

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 350-2

22 February 2012

Training

THEATER SPECIFIC REQUIRED TRAINING FOR ARRIVING DOD PERSONNEL AND UNITS ASSIGNED TO, ROTATING TO, OR IN TEMPORARY DUTY STATUS TO KOREA

*This regulation supersedes USFK Regulation 350-2, dated 22 January 2008.

FOR THE COMMANDING GENERAL:

BRIAN T. BISHOP
Major General, USAF
Deputy Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
Records Management

Summary. This regulation prescribes the policy and procedures for theater specific required training completed by all Department of Defense (DOD) personnel prior to arrival in Korea. The support of unit commanders and supervisors sending units and personnel to Korea is critical to ensuring the training is completed prior to arrival.

Summary of Changes. This revision includes the following changes:

- Recognizes this training is valid for the entire tour for military and civilian personnel performing duties in Korea on a permanent assignment, but limits the period of validity to 36 months to eliminate the ambiguity on the period of validity (Paragraph 2-1).
- Updates the list of modules and topics included in the training (Paragraph 2-2).

- Updates the list of topics that must be included in the video and training modules (Appendix B). Adds Anti-Terrorism Level 1 training as an annual requirement.

Applicability. This regulation is applicable to all DOD military and civilian personnel (including DOD Civilians and Invited Contractors) scheduled to perform duties in Korea and the commanders and supervisors sending or receiving these personnel in Korea.

Supplementation. Supplementation of this regulation and issuance of command and local forms is prohibited unless prior approval is obtained from USFK J37, (FKJ37), Unit #15237, APO AP 96204-0027.

Forms. USFK forms are available at www.usfk.mil.

Records Management. Records created as a result of process 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 Management System (ARIMS) website at <https://www.arims.army.mil>.

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, USFK (FKJ37), APO AP 96204-0027. This publication is available electronically on the following web site: www.usfk.mil.

Distribution. Electronic Media Only (EMO).

CONTENTS

Chapter 1

Introduction, page 1

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations
- 1-4. Expectation

Chapter 2

Theater Specific Required Training, page 1

- 2-1. General
- 2-2. Web-Based Theater Specific Required Training
- 2-3. Service Component Training Requirements

Chapter 3

Responsibilities, page 4

- 3-1. Personnel Required to Complete the Theater Specific Required Training
- 3-2. Unit Commanders and Supervisors Sending Personnel and Units to Korea
- 3-3. USFK Staff Directors
- 3-4. USFK Service Component Commanders

Appendixes, page 6

- A. References
- B. Training Module Topics
- C. Component Specific Training Requirements for Arriving Personnel Performing Duties in Korea

Glossary, page 12

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes mandatory theater specific required training that arriving personnel and units must complete prior to arrival in the Republic of Korea (ROK).

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.

1-2. References

Required and Related publications are listed in appendix A.

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Expectation

It is imperative that arriving personnel and units complete the theater specific required training outlined in this regulation to facilitate accomplishment of their assigned missions or tasks, and at the same time, ensure they conduct themselves in a manner 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 forces to Korea prepare their personnel and units to accomplish their mission and maintain good order and discipline by ensuring this training is completed prior to departure.

Chapter 2

Theater Specific Required Training

2-1. General

The USFK component and Staff elements and the unit commanders and supervisors sending forces to Korea must focus on obtaining and maintaining force readiness. This is our charge and responsibility. With the threat in close proximity that is 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. The theater specific required training outlined in this regulation helps 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 compatible and respectful of the culture and laws of the ROK. This theater specific required training is posted on the USFK web site at www.usfk.mil under the Command Center, "Required Training". All personnel performing duties in Korea must complete this training by reviewing/reading, understanding and adhering to the video, policy letters and web-based USFK Training Module provided on the Joint Knowledge Online (JKO) website. The training is valid for the entire tour for military and civilian personnel performing duties in Korea on a permanent assignment (completed one time prior to arrival in Korea for each permanent

assignment). It must be completed once each 36 months for personnel on continuous extended assignment to Korea. It is an annual requirement (completed during the last 12 months) for military and civilian personnel performing duties in Korea on Temporary Duty (TDY).

