

HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

EUSA Supplement 1  
to USFK Reg 1-40

5 February 1999

**Administration**

**UNITED STATES FORCES, KOREA TRAVEL CLEARANCE GUIDE**

USFK Reg 1-40, 29 Jul 98, is supplemented as follows:

**Paragraph 1, Purpose.** Add the following at the end of the paragraph:

This supplements USFK Reg 1-40 and prescribes responsibilities, policies and procedures for processing requests for foreign clearance within Eighth United States Army (EUSA).

**Paragraph 2, Applicability.** Add the following at the end of the paragraph:

This supplement applies to all Department of Defense (DOD) personnel and DOD-sponsored visitors conducting official travel to and from major subordinate commands (MSCs), tenant and attached units of EUSA. Additionally, this supplement applies to military personnel conducting unofficial travel in conjunction with a leave and/or pass from MSCs, tenant and attached units of EUSA.

**Paragraph 5, Responsibilities.** Add subparagraphs 5b(1) and (2) after subparagraph 5b:

(1) The EUSA Assistant Chief of Staff (ACofS), G1 has staff responsibility for the travel clearance function within EUSA. Responsibilities include: establishing policy for accomplishment of the non-distinguished visitor travel clearance function within EUSA, overseeing subordinate commands delegated authority to appoint assistant travel clearance managers and processing requests for travel clearance for non-distinguished visitors to and from EUSA units (except the 2d Infantry Division and 19<sup>th</sup> Theater Army Area Command (TAACOM)).

(2) The Commanders, 2d Infantry Division and 19<sup>th</sup> TAACOM will appoint a single assistant travel clearance manager in the rank of SFC, civilian equivalent, or above for accomplishing the non-distinguished visitor travel clearance function within their command and inform the EUSA ACofS, G1 in writing of each appointment. Responsibilities include: establishing policy for accomplishment of the non-distinguished visitor travel clearance function within their command, and processing requests for travel clearance for non-distinguished visitors to and from subordinate units of their command.

## **EUSA Suppl 1 to USFK Reg 1-40**

**Paragraph 6, Policies.** Add subparagraphs 6k(1), (2) and (3) after subparagraph 6k:

(1) For official travel to areas other than the Continental United States, EUSA personnel will coordinate with their unit's assistant travel clearance manager to determine clearance requirements and submission of travel clearance request to the appropriate area travel clearance manager(s) responsible for the area(s) to be visited.

(2) For leave or pass travel to areas other than the Continental United States, EUSA military personnel will submit a DA Form 4187 (Request for Personnel Action), along with supporting documentation (including a DA Form 31 (Request and Authority for Leave)), through command channels to their unit's assistant travel clearance manager. The assistant travel clearance manager will review each request for compliance with guidance found in the Foreign Clearance Guide and applicable service directives and will either approve or disapprove the request.

(3) Unit commanders will not approve DA Forms 31 for outside the Continental United States leaves or passes until their unit's assistant travel clearance manager has reviewed and approved each request.

**Paragraph 7, Procedures.** Insert the following between the second and third sentences of subparagraph 7b(5):

Provide an information copy of the travel clearance message to the following information address: CDREUSAEIGHT SEOUL KOR//EAGA-PP//.

**Glossary.** Add the following acronyms to Section 1, Abbreviations, in alphabetical order:

MSC	Major Subordinate Command
TAACOM	Theater Army Area Command

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, EUSA, ATTN: EAGA-PP, Unit #15236, APO AP 96205-0009.

FOR THE COMMANDER:



JOHN A. HALL  
Assistant Adjutant General

OFFICIAL:  
DANIEL S. CHALLIS  
Colonel, GS  
Chief of Staff

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- 30 - PPCK
- 8 - EAIM-R-PM (Editing)

HEADQUARTERS  
UNITED STATES FORCES KOREA  
UNIT #15237  
APO AP 96205-0010

Change No. 1  
USFK Regulation  
No. 1-40

2 March 1999

Administration

UNITED STATES FORCES, KOREA TRAVEL CLEARANCE GUIDE

1. USFK Reg 1-40, 29 Jul 98, is changed as follows:

**Paragraph 6, POLICIES.** Delete paragraph 6o and replace with the following:

All travel authorization messages will contain the following statement, with the current THREATCON level to be provided by the Force Protection Officer at DSN 723-7585:

"While Korea is classified as a low threat area, the unpredictability of the North Korean Regime and the urban encroachment around U.S. installations on the peninsula make us potentially vulnerable. The current USFK Force Protection THREATCON is INSERT THREATCON LEVEL HERE for Area II (Seoul Area). Travelers should contact their unit security officer prior to traveling to ensure they receive appropriate threat level briefing. Since THREATCON status can change rapidly, for current information assistance, the USFK points of contact for Force Protection are the: USFK Deputy J3, DSN 725-4261; the USFK Force Protection Branch Chief, DSN 723-4875; the USFK Force Protection Officer, FKJ3-SO, DSN 723-7585; the USFK Anti-Terrorism Officer, FKPM, DSN 738-4517, and USFK Counter-Intelligence Officer, FKJ2-CI, DSN 723-3076."

**APPENDIX A.** On page A-1, delete paragraph 2 and replace with the following:

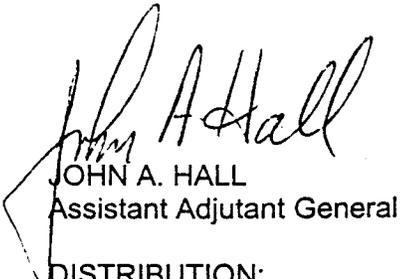
All travel authorization messages will contain the following statement, with the current THREATCON level to be provided by the Force Protection Officer at DSN 723-7585:

"While Korea is classified as a low threat area, the unpredictability of the North Korean Regime and the urban encroachment around U.S. installations on the peninsula make us potentially vulnerable. The current USFK Force Protection THREATCON is INSERT THREATCON LEVEL HERE for Area II (Seoul Area). Travelers should contact their unit security officer prior to traveling to ensure they receive appropriate threat level briefing. Since THREATCON status can change rapidly, for current information assistance, the USFK points of contact for Force Protection are the: USFK Deputy J3, DSN 725-4261; the USFK Force Protection Branch Chief, DSN 723-4875; the USFK Force Protection Officer, FKJ3-SO, DSN 723-7585; the USFK Anti-Terrorism Officer, FKPM, DSN 738-4517, and USFK Counter-Intelligence Officer, FKJ2-CI, DSN 723-3076."

USFK Reg 1-40  
C1

2. Post these changes per DA Pam 25-40.
3. File this change in front of the publication.

FOR THE COMMANDER:



JOHN A. HALL  
Assistant Adjutant General

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A (1 cy each)

OFFICIAL:  
DANIEL J. PETROSKY  
Lieutenant General, USA  
Chief of Staff

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- 1 - USCINCPAC, ATTN: J181, Camp H.M. Smith, HI 96861-5025
- 1 - Cdr, TRADOC, ATTN: ATBO-BPS, Fort Monroe, VA 23651-5000

**HEADQUARTERS  
UNITED STATES FORCES, KOREA  
UNIT #15237  
APO AP 96205-0010**

**USFK Regulation  
No. 1-40**

**29 July 1998**

**(Effective: 12 August 1998)  
Administration**

**UNITED STATES FORCES, KOREA TRAVEL CLEARANCE GUIDE**

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms are prohibited without prior approval of HQ, USFK, ATTN: FKJ1-PP, Unit #15237, APO AP 96205-0010.

**INTERNAL CONTROL PROVISIONS.** This regulation does not contain management control procedures.

- 1. PURPOSE.** To provide travel clearance policies and procedures for official travel to United States Forces, Korea (USFK).
- 2. APPLICABILITY.** This regulation applies to personnel of the Department of Defense (DOD), component services and other United States (U.S.) and non-U.S. citizens under DOD sponsorship who are conducting official travel to USFK.
- 3. REFERENCES.**
  - a. Required publications.
    - (1) DOD 4500-54.G (DOD Foreign Clearance Guide). Cited in paragraphs 5b, 5d(1), 5d(2), 5d(5), 6c, 6k, and 7b(1).
    - (2) USCINCPACINST 4650.4D (U.S. Pacific Command Travel Clearance Guide). Cited in paragraphs 5b and 5d(2).
    - (3) USFK Reg 1-23 (Distinguished Visitors). Cited in paragraphs 5d(1), 5d(2), and 5d(4).
  - b. Related publications.
    - (1) DOD Directive 5000.7 (Official Temporary Duty Travel Abroad).
    - (2) AFI 24-105 (Foreign Clearance Guide).

