

Overseas Housing Allowance

Overview

Introduction

This section provides the procedures for **Overseas Housing Allowance (OHA)**. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawaii and Alaska) authorized to live in private quarters.

OHA Inadequate Quarters is authorized for members assigned to Coast Guard Air Station, Borinquen, PR who occupy inadequate quarters.

Topics

The following topics are covered in this section

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Overseas Housing Allowance

Guiding Principles

Introduction This section provides the *guiding principles* for OHA.

Reference The following references provide additional information about OHA.

- [Joint Federal Travel Regulations, Chapter 10](#)
 - [ALCOAST Message 625/05; Housing Allowance Changes](#)
 - Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA) Scenarios (Posted on CG-1222 web site <http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/g-wpm-2/BAH.htm>).
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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](#) in the Direct-Access Online Manual (<http://www.uscg.mil/hq/psc/ps> or <http://cgweb.psc.uscg.mil/ps>).

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

Converting rent and expenses to U.S. dollars 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>).

Note: Be sure to indicate that the member pays rent/expenses in foreign currency, if applicable, on the *Supporting Data* screen when starting/changing OHA. This will ensure the member's OHA is adjusted as the currency exchange rate fluctuates.

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Overseas Housing Allowance

Guiding Principles, Continued

Converting rent and expenses to U.S. dollars (cont'd)

The rate of exchange (**ROE**) multiplier is located on the OHA query results page as shown below.

For an **E-6 with dependents**, the Overseas Housing Allowances are as follows:

Allowances Effective: 20060816	Local Currency	US DOLLARS
OHA Rental Allowance	2300.00 BRITISH POUND	\$ 4742.27
Utility/Recurring maintenance/miscellaneous Allowance	314.00 BRITISH POUND	\$ 647.42
Move-In-Housing Allowance (MIHA)	289.00 BRITISH POUND	\$ 595.88

Climate code is: **2.00**

Rate of Exchange (ROE): **0.485000000000022** / ROE Effective: **20061216**

Divide the rent/expense amount (in local currency) by the ROE to determine the amount in US dollars. Round results to the nearest penny.

Timing

Submit an OHA entry to change OHA when there is a change in any variable used for computation of OHA including:

1. A member's dependency status, BAH entitlement or FSH entitlement.
2. Monthly rental/ownership costs.
3. The utility indicator.
4. Rank/Rate due to promotion or demotion.
5. Homeowner/Renter Code
6. Place of Residence
7. Number of Sharers.

Do not submit an entry when changes are made to the PDTATAC web site. PSC is responsible for these changes.

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Overseas Housing Allowance

Guiding Principles, Continued

Members Paying Child Support Effective 31 December 2005, members who were previously authorized BAH-Differential are entitled to OHA With Dependents. Entitlement to OHA With Dependents for these members must be entered in Direct-Access using the earnings type code of “**OHACS**”.

Auto-stop upon PCS departure OHA stops automatically effective *the day before* PCS departure. Do not enter a Stop OHA transaction when a member departs PCS. The system will not reflect the OHA with Dependents stop until the orders and PCS departing endorsement are approved and saved.

Members, including those receiving OHA With Dependents due to payment of child support, are entitled to BAH-Transit with dependents while enroute to the new permanent duty station, and a BAH transaction with Earnings Code BA2, Earnings Type BAH-L (for members with dependents) or BAH-T (for members paying child support), must be submitted effective the date of departure PCS.

Housing Allowances for Reserve Component Members Residing OCONUS (Except Alaska and Hawaii) Reserve Component members on active duty whose principal place of residence is OCONUS (except Alaska and Hawaii) where BAH is not payable are entitled to BAH-RC or OHA as described below:

For active duty periods (including ADT) of 30 days or less –BAH-RC accrues if otherwise entitled. However, if ordered to active duty for 30 days or less for SECDEF-designated contingency operations, OHA will accrue if otherwise entitled.

