

# OUTCONUS COLA WITH DEPENDENTS

## Overview

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**Introduction** This section provides the procedures to start, stop, correct, or recoup OUTCONUS COLA With Dependents. Members with dependents assigned OUTCONUS are entitled to COLA (see par. U9303 JFTR for entitlement for member married to member couples and exceptions listed in U9157) regardless of Government mess availability at the PDS (including vessel).

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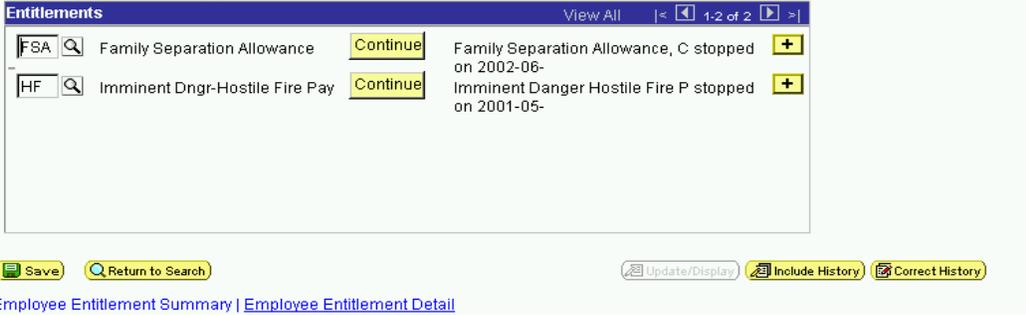
**Reference** The following references provide additional information about OUTCONUS COLA.

- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3](#)
  - [Joint Federal Travel Regulations, Chapter 9](#)
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**Discussion** Timely submission of this entry is important since significant pay impact may result for the member. OUTCONUS COLA is automatically shutdown the day prior to PCS departure.

# OUTCONUS COLA WITH DEPENDENTS

**Procedure** Start DIRECT ACCESS, sign-in and follow these steps to start, correct, or delete Basic Allowance for Housing.

Step	Action
1	<p><b>Select</b> Menu items in the following order.</p> <p>Home &gt; <u>Compensate Employees</u> &gt; <u>Maintain Entitlements</u> &gt; Use &gt; <b>Employee Entitlements</b></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>Advanced Technique</p> <p>If you leave the leave the <b>Include History</b> box 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>
3	<p><u>Entitlement Panels</u>. Either the <b>Summary Panel</b> or <b>Detail Panel</b> will appear depending on which option was previously selected.</p> <p><b>Select</b> 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><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> <p>The following screen appears.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;">  </div> <p><b>Select</b> <b>View All</b> in the title bar.</p>

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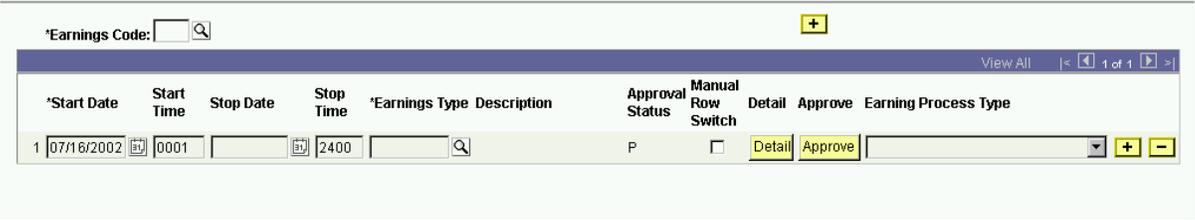
## Procedure (Cont)

