

# Move In Housing Allowance (MIHA) Overview

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**Introduction** This guide provides the procedures for a P&A Technician to issue 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.

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**References**

- (a) [Joint Travel Regulations \(JTR\), Chapters 8-10](#)
- (b) <https://www.defensetravel.dod.mil/Docs/AB-MIHA-01.pdf> [Overseas Housing Allowance \(OHA\) Briefing Sheet, PDTATAC](#)
- (c) [Personnel and Pay Procedures Manual, Chapter 8:E](#)

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**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.

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**Auditing Requirements** [Email ALSPO message B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
- [Element Assignment by Payee \(EABP\)](#)
- [One Time Positive Input \(OTPI\)](#)

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

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**Contents**


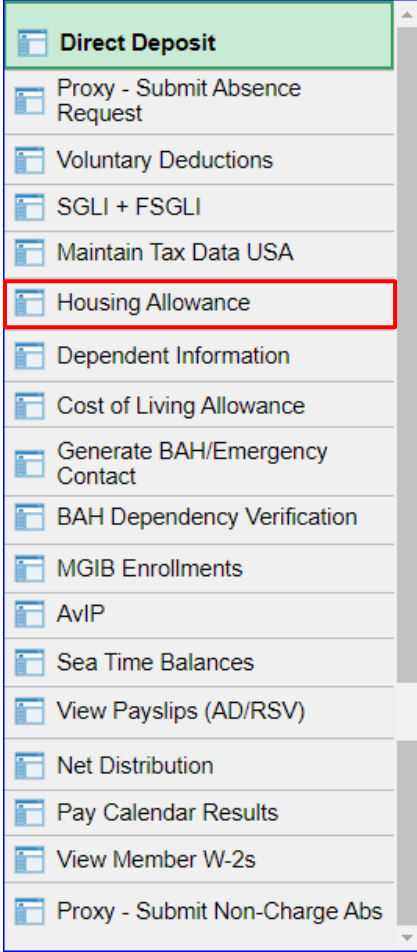
Topic	See Page
<a href="#">Starting MIHA</a>	2
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<a href="#">Deleting MIHA (Prior to Finalization)</a>	17

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# 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.

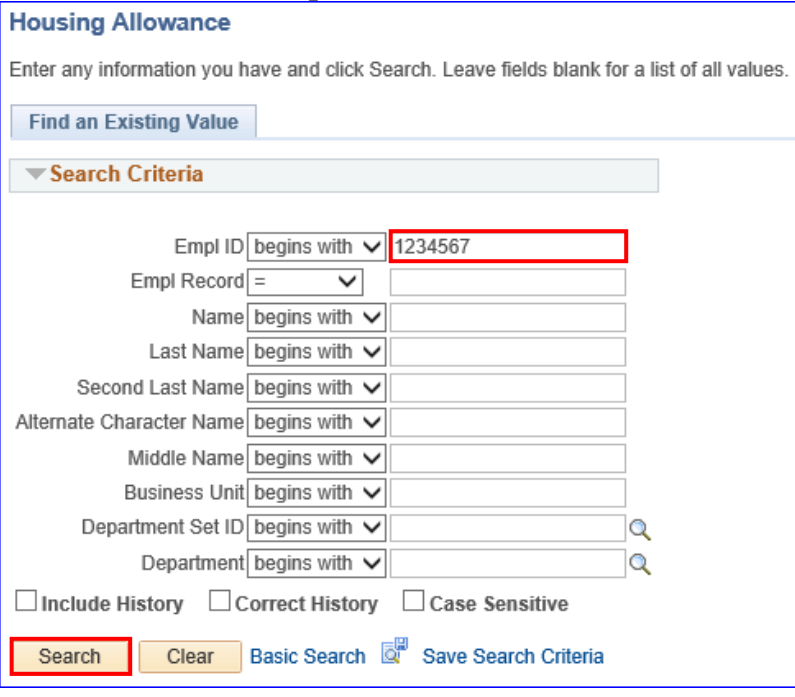
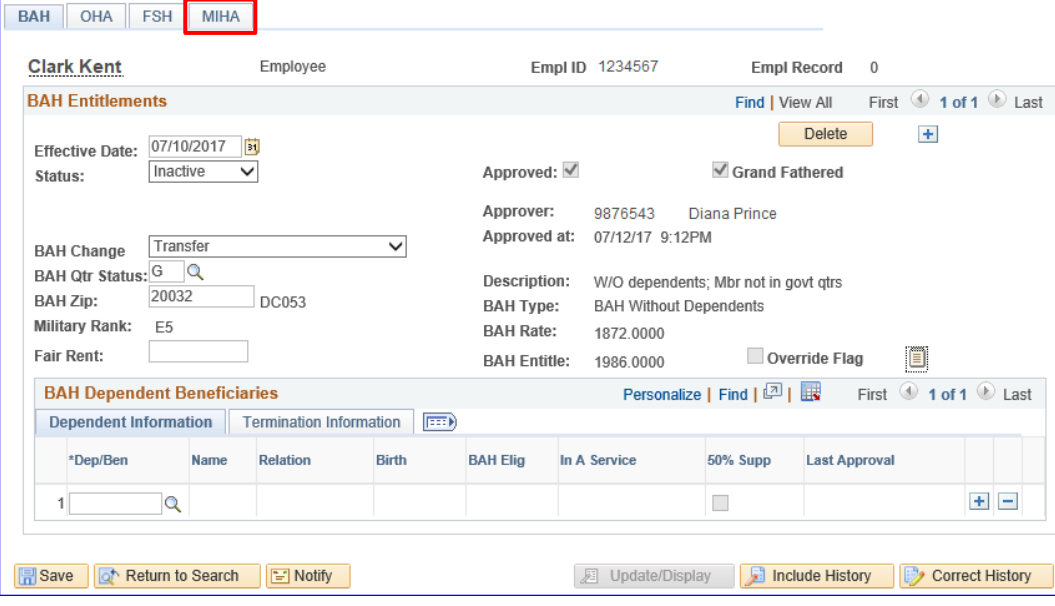
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click on the <b>Active/Reserve Pay</b> Tile.</p> 
<p><b>1.5</b></p>	<p>Select the <b>Housing Allowance</b> option.</p> 



# Starting MIHA, Continued

Procedures,  
continued

Step	Action																
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Housing Allowance</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Second Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p>Middle Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																
3	<p>The member's BAH page will display. Select the <b>MIHA</b> tab.</p>  <p>BAH OHA FSH <b>MIHA</b></p> <p><b>Clark Kent</b> Employee Empl ID 1234567 Empl Record 0</p> <p><b>BAH Entitlements</b> Find   View All First 1 of 1 Last</p> <p>Effective Date: 07/10/2017 Status: Inactive Approved: <input checked="" type="checkbox"/> Grand Fathered</p> <p>BAH Change: Transfer Approved at: 07/12/17 9:12PM</p> <p>BAH Qtr Status: G Description: W/O dependents; Mbr not in govt qtrs</p> <p>BAH Zip: 20032 DC053 BAH Type: BAH Without Dependents</p> <p>Military Rank: E5 BAH Rate: 1872.0000</p> <p>Fair Rent: BAH Entitle: 1986.0000 <input type="checkbox"/> Override Flag</p> <p><b>BAH Dependent Beneficiaries</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval										
1						<input type="checkbox"/>											

