Move In Housing Allowance (MIHA) Overview

Introduction	This guide provides the procedures for issuing a one-time Move-In Housing Allowance (MIHA) in Direct Access (DA). This guide also provides the procedures to correct or delete a MIHA request in DA that has **not** processed through Finalization.

References	(a) Joint Travel Regulations (JTR), Chapters 8-10 (b) https://www.defensetravel.dod.mil/Docs/AB-MIHA-01.pdfOverseas Housing Allowance (OHA) Briefing Sheet, PDTATAC (c) Personnel and Pay Procedures Manual, Chapter 8:E

MIHA	A Move-In Housing Allowance (MIHA) is a one-time payment paid to the member to help cover costs with moving into private sector housing. The member must be authorized OHA or FSH to receive MIHA. MIHA does not cover move-out costs.

Auditing Requirements	Email ALSPO message B/19 implemented a standard business process for submitting and validating pay transactions entered by Pay Techs. See the following user guides for navigating, identifying, and researching pay transactions: • Pay Calculation Results • Element Assignment by Payee (EABP) • One Time Positive Input (OTPI)

LPC Row	A Legislative Pay Change (LPC) for Housing Allowance & COLA pages should never be deleted unless immediately replaced with a correct LPC row.

Contents

Starting MIHA

Introduction	This section provides the procedures for a P&A Technician to issue a one-time Move-In Housing Allowance (MIHA) in DA.

Procedures   See below.

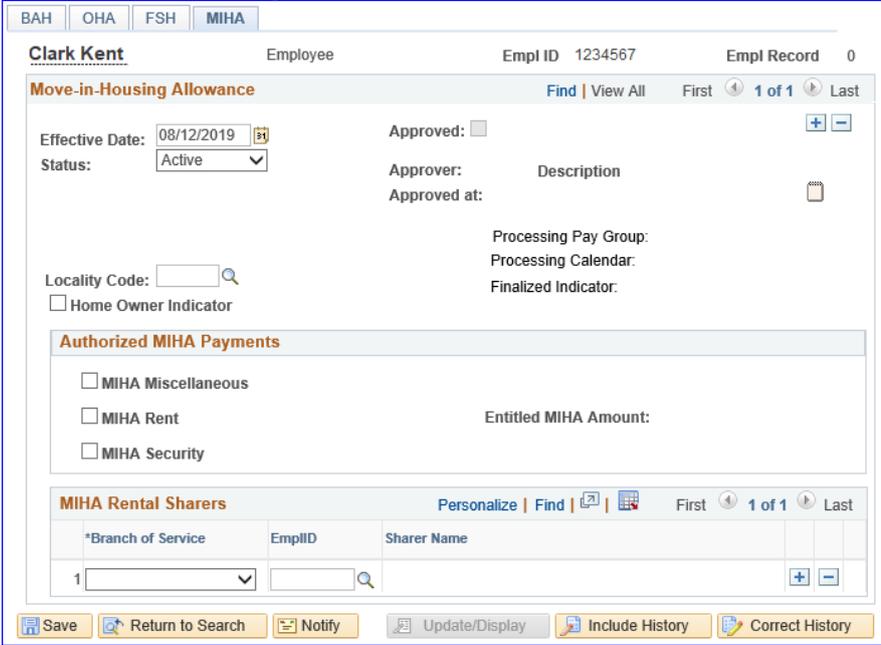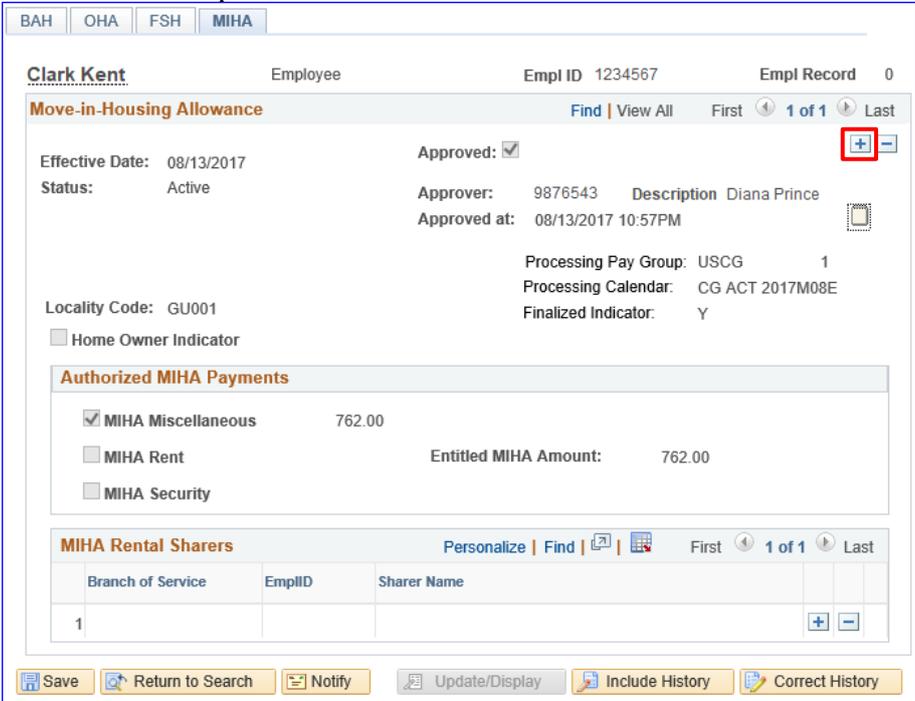| Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.
2	Scroll to the **Housing Allowance** option option under the Act/RSV Pay Shortcuts drop-down.

