

Military Transformation Guidance & Information

Version 1



Introduction

United States Forces Korea (USFK) will relocate to Camp Humphreys/Area III as part of the Yongsan Relocation Plan/Land Partnership Plan (YRP/LPP) initiatives. USFK (FWD) and Combined Forces Command (CFC) will remain in the vicinity of Seoul (CFC and Yongsan Residual footprint). The goal during transformation is an orderly transfer of personnel with transparent and consistent processes across a joint workforce while maintaining readiness. This document is a living document designed to evolve as necessary. Updates to the Military Human Resources Transformation Guidance will occur in subsequent versions. Supervisors and Service Members should consult with their servicing human resources office on individual personnel matters.

Purpose

To provide military human capital guidance to Service Members, supervisors, and the leadership of USFK impacted by the relocation under Yongsan Relocation Plan (YRP) and Land Partnership Plan (LPP) Transformation. Units should consult with their service component human resources office and their servicing personnel office to ensure that their military human capital plans are consistent with this guide, existing policies, and regulations. The policies contained in this document are to be implemented consistent with all applicable laws, regulations, or directives.

Applicability

Applies to all Service Members that will relocate to Area III.

This document is a living document designed to evolve as necessary. Updates to the Military Human Resources Transformation Guidance will occur in subsequent versions.

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Section 1 - Background

A. Yongsan Relocation Plan

The Yongsan Relocation Plan (YRP) relocates most U.S. Forces and HQ United Nations Command activities from the Seoul Metropolitan Area. The YRP relocates USFK & 8th Army HQ and units from Seoul to USAG Humphreys and other locations.

- 1) YRP Parameters: Under this agreement, the Republic of Korea government agreed to fund unit relocations. Because of this funding structure, eligibility under the JTR and DSSR do not apply.
- 2) Specifically, funding under YRP includes the following:
 - a. Travel and transportation for Service Member and authorized dependents.
 - b. Temporary lodging for Service Members and authorized dependents before they leave Area II.
 - c. Temporary lodging for Service Members and authorized dependents after they leave Area II.
 - d. Per diem for Service Member and authorized dependents before they leave Area II
 - e. Per diem for Service Member and authorized dependents after they leave Area II
 - f. Dislocation Allowance (DLA) and Moving In Housing Allowance (MIHA)

B. Land Partnership Plan

The Land Partnership Plan (LPP), consolidates and relocates US forces outside of Seoul. LPP relocates units from Area I to USAG Humphreys and various other unit consolidations. For overseas entitlements, LPP will follow the JTR regulation and includes the following:

- a. Travel and transportation for Service Members and authorized dependents.
- b. Temporary lodging for Service Members and authorized dependents before they leave Area III.
- c. Temporary lodging for Service Members and authorized dependents after they leave Area III.
- d. Per diem for Service Members and authorized dependents before they leave Area III
- e. Per diem for Service Members and authorized dependents after they leave Area III
- g. Dislocation Allowance (DLA) and Moving In Housing Allowance (MIHA)

Section 2 - Guidance for Supervisors

A. Overall Guidance

Managers seeking policy guidance on the process to determine what actions to take with Service Members, functions, and positions should immediately contact their servicing human resources office. Development of a strategic human capital plan should also go through a vetting process with their servicing human resources office.

B. Notifications

Supervisors should provide Service Members as much advance notice as possible. It is recommended that leaders and affected service members begin discussions on their organization's relocation as soon as possible. As a point of reference, notifications to the Civilian workforce will be in Nov 2016 for moves that will happen in 2017. It is recommended that Service Members be notified 180 days prior to relocation, but no later than 90 days.

C. Overseas Tour Management

Supervisors should closely monitor their Service Members tour status (e.g., Accompanied, Unaccompanied, length of tour, tour extensions) and the individuals date eligible to return from overseas (DEROS). This will help to determine the status of the individual prior to the relocation.

Tour Extensions:

1) The authority to approve tour extensions must be in accordance with Service Component Overseas Tour Extension and DoD Policies.

2) *Involuntary Tour Extensions(DoD Policy):* Some situations may warrant extending a Service Members tour beyond their current tour. IAW AR 614-30 Para 4-1h, Soldiers must have 6 months remaining to their DEROS after moving to Camp Humphreys. Soldiers identified to PCS who will not have six (6) months' time on station following the relocation will have their DEROS involuntarily extended to meet the 6 month time on station requirement. Exceptions to this policy may be initiated at the unit level, processed through their Chain of Command to HQDA for final action.

