

**CFC MEMO 600-1**  
**연합사 각서 600-1**

**HEADQUARTERS**  
**ROK-US COMBINED FORCES COMMAND**  
한미연합군 사령부  
**UNIT # 15255**  
부대 #15255  
**APO AP 96205-0028**  
군우 96205-0028

**CFC MEMORANDUM**  
연합사 각서  
**No. 600-1**  
번호 600-1

**12 March 1997**

**Personnel-General**  
인사-일반사항  
**COMMAND ORIENTATION PROGRAM**  
전입장병 부대 소개 교육

**HEADQUARTERS  
ROK-US COMBINED FORCES COMMAND  
UNIT # 15255  
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**CFC Memorandum  
No. 600-1**

**12 March 1997**

**(Effective Date: 19 March 1997)  
Personnel - General  
COMMAND ORIENTATION PROGRAM**

**SUPPLEMENTATION:** Issue of further supplements to this memorandum by subordinate commands is prohibited unless prior approval is obtained from the Commander in Chief, UNC/CFC, ATTN: CFCA-PO-B, Unit #15255, APO AP 96205-0028

**1. PURPOSE.** This memorandum establishes policy governing the Command Orientation Program for Republic of Korea (ROK) and United States (US) military and civilian personnel newly assigned to the various activities in the ROK/US Combined Forces Command (CFC).

**2. SCOPE.** This memorandum applies to all military and civilian personnel assigned to the CFC Headquarters staff.

**3. RESPONSIBILITIES.**

a. Each ROK and US service element will ensure that newly assigned members and their dependents are properly oriented, as appropriate, on ROK, United States Forces Korea (USFK), and individual service policies.

b. Each Assistant Chief of Staff (ACofS) and Head of a Special Staff Section will:

(1) Designate a sponsor for each person assigned to their staff section for duty. The sponsor will assist in introducing and in-processing the newly assigned person.

(2) Provide new staff members with appropriate in-depth training regarding specific responsibilities of their section and emphasizing wartime duties and duty location.

(3) Provide appropriate briefings, handout material and other support necessary to conduct an effective command orientation IAW ROK and US element internal policy guidelines.

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**\*This memorandum supersedes CFC Memo 600-1, 1 July 1994**

c. The ACoS, C1 will:

- (1) Develop, coordinate and conduct the ROK Command Orientation Program.
- (2) Task staff principals and subordinate commands for support of the ROK orientation program.

d. The Deputy Assistant Chief of Staff (DACoS), C1 will:

(1) Provide staff oversight of the USFK Korean Cultural Awareness Program IAW USFK Reg 600-55.

(2) Conduct periodic staff assistance visits to components to ensure that the program is fully implemented.

(3) Coordinate and conduct a tour of the Joint Security Area and Infiltration Tunnel #3.

**4. BACKGROUND.** The ROK and US elements of CFC have established orientation policies and programs to ensure continuous and effective orientation of newly assigned personnel. These programs are essential due to the unique character of our combined and joint mission and the high turnover of personnel assigned to CFC. The ROK and US service elements of CFC will ensure that newly assigned members are properly oriented on CFC, ROK, and USFK policies on these programs.

a. The ROK program is divided into two phases and applies to all ROK service members assigned to CFC.

(1) The first phase consists of a series of briefings on the CFC and Ground Component Command (GCC) organization, staff section missions, CFC/United Nations Command(UNC)/GCC OPLAN 5027 overview and major training exercises. These briefings are conducted, monthly, in the ROK Friendship House Conference Room on Yongsan Main Post. This phase also includes visits to CP TANGO, CC SEOUL, and the Logistic Support Area.

(2) The second phase consists of quarterly visits to the headquarters of some GCC components (First ROK Army, Third ROK Army, Combined Aviation Force), Air Component Command, ROK 2d FLEET, Combined Marine Forces Command and Combined Unconventional Warfare Task Forces. CFC members also tour the Joint Security Area and Infiltration Tunnel #3. US service members are invited to participate in this phase. Interested personnel should contact the ACoS, C-1, ATTN: CFCA-PO-P.

b. The US program applies to all US military and civilian personnel assigned to CFC and consists of a primary program and an optional tour.

(1) The primary program is the Korean Cultural Awareness Program, which is implemented IAW USFK Reg 600-55.

(2) An optional tour of the Joint Security Area and Infiltration Tunnel #3 is conducted monthly from March thru November. Announcement of scheduled tours will be distributed by the DACofS, C1.

**5. POLICY.** All newly assigned personnel will:

- a. Be assigned a sponsor.
- b. In-process IAW with national service policies.
- c. Participate in their national orientation program.

**6. PROCEDURE.**

a. The ACofS, C1 will monitor the ROK national program and approve minor changes in content to enhance effectiveness. Major changes will be submitted to the Command Group for approval prior to implementation.

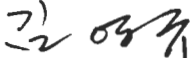
b. The DACofS, C1 will monitor the US national program and approve minor changes in content to enhance effectiveness. Major changes will be submitted to the Command Group for approval prior to implementation.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or ROKA Form 1-6-2 (Disposition Form) to the CINC, CFC ATTN: CFCA-PO-P, Unit #15225, APO 96205-0028

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. TIMMONS  
Lieutenant General, USA  
Chief of Staff

  
KIM, YOUNG KYU  
Colonel, ROKA  
Adjutant General, UNC/CFC

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