2-2. Web-Based Theater Specific Required Training

Specific training requirements that must be completed are listed below. Once the training is completed, students are required to print a certificate of completion and present it to their unit commander or supervisor and 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 provided to each person for them to give their sponsoring organization in Korea upon arrival. The USFK staff responsible for maintaining the training posted on the [USFK](#) website is identified adjacent to each training requirement below.

a. Welcome to Korea Video (Office of Primary Responsibility (OPR): Public Affairs Office (PAO)).

b. The USFK Command Policy Letters (OPR: Secretary Combined Joint Staff (SCJS)).

c. USFK Training Modules for permanent party personnel:

(1) Module 1 – On Duty in Korea.

(a) Command Relationships (OPR: J5).

(b) USFK Installation Access – Defense Biometric Identification System (DBIDS) (OPR: Provost Marshal Office (PMO)).

(2) Module 2 – Laws and Regulations.

(a) SOFA (OPR: Office of Judicial Administration OJA)).

(b) Korean Law (OPR: OJA).

(c) Law Enforcement (OPR: PMO).

(d) Korean Import – Export Customs (OPR: PMO).

(e) Privately Owned Firearms (OPR: PMO).

(f) Driver's Licenses (OPR: PMO).

(3) Module 3 – Staying Alert in Korea.

(a) Korean Climate (OPR: Command Surgeon).

(b) Biological Hazards and Vector-Borne Diseases (OPR: Command Surgeon).

(c) Civil Gatherings (OPR: PMO).

(4) Module 4 – Permanent Change of Station (PCS) Specific Information.

(a) DOD Dependent Schools (DODDS) Korea District (OPR: J1).

- (b) International Marriage in Korea (OPR: J1).
- (5) Module 5 – Command Sponsorship Program; Command Sponsorship Program (OPR: J1).
- (6) Anti-Terrorism Level 1 Training (OPR: J34). This is a DOD mandated annual requirement and will be completed online at <http://www.at-awareness.org/>.
- d. USFK Training Modules for temporary duty personnel:
 - (1) Module 1 – On Duty in Korea; Command Relationships (OPR: J5).
 - (2) Module 2 – Laws and Regulations.
 - (a) SOFA (OPR: OJA).
 - (b) Korean Law (OPR: OJA).
 - (c) Law Enforcement (OPR: PMO).
 - (d) Driver’s Licenses (OPR: PMO).
 - (3) Module 3 – Interacting with Others; Prostitution and Human Trafficking (OPR: J1).
 - (4) Module 4 – TDY Specific Information; Equipment Requirements (OPR: J4).

2-3. Service Component Training Requirements

Service components require other training in accordance with their respective Title 10 responsibilities. In addition to the web-based theater specific required training in paragraph 2-2, 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 applicable to all services. Other specific component pre-deployment training requirements are provided at Appendix C.

- a. Individuals and crews are trained and qualified on assigned weapon systems (example: M-16 rifle, tank gunnery, etc.).
- b. Personnel expected to drive a motor vehicle or operate equipment are trained, qualified, certified and licensed, if required, to drive or operate and maintain the vehicle or equipment in accordance with service standards.
- c. Personnel are trained to operate special equipment or vehicles that do not require licenses or certification.
- d. Personnel are trained on Command, Control, Communications, Computers and Intelligence (C4I) systems they will use prior to deployment unless the system is unique to USFK and requires in-theater training.
- e. All personnel complete individual medical readiness requirements (to include immunizations, chemoprophylaxis, medical screening, etc.) in accordance with DOD guidance and current service procedures.

f. All personnel complete Korea specific security clearance requirements in accordance with service standards and USFK directives.

g. All personnel expected to give or receive an evaluation for duty performance while in Korea are 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 are trained on specific personnel entrance requirements for official travel to Korea provided in Section III of the [DOD Foreign Clearance Guide](#) and service supplement clearance requirements below:

(1) For the US Air Force (USAF): Air Force Instruction (AFI) 24-405, [Department of Defense Foreign Clearance Guide](#), furnishes supplemental USAF requirements.

(2) For the US Army: AR 55-46, [Travel Overseas](#) and AR 600-8-10, [Leaves and Passes](#) furnish supplemental Army requirements.

Chapter 3 Responsibilities

3-1. Personnel Required to Complete the Theater Specific Required Training

All arriving DOD military and civilian personnel and units must complete the theater specific required training prescribed in this regulation prior to arrival in Korea.

