

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

United States Forces Korea
Regulation 614-2

26 June 2013

Assignments, Details, and Transfers

IN-PROCESSING AND ORIENTATION PROGRAM

***This regulation supersedes USFK Regulation 614-2, dated 9 July 2011.**

FOR THE COMMANDING GENERAL:

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Summary. This regulation establishes policies and procedures for in-processing United States Forces Korea (USFK) service members, civilian employees, spouses and Family members (if accompanied) to facilitate in-processing and transition to their assignment in Korea.

Summary of Change. This publication has been substantially changed. A full review of its contents is required. Significant changes have been addressed with in-processing briefing requirement on the USFK Sexual Assault Prevention and Response Program (including DoD Strategic Plan), ensures combating trafficking in persons annual awareness training is documented upon arrival and conducted each calendar year, and updates to the voting registration inprocess briefings by providing guidance to register eligible voters by absentee ballot.

Applicability. This regulation applies to all commands, units, organizations, and activities assigned, attached, or under the operational control of the United States Forces Korea. Portions of this regulation that prescribe specific conduct are punitive and violations of these provisions may

subject offenders to action under the Uniform Code of Military Justice (UCMJ) or adverse administrative action.

Supplementation. Issue of supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 (FKJ1-11), Unit #15237, APO AP 96205-5237, at pacom.yongsan.usfk.mbx.j11-workflow@mail.mil.

Forms. USFK forms are available at <http://www.usfk.mil>.

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

Suggested Improvements. The proponent of this regulation is USFK J1 (FKJ1-11). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK J1 (FKJ1-11), Unit #15237, APO AP 96205-5237, email: pacom.yongsan.usfk.mbx.j11-workflow@mail.mil.

Exception Authority. Requests for exceptions to policy or waivers will be submitted through the USFK J1 and coordinated with the USFK Office of the Judge Advocate. The Deputy Chief of Staff, USFK, has the authority to approve exceptions or waivers to this regulation.

Distribution. Electronic Media Only (EMO).

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1. Purpose

This regulation establishes policies and procedures for orienting all United States Forces Korea (USFK) personnel on key subject areas to facilitate in-processing and integration of personnel to their assignment in Korea. This regulation also provides guidance on Spouse/Family Member In-processing and Orientation.

2. References

a. Required publications.

- (1) USFK PAM 600-300 (Noncombatant Emergency Evacuation Instructions)
- (2) USFK Reg 55-29 (Patriot Express Policies and Procedures)
- (3) USFK Reg 190-2 (Off-Limits Areas and Establishments)
- (4) USFK Reg 190-7 (Installation Access Control)
- (5) USFK Reg 350-2 (Theater Specific Required Training for Arriving DoD Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to Korea)
- (6) USFK Reg 600-20 (Sexual Assault Prevention and Response Program)
- (7) USFK Reg 614-1 (Military Command Sponsorship Program)

b. Related publications.

- (1) AFI 36-2103 (Individualized Newcomer Treatment and Orientation (INTRO) Program)
- (2) AR 600-8-8 (The Total Army Sponsorship Program)
- (3) MCO 1320.11E (Personnel Sponsorship Program)
- (4) OPNAVINST 1740.3C (Command Sponsor and Indoctrination Programs)

c. Related policy letters.

- (1) [USFK Command Policy Letter #1](#) – Zero Tolerance Policy
- (2) [USFK Command Policy Letter #10](#) – Sexual Assault Prevention and Response
- (3) General Order Regarding [Off-Installation Curfew](#)

3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Commander's Intent

To rapidly in-process all military and civilian employee personnel into the command by providing them with the necessary briefings on mandatory subjects needed to sustain combat readiness and to provide a Korean cultural orientation. Specific attention will be given to address the new sexual assault strategic guidance from Department of Defense (DoD) in all in-processing briefings. Leaders will be personally involved with addressing their command's sexual assault prevention and

response programs and policies. Additionally, commanders will provide a Spouse/Family Member in-processing and orientation program for all accompanied personnel.

5. Responsibilities

a. The Senior Service Component Commander for each Installation/Area will ensure the following for all service members and applicable civilian employees upon arrival to Korea:

(1) Provide mandatory in-processing and orientation briefings within five duty days to include at a minimum the following:

(a) Installation/Area Commander Welcome Briefing.

(b) Sources of Command Information including the Installation/Area specific web site, service component web site, [USFK website](#), [Commander Sends Messages](#), Public Service Announcements, etc.

(c) Noncombatant Emergency Evacuation (NEO). Minimum requirements include:

- Registration in the USFK Defense Biometric Identification System (DBIDS) (must include all family members, no matter what their age, to ensure commissary and alcohol limits are set properly for all accompanied family members).

