

United States Army Garrison Humphreys

Civilian Employee Onboarding Guide

JANUARY 2023

This step-by-step guide is provided to new IMCOM Civilian employees PCSing from CONUS to USAG Humphreys.

DISCLAIMER: This guide only applies to Installation Management Command (IMCOM) United States Army Garrison Humphreys (USAG-H) Civilian employees assigned to United States Army Garrison Humphreys (USAG-H). This is a living document. Updates are provided continuously throughout.

EXTERNAL LINKS DISCLAIMER:

This guide provides external links as a convenience and for informational purposes only. The inclusion of hyperlinks in this guide does not constitute endorsement or approval by IMCOM of the linked websites, the entities responsible for or sponsoring the websites, or the information, opinions, products, or services contained therein. IMCOM bears no responsibility for the accuracy, legality, or content of the external links or for that of subsequent links and does not exercise any editorial control over the information you may find at these locations.

USAG Humphreys
Maude Hall, Bldg. 6400 1543/Unit 15228
APO AP 96271
(315) 757-0509
<https://home.army.mil/humphreys/>

Contents

Welcome Letter	X
USAG Humphreys Fact Sheet	XI
Dialing Instructions	15
Accepted Offer	17
Request A Sponsor	17
Lodging	19
Specialty Medical Appointments	23
Healthcare and Insurance	23
TRICARE	24
Emergency Essential (EE) Positions	26
Request for Orders	26
Government Travel Charge Card (GTCC)	26
Passports	28
Smart Traveler Enrollment Program	29
Korean Electronic Travel Authorization (K-ETA)	32
SOFA Stamp and A-3 Visa	34
Required Training	35
Theater Specific Training	35
Driver's License Training	35
Move and Storage of Household Goods	36
Household Goods Shipping Process	37
Arranging Household Goods Shipments	38
HHG Tips to Think About	38
Tax Law Change	40
POV Shipment	40
School and Youth Services	42
Checklist for inbound families	42
New Students	42
Returning Students	42
Preschool	43
Parent Central Services (CYS Registration)	43
School Age	44
High School Programs	45

Dual Enrollment.....	45
Post Secondary Education (College & University)	52
USAG Humphreys Army Education Center.....	52
Incheon Global Campus.....	53
Spouse Employment	56
Pet Requirements.....	58
Pre-Travel Preparation	58
Arriving in Republic of Korea	58
Registration, Care & Kenneling	58
Pet Travel Requirements from outside of US/CONUS area:	66
Insurance, Cellphone, and Banking	70
Travel and Arrival to the Republic of Korea.....	71
Hand Carry Items Checklist	72
Q-Code	74
Arrival Card.....	75
Customs	76
USFK Busses at Airport Terminals	77
After Arrival in Republic of Korea.....	78
Transition Week	79
In-Processing Briefings.....	80
CPAC in-processing.....	80
DHR In-processing.....	81
USAG-H In-processing Checklist.....	82
DFAS Civilian PCS.....	92
Housing In-processing Brief	93
Travel Voucher	94
DEERS/Contact Information Update.....	98
Postal Service Center (PSC) BOX.....	98
Rental Car.	99
Shuttle Bus Service	99
Driver License.....	99
Transition Support	99
Other Benefits.....	100
Schools	100

Environmental and Morale Leave (EML)	100
Commissary, EXCHANGE Privileges, and Other Benefits	100
Community Bank	100
Navy Federal Credit Union	100
Motorized Vehicle Operator Permit	102
Authorized License Holders	102
Licensing Requirement	102
Motor Vehicle Registration	103
Related Documents.....	106
Drivers Testing Information	106
Driver Licensing Course and Exam.....	106
Overseas Benefits	107
Other Overseas Benefit and Entitlements.....	110
Educational Travel.....	110
Leave.....	110
Annual Leave	110
Home Leave	110
Renewal Agreement Travel (RAT).....	110
SF1190 Form.....	111
SF1190 Form	112
Supervisor Checklist.....	114
Newcomer Information Sheet	118
Mandatory Annual Training.....	122
Emergency Essential Employees.....	123
Other Training for Supervisors and Safety Officers.....	123
Mandatory Training for Supervisors	123
DA3955 Postal, Jan 2015 Change of Address and Directory Card	125
DD FORM 2875 SAAR Forms.....	126
DD FORM 2875 SAAR Form ServiceNow & Others	127
eOPF Employee Pamphlet.....	128
ABCC Benefit Election Guide.....	134
Life Insurance Overview.....	137
Acculturation	139
Restaurant and Food on USAG Humphreys.....	139

River Bend Golf Course	142
Publications.....	143
Free downloadable e-Books.....	144
Facebook Support and Fun Groups	147
ASAP/EAP	154
Terminology	158

WE ARE THE ARMY'S HOME

MISSION

IMCOM delivers quality base support from the Strategic Support Area, enabling readiness for a globally responsive Army.

VISION

Every installation delivers superior base support, enabling readiness and the highest quality of life for our Soldiers, Families and Civilians

VALUES

- Loyalty
- Duty
- Respect
- Selfless Service
- Honor
- Integrity
- Personal Courage

(LDRSHIP)

PRINCIPLES

- Service
- Excellence
- Respect
- Vision
- Integrity
- Communication
- Empowerment

(SERVICE)

Army Civilian Corps Creed

I am an Army civilian – a member of the Army team.

I am dedicated to our Army, Soldiers and civilians.

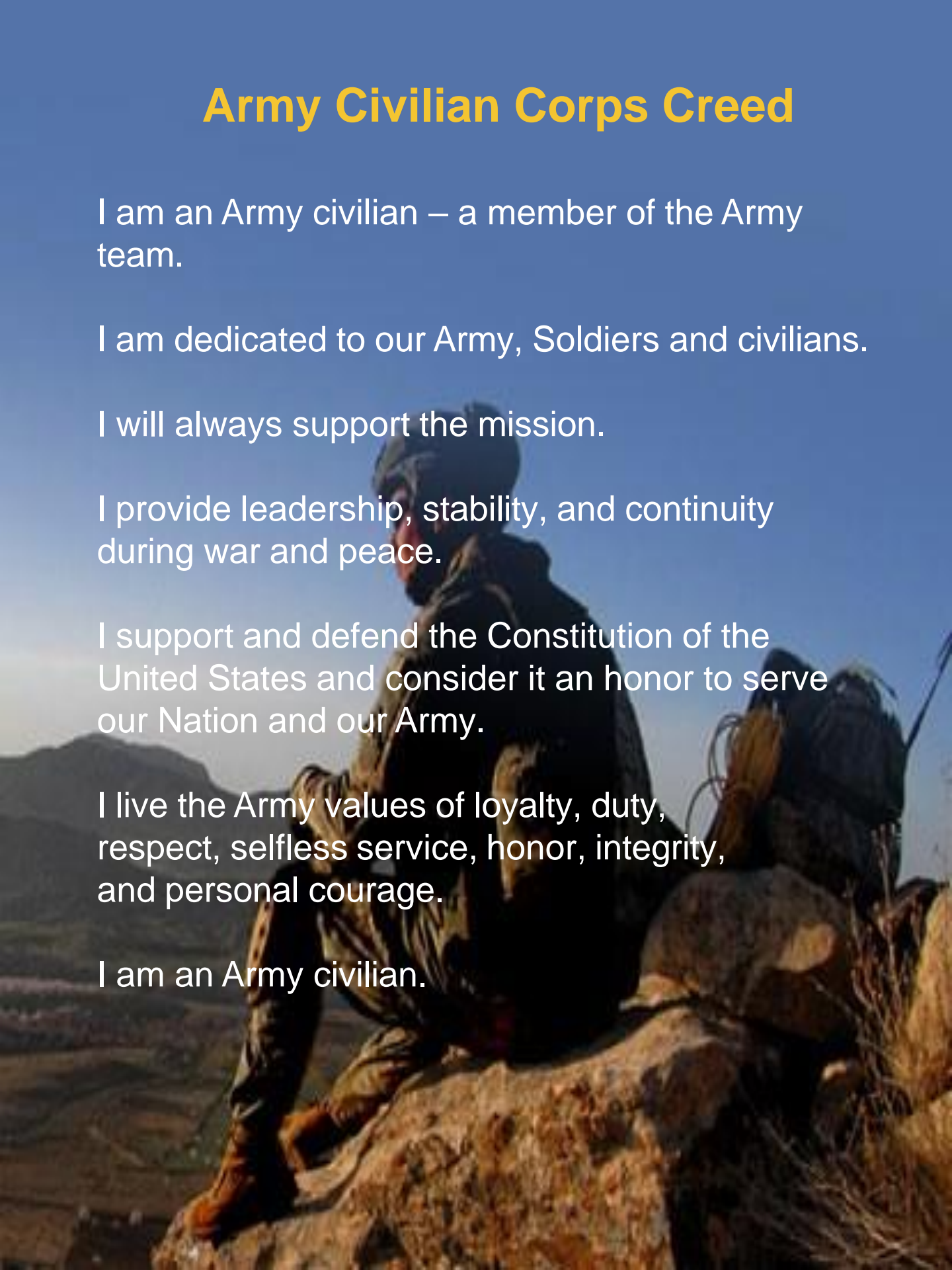
I will always support the mission.

I provide leadership, stability, and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage.

I am an Army civilian.





**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228**

Office of the Garrison Commander

Welcome to United States Army Garrison Humphreys (USAG-H), located in Pyeongtaek, Republic of Korea. Congratulations on what will be an exciting and fulfilling assignment. Your sponsor has provided this valuable information to aid in your transition. Please contact your sponsor if you have questions or require immediate assistance.

Located near the West Coast of the Republic of Korea, approximately 50 miles south of Seoul, Humphreys is home to the United Nations Command, United States Forces Korea, Eighth Army, Marine Forces Korea, Special Operations Command Korea, the 2nd Infantry Division, several brigade-sized organizations, and numerous other smaller activities. In addition, we have Desiderio Airfield, the Army's most active airfield in the Pacific.

Humphreys currently has a population of approximately 37,000 service members, civilians, and their family members, with this number growing to approximately 46,000 over the next several years. Since it has seen the largest construction program in Department of Defense history, the majority of our facilities are new, to include the largest overseas Commissary and Exchange.

Humphreys is a wonderful place to live and work. There is plenty to do for service members, civilians, and families. I highly recommend that you visit the Garrison website at <https://www.army.mil/humphreys> and our Facebook page <https://www.facebook.com/usaghumphreys> to learn more about your new home.

Again, welcome to the Garrison team. We look forward to your contributions that will enable our continuing mission of providing essential services, facilities, and infrastructure for service members, families, and civilians while enabling "Fight Tonight" readiness.

Sincerely,

Seth C. Graves
Colonel, U.S. Army
Commanding



JANUARY 2023 INSTALLATION FACT SHEET U.S. ARMY GARRISON HUMPHREYS



MISSION

USAG Humphreys provides and integrates community services, facilities, and infrastructure for Service Members, Civilian Employees and their Family members while supporting transformation efforts in order to enable tenant units to "Fight Tonight." On order, establish Base Defense, and provide support to Noncombatant Evacuation Operations (NEO) and Reception, Staging, Onward Movement, and Integration (RSOI)." The Garrison has some of the US Army's newest facilities and is the hub for the DoD's largest peacetime transformation program with a projected population of over 43K upon completion. With an investment of over \$11B (90% funded by the Republic of Korea), USAG Humphreys has seen the construction of over 610 new facilities, 55 facilities renovated, 339 legacy facilities demolished, over 40 miles of paved roadway constructed, and 42 miles of C4I fiber and cable installed. The Garrison serves as the gateway (One Stop Personnel Processing Center) for the entire Korean Peninsula. At the same time, we ensure the quality of life for Service Members, Families, and Civilians living and working in Area III.



REAL PROPERTY SUMMARY

Current acreage:	2,847.52
Maneuver acreage:	83
Total building gross square footage DoD fee owned:	26,380,326
Permanent gross square footage DoD fee owned:	23,951,912
Semi-permanent gross square footage DoD fee owned:	2,428,414
Government leased housing:	0 unit
Family housing gross square footage:	2,487,931
Family housing:	895 units
FY2023 estimated DoD fee owned total building gross square footage:	27,671,019

SOURCE: General Fund Enterprise Business System as of 30 December 2022 and Future Master Plan for Garrison Humphreys only; does not include Area III remote sites.

SENIOR COMMAND

Senior Commander for USAG Humphreys & Area III is the Commanding General, Eighth Army.
Senior Responsible Officer for USAG Humphreys & Area III is the Deputy Commanding General for Operations, Eighth Army



HISTORY

Pyeongtaek Airfield was constructed in 1919 by the Imperial Japanese Army during their occupation of Korea. With the outbreak of the Korean War, Pyeongtaek Airfield was repaired to accommodate the 6147th Tactical Control Group and later enhanced to support Marine Aircraft Group 12 and other units. During and after the war it carried the simple designation of K-6 on military maps. In 1962 it was renamed Camp Humphreys in honor of CW2 Benjamin K. Humphreys, a pilot with the 6th Transportation Company, who died in a helicopter accident in 1961. Today, Humphreys' Desiderio Army Airfield is the Army's most active OCONUS airfield and the base is the focal point for the United Nations Command, Combined Forces Command, and the United States Forces Korea.

NEARBY MILITARY INSTALLATIONS

Osan Air Base: ... 8 miles (USAF/ROKAF)
 Pyeongtaek Naval Base: ... 11 miles (ROKN)
 Suwon Air Base: ... 29 miles (ROKAF)
 Yongsan ... 38 miles (USA)
 Camp Casey: ... 65 miles (USA)



MAJOR UNITS

United Nations Command (UNC)
 Combined Forces Command (CFC)
 United States Forces Korea (USFK)
 Eighth Army (8A)
 U.S. Marine Corps Forces, Korea
 U.S. Naval Forces Korea, Forward
 Special Operations Command Korea
 (SOCKOR)
 2ID/ROK-U.S. Combined Division
 United States Army Garrison
 Humphreys
 1st Theater Signal Brigade
 2nd Combat Aviation Brigade
 2ID Sustainment Brigade
 Rotational Stryker Brigade
 65th Medical Brigade (65MED)
 411th Contracting Support Brigade
 501st Military Intelligence Brigade
 3rd Military Intelligence Battalion
 11th Engineer Battalion

23rd CBRN Battalion
 41st Signal Battalion
 94th Military Police Battalion
 176th Finance Battalion
 304th Expeditionary Signal Battalion
 403rd Army Field Support BN-Korea
 502nd Field Hospital Battalion
 549th Hospital Center
 121st Field Hospital Battalion
 524th Military Intelligence Battalion
 532nd Military Intelligence Battalion
 719th Military Intelligence Battalion
 6-52 ADA Battalion(-)
 HQ and Special Troops Battalion 2ID
 8th Army Band
 19th Human Resources Company
 618th Dental Company
 52nd Ordnance Company
 718th Ordnance Company
 604th ASOS (USAF)
 607th Weather Squadron (USAF)

Army Wightman NCO Academy
 USACE Far East District (FED)
 Korean Service Corps BN (KSC)
 658th Regional Support Group (USAR)
 Special United States Liaison
 Activity Korea (SUSLAK)
 E/2 AV CO
 AFN Humphreys HQ Detachment
 Communication Electronics Command
 Korea Field Office (CID)
 Medical Department Activity Korea
 US Army Trial Defense Services
 Army Air Force Exchange Services
 (AAFES)
 Defense Media Activity (DMA)
 Defense Logistics Agency (DLA)
 Defense Commissary Agency
 (DECA)
 DOD Education Activity (DODEA)
 2501st Digital Liaison Det

ANNUAL OPERATING BUDGET (Appropriated Funds)

SOURCE: RM

	OMA 2020	AFH 0725
FY17- Executed	\$112.3 million	\$ 4.6 million
FY18 - Executed	\$145.1 million	\$11.7 million
FY19 - Executed	\$167.4 million	\$11.1 million
FY20 - Executed	\$191.7 million	\$10.7 million
FY21 - Executed	\$159.8 million	\$11.0 million
FY22 - Executed	\$184.7 million	\$14.1 million



COMMAND INFORMATION

Official Website

<https://home.army.mil/humphreys>



Online Welcome Guide

www.pinterest.com/usaghumphreys



Facebook Page

www.facebook.com/usaghumphreys



Flickr Photo Archive

www.flickr.com/usaghumphreys



YouTube VideoChannel

www.youtube.com/usaghumphreys



Garrison Twitter News Feed

www.twitter.com/usaghumphreys



ROK Report Twitter News Feed

www.twitter.com/rokrepor



Instagram

www.instagram.com/usaghumphreys



Garrison

Wikipedia

Article

http://en.wikipedia.org/wiki/Camp_Humphreys



Defense Commissary Agency (DeCA)

Largest store in Korea; carries full DeCA stock assortment including fresh produce, meat, groceries, plants, cut flowers, sushi, deli, bakery, and hot food operations

- Total gross area: 90,000 SF
- Total cash registers: 20
- Total line items: 11,500 items
- Sales per month: ~\$4.2M-\$4.5M
- 7 days operations: Total 76 hours open weekly



Army and Air Force Exchange Service (EXCHANGE)

- Largest PX in the Pacific Region & 3rd Worldwide
- Total 181 Storefronts (Total 940,000SF)
 - 7 Retail & 24 Food Facilities (including 2 Theaters)
 - 143 Concession Contracts
 - Distribution Ctr, Transportation & Bakery Plant
 - School Meal Program at 4 DODEA schools
- 895 Direct Employees (162 US & 733 KN)
- Sales per month: \$11M-\$14M



Department of Defense Education Activity (DODEA):

Humphreys Complex



School	Building Capacity	Current Staffing	Current Enrollment
Humphreys Central Elem	875	94	792
Humphreys West Elem	875	86	671
Humphreys Middle School	1,100	95	967
Humphreys High School	950	71	700
TOTAL	3,800	346	3130

As of 12/30/2022

Dialing Instructions

Long distance calls from the United States

To place a call from the U.S. to a Humphreys DSN phone number, dial:
011-82-5033+last 6 digits.

To place a call from the U.S. to a Korean cell phone, dial:
011-82 + last two digits of prefix + rest of the phone number.

To dial a toll-free 1-800 number from a DSN line, dial
94-800 + rest of the phone number.

Note: Collect calls may not be accepted on Military telephone lines (including telephone lines in living quarters).

Dialing Instructions from Korea

Calling military DSN from a local commercial line

To call any **HUMPHREYS** DSN phone number, dial
05033 + Last 6 Digits of the DSN number.

To call any **OSAN AIR BASE** DSN phone number, dial
0505 + Last 7 of the DSN number.

To call any **SUWON AIR BASE** DSN phone number, dialing
031-220 + Last 4 of the DSN number.

Operator Assistance

To reach an on-base operator when calling from a commercial line, dial 050-3323-1110.

To call from a DSN line, dial 723-1110 or just press 0.

To reach an on-base operator when calling from the U.S., dial 011-82-5033-1110.

For off-base operator assistance (Korean), dial 114 from a commercial line.



USAG Humphreys Phone Directory
<https://home.army.mil/humphreys/index.php/contact/phone-directory>



OSAN Air Base Directory
<https://www.osan.af.mil/Contact-Us/Directory/>

Part 1:

Pre-Arrival

Accepted Offer

Congratulations! Republic of Korea is an exciting location. You will love it here! Now is the time to get organized to seamlessly move you and your family to your new home and integrate you into your new environment. This guide will provide information to aid you in moving you and your family from your current duty station to the Republic of Korea (ROK). It will aid you in seamlessly integrating into our culture here at Installation Management Command (IMCOM) and United States Army Garrison (USAG) Humphreys, by providing you with a step-by-step onboarding process. This guide will include, checklists, links, references, recommendations, best practices, and backup forms.







If you are new to the federal government or if you are transferring from another federal agency to IMCOM, the documents that are required can be found on the [USAG Humphreys CPAC web page](#) or the checklist located at the back of this guide. Another great source of information is the [8th Army Newcomers page](#). It is recommended that you immediately do the following:

1. Request a sponsor
2. Schedule Medical Appointments and review Insurance Policies
3. Apply for a special issuance passport or no-fee passport
4. Government Travel Card (Mission Critical Status)
5. Register for school and/or CYS and get education records
6. Moving: What are you bringing? What are you putting in storage?

As an overseas or Outside the Continental United States (OCONUS) IMCOM employee, you are entitled to the following benefits, TQSA, LQA, FTA, Non-Temporary Storage, Post Allowance, Advance of Pay and outbound LQA, and TQSA (when leaving). These will be explained in further detail along with instructions and forms.

Request A Sponsor

You received this guide from your supervisor, sponsor or other POC. If you have not been assigned a sponsor, contact your supervisor or POC and request that a sponsor be assigned to you. Provide your sponsor with the newcomer information sheet. information Your sponsor will assist you in navigating your pre-arrival, travel, and onboarding to the organization.

	USAG Humphreys https://home.army.mil/humphreys/index.php
	USAG Humphreys CPAC https://home.army.mil/humphreys/index.php/about/Garrison/civilian-personnel-advisory-center
	Joint Travel Regulation Chapter 5, Part F: Permanent Change of Station Allowances for Civilian Employees https://media.defense.gov/2022/Jan/04/2002917147/-1/-1-0/JTR.pdf
	USAG Humphreys Command Policy Memorandum #2: Onboarding of Military Personnel and Civilians (DAC and LN) Assigned to USAG Humphreys and Area III 26 July 2021 https://home.army.mil/humphreys/application/files/2316/6320/5597/Command_Policy_02_Onboarding_of_Military_Personnel_and_Civilians_DAC_and_LN_Assigned_to_USAG_Humphreys_and_Area_III_-_26_July_2021.pdf
	Total Army Sponsorship Program AR 600-8-8 https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1004006
	Eighth Army Newcomers Page https://8tharmy.korea.army.mil/site/newcomers/

Lodging

Lodging goes extremely fast and rooms are in short supply, especially pet rooms. The off-post options are less than ideal. Do not wait for orders to make your lodging reservations. Civilians should plan for a 30-day stay. However, with a great sponsor and onboarding process, you should be in your new home in a few of weeks.

For suites, pet rooms or special requests fill out the [Army Lodging "Camp Humphreys" Registration Form](#) and email it to usarmy.humphreys.id-pacific.mbx.lodging@army.mil.

If you are having trouble securing a room, ask your sponsor to help you make lodging reservations. It may be easier to make reservations locally.

DSN 315-755-0233

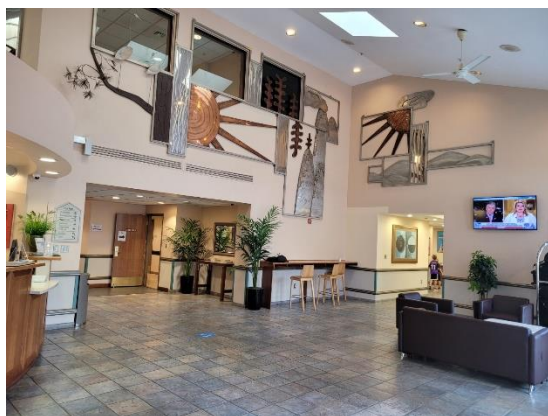
From the US: 011-82-31-692-0825

Local Cell Phone: 031-692-0825



Humphreys Army Lodging

<https://humphreys.armymwr.com/programs/humphreys-army-lodging>





Standard room reservations can be made at

Name/Rank: _____

Check in date: _____ Check out date: _____

Number of nights requested: _____

*PCSI Military authorized 10 days, PSCO on-post are authorized 3 nights and PCSO off-post are authorized 10 nights. PCS Civilians recommended 30 days. TDY as needed per availability.

Unit: _____

Phone Number: _____

E-mail: _____

Home address: _____

Purpose of visit (TDY/PCS (in/out), leisure/Space A): _____

*Orders must be provided at check in or else the reservations is subject to be canceled for guests on official orders. Space-available reservations may be made for a max of three days based on availability

Numbers of adults: _____ Number of children: _____ How many rooms needed: _____

Standard or Family Suite (Standard has one queen bed, microfridge, portable cooktop. Family suites are one bedroom, one queen bed, full size sofabed, and kitchen and *only* available to 3+ guests with family): _____

Requests (cribs, toddler cot, foldout chair, roll away bed, pet friendly room*, or accessible room):

***Limited pet rooms and there is a nonrefundable \$50 fee plus \$3 per night per pet.**

Method of payment (c/c with exp date): _____

****Credit card information is necessary to hold room after 6 p.m. on day of arrival.**

Rooming List (if more than one person, please list additional names and age of children):

Please email completed form to usarmy.humphreys.imcom-fmwrc.mbx.lodging@mail.mil. If you do not receive a reply back within 24 hours, call the Front Desk at 011-82-31-692-0825 (from the US), 031-692-0825 (Commercial) or DSN 315-755-0233. If you are having trouble with the form, please email the Front Desk (usarmy.humphreys.imcom-fmwrc.mbx.lodging@mail.mil) your first & last name, rank, requested dates, number of guests and email address.



USAG - Humphreys Off Site Hotel List

This list is for your information only. We are not affiliated with any hotels. Rates are subject to change without notice, please confirm rates with hotel. Per Diem does change so we recommend checking current rates before booking.

If staying at an off-post hotel, you must have a [certificate of non-availability\(CNA\)](#) from [Humphreys Lodging](#) with your receipt to file for reimbursements (PCS & TDY)

DragonHill Lodge, 394 rooms

Address: USAG Yongsan, Seoul, Korea
Phone: 738-2222 or 050-3338-2222
Website: <https://www.dragonhilllodge.com>
Email: reservations@dragonhilllodge.com

Daily Free Bus runs from Humphreys Bus terminal Mon-Fri.
(Pyeongtaek's lodging per diem rate will be matched if presented with CNA at check-in)

Howard Hotel, 50 rooms

Address: 169-45, Anjeongri, Paengseongup, Pyeongtaek-si
Phone: 031-654-9111
Email: howard_hotel@hotmail.com
Pet friendly (KRW 10000 per day per pet. No size restriction) Located outside of Anjeong(Main) gate
Approx. KRW 7000 from Lodging to Howard Hotel by taxi

Royal Hotel, 45 rooms

Address: 137-1, Anjeongri, Paengseongup, Pyeongtaek-si
Phone: 031-691-9290
Website: www.pt-royalhotel.com
Pet friendly (KRW 10000 per day per pet-one is free. No size restriction)
Located outside of Anjeong(Main) gate
Approx. KRW 7000 from Lodging to Royal Hotel by taxi

Joy Hotel, 30rooms

Address: 11-6, Anjeong-ro 45beon-gil, Paengseong-eup, Pyeongtaek-si
Phone: 031-654-5501
Website: <http://blog.naver.com/hoteljoy2017>
Email: hoteljoy2017@gmail.com
Pet friendly (KRW 20000 per day per pet)
Located outside of Anjeong(Main) gate
Approx. KRW 7000 from Lodging to Joy Hotel by taxi

AsanStay Hotel, 41rooms

Address: 84-41, Joongang-ro, Asanvalley, Doonpo-myon, Asan-si
Phone: 041-549-3399
Located In Asan Techno Valley
Approx. KRW 12000 from Lodging to Asan Stay Hotel by taxi

Cygnus Hotel, 43rooms

Address: 84-37, Joongang-ro, Asanvalley, Asan-si
Phone: 041-542-0004
Website: <http://cygnus1708.modoo.at/>
Located In Asan Techno Vally
Approx. KRW 12000 from Lodging to Cygnus Hotel by taxi

Kabo Hotel, 120 rooms

Address: 18-10, Pyeongtaek 5-ro 76beon-gil, Pyeongtaek-si
Phone: 031-658-7700
Email: jihwa010@naver.com
Pet friendly (Pets are free, but need to be caged)
Located near New Core Outlets in Pyeongtaek
Approx. KRW 12000 from Lodging to Kabo Hotel by taxi

AirForceInns Turumi Lodge, 390rooms

Address: Osan AB Korea, South Korea, 96278-2065
Phone: 031-661-1844
Website: www.51fss.com
Email: turumilodge.reservat@us.af.mil
Pet friendly (\$10 per day. No size restriction)
Approx. KRW 30000 from Lodging to Osan AB by taxi

-Pet Bording and Kennel information

The First Class Pet, 0900-1800 7days a week

Phone: 070-7597-0513
Email: humphreys@thefirstclasspet.com
Located in Bldg P-1039 next to the Charlton Gate



Nongseong Park
Eunhye Church



Jogane Beef Stew



Paengseong Adolescent Culture's House



Saeron Townhouse



Jin Hair Salon



International Motel



Zon Presbyterian Church



Emporium Furniture and Furniture



Dream Villa



Smart Villa



Neulpureum Anjeong Kids Park



Paengseong Kids Park



Paengseong Art Camp



Kimchi Store



Baekma Laundry



Day & Day



Campdo Korean Restaurant



BGM COFFEE



Hwahwa Restaurant



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



Top Official



A Realty



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



Top Official



A Realty



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



Top Official



A Realty



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



Top Official



A Realty



Korean Realty



Hanse PC Room



Taxi Office



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Taxi Office



Leonyang Electric Light



GS25



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Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



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Korean Realty



Hanse PC Room



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GS25



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A Realty



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



Top Official



A Realty



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



Top Official



A Realty



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light



GS25



Top Official



A Realty



Korean Realty



Hanse PC Room



Taxi Office



Leonyang Electric Light

Specialty Medical Appointments




Update your vaccination records and make appointments for yourself and your family members to prepare for the upcoming move. Check the vaccines and medicines list on the CDC website and visit your doctor at least a month before your trip to get vaccines or medicines you may need. Remember to include specialty medical appointments (school, emergency essential positions, or EFMP if you use Tricare), health check-ups, prescription refills, and dental appointments. If a member of your family is in the [Exceptional Family Member Program \(EFMP\)](#), ensure medical, mental health, and/or educational support systems are in place for you here at USAG Humphreys and the Republic of Korea. More information can be found by visiting the 65th Medical Brigade's [EFMP page](#) or the Brian D. Allgood Community Hospital.

Positions identified as Emergency Essential require medical physicals. Contact your sponsor and CPAC representative for more information.

Healthcare and Insurance

Review your current health insurance. Not all providers provide service to Republic of Korea. Your PCS move to Korea qualifies as a life event allowing you to make benefit changes. You should not be enrolled in an HMO if you are living overseas, except when the overseas geographic location is part of an HMO's service area (such as Guam). See OPM's [Important Facts about Overseas Coverage \(opm.gov\)](#).

A list of current available plans is available here: [FEHB Plan Results - OPM.gov](#) or by using OPM's Healthcare Plans Comparison Plans tool.

	Important Facts about Overseas coverage https://www.opm.gov/healthcare-insurance/healthcare/plan-information/important-facts-about-overseas-coverage/
	FEHB Plan Results https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/fehb/Plans?FFSSearch=on&Medicare=False&IncludeNationwide=True&international=on&empType=a&payPeriod=c
	FEHB Plan Comparison https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/

TRICARE

After separating from service (non-retirement), the sponsor and family members lose TRICARE eligibility. However, you may qualify for a period of continued coverage under the:

- Transitional Assistance Management Program (TAMP)
- Continued Health Care Benefit Program (CHCBP)

Retirees are eligible for Tricare Select Overseas or Tricare for Life (if entitled to Medicare Part A and have Medicare Part B). Your family can also enroll in Tricare Select Overseas, Tricare for Young Adult, or Tricare for Life (if entitled to Medicare Part A and have Medicare Part B).

Tricare eligibility must show in Defense Enrollment Eligibility Reporting System (DEERS). You can only enroll in or change enrollment to Tricare Prime Overseas or Tricare Prime Remote Overseas following a Qualifying Life Event (QLE) or during the annual Tricare Open Season.

For more information visit www.tricare.com



Ask your sponsor for the Navigating Korean Hospitals Guidebook.



Navigating Korean Hospitals Guidebook

<https://8tharmy.korea.army.mil/site/assets/doc/newcomers/Navigating-Korean-Hospitals-Handbook.pdf>

References



CDC Vaccines and Medicines for South Korea
<https://wwwnc.cdc.gov/travel/destinations/traveler/none/south-korea>



Brian D. Allgood Community Hospital – Pyeongtaek
<https://briandallgood.tricare.mil/>



U.S. Army Medical Department Exceptional Family Member Program
<https://efmp.amedd.army.mil/>



Important Facts about Overseas Coverage
<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/important-facts-about-overseas-coverage/>



OPM FEHB Overseas Coverage Comparison Tool
<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/fehb/Plans?FFSSearch=on&Medicare=False&IncludeNationwide=True&international=on&empType=a&payPeriod=c>



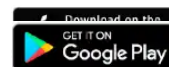
Army Benefits Center (ABC-C) Requires CAC
<https://portal.chra.army.mil/abc>
1-877-276-928



BENEFEDS
[BENEFEDS | Federal Benefits Enrollment \(FEDVIP, FSAFEDS, FLTICIP\)](#)
1-877-888-FEDS or 1-877-888-3337
TTY 1-877-889-5680



Tricare Select Overseas
<https://tricare.mil/Plans/HealthPlans/TSO>



MyCare Overseas

Emergency Essential (EE) Positions

Civilian employees occupying EE positions must remain in Korea during hostilities until relieved by proper authority. These positions require the employee to have an initial and annual physical. As an EEC, you will be issued equipment, uniforms, and personal protective equipment. You will also be required to report to work in emergencies unless told otherwise. Review the job announcement that you applied for and contact your sponsor to determine if your position is an essential position. If you are identified as an EE Civilian employee, your sponsor will identify your requirements.

While in Korea as a DOD Civilian you will be required to maintain an up-to-date Non-Combatant Evacuation Operation (NEO) binder and participate in USFK NEO exercises. This is a minimal time requirement, and all personnel are involved in these readiness events. Once you reach your unit you will be assigned a NEO warden who will help you with the required paperwork, training, and preparation. See USFK 690-11



[USFK-Reg-690-11-Civilian-Personnel-Mobilization-Planning-and-Execution.pdf \(army.mil\)](https://home.army.mil/humphreys/application/files/5315/9849/8152/USAG_Humphreys_CTO_Checklist.pdf)

Request for Orders



Complete the Request for Travel Orders form from the Civilian Personnel Advisory Center (CPAC). Read through for additional information requested on the form including household and recommended travel dates.

https://home.army.mil/humphreys/application/files/5315/9849/8152/USAG_Humphreys_CTO_Checklist.pdf

Government Travel Charge Card (GTCC)

All civilian employees on official government travel will be issued a GTCC through their losing unit or installation Agency Program Coordinator (APC). APCs are responsible for managing the DOD GTCC program for permissible expenses (see Appendix G of [JTR Manual](#)) while on official travel orders. Use of the Government Travel Charge Card is mandatory when on official business travel unless an exemption has been granted. The mandatory GTCC training provides guidance covering the authorized use of the GTCC.

Defense Travel Management Office (DTMO) requires all cardholders to take the Travel Card Program Course (listed as Programs and Policies - Travel Card Program (Travel Card 101) available on Defense Travel System (DTS) the DTMO website.

Note: DTMO is currently transitioning to MyTravel. Currently IMCOM has not migrated from DTS to MyTravel.



Log in to Citi and activate your government travel charge card (GTCC)

GTCC use is mandatory for official travel. Request one or register and log in to verify your card is valid and you must call the number on the back of the GTCC to activate it.

ALWAYS check your GTCC balance prior to travel. Booking Travel



Review and update your GTCC at www.defensetravel.osd.mil. Click on “Traveler Setup” and “Update Personal Profile” Verify and update contact information, GTCC# and expiration date under “My Account Information.”

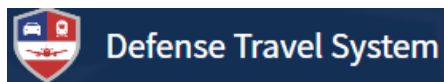
DTS 1

Note: Contact your local Defense Travel System (DTS) and GOVCC representative. Request to be put into “Mission Critical Status”. This will prevent your GOVCC from being turned off before or while you are traveling.

References



Citi Commercial Travel Card
<https://home.cards.citidirect.com/CommercialCard/login>



<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>



Defense Travel Management Office
<https://www.travel.dod.mil/>
DTMO is currently transitioning to MyTravel. Currently IMCOM has not migrated from DTS to MyTravel.



