

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 1-46

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Administration

US PERSONNEL ENTERING AND DEPARTING THE REPUBLIC OF KOREA

***This regulation supersedes USFK Regulation 1-46, dated 21 December 2009.**

FOR THE COMMANDING GENERAL:

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Summary. This regulation establishes responsibilities, policies and procedures applicable to U.S. personnel entering and departing the Republic of Korea (ROK).

Summary of Change. This revision includes the following changes:

- a. Adds clarification related to the processing requirements at the ports of entry and exit. (para. 2-2b.)
- b. Adds clarification related to the coordination and reporting requirements for personnel entering and exiting the ROK through non-ports of entry and exit (para. 2-2c).

Applicability. This regulation applies to all US personnel assigned or attached to United States Forces, Korea (USFK) command, elements, and agencies; Korean Augmentation to the U.S. Army (KATUSA) personnel; U.S. military personnel assigned or attached to the U.S. Embassy, Seoul, the Joint United States Military Affairs Group-Korea (JUSMAG-K), the Special U.S. Liaison Advisor Korea, the United Nations Command (UNC) and Combined Forces Command (CFC).

Forms. USFK forms are available at www.usfk.mil.

Supplementation. Issue of supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: J11WorkFlow@korea.army.mil.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained and disposed of according to Army Regulation (AR) 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is USFK Assistant Chief of Staff (ACofS) J1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK ACofS J1 (FKJ1-12), Unit 15237, APO AP 96205-5237, email: J11WorkFlow@korea.army.mil.

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Chapter 1 Introduction

1-1. Purpose

This regulation establishes entry and exit reporting requirements set forth in Article VIII, paragraph 1, and Article XV, subparagraph 3b of the United States – Republic of Korea (ROK) Status of Forces Agreement ([SOFA](#)). For SOFA and Related Documents, click [here](#).

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of Acronyms and Abbreviations

Acronyms and abbreviations used in this regulation are explained in the glossary.

Chapter 2 Responsibilities and Policy

2-1. Responsibilities

a. The Service Component Commanders will:

(1) Ensure that personnel subject to this regulation who enter and exit the ROK through approved ports of entry as identified in paragraph 2-2a are processed through the Korean Immigration Service (KIS) and Korean Custom Service (KCS) in accordance with paragraph 2-2b.

(2) Complete a quarterly Entry and Exit Report for all US military who enter and exit the ROK through any port of entry not identified in paragraph 2-2b and submit the report to the United States Forces, Korea (USFK) Assistant Chief of Staff (ACofS) J-1 (FKJ1), APO AP 96205 adhering to the time schedule and format identified in appendix B, email: J11Workflow@korea.army.mil.

b. The USFK ACofS J-1 will consolidate and forward the Entry and Exit Report to the US SOFA Secretariat (FKDC-SA), adhering to time schedule and format identified in appendix B. SOFA reports will be sent to SOFA@korea.army.mil.

c. The US SOFA Secretariat will forward the Entry and Exit Report under a letter of transmittal to the Korean Immigration Service, Ministry of Justice, Republic of Korea, adhering to the time schedule and format identified in appendix B.

d. The USFK Provost Marshal has staff responsibility for coordinating entry and exit issues or concerns directly with the KIS and KCS.

2-2. Policy

a. Approved ports of entry or exit are the following nine (9) ports (seaports/airports):

(1) Cheju International Airport (K-40).

(2) Daegu (Taegu) Air Base (K-2).

(3) Gimhae (Kimhae) International Airport (K-1).

- (4) Gimpo (Kimp'o) Airport (K-14).
- (5) Gunsan (Kunsan) Air Base (K-8).
- (6) Gwangju (Kwangju) Air Base (K-57).
- (7) Incheon International Airport.
- (8) Osan Air Base (K-55).
- (9) Pusan (Busan) Airport/Seaport (Pier #8).

b. Processing Requirements at Ports of Entry and Exit. All personnel, to include aircrews, that exit the airfield are required to process through KIS and KCS. No exceptions.

- (1) US Military (i.e., permanent change of station (PCS), temporary duty (TDY), and leave).

(a) A no-fee passport and a visa are required for all personnel assigned to US military tri-service advisory groups (i.e., Joint United States Military Affairs Group-Korea (JUSMAG-K), US Defense Attaché Officers, etc.).

(b) All other military personnel on official business do not require passports but do require a military identification (ID) card and US Government travel orders.

(c) Air crew members must process through KIS and KCS if they are to depart the airfield (layover/overnight/etc.). US military aircraft with crew members are only exempt from Korean immigration clearance if the aircraft and its crew members are conducting routine transient operations (i.e., stay inside the airfield). However, a crew manifest is required to be submitted to the immigration office within 30 minutes of arrival or departure.

