



Station Allowances

Objectives



To provide an overview of frequently processed
Station Allowances
and the
Key Supporting Documents (KSD).

Introduction



In this lesson we will cover:

- Overseas Housing (OHA)
- Move-In Housing Allowance (MIHA)
- OCONUS/CONUS COLA
- Temporary Lodging Allowance (TLA)
- BAH at Dependent's Location



Overseas Housing Allowance (OHA)

Overseas Housing Allowance



OHA is designed to cover actual rental costs of OCONUS assigned Service members.

Reimbursed actual rental costs, limited to the maximum OHA rate for each locality and grade.

Types:

1. Monthly OHA Allowance
2. Move-In Housing Allowance

FID 43 - Overseas Housing Allowance

REQUIREMENTS:

- A completed and signed DD 2367
- A lease agreement / verifiable purchase price
- The reported housing must be the actual residence the member occupies

NOTE: If a Service member is assigned on an unaccompanied tour or has a Secretarial waiver and authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the Service member's dependent occupies.

Overseas Housing Allowance



Main Menu

- RED/DA
- User Release Information
- Career Information Management
- Employee Self Service
- Electronic Service Record
- IMAPMIS
- NRMS Maintenance
- Reserve Transactions
- Scripting
- Availabilities
- Contract Administration
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration
- Legal
- Losses
- Orders Processing
- Pay Maintenance
- Personnel Maintenance
- Retain in Service
- Transient Tracking
- Unit Administration
- Message Status Inquiry

- Allowances
- Bonuses
- Clothing Allowances
- Incentive Pay
- Misc Pays
- Overseas Allowances
- Refunds
- Special Pays
- Cancel
- Correct
- History
- Mass Changes

- Use
- Inquire

- Overseas Allowances - Create
- Overseas Allowances - Pending
- TLA - Create
- TLA - Pending

Creating an OHA



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

OHA - Create

Active Overseas Allowance

Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 100

Appr Inst: Appr Status: Pending Appr Action: [Dropdown] Comments

☒ OHA ☐ OCONUS COLA ☐ MIHA

Allowance Type: OHA Overseas Housing Allowance

☒ Start ☐ Stop ☐ Report ☐ Change

Effective Date: 02/10/2023

JFTR Location: IT055 NAPLES Rental Amount: 1500

JFTR Currency: IT

Housing Payment Status Code: R Renting Lease Agreement Date: 02/09/2023

Share Number: 1 Rent w/0 Share Category Code: [Dropdown]

Accompanied Status Code: 1 Accompanied receiving BAQ/D Utility Indicators

Save Return to Search Notify

Select Start.

Enter in the Effective Date.

Enter in the JFTR Location. (Naples Italy is IT055)

Enter Rental Amount

Select Overseas Allowances.

Reference Service Members OHA Report Form (2367) for Utility Indicators.

Climate Code for Naples is 2. For other locations reference the DODFMR Vol 7 Chap. 26 or DTMO website.

Overseas Housing Allowance



```
SSAN (OR CMD) ----- NEW REQ ? --- PRINT - NAME -----
(`X` TO EXIT, PF##, PB##)  PF8 OR ENTER - PAGE FORWARD PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 24/01/25 --
                                                    01 OF 01

02 MJ:    LB:3800 LC:7111 SA:A SX:1 TK:170222 TU:260105 TH:260105
FIXED/OPEN/HISTORY
43 OHA*   ENTRY-OPEN-DT 240117 13 01 2  CNTRL-CODE 0  ACTN Z4  START 240116
          ENTLMT-MM 1,442.78  ENTLMT 2,885.56  ENTLMT-NM 2,885.56  ACCOM 0  JTR-LCTN
          IT055  RENT 1,350  CURR-CODE XZ  SHARE-NR 1  SHARE-CAT  RENT-STAT R
          UTIL-IND-ELEC 3  UTIL-IND-HEAT 2  UTIL-IND-AIR 2  UTIL-IND-WATER 0
          UTIL-IND-TRASH 0  CLOST-DEPN  RENT-LEASE 231207

** END OF INQUIRY.
```

The members start date should match the date on the lease.
Verify JTR location code, it should match COLA (FID 46).



