

APPENDIX M

**COMMAND, SENIOR OFFICER, COUNTRY ALLOWANCE COORDINATOR
RESPONSIBILITIES
AND
STATION ALLOWANCE AND TRAVEL PER DIEM REPORTING PROCEDURES**

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APPENDIX M**PART I: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES**

A. Purpose. Reports required by this Appendix provide actual cost data needed to establish or adjust the overseas cost-of-living allowances (COLA), overseas housing allowances (OHA), and non-foreign area travel per diem allowances (e.g., Alaska, Hawaii, Guam, and other U.S. territories and possessions). See Part II of this Appendix for required reports and reporting procedures.

B. Senior Officer Responsibilities. The senior officer of the Uniformed Services in each country has responsibility for the quality and timeliness of all allowance and travel per diem reports for that country. As used in this Appendix, the term "country" also applies to Hawaii, Alaska and territories and/or possessions of the United States. See Table A, Part VI, of this Appendix, for a list of required reporting locations and the responsible command/senior officer.

1. Appointment of Country Allowance Coordinator. The Senior Officer should:
 - a. Formally appoint a Country Allowance Coordinator and an alternate to conduct the allowance surveys and submit allowance reports required by Part II of this Appendix. See Part V of this Appendix for a sample Appointment Letter. See Part I, Paragraph D for Country Allowance Coordinator Responsibilities.
 - b. Provide a copy of the Country Allowance Coordinator's appointment letter to DTMO's Allowances Branch.
 - c. Ensure that the appointed Country Allowance Coordinator has sufficient authority to coordinate data collection with other duty stations and other Services.
2. Designation of Overseas Housing Allowance Approval Authority. The Senior Officer in Country should:
 - a. Designate an individual(s) to validate the DD Form 2367 (Individual Overseas Housing Allowances (OHA) Report) submitted by members claiming OHA.
 - b. Designate a 'Certifying Official' to validate entries in appropriate blocks on DD Form 2367. See Appendix N, Part I, par. E-4, 5 and 6.
 - c. Designate an individual(s) to adjudicate cases involving questionable OHA claims. While the senior officer may not change a member's entitlement to an allowance, he or she may adjudicate the parameters under which they are paid. For example, there are instances where the housing office may appropriately put certain sets of quarters or neighborhoods off limits or refuse to approve a lease because the rental amount is excessive and not reflective of available housing.
3. Overseas Allowance Survey Oversight. See Part II Station Allowance Reporting Procedures for Overseas Allowance Survey requirements. The Senior Officer should:
 - a. Solicit the support of other commanders in country to designate local survey coordinators to work with the Country Allowance Coordinator in the preparation of timely, high-quality reports.
 - b. Encourage maximum participation by Service Members in all Overseas Allowance Surveys.
 - c. Ensure that the required reports are properly prepared and forwarded to DTMO's Allowances Branch by the due date (see Part VI, Allowance Reporting Schedules).

- d. Report economic changes or other factors that substantially alter the cost of living in the country.
- e. Ensure that other commanders do not establish policies that direct members to rent either above or below published rental allowance ceilings.
- f. Advise members that station and travel per diem allowances are subject to decreases as well as increases, based on exchange rate fluctuations and DTMO's Allowances Branch cost data submission reviews.

C. Overseas Commander Responsibilities. Overseas Commanders are responsible for providing information to Service Members on all Overseas Allowances.

1. **Cost of Living Allowances.** Local Commanders are responsible for:

- a. Appointing local survey coordinators.
- b. Ensuring maximum participation in COLA Surveys.

2. **Overseas Housing Allowances.** Commanders should explore every means possible to help members obtain adequate, reasonably priced local economy housing. Additionally, the Commander should:

- a. Require new arriving members to register with the local housing office.
- b. Emphasize the need for new members to keep the housing office informed of their progress in locating housing.
- c. Provide a copy of the OHA briefing sheet (see Appendix K, Part I) to the incoming member.
- d. Advise the incoming member of the responsibility to aggressively seek adequate, reasonably priced housing. OHA is designed to provide for reasonable, adequate quarters, not personal enrichment.
- e. Follow-up on the member's progress in obtaining housing.
- f. Advise the member of what constitutes an illegal rental contract (e.g., a lease that stipulates rent in an amount different from the amount agreed to between the landlord and member).
- g. Inform the members of their obligation to avoid illegal rental contracts

D. Country Allowance Coordinator Responsibilities. See Part II, Station Allowance Reporting Procedures for required allowance reports. The Country Allowance Coordinator responsibilities include:

1. **COLA Surveys.** For COLA surveys the Country Allowance Coordinator should:

- a. Maintain a list of all duty stations for the country as well as the Locality Allowance Coordinators and offices responsible for annual COLA report preparation.
- b. Retain copies of two prior Retail Price Survey reports and the latest Living Pattern Survey.
- c. Maintain copies of forms and instructional materials needed for local survey coordinators.
- d. Train local survey coordinators in price and data collection.

- e. Widely advertise the Living Pattern Survey and encourage participation.
- f. Consolidate completed Retail Price Surveys and forward the reports to DTMO's Allowances Branch to the address in Part II, par. D5, of this Appendix.

2. OHA Utility and Utility/MIHA Surveys. Once the Country Allowance Coordinator receives notification from DTMO's Allowances Branch that an on-line utility or utility/MIHA survey is scheduled and is provided the survey date and how the web link will be provided to the member, the allowance coordinator should:

- a. Widely publicize the upcoming survey.
- b. Stress the importance of the member completing and returning the survey.
- c. Issue supplementary utility survey instructions that help the member complete the questionnaire.

3. Currency Rates. For localities reporting daily exchange rate information the Country Allowance Coordinator ensures that currency reports are provided as required.

4. Locality Allowance Coordinators. At least twice per year, the Country Allowance Coordinator sends DTMO's Allowances Branch an updated list of the Locality Allowance Coordinators responsible for OHA and COLA surveys for each of the JFTR reporting localities in country. The list should contain the name, rank, telephone number, and email address.

