

# United States Army in Korea

# Standards Handbook



**June 2006** (Change 1.8)







# HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237

APO AP 96205-5237

REPLY TO  
ATTENTION OF:

FKCS

JUN 2006

MEMORANDUM FOR ALL United States Army Soldiers in Korea

SUBJECT: United States Army in Korea Standards

1. The purpose of this handbook is to provide information to Soldiers in Korea about the basic standards for appearance, conduct, and courtesy established by military regulations applicable to Soldiers in Korea; make newly arrived Soldiers aware of the Korean environment and the policies and procedures unique to this theater; and provide answers and points of contact to address those concerns Soldiers most often have upon arrival to a new unit. Your individual initiative, commitment to self-improvement, and sense of teamwork are the keys to our peacetime and wartime successes, both on and off duty. My challenge to you is to be professionally ready, physically fit, and mentally prepared for whatever challenge confronts you or your unit. To that end, your conduct (both on and off-duty) and training achievements are of great interest to your immediate commanders and me.

FKCS

SUBJECT: United States Army in Korea Standards

2. A copy of this handbook will be issued to each Soldier assigned to Korea. Each Soldier will read and be familiar with its contents. If you have questions concerning the material, ask your chain of command for assistance.
3. Each officer and noncommissioned officer must set the example by observing these standards and by correcting those who fail to observe them. It is our Army -- be proud and professional.
4. If you conscientiously apply yourself to your job and live by these standards and guidelines, you will find the Republic of Korea a great place to serve. I charge you to enjoy yourself, grow professionally and achieve personal goals during your tour.

A handwritten signature in black ink, appearing to read 'D. Valcourt', with a long horizontal stroke extending to the right.

DAVID P. VALCOURT  
Lieutenant General, USA  
Chief of Staff

**HEADQUARTERS, UNITED STATES FORCES, KOREA  
UNIT #15237  
APO AP 96205-5237**

**Personnel -- General**

**United States Army in Korea Standards Handbook  
BASIC STANDARDS**

---

1. **PURPOSE**. The purpose of this publication is to inform Soldiers in Korea of the basic standards of appearance, conduct, and military courtesy, and to provide basic information about Korea and the Korean people.

2. **APPLICABILITY**. This handbook applies to all Soldiers serving in Korea.

3. **RESPONSIBILITY**. It is the responsibility of commanders to ensure that military personnel under their command present a neat and Soldierly appearance. The noncommissioned officer (NCO) is responsible to the commander for the general appearance of the subordinate NCOs and Soldiers in their charge. It is the duty of each Soldier to take pride in his or her appearance at all times.

4. **ARMY OPERATIONAL ETHIC**.

a. We are selfless in our service. We have a genuine concern about our job, our mission, and one another as individual human beings. We put the welfare of our Nation, Army, and subordinates before our own.

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

b. We go out of our way to work together with others to do our job and accomplish our mission.

c. Regardless of rank or position, we do our job the way it is supposed to be done and always take the initiative. Our integrity is above reproach. We do what is right, legally and morally.

d. We practice obedience to lawful orders both in spirit and intent. This is the distinctive hallmark of any truly professional military organization.

e. We are loyal. We bear true faith and allegiance to the United States Constitution, our Army, our unit, and other Soldiers.

f. We are always honest, straightforward, open, and candid in our dealings with each other, our superiors, and our subordinates.

g. We are respectful of each other and are problem solvers. We treat people as they should be treated.

h. We have the personal courage to face fear, danger, or adversity.

i. We know and live by the Soldier's Creed in all we do.

j. We live up to all of the Army values.

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQs, Eighth United States Army (EAGA-HRP), Unit #15236, APO AP 96205-5236.**

# ***SUMMARY of CHANGES***

Revision 1.8, dated 6 February 2007 - -

- Updated Sexual Assault Fact Card on page F1

Revision 1.7, dated 8 January 2007 - -

- Clarified authorization the use of ordinary leave in conjunction with special passes without a duty day in between the two periods of absences to para 34f(2) on page 94

Revision 1.6, dated 21 December 2006 - -

- Added authorization to wear the black Intermediate Cold Weather Boot (ICWB) during field training exercises and extended outdoor activities until the tan ICWBs are fielded to para 4j(7) on page 21
- Changed to authorized IPFU in most on post facilities as long as they are clean and serviceable and not modified in any way; para 5b on page 28
- Added authorization for Soldiers to wear the gray (green micro fleece) PT cap to para 6a on page 31
- Deleted reference to TSP open season in para 36b(2) on page 106

Revision 1.5, dated 3 December 2006 - -

- Corrected USN and Coast Guard Warrant Officer ranks on pages C-2 and C-3

Revision 1, dated 13 July 2006 - -

- Added Prostitution or Human Trafficking Hotline number on page 40
- Added Unit Victim Advocate to Sexual Assault restricted reporting on page 56
- Added Sexual Assault Hotline information on page 57
- Corrected USA CW5 rank on page C-3

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## TABLE OF CONTENTS

<u>Para</u>	<u>Page</u>
1. General .....	1
2. Military Courtesy .....	1
3. Relationships Between Soldiers of Different Ranks .....	5
4. Uniforms and Personal Appearance .....	10
5. Common Uniform Violations .....	27
6. Physical Training .....	30
7. Physical Fitness .....	32
8. Physical Fitness For Pregnant Soldiers.....	33
9. Profiles .....	34
10. Sergeants' Time.....	34
11. Off-Limits Establishments/Curfew Policy .....	35
12. Prostitution and Human Trafficking.....	38
13. Personal Conduct In Korea.....	41
14. Army Values.....	44
15. Soldier's Code .....	45
16. Soldier's Creed .....	45
17. Warrior Ethos .....	46
18. Off-Duty.....	46
19. Swearing Pollution .....	47
20. Hearing Conservation .....	48
21. Consumption of Alcohol.....	48
22. Consideration of Others .....	52
23. Sexual Assault Prevention and Response (SAPR) Program.....	52
24. Safety .....	60

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

<u>Para</u>	<u>Page</u>
25. Suicide .....	69
26. Controlling Smoking In Army Buildings.....	75
27. Driver's License .....	76
28. Misuse of Military Vehicles .....	78
29. Weapons.....	81
30. U.S. Customs and APO Mail .....	82
31. Postal Service .....	84
32. Use of Government Computers .....	85
33. Command Sponsorship Program .....	86
34. Leaves and Passes. ....	93
35. Leadership/Functional Schools.....	102
36. Your Finances.....	105
37. Education Opportunities .....	115
38. Inspector General (IG) Assistance.....	126
39. Equal Opportunity (EO) Assistance .....	129
40. Contracting In Korea.....	131
41. Better Opportunities For Single and Unaccompanied Soldiers (BOSS) .....	132
42. Army Community Service (ACS) .....	134
43. Army Career Alumni Program (ACAP) .....	140
44. Veterans Affairs .....	146
45. Legal Services. ....	148
46. Commercial Travel Office (CTO). ....	149
47. Departure Tax.....	150
48. Ration Control Plate (RCP).....	151
49. The KATUSA Soldier .....	155
50. Security Reminder .....	157

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

<u>Para</u>	<u>Page</u>
51. North Korean Propaganda.....	158
52. Tricare Pacific .....	159
53. Dental Classifications .....	161
54. Anthrax Vaccination Immunization Program (AVIP).....	162
55. Mosquito-Borne Diseases, Malaria and Japanese Encephalitis Prevention.....	163
56. Rodent-Borne Diseases, Korean Hemorrhagic Fever (Khf), Seoul Virus and Leptospirosis .....	164
57. Tick-Borne Diseases, Ehrlichiosis, Rickettsia and Bartonellosis.....	166
58. Mite-Borne Diseases .....	167
59. Flea-Borne Diseases .....	168
60. Yellow Dust (Hwangsa) .....	169
61. Sexually Transmitted Diseases (STD).....	169
62. Dining In Korea .....	170
63. Korean Holidays and Festivals .....	176
64. Korean Currency.....	177
65. East/West Cultural Differences.....	177
66. Culture Shock - Coping With “The Korean Way.” ...	178
67. Speaking In Korean .....	190

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## Appendix

Need Help? Telephone Numbers and Procedures.....	A-1
The U.S.-ROK SOFA .....	B-1
Foreign/U.S. Service Rank Insignia.....	C-1
Minefield/Explosive Awareness .....	D-1
Commander's Sexual Assault Victim Assistance Checklist .....	E-1
Sexual Assault Tip Card .....	F-1

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## 1. GENERAL.

a. While absolute uniformity of appearance cannot be expected, personnel must project a military image that leaves no doubt that they live by a common standard and are responsible to military order and discipline. Hands in pockets or poorly fitted and improperly worn uniforms do not present a good Soldierly appearance.

b. Items prescribed by AR 670-1, Wear and Appearance of Army Uniforms and Insignia, or identified in current authorization documents will be the only uniforms, accessories, and insignia prescribed to be worn by personnel.

c. Utilizing this handbook will provide the user with a basic understanding about Korea, the Korean people, and Korean culture and customs.

## 2. MILITARY COURTESY.

a. Courtesy is respect for and consideration of others. In the Army, the various forms of courtesy have become customs and traditions. It is important to render these courtesies correctly.

b. The exchange of a salute is a visible sign of good discipline and mutual respect. Saluting is an outward sign of unit pride and esprit de corps.

(1) Be especially alert for General Officers' and other senior officers' vehicles, which are identified with plates

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

depicting their rank shown on the front license plate. Proper military courtesy requires that you render a salute to these officers as they pass.

(2) Saluting distance is recognition distance. If an officer is coming your way, wait until you are about six paces away and then render the salute. If the officer is at a distance and turning away, then the proper saluting distance is “recognition distance.” This can be as much as 30 meters or so away from you.

c. The following rules apply in most situations you are likely to face:

(1) Unit headquarters, orderly room, supply room, dayroom, and squad room. The first person to sight an officer who is higher in rank than the officers present in the room should call “Attention.” The senior Soldier present in the area should then report to the visiting officer (example: SGT Jones, Noncommissioned Officer in Charge (NCOIC) of the motor pool, reports). In smaller rooms, containing one or two enlisted Soldiers, the individual should rise at attention when an officer enters the room.

(2) Offices, shops, hangars and medical facilities. When an officer enters, personnel who are working do not come to attention unless the officer speaks to them.

(3) The first one to sight an officer senior to those present in the dining facility should call “At ease,” so that the officer’s presence is known and necessary action can be taken. The Soldiers should fall silent but continue to

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

work or eat. The senior mess representative should report to the officer.

(4) The first one to sight an officer who is senior in rank to the unit commander or officers on the floor should call "Attention" for members of the unit in the vicinity.

(5) All Soldiers, officer or enlisted, will come to the position of attention facing a senior when spoken to in an official capacity. Normally, the senior officer will direct "At ease" or "Carry on" if the situation merits. At other times, such as during the conduct of routine business or informal conversation, a junior officer or enlisted Soldier should face the superior officer and be "at ease." A subordinate should stand when spoken to by someone senior in rank unless the superior directs otherwise. When walking with a senior officer, a junior officer or enlisted Soldier will walk to the senior's left.

(6) When an officer approaches Soldiers in a formation, the person in charge calls "Attention" and salutes for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person seeing the officer calls "Group Attention" and everyone in the group faces the officer and renders a salute with the appropriate greeting. However, Soldiers working as part of a detail or participating in some other group activity such as athletics do not salute. The person in charge, if not engaged in athletic activities, salutes for the entire detail or group of Soldiers.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(7) When in a training area, salutes will be exchanged unless ordered not to do so by the local or higher commander. In a combat zone/hostile area, salutes will not be exchanged; this would potentially identify the officers to the enemy and make them targets.

(8) Salutes are required outside the PX, Post Theater, clubs, and other facilities. All Soldiers, officer and enlisted, will render the necessary salute unless the act would be impractical (e.g., arm full of packages) and then a verbal greeting is rendered.

(9) Soldiers will encounter numerous Korean officers and officers from other services (see Appendix C). All officers, regardless of service or country, will be given the same courtesy as an U.S. Army officer. Soldiers will render the proper salute and give the appropriate courtesy expected.

d. Customs and courtesies also extend to senior noncommissioned officers of any branch and country of affiliation. Proper respect and attention must be afforded to senior noncommissioned officers, whether U.S. or ROK.

e. The Reveille and Retreat Ceremonies are military traditions. They symbolize the respect we, as citizens and Soldiers, give to our flag and our country. In Korea, as in other overseas countries where all Soldiers are stationed, we also pay respect to the flag of the host nation. During both the Reveille and Retreat ceremonies (0600 and 1700 respectively), you will hear the traditional U.S. Bugle Call. You will stand at attention during the playing of both.

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

When a band is available, the American National Anthem will be played in place of “Retreat and To the Colors.”

(1) When outside (not in formation) and you hear “Retreat,” you should face toward the flag and assume the position of “Attention.” During “To the Colors” or the National Anthem, salute (if in uniform) or place your right hand over your heart (if not in uniform -- hat off). During retreat ceremonies, all vehicles will stop. Persons riding in a passenger car or on a motorcycle will dismount and salute. If you are on a bus or truck, the senior occupant will dismount and render the proper courtesy. Civilians are expected to place their right hand over their heart.

(2) During an indoor ceremony (not in formation), Soldiers will stand at “Attention” but will not “Present Arms.”

### **3. RELATIONSHIPS BETWEEN SOLDIERS OF DIFFERENT RANKS.**

a. AR 600-20, Army Command Policy, and the paragraphs below outline the Army’s policy. This policy applies to different-gender and same-gender relationships.

b. Relationships between Soldiers of different ranks are prohibited if they--

(1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.

(2) Cause actual or perceived partiality or unfairness.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(3) Involve, or appear to involve, the improper use of rank or position for personal gain.

(4) Are, or are perceived to be, exploitative or coercive in nature.

(5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

c. Certain types of personal relationships between officers (denotes both commissioned and warrant officers) and enlisted personnel are prohibited. Prohibited relationships include:

(1) Ongoing business relationships between officers and enlisted personnel. This prohibition does not apply to landlord/tenant relationships or to one-time transactions such as the sale of an automobile or house, but does apply to borrowing or lending money, commercial solicitation, and any other type of ongoing financial or business relationship. In the case of Army National Guard or U.S. Army Reserve Personnel, this prohibition does not apply to relationships that exist due to their civilian occupation or employment.

(2) Dating, shared living accommodations, other than those directed by operational requirements, and intimate or sexual relationships between officers and enlisted personnel. This prohibition does not apply to--

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(a) Marriages. When evidence of fraternization between an officer and enlisted member prior to their marriage exists, their marriage does not preclude appropriate command action based on the prior fraternization.

(b) Situations in which a relationship which complies with this policy would move into non-compliance due to a change in status of one of the members (for instance, a case where two enlisted members are dating and one is subsequently commissioned or selected as warrant officer). In relationships where one of the enlisted members has entered into a program intended to result in a change in his or her status from enlisted to officer, the couple must terminate the relationship permanently or marry within either one year of the actual start date of the program, before the change in status occurs, or before 1 February 2007, whichever occurs later.

(c) Personal relationships outside of marriage between members of the National Guard or Army Reserve, when the relationship primarily exists due to civilian acquaintanceships, unless the individuals are on active duty (other than annual training), on full time National Guard duty (other than annual training), or serving as a dual status military technician.

(d) Personal relationships between members of the Regular Army and members of the National Guard or Army Reserve when the relationship primarily exists due to civilian association and the reserve component member is not on active duty (other than annual training), on full-

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

time National Guard duty (other than annual training), or serving as a dual status military technician.

(e) Soldiers and leaders share the responsibility for ensuring that these relationships do not interfere with good order and discipline. Commanders will ensure that personal relationships that exist between Soldiers of different ranks emanating from their civilian careers will not influence training, readiness, or personnel actions.

### (3) Gambling between officers and enlisted personnel.

d. These prohibitions are not intended to preclude normal team building associations that occur in the context of activities such as community organizations, religious activities, family gatherings, unit-based social functions, or athletic teams or events.

e. All military personnel share the responsibility for maintaining professional relationships. However, in any relationship between Soldiers of different grade or rank, the senior member is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate this policy.

f. Commanders should seek to prevent inappropriate or unprofessional relationships through proper training and leadership by example. Should inappropriate relationships occur, commanders have available a wide range of responses. These responses may include counseling, reprimand, order to cease, reassignment, or adverse

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

action. Potential adverse action may include official reprimand, adverse evaluation report(s), nonjudicial punishment, separation, bar to reenlistment, promotion denial, demotion, and courts martial. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.

### g. Other Prohibited Relationships.

(1) Trainee and Soldier relationships. Any relationship between permanent party personnel and trainees not required by the training mission is prohibited. This prohibition applies to permanent party personnel without regard to the installation of assignment of the permanent party member or the trainee. Instructors assigned to the Wightman NCO Academy are prohibited from having or developing any relationship with the students.

(2) Recruiter and recruit relationships. Any relationship between permanent party personnel assigned or attached to the U.S. Army Recruiting Command and potential prospects, applicants, members of the Delayed Entry Program (DEP), or members of the Delayed Training Program (DTP) not required by the recruiting mission is prohibited. This prohibition applies to U.S. Army Recruiting Command personnel without regard to the unit of assignment of the permanent party member and the potential prospects, applicants, DEP members, or DTP members.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

h. **Fraternization.** Violation of this policy may be punished under Article 92, Uniform Code of Military Justice (UCMJ), as a violation of a lawful general regulation.

### 4. UNIFORMS AND PERSONAL APPEARANCE.

a. **General.** Your uniform identifies you as a member of the U.S. Army. You should wear the uniform with pride IAW AR 670-1, Chapter 1.

(1) The Army Combat Uniform (ACU) or Battle Dress Uniform (BDU) is the normal duty uniform. However, commanders have the flexibility of occasionally specifying other uniforms (e.g., Class As or Class Bs) as the duty uniform for the day.

(2) You can wear only those insignia you are entitled to wear IAW AR 670-1. All insignia and ribbons must conform to Army quality standards. The insignia and accessories purchased from the Military Clothing Sales Store meet Army standards. Some other firms, however, sell items of insignia that do not meet these quality standards.

(3) Wearing combinations of uniforms other than those prescribed by regulations is not authorized. Only the black raincoat, black windbreaker, and the black sweater may be worn with civilian clothes when insignia of grade are removed.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(4) Wear of the Army's Black Fleece Jacket (ECWS) as an outer garment IAW procedures outlined in AR 670-1 when in a garrison environment is not authorized. Commanders may authorize the wear of the Black Fleece Jacket when in a field environment as long as all soldiers within the organization are capable of being in the same uniform. This guidance applies to all three of the Army's current utility uniforms (BDU/DCU/ACU).

(5) All sew-on items will be machine sewn on the uniform.

(6) Pin-on and sew-on insignia will not be mixed on the collar or over the breast pocket in the case of badges. Creases sewn into uniforms are not authorized. On the Gortex Parka, pin-on or cloth velcro-like rank insignia will be worn on the chest tab.

(7) Brown undershirts will be worn by all personnel with BDUs and the flight uniform. ACUs require the light green T-shirt. A white undershirt will be worn by male Soldiers with the service, dress, hospital, and food service uniforms.

(8) Uniform appearance. Personnel will ensure that articles such as wallets, checkbooks, combs, keys, pens, etc., do not protrude from the pocket or present a bulky appearance. Pens and/or pencils may be exposed on the hospital, food service, flight, and ACU (on sleeve) uniforms. The umbrella is not authorized for use with utility uniforms. The carrying of any handbag not authorized in AR 670-1 is prohibited while in uniform. A

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

conservative tie tack or tie clasp may be worn with the black four-in-hand necktie. When in uniform, smoking should be done in authorized smoking areas only. Additionally, walking around with beverages such as coffee, soda, etc. detracts from a military appearance and should be kept to a minimum.

(9) Personnel are authorized the wear of military uniform off installations during their official duties hours for the following activities: transit to and from work, stopping to buy gas, running short errands, paying bills, in transit between installations via KTX/bus and having lunch. However, having lunch in an establishment whose primary business activity is serving alcohol is not authorized.

(10) All USFK personnel are prohibited from wearing any utility uniform (BDU/ACU/DCU) or service equivalent at Incheon International Airport. All personnel will wear either Class A/B uniform, or service equivalent. Appropriate civilian attire is also authorized while picking up friends/family or while on official escort duties. Duty uniform for KATUSAs assigned as Replacement Operations Noncommissioned Officers or drivers is civilian attire. Goal is to have professional military or civilian attire while visiting or serving at the Incheon International Airport.

### **b. The Black Beret.**

(1) The black beret became the standard headgear for Army utility and service uniforms on 14 June 2001. The beret is a wool-knitted outer shell, lined or unlined,

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

with a leather sweatband and an adjusting ribbon threaded through the binding. The beret is equipped with a stiffener on the left front for the attachment of organizational flashes and insignia.

(2) IAW 670-1, the beret is the basic headgear in garrison environments. Commanders are given the authority to determine when the wearing of the beret is impractical and uniform adjustments need to be made.

### **c. ACU/BDUs and Other Utility Uniforms.**

(1) At the discretion of the unit commander, the following personnel are authorized to wear the one-piece or BDU NOMEX flight suit on days when they are scheduled to fly aircraft: aviators on flight status, aircraft flight crew members, and maintenance personnel who are frequently required to fly.

(a) A 2-inch by 4-inch black leather nameplate (badge, full name, grade, and U.S. Army) will be worn on the one-piece NOMEX flight suit.

(b) A subdued unit patch will be worn on the left shoulder sleeve. A unit patch will also be worn on the flight jacket.

(2) Subdued items, e.g. belt buckle, belt tip and insignia of rank, will be kept subdued.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(3) Utility uniforms are designed to fit loosely. Alterations to make these items form fitting are not authorized.

(4) The shirtsleeves on the BDU may be worn down or rolled up. When rolled up, they must be rolled neatly, but no more than three inches above the elbow. The sleeves will be rolled with the cuff to the outside. Commanders will prescribe the wear of the sleeves for formations.

(5) The shirtsleeves on the ACU will be worn down at all times, and not rolled or cuffed.

(6) Sleeves on flight and armor crewmen NOMEX suits will not be rolled up while performing crew duties. Sleeves will not be rolled when required for safety reasons (parachute jumps, etc.). When aircraft is not running or refuel operations are being conducted, sleeves may be rolled.

(7) Shirts, which have had the sleeves cut off, are not authorized.

(8) The Officer-In-Charge (OIC) or NCOIC of Soldiers in training, performing maintenance, and/or on work details may direct that the utility shirt be removed. The OIC or NCOIC will ensure that all their Soldiers are in the same uniform under these conditions, except that female Soldiers will not be required to remove the utility shirt. They may do so if they desire. Soldiers will not wear the

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

uniform in this manner when going to and from training or work areas, in post facilities, or off-post.

(9) The insignia you must wear on your ACU/BDUs include: the U.S. Army tape, nametape, rank, organization patch, American flag patch, and branch for officers only on the BDUs. Officers will not wear branch insignia on the ACUs, with the exception of Chaplains. These and U.S. Army authorized badges/patches will be subdued. The insignia must be clear and distinctive. If unserviceable, they must be replaced. Foreign qualification badges cannot be worn on ACU/BDUs.

(10) When required for hearing protection, unit commanders may direct the wearing of earplugs and cases on the utility uniform. When worn with BDUs, they will be worn on the inner or outer button of the left breast pocket, with the case lid facing the middle of the uniform.

(11) ACU/BDUs may be worn in all post facilities - theaters, PX, service clubs - at all times. Additionally, ACU/BDUs may be worn off-post, but are not authorized for wear in establishments that primarily sell alcohol.

### **d. Army Green Shade Shirt.**

(1) Optional wear of awards and decorations is authorized. Soldiers' awards and decorations to include miniature (half-size) or full-size combat and special skill badges may be worn. Marksmanship, identification, and foreign badges; regimental and infantry distinctive insignia; airborne background trimming; and service aiguillettes are

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

authorized. Regimental insignia may be worn above the right breast pocket; however, DUI will not be worn on the epaulets. Sew-on insignia, badges, patches of any type, and the combat leaders identification (green tabs) will not be permitted on the shirt. However, Ranger and Special Forces metal tab replicas may be worn as group 4 special skill badges in the same way they are worn on the dress blue coat. Chaplains' insignia will take precedence over badges and/or awards, i.e., centered over the left breast pocket above all other accouterments. Chaplains must ensure their identifying insignia is visible and not hidden by the shirt collar; therefore, a maximum of two badges above the left pocket may be worn in addition to the chaplain insignia.

(2) While this policy gives Soldiers the option on what they will wear on green shirts when not in formation, it is also policy that unit commanders will not prescribe the wear of awards and decorations on the green shirt for unit formations.

e. **Badges.** The wear of combat and special skill badges will be IAW AR 670-1.

(1) On BDUs, combat/special skill badges will be worn above the left pocket. They will be centered one above the other with the combat badge taking precedence.

(a) If three or more badges are worn, one of the special skill badges will be worn on the pocket flap of the BDU.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(b) On all uniforms, badges will be worn squared and parallel to the ground.

(2) On ACUs, skill badges must be pin-on badges. Soldiers may wear up to five (5) badges on the ACU. Embroidered badges will not be worn on the ACU.

(a) One badge, worn 1/8 inch above and centered on the U.S. Army tape.

(b) Two badges, worn vertically, 1/8 inch above and centered on the U.S. Army tape, with 1/4 inch between badges.

(c) Three badges, worn vertically, 1/8 inch above and centered on the U.S. Army tape, with 1/4 inch between badges.

(d) Four badges, worn vertically and side-by-side in stacks of two, 1/8 inch above and centered on the U.S. Army tape, with 1/4 inch between badges vertically and 1/2 inch between badges horizontally.

(e) Five badges, same as above. In addition, the fifth badge is placed 1/4 inch above and centered over the top two badges.

f. **Wear Policy for Unit Crests and Regimental Crests.** The wear policy for unit crest and branch collar brass is:

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

ITEM	WHERE	UNIFORM
DUI	Shoulder Loop	Green Uniforms
	Centered on Flash	Beret
	Center above nameplate	Black Pullover Sweater
<u>Male Soldiers:</u> Regimental Distinctive Insignia	Centered and 1/8" above the top of the pocket flag or 1/4" above unit awards or foreign badges, if worn	Army Green, Whites, Blue Uniforms, Green Shade Shirt
	Right Lapel	Army Whites, Blue Mess
<u>Female Soldiers:</u> Regimental Distinctive Insignia	Centered and 1/2" above the nameplate or 1/4" above unit awards or foreign badges, if worn	Army Green, Whites, Blue Uniforms, Green Shade Shirt, Army Maternity Tunic
	Right Lapel	Army Whites, Blue Mess

**g. Identification Tags.** Two identification tags (dog tags), with large and small metal necklaces, will be worn around the neck by all personnel at all times while on duty, to include whenever traveling on government business, Permanent Change of Station (PCS), Temporary Duty (TDY), etc., whether or not in uniform. When in areas where wear of identification tags would create a hazard (e.g., dining facility personnel when performing duty in

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

dining facilities, personnel operating machinery, etc.), they should be placed in the pocket of the uniform.

### h. **Headgear.**

(1) Appropriate headgear will be worn by all personnel in uniform when outdoors. Headgear is not required to be worn if it interferes with the safe operation of military vehicles or while in a privately owned or commercial vehicle or on a public conveyance such as a subway, train, airplane, or bus, or near an aircraft while the engine is running. Headgear will not be worn indoors unless under arms in an official capacity or directed by the commander.

(2) Only the DUI (Enlisted), Rank (Officer), flash, and backing of the unit of assignment are authorized to be worn on berets. As an exception, personnel in a long-term attachment may wear the DUI, flash, and backing of the unit of attachment if this provision is included on the attachment order.

(3) Male and female are not required to wear headgear to evening social events (after retreat) when wearing the Army Blue uniform, the enlisted Green Dress uniform, the Army Green Maternity Dress uniform, or the Mess and Evening Mess uniforms.

i. **Belts.** A black belt with an open-faced buckle is worn with the BDUs and other field or utility uniforms. It is black cotton web or black woven elastic. The brass buckle is worn with the Army Green Service uniform. The black tip

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

belt, which is 1 ¼ inches wide, will be worn with BDUs. When the brass buckle is worn, the tip may be brass or black. Per Regimental General Order Number 5, dated 25 June 1926, the 9th Infantry Belt Buckle is authorized for wear by officers and enlisted personnel of the 9th Infantry (Manchu) while assigned to the 9th Infantry. The rigger belt is part of the ACU ensemble and is authorized for wear with the BDU and the DBDU.

### **j. Footgear.**

(1) All Army Soldiers in Korea wear black, leather, combat boots, the tan ACU boots, or the green or black jungle boot. Black leather and black or green jungle boots are not authorized with the ACU.

(2) Black combat boots will be unmodified, standard uniform issue. As an option, boots of a similar commercial design are authorized for wear. Boots must be black leather with a plain or capped toe. Boots made of patent leather or polymeric material are not authorized. Zippers, thick heels and soles, or metal taps are not authorized, except for personnel indicated in Eighth United States Army Supplement 1 to AR 670-1. Hi-Tec boots are not authorized for wear. All personnel may wear tanker boots unless restricted by the commander.

(3) Army Combat Boots (Hot Weather and Temperate Weather) made of tan rough side out cattle hide leather with a plain toe and tan rubber outsoles. The boots are laced diagonally with tan laces, with the excess laces tucked into the top of the boot under bloused trousers, or

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

wrapped around the top of the boot. Metal cleats and side tabs, and sewn-in or laced-in zipper inserts are not authorized. A rubber outsole is the only outsole material that currently meets the need for durability and traction on surfaces. Other materials (that may be of a lighter weight) may have significant problems in these areas. Soldiers may wear commercial boots of a design similar to that of the Army Combat Boot (Tan), 8 to 10 inches in height as authorized by the Commander. The boots must be made of tan rough side out cattle hide leather, with a plain toe, and have a tan, rubber outsole.

(4) Safety shoes may be worn only while personnel are performing duties requiring them, while commuting to and from work areas or while at dining facilities. Short stops while traveling to and from work are not authorized while wearing safety shoes. Trousers will not be bloused while wearing safety shoes.

(5) Black Oxford shoes of poromeric material, leather, or patent leather are authorized for wear.

(6) Black or green cushion sole socks are worn by all personnel when wearing combat or organizationally issued boots.

(7) IAW DA MSG #078/2005 and AR 670-1, the Army's black Intermediate Cold Weather Boot (ICWB) is not authorized for wear with the ACU. However, in order to minimize the risk of possible cold weather injuries, Soldiers are authorized to wear the black Intermediate Cold Weather Boot (ICWB) during field training exercises

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

and extended outdoor activities until the tan ICWBs are fielded. Commanders at Company/Troop/Battery level or higher will designate the uniform during field training exercises and extended outdoor activities and will enforce the designated standard. CIF will continue to issue the black ICWB until their stocks have depleted or until receipt of the tan ICWB.

k. **Body Piercing.** No attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the skin while in uniform, in civilian clothes while on-duty, or in civilian clothes off-duty on any military installation or other places under military control except for earrings for females. The term “skin” is not confined to external skin, but includes skin inside the mouth, to include the skin of the tongue. The only exception is that females are authorized to wear prescribed earrings with service, dress, and mess uniforms IAW AR 670-1, paragraph 1-14d.

l. **Approved Nonstandard Uniform Item List.** HQDA permits uniform modification or wear of nonstandard items in Korea Army units only as follows:

(1) UNC Security Force personnel may wear--

(a) Aviator flight jacket 2B24, (for wear during cold weather with the Army green long sleeve shirt and Army green trousers in the Joint Security Area only).

(b) Cap, cold weather, AG 344, (for wear during cold weather with the aviator flight jacket in the Joint Security

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Area only). ROKA officer and enlisted pile caps are prohibited for wear.

(c) Metal identification badge (for wear on Class A and B service uniform and utility uniforms on the right pocket). This badge is authorized for temporary wear and will only be worn while physically present in the ROK.

(2) UNC Honor Guard personnel may wear--

(a) Metal taps on the heels of combat boots and shoes.

(b) DUI (unit crest) on the shoulder loops of the Army blue uniform.

