
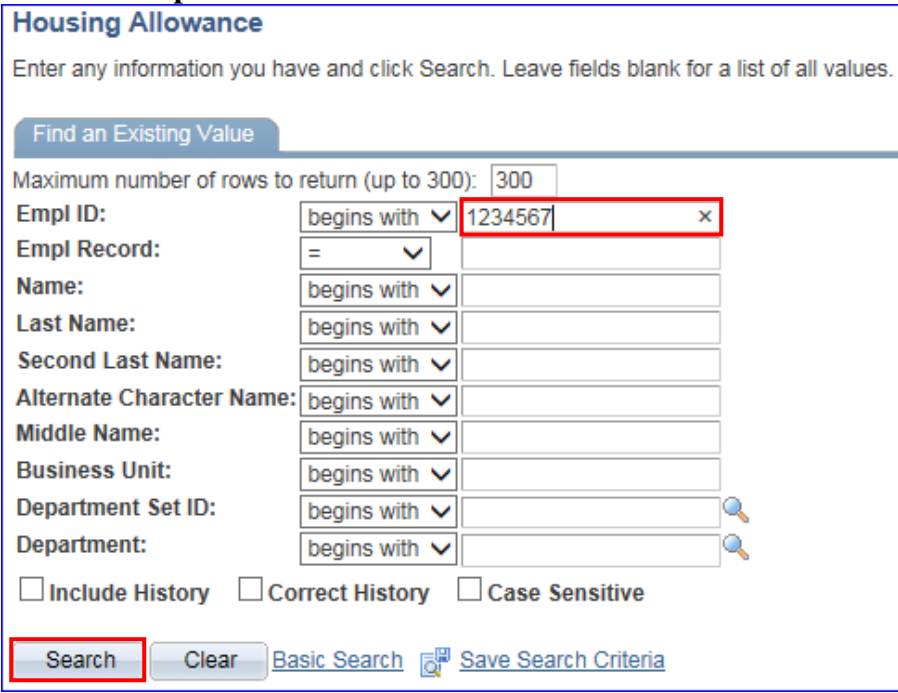


Stopping BAH

Introduction This guide provides the procedures for stopping a BAH row in Direct Access. In this example, the member was receiving BAH-Diff for Child Support while living in barracks in Great Britain. Then on 11/3/14, the member moved into an apartment and became eligible for OHA.

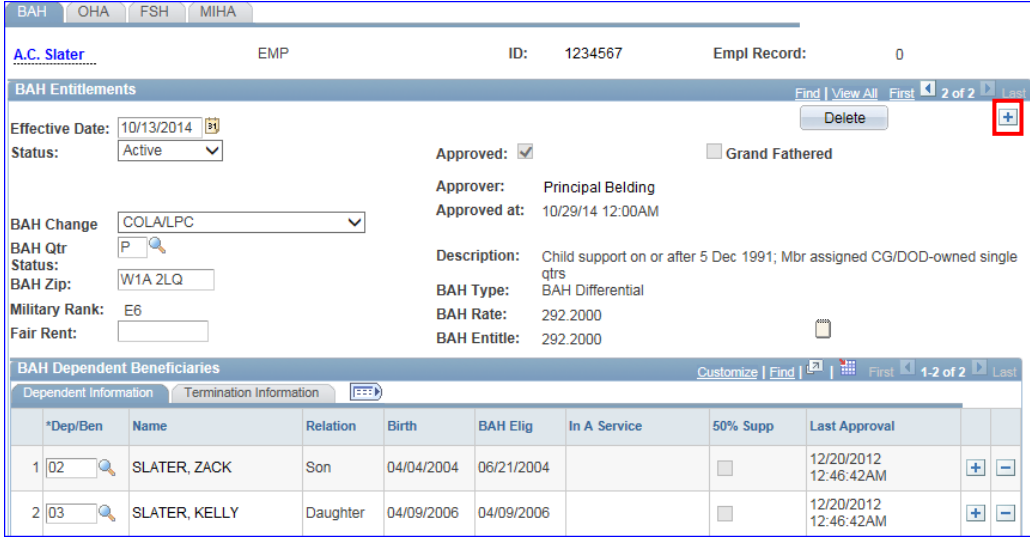
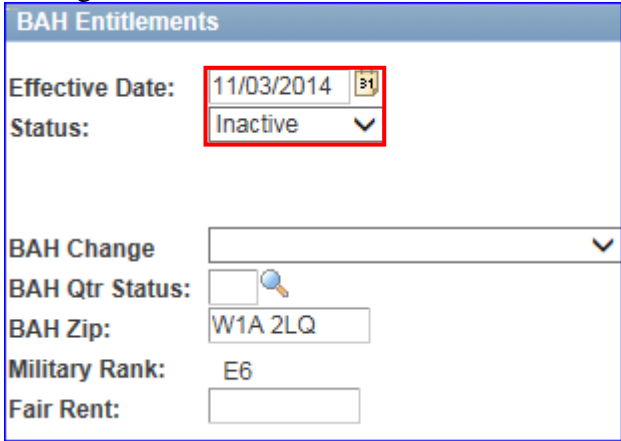
Procedures See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID and hit Search.</p> 

