

Headquarters
Eighth United States Army
Installation Management Command
Korea

Army in Korea
Regulation 635-1

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Personnel Separations

SEPARATION OF MILITARY PERSONNEL WITHIN THE REPUBLIC OF KOREA

***This regulation supersedes Eighth Army Regulation 635-1, dated 28 April 1986.**

FOR THE COMMANDER:

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Summary. This regulation provides instructions about separations of Army personnel from active duty service within the Republic of Korea (ROK).

Summary of Changes. This document has been substantially changed. A full review of its contents is required.

Applicability.

a. This regulation applies to all Army personnel eligible for separation by reason of expiration of term of service, retirement, or for other reasons (for example, hardship discharge), who desire to be separated from active military service within the ROK to do one of the following:

(1) Accept employment (temporary or permanent, full or part-time, of at least a 6-month duration).

(2) Remain with Family members.

(3) Acquire tourist status.

(4) Acquire student status.

b. Personnel separating under the following circumstances are ineligible for separation in the ROK.

(1) Separation under AR 600-8-24 (Officer Transfers and Discharges), chapter 4 (Eliminations) or AR 635-200 (Personnel Separations, Enlisted Personnel), chapters 5, 9, 10, 11, 13, 14, or 15. However, when an enlistment is voided as fraudulent under AR 635-200, chapters 5 or 14, based on the enlistee's false representation that they are a permanent resident or citizen of the United States, the enlistee may be released in the ROK if they are a Korean National.

(2) Separation due to pregnancy under AR 600-8-24, chapter 3, section V, or AR 635-200, chapter 8, if the service member was not born in the ROK or is not residing with their spouse. However, a Soldier who is separating due to pregnancy and who will become the Family member of a command sponsored spouse may be authorized to separate in the ROK.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_AG/.

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 System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the Commander, 8th Army G1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to publications and Blank Forms) to the Commander, EUSA.

Distribution. Electronic Media Only (EMO).

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Chapter 1 General

1-1. Purpose

This regulation provides instructions about separations of Army personnel from active duty service within the Republic of Korea (ROK).

1-2. References

Required and related references are at appendix A.

1-3. Explanation Of Abbreviations and Terms

a. AR	Army Regulation
b. DD	Department of Defense
c. FAO	Finance Accounting Office
d. IAW	In accordance with
f. MPRJ	Military Personnel Records Jacket
g. PFR	Personal Financial Record
h. ROK	Republic of Korea
i. SOFA	Status of Forces Agreement
j. US	United States

Chapter 2 Responsibility and Procedures

2-1. Responsibilities

a. Area Commanders will:

- (1) Approve or disapprove applications for separation within the ROK.
- (2) Conduct final processing for separations within the ROK.
- (3) Report changes in Status of Forces Agreement (SOFA) status (due to separation) to the appropriate ROK authority.

b. Major Subordinate Command Commanders will:

- (1) Ensure that only those persons whose conduct is above reproach and whose record of military service merits an honorable discharge are recommended for separation within the ROK.

(2) Ensure that the unit commander and the Soldier requesting separation have completed their responsibilities as outlined in this regulation.

c. Unit Commanders will:

(1) Ensure that all processing procedures listed in paragraph 2-4 below are completed.

(2) Ensure that a written request is sent to the servicing finance accounting office (FAO) requesting an audit of the Soldier's finance record.

(3) Provide a brief but comprehensive explanation justifying the reason(s) for approval or disapproval if the request contains circumstances similar to those listed in subparagraph 2-2d below.

(4) Ensure that applications are submitted through appropriate channels to arrive at approval authorities not earlier than 90 days or later than 60 days prior to the applicant's date of separation or departure on terminal leave. All applications not submitted within the prescribed timeframe will include a statement giving full justification about the reason for early or late submission. If the submission is late, the justification must indicate that the Soldier is aware that insufficient time for processing may preclude favorable approval for separation in the ROK.

(5) Coordinate with the military police Criminal Investigative Division (CID) and military intelligence agencies to determine if derogatory information is contained in the applicant's files.

