing Allowance w/o Dependents entitlements and regulations.

- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chap 3](#)
 - [Joint Federal Travel Regulations, Append K](#)
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Procedures 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:

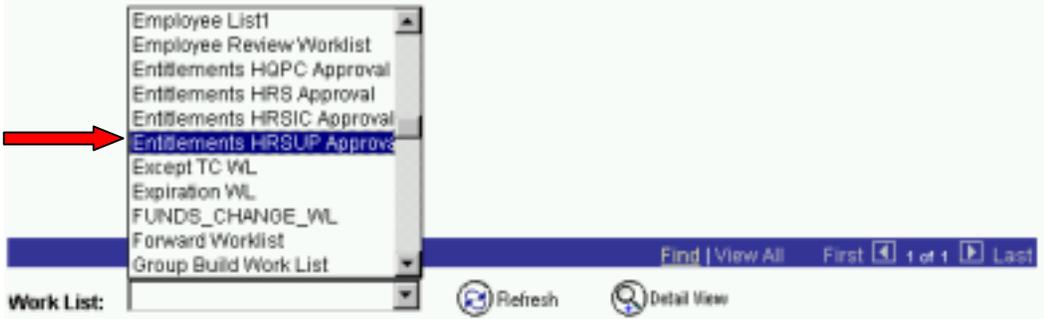
1. A member's dependency status, BAH entitlement or FSH entitlement.
2. Monthly rental/ownership costs.
3. The utility indicator.
4. Rank/Rate due to promotion or demotion.
5. Homeowner/Renter Code
6. Place of Residence
7. Number of Sharers.

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

OHA automatically stops on the day before departure PCS. The member is entitled to BAH-II without dependents while the member is enroute to the new permanent duty station, and a BAH transaction with Earnings Code BA2, Earnings Type BAH-G or BAH-H, should be submitted effective the date of departure PCS.

OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

Procedure Start DIRECT ACCESS, [sign-in](#) and follow these steps to start, suspend, terminate, correct, or recoup Overseas Housing Allowance w/o Dependents.

Step	Action												
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <p>CGHRSUP User - access via their DIRECT ACCESS work list to review and approve. You may use the work list 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 click the Search button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Advanced Technique. 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.. CGHRSUP Users - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel.</p> <table border="1" data-bbox="297 1619 1479 1768"> <thead> <tr> <th colspan="4" style="background-color: #000080; color: white;">Worklist for MAPL0807: Mark A Planitz</th> </tr> <tr> <th style="color: blue;">From</th> <th style="color: blue;">Date From</th> <th style="color: blue;">Work Item</th> <th style="color: blue;">Link</th> </tr> </thead> <tbody> <tr> <td>John A. Herman</td> <td>09/04/2002</td> <td>Entitlements HRSUP Approval</td> <td> 1077911_0_CF1_2002-09-01_HDIPCM_0_000004   </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	1077911_0_CF1_2002-09-01_HDIPCM_0_000004  
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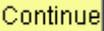
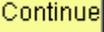
Procedure (cont'd)

Step	Action
3	<p data-bbox="285 331 1433 401"><u>Entitlement Panels.</u> Either the Summary Panel or Detail Panel will appear depending on which option was previously selected.</p> <p data-bbox="285 438 1446 508"><u>Select</u> the <u>Employee Entitlement Summary</u> Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.</p> <p data-bbox="285 556 1097 590">Employee Entitlement Summary Employee Entitlement Detail</p> <p data-bbox="285 646 669 680">The following screen appears.</p> <div data-bbox="386 716 1393 1058" data-label="Image"> <p>The screenshot shows a table with two rows of entitlements. The first row is 'Family Separation Allowance' with a 'Continue' button and a status 'Family Separation Allowance, C stopped on 2002-08-'. The second row is 'Imminent Dngr-Hostile Fire Pay' with a 'Continue' button and a status 'Imminent Danger Hostile Fire P stopped on 2001-05-'. There are also 'Save', 'Returns Search', 'Update Display', 'Include History', and 'Correct History' buttons at the bottom.</p> </div> <p data-bbox="285 1098 704 1131"><u>Select</u> View All in the title bar.</p> <p data-bbox="285 1178 1463 1268">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.</p> <div data-bbox="302 1310 1458 1791" data-label="Image"> <p>The screenshot shows a table with four rows of entitlements. The first row is '*Aviation Crew & Non-Crew HDIP' with a 'Continue' button and a status '*Aviation Crew Member Hazardous Started 2002-09-01'. A red arrow points to the 'Continue' button. The other rows are 'Flight Deck Hazardous Duty Pay', 'Family Separation Allowance', and 'Imminent Dngr-Hostile Fire Pay', each with a 'Continue' button and a status. There is a 'Save' button at the bottom left.</p> </div> <p data-bbox="285 1766 954 1791">Employee Entitlement Summary Employee Entitlement Detail</p>

