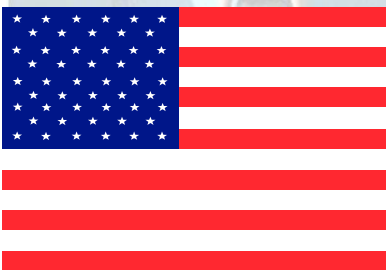
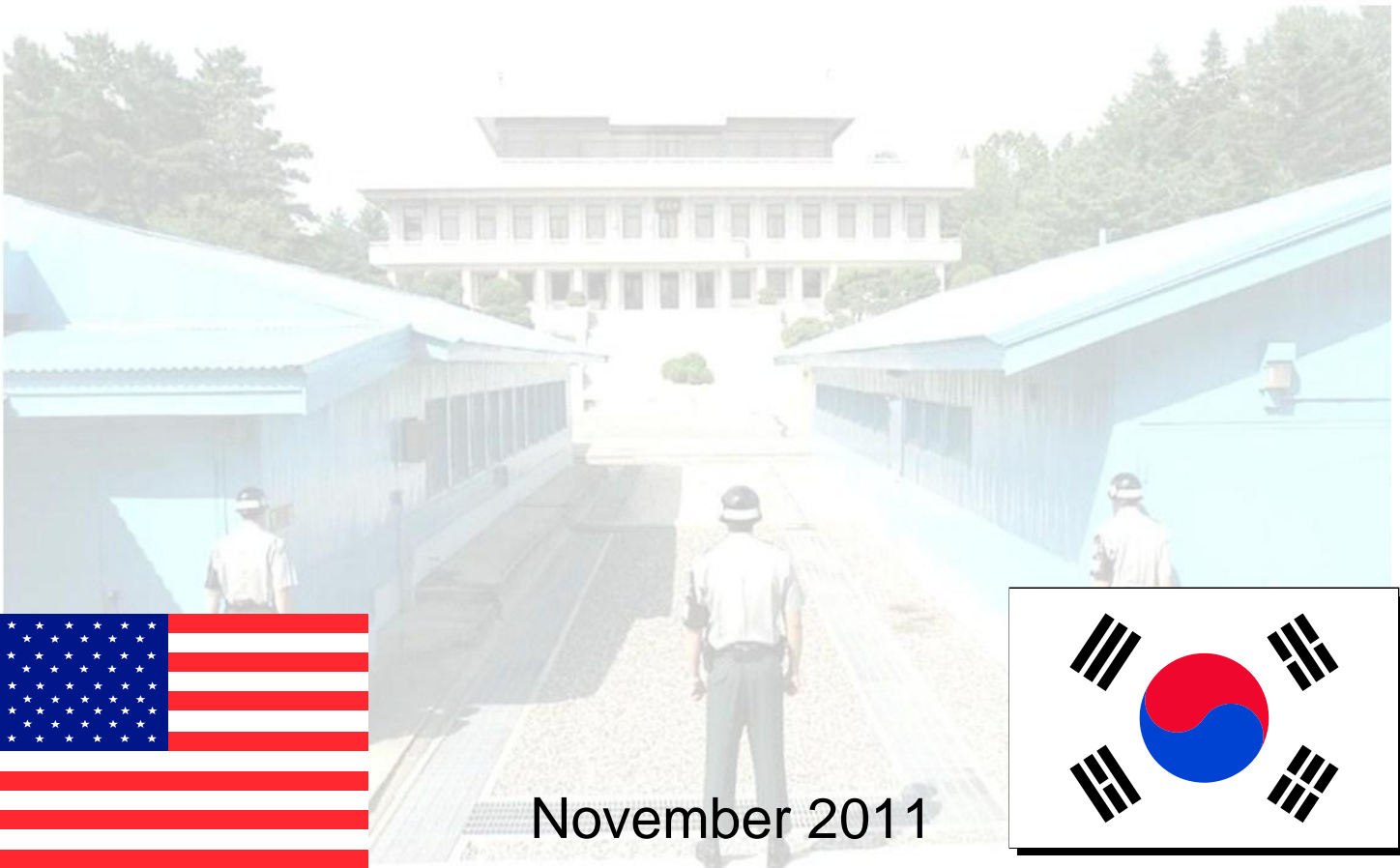
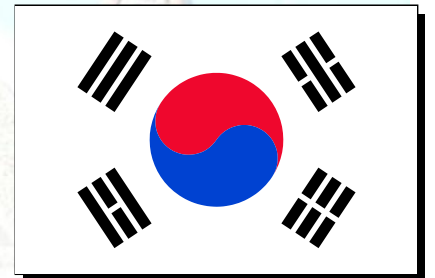




# United States Army in Korea Standards Handbook



November 2011





HEADQUARTERS, 8TH ARMY  
UNIT #15236  
APO AP 96205-5236

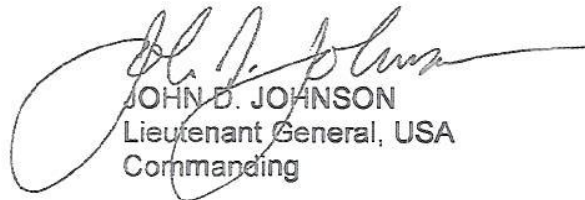
REPLY TO  
ATTENTION OF:

FKCS

MEMORANDUM FOR ALL United States Army Soldiers in Korea

SUBJECT: 8th Army Standards Handbook

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.
2. A copy of this handbook is posted on the 8th Army Portal at <https://8army.korea.army.mil/>. 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.

  
JOHN D. JOHNSON  
Lieutenant General, USA  
Commanding

HEADQUARTERS, 8TH ARMY  
UNIT #15236  
APO AP 96205-5236

Personnel -- General

8th Army Standards Handbook  
BASIC STANDARDS

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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.

# 8TH ARMY STANDARDS HANDBOOK

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## 1. 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 in accordance with (IAW) Army Regulation (AR) 670-1, Chapter 1.

(1) The Army Combat Uniform (ACU) 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 and black windbreaker may be worn with civilian clothes when insignia of grade are removed.

(4) Wear of the Army's Green Fleece Jacket as an outer garment IAW procedures outlined in AR 670-1 when in a garrison environment is authorized. Commanders may authorize the wear of the Green 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 the ACU.

(5) All items, i.e. Special skills badges such as the parachutist badge, US Army Tape, Name Tape will be Velcro and/or sewn on (except SSI, FS-SSI, and US Flag—Velcro only) on the uniform. (Mix match of sewn on / pin-on not authorized).

(6) 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) Tan undershirts will be worn by all personnel with ACUs. With Army Aviation Combat uniform (A2CUs), the 100% cotton green t-shirt is still authorized and worn by Aviation personnel. A white undershirt will be worn by Soldiers with the service, dress, hospital, and food service uniforms.

(8) Uniform appearance. Personnel will ensure that articles such as wallets, checkbooks, combs, keys, 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 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.

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Additionally, walking around with beverages such as coffee, soda, Cell phones etc. detracts from a military appearance and is prohibited.

(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 8th Army personnel are prohibited from wearing the ACU 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. The goal is to have professional military or civilian attire while visiting or serving at the Incheon International Airport.

(11) There are a variety of minimalist running shoes available for purchase and wear. Only those shoes that accommodate all five toes in one compartment are authorized for wear. Those shoes that feature five separate, individual compartments for the toes, detract from a professional Military image and are prohibited for wear with the IPFU or when conducting physical training in Military formation. (See Appendix H)

b. The ACU Patrol Cap (PC). The ACU Patrol Cap became the standard headgear for Army duty uniform on 14 June 2011. Commanders are given the authority to prescribe the beret for wear during special events such as parades and change of command ceremonies. The black beret remains an authorized head gear for the Dress uniform. Soldiers authorized wear of the Green, Tan, or Maroon Beret will continue to do so IAW AR 670-1.

c. ACUs and Other Utility Uniforms.



**US Army Duty Uniform**

**ROK Army Duty Uniform**

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(1) At the discretion of the unit commander, the following personnel are authorized to wear the two piece Army Aviation Combat Uniform (A2CUs) which is made of fire resistant Nomex on days when they are scheduled to fly aircraft: aviators on flight status, aircraft flight crewmembers, and maintenance personnel who are frequently required to fly. 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, skill badges and insignia of rank, will be kept subdued.

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

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

(5) Sleeves on flight and armor crewmembers NOMEX suits are required to remain down at all times.

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

(7) 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, Soldiers will not wear the uniform in this manner when going to and from training or work areas, in post facilities, or off-post.

(8) The insignia you must wear on your ACUs include the U.S. Army tape, nametape, rank, organization patch, and Colored American flag patch (IR Flag will be worn with Field/Tactical uniform). These and (optional) 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 ACUs.

(9) ACUs may be worn in all post facilities - theaters, PX, service clubs - at all times. Additionally, ACUs may be worn off-post, but are not authorized for wear in establishments that primarily sell alcohol. (\*At the discretion of the Local Installation/Garrison Commander)

d. Badges. The wear of combat and special skill badges will be IAW AR 670-1. On ACUs, skill badges must be pin-on badges utilizing the hook and loop fastener tapes with (Name, Army, Rank) or sewn on (No Mix & Match). Soldiers may wear up to five (5) badges on the ACU. Embroidered badges are authorized to be worn on the ACU.

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



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

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

(4) 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.

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

e. Belts. 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 tan rigger belt is part of the ACU ensemble.

f. 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.

g. Approved Nonstandard Uniform Item List (NSUIL). HQDA permits uniform modification or wear of nonstandard items in Korea for select Unit's: i.e. UNC SMs authorized wear of Painted helmet liner (for wear with the service uniform and ACUs). Select unit Commanders have also established internal, unit specific NSUIL: i.e. TANGO Security Force TABS, Wightman NCO Academy may wear the Warrior Leader Course (WLC) and KTA Badge, and 19th HRC wears Cadre Identification tags, etc. These Nonstandard Uniform Items/additions will be controlled by Unit Commanders, and their use and wear will be limited to specific Areas of Operations, Task, and Missions. The SGL ball cap is an approved item for wear by Wightman NCOA SGLs only and only on Camp Jackson. This head gear is used to distinguish the SGL leader and instructors. The current policy is to allow them to wear it on Camp Jackson only. The standard is a Dark Blue ball cap with proper inscription

h. Army Service Uniform (ASU). The Army will phase out the green and white service uniforms and retain the blue service uniform as the ASU. Soldiers who currently have a blue service uniform can immediately begin wearing this uniform as the ASU, in accordance with the implementing items available for purchase in Military Clothing Sales Stores (MCSS) in the 4<sup>th</sup> quarter FY09. The Army will place the new ASU items in the Soldiers clothing bag for initial entry Soldiers in 4<sup>th</sup> quarter FY10. The mandatory

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possession date for the new ASU items if 4<sup>th</sup> quarter FY14. For those Soldiers who have purchased the current (old) blue uniform, this uniform will remain authorized for wear until the mandatory possession date for the new ASU. Beginning in 4<sup>th</sup> quarter FY09, Soldiers have the option to take their official DA photo in the ASU. This is strictly optional on the Soldiers part. Soldiers can still continue to take their DA photo in the Army green service uniform until the mandatory possession date of 4<sup>th</sup> quarter FY14. During this transition period, official DA photos can be in either the Army green service uniform or the ASU. The wear out date for the Army green service uniform with accessories is the 4<sup>th</sup> quarter of FY14. See ALARACT message 202/2008 for more information.

i. Tactical Uniform. In general, the Tactical Uniform will be worn IAW the Commanders guidance; dependant on THREATCON Levels and Mission locations and/or Mission Requirements.

IOTV will replace IBA / be used, once issued



**Tactical Uniform examples** (Tactical Uniform will include individual weapon)

j. Physical Fitness Uniform.

(1) Reference AR 670-1, Chapter 14, paragraph 14-4. The IPFU (Improved Physical Fitness Uniform) 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 in most on post facilities (IAW Individual Garrison Commanders guidance/Policy) as long as they are clean and serviceable and not modified in any way.

(2) Soldiers who participate in unit physical readiness training will wear the IPFU regardless of time or day. The commander or leader in charge will prescribe the specific IPFU to be worn (IAW 8<sup>th</sup> Army IPFU Standards/Policy). All personnel will maintain a high standard of appearance while in IPFU and leaders will ensure all are in the same uniform. Commanders may prescribe a variety of accessories, such as gloves and watch caps, appropriate to weather conditions and type of activity.

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(3) The wearing of headphones and earphones while wearing the IPFU or when running or jogging outdoors on a road/sidewalk while on a military installation is strictly prohibited. Wearing of headphones or earphones while conducting individual PRT indoors or on an outdoor track is allowed.

(4) There are a variety of minimalist running shoes available for purchase and wear. Only those shoes that accommodate all five toes in one compartment are authorized for wear. Those shoes that feature five separate, individual compartments for the toes, detract from a professional Military image are prohibited for wear with the IPFU or when conducting physical training in a Military formation.

k. Physical Fitness Safety Vest. IAW 8<sup>th</sup> Army Command Policy Letter #44: Safety Vest is required for wear as part of the IPFU.



**Summer IPFU**

**Winter IPFU**

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

## 8TH ARMY STANDARDS HANDBOOK

(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 quarter's 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 incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts.

m. 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/8<sup>th</sup> Army. 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.

n. 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 ACU, flight uniforms, combat vehicle crewmember 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., ACU, A2CUs 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.

o. Common Uniform Violations. All Soldiers have the responsibility of making uniform corrections. The most effective means for corrective action is the on-the-spot method. Listed below are some of the common violations noted in the command:

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(1) 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.

(2) Extended Cold Weather Clothing System (ECWCS). The primary ECWCS for wear among Soldiers is the Generation III. The authorized color of the ECWCS Gen III is the ACU pattern, which includes the Grey Fleece Jacket. All patched and slip on/hook and loop rank will be worn when applicable to each uniform. Commanders have the authority to deem which level of ECWCS is necessary for wear given the weather conditions. Generation III supersedes all other versions of the ECWCS and will be worn when available.

(3) Backpacks, Shoulder Bags, and Hydration Systems. AR 670-1 requires that civilian bags carried over the shoulder be black or ACU universal pattern 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.

(4) 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.

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

(1) Sewn on subdued insignia of grade and Hook and Loop attached Name Tap.

(2) Grey-Green PT micro-fleece cap will only be worn for physical training, when wearing the ECWCS Gen III ensemble, or when weather conditions would preclude the wear of the Patrol Cap. This cap is not an authorized headgear for wear in Garrison outside of work areas.

q. Balaclava. The balaclava (black-knit, cold weather facemask) cannot be worn with the ACU unless specifically authorized by the commander.

r. Military Uniforms. Commanders, to include vehicle commanders, must ensure operators and passengers of tactical vehicles wear authorized military uniforms to include the Army Combat Helmet (ACH). 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 to include the ACH. 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

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TMP. The ACU jacket will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.

s. Jewelry. Soldiers may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army uniforms, unless prohibited by the commander for safety or health reasons. Any jewelry Soldiers wear must be conservative and in good taste. Identification bracelets are limited to the following: medical alert bracelets, MIA, POW, and KIA (black or silver in color only) identification bracelets. Soldiers are only authorized to wear one item on each wrist. Colored motivational bands and 550 cord type bracelets are not authorized for wear while in military uniform.

t. Haircuts and Fingernails.

(1) Male. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the Soldier's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed; it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The block-cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained. In all cases, the bulk or length of the hair may not interfere with the normal wear of headgear or protective masks or equipment. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform or in civilian clothes on duty. Hair that is clipped closely or shaved to the scalp is authorized. If soldiers use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Therefore, soldiers should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.

