

ENLISTED/OFFICER ASSIGNMENT INSTRUCTIONS TO KOREA
POC IS THE EIGHTH US ARMY G1/AG
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1. EFFECTIVE 1 OCT 05, THE COMMANDER, UNITED STATES FORCES KOREA, REQUIRES THAT ALL MILITARY PERSONNEL PCSING TO KOREA ARRIVE AT THE INCHEON INTERNATIONAL AIRPORT. UPON ARRIVAL, ALL ARMY PERSONNEL WILL REPORT TO THE 1ST REPLACEMENT COMPANY DESK NEXT TO EXIT #14 AT THE FAR WEST END OF THE TERMINAL AFTER PICKING UP THEIR LUGGAGE. SEE [HTTP://WWW.USFK.MIL/USFK/INDEX.HTML](http://www.usfk.mil/usfk/index.html) FOR [TRAINING REQUIRED BY USFK REG 350 -2](#).
2. SEE [HTTP://WWW-HR.KOREA.ARMY.MIL](http://www-hr.korea.army.mil), WELCOME TO KOREA (ARRIVAL AT INCHEON) FOR DETAILED INFORMATION FOR ARRIVAL AT INCHEON INTERNATIONAL AIRPORT. BDU/DCU/ACU UTILITY UNIFORMS ARE NOT AUTHORIZED TO WEAR WHEN TRAVELING TO KOREA VIA COMMERCIAL AIRLINE. CIVILIAN ATTIRE WILL BE IN GOOD TASTE AS TO RESPECT OUR HOST NATION AND SHOULD ADHERE TO FORCE PROTECTION TRAINING TO BLEND IN WITH THOSE AROUND YOU.
3. ALL MILITARY PERSONNEL AND FAMILIES WILL BE SCHEDULED TO ARRIVE AT INCHEON INTERNATIONAL AIRPORT ONLY DURING THE PERIOD OF SUNDAY THROUGH THURSDAY. PCS PASSENGERS WILL NOT BE BOOKED TO ARRIVE IN KOREA ON FRIDAY OR SATURDAY. SCHEDULING OF FEDERAL HOLIDAY ARRIVALS IS STRICTLY PROHIBITED. THIS RESTRICTION IS NECESSARY DUE TO LIMITED BILLETING AND THE HIGH TRAFFIC VOLUME DURING HOLIDAYS. THIS ALSO APPLIES TO SOLDIERS WHO ELECT TO PURCHASE THEIR OWN TRANSPORTATION. SOLDIERS WILL ENSURE THEY BRING SUFFICIENT FUNDS TO OFFSET TRAVEL EXPENSES ENROUTE TO KOREA. THE 1ST REPLACEMENT COMPANY WILL PROVIDE TRANSPORTATION FROM INCHEON AIRPORT TO YONGSAN, KOREA. SOLDIERS ARE RESPONSIBLE FOR BUS TICKETS FROM YONGSAN TO GAINING UNITS IN AREAS III & IV. BUS TICKETS ARE A REIMBURSABLE EXPENSE.
4. ALL MILITARY PERSONNEL IN PCS STATUS WILL FOLLOW THESE PROCEDURES UPON ARRIVAL AT INCHEON INTERNATIONAL AIRPORT:
 - A. ARRIVING PERSONNEL TO KOREA WILL BE MET BY KOREAN GOVERNMENT SERVICE (KGS) MEMBERS OF THE 1ST REPLACEMENT COMPANY. THEY WILL BE WEARING SUITS AND USFK BADGES ON BREAST POCKET. PLEASE LOOK FOR THEM UPON EXITING CUSTOMS/LUGGAGE AREA.
 - B. SOLDIERS AND THEIR FAMILIES WILL PROCEED TO IMMIGRATIONS COUNTER. PROVIDE IMMIGRATION ARRIVAL CARD, ONE COPY OF ASSIGNMENT ORDERS TO KOREA AND MILITARY IDENTIFICATION CARD OR PASSPORT TO THE KOREA IMMIGRATION AGENT. ANY SOLDIER CARRYING PROHIBITED ITEMS OR DUTY FREE GOODS EXCESS TO PERSONAL NEEDS ARE SUBJECT TO UCMJ ACTION.
 - C. UPON CLAIMING BAGGAGE AND CLEARING USFK CUSTOMS, ALL PERSONNEL WILL REPORT TO THE 1ST REPLACEMENT COMPANY AND USO DESK NEXT TO TERMINAL EXIT #14, AT THE FAR RIGHT (WEST) SIDE OF THE TERMINAL AS YOU COME OUT FROM PICKING UP YOUR LUGGAGE. AT THIS LOCATION, SOLDIERS WILL HAVE THEIR IDENTIFICATION CARDS ENTERED INTO THE ARMY PERSONNEL SYSTEM. 1ST REPLACEMENT COMPANY SOLDIERS WILL PROVIDE INITIAL RECEPTION AND MANIFEST FOR FOLLOW-ON GROUND TRANSPORTATION TO DUTY LOCATION.
 - D. ALL SOLDIERS ARRIVING IN PCS STATUS WILL DEPART THE AIRPORT VIA BUS OR SPONSOR PICK UP. SPONSORS MAY PICK UP PERSONNEL IN THE GRADES OF E7 OR ABOVE AT THE AIRPORT, BUT MUST HAVE AN APPROVED MEMO FROM THE FIRST O5 TO SIGN FOR ARRIVING PERSONNEL TO ENSURE ACCOUNTABILITY AND INPUT TO THE PERSONNEL SYSTEM AT THE 1ST REPLACEMENT COMPANY COUNTER. THE UTILIZATION OF KOREAN CIVILIAN TAXIS IS STRONGLY DISCOURAGED, VERY EXPENSIVE, AND IS NOT A REIMBURSABLE EXPENSE WHEN GOVERNMENT TRANSPORTATION IS AVAILABLE.
5. SOLDIERS ARE REQUIRED TO HAND CARRY THE FOLLOWING DOCUMENTS TO KOREA:
 - A. PCS ORDERS
 - B. LEAVE FORM (DA FORM 31)
 - C. MEDICAL AND DENTAL RECORDS

