

# OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

## Overview

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**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.

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**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:

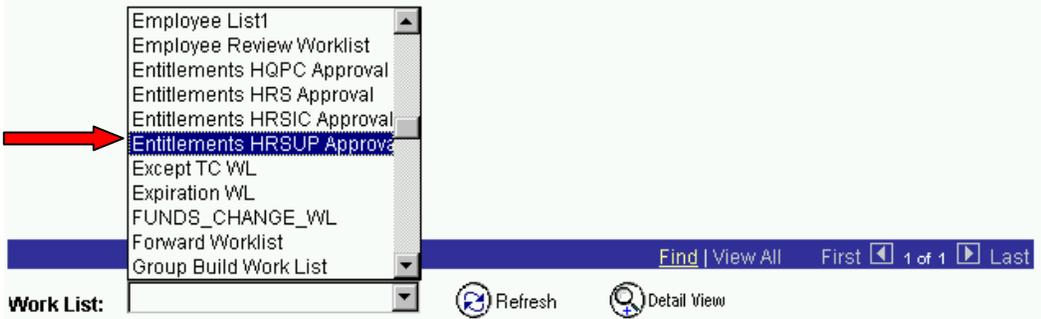
1. A member's dependency status, BAH entitlement or FSH entitlement.
2. Monthly rental/ownership costs.
3. The utility indicator.
4. Rank/Rate due to promotion or demotion.
5. Homeowner/Renter Code
6. Place of Residence
7. Number of Sharers.

Do not submit an entry when changes are made to the PDTATAC web site ([www.dtic.mil/perdiem/](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 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><b>Select</b> Menu items in the following order.</p> <p>Home &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 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>  <p>The screenshot shows a dropdown menu with the following items: Employee List1, Employee Review Worklist, Entitlements HGPC 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. The page footer shows 'Find   View All First 1 of 1 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: 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.. <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" data-bbox="297 1619 1479 1768"> <thead> <tr> <th colspan="5" 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> <th></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> <td> <input checked="" type="checkbox"/> Mark Worked           <input checked="" type="checkbox"/> Reassign         </td> </tr> </tbody> </table> <p>The screenshot shows a table with columns: From, Date From, Work Item, Link, and actions. A red arrow points to the 'Link' column for the entry 'Entitlements HRSUP Approval'.</p>	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>	<input checked="" type="checkbox"/> Mark Worked <input checked="" type="checkbox"/> Reassign
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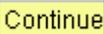
# OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

## Procedure (cont'd)

Step	Action
3	<p data-bbox="284 327 1437 401"><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 data-bbox="284 436 1446 510"><u>Select</u> 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="284 554 1097 590"><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> <p data-bbox="284 644 669 680">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 for Family Separation Allowance (FSA) with a 'Continue' button and a '+' icon. The second row is for Imminent Dngr-Hostile Fire Pay (HF) with a 'Continue' button and a '+' icon. The title bar includes 'View All', navigation arrows, and '1-2 of 2'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.</p> </div> <p data-bbox="284 1096 706 1131"><u>Select</u> <a href="#">View All</a> in the title bar.</p> <p data-bbox="284 1176 1469 1270"><b>CGHRSUP User</b> - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the <b>Continue</b> button in the same row and then proceed to Step 7.</p> <div data-bbox="298 1285 1458 1791" data-label="Image"> <p>The screenshot shows a table with four rows of entitlements. The first row is for Aviation Crew &amp; Non-Crew HDIP (CF1) with a 'Continue' button and a '+' icon. A red arrow points to this 'Continue' button. The second row is for Flight Deck Hazardous Duty Pay (FDH) with a 'Continue' button and a '+' icon. The third row is for Family Separation Allowance (FSA) with a 'Continue' button and a '+' icon. The fourth row is for Imminent Dngr-Hostile Fire Pay (HF) with a 'Continue' button and a '+' icon. The title bar includes 'View All', navigation arrows, and '1-4 of 4'. At the bottom, there is a 'Save' button.</p> </div> <p data-bbox="284 1764 954 1791"><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p>

# OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

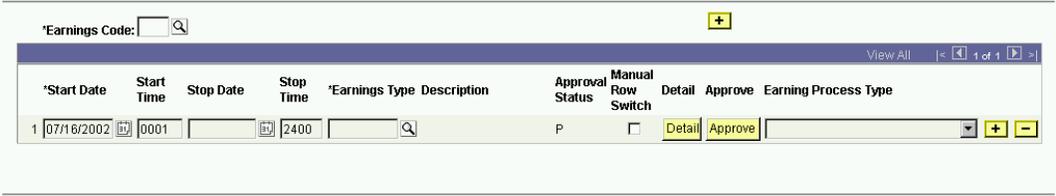
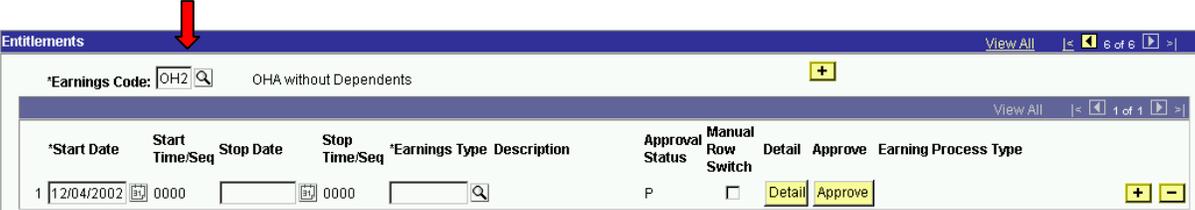
## Procedure (cont'd)

Step	Action
4	<p><b>Select</b> 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><b>If an Overseas Housing Allowance w/o Dependents row exists in the Summary Panel...</b></p> <p><b>Click</b> the  button adjacent to Overseas Housing Allowance w/o Dependents. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p><b>If an Overseas Housing Allowance w/o 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> “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 <b>click</b> 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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# OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

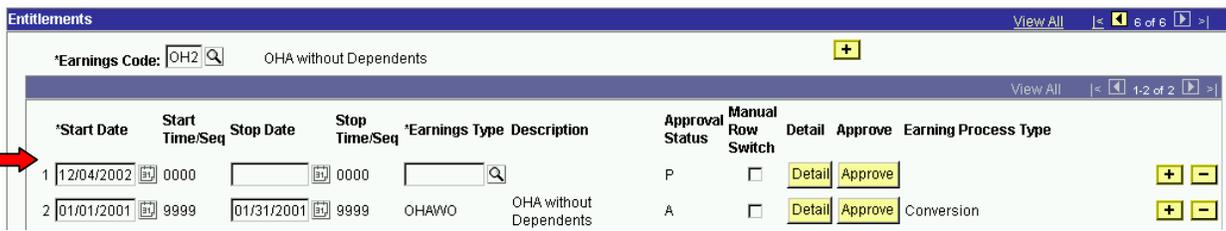
## Procedure (cont'd)

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.</b> Follow these procedures to bypass the <b>Employee Entitlement Summary Panel</b>. <b>Select</b> the <b>Employee Entitlement Detail</b> Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.</p> <p><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 Overseas Housing Allowance w/o Dependents entries will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.</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 “OH2” Earnings Code. If the Overseas Housing Allowance w/o Dependents code isn’t listed (after clicking <a href="#">View All</a> ), click the  button from any entitlement as shown below.</p>  <p>The following screen appears below the previous entitlement...</p>  <p><b>Type</b> “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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# OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