(2) Female. Females will ensure their hair is neatly groomed, that the length and bulk of the hair is not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids or cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair-holding devices comply with the standards in 1-8a(3)(d) below. Dreadlocks (unkempt, twisted, matted, individual parts of hair) are prohibited in uniform and in civilian clothes on duty. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, in accordance with AR 670-1, so no free-hanging hair is visible. This includes styles worn with the physical fitness uniform/improved physical fitness uniform (PFU/IPFU). If soldiers use dyes, tints, or bleaches, they must choose those that result

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in natural hair colors. Colors that detract from a professional military appearance are prohibited. Therefore, soldiers should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors

(3) Fingernails. All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertips. Females will not exceed a nail length of  $\frac{1}{4}$ ", as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties. Soldiers will not apply designs to nails or apply two-tone or multi-tone colors to nails (French manicure).

u. Eyeglasses, Sunglasses and Contact Lenses. Reference AR 670-1 and ALARACT 140/2007. Eyeglasses or sunglasses that are trendy, or have lens or frames with initials, designs, or other adornments are not authorized to wear. Soldiers may not wear lenses with extreme or trendy colors, which include but are not limited to, red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Personnel will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to eyeglasses. Eyeglass restraints are authorized only when required for safety purposes. Personnel will not hang eyeglasses or eyeglass cases on the uniform, and may not let glasses hang from eyeglass restraints down the front of the uniform. Ballistic spectacle eye protection issued by the Army is authorized and must be worn as part of the training uniform.

v. Contact Lenses. Tinted or colored contact lenses are not authorized for wear with the uniform. The only exception is for opaque lenses that are prescribed medically for eye injuries. Additionally, clear lenses that have designs on them that change the contour of the iris are not authorized for wear with the uniform.

w. Approved Nonstandard Uniform Item List (NSUIL). HQDA permits uniform modification or wear of nonstandard items in Korea for select Unit's: i.e. UNC SMs authorized wear of Painted helmet liner (for wear with the service uniform and ACUs). Select unit Commanders have also established internal, unit specific NSUIL: i.e. TANGO Security Force TABS, Wightman NCO Academy may wear the Warrior Leader Course (WLC) and KTA Badge, and 19<sup>th</sup> HRC wears Cadre Identification tags, etc. These Nonstandard Uniform Items/additions will be controlled by Unit Commanders, and their use and wear will be limited to specific Areas of Operations, Task, and Missions.

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## 2. SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM.

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 8th Army's Sexual Harassment/Assault Response and Prevention (SHARP) 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. 8th Army will use training, education, and awareness to minimize sexual harassment and 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. During installation in processing/orientation all Battalion and/or Company level commanders and leaders will ensure that all newly assigned personnel receive SHARP training upon arrival during installation in processing/orientation and that all assigned personnel receive semi-annual SHARP training. All training will focus on the I. A.M. Strong campaign to combat sexual assaults by engaging all Soldiers in preventing sexual assaults. The I.A.M. Strong campaign focuses on sexual assault prevention education, risk-factor awareness, reporting procedures, bystander intervention, appropriate dorm/barracks behavior, and victim support. The chain of command and other leaders will be present and participate in unit sexual assault training sessions.

e. Training Requirements. Training requirements are to implement a comprehensive and integrated Sexual Harassment/Assault Response and Prevention (SHARP) Program with four unit training videos that have been developed to become integral components of SHARP training. This includes the Soldier Training Video, Leader Training Video, Amateur Night Video, and the Team Bound Video.

(1) The "Soldier Training Video" helps to educate Army personnel about warning signs associated with sexual harassment and sexual assault and models the desired actions for Soldiers and civilians to prevent sexual violence. This video should be shown to Officers, NCOS and Civilian leadership personnel in small groups facilitated by unit leaders, with SHARP personnel using the discussion guide.



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(2) The “Leader Training Video” helps leaders properly train their personnel on the subject of sexual harassment and sexual assault prevention.

(3) The “Amateur Night Video” highlights sexual harassment situations, demonstrates how they can escalate to a sexual assault and provides examples of how to intervene to stop sexual harassment.

(4) The “Team Bound Video” is an interactive; multiple scenarios video in which individual army personnel, in a self-study mode, becomes the lead character and must make choices in realistic situations dealing with sexual harassment and sexual assault.

f. Reporting Requirements. Any Soldier who is aware of a sexual harassment/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 harassment/assault victims is critical to discharging our commitment. Sexual harassment/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 harassment/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 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. Service members who are sexually assaulted and desire restricted reporting under this policy must report the assault to a Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), a healthcare provider or chaplain. This policy on restricted reporting is in addition to the current protections afforded privileged communications with a chaplain, and does not alter or affect those protections. Healthcare providers will initiate the appropriate care and treatment, and report the sexual assault to the SARC in lieu of reporting the assault to law enforcement or the command. Upon notification of a reported sexual assault, the SARC will immediately assign an advocate to the victim. The assigned Victim Advocate will provide accurate information on the process of restricted and/or unrestricted reporting. At the victim's discretion/request an appropriately trained healthcare provider shall conduct a sexual assault forensic examination (SAFE), which may include the collection of evidence. In the absence of a Department of Defense provider, the Service member will be referred to an appropriate civilian facility for the SAFE.

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(2) Unrestricted Reporting: (AR 600-20, chapter 8-4 & Appendix H). Unrestricted reporting allows a Soldier who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation to use any reporting channels (e.g., chain of command, law enforcement, SARC, etc.). When selecting unrestricted reporting, you should use current reporting channels, e.g. chain of command, law enforcement or report the incident to the Sexual Assault Response Coordinator (SARC), or request healthcare providers to notify law enforcement. Upon notification of a reported sexual assault, the SARC will immediately assign a Victim Advocate (VA). At the victim's discretion/request, the healthcare provider shall conduct a sexual assault forensic examination (SAFE), 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.

(3) Informal Reporting of sexual harassment: (Army Command Policy). The direct approach is to confront the harasser and tell him/her that the behavior is not appreciated, not welcomed and that it must stop. The indirect approach is to send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior and expected resolution. The third party should request assistance from another person. The third party can be an equal opportunity leader (EOL), equal opportunity advisor (EOA) or any leader the victim feels confident with interceding on his/her behalf. Ask someone else to talk to the harasser, to accompany the victim, or to intervene on behalf of the victim to resolve the conflict.

(4) Formal Reporting of sexual harassment: (Army Command Policy). Filing a formal complaint. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. An individual files a formal complaint using a DA Form 7279. The complainant will be advised of the importance of describing the incident(s) in as much detail as possible to assist in the investigative process.

(5) 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. 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)

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## 3. U.S. CUSTOMS AND MILITARY POSTAL SERVICE (MPS).

a. Service members assigned/visiting Korea often mail gifts home to family and friends through the Military Postal System (MPS). To avoid problems, become familiar with USPS and 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 and, when assessed, are collected by postal authorities upon delivery in the states.

b. 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. Customs officials have identified several trademarked items, genuine or otherwise, which may be confiscated upon entry into the U.S.

c. 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 many individually wrapped presents for several different people, the gifts to any one individual may not exceed \$100. Customs forms and instructions on their use are available at the MPO.

d. 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 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. In addition, notify all of your correspondents that the following items are prohibited from being mailed into Korea to individuals: (Weapons such as firearms to include BB guns, pellet guns, paint ball guns, straight razors, switch blade knives or any knife, sword, or dagger with a 4-inch or longer blade). Please check with your local MPO for more information concerning other restrictions.

e. Military post offices, with few exceptions, offer 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. Please notify your correspondents to use your correct MPO Mailing Address and not to write a geographical name in the address line such as, (South Korea, Camp Casey Korea, Etc) as this type of mail will end up in the international mail system and will result in the mail being delayed.

f. An additional privilege for authorized users of the Military Postal Service (MPS) is the Intra-theater Delivery Service (IDS). Any mailable article which does not require handling by USPS personnel and which is addressed from one MPO address to another MPO address in the same or different AOR, can be sent without cost. Items shipped via

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IDS are not covered for loss or damage by the military or the US Postal Service. Therefore, it is **HIGHLY RECOMMENDED** that mailers purchase postage and insurance (insured, registered etc) when sending items of value. Please contact your local post office for all postal questions.

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## 4. COMMAND SPONSORSHIP PROGRAM (CSP).

### a. References

- (1) JFTR, Volume 1, Change 270, 1 June 2009
- (2) 8th Army Command Policy Letter #46 - Command Sponsorship Program
- (3) USFK Regulation 614-1, Military Command Sponsorship (CSP), 26 April 2011
- (4) 8th Army Procedural Guidance, dated 10 August 2011.

b. What is Command Sponsorship? Command Sponsorship allows the units and commands to fill critical need positions by stabilizing service members and their families according to a MTOE/TDA position, paragraph, and line number. The program's focus is readiness and stability.

### c. Types of sponsorship:

(1) Priority #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 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) Priority #2 - Essential Positions: Essential positions vital to mission readiness.

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

(4) Single parent and dual military Soldiers.

(5) Soldiers with approved COTs/IPCOTs.

(6) Soldiers recently redeployed i.e. within 12 months.

(7) 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.

(8) 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

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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, Department of Defense Dependent (DoDD) school support, medical/dental facilities, MWR, exchanges, and commissaries. However, these factors 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>ENTITLEMENT</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	X	
HHG Shipped at Government Expense		X
Privately Owned Vehicle (POV) Registration		<sup>1</sup> X
On-post Family Quarters		X
Government Furniture		X
Overseas Housing Allowance at With Dependent Rate	<sup>2</sup> X	
BAS/COLA at With Dependent Rate		<sup>3</sup> X
Medical/TRICARE	<sup>4</sup> X	
Dental Care/TRICARE Dental Program – OCONUS	<sup>5</sup> X	
Department of Defense Schools		<sup>6</sup> X
Use of Dependent Support Facilities at the Sponsor's Overseas Duty Location (Commissaries, Exchanges, etc.)	X	
Non-Combatant Evacuation (NEO) Support	X	

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Covered Under the US-Korea Status of Forces Agreement (SOFA)	X	
Spouse Continuing Education Assistance	X	
Student Funded Travel		X

*NOTE 1* – 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 2* – 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); it simply eliminates the CS requirement to get OHA at with dependent rate.

*NOTE 3* – 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 4* – 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.

*NOTE 5* – 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 05, 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 6* – NCS school-age dependants are enrolled in DoDDS on a space available basis and tuition free only. There are no schools in Area I.

f. Command Sponsorship Program Procedures:

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(1) Command Sponsorship Request (Out-of-Country).

(a) The following documents are required to process an out-of-country Command Sponsorship request:

- DA Form 4787 R – Reassignment Processing.
- DA Form 5888 R (Sep 02) Family Member Deployment Screening Sheet (*The DA Form 5888 is valid for one year from date of the signature in block #11e. Block #8 must be authenticated by the S-1 and have the appropriate EFMP stamp.*)
- DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP.*)
- DD Form 2792-1 (Nov 06) - Exceptional Family Member Special Education/Early Intervention Summary (*Only if a family member is enrolled or warrants enrollment in EFMP; a current Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) is required for all educational enrollments.*)
- Officers - *Request for Orders (RFO).*
- Enlisted - EDAS printout of Assignment Instructions for enlisted Soldier's being assigned to Korea.

(b) CS packets will be submitted through the losing MPD and forwarded to USAG-Y MPD at [CSP-Korea@korea.army.mil](mailto:CSP-Korea@korea.army.mil).

(c) Step #1: Upon receipt of the CSP request, USAG-Y MPD will verify packet for completeness, confirm pin-point assignment using SMS, EDAS, and e-TOPMIS and forward the request to the gaining unit for decision. USAG-Y MPD has one working day to complete this process.

(d) Step #2: The unit will review the request and render a decision whether to approve/ disapproved the request with confirmation of the Soldiers projected assignment location and return it to USAG-Y MPD. The gaining unit has five working days to complete this process.

(e) Step #3: USAG-Y MPD will forward the request and supporting documentation to EFMP for screening.

(f) Step #4: EFMP will screen Family members traveling to Korea for Korea-wide services availability and send appropriate notification to MPD. After EFMP screening, the USAG-Y MPD will forward the application to DoDEA. EFMP has three working days to complete this process.

(g) Step #5: DoDEA will enter dependent(s) data into DODDS metering tool



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and determine availability for school. Once DoDEA has completed the screening process, a decision must be returned to USAG-Y MPD. DoDEA school manager has two working days to complete this process.

(h) Step #6: USAG-Y MPD will then forward the request to the Housing office for availability of quarters on-post or on the economy and provide concurrent or deferred travel. Housing will forward the determination to USAG-Y MPD. Housing has two working days to complete this process.

(i) Step #7: Once the request(s) have been successfully screened by all agencies, MPD-Y will prepare a travel authorization memorandum and send it to the losing installation, gaining Brigade S-1 CSP Manager, housing, EFMP, and CDC/YS regional coordinator. USAG-Y MPD has one working day to complete this process.

### (2) Command Sponsorship Request (In-Country).

(a) The following documents are required to process an in-country Command Sponsorship request:

- Memorandum from Soldier requesting Command Sponsorship, including the Brigade Commander or delegated approval authority's Endorsement.
- Original PCS Orders.
- Pin-point Orders.
- DA Form 5888 R (Sep 02) - Family Member Deployment Screening Sheet (*The DA Form 5888 is only valid for one year from the date of signature block #11e. The DA 5888 must be authenticated in block #8 by S-1. The DA 5888 must have appropriate Army EFMP Medical Review stamp affixed in the upper right hand corner.*)
- DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP.*)
- DD Form 2792-1 (Nov 06)- Exceptional Family Member Special Education/Early Intervention Summary (*Only if a family member is enrolled or warrants enrollment in EFMP; a current IEP or IFSP is required for all educational enrollments.*)

(b) Step #1: Request(s) will be processed by the brigade S-1. Unit will render a decision to approve/disapprove the request with the confirmation of the Soldiers projected assignment location and CSP #, and then forward the packet to USAG-Y MPD at [CSP-Korea@korea.army.mil](mailto:CSP-Korea@korea.army.mil).

(c) Step #2: USAG-Y MPD will validate packet for completeness and forward the request with supporting documentation to EFMP for screening. USAG-Y MPD has one working day to complete this process.

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(d) Step #3: EFMP will screen Family members traveling to Korea for Korea-wide services availability and send appropriate notification to MPD. After EFMP screening, the USAG-Y MPD will forward the application to DoDEA. EFMP has three working days to complete this process.

(e) Step #4: DoDEA will enter dependent(s) data into DODDS metering tool and determine availability for school. Once DoDEA has completes the screening process, a decision must be returned to USAG-Y MPD. DoDEA school manager has two working days to complete this process.

(f) Step #5: USAG-Y MPD will then forward the request to the Housing office for availability of quarter's on-post or on the economy and provide concurrent or deferred travel. Housing will forward the determination to USAG-Y MPD. Housing has two working days to complete this process.

(g) Step #6: Once the request(s) have been successfully screened by all agencies, MPD-Y will prepare travel authorization memorandum and send it to the Brigade S-1 CSP Manager, housing, EFMP, IMCOM-K, and CDC/YS regional coordinator. USAG-Y MPD has one working day to complete this process.

**\* Note: For additional information go to the 8th Army homepage and click on "Command Sponsorship or copy and paste this link in the browser <http://8tharmy.korea.army.mil/cspinformation.asp>.**

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## 5. ARMY SPONSORSHIP PROGRAM.

a. Total Army Sponsorship Program provides principles of support, standards of service, policies, functions, and tasks governing the program. A system is provided to help commanders exercise their basic responsibility to assist Soldiers, Civilian Employees, and Families successfully relocate into and out of their commands. Sponsorship is a commander's program in which commanders and individual sponsors are key to success. Commanders must establish a sponsorship training program, enforce 100% compliance and sponsorship to all inbound Soldiers vital to leaving a positive "first impression" for all newly arriving personnel per AR 600-8-8.

[http://8tharmy.korea.army.mil/g1\\_ag/survey/sponsor\\_train.asp](http://8tharmy.korea.army.mil/g1_ag/survey/sponsor_train.asp) (8th Army) Commanders may request a training support package or other assistance from ACS to train sponsors.

b. Rules for appointing a sponsor. A sponsor will be appointed within 10 calendar days after the unit receives DA Form 5434 or notification, unless Soldier or Civilian employee declines. If no sponsor is desired, a welcome letter from battalion (activity) commander (for officers), command sergeant major (for enlisted Soldiers), or commander or activity director (for civilian employees) will still be sent. However, no further sponsorship action will be taken until arrival. Upon arrival, the Soldier or Civilian employee will be offered a reactionary sponsor.

(1) The sponsor selected will be:

(a) In a grade equal to or higher than the incoming Soldier or Civilian employee, when practical.

(b) Of the same gender, marital status, and military career field or occupational series as the incoming Soldier or civilian employee, when feasible. Commanders will make every attempt possible to assign same-gender sponsors for Soldiers and civilians, especially for first-term Soldiers. In the event that the unit does not have a same-gender sponsor, commanders will request support from their higher headquarters or subordinate units to provide a sponsor.

(c) Familiar with the unit or activity and community.

(2) The sponsor will normally not be:

(a) The person being replaced by the incoming Soldier or Civilian employee.

(b) Within 60 days of PCS.

(3) Commanders will provide the sponsor with the following: For military only, Government transportation (if required and available) to pick up Soldier and family. Adequate time away from assigned duties to perform sponsorship duties. Commanders will provide the new arrival with adequate time for in-processing. This

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should include minimizing Family separation during the period the Family is settling in at the new duty station (that is, avoid field duties, and temporary duty).

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## 6. LEAVES AND PASSES.

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

b. 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.

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

d. 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.

e. 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.

