



AREA III CPAC

“Servicing the Best Employees in Korea”



Far East Region Area III CPAC New Hire's Handbook

Area III Civilian Personnel Advisory Service
USAG Humphreys
Pyongtaek, Korea

March 2010



As the Director of the Civilian Personnel Advisory Center, I would like to welcome you to Korea and Area III. You are coming to USAG Humphreys at an important time when huge changes are taking place to our manpower, infrastructure, and operational capacities. I hope that your overseas tour here will help to broaden your knowledge and provide you with some unique experiences to further your federal career. Korea is a great place to live, work, and get one of a kind travel opportunities.

THOMAS J. MULVIHILL
Director, Area III CPAC

Civilian Personnel

Employee Handbook

Summary. This guide is designed to be a quick reference for the new civilian employees in Area III. It provides a variety of information pertinent to activities and functions of the area, services available to civilian employees, and unique overseas benefits available.

Applicability. This guide applies to all civilian employees in Appropriated and Non-Appropriated positions assigned to organizations serviced by the Civilian Personnel Advisory Center – Area III (CPAC).

Suggested Improvements. The proponent of this guide is the Area III CPAC. Users are invited to send comments and suggestions to the Area III Civilian Personnel Advisory Center, ATTN: PECP-FEA-E, Bldg S756, APO AP, 96271



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Chapter 1

Information on Area III

1-1. Purpose

This pamphlet provides new overseas civilian employees information specifically relating to Area III and the unique overseas benefits available. In addition, we hope it will answers many of your commonly asked questions.

1-2. USAG Humphreys

Located in Pyongtaek, South Korea, about 55 miles south of Seoul, USAG Humphreys is home to the 2nd Combat Aviation Brigade of the 2nd Infantry Division, Military Intelligence units and several other military organizations. Area III also covers DeCA employees at Osan AB, Kunsan AB, and the 411 CCK at Osan are also serviced by Area III.

USAG Humphreys has a small post exchange, small commissary, driving range, child care center, elementary and middle schools, medical and dental facilities, water park, mini-golf park, movie theater, Army Community Center, MWR facilities, three gyms, two swimming pools, banking facilities, Burger King, Popeye's, Taco Bell, Subway, and Pizza Hut.

Osan AB is approximately a 30 min drive away by car and Yongsan is approximately 2 hours.

1-3. Civilian Identification Cards

A civilian or military ID card is required to enter any installation or facility located in Area III. Ration control Cards are also required to enter any Commissary, PX, or facility that sells controlled items.

1-4. Ration Control

Your ration card is just as important as your identification card. In short, it is required by most on-post businesses. The Army and Air Force Exchange, commissary and other stores usually require seeing your card before you can enter and/or make purchases.

Officials must ensure that you are not purchasing large quantities of any particular item in order to resell. Your sponsor should be able to help provide you with a temporary card when you arrive.

Following are some important points about this important card:

- You will need a ration card for each authorized Family Member (children 10 and up).
- During their first two weeks in Korea, Civilian Employees and Family Members can shop in the commissary and exchange with a military identification card and a copy of their PCS orders stamped by the ration control office.
- Every purchase in the commissary and PX is recorded in a real-time system based on a shopper's identification number. The system sends information to a database which automatically generates a violation notice if you exceed your purchase limit.
- At the PX, ration limits restrict purchasing a maximum of three of the same high-value item. Cosmetics, select health and beauty aids, and alcoholic beverages are some of the high-value, high-demand items.

1-5. Temporary Lodging

Temporary Quarters/Sustenance Allowance (TQSA) is normally approved for employees on PCS orders transitioning through USAG Humphreys. Temporary quarters are normally facilitated through the local lodge. The Humphreys Lodge has 156 rooms with laundry facilities on each floor. Amenities include cable TV, high speed internet, DVD player, and a free continental breakfast everyday from 0630 to 0930.

1-6. Off-Post Housing

Most civilian personnel are authorized Living Quarters Allowances (LQA) while on their overseas tours. The housing office has references for local realtors who can help locate long term housing off-post. Housing around USAG Humphreys is readily available and ranges in size from 1 bedroom apartments to houses over 2,500 SQ Ft in size.

1-7. Medical Care

Military Medical facilities at USAG Humphreys are limited in nature and scope compared to military installations in CONUS. Employees and their families may either seek medical services on post (on a space available basis) or off post. The local Health clinic can also refer patients to approved outside sources for treatment. The closest military hospital is in Yongsan, Seoul and the closest Host Nation Civilian hospital, DanKook Hospital, is approximately 30 minutes from base. The Medical facilities at USAG Humphreys offer

medical, dental, pharmaceutical, physical therapy, optometry, behavioral health, and laboratory services. Please reference to the back of this guide for more information.

1-8. Humphreys American School

Humphreys American School (HAS) is a federal activity, funded by the Department of Defense and accredited by the North Central Association of Colleges and Schools (NCA), which is the largest accreditation association in the United States. HAS facilitates both an elementary and middle school. High school students attend Osan high school at Osan AB. The CPAC strongly recommends that employees who are coming to USAG Humphreys register their dependants as soon as possible. For more information, visit: <http://www.humphreys-es.pac.dodea.edu/pages/About.html>

1-9. Child Development Center

USAG Humphreys opened a new Child Development Center in 2007 with a capacity of 300 children. The Child Development Center offers a Mother and Baby Room. This is a one of a kind place for mother's to spend quiet time with their newborns. The CDC also has a Youth Center which is located adjacent to the USAG Humphreys Elementary School and Army Family Housing. It offers a full range of School Age Services programs including special camps, field trips, homework assistance, fun activities, a variety of clubs and a Youth Technology Lab (YTL).

1-10. Mass Transportation in Korea

Because of the congestion, close proximity of populations, and the expense of owning automobiles, mass transit or public transportation is readily available and inexpensive in Korea. Civilian buses, trains, subways, and taxis are available throughout Korea. In addition to this, the military has shuttle buses that go between the military installations throughout Korea. USAG Humphreys has two post buses, consisting of a Blue Route and a Red Route which run approximately every 20 minutes. Please reference to the back of this guide for schedules.

1-11. Driving in Korea

Authorization to ship and drive a POV in Korea is not an entitlement. All civilians need approval for POV shipment and a civilian POV license. Most families are approved for shipping one (1) POV overseas. Exception to policy of a 2nd POV on post may be requested but will not be approved for the convenience of the individual's family.

Driving in Korea is truly a challenge. Driving can be separated into two different areas, on post and off post. Drivers are expected to know regulatory requirements from the Korean Road Traffic Law and DOD and USFK directives. Road conditions, inclement weather, narrow or uneven roads and unmarked intersections are just a few of the additional factors that make driving in Korea a challenge.

U.S. Forces personnel in Korea who wish to drive POVs must have a USFK driver's license. Civilian employees and family members age 18 or older are required to take a written test to receive a USFK driver's license which is issued for a five year period. Additional information and study material can be found at the following web address:
<http://humphreys.korea.army.mil/POV>

Chapter 2

Personnel Procedures

2-1. Your Tentative Job Offer

Tentative job offers are meant to secure the positions and help facilitate the placement of personnel in positions. Not all benefits, allowances, and quality of life subjects are addressed in this document. Full details will be given when you in-process.

