

## Move-In Housing Allowance (MIHA)

### SERVICE MEMBERS ONLY

#### A. General.

1. The following four components comprise the Move-in Housing Allowance (MIHA) (see par. 10026):
  - a. Miscellaneous. “MIHA Miscellaneous” is a fixed-rate, lump-sum payment to offset basic moving costs.
  - b. Rent. “MIHA Rent” is an actual expense component for reasonable rent-related expenses.
  - c. Security. “MIHA Security” is an actual expense component that covers reasonable security-related upgrades to a dwelling.
  - d. Infectious Disease. “MIHA Infectious Disease” is an actual expense component that covers reasonable upgrades to a dwelling related to the prevention of infectious disease, such as window or door screens.
2. To be authorized MIHA, a Service member must be eligible for an Overseas Housing Allowance (OHA).
3. MIHA is intended to defray the move-in costs associated with occupying private-sector housing covered under the OHA program that a Service member has leased.
4. MIHA is not intended to cover move-out costs.

B. MIHA Miscellaneous. Actual expense data for MIHA Miscellaneous is collected by survey and used to set the MIHA Miscellaneous rate. A Service member residing in private-sector housing that he or she leased receives an annual “Overseas Housing Allowance Utility Expenses Survey.” Additionally, once every 3 years, each Service member receives an “Overseas Housing Allowance Utility and Move-In Expenses Survey.” Reporting accurate, uniform, and complete costs is essential to ensure that proper MIHA allowances are set. Therefore, it is imperative that Service members retain copies of all move-in expenses for when they must later complete the surveys and report costs.

1. Survey procedures are emailed to the allowance coordinator for each country. Responsibilities for the allowance coordinator are on the [DTMO website](#).
2. The “Overseas Housing Allowance Utility and Move-In Expenses Survey” is used to report the Service member’s MIHA Miscellaneous expenses in addition to utility expenses.

C. MIHA Rent. A completed DD Form 2556, “Move-In Housing Allowance Claim (May 1999),” must accompany each MIHA Rent claim. A Service member may submit more than one DD Form 2556 while assigned to a permanent duty station (PDS) (for example, to claim rent-related expenses, then again to claim security expenses). A receipt for any individual expense of \$75 or more must be provided.

1. When the MIHA Rent expense is incurred in foreign currency, convert the cost to U.S. dollars using the actual rate of exchange where the Service member converted the U.S. dollars to the foreign currency.
2. If the Service member is a sharer (see par. 10000-A), only one sharer may claim an individual rent-related expense. Sharer status is based on the Service member's response to item 8 of DD Form 2367, "Individual Overseas Housing Allowance (OHA) Report."
3. Both the Service member and an approving official—this is a commander or designated official, such as the Housing Officer—must complete DD Form 2556.
4. The authorizing or approving official may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and submitted with the completed DD Form 2556.
5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the Service member's monthly rent, the authorizing or approving official must justify the amount on a separate sheet and submit it with the completed DD Form 2556. Copies of all DD Forms 2556 prepared by the Service member should be maintained at the Service member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

**D. MIHA Security.**

1. Authorized MIHA Security locations are based on an annual review of the Security Environment Threat List, which is administered by State Department's Office of Intelligence and Threat Analysis. To qualify for MIHA Security, a Service member must be assigned to either of the following:
  - a. An authorized MIHA Security location where a dwelling must be modified to minimize exposure to terrorist or other criminal threat.
  - b. A Service member at a location not authorized as a MIHA Security location must be under Chief of Mission authority, and be required by the Embassy to make security upgrades to the quarters. Service members must attach to the DD Form 2556 for approval a letter from the Regional Security Officer that confirms the requirement.
2. When possible, the landlord should bear the costs for security upgrades to the dwelling. However, the Housing Officer, or appropriate official acting in place of the Housing Officer, should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.
3. A completed DD Form 2556 must accompany each MIHA Security claim. A Service member may submit more than one DD Form 2556 while assigned to a PDS (for example, to claim rent-related expenses, then again to claim security expenses). A receipt for any expense of \$75 or more must be provided.
4. When the MIHA Security expense is incurred in foreign currency, convert the cost to U.S. dollars using the actual rate of exchange at which the Service member converted the U.S.

dollars to foreign currency.

