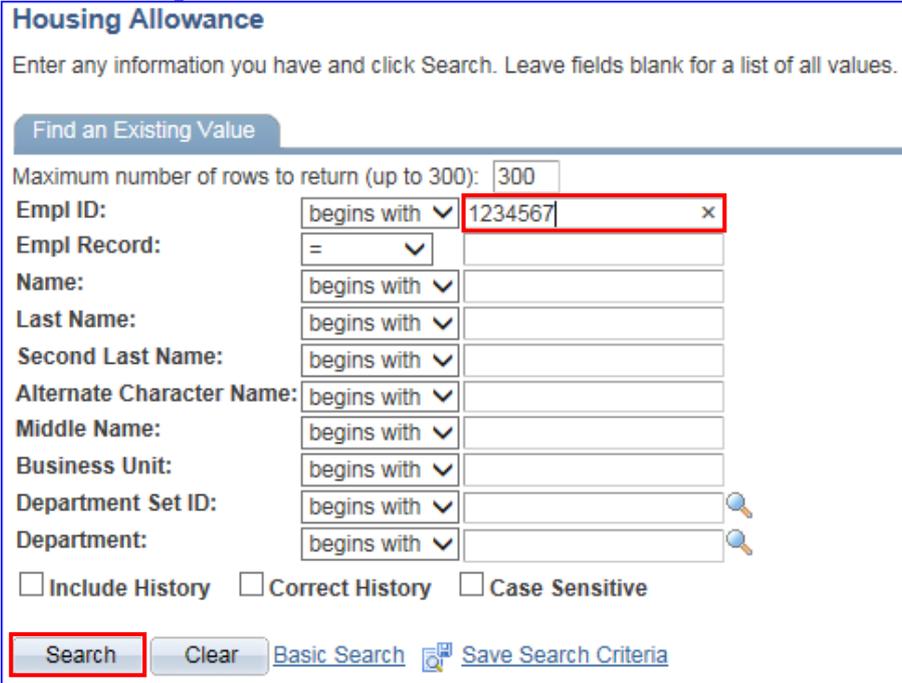


Stopping BAH

Introduction This guide provides the procedures for stopping a BAH row in Direct Access. In this example, the member was receiving BAH-Diff for Child Support while living in barracks in Great Britain. Then on 11/3/14, the member moved into an apartment and became eligible for OHA.

Procedures See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID and hit Search.</p> 