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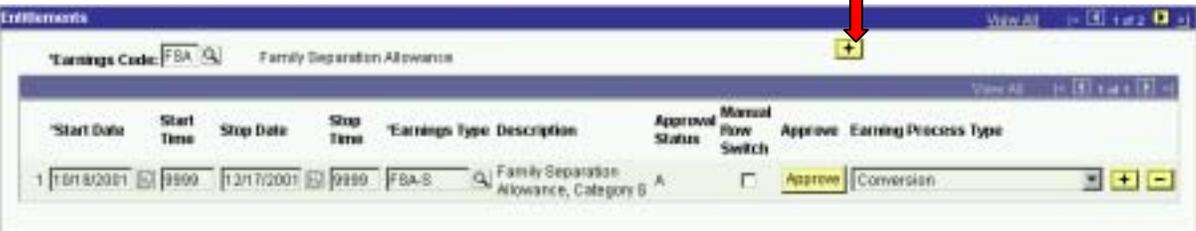
Procedure (cont'd)

Step	Action
4	<p>Select the  button located at the bottom right-hand portion of the screen so that all Overseas Housing Allowance w/o Dependents 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 style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>You may use the  button to start a Overseas Housing Allowance w/o Dependents; however, we recommend using the “Include History” mode so all payments will display.</p> <p>Use the  button to view all payments of Overseas Housing Allowance w/o Dependents. Only new entitlements can be entered in this mode.</p> <p>Use the  button to update or delete entries of a Overseas Housing Allowance w/o Dependents. A listing of all payments will be displayed.</p> </div>
5	<p>If an Overseas Housing Allowance w/o Dependents row exists in the Summary Panel...</p> <p>Click the  button adjacent to Overseas Housing Allowance w/o Dependents. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If an Overseas Housing Allowance w/o Dependents 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 “OH2” in the look-up box   or use the magnifying glass to search for and select the Overseas Housing Allowance w/o Dependents earning code.</p> <p>Then click the  button adjacent to Overseas Housing Allowance w/o Dependents to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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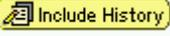
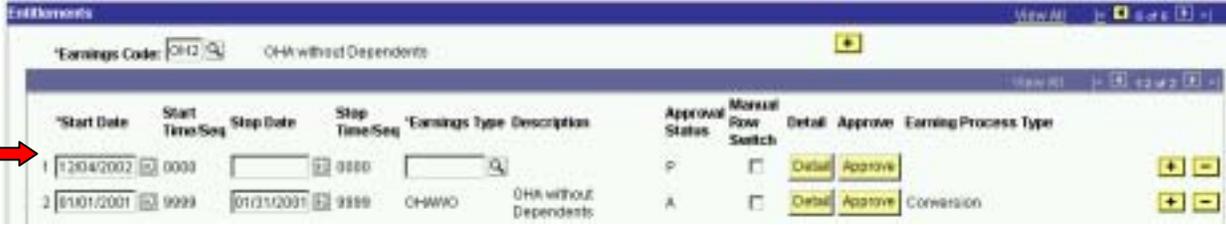
Procedure (cont'd)

Step	Action
6	<p><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. 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.</p> <p>Employee Entitlement Summary Employee Entitlement Detail</p> <p>Select the  button located at the bottom right-hand portion of the screen so that all Overseas Housing Allowance w/o Dependents entries will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Select View All from the displayed title bar to list all entitlements.</p> <p>Scroll up to find the “OH2” Earnings Code. If the Overseas Housing Allowance w/o Dependents code isn’t listed (after clicking View All), click the  button from any entitlement as shown below.</p>  <p>The following screen appears below the previous entitlement...</p>  <p>Type “OH2” in the Earnings Code field or use the magnifying glass  to search and select the Overseas Housing Allowance w/o Dependents Earnings Code.</p> 

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Procedure (cont'd)