(c) UNC identification badge (for wear with the service and dress blue uniform). This badge is authorized for temporary wear and will only be worn while physically present in the ROK.

(d) Distinctive scarf (for wear with the service, cold weather, and dress blue uniforms).

(e) Painted helmet liner (for wear with the service uniform and BDUs).

(f) Tailored uniforms that are form-fitted. This applies to extra uniforms issued under CTA 50-900 only, not to personal uniforms. BDUs may not be form-fitted in any case.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(3) Eighth United States Army Band personnel may wear--

(a) Metal taps on heels of combat boots and shoes.

(b) Painted helmet liner (for wear with service and BDUs).

(4) Soldiers assigned to the ROK-US CFC may wear the CFC identification badge suspended from the left breast pocket. The CFC identification badge is authorized for temporary wear and will only be worn while physically present in the ROK.

(5) Soldiers in UNC assigned units may wear the UNC identification badge. The UNC identification badge is authorized for temporary wear and will only be worn while physically present in the ROK.

(6) Soldiers assigned to USFK may wear the USFK identification badge suspended from the left breast pocket. The USFK identification badge is authorized for temporary wear and will only be worn while physically present in the ROK.

(7) Soldiers assigned to HHC, Eighth United States Army, may wear the Eighth United States Army Badge. The badge will be worn on the service and utility uniforms. Authorization to wear the Eighth United States Army badge ends when an individual detaches, on temporary duty outside of HHC, Eighth United States Army, or is transferred out of HHC, Eighth United States Army.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(8) Personnel performing photography duties for Public Affairs are authorized to wear the “Photographer Brassard,” enabling them to carry their equipment over the shoulder/across the body.

(9) Soldiers assigned to the Wightman NCO Academy may wear the Warrior Leader Course (WLC) and KTA Badge (left pocket of the BDU).

### **m. Off-duty Appearance.**

(1) In general, the professional atmosphere and high standards of appearance created by military personnel in uniform on military facilities in Korea demand similar propriety in the selection of civilian attire. While personnel in an off-duty status should be free to dress casually and comfortably, remember that there are legal, moral, safety, or sanitary criteria, which create a requirement for the establishment of a dress code for Department of Defense service-type facilities. Accordingly, the following guidelines for prohibited articles of civilian clothing and appearance are established for Department of Defense service-type facilities. Soldiers will not wear:

(a) Clothing worn as an outer-garment, which was manufactured, to be worn as an undergarment. This does not include t-shirts.

(b) Clothing with obscene, slanderous, or lascivious words or drawings. Included is any article of clothing upon

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

which is advocated the overthrow of the United States of America or critical commentary related to Korea.

(c) Bare feet in any facility other than one where footwear would be inappropriate, such as swimming pools.

(d) Appearing without a shirt is not appropriate except in recreational facilities where such attire is appropriate. This includes jogging/walking/exercising outdoors in public areas.

(e) “Short” shorts, tank tops, and halter-tops are not appropriate attire.

(2) Swimwear is not considered appropriate wear beyond the confines of the swimming pool, or other swimming areas, and the immediate quarters areas.

(3) Gang-related, extremist-type, indecent clothing, and/or other items affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities are prohibited from being worn. Extremist philosophies, organizations, and activities are those which advocate racial, gender or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or State law (see para 4–12, AR 600–20). Indecent clothing is considered that which is grossly offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, filthy, or disgusting nature or tendency to

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts.

n. **Traveling Uniform.** The uniform authorized for wear while traveling is as currently prescribed in AR 670-1. All personnel are reminded of their responsibility to maintain a high standard of dress and appearance because you represent not only the U.S. Army but also USFK. Class A and Class B uniforms are authorized when traveling by commercial aircraft departing or arriving at Incheon International Airport. Personnel traveling on Air Mobility Command (AMC) on PCS orders, TDY, emergency leave, or space-available flights are authorized to wear civilian clothes.

o. **White V-Neck T-shirts and Camisoles.** Females are authorized optional wear of commercially purchased V-neck t-shirts and camisoles. The V-neck t-shirt may be worn with all uniforms except the BDU, Desert BDU, Aircrew BDU, ACU, flight uniforms, combat vehicle crewman uniforms, or other utility or field uniforms that require wear of the brown undershirt. The camisole may be worn with all uniforms, but it must not be visible and may not be worn in lieu of the brown or light green t-shirt when that t-shirt is normally part of the uniform (e.g., BDU, ACU, flight uniform and cold weather uniform). These items are not substitutes for undergarment items as prescribed in AR 670-1, Chapter 27, paragraphs 27-28b and g.

5. **COMMON UNIFORM VIOLATIONS.** All Soldiers have the responsibility of making uniform corrections. The most

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

effective means for corrective action is the on-the-spot method. Listed below are some of the common violations noted in the command:

a. **Clothing.** Reference AR 670-1, Chapter 1, paragraph 1-10e. The wearing of a combination of civilian and military clothing is prohibited, unless prescribed in AR 670-1 or other authorization documents approved by Headquarters, Department of the Army.

b. **Physical Fitness Uniform.** Reference AR 670-1, Chapter 14, paragraph 14-4. The IPFU may be worn on- and off-duty when authorized by the commander when engaged in physical training both on and off the military installation. The IPFU may be worn in transit between the individual's quarters and duty station. The IPFU is authorized the in most on post facilities as long as they are clean and serviceable and not modified in any way.

c. **Physical Fitness Uniform/Safety Vest.** Refer to paragraph 6, Physical Training.

d. **Extended Cold Weather Clothing System (ECWCS).** When the parka is worn, subdued pin-on or cloth velcro-like insignia of rank will be worn. Specifically, cloth velcro-like rank insignia produced by Ira Greene Inc. and other authorized vendors sold in clothing sales stores meet Government specifications and are authorized for wear. A nametape, with 1/4 inch lettering, is required to be sewn on the left shoulder pocket flap of the parka." Per AR 670-1 (February 3, 2005) para 7-7.a.(1)(b) "Soldiers will wear insignia of rank and the nametape on the parka.

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## e. **Backpacks, Shoulder Bags, and Hydration Systems.**

(1) AR 670-1 requires that civilian bags carried over the shoulder be black with no other colors or logos. Bags can be carried over both shoulders, whether walking or riding. The bag must be carried on the side of the body as the shoulder strap; therefore, Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder.

(2) The use of a camouflage personal hydration system is authorized only in the following situations: in field environment, in high-heat areas, or on work details. Soldiers will not let the drinking tube hang from their mouths when the device is not in use.

f. **Patrol Cap.** Reference AR 670-1. The following items are the only items authorized for wear on the patrol cap:

(1) Non-subdued insignia of grade for commissioned and warrant officers in a garrison environment. In field environments, commissioned and warrant officers wear subdued grade insignia.

(2) Insignia of branch for Chaplains. In field environments, chaplains wear subdued branch insignia.

(3) Subdued insignia of grade for enlisted personnel.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(4) The only authorized insignia for the ACU patrol cap is sewn or pin subdued rank (officers and enlisted), insignia of branch for chaplains, and the digital pattern name tape worn on the velcro patch on the back of the cap.

g. **Map Carrying Case.** The Map Carrying Case is not authorized to be worn with the BDU while in garrison. However, it can be carried in the hand. When in a maneuver area, the commander can prescribe the wear of the uniform within the maneuver area (see AR 670-1, Chapter 2, paragraph 2-6d).

h. **Balaclava.** The balaclava (black-knit, cold weather face mask) cannot be worn with the BDU unless specifically authorized by the commander.

i. **Military Uniforms.** Commanders, to include vehicle commanders, must ensure operators and passengers of tactical vehicles wear authorized military uniforms to include headgear. During physical training times, deviation is permitted to allow the driver to wear the standard Army PT uniform when operating a tactical vehicle in support of unit PT programs. A tactical vehicle is defined as a HMMWV, 2 ½ Ton Truck, 5 Ton Truck, S & Ps, etc. (i.e., vehicles assigned to a unit to perform a tactical mission). This does not apply to vehicles issued by the TMP.

## 6. PHYSICAL TRAINING.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

a. **Individual PT.** Soldiers who participate in individual (unsupervised) PT during normal PT hours (i.e. 0600 to 0730) will wear the Army individual physical fitness uniform (IPFU), however, those training for physical fitness events/races or team competition may wear appropriate civilian PT gear. Soldiers may also wear appropriate civilian PT gear during other than normal PT hours. All personnel will maintain a high standard of appearance while in PT uniform. The PT shirt will be tucked into the PT trunks or PT sweat pants at all times to project a professional military image. The composition of the IPFU is contained in AR 670-1, Chapter 14. Personnel participating in individual PT (running, jogging, biking, rollerblading, etc.) will wear reflective vests (Vest, High Visibility, NSN 8415-00-177-4974 or equivalent). **\*\*Note:** Reflective belts, whether worn around the waist or shoulders, are NOT acceptable substitutes for vests. Flashlights and mini strobe lights are optional. When running, make maximum use of sidewalks (when available), athletic fields, and running trails. The wearing of headphones and earphones while wearing the IPFU or when running or jogging outdoors on a military installation is strictly prohibited. Soldiers are authorized to wear the gray (green micro fleece) PT cap as it has been added to the FY07 Soldier Clothing Bag.

b. **Unit PT.** Organized unit PT will begin NET 0600 unless conducting special events such as road marches, etc. Soldiers who participate in unit physical fitness training will wear the IPFU regardless of time or day. The commander or leader in charge will prescribe the specific IPFU to be worn. All personnel will maintain a high

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

standard of appearance while in IPFU. The PT shirt will be tucked into the PT trunks or PT sweat pants at all times to project a professional military image. Commanders may prescribe a variety of accessories, such as gloves and watch caps, appropriate to weather conditions and type of activity. Commanders will ensure that personnel at the front and rear, road guards, and anyone else outside the PT formation wear reflective vests (Vest, High Visibility, NSN 8415-00-177-4974 or equivalent).

Commanders will obtain vests locally or through normal supply channels and make them available to Soldiers.

**\*\*Note:** Reflective belts, whether worn around the waist or shoulders, are NOT acceptable substitutes for vests.

PT formation width should be limited to 3 columns while running on heavy traffic roads. Road guards will use flashlights during hours of limited visibility. Several areas on the installation have been designated as “no cadence” areas. Units will adhere to this notice.

### 7. PHYSICAL FITNESS.

a. Physical readiness is as important to the successful accomplishment of the mission as is proficiency in military skills, tactical and technical training, and material readiness. Every Soldier assigned to Korea must be fit to fight. Consequently, every Soldier will conduct physical training a minimum of three times per week.

b. Army Weight Control Program (AR 600-9). Soldiers are weighed in the PT uniform minus running shoes and evaluated by the commander each time they take the Army Physical Fitness Test (APFT) or at least once every

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

six months. Soldiers who exceed their maximum allowable percent body fat contained in AR 600-9 or who are identified as presenting an appearance of excessive body fat are placed in the program. The following actions take place while in the program:

(1) Participates in the program for a minimum of 30 days.

(2) Encouraged to eat all meals (low calorie) in the unit dining facility unless excused by unit commander.

(3) Suspension of favorable personnel actions (promotions, awards, etc.).

(4) Enrollment in an additional (special) PT program and monthly weigh-in.

(5) After a period of dieting and/or exercise for six months, Soldiers who have not made satisfactory progress and who still exceed the screening table and body fat standards will be considered for separation from the service.

### **8. PHYSICAL FITNESS FOR PREGNANT SOLDIERS.**

The physical fitness program for pregnant Soldiers is designed to maintain a level of fitness without causing injury to the Soldier or the fetus. Upon confirmation of pregnancy, Soldiers will obtain a "Positive Pregnancy" profile from the Obstetrics Clinic, 121st General Hospital, or local Troop Medical Clinic (TMC). Soldiers must then participate in a Pregnant Soldier's Physical Training

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Program (PSPTP). Check with your local TMC for information.

### 9. **PROFILES.**

a. **Temporary Profiles.** A temporary profile is given if the condition is considered temporary. Soldiers on active duty with a temporary profile will be medically evaluated at least once every three months at which time the profiling officer may extend the profile. Temporary profiles will not extend for more than 12 months without positive action being taken to correct the problem or make other appropriate disposition.

b. **Permanent Profiles.** A profile is considered permanent unless it is identified as temporary. A permanent profile may only be awarded or changed by a command-designated profiling officer. Permanent profiles may be amended at any time, if necessary, and will automatically be reviewed at the time of a Soldier's periodic examination.

### 10. **SERGEANTS' TIME.**

a. Success on the battlefield depends on Soldiers, teams, squads, and sections executing tasks to standard that support their unit Mission Essential Task List (METL). Sergeants' Time is the period dedicated each week for NCO leaders to train their Soldiers on these critical tasks.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Tasks trained during Sergeants' Time must be METL-related, derived through FM 25-101 assessment, approved by the chain of command, and scheduled through the unit training process.

b. To ensure a focused effort on this vital training, Sergeants' Time will be conducted in five continuous hours from 0730 to 1230 hours each Thursday across Korea.

c. The success of Sergeants' Time requires the coordinated effort of both officers and NCOs. Officers ensure that NCOs have training objectives (tasks, conditions, and standards) for each Sergeants' Time session. They provide proper resources and prevent distractions. Once they have met these obligations, officers will devote this period to their own professional development. NCOs are the primary trainers during Sergeants' Time. They train their Soldiers to standard on specified tasks. To provide the important one-on-one exchange between NCO leaders and their Soldiers, do not use the "round robin" training technique to conduct Sergeants' Time.

### 11. **OFF-LIMITS ESTABLISHMENTS/CURFEW POLICY.**

For a complete listing of off-limits establishments, refer to the designated Area postings of off-limits establishments (online link <http://www.usfk.mil/usfk/index.html?/usfk/off-limits/contents.html>) and USFK Regulation 190-2. In addition to the establishments listed in the designated Area postings of off-limits establishments, the following areas and establishments within the ROK are off-limits:

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

a. All civilian pharmacies and drug stores. This restriction is imposed because some controlled substances under U.S. law can be purchased without prescription in Korean drug stores. Soldiers referred to a TRICARE Partner at a Korean health care facility are allowed to enter civilian pharmacies and drug stores only for the purpose of filling their TRICARE prescription.

b. Treatments at all acupuncture clinics (off-post), civilian medical and dental clinics, and civilian hospitals are not authorized unless referred by U.S. medical treatment facilities/dental clinics or receiving emergency treatment. DOD civilians, family members, and contractors not eligible for treatment through military dental clinics may use off-post dental facilities.

c. Streams, lakes, reservoirs, rivers, ocean beach areas, or other natural bodies of water for activities such as wading, swimming, bathing, diving, or ice skating because of safety considerations and possibility of water contamination unless specifically approved for use by the area or installation commander. These areas may be used for boating, fishing, sunbathing, or other activities in which contact with the water is minimal. As an exception to these restrictions, personnel participating in group tours sponsored by various organizations within the ROK may participate fully in tour activities. Personnel may also use hotel swimming pools, ice-skating rinks, and other commercial recreational facilities that have safety personnel on-duty. However, personnel using any of the facilities listed above must understand that they do so at

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

their own risk. Preventive medicine and safety specialists do not monitor these off-post areas and facilities.

d. Conditions in the Korean area of operations warrant the limitation of off-installation activities during late-night and early-morning hours for reasons of force protection, safety, good order, discipline, and optimum readiness. Therefore, USFK has established off-installation curfew for members of the United States Armed Forces when in the territory of the Republic of Korea, which includes personnel on PCS, TDY, pass or leave status, except for military personnel attached to the U.S. Embassy and JUSMAG-K. Military family members, DoD civilians, and DoD-invited contractors/technical representatives and their respective family members and visiting guests are encouraged to abide by the curfew. Currently, the curfew hours are from 2400 until 0500 Sunday night through Friday morning and 0100 until 0500 on Saturday, Sunday, and US-observed holidays (US-observed holidays include US national holidays, USFK training holidays, and US-observed ROK holidays). During the hours of curfew, members of the U.S. Armed Forces must be (1) on a military installation, (2) in a private residence, or (3) in their place of lodging for the evening, which may include a hotel off the installation. Travel during curfew hours directly to and from a military installation is authorized for official duty, attendance at an on-installation activity, or to attend an installation-sponsored MWR/recreational event or activity. The first O-6 in the chain of command may authorize, in writing, exceptions to the curfew for other off-installation events or activities.

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

e. All areas affected by the ROK government curfew (consult area law enforcement authorities for specific areas), including ROK public streets, roads, and highways during the hours of curfew established by the ROK government. However, travel is permitted in these areas in emergencies or when performing official duties.

f. U.S. officials have placed some restaurants and clubs off-limits because of possible food or water contamination, unsanitary restrooms, history of sexually transmitted diseases (STD), or availability of drugs. Safety factors such as fire hazards or no clear evacuation route may also cause a business to be placed off-limits. These off-limits establishments are updated continually and each unit will provide a list of off-limits establishments by Area.

g. Civilian tattoo parlors, body piercing shops, barber shops, and all houses of prostitution. USFK Regulation 190-2 prohibits all service members from entering all houses of prostitution within the ROK. USFK does not support or condone the illegal activities of prostitution and human trafficking. Personnel who are arrested for violation of the Korean Prostitution Prevention Act will be processed through the Korean Judicial System and may receive a maximum punishment of imprisonment for up to two years in a Korean prison and a fine of not more than five million won. All personnel should review USFK Regulation 190-2 for the list of off-limits establishments in each area.

### **12. PROSTITUTION AND HUMAN TRAFFICKING.**

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

a. USFK has zero tolerance regarding the illegal activities of prostitution and human trafficking. By regulation, all service members, DoD civilians, service member dependents, and invited contractors must not engage in the purchase of sex through what ever means. Violators will be prosecuted to the maximum extent possible. Additionally, USFK Regulation 27-5, Individual Conduct and Appearance, prohibits the paying of bar fines or buying out an employee's contract. A bar fine is a payment by a patron to an owner, employee, or agent of an establishment, club, or bar in order to obtain the company or companionship of an employee or agent of that establishment, club or bar for any purpose other than conversing with the employee within the confines of the establishment, club, or bar, or playing pool or darts with the employee within the confines of the establishment, club, or bar. Buying out is the practice of paying, whether by cash or other payment means, the remainder of an employee's contract of employment (or purported contract of employment, as represented by the employee or the manager or owner) with any establishment, club, or bar.

b. Human Trafficking is the recruitment or transportation of individuals within or across national borders for work or services, generally accompanied by coercion through a variety of means including debt bondage, blackmail or threat of physical or sexual violence. **BOTTOM LINE --- IT IS ILLEGAL!**

(1) Prostitution fuels Human Trafficking!

(2) Victims pay a horrible price

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

c. USFK has zero tolerance of prostitution and human trafficking, and a Soldier's involvement in those activities violates:

(1) UCMJ ARTICLE 92 - Failure to obey an order or regulation.

(2) UCMJ ARTICLE 133 - Conduct unbecoming an officer and gentleman; including "public association with known prostitutes."

(3) UCMJ ARTICLE 134, Specifically prohibits pandering, prostitution, and soliciting another to engage in an act of prostitution.

(4) Other UCMJ Articles can apply.

d. Indicators that Prostitution and Human Trafficking Might Be Taking Place

(1) Employees are allowed to leave the premises for a period of time with patrons.

(2) Private rooms are provided for one-on-one services between employee and patron.

(3) Bar owners or other authority figure appear to be monitoring and regulating contact with the employees.

(4) Employees do not appear to have the personal freedom to leave the club without permission, or they do

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

not have access to their passports or other personal items, barred windows, locked doors, electronic surveillance.

Entrance may be limited to certain ethnic groups. Women are never seen leaving the premises unless escorted.

e. You can make a difference! Report indicators of Prostitution or Human Trafficking to:

- Military Police Town Patrol
- PHT Hotline = DSN: 333 or 736-9333 or 0505-736-9333 from Off-Post
- Your Chain of Command
- Courtesy patrol

### 13. **PERSONAL CONDUCT IN KOREA.**

a. As you begin your tour in the Republic of Korea (ROK), it is important to maintain a proper, positive attitude to guide your words, deeds, and actions during your assignment far away from your home.

b. Korea has made a miraculous recovery from the devastating war which lasted from 1950 to 1953. You and your fellow Americans can be justly proud of what Korea has achieved with U.S. military and economic assistance during and since the Korean War. Korea is not a poor, underdeveloped country. It is a land of energetic, aggressive people who have made Korea a prosperous nation. It is the world's largest ship builder, second largest producer of appliances and D-Ram chips, third in semi-conductors, fourth in petrochemicals and fifth largest producer of automobiles and steel. These are impressive

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

achievements from a nation that is about the size of the state of Indiana.

c. Koreans are proud of their more than 5,000 years of culture and traditions which help them achieve their impressive economic advancements. Just as Americans and other nationalities dislike any actions that show disrespect for their traditions, culture, and customs, Koreans strongly resent such behavior. Koreans may react negatively towards such actions and attitudes.

d. The overwhelming majority of Koreans favor the presence of American forces in Korea. However, there is a very small element in the Korean population that conducts anti-American demonstrations. This element often receives extensive coverage on television and in newspapers. You must assume that there are members of this element who will seek to provoke Americans. Incidents may arise when they perceive you are:

(1) Intoxicated and cannot protect yourself and cannot identify the attackers, or

(2) Expressing affection in public, or

(3) Disturbing the peace by being boisterous or singing or playing loud music in public, or

(4) Showing disrespect for Korean laws, traditions, customs and/or culture.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

e. Hopefully, you will not encounter off-post problems or confrontations with the radicals if you avoid intoxication or areas near bars where drunkards might be encountered. You should avoid dark areas and avoid traveling alone. Also, do not call attention to yourself by being boisterous or otherwise obnoxious.

f. Be alert at all times. If you see or sense a potential problem, get out of harm's way -- avoid the area. If you get involved in a confrontation, keep calm, apologize when appropriate, avoid an argument, and seek assistance. Call for help. Oftentimes, older Koreans will be inclined to help if you appear to be an innocent victim. Do not use physical force for protection. Regardless of who is at fault, the injured party almost always has a legal claim against the person(s) who caused the injury. Keep in mind that there is a language barrier and the Korean policeman will likely not fully or correctly understand your side of an incident, but he will understand what is told to him in Korean. Present your Status of Forces Agreement (SOFA) card and ask that military police be contacted. In virtually all incidents involving Koreans, the non-Korean speaking foreigner will be at a disadvantage. It is important that you stay away or move away from trouble. If you get attacked because you are drunk, boisterous, belligerent, arrogant, and/or aggressive, do not expect anyone to come to your assistance, except for fellow Americans or the military police. Such assistance will likely be too late to prevent bodily injury, a lengthy investigation, and a long legal process. This would make exit from Korea, even for PCS, impossible until the end of a trial or jail term.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

g. The above precautions are not needed for the vast majority of you who use common sense and extend common courtesy and respect to Koreans, to your fellow Americans, and Korean military and civilian personnel you serve with on our installations. If you are friendly and show courtesy and respect to those around you, you can expect to have a successful and enjoyable tour in Korea. You will probably receive a similar, pleasant response from Koreans and your fellow Americans too.

14. **ARMY VALUES.** Army values are an integral part of the “Consideration of Others” program. There are seven Army values. They are--

a. **Loyalty.** Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.

b. **Duty.** Fulfill your obligations.

c. **Respect.** Treat people as they should be treated.

d. **Selfless Service.** Put the welfare of the Nation, the Army, and your subordinates before your own.

e. **Honor.** Live up to all the Army values.

f. **Integrity.** Do what’s right, legally and morally.

g. **Personal Courage.** Face fear, danger, or adversity (Physical or Moral).

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

15. **SOLDIER'S CODE.** The Soldier's Code appears on the reverse side of the Army value card. This code goes hand-in-hand with the Army values. There are five parts to the code. They are--

a. I am an American Soldier – a protector of the greatest nation on earth – sworn to uphold the Constitution of the United States.

b. I will treat others with dignity and respect and expect others to do the same.

c. I will honor my Country, the Army, my unit, and my fellow Soldiers living the Army values.

d. No matter what situation I am in, I will never do anything for pleasure, profit, or personal safety which will disgrace my uniform, my unit, or my Country.

e. Lastly, I am proud of my Country and its flag. I want to look back and say that I am proud to have served my Country as a Soldier.

## 16. **SOLDIER'S CREED.**

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

*I will always place the mission first.*

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

*I will never accept defeat.*

*I will never quit.*

*I will never leave a fallen comrade.*

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

### 17. **WARRIOR ETHOS.**

- a. I will always place the mission first.
- b. I will never accept defeat.
- c. I will never quit.
- d. I will never leave a fallen comrade.

18. **OFF-DUTY.** In Korea, you will find fine accommodations, foods and beverages, efficient transportation, modern amenities, unique nightlife, and

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

reasonable prices. During your off-duty time, you are encouraged to explore your surroundings and see for yourself Korea's past, present, and future. Nightlife in the ROK is a phenomenon most Soldiers are eager to experience when they visit. But those who plan to take in the nightlife should be aware that there are pitfalls.

Though the Korean and U.S. military authorities are doing a lot, there are still unsanitary conditions, sexually transmitted diseases (STD), and other health problems in Korea. If you are sexually active and do not use protection, you have a great chance of contracting a STD. You can usually avoid contracting STDs by using a little common sense. A condom is probably the best form of protection from STD. Condoms are readily available through your medical treatment facility or the Post Exchange. The most common symptoms of STDs are: a burning sensation while urinating, a discharge from the penis or vagina, blisters, sores, and swelling in the groin area, and a rash that may develop on the hands, feet, or entire body. If you have these symptoms, do not delay! Report to the dispensary and receive treatment.

Treatment is confidential and will not be reported to commanders or supervisors. Remember, USFK does not support or condone the illegal activities of prostitution and human trafficking.

19. **SWEARING POLLUTION**. The loud use of four-letter words has become much more prevalent in what would be considered normal conversations in public. This has become so "standard" that personnel are, evidently, no longer aware of the impression it conveys to our host nation, as well as the offensive atmosphere it creates for

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

fellow Americans. This is particularly true on the buses available for Soldiers to use for travel to different locations within the theater. All personnel need to be aware of their surroundings and be tactful and courteous at all times.

20. **HEARING CONSERVATION.** Noise is one of the leading causes of occupational injury in the Army. Twenty-four hours each day, we live in a world of sound. Most noise will not hurt us. Even while we are sleeping, the clock ticking or the air conditioner whirring may be part of our environment. In our waking hours, we are immersed in sound: passing automobiles, overhead aircraft, chattering typewriters, weapons firing, equipment operating, people talking, and radio playing. However, loud noises can have profound physical and psychological effects on the individual. Your ears are being damaged if you cannot hear someone shouting at you from a distance of two feet. Noise this loud can be found on firing ranges, in track vehicles, and at discos. The only effective means of reducing hearing damage is the use of hearing protection devices. Hearing protection devices are only effective when worn properly. See your Field Sanitation Team members for additional information.

### 21. **CONSUMPTION OF ALCOHOL.**

a. When used to excess, alcohol is debilitating, dangerous, and, all too often, deadly. It impairs judgment and erodes one's sense of responsibility. The abuse of alcohol has consistently been shown to be a key factor in verbal and physical altercations between Soldiers as well as between Soldiers and Korean nationals.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

b. International incidents involving off-duty American Soldiers jeopardize the important relationship we have worked to maintain with our host country. All military personnel must realize the local population may perceive our actions differently. Do not play the part of the “ugly American.” Loud, aggressive, and arrogant behavior by American military personnel is not culturally acceptable. Excessive drinking exacerbates this type of behavior. Commanders should caution Soldiers to be sensitive to their host nation and sensible in their alcohol consumption while off-post.

c. Alcohol abuse is totally inconsistent with the standards of performance and high state of readiness required of all military personnel. Strong measures are necessary to reduce the prevalence of alcohol abuse.

d. In accordance with USFK Policy, no one under 21 years of age may purchase, possess, consume, or be served alcoholic beverages.

e. The majority of off-post, alcohol-related incidents occur after midnight. MWR clubs are encouraged to use innovative programs to accommodate patrons on post with late-night food and entertainment.

f. The key to prevention of alcohol abuse is strong leadership. Leaders must be models for the responsible consumption of alcohol. Leaders must not promote intoxication, endorse heavy drinking, or give tacit approval to drunkenness. Commanders are encouraged to

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

implement policies that discourage alcohol-related misconduct and reduce alcohol abuse. However, these measures are not a substitute for regularly scheduled alcohol and drug abuse prevention classes.

g. Charge of Quarters (CQ) will ensure that intoxicated Soldiers are safeguarded from harm. Intoxicated Soldiers exhibiting unusual behavior (e.g., unable to walk a straight line, dangerous to self or others, loss of consciousness) will be escorted to a medical facility for evaluation by a member of the Soldier's chain of command. Each CQ, with the aid of military police (if required), will ensure that intoxicated Soldiers do not harass or otherwise assault other Soldiers within the barracks.

h. Soldiers and civilians are encouraged to use the buddy system. A group is less likely to become the victim of a crime or initiate a crime. Additionally, Soldiers should promote the designation of individuals within these groups who will not consume alcohol.

i. When alcohol-related incidents do occur, commanders must act swiftly for maximum effectiveness in preventing further irresponsible behavior. Commanders will initiate a referral to the Army Substance Abuse Program (ASAP) Community Counseling Center in the Area Command the unit is located (Area I ASAP - DSN 730-4172, Bldg. S802, Camp Casey; Area II ASAP - DSN 736-5060, Bldg. 5531, South Post; Area III ASAP - DSN 753-7366, Bldg. T 311; Area IV ASAP - DSN 768-7434, Bldg. 1220B, Camp Henry)-within 72 hours after notification of apprehension of a soldier by law

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

enforcement for apparent alcohol or other drug abuse for an evaluation on the extent of the Soldier's problem. It is misconduct, not rehabilitation, which threatens careers. This referral may save a career or a life. Let us prevent problems from becoming tragedies.

j. An approximate blood alcohol percentage chart is provided for your information and review. On-duty alcohol impairment is a BAC of .05 percent or above. To emphasize this even more, a DWI in Korea is .05, which is half the legal limit of most states in the U.S.

**BLOOD ALCOHOL PERCENTAGE CHART**

<b>DRINK S</b>	<b>BODY WEIGHT IN POUNDS</b>							
	<b>100</b>	<b>120</b>	<b>140</b>	<b>160</b>	<b>180</b>	<b>200</b>	<b>220</b>	<b>240</b>
<b>1</b>	.04	.03	.03	.02	.02	.02	.02	.02
<b>2</b>	.08	.06	.05	.05	.04	.04	.03	.03
<b>3</b>	.11	.09	.08	.07	.06	.06	.05	.05
<b>4</b>	.15	.12	.11	.09	.08	.08	.07	.06
<b>5</b>	.19	.16	.13	.12	.11	.09	.09	.08
<b>6</b>	.23	.19	.16	.14	.13	.11	.10	.09
<b>7</b>	.26	.22	.19	.16	.15	.13	.12	.11
<b>8</b>	.30	.25	.21	.19	.17	.15	.14	.13
<b>9</b>	.34	.28	.24	.21	.19	.17	.15	.14
<b>10</b>	.38	.31	.27	.23	.21	.19	.17	.16

Subtract .015 - .025 for each hour that passes

One drink = 1.5 oz of 80 proof liquor or 12 oz. Beer or 5 oz. Wine.

**\*\* Note:** Only time and no further drinking will reduce the blood alcohol content percentage. Neither coffee, tea, food, cold shower, or exercise has any bearing on

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

*reducing or speeding up the rate at which your blood alcohol percentage is reduced.\*\**

k. How do you stack up?

<b>BAC</b>	<b>BEHAVIOR</b>
.01 to .04	Begin to feel effects, flushed sensation, diminished inhibitions, and slight impairment to physical coordination and mental alertness.
.05 to .09	Coordination problems are more pronounced, impulse control impaired, and condition most people would interpret as “under the influence”.
.10 to .20	Gross impairment with slurred speech, impaired vision, exaggerated emotional responses, and staggering is experienced.
.20 to .30	Disoriented, unable to stand or walk, and begin to experience paralysis and loss of consciousness.
.30+	Not good. Alcohol poisoning.