Starting MIHA, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. **Housing Allowance** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID — begins with ▾ — 1234567 Empl Record — = ▾ Name — begins with ▾ Last Name — begins with ▾ Second Last Name — begins with ▾ Alternate Character Name — begins with ▾ Middle Name — begins with ▾ Business Unit — begins with ▾ Department Set ID — begins with ▾ 🔍 Department — begins with ▾ 🔍 ☑ Include History ☑ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search 🔲 Save Search Criteria

4	The member's BAH page will display. Select the **MIHA** tab.
	
	BAH | OHA | FSH | **MIHA**
	
	Clark Kent Employee Empl ID 1234567 Empl Record 0
	
	BAH Entitlements Find | View All First ◀ 1 of 1 ▶ Last
	[Delete] [+]
	
	Effective Date: 07/10/2017 📅 Approved: ☑ ☑ Grand Fathered
	Status: Inactive ▾
	                    Approver: 9876543 Diana Prince
	                    Approved at: 07/12/17 9:12PM
	BAH Change Transfer ▾
	BAH Qtr Status: G 🔍 Description: W/O dependents; Mbr not in govt qtrs
	BAH Zip: 20032 DC053 BAH Type: BAH Without Dependents
	Military Rank: E5 BAH Rate: 1872.0000
	Fair Rent: BAH Entitle: 1986.0000 ☐ Override Flag 📋
	
	BAH Dependent Beneficiaries Personalize | Find | 🔲 | 📊 First ◀ 1 of 1 ▶ Last
	Dependent Information | Termination Information | 📑
	
	*Dep/Ben | Name | Relation | Birth | BAH Elig | In A Service | 50% Supp | Last Approval
	1 🔍 ☐ [+] [−]
	
	💾 Save 🔍 Return to Search 📧 Notify 📄 Update/Display 📄 Include History 📄 Correct History