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# Starting MIHA, Continued

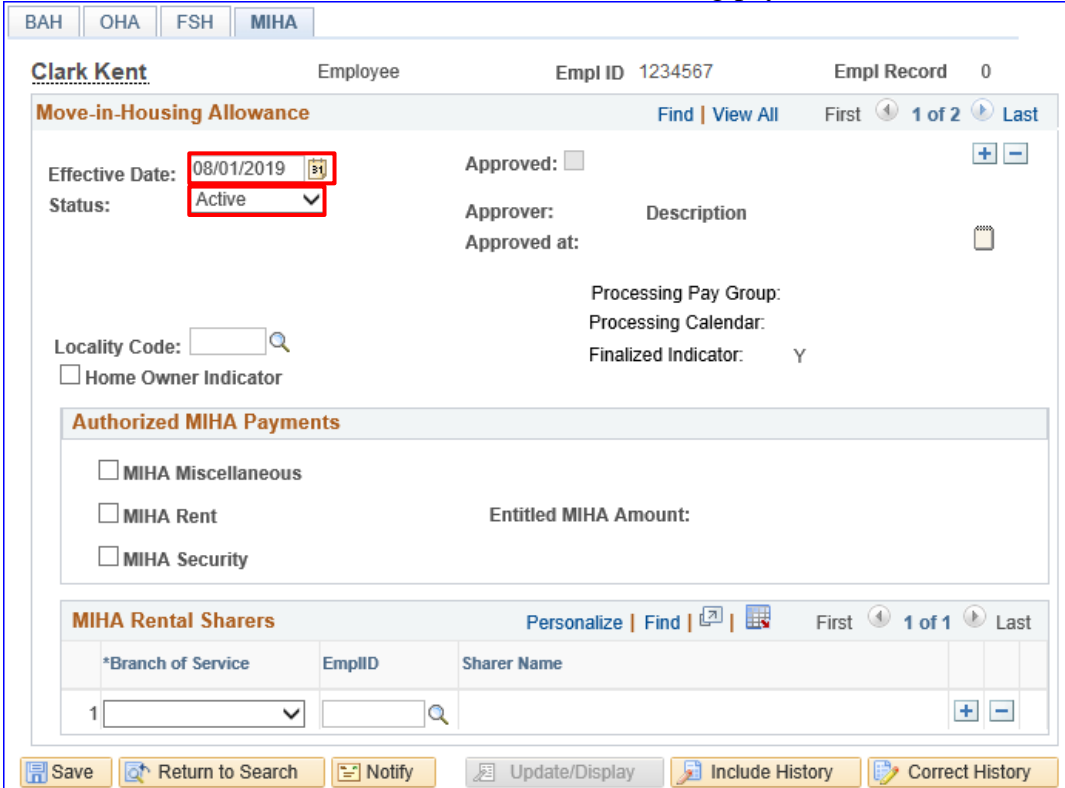
Procedures,  
continued

Step	Action												
4	<p>The member's current MIHA information (if any) will display. If the information is blank, continue to Step 5.</p> <div data-bbox="328 465 1257 1146" style="border: 1px solid black; padding: 5px;"> <p><b>Clark Kent</b> Employee Empl ID 1234567 Empl Record 0</p> <p><b>Move-in-Housing Allowance</b> Find   View All First 1 of 1 Last</p> <p>Effective Date: 08/12/2019 Approved: <input type="checkbox"/></p> <p>Status: Active Approver: Description</p> <p>Approved at: </p> <p>Processing Pay Group:  Processing Calendar:  Finalized Indicator:</p> <p>Locality Code: <input type="text"/> </p> <p><input type="checkbox"/> Home Owner Indicator</p> <p><b>Authorized MIHA Payments</b></p> <p><input type="checkbox"/> MIHA Miscellaneous  <input type="checkbox"/> MIHA Rent  <input type="checkbox"/> MIHA Security</p> <p>Entitled MIHA Amount:</p> <p><b>MIHA Rental Sharers</b> Personalize   Find       First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p> </div> <p>If the member has an existing MIHA row, click the (+) button to add a new row and continue with Step 5.</p> <div data-bbox="328 1240 1257 1953" style="border: 1px solid black; padding: 5px;"> <p><b>Clark Kent</b> Employee Empl ID 1234567 Empl Record 0</p> <p><b>Move-in-Housing Allowance</b> Find   View All First 1 of 1 Last</p> <p>Effective Date: 08/13/2017 Approved: <input checked="" type="checkbox"/></p> <p>Status: Active Approver: 9876543 Description Diana Prince</p> <p>Approved at: 08/13/2017 10:57PM </p> <p>Processing Pay Group: USCG 1  Processing Calendar: CG ACT 2017M08E  Finalized Indicator: Y</p> <p>Locality Code: GU001</p> <p><input type="checkbox"/> Home Owner Indicator</p> <p><b>Authorized MIHA Payments</b></p> <p><input checked="" type="checkbox"/> MIHA Miscellaneous 762.00  <input type="checkbox"/> MIHA Rent  <input type="checkbox"/> MIHA Security</p> <p>Entitled MIHA Amount: 762.00</p> <p><b>MIHA Rental Sharers</b> Personalize   Find       First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p> </div>	*Branch of Service	EmplID	Sharer Name	1	<input type="text"/>	<input type="text"/>	Branch of Service	EmplID	Sharer Name	1		
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1	<input type="text"/>	<input type="text"/>											
Branch of Service	EmplID	Sharer Name											
1													



# Starting MIHA, Continued

Procedures,  
continued

Step	Action						
5	<p>Enter the <b>Effective Date</b> of the Move-In Housing Allowance. Ensure the <b>Status</b> is Active (Inactive indicates the member is not receiving pay and allowances).</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li>Employee: Clark Kent, Empl ID: 1234567, Empl Record: 0</li> <li>Section: Move-in-Housing Allowance</li> <li>Effective Date: 08/01/2019 (highlighted in red)</li> <li>Status: Active (highlighted in red)</li> <li>Approved: <input type="checkbox"/></li> <li>Approved at: [empty]</li> <li>Processing Pay Group: [empty]</li> <li>Processing Calendar: [empty]</li> <li>Finalized Indicator: Y</li> <li>Home Owner Indicator: <input type="checkbox"/></li> <li>Authorized MIHA Payments:             <ul style="list-style-type: none"> <li><input type="checkbox"/> MIHA Miscellaneous</li> <li><input type="checkbox"/> MIHA Rent</li> <li><input type="checkbox"/> MIHA Security</li> </ul> </li> <li>Entitled MIHA Amount: [empty]</li> <li>MIHA Rental Sharers:             <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[empty]</td> <td>[empty]</td> </tr> </tbody> </table> </li> </ul>	*Branch of Service	EmplID	Sharer Name	1	[empty]	[empty]
*Branch of Service	EmplID	Sharer Name					
1	[empty]	[empty]					

