

DoD Move-In Housing Allowance (MIHA) Process Guide

A. General

1. The following four components comprise MIHA (see par. 10026):
 - a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,
 - 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.
2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).
3. MIHA is intended to defray the move-in costs associated with occupying member-leased private sector housing covered under the OHA program.
4. MIHA is not intended to cover move-out costs.

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. A member residing in member-leased private sector housing receives an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. To ensure that proper MIHA allowances are set, reporting accurate, uniform, and complete costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.

1. Survey procedures are mailed to each country allowance coordinator (see App M).
2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. 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 security expenses). A receipt for any individual expense of \$75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).
2. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual

rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member and an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.
4. The authorizing/approving official (commander or designated official, such as the housing officer) may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
5. When the amount authorized in DD Form 2556, Part B 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 the information submitted with the completed DD Form 2556. Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. MIHA/Security

1. MIHA/Security authorized locations are based on an annual review of the Security Environment Threat List, which is administered by State Department's Office of Intelligence and Threat Analysis. To qualify for MIHA/Security, a member must be assigned to:
 - a. An authorized MIHA/Security location in which a dwelling must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see App N2), or
 - b. A location not listed in App N2; member must be under Chief of Mission authority, and be required by the Embassy to make security upgrades to their quarters. Members must attach a letter from the Regional Security Officer, confirming the requirement, to the DD Form 2556 for approval.
2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official acting in place of the housing officer should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.
3. A completed DD Form 2556 (Move-In Housing Allowance Claim Form) (May 1999) must accompany each MIHA/Security claim. 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 security expenses). A receipt for any expense of \$75 or more must be provided.
4. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).
5. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

6. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
7. 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.
8. 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. Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

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 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. 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

1. The member must complete items 1 through 10 (for assistance see the Housing Officer).
2. The 'Housing Officer or Appropriate Official designated for that purpose' must either check box 11a(1) or 11a(2), whichever is appropriate.
3. The Housing Officer or Appropriate Official designated for that purpose must also complete blocks 11b through 11d.
4. The 'Certifying Official' must check the appropriate block for both 12a and 12b. The selection for block 12b is based on the answer provided by the Housing Officer or Appropriate Official designated for that purpose in block 11a.
5. The Certifying Official must also complete blocks 12c through 12g.
6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

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

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.

a. Authorized expenses:

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

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

(3) Lease Tax or Rental Tax. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) A one-time charge - it is reported on DD Form 2556,

(b) A monthly charge - it is included with rent and reported on DD Form 2367, and

(c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official (commander or designated official, such as the housing officer) has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) Avoidable real estate agent fees (see Examples 1 and 2 below),

(2) Restoration/redecoration fees when they are not customary.

Example 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official (commander or designated official, such as the housing officer) must disapprove reimbursement of the rent-related fee.

Example 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official (commander or designated official, such as the housing officer) should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. A receipt for any expense of \$75 or more must be provided.
4. DD Form 2556, Part D – 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))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted IAW finance center procedures.
2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must not be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

Office of the Secretary of Defense (OSD), Military Compensation Policy

I. MIHA Security Locations

Country	Date Established
Algeria	1 Jan 2016
Argentina	1 Jun 1997
Bahamas	16 Jan 2007
Bahrain	1 Aug 2003
Bangladesh	1 Dec 1998
Barbados	16 Jul 2004
Belgium	16 May 2015
Belize	16 Oct 1994
Bosnia-Herzegovina	16 Jan 2007
Brazil	18 Feb 1993
Burkina Faso	16 May 2015
Cambodia	1 Sep 2014
Cameroon	16 May 2010
Chile	1 Sep 2014
Colombia	1 Sep 1990
Costa Rica	1 Sep 2014
Cote D'Ivoire (Formerly Ivory Coast)	16 Jan 2007
Denmark	16 May 2015
Dominican Republic	1 Oct 1999
Ecuador	1 Dec 1998
Egypt	1 Mar 1994
El Salvador	1 Sep 2014
Ethiopia	16 Jan 2007
Fiji	1 Jul 2001
France	16 May 2015
Gambia	1 Jan 2016
Georgia	16 May 2015
Germany	16 May 2015
Ghana	16 Jan 2007
Greece	16 May 2015
Guatemala	18 Feb 1993
Guyana	16 May 2010
Haiti	1 Oct 1999
Honduras	1 Oct 1999
India	1 Sep 2014
Indonesia	1 Oct 1999
Iraq	1 Sep 2014
Israel	16 Jul 2004
Italy	16 May 2015
Jamaica	1 Oct 1999
Jordan	16 Dec 2001
Kenya	16 May 2015
Kosovo	16 May 2010
Kyrgyzstan	16 May 2010
Liberia	16 Oct 2010
Malaysia	16 May 2015

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

J. MIHA Infectious Disease Locations

Location	Date Established
Brazil	7 December 2016
El Salvador	7 December 2016
Paraguay	7 December 2016