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**\*This regulation supersedes USFK Regulation 1-40, 20 April 1992.**

## **USFK Reg 1-40**

(3) AR 1-40 (Clearance Requirements and Procedures for Official Temporary Duty Travel Outside Continental United States).

(4) OPNAVINST 4650.11F (Policy for Official Temporary Duty Travel to Military and Civilian Installations, Activities, and Units).

**4. ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this regulation are explained in the glossary.

### **5. RESPONSIBILITIES.**

a. The Assistant Chief of Staff (ACofS), J1 has overall staff responsibility for travel clearances for USFK and is responsible for the following--

(1) Establishing policies and procedures to ensure compliance with the requirements outlined in appropriate regulations.

(2) Appointing a single travel clearance manager to coordinate and monitor travel clearances for USFK.

(3) Coordinating appointments of an assistant travel clearance manager by component commanders, major subordinate commands, tenant commands, USFK staff elements and other activities.

(4) Processing message responses to requests for travel clearance from Distinguished Visitors (DVs) to the Deputy Chief of Staff (DCofS), USFK for approval.

b. U.S. Air Forces, Korea; U.S. Naval Forces, Korea; U.S. Marine Forces, Korea; U.S. Special Operations Command, Korea; and Eighth United States Army (EUSA), will designate a responsible individual in the grade of E-7 or above (or equivalent DOD civilian) to perform duties as their command's primary Assistant Travel Clearance Manager as established in the DOD Foreign Clearance Guide, USCINCPACINST 4650.4D, and applicable service regulations. Additionally, each component command will establish procedures to process travel clearances within their service. Alternate or Deputy Assistant Travel Clearance Managers may be appointed as deemed necessary.

c. Tenant commanders, USFK staff elements and other activities will appoint an Assistant Travel Clearance Manager in the grade of E-7, or above (or equivalent DOD civilian) and inform the ACofS, J1 in writing of each appointment.

d. Assistant Travel Clearance Managers will--

(1) Maintain the DOD Foreign Clearance Guide, USFK Reg 1-23, USFK Reg 1-40 and applicable service regulations.

(2) Evaluate travel clearance requests from personnel planning to visit their activities/ units to ensure compliance with the requirements of the DOD Foreign Clearance Guide,

USCINCPACINST 4650.4D, USFK Reg 1-23, USFK Reg 1-40 and applicable service regulations.

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

(4) Ensure that coordination is accomplished with the ACofS, J1 by the escort/sponsoring activity to ensure that all DV travel clearance requests have been received and are being processed. Coordination must also be accomplished with the USFK Protocol Section for DVs in accordance with (IAW) USFK Reg 1-23. Additionally, ensure that the USFK Command Group is provided with a read-ahead packet should the DV request a visit with a member of the command group.

(5) Ensure message responses to travel clearance requests for all non-DVs (0-6 and below) are processed IAW the DOD Foreign Clearance Guide. Examples are at appendix A.

## **6. POLICIES.**

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

b. Military, DOD-sponsored civilian personnel and non-DOD contractors must process travel clearances before commencement of official travel to Korea unless exempt under paragraph 6j.

c. Blanket travel clearances to the Republic of Korea (ROK) will be strictly controlled. USFK, J1 may approve requests after coordination with staff agencies or units to be visited as exceptions to policy. Requests must be fully justified IAW the DOD Foreign Clearance Guide and based on mission requirements, not convenience. Subsequent notifications require no response unless being disapproved due to the inability of the sponsoring or visited organization to provide support.

d. All requests for travel clearance must provide a minimum of 30 days notification via message before departure/visit. Inability to meet this requirement must be explained. If not adequately explained travel clearance may be denied. Additionally, the request should be disapproved if the visit will disrupt previously scheduled major events. In all cases of disapproval, an alternate date for the visit will be suggested.