Step	Action
4	<p><b>Select</b> the  button located at the bottom right-hand portion of the screen so that all payments of OUTCONUS COLA With Dependents will be shown in the next panel.  <b>Note: The current selection will have a white background.</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>You may use</b> the  button to start OUTCONUS COLA With Dependents; however, we recommend using the “Include History” mode so all payments will display.</p> <p>Use the  button to view all payments of OUTCONUS COLA With Dependents. Only new entitlements can be entered in this mode.</p> </div>
5	<p><b>If an OUTCONUS COLA With Dependents row exists in the Summary Panel...</b></p> <p><b>Click</b> the  button adjacent to OUTCONUS COLA With Dependents. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p><b>If an OUTCONUS COLA With Dependents row doesn't exist in the Summary Panel...</b></p> <p><b>Click</b> a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, <b>type</b> “OCC” in the look-up box   or use the magnifying glass to search for and select the OUTCONUS COLA With Dependents earning code.</p> <p>Then <b>click</b> the  button adjacent to OUTCONUS COLA With Dependents to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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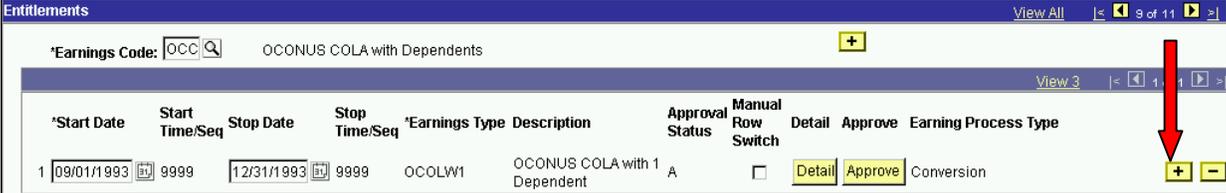
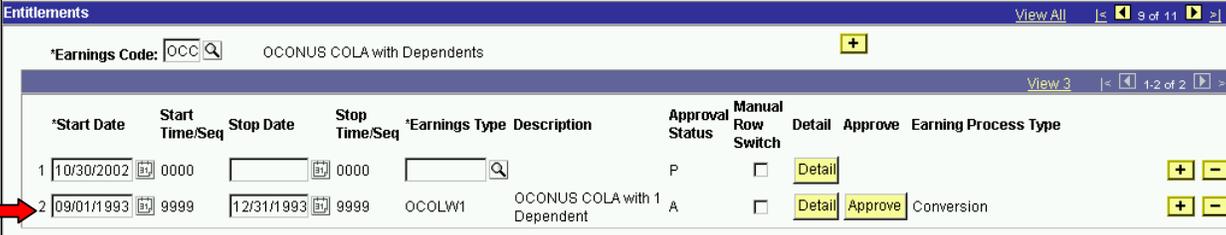
## Procedure (cont'd)

Step	Action
6	<p><b><u>Employee Entitlement Detail Panel</u></b> is the main panel for entering or stopping entitlements. <b>If you have completed Steps 3-5, continue on to Step 7. Follow these procedures to bypass the Employee Entitlement Summary Panel.</b></p> <p><b>Select</b> 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.  <a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> <p><b>Select</b> the  button located at the bottom right-hand portion of the screen so that all entries of OUTCONUS COLA With Dependents will be shown.</p> <p><b>Select</b> <a href="#">View All</a> from the displayed title bar to list all entitlements.</p> <p><b>Scroll up</b> to find the “OCC” Earnings Code. If OUTCONUS COLA With Dependents isn’t listed (after clicking <a href="#">View All</a> ), click the  button from any entitlement as shown below.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <p>The following screen appears below the previous entitlement...</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <p><b>Type</b> “OCC” in the Earnings Code field or use the magnifying glass  to search and select the OUTCONUS COLA With Dependents Earnings Code.</p>

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# OUTCONUS COLA WITH DEPENDENTS

## Procedure (cont'd)

Step	Action																		
7	<p><b><u>Paying OUTCONUS COLA With Dependents</u></b> (See Steps 8 to recoup)</p> <p>In the  mode, click the  button shown below.</p> 																		
	<p>The following entry line appears...</p> 																		
	<p>Enter the following information...</p> <table border="1" data-bbox="285 1136 1503 1766"> <thead> <tr> <th>Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><b>Start Date</b></td> <td>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.</td> </tr> <tr> <td><b>Start Time</b></td> <td>Pre-filled</td> </tr> <tr> <td><b>Stop Date</b></td> <td>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 stop date in MMDDYYYY format.</td> </tr> <tr> <td><b>Stop Time</b></td> <td>Pre-filled</td> </tr> <tr> <td><b>Earnings Type</b></td> <td><b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.</td> </tr> <tr> <td><b>Description</b></td> <td>Pre-filled. Ensure the proper entitlement is shown.</td> </tr> <tr> <td><b>Approval Status</b></td> <td>Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</td> </tr> <tr> <td><b>Manual Row Switch</b></td> <td><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!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</td> </tr> </tbody> </table>	Field	Action	<b>Start Date</b>	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>Start Time</b>	Pre-filled	<b>Stop Date</b>	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 stop date in MMDDYYYY format.	<b>Stop Time</b>	Pre-filled	<b>Earnings Type</b>	<b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.	<b>Description</b>	Pre-filled. Ensure the proper entitlement is shown.	<b>Approval Status</b>	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.	<b>Manual Row Switch</b>	<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!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
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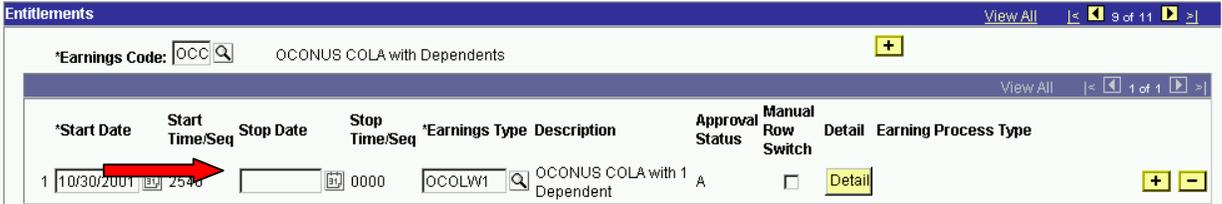
## Procedure (cont'd)

