



Station Allowances

Presenter:

Date:

Course: 260

UNCLASSIFIED

Approved for Public Release: Distribution is Unlimited





Disclaimer

This Lesson is Unclassified

These slides are for "TRAINING PURPOSES ONLY".



In this lesson we will cover:

- Temporary Lodging Allowance (TLA)
- Overseas Cost of Living Allowance (O-COLA)
- Overseas Housing Allowance(OHA)
- Move-In Housing Allowance(MIHA)
- Basic Allowance Housing at Dependent's Location



Temporary Lodging Allowance (TLA)

Temporary Lodging Allowance (TLA)



Required KSDs:

1. Zero'd out itemized receipts for dates being requested
 2. A certificate of Non-availability for member and any dependents (as applicable).
 3. Page 1 of NPPSC 7220/5 (TLA Worksheet)
 4. For Arrival TLA: will need TLA authorization from housing office verifying no GOV'T QRTS were available for those specific dates.
 5. For Departure TLA, will need to provide Rental release statement from Realtor/ Landlord or signed statement from housing office certifying date government quarters were vacated.
 6. Active Housing Search Form (for 2nd and subsequent TLA payment)
- Arrival TLAs should be processed in 15-day increments.
 - 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.

TLA - Work Sheet



CUI - (when filled in)

TEMPORARY LODGING ALLOWANCE (TLA) WORKSHEET NPPSC 7220/5 (Rev. 03-2025)		PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive NPPSCINST 5213.1B	
PRIVACY ACT STATEMENT			
<small>Authority: 37 USC 1006. Purpose: To provide information required to legally pay temporary lodging allowance (TLA). Routine Uses: The member provides information on cost and type of lodging which is used to compute entitlement to TLA. Supporting documents are used to determine eligibility and amount of entitlement. Disclosure: Voluntary. If member does not provide information, TLA cannot be paid.</small>			
I. References: Joint Travel Regulations (JTR)			
1. Name (Last, First, MI):	2. Rank/Rate:	3. DoD ID:	4. UIC:
5. Command:	6. Name of Hotel:		
7. Type of Travel	Select from Drop Down ▾		
II. Family Members On Station			
Name (Last, First, MI)	Relationship	Date of Birth	
+ x			
III. For Arrival TLA:			
Date Member Reported to Present Command:			
Date Family Member(s) Reported to Present Command:			
TLA Authorized Period Dates:			
Claim Number (if claim number is greater than 6, custom entry is enabled)			Select from Drop Down ▾
<small>Members must present TLA authorization from the housing office and a paid lodging receipt. A family member who is filing TLA due to the absence of the sponsor must have a general or special power of attorney specifically stating TLA is authorized for processing.</small>			
IV. For Departure TLA:			
Actual Date of Detachment:			
Actual Date of Housing Termination:			
TLA Authorized period Dates			
<small>Members living off-base must present a rental release from the Landlord or Realtor. Members living on-base must present a signed statement from the housing office certifying the date government quarters were vacated.</small>			
V. Member's Certification Statement (to reduce delays, use drop-down and select the appropriate option):			
I have included herein all lodging receipts for TLA.			<SELECT ONE> ▾
I understand that if I am in a temporary duty per diem status, only my family members are entitled to TLA.			
<SELECT ONE>			▾
<SELECT ONE>			▾
<small>The penalty for willfully making false claim is: Maximum fine of \$10,000.00 or maximum imprisonment for 5 years, or both (U.S. Code, Title 18, Section 287). Be advised that all claims are screened and those suspected of being fraudulent will be turned over to the Naval Criminal Investigative Service (NCIS).</small>			
Member Name:	Signature:	Date:	
Housing Representative Name:	Signature:	Date:	
CO or Designated Official with DD-577:	Signature:	Date:	

Reset Form Print Form

CUI - (when filled in)

Page 1 of 2

NPPSC 7220/5 must be endorsed by:

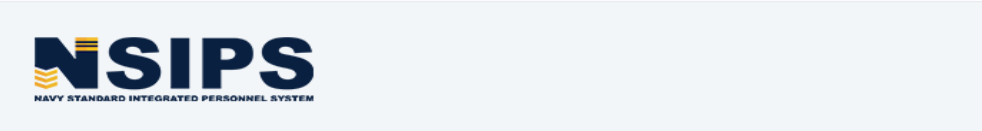
- Member
- Housing
- Commanding Officer / OIC

Note: Ensure the member completes the form as applicable and conduct a thorough review to verify its accuracy prior to submission.

