

Starting BAH for Reserve Members

Introduction This guide provides the procedures for starting BAH for Reserve members in Direct Access.

Before you begin Whenever processing Reserve Orders, ensure the correct BAH Qtr Status is started based on the type and duration of orders.

When Reserve orders end, the Reservist's pay group is changed from USCG (Active Duty) back to USCG RSV (Reserve). The BAH row will remain Active, but will not pay until the member is back on Active Duty orders. Make sure the member is receiving the correct BAH entitlement every time they start new Active Duty orders.

Procedures See below.

Step	Action
1	<p>Click Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a list of links. The link "Housing Allowance" is highlighted with a red rectangular box. Other visible links include: Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Cost of Living Allowance, MGIB Enrollments, View Active Duty Payslips, Proxy Member for eResume, Job Data, Add a Person, Proxy - Submit Absence Request, SGLI + FSGLI, Accrue Pay, Dependent Information, ACIP, Sea Time Balances, Hire Applicant, Add Employment Instance, and Modify a Person.</p>

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Starting BAH for Reserve Members, Continued

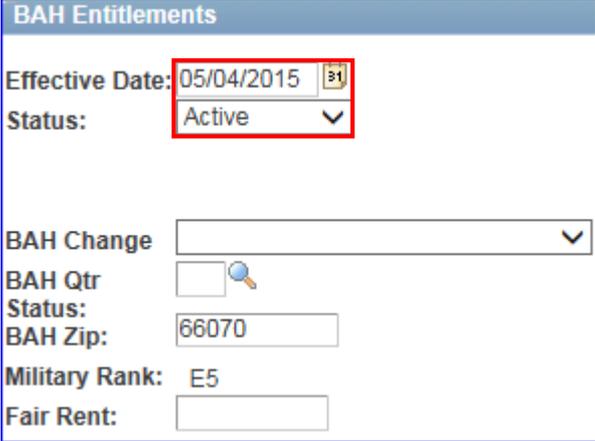
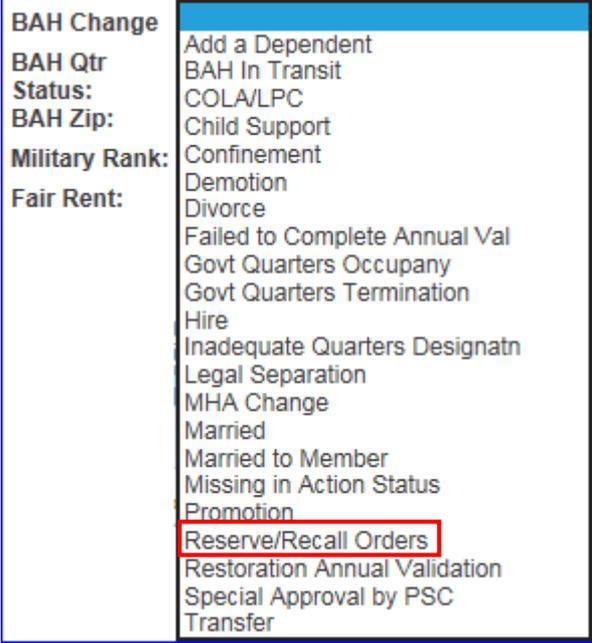
Procedures,
continued

