



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

8 December 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD for MAP 102-16(R) -- Move In Housing Allowance (MIHA)
 Infectious Disease

1. **SYNOPSIS:** This revision adds authority to the Joint Travel Regulations (JTR) that establishes a MIHA/Infectious Disease expense for window/door screens in the U.S. Southern Command's (USSOUTHCOM) area of responsibility, specifically Brazil, El Salvador, and Paraguay to enhance the precautions to avoid mosquito-borne diseases.

2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in MAP 102-16(R).

3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.

4. These changes are scheduled to appear in JTR, dated 1 February 2016.

5. This determination is *effective on 7 December 2016*, when it was approved by the Chair.

6. Action Officer: Debbie Wells (Debbie.l.wells.civ@mail.mil).

//approved//

JOEL T. RIDENOUR

Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) PPC

JTR REVISIONS:

10022-B:

B. Sharers. **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

*A member authorized MIHA "Miscellaneous" (par. 10026 and App N for specific rules) receives a full rather than prorated allowance. **Only one sharer may claim reimbursement for any individual rent, security, or infectious disease related expense.**

NOTE: A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par. 10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.

10026-A:

*A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. **MIHA is not payable to a member occupying Gov't or Gov't leased housing. MIHA does not cover move-out costs.** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent, MIHA/Security and/or MIHA/Infectious Disease related expenses. Instructions for completing this form are found in App N. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed in App N.

10026-B:

- *4. The four MIHA payment types are:

Effective 7 December 2016

* d. MIHA/Infectious Disease. MIHA/ Infectious Disease covers reasonable infectious disease prevention-related upgrades to the physical dwelling related upgrades, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos. See App N, par. E for additional rules.

- *5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease, only one sharer may claim the individual expense. See App N, pars. C, D, and E.

- *6. Acceptable claims for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease must include proper documentation and detailed receipts for all expenditures must be provided.

Appendix K, Part 2:

*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, MIHA/Security, or MIHA/Infectious Disease, 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.*

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

*4. MIHA/Infectious Disease is an actual expense component that covers infectious disease prevention-related upgrades to the physical dwelling, i.e. window screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos. Qualifying locations are listed in App N.

Appendix N, Part 1:

A. General

*1. The following four components comprise MIHA (see par. 10026):

*b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses,

*c. MIHA/Security – an actual expense component that covers reasonable security-related upgrades to a dwelling, and

*d. MIHA/Infectious Disease – an actual expense component that covers reasonable infectious disease prevention-related upgrades to a dwelling, i.e. window/door screens.

Effective 7 December 2016

*E. MIHA/Infectious Disease.

1. To qualify for MIHA/Infectious Disease, a member must be assigned to an approved medical threat area. See App N, Part 3 for authorized MIHA/Infectious Disease locations.
2. When possible, costs for the prevention of infectious diseases to the dwelling should be borne by the landlord through the lease at the outset or through modification to the 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 member is not authorized MIHA/Infectious Disease.
3. When the Centers for Disease Control and Prevention determines that a significant medical threat exists, and the Embassy does not cover the costs of prevention of infectious diseases to the dwelling, the senior officer in country may submit a request for designation of the duty station as a MIHA/Infectious Disease authorized location. The request may be sent by letter, e-mail, or fax 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

E-Mail Address: dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil

Fax: 571-372-1301 (DSN: 312-372-1301)

4. A completed DD Form 2556 (Move-In Housing Allowance Claim Form) (May 1999)) must accompany each MIHA/Infectious Disease claim as well as all detailed receipts. 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 member may submit more than one DD Form 2556 while assigned to a PDS (e.g., 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, and/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 member converted the U.S. dollars to foreign currency).
6. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual medical-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
7. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
8. The authorizing/approving official (commander or designated official, such as the housing officer) 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 the information submitted with the completed DD Form 2556.
9. When the amount authorized in DD Form 2556, Part C Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member, accompanying receipts and other documentation must be maintained at the member's PDS. For locations served by housing offices, the Housing Office must retain the copies of the DD Forms 2556, accompanying receipts and other documentation.

*F. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

*G. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

*4. DD Form 2556, Part D – Infectious Disease-Related Expenses. Report only infectious disease prevention-related upgrades, i.e., window/door screens. Expenditures not related to the physical dwelling, such as medical equipment, are not reimbursable. A receipt of any expense must be provided.

*5. DD Form 2556, Part E – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. A detailed receipt for all claimed expenses must be provided.

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

*H. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

Appendix N, Part 3:

***APPENDIX N: MIHA**

***PART 3: MIHA INFECTIOUS DISEASE LOCATIONS**

UNIFORMED MEMBERS ONLY

<u>Location</u>	<u>Date Established</u>
Brazil	7 December 2016
El Salvador	7 December 2016
Paraguay	7 December 2016

APPENDIX N

MOVE-IN HOUSING ALLOWANCES (MIHA)

MEMBERS ONLY

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

Par. Contents

- A. General
- B. MIHA/Miscellaneous
- C. MIHA/Rent
- D. MIHA/Security
- E. MIHA/Infectious Disease
- F. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
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PART II: MIHA SECURITY LOCATIONS

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The following pages are the same policy preceding this page but showing tracked changes.



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***PART 3: MIHA INFECTIOUS DISEASE LOCATIONS**

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<u>Paraguay</u>	<u>7 December 2016</u>

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PART II: MIHA SECURITY LOCATIONS

***PART III: MIHA INFECTIOUS DISEASE LOCATIONS**
