

DoD Overseas Station and Housing Allowance Process Guide

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PART 1: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

- A. Purpose. Required reports provide actual cost data needed to establish or adjust the [Overseas Cost of Living Allowances \(COLA\)](#) and [Overseas Housing Allowances \(OHA\)](#). See Part 2 for required reports and reporting procedures.
- B. Senior Officer Responsibilities. The Senior Officer of the Uniformed Services in each country has responsibility for the quality and timeliness of all allowance reports for that country. As used herein, the term “country” also applies to Hawaii, Alaska and territories or possessions of the United States. See Part 5, Table A, for a list of required reporting locations and the responsible Command or Senior Officer.
1. Appointment of Country Allowance Coordinator. The Senior Officer should:
 - a. Formally appoint a Country Allowance Coordinator and an alternate to conduct the allowance surveys and submit allowance reports required by Part 2. See Part 4 for a sample appointment letter. See Part 1, par. D for Country Allowance Coordinator Responsibilities.
 - b. Provide a copy of the Country Allowance Coordinator's appointment letter to the Allowances Division.
 - c. Ensure that the appointed Country Allowance Coordinator has sufficient authority to coordinate data collection with other duty stations, Installation (Garrison) Commanders and other Services.
 2. Designation of Overseas Housing Allowance Approval Authority. The Senior Officer in Country should:
 - a. Designate a “Certifying Official” to validate the [DD Form 2367 \(Individual Overseas Housing Allowances \(OHA\) Report\)](#) submitted by Service members claiming OHA.
 - b. Designate a “Certifying Official” to validate entries in appropriate blocks on the [DD Form 2556 \(Move-In Housing Allowance Claim Form\)](#). See [DoD Move-In Housing Allowance \(MIHA\) Process Guide](#) paragraphs F4, F5, and F6.
 - c. Designate an individual(s) to adjudicate cases involving questionable OHA claims. While the Senior Officer may not change a Service member’s entitlement to an allowance, he or she may adjudicate the parameters under which they are paid. For example, there are instances where the housing office may appropriately put certain sets of quarters or neighborhoods off limits due to high crime or substandard housing.
 - d. Ensure Installation (Garrison) Commanders do not establish policies that direct Service members to rent either above or below published rental allowance ceilings.

3. Overseas Allowance Survey Oversight. See Part 2: Station Allowance Reporting Procedures for Overseas Allowance Survey requirements. The Senior Officer should:
 - a. Solicit the support of Installation (Garrison) Commanders in country to designate local survey coordinators to work with the Country Allowance Coordinator in the preparation of timely, high-quality reports.
 - b. Encourage maximum participation by Service members in all overseas allowance surveys.
 - c. Ensure the required reports are properly prepared and forwarded to Allowances Division by the due date (see Part 5: Allowance Reporting Schedules).
 - d. Report economic changes or other factors that substantially alter the cost of living in the country.
 - e. Advise Service members that station allowances are subject to decreases and increases based on exchange rate fluctuations and Allowances Division cost data submission reviews.

- C. Overseas Installation (Garrison) Commander Responsibilities. Overseas Installation (Garrison) Commanders are responsible for providing information to Service members on all overseas allowances.
 1. Cost of Living Allowances. Installation (Garrison) Commanders are responsible for:
 - a. Appointing installation survey coordinators.
 - b. Ensuring maximum participation in COLA Surveys.
 - c. Coordinating with the Country Allowances Coordinator on all required surveys and reports.

 2. Overseas Housing Allowances. Installation (Garrison) Commanders should explore every means possible to help Service members obtain adequate, reasonably priced local economy housing. Additionally, the Installation (Garrison) Commander should:
 - a. Require new arriving Service members to register with the local housing office.
 - b. Emphasize the need for new Service members to keep the housing office informed of their progress in locating housing.
 - c. Advise incoming Service members of the responsibility to aggressively seek adequate, reasonably priced housing. OHA is designed to provide for reasonable, adequate quarters, not personal enrichment.
 - d. Follow-up on Service members' progress in obtaining housing.

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- e. Advise Service members on what constitutes an illegal rental contract (e.g., a lease that stipulates rent in an amount different from the amount agreed to between the landlord and Service member).
- f. Inform Service members of their obligation to avoid illegal rental contracts.
- g. Provide support to Service members assigned in and outside the immediate geographical area who have no local administrative support but are not part of the Installation (Garrison), where practicable (e.g. – members assigned to U.S. NATO, U.S. Embassies and Consulates, Military Personnel Exchange Programs, etc., or dependents of Service members claiming allowances based on the dependent location).

