

UNDERSTANDING MOVE IN HOUSING ALLOWANCE-SECURITY MIHA-Security

Force Protection Guidance for Occupants of Private Rental Housing. Commanders in Critical or High Terrorist Threat Level areas shall ensure all DoD personnel assigned who are living in off-installation quarters receive the following guidance for selecting private residences to mitigate risk of terrorist attack.

- Give preference to residences that maximize safety and security while minimizing the need for security upgrades
- For single-family residences, preference should be given to those with a perimeter barrier, such as a wall or fence that helps deter access to the property
- Preference should be given to residences with off street parking, i.e. secured parking
- Entrances/grounds adjacent to the house and apartment hallways should be illuminated
- Entrances should have a substantial door, e.g., solid wood, such as oak
- Entrances should have a small viewer to permit the occupant to identify visitors without opening the door (if no adjacent windows)
- Each entrance should have a deadbolt lock
- Accessible window/openings should have a latching or locking mechanism, and protected with roll down roladens, or shutters
- Residences having multiple access routes to arterial roads should be given preference
- If you sign up for landline telephone services make sure you request the provider not to list you name/address/phone number on both electronic and paper phone listings. If your data is listed as you didn't request it to be masked, you can contact your telephone provider and request your data to be removed from public listings.

Civilian Employees: You are not authorized MIHA-Security. It is important to negotiate security improvements with the landlord prior to entering the lease or you will incur out-of-pocket expenses for any security improvements you determine to be required.

Military Members: The purpose of MIHA-Security is to allow service members receiving Overseas Housing Allowance (OHA), reimbursement for reasonable security related expenses where private leased dwellings must be modified to minimize exposure to a terrorist and/or criminal threat.

- All costs incurred under this program must be for modifications to the physical dwelling.
- Expenditures not related to the dwelling (i.e., personal guards, dogs, fences) are not reimbursable
- MIHA-Security cannot be used for other purposes such as modification for home safety, such as hand rails
- When PSCing, all security items must remain with the house
- When two or more service members share a dwelling, only one of the service members may submit a claim for security related expenses
- Under no circumstances, should a service member incur costs or commit to projects without receiving prior written approval from the Housing Office. The Housing Office can only approve up to the equivalency of two-month' rent of actual expenses incurred. Anything over that amount will require a higher level authority process

Most homes already have locking shutters and heavy duty exterior doors. The Installation Facility Antiterrorism Working Group (ATWG), in conjunction with the Housing Office, identified reimbursable security measures based on the local threat and security environment for the following items:

- Front door viewer (if no adjacent windows)
- Dead bolt locks on exterior doors
- Lighting immediately adjacent to the house (manual/timed/motion activated)
- Grills/Grates (secured/locked) on unprotected basement windows

Process for Obtaining Security Related Items:

1. Request the landlord to perform and bear the costs for the security-related items.
2. Improvements should be negotiated before signing the lease.
3. Obtain cost estimates from businesses that will perform the work required.
4. If landlord denies the request to perform and bear the cost, the service member can ask the landlord if he will perform the work if reimbursed or get the landlord's written approval to accomplish the modifications to the physical dwelling yourself or through a contractor. The landlord's approval must be obtained before submitting the request for Housing's approval.
5. Obtain the Housing Office approval **before** starting the work. You can bring documentation to the Housing Office or send the request via e-mail to 31fw.housing@us.af.mil providing pictures (digital/downsized preferred) of the area. The Housing Office may conduct inspections prior to, during or after construction.
6. After the work is accomplished and you have a **paid receipt**, seek reimbursement by submitting a DD Form 2556, MIHA Claim, with pictures of completed construction (digital/downsized preferred) to the Housing Office.