Step	Action																
2	<p>Enter the Empl ID and hit Search.</p> <div data-bbox="328 524 1230 1211" style="border: 1px solid blue; padding: 5px;"> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="text" value="x"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text" value=""/></p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>Second Last Name: <input type="text" value="begins with"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/></p> <p>Middle Name: <input type="text" value="begins with"/></p> <p>Business Unit: <input type="text" value="begins with"/></p> <p>Department Set ID: <input type="text" value="begins with"/> </p> <p>Department: <input type="text" value="begins with"/> </p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>																
3	<p>The member's current BAH information (if any) will display. If the member has an existing BAH row, click the Plus button to add a new row. If the member does not have an existing BAH row, continue to the next step.</p> <div data-bbox="328 1357 1394 1910" style="border: 1px solid blue; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Captain America EMP ID: 1234567 Empl Record: 0</p> <p>BAH Entitlements Find View All First 1 of 1 Last</p> <p>Effective Date: <input type="text" value="04/30/2015"/> <input type="button" value="BY"/> <input style="border: 2px solid red;" type="button" value="+"/></p> <p>Status: <input type="text" value="Active"/> <input type="button" value="Delete"/></p> <p>Approved: <input type="checkbox"/> Grand Fathered</p> <p>Approver:</p> <p>Approved at:</p> <p>BAH Change: <input type="text"/></p> <p>BAH Qtr: <input type="text"/> </p> <p>Status:</p> <p>BAH Zip: <input type="text" value="66070"/></p> <p>Description:</p> <p>Military Rank: E5</p> <p>Bah Type:</p> <p>Fair Rent: <input type="text"/></p> <p>BAH Rate: 0.0000</p> <p>BAH Entitle: 0.0000 <input type="checkbox"/> Override Flag </p> <p>BAH Dependent Beneficiaries Customize Find First 1 of 1 Last</p> <p>Dependent Information Termination Information <input type="button" value="=>"/></p> <table border="1"> <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> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> </div>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1	<input type="text"/>					<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action
4	<p>Enter the Effective Date (defaults to current date) and ensure the Status reads Active (Inactive means the member is not currently receiving pay). For Reserve members on Active Duty, the effective date is the same as the Reserve Orders begin date.</p>  <p>The screenshot shows the 'BAH Entitlements' form with the following fields: Effective Date: 05/04/2015, Status: Active, BAH Change: (empty dropdown), BAH Qtr: (empty), BAH Zip: 66070, Military Rank: E5, and Fair Rent: (empty).</p>
5	<p>Select the appropriate reason for the BAH Change, using the drop-down.</p>  <p>The dropdown menu lists the following reasons for a BAH Change: 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, and Transfer.</p>

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Starting BAH for Reserve Members, Continued

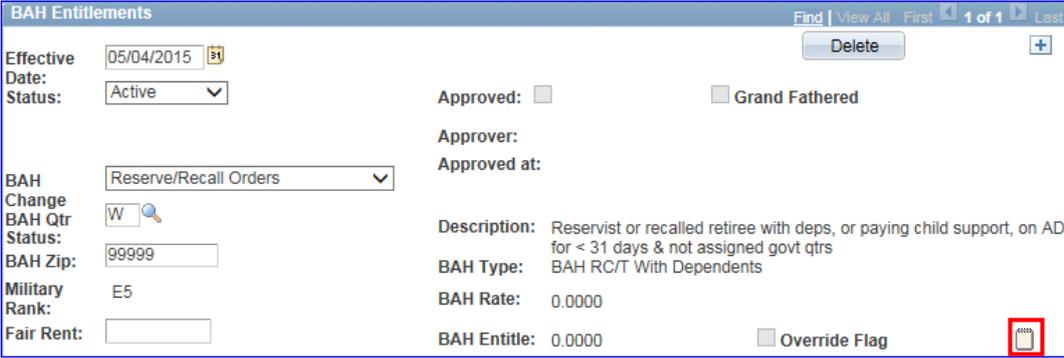
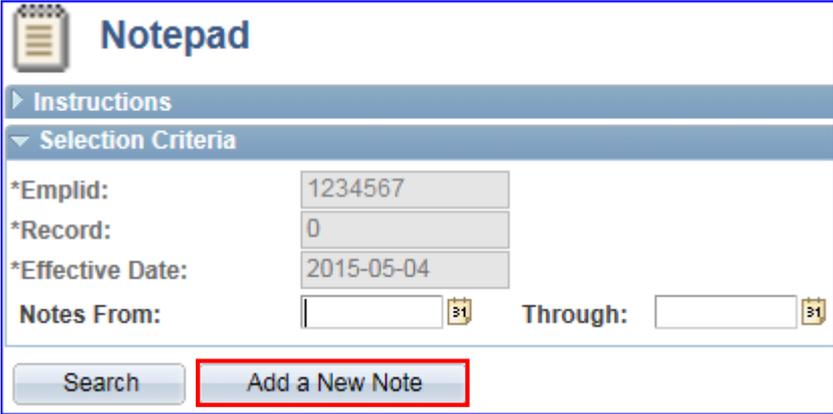
Procedures,
continued