2-2. Required Documents

Because of some of the unique allowances overseas, employees will be asked to produce documents to validate the hiring process and determine eligibilities for certain allowances. Some of these documents may include birth certificates, marriage licenses, divorce decrees, contracts and pay stubs for former contract workers, passports, visa pages, and the employee's current Standard Form-50.

2-3. In-Processing

During in-processing, employees are encouraged to ask questions and make sure that they fully understand what is being briefed. You will be receiving a lot of information during these first days in country so it is advisable to read this document first in order to have a better understanding of life in Korea and formulate any additional questions to ask during your in-processing.

2-4. Long Term Storage

Employees who currently have long term storage or employees who have long term storage contracts with the government are responsible for providing the Area III CPAC with these documents. These contracts must be re-funded every year and failure to provide this information may result in possible loss of items in storage.

2-5. Health Benefits (Overseas)

It is important for current federal employees registered with a federal health plan to consider if their current plan will provide coverage in Korea. It is recommended that this be researched before the employee leaves for OCONUS. Currently, there are several benefits plans that are in effect in Korea. Through the Office of Personnel Management (OPM):http://www.opm.gov/insure/new_employ/index.asp or Army Benefits website (ABC website) <https://www.abc.army.mil/> further details on plans and coverage's can be obtained.

Important Facts about Overseas Coverage:

- You should not be enrolled in an HMO if you are living overseas, except when the overseas geographic location is part of an HMO's service area (such as Guam).
- Most overseas providers require payment "up front".
- Some plans pay overseas providers at the Preferred Providers benefit level, but you will probably have to pay the difference between the plan payment and the actual charge. Check to see whether you must provide an English translation of the bill (claim) and currency conversion information.
- Some plans provide assistance in locating medical providers overseas or have participating hospitals and other providers.
- Your plan may have an overseas second opinion arrangement where an on-line opinion can be obtained from U.S. medical providers for certain medical conditions/treatments.
- Most plans do not require precertification for inpatient hospitalization and other procedures outside of the U.S. and Puerto Rico
- Some services that are "accepted practice" overseas are considered experimental or investigational by FEHB plans and are not covered.
- Some plans provide benefits for professional medical evacuation to the nearest hospital suited to provide treatment and the patient's condition requires immediate evacuation (air or sea evacuation may be covered if emergency ground transportation is not available).
- Prescription drugs may be available through a plan's Mail Order Pharmacy benefit (sometimes you need to have an address with a Zip Code, such as an APO and FPO address or in U.S. territories). You may be able to file a claim for prescription drugs you purchase overseas.

2-6. Overseas Tours

a. Tours of Service:

Civilian Employees accept tours of duty in overseas locations in much the same way as our military counterparts. Area III is considered an accompanied tour area. The norm is for employees to bring their dependants overseas with them. Employees choosing not to bring their dependants will receive no special treatment or considerations for requesting an unaccompanied tour. Upon arriving in Korea, all employees should be aware of their DEROS date which marks the end of their tour. The norm is to return to CONUS upon successful completion of a tour. This system allows U.S. employees the opportunity to enjoy serving overseas, gain some unique experience, then move on to other challenges back in CONUS.

- b. Tour Lengths:
All **accompanied** tours will be for 36 months and all **unaccompanied** tours will be for 36 months. Exceptions to policy for a two year will be considered on a case by case basis.
- c. Tour Extensions:
Tour extensions allow for the continuous assessment of civilian workforce requirements and promote the efficiency of worldwide operations. It is important for civilian employees to understand that extending a tour is neither automatic nor a right of the employee. Any manager or supervisor in the chain of command may disapprove an extension.
- d. Five Year Rule:
For civilian employees in Korea, a five-year maximum service overseas is the rule and anything longer is the exception. Tour extensions beyond the five-year limit are designed to provide management flexibility to meet defined mission requirements that cannot otherwise be met. Tours beyond five years require additional approval authority.
- e. Completion of Tour:
Employees with return rights will exercise them upon completion of their tour of duty. Employees who do not have return rights will be entered into the Priority Placement Program (PPP) for re-assignment back to CONUS.
- f. Tour Curtailments:
Management reserves the right to curtail tours for failure to adapt to a foreign environment or other reasons that are detrimental to the operations of that directorate. An employee can request a voluntary tour curtailment for applicable reasons but the request must be approved by the appropriate authority IAW JTR requirements.

2-7. Priority Placement Program(PPP)

The Priority Placement Program (PPP) serves as the primary vehicle, under the Department of Defense Rotation Policy, for returning Non-Displaced employees to the

United States at the end of their overseas tours. A Non-Displaced employee is one who is employed in their own right, and not as a family member, in the overseas area. Non-Displaced employees must have successfully completed an overseas tour or a renewal tour. Non-Displaced employees must be serving on a Career or Career Conditional Appointment, or an appointment which leads to a status appointment, such as VRA. Employees serving on certain Excepted Service appointments and who have successfully completed an equivalent of an overseas tour may be eligible for PPP registration as a Non-Displaced employee. Employees serving under temporary or non-status appointments are not eligible to register.

2-8. Return Rights to CONUS

Employees with re-employment rights to a position in the U.S. can exercise those rights upon completion of or release from their overseas tour. Employees must exercise return rights to the organizations to which they have return rights and the organizations will place them in a position of the same grade level and type if available. Return rights are only authorized for a period of five (5) years unless administratively extended by the original organization.

Chapter 3

Pay Related Issues

3-1. Overseas Pay Scales

General Scale (GS) Federal employees overseas are paid in accordance with the base scale for the current grade and step. Locality pay is not included. Current federal employees transferring overseas will have their pay converted from their locality pay scale to the base pay scale.

3-2. State Taxes

While assigned overseas employees may be liable for state and local taxes. Some states have no income tax while other states don't tax income earned overseas. Many states, however, do expect employees to continue to pay state income tax while assigned overseas. It is the employee's responsibility to determine tax liabilities and initiate withholding to meet their obligation. Failure to do so does not reduce or eliminate liability. State and local taxes will be deducted from an employee's pay if this request is submitted.

Individuals should review the Information about State and Local Taxes at <http://www.sisterstates.com/> , print and complete a copy of the withholding certificate for their state, and submit it to the CPAC.

3-3. Allotments / TSP Loans

As a reminder, all allotments that current employees have in the states may be stopped upon PCSing to Korea. You must re-input for these allotments using My Pay. Please notify the CPAC staff if you currently have allotments and would like to continue them once arriving in Korea. The same applies for TSP loans that employees are currently paying back. You must re-initiate these requests.

Chapter 4

PCS Facilitation

4-1. Planning your Move to Korea

Advance planning for your move to Korea will save stress and better prepare you for a great tour of duty in Korea. For Civilian Employees coming on board, if a sponsor has not contacted you yet, contact your gaining organization to ask for a sponsor. Sponsors can ease the transition by providing vital information for your move.

If you have access to Army Community Service, Air Force Family Service or Navy and Marine Family Service at your current location, check for relocation information specific to Korea and USAG Humphreys. Make sure you attend an overseas orientation class before you leave if available. Also, be sure to look in your local bookstore or library and on the Internet for assistance.