Government Travel Charge Card Regulations May 2022
<https://media.defense.gov/2022/Aug/03/2003048892/-1/-1/0/GTCC.PDF>



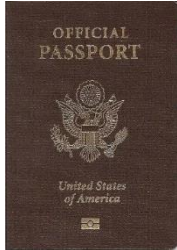
DTS Training on TRAX
<https://www.defensetravel.dod.mil/neoaccess/login.php>
DTS and My Travel both direct training to this CAC required URL.



DTMO Joint Travel Regulations
<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

Passports

A passport must be used for your PCS travel. Unlike Military Service Members, travel on CAC and travel orders is not authorized. Immediately apply for a Special Issuance Passport (SIP) - Official passport. If accompanied, your family members are eligible for a (SIP) - No-Fee Passport.



According to DoD M O-1000.21 (currently under revision) DoD civilians on official travel are required to apply for the appropriate SIP, prior to departure from the point of origin.

The official passport is maroon in color as depicted to the left.

After applying for an Official Passport and if it cannot be obtained prior to departure, use of a Regular (blue) Passport in lieu of the Official Passport is permissible for travel via military aircraft, contract, and commercial air.



Eligible Family Members must apply for a SIP- No Fee Passport prior to PCS travel. If a SIP - No-Fee passport cannot be obtained prior to departure, use of a Regular (blue) Passport in lieu of the SIP - No-Fee Passport is permissible for travel via military aircraft, contract, and commercial air.

The SIP -No-Fee and Regular passports are both blue in color as depicted to the left.

The regular passport must have at least 6 months validity remaining from the date of your travel.



[DD Form 1056](#) is used by both Department of State (DoS) and DOD passport Matters. One original and three copies must accompany all no-fee passport and visa requests, including amendments, corrections, extensions, and revalidations by DoS.

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf>

NOTE 1: Travelers will NOT be reimbursed for the cost of the Regular (blue) Passport.

NOTE 2: If you intend to travel as a tourist while stationed at USAG Humphreys, then you must also obtain a regular tourist passport (at your own expense). Regular tourist passports should be valid for at least six months after the departure date. Personal travel on your official passport is prohibited.

NOTE 3: Travelers must coordinate with the SOFA Office to ensure the A-3 Visa (SOFA Stamp) is placed in the passport within 90 days of arrival in country by ROK Immigration officials.

NOTE 4: Passports can be renewed here at USAG Humphreys.

For a step-by-step guide on how to apply or renew a passport or to a passport office at <https://www.usa.gov/passport>.



locate

<https://www.us-passport-service-guide.com/special-passport-issuance-agency.html>. This site cannot be accessed on a

government computer. If you are having trouble, contact your CPAC representative or your sponsor.

USA.Gov Passport 1

Smart Traveler Enrollment Program

The smart traveler enrollment program (STEP) is a free service that allows US citizens traveling or living abroad to receive the latest security updates from the nearest US embassy or consulate. See the U.S. Department of State Checklist and register for STEP at:











U.S. Department of State Traveler's Checklist

<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>

Membership in this program is not required.

References

	Getting or renewing a U.S. Passport https://www.usa.gov/passport
	DoD Passport Matters, Chapter 5: DD Form 1056, Authorization to apply for a "NO Fee" Passport and/or request for Visa preparation https://passportmatters.army.mil/Requirements/TrainingHandout.aspx
	DDForm1056 Authorization to Apply for a "No-Fee" Passport https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1056.pdf
	USAG Humphreys Passport Office usarmy.humphreys.403-afsb-lrc.mbx.passport@army.mil Mon-Fri 9am-11:30am, 1pm-4pm COMM 0503 357-2460 or 0503 355 1133 DSN 315-757-2460 or 315-755-1133
	DoD Passport Matters: Passport and Visa Requirements by Country- South Korea https://passportmatters.army.mil/Requirements/Visa_Requirements.aspx?country_name=Korea a.%20South
	U.S. Department of State International Travel https://travel.state.gov/content/travel/en/international-travel.html
	U.S. Customs and Border Protection. Trusted Traveler Program: Global Entry Program https://www.cbp.gov/travel/trusted-traveler-programs/global-entry#.html Membership in this program is not required
	Republic of Korea Smart Entry Service (SES) https://www.dgovkorea.go.kr/service1/g2c_02/ses An expedited entry program similar to the U.S. Global Entry Program. Global Entry should be completed prior to requesting membership in SES. Membership in this program is not required..

Korean Electronic Travel Authorization (K-ETA)

The K-ETA is required for all entrants into Republic of Korea, except U.S Military on orders.

- The cost is approximately \$10 for each person, and is valid for 2 years.
- The K-ETA can be applied for at any time, but not later than 48 hours prior to boarding a flight or ship bound for Republic of Korea.
- **Those who fail to obtain a K-ETA before landing in Korea may be denied entry and may be told to re-board the airplane and return to their point of origin.**
- The K-ETA website does not differentiate between adult, adolescent, or infant travelers.
- When applying, the following address can be utilized as a default:

188 Sejong-daero, Jongno-gu, Seoul, South Korea 03141

For more information or to register, visit <https://www.k-eta.go.kr/>.



The registration fee(s) is a travel-related cost that can be claimed once you complete your move.

When filling out the information online, the following may be helpful:

- Nationality is organized by continent. For U.S. citizens, select “Americas,” then “The United States of America.”
- Digital photos are needed to complete the online application. Photos must be 700x700 pixels or less, file size less than 100kb, in .jpeg format, with one’s face clearly visible. (You should be able to take this photo with your cellphone).
- Korea zip codes can be used:
 - “Camp Humphreys” : 17977
 - Camp Walker (Daegu): 42505
 - Osan Air Base: 17760
 - Camp Carroll (Waegwan): 39890
 - Camp Casey: 11311
- Be sure to note the application number for your records at the end of the application process.

Korean Electronic Travel Authorization (K-ETA) Info-Gram

Effective September 1, 2021, all DoD Civilians, Contractors and Family members, to include active duty dependents, traveling to the Republic of Korea must have an approved Korea - Electronic Travel Authorization (K-ETA) prior to boarding (except as noted below).

What is a K-ETA? The K-ETA is an electronic travel authorization that visa-free foreign visitors need to obtain before entering the Republic of Korea, by submitting relevant information online.

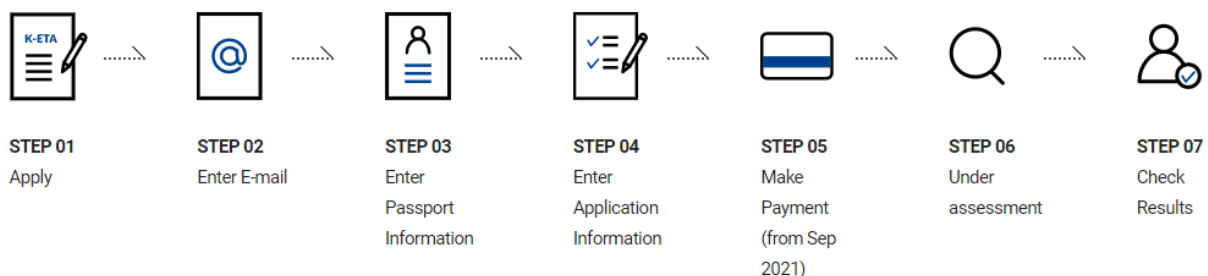
Who needs a K-ETA: DoD Civilians, Contractors and Family members, to include active duty dependents **require** a K-ETA. Service Members **do not** require a K-ETA. Those with an existing SOFA Stamp/A-3 Visa **do not** require a K-ETA.

The K-ETA can be applied for at any time, but no later than 48 hours prior to boarding a flight or ship bound for Korea. There is a 10,000 KRW (approximately \$9-\$10 USD) and this expense can be claimed when you process your travel voucher upon arrival.

You can apply at: <https://m.k-eta.go.kr/portal/apply/index.do>

When applying, the following address can be utilized as a default;
Dongchang-ri 35-3, Paesong-eup, Pyeongtaek City, Post code is 451-802.

Step-by-step Guide for Application



NOTE: You will receive an email identifying that your K-ETA application has been approved; you can print out your K-ETA using your application number through the K-ETA official website www.K-ETA.go.kr. **Do not** travel prior to receiving approval and have your application approval in-hand when travelling. The K-ETA is valid for 2 years from the date of approval.

SOFA Stamp and A-3 Visa

All family members (except family members with Republic of Korea citizenship), civilians, and even newborns must obtain an A-3 visa (which allows for multiple entries into Korea) and SOFA (Standard of Forces Agreement) stamp within 30 days upon the arrival. The SOFA stamp registers the person and identifies them as having protections and rights under our SOFA agreement. Having a SOFA stamp does not exempt any person from abiding by our host nation's laws.

The U.S. government has a stationing agreement with every country that hosts U.S. military forces. The SOFA defines the legal rights and obligations of SOFA-status personnel and exempts personnel from the Korean Immigration laws relating to alien registration.

Family Members with Republic of Korea citizenship are not required to have SOFA A-3 visa stamps and can legally work outside the garrison gates.

If a SOFA member plans to work off-post it is recommended, you contact your installation Client Legal Services to review your A-3 Visa/SOFA Stamp application or answer additional questions regarding various Republic of Korea visa options before employment to ensure compliance with immigration laws.

SOFA Application Process

See the step-by-step infogram online or in Part III of this guidebook

Take a copy of your orders, CAC card, and all passports (including all family member passports) to the SOFA office. You will need to submit photocopies of your passport, CAC, and sponsor CAC.

You will need the following items:

- ROK Ministry of Justice Application
- Physical Passport
- Photocopy of Passport
- Photocopy of Sponsor's ID Card (front and back)
- Photocopy of Dependent's ID Card (front and back)
- Letter of Employment from CPAC

Humphreys SOFA Office

SOFA A-3 VISA OFFICE

Maude Hall "One-Stop" BLDG 6400 Room I201

Wednesdays 1000-1200/ 13-00-1700

OSAN SOFA Office

Bldg. 648, AMC Terminal

M, W, F 09:00-13:00

Tues and Thurs 11:00-13:00

References



The SOFA and You April 25, 2016

<https://8tharmy.korea.army.mil/site/assets/doc/newcomers/The-SOFA-and-You.pdf>



Electronic Foreign Clearance Guide

<https://www.fcg.pentagon.mil/fcg.cfm>



USAG Humphreys Passport Office

<https://home.army.mil/humphreys/index.php/about/Garrison/logistics-readiness-center/passportvisa>



USAG Humphreys SOFA Stamp Office Step-by-Step SOFA Stamp Process

https://home.army.mil/humphreys/application/files/8515/8701/0740/20191001_Billboard_SOFA_Stamp_Office_Humphreys_v3.pdf

Required Training:

Theater Specific Training

Personnel assigned or rotating to the Republic of Korea must complete the theater-specific training outlined in USFK Regulation 350-2. This training must be completed before your arrival and can be accessed through JKO.



USFK PCS Theater Specific Required Training (1hr)

USFK -US171 <https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf#>

All mandatory annual training requirements must be current. See the **mandatory training checklist** at the back of this guidebook and coordinate with your sponsor to receive face-to-face training upon arrival. Training certificates should be emailed to your sponsor.

Driver's License Training

Update your Stateside Driver
license before leaving CONUS

USFK's online driver's training and test are mandatory. You may not go straight to the test and skip training. You must take the training first before you will be allowed to take the test. A passing score on the test is required to receive a POV license and/or a military/GOV license.

Training and testing for the USFK Driver's License (USFK 134EK) is conducted on the Joint Knowledge Online (JKO) website. Training and testing are open to all Service Members, DoD Civilians, and their dependents. CAC users should log into JKO with their CAC and register for training. Personnel without a CAC must first create a JKO account using a user id and password and then take the training and the test. *Do not take the training and test using your sponsor's CAC.* To receive credit for the training and the test, you must log onto JKO with your own account credentials.



USFK Training on Joint Knowledge Online (CAC Required)



USFK License Training Course USFK-US002

https://jkosupport.jten.mil/html/COI.xhtml?course_prefix=USFK&course_number=-US002



USFK License Test USFK-002-B

https://jkosupport.jten.mil/html/COI.xhtml?course_prefix=USFK&course_number=-US002-B



Personal Transportation Device (PTD) Training Course USFK-US002-C

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=USFK&course_number=-US002-C



USFK Regulation 350-2

USFK Driving in Korea <https://www.usfk.mil/Resources/Driving-in-Korea/>

Move and Storage of Household Goods

The Republic of Korea has very strict gun laws. Civilians are not allowed to possess military weapons, such as revolvers, pistols, automatic and semi-automatic rifles, and machine guns. <https://www.gunpolicy.org/firearms/region/south-korea>.

The SOFA and USFK Regulation 190-41 apply to US military personnel and US Government civilians assigned to or coming TDY to support US Forces Korea or subordinate units.

If you ship your POF, it will be confiscated by customs officers at the ports of entry. The POF will only be released after the owner obtains permission in writing from their Commander to store the POF in the unit arms room. See USFK Regulation 190-16.

References:



USFK 190-16 Registration and Control of Privately Owned Firearms

[USFK-Reg-190-16-Registration-and-Privately-Owned-Firearms-2014.pdf](https://www.usfk.mil/Portals/105/Documents/Publications/UNC-USFK-Reg-190-16-Registration-and-Privately-Owned-Firearms-2014.pdf)



USFK 190-41 USFK Customs Program

<https://www.usfk.mil/Portals/105/Documents/Publications/UNC%20and%20USFK%20Joint%20Publications/UNC-USFK-Reg-190-41-USFK-Customs-20200131.pdf>



Joint Travel Regulation (JTR), Chapter 5, Part B

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>



Civilian Personnel Overseas Allowances, Benefits, and Entitlements:

<https://8tharmy.korea.army.mil/dhrm/assets/us/pay/AK-Reg-690-10-Overseas-Allowances-Benefits-and-Entitlements.pdf>

Household Goods Shipping Process

The Defense Personal Property System is the online system you will use to request and manage your household goods shipment(s). For how-to guides to assist with this application, go to www.move.mil.

To schedule your household shipment, visit the moving portal at <https://move.mil/moving-guide/civilians>. First-time Defense Personal Property (DPS) users must obtain a User ID and password before accessing DPS. Follow the instructions in the New User Registration tutorial when setting up your account. Then follow the instructions in the Create a Shipment tutorial. To help you understand your allowances and responsibilities review the It's Your Move Defense Transportation Regulations.

You may be authorized to ship up to a maximum of 18,000 pounds of your household goods (HHG). Your local transportation office will provide more information on the process for shipping. HHG shipments are averaging 60 to 70 days from the United States and in the peak season (May-Sep) approximately half of all shipments are late by 7 to 10 days. To locate the closest transportation office visit <https://www.move.mil/resources/locator-maps>.

Joint Travel Regulation

“054304. HHG Weight Allowances (FTR §302-7) The worldwide maximum weight of HHG that may be transported, including any HHG stored for that transportation, is 18,000 pounds net weight for each civilian employee. For uncrated or van line shipments, a 2,000-pound allowance is added to the maximum weight allowance to cover packing materials. Under no circumstances may the Government pay any expenses associated with excess weight.”



<https://media.defense.gov/2022/Jan/04/2002917147/-1/-1/0/JTR.PDF#page=352&zoom=100,93,456>

In conjunction with your shipment of household goods, you may keep some items in Non-Temporary Storage (NTS). These items will be kept in the United States in a storage unit and will be delivered to you upon your return to the United States. The total of HHG, NTS, and unaccompanied baggage combined may not exceed 18,000 pounds.

NOTE: NTS is not taxed.

Unaccompanied Baggage allows you to ship a small amount, of items that you may need sooner than your HHG. Unaccompanied baggage typically arrives between 30 and 60 days after shipment and can be used to ship additional clothing, linens, and other items you may use before your HHG arrives. The shipment of your HHG is subject to taxation as well as other applicable PCS allowances.

Arranging Household Goods Shipments

As soon as you receive your permanent change of station orders, it's important to begin scheduling your move. The Defense Personal Property System, or DPS, is the online system you can use to request and manage your household goods shipment(s). For more information and a DPS log in link, visit the [Moving Your Personal Property](#) page on MilitaryOneSource.mil.

Create a custom moving checklist at:






PLAN
MY MOVE

<https://planmymove.militaryonesource.mil>

Read [Preparing for Your PCS Move](#) to learn more about coordinating your shipment and review the [Personal Property Quick Reference Guide](#) for actions you can take to ensure a smooth move.

Learn more about [Your OCONUS Move: Planning, Resources, and Tips](#). Begin to plan what items will go into unaccompanied baggage, in your household goods shipment, and in long term, Non-Temporary Storage (NTS). Check with your sponsor or overseas housing office to assist in determining what items to ship.

Military OneSource Resources

https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/preparing-to-move-or-pcs/	 PCS Move
https://download.militaryonesource.mil/12038/MOS/Factsheets/UpdatedPersonalPropertyQuickReferenceGuideHandout.pdf	 Personal Property Quick Reference Guide
https://www.militaryonesource.mil/moving-housing/oconus-moves/logistics-and-family/a-service-family-checklist-for-moving-oconus/	 Your OCONUS Move: Planning, Resources, and Tips

HHG Tips to Think About

Review this information before completing the Request for Orders. You may be authorized to ship up to a maximum of 18,000 pounds of your household goods (HHG).

In conjunction with your shipment of HHG, you may keep some items in Non-Temporary Storage (NTS). Unaccompanied Baggage allows you to ship a small number of items that you may need sooner than your HHG. If you are moving overseas, begin to plan what items

will go in unaccompanied baggage (UB), in your household goods shipment (HHG), and remain behind in long-term, Non-Temporary Storage, or NTS. It is helpful to check with your sponsor for recent guidance but here are some general things to consider:

- Storage options are limited in Korea. Protecting linens and fabrics consider Ziploc/vacuum sealing linens and fabrics before shipping to help reduce damage and odor.
- Humidity and air quality in Korea are very humid in the summer and very dry in the winter. There is also the “Yellow Sand” that blows in from China making Korean air quality very bad at times during the year. If you bring these items, make sure you bring enough filters or supplies for your tour or know that you can order and have them delivered to an Army Post Office address. Not all companies will deliver to an APO. The Exchange sells air purifiers.
- Basic tools for DIY maintenance on your goods or hanging pictures. Most walls are concrete, and your realtor will tell you if and how to hang pictures off-post. Baby furniture is available in the Main Exchange
- Specific clothing: Most Korean sizes are one to two sizes smaller than typical US clothing. If you have a favorite brand or style of under garments, you might want to consider bringing an extra supply. Sporting equipment is available through Army and Air Force Exchange Service (AAFES)/ Post Exchange (PX) but anything not carried by the PX could be hard to find. If it is an activity you will do, then bring it with you.
- Floor are heated and are either wood, tile or laminate. Most living rooms can handle a 10” carpet but the bedrooms are normally much smaller. Holiday decorations are abundantly available. Live trees are hard to find. The PX has artificial trees if you don’t already own one.
- Ovens in Korea are significantly smaller than in the U.S. It may be best to purchase pans and baking dishes once you have arrived. Large dishes do not fit in Korean ovens. Check your electronics to see if they are dual voltage. Many computers and cell phones can be plugged into ether voltage.
- Temporary furniture and appliances are available when you arrive.
- The electric current in off-post housing may be 220v, 110v, or a combination.

It normally takes 6 weeks to 3 months for your household goods to arrive and get through customs. There are installation-lending closets to provide basic kitchen essentials before your household goods arrive. That does not include linens or pillows. Pack those in your unaccompanied baggage shipment.

Contact your sponsor and begin working with a realtor to explore off-post housing options.

Tax Law Change

The Tax Cuts and Jobs Act of 2017 made most civilian permanent change of station entitlements taxable. Non-temporary storage (NTS) and vehicle shipment are not taxed. The Relocation Income Tax Allowance (RITA) is a taxable allowance designed to reimburse an eligible transferred employee for the additional federal, state, and local income taxes incurred because of receiving taxable relocation benefits. For eligibility, review block 16 of your official travel orders upon receipt. To estimate your tax rate, review the calculator. For additional information, review the Taxation of Civilian Employee PCS moves in the references below or visit www.dfas.mil/TaxLawChange

POV Shipment



[PCSmyPOV 1](#)

Your PCS orders may or may not include authorization to ship one privately owned vehicle (POV) at government expense to Republic of Korea. Your PCS orders may or may not authorize vehicle storage. These items must be specifically stated in your PCS orders to ship or store your vehicle at government expense. Review block 16 of your official travel orders. **[Read your orders carefully and ask beforehand if you are unsure of your](#)**

To ship your vehicle overseas, you will need to drop off your vehicle at a Vehicle Processing Center (VPC). To make appointments, learn about shipping, or track your POV shipment, visit the official [PCS My POV](https://www.pcsmypov.com/) at <https://www.pcsmypov.com/>.

PCSmyPOV will have the most up-to-date guidance and regulation but here are some things to consider:









- Proof of ownership rule effective [April 1, 2022](#).
- **Maintenance:** Change old batteries, tires, and oil, and do general car maintenance before shipping.
- **Clean & Wash:** Clean the inside and outside of your vehicle very well a day or so before shipping.
- **Photos & Video:** Take clear photos and video of each angle of the exterior and interior of your vehicle, and ensure inspection forms at VPC accurately reflect the condition of your vehicle.
- **Gas Tank:** The gas tank must be exactly 1/4 full or less when you turn in your vehicle or they will turn away your car.
- **Remove Personal Items:** Take out any personal or non- permanent accessories before dropping off your vehicle.

You may be reimbursed for your mileage to and from the VPC or you may depart from the airport closest to the VPC. Administrative leave may be used for your travel to and from the VPC. Contact your current supervisor for additional information on administrative leave related to your Permanent Change of Station (PCS).

Note: Rental vehicles are not a reimbursable expense IAW the Joint Travel Regulation (JTR).

If you are departing from the airport closest to the VPC, inform the representative booking your flight of your departure VPC location. If eligible for Foreign Transfer Allowance (FTA), days at your current permanent duty location or home of record can be paid under FTA. Days enroute and at the VPC location cannot be paid under FTA.

References

	Defense Transportation Regulation https://www.ustranscom.mil/dtr/	
	 DFAS Civilian PCS https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/	The Tax Cuts and Jobs Act of 2017 made most civilian permanent change of station entitlements taxable.
	U.S. General Services Administration Reimbursable Relocation Expenses and Rates https://www.gsa.gov/policy-regulations/policy/employee-relocation-management-policy/reimbursable-relocation-expenses-and-rates	Employee relocation management policy concerning home purchases, moving household goods and income tax allowances
	 Civilian Relocation PCS Tax Changes www.dfas.mil/TaxLawChange	RITA is not automatic. Learn more at the DFAS RITA page.
	 Eighth Army Ship Your Vehicle Page https://8tharmy.korea.army.mil/site/newcomers/shipping-pov.asp	

School and Youth Services



Eligibility to attend DoDEA Pacific schools is outlined in Section 921-932 title 20 U.S.C. and **DoDEA regulation 1342.13**, Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas.

Qualified dependents are authorized to enroll in one of four enrollment categories based on the request of the sponsor. Dependents in enrollment category 1 receive priority, all others are enrolled on a space-available basis in the priority of category of enrollment.

Sponsors of students transferring to DoDEA Humphreys and Area III schools are required to verify a housing agreement for DoDEA schools overseas, before a child may be registered. Preschool, Pre-Kindergarten, and Kindergarten require a certified birth certificate or unexpired passport before registration can be accepted

Once Eligibility has been established you will need to submit the necessary documentation for proof of Eligibility.

Register A Student

<https://dodeasis.myfollett.com/aspen/logon.do>

Checklist for inbound families

- ☐ Updated Immunization record with flu shot within the calendar year of enrollment.
- ☐ Birth Certificate - original or certified copy (or non-expired passport).
- ☐ Official Original Permanent Change of Station (PCS) Orders for the applicable military installation.
- ☐ Copy of the lease AGREEMENT/housing documentation, first page only with dependents listed (different from acknowledgement)
- ☐ Any IEP/504/medical records that pertain to the child attending school must be brought in to be copied and kept on file.
- ☐ For Pre-K enrollment, child must be 4 years old on or before September 1 of the enrolling year; for Kindergarten enrollment, child must be 5 years old on or before September 1 of the enrolling year; and for First grade enrolment, child must be 6 years old on or before September 1 of the enrolling year.

New Students

New students registering for enrollment in DoDEA Humphreys and Area III are required to provide verification of the following:

- Date of Birth
- Dependent Status
- Employment Status of Civilian Sponsor (PCS Orders, Local Hires-Current SF50 or NAF equivalent) and Letter from servicing personnel officer verifying full time employment and verifying dependents
- Status of Defense Contractor Sponsor and Central Billing Letter
- Status of non-DoD sponsor (other Federal Agencies)

Returning Students

Students registering for enrollment in DoDEA Humphreys and Area III must verify the following each school year:

- Employment Status of Civilian Sponsor (PCS Orders, Local Hires-Current SF50 or NAFI equivalent) and Letter from servicing personnel officer verifying full-time employment and verifying dependents
- Status of Defense Contractor Sponsor and Central Billing Letter
- Status of non-DoD sponsor (other Federal Agencies)

Employment Status and Certification of Non-DoD Civilian Sponsors and Dependents

- The sponsor's employing agency must certify that the sponsor occupies a position that is subject by policy and practice to transfer AND must certify that the agency will reimburse the DoD for the educational services provided to the dependent

Employment Status Sponsor - Letter of Identification (LOI) or Letter of Agreement (LOA) Official travel of defense contractor authorizing dependent education subject to availability on a tuition-paying basis. The LOI/LOA must identify the organization's contract number, length of the contract, and names of dependents.

Verification of Housing

Housing lease agreement. Where you live determines which elementary school your child will attend and the bus route they will be assigned.

Preschool



Strong Beginnings Pre-K

Col Dean Hess Child Development Center

<https://humphreys.armymwr.com/programs/hess-child-development-center>

M-F 8:30-11:30

Before and After care services provided at CDC 5:30am-6pm

Ages 6 weeks-5 years old

Phone: DSN 315-756-1104 or 1103

Commercial: +82-050-3356-1104 or 1103

Parent Central Services (CYS Registration)

[Parent Central Services](#) is your one-stop shop for access to all programs including childcare, youth programs, SKIES instructional classes, parent education, and youth team sports. Before your arrival, you may complete the registration packet, transfer your family's CYSS records, and have sports physicals completed to ease the transition.



For instructions and forms contact CYSS. For initial requests for childcare, and placement visit <https://militarychildcare.com/>.



MilitaryChildCare.com 1

USAG Humphreys Parent Central Services:
<https://humphreys.armymwr.com/programs/parent-central-services>

School Age

<p>Humphreys Central Elementary School</p>   <p>https://www.dodea.edu/humphreyscentrales/index.cfm</p>	<p>Grade Level: K-4 Phone: DSN 315-756-9310 School Hours 0730-1400, Tuesday early dismissal 1300 Registrar: HCESRegistrar@dodea.edu</p>
<p>Humphreys West Elementary School</p>   <p>https://www.dodea.edu/HumphreysWestES/index.cfm</p>	<p>Grade Level: K-4 Phone: DSN 315-757-2127 School Hours 0730-1350, Tuesday early dismissal 1250 Registrar: PAC_HumphreysWestES_Registrar@dodea.edu</p>
<p>Humphreys Middle School</p>   <p>https://www.dodea.edu/HumphreysMS/index.cfm</p>	<p>Grade Level: 5-8 Phone: DSN 315-757-2166 School Hours: 0830-1505, Tuesday early dismissal 1405 Registrar: PAC_HumphreysMS_Registrar@dodea.edu</p>
<p>Humphreys High School</p>   <p>https://www.dodea.edu/HumphreysHS/index.cfm</p>	<p>Grade Level: 9-12 Phone: DSN 315-756-9426 School Hours: 0825-1525, Tuesday early dismissal 1425 Registrar: PAC_HumphreysHS_Registrar@dodea.edu</p>
<p> Humphreys Area Homeschool Co-op</p>  <p>www.thehahc.com</p>	<p>The Humphreys Area Homeschool Co-OP is a non-religious co-op that provides academic and social resources to homeschoolers in the "Camp Humphreys" area.</p>
<p>Non-DoD Schools Program (NDSP)</p>  <p>https://www.dodea.edu/nonDoD/index.cfm</p>	<p>Support and financial assistance to defray costs of education and to facilitate educational continuity in international locations where there is no DoDEA school.</p> <p>NDSP Pacific Email: NDSP.Education.Pacific@dodea.edu</p>

Students are dismissed one hour early every Tuesday for teacher collaboration time

- To identify school zones, please contact the School Liaison Officer or email humphreysbus@dodea.edu
- Coordinate with your sponsor to ensure the housing you choose is within the commuting area of school bus services PRIOR to signing a lease agreement.

Register A Student <https://dodeasis.myfollett.com/aspen/logon.do>



High School Programs

Dual Enrollment provides the opportunity for students in grades 10-12 who are enrolled at least half time (4.0 course credits) in a DoDEA High School to attain high school and college course credit from an accredited college or university, including online and correspondence courses.

Career Technical Education (CTE)
CTE gives students a head start on both college and careers through specialized classes, mentoring, and work experiences in fields where jobs are in demand - like health care, engineering, and information technology.



For more information go to: <https://www.dodea.edu/Curriculum/CareerTechEd/index.cfm>

Please see your school counselors and CTE teachers to learn more about CTE, Career Clusters and Pathways, earning a CTE Pathway Endorsement, and Choice 360.

Can a Dual Enrollment Course Be Substituted for an AP course for the Honors Diploma?

Taking a dual enrollment course does not replace one of the required AP courses to earn the Honors diploma.

May A Home-School Student Take Dual Enrollment Courses?

DoDEA AIL 1375.01 Page 4:

d. Allow eligible home-school students that meet eligibility requirements to enroll in a DoDEA school to enroll in one class, but no more than three (3) classes and/or receive special education or related services.

An eligible home-school student may enroll in up to three (3) DoDEA classes. A Dual Enrollment course is not offered through DoDEA so a home-school student may choose to pursue Dual Enrollment opportunities through their home-school program.

Note: Dual Enrollment courses would not be listed on a DoDEA transcript for a student who is currently home-schooled.

What's the Difference Between Dual Enrollment & AP Courses?

Dual enrollment courses allow students to get early access to college content in college courses. AP courses are different because they only result in college credit if a student earns a particular score on an AP exam at the end of the course and if the college that the student enrolls in accepts AP scores for course credit. This means students who complete a dual enrollment program have a college transcript at the end of their experience and can enroll directly in the college where they started or transfer these courses if they move to another college or university. AP courses on the other hand result in an AP score that can be submitted to a college and the college has their own matrix to decide if the score will amount to any college credit.

Taken from U.S. Department of Education:

<https://blog.ed.gov/2019/07/burning-questions-dual-enrollment-answered/>

How Do I Identify a Dual Enrollment College Course That Will Transfer to a Specific College?

Talk to the college/university's Office of the Registrar. If you already have a good idea of where you want to go to college, take a list of desired dual enrollment courses to that chosen institution's Office of the Registrar. The registrar can tell you:

- 1) whether the courses are transferable under the school's current policy, and
- 2) If the school can "grandfather in" your student's credit at a later time, even if a policy changes.

Note: Although not required, it's recommended for parents/students to ask for the written policy on college course transferability. This email/letter can be used in the application to request a Dual Enrollment course.



Dual Enrollment Checklist

Seek prior approval by completing the Dual Enrollment Form and submit it to the DoDEA high school principal prior to the start of the semester (fall/spring) in which the student is enrolling in the course, in order to substitute a credit for graduation.



Ensure the post-secondary institution is an accredited college or university recognized by the United States Department of Education.



Complete the admission and enrollment of the student into an accredited college or university, after prior approval from the DoDEA high school principal.



Pay for all tuition and class materials for the college/university courses.



Arrange transportation for the DoDEA student to attend college/university courses.



Promptly submit an official college/university transcript for dual enrollment credit to be listed on your DoDEA transcript.



Dual Enrollment

A Guide for Students & Parents

Based on DoDEA AIL 1367.01, July 27, 2021

Revised: 8 September 2021



dodea
PACIFIC

What is Dual Enrollment?

Dual Enrollment credit simultaneously allows high school students to earn both college and high school credit which is used to satisfy DoDEA graduation requirements.

Who May Take Dual Enrollment Courses?

Page 18 *DoDEA AI 1367.01, July 27, 2021*

"a. Dual enrollment provides the opportunity for students in grades 10-12 who are enrolled at least half time (4.0 course credits) in a DoDEA High School to attain high school and college course credit from an accredited college or university, including online and correspondence courses.

(1) Prior approval by the DoDEA High School Principal is required to receive dual enrollment course credit to meet minimum graduation requirements using DoDEA Form 1367, Department of Defense Education Activity Dual Enrollment Form."

How Many Dual Enrollment Courses May I Take?

All students are expected to be fully enrolled with seven (7) credits. The following lists the three ways a student can be enrolled on a full-time basis and take Dual Enrollment courses:

4 DoDEA Credits + 3 College Courses = 7 courses

5 DoDEA Credits + 2 College Courses = 7 courses

6 DoDEA Credits + 1 College Course = 7 courses

Note 1: Page 24 *DoDEA AI 1367.01, July 27, 2021*

"b. The determination of GPA for class valedictorian and salutatorian for students that are currently enrolled full-time in a DoDEA school are made at the end of the second semester of the graduating year in accordance with Section 5.1, of this Issuance. c. Students must have been enrolled with a full course load (no less than seven (7) credits their senior year) in the DoDEA school by the twentieth (20) day of the first semester of the graduating year to be eligible to be ranked with their class and for the academic honors of valedictorian and salutatorian."

Note 2: Dual Enrollment courses are counted as part of the 7 credits to be considered a full-time student and seniors who take Dual Enrollment courses are eligible to be selected for Valedictorian or Salutatorian.

May I Take Additional College Courses?

Students may request to take more college/university courses in addition to approved Dual Enrollment courses. A college/university likely will require the permission from the local high school principal. Any additional college courses would not be listed on the DoDEA high school transcript. Only approved Dual Enrollment courses are listed on the DoDEA transcript.

Which Colleges Offers Dual Enrollment?

The post-secondary institution must be accredited by an agency recognized by the United States Department of Education. Students may only may request to take undergraduate level courses at the Education Center on base or another accredited college.

Note: Refer to the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs at <https://ipeds.ed.gov/dataipeds/#/home>

May I Take a Summer Dual Enrollment Course?

Students who have successfully completed 9th grade and have met the promotion standards to be an 10th, 11th, or 12th grader can request to take a limited number of Dual Enrollment classes each summer as long as the courses do not interfere with regularly scheduled DoDEA classes.

Note 1: Mirroring DoDEA's Summer School program practice, it is recommended students may request up to the equivalent of 1.0 high school credit through Dual Enrollment per summer.

Note 2: An approved Dual Enrollment course taken during the summer would be entered on the DoDEA transcript in Sem 3 of the previous school year.

Which Dual Enrollment Courses are Offered?

Page 19 *DoDEA AI 1367.01, July 27, 2021*

"(2) Specific courses required for graduation will be accepted for dual course credit if equivalent coursework has been satisfactorily completed at a preapproved postsecondary institution and is identified as a core requirement course within one (1) of the following content areas: English/Language Arts (ELA), mathematics, social studies, science, world language, fine arts, and CTE. Dual course credit will also be approved for elective course requirements necessary to satisfy DoDEA graduation course requirements.

(3) The course content, rigor, and instruction must meet the same standards and adopt the same learning outcomes and assignments as those developed for a course taught to traditional students at the postsecondary institution, including the administration of any departmental examinations applicable to the course, use of substantially the same materials and syllabus as used at the college level and the same course grading standards.

(4) The college courses must be credit-bearing and may not be intended for remediation of a course previously taken at a DoDEA school or other school system.

(5) College courses offered for dual course credit must be in the approved undergraduate course inventory of the postsecondary institution.

(6) The college course must be at a higher level than taught by the high school and be transferable to a postsecondary program."

Note 1: Dual Enrollment may not be requested for the Health, Lifetime Sports, Personal Fitness, or Physical Activity Nutrition graduation requirements.

Note 2: If the DoDEA Health and PE requirements have been completed a college/university Health and/or Physical Education course may be taken for DoDEA General Elective requirements.

