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Civil Engineering

OVERSEAS HOUSING ALLOWANCES (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for administering the Overseas Housing Allowance (OHA) program and implements AFD 32-60, Housing, and the use of DD Form 2367. Violations of the prohibitions and requirements of this instruction may result in prosecution under the Uniform Code of Military Justice and civilians may face administrative sanctions pursuant to AFI 36-704, Discipline and Adverse Actions. It applies to all personnel assigned or attached to the 51st Fighter Wing and GSU.

This instruction requests information protected by the Privacy Act of 1974, Title 5 United States Code (USC) 552a. See also, AFI 37-132, Air Force Privacy Act Program. Disclosure is voluntary; however, failure to provide the requested information may preclude timely consideration of your request for an allowance determination.

SUMMARY OF REVISIONS

This revision converts the previous regulation to new instruction format. Changes include reference regulations to AF instructions.

1. Background:

1.1. The OHA program is designed to provide an additional housing allowance to military members stationed in overseas areas. This allowance is designed to compensate for housing costs which are frequently higher in the overseas area than in the CONUS. The OHA is based on the actual cost paid by a member for housing and as such, requires member to provide certain factual and accurate information on their housing situation to establish the rate at which OHA will be paid. The following procedures by which OHA will be authorized and paid have been established with the goals of providing prompt, accurate payment of all allowances and implementing adequate internal and external control over the administration of OHA.

1.2. In certain circumstances, military members may obtain an advance on OHA. Advance housing allowance is designed to defray the initial expenses of such things as security deposit, advance rent, and fuel. The Move in Housing Allowance (MIHA) was developed to assist personnel in obtaining other items IAW JFTR (Joint Federal Travel Regulation) U 5355. The total advance housing allowance payment will not exceed OHA entitlement.

2. Responsibilities:

2.1. The housing office will provide service to all military personnel including other service members residing on the economy. The housing office will assist the member in starting, stopping, or changing OHA. It will be the member's responsibility to provide a current lease and a current off-base housing/security inspection AF Form 2519, All Purpose Check List, and 51 FW Form 73 (EF), Inspection of Economy Quarters. The member will complete DD Form 2367 and certify that the rental cost is current and accurate. After the individual has completed the DD Form 2367, the housing office representative will review all supporting documents for errors and inconsistencies and will complete item 11. The housing office is responsible for sending the completed DD Form 2367 to the servicing accounting and finance office.

2.2. Geographically Separated Units (GSUs) that are in locations without a servicing housing office will follow the procedures outlined in this paragraph. The commander or designated representative will perform health, security and safety inspections of the rental quarters. Also, the commander or designated representative will process DD Form 2367, Individual Overseas Housing Allowance (OHA) Report and certify (in block 11) that the member properly reported the requested information. The Osan Air Base Housing Office will provide administrative support. A housing representative will certify the form. For units in locations not served by a housing office, the commander or designated representative having jurisdiction over housing in that area will perform health, security, and safety inspection and certify that the list rental cost is accurate. Osan Air Base housing office will provide administrative support.

2.3. The Accounting and Finance office will ensure timely processing of overseas housing allowance documents received for the housing office.

2.4. **The OHA Applicants.** Military members applying for OHA will provide accurate information when completing the DD Form 2367. Applicants are further required to provide a 51 FW Form 45EK, Lease Agreement of Rental Property, and completed 51 FW Form 13 (EF), Authorization to Reside Off-Base, from their unit commander and AF Form 2519 and 51 FW Form 73 (EF). Applicants will sign the completed DD Form 2367 acknowledging the truthfulness of the statements. Each military member, after submitting an initial application, will make sure that the documents submitted to support receiving OHA continue to be current and accurate. Within five duty days each military member will give written notice to the housing office if there is a change in the following items which requires DD Form 2367 reaccomplishment.