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6	<p>Enter the BAH Qtr Status or use the lookup to select the appropriate option. If the Reservist is on Active Duty orders less than 31 days, select W or X for with or without dependents. If the Reservist is on Active Duty orders for 31 days or more, select the appropriate BAH code.</p> <div data-bbox="325 633 890 898" style="border: 1px solid black; padding: 5px;"> <p>BAH <input type="text" value="Reserve/Recall Orders"/></p> <p>Change BAH Qtr Status: <input type="text" value="W"/></p> <p>BAH Zip: <input type="text" value="66070"/></p> <p>Military Rank: <input type="text" value="E5"/></p> <p>Fair Rent: <input type="text"/></p> </div> <div data-bbox="325 936 1393 1346" style="border: 1px solid black; padding: 5px;"> <p>View 100 First 1-18 of 18 Last</p> <table border="1"> <thead> <tr> <th>BAH Quarters Status</th> <th>Long Description</th> <th>BAH Type Code</th> <th>Fair Rental Market Indicator</th> <th>Locality Based BAH</th> </tr> </thead> <tbody> <tr><td>A</td><td>With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>B</td><td>With deps: Mbr &/or deps assigned adeq CG-leased qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>C</td><td>With deps: Mbr &/or deps assigned adeq DOD-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>D</td><td>W/O deps or spouse in svc & no other deps: assigned CG-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>E</td><td>W/O deps or spouse in svc & no other deps: assigned leased/family qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>F</td><td>W/O deps or spouse in svc & no other deps: assigned DOD-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>G</td><td>W/O dependents: Mbr not in govt qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>H</td><td>Spouse in svc & no other deps: Mbr not in qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>I</td><td>With deps: Mbr assigned inadeq CG owned qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>K</td><td>With deps: Mbr assigned inadeq DOD owned family qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>L</td><td>With dependents: Mbr and deps not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>P</td><td>Child support on or after 5 Dec 1991: Mbr assigned CG/DOD-owned single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>Q</td><td>Child support on or after 5 Dec 1991: Mbr assigned CG leased single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>T</td><td>With Deps: Based on child support: Mbr not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>U</td><td>Mbr in Transit - With deps or paying child support: Mbr & deps not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>V</td><td>Mbr in Transit - W/O deps or spouse in svc: no other deps and mbr not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> <tr><td>W</td><td>Reservist or recalled retiree with deps: or paying child support: on AD for < 31 days & not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>X</td><td>Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> </tbody> </table> </div>	BAH Quarters Status	Long Description	BAH Type Code	Fair Rental Market Indicator	Locality Based BAH	A	With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs	With	N	Y	B	With deps: Mbr &/or deps assigned adeq CG-leased qtrs	With	N	Y	C	With deps: Mbr &/or deps assigned adeq DOD-owned family type qtrs	With	N	Y	D	W/O deps or spouse in svc & no other deps: assigned CG-owned single qtrs	Partial	N	N	E	W/O deps or spouse in svc & no other deps: assigned leased/family qtrs	Without	N	Y	F	W/O deps or spouse in svc & no other deps: assigned DOD-owned single qtrs	Partial	N	N	G	W/O dependents: Mbr not in govt qtrs	Without	N	Y	H	Spouse in svc & no other deps: Mbr not in qtrs	Without	N	Y	I	With deps: Mbr assigned inadeq CG owned qtrs	With	Y	Y	K	With deps: Mbr assigned inadeq DOD owned family qtrs	With	Y	Y	L	With dependents: Mbr and deps not assigned govt qtrs	With	N	Y	P	Child support on or after 5 Dec 1991: Mbr assigned CG/DOD-owned single qtrs	Diff	N	N	Q	Child support on or after 5 Dec 1991: Mbr assigned CG leased single qtrs	Diff	N	N	T	With Deps: Based on child support: Mbr not assigned govt qtrs	With	N	Y	U	Mbr in Transit - With deps or paying child support: Mbr & deps not assigned govt qtrs	RC/T With	N	N	V	Mbr in Transit - W/O deps or spouse in svc: no other deps and mbr not in govt qtrs	RC/T W/Out	N	N	W	Reservist or recalled retiree with deps: or paying child support: on AD for < 31 days & not assigned govt qtrs	RC/T With	N	N	X	Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs	RC/T W/Out	N	N
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7	<p>The BAH Zip will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. If the default is incorrect, enter the correct BAH Zip.</p> <p>IMPORTANT: If selecting BAH code W or X, change the BAH Zip to 99999.</p> <div data-bbox="325 1581 890 1843" style="border: 1px solid black; padding: 5px;"> <p>BAH <input type="text" value="Reserve/Recall Orders"/></p> <p>Change BAH Qtr Status: <input type="text" value="W"/></p> <p>BAH Zip: <input style="border: 2px solid red;" type="text" value="99999"/></p> <p>Military Rank: <input type="text" value="E5"/></p> <p>Fair Rent: <input type="text"/></p> </div> <p>The Military Rank will default to the member's current rank. The Fair Rent field is only used for Inadequate Quarters.</p>																																																																																															

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Starting BAH for Reserve Members, Continued