- Have an assigned unit NEO warden meet with newcomers within the first week of arrival.

- Have a complete NEO packet in accordance with Appendix B, USFK Pam 600-300 within 30 days of arrival to their unit of assignment.

(d) Installation support agencies and training, to include:

- [Medical](#), [Dental](#), [Veterinary](#) and [TRICARE](#).

- United Service Organization (USO).

- Chaplain Services.

- Family, Morale, Welfare and Recreation (FMWR).

- American Red Cross.

- [Sexual Assault Prevention and Response Program \(SAPR\)](#). SAPR training will be provided to all USFK personnel during inprocessing and reinforced annually. Training will focus on prevention education, risk factor awareness, reporting procedures, appropriate dormitory/barracks behavior, the correlation between sexual assault and alcohol abuse, and victim support. All SAPR in-briefings will include, at a minimum, the following topics:

- [Leader Accountability](#) – define how your command has established a command climate of dignity and respect and incorporating their SAPR program and victim care principles in their commands, and how your command hold leaders accountable. Restate the USFK Commander's zero tolerance policy as stated in [USFK Command Policy Letter #10](#).

- Response and Victim Treatment – describe how your command has provided victim treatment by their peers, co-workers, and chains of command. Ensure the definition of restricted and unrestricted reporting procedures. Victims electing either reporting option will have the option to be assigned an Area Sexual Assault Response Coordinator (SARC). Also review how victims of sexual assaults will be protected from coercion, retaliation, and reprisal. Victims who file unrestricted reports can also request an expedited transfer or reassignment in accordance with their established Service regulations. Transfer decisions will be made within 72 hours from receipt of the Service member's request.

- Ensure Awareness and Safety – To ensure awareness and safety of our inbound personnel, all new comers will be supervised upon arrival to Korea. This includes their initial lodging procedures at the Dragon Hill Lodge and upon arrival at each installation. At no time will new comers be left alone to "figure it out."

- Ensure Victim's Rights – Describe the method your command uses to incorporate the rights afforded to victims as part of the military justice support. Include the availability of the Special Victims Counsel program and any other programs that provide advice and assistance victims need to understand.

- Make sure all new comers know the name of their Area SARC and the 24/7 USFK Sexual Assault Hotline number (DSN – 158 or Commercial off-post or cell phone by dialing 05033-64-5700). The SARC is the single point of contact for coordinating timely, appropriate and responsive care for sexual assault victims.

- Conduct a command climate survey with new comers within 120 days of arrival to capture perceptions of newly arrived personnel on their command's SAPR program.

- Military Equal Opportunity.

- Education Services.

- Department of Defense Dependent Schools Korea (DoDDS-Korea) / Registration Information and Forms.

- Process for obtaining VISA / Status of Forces Agreement (SOFA) stamp for Spouses / dependents.

- Newcomer Information from the community (examples are on the USFK Newcomer Information web page).

- USFK Combating Trafficking in Persons (CTIP) annual awareness training. Every USFK service member and DoD civilian must complete CTIP training upon arrival and then subsequently once every calendar year. All service components and USFK Directors are required to provide their CTIP training status (number of service members, number of DoD civilians, number of contractors, and total number trained) to the USFK J1 by the first Friday of every month.

- All CTIP training certificates must have a date within the calendar year of arrival.

- Service component online training certificates are authorized as validation of this training. For example, the Air Force course for Human Relations (ZZ133080) completes the

Combating Trafficking in Persons requirement. Also, the Navy's Certificate of Completion for the Trafficking in Persons Basic Awareness Training completes the Combating Trafficking in Persons requirement.

- The USFK Reg 350-2 Theater Specific Required Training does not count because it covers a limited portion of the overall Combating Trafficking in Persons briefing requirement.

- Specific Combating Trafficking in Persons annual awareness training information and training slides are available on the USFK home page under the Training Tab drop down menu at:

(<http://www.usfk.mil/usfk/content.combating.trafficking.in.persons.annual.training.522>).

- [USFK Voting Assistance Program](#). Ensure all new personnel of eligible voting age (including family members) see their unit or Installation Voting Assistance Officer and are provided information on how to apply for an absentee ballot online at www.fvap.gov. According to the Federal Voting Assistance Program and DoDI 1000.04, all personnel overseas must reregister for their absentee ballot every calendar year while serving overseas. All eligible voting age personnel must update their absentee ballot requests when out-processing (even if the forwarding address is unknown at that time). All USFK Installations must ensure that uniformed service members, their voting-age dependents, and overseas DoD civilians will be provided proper voting assistance at their Installation Voting Assistance Office, including the opportunity to update their voter registration information through the submission of a revised [SF 76](#), "Federal Post Card Application (FPCA).