Visit these sites online to learn more about relocation and life in Korea:

[U.S. Army Garrison-Humphreys](http://humphreys.korea.army.mil/): This Web site is the official site for USAG-Humphreys. It contains a wealth of current community news and information, along with a telephone directory and important links to local agencies. <http://humphreys.korea.army.mil/>

[U.S. Forces Korea](http://www.usfk.mil/usfk/) - This site is the official Internet presence for U.S. Forces Korea and provides current information on USFK policies. <http://www.usfk.mil/usfk/>

[Military Homefront](http://www.militaryhomefront.dod.mil/portal/page/mhf/MHF/MHF_HOME_1?section_id=20.40.0.0.0.0.0.0) - This site provides relocation information for not just USAG-Humphreys, but also all DOD military installations. Click on moving and relocation, then input USAG-Humphreys. It also features a customizable calendar, to-do lists and overseas information. http://www.militaryhomefront.dod.mil/portal/page/mhf/MHF/MHF_HOME_1?section_id=20.40.0.0.0.0.0.0

[8th U.S. Army](http://8tharmy.korea.army.mil/) - This site contains an electronic Welcome Guide and the ROK Steady magazine. <http://8tharmy.korea.army.mil/>

4-2. The Importance of your PCS Transportation Briefing

The CPAC and the USAG Command cannot stress enough how important your PCS transportation briefing is and how critical it is to your successfully relocating overseas. In general, you are authorized three types of transportation shipments to facilitate your PCS move: House Hold Goods Shipment (HHG), Long Term Storage, and Unaccompanied Baggage Shipment. After the PCS transportation briefing, you should fully understand these options and how to use them.

- Ask questions at this briefing!
- Know your authorized weight limit!
- Schedule your shipment as early as possible! – Summer time is especially busy for PCS moves and you normally have only 45 days to move.
- Utilize Unaccompanied Baggage Shipments for critical items that you will need for living until your HHG arrives. – It may be over 60 days before your HHG arrives. It is your responsibility to plan and ship essential items using this method.

Newly appointed employees should contact their closest military base and set up an appointment with the transportation office to attend one of these classes and to step up their PCS moves.

4-3. Shipping Pets

Cats and dogs may be shipped and maybe subject to Korean customs and quarantine requirements. Pets other than cats and dogs must have a permit for importation issued by the Ministry of Agriculture and Forestry prior to movement to Korea. Contact your nearest United States Department of Agriculture (USDA) Animal and Plant Health Service Inspection Office (APHIS) (http://www.aphis.usda.gov/animal_health/area_offices/) for additional information and assistance as soon as you know you will be leaving to ensure all the necessary paperwork, shots and physicals are completed on schedule. You will also find helpful information at the following USDA APHIS website:

http://www.aphis.usda.gov/regulations/vs/iregs/animals/animal_faq.shtml

The following information applies to all personnel covered under the Status of Forces Agreement (SOFA) between the United States and Republic of Korea (ROK).

Health and rabies certificates are required for all pets entering the ROK. Pets arriving without a current rabies vaccination or one that is less than 30 days old will be quarantined at the owner's expense for up to a maximum of 30 days.

Note: Families traveling with pets need to make pet room reservations as early as possible as these rooms are limited.

Below are privately owned websites not affiliated with the Government which have additional pet travel information:

<http://www.petfinder.com/pet-travel/>
<http://www.dogfriendly.com/server/travel/airtravel/airporttravel.shtml>
http://www.pettravel.com/airline_rules.cfm
<http://www.petflight.com>

4-4. Passports

Passports are required for all employees and family members. You do not need an official passport to enter the country. You may enter with a tourist passport and no visa. Once you have arrived in Korea, you have 30 days to get your A3-visa and SOFA stamp in Osan AB. Except for Korean Nationals who have no need of the Status of Forces Agreement (SOFA), all employees and family members are required to get a SOFA stamp.

Osan Air Base has a full service customs and immigration office located in its Air Mobility Command Terminal. The office is open 9AM to 5 PM Monday through Friday. Service is offered "first come, first served", but usually only takes 15-20 minutes. (DSN 784-4042)

Required Documents:

1. Sponsor's ID card and dependent's ID cards
 - Copies of the ID card (front and back) are acceptable
2. Letter of Verification of Assignment/Employment
 - Including date assigned/employed or PCS orders to Korea are needed
 - For dependents, their information (name, DOB, relationship to sponsor) should be listed.
3. Passports
4. In case of an infant born in Korea Consular Report of Birth Certificate from U.S. Embassy is required.
5. Application Form

4-5. Transportation Options Once You Hit the Ground in Korea

At Incheon International Airport, you will go through the entire customs and immigration and baggage claim process. There is no military line in Immigration. Once in customs, you can either go through the normal customs lines or you can go through the Military lane. Normal lines will only require your passport while you must show your orders and passport to go through the military lane. Make sure your passport is stamped.

If you are meeting your sponsor, it might be best to meet them at the gate 14 USO desk or at the exit to the baggage claim area. It is all the way to the right (as you exit the baggage claim area) of the airport.

If you are going to USAG Humphreys, you have a few options for getting there.

1. Coordinate with your sponsor to meet you at the airport and drive you to USAG Humphreys.

2. When you clear through customs, go out exit 7B and buy a bus ticket at the kiosk on the express bus to Pyongtaek Bus station. It should be less than 20,000 Won. They have buses leaving every 20-40 minutes. Once in Pyongtaek, you can either take a taxi to the Walkthrough gate or arrange for your sponsor to pick you up and drive you to the post lodge. Attached is the link to the bus route:

<http://www.airport.kr/airport/traffic/bus/busView.iiia?seq=436&flag=E>

3. If the USO desk is open, they can tell you when the bus to Yongsan is departing. Since you will be in permanent change of station status, you and your family members will have priority above anyone else wishing to ride the bus, aside from any others in PCS status. To get to USAG Humphreys, you will have to take a bus to Yongsan and then a second bus to USAG Humphreys. The current bus schedule can be located at the following address:

<http://yongsan.korea.army.mil/bus.asp>

4. Taxis are located outside the terminal. Army and Air Force Exchange Service taxis have English-speaking drivers. They are the only taxis authorized to come on-post, so it is better to take one of these. The AAFES taxis, which are black with gold letters, park to the far right as you exit the airport. The AAFES taxi stand is near Gate 14. For information, call 02-7913-5550. An AAFES taxi ride to USAG Humphreys will cost about \$100-\$120. This should be your last resort if you arrive too late.

If you need additional directions at the airport or get lost, just go to Gate 14 and the USO Kiosk. They will be able to give you directions and options.

Chapter 5

Overseas Benefits and Allowances

5-1. Allowances

Before allowances are discussed it is important to understand the following fact.

Per DoDI 1400 25-M,

SC1250.4.1. Overseas allowances and differentials (except the post allowance) are not automatic salary supplements; nor are they entitlements.

a. Post Allowance:

Post Allowance is paid to compensate in part for the higher price of many goods and services in overseas areas. It is based on the employee's salary, work schedule, number of dependents, and the employee's duty station location. Changes in exchange rates also raise or lower the post allowance since exchange rates affect the cost of goods and services bought on the economy. Post allowance is not taxable.

The payment of post allowance is governed by the following regulations:

Department of State Standardized Regulation (DSSR)

Department of Defense Regulation 1400.25-M, Subchapter 1250

b. Temporary Quarters Subsistence Allowance (TQSA):

Temporary Quarters Subsistence Allowance, referred to as TQSA is an allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members at the new post in a foreign area. TQSA is normally granted for 30 to 90 days depending on the command. Employees must show compelling reasons beyond their control to justify the approval beyond 30 days. Prior to the departure from the foreign area, employee may be granted TQSA not to exceed 30 days once residence quarters are vacated. Expense of transportation and other expenses not directly related to lodging, meals and laundry/dry cleaning of clothes are not reimbursable under this allowance. Additional information is available in the Department of State Standardized Regulations (DSSR). At the State Department website, click on "Standardized Regulations DSSR", then click on Chapter 100. Scroll down to Section 120, TQSA.