5. Station Allowance Change Messages. On the 1st and the 16th of each month, the Country Allowance Coordinator is responsible for reviewing the Station Allowance Change Messages on the DTMO Website and informing all local commands of changes in OHA, COLA or Currency Rates of Exchange for the country.

E. Country Allowance Coordinator Training. DTMO's Allowances Branch periodically conducts an in-depth 2 day training session for OCONUS Country Allowance Coordinators. The training provides a working knowledge of overseas allowances, survey coordination, and reporting requirements. The objective of the class is to train overseas allowance coordinators to conduct and coordinate surveys and to submit accurate and complete allowance reports. The important role that the Country Allowance Coordinator plays in the allowance setting process is also covered. The senior officer should plan for new Country Allowance Coordinators to attend a minimum of one session. This is especially helpful just prior to conducting the country's cost surveys.

1. Training Location. All training sessions are held at:

Defense Travel Management Office
ATTN: Allowances Branch
4800 Mark Center Drive, Suite 04J2501
Alexandria, Virginia 22350-9000

2. Training and/or Scheduling Information. For training and/or scheduling information send e-mail message to: POC.Training@dtmo.pentagon.mil.

APPENDIX M

PART II: STATION ALLOWANCE REPORTING PROCEDURES

A. Required Allowance Reports. Required allowance data reports include:

1. Cost-of Living (COLA). COLA indexes are determined by using data provided by two surveys:
 - a. Living Pattern Survey (LPS) identifies where members purchase goods and services, and
 - b. Retail Price Schedule (RPS) records the cost of a market basket of goods and services.
2. Overseas Housing Allowance (OHA). Overseas Housing Allowances are determined by using data provided by the following surveys and reports:
 - a. OHA Utility Expenses Survey collects actual utility cost data and is used to adjust the Utility and Recurring Maintenance Allowance.
 - b. OHA Move-in Expenses Survey collects data on costs associated with moving into privately leased housing and is used to adjust the Move-in Housing Allowance.
 - c. Rental data reports are used to adjust OHA rental allowances.
3. Travel per diem. Per diem travel allowances are determined from data reported on Department of State Form DS-2026, Hotel and Restaurant Report.

B. Cost-of-Living (COLA) Reports

1. Forms and Handbooks used to collect COLA Data.

For copies of the required forms, handbook, and other information see the DTMO website at:

<http://www.defensetravel.dod.mil/site/surveyInst.cfm>. Use the following forms and handbook to collect COLA data:

- a. Retail Price Schedule (RPS). The RPS data is collected annually and reports actual prices for a market basket of goods and services at the overseas location. The report can be completed on any computer.
 - b. Retail Price Handbook. The RPS Handbook provides step-by-step instructions on collecting prices and completing the Retail Price Schedule.
 - c. Living Pattern Survey (LPS). The LPS is required once every three years to determine where service members shop and how they allocate their purchases between local market and U.S. Government shopping facilities. The survey is fully automated and can be completed on any personal computer.
 - d. LPS User Guide. The LPS User Guide provides step-by-step instructions on downloading and completing the automated survey.
2. Required COLA Reporting Localities. The localities that are required by DTMO's Allowances Branch to submit reports are listed in Part VI, Table B, of this Appendix. These reporting localities are determined by DTMO's Allowances Branch in conjunction with Command input and recommendations. Reporting locations can be changed or updated as the Command deems necessary. Column two indicates the required month for completing the annual RPS and column three indicates the year for completing the required LPS. DTMO's Allowances Branch and the Department of State (DoS) share COLA reports for other localities. The DoS Standardized Regulations (DSSR) require COLA reports from selected overseas cities. DoS

makes the reports available to DTMO's Allowances Branch and DTMO's Allowances Branch then determines the COLA for the uniformed members.

a. Countries with large numbers of duty stations need only submit a sample of COLA data collection reports. These reports determine COLA indexes for other localities with similar living costs. See Part VI, Table B, of this Appendix for a list of required reporting locations and their reporting schedule.

b. For locations where DoS is responsible for report submission, the Senior Uniformed Officer in the area is responsible for maintaining liaison with DoS and cooperating in report preparation. If the DoS reported prices or the reported sources of supply and services are not representative for uniformed members, the senior officer has two options:

(1) request that the reporting agency include separate RPS pages or a statement showing the points of difference, or

(2) prepare and submit separate RPS pages or a statement showing the points of difference.

3. Voluntary RPS Reports. Because the preparation of RPS reports requires significant resources, voluntary reports should only be submitted:

a. after the Commander confirms the necessity of the report with the Country Allowance Coordinator,

b. when costs are considered substantially different from the costs in other areas of the country for which reports are already required, and

c. the value of the U. S. dollar has changed by more than 15% against the unit of local currency.

4. Out-of-Cycle Reports

a. Retail Price Schedule. Out-of-cycle RPS reports should only be considered when unusual changes have occurred since the submission of the last RPS, for example:

(1) when prices change materially, or

(2) sources of supply or services change materially.

For localities where DoS is responsible for report submission and is unable or unwilling to prepare an out-of-cycle report, the report should be prepared and submitted at the direction of the Senior Officer of the Uniformed Services at that location.

b. Living Pattern Survey (LPS). An out-of-cycle LPS should only be considered when unusual changes have occurred since the submission of the previous LPS, for example:

(1) the value of the dollar (in terms of the local currency) has increased or decreased more than 15 percent since the last survey,

(2) a commissary or exchange facility opens, closes, or expands at or near the duty station, or

(3) local market outlets open or close or become more or less accessible.

5. Survey Coordinator. The survey coordinator should be familiar with sampling and survey techniques. If possible, the same individual should coordinate the surveys for more than one year. The survey coordinator must:

a. coordinate surveys with all of the Uniformed Services assigned to a Joint Service location, and

- b. maintain formal COLA survey files, including:
 - (1) copies of at least two prior years RPS for reference purposes,
 - (2) a copy of the most recent LPS,
 - (3) instruction and training materials, and
 - (4) correspondence and other feedback information from the Country Allowance Coordinator and DTMO's Allowances Branch.