(6) Ensure that separation processing begins 60 days before the effective date of separation and that the procedures listed in subparagraphs (a) through (g) below are completed for all Soldiers who wish to be separated in the ROK. If a Soldier is to be separated prior to the requested separation date, then separation processing will be initiated upon receipt of an approved separation request or 60 days prior to the requested separation date, whichever is earlier.

(a) A reenlistment interview will be completed by the Soldier's career counselor in accordance with (IAW) AR 601-280.

(b) Soldiers having Family members in possession of DD Forms 1173 (Uniformed Services Identification and Privilege Card) will be advised that the form is an accountable document and must be surrendered to the FAO during final processing at the Transition Center. The use of the ration control plate will be governed by the provisions of USFK Regulation 60-1. All permanent ration control plates will be turned in during out-processing to the facility that issued the ration control plate. A temporary ration control plate should be issued to the separating Soldier for support during the period before reporting to the Transition Center.

(c) Even if not required, all Soldiers separating in the ROK shall be advised to receive a complete physical examination. Commanders should outline the advantages and disadvantages of such an examination. (See AR 635-200, AR 635-40, AR 40-501). (For example: If a Soldier files a claim with the Veterans Administration for an injury received while on active duty, the most recent physical examination will be reviewed.)

(d) The Soldier's unit supply room will conduct an inspection of personal clothing and equipment IAW AR 700-84, chapter 12.

(e) Personnel, health, dental, and financial records of each Soldier scheduled for separation in the ROK will be reviewed, initialed, and checked by the personnel officer having custody of the Soldier's records IAW DA Pamphlet 600-8-11.

(f) Review of Army Personal Financial Records (PFR) and Military Personnel Records Jacket (MPRJ) will be completed as early as possible, but not later than 60 days before a Soldier's date of separation. Promotion or reduction orders, Uniform Code of Military Justice (UCMJ), Article 15 pay actions, court-martial orders, and any other pay actions filed in the MPRJ will be made available to the FAO for reconciliation to determine whether or not indebtedness to the US Government exists or pay is due to the Soldier. Information contained in the PFR and MPRJ will be reconciled with entries on the Leave and Earnings Statement.

(g) Soldiers will be counseled by their unit commander about the opportunity afforded them at their time of separation to purchase short-term coverage under medical service insurance or health plans designated by the Department of the Army. Soldiers will also be informed by their unit commander that after separation they and their Family members may not be protected by the SOFA. Soldiers will be encouraged to obtain legal advice about the effects of this possible loss of the SOFA protection.

2-2. Procedures

a. All applications for separation within the ROK will be forwarded through appropriate channels to Area Commanders for approval or denial. All applications must be submitted on EA Form 622-R (Request for Separation within the Republic of Korea). (See appendix B.) This form will be locally reproduced on 8 1/2- by 11 inch paper and must be accompanied by the following supporting documents:

- (1) Ration control check (original copy - not more than 60 days old).
- (2) Provost Marshal Office check (original copy).
- (3) Copy of the Soldier's Enlisted Records Brief (ERB).
- (4) Statement required by subparagraphs 2-1c (3) and (4) (if applicable).
- (5) A description of any derogatory information and a record of any disciplinary action taken (for example, UCMJ, Article 15).
- (6) A copy of the approved retirement packet, if applicable, consisting of DA Form 2339 (Application for Voluntary Retirement) and retirement orders.

b. Terminal leave in conjunction with separation will be performed IAW AR 600-8-10. Soldiers will be given a temporary ration control plate during terminal leave. The following documents are needed along with the temporary ration control plate:

- (1) Identification card.
- (2) A copy of DA Form 31 (Request Authority for Leave) for access to on-post facilities.

c. In addition, depending upon the specific purpose for which separation in the ROK is requested, the documents indicated below will be furnished as required:

- (1) An official offer of employment that indicates the specific date employment commences.
- (2) A copy of school enrollment acceptance signed by an authorized school official.

(3) Section IV, EA Form 622-R, identifying a sponsor who assumes responsibility for the Soldier while they remain in the ROK is not applicable to Soldiers being separated who are Korean citizens. In this regard, the following listed personnel are acceptable by ROK authorities as qualified sponsors:

(a) Any Korean National of good character who will reside in the ROK during the applicant's stay.

