

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 37-57

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Financial Administration

TEMPORARY LODGING ALLOWANCE FOR UNIFORMED MEMBERS
WITHIN THE REPUBLIC OF KOREA

***This regulation supersedes USFK Regulation 37-57, dated 24 November 1997.**

FOR THE COMMANDING GENERAL:

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Lieutenant General, USA
Chief of Staff

OFFICIAL:



GARRIE BARNES
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Summary. To establish policy for the uniform administration of temporary lodging allowance (TLA) for all United States (U.S.) uniformed personnel and their family members within the Republic of Korea (ROK).

Summary of Change. This regulation has been substantially changed. A full review of its contents is required.

Applicability. This regulation is applicable to all U.S. uniformed personnel and their family members, regardless of service or command affiliation, located within the ROK.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from 175th Financial Management Center, (FMC), ATTN: EAFJ-FP, Unit #15300, APO AP 96205-0073.

Internal Control Process. This regulation does not contain management control procedures.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2 or applicable service regulations. Record titles are available on the Army Publishing Directorate website at <https://www.arims.army.mil>.

Forms. USFK forms are available at www.usfk.mil.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: EAFJ-FP, Unit #15300, APO AP 96205-0073.

Distribution. Electronic Media Only (EMO).

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1. Purpose

To establish policy for the uniform administration of temporary lodging allowance (TLA) for all United States (U.S.) uniformed personnel and their family members within the Republic of Korea (ROK).

2. References

Required publications are listed below.

- a. Joint Federal Travel Regulations, Volume 1 (JFTR). Cited in paragraphs 4a(6), 4b(1), 4b(7), 4e, 5a, 5f(3), 5i, 5j, 5k, 5k(1) through 5k(10), 5l(8), and 5l(9).
- b. USFK Reg 10-2 (Installation Management and Base Operations). Cited in the glossary.
- c. USFK Reg 210-51 (USFK Housing Referral Service Program). Cited in the glossary.

3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

4. Responsibilities

- a. Area commanders must-

- (1) Develop procedures for uniform and economic administration of TLA within their geographic areas of responsibility. However, any policy denying TLA not listed in paragraph 5 l of this regulation must not be established or discontinued without approval of the Commander, USFK, ATTN: EAFJ-FP, Unit #15300, APO AP 96205-0073.

- (2) Appoint a single TLA manager for each installation or base to implement policy and approve TLA for periods not to exceed 60 days after arrival at the permanent duty station and 10 days before the day of departure from the permanent duty station.

- (3) Serve as TLA extension approval authority by reviewing and approving all requests for TLA for periods in excess of 60 days after the day of arrival at the permanent duty station and in excess of 10 days before the day of departure from the permanent duty station. This TLA extension approval authority may be further delegated to the installation commander only. The installation commander will not further delegate this approval authority.

- (4) Serve as emergency TLA approval authority by reviewing and approving all requests for TLA for reasons other than a permanent change of station (PCS).

- (5) Provide the servicing finance or disbursing office with a DD Form 577 (Signature Card).

- (6) Ensure that proper written instructions regarding TLA policies and procedures are developed and provided to uniformed members, including, as a minimum, the instructions outlined in the JFTR, par. U9150, as well as any additional local requirements regarding the service member's responsibilities. A copy of the implementing instructions (for example, pamphlets, handouts, etc.) must be forwarded to the Commander, USFK, ATTN: EAFJ-FP, Unit #15300, APO AP 96205-0073.

(7) Ensure that responsible officials maintain adequate furniture assets to assure maximum availability of loaner sets to minimize TLA payments due to shipment of, or non-arrival of, household goods (HHG).

b. The TLA managers must-

(1) Assist the area commander in developing an economical TLA administration policy in accordance with (IAW) the JFTR, par. U9150-C.

(2) Provide each uniformed member in TLA status a copy of the written instructions referred to in paragraph 4a(6).

(3) Provide each uniformed member a list of recommended rental houses, apartments, and so forth, and escort all personnel to the rental property.

(4) Authorize payment of TLA in increments up to 10 days (less when eligibility for TLA terminates before the end of a 10-day period) for periods not to exceed 60 days, after the date of arrival at the permanent duty station, or up to 10 days before the date of departure from the permanent duty station.

(5) Terminate TLA when suitable or adequate housing is refused for other than health or safety reasons and inform the member of this action.

(6) Maintain accurate records to ensure that the member is aggressively seeking permanent housing when assignment to U.S. Government quarters is not anticipated within 60 days after the date of arrival at the permanent duty station.

(7) Disapprove TLA when it is determined that a uniformed member has not substantially complied with the applicable requirements in this regulation and in the JFTR, Volume 1, or has failed to submit acceptable reasons for noncompliance.