Move-In Housing Allowance(MIHA)

Move-In Housing Allowance



Move-In Housing Allowance (MIHA) is a lump sum, one-time payment to cover the move in costs associated with occupying private sector leased/owned housing covered under the OHA program.

Types:

1. MIHA/Miscellaneous.
2. MIHA/Rent.
3. MIHA/Security.

FID 42 - Move In Housing Allowance

REQUIREMENTS:

- Service member must be eligible for OHA
- An eligible Service member is authorized MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs.
- DD 2556 (MIHA Claim Form) must accompany MIHA/Rent and/or MIHA/Security related expenses.

Creating a MIHA

A screenshot of the NSIPS (Navy Standard Integrated Personnel System) "OHA - Create" form. The form is for creating a Move in Housing Allowance (MIHA). It includes fields for Name, Rank/Rate, Current DSC (100), Appr Inst, Appr Status (Pending), and Appr Action. There are radio buttons for OHA, OCONUS COLA, and MIHA (selected). The Allowance Type is set to MHA (Move in Housing Allowance). There are radio buttons for Start (selected), Stop, Report, and Change. A red box highlights the Effective Date (02/09/2023), JFTR Location (IT055 NAPLES), JFTR Currency (IT), Amount, Related OHA ID (OHA), and Type (Misc). At the bottom are buttons for Save, Return to Search, and Notify.

Select MIHA

Enter in the
Effective Date.

Enter in the JFTR
Location. (Naples
Italy is IT055)

Enter in OHA in
Related OHA ID

Enter MISC in
Type.

Select Save

OHA entitlement must be released or posted FIRST, before MIHA can be processed.

Effective date must be the same as OHA effective date.

Reference Service Members OHA Report Form (2367) for MIHA Entitlement

Move-In Housing Allowance



```
SSAN (OR CMD) - - - - - NEW REQ ? - - - PRINT - NAME - - - - -  
(`X` TO EXIT, PF##, PB##) PF8 OR ENTER - PAGE FORWARD PF7 - PAGE BACK  
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 24/01/25 --  
35 42 01 OF 01  
02 MJ: LB:3800 LC:7111 SA:A SX:1 TK:170222 TU:260105 TH:260105  
FIXED/OPEN/HISTORY  
42-MIHA* ENTRY-OPEN-DT 231218 17 12 2 ENTRY-CLSD-DT 231218 17 12 2  
CNTRL-CODE 2 ACTN 03 START 231207 ENTLMT-MM 0.00 ENTLMT 563.00  
JTR-LCTN IT055 ADSN 7111 MIHA-TYPE M FORMAT-ID 43  
** END OF INQUIRY.
```

MIHA is a one-time payment.



OCONUS COLA

OCONUS COLA



Overseas Cost of Living Allowance (COLA) is a non-taxable allowance designed to offset the higher overseas prices of non-housing goods and services.

Overseas COLA is not a fixed amount. COLA adjustments are either immediate or made incrementally, the payment will increase or decrease based on local currency or data.

KSDs:

- PCS Orders
- RED/DA
- Flight Itinerary for dependents if on accompanied orders.

Please ensure your RED/DA is update-to-date to receive the correct entitlements. This includes moving dependents back to the states or acquiring new dependents.



Definitions:

- Vicinity- The “vicinity” is the entire country, U.S. territory or possession, or state (Alaska or Hawaii) where the Service member’s permanent duty station (PDS) is located.
- Government Dining Facility- Government dining facilities operate using appropriated funds and provides meals to Service members with or without charge under an agreement between the facility and the Government.
- Government Quarters. “Government quarters” include individual quarters provided with or without charge under agreement with the Government.
- OCONUS COLA Index. The OCONUS COLA index represents how much more expensive it is to purchase goods and services OCONUS compared to the same level of goods and services available in an average location within the CONUS

Note: COLA 9 is a partial rate due to dining facilities being available.