22. **CONSIDERATION OF OTHERS.** The purpose is to foster and strengthen the command climate, reinforce the importance of trust, teamwork, dignity, and respect for others. Army values will be reinforced throughout the discussion of human relations issues in small interactive groups.

23. **SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM.**

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

a. Sexual assault is a criminal offense that has no place in the Army. Sexual assault destroys good order and discipline, and violates the Army values we uphold as Warriors of Character. It degrades mission readiness by devastating the unit's ability to work effectively as a team. The Eighth Army's Sexual Assault Prevention and Response (SAPR) Program reinforces the Army's commitment to eliminate incidents of sexual assault through a comprehensive program that centers on awareness and prevention, training and education, victim advocacy, response, reporting and accountability. The U.S. Army policy promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes.

b. Eighth Army will use training, education, and awareness to minimize sexual assault; to promote the sensitive handling of victims of sexual assault; to offer victim assistance and counseling; to hold those who commit sexual assault offenses accountable; to provide confidential avenues for reporting and to reinforce a commitment to Army Values.

c. Personnel in command, supervisory positions, and leaders at all levels will be personally involved in ensuring we eliminate risk-factors which threaten a safe environment from all work areas, living quarters, and recreational facilities on and off post and throughout the command.

d. All Battalion and/or Company level commanders and leaders will ensure that all newly assigned personnel

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

receive SAPR training upon arrival and that all assigned personnel receive semi-annual SAPR training. Initial training will focus on prevention education, risk-factor awareness, reporting procedures, how to avoid becoming a victim, appropriate dorm/barracks behavior, the correlation between sexual assault and alcohol abuse, and victim support. The chain of command and other leaders will be present and participate in unit sexual assault training sessions.

### e. Training Requirements:

(1) IAW AR 600-20, chapter 8-7, there are four categories of training for the SAPR Program. This includes professional military education (PME) training, unit level training, pre-deployment training, and responder training. The commander will incorporate SAPR training into the overall unit training plan and annotate the training on unit training schedules. The chain of command and other leaders will be present and participate in unit SAPR training.

(a) Unit Level Training. Eighth Army personnel must attend and participate in unit level SAPR training semi-annually. Training will be scenario based, using real life situations to demonstrate the entire cycle of reporting, response, and accountability procedures. Training should include audience and group participation.

(b) Pre-Deployment and Re-Deployment training. Commanders will include sexual assault prevention and response information as part of all pre-deployment and re-

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

deployment briefing activities; ensuring all Soldiers are aware of risks, response procedures, location and contact information for response agencies in the deployed theater.

(c) Responder Training. Primary responders to sexual assault incidents will receive the same baseline training throughout the DOD, to ensure that any service member who is assaulted will receive the same level of response regardless of service component.

(2) Sexual Assault Prevention and Response Program training is not an extension of Sexual Harassment training. Trainers should clarify the differences between harassment and assault and identify those dynamics that are unique to sexual assault.

f. Reporting Requirements. Any soldier who is aware of a sexual assault should immediately (within 24 hours) report incidents. Commander's Responsibility (AR 600-20, Appendix H-3) to assure privacy and provide a confidential disclosure option for sexual assault victims is critical to discharging our commitment. Sexual assault is the most under reported violent crime in our society and in the military. Although the victim's decision to report is a crucial step following a sexual assault, reporting is often precluded by the victim's desire for no one to know what happened. Commanders have a responsibility to ensure community safety and due process of law, but they must also recognize the importance of protecting the privacy of victims under their command. Subject matter experts agree that a system which promotes privacy / confidentiality can have a positive impact in bringing

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

victims forward to provide information about being assaulted. Confidentiality or confidential reporting allows a uniformed member of the Army to report a sexual assault to specified individuals. There are two reporting options: restricted and unrestricted reporting.

(1) Restricted Reporting: (AR 600-20, chapter 8-4 & Appendix H). Restricted reporting allows a Soldier who is a sexual assault victim, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Soldiers who are sexually assaulted and desire restricted reporting under this policy should report the assault to the Sexual Assault Response Coordinator (SARC), Health Care Provider, Chaplain, or UVA only. The assigned victim advocate and the SARC will not report the assault to law enforcement or the command if victim requests restricted reporting. However, in the event that information about a sexual assault is disclosed to the commander from a source independent of the restricted reporting avenues, or to law enforcement from other sources, the commander will report the matter to law enforcement and law enforcement remains authorized to initiate its own independent investigation of the matter presented. Additionally, a victim's disclosure of his or her sexual assault to persons outside the protective sphere of the persons covered by this policy may result in an investigation of the allegations.

(2) Unrestricted Reporting: (AR 600-20, chapter 8-4 & Appendix H). Unrestricted reporting allows a Soldier who

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation to use current reporting channels (e.g., chain of command, law enforcement, or he/she may report the incident to the SARC). Upon notification of a reported sexual assault, the SARC will immediately notify a Victim Advocate. Additionally, with the victim's consent, the healthcare provider shall conduct a forensic examination, which may include the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know. All cases of sexual assault will be reported immediately to the military police or CID and the command. The only exception to this reporting is if the victim requests restricted reporting which can only be requested through three agencies/personnel, Area SARC; Health Care Provider; or Chaplain.

(3) The USFK Sexual Assault Hotline is one of many ways to report a sexual assault. To call from any DSN telephone within Korea, dial the number "158" and to call from a commercial line or cell phone dial the number "0505-764-5700".

### g. Victim Care.

(1) All victims of sexual assault will be treated with fairness, dignity, and respect. Leaders must ensure that the needs of victims are compassionately met and that they are aware of their rights, options, and the resources available for their support. (See Appendix E)

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

(2) Each service member reporting a sexual assault incident will immediately be offered the services of a trained Unit Victim Advocate (UVA). This UVA will be assigned by the Area Command's SARC.

### **h. Manning Requirements.**

(1) Commanders at battalion level and above will appoint, on collateral duty, a minimum of two Soldiers to serve as UVAs. The UVAs will not respond to sexual assaults until they receive the USFK Sexual Assault UVA/Deployable SARC (DSARC) training course.

(2) Designate a Soldier at the brigade level to assume the duties of a DSARC during unit deployments. This Soldier must complete the USFK Sexual Assault UVA/(DSARC training before assuming duties as the DSARC.

i. Deployable SARCS while in Garrison will be responsible for the following:

(1) Serve as the MSC Commander's SAPRP representative and the primary point of contact for Eighth Army SAPRP Executive Agent.

(2) Track and maintain a roster of what subordinate units require UVAs, status of their semi-annual unit training, and rotation dates (i.e. PSC and ETS).

(3) Provide Eighth Army SAPR Program Executive Agent with a monthly update of DSARC and UVAs utilizing

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

the Eighth Army DSARC/UVA Tracker.

(4) Provide Eighth Army Executive Agent with the names and required documents for individuals attending USFK's or Quarterly DSARC and UVA training IAW with the OPORD.

(5) Ensure their UVAs provide the Area SARC a copy of their additional duty order and an updated phone roster.

(6) Provide Eighth Army SAPR Program Executive Agent with a quarterly update based on their monthly roster of current UVAs and their training status and rotation dates (i.e. PSC and ETS).

(7) Report MSC training status of Sexual Assault Training to Eighth Army EO office using USFK / Eighth Army's Sexual Assault Training Form.

(8) Assist MSC and subordinate UVAs with Semi-annual SAPR Program training.

(9) Attend Eighth Army Quarterly Sexual Assault Working Group meetings.

(10) Serve as the point of contact for the Command Inspection Program (CIP), in the area of the Sexual Assault Prevention and Response Program.

(11) Prepare unit SATB Sexual Assault slides.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

24. **SAFETY**. The Safety Program's mission is to assist units with accomplishing their missions without unnecessary losses of personnel and equipment and therefore preserve and protect our combat power. Leaders, NCOs, and Soldiers will employ the five-step risk management process outlined in FM 100-14 and integrate Composite Risk Management (CRM) into all phases of an operation, from the planning phase thru the execution phase of all missions. Composite risk management is the integration of safety and risk management into all elements associated with Doctrine, Training, Leadership, Operations, Material, and Soldiers (DTLOMS). We can manage risks more effectively through composite risk management, which blends tactical, threat-based risks with accidental, hazard-based risks to create a more thorough evaluation of possible hazards associated with the mission. CRM is accomplished through the application of sound risk management procedures by leaders and individuals at all levels. The CRM process identifies the optimum course of action (COA) to mitigate or reduce the risk to an acceptable level. Risk management is critical for all operations, whether for training, planned missions, tactical exercises, or daily operations. The safety staff provides guidance and assistance, safety evaluations, and recommendations to prevent accidents and injuries. Additionally, the safety staff provides safety training classes for safety-related programs.

a. **Driving in Korea.** Korea has driving hazards that are not common in the United States. The ever-increasing number of vehicles on the road contributes to existing congested driving conditions, especially in major cities.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Soldiers driving in Korea must use courtesy, patience, skill, and, above all, good common sense. Due to a shortage of playground space, children can be found playing on or near streets; therefore, drivers must be constantly alert. Two-wheeled vehicles, handcarts, and farm implements are used to transport a variety of items and compete with motor vehicles for space on the roadways. Buses and taxis can be a real nightmare for the unwary. They weave in and out of traffic with reckless abandon, often failing to signal when changing lanes or turning. Pedestrians must be constantly aware of buses, taxis, and motorcycles. Drivers often do not yield to pedestrians. Cross roads and streets only at crosswalks. Although prohibited, many motor scooters and motorcycles ride on sidewalks to escape traffic and are a hazard to pedestrians. Good, defensive driving skills are a must.

### (1) Winter Driving.

(a) Beware of shady patches on the road.... possibly ice.

(b) Accelerate gradually on slippery roads.

(c) Open window slightly to maintain outside air circulation.

(d) Keep a safe stopping distance behind the vehicle ahead.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(2) Summer Driving. Summer driving in Korea also requires skill and patience. Roadways are crowded with farm implements, motorized carts, and handcarts during the farming season. Expect slow-moving vehicles to claim the road. In the fall, you will see rice and peppers spread on the roadways to dry. Expect rain from May through July. Reduced speed will compensate for the loss of traction and reduced visibility. Heavy rains cause washouts, especially on secondary roads and on roads near rivers and small streams. Do not attempt to cross flooded roads or streams. Always test brakes after driving through deep puddles.

(3) Seat Belt Requirements. Failure to use seat belts dramatically increases the potential for death or serious injury from vehicle accidents. USFK Reg 190-1 requires all occupants in military vehicles to use restraint systems on or off post. Military members in privately owned vehicles are required to use safety belts on or off post. Civilians are required to use safety belts on post and when on official business off post. As of 1 June 2006, Korea Law requires the use of car seats (with seat belts) for children under six. Drivers are also required by Korean traffic law to use seat belts and to encourage their passengers to use them. Failure to comply with the Korean law carries a fine up to ₩30,000.

(4) Smoking. Smoking in military vehicles is prohibited at all times.

b. **Weather in Korea**. Heat and cold injuries do occur in the ROK. Acclimatization, education, clothing, and diet

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

are all vitally important injury prevention factors during extreme hot or cold weather. It is important that Soldiers take care of each other. Use the buddy system to observe for signs of heat or cold injury. The average Korean winter temperature range from 15 to 45 degrees (F), but it can and does get much colder. Summers in Korea are hot and humid and the average temperature ranges from 75 to 95 degrees. The heat and humidity can cause problems for persons not accustomed to this climate.

(1) Cold Weather Caution. The most common cold weather injury that occurs in Korea is frostbite. Other injuries associated with the cold are hypothermia, trench foot, sunburn, snow blindness, and carbon monoxide poisoning. While frostbite occurs only when the temperature is below 32 degrees, hypothermia and trench foot can occur at temperatures as high as 50 degrees. Cold weather can have devastating effects on troops, equipment, and the mission; however, taking precautions can minimize the effects. All cold weather injuries are serious and hypothermia can KILL.

(2) Sleeping in the Field. Make sure your tent is properly ventilated. Always use an air mattress or sleeping pad under your bag. You will stay warmer. Never put a poncho over your sleeping bag. It traps escaping moisture and your bag will get wet. Never put your mouth or nose inside your sleeping bag. The escaping water vapor will wet the bag. Always store your bag in the waterproof carrying bag. Eating a candy bar or part of an MRE before crawling in will give your body some energy and you will sleep warmer.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(3) Wind Chill. Your body is always producing and losing heat. Wind increases heat loss by reducing the thin layer of warm air next to your skin. This loss increases as the wind speed increases. The lower the temperature, the greater the danger. When the temperature of the air is below freezing and the wind is such that it removes the heat faster than the body can replace it, frostbite may occur.

(4) Hypothermia. Hypothermia is a potentially fatal non-freezing injury. It is not always associated with cold weather, but can occur when you get wet at temperatures as high as 50 degrees. In both recreational activities and military duties, avoid becoming wet whenever possible. Wet clothes lose 90% of their insulating value. Get out of the wind and rain and change to dry clothes in a warm location as soon as possible. Remember, hypothermia can KILL.

(5) Hot Weather Caution. The most common hot weather injuries that occur in Korea are sunburn, heat cramps, heat exhaustion, and heat stroke. Heat injuries can be avoided by resting and working IAW the heat condition. Other important preventive measures include: becoming accustomed to the climate, drinking plenty of water, replacing salt lost from the body (through a balanced diet, no salt tablets), using common sense in strenuous activities, and wearing sensible clothing. Military personnel are prohibited from using bodies of water, unless the area or installation commander specifically approves the location. Military installations

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

have approved swimming pools with life guards. Hypothermia (lowering of the body temperature) kills. Beware, the water in reservoirs, lakes, and at beaches on the East Coast is cold year-round.

c. **Carbon Monoxide Poisoning.** This is a threat whenever any fuel burning equipment (e.g., stoves, heaters, gas/diesel generators, and vehicle engines) is operated. Equipment that presents no carbon monoxide hazards during fair weather can create hazards during winter months when doors/windows are closed and ventilation is reduced. Carbon monoxide is an odorless gas that is extremely poisonous. When staying off post during the cold weather months, make sure any room you are sleeping in is ventilated, especially if it is heated by a system that uses coal briquettes. Carbon monoxide can easily overwhelm you before you are aware of it, especially during sleep. Symptoms of carbon monoxide poisoning include headache, fatigue, dizziness, sleepiness, nausea, and possible ringing in the ears. If a buddy has these symptoms, get the victim out into the fresh air. Give mouth-to-mouth resuscitation, if needed, and get medical help. An on-going program to create an awareness and understanding of the hazards and prevention of carbon monoxide poisoning is conducted annually prior to the beginning of the winter season.

d. **Bicycles/Recreational Conveyances.** The use of two-wheeled transporters increases the potential for serious injuries to operators and other personnel. Head injuries are the most common and the most severe. To

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

reduce potential for accidents, the following is mandatory for all Army personnel and their family members:

(1) All personnel, including family members, operating or riding on motorcycles, mopeds, motorized scooters, bicycles, in-line skates, coasters, skateboards, sleds, or any non-motorized vehicles while on a public roadway, street, bicycle path, or any right-of-way WILL, at all times, wear the following Personal Protective Equipment and Clothing (PPEC):

(a) Helmets. Certified to meet Department of Transportation (DOT) standards properly fastened under the chin. The helmet will meet the U.S. Department of Transportation standard (for motorized vehicles). All others must wear approved bicycle helmets.

(b) Goggles and Face Shields. Impact or shatter resistant goggles or full-face shield properly attached to helmet. A windshield or eye glasses alone are not proper eye protection (for motorized vehicles).

(c) Sturdy Footwear is mandatory. Leather boots or over the ankle shoes are strongly encouraged (for motorized vehicles).

(d) Clothing. Long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle (for motorized vehicles).

(e) Reflective Vests. Personnel will wear reflective vests at all times.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(2) Bicycles used during hours of darkness or limited visibility will be equipped with front and rear operational lights as follows:

(a) The front light will emit a visible light a minimum distance of 500 feet (150 meters)

(b) The rear light will emit visible light at a minimum distance of 100 feet (30 meters)

(3) Army leaders must take immediate action in response to an escalating loss of Soldiers' lives to motorcycle accidents.

(4) It is imperative that commanders thoroughly understand and continue to stringently enforce the long-standing motorcycle safety requirements contained in DODI 6055.4, DOD Traffic Safety Programs and AR 385-55, Prevention of Motor Vehicle Accidents. Soldiers' lives can be saved with use of the Army Management Information System-1 (ASMIS-1) privately owned vehicle (POV) module, and accountability for undesirable behavior.

(5) Motorcycle Training:

(a) The training standard is the Motorcycle Safety Foundation (MSF) or MSF-based, state-approved curriculum taught by certified or licensed instructors. Hands-on training and a performance-based and knowledge-based evaluation are required.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(b) Successful completion of prescribed motorcycle safety training is mandatory for all Soldiers operating motorcycles on or off post, on or off duty, regardless of whether the motorcycle is registered on post. Soldiers must be in possession of an MSF card when they ride to verify completion of training.

(6) In addition to the requirements stated above, personnel operating or riding on motorcycles, motorized scooters, mopeds, or bicycles must comply with established traffic laws and signs.

(7) The safety standards outlined will be rigidly enforced by the military police. Violations will result in appropriate sanctions. Commanders will implement adequate controls to ensure compliance.

e. **Use of Headphones, Earphones.** The wearing of portable headphones, earphones, or other listening devices while operating a motor vehicle and while jogging/running, bicycling or skating or skate boarding on roads and streets on DoD installations is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

f. **New Technology.** Safety guidance should note the potential for driver distraction when operating modern communication and navigation devices, e.g., cell phones or global positioning systems, in a moving vehicle.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Drivers must use caution when operating these devices. Whenever possible, use these devices only when the vehicle is safety stopped. The use of cell phones while driving is prohibited, unless used in a “hands-free” mode.

g. Other useful safety information and tools, e.g. the “Toolbox,” can be found by accessing the U.S. Army Safety Center’s website at <http://safety.army.mil>.

25. **SUICIDE.** The frequency of suicide attempts within a given population is influenced by factors such as age, race, sex, education level, and type of employment and location. U.S. Army personnel attempt suicide less frequently than a demographically similar civilian population. Interestingly, suicides by Korea Army personnel have occurred at a much lower rate than the Army as a whole. The reasons behind this phenomenon are not clear, but are probably related to our unique situation in Korea. However, all personnel should be aware of conditions leading to suicide attempts. Your awareness and intervention may be all that is needed to save a life.

a. The most common factor involved in suicide attempts by Korea Army personnel is the loss of a significant relationship. Receiving Dear John and Dear Jane letters from significant others is unfortunately not an uncommon occurrence. While most can weather the crisis, suicidal individuals can see no reason to continue living. Some even attempt suicide as a means of revenge on those they feel have hurt them.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

b. Other important factors in suicide attempts by Korea Army personnel include severe depression and overwhelming financial, career, or legal problems. It is important to remember that suicidal individuals are highly subjective in evaluating the seriousness of their problems and possible solutions. What might seem a manageable problem to a supervisor, commander, or friend can appear insurmountable to the suicidal person. Ask yourself, “How does he or she see the problem?”

c. Severe depression is a condition that requires referral to mental health professionals for evaluation, as the potential for suicide is high among these individuals. Depressed individuals often have a depressed pessimistic mood, energy level and appetite, and usually do not sleep well. They may appear sad and withdrawn. Verbally, they often express dissatisfaction, guilt, self-dislike, irritability, and sense of failure. Talking about suicide indirectly is often a signal that these individuals are already thinking or planning a suicide.

d. Suicidal individuals may not feel there is anyone in their lives with whom they can honestly share their deepest feelings. Men, in particular, are often less willing to talk about painful feelings or seek the help of others. To the suicidal individual, suicide becomes a desperate, permanent solution to a temporary, overwhelming problem.

e. Most suicidal people have suffered a loss of purpose or a sense of direction in their lives and feel they have no other options to consider. People with suicidal thoughts

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

are often overwhelmed and do not know how to cope with what is going on around them nor are they able to talk about it; therefore, they cry out for help. Most people do not resent being rescued from self-destruction.

### f. **What Can I Do?**

(1) Refer. There are many people and agencies trained to work with desperate people. Direct the person in need to one of these agencies -- your unit chaplain, the doctor at your aid station, the social worker at your Community Mental Health, the chaplain at the hospital or the Family Life Center, the social worker at the Drug and Alcohol Counseling Center, school, and Army Community Services (ACS). All have been trained to assist people in need or to refer individuals to those who can help.

(2) Do not be fooled. Recognize a person's state of mind as possibly being suicidal and do not deny or rationalize the accompanying behavior. Rather, accept where this person is and redirect to someone who can help. Do not give in to the tendency to say things like, "don't worry, everything will be all right tomorrow," or "chin up, it's not all that bad", or "you're a Soldier, now get out there and act like one." People in need should receive treatment, not clichés.

(3) Do not get hooked. It is easy to become confused, frustrated, or even angry toward the person in need. Remember that the person who feels lonely, isolated, confused, and hopeless is crying out for help to cope with the situation. Allowing your own feelings of

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

frustration or anger to get in the way will worsen the situation, perhaps even destroying what the person in need perceives to be his or her only hope.

(4) Be professional. We must remain competent in our dealings with the suicidal person.

(5) Do not give up. Suicidal people have a way of defeating themselves. More than anything, they want to reach out to others. Yet, in everything they do, they turn those they need most against them. They manipulate friends and relatives. They make other people feel guilty and responsible for their actions, yet helpless to change things. Eventually, others begin to pull away, to free themselves from the burdens being imposed on them. Most suicidal people dislike themselves, and they make people they know dislike them too. They seem to invite “meanness,” but, all the while, they feel frightened and they desperately need help. Most people contemplating suicide cry out for help right up to their moment of death. Do not believe suicide happens without warning. The suicidal person gives many clues and warnings concerning his intentions right up to the end.

### **g. Cues and Warnings.**

(1) Most potential suicides send out a wide variety of signals. Many cues show up best in the word “change.” Watch for the following:

(a) Change in one’s interests.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(b) Change in lifestyle.

(c) Change in eating/sleeping patterns.

(d) Change in work/dress habits.

(e) Change in moods, mostly toward the depressed side, yet often a depressed person will suddenly become extremely happy then commit suicide. It is almost as though they are saying, "I finally made a decision and now I am happy with myself."

(f) Change in perceptions -- nothing is positive anymore

(g) Change in one's disposition, both physical and emotional

(h) Change in attitude toward personal property (e.g., giving prized possessions away)

(i) Change of one's insurance (e.g., checking the insurance policy to see if it covers suicide or buying more insurance)

(2) Hidden Cues. One important factor is that many of these cues are very subtle. Remember the suicide's ambiguity: the wish not to live and the wish not to die. They want someone to care and to talk with them, but they hide their cues to see if you really care.

(3) Verbal Cues.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(a) “There’s just nothing to live for anymore”

(b) “I can never get anything right; what’s the use of trying?”

(c) “I’d kill myself except I would probably fail trying to do that too”

(d) “He makes me so mad, I think I will find a mine to step on the next time I go out on patrol.”

(e) “If someone jumped out of a window, does he die before he hits the ground?”

(f) “Have you ever wondered what heaven is like?”

(4) Many times the above statements are used to throw you, the listener, off guard. The suicidal person may be thinking, “If you truly care for me, you will hear what I am really saying.” What can you do? You can get him/her to talk about what it means to have nothing to live for anymore, etc. Getting one to talk is a step in the right direction.

h. Most suicidal people are deeply troubled with multiple problems. There is no particular type of person who will commit or try to commit suicide but there are many desperate people who feel hopeless and helpless because of the problems in life that they are unable to solve. Remember, these feelings are theirs; they own them. Many people may actually care for them, but they

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

do not recognize that. They may be successful in their work, but they do not believe it. They continuously suffer an overwhelming sense of loneliness and isolation because they do not feel accepted or loved. They want to talk about what they feel. They need you to listen, not in judgment on them, but in a sensitive, confident, even compassionate response that says, "I care - count on it!"

### 26. **CONTROLLING SMOKING IN ARMY BUILDINGS.**

The objective of the smoking policy is to establish appropriate environmental protective measures to ensure a safe, healthy, unpolluted work and living environment.

a. Smoking is not permitted in any Army-owned or leased building within Korea, except as noted in this instance: those personnel who are assigned private quarters or who have a private room in the barracks may smoke in those quarters/rooms per applicable rules and regulations. Wherever possible, not to disrupt unit integrity or operational readiness, commanders may refer to AR 600-63, Chapter 4, paragraph 4-2d, which states in part: "When individual living quarters are not required or are not available, and two or more individuals are assigned to one room, smoking and nonsmoking preferences will be a determinate factor during assignment of rooms. The installation commander will provide affirmative procedures to reassign nonsmokers to living space not also occupied by a smoker and, if necessary, reassign smokers to living space where they may smoke." There shall be no smoking in places shared by smokers and nonsmokers. The common areas of BEQs, BOQs, and mid-rises are no smoking areas.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

b. Smoking is not permitted in any U.S. Army operated Morale, Welfare, and Recreation (MWR) facilities across the Korean peninsula. MWR is currently designing a retrofit for several facilities to allow smoking in designated areas. The planned retrofit is designed to displace smoke-filled air with clean air and meets federal standards. Until the retrofit areas are in place, smoking is prohibited in all MWR facilities.

c. When possible, outdoor smoking areas will be designated which provide some protection from the elements. Outside smoking areas will be inconspicuous, away from entrances, away from exits, and shall have receptacles for disposal of smoking materials.

27. **DRIVER'S LICENSE.** USFK Reg 190-1 governs licensing of U.S. Forces personnel. USFK Pam 385-2, Guide to Safe Driving in Korea, contains information to prepare for the written driver's license test. U.S. Forces personnel in Korea authorized to drive a privately owned vehicle (POV) must have a USFK driver's license in order to drive on the installation and on the roadways of the Republic of Korea. Active duty military personnel, civilian employees, and family members aged 18 or older are required to take a written test to receive a USFK driver's license. Military are issued a USFK driver's license for two years. Department of Defense (DOD) civilians are issued a five-year license or for their length of tour in Korea, whichever comes first.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

a. The following categories of personnel are authorized to test for and receive a USFK driver's license:

(1) Command sponsored service members who are accompanied by family members. Service members in grades E-6 and below require written approval by the first commander (in the grade of O-5) in the chain of command to obtain a driver's license in Korea.

(2) Joint domicile status authorized a POV on orders. Service members in grades E-6 and below require written approval by the first commander (in the grade of O-5) in the chain of command to obtain a driver's license in Korea.

(3) A member of the U.S. Armed Forces in the grade of E-7 or above.

(4) Department of Defense (DOD) civilian employees (Army, Air Force, and Navy) who hold positions GS-5, WG-5, WL-2, WS-1, NA-5 and CC-3 grades and above; USFK technical representative, or invited U.S. Government Contractors.

(5) Any member of the USFK or its civilian component authorized shipment of a POV to the ROK at U.S. Government expense.

(6) Command sponsored family members of categories 27a(2)-(5) above. Family members of service members in grade E-6 and below require approval of the first commander (in the grade of O-5) in the chain of command to obtain a driver's license in Korea.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(7) A U.S. citizen or a third country national employed as an invited contractors, who also have SOFA privileges.

### b. Learner's Permit.

(1) Learner's permits may be issued to family members age 16 or over. The written tests must be successfully completed before the permit is issued. Applicants must provide proof that they are covered by the minimum required liability insurance.

(2) Family members who are at least 15 years and nine (9) months of age and who are enrolled as students in a recognized driver education program may be issued a learner's permit after successfully completing the required written tests. The permit will be effective for the duration of the school term and will entitle the student to operate a motor vehicle when accompanied by a licensed adult driver who has at least one year of driving experience and who occupies a seat beside the driver.

28. **MISUSE OF MILITARY VEHICLES.** The following provides information on the possible misuse of military vehicles (tactical/nontactical):

a. **Tactical Vehicles.** Tactical vehicles will be dispatched and operated for official use only. Official use of vehicles is characterized as essential for the successful completion of a unit function, action, or operation and consistent with the purpose for which the vehicle was acquired. In general, the use of tactical vehicles for

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

administrative missions should be discouraged as not being cost effective. However, the commander must use all resources available to accomplish the mission in the field and garrison. After the commander determines that an administrative mission requires tactical vehicle support, the number and size of the vehicle(s) used must be commensurate with the mission. Personnel engaged in unauthorized use of government vehicles may be subject to prosecution under the UCMJ or to administrative sanctions. The following rules will apply:

(1) Movement of persons in tactical vehicles is prohibited over all or any part of the route between home and place of employment, except as provided for in USFK Regulation 58-8, paragraph 6g. This does not preclude movement of enlisted persons between troop billets and work areas.

(2) Use of tactical vehicles for the conduct of personal business by service members, civilian employees, members of their families, or official visitors is prohibited.

(3) Uniform for drivers and passengers should be consistent with the mission as authorized by the commander. This will be a duty uniform IAW AR 670-1 and as authorized by the commander, unless specifically stated otherwise on the dispatch.

(4) Authorized drivers for tactical vehicles are unit personnel only. Authorized passengers for vehicles are DOD personnel, military or civilian. Non-DOD civilians

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

may be transported when mission essential as determined by the commander and annotated on DD Form 1970.

(5) Tactical vehicles are prohibited from the parking areas of banking, AAFES, commissary, and MWR facilities unless properly authorized by the unit/activity commander.

b. **Nontactical vehicles.** The use of Army owned or controlled nontactical vehicles are restricted to official use only. Examples of official use include official events, official ceremonies (for those actively participating in these events), and other authorized activities. Nontactical vehicles are not authorized to be used for transportation for personal use such as stopping at Burger King or shopping at commissaries or post exchanges. Personnel who use nontactical vehicles should become familiar with the official use guidelines contained in AR 58-1 and current EUSA policies concerning official use of nontactical vehicles.

c. **Accident reporting.**

(1) IAW USFK Reg 190-1, the driver of any vehicle involved in an accident resulting in injury, death, or damage to a vehicle or other property will immediately stop at the scene of the accident or as close to it as possible. The driver will stay at the scene of the accident (unless required to transport the injured) until released by the investigating U.S. law enforcement personnel. The driver will follow all instructions outlined on the SOFA CARD form USFK FL 1EK. This card includes information in Korean and English on what actions to take when

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

involved in an accident, emergency telephone numbers, request for assistance and a statement of SOFA status. All SOFA members will carry this card at all times.

(2) Upon request, the driver will show his driver's license or permit to any person injured in the accident or to the driver, occupant, or person attending any vehicle or other property damaged in the accident. The driver will also show his driver's license or permit to law enforcement personnel at the scene of the accident.

(a) The driver will render reasonable first-aid assistance to any person injured in an accident. This includes transporting or making transportation arrangements for injured persons to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent such treatment is necessary or requested by the injured person.

(b) If personnel involved in the accident are not in a condition to receive the information to which they otherwise would be entitled and law enforcement personnel are not present, the driver of the vehicle will report the accident to U.S. law authorities within 72 hours. If the accident occurred off a U.S. military installation, the nearest ROK police authority will be notified.

29. **WEAPONS**. Privately owned firearms or weapons may be brought into Korea only under strict controls. IAW USFK Reg 27-5, a weapon is any device that will eject a hard projectile by any explosive, mechanical, or compressed air means (except children's toys which eject

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

soft projectiles) to include (but not limited to) all types of BB guns, air rifles or pistols, pellet guns, slingshots A weapon also includes any type of knife or sword with a blade four inches or longer or any other knife or sword shorter than four inches that is being concealed, carried, and obviously can be used inflict death or serious injury. Exceptions, as required in the performance of official duties and as authorized by law, are outlined in USFK Reg 27-5. IAW USFK Reg 190-8, all firearms must be registered with the Provost Marshal Office within 72 hours after arrival in Korea and must be stored in a unit arms room. Firearms may be withdrawn for cleaning and specific uses such as hunting, but must be returned to the arms room after use.

