

OUTCONUS COLA w/o Dependents or Partial COLA

Overview

Introduction This section provides the *procedures* for full or partial **OUTCONUS COLA w/o Dependents or Partial COLA**. See the reference below for specific rules concerning this entitlement.

Topics The following topics are covered in this section

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OUTCONUS COLA w/o Dependents or Partial COLA

Guiding Principles

Introduction	This section provides the <i>guiding principles</i> for OUTCONUS COLA w/o Dependents or Partial COLA .
Reference	The following references provide additional information about OUTCONUS COLA w/o Dependents or Partial COLA. <ul style="list-style-type: none">• U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 3• Joint Federal Travel Regulations, Chapter 8
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
Auto-stop upon PCS departure	OUTCONUS COLA w/o Dependents or Partial COLA stops automatically on <i>the day prior</i> to PCS departure. Do not enter a Stop OUTCONUS COLA w/o Dependents or Partial COLA transaction when a member departs PCS. The system will not reflect the OUTCONUS COLA w/o Dependents or Partial COLA stop until the departing endorsement on orders transaction is approved and saved.
Manual stop upon departure on terminal leave	Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

OUTCONUS COLA w/o Dependents or Partial COLA

Starting OUTCONUS COLA w/o Dependents or Partial COLA

Introduction

This section provides the procedure for *starting* OUTCONUS COLA w/o Dependents or Partial COLA.

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 OUTCONUS COLA w/o Dependents or Partial COLA entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>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.</p>
3	<p>The Stop Date may be left blank to pay continuous OUTCONUS COLA w/o Dependents or Partial COLA. If this is a temporary entitlement, you may enter the stop date.</p>
4	<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>
5	<p>Description is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.</p>
6	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</p>
7	<p>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.</p>

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OUTCONUS COLA w/o Dependents or Partial COLA

Starting OUTCONUS COLA w/o Dependents or Partial COLA, Continued

Procedure (cont'd)

Step	Action
8	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="527 640 1107 961"><p>Supporting Data</p><p>1075148 OCU 10/31/2002 OCOLAF</p><p>Locality Code: <input type="text"/> </p><p>Number of Breakfast: <input type="text"/></p><p>Number of Dinners: <input type="text"/></p><p>Number of Suppers: <input type="text"/></p><p> </p></div> <p>Click the magnifying glass  to select the locality where the member was stationed for OUTCONUS COLA w/o Dependents or Partial COLA entitlement.</p> <p>Click the  button when finished.</p>
9	<p> Not Used. Payment of OUTCONUS COLA w/o Dependents or Partial COLA does not require audit and approval.</p>
10	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

OUTCONUS COLA w/o Dependents or Partial COLA

Stopping OUTCONUS COLA w/o Dependents or Partial COLA

Introduction This section provides the procedure for *stopping* OUTCONUS COLA w/o Dependents or Partial COLA.

Reminder, PCS auto-stop OUTCONUS COLA w/o Dependents or Partial COLA stops automatically on the day prior to PCS departure.

Manual stop upon departure on terminal leave Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

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 OUTCONUS COLA w/o Dependents or Partial COLA transaction.

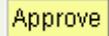
Step	Action
1	<p>In the  Correct History mode, find the row to stop. The stop date will be blank as shown below:</p> 
2	<p>Enter the Stop Date for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated.</p>
3	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</p>
4	<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>

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OUTCONUS COLA w/o Dependents or Partial COLA

Stopping OUTCONUS COLA w/o Dependents or Partial COLA, Continued

Procedure (cont'd)

Step	Action
5	 Do Not Use. The detail is automatically set when the earnings type for OUTCONUS COLA w/o Dependents or Partial COLA is selected and the entitlement is saved.
6	 Not Used. Payment of OUTCONUS COLA w/o Dependents or Partial COLA does not require audit and approval.
7	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

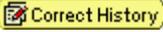
OUTCONUS COLA w/o Dependents or Partial COLA

Correcting OUTCONUS COLA w/o Dependents or Partial COLA

Introduction This section provides the procedure for *correcting* OUTCONUS COLA w/o Dependents or Partial COLA.

Discussion Only 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 OUTCONUS COLA w/o Dependents or Partial COLA) and then start a new OUTCONUS COLA w/o Dependents or Partial COLA entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the OUTCONUS COLA w/o Dependents or Partial COLA row to correct. Click & drag over the Stop Date 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.
2	Click the  button located at the bottom left of the screen.

OUTCONUS COLA w/o Dependents or Partial COLA

Deleting OUTCONUS COLA w/o Dependents or Partial COLA

Introduction This section provides the procedure for *deleting* OUTCONUS COLA w/o Dependents or Partial COLA.

Discussion The total OUTCONUS COLA w/o Dependents or Partial COLA 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 OUTCONUS COLA w/o Dependents or Partial COLA transaction.

Step	Action
1	In the  mode, find the OUTCONUS COLA w/o Dependents or Partial COLA 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.
