

1. OHA Survey for Belgium will be 4 May thru 3 June 2009.
 2. At least 70% of eligible population must take the survey for results to matter and useful changes to allowances to be calculated.
 3. Who needs to take the survey? All servicemembers currently in private leases, receiving OHA, stationed in Belgium.
 4. Who does not need to take the survey? Civilians, military homeowners, and servicemembers in barracks or other government-paid dwellings. And people who meet conditions of #3 who are just plain lazy, mean, or nasty.
 5. What if I'm not stationed in Belgium? Check with your supporting garrison or other service support element. Thanks for visiting the USAG BENELUX website!
 6. Preparation Collect your actual bills or records of utility and maintenance expenses for the last 12 months and all receipts for expenses incurred when initially moving into their private leases. This includes refrigerators, non-refundable hook-up costs for electricity, etc.
 7. Survey website: <https://www.defensetravel.dod.mil/oha/survey/utilitymiha.html>
- Link will also be activated on the USAG BENELUX survey section. **The link will not be operational until 4 May 2009!** If, by some odd chance you can log on before 4 MAY, your results will not be counted. Don't waste your time. You can close out an unfinished survey and then finish it later. However, the unfinished survey can only be accessed on the same computer on which it was begun.
8. The Utility survey is conducted annually. The MIHA survey is done every 3 years. This is your lucky year; both are combined! The results are used to calculate the utility allowance (how much we get per month to pay for gas, electric, water) and the move-in housing allowance (how much we get to buy transformers, fuzes, curtains, 220 appliances, start-up costs).
 9. This is an important survey. Don't blow it off, and don't put garbage information into it. Provide accurate, timely info.
 10. The utility portion will ask Service members to report the average monthly cost of utilities and routine maintenance and the MIHA portion will ask member to report the costs incurred when first moving into their leased residence.
 11. You will be asked to provide a monthly average utility expense. Start now by calculating your gas, mazout, water, and electric costs.
 12. Dig up your actual bills and records of expenses incurred when you first moved in.

13. Help out by making sure everyone you know, above, below, and beside you who gets OHA takes this survey!

14. Utility/Recurring Maintenance Expenses

1. The following items are included in the Utility Allowance and should be reported on the survey.

- a. Electricity
- b. Heating fuels
 - (1.) Natural gas
 - (2.) Liquid Petroleum gas (LPG or “Bombola”)
 - (3.) Fuel oil
 - (4.) Coal
 - (5.) Firewood
- c. Water for residence
- d. Bottled water for drinking
- e. Trash Pickup
- f. Sewer charges
- g. Maintenance and minor repairs (for example, replacement of windowpane, repair of electrical outlet)
- h. Insurance required by custom or law
- i. Condo fees, if not rolled-up into rent or paid as part of OHA rental allowance
- j. Police protection.
- k. Guards
- l. Taxes for which the tenant is responsible and must make a separately identifiable payment.

2. Examples of items NOT included in the Utility Allowance and should NOT be reported on the survey:

- a. Cable TV
- b. Tuition
- c. Monthly telephone bills
- d. Auto gasoline/diesel fuel
- e. Auto expenses
- f. Books
- g. Pet expenses
- h. Postage
- i. Road taxes
- j. Gifts
- k. Repairs to personally owned electrical equipment
- l. Maid service (Even if Maid Service is for Security Purposes).
- m. Yard Maintenance
- n. Any and all expenses not associated with the physical dwelling

3. How to compute average monthly costs for each item reported:

- a. Determine annual cost
 - (1.) Include annual catch-up bills if incurred
 - (2.) Add up quarterly, monthly bills to determine annual cost
- b. Determine monthly cost
 - (1.) Divide annual cost for each item by number of months at permanent duty station
 - (2.) Report average monthly costs on survey

15. Move In Expenses, Miscellaneous

1. The following items are included in the MIHA (Move in Expenses) and should be reported on the survey.

- a. Major appliances (refrigerator, freezer, stove, washing machine, clothes dryer, water heater, space heater, water purifier (if locally required), air conditioners, humidifiers and dehumidifiers).
- b. Utility hook-up/installation charges to include **non-refundable** deposits for telephone, electric, heating and water/plumbing.
- c. Security/safety items such as window bars, security doors, burglar alarm, smoke-detectors and lock/keys.
- d. Initial services and fees such as home inspection, fumigation, wall papering and painting (Only include these items if required when you first move into your residence.)
- e. Transformers and voltage regulators.
- f. Miscellaneous items such as kitchen, medicine, and bathroom cabinets and shelves, sinks, tubs, toilet seats, curtain and shower rods, window and floor coverings, permanent light fixtures, wardrobes, futons (East Asia only), insulation materials and screens.

2. The following items are NOT included in MIHA (Move In Expenses) and should NOT be reported on the survey.

- a. Rugs, curtains, and drapes.
- b. Lawn and garden expenses, fencing, or other yard related items.
- c. Dishwashers, microwave ovens, and small/personal appliances.
- d. Televisions, antennas, and cable installation.
- e. Light bulbs
- f. Taxes of any kind unless **required by lease.**
- g. Personal labor costs.
- h. Refundable deposits.
- i. Installation of internet.

3. Report all move-in expenses not covered by any other allowance. For those items, not

separately listed on the survey, provide a brief description. Move in expenses that are rent or security related and for which direct reimbursement was received should not be included in the survey.

16. Currency: Report all expenses in the currency in which you paid them. This should be euro, unless something really weird is happening in your household.

17. Comments: Please enter any explanations or information that you think will help analysts better understand the data that you have entered in the survey. Add any additional utility and recurring maintenance and move in expense data that was not included in the survey.