- D. MILITARY PERSONNEL FILE (MPF) WITH CURRENT EMERGENCY DATA (DD FORM 93), SGLV (SGLV FORM 8268-E) AND SECURITY CLEARANCE (DA FORM 873)
- E. PROMOTION PACKET FOR THOSE IN A PROMOTABLE STATUS

6. SOLDIERS WITH A P3 OR P4 PROFILE MUST HAND CARRY A COPY OF THEIR APPROVED MOS/MEDICAL RETENTION BOARD PROCEEDINGS (MMRB) OR MEDICAL EVALUATION BOARD (MEB) PROCEEDINGS IAW AR 600-60. ALL SOLDIERS WITH A P3/P4 PROFILE MUST IDENTIFY THEMSELVES AND PROVIDE A COPY OF THE PROFILE UPON ARRIVAL TO THE 1ST REPLACEMENT COMPANY. SOLDIERS WITH A P3 OR P4 PROFILE, NOT BOARDED BY AN MOS/MEDICAL RETENTION BOARD ARE NOT AUTHORIZED REASSIGNMENT TO KOREA.

7. SOLDIERS ON ASSIGNMENT TO KOREA ARE REQUIRED TO RECEIVE ALL IMMUNIZATIONS IAW USFK 40-562 PRIOR TO ARRIVAL. SMALLPOX VACCINATIONS ARE REQUIRED FOR YOUR PERMANENT ASSIGNMENT OR DEPLOYMENT / TDY (IF GREATER THAN 15 DAYS) IN KOREA. SOLDIERS WILL INITIATE SMALLPOX VACCINATIONS AT LEAST 60 DAYS PRIOR TO PCS, DEPLOYMENT OR TDY. INDIVIDUALS SHOULD ARRIVE IN KOREA HAVING RECEIVED THE SMALLPOX VACCINATION UNLESS MEDICALLY EXEMPT. SEASONALLY, THE INFLUENZA VACCINATION WILL BE INITIATED PRIOR TO DEPARTING THE LOSING COMMAND. SERVICE MEMBERS WILL REVIEW THEIR MEDICAL READINESS STATUS ON AKO, TAKE CORRECTIVE ACTION, AND ARRIVE IN KOREA FULLY MEDICALLY READY. ANTHRAX IMMUNIZATION IS VOLUNTARY, BUT YOU ARE HIGHLY ENCOURAGED TO BEGIN THE IMMUNIZATION PROCESS PRIOR TO ARRIVAL IN THEATRE.

