

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

United States Forces Korea
Regulation 614-2

9 July 2011

Assignments, Details, and Transfers

IN-PROCESSING AND ORIENTATION PROGRAM

***This regulation supersedes USFK Regulation 614-2, 30 December 2009.**

FOR THE COMMANDING GENERAL:

LAWRENCE L. WELLS
Major General, USAF
Chief of staff

OFFICIAL:



GARRIE BARNES
Chief of Publications and
Records Management

Summary. This regulation establishes policies and procedures for in-processing United States Forces, Korea (USFK) service members, civilian employees, spouses and Family members (if accompanied) to facilitate in-processing and transition to their assignment in Korea.

Applicability. This regulation applies to all commands, units, organizations, and activities assigned, attached, or under the operational control of the United States Forces Korea. Portions of this regulation that prescribe specific conduct are punitive and violations of these provisions may subject offenders to action under the Uniform Code of Military Justice (UCMJ) or adverse administrative action.

Supplementation. Issue of supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, at J1Workflow@korea.army.mil.

Forms. USFK forms are available at <http://www.usfk.mil>.

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. Record titles and descriptions are available on the Army Records Information Management System (ARMIS) website at <http://www.arims.army.mil>..

Suggested Improvements. The proponent of this regulation is USFK J1 (FKJ1-12). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: J11Workflow@korea.army.mil.

Exception Authority. Requests for exceptions to policy or waivers will be submitted through the USFK J1 and coordinated with the USFK Office of the Judge Advocate. Only the Commander and Chief of Staff, USFK, have the authority to approve exceptions or waivers to this regulation.

Distribution. Electronic Media Only (EMO).

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Chapter 1

Introduction

1-1. Purpose

This regulation establishes policies and procedures for orienting all United States Forces, Korea (USFK) personnel on certain subject areas to facilitate in-processing and orientation along with transition to their assignment in Korea. This regulation also provides guidance on Spouse/Family Member In-processing and Orientation.

1-2. References

a. Required publications

- (1) [USFK 190-2](#) (Off-Limits Areas and Establishments)
- (2) USFK Reg 190-7 (Installation Access Control).
- (3) USFK Reg 350-2 (Theater Specific Required Training for Arriving DoD Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to Korea).
- (4) USFK Reg 360-4 (USFK Good Neighbor Program).
- (5) USFK PAM 600-300 (Noncombatant Emergency Evacuation Instructions).
- (6) USFK Policy on the [Wearing of Safety Reflective Clothing While Conducting Physical Training](#).

b. Related publications

- (1) [AR 600-8-8](#) (The Total Army Sponsorship Program)
- (2) [AFI 36-2103](#) (Individualized Newcomer Treatment and Orientation (INTRO) Program).
- (3) [OPNAVINST 1740.3C](#) (Command Sponsor and Indoctrination Programs).
- (4) [MCO 1320.11E](#) (Personnel Sponsorship Program).

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

Chapter 2

Responsibilities

2-1. Commander's Intent

To rapidly in-process all military and civilian employee personnel into the command by providing them with the necessary briefings on mandatory subjects needed to sustain combat readiness and to provide a Korean cultural orientation. Additionally, to provide a Spouse/Family Member in-processing and orientation program for all accompanied personnel.

2-2. Responsibilities

a. The Senior Service Component Commander for the Installation/Area will ensure the following for all service members and applicable civilian employees upon arrival to Korea:

(1) Provide mandatory in-processing and orientation briefings within five duty days to include at a minimum the following:

(a) Installation/Area Commander Welcome Briefing

(b) Sources of Command Information including the [USFK website](#), [Sharp Points](#), Public Service Announcements, etc.

(c) Noncombatant Emergency Evacuation (NEO). Minimum requirements include:

- Registration in the USFK Defense Biometric Identification System (DBIDS)
- Have an assigned NEO warden
- Have a complete NEO packet in accordance with appendix B, USFK Pam 600-300 and [USFK Policy Letter #16 Sponsorship and Inprocessing](#).