TLA - NSIPS Process



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



NO 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 JFTR Location
- You can override the Locality Rate

Periods:

You can have multiple periods of TLA in one submission

TLA - MMPA



```
-- 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.
```

FID 79 - Temporary Lodging Allowance



OCONUS COLA

OCONUS COLA



The request for payment of OCONUS COLA may consist of the following documentation as prescribed by geographic duty location, pay grade, and dependency status/dependent location.

KSDs:

- PCS Orders
- RED/DA (NAVPERS 1070/602)
- Travel Voucher (DD Form1351-2)
- Flight Itinerary for dependents if on accompanied orders
- Verification of command sponsorship, if applicable
- Arrival message/e-mail, if applicable
- Individual Overseas Housing Allowance (OHA) Report (DD 2367), if applicable

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.

OCONUS COLA



To find O-COLA rates current and past for specific areas visit Overseas COLA Rate Lookup on Defense Travel Management Office website.

A screenshot of the Defense Travel Management Office website. The page title is "Overseas COLA Rate Lookup". On the left, there is a sidebar menu under "Allowances" with options: "Overseas Cost-of-Living Allowance", "Overseas COLA Rate Lookup", "Overseas COLA Tables", "Data Collection & Surveys", and "Frequently Asked Questions". The main content area contains a form with the following fields:

- Locality Code:** A text input field.
- (Optional) Use the lookup tool below to find a locality code**
- COLA Index:** A text input field.
- (Optional) Determine a payment based on a specific rate**
- Location:** A dropdown menu currently showing "AFGHANISTAN - AF999". Below it, a note states: "This drop-down menu contains only current locations. Enter a locality code to find previous locations. To find a locality code, use the lookup tool below."
- Year:** A dropdown menu showing "2025".
- Month:** A dropdown menu showing "September".
- Pay Period:** A dropdown menu showing "1st - 15th".
- Pay Grade:** A dropdown menu showing "E-1".
- Years of Service:** A dropdown menu showing "1".
- Living in Barracks:** A dropdown menu showing "No".
- Number of Dependents:** A dropdown menu showing "0".



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 and government quarters are occupied.



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 - MMPA



```
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.
```

FID 46 – Cost of Living Allowance



Overseas Housing Allowance (OHA)

Overseas Housing Allowance



The Overseas Housing Program enables authorized Service members assigned to permanent duty overseas to lease privately-owned housing. The Overseas Housing Allowance (OHA) is a cost-reimbursement allowance and is designed to offset housing costs.

It includes three separate components:

- Rent
- Utilities/recurring maintenance
- Move-In Housing Allowance (MIHA).

FID 43 - Overseas Housing Allowance

REQUIREMENTS:

- A completed and signed DD Form 2367 (with housing and command endorsements).
- 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.

OHA Cont.



DD Form 2367 – OHA report Form.

CUI (when filled in)