(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.

f. 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.

g. AR 600-8-10, Chapter 8, and 8th 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, 8th Army Supplement 1 to USFK Reg 1-40 contains more information for requesting travel clearance.

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## h. 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. 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 8<sup>th</sup> 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 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.

## i. 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.

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(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 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 does 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.

(c) 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:

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

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

(7) 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.

(8) 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.

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(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.)

(9) 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.

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

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

(12) 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.)

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

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

(13) 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:



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(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.
- 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.

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## 7. RETENTION.

a. 8th Army Retention is focused on the Soldiers and their Family members located in South Korea. Our goals are consistent with Army Retention: 1) Reenlist a sufficient amount of highly qualified Soldiers on a long-term basis consistent with the needs of the Army; 2) Enlist, or transfer and assign sufficient numbers of highly qualified Soldiers who are separating from the Active Army into Reserve Component units, consistent with geographical constraints; 3) Achieve and maintain Army force alignment through the retention, transfer, or enlistment of qualified Soldiers in critical skills and locations – “right Soldiers, with the right skill sets, in the right place, and at the right time;” 4) Adequately support special programs such as the U.S. Military Academy Preparatory School (USMAPS) and ROTC “Green to Gold” programs.

b. Current Station Stabilization Reenlistment Option. The objective of the *Current Station Stabilization Reenlistment Option* supports the Commander’s intent of making Korea the ‘Assignment of Choice’. Soldiers who are eligible to reenlist for *Current Station Stabilization* may be authorized to remain in Korea. Soldiers approved for the aforementioned reenlistment option may elect and be entitled to In Place Consecutive Overseas Tour (IPCOT) benefits, which consist of a free round trip airline ticket for the Soldier and their Command Sponsored Dependents.

c. Transfer of Eligibility Benefits (TEB). 8<sup>th</sup> Army and subordinate retention personnel are responsible for approval of all Soldiers’ requests to Transfer of Eligibility Benefits (TEB) under the Post 9/11 GI Bill. Soldiers who meet the eligibility requirements under this program should submit their request on-line at <https://www.dmdc.osd.mil/milconnect/> before contacting their servicing Career Counselors.

d. Service Remaining Requirement for the Assignment Incentive Pay (AIP) Program. The AIP program in Korea is not a reenlistment option or incentive. However, in many cases Soldiers may have to reenlist or extend to meet the service remaining requirement (SRR) for their approved AIP DEROS.

(1) If Soldier’s AIP is approved and the new DEROS exceeds his/her current ETS, they will have to reenlist or extend (if eligible) to meet the SRR within 30-days of AIP approval.

(2) Soldiers who incur a SRR as a result of an approved AIP and refuse to take action to satisfy the SRR will have their AIP cancelled and original DEROS established.

(3) Immediately upon official notification of approved AIP, Soldiers should contact their servicing Career Counselor to satisfy the SRR (if necessary).

(4) AIP payment will be \$300 per month from the date of signature through their new tour end date.

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e. For more information, please see your servicing Career Counselor or visit the 8<sup>th</sup> Army Website at <http://8tharmy.korea.army.mil/> and click 'Retention' at which point you will be re-directed to our Facebook page.

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## 8. SECURITY REMINDER.

a. Army Soldiers and Family Members are a prime target for foreign intelligence and international terrorist elements. This will be especially true during your service in Korea. The Army faces the threat of espionage, sabotage, subversion, and international terrorism from within and OCONUS. 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 requirements. Small bits of information here and there could equal the location of one of our command posts, supply status, new equipment capabilities, and other sensitive information. Soldiers and Family Members must be cautious of what they talk about in public and what we post on social networking sights such as Face Book. If you believe that you are being approached by an intelligence service or anyone seeking military information:

(1) Be non-committal.

(2) 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 Counterintelligence Agency, your command security officer, or commander immediately.

d. You should contact the local field office of the 524<sup>th</sup> MI Company at DSN: 723-3299 or COMM: 0505-723-3299.

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## 9. OPERATIONAL SECURITY (OPSEC).

a. It is the mission of all Soldiers to maintain and defend the operational security (OPSEC) of our forces. This mission is important for the safety and security of all our personnel and operations. The enemy can utilize many different approaches to gather information to disrupt our OPSEC. Soldiers need to constantly practice the proper measures to ensure the integrity of our OPSEC. Easy ways to practice effective OPSEC include:

b. Keep positive control of your Identification. (i.e. CAC, Passport, Security Badges, etc.).

c. Do not throw printed materiel in the trash, place in burn bags or shred it.

d. Do not give anyone your login and password information for system access. Your systems administrator or network assistant will never ask for this information (phishing).

e. Never discuss operational information, troop movements, capabilities, or TTPs on social networks (i.e. Facebook, Twitter, etc.). Commands may have additional rules restricting your ability to take photos during military training or exercises as well. Be aware of these rules and clear photos through proper channels (S2/G2, OPSEC NCOIC) before taking, or especially posting.

f. If you observe persons in a restricted area without proper badging and credentialing, request to see their identification and escort them out of secure areas if they do not have proper identification. Report these incidents to security immediately.

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## 10. PHYSICAL TRAINING.

a. All 8th Army units will be IAW with 8<sup>th</sup> Army Command Policy Letter #44, Physical Fitness/ Training effective date 1 October 2011. This physical fitness training policy applies to all units assigned to 8th Army. Physical Readiness Training (PRT) provides a foundation for combat readiness and must be an integral part of every Soldier's daily life. Unit readiness begins with the physical fitness of Soldiers and the non-commissioned officers (NCOs) and officers who lead them. Leaders at all levels must participate along with their Soldiers in the conduct of this training. Leader presence and supervision ensures that the Army standards are met, that the training is conducted safely and that the leader can evaluate the fitness level of their unit. Commanders or senior military supervisors will establish physical fitness training programs consistent with TC 3-22.20, Army Physical Readiness Training (APRT) and unit missions.

b. Organized unit PRT will begin NET 0600 unless conducting special events such as road marches, etc. Soldiers who participate in unit physical readiness training will wear the APFU regardless of time or day. The commander or leader in charge will prescribe the specified APFU to be worn. All personnel will maintain a high standard of appearance while in APFU and leaders will ensure all are in the same uniform. At no time will the appearance of sagging while wearing the APFU shorts or sweat pants is permitted. The APFU shirt will be tucked into the shorts or sweat pants at all times to project a professional military image. Commanders may prescribe a variety of accessories, appropriate to weather conditions and type of activity. Commanders will ensure all personnel within the PT formation are wearing reflective vests (NSN LOCA-LA-SSE-T033, Vest, High Visibility, NSN 8415-00-177-4974 or equivalent). Commanders will obtain vest locally or through normal supply channels and make them available to Soldiers. Unit running 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.

c. MSCs shall establish daily PRT hours in coordination with each installation. At the Yongsan Installations, the standard PRT hours are 0600 to 0700. Physical Readiness Training will be conducted 5 days a week, and PRT conducted outside of the standard hours must have prior approval from a Major Support Command commander in the grade of O-6 or above

d. Non- PRT hours: Soldiers who participate in individual (unsupervised) PT during non- PRT hours (0600 to 0700) are authorized to wear the Army physical Fitness Uniform (APFU), or appropriate civilian attire for physical fitness. All personnel will maintain a high standard of appearance while in the APFU. At no time will the appearance of sagging while wearing the APFU shorts or sweat pants be allowed. The APFU shirt will be tucked into the APFU trunks or sweat pants at all times to project a professional military image. The composition of the APFU is contained in AR 670-1, Chapter 14. Personnel participating in individual PT (running, jogging, biking, rollerblading, etc.) will wear the reflective vest or belt (High Visibility, NSN 8415-00-177-

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4974 or equivalent) (mandatory during hours of darkness or reduced visibility). Reflective belts will be worn around the waist or shoulder. Flashlights and mini strobe lights are optional for additional safety measures. When running, make maximum use of sidewalks (when available), athletic fields, and running trails. The wearing of headphones and earphones while wearing the APFU or when running or jogging outdoors on a road/sidewalk while on or off a military installation is strictly prohibited. The wearing of headphones or earphones while conducting individual PT indoors or on an outdoor track is permitted. Soldiers are authorized to wear the gray (green micro fleece) PT cap as it has been added to the FY07 Soldier Clothing Bag. The black watch cap is not authorized (phase out date 30 Sep 09).

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## 11. 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 five times per week.

b. Army Weight Control Program (AR 600-9). Soldiers are weighed in the APFU minus running shoes and evaluated by the commander each time they take the Army Physical Fitness Test (APFT) or at least once every six months. Soldiers who are not in compliance with applicable weight limitations as specified in Tables 3-1 and 3-2 of AR 600-9, need not perform PRT with a special group. Instead, they should participate in unit PRT and continue to train with their units; however, they may be required to perform supplemental PRT, plus education on diet and exercise (Chapter 6, TC 3-22.20 and AR 600-9). The focus of supplemental PRT sessions for overweight Soldiers is on low-impact activities and resistance training to achieve caloric expenditure, build lean muscle mass, and promote optimal fat loss.

c. Pregnancy and Postpartum Physical Training (PPPT) Programs will be re-energized on every installation in order to insure women are afforded a quality program to meet their needs in the various stages of pregnancy and recovery. The purpose of the Pregnancy/Postpartum Physical Training Program is to provide the senior commander with a standardized physical training (PT) and education program for pregnant and postpartum Soldiers and to train local PPPT Program personnel in pregnancy and postpartum fitness. Programs will be conducted at least three times a week during organized PT times.

d. When a permanent profile is so restrictive that the Soldier is unable to perform several PRT activities, the commander may direct the Soldier to the reconditioning program. This scenario is more likely to occur with Soldiers who are awaiting medical boarding procedures. For less clearly defined cases, the commander can solicit input from the battalion medical officer or brigade surgeon.



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## 12. SERGEANTS' TIME TRAINING.

a. All 8th Army units will be IAW with 8<sup>th</sup> Army Command Policy Letter #13, Sergeants Time Training and Individual Soldier Time, effective date 1 October 2011. Success on the battlefield depends on Soldiers, teams, squads, and sections executing tasks that support their unit Mission Essential Task List (METL) to standard. Sergeants' Time is the period dedicated each week for NCO's to train their Soldiers on these critical tasks. Tasks trained during Sergeants' Time must be METL- related, derived through FM 7.1, approved by the chain of command, and scheduled through the unit training process.

b. To ensure a focused effort on this vital training, STT will be conducted from 0730 to 1230 each Thursday across 8th Army. Sergeants' Time Training is followed by Commanders' Time, to allow for necessary maintenance, inventories and inspections. All Soldiers will be dismissed no later than 1600 hours each Thursday across 8th Army for Individual Soldier Time. Individual Soldier Time is time dedicated each week for Soldiers to handle personal business and provide predictability during the work week.

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 Sergeant's 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.

d. Sergeants' Time Training is subject to announced and unannounced observation by the 8th Army G3 Staff (Senior NCO) representative. The 8th Army G3 Sergeant Major (SGM) will task 8th Army G3 Senior NCOs to conduct these announced and unannounced observations. The visits will be coordinated by 8th Army G37 Training and Exercise Division (TRES), Sergeant Major through the Command Sergeants Major of major subordinate commands and Operation Sergeants Major. Major subordinate commands are responsible for conducting their own internal STT inspection program of their subordinate units. However these visits should not interfere with the on-going, small unit training.

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## 13. LEADERSHIP/FUNCTIONAL SCHOOLS.

The only formal NCO educational system (NCOES) school in Korea is the Warrior Leader Course (WLC). ALC has been phased out of Korea as of 1 Oct 09. It has become a web-based process maintained through branch managers.

a. WLC is a prerequisite for promotion to SSG and attendance to ALC.

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

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

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

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

(4) Fourth are all CPL (P)/SPC (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, ALC, SLC, Battle Staff Course, Non-resident/ resident Sergeant's Major Course, WOCS, WOAC, WOSC, and OCS):

(1) The APFT will be taken within 30 days of enrollment date of WLC. Soldiers are required to bring a copy of DA 705 PT card during in-processing day.

(2) 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.

(3) 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.

d. For WLC attendance, all Soldiers will have a minimum of 45 days active duty service remaining.

e. Functional schools offered here in Korea include:

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- (1) Unit Armorer
- (2) Digital Training Management System (DTMS) user
- (3) Sling Load Inspector certification course
- (4) Joint Firepower course
- (5) Company Commander/1SG Course
- (6) Combatives (level I, II, and III)
- (7) Training Ammunitions Management Information System (TAMIS) course

f. The 8<sup>th</sup> Army G3 Training Division Schools Newsletter is published and distributed quarterly to MSC CSM/SGM and MSC School NCO's. This newsletter has additional functional schools in Korea and points of contact.

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## **14. THE KOREAN AUGMENTATION TO UNITED STATES ARMY (KATUSA) SOLDIER.**

a. The complete details on the KATUSA program can be found in Army in Korea Regulation (AK Reg): AK Reg 600-2, Republic of Korea Army Personnel with the United States Army. Also, units need to make sure they are in compliance with the 8<sup>th</sup> Army Command Inspection Program and unit SOP.

<https://8army.korea.army.mil/OMD/trkat/default.aspx>

b. The KATUSA Soldier Program was initiated in July 1950 by an informal agreement between the Honorable Seung-man Rhee, President of the Republic of Korea (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 8<sup>th</sup> Army units to receive training that was not readily available in the ROK Army (ROKA) and to enhance 8<sup>th</sup> 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.

c. The objective of the KATUSA Soldier Program is to augment 8<sup>th</sup> 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 Soldier Program is also symbolic of ROK/U.S. friendship and mutual support.

d. 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.

e. 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 --

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(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 functions at the expense of their MOS-related training and duties. It does not preclude employment of KATUSA Soldiers 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) 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.

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## 15. DRIVER'S LICENSE.

a. USFK Regulation 190-1, dated November 1, 2010, regarding privately owned vehicle (POV) driving privileges of U.S. Forces personnel. USFK Pamphlet 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 possess a USFK Form 134EK (USFK Motor Vehicle Operator's Permit) in order to drive POVs on U.S. installations or Korean roadways. Active duty military personnel, civilian employees, and family members aged 18 or older are required to have a valid U.S. state driver's license, ROK driver's license or international driver's permit in order to obtain a USFK Form 134EK. All military personnel, civilian employees and family member may take the written test to receive a USFK driver's license at the appropriate driver testing facility. The USFK driver's license is valid for five years or until DEROS is established for military personnel, civilian employees and family members.

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

(1) Service Members in the grade of E-7 and above and all command sponsored personnel. Non-Command sponsored Service members in the grade of E-6 and below may be granted an exception to policy by the first O-5 in the chain of command.

(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) 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.

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

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

c. Learner's Permit/Temporary License.

(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) All SOFA status USFK military personnel and their family members, USFK civilian appropriate and non-appropriate employees and their family members, and USFK technical representatives and their family members who desire to drive in the

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ROK and who are qualified under paragraph 2-1d USFK Reg 190-1, may use a valid U.S state driver's license or a valid international driver's permit as a temporary permit for 30 days after their initial arrival to the ROK to drive POVs on both USFK installations and Korean roadways.

(3) Motorcycle owners may obtain a 10 day temporary license in order to ride to and attend a MSF course if the owner is already in possession of a valid motorcycle operator's license or motorcycle endorsement issued by the civil authorities of a country or by a U.S. State or territory of the United States. The 10 day temporary license may be issued five days before the start of the MSF course. If the motorcycle owner is unable to attend the MSF class another temporary license may be issued five days prior to attending a new future MSF course.

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## 16. MISUSE OF MILITARY VEHICLES.

The following provides information on the possible misuse of military vehicles (tactical/non-tactical):

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 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. 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 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. Non-tactical vehicles. IAW AR 58-1 dated 10 August 2004, the use of Army owned or controlled non-tactical 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. Non-tactical 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.



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## 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 or Korean National Police (KNP). 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 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 (as soon as it is requested) per USFK Regulation 190-1.

(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 (e.g., KNP do not show up at the scene or you cannot communicate with the driver) and law enforcement personnel are not present, the driver of the vehicle will report the accident to (nearest) 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.

