



US Army Corps  
of Engineers ®  
Far East District

## U.S Army Corps of Engineers Far East District



### Required Documents For In-Processing

#### Prior to Arrival To Korea

##### 1. FED Welcome Packet location in PW

- a. Ask about family (single, with kids, pets?)
- b. Highlight how important it is for the new employee to review the entire welcome packet
- c. Indicate the importance of ensuring they have the correct paperwork on arrival
- d. If they have pets highlight how important it is to start the process early as testing can sometimes take 45 days or more
- e. Answer questions from the new employee as they arise
- f. POC is FED Workforce Management Office

##### 2. Making Airline Arrangements with CTO

- a. New Employees Order
- b. If new employee is traveling with pets additional coordination may be required based on size of the animal and if it will be flying in cabin or under
- c. POC is Local Commercial Travel Office

##### 3. Make Lodging Arrangements

- a. New Employees Order
- b. Verify additional needs such as family room, pet room etc
- c. POC is local lodging facility
- d. Lodging link
  - Osan AB: <http://af.dodlodging.net/property/Osan-AB-Korea>
  - Camp Humphreys: <http://army.dodlodging.net/property/Camp-Humphreys>
  - Kunsan AB: <http://af.dodlodging.net/property/Kunsan-AB-Korea>
  - USAG Daegu: <http://army.dodlodging.net/property/Camp-Walker--Camp-Henry-Lodging>

##### 4. Reserve Post Office Box

- a. New Employees Order
- b. POC is Local Post Office Branch
- c. POC for Camp Humphreys is Gayantha Gamage.  
Gayantha.b.gamage@usace.army.mil

##### 5. Coordinate with WMO and CPAC in process to verify the date/time for newcomers briefing and to receive critical documents, i.e. LOE, SF50, 1172-2

- a. POC is FED Workforce Management Office

## 6. Coordinate with IMO

### 6.1 Mobile Phone if authorized

#### 6.1.1 Cellphone

Typical Processing time is 3 business days

- a. Justification Memo signed by Branch Chief and Division Chief (see example)
- b. Submit memo to [Helpdesk.Pof@usace.army.mil](mailto:Helpdesk.Pof@usace.army.mil)
- c. Pick Up phone from IMO after processing
- d. POC is FED Help Desk @ [Helpdesk.POF@usace.army.mil](mailto:Helpdesk.POF@usace.army.mil) or 755-6000

#### 6.1.2 Smart Phone

Typical Processing time is 5 business days

- a. Justification Memo signed by Branch Chief and Division Chief (see example)
- b. Submit memo to [Helpdesk.Pof@usace.army.mil](mailto:Helpdesk.Pof@usace.army.mil)
- c. Pick Up phone from IMO after processing
- d. POC is FED Help Desk @ [Helpdesk.POF@usace.army.mil](mailto:Helpdesk.POF@usace.army.mil) or 755-6000

6.2 Laptop and Network Access (can only be coordinated prior to arrival if new employee already has CAC Card. If the new employee doesn't have a CAC, then this step cannot be done until new employee arrives and receives their CAC Card)

- a. A new user's supervisor or designated representative must complete the following sections of the ACE- IT 4E form
- b. Section 1-Employee Information
- c. Block# 7: JOB TITLE/JOB SERIES (added job series: example, 2210, 805, 25A (Military))
- d. Block# 8: Grade (GS-11, O-2,E3, etc)
- e. Section 2-New Account (Please add the DISA Enterprise Email (EE) address, IA training date, CAC Identification number, and DEROS to Section 27 Remarks)
- f. Section 6-Supervisor Information and Endorsement

\*\* After Supervisor digitally signs the form, please submit it to the IMO Helpdesk ([helpdesk.pof@usace.army.mil](mailto:helpdesk.pof@usace.army.mil)) with employee's valid DoD Cyber Awareness (IA) Exam Certificate (<https://cs.signal.army.mil/DoDIAA/default.asp>).