Continued on next page

Stopping BAH, Continued

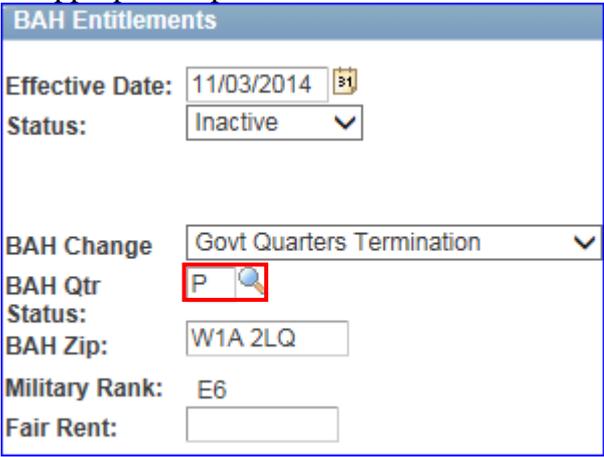
Procedures,
continued

Step	Action																														
<p data-bbox="248 488 268 517">3</p>	<p data-bbox="339 488 1345 555">The member's current BAH information will display. Click the Plus button to add a new row.</p> <div data-bbox="339 562 1370 1099" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="339 562 1370 589">BAH OHA FSH MIHA</p> <p data-bbox="339 600 1370 627">A.C. Slater EMP ID: 1234567 Empl Record: 0</p> <p data-bbox="339 638 1370 665">BAH Entitlements Find View All First 2 of 2 Last</p> <p data-bbox="339 676 1370 703">Effective Date: 10/13/2014 <input type="text"/> <input type="button" value="B"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p data-bbox="339 714 1370 741">Status: Active <input type="button" value="v"/> Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p data-bbox="339 752 1370 779">BAH Change: COLA/LPC <input type="button" value="v"/> Approver: Principal Belding</p> <p data-bbox="339 790 1370 817">BAH Qtr Status: P <input type="button" value="m"/> Approved at: 10/29/14 12:00AM</p> <p data-bbox="339 828 1370 855">BAH Zip: W1A 2LQ <input type="button" value="m"/> Description: Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs</p> <p data-bbox="339 866 1370 893">Military Rank: E6 BAH Type: BAH Differential</p> <p data-bbox="339 904 1370 931">Fair Rent: <input type="text"/> BAH Rate: 292.2000</p> <p data-bbox="339 943 1370 969">BAH Entitle: 292.2000</p> <p data-bbox="339 981 1370 1008">BAH Dependent Beneficiaries Customize Find <input type="button" value="m"/> First 1-2 of 2 Last</p> <table border="1" data-bbox="339 1019 1370 1099"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 02 <input type="button" value="m"/></td> <td>SLATER, ZACK</td> <td>Son</td> <td>04/04/2004</td> <td>06/21/2004</td> <td></td> <td><input type="checkbox"/></td> <td>12/20/2012 12:46:42AM</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>2 03 <input type="button" value="m"/></td> <td>SLATER, KELLY</td> <td>Daughter</td> <td>04/09/2006</td> <td>04/09/2006</td> <td></td> <td><input type="checkbox"/></td> <td>12/20/2012 12:46:42AM</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval			1 02 <input type="button" value="m"/>	SLATER, ZACK	Son	04/04/2004	06/21/2004		<input type="checkbox"/>	12/20/2012 12:46:42AM	<input type="button" value="+"/>	<input type="button" value="-"/>	2 03 <input type="button" value="m"/>	SLATER, KELLY	Daughter	04/09/2006	04/09/2006		<input type="checkbox"/>	12/20/2012 12:46:42AM	<input type="button" value="+"/>	<input type="button" value="-"/>
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2 03 <input type="button" value="m"/>	SLATER, KELLY	Daughter	04/09/2006	04/09/2006		<input type="checkbox"/>	12/20/2012 12:46:42AM	<input type="button" value="+"/>	<input type="button" value="-"/>																						
<p data-bbox="248 1133 268 1162">4</p>	<p data-bbox="339 1133 1345 1200">Enter the Effective Date and change the Status to Inactive so the member will no longer receive this BAH.</p> <div data-bbox="339 1207 967 1646" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="339 1207 967 1234">BAH Entitlements</p> <p data-bbox="339 1245 967 1272">Effective Date: 11/03/2014 <input type="text"/> <input type="button" value="B"/></p> <p data-bbox="339 1283 967 1310">Status: Inactive <input type="button" value="v"/></p> <p data-bbox="339 1321 967 1348">BAH Change: <input type="button" value="v"/></p> <p data-bbox="339 1359 967 1386">BAH Qtr Status: <input type="button" value="m"/></p> <p data-bbox="339 1397 967 1424">BAH Zip: W1A 2LQ <input type="button" value="m"/></p> <p data-bbox="339 1435 967 1462">Military Rank: E6</p> <p data-bbox="339 1473 967 1500">Fair Rent: <input type="text"/></p> </div>																														