Employees may request advanced TQSA for a projected period of 30 days to mitigate undue hardships.

c. Living Quarters Allowance (LQA):

LQA is a quarters allowance granted to an eligible employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family. The LQA rates are designed to cover substantially all of the average employee's costs for rent, heat, light, fuel, gas, electricity, water, taxes levied by the local government and required by law or custom paid by the lessee, insurance required by local law to be paid by the lessee, and agent's fee required by law or customarily paid by lessee. Korea has an exception to grant eligible employees two years LQA advancement. For further information see Department of State Standard Regulation (<http://www.state.gov/www/perdiems/dssr/regs000.html>).

Personally Owned Quarters (POQ): when the employee, or the spouse, or both own the residence that they are residing in, the employee's POQ will be computed based on the original purchase price of the residence. The original purchase price is converted to dollars based on the conversion rate on the date of purchase. The employee will receive up to 10 percent of the original purchase price not to exceed his/her maximum rate* for up to 10 years. Only the expenses for heat, light, fuel, (including gas and electricity), water, garbage, and in rare cases land rent, may be included in the LQA utility costs. At the end of the 10-year period, the employee will only be entitled to the utility expenses above.

d. Foreign Transfer Allowance (FTA):

Foreign Transfer Allowance, referred to as FTA, is a reimbursement of expenses for lodging, meals, laundry, cleaning and pressing expenses in temporary quarters for the employee and each member of the family for up to 10 days before final departure from the United States to a foreign post. FTA cannot start earlier than 30 days after the employee vacates residence quarters at the permanent duty station. The 10 days may be extended if it has been determined by the component headquarters that the employee was unable to depart due to unusual circumstances beyond their control. Additional information is available in the Department of State Standardized Regulations (DSSR), at the State Department website. Click on "Standardized Regulations DSSR", then click on Chapter 200, scroll down to Section 240, FTA.

e. Voluntary Separate Maintenance Allowance (VSMA):

VSMA is not an entitlement and must meet stringent requirements. It may be granted to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member(s).

Additional information is available in the Department of State Standardized Regulations (DSSR). At the State Department website, click on "Standardized Regulations DSSR", then click on Chapter 200 scroll down to Section 260, SMA.

5-2. Post Differential

Post Differential (PD) is designed to provide additional compensation to employees for service at places in foreign areas where conditions of environment differ substantially from conditions in the continental United States. PD is used to warrant additional compensation as a recruitment and retention incentive. It is established for any place where the place involves extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthy conditions affecting the majority of employees stationed or detailed in the foreign area. Living costs are not considered in differential determination. State Department determines the amount in increments of 5, 10, 15, 20, and 25 percent for the additional compensation. The current PD for Pyongyang is 5 %. Continuation is subject to Department of State approval.

5-3. Transportation Agreement

A transportation agreement is a written understanding between a DoD component and an employee wherein the employee agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel and transportation allowances. The completion of the period of service specified in the agreement establishes eligibility for travel and transportation allowances and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG.

5-4. 45 Day Accrual

45-Day Annual Leave Accumulation allows certain overseas employees (usually those hired from the CONUS) to carry leave over from one year to the next for up to 45 days (360 hours) before it must be used or lost as opposed to the standard 30 days (240 hours) in the CONUS. Upon return to CONUS, the 360 hours may be kept as long as they are not used. Should the amount of leave drop below 360 hours, the maximum amount of allowable leave becomes either the new amount held or the standard 240, whichever is higher.

5-5. Advanced Pay

The law provides that up to three months basic pay may be paid in advance to an employee upon the assignment of the employee to a post in a foreign area. The employee can receive the advance payment prior to proceeding to or arriving at a post of assignment. Advance pay is reimbursed back to the Government through payroll deductions. There is no interest collected on advance pay.

5-6. Educational Travel

Payment of travel expenses for a child is permitted from the employee's post once each way annually for each type of education (secondary, undergraduate college, post secondary vocational or technical education).

- Educational travel must originate from the overseas area
- Children must be on the employee's orders to be eligible for educational travel.

5-7. Home Leave

Home leave is special leave earned in one-day increments (rather than hours like annual or sick leave). In Korea, a majority of eligible employees earn home leave at the rate of 5 days per year.

An employee must have served continuously at least one 24-month period at an overseas post before home leave can be used. Home leave must be taken in the U.S. or its territories or possessions. Home leave may only be used if the employee will return to duty at an overseas area. In other words, home leave cannot be taken in conjunction with a Permanent Change of Station (PCS) back to the U.S., unless the employee is under a mobility agreement. Home leave can be taken in conjunction with a PCS from one overseas area to another overseas area, if other service requirements are met.

When taking home leave, the travel time to and from the employee's home of record or other single authorized point is not chargeable to leave. This entitlement is limited to one leave period for each overseas tour. The home leave balance shows on the employee's Leave and Earnings Statement.

5-8. Renewal Agreement Travel (RAT)

Renewal Agreement Travel, or RAT, is a Government-paid trip back to CONUS when an employee is recruited from CONUS, completes an overseas tour, and is extended for another tour. The employee signs a renewal agreement to stay on for another two year tour—hence the name.

RAT covers the transportation expenses of the employee and the employee's dependents to the place of actual residence prior to the assignment overseas. Transportation to an alternate destination in CONUS is possible; however, the employee may be liable for any

excess transportation costs when they are compared to those of going back to the place of actual residence. The employee and dependents must spend the majority of the renewal travel time in CONUS for RAT to be authorized.

RAT can only be taken during a specific timeframe, known as the RAT Window. In most circumstances, RAT is taken around the end of the current tour and the beginning of the renewal tour. However, the window extends from two months before the end of the current tour to a point where the employee must have at least 12 months remaining on the renewal tour after return from RAT. If RAT is not taken during this window, then eligibility for it is forfeited. Entitlement to RAT is not stored up for use outside its window period.

Since RAT is a form of Government-sponsored travel, two things must occur before RAT can occur. First, an extension for a renewal tour must be approved by management and accepted by the employee by signing a renewal agreement. Second, official travel orders must be prepared for the RAT. If these two events don't occur before the travel, the expense of the travel is at the employee's personal expense. After-the-fact approvals of RAT are not authorized. As with other Government-sponsored travel, use of the official contract ticket office (CTO) is required when arranging travel.

RAT covers only the transportation costs of the trip back to CONUS. The employee's absence from work must be accounted for by some type of leave: home leave, annual leave, or leave without pay.

- a. Things to do:
Be aware of the ending date of the overseas tour. Respond to any management decisions regarding a tour extension.
- b. Sign a renewal agreement.
- c. Work with the supervisor to arrange the dates of your RAT so that they fall within the RAT window.
- d. Work with the supervisor and the CPAC to obtain RAT travel orders.
- e. Arrange for RAT transportation through the CTO.

Chapter 6

Overseas Specific Questions and Answers

6-1. PCS Questions

IS Area III an Accompanied tour Area?

As of November 5, 2009, Area III is an accompanied tour area and accompanied tours will be the normally offered tour.