3-2. Unit Commanders and Supervisors Sending Personnel and Units to Korea

Sending unit commanders and supervisors ensure units and personnel arrive in Korea trained and prepared to perform their assigned mission or duty by accomplishing the following:

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

b. Verify required service component related training is conducted.

c. Ensure a unit is not sent to Korea with a readiness rating status C-2. The readiness ratings are defined in CJCSI 3401.02B, Force Readiness Reporting, which can be found in the Defense Technical Information Center (www.dtic.mil) library.

3-3. USFK Staff Directors

All USFK Staff Directors are responsible for verifying arriving personnel assigned to or in TDY 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, take immediate action upon arrival to complete the training. USFK staffs also complete the following actions:

a. Ensure designated training modules in Section II above remain accurate and current.

b. Ensure a sponsor is provided for each person assigned or TDY to their directorate, who will contact the sponsored individual as soon as possible so they have enough time to complete training requirements prior to arrival in Korea.

3-4. USFK Service Component Commanders

USFK service component commanders are required to ensure subordinate unit commanders/supervisors sending personnel to Korea, and receiving subordinate unit commanders comply with the theater specific required training in this regulation. USFK service component commanders help ensure completion of required training by accomplishing the following actions:

a. Ensure a sponsor is provided to component personnel and/or units assigned or TDY, who will contact the sponsored individual as soon as possible so they have enough time to complete training requirements prior to arrival in Korea.

b. Ensure unit commanders/supervisors sending personnel and units to Korea accomplish the requirements in paragraph 3-2 above.

c. Ensure in-processing centers verify arriving personnel completed the online video and other required training posted on the [USFK](#) web site prior to departing for Korea. In the event an arriving individual has not completed the required training, the in-processing center ensures the training is completed prior to personnel proceeding to final destination. In the event an individual arrives at their final destination without completing the training, receiving unit commanders/supervisors take immediate action to have the training completed.

d. Ensure a Level II certified Antiterrorism Officer is assigned at the battalion, ship, squadron, and separate facility levels (stationary or deployed units).

e. Promulgate supporting guidance to the USFK Command Policy Letters to reiterate guidance in USFK Regulation (Reg) 350-2 and amplify service specific concerns.

Appendix A References

Section I. Required Publications

ACCR 60-8, Korea Buffer Zone and Tactical Zone Flight Operations and Prevention of Inadvertent Over-Flight of Non-Friendly Borders

AFI 24-405, Department of Defense Foreign Clearance Guide

AK Reg 525-28, Personnel Recovery Operations

AK Reg 95-1, Army in Korea General Aviation Provisions, Flight Procedures and Training Guidance

AK Reg 350-2, Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to Eighth Army

AK Reg 350-4, Eighth U.S. Army Tactical Vehicle Movements in the Korean Theater of Operations

AK Reg 350-10, Eighth U.S. Army Range and Training Area Operating Policies and Procedures

AR 55-46, Travel Overseas

AR 600-8-10, Leaves and Passes

AR 25-400-2, Army Records Information Management System

COMPACFLT OPORD 201

COMSEVENTHFLT OPORD 201

Guide to Visiting Ship (Vol. V)

UNC/CFC/USFK Reg 95-3, Korean Tactical Zone (RK) P-518 Flight Procedures

USFK Reg 95-5, Armistice Deployments to ROK Air Bases and Airfields

USFK Reg 614-2, In-Processing Orientation Program

USFK OPORD 5050-07, Antiterrorism/Critical Infrastructure Protection

Section II. Related Publications

This section contains no entries.

Appendix B

Training Module Topics

The video posted on the [USFK](#) web site under the Command Center, “Required Training” and the USFK Theater Specific Required Training Course includes, but is not limited to, the following topics:

- a. USFK Commander’s Welcome to Korea.
- b. Command Relationships.
- c. Equipment Requirements – TDY Personnel.
- d. USFK Customs.
- e. Installation Access.
- f. Vehicle Regulation.
- g. Driving in Korea.
- h. Safety Issues.
- i. Civil Gatherings.
- j. DODDS Schools.
- k. International Marriages.
- l. Off Limits Areas.
- m. Drinking Age and Driving Under the Influence of Alcohol.
- n. Ration Control and Black Marketing.
- o. SOFA.
- p. Prostitution and Human Trafficking.
- q. Command Sponsorship.