30. **U.S. CUSTOMS AND APO MAIL.** Service members visiting Korea often mail gifts home to family and friends through the Military Postal System (MPS). To avoid problems, become familiar with U.S. customs regulations. Merchandise entering the U.S. from APOs in Korea is subject to custom inspections and duty charges, which are determined by the U.S. Treasury Department. Duties, when assessed, are collected by postal authorities upon delivery in the states.

a. Authorized users of the APO may mail, duty free from Korea to the U.S., bona-fide gifts not to exceed \$100 in value per addressee per day. Value is determined as the retail value where you bought the item, not the estimated U.S. price. If one package includes wrapped presents for several different people, the gifts may not exceed \$100 to any one person.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

b. Letter packages and all parcels containing merchandise mailed from an APO in Korea to the U.S. must have a customs declaration form, either the Postal Service Form 2976 (green) or the 2976-A (white). These forms and instructions on their use are available at the APO.

c. Trademarked merchandise presents a particular problem, since many such items purchased in Korea are counterfeit. A trademarked item is defined by customs officials as having an identifying or distinguishing label or logo.

d. Custom officials have identified several trademarked items, genuine or otherwise, which may be confiscated upon entry into the U.S. There is a complete list of the most commonly abused trademarks at every APO. Some of these items are: "Members Only", "Lacoste" (alligator design), "LV" (Louis Vuitton), "Gucci", and "Polo" by Ralph Lauren. Removing the trademark or logo from the item, if possible, will free it from the "Trademarked merchandise" category and allows it to enter the U.S. Do not try writing false information on the custom form; it is a federal offense.

e. The MPS, in cooperation with U.S. customs officials, has instituted a "redlining" program. Parcels suspected of containing counterfeit trademark items or commercial quantities of genuine items, are "redlined" (a red line is drawn through the custom form). U.S. customs officials open all redlined parcels. Items confiscated by customs

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

officials will not be returned and the United States Postal Service will not pay claims for the items even if the parcel was insured or registered.

31. **POSTAL SERVICE.** With few exceptions, your MPO offers the same services that are available at a stateside post office. However, the transit time for first class letter mail traveling between the U.S. and an MPO in Korea is a little longer. The average transit time is approximately seven days. Some other services offered are shown below.

a. Military Express Mail service is available from selected MPOs in Korea to the U.S. It carries a two or three day delivery guarantee to authorized destination zip codes. The date of mailing is not counted. Contact the post office in your area for more information on Express Mail service.

b. Space Available Mail (SAM), Parcel Airlift (PAL), and Priority Airmail services are available for mailing parcels. Size and weight restrictions for parcels mailed at the SAM, PAL, or priority rate of postage are as follows: SAM (WL 70 lbs) (SL 130 in), (a surcharge applies for articles over 108 in); PAL (WL 30 lbs) (SL 60 in); Priority (WL 70 lbs) (SL 108 in). WL= Weight Limitations, SL= Size Limitations.

c. Intra-theater Delivery Service: Any mailable article may be sent at no cost to the sender when the following requirements are met:

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(1) The sender must be an individual who is currently eligible to use the MPS.

(2) The sender must write the letters "MPS" in the upper right hand corner of the article where postage would normally be placed.

(3) The article must be addressed to an APO AP or APO AE address, which does require routing through the United States Postal Service. Articles sent to Alaska, Hawaii, Guam, as well as a few U.S. Territories in the Pacific, including APO addresses, do not qualify for this postage free service. Contact your local post office for full details.

(4) Special services CANNOT be obtained on MPS articles and claims CANNOT be filed for loss or damage. Articles sent using "MPS" are not mail. If you are sending a valuable item or an item that you consider irreplaceable, it is recommended that you pay the postage and fees (insurance/registered) and mail the article.

(5) If a special service is needed/ requested, such as insurance, certified or registered, then postage and related fees must be paid.

32. **USE OF GOVERNMENT COMPUTERS.** Internet access and email using Government resources is authorized. Individuals may have limited, unofficial use of these capabilities provided no additional costs are incurred by the Government and there is no interference with

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

official business. Constraints applicable to internet access and email usage are as follows:

- a. Use does not include transfer of information that would reflect adversely on DoD (e.g., pornography, unofficial advertising, soliciting or selling, transfer of classified information, violations of statute or regulation, or any use incompatible with public service).
- b. Use is limited to short duration (10 minutes or less).
- c. Separate policy guidance severely constrains download of software to Government-owned computers.

### 33. **COMMAND SPONSORSHIP PROGRAM.**

a. **References.** DoD Directive 1315.7, AR 614-30, USFK Reg 614-1, and Eighth United States Army Supp 1 to USFK Reg 614-1.

b. **What is Command Sponsorship?** Command Sponsorship allows the units and commands to fill critical need positions by stabilizing service members, civilians, and their families according to a MTOE/TDA position, paragraph, and line number. The program's focus is on the criticality of the position and not the individual need.

c. **Types of sponsorship:**

(1) **Key Billet (KB):** A position of unusual responsibility designated as such to provide an extended tour for continuity by the SECDEF or the JCS within the

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

unit/command. Officer, warrant officer, and enlisted positions which require the incumbent to serve two years regardless of accompanied status IAW AR 614-30 Chapter 3-5.

(2) Key and Essential (KE): Military and civilian positions required by the Installation Commander to reside on the installation because of one of the following:

- (a) Military and operational consideration
- (b) Major effect on operational requirement
- (c) Major effect on maintaining law and order on the installation
- (d) Major impact on the ability to respond to health and safety
- (e) Effect on government property
- (f) Effect on the military readiness of the command

(3) Permanent (P): Positions not considered Key Billet or Key and Essential. Required for continuity, stability, readiness, personnel turbulence reduction, retention for institutional knowledge, and slotted against unit MTOE paragraph and line number.

(4) Temporary (T): Approved in-lieu-of Permanent Command Sponsorship. Must meet at least one of the following conditions:

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

- (a) Possess unique skill within the unit
  - (b) Possess a hardship case in existing condition
  - (c) Hardship caused by the military (e.g. position deleted from MTOE)
  - (d) Required to accept a career enhancing position (Command, XO, or 1SG)
  - (e) Position is deleted upon Soldier's DEROS
- (5) Joint Domicile (JD): The application is submitted through the Military Personnel Office. If one service member occupies an approved CSP, ALL permanent CSP benefits are authorized.
- (6) Non-Command Sponsored (NCS) Dependent: NCS family members do not have the same entitlements as command sponsored (CS) family members. Individuals must closely review their status and what they are entitled to prior to a permanent change of station to the Republic of Korea to eliminate any unnecessary hardship. All dependents regardless of sponsorship status shall be furnished medical care, will be included in non-combatant evacuation, and are covered under the U.S.-ROK SOFA.
- d. **Factors**: The number of command sponsored slots is determined by the amount of available housing, DoDD school support, medical/dental facilities, MWR, exchanges, and commissaries. However, these factors

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

only drive the number of possible command sponsored positions. They do not determine who receives them. Command sponsorship is a mission-based program; therefore, it is not driven by individual needs. Major Subordinate Commanders (MSC) designate personnel to fill a command sponsored billet based on their mission requirements IAW USFK Reg 614-1, Military Command Sponsorship Program, Key Billets/Key and Essential Positions. In that respect, the Assistant Chief of Staff (ACofS), J1:

(1) Maintains, controls, and distributes the command sponsored position list to all applicable agencies.

(2) Coordinates with installation commanders to ensure the allocation of command sponsorship positions does not exceed the support base for government quarters, DoDDS, medical, post exchange, and commissary facilities.

### e. NCS Entitlements:

<b><i>ENTITLEMENT</i></b>	<b>AVAIL</b>	<b>NOT AVAIL</b>
Dependent Travel at Government Expense to and from the Service Member Overseas Duty Location		X
Space A Transportation to Sponsor's Overseas Location	<sup>1</sup> X	
HHG Shipped at Government Expense		X
Privately Owned Vehicle (POV)		<sup>2</sup> X

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Registration		
On-post Family Quarters		X
Government Furniture		X
Overseas Housing Allowance at With Dependent Rate	<sup>3</sup> X	
BAS/COLA at With Dependent Rate		<sup>4</sup> X
Medical/TRICARE	<sup>5</sup> X	
Dental Care/TRICARE Dental Program - OCONUS	<sup>6</sup> X	
Department of Defense Schools		<sup>7</sup> X
Use of Dependent Support Facilities at the Sponsor's Overseas Duty Location (Commissaries, Exchanges, etc.)	X	
Non-Combatant Evacuation (NEO) Support	X	
Covered Under the US-Korea Status of Forces Agreement (SOFA)	X	
Spouse Continuing Education Assistance	X	
Student Funded Travel		X

*NOTE 1* – Though U.S. Forces Korea Policy on Space Available Travel Privileges for NCS Dependents, Policy Letter #43, authorizes NCS the use of Space A, flights to and from Korea will be limited after 1 OCT 05 due to the termination of Patriot Express.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

*NOTE 2* – USFK Reg 190-1 requires NCS service members in the grade of E-6 or below to obtain an exception to policy before they can register a POV.

*NOTE 3* – Effective 1 OCT 05, all Soldiers who have NCS dependents in the vicinity of their Permanent Duty Station are entitled to payment of OHA at the with-dependent rate. This does not mean they are now automatically command sponsored (CS), just eliminates the CS requirement to get OHA at with dependent rate.

*NOTE 4* – BAS is not authorized solely on the presence of NCS dependents. If BAS is not authorized, the Soldier will continue to draw COLA at the “9” or “Barracks” rate (this is 47% of the “0” / without-dependents rate). The rules for establishing non-availability of government mess are established in the DODFMR, VOL 7, para 250203 and tables 25-2 and 25-4 explain these rules and does not list NCS dependents as a reason for starting BAS.

*NOTE 5* – Family members are seen at military medical facilities on a space available basis. With this change of policy, more family members will be contracted out to approved medical providers (co-pay and pay up-front). Effective 1 OCT 05, family members not on a service member’s PCS orders authorizing them to be in Korea will no longer be eligible for TRICARE Prime. Family members obtained in Korea by either marriage or adoption, are also not authorized for TRICARE Prime, unless command sponsorship is obtained. All current TRICARE Prime beneficiaries will be “Grandfathered” until their sponsor departs Korea.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

*NOTE 6* – Family members (FMs) are seen at Army dental treatment facilities (DTFs) on a space available basis. More family members will be seen by approved dental providers (co-pay and pay up-front) of the TRICARE Dental Program – OCONUS (TDP-O). Effective 1 OCT 2005, NCS adult FMs (age 13 & above) will only be authorized to use the TDP-O. Children (age 12 & younger) requiring routine care [NOT BRACES] will be accepted on a case-by-case basis at Army DTFs and CS children will have priority. Emergency visits to Army DTFs remain authorized for adult and child NCS FMs. Army DTF support will be grandfathered for those FMs currently of record until the sponsor departs Korea and may elect to receive space available care at a U.S. Army DTF or to use the TDP-O. Family members of active duty service members must enroll with United Concordia for dental insurance to be in effect.

*NOTE 7* – NCS are enrolled in DoDDS on space available basis and tuition free only. There are no schools in Area I.

### **f. Command Sponsorship Program Procedures:**

- (1) Soldier receives notification of PCS
- (2) Soldier requests Command Sponsorship through losing MPD
- (3) Losing MPD submits the request to IMCOM-K, MDP

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(4) IMCOM-K, MDP contacts the MSC/MSU/Eighth United States Army Staff for CSP availability

(5) MSC/MSU/Eighth United States Army Staff provides the CSP number assigned to the position (based on the MTOE)

(6) IMCOM-K, MDP forwards the information to the Eighth Army G1 for verification.

(7) Eighth Army G1 verifies the CSP vacancy & validity

(8) IMCOM-K, MDP coordinates with the Housing Office for housing availability to determine concurrent or non-concurrent travel

(9) IMCOM-K, MDP coordinates with EFMP as required

(10) IMCOM-K, MDP sends approval or disapproval message to losing MPD with travel determination

### 34. **LEAVES AND PASSES.**

a. **References.** AR 600-8-10 and USFK Reg 600-8-10.

b. It is the Army policy that maximum use of accrued leave be used as frequently as possible for the welfare and comfort of all our Soldiers. Leave is an entitlement

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

earned along with pay. Soldiers are expected to use it, not lose it.

c. Commanders and supervisors will establish a leave plan to ensure Soldiers have an opportunity to take leave. Leaves should be planned where it will minimally impact the mission readiness of the unit. No more than 10% of our Soldiers may be non-available (leave or pass) off the peninsula at one time. Additionally, 80% of our available personnel must be able to muster within two hours.

d. There is no “mid-tour” leave policy. However, commanders **may** approve 30 days leave contingent upon operational requirements.

e. Commanders should exercise extreme caution in granting extended leave to those personnel occupying key leadership positions. However, granting of all leave will be at the discretion of individual commanders.

f. A **pass** is an authorized absence from your unit for a relatively short period of time. Passes are a privilege to be awarded to deserving individuals by commanders and not a right. Passes are granted only to deserving Soldiers and only when those Soldiers are not required to perform essential duties.

(1) When you are on pass or leave, it is your responsibility to make sure that your unit knows where you are and when you will return.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(2) Ordinary leave is authorized in-conjunction with special (3-day or 4-day) passes without a duty day in between the two periods of absences; however, the Soldier must be physically present at the PDS, post, duty location or local residence area when departing and returning from leave. Passes cannot be taken in conjunction with another pass. Special passes cannot exceed four days in duration. There is no distance limitation on a pass, except that you must use good judgment and not stretch your pass travel too far.

g. The **Unfunded Environmental and Morale Leave (UEML)** is a benefit which utilizes military airlift to provide relief by allowing those eligible to travel on DoD owned and operated aircraft at a higher Space-Available priority while traveling on EML orders.

h. AR 600-8-10, Chapter 8, and Eighth United States Army Supplement 1 to USFK Reg 1-40 require that travel clearance be granted by appropriate travel clearance managers prior to commanders approving leave or pass outside the U.S. in locations other than the ROK. The subparagraphs below outline requirements and functions. However, Eighth United States Army Supplement 1 to USFK Reg 1-40 contains more information for requesting travel clearance.

### (a) General Requirements.

(1) Soldiers desiring to take leave or travel outside the U.S. or outside the territory or foreign country of current assignment must obtain approval. Travel to or within U.S.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands do not require travel clearance.

(2) All Army Soldiers must submit DA Form 4187, requesting approval, to their command's travel clearance manager.

(3) Travel clearance requirements are located in the Department of Defense Foreign Clearance Guide (FCG).

(4) MSC commanders designate a single manager to supervise the travel clearance function. The manager will assist subordinate commands concerning travel clearance requirements and considerations. The Eighth United States Army clearance manager is the Assistant Chief of Staff, G1.

(5) Installation and division commanders and organizations with a general officer designate a single manager for accomplishing travel clearance requirements. Further delegation of this authority is prohibited. The unit commander is the leave approval authority.

(6) Leave travel clearance also applies to permissive TDY and pass status.

(7) Requests by general officers stationed in the U.S. will be submitted to HQDA, WASH DC//DAPE-GO// for approval. Requests by general officers stationed overseas may be approved by their major overseas commander. Army component commanders stationed

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

overseas will inform the Office, Chief of Staff, Department of the Army, when they expect to be absent from their commands in a leave or other absence status.

(8) Final approval authority for Soldiers and civilians requesting to enter a country if no diplomatic relations exists between the United States and that country is the Assistant to the Secretary of Defense/International Security Affairs (ASD/ISA). Normally, submit by message to ASD WASH DC//USDP//. Approvals will not be granted more than 60 days in advance of desired departure date. Blanket authority for an unlimited number of visits to a foreign country is prohibited.

(9) If travel clearance is denied, leave must be disapproved.

### **(b) Travel Manager Clearance Functions.**

(1) If a Soldier intends to travel outside the U.S. or outside the territory or foreign country of current assignment (including permissive TDY and pass), the travel clearance manager ascertains that there are no travel restrictions.

(2) The travel clearance manager consults provisions of the FCG and ensures compliance with requirements as appropriate.

(3) To obtain travel clearance, the travel clearance manager, using the FCG, establishes a clearance request

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

that includes all data required in the content of personnel clearance request section.

(4) Mail the clearance request to the address provided in the FCG.

(5) Guidance concerning requests of travel clearance for general officers, approval authorities, and addresses is contained in AR 600-8-10.

(6) When diplomatic relations do not exist with the country of intended visit or conditions are unstable or dangerous, discourage travel and advise Soldier of the following:

(a) He or she could become a likely target of interest by virtue of his or her status with the U.S. Army.

(b) If an incident should occur in such a country, the likelihood of providing assistance would be considerably reduced and perhaps nonexistent.

(7) The Soldier or other official may contact the HQDA desk officer for advice concerning a country's internal conditions. Addresses and telephone numbers are as follows:

(a) HQDA (DAMO-SSM) WASH DC 20310-0300  
(DSN 225-1937 or (202) 695-1937)

(b) HQDA (DAMI-FI) WASH DC 20310-0200 (DSN 227-3398 or (202) 697-3398)

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(8) If travel to Cuba is sought, information concerning possible licenses must be requested from the Licensing Section, Office of Foreign Assets Control, Department of the Treasury, 1331 G Street, N.W., WASH DC 20220 (202-376-0410). Normally, the Department of Treasury will not license Cuban travel for tourism or business. However, licenses may be obtained for certain purposes, including visits to U.S. Government personnel assigned to the U.S. Interests Section in Havana or to Guantanamo Bay.

(9) Travel clearance managers monitor approved travel clearances to sensitive areas for changes in world situations. If changes occur, the travel clearance manager:

(a) Determines if travel clearance should be withdrawn.

(b) Notifies the leave approval authority, when appropriate, or unit, that a change has occurred in the world situation, which necessitates the withdrawal of the travel clearance.

(c) Notifies the unit if travel has begun and, together with the unit, considers whether to recall the Soldier.

(d) Notifies the Defense Attaché at the American Embassy in the country involved, or the friendly embassy, as appropriate. (Such officials assist in eliminating possible international incidents.)

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(10) Conscription laws and a Soldier's status may reveal that a military service obligation exists in the intended country of visit or travel. Conscription laws may apply to Soldiers who:

(a) Are aliens.

(b) Have a dual citizenship with the intended country of visit or travel.

(c) Travel clearance manager uses FCG or local SJA, if assistance is needed, to determine conscription laws.

(11) Soldiers traveling for personal reasons are responsible for arranging their own travel.

(12) A Soldier who is ordered PCS OCONUS and desires OCONUS leave en route must comply with port call instructions.

(13) Soldiers attempting to travel on a space-available basis using DoD owned or controlled aircraft must:

(a) Have sufficient funds to defray the travel expenses (commercial transportation, meals, and lodging) if space-available transportation is delayed or unattainable. If the Soldier has insufficient funds to meet travel requirements, a Government Transportation Request (GTR) may be issued. (Soldier repays the Government for GTR from his or her pay account through an automatic collection.)

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(b) Be on leave when registering for space-available transportation. (Leave form must be annotated with the countries of visit or travel.)

(c) Have, when applicable, antiterrorist procedures attached to the DA Form 31.

(14) Travel clearance instructions. Travel clearance managers will develop and attach appropriate instructions to the DA Form 31 for absences outside the United States including the instructions contained below:

(a) Soldiers must carry the following documentation at all times while on leave:

- ERB/ORB
- DA Form 31 (copy of the approved leave form)
- Evidence to prove that immunizations are current for the parts of the world being visited
- Sufficient funds to defray travel expenses (transportation, meals, and lodging)
- Copy of country clearance approval (if applicable)

(b) Written instructions, which the travel manager must include:

- Country laws. Every Soldier is subject to the laws of each country while within its boundaries.
- Passport and visa requirements. Complete as provided in the FCG.
- Civilian clothing and uniforms. Complete as provided in the FCG, as applicable.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

- Immunization requirements. Complete as provided for in the FCG.

- Conscription laws. When applicable, include the following: "Conscription laws exist and leave is approved even though you have not fulfilled the military obligation in the foreign country. You may not be allowed to leave the country where conscription laws exist until your military obligation is satisfied or special permission is granted by the foreign government. "

- Briefing requirements. Report to building (number) on (date) at (time) for the following briefings on (determine and list the appropriate subject material for the briefings). Briefings related to the Soldier's status and the countries of visit or travel are:

- Defensive security.
- Sensitive compartmented information (SCI).
- Itinerary reporting requirements (see the FCG to determine).
- High threat areas.
- Miscellaneous or any other applicable information from the FCG.

(c) Determine and attach appropriate information or instructions to the DA Form 31 at the conclusion of the briefing.

35. **LEADERSHIP/FUNCTIONAL SCHOOLS.** The only formal NCO educational system (NCOES) school in Korea is the Warrior Leader Course (WLC), formerly named Primary Leadership Development Course (PLDC).

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

a. WLC is a prerequisite for promotion to SSG and attendance at Basic Noncommissioned Officers' Course (BNCOC).

b. **Attendance Priority for WLC.** First priority is given to SSGs who have not attended. Second priority: SGTs who have not attended. Third priority: SPC(P)/CPL(P)s. Fourth priority: SPC/CPLs in a leadership position. Because SPC(P)/CPL(P) fall within several levels of qualification, this category is prioritized as follows:

(1) First are the SPC(P)/CPL(P) who have met the cutoff score.

(2) Second are the SPC(P)/CPL(P) in military occupational specialties (MOS) that would have had additional promotions if more promotable SPC/CPL would have been available, identified as "Star MOS " by monthly HRC cutoff score memorandums.

(3) Third are SPC(P)/CPL(P) in other MOS serving in an authorized NCO position based on highest number of promotion points.

(4) Fourth are all SPC(P)/CPL(P) on recommended list based on highest number of promotion points.

c. All Soldiers must meet APFT and height/weight standards for enrollment into any NCOES and functional course. The following is the Army's policy pertaining to taking the APFT at institutional training courses (WLC, BNCOC, Advanced Noncommissioned Officer Course,

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

Battle Staff NCO Course, First Sergeant Course, Non-resident Sergeant's Major Course, WOCS, WOAC, WOSC, OCS):

(1) The APFT will be taken within 72 hours of enrollment. If the Soldier fails the initial APFT, the Soldier will be provided one retest seven to 14 days after failure of the initial APFT. If the Soldier fails the retest, the Soldier will receive a dismissal for failure to meet APFT standards.

(2) Reserve Component (RC) Soldiers attending training during Inactive Duty Training (IDT) phase will take the initial APFT within 72 hours of enrollment. If the Soldier fails the initial APFT, then the Soldier will be provided one retest no earlier than day six nor later than day seven of the POI after the initial APFT. If the Soldier fails the retest, then the Soldier will receive an academic dismissal for failure to meet APFT standards.

(3) Soldiers attending other professional development courses not mentioned above, in either a PCS or TDY status, e.g. Sergeant's Major Course, OAC, CGSC, AWC, and any other resident courses eight weeks or longer, are still under the policy which requires the Soldier to take and pass the APFT in order to graduate.

(4) This policy does not affect Soldiers reporting to Drill Sergeant, Airborne or Ranger school, Special Forces Assessment and Selection, OCS, or WOCS. These Soldiers must meet the APFT requirements for these courses as established by TRADOC and approved by the Army Deputy Chief of Staff for Operations.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

d. For WLC attendance, all Soldiers will have a minimum of six months active duty service remaining.

### 36. YOUR FINANCES.

a. Here in Korea, it is easier for Soldiers to get themselves in debt and fail to pay their bills. You are expected to pay your bills on time. Organize your budget so that you can live within your income. For many, Korea is also a great opportunity to save money. You are encouraged to put away a certain amount each month in savings bonds or some other savings plan. All Soldiers entering active duty after 1 October 1985 or reenlisting effective 1 August 1992 are required by enlistment/reenlistment contract to participate in the SURE-PAY program. This means your Money will go directly to either a checking account or savings account of your choice. This is a useful way to keep an accurate account of your money, to reduce potential pay difficulties, to receive your pay regardless of your location on payday, and to reduce the possibility of theft.

b. **Thrift Savings Plan (TSP).** The TSP is a Federal Government-sponsored retirement savings and investment plan. The TSP is designed to allow Soldiers to save a part of their military pay in a retirement plan that offers pre-tax savings, tax-deferred investment earnings, and low administrative and overhead expenses. Soldiers can even borrow against their TSP balances at a low interest rate provided that they maintain at least \$1,000 in their accounts.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(1) New participants may enroll in the TSP by submitting an enrollment form to their servicing finance office or by enrolling through the DFAS myPay website.

(a) To enroll, Soldiers download the TSP-U-1 enrollment form available at <http://175fincom.korea.army.mil/> and submit the completed form to their servicing finance detachment.

(b) To enroll online, Soldiers need to have a myPay Personal Identification Number password. Soldiers who do not currently have a PIN or who have forgotten what it is can physically sign for a new temporary PIN from their servicing finance detachment. Soldiers log on to the myPay website with their SSN and PIN.

(2) Soldiers who wish to increase their percentage of basic pay contribution should make this change on the DFAS myPay website. Changes made to TSP accounts will be reflected in the following months' Leave and Earnings Statement (LES). For more information, please visit the TSP website at <http://www.tsp.gov/index.html>.

c. **Check Cashing.** If you have a checking account, you can cash a check in the PX, as well as in other facilities. However, be careful. If you write checks and do not have enough money in your checking account to cover the check, it will be returned to the facility where it was written and you will be required to pay a service charge in addition to the amount of the check. If you do not redeem your check within the 15-day grace period, the check will

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

be sent to the Post Check Control Office and you will lose your check cashing privileges for six months. If you write another bad check within one year of the first bad check, you will lose your check cashing privileges for one year and will have to attend a financial management class before your privileges are restored. Bad checks written at AAFES facilities must be cleared with AAFES. Bad checks written at Army clubs must be cleared at the club or through the Financial Management Division of DPCA in your servicing Area Support Group Headquarters. If you are denied check cashing privileges and do not know why, call the Eighth United States Army Command Check Control Office at DSN 725-2639, (M-F, 0900 -1700). Soldiers who continue to write bad checks can face even more severe actions. A few of these are loss of check cashing privileges indefinitely, bar to reenlistment, administrative freeze on promotion and awards, UCMJ action (Article 15), or even a court-martial. Remember that the sponsor is responsible for the check-writing offenses of family members.

d. **Government Travel Charge Card.** The Government Travel Charge Card is designed to cover expenses for lodging, meals, and incidental expenses incurred during official Government TDY travel. Travelers must use their Bank of America Government Travel Charge Card only for expenses incurred during official TDY travel (as authorized and validated by travel orders) for which traveler is entitled reimbursement. Cash (ATM) withdrawals are authorized solely for the purpose of obtaining funds for approved official travel. Use of the Government Travel Charge Card for any other purpose is

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

strictly prohibited. **Do not use it for personal expenses.**

There is no excuse for abusing the card or failing to reimburse Bank of America in a timely manner. It is your responsibility. Military travelers abusing the Government Travel Charge Card are subject to punishment under the UCMJ. Abuse of the card may result in suspension of card privileges or cancellation and disciplinary action. Garnishment of the cardholder's pay entitlements by the contractor through the judicial process for non-payment of debt is available in the current contract. For more information, call 723-6592.

e. **Financial Planning Assistance.** If you need financial planning assistance, first use your chain of command. If you need more assistance, contact ACS for budget counseling or debt liquidation assistance.

f. **Army Emergency Relief (AER).** AER assistance may be applied for at your Battalion S1/Administration Center. An application for AER Financial Assistance, DA Form 1103, signed by your commander, your last LES, and documents showing emergency need (when applicable) are required.

g. **Part-Time Employment.** You may desire to supplement your pay by working part-time off duty. Request authorization for off-duty employment from your unit commander. Your unit commander will normally authorize off-duty employment, as long as it does not interfere with your military duties -- even unscheduled military after-duty requirements have priority over off-duty employment.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

h. **Financial Responsibility.** Soldiers are expected to manage their personal affairs satisfactorily to include adequate support of their family members.

i. The following entitlements may be authorized for Soldiers assigned to Korea depending on the specific circumstances for each Soldier:

(1) Basic Pay. The pay of an officer or enlisted member according to grade and longevity.

(2) Basic Allowance for Housing (BAH). An amount of money prescribed by law to assist Soldiers not residing in Government quarters.

(a) Entitlement to BAH vary according to pay grade, dependency status, and/or location of dependents. BAH provides members a monthly allowance for housing. BAH is based upon local housing costs within each zip code area. Allowance includes with dependent(s) rate, without dependent(s) rate, rebate, and BAH difference. Soldiers recertify BAH upon inprocessing a new duty station.

(b) Soldiers are required to update their entitlement to BAH when their dependents relocate or their status changes. Please ensure the zip code is where your dependents reside. BAH fraud is a crime punishable under the UCMJ.

(3) Basic Allowance for Subsistence (BAS). A cash allowance intended to help defray the cost of subsistence.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Officers are always entitled to BAS. Command sponsored enlisted personnel, Joint Domicile, and SFC and above, automatically receive BAS from finance during in-processing. Other enlisted personnel receive BAS when rations-in-kind are not available, when authorized to ration separately, or when assigned to duty under emergency conditions where messing facilities of the United States are not available. Authorization for BAS for enlisted personnel in the grade of E-6 or below is approved by the installation commander (may be delegated to the first field grade officer in the Soldier's chain of command). Enlisted personnel not authorized to mess separately are entitled to Partial BAS which is authorized by finance during in-processing.

(4) Family Member Supplemental Subsistence Allowance (FSSA). The National Defense Act for Fiscal Year 2001 added FSSA to Title 37, United States Code, Section 402, Basic Allowance for Subsistence (BAS). This new entitlement is designed to remove the member's household from eligibility for benefits under the food stamp program. FSSA is a non-taxable supplemental subsistence allowance. Members whose gross income, together with the gross income of their entire household, is within 130 percent of the poverty line as defined by the U.S. Department of Agriculture (USDA) of a household of a given size will be entitled to FSSA. Please check with your local Army Community Service Center (ACSC) or visit the FSSA website at <https://www.dmdc.osd.mil/fssa> to determine eligibility for the program.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

### (5) Overseas Cost of Living Allowance (COLA).

COLA is designed to help members stationed in high-cost areas overseas maintain purchasing power, so they can purchase about the same goods and services overseas as in the U.S. NOTE: COLA is payable only when the cost of living in the area the member is assigned exceeds what it would be in an average area in the United States. COLA is based on duty location, rank, time in service, and number of dependents. Soldiers authorized to move dependents to an OCONUS location while serving an unaccompanied tour may be authorized to receive COLA for the dependents at that location. This is authorized by finance during in-processing.

(6) Overseas Housing Allowance (OHA). OHA is designed to help defray a significant amount of the housing costs incurred by service members assigned to OCONUS locations. The allowance is payable to both members with and without dependents who are authorized by the appropriate authority to reside in privately leased/owned quarters. Soldiers authorized by PCS orders to move their dependents to an OCONUS location may be entitled to receive OHA for their dependents at that location. The member's PCS orders must authorize movement of the family members to the OCONUS location. Soldier must apply through their local Housing Office or Directorate of Engineering/Housing.

(7) Hardship Duty Pay (HDP). Effective 1 January 2001, Phase II HDP-L replaced Phase I HDP-L, formerly known as Foreign Duty Pay (FDP). Phase II HDP-L is payable to both officers and enlisted Soldiers. Currently,

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

the rates for HDP-L are \$150.00 a month for service members assigned to Area I and \$50.00 a month for those assigned to Areas II-IV. This entitlement is authorized by finance during in-processing.

(8) Temporary Lodging Allowance (TLA). TLA is designed to partially reimburse a member for the more than normal expenses incurred when the member and/or dependents are required to occupy temporary lodgings prior to moving into permanent quarters. Reimbursement consists of expenses for lodging and meals obtained as a direct result of using temporary lodgings outside CONUS. It is only paid while OCONUS. Soldiers must apply through their local Housing Office or Directorate of Engineering/Housing.

(9) Family Separation Allowance (FSH - Type I). An amount of money authorized for Soldiers for added housing expenses caused by enforced separation from dependents. This entitlement is authorized for Soldiers serving an unaccompanied tour with dependents residing elsewhere and the member is required to reside in private leased housing because Government quarters are not available. Amount payable is equal to BAH-II at the without dependent rate. Soldier must apply through their local Housing Office or Directorate of Engineering/Housing.