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## 17. WEAPONS.

a. IAW USFK Reg 27-5, 7 July 2011, a weapon is any device that will eject a hard projectile by explosive, mechanical, or compressed air (except children's toys which eject soft projectiles), to include (but not limited to) all types of BB guns, air rifles or pistols, pellet guns, and slingshots. A weapon also includes club-type weapons (blackjack, brass knuckles, bracelets studded with hard or sharp metal objects), 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 to inflict death or serious injury.

b. Exceptions, as required in the performance of official duties and as authorized by law, are outlined in USFK Reg 27-5. IAW USFK Reg 190-16, 01 December 2009, all firearms must be registered with the Provost Marshal Office within 3 business days of 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. Sale of privately owned firearms to local national citizens, third nationals, or tourist is prohibited.

c. Personnel will not acquire or register any privately owned firearm if they are:

(1) Under 18 years of age

(2) Under charges for, or have ever been convicted in any court, of a crime of violence punishable by confinement for a term exceeding one year

(3) Covered by the Lautenberg Amendment, which bans shipment, transport, ownership and use of guns or ammunition by individuals convicted of misdemeanor domestic violence; ship any firearm or ammunition in household goods, or accompanied or unaccompanied baggage, except as prescribed in USFK Reg 190-16 or other applicable military directives; or unless authorized by postal regulations, mail a firearm through the Army Post Office, Fleet Post Office, or any other postal system.

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## 18. YOUR FINANCES

a. Soldiers can obtain information on pay entitlements while in Korea by linking to the 175th Financial Management Center's website. The address is: <http://175fmc.korea.army.mil/>. This website contains a finance handbook titled, "Your Pay While Stationed in Korea."

b. The website also contains links for TSP, finance forms, savings bond, currency exchange rates at the Community Bank, contact numbers for the finance offices located in Korea and other useful finance information.

c. Government Travel Charge Card.

(1) The Government travel Charge Card is designed to cover expenses for Airline tickets, lodging, rent-a-car, meals and incidental expenses incurred during official Government TDY travel. Travelers must use their Government Travel Charge card only for expenses incurred during official TDY travel (as authorized and validated by travel orders) for which the traveler is entitled reimbursement for. Cash (ATM) withdrawals are authorized solely for the purpose of obtaining funds for approved official travel. Use of the card for any other purpose while TDY is strictly prohibited. Do not use it for personal expenses. There is no excuse for abusing the card or failing to reimburse Citibank the full amount owed by filing your DTS voucher within 5 days after returning from TDY. It is your responsibility to ensure that the card is paid off.

(2) Use of the Government Travel Card is now authorized for Permanent change of Station (PCS) expenses:

(a) Individuals are required to process through their organization Agency Program Coordinator (APC) for enrollment in the program.

(b) The following charges are authorized for this program:

- Transportation
- Lodging
- Meals
- Temp quarters subsistence expense

(c) To enroll in this program, no travel advances may be obtained by any means (i.e. finance Office, EFT, etc.) while participating in this program.

d. POC for this action is the ACoS, G-8, Management Division at 723-6666.

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19. **KOREAN CURRENCY.** The unit of Korean currency is the won (indicated as W). Coin denominations are W10, W50, W100, and W500. Bank notes are W1,000, W5,000, W10,000, W50,000. The won exchange rate is always changing.

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## 20. OFF-LIMITS ESTABLISHMENTS.

a. 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:

b. 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.

c. 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.

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

e. 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. An off-installation curfew remains and is effective from 0100 until 0500 Monday through Friday and 0300 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

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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.

f. 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.

g. 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.

h. 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.

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## 21. PROSTITUTION AND HUMAN TRAFFICKING.

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 whatever 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

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.

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(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 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:

(1) Military Police Town Patrol

(2) PHT Hotline = DSN: 333 or 736-9333 or 0505-736-9333 from Off-Post

(3) Your Chain of Command

(4) Courtesy patrol



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## 22. 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 operation of Tax Assistance Centers that offer federal and state electronic filing services. Legal Assistance offices are located at Camp Casey, 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 19th Expeditionary Sustainment Command (ESC) in Daegu, 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 non-judicial punishment or separation, or who need assistance in certain other administrative actions. Yongsan Garrison, Camp Henry in Daegu, and Camp Casey all have TDS offices.

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## 23. 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.

(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--

(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

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within either one year of the actual start date of the program, before the change in status occurs.

(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-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 action. Potential adverse action may include official reprimand, adverse evaluation report(s), non-judicial 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

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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.

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

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## 24. MARRIAGE TO FOREIGN NATIONALS.

a. USFK Regulation 600-240, International Marriages in Korea, 17 July 2011, which became effective on 2 March 2007, ensures that Service members desiring to enter into an international marriage are fully informed of and follow the regulatory procedures necessary to ensure that the marriage is valid and that the intended spouse and other dependents will be eligible to accompany the Service member upon a permanent change of station.

b. While all Service members stationed in Korea have the same right to marry as other US citizens, compelling military interests require that Service Members, and the chain of command, follow the regulation prior to a Service members' marriage to a non-US citizen. These interests include avoiding situations where the spouse and other dependents may be left behind in Korea when the Service member leaves for another duty station and ensuring that there is sufficient time prior to marriage for the chain of command to conduct appropriate background inquiries on prospective spouses to meet force protection and installation access control requirements.

c. Understanding the regulatory procedures to marry a non-US citizen is important to you since any violation of such procedures could adversely impact you and your spouse. Service members who fail to comply with any of the procedures prior to marrying a non-US citizen may be subject to punishment under the UCMJ and/or other disciplinary or adverse administrative action.

d. Purpose. To ensure that:

(1) Marriages between US Service members and non-US citizens are valid.

(2) Non-US citizen dependents are eligible for immigration.

(3) Service members who wish to marry non-US citizens are fully informed of and follow the regulatory procedures necessary to affect a valid marriage.

(4) Applicability. USFK Reg. 600-240 applies to all US military personnel assigned to the Republic of Korea.

e. Why this is important to you?

(1) International marriage may impact your security clearance.

(2) Immigration issues make it harder to evacuate dependents in the event of combat.

(3) Once you PCS from Korea, any dependents left behind lose ration cards and other benefits associated with SOFA status.

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(4) Failure to comply with this regulation subjects you to UCMJ action.

f. It is important to keep the chain of command informed throughout the marriage process to ensure that each step of the regulatory procedures are understood and followed.

g. Due to the time required to complete the spouse's background check, this process needs to start early as possible.

h. Key points to remember:

(1) Inform your chain of command promptly

(2) Following this regulation will help you make an informed decision and achieve USFK's goal of having your spouse leave Korea with you.

(3) Failure to comply with this regulation subjects you to UCMJ action

i. You should contact your local legal assistance office for further advice at 738-8111.

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## 25. PERSONAL CONDUCT IN KOREA.

a. 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 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 helped 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.

e. Koreans are far more formal in dress than most Americans when in public. In an effort to avoid unwanted attention, project a bad image of the US, or appearances of disrespect, Soldiers are advised to avoid overly 'trendy' outfits (loose fitting pants, etc.) and dress appropriately in specific environments. This is a standard Anti-Terrorist/Force Protection measure, but one you still see abused occasionally.

f. Koreans are very respectful to their seniors. Show that you are supportive of their culture by such actions as; being ready to offer your seat on a bus or subway; assisting an elderly person cross a street; or even offering the appropriate greeting when you pass. Such actions will go a long way in Korean/US relationship and will make your tour

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more enjoyable.

g. For newly arriving and/or first time Soldiers the use of your unit KATUSA could help in your understanding the Korean people and their culture. When travelling in public it is suggested when possible to invite a KATUSA. They can assist with cultural dos and don'ts, places to avoid, and an overall better understanding of the Korean way of life.

h. 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.

i. Off-duty. In Korea, you will find fine accommodations, foods and beverages, efficient transportation, modern amenities, unique nightlife, and 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 STDs. 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.

j. 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 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. Loud conversations can be just as bad as profanity. Most Koreans understand US profanity and meanings and many young Koreans speak some English. Loud American conversations are not 'secret'. They're not only heard, but often understood. As mentioned above, be particularly careful and respectful with tone and voice around seniors and children. Soldiers



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transitioning from GWOT must take additional measures to avoid overly aggressive attitudes, speech, etc.

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## 26. STATUS OF FORCES AGREEMENT (SOFA).

a. 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.

b. 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).

c. Entry and 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 from the child's birth date. For more information, call your nearest Army Community Service (ACS) Center.

d. 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,

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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, promptly to 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.

e. 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 goods provided they comply with the provisions of USFK Reg 210-60, which prohibit their transfer to persons, not authorized duty free privileges.

f. 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).

g. 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.

h. SOFA Status Personnel and Legal Jurisdiction. Korea has exclusive or primary jurisdiction over almost all offenses committed in Korea by U.S. service members. 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

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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.

i. 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 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.

j. 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.

k. 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

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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.

l. 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.

m. Special Issues.

(1) 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.

(2) 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 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.

(3) 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.

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## 27. PHYSICAL FITNESS FOR PREGNANT SOLDIERS.

a. The Army's Pregnancy, Postpartum, Physical, Training program (PPPT) is available for pregnant Soldiers at multiple sites in Korea. PPPT is a commander's program and participation is mandatory after medical clearance has been received from the Soldier's health care provider (AR 40-501).

b. The purpose of PPPT is to provide senior commanders with a safe and standardized physical training program for pregnant and postpartum Soldiers. Together, with the American College of Obstetricians and Gynecologists (AGOC), the Army developed the PPPT program. It is met to have experienced, trained, and knowledgeable exercise leaders conduct physical training 3 to 5 days a week for the pregnant population. The medical clinic provides education classes met to strengthen the knowledge base of our pregnant population, to prepare them for the special needs of being a Soldier-mother. The program begins with enrollment and continues through the 180 day postpartum period.

c. After a Soldier receives a positive pregnancy result from their medical treatment facility, the Soldier is to receive a pregnancy profile and have a medical evaluation completed by their health care provider. After medical clearance has been given, the Soldier is to be enrolled in the PPPT program at the unit level. Visit your local medical facility or The U.S. Army Public Health Command's website <http://phc.amedd.army.mil/topics/healthyliving/pft/Pages/ArmyPregnancyPostpartumPhysicalTrainingProgram.aspx> for more information.

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## 28. 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.

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29. **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.



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## 30. ALCOHOL AWARENESS AND RESPONSIBILITY.

### a. Alcohol abuse:

(1) Alcohol is debilitating, dangerous and deadly.

(2) Impairs judgment and sense of responsibility.

(3) Consistently a key factor in verbal and physical altercations between Soldiers and Korean Nationals.

(4) Denigrates high state of mission readiness.

(5) 60% of STI cases are alcohol related!

### b. International relationships:

(1) Off-duty American Soldiers jeopardize relationship with host nation.

(2) Negative perception of American Military

(3) Loud, aggressive and arrogant behavior, “ugly American” not culturally acceptable.

(4) Be sensible with alcohol consumption while off-post.

### c. Standards:

(1) Alcohol abuse is not accepted.

(2) Inconsistent with the standards of performance.

(3) Strong measures (UCMJ) are necessary to reduce alcohol abuse.

(4) USFK Policy, NO one under 21 years of age may purchase, possess, consume, or be served alcoholic beverages.

(5) You represent the US Military on and off duty.

### d. Leadership. Prevention of alcohol abuse is strong leadership.

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## BLOOD ALCOHOL PERCENTAGE CHART

DRINKS	BODY WEIGHT IN POUNDS							
	100	120	140	160	180	200	220	240
1	.04	.03	.03	.02	.02	.02	.02	.02
2	.08	.06	.05	.05	.04	.04	.03	.03
3	.11	.09	.08	.07	.06	.06	.05	.05
4	.15	.12	.11	.09	.08	.08	.07	.06
5	.19	.16	.13	.12	.11	.09	.09	.08
6	.23	.19	.16	.14	.13	.11	.10	.09
7	.26	.22	.19	.16	.15	.13	.12	.11
8	.30	.25	.21	.19	.17	.15	.14	.13
9	.34	.28	.24	.21	.19	.17	.15	.14
10	.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 reducing or speeding up the rate at which your blood alcohol percentage is reduced.\*\*

BAC	BEHAVIOR
.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.

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## 31. TRICARE PACIFIC.

a. 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 65<sup>th</sup> Med Bde TRICARE Service Center at DSN 736-8558/7236 or com 7916-8558/7236.

<http://tricare.mil/mybenefit> and <http://www.korea.amedd.army.mil/default.asp>.

b. Eligibility TRICARE Prime. TOP Prime is a managed care option offering the most affordable and comprehensive health care. TOP Prime is available to ADSMs and command sponsored Family Members.

(1) Enrollment required.

(2) Enhanced benefits and services.

(3) Priority access for care at military treatment facilities.

(4) Most care received from an assigned primary care manager (PCM) at a military treatment facility (MTF).

(5) PCM referrals required for specialty care.

(6) No claims to file (in most cases).

c. Eligibility TRICARE Standard.

(1) Active duty family members living overseas with their sponsors and those who have relocated with service sponsored/funded orders.

(2) Non-command sponsored active duty family members who reside overseas.

(3) Retirees and their family members who reside overseas.

(4) Survivors who reside overseas.

(5) Eligible former spouses who reside overseas.

(6) National Guard or Reserve family members who are living overseas while their sponsor is on active duty for more than 30 consecutive days.

d. TRICARE For Life. TRICARE for Life (TFL) serves as Medicare wrap around coverage for all TRICARE beneficiaries entitled to Medicare Part A and who have

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Medicare Part B coverage. *Note:* Beneficiaries entitled to premium-free Medicare Part A, regardless of their age, must have Medicare Part B coverage to remain eligible for TRICARE benefits.

e. TRICARE Dental Program (TDP) - 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 (non-enrolled members have responsibility to pay dental service fees to the host nation provider) to receive covered dental services from host nation dentists, subject to availability. For Orthodontic services received in South Korea, active duty family members all enrollees must obtain a Non-Availability and Referral Form (NARF) from their servicing USODTF and be seen by a dentist on the host nation provider listing. For general dental services (non-orthodontic services) are not required to obtain a NARF to be seen by a dentist on the host nation provider listing. The Host Nation Provider (HNP) list can be found at USODTF, TDP office at the 121 Hospital or 65<sup>th</sup> Medical Bde website ([www.korea.amedd.army.mil](http://www.korea.amedd.army.mil)). Individuals who are not eligible for the TRICARE Dental Program are active duty service members, former spouses, parents, in-laws, disabled veterans, foreign personnel and retirees and their families. For more information, call to Mr. Suh, TDP Patient Contact Representative-South Korea at 010-8977-0107 or visit <http://www.tricaredentalprogram.com>.

f. Dental Classifications. Dental patient categories are as follows:

(1) CLASS 1 - Personnel who require no dental treatment.

(2) CLASS 2 - Personnel whose existing dental condition is not expected to result in a dental emergency within 12 months.

(3) CLASS 3 - Personnel who require dental treatment to correct a dental condition that is likely to cause a dental emergency within 12 months.

(4) 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.*

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32. **ANTHRAX AND SMALLPOX VACCINATION.** Anthrax and Smallpox are the top two biological warfare agents of threat in the Korean peninsula. Anthrax and Smallpox vaccinations are required for permanent assignment or deployment/TDY (if greater than 15 days) in Korea. Soldiers can initiate or resume Anthrax and Smallpox vaccinations 120 days out from PCS, deployment, or TDY. Individuals should arrive in Korea having completed the Smallpox vaccination and begun the Anthrax vaccination series. More information about Anthrax and Smallpox vaccination is located on the internet at <http://www.vaccines.mil>. You can contact the Joint Military Vaccine Program (JMILVAC) Analyst in Korea at [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.

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## 33. DISEASES.

### a. Mosquito-borne diseases, Malaria and Japanese Encephalitis prevention.

(1) Malaria is a disease spread by Anopheles mosquitoes in some northern areas of South Korea from May to October. While the highest transmission rates occur near the demilitarized zone (Joint Security Area and Warrior Base Complex), transmission does occur at other training sites and installations, e.g., Cp Humphreys. Indicator symptoms include: head ache, high fever, severe sweats, and shaking chills for 2-4 hrs followed by malaise at approximately every 24 hrs intervals. This type of malaria (vivax malaria) is easily treated when detected. If untreated, vivax malaria can make a Soldier sick for weeks with high fevers, chills, headache, body aches, and occasionally vomiting and diarrhea. While approximately 40% of Soldiers develop symptoms within 12-20 days after being bitten by an infected mosquito, approximately 60% of the Soldiers will get sick more than nine months after exposure. Without terminal treatment with primaquine, a Soldier may get sick again months or several years later. Malaria can be prevented by preventive medicine measures (PMM); guidance, training, and materials (e.g., insect repellents) that are provided by commanders and NCOs. Troops training or assigned in areas where mosquitoes are present need to protect themselves from mosquito bites. Use the standard Army repellent (DEET, NSN: 6840-01-3928), or other DEET formulation of at least 20%, on exposed skin, wear uniforms treated with permethrin spray or dip (NSN: 6840-01-278-1336 or 6840-01-345-0237), and the ACU blouse worn with sleeves down. In the field, PMM is very important as insecticide fogging for mosquitoes at training sites has not been shown to be effective.

