



CIVILIAN EMPLOYEE ON-BOARDING GUIDE

USAG Humphreys

Maude Hall, Bldg. 6400
Unit 15228 APO AP 96271



Table of Contents

| | |
|--|----|
| WE ARE THE ARMY'S HOME | 8 |
| MISSION | 8 |
| VISION | 8 |
| Values (LDRSHIP) Principles (SERVICE) | 8 |
| Army Civilian Corps Creed..... | 8 |
| Humphreys' History & Beyond | 9 |
| NEARBY MILITARY INSTALLATIONS | 9 |
| SENIOR COMMAND | 9 |
| AAFES EXCHANGE..... | 10 |
| DECA | 10 |
| DODEA | 10 |
| International & Local Calling Instructions | 10 |
| PRE-ARRIVAL | 11 |
| Accepted Offer..... | 11 |
| Request a Sponsor | 12 |
| Lodging | 12 |
| Humphreys Army Lodging | 12 |
| Off-site Lodging | 12 |
| Kennel & Bording..... | 13 |
| Health & Medical | 13 |
| Specialty Medical Appointments..... | 13 |
| Healthcare & Insurance..... | 14 |
| TRICARE | 14 |
| Medical Resources..... | 15 |
| Emergency Essential (EE) Positions..... | 15 |
| Government Travel Charge Card (GTCC)..... | 16 |
| Travel Card Resources | 16 |
| Passports | 17 |



| | |
|--|----|
| Passport & Travel Resources | 18 |
| SOFA Stamp and A-3 Visa | 19 |
| Korean Electronic Travel Authorization (K-ETA) | 20 |
| Required Training | 21 |
| Theater Specific Training | 21 |
| Driver's License Training | 21 |
| Driver's Resources | 21 |
| Move and Storage of Goods | 22 |
| Weapons..... | 22 |
| Household Goods Shipping Process | 22 |
| Arranging Household Goods Shipments..... | 23 |
| HHG Tips to Think About | 24 |
| POV Shipment | 25 |
| Auto Insurance | 26 |
| Moving Resources | 26 |
| Pet Requirements | 27 |
| Pre-Travel Preparation | 27 |
| Registration, Care & Kenneling | 28 |
| On Post Veterinary Resources | 28 |
| Pet Checklist for PCS'ing to Korea | 30 |
| School and Youth Services | 31 |
| Checklist for Inbound Families | 31 |
| New Students..... | 31 |
| Returning Students | 32 |
| Employment Status and Certification of Non-DoD Civilian Sponsors and Dependents..... | 32 |
| Employment Status Sponsor | 32 |
| Verification of Housing | 32 |
| Preschool..... | 32 |



| | |
|--|----|
| Parent Central Services (CYS Registration) | 33 |
| School Age..... | 33 |
| High School Programs | 34 |
| School and Youth Resources | 34 |
| Post Secondary Education (College & University)..... | 35 |
| Post Secondary Education Resources | 36 |
| Cellphone | 37 |
| Keeping in Touch Abroad | 37 |
| Providers in South Korea | 38 |
| Banking | 38 |
| TRAVEL DAY TO THE ROK | 39 |
| Hand Carry Items Checklist & Arrival Procedure | 39 |
| Arrival Card..... | 40 |
| Customs..... | 40 |
| Temporary SIM Cards for Cell Service | 41 |
| USFK Buses at Airport Terminals..... | 41 |
| ARRIVAL TO USAG HUMPHREYS | 42 |
| TRANSITION WEEK (WEEK 1)..... | 42 |
| In-Processing Briefings | 43 |
| HRC in-processing | 43 |
| DHR In-processing..... | 44 |
| USAG-H In-processing Checklist..... | 44 |
| SOFA A-3 VISA..... | 46 |
| Motor Vehicle Operator's Permit..... | 46 |
| Week 1 Resources..... | 47 |
| Travel Voucher | 47 |
| DEERS/Contact Information Update | 48 |
| Postal Service Center (PSC) BOX | 48 |
| Transportation | 49 |



| | |
|--|----|
| Rental Car..... | 49 |
| Shuttle Bus Service..... | 49 |
| Motor Vehicle Registration | 49 |
| Shipped Vehicle to Korea | 49 |
| Used Korean Vehicle | 50 |
| Shopping (PX & Commissary) | 51 |
| POST ARRIVAL INFORMATION | 52 |
| SPOUSE EMPLOYMENT..... | 52 |
| Employment Readiness Program (ACS)..... | 52 |
| Military Spouse Hiring Initiative (HRC) | 52 |
| Military Spouse Preference | 53 |
| Military Family Preference..... | 53 |
| Veterans Preference | 54 |
| Special Hiring Authorities | 54 |
| The Department of State's Family Member Appointment (FMA)..... | 55 |
| Military Transition Links..... | 55 |
| Contractor Links..... | 55 |
| Army Volunteer Corps (AVC)..... | 56 |
| Employment Resources | 57 |
| Overseas Benefit and Entitlements..... | 58 |
| Educational Travel | 58 |
| Leave..... | 58 |
| Renewal Agreement Travel (RAT)..... | 58 |
| Taxes | 59 |
| Mandatory Tax Withholding..... | 59 |
| TQSE and TQSA..... | 60 |
| Other Tax Consequences..... | 60 |
| Taxable Relocation Expenses | 60 |
| Non-Taxable Relocation Expenses | 61 |



Tax Resources 61

Forms..... 62

LQA/Post Allowance Instructions..... 63

Relocation Income Tax Allowance (RITA) Instructions..... 78

Travel Voucher Instructions..... 88



CIVILIAN EMPLOYEE ONBOARDING GUIDE

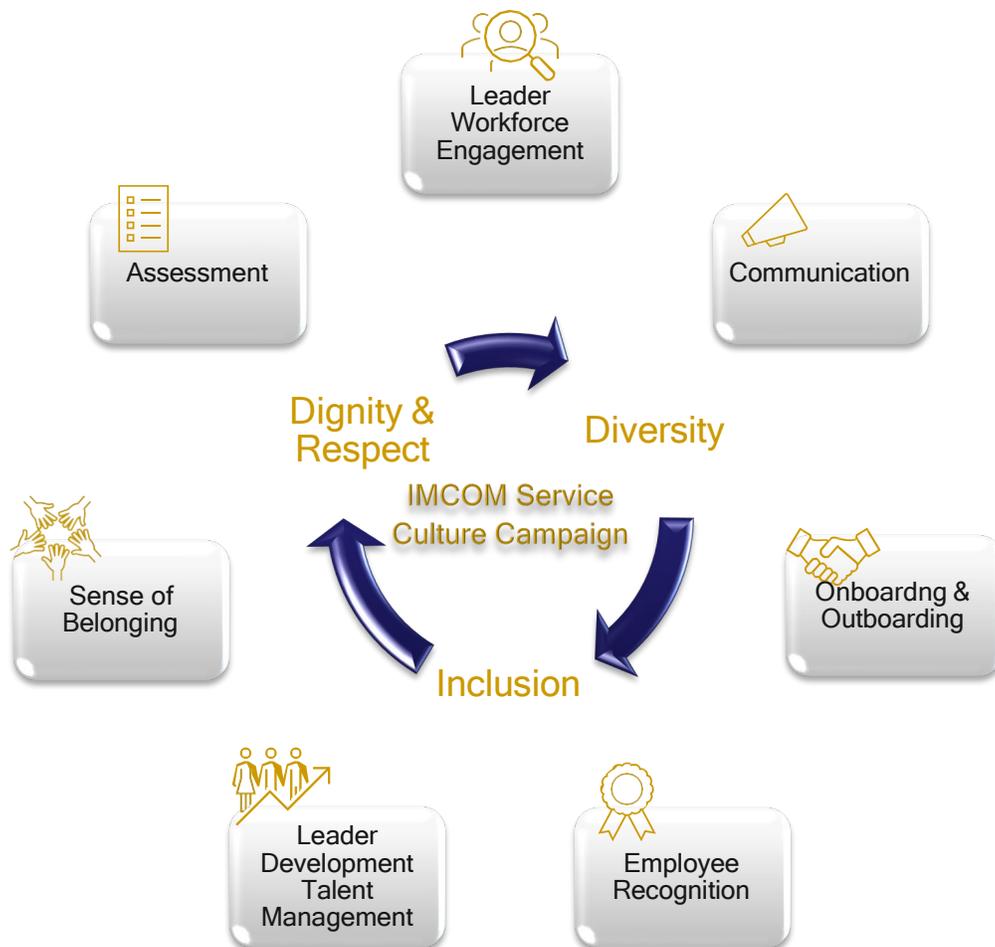
For IMCOM Civilian employees PCS'ing to USAG Humphreys

DISCLAIMERS

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

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.





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 (LDRSHIP)

Loyalty
Duty
Respect
Selfless Service
Honor
Integrity
Personal Courage

Principles (SERVICE)

Service
Excellence
Respect
Vision
Integrity
Communication
Empowerment

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.



Humphreys' History & Beyond

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)

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.



www.flickr.com/usaghumphreys



www.facebook.com/usaghumphreys



www.instagram.com/usaghumphreys



www.youtube.com/usaghumphreys



AAFES EXCHANGE

Army and Air Force Exchange Service

Largest PX in the Pacific Region & 3rd Worldwide. Total 181 storefronts, 7 retail, 24 food facilities, and 2 theaters.



DECA

Defense Commissary Agency

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



DODEA

Department of Defense Education Activity

Humphreys Central Elementary (875 Building Capacity)
 Humphreys West Elementary (875 Building Capacity)
 Humphreys Middle School (1100 Building Capacity)
 Humphreys High School (950 Building Capacity)



International & Local Calling Instructions

From US...

| | |
|----------------------|---|
| to Humphreys DSN | 011-82-5033 + last 6 digits |
| to Korean cell phone | 011-82 + last 2 digits of prefix + rest of digits |
| to operator | 011-82-5033-1110 |

From Korea...

| | |
|----------------------|-------------------------|
| to Humphreys DSN | 05033 + last 6 digits |
| to Osan Air Base | 0505 + last 7 digits |
| to Suwon Air Base | 031-220 + last 4 digits |
| to operator | 050-3323-1110 |
| to off-base operator | 114 |

From DSN

| | |
|---------------------------|-------------------------|
| to toll-free (800 number) | 94-800 + rest of digits |
| to operator | 723-1110 or 0 |



USAG Humphreys Directory

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



OSAN Air Base Directory

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

Note: Collect calls are **not** accepted on Military lines (including living quarters)



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 on-boarding 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 HRC 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 Charge Card (GTCC) in 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?
7. Visit the [Workforce Development page](#)
8. Download apps:
 - a. Digital Garrison
 - b. MyArmyPost

As an overseas or Outside the Continental United States (OCONUS) IMCOM employee, you may be 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. Your sponsor will assist you in navigating your pre-arrival, travel, and onboarding to the organization.

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.

Humphreys Army Lodging

- <https://humphreys.armymwr.com/programs/humphreys-army-lodging>
- DSN 315-755-0233
- From the US: 011-82-31-692-0825
- Local Cell Phone: 031-692-0825

Off-site Lodging

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).

Dragon Hill Lodge, 394 rooms (Seoul)

Phone: 738-2222 or 050-3338-2222 Email: reservations@dragonhilllodge.com

Website: <https://www.dragonhilllodge.com>

Daily Free Bus runs from Humphreys Bus terminal Mon-Fri.



Howard Hotel, 50 rooms (Pyeongtaek)

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 (Pyeongtaek)

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, 30 rooms (Pyeongtaek-si)

Phone: 031-654-5501

Email: hoteljoy2017@gmail.com

Website: <http://blog.naver.com/hoteljoy2017>

Pet friendly (KRW 20000 per day per pet). Located outside of Anjeong (Main) gate. Approx. KRW 7000 from Lodging to Joy Hotel by taxi.

Asan Stay Hotel, 41 rooms (Asan Techno Valley)

Phone: 041-549-3399

Approx. KRW 12000 from Lodging to Asan Stay Hotel by taxi.

Cygnus Hotel, 43 rooms (Asan Techno Valley)

Phone: 041-542-0004

Website: <http://cygnus1708.modoo.at/>

Approx. KRW 12000 from Lodging to Cygnus Hotel by taxi.