For ADT periods, more than 30 days but of less than 140 days or ADOT periods of more than 30 days but less than 180 days - Overseas Housing Allowance (OHA) accrues for the location from which ordered to active duty, if otherwise entitled.

For periods of 140 days or more ADT or more than 180 days ADOT (except where extended per diem is authorized or active duty for SECDEF-designated contingency operations) - Permanent Change of Station (PCS) entitlements are authorized and BAH or OHA (as appropriate) is payable for the place to which the member is ordered if otherwise entitled. In these cases, BAH may be authorized for other than place to which ordered per Sections 3-C-7 and 3-C-8 of [Coast Guard Pay Manual, COMDTINST M7220.29a](#).

Overseas Housing Allowance

Starting OHA

Introduction This section provides the procedure for *starting OHA*.

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

Step	Action												
1	Review the member's entitlement summary page to determine if a row of the entitlement Earnings Code ("OH1" for OHA with dependents (including OHA for members paying child support) or Earnings Code "OH2" for OHA without dependents) that you will be starting exists. Additionally, if a starting a different entitlement earnings type, you need to stop the existing BAH/OHA or IHA entitlement.												
2	<p>After determining the earnings type code and closing any open BAH, OHA or IHA entitlement rows, navigate to the entitlements detail page for the earnings code you want to start. You may need to click the add new row icon (+) and insert a new row if this is not the first time the member has received an entitlement with this earnings code.</p>  <p>A new blank row appears...</p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1 12/05/2005</td> <td>0000</td> <td></td> <td>0000</td> <td></td> <td></td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	1 12/05/2005	0000		0000		
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1 12/05/2005	0000		0000										
3	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. For RC members, on AD for 31 to 139 days, the start date is the same as the orders begin date.												

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Overseas Housing Allowance

Starting OHA, Continued

Procedure (continued)

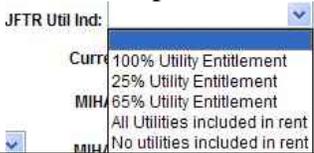
Step	Action															
4	<p>The Stop Date may be left blank to pay continuous OHA. Use the calendar button  to select the desired date. For RC members on AD for 31 to 139 days, enter the orders end date for the OHA stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days. OHA will automatically stop upon RELAD or PCS.</p>															
5	<p>Enter the Earnings Type in the code if known or use the  to search and select from a listing of available earning types.</p> <table border="1" data-bbox="302 768 1414 1020"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>OH1</td> <td>IQAWD</td> <td>OHA with Dependents for Inadequate Quarters</td> </tr> <tr> <td>OH1</td> <td>OHACS</td> <td>OHA with dependents based on payment of child support</td> </tr> <tr> <td>OH1</td> <td>OHAWD</td> <td>Overseas Housing Allowance with Dependents</td> </tr> <tr> <td>OH2</td> <td>OHAWO</td> <td>OHA without dependents</td> </tr> </tbody> </table>	Earnings Code	Earnings Type	Description	OH1	IQAWD	OHA with Dependents for Inadequate Quarters	OH1	OHACS	OHA with dependents based on payment of child support	OH1	OHAWD	Overseas Housing Allowance with Dependents	OH2	OHAWO	OHA without dependents
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6	<p>Description is pre-filled. Ensure the proper entitlement is shown.</p>															
7	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by user with the CGHRSUP role.</p>															
8	<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>															
9	<p>Click the Detail button to bring up the Supporting Data screen</p>  <p>Supporting Data</p> <p>OH1 07/01/2003 OHAWD</p> <p>Locality Code: RQ001 JFTR Util Ind: No utilities included in</p> <p>Monthly Rent: 1208.33 Currency: USD</p> <p>Nbr of Sharers: MIHA Rent: 571.00</p> <p>Dep Status: With Deps MIHA Misc:</p> <p>Homeowner Indicator: <input checked="" type="checkbox"/> MIHA Security:</p> <p>OK Cancel</p>															

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Overseas Housing Allowance

Starting OHA, Continued

Procedure (continued)