D. Country Allowance Coordinator Responsibilities. See Part 2: Station Allowance Reporting Procedures for required allowance reports. If possible, the same individual should coordinate the surveys for more than one year. The Country Allowance Coordinator responsibilities include:

1. COLA Surveys. For COLA surveys the Country Allowance Coordinator should:
 - a. Maintain a list of all installations for the country, as well as the Locality Allowance Coordinators and offices responsible for annual COLA report preparation.
 - b. Retain copies of two prior Retail Price Schedules.
 - c. Maintain copies of forms and instructional materials needed for installation survey coordinators.
 - d. Train installation survey coordinators on data collection.
 - e. Widely publicize the Living Pattern Survey and encourage participation by all permanently assigned Service members that have been stationed at their PDS for at least three months.
 - f. Consolidate completed Retail Price Schedules and forward the reports to Allowances Division to the address in Part 2, par. D5.
 - g. Coordinate surveys with all of the Uniformed Services assigned to a joint service installation through the Installation (Garrison) Commander.
2. OHA Utility and Utility & Move-In Expenses Surveys. Once the Country Allowance Coordinator receives notification from the Allowances Division that a Utility Survey or Utility & Move-In Expenses Survey is scheduled, the allowance coordinator should:
 - a. Widely publicize the upcoming survey.
 - b. Stress the importance of Service members completing the survey.
 - c. Issue supplementary utility survey instructions that help the Service member complete the questionnaire.

- d. Coordinate surveys with all of the Uniformed Services assigned to a joint service installation through the Installation (Garrison) Commander.
 3. Currency Rates. For localities reporting daily exchange rate information the Country Allowance Coordinator ensures that currency reports are accurate and provided as required.
 4. Installation Allowance Coordinators. At least twice per year, the Country Allowance Coordinator sends Allowances Division an updated list of the Installation Allowance Coordinators responsible for OHA and COLA surveys for each of the reporting localities in country. The list should contain the name, rank, telephone number, and email address of each Installation Allowance Coordinator.
 5. Station Allowance Change Messages. On the 1st and the 16th of each month, the Country Allowance Coordinator is responsible for reviewing the [Station Allowance Change Message](#) on the DTMO website and informing all local commands of changes in OHA, COLA or currency exchange rates for the country.
- E. Country Allowance Coordinator Training. The Allowances Division periodically conducts an in-depth training session for Overseas Country Allowance Coordinators. The training provides a working knowledge of overseas allowances, survey coordination, and reporting requirements. The objective of the class is to train overseas allowance coordinators to conduct and coordinate surveys and to submit accurate and complete allowance reports. The important role the Country Allowance Coordinator plays in the allowance setting process is also covered. The Senior Officer should plan for new Country Allowance Coordinators to attend a minimum of one session. This is especially helpful prior to conducting the country's allowance surveys.

Training and/or Scheduling Information. For training and/or scheduling information send e-mail message to: dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil.

PART 2: STATION ALLOWANCE REPORTING PROCEDURES

A. Required Allowance Reports. Required allowance reports include:

1. Cost-of-Living Allowance (COLA). COLA indexes are determined by using data provided by two surveys:
 - a. Living Pattern Survey (LPS) - identifies where and how Service members purchase goods and services, and
 - b. Retail Price Schedule (RPS) - records the prices of a market basket of goods and services.
2. Overseas Housing Allowance (OHA). Overseas Housing Allowances are determined by using data provided by the following surveys and reports:
 - a. OHA Utility Expenses Survey - collects actual utility cost data and is used to adjust the Utility and Recurring Maintenance Allowance.
 - b. OHA Move-in Expenses Survey - collects data on costs associated with moving into privately leased housing and is used to adjust the Move-in Housing Allowance (Miscellaneous).
 - c. Rent data derived from pay systems is used to adjust OHA rental allowances.

B. Cost-of-Living (COLA) Reports

1. Forms used to collect COLA Data. Use the following forms to collect COLA data:
 - a. Retail Price Schedule (RPS). RPS data is collected annually and reports actual prices for a market basket of goods and services at the overseas location. The report can be completed on any computer.
 - b. Living Pattern Survey (LPS). The LPS is required once every three years to determine where Service members shop and how they allocate their purchases between local market, U.S. Government, and online shopping facilities. The survey is fully automated and can be completed on any personal computer.
2. Required COLA Reporting Localities. The localities required to submit reports are listed in Part 5, Table B. These reporting localities are determined by Allowances Division in conjunction with command input. Reporting locations can be changed or updated as the command deems necessary. The Department of State collects pricing data for select overseas cities, not listed in Part 5, Table B, used to prescribe Post Allowances for civilian employees. DOS forwards this data to the Allowances Division annually to determine the COLA for Service members in these locations. DoD conducts a triennial, worldwide Overseas COLA LPS to gather additional data not provided by DOS for these non-DoD locations.
3. Voluntary RPS Reports. Because the preparation of RPS reports requires significant

resources, voluntary reports should only be submitted:

- a. After the Commander confirms the necessity of the report with the Country Allowance Coordinator,
- b. When costs are considered substantially different from the costs in other areas of the country for which reports are already required, and
- c. The value of the U.S. dollar has changed by more than 15% against the unit of local currency.

