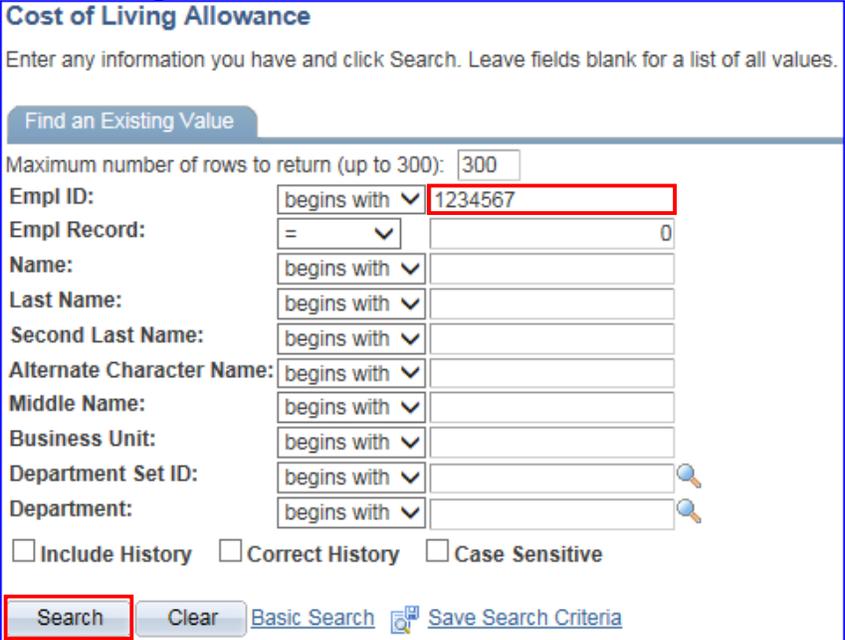


Stopping OUTCONUS COLA

Introduction This guide provides the procedures for stopping OUTCONUS COLA in Direct Access.

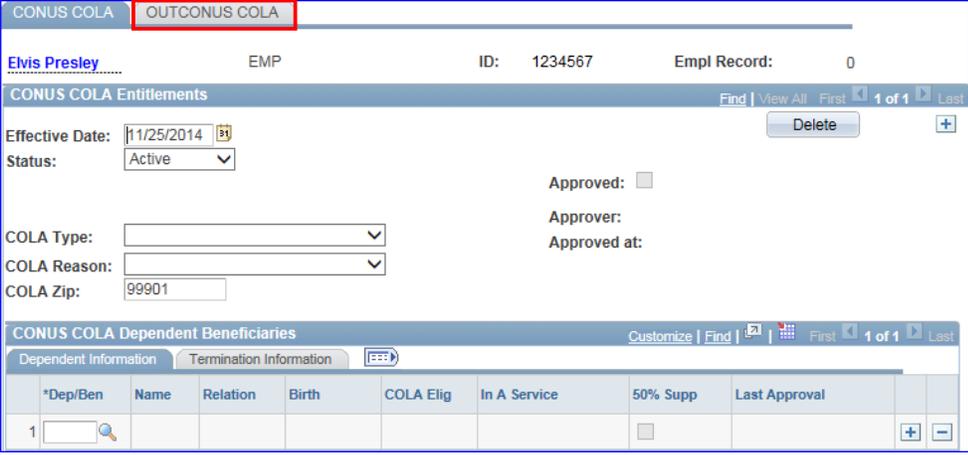
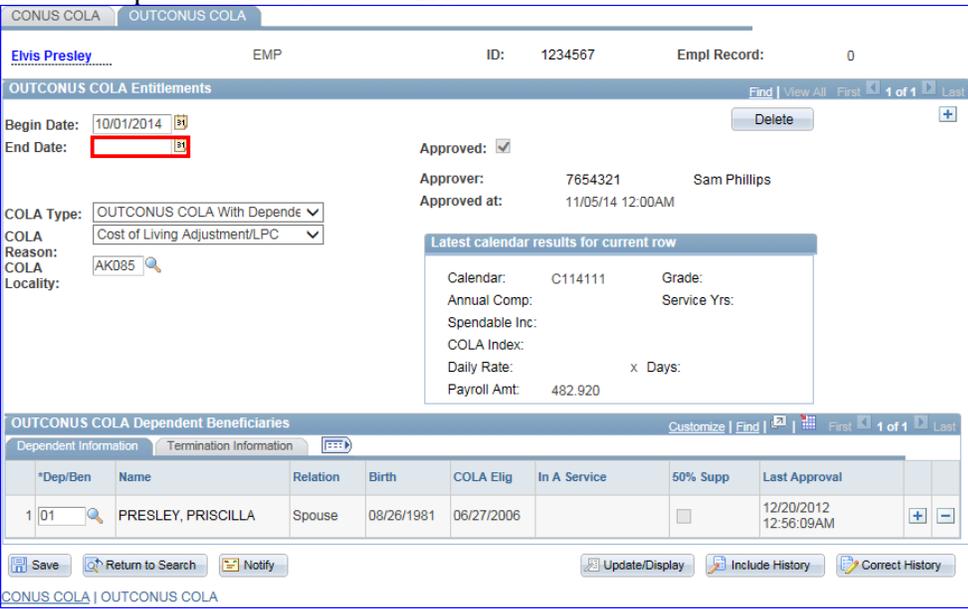
Procedures See below.