(e) Legal/Status of Forces Agreement (SOFA). The SOFA briefing will cover aspects of the United States (US)-Republic of Korea (ROK) SOFA pertaining to application of foreign criminal jurisdiction to USFK personnel. Items briefed will include rules on ROK pretrial custody for serious crimes, relevant laws such as those addressing prostitution and human trafficking issues, USFK off-post authority, and the official duty concept, e.g., Service members involved in a traffic accident operating a government vehicle while performing official government duties. Other currently relevant topics (hiring third country national Nannies and SOFA member employment restrictions) and international marriages.

(f) Consumption of alcohol. This briefing will cover how off-duty alcohol abuse incidents could jeopardize the relationship we have built with our host country and have a negative impact on unit readiness and individual careers. Every in-process briefing will cover the legal drinking age (on and off post), off-limit establishments, and review how drinking and sexual assaults have a direct correlation. Inform all new personnel that USFK has a zero tolerance for sexual assaults of any kind and that all sexual assaults will be investigated in a timely manner.

(g) Ration Control/Black Marketing. This briefing will stress the importance of protecting the privilege of persons authorized access to duty free goods under the US-ROK SOFA, monthly commissary limits, controlled items, and monthly alcohol purchase limits. See USFK Reg 60-1 (Ration Control Policy – Access to Duty-Free Goods) for more specific details.

(h) Safety. Emphasize the Safety Program objective of accomplishing the mission without unnecessary loss of personnel and equipment. The briefing will include at a minimum the following:

- Wearing of reflective vests/belts and helmets while operating or using bicycles / recreational conveyances (in-line skates, coasters, skateboards, sleds, etc.) reflective vest or belt must be visible and worn over the outer garment or backpack.

- Use of running vests/belts while doing physical training on or off the installation in accordance with the requirements of Installation policy and USFK Policy on the Wearing of Safety Reflective Clothing While Conducting Physical Training.

- Listening Devices. The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating, or skateboarding on all USFK installations roadways/sidewalks is **strictly prohibited**. Using listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

- Driving in Korea, on and off post.

- Winter and summer seasonal safety requirements. Monsoon season issues will be discussed.

- Use extreme caution when crossing highway and roadways in the Republic and only use authorized crosswalks or crossing areas.

(i) Barracks/Family Housing Policies. This briefing will cover the visitation privileges, rules and conduct of spouses and dependents in Family housing areas on garrison that assure the privacy, well-being, and property rights of all personnel residing in Family housing. This briefing will also outline USFK command policy regarding off-post housing and qualifications therein.

(j) Antiterrorism/Force Protection. The briefing will include instructions on regional terrorist threats, the vulnerabilities of personnel and their Family members to terrorist acts, defensive measures that can be employed to deter such acts, and [off-limits areas and establishments](#) directed by the local Installation/Area Commander.

(k) Electronic Communication. The briefing will cover official and authorized unofficial internet access and electronic mail using Government resources, to include applicable restrictions, on-base Family housing, youth/teen centers, and other on-post community centers ability to access the internet.

(l) Health, Morale, and Welfare Calls. The briefing will cover authorized calls that can be made to Family members using the Defense Switch Network (DSN) service, Voice over Internet Protocol (VOIP), and other newer technologies.

(m) Korean Cultural Awareness. The briefing will cover the [USFK Good Neighbor Program](#). It will also cover relationships between US Forces, Republic of Korea Forces, and Korean Augmentation to the United States Army (KATUSA).

(n) Policy/procedures for access to USFK installations by designated country personnel (DCP) as stated in USFK Reg 190-7, Installation Access Control.

(o) Appropriate and relevant subjects unique to the installation and area of operations.

(2) Provide a stand-alone Spouse/Family Member friendly in-processing and orientation program on at least a monthly basis, or bi-monthly or weekly as appropriate by installation/area and during peak assignment cycles. In-processing and orientation will focus on familiarizing newly

arriving Spouses/Family Members with the host installation/area, local community, and Korean culture. Additionally, it will allow each Spouse/Family Member an opportunity to complete in-processing, as appropriate. Approved child care services should be provided.

(a) Spouse/Family Member orientation should include the following cultural events:

- Korean Cultural Awareness.
- Windshield tour of the Installation.
- Lunch at a local Korean Restaurant.
- Tour of the local community.