8. SOLDIERS ON ASSIGNMENT TO KOREA MUST RECEIVE A MANDATORY SECURITY BRIEFING. CONTACT YOUR UNIT S2 OR SECURITY MANAGER. THE MANDATORY BRIEFING CAN ALSO BE FOUND AT [HTTPS://ATLEVEL1.DTIC.MIL/AT/](https://atlevel1.dtic.mil/at/) AND THE INSTRUCTIONS ARE AVAILABLE ON AKO'S HOME PAGE UNDER ARMY WIDE ANNOUNCEMENTS. YOU WILL USE THE ACCESS CODE "AWARE" AND THEN REGISTER USING YOUR AKO USER ID. ONCE THE BRIEFING IS COMPLETED, PRINT OUT THE CERTIFICATE OF COMPLETION AND HAVE IT SIGNED BY YOUR UNIT S2 OR SECURITY MANAGER.

9. KOREA IS HHG WEIGHT LIMITATION (AWL) RESTRICTED ASSIGNMENT AREA. HHG ALLOWANCES ARE RESTRICTED TO AMOUNTS IDENTIFIED IN AR 55-71, APPENDIX B-17 FOR UNACCOMPANIED ARMY PERSONNEL. THE ENTITLEMENT FOR ARMY SOLDIERS IN COMMAND SPONSORED POSITIONS OR JOINT DOMICILE COUPLES SERVING A 24 MONTH TOUR IS RESTRICTED TO ¼ JFTR WEIGHT ALLOWANCE AND UNACCOMPANIED BAGGAGE.

10. PER CHIEF OF STAFF, US FORCES KOREA, IN ORDER FOR ANY USFK SERVICE MEMBER IN THE GRADES OF E-6 AND BELOW TO BE ELIGIBLE FOR ISSUANCE OF A POV OPERATOR'S LICENSE (USFK MOTOR VEHICLE OPERATOR'S PERMIT, USFK FORM 134EK), THE SOLDIER MUST BE SERVING IN KOREA ON A COMMAND-SPONSORED TOUR WITH DEPENDENTS RESIDING IN KOREA WITH THE SOLDIER. THIS ALSO APPLIES TO FAMILY MEMBERS.

11. PINPOINT ASSIGNMENTS ARE ESTABLISHED NET 120 DAYS AND NLT 75 DAYS PRIOR TO ARRIVAL MONTH. PINPOINT ASSIGNMENTS ARE NOT TRANSMITTED TO THE LOSING COMMAND. FOR INFORMATION ON YOUR PROJECTED PINPOINT ASSIGNMENT AND TO ESTABLISH CONTACT WITH A SPONSOR, LOG ON TO THE EIGHTH UNITED STATES ARMY WEBSITE AT [HTTP://WWW-HR.KOREA.ARMY.MIL](http://www-hr.korea.army.mil) AND SELECT "YOUR ASSIGNMENT INFORMATION." USING AN AKO USER NAME AND PASSWORD, SOLDIERS WILL HAVE ACCESS TO ASSIGNMENT INFORMATION, SPONSORSHIP DATA, AND LINKS TO OTHER INFORMATION ABOUT KOREA.

12. EIGHTH US ARMY HAS IMPLEMENTED ENHANCEMENTS IN THE RECEPTION AND ORIENTATION OF SOLDIERS AND THEIR SPOUSES. ALL SPOUSES WILL COMPLETE A SPOUSE ORIENTATION PROGRAM UPON ARRIVAL IN KOREA. THE ARMY COMMUNITY SERVICES OFFICE AT YOUR GAINING INSTALLATION WILL PROVIDE A TWO-DAY SPOUSE ORIENTATION PROGRAM TO ACCLIMATE INCOMING SPOUSES TO KOREAN CULTURE, FORCE PROTECTION, COMMUNITY ACTIVITIES, SCHOOLS, AND OTHER SERVICES AVAILABLE. CHILDCARE WILL BE PROVIDED TO ALLOW SPOUSES TO ATTEND THIS TRAINING. THE SPONSOR IS RESPONSIBLE FOR ENSURING THAT THEIR GAINING COMMAND IS INFORMED WHEN THEIR SPOUSE COMPLETES THE SPOUSE ORIENTATION PROGRAM. ADDITIONAL INFORMATION ABOUT THE SPOUSE ORIENTATION PROGRAM FOR KOREA CAN BE FOUND AT [HTTP://IMA.KOREA.ARMY.MIL/AREA2/SITES/SERVICES/FAMILY.ASP](http://ima.korea.army.mil/area2/sites/services/family.asp).