Step	Action
1	<p>Select Cost of Living Allowance from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "Cost of Living Allowance" is highlighted with a red rectangular box.</p>
2	<p>Enter the Empl ID and hit Search.</p>  <p>The screenshot shows the "Cost of Living Allowance" search form. The "Empl ID" field is set to "1234567" and is highlighted with a red box. The "Search" button at the bottom left is also highlighted with a red box.</p>

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Stopping OUTCONUS COLA, Continued

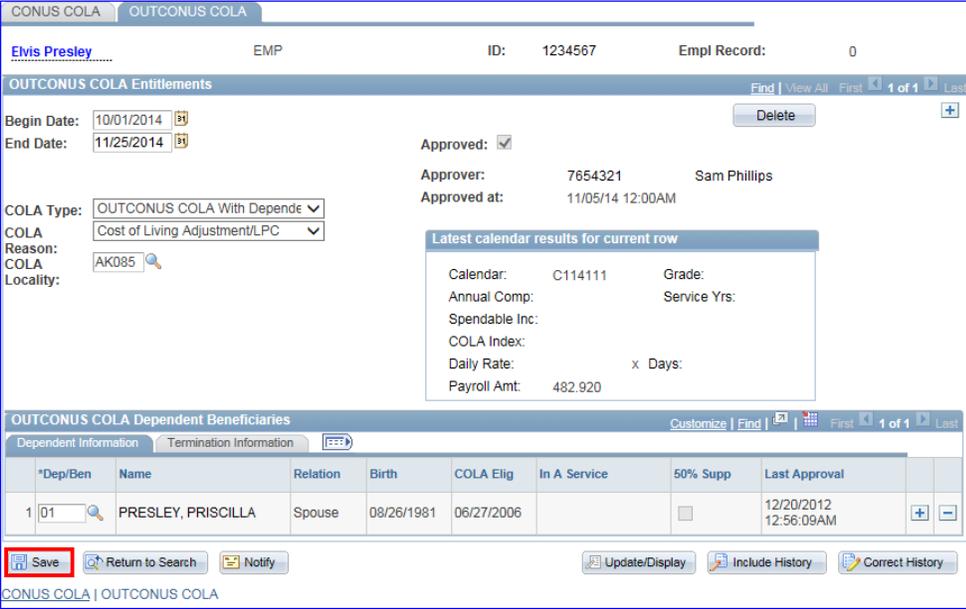
Procedures,
continued

Step	Action
<p>3</p>	<p>The member's current CONUS COLA information (if any) will display. Click on the OUTCONUS COLA tab.</p> 
<p>4</p>	<p>The member's OUTCONUS COLA information will display. Enter an End Date to stop the OUTCONUS COLA.</p> 

Continued on next page

Stopping OUTCONUS COLA, Continued

Procedures,
continued

Step	Action
5	<p>Once you enter an end date, this error message will appear. Click OK.</p> 
6	<p>Now click Save.</p>  <p>CONUS COLA OUTCONUS COLA</p>
7	<p>The transaction will now be routed to the SPO Auditor for approval.</p>