(b) To the maximum extent possible, in-processing and orientation should be conducted in an exposition-style setting with information booths and information papers provided to all attending personnel in-processing and Orientation should include at a minimum the following organizations:

- DoDDS-K school representative to discuss:
 - Registration of school-aged students.
 - Education/athletic and other programs offered.
- Adult Continuing Education.
- Family Readiness Services.
- Family, Morale, Welfare and Recreation.
- Chapel Services.
- Drivers Testing (see USFK Pamphlet 385-2 Guide to Safe Driving in Korea).
- Employment Assistance (Army Community Services) – For Spouses
- Installation Housing Services.
- Installation or Unit Voting Assistance Program.
- Legal Client Services.
- Medical / Dental / Veterinarian / TRICARE.
- NEO (Army).
- Ration Control/Black Marketing.
- Red Cross.

stamp.

- Process for obtaining VISA / Status of Forces Agreement (SOFA) verification

- Spouse/Family Member Employment.
- Spouse Organizations (Seoul Survivor Guide, American Forces' Spouse Club).
- United Service Organization (USO).
- Youth Services.

b. Service Component Commanders will ensure the following for their service members, applicable civilian employees, and Spouse/Family Members (as appropriate) upon arrival to Korea:

(1) If no sponsor has been assigned prior to arrival, ensure a sponsor is assigned immediately to assist with in-processing and orientation. Additionally, ensure families are provided with a sponsor who is also command sponsored and who has knowledge of Family-specific programs and services. Single service members should be sponsored by other single service members. In all cases, sponsors should be equal to or higher in grade to the person they will sponsor. The preferred method is to assign a sponsor for every inbound service member and civilian employee before they arrive. Contact should be made no later than 30 days prior to arrival. Earlier contact is encouraged for advance planning considerations for the inbound person.

(2) Within five business days of arrival, verify mandatory theater specific online training has been accomplished in accordance with USFK Reg 350-2.

(3) Provide a Service Component–specific in-processing checklist and ensure completion, not to exceed 10 working days without exception. In-processing is the priority over anything else for newcomers.

(4) Fully utilize the appropriate Family readiness organizations to ensure both the service member and Family Members receive the utmost care and service available to them.

(5) Ensure service members and applicable civilian employees in-processing and orientation are not superseded for any reason other than a crisis, as declared by the Commander, USFK. Service members will not be available for exercises, physical training, duty rosters, or other similar types of duties until the service member has completed the required two days of USFK mandatory training and their service specific inprocessing requirements.

(6) Hold commanders, supervisors, and sponsors accountable for ensuring newly arrived personnel complete in-processing and orientation requirements, and that such personnel are not considered by their respective gaining units for job assignments, guard rosters, details, extra duty, physical fitness training or other requirements until their in-processing checklists are completed according to the guidelines prescribed within this regulation.

(7) To the furthest extent possible, encourage all Spouses/Family Members to attend the in-processing and orientation programs offered at their installation within 30 days of receiving housing/quarters.

(8) For personnel who use the [Patriot Express](#) service to come to Osan Air Base, ensure they provide feedback on this program at <http://www.surveymonkey.com/s/Patriot-Express>. For more information on the Patriot Express, see USFK Reg 55-29.

(9) Have all Service members and Department of Defense civilians complete the USFK Sponsorship Survey within 30 days of arrival at <http://www.surveymonkey.com/s/USFK-Sponsorship-Survey2>. This requirement will be part of all inprocessing checklists. Survey results are available upon request to every service component action office who manages sponsorship programs. Family members are also encouraged to complete this survey to provide their feedback on the USFK and unit sponsorship program.

c. The Assistant Chief of Staff J1, email: pacom.yongsan.usfk.mbx.j11-workflow@mail.mil, shall exercise staff oversight of the USFK In-processing and Orientation Program and the USFK Sponsorship Survey program. The J1 Policy and Programs Branch manages the sponsorship survey, contact number is DSN 723-5632/4718.

Glossary
Abbreviations

AFI	Air Force Instruction
AR	Army Regulation
DA	Department of the Army
DBIDS	Defense Biometric Identification System
DODDS-K	Department of Defense Dependent Schools Korea
KATUSA	Korean Augmentation to the United States Army
MCO	Marine Corps Order
NEO	Noncombatant Evacuation Operations
OPNAVINST	Office of the Chief of Naval Operations Instruction
PHT	Prostitution and Human Trafficking
ROK	Republic of Korea
SAPR	Sexual Assault Prevention and Response
SOFA	Status of Forces Agreement
UCMJ	Uniform Code of Military Justice
USFK	United States Forces Korea
USO	United Services Organization