INDIVIDUAL OVERSEAS HOUSING ALLOWANCE (OHA) REPORT <small>(Read Privacy Act Statement, Warning, and Instructions on reverse before completion)</small>			
PART A - SERVICE MEMBER IDENTIFICATION AND HOUSING INFORMATION			
1. NAME (Last, First, Middle Initial)		2. RESIDENCE ADDRESS (Street, Apt. No., City, Country)	
3. PAY GRADE	4. SOCIAL SECURITY NUMBER	5. EFFECTIVE DATE OF LEASE/RENTAL/SALE AGREEMENT (YYYYMMDD)	
6. DUTY STATION OR HOMEPORT a. DUTY STATION NAME		7. IN WHAT CURRENCY IS YOUR RENT OR MORTGAGE PAID? (Select appropriate box) (See instructions on reverse side if you pay rent 3 or more months in advance.) <input type="checkbox"/> a. LOCAL CURRENCY. Name of Currency: <input type="checkbox"/> b. US - DOLLARS	
b. CITY			
c. COUNTRY	d. DUTY TELEPHONE NO.		
9. ARE YOU ENTITLED TO AN OVERSEAS COST-OF-LIVING ALLOWANCE OR OVERSEAS HOUSING ALLOWANCE FOR DEPENDENTS RESIDING ELSEWHERE? (Select one) <input type="checkbox"/> YES (Specify location) <input type="checkbox"/> NO OR NOT APPLICABLE		8. IS YOUR RESIDENCE LEASED OR OWNED? (Select appropriate box) ENTER THE MONTHLY RENT AMOUNT OR PURCHASE PRICE IN THE CURRENCY SELECTED ABOVE. <input type="checkbox"/> a. LEASED/RENTED Rent amount: <input type="checkbox"/> b. OWNED Purchase price (excluding closing costs, taxes, etc.):	
HOMEOWNERS, SKIP QUESTION 10 AND GO DIRECTLY TO QUESTION 11			
10. UTILITIES (Excluding telephone) (Select appropriate box) <input type="checkbox"/> a. I SEPARATELY PAY FOR ALL UTILITIES. NONE ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD. <input type="checkbox"/> b. I DO NOT SEPARATELY PAY FOR ANY UTILITIES (excluding telephone). ALL UTILITIES ARE INCLUDED IN RENTAL/LEASE AGREEMENT AND PAID BY LANDLORD. <input type="checkbox"/> c. I SEPARATELY PAY FOR SOME UTILITIES (excluding telephone) AND SOME ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD. (Complete items (1) - (5) below indicating utilities/services of which your landlord provides the MAJORITY.)		11. TO DETERMINE IF YOU ARE A "SHARER" FOR HOUSING ALLOWANCE PURPOSES, SELECT THE APPROPRIATE BOX FOR EACH CATEGORY OF INDIVIDUAL OCCUPYING YOUR RESIDENCE. FOR EACH CATEGORY YOU SELECT, ENTER THE NUMBER REQUESTED IN THE BOX AT RIGHT. THEN RECORD THE TOTAL IN THE BOX AT THE BOTTOM. (NOTE: Do not count dependents unless covered by category c.)	
<input type="checkbox"/> (1) ELECTRICITY			<input type="checkbox"/> a. MYSELF 1
<input type="checkbox"/> (2) HEATING			<input type="checkbox"/> b. SPOUSE WHO IS ALSO A SERVICE MEMBER (Enter "1")