4. Out-of-Cycle Reports

- a. Retail Price Schedule. Out-of-cycle RPS reports should only be considered when unusual changes have occurred since the submission of the last RPS, for example:

- (1) When prices change materially, or
- (2) Sources of supply or services change materially (i.e. a commissary or exchange facility is added to or removed from the military installation, a new local outlet is established that Service members utilize, etc.).

To authorize an out-of-cycle RPS, the Senior Officer in the area is required, prior to the start of an out-of-cycle RPS, to submit a signed memo stating the reason for the out-of-cycle survey and providing relevant data to the Allowances Division for approval. Overseas allowance training should be conducted before an out-of-cycle RPS is initiated, when possible, to ensure accurate data is captured.

For localities where DOS is responsible for report submission and is unable or unwilling to prepare an out-of-cycle report, see Part 2 for more information.

- b. Living Pattern Survey (LPS). An out-of-cycle LPS should only be considered when unusual changes have occurred since the submission of the previous LPS, for example:

- (1) The value of the dollar (in terms of the local currency) has increased or decreased more than 15 percent since the last survey,
- (2) A commissary or exchange facility opens, closes, or expands at or near the duty station, or
- (3) Local market outlets open or close or become more or less accessible
- (4) To authorize an out-of-cycle LPS, the Senior Officer in the area is required, prior to the start of an out-of-cycle LPS, to submit a signed memo stating the reason for the out-of-cycle survey and providing relevant data to the Allowances Division for approval. Overseas allowance training should be conducted before an out-of-cycle LPS is

initiated, when possible, to ensure accurate data is captured.

5. Conducting the Living Pattern Survey (LPS). Before an LPS is conducted, the Country Allowance Coordinator contacts the Allowances Division for survey instructions and guidelines. For required reporting locations and scheduled reporting dates see Part 5, Table B. LPS reports must be submitted at least once every three years and must precede the RPS survey.
 - a. LPS Sample Size. Based on population data provided by Defense Manpower Data Center, and the unique population characteristics of the area, the Allowances Division determines the minimum sample size necessary to validate the survey results for each reporting location. In locations where fewer than 150 Service members are assigned, the entire population should be surveyed. The Allowances Division forwards the minimum sample size to the Country Allowance Coordinator by e-mail at least one month prior to the survey due date.
 - b. Survey Distribution. Prior to the start of the LPS, the Allowances Division will send the Country Allowance Coordinator an Installation Outlet List for completion. This list pre-populates the automated LPS with outlet choices. The Allowances Division will post the LPS to the [DTMO website](#) and forward the LPS web address to the Country Allowance Coordinator. The Country Allowance Coordinator notifies Service members of the web address and the cut-off date for survey completion.
 - c. LPS Survey Participation.
 - (1) The survey coordinator must actively publicize the dates of the LPS and emphasize the importance of participating in this survey to Service members. To ensure statistical validity, the survey coordinator should elicit maximum response to the survey.
 - (2) The survey should be completed by Service members with the assistance of all shoppers in the household. It asks Service members and their families to identify the local market outlets where they usually shop and how they allocate their purchases between different sources of supply.
 - (3) Participation in the LPS should be limited to Service members who have been at the duty station for three months or longer.
 - d. Reports. All LPS data from the automated survey must be appended to create reporting files. This data is used by the Country Allowance Coordinator to prepare the Retail Price Schedule and is used by the Allowances Division in setting the source of supply percentages for computing COLA indexes.
6. Completing the Retail Price Schedule (RPS). RPS reports are required annually for locations identified in Part 5, Table B. When more than one location in a country is due to report, the Country Allowance Coordinator should ensure all reporting locations collect prices and prepare the reports during the same time period (usually

the first 10 days of the reporting month).

- a. Collect and report prices from:
 - (1) The local market outlets identified on the most recent LPS, and
 - (2) U.S. Government facilities, if the locality has an exchange and/or commissary. A separate report in U.S. dollars is required.
 - b. Reported prices should be appropriate for families of three to four persons in middle-income pay grades (E-6, E-7, and O-2, O-3). When possible, family members should be involved in price collection.
 - c. Price collection may not be delegated to a local national, although they may accompany U.S. price collectors and may assist in translation.
 - d. Prices collected from local market outlets are reported in the local currency that is normally used.
 - e. When preparing a report for a commissary or exchange, the survey coordinator may request the manager's help for customer purchasing preferences. When prices for U.S. Government facilities are reported in U.S. dollars but tied to the fluctuation of the local currency, clearly annotate that information on the report.
 - f. Collect prices from the same outlets used in the previous RPS (unless a new LPS was conducted). If different outlets are used provide an explanation (e.g., the most frequently used outlet has closed).
 - g. Review the reports for price omissions. Price omissions delay processing and may jeopardize calculation of an appropriate index.
 - h. Before submission, the survey coordinator should compare the current report to the previous report. If current prices differ substantially from the previous report, the survey coordinator should provide explanations or comments. If errors are discovered in the previous report, they must be reported to permit valid comparisons between reports.
 - i. The completed RPS must be signed by officer with overall responsibility.
 - j. Locality coordinators should forward completed RPS reports to the Country Allowance Coordinator. The Country Allowance Coordinator reviews the data and forwards to the Allowances Division. Note any significant issues in the Comments section at the end of the survey.
7. Submitting COLA Reports. All LPS and RPS files must be forwarded in sufficient time to reach the Allowances Division no later than the last day of the month indicated in Part 5, Table B. For example, if the RPS month is October, the report should be submitted to the Allowances Division by 31 October. If the Country