13. ALL PERSONNEL REQUESTING A 2 YEAR COMMAND SPONSORED TOUR MUST SUBMIT DA FORM 4787 (REASSIGNMENT PROCESSING) AND DA FORM 5888 (FAMILY MEMBER DEPLOYMENT SCREENING SHEET)

TO DIRECTOR, IMA KORO, IMK-HRD, MILITARY PERSONAL DIVISION, UNIT # 15742, APO AP 96205-5742 THROUGH THEIR LOCAL LEVY SECTION NO LATER THAN 90 DAYS PRIOR TO THEIR ARRIVAL MONTH. SOLDIERS REQUESTING JOINT DOMICILE MUST SUBMIT DA FORM 4787. IF FAMILY MEMBERS ARE WARRANTED THROUGH EFMP, THE SOLDIER MUST PROVIDE ANY SUPPORTING DOCUMENTS TO INCLUDE DD FORM 2792 OR THE EFMP SUMMARY REPORT. PERSONNEL CAN CHECK THE STATUS OF PENDING REQUESTS BY LOGGING ONTO THE EIGHTH UNITED STATES ARMY HUMAN RESOURCES WEBSITE AT [HTTP://WWW-HR.KOREA.ARMY.MIL](http://www-hr.korea.army.mil) AND SELECTING "YOUR ASSIGNMENT INFORMATION." PERSONNEL ARE DISCOURAGED FROM BRINGING FAMILY MEMBERS TO KOREA WITHOUT APPROVAL, AS IT MAY RESULT IN SERIOUS FINANCIAL OR FAMILY HARDSHIP WHILE SERVING IN KOREA. POC FOR COMMAND SPONSORSHIP IS DSN 723-2786/2780 FAX IS DSN 723-5424. COMMERCIAL FROM CONUS 011-822-791X-XXXX. LEVY SECTIONS CAN EMAIL DOCUMENTATION FOR COMMAND SPONSORSHIP TO CSP-KOREA@KOREA.ARMY.MIL.

14. SOLDIERS E-6 AND BELOW ON JOINT DOMICILE ORDERS, ARE NOT AUTHORIZED TO SHIP A POV TO KOREA UNLESS THE SOLDIER IS ASSIGNED ON A COMMAND-SPONSORED TOUR "WITH DEPENDENTS." STORAGE OF POV IS AUTHORIZED.

15. COMMAND SPONSORSHIP ENTITLES SOLDIERS TO DODDS SCHOOLING FOR CHILDREN, PRIORITY PLACEMENT IN THE CHILDCARE CENTER, DEPENDENT TRAVEL AT GOVERNMENT EXPENSE, ELIGIBILITY FOR TRICARE PRIME ENROLLMENT, SHIPMENT OF HHGS (1/4 JFTR WEIGHT ALLOWANCE AND UNACCOMPANIED BAGGAGE), POV SHIPMENT AND PRIORITY OF GOVERNMENT HOUSING.

16. EFFECTIVE 1 OCT 05, NONCOMMAND SPONSORED ACTIVE DUTY FAMILY MEMBERS ARRIVING IN KOREA ARE NO LONGER ELIGIBLE TO ENROLL IN TRICARE PRIME, BUT ARE ELIGIBLE TO ENROLL IN TRICARE STANDARD. PLEASE SEE YOUR SERVICING TRICARE SERVICE CENTER FOR ANY QUESTIONS.

17. JOINT DOMICILE ENTITLES SOLDIERS TO DODDS SCHOOLING FOR CHILDREN, PRIORITY PLACEMENT IN CHILDCARE CENTER, DEPENDENT TRAVEL AT GOVERNMENT EXPENSE, ELIGIBILITY FOR TRICARE PRIME ENROLLMENT, SHIPMENT OF HHGS (1/4 JFTR WEIGHT ALLOWANCE AND UNACCOMPANIED BAGGAGE) AND POV SHIPMENT FOR E7s AND ABOVE. IT DOES NOT ENTITLE SOLDIERS TO PRIORITY IN GOVERNMENT HOUSING.