<input type="checkbox"/> (3) AIR CONDITIONING (Select if window units are used and the landlord provides electricity.)			<input type="checkbox"/> c. SPOUSE OR OTHER DEPENDENT WHO IS A FEDERAL CIVILIAN EMPLOYEE ENTITLED TO LIVING QUARTERS ALLOWANCE (Enter number)
<input type="checkbox"/> (4) WATER OR SEWER			<input type="checkbox"/> d. OTHER SERVICE MEMBERS ENTITLED TO A HOUSING ALLOWANCE (Enter number)
<input type="checkbox"/> (5) TRASH DISPOSAL			<input type="checkbox"/> e. EXCLUDING DEPENDENTS, ANY OTHERS NOT COVERED ABOVE WHO PAY A PORTION OF THE RENT, MORTGAGE, AND/OR UTILITIES (Enter number)
12. IF BOX 11.B. OR 11.D. IS MARKED, REPORT THEIR FULL NAME(S), SOCIAL SECURITY NUMBER(S) AND BRANCH OF SERVICE IN PART C "REMARKS" ON REVERSE.		TOTAL (11a through 11e) (If result exceeds "1", you are considered a "sharer.") 1	
PART B - CERTIFICATIONS			
13. SERVICEMEMBER, I CERTIFY THAT: a. THE INFORMATION I HAVE REPORTED IS TRUE AND CORRECT. b. I WILL IMMEDIATELY INFORM MY COMMANDING OFFICER IF ANY CHANGES OCCUR TO THE INFORMATION I HAVE REPORTED. c. COPY OF MY HOUSING LEASE/RENTAL/SALE AGREEMENT (OR CERTIFICATION FROM LANDLORD) IS TRUE AND CORRECT, IF APPLICABLE. d. I HAVE READ THE OVERSEAS HOUSING ALLOWANCE BRIEFING SHEET PROVIDED BY MY COMMANDER OR AUTHORIZED REPRESENTATIVE, IF APPLICABLE. e. SIGNATURE		14. HOUSING OFFICER OR APPROPRIATE OFFICIAL, I HAVE REVIEWED AND VERIFIED THE MEMBER'S LEASE/RENTAL/SALE AGREEMENT AND INFORMATION FROM IT WAS PROPERLY REPORTED. a. MIHA/MISCELLANEOUS PAYMENT AUTHORIZED? (Select one) <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO IF YES, ENTITLEMENT IS: <input type="checkbox"/> (a) INITIAL <input type="checkbox"/> (b) SUBSEQUENT b. SIGNATURE c. DATE SIGNED (YYYYMMDD) d. TITLE	
15. CERTIFYING OFFICIAL, I HAVE REVIEWED THIS ACTION AND CERTIFY THE ENTITLEMENT, IF APPLICABLE TO THIS ACTION, MEMBER IS AWARE OF HIS/HER ENTITLEMENTS AND RESPONSIBILITY TO REPORT ANY CHANGES. a. HOUSING ALLOWANCE ACTION (Select one) <input type="checkbox"/> (1) START <input type="checkbox"/> (3) STOP <input type="checkbox"/> (5) CANCEL* <input type="checkbox"/> (2) CHANGE <input type="checkbox"/> (4) CORRECT <input type="checkbox"/> (6) REPORT* <small>*FOR AIR FORCE USE ONLY</small> b. MIHA/MISCELLANEOUS ENTITLEMENT (Select one) <input type="checkbox"/> (1) INITIAL <input type="checkbox"/> (2) SUBSEQUENT <input type="checkbox"/> (3) NONE c. EFFECTIVE DATE OF ACTION (YYYYMMDD) d. DOES MEMBER HAVE COMMAND-SPONSORED DEPENDENTS IN AREA OF PERMANENT DUTY STATION? <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO e. SIGNATURE f. TITLE g. DATE SIGNED (YYYYMMDD)			