(2) Japanese encephalitis (JE) is a viral disease spread by *Culex* mosquitoes throughout Korea as early as April in the southern part of South Korea through October. While few cases of JE are symptomatic (approximately 1/200), the estimated mortality rate for those that do demonstrate symptoms is 10 – 30%. While there are generally 0-7 cases annually, in 2010, there were 26 confirmed severe cases with 6 deaths. Considering the asymptomatic to symptomatic ratio, that results in a minimum of 5,200 transmissions, which is largely underestimated due to a fully vaccinated young population (<30 yrs of age). Also, in 2010, there were >50 mosquitoes detected with JE virus near the demilitarized zone at the Joint Security Area and Warrior Base. 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 human cases of JE are reported. The JE vaccine recommendation is being considered carefully at this time with several factors being weighed – availability and safety of vaccine and evidence of human transmission among USFK population, etc. There have been no USFK cases reported over the past 20 years. Protection from JE is the same as for malaria in paragraph 40.a.1.

### b. Rodent-borne diseases, Korean hemorrhagic fever (KHF), Seoul virus and Leptospirosis.

(1) KHF (distributed in Eastern Asia) and Seoul virus (worldwide) are Hantaviruses that result in Hemorrhagic Fever with Renal Syndrome (HFRS) that affect

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kidney function. This is different than the Hantaviruses in the US that affect the lungs. Hantaan virus, which causes KHF is the most serious with a 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 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 viruses. To minimize your risk of getting KHF, beware of areas with mice/rats. While rats gather around open garbage and food, mice are found mostly in open areas with tall grasses, weeds, and shrubs. Rodent infection rates are generally high at training sites (generally 10-30%). Soldiers should avoid breathing dusts that enter vehicle cabs during convoys and firing artillery or other activities, 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.

(2) 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 200 cases annually. Rodent surveillance indicates that leptospirosis is present in Norway rats captured at Yongsan Garrison and in mice and voles captured near the DMZ. Avoidance of potentially contaminated water and handling potentially contaminated soil and vegetation is the most important. Avoid direct handling of rodents (live or dead) by using rubber gloves and similar for Hantavirus prevention, double-bag 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.

### c. Tick-borne diseases, Ehrlichiosis, Rickettsia and Bartonellosis.

(1) 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

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moderately short grasses and other vegetation (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 in accordance with label directions as outlined in paragraph 40.a.1, above. 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, the tick should be sent to the Chief, Force Health Protection and Preventive Medicine, 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, A body rash may appear before other symptoms, which may not be associated with the disease.

(2) As with Ehrlichioses, Spotted Fever Group *Rickettsia*, have only recently been identified in ticks and Korean patients. The tick vectors are unknown, but the spirochete bacterium has been identified in commonly collected ticks and rodent and other animal hosts throughout Korea. Prevention is similar for avoiding tick bites outlined in the above paragraph.

(3) 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 can result in human disease. The tick vectors are unknown, but the spirochete bacterium has been identified in commonly collected ticks throughout Korea. Prevention is similar for avoiding tick bites outlined in the above paragraph (52a). 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 or tick bites to the medical provider.

d. Mite-borne diseases. The causative agent for scrub typhus is a spirochete bacterium that is transmitted through larval chigger mites. The larval mites are very small and cannot 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 by bite, while a secondary infection may occur when the patient scratches the soft-bodied mite, rubbing gut contents and other bacteria into the wound. A small “eschar” or skin ulcer usually forms at infected sites. Scrub typhus is present throughout Korea and the Korea National Institute of Health reports approximately 6,000 cases annually. An acute febrile illness follows within several days after infection and may last for up to 14 days, if untreated. Of those who get sick with these diseases, between 1 – 60% may die depending on the strain. Prevention is similar for tick-borne diseases (40.c.1.), above.



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e. Flea-borne diseases. The causative agents for murine typhus and a spotted fever group (SFG) rickettsia are spirochete bacteria that are transmitted through flea feces during biting. Patients become infected when the bacteria are scratched into the bite wound site. Murine typhus was previously noted as an “urban” disease, especially in crowded conditions, but more rural vectors and transmission are being identified. Flea-borne SFG rickettsia is primarily a rural disease. These diseases are very mild to severe. Of those who get sick with this disease, less than 1% may die. 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 results in increased exposure to humans as the fleas seek alternate hosts. Seek assistance from the Department of Public Works (DPW) if you observe rodents/fleas in your house or work area. They will apply safe and effective control measures for both fleas and rodents.

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34. **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.

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35. **SEXUALLY TRANSMITTED INFECTIONS (STI).** STIs are present in Korea just as they are in CONUS.

- a. Abstinence - it is the best way to prevent pregnancy and STIs.
- b. Condom use helps prevent some STIs.
- c. STIs do not cure themselves and over-the-counter medicines generally are not effective.
- d. Left untreated, some STIs can result in permanent disability, sterility, or even death.
- e. Symptoms such as genital sores, discharge, itching, painful urination, or a change in your menstrual cycle need to be evaluated at your local health clinic.
- f. The number one STI is Chlamydia and it often has no signs or symptoms. Women are tested yearly during their annual well woman exams. In a two year survey of Soldiers in-processing to Korea, more than 9% of all females and 4% of males were infected with Chlamydia. Chlamydia and other STIs may be transmitted even when symptoms are not present. Soldiers with multiple sexual partners, especially when entering unprotected sexual relationships, should consult a physician should any unusual symptoms occur.
- g. More recently, other lesser known pathogens (mycoplasmas) have been involved with urinary infections.
- h. It is reported that alcohol is involved in 60% of all STI cases.

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## 36. MASTER RESILIENCE TRAINER (MRT).

a. Comprehensive Soldier Fitness (CSF) provides a system for Soldiers, Family members, and Army Civilians to master the skills necessary to achieve balance in their lives and build resilience in order to thrive in an era of high operational tempo and persistent conflict. The objective of the program is to enhance overall performance, improve unit and individual readiness and sustain a balanced, healthy, campaign and capable expeditionary Army.

b. In addition to helping active duty soldiers CSF is designed to provide Family Members with the thinking skills and coping strategies needed to take care of themselves and their Soldiers. The program helps to link them with resources and tools available in the military community that can build resilience. CSF aspires to build our family members up as the Army is providing similar training to Soldiers. CSF will empower families to face life's challenges with their Soldier-as a team.

c. CSF is a structured, long term assessment and development program to build the resilience and enhance the performance of every Soldier, Family member and Department of the Army Civilian. The program, based on 30 plus years of scientific study and results, uses individual assessments, tailored virtual training, classroom training and embedded resilience experts to provide the critical skills Soldiers, Family members and Army Civilians need.

d. Global Assessment Tool (GAT). The GAT is a web-based survey instrument used to assess the dimensions of emotional, social, spiritual, and family fitness. The GAT is comprised of 105 questions and takes approximately 15 minutes to complete.

e. Trainers: Master Resiliency Trainers (MRTs). MRTs are Soldiers, Family members, and DA civilians who are graduates of the 10 day MRT-C course at University of Pennsylvania, Victory University, or by Mobile Training Team (MTT). MRTs teach and/or enhance resilience in leaders and Soldiers.

f. Requirements. One MRT per battalion in addition to one Senior MRT for the Brigade; all MRTs must complete 10 days (80 hours) of structured, resident-based Resilience Training at the University of Pennsylvania (Philadelphia), Victory University(Fort Jackson) or by Mobile Training Team (MTT). Selection criteria for MRT is as delineated: NCOs in the ranks of E6-E8; WO1-3; and officers in the ranks of 01-04. All MRT candidates must have the desire and capability to teach groups of various sizes. Candidates must exemplify mental agility; strength of character, assertive communications, attentive listening, and adept at identifying and solving problems. Candidates must have at least 10 months retain ability upon completion of MRT-C.

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## 37. INSPECTOR GENERAL (IG) ASSISTANCE.

a. Soldiers, DA civilians, contract employees, US military retirees, and Family members may seek help from the IG on matters affecting their health, welfare, and personal readiness and seek assistance regarding complaints and allegations involving an individual and/or regulatory standard violation.

b. Soldiers, DA civilians, and contractors must have authorization to be away from their duty location if they want to visit the IG during normal duty hours. Soldiers, DA civilians and contractors are only required to inform their supervisory chain or chain of command of their desire to visit the IG. An approved leave form is not required for DA civilians or contractors.

c. Inspector General services are provided on an Area basis. The IG offices located in Korea are shown below.

8TH ARMY INSPECTOR GENERAL OFFICES		
Office	Phone Number	Location
8 <sup>th</sup> Army IG	723-4006	USAG-Yongsan, Main Post Bldg 2372, 2 <sup>nd</sup> Floor
2 <sup>nd</sup> ID IG	732-8770	Camp Red Cloud, Bldg 631, 1 <sup>st</sup> Floor, Room 149
19 <sup>th</sup> ESC IG	768-8603	Camp Henry, Bldg 1501, Room 101
Fraud, Waste and Abuse (FWA)	738-7867 (STOP)	Contact IG for the Area in which the FWA has occurred or contact the 8 <sup>th</sup> Army IG.
Improper Mental Health Referral (IMHR)		Contact IG for the Area in which the IMHR has occurred or contact the 8 <sup>th</sup> Army IG.
Whistle Blower Reprisal (WBR)		Contact IG for the Area in which the WBR has occurred or contact the 8 <sup>th</sup> Army IG.

d. Personnel seeking assistance from the IG must complete a DA Form 1559 ([http://armypubs.army.mil/eforms/da1300\\_to\\_da2199\\_1.html](http://armypubs.army.mil/eforms/da1300_to_da2199_1.html)), Inspector General Assistance Request (IGAR) authorizing the action on an individual's request for assistance. Personnel may prepare the IGAR and email it along with supporting documentation prior to meeting with an IG.

(1) Military Personnel Allegations of Whistleblower Reprisal. Under 10 USC 1034,IGs within military Service departments are authorized to grant whistleblower protection for reprisal allegations presented directly to them by military personnel. The IG must 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 of the Armed Forces for making or preparing a protected communication to an MC; an IG; a member of a DOD audit, inspection, investigation, or

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law enforcement organization; a member of the chain of command; or any other person or organization designated to receive such communications.

(2) Civilian, Non appropriated Fund (NAF), and DOD Contractor Allegations of Whistleblower Reprisal. Requirements of 5 USC 2302(b)(8) provides coverage similar to appropriated fund (DA civilian) employees as discussed above for military personnel. Coverage to NAF employees is provided under 10 USC 1587. Coverage to contractor employees is provided under 10 USC 2409(a). When a civilian employee presents to an IG an allegation of reprisal for protected disclosure, the IG must accomplish the following:

(a) Inform the appropriated fund civilian employee of the right to present the reprisal allegation to the Office of Special Counsel (OSC) and advise appropriated fund employees that they may contact OSC directly.

(b) Advise NAF employees of their right to submit reprisal complaints to DODIG, in accordance with DODD 1401.03.

(c) Inform contractor employees that the provisions of 10 USC 2409(a) govern their right to present reprisal allegations, and advise contractor employees to contact the DODIG directly.

(d) In all of the instances listed above, the IG must receive a DA Form 1559, IGAR from the complainant and create a case record.

### e. Improper Referral for Mental Health Evaluation (MHE).

(1) The DODD 6490.1, Improper Mental Health Referrals and DODI 6490.4, requirements for Mental Health Evaluations of Members of the Armed Forces establish and implement DOD policy, assign responsibility, and prescribe procedures for the referral, evaluation, treatment, and administrative management of Soldiers, who may require MHE, psychiatric hospitalization, or assessment for risk of potentially dangerous behavior. The directive prohibits referrals done in reprisal and restriction as a violation of Article 92: Uniform Code of Military Justice.

(2) The two types of improper MHEs are procedural violations or reprisal, but IGs must analyze all allegations of improper MHE referral specifically for reprisal under the provisions of 10 USC 1034 and DODD 7050.06, Military Whistleblower Protection. Procedural violations are governed by DODD 6490.1 and DODI 6490.4.

(3) Inspectors general receiving allegations of improper referral for MHE will forward only the improper referral for MHE and all supporting documentation directly to the Military Reprisal Investigations office at DODIG along with the Soldier's name, grade, address or duty location, and phone number; a synopsis of the specific allegation(s); any supporting data received by the IG; the name, grade, address, and phone number of the IG action officer; and any other required information.

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f. Personnel seeking assistance from the IG must be prepared to provide answers to the following questions (this information will be captured in the block titled 'INFORMATION PERTAINING TO THIS REQUEST'):

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

(2) Do you have any supporting documentation?

(3) Have asked any other agency (i.e., Military Equal Opportunity, Equal Employment Opportunity, Department of the Army or Department of Defense IG or Civilian Personnel Activity Center) to assist you?

(4) Have you made your chain of the command aware of the problem, issue, allegation, and/or concern? (Personnel are highly encouraged to first make their chain of command aware of their problem /issue/allegation/concern and provide the chain of command an opportunity to address and try to resolve the problem/issue/concern. Notification of chain of command is not mandatory.)

(5) What is your status (i.e. Active Duty, US Reserves, US National Guard, DAC, or US military retiree)?

g. According to AR 20-1, Inspector General Activities and Procedures, there are matters which are not appropriate for IG action. In these cases, the IG will refer personnel to the appropriate agency. Matters not IG-appropriate are listed below:

(1) Soldier Nonsupport of Family members. The IG has a very limited role in this matter. Resolving nonsupport claims is a command responsibility. The Judge Advocate General (TJAG) is the proponent for AR 608–99, Family Support, Child Custody, and Paternity, so local or servicing SJAs are best suited to answer a complainant's or commander's detailed questions regarding this policy. If the commander fails to act after the IG has officially notified them of the non-support, the IG may investigate the Soldier's commander for failing to adhere to the requirements of AR 608–99.

(2) Private Indebtedness. Resolving indebtedness claims is a command responsibility as outlined in AR 600–15, Indebtedness of Military Personnel. The IG will determine if the complainant has forwarded the indebtedness claim to the Soldier's commander. If not, the IG may assist the complainant in properly routing the complaint. If the commander fails to act after the complainant forwards the complaint to the command, the IG may investigate the Soldier's commander for failing to adhere to the requirements of AR 600–15.

(3) Contractor Activities. The IG will analyze the substance of the complaint from contractors and their employees who are involved in commercial, procurement, or contracting activities on behalf of the Army to determine if the matter may be appropriate for IG action. The IG will refer the matter to the Principal Assistant

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Responsible for Contracting and/or the contracting officer representative or coordinate with that person—as well as the command's SJA, general counsel, or DAIG's legal advisor to determine how best to resolve the contract-related complaint.

(4) Civilian Personnel Advisory Center (CPAC). Issues and allegations related to CPACs will be referred to the U.S. Army Civilian Human Resources Agency (CHRA), a field-operating agency of the Deputy Chief of Staff, G-1. For OCONUS-based CPACs, the IG may provide assistance in direct coordination with a DCS, G-1 representative. The IG may also use IG channels to coordinate or refer the matter or to resolve concerns regarding IG jurisdiction.

(5) Hazardous Work Conditions. The IG will advise complainants presenting IGARs concerning hazardous work conditions (unsafe or unhealthy) to follow the procedures outlined in AR 385-10, The Army Safety Program and refer the complaint to the appropriate Safety Office.

(6) Redress available through other means. Many situations exist in which either law or a regulation provides Soldiers a remedy or means of redress. Soldiers must seek and exhaust the prescribed redress or remedy before an IG can provide assistance. Once the Soldier has used the available redress procedures, the IG is limited to a review of the redress process to determine if the Soldier was afforded the due process provided by law or regulation. Examples of situations where specific redress, remedy, or appeals procedures are applicable include, but are not limited to, the following: Courts-martial actions; Non-judicial punishment; Officer, NCO and Enlisted evaluation reports; Type of discharge received; Pending or requested discharge; Financial liability investigations of property loss; Relief for cause; Adverse information filed in personnel records (except for allegations of reprisal); and Claims.

(7) Redress available for Department of Defense civilian employees through other channels. Federal law and regulations, DOD guidance, Army regulations, and local collective bargaining agreements include procedures for processing grievances and appeals. Procedures are also available for processing Equal Employment Opportunity (EEO) complaints made by employees pertaining to the terms and condition of their employment. The IG will advise civilian employees to use the procedures prescribed by the applicable laws, regulations, and agreement. The IG may act upon matters that do not directly affect the civilian's employment situation or well-being such as allegations against third parties and reports of alleged misconduct, mismanagement, or other matters requiring command attention. Civilian complaints with other means of redress generally fall into the following five broad categories.

(a) Grievances under DOD 1400.25-M, subchapter 771, under a negotiated collective bargaining agreement will be referred by the IG to the Area's CPAC.

(b) Appeals of adverse actions after analysis by the IG will be referred to the Area's CPAC.