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# Starting MIHA, Continued

Procedures,  
continued

Step	Action												
6	<p>Using the lookup, select the appropriate <b>Locality Code</b>. If applicable, check the <b>Home Owner Indicator</b> box.</p> <div data-bbox="327 481 1396 1249" style="border: 1px solid #ccc; padding: 5px;"> <p>BAH OHA FSH <b>MIHA</b></p> <p><b>Clark Kent</b> Employee Empl ID 1234567 Empl Record 0</p> <p><b>Move-in-Housing Allowance</b> Find   View All First 1 of 2 Last</p> <p>Effective Date: 08/01/2019 Approved: <input type="checkbox"/></p> <p>Status: Active Approvers: Description</p> <p>Approved at: </p> <p>Locality Code: <b>SG001</b> <input type="checkbox"/> Home Owner Indicator</p> <p>Processing Pay Group: Processing Calendar: Finalized Indicator: Y</p> <p><b>Authorized MIHA Payments</b></p> <p><input type="checkbox"/> MIHA Miscellaneous Entitled MIHA Amount: <input type="checkbox"/> MIHA Rent <input type="checkbox"/> MIHA Security</p> <p><b>MIHA Rental Sharers</b> Personalize   Find    First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p> </div> <div data-bbox="327 1288 1109 1792" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Look Up Locality Code</b></p> <p>OHA Locality Code begins with <input type="text"/></p> <p>Country Description begins with <b>Singapore</b></p> <p>City begins with <input type="text"/></p> <p><b>Look Up</b> Clear Cancel Basic Lookup</p> <p><b>Search Results</b></p> <p>View 100 First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>OHA Locality Code</th> <th>Country Description</th> <th>City</th> </tr> </thead> <tbody> <tr> <td><b>SG001</b></td> <td>Singapore</td> <td>(blank)</td> </tr> </tbody> </table> </div>	*Branch of Service	EmplID	Sharer Name	1	<input type="text"/>	<input type="text"/>	OHA Locality Code	Country Description	City	<b>SG001</b>	Singapore	(blank)
*Branch of Service	EmplID	Sharer Name											
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# Starting MIHA, Continued

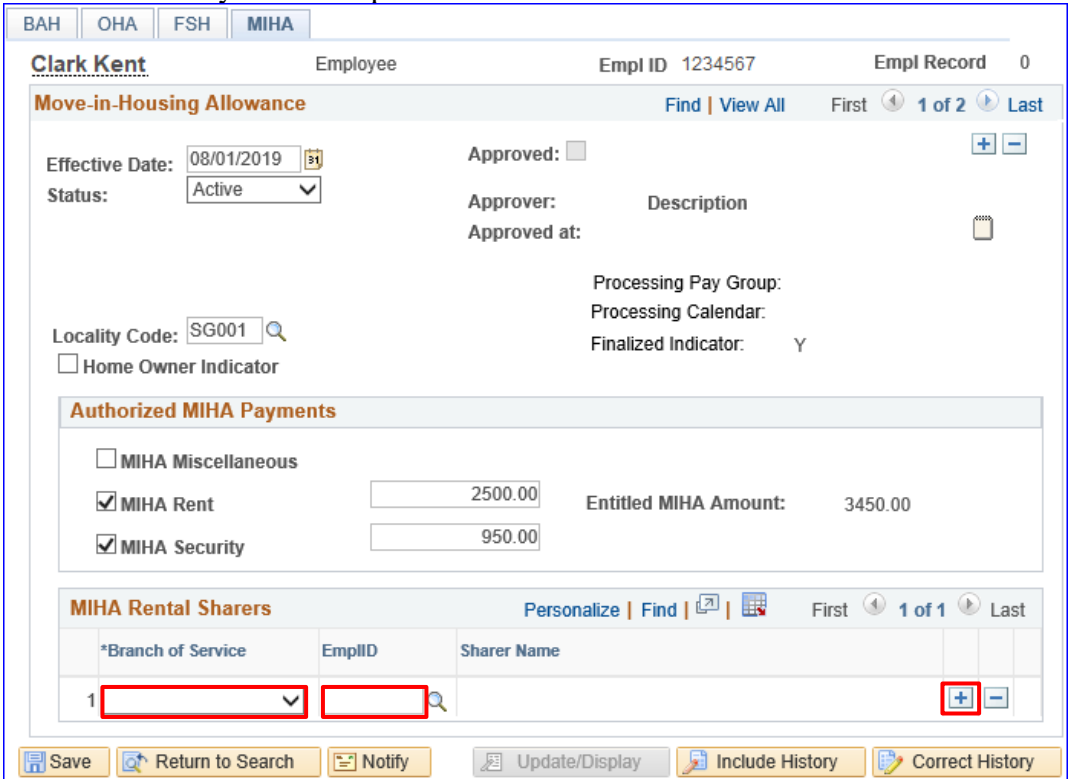
Procedures,  
continued

Step	Action																																													
7	<p>Authorized MIHA Payments:</p> <ul style="list-style-type: none"> <li> <b>MIHA Miscellaneous</b> – 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 <b>auto-populate</b> when the box is <b>checked</b>, and the tab key is pressed.                     </li> </ul> <div data-bbox="328 595 1398 790" style="border: 1px solid blue; padding: 5px;"> <p><b>Authorized MIHA Payments</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input checked="" type="checkbox"/></td> <td style="width: 300px;">MIHA Miscellaneous</td> <td style="width: 100px; text-align: right;">851.00</td> <td style="width: 100px;"></td> <td style="width: 100px;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>MIHA Rent</td> <td></td> <td style="text-align: right;">Entitled MIHA Amount:</td> <td style="text-align: right;">851.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MIHA Security</td> <td></td> <td></td> <td></td> </tr> </table> </div> <ul style="list-style-type: none"> <li> <b>MIHA Rent</b> – 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 <b>enter the authorized amount in local foreign currency</b> (if U.S. dollars are entered when foreign currency was used, the member will be underpaid/overpaid).                     </li> </ul> <div data-bbox="328 1077 1398 1272" style="border: 1px solid blue; padding: 5px;"> <p><b>Authorized MIHA Payments</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td style="width: 300px;">MIHA Miscellaneous</td> <td style="width: 100px;"></td> <td style="width: 100px;"></td> <td style="width: 100px;"></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>MIHA Rent</td> <td style="border: 1px solid red; text-align: center;">2500.00</td> <td style="text-align: right;">Entitled MIHA Amount:</td> <td style="text-align: right;">2500.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MIHA Security</td> <td></td> <td></td> <td></td> </tr> </table> </div> <ul style="list-style-type: none"> <li> <b>MIHA Security</b> – 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. <b>Check the MIHA Security box and enter the authorized amount in local foreign currency</b> (if U.S. dollars are entered when foreign currency was used, the member will be underpaid/overpaid).                     </li> </ul> <div data-bbox="328 1520 1398 1715" style="border: 1px solid blue; padding: 5px;"> <p><b>Authorized MIHA Payments</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"><input type="checkbox"/></td> <td style="width: 300px;">MIHA Miscellaneous</td> <td style="width: 100px;"></td> <td style="width: 100px;"></td> <td style="width: 100px;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>MIHA Rent</td> <td></td> <td style="text-align: right;">Entitled MIHA Amount:</td> <td style="text-align: right;">950.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>MIHA Security</td> <td style="border: 1px solid red; text-align: center;">950.00</td> <td></td> <td></td> </tr> </table> </div>	<input checked="" type="checkbox"/>	MIHA Miscellaneous	851.00			<input type="checkbox"/>	MIHA Rent		Entitled MIHA Amount:	851.00	<input type="checkbox"/>	MIHA Security				<input type="checkbox"/>	MIHA Miscellaneous				<input checked="" type="checkbox"/>	MIHA Rent	2500.00	Entitled MIHA Amount:	2500.00	<input type="checkbox"/>	MIHA Security				<input type="checkbox"/>	MIHA Miscellaneous				<input type="checkbox"/>	MIHA Rent		Entitled MIHA Amount:	950.00	<input checked="" type="checkbox"/>	MIHA Security	950.00		
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<input checked="" type="checkbox"/>	MIHA Security	950.00																																												