(10) Family Separation Allowance (FSH - Type II). An amount of money authorized for Soldiers to help compensate for added expenses incurred because of an enforced family separation. Soldiers are entitled to

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

receive FSA Type II if transportation of their dependents is not authorized to the new duty station and dependents do not live in the vicinity of the member's station. Soldier must be separated from his/her family for a period of 30 days. This is authorized by finance during in-processing.

(11) CONUS Cost of Living Allowance (CONUS COLA). An amount of money for Soldiers whose dependents reside in designated high-cost areas in CONUS. This is authorized by finance during in-processing.

(12) Temporary Lodging Expense (TLE). An amount of money designed to partially reimburse a member for the more than normal expenses incurred when the member and/or dependents are required to occupy temporary lodgings in CONUS incident to a PCS. Reimbursement consists of expenses for lodging and meals obtained as a direct result of using temporary lodgings in CONUS. Soldiers are authorized 5 days of TLE in conjunction with a PCS to an OCONUS location.

(13) Dual Overseas Housing Allowance (Dual OHA). An amount of money authorized for Soldiers to help defray a significant amount of the housing costs incurred by service members assigned to OCONUS locations. It is paid to Soldiers with dependents residing elsewhere (either overseas or in CONUS) and the member is required to reside in private leased housing because Government quarters are not available. Soldiers must apply through their local Housing Office or Directorate of Engineering/Housing.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

k. **MyPay Access.** The Defense Finance and Accounting Service (DFAS) myPay system is an innovative, automated system that puts you in control of processing certain discretionary pay items. MyPay is convenient, reliable, and time saving. It can be accessed nearly 24 hours a day, 7 days a week. MyPay offers the ability to:

- (1) View, print, and save leave and earnings statements
- (2) View and print pay statements
- (3) Change federal and state withholdings
- (4) Update bank account and electronic fund transfer information
- (5) View and print travel vouchers
- (6) Control TSP enrollment

l. **Currency Conversion.** Exchanging U.S. Dollars for Korean Won or other foreign currencies may only be accomplished through banks or licensed dealers. ROK law prohibits exchanges between private individuals or unlicensed dealers.

m. **Unresolved and recurring pay problems?** If you have seen your PAC and have been to finance and your pay problem has not been resolved, then you can call the finance commander's hotline, 725-CASH. The only pay problem we can't fix is the one we don't know about!

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## 37. EDUCATION OPPORTUNITIES.

a. The Installation Management Agency (IMA) Korea Region Office (KORO) through the four subordinate Area Commanders is organized to provide quality Army Continuing Education System (ACES) programs and services to Soldiers, regardless of assignment and location, based on resources available. There are five Army Education Centers (AEC) which provide full education services, six associated Army Learning Centers (ALC) and satellites that provide less than full services and programs, but new initiatives are consistently under development.

<b>CMD</b>	<b>AEC</b>	<b>ALC</b>	<b>Satellites</b>
AREA I	Cp Casey Cp Stanley	Cp Hovey Cp Red Cloud Cp Casey Cp Stanley	Cp Castle Cp Jackson
AREA II	Yongsan		K-16 AB
AREA III	Cp Humphreys	Cp Long	Suwon AB Cp Eagle
AREA IV	Cp Henry	Cp Carroll Cp Hialeah Kwang Ju AB	Kunsan AB K-2 AB

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

b. Programs and services available at AEC and ALC may vary considerably. For example, Yongsan with a large command sponsored population, to include members of all services, can offer a great variety of programs to include three graduate level programs alone. Each term, Yongsan offers more than 100 different undergraduate college courses, seven days and five nights weekly. At small, isolated locations (satellites), only three or four courses may be available through conventional classroom study. A list of programs and services generally available follows.

c. **High School Completion Program (HSCP).** The HSCP is available, tuition free, off-duty, if enough Soldiers are interested. Most Soldiers prefer to use the On-Duty FAST program (see below). Practice GED tests and self-study materials are available to Soldiers who are interested in that approach.

d. **Functional Academic Skills Training (FAST).** Soldiers who need to improve their skills in reading/math are usually referred by their commanders for 40 to 80 hrs of on-duty education. Soldiers must first take the Test of Adult Basic Education (TABE).

e. **TABE Testing.** The Education Services Officer (ESO) will advise your commander if your TABE test indicates you need FAST. Available at all AEC/ALC, FAST is tuition free and family members may enroll on a space available basis. NOTE: Ensure that your commander and/or CSM schedule you, Soldiers and

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

NCOs alike, for TABE testing prior to your selection for NCOES.

f. **Vocational Technical (Vo-Tech) College Programs.** Central Texas College (CTC) offers Vo-Tech undergraduate college courses leading to a certificate or associate degree. The most popular courses are Law Enforcement, Management, and Computer Science. CTC programs are available at all ALC/AEC and at most of the listed locations above. Soldier demand drives all program availability.

g. **Undergraduate Liberal Arts College Programs.** The University of Maryland University College (UMUC) offers certificates, associate, and baccalaureate degrees at all AEC/ALC and at most of the locations listed above. The most popular programs are Management, Government, Computer Science, and Asian Studies.

h. **Graduate Degrees.** Three graduate degree programs are offered at Army Education Centers in Korea and at near by Osan Air Force Base: Oklahoma University offers Public Administration at Yongsan, and Human Relations at Osan; the University of Phoenix offers Primary and Secondary Education , Management, Management/Human Resources at Yongsan, Management at Cp Henry in Daegu, and Management at Osan; and Troy State University offers the International Relations degree program at Yongsan.

i. **Korean Language.** The University of Maryland offers undergraduate level Korean language courses. All

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Soldiers, regardless of education level, may use Tuition Assistance (TA) to enroll in these host country language courses.

j. **Services.** All AEC/ALC provide counseling and all Soldiers are reminded that in-processing counseling within 30 days of assignment is mandatory IAW AR 621-5, Army Continuing Education System.

k. **VA/Montgomery GI Bill (MGIB) Briefings.** All Soldiers must receive a documented VA/MGIB briefing 90 days prior to ETS. This is also mandatory IAW AR 621-5. You must have a high school diploma or GED certificate to claim your MGIB benefits. See a counselor immediately if you do not have one of these credentials.

l. **In-Service Use of the MGIB.** Soldiers who are considering using their MGIB educational benefits while still on active duty should see an Education Counselor without delay. Use of MGIB in service **will significantly reduce education entitlements** at a much faster rate than if used after transition from the military.

m. **Course Enrollment Counseling.** No Soldier will enroll in any course prior to seeing a counselor (AR 621-5). In addition, before receiving tuition assistance (TA), the counselor must ensure that the course is part of the Soldier's requirements for degree completion, regardless of undergraduate or graduate level. The Soldier's DA Form 669 (ACES Record) should show military and civilian education goals and the counselor will refer to this document each time you visit the AEC/ALC.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

n. **“Green to Gold.”** Are you interested in a 2, 3 or 4 year Reserve Officer Training Corps (ROTC) commission? See your Education Counselor for details on this and other commissioning programs.

o. **Tuition Assistance (TA).** To encourage Soldier educational development, the Army will pay 100% of your tuition for post-secondary (college) courses. Effective 1 October 2002, every eligible Soldier is entitled to a maximum of \$4,500 per annum for TA, subject to certain limitations. There is a \$250.00 per credit hour TA Cap. However, all of the undergraduate programs in Korea have tuition rates significantly lower than the TA Cap. Troy State University (TSU) Graduate Tuition per Credit hour is \$258.00 so the Government will pay \$250.00 and the Soldier the remaining \$8.00. The VA has a program for people on active duty to use their GI Bill in conjunction with tuition assistance. The program "Top-Up," allows the VA to pay you the difference between the total course cost and the cost covered by Army TA, up to the maximum rate the VA would pay a veteran. Soldiers eligible to use their MGIB can use the “Top Up” to get reimbursed for TA costs above the cap. In order to ensure that Soldiers do not enroll in college courses that do not lead to an associate or baccalaureate degree, a Soldier will be denied TA if he/she does not have a Service Members Opportunity College Army Degree (SOCAD) Agreement, which is a degree plan, after he/she has completed 6 SH of college credit. The SOCAD agreement ensures that, once the Soldier obtains the required number of credits (usually 60 SH for

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

an associate degree, 120 for a baccalaureate degree), the Academic Institution (AI) with which the SOCAD agreement is made must award the Soldier a degree from that institution, even if up to 75% of the total number of credits were awarded by another AI. Note: Currently, TA does not include cost of text books for college courses unless the cost of text books is included in Tuition Costs and the total cost does not exceed the \$250.00 TA Cap.

p. **Multi-use Learning Facilities (MLF).** Each AEC/ALC has a MLF with computers to provide internet access. You can find the Soldier training publication (STP) for your MOS and other useful study materials. Your unit ARTEP and many other useful field and technical manuals will be on hand, many on CD ROM format. Information on OCS, Warrant Officer, Flight School, Special Forces, and many other career programs are available online. The MLF monitor will help you complete your Army Correspondence Course Program (ACCP) forms. ACCP enrollments can now be completed electronically by accessing the Army Institute for Professional Development (AIPD) website at <http://www.atsc.army.mil/accp/aipdnew.asp>.

q. **Free Testing for College Credits.** Your AEC/ALC will have scores of Defense Activity for Nontraditional Education Support (DANTES), Subject Standardized Tests (DSST), and College Level Examination Program (CLEP) General and Subject Examinations. See a counselor for more information to include availability of study materials. Tests range from Algebra to Zoology

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

and most colleges will give you free college credit for an acceptable score that is recommended by the American Council on Education (ACE).

r. **ACE Guide Recommended Credit for your MOS.** Your counselor can show you what ACE recommended college credit your MOS proficiency and service school attendance are worth.

s. **Credentialing Opportunities On-Line (COOL).** Use COOL to find civilian credentials related to your MOS, to understand what it takes to obtain the credentials, and to see if there are available programs that will help pay for credentialing fees. The Army has developed this tool to help you understand civilian certification and licensing as they relate to Soldiers' unique needs. These forms of credentialing are becoming increasingly important to Soldiers for self-development, advancement in the military, and for the transition to a rewarding civilian career. The following website, <https://www.cool.army.mil>, is an important new resource not only for Soldiers, but also for career counselors, recruiters, employers, and credentialing organizations. We encourage you to take a moment of your time and learn what this site has to offer. It will be worth your time!

t. **Distance Education.** Many prestigious AIs offer associate, baccalaureate, and graduate degrees through e-mail, correspondence courses, TV tapes, or a combination of all of these Distance Education (DE) methods. All AEC/ALC have catalogs that list these

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

institutions and their programs. The DANTES External Degree Catalog is just one example. "Up-Front" TA is now available for DE courses, just as it is for enrollment in conventional (classroom) college courses. The \$4,500 maximum annual entitlement and \$250.00 TA Cap also apply to DE courses/programs.

### u. **eArmyU Program.**

(1) **eArmyU:** Changes in re-enlistment criteria effective OCT 2005, broaden eligibility for Soldiers to participate in the eArmU laptop enrollment option, officials said, and extend the program's no-laptop option to all officers. Under the new requirements, the majority of active-component Soldiers in the rank of private first class and higher may be eligible to sign up for online college courses and receive a laptop computer to use in the program, officials said. Laptop enrollees will be required to successfully complete at least 12 semester hours of coursework in three years Effective 1 February 2005, reenlistment eligible active (AR) Soldiers in the reenlistment window, in the ranks of CPL.SPC, SGT, and SSG who have less than 10 years active federal service, and reenlist may be eligible for the eArmyU laptop option. See your retention counselor for details. Others already in the program may continue to receive support per their participation agreement. Army Education Counselors can assist eArmyU participants with problems and concerns encountered with the program. A Korea-wide plan is underway to provide personal Internet Telephone services for all Soldiers. Soldiers can make use of free internet access at most

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Army Education and Learning Center's Multi-use Learning Facilities to work on their eArmyU courses or other college course programs. The Army Knowledge Online (AKO) computer labs located throughout Korea also offer free internet access to work on eArmyU courses.

(2) **eArmyU eCourse:** The eCourse (course-by-course) enrollment is available and open to all Soldiers Army-wide who have a personal computer or access to a computer. eCourse enrollees will not be required to sign an eArmyU Participation Agreement, incur an eArmyU Service Remaining Requirement, or complete a semester hour milestone. Tuition assistance is available on a course-by-course basis, subject to the availability of funds. The eArmyU portal will centrally manage course enrollment and tuition assistance for eCourses within funding constraints and fiscal year cap is \$4,500 per Soldier, with a \$250 per semester hour cap. Officers and commissioned warrant officers incur a two-year active-duty service obligation beginning upon the ending date of the last class for which tuition assistance was received.

v. **Army Personnel Testing (APT).** Since November 1992, ACES has been responsible for the conduct of APT in Korea. Testing is conducted at Camps Casey, Stanley, Red Cloud, Humphreys, Long, Henry, Carroll, Hialeah, and at Yongsan. Soldiers must ensure that they have a testing appointment and bring the appropriate documentation with them to the AEC/ALC on the scheduled test date. In addition to providing APT for Soldiers, we also provide testing for U.S. Air Force and

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

U.S. Naval personnel to include Marines, as needed. Also, we administer the Armed Forces Vocational Aptitude Battery (ASVAB) Tests for high school students and other U.S. citizens at the request of recruiters from all services. The following APTs are available in Korea as listed above:

(1) Armed Forces Vocational Aptitude Battery (ASVAB) Tests:

(a) High School ASVAB: Administered October and February at all Department of Defense Dependent Schools (DODDS).

(b) Production ASVAB: For U.S. citizens not in the Armed Forces. Administered quarterly on request of:

RECRUITER	TELEPHONE NUMBER
Army Recruiter (Korea)	DSN 738-6916/ COM 797-7006
Air Force Recruiter (Japan)	DSN 225-7328
Marine Corps Recruiter (Irvin, CA)	COM (714) 261-0131
Navy Recruiter (Guam)	DSN 344-9816

(2) **APT for all active duty service members.** See your Battalion S1/Administration Center for eligibility requirements. Call your Education Center for testing dates.

(a) Armed Forces Classification Test (AFCT): In-service test similar to the ASVAB test.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(b) Auditory Perception (AP) Test: The AP test evaluates the ability of a Soldier to learn the International Morse Code.

(c) Alternate Flight Aptitude Selection Test (AFAST): Required for Flight Officer School applicants.

(d) Army Typing Test: Required for some reclassification requests.

(e) Defense Language Proficiency Tests (DLPT): Required yearly for all linguists and personnel holding a language identifier.

(f) Defense Language Aptitude Battery (DLAB): Required for Defense Language Institute Program applicants or personnel desiring enlistment or reenlistment into duty positions which are language dependent (includes DOD civilians whose jobs require language skills).

(g) Army Analyst Aptitude Test (AAAT): Required for Analyst Field applicants.

w. **Army Emergency Relief Spouse Education Assistance Program (AER SEAP).** Started in August 2000, spouses of active duty Soldiers both Command and Non-Command Sponsored are eligible for up to \$350.00 per term (\$1750 annual maximum). Amount of assistance is based on income. This program helps pay for undergraduate college courses, DANTES courses/testing,

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

High School Completion, and English as a Second Language (ESL). Application forms are available at all AEC/ALC and Army Community Services (ACS).

Application forms are also available at the AER website at [www.aerhq.org](http://www.aerhq.org). Go to AER Education Programs and click on Spouse Education Assistance Programs and Applications.

x. Soldiers who really want to continue their education while serving in Korea can if they use all available resources. All AEC conduct educational needs assessments, most on a continuing basis, through Soldiers like you making your needs known during in- and out-processing. If there is enough demand, the AIs such as University of Maryland will provide the program/courses you need. If your duties prevent you from classroom involvement, check into Distance Education described above. For continuing education offerings for medical and nursing personnel, contact the Clinical Education Division at 121st General Hospital at DSN 737-5777. Remember, regardless of your rank or grade, "Education Makes a Good Soldier Better!"

### 38. **INSPECTOR GENERAL (IG) ASSISTANCE.**

a. It is the right of every Soldier, civilian employee, retiree, contractor, or dependent to seek the assistance of the IG concerning complaints or grievances that concern that person. However, you must first have permission to be absent from your place of duty if you choose to visit the IG during duty hours. The Eighth United States Army IG's telephone number is 723-3055 or you may visit at Bldg

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

2372, Yongsan Main Post. The Fraud, Waste, and Abuse hotline is 738-7867.

b. The IG will ask the following questions to help narrow the focus on the assistance request:

(1) Do you have any supporting documentation?

(2) Have you requested assistance from other agencies?

(3) Is your chain of command aware of the problem?

(4) Is your chain of command aware that you are here?

(5) What do you want the IG to do for you?

(6) Who inappropriately did what to whom in violation of what regulation? The IG will ask questions that are pertinent to help focus on the complainant.

c. You are encouraged to use your chain of command first. More often than not, they can and will resolve any matter that concerns you.

d. By regulation, some issues are not appropriate for the IG, either due to a lack of authority or the fact that another avenue of redress is available. In these cases, the IG will refer the individual to the appropriate agency or the IG will review the established process to ensure the

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

individual received due process. Common examples of issues the IG cannot address:

(1) Criminal allegations (these are referred to MPI or CID)

(2) EO/EEO complaints (these are normally referred to EO or EEO)

(3) Hazardous work conditions

(4) Items for which redress is available through other channels (e.g., OER/NCOER appeals, Financial Liability Investigation for of Property Loss, Relief for Cause, suspension of post privileges)

e. The IG has a duty to protect confidentiality to the maximum extent possible; however, the IG cannot guarantee confidentiality.

f. The Military Whistleblower Protection Act protects anyone making a lawful communication with an IG from reprisal. A person communicating with an IG is protected from any unfavorable personnel action, threat of unfavorable action, or the withholding of a favorable personnel action because he/she requested assistance from the IG. Whistleblower protection for reprisal allegations presented directly to the IG by service members requires service IGs to investigate allegations of individuals taking or threatening to take unfavorable personnel actions or withholding or threatening to withhold favorable personnel action as reprisal against a member

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

of the Armed Forces for making or preparing a protected communication.

g. IGs provide assistance on an Area basis. There are several IG offices located throughout Korea. For assistance, contact either your command's IG or the IG closest to your location.

ACTIVITY	LOCATION	PHONE NUMBER
Eighth United States Army Inspector General	Yongsan	723-4006/3055
Eighth United States Army Fraud, Waste and Abuse Hotline	Yongsan	738-7867 (738-STOP)
2ID Inspector General	CRC	732-8778
19 <sup>th</sup> ESC Inspector General	Camp Walker	768-8562
	Camp Humphreys	753-6135
18 <sup>th</sup> MEDCOM Inspector General	Yongsan	737-8172
1 <sup>st</sup> Signal Brigade Inspector General	Yongsan	723-4830

### 39. EQUAL OPPORTUNITY (EO) ASSISTANCE.

a. The 8<sup>th</sup> U.S. Army's EO policy is that each person, regardless of race, color, religion, gender, or national origin, deserves and will receive fair and equal treatment. This policy is clear and unequivocal. EO affords all

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

persons the right to participate in, and benefit from, programs and activities for which they are qualified. Persons shall be evaluated only on individual merit, fitness, and capabilities, regardless of race, color, religion, gender, or national origin.

b. Sexual Harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. Sexual harassment exists when rejection of or submission to such conduct is made in terms or a condition of a person's job, is used as a basis for career or work decisions, or when such conduct interferes with an individual's performance, or creates an intimidating, hostile, or offensive environment. Any person in a supervisory or command position who uses or condones sexual behavior to control, influence, or affect a Soldier or civilian employee is engaging in sexual harassment. It is against the law and Army's Command Policy to practice unlawful discrimination or sexual harassment. If you experience either or need guidance on how to address a problem, contact your unit Equal Opportunity Advisor (EOA) or call the 8th U.S. EO office at 723-8822/8524/8446 or visit the EO Office, Bldg 2372, Room 224, Yongsan Main Post.

c. Training Requirement: The commander will incorporate EO training into the overall training plan for the unit, document training on the unit's training schedule and lead the training. EO training will be conducted once a quarter for all US Soldiers, and Korean Augmentation to the U.S. Army (KATUSA) Soldiers of all ranks. At a

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

minimum, two of the quarters will consist of Prevention of Sexual Harassment (POSH) training and the other two quarters will consist of training that is interactive, small group, discussion-based, and can focus on other EO areas IAW (AR 600-20 6-15).

d. Manning Requirement: Commanders at company and battalion level will select and appoint in writing an Equal Opportunity Representative (EOR) in the command with the rank of SSG through 1LT who have a minimum of 180 days left on their tour. Selected U.S. Soldiers must attend the local 80-hour EOR course within 60 days of appointment. An attempt should be made to additionally appoint a KATUSA Soldier as an additional unit EOR. A waiver can be requested in order for KATUSA Corporals or Sergeants to attend the course.

### 40. CONTRACTING IN KOREA.

a. The U.S. Army Contracting Command Korea (USACCK) has its main headquarters at Camp Coiner in Seoul, Korea, with four remote offices located in Camp Red Cloud (CRC), Osan AB, Camp Henry, and Kunsan AB. It serves the all of USFK by supplying contracting for services, supplies, and construction, to each of the military facilities in the ROK. A customer satisfaction survey can be completed at the Interactive Customer Evaluation page in the DoD ICE program at [http://ice.disa.mil/index.cfm?fa=service\\_provider\\_list&site\\_id=175](http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=175). USACCK maintains a web site to keep USFK GPC cardholders fully informed of policy and procedures at <http://cckweb.korea.army.mil/GPC/apps/main.cfm> and

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

[https://www2mil.osan.af.mil/CCK\\_Osan/4\\_GPC/default.htm](https://www2mil.osan.af.mil/CCK_Osan/4_GPC/default.htm) (Air Force funded organizations). These websites have general and USFK specific information on the GPC Program. Training and certification for GPC Cardholders and Billing Officials is also available at the same site.

b. To initiate the procurement process, customers submit through PRWeb (<http://prweb.korea.army.mil>) an electronic Purchase Request and Commitment (PR&C) to take the procurement process one step further in the government's initiative to become 100% paperless. You may view the status of any submitted PR&C by visiting <http://cckweb.korea.army.mil/Pol&Plans/report/PRstatus.asp>; a link to this page is provided on the main PRWeb page mentioned above as well. There is also a training schedule published which may be accessed from the main PRWeb page above. Requiring Activities (RA) are now able to get the latest status of their purchases through PRWeb, up to the point of contract award. USACCK is continuously striving to improve the way it support its customers and looks forward to your constructive comments on ways it can better serve you. Information and guidance for obtaining contracting support in the ROK is contained in USFK Regulations 715-2, Contracting for Supplies, Services, and Construction and 715-4, Advanced Acquisition Planning Program.

41. **BETTER OPPORTUNITIES FOR SINGLE AND UNACCOMPANIED SOLDIERS (BOSS)**. BOSS programs are available at most Army installations. BOSS is a program that supports the overall quality of life for single and unaccompanied Soldiers. Through BOSS,

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

quality of life issues are brought to the attention of the chain of command. Many special events are held, such as talent shows, body building competitions, fashion shows, beach parties, boat cruises, and DJ contests. Make your voice count by joining BOSS. Contact your local Recreation Center staff for details.

a. **What is BOSS?** It is Soldiers, Morale, Welfare, and Recreation (MWR), and your chain of command working together to improve the quality of life for Soldiers. BOSS focuses on the needs and interests of single and unaccompanied Soldiers.

b. It is an important MWR program designed to allow Soldiers an opportunity to be a part of the planning process for leisure program activities and basic issues for improving their quality of life.

c. **Who is eligible?** All single and unaccompanied U.S. Soldiers, Airmen, Marines and Sailors stationed on U.S. Army installations. The entire community may also participate in selected activities.

d. **Where to start?** Ask your unit 1SG, CSM, Local Recreation Center Director, and your BOSS Coordinator.

e. **How is the program operated?** BOSS begins at the grass roots level by forming a council advised by an MWR staff member, usually the Recreation Center Director. Council members represent their command and their peers. A military advisor is appointed by the

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

command to serve as liaison for issues outside MWR channels. BOSS councils generally meet twice a month --

(1) To coordinate with MWR staff for special activities.

(2) To assist in conducting parties, holiday celebrations, and fund-raising.

(3) To sometimes serve on commissary, club, Army and Air Force Exchange Service (AAFES), and other councils.

f. BOSS briefs the command periodically on Single Soldier issues and problems, often recommending solutions. Your BOSS Coordinator is responsible for Korea-wide special events, conducting an annual seminar, funding selected activities at the installation level, and for forwarding Single Soldier issues to appropriate agencies. BOSS council members are placed on standing orders. So come join us. You'll be glad you did!

42. **Army Community Service (ACS)**. ACS operates in accordance with the provisions of Army Regulations 608-1, Army Community Service Center; 608-18, The Army Family Advocacy Program; and 608-75, Exceptional Family Member Program (EFMP). ACS stands ready to provide information, assistance, and guidance in a variety of areas. The mission of ACS is to build and maintain individual, family, and community readiness by promoting self-reliance, resilience, and stability.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

a. IMA KORO ACS provides services through five readiness areas:

### (1) **Soldier and family readiness.**

(a) The Family Advocacy Program (FAP) provides education, prevention identification, reporting, investigation, and treatment services for child abuse, neglect, and spousal abuse. It also facilitates the development of strong, self-reliant Soldiers and families. Additional services include assessment and investigation of allegations of abuse, classes on parenting skill enhancement, marriage enrichment, and stress management. For immediate assistance or reporting allegations of domestic violence, dial 101 from any military phone or the following phone numbers from a civilian phone:

<b>AREA</b>	<b>PHONE NUMBER</b>
I – CRC	(31) 870-6693
I – Cp Stanley	(31) 870-5310
I – Cp Casey	(31) 869-4417
II	(02) 7917-4101 or (0505)7917-4101
III	(31) 690-7101 or (0505)690-7101
IV	Daegu - (54) 790-7101 Pusan - (51) 801-7101

*\*All locations provide 24-hour hotline services.*

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

(b) The Exceptional Family Member Program (EFMP) works in concert with other military and civilian agencies to provide comprehensive medical, education, and support services for family members of any age with special needs. EFMP works in conjunction with HRC and other branches of service to ensure appropriate personnel assignments are made for Soldiers with family members who have special needs.

(c) Outreach Services is the link to all Soldiers and families but especially to those most isolated and least likely to seek out and use services at ACS centers. Outreach focuses on organizing support networks to encourage self-help and a sense of belonging to the military community.

### **(2) Relocation Readiness.**

(a) The Relocation Assistance Program assists personnel and families moving from one community to another. Services include Standard Installation Topic Exchange Service (SITES), worldwide-automated installation files, welcome packets, newcomer orientations, levy briefings, lending closet, sponsorship training, and passport Visa/SOFA Stamp assistance.

(b) Sponsorship training. Although commanders are responsible for identifying sponsors, ACS conducts the training and provides support materials for unit sponsorship trainers.

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

(c) Provision of referral, follow-up, and advocacy in resolving relocation related problems. Special workshops or support group sessions are available for families with particular situations.

(d) Pre-move information. Accurate and current information on the installation and surrounding areas is provided through the SITES, welcome packets, and installation home page.

(e) Newcomer orientations. Installation wide newcomer orientations provide information on the local community, cultural adaptation, and area tours.

(f) Services to multicultural families includes comprehensive multilevel language program, cross-cultural training to develop skills, e.g. communication, relationship building, career enhancement, obtaining citizenship, financial management, service utilization, adapting to military lifestyle, and basic survival skills.

(g) Youth sponsorship and youth sponsor training is provided through the local Youth Services Program in partnership with ACS.

### **(3) Employment Readiness.**

(a) ACS provides a variety of career building opportunities and services. Among these are: classes and workshops that provide basic skills, e.g. typing, word processing, career counseling, assessing job skills, confidence building, financial planning, employment

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

decisions, competency building, career opportunities, education, dressing for success, resume writing, and links to job search in the U.S.

(b) The ACS Army Volunteer Corps Coordinator (AVCC) is able to provide a wide range of opportunities to sharpen skills, learn new ones, and be involved with the community. Volunteers are placed in programs throughout the community. Each ACS AVCC also works in partnership with the local Youth Services youth volunteer programs.

### **(4) Financial Readiness.**

(a) The Consumer Affairs and Financial Assistance Program provides mandatory training, basic information, and practical assistance on budgeting, checkbook management, consumer rights, consumer advocacy, and complaint resolution.

(b) Emergency assistance through AER provides financial assistance for emergencies to Soldiers in the U.S. Army, Army Reserve, and National Guard.

(c) Individualized financial counseling provides personal budget development, financial planning development of spending plans, managing personal finances, and evaluating assets and liabilities. Debt liquidation assistance and counseling are also available.

### **(5) Deployment or Mobilization and Stability and Support Operations (SSOs) Readiness.**

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(a) Family Assistance Plan. A family assistance plan addresses all levels and phases of deployment or mobilization and SSOs. The plan includes the various types of services offered to families.

(b) Pre-deployment or mobilization and SSOs assistance. Support and assistance are provided to unit commanders in establishing support groups caring for families.

(c) Family Readiness Groups.

(d) Operation READY (Resource for Educating About Deployment and You).

(e) OCONUS Noncombatant Evacuation Operation (NEO) support. In OCONUS areas, assistance will be provided in conducting family readiness NEO briefings, processing families for deployment, and coordinating support for families with gaining safe haven areas IAW the local NEO plan.

(f) Support to unaccompanied family members being evaluated or forced early return from an area outside the continental United States.

b. ACS also provides support to and is the local point of contact for:

(1) Army Family Team Building (AFTB). AFTB provides spouses with information and training to assist

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

them in being self-reliant, developing leadership skills, and gaining a greater understanding of the Army mission. AFTB offers Level I, II, and III classes.

(2) Army Family Action Plan (AFAP) is a grass root process that identifies issues of concern to the total Army Family. It determines actions necessary to resolve the issues and assigns the responsibilities for the actions to the proper Army staff/agency. The focus of the process is at three distinct levels: installation, MACOM, and Department of the Army.

c. ACS facilities are strategically located throughout Korea to best serve you. They are located at:

AREA I		AREA II	
Camp Casey	730-3107	Yongsan	738-7505
Camp Stanley	732-5883	Hannam Village	723-6810
Camp Red Cloud	732-7779		
AREA III		AREA IV	
Camp Humphreys	753-8401	Camp Henry	768-7112
Camp Long	721-3665	Camp Hialeah	763-3571
		Camp Carroll	765-7900

### 43. ARMY CAREER ALUMNI PROGRAM (ACAP).

a. ACAP is rooted in the National Defense

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

Authorization Act of 1995 and requires pre-separation counseling services for members of the Armed Forces to occur as early as possible, but no later than 90 days before separation from service. DA Pam 635-4 recommends that pre-separation counseling occur 180 days prior to separation. Also required as part of such counseling is the creation of an individualized transition plan to attempt to achieve the educational, training, and employment objectives of the member and his or her spouse.

b. Congress required the DoD to establish permanent job assistance centers at major military installations. The Department of the Army responded to this requirement by establishing ACAP Centers. In Korea, ACAP Centers are located at Yongsan South Post and Camp Mobile (Dongduchon). The Army is investing substantial funds to provide transitioning Soldiers the resources they need to succeed in their job search.

c. An effective ACAP will require that commanders, supervisors, Soldiers, civilian employees, family members, and service providers understand clearly the ACAP mission and their stake in it, coupled with their responsibilities under it.

d. ACAP eligibility is defined as those active duty Soldiers leaving the Army (voluntary or involuntary), government employees transitioning due to force alignments, reduction-in-force, or retirement, and their family members. Eligibility continues for 90 days past the separation date for these individuals at any ACAP Center

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

or other service transition center.

e. The ACAP process begins with the identification of eligible Soldiers and government civilian employees. Commanders at all levels must be involved in the timely referral of eligible Soldiers to the supporting ACAP Center. Early referral, up to one year for separating personnel and two years for retiring personnel, is authorized IAW Public Law 107-103 and MILPER Message Number 02-156.

f. Once identified, Soldiers attend a mandatory pre-separation briefing where they will complete a DD Form 2648, Pre-separation Counseling Checklist, documenting attendance. An ACAP counselor checks for completeness, signs, and dates the document. A copy of the completed and signed DD Form 2648 is included in the Soldier's final separation packet for permanent filing in the Official Military Personnel File. The pre-separation briefing should occur as soon as possible after identification of the Soldier's intention to separate from the service, but no later than 90 days from actual separation as directed by Public Law 102-484. Commanders will be notified of Soldiers not complying with the requirement to attend the pre-separation briefing prior to 90 days of separation.

g. Based on responses on the DD Form 2648, an individualized transition plan is prepared and the individual is referred for follow-up services with the appropriate agencies.

h. ACAP Centers are established to:

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(1) comply with legal and regulatory requirements that all Soldiers must be counseled regarding available transition assistance services, rights, and benefits and that mandatory counseling must be documented using the DD Form 2648.

