

Advance Overseas Housing Allowance

Overview

Introduction This section provides the *procedures* for **Advance Overseas Housing Allowance (Advance OHA)**. Advance payment of OHA, interim housing allowance, and BAH is authorized for payment of advance rent, security deposits, and/or initial expenses incident to occupying other than Government housing.

Topics The following topics are covered in this guide.

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Advance Overseas Housing Allowance

Guiding Principles

Introduction This section provides the *guiding principles* for **Advance Overseas Housing Allowance**.

Reference The following references provide additional information about Advance OHA.

- (a) [JFTR U10028 and Appendix K](#)
 - (b) [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 9](#)
 - (c) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\), Chap 6-B](#)
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Before you begin If you are not familiar with the employee entitlement basic navigation instructions, they can be found in the Direct Access online help at: <http://www.uscg.mil/hq/psc/ps/>. Click the SPO Transactions book, open the Pay Entitlements section and select the [Employee Entitlements, Basic Navigation Guide](#).

Advance OHA entries must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials are incorporated in the applicable steps of this guide. SPOs may enter earnings type ADO.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item. Changes to the liquidation schedule cannot be entered until the initial advance transaction has processed through JUMPS.

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Guiding Principles, Continued

Source Document

Per reference (b), a properly executed (signed by both the member and the member's Commanding Officer/OINC or his/her delegate) [CG form PSC-2010 Advances Worksheet](#), is required for processing of Advance OHA payments. In addition, per U10028-B of reference (a), the member's housing expenses must be documented. The supporting documentation should be attached to the worksheet for review.

Timing

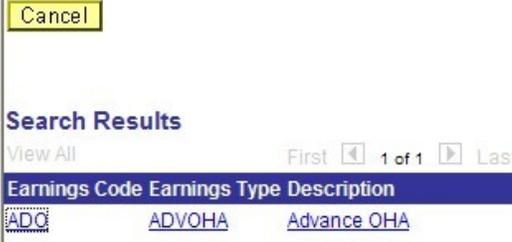
Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

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Entering Advance OHA Entitlement

Introduction This section provides the procedure for *entering Advance Overseas Housing Allowance*.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member’s entitlements detail page. Then, follow these steps to enter a new Advance OHA entitlement.

Step	Action
1	<p>Begin with a new Advance OHA entitlement row:</p> 
2	<p>Enter the Start Date. The current date is automatically displayed. Normally, there is no reason to change the start date. However, you may change to a later date if you wish to delay transmission of the entitlement entry. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.</p>
3	<p>The Stop Date may be left blank. Field will automatically update with same date as start date.</p>
4	<p>Enter the Earnings Type of “ADO” or use the  to search and select from a listing of available earning types</p> <p>Lookup Earnings Type</p> 
5	<p>Description is pre-filled. Ensure the proper entitlement is shown.</p>
6	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a user with CGHRSUP access.</p>

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Entering Advance OHA Entitlement, Continued

Procedure (continued)

Step	Action
7	<p>Manual Row Switch (CGHRSUP role users only). Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
8	<p>Click the Detail button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Supporting Data</p> <p style="text-align: center;">ADO 01/17/2007 ADVOHA</p> <p style="text-align: center;">Total Advance: <input style="width: 100px;" type="text" value="4500.00"/></p> <p style="text-align: center;">Number Of Installments: <input style="width: 40px;" type="text" value="3"/></p> <p style="text-align: center;">Installment Amount: 1500.00</p> <p style="text-align: center;">Date Repayment will Begin: <input style="width: 100px;" type="text" value="02/01/2007"/> </p> <p style="text-align: center;">Date Repayment will End: <input style="width: 100px;" type="text" value="04/30/2007"/> </p> <p style="text-align: center;">Rotation Date: <input style="width: 100px;" type="text" value="07/01/2010"/> </p> <p style="text-align: center;">Unit Location (District Number): <input style="width: 40px;" type="text" value="14"/></p> <p style="text-align: center;"> <input style="width: 50px; height: 20px;" type="button" value="OK"/> <input style="width: 50px; height: 20px;" type="button" value="Cancel"/> </p> </div>
9	<p>Enter the Total Advance with the total amount of Advance OHA that the member is requesting.</p> <p>See reference (a), Par. U10028-B for limits on the amount of OHA than can be advanced. Amounts in excess of 3 months OHA can only be authorized for members assigned to countries listed in Appendix (K) of reference (a).</p>

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Entering Advance OHA Entitlement, Continued

Procedure (continued)

Step	Action
10	Enter the Number of Installments with the number of months the member elects to repay the Advance OHA. See reference (a), par U100028-C1 for limits on the number of installments.
11	The Installment Amount will automatically complete this field when the information is provided.
12	Enter the Date Repayment will Begin . This entry should be the first day of the next processing month. Normally the 1 st day of the month following the month in which the advance was paid. See reference (a), par U100028-C2 for guidance on postponing repayment for up to three months.
13	Enter the Date Repayment will End with the last day of month.
14	Enter the Rotation Date with the member's rotation date from current unit.
15	Enter the Unit Location Code with the unit location District number. Use a valid Unit Location Code (District Number) for Advance OHA. The qualified Unit Location Codes are: 01-Boston, 05-Portsmouth, 07-Miami, 14-Honolulu, 32-ISC Portsmouth & Miami, 85-NOAA, and 98-Washington.
16	Click the  button. Follow the steps on the next page to route or approve the transaction.