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# Starting MIHA, Continued

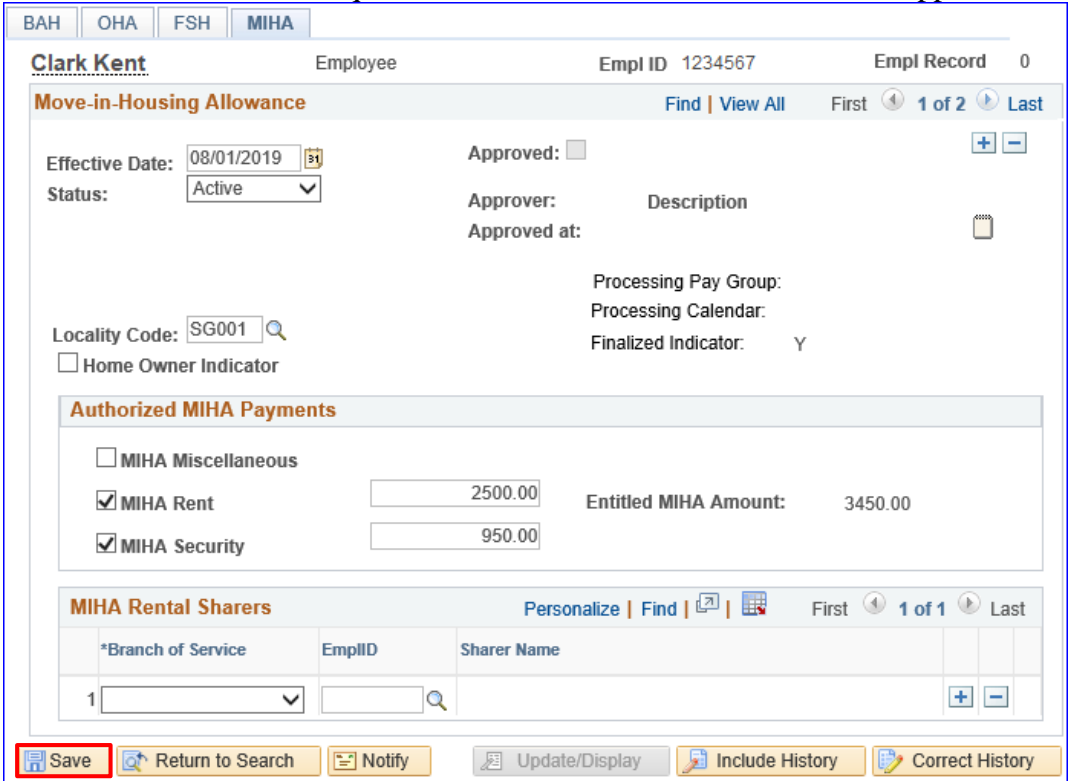
Procedures,  
continued

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

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# Starting MIHA, Continued

Procedures,  
continued

Step	Action
9	<p>Click <b>Save</b>. The MIHA request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot shows a web-based form for Clark Kent (Employee ID 1234567). The form is titled "Move-in-Housing Allowance" and includes the following details:</p> <ul style="list-style-type: none"> <li><b>Employee Information:</b> Clark Kent, Employee ID 1234567, Empl Record 0.</li> <li><b>Effective Date:</b> 08/01/2019</li> <li><b>Status:</b> Active</li> <li><b>Locality Code:</b> SG001</li> <li><b>Home Owner Indicator:</b> <input type="checkbox"/></li> <li><b>Authorized MIHA Payments:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> MIHA Miscellaneous</li> <li><input checked="" type="checkbox"/> MIHA Rent: 2500.00</li> <li><input checked="" type="checkbox"/> MIHA Security: 950.00</li> <li><b>Entitled MIHA Amount:</b> 3450.00</li> </ul> </li> <li><b>MIHA Rental Sharers:</b> A table with columns for Branch of Service, EmplID, and Sharer Name. One row is visible with Branch of Service set to 1.</li> <li><b>Action Buttons:</b> Save (highlighted), Return to Search, Notify, Update/Display, Include History, Correct History.</li> </ul>

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# Starting MIHA, Continued

Procedures,  
continued

Step	Action																																													
10	<p>Once the MIHA request has been <b>approved</b>, 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 <b>Processing Calendar</b> noted on the approved MIHA request. For more guidance on navigating and reviewing OTPIs, see the <a href="#">One Time Positive Input (OTPI) user guide</a>.</p> <div data-bbox="327 589 1398 1384"> <p>BAH OHA FSH MIHA</p> <p><b>Clark Kent</b> Employee Empl ID 1234567 Empl Record 0</p> <p><b>Move-in-Housing Allowance</b> Find   View All First 1 of 2 Last</p> <p>Effective Date: 08/01/2019 Approved: <input type="checkbox"/></p> <p>Status: Active Approver: 9876543 Description Diana Prince Approved at: 08/12/2019 9:16AM</p> <p>Processing Pay Group: USCG 2  <b>Processing Calendar: CG ACT 2019M08M</b>          Finalized Indicator:</p> <p>Locality Code: SG001  <input type="checkbox"/> Home Owner Indicator</p> <p><b>Authorized MIHA Payments</b></p> <p><input type="checkbox"/> MIHA Miscellaneous  <input checked="" type="checkbox"/> MIHA Rent 2500.00 Entitled MIHA Amount: 3450.00  <input checked="" type="checkbox"/> MIHA Security 950.00</p> <p><b>MIHA Rental Sharers</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p> </div> <p><b>OTPI:</b>  <b>One Time (Positive Input)</b></p> <p>Employee ID 1234567 Name Clark Kent Empl Record 0          Pay Group USCG Description USCG Active Duty Pay Entity USCG  <b>Calendar ID CG ACT 2019M08M</b> Begin Date 08/01/2019 End Date 08/15/2019</p> <p><b>Earnings and Deductions</b></p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>1</td> <td>Add</td> <td>2500.000000</td> <td></td> <td>USD</td> <td></td> <td></td> <td>9876543</td> <td>08/12/2019 9:16:48AM</td> <td></td> </tr> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>2</td> <td>Add</td> <td>950.000000</td> <td></td> <td>USD</td> <td></td> <td></td> <td>9876543</td> <td>08/12/2019 9:16:50AM</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh</p>	*Branch of Service	EmplID	Sharer Name	1			Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	MIHA	Movein Housing Allowance	1	Add	2500.000000		USD			9876543	08/12/2019 9:16:48AM		Earnings	MIHA	Movein Housing Allowance	2	Add	950.000000		USD			9876543	08/12/2019 9:16:50AM	
*Branch of Service	EmplID	Sharer Name																																												
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Earnings	MIHA	Movein Housing Allowance	2	Add	950.000000		USD			9876543	08/12/2019 9:16:50AM																																			

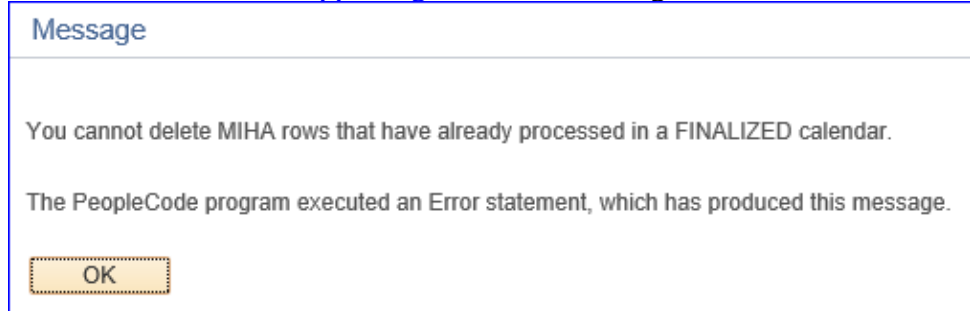
## Correcting MIHA (Prior to Finalization)

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

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**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 <b>Active/Reserve Pay</b> Tile. 