Kabo Hotel, 120 rooms (Pyeongtaek)

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.

Air Force Inns Turumi Lodge, 390 rooms (Osan AFB)

Phone: 031-661-1844

Email: turumilodge.reservat@us.af.mil

Website: www.51fss.com

Pet friendly (\$10 per day. No size restriction). Approx. KRW 30000 from Lodging to Osan AB by taxi.

Kennel & Bording

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

Phone: 070-7597-0513

Email: humphreys@thefirstclasspet.com

Located in Bldg P-1039 next to the Charlton Gate.

Health & Medical

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 HRC representative for more information.

Healthcare & 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-factsabout-overseas-coverage/>
- FEHB Plan Results <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compareplans/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.

Medical Resources

Army Benefits Center (ABC-C) Requires CAC

<https://portal.chra.army.mil/abc>

1-877-276-928

BENEFEDS | Federal Benefits Enrollment (FEDVIP, FSAFEDS, FLTCIP)

<https://www.benefeds.com>

1-877-888-FEDS or 1-877-888-3337

TTY 1-877-889-5680

Brian D. Allgood Community Hospital – Pyeongtaek

<https://briandallgood.tricare.mil/>

CDC Vaccines and Medicines for South Korea

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/south-korea>

Important Facts about Overseas Coverage

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/important-factsabout-overseas-coverage/>

Navigating Korean Hospitals Guidebook

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

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.

<https://8tharmy.korea.army.mil/g1/assets/regulations/usfk/USFK-Reg-690-11-Civilian-Personnel-Mobilization-Planning-and-Execution.pdf>

Government Travel Charge Card (GTCC)

All civilian employees on official government travel will be issued a GTCC through the 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.

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.

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”.

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.

Travel Card Resources

Citi Commercial Travel Card

<https://home.cards.citidirect.com/CommercialCard/login>

Defense Travel System

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



Defense Travel Management Office (DTMO)

<https://www.travel.dod.mil/>

(DTMO is currently transitioning to MyTravel. Currently IMCOM has not migrated from DTS to MyTravel)

DTMO Joint Travel Regulations

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

DTS Training on TRAX

<https://www.defensetravel.dod.mil/neoaccess/login.php>

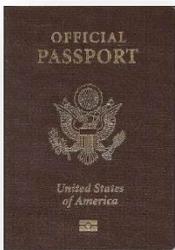
(DTS and My Travel both direct training to this CAC required URL)

Government Travel Charge Card Regulations May 2022

<https://media.defense.gov/2022/Aug/03/2003048892/-1/-1/0/GTCC.PDF>

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.



Eligible Family Members must apply for a SIP No Fee Passport prior to travel. If a SIP No-Fee passport cannot be obtained before departure, use of a Regular Passport is permissible for travel via military, contract, and commercial aircraft. The SIP No-Fee and Regular passports are both blue 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). **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 at USAG Humphreys and Osan AFB.*

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

<https://www.us-passport-service-guide.com/special-passportissuance-agency.html>.

This site cannot be accessed on a government computer. If you are having trouble, contact your HRC representative or your sponsor.

Passport & Travel Resources

DDForm1056 Authorization to Apply for a “No-Fee” Passport

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

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>

DoD Passport Matters: Passport and Visa Requirements by Country- South Korea

https://passportmatters.army.mil/Requirements/Visa_Requirements.aspx?country_name=Korea,%20South

Getting or renewing a U.S. Passport

<https://www.usa.gov/passport>

Republic of Korea Smart Entry Service (SES)

https://www.dgovkorea.go.kr/service1/g2c_02/ses

An expedited entry program like the U.S. Global Entry Program. SES should be completed prior to requesting membership in SES. **Membership in this program is not required.**

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



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

U.S. Department of State International Travel & Checklist

<https://travel.state.gov/content/travel/en/international-travel.html>

<https://travel.state.gov/content/travel/en/international-travel/before-yougo/travelers-checklist.html> 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. **Membership in this program is not required.**

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 abiding by our host nation's laws.

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

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. [Step by Step process infographic.](#)

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 HRC

Humphreys SOFA A-3 VISA OFFICE
 Maude Hall "One-Stop" BLDG 6400 Room I201
 Wed 1000-1200/1300-1700

OSAN SOFA Office
 Bldg. 648, AMC Terminal
 Mon, Wed, Fri 0900-1300 / Tues and Thurs 1100-1300

Korean Electronic Travel Authorization (K-ETA)

The K-ETA is required for all entrants into Republic of Korea, except U.S Military on orders. Those with an existing SOFA Stamp/A-3 Visa **do not** require a K-ETA. You can apply at <https://m.k-eta.go.kr/portal/apply/index.do>.

- 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.

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.

Driver's License Training

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.

Driver's Resources

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 Goods

Weapons

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 Privately Owned Firearm (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.

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/movingguide/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.”

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 number of items you may need sooner than your HHG. Unaccompanied baggage typically arrives 30-60 days after shipment and can be used to ship additional clothing, linens, and other items needed 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 (DPS) is the online system you can use to request and manage your household goods shipment(s). For more information and DPS log in link, visit [Moving Your Personal Property](#) on www.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 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).

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. Create a custom moving checklist at: <https://planmymove.militaryonesource.mil>.

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 Dust” 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 either 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.

POV Shipment

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 entitlements.**

To ship vehicles 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/>.

PCS My POV 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 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.

Auto Insurance

Contact your current vehicle/home/health insurance providers for insurance coverage options in Republic of Korea (ROK).

USAA Auto Insurance

24 Hour Toll Free Line from ROK 050-3355-1671

Moving Resources

Civilian Relocation PCS Tax Changes

www.dfas.mil/TaxLawChange

Defense Transportation Regulation

<https://www.ustranscom.mil/dtr/>

DFAS Civilian PCS

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

Eighth Army Ship Your Vehicle Page

<https://8tharmy.korea.army.mil/site/newcomers/shipping-pov.asp>

PCS Move

<https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/preparing-to-move-or-pcs/>

Personal Property Quick Reference Guide

<https://download.militaryonesource.mil/12038/MOS/Factsheets/UpdatedPersonalPropertyQuickReferenceGuideHandout.pdf>



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>

Your OCONUS Move: Planning, Resources, and Tips
<https://www.militaryonesource.mil/moving-housing/oconus-moves/logistics-and-family/a-service-family-checklist-for-moving-oconus/>

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.

Before PCS'ing 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.

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 (32Lx21Wx25H). 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 Resources

USAG Humphreys Veterinary Treatment Facility

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

Mon-Wed & Fri 0900-1600, Thurs 1300-1600

Bldg. 2260

COMM +82-0503-337-9720 or DSN 737-9720

USAG Humphreys "The First Class Pet"

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

Email: gina@thefirstclasspet.com

COMM +82-10-9794-1125

OSAN Air Base Veterinary Treatment Facility

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

Mon-Wed & Fri 0900-1600; Thurs 0900-1300

Bldg. 766

COMM +82 31-661-6614 or DSN 315-784-6614

All Paws Osan Pet Care

<https://www.51fss.com/allpaws/>

Bldg. 421-B | Mon-Sun 1000-1800

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/allservices/pet-care-center>

COMM +82-050-3336-6426 or DSN 315-736-6426

AMC Patriot Express

<https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/>

AMC Pet Pamphlet

[AMC Pet Pamphlet 8 Nov 2022.pdf](#) 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.

Animal and Plant Quarantine Agency

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



USDA Pet Travel

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

USFK Regulation 40-5 (All Pets must be microchipped)

<https://www.usfk.mil/Portals/105/Documents/Publications/Regulations/USFK-Reg-40-5-Pet-Control-and-Veterinary-Services-for-Domestic-Pets.pdf>

Eighth Army Pets Guide

<https://8tharmy.korea.army.mil/site/newcomers/pets-guide.asp>

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.



Pet Checklist for PCS'ing 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>

Bringing Cats and Dogs to the Republic of Korea

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

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

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



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.

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

Provide your 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/hesschild-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/>.

USAG Humphreys Parent Central Services:

<https://humphreys.armymwr.com/programs/parent-central-services>

School Age

Humphreys Central Elementary School

<https://www.dodea.edu/humphreyscentrales/index.cfm>

Grade Level: K-4

Phone: DSN 315-756-9310

School Hours 0730-1400, Tuesday early dismissal 1300

Registrar: HCESRegistrar@dodea.edu



Humphreys West Elementary School

<https://www.dodea.edu/HumphreysWestES/index.cfm>

Grade Level: K-4

Phone: DSN 315-757-2127

School Hours 0730-1350, Tuesday early dismissal 1250

Registrar: PAC_HumphreysWestES_Registrar@dodea.edu



Humphreys Middle School

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

Grade Level: 5-8

Phone: DSN 315-757-2166

School Hours: 0830-1505, Tuesday early dismissal 1405

Registrar: PAC_HumphreysMS_Registrar@dodea.edu



Humphreys High School

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

Grade Level: 9-12

Phone: DSN 315-756-9426

School Hours: 0825-1525, Tuesday early dismissal 1425

Registrar: PAC_HumphreysHS_Registrar@dodea.edu



Humphreys Area Homeschool Co-Op

www.thehahc.com

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.

Non-DoD Schools Program (NDSP)



<https://www.dodea.edu/nonDoD/index.cfm>

Support and financial assistance to defray costs of education and to facilitate educational continuity in international locations where there is no DoDEA school.

NDSP Pacific Email: NDSP.Education.Pacific@dodea.edu

Additional Information

- 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/aspden/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) 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>

School and Youth Resources

DODEA Pacific West District Homepage

<https://www.dodea.edu/Pacific/west>

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>

Humphreys CYS Webtrac

<https://webtrac.mwr.army.mil/webtrac103/wbws/Humphreyscys.wsc/wbsplash.html?wbp=1>

Humphreys School Support Services

<https://humphreys.armymwr.com/programs/school-support-services>



Military Child Care

<https://militarychildcare.com/>

Military Child Education Coalition

<https://www.militarychild.org/resources>

The Military Interstate Compact

<https://www.dodea.edu/Partnership/interstateCompact.cfm>

8th Army DODEA Pacific West School District Preparation

<https://8tharmy.korea.army.mil/site/newcomers/school-registration.asp>

USAG Humphreys Child and Youth Services

<https://humphreys.armymwr.com/directory/24/child-and-youth-services>

- 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 childcare 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.

USAG Humphreys Parent Central Services

<https://humphreys.armymwr.com/programs/parent-central-services>

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/about/garrison/directorate-human-resources/education-center>

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.

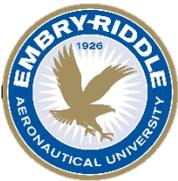
Post Secondary Education Resources



University of Maryland Global Campus
 DSN: 315-755-3532
 Email: humphreys-asia@umgc.edu
<https://www.facebook.com/umgc>
<https://asia.umgc.edu/index.cfm>



Troy University
 DSN: 315-755-3534
 EMAIL: humphreys@troy.edu
<https://facebook.com/troyuniversityhumphreys/>
<https://www.troy.edu/about-us/troy-supportcenters/pacific-support-centers/>



Embry Riddle Aeronautical University
 DSN: 315-755-3535
 Email: camp.humphreys@erau.edu
<https://www.facebook.com/embryriddleuniversity/>
<https://worldwide.erau.edu/locations/camphumphreys>



Incheon Global Campus
<https://www.igc.or.kr/en/index.do>
 Suny Korea
 Stony Brook University
 Fashion Institute of Technology (State University of New York)
 George Mason University Korea
 Ghent University Global Campus
 The university of Utah Asia Campus

DoD Tuition assistance (TA) Decide
<https://dodmou.com/tadecide/>

Joint Services Transcript:
<https://jst.doded.mil/>

TA DECIDE Website Helps You Find Best Schools



<https://www.military.com/education/dodlaunches-new-tuition-assistance-decision-tool.html>

U.S. Department of Education

<https://www.ed.gov/>

Veterans Affairs Education Page (GI BILL)

<https://www.va.gov/education/about-gi-bill-benefits/>

Cellphone

Contact your current cell phone provider for information on coverage overseas. This will allow you to find a Korean cell phone provider upon arrival without any connection issues. For a phone to work in Korea, it needs to satisfy these requirements:

- Be unlocked – some most companies sell phones with software that prevents them from recognizing another company's SIM card. Contact your cellular network provider before you leave the US to determine if you phone is unlocked.
- Have a SIM card slot – certain US and Canadian providers, running CDMA networks, sell unique versions of certain phones that have no SIM card slot to prevent customers from taking their phones to other networks
- Support LTE data (latest generation smart phones) that operates on bands 3, 8, and 26 in Korea. If your phone does not support one of these bands, it should still connect at 3G speeds using the WCDMA 2100 MHz frequency.
- Support WCDMA 2100 MHz frequencies – this is most important, as this is the frequency band that most Korean networks run their 3G networks on; this capability is inherent to the phone.

