



REPLY TO
ATTENTION OF:

HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-0010

FKCS

25 NOV 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Granting Living Quarters Allowance (LQA) for Headquarters, United States Forces Korea/United Nations Command/Combined Forces Command Staff

1. Payment of LQA is an inducement to attract quality employees to live and work in Korea. For positions we can fill locally or with persons who will accept employment without the added inducement of LQA, this command cannot afford to offer LQA.
2. Effective immediately, LQA will not be offered or paid for any positions GS-8 or equivalent (e.g., WG-10, WL-8, and WS-4) and below. Positions filled at the GS-8 or equivalent and below levels that have a target grade of at least GS-9 are eligible for LQA (e.g., position filled as a GS-7 with non-competitive promotion potential to a target GS-12 level). For those employees GS-8 or equivalent and below who are currently receiving LQA, tours will not be extended without justification and waiver approval.
3. Recruitment for positions at the GS-8 and below that authorize the possibility of LQA will also require justification and approval prior to announcement.
4. The United States Forces Korea Assistant Deputy Chief of Staff is the approval authority for Headquarters, United States Forces Korea staff elements. For Army employees assigned to Headquarters, United Nations Command/Combined Forces Command staff elements, I will retain the approval authority.
5. This policy provides a method for a consistent application of LQA. It is in the best interest of United States Forces Korea and the Army as it complies with Department of the Army guidance and allows us to offer LQA where needed while applying any savings to other United States Forces Korea requirements.

CHARLES C. CAMPBELL
Lieutenant General, USA
Chief of Staff

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