2.4.1. Change of residence.

2.4.2. Change of rent.

2.4.3. Change in number or identify of military occupants of the residence.

2.4.4. Renewal of lease upon expiration.

2.4.5. Change of dependent status.

2.4.6. Change in number of others, excluding dependents, that pay a portion of the rent, mortgage and/or utilities.

2.5. **Shares.** Personnel in this category must follow these procedures to establish entitlement to OHA. For the purpose of OHA entitlements, the term “sharer” is defined as a soldier, sailor, airman, or marine entitled to a housing allowance and residing with: Their spouse who is also a soldier, sailor, airman or marine; or their spouse or other dependent who is a federal civilian employee entitled to a living quarters allowance; or another soldier, sailor, airman, marine entitled to a housing allowance; or any others, excluding dependents, who pay a portion of the rent, and utilities.

2.5.1. The lease agreement must include the name and social security number of all personnel residing in the unit. The rental cost should be divided equally. This figure is used to compute your overseas housing allowance. Military members without dependents will receive only 80 percent of the utilities allowance if living alone. If you are sharing the residence with one or more sharers, divide the utility allowance by the number of sharers. When utilities are included in the rental costs, the allowance is added to the overseas housing allowance ceiling.

2.5.2. All sharers must complete all administrative transactions at the same time, start OHA, stop OHA, and change of entitlements. The Air Force established this policy to prevent erroneous OHA payments to individual sharers. This includes military married to military. Subsequent OHA adjustments resulting from changes in the number of sharers (additions or reductions in the number of occupants in a given dwelling) or changes in rental/utility rates, must also be accomplished simultaneously.

2.5.3. Personnel who are temporarily absent. All administrative actions that occur during the temporary absence of a member who is sharing a house with someone else must be completed by a sharer who resides in the unit. The documents will be retained by the housing office until the absent member returns. The member will then sign the documents and the transaction will be forwarded to the accounting and finance office for payment.

3. Entitlement to OHA.

3.1. Begins when the applicant submits to the housing office the following accurately completed documents: DD Form 2367; 51 FW Form 45EK; unit commander’s authorization to reside off-base, and off-base inspection records. Applications must be submitted within the duty day of entitlement of charge.

3.2. Ceases if a change identified in paragraph 2.4. occurs unless the military member does all of the following:

3.2.1. Notifies the servicing housing office or designated representative of the change or changes by completing DD Form 2367 incorporating the changes within five duty days of the change.

3.2.2. In the case of a change in residence, provides a copy of the lease agreement and inspection forms to the housing office.

3.2.3. In the case of a change in amount of rent, provides a copy of the lease agreement to the housing office.

3.2.4. Except for a change of dependent status, renews lease and provides a copy to the housing office.

3.3. **Advance OHA Payment.** Personnel residing off base at government expenses may apply for advance OHA. The request for advance OHA will be submitted on AF Form 1039. The individual's squadron commander is the approving authority for advance OHA. However, the housing office will provide a copy of the individual lease agreement to the individual's commander for rental verification. Personnel residing in the Osan Air Base area may be granted advance OHA in the equivalent of one month advance rent, one month rental cost as security deposit, and fuel cost. The calculation of the amount of advance housing allowance pay will be determined by the servicing accounting and finance office as established by JFTR (Joint Federal Travel Regulation) Vol 1. Repayment of the advance will begin the month after receipt and will be collected over the period remaining on tour with final payment made the month before DEROS. If the applicant is assigned to government quarters, departs PCS before this debt is liquidated, or changes residence, immediate repayment of the balance is required. Personnel stationed in the northern part of South Korea may be entitled to a larger advance payment. They are faced with a different housing situation, requiring a greater security deposit. Advance OHA payment for these personnel will be approved by the housing officer or the assistant housing officer on a case by case request.

4. Forms Prescribed: 51 FW Form 13 (EF), 45EK, **Lease Agreement of Rental Property** (S & I by OPR); 51 FW Form 73 (EF), **Inspection of Economy Quarters**; and 51 FW Form 13 (EF), **Request for Permission to Reside Off-Base/BAQ Waiting List**.

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