Starting MIHA, Continued

Procedures,
continued

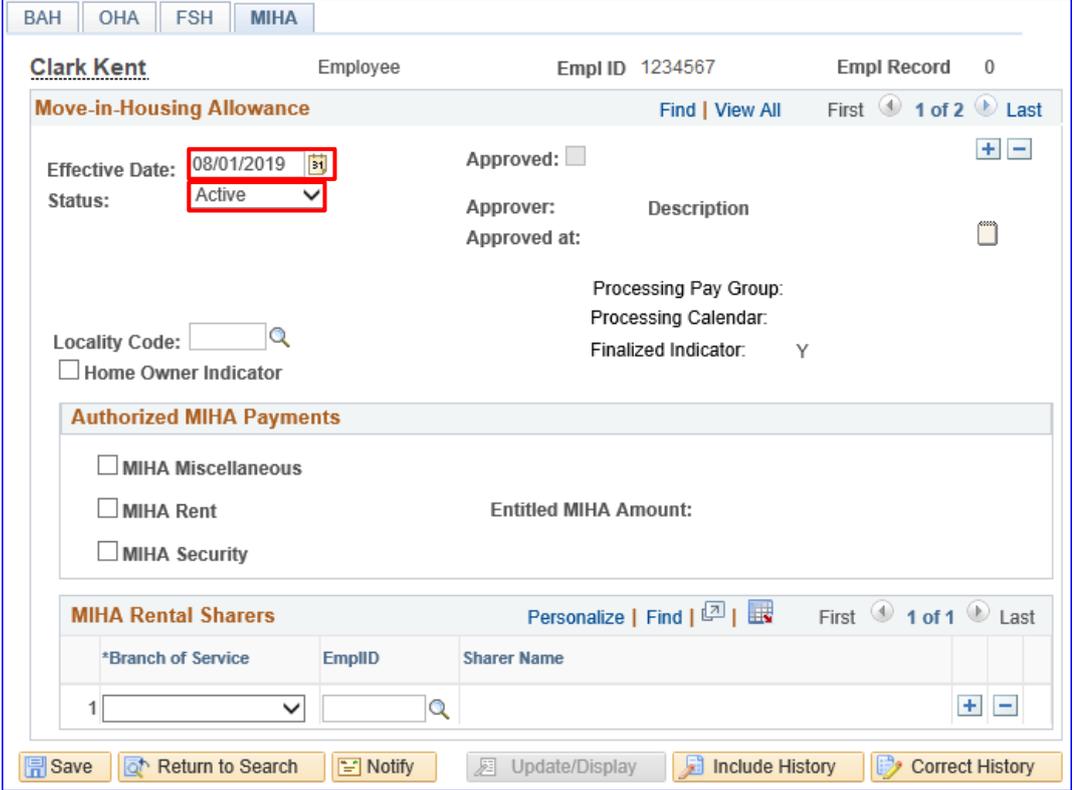| Step	Action
5	The member's current MIHA information (if any) will display. If the information is blank, continue to Step 5.

If the member has an existing MIHA row, click the **(+)** button to add a new row and continue with Step 5.

Starting MIHA, Continued

Procedures,
continued

Step	Action
6	Enter the **Effective Date** of the Move-In Housing Allowance. Ensure the **Status** is Active (Inactive indicates the member is not receiving pay and allowances).

Continued on next page

Starting MIHA, Continued

Procedures,
continued

Step	Action
7	Using the lookup, select the appropriate **Locality Code**. If applicable, check the **Home Owner Indicator** box.

Starting MIHA, Continued

Procedures,
continued

Step	Action
8	Authorized MIHA Payments:
	• **MIHA Miscellaneous** – Is a fixed rate, lump sum payment based on locality that is designed to offset expenses typically incurred when moving into privately leased or owned dwellings. This amount will **auto-populate** when the box is **checked,** and the tab key is pressed.
	Authorized MIHA Payments ☑ MIHA Miscellaneous 851.00 ☐ MIHA Rent Entitled MIHA Amount: 851.00 ☐ MIHA Security
	• **MIHA Rent** – Is an actual expense component that is designed to cover all reasonable rent-related expenses. These are fixed, one-time, non-refundable charges levied on behalf of the landlord or a foreign government that a member must pay before or upon occupying a dwelling. Homeowners are not authorized MIHA Rent. Check the MIHA Rent box and **enter the authorized amount in local foreign currency** (if U.S. dollars are entered when foreign currency was used, the member will be underpaid/overpaid).
	Authorized MIHA Payments ☐ MIHA Miscellaneous ☑ MIHA Rent 2500.00 Entitled MIHA Amount: 2500.00 ☐ MIHA Security
	• **MIHA Security** – Is an actual expense component that is designed to cover reasonable security related expenses for a member assigned to an area where dwellings require modification to minimize terrorist or criminal threats. **Check the MIHA Security box and enter the authorized amount in local foreign currency** (if U.S. dollars are entered when foreign currency was used, the member will be underpaid/overpaid).
	Authorized MIHA Payments ☐ MIHA Miscellaneous ☐ MIHA Rent Entitled MIHA Amount: 950.00 ☑ MIHA Security 950.00

