

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

United States Forces Korea  
Regulation 1-40

22 November 2011

Assignments, Details, and Transfers

UNITED STATES FORCES KOREA (USFK) TRAVEL CLEARANCE GUIDE

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\*This regulation supersedes USFK Regulation 1-40, dated 17 February 2010.

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FOR THE COMMANDING GENERAL:

BRIAN T. BISHOP  
Major General, USAF  
Chief of Staff

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GARRIE BARNES  
Chief, Publications and  
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**Summary.** This regulation establishes policies and procedures for Korea Travel Clearance Guidance.

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

**Supplementation.** Issue of supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, at [pacom.yongsan.usfk.mbx.j11-workflow@mail.mil](mailto:pacom.yongsan.usfk.mbx.j11-workflow@mail.mil).

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

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is USFK J1 (FKJ1-12). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: [pacom.yongsan.usfk.mbx.j11-workflow@mail.mil](mailto:pacom.yongsan.usfk.mbx.j11-workflow@mail.mil).

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

**Distribution.** Electronic Media Only (EMO).

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## **1. Purpose**

To provide travel clearance guidance and procedures to United States Forces Korea (USFK).

## **2. References**

- a. Department of Defense Directive (DoDD) 4500.54E (DoD Foreign Clearance Program)
- b. [USFK Regulation 1-23](#) (Distinguished Visitors)

## **3. Explanation of Acronyms**

Acronyms used in this regulation are explained in the glossary.

## **4. Commander's Intent**

Establish regulatory travel clearance guidance for the entire Korean Theater of Operations.

## **5. Responsibilities**

a. The Assistant Chief of Staff (ACofS), J1 has overall staff responsibility for General/Flag Officer travel clearances for USFK and is responsible for processing Aircraft and Personnel Automated Clearance System (APACS) requests for travel clearance from Distinguished Visitors (DVs) for approval.

b. U.S. Air Forces, Korea; U.S. Naval Forces, Korea; U.S. Marine Corps Forces, Korea; U.S. Special Operations Command, Korea; and 8th Army will designate a responsible individual in the grade of E-7 or above (or equivalent DoD civilian) to serve as their command's primary Travel Clearance Manager as established in the DoD Foreign Clearance Program and applicable service regulations. Alternate or Deputy Assistant Travel Clearance Managers may be appointed as deemed necessary. Additionally, each component command will establish procedures to process travel clearances within their service and accomplish the following:

(1) Maintain copies of the DoD Foreign Clearance Program, USFK Regulation 1-23, USFK Regulation 1-40, and applicable service regulations.

(2) Evaluate travel clearance requests from personnel planning to visit their activities/units to ensure compliance with the requirements of the DoD Foreign Clearance Program, USFK Regulation 1-23, USFK Regulation 1-40, and applicable service regulations.

(3) Ensure that the sponsoring point of contact coordinates local administrative and logistical requirements (such as billeting/hotel reservations and ration control privileges and transportation). Coordination must be made with the local housing office for statements of non-availability before obtaining off-post housing (if applicable). The traveler(s) will be advised prior to arrival of any support requirement that cannot be provided, and of the limited local communications support here on the peninsula. Visiting personnel requiring cellular phones, outside of the Continental U.S. Defense-Switched Network (DSN), Internet connectivity, satellite communications, etc., must state their requirements in the preliminary correspondence messages and provide funding for such services as applicable.

(4) Ensure that coordination is accomplished with the ACofS J1 by the escort/sponsoring activity to ensure that all DV travel clearance requests have been received and are being processed. Coordination must also be accomplished with the USFK Protocol Section for DVs in accordance with (IAW) USFK Regulation 1-23. Additionally, ensure that the USFK Command

Group is provided with a read-ahead packet should the DV request a visit with a member of the command group.

c. Tenant commanders, USFK staff elements and other activities will appoint a Travel Clearance Manager in the grade of E-7, or above (or equivalent DoD civilian).