Will the DoDEA Transcript List Dual Enrollment Courses?

Page 19 & 20 *DoDEA AI 1367.01, July 27, 2021*

"(2) The student's official transcript will document the dual enrollment course(s) successfully completed from an accredited institution (system). (4) DoDEA will not change the college course title and/or letter grade on a transcript coming from a postsecondary institution (5) If the postsecondary institution uses numerical grades, DoDEA will use the post-secondary institution's grading scale to convert the numerical grades to letter grades."

3 Credit College Course = 1 DoDEA High School Credit

4 Credit College Course = 1 DoDEA High School Credit

4/6 College Qtr. Hours = 1 DoDEA High School Credit

2 Credit College Course = 0.5 DoDEA High School Credit

Will Dual Enrollment Courses be Calculated into my High School Grade Point Average?

Page 20 *DoDEA AI 1367.01, July 27, 2021*

"(3) College courses taken for dual course credit will not be weighted. Grades will be calculated in the student's GPA."

SV: 21-224: Dual Enrollment courses taking during this time will not be weighted and will be calculated into the DoDEA cumulative grade point average.

Prior to SV: 21-22: Dual Enrollment courses taken during this time will not be weighted and will not be calculated into the DoDEA cumulative grade point average.

What Grade Do I Need for Dual Enrollment Credit?

Page 19 *DoDEA AI 1367.01, July 27, 2021*

"(7) Students must earn a minimum grade of "C" or better according to the college or university grading scale to substitute the college course for a DoDEA course."

Who Pays For Dual Enrollment Courses?

Page 19 *DoDEA AI 1367.01, July 27, 2021*

"(1) All financial obligations associated with the enrollment, matriculation, and successful completion of a college level course, are the sole responsibility of the student or parent, sponsor, and legal guardian and will not be shared by DoDEA."

Will the Dual Enrollment Course Be Face-To-Face or Online?

The Dual Enrollment class you request could be taught in a traditional face-to-face class on base at your Education Center or more likely you will request to take an online course. Remember, online courses require more self-motivation and time-management skills. Successful online students must be active learners, self-starters who are not shy or afraid to ask questions when they do not understand. You, not the instructor, must be in control of your learning process.

Who Teaches Dual Enrollment Courses?

Dual Enrollment classes are taught by college instructors. Instructors use college curriculum and textbooks, and deliver a college level course, which will require students to work at a higher level. Academic support for Dual Enrollment courses are provided by the college instructor as this is a non-DoDEA course.

Will Dual Enrollment Courses Transfer to the College I Attend?





Most colleges accept Dual Enrollment credit, however; DoDEA cannot guarantee that the postsecondary institutions that DoDEA students attend after high school graduation will accept courses the student took via dual enrollment during high school.

Note: Students and parents are encouraged to research potential college's policies regarding Dual Enrollment transfer credit prior to making a request.








Are Dual Enrollment Courses Approved By the NCAA?

College courses may be used to satisfy NCAA core course requirements if the courses are awarded a grade and credit by the high school for any student and meet all other requirements for core courses. Dual Enrollment courses must be placed on the student's high school transcript to be eligible for NCAA eligibility requirements.

Parent Resources

Parent Handbook 2022-2023 	<p>Questions regarding USAG Humphreys child and youth services can be answered here.</p> <p>https://humphreys.armymwr.com/download_file/view/da73d9d2-070f-4621-a182-99e7b54ea3e1/7521</p>
	<p>USAG Humphreys Parent Central Services https://humphreys.armymwr.com/programs/parent-central-services Commercial: +82-010-3357-2255 DSN: 315-757-2255</p>
<p>Humphreys CYS Appointment Request https://docs.google.com/forms/d/e/1FAIpQLSecxEvychK09iPWJWPfMPl1M6mGfMmyBh1U0ZSYpJsQwRnBA/viewform?usp=sf_link</p> <p>Registration Packet https://humphreys.armymwr.com/download_file/view/a37f13a3-ca6c-4df4-8f67-da1f52f45178/7521</p> <p>Youth Registration Packet (April 2022) https://humphreys.armymwr.com/download_file/view/500a9688-2273-4082-9ea3-ce204b0c2184/7521</p>	
	<p>USAG Humphreys Child and Youth Services https://humphreys.armymwr.com/directory/24/child-and-youth-services</p>
<ul style="list-style-type: none"> • Bang Jeong Hwan CDC – overflow for the COL Dean Hess CDC • Burke CYS Skies Center – CYS programs, Youth Sports & Fitness, Games & Camps, Homeschool programs and others. • COL Dean Hess CDC – full-day, part-day, and hourly child care including Strong Beginnings Pre-Kindergarten program. • CPT Jennifer M. Moreno School Age Center – Before-and-after school care program and summer camp. • Parent and Outreach Services – Gateway to connect families to CYS • Parent Central Services – CYS Registration • School Support Services – School aged educational opportunities, resources and information. • SFC Paul R. Smith Youth Center – Supervises programs for Grades 6 – 12 • Youth Sports and Fitness – Individual and team sports, competitions, skill building clinics and nutrition & health classes. 	
<p>Humphreys CYS Webtrac </p>	<p>https://webtrac.mwr.army.mil/webtrac103/wbwsc/Humphreyscys.wsc/wbsplash.html?wbp=1</p>

Other Reference Links

	<p>Humphreys School Support Services https://humphreys.armymwr.com/programs/school-support-services</p>
	<p>DODEA Pacific West District Homepage https://www.dodea.edu/Pacific/west</p>
	<p>The Military Interstate Compact https://www.dodea.edu/Partnership/interstateCompact.cfm DoDI 1342.29 Interstate Compact on Educational Opportunity for Military Children</p>
	<p>MilitaryChildCare.com https://militarychildcare.com/</p>
	<p>Military Child Education Coalition https://www.militarychild.org/resources Essential digital resources for students, parents, education professionals and influencers available in multiple formats: videos, webinars, and downloadable documents.</p>
	<p>DoDI 134.26 Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/130426p.pdf?ver=2018-10-26-085822-050</p>
	<p>8th Army DODEA Pacific West School District Preparation https://8tharmy.korea.army.mil/site/newcomers/school-registration.asp</p>



First day of school:
 Grades 1-12 - 22nd August 2022
 Kindergarten - 29th August 2022

School Transition Checklist: U.S. Army Garrison Humphreys

Before the Move

- ✓ Notify current school of student's withdrawal as soon as you receive orders.
- ✓ Complete the Online DoDEA registration at <https://dodeasis.myfollett.com>.
- ✓ Hand-carry during PCS:
 1. Orders
 2. School Records- SEALED
 3. Child's Immunization Records
 4. Child's Passport and Birth Certificate
 5. Legal documents pertaining to child custody (if applicable)

After Arrival to Humphreys

- ✓ (If applicable) Complete the online DoDEA registration at <https://dodeasis.myfollett.com>
- ✓ (GRADES K-4th) Review Attendance Boundary Map to determine which school your student will be attending. To request this map please see the SLO or visit Humphreys Central or Humphreys West Elementary School
- ✓ Return supporting documents(see below) to the school's registrar to finalize registration.
Active Duty: 1) sponsor's original orders, 2) sponsor's pinpoint orders, 3) birth certificate/passport, 4) immunization records, 5) housing lease showing an address and 6) sealed records from previous school or signed records release form.
Civilian (DoD or NAF): 1) Travel Orders (if not local hire), 2) Form 3434(if local hire), 3) letter of employment (LOE), 4) SF-50, 5) birth certificate/passport, 6) immunization records, 7) housing lease showing an address and *) sealed records from previous school or signed records release form.
Contractors: Please contact the school directly to complete the school registration.
- ✓ Complete the school bus registration (if applicable) by following steps noted on the school bus transportation brochure. (See pg. 2 for link)
- ✓ Create a school lunch account by following the steps on the School Lunch Information sheet. (See pg. 2 for link)



For additional K-12 student transition assistance

Email: usarmy.humphreys.id-pacific.mbx.school-liaison-officer-humphreys@mail.mil
 Website: <https://humphreys.armymwr.com/programs/school-support-services>





DODEA USAG Humphreys School Directory

INFORMATION FOR PARENTS



DODEA - Pacific West

DSN: 315.755.1169

Comm: 011.822.791.1169

Website:

www.dodea.edu/pacific/west/index.cfm

Pacific West District Superintendent :

Dr. Jacob Sherwood

DSN: 315.755.1169

Humphreys Central Elementary School (K-4)

Phone: 315.756.9310 (DSN)

School Hours: 0730-1400
Tuesday Early Dismissal: 1300

Registrar's Email:
HCESRegistrar@dodea.edu

Humphreys Middle School (5-8)

Phone: 315.757.2166 (DSN)

School Hours: 0830-1505
Tuesday Early Dismissal: 1405

Registrar's Email:
PAC_HumphreysMS_Registrar@dodea.edu

Humphreys West Elementary School (K-4)

Phone: 315.757.2127 (DSN)

School Hours: 0730-1350
Tuesday Early Dismissal: 1250

Registrar's Email:
PAC_HumphreysWestES_Registrar@dodea.edu

Humphreys High School (9-12)

Phone: 315.756.9426

School Hours: 0825-1525
Tuesday Early Dismissal: 1425

Registrar's Email:
PAC_HumphreysHS_Registrar@dodea.edu

Helpful Resources

Humphreys Central Elementary School: <https://www.dodea.edu/HumphreysCentraLES/index.cfm>

Humphreys West Elementary School: <https://www.dodea.edu/HumphreysWestES/index.cfm>

Humphreys Middle School: <https://www.dodea.edu/HumphreysMS/index.cfm>

Humphreys High School: <https://www.dodea.edu/HumphreysHS/index.cfm>

Return to School Plan: <https://www.dodea.edu/Pacific/return-to-school.cfm>

Student Meal Plan: <https://www.dodea.edu/Pacific/offices/StudentMealProgram.cfm>

Student Transportation Office: <https://www.dodea.edu/HumphreysCentraLES/Transportation.cfm>

School Supply List: <https://www.dodea.edu/Pacific/SchoolSupplies.cfm>

- ★ Students are dismissed one hour early every Tuesday for teacher collaboration time.
- ★ To identify school zones, please contact the School Liaison Officer or email humphreysbus@dodea.edu
- ★ Sponsors are advised to contact the Student Transportation office (STO) to ensure the housing they choose to obtain is within the commuting area where bus service is provided **PRIOR** to signing a lease agreement.





School Support Services

A Driving Force for Student Success



Interested in Homeschooling?



Research, Research, Research!

Identify a home state of record and know that state's laws on homeschooling. It is the parent's responsibility to determine which state requirements they will follow.

Please visit the DoDEA website for further info:

<https://www.dodea.edu/parents/homeschooling.cfm>

What services are home-school students eligible for?

DoD dependent students who are educated in a home-school setting but are eligible to enroll in DoDEA-Pacific and live within the commuting distance of the DoDEA school are entitled to use or receive the specified auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Home-school students can take a single course or more at a DoDEA school, but must complete registration.

What are auxiliary services?

Auxiliary services include access to academic resources, access to the school information center (i.e., library), and participation in music, sports, and other extra-curricular activities and interscholastic activities. Auxiliary services do not include participation in DoDEA commencement ceremonies.

What are academic resources?

Academic resources include textbooks, workbooks, library books, scheduled standardized tests, software, etc. Academic resources do not include consumables, calculators, pens, paper, or other supplies normally provided by a parent. Items, such as textbooks and workbooks, may be limited to use within the school based on resource availability.

What are extracurricular activities?

Extracurricular activities are any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time or curriculum, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/interscholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

Additional Services provided?

ESOL (English as a second language), Gifted Education, and Special Education services.

Online resources

www.homeschool.com

www.home-school.com

www.k12.com

www.homeschool.com/new/10things.asp

Home-school Parent Resource for Area IV

Elizabeth Warrington

Email: elizabeth.arata@gmail.com

Facebook Page:

Humphreys Homeschool Group & Humphreys Area Homeschool Co-op

HOMESCHOOLING ANYWHERE & EVERYWHERE



Visit our website at:
www.thehahc.com



Join our group at:



**Humphreys Area
Homeschool Co-op**

Scan our QR code for
more information!



Post Secondary Education (College & University)

USAG Humphreys Army Education Center offers on-site classroom and distance learning college courses both at the undergraduate and graduate levels through the following universities: University of Maryland Global Campus (UMGC), Troy University, and Embry Riddle Aeronautical University (ERAU). All customers are highly encouraged to use their education benefits, entitlements, or other means of funding higher education to continue their formal education to qualify for occupational, career, and academic advancement programs to meet their individual goals or aspirations.

The professional Army counselors at USAG Humphreys Army Education Center are available for services Monday-Wednesday and Friday, from 0900 - 1600 hours, and Thursday from 1300 – 1600 hours on a walk-in basis.







For more information see the USAG Humphreys Education page at:
<https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/education-center?fbclid=IwAR12VnQJXhkZ-HnaVdCG74d5lxitUDfgikeonvG88B8s8utie7MonDOUeGE>

 On Post Colleges/Universities		
		University of Maryland Global Campus Mon. - Fri. 8 a.m. - 5 p.m. DSN: 315-755-3532 Email: HUMPHREYS-ASIA@UMGC.EDU  https://www.facebook.com/umgc HTTPS://ASIA.UMGC.EDU/INDEX.CFM
		Troy University Currently working remotely. Email for more information. 315-755-3534 EMAIL: HUMPHREYS@TROY.EDU  https://facebook.com/troyuniversityhumphreys/ HTTPS://WWW.TROY.EDU/ABOUT-US/TROY-SUPPORT-CENTERS/PACIFIC-SUPPORT-CENTERS/
		Embry Riddle Aeronautical University Office Hours Mon.-Fri. 8:30 a.m. – 4:30 p.m. 315-755-3535 Email: CAMP.HUMPHREYS@ERAU.EDU  https://www.facebook.com/EmbryRiddleUniversity/ HTTPS://WORLDWIDE.ERAU.EDU/LOCATIONS/CAMP-HUMPHREYS

Incheon Global Campus







Universities at IGC are “extended campuses” of which graduation assessment and educational management are run by their home campuses. The home campuses are also in charge of appointing faculty members, and students spend one year at the home campus to complete their degrees. Upon graduation, students are awarded the same degree as their counterparts at the home campus.

Other Useful Links

	Incheon Global Campus https://www.igc.or.kr/en/index.do	
	U.S. Department of Education https://www.ed.gov/	
	DoD Tuition assistance (TA) Decide https://dodmou.com/TADECIDE/	 TA DECIDE Website Helps You Find Best Schools https://www.military.com/education/dod-launches-new-tuition-assistance-decision-tool.html
	Joint Services Transcript: https://jst.doded.mil/	
	Veterans Affairs Education Page (GI BILL) https://www.va.gov/education/about-gi-bill-benefits/	

Universities on IGC

INCHEON GLOBAL CAMPUS

University	Programs	Contact
 SUNY Korea	 <ul style="list-style-type: none"> · Applied Mathematics and Statistics · Computer Science · Technology and Society · Mechanical Engineering · Business Management 	T. +82-32-626-1114 E. admission@sunykorea.ac.kr W. www.sunykorea.ac.kr
 Fashion Institute of Technology State University of New York	<ul style="list-style-type: none"> · Fashion Design · Fashion Business Management 	T. +82-32-626-1114 E. admission@sunykorea.ac.kr W. www.sunykorea.ac.kr
 Korea	George Mason University Korea <ul style="list-style-type: none"> · Economics · Global Affairs · Management · Accounting · Finance · Conflict Analysis and Resolution · Computer Game Design · Systems Engineering (Graduate) · IB and ESOL (Graduate) 	T. +82-32-626-5021 E. askmk@gmu.edu W. http://masonkorea.gmu.edu
 GLOBAL CAMPUS	Ghent University Global Campus <ul style="list-style-type: none"> · Environmental Technology · Food Technology · Molecular Biotechnology 	T. +82-32-626-4114 E. info@ghent.ac.kr W. www.ghent.ac.kr
 THE UNIVERSITY OF UTAH ASIA CAMPUS	The University of Utah Asia Campus <ul style="list-style-type: none"> · Communication · Psychology · Film and Media Arts · Urban Ecology · Civil and Environmental Engineering · Public Health (Graduate) · Biomedical Informatics (Graduate) 	T. +82-32-626-6000 E. uasiacampus@utah.edu W. https://asiacampus.utah.edu



WHY IGC?

Incheon Global Campus is a national project established by the Korean government and Incheon Metropolitan City, to innovate the education system of Korea and to nurture next generation of global leaders in the fields of education, economy, industry, culture and arts.

I At universities on Incheon Global Campus, you can

I Earn the same degree as students at the home campus

A student who has successfully completed the program at a university of IGC will receive the identical degree to the one on the home campus.

I Take the same educational curriculum and program as the home campus

Universities at IGC are "extended campuses" of universities whose graduation assessment and educational management are run by their home campuses. The curriculum and program you will take on IGC are also identical to those on the home campuses.

I Learn from excellent faculty members appointed by the home campus

Faculty members on the extend campus are from their home campus, and those from outside their home campus are recruited with strict employment requirements. Every class on IGC is taught in English.

I Study one year on the home campus

IGC students are required to spend one year studying at their university's home campus. This exchange complements the truly global education our students receive and provides them with invaluable opportunities to experience academic life on the home campus.

I Cost-effective Education & Living Expenses

*Incheon Global Campus
Average tuition & fee : \$20,000
+
Housing cost : \$2,000 ~ \$3,000*



VS



*Top - 100 public universities in USA
Average tuition & fee(out of state) : \$32,000
+
Housing & living costs : \$13,000*

I Shared Campus of World's Prestigious Universities



I World's Safety Ranking No.1 High-tech Smart City

Korea, the safest country in the world / Song-do, with high-tech security system U-City

I Employment Environment of IGC



Spouse Employment

The federal government offers several hiring programs for family members of federal employees or uniformed service members, who are working or have worked overseas. If you're moving overseas, because a family member has been assigned to an overseas duty of station, you may be eligible to apply for overseas jobs with the federal government. There are two options available.

The Department of Defense's Overseas Family Member Preference

You may be eligible for an overseas job if you meet the following:

- You're living overseas with a family member, who is a member of the U.S. Armed Forces or a U.S. federal employee and officially assigned to an overseas duty station.
- You're the family member's spouse, domestic partner or unmarried child younger than 23.
- You haven't accepted or declined a permanent position or a temporary position of one year or longer at your family member's new duty station.
- You're applying to a job within the same commuting area as your family member's permanent duty station.



The Department of State's Family Member Appointment (FMA)





















If you're a family member of someone who works for the Department of State, you may be eligible for overseas jobs if you meet the following:

- You're a U.S. citizen.
- You're on the travel orders accompanying a career foreign service or civil service employee or uniformed service member at a U.S. embassy or consulate abroad or you're listed on the OF 126 (Automated Foreign Service Residency and Dependency Report).
- You're the family member's spouse, same-sex domestic partner (who has filed an affidavit) or unmarried child at least 18 years old, but under 21.

What about annuitants?

If you're a military annuitant, and you meet the above criteria, you're eligible to apply under FMA. However, if you're a civil service annuitant, you're not eligible. Your eligibility does not entitle you to a job within the federal government. You must still apply and meet qualification standards and additional requirements, such as a background investigation.

References

		Family of Overseas Employees https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/military-spouses/
		Department of Defense Education Center https://www.dodea.edu/offices/HR/vacancies.cfm
		Army and Air Force Exchange Service https://www.aafes.com/Applymyexchange/
		Defense Commissary Agency (DeCA) https://www.commissaries.com/our-agency/careers-with-deca
		Army MWR Employment https://www.armymwr.com/m/employee-portal/human-resources/employment
		USAG Humphreys Employment Readiness Program (ERP) Employment information, contractor links, and other employment resources https://humphreys.armymwr.com/programs/acs/employment-readiness-program
		Army Family Web Portal https://www.armyfamilywebportal.com/ <i>"Navigating Army Reference Guide for Military Spouses and Veterans"</i> September 2022 (Ask your sponsor for a copy if you are unable to find this guide on the internet)
		Department of State's Family Member Appointment (FMA) https://2009-2017.state.gov/m/dghr/flo/c21653.htm
	 	MyCAA is a workforce development program that provides eligible military spouses with up to \$4,000 in financial assistance for licenses, certifications, or associate degrees to pursue an occupation or career field. https://myseco.militaryonesource.mil/portal/article/mycaa-my-career-advancement-account-scholarship
		Army volunteer Corps (AVC) https://humphreys.armymwr.com/programs/army-community-service/army-volunteer-corps The USAG Humphreys Volunteer Corps Coordinator assists with providing information about current volunteer opportunities on the installation and in the area by helping with recruiting and directing prospective volunteers to potential volunteer openings.

Pet Requirements

Pre-Travel Preparation

Research pet requirements and make health certificate/vaccination appointments. Pay close attention to specific timelines required for vaccination and health certificates. A health certificate, signed by a USDA-certified veterinarian, must be obtained **within 10 days of travel**. Obtain the certificate as close to your travel date as possible to account for any possible travel delays potentially extending your travel time beyond the 10 days. Ensure pets are embedded with a microchip that has a readable, working International Standardization Organization (ISO) code or ISO-compatible code (you may carry your reader).



For the most recent pet entry requirement to Republic of Korea, visit:

Make your pet friendly on-post lodging reservation early. **These rooms go fast!**

www.qia.go.kr/english/html/Animal_livestock/02AnimalLivestock_007-8.jsp

Arriving in Republic of Korea

The Quarantine Inspection Agency (QIA) determines if your pet meets all requirements for entry into Korea. To help avoid quarantine (where your pet is separated from you and placed in a quarantine facility at the airport), be sure you have a valid, original rabies certificate, original, current, passing FAVN results; and completed (no empty fields) health certificate (USDA Veterinary Health Certificate for Export of Dogs and Cats from the United States of America to Korea).

Pets are not authorized to ride under the bus from Incheon Airport to USAG

Humphreys. Pets may be allowed to travel on the passenger section of the bus ONLY if they are enclosed in a pet carrier/crate not to exceed (32" Lx21" Wx25" H). Otherwise, coordinate pet transport to the next destination (at your expense) or coordinate transportation with your sponsor.

While staying in lodging, you will have your pet in your room with you. Be sure to plan for food, water, and bathroom breaks.

Registration, Care & Kenneling

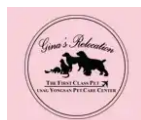
SOFA status personnel are required to register each domestic pet in their possession, at the appropriate Veterinary Treatment Facility, within 10 duty days of arrival on the Korean peninsula or upon the acquisition of the pet. Pets must be registered in person. They are also required to notify their installation housing office of their pet ownership within the same time frame.

On Post Veterinary Treatment Facilities and Pet Care in Korea



<https://phcp.health.mil/Commands/Public-Health-Activity-Korea/Camp-Humphreys/>

USAG Humphreys Veterinary Treatment Facility
Mon-Wed & Fri 9am-4pm Thurs 1pm-4pm
Bldg. 2260
COMM +82 0503-337-9720 or DSN 737-9720



The First Class Pets

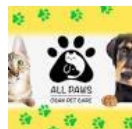
<http://tfcpc.cafe24.com/bizdemo14133/eng/02.php>

USAG Humphreys “The First Class Pet”
Email: gina@thefirstclasspet.com
COMM +82 10-9794-1125



<https://phcp.health.mil/Commands/Public-Health-Activity-Korea/Osan-Air-Base/>

OSAN Air Base Veterinary Treatment Facility
Mon-Wed & Fri 9am-4pm; Thurs 9am-1pm
Bldg. 766
COMM +82 31-661-6614 or DSN 315-784-6614



All Paws Osan Pet Care
<https://www.51fss.com/allpaws/>

All Paws Osan Pet Care
Bldg. 421-B | Monday-Sunday 10am-6pm
Email: allpawsosan@gmail.com
COMM +82 10-5663-1304 or DSN 315-784-4314



Yongsan-Casey Pet Care Center

<https://home.army.mil/yongsan/index.php/My-Fort/all-services/pet-care-center>

Yongsan Pet Care Center
COMM 82 050-3336-6426 or DSN 315-736-6426

USAG Humphreys “The First Class Pet” and Osan Air Base “All Paws Pet Care” are not affiliated with Public Health Command-Pacific. They offer grooming, pet wash areas, pet travel assistance, including kennel sizing for international travel with your pet, a small shop for pet supplies, and pet boarding.

The **HQ AMC Pet Travel Pamphlet** is the most comprehensive PCS guide for pets. Request this 7 page pamphlet from your sponsor or download it from this link:



HQ AMC Pet Travel Pamphlet

https://www.amc.af.mil/Portals/12/AMC%20Tvl%20Pg/Pet%20travel/AMC%20Pet%20Pamphlet%208%20Nov%202022.pdf?ver=D5VI7JU3_3Pgb3rtsEAQAA%3d%3d

Before PCSing you should verify that there are no specific breed restrictions for the airlines, and living on or off base in Korea. There are no dangerous dog restrictions for the Republic of Korea at this time. Please contact your local housing office for more details.



Army Public Health Center.

Interactive map of Army Veterinary Treatment Facilities

<https://phc.amedd.army.mil/organization/Pages/Veterinary-Treatment-Facilities.asExchange>

PCS with Pets to Republic of Korea -For the most current information on PCSing with pets, please see information from the following services listed in References and links below:

- **Specific airline used for travel.**
- **United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS).**
- **Korean Quarantine Inspection Agency (QIA).**

SHOULD YOU BRING YOUR PET TO KOREA?

1. Cost

Pet needs microchip, rabies, FAVN blood titer test, health certificate, kennel, and a flight.

Example cost:

Vet visit ~\$60, microchip ~ \$30, rabies ~\$15,
FAVN ~\$165-500, health certificate ~\$40-250,
kennel ~\$50-\$270, flight ~ \$200 – \$5,000 =
~\$560 - \$6,125

****Korean veterinarians may also have higher costs for care than in the US.****



2. Time

Must have a rabies vaccine, microchip, and original passing FAVN (rabies antibody titer; >0.5 IU/ml) at least 30 days post-rabies vaccine. Once you have these, you have to get a health certificate within 10 days of departure, endorsed by an accredited vet AND the USDA. Your pet may only be able to fly on certain flights and dates if it is too hot or flight segments are too long.

3. Hardship

*Military veterinary clinics have limited surgical services, no emergency services, and are subject to close on short notice due to other mission requirements.

*Not all medications and diets are available in Korea. Some breeds are banned. Many large breeds must be registered with the Korean government and have strict leash/muzzle laws that carry fines up to \$3000 or jail time.

*In case of Non-Combatant Evacuation Operations (NEO), only two pets (dog or cat) are authorized to evacuate, but are not guaranteed evacuation.

*It is also becoming increasingly difficult to export pets OUT of Korea due to stringent airline restrictions and limited space through the Patriot Express/AMC. Pet shipping fees can range upwards of \$15,000 per pet. Pet abandonment is punishable via UCMJ IAW USFK 40-5.



I know it is hard to imagine leaving your furry friend at home, but it can decrease the stress on both of you and won't put you in potential financial strain, legal trouble (due to local laws or reporting late due to pet travel issues), or a situation where you have to leave your pet behind in Korea.

SHOULD YOU GET A PET IN KOREA?

1. Cost

Pet needs microchip, rabies, health certificate, kennel, and a flight minimum to go back to CONUS. Other locations may require additional testing and quarantine. Pets also need routine health care!

Example cost of pet care:

Puppy/Kitten wellness visit x3-4 (deworming, vaccines, microchip, parasite prevention) = \$310 min; not including follow up for heartworm testing (dogs), spay/neuter, additional preventatives, food, toys, dishes, bedding, crate, etc.

Example cost to travel:

Health certificate, microchip, rabies ~\$70, FAVN \$165, kennel ~\$50-\$270, flight ~\$200 – \$15,000 = **~\$355 - \$15,375**

****Korean veterinarians may also have higher costs for care than in the US.****

3. Hardship

*Military veterinary clinics have limited surgical services, no emergency services, and are subject to close on short notice due to other mission requirements.

*Not all medications and diets are available in Korea. Some breeds are banned. Many large breeds must be registered with the Korean government and have strict leash/muzzle laws that carry fines up to \$3000 or jail time.

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*It is also becoming increasingly difficult to export pets OUT of Korea due to stringent airline restrictions and limited space through the Patriot Express/AMC. Pet shipping fees can range upwards of \$15,000 per pet. Pet abandonment is punishable via UCMJ IAW USFK 40-5.



2. Time

Must have a valid rabies vaccine no sooner than 30 days prior to entry CONUS. OCONUS locations have additional strict requirements including FAVN antibody tests up to **three months prior** to travel and quarantine periods up to **six months prior**. No matter the destination, a health certificate and a Korean exportation certificate is required (typically within 10 days of travel). Your pet may only be able to fly on certain flights and dates if it is too hot or flights are too long.

****Please visit or call your veterinarian ASAP when you learn of your next potential duty station so we can help your pets prepare!****

4. Adopt or Buy?

Pet stores are cheap, but with a price of pets often being very sick (may die in your care or transmit a serious disease to you) due to poor conditions and being taken away from their mothers' too early. By "saving" a puppy or kitten from a pet store, you are encouraging the continuation of puppy/kitten mills.

Pet abandonment by military families is a huge issue in Korea. Shelters cannot keep up with large amount of stray pets found, resulting many pets being euthanized. **IF you decide a pet is right for your family** (ensure you know its behavior, personality, etc in advance), **adopt a pet**. You are **saving a life!**



I know it's tempting to get that cute puppy or kitten in the window at such a low cost or adopt that stray pet you saw running around on post, but know the future financial costs and responsibilities living and traveling overseas. A better option may be to get a pet when you go back to the US.

Commercial Airline Pet Policies

	 https://www.pettravel.com/airline_pet_rules/koreanair.cfm
	 https://www.klm.nl/en/information/pets
	 https://www.lufthansa.com/us/en/travelling-with-animals
	 https://www.delta.com/us/en/pet-travel/overview
 	https://www.american-airlines.co.kr/i18n/travel-info/special-assistance/pets.jsp
	 https://www.united.com/en/us/website-search/pet Lists exceptions, travel information and other pet related travel information

General Information:

1. Care for pets at military veterinary treatment facilities (VTF) is limited and primarily provides routine preventive medical and surgical care. Emergency care is not available at military VTFs and civilian veterinary clinics are limited in some areas.
2. Only 2 pets (cats and dogs only) are authorized transport in the event of a non-combatant evacuation operation (NEO) in Korea. Every attempt will be made to transport pets in the event of NEO, but pets are not guaranteed transport.
3. All pets must be registered at the installation VTF within 10 days of arriving in Korea.
4. **Not all housing allows pets.** Coordinate with your sponsor and realtor.
5. Customs clearance is required upon entry into Korea. Service members must present travel orders and pet documentation at the Customs desk to request the SOFA import tax waiver. Pets imported more than 6 months after initial entry will be assessed an import duty.
6. Pets shipped separately may incur additional costs (quarantine & customs fees paid in cash, Korean Currency of Won) when they travel as air cargo.
 - a. It is possible to bring a pet into Korea without meeting the importation requirements (microchip, rabies vaccination, and rabies antibody testing). **HOWEVER, we strongly recommend completing all these requirements prior to travel to avoid costly fees and quarantine of the pet at your expense.**
 - b. **THERE IS A SMALL RISK YOUR PET MAY BE RETURNED TO THE COUNTRY OF ORIGIN AT THE DISCRETION OF QIA.**

Note: If coming from another country other than the United States, Check with your sponsor and the Korean Animal and Plant Quarantine Agency



http://www.qia.go.kr/english/html/Animal_livestock/02AnimalLivestock_007-8.jsp

Common issues seen with pet importation:

1. Improperly performed or incomplete health certificate. Make sure your health certificate is **original** (blue ink signature) AND **endorsed** by the USDA or military veterinarian.
2. FAVN issues including not having a FAVN performed, original FAVN results not available, FAVN performed at an unauthorized laboratory, or FAVN titer too low. Make sure your veterinarian is using an appropriate laboratory and that you are planning far enough in advance that you can receive your FAVN results.

NOTE: If your pet is granted quarantine, it will be at your expense. Your pet cannot leave the quarantine facility during this period (i.e. they CANNOT quarantine with you). Quarantine costs an average of \$20-50 per day. Additional FAVN testing will cost a minimum of \$250 and results can take up to one to three weeks to receive. Health certificate reissues and/or endorsement cost \$52 minimum.

3. Original complete USDA health certificate

a. "Veterinary Health Certificate for Export of Dogs and Cats from the United States of America to Korea" (See link in References and Links below) issued by an USDA accredited veterinarian and endorsed by a USDA APHIS Veterinary Medical Officer or Military/GS veterinarian.

b. All health certificates must include original signatures (in blue ink), no copies will be accepted.

4. ISO Complaint Microchip (ISO 11784 or 11785)

a. Required for all dog and cats regardless of age. If the microchip cannot be implanted prior to travel, it can be done after arrival in Korea, but will result in quarantine of the animal at the owners' expense.

b. Pets who have a microchip that is not an ISO compliant microchip should have one placed prior to travel (list both microchips on the health certificate) OR the owner must transport a microchip reader.

c. Ensure the microchip number(s) in your pet match that on the health certificate, rabies certificate, and rabies antibody test.

5. Rabies Vaccination

a. Required for pets over 90 days old. Pets under 90 days old are exempt.

b. Vaccination must be current and be accompanied by a valid rabies certificate issued by the administering veterinarian.

Note: Rabies certificates must have original signatures (in blue ink)

c. Rabies Antibody Test (FAVN or RFFIT)

d. Only required if the pet is over 90 days old. Pets under 90 days old are exempt.

e. FAVN Test result must be >0.5 IU/mL and original test report must be presented. Results (to include date of results and laboratory) must be stated on the health certificate.

f. The FAVN or RFFIT must be run by an internationally approved laboratory. See the

QIA website for a list of approved laboratories. In the United States, the only two authorized laboratories are the DOD FADL or Kansas State University. DO NOT USE A DIFFERENT LABORATORY; THOSE RESULTS WILL BE REJECTED.

g. FAVN results are only valid for two years and only if the rabies vaccine has not lapsed.




h. If the test cannot be run prior to travel, it can be done after arrival in Korea, but will result in quarantine of the animal at the owners' expense as well as cost of the test.

Pet Travel Requirements from outside of US/CONUS area:



















Note: If coming from another country other than the United States, Check with your sponsor and the Korean Animal and Plant Quarantine Agency



1. Consider contacting the Korean APQA office directly or through your sponsor to confirm the travel documentation for your pet's travel.
2. The same requirements above apply, except:
3. Original health certificate issued by a Military/GS veterinarian or official government veterinarian from the host nation (e.g. certificate and kennel stamp from the Japanese export veterinarian or an EU pet passport signed and stamped by a German government veterinarian) must be presented at time of entry.
4. Certain countries are considered "rabies-free" by QIA. Pets originating from these countries do not require a rabies vaccination or rabies antibody test IF they have been present in that country for the last six months.
5. Their health certificate must contain the following statement from the veterinarian: **"I certify that this (these) animal(s) were kept for more than six months prior to shipment in rabies free countries/regions (provide the name of the country/region) designated in the ROK quarantine regulations."**
6. Check the QIA website for list of countries. This list is subject to change based on current outbreak statuses of individual countries.
7. Animals traveling from Australia or Malaysia require additional documents relating to Hendra/Vipah virus. See the QIA website.