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

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

g. Travel itineraries for all DVs will be controlled and protected according to the classification assigned by the visitor's home station. Without an assigned classification by the DV's home-station, treat itineraries and separate portions used to coordinate the visit as FOR OFFICIAL USE ONLY information. Classification/protection will be canceled upon completion of travel or as indicated on the original DV's itinerary.

h. U.S. Commander in Chief, Pacific (USCINCPAC) requires notification of DVs traveling in the U.S. Pacific Command (USPACOM). Theater travel clearance requests must list USCINCPAC Honolulu HI//J1/J5/J1M/J001 as an information addressee.

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

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

(1) USCINCPAC personnel and assigned staff.

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

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

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

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

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

(7) Commanders when visiting subordinate units.

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

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

(10) Any personnel specifically exempted by USCINCPAC.

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

l. Civilian personnel (DOD civilians, contractors, etc.) are not required to have a Visa if their length of stay in the ROK is for 15 days or less. However, should their planned length of stay be longer than 15 days, a Visa is required and should be obtained prior to departure from their home-station.

m. Responsibilities for coordination of recruiting visits by DOD activities and agencies are at appendix B.

n. When warranted, public affairs offices may announce visits of DVs. Press releases will not contain precise arrival and departure dates nor places to be visited. Such announcements will be approved by the DV's coordinating office.

o. All travel authorization messages will contain the following statement:

"While Korea is classified as a low threat area, the unpredictability of the North Korean Regime and the urban encroachment around U.S. installations on the peninsula make us potentially vulnerable. The current USFK Force Protection THREATCON is A-plus with additional measures from THREATCON B. This has been in effect since 16 Feb 97 but is subject to change. Currently, large student/labor demonstrations can occur with the potential to become violent. For information or assistance, the USFK points of contact for force protection are the USFK Deputy J3 at DSN 725-4261, the Force Protection Officer (FKJ3-SO) at DSN 723-7585, the USFK Anti-Terrorism Officer (FKPM) at DSN 738-4517, and the USFK Counter Intelligence Officer (FKJ2-IS-CI) at DSN 723-3076."

## 7. PROCEDURES.

a. Upon receipt of a theater clearance request, the USFK Travel Clearance Manager (ACofS, J1) will--

(1) Ensure that the appropriate sponsoring activity/unit is listed on the message as an action addressee by the originator or was added via routing indicator code. When the sponsoring staff activity is listed improperly, multiple action addressees are listed, or if it is unclear which activity/unit will sponsor the visiting official(s), the USFK Travel Clearance Manager will designate the appropriate sponsoring staff activity and provide an information copy of those requests containing security clearance data to HQ, USFK, ACofS, J2, ATTN: FKJ2-IS-S, Unit #15237, APO AP 96205-0010.

(2) Monitor travel clearance requests to ensure compliance with applicable DOD, USPACOM and applicable service directives.

(3) Prepare and release all theater travel clearance messages for DVs which lists the point of contact with duty phone, if known.

b. Assistant Travel Clearance Managers will review all travel clearance requests to--

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(1) Determine if the proposed travel meets existing requirements. If requirements are met, the sponsoring activity/unit can support the visit, and the travel clearance request provides sufficient information about the visit, the request will be handled as stated in the DOD Foreign Clearance Guide and this regulation.

(2) Determine if additional information is required before approval or disapproval of the proposed visit. If required, additional information will be requested via message within 10 days of the date-time group of the message requesting travel clearance.

(3) Determine if the proposed arrival time will place an undue burden on the resources of an activity/unit. If so, the assistant travel clearance manager will release a message requesting that the visit be rescheduled for a more appropriate time.

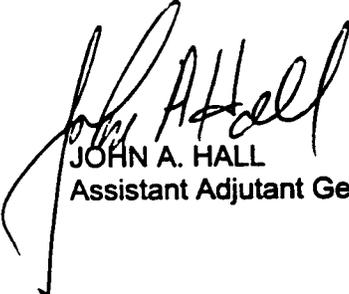
(4) Determine if the proposed visit can be supported. If not, the Assistant Travel Clearance Manager should prepare a disapproval message for non-DVs (O-6s, General Service (GS)-15, General Manager (GM)-15 and below) denying the travel clearance.