Keeping in Touch Abroad

While a local Korean cell number is recommended for communicating within South Korea, international plans are not practical. Service members and their families should explore the variety of other options to communicate abroad or back to the US. Many Soldiers and family members abroad find it convenient to utilize third party applications for audio or video chat functions. Below is a list of commonly used applications your family can explore to determine what will work best for your situation to stay in touch and communicate:

- KakaoTalk – text, video and call (used extensively in South Korea by everyone)
- Skype – text, call, video chat
- Facetime – video chat (Apple only)
- Facebook messenger – text, call, video
- Voxer – text, walkie-talkie
- Viber – text, call
- WhatsApp – text, call, video



Providers in South Korea

- SK Telecom
- KT (Olleh)
- LG U+ (formerly LG Telecom)

Banking

Contact your current bank for banking fee information while in Republic of Korea including transfer and withdrawal fees. Inform your current financial institutions of your upcoming international move and follow their guidance to ensure the continuation of service abroad.

Financial Institutions

- Navy Federal Credit Unions
www.navyfederal.org/branches-atms/korea.php
- Community Bank, operated by Bank of America
www.dodcommunitybank.com/home/locations/korea
- USAA Bank
www.usaa.com

Most ATMs on US installation will dispense USD or WON. You can select that option from the on-screens menu. You will be accepting the ATM Banks currency exchange rate. You can elect to withdraw USD and exchange currency on the economy. Most based have well known off-post vendors that provide currency conversion at a reduce exchange rate than larger financial institutions.

Chip credit cards are more convenient for you when traveling overseas because some merchants and kiosks no longer accept traditional magnetic-stripe credit cards. However, most merchants can still process your magnetic-stripe card manually by swiping the card.

You always can use an ATM to withdraw cash if the merchant doesn't accept the magnetic-stripe cards. Chip-and-PIN technology provides stronger protection against "skimming," a technique in which criminals copy the data from a card's magnetic stripe and use it to create a duplicate or counterfeit card. When a retailer uses a chip-enabled terminal, the chip technology helps prevent theft of account information.

NOTE: Most retail establishments and hotels in South Korea accept traditional magnetic credit cards. However, some stand-alone kiosks, shops, and street vendors may be cash only.



TRAVEL DAY TO THE ROK

Hand Carry Items Checklist & Arrival Procedure

Immigration
•K-ETA Form & Arrival Card



Baggage Claim



Customs
•Customs Declaration Form



Animal/Plant Inspection
•Pet Health Certificate



USFK Bus to USAG
Humphreys or Sponsor
Coordinated Transportation
•DO NOT TAKE TAXI

- 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 HRC 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

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.

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.



Arrival Card

Each person needs their own arrival card. Presenting your CAC along with your passport may speed up your processing.

| 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 ② <input type="checkbox"/> Female / 여 |
| Nationality / 국적 ③ | Date of Birth / 생년월일 YY YY MM DD 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"/> Business 상용 <input type="checkbox"/> Others 기타 () | | <input type="checkbox"/> Visit 방문 <input type="checkbox"/> Employment 취업 ⑧ Signature / 서명 ⑨ |

Use the Address for Lodging:

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

Customs

Only one customs form per family is required.

| CUSTOMS DECLARATION | |
|---|---|
| <ul style="list-style-type: none"> 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: _____ | |

| 1. DUTY-FREE ALLOWANCE | | | |
|---|---|--------------|------------|
| ▶ Alcohol, perfume and cigarettes | | | |
| Category | Alcohol | Perfume | Cigarette |
| Passengers | 1 bottle <small>(Noroelhan li see value for 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) * 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. | | |
| Crew | Less than US\$ 100 (One piece or set per item) | | |
| 2. GOODS PROHIBITED OR RESTRICTED FOR ENTRY INTO KOREA | | | |
| <ul style="list-style-type: none"> Firearms (gun replicas), knives, or other weapons, bullets and explosives, radioactive substances, monitoring instruments, etc. Methamphetamine, opium, heroin, cannabis and illicit drugs and abused/inhaled 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 | | | |
| <ul style="list-style-type: none"> 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 () ml, 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 office or call 1577-8577. | | | |



Temporary SIM Cards for Cell Service

You can obtain a Korean SIM Card by pre-order online or purchase at the arrival's terminal in Seoul Incheon Airport once you land. There are pick-up locations in both Terminal 1 and Terminal 2 in Seoul Incheon Airport.

- You can choose from 5-day, 7-day, 10-day, 15-day, 20-day, 30-day, 40-day, and 60-day options.
- Locations: LG U+ Counters in Seoul Incheon Airport located at Terminal 1 (between gates 10 and 11) or Terminal 2 (between gates 4 and 5).

USFK Buses at Airport Terminals

ARRIVAL AT OSAN AIR BASE

- After goods declaration, follow instructions provided by the staff.

ARRIVAL AT INCHEON AIRPORT

- **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".

- **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".



ARRIVAL TO USAG HUMPHREYS

TRANSITION WEEK (WEEK 1)

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.

HRC 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 HRC office to sign documents and receive your DD1172 and letter of employment.

Camp Humphreys Human Resource Center (HRC)
 Bldg. P6420 2nd Floor, RM 204
 APO AP, 96271-5746

| | |
|-----------|--|
| Monday | <ul style="list-style-type: none"> • 0800-0900 HRC In-processing for LOCAL HIRE CIVILIANS • 0900-1700 Sponsor Escorted Tour of installation, facilities, DHR, and workspace. Introductions to new teammate. |
| Tuesday | <ul style="list-style-type: none"> • 0800-1100 Meet with Sponsor • 1100-1300 DPW Housing Brief • 1300-1700 Meet with Sponsor |
| Wednesday | <ul style="list-style-type: none"> • 0800-0900 HRC In-processing for INBOUND CIVILIANS • 0900-1000 Meet with Sponsor (Escort to HRC for Letter of Employment LOE pickup) • 1000-1100 TARP in person training @ Family Theater (Near PX) each Wednesday • 1100-1700 After receipt of LOE <ul style="list-style-type: none"> • DEERS/ID Card • USFK License • Garrison Security Office • DRM • Post Office |
| Thursday | <ul style="list-style-type: none"> • 0800-1700 Meet with Sponsor |
| Friday | <ul style="list-style-type: none"> • 0800-1700 Meet with Sponsor |



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

<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

- HRC
- Housing
- Directorate of Human Resources (DHR) In-processing
- Army Community Services (ACS)
- Orientation for New Employees (ONE) Available quarterly
- Ethics Training (required for new Federal Employees within 30 days of employment)

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.

HRC in-processing

The briefing for CONUS to ROK employees occurs on Wednesdays at 0800. The briefing for local hires occurs on Monday at 0800.

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 HRC office to sign documents in the presence of the HRC representative. Below are the documents that you will sign in the presence of the HRC representative. You may fill these documents in advance, but do not sign them.



Service Now is the centralized location to access information and submit requests to HRC 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 HRC representative.

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

DHR In-processing

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

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

You can find resources and forms here:

<https://home.army.mil/humphreys/about/garrison/directorate-human-resources/workforce-development>

USAG-H In-processing Checklist

See next page



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 DESIGNATED AREA IN KOREA

TIME/DATE OF ARRIVAL

REPORT DATE

DEROS DATE

| ACTIVITY | SIGNATURE E STAMP | DATE | REMARKS |
|---|-------------------------|------|---|
| SPONSOR ASSIGNED NAME DATE ASSIGNED | | | SPONSOR CONTACT NEW EMPLOYEE, MEET AND ESCORT TO HRC AFTER QUARANTINE, ASSIST AS NEEDED |
| 1. DHR/WFD (BLDG 6400, 3RD FLOOR, DHR, DSN 757-2087/2502) including medical information | | | PICK UP THE IN-PROCESSING CHECKLIST FROM DHR/WFD |
| 2. AREA III HRC (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

I CERTIFY THAT I HAVE PROPERLY IN-PROCESSED ALL REQUIRED AGENCIES

SUPERVISOR

DATE

AMIM-HM Form 47-R, SEP 21



SOFA A-3 VISA

Each of the following items are required for SOFA Verification Stamp. Items required for **EACH** passport to be processed.

1. ROK Ministry of Justice Application
2. Physical Passport
3. Photocopy of Passport
4. Photocopy of Sponsor's ID Card (front and back)
5. Photocopy of Dependent's ID Card (front and back)
6. One of the following Application Certification Memorandums (not older than 30 days)
 - a. Military Assignment certification (Military Dependents)
 - b. Civilian Employment Certification (DoD Civilian Employees and Dependents)
 - c. Copy of USFK Form 700-19A-E

USAG Humphreys SOFA A-3 Visa Office is in Maude Hall "One-Stop" Room I-201, open Tuesdays & Wednesdays 1000-1200 & 1300-1700.

Motor Vehicle Operator's Permit

USFK's online driver's training and test are mandatory.

Training and testing for the USFK Driver's License (USFK 134EK) is conducted at the Joint Knowledge Online (JKO) website. The training and testing are open to all Service Members, DoD Civilians, and their respective dependents. Personnel with a CAC 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.

Note: ***Test scores are good for 60 days. Licenses will not be issued to personnel that have taken the test more than 60 days prior to applying for a license. Please allow 48 hours following the test to allow for system processing. The test facility personnel will confirm you meet licensing requirements. Following test score verification, a USFK Driver's License (USFK 134EK) will be issued. Training certificates will not be accepted as a proof of passing the online JKO training.***



Week 1 Resources

USAG Humphreys DEERS/ID Cards/ Ration Control
Maude Hall "One Stop" Bldg. 6400, Room F104

Hours of Operation:

Monday through Friday 0830-1630

Lunch 1130-1230

<https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/deersid-cards>

ID Card Office Online

DSN: 315-757-2102 (ID Cards)

COMM 0503 357-2102/2088/2503

usarmy.humphreys.id-pacific.mbx.rationcontrol@army.mil

<https://idco.dmdc.osd.mil/idco/>

USAG Humphreys Postal Services

<https://home.army.mil/humphreys/index.php/about/garrison/directorate-humanresources/usag-humphreys-post-office>

TMP, Drivers Testing and Exam

Army field support battalion (AFSBN-KOREA)

<https://home.army.mil/humphreys/index.php/about/garrison/afsbn>

Travel Voucher

Complete your travel voucher within 5 business days of arrival. Civilian PCS vouchers are processed by DFAS directly. FTA/TQSA is processed by the HRC. Before submitting your request claim be sure your packet includes:

- Travel Voucher ([DD Form 1351-2](#)) with signatures
- PCS Orders with all pages and any amendments
- POV Shipping Document (if applicable)
- SF1199A Direct Deposit Sign-up Form
- Itinerary & Receipt of all transportation costs
- Receipts (any single expense of \$75 or over)

Submit your travel voucher to:

usarmy.humphreys.8-army.mbx.175-fmsc-travelvouchers@army.mil



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 HRC. Required documents:

- DD Form 1172-2n (provided by HRC)
- 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: *DEERS/ID Cards/Ration Control are on a walk-in basis.*

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



Transportation

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.

KFR

Naver App: nsrentcar@naver.com

+82-010-2450-4899

Located at Maude Hall “One Stop” Bldg. 6400

kfr@kfrcar.com

Humphreys.car.rental@gmail.com

<http://kfrcar.com/>

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/afsbn/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.

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.

Shipped Vehicle to Korea

CAC DOD issued ID Card/valid ID card and any one of the following will verify proof of SOFA STATUS:

- 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:
- 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.
- The level of coverage is subject to change IAW ROK law.