How am I expected to drop my vehicle off at the Vehicle Processing Center (VPC) and commute to work or go to the airport before I leave for Korea?

It is the employee's responsibility to determine how they will drop off their POV at the VPC and their prerogative as to when they do this. The VPC locations are designed to be close enough to an international airport so the employee can drop off the POV and stay in a hotel overnight and go to the airport for PCS travel the next day. Both hotel and taxi expenses are reimbursable.

Can I buy a POV through military sales and have it shipped over if authorized a POV?

If you are authorized to ship a POV on your orders, you can buy and ship a vehicle bought through the military sale. However, the only authorized way to ship a POV is through the (VPC). Being authorized to ship a POV doesn't mean that you can get reimbursed for shipping a vehicle. The VPC uses the funding number on approved orders to ship vehicles. No out of pocket expenses are reimbursable.

Can I get reimbursed for a rental car as part of my PCS move?

Rental car expenses are generally not authorized unless approved in advance and stated on PCS orders. Approval will be on a case by case basis.

Can I get reimbursed for shipping extra baggage / flying with extra bags to Korea?

Shipping extra baggage / flying with extra bags expenses are not reimbursable unless approved in advance and stated on PCS orders. If you have items which you can't live without until your HHG gets to Korea, you should ship them using the unaccompanied baggage shipment, not extra carry-on bags.

Keep in mind with all PCS expenses that you are authorized a \$500 unaccompanied and \$1000 accompanied miscellaneous expense with your PCS. This should cover any unexpected costs to your PCS move.

Can I get reimbursed for professional items being shipped?

Shipping professional items are not reimbursable unless approved by your command in advance. If approved, the CPAC will need a memorandum stating that the items to be shipped are a necessity for you to perform your job.

Keep in mind that your professional items do not count in your total authorized weight limit for HHG shipment.

Keep in mind with all PCS expenses that you are authorized a \$500 unaccompanied and \$1000 accompanied miscellaneous expense with your PCS. This should cover any unexpected costs to your PCS move.

6-2. Allowances

I qualify to receive allowances. Do I automatically get them?

Per DoDI 1400 25-M, SC1250.4.1. Overseas allowances and differentials (except the post allowance) are not automatic salary supplements; nor are they entitlements.

Are the allowances taxable income?

Post Allowance, POQ for Personally Owned Quarters, and TQSA are not taxable. Post Differential is taxable.

What affects my allowance determinations?

There are several factors that affect how much your allowances will be. These include: pay grade, location of duty station, number of dependants currently residing with you. If a family member leaves the country for more than 30 days, you must report this to the CPAC to adjust your allowances.

Does my Post Allowance stop if I leave the country TDY?

Yes, if the employee leaves the country, their PA should stop until they return. It is the employee's responsibility to notify the CPAC when this happens.

Am I responsible for notifying the CPAC of life changing events? (Births/ deaths of dependants, marriage/divorce, change in number of dependants living with employee overseas)

It is the employee's responsibility to notify the CPAC when any of these events happen.

6-3. Pay

Is there a locality pay in Korea?

No, there is currently no locality pay in Korea. Your grade for GS employees will be the base scale instead of the specific CONUS locality scale.

Are there bonuses available for employees accepting overseas tours?

Bonuses are the prerogative of the hiring official to justify and authorize. They are not an entitlement of the employee who serves overseas. The vacancy announcement must state that a bonus may be approved.

6-4. RAT Travel

Can I ship the rest of my long term storage during RAT travel?

Yes. However, the shipment must be done during your actual RAT travel. not before or after. In order for this to be facilitated, advanced notice of 1 month must be given to the CPAC.

6-5. Priority Placement Program / Return Rights

Do I have to register in PPP?

Yes, employees who are ending their tours and do not have return rights must register in PPP. If the employee does not exercise their return rights then they will be separated from service unless you apply a job on your own and are subsequently selected.

Can I register for any geographic area of my choosing?

No. You are authorized to register from the zone from which recruited, last resided preceding overseas service (military), or the zone closest to the overseas activity.

Do I have to accept a job match through PPP?

Yes. Declination of a valid job offer will result in removal from PPP and you may be separated from federal employment.

Do I have to Exercise my Return Rights?

Yes, if the employee does not exercise their return rights then they will be separated from service unless you find another job on your own.

PHONE DIRECTORY

To call Korea from the U.S.: **011-82 + area code minus '0' number**

- 011-82-31-619-XXXX (for a 754 prefix)
- 011-82-31-690-XXXX (for a 753 prefix)

Civilian Personnel Advisory Center (CPAC).....	753-8778
USAG Humphreys Army Lodging	753-7355
Housing Office	753-6579
51 st Med Group Hospital (APPTS).....	737-2273
TRICARE Office.....	784-2589
Inbound Property Office	753-6629
Vehicle Processing Center (VPC) Yongsan.....	736-7086
Vehicle Registration (DBIDS).....	753-6609
DODDS School USAG Humphreys.....	753-8894
DODDS High School, Osan AB.....	784-9096
Immigration Office, Osan AB	784-4042
AAFES Taxi.....	753-3414 or 3415

PHYSICAL EXAMINATIONS

- ❖ RETIREMENT (PHASE I&II)
- ❖ PERIODIC (every 5 years) (PHASE I&II)
- ❖ PERIODIC HEALTH ASSESSMENT (every year)
- ❖ AIRBORNE (PHASE I&II)
- ❖ CHAPTER (PHASE I&II)
- ❖ SPECIAL FORCES (PHASE I&II)
- ❖ ETS
- ❖ RANGER (PHASE I&II)
- ❖ MARRIAGE
- ❖ FLIGHT PHYSICAL (PHASE I&II)



PHASE I AND II PHYSICALS APPOINTMENT ONLY 753-7723

Remember DO NOT eat or drink anything after 2:00 until labs are drawn the next day. Water is ok.

Area III Host Nation Hospital

Dankook University Hospital

<http://www.dkuh.co.kr/main/default.asp>

Largest Local General Hospital- Equipped to support our population for specialized and emergent care. Inspected and approved by 65th Medical BDE and MOU agreement established.

Stay Cool and Help Us Improve!

ICE is the Interactive Customer Evaluation system and it is available at <http://fice.disa.mil>

Outlying Clinic Patient Representative:

Clinic Patient Representative:
753-8657

BAACH Patient Representative:
737-3045

TRICARE Service Center

Visit their website at www.tricare.mil
753-7708

Fax# 753-7277
Mon-Fri 0730-1630

Must be enrolled into TRICARE locally



GYNECOLOGY, PEDIATRIC AND PRENATAL CARE!

Pediatrics: Children are seen by the Pediatrician, if appointments are not available children may be seen by all providers.

Prenatal Care: Available at Humphreys Clinic

- ❖ Initial appointment occurs at approximately 8 weeks after pregnancy. Call appointment line to schedule

Gynecology: Available at Humphreys Clinic

- ❖ Well Woman Exams, Eval for abnormal PAPs, IUD insertion and removal. Call appointment line to schedule
- ❖ Mammograms at BAACH or Dankook University Hospital (referral is required)

United States Army Health Clinic (USAHC)



WELCOME TO USAHC-Humphreys

We want to briefly introduce you to our clinic and tell you what the clinic has to offer you as a patient. From the Soldier to the civilian we offer a wide variety of services.