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(c) Any Equal Employment Opportunity (EEO) complaints, including those matters regarding reprisals for protected EEO activity will after analysis by the IG be referred to the 8<sup>th</sup> Army EEO officer or counselor.

(d) Complaints of retaliation or reprisal will after analysis by the IG be referred to the U.S. Office of Special Counsel or to the Department of Defense, Office of the Inspector General.

(e) Other statutory or regulatory complaint or appeal processes that may provide redress.

- **Military Equal Opportunity (MEO) Complaints.** When a MEO complaint is presented to the IG, the IG will normally refer the complainant to the supporting MEO office for action. The IG will take action for Soldier EO complaints when the complainant seeks redress for past alleged discriminatory practices that have become part of official Army records.

- **Command Climate Sensing Sessions.** The IG will only conduct command climate sensing sessions if specifically directed to do so by the 8<sup>th</sup> Army Commander. Other staff proponents such as the MEO or EEO advisors and Chaplain are trained to conduct these sensing sessions. If the commander directs the IG to conduct a command climate sensing session, the IG will always recommend first that the appropriate staff proponents conduct the sensing session, because the IG must act on every issue or allegation that surfaces during the session.

- **Criminal allegations.** The IG will not normally conduct investigative inquiries or investigations when the alleged impropriety is of a nature that, if substantiated, would likely constitute criminal misconduct

(f) Not of Army interest. In cases where the issues are clearly not Army related, the IG will advise the complainant to present the matter to the appropriate agency or military Service.

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INSPECTOR GENERAL ACTION REQUEST			
For use of this form, see AR 20-1; the proponent agency is the Office of The Inspector General.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b>	Title 10, USC, Section 3020; Inspector General Act of 1978 (Pub.L. 95-452), as amended; E.O. 9397 (SSN).		
<b>PRINCIPAL PURPOSE:</b>	To secure sufficient information to inquire into the matters presented and to provide a response to the requestor(s) and / or take action to correct deficiencies.		
<b>ROUTINE USES:</b>	Information is used for official purposes within the Department of Defense; to answer complaints or respond to requests for assistance, advice, or information; by Members of Congress and other Government agencies when determined by The Inspector General to be in the best interest of the Army; and, in certain cases, in trial by courts-martial and other military matters as authorized by the Uniform Code of Military Justice. Department of Defense Blanket Routine Uses also apply.		
DISCLOSURE OF THE SOCIAL SECURITY NUMBER AND OTHER PERSONAL INFORMATION IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE COMPLETE INFORMATION MAY HINDER PROPER IDENTIFICATION OF THE REQUESTOR, ACCOMPLISHMENT OF THE REQUESTED ACTION(S), AND RESPONSE TO THE REQUESTOR.			
LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE / RANK	SSN	COMPONENT / STATUS
UNIT AND COMPLETE MILITARY ADDRESS		PREFERRED CONTACT TELEPHONE (Duty, home, and / or cell)	
PREFERRED MAILING ADDRESS (if different from military address, including ZIP Code)		E-MAIL ADDRESS (Optional)	
SPECIFIC ACTION REQUESTED (What do you want the IG to do for you?)			
INFORMATION PERTAINING TO THIS REQUEST (Background. Use additional sheets if necessary; list enclosures if applicable.)			
I do <input type="checkbox"/> I do not <input type="checkbox"/> consent to release my personal information outside of IG channels (but within DoD official channels) in order to resolve the matters listed above. I understand that if I do not agree to release my personal information, my request for assistance may go unresolved.			
This information is submitted for the basic purpose of requesting assistance, correcting injustices affecting the individual, or eliminating conditions considered detrimental to the efficiency or reputation of the Army. Those who knowingly and intentionally provide false statements on this form are subject to potential punitive and administrative action (UCMJ Art 107, 18 USC 1001).			
SIGNATURE			DATE (YYYYMMDD)

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## 38. EQUAL OPPORTUNITY (EO) .

a. The 8th 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 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 minimum, two of the quarters will consist of EO/Sexual Harassment and Assault Response Program. (SHARP) 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 ALARACT 123/2011(AR 600-20 6-15).

d. Manning Requirement: Commanders at company and battalion level will select and appoint in writing an Equal Opportunity Leaders (EOL) 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 additionally to 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.

e. Sexual Assault Tip Card can be accessed at the following link:  
<http://www.sexualassault.army.mil/posters.cfm>.

f. Commander's Sexual Assault Victim Assistance Checklist can be accessed at the following link: [http://www.sexualassault.army.mil/leader\\_commanders\\_checklist.cfm](http://www.sexualassault.army.mil/leader_commanders_checklist.cfm).

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39. **HUMAN RELATIONS**. 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.

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## 40. SAFETY.

a. The Safety Program's mission is to assist units with accomplishing their missions without unnecessary losses of personnel and equipment and therefore preserve our combat power. Leaders and Soldiers will employ the five-step risk management process outlined in FM 5-19 and integrate Composite Risk Management (CRM) into all phases of an operation, from the planning phase thru the execution phase of all missions. CRM is the integration of safety and risk management into all elements associated with Doctrine, Organization, Training, Leader, Material, Personnel, and Facilities (DOTLMPF). 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 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.

b. 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. Soldiers and family members driving in Korea must use courtesy, patience, skill, and, above all, good common sense. Due to a shortage of playground space, children can often 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. Good, defensive driving skills are a must.

(1) Winter Driving. Winter driving in Korea can be a real challenge. Because of the mountainous terrain and proximity of the ocean, snow accumulation varies greatly from Area to Area. The daytime winter temperatures in many locations allow ice and snow to melt and then freeze again in the evening. Also, beware of ice in shaded areas and on bridges. Accelerate gradually on slippery roads. Before traveling on Korean highways, be sure to check road conditions at <http://www.usfk.mil/usfk/road-condition> and click on the icon for Safety or 738-ROAD (7623).

(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 continual 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

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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. 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.

(4) Motorcycle Safety. It is not uncommon in Korea to see motorcycles and scooters using sidewalks and crosswalks. Although prohibited, many motor scooters and motorcycles ride on sidewalks to escape traffic and are a hazard to pedestrians. Personnel operating or riding on motorcycles, motorized scooters, mopeds, or bicycles must comply with established traffic laws and signs - The use of motorcycles and scooters increases the potential for serious injuries to operators and other personnel. Head injuries are the most common and the most severe. To reduce potential for accidents, all personnel, operating or riding on a motorcycle, moped, or motorized scooter while on an installation public roadway, street, bicycle path, or any right-of-way and Army personnel operating or riding on a motorcycle, moped, or motorized scooter at any time 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.

(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.

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

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

(e) Reflective Vests/Belts. Reflective vests and belts must be visible and not covered by clothing or backpack.

c. Army Traffic Safety Training Program. The Army Traffic Safety Training Program is required training for all Army personnel. The training is established to reinforce a positive attitude toward driving, individual responsibility, and correct response to routine and emergency driving situations. Each progressive traffic safety-training course builds on the previous module to reinforce the Army's expectations for a safe Army driver.

(1) Introductory Training Course. During initial entry training all Soldiers shall be given traffic safety training at Advanced Individual Training (AIT). The course will establish and reinforce a positive attitude toward driving, individual responsibility, and correct response to routine and emergency driving situations.

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(2) Local Area Hazard Training Course. All Army personnel who are newly assigned to an Army installation/theater will receive a briefing on the local driving hazards they may encounter while serving at that installation.

(3) Motorcycle Safety Training. Prior to operation of any motorcycle, Army personnel will successfully complete a Motorcycle Safety Foundation (MSF) or MSF-based approved motorcycle rider safety course. Commanders are not authorized to waive or defer the training.

(a) Anyone who operates a motorcycle on an Army installation, to include Government-owned motorcycles, shall successfully complete a MSF-based rider safety course, or present documentation of previous attendance.

(b) The Army standard motorcycle rider's course is an MSF-based Basic Rider Course (BRC). Commanders may offer the Experienced Rider Course (ERC) in addition to the BRC, but not in lieu of the BRC. The ERC is designed to provide additional highway safety skills for experienced motorcycle riders. It is highly encouraged that both courses be offered to ensure adequate training for both new and experienced riders. The ERC builds upon and provides additional skills taught in BRC or gained through previous experience. Anyone who has documentation of prior completion of the ERC will be in compliance with the Army standard for motorcycle training and will not be required to attend the BRC.

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

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(3) 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.

(4) 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 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.

e. Pedestrian Safety. Korea experiences one of the highest pedestrian fatality rates among the world's most industrialized nations. Korea experiences 5.28 fatalities per 100,000 while the average for the other countries is 1.58/100,000. Pedestrians must be constantly aware of buses, taxis, and motorcycles. Drivers often do not yield to pedestrians. Cross roads and streets only at crosswalks. Be wary of motorcycles and scooters using sidewalks and crosswalks. Although prohibited, many motor scooters and motorcycles ride on sidewalks to escape traffic and are a hazard to pedestrians.

f. Bicycle Safety. All personnel, operating or riding on in-line skates, coasters, skateboards, sleds, or any non-motorized vehicles while on an installation public roadway, street, bicycle path, or any right-of-way and Army personnel operating or riding on in-line skates, coasters, skateboards, sleds, or any non-motorized vehicles at any time WILL, at all times, wear the following Personal Protective Equipment and Clothing (PPEC):

(1) Helmets. All must wear approved bicycle helmets.

(2) Reflective Vests. Personnel Reflective vests must be visible and not covered by clothing or backpack.

(3) Lighting. 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).



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

### g. Other Safety Issues.

(1) 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.

(2) Eye Protection. Each year, at least one of our soldiers experiences a disabling eye injury. Most of these injuries occur in our motor vehicle and aircraft maintenance facilities. As a preventive measure Soldiers will wear their issued ballistic eyewear or other approved eye protection whenever conducting maintenance operations on Army motor vehicles or Army aircraft. Soldiers will also wear their ballistic eyewear whenever they participate in tactical operations.

(3) 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. 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.

(4) 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.

(5) 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

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awareness and understanding of the hazards and prevention of carbon monoxide poisoning is conducted annually prior to the beginning of the winter season.

h. Additional Resources. Other useful safety information and tools can be found accessing the 8th Army Safety website at <http://safety.korea.army.mil>.

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41. **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 Army personnel in Korea 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.

b. Other important factors in suicide attempts by Army personnel in Korea 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 a 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 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. Cues and Warnings. One important factor is that many of these cues and warnings are very subtle. Remember the suicide's ambiguity: they wish not to live and they wish not to die. They want someone to care and to talk to them, but they hide their cues to see if you really care. Most potential suicides send out a wide variety of signals. Many cues show up best in the word "change".

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(1) Warning signs that an adult/Soldier needs help:

- (a) Noticeable changes in eating and sleeping habits
- (b) Talking or hinting about suicide
- (c) Obsession with death (e.g., in music, poetry, artwork)
- (d) Irritability
- (e) Alcohol and/or drug abuse
- (f) Isolation
- (g) Giving away possessions/suddenly making a will
- (h) Feeling sad, depressed, or hopeless
- (i) Finalizing personal affairs
- (j) Coworkers, family, friends are concerned

(2) Warning signs that a child/adolescent needs help:

- (a) Noticeable changes in eating and sleeping habits.
- (b) Unexplained, or unusually severe, violent or rebellious behavior
- (c) Running away
- (d) Unusual neglect in appearance
- (e) Drastic mood swings
- (f) Withdraws from peers
- (g) Gives away possessions
- (h) Feeling sad or depressed
- (i) Obsession with death (e.g., in music, poetry, artwork)
- (j) Physical complains that are not real
- (k) Talks about death

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(l) Your child's teacher or other trusted adult tells you that your child is acting different and may need help

### (3) Verbal Cues.

(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.

(5) 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 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 a judgment on them, but in a sensitive, confident, even compassionate response that says, "I care – count on it!"

### g. What Can I Do?

(1) If someone you know is exhibiting these warning signs, take action and be an ACE.

(a) ASK. Ask the question directly and stay calm, e.g., "Are you thinking of killing yourself?", "Do you want to die?", "Do you wish you were dead?", "Have you thought of how you could kill yourself?" Talk openly about suicide. Be willing to listen and allow the person to express feelings.

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(b) CARE: Care for the person. He or she may be in pain. Remove any means that could be used for self-injury. Active listening may produce relief. Calmly control the situation; do not use force. Encourage the person to seek help. Reassure the person that he or she will be helped and will feel better.

(c) ESCORT: Never leave your family member or friend alone. Escort to the emergency room, primary care provider, or behavioral health professional. Adopt an attitude that you are going to help your family member or friend; this will save his or her life.

(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 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.

### h. Self Care.

(1) If you have experienced any of the risk signs and are feeling discouraged, despondent, or depressed, ask for help. Getting help is never a sign of weakness if you are going through a difficult time in your life. There are counselors who can help you. Chaplains, Behavioral Health, and Army Community Services can help or make appropriate referrals. Most often this help remains strictly confidential. The intent is to help a Soldier, civilian or family member work through difficult situations. Life can be

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tough at times. A sign of wisdom and strength is to recognize when we need help and have the courage to ask for help.

(2) Your Resources.

(a) Chain of Command.

(b) Army Center for Health Promotion and Preventive Medicine (CHPPM)  
<http://usachppm.apgea.army.mil/dhpw/readiness/suicide.aspx>.

(c) Community Mental Health Clinic (CMHC).

(d) Chaplains.

(e) Family Readiness Groups (FRG)<http://www.armyfrg.org>.

(f) Military OneSource (6 free counseling sessions for Service members and their families)<http://www.militaryonesource.com> or 1-800-342-9647.

(g) Military Welfare and Recreation (MWR).

(h) Medical Treatment Facility (MTF).

i. There are many people and agencies trained to work with desperate people. Direct the person in need to one of these agencies trained to work with desperate people. Direct the person in need to one of these agencies – your 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, or Army Community Services (ACS). All have been trained to assist people in need or to refer individuals to those who can help.

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## 42. **BETTER OPPORTUNITIES FOR SINGLE AND UNACCOMPANIED SOLDIERS**

**(BOSS).** BOSS is a program that supports the overall quality of life for single and unaccompanied Soldiers. Through BOSS, 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. 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 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) Sometimes to 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!



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## 43. Army Community Service (ACS).

a. ACS operates in accordance with the provisions of Army Regulations 608-1, Army Community Service Center; AR 608-18, The Army Family Advocacy Program; and AR 608-75, Exceptional Family Member Program (EFMP). Army Emergency Relief (AER), AR 730-4, provides emergency loans and grants for eligible members. 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.

b. Provides services through five readiness areas:

(1) Soldier and Family Readiness. (Combined service from 121 Med and ACS for The Family Advocacy Program (FAP)).

(a) FAP provides education, prevention identification, and reporting, investigation, and treatment services for child abuse, neglect, and spousal/intimate partner abuse. It also facilitates the development of strong, self-reliant Soldiers, partners and families. Additional services include assessment and investigation of allegations of abuse, classes on parenting skill enhancement, marriage enrichment, and stress management. FAP includes Victim Advocacy for Family violence (24 hour on-call), New Parent Support Program (NPSP) home visitors for children 0-3. FAP also currently includes the Sexual assault Prevention program currently in transition to Sexual Harassment and Assault Response Program (SHARP). For immediate assistance or reporting allegations of domestic violence, dial 101 from any military phone or the following phone numbers from a civilian phone:

AREA	PHONE NUMBER
I – CRC	(31) 870-6693
I – Cp Stanley	(31) 870-5310
I – Cp Casey	(31) 869-4417
II	(02) 7917-4101 for SWS (0505)7917-4101 0505-764-5997 area II 24 hours on call for Domestic violence 0505-764-5700 area II 24 hours on-call for Sexual assault
III	(31) 690-7101 or (0505)690-7101
IV	Daegu - (54) 790-7101 Busan - (51) 801-7101

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

(b) The Exceptional Family Member Program (EFMP Medical and ACS partnership) 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

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service to ensure appropriate personnel assignments are made for Soldiers with Family Members who have special needs. EFMP at ACS provides advocacy for the needs of EFMP family members in the community, schools and military services.

(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 is an expansion of the ACS service outside the physical structure of the building. The Outreach is the marketing and presentation portion of ACS.

## (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.

(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. ACS provides a variety of career building opportunities and services. Among these are: classes and workshops that provide basic skills, e.g. career counseling, assessing job skills, confidence building, financial planning, employment decisions, competency building, career opportunities, education, dressing for success, resume writing, and links to job search in the U.S. programs and services.

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## (4) Army Volunteer Corps Coordinator (AVCC).

(a) 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.

(b) AVCC also manages the Volunteer Management Information System or VMIS to track volunteer hours and establish an awards program on an annual and quarterly basis. AVCC provides an annual Volunteer of the Year Awards (VOYA) program for the Garrison in April of each year.