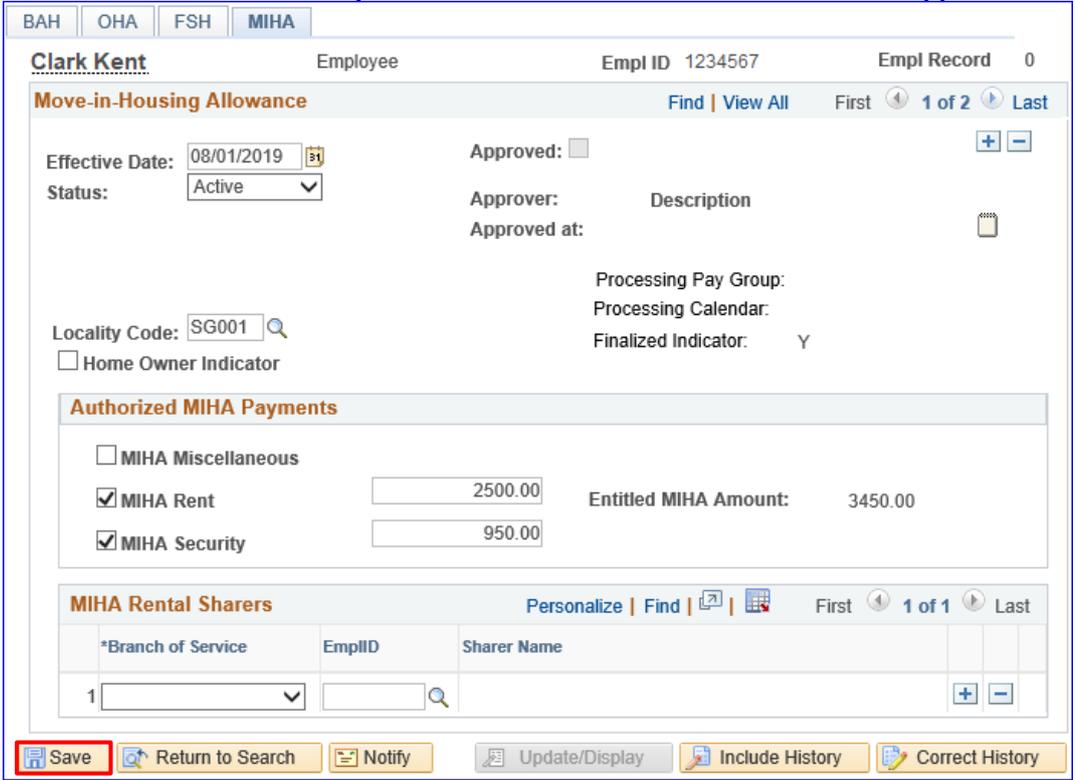# Starting MIHA, Continued

Procedures,
continued

Step	Action
9	If the member is sharing expenses with another military member, select the appropriate **Branch of Service** from the drop-down menu. If the sharer is a fellow Coastie, enter the sharer's **Empl ID**. If there is more than one sharer, click the **(+)** button to add an additional row and repeat this step as necessary. **Note:** If the member is sharing the dwelling with another person (regardless of military status and that person is not a dependent), only **one** sharer may claim rent-related or security-related expenses.

