

Directorate of Public Works (DPW) Housing Division Information Sheet

(PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE)

Welcome to USAG Humphreys, Korea!

ALL MILITARY PERSONNEL ON ACCOMPANIED COMMAND SPONSORED TOUR, AND ALL UNACCOMPANIED E-7 AND ABOVE, MUST REPORT TO THE HOUSING OFFICE WITHIN 48 HOURS UPON ARRIVAL TO CAMP HUMPHREYS!!!

ASSIGNMENT POLICY:

Housing In-processing briefings are conducted every Wednesday at 1000 as part of 19th HRC POI. This is your first step to getting housing (accompanied, unaccompanied, off-post) at Camp Humphreys.

UACCOMPANIED PERSONNEL:

Military with the rank of SSG and below:

- Will be assigned to the Unit Barracks by Unit Barracks Management Team or 1SG. Please DO NOT visit the Housing Office for assignment to unaccompanied housing (UH). Temporary Lodging Allowance (TLA) is NOT authorized.

Military with the rank of SFC or Above:

- Will be assigned to Senior Leader Quarters (SLQ). Please see a UH counselor in the Housing Office within 48 hours of arrival. No more than 3 days of TLA will be authorized, unless SLQ is not available and authorization to reside off-post is granted by the Housing Office.

Currently, there is a **mandatory government housing assignment policy for military personnel on accompanied and unaccompanied orders, as well as military married to military** (both stationed at USAG Humphreys and commuting area). As a result, member will be required to reside in military/government family or unaccompanied housing when available. Off-post housing **will only be authorized** if the occupancy rate for government family or unaccompanied housing is **above 95%**. **Do not enter into an off-post lease agreement without obtaining prior Housing approval.** Non-command sponsored dependents are not authorized military family housing and if member is on an unaccompanied tour and dependents are in the commuting area, they must get authorization to reside off-post.

Department of the Army Civilians are not authorized military family housing unless they are in designated key and essential positions. Civilians will reside in off-post private rental housing.

Assignment to available housing should occur within 15 days of Service Member's arrival. If given a Certificate of Non-Availability (CNA) and authorized to reside off-post, Service Member must be able to show that they are "aggressively seeking housing" in the event they do not sign a lease within a 15-day period, in order to be extended on TLA.

If government family housing is not available, member can elect to be placed on the Army Family Housing waiting list. When offered on-post housing, member can break the lease contract with a 30-

day notice to the landlord and move into government quarters. ***If a CNA was issued, the relocation will be at government-expense.***

AFH WAITING LIST:

Member will be placed on the waiting list for government housing based on member tour assignment, grade category and family size. **It is the member's responsibility** to ensure Housing has all current contact information. Member may be bypassed due to incorrect, or not current contact information.

Member will be offered the first available unit in their grade and bedroom requirement. Adequate government quarters cannot be turned down for personal reasons! Member will have 24-hours to accept or decline the unit offered. Please be advised that if an adequate housing unit is offered and declined, Service Member will be placed at the bottom of the waiting list with a new eligibility date (date quarters declined). All monetary allowances (i.e., TLA or TQSA) will be stopped. At the time of offer, Service Member must have at least 7 months left of their tour to be offered government quarters. This does not apply to Key Billet positions.

If claiming a maximum 14-month credit time due to a dependent restricted tour from member's immediate previous duty location, please provide the PCS Orders to the dependent-restricted location. Service members who obtain Family Members during the tour and were separated from those Family Members will receive credit only for time separated. Voluntary extensions beyond the initial tour negate all credits.

Member can elect one bedroom less than member entitlement, but member will be considered adequately housed for the duration of their tour, unless there was a later change in family size. Member can also elect to go into another grade category (i.e., field grade to company grade/senior enlisted to junior enlisted). If approved, member will be considered adequately housed for the duration of member tour, unless there was a later promotion that would result in a category higher than member original (i.e., field grade to senior officer).

PETS:

Only two (2) pets (dog, cat, or combination) are authorized in military family housing. **Pets are not allowed in unaccompanied housing.** Off-post housing will not be authorized for the simple reason that the unaccompanied member brought pet(s), to include emotional support animals. **PCS Orders that state personnel are authorized to bring pets to Korea are only referring to personnel on accompanied tours.**

TEMPORARY LODGING ALLOWANCE (TLA):

Military members, with command sponsored dependents, are authorized temporary lodging allowance (TLA). USFK Regulation 37-57, 5f (3), and JTR 9155-D, military members who elect to bring Non-Command Sponsored dependents are not authorized TLA entitlements without a Certificate of Non-Availability (CNA). Fifteen (15) days of TLA will be authorized while house hunting and can be extended in ten (10) day increments until permanent housing is obtained. TLA will not exceed 30 days. **TLA can be terminated for refusing government housing or for not aggressively seeking off-post housing.** For eligible civilian personnel, contact the Civilian Personnel Advisory Center (CPAC) for the requirements/procedures for processing Temporary Quarters Subsistence Allowance (TQSA).