List of Internationally Approved Laboratories for FAVN tests		
	 Centers for Disease Control and Prevention CDC 24/7: Saving Lives. Protecting People™	U.S. CDC Approved Rabies Serology Laboratories for Testing Dogs Lists countries and laboratories that provide rabies serology tests. https://www.cdc.gov/importation/bringing-an-animal-into-the-united-states/approved-labs.html
		Japan Animal Quarantine Information https://www.aff.go.jp/aqs/english/
		European Commission Movement of Pets https://food.ec.europa.eu/animals/movement-pets_en

References and Links

		https://phcp.health.mil/Commands/Public-Health-Activity-Korea/Camp-Humphreys/	USAG Humphreys Veterinary Activity
		https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/	AMC Patriot Express Pet Travel Information
		AMC Pet Pamphlet 8 Nov 2022.pdf (af.mil) This is intended to serve as a guide. The pet owner is responsible for ensuring their pet meets all importation and shipping requirements as put forth by the USDA, QIA, and airline	AMC Pet Pamphlet
		http://www.qia.go.kr/english/html/Animal_livestock/02AnimalLivestock_007-8.jsp	Republic of Korea rules to bring cats and dogs into the country.
		https://www.aphis.usda.gov/library/forms/pdf/APHIS7001.pdf	USDA Veterinary Health Certificate for Export of Dogs and Cats from the United States
		https://phc.amedd.army.mil/organization/Pages/VtfByLocation.asExchange?loc=korea%20	Military Veterinary Treatment Facilities By Location in Republic of Korea
		https://www.aphis.usda.gov/aphis/pet-travel/by-country/pettravel-korea	USDA Pet Travel from the U.S. to Korea
		https://8tharmy.korea.army.mil/site/newcomers/pets-guide.asp	Eighth Army Pets Guide
		https://www.usfk.mil/Portals/105/Documents/Publications/Regulations/USFK-Reg-40-5-Pet-Control-and-Veterinary-Services-for-Domestic-Pets.pdf	USFK Regulation 40-5 All Pets must be microchipped

Pet Checklist for PCSing to Korea

This is just a quick overview of the requirements as of April 2021. It is strongly recommended that you review the requirements listed at:



USDA Pet Travel from U.S. to Korea

<https://www.aphis.usda.gov/aphis/pet-travel/by-country/pettravel-kore>

USDA Pet Travel to Korea 1

Bringing Cats and Dogs to the Republic of Korea

https://www.qia.go.kr/english/html/Animal_livestock/02AnimalLivestock_007-8.jsp



ROK Import Cats & Dogs 1

- ☐ Working ISO or ISO Compatible Microchip (or you may carry your own reader). Ensure this microchip number(s) in your pet match that on the health certificate, rabies certificate, and rabies antibody test results.
- ☐ Rabies Vaccination – valid, not expired upon entry to Korea for all pets >12 weeks old.
- ☐ Passing FAVN Test (rabies neutralizing antibodies test)
 - Less than 24 months prior to boarding (and ideally at least 30 days before travel); must be >0.5 IU/ml from an internationally approved laboratory
 - Ensure you have **the original report** of the satisfactory FAVN test
 - Pets less than 90 days old are exempt from the FAVN test
 - Results, date, and lab must be stated on health certificate
 - May be exempt if arriving directly from rabies free location (i.e. Japan, Guam, Hawaii, UK)
- ☐ **Original Health Certificate issued no more than 10 days prior to travel.**
 - CONUS: USDA Veterinary Health Certificate for Export of Dogs and Cats from the United States of America to Korea (signed AND endorsed in blue ink). If the certificate is issued by a non-military affiliated **accredited** Veterinarian then it must also be endorsed by a **USDA Veterinarian**. When issued by a US Army or GS Veterinarian, they can both sign and endorse it. or
 - OCONUS: Original health certificate issued by an official host nation government veterinarian. Examples include:
 - EU Pet Passport – signed and endorsed by an **official** host nation government veterinarian (sections IX & X).
 - Japan – **Original export** certificate and kennel stamp from the Japanese export veterinarian

Originals are required for entry but please keep a copy of all documentation for your records.

Any dog or cat presented for entry that does not meet these requirements will be quarantined at the owner's expense until compliance is met at an average cost of \$20-50/day. The charges will be dependent on specific deficiency. There is a risk that your pet may be returned to the country of origin at the discretion of QIA.

Contact Korean QIA office directly or through your sponsor if bringing any other pet besides a dog or cat as other conditions will apply.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0020 and 0579-0036. The time required to complete this information collection is estimated to average .13 to .25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

UNITED STATES INTERSTATE AND INTERNATIONAL
CERTIFICATE OF HEALTH EXAMINATION
FOR SMALL ANIMALS

1. TYPE OF ANIMAL SHIPPED (select one only)
☐ Dog ☐ Cat ☐ Other _____
☐ Nonhuman Primate ☐ Ferret ☐ Rodent

2. CERTIFICATE NUMBER - OFFICIAL USE ONLY

3. TOTAL NUMBER OF ANIMALS

4. PAGE

5. NAME, ADDRESS, AND TELEPHONE NUMBER OF OWNER (CONSIGNOR)

6. NAME, ADDRESS, AND TELEPHONE NUMBER OF RECIPIENT AT DESTINATION (CONSIGNEE)



USDA License/or Registration Number (if applicable)				8. PERTINENT VACCINATION, TREATMENT, AND TESTING HISTORY			
7. ANIMAL IDENTIFICATION				OTHER VACCINATIONS, TREATMENT, AND/OR TESTS AND RESULTS			
NAME, AND/OR TATTOO NUMBER OR OTHER IDENTIFICATION	BREED – COMMON OR SCIENTIFIC NAME	AGE	SEX	COLOR OR DISTINCTIVE MARKS OR MICROCHIP	RABIES VACCINATION		
(1)					<input type="checkbox"/> 1 YEAR <input type="checkbox"/> 2 YEARS <input type="checkbox"/> 3 YEARS	Product	Date
(2)							
(3)							
(4)							
(5)							
(6)							

9. REMARKS OR ADDITIONAL CERTIFICATION STATEMENTS (WHEN REQUIRED)

VETERINARY CERTIFICATION: I certify that the animals described in box 7 have been examined by me this date, that the information provided in box 8 is true and accurate to the best of my knowledge, and that the following findings have been made ("X" applicable statements).

☐ I have verified the presence of the microchip, if a microchip is listed in box 7.

☐ I certify that the animal(s) described above and on continuation sheet(s), if applicable, have been inspected by me on this date and appear to be free of any infectious or contagious diseases and to the best of my knowledge, exposure thereto, which would endanger the animal or other animals or would endanger public health.

☐ To my knowledge, the animal(s) described above and on continuation sheet(s) if applicable, originated from an area not quarantined for rabies and has/have not been exposed to rabies.

ENDORSEMENT FOR INTERNATIONAL EXPORT (IF NEEDED)		LICENSE NUMBER AND STATE	
PRINTED NAME OF USDA VETERINARIAN		NAME, ADDRESS, AND TELEPHONE NUMBER OF ISSUING VETERINARIAN	
		Accredited <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete below	
		NATIONAL ACCREDITATION NUMBER	

SIGNATURE OF USDA VETERINARIAN		NOTE: International shipments may require certification by an accredited veterinarian.	
Apply USDA Seal or Stamp here		SIGNATURE OF ISSUING VETERINARIAN	
		DATE	

Insurance, Cellphone, and Banking

Insurance

Contact your current vehicle/home/health insurance providers for insurance coverage options in Republic of Korea. If eligible, you will have 60 days from your entrance on duty (EOD) date to elect Federal Employee's Health Benefits (FEHB). To review health insurance options visit: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/> and search zip code 96273.

Cellphone

Contact your current cell phone provider for information on coverage overseas. Some United States providers allow a hold on the account (unlocking cell phones) for federal employees and family members overseas. This will allow you to find a Korean cell phone provider upon arrival without any connection issues.

Banking

Contact your current bank for banking fee information while in Republic of Korea including transfer and withdrawal fees. Banking options in Republic of Korea are provided in Part III, Banking Options section of this guide. Inform your current financial institutions of your upcoming international move and follow their guidance to ensure the continuation of service abroad. Contact your sponsor for banking options upon arrival

Part II

Travel and Arrival to the Republic of Korea

Hand Carry Items Checklist

- ☐ Official Travel Orders including amendments (recommend 5 copies)
- ☐ Valid passports
- ☐ Common Access Card (CAC)
- ☐ COVID-19 Entry Requirements
- ☐ COVID-19 Vaccination Card(s)
- ☐ K-ETA Document
- ☐ Pet original rabies certificate, current passing FAVN results, completed health certificate (within 10 days of travel)
- ☐ Birth certificate(s)
- ☐ Marriage certificate
- ☐ Social security card(s)
- ☐ Prescription medications (cannot be mailed)
- ☐ Federal Employees - Current Leave and Earnings (LES) Statement
- ☐ Federal Employees - Current Thrift Savings Plan (TSP) Statement
- ☐ Household goods (HHG) shipment documents
- ☐ Vehicle shipment documents
- ☐ Non-temporary storage (NTS) documents (form DD1164 or DD1299)
- ☐ Sponsor, supervisor, and CPAC human resources specialist contact information
- ☐ Most recent LES
- ☐ USFK Drivers testing certificate (taken within the last 60 days)
- ☐ Cash, jewelry, checkbooks and other valuable items

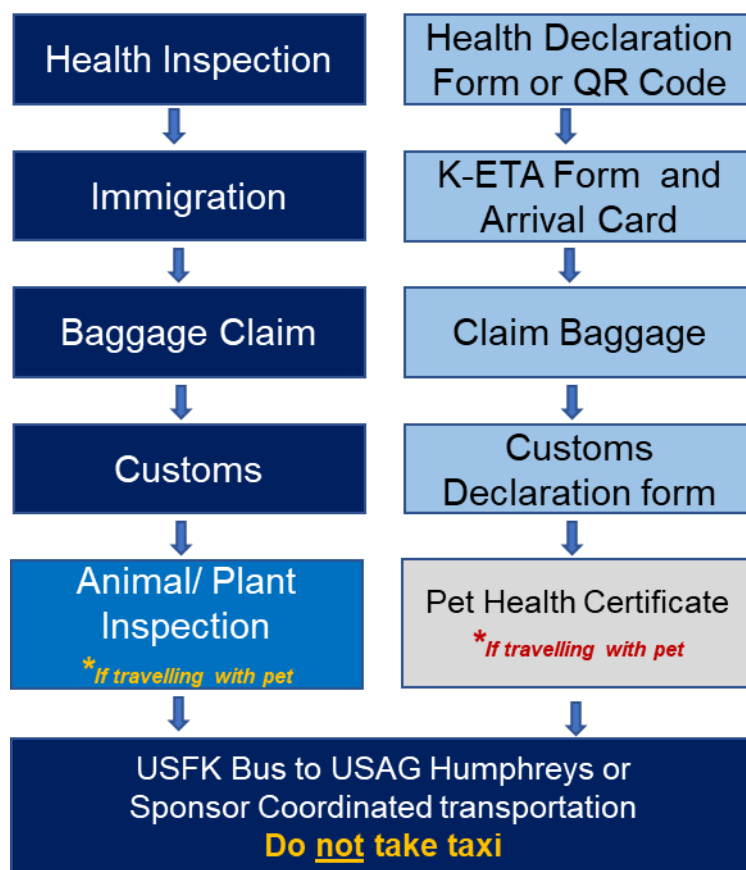
A sealable 3 ring binder works well for everything not needed for immediate travel.

Contact your sponsor for updated arrival procedures dictated by the ROK, USFK or IMCOM.

The K-ETA can be applied for at any time, **but not later than 48 hours prior to boarding a flight** or ship bound for Republic of Korea. See Part 1, K-ETA or the table at the end of this section for K-ETA application link.

Those who fail to obtain a K-ETA before landing in Korea may be denied entry and may be told to re-board the airplane and return to their point of origin.

The process for entry into the Republic of Korea is below:



Keep your sponsor updated with your travel arrangements. Forward a copy of your itinerary and ensure you have transportation and lodging as soon as possible.

Q-Code

Q-CODE QUARANTINE COVID19 DEFENCE



Once you begin your travel to Republic of Korea, register for the Q-Code. You will need your passport information, a valid e-mail address, your airline ticket and answer health questions. The Q-Code is a computerized generated code issued by Korean immigration Border control alongside the disease control to alleviate the long queues at the airport trying to authenticate all arrivals PCR tests and vaccination records.

QR Code is not mandatory for South Korea. You may be given, or can request, a "Health Declaration Form" from the flight attendant. This yellow form is also available when you exit the airplane. The flight attendant may also offer an Arrival Card and a customs declaration form.

Each person needs their own QR code or Health Declaration form.

Input quarantine information in advance and easily and quickly with QR-Code

Experience prompt quarantine service of the Republic of Korea through advanced inputting of quarantine information.

Prior to entry
Access Q-code (<https://cov19ent.kdca.go.kr>)
✓ Get your passport and boarding pass ready in advance.

Prior to boarding
Enter the information on entry to Korea and your health status following the order
✓ All inputs can be saved temporarily and corrected at all input stages.

Issue a QR code after checking your input.
△ After issuing the QR code, only the health status could be modified.

After arrival
Present QR-Code to quarantine officer
✓ All types of QR-Code, including those printed on paper and captured with electronic device can be used.
✓ You can receive quick quarantine services.

After entry
After entry, take a PCR test and register your test results
✓ Access the Q-code website (<https://cov19ent.kdca.go.kr>)
✓ Click on "Register results after entry" and register your test results.

Order of input

Input your entry/stay details → Input your health status → Issue a QR code → After entry, register your PCR test results

※ Those who refuse, interfere with or avoid a request for submission or presentation of relevant documents, or those who submit or present falsified document can be subjected to imprisonment of less than 1 year or a fine of less than 10 million KRW (Article 39 of Quarantine Act).

건강상태질문서 HEALTH QUESTIONNAIRE

성명(姓名) Name	도착 연월일(到達 年月日) Arrival Date(Y/M/DD)	
국적(國籍) Nationality	항공기 편명(航空機 名) (Flight No.)	
여권번호(護照番 號) Passport No.	좌석번호(座位號碼) Seat No.	
생년월일(生年月日) Birth Date(Y/M/DD)	주민등록번호 뒷자리(내국인만) Last seven digits of ID No. (Write for Only Korean)	
성별(性別) Sex	휴대전화(전화번호) 携帶電話(電話番 號) Mobile Phone No.(Tel.)	
한국 내 주소(韓國 內 地址) Contact address in Korea or Hotel Name		

과거 10일 동안의 방문 국가명을 기입해 주십시오. 請填寫過去十天之內停留的國家。
Please list the countries where you have stayed during the past 10 days before arrival.

1) 2) 3)

과거 10일 동안에 아래 증상이 있었거나 있는 경우 해당란에 "✓" 표시를 해 주십시오.
過去十天之內如有以下症狀, 請在症狀前劃 "✓".
Please check a mark "✓", if you have or have had any of the following symptoms during the past 10 days before arrival.

[] 콧물 또는 코막힘(鼻汁, 鼻塞) Runny or stuffy nose	[] 인후통(咽喉痛) Sore throat	[] 기침(咳嗽) Cough	[] 발열(發熱·發燒) Fever
[] 설사(腹瀉) Diarrhea	[] 구토(嘔吐) Vomiting	[] 복통(腹痛) Abdominal pain	[] 호흡곤란(呼吸困難) Difficulty breathing
			[] 잦은 호흡(呼吸急促) Shortness of breath

건강상태 질문서 작성을 기피하거나 거짓으로 작성하여 제출하는 경우 「감역법」 제12조 및 제39조에 따라 1년 이하의 징역 또는 1천만원 이하의 벌금에 처할 수 있습니다.
If you make a false statement concerning your health or fail to fill out the Health Questionnaire, you may face a sentence of up to one year of imprisonment or up to 10 million won in fines, in accordance with Articles 12 and 39 of the Quarantine Act.
回避虛假地填寫衛生檢査單時, 依照檢疫法第十二條及第三十九條的規定, 可被判以一年以下的徒刑或1000萬元(韓圓)以下的罰金。

국립인천공항검역소장 귀하
Incheon Airport National Quarantine Officer
Ministry for Health and Welfare Republic of Korea

148mm x 210mm (합계) 70g/㎡



Register for your QR code here:

<https://cov19ent.kdca.go.kr/cpassportal/biz/beffatstmnt/step1.do>



The K-ETA can be applied for at any time, **but not later than 48 hours prior to boarding a flight** or ship bound for Republic of Korea.

Those who fail to obtain a K-ETA before landing in Korea may be denied entry and may be told to re-board the airplane and return to their point of origin.

Apply for the K-ETA here: <https://www.k-eta.go.kr/portal/apply/viewstep1.do>

Each person needs their own K-ETA form. Service Members do not require a K-ETA form.



Arrival Card

Each person needs their own arrival card.

ARRIVAL CARD ※ Please fill out in Korean or English. 입국신고서(외국인용) ※ 한글 또는 영어로 작성해 주시기 바랍니다.			
Family Name / 성 ①	Given Name / 명 ①		<input type="checkbox"/> Male / 남 <input type="checkbox"/> Female / 여
Nationality / 국적 ③	Date of Birth / 생년월일 Y Y Y Y M M D D ④	Occupation / 직업 ⑤	
Address in Korea / 한국내 주소 (☎ : ⑦) ⑥			
※ 'Address in Korea' should be filled out in detail. (See the back side) ※ '한국내 주소'는 반드시 상세하게 작성해 주시기 바랍니다. (뒷면 참조)			
Purpose of visit / 입국 목적 <input type="checkbox"/> Tour 관광 <input type="checkbox"/> Visit 방문 <input type="checkbox"/> Business 상용 <input type="checkbox"/> Employment 취업 <input type="checkbox"/> Others 기타 ()		Signature / 서명 ⑧	

Use the Address for Lodging:

**Camp Humphreys, 174-1 Dujeong-ri,
Paengseong-eup, Pyeongtaek-si,
Gyeonggi-do, South Korea**

Note: Presenting your CAC along with your passport may speed up your processing.

Clear customs, immigration, collect baggage, and pet quarantine inspection (if necessary).

Customs

Only one customs form per family is required.



CUSTOMS DECLARATION

- All arriving travelers must complete and submit this Customs Declaration form in accordance with the Customs Act and have personal effects inspected when designated by a customs officer.
- One form can be used for a family traveling together.
- Read "Attention" on the back before filling out this form.

Name	
Date of Birth	Passport Number
Occupation	Length of Stay _____ days
Purpose of visit	<input type="checkbox"/> Sightseeing <input type="checkbox"/> Business <input type="checkbox"/> Visiting friend <input type="checkbox"/> Government affairs <input type="checkbox"/> Other
Flight No.	_____ persons
Countries visited on this trip prior to entry to Korea (_____ countries total)	
1. _____	2. _____ 3. _____
Address in Korea _____	
Phone number (mobile) ☎ _____ (_____)	

GOODS SUBJECT TO DECLARATION

— Check ("✓") the appropriate box and list goods subject to declaration on reverse (bottom) in detail. —

1. Are you carrying any goods acquired (including purchase, donation, gift) from overseas (including at domestic and foreign-free shops) that exceed duty-free allowance? (Refer to No. 1 on reverse.)	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you carrying any goods subject to preferential tariff treatment as originating in the country to which you have travelled?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you carrying any monetary instruments (Korean and foreign currencies, cashier's checks, traveler's checks, other securities) valued more than US\$10,000? (Total value: about _____)	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you carrying any goods prohibited or restricted from entry into Korea such as firearms, knives, narcotics, articles in contravention to the national constitution, public security or morals? (Refer to No. 2 on reverse.)	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you carrying any animals, plants, livestock products, live aquatic animals, fruits or vegetables or have visited a farm in the country where livestock epidemic disease has broken out? ※ Travelers who have visited a livestock farm must report to the Quarantine and Inspection Agency	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you carrying any commercial goods for sale, company goods (samples, etc.), goods which you are asked to carry by other people, goods under Customs custody and for taking out on departure?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

I hereby declare that the above statements are true to the best of my knowledge.

YY MM DD

Traveler's signature: _____

85mm x 210mm (regular paper 120g/m²)

1. DUTY-FREE ALLOWANCE

▶ Alcohol, perfume and cigarettes

Category	Alcohol	Perfume	Cigarette
Passengers	1 bottle <small>(No more than 12 and value less than US\$400)</small>	60ml	200 pieces
Crew	—	—	200 pieces

* Passengers aged under 19 are not eligible for duty-free allowance regarding alcohol and cigarettes.

▶ Other goods

Passengers	Less than US\$400 (Goods for personal use and gifts only) <small>* For agricultural/forestry/livestock products and Oriental medicinal herbs, the total value must not exceed KRW 100,000 and item-specific quantity or weight limits are applied.</small>
Crew	Less than US\$ 100 (One piece or set per item)

2. GOODS PROHIBITED OR RESTRICTED FOR ENTRY INTO KOREA

- Firearms (gun replicas), knives, or other weapons, bullets and explosives, radioactive substances, monitoring instruments, etc.
- Methamphetamine, opium, heroin, cannabis and illicit drugs and abused/misused drugs.
- Articles harmful to the national constitution, public security or morals or that divulge government secrets.
- Fake goods or other items that infringe Intellectual Property Rights or counterfeit currency, notes or securities.
- Internationally protected endangered animals, plants, or products made from such (tigers, cobras, turtles, crocodile skin)

3. GOODS SUBJECT TO QUARANTINE

- Live animals (pets and others) and aquatic animals (fish and others), beef and meat-processed products such as beef jerky, sausage, ham and cheese.
- Soil, mangoes, walnuts, wild ginseng, mushrooms, fresh fruits such as oranges and cherries, nuts and vegetables.

[GOODS SUBJECT TO DECLARATION IN DETAIL]

▶ Alcohol, perfume and cigarettes (Report the entire amount for entry if the duty-free allowance is exceeded)

Alcohol	(_____) bottles, total (_____) l, Value US\$ (_____)
Cigarettes	(_____) packs (20 pieces per pack) Perfume (_____) ml

▶ Other goods

Item	Quantity / weight	Price (US\$)

※ ATTENTION

- Name should be identical with the Korean or English name printed in your passport.
- If you fail to declare any goods subject to declaration, declare falsely or bring in goods via another person, you will be subject to punishment, including imprisonment for up to 5 years, detention, 30% additional tax, noticed disposition or confiscation of relevant goods in accordance with the Customs Act.
- Items meeting certain requirements under the FTA are eligible for preferential tariff treatment. However, in order to apply for preferential tariff treatment ex post facto, a general import declaration is required.
- If you have any questions, contact a customs officer or call 1577-8577.

USFK Busses at Airport Terminals

ARRIVAL AT OSAN AIR BASE

After goods declaration, follow instructions provided by the staff.



ARRIVAL AT INCHEON AIRPORT






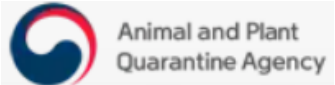




TERMINAL 2

After goods declaration, make a left after the double doors. The USFK help desk will be in front of airport exit 3. U.S Army military members will assist and direct you to boarding the bus to “Camp Humphreys”.

TERMINAL 1

After goods declaration, make a left after the double doors. The USFK help desk will be in front of airport exit 1. U.S Army military members will assist and direct you to boarding the bus to “Camp Humphreys”.

	 K-ETA KOREA ELECTRONIC TRAVEL AUTHORIZATION	https://www.k-eta.go.kr/portal/apply/index.do?locale=EN
	Arrival Card	This form is available from the flight attendants or after exiting the airplane.
	 Q-CODE QUARANTINE COVID19 DEFENSE Health Questionnaire or Q-Code	The QR code will be presented using your mobile phone or other electronic device.
	Animal/ Plant Inspection  Animal and Plant Quarantine Agency	https://www.airport.kr/ap_lp/en/dep/process/animal/animalquarantine.do
	Customs Traveler Declaration Form	This form is available from the flight attendants or after exiting the airplane. https://www.customs.go.kr/english/cm/cntnts/cntntsView.do?mi=10802&cntntsId=5503
	Incheon Airport Terminal Maps	https://www.airport.kr/ap/en/map/mapInfo.do#

Part III

After Arrival in Republic of Korea

Transition Week

Make sure to bring your US Passport, Birth Certificate or Certification of Naturalization paperwork with you to in-processing. US Citizenship is a requirement for ALL Appropriated Fund (AF) federal employment.

CPAC In-Processing currently takes place virtually at 8am Monday (for local hires) and Wednesday for overseas hires. Once complete your sponsor will escort you to the CPAC office to sign documents and receive your DD1172 and letter of employment.

Civilian Personnel Advisory Center (CPAC)
Bldg. P6420 2nd Floor, RM 204
APO AP, 96271-5746 at 7:30 a.m.

	Monday	Tuesday	Wednesday	Thursday	Friday
	Meet with Sponsor				
0800	0800:CPAC In-Processing for LOCAL HIRE Civilians	Meet with Sponsor	0800: CPAC In-Processing for INBOUND CIVILIANS	Meet with Sponsor	Meet with Sponsor
0900	Sponsor escorted tour of installation, facilities, and workspace. Initial Introductions to new teammates.	Check with your sponsor for DHR In-processing Requirements	Meet with Sponsor		
1000			Sponsor Escort to CPAC: Receive Letter of Employment (LOE)		
1100			1000: TARP in person training @ Family Theater every Wednesday		
1200		1100: DPW Housing Brief	After receipt of LOE: <ul style="list-style-type: none"> • DEERS/ID Card • USFK License • Garrison Security Office • DRM • Post Office 		
1300					
1400					
1500					
1600					
1700					
LEGEND	Must attend at this day/time	Business Hours	Limited Operating hours	Placeholder	Free Time

During Week 1 you should, at a minimum:

- ☐ Meet your sponsor in person & tour your work area
- ☐ Attend in-processing briefings (Housing, ONE, ACS, etc.)
- ☐ Sign new hire forms
- ☐ Receive CAC and family member ID Cards
- ☐ Obtain your security badge and building access (if required)
- ☐ Request Network access and receive laptop and other required equipment (i.e. cellphones, monitors, etc.)
- ☐ Update contact information in MILCONNECT
- ☐ Receive in-processing and onboarding checklists
- ☐ Complete travel voucher within 5 days of arrival
- ☐ Complete other requirements on your checklists
- ☐ Attend available cultural immersion programs



8th Army Headstart Program 1

<https://8tharmy.korea.army.mil/site/resource/cultural-opportunity.asp>

In-Processing Briefings

Check with your sponsor for changes or updates to in-processing briefings.

The following are mandatory

- ☐ CPAC
- ☐ Housing
- ☐ Directorate of Human Resources (DHR) In-processing
- ☐ Army Community Services (ACS)
- ☐ Orientation for New Employees (ONE) Available quarterly.

IAW IMCOM Service Culture Campaign, civilian employees will complete all applicable in-processing and training requirements. The sponsor will ensure the employee has transportation to attend the scheduled briefings and provide a copy of the scheduled briefing times to your supervisor.

CPAC in-processing

CPAC In-processing briefs are currently held virtually on MS Teams. These briefings can be accessed from a personal computer. The briefing for CONUS to ROK employees occurs on Wednesdays at 8am. The briefing for local hires occurs on Monday at 8am. A CPAC representative may have sent you an invitation to a virtual in-processing. **If you have not received the link or information on this briefing, notify your sponsor.**

During this briefing, basic information about Korea and overseas entitlements will be covered. Once you complete your virtual in-processing briefing, you will go to the CPAC office to sign documents in the presence of the CPAC representative. Below are the documents that you will sign in the presence of the CPAC representative. You may fill these documents in advance, but do not sign them.

Once you complete your virtual in-processing briefing, you will go to the CPAC office to sign documents in the presence of the CPAC representative.

Service Now is the centralized location to access information and submit requests to CPAC through the Civilian Human Resource Portal (CHRP). Most HR requests will be submitted on SF1190 through the Service Now <https://service.chra.army.mil/>.

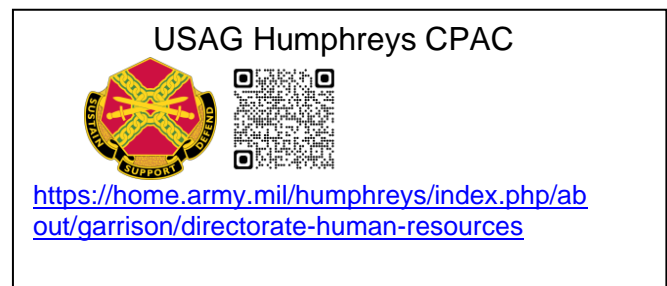
Everyone's employment and onboarding is unique. There may be other benefits that apply to you. Review the following benefits with your CPAC representative.

- Post Allowance
- Separate Maintenance Allowance
- Living Quarters Allowance
- Non-Temporary Storage
- TQSA
- Advance Pay
- RAT
- Home Leave

DHR In-processing

You will be escorted by your sponsor to receive your in-processing checklist

DHR/WFD
Maude Hall "One-Stop" BLDG 6400
3rd FLOOR, DHR
DSN 315-757-2087/2502



USAG-H In-processing Checklist



USAG HUMPHREYS CIVILIAN PERSONNEL IN-PROCESSING CHECKLIST

Personnel Arriving USAG Humphreys via PCS will turn this completed form into the Workforce Development Division, DHR, BLDG 6400 which is also the proponent for any changes, recommendations, inquiries, etc. Submit changes to this form to AMIM-HMH, ATTN: WFD.

EMPLOYEE NAME (LAST, FIRST, MI) & SSN (LAST FOUR DIGIT)		DIRECTORATE/STAFF	
REASON FOR ARRIVAL PCS REASSIGNMENT TO REASSIGNMENT TO DESIGNATED AREA IN KOREA	TIME/DATE OF ARRIVAL		
	REPORT DATE		
	DEROS DATE		
ACTIVITY	SIGNATURE STAMP	DATE	REMARKS
SPONSOR ASSIGNED NAME DATE ASSIGNED			SPONSOR CONTACT NEW EMPLOYEE, MEET AND ESCORT TO CPAC AFTER QUARANTINE, ASSIST AS NEEDED
1. DHR/WFD (BLDG 6400, 3RD FLOOR, DHR, DSN 757-2087/2502)			PICK UP THE IN-PROCESSING CHECKLIST FROM DHR/WFD
2. AREA III CPAC (SUBMIT TICKET THROUGH HR SERVICES) (https://service.chra.army.mil/home)			COMPLETE TRAINING REQUIREMENTS ON THE ATTACHED CHECKLIST
3. HOUSING (BLDG 6400, 3RD FLOOR RM X301 DSN, 754-9898)			RECEIVE IN-BRIEF
4. INSTALLATION TRANSPORTATION OFFICE (BLDG 6400, 2ND FLOOR, RM K204, DSN 757-2448)			HOUSEHOLD GOODS AND POV ARRIVAL
5. DBIDS/VEHICLE REGISTRATION (BLDG 6400, 1ST FLOOR RM G101, DSN 757-4001)			POV REGISTRATION AND PLATES INSPECTION CERTIFICATE REQUIRED
6. ID CARDS/DEERS/RATION CONTROL (BLDG 6400, DSN 757-2101/2088)			RECEIVE CAC AND FAMILY MEMBER CARDS
7. CENTRAL ISSUE FACILITY – EEC PERSONNEL ONLY (BLDG 616, DSN 753-8615)			ISSUE ITEMS (EX. ACU's, INDIVIDUAL EQUIPMENT, ETC)
8. NEO WARDEN – WITH DEPENDENTS ONLY (BLDG 6400, 3RD FLOOR DHR RM S310, DSN 757-2085)			UPDATE NONCOMBATANT EVACUATION (NEO) INFORMATION
9. POSTAL (BLDG P5730)			CHANGE MAILING ADDRESS RECEIVE MAIL RECEPTACLE
10 BANK / CREDIT UNION (BLDG 6430)			
11. DRIVERS LICENSE (BLDG 7010, DSN 757-2331) & VEHICLE REGISTRATION (BLDG 6400, M G101, DSN 757-4001)			SCHEDULE LICENSE TEST AND VEHICLE REGISTRATION, AS NEEDED
12. CELL PHONE/INTERNET SERVICE PROVIDER			ESTABLISH CELL PHONE ACCOUNT AND INTERNET SERVICE AS NEEDED
13. RESOURCE MANAGEMENT OFFICE (BLDG 481, TEL 755-2076) GOVERNMENT TRAVEL CARD GOVERNMENT PURCHASE CARD DEFENSE TRAVEL SYSTEM, ATAAPS			ENSURE TRAVEL CARD TRANSFERRED FROM OLD COMMAND
14. SECURITY (BLDG 6400, DSN 754-1075)			SECURITY CLEARANCE
15. ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM (ADPAAS) – UPDATE CONTACT INFORMATION. HTTPS://ADPAAS.ARMY.MIL			ADPAAS REGISTRATION IS MANDATORY UPON ARRIVAL
16. DHR/WFD (BLDG 6400, 3RD FLOOR, DHR, DSN 757-2087/2502)			TURN IN THE COMPLETED IN-PROCESSING CHECKLIST TO DHR/WFD. MAINTAIN COPY FOR SELF
EMPLOYEE SIGNATURE			
<input type="checkbox"/> I CERTIFY THAT I HAVE PROPERLY IN-PROCESSED ALL REQUIRED AGENCIES			
SUPERVISOR			DATE

Documents Required for SOFA Verification Stamp

Items required for EACH passport to be processed.



1#

ROK Ministry of Justice Application

APPLICATION FORM (REPORT FORM)

[illegible]

*Only complete highlighted portions

#2

Physical Passport



#4

Photocopy
of
Sponsor's
ID Card
(front and back)



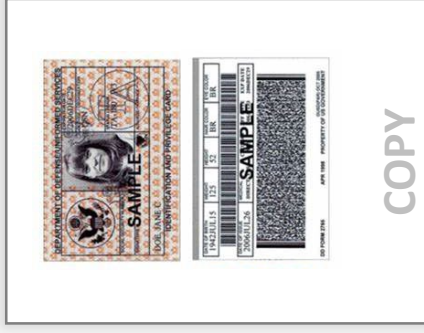
#3

Photocopy of Passport



#5

Photocopy of Dependent's ID Card (front and back)



One of the following Application Certification Memorandums (not older than 30 days)

#6

Service Member Dependent(s)

HEADQUARTERS, UNITED STATES FORCES KOREA
ATTN: J1
APO AP 96271-6237

FKI1 18 August 2019

MEMORANDUM FOR Republic of Korea Immigration Service
SUBJECT: Military Assignment Certification

This is to certify that Mark R. Doe, SGT, US Army, 123-45-6789 is presently assigned to Headquarters, United States Forces Korea, Assistant Chief of Staff J1. SGT Doe has been assigned to the United States Armed Forces in Korea since 15 AUG 2018. His date of expected departure from this command is 14 AUG 2021.

DEPENDENTS IN KOREA	RELATIONSHIP	DOB (Children)
Doe, Rebecca L.	Spouse	N/A
Doe, Sam P.	Son	1 MAY 2016
Doe, Julie R.	Daughter	18 FEB 2018

John Smith
JOHN SMITH
LTC, AG
Chief Personnel Service Division, ACoS J1

SAMPLE

Military Assignment Certification (Military Dependents)

For Newborn Dependents
(in Korea)
Photocopy of Consular Report
of Birth Abroad



Civilian Employees

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
USARMC, AREA 5 CIVILIAN STAFF PERSONNEL ADVISORY CENTER
APO AP 96258-5748

23 February 2005

MEMORANDUM FOR Whom It May Concern
SUBJECT: Letter of Employment

This is to certify that Mr. [Name] is presently employed by the HQ, USFK/USIA, JKDC-SA, APO AP 96205-0010. He is a full time employee assigned to an unaccompanied tour area. He has been employed in Korea with the US Army since 9 September 1991. His anticipated date of departure from this command is 8 September 2006. (UNDEF)

DEPENDENTS IN KOREA	RELATIONSHIP	DOB (Children)
[Name]	Spouse	NA
[Name]	Daughter	29 Jul 83

Dependents are Command Sponsored in accordance with USFK Reg 680-3.
"Employees must be prepared to present their BIRTH and MARRIAGE certificates to military ID card Section."
"Employees must provide a copy of School Letter from the registrar for dependents over age 21, showing their dependent child is a full time student."
"You are advised not to allow your VISA and SOFA Stamp to expire. For new hires, if you did not enter the country with a permanent A-3 or A-2 Visa, you have 30 days from the date you entered the country, or first became employed if a local hire, to obtain a Visa and SOFA Stamp."