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Entering Advance OHA Entitlement, Continued

Routing and Approval

Follow these steps to route and/or approve the transaction.

Step	Action	
1	<p>If...</p> <p>you are a <i>SPO Supervisor</i></p> <hr/> <p>you are a <i>SPO Data Entry Technician</i>, you must route this transaction to a Supervisor for approval.</p>	<p>Then...</p> <p>click the  button to complete the transaction.</p> <hr/> <p>(a) Click the  button and enter the Approving Official's Employee ID number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="657 730 1089 884" style="border: 1px solid black; padding: 5px;"> <p>Supporting Data</p> <p>1054505 OH1 10/01/2005 IQAWD</p> <p>Approval Status: Approved Originator ID: RRET5045</p> <p>Role Name: CGHRSUP Approver EmplID: <input type="text"/></p> <p> </p> </div> <p>(b) Click the  button to return to the Entitlement Detail view.</p> <p>(c) Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
2	<p>Approving Official (CGHRSUP Role User/SPO Supervisor)</p> <p>Follow these steps to approve a transaction:</p> <p>a) Click the link on your worklist to access the pending transaction.</p> <p>b) Make any corrections that may be necessary to the start date or detail-supporting data.</p> <p>c) Click the  button.</p> <p>d) Click the  button to return to the Entitlement Detail view.</p> <p>e) Click the  button</p>	

Department of Homeland Security U. S. Coast Guard CG PSC-2010 (Rev. 1-07)		<h2 style="margin: 0;">Advances Worksheet</h2>	
EMPLID	Name (Last, First, MI)	Rank/Rate	Permanent Unit
PURPOSE: Use this form to request advances in pay, BAH/OHA, DLA, and TLE.			
PCS Departure Date (if applicable)		Number of months requested Or Specific amount \$	Liquidation period requested. (# of months) See notes.
I request:			
<input type="checkbox"/> Advance pay <input type="checkbox"/> Advance DLA <input type="checkbox"/> Advance BAH <input type="checkbox"/> Advance TLE <input type="checkbox"/> Advance OHA (amounts in excess of 3 months can only be authorized for countries listed in JFTR, Appendix K)			
Advance Pay	<p>Advance Pay is payable the following circumstances:</p> <p>a. When deployed for more than one year to an area in receipt of Hostile Fire or Imminent Danger Pay (See CG Pay Manual COMDTINST M7220.29A) Article 9-D-3(a) for additional details.</p> <p>b. Within 30 days of departure on PCS orders, and within 60 days after arrival at a new unit. In extenuating circumstances, the member's CO may authorize Advance Pay to be paid up to 90 days before departing PCS, and up to 180 days after reporting PCS.</p> <p>In both cases you may request an amount not to exceed 3 months basic pay less: taxes, SGLI, debts, forfeitures, Montgomery GI Bill deductions, Dependent Dental Plan deductions, garnishment, mandatory support allotment, and bankruptcy deductions; and TSP (basic pay) deductions. Repayment of advance pay is by payroll deduction. Advance pay can be liquidated over a minimum period of one month, up to a maximum of 12 months. A member can request liquidation over a period greater than 12 months, not to exceed 24 months, when the PCS move causes unusually large expenses and repayment within 12 months would create a severe personal financial hardship. Only your CO can approve requests for liquidation greater than 12 months. Attach your request and CO's endorsement to this worksheet.</p>		
Advance BAH/OHA	<p>Advance BAH and OHA may be made at any time during a member's tour of duty. The amount of Advance BAH/OHA depends on the member's documented housing expenses. The maximum amount of Advance BAH is 3 months BAH, and the maximum amount of Advance OHA is one year's OHA. OHA may be liquidated over a maximum of 12 months. Liquidation begins the first day of the month following the advance, but may be postponed for up to three months upon justification and approval of the commanding officer. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord will be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.</p>		
Advance DLA	<p>DLA is payable to members in receipt of PCS orders. DLA is based on your grade and dependency status on the effective date of your PCS. To determine the effective date of your PCS order, see JFTR, Appendix A, definition of EFFECTIVE DATE OF PCS ORDER. The current rate information can be found on this website http://www.dtic.mil/perdiem/dla.html and selecting the applicable rate table. DLA is payable to all members with dependents provided their dependents relocate. Members without dependents must be release from mandatory government quarters assignment before receiving DLA.</p>		
Advance TLE	<p>Advance Temporary Lodging Allowance (TLE) is authorized when the member and/or dependent(s) occupy temporary lodging in conjunction with a PCS transfer. TLE is reimbursable allowance based on locality per diem rate, the number of travelers occupying temporary lodging, with deductions for normal housing and subsistence allowances. TLE is only authorized for use in the local area near the old or new PDS. The maximum TLE payment cannot exceed \$180/day for 10 days for CONUS to CONUS and OCONUS to CONUS transfers, 5 days for CONUS to OCONUS transfers. TLE advances are for up to 80% of total entitlement. See JFTR U5720 for complete formula and examples. NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.</p>		
PRIVACY ACT STATEMENT			
<p>In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate desired or additional advance(s). Routine uses - same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive requested advance(s).</p>			
Member's Signature		Date:	For SPO Use Only
Command Approval		Date:	Action Completed Date: _____ Initials: _____