6. Conducting the Living Pattern Survey (LPS). Before an LPS is conducted, the Country Allowance Coordinator contacts DTMO'S Allowances Branch and requests the minimum survey sample size for each location. For required reporting locations and scheduled reporting dates see Part VI, Table B, of this Appendix. LPS reports must be submitted at least once every three years and must precede the RPS survey.

a. LPS Sample Size. Based on population data provided by Defense Manpower Data Center (DMDC) West, and the unique population characteristics of the area, DTMO's Allowances Branch determines the minimum sample size for each reporting location. In locations where fewer than 150 service members are assigned, the entire population (a census) should be surveyed. DTMO's Allowances Branch forwards the minimum sample size to the Country POC by e-mail at least one month prior to the survey due date.

b. Survey Distribution. Using the automated LPS Creator, the survey coordinator creates a customized LPS for the specific location about two months prior to the due date of the Retail Price Survey (RPS). This allows time to summarize the LPS data and use the new data in the RPS price collection. The survey coordinator should forward a copy of the master LPS to DTMO's Allowances Branch. DTMO's Allowances Branch will post the survey to their website and forward the survey web address to the survey coordinator. The survey coordinator notifies members of the web address and the cut-off date for survey completion. The survey coordinators should notify DTMO's Allowances Branch when they want the survey removed from the DTMO home page.

c. LPS Survey Participation

- (1) The survey coordinator must actively publicize the dates of the LPS and emphasize the importance of participating in this survey to Service Members. A sample LPS Survey notification to send to local Commands is in Part IV, A of this Appendix. To ensure statistical validity, the survey coordinator should elicit maximum response to the survey.
- (2) The survey should be completed by uniformed members with the assistance of all shoppers in the household. It asks Service Members and their families to identify the local market outlets where they usually shop and how they allocate their purchases between local market and U.S. Government shopping facilities.
- (3) Participation in the LPS should be limited to members with dependents who have been at the duty station for three months or longer.

d. Reports. All LPS data from the automated survey must be appended to create reporting files. This data is used by the Locality Survey Coordinator to prepare the Retail Price Schedule and is used by DTMO's Allowances Branch in setting the local and commissary/exchange category weights for computing COLA indexes. When all of the survey data files are received and appended to a master database file, the Locality Survey Coordinator uses 'LPS Creator' Reports Module to generate summaries of the data.

- (a) Reports are sent to the Country Allowance Coordinator and DTMO's Allowances Branch,
- (b) File copies are maintained by the Locality Survey Coordinator.

7. Completing the Retail Price Schedule (RPS). RPS reports are required annually for locations identified in Part VI, B of this appendix. When more than one location in a country is due to report, the Country Allowance Coordinator should ensure that all reporting locations collect prices and prepare the reports during the same time period (usually the first 10 days of the reporting month).

- a. Collect and report prices from:
 - (1) the local market outlets identified on the most recent LPS, and
 - (2) U.S. Government facilities if the locality has an Exchange or commissary. A separate report with a full set of prices in U.S. dollars is required.
- b. Reported prices should be appropriate for families of three to four persons in middle-income pay grades (E-5, E-6, and O-2, O-3). When possible, family members should be involved in price collection.
- c. Price collection may not be delegated to a local national, although they may accompany U.S. price collectors and may assist in translation. A sample Letter to Local Merchants informing them of price collection is in Part IV, B of this appendix; translation into the local language is encouraged.
- d. Prices collected from local market outlets are reported in the local currency that is normally used.
- e. When preparing a report for a commissary or exchange, the survey coordinator may request the manager's help for customer purchasing preferences. When prices for U. S. Government facilities are reported in U. S. dollars but tied to the fluctuation of the local currency, clearly annotate that information on the report.
- f. Collect prices from the same outlets used in the previous RPS (unless a new LPS was conducted). If different outlets are used provide an explanation (e.g., the most frequently used outlet has closed).
- g. Review the reports for price omissions. Price omissions delay processing and may jeopardize calculation of an appropriate index.
- h. Before submission, the Survey Coordinator should compare the current report to the previous report. If current prices or weights differ substantially from the previous report, the survey coordinator should provide explanations or comments. If errors are discovered in the previous report, they must be reported to permit valid comparisons between reports.
- i. The completed Retail Price Schedule must be signed by Officer with Overall Responsibility.
- j. Forward the completed RPS report to the Country Allowance Coordinator. The Country Allowance Coordinator reviews the data and forwards the file to DTMO's Allowances Branch. Note any significant issues in the Comments section at the end of the survey.

8. Submitting COLA Reports. All LPS and RPS files must be forwarded in sufficient time to reach DTMO's Allowances Branch no later than the last day of the month indicated in Part VI, Table B of this Appendix. For example, if the RPS month is October the report should reach DTMO's Allowances Branch by 31 October. If the Country Allowance Coordinator is unable to meet that date, a request for extension should be submitted prior to the due date. Completed RPS files should be forwarded by email to Chief, Allowances Branch, DTMO.