OCONUS COLA



OCONUS COLA rate is determined by the following:

Service Member With-Dependent:

- The Member is authorized to have a dependent reside at or in the vicinity of the Member's PDS OCONUS.
- The Member is joined by a dependent or acquires a dependent while serving OCONUS and the dependent is one of the following:
 - Command sponsored and residing with a Service member
 - A bona fide resident of the same area as the Service member's non-foreign PDS OCONUS
 - An officer or civilian employee of the United States stationed in the same area as the Service member's non-foreign PDS OCONUS.

Service Member Without Dependent:

- The Member has no dependents.
- The Member does not have a dependent who resides at or in the PDS vicinity
- The Member has a dependent residing at or in the PDS vicinity who is not command sponsored
- The Member does not have legal custody and control of a dependent

OCONUS COLA



```
SSAN (OR CMD) - - - - - NEW REQ ? - - - PRINT - NAME - - - - -
(`X` TO EXIT, PF##, PB##) PF8 OR ENTER - PAGE FORWARD PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 24/01/29 --
                                35 46                                01 OF 01
02 MJ:    LB:3800 LC:7111 SA:A SX:1 TK:170222 TU:260105 TH:260105
FIXED/OPEN/HISTORY
46 COLA*   ENTRY-OPEN-DT 240105 04 01 1   CNTRL-CODE 0   ACTN Z4   START 240101
          ENTLMT-MM 425.33   ENTLMT 822.31   ENTLMT-NM 879.02   DAILY-RATE 28.35556
          NR-DEPN-COLA 0   JTR-LCTN IT055
46-COLA*   ENTRY-OPEN-DT 240105 04 01 1   ENTRY-CLSD-DT 240105 04 01 1
          CNTRL-CODE 6   ACTN Z4   START 240101   STOP 231231   ENTLMT-MM 0.00   ENTLMT
          0.00   ENTLMT-NM 0.00   DAILY-RATE 28.35556   NR-DEPN-COLA 0   JTR-LCTN IT055
46-COLA*   ENTRY-OPEN-DT 231116 15 11 2   ENTRY-CLSD-DT 240105 04 01 1
          CNTRL-CODE 2   ACTN Z4   START 231116   STOP 231231   ENTLMT-MM 0.00   ENTLMT
          0.00   ENTLMT-NM 0.00   DAILY-RATE 24.03333   NR-DEPN-COLA 0   JTR-LCTN IT055
46-COLA*   ENTRY-OPEN-DT 231106 08 11 1   ENTRY-CLSD-DT 231116 15 11 2
          CNTRL-CODE 2   ACTN Z4   START 231102   STOP 231115   ENTLMT-MM 384.53   ENTLMT
          384.53   ENTLMT-NM 0.00   DAILY-RATE 27.46667   NR-DEPN-COLA 0   JTR-LCTN IT055
** END OF INQUIRY.
```



Temporary Lodging Allowance (TLA)

Temporary Lodging Allowance (TLA)



Temporary Lodging Allowance is intended to partially pay for lodging/meal expenses when a member/dependents must occupy temporary quarters OCONUS. TLA is available when it is necessary for a Service member or dependent to occupy temporary lodging **upon arrival** at, or **immediately before leaving**, a **PDS OCONUS**, or during other periods as specified in this section.

Arrival TLAs should be processed in 10-day increments.

Required KSDs are as follow:

1. Zero'd out itemized receipts for dates being requested
2. TLA authorization from housing office
3. A certificate of Non-availability for member and any dependents (as applicable).
4. Page 1 of NPPSC 7220/5

Lodging expenses are not allowed while staying with friends or relatives, but the meal and incidental expense rate (M&IE) is payable for the eligible TLA period

Note: NPPSC 7220/5 can be used as a worksheet to calculate TLA entitlement.

