



UNITED STATES FORCES KOREA INSTRUCTION

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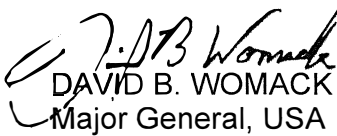
TEMPORARY LODGING ALLOWANCE FOR UNIFORMED MEMBERS WITHIN THE REPUBLIC OF KOREA

References:

- a. DoD 7000.14-R, Financial Management Regulation, Volume 7A, Chapter 68, January 2025
- b. Joint Travel Regulations, 4 January 2026
- c. USFKR 10-2 series, Installation Management and Base Operations

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. Superseded/Canceled. This instruction supersedes USFK Regulation 37-57, dated 15 April 2010.
3. Applicability. This instruction applies to all U.S. uniformed personnel and their family members, regardless of service or command affiliation, located within the ROK.
4. Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 Policy and Programs Office, Unit #15237, APO AP 96271-5237, email: <indopacom.humphreys.usfk.mbx.usfk-strategic-policy-and-programs@army.mil>.
5. Internal Control Process. This regulation does not contain management control procedures.
6. 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://armypubs.army.mil/>>.
7. Forms. USFK forms are available at <<https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/SitePages/USFK-Publications-%26-Forms.aspx>>. NPPSC forms are available at: <<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>>.

8. 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 J1 Policy and Programs Office, OPC 371 BOX 27, APO AP 96271-9001.
9. Releasability. Electronic Media Only (EMO).
10. Effective Date. This instruction is effective upon receipt.


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Major General, USA
Chief of Staff

Enclosures:

- A – Responsibilities
- B – TLA Policy
- C – Instructions for Completing Form 122
- GL – Glossary

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ENCLOSURE A RESPONSIBILITIES

1. Area Commanders must:

a. Develop procedures for uniform and economic administration of TLA within their geographic areas of responsibility. However, any policy denying TLA not listed in Enclosure B, paragraph 12 of this instruction must not be adopted without concurrence of USFK J1 Policy and Programs Office, OPC 371 BOX 27, APO AP 96271-9001.

b. 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.

c. Serve as the 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.

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

e. 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 DoD 7000.14-R (Financial Management Regulation), Vol. 7A., Chapter 68, 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 USFK J1 Policy and Programs Office, OPC 371 BOX 27, APO AP 96271-9001.

f. 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).

g. Ensure TLA is available to support the USFK Commander's reception and integration operations before assignment of permanent duty station.

2. The TLA managers must:

a. Assist the service component commanders in developing an economical TLA administration policy in accordance with (IAW) the DoD 7000.14-R (Financial Management Regulation), Vol. 7A., Chapter 68.

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b. Provide each uniformed member in TLA status a copy of the written instructions referred to in paragraph 1f.

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

d. 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.

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

f. 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.

g. Disapprove TLA when it is determined that a uniformed member has not substantially complied with the applicable requirements in this regulation and in the DoD 7000.14-R (Financial Management Regulation), Vol 7A, Chapter 68, or has failed to submit acceptable reasons for noncompliance.

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

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

3. Unit commanders must:

a. Ensure that all newly arrived uniformed members report to the housing office the next duty day after reporting to their permanent duty station.

b. Schedule duties for 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.

4. Uniformed members must:

a. 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.

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b. Actively 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.

c. 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 Enclosure A, paragraph 4b. This list must be utilized by the TLA manager to justify the continuation of TLA for the next 10-day period.

d. Comply with all instructions issued by the TLA manager.

5. The finance or disbursing offices must: provide prompt, proper settlement of TLA claims, computed IAW the DoD 7000.14-R (Financial Management Regulation), Vol. 7A., Chapter 68.

