



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH ARMY
UNIT #15236
APO AP 96205-5236

EACG

26 SEP 2011.

MEMORANDUM FOR All 8th Army Assigned Soldiers

SUBJECT: 8th Army Command Policy Letter #17 - In-processing and Orientation

1. References:

a. Army Regulation (AR) 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing), 18 July 2003.

b. United States Forces Korea (USFK) Regulation 614-2, In-Processing Orientation Program, 30 December 2009.

c. United States Forces Korea Command Policy Letter #16, Sponsorship and In-processing

2. Purpose. To provide guidance and establish policy for in-processing and orientation programs for Soldiers assigned to the 8th Army, and their spouses.

3. Background. The 8th Army is fully committed to ensuring safety and security for every Soldier and their Families during their integration into the command. From the time they arrive at the Incheon International Airport to their acceptance at the gaining unit, Soldiers will participate (and spouses are strongly encouraged to 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 8th Army. The cornerstone of our reception, in-processing and orientation programs is to professionally integrate Soldiers and Families to ensure their stay in the Republic of Korea (ROK) is safe, enjoyable and memorable.

b. The Commanders of 8th Army, 2d Infantry Division, and 19th Expeditionary Sustainment Command will establish (in coordination with the Commander, Installation Management Command – Korea) reception, in-processing and orientation programs that are safe, secure and "Family friendly" and supplement the orientation provided by the 1st Replacement Company. These programs will be designed to receive, educate, and integrate Soldiers and their spouses into the command, while maintaining positive control. The 8th Army will provide technical control and policy guidance for Army in-processing operations throughout the ROK.

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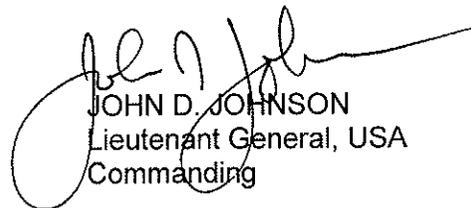
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c. All Soldiers are required to participate (and spouses are strongly encouraged to participate) in in-processing and orientation programs. These programs are required to ensure incoming personnel receive essential information about living in Korea, including their obligations under the US-ROK Status of Forces Agreement. Personnel participation in the program will be reported by US Army Garrison commanders and tracked by major subordinate command 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 Regulation 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. The 8th Army Assistant Chief of Staff (ACofS), G-1 is the approval authority for changes to the POI.

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 8th Army mission.

6. Proponent. The 8th Army ACofS G1 is the proponent for this policy. The proponent can be contacted at commercial 011-822-7914-3197 or DSN 315-724-3197.



JOHN D. JOHNSON
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Commanding