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Stopping BAH, Continued

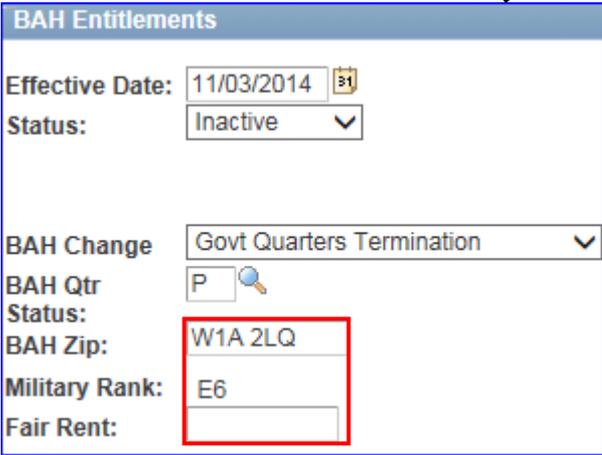
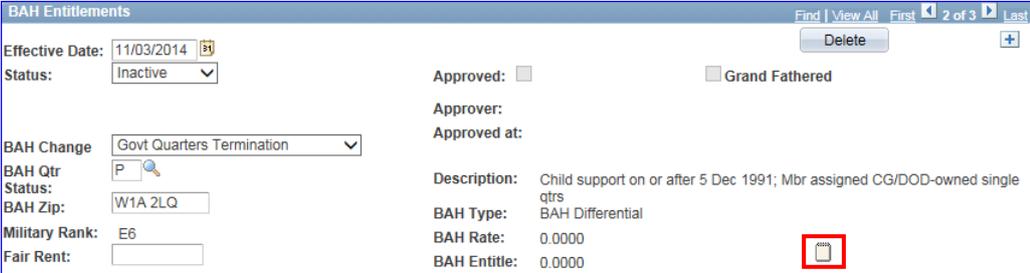
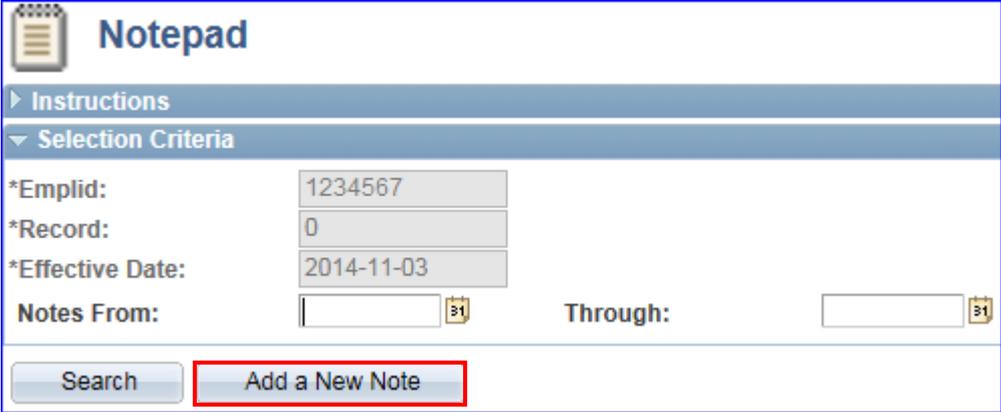
Procedures,
continued

Step	Action
5	<p>Select the appropriate reason for the BAH Change, using the drop-down.</p>  <p>BAH Change BAH Qtr Status: BAH Zip: Military Rank: Fair Rent:</p> <ul style="list-style-type: none"> Add a Dependent BAH In Transit COLA/LPC Child Support Confinement Demotion Divorce Failed to Complete Annual Val Govt Quarters Occupany Govt Quarters Termination Hire Inadequate Quarters Designatn Legal Separation MHA Change Married Married to Member Missing in Action Status Promotion Reserve/Recall Orders Restoration Annual Validation Special Approval by PSC Transfer
6	<p>Enter the BAH Qtr Status (same as it was before) or use the lookup to select the appropriate option.</p>  <p>BAH Entitlements</p> <p>Effective Date: 11/03/2014 </p> <p>Status: Inactive </p> <p>BAH Change: Govt Quarters Termination </p> <p>BAH Qtr Status: P </p> <p>BAH Zip: W1A 2LQ</p> <p>Military Rank: E6</p> <p>Fair Rent: <input type="text"/></p>