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Allowance Coordinator is unable to meet that date, a request for extension should be submitted prior to the due date. Completed RPS files should be forwarded by email to dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil.

- C. Overseas Housing Allowance (OHA) Reports. The following reports are used in determining Overseas Housing allowances:
1. Utility and Recurring Maintenance Allowance. The Allowances Division conducts annual OHA Utility Expenses Surveys. Members report their average monthly costs for utilities, maintenance, repairs, etc., which are used to adjust Utility and Recurring Maintenance allowances. To ensure that proper allowances are set, accurate and complete reporting of costs is essential. Service members should retain copies of all utility expenses for later survey completion and cost reporting.
 2. MIHA Miscellaneous. Once every three years the Allowances Division collects data to determine the cost of initially occupying dwellings. The OHA Utility and Move-In Expenses Survey collects actual cost data for move-in expenses. To ensure that proper Move-In Housing Allowances are set, accurate and complete reporting of costs is essential. Service members should retain copies of all move-in expenses for later survey completion and cost reporting.
 3. Conducting Utility and Move-In Expenses Surveys. The schedule of the surveys is listed in Part 5, Table C. Survey dates are determined by the Allowances Division in conjunction with command input and recommendations. The survey coordinator must actively publicize the dates of the surveys and emphasize to Service members the importance of participating.
 4. Rental Data Reports. Rental data for Service members in privately leased quarters is based on costs reported by Service members through the finance system.
 - a. To determine eligibility for, to start, adjust or terminate OHA. Service members report their rental costs to their finance centers by completing [DD Form 2367 \(Individual Overseas Housing Allowances \(OHA\) Report\)](#).
 - b. New Duty Locations. When a Service member is assigned to a PDS for which no rental allowances are established, the Service member may contact the [Allowances Division](#) through their chain of command.

PART 3: CURRENCY ADJUSTMENTS

Country and locality coordinators should ensure Service members understand allowances can and will vary over time owing to adjustments based on changes in the pay system exchange rates independent of any other economic activity.

- A. Currency Adjustments. Overseas allowances are paid to the Service member in U.S. dollars. However, some Service members pay for rent, utilities, move-in items, and many goods and services in the local currency. This necessitates periodic adjustment of allowances to ensure that Service members maintain their purchasing power in the local currency used. Those purchases made in U.S. dollars are not adjusted for currency fluctuation (e.g., for COLA, dollar purchases made on U.S. on-base facilities).
1. Reviewing and Adjusting Exchange Rates. The Allowances Division reviews and adjusts pay system exchange rates for countries where Service members are assigned. Based solely on the currency fluctuations, adjustments can be made:
 - a. As often as twice monthly,
 - b. To Overseas Housing Allowances (OHA), and/or
 - c. To Overseas Cost-of-Living Allowances (COLA).
 - d. Adjustments are computed EXACTLY the same way whether the dollar is increasing or decreasing in value.
 2. Determining Allowance Pay System Exchange Rates. Exchange rate adjustments ensure that over time neither the Service member nor the Government is in- or out-of- pocket; both the Service member and the Government 'break even'. Twice each month, in conjunction with military pay days, exchange rates are reviewed for countries where uniformed personnel are assigned and, as warranted, makes adjustments to COLA and OHA based solely on fluctuations in the rates of exchange. Since the exchange rate model is either paying out or buying back under payments or over payments, Service members may not see the actual allowance exchange rate at the military banking facility when changing their dollars for local currency. A tracking and adjustment currency model is used that:
 - a. Compares the daily difference between the current allowance exchange rate in the pay system and the accommodation rate Service members receive for their U.S. dollars,
 - b. Compares the weekly difference between the current allowance exchange rate and the trading rate Service members receive for their U.S. dollars,
 - c. Accumulates both positive and negative exchange rate differences,
 - d. Computes a new exchange rate when the weekly differences reach an accumulated five-percent threshold,
 - e. Ensures the selected rate buys back the accumulated difference (either

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negative or positive) in a stable economy over an eight-week period.