Step	Action																		
7	<p data-bbox="284 331 1502 405"><u>Starting Overseas Housing Allowance w/o Dependents</u> (See Steps 8-11 for other options)</p> <p data-bbox="284 415 1502 510">If an Overseas Housing Allowance w/o Dependents row already exists, click the  button in the  mode as shown below.</p> <div data-bbox="284 541 1510 709">  </div> <p data-bbox="284 745 730 777">The following entry line appears...</p> <div data-bbox="284 814 1510 1039">  </div> <p data-bbox="284 1081 730 1113">Enter the following information...</p> <table border="1" data-bbox="284 1144 1502 1795"> <thead> <tr> <th data-bbox="284 1144 500 1186">Field</th> <th data-bbox="500 1144 1502 1186">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1186 500 1396">Start Date</td> <td data-bbox="500 1186 1502 1396">The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format. Note: For OHA starts and stops, enter the date prescribed in the JFTR, U9100C. For changes, use the date the change took place.</td> </tr> <tr> <td data-bbox="284 1396 500 1438">Start Time</td> <td data-bbox="500 1396 1502 1438">Pre-filled</td> </tr> <tr> <td data-bbox="284 1438 500 1480">Stop Date</td> <td data-bbox="500 1438 1502 1480">Leave this field blank when starting OHA</td> </tr> <tr> <td data-bbox="284 1480 500 1522">Stop Time</td> <td data-bbox="500 1480 1502 1522">Pre-filled</td> </tr> <tr> <td data-bbox="284 1522 500 1585">Earnings Type</td> <td data-bbox="500 1522 1502 1585"><u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.</td> </tr> <tr> <td data-bbox="284 1585 500 1627">Description</td> <td data-bbox="500 1585 1502 1627">Pre-filled. Ensure the proper entitlement is shown.</td> </tr> <tr> <td data-bbox="284 1627 500 1690">Approval Status</td> <td data-bbox="500 1627 1502 1690">Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)</td> </tr> <tr> <td data-bbox="284 1690 500 1795">Manual Row Switch</td> <td data-bbox="500 1690 1502 1795"><u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</td> </tr> </tbody> </table>	Field	Action	Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format. Note: 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	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.	Description	Pre-filled. Ensure the proper entitlement is shown.	Approval Status	Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)	Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.
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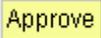
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7(Cont)	<p>Click the Detail button to bring up the Supporting Data screen below (if applicable):</p> <div style="text-align: center; margin: 10px 0;">  </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Locality Code</td> <td>Enter the 5 character alpha/numeric location code or use the Lookup button to select the desired location. Ldate. Note: Location codes are also located at the PDTATAC web site http://www.dtic.mil/perdiem/.</td> </tr> <tr> <td>Monthly Rent</td> <td>Enter the monthly rent in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. 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)</td> </tr> <tr> <td>Rental Ceiling</td> <td>Enter the rental ceiling from the locality country tables located on the PDTATAC website: http://www.dtic.mil/perdiem/. Enter the rate of Members With Dependents even though the member does not have dependents; the JUMPS system will automatically convert the With Dependent Rate to the applicable Without Dependent rate. Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.</td> </tr> <tr> <td>MIHA Rent</td> <td>Enter the 6-digit MIHA rental amount (US Dollars) prescribed in the PDTATAC web site http://www.dtic.mil/perdiem/. 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See Chapter 9 of the JFTR for a definition of “sharers”.</td> </tr> <tr> <td>Dep Status</td> <td>Pre filled</td> </tr> <tr> <td>Homeowner Ind</td> <td>Check the box if a homeowner.</td> </tr> </tbody> </table> <p>Click the OK button when finished.</p>	Field	Action	Locality Code	Enter the 5 character alpha/numeric location code or use the Lookup button to select the desired location. Ldate. Note: Location codes are also located at the PDTATAC web site http://www.dtic.mil/perdiem/.	Monthly Rent	Enter the monthly rent in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. 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)	Rental Ceiling	Enter the rental ceiling from the locality country tables located on the PDTATAC website: http://www.dtic.mil/perdiem/ . 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Procedure (cont'd)

