MEMORANDUM FOR       SEE DISTRIBUTION

SUBJECT:         UTD for MAP 132-17(I) – Move Appendix N (MIHA) to the DTMO Website

1. SYNOPSIS: Moves the information in Appendix N of the Joint Travel Regulations to the DTMO Website and removes Appendix N.

2. The attached clarifying revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the Allowances Branch.

4. These changes are scheduled to appear in the JTR, dated 1 November 2017.

5. This determination is effective when published in the JTR.

6. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//
VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members    P&R Branch    PMO-DTS    GSA-3FT    GSA-OGP(MTT)    DTMO    PPC
Note to editor – Remove Appendix N from the JTR.

10020-A1:

1. An up-front, lump sum MIHA for those who qualify (par. 10026 and the DTMO Website for rules and information), and

2. *****

10022-B:

B. Sharers. *****

1. *****

2. *****

A member authorized MIHA “Miscellaneous” (see par. 10026 and the DTMO Website 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: *****

10026:

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 the DTMO Website. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed on the DTMO Website.

B. Rules and Information

1. – 3. *****

4. The four MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See the DTMO Website to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. Only one payment is authorized at a PDS unless par. 10026-B2 applies.
The following pages are the same policy preceding this page but showing tracked changes.
b. **MIHA/Rent.** Homeowners are ineligible. MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov’t that the member must pay before/upon occupying a dwelling. Expenses deferred until lease termination are not MIHA/Rent. Examples are real estate agents’ fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (See the DTMO Website).

c. **MIHA/Security.** MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See the DTMO Website for qualifying areas and additional rules.

d. **MIHA/Infectious Disease.** MIHA/Infectious Disease covers reasonable infectious disease prevention-related upgrades to the physical dwelling, 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 the DTMO Website 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 the DTMO Website.

6. *****

Note to Web developer – Place the attached file AB-MIHA-01 on the server at http://www.defensetravel.dod.mil/Docs/AB-MIHA-01.pdf. Replace all references to ‘Appendix N’ on the DTMO website with ‘Move In Housing Allowance (MIHA). All hyperlinks should lead to the above PDF Document.
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JTR REVISIONS

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