C. Overseas Housing Allowance (OHA) Reports. The following reports are used in determining Overseas Housing allowances:

1. Utility and Recurring Maintenance Allowance. The Allowances Branch of the Defense Travel Management Office (DTMO) conducts an annual Overseas Housing Allowance Utility Expenses Survey. Actual utility cost data is collected and used to adjust utility and recurring maintenance allowances. To ensure that proper utility allowances are set, accurate and complete reporting of costs is essential. Service members should retain copies of all utility expenses for later survey completion and cost reporting.
2. MIHA/Miscellaneous. Once every three years DTMO's Allowances Branch collects data to determine the cost of initially occupying dwellings. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' collects actual cost data for move-in expenses. To ensure that proper MIHA allowances are set, accurate and complete reporting of costs is essential. Service members should retain copies of all move-in expenses for later survey completion and cost reporting.
3. Conducting Utility and Move-In Expenses Surveys. The schedule of the surveys is listed in Part VI, Table C of this appendix. Survey dates are determined by DTMO's Allowances Branch in conjunction with command input and recommendations. The survey coordinator must actively publicize the dates of the Utility Survey and emphasize to Service Members the importance of participating in this survey. A sample Utility Survey notification to send to local Commands is in Part IV, C of this appendix.
4. Rental Data Reports. Rental data for members in privately leased quarters is based on costs reported by Service Members through the finance system.
 - a. Established Duty Locations. Members report their rental costs to their finance centers by completing DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report).
 - b. New Duty Locations. When a member is assigned to a PDS for which no rental data is available, the Country Allowance Coordinator must provide the following information to DTMO's Allowances Branch.
 - (1) member's name and grade;
 - (2) member's email address;
 - (3) number of Dependents accompanying the member;
 - (4) type of dwelling (house, apartment, duplex, etc), number of bedrooms and baths, total net size of dwelling (square feet);
 - (5) commuting distance to PDS (time and distance);
 - (6) amount of monthly rent (in the currency used to pay the rent); and
 - (7) which utilities, if any, are included in the rent.

(Use encryption when emailing the above information.)

D. Travel Per Diem Reports. DTMO's Allowances Branch is responsible for setting per diem travel allowances for the non-foreign OCONUS areas. Overseas foreign location rates are determined by the Department of State; however, local commands may submit supplemental Restaurant & Hotel cost reports along with Cost-of-Living retail price surveys as warranted.

1. The Hotel and Restaurant Report. The Hotel and Restaurant Report (Department of State Form DS-2026) is used to provide price data for the most used lodging and restaurant facilities in the non-foreign areas. The annual report is used to review and determine appropriate per diem allowance rates for these localities.

2. Required Travel Per Diem Reporting Locations. Hotel and Restaurant Report (Department of State Form DS-2026) should be submitted annually for the OCONUS non-foreign area locations listed in Table D, Part VI, of this Appendix.

3. Travel Per Diem Reporting Instructions. Reporting officials should ensure that the reports include lodging and meal costs experienced by all typical Government travelers, not just uniformed personnel. Facilities reported should be those used by both Federal civilian employees and uniformed personnel. FEMA-compliant or equivalent, three and four star establishments should be priced. Lodging costs reported should include discounts available to civilian personnel and uniformed personnel. When non-commercial lodging and meal facilities are available, reports should also contain the following information:

- a. name of facility,
- b. operating agency, and
- c. amount of meal charges for uniformed personnel, for Department of Defense civilian employees, and for other U.S. Government civilian employees.

4. Requesting a Travel Per Diem Rate Change. When the travel expenses in the area appear to be significantly different than the prescribed per diem rate, the local commander and/or the senior officer should forward to DTMO's Allowances Branch:

- a. a request for a review/change in the per diem rate, and
- b. Department of State Form DS-2026, Hotel and Restaurant Report, submitted through the Country Allowance Coordinator.

For other locations, see JFTR, par. U4179 for submission requirements.

5. Forwarding Travel Per Diem Reports. All reports must be forwarded in sufficient time to reach DTMO's Allowances Branch (at the address below) no later than the last day of the month indicated in column two of Table D, Part VI, of this Appendix. For example, if the '**Month Annual Travel Report Due**' is October the report should reach DTMO's Allowances Branch by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Defense Travel Management Office
ATTN: Allowances Branch
4800 Mark Center Drive, Suite 04J2501
Alexandria, VA 22350-9000

PART III: CURRENCY ADJUSTMENTS

Country and locality coordinators should ensure that members understand that allowances can and will vary over time owing to adjustments based on changes in the pay system exchange rates independent of any other economic activity.

A. Currency Adjustments. Overseas allowances are paid to the member in U.S. dollars. However, some members pay for rents, utilities, move-in items, and many goods and services in the local currency. This necessitates periodic adjustment of allowances to ensure that members maintain their purchasing power in the local currency used. Those purchases made in U.S. dollars are not adjusted for currency fluctuation (e.g., for COLA, dollar purchases made on U.S. on-base facilities).

1. Reviewing and Adjusting Exchange Rates. DTMO's Allowances Branch reviews and adjusts (as necessary) exchange rates for countries where members are assigned. Based solely on the currency fluctuations, adjustments can be made:

- a. as often as twice monthly,
- b. to Overseas Housing Allowances (OHA), and/or
- c. to Cost-of-Living Allowances (COLA).

Adjustments are done EXACTLY the same way whether the dollar is increasing or decreasing in value.

2. Determining Allowance Pay System Exchange Rates. The new exchange rate selected by DTMO's Allowances Branch ensures that over time neither the member nor the Government makes or loses money: both the member and the Government 'break even'. Twice each month, in conjunction with military pay days, the staff reviews exchange rates for countries where uniformed personnel are assigned and, as warranted, makes adjustments to the Cost-of-Living and Overseas Housing Allowances based solely on fluctuations in the rates of exchange. Since the exchange rate model is either paying out or buying back under payments or over payments, members may not see the actual allowance exchange rate at the military banking facility when changing their dollars for local currency. DTMO's Allowances Branch uses a tracking and adjustment currency model that:

- a. compares the daily difference between the current allowance exchange rate in the pay system and the accommodation rate members receive for their U.S. dollars,
- b. compares the weekly difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,
- c. accumulates both positive and negative exchange rate differences,
- d. makes a new exchange rate selection when the weekly differences reach an accumulated five-percent threshold,
- e. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight-week period.

B. Collecting Daily Exchange Rates. DTMO's Allowances Branch collects daily exchange rates from overseas locations:

1. DoD Community Bank and overseas Commands (in countries where most members are assigned),
2. the Wall Street Journal, and
3. the Department of State.

C. Currency Adjustment Effective Dates. Currency adjustments are effective the 1st and 16th of each month; however, processing time requires that the exchange rate review take place on or before the 9th of the month (for the 16th adjustment) or the 23rd of the month (for 1st adjustment).