B. Collecting Daily Exchange Rates. Daily exchange rates are collected from overseas locations:

1. DoD Community Bank and overseas Commands (in countries where most Service members are assigned),
2. The Wall Street Journal, and
3. The Department of State.

C. Currency Adjustment Effective Dates. Currency adjustments are effective the 1st and 16th of each month; however, processing time requires that the exchange rate review take place on or before the 9th of the month (for the 16th adjustment) or the 23rd of the month (for 1st adjustment).

PART 4: SAMPLE APPOINTMENT LETTER FOR COUNTRY OR INSTALLATION ALLOWANCE COORDINATOR

From: (Senior Officer)

To: (Designated Country or Installation Allowance Coordinator)

Subject: Appointment as Country or Installation (Allowance Coordinator for (Country Name or Installation Name)

1. You are hereby designated as the Country or Installation Allowance Coordinator and Point of Contact (POC) for COLA and OHA. You are directed to carry out your duties as described in the [DoD Overseas Station and Housing Allowance Process Guide](#), on the DTMO website. As such, you will have the full support of this Command structure to accomplish these duties.
2. The Country Allowance Coordinator (Country POC) works directly with the Allowances Division for overseas housing and cost-of-living allowance issues in your area of responsibility (AOR). As the Country Allowance Coordinator you are responsible for coordinating the price collection data for all surveys in your AOR required by the [DoD Overseas Station and Housing Allowance Process Guide](#) and submitting the data to the Allowances Division.
3. The Installation Allowance Coordinator works directly with the Country Allowance Coordinator where applicable. As the Installation Allowance Coordinator, you are responsible for collecting survey data for your specific location.
4. Typically a country with multiple reporting locations has a designated Country Allowance Coordinator as well as individual Installation Allowance Coordinators. However, there are instances where there is no designated Country POC and each location reports independently through their Locality POC. The Allowances Division will advise if you are to report directly.

Signature and Signature Block of Senior Officer

cc: OSD Military Compensation Policy Directorate
ATTN: Allowances Division

PART 5: TABLE OF COUNTRY ALLOWANCE COORDINATORS AND SURVEY SCHEDULES

A. Country Allowance Coordinators - Required Reporting Locations, Responsible Command, Senior Officer

Country/State	Responsible Command/Senior Officer
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Marine Safety Detachment - American Samoa
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires
Australia	USPACOMREP, Australia
Austria	USDAO, Vienna
Bahamas	American Embassy, Bahamas (Nassau), NUWC DET AUTECH (Andros Island)
Bahrain	Naval Support Activity Bahrain
Barbados	USDAO, Bridgetown
Belgium	NSSG US SHAPE (Responsibility for housing reports delegated to NSSG US SHAPE AERSH-FO)
Belize	USMLO, Belize City
Bolivia	USDAO, La Paz
Brazil	USMLO, Brasilia
Canada	USDAO, Ottawa
Chile	USDAO, Santiago
Colombia	USMILGP, Bogota
Costa Rica	USMILGP, San Jose
Denmark	USODC, Copenhagen
Dominica	USMLO, Bridgetown
Dominican Republic	USMAAG, Santo Domingo
Ecuador	COMUSMILGP, Quito
Egypt	USODC, Cairo
El Salvador	USMILGP, San Salvador

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Country/State	Responsible Command/Senior Officer
Fiji	USPACOMREP, Suva
France	USDAO, Paris
Germany	CGUSAREUR
Gibraltar	COMUSNAVEUR, Naples (Responsibility for all reports delegated to CNRE, Naples)
Greece	USODC, Athens (Responsibility for all reports delegated to CO, U.S. Naval Support Activity, Souda Bay)
Greenland	Commander, 821 st Air Base Group, Thule AB
Guam	USPACOMREP, Guam
Guatemala	USMILGP, Guatemala City
Hawaii	USPACOM, Honolulu
Honduras	USMILGP, Tegucigalpa
Hong Kong	USDLO, Hong Kong
Hungary	DAO Budapest
Iceland	U.S. Embassy, Reykjavik
India	USDAO, New Delhi
Ireland	USDAO, Dublin
Israel	USDAO, Tel Aviv
Italy	COMUSNAVEUR, Naples (Responsibility for all reports delegated to CNRE, Naples)
Jamaica	USDAO, Kingston
Japan	COMUSFORJAPAN
Jordan	Military Assistance Program (MAP), Amman
Kenya	U.S. Liaison Office, Nairobi
Korea	COMUSFORKOREA
Kuwait	Office of Military Cooperation-Kuwait, U.S. Embassy, Kuwait City
Luxembourg	USODC BELLUX OL, Luxembourg
Malaysia	USDAO, Kuala Lumpur
Marshall Islands	USPACOMREP, Marshall Islands
Mexico	USDAO, Mexico City