(d) Installation support agencies, to include:

- [Medical](#), [Dental](#), [Veterinary](#) and [TRICARE](#)
- [United Service Organization \(USO\)](#)
- [Chaplain Services](#)
- Family, Morale, Welfare and Recreation ([FMWR](#))
- [American Red Cross](#)
- [Sexual Assault Prevention and Response Program](#)
- Military Equal Opportunity
- Education Services
- Department of Defense Dependent Schools Korea ([DoDDS-Korea](#)) / [Registration Information and Forms](#)
- Process for obtaining [VISA](#) / Status of Forces Agreement ([SOFA](#)) stamp for Spouses / dependents
- Newcomer Information from the community (examples are on the [USFK Newcomer Information](#) web page)

(e) Legal/Status of Forces Agreement (SOFA). The SOFA briefing will cover aspects of the United States (US)-Republic of Korea (ROK) SOFA pertaining to application of foreign criminal jurisdiction to USFK personnel. Items briefed will include rules on ROK pretrial custody for serious crimes, relevant laws such as those addressing prostitution and human trafficking issues, USFK off-post authority, and the official duty concept, e.g., Service members involved in a traffic accident operating a government vehicle while performing official government duties. Other currently relevant topics (hiring third country national Nannies and SOFA member employment restrictions) and international marriages.

(f) Consumption of alcohol. This briefing will cover how off-duty alcohol abuse incidents could jeopardize the relationship we have built with our host country and have a negative impact on unit readiness. In addition, the briefing will cover the legal drinking age (on and off post) and off-limit establishments.

(g) Ration Control/Black Marketing. This briefing will stress the importance of protecting the privilege of persons authorized access to duty free goods under the US-ROK SOFA, monthly commissary limits, controlled items, and monthly alcohol purchase limits.

(h) Safety. Emphasize the Safety Program objective of accomplishing the mission without unnecessary loss of personnel and equipment. The briefing will include at a minimum the following:

- Wearing of reflective vests and helmets while operating or using bicycles / recreational conveyances (in-line skates, coasters, skateboards, sleds, etc.)
- Use of running vests while doing physical training on or off the installation in accordance with the requirements of USFK Policy on the Wearing of Safety Reflective Clothing While Conducting Physical Training.
- Driving in Korea, on and off post.
- Winter and summer seasonal safety requirements.
- [USFK Safety web site](#).

(i) Barracks/Family Housing Policies. This briefing will cover the visitation privileges, rules and conduct of spouses and dependents in Family housing areas on garrison that assure the privacy, well-being, and property rights of all personnel residing in Family housing. This briefing will also outline USFK command policy regarding off-post housing and qualifications therein.

(j) Antiterrorism/Force Protection. The briefing will include instructions on regional terrorist threats, the vulnerabilities of personnel and their Family members to terrorist acts, defensive measures that can be employed to deter such acts, and [off-limits areas and establishments](#) directed by the local Area Support Commander.

(k) Electronic Communication. The briefing is to cover official and authorized unofficial internet access and electronic mail using Government resources, to include applicable restrictions, on-base Family housing, youth/teen centers, and other on-post community centers ability to access the internet.

(l) Health, Morale, and Welfare Calls. Personnel are to be briefed on authorized calls that can be made to Family members using the Defense Switch Network (DSN) service, Voice over Internet Protocol (VOIP), and other newer technologies.

(m) Korean Cultural Awareness. The briefing will cover the USFK Good Neighbor Program. It will also cover relationships between US Forces, Republic of Korea Forces, and Korean Augmentation to the United States Army (KATUSA).

(n) Policy/procedures for access to USFK installations by designated country personnel (DCP) as stated in USFK Reg 190-7, Installation Access Control.

(o) Appropriate and relevant subjects unique to the installation and area of operations.

(2) Provide a stand-alone Spouse/Family Member friendly in-processing and orientation program on at least a monthly basis, or bi-monthly or weekly as appropriate by installation/area and during peak assignment cycles. In-processing and orientation will focus on familiarizing newly arriving Spouses/Family Members with the host installation/area, local community, and Korean culture. Additionally, it will allow each Spouse/Family Member an opportunity to complete in-processing, as appropriate. Approved child care services should be provided.