(b) Any American or third-country national of good character who will reside in the ROK during the applicant's stay.

d. The following are some circumstances that authorize denial of the request: consistent ration control violations; evidence of black-marketing; adultery; unlawful cohabitation; over purchase of duty free items; larceny of or receipt of stolen property; possession, use, or transfer of narcotic and non-narcotic controlled substances; improper or unauthorized use of the APO system; import or export violations; issue of bad checks; failure to pay just debts; failure to provide support for Family members; abandonment of a spouse; bigamy; any actual or attempted crime of violence; unauthorized political activity in violation of Article VII of the SOFA; threat to national security; and any conduct in the ROK by the Soldier or his Family members that has brought discredit to the US Government in the past or may do so in the future. This listing is not intended to be all inclusive. Each request will be Soldierly considered.

e. Applicants whose requests do not receive favorable consideration will be returned to the Continental United States (CONUS) for normal separation processing IAW AR 600-8-24 and AR 635-200.

2-3. Processing For Separation

a. Officer and enlisted personnel authorized to be separated in the ROK will be assigned to the local Transition Center three working days prior to the date of separation and must have the following documents in their possession.

(1) An approved application for separation in the ROK.

(2) Military Personnel Records Jacket (SGLV, DD Form 93), Medical Records, Dental Records, health and dental records, and reassignment or separation orders.

(3) A statement from the Soldier's unit supply stating that a clothing and equipment inspection has been completed IAW AR 700-84.

(4) A US or third-country passport and a ROK visa if not a Korean citizen.

b. Personnel reporting to the Transition Center without all required documents may be refused separation in the ROK.

c. Personnel reporting to the Transition Center must be in duty uniform.

2-4. Change of Status - Processing For a Korean Visa

In accordance with agreed procedures between US and ROK authorities, Soldiers other than Korean citizens anticipating a change of status that would no longer entitle them to admission to the ROK under the SOFA and Soldiers who desire to remain in the ROK after the effective change of status must apply for the appropriate visa at one of the local ROK immigration offices listed in appendix B not later than 45 days prior to the projected effective date of their change of status. The visa will be issued at least 15 days before the effective date of the change of status, or the applicant will be furnished with a written statement informing him of the decision not to grant his request. The application for a ROK visa will require the following documents:

- a. Official orders or an approved copy of an application for separation in the ROK.
- b. Passport.
- c. Completed "Application for Status of Entry." Forms are available at all immigration offices.
- d. Completed "Affidavit of Support." Forms are available at all immigration offices.
- e. Two 2x3 inch photographs.
- f. A statement containing the reason(s) for separation in the ROK.
- g. See Appendix C for ROK immigration office locations and phone numbers.

2-5. Reporting Changes In Status Under SOFA

In accordance with USFK Regulation 1-38, a report will be forwarded by the Area MPDs to 8th Army G1 element identified in USFK Regulation 1-38 for all Army active duty personnel who are discharged, separated, or retired in the ROK. Personnel in this category and their Family members may no longer be covered under the SOFA, Article VIII.

Appendix A References

Section I. Required Publications

AR 40-501 (Standards of Medical Fitness).

AR 600-8-10 (Leaves and Passes).

AR 600-8-24 (Officer Transfers and Discharges).

AR 601-280 (Army Retention Program).

AR 635-40 (Physical Evaluation for Retention, Retirement, or Separation).

AR 635-200 (Active Duty Enlisted Administrative Separations).

AR 700-84 (Issue and Sale of Personal Clothing).

DA Pam 600-8-11 (Military Personnel Office Separation Processing Procedures).

ROK/US Status of Forces Agreement, Article VIII.

Uniform Code of Military Justice (UCMJ).

USFK Reg 1-38 (Reporting Change of Status of SOFA Personnel).

USFK 60-1 (Ration Control).

Section II. Related Publications

AR 635-5 (Personnel Separations--Separation Documents).

AR 635-10 (Personnel Separations--Processing Personnel for Separation).