(2) promote retention in the Total Army by demonstrating the Army's caring dedication to the needs of the Soldiers and their families.

(3) improve the Army's ability to recruit. Transitioning Soldiers have tremendous influence on relatives and friends contemplating military service.

(4) reduce costs. Most Soldiers leaving the Army and all Army civilians forced out by reductions are eligible for unemployment compensation. The Army pays for unemployment compensation collected by these transitioners.

(5) meet the congressional mandate that employment assistance must be offered at major installations.

i. ACAP provides pre-separation counseling and job assistance training through the automated ACAP XXI System.

(1) The pre-separation briefing takes 1 ½ hours to complete and covers benefits and entitlements and the preparation of the Individual Transition Plan.

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

(2) The Job Assistance Training Application (JATA) takes six hours to complete all the modules in the interactive, multi-media computer-based training. Material covered includes: the effect of stress during the transition process, how to financially plan for transition, how to write a resume, interviewing skills, dressing for success, electronic job searches, and negotiating job offers.

(3) There are resume, cover letter, and thank you writing templates. The average time to complete the resume module and prepare a resume is 10 hours.

(4) The interviewing modules, the live video response, and mock interviews with an ACAP counselor take an average of 15 hours to complete.

(5) Self-Assessment program modules using skill and interest inventories to help determine occupations best suited for the client takes about four hours to complete.

(6) Internet access allows the user to post resumes and conduct a job search. The ACAP homepage provides easy access to popular job sites such as America's Job Bank. Job search is an ongoing and time-consuming process.

(7) The Job Analyzer is used to research occupation descriptions, statistics, wage averages, requirements, and other pertinent information. Average usage time is three hours.

(8) The Choices program is designed to research

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

colleges and areas of study. Average usage time is two hours.

(9) The pre-separation briefing and the ensuing employment assistance from inception to finish average between 50 and 60 hours. Full cooperation and support at all levels will be given to allow the Soldier or civilian employee to gain the maximum benefit from the available services.

j. Job assistance counseling is the natural follow on to JATA. The ACAP Center counselors provide additional information, assistance, and coaching as required. The amount of time spent with each client and the level of information discussed will depend on the counseling format and the particular needs of the client.

k. Job fairs occur periodically and offer a unique opportunity for Soldiers, civilian employees, and their family members to secure employment. It is estimated that about 25% of attendees are offered bona fide job offers. Commanders and supervisors shall support strongly these job fairs and ensure that Soldiers have the opportunity to attend.

l. Commanders, first sergeants, and supervisors have the right to verify that their Soldiers and civilian employees are participating in approved ACAP activities. Appointment slips are provided as necessary and use of the ACAP XXI System electronically verifies usage.

m. Commanders, by allowing early use of the ACAP,

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

are better able to schedule appointments around unit operations.

n. For more information about ACAP, call either the Yongsan ACAP Office at DSN 738-7334 or the Camp Casey ACAP Office at DSN 730-4033.

### 44. VETERANS AFFAIRS.

a. Background. In 1994, the U.S. Army agreed to participate with the Department of Veterans Affairs (VA) in a test to determine if one separation medical examination could satisfy both VA and Army purposes. The test was conducted during 1996 and 1997 at three Army installations and was supported by three Veterans Benefits Administration (VBA) regional offices and the VA Records Management Center in St. Louis. The final report on the Separation Examination Test published in September 1997 concluded that the test procedures should be institutionalized and expanded to all military services.

b. The Separation Examination Test demonstrated that the Army and VA could successfully perform a combined medical examination for separation from active military service and for determination of disability for veteran's benefits and creates an opportunity to improve service, achieve efficiencies, and reduce the expenditure of federal funds. Currently, VA has a partnership with more than 100 military installations within the continental U.S. to offer pre-discharge services.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

c. Department of Veterans Affairs (VA) Benefit Delivery at Discharge (BDD) is a program which will assist all separating military personnel who intend to file a claim with VA for compensation benefits. Entitlement is based on disabilities incurred or aggravated while on active duty. The service member must be within 90 to 180 days of separation from the military in order to have their claim completed prior to discharge.

(1) The BDD's primary focus is to conduct pre-discharge examinations overseas and process the associated claim on site.

(2) All Soldiers undergoing pre-separation seminars will be informed of the claims application procedures. Those wishing to file claims should submit a completed VA disability claims form and a copy of their service medical records (SMR) or the electronic equivalent of the claims form and the SMRs to the BDD.

(3) The BDD process begins with the identification of all military personnel who are eligible to receive disability benefits. Early referral, six months prior to leaving South Korea, is best and is encouraged.

(4) Soldiers attend a mandatory pre-separation briefing conducted by the Army Career and Alumni Program (ACAP). During this briefing, Soldiers will be informed about the BDD program and their potential entitlement to VA benefits.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(5) Separating Soldiers will undergo an examination, which meets the requirements of the DoD and the VA for separation and disability evaluations.

(6) BDD eligibility is defined as those active duty service members leaving or retiring from the military with at least 90 days remaining on the peninsula.

(7) BDD staff will also offer referrals and assistance to military personnel, veterans, and their dependents on all VA programs and services.

(8) The BDD Center is located in Bldg 4037 on South Post. The telephone number is 738-5121.

### 45. **LEGAL SERVICES.**

a. Providing legal services to eligible recipients is an important part of the Eighth United States Army Staff Judge Advocate's mission. In addition to this brief overview of services, you can contact the legal office to see if they can help you with a particular legal issue. Also, check your community newspaper and command information channel for additional information and discussion of important legal issues and preventive law advice.

b. Legal assistance attorneys provide advice and assistance on a wide variety of non-criminal legal issues commonly faced by Soldiers, retirees, civilian employees, authorized contractors, and family members. During tax season, legal assistance attorneys also supervise the

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

operation of Tax Assistance Centers that offer federal and state electronic filing services. Legal Assistance offices are located at Camp Casey, Camp Red Cloud, Yongsan Garrison, Camp Humphreys, and Camp Henry.

c. Claims. Soldiers and authorized civilian employees may seek assistance from the Claims Office for damage to their personal items. There are various types of claims, the most common of which is damage to household goods during PCS moves. Yongsan Garrison, the 19<sup>th</sup> ESC in Daegu, Camp Casey, Camp Humphreys, and Camp Red Cloud all have Claims officers.

d. The U.S. Army Trial Defense Service (TDS) in Korea provides attorneys to advise Soldiers accused of criminal wrongdoing, facing nonjudicial punishment or separation, or who need assistance in certain other administrative actions. Yongsan Garrison, Camp Henry in Daegu, Camp Casey, and CRC all have TDS offices.

### 46. COMMERCIAL TRAVEL OFFICE (CTO).

a. The CTO provides official and leisure travel services throughout the ROK. There are 10 official sites (eight are combined with leisure offices, two are official only). Location of each CTO is:

	CTO SITE	
	OFFICIAL	LEISURE
Area I	CRC, Camp Casey	CRC, Camp Casey

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

<b>Area II</b>	FED Compound, Bldg 1527 Yongsan	FED Compound
<b>Area III</b>	Camp Humphreys, Camp Long	Camp Humphreys, Camp Long
<b>Area IV</b>	Camp Henry, Camp Hialeah, Camp Carroll	Camp Henry, Camp Hialeah, Camp Carroll

b. All sites with the exception of Camps Hialeah and Carroll have Global Air Transportation and Executive System (GATES), enabling them to request the required travel reservations for category B flights out of Osan AB. Camps Hialeah and Carroll are currently exempted from using category B flights until a transportation system is established to transport Soldiers and their dependents from Area IV to Osan AB.

47. **DEPARTURE TAX.** Personnel departing Korea on unofficial duty or ordinary leave will be required to pay a departure tax at the airport. The tax is approximately 15,000 Won. Personnel departing Korea on official duty, i.e., TDY or PCS (to include IPCOT), must be issued a USFK Form 223EK, Certificate for Departure. This certificate certifies that the personnel listed are departing Korea in an official duty status and are exempt from paying the departure tax. Personnel can obtain this form from their Personnel Office or the travel office.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

48. **RATION CONTROL PLATE (RCP)**. Information on ration control can be found on the following internet site: [http://www.korea.army.mil/old/org/j1/dmgt/main\\_rc.html](http://www.korea.army.mil/old/org/j1/dmgt/main_rc.html).

a. **Why are ration control plates issued?** RCPs are issued to civilians (DoD employees, invited contractors, and technical representatives), retirees, family members, and others to help protect the privileges of those personnel authorized access to duty free goods under the U.S.-ROK SOFA and U.S. law. U.S. active duty military members are granted access to facilities with duty free goods by displaying their identification cards.

b. **What types of RCPs are there and what do they look like?** There are six types of issued RCPs -- sponsor RCP, adult dependent RCP, child dependent RCP, unit RCP, gas RCP, and temporary RCP -- all of which are colored differently.

c. **How do I get an RCP for my family?** For active duty military members (referred to as sponsors for ration control purposes), you are automatically processed and entered onto the system based on the orders that assigned you to Korea - individual or one person limits apply for unaccompanied personnel. If your family will be joining you in Korea, regardless of your command sponsored status, you will need to register your family members in the Defense Biometric Identification System (DBIDS) (formerly BIDS) to activate their ration control privileges. Once DBIDS registration has been accomplished, the sponsor or spouse will need to visit an issuing agent office to confirm the ration control

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

registration and to request ration control cards to be cut and mailed. The USFK J1 Data Management Division will generate a ration control card for all family members age 10 and over and mail them to the issuing agent or unit ration clerk at the unit of assignment. During your family member's first 14 days in Korea, they are authorized access to the exchange and commissary facilities with a copy of the sponsor's PCS orders and a current DOD identification card. After 14 days, family members may obtain a temporary ration control card from an issuing agent – PCS orders, DOD or U.S. government identification, Social Security numbers, and birthdates are required to verify personal information prior to issuing a temporary ration control card. The USFK Form 42, Ration Control Application Form, will be used on a "by exception" basis only.

d. **Is the system infallible?** No. Sometimes a Soldier's unit assignment or status changes from the time of DBIDS registration or ration control verification. If your dependents have not received their permanent RCP within seven days of requesting a card, contact your unit ration control clerk or area issuing agent to check on the status of your card.

e. **Are there policies regarding the use of RCPs?** Yes. USFK Reg 60-1 prescribes policy for access to duty free goods. The regulation identifies everyone's responsibilities and identifies who is authorized to have an RCP. At some installations, the ID and/or RCP will be checked at the entrance to the facility and, at others, they will be checked at the cash register or point of sale.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

### f. What are some of the ration limits?

(1) Liquor. The liquor family limit is 5 units per month. To receive the family size limit, there must be two adults (age 21 or older) in the family. Individual limits are 3 units per month. An alcohol (liquor) unit is defined as one bottle (fifth, quart, or liter) of liquor. A 1.75 liter bottle of liquor is counted as two units. Two pints of liquor are counted as one unit. Six miniature bottles or less of liquor are counted as one pint; 7-12 miniature bottles count as one unit of liquor. Excess pints will be rounded up to the next full liquor unit for reporting purposes. Excess miniature bottles of liquor will be rounded up to the next pint unit.

(2) Beer. Beer purchases are limited to 8 cases per month (for individuals and cumulative family total). Each eligible member (sponsor or dependent) can purchase up to 3 six-packs of beer per day (purchase is not counted toward the 8 case monthly limit). The daily individual aggregate for beer purchase (case plus six-pack) is no more than 2 cases per day.

(3) Controlled items. Controlled items are not tied to a monetary value. Instead, the controlled item list is based on recommendations from the Black Market Working Group. Some of the items on the list include clothes dryers, diamonds or jewelry with diamonds, and perfume costing more than \$50.00.

(4) Monthly commissary dollar limits. To prevent purchasing items in excess of personal needs, spending

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

limits at commissaries are determined by family size. Currently, the limits are:

Family Size	Limit
1	\$450
2	\$700
3	\$900
4	\$1050
5	\$1250
6 or more	\$1450

(5) Remember, the ration control system will show you as a family size of one until you have completed DBIDS registration for family members. Until then, your commissary shopping limit is \$450.00 per month. Have your unit ration control clerk complete a Request for Exception to Family Commissary Dollar Limits as soon as possible so that your shopping limit will properly reflect your family size until permanent RCPs are produced for your family members. An increase of up to 50% above monthly commissary spending limit is allowed during the first three months from the sponsor's arrival to allow for the costs to set up a household.

g. **Are there any exceptions to the policies?** Yes. Sponsors can request exceptions. They must be fully justified and approved in advance. Unit commanders or first sergeants can approve short-term requests (three consecutive months or less). Long-term requests for more than three consecutive months must be approved by your unit commander and J1 Data Management.

## 49. THE KATUSA SOLDIER.

a. The KATUSA Soldier Program was initiated in July 1950 by an informal agreement between the Honorable Syngman Rhee, President of the ROK, and General Douglas MacArthur, CINC, UNC. The concept of this program was originally to augment U.S. fighting forces just after the outbreak of the Korean War. After the armistice, KATUSA Soldiers remained with Eighth United States Army units to receive training that was not readily available in the ROK Army (ROKA) and to enhance Eighth United States Army's mission capability. The KATUSA Soldier Program has been a continuous one since 1950 with only periodic strength adjustments dictated by requirements. Originally, KATUSA Soldiers were returned to the ROKA after serving with the U.S. Army. Since 1968, however, KATUSA Soldiers remain with the U.S. Army until their service commitments are completed. It is important to remember that our KATUSA Soldiers are ROK Army Soldiers assigned to U.S. units and they deserve our trust and respect.

b. The objective of the KATUSA Soldier Program is to augment Eighth United States Army with ROKA Soldiers in order to increase the ROK/U.S. combined defense capability on the Korean peninsula. The KATUSA Soldier Program is significant not only because of the military manpower and monetary savings that it provides to the U.S. Army, but also because it represents ROK/U.S. cooperation and commitment to deter war. The KATUSA

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Soldier Program is also symbolic of ROK/U.S. friendship and mutual support.

c. ROKA Staff Officers/LNOs, ROKA Staff NCOs, and KATUSA Soldiers will be afforded the same rights and privileges commensurate with their grade as their U.S. counterparts. Under no circumstances will these personnel be subjected to any form of verbal abuse or threatened. Soldiers failing to comply with this clause may be subject to punishment under their respective military justice system, with each side notified of the results. KATUSA sergeants placed in leadership positions must be given the same authority as their U.S. counterparts. The authority of KATUSA sergeants is inherent in their position, but U.S. commanders must ensure that Soldiers supervised by a KATUSA sergeant are informed of the authority and responsibility of the KATUSA sergeant.

d. KATUSA Soldiers are assigned to U.S. Army units. However, they are not members of the Armed Forces of the U.S. and they are not subject to the UCMJ. They will be integrated into their units and provided messing, billeting, duty assignments, and use of dayrooms, equipment, and other facilities equally with their U.S. counterparts. KATUSA Soldiers --

(1) May not be assigned tasks solely as laborers, cargo carriers, permanent guards, houseboys, kitchen police (KP), or other full-time fatigue details not directly related to their military occupational specialties (MOSs). This policy is intended to ensure that KATUSA Soldiers do not perform a disproportionate share of housekeeping

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

functions at the expense of their MOS-related training and duties. It does not preclude employment of KATUSAs in any unit mission appropriate for their MOS, nor does it prohibit the rotation of KATUSA Soldiers, as individuals, to housekeeping, guard, KP and headcount or security details to which U.S. Army personnel are detailed from a duty roster.

(2) Newly assigned KATUSA Soldiers will not undergo an initiation process in their units by senior KATUSA Soldiers. Initiation activities breakdown the chain of command and place senior KATUSA Soldiers in a higher position of authority than U.S. NCOs.

(3) If Soldiers room with KATUSA soldiers in the barracks, they should be aware that it is a common Korean belief that if a person sleeps in a room with the door and windows closed, turning on an electric fan will cause suffocation and death of the sleepers. Awareness of this belief may help to resolve disputes and conflicts between Soldiers and KATUSA soldiers.

(4) While performing military police (MP) duties, KATUSA MPs have identical authority and jurisdiction as U.S. MPs, with the exception of administering an oath under Article 136(b)(4), UCMJ 1984.

50. **SECURITY REMINDER.** The old adage “loose lips sink ships” is certainly applicable during your service in Korea. The intelligence services of North Korea and other foreign intelligence services will be thinking of you as a source of information to satisfy their intelligence

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

requirements. A little bit here and there equal the location of one of our command posts, supply status, new equipment capabilities, or a ship's sailing date. If you believe that you are being approached by an intelligence service or anyone seeking military information:

- a. Be non-committal! Remember details!
- b. Do not discuss the incident with anyone except security or military intelligence personnel.
- c. Report the incident to the appropriate U.S. Military Counter-Intelligence Agency, your command security officer, or commander immediately.
- d. You should contact the local field office of the 524th MI Co or call SAEDA-99 (723-3299).

51. **NORTH KOREAN PROPAGANDA.** The Korean Peninsula is one of the most heavily propagandized areas in the world. In the absence of armed hostilities, North Korea has developed a sophisticated and responsive propaganda machine that denounces both the U.S. and ROK governments and their representatives with the ultimate goal to drive a wedge in the U.S. and ROK alliance. Every day, the centrally controlled North Korean media is full of outlandish allegations and highly inflammatory anti-U.S. rhetoric. As use of the Internet grows among all nations, North Korea is also increasing the use of the Internet as means of propaganda communication, instead of their traditional media and radio networks. North Korea regards the Internet as “a special

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

area where the ROK/US National Security Law is powerless” and is targeting South Koreans in their teens and twenties by using Internet bulletin boards. The North’s propagandists will not hesitate to twist, distort, or magnify out of proportion even the most trivial incidents involving U.S. military personnel. Because the U.S. military presence in Korea is highly visible, it is a frequent object of attack. For example, a U.S. Soldier who gets in minor difficulty with the ROK legal system might be accused by the North of having committed the most heinous crimes against the whole Korean people. Remember, you are truly a representative of your country. Make sure everything you say and do contribute to our proud image. Do not let your actions or those of your unit become the North’s propaganda.

52. **TRICARE PACIFIC.** TRICARE is the health care program for active duty members, active duty family members, eligible retirees, retiree family members, and eligible survivors of all uniformed services. TRICARE is designed to assure access quality health care, control health care costs, and improve medical readiness. The only program options available within the ROK are TRICARE Prime, Standard and TRICARE For Life. TRICARE questions can be directed to the 18<sup>th</sup> MEDCOM TRICARE Service Center at DSN 736-8558/7236 or com 7916-8558/7236.

a. **Prime.** Active duty service members and their Command Sponsored family members with their sponsors in Korea, are authorized to participate in TRICARE Prime. Family members obtained in Korea by either marriage or

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

adoption, are not authorized for TRICARE Prime, unless command sponsorship is obtained. Active duty members must enroll in TRICARE Prime; however, they need to ensure they are enrolled at current duty station, in order to receive accurate services. At this time, active duty members are not automatically enrolled in the program. Soldiers are briefed on TRICARE during in-processing at the 1st Replacement Company and are provided with an enrollment form to enroll their family members. Enrollment forms can also be obtained from local military treatment facilities (MTFs) and the TRICARE Service Center. Once completed, the enrollment form can be mailed through the Military Postal System (MPS), turned in to the nearest TMC, or faxed to a number that appears on the application form. Eligible family members in CONUS may enroll at their local MTF. Everyone who enrolls in the TRICARE Prime program option will be assigned to a primary care manager. There are minimal out-of-pocket expenses for non-emergency care associated with this option.

b. **Standard.** All classes of individuals, except active duty service members and their Command Sponsored family members who are enrolled in TRICARE Prime, are automatically covered by TRICARE Standard. Those individuals covered by this option are seen on a space-available basis at MTFs. If seen at host nation medical facilities, patients must pay upfront and submit the claims (current **TRICARE** deductibles and cost shares will apply.) They also abide by current TRICARE /**CHAMPUS** rules.

c. **TRICARE For Life is for military retirees and their eligible family members who are 65 years and older.**

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Must purchase Medicare Part B in order to keep TRICARE eligibility.

d. TRICARE Dental Program - OCONUS is available to family members of all active duty Uniformed Service personnel and to Selected Reserve and IRR members and/or their families. South Korea is a non-remote OCONUS location. If Uniformed Service Overseas Dental Treatment Facilities (USODTF) are unable to provide specific services, they may authorize enrolled members to receive covered dental services from host country dentists, subject to availability. For non-orthodontic services received in South Korea, active duty family members must obtain a Non-Availability and Referral Form (NARF) from their servicing USODTF and be seen by a dentist on the host country provider listing. For orthodontic services, all enrollees must obtain a NARF and be seen by a dentist on the host country provider listing. Individuals who are **NOT** eligible for the TRICARE Dental Program - OCONUS are active duty service members, former spouses, parents, in-laws, disabled veterans, foreign personnel and retirees and their families.

53. **DENTAL CLASSIFICATIONS.** Dental patient categories are as follows:

a. CLASS 1 - Personnel who require no dental treatment.

b. CLASS 2 - Personnel whose existing dental condition is not expected to result in a dental emergency within 12 months.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

c. CLASS 3 - Personnel who require dental treatment to correct a dental condition that is likely to cause a dental emergency within 12 months.

d. CLASS 4 - Personnel who require a dental examination whose dental condition is unknown or who do not have a dental record and panoramic x-ray on file.

**\*\*Note:** *Every Soldier must have a dental record on file at the supporting dental clinic. Every Soldier must have an annual exam. In order to meet readiness goals, every Soldier should be in Class 1 or 2. Do not cancel your family member dental insurance program without first consulting your local dental treatment facility.*

### 54. **ANTHRAX VACCINATION IMMUNIZATION**

**PROGRAM (AVIP).** On 19 December 2005, the Food and Drug Administration (FDA) issued a Final Order with respect to anthrax vaccine adsorbed (AVA). After review of the comments and finding no additional scientific evidence to alter the proposed categorization, FDA accepts the Panel's recommendation and determines AVA to be a safe and effective immunization against inhalational anthrax infections. In light of the final order, the department will review program options. The military services will continue anthrax vaccinations as they have since April 2005 on a voluntary basis for eligible service members with the option to refuse. No disciplinary action or adverse personnel action will be taken. You will not be processed for separation, and you will still be deployable. There will be no penalty or loss of entitlement for refusing

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Anthrax Vaccination. More information about AVIP is located on the internet at <http://www.anthrax.mil>. You can contact the Joint Military Vaccine Program (JMILVAC) Analyst in Korea at email [anthrax.korea@kor.amedd.army.mil](mailto:anthrax.korea@kor.amedd.army.mil) or call DSN 736-4004. If you have questions about the anthrax vaccine, you can call toll free from Korea: 99-00798-14-800-5740.

### **55. MOSQUITO-BORNE DISEASES, MALARIA AND JAPANESE ENCEPHALITIS PREVENTION.**

a. Malaria is a disease spread by mosquitoes in some northern areas of South Korea from May to October. This type of malaria is easily treated when detected. Malaria can make a Soldier sick for weeks with high fevers, chills, headaches, body aches, and other unpleasant symptoms. Some Soldiers get sick more than nine months after exposure. Without terminal treatment with primaquine, a Soldier may get sick again months or years later. Malaria can be prevented by personal protective measures provided by commanders and NCOs. Troops training or assigned in areas with mosquitoes need to protect themselves from mosquitoes. Use the standard Army repellent (DEET, NSN: 6840-01-3928) on exposed skin, wear uniforms treated with permethrin spray or dip (NSN: 6840-01-278-1336 or 6840-01-345-0237), and the BDU coat is worn with sleeves down. In the field, PPM is very important as insecticide fogging for mosquitoes at training sites has been shown to be ineffective.

b. Japanese encephalitis (JE) is a viral disease spread by mosquitoes throughout Korea from May to October.

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

While few cases of JE are symptomatic (approximately 1/200), the estimated mortality rate for those that do demonstrate symptoms is 10 – 30%. There appears to be little transmission in Korea since nearly all Koreans are vaccinated. Still, there are 0 – 6 cases annually. The Korea National Institute of Health issues watches when vector populations exceed 50% of all mosquitoes collected and warnings when the virus is isolated in the vector mosquito or actual human case of JE is reported. The greatest risk for JE is in the south, but mosquitoes were found infected near the DMZ. The JE vaccine is not recommended at this time since there have been no US cases over the past 20 years. Protection from JE is the same as for malaria in paragraph 49.a.

### **56. RODENT-BORNE DISEASES, KOREAN HEMORRHAGIC FEVER (KHF), SEOUL VIRUS AND LEPTOSPIROSIS.**

a. KHF (distributed in Eastern Asia) and Seoul virus (worldwide) are Hantaviruses that result in Hemorrhagic Fever with Renal Syndrome (HFRS) that affect kidney function. This is different than the Hantaviruses in the US that affect the lungs. KHF is the more serious disease with approximate mortality rate of 10%, while the mortality rate of Seoul virus is <1%. The striped field mouse is the primary reservoir for KHF that usually affects several Eighth United States Army Soldiers every year training in field situations. The Norway rat is the primary reservoir for Seoul virus and there is evidence of at least one case transmitted to a Soldier in Yongsan Garrison. Norway rats are common throughout urban areas in Korea and

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

between 20 – 50 rats are captured monthly at Yongsan. Soldiers get KHF and Seoul virus by breathing dust contaminated with rodent urine or feces containing the virus. To minimize your risk of getting KHF, beware of areas with mice/rats. Mice gather around open garbage and food. They like tall grass. Avoid breathing large amounts of dust especially around ranges and field training areas. Other measures you can take to reduce your risk include showering after heavy dust exposure, using food only in approved mess areas, not sleeping directly on the ground, and not using natural vegetation for camouflage or bedding. In urban settings, if rat feces are observed, they should be wetted with a 5% bleach or Lysol solution to kill the virus before cleaning up the contaminated material. Potentially contaminated material should be double-bagged and discarded.

b. Leptospirosis is caused by a spirochete bacterium that is shed in the urine of rats in water and moist soil. The bacteria enter through abrasions/cuts when the exposed skin is placed in contaminated water or through handling moist contaminated soil and vegetation. More than 50% of all cases of leptospirosis are very mild and patients normally do not seek medical care. In less than 10% of the cases, leptospirosis may become fatal if not treated. While leptospirosis has not been reported in US personnel for more than 20 years, the Korea National Institute of Health reports approximately 1,000 cases annually. Rodent surveillance indicates that leptospirosis is present in Norway rats captured at Yongsan Garrison and in the striped field mouse captured near the DMZ. Avoidance of potentially contaminated water and handling

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

potentially contaminated soil and vegetation is the most important. Avoid direct handling of rodents by using rubber gloves and similarly to Hantaviruses, double-bagging rodents for disposal. Wash hands and other potentially contaminated skin with soap and water after any suspected exposure. Inform your medical provider if you have trained in the field or have been swimming in unauthorized water sources in Korea.

### **57. TICK-BORNE DISEASES, EHRLICHIOSIS, RICKETTSIA AND BARTONELLOSIS.**

a. The causative agents for ehrlichioses (human granulocytic anaplasmosis, human monocytic ehrlichiosis and others) are bacteria that invade white blood cells. The diseases are transmitted through the bite of ticks are present throughout Korea. Ehrlichiosis is an emerging disease that has just recently been recognized in Korea. There has only been one documented case of suspected ehrlichiosis in a US patient treated at the 121 General Hospital in Seoul. Ticks are most frequently found in moderately short grass (6 – 12 inches in height) and in the leaf litter in forested areas. Prevention of these diseases is primarily through avoidance of tick bites, e.g., for Soldiers, treating their uniforms with permethrin and for civilians, spraying clothing with DEET repellent when walking through grassy areas or sitting on the ground. Similarly, Deet should also be applied to exposed skin. If a tick is found biting, it should be removed by securing the tick at the base of the mouthparts next to the skin with a fine forceps and slowly removing the tick. If available, a medical provider should remove the tick. In either case,

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

the tick should be sent to the Entomology Consultant, Force Health Protection where it will be assayed to determine if it has any disease. Symptoms range from mild (fever, headache, vomiting) to life threatening. Inform your medical provider if you have knowledge of a tick-bite during the previous month.

b. As with the ehrlichioses, Spotted Fever Group *Rickettsia*, have only recently been identified in ticks and Korean patients. The tick vector is unknown, but the spirochete bacterium has been identified in a commonly collected tick throughout Korea. Prevention is similar for avoiding tick bites outlined in the above paragraph.

c. Bartonellosis consists of a broad range of bacterial pathogens with varying degrees of symptoms. The most familiar to US residents is “cat scratch fever”, which as the name applies is often transmitted when cats that harbor the bacteria scratch patients. There are at least 4 types of *Bartonella* spp. that have been found in Korean ticks, two of which may cause human disease. The tick vector is unknown, but the spirochete bacterium has been identified in a commonly collected tick throughout Korea. Prevention is similar for avoiding tick bites outlined in the above paragraph (52.a.). In addition, scratches by animals, especially cats, should be washed immediately with soap and water. If the patient becomes ill, report any animal recent animal scratches to the medical provider. This will help with the diagnosis.

58. **MITE-BORNE DISEASES**. The causative agent for scrub typhus is a spirochete bacterium that is transmitted

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

through larval chigger mites. The larval mites are very small and can not be seen without the aid of a magnifying lens or microscope. They are commonly found in moderately short grasses and often bite the lower extremities (legs and genital area). The bacteria are transmitted when the patient scratches the mite, rubbing the bacteria into the wound. Scrub typhus is present throughout Korea and the Korea National Institute of Health report more than 2,000 cases annually. A small “eschar” or skin ulcer usually forms at infected sites. An acute febrile illness follows within several days after infection and may last for up to 14 days, if untreated. Case mortality rates range from 1 – 60% depending on the strain. Prevention is similar for tick-borne diseases (51.a.), above.

59. **FLEA-BORNE DISEASES**. The causative agent for murine typhus is a spirochete bacterium that is transmitted through fleas. Murine typhus is most noted as an “urban” disease, especially in crowded conditions. The disease is usually very mild with a case fatality rate of <1%. Patients become infected when they scratch flea bites, rubbing contaminated feces into the wound site. Fleas may remain infected for up to one year. Symptoms usually appear within 2-weeks of exposure. While rodents harbor the disease and are often infested with fleas, prevention consists of first controlling the flea population with insecticide before applying rodent control. Controlling the rodents first leaves them without a natural host which then will result in increased exposure to humans. Seek assistance from the Department of Public Works (DPW) if you observe rodents/fleas in your house or work area.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

They will apply safe and effective control measures for both fleas and rodents.

60. **YELLOW DUST (HWANGSA)**. Yellow dust or “HwangSa” in Korean, come from the deserts of China, Mongolia and Manchuria. This phenomenon is usually seen in the dry spring months when meteorological conditions allow the sand picked up from deserts thousands of miles to the west and north of Korea to settle on the Korean peninsula. The Korea Meteorological Administration (KMA) officials report increasing frequency of this phenomenon in recent years. HwangSa can cause visibility problems for pilots, hinder the operation of precision machines, and impair the growth of agricultural products. For humans, the small dust particles in the 1 to 10 micron size can cause respiratory and eye conditions. To minimize the adverse effects of HwangSa, limit the time spent outdoors when the yellow dust is in the air. Unit leaders may want to adjust outdoor activities to reduce Soldier exposure. Keep children indoors as much as possible when this phenomenon is occurring. Elderly persons and those with respiratory conditions, such as asthma, should also take care to avoid unnecessary exposure. Lastly, wash exposed parts of the body such as the hands and face with soap and water after coming in from the outside.