**\*\* Important: If new employee transfer from other district (LRD district or LA district, etc.), new employee or supervisor need to contact the user's previous district for out-processing (deletion of user's account). POF e-mail administrator can't create new user's POF e-mail account until it's released.**

\*\* Finally, IMO needs less than 2 working days to prepare new employee's laptop. The supervisor needs to contact the helpdesk two weeks before the employee arrives.

- g. POC is FED Help Desk @ [Helpdesk.POF@usace.army.mil](mailto:Helpdesk.POF@usace.army.mil) or 755-6000

## After Arrival To Korea

**Before you can do anything else you will need to go through CPAC Orientation to receive your letter of employment (LOE) and other documents such as the 1172-2 for getting CAC Cards and Spouse ID's.**

Please note that policies and requirements change over time. FED does its best to maintain this document up to date however it is a best practice to contact the responsible office to ensure requirements have not changed prior to arriving for your appointment.

### **7. Pass and ID (DBIDS/DEERS)**

- a. Letter of Employment
- b. DD Form 1172-2
- c. DD Form 2365 for all Emergency Essential Personnel Only
- d. Two forms of ID per person receiving a card (ID CARD, PASSPORT, DRIVER'S LICENSE, SOCIAL SECURITY CARD, BIRTH CERTIFICATE, FOREIGN NATIONAL ID, ETC)
- e. Documents as required for certain cases and relationships. A comprehensive list of situations and circumstances can be found via the following link:

[https://www.cac.mil/Portals/53/Documents/required\\_docs.pdf](https://www.cac.mil/Portals/53/Documents/required_docs.pdf)

The most common required documents are:

- i. Original or certified copies marriage certificate, if married overseas marriage certificate must be apostle
- ii. Originals of all divorce decrees or certified copies if applicable
- iii. Original or Certified Copies of Birth Certificates or Certificates of Birth Abroad for Children
- iv. POC is Local DBIDS/DEERS/Pass and ID Office

### **8. Ration Control**

- a. Letter of Employment
- b. CAC Card (employee)
- c. Dependent Card (spouse)
- d. Need to know the SSN for all family members when registering them
- e. POC is Local Ration Control Office

### **9. Driver's License Testing Facility – You will need to take a test for each license. Call and make an appointment at your local testing facility and bring the follow paperwork with you**

- a. GOV Driver's License
  - v. Signed Memo stating the employee is authorized to Drive GOV's (see sample memo)
  - vi. Letter of Employment
  - vii. Valid US Driver's License
- b. POV Driver's License (employee and spouse)
  - viii. Letter Of employment
  - ix. Valid US Driver's License
  - x. POC is Local Drivers License Testing Facility

**10. SOFA Stamps for Passports \*note this needs to be done within 90 days of arrival in country\***

- a. CAC Card
- b. Copies of sponsors and Dependent ID Cards front and back
- c. Letter of Employment
- d. Passport
- e. A3 Visa Request Form (can be acquired where your visa request is processed)

**Kunsan:** There is a ROK Immigration Office in downtown Kunsan city that gives the SOFA stamps. Bring Items 7a through d to the Kunsan Immigration Office. The form is available and filled out at the office. The address is:

(English)  
Gunsan Immigration Office  
254 Haemang-Ro, Gunsan-Si, Jeolla-Bukdo

**Osan:** You can get your SOFA stamps at the Osan Passenger Terminal. Bring Items 7a through d to the office. The form is available and filled out at the office.

**Daegu:** The immigration office is collocated with Cp Henry Legal Office in Building 1805 Bring Items 7a through d to the office.