APPENDIX M**PART IV: SAMPLE OVERSEAS ALLOWANCE SURVEY NOTIFICATIONS****A. Living Pattern Survey**

From: *(Country or Locality Survey Coordinator)*

To: ALL: PLEASE GIVE THIS INFORMATION WIDEST DISTRIBUTION IN THE MILITARY COMMUNITY

Subject: COLA LIVING PATTERN SURVEY FOR *(Country and Locality Name)*

The Cost of Living Allowance (COLA) Living Pattern Survey (LPS) for *(Locality and Country Name)* is now available on-line. Here is the link to access the survey:

[\(URL FOR CONNECTING TO SURVEY PROVIDED BY DTMO'S ALLOWANCES BRANCH\)](#)

WHAT IS IT? This is a COLA Survey that asks Military Members and their families which local economy outlets they use when they shop for food items, clothing and many other goods and services, such as restaurant meals, hair care, and auto repair. It also asks them how much of their shopping is done on the local economy, and how much is done at the Commissary, Exchange or on the internet.

WHY THIS SURVEY IS IMPORTANT: The data reported in this survey will be used to adjust the COLA for *(Location, Country)*. The Living Pattern Survey is one of the "Building Blocks" of COLA. Every 3 years a LPS is conducted to determine the names of the local economy outlets where military families shop. The annual Retail Price Schedule (Market Basket Survey) collects the prices of 120 goods and services from these outlets. After DTMO's Allowances Branch compares the prices in *(Location, Country)* to those in average CONUS, a Cost of Living Index is computed that reflects the difference.

WHEN IS IT? The survey will be conducted between *(date)* and *(date)*.

WHO CAN TAKE IT? All Service Members assigned to *(Location, Country)* as their Permanent Duty Station for at least 3 months, and do not reside in the barracks or on ship should take the survey.

HOW TO TAKE THE SURVEY: Click on the link provided by DTMO's Allowances Branch and follow the instructions. Service Members are encouraged to take the survey at home with their families. It takes about 30 minutes to complete.

HOW YOU CAN HELP THE PROCESS: Get the word out to all assigned military personnel. The key to success is maximum participation and accurate data. Please encourage everyone to take the survey.

FOR ADDITIONAL INFORMATION or questions please contact: *(Country or Locality POC Name, Telephone number, email address)*

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PART IV: SAMPLE OVERSEAS ALLOWANCE SURVEY NOTIFICATIONS

B. Retail Price Survey Sample Letter to Local Merchants

MEMORANDUM

From: Commander, *(Local Command)*
To: *(Store Name)* Store Manager

Dear Sir or Madam,

SUBJECT: Retail Price Schedule Data Collection

On behalf of the United States Visiting Forces in the *(locality name)* area, we are here to collect and record prices for some selected items. Every year, we submit a report called the Retail Price Schedule listing the prices of 120 items that we purchase in local retail outlets. This report is used to determine the Cost-of-Living Allowance (COLA) that is paid to our Military and Civilian employees to compensate for the extra expenses incurred while they are stationed here. We are recording prices solely for this purpose and will not share them with any other establishment or organization for any reason.

The persons carrying out this task are United States Visiting Forces Military or Civilian Members and will provide official identification upon request.

The point of contact for this matter is *(POC name)* at *(local phone number)*. Any questions and concerns are welcomed. Thank you for your continuing support to our military community.

(Commander Name)

APPENDIX M**PART IV: SAMPLE OVERSEAS ALLOWANCE SURVEY NOTIFICATIONS****C. OHA Utility and MIHA Expenses Survey**

From: *(Country or Locality Survey Coordinator)*

To: ALL: PLEASE GIVE THIS INFORMATION WIDEST DISTRIBUTION IN THE MILITARY COMMUNITY

Subject: UTILITIES AND MIHA EXPENSES SURVEY

The Overseas Housing Allowance (OHA) Utilities and Moving In Housing Allowance (MIHA) Expense Survey for *(Country Name)* is now available on-line. A unique web link will be provided by email to any eligible member via the member's individual email address as shown in the pay system.

WHY THIS SURVEY IS IMPORTANT: Every year the Allowances Branch of the Defense Travel Management Office (DTMO) conducts a survey to find out how much Service Members spent in the previous year for utilities (for example: electricity, heating fuel, water, trash removal, and sewer fees). The data from this survey is used to determine the Utility Allowance, which is part of the Overseas Housing Allowance (OHA).

Every third year a survey is conducted to find how much Service Members spent when initially moving into their leased quarters to make them habitable (for example: purchase of major appliances and expenses for hook-up of utilities). The data from this survey is used to determine the MIHA Allowance, which is part of the Overseas Housing Allowance (OHA).

WHEN IS IT? The survey will be conducted between *(date)* and *(date)*.

WHO CAN TAKE IT? The survey is intended for all military personnel who live residing in off-base privately leased housing.

HOW TO TAKE THE SURVEY: To access the survey, the member should go to the unique web link they were provided by email and then they should enter their email address when requested. The survey asks Service Members to report the average monthly cost of utilities and routine maintenance in the past year and initial move-in expenses. To complete the utility portion of the surveys, Service Members should have actual bills or records of their utility expenses and maintenance expenses for the last twelve months. They will be expected to compute a monthly AVERAGE for each of these expenses. To complete the MIHA portion of the survey, Service Members should have actual bills or record of expenses incurred when first moving into their residences. Respondents may take the survey at home with their spouses.

HOW YOU CAN HELP THE PROCESS: Get the word out to all assigned military personnel. The key to success is good participation and good data. Please encourage everyone to take the survey.

