

**Headquarters  
Eighth United States Army Korea  
United States Army Installation Management Command  
Korea**

**Army in Korea  
AK Regulation 350-2**

**4 May 2007**

## **Training**

### **THEATER SPECIFIC REQUIRED TRAINING FOR ARRIVING PERSONNEL AND UNITS ASSIGNED TO, ROTATING TO, OR IN TEMPORARY DUTY STATUS TO EIGHTH ARMY**

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**\*The previous edition of Army in Korea (AK) 350-2 (Parachute Operations in the Korean Theater of Operations) has been rescinded. This is the first edition of Army in Korea (AK) Regulation 350-2 (Theater Specific Training Requirements)\***

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For the Commanding General:

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**Summary.** This regulation prescribes the policy and procedures for theater specific required training for all Army personnel and units assigned to, rotating to, or in temporary duty status to Eighth Army in Korea. The requirements established in this regulation must be completed prior to deployment to Korea. The support of sending unit commanders and supervisors of units and personnel deploying to Korea is critical to ensuring the training is completed prior to deployment.

**Summary of Change.** Not applicable, first edition of this regulation.

**Applicability.** This regulation is applicable to all Army units and personnel (military, Department of Army Civilian (DAC), and contractor personnel in direct support of a DA contract) assigned to, rotating to, or in temporary duty status to Eighth Army.

**Supplementation.** Supplementation of this regulation and issuance of command and local forms is prohibited unless prior approval is obtained from HQ Eighth Army, (EAGA-TD), APO AP 96205-5236.

**Forms.** Eighth Army forms are available at [www.usfk.mil](http://www.usfk.mil) under “Publications”.

**Records Management.** Records created as a result of process prescribed by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR 25-400-2). Record titles and descriptions are available on the [Army Records Information Management System](#).

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth Army (EAGA-TD), APO AP 96205-5236. This publication is available electronically at [http://www-hr.korea.army.mil/Programs\\_Policy/Publication\\_Records\\_main.asp](http://www-hr.korea.army.mil/Programs_Policy/Publication_Records_main.asp)

**Distribution.** Electronic Media Only (EMO).

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## **Section I**

### **INTRODUCTION**

**1. PURPOSE.** This regulation prescribes mandatory theater specific required training that arriving Army personnel and units assigned to, rotating to, or in temporary duty status to the Eighth Army must complete prior to deployment to the Republic of Korea (ROK). This regulation is nested with the requirements of USFK Regulation 350-2 and merely focuses those requirements for Army personnel and units.

a. This regulation outlines the training required and establishes responsibilities for ensuring training proficiency.

b. The regulation also provides the procedure for conducting and certifying completion of the training.

**2. REFERENCES.** Related publications are listed in Appendix A.

**3. EXPLANATION OF ABBREVIATIONS.** Abbreviations used in this regulation are explained in the glossary located at the end of this regulation.

**4. EXPECTATION.** It is imperative that all arriving Army personnel and units assigned to, rotating to, or in temporary duty status to the Republic of Korea complete the theater specific required training outlined in this regulation and USFK Regulation 350-2 to facilitate accomplishment of their assigned missions or tasks, and at the same time, ensure they conduct themselves in a manner that is compatible and respectful of the culture and laws of the ROK. Sending and receiving commander and supervisor support is critical in ensuring the requirements of this regulation are accomplished. Tactical mistakes resulting from poor judgment or a lack of training are not only dangerous to our personnel—they can have strategic implications within the context of the ROK-US alliance. Failure to comply with this regulation could result in negative actions by the host nation, Status of Forces Agreement (SOFA) violations, or other consequences. Commanders and supervisors sending Army forces to Korea are expected to prepare their personnel and units assigned to, rotating to, or in temporary duty status to Eighth Army for deployment to Korea so as to accomplish their mission and maintain good order and discipline.