3) *Voluntary Extensions (DoD Policy):* Eligible Service Members are encouraged to extend their overseas tours if they so desire.

Tour Curtailments:

The current established tour lengths for Korea is as follows; 36/24 months accompanied, 12 months unaccompanied. (See JTR, APP Q; OCONUS Tour Lengths/Tours of Duty)

Service Members who are not considering relocation to their new PDS may request a tour curtailment. The Service Member should discuss this with his/her immediate supervisor and then submit a request, which includes the reasons for the request. Curtailments are granted on a case by case basis.

Timelines and approval authorities vary by service. Please see below for service specific guidance: For all Army requests, follow the guidance in Chapter 5 of AR 614-30.

For all Air Force requests, follow the guidance in para 3.8.9 in AFI 36-2110.

For all Navy requests, follow the guidance in Chapter 10 of OPNAVINST 1300.15A.

For all USMC requests, follow the guidance in Chapter 6 of MCO 1300.8.

D. Advanced Return of Dependents

The Command may authorize a dependent(s) early return to the United States from a foreign OCONUS PDS *to the Service Members actual residence or an alternate location* before the tour completion. See JTR, Chapter 5, Part B3c, 5098/5100/5102.

For all Army requests, follow the guidance in Chapter 5 of AR 55-46.

For all Air Force requests, follow the guidance in para 2.4 in AFI 36-3020.

For all Navy requests, follow the guidance in MILPERSMAN 1300-306.

For all USMC requests, follow the guidance in Chapter 6 of MCO 1300.8.

E. Evaluations

Service members that will relocate to the same duty position and rating chain will not require an evaluation. If an individual changes duty position or loses a member of their rating chain, an evaluation should be rendered in accordance with Service requirements.

Section 3 - Generated Actions

A. Permanent Change of Station (PCS) Orders

Official PCS orders facilitate the shipment of household goods (HHG's), the temporary storage of household goods when in transit (if needed), mileage for initial travel, if traveling by POV to the new permanent duty station, and Miscellaneous Expense Allowance. Employees from the same household who are eligible for separate PCS authorizations should consult their local servicing human resources office for guidance on entitlements.

1) Travel and transportation on PCS orders must be completed within one (1) year of the effective date of transfer or appointment to the new duty station.

2) PCS orders will be issued as follows;

USFK Army Personnel: USAG-Y Military Personnel Division (MPD)

USFK Air Force Personnel: Air Force Personnel Center via Air Force Element

USFK Navy Personnel: USFK Navy Element

USFK Marine Personnel: MARFORK Admin

Receipt of Orders

- Each Service Member will receive an individual Permanent Change of Station (PCS) order
- The re-stationing to Camp Humphrey's **IS** a PCS move with PCS allowances payable
- The order will be dated for the last day of the relocation month
- The Service Member will need a leave form with one (1) day of leave for the actual day the unit is reassigning them
- The goal is for Service Members to have orders in hand 120-90 days prior to Unit R date
- Every Service Member will be required to clear USAG Yongsan and in-process USAG Humphrey's

No less than *120 days* prior to an individual's relocation, USFK J1 will provide a by-name list of personnel to the MPD and each Service Element to initiate the orders process.

B. Temporary Lodging/Allowance during Transformation

1) Temporary Lodging during transformation is an allowance designed to assist in covering the average cost of adequate accommodations at the post of assignment, plus reasonable meal and laundry expenses after first arrival at the new post of assignment and immediately preceding final departure from the post following necessary vacating of residence quarters.

2) The relocation is an intra-theater move, therefore, temporary lodging, under YRP and LPP, will be granted for up to 60 days.

C. Movement of Household Goods (HHG)

Individuals who have HHG shipments that are funded by YRP funds and LPP funds will both go to the transportation office with their orders to schedule pack out and delivery of HHG. YRP funded moves will see a Ministry National Defense United States Forces Korea Base Relocation Office (MURO) representative and LPP funded moves will see a US representative.

Service Member YRP Transportation Process

- Relocating Units will identify service members and families moving to USAG-Humphreys
- Service members and families moving from USAG-Yongsan to USAG-Humphreys will receive YRP orders from their unit J1/G1
- Service members will take YRP orders to the Transportation Office to schedule HHG shipment
- USFK T&R representatives will be located within the transportation office to schedule all YRP transportation needs
- This applies to all Soldiers relocating (barracks, AFH, Off Post)

D. Overseas Housing Allowance (OHA)

The Overseas Housing Program enables military members assigned overseas to privately lease housing on the economy. This program encompasses a reimbursement system designed to partially defray housing costs when on-base or government leased housing is not available. Please utilize the OHA Calculator link below to determine the current rate.