(8) Continuously monitor the housing market with emphasis on determining when rental costs are being inflated for U.S. uniformed members.

(9) Submit a DD Form 577 for each TLA approving authority to the servicing finance or disbursing office paying TLA claims.

c. Unit commanders must-

(1) Ensure that the uniformed member reports to the housing office the next duty day after reporting to their permanent duty station.

(2) Schedule duties of new arrivals to allow the member to maintain contact with the housing office until adequate housing has been obtained. A member is not completely in-processed until adequate housing has been obtained.

d. Uniformed members must -

(1) Report to the housing office within 24 hours after reporting to their permanent duty stations, or immediately upon notification of a departure date for PCS, to receive instructions regarding their responsibilities and TLA eligibility. Failure to do so may result in denial of TLA.

(2) Aggressively seek private sector housing by contacting the housing office at least twice weekly to obtain information on availability of private sector housing, if newly arrived. This requirement does not apply if the TLA manager has determined that U.S. Government quarters will be assigned within 60 days of the individual's arrival at the unit of assignment at the permanent duty station.

(3) Submit a list of private sector rental housing visited during the 10-day period, along with reasons for non-acceptance, to the TLA Manager. (This requirement does not apply if U.S. Government quarters will be assigned as stated in paragraph 4d(2).) This list must be utilized by the TLA manager to justify the continuation of TLA for the next 10-day period.

(4) Comply with all instructions issued by the TLA manager.

e. The finance or disbursing offices must provide prompt, proper settlement of TLA claims, computed IAW the JFTR, par. U9185.

5. Policies

a. TLA must be administered uniformly within the ROK under the direction of TLA managers IAW this regulation and computed IAW the JFTR, par. U9150. The USFK Form 122 (Claim for Temporary Lodging Allowances) must be used to authorize periods of TLA. (Instructions for completing USFK Form 122 are shown in appendix A and sample is shown on pages A-3 and A-4.)

b. Continuing efforts must be made to reduce TLA costs and to expedite acquisition of permanent housing by uniformed members through effective guidance and increased management attention at all levels of command.

c. Uniformed members arriving at their permanent duty station with officially command sponsored family members (approved sponsorship based on expected availability of U.S. Government quarters) are not required to seek suitable private sector housing provided that U.S. Government quarters will be available for occupancy within 60 days of arrival at their permanent duty station. If, for any reason, the TLA manager projects U.S. Government quarters will not be available within 60 days of arrival, the uniformed member will be required to aggressively seek suitable private sector housing as prescribed by paragraph 4d.

d. Uniformed members arriving at their permanent duty station with officially command-sponsored family members (approved sponsorship based on availability of suitable or adequate private sector housing) are required to aggressively seek private sector housing as prescribed in paragraph 4d.

e. Uniformed members who obtain dependent travel authorization based on their own or their sponsor's statement of obtaining private sector housing, are expected to reside at the address provided until other private sector housing or U.S. Government quarters become available. If this is not possible, a request for exception to policy must be submitted through the unit commander to the TLA manager. The TLA manager will forward the request to the area commander for approval. If TLA is approved, the requirement prescribed by paragraph 4d applies. Dependent travel authorizations contemplated by this paragraph are concurrent travel, deferred travel, and travel authorizations, based on "Officers Trust Statements". If movement of family members is done before the issue of dependent travel authorization, payment of TLA on behalf of

those family members is not authorized.

f. Uniformed members serving an unaccompanied tour may be paid TLA provided suitable or adequate bachelor-type U.S. Government quarters are not available for occupancy as determined by the TLA manager.

(1) When U.S. Government contract hotels are used at the permanent duty station during inprocessing pending assignment to bachelor-type U.S. Government quarters, TLA is authorized regardless of the availability of U.S. Government mess or transportation. The lodging cost for TLA payment will be zero.

(2) If the uniformed member uses an available U.S. Government mess, the reverse side of the USFK Form 122 must show an itemization of all meals (U.S. Government, home, and commercial).

(3) However, if a uniformed member on an "all-others" tour elects to reside with individually sponsored family members instead of in available bachelor type U.S. Government quarters, either on arrival or on departure, TIA will not be authorized IAW the JFTR, par. U9150-C.

g. Single members in pay grades E7 or above are authorized to decline available bachelor-type U.S. Government quarters. However, they are not automatically eligible for TLA. The TLA manager will determine the cost effectiveness of requiring these uniformed members to temporarily occupy available bachelor-type U.S. Government quarters until suitable private sector housing can be obtained versus allowing payment of TLA. Personal inconvenience is not a reason in the determination.

h. Uniformed members married to uniformed members are eligible for TLA under the following conditions:

(1) Serving a joint domicile assignment or service equivalent. If the member arrives concurrently with dependents, or if the member arrives separately with an officially command-sponsored family member, the TLA manager may authorize payment if family-type U.S. Government quarters are not available.