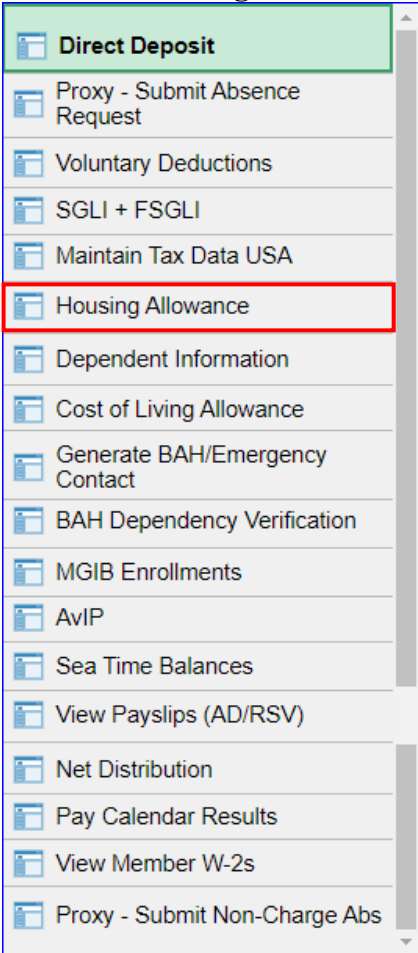
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## Correcting MIHA (Prior to Finalization), Continued

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Procedures,  
continued

Step	Action
1.5	<p>Select the <b>Housing Allowance</b> option.</p>  <p>The screenshot shows a vertical list of menu items. The 'Housing Allowance' item is highlighted with a red rectangular border. Other items include 'Direct Deposit', 'Proxy - Submit Absence Request', 'Voluntary Deductions', 'SGLI + FSGLI', 'Maintain Tax Data USA', 'Dependent Information', 'Cost of Living Allowance', 'Generate BAH/Emergency Contact', 'BAH Dependency Verification', 'MGIB Enrollments', 'AvIP', 'Sea Time Balances', 'View Payslips (AD/RSV)', 'Net Distribution', 'Pay Calendar Results', 'View Member W-2s', and 'Proxy - Submit Non-Charge Abs'.</p>

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*Continued on next page*

# Correcting MIHA (Prior to Finalization), Continued

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b>. Check the <b>Correct History</b> box and click <b>Search</b>.</p> <div data-bbox="336 443 1190 1167" style="border: 1px solid blue; padding: 5px;"> <p><b>Housing Allowance</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/></p> <p>Department begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> <b>Correct History</b> <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>

Continued on next page

# Correcting MIHA (Prior to Finalization), Continued

Procedures,  
continued

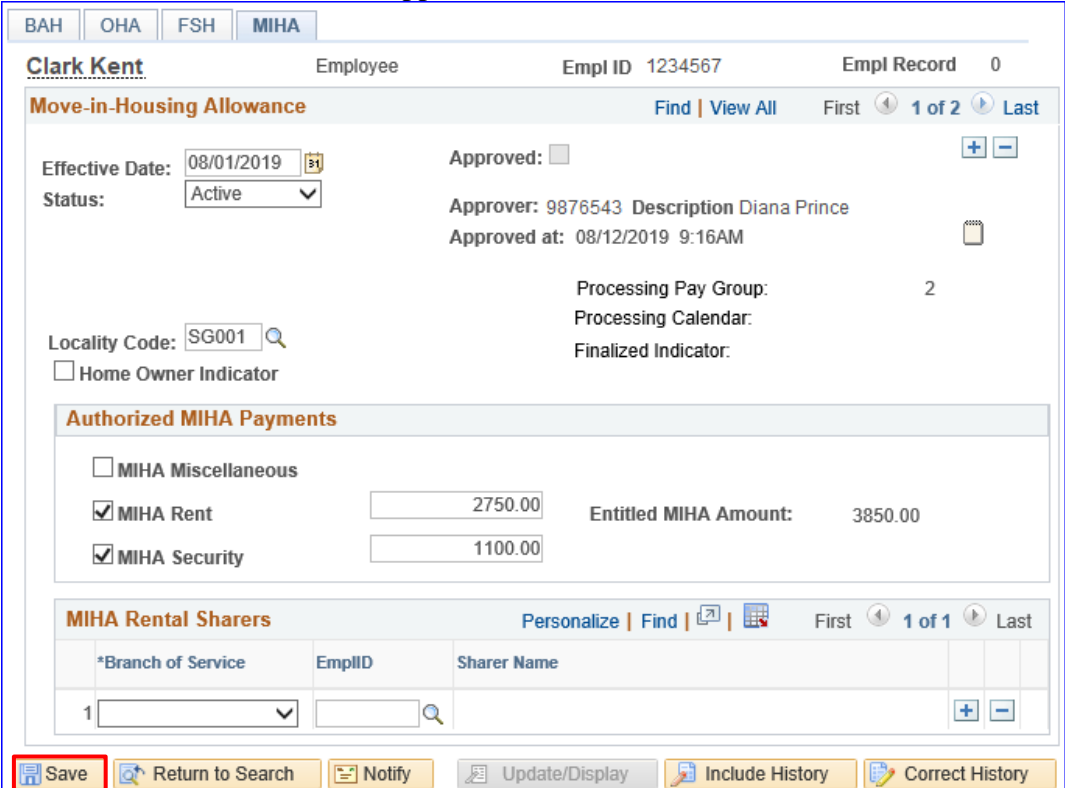
Step	Action														
4	<p>Changes may be made to any of the editable fields.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span>BAH</span> <span>OHA</span> <span>FSH</span> <span style="border: 1px solid black; padding: 2px;">MIHA</span> </div> <div style="margin-bottom: 5px;"> <p><b>Clark Kent</b> Employee      Empl ID 1234567      Empl Record 0</p> </div> <div style="margin-bottom: 5px;"> <p><b>Move-in-Housing Allowance</b> <span style="float: right;">Find   View All</span> First 1 of 2 Last</p> </div> <div style="margin-bottom: 5px;"> <p>Effective Date: <span style="border: 1px solid red; padding: 2px;">08/01/2019</span>      Approved: <input type="checkbox"/></p> <p>Status: <span style="border: 1px solid black; padding: 2px;">Active</span>      Approver: 9876543 Description Diana Prince</p> <p style="margin-left: 300px;">Approved at: 08/12/2019 9:16AM</p> </div> <div style="margin-bottom: 5px;"> <p>Locality Code: <span style="border: 1px solid red; padding: 2px;">SG001</span>      Processing Pay Group: USCG 2</p> <p>Processing Calendar: CG ACT 2019M08M</p> <p>Finalized Indicator:</p> <p><input type="checkbox"/> Home Owner Indicator</p> </div> <div style="margin-bottom: 5px;"> <p><b>Authorized MIHA Payments</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> MIHA Miscellaneous</td> <td style="width: 20%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td><input checked="" type="checkbox"/> MIHA Rent</td> <td style="text-align: right;">2500.00</td> <td rowspan="2" style="vertical-align: top;">Entitled MIHA Amount: 3450.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> MIHA Security</td> <td style="text-align: right;">950.00</td> </tr> </table> </div> <div style="margin-bottom: 5px;"> <p><b>MIHA Rental Sharers</b> <span style="float: right;">Personalize   Find   [Grid Icon]</span> First 1 of 1 Last</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">*Branch of Service</th> <th style="width: 20%;">EmplID</th> <th style="width: 50%;">Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1 <span style="border: 1px solid red; padding: 2px;">[Dropdown]</span></td> <td><span style="border: 1px solid red; padding: 2px;">[Input]</span></td> <td></td> </tr> </tbody> </table> </div> <div style="margin-top: 5px;"> <p> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Update/Display</span> <span>Include History</span> <span>Correct History</span> </p> </div> </div>	<input type="checkbox"/> MIHA Miscellaneous			<input checked="" type="checkbox"/> MIHA Rent	2500.00	Entitled MIHA Amount: 3450.00	<input checked="" type="checkbox"/> MIHA Security	950.00	*Branch of Service	EmplID	Sharer Name	1 <span style="border: 1px solid red; padding: 2px;">[Dropdown]</span>	<span style="border: 1px solid red; padding: 2px;">[Input]</span>	
<input type="checkbox"/> MIHA Miscellaneous															
<input checked="" type="checkbox"/> MIHA Rent	2500.00	Entitled MIHA Amount: 3450.00													
<input checked="" type="checkbox"/> MIHA Security	950.00														
*Branch of Service	EmplID	Sharer Name													
1 <span style="border: 1px solid red; padding: 2px;">[Dropdown]</span>	<span style="border: 1px solid red; padding: 2px;">[Input]</span>														