Decal

- Application for Vehicle Registration Decal (USFK Form 31EK-E)

Fees

- KRW ₩1,800 for plates, KRW ₩4,000 for Motorcycle plates

Used Korean Vehicle

CAC DOD issued ID Card/valid ID card and any one of the following will verify proof of SOFA STATUS:

- 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:
- 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.
- **The level of coverage is subject to change IAW ROK law.**



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 ₩3,000 Government Stamp
- KRW ₩15,000 De-registration

Shopping (PX & Commissary)

You have authorized EXCHANGE and Commissary privileges during your overseas tour. If you do not have your CAC or dependent card, bring your LOE in lieu of your card until you receive it.



POST ARRIVAL INFORMATION

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.

Employment Readiness Program (ACS)

Services include:

- Up-to-date information on local, national, and international employment opportunities, job market trends and education, and volunteer resources.
- Information on job fairs (in person and virtual) and other hiring events.
- Assistance with employment applications.
- Career counseling and individual career assessments.
- Résumé critiques.
- Classes and seminars on self-assessment and career exploration, resume writing, interviewing techniques, dressing for success, networking, and entrepreneurship.
- Information on spouse licensure reimbursement (re-licensing at a new duty station can be costly).

Military Spouse Hiring Initiative (HRC)

The hiring of Military Spouses is of the utmost priority in the Far East Region and throughout the Department of Army. As such, CHRA Far East has created the Military Spouse Hiring Initiative. This initiative will allow Military Spouses, both currently CONUS and OCONUS, to have a point of contact (POC) in the Far East Region who is available to assist in the process of finding employment throughout South Korea and Japan.

Military Spouses can talk with a local POC to review their qualifications and offer feedback and guidance as needed. Qualified and selected Military Spouses can be hired through the Direct Hire Authority into a position through a non-competitive process that will allow them to start working faster and allow them to maintain their current skill set and/or grow in a new skill set. Appointments are temporary and do not exceed 18 months.



This process does not guarantee Military Spouses a job but is in place to ensure that Military Spouses have as many opportunities as possible to achieve employment while serving with their Service Member in the Far East Region. This initiative is meant for Military Spouses who currently do not have a permanent position in the Far East Region.

To register, provide the following documents:

1. Federal Resume - must be in federal, narrative format. For resume writing assistance, please contact your local ACS for tips and classes.
2. Sponsors PCS Orders
3. Marriage Certificate
4. Applicable licenses and certifications

Submit All Documents to:

usarmy.humphreys.chra-fe.list.military-spouse-hiring@army.mil

Military Spouse Preference

You are eligible for this hiring category if you are a spouse of active members of the Military Services (including the U.S. Coast Guard and full-time Reserve or National Guard) when you apply for all positions in the commuting area of the new duty station being filled under competitive procedures within the Department of Defense (DoD).

NOTE: Preference can be granted only once per Permanent Change of Station (PCS) move. Preference terminates when you accept OR decline a continuing permanent position without the time limitation. You must physically be at the foreign post to receive preference or 30 days prior to the report date for overseas assignment. Required Documents:

- Copy of the sponsor's PCS orders
- Current application or resume
- Proof of relationship if not listed on orders

Military Family Preference

You are eligible for this hiring category if you are a spouse, domestic partner or unmarried dependent child younger than 23 who:

- Lives with a sponsor, who is an active-duty member of the U.S. Armed Forces or U.S. civilian employees of U.S. Government agencies assigned in Korea and;
- Has not accepted or declined a permanent position or a temporary position of more than one year or longer within the same commuting area of your sponsor's new permanent duty station.



Family members with non-US citizenship who meet the requirement above may search and apply for available Korean Local National positions in accordance with USFK Reg 690-1.

Family Preference does NOT apply to:

- Employment with the Defense Intelligence Components. DoDI 1400.25-V1232, January 5, 2011
- Full performance level positions covered by mandatory mobility agreements.
- Employment of educators by the DoD Education Activity.
- Family members of locally hired Federal civilian employees.
- Family members of Korean national employees.
- DoD positions in foreign areas for which appointing authority is held by non-DoD agencies.

Required Supporting Documents for preference:

- Copy of the sponsor's permanent change of station (PCS) orders with effective date of the PCS
- Proof of relationship if not listed on orders (i.e., Marriage license, birth certificate, etc.)

Veterans Preference

Special consideration is given to qualified veterans, known as Veterans' Preference, not all veterans are entitled to it. Veterans' preference eligibility can be based on dates of active-duty service, receipt of a campaign badge, receipt of a Purple Heart, or a service-connected disability. Veterans Preference does not guarantee a job.

Special Hiring Authorities:

- **Veterans' Recruitment Appointment (VRA):** An excepted authority that allows to non-competitively appoint an eligible veteran at any grade level up to a GS-11 or equivalent. Disabled veterans; or active duty during war or campaign or expedition which campaign medal was awarded; or active duty servicing in a US military operation that an Armed Forces Service Medal was awarded; or veterans separated from active duty within past 3 years AND separation under honorable conditions.
- **30% or More Disable Veteran:** An authority that allow to non-competitively appoint any veteran with a 30% or more service-connected disability.



- **Veterans Employment Opportunity Act (VEOA):** An authority to allow veterans to compete under merit promotion procedures in competitive service. Preference eligible or veteran separated from the armed forces after 3 or more years of continuous active service AND under honorable conditions.

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.

Military Transition Links

- [American Job Centers](#)
- [Corporate Gray](#)
- [Helmets to Hardhats](#)
- [Leaders](#)
- [Military Employment](#)
- [Soldier For Life](#)
- [Troops to Teachers](#)
- [Veterans Employment Center](#)

Contractor Links

- [BAE Systems](#)
- [Boeing](#)
- [Booz Allen & Hamilton](#)
- [Bristol Myers Squibb](#)
- [CACI International](#)
- [Cisco](#)
- [Deloitte](#)
- [General Dynamics](#)
- [GDIT](#)
- [Huntington Ingalls Industries](#)
- [Leidos](#)



- [Lockheed Martin](#)
- [Magellan Health](#)
- [Merck](#)
- [North Grumman Corporation](#)
- [Raytheon](#)
- [Roche](#)
- [SAIC](#)
- [Serco](#)
- [Zeiders Enterprises](#)

Army Volunteer Corps (AVC)

The Army Volunteer Corps is a new way of thinking about volunteers and volunteering within the Army. It is an umbrella that encompasses all volunteers and all organizations supported by volunteers.

Volunteering fosters valuable skills and professional connections, which significantly increase the likelihood of securing successful employment.

The Humphreys Army Volunteer Corps office serves as the single point of contact for volunteerism on the installation. The Army 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.

Volunteer Management Information System (VMIS) was developed to give the Army a real-time snapshot of volunteer activities at any given time and any given installation.

What can VMIS do for volunteers?

- Search for volunteer positions
- Apply for volunteer positions
- Add volunteer hours, training and awards
- Centrally locate all volunteer positions
- Track total hours for volunteers for all organizations
- Create a volunteer resume and job skill builder
- Provide easy and efficient communication with volunteers and volunteer managers
- Provide a portal to Everyone Ready (a volunteer staff development plan)



Employment Resources (Government Links)

Tutorials And Tips on Applications, Resumes, and Interviews

The following links have tips and tutorials and tips on the application process for federal employment:

More information can be found at <https://www.usajobs.gov/Help/how-to/>

The following are tutorials and tips on applications, resumes, and interviews (Video):

- [Finding and Applying for Jobs in the Federal Government](#)
- [Do I Need to be a United States Citizen to Work for the Federal Government?](#)
- [5 Tips for Communicating Your Qualifications](#)
- [Writing Your Federal Resume](#)
- [What Happens to my Resume When It's Sent to the Hiring Official?](#)
- [What are Special Hiring Authorities?](#)
- [Special Federal Hiring Authority for Individuals with Disabilities](#)
- [Does Military Rank and Grade Qualify Me for a Specific Federal Pay Grade or Level?](#)
- [Do You Need a Degree for a Federal Job?](#)
- [May I Apply If I am Close to Completing My Degree?](#)
- [Understand a job announcement](#)
- [Military Spouse Eligibility](#)



QR Code for direct link to Job Posting Group

[Army Spouse Employment, Career and Education Resource Links](#): Employment Options

[Military Spouse Education & Career Opportunities \(MySECO\)](#): Education and Career Guidance for Military Spouses

[Military OneSource Spouse Education and Employment](#): Guidance on Joining the Workforce

[The Military Spouse Employment Partnership \(MSEP\)](#): Military OneSource's Portal spouses and employers

[USAjobs.gov](#): the Federal Government's Employment Portal

[The U.S. Department of Labor](#): Transition Assistance and Employment Preparation for Military Spouses

<https://www.fedshirevets.gov/>: Veterans Employment Information

Vet Guide: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals>



(Non-Government, No Endorsement Implied)

[The U.S. Chamber of Commerce's Hiring Our Heroes](#): An initiative that assists veterans, transitioning service members, and military spouses find meaningful employment

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/>



Taxes

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 ensure 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.

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 (Government procured / reimbursed airfare / 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.
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).
7. Living Quarters Allowance (LQA).

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

Tax Resources

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).

- DFAS Civilian PCS Relocation

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

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

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

- Relocation Income Tax Allowance

<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Civilian-PCS-Entitlement-Guide/Relocation-Income-Tax-Allowance-RITA/>



Forms

[Application for USFK Motor Vehicle Operator's Permit \(HQ IMHM Form 1014\)](#)

[Certificate of Examination for Small Animals \(APHIS Form 7001\)](#)

[Civilian Personnel In-Processing Checklist \(AMIM-HM Form 47-R\)](#)

[DEERS Information \(DD Form 1172-2\)](#)

[Designation of Beneficiary \(SF-1152/SF-2808/SF-2823/SF-3102/\)](#)

[Direct Deposit Sign Up \(SF-1199A\)](#)

[Federal Employees' Group Life Insurance \(SF-2817\)](#)

[Federal Employees' Health Benefits \(FEHB\) \(SF-2809\)](#)

[Foreign Allowances Application, Grant and Report \(SF-1190\)](#)

[Letter for Vehicle Registration Decal \(USFK Form 31EK-E\)](#)

[No-Fee Passport and/or Request for Visa \(DD Form 1056\)](#)

[Non-temporary Storage Documents \(NTS\) \(DD Forms \[1164\]\(#\) & \[1299\]\(#\)\)](#)

[PCS Orders \(DD Form 1614\)](#)

[Postal Box Application \(DA-3955\)](#)

[System Authorization Access Request \(SAAR\) \(DD Form 2875\)](#)

[Travel Voucher \(DD Form 1351-2\)](#)



LQA/Post Allowance Instructions

Filling out the SF-1190 (Foreign Allowances Application, Grant, and Report) form, which is used for Living Quarters Allowance (LQA) and post allowance (PA), can be a detailed process. Here's a step-by-step guide to help you:

Step-by-Step Instructions for Filling Out SF-1190 for LQA/Post Allowance

1. Download the [SF-1190 Form](#)
2. Read the Instructions

The form typically includes general instructions that can guide you through the process. Be sure to review them before starting.

Complete Part 1: Administrative Information

- Item 1: Applicant's Name: Enter your full legal name (Last, First, Middle Initial).
- Item 2: Social Security Number: Provide your SSN (optional in some cases but required by most agencies).
- Item 3: Agency: Enter the name of the federal agency where you are employed.
- Item 4: Bureau/Office: Enter the name of your Directorate and Office.
- Item 5: Pay Plan: Enter the two-digit alphabetical code used for pay plan.
- Item 6: Series: Enter your occupation classification code.
- Item 7: Grade: Enter your pay grade.
- Item 8: Annual Salary: Enter your pay amount.
- Item 9: Position Title: Enter your official position title as shown on your employment records.
- Item 10: Current Post/Country: Include the city, country, and office where you are currently stationed.
- Item 11: Date of Arrival: Enter the date of arrival at your duty station.
- Item 12: Previous Post of Assignment: Enter last duty station or leave blank if this is your first duty station.
- Item 13: Mailing Address: Enter your PO box information.
- Item 13a: E-mail Address: Enter your personal or professional e-mail.
- Item 14: If Local Hire: Date: Enter the start date of employment.
- Item 14a: Reason for Presence: Enter reason for being at the current location (ex. Spouse, Retiree, etc.)
- Item 15: Check the box if your spouse is a government employee or not.
 - Spouse or Domestic Partner Name: Enter full name.