Guardians
"Others First"

Our Mission Statement

"Provide patient friendly access to compassionate, high quality health care during armistice for our beneficiaries across the Korean peninsula while maintaining readiness to fight and win"

WALK-IN SERVICES

Are provided to family member, Soldiers, retirees, DOD employees. It is defined as a one-time visit to the clinic to meet the need of the individual.

- ❖ **AUDIOLOGY:** 0830-1130 & 1300-1600 M-F, Thurs 1300-1600
- ❖ **IMMUNIZATIONS:** 753-7658
0830-1130 & 1300-1530 Mon-Wed & Fri, Thurs 1300-1530 (civilians only)

Tobacco Cessation Class: 753-3253
Weds at 1000 at the ACS



ROUTINE APPOINTMENTS

Non-urgent visit to the clinic. Ex (Chronic problems, follow up, blood work, labs, PAPS, TB, OB).

CALL 737-CARE (2273)
0830-1130 & 1300-1630 Mon-Fri; Thurs
1300-1600

Retirees, civilians and family members will be seen on space available except pediatric patients

AFTER HOURS CLINIC

OPEN 24 HOURS 7 DAYS A WEEK

Service provided to family members, Soldiers, retirees, DOD employees with an emergent, acute illness or injury. This includes life, limb, or eyesight, severe vomiting and significant pain. For questions call 753-8111



AWARENESS INFORMATION

ON POST: No unauthorized civilian vehicle is allowed on post not even in an emergency

In case of **Fire, Medical Emergency, Hazardous Spill and Police: Dial 911**

OFF POST: Normally Military Emergency Vehicles are not allowed to respond to off post location. If you find yourself off post and you or your family member is in need of emergency assistance please call the civilian emergency services. In case of **Fire, Medical Emergency, Hazardous Spill and Police: Dial 119 or to connect to an English speaking dispatcher dial 02-1339**

There is a fully qualified Emergency Room located at the Dankook University, Osan Air Force Base, or BAACH. Keep your home address near the phone for emergencies.

CENTRAL APPOINTMENT LINE 737-CARE (2273)

EXTENDED SERVICES

Behavioral Health: 753-7657

Referral (self or provider)

0800-1130 & 1300-1630 Mon-Fri; Thurs 1300-1600

Chapters/School Evaluations Thurs 1300 first 10 service members

Optometry: 753-8124

Appointment Only 0830-1130 & 1300-1600 Mon-Wed & Fri; Thurs 1300-1600

MEDPROS updates daily at 1500

All physicals Mon-Wed & Fri 0830-1130

Located on the second floor

Pharmacy: 753-8125/3273

0800-1800 Mon-Wed & Fri; Thurs 1300-1600

For refill call DSN 737-7939 or visit

<http://www.korea.army.mil>

Laboratory: 753-8126

0800-1130 & 1300-1730 Mon-Wed & Fri; Thurs 1300-1600

Radiology: 753-8471

0800-1130 & 1300-1700 Mon-Wed & Fri; Thurs 1300-1600

Nutritionist: 737-5521

Referral (self or provider)

Physical Therapy: 753-6376

Initial Referral by provider to PT for consultation, PT provider conducts evaluation and provide treatment plan to PT tech at USAHC-Humphreys. Once you have a referral, wait 24 hours before calling to schedule an appointment

0730-1130 & 1300-1600 Mon-Fri

Walk in clinic on Thurs 1300-1600

To schedule an appointment:

Mon, Tue, Fri: 753-6376

Wed, Thurs: 737-2273

(Option 1, option 2, option 4, then option 1*)

SICK CALL

Is a service provided to the Soldier. It is defined as a non routine, non emergent, non chronic visit to the clinic.

1630-1715 Sign-In; Mon-Wed & Fri (No sick call on Thursday).

Signed DD 689 (sick call slip is required E-6 and below, must be signed by an E-7 or above)

All 2ID Soldiers should go through their normal sick call procedures only urgent cases should be seen at the AHC.



P/MO/PEP Gate	0540	0550	0610	0630	0650	0710	0730	0750	0810	0830	0850	0910	0930	0950	1010	1030	1050	1110	1130	1150	1210	1230	1250	1310	1330	1350	1410	1430
501 MI DFAC Bid#1291	XXXX	0552	0612	0632	0652	0712	0732	0752	0812	0832	0852	0912	0932	0952	1012	1032	1052	1112	1132	1152	1212	1232	1252	1312	1332	1352	1412	1432
Zoecklerstation	0541	0554	0614	0634	0654	0714	0734	0754	0814	0834	0854	0914	0934	0954	1014	1034	1054	1114	1134	1154	1214	1234	1254	1314	1334	1354	1414	1434
3rd MI	0546	0559	0619	0639	0659	0719	0739	0759	0819	0839	0859	0919	0939	0959	1019	1039	1059	1119	1139	1159	1219	1239	1259	1319	1339	1359	1419	1439
Talon DFAC(2 nd CAB)	0547	0600	0620	0640	0700	0720	0740	0800	0820	0840	0900	0920	0940	1000	1020	1040	1100	1120	1140	1200	1220	1240	1300	1320	1340	1400	1420	1440
802nd ASB, S2065	0548	0601	0621	0641	0701	0721	0741	0801	0821	0841	0901	0921	0941	1001	1021	1041	1101	1121	1141	1201	1221	1241	1301	1321	1341	1401	1421	1441
Airfield Gate 4	0549	0602	0622	0642	0702	0722	0742	0802	0822	0842	0902	0922	0942	1002	1022	1042	1102	1122	1142	1202	1222	1242	1302	1322	1342	1402	1422	1442
DPW Motor Pool	0549	0602	0622	0642	0702	0722	0742	0802	0822	0842	0902	0922	0942	1002	1022	1042	1102	1122	1142	1202	1222	1242	1302	1322	1342	1402	1422	1442
Soldier Field	0550	0603	0623	0643	0703	0723	0743	0803	0823	0843	0903	0923	0943	1003	1023	1043	1103	1123	1143	1203	1223	1243	1303	1323	1343	1403	1423	1443
6th ORD, Bid#898	0551	0604	0624	0644	0704	0724	0744	0804	0824	0844	0904	0924	0944	1004	1024	1044	1104	1124	1144	1204	1224	1244	1304	1324	1344	1404	1424	1444
A CO 304th SIG	0552	0605	0625	0645	0705	0725	0745	0805	0825	0845	0905	0925	0945	1005	1025	1045	1105	1125	1145	1205	1225	1245	1305	1325	1345	1405	1425	1445
2nd CAB/CDC	0553	0606	0626	0646	0706	0726	0746	0806	0826	0846	0906	0926	0946	1006	1026	1046	1106	1126	1146	1206	1226	1246	1306	1326	1346	1406	1426	1446
Tommy D's	0554	0607	0627	0647	0707	0727	0747	0807	0827	0847	0907	0927	0947	1007	1027	1047	1107	1127	1147	1207	1227	1247	1307	1327	1347	1407	1427	1447
Auto skills center	0555	0608	0628	0648	0708	0728	0748	0808	0828	0848	0908	0928	0948	1008	1028	1048	1108	1128	1148	1208	1228	1248	1308	1328	1348	1408	1428	1448
Commissary	0556	0609	0629	0649	0709	0729	0749	0809	0829	0849	0909	0929	0949	1009	1029	1049	1109	1129	1149	1209	1229	1249	1309	1329	1349	1409	1429	1449
PX/Burger King	0557	0610	0630	0650	0710	0730	0750	0810	0830	0850	0910	0930	0950	1010	1030	1050	1110	1130	1150	1210	1230	1250	1310	1330	1350	1410	1430	1450
Senior BEQ Bid#256	0558	0611	0631	0651	0711	0731	0751	0811	0831	0851	0911	0931	0951	1011	1031	1051	1111	1131	1151	1211	1231	1251	1311	1331	1351	1411	1431	1451
Provider Grill	0559	0612	0632	0652	0712	0732	0752	0812	0832	0852	0912	0932	0952	1012	1032	1052	1112	1132	1152	1212	1232	1252	1312	1332	1352	1412	1432	1452
Freedom Chapel	0600	0613	0633	0653	0713	0733	0753	0813	0833	0853	0913	0933	0953	1013	1033	1053	1113	1133	1153	1213	1233	1253	1313	1333	1353	1413	1433	1453
TMP	0601	0614	0634	0654	0714	0734	0754	0814	0834	0854	0914	0934	0954	1014	1034	1054	1114	1134	1154	1214	1234	1254	1314	1334	1354	1414	1434	1454
AV/CPX Gate	0602	0615	0635	0655	0715	0735	0755	0815	0835	0855	0915	0935	0955	1015	1035	1055	1115	1135	1155	1215	1235	1255	1315	1335	1355	1415	1435	1455
Airfield Bid#960	XXXX	0616	0636	0656	0716	0736	0756	0816	0836	0856	0916	0936	0956	1016	1036	1056	1116	1136	1156	1216	1236	1256	1316	1336	1356	1416	1436	1456
Charlie Co, Bid#869	XXXX	0617	0637	0657	0717	0737	0757	0817	0837	0857	0917	0937	0957	1017	1037	1057	1117	1137	1157	1217	1237	1257	1317	1337	1357	1417	1437	1457
Independence Park																												