Collette D. Newman
COLLETTE D. NEWMAN
Human Resources Specialist
SGT CFCAC

SAMPLE

Civilian Employment Certification (DoD Civilian Employees and Dependents)



Invited Contractors

INVITED CONTRACTOR AND TECHNICAL REPRESENTATIVE PERSONNEL DATA REPORT
(USFK REG 700-19A-E)
(SEE INSTRUCTIONS AND PRIVACY ACT STATEMENT ON REVERSE SIDE)
PART 1 - TO BE COMPLETED BY THE CONTRACTOR EMPLOYER

CONTRACTOR COMPANY NAME	DESCRIPTION OF SERVICE	CONTRACT NUMBER	CONTRACT EXPIRATION DATE
EMPLOYEE NAME (LAST, FIRST, MI)	SSN	CITIZENSHIP	PASSPORT NUMBER
NOTICE: By signing this form the contractor employee acknowledges and agrees to abide by all applicable regulations and policies issued by USFK.	EMERGENCY ESSENTIAL	INVITED CONTRACTOR	FULLTIME
DATE AND PLACE OF BIRTH	YES <input type="checkbox"/> NO <input type="checkbox"/>	TECHNICAL REPRESENTATIVE	PARTTIME
PERMANENT RESIDENCE (CITY, STATE, COUNTRY)	YES <input type="checkbox"/> NO <input type="checkbox"/>	NO SUPPORT	
HOME ADDRESS IN KOREA	HOME PHONE NUMBER	ESTIMATED DATE OF DEPARTURE FROM KOREA	
DATE OF ENTRY	PORT OF ENTRY	RELATIONSHIP	PORT AND DATE OF ENTRY
DEPENDENT'S NAME (LAST, FIRST, MI)	DOB	CITIZENSHIP	PASSPORT NO.
PART 2 - TO BE COMPLETED BY USFK ACQUISITION MANAGEMENT			
NAME AND GRADE	STATUS	SIGNATURE	DATE
PHONE NUMBER	UNIT		
PART 3 - TO BE COMPLETED BY THE RESPONSIBLE OFFICER			
DATE OF DEPARTURE	LOCATION	LOCATION CONTROL PLATE TURNED IN TO	DATE
SIGNATURE OF CONTRACTOR SUPERVISOR	DATE	SIGNATURE OF USFK RESPONSIBLE OFFICER	DATE

USFK FORM 700-19A-E, 1 FEB 2007

Copy of USFK Form 700-19A-E (Invited Contractors and Dependents)

For Further reference see:
USFK Reg 1-54, 28 May 2013

■ 출입국관리법 시행규칙 [별지 제34호서식] <개정 2022. 4. 12.>

통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

※ 신청서는 한글 또는 영문으로 작성하시기 바랍니다. (Please complete this form in Korean or English.)

□ 신청/신고 선택 SELECT APPLICATION/REPORT

<input type="checkbox"/> 외국인 등록 FOREIGN RESIDENT REGISTRATION	<input type="checkbox"/> 체류자격 외 활동허가 (희망 자격 :) ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN / Status to apply for ()	PHOTO 여권용 사진(35mm×45mm) * 촬영일부터 6개월이 지나지 않아야 함 taken within last 6 months * 외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Foreign Resident Registration (Reissued)
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처 변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 체류자격 변경허가 (희망 자격 :) CHANGE OF STATUS OF SOJOURN / Status to apply for ()	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 체류자격 부여 (희망 자격 :) GRANTING STATUS OF SOJOURN / Status to apply for ()	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON REGISTRATION	

성명 Name In Full	성 Surname	명 Given names							
생년월일 Date of Birth	년 yyyy	월 mm	일 dd	성 별 Sex	<input type="checkbox"/> 남 M	국적 Nationality			
외국인등록번호 Foreign Resident Registration No.									
여권번호 Passport No.				여권 발급일자 Passport Issue Date				여권 유효기간 Passport Expiry Date	
대한민국 내 주소 Address In Korea									
전화번호 Telephone No.				휴대전화 Cell phone No.					
본국 주소 Address In Home Country									
재학 여부 School Status	미취학[], 초[], 중[], 고[] Non-school[], Elementary[], Middle[], High[]				학교 이름 Name of School		전화번호 Phone No.		
	학교 종류 Type of School		교육청 인가[], 교육청 비인가, 대안학교[] Accredited school by Education Office[], Non-accredited, Alternative school[]						
근무처 Workplace	원 근무처 Current Workplace		사업자등록번호 Business Registration No.				전화번호 Phone No.		
	예정 근무처 New Workplace		사업자등록번호 Business Registration No.				전화번호 Phone No.		
연 소득금액 Annual Income Amount			만원(ten thousand won)			직업 Occupation			
재입국 신청 기간 Intended Period Of Reentry			전자우편 E-Mail						
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Foreign Resident Registration									
신청일 Date of application			신청인 서명 또는 인 Signature/Seal						
신청인 제출서류 (담당공무원 확인사항) (Matters to be checked by officer in charge)			「출입국관리법 시행규칙」 별표 5의2의 체류자격별·신청구분별 첨부서류 참고 Please refer to the attached documents for each status of stay and each application type in Annex 5-2 of the Enforcement Rule of the Immigration Act.						

행정정보 공동이용 동의서 (Consent for sharing of administrative information)

본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 않는 경우에는 신청인이 직접 관련 서류를 제출해야 합니다.

I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge as specified in Article 36 of the Electronic Government Act. * If you disagree, you are required to present all related documents in person.

신청인 Applicant	서명 또는 인 Signature/Seal	신청인의 배우자 Spouse of applicant	서명 또는 인 Signature/Seal
		신청인의 부 또는 모 Father/Mother of applicant	서명 또는 인 Signature/Seal

공 용 란 (For Official Use Only)

기본 사항	최초입국일	체류자격	체류기간		
접수 사항	접수일자	접수번호			
허가(신고) 사항	허가(신고) 일자	허가번호	체류자격		
			체류기간		
결 재	담 당	청장·소장			
		가 / 부			

수입인지는 뒷면에 첨부(Rvenue Stamp on the Backside) / 수수료 면제(exemption) [] (면제사유)

Application for USFK Motor Vehicle Operator's Permit

자동차 운전면허 신청서

PRIVACY ACT STATEMENT

AUTHORITY: The collection of this information is authorized under 5 U.S.C § 301, Department regulations; United States Forces Korea (USFK) regulation 190-1; Army Regulation (AR) 58-1; AR 600-55; and Executive Order 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide authority for the issuance of a USFK Motor Vehicle Operator's Permit. In processing, the information contained in this document is used to identify the identity of the applicant and verify the completion of the USFK driver training and examination.

ROUTINE USES: To a Federal, State, local government or foreign agency as a routine use in response to such an agency's request for information arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, if necessary, and only to the extent necessary, to enable such agency to discharge its responsibilities of enforcing or implementing the statute. The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices may apply to this system. The complete list of DoD blanket routine uses can be found online at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in processing delays or denial of your application for a USFK Motor Vehicle Operator's Permit.

(Please Print)

Last Name (성명)	First	MI	Rank or Grade (계급/급수)	DoD ID Number (신분증 번호)
_____	_____	_____	_____	_____

Organization (Unit) 소속(부대명을 기입)	Sex (성별) M(남)____ F(여)____	Date of Birth (생년월일) Day_____ Month_____ Year_____
------------------------------------	----------------------------------	--

Color of Hair (머리색)	Color of Eyes (눈색)	Height 키(신장) Feet_____ Inches_____	Weight (체중)
_____	_____	_____	_____

Wear Glasses (안경) Yes (____) No (____)	Place of Birth (본적) City_____ State_____	Cell Phone Number (휴대폰 번호)
_____	_____	_____

Civilian Driver's License No. and Expiration Date 한국면허증 (발급도, 번호 및 적성검사기간)
State: _____ DL Number: _____ Expiration Date: _____

Date (날짜)	Deros (제대날짜)
_____	_____

Signature of Applicant: _____	Date: _____
-------------------------------	-------------

MANDATORY TAX WITHHOLDING

Taxable relocation expense reimbursements are subject to required income tax withholding by DFAS on behalf of the employee. The expenses are also subject to Social Security and Medicare withholdings in the following amounts:

22.00%	Federal Income Tax Withholding (FITW)
6.20%	Social Security (FICA)
1.45%	Medicare
29.65%	Total

Social Security withholdings are capped at \$8,239.80 for 2019, corresponding to taxable income of \$132,900 (\$7,960.80 and \$128,400 for 2018).

Excess Social Security withholdings are refundable to the employee by the employer or from the IRS using IRS Form 843.

DFAS deducts automatic FITW, FICA, and Medicare withholding amounts from the travel settlement. If the travel settlement amount is not enough to cover withholdings, DFAS will notify the employee of a debt and procedures for payment.

Employees should carefully monitor Government Travel Charge Card balances to insure direct travel settlement payments satisfy credit card requirements.

Employees in income tax brackets above 22% may owe additional tax on taxable relocation expenses and should determine whether estimated payments are necessary to avoid underpayment penalties.

Marginal IRS Tax Rates by Filing Status (Tax Years 2018 and 2019) (taxable income)			
Rate	Single	Joint	Head of Household
10%	Up to \$9,525	Up to \$19,050	Up to \$13,600
12%	\$9,525 - \$38,700	\$19,050 - \$77,400	\$13,600 - \$51,800
22%	\$38,700 - \$82,500	\$77,400 - \$165,000	\$51,800 - \$82,500
24%	\$82,500 - \$157,500	\$165,000 - \$315,000	\$82,500 - \$157,500
32%	\$157,500 - \$200,000	\$315,000 - \$400,000	\$157,500 - \$200,000
35%	\$200,000 - \$500,000	\$400,000 - \$600,000	\$200,000 - \$500,000
37%	Over \$500,000	Over \$600,000	Over \$500,000

DFAS does not withhold state or local taxes from taxable relocation expenses. Employees with state or local income tax obligations should determine whether relocation expenses are taxable by state and local governments, and whether estimated payments are necessary to avoid underpayment penalties.

TQSE AND TQSA

Temporary Quarters Subsistence Expense (TQSE) is a taxable allowance intended to reimburse employees for some costs of lodging, food, and other necessities when occupying temporary quarters at a duty station in a CONUS location pursuant to a PCS move. The taxability of TQSE is not changed by the *Tax Cuts and Jobs Act of 2017*. TQSE is taxable.

Temporary Quarters Subsistence Allowance (TQSA) is a non-taxable allowance intended to reimburse employees for some costs of lodging, food, and other necessities when occupying temporary quarters at an overseas duty location, on official travel orders, who are authorized Living Quarters Allowance (LQA). The taxability of TQSA is not changed by the *Tax Cuts and Jobs Act of 2017*. TQSA is not taxable.

OTHER TAX CONSEQUENCES

The addition of taxable income due to reimbursed move expenses may change an employee's marginal tax rate and affect eligibility for tax deductions and credits, such as the Earned Income Tax Credit, Child Tax Credit, or education credits such as the American Opportunity Credit and Lifetime Learning Credit. Adjusted gross income amounts can also affect a taxpayer's eligibility to contribute to a Traditional or Roth IRA.

MORE INFORMATION

The following DFAS websites include links to more information about the taxability of civilian move expenses, RITA, WTA, and the Code of Federal Regulations (CFR).

<https://www.dfas.mil/civilianemployees/civrelo.html>

<https://www.dfas.mil/civilianemployees/civrelo/Civilian-Moving-Expenses-Tax-Deduction.html>



Taxation of Civilian Employee PCS Moves

Public Law 115-97, the *Tax Cuts and Jobs Act of 2017*, effective January 1, 2018, suspends the tax exemption for qualified moving expenses for all taxpayers except active duty members of the Armed Forces who move pursuant to Permanent Change of Station (PCS) orders. Most moving expense reimbursements and allowances are taxable to the PCSing civilian employee for eight tax years, Tax Year 2018 through Tax Year 2025.

The taxation of the previously untaxed fringe benefit obligates DFAS to make federal income tax, Social Security, and Medicare withholding payments to the IRS on behalf of the employee. Relocating employees are responsible for tax withholdings remitted to the IRS by DFAS and must repay the withholding amounts to DFAS. The repayment may be deducted from the employee's travel settlement or regular pay as a debt to the Government. DFAS does not withhold state and local taxes on moving expense reimbursements.

Current U.S. Government civilian employees are eligible for allowances designed to offset income taxes incurred pursuant to an employer paid PCS move. These allowances are the Relocation Income Tax Allowance (RITA) and the advance on the RITA, the Withholding Tax Allowance (WTA). Information on both allowances is contained in this brochure. New and separating or retiring employees who move based on orders pursuant to the new status are not eligible for these allowances. These allowances do not offset an employee's Social Security and Medicare withholdings.

TAXABLE RELOCATION EXPENSES

The following reimbursements and allowances, whether by direct or indirect payment or to third-party vendors, are taxable to a relocating U.S. Government civilian employee:

1. En route travel, lodging, meals, and transportation expenses, including individually billed account or reimbursed personally procured airfare, Government-issued airline tickets or commercially billed accounts, privately owned vehicle mileage, tolls, and taxi costs;
2. Shipment of household goods, to include unaccompanied air baggage and professional books, paper, and equipment;
3. House-Hunting Trip expenses, including Government procured or reimbursed airfare and per diem;
4. Temporary Quarters Subsistence Expense (TQSE), including lodging and meals;
5. Certain real estate expenses;
6. Non-temporary household good storage for CONUS-to-CONUS moves;
7. Temporary household good storage;
8. Miscellaneous Expense Allowance (MEA);
9. Home Marketing Incentive Payments and Property Management Services;
10. Relocation Income Tax Allowance (RITA);
11. Withholding Tax Allowance (WTA);
12. CONUS-to-CONUS privately owned vehicle (POV) shipment; and
13. Mobile home transportation.

NON-TAXABLE RELOCATION EXPENSES

The following entitlements, reimbursements, and allowances are not taxable to a relocating U.S. Government civilian employee:

1. OCONUS POV shipment (CONUS to OCONUS, or OCONUS to CONUS);
2. Non-temporary storage for OCONUS employees;
3. Residential sales conducted through the agency relocation services company Home Sale Program;
4. Temporary Quarters Subsistence Allowance (TQSA);
5. Foreign Transfer Allowance (FTA);
6. Post Allowance (PA); and
7. Living Quarters Allowance (LQA).

RELOCATION INCOME TAX ALLOWANCE

RITA is a taxable allowance designed to reimburse an eligible transferred employee for the additional federal, state, and local income taxes incurred as a result of receiving taxable relocation benefits.

RITA is not an automatic benefit or allowance paid to recently transferred civilian employees. The employee must apply for RITA in the year after receiving taxable travel benefits.

For employees who reported to a new duty location on or after January 1, 2015, the RITA calculation is based on federal, state, and local taxable income and the formula found in 41 CFR §302-17.54. The calculated RITA amount is “grossed-up” to compensate the employee for the additional tax on RITA in the year received. The RITA formula is:

$$RITA = (C \div (1 - C)) \times \text{Reimbursements} - WTA$$

where C is the employee’s marginal tax rate.

RITA voucher submission requires DD Form 1351-2, DD Form 1614, Direct Deposit Form, all W-2s, RITA Status Certification Form (available at DFAS website), and completed Federal, State, and Local income tax returns. The amount of income reported on the Certification Form must match income tax documentation submitted with the RITA claim. Employees submit RITA requests to the DFAS office that adjudicated the travel voucher.

New employees and employees separating from federal service are not eligible for RITA or JTR MEA. RITA information and forms are available on the DFAS website.

A PCS move may generate more than one RITA event for an employee. DFAS assesses taxable move costs when paid to the employee as a reimbursement of move expenses, or when paid to a third-party (such as the HHG or POV carrier). Third-party payments are reported as taxable to the employee on Form W-2 for the following tax year if paid by DFAS after October 31.

WITHHOLDING TAX ALLOWANCE

WTA is an optional taxable advance against RITA elected when the employee files the travel settlement voucher (DD Form 1351-2) following completion of PCS travel. WTA is not an automatic benefit or allowance; an employee must elect WTA on the WTA Employee Agreement Form in order to receive it. WTA reimburses employees for federal income tax withheld from travel settlements. State and local income taxes are not addressed by WTA. A relocating employee may decline payment of WTA on the WTA Agreement Form.

WTA is calculated using the formula found in 41 CFR §302-17.20. The calculated WTA amount is “grossed-up” in order to compensate the employee for the additional tax on WTA in the year received. The WTA formula is:

$$WTA = (R \div (1 - R)) \times \text{Expenses}$$

where R is the withholding rate. The current withholding rate is 22%, resulting in:

$$WTA = (0.22 \div (1 - 0.22)) \times \text{Expenses}$$

$$WTA = 28.205128205\% \times \text{Expenses}$$

If the employee elects WTA, the employee must file a RITA claim within the first 120 days of the following calendar year, April 30 (April 29 in a Leap Year). WTA is an advance payment of RITA and is deducted from the final RITA settlement. Failure to file a timely RITA claim will result in a DFAS debt and collection of the entire WTA amount.

As with RITA, new employees and employees separating from federal service are not eligible for WTA. WTA information and forms are available at the DFAS website.

Excess WTA: Employees taxed at a marginal tax rate below 22% (the rate used to calculate WTA) will receive WTA greater than their RITA authorization. This Excess WTA must be paid back to DFAS. Employees with Excess WTA over \$3,000 who itemize deductions may reduce their taxable income for the year after travel by deducting the Excess WTA amount on Line 16, Schedule A. FICA and Medicare withholdings on Excess WTA are refundable from DFAS or the IRS using Form 843 (see IRS Publication 525).

DFAS Civilian PCS








In 2018, the Tax Cuts and Jobs Act made most civilian relocation allowances taxable. This link can help you understand how this may affect you



<https://www.dfas.mil/CivilianEmployees/civrelo/Civilian-Moving-Expenses-Tax-Deduction/>

Bottom Line: Due to the tax law change, nearly all civilian PCS relocation entitlements/allowances are now taxable

References

 	USAG Humphreys CPAC https://home.army.mil/humphreys/index.php/about/Garrison/civilian-personnel-advisory-center CPAC Bldg. P6420 2 nd Floor RM 204 Mon-Wed 7:30am-4pm, Thurs: 8am-12pm closed, 1pm-4pm open DSN 315-757-2007
 CHRP CIVILIAN HUMAN RESOURCES PORTAL 	Service Now https://service.chra.army.mil/
 	DFAS Civilian PCS Relocation https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/
	Relocation Income Tax Allowance https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Civilian-PCS-Entitlement-Guide/Relocation-Income-Tax-Allowance-RITA/

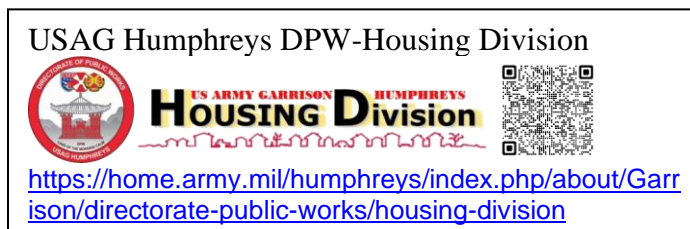
Housing In-processing Brief

The Housing Assignment Brief is currently held every Tuesday, at 11 a.m. at the 19th HRC Auditorium on the 2nd floor of LTG Timothy J. Maude Hall (Bldg. 6400). This brief applies to all Service Members, both accompanied or unaccompanied, and DA Civilians. Families are welcome to attend. This schedule may change. Check with your sponsor and the posted schedule on the USAG Humphreys Housing Page (see QR code and URL below).
Coordinate attendance with your sponsor.

Civilians are not authorized on post housing. There is a large selection of off post housing that will fit your needs. Please coordinate with the housing office and your sponsor for more information.

You must attend the mandatory Housing Assignment Brief prior to signing a lease.

The Housing Information Sheet (.pdf)



EXTERNAL LINK | Army Housing Online User Services (See QR code and URL below)

(CAC required) and select "Humphreys" in the "Select your Installation" drop-down menu.

Housing Division
Directorate of Public Works (DPW)

Contact Information:
COMM: 0503-757-2647
DSN 315-757-2647



Furnishings Branch:
COMM: 0503-755-9551/9552
DSN: 315-755-9551/9552



Travel Voucher

Complete your travel voucher **within 5 business days of arrival**. Civilian PCS vouchers are processed by DFAS directly. Complete the DD1351-2 form available at <https://www.dfas.mil/militarymembers/travelpay/forms.html>.

Before submitting your request claim be sure your packet includes:

 https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf	1. Travel Voucher (DD form 1351-2) <i>signed/dated by you (blocks 20 a-b) and your reviewer/ supervisor (blocks 21 a-d)</i>
	2. PCS orders with all pages as well as any amendment <i>Complete copies of all 1614 orders including amendments, and memorandums</i>
 https://www.gsa.gov/forms-library/direct-deposit-sign-form	3. POV Shipping Document (if applicable) 4. SF1199A_Direct Deposit Sign-Up Form (<i>Ensure Acct# which is identical in MyPay</i>).
	5. Itinerary & receipt of air schedule to include other transportation costs
	6. Note: FTA/TQSA is processed by the CPAC.
	7. Receipts (any single expense of \$75 or over Copy of all receipts for claim expenses. Reimbursable expenses may include airline tickets, Travel fees, miscellaneous expenses, per-diem, etc.

Submit your travel voucher to:
usarmy.humphreys.8-army.mbx.175-fmsc-travelvouchers@army.mil

SAMPLE

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ <u>2,000.00</u>					
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN M.		3. GRADE GS07	4. SSN 000-00-0000		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		
6. ADDRESS. a. NUMBER AND STREET PSC 303, BOX 55		b. CITY APO	c. STATE AP	d. ZIP CODE 96205-5300			
e. E-MAIL ADDRESS							10. FOR D.O. USE ONLY
7. DAYTIME TELEPHONE NUMBER & AREA CODE 723-5616		8. TRAVEL ORDER/AUTHORIZATION NUMBER CPACIII-II-05-097		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION 175TH FMC, CP&A						b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) DOE, SUZEE O. DOE, SALLY DOE, JAMES b. RELATIONSHIP SPOUSE DAUGHTER SON c. DATE OF BIRTH OR MARRIAGE 08/24/11 09/01/11				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS			
15. ITINERARY a. DATE 2011 b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) 1JUN DEP LOSANGELAS, CA 1JUN ARR HILTON HOTEL, LOSANGELAS, CA 11JUN DEP 11JUN ARR LAX INTERNATIONAL AIRPORT, CA 11JUN DEP 12JUN ARR INCHON, AIRPORT, KS 12JUN DEP 12JUN ARR YONGSAN, KS 12JUN DEP 12JUN ARR 12JUN DEP 12JUN ARR 12JUN DEP				c. MEANS/ MODE OF TRAVEL PA AD PA AT CP AT CA MC d. REASON FOR STOP e. LODGING COST f. POC MILES 5 14 		e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total 0.00 (8) Less Advance (9) Amount Owed 0.00 (10) Amount Due	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS					
18. REIMBURSABLE EXPENSES a. DATE 12JUN 10JUN 12JUN 10JUN 10JUN b. NATURE OF EXPENSE TAXI TO YONGSAN PASSPORT FEE EXCESSAGE BAGGAGE FEE FTA MISC EXP. c. AMOUNT 70.00 180.00 400.00 1,200.00 1,300.00 d. ALLOWED 							
19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS a. DATE b. NO. OF MEALS							
20. a. CLAIMANT SIGNATURE ***** FORM MUST BE SIGNED AND DATED *****						b. DATE MMDDYY	
c. REVIEWER'S PRINTED NAME MUST PRINT NAME REVIEWER		d. SIGNATURE MUST HAVE SIGNATURE OF REVIEWER		e. TELEPHONE NUMBER 000-000-0000		f. DATE MMDDYY	
21. a. APPROVING OFFICIAL'S PRINTED NAME REQUIRED ONLY ON CERTAIN CLAIM		b. SIGNATURE REQUIRED ONLY CERTAIN CLAIMS		c. TELEPHONE NUMBER 315-723-0000		d. DATE MMDDYY	
22. ACCOUNTING CLASSIFICATION AGENCY USE ONLY							
23. COLLECTION DATA AGENCY USE ONLY							
24. COMPUTED BY AGENCY USE		25. AUDITED BY AGENCY USE		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY AGENCY USE		27. RECEIVED (Payee Signature and Date or Check No.) AGENCY USE	
28. AMOUNT PAID							

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.

Applicable SORN: T7333 (<http://privacy.defense.gov/notices/dfas/T7333.shtml>).

ROUTINE USE(S): Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: <http://dpcllo.defense.gov/privacy/SORNs/component/dfas/preamble.html>.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS**ITEM 1 - PAYMENT**

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS**15c. MEANS/MODE OF TRAVEL (Use two letters)**

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

1. TRAVELER MAY USE THIS SPACE TO CLARIFY ANY ADDITIONAL TRAVEL RELATED ISSUES SUCH LEAVE OR TDY DATES.
2. REFLECT EXCHANGE RATES WHEN APPLICABLE.
3. LIST/EXPLAIN ANY ADDITIONAL EXPENSE AUTHORIZED AFTER THE FACT.
4. IF APPROVING OFFICIAL HAS SPECIFICALLY APPROVED AUTHORIZED ITEMS. THEN IT CAN BE CITED HERE WITH THEIR INITIALS; THEIR SIGNATURE AND DATE ARE REQUIRED TO BE PLACED IN BLOCK 21a-21d.

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ITEM 15 - ITINERARY - SYMBOLS 1

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- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

DEERS/Contact Information Update

Ensure your DEERS information is correct online at:

https://www.dmdc.osd.mil/self_service/rapids/ or review the information on the DD Form 1172-2 provided by CPAC.

Required documents:

- DD Form 1172-2n (provided by CPAC)
- Letter of Employment or Orders
- Sponsor and Dependent DoD ID

If you can access the ID Card Office Online website <https://idco.dmdc.osd.mil/idco/> using your CAC, update your personal and work contact information. While on the site also review all Defense Enrollment Eligibility Reporting System (DEERS) data for accuracy and follow the instructions for updating and correcting DEERS to avoid delays in health care benefits. **If you cannot access this site, check and update again after you have visited the USAG-H ID Card office.**

Update your profile on the Defense Travel System (DTS) webpage (CAC login required) at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view> Log in and click on your name in the upper right-hand corner and scroll down to My Profile. Update all information and save.

Note: Currently DEERS/ID Cards/Ration Control are on a walk-in basis. Check the USAG-H page or your sponsor for updated information.

After CAC/ID has been received, register at the DBIDS, Room G101.

Postal Service Center (PSC) BOX

In-process at the Main Postal Service Center located at Bldg. 5730 to receive your PSC box combination. Your sponsor or you should take a copy of your orders and CAC card and complete the [DA 3955](#) form available in the waiting area and in the forms section of this guide.

Your sponsor can establish your P.O Box before you arrive

In/Out Processing

Mon, Tues, Wed, Fri: 9 a.m. – 5 p.m.

Thurs: 11 a.m. – 5 p.m.

Closed for lunch from 11 a.m. – noon

Sat: Closed



COMM: +82-50-3357-3600/3603/3609

DSN: 315-757-3600/3603/3609

Check with your sponsor for changes in schedules

Rental Car.

ONE STOP Car Rental “Camp Humphreys” is located at Maude Hall “One-Stop.” Long and short-term rentals are available. Compact cars to 11-passenger vans are available.

  http://kfrcar.com/	Contact Information nsrentcar@naver.com Humphreys.car.rental@gmail.com +82-010-2450-4899 Located at Maude Hall “One Stop” Bldg. 6400 Email: kfr@kfrcar.com
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Shuttle Bus Service



U.S. Army Garrison Humphreys has many buses and shuttles for the community. Whether your destination is to another garrison, the airport, or just a couple blocks down to the Pedestrian gate, this page will provide you with all the information needed to utilize Humphreys' shuttle buses.

<https://home.army.mil/humphreys/index.php/about/Garrison/afsbm/transportation>

See the link for all schedules and routes between garrisons and installations. USAG on post shuttle bus schedules (red, blue, and green lines) are also included.

Driver License

You completed the required training course (USFK-US002) and passed the test (USFK-002-B) on JKO. You also forwarded a copy of your test results and certificate to your sponsor and hand carried a paper copy. You and your sponsor will now bring your stateside drivers license, letter of employment, and test results and certificate to:

Transportation Motor Pool
Building P-7010, 2nd floor, Rm, 205
Mon-Fri 8 am to 4:30 pm
usarmy.humphreys.403-afsb.mbx.drivers-testing@army.mil

You will need to complete the Application for USFK Motor Vehicle Operator's Permit

Transition Support

The Relocation Readiness Program (RRP) offers a comprehensive support system to help you and your family make a permanent change of station moves as smooth as possible.

DSN: 757-2362/2363

<https://humphreys.armymwr.com/programs/relocation-readiness-program>

Other Benefits.

Schools: Department of Defense Educational Activities, or DODEA, runs a school system in the overseas area. On a space-available basis, your child/children may attend the DoDEA schools located in Area III and Osan AB. Please refer to the following website for more information: <http://www.dodea.edu/Pacific/>

Environmental and Morale Leave (EML): After completing your initial 6 months in Korea, you will be eligible for up to 2 EML round trips per year. You can use your EML to travel to the United States or in the overseas area on a priority space available basis using military aircraft from Osan Air Force Base.

Commissary, EXCHANGE Privileges, and Other Benefits: You have authorized EXCHANGE and Commissary privileges during your overseas tour. Military Medical services are limited on a pay basis.

Banking Options

Community Bank

M-F 9 a.m. - 5 p.m.

Saturday 9 a.m. - 1 p.m.

Sunday Closed

Building #6430

USAG Humphreys (Behind Maude Hall "One-Stop")

Primary: 0503-357-2436

Secondary: 315-757-2436

<https://www.dodcommunitybank.com/home/locations/korea/humphreys>



Navy Federal Credit Union

M-F 9 a.m. - 5 p.m.

Saturday 9 a.m. - 1 p.m.

Sunday Closed

Building #6430

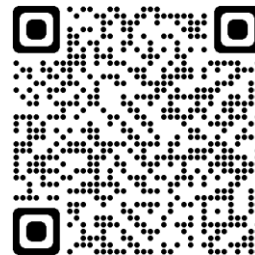
USAG Humphreys (Behind Maude Hall "One-Stop")

Primary: 0503-357-2010












Secondary: 315-757-2010

<https://www.navyfederal.org>

24 Hour: 001-800-0-842-6328



Resources

	 <p>USAG Humphreys DEERS/ID Cards/ Ration Control Maude Hall "One Stop" Bldg. 6400, Room F104 https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/deersid-cards</p>	<p>Hours of Operation: Monday through Friday 8:30 a.m. to 4:30 p.m. Ration Lunch 11:30 a.m. to 12:30 p.m.</p>
	 <p>ID Card Office Online https://idco.dmdc.osd.mil/idco/ Email: usarmy.humphreys.id-pacific.mbx.rationcontrol@army.mil</p>	<p>DSN: 315-757-2102 (ID Cards) DSN: 315-757-2088/2503 (Rations) COMM 0503-357-2102 and 2088 or 2503</p>
	 <p>Defense Travel System https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/</p>	
	<p>USAG Humphreys Postal Services https://home.army.mil/humphreys/index.php/about/garrison/directorate-human-resources/usag-humphreys-post-office</p>	
	<p>Army Publishing Directorate: Department of the Army Publications https://armypubs.army.mil</p>	
	<p>USAG Humphreys Transportation Page Bus Schedules and operating hours https://home.army.mil/humphreys/index.php/about/Garrison/afsbm/transportation</p>	
	<p>Army field support battalion (AFSBN-KOREA) https://home.army.mil/humphreys/index.php/about/garrison/afsbm TMP, Drivers Testing and Exam</p>	
	<p>Army field support battalion (AFSBN-KOREA) https://home.army.mil/humphreys/index.php/about/garrison/afsbm TMP, Drivers Testing and Exam</p>	

USFK MVO Application 1

Motorized Vehicle Operator Permit

Authorized License Holders

Anyone arriving on Permanent Change of Station (PCS) orders falls under the Status of Forces Agreement and must have a USFK 134EK driver license to drive.

The following personnel (and their U.S. State licensed dependents age 18 or older) are authorized to obtain a POV License after passing the local exam:

- Department of the Army civilians in the grade of GS-5 or above and USFK technical representatives.
- Personnel who have a letter of approval by the USAG Humphreys Commander for an exception to the policy.
- Member of the U.S. Armed Forces in the rank of Sergeant First Class (E-7) or above.

Note: International Driving Permit (IDP) is required to drive in another country. An IDP alone does not give you authority to operate an IMCOM plated vehicle.

Licensing Requirement

All SOFA status USFK military personnel, USFK civilian appropriated and non-appropriated employees, USFK technical representatives, and family members must possess a USFK Form 134EK to drive POVs on U.S. installations and Korean roadways.

All SOFA status personnel and their family members 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 in the ROK to drive POVs on both USFK installations and Korean roadways. IAW USFK REG 190-1: paragraph 2-1d

Consult USFK Regulations 190-1 for additional information on Licensing and Operating Requirements for POVs, Implied Consent Provision, Learner's Permit, Personal chauffeurs, Business chauffeur, and Bus License.

Motor Vehicle Registration

Any member of USFK or its civilian component authorized shipment of a POV to the ROK at government's expense are authorized to register and operate up to two POVs without an ETP.

Personnel must obtain a written exception to policy to register three or more vehicles. This does not include one motorcycle or motor scooter (i.e., personnel may register two vehicles and a motorcycle without an exception to policy).

Vehicles must be registered within 10 days after they are received, purchased, or legally acquired. Temporary plates are only valid for 10 days. There are no temporary plates for motorcycles.