FID 79 - Temporary Lodging Allowance

Temporary Lodging Allowance



Favorites Main Menu > Entitlements > Overseas Allowances > Use > TLA - Create



N0 Allow Fids Wf

Name Rank/Rate Current DSC 100

Appr Instance Appr Status Pending Appr Action Approve Comments

Temporary Lodging Allowance Worksheet

Claim Number View Prior Claims

Accommodations Name and Address:

Date Reported Present Command:

Date Family Reported:

Detachment Date:

Location Search

Search By Country Name Query Override Locality Rates

Periods

	Start Date	Stop Date	Daily Amount Paid	Total Amount Paid	View/Edit	Delete
1					View/Edit	Delete

Add Period

Format Id 79 Temporary Lodging Allowance

Report Correct Cancel

Start Date Daily Amount
Stop Date Total Amount
Number of Days TLA Total number of dependents 0
JFTR Location
TLA Code

Effective date:

Temporary Lodging Allowance Worksheet:

- What is the claim number (1st, 2nd, 3rd, etc.)
- Address of temporary lodging
- When the member arrives or departs the command

Location Search:

- Search by Description or JTFR Location
- You can override the Locality Rate

Periods:

You can have multiple periods of TLA in one submission

Temporary Lodging Allowance



TLA ARRIVAL/ALTERNATE TEMPORARY LODGING CLAIM

MEMBER INFORMATION

Name: _____ SSN: _____

Paygrade: _____ Date Reported: _____

Command: _____ UIC: _____

Phone Number: _____ Accommodation: (Unaccompanied) (circle)

Marital Status (Circle): Single Married Military-Military Couple Single Dependents

Dependent Names/Ages of Children: _____

DEPENDENTS ON STATIONS

TLF/ALTERNATE TLF INFORMATION

Name: _____ When Paid: _____ Yes/No

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT. Signature/Rank/Date: _____

* Certificate of Non-Availability (Navy Lodge 1) * (Required for alternate Lodging)

HOUSING OFFICE

TLA is/is not recommended from: _____

Total Number of days in TLA: _____

Expected Date of Occupancy: _____ Contract Appointment Date: _____

Remarks: _____

Housing Representative Signature: _____ Date: _____ Phone Extension: _____

COMMAND ENDORSEMENT

Member has successfully sought housing and have been counseled on the importance of locating accommodations expeditiously. Housing tours were conducted this period on the following dates: _____

Command TLA Coordinator Signature: _____ Name/Rank: _____ Date: _____ Phone Extension: _____

30 - 44 Day Endorsement:

Department Head Signature: _____ Name/Rank: _____ Date: _____ Phone Extension: _____

45 - 60 Day Endorsement:

Commanding Officer Signature: _____ Name/Rank: _____ Date: _____ Phone Extension: _____

All TLA Claims must be endorsed by:

- Housing
- Command TLA Coordinator
- Department Head (if over 30 Days)
- Commanding Officer / OIC (if over 45 Days)

If TLA Exceeds 60 Days

- Written Authorization from NSA Naples Italy CO is required.
- Approval is NOT Automatic, ensure all proper supporting documents are submitted in order to request an extension
- It is the member's responsibility to ensure the proper procedures are followed

