



Service members and DoD civilian employees who make a Permanent Change of Station (PCS) move are entitled to receive PCS allowances to help offset their moving expenses. These entitlements are often individualized based on rank, number of dependents, whether or not your tour is accompanied or unaccompanied, etc. For this reason, service members are encouraged to talk to their Admin or Finance Office about their allowances, and DoD civilian employees should talk to their Human Resources Office.

Service Members

Typical allowances are listed below. Chapter 5, Part A of the Joint Travel Regulations (JTR) discusses Service members' standard PCS allowances. A copy of the JTR and more information on allowances is available on the Defense Travel Management Office [website](#).

Overseas Housing Allowance

The Overseas Housing Program enables authorized service members assigned to permanent duty overseas to lease privately-owned housing. The Overseas Housing Allowance (OHA) is a cost-reimbursement allowance and is designed to offset housing costs. It includes three separate components: rent, utilities/recurring maintenance, and a move-in housing allowance (MIHA).

The rent portion of OHA is computed on your actual rent, but there is a maximum allowance based on your rank and whether you are accompanied or unaccompanied. You can choose a house above the maximum allowed. However, if your rent is above the ceiling, you pay the difference out of your base pay. All members are reimbursed for rent up to the amount of the lease or their allowance, whichever is less.

The Utility/Recurring Maintenance Allowance is paid monthly to offset expenses paid directly to utility companies and expenses incurred from recurring maintenance and minor repairs for the leased residence. Expense data gathered from members receiving OHA and paying their own utility bills determines this allowance, set to cover the 80th percentile of reported costs. Members with utilities paid by the landlord do not receive this allowance; it is added to the rental allowance. Members without dependents and paying their own utilities, are entitled to 75 percent of the rate set for members with dependents.

The Move-In Housing Allowance (MIHA) partially offsets move-in costs associated with occupying privately leased quarters. This allowance is composed of five components: MIHA/Miscellaneous, MIHA/Rent, MIHA/Security, MIHA/Infectious Disease, and MIHA/Safety.

The MIHA/Miscellaneous is an up-front, lump sum payment that reflects average expenditures to make dwellings habitable (e.g. transformers, supplemental heating equipment, wardrobes, electricity

connection). Members with and without dependents receive the full allowance with their first OHA rental payment.

You have to apply for reimbursement for the other four MIHA components. Therefore, it is highly recommended that you discuss this with the Housing Office and your Admin/Finance Office prior to any expenditures.

You can look up your OHA Rate [here](#). The NSA Souda Bay Locality Code and Location Code is GR001.

OHA documentation to start your OHA allowance - DD Form 2367 - is completed at the Housing Office once a lease has been signed. The service member turns the paperwork into their Admin Office for processing.

Overseas Cost-of-Living Allowance

Service members serving outside of the continental U.S. (OCONUS) where the cost of living is higher than CONUS receive an Overseas Cost-of-Living Allowance (COLA). Overseas COLA is a non-taxable allowance designed to offset higher prices of non-housing goods and services OCONUS and equalize purchasing power with members stationed in CONUS. OCONUS COLA is not a fixed amount and should not be considered in household budgeting. Overseas COLA can fluctuate based on the exchange rate.

You can look up your Overseas COLA Rate [here](#). The NSA Souda Bay Locality Code and Location Code is GR001.

DoD Civilian Employees

Typical allowances are listed below. Chapter 5, Part F of the Joint Travel Regulations (JTR) discusses DoD Civilian Employees' PCS allowances. A copy of the JTR and more information on allowances is available on the Defense Travel Management Office [website](#). The Department of State Standardized Regulations (DSSR) also governs some allowances and benefits available to government civilians assigned to foreign areas. You can view the DSSR [here](#).

Living Quarters Allowance

LQA is granted to DoD Civilian employees to help defray the annual cost of suitable, adequate living quarters for the employee and his/her family at a foreign post where government-leased or government-owned housing is not provided. The LQA rates are designed to substantially cover the average employee's costs for rent, utilities, required taxes levied by the local government, and other allowable expenses. LQA rates are categorized by "Quarters Group" based on the employee's grade level or rank and his/her family size and location. Information on Quarters Allowance Groups is available in [Section 135.2 of the LQA section](#) of the DSSR. Additional amounts of up to 10%, 20%, or 30% above the LQA rates may be allowed for larger families. Reimbursement of expenses will not exceed the authorized annual cost of rent and utilities (Allowable expenditures only) or the maximum allowance rate set by the DSSR, whichever is the lesser amount.

You can look up your LQA Rate [here](#).

You'll provide a copy of your lease to the HR Office to begin the process of activating your LQA allowance. Reconciliation is required for LQA recipients 12 months after move-in-date, or earlier if there is a change of residence.

Miscellaneous Expense Allowance (MEA)

Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS

allowances in the JTR. To receive MEA reimbursement, a civilian employee must submit a travel claim, certify that the old PDS residence has been discontinued, and certify that a new PDS residence has been established.

Post Allowance

Commonly referred to as the "cost-of-living" allowance, this is an allowance based on a percentage of "spendable income," i.e. money you can really put your hands on to spend on goods and services. The amount varies depending on salary level and family size. The post allowance is calculated by comparing costs for goods and services at the foreign post with the costs for the same items in the Washington, D.C. area.

You can look up your Post Allowance Rate by going [here](#) and clicking on the COLA calculator. This will download an Excel spreadsheet – go to the tabs at the bottom and click on User Input to get started.

The Human Resources Office is located in Bldg. 2, Second Floor.