Required documentation. Individuals registering a POV or motorcycle at a USFK vehicle registration office (VRO) must present the following documents:

Shipping your vehicle to Korea

CAC	DOD issued ID Card/valid ID card and any one of the following will verify proof of SOFA STATUS: <ul style="list-style-type: none">• Letter of Employment (GS, NAF employees).• USFK Form 175R (issued to Tech Representatives & Invited Contractors).
LOE	Letter of Employment
Proof of Ownership	Title of vehicle, Shipping forms and Bill of Sale
Customs Import or ROK manufacturing	A ROK Customs Import Permit, proof that the vehicle was manufactured in the ROK or proof of prior registration with a USFK vehicle recorder
USFK License (USFK134EK)	USFK 134EK or ROK driver's license for sponsors, household members, and chauffeurs. When registering a motorcycle/motor scooter, the USFK operator's permit will reflect authorization to operate a motorcycle or motor scooter depending on the vehicle being registered.
Vehicle Safety Inspection	Vehicle safety inspection certificate can be obtained at the main Auto Care Center at the main gas station.
Proof of Insurance	Insurance policy (USAA) for Korea with the minimum requirements: <ul style="list-style-type: none">• Liability: Korean Won (KRW) ₩120,000,000 to cover liability resulting from bodily injury or death of any one person.• Property Damage: KRW ₩10,000,000 property damage liability per accident. <p><i>The level of coverage is subject to change IAW ROK law.</i></p>
	Application for Vehicle Registration Decal (USFK Form 31EK-E)
Fees	KRW ₩1,800 for plates, KRW ₩4,000 for Motorcycle plates

Used Korean Vehicle Registration

CAC	DOD issued ID Card/valid ID card and any one of the following will verify proof of SOFA STATUS: <ul style="list-style-type: none"> • Letter of Employment (GS, NAF employees). • USFK Form 175R (issued to Tech Representatives and Invited Contractors).
Seller's certificate of Stamps	
Bill of Sale	Title of vehicle, Shipping forms and Bill of Sale
ROK manufacturing or Dealer Shop Business Registration	Proof that the vehicle was manufactured in the ROK or proof of prior registration with a USFK vehicle recorder
USFK License (USFK134EK)	The USFK motor vehicle operator's permit (USFK 134EK) or ROK driver's license for sponsors, household members, and chauffeurs. When registering a motorcycle/motor scooter, the USFK operator's permit will reflect authorization to operate a motorcycle or motor scooter depending on the vehicle being registered.
Vehicle Safety Inspection	Vehicle safety inspection certificate can be obtained at the main Auto Care Center at the main gas station.
Proof of Insurance	USAA Insurance policy for Korea that the vehicle is insured with the minimum requirements: <ul style="list-style-type: none"> • Liability: Korean Won (KRW) ₩120,000,000 to cover liability resulting from bodily injury or death of any one person. • Property Damage: KRW ₩10,000,000 property damage liability per accident. <p><i>The level of coverage is subject to change IAW ROK law.</i></p>
Application for Vehicle Registration Decal	Application for Vehicle Registration Decal (USFK Form 31EK-E)
Application for Vehicle De-Registration	Application for Vehicle De-Registration or certificate of cancellation
Fees	KRW ₩16,000 for plates KRW ₩2,100 KRW ₩3,000 Government Stamp KRW ₩15,000 De-registration

Owner Exchange

CAC/ID Card Buyer/Seller	DOD issued ID Card/valid ID card and any one of the following will verify proof of SOFA STATUS: <ul style="list-style-type: none"> • Letter of Employment (GS, NAF employees). • USFK Form 175R (issued to Tech Representatives and Invited Contractors).
Bill of Sale (20-E) Seller	
ROK Registration Certificate Seller	Proof that the vehicle was manufactured in the ROK or proof of prior registration with a USFK vehicle recorder
USFK License (USFK134EK) Buyer	The USFK motor vehicle operator's permit (USFK 134EK) or ROK driver's license. When registering a motorcycle/motor scooter, the USFK operator's permit will reflect authorization to operate a motorcycle or motor scooter depending on the POV being registered.
Vehicle Safety Inspection Seller	Vehicle safety inspection certificate can be obtained at the main Auto Care Center at the main gas station.
Proof of Insurance Buyer	USAA Insurance policy for Korea that the vehicle is insured with the minimum requirements: <ul style="list-style-type: none"> • Liability: Korean Won (KRW) ₩120,000,000 to cover liability resulting from bodily injury or death of any one person. • Property Damage: KRW ₩10,000,000 property damage liability per accident. <p><i>The level of coverage is subject to change IAW ROK law.</i></p>
Application for Vehicle Registration Decal Buyer	Application for Vehicle Registration Decal (USFK Form 31EK-E)
Application for Vehicle cancellation (32EK-E) Seller	

References

USFK Form 31EK, Application for Registration of USFK Privately Owned Vehicle
USFK Form 134EK, USFK Motor Vehicle Operators Permit
USFK Form 195EK, Application for DOD Vehicle Registration Decal.
USFK Form 190-1A, USFK Motor Vehicle Safety Inspection Checklist
USFK Form 190-1B, USFK Motorcycle Safety Inspection Checklist



USFK Manual 4800.02
USFK Guide to Safe
Driving in Korea
August 2021



USFK Regulation 190-1
Motor Vehicle Traffic
Supervision
27 September 2021

Related Documents

Guide to Safe Driving in Korea (17Mar20)

<https://8tharmy.korea.army.mil/g1/assets/publications/pamphlets/USFK-Pam-385-2-20200521.pdf>

Application for USFK Motor Vehicle Operators Permit

https://home.army.mil/humphreys/application/files/9316/0730/2850/NEW_USFK_MVO_Permit_Application_-_Sep_2020.pdf

Drivers Testing Information

Transportation Motor Pool

Building P-7010, 2nd floor, Rm, 205

Mon-Fri 8 am to 4:30 pm

usarmy.humphreys.403-afsb.mbx.drivers-testing@army.mil

Driver's Testing POCs:

- Transportation Officer 757-2528
- TMP-NCOIC 757-2318
- Training Instructor 756-3615
- Qualification Examiner 757-2332
- Qualification Examiner 757-2333
- Qualification Examiner 757-2334
- Training Instructor 756-3616

Driver's License Issuing Office Operating Hours

U.S. Personnel: Monday thru Friday, 0830-1630

(Bring Your Online Test Certificate)

Driver Licensing Course and Exam

The course numbers and links to the course are listed below. Additionally, the courses are available by searching under the USFK prefix in JKO.

<https://jkosupport.jten.mil/Atlas2/page/login/Login.jsf>

- U.S. Forces Korea Driver Licensing Course – Course# USFK-US002
- U.S. Forces Korea Driver Licensing Exam – Course# USFK-US002-B

Test scores are only valid for 60 days. USFK Driver Licenses will not be issued to personnel who have taken the test more than 60 days before applying for a license. The training and exam will need to be retaken.

Overseas Benefits

The Overseas Benefits Branch (OBB) that services USAG Humphreys, Area III and the Far East (FE) is located in Daegu. Submit requests for overseas benefits using the CHRA Service Now portal at <https://service.chra.army.mil/>

Following is a list of benefits that may be afforded to an employee who is recruited from the United States for a tour of duty overseas. All benefits are subject to approval.

IMPORTANT: *You will be required to submit an SF-1190 for almost all of your overseas entitlements. All SF-1190s must be signed by your supervisor (block 25) and budget office (block 26). Your supervisor can point you in the right direction of the budget office or you can see block 24 of your PCS Orders for a point of contact.*

Travel and Transportation: You are eligible for travel and transportation for yourself and your eligible family members. You may ship up to 18,000 household goods. You will only be provided temporary furniture for up to 90 days until your HHGs arrive. No exceptions. The government will provide you with a washer, dryer, refrigerator, and stove for your entire tour.

Required Documents: PCS Orders

Non-temporary storage (NTS): You may also elect to store items in the United States as Non-temporary storage (NTS) for items that you may not need overseas. If, after reporting overseas, you find that you need some of the items in Non-temporary storage, you may use your original orders to ship all or any portion of these stored items to Korea. You will need to submit the DD1299 to the CPAC for your NTS payment annually. Your PCS order is valid for one year.

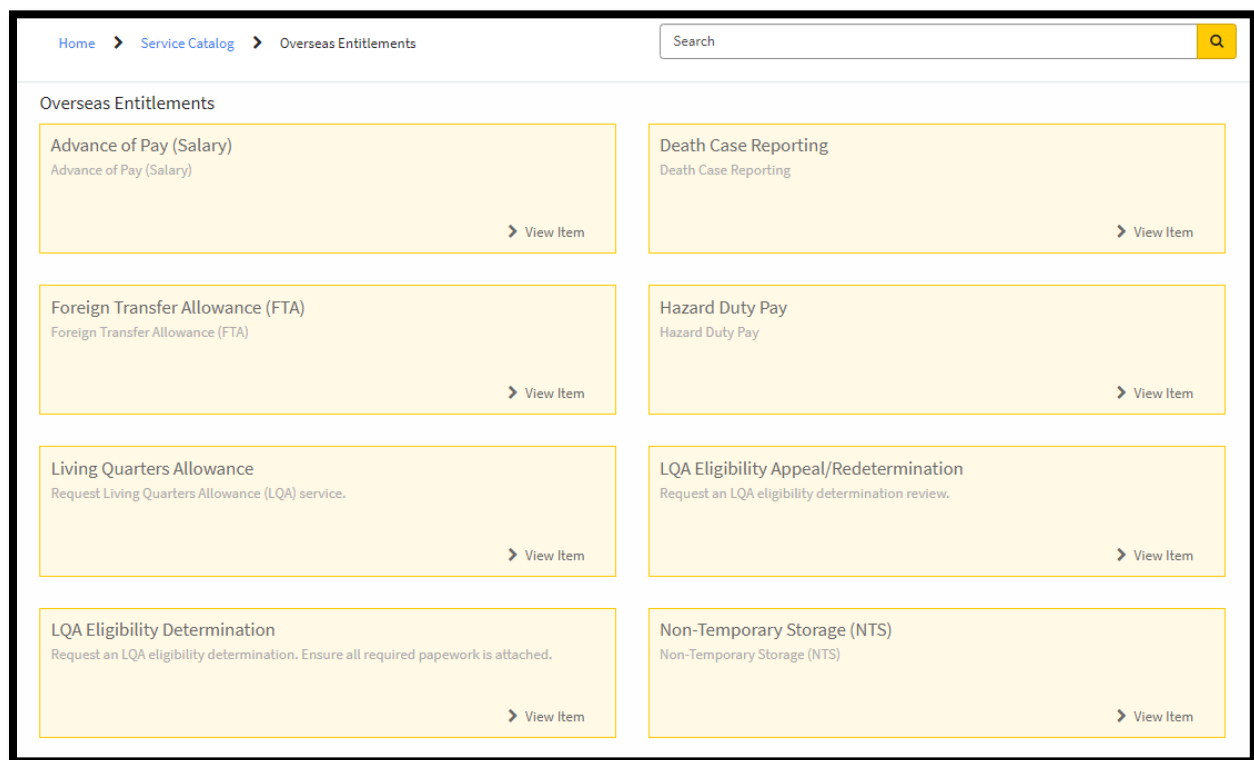
Required Documents: DD Form 1164 or DD Form 1299

Shipment of Privately Owned Vehicle (POV): You may ship your POV at government expense upon approval from the command. Check your PCS orders to ensure this entitlement is identified.

The relocation readiness program offers a lending closet.

The following overseas benefits and allowances should be submitted and processed in CHRA Service Now portal at https://service.chra.army.mil/hr_internal/ (CAC required)

- Advance of Pay
- Foreign Transfer Allowance
- LQA
- Post Allowance
- TQSA
- Separate Maintenance Allowance
- Non-Temporary Storage (NTS)
- (See Service Now Portal for other unique entitlements)



All requests, concerns, and questions should be submitted through the Service Now Overseas Benefits Center.

<https://service.chra.army.mil/home/>

Submissions are made through <https://service.chra.army.mil/home>

Advance Pay	<ul style="list-style-type: none"> • SF1190 Signed • Advance Pay Authorization Memo (from CPAC) • Advance of Pay Statement of Understanding (SOU) • DD Form 1614 / PCS Orders
Foreign Transfer Allowance	<ul style="list-style-type: none"> • SF1190 signed • DSSR 240 • DD-1614 / PCS Orders • Receipts of itemizing
Foreign Transfer Allowance – Lease Penalty <i>Reimbursement any costs serving as a prior condition to obtaining the lease, or 3 months rent or lease penalty, whichever is lesser, when the employee must break the lease due to no fault of their own.</i>	<ul style="list-style-type: none"> • SF1190 signed • DSSR 240 • DD-1614 / PCS Orders • Signed rental contract • Copy of landlord notification of intent to terminate lease • SF50/SF52 • Efforts by employee to end rental or sublease rental
Living Quarters Allowance (LQA) <i>A quarters allowance granted to an employee for the annual cost of suitable, adequate living quarters for the employee and his/her family assigned to a foreign area. LQA rates are designed to cover an employee's average cost for rent, heat, light, fuel, gas, electricity, water, and taxes levied by the local government.</i>	<ul style="list-style-type: none"> • SF-1190, Foreign Allowances Application • LQA Statement of Understanding Part I & II • Lease Agreement with housing office approval • LQA Expenditure Statement • Letter of Employment (LOE) • Submit the paid receipt after you pay the landlord <p>• Advanced LQA requires these documents and the LQA Questionnaire</p> <p>• Privately Owned Quarters requires the following additional:</p> <ul style="list-style-type: none"> • Housing Sales contract • Registration Tax and Acquisition Receipt
Post Allowance <i>A cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, is substantially higher than in the Washington D.C. area. PA is based on salary, location percentage, and number of family members.</i>	<ul style="list-style-type: none"> • SF1190 • Statement of Understanding • Miscellaneous supporting documentation <p>• <i>PA cannot overlap with TQSA</i></p> <p>• <i>PA for Korea is currently 30%. PA rate is subject to change, or even cancellation, at any time as determined by the State Department.</i></p>
Temporary Quarters Subsistence Allowance (TQSA)	<ul style="list-style-type: none"> • SF-1190, Foreign Allowances Application • Statement of Understanding • Itemized Daily Expense Worksheet – Humphreys Area III • Receipts for Lodging and expenses Over \$75 • Copy of PCS orders

Consult your CPAC Representative regarding all overseas benefits

Other Overseas Benefit and Entitlements

Educational Travel:

Transportation expenses of 1 round trip each year for your dependent child to attend a college or university in the United States as a full-time student. Advanced Pay: If you are determined as eligible, you may request an advance of your pay of up to 3 months base pay or equivalent salary. This is an interest-free loan and must be paid back in automatic deductions from salary over 12 months

Leave.

Annual Leave: Employees recruited from the United States may accumulate and carry over up to 360 hours each year. When returning to the United States, you may also take this benefit back with you.

Home Leave: Home Leave is a special type of leave given to employees recruited from the United States that can be used in addition to their regular annual leave. You will accumulate up to 5 days per year and will be able to use this Home Leave after working 24 months. Home Leave can only be used in the United States, Hawaii, Alaska, and its U.S. Territories of Guam, Puerto Rico, and the US Virgin Islands. **The grant of home leave is at the discretion of the employee's agency.**

References:

- [DoD Instruction 1400.25, Volume 1260, March 19, 2015; Change 2, Effective May 8, 2015 \(whs.mil\)](#)
- [DoD 7000.14-R, Volume 8, Chapter 5, Financial Management Regulation](#)
- [Title 5, United States Code 6304\(b\)](#)
- [Title 5, United States Code 6305\(a\)](#)
- [Title 5, Code of Federal Regulations 630, Subpart F, Home Leave](#)

Renewal Agreement Travel (RAT): A civilian employee, and accompanying dependent(s), may be eligible to receive travel and transportation allowances for returning home between tours of duty OCONUS. **RAT travel is not taxable.**



DFAS PCS Entitlements Guide

<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Civilian-PCS-Entitlement-Guide/>

DFAS PCS Entitlement Guide 1

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT (SF-1190)					<u>FOR OFFICIAL USE ONLY</u>	
1. Employee Name (<i>Last, First, MI</i>)				2. Social Security Number		
3. Agency Department of Army				4. Bureau/Office		
5. Pay Plan		6. Series	7. Grade	8. Annual Salary	9. Position Title	
10. Current Post/Country of Assignment/Locality				11. Date of Arrival		12. Previous Post of Assignment
13. Mailing Address					13a. E-mail Address	
14. If Local Hire: Date			14a. Reason for Presence			
15. If Spouse or Domestic Partner is Employed by the U.S. Government <input type="checkbox"/> Yes <input type="checkbox"/> No						
Spouse or Domestic Partner Name (<i>Last, First, MI</i>)				Social Security Number		Allowances Received
16. Family Domiciled at Post						
Name of Family Member	Relationship	DOB Except Spouse or Domestic Partner	% Support	Date of Arrival at Post	Allowances Received	
17. Family Domiciled Away from Post						
Name of Family Member	Relationship	DOB Except Spouse or Domestic Partner	% Support	Date of Departure from Post	Residence Address/Telephone Cell Phone/E-mail (<i>please provide all</i>)	
18. Remarks						
TQSA (PCS IN, 1ST 30 days: Total of ____ days (indicate # of days) TQSA Reimbursement – PCS In 1st 30 Days (start date ____ to ____ end date) 1. Hotel receipts with list of subsistence expenses were submitted. 2. Maximum authorized TQSA for 1st (# of days): \$____.00 (based on TQSA worksheet calculation) 3. Actual expenses for 1st ____ days: \$____.						
Privacy Act Statement: Solicitation of this information is authorized under 5 U.S.C. 5922, E.O. 9397 and E.O. 10903, Section 1(b-2) and DSSR Section 073.4. The information is used to determine employee eligibility for and appropriate amounts of allowances. All forms are subject to fiscal audit by the employee's parent agency and GAO. The Office of Allowances, U.S. Department of State, will review forms to set LQA rates. Lack of requested information may result in erroneous or unauthorized allowances.						

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT		Voucher Number
19. Employee Name <i>(Last, First, MI)</i>		20. Social Security No.
21a. Payments [Check box(es). For calculations see DSSR chapter exhibits.]		FOR OFFICIAL USE ONLY
<input checked="" type="checkbox"/>	TQSA - Temporary Quarters Subsistence Allowance - (DSSR 120)	
	Advanced Beg. Date End Date	
	Biweekly Beg. Date End Date	
<input checked="" type="checkbox"/>	Lump Sum <i>(upon completion)</i> Beg. Date End Date	
	LQA - Living Quarters Allowance (DSSR 130) [] Repair Allowance (DSSR 137) []	
	EQA - Extraordinary Quarters Allowance (DSSR 138) []	
	PA - Post Allowance - (DSSR 220)	
	Transfer Allowance: Foreign (DSSR 240) [] or Home Service (DSSR 250) []	
	Portion(s): Subsistence [] Miscellaneous [] Wardrobe [] Lease Penalty []	
	SMA - Separate Maintenance Allowance - (DSSR 260)	
	Voluntary [] Involuntary []	
	TSMA - Transitional Separate Maintenance Allowance (DSSR 260)	
	262.3a [] 262.3b [] 262.3c [] 262.3d [] 262.3e []	
	Education Allowance (DSSR 270) [] or Travel (DSSR 280) []	
	PD - Post <i>(Hardship)</i> Differential (DSSR 500)	
	SND - Service Need Differential <i>(Difficult to Staff Incentive Differential)</i> (DSSR 1000)	
	DP - Danger Pay (DSSR 650) [] or 652g []	
Total Amount Claimed		0.00
21b. Advances		
	LQA (DSSR 130) Beg. Date End Date Number of Months	
	U.S. Dollar Payment Foreign Currency Payment	
	Transfer Allowance: Foreign (DSSR 240) [] or Home Service (DSSR 250) []	
	Portion(s): Subsistence [] Miscellaneous [] Wardrobe [] Lease Penalty []	
	Advance of Pay (DSSR 850) This advance will be repaid in _____ pay periods.	
	Travel Authorization or _____	
	Permanent Change of Station (PCS) Number _____	
	Name of Issuing Authority _____	
22a. If Electronic Funds Transfer (EFT) Mark one: [] Checking [] Savings		
Financial Institution Name		Financial Institution Mailing Address
Routing Number		Account Number <i>(including any suffix)</i>
22b. If Paid by Check - Mailing Address, City, State, ZIP Code		
23. Accounting Classification(s)		
<p>24. Employee Statement and Signature: The information given on this application is true and correct to the best of my knowledge and belief. I also understand that I am obligated to notify the authorizing office immediately of any change in conditions which may affect the amount of allowances and/or differential authorized herein. I also understand that false statements made to the United States on this form may subject me to criminal penalties <i>(including fines and imprisonment)</i> under 18 U.S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802. I understand if my employment is terminated prior to liquidation of any of these advances, any outstanding amount is due and payable immediately.</p> <p>Employee's Signature: _____ Date _____</p> <p>Spouse's or Domestic Partner's Signature: _____ Date _____</p> <p><i>(If Applying for SMA on Behalf of Spouse or Domestic Partner)</i></p>		
25. Approving/Reviewing Official Signature When Required		Date
26. Certifying Official: The Above Request is Certified as Correct and Proper for Payment		Date
Authorized Certifying Official's Signature		



Supervisor Checklist

First Line Leader Checklist – USAG Humphreys (as of 20 JAN 2023)

NEW TEAM MEMBER INFORMATION

Name:		Start date:	
Position:		Rater:	
Sponsor:		Senior Rater	

WITHIN 5 DAYS OF FIRM ACCEPTANCE OF JOB

- ☐ Contact new IMCOM team member to welcome him/her to the team and send a welcome letter and/or email (see sample wording below).
- ☐ Send the New Employee a welcome letter or e-mail and a copy of this guide.
- ☐ Assign sponsor for new team member, provide Sponsor Checklist and explain sponsor responsibilities.
- ☐ Ensure sponsor contacts new team member well in advance of new team member arrival.
- ☐ Get familiarized with the "New Employees" tab within the Onboarding Page on MS Teams:
<https://dod.teams.microsoft.us/team/19%3adod%3add860705297447b792a5bb80177cd63f%40thread.tacv2/conversations?groupId=321f2648-3f63-4ea2-92cd-df86337083fc&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43>
- If your staff element has a welcome package, email it to the new employee or ask the sponsor to create a binder with information from this site.
- ☐ Administrative: Review work area and confirm availability of workstation, chair, IT capabilities (network & computer access, computer, email, CAC Card, and building pass) telephone, office supplies, nametag.
- ☐ Work with sponsor to identify needed administrative tasks for new team member to obtain network access and a laptop as soon as possible.

AT LEAST 1 WEEK BEFORE START DATE

- ☐ Coordinate with HR/CPAC Office for in-processing and onboarding schedules.
- ☐ Ensure new team member has access to USAG Humphreys Installation and network. Coordinate with HR/CPAC, IMO for visitor access or CAC and contact IMO for network access.
- ☐ Announce pending arrival of new team member to staff and stakeholders.
- ☐ Work with sponsor to identify needed administrative tasks for new team member's first 1-2 weeks to include obtaining the necessary forms for network access and issuance of a laptop.

FIRST DAY

- ☐ Ensure sponsor meets and escorts new team member upon arrival.
- ☐ Personalize the new team member's experience with something unique - welcome note, name plate, etc.
- ☐ First Line Leader Welcome - meet with new team member and introduce him/her to the team.
- ☐ Provide USAG Humphreys Civilian Onboarding Guide.
- ☐ Check with the sponsor about new team member in-processing and provide reach back support as needed.

FIRST DAY – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

<input type="checkbox"/> Support sponsor in providing new team member a tour of facility and other important areas.		
<input type="checkbox"/> Review general administrative procedures		
<ul style="list-style-type: none">• Schedule a day to review performance plan, duties, and individual development plan (IDP)• Building access	<ul style="list-style-type: none">• Office/desk/work station• Mail (incoming and outgoing)• Office supplies	<ul style="list-style-type: none">• Telephones• Conference rooms• Purchase requests• Travel / Expense reports

WITHIN FIRST WEEK – MEET WITH NEW TEAM MEMBER ABOUT POSITION INFORMATION

- ☐ Review job schedule, hours, payroll timing, timecards (if applicable), policies and procedures.
- ☐ Review job description and performance standards.
- ☐ Perform initial counselling and discuss the development of an IDP.
- ☐ Assist new team member with understanding DoD, Army, and organizational culture. Ensure new team member understands his/her role in support of IMCOM, USGA Humphreys, and the directorate.
- ☐ Provide meaningful work — either training or substantive work related to the new job.
- ☐ Check with the sponsor about new team member in-processing and provide reach back support as needed

WITHIN FIRST WEEK – POLICIES

<input type="checkbox"/> Review key policies:			
<ul style="list-style-type: none">• Command Policy Letters• Off post restricted areas• SHARP/ EEO• OPEX- Service Culture	<ul style="list-style-type: none">• Civilian Wellness Program• Time and Attendance• Performance reviews• Civilian Misconduct	<ul style="list-style-type: none">• Telework• Personal conduct• Recognition program• Emergency procedures	<ul style="list-style-type: none">• Safety• Security• Confidentiality
<input type="checkbox"/> Review computer hardware and software policies:			
<ul style="list-style-type: none">• Email• NIPR/SIPR/Centrix• MSTEams• Shared Drive	<ul style="list-style-type: none">• ATAAPS• ADPAAS• Alert	<ul style="list-style-type: none">• Applications and Databases• VPN/Mobile Phones	<ul style="list-style-type: none">• VPN / Mobile Phones
<input type="checkbox"/> As soon as your new employee has a network account and a functioning laptop, ensure he/she reviews the resources available to new employees on the USAG Humphreys Shared Drive or MS Teams			
<input type="checkbox"/> Check with the sponsor about new team member in-processing and provide reach back support as needed.			

WITHIN FIRST MONTH

- ☐ Register new team member to attend Orientation for New Employees (ONE) with DHR.
- ☐ Review and finalize performance objectives and sign performance plan.
- ☐ Set individual development goals and finalize IDP. Identify short and long term training requirements.
- ☐ Ensure completion of mandatory annual training.
- ☐ Review leave requests, holidays, and policies and procedures.
- ☐ Arrange for new team member to meet director, division chief and branch chief.
- ☐ Ensure that a senior leader (including senior rater) welcomes new team member.
- ☐ Arrange for new team member to meet key partners from other divisions.
- ☐ Make yourself available by phone, email, or for in-person meeting.
- ☐ Seek feedback from new team member about onboarding, in-processing, work assignments, and job satisfaction to date.

WITHIN FIRST 90 DAYS

- ☐ Check with new team member regularly to ensure he/she continues to assimilate and expand knowledge and capabilities.
- ☐ Provide training, as needed, to help new team member understand internal systems, general operating practices and obtain other information or skills required in the performance of his/ her job.
- ☐ Give performance feedback early and often to new team member.
- ☐ Encourage new team member to participate in training, webinar conferences, and other outreach/ developmental activities.
- ☐ Arrange for new team member to attend the OPEX Service Culture Campaign Training. Contact your Director for dates. This class is required for all new HQ IMCOM employees that have not attended IAW OPOD 22-051

WITHIN FIRST 180 DAYS

- ☐ Continue to talk with new team member about expectations, culture, and practices.
- ☐ Meet with new team member for formal performance feedback.
- ☐ Continue to provide and/or arrange coaching, counseling, and mentoring.
- ☐ Quarterly performance reviews/counseling.
- ☐ Seek feedback from new team member about onboarding, in-processing, work assignments, and job satisfaction to date.

WITHIN FIRST YEAR

- ☐ Encourage new team member to participate in training, webinar conferences, and other outreach/ developmental activities.
- ☐ Meet regularly with new team member to complete mid-point performance review (at a minimum) and review of IDP to revalidate performance and developmental goals.
- ☐ Finalize annual evaluation and review – refine IDP.
- ☐ Seek feedback from new team member about onboarding, in-processing, work assignments, and job satisfaction to date.
- ☐ Place completed checklist in team member's file.



Sponsor Checklist – USAG Humphreys (as of 20 JAN 2023)

NEW TEAM MEMBER INFORMATION

Name:		Start date:	
Position:		Phone	
Sponsor:		Email	

UPON ASSIGNMENT AS SPONSOR

- ☐ Meet with new team member's first line leader to discuss role and responsibilities as sponsor.
- ☐ Get familiarized with resources available in this guide or online
- ☐ *** **IMPORTANT** : Within 5 days of notification of sponsor duties, send [welcome letter or e-mail to new team member](#), introduce yourself and provide your contact information. You can copy the text/wording in the letter provided on the IMCOM On / Out boarding page and send to the employee by e-mail
- *** Often, new team members do not know who their sponsor is or whether they have a sponsor at all.
- ☐ Provide new team member relevant information and assistance with family needs and requirements:
 - Ask new team member if they need information for their children, spouse, pet, EFMP or other needs
 - Provide this onboarding guide and updated information from organizations.
- ☐ Make CPAC/HR in-processing appointment if needed. Coordinate with CPAC and DHR. Let them know you are the sponsor and when to expect the new team member.
- ☐ Initiate steps to obtain a NIPRNET account to obtain a laptop (see detailed steps on page 4 of this document). **Additional info is available at the IMCOM On / Out boarding page.**
- ☐ Once your colleague obtains a network account and a laptop, ensure that he/she reviews the resources for new employees at: <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-P-USAG-Humphreys>

AT LEAST 1 WEEK BEFORE START DATE

- ☐ **Ensure laptop or computer is re-imaged with IMO.**
- ☐ Verify working order of telephone, workstation, network and computer access, office supplies and IT capabilities. Place work order for repair if necessary.
- ☐ Arrange to meet with new team member to escort him/her after initial CPAC/HR in-processing. Let the newcomer know who will meet them and where.
- ☐ Arrange temporary accommodations for new team member and/or his/her family members if needed.
- ☐ Arrange for temporary transportation if needed.
- ☐ Ensure Supervisor provides the New Employee the Command Group Welcome Letter.

FIRST DAY

- ☐ Arrange to meet the new team member when he/she arrives. **How would you have liked to be greeted on your first day?** A snack basket or food would be nice. **Make new team member feel welcome.**
- ☐ Escort new team member to the Maude Hall, support agencies, and work area.
- ☐ Introduce new team member to first line leader (supervisor).
- ☐ Assist new team member with DHR in-processing Checklist.
- ☐ Accompany/stay and guide new team member as much as possible throughout the on-boarding process.
- ☐ Tour facility/building and/or installation **in coordination with first line leader:**

• Parking	• Kitchen	• Gyms	• Gates
• Office Supplies	• Coffee/vending machines	• Chapels	• Recreation & Activities
• Printers	• Emergency exits and procedures	• Food Options	• What's outside the gate

FIRST WEEK

- ☐ **Resolve problems obtaining a CAC within 3 days after arrival. The CAC is the first step in obtaining a network account and a laptop.**
- ☐ Escort new team member to Maude Hall "One Stop" Building 6400 for all services
- ☐ Continue to make yourself available to respond to new team member's inquiries.
- ☐ Offer guidance and information to help integrate him/her. Share helpful hints.

WITHIN FIRST MONTH

- ☐ Check in regularly with new team member.
- ☐ Assist new team member understand Army, IMCOM USAG Humphreys culture.
- ☐ Ensure new team member gets familiarized with employee resources.
- ☐ Provide completed sponsor checklist to employee's supervisor for filing with employee file.



Newcomer Information Sheet

About You			
<i>Last Name</i>		<i>First Name</i>	<i>Middle Initial</i>
2. Current Mailing Address			
3. Preferred eMail Address		Click or tap here to enter text.	
4. Alternate eMail Address		Click or tap here to enter text.	
5. Phone	Cell	Click or tap here to enter text.	Choose an item.
	Work(DSN)	Click or tap here to enter text.	Choose an item.
	Other	Click or tap here to enter text.	Choose an item.
6. Base/Unit from which you are departing		Click or tap here to enter text.	
7. Anticipated Arrival Date to Korea:		Click or tap to enter a date.	8. Initial tour length ____ Years
9. Have you previously served in Korea? Choose an item.		10. Will you ship your vehicle to Korea? Choose an item.	11. Are you taking leave en-route? Choose an item.
13. Leave address en-route:		Click or tap here to enter text.	
Your New Position			
14. What position title will you be assigned to?		Click or tap here to enter text.	
15. What series and grade will you be assigned to?		Series: _____ Grade Choose an item.	
16. Supervisory?		Choose an item.	
17. Have you been identified as Emergency Essential or Mission Critical?		Choose an item.	
18. Have you been contacted by Civilian Personnel Advisory Center (CPAC)?		Choose an item.	
19. Have you received your onboarding guide?		Choose an item.	
20. Have you been contacted by your sponsor?		Choose an item.	



Newcomer Information Sheet

Family Members	
21. Is childcare needed upon arrival? Choose an item.	22. Are you travelling with your family? Choose an item.
23. Will your family travel at a different time? Choose an item.	24. When will your family travel? Click or tap to enter a date.
25. Is your spouse a DoD employee? Choose an item.	26. Is your spouse Active Duty Military? Choose an item.
27. What unit/location is your spouse assigned to? Click or tap here to enter text.	

28.	Name	Relationship	Choose an item. Age
	Click or tap here to enter text.	Choose an item.	Choose an item.
	Click or tap here to enter text.	Choose an item.	Choose an item.
	Click or tap here to enter text.	Choose an item.	Choose an item.
	Click or tap here to enter text.	Choose an item.	Choose an item.
	Click or tap here to enter text.	Choose an item.	Choose an item.
	Click or tap here to enter text.	Choose an item.	Choose an item.

29.	Are there any special needs or concerns?		
	Family member employment		Delayed travel for families
	Grade school enrollment		Delayed household goods
	Initial transportation		Lodging
	Housing		Pets
	Other: Click or tap here to enter text.		Other: Click or tap here to enter text.
	Other: Click or tap here to enter text.		Other: Click or tap here to enter text.

Pets		
30. Will you bring pets? Choose an item.		31. How Many?
Breed: Choose an item.	Type: Choose an item.	Choose an item. Choose an item.
Breed: Choose an item.	Type: Choose an item.	Choose an item. Choose an item.
Breed: Choose an item.	Type: Choose an item.	Choose an item. Choose an item.
Breed: Choose an item.	Type: Choose an item.	Choose an item. Choose an item.

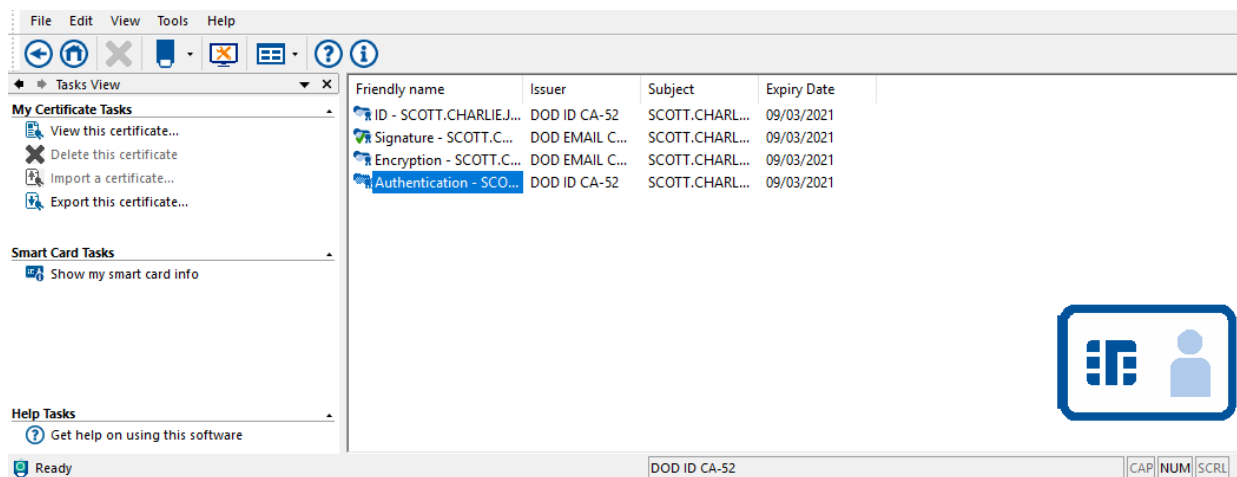
32. Provide other information that may assist your sponsor in assessing your needs?

Network Access Checklist

PROCESS TO OBTAIN A NETWORK ACCOUNT & LAPTOP EMPLOYEE HAS A CAC		PROCESS TO OBTAIN A NETWORK ACCOUNT & LAPTOP EMPLOYEE DOES NOT HAVE A CAC	
1	If you have a DoD Cyber Awareness Security Challenge certificate dated within one year of your start date with HQ IMCOM, send a copy of the certificate to your sponsor.	1	You will obtain a CAC after you arrive and obtain an approved Notification of Personnel Action (SF-50 for GS employees or DA Form 3434 for NAF Employees).
2	If you don't have a current Cyber Awareness Challenge training, do you have an Army Training and Certification Tracking System (ATCTS) account? If you do not have an ATCTS account, your sponsor will "sponsor" the creation of an account at: https://atc.us.army.mil	2	If you do not have an Army Training and Certification Tracking System (ATCTS) account, your sponsor will "sponsor" the creation of an account at: https://atc.us.army.mil
3	Take Cyber Awareness Challenge Training at: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf OR https://cs.signal.army.mil/ DO NOT USE ANY OTHER LINKS! E-mail the training certificate to your Sponsor.	3	Take Cyber Awareness Challenge Training at: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf OR https://cs.signal.army.mil/ DO NOT USE ANY OTHER LINKS! E-mail the training certificate to your Sponsor.
4	Ensure your network account from your previous organization is deleted. To delete your previous network account, complete and digitally sign DD 2875 for deleting accounts (Download form from (See attached DD FORM 2875)) State in block 13 insert the date (specify NIPR/SIPR/E-mail) Send completed DD FORM 2875 to your current sponsor to have your supervisor complete Block 17-20b, digitally sign, and forward to the IMO at usarmy.humphreys.id-pacific.mbx.usag-humphreys-imo@army.mil	4	Complete a DD 2875 for new users (See attached DD FORM 2875) and Army IT User Agreement (formerly AUP) (download from Mandated Army IT User Agreement) E-mail these forms filled out & digitally signed to the Sponsor with your Social Security number and Date of Birth for the creation of your new account. (*See retrieving your PIV #.)
5	Complete a DD 2875 for new users and Army IT User Agreement (formerly AUP) (download from Mandated Army IT User Agreement) E-mail these forms filled out & digitally signed to the Sponsor with your Social Security number and Date of Birth for the creation of your new account. (* See retrieving PIV #.)	5	Your sponsor or supervisor will digitally send the two forms and your Cyber Awareness training certificate, your SSN, and Date of Birth to the IMO at usarmy.humphreys.id-pacific.mbx.usag-humphreys-imo@army.mil for creation of your network account. Once your account is created, your supervisor will be notified, and you will be able to pick up your laptop from your Staff Element's Hand Receipt Holder.
6	Your sponsor or supervisor will digitally send the two forms and your Cyber Awareness training certificate, your SSN, and Date of Birth to the IMO at usarmy.humphreys.id-pacific.mbx.usag-humphreys-imo@army.mil for creation of your network account. Once your account is created, your supervisor will be notified, and you will be able to pick up your laptop from your Staff Element's Hand Receipt Holder.	6	Contact IMO (DSN 755-9198) to get your new laptop imaged. Don't forget to write the ticket number down!
7	Contact IMO (DSN 755-9198) to get your new laptop imaged. Don't forget to write the ticket number down!	7	Take the laptop to IMO technicians with ticket # as follows: * Bldg. 1223
8	Take the laptop to IMO technicians with ticket # as follows: * Bldg. 1223 IMO technicians will notify you or your sponsor when the laptop is ready for pickup. When picking up the laptop, IMO technicians will set- up e-mail and VPN accounts. You need to be present for this step	8	IMO technicians will notify you or your sponsor when the laptop is ready for pickup. When picking up the laptop, IMO technicians will set- up e-mail and VPN accounts. You need to be present for this step.