DD FORM 2367, JAN 2024
PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: OUSD(P&R)
CUI Category: PRIVCY
LDC: FEDCON

Page 1 of 2
Reset

Commanding Officer or CPPA/Certifying Officer with approve DD Form 577 must complete block 15 a-g.

OHA - NSIPS Navigation



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 Distributio
- 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

FOUO - I

OHA - - NSIPS Process



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 Member's OHA Report Form (DD Form 2367 - block 10) for Utility Indicators.

Climate Codes can be found on DTMO - OHA Calculator

ITALY
LOCATION: NAPLES , LOCATION CODE: IT 0 5 5
PAY PERIOD: 02-01-2025

For an E 5 with dependents, the Overseas Housing Allowances are as follows:

MONTHLY ALLOWANCES Effective: 20250201	LOCAL CURRENCY	US DOLLARS
OHA Rental Allowance	1500.00 EURO	\$ 1571.83
Utility/Recurring Maintenance Allowance	1474.00 EURO	\$ 1544.59
Move-In-Housing Allowance (MIHA)	519.00 EURO	\$ 543.85

Climate code is: 2

Rate of Exchange (ROE): 0.95430000000009 / ROE Effective: 20250201

OHA - MMPA



```
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) partially defrays move-in costs associated with occupying privately leased quarters.

Types:

FID 42 - Move In Housing Allowance

- MIHA/Miscellaneous.
- MIHA/Rent.
- MIHA/Security.
- MIHA/Infectious Diseases
- MIHA/Safety

(Description for each type on next slide)

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 Form 2556 (MIHA Claim Form) must accompany MIHA/Rent and/or MIHA/Security related expenses.

Move-In Housing Allowance – Types



1. **MIHA/Miscellaneous:** Up-front, lump sum payment that reflects average expenditures to make dwellings habitable (e.g. transformers, supplemental heating equipment, wardrobes, electricity connection).
2. **MIHA/Rent:** Dollar-for-dollar reimbursement that covers all reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord or a foreign government that the Service member must pay before or upon occupying a dwelling.
3. **MIHA/Security:** Dollar-for-dollar reimbursement made for security related enhancements to the physical dwelling when quarters must be modified to minimize exposure to terrorist or criminal threat.
4. **MIHA/Infectious Diseases.** This is a payment for reimbursement of reasonable expenses incurred by a Service member to upgrade their physical dwelling for the purpose of preventing infectious disease (for example, window screens to reduce mosquito-transmitted disease). The Service member must be in a designated MIHA/Infectious Disease location for payment to be authorized.
5. **MIHA/Safety.** This is a payment for reimbursement of reasonable expenses incurred by a Service member for safety-related upgrades to a dwelling. The member must be assigned to an approved area where members must abide by safety requirements in the State Department's 15 Foreign Affairs Manual 971.1. The member must be in a designated MIHA/Safety location for payment to be authorized.

Move-In Housing Allowance



DD Form 2556 – MIHA Claim.

Must be signed and approved by local housing officer for MIHA-R/S

CUI (when filled in)

MOVE-IN HOUSING ALLOWANCE CLAIM FOR PERSONNEL OCCUPYING PRIVATELY LEASED/OWNED QUARTERS OVERSEAS <small>(Read Privacy Act Statement, Warning, and Instructions on reverse before completion)</small>				
PART A - SERVICE MEMBER IDENTIFICATION AND HOUSING INFORMATION				
1. NAME (Last, First, Middle Initial)		2. PAY GRADE	3. SOCIAL SECURITY NUMBER	
4. DUTY STATION OR HOMEPORT a. DUTY STATION NAME		b. LOCATION CODE (Official Use)	5. RESIDENCE ADDRESS (Street, Apt. No., City, Country)	
c. CITY	d. COUNTRY	e. DUTY TELEPHONE NO.		
PARTS B - E - EXPENSES ASSOCIATED WITH OCCUPYING RENTED/OWNED QUARTERS				
a. EXPENSE ITEMS <small>(List all expense items in Parts B - E below. Enter "None" if appropriate. If a sharer, only one sharer may report an expense item. Report all amounts in dollars and cents. Refer to the DoD Move-in Housing Allowance (MIHA) Process Guide to determine what can and cannot be reported.)</small>		b. AMOUNT CLAIMED <small>(If payment made in foreign currency, convert to dollars at actual conversion rate.)</small>	c. AMOUNT ALLOWED <small>(If certifier excludes any amount, provide explanation on separate sheet.)</small> (Official Use)	
PART B - RENT-RELATED EXPENSES (Not applicable to homeowners)				
6. PART B SUBTOTAL (Official Use)				
PART C - SECURITY-RELATED EXPENSES (Allowed only in selected areas. See DoD MIHA Process Guide)				
7. PART C SUBTOTAL (Official Use)				
PART D - INFECTIOUS DISEASE-RELATED EXPENSES (Allowed only in selected areas. See DoD MIHA Process Guide)				
8. PART D SUBTOTAL (Official Use)				
PART E - SAFETY-RELATED EXPENSES (Allowed only in selected areas. See DoD MIHA Process Guide)				
9. PART E SUBTOTAL (Official Use)				
PART F - REIMBURSEMENT TO MEMBER (Official use only. Service member - skip to Part G)				
10. AMOUNT FROM LINE 6				
11. AMOUNT FROM LINE 7				
12. AMOUNT FROM LINE 8				
13. AMOUNT FROM LINE 9				
14. AMOUNT DUE MEMBER (Sum of Lines 10 through 13)				
PART G - CERTIFICATIONS				
15. SERVICE MEMBER. I certify that the information reported in Parts A - E is true and correct.				
a. SIGNATURE		b. DATE SIGNED (YYYYMMDD)		
16. HOUSING OFFICER OR DESIGNATED AUTHORIZING/APPROVING OFFICIAL. I have reviewed this claim and certify that the information was properly reported. I have entered monthly rent (in dollars using Part B conversion rate, if appropriate) and total sharers from the member's DD Form 2367. (If homeowner, report "rent" as original purchase price divided by 120.)				
a. RENT	b. TOTAL SHARERS	c. TITLE		
d. SIGNATURE		e. DATE SIGNED (YYYYMMDD)		

MIHA - NSIPS Process



OHA - Create

Active Overseas Allowance

Name: Rank/Rate: Current DSC: 100

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

OHA OCONUS COLA MIHA

Allowance Type: MHA Move in Housing Allowance

Start Stop Report Change

Effective Date: 02/19/2025 [calendar icon]

JFTR Location: IT055 [search icon] NAPLES Amount: [input]

JFTR Currency: IT

Related OHA ID: OHA [dropdown]

Type: Misc [dropdown]

Save Return to Search 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 **DD Form 2367** for MIHA Entitlement

MIHA - MMPA



```
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.



