

Interim Overseas Housing Allowance

Overview

Introduction This section provides the *procedures* for **Interim Overseas Housing Allowance**. This entitlement is authorized to members stationed overseas who are required to procure non-government family type housing before dependents arrive. Members may draw Interim Housing Allowance only if they do not draw TLA. They become entitled to OHA as a member with dependents for interim period starting on the procurement date and stopping either 60 days later, or on the day before the dependents arrive in the PDS vicinity, whichever occurs first.

Topics The following topics are covered in this guide:

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Interim Overseas Housing Allowance

Guiding Principles

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

Reference The following references provide additional information about Interim Overseas Housing Allowance.

- [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29 (series), Chap 3
 - [Personnel Manual](#), COMDTINST M1000.6 (series), Chap 4
 - [Joint Federal Travel Regulations](#), Volume 1
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Before you begin If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#).

Interim Overseas Housing Allowance entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If this is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide. 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:

<https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html>.

Auto-stop upon PCS departure Interim Overseas Housing Allowance stops automatically on *the day prior* to PCS departure. Do not enter a Stop Interim Overseas Housing Allowance transaction when a member departs PCS. The system will not reflect the Interim Overseas Housing Allowance stop until the departing endorsement on PCS orders is approved and saved.

Interim Overseas Housing Allowance

Starting Interim Overseas Housing Allowance

Introduction This section provides the procedure for *starting Interim 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 Interim Overseas Housing Allowance entitlement.

Step	Action
1	Create or Continue an "IHA" earnings entitlement entry: 
2	Enter the Start Date . The current date is automatically displayed. 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.
3	The Stop Date may be left blank to pay continuous Interim Overseas Housing Allowance. If this is a temporary entitlement, you may enter the stop date.
4	Enter the Earnings Type in the code if known or use the  to search and select from a listing of available earning types. 
5	Description is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
6	Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
7	Manual Row Switch . (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

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Interim Overseas Housing Allowance

Starting Interim Overseas Housing Allowance, Continued

Procedure (cont'd)

Step	Action
8	<p>Click the Detail button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Supporting Data</p> <p style="margin: 0;">1082474 IHA 01/08/2007 IHA</p> <p style="margin: 0;">Locality Code: <input type="text"/> <input type="button" value="Q"/> JFTR Util Ind: <input type="text" value="v"/></p> <p style="margin: 0;">Monthly Rent: <input type="text"/> Utility Cost: <input type="text"/></p> <p style="margin: 0;">Rental Ceiling: <input type="text"/> Currency: <input type="text" value="v"/></p> <p style="margin: 0;">Nbr of Sharers: <input type="text"/> MIHA Rent: <input type="text"/></p> <p style="margin: 0;">Homeowner Indicator <input type="checkbox"/> MIHA Misc: <input type="text"/></p> <p style="margin: 0;">MIHA Security: <input type="text"/></p> <p style="margin: 0;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
9	<p>Enter the Locality Code. This is the 5-character alpha/numeric location code or use the Lookup button to select the desired location.</p> <p>Note: Location codes are also located at the PDTATAC web site https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html.</p>
10	<p>Enter the Monthly Rent in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120.</p> <p>Note: 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).</p>
11	<p>Enter the Rental Ceiling from the locality country tables located on the PDTATAC website: https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html.</p> <p>Note: Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.</p>
12	<p>Enter 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”.</p>
13	<p>Check the Homeowner Indicator box if a homeowner.</p>

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Interim Overseas Housing Allowance

Starting Interim Overseas Housing Allowance, Continued

Procedure (cont'd)

Step	Action
14	Use the drop down menu to select the JFTR Utility Indicator .
15	Enter the monthly Utility Cost before reduction or proration from the PDTATAC web site https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html . Note: Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.
16	Use the drop down menu to select the type of Currency used to pay monthly rent. Selecting Foreign will create the P609 with element code 13, which indicates the member pays in foreign currency. This will allow JUMPS to vary the OHA the member receives as the exchange rate fluctuates.
17	Enter the MIHA Rent with the 6-digit MIHA rental amount (US Dollars) prescribed in the PDTATAC web site https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html Note: Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.
18	Enter the MIHA Misc with 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. Do not complete this field for a change in OHA entry. This is a one-time payment.
19	Enter the 6-digit amount for MIHA Security (US Dollars). Do not complete this field for a change in OHA entry.