### 61. **SEXUALLY TRANSMITTED DISEASES (STD)**.

STDs exist in Korea just as they do in CONUS. Among the sexually active, condom use is the best way to prevent both pregnancy and STDs. Abstinence is the only foolproof method for prevention of STDs. STDs do not

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

cure themselves and over-the-counter medicines generally are not effective. Left untreated, some STDs can result in permanent disability or even death. If you experience any symptoms such as genital sores, discharge, itching, painful urination, or a change in your menstrual cycle, visit your local health clinic for an evaluation. As the predominant STD, Chlamydia, is often asymptomatic, sexually active women should have a pap smear done annually to test for infection.

### **62. DINING IN KOREA.**

a. Dinner in a Korean home or restaurant is quite different from American style dining. Food is one social area in which Koreans have remained exclusively Korean. All their meals: breakfast, lunch, and dinner, are hearty and all follow the same basic pattern.

b. Guests sit on cushions around a low table. Many different foods are served; each cut into bite-sized pieces. Each person has his own bowl of rice, but helps himself to other foods directly from the serving dishes without transferring the food to a “dinner plate” as in America. Although Koreans traditionally use chopsticks and a large bowled spoon, today forks are used. Koreans consider handling food with bare fingers unacceptable.

c. When eating at a Korean restaurant, find out before you order how much the various dishes will cost. If your budget is small, fish of various kinds are recommended as very good and inexpensive. Beef is the most expensive

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

dish in Korea because it is usually imported. Kalbi (ribs) are sold by the piece and the cost can increase rapidly.

d. You may be served a pale, yellow-colored water with your meal. This is “pohri-cha” barley tea or “oksusu-cha” corn tea. Tap water may not always be safe to drink, so Koreans boil their water adding either barley or corn to give it flavor and help distinguish between boiled and unboiled water.

e. During the meal, rest your chopsticks and spoon on top of a dish. When you have finished eating, lay the chopsticks or spoon on the table to indicate that you have completed the meal. Never stick chopsticks or spoon in a bowl of rice. It is considered most impolite to talk much while eating, but pleasant conversation in a low voice is acceptable.

f. When eating in a private home, the host at the feast will apologize that the food prepared is not good enough. However, he expects you to help yourself. The host will continue to urge his guest to eat more, but a firm refusal is expected.

g. Korean table manners are different from ours. Since the food is eaten directly from the serving dishes, do not worry about reaching in front of others or asking for each dish to be passed to you. Koreans may show appreciation for food by slurping the soup, smacking lips, noisily chewing food, and burping are old habits that remain, generally practiced by older general generation, but are slowly fading.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

h. A small hostess gift is always in order when going to a Korean home for a meal, but do not be hurt if the hostess puts the gift away in the presence of the donor in order that the donor is not embarrassed at the smallness of the gift. If you wish, you can tell her what the gift is and politely ask her to open the gift. She will take this as permission to open it.

i. Be conscious of Korean customs and etiquette, but do not become obsessed with adopting Korean ways. Many of the Koreans you come into contact with have dealt with Americans before and are quite westernized themselves. Korean people are quite understanding and will certainly judge you by your intentions rather than inadvertent breaches of etiquette so do go out and meet them.

j. Korea is noted for its many native dishes and also for the wide variety of American, European, Chinese, Japanese, and other ethnic dishes.

k. Rice, either plain or cooked with other dishes, is the main dish at all Korean meals. Rice is accompanied by a variety of side dishes. Favorite side dishes include bean-paste soup, spicy pickled cabbage called kimchi, roasted beef or fish, and steamed and seasoned vegetables. Soy sauce, garlic, soybean paste, red peppers, ginger root, sesame oil, and sesame seeds are other seasonings, which are essential to Korean food.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

l. Famed as a Korean treat, kimchi is a highly seasoned pickled cabbage or turnip dish served with every meal.

m. Koreans favor beef dishes, with bulgogi being one of the most popular. It is known as “Korean barbecue” and consists of thin slices of beef marinated and then cooked on a grill over hot charcoal. The marinating sauce is made of soy sauce, sesame seeds oil, garlic, and other seasoning. Another well known dish called kalbi is cooked similarly, but with short ribs instead of beef slices.

n. There are potential health hazards when eating out in Korea, and with proper concern given in selecting a place to dine, it can be a pleasurable experience. Fruits and vegetables bought on the economy should be washed in running water, and peeled, if appropriate. Seafood is very susceptible to becoming a source of hepatitis, but meat is potentially hazardous as well. This is especially true if it is not stored at the proper temperature or is improperly cooked. Risks are heightened when you stray from the main stream of public eating places. You should exercise extreme caution in drinking the water off post; it is often not purified to the extent to which we are accustomed. It is much safer to stick to bottled beverages without ice.

o. Visitors to Korea will find native food offered in small restaurants as well as the large hotels. You owe it to yourself to at least try it. You will enjoy it.

p. Here is a list of Korean foods you might like to try during your stay in Korea. Please bring me...

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

- **BULGOGI** - Broiled slices of beef.
- **KALBI** - Broiled short ribs barbecued over hot charcoal at your table.
  - **BIBIMBAB** - Vegetable and meat with rice mixed with hot sauce.
  - **KALBITANG** - Soup or stew, made with beef short ribs.
  - **SAMGETANG** - Ginseng chicken stew.
  - **CHAPCH'AE** - Noodles with meat and vegetables.
  - **YAKEMUNDOO** - Fried dumpling, won-ton, or gyoza with vegetables and meat.
  - **MANDUKUK** - Dumpling soup mixed vegetable with meat wrapped with dough.
  - **KIM** - dried seaweed.
  - **KIMBAB** - rice with various vegetables rolled in seaweed or plain rice wrapped in dried seaweed similar to sushi.
  - **DAEGUPO** - sliced pickled fish.
  - **SOPPEIKI KIMCHE** - sweet and sour marinated fish with cabbage.
  - **NEONGMYUN** - cold buckwheat noodles with vegetables.
  - **SUNDUBU** - hot and spicy bean curd soup with clams and vegetables.
  - **KAMJA JOLIM** - cooked potatoes with soy sauce.
  - **KONGNAMUL KOOK** - bean sprouts soup.

### TYPES OF KIMCHI

- Kkaktugi (Hot Radish) kimchi
- Baechu (Chinese Cabbage) kimchi

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

- Oisobag (Cucumber) kimchi
- Nabak (Water radish) kimchi
- Namul Changatchi (Pickled namul)

### **PANCH'AN (SIDE DISHES).**

- Sangchu muchim (Leaf lettuce salad)
- Puch'imgae (Vegetable omelet)
- Myolchi pokkum (Fried dried anchovies)
- Tubu puchim (Fried bean crud)
- Hobak pokkum (Dried squash)
- Gochubokgum (Steam fried pepper)
- Kong Namul muchim (Bean sprouts salad)
- Nottunamul muchim (Mung bean sprouts salad)
- Giepo muchim (Dried file fish)
- Minari muchim (Parsley mixed seasoning)
- Naeng myun (Noodles in cold seasoned beef broth with vegetables and steamed beef. Served during hot weather)

### **TYPES OF NAMUL**

- Spinach namul
- Bean sprouts namul

**PLEASE NOTE THAT TAP WATER AND ICE ARE GENERALLY NOT POTABLE.** Boiled barley water is brownish in color. Other drinks include: Coke/Cola, Seven-Up/Cider, Beer/Mekju, etc.

### **AT THE RESTAURANT:**

It is very delicious.	Ah-ju-mah sheet-so-yo.
-----------------------	------------------------

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

It is hot (spicy).	Mae-wo-yo.
Please give me a glass of cold water.	Mul hahn-jan ju-say-yo.
Please give me an English menu.	Yong-oh menu chom, bo-yo ju-say-yo.
Please give me the bill.	Keh-sahn-so chom, bo-yo ju-say-yo.

63. **KOREAN HOLIDAYS AND FESTIVALS.** The list below depicts most of the Korean holidays/festivals. Those holidays affecting/observed by Eighth United States Army are depicted in the USFK Annual Holiday Schedule, which is republished every year.

New Year's Day Georgian New Year Lunar New Year	1 January Lunar 1 - 1st month
First Full Moon	Lunar 15 -- 1st month
Independence Day	1 March
Hanshik	Lunar 105th Day
Arbor Day	5 April
Buddha's Birthday	Lunar 8 -- 4th month
Children's Day	5 May
Tano Day	Lunar 5 -- 5th month
Memorial Day	6 June
Constitution Day	17 July
Liberation Day	15 August
Chilsok	Lunar 7 -- 7th month
Chusok Full Moon	Lunar 15 - 8th month
National Foundation Day	3 October

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Hangul (Alphabet) Day	9 October
Christmas Day	25 December

64. **KOREAN CURRENCY.** The unit of Korean currency is the won (indicated as ₩). Coin denominations are ₩10, ₩50, ₩ 100, ₩500. Bank notes are ₩1,000, ₩5,000 and ₩10,000. The won exchange rate is always changing.

### 65. **EAST/WEST CULTURAL DIFFERENCES.**

<b>EASTERN</b>	<b>WESTERN</b>
mutual independence	independence
collectivity	autonomy
harmony with nature	control of nature
hierarchy	equality
compromise	righteousness
family responsible for individual behavior	achievements & failure attributed to individual
conformity with group	individuality
extended, multigenerational family	nuclear family
stress on vertical relationships	core relationship husband/wife
marriage based on what is appropriate	based on love
subtle, indirect communication	open, direct communication
implicit, non-verbal, intuitive communication	open, direct, and rational communication
love expressed through mutual obligation	love expressed openly, verbally

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

<b>EASTERN</b>	<b>WESTERN</b>
open expression of emotion especially negative emotion is discouraged	values open expression of emotion
stress on interpersonal harmony	stress on individuality
filial piety dominant-obligation to parents of paramount importance	obligation to wife/children
life shaped by position in family and gender and age	life shaped by own efforts
woman's reason for being is wife and mother	woman's choices as broad as men's
obligated to others	obligation to self
sense of "shame"	little or no sense of shame

## **66. CULTURE SHOCK - COPING WITH "THE KOREAN WAY."**

a. Culture shock is a state of bewilderment, anxiety, and distress in an individual suddenly exposed to a social and cultural environment radically different from his own. Believe it or not, all of us this very moment are reacting to the culture shock process.

b. The degree of impact varies greatly and hopefully passes through a series of stages that finally allows each of us to enjoy our assignment in Korea to the fullest. First, there is fascination with Korea, her people, and your new

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

surroundings. Most Koreans who we initially meet are polite and friendly towards Americans. The first trip to the shopping market is fantastic -- bargains galore. Or if you have had a chance to see some of the sights, you may have been awed by Korea's scenic beauty. This honeymoon stage may last a few days, weeks, or even months, but eventually it will end.

c. The next stage is usually characterized by complaints about Korea and her people that are brought about by the difficulties we have in adjusting to the new surroundings. There are language problems, shopping difficulties, traffic and transportation problems. Everything Americanized assumes greater importance and becomes irrationally glorified. Everything of the Korean culture is put-down. All the troubles and difficulties we each faced at home are quickly forgotten and only the good times are remembered. This phase of culture shock is the most critical. Once we have passed through it and certain adjustments are made, we can really begin to enjoy Korea without undue anxiety.

d. In the final stage of the adjustment, we not only accept the foods, drinks, habits, and customs, but actually begin to enjoy them. A sense of humor may begin to develop. Instead of complaining, we now laugh about our experiences.

e. The problems that any newcomer experience are very real. Over time, however, we all learn to adjust. The cultural environment does not change. What changes is

our attitude toward it. With this thought in mind, let us pursue some facts about Korean culture and customs.

### f. **The Importance of Kibun.**

(1) Perhaps the most important thing to an individual Korean is the recognition of his (or her) “selfhood” - the state of his (or her) inner feelings, prestige, and his (or her) awareness of being recognized as an individual. It may be expressed in Korean by the word, “Kibun.”

(2) Kibun is one of the most important moods. When the Kibun is good, one “feels like a million dollars.” When the Kibun is bad, one “feels like eating worms.”

(3) In interpersonal relationships, keeping the Kibun in good order often takes precedence over other considerations. This emphasis on feelings and appearance often makes it seem more important to have things appear well than actually be well. In a certain sense, it may be considered sinful to upset a person’s feelings. If necessary, it is sometimes considered better to keep one from the truth if that truth may cause disturbance of the Kibun with painful embarrassment.

(4) For example, why won’t a Korean tell you “No” even if he might not be able to complete a job by the specified time? Perhaps he does not know the answer to your questions. Perhaps he has never worked on a car like your 1984 Lamborghini, but he might say, “Yes, I can do it.” This is not a “can-do” attitude, but a very deep desire not to disappoint you, particularly if you are in a

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

position superior to him. To say “No” might be to admit one’s own inadequacies and risk displeasure. In short, you are being given the answer he thinks you want to hear.

(5) It is helpful to remember that, in Korea, “Yes” may mean “I heard you,” and not an agreement or intention of complying. Since saying “No” is an affront, as it hurts the feelings and is thus bad policy, many Koreans often say “yes, yes” to each other or to foreigners, and then they go merrily on their way doing quite the opposite with little sense of breaking a promise or an agreement.

(6) One way out of this difficulty is to word the question so the answer can be “Yes” -- such as, “You really can’t do it, can you?” In Korean, such a question is answered, “Yes, I cannot do it,” which is itself confusing and needs close attention. Allowing the Korean to answer, “Yes -- i.e., Yes, your ideas are correct; I cannot do it,” will more likely get you an honest estimate. If he can do it, he will say, “No, but I can do it” knowing that this “no” will not disappoint you, but make you happy. It is a no loss system, and it helps.

(7) All this sensitivity to the other person may be something that Korea would be better off without, but you are not likely to change it in your time here. You will not even be able to insist on ignoring it with those Koreans subordinate to you. Not all Koreans are really sensitive; many of those who deal regularly with the U.S. forces have been hardened to our “insensitivity.”

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

### g. Interpersonal Relationships.

(1) Another sore point is the easy familiarity and friendliness of Americans -- we want to get to a first name basis soon, and we tend to shake hands and slap backs. Koreans resist use of first names, even your co-worker will be Sergeant Lee until the day you leave.

(2) Proper relationships are all important in Korea. There is little concept of equality among Koreans. Relationships tend to be almost entirely vertical rather than horizontal. Even in a family all are in a vertical relationship one to another, older brother to younger brother, father to son, etc. Therefore, protocol is tremendously important to Koreans. In a meeting, one must appreciate others' positions and give them due recognition and care.

(3) At the root of much of the cultural shock is a differing sense of how to treat the general public. Americans pride themselves on impartiality. Korean culture, however, has traditionally made a distinction between people you know -- insiders -- and people you don't know -- outsiders. The obligation to insiders is high; the obligations to others are zero. The rich man can live next to the poorest beggar and never even notice him.

(4) Since the public is considered "outsiders," the Korean will push and shove in a crowd in a way which few American crowds will do. They do not wait in line very well; they will constantly cut in, trying to put their papers or money ahead of others, to get the attention of whoever is

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

serving the public. The cause is partly that the idea of “waiting in line” implies an equality that is not yet implanted in Korea very well. Koreans often do not even see the line; they don’t look for it like we do.

h. **Family Relationships.** Korean society is traditionally centered around the family unit. The family connection is still the basic and most important unit in Korea. Of the five relationships described in Confucius, Ringmaster, father-son, husband-wife, older brother-younger brother and friend to friend, three deal with family relationships. The father is traditionally the respected and unquestioned head of the family. He has full responsibility to feed the family, loyalties are first and foremost to the immediate family, then to the blood relatives, and finally to the clan. The senior males’ loyalty is first to his own father and mother, then to his older brothers in the order of their ages, to younger brothers, sons, wife, and finally daughters.

i. **Treating Elders with Respect.** Elders must always be honored. To be called a grandfather or a grandmother is a sign of respect. In the presence of an elder or superior, one should not appear over-relaxed. One should not cross one’s legs while sitting in a chair before a superior or smoke without being invited to do so because it is considered impolite or disrespectful.

j. **Importance of Etiquette.** Koreans tend to be very strict in personal relationships with strangers or associates. To touch another physically is considered an affront to his person unless there is a well-established

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

bound of close relationship. To slap someone on the back can be a serious breach that may offend him. To embarrass someone by making a joke at his expense is highly resented, particularly if done by a foreigner or stranger. To negate one's own presence is a sign of politeness.

k. **Keeping Time.** Most Koreans do not worry about keeping time, nor being on time, beginning on time, or leaving on time. There is little appreciation for an organized or detailed schedule. Don't be offended or surprised if you're given short or no notice invitations or if plans are changed at the last minute without prior consultation. This may seem particularly rude or unorganized to you, but it is very normal and common for a Korean to drop in without notice and invite someone out to lunch or dinner.

### **l. Visiting a Korean Home.**

(1) Upon entering a Korean home, shoes are left by the front door so that all of the dirt from outside is left outside. A typical Korean house has floors that are covered with linoleum or hardwood and are very hard to sit on. Cushions are normally available and you should try to sit cross-legged. It is customary, when you visit a home, to take a small gift with you. On handing the gift, always use both hands with the right hand slightly ahead of the left. Passing with one hand, especially the left hand, is poor manners and offensive.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(2) Foreign guests often make the mistake of asking the hostess to join the group without understanding the Korean custom. In Korea, a hostess does not usually join her husband's guests because she has to prepare and serve the food. In fact, Korean couples do not normally go out as couples. Their hospitality does not involve eating meals together at people's homes the way ours does. You are much more likely to get a man-only dinner at a restaurant.

m. **Visiting a Temple.** When visiting a temple, shoes are removed to go inside. When you want to put your shoes back on, never sit on the floor of the temple with your back to the Buddha. This is considered a genuine sacrilege.

n. **Korean Names.** Korean names usually have three syllables or parts. The family or surname which is placed first and a name identifying the generation, alternating in each generation to second or third place with the given or personal name. There are only around 300 family names in Korea and the most frequent -- Kim, Park, Yi, Choi, and Oh cover about 70% of the population. Most Korean names originated in China. All families have in their ancestral village, a keeper of the name book. These family name books are updated each year. Foreigners should take care to address Koreans by the family name. Calling one by his given name is a practice used only among intimate friends.

o. **Value of People vs. Property.** The ideals of Korean culture value people much more highly than property.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Theft is not uncommon here, but personal violence is relatively rare by U.S. standards. Usually, even a little girl or boy of 10 left alone at home is enough to “guard” your goods. The child gives evidence that you care about your possessions. But if the home is left alone, even with 40 locks, you obviously don’t care much about your property and theft is “justified.” In the U.S., we think that violence against a thief in our home is acceptable self-defense. In Korea, “such violence is definitely not justified against a thief -- the man is more important than what he tried to steal.” Someone accosting a thief might be charged with assault. So you should shout a lot and make sure he had a chance to get out -- let the police catch him. These rules may apply much less if living on a U.S. military compound but you really need to be aware that what you may consider a minor affray might be considered a serious assault against an individual.

### p. **Table Manners.**

(1) At meal time, a warm moist wash cloth is passed to each guest before the meal to wipe his hands. Put a spoon or chopsticks on the table to indicate that you have finished eating. To lay them on top of a dish or bowl means you are merely resting. A guest may show his appreciation of the dinner by slurping his soup or smacking his lips. When eating, Koreans consider it poor table manners to use hands to pick up food. If at all possible, they use chopsticks or spoons, or even a toothpick to pick up food and place it into their mouths.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(2) It is normally impolite to talk too much while eating. Talking distracts from the important business of eating. It is polite to eat well, but embarrassing to the hostess if you finish everything at the table because it is inferred that not enough food was prepared.

### q. **The Problems with Gifts.**

(1) As you have probably noticed, Koreans are among the most generous people you may ever meet. They are very thoughtful and courteous. They generally like to give gifts either as an expression of gratitude for some special kindness or in recognition of special events such as birthdays or holidays. This is not unlike our customs or taking a small gift to dinner or presenting gifts to family and close friends on birthdays, anniversaries, or Christmas.

(2) There is, however, a sensitive aspect to gift giving and receiving. In Korea, especially in the business community, a gift is rarely given without some purpose in mind. The purpose could be nothing more than to put the recipient in a receptive mood to the requests of the grantor. It may be for the purpose of establishing an obligation. Or, it may be part of some long-term plan of cementing a friendship that may have some future benefit. From the Korean point of view, forgetting to give gifts to those above you or those from whom something is needed is foolish and demonstrates a lack of understanding of “the system.”

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(3) The Korean government has recognized this as a problem for some time and has banned gifts among government officials. The problem, however, cannot be legislated away. A potential pitfall for foreigners still exists. Gifts will still be given. To accept a gift and then refuse to grant a later request would be an affront to the giver. To return a gift likewise would be an affront, although it may be better to return a gift than to be caught in a position of being obligated at some later date.

(4) It is recommended that personnel, who receive gifts from outside sources (other than items obviously intended for presentation such as a greeting card, plaque, etc., or small items of snack such as tea or cake, etc.,) seek the opinion of the servicing Ethics Counselor on the disposition of the gifts.

(5) This may sound as if there is always an ulterior motive behind the giving of gifts. There are occasions on which it is proper to give and receive gifts. A small gift such as candy or flowers is always appropriate if invited to someone's home for a meal. When making a condolence call after a death, it is customary to place money in a white envelope and give it to the family. At weddings, a donation in a white envelope offers character for congratulations and is presented to a clerk at the door of the wedding hall. At the first birthday celebration, again a small amount of cash in a white envelope is presented. While gifts are not usually exchanged outside the family at Chusok, it is not unusual for Koreans, especially in the military, to present an American with a small gift commemorating the autumn harvest.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

(6) A couple of other points should be considered when giving gifts. Cash is never handed to someone. It is considered quite rude and will usually be refused. Cash gifts should always be placed in a white envelope in order not to embarrass the recipient. Gifts are usually opened in private. Rarely are they opened in public since the “smallness” of the gift may embarrass the donor.

(7) As roving ambassadors for the United States, we must be aware of the problems involved with the receipt and giving of gifts. There is the potential for compromise. It is not meant to imply that friendship with Koreans should be avoided for fear that they might ask for a favor, nor are all persons bearing gifts trying to place you in a compromising position. Friendships with our Korean hosts have often proven to be lasting. There are, however, Koreans (just as there are Americans, Germans, etc.) that have a special knack and purpose for cultivating personal relationships that may later prove to be embarrassing. The problem of how to have close friends without jeopardizing personal integrity does exist. Beware!

(8) Despite all of this, Koreans are really much like Americans. They have the requisite number of arms, legs, eyes, and ears; they laugh at the same kind of jokes that Americans do; they drink the same beer with the same enjoyment, enjoy the same scenery, curse the smog, and worry about the inflation. They do think somewhat differently, and not all of the differences by any means have been mentioned here, just the most notable ones. Most of the Koreans that you will meet here have had

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

much more experience in dealing with Americans and are aware of the “strange” culture that makes Americans act in certain peculiar ways. With both sides trying in good will to understand and help each other, the conflicts and frustrations can be minimized. Korea with the positive “can do” attitude will be the most professionally and personally rewarding tour of your career to date.

67. **SPEAKING IN KOREAN.** The following are some common translations:

ENGLISH	HANGUL
How are you?	Annyong ha se yo?
What is this?	Igosun muoshimuigga?
It is a watch.	Shigye innida.
What is your name?	Irum I muoshimnigga?
It is Mark.	Maku innida.
Nice to meet you.	mannaso bangapsumnida.
Bye. (by host)	Annyonghi gaseyo.
Bye. (by guest)	Annyonghi gyeseyo.
Thank you.	Gamsahamnida.
That’s all right.	Gwenchanayo.
I’m sorry.	Mianhamnida.
Excuse me.	Shillehamnida.
How much is this?	Igo olmaimnigga?
It’s five thousand won.	O chon won innida.
Do you have glasses?	Angyong issumnigga?
Show me another one.	Darungot chom boyojuseyo.
It’s expensive.	Bisayo.
I’d like to buy pants.	Baji sago shipundeyo.
Do you have a cheaper	Do san got issumnigga?

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

one?	
Please make it cheaper.	Chom sagehe juseyo.
I'll take this one.	Ige jo a yo.
Too big.	Nomu koyo.
Small.	Jagayo.
Please wrap (it for me).	Chom sa juseyo
Call a taxi for me, please.	Taxi chom bulo juseyo
Stop here.	Yogi sewo juseyo
Take me to the back gate.	Palgun humunuro ga juseyo
Where am I?	Yogiga odimnigga?
How long does it take?	Olmana golimnigga?
How much will it cost?	Olmana na omnigga?
A good Korean Restaurant	joun hanguk shikdang
8 <sup>th</sup> Army	mi palgun
Give me a ticket to Seoul.	Seoul hanjang juseyo
Go straight.	Ddokbaro gaseyo
Go to the right.	Orun jjoguro gaseyo
Go the left.	Wen joguro gaseyo
Go backward.	Dwiro gaseyo
Which way do I go?	Onu jjoguro gamnigga?
a motel	Yogwan
a hotel	Hotel
Hot water	onus
Meal	Shiksa
Do you have vacancies?	Bang issumnigga?
It's very delicious.	Aju mashisoyo
I'd like to make a reservation.	Yeyak hago shipundeyo
How much is the room rate?	sukbangyoga ulmaimnigga?
It's too hot.	Nomu mewoyo
Please give me some cold	Nengsu jom juseyo

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

water.	
Give me a bottle of beer.	Mekju han byong juseyo
Give me a bill.	Gyesanso juseyo
What time is it?	Myotshi imnigga?
So pretty.	Cham yeppoyo
Can you speak English?	Yong o haijul amnigga?
Yes	Ye (Ne)
No	Anio
Good	jo a yo
Bad	Na bba yo
Come here.	Iri oseyo
Go there.	Jori gaseyo
Would you help me?	Jom dow a jushileyo?
Call me a cop.	Gyongchal jom bulo juseyo
Hello	Yoboseyo
Who's speaking?	Nugushimnigga?
Please wait a minute.	Jamgganman gidar iseyo
You dialed the wrong number.	Jalmot gorossumnida
Can I use the phone?	Jomhwa jom sulsu issoyo?
Please call this number for me.	Iriro jonhwa juseyo
What's the phone number?	Jonhwa bonhoga muoshimnigga?
Where is a public phone?	Gongjung jonhwa odi issumnigga?
I am an American.	Nanun miguk saram imnida
We are Soldiers.	Urinum gunin imnida
Enjoy your food.	Mashitge duseyo
I like you.	Nanun dangshinul jo a hamnida

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

That is my house.	Jogosun ne jib imnida
Please speak slowly.	Chonchonhi mal he juseyo
How old are you?	Dangshinun myossal imnigga

<b>NUMBERS</b>		
	<b>Used in Counting</b>	<b>Used in Quantity</b>
1	il	hana
2	yi	dul
3	sam	set
4	sa	net
5	o	dasot
6	yuk	yosot
7	chil	ilgop
8	pal	yodol
9	gu	ahop
10	ship	yol
100	bek	
1,000	chon	
10,000	man	

<b>SEASONS</b>	
Spring	bom
Summer	yorum
Fall	gaul
Winter	gyoul

<b>MONTHS</b>	
January	irwol
February	i wol

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

March	sam wol
April	sa wol
May	o wol
June	yu wol
July	chilwol
August	palwol
September	gu wol
October	shi wol
November	shibirwol
December	shibi wol

### DAYS OF THE WEEK

Monday	woryoil
Tuesday	hwayoil
Wednesday	suyoil
Thursday	mogyoil
Friday	gumyoil
Saturday	toyoil
Sunday	iryoil

**\*\*Note:** Korea does not have the following sounds: fork, zoo, voice, television.

A consonant alone is thought to have no sound at all. A consonant needs to be attached to a vowel in order to have a sound; therefore, Koreans tend to say pianisutu for pianist. \*\*

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## APPENDIX A

### NEED HELP? TELEPHONE NUMBERS AND PROCEDURES

1. If you become lost while sight-seeing in Korea, the numbers listed below will enable you to reach your (or the nearest) military base for help. If you are out of the area where your base is located, don't forget to dial the area code in parentheses.

Seoul (Yongsan)	(02) 7914-4258/6695
Tongduchon (CP Casey)	(031) 869-4417/4418
Uijongbu (Cp Red Cloud)	(031) 870-6027/6693
Pyongtaek (Cp Humphreys)	(031) 690-6600/6601
Osan (Osan AB)	(031) 661-5515/
Waegwan (Cp Carroll)	(054) 970-8509/8511
Daegu (Cp Henry/Walker)	(053) 764-4088
Pusan (Cp Hialeah)	(051) 801-7325
Kunsan (Kunsan AB)	(0654) 470- 4944/4955

2. For road condition information or if you have an accident or breakdown with an official vehicle anywhere in Korea, call Seoul's USFK Joint Police Information Center by dialing commercial number (02) 7918-8070. For

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

current information on areas of possible incidents to avoid, call 115 or the local Military Police (MP)/ Security Police (SP) office – at Yongsan, call the operator at 7913-1110.

3. **KOREAN CARD PHONES.** Most Korean pay phones require a telephone card. These card phones are available for local and out of country long distance direct calls. Telephone cards can be procured through telephone card outlets, post offices, or telephone offices. AT&T cards are not valid for these phones.

4. **LONG DISTANCE CALLS.** ICN Telecom sells fairly affordable phone cards in front of most post exchanges. Beyond using Korean commercial telephones or companies for long distance calls, other services with long-distance options are AT&T, MCI, and Sprint. Rates and billing methods vary. This information is provided as a service and in no way implies U.S. Army endorsement of any long distance telephone companies.

5. **COLLECT CALLS.** Do not accept collect calls on a government phone. Do not charge personal calls to government phones. If it is necessary to use a government phone for a long distance call, you must bill the call on a phone card.

6. **MILITARY AFFILIATED RADIO STATION (MARS).** For a short inexpensive call, contact the MARS at the nearest military installation. MARS-gram forms are available at major facilities.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

7. **COMMERCIAL CALLS.** If you use a Korean commercial line, you must dial 0077 to reach the overseas operator and dial 0011 or 0021 + area code and number to call direct. The local operator will answer in Korean, but many of them speak and understand English if you speak clearly and slowly. When calling a DSN number using a commercial phone (terrestrial, cellular or pay phones) dial 0505, then the DSN number.

8. **COMMERCIAL PHONES.** When calling on a Korean commercial line, you can call collect, use your credit card, use a telephone card (sold at booths for 5,000 or 10,000 Won), or pay for a call upon completion.

9. **MILITARY PHONES.** You can also reach the Korean overseas operator by dialing 2910 on a military “class A” line. However, you should be prepared to let the phone ring a while if you’re calling during peak evening hours.

10. For more information regarding specific Eighth United States Army units and staff elements, phone numbers, policy letters, and publications, the Eighth United States Army intranet, <https://www-eusa.korea.army.mil>, will be very useful.

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

This page left intentionally blank

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## APPENDIX B

### THE U.S.-ROK SOFA

1. **SOFA DEFINED.** The U.S. has a SOFA or similar agreement with countries around the world where U.S. Armed Forces are stationed. The U.S.-ROK SOFA is an international agreement designed to serve the mutual interests of the U.S. and the ROK and to protect the basic rights of U.S. citizens who are subject to its provisions. The U.S.-ROK SOFA recognizes U.S. sovereign immunities and balances the U.S. citizen's individual rights with obligations to the host government and to local laws. International agreements like the U.S.-ROK SOFA are based on the principle of mutual respect.

2. **SOFA STATUS.** Personnel of the U.S. Armed Forces on active duty in Korea and their dependents are covered by the U.S.-ROK SOFA. U.S. civilians employed by, serving with, or accompanying U.S. Armed Forces and their dependents are also covered by the U.S.-ROK SOFA. Persons in Korea to perform contracts or render services exclusively for the U.S. Armed Forces are designated invited contractors or technical representatives. These invited contractors and their dependents are afforded SOFA protections. Those who are not covered by the U.S.-ROK SOFA include members of the military and civilian components of the U.S. Armed Forces and their dependents who are attached or assigned to the American Embassy or the Joint United States Military Affairs Group, Korea (JUSMAG-K).

