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/propertys/Osan-AB-Korea](http://af.dodlodging.net/propertys/Osan-AB-Korea)
     - Camp Humphreys: [http://army.dodlodging.net/propertys/Camp-Humphreys](http://army.dodlodging.net/propertys/Camp-Humphreys)
     - Kunsan AB: [http://af.dodlodging.net/propertys/Kunsan-AB-Korea](http://af.dodlodging.net/propertys/Kunsan-AB-Korea)

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
c. Pick Up phone from IMO after processing
d. POC is FED Help Desk @ 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
c. Pick Up phone from IMO after processing
d. POC is FED Help Desk @ 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, 0-2,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) 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 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

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
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 Information

POC: Ms. Haekyung Cho, DSN 755-6061, haekyung.cho@usace.army.mil

POC: Ms. Son Kyong Kim, DSN 755-6084, sonkyong.kim@usace.army.mil

POC: Ms. Hyon Cha Kim, DSN 755-6083, hyoncha.kini@usace.army.mil

POC: CPAC and WMO

POC: Ms. Kim, Song Hui in CPAC, DSN: 763-4675, songhui.kim2.ln@mail.mil

POC: Ms. Haekyung Cho, DSN 755-6061, haekyung.cho@usace.army.mil

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