OHA Calculator: <http://www.defensetravel.dod.mil/site/ohaCalc.cfm>

E. Cost of Living Allowance (COLA)

A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member's CONUS-based counterparts. Please utilize the COLA Calculator link below to determine the current rate.

COLA Calculator: <http://www.defensetravel.dod.mil/site/colaCalc.cfm>

F. Moving In Housing Allowance (MIHA)

MIHA is intended to defray the move-in costs associated with occupying member-leased private sector housing covered under the OHA program. A DD Form 2556 (Move-In Housing Allowance Claim (May 1999) is submitted to the Service Members supporting Finance Office. During Transformation follow the guidance provided in Appendix N of the JTR. Questions on overseas entitlements should go through your servicing Human Resources office.

Move-In-Housing Allowance (MIHA) in South Korea is the same for all grades and at all locations.

MIHA rates can be found at: <http://www.defensetravel.dod.mil/site/ohaCalc.cfm>

G. Advance Pay

See DoDI 1340.18 Advance Pay Incident to a Permanent Change of Station (PCS) for Members of the Uniformed Services

During Transformation follow the guidance provided in Chapter 32, Para 3202, of the Financial Management Regulation (FMR) Volume 7A. Questions on pay and advances should go through your servicing Human Resources office.

The purpose of advance pay is to give funds to a Service Member to meet extraordinary expenses incident to a Permanent Change of Station (PCS). It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations. The Service Member's commander has a responsibility to ensure that an advance of pay is used only to help with the financial burden of a PCS.

A member may be paid an advance of basic pay not to exceed three (3) months less deductions. Service Members are normally required to pay this advance back, in the form of a deduction in pay over a twelve month period.

H. Dislocation Allowance (DLA)

See DoDI 1315.18 Procedures for Military Personnel Assignments

The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household on a PCS. This allowance is in addition to all other allowances authorized in the Joint Travel Regulation (JTR) and may be paid in advance. This will be authorized for all military members per para 5450, B, f, Chapter 5, Sec 10 of the JTR. Questions should be addressed to the Service Member's servicing human resources office.

APPENDIX A - References

USFK TASKORD 15-41 (USFK Relocation Operations in Support of the Yongsan Relocation Plan (YRP) and Land Partnership Plan (LPP) Programs).

Travel Regulation (FTR)

Joint Travel Regulation (JTR)

DoDI 5154.29 (DoD Pay and Allowances Policy and Procedures)

DoDI 1327.06 Leave and Liberty Policy and Procedures

DoDI 1342.12 (Reference Exceptional Family Member Program or Special Needs Program)

DoDI 1340.18 Advance Pay Incident to a Permanent Change of Station (PCS) for Members of the Uniformed Services

(DoDI 1340.18 Advance Pay Incident to a Permanent Change of Station (PCS) for Members of the Uniformed Services)

USFK Reg 37-57 Temporary Lodging Allowance for Uniformed Members within the ROK

USFK Reg 600-8-10 Leaves and Passes

USFK Reg 614-2 In-processing Orientation Program

AR 600-14 Overseas Service

AR 623-3 Evaluation Reporting System

Air Force Instruction 36-2406; Officer & Enlisted Evaluation Systems

APPENDIX B - List of Acronyms

AK	Army in Korea
APF	Appropriated Fund
COLA	Cost of Living Allowance
CONUS	Continental United States
DA	Department of the Army
DCOS	Deputy Chief of Staff
DFAS	Defense Finance and Accounting Service
DEROS	Date Eligible for Return from Overseas
DLA	Dislocation Allowance
DOD	Department of Defense
EFMP	Exceptional Family Member Program
FTR	Federal Travel Regulations
GO	General Officer
HHG	Household Goods
JTR	Joint Travel Regulations
LPP	Land Partnership Plan
MIHA	Moving In Housing Allowance
MURO	Ministry National Defense United States Forces Korea Base Relocation Office
NAF	Non Appropriated Fund
NTS	Non-Temporary Storage
OCONUS	Out-side the Continental United States
OHA	Overseas Housing Allowance
PCS	Permanent Change of Station
PDS	Permanent Duty Station
POC	Privately Owned Conveyance (POC)
POQ	Privately Owned Quarters
POV	Privately Owned Vehicle
ROK	Republic of Korea
SES	Senior Executive Service
SF	Standard Form
TLA	Temporary Lodging Allowance
USFK	United States Forces Korea
YRP	Yongsan Relocation Plan