Step	Action
10	Enter the 5 character alpha/numeric Locality Code or use the Lookup button to select the desired location. <i>Note:</i> Location codes are also located at the PDTATAC web site (https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html).
11	Enter the Monthly Rent in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. 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).
12	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”.
13	Dep Status is pre-filled, modify if necessary.
14	Check the Homeowner Indicator box if a homeowner.
15	Use the drop down menu to select the JFTR Utility Indicator . 
16	Use the drop down menu to select the type of Currency used to pay monthly rent.  The Currency Field of the OHA transaction indicates the type of currency the member pays the rent with. Selecting Foreign will create the P609 with element code 13, which indicates the member pays the in foreign currency. This will allow JUMPS to vary the OHA the member receives as the exchange rate fluctuates.

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Overseas Housing Allowance

Starting OHA, Continued

Procedure (continued)

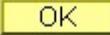
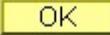
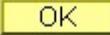
Step	Action
17	<p>The MIHA Rent, MIHA Misc. and MIHA Security fields are for Move-In-Housing-Allowance and are only applicable to new OHA starts. Leave these fields blank when submitting a change to OHA.</p> <p>1. Enter the 6-digit MIHA Rental amount (US Dollars) prescribed in the PDTATAC web site http://www.dtic.mil/perdiem/. Note: Be sure to use the appropriate rate that is in effect on the Start Date if you are submitting a retroactive OHA Transaction. Do not complete this field for a change in OHA entry.</p> <p>2. Enter the MIHA Miscellaneous in US Dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA security. Note: Do not complete this field for a change in OHA entry. This is a one-time payment.</p> <p>3. Enter the 6-digit amount for MIHA Security (US Dollars). Do not complete this field for a change in OHA entry.</p>
18	Click the <input type="button" value="OK"/> button.

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Overseas Housing Allowance

Starting OHA, Continued

Procedure (continued)

Step	Action							
19	<table border="1"> <thead> <tr> <th data-bbox="321 520 631 556">If...</th> <th data-bbox="631 520 1177 556">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 556 631 646">you are a <i>SPO Supervisor</i></td> <td data-bbox="631 556 1177 646">click the  button to complete the transaction.</td> </tr> <tr> <td data-bbox="321 646 631 1171">you are a <i>SPO Data Entry Technician</i>, you must route this transaction to a Supervisor for approval.</td> <td data-bbox="631 646 1177 1171"> <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>  <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>  <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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Overseas Housing Allowance

Stopping OHA

Introduction This section provides the procedure for *stopping OHA*.

Reminder, PCS auto-stop OHA stops automatically on the day prior to PCS departure. Do not enter a Stop OHA transaction when a member departs PCS. The system will not reflect the OHA stop until the PCS orders and departing endorsement are approved and saved.

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 OHA transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below: 
2	Stop Date. Enter the last day of entitlement by using the calendar button  to select the date. You can also click & drag over the date field then type the stop date in MMDDYYYY format. This field can be future dated.
3	Stop Time is pre-filled by the system and must not be changed.
4	Manual Row Switch (CGHRSUP role users only) Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.
5	 Not Used – Payment of OHA with Dependents does not require audit and approval.
6	Click the  button (located at the bottom left of the screen) to approve the entry.

Overseas Housing Allowance

Correcting OHA

Introduction This section provides the procedure for *correcting OHA*.

Discussion Only the Detail (supporting data) and the stop date may be corrected. 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 OHA) and then start a new OHA entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the OHA row to correct.
2	Click & drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
3	Click the  button located at the bottom left of the screen. <i>Note:</i> To change the effective start date, you must delete the entire row and then start a new OHA entitlement.

Overseas Housing Allowance

Deleting OHA

Introduction This section provides the procedure for *deleting OHA*.

Discussion The total OHA entitlement will be recouped if a transaction, which has processed through JUMPS, is deleted.

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 OHA with Dependents transaction.

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