- Social Security Number: Enter spouse social security number.
- Allowances Received: Enter spouse current pay received.

Complete Part 2: Family Information

- Item 16: Family Domiciled at Post:
 - List the names of any family members who are living with you at the overseas post.
 - Include their relationship to you (e.g., spouse, child), dates of birth, percent of support provided, dates they arrived at the post, and allowances received.
- Item 17: Family Domiciled Away from Post:
 - If applicable, list the family members who are not living with you at the post (e.g., children in school abroad), dates of birth, percent of support provided, dates they departed the post, and address/phone number/e-mail.
- Item 18: Remarks: Enter any needed remarks about family members at or away from post.

Complete Part 3: Allowances/Grants Requested (page 2)

- Item 19: Employee Name: Enter name of employee.
- Item 20: Social Security No.: Enter employee social security number.
- Item 21a: Payments
 - TQSA: Check this if you are applying for temporary quarters allowance. Select whether you are requesting in advance, currently, or lump sum to reimburse yourself. Enter beginning and end dates.
 - Living Quarters Allowance (LQA): Check this if you are requesting LQA. (Check both the box to the far left and the box to the right of LQA) (*see 12b)
 - Post Allowance (Cost of Living): Check this if you are applying for a post allowance.
 - Other: Specify if you are requesting any other type of allowance.
- Item 21b: Advances
 - LQA: Enter amount needed for LQA, beginning and ending date, and month covered.
 - Enter information on any advance payments received, reason, and repayment plan.



- ❑ Item 22a: If Electronic Funds Transfer (EFT): Select type of bank account for how you would like to receive payment. Enter your bank details. Double check the routing number and account number.
- ❑ Item 22b: If Paid by Check: Enter your mailing address of where you would like to receive payment.
- ❑ Item 23: Accounting Classification: Leave blank. RM will input this information.
- ❑ Item 24: Employee Statement and Signature: Read the certification carefully. By signing and dating, you confirm that the information provided is accurate and true to the best of your knowledge.
- ❑ Item 25 & 26: Leave blank for approving and certifying officials.

Submit Forms to RM for Certification

- ❑ For LQA:
 - ✓ [SF-1190](#)
 - ✓ LOE
 - ✓ LQA SOU
 - ✓ DSSR 130
 - ✓ HQ IMHM Form 1057EK-R (lease agreement)
- ❑ For Post Allowance:
 - ✓ [SF-1190](#)
 - ✓ LOE
 - ✓ PA SOU

Once SF-1190 is certified, open a request ticket and submit your request through the Service Now Portal.

Additional Tips:

- ❑ Always keep a copy of the completed form for your records. You may need it for future reference or if you are asked for additional documentation.
- ❑ Filling out the SF-1190 correctly is crucial for receiving your allowances, so take your time to ensure accuracy!
- ❑ Double-check your figures: Ensure that the rent and other housing expenses you include match your lease or other official documents.
- ❑ Ask for help if needed: If you're unsure about any part of the form, reach out to your HR department or supervisor for clarification.



| FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT (SF-1190) | | | | | | FOR OFFICIAL USE ONLY |
|---|--------------|---------------------------------------|---------------------------|-----------------------------|---|---|
| 1. Employee Name (<i>Last, First, MI</i>) | | | 2. Social Security Number | | | Voucher Number Authorization/ Grant Number |
| 3. Agency | | | 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 checked="" 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 | | | | | | |
| | | | | | | |
| 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 LOA 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 |
| TQSA- Temporary Quarters Subsistence Allowance - (DSSR 120) | | |
| Advanced | Beg. Date | End Date |
| Biweekly | Beg. Date | End Date |
| Lump Sum <i>(upon completion)</i> | Beg. Date | End Date |
| LOA- 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 | | |
| LOA (DSSR 130) | Beg. Date | End Date |
| U.S. Dollar Payment | | Number of Months |
| 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 (EF7) 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) | | |
| 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. | | |
| Employee's Signature: _____ | | Date _____ |
| Spouse's or Domestic Partner's Signature: _____ | | Date _____ |
| <i>(If Applying for SMA on Behalf of Spouse or Domestic Partner)</i> | | |
| 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 | | |



LIVING QUARTERS ALLOWANCE (LQA) CONDITIONS OF ELIGIBILITY STATEMENT OF UNDERSTANDING (SOU)



PRIVACY ACT STATEMENT

AUTHORITY: Department of State Standardized Regulations (DSSR) Section 130, Department of Defense Instruction 1400.25-V1250 and AER 690-500.592

PURPOSES(s): Provides important information and requirements of receiving Living Quarters Allowance

ROUTINE USE(s): Completed/signed and provided to the servicing Overseas Benefits Branch (OBB) via Service Now when requesting the commencement of

LQA DISCLOSURE: None

Employee Name:

SSN (last 4 only):

References:

- a. Department of State Standardized Regulations (DSSR) Section 130
- b. Department of Defense Instruction (DODI) 1400.25-V1250
- c. Army in Europe Regulation (AER) 690-500.592
- d. Financial Management Regulation Volume 8, Chapter 3

Initial Each Box

Living Quarters Allowance (LQA) is a tax-free allowance, payable to individuals in lieu of having US Government quarters provided, and is chiefly governed by the Department of State Standardized Regulations (DSSR) as well as other applicable regulations. You are only reimbursed for actual expenses (e.g., rent, heat, electric, water, garbage) up to the maximum allowable amount. This amount may vary each pay period. The amount of LQA that you receive is dependent 1) on the information that you provide and 2) your LQA max rate. LQA is initiated by submission of a Standard Form (SF) 1190 (signed by a certifying official), Foreign Allowance Application, Grant, and Report, and supporting documents.

I understand that in order to receive LQA payment I must have completed the Determination packet and been found eligible for Quarters Allowances.

I understand that LQA is for one physical residence only (per address) and that LQA is intended to substantially cover all average costs, and may not 100% cover all aspects of employee-incurred expenses. There is no guarantee that your costs for LQA will be fully reimbursed.

I understand that employees who own, or are purchasing Personally Owned Quarters (POQ), may not be paid rental quarters allowances if the POQ is within the employee's geographical post of assignment.

I understand that mitigating instances may exist where I am requested to provide LQA-related information or documentation (perhaps financial in nature) to the OBB. Failure to comply with said request may result in (retroactive) suspension or termination of part or all of LQA.

I understand that if my LQA costs exceed my LQA maximum, I will only receive reimbursement up to the max rate set for each pay period. I can calculate my max rate by going to the [Dept. of State website](#), selecting my location, and viewing the correct max based on my Quarters Group (see chart below) and With (WF) or Without Family (WOF) status. The With Family rate includes 1 family member. I will receive an additional 10% for 2-3 dependents, 20% for 4-5 dependents, and 30% for 6+ dependents.

| Quarters Group | GS | WG | WL | WS |
|----------------|-------|-------|-------|-------|
| 2 | 14-15 | | | |
| 3 | 10-13 | 14-15 | 12-15 | 11-19 |
| 4 | 01-09 | 01-13 | 01-11 | 01-10 |

CHRA SOP 690-500.SOP-22-01 LQA Conditions of Eligibility Statement of Understanding



LIVING QUARTERS ALLOWANCE (LQA) CONDITIONS OF ELIGIBILITY STATEMENT OF UNDERSTANDING (SOU)



I understand that I am obligated to immediately notify the servicing Overseas Benefits Branch (OBB) via a Service Now ticket of any change in conditions which may affect the amount of LQA authorized and will require submission of a new SF-1190 to report the change. This is to help prevent any over or underpayment of the allowance. Failure to do so could result in debt collection or other administrative action.

These include, but are not limited to:

- Change in number of family members:
 - Marriage or divorce;
 - Birth or death of a family member(s);
 - Arrival or permanent departure of family member(s);
 - Departure of employee and or family member(s) on leave orders (i.e. Renewal Agreement Travel orders);
 - Temporary absences of 31 days or more from post of employee and/or family member(s);
 - Family member(s), other than spouse, reaching age 21 (to include full time students); or
 - Family member(s) no longer residing with the sponsor.
 - Family member who started or stopped receiving LQA in their own right as a result of employment with the US Government.
- Change in post of assignment.
- Receipt of Temporary Quarters Subsistence Allowance (TQSA).
- Change in Command sponsorship.
- Change in work schedule from full-time to part-time or intermittent.
- Change of grade, either permanent or temporary, that will result in change in quarters group.
- (If employee is a GS 07-09, WG 12-13, or WS 01-10 and has 15 years or more of federal civilian service quarter's group will change from 4 to 3. Only creditable appropriate fund service and NAF service counts towards the 15 years. Military service is not creditable towards the 15 years.)
- Implementation of new rates, with or without prior notice, as directed by high headquarters.
- Significant (approximately 10 percent) increase or decrease in expense. The employee must maintain receipts to support the expenses upon which payment of LQA is based.
- Going on, or returning from, Leave Without Pay (LWOP).
- Employee on extended leave.
- Movement from one set of quarters to another.
- Purchase or sale of residence.
- A portion of the residence is sublet or occupied by persons sharing.
- Receipt of government quarters.

I agree to answer any prospective questions regarding my LQA claim or my lease arrangement upon request by CHRA HR. I understand my LQA may not be initiated if the documentation I have submitted does not provide the necessary information to warrant such payment.

(Germany only) I understand that any utility estimates requested that are not directly covered by the landlord must be registered through the Utility Avoidance Tax Program.



LIVING QUARTERS ALLOWANCE (LQA) CONDITIONS OF ELIGIBILITY STATEMENT OF UNDERSTANDING (SOU)



- I understand that if I received LQA for utility estimates, a mandatory reconciliation of said estimates will be conducted at the end of the first year of the rental period (or within 90 days following less than one year in the residence). I must submit all consumption bills for which utility estimates were provided to the CHRA OBB via ServiceNow. The reconciliation results will be processed up to the current pay period. Specific circumstances may arise that authorize the OBB to request a post-mandatory reconciliation to be conducted.
- I understand that upon receiving notification to conduct a mandatory LQA utilities reconciliation, failure to furnish any or all utility bills for the reconciliation within a prescribed 90-day period will result in said utilities being retroactively zeroed out to the date in which utilities were originally provided. Utilities will only be reconciled from the date of compliance (via Service Now submission) onward.
- I understand that any modifications/renovations made to a residence that increase the cost of the rent, after the lease is consummated for the residence in question, are not reimbursable. Rental increase requests are approved on a case-by-case basis.
- I attest that, to the best of my knowledge, the person or persons with whom I negotiated this lease is/are the legal owners of the residence for which I am requesting LQA, or is an authorized agent of the legal owner (which the lease was signed in each other's presence).
- I understand that if the person with whom I negotiated a lease with is not the legal owner, I will provide an explanation of the exact nature of the person's interest with respect to the residence in question (for example, the person with whom you negotiated this lease leases the premises from the actual owner and is subleasing to you. In this case you must attach a copy of the lease agreement between the owner and your landlord).
- I understand that if the landlord is a relative, friend, or prior acquaintance of me or any member of my family, a detailed description of the nature of the relationship will be provided. I understand if my spouse or I have a legal or financial interest in the premises that an explanation of the exact nature of this interest will be provided.
- I understand that if my spouse, domestic partner or co-occupant receives either LQA or OHA (from the military) for the same residence as which I am requesting allowances, I must report this information on my SF-1190/DSSR 130 documents and provide other corroborating documentation.
- I understand that if I receive a 12 month waiver for LQA, I must inform the OBB if my sponsoring spouse returns to the post of assignment, maintains a common household with me, remarries or cohabits with another LQA eligible employee.
- (Europe Only) I understand that I may not enter a lease in which all utilities (i.e. heat, electricity, water/sewage and garbage) are all inclusive in rent or are charged at a fixed cost.