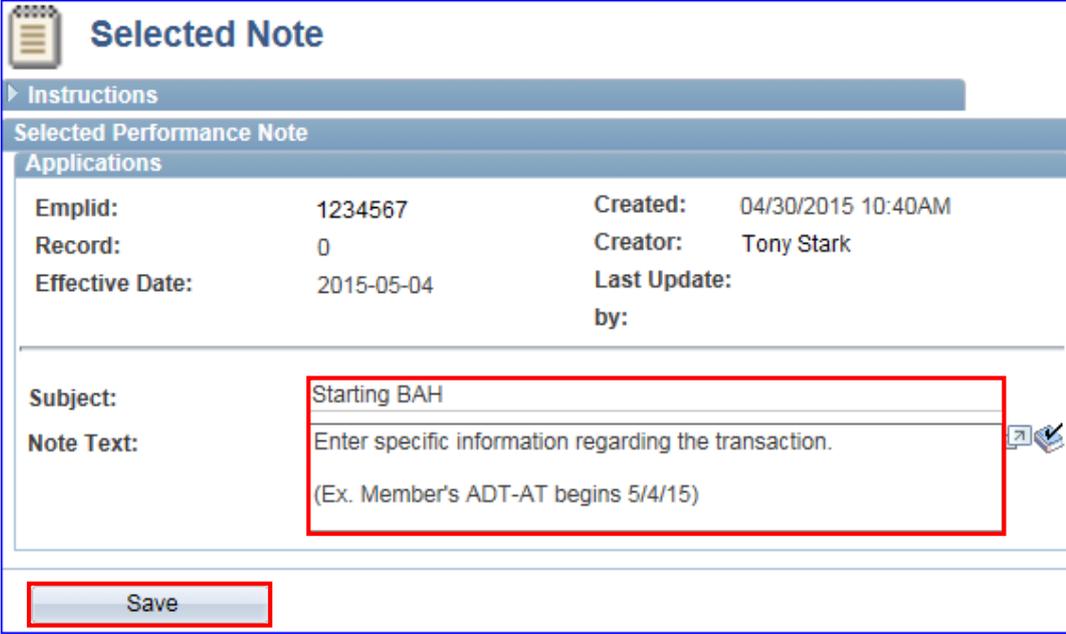
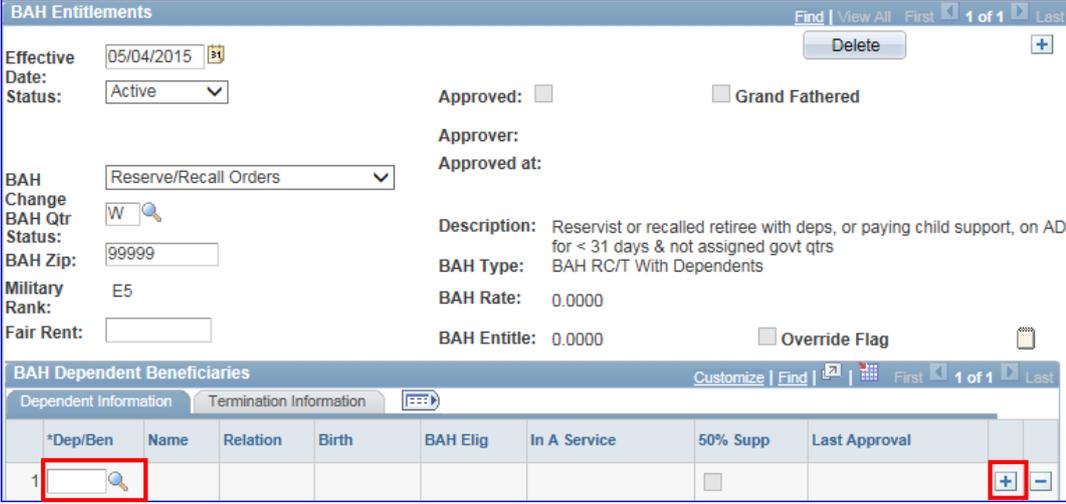
Procedures,
continued

Step	Action
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> 

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Starting BAH for Reserve Members, Continued