(5) Provide a copy of the travel clearance request to the appropriate USFK point(s) of contact. Ensure that all travel clearance messages either approving or denying travel include COMUSKOREA SEOUL KOR//FKJ1-PP// and other appropriate activities as information addressees. Provide an information copy of requests containing security clearance data to HQ, USFK, ACofS, J2, ATTN: FKJ2-IS-S, Unit #15237, APO AP 96205-0010.

(6) Ensure that all non-electrical communication about approval or disapproval of a travel clearance is followed up by an official message. E-mail may not be used to approve or disapprove a travel clearance request. E-mail, telephonic, or written communications may be used to coordinate logistical, administrative, or other support requirements related to the visit.

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) to the Commander, USFK, ATTN: FKJ1-PP, Unit #15237, APO AP 96205-0010.**

FOR THE COMMANDER:

  
JOHN A. HALL  
Assistant Adjutant General

OFFICIAL:  
RANDOLPH W. HOUSE  
Lieutenant General, USA  
Chief of Staff

**2 Appendixes**

- A. Message Example Formats
- B. Recruiting Trips

**Glossary**

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A

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- 1 - Cdr, TRADOC, ATTN: ATBO-BPS, Fort Monroe, VA 23651-5000

APPENDIX A

MESSAGE EXAMPLE FORMATS

UNCLASSIFIED

01 02 090900Z FEB 98 PP PP UUUU AA ZYUW

NO

FROM YOUR UNIT

TO ORIGINATING UNIT

INFO COMUSKOREA SEOUL KOR//FKCJ-P/FKJ1-PP//

UNCLAS

SUBJ: APPROVED THEATER CLEARANCE FOR KOREA

1. THEATER CLEARANCE IS APPROVED FOR THE FOLLOWING INDIVIDUAL(S) TO VISIT KOREA DURING THE PERIOD (INDICATE TIME PERIOD):

RANK	NAME	DUTY TITLE
------	------	------------

2. WHILE KOREA IS CLASSIFIED AS A LOW THREAT AREA, THE UNPREDICTABILITY OF THE NORTH KOREAN REGIME AND THE URBAN ENCROACHMENT AROUND U.S. INSTALLATION ON THE PENINSULA MAKE US POTENTIALLY VULNERABLE. THE CURRENT USFK FORCE PROTECTION THREATCON IS A-PLUS WITH ADDITIONAL MEASURES FROM THREATCON B. THIS HAS BEEN IN EFFECT SINCE 16 FEB 97 BUT IS SUBJECT TO CHANGE. CURRENTLY, LARGE STUDENT/LABOR

DRAFTER, NAME, TITLE  
DRAFTER OFFICE SYMBOL, PHONE

RELEASER'S NAME, TITLE

UNCLASSIFIED

080900ZFEB98

**USFK Reg 1-40**

**UNCLASSIFIED**

**02 02 090900Z FEB 98 PP PP UUUU**

**AA ZYUW**

**NO**

**DEMONSTRATIONS CAN OCCUR WITH THE POTENTIAL TO BECOME VIOLENT. FOR CURRENT INFORMATION OR ASSISTANCE, THE USFK POINTS OF CONTACT FOR FORCE PROTECTION ARE THE USFK DEPUTY J3 AT DSN 725-4261, THE FORCE PROTECTION OFFICER (FKJ3-SO) AT DSN 723-7585, THE USFK ANTI-TERRORISM OFFICER (FKPM) AT DSN 738-4517, AND THE USFK COUNTER INTELLIGENCE OFFICER (FKJ2-IS-C1) AT DSN 723-3076.**

