

Directorate of Public Works (DPW) Housing Division

HOUSING INFORMATION SHEET

PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE)

Welcome to the Camp Humphreys Korea!

The Housing Division's mission is to provide quality housing services, facilities, and support to the Active Duty Military, Civilians, and Families assigned to the USAG-Humphreys.

ASSIGNMENT POLICY:

All incoming service members (SM) can apply for Housing after they have received their Pin Point Orders to Camp Humphreys. Housing In-processing Briefings are conducted daily at 1100 hours, except the 2nd Thursday of each month. This is your first step to getting housing (family, unaccompanied, off post) at Camp 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 Camp 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. Also, 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 key and essential position. Civilians will reside in off post private rental housing.

Assignment to available housing should occur within 15 days of member arrival. If off-post housing is authorized a lease contract must be signed within a 15 day period.

If government family housing is not available, member can elect to be placed on the 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 service member's responsibility** to ensure Housing has all current contact information. Member may be bypassed due to outdated or missing contact information.

Member will be offered the first available units 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 units offered. Please be advised that if an adequate housing unit is offered to member and is declined, 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.

Assignment to government housing is not an official reason for early off post lease termination. Therefore, you will need to request early lease termination for government housing with the Realtor/Landlord and have the statement added to your lease agreement. If not, you will be temporarily bypassed until 30 days prior to lease termination date. At the time of offer you must have 7 month retainability. This does not apply to Key Billet positions.

If claiming a maximum 14-month credit time due to a dependent restricted tour from member 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 tour in that unit, unless there was a later change in family size. Member can also elected 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 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, is 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 any TLA entitlements. TLA is processed at the Housing Office by bringing in lodging receipt & orders. TLA is authorized until permanent housing (on base or off base) is obtained, but will not exceed 30 days. **TLA can be terminating 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 member 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 for 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 member household goods 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 member tour. Schedule the pick-up of government furniture prior to making the arrangement for household goods 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 household's goods being shipped.

OFF POST HOUSING

The Housing Office stands ready to assist authorized personnel (military and civilians) in locating suitable/adequate private rental housing off-base. 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 occupancy² rate for government housing is above 95%. This does not apply to personnel on unaccompanied tours, receiving dependent location BAH, 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. They will also receive a one-time miscellaneous housing allowance (MIHA) to cover home set-up and reimbursement for any Realtor/Broker up to \$150. 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 a listing of local registered Realtors to assist with their home search. As Housing cannot recommend a particular Realtor, personnel can contact any of the Realtors on the list. Note some do have websites. If are contacted by a Realtor who is not on the list, please advise them to contact the Housing Office before conducting any business with US 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 @ 0503-357-2068. Service member do 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 Signing Appointment at 757-2068/0503-357-2068. **Lease signing is by appointment only....**
No Walk in's! Keep in mind if member are more than 10 minutes late for the appointment, it will have to be to reschedule as this affects other scheduled appointments. The customer is responsible for escorting the Realtor/landlord/owner to the Housing Office for the lease signing appointment (if they don't have installation access). NOTE: TLA or TQSA will stop the effective date of the lease.

STEP 4: Contact the Housing Furnishing Office at DSN 9551/9552 or 0503-357-9551 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 member have signed a lease in the Housing Office the realtor/landlord/member cannot alter or make changes to the signed lease (i.e. addendums/ or special agreements). This is a signed contract! No lease negotiations will be done outside of the Housing Office. If member realtor/landlord is asking for additional money that was not on member signed lease or asks to modify member signed lease in any way without Housing Office 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 and fill in member pay grade and dependents. 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 deposit (if it is the same as the rent) at the time of member lease signing; the Housing Lease Counselor will provide the necessary documents that member will need to fill out and have signed by member unit commander and then member will file with the Finance Office directly.

E6s and below who exceed their OHA ceiling must submit a “Request Approval to Exceed OHA Ceiling” memorandum signed by member unit commander or ISG (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 PERSONNEL HOUSING (UPH):

UPH is assigned based on rank includes barracks, 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 bachelor officer or bachelor enlisted 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 UPH facilities.

IN COUNTRY COMMAND SPONSORED (CSP) ORDER:

There is a mandatory government housing assignment policy for military personnel. Upon received of CSP Orders, the service members 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 with 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 have no other dependents. If housing secured is based on both entitlement, if 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

HOUSING FRONT DESK:0503-357-2647
FURNISHINGS BRANCH:0503-355-9551/9552
HOUSING SERVICES BRANCH CHIEF:0503-357-2672
HOUSING DIVISION CHIEF:0503-357-2671

CUSTOMER SERVICE COMMENTS:

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

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