

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

MEMBERS ONLY

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APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

PART 1: GENERAL INFORMATION

MEMBERS ONLY

For App K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the [DTMO website](#).

A. General

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

- a. Rent,
- b. Utility/recurring maintenance expenses, and [DTMO website](#).
- c. Move in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

- a. The member's reported rental amount, up to the locality OHA rental allowance, plus
- b. The appropriate utility amount based on the member's status.

3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the [DTMO website](#). The following information applies to all OHA tables:

- a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).
- b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
- c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
- d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependents residing in private sector housing. See [DTMO website](#). The OHA program is designed to cover actual rental costs for 80% of the assigned members.

1. With Dependent. When computing allowable rent for a member with dependent, the amount is the lesser of the member's reported rent under par. 10022 and the maximum allowable rent for the member's grade at the PDS locality. If *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is *added* to the rental allowance portion before comparison with the member's actual rent. See this par. F, for calculation examples.

2. Without Dependent. When computing allowable rent for a member without dependent, the amount is the lesser of the member's reported rent under par. 10022 and 90% of the maximum allowable rent for the member's grade at the PDS locality. If *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is **added** to the rental allowance portion before comparison with the member's actual rent. See par. F for calculation examples.

C. Utility/Recurring Maintenance Allowance Expense. The [utility/recurring maintenance allowance](#) found in the OHA locality tables at <http://www.defensetravel.dod.mil/site/oha.cfm> is based on member reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. 10024.

D. Move In Housing Allowance (MIHA)/Miscellaneous. The [MIHA/Miscellaneous amount](#) indicated on the locality tables (see [DTMO website](#)) is based on average member reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See App N for specific MIHA information. App K3 includes a list of reportable move in expenses. The allowable MIHA is computed as prescribed in par. 10026.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

1. Step 1. Determine the member's monthly rent from par. 10022.
2. Step 2. Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member without dependent, multiply the with dependent rate by 90%. If rent includes *all* utilities (block 7b checked on DD Form 2367), *add* the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes *some* but *not all* utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.
 - a. Rent includes *all* utilities (block 7b checked on DD Form 2367): The member receives **no** separate utility/recurring maintenance allowance; however, this allowance **is added** to the rental allowance determined in Step 2.
 - b. Rent includes *no* utilities (block 7a checked on DD Form 2367): A member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A member without dependent (not a sharer) receives 75% of the with dependent utility/recurring maintenance allowance. A sharer (as defined by par. 10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.
 - c. Rent includes *some* utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., to determine the percentage of utility/recurring maintenance allowance payment. The amount the member **does not receive** is added to the maximum rental allowance determined in Step 2.
3. Step 3. Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. 10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).
4. Step 4. Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is *less* than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is *greater* than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

G. Examples. *The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.*

1. Example 1

a. Situation. A member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the member's grade is \$425, the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's *utility point score* is 5.

b. Computation

(1) Step 1. The member's monthly rent is \$450.

(2) Step 2. Determine the maximum rental allowance for the member from the OHA locality table <http://www.defensetravel.dod.mil/site/oha.cfm>. For this example the rental allowance is \$425.

(3) Step 3. Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology contained in par. 10024, the member has a *utility point score* 5 (the electricity (3 points) and the air conditioning (2 points)) *are not* provided by the landlord). Therefore, the member receives the *full* utility/recurring maintenance allowance of \$120.

(4) Step 4. Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is \$510. Additionally, the member has a reimbursable rent related expense equal to one month's rent (\$450, see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

(5) Step 5. Compare the member's rent of \$450 (from Step 1) to member's maximum rental allowance of \$425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the \$425 as the member's maximum rental allowance.

(6) Step 6. Add the member's maximum rental allowance of \$425 (from Step 5) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545. The member's monthly OHA is \$545. Additionally, the member receives a one-time payment of \$960 under MIHA (from Step 4).

2. Example 2

a. Situation. Three enlisted members (without dependent) share a house with an employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the members' *utility point score* is 8.

b. Computation

(1) Step 1. Determine each sharer's (member's) rent. IAW par. 10000-A there are four sharers, therefore each member's rent is \$450 ($\$1,800 \div 4 = \450).

(2) Step 2. Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for a member with dependent is \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a member without dependent may receive up to 90% of the with dependent allowance. The appropriate maximum rental

allowances for the E-7, E-5 and E-4 respectively are \$675 ($\$750 \times .90 = \675); \$599 ($\$665 \times .90 = \599); and \$450 ($\$500 \times .90 = \450).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the members' total *utility point score* is 8, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) utility/recurring maintenance allowance portion is \$40 ($\$160 \div 4 = \40).