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Stopping BAH, Continued

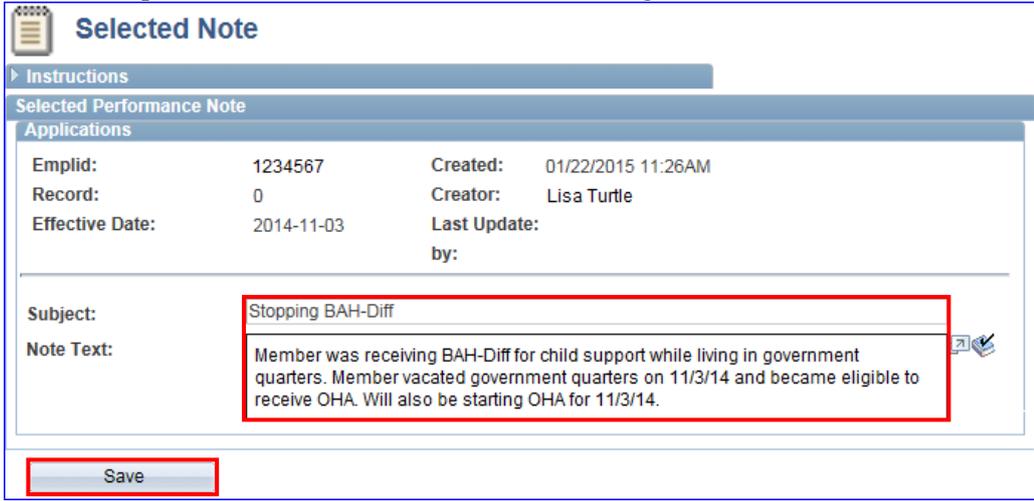
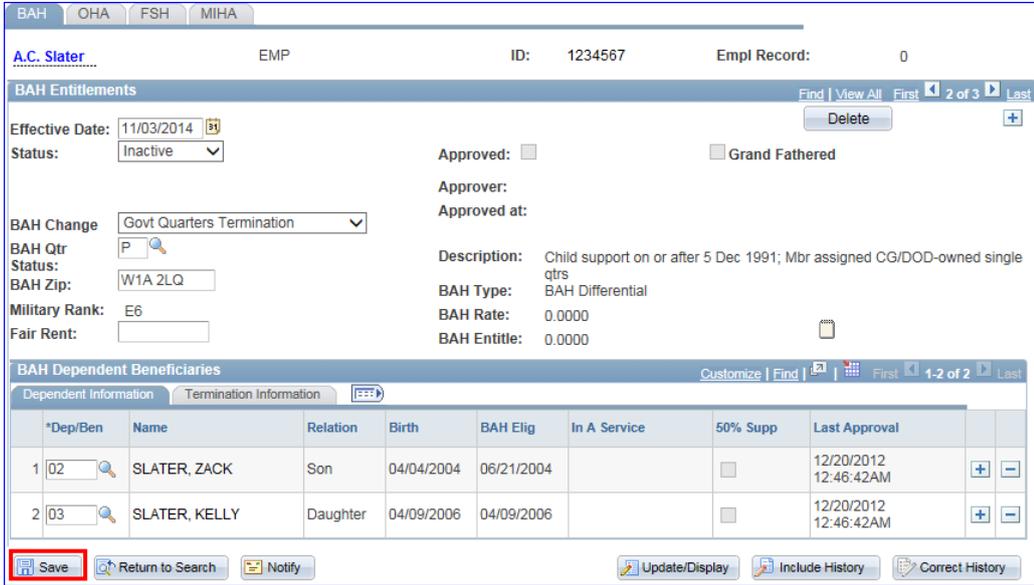
Procedures,
continued

Step	Action
7	<p>The BAH Zip will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. For this transaction, there is no need to change it. The Military Rank will default to the member's current rank. The Fair Rent field is only used for Inadequate Quarters.</p> 
8	<p>Click on the Notepad (opens in a new window) to add specific comments for the auditor of this transaction.</p> 
9	<p>Click Add a New Note.</p> 

Continued on next page

Stopping BAH, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the specific information for this BAH Change and then click Save.</p> 
<p>11</p>	<p>Return to the Housing Allowance page and click the Save button. The transaction will be routed to all of the SPO Auditors in the same Dept ID of the HRS User's SPO (SPO Tree).</p> 
<p>12</p>	<p>Click the Home link to return to the home page.</p>