Buses will be stop at this location only when the Garrison has special activities approved by the Garrison Command Group

1450	1510	1530	1550	1610	1630	1650	1710	1730	1750	1810	1830	1850	1910	1930	1950	2010	2030	2050	2110	2130	2150	2230	2310	2350						
P/MO/PEP Gate	1450	1510	1530	1550	1610	1630	1650	1710	1730	1750	1810	1830	1850	1910	1930	1950	2010	2030	2050	2110	2130	2150	2230	2310	2350					
501 MI DFAC Bid#1291	1452	1512	1532	1552	1612	1632	1652	1712	1732	1752	1812	1832	1852	1912	1932	1952	2012	2032	2052	2112	2132	2152	2232	2312	2352					
Zoecklerstation	1454	1514	1534	1554	1614	1634	1654	1714	1734	1754	1814	1834	1854	1914	1934	1954	2014	2034	2054	2114	2134	2154	2234	2314	2354					
3rd MI	1459	1519	1539	1559	1619	1639	1659	1719	1739	1759	1819	1839	1859	1919	1939	1959	2019	2039	2059	2119	2139	2159	2239	2319	2359					
Talon DFAC(2 nd CAB)	1500	1520	1540	1600	1620	1640	1700	1720	1740	1800	1820	1840	1900	1920	1940	2000	2020	2040	2100	2120	2200	2240	2320	2400						
802nd ASB, S2065	1501	1521	1541	1601	1621	1641	1701	1721	1741	1801	1821	1841	1901	1921	1941	2001	2021	2041	2101	2121	2201	2241	2321	2401						
Airfield Gate 4	1502	1522	1542	1602	1622	1642	1702	1722	1742	1802	1822	1842	1902	1922	1942	2002	2022	2042	2102	2122	2202	2242	2322	2402						
DPW Motor Pool	1502	1522	1542	1602	1622	1642	1702	1722	1742	1802	1822	1842	1902	1922	1942	2002	2022	2042	2102	2122	2202	2242	2322	2402						
Soldier Field	1503	1523	1543	1603	1623	1643	1703	1723	1743	1803	1823	1843	1903	1923	1943	2003	2023	2043	2103	2123	2203	2243	2323	2403						
6th ORD, Bid#898	1504	1524	1544	1604	1624	1644	1704	1724	1744	1804	1824	1844	1904	1924	1944	2004	2024	2044	2104	2124	2204	2244	2324	2404						
A CO 304th SIG	1505	1525	1545	1605	1625	1645	1705	1725	1745	1805	1825	1845	1905	1925	1945	2005	2025	2045	2105	2125	2205	2245	2325	2405						
2nd CAB/CDC	1506	1526	1546	1606	1626	1646	1706	1726	1746	1806	1826	1846	1906	1926	1946	2006	2026	2046	2106	2126	2206	2246	2326	2406						
Tommy D's	1507	1527	1547	1607	1627	1647	1707	1727	1747	1807	1827	1847	1907	1927	1947	2007	2027	2047	2107	2127	2207	2247	2327	2407						
Auto skills center	1508	1528	1548	1608	1628	1648	1708	1728	1748	1808	1828	1848	1908	1928	1948	2008	2028	2048	2108	2128	2208	2248	2328	2408						
Commissary	1509	1529	1549	1609	1629	1649	1709	1729	1749	1809	1829	1849	1909	1929	1949	2009	2029	2049	2109	2129	2209	2249	2329	2409						
PX/Burger King	1510	1530	1550	1610	1630	1650	1710	1730	1750	1810	1830	1850	1910	1930	1950	2010	2030	2050	2110	2130	2210	2250	2330	2410						
Senior BEQ Bid#256	1511	1531	1551	1611	1631	1651	1711	1731	1751	1811	1831	1851	1911	1931	1951	2011	2031	2051	2111	2131	2211	2251	2331	2411						
Provider Grill	1512	1532	1552	1612	1632	1																								