## (5) 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, National Guard and retirees.

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

## (6) Mobilization and Deployment Program.

(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 recovery. Support and assistance are provided to unit commanders in establishing Family Readiness Groups (FRG) caring for families. Family Readiness Support Assistant (FRSA) training and Rear Detachment Commander (RDC) training and support.

(c) Family Readiness Groups tracking and integration in to virtual FRG, Army Onesource, and My Army Life too programs online.

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

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(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.

c. 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 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. AFTB levels 1/2/3 are online at <https://www.myarmyonesource.com>.

(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. AFAP holds an annual meeting to address these issues and a quarterly steering committee to address resolution of issues. 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 (Out)
Camp Red Cloud	732-7779	K-16	741-6693
AREA III		AREA IV	
Camp Humphreys	753-8401	Camp Henry	768-7112
Camp Long	721-3665	Camp Hialeah	763-3571
		Camp Carroll	765-7900

d. The following media outlets and websites are provided for further information in reference to ACS services and support:

(1) Media Outlets: ACS has FACEBOOK: USAG-Yongsan Army Community Service - <https://www.facebook.com/pages/USAG-Yongsan-Army-Community-Service/91117809774>.

(2) Military Homefront – Supporting our Troops and their Families - [www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil).

(3) Military OneSource - [www.militaryonesource.com](http://www.militaryonesource.com).

(4) Army OneSource – [www.armyonesource.com](http://www.armyonesource.com).

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

a. ACAP is rooted in the National Defense 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 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.

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h. ACAP Centers are established to:

(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.

(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,

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wage averages, requirements, and other pertinent information. Average usage time is three hours.

(8) The Choices program is designed to research 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, 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.

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## 45. VETERANS AFFAIRS (VA).

a. 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.

(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 to include widows on all VA programs and services.

(8) The following websites are provided for additional information in reference to Veterans Affairs:

(a) Veterans Administration: [www.va.gov](http://www.va.gov).

(b) Facebook: [www.facebook.com/VeteransBenefits](https://www.facebook.com/VeteransBenefits)

b. The BDD Center is located in Bldg 4037 on South Post. The telephone number is DSN 738-5121



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## 46. COMMERCIAL TRAVEL OFFICE (CTO).

a. There are seven (7) CTO sites in the ROK that provide official and/or leisure travel services. Six CTOs provide both official and leisure services, and one CTO provides service for official travel only. (The CTO contractor operates additional standalone leisure travel offices, but these are not part of the CTO operations.) The CTO locations are as follows:

	<u>CTO Sites</u>	
	<b>OFFICIAL</b>	<b>LEISURE</b>
<b>Area I</b>	Camp Red Cloud/Camp Casey	Camp Red Cloud/Camp Casey
<b>Area II</b>	Yongsan(Moyer Rec Center - Bldg 1527) FED Compound	FED Compound
<b>Area III</b>	Camp Humphreys	Camp Humphreys
<b>Area IV</b>	Camp Henry/Camp Carroll	Camp Henry/Camp Carroll

\* The CTO contractor operates two leisure travel only offices at Dragon Hill Lodge, and Moyer Rec Center on Yongsan Garrison. These two offices are not affiliated with the CTO operations.

b. All CTO sites have access to the Global Air Transportation and Executive System (GATES), which is used to secure reservations for Patriot Express flights out of Osan AFB and Kunsan AFB.

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47. **PATRIOT EXPRESS FLIGHTS**. Patriot Express(formerly known as Cat B or “Freedom Bird” or “Rotator”) is a contracted commercial charter mission that provides support for duty travelers and their family members. The Patriot Express is an excellent provider of troop morale by providing "Space A" Travel opportunities to and from the United States. Currently, pets may not be transported in or out of Korea via Patriot Express. IAW the Status of Forces Agreement, the only entry/departure point in Korea for pets is through Incheon International Airport.

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48. **BUS SERVICE.** For a minimal fee, bus transportation is available between numerous military camps/bases. Under a Licensing Agreement authorized by 8<sup>th</sup> Army, the buses operate seven days per week, including American and Korean holidays. Bus schedules are available at designated bus terminals, and service is provided on a “first come, first served” basis. Oversight for the “Pay-as-you-go” bus service is Installation Management Command – Korea, G4 Transportation Branch.

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**49. RATION CONTROL PLATE (RCP). Information on ration control can be found on the following internet site: <https://pimsk.korea.army.mil>, and in USFK Regulation 60-1, dated 23 May 2011.**

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 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.

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### 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) Monthly commissary dollar limits. To prevent purchasing items in excess of personal needs, spending limits at commissaries are determined by family size. Currently, the limits are:

Family Size	Limit
1	\$650
2	\$950
3	\$1,200
4	\$1,500
5	\$1,700
6 or more	\$2,000

(4) 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 \$650.00 per month. Have your unit ration control clerk complete a Request for Exception to Family Commissary Dollar Limits as soon as possible so that you're 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. Exceptions to this policy.

(1) Requests for an exception to policy to increase ration limits shall be submitted through unit commanders/first sergeants/chief petty officers or civilian equivalents to the supporting IA office. The supporting IA will forward the requests to USFK J1(FKJ1-12) for approval/disapproval. After-the-fact requests for increases will not be approved.

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(2) A ration limit increase is defined as an increase of ration limits per month over the requestor's current limits.

(3) If approved, USFK J1(FKJ1-41) will enter the approved ration limit increase into the PMISK database. USFK J1(FKJ1-12) will provide an email confirmation to the individual and supporting IA regarding the approved ration limit increase.

(4) Distinguished U.S. citizen visitors are granted temporary access to duty-free goods through the USFK Protocol office via USFK Form 46-3 (Temporary Ration Control Card). These access media are valid for a maximum of 60 days and may be issued to general or flag officers, equivalent-grade enlisted/civilians, spouses or staff, as determined by the Chief, Protocol Branch, Secretary Combined Joint Staff.

(5) Exceptions to policies established in accordance with the provisions of the ROK-US SOFA (such as who may have access to duty free goods) may not be granted by USFK without the agreement of the ROK government. Requests for exceptions to policy established by this regulation shall be submitted through unit commanders/first sergeants/chief petty officers or civilian equivalents to the supporting IA office. The supporting IA will forward the requests to USFK J1 (FKJ1-12) for staff review and ultimately approval/disapproval.

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## 50. EDUCATION OPPORTUNITIES.

a. The Installation Management Command (IMCOM) Pacific Region Office (PRO) 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, five associated Army Learning Centers (ALC), and satellites that provide less than full services and programs, but new initiatives are consistently under development.

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.

<b>CMD</b>	<b>AEC</b>	<b>ALC</b>	<b>Satellites</b>
Area I	Camp Casey Camp Red Cloud	Camp Hovey Camp Stanley	Camp Mobile Camp Jackson
Area II	Yongsan		Seoul Air Base K-16
Area III	Camp Humphreys	Camp Carroll	Suwon Air Base
Area IV	Camp Henry Osan Air Base	Camp Carroll	Kunsan K-2 Air Base

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 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

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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 nearby Osan Air Force Base: University of Phoenix offers the Masters in Primary and Secondary Education, Management and the Masters in Business Administration at Yongsan, Masters in Business Administration at Cps Henry and Humphrey and at Osan AB; and Troy University offers the International Relations degree program at Yongsan and Osan.

i. Korean Language. The University of Maryland offers undergraduate level Korean language courses. All Soldiers, regardless of education level, may use Tuition Assistance (TA) to enroll in these host nation 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 and Post 9/11 GI Bills Briefings. All Soldiers must receive a documented VA/GIBills 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 GIBills. Soldiers who are considering using their MGIB educational benefits while still on active duty should see an Education Counselor without delay. Use of GIBILLS 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.

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. Online websites are excellent resources as well.

o. Tuition Assistance (TA). To encourage Soldier educational development, the Army will pay 100% of your tuition for most post-secondary (college) courses. There is



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a \$250.00 per credit hour TA Cap. 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 GIBill can use the "Top UP" to enroll in college courses that lead to an associate, baccalaureate, or Masters degrees. 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 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. 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 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!

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t. Distance Education. Many prestigious AIs offer associate, baccalaureate, and graduate degrees through online Distance Education (DE) methods. The Tuition Assistance entitlement of \$250.00 TA Cap also applies to DE courses/programs.

u. eArmyU Program: As all of the eArmyU goals have been achieved, the program will conclude on March 31, 2012. Due to the success of eArmyU, Soldiers have been able to complete college programs anytime, anywhere. The Army has achieved the goals set out for the initiative: Soldier access to quality programs through distance learning, access anytime, anywhere, and unlimited choice through the broad selection of colleges and programs available through GoArmyEd and the standard Tuition Assistance (TA) program. In addition to the successful attainment of programs goals, the phase-out of eArmyU provides the Army the opportunity to supplement funding for its tuition assistance program through administrative cost savings. All eArmy Participation Agreements (PA) will be retired effective April 1, 2012. Students will be migrated from their current PA to standard TA, which provides financial assistance up to 100%, not to exceed specified annual TA cap. This retirement of the Pas will bring the Army into total compliance with the uniform Department of Defense Tuition Assistance Policy from which the Army received an exception at the implementation of eArmyU.

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, Red Cloud, Humphreys, Henry, Carroll, 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 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

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(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.

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

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

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

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

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, 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. All AIs will provide the annual programs/course selection schedules. 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 Service member Better!"

## 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)	(0505) 753-3111
Osan (Osan AB)	(031) 661-5515
Waegwan (Cp Carroll)	(054) 970-8509
Daegu (Cp Henry/Walker)	(0505) 764-4141
Pusan (Cp Hialeah)	(0505) 763-7050
Kunsan (Kunsan AB)	(063) 470-4944

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 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. 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.

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7. **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.

8. **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.

9. For more information regarding specific 8<sup>th</sup> Army units and staff elements, phone numbers, policy letters, and publications, the 8<sup>th</sup> Army intranet, <http://8tharmy.korea.army.mil>, will be very useful.

10. **DIALING INSTRUCTIONS** to and from within Korea.

a. To Korea:

	<b>CELL #</b>	<b>Commercial #</b>	<b>DSN #</b>
COL Joe	011-82-10-2313-9746	011-822-791x-xxxx	315-723-6333
MAJ Sample	011-82-10-2210-1495	011-822-791x-xxxx	315-723-7103
MAJ Win	011-82-10-2307-0978	011-822-791x-xxxx	315-723-7982

(1) Commercial (States to Cell Phone): 011-82-(drop leading 0 from area code) + remaining cell number. Example: COL Joe’s cell phone number is 010-2313-9746 then dial 011-82-10-2313-9746.

(2) Commercial (States to DSN): 011-822-791 + last 5 digits of DSN number.

(3) Commercial (States to Off Post): 011-822 + the number.

(4) Vonage (VoIP) to Cell/DSN/Off Post: Stateside number requires international dialing, same as commercial instructions.

(5) Cell Phone/DSN to Vonage (VoIP): Requires international dialing for stateside numbers, may not be supported.

(6) From USA to DSN Korea or Hawaii: 315 + DSN number.

b. Within Korea:

	<b>CELL #</b>	<b>DSN #</b>
COL Joe	010-2313-9746	723-6333
MAJ Sample	010-2210-1495	723-6103
MAJ Win	010-2307-0978	723-7982

(1) On Post DSN to Off Post: 99 + the number

(2) Off Post to Off Post: Dial number directly

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(3) Off Post to On Post DSN: 0505 + DSN number (or 791 + last 5 digits of DSN number).

(4) On Post DSN to Cell Phone: 99 + cell number

(5) Cell Phone to On Post DSN: 0505 + DSN number (or 02-791+ last 5 digits of DSN number).

(6) Cell Phone to Off Post: 02 + the number \*\*.

(7) DSN to USA: 312 + the DSN number.

(8) DSN to DSN: Dial 7 digit #.

(9) DSN to USA 800 number: 8094633376 + 1800.

\*\* Seoul Area Only, Refer to 113 for other areas #, DSN area code is 315 for Korea



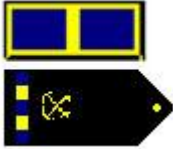


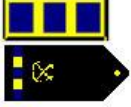






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## APPENDIX B









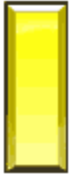












### FOREIGN/U.S. SERVICE RANK INSIGNIA

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.

#### OFFICER RANK INSIGNIA






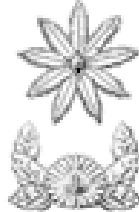








	<b>ROK ARMED FORCES</b>	<b>US ARMY</b>	<b>US NAVY/COAST GUARD</b>	<b>US MARINE</b>	<b>US AIR FORCE</b>
<b>W1</b>	<b>Jun-wi Warrant Officer</b>  <b>(Gold)</b> 	<b>Warrant Officer 1</b> <b>WO1</b> 	<b>Warrant Officer 1</b> <b>W-1</b> 	<b>Warrant Officer 1</b> <b>WO</b> 	<b>NO WARRANT</b>
<b>W2</b>	<b>NO WARRANT</b>	<b>Chief Warrant Officer 2</b> <b>CW2</b> 	<b>Chief Warrant Officer 2</b> <b>CWO2</b>  <hr/> <b>Coast Guard</b> 	<b>Chief Warrant Officer 2</b> <b>CWO2</b> 	<b>NO WARRANT</b>
<b>W3</b>	<b>NO WARRANT</b>	<b>Chief Warrant Officer 3</b> <b>CW3</b> 	<b>Chief Warrant Officer 3</b> <b>CWO3</b>  <hr/> <b>Coast Guard</b> 	<b>Chief Warrant Officer 3</b> <b>CWO3</b> 	<b>NO WARRANT</b>

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	ROK ARMED FORCES	US ARMY	US NAVY/COAST GUARD	US MARINE	US AIR FORCE
	NO WARRANT	Chief Warrant Officer 4 CW4 	Chief Warrant Officer 4 CWO4  Coast Guard 	Chief Warrant Officer 4 CWO4 	NO WARRANT
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) 

















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	<b>ROK ARMED FORCES</b>	<b>US ARMY</b>	<b>US NAVY/COAST GUARD</b>	<b>US MARINE</b>	<b>US AIR FORCE</b>	
<b>O3</b>	<b>Dae-wi</b>  <b>Captain</b>  	<b>Captain</b> <b>CPT</b>  	<b>Lieutenant</b> <b>LT</b>  	<b>Captain</b> <b>Capt.</b>  	<b>Captain</b> <b>Capt.</b>  	
	<b>O4</b>	<b>So-ryeong</b>  <b>Major</b>  	<b>Major</b> <b>MAJ</b> <b>(Gold)</b>  	<b>Lieutenant Commander</b> <b>LCDR (Gold)</b>  	<b>Major</b> <b>Maj.</b> <b>(Gold)</b>  	<b>Major</b> <b>Maj.</b> <b>(Gold)</b>  
		<b>O5</b>	<b>Jung-ryeong</b>  <b>Lieutenant Colonel</b>  	<b>Lieutenant Colonel</b> <b>LTC</b> <b>(Silver)</b>  	<b>Commander</b> <b>CDR</b> <b>(Silver)</b>  	<b>Lieutenant Colonel</b> <b>Lt. Col.</b> <b>(Silver)</b>  

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	<b>ROK ARMED FORCES</b>	<b>US ARMY</b>	<b>US NAVY/COAST GUARD</b>	<b>US MARINE</b>	<b>US AIR FORCE</b>
<b>O6</b>	<p><b>Dae-ryeong</b> <b>Colonel</b></p> 	<p><b>Colonel</b> <b>COL</b></p> 	<p><b>Captain</b> <b>CAPT</b></p> 	<p><b>Colonel</b> <b>Col.</b></p> 	<p><b>Colonel</b> <b>Col.</b></p> 
<b>O7</b>	<p><b>Jun-jang</b> <b>Brigadier General</b></p> 	<p><b>Brigadier General</b> <b>BG</b></p> 	<p><b>Rear Admiral Lower Half</b> <b>RADM (LH)</b></p> 	<p><b>Brigadier General</b> <b>Brig. Gen.</b></p> 	<p><b>Brigadier General</b> <b>Brig. Gen.</b></p> 
<b>O8</b>	<p><b>So-jang</b> <b>Major General</b></p> 	<p><b>Major General</b> <b>MG</b></p> 	<p><b>Rear Admiral Upper Half</b> <b>RADM(UH)</b></p> 	<p><b>Major General</b> <b>Maj. Gen.</b></p> 	<p><b>Major General</b> <b>Maj. Gen.</b></p> 