**5. METHODOLOGY.** Our strategy is predicated on a command-wide effort, including both Major Subordinate Commands (MSCs) and Staffs, to identify requirements, provide training resources, report and track completed training, and maintain situational awareness over the trained population. Again, we are employing a command-wide effort to ensure compliance. All Eighth Army MSCs and Staffs have an integral part to play.

a. Engaging the targeted populations early on is critical to success. Engaging rotational units, exercise augmentees, individual replacements, TDY teams and individuals, and Follow-on Forces as soon as requirements are identified sets the conditions for success by allowing units to work the requirement over time vice surging at the last minute.

b. Our methodology works if all Eighth Army MSCs and Staffs are actively engaged in sponsoring their counterparts rotating onto the peninsula. USFK 350-2 requirements are a natural extension of existing sponsorship programs. So for example, USFK 350-2 training and compliance reporting would be additive to the extensive program of sponsorship that regular rotational units conduct when they rotate on peninsula. MSC sponsors of incoming personnel will contact their replacements early on to ensure they understand and comply with the requirements. Organizations that sponsor TDY teams and exercise augmentees do the same thing. Again, the intent here is to ensure that someone within Eighth Army is actively tracking the status of every potential individual and organization deploying onto the Korean peninsula.

c. Comprehensive reporting systems like the one we are using work best when they are incorporated into the organizational battle rhythm. The goal should always be to do routine things routinely.

d. No viable system can have a single point of failure. We need to ensure that redundant means are available to units and individuals in order to ensure their success. Those means include the USFK.mil Web Site, which we anticipate will be the means for the vast majority of personnel, training media maintained and utilized within Armistice Reception Centers and Exercise Joint Reception Centers, and training media made available to sponsor organizations to police up any and all personnel not part of larger groups or who may not have completed training.

e. By actively managing the population, we can make this requirement much easier on ourselves. USFK 350-2 training is good for one year for those individuals and organizations that will rotate routinely to the peninsula for exercises, TDY, conferences, etc. It remains a one time requirement for individual replacement personnel assigned onto peninsula, with the exception of the Prostitution and Human Trafficking module. Understanding exactly who does and does not require the training will prove critical to our success over time, especially during surge periods preceding the major theater exercises.

## **Section II**

### **THEATER SPECIFIC REQUIRED TRAINING**

**6. GENERAL.** The Eighth Army MSCs and Staff elements and the unit commanders/staff OICs of forces that deploy to Korea must focus on obtaining and maintaining force readiness. This is our charge and our responsibility. With the threat in close proximity and capable of a near no-notice attack, we do not have the luxury of ramping up our readiness. We must truly be ready to “fight tonight.” The Combined Forces Command, supported by USFK, promotes security and peaceful development in Northeast Asia by deterring aggression, responding to crises, and fighting to win, if required. Implementing the theater specific required training outlined in this regulation will help ensure assigned and augmenting forces are well-trained and prepared to contribute to the execution of this vital mission, and conduct themselves in a manner that is compatible and respectful of the culture and laws of the ROK. This pre-deployment training will include theater specific required training posted on the [USFK.mil](http://USFK.mil) web-site under the Command Info Corner, “Required Training.” All personnel deploying to Korea must complete

this training by reviewing/reading, understanding and adhering to the video, policy letters and other information provided on this website. Once completed, this training is valid for twelve months, with the exception of Prostitution and Human Trafficking training which is only valid for six months and requires semi-annual refresher training.

**7. WEB-BASED THEATER SPECIFIC REQUIRED TRAINING.** This paragraph outlines the mandatory theater specific required training that arriving personnel and units assigned to, rotating to, or in temporary duty status to Eighth Army must complete on the [USFK.mil](http://USFK.mil) website under the Command Info Corner, "Required Training" prior to deployment to Korea. Provided below are specific training modules that must be completed. Once the training is completed, the individual taking the training can request a certificate of completed training, which should be printed and shown to the individual's unit commander or supervisor and to the sponsoring organization upon arrival in Korea. Unit or group level training is also acceptable with a memorandum from the unit commander or supervisor certifying the personnel completed the training and ensuring they are captured in the tracking system. The USFK training modules posted on the [USFK.mil](http://USFK.mil) website are identified below:

- Chapter 1 [Sexual Assault Prevention and Response Program](#)
- Chapter 2 [Civilian Equal Employment Opportunity and Military Equal Opportunity Programs](#)
- Chapter 3 [Force Protection](#)
- Chapter 4 [Operations Security \(OPSEC\)](#)
- Chapter 5 [Equipment Requirements for Military Personnel Deployed to the Republic of Korea for Exercises or Contingency](#)
- Chapter 6 [Staying Healthy on the Korean Peninsula](#)
- Chapter 7 [Command Relationships](#)
- Chapter 8 [Information Assurance and Connection Policy](#)
- Chapter 9 [USFK Public Affairs](#)
- Chapter 10 [Religious Opportunities](#)
- Chapter 11 [Suicide Prevention](#)
- Chapter 12 [Installation Access Control, Civil Gatherings in Korea, Law Enforcement and USFK Customs](#)
- Chapter 13 [US-ROK Status of Forces Agreement and Korean Law](#)
- Chapter 14 Cultural Awareness
- Chapter 15 [Prostitution and Human Trafficking](#)
- Chapter 16 [Safety](#)