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ENCLOSURE B

TLA POLICY

1. TLA must be administered uniformly within the ROK under the direction of TLA managers IAW this regulation and computed IAW the DoD 7000.14-R (Financial Management Regulation), Vol. 7A., Chapter 68. The USFK Form 122 (Claim for Temporary Lodging Allowances) or military component equivalent form, must be used to authorize periods of TLA (Instructions for completing USFK Form 122 in Enclosure C).
2. All uniformed members must put forth their best efforts to reduce TLA costs and to expedite acquisition of permanent housing.
3. 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 made 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 actively seek suitable private sector housing as prescribed by Enclosure A, paragraph 4b.
4. 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 actively seek private sector housing as prescribed in Enclosure A, paragraph 4b.
5. 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.
6. 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.
 - a. When U.S. Government contracted lodging is provided at the permanent duty station during in-processing pending assignment to bachelor-type U.S. Government quarters,

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TLA is authorized regardless of the availability of U.S. Government mess or transportation. The lodging cost for TLA payment will be zero when lodging is provided at no cost under a government contract. Government mess and/or transportation costs are separate and can be incurred dependent upon authorized per diem.

b. 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).

c. 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, TLA will not be authorized IAW the DoD 7000.14-R (Financial Management Regulation), Vol. 7A., Chapter 68.

7. 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.

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

a. 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.

b. Jointly assigned but not serving a joint domicile assignment.

(1) These uniformed members are considered to be the same as those on an unaccompanied tour (Enclosure B, paragraph 6 applies).

(2) 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.

(3) 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.

9. 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,

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computation will be IAW the DoD 7000.14-R, Vol 7A, Chapter 68, paragraph 6.3.4.2. If kitchen facilities do exist, computation will be IAW DoD 7000.14-R, Vol 7A, Chapter 68, paragraph 6.3.4.1. A statement signed by the host attesting to the availability or non-availability of kitchen facilities is required.

10. The TLA may be paid up to 10 days while waiting for cleaning and inspection of an assigned U.S. Government quarters is completed.

11. Other situations for TLA. The TLA may be authorized during the periods listed below.

a. Delayed and deferred dependent travel – DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 2.3

b. Service member married to another service member – DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.1

c. Period of TDY or deployment while away from PDS – DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.2

d. Converted Tour - DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.3

e. Service member acquires a dependent - DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.4

f. Hospitalization period - DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.5

g. Leave or permissive travel - DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.6

h. Dependent assigned to government quarters - DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.7

i. TLA for Reserve Component member - DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.8

j. Retirement or separation from service - DoD 7000.14-R, Vol. 7A, Chapter 68, paragraph 5.9

k. Participation in reception and integration operations as directed by USFK

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

a. A pregnant uniformed member vacates bachelor-type U.S. Government quarters based solely on pregnancy status, ante partum or postpartum.

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- b. The uniformed members discontinue use of temporary lodging facilities.
- c. The uniformed member refuses to accept suitable or adequate U.S. Government quarters for reasons other than health.
- d. 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.
- e. The uniformed member fails to actively seek private sector housing, when applicable, resulting in unreasonable delays in finding suitable housing as determined by the TLA manager.
- f. The uniformed member vacates permanent housing more than 10 days before the day of departure from permanent duty station for personal convenience.
- g. The uniformed member requests early pickup of HHG or hold baggage for purely personal convenience.
- h. 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 DoD 7000.14-R, Vol. 71, Chapter 68.
- i. The uniformed member's command-sponsored dependents are returned early under the provisions of the DoD 7000.14-R, Vol. 7A, Chapter 68, Table 68-3. (Exceptions to these restrictions may be granted by the installation commander only on a case-by-case basis).
- j. 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).
- k. Individually sponsored dependents are not authorized TLA.

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ENCLOSURE C

INSTRUCTIONS FOR COMPLETING USFK FORM 122
(CLAIM FOR TEMPORARY LODGING ALLOWANCES)

Except for signatures, all information will be printed in ink or typewritten.

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. 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) ARRIVA DEPARTURE: Circle as appropriate and enter date or write "NA", (Not Applicable.)

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.

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.

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.

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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 payment may be applied to the service member's Mid-month or End-of-month pay.
6. Daily Itemization of Expenses. This information must be completed by the claimant. Insert the appropriate information in the blocks provided.
7. A-7. Notes. This part is provided to assist in the completion of parts V and VII.
8. Computation. This part is completed by finance office personnel.

GLOSSARY OF ABBREVIATIONS AND TERMS

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

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 members. 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 rental housing in the

vicinity of the permanent duty station that has sufficient bedrooms to meet requirements for family size and USFKI 7200.27, 15 May 2026 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 people 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.