*Continued on next page*



# Correcting MIHA (Prior to Finalization), Continued

Procedures,  
continued

Step	Action
5	<p>Once all changes have been made, click <b>Save</b>. The MIHA request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> <li><b>Employee:</b> Clark Kent, Empl ID 1234567, Empl Record 0</li> <li><b>Move-in-Housing Allowance:</b> <ul style="list-style-type: none"> <li>Effective Date: 08/01/2019</li> <li>Status: Active</li> <li>Approved: 08/12/2019 9:16AM</li> <li>Approver: 9876543 Description Diana Prince</li> <li>Approved at: 08/12/2019 9:16AM</li> <li>Processing Pay Group: 2</li> <li>Processing Calendar:</li> <li>Finalized Indicator:</li> <li>Locality Code: SG001</li> <li>Home Owner Indicator: <input type="checkbox"/></li> </ul> </li> <li><b>Authorized MIHA Payments:</b> <ul style="list-style-type: none"> <li>MIHA Miscellaneous: <input type="checkbox"/></li> <li>MIHA Rent: <input checked="" type="checkbox"/> 2750.00</li> <li>MIHA Security: <input checked="" type="checkbox"/> 1100.00</li> <li>Entitled MIHA Amount: 3850.00</li> </ul> </li> <li><b>MIHA Rental Sharers:</b> <ul style="list-style-type: none"> <li>Table with columns: *Branch of Service, EmplID, Sharer Name</li> <li>Row 1: [Dropdown], [Input], [Input]</li> </ul> </li> </ul> <p>Buttons at the bottom: <b>Save</b> (highlighted), Return to Search, Notify, Update/Display, Include History, Correct History.</p>

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# Correcting MIHA (Prior to Finalization), Continued

Procedures,  
continued

Step	Action																																													
6	<p>Once the MIHA request has been <b>approved</b>, 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 <b>Processing Calendar</b> noted on the approved MIHA request. For more guidance on navigating and reviewing OTPIs, see the <a href="#">One Time Positive Input (OTPI)</a> user guide.</p> <div data-bbox="327 591 1396 1384"> <p><b>Clark Kent</b> Employee      Empl ID 1234567      Empl Record 0</p> <p><b>Move-in-Housing Allowance</b> Find   View All    First 1 of 2 Last</p> <p>Effective Date: 08/01/2019      Approved: <input checked="" type="checkbox"/></p> <p>Status: Active      Approver: 9876543 Description Diana Prince</p> <p>Approved at: 08/12/2019 9:32AM</p> <p>Processing Pay Group: USCG 2</p> <p><b>Processing Calendar: CG ACT 2019M08M</b></p> <p>Finalized Indicator:</p> <p>Locality Code: SG001</p> <p><input type="checkbox"/> Home Owner Indicator</p> <p><b>Authorized MIHA Payments</b></p> <p><input type="checkbox"/> MIHA Miscellaneous</p> <p><input checked="" type="checkbox"/> MIHA Rent      2750.00      Entitled MIHA Amount: 3850.00</p> <p><input checked="" type="checkbox"/> MIHA Security      1100.00</p> <p><b>MIHA Rental Sharers</b> Personalize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Save    Return to Search    Notify    Update/Display    Include History    Correct History</p> </div> <p><b>OTPI:</b> <b>One Time (Positive Input)</b></p> <p>Employee ID 1234567      Name Clark Kent      Empl Record 0</p> <p>Pay Group USCG      Description USCG Active Duty      Pay Entity USCG</p> <p><b>Calendar ID CG ACT 2019M08M</b>      Begin Date 08/01/2019      End Date 08/15/2019</p> <p><b>Earnings and Deductions</b></p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>1</td> <td>Add</td> <td></td> <td>2750.000000</td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>9876543</td> <td>08/12/2019 9:32:12AM</td> <td></td> </tr> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>2</td> <td>Add</td> <td></td> <td>1100.000000</td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>9876543</td> <td>08/12/2019 9:32:13AM</td> <td></td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh</p>	*Branch of Service	EmplID	Sharer Name	1			Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	MIHA	Movein Housing Allowance	1	Add		2750.000000		USD	<input checked="" type="checkbox"/>	9876543	08/12/2019 9:32:12AM		Earnings	MIHA	Movein Housing Allowance	2	Add		1100.000000		USD	<input checked="" type="checkbox"/>	9876543	08/12/2019 9:32:13AM	
*Branch of Service	EmplID	Sharer Name																																												
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Earnings	MIHA	Movein Housing Allowance	2	Add		1100.000000		USD	<input checked="" type="checkbox"/>	9876543	08/12/2019 9:32:13AM																																			

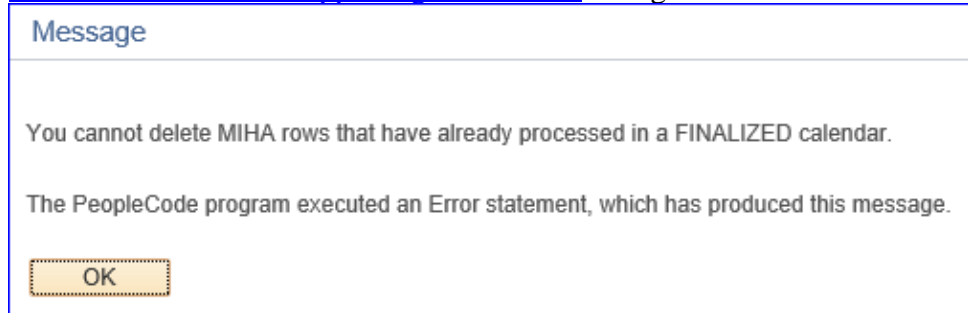
## Deleting MIHA (Prior to Finalization)

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

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**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 <b>Active/Reserve Pay</b> Tile. 