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Stopping BAH, Continued

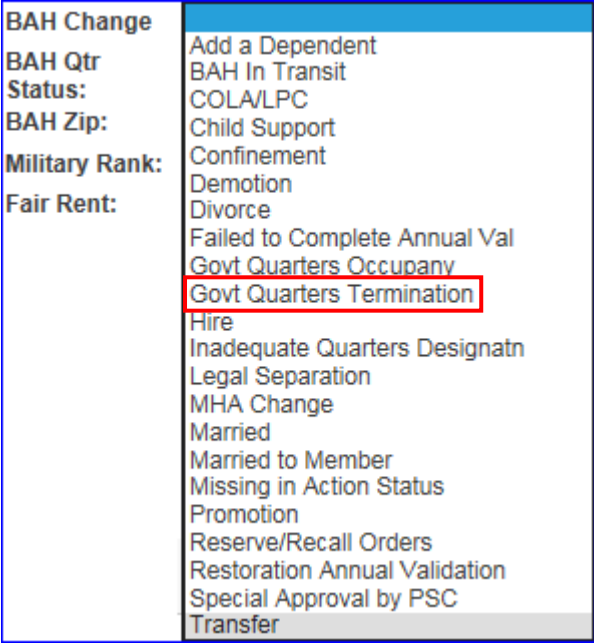
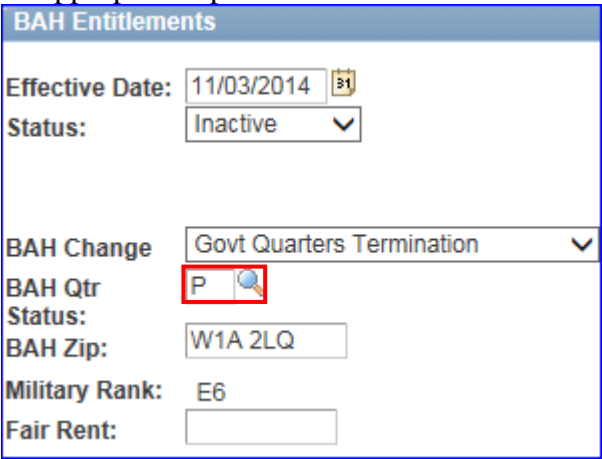




Procedures,
continued

Step	Action
<p>3</p>	<p>The member's current BAH information will display. Click the Plus button to add a new row.</p> 
<p>4</p>	<p>Enter the Effective Date and change the Status to Inactive so the member will no longer receive this BAH.</p> 