18. SOLDIERS ON ASSIGNMENT TO KOREA ARE ELIGIBLE AND MAY VOLUNTEER FOR A 24-MONTH UNACCOMPANIED TOUR AT A RATE OF \$300 PER MONTH, 36 MONTH UNACCOMPANIED TOUR AT A RATE OF \$400 PER MONTH, 36 MONTH ACCOMPANIED TOUR AT A RATE OF \$300 PER MONTH OR 48 MONTH ACCOMPANIED TOUR AT A RATE OF \$400 PER MONTH. FOR MORE INFORMATION, LOG ON TO [HTTP://WWW-HR.KOREA.ARMY.MIL](http://www-hr.korea.army.mil).

19. SOLDIERS THAT BECOME PREGNANT PRIOR TO DEPARTURE FROM CONUS OR OCONUS STATION MUST CONTACT HUMAN RESOURCE COMMAND (BRANCH) TO DETERMINE OTHER SUITABLE ASSIGNMENT BASED ON THE NEEDS OF THE ARMY. SOLDIERS THAT ARE PREGNANT MUST IDENTIFY THEMSELVES TO THE 1ST REPLACEMENT COMPANY CADRE UPON ARRIVAL.

20. PET IMPORT REQUIREMENTS IN KOREA ARE AS FOLLOWS:

- A. PETS (DOGS AND CATS) WITH A CURRENT RABIES VACCINATION (AT LEAST 30 DAYS OLD AND CURRENT) WILL NO LONGER UNDERGO A 10 DAY QUARANTINE UPON ENTRY INTO THE REPUBLIC OF KOREA.
- B. PETS LESS THAN 3 MONTH OF AGE WILL NOT REQUIRE A RABIES VACCINATION AND WILL BE PERMITTED TO ENTER KOREA WITHOUT ANY QUARANTINE.
- C. PETS WITH AN INVALID RABIES CERTIFICATE OR RABIES VACCINATION LESS THAN 30 DAYS OLD WILL BE PLACED IN QUARANTINE UNTIL THE 30 DAY TIME PERIOD IS MET.
- D. PETS WITH A CURRENT RABIES VACCINATION WILL BE RELEASED TO THEIR OWNERS ON THE DAY OF ARRIVAL AFTER PROCESSING THROUGH KOREAN CUSTOMS.
- E. THE ENTRY POINT FOR ALL PETS ENTERING THE REPUBLIC OF KOREA IS INCHEON INTERNATIONAL AIRPORT.

21. THE 106TH MED DET PROVIDES COMPREHENSIVE MEDICAL TREATMENT FOR YOUR PETS THROUGHOUT THE KOREAN PENINSULA WITH CLINICS AT YONGSAN GARRISON, OSAN AIR BASE, CAMP WALKER (DEAGU), AND CAMP RED CLOUD (UIJONGBU). ADDITIONAL INFORMATION CAN BE FOUND BY VISITING THE 8TH US ARMY G1/AG HUMAN RESOURCE WEBSITE AT [HTTP://WWW-HR.KOREA.ARMY.MIL](http://www-hr.korea.army.mil) OR CALL DSN 738-5145 OR COMMERCIAL FROM CONUS: 011-822-7918-5145.

22. IF AN EMERGENCY SITUATION ARISES (LEAVE EXTENSION, CHANGE IN PORT CALL, FAMILY TRAVEL PROBLEMS, ETC.) CONTACT THE ARMY TRAVELER'S ASSISTANCE CENTER AT (800) 582-5551.

23. SOLDIERS' TEMPORARY FORWARDING ADDRESS IS: CASUAL MAIL DIRECTORY, UNIT #15330, APO AP 96207-9998. DO NOT USE 1ST AG REPLACEMENT COMPANY!! ONCE A PINPOINT ASSIGNMENT IS RECEIVED, SOLDIERS ARE REQUIRED TO GO TO THE 8TH US ARMY G1/AG HUMAN RESOURCE WEBSITE AT [HTTP://WWW-HR.KOREA.ARMY.MIL](http://www-hr.korea.army.mil) AND SELECT "UPDATE ADDRESS" WHICH IS LISTED UNDER POSTAL OPERATIONS. SOLDIERS WILL THEN FOLLOW THE INSTRUCTIONS TO UPDATE THEIR ADDRESS.

24. IF YOUR PINPOINT ASSIGNMENT REQUIRES A SECURITY CLEARANCE, COORDINATE WITH YOUR LOCAL SECURITY OFFICE TO ENSURE THAT YOUR CLEARANCE INFORMATION IS ANNOTATED IN JPAS.