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 (NAVPERS 1070/602)
- Marriage Certificate
- A memo authorizing BAH at dependent's location signed by their Commanding Officer

Acquired dependent - When a Service member acquires a dependent, for example, through marriage, birth, or adoption, a with-dependent housing allowance is authorized as of the date the dependent is acquired.

PDS OCONUS - Generally, when a Service member is assigned to a PDS OCONUS and the dependent does not reside in the PDS vicinity, the housing allowance is based on the dependent's location. If the dependent does reside in the PDS vicinity, the housing allowance is based on the PDS.

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

BAH at Dependent's Location



Basic Allowance for Housing Flexibility

NAVADMIN 192/24 - Authorizes Sailors to collect basic allowance for housing (BAH) based on their dependents' location, when they execute permanent change of station orders and choose to leave their dependents at the previous duty station in the Continental United States (CONUS), Alaska, and Hawaii.

- There is no change to the overseas process for dependent BAH or designated place for those on usually arduous sea duty orders.
- Entitlement to BAH based upon dependents' location will cease if the dependents move from the vicinity of the approved location. Any overpayments will be recouped.
- All requests made under this NAVADMIN will be submitted to Commander, Navy Personnel Command (PERS451).
- NAVADMIN 192/24 differs from previous policy by providing the BAH rate at the previous duty station rather than the Sailor's assigned location



Members with No Dependents:

- For 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 active duty 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.

OCONUS PERSPAY Case Routing Guidance



CASE ROUTING GUIDANCE PERSPAY FOR OCONUS MILITARY PERSONNEL

Update: 18 June 2024

CANCELLATION: This Case Routing Guidance (CRG) cancels Defense Attaché Office (DAO) and Supporting CONUS and OCONUS Commands Case Routing Guidance dated 6 March 2024. DAO supporting CONUS commands will follow this CRG.

BLUE: Transactions for OCONUS military personnel (to include DAO supporting CONUS commands) will be routed to the appropriate Transaction Service Center (TSC) based on the transaction type. See matrix below for specific routing guidance. OCONUS military personnel will receive CPPA support from their parent command. If the OCONUS UIC does not have a designated CPPA in the UIC, the ISIC CPPA is responsible for case submission via [enterprise Customer Relationship Management \(eCRM/Salesforce\)](#) with all required KSDs.

METHODS FOR CASE SUBMISSION: Primary means of case submission is via eCRM/Salesforce.

ROUTED TSC:

Request Type	Activity Gains	Overseas Sep Orders Req. (Enlisted Only)	Transfers	MILPAY	Travel Advances	PCS Travel Claims (Includes TLE)	NAVPTO Transportation
Sailor Location	TSC YOKOSUKA			TPC MEMPHIS		NAVPTO	
AFRICA	TSC YOKOSUKA			TPC MEMPHIS		NAVPTO	
EUROPE	TSC YOKOSUKA			TPC MEMPHIS		NAVPTO	
CENTCOM	TSC YOKOSUKA			TPC MEMPHIS		NAVPTO	
ASIA/FE	TSC YOKOSUKA			TPC MEMPHIS		NAVPTO	
AMERICA (OCONUS TERRITORIES, NOT HI AND AK)	TSC YOKOSUKA			TPC MEMPHIS		NAVPTO	

OCONUS GAINS

TSC Yokosuka will process the following pay entitlements with the gain, as applicable, if all KSDs are provided in the gain package. Ensure to request the starting of each applicable entitlement in the gain case.

- OCONUS COLA (CONUS COLA w/BAH @ DP)
- BAH @ Dependent Location
- HDP
- IDP
- CZTE
- FSA
- Meal Deductions
- Sea Pay

*Submit a separate MILPAY case for each entitlement to TSC Yokosuka if KSDs not available with gain.

*Do NOT delay submission of gain package in order to obtain non-gain related KSDs.

OCONUS LOSSES

TSC Yokosuka will process the loss on the approved transfer date. The following entitlements will stop/start with the loss:

- OHA (stop)
- OCONUS COLA (stop)
- Transit BAH (start)

If OHA stop required prior to transfer date, submit separate transfer case using OHA Stop Problem Code.

Submit departure TLA as a separate transfer case using Departure TLA Problem Code.

For advance pay requests, submit DD2560 in MILPAY case using Advance Basic Pay Problem Code.

*Do NOT delay submission of transfer case in order to obtain non-transfer related KSDs.