FOR ADDITIONAL INFORMATION or questions please contact: *(Country or Locality POC Name, Telephone number, email address)*

APPENDIX M

PART V: SAMPLE APPOINTMENT LETTER FOR COUNTRY OR LOCALITY ALLOWANCE COORDINATOR

From: (Senior Officer)

To: (Designated Country or Locality Allowance Coordinator)

Subject: Appointment as Country or Locality Allowance Coordinator for (Country Name or Location Name)

1. You are hereby designated as the Country or Locality Allowance Coordinator and Point of Contact (POC) for COLA, OHA, and per diem travel allowances. You are directed to carry out your duties as described in Joint Federal Travel Regulations, Volume 1 (JFTR), Appendix M. As such, you will have the full support of this Command structure to accomplish these duties.
2. The Country Allowance Coordinator (Country POC) works directly with the Allowances Branch of the Defense Travel Management Office (DTMO), Arlington, VA, for overseas housing, cost-of-living and travel per diem allowance issues in your Area of Responsibility (AOR). As the Country Allowance Coordinator you are responsible for coordinating the price collection data for all surveys in your AOR required by JFTR, Appendix M and submitting the results to DTMO's Allowances Branch.
3. The Locality Allowance Coordinator works directly with the Country Allowance Coordinator where applicable. As the Locality Allowance Coordinator you are responsible for collecting survey data for your specific location.
4. Typically a country with multiple reporting locations has a designated Country Allowance Coordinator as well as individual locality POCs. However, there are instances where there is no designated Country POC and each location reports independently through their Locality POC to DTMO's Allowances Branch.. DTMO's Allowances Branch will advise if you are to report directly to the Allowances Branch.

Signature and Signature Block
Of Senior Officer

cc: Defense Travel Management Office
ATTN: Allowances Branch
4800 Mark Center Drive, Suite 04J2501
Alexandria, Virginia 22350-9000
FAX: Comm 571-372-1301

APPENDIX M

PART VI: TABLES OF REPORTING LOCATIONS/SCHEDULES AND RESPONSIBLE COMMAND/SENIOR OFFICER

A. Country Allowance Reports - Required Reporting Locations, Responsible Command, Senior Officer

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Coast Guard Liaison Office, Pago Pago
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires
Australia	USPACOMREP, Australia
Austria	USDAO, Vienna
Bahamas	American Embassy, Bahamas
Bahrain	Administrative Support Unit, Bahrain
Barbados	USDAO, Bridgetown
Belgium	NSSG US SHAPE (Responsibility for housing reports delegated to NSSG US SHAPE AERSH-FO)
Belize	USMLO, Belize City
Bolivia	USDAO, La Paz
Brazil	USMLO, Brasilia
Canada	USDAO, Ottawa
Chile	USDAO, Santiago
Columbia	USMILGP, Bogota
Costa Rica	USMILGP, San Jose
Denmark	USODC, Copenhagen
Dominica	USMLO, Bridgetown
Dominican Republic	USMAAG, Santo Domingo
Ecuador	COMUSMILGP, Quito
Egypt	ODC, Cairo
El Salvador	USMILGP, San Salvador
Fiji	USPACOMREP, Suva
France	USDAO, Paris
Germany	CGUSAREUR
Gibraltar	COMUSNAVEUR, Naples (Responsibility for all reports delegated to CNRE, Naples)
Greece	ODC, Athens (Responsibility for all reports delegated to CO, U.S. Naval Support Activity, Souda Bay)
Guam	USPACOMREP, Guam
Guatemala	USMILGP, Guatemala City
Hawaii	USPACOM, Honolulu
Honduras	USMILGP, Tegucigalpa
Hong Kong	USDLO, Hong Kong
Hungary	Heavy Airlift Wing, Papa Airbase

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Iceland	U.S. Embassy, Reykjavik
India	USDAO, New Delhi
Ireland	USDAO, Dublin
Israel	USDAO, Tel Aviv
Italy	COMUSNAVEUR, Naples (Responsibility for all reports delegated to CNRE, Naples)
Jamaica	USDAO, Kingston
Japan	COMUSFORJAPAN
Jordan	Military Assistance Program (MAP), Amman
Kenya	U.S. Liaison Office, Nairobi
Korea	COMUSFORKOREA
Luxembourg	USODC BELLUX OL, Luxembourg
Malaysia	USDAO, Kuala Lumpur
Marshall Islands	USPACOMREP, Marshall Islands
Mexico	USDAO, Mexico City
Micronesia, Fed. States of	USPACOMREP, Guam
Midway Islands	CO, U.S. Naval Station, Midway Islands
Morocco	U.S. Liaison Office, Rabat
Netherlands	AFCENT SUPACT (US), Brunssum (Responsibility for housing reports for the Hague delegated to USODC, The Hague)
New Zealand	USDAO, Wellington
Northern Mariana Islands	USPACOMREP, Guam
Norway	USODC, Oslo
Palau, Republic of	USPACOMREP, Guam
Paraguay	USODC, Asuncion
Peru	USMAAG, Lima
Philippines	USPACOMREP, Philippines
Portugal	U.S. National Support Unit, Lisbon
Puerto Rico	Commander, USAG Fort Buchanan
Singapore	USPACOMREP, Singapore
Spain	USODC, Madrid
Sweden	USDAO, Stockholm
Switzerland	USDAO, Bern (Responsibility for housing reports for Geneva delegated to USMISSION, Geneva)
Thailand	JUSMAGTHAI, Bangkok
Turkey	USODC, Ankara
United Kingdom	Vice Commander, 16th AF, RAF Mildenhall, United Kingdom (Responsibility for all reports delegated to the 48th Comptroller Squadron, RAF Lakenheath, United Kingdom)

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Uruguay	USODC, Montevideo
Venezuela	USMILGP, Caracas
Virgin Islands, U.S.	Senior Army Advisor
Wake Island	Det 4 15 ABW (Travel data only)

B. Cost-of-Living (COLA) Surveys - Required Reporting Locations and Schedule

<p align="center">Cost-of-Living Allowance (COLA) Required Reporting Locations Living Pattern Survey (LPS) and Retail Price Schedule (RPS) Report Month and Year</p>	<p align="center">RPS Month</p>	<p align="center">LPS Year</p>
Alaska:		
Anchorage	October	2013
Cordova	October	2013
Fairbanks	October	2013
Homer	October	2013
Juneau	October	2013
Kenai	October	2013
Ketchikan	October	2013
Kodiak	October	2013
Nome	October	2013
Seward	October	2013
Sitka	October	2013
Tok	October	2013
Unalaska	October	2013
Valdez	October	2013
American Samoa	June	2012
Australia:		
Alice Springs	Oct	2011
Bahrain	May	2013
Belgium:		
Hainaut Prov (Incl Chievres/SHAPE)	September	2012
Province of Limburg (Kleine Brogel)	September	2012