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Country/State	Responsible Command/Senior Officer
Micronesia, Fed. States of	USPACOMREP, Guam
Midway Islands	USPACOM, Honolulu
Morocco	U.S. Liaison Office, Rabat
Netherlands	AFCENT SUPACT (US), Brunssum (Responsibility for housing reports for the Hague delegated to USODC, The Hague)
New Zealand	USDAO, Wellington
Northern Mariana Islands	USPACOMREP, Guam
Norway	USODC, Oslo
Palau, Republic of	USPACOMREP, Guam
Paraguay	USODC, Asuncion
Peru	USMAAG, Lima
Philippines	Senior Defense Official/Chief JUSMAG, Philippines
Portugal	U.S. National Support Unit, Lisbon
Puerto Rico	Commander, USCG San Juan
Qatar	Commander, 379th Expeditionary Comptroller Squadron (379 ECPTS), Al Udeid Air Base
Singapore	USPACOMREP, Singapore
Spain	USODC, Madrid
Sweden	USDAO, Stockholm
Switzerland	USDAO, Bern (Responsibility for housing reports for Geneva delegated to USMISSION, Geneva)
Thailand	JUSMAGTHAI, Bangkok
Turkey	USODC, Ankara
United Arab Emirates	Commander, 380 th Air Expeditionary Wing, Al Dhafra AB
United Kingdom	Vice Commander, 48th Fighter Wing, RAF Lakenheath, United Kingdom (Responsibility for all reports delegated to the 48th Comptroller Squadron, RAF Lakenheath, United Kingdom)
Uruguay	USODC, Montevideo
Venezuela	USMILGP, Caracas
Virgin Islands, U.S.	USPFO, U.S. Virgin Islands
Wake Island	Commander, 611th Air Support Group (ASG), Joint Base Elmendorf-Richardson, Alaska

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B. Cost-of-Living (COLA) Surveys - Required Reporting Locations and Schedule

Country/State	Locality	LPS Month	LPS Year	RPS Month
Alaska	Anchorage	March	2026	April
	Cordova	March	2026	April
	Fairbanks	March	2026	April
	Homer	March	2026	April
	Juneau	March	2026	April
	Ketchikan	March	2026	April
	Kodiak	March	2026	April
	Seward	March	2026	April
	Sitka	March	2026	April
	Eielson	March	2026	April
	Petersburg	March	2026	April
	Valdez	March	2026	April
American Samoa	Pago Pago	April	2026	May
Australia	Alice Springs	April	2026	May
Bahamas	Andros Island	July	2025	August
Bahrain		February	2025	March
Belgium	Hainaut Prov (Incl Chievres/SHAPE)	May	2026	June
	Province of Limburg (Kleine Brogel)	May	2026	June
Canada	North Bay	August	2024	September
	Winnipeg	August	2024	September
Cuba	Guantanamo Bay	April	2024	May
Cyprus	Akrotiri	September	2026	October
Diego Garcia	Diego Garcia	March	2026	April
Egypt	Cairo	February	2025	March

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Country/State	Locality	LPS Month	LPS Year	RPS Month
Germany	Ansbach	September	2024	November
	Garmisch	September	2024	November
	Geilenkirchen	September	2024	November
	Hohenfels	September	2024	November
	Kaiserslautern Military Community	September	2024	November
	Kalkar	September	2024	November
	Pfullendorf	September	2024	November
	Spangdahlem	September	2024	November
	Stuttgart	September	2024	November
	Vilseck/Grafenwoehr	September	2024	November
	Wiesbaden	September	2024	November
Gibraltar		September	2024	October
Greece	Souda Bay	March	2025	April
Greenland	Pituffik Space Base	February	2025	March
Guam		April	2025	May
Hawaii	Hawaii (Big Island)	February	2025	March
	Kauai	February	2025	March
	Maui	February	2025	March
	Oahu	February	2025	March
Hungary	Papa Air Base	March	2025	April
Italy	Aviano	January	2026	February
	Gaeta	January	2026	February
	Gheddi	January	2026	February
	Livorno	January	2026	February
	Naples	January	2026	February
	Sigonella	January	2026	February
	Vicenza	January	2026	February

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Country/State	Locality	LPS Month	LPS Year	RPS Month
Japan	Atsugi	May	2025	June
	Camp Fuji	May	2025	June
	Iwakuni	May	2025	June
	Misawa	May	2025	June
	Okinawa	May	2025	June
	Sasebo	May	2025	June
	Yokosuka	May	2025	June
	Yokota	May	2025	June
Korea	Camp Humphreys	October	2024	November
	Daegu	October	2024	November
	Dongducheon	October	2024	November
	Osan AB	October	2024	November
	Pusan	October	2024	November
	Seoul	October	2024	November
	Kunsan AB	October	2024	November
	United Changwon City	October	2024	November
Netherlands	Schinnen	May	2026	June
	Volkel	May	2026	June
Northern Mariana Islands	Saipan	April	2026	May
Norway	Stavanger	July	2026	August
Poland	Lask Air Base	July	2026	August
Portugal	Azores	November	2025	December
	Lisbon	November	2025	December