Appendix B
Request for Separation within the Republic Of Korea

REQUEST FOR SEPARATION WITHIN THE REPUBLIC OF KOREA (AK REG 635-1)				DATE
PRIVACY ACT STATEMENT				
<p>1. AUTHORITY: Title 5 United States Code, Section 301.</p> <p>2. PRINCIPAL PURPOSE(S): To ensure that soldier's separating or retiring in the Republic of Korea secure a responsible individual to serve as their sponsor during their period of stay in the Republic of Korea after separation or retirement.</p> <p>3. ROUTINE USES: To verify and justify soldier's request for separation in the ROK.</p> <p>4. DISCLOSURE: Information and SSN is voluntary. SSN may be needed to further indentify individual. If SSN is not provided, request for separation in the ROK may be delayed.</p>				
TO:		FROM (UNIT ADDRESS):		
SECTION I - PERSONNEL DATA				
Request that I, _____, be authorized to separate within the Republic of Korea on _____				
NAME		GRADE	SSN	DEROS
PMOS	UIC	HOR	PLACE EAD/OAD	
DEPN AUTH SPACE REQUIRED TRAVEL: <input type="checkbox"/> YES <input type="checkbox"/> NO		WEAPONS (MAKE, MODEL, CAL, BARREL LENGTH & SN)		
TRAVEL UPON RETURN TO CONUS: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MAC		I do possess a valid US passport. Passport number is _____		
SECTION II - STATEMENT				
<p><i>In connection with my separation from the military service, I have been offered transportation to (United States) (my residence in a territory or possession of the United States) for myself, (my dependents), my baggage (including household goods) (and my privately owned vehicle) at government expense.</i></p> <p>a. <i>I hereby decline transportation for myself.</i></p> <p>b. <i>I (do) (do not) desire transportation for (my dependents) (baggage including household goods) (privately owned vehicle) at government expense.</i></p> <p>c. <i>I decline transportation as indicated above with the understanding that my entitlement to such transoceanic transportation will terminate if travel is not completed within six (6) months after the date of my separation or one (1) year after the date of my retirement.</i></p>				
<p>_____</p> <p>SIGNATURE</p>				
SECTION III - AFFIDAVIT				
<p><i>This is to certify that I, the undersigned, hereby guarantee as a sponsor that the following individual will observe all the pertinent laws and regulations of the Republic of Korea governing entry, exit, and registration of aliens, and that I, the sponsor of the applicant, assume responsibility for all the charges which might be incurred by the person while in the Republic of Korea.</i></p>				

Appendix C

Immigration Offices in the ROK

Seoul Immigration Office
Kimpo Immigration Office
Inchon Immigration Office
Osan Branch
Pusan Immigration Office
Ulsan Branch
Yosu Immigration Office
Mokpo Branch
Kwangju Branch
Donghae Immigration Office
Kimhae Immigration Office
Masan Immigration Office
Chungmu Branch
Samchonpo Branch
Jangseungpo Branch
Kumi Immigration Office
Pohang Branch
Taegu Branch
Iri Immigration Office
Kunsan Branch
Cheju Immigration Office:
39-1, Sin A Bldg, Su Sumoon-dong,
Chung-Ku
Kimpo Airport Terminal
1-17, 7-ka Hang-dong, Inchon City
(US military line) Osan MA Terminal
17, 4-ka Chungang-dong, Chung-ku, Pusan
472-1, Maeam-dong, Ulsan City
332-3, Sujong-dong, Yosu City
80-14, Sanjong-dong, Mokpo City
Sinchon-ri, Songjung-up, Kwangsan-kun
Donghae City
Daejo-dong, Buk-ku, Pusan City
975, Yangdok-dong, Masan City
171-10, Dongho-dong, Chungmu City
94-1, Dongkum-dong, Samchonpo
Jangseungpo-up, Kojae-kun
Kumi City
58-13, Hangku-dong, Pohang City
1006-23, Ipsok-dong, Taegu City
Iri City
49-32, Jangmi-dong, Kunsan City
740-3, Konip-dong, Cheju City