	0520	0530	0560	0620	0640	0700	0720	0740	0800	0820	0840	0890	0920	0940	1000	1020	1040	1100	1120	1140	1200	1220	1240	1300	1320	1340	1400	1420	1440
PMO/PED Gate																													
Independence Park																													
Airfield Bld# 860	XXXX	XXXX	0605	0625	0645	0705	0725	0745	0805	0825	0845	0905	0925	0945	1005	1025	1045	1105	1125	1145	1205	1225	1245	1305	1325	1345	1405	1425	1445
Charlie Co. Bld#869	XXXX	XXXX	0606	0626	0646	0706	0726	0746	0806	0826	0846	0906	0926	0946	1006	1026	1046	1106	1126	1146	1206	1226	1246	1306	1326	1346	1406	1426	1446
AV/CPX Gate	0523	0533	0607	0627	0647	0707	0727	0747	0807	0827	0847	0907	0927	0947	1007	1027	1047	1107	1127	1147	1207	1227	1247	1307	1327	1347	1407	1427	1447
TMP	0524	0534	0608	0628	0648	0708	0728	0748	0808	0828	0848	0908	0928	0948	1008	1028	1048	1108	1128	1148	1208	1228	1248	1308	1328	1348	1408	1428	1448
Freedom Chapel	0525	0535	0609	0629	0649	0709	0729	0749	0809	0829	0849	0909	0929	0949	1009	1029	1049	1109	1129	1149	1209	1229	1249	1309	1329	1349	1409	1429	1449
Provider Grill	0526	0536	0610	0630	0650	0710	0730	0750	0810	0830	0850	0910	0930	0950	1010	1030	1050	1110	1130	1150	1210	1230	1250	1310	1330	1350	1410	1430	1450
Self Help	0527	0537	0611	0631	0651	0711	0731	0751	0811	0831	0851	0911	0931	0951	1011	1031	1051	1111	1131	1151	1211	1231	1251	1311	1331	1351	1411	1431	1451
Senior BEQ Bld#256	0528	0538	0612	0632	0652	0712	0732	0752	0812	0832	0852	0912	0932	0952	1012	1032	1052	1112	1132	1152	1212	1232	1252	1312	1332	1352	1412	1432	1452
PX/Burger King	0528	0538	0612	0632	0652	0712	0732	0752	0812	0832	0852	0912	0932	0952	1012	1032	1052	1112	1132	1152	1212	1232	1252	1312	1332	1352	1412	1432	1452
Commissary	0529	0539	0613	0633	0653	0713	0733	0753	0813	0833	0853	0913	0933	0953	1013	1033	1053	1113	1133	1153	1213	1233	1253	1313	1333	1353	1413	1433	1453
Auto skills center	0530	0540	0614	0634	0654	0714	0734	0754	0814	0834	0854	0914	0934	0954	1014	1034	1054	1114	1134	1154	1214	1234	1254	1314	1334	1354	1414	1434	1454
Tommy D's	0531	0541	0615	0635	0655	0715	0735	0755	0815	0835	0855	0915	0935	0955	1015	1035	1055	1115	1135	1155	1215	1235	1255	1315	1335	1355	1415	1435	1455
2nd CAB/CDC	0532	0542	0616	0636	0656	0716	0736	0756	0816	0836	0856	0916	0936	0956	1016	1036	1056	1116	1136	1156	1216	1236	1256	1316	1336	1356	1416	1436	1456
A CO 304th SIG	0533	0543	0617	0637	0657	0717	0737	0757	0817	0837	0857	0917	0937	0957	1017	1037	1057	1117	1137	1157	1217	1237	1257	1317	1337	1357	1417	1437	1457
8th ORD, Bld#888	0534	0544	0618	0638	0658	0718	0738	0758	0818	0838	0858	0918	0938	0958	1018	1038	1058	1118	1138	1158	1218	1238	1258	1318	1338	1358	1418	1438	1458
Soldier Field	0535	0545	0619	0639	0659	0719	0739	0759	0819	0839	0859	0919	0939	0959	1019	1039	1059	1119	1139	1159	1219	1239	1259	1319	1339	1359	1419	1439	1459
DPW Motor Pool	0535	0545	0619	0639	0659	0719	0739	0759	0819	0839	0859	0919	0939	0959	1019	1039	1059	1119	1139	1159	1219	1239	1259	1319	1339	1359	1419	1439	1459
Airfield Gate 4	0536	0546	0620	0640	0660	0720	0740	0760	0820	0840	0860	0920	0940	0960	1020	1040	1060	1120	1140	1160	1220	1240	1260	1320	1340	1400	1420	1440	1500
802nd ASB, S2065	0537	0547	0621	0641	0661	0721	0741	0761	0821	0841	0861	0921	0941	0961	1021	1041	1061	1121	1141	1161	1221	1241	1261	1321	1341	1401	1421	1441	1501
3rd MI Bn	0538	0548	0622	0642	0662	0722	0742	0762	0822	0842	0862	0922	0942	0962	1022	1042	1062	1122	1142	1162	1222	1242	1262	1322	1342	1402	1422	1442	1502
Zoecklerstation	0544	0554	0628	0648	0668	0728	0748	0768	0828	0848	0868	0928	0948	0968	1028	1048	1068	1128	1148	1168	1228	1248	1268	1328	1348	1408	1428	1448	1508
501 MI DFAC Bld#1291	XXXX	XXXX	0630	0650	0710	0730	0750	0810	0830	0850	0910	0930	0950	1010	1030	1050	1110	1130	1150	1210	1230	1250	1310	1330	1350	1410	1430	1450	1510

	1500	1520	1540	1600	1620	1640	1700	1720	1740	1800	1820	1840	1890	1920	1940	2000	2020	2040	2100	2120	2140	2200	2220	2240	2300	2320	2340	2400
PMO/PED Gate																												
Independence Park																												
Airfield Bld# 860	1505	1525	1545	1605	1625	1645	1705	1725	1745	1805	1825	1845	1905	1925	1945	2005	2025	2045	2105	2125	2145	2205	2225	2245	2305	2325	2345	2405
Charlie Co. Bld#869	1506	1526	1546	1606	1626	1646	1706	1726	1746	1806	1826	1846	1906	1926	1946	2006	2026	2046	2106	2126	2146	2206	2226	2246	2306	2326	2346	2406
AV/CPX Gate	1507	1527	1547	1607	1627	1647	1707	1727	1747	1807	1827	1847	1907	1927	1947	2007	2027	2047	2107	2127	2147	2207	2227	2247	2307	2327	2347	2407
TMP	1508	1528	1548	1608	1628	1648	1708	1728	1748	1808	1828	1848	1908	1928	1948	2008	2028	2048	2108	2128	2148	2208	2228	2248	2308	2328	2348	2408
Freedom Chapel	1509	1529	1549	1609	1629	1649	1709	1729	1749	1809	1829	1849	1909	1929	1949	2009	2029	2049	2109	2129	2149	2209	2229	2249	2309	2329	2349	2409
Provider Grill	1510	1530	1550	1610	1630	1650	1710	1730	1750	1810	1830	1850	1910	1930	1950	2010	2030	2050	2110	2130	2150	2210	2230	2250	2310	2330	2350	2410
Self Help	1511	1531	1551	1611	1631	1651	1711	1731	1751	1811	1831	1851	1911	1931	1951	2011	2031	2051	2111	2131	2151	2211	2231	2251	2311	2331	2351	2411
Senior BEQ Bld#256	1512	1532	1552	1612	1632	1652	1712	1732	1752	1812	1832	1852	1912	1932	1952	2012	2032	2052	2112	2132	2152	2212	2232	2252	2312	2332	2352	2412
PX/Burger King	1513	1533	1553	1613	1633	1653	1713	1733	1753	1813	1833	1853	1913	1933	1953	2013	2033	2053	2113	2133	2153	2213	2233	2253	2313	2333	2353	2413
Commissary	1514	1534	1554	1614	1634	1654	1714	1734	1754	1814	1834	1854	1914	1934	1954	2014	2034	2054	2114	2134	2154	2214	2234	2254	2314	2334	2354	2414
Auto skills center	1515	1535	1555	1615	1635	1655	1715	1735	1755	1815	1835	1855	1915	1935	1955	2015	2035	2055	2115	2135	2155	2215	2235	2255	2315	2335	2355	2415
Tommy D's	1516	1536	1556	1616	1636	1656	1716	1736	1756	1816	1836	1856	1916	1936	1956	2016	2036	2056	2116	2136	2156	2216	2236	2256	2316	2336	2356	2416
2nd CAB/CDC	1517	1537	1557	1617	1637	1657	1717	1737	1757	1817	1837	1857	1917	1937	1957	2017	2037	2057	2117	2137	2157	2217	2237	2257	2317	2337	2357	2417
A CO 304th SIG	1518	1538	1558	1618	1638	1658	1718	1738	1758	1818	1838	1858	1918	1938	1958	2018	2038	2058	2118	2138	2158	2218	2238	2258	2318	2338	2358	2418
8th ORD, Bld#888	1519	1539	1559	1619	1639	1659	1719	1739	1759																			