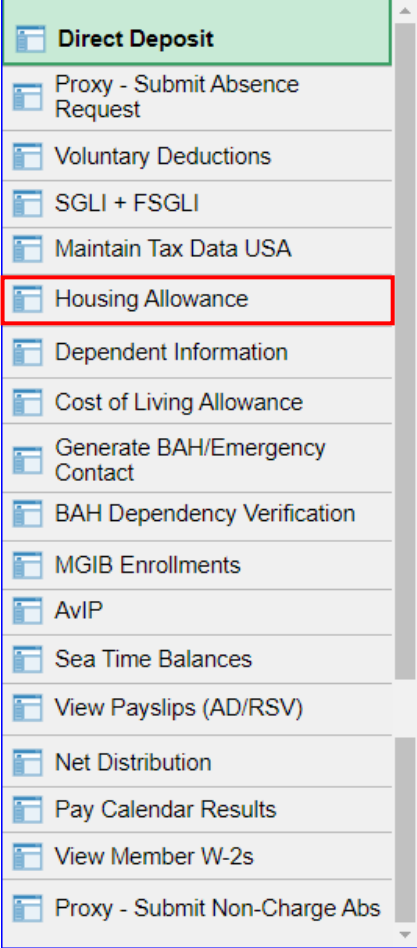
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## Deleting MIHA (Prior to Finalization), Continued

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Procedures,  
continued

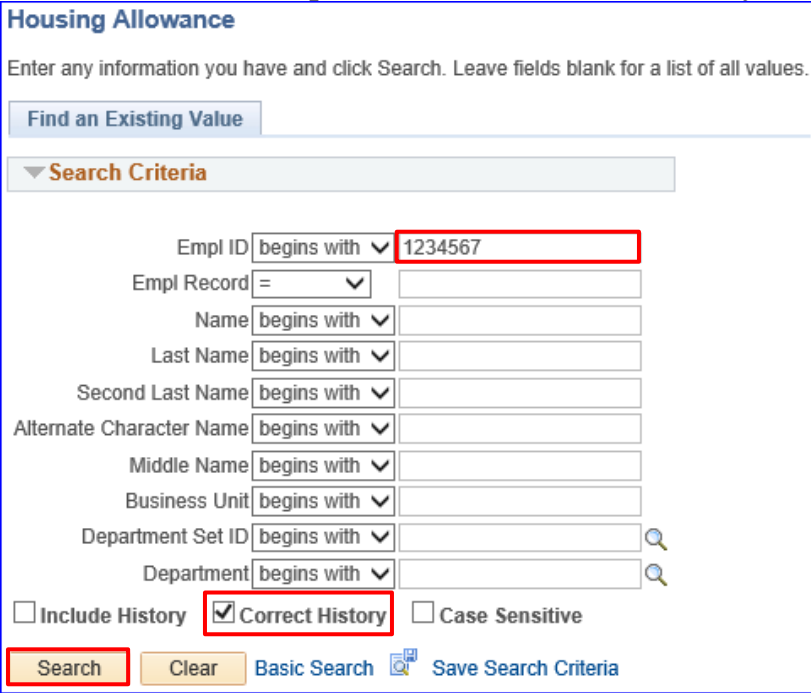
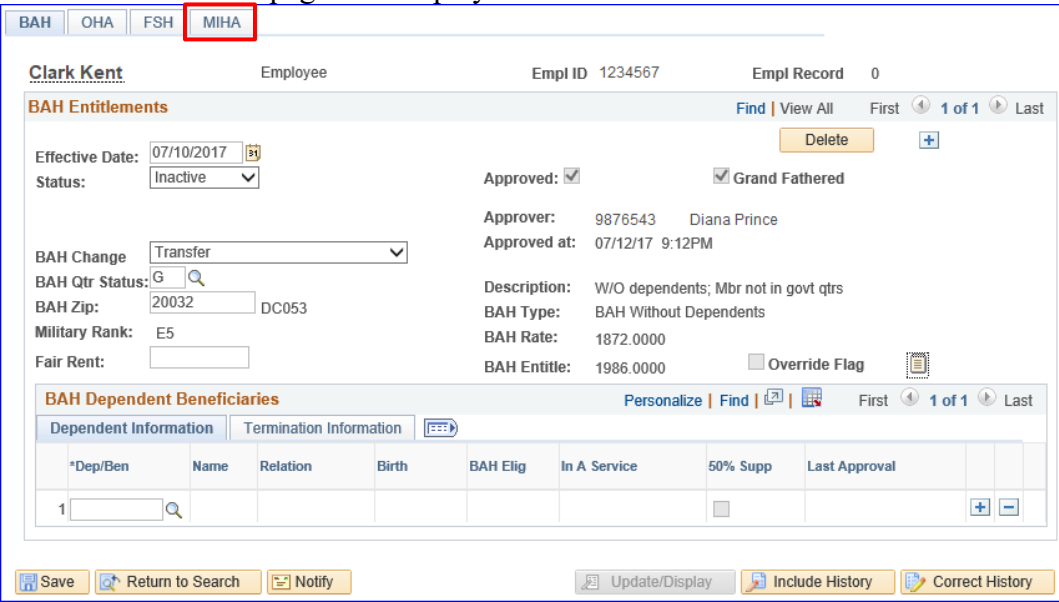
Step	Action
1.5	Select the <b>Housing Allowance</b> option.
	 <p>The screenshot shows a vertical list of menu items. The 'Housing Allowance' item is highlighted with a red rectangular border. Other items include 'Direct Deposit', 'Proxy - Submit Absence Request', 'Voluntary Deductions', 'SGLI + FSGLI', 'Maintain Tax Data USA', 'Dependent Information', 'Cost of Living Allowance', 'Generate BAH/Emergency Contact', 'BAH Dependency Verification', 'MGIB Enrollments', 'AvIP', 'Sea Time Balances', 'View Payslips (AD/RSV)', 'Net Distribution', 'Pay Calendar Results', 'View Member W-2s', and 'Proxy - Submit Non-Charge Abs'.</p>

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## Deleting MIHA (Prior to Finalization), Continued