## Procedure (cont'd)

Step	Action																		
7	<p data-bbox="284 331 1502 409"><b><u>Starting Overseas Housing Allowance w/o Dependents</u></b> (See Steps 8-11 for other options)</p> <p data-bbox="284 415 1502 504">If an Overseas Housing Allowance w/o Dependents row already exists, click the  button in the  mode as shown below.</p> <div data-bbox="284 535 1510 703">  </div> <p data-bbox="284 745 730 787">The following entry line appears...</p> <div data-bbox="284 808 1510 1039">  </div> <p data-bbox="284 1081 730 1123">Enter the following information...</p> <table border="1" data-bbox="284 1144 1502 1795"> <thead> <tr> <th data-bbox="284 1144 495 1186">Field</th> <th data-bbox="495 1144 1502 1186">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1186 495 1396"><b>Start Date</b></td> <td data-bbox="495 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 &amp; Drag</u> over the date field to select the date then <u>Type</u> 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.</td> </tr> <tr> <td data-bbox="284 1396 495 1438"><b>Start Time</b></td> <td data-bbox="495 1396 1502 1438">Pre-filled</td> </tr> <tr> <td data-bbox="284 1438 495 1480"><b>Stop Date</b></td> <td data-bbox="495 1438 1502 1480">Leave this field blank when starting OHA</td> </tr> <tr> <td data-bbox="284 1480 495 1522"><b>Stop Time</b></td> <td data-bbox="495 1480 1502 1522">Pre-filled</td> </tr> <tr> <td data-bbox="284 1522 495 1585"><b>Earnings Type</b></td> <td data-bbox="495 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 495 1627"><b>Description</b></td> <td data-bbox="495 1585 1502 1627">Pre-filled. Ensure the proper entitlement is shown.</td> </tr> <tr> <td data-bbox="284 1627 495 1690"><b>Approval Status</b></td> <td data-bbox="495 1627 1502 1690">Pre-filled. <b>(CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)</b></td> </tr> <tr> <td data-bbox="284 1690 495 1795"><b>Manual Row Switch</b></td> <td data-bbox="495 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. <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 <u>select</u> the desired date. You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> 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.	<b>Start Time</b>	Pre-filled	<b>Stop Date</b>	Leave this field blank when starting OHA	<b>Stop Time</b>	Pre-filled	<b>Earnings Type</b>	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.	<b>Description</b>	Pre-filled. Ensure the proper entitlement is shown.	<b>Approval Status</b>	Pre-filled. <b>(CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)</b>	<b>Manual Row Switch</b>	<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. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
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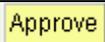
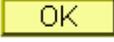
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Step	Action																										
7(Cont)	<p><a href="#">Click</a> the <span style="background-color: yellow;">Detail</span> button to bring up the Supporting Data screen below (if applicable):</p> <div style="text-align: center; border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Supporting Data</b></p> <p>1051380      OH2    12/04/2002    OHAWO</p> <p>Locality Code: <input type="text"/> <input type="button" value="Q"/>    JFTR Util Ind: <input type="text"/></p> <p>Monthly Rent: <input type="text"/>    Utility Cost: <input type="text"/></p> <p>Rental Ceiling: <input type="text"/>    Currency: <input type="text"/></p> <p>MIHA Rent: <input type="text"/>    Number of Sharers: <input type="text"/></p> <p>MIHA Misc: <input type="text"/>    Dep Status: <input type="text"/> w/o Depts</p> <p>MIHA Security: <input type="text"/>    <input type="checkbox"/> Homeowner Indicator</p> <p><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>Locality Code</td> <td><a href="#">Enter</a> the 5 character alpha/numeric location code or use the Lookup button to select the desired location. Ldate. <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></td> </tr> <tr> <td>Monthly Rent</td> <td><a href="#">Enter</a> the monthly rent in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. <b>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>Rental Ceiling</td> <td><a href="#">Enter</a> 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>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.</b></td> </tr> <tr> <td>MIHA Rent</td> <td><a href="#">Enter</a> 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>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.</b></td> </tr> <tr> <td>MIHA Misc</td> <td><a href="#">Enter</a> 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></td> </tr> <tr> <td>MIHA Security</td> <td><a href="#">Enter</a> the 6-digit amount for MIHA security (US Dollars). Do not complete this field for a change in OHA entry.</td> </tr> <tr> <td>JFTR Util Ind</td> <td>Use the drop down menu to <a href="#">select</a> the JFTR Utility Indicator.</td> </tr> <tr> <td>Utility Cost</td> <td>Enter the monthly utility cost before reduction or proration from the PDTATAC web site <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a>. <b>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. 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Monthly Rent	<a href="#">Enter</a> the monthly rent in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. <b>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>																										
Rental Ceiling	<a href="#">Enter</a> 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>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.</b>																										
MIHA Rent	<a href="#">Enter</a> 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>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.</b>																										
MIHA Misc	<a href="#">Enter</a> 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>																										
MIHA Security	<a href="#">Enter</a> the 6-digit amount for MIHA security (US Dollars). Do not complete this field for a change in OHA entry.																										
JFTR Util Ind	Use the drop down menu to <a href="#">select</a> the JFTR Utility Indicator.																										
Utility Cost	Enter the monthly utility cost before reduction or proration from the PDTATAC web site <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a> . <b>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.</b>																										
Currency	Use the drop down menu to <a href="#">select</a> the type of currency used to pay monthly rent.																										
Number of Sharers	<a href="#">Enter</a> 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”.																										
Dep Status	Pre filled																										
Homeowner Ind	<a href="#">Check</a> the box if a homeowner.																										