Appendix C Component Specific Training Requirements for Arriving Personnel Performing Duties in Korea

In addition to the training noted above in paragraph 2-3 applicable to all components, the following additional training requirements apply to arriving personnel and units for the noted component.

a. US Army personnel and units complete the following training and preparation for performance of duties in Korea:

(1) 8th US Army incorporates guidance in appropriate documentation to include deployment orders, individual travel orders, Operations Orders and special instructions.

(2) Rotational unit commanders conduct mission analysis and train soldiers and civilians selected to fulfill taskings and requests for forces 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) Train Army personnel expected to operate tactical vehicles in Korea on Army in Korea Regulation 350-4, [8th US Army Tactical Vehicle Movements in the Korean Theater of Operations](#). Place special emphasis on vehicle commander and convoy commander requirements.

(4) Unit commanders sending personnel to Korea certify that their personnel comply with the procedures in this regulation and Army in Korea (AK) Regulation 350-2, [Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to Eighth Army](#) prior to arrival in Korea.

(5) Train Army personnel and rotational units utilizing ranges and training areas in Korea on AK Regulation 350-10, [8th US Army Range and Training Area Operating Policies and Procedures](#).

(6) Train Army Aviation rotational units conducting flight training in Korea on AK Regulation 95-1, [Army in Korea General Aviation Provisions, Flight Procedures and Training Guidance](#), AK Regulation 95-33, [Personnel Recovery](#) and UNC/CFC/USFK Regulation 95-3, [Korean Tactical Zone \(RK\) P-518 Flight Procedures](#). Train Army fixed wing pilots 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 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](#).

(7) Unit commanders sending personnel to Korea certify that their personnel comply with Army specific medical screening procedures prior to arrival in Korea.

(8) 8th US Army communicates additional Army training requirements through the 8th Army Operations Center (Eagle's Nest) for inclusion in applicable Request for Forces, Operations Orders and directives.

b. US Air Force personnel and units complete the following training and preparation for performance of duties in Korea:

(1) All Air Force units sending aircraft or personnel to Korea ensure they are current and qualified for the duties they will perform to include compliance with the theater specific required training in this regulation, and USFK Regulation 95-5, [Armistice Deployments to ROK Air Bases and Airfields](#).

(2) For Air Force rotational units and personnel operating in Korea in support of large exercises (such as ULCHI-FREEDOM GUARDIAN and KEY RESOLVE/FOAL EAGLE), the deploying unit commander ensures compliance with this regulation. Deficiencies are identified upon arrival and made up during the provided “Just in Time” training.

(3) Units sending aircraft with more than five (5) personnel (other than large exercises) contact their host unit and coordinate with the 51st Logistics Readiness Squadron (LRS) at Osan Airbase, DSN 315-784-6707 or 8th LRS at Kunsan Airbase, DSN 315-782-4125 to set up a Reception Working Group (RWG), in accordance with base deployment plans. In these cases, the RWG identifies the deploying unit’s sponsor. Sponsorship responsibilities for individuals and small groups (such as conference attendees and cross country flights) fall to the host unit.

(4) Unit Commanders and supervisors ensure compliance with paragraph 13 of USFK Regulation 95-5, [Armistice Deployments to ROK Air Bases and Airfields](#), which requires all USAF, USN or USMC fighter, reconnaissance, forward air controller, and non-theater airlift crews be briefed on Korean airspace procedures before conducting operational missions in Korea. A summary guide to air operations is available in the “[Airspace 101](#)” briefing which identifies required training, briefing items, and documentation, along with the respective OPR. Accomplish the applicable training prior to receiving approval to fly in Korea Training Areas. The deploying unit’s Commander, Director of Operations or Detachment Commander provide written certification (“[7th Air Force Lawyer Letter](#)”, available on the web site) that their deploying personnel are trained on the applicable Korean Theater air operations. The [7th AF Lawyer Letter](#) is maintained by the 607th Combat Operations Squadron/Director of Operations and units update it annually. Following completion of this certification, 607th Air Operations Group authorizes deployed rotational units’ operations, by listing the unit, duration of deployment, and proposed mission types in the monthly “[Off-Peninsula Units Training Letter](#).”

(5) Unit commanders sending personnel to Korea certify their personnel comply with Air Force specific medical screening procedures prior to arrival in Korea.

c. US Navy personnel and units complete the following training and preparation for performance of duties in Korea:

(1) All Naval forces, to include personnel on port calls in Korea, ensure they arrive current and qualified for the duties they will perform and adhere to the theater specific required training in this regulation.