Starting MIHA, Continued

Procedures,
continued

Step	Action
10	Click **Save**. The MIHA request will be forwarded to the SPO tree for approval.

Starting MIHA, Continued

Procedures, continued

Step	Action
11	Once the MIHA request has been **approved**, go to the member's One Time Positive Input (OTPI) to ensure the MIHA processed correctly. Select the appropriate Calendar Group ID based on the **Processing Calendar** noted on the approved MIHA request. For more guidance on navigating and reviewing OTPIs, see the One Time Positive Input (OTPI) user guide.

Correcting MIHA (Prior to Finalization)

Introduction   This section provides the procedures for a SPO to correct a MIHA request that has **not** processed through Finalization in DA.

Important Information   If the MIHA request to be corrected has processed through **Finalization**, a PPC Trouble Ticket must be submitted with screenshots and an explanation of the required correction(s) to the MIHA request. For more information on taking screenshots and submitting trouble tickets, please see the Submitting Trouble Tickets with Supporting Documents user guide.

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.

Correcting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
2	Scroll to the **Housing Allowance** option option under the Act/RSV Pay Shortcuts drop-down.

Correcting MIHA (Prior to Finalization), Continued

Procedures,
continued

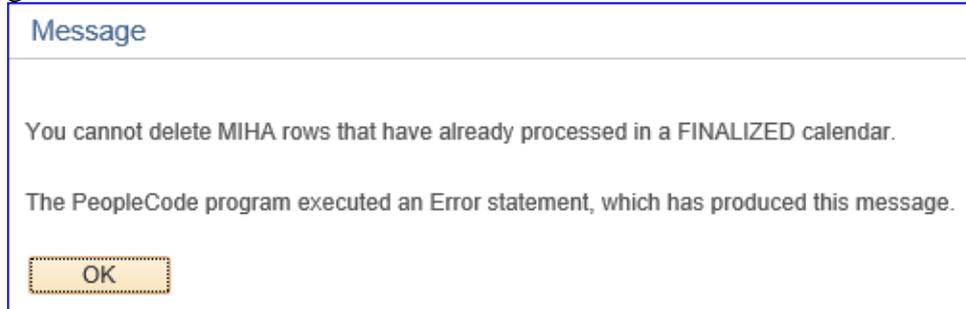| Step	Action
3	Enter the member's **Empl ID**. Check the **Correct History** box and click **Search**. **Housing Allowance** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ **Search Criteria** Empl ID — begins with — 1234567 Empl Record — = — Name — begins with — Last Name — begins with — Second Last Name — begins with — Alternate Character Name — begins with — Middle Name — begins with — Business Unit — begins with — Department Set ID — begins with — Department — begins with — ☑ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
4	The member's BAH page will display. Select the **MIHA** tab. BAH OHA FSH **MIHA** **Clark Kent** Employee Empl ID 1234567 Empl Record 0 **BAH Entitlements** Find	View All First ◀ 1 of 1 ▶ Last Delete + Effective Date: 07/10/2017 Approved: ☑ ☑ Grand Fathered Status: Inactive Approver: 9876543 Diana Prince Approved at: 07/12/17 9:12PM BAH Change Transfer BAH Qtr Status: G Description: W/O dependents; Mbr not in govt qtrs BAH Zip: 20032 DC053 BAH Type: BAH Without Dependents Military Rank: E5 BAH Rate: 1872.0000 Fair Rent: BAH Entitle: 1986.0000 ☐ Override Flag **BAH Dependent Beneficiaries** Personalize	Find	🖉	🖩 First ◀ 1 of 1 ▶ Last **Dependent Information** Termination Information *Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval 1 ☐ + − 🖫 Save 🔍 Return to Search 📋 Notify Update/Display Include History Correct History

Correcting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
5	Changes may be made to any of the editable fields.

Correcting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
6	Once all changes have been made, click **Save**. The MIHA request will be forwarded to the SPO tree for approval.