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

3. **ENTRY & EXIT.** U.S. active duty military personnel are required to present their PCS/TDY orders and military identification card for entry into and exit from Korea. Members of the U.S. Armed Forces will display their identity cards upon request but will not be required to surrender them to authorities of the Republic of Korea. SOFA status civilians (e.g., members of the civilian component, invited contractors, technical representatives, dependents) are required to have a valid U.S. passport and Korean visa. Before arriving in Korea, SOFA status personnel, besides active duty military, will ordinarily have visa category A-3 stamped in their U.S. passport by officials of a Korean embassy or consulate. All SOFA status personnel entering Korea with a U.S. passport (i.e., everyone except active duty military) are required to present their passport(s) and other pertinent documents to the Korean authorities so that their status may be verified - a "Verified Under SOFA ROK-USA" stamp will be affixed in their passport(s) by Korean immigrations authorities next to the A-3 visa stamp. SOFA status personnel entering Korea with a Korean visa other than A-3 or no visa must apply for a change of status (i.e., to A-3) at a Korean Immigration Service office within 60 days from the date of entry. Personnel who previously entered Korea in a visa status other than A-3 and subsequently changed their status to SOFA (due to marriage, employment, etc.) must apply for a change of visa status (i.e., to A-3) at a Korea Immigration Service office within 60 days from the date their status changed. Birth of a child in Korea to SOFA status personnel obligates the parents to obtain a U.S. passport and A-3 visa for the newborn within 60 days

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

from the child's birth date. For more information, call your nearest Army Community Service (ACS) Center.

4. **SOFA CARD.** All USFK personnel will have a Hqs, U.S. Forces, Korea, SOFA Card (USFK FL 1EK) and their military identification card (DD Form 2, DD Form 1173, or DA Form 1602) in their possession at all times. The SOFA Card is designed to assist USFK personnel in the event they become involved with Korean law enforcement officials. ROK authorities have agreed, in cases of apprehension, to promptly notify the USFK authorities in order for the apprehended person to communicate with a representative of the U.S. Government. Information contained on the SOFA Card includes instructions to USFK personnel, a request for assistance in Korean as well as English, a statement of SOFA status in Korean, and a list of emergency telephone numbers.

5. **DUTY FREE PRIVILEGES.** USFK personnel are permitted to import, during a period of six months from the date of first arrival in Korea, free from Korean customs duties, reasonable quantities of personal effects, household goods, and furniture for private use. Certain items can be imported duty free any time during one's tour: POVs, vehicle spare parts (regardless of shipping mode), and reasonable quantities of personal effects and household goods may be received through the U.S. military mail system. Non-appropriated fund (NAF) organizations like exchanges, messes, clubs, theaters, newspapers, and commissaries are authorized to import materials, supplies, and equipment free of customs duties. USFK personnel may purchase NAF and commissary

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

goods provided they comply with the provisions of USFK Reg 210-60 which prohibit their transfer to persons not authorized duty free privileges.

6. **DRIVER'S LICENSE.** Under the SOFA, the Korean government accepts as valid a driving permit or license issued by the U.S. Government, the fifty states, or U.S. territories. All USFK personnel who operate POVs, and their dependents, must obtain a USFK Motor Vehicle Operator's Permit (USFK Form 134EK) through USFK driver testing facilities. Applicants must complete two written tests in English: one on Korean traffic control devices and another on Korean laws and regulations (see USFK Reg 190-1).

7. **SOFA STATUS AND KOREAN LAW.** SOFA status personnel must abide by Korean laws except where the SOFA explicitly supersedes or abridges Korean laws. Examples are the waiver of passport and visa requirements for active duty military personnel and exemptions from Korean taxes on wages and salaries paid to SOFA status personnel by the U.S. Government. SOFA Article VII established the principle that SOFA status personnel are obliged to respect the laws of the ROK and to abstain from any activity inconsistent with the spirit of the agreement, and, in particular, from any political activity in the ROK.

a. **SOFA Status Personnel and Legal Jurisdiction.** Korea has exclusive or primary jurisdiction over almost all offenses committed in Korea by U.S. service members.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

The U.S. has exclusive jurisdiction only when no crime has been committed under Korean law. The U.S. has primary jurisdiction only in those limited instances when the alleged offense is solely against the property or security of the U.S., is solely against the person or property or security of the U.S., is solely against the person or property of another person covered by the SOFA, or arises out of any act or omission done in the performance of official duty. Unless an alleged offense falls within one of these exceptions, Korea has exclusive or primary jurisdiction even where the offense occurs on a military installation. The Korean prosecutor is made aware of all alleged offenses investigated by U.S. authorities because the Provost Marshal is required to report all such incidents. If Korea elects not to exercise jurisdiction, the U.S. military may exercise jurisdiction. If Korea exercises jurisdiction over an offense, the U.S. may not try the Soldier for the same offense within the ROK. The Soldier may be prosecuted by both Korea and the U.S. for different offenses arising out of the same incident. Korea is most likely to exercise jurisdiction over serious violent crimes (murder, rape, robbery, etc.), serious black-marketing offenses, hit-and-run driving, and attempts to commit such offenses.

b. **Apprehension and Custody.** Service members should not resist apprehension by Korean law enforcement officials, and they should present their military identification card and SOFA card upon being apprehended. U.S. constitutional law and Article 31, UCMJ, do not apply to the interrogation of service members by Korean officials. Specifically, although a

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

suspect has a right to have an attorney present during questioning, the Korean government need not provide an attorney for the suspect during questioning nor must a suspect be advised of his 5th Amendment or Article 31, UCMJ rights. During questioning, service members are entitled to the presence of a U.S. representative appointed by USFK. Service members have an absolute right to refuse to make a statement and they should be highly discouraged against signing any purported statement unless it has been translated into English.

c. **Pretrial custody and Confinement.** Even if Korea exercises jurisdiction, the service member will remain in the custody of the U.S. pending trial in a Korean court and through all appeals. The recent revision of the SOFA allows two exceptions to this pretrial custody rule. First, the Korean government may request the transfer of custody upon indictment for certain serious offenses. Such offenses include murder, rape, kidnapping for ransom, drug trafficking, arson, robbery with a dangerous instrument, manslaughter, DUI, or hit and run resulting in death. Second, in a heinous crime of murder or egregious rape case, the Korean government may maintain custody upon arrest. The service member will be placed in an international hold status. He/She will be issued a new over stamped ID card and will not be permitted to leave Korea even if his/her unit redeploys. If the service member's ETS date is reached, he/she will be allowed to choose between extending enlistment or allowing the Koreans to take over his/her custody. If the U.S. decides to impose pretrial confinement, the service member will be confined at a U.S. confinement facility.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

d. **Trial.** As with other aspects of criminal procedure in the Korean criminal justice system, U.S. constitutional rights do not apply to Korean criminal trials. A U.S. service member in a Korean court has the right to a prompt and speedy trial, to be informed in advance of trial of the charges, to confront adverse witnesses, to compel the presence of favorable witnesses, and to choose their own counsel. All of these rights, however, are interpreted in light of Korean law and practice. A service member is not entitled to representation by a Judge Advocate General (JAG) Corps attorney. The U.S. government will pay for the services of an English-speaking Korean attorney. The court will appoint an interpreter. A U.S. official will act as a trial observer to ensure that the service member receives all the procedural safeguards to which he/she is entitled. The DoD and the Department of State will be notified when it appears that the service member's SOFA rights are not being granted.

e. **Post-trial.** Post-trial confinement will be served in a Korean confinement facility in Chonan, Korea, which meets certain agreed minimum standards of space, heat, health, etc. If confined, the service member will be visited monthly by a U.S. representative.

### f. **Special Issues.**

(1) **Blackmarketing.** U.S. regulations and Korean customs laws prohibit U.S. personnel from transferring duty free goods to persons not entitled to duty free privileges except under limited circumstances. Duty free

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

goods are those imported into Korea by a SOFA person, brought in through the APO, or obtained at post exchanges, commissaries, shoppettes, and Class VI stores. Transferring includes selling, bartering, pawning, loaning, and giving a gift; however, gifts of duty free goods are permitted, if the gift is under \$50.00 and is not alcohol or tobacco, was not purchased from a commissary, and is not a subsistence item. Service members may also be required to show continued possession or lawful disposition of high-value duty free purchases. If there is a question about a proposed transfer, prior approval from the command should be obtained.

(2) Drunk driving. Korean law concerning driving under the influence of alcohol is much stricter than U.S. law. A blood alcohol percentage of .05% is a violation of Korean law. This is much stricter than the usual standard of .08% in most U.S. jurisdictions.

(3) Traffic accidents. Traffic in Korea is different than in the U.S. It is not uncommon for children to play in the streets, people to cross the street outside a crosswalk without looking, and drivers to do the unexpected. Under Korean law, drivers are responsible for the safety of pedestrians and other drivers. If a driver is involved in an accident, it will almost always be considered his/her "fault" and will be treated as a criminal offense. In case of an accident not involving a fatality where the damage or injury is paid, the Korean government will usually not press charges unless alcohol, fleeing the scene, gross negligence (extreme carelessness or recklessness), or another major traffic offense is involved. The command

## **UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK**

can assist the service member in making a settlement, and no action should be taken which could aggravate the Koreans. If an accident occurs, the driver should stop immediately and not attempt to flee the scene. If the Koreans believe a driver has attempted to flee the scene, they are more likely to begin criminal proceedings. Anyone who is injured or may be injured should be transported to a hospital. The MPs should be notified immediately, so that they can conduct their own investigation. If the driver cannot gain access to a telephone, the Korean police should be asked to call the MPs.

(4) Assaults. In Korea, verbal altercations (shouting matches) are not unusual, but shoving is not tolerated. Service members should not be provoked into pushing a Korean. Under Korean law, this is an assault.

This page left intentionally blank

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

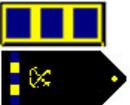
## APPENDIX C

### FOREIGN/U.S. SERVICE RANK INSIGNIA

The following charts depict the rank insignia for the Republic of Korea, U.S. Army, Navy, Marines, and Air Force. You will encounter personnel from all branches of service during your tour here in Korea. You should review these charts and become familiar with them.

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## OFFICER RANK INSIGNIA

	ROK ARMED FORCES	US ARMY	US NAVY/COAST GUARD	US MARINE	US AIR FORCE
<b>W1</b>	<b>Jun-wi Warrant Officer</b>  <b>(Gold)</b> 	<b>Warrant Officer 1 WO1</b> 	<b>Warrant Officer 1 W-1</b> 	<b>Warrant Officer 1 WO</b> 	<b>NO WARRANT</b>
<b>W2</b>	<b>NO WARRANT</b>	<b>Chief Warrant Officer 2 CW2</b> 	<b>Chief Warrant Officer 2 CWO2</b>  <hr/> <b>Coast Guard</b> 	<b>Chief Warrant Officer 2 CWO2</b> 	<b>NO WARRANT</b>
<b>W3</b>	<b>NO WARRANT</b>	<b>Chief Warrant Officer 3 CW3</b> 	<b>Chief Warrant Officer 3 CWO3</b>  <hr/> <b>Coast Guard</b> 	<b>Chief Warrant Officer 3 CWO3</b> 	<b>NO WARRANT</b>
<b>W4</b>	<b>NO WARRANT</b>	<b>Chief Warrant Officer 4 CW4</b> 	<b>Chief Warrant Officer 4 CWO4</b>  <hr/> <b>Coast Guard</b> 	<b>Chief Warrant Officer 4 CWO4</b> 	<b>NO WARRANT</b>

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## OFFICER RANK INSIGNIA (CONT.)

	ROK ARMED FORCES	US ARMY	US NAVY/COAST GUARD	US MARINE	US AIR FORCE
W5	NO WARRANT	Master Chief Warrant Officer CW5 	CHIEF WARRANT OFFICER CWO5 	Chief Warrant Officer 5 CWO5 	NO WARRANT
O1	So-wi 2nd Lieutenant (Silver) 	Second Lieutenant 2LT (Gold) 	Ensign ENS (Gold) 	Second Lieutenant 2nd Lt. (Gold) 	Second Lieutenant 2nd Lt. (Gold) 
O2	Jung-wi 1st Lieutenant 	First Lieutenant 1LT (Silver) 	Lieutenant Junior Grade LTJG (Silver) 	First Lieutenant 1st Lt. (Silver) 	First Lieutenant 1st Lt. (Silver) 

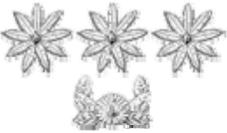
# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## OFFICER RANK INSIGNIA (CONT.)

	ROK ARMED FORCES	US ARMY	US NAVY/COAST GUARD	US MARINE	US AIR FORCE
O3	<p>Dae-wi Captain</p> 	<p>Captain CPT</p> 	<p>Lieutenant LT</p> 	<p>Captain Capt.</p> 	<p>Captain Capt.</p> 
O4	<p>So-ryeong Major</p> 	<p>Major MAJ (Gold)</p> 	<p>Lieutenant Commander LCDR  (Gold)</p> 	<p>Major Maj. (Gold)</p> 	<p>Major Maj. (Gold)</p> 
O5	<p>Jung-ryeong Lieutenant Colonel</p> 	<p>Lieutenant Colonel LTC (Silver)</p> 	<p>Commander CDR (Silver)</p> 	<p>Lieutenant Colonel Lt. Col. (Silver)</p> 	<p>Lieutenant Colonel Lt. Col. (Silver)</p> 

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## OFFICER RANK INSIGNIA (CONT.)

	ROK ARMED FORCES	US ARMY	US NAVY/COAST GUARD	US MARINE	US AIR FORCE
<b>O6</b>	<p>Dae-ryeong Colonel</p> 	<p>Colonel COL</p> 	<p>Captain CAPT</p> 	<p>Colonel Col.</p> 	<p>Colonel Col.</p> 
<b>O7</b>	<p>Jun-jang Brigadier General</p> 	<p>Brigadier General BG</p> 	<p>Rear Admiral Lower Half RADM (LH)</p> 	<p>Brigadier General Brig. Gen.</p> 	<p>Brigadier General Brig. Gen.</p> 
<b>O8</b>	<p>So-jang Major General</p> 	<p>Major General MG</p> 	<p>Rear Admiral Upper Half RADM (UH)</p> 	<p>Major General Maj. Gen.</p> 	<p>Major General Maj. Gen.</p> 

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## OFFICER RANK INSIGNIA (CONT.)

	ROK ARMED FORCES	US ARMY	US NAVY/COAST GUARD	US MARINE	US AIR FORCE
O9	<p>Jung-jang Lieutenant General</p> 	<p>Lieutenant General LTG</p> 	<p>Vice Admiral VADM</p> 	<p>Lieutenant General Lt. Gen.</p> 	<p>Lieutenant General Lt. Gen.</p> 
O10	<p>Dae-jang General</p> 	<p>General GEN Army Chief of Staff</p> 	<p>Admiral ADM Chief of Naval Operations and Commandant of the Coast Guard</p> 	<p>General Gen. Commandant of the Marine Corps</p> 	<p>General Gen. Air Force Chief of Staff</p> 
	<p>Won-su General of the Army</p> 	<p>General of the Army (Reserved for wartime only)</p> 	<p>Fleet Admiral (Reserved for wartime only)</p> 		<p>General of the Air Force (Reserved for wartime only)</p> 

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## NONCOMMISSIONED OFFICER RANK INSIGNIA

	ROK ARMED FORCES	US ARMY	US NAVY/COAST GUARD	US MARINE	US AIR FORCE	
E1		Private (PVT)	Seaman Recruit (SR)	Private	Airman Basic	
E2	I-byeong Private 2nd Class 	Private E-2 (PV2) 	Seaman Apprentice (SA) 	Private First Class (PFC) 	Airman (Amn) 	
	II-byeong Private 1st Class 	Private First Class (PFC) 	Seaman (SN) 	Lance Corporal (LCpl) 	Airman First Class (A1C) 	
E4	Sang-byeong Corporal 	Corporal (CPL) 	Specialist (SPC) 	Petty Officer Third Class (PO3) 	Corporal (Cpl) 	Senior Airman (SrA) 
	Byeong-jang Sergeant 	Sergeant (SGT) 	Petty Officer Second Class (PO2) 	Sergeant (Sgt) 	Staff Sergeant (SSgt) 	
E6	Ha-sa Staff Sergeant 	Staff Sergeant (SSG) 	Petty Officer First Class (PO1) 	Staff Sergeant (SSgt) 	Technical Sergeant (TSgt) 	
	Jung-sa Sergeant 1st Class 	Sergeant First Class (SFC) 	Chief Petty Officer (CPO) 	Gunnery Sergeant (GySgt) 	Master Sergeant (MSgt) 	First Sergeant 

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## NONCOMMISSIONED OFFICER RANK INSIGNIA (CONT.)

	ROK ARMED FORCES	US ARMY		US NAVY/COAST GUARD	US MARINE		US AIR FORCE		
E8	Sang-sa Master Sergeant 	Master Sergeant (MSG) 	First Sergeant (1SG) 	Senior Chief Petty Officer (SCPO) 	Master Sergeant (MSgt) 	First Sergeant 	Senior Master Sergeant (SMSgt) 	First Sergeant 	
	Won-sa Command Sergeant Major 	Sergeant Major (SGM) 	Command Sergeant Major (CSM) 	Master Chief Petty Officer (MCPO) 	Fleet/Command Master Chief Petty Officer 	Sergeant Major (SgtMaj) 	Master Gunnery Sergeant (MGySgt) 	Chief Master Sergeant (CMSgt) 	First Sergeant 
		Sergeant Major of the Army (SMA) 	Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG) 	Sergeant Major of the Marine Corps (SgtMajMC) 	Chief Master Sergeant of the Air Force (CMSAF) 				

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## APPENDIX D

### MINEFIELD/EXPLOSIVE AWARENESS

1. Live minefields are a reality in the ROK. U.S. Soldiers have been accidentally injured by those mines. Minefields remaining from the Korean War and minefields emplaced since then may be unmarked. Heavy rains shift mines downhill or downstream from marked minefields.

Minefield procedures:

a. **Avoid areas marked as minefields!** Avoid missile, communications, and radar sites, which are often protected by minefields. Avoid unfamiliar areas -- especially north of Seoul. Know the appearance of minefield markers.

b. **Be alert!** Old minefields may not be well marked or easy to identify. Marking fences and signs may be rusted, broken down, or overgrown with vegetation making identification difficult even in daylight. Be suspicious if you observe or encounter old wire and defensive positions. Avoid them by backtracking and using another route.

c. If you encounter minefield-warning signs, **FREEZE!** Determine if you are in front of or to the rear of the sign. If you are to the rear of the sign, **YOU ARE IN A MINEFIELD! DO NOT PANIC.** Stay in place and call for help. If you are not heard, assess your situation. If **CONFIDENT, carefully retrace your steps to exit the minefield.** If you are unable to retrace your steps, stand in place -- your best option is to wait for help. However, if

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

no other alternative develops, you must very carefully probe your way back out of the minefield.

d. **Minefield Casualty Rescue.** Evaluate the situation carefully! Do not become a casualty yourself by rushing to an injured person's aid. Take the following steps:

(1) Look in the vicinity for military personnel that may own the minefield -- seek their assistance.

(2) Call for MEDEVAC (FM primary frequency: 43.20, "Dust-off North," alternate frequency: 33.55 "Casey 3-Niner" or DSN 730-3822 -- commercial 031-869-3822).

(3) Call local authorities and EOD (DSN 723-2232 -- commercial 0505-7913-2232).

e. **Minefield Reporting.** If you see an unknown or potentially unknown minefield, report its location through your chain of command to EOD and other appropriate military and civilian authorities. Unexploded ordnance (UXO) is a real, life-threatening hazard in Korea. UXOs are concentrated near fire and maneuver impact areas, especially north of Seoul, but may be found throughout the peninsula. If you find UXO, **DO NOT DISTURB IT!** Report its location through your chain of command to EOD and other appropriate military and civilian authorities **IAW SMCT 2-4**. Request as much information be provided in the following nine line format:

(1) Date time group item was discovered

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

- (2) Reporting unit and incident location
- (3) Contact method and POC
- (4) Quantity and type of munition
- (5) NBC Contamination (if present)
- (6) Resources threatened
- (7) Impact on mission
- (8) Protective measures taken (e.g., sand bags, evacuation)
- (9) Recommended priority (EOD USE ONLY)

\*Lines 1, 2, 3, 4 and 6 are mandatory in peacetime

2. The 718<sup>th</sup> Ordnance Company (EOD) is located in Yongsan Garrison. Their 24-hour emergency response number is DSN 723-2232 -- commercial 0505-7913-2232. An EOD team will be dispatched from their location within 30 minutes during duty hours and within one hour after duty hours.

3. The 718<sup>th</sup> EOD is available to give mine and UXO awareness classes, but they must be scheduled at least 30 days in advance.

4. Follow mine (minefield)/explosive ordnance awareness procedures. **YOUR LIFE AND LIMBS DEPEND ON IT!**

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

This page left intentionally blank

# UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

## APPENDIX E

### COMMANDER'S SEXUAL ASSAULT VICTIM ASSISTANCE CHECKLIST

1.  Notify the Area SARC within 2 hours.
2.  Encourage the victim to report the incident and get a medical examination immediately (even if the incident occurred prior to the past 72 hours).
3.  Make appropriate administrative and logistical coordination for movement of victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis). *[In Theater]*
4.  Notify the Criminal Investigation Command and Provost Marshal (per AR 195-1, paragraph 6). **Ensure a Sexual Assault Victim Advocate has been assigned to the victim.**
5.  Notify the Chaplain if the victim desires pastoral counseling or assistance.
6.  Report the sexual assault incident, within 24 hours of notification, through the chain of command to the following, if entities have not already been notified:
  - Criminal Investigation Command
  - Installation Provost Marshal

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

Commanders in the chain of command (as appropriate)

7.  Ensure the CID notifies victims and witnesses of their rights through a completed Victims and Witnesses of Crime form, DD Form 2701. (Reference AR 27-10 and AR 600-20, Appendix G).

8.  Confer with commander's legal representative to consider legal options and responsibilities. If the subject is a Foreign National or from a Coalition Force, confer with SJA on responsibilities, options and victims rights. [*In Theater*]

9.  Ensure the victim is made aware of, and encouraged to exercise, his or her options during each phase of the medical, investigative, and legal processes.

10.  Determine the best courses of action for separating the victim and the subject during the investigation.

Determine whether the victim desires to be transferred to another unit.

Determine if the suspect needs/desires to be transferred to another unit.

A Military Protection Order (MPO) (DD Form 2873), referred to as "no contact orders" may be considered.

Coordinate with sexual assault resources and chain of command (involve as few people as possible and only on a need to know basis, protecting the victim's privacy) to determine if the victim's condition warrants redeployment/reassignment.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

11.  Confer with servicing SJA office to consider pretrial options and responsibilities to include the possibility of pretrial restraint (including a no contact/military protective order) and appropriate disposition of the alleged offense.

12.  Flag (suspend favorable personnel actions) any Soldier listed as a subject in a CID report of investigation IAW AR 600-8-2, and suspend the Soldier's security clearance IAW AR 380-67.

13.  Inform the victim of the resources in theater that are available to them through the Victim and Witness Assistance Program (VWAP) (AR 27-10). This includes assigning a Sexual Assault Victim Advocate to the victim. Also, inform the victim of resources that are accessible from the Area of Operation, (i.e. Military One Source (International: 1-800-464-8107 or International collect: 484-530-5889, 24-hour-a-day, 7-day-a-week); DoD Deployment Health Support Hotline (1-800-497-6267 from 0900-2100 hours, Monday through Friday).

14.  Update the status of the victim and subject(s) within 14 calendar days and on a monthly basis thereafter, to the battalion or higher-level commander until the case is officially closed. If the victim or subject is transferred or redeployed prior to the case closing, coordinate with investigative and SJA personnel before ceasing monthly updates on parties involved.

15.  Initiate follow-up with the victim within 45 days after disposition of the case.

## UNITED STATES ARMY IN KOREA STANDARDS HANDBOOK

16.  Ensure unit personnel are abreast of risk factors associated with sexual assault, especially those risk factors unique to the deployed environment.

APPENDIX F

SEXUAL ASSAULT TIP CARD

**SEXUAL ASSAULT POLICY**

- Sexual Assault is a Criminal Offense that has no place in the Military.
- Sexual Assault is Incompatible with Military / Army Values & Warrior Ethos and is punishable under the UCMJ and other federal and local civilian laws.
- Sexual Assault degrades Mission Readiness and Unit Cohesion; Destabilizes trust within the Unit and Organization and Impacts Combat Effectiveness
- Mandatory Reporters (Any Service Member with the exception of a SARC; VA; HCP or Chaplain) who is aware of a Sexual Assault must immediately report the Incident to the Chain of Command and Law Enforcement.

**Sexual Assault  
Fact Card  
For  
Leaders  
&  
Soldiers**

**“ARE YOU AWARE ?”**

**AS OF 1 FEB 07**

**SEXUAL ASSAULT POLICY**

- Sexual Assault is a Criminal Offense that has no place in the Military.
- Sexual Assault is Incompatible with Military / Army Values & Warrior Ethos and is punishable under the UCMJ and other federal and local civilian laws.
- Sexual Assault degrades Mission Readiness and Unit Cohesion; Devastates trust within the Unit and Organization and Impacts Combat Effectiveness
- Mandatory Reporters (Any Service Member with the exception of a SARC; VA; HCP or Chaplain) who is aware of a Sexual Assault must immediately report the Incident to the Chain of Command and Law Enforcement.

**SEXUAL ASSAULT RESOURCES**

- **Area Sexual Assault Response Coordinator (SARC)**  
"Center of Gravity for each AREA SAPR Program; Assigns VAs & UVAs; Provides 24/7 response.
- **Victim Advocate/Unit VA (UVA)**  
REQ: 2 Per BN; Supports the Victim through the process; SME for the Command for Training; Not a Counselor or Social Worker; Does not serve as a UVA for victims within their organization.
- **Deployable SARC (DSARC)**  
REQ: 1 Per BDE size element or higher; SME for CDR; Track & Report UVA Status; Train & Report Training Status to Higher; Serves as SARC when BDE is deployed.

**UNRESTRICTED REPORTING  
OPTION**

- Allows Service member victims of Sexual Assault the same services as restricted reporting, and allows for a full investigation to include the possibility of a criminal prosecution.
- To exercise this option, the victim may report the sexual assault to anyone, to include a SARC, UVA, HCP, Chaplain, Law Enforcement, and the Chain of Command (COC).
- An unrestricted report requires the Area SARC and HCP to notify Law Enforcement and Chain of Command.
- Details of the Incident will be released only to those personnel who have a legitimate need to know.

**SEXUAL ASSAULT  
PREVENTION TIPS**

**ALWAYS**

- Use the Buddy System
  - Avoid alcohol or drink responsibly. Alcohol impairs judgment and decision making
  - Establish and maintain your limits
  - Rely on your instincts and be watchful
- In Your CAR or RESIDENCE**
- Have keys ready and enter quickly
  - Check interior before entering
  - Lock door immediately
  - For cars, park in well lighted areas

### **CDR & LEADER CHECKLIST**

- Determine if the victim desires any emergency care.
- Notify AREA BARC immediately.
- Must notify Law Enforcement and Military Criminal Investigation Organization (MCIO).
- Ensure the physical safety and emotional support of the victim.
- Determine if the alleged assailant is still nearby and if the victim desires protection.
- Strictly limit the facts of and details regarding the incident to only those personnel who have a legitimate need to know.
- Do not ask detailed questions or pressure the victim for responses or information about the incident.

### **CDR & LEADER CHECKLIST**

- Do not initiate an internal investigation, this corrupts witnesses and may possibly destroy or cause evidence to be destroyed.
- Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except those conducted by the applicable military criminal investigative agency.
- Collateral Misconduct: CDRs should defer disciplinary action for any victim misconduct until after disposition of the SA case.
- Attend the Area Sexual Assault Review Boards (SARB) for all open cases within your unit. Sit in on only the cases that are in your Unit.
- Keep the victim informed on the status of their case.

**CDR & LEADER CHECKLIST**

- Do not initiate an Internal Investigation, this corrupts witnesses and may possibly destroy or cause evidence to be destroyed.
- Take action to safeguard the victim from any formal or informal Investigative Interviews or Inquires, except those conducted by the applicable military criminal Investigative agency.
- Collateral Misconduct: CDRA should defer disciplinary action for any victim misconduct until after disposition of the SA case.
- Attend the Area Sexual Assault Review Boards (SARB) for all open cases within your unit. Sit in on only the cases that are in your Unit.
- Keep the Victim Informed on the status of their case.

**SEXUAL ASSAULT  
DOs & DON'Ts**

- DO** Immediately Report the Incident to the SARC and appropriate agencies.
- DO** Listen to the victim, believe him or her.
- DO** Encourage the victim to report the incident ASAP.
- DO** Treat each incident seriously by following proper guidelines; Support the victim and show respect.
- DO** Suggest counseling (Chaplain, Counselors)
- DO** Initiate immediate and appropriate action to ensure a thorough investigation of all incidents of assault.

**SEXUAL ASSAULT  
VICTIM ACTIONS & RIGHTS**

**ACTIONS:**

Go to a Safe Place. Do not destroy evidence by "Cleaning Up." Report it. Get the help you deserve. Know your Rights.

**RIGHTS:**

1990 Crime Control Act – required that rights and services "shall" be provided, thereby, creating a federal crime victims bill of rights.

**SEVEN RIGHTS**

1. Be treated with fairness and respect.
2. Be protected from offender.
3. Receive immediate and effective medical care.
4. Be notified of court proceedings.
5. Be present at all public court proceedings.
6. Confer with legal counsel.
7. Seek to obtain information about the current status of the case.

**SEXUAL ASSAULT RESOURCES**

**REPORT A SEXUAL ASSAULT  
TO AN AREA SARC**

**24 HOUR**

**SEXUAL ASSAULT HOT LINE:**

**DSN**

**158**

**Cell or Commercial**

**0505-764-5700**

**SEXUAL ASSAULT REFERENCES**

- AR 600-20 (CHE); USFK 600-20;
- DOD / DA / USFK / EUSA Sexual Assault Website
- [www.militaryonresource.com](http://www.militaryonresource.com)
- [www.sexualassault.army.mil](http://www.sexualassault.army.mil)
- [www.usfk.mil/old/sa/index.htm](http://www.usfk.mil/old/sa/index.htm)



# SOLDIER'S CREED

I am an American Soldier.  
I am a Warrior and a member of a team.  
I serve the people of the United States  
and live the Army Values.  
I will always place the mission first.  
I will never accept defeat.  
I will never quit.  
I will never leave a fallen comrade.  
I am disciplined, physically and mentally  
tough, trained and proficient in my warrior  
tasks and drills. I always maintain my arms,  
my equipment and myself.  
I am an expert and I am a professional.  
I stand ready to deploy, engage, and destroy  
the enemies of the United States of America  
in close combat.  
I am a guardian of freedom and the  
American way of life.  
I am an American Soldier.

## 카투사 복무신조 The KATUSA Code of Conduct

우리는 주한 미 8 군에서 복무하는  
대한민국 육군의 일원으로서  
국토를 보위하고 자유 민주 질서를 수호하며,  
조국의 통일과 국위 선양을 위해 다음 사항을 실천한다.

하나, 우리는 투철한 군인 정신으로 부여된 임무에  
최선을 다하며, 대한 민국 육군의 표상이 된다.

1. We do our best to accomplish given duties  
with a high spirit of a soldier to become a  
role model of the ROKA soldiers.

둘, 우리는 법규 및 규정을 준수하고 적극적이며  
능동적인 근무자세로 한-미 연합 전투력을 증강한다.

2. We abide by regulations and reinforce the  
combined combat power with positive and  
active working attitude.

셋, 우리는 군사 외교관으로서의 자부심을 가지고  
상호 우호 증진에 적극적으로 기여한다.

3. We take pride in ourselves as a military  
ambassador and affirmatively encourage  
the mutual relations between the  
two armies.