## **6. Policies**

a. Country clearance is required for all DVs. DV travelers must have approval from the ACofS J1, USFK prior to commencing travel.

b. Military, DoD-sponsored civilian personnel and non-DoD contractors must process travel clearances before commencement of official travel to Korea unless exempt.

c. Blanket travel clearances to the Republic of Korea (ROK) will be strictly controlled. Service Components may approve requests as exceptions to policy after coordination with staff agencies or units to be visited. Requests must be fully justified IAW the DoD Foreign Clearance Program and based on mission requirements, not convenience. Subsequent notifications require no response unless being disapproved due to the inability of the sponsoring or visited organization to provide support.

d. All requests for travel clearance must provide notification via APACS no later than 30 days before departure of the DV. Inability to provide such notification must be explained. If late notification is not adequately explained, travel clearance may be denied. Additionally, request may be disapproved if the visit will disrupt previously scheduled major events. In all cases of disapproval, an alternate date for the visit will be suggested.

e. Salutes, honors and ceremonies (except those prescribed by regulation or protocol) will be dispensed with unless a useful purpose such as promotion of morale will be served.

f. Visits by personnel of non-cryptology organizations to overseas cryptology activities must be coordinated in advance with the Director, National Security Agency, not less than 30 days prior to the visit.

g. Travel itineraries for all DVs will be controlled and protected according to the classification assigned by the visitor's home station. When a DV's home station does not assign a classification, treat the itinerary and separate portions used to coordinate the visit as FOR OFFICIAL USE ONLY information. Classification/protection will be canceled upon completion of travel or as indicated on the original DV's itinerary.

h. Commander, U.S. Pacific Command (CDRUSPACOM) requires notification of DVs traveling in USPACOM. Theater travel clearance requests must list USPACOM Honolulu HI//J1/J5/J1M/001 as an information addressee.

i. CDRUSPACOM reserves the right to overrule or interject comments, as necessary, for a travel clearance within USPACOM.

j. The following personnel are exempt from travel clearance procedures providing all concerned are notified by message of the proposed travel as far in advance as practicable-

(1) CDRUSPACOM personnel and assigned staff.

(2) Conferees invited to attend a previously approved conference.

(3) Personnel responding to in-country invitations and requests by USFK authorities. Included are members of mobile training teams, field training detachments, and mobile training units.

(4) One-for-one replacements for personnel on extended temporary duty to USFK activities who, for various reasons, cannot complete the temporary duty mission and had previously received travel clearance.

(5) Planners, participants and follow-up personnel involved in joint/service exercises.

(6) All aircrew personnel when performing aircrew duties only.

(7) Commanders visiting subordinate units.

(8) Couriers whose duties end and who leave the area within 24 hours after delivery.

(9) Aircraft Accident Investigation Board members and Aircraft Maintenance Recovery Teams that must arrive at accident sites with minimal delay.

(10) Any personnel specifically exempted by CDRUSPACOM.

k. USFK military and civilian personnel must obtain travel clearance for official travel to other overseas areas. Policies and procedures for requesting travel clearance are in the DoD Foreign Clearance Program and applicable service regulations.

l. Civilian personnel (DoD civilians, contractors, etc.) are not required to have a Visa if their length of stay in the ROK is for 90 days or less. However, should their planned length of stay be longer than 90 days, a Visa is required and should be obtained prior to departure from their home-station.

m. When warranted, public affairs offices may announce visits of DVs. Press releases will not contain precise arrival and departure dates or places to be visited. Such announcements will be approved by the DV's coordinating office.

n. The current USFK Force Protection Condition (FPCON) is "Bravo+" for the Republic of Korea. Travelers should contact their Unit Security Manager/Officer prior to traveling to ensure they receive appropriate threat level briefing. Since FPCON status can change rapidly, we recommend monitoring <http://www.usfk.mil/usfk/force-protection>. For additional assistance, the USFK points of contact for Force Protection are the following:

(1) USFK Force Protection Division; DSN 723-3671/3691

(2) USFK Counter-Intelligence Officer; DSN 723-3074

**Glossary  
Acronyms**

APACS	Aircraft and Personnel Automated Clearance System
CDRUSPACOM	Commander, U.S. Pacific Command
DoD	Department of Defense
DSN	Defense-Switched Network
DV	Distinguished Visitor
FPCON	Force Protection Condition
IAW	In Accordance With
ROK	Republic of Korea
USFK	United States Forces Korea
USPACOM	U.S. Pacific Command