15

Correcting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
7	Once the MIHA request has been **approved**, go to the member's One Time Positive Input (OTPI) to ensure the MIHA processed correctly. Select the appropriate Calendar Group ID based on the **Processing Calendar** noted on the approved MIHA request. For more guidance on navigating and reviewing OTPIs, see the One Time Positive Input (OTPI) user guide. OTPI:

Deleting MIHA (Prior to Finalization)

Introduction   This section provides the procedures for a P&A Technician to delete a MIHA request that has **not** processed through Finalization in DA.

Important Information   If the MIHA row to be deleted has processed through **Finalization**, a PPC Trouble Ticket must be submitted with screenshots and an explanation as to why the MIHA request needs to be deleted. For more information on taking screenshots and submitting trouble tickets, please see the Submitting Trouble Tickets with Supporting Documents user guide.

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.

Deleting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
2	Scroll to the **Housing Allowance** option option under the Act/RSV Pay Shortcuts drop-down.

Deleting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID**. Check the **Correct History** box and click **Search**.
4	The member's BAH page will display. Select the **MIHA** tab.

Deleting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
5	In this example, the member has two MIHA rows. The row displayed has **not** processed through Finalization (**Remember**, only a MIHA that has **not** processed through Finalization may be deleted). Click the **(-)** button to delete the MIHA row.
6	A warning message will display. Click **OK**.
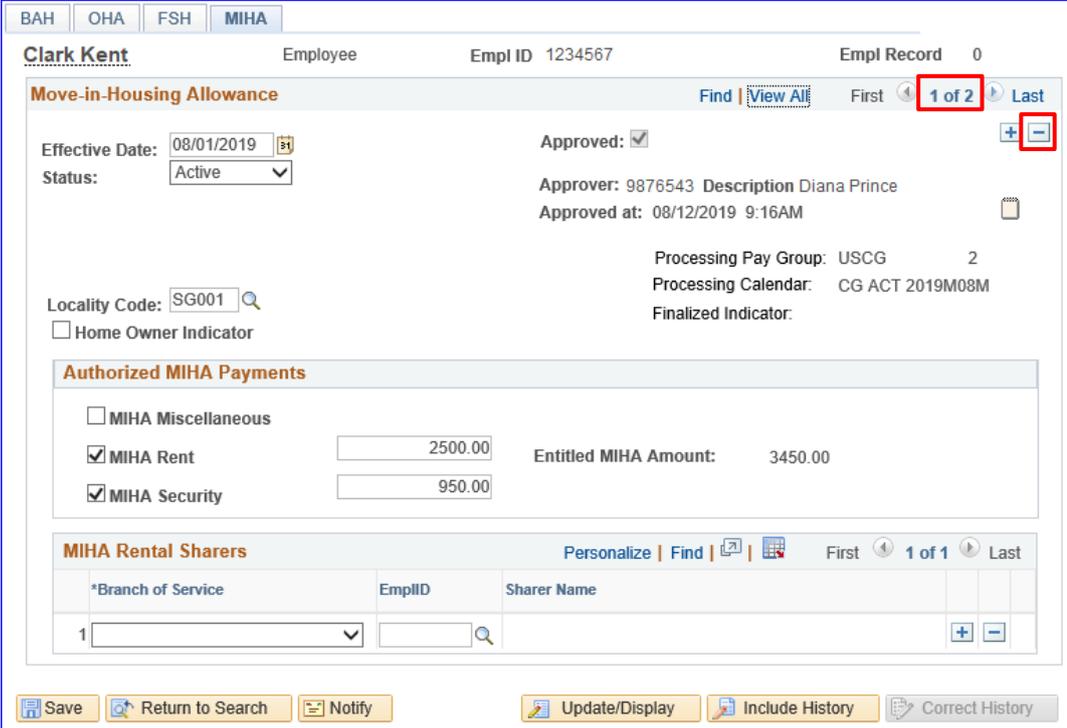
Deleting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
7	The row selected in the previous step has been deleted. Because the MIHA request had **not** processed through Finalization, the deletion does not require approval.