# 8TH ARMY STANDARDS HANDBOOK






















	<b>ROK ARMED FORCES</b>	<b>US ARMY</b>	<b>US NAVY/COAST GUARD</b>	<b>US MARINE</b>	<b>US AIR FORCE</b>
<b>O9</b>	<p><b>Jung-jang</b> Lieutenant General</p> 	<p><b>Lieutenant General</b> LTG</p> 	<p><b>Vice Admiral</b> VADM</p> 	<p><b>Lieutenant General</b> Lt. Gen.</p> 	<p><b>Lieutenant General</b> Lt. Gen.</p> 
<b>O10</b>	<p><b>Dae-jang</b> General</p> 	<p><b>General</b> GEN Army Chief of Staff</p> 	<p><b>Admiral</b> ADM Chief of Naval Operations and Commandant of the Coast Guard</p> 	<p><b>General Gen.</b> Commandant of the Marine Corps</p> 	<p><b>General Gen.</b> Air Force Chief of Staff</p> 
	<p><b>Won-su</b> General of the Army</p> 	<p><b>General of the Army</b> (Reserved for wartime only)</p> 	<p><b>Fleet Admiral</b> (Reserved for wartime only)</p> 		<p><b>General of the Air Force</b> (Reserved for wartime only)</p> 

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## 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) 	
E3	Il-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) 	
E5	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) 	
E7	Jung-sa Sergeant 1st Class 	Sergeant First Class (SFC) 	Chief Petty Officer (CPO) 	Gunnery Sergeant (GySgt) 	Master Sergeant (MSgt) 	First Sergeant 

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<b>E8</b>	<b>Sang-sa</b>  <b>Master Sergeant</b>  	<b>Master Sergeant (MSG)</b>  	<b>First Sergeant (1SG)</b>  	<b>Senior Chief Petty Officer (SCPO)</b>  		<b>Master Sergeant (MSgt)</b>  	<b>First Sergeant</b>  	<b>Senior Master Sergeant (SMSgt)</b>  		<b>First Sergeant</b>  
	<b>E9</b>	<b>Won-sa</b>  <b>Command Sergeant Major</b>  	<b>Sergeant Major (SGM)</b>  	<b>Command Sergeant Major (CSM)</b>  	<b>Master Chief Petty Officer (MCPO)</b>  	<b>Fleet/Command Master Chief Petty Officer</b>  	<b>Sergeant Major (SgtMaj)</b>  	<b>Master Gunnery Sergeant (MGySgt)</b>  	<b>Chief Master Sergeant (CMSgt)</b>  	<b>First Sergeant</b>  
		<b>Sergeant Major of the Army (SMA)</b>  	<b>Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG)</b>  	<b>Sergeant Major of the Marine Corps (SgtMajMC)</b>  	<b>Chief Master Sergeant of the Air Force (CMSAF)</b>  					

## APPENDIX C

### 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 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:

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- (1) Date time group item was discovered
- (2) Reporting unit and incident location
- (3) Contact method and POC
- (4) Quantity and type of munitions
- (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)

*\*Note:* 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.

# 8TH ARMY STANDARDS HANDBOOK

## APPENDIX D

### 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 (IAW 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
  - 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.



## 8TH ARMY STANDARDS HANDBOOK

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.

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.

16.  Ensure unit personnel are abreast of risk factors associated with sexual assault, especially those risk factors unique to the deployed environment.

# 8TH ARMY STANDARDS HANDBOOK

## APPENDIX E

### I.A.M. STRONG SEXUAL ASSAULT TIP CARD

#### INTERVENE, ACT, MOTIVATE

##### INTERVENE

When I recognize a threat to my fellow Soldiers, I will have the personal courage to **INTERVENE** and prevent Sexual Assault. I am a warrior and a member of a team. I will **INTERVENE**.

##### ACT

You are my brother, my sister, my fellow Soldier. It is my duty to stand up for you, no matter the time or place. I will take **ACTION**. I will do what's right. I will prevent Sexual Assault. I will **ACT**.

##### MOTIVATE

We are American Soldiers, **MOTIVATED** to engage and keep our fellow Soldiers safe. It is our mission to prevent sexual assault. As Soldiers, we are all **MOTIVATED** to take action. We are strongest....together.

To report a sexual assault contact the:  
Sexual Assault Response Coordinator  
24/7 Response Line: (DSN) 7158 or  
0505-764-5700 from your cell phone

**I.A.M. STRONG**  
INTERVENE • ACT • MOTIVATE  
Sexual Assault and Sexual Harassment Prevention

**INTERVENE**  
When I recognize a threat to my fellow Soldiers, I will have the personal courage to **INTERVENE** and prevent Sexual Assault. I am a warrior and a member of a team. I will **INTERVENE**.

**ACT**  
You are my brother, my sister, my fellow Soldier. It is my duty to stand up for you, no matter the time or place. I will take **ACTION**. I will do what's right. I will prevent Sexual Harassment and Assault. I will not tolerate sexually offensive behavior. I will **ACT**.

**MOTIVATE**  
We are American Soldiers, **MOTIVATED** to keep our fellow Soldiers safe. It is our mission to prevent Sexual Harassment and Assault. We will demonstrate sexual misconduct. As Soldiers, we are all **MOTIVATED** to take action. We are strongest....together.

[www.preventsexualassault.army.mil](http://www.preventsexualassault.army.mil)  
Military OneSource • 1-800-342-9647

#### Army Policy on Sexual Assault

Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. It is incompatible with the Army Values and is punishable under the Uniform Code of Military Justice (UCMJ) and other Federal and local civilian laws. The Army will treat all victims of sexual assault with dignity, fairness, and respect.



#### Definition

Sexual assault is the intentional sexual contact, characterized by the use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault can occur without regard to gender, spousal relationship, or age of the victim.

#### Types of Sexual Assault

to include but not limited to

- † Rape
- † Nonconsensual Sodomy
- † Wrongful Sexual Contact
- † Attempts to commit these acts

#### Restricted Report

Allows a Soldier to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process.

- † Sexual Assault Response Coordinator
- † Unit Victim Advocate
- † Healthcare Provider
- † Chaplain

#### Unrestricted Report

Allows victims of sexual assault to receive medical treatment, counseling, and an official investigation of the crime. To make an unrestricted report a victim may notify one of the following:

- † Sexual Assault Response Coordinator
- † Unit Victim Advocate
- † Healthcare Provider
- † Chaplain
- † Chain of Command
- † Military Police
- † Criminal Investigation Command
- † Army Community Service
- † Staff Judge Advocate
- † Local and state police (911)
- † Military One Source

# 8TH ARMY STANDARDS HANDBOOK

## APPENDIX F

### 8TH ARMY COMMAND POLICY LETTER #13



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 8TH ARMY  
UNIT #15236  
APO AP 96205-5236

EACG

26 SEP. 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers

SUBJECT: 8th Army Command Policy Letter #13 – Sergeants Time Training and Individual Soldier Time

1. References:

- a. Army in Korea (AK) Regulation 350-1, Eighth United States Army Training and Leader Development, 12 April 2006.
- b. 8th Army OPORD 210-11 OPORD 2 to 8th Army Campaign Plan-FY12 Training Guidance, 22 July 2011
- c. 8th Army Policy Letter #39, Standardized Duty Day.
- d. 8th Army Policy Letter #44, Physical Readiness Training.

2. Purpose. The success of Sergeants' Time Training (STT) requires the coordinated efforts of both officers and non-commissioned officers (NCOs). Non-commissioned officers plan, rehearse, execute, train, and assess time designated for STT. Officers provide resources when required and available, and prevent training distracters. Once the officers and NCOs meet these objectives, STT is then devoted to the professional development of Soldiers. Non-commissioned officers are the primary trainers during STT. Sergeants' Time Training will be briefed at Semi-Annual Training Briefs and Quarterly Training Briefs and will constitute part of the 8th Army Command Inspection Program.

3. Background. Success on the battlefield depends on the Soldiers, teams, squads, and sections executing tasks to standards that support their unit Mission Essential Task List (METL).

a. Sergeants' Time Training is the period dedicated each week for NCOs to train their Soldiers on individual tasks at small unit level. This time also affords the opportunity for "plan/prepare/execute/access" leadership training for junior leaders.

b. All tasks addressed during STT should be METL-related or based off a training assessment of Soldier or unit performance; chain of command may approve additional task to be trained that are not METL related; all training will be scheduled and thoroughly rehearsed. STT focuses on individual tasks nested in the unit METL.

4. Discussion

a. My intent is to have maximum Soldier participation in STT without detriment to unit Army Physical Readiness Training (APRT). Preparations for successful STT to include Soldiers allowed time to eat breakfast, movement to training site, accumulation of class materials,

# 8TH ARMY STANDARDS HANDBOOK

EACG

SUBJECT: 8th Army Command Policy Letter #13 – Sergeants' Time Training and Individual Soldier Time

equipment draw or other necessities will take place to ensure training begins at 0730 with no detriment to unit APRT. All commanders will coordinate activities to ensure that STT, a prime-time training event, receives minimum interference from other requirements and tasks. Units must ensure that essential duties are accomplished and nonessential tasks are conducted at another time. For example, there should be no routine medical or dental care for Soldiers scheduled during STT. My intent is to allow NCOs five "uninterrupted" hours of training with their Soldiers.

b. To ensure a focused effort on this vital training, STT will be conducted from 0730 to 1230 each Thursday across 8th Army. Sergeants' Time Training is followed by Commanders' Time, to allow for necessary maintenance, inventories and inspections. All Soldiers will be dismissed no later than 1600 hours each Thursday across 8th Army for Individual Soldier Time. Individual Soldier Time is time dedicated each week for Soldiers to handle personal business and provide predictability during the work week. Garrison Commanders will align installation services to support Individual Soldier Time by ensuring that facilities stay open late on Thursday. In those isolated cases that require Soldiers to routinely work past 1600 hours on Thursday (e.g. operational or security missions), leaders will plan an alternate day that allows the Soldier the same benefit with the same level of predictability. Making the Republic of Korea (ROK) the "Assignment of Choice" starts with taking care of people.

c. 8th Army Ordnance Companies will conduct STT in conjunction with supporting ROK Army Ordnance Companies in order to limit closure days and facilitate munitions activities for United States (US) units. Additionally, US units can conduct munitions issues or turn-ins during US STT time as long as it includes planned METL-related Warrior Task and Battle Drill tasks.

d. Sergeants' Time Training is subject to announced and unannounced observation by the 8th Army G3 Staff (Senior NCO) representative. The 8th Army G3 Sergeant Major (SGM) will task 8th Army G3 Senior NCOs to conduct these announced and unannounced observations. The visits will be coordinated by 8th Army G37 Training and Exercise Division (Trex), Sergeant Major through the Command Sergeant Major of major subordinate commands and Operation Sergeants Major. Major subordinate commands are responsible for conducting their own internal STT inspection program of their subordinate units. However these visits should not interfere with the on-going, small unit training.

e. For standards on STT uniform policy and weapon security, refer to 8th Army Standards Handbook (TBP October 2011). At a minimum, depending on type of STT, the uniform will be Advance Combat Helmet (ACH), Interceptor Body Armor (IBA)/Improve Outer Tactical Vest (IOTV), protective mask, and hydration system.

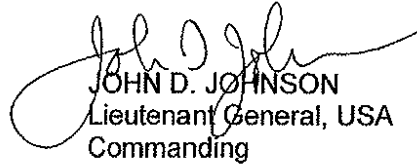
f. Sergeants' Time Training is one of the primary tools to ensure our Soldiers are prepared to fight tonight and win here on the Korean Peninsula.

# 8TH ARMY STANDARDS HANDBOOK

EACG

SUBJECT: 8th Army Command Policy Letter #13 – Sergeants' Time Training and Individual Soldier Time

5. Proponent. The 8th Army Assistant Chief of Staff G3 is the proponent for this policy. The point of contact is the 8th Army G37 TREX Sergeant Major and can be contacted at commercial 011-822-7913-6165 or DSN 315-723-6165.



JOHN D. JOHNSON  
Lieutenant General, USA  
Commanding

# 8TH ARMY STANDARDS HANDBOOK

## APPENDIX G

### 8TH ARMY COMMAND POLICY LETTER #44



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 8TH ARMY  
UNIT #15236  
APO AP 96205-5236

EACG

26 SEP. 2011

MEMORANDUM FOR 8th Army Assigned Soldiers

SUBJECT: 8th Army Command Policy Letter #44 – Physical Readiness Training

1. References:

- a. Army Regulation (AR) 350-1, Army Training and Leader Development, 18 December 2009.
- b. Army Regulation 385-10, The Army Safety Program, 27 August 2007 (incorporating Rapid Action Revision 14 June 2010).
- c. Army Regulation 600-9, The Army Weight Control Program, 27 November 2006.
- d. Training Circular (TC) 3-22.20 Army Physical Readiness Training, 20 August 2010.
- e. 8th Army Command Policy Letter #39, Standardized Duty Day.

2. Purpose. To provide guidance and establish policy for Physical Fitness and Training for Soldiers assigned to 8th Army.

3. Background. This physical fitness training policy applies to all units assigned to 8th Army. Physical Readiness Training (PRT) provides a foundation for combat readiness and must be an integral part of every Soldier's daily life. Unit readiness begins with the physical fitness of Soldiers and the non-commissioned officers (NCOs) and officers who lead them. Leaders at all levels must participate along with their Soldiers in the conduct of this training. Leader presence and supervision ensures that the Army standards are met, that the training is conducted safely and that the leader can evaluate the fitness level of their unit.

4. Discussion

a. Commanders or senior military supervisors will establish physical fitness training programs consistent with TC 3-22.20, Army Physical Readiness Training (APRT) and unit missions. Exercise periods will be conducted with sufficient intensity, frequency, and duration to maintain adequate cardio-respiratory endurance, muscular strength and endurance, flexibility, and body composition.

b. Soldiers must meet the physical fitness standards (as measured during the Army physical fitness test (APFT) set forth in TC 3-22.20. Soldiers who are unable to meet these standards or the mission-related physical fitness standards required of their duty assignment may be subject to administrative action.

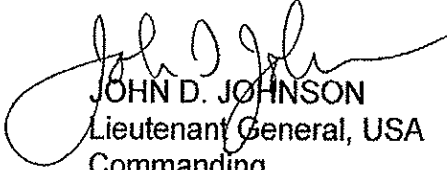
# 8TH ARMY STANDARDS HANDBOOK

EACG

SUBJECT: 8th Army Command Policy Letter #44 – Physical Readiness Training

k. Additional PRT standards will be published in the 8th Army Standards Handbook (TBP October 2011).

5. Proponent. The proponent for this policy is 8th Army Assistant Chief of Staff G-3/5/7. The point of contact is Training and Exercise Division (Trex), at [8AG3TREXTOB@korea.army.mil](mailto:8AG3TREXTOB@korea.army.mil).



JOHN D. JOHNSON  
Lieutenant General, USA  
Commanding

## APPENDIX H

### WEAR OF MINIMALIST RUNNING SHOES (MRS)

#### WEAR OF MINIMALIST RUNNING SHOES (MRS)

ALARACT 239/2011: THERE ARE A VARIETY OF MINIMALIST RUNNING SHOES AVAILABLE FOR PURCHASE AND WEAR...**ONLY THOSE SHOES THAT ACCOMMODATE ALL FIVE TOES IN ONE COMPARTMENT ARE AUTHORIZED FOR WEAR.** THOSE SHOES THAT FEATURE FIVE SEPARATE, INDIVIDUAL COMPARTMENTS FOR THE TOES, DETRACT FROM A PROFESSIONAL MILITARY IMAGE AND ARE PROHIBITED FOR WEAR WITH THE IPFU OR WHEN CONDUCTING PHYSICAL TRAINING IN MILITARY FORMATION.



Varying levels of foam cushioning ranging from next-to-nothing, to moderate amount of foam, to fairly thickly cushioned model. Incorporates minimal outsole with lightweight foam midsole that can flex according to the dynamic movement of a foot; however, they maintain a significant heel-to-toe drop and support under the arch like traditional running shoes.



Rounded minimal heel, an ultra-thin midsole/outsole with the same depth from heel-to-toe, and extra-wide toe box; some have adjustable lacing.

DRAFT



"Featherweight" made from a pliable, soft plastic cage interlaced with a thin mesh fabric and a minimal foot-bed. A superflexible model designed to help transition runners into the minimalist movement is also available.



Lightweight training and racing shoe with minimal heel geometry and an almost level heel-toe slope that allows a runner to avoid heel striking (and instead land near the ball of the foot).

DRAFT



Thin, durable rubber outsole, micromesh upper and a glove-like design that encases the foot and individual toes.



**FOR MORE INFORMATION ON USING MRS, TALK WITH YOUR HEALTH CARE PROVIDER AT YOUR LOCAL MILITARY HEALTH CARE FACILITY.**