(a) Spouse/Family Member orientation should include the following cultural events:

- Korean Cultural Awareness
- Windshield tour of the Installation
- Lunch at a local Korean Restaurant
- Tour of the local community

(b) To the maximum extent possible, in-processing and orientation should be conducted in an exposition-style setting with information booths and information papers provided to all attending personnel in-processing and Orientation should include at a minimum the following organizations:

- [DoDDS-K](#) school representative to discuss:
 - (i) Registration of school-aged students.
 - (ii) Education/athletic and other programs offered.
- Youth Services.
- Spouse Organizations.
- Spouse/Family Member Employment.
- Adult Continuing Education.
- Medical/Dental/TRICARE.

- Veterinarian Services.
- [USO](#).
- SOFA/VISA stamp.
- Ration Control/Black Marketing.
- Family Readiness Services.
- NEO ([Army](#)).
- Family, Morale, Welfare and Recreation.
- Chapel Services.
- Red Cross.
- Installation Housing Services.
- Legal.
- Drivers Testing (see USFK Pamphlet 385-2 Guide to Safe Driving in Korea).

b. Service Component Commanders will ensure the following for their service members, applicable civilian employees, and Spouse/Family Members (as appropriate) upon arrival to Korea:

(1) If no sponsor has been assigned prior to arrival, ensure a sponsor is assigned immediately to assist with in-processing and orientation. Additionally, ensure families are provided with a sponsor who is also command sponsored and who has a knowledge of Family-specific programs and services. Single service members should be sponsored by other single service members. In all cases, sponsors should be equal to or higher in grade to the person they will sponsor.

(2) Within five business days, verify mandatory theater specific online training has been accomplished in accordance with USFK Regulation 350-2.

(3) Provide a Service Component –specific in-processing checklist and ensure completion, not to exceed 10 working days without exception.

(4) Fully utilize the appropriate Family readiness agencies to ensure both the service member and Family Members receive the utmost care and service available to them.

(5) Ensure service members and applicable civilian employees in-processing and orientation are not superseded for any reason other than a crisis, as declared by the Commander, USFK. Service members will not be available for exercises, physical training, duty rosters, or other similar types of duties until the service member has completed the required two days of USFK mandatory training and their service specific inprocessing requirements.

(6) Hold commanders, supervisors, and sponsors accountable for ensuring newly arrived personnel complete in-processing and orientation requirements, and that such personnel are not considered by their respective gaining units for job assignments, guard rosters, details, extra duty, physical fitness training or other requirements until their in-processing checklists are completed according to the guidelines prescribed within this regulation.

(7) To the furthest extent possible, encourage all Spouses/Family Members to attend the in-processing and orientation programs offered at their installation.

(8) Have all Service members and Department of Defense civilians complete the USFK Sponsorship Survey within 30 days of arrival at <http://www.surveymonkey.com/s/USFK-Sponsorship-Survey2>. See [USFK Policy Letter #16](#) for more sponsorship command guidance.

c. The Assistant Chief of Staff J1, email: J11WorkFlow@korea.army.mil, shall exercise staff oversight of the USFK In-processing and Orientation Program.

**Glossary
Abbreviations**

AFI	Air Force Instruction
AR	Army Regulation
DA	Department of the Army
DBIDS	Defense Biometric Identification System
DODDS-K	Department of Defense Dependent Schools Korea
KATUSA	Korean Augmentation to the United States Army
MCO	Marine Corps Order
OPNAVINST	Office of the Chief of Naval Operations Instruction
NEO	Noncombatant Evacuation Operations
PHT	Prostitution and Human Trafficking
ROK	Republic of Korea
SAPR	Sexual Assault Prevention and Response
SOFA	Status of Forces Agreement
UCMJ	Uniform Code of Military Justice
USFK	United States Forces Korea
USO	United Services Organization