FURNITURE SUPPORT:

Furniture support is provided to incoming personnel and consist of furniture items to accommodate the living room, bedrooms, and dining room. Military personnel are authorized to ship 50% of their entitlement and can keep government furniture support (to include appliances) for the duration of their tour. Civilians are authorized to ship 100% of their entitlement and therefore, can be issued

loaner furniture for up to 90 days, except for appliances which can be retained for the duration of their tour. **Do not ship large appliances to Korea!** They will not be stored at government expense.

Appliances (stove, refrigerator, washer/dryer) are provided for the duration of tour for both government housing and off post private rental housing. Landlords/Realtors cannot ask Service Member and/or Civilians to purchase appliances and/or electronic equipment for off post rentals. This is in violation of SOFA and they are controlled items for the sole purpose of SOFA members. If these items are needed as part of the negotiated lease terms with housings approval, the landlord/realtor needs to purchase items on the local economy.

Off-Post: Once Household Goods (HHG) have arrived, coordination should be made with the Housing Office Furnishing Management Branch to arrange the pick-up of government loaner items and to identify items needed for the duration of Service Member's tour. Schedule the pick-up of government furniture prior to making the arrangement for HHG's delivery. Personnel are entitled to one pickup of loaner furniture during their tour. Upon PCS departure, personnel can request loaner furniture for up to 60 days prior to HHG being shipped out of Korea, or upon receipt of PCS Orders.

OFF-POST HOUSING:

DO NOT MAKE OFF-POST HOUSING ARRANGEMENTS WITHOUT PRIOR APPROVAL FROM THE HOUSING OFFICE!!!

The Housing Office stands ready to assist authorized personnel (military and civilians) with **housing facilities and services focused on the Life, Health, and Safety of Service Members, Civil Servants, and families**. All off-post housing for US personnel must pass a US Safety Inspection, conducted by the Housing Office.

Off-post housing will only be authorized if the occupancy rate for government housing is **above 95%**. This does not apply to personnel on unaccompanied tours, receiving dependent location BAH; they will be required to reside in available unaccompanied housing.

All new PCS Military/Civilian personnel assigned to USAG Humphreys who are directed to receive off-post housing, by the Housing Office, **MUST** attend a mandatory off-post Housing Briefing.

Off-post Housing Briefings are conducted every **TUESDAY** and **THURSDAY** at **1400** in the Housing Office.

Please attend the briefing **BEFORE** conducting any rental actions with realtors. Bring PCS orders, amendments, LOE (civilians), and pertinent documents.

Lease validation appointments **WILL NOT** be scheduled until the briefing has been attended.

Military personnel will be expected to select housing within 15 days of arrival. TLA can be terminated for failure to meet this requirement without a valid reason. Military personnel authorized to reside off-post will receive Overseas Housing Allowance (OHA) to cover monthly rental cost. Service Members also receive a one-time Move-In Housing Allowance (MIHA) to cover home set-up. Civilian personnel should discuss any TQSA and Living Quarters Allowance (LQA) requirements/procedures with the Civilian Personnel Advisory Center.

STEP 1: Incoming personnel are provided the USAG Humphreys Registered Realtor List to assist with their home search. If contacted by a realtor who is not on the list, please advise them to contact the Housing Office before conducting any business with USFK personnel.

STEP 2: Once you have selected off post housing, please verify with the Realtor that the housing unit selected has been inspected. If not, have the Realtor to contact Housing and schedule the Safety Inspection at usarmy.humphreys.id-pacific.mbx.housing-lease@army.mil. Service member does not have to be present for the Safety Inspection.

STEP 3: Coordinate the lease effective/move-in date with the Realtor, then contact the Housing Office to schedule a Lease Validation appointment at usarmy.humphreys.id-pacific.mbx.housing-lease@army.mil or 757-2647/0503-357-2647. **Lease processing is by appointment only.... No Walk-ins!** Please note that if you are more than **10 minutes late for your appointment, it will have to be rescheduled** as this affects other scheduled appointments. NOTE: TLA or TQSA will stop on the effective lease start date.