**Cp Humphreys:** SOFA Stamps can be received at the SOFA office in the One Stop, Building 6400 on Camp Humphreys (Rm I-201, Wednesdays 1000-1700, lunch 12:00-13:00, 755-8066/8095)

**11. Emergency Essential Personnel:**

- a. FED Supply Office at Cp Humphreys for Uniforms
- b. POC is FED Supply Office
- c. Central Issue Facility (CIF) for other EE Gear
  - xi. Must make an appointment first with CIF
  - xii. Letter of Employment (must state employee is EE)
  - xiii. CAC Card
  - xiv. Family Member Gas Mask Request Form signed by supervisor/commander  
POC is Local Central Issuing Facility

**12. Non EE Personnel and all Family Members**

- a. Family Protective Masks
  - xv. Letter of Employment
  - xvi. CAC Card
  - xvii. Family Member Gas Mask Request Form signed by supervisor/commander
  - xviii. POC is Local Central Issuing Facility

**13. Resource Management Office - Finance & Accounting Branch**

- a. Payroll
  - i. Last LES from losing agency
  - ii. Form W-4
  - iii. SF1199A (Direct Deposit Form for Payroll)
  - iv. UFC Form 23 (Direct Deposit Form for Travel Reimbursement) – including military

- v. POC: Ms. Haekyung Cho, DSN 755-6061, [haekyung.cho@usace.army.mil](mailto:haekyung.cho@usace.army.mil)
  
- b. Documents and Information Needed for Accrual Accounting
  - i. Non-Temp Storage (NTS): Yes or No
  - ii. Unaccompanied Baggage (UAB): Pickup Date and Weight
  - iii. Household Goods (HHG): Pickup Date and Weight
  - iv. POV Shipment: American Auto Logistics Vehicle Inspection & Shipping Form
  - v. Travel Itinerary (e-ticket): Invoice Payment InformationPOC: Ms. Son Kyong Kim, DSN 755-6084, [sonkyong.kim@usace.army.mil](mailto:sonkyong.kim@usace.army.mil)
  
- c. Travel Voucher for PCS Travel Reimbursement
  - i. DD Form 1351-2: Signed by Employee and Supervisor
  - ii. Copy of PCS Travel Order
  - iii. Copy of Travel Invoice/itinerary
  - iv. Receipts for Any Expense of \$75 or More
  - v. Miscellaneous Expense Allowance (Camp Humphreys Residency Statement)POC: Ms. Hyon Cha Kim, DSN 755-6083, [hyoncha.kini@usace.army.mil](mailto:hyoncha.kini@usace.army.mil)
  
- d. Temporary Quarter Subsistence Allowance (TQSA)
  - i. SF1190: Signed by Employee, Supervisor, and RM POC
  - ii. Statement of Understanding
  - iii. Itemized Daily Expense Worksheet
  - iv. Receipt for Lodging and any expense over \$75 .00POC: CPAC and WMO
  
- e. Foreign Transfer Allowance (FTA)
  - i. SF1190: Signed by Employee, Supervisor, and RM POC
  - ii. DD Form 1351-2 Travel voucher
  - iii. FTA Worksheet
  - iv. Copy of PCS orders
  - v. Lodging ReceiptsPOC: Ms. Kim, Song Hui in CPAC, DSN: 763-4675, [songhui.kim2.ln@mail.mil](mailto:songhui.kim2.ln@mail.mil)
  
- f. Government Travel Charge Card (GTCC)
  - i. Copy of GTCC Training Certificate (Travel Card 101)
  - ii. Statement of Understanding: Signed by Employee and Supervisor
  - iii. Copy of PCS Travel OrderPOC: Ms. Haekyung Cho, DSN 755-6061, [haekyung.cho@usace.army.mil](mailto:haekyung.cho@usace.army.mil)  
Ms. Son Kyong Kim, DSN 755-6084, [sonkyong.kim@usace.army.mil](mailto:sonkyong.kim@usace.army.mil)
  
- g. Corps of Engineers Financial Management System (CEFMS)
  - i. CEFMS Access and PermissionsPOC: Ms. Uicha Hwang, DSN 755-6082, [uicha.hwang@usace.army.mil](mailto:uicha.hwang@usace.army.mil)