(d) A ROK Entry/Departure Card shall be completed and provided to the KIS.

- (2) Members of the Civilian component, Invited Contractors and Dependents.

(a) A passport is required.

(b) A visa is required. US passport holders may enter Korea without a visa for a maximum stay up to ninety (90) days. Within thirty (30) days from their arrival in the ROK, non-military SOFA status persons shall present the required documentation to ROK Immigration Bureau authorities so that their SOFA status may be verified and the SOFA Verification Seal showing their SOFA Status Expiration Date may be affixed in their passport.

(c) A ROK Entry/Departure Card shall be completed and provided to the KIS.

c. Processing at Non-Ports of Entry and Exit (i.e., Mokpo Port, Chinhae Port, Masan Port, Seoul Air Base (K-16), and Pyongtaek Port).

(1) Military exercises or operations that require US military personnel to enter or exit the ROK via a non-port of entry and exit as identified above, require coordination with USFK ACofS J-1, USFK Provost Marshal and ROK immigration authorities in order to satisfy SOFA-required ROK entry and exit protocols.

(2) Without exception, all personnel arriving via a non-port of entry and exit must depart in the same manner as their arrival. If key personnel are identified ahead of time to depart by other means, coordination with ROK immigration authorities must occur to satisfy SOFA-required ROK entry and exit protocols.

(3) Members of the US Armed Forces who enter and exit the ROK via ports of entry not identified in paragraph 2-2b and who are on official US Government orders to support contingency operations or to participate in joint and combined military exercises shall be reported on the quarterly Entry and Exit report.

Appendix A References

Section I. Required Publications

Facilities and Areas and the Status of United States Armed Forces in Korea, *Agreement Between the United States of America and the Republic of Korea*, Article VIII and Article XV, 9 July 1966

Designation of Kunsan Air Base as a Port of Entry/Exit, 101st Joint Committee (Enclosure 18), 30 January 1975, minutes pages 6288-6291

Designation of Ports / Airports of Entry and Exit for U.S. Military Personnel, Members of the Civilian Component and U.S. Invited Contractors, and Dependents of the Foregoing, 101st Joint Committee (Enclosure 1 to Enclosure 18), 30 January 1975, minutes pages 10820-10821

Designation of Ports of Entry and Exit Applicable to USFK Personnel, 148th Joint Committee (Enclosure 32), June 17, 1983

Approval of Recommendation from the Entry and Exit Subcommittee, "*The recommendations from the Entry and Exit Subcommittee regarding determination of procedures for notifying the Republic of Korea Government of numbers and categories of persons under the SOFA entering and departing the ROK is approved*", 176th Joint Committee (Enclosure 49), 28 June 1995, pages 15304-15307

Section II. Related Publications

USFK Regulation 1-38, Reporting Change of Status of SOFA Personnel

USFK Regulation 1-43, Operations at Incheon International Airport

USFK Regulation 1-54, Documentation and Verification of Status of Personnel

UNC/USFK Regulation 190-41, USFK Customs Program

Appendix B
Entry and Exit Reporting Timelines and Format

B-1. Quarterly Entry and Exit Report Timelines

Quarterly Entry and Exit Reports will be submitted following the process and schedule below. These reports are only submitted if US military personnel enter or exit the ROK via a non-port of entry and exit as identified in paragraph 2-2a.

		NLT REPORT DATES
FROM	TO	APR/JUL/OCT/JAN
Service Component Commanders	USFK ACofS, J-1	10 th
USFK ACofS, J-1	US SOFA Secretariat	17 th
US SOFA Secretariat	KIS, MOJ, ROK	20 th

Figure B-1. The Submission Schedule for Quarterly Entry and Exit Report

B-2. Entry and Exit Report Format

Entry and Exit Reports will be submitted in accordance with the format below:

UNITED STATES FORCES KOREA ENTRY AND EXIT REPORT				
MONTH/ YEAR	LOCATION	PERSONNEL		REMARKS
		ARRIVAL	DEPARTURE	
TOTALS				

Figure B-2. Sample of Entry and Exit Report

Glossary
Abbreviations

AR	Army Regulation
CFC	Combined Forces Command
DOD	Department of Defense
KATUSA	Korean Augmentation to the US Army
KIS	Korea Immigration Service
KCS	Korea Customs Service
MOJ	Ministry of Justice
ROK	Republic of Korea
SOFA	Status of Forces Agreement
UNC	United Nations Command
US	United States (of America)
USFK	United States Forces, Korea