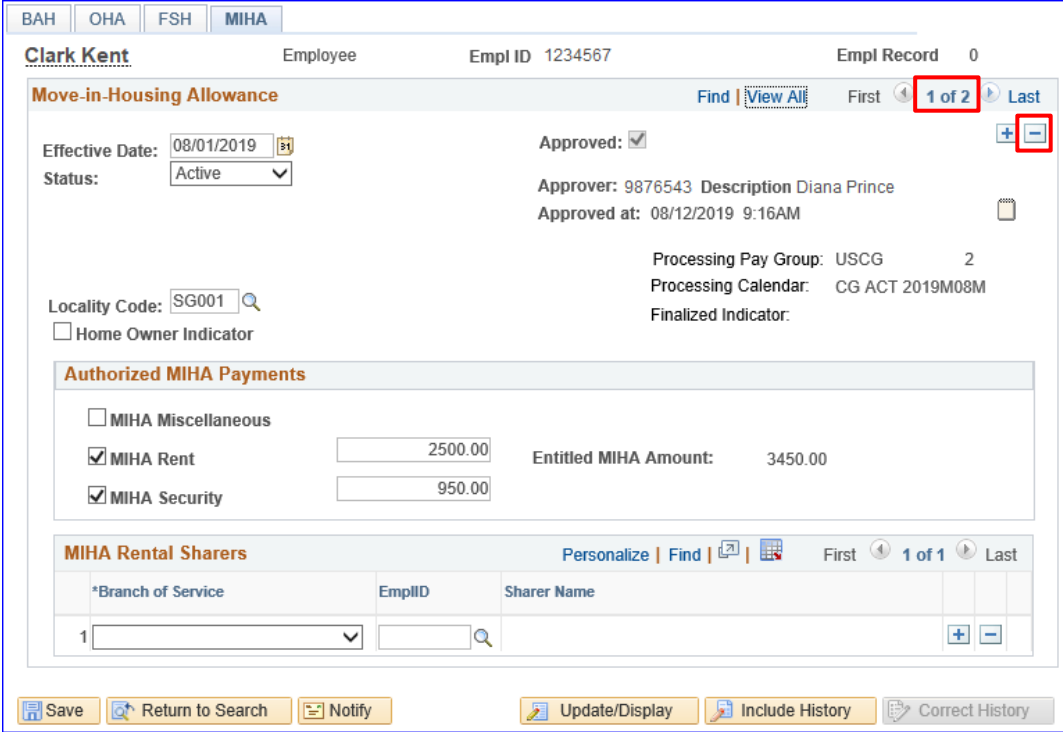
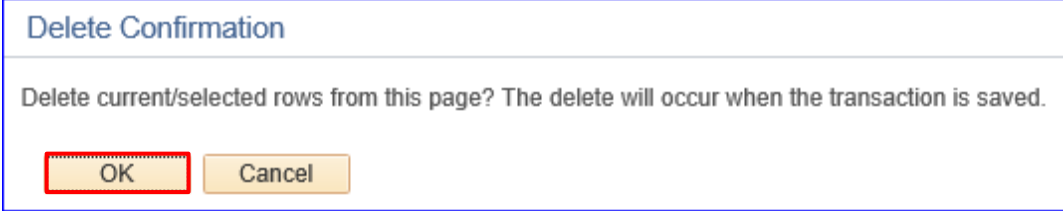
Procedures,  
continued

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

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## Deleting MIHA (Prior to Finalization), Continued

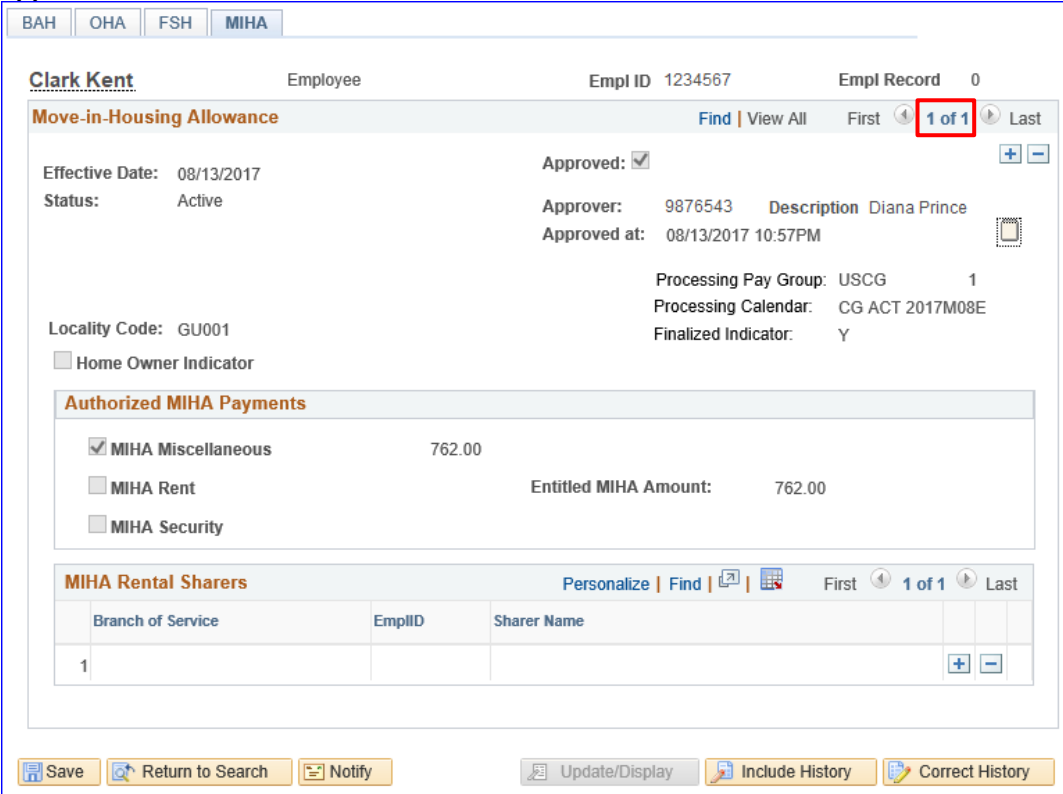
Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>In this example, the member has two MIHA rows. The row displayed has <b>not</b> processed through Finalization (<b>Remember</b>, only a MIHA that has <b>not</b> processed through Finalization may be deleted). Click the (-) button to delete the MIHA row.</p> 
<p><b>5</b></p>	<p>A warning message will display. Click <b>OK</b>.</p> 

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## Deleting MIHA (Prior to Finalization), Continued

Procedures,  
continued

Step	Action													
6	<p>The row selected in the previous step has been deleted. Because the MIHA request had <b>not</b> processed through Finalization, the deletion does not require approval.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li>Employee: Clark Kent, Empl ID: 1234567, Empl Record: 0</li> <li>Section: Move-in-Housing Allowance (1 of 1)</li> <li>Effective Date: 08/13/2017, Status: Active</li> <li>Approved: <input checked="" type="checkbox"/> (Diana Prince, 08/13/2017 10:57PM)</li> <li>Processing Pay Group: USCG, Processing Calendar: CG ACT 2017M08E, Finalized Indicator: Y</li> <li>Locality Code: GU001, Home Owner Indicator: <input type="checkbox"/></li> <li>Authorized MIHA Payments:             <table border="1"> <tr> <td><input checked="" type="checkbox"/> MIHA Miscellaneous</td> <td>762.00</td> <td rowspan="3">Entitled MIHA Amount: 762.00</td> </tr> <tr> <td><input type="checkbox"/> MIHA Rent</td> <td></td> </tr> <tr> <td><input type="checkbox"/> MIHA Security</td> <td></td> </tr> </table> </li> <li>MIHA Rental Sharers table:             <table border="1"> <thead> <tr> <th>Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> </li> </ul>	<input checked="" type="checkbox"/> MIHA Miscellaneous	762.00	Entitled MIHA Amount: 762.00	<input type="checkbox"/> MIHA Rent		<input type="checkbox"/> MIHA Security		Branch of Service	EmplID	Sharer Name	1		
<input checked="" type="checkbox"/> MIHA Miscellaneous	762.00	Entitled MIHA Amount: 762.00												
<input type="checkbox"/> MIHA Rent														
<input type="checkbox"/> MIHA Security														
Branch of Service	EmplID	Sharer Name												
1														