



UNITED STATES FORCES KOREA INSTRUCTION

FKJ1

USFKI 1700.01

DISTRIBUTION: A

03 June 2026

REPORTING CHANGE OF STATUS OF SOFA PERSONNEL

References:

- a. AR 25-98, Information Management Control Requirements Program, 8 February 2019
- b. AR 635-200, Active Duty Enlisted Administrative Separations, 30 June 2025
- c. AR 635-5-1, Separation Program Designator Codes, 2 March 2022
- d. No. 9605, Agreement under Article IV of the Mutual Defense Treaty Between the United States of America & the Republic of Korea Regarding Facilities and Areas and the Status of United States Armed Forces in the Republic of Korea, as Amended (US-ROK SOFA) with its Agreed Minutes and Understandings on Implementation, 9 July 1966
- e. USFKI 4901.01 series, Invited Contractor and Technical Representative Program

1. Purpose. This instruction prescribes policy and establishes procedures for reporting change of status of personnel subject to the United States-Republic of Korea Status of Forces Agreement (hereinafter US-ROK SOFA) and implements Article VIII, paragraphs 5 and 6, in accordance with agreed upon procedures during the Fourth, Sixth, and Twenty-Third US-ROK Joint Committee meetings.

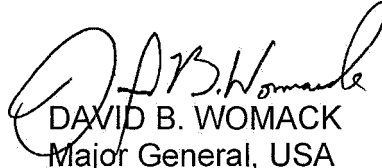
2. Superseded/Canceled. This instruction supersedes USFK Regulation 1-38, dated 11 July 2011.

3. Applicability. This instruction applies to all United States Forces Korea (USFK) military personnel and to members of the US civilian component assigned, attached, or under the disciplinary control of the United Nations Command (UNC), the Republic of Korea – United States (ROK-US), Combined Forces Command (CFC), or USFK; and family members.

4. Records Management. Records created as a result of processes prescribed by this instruction must be identified, maintained, and disposed of according to Army Regulation (AR) 25-400-2. Record titles are available on the Army Publishing Directorate website at <<https://armypubs.army.mil/>>.

03 June 2026

5. Releasability. Electronic Media Only (EMO).
6. Effective Date. This instruction is effective upon receipt.



DAVID B. WOMACK
Major General, USA
Chief of Staff

Enclosures:

- A – Purpose
- B – Policy
- C – Definitions
- GL – Glossary

TABLE OF CONTENTS

ENCLOSURE A - Purpose	A-1
1. Purpose	A-1
2. Commander's Intent	A-1
3. Responsibilities	A-1
ENCLOSURE B - Policy	B-1
1. Policy	B-1
2. Procedures	B-2
3. Reporting	B-2
ENCLOSURE C - Definitions	C-1
GLOSSRY	GL-1

(INTENTIONALLY BLANK)

03 June 2026

ENCLOSURE A

PURPOSE

1. Purpose. This enclosure prescribes policy and establishes procedures for reporting a change of status of personnel subject to the United States-Republic of Korea (US-ROK) Status of Forces Agreement (SOFA) and implements SOFA Article VIII, paragraphs 5 and 6, in accordance with agreed upon procedures during the Fourth, Sixth, and Twenty-Third US-ROK Joint Committee meetings.

2. Commander's Intent. To accurately annotate the most current status of personnel while assigned to perform duties assigned and for individuals residing on the Korean Peninsula.

3. Responsibilities

a. Component Commanders will submit a report of change of status to the Assistant Chief of Staff (ACoS), USFK (FKJ1) when military personnel, US civilian employees (if servicing civilian personnel office is not located in the ROK), and/or their dependents change their status rendering them ineligible for SOFA status. Reports will be sent to <indopacom.humphreys.usfk.mbx.usfk-strategic-policy-and-programs@army.mil>.

b. ACoS Acquisition Management, USFK (FKAQ) will submit a change of status report to the USFK J1 Policy and Programs Office when invited contractors or technical representatives and their dependents change their status, rendering them ineligible for SOFA status. Reports will be sent to <indopacom.humphreys.usfk.mbx.usfk-strategic-policy-and-programs@army.mil>.

c. Local Civilian Personnel Offices will submit a change of status report to the USFK J1 Policy and Programs Office when US civilian employees they service, including Department of Defense (Department of War) Education Activity Schools, Korea, teachers, and their dependents change their status, rendering them ineligible for SOFA status. Reports will be sent to <indopacom.humphreys.usfk.mbx.usfk-strategic-policy-and-programs@army.mil>.

(INTENTIONALLY BLANK)

ENCLOSURE B

POLICY

1. Policy. The US has agreed to:

a. Provide notification whenever personnel of the following categories, who are subject to the US-ROK SOFA, change their status.