**8. NON WEB-BASED ARMY COMPONENT TRAINING REQUIREMENTS.** Eighth Army also requires other training in accordance with our respective Title 10 responsibilities. In

addition to the web-based theater specific required training in paragraph 7, other aspects of the pre-deployment training are related to ensuring the individual, crew or rotational unit is trained and qualified to perform their duty or mission when they arrive in Korea. Provided below are the key training requirements in addition to the web-based training in paragraph 7. Army specific component pre-deployment training requirements are provided at Appendix C.

a. Individuals and crews must be trained and qualified on assigned weapon systems and bring individual weapon with them.

b. Personnel who are expected to drive a motor vehicle or operate equipment must be trained, qualified, certified and licensed if required to drive or operate and maintain the vehicle or equipment in accordance with service standards.

c. With regards to equipment or vehicles that do not have required licenses or certification, personnel will be trained to operate the specific equipment or vehicle.

d. Personnel who are expected to use Command, Control, Communications, Computers and Intelligence (C4I) systems must be well trained on those systems and their application unless the system is unique to Korea or Eighth Army and requires in-theater training.

e. All personnel must be trained on immunizations/chemoprophylaxis requirements that must be completed during medical screening, in accordance with current procedures.

f. All personnel must be trained on security clearance requirements while in Korea and how they must meet those requirements, in accordance with standards and USFK and Eighth Army directives.

g. All personnel expected to receive an evaluation for duty performance while in Korea must be trained on specific procedures for service evaluation of Active Duty, Reserve and National Guard personnel as applicable.

h. All personnel requiring a theater clearance for entry into Korea must be trained on specific personnel entrance requirements for official travel to Korea provided in Section III of the [\*DOD Foreign Clearance Guide\*](#). AR 55-46, [\*Travel Overseas\*](#) and AR 600-8-10, [\*Leaves and Passes\*](#) furnish supplemental Army requirements.

i. All personnel regardless of whether they have completed a previous tour in Korea are required to receive Korean Cultural Awareness training during in-processing and are also required to attend a Local Area Orientation upon arrival to their assigned duty station. All personnel are further required to receive Korean Cultural Awareness Training bi-annually.

### **Section III RESPONSIBILITIES**

**9. PERSONNEL REQUIRED TO COMPLETE THE THEATER SPECIFIC REQUIRED TRAINING.** All arriving personnel and units assigned to, rotating to, or in temporary duty status to Eighth Army must complete the theater specific required training prescribed in this regulation prior to arrival in Korea.

**10. UNIT COMMANDERS AND SUPERVISORS SENDING PERSONNEL AND UNITS TO KOREA.** The intent is for sending unit commanders and supervisors to ensure their units and personnel arrive in Korea trained and prepared to perform their assigned mission or duty. Unit commanders and supervisors sending personnel and units assigned to, rotating to, or in temporary duty status to Korea must ensure the following:

a. Ensure theater specific required training outlined in this regulation is completed prior to units and personnel arrival in Korea.

b. Ensure a unit is not sent to Korea with a readiness rating status below C-2.

**11. EIGHTH ARMY STAFF DIRECTORS.** All Eighth Army Staff Directors are responsible for verifying arriving personnel assigned to or in temporary duty status in support of their directorate complete the training outlined in this regulation prior to arrival in Korea. In the event an individual has not completed the required training, immediate action must be taken upon arrival to have the training completed. Eighth Army staffs will also complete the following actions:

a. Ensure exercise augmentees to their staff sections, along with TDY personnel they are hosting, are in compliance with specified training.

b. Assign a sponsor to personnel assigned or in temporary duty status deploying to Korea in support of their directorate. The sponsor should contact the sponsored individual as soon as possible, and sufficiently in advance so the sponsored individual has enough time to complete training requirements prior to arrival in Korea.

c. Eighth Army OSD, G1: Commanders are responsible to ensure their Soldiers have completed the theater specific training requirements according to this regulation. To assist the Commander, the Eighth Army G1 will:

1) Coordinate with Human Resources Command (HRC) to include the training requirements of this regulation on the military PCS orders of inbound Soldiers.