**3. POINT OF CONTACT IS**

**DRAFTER, NAME, TITLE  
DRAFTER OFFICE SYMBOL, PHONE**

**RELEASER'S NAME, TITLE**

**UNCLASSIFIED**

**080900ZFEB98**

**A-2**

UNCLASSIFIED

01 01 090900Z FEB 98 PP PP UUUU

AA ZYUW

NO

FROM YOUR UNIT

TO ORIGINATING UNIT

INFO COMUSKOREA SEOUL KOR//FKJ1-PP//

UNCLAS

SUBJ: DISAPPROVED THEATER CLEARANCE FOR KOREA

1. THEATER CLEARANCE IS DISAPPROVED FOR THE FOLLOWING INDIVIDUAL(S) TO VISIT KOREA DURING THE PERIOD INDICATED:

RANK	NAME	PERIOD
------	------	--------

2. OPERATIONAL/MISSION REQUIREMENTS PRECLUDE APPROVAL OF THIS REQUEST. RECOMMEND VISIT BE RESCHEDULED FOR XXXXXXXXXXXX.

3. POINT OF CONTACT IS

DRAFTER, NAME, TITLE  
DRAFTER OFFICE SYMBOL, PHONE

RELEASER'S NAME, TITLE

UNCLASSIFIED

080900ZFEB98

## APPENDIX B

### RECRUITING TRIPS

**B-1. GENERAL.** USFK supports recruiting teams from the Continental U.S. throughout the year. These teams include, but are not limited to, the White House Communications Agency, 1st Special Forces Operational Detachment (Airborne), Special Forces, Rangers, U.S. Military Academy Preparatory School, and the Warrant Officer Recruiting Team.

#### **B-2. POLICY.**

a. Responsibility for overall coordination of visits by recruiting teams is as follows:

(1) ACofS, J1 (FKJ1-PP). The White House Communications Agency Recruiting Team.

(2) 8th Personnel Command (PERSCOM) staff elements listed below will coordinate the following teams:

(a) Command Retention Office. Special Forces Officer and Enlisted Recruiting Teams.

(b) Command Retention Office. The 1st Special Forces Operational Detachment (Airborne) Delta Force.

(c) Theater Army Personnel Services. The Warrant Officer Recruiting Team.

(d) Theater Army Personnel Replacement Operations. The 160th Special Operations Aviation Regiment (Airborne) and other recruiting visits by aviation personnel.

(e) Command Retention Office. The U.S. Military Academy Preparatory School Recruiting Team.

(f) Command Retention Office (in coordination with 2nd Infantry Division ACofS, G1/AG). The Ranger Recruiting Team.

b. USFK subordinate commands will be tasked by the USFK ACofS, J1, EUSA ACofS, G1 or 8th PERSCOM for support as needed. All USFK subordinate commands will cooperate to the fullest extent possible to ensure recruiting team sponsors have everything the recruiting team needs to conduct a successful visit. Full cooperation will ensure that out-of-country visitors leave the ROK with a favorable impression of USFK.

(1) Support will include scheduling briefing areas/rooms, physical training fields, swimming pools, audio visual aids, public announcements, lodging, transportation, granting travel clearance, and other requirements specified by visiting recruiting teams.

(2) Full authority for tasking, sponsoring and delegation of responsibilities, with respect to out-of-country recruiting teams, lies with the USFK ACofS, J1, EUSA ACofS, G1 and Commander, 8th PERSCOM.

**GLOSSARY****SECTION I. ABBREVIATIONS**

ACofS	Assistant Chief of Staff
CofS	Chief of Staff
DCofS	Deputy Chief of Staff
DOD	Department of Defense
DSN	Defense-Switched Network
DV	Distinguished Visitor
EUSA	Eighth United States Army
GM	General Manager
GS	General Service
IAW	in accordance with
ROK	Republic of Korea
SES	Senior Executive Service
U.S.	United States (of America)
USCINCPAC	United States Commander in Chief, Pacific
USFK	United States Forces, Korea
USPACOM	United States Pacific Command

**SECTION II. TERMS**

**Blanket travel clearance.** A travel clearance that authorizes periodic (individual or group) visits to an overseas area without the requirement of obtaining a separate travel clearance for each visit.

**Distinguished Visitors.** Personnel in the grade indicated below (or their equivalent) are considered DVs.

- a. General/flag officers (06s selected for promotion or 07).

## **USFK Reg 1-40**

b. DOD civilian personnel in the grade of GS or GM 16 or Senior Executive Service (SES) 1 and above.

c. DOD-sponsored civilian personnel who have an established equivalent grade of GS or GM 16 or SES 1 and above.

d. Other military, DOD civilian, or DOD sponsored civilian personnel, as directed by the Chief of Staff (CofS), USFK.

**In-country request.** Invitations extended by overseas commands to agencies, commands, or activities outside the command to provide assistance visits.

**Travel clearance.** Permission for official personnel to travel (individual or group) between and to overseas areas. Clearance is required for each proposed visit unless exempt (subparagraph 6j). Clearance for non-DVs is implied unless a message is transmitted denying clearance to enter the command.