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Interim Overseas Housing Allowance

Starting Interim Overseas Housing Allowance, Continued

Procedure (cont'd)

Step	Action						
20	Click the  button when finished.						
21	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">If...</th> <th style="text-align: left;">Then...</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">you are a <i>SPO Supervisor</i></td> <td style="vertical-align: top;">click the  button to complete the transaction.</td> </tr> <tr> <td style="vertical-align: top;">you are a <i>SPO Data Entry Technician</i>, you must route this transaction to a Supervisor for approval.</td> <td style="vertical-align: top;"> <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 style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="margin: 0;"><small>Supporting Data</small></p> <p style="margin: 0;"><small>1054505 OH1 10/01/2005 IQAWD</small></p> <p style="margin: 0;"><small>Approval Status: Approved Originator ID: RRET5046</small></p> <p style="margin: 0;"><small>Role Name: CGHRSUP Approver EmplID: <input style="width: 100px;" type="text"/></small></p> <p style="margin: 0;"><small> </small></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> </td> </tr> </tbody> </table>	If...	Then...	you are a <i>SPO Supervisor</i>	click the  button to complete the transaction.	you are a <i>SPO Data Entry Technician</i> , you must route this transaction to a Supervisor for approval.	<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 style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="margin: 0;"><small>Supporting Data</small></p> <p style="margin: 0;"><small>1054505 OH1 10/01/2005 IQAWD</small></p> <p style="margin: 0;"><small>Approval Status: Approved Originator ID: RRET5046</small></p> <p style="margin: 0;"><small>Role Name: CGHRSUP Approver EmplID: <input style="width: 100px;" type="text"/></small></p> <p style="margin: 0;"><small> </small></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>
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22	<p>Approving Official (CGHRSUP Role User/SPO Supervisor) 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>						
23	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.						
24	Return to your worklist and click the "Mark Worked" button.						

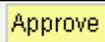
Interim Overseas Housing Allowance

Stopping Interim Overseas Housing Allowance

Introduction This section provides the procedure for *stopping* **Interim Overseas Housing Allowance**.

Reminder, PCS auto-stop Interim Overseas Housing Allowance stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop Interim Overseas Housing Allowance transaction when a member departs PCS.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a stop Interim Overseas Housing Allowance transaction.

Step	Action
1	In the  mode, find the row to stop. The stop date will be blank as shown below: 
2	Enter the Stop Date for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated.
3	Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
4	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.
5	 Do Not Use. The detail is automatically set when the earnings type for Interim Overseas Housing Allowance is selected and the entitlement is saved.
6	 Not Used. Stopping payment of Interim Overseas Housing Allowance does not require audit and approval.
7	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

Interim Overseas Housing Allowance

Correcting Interim Overseas Housing Allowance

Introduction This section provides the procedure for *correcting Interim Overseas Housing Allowance*.

Discussion To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Interim Overseas Housing Allowance) and then start a new Interim Overseas Housing Allowance entitlement. Other items, such as the Supporting Data section and the stop date may be corrected.

Procedure Navigate to the **Interim Overseas Housing Allowance** row you want to correct and follow the instructions in the Starting **Interim Overseas Housing Allowance** procedures to reenter the data.

Interim Overseas Housing Allowance

Deleting Interim Overseas Housing Allowance

Introduction This section provides the procedure for *deleting Interim Overseas Housing Allowance*.

Discussion The total Interim Overseas Housing Allowance entitlement will be recouped when using this feature.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Interim Overseas Housing Allowance transaction.

Step	Action
1	In the  mode, find the Interim Overseas Housing Allowance row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.