(1) Members of the United States Armed Forces and their dependents

(2) Members of the civilian Component and their dependents

(3) Invited contractors and their dependents

b. Notify ROK authorities if the status of persons present in the ROK under the provisions of the US-ROK SOFA, Article VIII, paragraph 5 is altered so that they would no longer be entitled to such admission.

c. Ensure that transportation from the ROK will be provided within 30 days if the Republic of Korea Government (ROKG) requests the removal of such persons from its territory (Article VIII, paragraph 5).

d. Receive those persons on sovereign US territory or otherwise place them outside the ROK (Article VIII, paragraph 6).

e. Individuals anticipating a change of status that would void their entitlement to SOFA status, but desire to remain after their change of status, must apply for "Grant for Status of Sojourn" to the local Immigration Office, Bureau of Immigration, Ministry of Justice, ROK, not later than 45 days before the projected effective date of their change of status. The permission or visa is expected to be issued not later than 15 days before the effective date of the change of status, or the applicants will be issued a written statement informing them of the Bureau's disapproval of their request. Persons not having a US passport, including US military personnel, must obtain one from the US Embassy in sufficient time to meet the 45-day requirement for applying for a ROK visa.

f. Any person who requests separation or retirement in the ROK must apply to the local Immigration Office, Bureau of Immigration, Ministry of Justice, ROK, for a "Grant for Status of Sojourn" no later than 45 days before the effective date.

g. All civilian employees and invited contractors are responsible for notifying their sponsoring agency in the ROK of their intention to change either their own status or that of their dependents.

h. Individuals must obtain and keep up-to-date evidence that they have a visa or permission from the authorities to reside in the ROK, in accordance with ROK laws

03 June 2026

i. pertaining to the residence and control of aliens. In exceptional cases involving civilian personnel, it may be possible to secure a waiver of time limitations.

2. Procedures. Procedures for notifying ROK authorities of a change of status are as follows:

a. The USFK Service Components, Acquisition Management (FKAQ) and local civilian personnel offices will report changes in status by memorandum to the Commander, USFK, UNIT 15237, ATTN: FKJ1-11, APO AP 96237-5237, no later than 10 days after the change of status or submit via email at <indopacom.humphreys.usfk.mbx.usfk-strategic-policy-and-programs@army.mil.>.

b. The USFK J1 will notify the US SOFA Secretariat of the change of status, and US SOFA Secretariat will notify ROKG authorities through the Ministry of Foreign Affairs (MOFA).

c. If the ROKG requests removal of the reported person(s) from its territory, US military authorities will ensure transportation from the ROK is provided within a reasonable time. The USFK Judge Advocate will facilitate actions, in conjunction with the USFK J1, required to ensure that the individual departs the ROK.

3. Reporting. Change of Status report memorandums will include the following:

a. Name(s) of sponsor and all accompanying family members/dependents (clearly specify each passports' country of issuance)

b. Civilian address while in the ROK

c. Organization of assignment or employing company, as appropriate

d. Status before change

e. Reason for change

f. Passport or Military Identification Card number of sponsor and family members/dependents

g. Expected date of departure from the ROK

ENCLOSURE C

DEFINITIONS

1. Persons with "SOFA Status" are:

a. Members of the United States Armed Forces as defined in Article I and other applicable provisions of the US-ROK SOFA, including personnel on active duty in the U.S. Armed Services in the ROK.

b. Members of the civilian component as defined in Article I and other applicable provisions of the US-ROK SOFA, including US civilians employed by or accompanying the U.S. Armed Forces in the ROK, and Invited Contractors as defined in Article XV.

2. "Dependents" of the above defined in Article I of the US-ROK SOFA as:

a. Spouse and children under 21

b. Parents, children over 21, or other relatives who depend on a member of the U.S. armed forces or civilian component for over half their support

3. "Invited Contractors" which are persons, including:

a. Corporations organized under US laws

b. Employees ordinarily resident in the US

c. Their dependents, present in the ROK solely to execute contracts with the U.S. armed forces or other armed forces under Unified Command receiving logistical support from the United States

4. "Change of Status". A change in status occurs when a person in the ROK no longer meets the SOFA definitions and is thus ineligible for SOFA status.

Examples include:

a. Family members of personnel whose sponsor depart Korea before their Date Eligible for Return from Overseas (DEROS).

b. Invited contractors whose contract or employment terminates before the expected completion date.

c. Armed Forces members retiring and staying in Korea (not part of the Government Service civilian component or an invited contractor) and their dependents.

d. Family members no longer qualify as dependents under Article I of the US-ROK SOFA.

e. Invited contractors whose employment is terminated by their contractor or sponsor "for cause" after they become involved in an act or acts of misconduct (criminal acts) involving ROK Government authorities will have their SOFA Status reviewed by their sponsoring component Staff Judge Advocate and the USFK Staff Judge Advocate-International Law Division to ensure the termination does not conflict with SOFA Status at the time of the incident.

GLOSSARY OF ABBREVIATIONS

ACOS	Assistant Chief of Staff
AR	Army Regulation
CFC	Combined Forces Command
DEROS	Date Eligible for Return from Overseas
DoW	Department of War
FKAQ	USFK Service Components Acquisition Management
MOFA	Ministry of Foreign Affairs
ROK	Republic of Korea
ROKG	Republic of Korea Government
SOFA	Status of Forces Agreement
UNC	United Nations Command
USFK	United States Forces Korea
US-ROK	United States-Republic of Korea

(INTENTIONALLY BLANK)