



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

EACG

13 FEB 07

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy #17 – In-processing and Orientation

1. REFERENCES.

- a. [USFK Command Policy Letter #16](#), Sponsorship and In-processing, 20 JUN 06.
- b. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing), 18 JUL 03.
- c. USFK Reg 614-2, In-processing Orientation Program, 11 JAN 07.

2. PURPOSE. To provide guidance and establish policy for in-processing and orientation programs for Soldiers and spouses assigned to the Eighth United States Army.

3. BACKGROUND. The Army is fully committed to ensuring safety and security to every Soldier and family member during their integration into the command. From the time they arrive at the Incheon International Airport to their acceptance at the gaining unit, Soldiers and spouses will participate in a series of in-processing and orientation activities designed to help them better understand the mission and their new surroundings.

4. COMMANDER'S INTENT. To rapidly in-process personnel into the theater by providing them the necessary briefings on mandatory subjects needed to sustain combat readiness.

5. DISCUSSION.

a. First impressions are lasting impressions. Our common goals are to safeguard and protect our Soldiers and their families as they are welcomed into the command. The cornerstone of our reception, in-processing and orientation programs is to professionally integrate Soldiers and families to ensure their stay in Korea is safe, enjoyable and memorable.

b. Area Commanders will establish reception, in-processing and orientation programs that are safe, secure and "family friendly". These programs will be designed to receive, educate, and integrate Soldiers and their spouses into the command, while maintaining positive control. The Eighth United States Army will provide technical control and policy guidance for Army in-processing operations throughout Korea.

EACG

SUBJECT: Eighth United States Army Command Policy #17 – In-processing and Orientation

c. All Soldiers and their spouses are **required** to participate in in-processing and orientation programs. These programs are required to ensure incoming personnel receive essential information about living in Korea, including their obligations under the US-ROK (United States-Republic of Korea) Status of Forces Agreement. Personnel participation in the program will be reported by Area Commanders and tracked by MSC Commanders. (NOTE: Only spouses who have attended these programs will be eligible for a permanent ration card.)

d. The program of instruction (POI) will consist of mandatory information briefs, local/command information briefs, safety/force protection information, local/community awareness information and other in-processing activities as prescribed in AR 600-8-101 and USFK 614-2. Programs will reinforce the policies associated with the command's special emphasis areas (i.e. Sexual Assault, Prostitution/Human Trafficking, Equal Opportunity, etc) and their relation to the tenets of Army Values.

e. Successful reception, in-processing and orientation programs will rapidly integrate Soldiers and their families into their assigned units and the Korean community. When properly executed, these programs will produce Soldiers and families that are informed, culturally aware and ready to contribute to the unit mission. First impressions go a long way; a Soldier and family that feel welcome become instant "readiness enhancers" contributing to the Eighth US Army mission.

6. PROPONENT. The Eighth United States Army ACofS G1 is the proponent for this Policy. The POC can be contacted at commercial 011-822-7914-3496, or DSN 315-724-3496.



DAVID P. VALCOURT
Lieutenant General, USA
Commanding