



MANPOWER AND
RESERVE AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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March 17, 2021

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR
MILITARY PERSONNEL
DEPUTY ASSISTANT SECRETARY OF THE NAVY MILITARY
MANPOWER AND PERSONNEL
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE FOR
FORCE MANAGEMENT INTEGRATION

SUBJECT: Clarification of Procedures — Overseas Housing Allowance (OHA) Unique
Expenses

This memorandum clarifies the procedures for establishing and reimbursing OHA Unique Expenses.

Section 403 of title 37, United States Code (10 U.S.C. §403) authorizes lump-sum payments for certain housing-related expenses incurred by Service members occupying private housing outside of the United States. The DoD Financial Management Regulation (FMR), Volume 7A, par. 260601.F implements this authority.

The updated FMR language in the attachment offers more clarity in order to provide equity in reimbursement of OHA Unique Expenses across the Services. Once an OHA Unique Expense is approved for a specific location, there are no further restrictions on the amount claimed. Payment of the expense should be reimbursed on the basis of a valid receipt, regardless of the amount or the status of the claimant.

This change was previously coordinated as Allowances Branch Item 020-20 and will be submitted for inclusion in the next change to the DoD FMR.

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J.B. Busch
Director, Military Compensation Policy
(Military Personnel Policy)

Attachment:
As stated

**Approved DoD FMR Changes
(Clean Copy)**

260601.F:

F. OHA Unique Expenses. In some locations outside the United States, a Service member or dependent incurs excessive housing expenses for items that a Service member based in the CONUS does not normally incur. Since the expenses are not incurred by every Service member OCONUS, they cannot be a part of the ordinary OHA calculation. For these expenses, payment is a lump sum, dollar-for-dollar, reimbursement for a specifically authorized expense at designated authorized locations.

1. Authorization. All requests to authorize an OHA Unique Expense must be submitted from a major command to OUSD (P&R) through the applicable Service representative listed in the Uniformed Services Contact Information. OUSD (P&R) specifically authorizes or approves the expense for reimbursement according to the DoD Overseas Station and Housing Allowance Process Guide. OUSD (P&R) does not accept requests from individual Service members to authorize an OHA Unique Expense.

2. Reimbursement. The Secretary concerned may reimburse an OHA Unique Expense if Table 26-18 authorizes the location and expense. At their discretion, Services may alternatively use the Secretarial Process to reimburse an authorized expense or expenses. Once an OHA Unique Expense has been authorized for a location, no further examination may be made to compare the spendable income of the claimant to the amount of the expense claimed. Any claim based on a valid receipt for an authorized OHA Unique Expense may be reimbursed in a lump sum, dollar-for-dollar, through Service payment procedures. The Service concerned is not required to recover any amount refunded to a Service member by any foreign government agency that may be involved.

3. Authorized Locations and Expenses. Table 26-18 specifies the authorized locations and expenses for an OHA Unique Expense reimbursement.

Table 26-18. OHA Unique Expense Locations

Location	Expense	Effective Date
France	Mandatory Habitation Tax, excluding late payment fees	August 16, 2016
Denmark	Mandatory expenses associated with completely refurbishing quarters upon departure	October 10, 2017

Note: For the most current approved locations and expenses, see the DTMO website.

Approved DoD FMR Changes

260601.F:

F. OHA Unique Expenses. In some locations ~~OCONUS~~ outside the United States, a Service members or dependent incurs excessive housing expenses for items that a Service member based in the CONUS does not normally incur. ~~are not incurred in the CONUS.~~ Since the expenses are not incurred by every Service member OCONUS, they cannot be a part of the ordinary OHA calculation. ~~Since not every Service member incurs these expenses and they vary in amount, do not occur monthly, and are significant, such expenses cannot be made a part of the utility and recurring maintenance allowance calculation.~~ For these expenses, payment is a lump-sum, dollar-for-dollar, reimbursement for a specifically authorized expense at designated authorized locations. ~~Only the locations and expenses specified in Table 26-18 are authorized OHA unique expense reimbursement.~~

1. Criteria Authorization. All requests to authorize an OHA Unique Expense must be submitted from a ~~Major Command~~ OUSD- (P&R) through the applicable Service representative listed in ~~at the [Uniformed] Services Contact Information~~ [MSFCOOP(1)]. OUSD (P&R) ~~PR~~ specifically authorizes or approves the expense for reimbursement according to the DoD Overseas Station and Housing Allowance Process Guide. OUSD- (P&R) does not accept requests from individual Service members to authorize an OHA Unique Expense. ~~A mandatory and excessive housing expense incurred periodically must meet all of the criteria mentioned to be authorized as an OHA unique expense eligible for reimbursement. The Secretary concerned or Secretarial Process, at Service discretion, may reimburse OHA unique expenses for the locations and specific expenses specified under these criteria. Each individual mandatory and excessive expense must meet all of the following criteria and be:~~

2. Reimbursement. The Secretary concerned may reimburse an OHA Unique Expense if Table 26-18 authorizes the location and expense. At their discretion, ~~Alternatively, the expense may~~ Services may alternatively use the Secretarial Process to reimburse an authorized expense or expenses. ~~be reimbursed at the Service's discretion through the Secretarial Process.~~ Once an OHA Unique Expense has been authorized for a location, no further examination may be made to compare the spendable income of the claimant to the amount of the expense claimed. Any claim based on a valid receipt for an authorized OHA Unique Expense may be reimbursed in a lump sum, dollar-for-dollar, through Service payment procedures. The Service concerned is not required to recover any amount refunded to a Service member by any foreign government agency that may be involved.

- ~~_____~~ a. ~~Incur~~ Incurred by Service members receiving OHA at a duty station;
- ~~_____~~ b. ~~An item or expense that exceeds 1% of spendable income for the typical Service member;~~
- ~~_____~~ c. ~~An item or expense that is not purchased or paid by Service members based in the CONUS;~~
- ~~_____~~ d. ~~Required by law; and~~
- ~~_____~~ e. ~~Authorized or approved by the Service Compensation representatives for reimbursement. These expenses must be verified by a valid receipt and paid on or after the effective date for the specific locations in Table 26-18. No expenses paid before this date can be reimbursed. For the most current authorized expenses and locations, see the OHA Unique Expenses-Approved Locations table on the DTMO website.~~

3. Authorized Locations and Expenses. Table 26-18 specifies the authorized locations and expenses for an OHA Unique Expense reimbursement.

2. Submission. OUSD (P&R) does not accept requests from individual members for OHA unique expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then through the applicable Service representative to OUSD (P&R).

Table 26-18. OHA Unique Expense Locations

<u>Location</u>	<u>Expense</u>	<u>Effective Date</u>
<u>France</u>	<u>Mandatory Habitation Tax, excluding late payment fees</u>	<u>August 16, 2016</u>
<u>Denmark</u>	<u>Mandatory expenses associated with completely refurbishing quarters upon departure</u>	<u>October 10, 2017</u>

Note: For the most current approved locations and expenses, see the [*DTMO website*](#).