**New Arrivals - Overseas Housing Allowance Payroll Process**

1. Visit Kadena Housing within 2 days of completing ROM or arrival in accordance with [MCIPAC III MEF Order 7220](https://www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine_and_Family/Marine_and_Family_Programs_-_Resources/Weclome_Aboard_Okinawa/Tabs/Travel/III%20MEF%20MCIPACO%207220%201%20TLA.pdf)
2. Review [MCIPAC-MCBBO 7220.1A W Ch 1](https://www.mcbbutler.marines.mil/Portals/189/Docs/IPAC/IPAC_Inbound/MCIPAC-MCBBO%207220_1A%20W%20CH%201%20(COLA%20OHA%20MIHA).pdf?ver=NhtDzFSWjc9SfK7uemc80w==)
3. Complete the housing search and [TLA Process](https://www.mcbbutler.marines.mil/Portals/189/Docs/IPAC/IPAC_Inbound/TLA%20CHECKLIST%20AND%20FORMS.pdf?ver=UMr9Zpv4ImgaCNajwJ7SSA%3d%3d)
4. Select your home
5. Sign your Lease
6. Complete the final housing brief / meeting Kadena. They will provide you with either your Government Quarters Start Form or Overseas Housing Allowance Form and Move-In Housing Allowance Form.
7. Create an [EPAR](https://mol.tfs.usmc.mil/epar-app/eparRecord.xhtml) in MOL and Submit an EPAR to IPAC with your forms attached. Request OHA or government quarters be started. Please indicate if you want Advanced OHA.

***EPAR Example Comments:***

*“ATTENTION INBOUND: Attached are my OHA Start Forms. Request OHA to be started. Thank you.”*

1. We will report your OHA within 5 business days. Once reported you will receive it on the following pay period after the payroll cycle.

POC Info:

DSN: 645-7914