Step	Action								
7	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 20%;">Field</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Detail</div> </td> <td> <p><a href="#">Click</a> the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Detail</div> button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>0000000                      OCC   10/31/2002    OCOLW1</p> <p>Locality Code: <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>Number of Dependents: <input style="width: 30px;" type="text" value="1"/></p> <p style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00; margin-right: 10px;">OK</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Cancel</div> </p> </div> <p><a href="#">Click</a> the magnifying glass <input style="width: 20px;" type="button" value="Q"/> to <a href="#">select</a> the locality where the member was stationed for OUTCONUS COLA With Dependents entitlement</p> <p>The number of dependents is automatically displayed based on the earnings type selected.</p> <p>Leave the “Partial Indicator (PA only)” unchecked. It is not in use.</p> <p><a href="#">Click</a> the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">OK</div> button when finished.</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Earnings Process Type</td> <td>Not Required. Disregard this field.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #99cc66;">Save</div> </td> <td><a href="#">Click</a> this button (located at the bottom left of the screen) to approve the entry.</td> </tr> </tbody> </table>	Field	Action	<div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Detail</div>	<p><a href="#">Click</a> the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Detail</div> button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>0000000                      OCC   10/31/2002    OCOLW1</p> <p>Locality Code: <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>Number of Dependents: <input style="width: 30px;" type="text" value="1"/></p> <p style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00; margin-right: 10px;">OK</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Cancel</div> </p> </div> <p><a href="#">Click</a> the magnifying glass <input style="width: 20px;" type="button" value="Q"/> to <a href="#">select</a> the locality where the member was stationed for OUTCONUS COLA With Dependents entitlement</p> <p>The number of dependents is automatically displayed based on the earnings type selected.</p> <p>Leave the “Partial Indicator (PA only)” unchecked. It is not in use.</p> <p><a href="#">Click</a> the <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">OK</div> button when finished.</p>	Earnings Process Type	Not Required. Disregard this field.	<div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #99cc66;">Save</div>	<a href="#">Click</a> this button (located at the bottom left of the screen) to approve the entry.
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# OUTCONUS COLA WITH DEPENDENTS

## Procedure (cont'd)

Step	Action										
8	<p><b><u>Stopping OUTCONUS COLA With Dependents</u></b></p> <p>Find the row to stop. 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><b>Enter</b> the last day of entitlement by using the calendar button  to select the date. You can also <b>Click &amp; Drag</b> over the date field then <b>Type</b> the stop date in MMDDYYYY format. This field can be future dated.</td> </tr> <tr> <td>Stop Time</td> <td>Pre-filled</td> </tr> <tr> <td>Manual Row Switch</td> <td><b>Select</b> 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></td> </tr> <tr> <td></td> <td><b>Click</b> this button (located at the bottom left of the screen) to approve the entry.</td> </tr> </tbody> </table>	Field	Action	Stop Date	<b>Enter</b> the last day of entitlement by using the calendar button  to select the date. You can also <b>Click &amp; Drag</b> over the date field then <b>Type</b> the stop date in MMDDYYYY format. This field can be future dated.	Stop Time	Pre-filled	Manual Row Switch	<b>Select</b> 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>		<b>Click</b> this button (located at the bottom left of the screen) to approve the entry.
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9	<p><b><u>Correcting OUTCONUS COLA With Dependents</u></b></p> <p><b>Find</b> the OUTCONUS COLA With Dependents row to correct.</p> <p><b>Click &amp; Drag</b> 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><b>Click</b> the  button located at the bottom left of the screen.</p> <p> To change the effective start date or an incorrect earnings type, you must delete the entire row (Step 10) and then start a new OUTCONUS COLA With Dependents (Step 7).</p>										

# OUTCONUS COLA WITH DEPENDENTS

## Procedure (cont'd)

Step	Action
10	<p data-bbox="289 342 1149 384"><b><u>Deleting OUTCONUS COLA With Dependents</u></b></p> <p data-bbox="289 426 1084 468"><b><u>Find</u></b> the OUTCONUS COLA With Dependents row to delete.</p> <p data-bbox="289 510 1019 552"><b><u>Click</u></b> on the  button located in the row to be deleted.</p> <p data-bbox="289 594 1125 636"><b><u>Click</u></b> the  button located at the bottom left of the screen.</p> <p data-bbox="289 720 1515 825"> The total OUTCONUS COLA With Dependents entitlement will be recouped when using this feature.</p>

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*End*