2) Oversee, via the monthly Eighth Army Payday Readiness Battle Drill, that MSCs assign sponsors to inbound Soldiers.

d. Eighth Army OMD, G33: G33 is responsible for tracking compliance for rotational units, along with MSC sponsor organizations

e. Eighth Army OMD, TREX: Training, Readiness, and Exercises is responsible for tracking exercise augmentees along with MSC and staff sponsor organizations.

**12. EIGHTH ARMY MAJOR SUBORDINATE COMMAND COMMANDERS.** MSC Commanders are required to ensure unit commanders and supervisors sending personnel to Korea comply with the required training in this regulation. MSC Commanders must help ensure required training is completed by accomplishing the following actions:

a. Ensure a sponsor is assigned to each person and/or unit assigned to, rotating to, or in temporary duty status to Eighth Army prior to scheduled departure to Korea. The sponsor should contact the sponsored individual as soon as possible, and sufficiently in advance so the sponsored individual has enough time to complete training requirements prior to arrival in Korea.

b. Ensure unit commanders and supervisors sending personnel and units assigned to, rotating to, or in temporary duty status to Eighth Army verify personnel and units deploying to Korea review the online video and other required information posted on the [USFK.mil](http://USFK.mil) web site under the Command Info Corner, "Required Training", prior to departing for Korea.

c. MSC unit commanders are responsible for validating that all individuals and units have accomplished all service training requirements and that sending commanders do not send a unit to Korea with a readiness rating status below C-2. In the event an individual has not completed the required training, immediate action must be taken upon arrival to have the training completed.

d. Ensure TDY personnel they are hosting are in compliance with specified training.

**13. INSTALLATION MANAGEMENT COMMAND-KOREA (IMCOM-K).** IMCOM-K Army Garrison Commanders are responsible for installation in-processing programs in accordance with the in-processing MOA. Garrison commanders will ensure that the Eighth Army prescribed in-processing POI, to include the theater specific training requirement established in this regulation, is met.

**14. CIVILIAN PERSONNEL ADVISORY CENTER (CPAC).** Ensure to include the training requirements of this regulation on the PCS orders of inbound civilians.

## APPENDIX A

### REFERENCES

- (1) USFK 350-2, *Theater Specific Required raining For Arriving Personnel And Units Assigned To, Rotating To, Or In Temporary Duty Status To USFK*
- (2) AFI 24-405, *Department of Defense Foreign Clearance Guide*, 6 May 94
- (3) AK 95-33, *Personnel Recovery Operations*, 12 Apr 05
- (4) AK 350-1, *Training and Leader Development*, 12 Apr 06
- (5) AK Reg 350-4, *Eighth Army Tactical Vehicle Movement in the Korea Theater of Operations*, 19 Oct 05
- (6) AR 55-46, *Travel Overseas*, 20 Jun 94
- (7) AR 600-8-10, *Leaves and Passes*, 15 Feb 06
- (9) AR 25-400-2, *Army Records Information Management System*, 15 Nov 04
- (9) Eighth Army Reg 95-1, *Eighth Army General Aviation Provisions, Flight Procedures and Training Guidance*, 10 Oct 03
- (10) AK Reg 350-10, *Eighth Army Range and Training Areas Policies and Procedures*, TBD
- (11) AK Pam 350-20, *Eighth Army Range and Training Areas Policies and Procedures*, TBD
- (12) UNC/CFC/USFK Reg 95-3, *Korean Tactical Zone (RK) P-518 Flight Procedures*, 1 Jan 06
- (13) USFK Reg 95-5, *Armistice Deployments to ROK Air Bases and Airfields*, 15 Sep 93
- (14) USFK Official Website, <http://www.usfk.mil>
- (15) Eighth Army G3 Training Public Website
- (16) USFK Reg 600-55, *Good Neighbor Program*, 01 Nov 06

## **APPENDIX B**

### **VIDEO TOPICS**

The video posted on the [USFK.mil](http://USFK.mil) website under the Command Info Corner, “Required Training” will include, but is not limited to, the following topics:

- USFK Commander’s Welcome to Korea
- Korean History in regards to our mission
- Korean Cultural Awareness
- Prohibition on alcohol consumption during exercises
- SOFA
- Safety Issues
  - Reflective vest wear during physical training
  - Helmet/reflective vest wear on motorcycles
  - Driving in Korea
- United Service Organization (USO)
- Off-limits establishments
- Ration Control/Black Marketing
- Prostitution and Human Trafficking
- Equal Opportunity/Sexual Harassment
- Red Cross Notification Procedures
- Uniform Code of Military Justice (UCMJ) “Good Order and Discipline”
  - Drinking Age
  - Curfew
  - Strategic Implications of Tactical Mistakes
- Life Support Area Policies
- Policy Letters and other information included on Training Website

