



DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF OF ARMY RESERVE  
2400 ARMY PENTAGON  
WASHINGTON, DC 20310-2400

DAAR-HR (800D-100)

12 January 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Overseas Housing Allowance Implementation Guidance for the Army Reserve

1. References:

a. Department of Defense 7000.14 – R (Department of Defense Financial Management Regulation (DoD FMR)), Volume 7A (Military Pay Policy – Active Duty and Reserve Pay), Chapter 26, para 260601 (Housing Allowances), February 2021.

b. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)), (SAMR-MP) subject: Implementation Guidance for the Basic Allowance for Housing (BAH) and the Overseas Housing Allowance (OHA) Recertification Program, 29 March 2021.

c. U.S. Army Audit Agency Report A-2020-0047-BOZ, subject: Overseas Housing Allowance, U.S. Army Reserve Puerto Rico, Recommendation #2, 24 March 2020.

d. ALARACT 037/2021, Implementation Guidance for the Basic Allowance for Housing (BAH) and the Overseas Housing Allowance (OHA) Recertification Program.

e. USAR Pamphlet 37-1, Defense Joint Military Pay System – Reserve Component (DJMS-RC) Procedures Manual.

f. Reserve Pay Supplemental Guidance (RPSG). This publication is available on the USARC G8 Pay Management Division (PMD) SharePoint site at <https://xtranet/usarc/g8/pay/References/Forms/Refs.aspx>.

2. Purpose. Publish guidance that verifies OHA payments to USAR service members are accurate, properly supported, and recertified annually for continued entitlement. The provisions included in this document are for implementation and audit report compliance.

3. Implementation.

a. All requests for OHA must include these documents.

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(1) AGR assignment, TPU mobilization, Active Duty for Training (ADT), or Active Duty for Operational Support (ADOS) orders.

(2) Certified DD Form 2367, Individual Overseas Housing Allowance (OHA) Report. The certifying official is the company level commander. Commanders may delegate certification authority to the first commissioned officer in the Soldier's chain of command.

(3) Lease or mortgage agreement.

(4) Proof of dependent, when required. Reference 1.b. includes specific guidance for when proof of dependent documentation is required.

b. Submit approved OHA requests to the finance office responsible for paying the active duty order (Army Military Pay/Finance Office (AMPO/FO) or the USAR Pay Center). See reference 1.d. for additional information on submitting OHA payment requests.

c. The servicing Human Resources Officer (HRO), Reserve Personnel Action Center (RPAC) or Army Reserve Administrator (ARA) will upload the approved DD Form 2367 and lease/mortgage agreement to the Soldier's interactive Personnel Electronic Records Management System (iPERMS) record. Soldiers who have a change in dependency or monthly housing costs must submit a new OHA request immediately. Soldiers with a dependency change will also initiate a new DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)) through their HRO, RPAC or ARA.

d. Soldiers in receipt of OHA will recertify their continued entitlement annually by submitting a new request for OHA during the annual review of their DD Form 93 (Record of Emergency Data) and DA Form 5960. OHA recertification requests must include documents listed in paragraph 3(a).

e. Major Subordinate Command (MSC) commanders will publish standard operating procedures (SOP) to ensure timely and proper documentation and processing of OHA pay entitlement. SOP requirements for AGR OHA will be coordinated with the supporting AMPO/FO. The procedures will ensure that commanders, staffs, and Soldiers understand their responsibilities in participating, administering, and financial management of the OHA entitlement and payment system.

f. The MSC G-1 is the recommended directorate responsible for establishing OHA SOPs. The SOP must incorporate annual recertification procedures that:

(1) Validate and retain OHA supporting documents in iPERMS.

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(2) Terminate OHA for Soldiers who do not recertify their OHA annually.

(3) Conduct periodic reviews to detect unsupported OHA payments and other discrepancies.

g. Commands will submit a copy of the required and supporting documents to the MSC G-1 designated personnel office for review.

h. Unit commanders are responsible for informing Soldiers of OHA requirements.

(1) Commanders will ensure that Soldiers submit OHA certification and recertification documentation on time.

(2) Commanders will disapprove or terminate OHA payment for failure to provide OHA documents and complete recertification requirements.

(3) Commanders will ensure that the iPERMS records for Soldiers in receipt of OHA contain a current DD Form 2367 and mortgage/lease agreement.

(4) Commanders are responsible for verifying their staff's work in the administration of the OHA application process.

(5) MSCs will conduct internal audits to gauge compliance.

4. This guidance is effective immediately and remains in effect until revoked, rescinded, or superseded.

5. Point of contact for this memorandum is LTC Paxston Dailey, email or call [paxston.g.dailey.mil@army.mil](mailto:paxston.g.dailey.mil@army.mil) or 703-806-7440.

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