(2) Jointly assigned but not serving a joint domicile assignment.

(a) These uniformed members are considered to be the same as those on an unaccompanied tour (paragraph 5f applies).

(b) If issued a statement by the TLA manager of non-availability of bachelor-type U.S. government quarters, basic allowance for quarters and overseas housing allowance may be authorized.

(c) Authority for TLA on departure does not exist if a joint domicile assignment has not been approved, even if uniformed members have other family members residing with them who are not officially command sponsored, and approval to reside off post has been given. This also includes new family members acquired through birth or adoption.

i. Uniformed members eligible for TLA who stay with friends or relatives are entitled only to that portion of TLA pertaining to meals. If kitchen facilities do not exist, computation will be IAW the JFTR, par. U9185-E. If kitchen facilities do exist, computation will be IAW the JFTR, par.

U9185-H. A statement signed by the host attesting to the availability or non-availability of kitchen facilities is required.

j. The TLA may be paid while a uniformed member is all assigned, but not occupying U.S. Government quarters, for a period of not more than 10 days to allow for U.S. Government cleaning and inspection. Those 10 days will be included within the maximum of 10 days TLA that could be payable on departure IAW the JFTR, par. U9170-A. (NOTE: The installation commander may restrict the number of days TLA is authorized based on local facilities. This restriction applies to all services.)

k. Special eligibility rules. The TLA may be authorized during the periods listed below, IAW pertinent JFTR paragraphs, as listed.

- (1) Temporary duty (TDY) - U9160-C3 and U9170-H.
- (2) Hospitalization - U9160-H, U9170-A through C, and U9170-H.
- (3) Waiting arrival of ship or detached from ship awaiting transportation - U9160-C2 and U9170-E.
- (4) Leave or permissive travel away from vicinity of member's permanent duty station - U9175.
- (5) Eligible for a monetary allowance instead of transportation plus per diem - U9160-B.
- (6) Time when command-sponsored dependents arrive after or depart before the uniformed member - U9160-E and U9170-B.
- (7) Time when command sponsored dependents depart after the uniformed member - U9170-A.
- (8) Delayed departure through no fault of the uniformed member - U9170-C.
- (9) Time when termination of permanent housing is earlier than 10 days before departure, for reasons beyond the control of the eligible individual - U9170-D.
- (10) Time before issuance of orders but after a final determination has been made to issue orders - U9170-G.

l. TLA will not be payable under the following conditions:

- (1) A pregnant uniformed member vacates bachelor-type U.S. Government quarters based solely on pregnancy status, ante partum or postpartum.
- (2) The uniformed member discontinues use of temporary lodging facilities.
- (3) The uniformed member refuses to accept suitable or adequate U.S. Government quarters for reasons other than health. .
- (4) The uniformed member refuses to use available U.S. Government-owned loaner

furniture, or cooking and eating utensils, pending arrival of HHG or hold baggage, or delays the delivery of HHG or hold baggage for personal convenience, after permanent housing is obtained.

(5) The uniformed member fails to aggressively seek private sector housing, when applicable, as determined by the TLA manager.

(6) The uniformed member vacates permanent housing more than 10 days before the day of departure from permanent duty station for personal convenience.

(7) The uniformed member requests early pickup of HHG or hold baggage personal reasons.

(8) The temporary lodging facility used by the uniformed member is not in the vicinity of the uniformed member's permanent duty station, but in the vicinity of another duty station, unless the member's commanding officer or the TLA manager states that the lodging utilized was the nearest suitable accommodation available to the uniformed member's duty station IAW the JFTR, par. U9185-B.

(9) The uniformed member's command-sponsored dependents are returned early under the provisions of the JFTR, pars. U5240-B, U5240-D, U5240-E, U5240-F, U5240-G, and U5240-H. (Exceptions to these restrictions may be granted by the installation commander only on a case-by-case basis.)

(10) The uniformed member out-processes at locations other than the permanent duty station. Mission or base operations funds are to be used, if necessary, to fund TDY (instead of TLA).

(11) Individually sponsored dependents are not authorized TLA.

Appendix A

Instructions for Completing USFK Form 122 (Claim For Temporary Lodging Allowances)

Except for signatures, all information will be printed in ink or typewritten. (See sample of completed form, pages A-3 and A4.)