LIVING QUARTERS ALLOWANCE (LQA) CONDITIONS OF ELIGIBILITY STATEMENT OF UNDERSTANDING (SOU)



THIS PAGE IS FOR FAR EAST ONLY

Not applicable

- I understand that my lease agreement must be approved and stamped by the Housing Office (HO) and reviewed by CHRA HR in order for me to Receive Living Quarters Allowance (LQA) payments.
- I have been advised that I should make every endeavor to obtain a lease agreement below the maximum allowable LQA rate.
- I have been advised that I should make every endeavor to obtain a lease agreement in US Dollars. If I sign a lease in Korean Won, I understand that regardless of the exchange rate, I will be required to reconcile any amount in US Dollars and that any loss due to an unfavorable exchange rate is at my own expense.
- I also understand that the RECEIPT FOR PAYMENT OF ADVANCE RENT properly completed with the landlord's or authorized agent's original signature must be submitted to OBB as soon as possible after payment to the landlord and that this receipt must be the one provided to me by CHRA HR.
- I understand no portion of the advanced LQA can be withheld for any reason and that I may be criminally liable if I withhold any portion. If I am unable to pay the full amount of my advanced LQA to the landlord within 10 days, I will immediately notify CHRA HR and the housing office which will include a written justification for not making full payment to the landlord/agent.
- I understand that LQA payments are exclusively for the payment of rent documented in an officially approved lease and are not to be used to pay, directly or indirectly, for any other expense, e.g. refundable security deposits or "key money". While I may enter into a key money agreement, I understand that, in accordance with Department of State Standardized Regulations (DSSR) Section 131.2, I may receive LQA only to pay for the interest on a loan from a U.S. financial institution obtained for the purpose of financing the key money deposit.
- I have been advised that if I chose to request an advance of LQA, I understand that I am personally responsible for the collection and reconciliation of any unused portion of the advance and will be held financially liable for any advance that is not reconciled. Advances of LQA are limited to one year unless I obtain approval for a waiver.
- I understand that I must immediately notify CHRA HR and housing office if I break the lease prior the agreement end date.
- I understand that once a lease is signed and approved by the housing office, it cannot be altered in any way unless it is re-approved by the housing office. This includes but is not limited to: changing the amount of rent during the lease period, altering utility payments and/or responsibilities, or subleasing.
- I understand that if I do not occupy any residence for a year timeframe, and the landlord does not reimburse the prorated unoccupied months in said residence, that collection of this money is a civil matter between myself and the landlord. The unused advance will still be collected by DFAS.



**LIVING QUARTERS ALLOWANCE (LQA)
CONDITIONS OF ELIGIBILITY
STATEMENT OF UNDERSTANDING (SOU)**



I understand that any LQA-misconduct is seen as a breach of responsibilities with respect to the allowance. Additionally, false statements made on the SF-1190 and/or other supporting documents through an act of omission or commission, may be grounds for denying, withdrawing, and/or recouping LQA payments and subject me to criminal penalties (including fines and imprisonment) under 18 U.S.C. 1001 and 287 and/or civil penalties under 31 U.S.C. 3729 and/or administrative penalties under 31 U.S.C. 3902 and/or 5 U.S.C. 7511 to 7513.

Questions concerning LQA should be addressed to my supervisor or the servicing OBB via Service Now

Employee's Email Address:

Contact Telephone Number (cell):

Work:

Supervisor's Name (printed)/Work Phone :

Employee Signature:

Date:



POST ALLOWANCE (PA) STATEMENT OF UNDERSTANDING (SOU)



PRIVACY ACT STATEMENT

AUTHORITY: Department of State Standardized Regulations (DSSR), Sections 031, 040, 220 and 229 and Department of Defense Instruction 1400.25-V1250

PRINCIPLE PURPOSES(s): Provides important information and requirements of receiving Post Allowance

ROUTINE USE(s): Completed/signed and provided to the servicing Overseas Benefits Branch (OBB) via Service Now when requesting the commencement of Post Allowance

DISCLOSURE: None

Employee Name:

SSN (last 4 only):

References:

- a. Department of State Standardized Regulations (DSSR), Sections 031, 040, 220 and 229.
- b. Department of Defense Instruction 1400.25-V1250

Initial Each Box

Post Allowance (PA) is intended to reimburse an employee for certain excess costs, exclusive of any quarter's costs, which result from being officially stationed in a foreign area. To be eligible for PA an employee must be a US Citizen officially assigned at a foreign post and be employed on a full time basis. Part-time, intermittent and family member summer hire employees are not eligible.

The amount of PA which is payable is determined by the basic annual salary of the employee and the number of eligible family members currently residing with the employee at the foreign post. The PA rates are set by the Department of State and are periodically adjusted to reflect changes in the economic conditions of the foreign post. Revisions to the rates made by the Department of State are automatically processed by the Defense Finance and Accounting Services (DFAS).

I understand that if both spouses in a family are federally employed full time and entitled to PA, each will receive the allowance independent of the other. If additional family members are involved, the sponsor will receive PA for the remaining family members.

I understand that if I am a Military Spouse of an Active Duty Service Member, I may NOT claim my Active Duty spouse and children as dependents as long as the Active Duty Service Member is collecting a military cost of living allowance (COLA). I may claim PA at the Without Family rate for myself.

I certify that all family members listed on the SF-1190 are physically residing with me in the overseas area and in my quarters. Family members not physically residing in my quarters for any reason are not claimed for allowances.

I certify that all dependents listed on my SF-1190 are under age 21. I understand that when my dependent child turns 21, or gets married before turning 21, I must report this to the servicing Overseas Benefits Branch (OBB) via Service Now, and the child will be excluded from the Post Allowance computation.

ANNUAL LEAVE/TDY/EMERGENCY VISITATION TRAVEL: I understand that I must notify the Servicing OBB via Service Now of any absence from post of more than 30 days. PA will continue for short periods of absence outside the country of assignment, up to 30 calendar days. On the 31st day of absence, PA will be terminated. When I am outside the country of assignment on official TDY but all members of my family remain in the country of assignment, PA may continue at the full rate for the first 30 calendar days. On the 31st day of absence, family size will be reduced by one member. In both cases, I must complete a new SF-1190 upon return to the country of assignment to restart or reclaim my full PA.

FAMILY MEMBER TRAVEL: I understand that if any of my family members depart the overseas area for any period of time, I must report this to the servicing OBB via Service Now. I must complete a Form SF-1190 to reduce PA by the appropriate amount while the family member is away from post. I must complete a new SF-1190 to reclaim my full PA upon return of the family member.



POST ALLOWANCE (PA) STATEMENT OF UNDERSTANDING (SOU)



PRIVACY ACT STATEMENT

AUTHORITY: Department of State Standardized Regulations (DSSR), Sections 031, 040, 220 and 229 and Department of Defense Instruction 1400.25-V1250

PRINCIPLE PURPOSES(s): Provides important information and requirements of receiving Post Allowance

ROUTINE USE(s): Completed/signed and provided to the servicing Overseas Benefits Branch (OBB) via Service Now when requesting the commencement of Post Allowance

DISCLOSURE: None

Employee Name:

SSN (last 4 only):

LEAVE WITH ORDERS AND TRAVEL PER DIEM: I understand that PA terminates the date travel commences under orders for leave which authorize payment of travel per diem. This applies primarily to Renewal Agreement Travel (RAT). I must complete a new SF-1190 upon my return to the foreign area to restart my PA.

I understand that I am obligated to notify the servicing OBB via Service Now immediately of any change in conditions which may affect the amount of PA authorized and will require submission of a new SF 1190 to report the change. Failure to do so could result in debt collection or other administrative action.

These include, but are not limited to:

a. Change in number of family members:

- (1) Marriage or divorce;
- (2) Birth or death of a family member(s);
- (3) Arrival or permanent departure of family member(s);
- (4) Departure of employee and or family member(s) on leave orders (i.e. Renewal Agreement Travel orders);
- (5) Temporary absences of 31 days or more from post of employee and/or family member(s);
- (6) Family member(s), other than spouse, reaching age 21 (to include full time students); or
- (7) Family member(s) no longer residing with the sponsor.

b. Family member who started or stopped receiving PA or cost of living allowance (COLA) in their own right as a result of employment with the US Government.

c. Change in post of assignment.

d. Receipt of Temporary Quarters Subsistence Allowance (TQSA). PA requires termination in this case.

e. Change in Command sponsorship.

f. Change in work schedule from full-time to part time or intermittent.

I may view the full regulations at any time at <http://aoprals.state.gov/>. I understand that false statements made to the United States Government on the SF-1190 may subject me to criminal penalties (including fines and imprisonment) under 18 USC 1001 and 287 and/or civilian penalties under 31 USC 3729 or administrative penalties under 31 USC 3802.

Questions concerning post allowance should be addressed to my supervisor or the servicing OBB via Service Now.

Employee's Email Address:

Contact Telephone Number (cell):

Work:

Supervisor's Name (printed)/Work Phone :

Employee Signature:

Date:



LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)

Allowable expenses under the Living Quarters Allowance are reported here to process a claim on the SF-1190. This worksheet is reproducible locally.

| | |
|---|--|
| 1. Employee name (<i>Last, First, Middle Initial</i>) | 2. Agency |
| 2. Pay plan/Series/Grade | 4. Date of arrival (<i>mm/dd/yy</i>) |
| 5. Current post/Country of assignment/Locality code | |

6. If Spouse or Domestic Partner is employed by the U.S. Government:

| | |
|------------------------------------|------------------------------|
| Spouse's or Domestic Partner Name: | Quarters Allowance Received: |
|------------------------------------|------------------------------|

7. Family domiciled at post

| Name of Family Member | Relationship | DOB Except Spouse or Domestic Partner (mm/dd/yy) | Percentage support | Date of arrival at post | Residence address |
|-----------------------|--------------|--|--------------------|-------------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

8. Family domiciled away from post.

| Name of family Member | Relationship | DOB Except Spouse or Domestic Partner (mm/dd/yy) | Percentage support | Date of departure from post | Residence address |
|-----------------------|--------------|--|--------------------|-----------------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

9. Description of quarters occupied by the employee

| | | |
|--|--|--|
| Street address (<i>include apartment or room number, if applicable</i>) | | Date quarters occupied (<i>mm/dd/yy</i>) |
| Name of Landlord/Rental Company | | Is the landlord a relative? Yes No |
| Quarters size: Total rooms (<i>include dining room, living room, kitchen, bedrooms, den and bathrooms</i>) _____ Total useable area _____ square feet or _____ square meters | | Type of quarters: <input type="checkbox"/> House <input type="checkbox"/> Furnished <input type="checkbox"/> Privately leased <input type="checkbox"/> Apartment <input type="checkbox"/> Unfurnished <input type="checkbox"/> Government owned or leased <input type="checkbox"/> Multi-Unit - Shared Expenses <input type="checkbox"/> Personally owned |
| Total Number of Garage/Parking Spaces - _____ garage spaces | | |

10. If employee shares quarters, give name of person(s) with whom sharing and employing firm or agency

| | |
|---|--------------------------|
| Name (<i>Last, First, Middle Initial</i>) | Employing firm or agency |
|---|--------------------------|

11. If employee rents quarters from another U. S. Government employee, give name of that employee and employing agency

| | |
|---|------------------|
| Name (<i>Last, First, Middle Initial</i>) | Employing agency |
|---|------------------|

12. If employee lets or sublets portion(s) of his owned or leased quarters:

| | |
|--|--|
| (a) Name of sublessee (<i>Last, First, Middle Initial</i>) | Sublessee's employing firm or agency |
| (b) Amount received from sublessee | (c) Has amount received from sublessee been deducted from expenses claimed under block 17? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (d) Date let or sublet (<i>mm/dd/yy</i>) | |



LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)

13. Privately Owned Quarters (POQ)

(a) Have you or your spouse/domestic partner ever received payments for privately owned quarters (POQ) in the overseas area?

(b) If yes, from whom did you receive the allowances?

| | |
|---|--------------------------|
| Active Military | Dates Allowance Received |
| DoD Civilian (e.g. Air Force, Navy, other agencies etc.) | Dates Allowance Received |
| Contractor | Dates Allowance Received |

(c) Do you currently own a POQ in the overseas area?

(d) Have you ever sold a POQ in the overseas area?

(e) List all privately owned quarters for which you received allowances in the overseas area (owned or sold). (Enter the information newest to Oldest.)

| From (mm/dd/yyyy) | To (mm/dd/yyyy) | Physical Address | Country |
|-------------------|-----------------|------------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

(f) If you answered yes to any question in section 13, documentation must be provided to support dates the POQ allowance was paid.



LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)

| | | | | |
|--|----------------------------------|--|---|-------------------------------|
| 14. Employee name (<i>Last, First, Middle Initial</i>) | | 15. Check one: <input type="checkbox"/> Estimated <i>or</i> <input type="checkbox"/> Actual LQA expenses for the period from _____ to _____ | | |
| 16. FOR OFFICIAL USE ONLY Foreign currency rate used to compute expenses listed under item 16 _____. For Personally Owned Quarters (POQ): date of original purchase _____; exchange rate at time of original purchase _____; and number of years already claimed for rent portion of LQA _____. | | | | |
| 17. The following expenses were actually incurred or are estimated for the period claimed in block 14 | | | | |
| Expenses should be supported by lease or rental agreement, receipts or cancelled checks. If unobtainable, explain why under block 17, Remarks. | (A) Foreign Currency Expenses | (B) U.S. Dollar Expenses | (C) For official use only | (D) For official use only |
| Items (a) through (j) are rent and rent-related expenses | | | | |
| (a) Rent, if leased; monthly rent 10% of original purchase price, if owned (<i>claim limit: 10 yrs</i>) | | | | |
| (b) Garage rental (<i>not to exceed 25% of maximum LQA rate</i>). | | | | |
| (c) Furniture rental (<i>not to exceed 25% of maximum LQA rate</i>). | | | | |
| (d) Insurance on rented property and/or furnishings required by local law to be paid by lessee. | | | | |
| (e) Taxes levied by the local government and required by law or custom to be paid by lessee. | | | | |
| (f) Land rent, if required by local law or custom (<i>applies only to POQ</i>). | | | | |
| (g) Agent's fee if mandatory by law or custom and is condition of obtaining lease. Lessee must pay to landlord, not to agent. | | | | |
| (h) Apartment/condominium fees (<i>excluding single family dwelling and POQ</i>). | | | | |
| (i) Interest on a loan from American institution to finance "key money" paid to landlord. | | | | |
| (j) Appreciation fee paid directly to landlord. Must appear on lease or rental agreement. | | | | |
| Items (k) through (n) are utilities | | | | |
| (k) <input type="checkbox"/> Heat, <input type="checkbox"/> gas, <input type="checkbox"/> fuel | | | | |
| (l) Electricity | | | | |
| (m) Other <input type="checkbox"/> heat, <input type="checkbox"/> fuel, <input type="checkbox"/> electricity, etc. (<i>specify</i>) | | | | |
| (n) Water | | | | |
| (o) Garbage and trash disposal | | | | |
| Total expenses claimed for this period: | | | | |
| 18. Remarks | | | | |
| | | | | |
| 19. For official use only (DSSR 135 and 136) | | | | |
| Quarters allowance group: | | <input type="checkbox"/> WF (With Family) | <input type="checkbox"/> WOF (Without Family) | |
| Maximum Annual LQA rate (DSSR 920, column 2, plus 10%, 20% or 30% for additional family members) = _____ | | | | |
| Daily LQA rate = Annual LQA rate divided by number of days in calendar year. Biweekly rate = daily rate times 14. Any other period = daily rate times number of days claimed. | | | | |
| Beg. Date claimed: _____ | | End date claimed: _____ | | Number of days claimed: _____ |
| | | | | LQA this period: _____ |
| 20. Employee statement | | | | |
| I certify that the amounts claimed above were incurred for the period claimed or are estimated to the best of my knowledge for future costs | | | | |
| Employee's signature _____ | | | | Date _____ |



Relocation Income Tax Allowance (RITA) Instructions

The RITA reimburses an eligible transferred employee substantially all the additional Federal, State, and local **income taxes** incurred because of receiving taxable travel income. Travel W-2 wages/income and withholdings are reported to the IRS. Travel W-2s must be included in your taxable income on your IRS Form 1040 to be eligible for RITA. RITA applies to taxable reimbursements received in the previous year.

Things you need to know:

1. RITA is not automatic; you must apply for it in the year **after** receiving taxable travel pay. For example, if you received taxable travel pay in 2018, you may file a RITA in 2019 after you have filed your 2018 taxes.
2. If Withholding Tax Allowance was elected, you must file a RITA claim within 120 days of the following calendar year. Failure to file a timely RITA claim will result in a debt owed to DFAS and collection of the entire amount of WTA paid on your behalf.
3. The amount of income reported on the Certification Form must match the income tax documentation submitted with the RITA claim.
4. A state must be claimed on the Certification Form with state taxes included for state tax consideration.
5. A RITA cannot be filed if you were only reimbursed RITA in the previous year.
6. The RITA calculation is based on taxable income from the Federal Income Tax Return (Form 1040) (after exemptions and deductions) and the IRS published tax tables

RITA Voucher Submission:

1. DD Form 1351-2 - Travel Voucher/Sub Voucher
 - i. You must claim RITA in block 18
 - ii. Block 20 must be signed and dated by you and your reviewer/supervisor
2. DD Form 1614 - Travel Authorization/Orders with all amendments
3. **SF1199A - Direct Deposit**
4. All W-2s (travel and payroll), including spouse's if filing jointly, for the year you are claiming RITA.
5. RITA Certified Statement of Income and Tax Filing Status
6. Completed Federal Income tax return (Form 1040) including pages pertaining to wages, tips and other compensation and additional income and moving expense deductions.
7. Completed State and Local income tax returns if your travel pay was taxed by a state.



NEW - RITA claim electronically via the [SmartVoucher tool](#).

Log in to [SmartVoucher](#) with your CAC or myPay userid and password. Select "Create New Voucher", then select "PCS" and "DoD Civilian" and you will be on your way to create and submit your RITA claim and supporting documents electronically.

For a Guide to filing your voucher, [click here!](#)

BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimates and suggestions for reducing this burden should be directed to the Bureau of the Fiscal Service, Forms Management Officer, Parkersburg, WV 26106-1328.

PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 208 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A)** Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C)** Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F)** Type of payment is printed to the left of the amount.

The diagram shows a government check with the following details:

- Month Day Year:** 08 | 31 | 84
- Pay to the order of:** (Callout A points to this field)
- Amount:** 28 28 (Callout F points to the amount)
- Check No.:** 0000 415785
- Location:** PHILADELPHIA, PA
- Prefixes:** 15-51, 000, 00 (Callout C points to the 00 prefix)
- Units:** DOLLARS and CTS boxes
- NOT NEGOTIABLE** printed at the bottom.
- Routing Number:** :00000518: 0415771926"

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will contact the paying agency with updated financial account information. It is recommended that the payee maintain accounts at both financial institutions until the transaction is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.



| REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL | | | |
|---|-------------------------------|---|-------------------------|
| <i>(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)</i> | | | |
| SECTION I - REQUEST FOR OFFICIAL TRAVEL | | | |
| 1. DATE (YYYYMMDD) | 2. NAME (Last, First, Middle) | 3. SOCIAL SECURITY NUMBER | |
| 4. NEW POSITION TITLE | 5. GRADE OR RATING | 6. RETIREMENT CODE <i>(Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)</i> | |
| 7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE | | 8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION | |
| 9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) | | | |
| 10. TRAVEL PURPOSE | | 11. TRANSPORTATION MODE | |
| <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER | | <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> POC <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RAIL <input type="checkbox"/> AIR MILEAGE RATE: \$ _____ | |
| 12a. PER DIEM FOR EMPLOYEE | | 12a. PER DIEM FOR EMPLOYEE | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| b. PER DIEM FOR DEPENDENT(S) | | b. PER DIEM FOR DEPENDENT(S) | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING | | 14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED | |
| b. NUMBER OF DAYS <i>(Including travel)</i> | | b. NUMBER OF DAYS AUTHORIZED | |
| 16. OTHER AUTHORIZED EXPENSES | | 15a. HOUSEHOLD GOODS (HHG) SHIPMENT | |
| <input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMUTED RATE <input type="checkbox"/> GOVERNMENT BILL OF LADING (GBL) | |
| <input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES <input type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____ | | 17. DEPENDENT TRAVEL | |
| <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED | | | |
| 18a. DEPENDENT TRAVEL FROM <i>(Home Address)</i> | | b. TO <i>(New PDS)</i> | |
| 19. DEPENDENTS | | | |
| a. NAME <i>(Last, First, Middle Initial)</i> | b. RELATIONSHIP | c. DATE OF BIRTH (YYYYMMDD) | |
| | | | |
| | | | |
| | | | |
| 20. ESTIMATED COST | | 21. TRANSPORTATION AGREEMENT | |
| a. PER DIEM | b. TRAVEL | c. OTHER | d. TOTAL |
| \$ _____ | \$ _____ | \$ _____ | \$ 0.00 |
| | | SIGNED <i>(X one)</i> | |
| | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| | | DATE SIGNED (YYYYMMDD) | |
| SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL | | | |
| 22. ACCOUNTING CITATION | | | |
| | | | |
| 23. APPROVING OFFICIAL | | b. SIGNATURE | |
| a. TITLE | | | |
| 24. AUTHORIZING/ORDER-ISSUING OFFICIAL | | b. SIGNATURE | c. ORGANIZATION ADDRESS |
| a. TITLE | | | |
| 25. TRAVEL AUTHORIZATION NUMBER | | 26. DATE ISSUED (YYYYMMDD) | |
| | | | |



PRIVACY ACT STATEMENT

(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.



**CERTIFIED STATEMENT OF INCOME AND TAX FILING STATUS
RELOCATION INCOME TAX ALLOWANCE (RITA)**

The following information, which my agency will use in calculating the RITA to which I am entitled, was shown on the Federal, state and local income tax returns that I (or my spouse and I) filed for the 20 ____ tax year.

1. **FEDERAL FILING STATUS.** As shown on my (our) IRS Form 1040:

- | | |
|---|--|
| <input type="radio"/> Single | <input type="radio"/> Head of Household |
| <input type="radio"/> Married Filing Jointly | <input type="radio"/> Qualifying Widow(er) |
| <input type="radio"/> Married Filing Separately | |

2. **TAXABLE INCOME.** As shown on my (our) IRS Form 1040 after personal exemptions and itemized/standard deductions are subtracted:

\$ _____

3. **STATE TAX RETURNS.** In some circumstances, an employee may incur a state income tax liability on moving expense reimbursements in more than one state. For example, an employee may incur taxes on moving expense reimbursements in one state because of residency in that state, and in another state because that particular state taxes income earned within its jurisdiction irrespective of whether the employee is a resident.

The following state tax questions must be answered to determine the state marginal tax rate used to compute the RITA. If you do not know the answers, please ask your tax preparer for assistance.

A. Did more than one state tax your non-deductible moving expense reimbursements for the tax year? YES NO

B. Did more than one state tax the same portion of your non-deductible moving expense reimbursements for the tax year? YES NO

C. If two or more states taxed the same portion of your non-deductible moving expense reimbursements, did either state allow for an adjustment or credit of other income taxes paid to the other state? YES NO

D. List below the name of the state(s), if any, which taxed your non-deductible moving expense reimbursements for the tax year.

STATE _____ STATE _____

E. Did a state treat a moving expense reimbursement as taxable even though that same expense is nontaxable under federal tax rules? YES NO



4. **LOCAL TAX RETURNS.** If you incurred an additional local income tax liability *as a result of moving expense reimbursements*, specify the name of the taxing locality(ies) and the applicable tax rate(s), i.e., 1%, 2%, etc., for the tax year. If local tax rate is stated as a percentage of federal or state income tax liability, such rate must be converted to a percent of taxable income.

LOCALITY

PERCENT

5. **DECLARATION.** The above information is true and accurate to the best of my knowledge. I agree to notify the appropriate agency official of any significant changes to the above so that appropriate adjustments to the RITA can be made.

I further agree that if the 12-month service agreement required by 41 CFR 302-2.15 is violated, the total amount of the RITA will become a debt due the United States Government and will be repaid according to agency procedures.

Employee's Signature _____ Date _____

PRIVACY ACT STATEMENT

Collection of this information is authorized by 5 U.S.C. Section 5724b. The information furnished or submitted with this form is confidential and will be used to calculate the employee's RITA. Submission of the requested information is voluntary; however, failure to provide the information listed on this form will make it impossible to compute the allowances.