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Puerto Rico	Aguadilla	August	2024	September
	San Juan	August	2024	September
Singapore	Sembawang Naval Base	January	2025	February
Spain	Moròn AB	February	2024	March
	Valencia	February	2024	March
	Rota	February	2024	March
Saudi Arabia	Jeddah	February	2025	March
	Riyadh	February	2025	March
Turkey	Ankara	February	2025	March
	Incirlik	February	2025	March
	Izmir	February	2025	March
United Arab Emirates	Abu Dhabi	February	2025	March
	Dubai	February	2025	March
United Kingdom	Alconbury/Molesworth	January	2026	February
	Digby	January	2026	February
	Fairford/Croughton	January	2026	February
	Harrogate/Menwith Hill	January	2026	February
	High Wycombe/Daws Hill	January	2026	February
	Lakenheath/Mildenhall	January	2026	February
	London	January	2026	February
Virgin Islands	St. Croix	August	2024	September
	St. Thomas	August	2024	September

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C. Overseas Housing Allowance (OHA) Surveys – Required Reporting Locations and Schedule

Note: The OHA Utility Expenses Survey is conducted every year. The OHA Utility and Move-In Expenses Survey is conducted every 3 years.

All overseas locations will take the OHA survey at the same time annually, from January 1 to March 31.

<https://www.travel.dod.mil/Allowances/Overseas-Housing-Allowance/OHA-Data-Collection-Surveys/>

PART 6: APPEAL PROCESS FOR OCOLA DECREASES

Effective May 2, 2023, this appeal process allows Geographic Combatant Commands (CCMDs), acting through their J-1s, to appeal specified decreases in OCOLA rates based on cost-of-living data only.

The following are not subject to appeal: (1) Decreases based on cost-of-living data that were implemented before May 2, 2023, and (2) decreases based on changes in foreign currency exchange rates (currency fluctuations).

A. Purpose. Submission of an appeal request meeting the requirements outlined below, is a request to authorize new, out-of-cycle, cost-of-living data collection through either a new Living Pattern Survey (LPS), Retail Price Schedule (RPS), or both. Submission of an appeal, even if new data collection is authorized, does not delay the implementation of a scheduled OCOLA decrease.

B. Eligibility.

1. A CCMD J-1 may appeal an OCOLA decrease of at least 10 index points that is solely the result of analysis of data resulting from the most recent regularly scheduled LPS and/or RPS (i.e., a cost-of-living data-based decreases).
 - a. This threshold represents a noteworthy and atypical decrease. Decreases of 8 points or fewer based upon cost-of-living data-based changes over a 12-month period are relatively common; decreases of 10 points or more are not.
 - b. The 10-point eligibility threshold balances the needs of members who are most significantly affected with the burden imposed on local commands to conduct additional data collection and Department resources required to conduct additional review and analysis.
2. Changes in OCOLA resulting from currency fluctuations are not subject to appeal and any such appeal requests will not be considered.
3. For example, an OCOLA index that decreases 10 points, where 6 points of the decrease are due to LPS/RPS data/analysis, and 4 points of the decrease are due to currency fluctuations, would not be eligible for appeal. An OCOLA rate that decreases by a net of 4 points, a decrease of 10 points due to LPS/RPS data/analysis and an increase of 6 points due to currency fluctuations, would be eligible for appeal.
4. Submission of an appeal is voluntary.

C. Requirements.

1. The CCMD must submit an appeal to the Office of the Under Secretary of Defense for Personnel and Readiness Military Compensation Policy Directorate within 45 days of the date a Country Allowance Coordinator/CCMD receives notification of an OCOLA cost-of-living data-based decrease for a location in the CCMD's area of responsibility.
2. The appeal must be in writing and contain a business case addressing the specific reason(s) why an out-of-cycle data collection (either LPS and/or RPS) is necessary.

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- a. LPS – An out-of-cycle LPS may be warranted for significant changes in shopping patterns since the previous LPS, such as when a major store where members and families frequently shop permanently closes. The significant change must be such that it can be anticipated to alter Service member/family shopping patterns until the next regularly scheduled LPS is conducted. Short term, temporary closures of shopping outlets, or temporary conditions that affect shopping patterns (e.g., a 3-month temporary road closure that limits access to a retail outlet) would not constitute a sufficient business case to warrant an appeal.
- b. RPS – An out-of-cycle RPS may be warranted if significant changes in retail prices of non-housing goods and services have occurred, for example, a significant spike in inflation that occurs after the most recent RPS was completed and which broadly impacts the local economy and is anticipated to last for a significant period. Temporary, short-duration inflation spikes, or price hikes of only a few of the RPS market basket items (e.g., just chicken) are not sufficient to justify an appeal. Further, inflation/price increases solely impacting housing markets/costs will not be considered as a basis for an OCOLA decrease appeal.
- c. The appeal request must provide a compelling case for a new data collection and, if the appeal requests a new out-of-cycle RPS, must include samples of price changes for items included in the most recent RPS in the categories of Transportation, Recreation, Groceries, and Clothing. (These four categories comprise almost half of the weights used in calculating OCOLA.)