A-1. Identification of Sponsor

This part must be completed by the person requesting reimbursement for temporary lodging costs as follows:

- a. NAME: Service member's last name, first, middle initial.
- b. GRADE: Service member's pay grade (for example, E6, 03, etc.).
- c. SSN: Service member's social security number.
- d. DUTY PHONE NUMBER: Telephone number where the claimant can be reached during normal duty hours.
- e. UNIT ADDRESS: Service member's unit address.
- f. UNIT LOCATION: Geographic location of the service member's unit (for example, Yongsan, Taegu, etc.).
- g. NUMBER OF FAMILY MEMBER(S): Number of family members authorized to receive TLA during period of payment. (Do not include sponsor.)
- h. DATE SPONSOR REPORTED/DEPARTED: Circle as appropriate and enter date.
- i. DATE FAMILY MEMBER(S) ARRIVAL DEPARTURE: Circle as appropriate and enter date or write "NA", (Not Applicable).

A-2. Statement of Claimant (Arrival At/Departure from Permanent Duty Station.)

Complete the statement by inserting the appropriate information in the space provided and circling the appropriate tour and absence status.

A-3. Statement of Unit Commander. (For E-6 and Below.)

This part is required to be completed when the claimant is a service member in pay grade E6 or below. Complete this part by inserting the appropriate information in the spaces provided.

A-4. Statement by Housing Officer

This part will be completed by the housing officer. Complete this part by inserting the appropriate information in either paragraph A-1a or A-1b. Circle either Arrival or Departure as applicable and insert the appropriate information in paragraph A-1c.

A-5. Additional Remarks or Continuations of Other Items

There are two ways to be paid TLA. By Electronic Funds Transfer (EFT) to the service member's bank account within 72 hours of receipt by the finance office; or applied to the service member's Mid-month or End-of--month pay.

A-6. Daily Itemization of Expenses

This information must be completed by the claimant. Insert the appropriate information in the blocks provided.

A-7. Notes

This part is provided to assist in the completion of parts V and VII.

A-8. Computation

This part is completed by finance office personnel.

Glossary

Section I. Abbreviations

HHG	Household Goods
IAW	in accordance with
JFTR	Joint Federal Travel Regulations
PCS	permanent change of station
ROK	Republic of Korea
TDY	temporary duty
TLA	temporary lodging allowance
U.S.	United States (of America)

Section H. Terms

Area commander. The commander of a specific geographic area as defined in USFK Reg 10-2. The Commander, U.S. Naval Forces, Korea, is designated as area commander for all U.S. Navy and Marine Corps personnel in the ROK.

Command-sponsored family member. A dependent authorized to travel to an overseas command at U.S. Government expense (except designated location family members), or a family member officially recognized as command-sponsored subsequent to arrival in the command.

Designated location. A location in the continental U.S., Alaska, Hawaii, Puerto Rico, or a territory or possession of the U.S., named by the member or his family member(s) as the place at which a residence will be established until further transportation of family members is authorized at Government expense. The permanent station outside the U.S. to which a PCS order states the member concerned is to serve an accompanied tour of duty immediately following completion of current overseas tour of duty.

Housing office. The office that provides housing assignments or assists a uniformed member in locating permanent housing. The term "housing office" includes base housing office, family housing office, billeting office, and housing referral office.

Individually sponsored family member. A family member anywhere in the ROK not authorized command-sponsored travel to the overseas command at U.S. Government expense, or one who enters the command without endorsement of the appropriate overseas commander.

Suitable or adequate housing. Government quarters, other than transient-type facilities, including U.S. Government leased housing. Private sector rental housing in the vicinity of the permanent duty station that has sufficient bedrooms to meet requirements for family size and

compositions as outlined in appropriate service directives, meets health and safety standards established by USFK Reg 210-51, and is within an acceptable price range for the member's grade.

TLA. The TLA is authorized for partial reimbursement of the more than normal expenses incurred during occupancy of temporary lodging and expenses of meals obtained as a direct result of the use of temporary lodging.

TLA extension approval authority. The area commander is the approving authority for requests for TLA for periods exceeding 60 days after arrival at the permanent duty station, or 10 days before the day of departure from the permanent duty station. This authority may be delegated to the installation commander. The installation commander must not delegate this authority any further.

TLA manager. The installation or base commander designated by the area commander as the single TLA manager for each base or installation where TLA is authorized to be paid. The TLA management function is normally delegated to the installation housing officer as substantiated by submission of a DD Form 577 to the servicing finance or disbursing office.

Unaccompanied uniformed personnel. Unaccompanied uniformed personnel, as used in this regulation, are persons who do not have command-sponsored family members in the ROK.

Vicinity. As used in this regulation, vicinity is defined to mean the area within a normal commuting distance of the member's permanent duty station or place at which family members are authorized U.S. Government quarters. Travel time one-way must be less than one hour by privately owned conveyance during peak driving periods to be considered within normal commuting distance.