(4) Step 4. Each member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

(5) Step 5. Compare each member's rent of \$450 (from Step 1) to each member's maximum rental allowance, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is \$450.

(6) Step 6. To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each member, the total amount is \$490 ($\$450 + \$40 = \490). Each member's monthly OHA is \$490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of \$360.

3. Example 3

a. Situation A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is \$1,100. The maximum rental allowance for an O-4 is \$600, and for an O-2 is \$500. The utility/recurring maintenance allowance is \$180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' *utility point score* is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

b. Computation

(1) Step 1. Determine each member's monthly rent. IAW par. 10000-A each member is considered a sharer and each (sharer's) member's rent is \$550 ($\$1,100 \div 2 = \550).

(2) Step 2. Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is \$600 for the member in grade O-4, and \$450 for the member in grade O-2 - 90% of the with dependent allowance of \$500 ($\$500 \times .90 = \450).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the members' total *utility point score* is 7, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$90 ($\$180 \div 2 = \90).

(4) Step 4. Compare each member's rent of \$550 (from Step 1) to each member's maximum rental allowance of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the member in grade O-4 and \$450 for the member in grade O-2.

(5) Step 5. Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is \$640 ($\$550 + \$90 = \640) and for grade O-2 the total is \$540 ($\$450 + \$90 = \540). The monthly OHA allowance for the member in grade O-4 is \$640 and for the member in grade O-2 is \$540.

4. Example 4

a. Situation. A member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. 10000-A. The member is authorized a Family Separation Housing (FHS-O)

Allowance under par. 10414. The amount of FSH-O is the same as a member without dependent receives as OHA under the same conditions. The maximum rental allowance for the member's grade is \$725, the utility/recurring maintenance allowance is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

b. Computation

(1) Step 1. The member's rent is \$600.

(2) Step 2. Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is \$725. An unaccompanied member without dependent may receive up to 90% of the with dependent amount for a maximum rental allowance of \$653 ($\$725 \times .90 = \653).

(3) Step 3. Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75% of the full amount or \$120 ($\$160 \times .75 = \120). The member's *utility point score* is 2; therefore, the member is authorized 25% of \$120, or \$30 ($\$120 \times .25 = \30). The utility/recurring maintenance allowance remainder (\$90) is *added* to the member's rental allowance of \$653 (Step 2) for a derived rental allowance of \$743 ($\$653 + \$90 = \743).

(4) Step 4. Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the member has a rent related expense of \$1,200 equivalent to two months of rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ($\$625 + \$600 = \$1,225$).

(5) Step 5. Compare the member's rent of \$600 (from Step 1) to member's derived maximum rental allowance of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the member.

(6) Step 6. Add the member's rental amount of \$600 (from Step 5) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ($\$600 + \$30 = \630). The member's monthly OHA allowance is \$630. Additionally, the member is authorized a one-time MIHA payment of \$1,225 (from Step 4).

*H. OHA and Living Quarters Allowance (LOA) Paid Concurrently. See par. 10036.

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APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

PART 2: BRIEFING SHEET

UNIFORMED MEMBERS ONLY

A. OHA Overview

1. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. 10020-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. 10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the DTMO website at <http://www.defensetravel.dod.mil/site/oha.cfm>

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. 10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer as defined in par. 10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

- a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),
- b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
- c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. *If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.*

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). **NOTE:** *If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. 10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.*

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. *The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.*

2. If your rent includes all utilities, you **do not** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is **added** to your rental allowance. If your rent includes **some** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. *MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.*

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. **Homeowners are not authorized to receive this MIHA component.**

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in App N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. **Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. 10028.**

NOTE: *Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.*

APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

PART 3: MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES

UNIFORMED MEMBERS ONLY

Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

Table I - Reportable MIHA Miscellaneous Expense Items	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans
12.	Screening
13.	Transformers and voltage regulators
14.	Commodos and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required
17.	Pest fumigation - if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

The following items generally are not reportable move-in housing expenses.

Table II - Non-Reportable MIHA Miscellaneous Expense Items	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

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APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

PART 4: RENTAL ADVANCE PROTECTION

UNIFORMED MEMBERS ONLY

Table I - Countries Currently Authorized OHA Rental Advances	
Location	Date Established
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Jordan	16 September 2005
Philippines	1 September 1998
Thailand	16 November 1997
United Arab Emirates	16 April 2003
Venezuela	16 November 1998
*Vietnam	1 November 2006

Table II - Countries Previously Authorized OHA Rental Advances		
Location	Date Established	Date Removed
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

NOTE: Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected members either PCS or change quarters.

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