D. Actions Upon Receipt of an Appeal.

1. The Military Compensation Policy Directorate staff will review each case individually and provide a decision approving or denying the appeal to the CCMD within 10 business days of receipt.
2. If the appeal is approved, the OCONUS location will be authorized to commence new data collection (LPS and/or RPS, as appropriate). Normal processes and procedures for conducting the surveys will apply. However, extensions of the period(s) for survey data collection will not be granted. Failure to submit new out-cycle survey data by the established deadline(s) will be treated as withdrawal of the appeal and the previously scheduled OCOLA decrease will remain in effect.
3. Upon receipt of the new data, the Military Compensation Policy Directorate staff will expeditiously analyze the new data and notify the CCMD and the Country Allowance Coordinator of the resulting updated OCOLA rates after Service approval.
4. Denial of an appeal is final.
5. The submission of an appeal will not delay a previously scheduled decrease in OCOLA indexes/rates.
6. The OCOLA index computed after the new data collection will supersede the prior OCOLA index rate. This index is final and is not subject to further appeal.

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- a. If the previously scheduled OCOLA decrease has been implemented and the new OCOLA index is higher, the increase will be effective the next available military pay period.
- b. If the previously scheduled OCOLA decrease has been implemented and the new OCOLA index is lower, the additional decrease will be effective with the next May 15/November 15 OCOLA decrease adjustment cycle. The Country Allowance Coordinator must receive a minimum of 30 days' notice prior to the OCOLA decrease. If the minimum 30 days' notice cannot be met, procedures for implementing an OCOLA decrease that is approved fewer than 30 days prior to the next scheduled May 15/November 15 OCOLA decrease date will apply.
- c. If the previously scheduled OCOLA decrease has not been implemented and the new OCOLA index results in a net increase, the net increase will be effective as of the next available military pay period.
- d. If the previously scheduled OCOLA decrease has not been implemented and the new OCOLA index is higher than the previously calculated OCOLA index but continues to result in a net decrease, the new OCOLA decrease will be implemented the next May 15/November 15 OCOLA decrease date. In this case, 30 days' notice is not required, because the new OCOLA decrease is more advantageous than the prior OCOLA decrease.
- e. If the previously scheduled OCOLA decrease has not been implemented and the new OCOLA index is lower than the previously calculated OCOLA index, the new, lower OCOLA index may be implemented, provided the Country Allowance Coordinator/CCMD receives at least 30 days' notice. If 30 days' notice cannot be provided, the original OCOLA index will be implemented, and the additional decrease will be deferred until the next May 15/November 15 OCOLA decrease date.

PART 7: COLA UNIQUE EXPENSES

(This is supplemental to the [DoD FMR, Volume 7A, Chapter 68, Paragraph 680301.F](#))

- A. Purpose. In some areas OCONUS, a Service member or dependent incurs mandatory and excessive expenses 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 COLA index calculation. For these expenses, payment is a lump-sum, dollar-for-dollar reimbursement for a specifically authorized expense at a designated authorized location. Authorized locations and expenses are listed in the DoD FMR, Volume 7A, Chapter 68, Table 68-2 and the [DTMO website](#).
- B. Authorization. OUSD-PR specifically authorizes or approves the expense for reimbursement. The expense must meet all of the following criteria to be authorized:
1. A clear majority of service members assigned at a duty station incur the expense,
 2. The item or expense exceeds 1% of [spendable income](#) for an E6 with 10 years of service and 3 dependents, and
 3. Service members based in the CONUS do not normally incur the expense.

PART 8: OHA UNIQUE EXPENSES

(This is supplemental to the [DoD FMR, Volume 7A, Chapter 26, Paragraph 260601.F](#))

- A. Purpose. 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. Authorized locations and expenses are listed in the DoD FMR, Volume 7A, Chapter 26, Table 26-18 and the [DTMO website](#).
- B. Authorization. OUSD-PR specifically authorizes or approves the expense for reimbursement. The expense must meet all of the following criteria to be authorized:
1. A clear majority of service members assigned at a duty station incur the expense,
 2. The item or expense exceeds 1% of [spendable income](#) for an E6 with 10 years of service and 3 dependents, and
 3. Service members based in the CONUS do not normally incur the expense.