

Directorate of Public Works (DPW) Housing Division Information Sheet

(PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE)

Welcome to USAG Humphreys, Korea!

The Housing Division's mission is to provide housing facilities and services focused on the Life, Health, and Safety of Service Members, Civil Servants, and families, that is commensurate to their level of service and sacrifice to our Nation and Allies.

ASSIGNMENT POLICY:

Housing In-processing Briefings are conducted every Tuesday at 1100 hours. This is your first step to getting housing (accompanied, unaccompanied, off post) at USAG Humphreys.

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. **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 billet. Civilians will reside in off post private rental housing.

Assignment to available housing should occur within 15 days of member arrival. If authorized to reside off-post, Service Member must be able to show that they are "aggressively seeking housing" in the event that they do not sign a lease within that 15 day period.

If government family housing is not available, member can elect to be placed on the Army Family Housing waiting list.

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 to and declined, Service Member will be placed on 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 EXPENSE:

Military members, with command sponsored dependents or E7s and above 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 base housing.** For eligible civilian personnel, contact the Civilian Personnel Advisory Center for the requirements/procedures for processing Temporary Quarters Subsistence Allowance (TQSA).

FURNITURE SUPPORT:

90-day loaner furniture support is provided to incoming personnel and consist of furniture items to accommodate the living room, bedrooms, and dining room. **For personnel on limited/restricted JTR, furniture support (to include appliance) can be provided for the duration of their tour.** However, due to the limited supply of government furniture, some items may not be available for long term issue.

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.

Once House Hold 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 upon receipt of PCS Orders or prior to their HHG's being shipped.

OFF POST HOUSING:

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.

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 @ 0503-357- 2647. 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 Processing Appointment at 757-2647/0503-357-2647. **Lease processing is by appointment only.... No Walk in's!** Keep in mind that if you are more than 10 minutes late for the appointment, it will have to be rescheduled as this affects other scheduled appointments. NOTE: TLA or TQSA will stop the effective lease start date.

STEP 4: Contact the Housing Furnishing Office at 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/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. 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. Advance 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 PCS’s, 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 military family housing or off-post housing. They each will be housed in separate UPH, based on rank 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 BRANCH 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.