Retrieving the PIV number from the New Employee's CAC to complete the DD-2875

1. Select **START**
2. Select **ActivID ActivClient**
 - a) Select **ActivClient Agent**
3. Select **My Certificates**
4. Highlight your **Authentication** certificate below:



5. Right Click and select **View this certificate**
6. Select **Details** Tab
7. Scroll down to select **Subject Alternative Name**
 - a) Copy **Principal Name** = 16DigitPIV@mil
 - b) Enter **Principal Name** on DD FORM 2875 in the **USER ID** block.

Mandatory Annual Training

Antiterrorism Training (AT) Level I https://jkodirect.jten.mil/atlas2/page/login/login.jsf Online	Click on the Course Catalog tab, enter US007, and click Search. Employees can then enroll in Level I Antiterrorism Awareness Training
EEO Anti-Harassment and No FEAR: https://www.ATTRS.ARMY.MIL/ Online	Once logged in, search for the training by clicking Course Catalog and enter 203A (non-supervisors) or 203B (supervisors) in the Course Number section. Once the registration has been approved, employees will receive an email and the training will be conducted using the Army Learning Management System (ALMS) platform.
Cyber Awareness https://cs.signal.army.mil/ or JKO https://jkodirect.jten.mil/atlas2/page/login/login.jsf Online	Required ANNUALLY on employment/training anniversary. Provide along with AUP.
Ethics https://www.jagcnet.army.mil/ Online	Register and complete online by clicking on Legal Services, then selecting Initial Ethics Training for New Personnel under the Ethics sub-heading.
Prevention of Violence in the Workforce (EMPLOYEES) http://media.cpms.osd.mil/faslerd/employee/menu.htm Prevention of Violence in the Workforce (SUPERVISORS) http://media.cpms.osd.mil/faslerd/supervisor/menu.htm Online	
Alcohol and Substance Abuse Prevention and Suicide Prevention training (ASAP) Face-to-Face	Face-to-Face See your sponsor to schedule
Information Security (INFOSEC) Program https://www.lms.army.mil/ Online	Click on the Mandatory Training link on the left-side menu, and select Launch next to Information Security Program Training
Sexual Harassment/Assault Response and Prevention (SHARP) Face-to-Face	Face-to-Face See your sponsor to schedule
Operational Security (OPSEC) Army OPSEC Level 1 (Newcomers and Refreshers) https://www.lms.army.mil/ Face-to-Face or Online	Click on the Mandatory Training link on the left-side menu, and select Launch next to Army OPSEC Level I (Newcomers and Refresher).
Threat Awareness and Reporting Program (TARP) https://www.lms.army.mil/ Face-to-Face or Online	Face-to-Face is offered regularly at the One Stop building. See your sponsor for the schedule.
Constitution Day training: http://constitutionday.cpms.osd.mil/ Online	
Operational Excellence (OPEX) for the Workforce	Face-to-Face. See your sponsor to schedule Required for all Army Civilians (non-supervisors and supervisors). Generally available during the Garrison New Employee Orientation (NEO). Part

	Face-to-Face	of IMCOM's Service Culture Initiative (SCI). See your sponsor for the schedule.
Operational Excellence (OPEX) for Leaders	Face-to-Face	Face-to-Face See your sponsor for the schedule. Required for all Army Civilian leaders (supervisors only). Available several times per fiscal year by the Plans, Analysis, and Integration Office (PAIO). Part of IMCOM's Service Culture Initiative (SCI)
Suicide Prevention	Face-to-Face	Face-to-Face See your sponsor to schedule
Controlled Unclassified Information Training (CUI) https://securityawareness.usalearning.gov/cui/index.html	Online	Mandatory IAW DODI 5200.48

Emergency Essential Employees

Emergency Essential and Mission Essential Training	See your sponsor for the training schedule and requirements

Other Training for Supervisors and Safety Officers

Manager's Internal Control Program (MICP) training HTTPS://WWW.LMS.ARMY.MIL/	IAW AR 11-2, all designated MICP personnel will complete initial training within 30 days of duty appointment. Refresher training will be completed annually for Internal Control Administrators (ICAs), and biennially (every other year) for Senior Responsible Officers (SROs), Assessable Unit Managers (AUMs), and Evaluators. Register online by clicking on the Search Catalog link on the left-side menu, entering Internal Control Program into the Search field, changing the Location to Any Location, and clicking Search. Select the appropriate training module, register, and launch the course.
Safety Committee Members Safety Course HTTPS://WWW.LMS.ARMY.MIL/	IAW 29 CFR 1960.58, all collateral duty Safety Officers on orders are required to complete this training when appointed. Register and complete online by clicking on the Search Catalog link on the left-side menu, entering Safety Committee into the Search field, changing the Location to Any Location, and clicking Search. Select the Safety Committee Members' Safety Course, register, and launch the course.

Mandatory Training for Supervisors

Supervisor Development Course (SDC)	The SDC is a DL-only course (for APF employees; NAF employees take a face-to-face course) that must be completed within the first year of placement in a supervisory position during the probationary period. Supervisors are required to complete this as re-certification within 3 years of the previous completion.
Introduction to KN Supervision	Required for all supervisors of Korean National (KGS) employees. This course is offered on-site.
Other training and workforce development resources can be found at: HTTPS://HOME.ARMY.MIL/HUMPHREYS/INDEX.PHP/ABOUT/GARRISON/DIRECTORATE-HUMAN-RESOURCES/WORKFORCE-DEVELOPMENT	

1. NAME (Last, First, MI):		2. GRADE:	3. PURGE DATA (P.O. Use Only):
4. NEW ORGANIZATION (Complete Designation):		5. DoD ID NUMBER:	6. BOX NUMBER:
DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DoD/Postal Service Agreement, 2 FEB 80. PRINCIPAL PURPOSE: To route and forward (Directory) mail. ROUTINE USES: Used by Army military and civilian personnel in mail functions and address inquiries. Dates are inspected by commanders, postal officers, and military and civilian inspectors. DISCLOSURE: Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.			
7. OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code):		8. NEW MAILING ADDRESS (Including ZIP Code):	
9. DATE DEPARTED OLD ORG:		10. DATE DUE NEW ORG:	
11. EMAIL ADDRESS:		12. LIST EACH AUTHORIZED FAMILY MEMBER:	
13. IS THIS MOVE TEMPORARY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
14. IF YES, FORWARDING ENDS:			
15. CHANGE OF ADDRESS FOR: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> FAMILY			
16. SIGNATURE:		17. DATE:	18. PHONE NUMBER:

DA FORM 3955, JAN 2015

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.00ES

CHANGE OF ADDRESS AND DIRECTORY CARD

For use of this see AR 600-8-3, the proponent agency is DCS, G-1.

19.

20. Apply
Official
Postage

OFFICIAL BUSINESS

INSTRUCTIONS

Address one completed card each to:

- a. Old unit of assignment
- b. New unit of assignment
- c. Old post locator, or APO, if overseas.
- d. New post locator, or APO, if overseas.
- e. Correspondents who write you regularly.
- f. Magazines or newspaper you receive (paste publication mail or key number in the OLD MAILING ADDRESS" box on the reverse).

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

OMB No. 0704-0630
OMB approval expires:
20250531

The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act

PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form

ROUTINE USE(S): None.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST

☒ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID Horatio.M.Crunch.civ

DATE (YYYYMMDD)

20220915

SYSTEM NAME (Platform or Applications)

NIPERNET

LOCATION (Physical Location of System)

Bldg 6400 Suite Q303

PART I (To be completed by Requester)

1. NAME (Last, First, Middle Initial)

Crunch, Horatio M.

2. ORGANIZATION

USAG Humphreys Unit 15316 APO AP 96205-160

3. OFFICE SYMBOL/

DEPARTMENT

MWR-XYZ

4. PHONE (DSN or Commercial)

315-757-1000/ 050-3357-1000

5. OFFICIAL E-MAIL ADDRESS

jeffre.m.nagan.civ@army.mil

6. JOB TITLE AND GRADE/RANK

SUPV MANAGEMENT ANALYST/ GS-15

7. OFFICIAL MAILING ADDRESS

USAG- Humphreys, Unit 15228 APO, AP 96271-5228

8. CITIZENSHIP



US



FN



OTHER

9. DESIGNATION OF PERSON



MILITARY



CIVILIAN



CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)

☒ I have completed the Annual Cyber Awareness Training. DATE (YYYYMMDD) 20220914

11. USER SIGNATURE

CRUNCH. HORATIO. MAGELLAN
123456789

Digitally signed by CRUNCH. HORATIO.

MAGELLAN.123456789 Date: 2022.09.15 08:01:16 -04'00'

12. DATE (YYYYMMDD)

20220915

PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR

(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS

Please provide user a LAN account so that they may access the USAG Humphreys network, and as is required for their position with IMCOM. This is a baseline service.

In addition, user requires VPN access so that when user is TDY he/she is able to remote back into USAG Humphreys network to obtain files stored on local network as well as access their Exchange account.

14. TYPE OF ACCESS REQUESTED



AUTHORIZED



PRIVILEGED

15. USER REQUIRES ACCESS TO:



UNCLASSIFIED



CLASSIFIED (Specify category) NIPERNET



OTHER

16. VERIFICATION OF NEED TO KNOW



I certify that this user requires access as requested.

16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)

17. SUPERVISOR'S NAME (Print Name)

Daniel M. Hancock

17a. SUPERVISOR'S EMAIL ADDRESS

daniel.m.hancock6.civ@army.mil

17b. PHONE NUMBER

315-757-9049

17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT

Deputy to the Garrison Commander

17d. SUPERVISOR SIGNATURE

HANCOCK.DANIEL.MARK. Digitally signed by
HANCOCK.DANIEL.MARK.987654321
Date: 2022.09.16 09:49:44 +09'00'

17e. DATE (YYYYMMDD)

20220916

18. INFORMATION OWNER/OPR PHONE NUMBER

18a. INFORMATION OWNER/OPR SIGNATURE

18b. DATE (YYYYMMDD)

19. ISSO ORGANIZATION/DEPARTMENT

19b. ISSO OR APPOINTEE SIGNATURE

19c. DATE (YYYYMMDD)

19a. PHONE NUMBER

20. NAME (Last, First, Middle Initial)

Crunch, Horatio Magellan

21. OPTIONAL INFORMATION

COMPUTER NAME ID: User will not know until after his/her computer is issued SERIAL NUMBER FOR

COMPUTER: Same as above

EMAIL ACCESS: Horatio.M.Crunch.civ@army.mil

VPN ACCESS: YES

WIRELESS ACCESS: YES / NO

BLACK BERRY ACCESS: NO

AIR CARD ACCESS: NO

STUDENT ACCOUNT: NO CAC EXEMPT ACCESS: NO

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

22. TYPE OF INVESTIGATION		22a. INVESTIGATION DATE (YYYYMMDD)	22b. CONTINUOUS EVALUATION (CE) DEFERRED INVESTIGATION
22c. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)		22d. ACCESS LEVEL	
23. VERIFIED BY (Printed Name)	24. PHONE NUMBER	25. SECURITY MANAGER SIGNATURE	26. VERIFICATION DATE (YYYYMMDD)

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign) DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign) DATE (YYYYMMDD)	

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

- (1) **Name.** The last name, first name, and middle initial of the user.
- (2) **Organization.** The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (3) **Office Symbol/Department.** The office symbol within the current organization (i.e. SDI).
- (4) **Telephone Number/DSN.** The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) **Official E-mail Address.** The user's official e-mail address.
- (6) **Job Title/Grade/Rank.** The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (7) **Official Mailing Address.** The user's official mailing address.
- (8) **Citizenship** (US, Foreign National, or Other).
- (9) **Designation of Person** (Military, Civilian, Contractor).
- (10) **IA Training and Awareness Certification Requirements.** User must indicate if he/she has completed the Annual Cyber Awareness Training and the date.
- (11) **User's Signature.** User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).
- (12) **Date.** The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

- (13) **Justification for Access.** A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.
- (14) **Type of Access Required:** Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)
- (15) **User Requires Access To:** Place an "X" in the appropriate box. Specify category.
- (16) **Verification of Need to Know.** To verify that the user requires access as requested.
- (16a) **Expiration Date for Access.** The user must specify expiration date if less than 1 year.
- (17) **Supervisor's Name (Print Name).** The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- (17a) **E-mail Address.** Supervisor's e-mail address.
- (17b) **Phone Number.** Supervisor's telephone number.
- (17c) **Supervisor's Organization/Department.** Supervisor's organization and department.
- (17d) **Supervisor's Signature.** Supervisor's signature is required by the endorser or his/her representative.
- (17e) **Date.** Date the supervisor signs the form.

(18) **Phone Number.** Functional appointee telephone number.

(18a) **Signature of Information Owner/Office of Primary Responsibility (OPR).** Signature of the Information Owner or functional appointee of the office responsible for approving access to the system being requested.

(18b) **Date.** The date the functional appointee signs the DD Form 2875.

(19) **Organization/Department.** ISSO's organization and department.

(19a) **Phone Number.** ISSO's telephone number.

(19b) **Signature of Information Systems Security Officer (ISSO) or Appointee.** Signature of the ISSO or Appointee of the office responsible for approving access to the system being requested.

(19c) **Date.** The date the ISSO or Appointee signs the DD Form 2875.

(21) **Optional Information.** This item is intended to add additional information, as required.

C. PART III: Verification of Background or Clearance.

(22) **Type of Investigation.** The user's last type of background investigation (i.e., Tier 3, Tier 5, etc.).

(22a) **Investigation Date.** Date of last investigation.

(22b) **Continuous Evaluation (CE) Deferred Investigation.** Select yes/no to validate whether or not the user is currently enrolled for "Deferred Investigation" in the Continuous Evaluation (CE) program.

(22c) **Continuous Evaluation Enrollment Date.** Date of CE enrollment. Leave blank if user is not enrolled in CE.

(22d) **Access Level.** The access level granted to the user by the sponsoring agency/service (i.e. Secret, Top Secret, etc.). Access level refers to the access determination made on the basis of the user's individual need for access to classified information to perform official duties; a determination separate from the user's eligibility determination.

(23) **Verified By.** The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(24) **Phone Number.** Security Manager's telephone number.

(25) **Security Manager Signature.** The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(26) **Verification Date.** Date the Security Manager performed the background investigation and clearance information verification.

D. PART IV: This information is site specific and existing blocks can be used to collect account-specific information. This information will specifically identify the access required by the user.

E. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of CONTROLLED UNCLASSIFIED INFORMATION" and must be protected as such.

FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's ISSO. Recommend file be maintained by ISSO adding the user to the system.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)**PRIVACY ACT STATEMENT****AUTHORITY:** Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act**PRINCIPAL PURPOSE:** To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form**ROUTINE USES:** None.**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.**TYPE OF REQUEST**☐ **INITIAL** ☐ **MODIFICATION** ☐ **DEACTIVATE** ☐ **USER ID** _____**DATE (YYYYMMDD)****SYSTEM NAME** (*Platform or Applications*)**LOCATION** (*Physical Location of System*)**PART I** (*To be completed by Requester*)**1. NAME** (*Last, First, Middle Initial*)**2. ORGANIZATION****3. OFFICE SYMBOL/DEPARTMENT****4. PHONE** (*DSN or Commercial*)**5. OFFICIAL E-MAIL ADDRESS****6. JOB TITLE AND GRADE/RANK****7. OFFICIAL MAILING ADDRESS****8. CITIZENSHIP**☐ **US**☐ **FN**☐ **OTHER****9. DESIGNATION OF PERSON**☐ **MILITARY**☐ **CIVILIAN**☐ **CONTRACTOR****10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS** (*Complete as required for user or functional level access.*)☐ **I have completed Annual Information Awareness Training.****DATE (YYYYMMDD)****11. USER SIGNATURE****12. DATE (YYYYMMDD)****PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR** (*If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.*)**13. JUSTIFICATION FOR ACCESS****14. TYPE OF ACCESS REQUESTED**☐ **AUTHORIZED** ☐ **PRIVILEGED****15. USER REQUIRES ACCESS TO:** ☐ **UNCLASSIFIED** ☐ **CLASSIFIED** (*Specify category*) _____☐ **OTHER****16. VERIFICATION OF NEED TO KNOW**I certify that this user requires access as requested. ☐**16a. ACCESS EXPIRATION DATE** (*Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.*)**17. SUPERVISOR'S NAME** (*Print Name*)**18. SUPERVISOR SIGNATURE****19. DATE (YYYYMMDD)****20. SUPERVISOR'S ORGANIZATION/DEPARTMENT****20a. SUPERVISOR'S EMAIL ADDRESS****20b. PHONE NUMBER****21. SIGNATURE OF INFORMATION OWNER/OPR****21a. PHONE NUMBER****21b. DATE (YYYYMMDD)****22. SIGNATURE OF IA OR APPOINTEE****23. ORGANIZATION/DEPARTMENT****24. PHONE NUMBER****25. DATE (YYYYMMDD)**

26. NAME (Last, First, Middle Initial)

27. OPTIONAL INFORMATION

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

28. TYPE OF INVESTIGATION

28a. DATE (YYYYMMDD)

28b. CLEARANCE LEVEL

29. VERIFIED BY (Printed Name)

30. SECURITY MANAGER
TELEPHONE NUMBER

31. SECURITY MANAGER SIGNATURE

32. DATE (YYYYMMDD)

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:

SYSTEM

ACCOUNT CODE

DOMAIN

SERVER

APPLICATION

FILES

DATASETS

DATE PROCESSED (YYYYMMDD)

PROCESSED BY (Print name and sign)

DATE (YYYYMMDD)

DATE REVALIDATED (YYYYMMDD)

REVALIDATED BY (Print name and sign)

DATE (YYYYMMDD)



Electronic Official Personnel Folder (eOPF) Review Checklist



Army Benefits Center – Civilian
305 Marshall Avenue
Fort Riley, Kansas 66442-7005
DSN: 520-2222 Comm: (785) 240-2222
Toll Free: (877) 276-9287 Fax: (785) 239-6228

Personal Information

- _____ Verify your personal information on your most recent SF 50 Notification of Personnel Action (NPA).
(I.e. name, date of birth, SSN)
- _____ Verify your position information on your most recent SF 50 NPA.
(I.e. position title, pay plan, grade, step, salary)

Federal Employees Health Benefits (FEHB)

- _____ Verify that the FEHB enrollment code on the latest SF 2809 Health Benefits Election Form matches the FEHB code on your LES (Deductions section).
- _____ If you are enrolled in a self plus one or self and family plan, do you still have eligible family members that can be covered? If not, contact the ABC-C at (877) 276-9287 to update your health plan.
- _____ If you are covering a grandchild or other child under your FEHB as a foster child, is the Certification for Foster Child on file? Information about foster children can be found on the Army Benefits Center – Civilian (ABC-C) website at <https://www.abc.army.mil>.
- _____ If you are covering a child over age 26 (child incapable of self-support), is the approval letter from ABC-C on file?
- _____ Verify that your eOPF contains all of your SF 2809s for the last five years.

Federal Employees' Group Life Insurance (FEGLI)

- _____ Verify the FEGLI election on the latest SF 2817 Life Insurance Election matches the information on your LES (Deductions section) and SF 50 (Block 27).
- _____ If you have Option C family coverage, do you still have eligible family members that can be covered? If not, contact the ABC-C at (877) 276-9287 to update your life insurance.
- _____ If you are returning from a break in service, verify that your FEGLI coverage on your current LES or SF50 match the coverage you had prior to your separation.
- _____ Verify that your eOPF contains all of your SF 2817s for the last five years.

Beneficiary Forms

SF 1152 Designation of Beneficiary, Unpaid Compensation of a Deceased Civilian Employee

- _____ Part B - The percentages equal 100%.
- _____ Part B - You have signed and dated the form.
- _____ Part C - Two witnesses, who are not beneficiaries, have signed the form.
- _____ Part C - The Receiving Agency Certification section is complete.
- _____ Verify the form on file is still valid. If the form is from a period of employment with another agency or prior to a break in service, it is no longer valid.
- _____ If the names and/or addresses of any beneficiaries changed, a new form should be completed.
- _____ If there has been a change in your family status, you may want to complete a new form.

SF 2808 Designation of Beneficiary, Civil Service Retirement System (CSRS)

_____ If you are a CSRS or CSRS Offset employee, you should file this form with the Office of Personnel Management (OPM) in accordance with the instructions on the form.

SF 2823 Designation of Beneficiary, Federal Employees' Group Life Insurance (FEGLI) Program

_____ Part B - The percentages equal 100%.

_____ Part C - You have signed and dated the form.

_____ Part D - Two witnesses, who are not beneficiaries, have signed the form.

_____ Part E - The Receiving Agency section is complete.

_____ Verify the form on file is still valid. The form is no longer valid 31 days after your insurance coverage stops. If you have cancelled your insurance or have left Federal civilian employment since you completed the SF 2823, it is no longer valid.

_____ If the names and/or addresses of any beneficiaries changed, a new form should be completed.

_____ If there has been a change in your family status, you may want to complete a new form.

SF 3102 Designation of Beneficiary, Federal Employees Retirement System (FERS)

_____ Part B - The percentages equal 100%.

_____ Part B - You have signed and dated the form.

_____ Part C - Two witnesses, who are not beneficiaries, have signed the form.

_____ Part C - The Receiving Agency Certification section is complete.

_____ Verify the form on file is still valid. The SF 3102 remains in effect unless you receive a refund of retirement deductions before retirement.

_____ If the names and/or addresses of any beneficiaries changed, a new form should be completed.

_____ If there has been a change in your family status, you may want to complete a new form.

TSP-3 Designation of Beneficiary, Thrift Savings Plan (TSP)

_____ This form should be filed with TSP in accordance with the instructions on the form.

Military Service

_____ If you have military service, are your DD Form 214s for ALL periods of active military service on file? (DD Form 214s **must** include character of service and time lost.)

_____ If your active military service interrupted your civilian service, is the proper documentation on file, to include Absent-US (or LWOP-US) SF 50s?

_____ If the deposit has been paid for your military service, is proof of payment on file? (OPM 1514 Military Deposit Worksheet or equivalent)

Civilian Service

_____ Verify there is documentation of all your periods of Federal civilian service.

_____ If you paid a deposit for non-deduction service, is proof of payment on file?

_____ If you received a refund of retirement contributions and have paid the redeposit, is proof of payment on file?



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

Fact Sheet

MyBiz+



INTRODUCING MyBiz+

MyBiz+ is the redesign of My Biz.

DCPAS is pleased to reintroduce an online self-service tool that has served employees and managers over the years to access information that is important to them. MyBiz+ is the redesigned source for all employees, supervisors and managers to view and update their personal and HR related information. MyBiz+ benefits all employees by providing a variety of interactive tools to manage career information and plan for the future.

MyBiz+ will be available to all DoD civilian employees and access to MyBiz+ will be the same as before through the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>.

The initial redesign of MyBiz+ provides a foundation that is employee-centric, coupled with design features that are intuitive, interactive and can be personalized.

Moving forward, the redesign will continue with the integration of manager-centric products and functionality. Supervisors and managers can expect enhanced capability and collaboration to support their job responsibilities.

Some of the new features and products include:

- Easy to understand descriptions of data elements
- Civilian Career Report, a custom report created by the employee
- SF-50 retrieval, including employment at other DoD Components
- Personalization of MyBiz+ homepage view



Personal



Pay, Leave
and Benefits



Professional
Development



Position



Performance



Reports

For more information about DCPAS and the products and services provided, visit us online at:

<http://www.cpms.osd.mil/>



<https://compo.dcpds.cpms.osd.mil/>



MyBiz+ provides

On-line access to view key data

- Personnel Actions
- Position
- Personal Information
- Salary and Benefits
- Awards and bonuses
- Performance

Update capability

- Contact information
- Disability codes
- Ethnicity and race identification
- Foreign language proficiency

Improved interface

- Appearance
- Navigation
- Readability

Better interactivity

- Display of dynamic data
- Customizable views
- Targeted information

New Capabilities

- On demand Civilian Career Reports

Information available when you need it

- Access with CAC or Agency authorized Non-CAC login

Available Fall 2014

Army Benefits Center-Civilian (ABC-C)

"Two Decades of Dedication"













New Employee Benefits Election Guide

NEW!

Check out the ABC-C on

Or at: <https://abc.chra.army.mil>



BENEFIT OPTIONS		ENROLLMENT	
		To make an election or change, visit or call:	
	Thrift Savings Plan (retirement savings and investment plan)	 Enroll Anytime! https://abc.chra.army.mil 1-877-276-9287	To begin, change or stop contributions: ABC-C https://abc.chra.army.mil 1-877-276-9287 To make investment allocations, access your account, view rates of return, etc.: Thrift Savings Plan www.tsp.gov 1-TSP-YOU-FRST (1-877-968-3778) TDD: 1-877-847-4385
	Federal Employees Health Benefits	 60 days	ABC-C https://abc.chra.army.mil 1-877-276-9287
	Federal Employees' Group Life Insurance	 60 days	ABC-C https://abc.chra.army.mil 1-877-276-9287
	Flexible Spending Accounts (pre-tax accounts for out-of-pocket health & dependent care expenses)	 60 days	FSAFEDS www.fsafoods.com or 1-877-FSAFEDS or (1-877-372-3337)
	Federal Employees Dental and Vision Insurance Program (supplemental dental/vision insurance)	 60 days	BENEFEDS www.BENEFEDS.com 1-877-888-FEDS or 1-877-888-3337 TTY 1-877-889-5680
	Federal Long Term Care Insurance Program (for assisted living expenses)	 60 days	FLTCIP www.ltcfeds.com 1-800-LTC-FEDS (1-800-582-3337) TTY: 1-800-843-3557

NOTE: Enrollment changes generally require permissible events after the initial new hire enrollment period. For more information on benefits, also visit <http://www.opm.gov/insure>.

*Eligible individuals can apply at anytime subject to full underwriting.

Plan for a lifetime with the TSP



WELCOME TO THE THRIFT SAVINGS PLAN

You're now part of the TSP, a long-term retirement savings and investment plan similar to 401(k) plans offered by private companies. Whether you're new to government or returning to federal service, know that we'll be here to support your financial goals throughout your career, into retirement, and beyond.

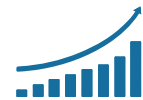
Here's a snapshot of your participation so far:

5%

You've been automatically enrolled in the TSP at 5% of your salary, and contributions are automatically deducted from your paycheck into your TSP account. You can change this amount at any time.



You're eligible to receive matching contributions from your agency or service, which could mean thousands of additional dollars in your TSP account over time. You do not get the full match if you contribute less than 5%.



You're automatically enrolled in the Lifecycle (L) Fund most appropriate for your age. L Funds offer a simple, low-maintenance way of investing by diversifying your savings with a mix of the five individual TSP funds.* L Funds balance risk and reward and automatically get more conservative as you get closer to retirement.

* For more comprehensive information about your investment options, visit tsp.gov.

Set up your login to My Account on tsp.gov and manage your TSP savings efficiently and securely.

When you log in to My Account, you can check your account balance, change your investment choices, submit secure transaction requests, and designate your beneficiaries. You'll also be able to get personalized information from our virtual assistant and connect with ThriftLine Representatives through a live-chat feature.

You may also want to download the official TSP Mobile App, available for iOS and Android devices.

Get started with key decisions to successfully reach your retirement goals.



Make traditional contributions, Roth contributions, or both. Traditional (pre-tax) contributions allow you to delay paying taxes on your contributions and their earnings until you withdraw them. If you elect to make Roth (after-tax) contributions, you pay taxes on your contributions as you make them (unless you're making contributions from tax-exempt pay), and your earnings grow tax-free. That means you won't pay taxes on distributions as long as you meet certain IRS requirements.



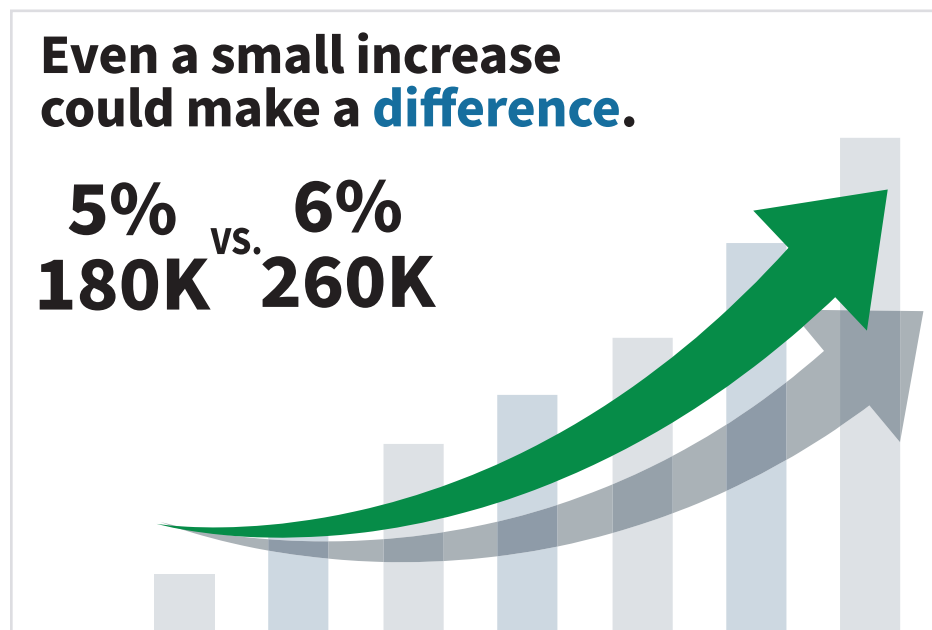
Roll over money to your TSP account. Enjoy the benefit of having your retirement savings in one place and take advantage of the TSP's low administrative expenses. You can complete the rollover process online in My Account and even submit any rollover checks electronically with the official TSP Mobile App. If you need assistance, contact our ThriftLine Service Center, and we'll help you with every step to roll over your traditional and Roth money from traditional IRAs, SIMPLE IRAs, and eligible employer plans.



Stay the course. Remember that investing for retirement is for the long term. Once you've made your plan, stick to it, and only make adjustments after careful consideration.



Make incremental increases. Each time you get a pay increase, consider upping your TSP contributions through your agency or service electronic payroll system.



All figures assume consistent saving, a \$43,000 annual salary, and an investment return of 6% per year compounded monthly over 30 years.

Questions?

ThriftLine Service Center

U.S. (toll-free): 1-877-968-3778
Outside the U.S. and Canada:
+1 404-233-4400 (not toll-free)

Set up online access in
My Account to chat with a
ThriftLine Representative.

Visit

Website: tsp.gov

fb.com/tsp4gov

[@tsp4gov](https://twitter.com/tsp4gov)

youtube.com/tsp4gov

Learn

TSP courses: Ask your benefits
specialist for details.

Webinars:

Go to tsp.gov/webinars
to register online.

Download

The official TSP Mobile App is
available for iOS and Android.



We offer 5 individual funds that you can customize based on your comfort level.

C FUND Common Stock Index Investment Fund	S FUND Small Capitalization Stock Index Investment Fund	I FUND International Stock Index Investment Fund	F FUND Fixed Income Index Investment Fund	G FUND Government Securities Investment Fund
What It Is: Stocks of large U.S. companies	What It Is: Stocks of small to medium-sized U.S. companies	What It Is: International stocks from more than 20 developed countries	What It Is: Government, corporate, and asset-backed bonds	What It Is: Government securities that are specially issued to the TSP
Pros: Potential for high investment returns over the long term	Pros: Potential for high investment returns over the long term	Pros: Potential for high investment returns over the long term	Pros: May earn returns that are higher than money market funds over the long term with relatively low risk	Pros: Does not lose money; has a consistent but relatively low investment return
Risks: Can be volatile depending on stock market performance	Risks: Can be volatile depending on stock market performance	Risks: Can be volatile depending on stock market performance	Risks: Bond prices fall when interest rates rise. Bonds may be repaid early, reducing your returns.	Risks: Your money may not grow enough to meet your retirement needs or outpace inflation.
Benchmark Index: Standard & Poor's 500 Stock Index	Benchmark Index: Dow Jones U.S. Completion TSM Index	Benchmark Index: MSCI EAFE Stock Index	Benchmark Index: Bloomberg U.S. Aggregate Bond Index	

TSPPC16 (5/2022)



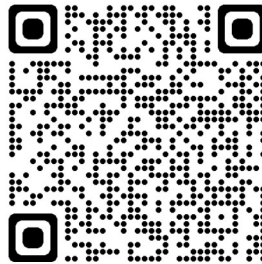
For more comprehensive information, visit tsp.gov.

Each L Fund is a mix of individual funds based on when you'll need your money.

L 2065	L 2060	L 2055	L 2050	L 2045
Consider if you were born after 1999 or plan to withdraw from your account after 2062.	Consider if you were born between 1995–1999 or plan to withdraw from your account between 2058–2062.	Consider if you were born between 1990–1994 or plan to withdraw from your account between 2053–2057.	Consider if you were born between 1985–1989 or plan to withdraw from your account between 2048–2052.	Consider if you were born between 1980–1984 or plan to withdraw from your account between 2043–2047.
For the long-term investor	For the long-term investor	For the long-term investor	For the long-term investor	For the long-term investor
L 2040	L 2035	L 2030	L 2025	L INCOME
Consider if you were born between 1975–1979 or plan to withdraw from your account between 2038–2042.	Consider if you were born between 1970–1974 or plan to withdraw from your account between 2033–2037.	Consider if you were born between 1965–1969 or plan to withdraw from your account between 2028–2032.	Consider if you were born between 1958–1964 or plan to withdraw from your account between next year and 2027.	Consider if you were born before 1958 or are already withdrawing from your account.
For the long-term investor	For the medium-term investor	For the medium-term investor	For the short-term investor	For those already withdrawing



With the exception of L Income, the investment mix of each L Fund becomes more conservative over time. To change your investments, log in to My Account on tsp.gov.



www.TSP.gov 1

LIFE INSURANCE

FEGLI can help you **protect your loved ones** from burdensome funeral costs and catastrophic loss of your income if you die unexpectedly.

BASIC

Amount of Coverage: Your annual salary rounded up to the next \$1,000, plus \$2,000
Who is Covered?: You
Cost each biweekly pay period: 15¢ per \$1,000 of coverage (Free for postal employees)
Cost increases with age?: No
Newly eligible employees automatically enrolled?: Yes, unless you waive coverage

OPTION A

Amount of Coverage: \$10,000
Who is Covered?: You
Cost each biweekly pay period: Starting at 20¢
Cost increases with age?: Yes
Newly eligible employees automatically enrolled?: No, you must elect this coverage

OPTION B

Amount of Coverage: 1, 2, 3, 4, or 5 multiples of your salary rounded up to the next \$1,000
Who is Covered?: You
Cost each biweekly pay period: Starting at 2¢ per \$1,000 of coverage
Cost increases with age?: Yes
Newly eligible employees automatically enrolled?: No, you must elect this coverage

OPTION C

Amount of Coverage: 1, 2, 3, 4, or 5 multiples. Each multiple equals \$5,000 for the life of your spouse and \$2,500 for the life of each eligible child
Who is Covered?: Your spouse and unmarried dependent children under age 22
Cost each biweekly pay period: Starting at 22¢ per multiple
Cost increases with age?: Yes
Newly eligible employees automatically enrolled?: No, you must elect this coverage

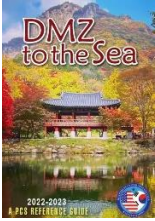



I want to...	When can I do this?	How can I do this?
Enroll or increase coverage	<ul style="list-style-type: none"> First 60 days as a new or newly eligible employee; or Within 60 days after a life event (marriage, divorce, death of spouse, acquire an eligible child); or Life insurance Open Season (not annual - infrequent); or When you pass a physical exam (Option C excluded) 	<ul style="list-style-type: none"> Use your agency's electronic enrollment system; or Go to opm.gov/forms/standard-forms Submit form SF 2817 to your human resources office Bring a blank form SF 2822 to your human resources office (physical exam applications only)
Cancel or reduce coverage	Anytime	Use your agency's electronic enrollment system or submit form SF 2817 to your HR office
Designate a (new) beneficiary	Anytime	Submit form SF 2823 to your HR office

MORE INFO: www.opm.gov/life


For complete information, including terms and conditions, please visit www.opm.gov/life.