STEP 4: Contact the Housing Furnishings Branch (FMB) at usarmy.humphreys.id-pacific.list.usag-humphreys-fmb@army.mil or DSN 755-9551/9552 or 0503-355-XXXX to coordinate the delivery of government loaner furniture to coincide with the effective date of the lease start/move-in date. Failure to do this can result in being without furniture in your new home based on the delivery schedule.

Once the lease contract has been signed the Service Member/Civilian, or the Realtor/Landlord cannot make any alterations or changes (i.e. addendums/ or special agreements) as this is a legally binding document. If Realtor/Landlord is asking for additional money that is not on the signed lease or asks to modify the signed lease in any way without the Housing Office's prior approval, please contact the Housing Services Branch Chief immediately! This is unscrupulous business practices and could be subject for sanction of that Realty Company!

OVERSEAS HOUSING ALLOWANCE (OHA)/LIVING QUARTERS ALLOWANCE (LQA):

OHA and LQA have a ceiling amount that is determined by the individual's grade/family status. Furthermore, off-post rental homes have a fair market value (FMV) that Housing will not allow to be exceeded at government expense. OHA/LQA covers the amount of rent. If rent is below the ceiling, personnel are not authorized to keep the difference. To see member rate go to: <http://www.defensetravel.dod.mil/site/ohaCalc.cfm> The Locality Code for USAG Humphreys is KR035. LQA ceiling information can be obtained from the Civilian Personnel Advisory Center at <https://aoprals.state.gov>. Select LQA, then LQA Rates link.

Advanced OHA can be requested for the first month's rent and assistance with the Security Deposit (if it is the same as the rent) directly through the Finance Office. Please let the Housing Counselor know at the lease processing appointment if you need further guidance.

E6s and below who exceed their OHA ceiling must submit a "Request Approval to Exceed OHA Ceiling" memorandum signed by member unit commander or 1SG (sample included in member packet, completed memo required at time of lease signing). Please be aware that the difference between member actual rent amount and the OHA ceiling amount is an out-of-pocket expense for member. Payment of OHA is based on the local currency (Korean Won) and the exchange rate, which fluctuates daily.

UNACCOMPANIED HOUSING (UH):

UH is assigned based on rank and can include bachelor officer's quarters, and senior enlisted quarters.

Personnel in the rank of E6 and below, must report to their unit for assignment under the Army Barracks Management Program (ABMP). Temporary lodging allowance (TLA) is not authorized.

All personnel in the ranks of E7 and above will report to the Housing Office for assignment to available

Senior Leaders Quarters. **PETS ARE NOT AUTHORIZED (to include Emotional Support).**

Personnel on deferred travel, delayed dependent travel, or geographical bachelors (entitled to dependent location BAH) are required to reside in UH facilities.

IN COUNTRY COMMAND SPONSORED (CSP) ORDER:

Upon receipt of CSP Orders, the service member must report to the Housing Office and apply for government family housing. If government family housing is not available, the member will be authorized to reside in off post housing and will be eligible for Overseas Housing Allowance (OHA). The family must arrive within 60 days of assignment to government or off-post housing. **If dependents fail to travel to Korea,** they will not be entitled to dependent location BAH, without officially changing status. **TLA is not authorized** for In-Country CSP dependents.

SERVICE MEMBER MARRIED TO SERVICE MEMBER (MIL TO MIL):

Joint Domicile (JD), on 24-month tour, will be eligible for military family housing. If authorized to reside off-post in private rental housing, both members will receive OHA entitlements at the without dependent rate, if they have no other dependents. If secured housing is based on both entitlements, and one member PCSs, retires, departs, or separates, the other will still be obligated for the full rental amount unless the lease is re-negotiated.

Military-to-Military (12 month/unaccompanied tour) are not eligible for government-owned on-post housing but may be authorized to reside off-post with approval from BN/BDE Commander on a Local Form 1058, provided by the Housing Office. ***TLA is NOT authorized.*** Each will be housed in separate UH, based on rank until approved for off-post or until they apply for a JD (24-month tour).

CONTACT NUMBERS (DSN 757/755-XXX)

HOUSING FRONT DESK:	0503-757-2647
FURNISHINGS BRANCH:	0503-755-9551/9552
HOUSING SERVICES OFFICE CHIEF:	0503-757-2672
HOUSING EMAIL ADDRESS:	usarmy.humphreys.imcom-korea.list.usag-humphreys-housing@army.mil

CUSTOMER SERVICE COMMENTS:

We are always striving to improve the service we provide to our customers, and we welcome member comments and ideas.

If members have any housing issues that cannot be resolved by the assigned Housing Counselor, please request to see a manager or supervisor, prior to submitting any exception to policy or ICE complaint.