Cost-of-Living Allowance (COLA) Required Reporting Locations Living Pattern Survey (LPS) and Retail Price Schedule (RPS) Report Month and Year	RPS Month	LPS Year
Canada:		
Halifax/Dartmouth/Shearwater	July	2012
North Bay	July	2012
Winnipeg	July	2012
Germany:		
Ansbach	November	2012
Bremerhaven (Incl Bremen and Nordholtz)	November	2012
Garmisch	November	2012
Geilenkirchen	November	2012
Heidelberg	November	2012
Hohenfels	November	2012
Kaiserslautern Military Community (Incl Kaiserslautern, Landstuhl, Ramstein, and Sembach)	November	2012
Kalkar	November	2012
Pfullendorf (Incl Gross Engstingen)	November	2012
Spangdahlem	November	2012
Stuttgart	November	2012
Vilseck/Graffenwoehr	November	2012
Wiesbaden (H)	November	2012
Gibraltar	July	2011
Greece:		
Larissa	April	2013
Souda Bay	April	2013
Guam	May	2013
Hawaii:		
Hawaii (Big Island)	March	2014
Kauai	March	2014
Maui	March	2014
Oahu	March	2014

Cost-of-Living Allowance (COLA) Required Reporting Locations Living Pattern Survey (LPS) and Retail Price Schedule (RPS) Report Month and Year	RPS Month	LPS Year
Hungary:		
Papa Air Base	April	2012
Italy:		
Aviano	February	2013
Gaeta	February	2013
Ghedi	February	2013
Livorno (Incl Camp Darby)	February	2013
Naples	February	2013
Sigonella	February	2013
Vicenza (Incl Longare)	February	2013
Japan:		
Atsugi (KA)	April	2011
Camp Zama (KA)	April	2011
Iwakuni (YA)	April	2011
Kure (HI)	April	2011
Misawa (AO)	April	2011
Okinawa (OK)	April	2011
Sasebo (NA)	April	2011
Yokohama (KA)	April	2011
Yokosuka (KA)	April	2011
Yokota (KA)	April	2011
Korea:		
Camp Humphreys (formerly Pyongtaek)	May	2013
Chinhae	May	2013
Dongducheon	May	2013
Osan AB	May	2013
Seoul (K-16FId/C.Mercer/SiteTango)	May	2013
Taegu/Waegwan (Incl Camps Carroll, Henry, & Walker)	May	2013
Uijeongbu	May	2013

Cost-of-Living Allowance (COLA) Required Reporting Locations Living Pattern Survey (LPS) and Retail Price Schedule (RPS) Report Month and Year	RPS Month	LPS Year
Netherlands:		
Province of Limburg (Brunssum/Schinnen)	September	2013
Rotterdam	September	2013
Volkel	September	2013
Northern Mariana Islands:		
Saipan	May	2013
Norway:		
Stavanger	March	2014
Portugal:		
Azores	December	2013
Lisbon	December	2013
Puerto Rico:		
Aguadilla (Incl CG AS Borinquen)	June	2012
San Juan (Ft. Buchanan)	June	2012
Singapore	July	2013
Spain:		
Moròn AB	December	2012
Rota	December	2012
Thailand:		
Bangkok	April	2011
Turkey		
Ankara	January	2013
Incirlik	January	2013
Izmir	January	2013

<p align="center">Cost-of-Living Allowance (COLA) Required Reporting Locations Living Pattern Survey (LPS) and Retail Price Schedule (RPS) Report Month and Year</p>	<p align="center">RPS Month</p>	<p align="center">LPS Year</p>
United Kingdom:		
Alconbury/Molesworth	October	2012
Digby	October	2012
Fairford/Croughton	October	2012
Harrogate/Menwith Hill	October	2012
High Wycombe/Daws Hill	October	2012
Lakenheath/Mildenhall	October	2012
London, Central	October	2012
St. Mawgan	October	2012
Yeovilton	October	2012
Virgin Islands:		
St. Croix	August	2013
St. Thomas	August	2013

C. Overseas Housing Allowance (OHA) Surveys – Required Reporting Locations/Schedule

<p align="center">Overseas Housing Allowance (OHA) Utility Expenses Survey and Utility and Move-In Expenses Survey Schedule Report Month and Year</p> <p>Note: Utility Survey is conducted every year. Combined Utility and MIHA Survey is conducted every 3rd year in the same month.</p>	<p align="center">Annual Utility Expenses Survey</p> <p align="center">Month</p>	<p align="center">Utility and Move-In Expenses Survey</p> <p align="center">Year</p>
American Samoa	May	2013
Antigua and Barbuda	May	2013
Argentina	May	2013
Armenia	October	2011
Australia	April	2014
Austria	October	2012
Bahamas	May	2013
Bahrain	October	2013
Bangladesh	October	2011
Barbados	May	2014
Belarus	September	2012
Belgium	April	2013
Belize	May	2013
Bermuda	September	2012
Bolivia	May	2013
Bosnia	September	2012
Brazil	May	2012
Bulgaria	September	2012
Burma	November	2011
Cambodia	November	2011
Cameroon	September	2012
Canada	April	2014
Chile	April	2013
China	November	2011
Colombia	May	2013
Costa Rica	May	2013
Côte D'Ivoire	September	2012
Croatia	September	2012
Czech Republic	November	2011
Denmark	November	2011