Temporary Lodging Allowance (TLA)



```
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 24/01/29 --  
35 79 01 OF 01  
02 MJ: LB:3800 LC:7111 SA:A SX:1 TK:170222 TU:260105 TH:260105  
FIXED/OPEN/HISTORY  
79-JUMPS TEMPORARY LODGING ALW * ENTRY-OPEN-DT 231215 16 12 2  
ENTRY-CLSD-DT 231215 16 12 2 CNTRL-CODE 2 ACTN 03 START 231202 STOP  
231206 ENTLMT 901.58 JTR-LCTN IT055 TLA I NR-DEPN-PD 01  
79-JUMPS TEMPORARY LODGING ALW * ENTRY-OPEN-DT 231205 08 12 1  
ENTRY-CLSD-DT 231205 08 12 1 CNTRL-CODE 2 ACTN 03 START 231122 STOP  
231201 ENTLMT 1,719.30 JTR-LCTN IT055 TLA I NR-DEPN-PD 01  
79-JUMPS TEMPORARY LODGING ALW * ENTRY-OPEN-DT 231130 05 12 1  
ENTRY-CLSD-DT 231130 05 12 1 CNTRL-CODE 2 ACTN 03 START 231114 STOP  
231121 ENTLMT 1,383.20 JTR-LCTN IT055 TLA I NR-DEPN-PD 01  
79-JUMPS TEMPORARY LODGING ALW * ENTRY-OPEN-DT 231127 02 12 1  
ENTRY-CLSD-DT 231127 02 12 1 CNTRL-CODE 2 ACTN 03 START 231112 STOP  
231113 ENTLMT 302.90 JTR-LCTN IT055 TLA I NR-DEPN-PD 01  
79-JUMPS TEMPORARY LODGING ALW * ENTRY-OPEN-DT 231121 18 11 2  
ENTRY-CLSD-DT 231121 18 11 2 CNTRL-CODE 2 ACTN 03 START 231102 STOP  
231111 ENTLMT 1,809.58 JTR-LCTN IT055 TLA I NR-DEPN-PD 01  
** END OF INQUIRY.
```



BAH at Dependent's Location

BAH at Dependent's Location



- BAH is an allowance to offset the cost of housing in CONUS when government-provided housing is not available. BAH depends upon the location, pay grade and number of dependents.
- A Member may choose to elect a designated place of residency for their dependents if their current tour is either an unaccompanied tour, a dependent-restricted tour, or an unusually arduous sea duty (UASD) assignment. If the Member falls in at least one of these categories, then they may choose to elect any CONUS location for their dependents to reside.

BAH at Dependent's Location



Required KSDs:

- PCS Orders
- RED/DA
- Marriage Certificate
- A memo authorizing BAH at dependent's location signed by their Commanding Officer

Acquired dependent - An individual who becomes a dependent through birth, marriage, adoption, etc. during the course of a Navy Service Member's current overseas tour of duty.

BAH at Dependent's Location



BAH begins on the date of marriage, birth, adoption, etc. if the member is not assigned to government quarters at the time. Otherwise, it will begin after the member has received permission to leave government quarters.

- Members serving an UNACCOMPANIED tour may request station allowances of dependents with approval of their Commanding Officer.
- For Members serving an ACCOMPANIED tour when dependents have not arrived on station, members may request station allowances of dependents with approval of:
 - PERS N130 (Continuation of Overseas Allowances)
 - PERS 451-H (Continuation of Stateside Allowances)

BAH at Dependent's Location



Where to send requests:

- Advance dependent Travel (ADT):
 - N130C:
 - CONUS to OCONUS
 - OCONUS to OCONUS
 - PERS-451:
 - OCONUS to CONUS
 - CONUS to CONUS
- Delayed Dependent Travel (DDT):
 - PERS-451:
 - CONUS to OCONUS
 - CONUS to CONUS
 - N130C
 - OCONUS to CONUS
 - OCONUS to OCONUS
- Continuation of Station Allowances (COSA):
 - COSA due to PCU (ACC: 106) orders N130C in all cases
 - COSA in CONUS submit to PERS-451
 - COSA in OCONUS submit N130C



Members with No Dependents:

- For the purpose of this entitlement, each member of a dual military couple, having no other dependents, is considered a single member for BAH/OHA entitlement purposes.
- In Mil-to-Mil situations, a member separating from the service becomes an acquired dependent of the service member remaining on ACDU on the day of separation.
- When entitled to OHA and service members are sharing the same residence, members are entitled to their own rate of OHA. The utilities for each service member will be halved.

References



- DODFMR Volume 7A, Chapters 26 & 68
- Pay SOPs
- OPNAVINST 7220.12 CH-1
- CPPA Handbook
- MILPERSMAN 1300-160



Questions?