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Stopping BAH, Continued

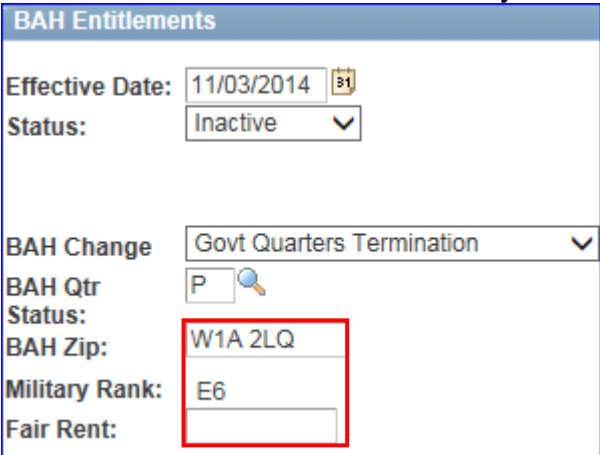
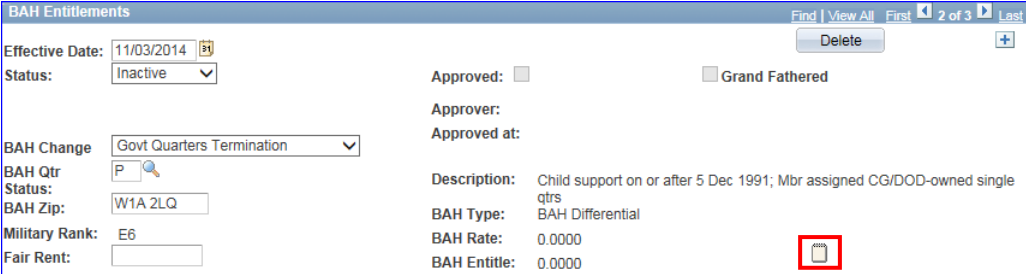
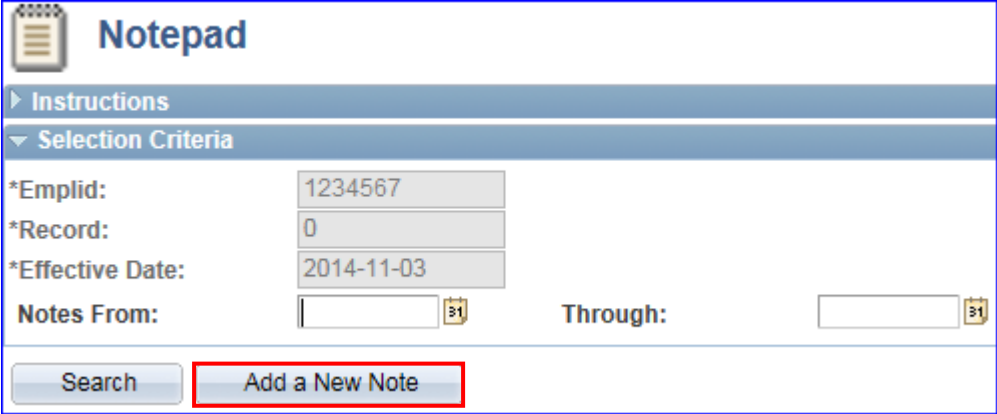
Procedures,
continued

Step	Action
5	<p>Select the appropriate reason for the BAH Change, using the drop-down.</p>  <p>BAH Change</p> <p>BAH Qtr</p> <p>Status:</p> <p>BAH Zip:</p> <p>Military Rank:</p> <p>Fair Rent:</p> <ul style="list-style-type: none"> 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 Transfer
6	<p>Enter the BAH Qtr Status (same as it was before) or use the lookup to select the appropriate option.</p>  <p>BAH Entitlements</p> <p>Effective Date: 11/03/2014 </p> <p>Status: Inactive </p> <p>BAH Change: Govt Quarters Termination </p> <p>BAH Qtr Status: P </p> <p>BAH Zip: W1A 2LQ</p> <p>Military Rank: E6</p> <p>Fair Rent:</p>