<p align="center">Overseas Housing Allowance (OHA) Utility Expenses Survey and Utility and Move-In Expenses Survey Schedule Report Month and Year</p> <p>Note: Utility Survey is conducted every year. Combined Utility and MIHA Survey is conducted every 3rd year in the same month.</p>	<p align="center">Annual Utility Expenses Survey</p> <p align="center">Month</p>	<p align="center">Utility and Move-In Expenses Survey</p> <p align="center">Year</p>
Dominican Republic	May	2013
East Timor	October	2011
Ecuador	May	2013
Egypt	October	2011
El Salvador	May	2013
Estonia	September	2012
Ethiopia	September	2011
Federated States of Micronesia	October	2011
Fiji	October	2011
Finland	November	2011
France	April	2012
Gambia	September	2012
Georgia	September	2012
Germany	March	2013
Ghana	September	2012
Gibraltar	November	2011
Greece	April	2012
Guam	October	2011
Guatemala	May	2012
Guyana	November	2011
Haiti	Sept	2011
Honduras	May	2013
Hong Kong	November	2011
Hungary	May	2014
Iceland	October	2011
India	November	2011
Indonesia	November	2011
Ireland	November	2011
Israel	October	2011
Italy	March	2012
Jamaica	October	2013
Japan	April	2013

<p align="center">Overseas Housing Allowance (OHA) Utility Expenses Survey and Utility and Move-In Expenses Survey Schedule Report Month and Year</p> <p>Note: Utility Survey is conducted every year. Combined Utility and MIHA Survey is conducted every 3rd year in the same month.</p>	<p align="center">Annual Utility Expenses Survey</p> <p align="center">Month</p>	<p align="center">Utility and Move-In Expenses Survey</p> <p align="center">Year</p>
Jerusalem	October	2011
Jordan	September	2011
Kenya	September	2012
Korea	March	2014
Kosovo	September	2012
Kuwait	September	2012
Kyrgyzstan	September	2012
Latvia	September	2012
Liberia	September	2012
Lithuania	September	2012
Luxembourg	September	2012
Macedonia	September	2012
Malaysia	November	2012
Malta	November	2011
Marshall Islands	October	2011
Mexico	May	2013
Montenegro	October	2011
Morocco	September	2011
Nepal	November	2011
Netherlands	April	2012
Netherlands Antilles	May	2013
New Zealand	October	2012
Nicaragua	May	2013
Nigeria	September	2012
Northern Mariana Islands	October	2011
Norway	April	2012
Oman	October	2011
Pakistan	October	2011
Palau	October	2011
Panama	May	2013
Papua New Guinea	November	2011
Paraguay	May	2013

<p align="center">Overseas Housing Allowance (OHA) Utility Expenses Survey and Utility and Move-In Expenses Survey Schedule Report Month and Year</p> <p>Note: Utility Survey is conducted every year. Combined Utility and MIHA Survey is conducted every 3rd year in the same month.</p>	<p align="center">Annual Utility Expenses Survey</p> <p align="center">Month</p>	<p align="center">Utility and Move-In Expenses Survey</p> <p align="center">Year</p>
Peru	May	2013
Philippines	November	2011
Poland	September	2012
Portugal	May	2013
Puerto Rico	October	2013
Qatar	October	2011
Romania	September	2012
Russia	September	2012
Rwanda	September	2012
Senegal	October	2011
Serbia	September	2012
Sierra Leone	September	2012
Singapore	November	2011
Slovakia	September	2012
Slovenia	September	2012
South Africa	September	2012
Spain	April	2012
Sri Lanka	November	2011
Sudan	September	2012
Suriname	September	2012
Sweden	October	2012
Switzerland	April	2012
Syria	October	2011
Taiwan	November	2011
Tanzania	November	2011
Thailand	October	2013
Togo	November	2011
Trinidad and Tobago	May	2013
Tunisia	September	2012
Turkey	October	2012
Uganda	November	2011

<p align="center">Overseas Housing Allowance (OHA) Utility Expenses Survey and Utility and Move-In Expenses Survey Schedule Report Month and Year</p> <p>Note: Utility Survey is conducted every year. Combined Utility and MIHA Survey is conducted every 3rd year in the same month.</p>	<p align="center">Annual Utility Expenses Survey</p> <p align="center">Month</p>	<p align="center">Utility and Move-In Expenses Survey</p> <p align="center">Year</p>
Ukraine	September	2012
United Arab Emirates	October	2011
United Kingdom	April	2013
Uruguay	May	2013
Uzbekistan	September	2012
Venezuela	May	2013
Vietnam	November	2011
Virgin Islands	October	2011
Yemen	October	2011
Zimbabwe	September	2012

D. Travel Per Diem Reports - Required Reporting Locations/Schedule

<p align="center">Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection</p>	<p align="center">Month Annual Travel Report Due</p>
Alaska:	
Anchorage (Incl Naval Reserve Station)	October
Bethel	October
Cordova	October
Delta Junction (Ft. Greely)	October
Denali National Park	October
Dutch Harbor-Unalaska	October
Elfin Cove	October
Fairbanks	October
Glennallen	October
Healy	October
Homer	October
Juneau	October
Kenai-Soldotna	October
Kennicott	October
Ketchikan	October
Klawock	October
Kodiak	October
Kotzebue	October
Nome	October
Petersburg	October
Port Alexander	October
Seward	October
Sitka-Mt. Edgecombe	October
Tok	October
Umiat	October
Valdez	October
Wasilla	October
American Samoa	June
Guam	May

<p style="text-align: center;">Travel Per Diem Reports - Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection</p>	<p style="text-align: center;">Month Annual Travel Report Due</p>
Hawaii:	
Isle of Hawaii: Hilo	March
Isle of Hawaii: Other	March
Isle of Kauai	March
Isle of Maui	March
Isle of Oahu	March
Midway Islands	March
Northern Mariana Islands:	
Rota	May
Saipan	May
Other	May
Puerto Rico:	
Aguadilla	June
Ft. Buchanan (Incl GSA Svc Ctr)	June
Mayaguez	June
Ponce	June
Roosevelt Rds (Incl Naval Reserve Station)	June
San Juan (Incl Naval Reserve Station)	June
Virgin Islands:	
St. Croix	August
St. John	August
St. Thomas	August
Wake Island	May