CASE ROUTING GUIDANCE PERSPAY FOR OCONUS MILITARY PERSONNEL

Update: 18 June 2024

Temporary Lodging Allowance (TLA):

Arrival TLA can be paid in 10-day increments. Submit TLA worksheet and zero-balance lodging receipts as a MILPAY case to TSC Yokosuka every 10 days to ensure expeditious payment. A CNA is required for off-base lodging or proof of government rate from NGIS/NAVY Lodge. TLA cannot be requested in advance.

Overseas Housing Allowance (OHA):

OHA is a monthly payment consisting of a rent allowance and a utilities/recurring maintenance allowance. You may request an OHA advance payment to assist with upfront costs. An approved DD 2367 and lease are required KSDs to receive payment. For FSH-O, a CNA from Unaccompanied Housing is required.

Move-in Housing Allowance (MIHA)/Miscellaneous:

A one-time payment to help cover the costs associated with making a residence habitable prior to moving in to privately owned/leased housing overseas. This type of MIHA is covered by the DD 2367.

Move-in Housing Allowance (MIHA) for Rent/Security/Infectious Disease/Safety:

Additional MIHA categories that allow a one-time payment to help cover additional costs associated with moving in to privately owned/leased housing overseas. These types of MIHA are covered by the DD 2556 and should be requested/completed only if members incur such expenses.

NOTES ON TRAVEL

Common errors in Travel Claim submission:

- Submitting Travel Claims using incorrect request type/problem codes. Refer to the Travel Advances, Travel Claims, and Travel Debt case routing guidance on the [MyNavy HR CPPA Resources page](#) under eCRM Library for specific directions.
- Missing KSDs (e.g. TLE Form, Order Modifications, Certificate of Non-Availability).
- Reimbursements not listed in Block 18.
- When claiming dependent travel, be sure to select Block 6 for the new address and Block 13 for previous address (use physical address; NOT P.O. Box). If left blank or address is the same in both blocks dependent travel cannot be paid.

Common errors in Travel Advance submissions:

- Travel advances submitted incorrectly to servicing TSC as MILPAY or Transfers cases. TSC Yokosuka will process advanced pay requests (DD 2560). TPC Memphis will process all Travel Advances (NPPSC 1300/1).
- Cases not submitted 30 days prior to Approved Transfer Date. Per Ops Alert 003-23, travel advance requests (to include advance DLA) must be submitted no less than 60 days prior to the approved transfer date.
- Missing lodging reservations to support I-Stop advances.

TRAINING: Regional Support Centers (RSC) conduct weekly training, to include travel claim and travel advance submission procedures. Please reach out to your local RSC for regional training schedules. Additionally, training slides are available on the [MyNavy HR CPPA Resources page](#). Training provides a common process for customer commands to follow for the submission of travel claims and advances.

- Standard Operating Procedures for pay, personnel, and travel are available on the [MyNavy HR CPPA Resources page SOP Library](#).
- Case routing guidance, training and resources are available on the [MyNavy HR CPPA Resources page](#) and the [Regional Support Center Information Center](#).

References



- DOD FMR Volume 7A, Chapters 26 & 68: <https://comptroller.defense.gov/>
- Pay SOPs: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>
- CPPA Handbook:
https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/CPPA_HANDBOOK_12JUN2025.pdf?ver=_Fh07EvUMQqPCWwV8Cta_Q%3d%3d
- MILPERSMAN 1300-160: <https://www.mynavyhr.navy.mil/References/MILPERSMAN/1000-Military-Personnel/1300-Assignment/>
- Defense Travel Management Office: <https://www.travel.dod.mil/>
- Guide to Housing Entitlement's: <https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/>
- NAVADMIN 192/24: <https://www.mynavyhr.navy.mil/References/Messages/>

Summary and Review



In this Lesson we covered,

- Temporary Lodging Allowance (TLA)
- Overseas Cost of Living Allowance (O-COLA)
- Overseas Housing Allowance(OHA)
- Move-In Housing Allowance(MIHA)
- Basic Allowance Housing at Dependent's Location



Questions?



You have reached the end of the Station Allowance training.

Thank you for your participation!

THE SAILOR WINS TODAY

MNCC RSC Muster Link



Scan QR Code to record your attendance
at any RSC PERSPAY Training!

https://usnavy.gov1.qualtrics.com/jfe/form/SV_oTgIQYZg67NX9pY