(2) Naval force commanders and supervisors ensure compliance with published Navy pre-deployment guidance to include:

(a) Commander Pacific Fleet Operations Order (OPORD) 201, Commander 7th Fleet OPORD 201, Commander 7th Fleet Pre-deployment Guide and miscellaneous message guidance posted on the 7th Fleet website at <http://205.0.144.69/navy/c7f/site.nsf/FramesetDisplay?openForm&framesetName=Home>.

(b) Commander Naval Forces Korea (CNFK) guidance posted to Navy Knowledge Online (NKO) at www.nko.navy.mil and on the CNFK Collaboration at Sea (CAS) SIPRNET website at www.cnfk.navy.smil.mil.

(c) CNFK miscellaneous record message guidance, Logistics Requests (LOGREQ) replies, and Guide to Visiting Ships, Vol.-V, Pacific Ocean posted on the CNFK Collaboration at Sea (CAS) SIPRNET website at www.cnfk.navy.smil.mil.

(d) Additional coordination is required with CNFK Force Protection Officer for AT/FP matters and the Navy Criminal Investigation Service (NCIS) for ports and major cities reports. Contact the [CNFK Force Protection Officer](#).

(3) Naval force commanders sending personnel to Korea certify their personnel comply with Navy specific medical screening procedures prior to arrival in Korea.

(4) Commander Naval Forces Korea ensures compliance with paragraph 13 of USFK Regulation 95-5, [Armistice Deployments to ROK Air Bases and Airfields](#) which requires all USAF, USN or USMC fighter, reconnaissance, forward air controller, and non-theater airlift crews be briefed on Korean airspace procedures before conducting operational missions in Korea.

d. US Marine Corps personnel and units complete the following training and preparation for performance of duties in Korea:

(1) Commander Marine Forces Korea (MARFORK) provides detailed deployment instruction for training all Marine Corps forces deploying to Korea for training. This pre-deployment training utilizes USFK theater specific required training in this regulation, to augment Marine Corps specific training. Certification of completion of required training is mandatory before approval of the Theater and Country Clearance.

(2) MARFORK coordinates completion of training for personnel or units prior to arrival in Korea to meet the full requirements of this regulation.

(3) Utilize liaison officers at Republic of Korea Marine Corps (ROKMC) Headquarters in Balan and in Pohang at Camp Mujuk to ensure compliance with training requirements. The MARFORK G3 is the point of contact for deployment information for Marine units.

(4) Unit commanders sending personnel to Korea certify that their personnel comply with Marine Corps specific medical screening procedures prior to arrival in Korea.

(5) MARFORK ensures compliance with paragraph 13 of USFK Regulation 95-5, [Armistice Deployments to ROK Air Bases and Airfields](#) which requires all USAF, USN or USMC fighter, reconnaissance, forward air controller, and non-theater airlift crews be briefed on Korean airspace procedures before conducting operational missions in Korea.

e. US Special Operation Forces (SOF) personnel and units complete the following training and preparation for performance of duties in Korea:

(1) Unit commanders ensure all unilateral US SOF training deployments are planned and coordinated through US Special Operations Command, Korea (SOCKOR).

(2) Unit commanders ensure all Joint Combined Exchange Training (JCET) deployments are planned by participating USSOCOM units and coordinated through SOCKOR, the US

Embassy, and appropriate host nation SOF units (normally Special Warfare Command, Naval Special Warfare Brigade, or Ministry of National Defense PSYOP Group).

(3) As applicable, SOCKOR ensures compliance with service specific training requirements outlined in paragraphs a ~ d above.

Glossary
Abbreviations

ACCR	Air Component Command Regulation
AK	Army in Korea
AFI	Air Force Instruction
AR	Army Regulation
CNFK	Commander Naval Forces Korea
C4I	Command, Control, Communications, Computers and Intelligence
DOD	Department of Defense
DODDS	Department of Defense Dependent Schools
HQ	Headquarters
JKO	Joint Knowledge Online
MARFORK	Marine Forces Korea
OPNAVINST	Office of the Chief of Naval Operations Instruction
OPR	Office of Primary Responsibility
RFF	Request for Forces
ROK	Republic of Korea
SOCKOR	Special Operations Command Korea
SOF	Special Operations Forces
SOFA	Status of Forces Agreement
TDY	Temporary Duty
US	United States (of America)
USAF	United States Air Force
USFK	United States Forces Korea
USMC	United States Marine Corps