

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

United States Forces Korea
Regulation 600-8-10

19 December 2011

Assignments, Details, and Transfers

LEAVES AND PASSES

***This regulation supersedes USFK Regulation 600-8-10, 2 March 2010.**

FOR THE COMMANDING GENERAL:

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Major General, USAF
Chief of staff

OFFICIAL:



GARRIE BARNES
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Summary. This regulation establishes United States Forces Korea (USFK) policies and procedures for USFK Leaves and Passes.

Applicability. This regulation applies to all United States (U.S.) military personnel assigned or attached to USFK, and to their family members.

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

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

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to the governing service regulation.

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

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

Distribution. Electronic Media Only (EMO).

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Glossary

1. Purpose

This regulation establishes USFK policy on how many personnel may be on leave or pass status at any one time. It sets guidelines for the recall of personnel during alerts and covers areas of leave policy applicable to all USFK component services.

2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

3. Explanation of Abbreviations and Terms

Acronyms and terms used in this regulation are explained in the glossary.

4. Commander's Intent

Establish USFK policies, procedures and responsibilities for USFK leaves and passes.

5. Responsibilities

Commanders, leave approval authorities, section chiefs, and others responsible for the administration of leave programs will ensure that the requirements of this regulation as well as applicable service regulations are followed appropriately. Additionally, these authorities will utilize newcomer briefings, Commander's briefings, etc., to ensure all covered personnel understand their responsibilities under this regulation.

6. Policy

a. No more than 10 percent of military personnel assigned or attached for duty with a unit or activity within USFK will be on ordinary leave or pass off-peninsula at any one time. Major subordinate commanders and commanders of units assigned to USFK will determine the level at which this criterion will apply. For HQ USFK, this criterion applies to joint and special staff section levels.

b. Unit Commanders are required to establish personnel recall policy and procedures to meet their operational plan (OPLAN) requirements.

c. Military personnel and family members traveling in the Pacific Command area will have a valid passport, visas (as appropriate), and identification cards. Passport and visa requirements are indicated in Department of Defense (DoD) Directive 4500.54E, DoD Foreign Clearance Program (FCP). In addition, military personnel will have in their possession a valid leave authorization or pass form.

d. All commanders and leave / pass approval authorities will take action to ensure military members meet entry requirements for the country to be visited before the leave or pass authorization is approved and the service member departs.

e. All personnel traveling outside Korea will be told that the time period for duty-free importation of items into Korea extends only for a period of 6 months after the individual first arrives in the Republic of Korea (ROK), except for automobile parts and items brought into Korea through the military mail system. Items other than automobile parts brought into Korea as hand-carried, checked, or unaccompanied baggage by persons no longer entitled to duty-free import privileges may be assessed ROK customs duties. If the customs duties are not paid, the items must be sent out of the ROK by commercial freight (not APO) at the individual's expense, or the items may be confiscated by ROK customs authorities. Shipment to the Continental United States may require payment of U.S. customs duties. Accordingly, travelers who have exceeded the 6-month period at the time of their return to the ROK from leave and who intend to purchase duty-

free goods while on leave may wish to mail the items to Korea through the military mail system, if the items are reasonable in quantity and are for the personal use of the Status of Forces Agreement member while in Korea.

Appendix A References

Section I. Required Publications

[DoD 1000.21-R](#) (DoD Passport and Passport Agent Services Regulation)

[DoDD 4500.54E](#) (DoD Foreign Clearance Program (FCP))

Section II. Related Publications

[AFI 36-3003](#) (Military Leave Program)

[AFJI 48-110](#) (Immunizations and Chemoprophylaxis)

[AR 600-8-10](#) (Leaves and Passes)

[MILPERSMAN 1050](#) (Leave and Liberty)

[US-ROK Status of Forces Agreement, Article IX](#) (Customs and Duties)

Section III. Prescribed Forms

This section contains no entries.

Section IV. Referenced Forms

This section contains no entries.

Glossary

Section I. Acronyms

AFI	Air Force Instruction
AFJI	Air Force Joint Instruction
AR	Army Regulation
DA	Department of the Army
DoD	Department of Defense
DoDD	Department of Defense Directive
HQ	Headquarters
ROK	Republic of Korea
U.S.	United States
USFK	United States Forces Korea

Section II. Terms

This section contains no entries.