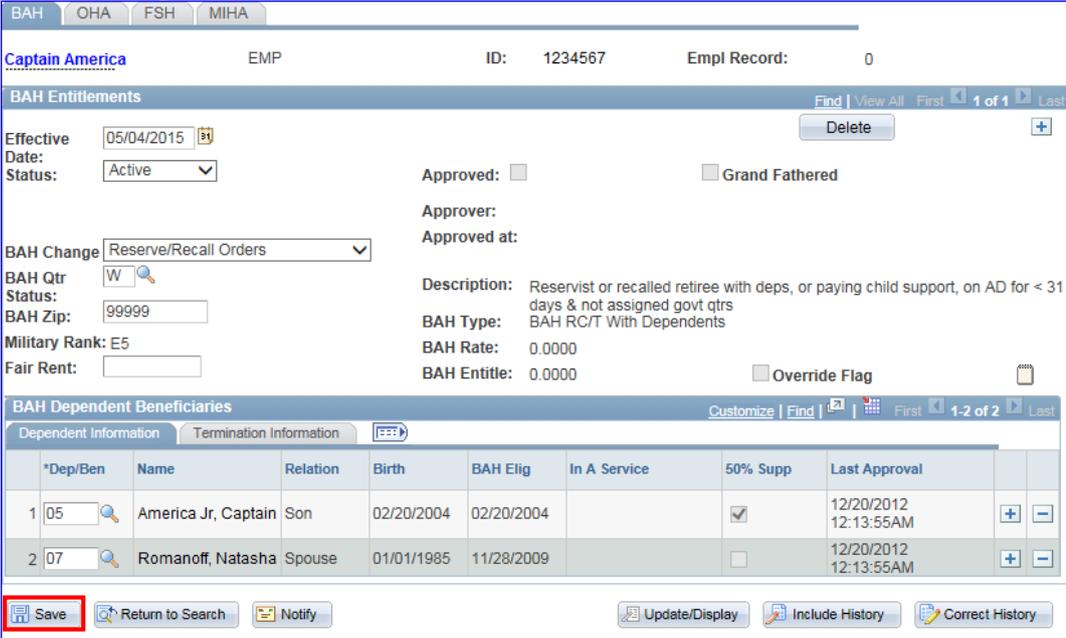
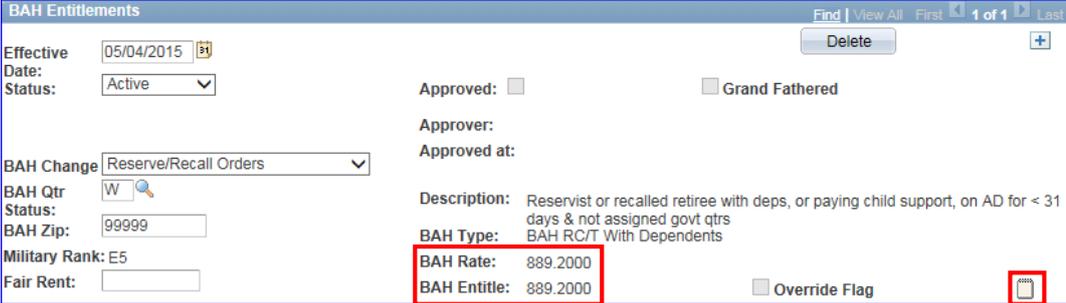
Procedures,
continued

Step	Action
10	<p>Enter the specific information for this BAH Change and then click Save.</p> 
11	<p>Return to the Housing Allowance page. If the member has dependents, use the Dep/Ben lookup to add them. Use the Plus button to add additional dependents. If the member does not have dependents, continue to the next step.</p> 

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Starting BAH for Reserve Members, Continued

Procedures,
continued

Step	Action
<p>12</p>	<p>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>The screenshot shows the 'BAH Entitlements' form for 'Captain America'. The 'Save' button is highlighted with a red box. The form includes fields for Effective Date (05/04/2015), Status (Active), BAH Change (Reserve/Recall Orders), BAH Qtr (W), BAH Zip (99999), Military Rank (E5), and Fair Rent. A table of BAH Dependent Beneficiaries is also visible, listing 'America Jr, Captain' and 'Romanoff, Natasha'. The 'BAH Rate' and 'BAH Entitle' fields are highlighted with red boxes in the next screenshot.</p>
<p>13</p>	<p>Once saved, the new BAH Rate and BAH Entitlement will display. It will also auto-generate a BAH Calculation note in the Notepad for additional review.</p> <p>If a change was made to the BAH Qtr Status or the BAH Zip, verify that the BAH Rate and BAH Entitlement amounts updated.</p>  <p>The screenshot shows the 'BAH Entitlements' form after saving. The 'BAH Rate' and 'BAH Entitle' fields are highlighted with red boxes, showing values of 889.2000. The 'BAH Rate' and 'BAH Entitle' fields are highlighted with red boxes.</p>
<p>14</p>	<p>Click the Home link to return to the home page.</p>