5. If the Service member is a sharer (see par. 10000-A), only one sharer may claim an individual security-related expense. Sharer status is based on the Service member's response to item 8 of DD Form 2367.
6. Both the Service member **and** an authorizing or approving official—this is a commander or designated official, such as the Housing Officer—must complete DD Form 2556.
7. The authorizing or approving official may approve all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and submitted with the completed DD Form 2556.
8. When the amount authorized in DD Form 2556, Part C Subtotal, exceeds two times the Service member's monthly rent, the authorizing or approving official must justify the amount on a separate sheet and submit it with the completed DD Form 2556. Copies of all DD Forms 2556 prepared by the Service member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

**E. MIHA Infectious Disease. *Effective December 7, 2016***

1. A Service member must be assigned to an approved medical-threat area to qualify for the Infectious Disease component of MIHA. Refer to the table in par. J for authorized MIHA Infectious Disease locations.
2. When possible, the landlord should bear the costs for modifying the dwelling to prevent infectious diseases through provisions in the lease at the outset or through modifications of the existing lease. The Housing Officer, or appropriate official acting in place of the Housing Officer, should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period. If the landlord pays the cost and increases the rent on the unit to recover the upgrade expenses, the Service member is not authorized the Infectious Disease component of MIHA.
3. When the Centers for Disease Control and Prevention determine that a significant medical threat exists, and the Embassy does not cover the costs of modifying the dwelling to prevent infectious diseases, the senior officer in country may submit a request for designation of the duty station as an authorized MIHA Infectious Disease location. The request may be sent by letter or email to the PDTATAC at the addresses below.

**Letter Address:**

Per Diem, Travel, and Transportation Allowance Committee  
ATTN: Allowances Branch  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000

**Email Address:** [dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil)

4. A completed DD Form 2556 and all detailed receipts must accompany each MIHA Infectious Disease claim. MIHA Infectious Disease expenses should be entered in Part C of DD Form 2556 and indicated on the form as "MIHA/Infectious Disease." Part C now only reflects MIHA Security. A Service member may submit more than one DD Form 2556 while assigned to a PDS (for example, to claim rent-related expenses, then again to claim infectious disease prevention-related expenses). A detailed receipt for all expenses must be provided. The same expense cannot be claimed as a Rent expense, Security expense, or Infectious Disease expense.

5. When the MIHA Infectious Disease expense is incurred in foreign currency, convert the cost to U.S. dollars using the actual rate of exchange at which the Service member converted the U.S. dollars to foreign currency.

6. If the Service member is a sharer (see par. 10000-A), only one sharer may claim an individual medical-related expense. Sharer status is based on the Service member's response to item 8 of DD Form 2367.

7. Both the Service member and an authorizing or approving official—this is a commander or designated official, such as the Housing Officer—must complete DD Form 2556.

8. The authorizing approving official may approve all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and submitted with the completed DD Form 2556.

9. When the amount authorized in DD Form 2556, Part C Subtotal, exceeds two times the Service member's monthly rent, the authorizing or approving official must justify the amount on a separate sheet and submit it with the completed DD Form 2556. Copies of all DD Forms 2556 prepared by the Service member, accompanying receipts, and other documentation must be maintained at the Service member's PDS. For locations served by housing offices, the Housing Office must retain copies of the DD Forms 2556, accompanying receipts, and other documentation.

**F. Instructions for Completing DD Form 2367.**

1. The Service member must complete items 1 through 10. For assistance, see the Housing Officer.

2. The Housing Officer, or appropriate official designated for that purpose, must either check box 11a(1) or 11a(2), whichever is appropriate.

3. The Housing Officer, or appropriate official designated for that purpose, must also complete blocks 11b through 11d.

4. The certifying official must check the appropriate block for both 12a and 12b. The selection for block 12b is based on the answer provided by the Housing Officer, or appropriate official designated for that purpose, in block 11a.

5. The certifying official must also complete blocks 12c through 12g.

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6. When the certifying official authorizes or approves the MIHA Miscellaneous allowance, the Service member receives the allowance in subsequent pay.

**G. Instructions for Completing DD Form 2556.**

1. Part A, “Service Member Identification and Residence Information.” Items 1 through 5 are self-explanatory.

2. Part B, “Rent Related Expenses.” Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent, or a foreign government that the Service member is required to pay. Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.

a. Authorized Expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge, but is not a damage deposit. It is typically for repainting and cleaning. These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a Service member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Tax or Rental Tax. Some jurisdictions levy a lease tax or rental tax.

<b>When the tax is...</b>	<b>Then...</b>
a one-time charge,	it is reported on DD Form 2556.
a monthly charge,	it is included with rent and reported on DD Form 2367.
charged at other intervals (for example, an annual charge),	it is considered a recurring expense and covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing or approving official—this is a commander or designated official, such as the Housing Officer—has the authority to disapprove excessive or unjustifiable expenses, such as avoidable real estate agent fees (see Examples 1 and 2 below) or any restoration or redecoration fees when they are not customary.