## APPENDIX C

### ARMY SERVICE COMPONENT SPECIFIC PRE-DEPLOYMENT TRAINING

1. In addition to the training noted above in paragraph 8 that is applicable to all Components, the following additional training requirements apply to arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK/Eighth Army for Army personnel/units:

a. The following pre-deployment training and preparation must be completed for US Army arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK/Eighth Army:

(1) Eighth Army will ensure pre-deployment guidance to Soldiers and Army rotational units deploying to Korea is incorporated in appropriate documentation to include deployment orders, individual travel orders, Operations Orders and special instructions.

(2) Rotational unit commanders must conduct mission analysis to ensure Soldiers and civilians selected to fulfill taskings and requests for forces are trained in the necessary tactical tasks and technical systems as well as ensuring they meet the minimum grade, military occupation specialty (MOS), and skill set as outlined in the Request for Forces (RFF). This includes, but is not limited to, tactical vehicle licensing, weapons qualification, security clearance verification and C4I automation systems training.

(3) Army personnel expected to operate tactical vehicles in Korea must be trained on Army in Korea Regulation 350-4, [\*Eighth Army Tactical Vehicle Movements in the Korean Theater of Operations\*](#). Special emphasis will be placed on vehicle commander and convoy commander requirements.

(4) Army personnel and rotational units utilizing ranges and training areas in Korea must be trained on AK Regulation 350-10, [\*Eighth Army Ranges and Training Areas Policies and Procedures\*](#) and AK Pamphlet 350-20 [\*Eighth Army Ranges and Training Areas Policies and Procedures\*](#).

(5) Army Aviation rotational units conducting flight training in Korea must be trained on Eighth Army Regulation 95-1, [\*Eighth Army Flight Procedures\*](#), Army in Korea (AK) Reg 95-33, [\*Personnel Recovery\*](#) and UNC/CFC/USFK Regulation 95-3, [\*Korean Tactical Zone \(RK\) P-518 Flight Procedures\*](#). Army fixed wing pilots must be trained on ROK/US [\*ACC Regulation 60-8, Korea Buffer Zone and Tactical Zone Flight Operations and Prevention of Inadvertent Over-Flight of Non-Friendly Borders\*](#) and specific procedures for [\*P-518\*](#). Aviation units will train on the following appropriate DOD Flight Information Publications: [\*IFR Supplement\*](#), [\*AP3\*](#) and [\*AP3A\*](#) for airbase coordination found at the [\*National Geospatial-Intelligence Agency download site\*](#).

(6) Unit commanders sending personnel to Korea must certify that arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK/Eighth Army comply with Army specific medical screening procedures.

(7) Unit commanders sending personnel or units to Korea to participate in training will ensure that individually assigned weapons will be brought with them. Soldiers will be certified on their individual weapon prior to arriving in Korea. Units must conduct the proper coordination with customs officials. Personnel traveling by commercial air to Korea must meet the following Customs requirements:

a) Orders should clearly state that the member is authorized to carry a weapon to and from the ROK in order to participate in the specific exercise. Orders must include make, model, and serial number(s).

b) The weapons must be transported in lockable weapons case.

c) The service member must declare all weapons to the airline officials at the airport prior to his/her checking baggage (both arriving and departing ROK).

d) Upon arrival at Incheon (commercial ticket program) the member should be prepared to open all weapon cases for appropriate inspections by both USFK and ROK customs officials and security personnel.

e) If deploying as a unit or large group at the same time, ensure the orders are annotated as above and a POC on orders who is responsible for opening the lock box(es) upon arrival in the ROK for appropriate customs inspection..

f) If weapons are moving separately from personnel, they are treated as military equipment.

(8) Eighth Army will communicate additional Army training requirements through the Eighth Army Operations Center for inclusion in applicable Request for Forces, Operations Orders and directives.

## **GLOSSARY**

### **ACRONYMS**

AK	Army in Korea
AR	Army Regulation
C4I	Command, Control, Communications, Computers and Intelligence
DOA	Department of Army
DOD	Department of Defense
HQ	Headquarters
OPR	Office of Primary Responsibility
ROK	Republic of Korea
SOCKOR	Special Operations Command Korea
SOF	Special Operations Forces
SOFA	Status of Forces Agreement
US	United States (of America)
USAF	United States Air Force
USFK	United States Forces Korea
USMC	United States Marine Corps