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Stopping BAH, Continued

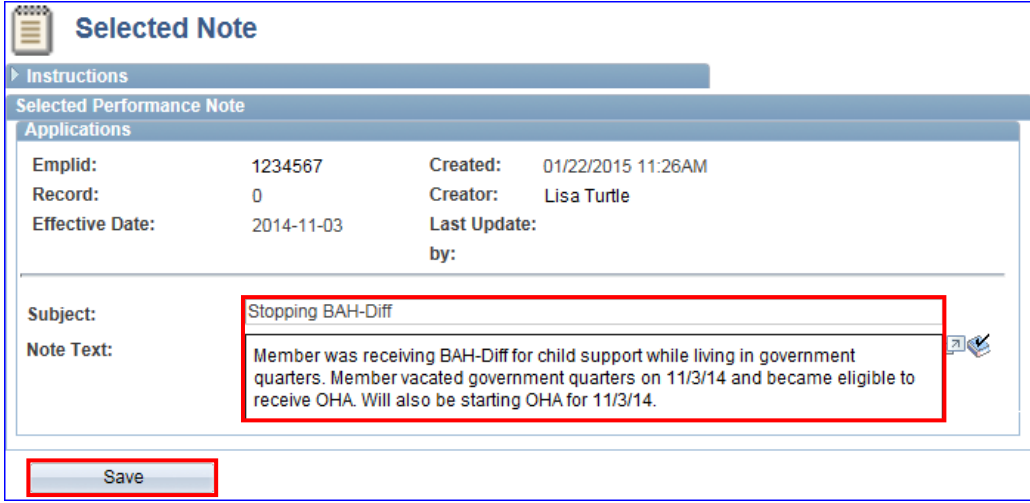
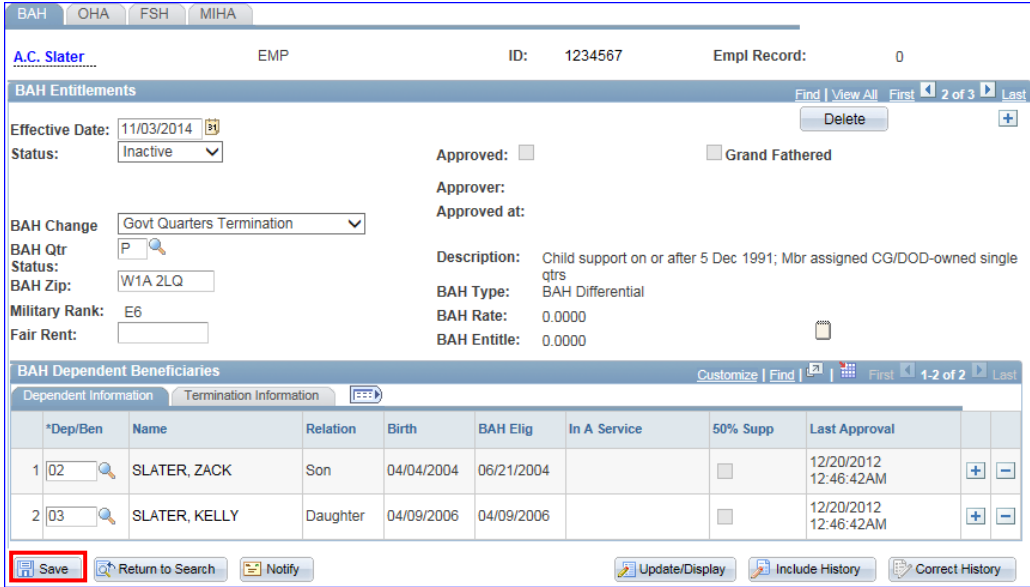
Procedures,
continued

Step	Action
7	<p>The BAH Zip will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. For this transaction, there is no need to change it. The Military Rank will default to the member's current rank. The Fair Rent field is only used for Inadequate Quarters.</p> 
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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Stopping BAH, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the specific information for this BAH Change and then click Save.</p> 
<p>11</p>	<p>Return to the Housing Allowance page and 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>12</p>	<p>Click the Home link to return to the home page.</p>