Advance Station Housing Allowance (ASHA)

If you find you need money for a security deposit or you need assistance paying the first month's rent, one option is to apply for Advance Station Housing Allowance (ASHA).

ASHA is authorized for Soldiers moving into a house or apartment to cover the first month's rent/deposit, and required utility deposits. Department of the Army (DA) Form 4187 must be submitted through the Soldier's chain of command or the In-Out Processing Section for Soldier's that are new to the Installation. A copy of the rental agreement or a Letter of Intent to rent must be attached to verify all associated expenses. After approval by the Commander or In-Out Processing Section, the Soldier is directed to the Defense Military Pay Office (DMPO) to submit DA Form 4187 for processing.

The advance amount is determined based on the Soldier's current prescribed Basic Housing Allowance (BAH) rate, as well as the Soldier's ability to repay the advance, and any pay deductions in place. The ASHA loan cannot exceed a total of (3) months of the Soldier's BAH. Repayment is prorated to be calculated over a (12) month time frame unless separation from services is less than 12 months. If the Soldier moves from rental property prior to completion of the payment, the DMPO will collect the remaining balance in full.

Once the DA Form 4187 is received at with supporting documentation and is approved by DMPO, the average time to receive the funds in the Soldier's bank account is approximately (3) working days.

Permissive TDY (PTDY)

You are required to physically report to the HSO in order to validate PTDY for house hunting purposes. In accordance with AR 600-8-10 Soldiers who are authorized ten (10) days PTDY for house hunting must have the DA form 31 dated, stamped and signed by a member of the HSO staff the first available duty day of the PTDY. Failure to do so will result in the Soldier being charged regular leave for the entire period. The DA Form 31 must be approved by a Lieutenant Colonel or above.

Temporary Lodging Expense (TLE)

TLE is a reimbursable entitlement payable at the gaining station after signing in; reimbursements are up to 10 days when traveling CONUS to CONUS. TLE is for expenses incurred in the vicinity of the old or new permanent duty station, entitlements include the daily lodging rate and subsistence allowance, original paid lodging receipt and one set of PCS orders are required, which are submitted at the local Finance Office/Defense Military Pay Office (DMPO). If you have any questions contact the local DMPO located 4700 Mow-Way Road 1st Floor (Welcome Center).

If you have any questions regarding the above entitlements, please call Customer Service (Finance) @ 580-442-2191.