Example 1: The Housing Office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the Service member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing or approving official must disapprove reimbursement of the rent-related fee.

Example 2: A Service member's landlord charged him or her a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing or approving official should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C. Report only security related items, such as security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for

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personal security guards or dogs, are not reimbursable. A receipt for any expense of \$75 or more must be provided.

4. DD Form 2556, Part D. Report only upgrades related to preventing infectious disease, such as installing or replacing window and door screens. Expenditures not related to the physical dwelling, such as medical equipment, are not reimbursable. Receipts for claimed expenses must be provided.

5. DD Form 2556, Part E. The amount reported in item 10 is the total MIHA Rent or MIHA Security amount reimbursable to the Service member in connection with the specifics on DD Form 2556. This is a combined total when the Service member claims expenses for both of the MIHA components. A detailed receipt for all claimed expenses must be provided.

6. DD Form 2556, Part F. The Service member must certify the information on DD Form 2556 by completing and signing Part E.

H. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures. They must not be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA Miscellaneous allowance.

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I. MIHA Security Locations.

<b>Country</b>	<b>Date Established</b>
Algeria	Jan. 1, 2016
Argentina	June 1, 1997
Bahamas	Jan. 16, 2007
Bahrain	Aug. 1, 2003
Bangladesh	Dec. 1, 1998
Barbados	July 16, 2004
Belgium	May 16, 2015
Belize	Oct. 16, 1994
Bosnia-Herzegovina	Jan. 16, 2007
Brazil	Feb. 16, 1993
Burkina Faso	May 16, 2015
Cambodia	Sept. 1, 2014
Cameroon	May 16, 2010
Chile	Sept. 1, 2014
Colombia	Sept. 1, 1990
Costa Rica	Sept. 1, 2014
Cote D'Ivoire (Formerly Ivory Coast)	Jan. 16, 2007
Denmark	May 16, 2015
Dominican Republic	Oct. 1, 1999
Ecuador	Dec. 1, 1998
Egypt	March 1, 1994
El Salvador	Sept. 1, 2014
Ethiopia	Jan. 16, 2007
Fiji	July 1, 2001
France	May 16, 2015
Gambia	Jan. 1, 2016
Georgia	May 16, 2015
Germany	May 16, 2015
Ghana	Jan. 16, 2007
Greece	May 16, 2015
Guatemala	Feb. 16, 1993
Guyana	May 16, 2010
Haiti	Oct. 1, 1999
Honduras	Oct. 1, 1999
India	Sept. 1, 2014
Indonesia	Oct. 1, 1999
Iraq	Sept. 1, 2014
Israel	July 16, 2004
Italy	May 16, 2015
Jamaica	Oct. 1, 1999
Jordan	Dec. 16, 2001
Kenya	May 16, 2015
Kosovo	May 16, 2010
Kyrgyzstan	May 16, 2010
Liberia	Oct. 16, 2010
Malaysia	May 16, 2015

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<b>Country</b>	<b>Date Established</b>
Mali	Oct. 16, 2015
Mexico	May 16, 2015
Morocco	May 16, 2015
Nepal	Sept. 1, 1998
Nicaragua	Jan. 16, 2007
Nigeria	May 16, 2010
Pakistan	Sept. 1, 1992
Panama	May 16, 2010
Papua New Guinea	Sept. 1, 2014
Paraguay	Oct. 1, 1999
Peru	June 1, 1997
Philippines	Sept. 1, 1990
Russia	May 16, 2015
Saudi Arabia	June 1, 2012
Senegal	May 16, 2010
Serbia	Sept. 1, 2014
Sierra Leone	May 16, 2010
South Africa	Feb. 1, 2000
Sudan	Jan. 16, 2007
Suriname	May 16, 2010
Syria	May 16, 2010
Tanzania	Oct. 16, 2010
Thailand	Jan. 1, 2016
Timor L'Este (Formerly East Timor)	Aug. 16, 2000
Togo	June 1, 2012
Trinidad and Tobago	Aug. 16, 1998
Tunisia	Oct. 16, 2010
Turkey	Sept. 1, 1990
Uganda	June 1, 2012
Ukraine	Sept. 1, 2014
Uruguay	May 16, 1998
Venezuela	Jan. 6, 2007
Vietnam	May 16, 2015
Yemen	April 16, 1997
Zimbabwe	May 1, 1996

J. MIHA Infectious Disease Locations.

<b>Location</b>	<b>Date Established</b>
Brazil	Dec. 7, 2016
El Salvador	Dec. 7, 2016
Paraguay	Dec. 7, 2016