Step	Action				
7 Cont)	<p>Click the  button and the following screen appears.</p> <div style="text-align: center;"> <p>Supporting Data</p> <p>0000000 OH2 10/01/2002 OHAWO</p> <p>Approval Status: Approved Originator ID: DMCINTIRE</p> <p>Role Name: <input type="text" value="CGHRSUP"/> Approver EmpID: <input type="text"/> </p> <p> </p> </div> <p><u>CGHRS or CGHRSIC (Clerk) Action</u> Complete the following steps to route the entitlement for approval:</p> <p>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.</p> <p>Click the  button to return to the Entitlements panel.</p> <p><u>CGHRSUP or CGHRSICSUP Users</u> 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.</p> <p>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.</p> <p>Click the  button to return to the Entitlements panel.</p> <table border="1" data-bbox="321 1472 1430 1541"> <thead> <tr> <th>Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Earnings Process Type</td> <td>Not Required. Disregard this field.</td> </tr> </tbody> </table> <p>Click the  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> Once saved, the item will disappear from your work list.</p>	Field	Action	Earnings Process Type	Not Required. Disregard this field.
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Procedure (cont'd)

Step	Action																		
8	<p data-bbox="289 331 1144 367"><u>To Stop Overseas Housing Allowance w/o Dependents</u></p> <p data-bbox="289 411 1474 447">In the  mode, find the row to stop. The stop date will be blank as shown below:</p>  <p data-bbox="289 716 724 751">Enter the following information...</p> <table border="1" data-bbox="297 785 1455 1360"> <thead> <tr> <th data-bbox="297 785 524 821">Field</th> <th data-bbox="524 785 1455 821">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 821 524 936">Stop Date</td> <td data-bbox="524 821 1455 936"><u>Enter</u> the last day of entitlement by using the calendar button  to select the date. You can also <u>Click & Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format.</td> </tr> <tr> <td data-bbox="297 936 524 972">Stop Time</td> <td data-bbox="524 936 1455 972">Pre-filled</td> </tr> <tr> <td data-bbox="297 972 524 1008">Earnings Type</td> <td data-bbox="524 972 1455 1008">Pre-filled.</td> </tr> <tr> <td data-bbox="297 1008 524 1043">Description</td> <td data-bbox="524 1008 1455 1043">Pre-filled.</td> </tr> <tr> <td data-bbox="297 1043 524 1110">Approval Status</td> <td data-bbox="524 1043 1455 1110">Pre-filled. A = Approved, P = Pending</td> </tr> <tr> <td data-bbox="297 1110 524 1220">Manual Row Switch</td> <td data-bbox="524 1110 1455 1220"><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. Caution! Overriding pay edits may result in errors and possible overpayment.</td> </tr> <tr> <td data-bbox="297 1220 524 1287"></td> <td data-bbox="524 1220 1455 1287"><u>Click</u> this button to stop payment of Overseas Housing Allowance w/o Dependents. See step 7 for instructions on routing entries for approval.</td> </tr> <tr> <td data-bbox="297 1287 524 1354"></td> <td data-bbox="524 1287 1455 1354"><u>Click</u> 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 & Drag</u> over the date field then <u>Type</u> 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	<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. Caution! Overriding pay edits may result in errors and possible overpayment.		<u>Click</u> this button to stop payment of Overseas Housing Allowance w/o Dependents. See step 7 for instructions on routing entries for approval.		<u>Click</u> 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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OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

Procedure (cont'd)

Step	Action
9	<p data-bbox="289 331 1192 365"><u>Correcting Overseas Housing Allowance w/o Dependents</u></p> <p data-bbox="289 411 1422 483">In the  mode, <u>find</u> the Overseas Housing Allowance w/o Dependents row to correct.</p> <p data-bbox="289 525 1386 653"><u>Click & 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="289 705 1114 739"><u>Click</u> the  button located at the bottom left of the screen.</p> <p data-bbox="297 783 1511 898"> To change the effective start date, you must delete the entire row (Step 10) and then start a new Overseas Housing Allowance w/o Dependents entitlement (Step 7).</p>
10	<p data-bbox="289 955 1149 989"><u>Deleting Overseas Housing Allowance w/o Dependents</u></p> <p data-bbox="289 1035 1468 1068">In  mode, <u>find</u> the Overseas Housing Allowance w/o Dependents row to delete.</p> <p data-bbox="289 1119 1016 1152"><u>Click</u> on the  button located in the row to be deleted.</p> <p data-bbox="289 1203 1122 1236"><u>Click</u> the  button located at the bottom left of the screen.</p> <p data-bbox="289 1287 1446 1402"> The total Overseas Housing Allowance w/o Dependents entitlement will be recouped when using this feature.</p>

End