Instructions for Completing DD Form 2556: the form for getting security related item reimbursement is found at page **3** below:

- Block 1: self-explanatory
- Block 2: self-explanatory
- Block 3: self-explanatory
- Block 4a-e: self-explanatory
- Block 5: is this the physical address not your PCS address
- Part B: Rent Related Expenses: if you are a homeowner you cannot file this claim
- Expense Items: see **Packet 2, Section 5**
- Amount Claimed: write the amount of your claim; if you paid in Euro you need to convert to US dollars at the actual conversion rate
- Amount Allowed: filled out by the official certifier
- Block 6: filled out by the official certifier
- Part C: Security Related Expenses
- Expense Items: individual list all the security features you wish to claim
- Amount Claimed: write the amount of your claim; if you paid in Euro you need to convert to US dollars; as an example, if the total cost is €1000 and the rate one US dollar buys €0.8265 you multiple €1000 by \$ 1.1735 which equals \$1,173.50. ($€1.00 - €0.8265 = \$0.1735 + \$1.00 = \1.1735)
- Amount Allowed: filled out by the official certifier
- Block 7: filled out by the official certifier
- Block 8: filled out by the official certifier
- Block 9: filled out by the official certifier
- Block 10: filled out by the official certifier
- Block 11a-b: sign and date the form
- Block 12a-e: completed by the housing officer

MOVE-IN HOUSING ALLOWANCE CLAIM FOR PERSONNEL OCCUPYING PRIVATELY LEASED/OWNED QUARTERS OVERSEAS <i>(Read Warning, Privacy Act Statement, and Instructions on reverse before completion)</i>			INTERAGENCY REPORT CONTROL NUMBER 0370-DOD-AR
			REPORT CONTROL SYMBOL DD-P&R(AR)1834
PART A - SERVICEMEMBER IDENTIFICATION AND RESIDENCE INFORMATION			
1. NAME <i>(Last, First, Middle Initial)</i>		2. GRADE	3. SOCIAL SECURITY NUMBER
4. DUTY LOCATION OR HOMEPORT		b. LOCATION CODE <i>(Official Use)</i>	5. RESIDENCE ADDRESS <i>(Street, Apt. No., City, Country)</i>
a. STATION NAME		e. DUTY TELEPHONE NO.	
c. CITY	d. COUNTRY		
PARTS B - C - EXPENSES ASSOCIATED WITH OCCUPYING RENTED/OWNED QUARTERS			
a. EXPENSE ITEMS <i>(List all expense items in Parts B and C below. Enter "None" if appropriate. If a sharer, only one sharer may report an expense item. Report all amounts in dollars and cents. Refer to Instructions and Appendix N, JFTR, to determine what can and cannot be reported.)</i>		b. AMOUNT CLAIMED <i>(If payment made in foreign currency, convert to dollars at actual conversion rate.)</i>	c. AMOUNT ALLOWED <i>(If certifier excludes any amount, provide explanation on separate sheet.)</i> <i>(Official Use)</i>
PART B - RENT-RELATED EXPENSES <i>(Not applicable to homeowners)</i>			
6. PART B SUBTOTAL <i>(Official Use)</i>		→	\$0.00
PART C - SECURITY-RELATED EXPENSES <i>(Allowed only in selected areas. See Appendix N.)</i>			
7. PART C SUBTOTAL <i>(Official Use)</i>		→	\$0.00
PART D - REIMBURSEMENT TO MEMBER <i>(Official use only. Servicemember - skip to Part E.)</i>			
8. AMOUNT FROM LINE 6			\$0.00
9. AMOUNT FROM LINE 7			\$0.00
10. AMOUNT DUE MEMBER <i>(Sum of Lines 8 and 9)</i>			0
PART E - CERTIFICATIONS			
11. SERVICEMEMBER. I certify that the information reported in Parts A - C is true and correct.			
a. SIGNATURE		b. DATE SIGNED <i>(YYYYMMDD)</i>	
12. HOUSING OFFICER OR DESIGNATED AUTHORIZING/APPROVING OFFICIAL. I have reviewed this claim and certify that information was properly reported. I have entered monthly rent <i>(in dollars using Part B conversion rate, if appropriate)</i> and total sharers from member's DD Form 2367. <i>(If homeowner, report "rent" as original purchase price divided by 120.)</i>			
a. RENT	b. TOTAL SHARERS	c. TITLE	
d. SIGNATURE		e. DATE SIGNED <i>(YYYYMMDD)</i>	