ENSURE THE FOLLOWING DOCUMENTATION IS INCLUDED WITH THE CLAIM:

- Travel voucher (DD Form 1351-2), signed and dated, annotated as "RITA"
- Travel orders (DD Form 1614 and all amendments)
- All W-2s (to include spouse's if filing jointly)
- Completed Federal income tax return (Form 1040) for the year in which the taxes were paid.

NOTE: In order to avoid processing delays, please ensure that the amount of income, as indicated on this Certification Form, matches the income tax documentation submitted with the RITA claim. Failure to do so will result in your claim being returned without action until you provide a corrected claim and/or additional documentation to support the claim.



Travel Voucher Instructions

The DD Form 1351-2 (May 2011) is the primary form used to record travel itineraries and claim expenses for government travel. The following is a step-by-step guide with examples to ensure that you are filling the form out correctly. The numbers listed below correspond to the numbers shown in the blocks on the DD 1351-2. If you have not already done so, please login into your MyPay account to set up your EFT account information. This will ensure timely direct deposit of funds into your account.

- Block 1: PAYMENT
 - Select Electronic Funds Transfer (EFT)
 - SPLIT DISBURSEMENT (if necessary) - Check the box and indicate how much of your total entitlement you would like to be paid directly to your Government Travel Charge Card (GTCC). Please make sure that the split amount adequately covers charges you've placed on your credit card. •
- Block 2: NAME - Enter your last name, first name, and middle initial.
- Block 3: GRADE - Enter your current rank or grade.
- Block 4: SSN - Enter your complete nine-digit social security number.
- Block 5: TYPE OF PAYMENT
 - Select PCS
 - Select Member/Employee
- Block 6a-d: ADDRESS - Enter your most current mailing address.
- Block 6e: E-MAIL ADDRESS - Your e-mail address will be our primary means of communication in the event we have any questions about your travel claim or corrections need to be made. Enter an e-mail address you will be able to access.
- Block 7: DAYTIME TELEPHONE NUMBER AND AREA CODE - Provide the best number for any questions/concerns pertaining to your voucher. Ensure the area code is included; if DSN, please indicate DSN before the phone number.
- Block 8: TRAVEL ORDER/AUTHORIZATION NUMBER -This number is located on the upper left-hand corner of your orders, if PCS orders.
- Block 9: PREVIOUS GOVERNMENT PAYMENTS/ADVANCES - Have you received any advances or other payments for the specific trip you are filing this claim for? If so, write the amounts in this box. If not, or if you are unsure, leave this box blank.
- Blocks 10a-e: FOR D.O. USE ONLY
 - IMPORTANT - Block 10d can be used to indicate annual leave taken while on travel. If used, please enter the dates of your leave and indicate type of leave. Example: "Annual Leave, [Day(s), Month, Year]."



- Block 11: ORGANIZATION AND STATION - Write in your unit or organization name.
- Block 12 and Block 13: Indicate accompanied or unaccompanied and list details regarding each individual.
- Block 14: HAVE HOUSEHOLD GOODS BEEN SHIPPED
- Block 15a: DATE - Enter the full year in which the travel began even when the travel crosses into the next calendar year.
- Block 15b: PLACE - Each box in this section should only have one location per box. Enter every stop to/from your temporary duty location and home using the “DEP” and “ARR” rows to ensure you are paid correctly for all stops, including overnight stays while enroute.
- Block 15c: MEANS/ MODE OF TRAVEL - Indicate the two-digit form of transportation you used enroute to the PLACE listed in 15b.
 - First Digit
 - T - GRT/TKT or CBA
 - G - Government Transportation
 - C - Commercial Transportation (own expense)
 - P - Privately Owned Conveyance (POC)
 - Second Digit
 - A - Automobile
 - M - Motorcycle
 - B - Bus
 - P - Plane
 - R - Rail
 - V - Vessel
- Block 15d: REASON FOR STOP -The second page of your DD Form 1351-2 lists the “reasons for stop” under the instructions section.
- Block 15e: LODGING COST - If your trip involved an overnight stay with lodging costs for the PLACE entered in block 15b, enter the amount in this space.
 - A lodging receipt or a Statement in Lieu of Receipt must be included to receive reimbursement.
 - lodging name and address
 - your name
 - check-in/check-out dates
 - the means of payment (VISA, Mastercard, etc...)
 - dollar amount with charges itemized
 - a zero balance (proof that you paid for your entire stay)



- Lodging or room taxes are claimed separately as a reimbursable expense in block 18.
- ❑ Block 15f: POC (Personal Occupancy Conveyance) MILES - If you drove to the airport enter the number of miles to the airport.
- ❑ Block 16: POC TRAVEL
 - Select Own/Operate if driving your own vehicle or fully paying for the vehicle expenses. Please note, you must check the box before “Own/Operate” to be reimbursed for the POC miles you list in column 15f.
- ❑ Block 17: DURATION OF TRAVEL - Check the approximate duration of your travel. If travel was less than 12 hours, you will not receive per diem for that day. If it is between 12- 24 hours, you will receive partial per diem. If more than, 24 hours you will receive full Per Diem.
- ❑ Block 18a-d: REIMBURSABLE EXPENSES - This is an itemized list for incurred expenses, such as airline tickets, rental car, fuel, public transportation, taxi fare, excess baggage, etc. Claimed expenses must have been incurred during the period of actual travel.
 - Please do NOT list meals in this area. Meals will automatically be calculated based on your orders.
 - Block 18d - Leave blank. If necessary, the supervisor or resource manager will enter adjustments.
- ❑ Block 19: GOVERNMENT/DEDUCTIBLE MEALS - You may be entitled to the local commercial rate for meals.
- ❑ Block 20a: CLAIMANT SIGNATURE - the person whose name is listed in block 2 is considered the “Claimant” and MUST either wet sign or digitally sign in this box.
- ❑ Block 20b: DATE - must include day, month and year to be considered valid.
- ❑ Block 20c: REVIEWER’S PRINTED NAME the reviewer is responsible to validate the DD1351-2 is completed correctly, and the information is accurate. This person may be your supervisor or your commander.
- ❑ Block 20d: REVIEWER’S SIGNATURE either digitally or a wet signature is required.
- ❑ Block 20e: TELEPHONE NUMBER of the Reviewer listed in 20c.
- ❑ Block 20f: DATE of SIGNATURE - The Signature date should be on or after the date of the Claimant’s signature. Must include day, month and year to be considered valid.



- Blocks 21a-d: An Approving Official signature is only required if authorizing an entitlement not included on the orders. He/she is attesting to the validity of, and approving payment for any additional items not originally authorized on the orders. There must be a remark in the remarks section (Block 29) explaining what additional items are being approved. The signature date **MUST** be on or after the Mission Complete (MC) Date if not, the claim will be returned.
- **IMPORTANT**: Blocks 22-28: Leave blank, these blocks are for the Finance and Accounting Office use only.
- Block 29: REMARKS (located on bottom or reverse): Enter any additional information, as applicable.
- Claim items authorized by the Authorizing Official (Block 21-a) in this space, or for leave dates as needed. (If NOT annotated in Block 10). If additional space is needed, please use the DD1351-2C (continuation sheet) and include with the DD1351-2.



CUI (when filled in)

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 1

5c. 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.



Civilian Relocation DD 1351-2 Checklist– for Travelers and Reviewers

DD Form 1351-2 (v. May 2011) - This form is required to be completed and submitted for all entitlements along with specified documentation listed below

- **Blocks 1-9 and 11** Complete all information.
- **Block 6e** Be sure email address is correct and legible.
- **Block 9** List the amount of any advance and/or partial payments you received. Do not include ATM cash withdrawals here.
- **Block 12** Must be completed. Select if dependents traveled with you accompanied, or unaccompanied. Check "Dependent(s)" in block 5 to claim dependent travel.
- **Block 13** If dependent travel is claimed, show their address at the time orders were received.
- **Block 14** Have your household goods been shipped?
- **Block 15a-15d** Itinerary must be completed for travel dates, locations, modes of travel, and reason for stops.
- **Block 15e (or Block 18)** If lodging is claimed, you must provide paid receipts (even if less than \$75)
- **Block 15f** If Privately Owned Conveyance (POC) miles are being claimed, you must select **block 16** Own/ Operate.
- **Block 17** Complete indicating the duration of your travel.
- **Block 18** List expenses/entitlements being claimed (ex. TQSE, MEA, UEL) **Note:** reimbursable expenses of \$75 or more must have a paid receipt.
- **Block 20 a, b** You must sign and date the form. This should be on or after the date you completed the travel.
- **Block 20 d-f** Your reviewer must sign and date the form. This must be on or after the date in block 20b.
- **Block 21 a-d** Approving official's signature as needed.
- **Block 29a** Indicate leave in itinerary (Block 15) portion and indicate the dates on the second page of the 1351-2.

For Detailed Instructions Visit: [DFAS-WePayDoD \(YouTube\)](#)

Documents to include when claiming entitlements:

Household Goods (HHG) Shipment/Storage

- * Cost Construction Memo from your Transportation Office
- * Proof of gross, tare, and net weight
- * Paid commercial bill of lading if moved by commercial mover
- * Paid rental truck receipts
- * All itemized, paid receipts for expenses incurred during your movement of HHG
- * Paid storage receipts showing dates, where stored, and rates billed

House Hunting Trip (HHT)

- * If you traveled by air, a copy of your air receipt/schedule. Airfare tickets during a HHT are taxable even when the government provides them, we need to know cost.
- * If you traveled 250 miles or more each way by privately owned conveyance (POC), a cost comparison from your approving official (AO) authorizing POC travel during HHT is required.

Miscellaneous Expense Allowance (MEA)

- * Insert this statement with your claim: "I certify that I/we (circle one) have discontinued my/our (circle one) residence at the old PDS and have established a residence at the new PDS." Signature _____ Date _____
- * Include dollar amounts being claimed in Block 18c if itemizing.
- * If itemizing, include paid receipts for expenses, LES or SF50 from the time you reported for duty, and approving official signature and date in Block 21 a-d.

Privately Owned Vehicle (POV) Shipment

- * Cost construction memo from the Transportation Office or Surface Deployment and Distribution Command and paid receipts
- * To find your nearest [Transportation Office](#) go to: <http://go.usa.gov/x8PDB>

Real Estate Purchase/Sale

- * Completed/approved/signed DD Form 1705
- * Purchase or sales contract signed by buyer and seller
- * Copy of the signed settlement statement (HUD 1) or Closing Disclosure Statement (after 10/1/2015)
- * Paid in full receipts for items paid outside of closing

Relocation Income Tax Allowance (RITA)

- * There are two different RITA processes dependent on the year your official travel occurred. Visit DFAS.mil to find out what process to follow and the documents required.

Temp Quarters Subsistence Expense (TQSE)

- * **Actual:** Both pages of completed TQSE claim form DD 2912 to include the actual cost of meals and itemized, paid in full receipts for any meal expense of \$75 or more.
- * **Fixed/Lump Sum:** Include the following statement: "I have agreed to accept the offer of the TQSE Lump Sum entitlement and I certify that TQSE will be occupied and if not occupied, I am required to return the TQSE Lump Sum payment amount in full. I certify that I have accepted the terms of this entitlement effective (date in block 21 of DD 1614 orders)." Signature _____ Date _____

Unexpired Lease

- * Complete copy of your signed lease to include any renewal agreements
- * Copy of the notification of intent to vacate you provided to the landlord
- * Written statement providing the exact date you vacated the apartment
- * Copy of the final receipts from the landlord showing payment of expenses relating to lease termination

Before submitting your claim be sure your packet includes:

- Completed DD form 1351-2 signed/dated by you (blocks 20 a-b) and your reviewer (blocks 21a-d).
- Complete copies of all 1614 orders, amendments, and memorandums
- Supplemental forms and documentation described above
- Paid in full receipts for reimbursable expenses of \$75 or more and all lodging expenses
- Direct Deposit/Electronic Fund Transfer form SF1199A

Send via email: dfas-civrelo-vouchers@mail.mil
or fax: 216-367-3422

or Use Travel Voucher Direct: <http://go.usa.gov/x8PWY>

If you do not receive the notification of receipt after 48 hours please contact our customer care center: 1-888-332-7366 Option 1, Option 1

or dfas-civrelo-questiononly@mail.mil (cannot be recalled)

or <http://go.usa.gov/9Sx>