*Continued on next page*

# OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

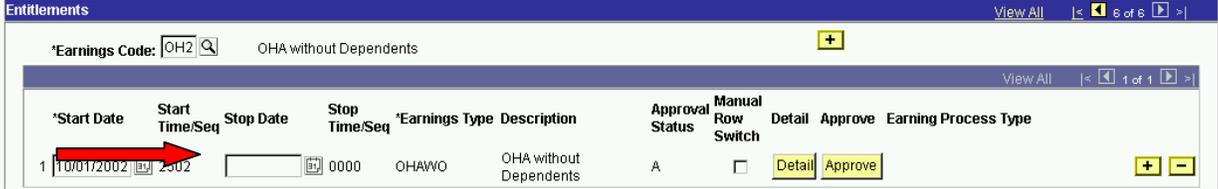
## Procedure (cont'd)

Step	Action				
7 Cont)	<p><b>Click</b> the  button and the following screen appears.</p> <div data-bbox="602 415 1206 621" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: blue; margin: 0;"><b>Supporting Data</b></p> <p style="margin: 0;">0000000      OH2    10/01/2002    OHAWO</p> <p style="margin: 0;">Approval Status: Approved      Originator ID: DMCINTIRE</p> <p style="margin: 0;">Role Name: <input type="text" value="CGHRSUP"/>    Approver EmpID: <input type="text"/> </p> <p style="margin: 0; text-align: center;"> </p> </div> <p><b><u>CGHRS or CGHRSIC (Clerk) Action</u></b>  <b>Complete the following steps to route the entitlement for approval:</b></p> <p><b><u>Leave</u></b> the Approval Action field set to “Approve”. <b><u>Type</u></b> 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><b>Click</b> the  button to return to the Entitlements panel.</p> <p><b><u>CGHRSUP or CGHRSICSUP Users</u></b>          Take the following steps to approve, deny, or recycle the entitlement. <b><u>Leave</u></b> the Approval Action field set to “Approve” or <b><u>Click</u></b> the drop down arrow to change the approval action. <b><u>Choose</u></b> “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  button in the Entitlements panel. <b><u>Choose</u></b> “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><b>Click</b> the  button to return to the Entitlements panel.</p> <table border="1" data-bbox="321 1472 1433 1545" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">Field</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td>Earnings Process Type</td> <td>Not Required. Disregard this field.</td> </tr> </tbody> </table> <p><b>Click</b> 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><b><u>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.</u></b></p>	Field	Action	Earnings Process Type	Not Required. Disregard this field.
Field	Action				
Earnings Process Type	Not Required. Disregard this field.				

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# OVERSEAS HOUSING ALLOWANCE W/O DEPENDENTS

## Procedure (cont'd)

Step	Action																		
8	<p data-bbox="289 329 1143 369"><b><u>To Stop Overseas Housing Allowance w/o Dependents</u></b></p> <p data-bbox="289 411 1474 447">In the  <b>Correct History</b> mode, find the row to stop. The stop date will be blank as shown below:</p> <div data-bbox="289 485 1507 674">  </div> <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="297 785 526 821">Field</th> <th data-bbox="526 785 1455 821">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 821 526 940"><b>Stop Date</b></td> <td data-bbox="526 821 1455 940"><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 data-bbox="297 940 526 976"><b>Stop Time</b></td> <td data-bbox="526 940 1455 976">Pre-filled</td> </tr> <tr> <td data-bbox="297 976 526 1012"><b>Earnings Type</b></td> <td data-bbox="526 976 1455 1012">Pre-filled.</td> </tr> <tr> <td data-bbox="297 1012 526 1047"><b>Description</b></td> <td data-bbox="526 1012 1455 1047">Pre-filled.</td> </tr> <tr> <td data-bbox="297 1047 526 1110"><b>Approval Status</b></td> <td data-bbox="526 1047 1455 1110">Pre-filled. A = Approved, P = Pending</td> </tr> <tr> <td data-bbox="297 1110 526 1220"><b>Manual Row Switch</b></td> <td data-bbox="526 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. <b>Caution! Overriding pay edits may result in errors and possible overpayment.</b></td> </tr> <tr> <td data-bbox="297 1220 526 1289"></td> <td data-bbox="526 1220 1455 1289"><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 1289 526 1360"></td> <td data-bbox="526 1289 1455 1360"><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	<b>Stop Date</b>	<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.	<b>Stop Time</b>	Pre-filled	<b>Earnings Type</b>	Pre-filled.	<b>Description</b>	Pre-filled.	<b>Approval Status</b>	Pre-filled. A = Approved, P = Pending	<b>Manual Row Switch</b>	<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! Overriding pay edits may result in errors and possible overpayment.</b>		<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"><b><u>Correcting Overseas Housing Allowance w/o Dependents</u></b></p> <p data-bbox="289 411 1422 478">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 &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="289 699 1114 743"><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"><b><u>Deleting Overseas Housing Allowance w/o Dependents</u></b></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 1115 1016 1159"><u>Click</u> on the  button located in the row to be deleted.</p> <p data-bbox="289 1205 1122 1249"><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