Acculturation

	<p>DMZ to The Sea is a reference guidebook published by the Humphreys United Club. The publication is organized to provide you with everything you need to navigate to, from, and around Korea, with information about the variety of resources on base and at nearby installations for everything from exceptional needs to pets to getting your car registered and much more. Download your Free Digital copy here!</p>  <p>https://www.humphreysunited.org/files/ugd/5d9b8c_4a90333f9cd24449ae7d4c7fde009c3d.pdf</p>
	<p>USAG Humphreys Family and MWR</p> <p>Leisure Travel Services (Discover Seoul) enjoy off-post leisure, recreational and cultural opportunities, such as discounted tickets to sports events, theme parks, concerts, theater productions, museums, and sightseeing tours.</p>  <p>https://humphreys.armymwr.com/programs/leisure-travel-services</p>

Restaurant and Food on USAG Humphreys

<div style="display: flex; justify-content: space-around; align-items: center;">     </div> <p style="text-align: center; background-color: yellow; padding: 5px;">+82 (0)70-7597-3777</p>	
<p>Maple Tree Menu</p> <div style="display: flex;">  <div style="margin-left: 10px;"> <p>Premium Korean Bar-B-Que chain</p> <p>https://humphreys.armymwr.com/download_file/view/f5782b06-390b-4bf1-b6e7-7424e223635c/33498</p> </div> </div>	
<p style="text-align: center;">Paulie's Brick Oven Pizzeria & Vatos Urban Tacos Food Menu</p> <div style="text-align: center;">  </div> <p>https://humphreys.armymwr.com/application/files/5916/6071/5955/Humphreys_Menu_sujeong_inswae.pdf</p>	<p style="text-align: center;">Drink Menu</p> <div style="text-align: center;">  </div> <p>https://humphreys.armymwr.com/application/files/3016/6071/6124/Humphreys_Drink_Menu_sujeong_inswae.pdf</p>
 <div style="text-align: center;">  </div>	<p>Texas Roadhouse Menu</p> <div style="text-align: right;">  </div> <p>(Not accessible on gov computer)</p> <p>https://www.texasroadhouse.com/locations/intl/camp-humphreys</p>

	USAG Humphreys Family and MWR https://www.facebook.com/HumphreysMWR	
	Flightline Tap Room +82(0)50-3355-0327 Served until 9pm	
https://humphreys.armymwr.com/programs/flightline-tap-room		Flightline Tap Room Menu 1
	Morning Calm Conference Center Catering +82 (0)70-7597-3007 https://humphreys.armymwr.com/programs/catering-event-services	
	River Bend Pub https://humphreys.armymwr.com/programs/river-bend-pub	
	Downtown Lanes Bowling Center https://humphreys.armymwr.com/programs/downtown-lanes/downtown-lanes-snack-bar	
	First and Ten Restaurant https://humphreys.armymwr.com/programs/first-and-ten-restaurant/first-and-ten-restaurant-menu	
<p align="center">Humphreys Exchange Sponsored Restaurant Options</p> <p align="center">https://www.shopmyexchange.com/company/storeDetails.jsp?storeId=1761603</p> <div></div> <div></div> <div></div>		

River Bend Golf Course

<https://humphreys.armymwr.com/programs/river-bend-golf-course>



Stars & Stripes Riverbend Golf Course 1

U.S. Army Garrison Humphreys' River Bend Golf Course was designated a Certified Audubon Cooperative Sanctuary through the Audubon Cooperative Sanctuary Program for Golf Courses Nov. 28, 2022.

This state-of-the-art Par-72 course features an 18-hole championship golf course, double deck 48-stall driving range, 6-hole practice course, and full line Pro Shop.













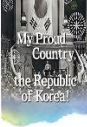



Publications





















 <p>https://epub.stripes.com/?issue=Stripes-Korea_latest</p>	 <p>http://epub.stripes.com/?issue=Best-of-Pacific_latest1</p>
 <p>https://epub.stripes.com/?issue=Korea-Healthy-Living_latest1</p>	 <p>https://epub.stripes.com/?issue=Destination-Paradise_latest1</p>
 <p>https://epub.stripes.com/?issue=Welcome-to-Pacific-K_latest1</p>	 <p>https://epub.stripes.com/?issue=Transition-Guide_latest1</p>























Free downloadable e-Books

  <p>https://www.humphreysunited.org/dmz-to-the-sea</p>	  <p>https://newampersand.files.wordpress.com/2021/03/korean_culture_dictionary_for_usag_humphreys_new_ampersand_publishing-1.pdf</p>
 <p>https://www.visitseoul.net/index_1</p>	
<p>South Korea: Traveler's Resources</p> 	<p>https://english.visitkorea.or.kr/enu/index.kto</p>
 <p>Seoul – Map for Ebook Readers (MOBI, EPUB)</p>	<p>https://www.ebookmaps.com/en/seoul-maps-for-ebook-readers-en.php</p> 

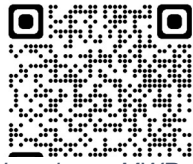
 <p>Korean – English Dictionary by Leon Kuperman</p>	 <p>https://www.gutenberg.org/ebooks/5739</p>
 <p>BookRix Bookrix.com (12 free ebooks) (EPUB, Online reading)</p> 	<p>https://www.bookrix.com/search;keywords:korean,searchoption:books.html</p>
 <p>Taxation in South Korea(PDF) [</p>	 <p>https://www.icaew.com/en/library/subject-gateways/tax/tax-by-country/south-korea</p>
<p>Korea Tourism (22 free ebooks)</p>	<p>https://gowheredowhat.wordpress.com/2012/12/06/free-tablet-app-for-korea-travel-ebooks-by-tomato/</p>
 <p>MONASH University</p>	<p>https://artsonline.monash.edu.au/korean/my-korean-1/ My Korean (2nd Edition) by Young-A Cho, In-Jung Cho & Douglas Ling (472 pages) (PDF, Audio)</p>
<p>Learn Korean (Introduction)(PDF, Online reading) [</p>	<p>https://en.wikibooks.org/wiki/Korean</p>
<p>Republic of Korea by WHO (1 page)</p>	<p>https://www.who.int/substance_abuse/publications/global_alcohol_report/profiles/kor.pdf</p>
<p>Doing Business in South Korea (48 pages) (PDF) [</p>	<p>https://www.pkf.com/media/131978/doing_business_in_south_korea.pdf</p>
<p>The World Factbook: South Korea (13 pages)</p>	<p>https://www.cia.gov/the-world-factbook/countries/korea-south/</p>  
	<p>South Korea: Market Profile by Tourism Australia (17 pages) https://www.tourism.australia.com/en/insights/marketse/japan-and-south-korea/south-korea.html</p>
 <p>DIGITAL LIBRARY OF KOREAN LITERATURE</p>	<p>https://library.itikorea.or.kr/ebooks</p> 
 	<p>https://www.yumpu.com/en/document/view/63445634/pdf-my-proud-country-the-republic-of-korea-free/8</p>

Facebook Support and Fun Groups

		U.S. Army Garrison Humphreys (Camp Humphreys) https://www.facebook.com/usaghumphreys
		https://www.facebook.com/HumphreysMWR
		USAG Humphreys Army Community Services https://humphreys.armymwr.com/programs/outdoor-recreation
		Humphreys MWR Fitness https://www.facebook.com/groups/HumphreysMWRFitness/
		Civilian Employees/Contractors/Spouses of Camp Humphreys https://www.facebook.com/groups/1843006535966724
		USAG Humphreys Spouses Page https://www.facebook.com/groups/276582039492439/
		USAG Humphreys Buy and Sell https://www.facebook.com/groups/1419548734980845/
		Camp Humphreys Buy Sell Trade No Rules https://www.facebook.com/groups/CampHumphreysBuySaleTrade
		Camp Humphreys/Osan Classifieds https://www.facebook.com/groups/usfkclassifieds/
		USFK Classifieds https://www.facebook.com/groups/396437577471845/

		Osan Flea Market https://www.facebook.com/groups/411255355611007/
		USAG Humphreys Support Group https://www.facebook.com/groups/1115859929318180/
		Humphreys Area Bulletin Board! https://www.facebook.com/groups/450864632933406/
		Osan AB South Korea OSB & USAG Humphreys Space A Flights Forum https://www.facebook.com/groups/osan.rok/
		Camp Humphreys Motorcycle Buy & Sale https://www.facebook.com/groups/433759597051243/
		Hiking in Korea 한국에서 등산) https://www.facebook.com/groups/1509799955998479/announcements
		Camp Humphreys Food and Travel https://www.facebook.com/groups/1529492293857385/
		Cafes's in Korea https://www.facebook.com/groups/207800320223162
		South of Seoul https://www.facebook.com/SouthofSeoul
		Pyeongtaek International Exchange Foundation (PIEF) 평택시국제교류재단 https://www.facebook.com/withpief/
		Pyeongtaek Food & Fun https://www.facebook.com/groups/PyeongtaekFoodandFun/

Search **CAMP HUMPHREYS** and you **WILL** find your interests!



Humphreys MWR 1

Arts & Crafts

Arts and Crafts Center

<https://humphreys.armymwr.com/programs/arts-and-crafts-center>

Auto

Automotive Skills Center

<https://humphreys.armymwr.com/programs/automotive-skills-center>

Community Events

Special Events <https://humphreys.armymwr.com/programs/special-events-1>

Community Support

Army Community Service <https://humphreys.armymwr.com/programs/army-community-service>

Child & Youth Services

Bang Jeong Hwan Child Development Center

<https://humphreys.armymwr.com/programs/bjh-child-development-center>

Burke CYS SKIES Center <https://humphreys.armymwr.com/programs/burke-cys-skies-center>

COL Dean Hess Child Development Center

<https://humphreys.armymwr.com/programs/hess-child-development-center>

CPT Jennifer M. Moreno School Age Center

<https://humphreys.armymwr.com/programs/moreno-school-age-center>

Parent Central Services (CYS Registration)

<https://humphreys.armymwr.com/programs/parent-central-services>

Parent and Outreach Services <https://humphreys.armymwr.com/programs/parent-and-outreach-services>

SFC Paul R. Smith Youth Center <https://humphreys.armymwr.com/programs/sfc-paul-r-smith-youth-center>

School Support Services <https://humphreys.armymwr.com/programs/school-support-services>

Youth Sports and Fitness <https://humphreys.armymwr.com/programs/youth-sports>

Libraries

SFC Ray E. Duke Memorial Library
<https://humphreys.armymwr.com/programs/duke-memorial-library>

Suwon Library <https://humphreys.armymwr.com/programs/suwon-library>

Outdoor Recreation

Outdoor Recreation <https://humphreys.armymwr.com/programs/outdoor-recreation>

Recreation

Downtown Recreation Center <https://humphreys.armymwr.com/programs/downtown-recreation-center>

Suwon Community Activity Center
<https://humphreys.armymwr.com/programs/suwon-community-activity-center>

Service Members

Better Opportunities for Single Soldiers (BOSS)
<https://humphreys.armymwr.com/programs/boss>

SPC Ross A. McGinnis Warrior Zone
<https://humphreys.armymwr.com/programs/mcginnis-warrior-zone>

Social & Dining

Catering & Event Services <https://humphreys.armymwr.com/programs/catering-event-services>

Clyde's Kitchen (Suwon AB) <https://humphreys.armymwr.com/programs/clydes-kitchen>

Downtown Lanes Bowling Center
<https://humphreys.armymwr.com/programs/downtown-lanes>

First and Ten Restaurant <https://humphreys.armymwr.com/programs/first-and-ten-restaurant>

[Flightline Tap Room https://humphreys.armymwr.com/programs/flightline-tap-room](https://humphreys.armymwr.com/programs/flightline-tap-room)

MVP Restaurant <https://humphreys.armymwr.com/programs/mvp-restaurant>

Morning Calm Center <https://humphreys.armymwr.com/programs/morning-calm-center>

River Bend Golf Course <https://humphreys.armymwr.com/programs/river-bend-golf-course>

River Bend Pub <https://humphreys.armymwr.com/programs/river-bend-pub>

Texas Roadhouse <https://humphreys.armymwr.com/programs/texas-roadhouse>

Sports & Fitness

CAC Indoor Pool <https://humphreys.armymwr.com/programs/cac-indoor-pool>

Collier Community Fitness Center <https://humphreys.armymwr.com/programs/collier-community-fitness-center>

Family Fitness Room <https://humphreys.armymwr.com/programs/family-fitness-room>

Outdoor Pool <https://humphreys.armymwr.com/programs/outdoor-pool>

Sitman Physical Fitness Center <https://humphreys.armymwr.com/programs/sitman-physical-fitness-center>

Suwon Fitness Centers <https://humphreys.armymwr.com/programs/suwon-fitness>

Turner Fitness Center <https://humphreys.armymwr.com/programs/turner-fitness-center>

Zoeckler Fitness Center <https://humphreys.armymwr.com/programs/zoeckler-fitness-center>

Travel & Lodging






Humphreys Army Lodging <https://humphreys.armymwr.com/programs/humphreys-army-lodging>









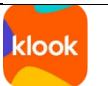












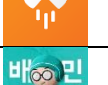


























Leisure Travel Services (Discover Seoul)
<https://humphreys.armymwr.com/programs/leisure-travel-services>

Other

Civilian Employment Assignment Tool (CEAT)
<https://humphreys.armymwr.com/programs/civilian-employment-assignment-tool-ceat>

Phone Apps

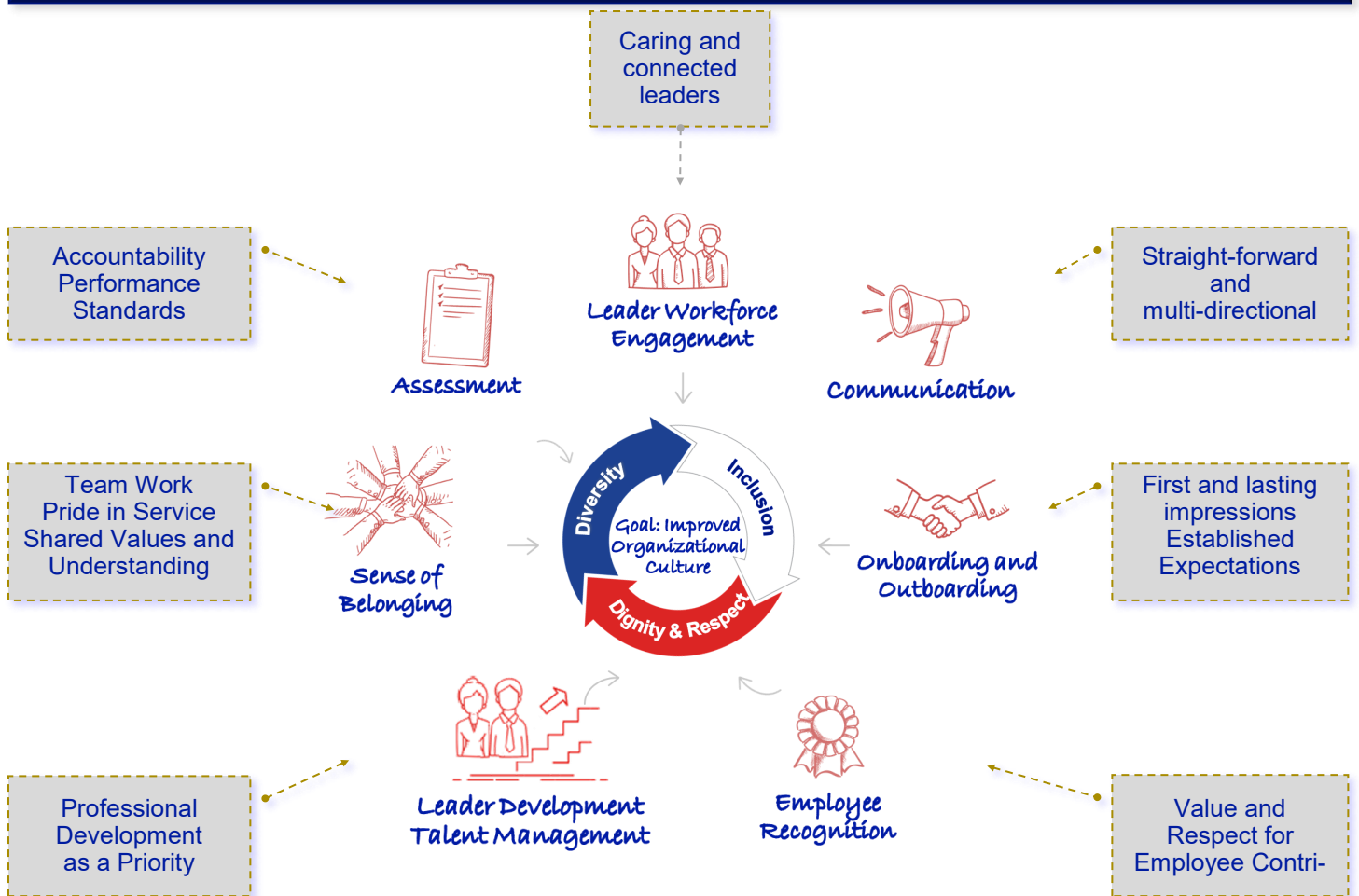
	Apple	Google Play	
			Digital Garrison
			MyExchangeFood
			USO app gives service members and their families the ability to find USO locations, discover USO programs, and quickly check-in on arrival at participating USOs.
			Signal: Private Messenger. Free and instantaneous communication anywhere in the world
			WhatsApp: Messaging nternationally available freeware, cross-platform, centralized instant messaging (IM) and voice-over-IP (VoIP) service owned by American company Meta Platforms.
			Telegram: Messaging
			Kakao Talk https://www.kakaocorp.com/page/service/service/KakaoTalk?lang=ENG&tab=all
			Naver Map: Navigation
			Kakao Map: Navigation
			Waze: Navigation
			Subway Korea or Jihachul: Accurate subway map app with timetables
			Korail: Korailtalk provides Korail train ticket reservation service in English, Chinese and Japanese
			KaKao Taxi

			KaKao Metro
			Papago: AI Translator
			Google Translate: AI Translation
			Klook:: Discover and book attractions, tours, transport and WIFI
			Visit Korea
			Wingspook
			MangoPlate: Restaurant Discovery app
			Yogiyo: Local eats, delivered. Web Version : https://www.yogiyo.co.kr/mobile/#/
			Shuttle: Local eats, delivered. Discover restaurants, bakeries, and shops in Korea available for pickup & delivery.
			Baedal Minjok (배달의 민족): Korean Language
			Accuweather
			Weather Underground
			Air Visual
			Cine in Korea – movie site for foreign expats in Korea (Not an app)
			Everland: Theme Park Waiting App
			Lotte World: Theme Park Waiting App
			Interpark: Theme Park Waiting App
			Emergency Ready App
			Coupang: the largest e-commerce platform in South Korea.



Installation Management Command (IMCOM) Service Culture Campaign

IMCOM's Service Culture is our philosophy on how we treat, take care of, and interact with those we support and each other. The Service Culture Campaign (SCC) is how we execute/apply that philosophy. The SCC is a people-first framework that informs and should influence every interaction we have as IMCOM professionals every day. The SCC emphasizes treating everybody with dignity, respect, civility, serving with a sense of provide and excellence in all aspects of operations.



Get involved! Stay involved!

1

IMCOM Professionals live the Army Values, the Army Civilian Corps Creed and IMCOM's Principles of S.E.R.V.I.C.E.

2

IMCOM Leaders and Supervisors at all levels deliver on the promises of IMCOM's Leadership Pledge

3

All IMCOM Professionals make the promises of IMCOM's Pledge to Those We Serve a reality





ASAP PROGRAMS

LOCATION: BLDG. 544, 3RD FLOOR

(Behind Jenkins BH Clinic, across from Freedom Chapel)

ASAP DSN: 755-1089

COMM: 0503-355-1089

****Please note that SUDC-C clinics are embedded in BH Clinics and conduct the assessment and treatment for SUD.***

Risk Reduction Program

Focuses on identifying and reducing Soldier high risk behavior through effective use of installation resources, the Installation Prevention Team (IPT) to implement effective prevention and intervention strategies.

Risk Reduction Benefits:

- Provides on-going needs assessments (Unit Risk Inventory/URI)
- Promotes informed decision making pertaining to prevention strategies and delivery methods.

**Risk Reduction Program Coordinators
755-1090**

ASAP Prevention Program

Provides proactive substance abuse prevention training, promoting healthy life-style choices and ethical decision making incorporating the low-risk drinking guidelines. Provides the 2-day Prime for Life (PFL)/ADAPT substance use intervention and pretreatment program specifically designed for people who may be making high-risk choices.

Prevention Coordinator: 755-1080

Prevention Chief: 755-1088

Drug Testing Program

A Commander's Program which relies heavily on smart testing to deter illicit drug use and prescription drug abuse. Smart testing is the process through which drug testing is conducted in such a manner that is not predictable to the tested population. Provides the Brigade/Unit Prevention Leader (BPL/UPL) training and UA testing materials and processing. Conducts all Civilian Drug Testing.

Drug Testing Coordinators: 755-1087 or 755-1018

Drug Testing Technician: 755-1082

Suicide Prevention Program

Enhances community and individual empowerment through education and awareness training on risk factors and warning signs for suicide and available resources. The program aims to minimize suicide related behaviors; to preserve mission effectiveness and readiness of Soldiers, Family Members, and DA Civilians. The SPPM provides tools and guidance for commands to implement effective suicide prevention programs in their units.

**Suicide Prevention Program Manager
755-1083**

Employee Assistance Program

Offers short-term non-clinical counseling and referral services to help employees improve job performance, overall wellbeing and build resilience. This free, confidential service is available to Department of Army Civilian Employees, active duty family members 18+, retired military and family members, and foreign national employees with SOFA status. EAP also offers training and support to employees and supervisors, to include MRT & PFL.

**Employee Assistance Program Coordinator
755-1086**



Employee Assistance Program (EAP)

***FREE and CONFIDENTIAL support available to all DOD Civilians, Family Members
and Military Family Members 18+ with adult life issues impacting job performance
or well being.***



S U P P O R T * G U I D A N C E * A D V I C E
S K I L L S - B A S E D C O U N S E L I N G
I N F O R M A T I O N * T R A I N I N G * R E F E R R A L S

USAG HUMPHREYS EAP

DSN: 755-1086

COMM: 0503-355-1086

ASAP DSN: 755-1089 COMM: 0503-355-1089



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMG-ZA (RN 100)

JUL 27 2021

MEMORANDUM FOR All Personnel Assigned or Attached to USAG Humphreys

SUBJECT: Command Policy #10, Sexual Harassment/Assault Response and Prevention (SHARP) Program

1. References:

- a. DoD Directive (DoDD) 6495.01, Sexual Assault Prevention and Response (SAPR) Program, 23 January 2012 (incorporating Change 2, effective 20 January 2015).
- b. DoD Instruction (DoDI) 6495.02, Sexual Assault Prevention and Response (SAPR) Procedures, 28 March 2013 (incorporating Change 2, effective 7 July 2017).
- c. AR 27-10, Military Justice, 3 October 2011.
- d. AR 600-20, Army Command Policy, 24 July 2020.
- e. USFK Command Policy Letter #9, Sexual Assault Prevention and the Protection of Victims, 2 January 2014.
- f. USFK Regulation 600-20, Sexual Assault Prevention and Response Program, 16 July 2015.
- g. US Army Region-Pacific SHARP Policy Memorandum #15-01, 12 January 2015.
- h. HQDA EXORD 221-12, 2012 Sexual Harassment/Assault Response and Prevention (SHARP) Program Synchronization Order, 23 June 2012.
- i. ALARACT 188/2014, HQDA EXORD 193-14, Screening of SHARP Program Personnel and Others in Identified Positions of Significant Trust, 25 July 2014.
- j. ALARACT 344/2013, HQDA EXORD 052-14, Army Installation and Below Website Information for Sexual Assault Related Phone Numbers to Reach a SHARP Sexual Assault Response Coordinator (SHARP/SARC) or Victim Advocate (SHARP/VA), 31 December 2013.

2. Purpose: To establish the USAG Humphreys and Area III, Korea, policy for Sexual Harassment/Assault Response and Prevention (SHARP) program.

3. Applicability: This policy applies to all personnel, military and civilian, assigned or attached to USAG Humphreys and Area III, Korea, to include tenant units, invited contractors and dependent family members.

4. Policy:

a. The prevention and elimination of sexual violence is the number one priority of this command. The policy of the US Armed Forces is that sexual harassment and sexual assault is unacceptable conduct, which will not be tolerated or condoned. The Army leadership at all levels remains committed to creating and maintaining an environment conducive of maximum productivity and respect for human dignity. Sexual violence in our units destroys teamwork and negatively affects combat readiness. The Army bases its success on mission accomplishment, which can only be achieved in an environment free of sexual harassment and sexual assault for all personnel.

b. AR 600-20, para 7-4 defines sexual harassment as a form of gender discrimination that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

c. Submission to, or rejection of, such sexual advances is made explicitly or implicitly a term or condition of a person's job, pay, career, or employment decisions effecting that person. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and creates an intimidating, hostile, or offensive work environment.

d. Any person in a supervisory or command position, who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of subordinate personnel is engaging in sexual harassment. Similarly, anyone who makes deliberate or repeated unwelcome verbal comments, gestures or other overtures of a sexual nature is engaging in sexual harassment.

e. Personnel have the right to present a complaint to the command through the SHARP program without fear of intimidation, reprisal, retaliation, or further harassment. Attempts to resolve sexual harassment should always be made to solve the problem at the lowest possible level within the organization. Sexual harassment options include informal and formal complaints:

(1) An informal complaint is not made in writing, and the complainant may speak to the offender, to a supervisor or both. It is the intention that the offending behavior would stop with no further action required. A memorandum for record detailing the action which resolved the complaint is highly recommended.

(2) A formal complaint is a written statement submitted on a DA Form 7279 to the Sexual Assault Response Coordinator (SARC). All formal sexual harassment complaints will be reported to the first General Courts-Martial Convening Authority (GCMCA) within three calendar days.

f. Sexual assault is a crime that has no place in the Army. Sexual assault is incompatible with Army values and is punishable under the Uniform Code of Military Justice. Anyone who is aware of sexual assault has 24 hours to report this criminal misconduct.

g. AR 600-20, para 8-4a states: Sexual assault is a criminal offense and is defined as intentional sexual conduct, characterized by use of force, physical threat, or abuse of authority, or when the victim does not and cannot consent. Sexual assault can occur without regard to gender, spousal relationship, or age of the victim. Consent is not deemed or construed to mean the failure by the victim to offer physical resistance. Consent cannot be given when a person uses force, threat of force or coercion, or when the victim is asleep, incapacitated, or unconscious.

h. Military service personnel, civilian employees, and adult family members (18 years and older), who are sexually assaulted, have the choice of two reporting options; Restricted or Unrestricted reporting.

(1) The USFK SHARP Hotline is always monitored for reporting sexual harassment and assault, either restricted or unrestricted. To call the 24/7 SHARP Hotline from anywhere in Korea, dial DSN 158 on-post or 0503-363-5700 from any commercial line or a cell phone. Please select the number to the Area where the sexual assault took place; for USAG Humphreys and Area III, press the number 3.

(2) Restricted reporting is kept confidential, this allows the victim to receive medical care and behavioral health services without notifying the command or law enforcement. No official investigation is possible if the reporting remains restricted. Only SHARP Specialists (SARCs and VAs), medical and behavioral health care professionals, and Chaplains can be notified, if the victim wishes to keep the sexual assault report restricted.

(3) Unrestricted reporting allows the victim to receive medical and behavioral health care. In addition, the Criminal Investigation Division (CID) will initiate an investigation and the command will be notified. The victim may request an expedited transfer, if it is in his or her best interests. The victim will be able to receive a Sexual Assault Forensics Examination (SAFE) whether the report is restricted or unrestricted. With an unrestricted report, details regarding the incident is limited to only those personnel with a legitimate need to know.

AMIM-HMG-ZA (RN 100)

SUBJECT: Command Policy #10, Sexual Harassment/Assault Response and Prevention (SHARP) Program

i. All sexual assault victims may elect to have a Special Victim Counsel (SVC). All such services will be coordinated through the Staff Judge Advocate (SJA).

5. Responsibilities:

a. SHARP is everyone's responsibility. Anyone, particularly bystanders, who witness or become aware of sexual harassment or sexual violence are required to act either by direct intervention or by reporting the incident as soon as possible to emergency services. Personnel in the chain of command must report sexual harassment to the SHARP office and sexual assault to CID, as it becomes known to them.

b. Victims of sexual harassment and sexual assault will be treated with fairness, dignity and respect at all times. Safety for the victim is the primary consideration, particularly in cases of sexual violence. Retaliation and retribution towards the victim is strictly not allowed. This is true with the chain of command or with peer interaction. Any incident of reprisal against a sexual harassment or sexual assault victim must be immediately brought to the attention of the Brigade or Garrison Commander.

6. Proponent: The proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation (DFMWR) Army Community Service (ACS) Sexual Harassment/Assault Response and Prevention (SHARP) Program.

7. The point of contact is the Garrison Sexual Assault Response Coordinators Office, 3rd floor, building 572, DSN 753-8435/8444. The 24/7 SHARP Hotline: DSN 158, cell phone 0503-353-5700.



SETH C. GRAVES
COL, AG
Commanding

DISTRIBUTION:
USAG Humphreys Website



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AUG 30 2021

AMIM-HMG-EE (RN 100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #37, Equal Employment Opportunity (EEO)

1. References.

- a. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- b. AR 690-12, Equal Employment Opportunity and Diversity, 12 December 2019.
- c. 29 CFR 1614.
- d. EEOC EEO Management Directive 110 (EEO-MD-110), 5 August 2015.

2. Background. The United States Army Garrison - Humphreys (USAG-Humphreys) is fully committed to the EEO principles. We expect each leader, manager, and supervisor to be as committed as we are to the Army's vision of becoming a "model employer with a diverse workforce founded upon equality of opportunity". All leaders will comply with federal laws and Department of Army regulations prohibiting unlawful discrimination in the work place, and assist in ensuring that equal opportunity in employment remains the standard throughout the USAG-Humphreys area of responsibility.

3. Intent. Equal opportunity and an environment free from unlawful discrimination and harassment are essential to the fulfillment of our mission requirements, and it ensures all civilian employees are afforded the opportunity to achieve their full potential. Our mission can only be accomplished in an environment of mutual respect, dignity, and fair treatment. In order to foster this environment, leaders must ensure that employment decisions are based solely on merit system principles.

4. Definitions. It is the policy of this command to provide equal employment opportunities, without regard to race, color, sex (including pregnancy, sexual harassment, gender identity, and sexual orientation), national origin, age (40 and over), reprisal (for prior EEO activity), religion, disability (physical or mental), and genetic information (Genetic Information Nondiscrimination Act, (GINA)), for all Civilian employees, former employees, and applicants for employment.

5. Policy. Unlawful discriminatory factors or practices are not to enter the decision making process for job selection, work assignment, awards, training, or discipline.

AMIM-HMG-EE (RN 100)

SUBJECT: Command Policy #37, Equal Employment Opportunity (EEO)

6. Requirement. Leaders, managers, and supervisors are responsible for ensuring all civilian employees complete the required annual mandatory Equal Employment Opportunity, Anti-Harassment, and NO FEAR training.

7. Point of contact is USAG Humphreys EEO Manager at DSN 315-755-9155.

A handwritten signature in black ink, appearing to read 'S. Graves', with a long horizontal flourish extending to the right.

SETH C. GRAVES
COL, AG
Commanding

DISTRIBUTION:
USAG Humphreys Website

Terminology

AAFES	Army and Air Force Exchange Service
AP	Asia Pacific
APC	Agency Program Coordinator
APO	Army Post Office
AR	Army Regulation
AWC	Army Wellness Center
CAC	Common Access Card
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CSM	Command Sergeant Major
CYS	Child and Youth Services
CYSS	Child and Youth School Services
DA	Department of the Army
DeCA	Defense Commissary Agency
DBIDS	Defense Biometric Identification System
DD	Department of Defense Form
DFAS	Defense Finance and Accounting Service
DGC	Deputy Garrison Commander
DHR	Directorate of Human Resources
DMZ	Demilitarized Zone
DoDEA	Department of Defense Education Activity
DPS	Defense Personal Property System
DRM	Directorate of Resource Management
DTMO	Defense Travel Management Office
DTS	Defense Travel System
DPW	Directorate of Public Works
EOD	Entrance On Duty
FAVN	Fluorescent Antibody Virus Neutralization
FJO	Firm Job Offer
FTA	Foreign Transfer Allowance
GAL	Global Address List
GC	Garrison Commander
GTCC	Government Travel Credit Card
GS	Government Scheduled
HHG	Household Goods
HRC	Human Resources Command
IAW	In Accordance With
IMCOM	Installation Management Command
JTR	Joint Travel Regulation
KRW	Korean Won
LOA	Letter of Agreement
LOE	Letter of Employment

LOI	Letter of Instruction
LQA	Living Quarters Allowance
NAF	Non-Appropriated Fund
NTS	Non-Temporary Storage
OCONUS	Outside the Continental United States
PA	Post-Allowance
PAIO	Plans Analysis and Integration Office
PCS	Permanent Change of Station
POF	Privately Owned Firearm
POV	Privately Owned Vehicle
PSC	Postal Service Center
EXCHANGE	Post Exchange aka Army and Airforce Exchange Service (AAFES)
RAT	Renewal Agreement Travel
RFO	Request for Orders
RITA	Relocation Income Tax Allowance
ROK	Republic of Korea
SF	Standard Form
SOFA	Status of Forces Agreement
STEP	Smart Traveler Enrollment Program
TJO	Tentative Job Offer
TMP	Transportation Motor Pool
TQSA	Temporary Quarters Subsistence Allowance
U.S.C	United States Code
UB	Unaccompanied Baggage
USDA	United States Department of Agriculture
USFK	United States Forces Korea



New Employee Name: _____ Date: _____
 Sponsor: _____

Please rate the following statements based on the scale below and provide suggestions to improve any “No” answers.

1. Poor	2. Fair	3. Good	4. Very Good	5. Excellent	Not Applicable
---------	---------	---------	--------------	--------------	----------------

	1	2	3	4	5	N/A
1. My overall Onboarding experience was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. My onboarding experience helped me integrate into my new organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. My onboarding experience prepared me to perform my duties and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I was provided an Onboarding Guide upon employment.				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. The Onboarding Guide was useful and easy to follow				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. My suggestions for improving the Onboarding Guide/ Welcome Packet are:						
7. My sponsor contacted me before I arrived				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8. My sponsor was available and responsive				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9. My sponsor made me feel welcomed to the team				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10. My sponsor escorted me through my in-processing				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11. I was provided the proper equipment in a timely manner				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12. My suggestions for improving the sponsorship program are:						
13. My first line leader/supervisor and I reviewed my job description & performance standards				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14. I understand what is expected of me in my position				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15. I received a copy of the command policies				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16. I have established an individual development plan with my supervisor				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
17. I have met with leadership and understand my chain of command				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18. I was provided timely network access and workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. I feel well prepared to contribute to the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. My suggestions for improving my in-processing and onboarding are						

Onboarding Survey January 20, 2023

