



DEPARTMENT OF THE ARMY CIVILIAN New Employee Checklist



NEW EMPLOYEE INFORMATION

Name: _____ Start Date: _____ Position Title: _____

Directorate: _____ Office Phone: _____ Cell Phone: _____

Supervisor Name: _____ Supervisor Phone/E-Mail: _____

Sponsor Name: _____ Sponsor Phone/E-Mail: _____

Accompanied or Unaccompanied: _____ Suspense date for Completion: (45 days after arrival)

JOB ACCEPTANCE – ENTRANCE ON DUTY DATE (EOD)

- Apply for official passport (maroon) for self and family members.
 - ✚ *Eligible Non-US citizen family-members must verify and coordinate all passport and visa requirements with Korean Embassy or Consulates prior to traveling or be at risk of being refused boarding or being deported upon arrival.*
- Personnel planning to perform unofficial (personal) travel during or in conjunction with overseas assignment must obtain a tourist passport (blue) at their own expense.
- Travelers may travel to Korea using a regular (tourist, non-reimbursable) passport.
- Make airline reservations at local travel office: <https://www.cwtsatotravel.com/contact/contactUs.html>
 - ✚ Ensure that Government Travel Card (GTC) is active for current DoD employees.
- Coordinate Lodging Reservations as soon as possible.
 - ✚ <https://humphreys.armymwr.com/programs/humphreys-lodge>
 - ✚ <https://8tharmy.korea.army.mil/site/newcomers/booking-lodging.asp>
 - ✚ From the U.S. 011-82-31-692-0825; DSN: 315-753-7355.
 - ✚ Advise Lodge of Family Size and/or Pets.
 - ✚ Coordinate other lodging options with your Sponsor, if not available on post. Most alternatives are not within walking distance to the installation.
- Pre-Register online for DoDEA Schools and Child & Youth Services. See Schools and Childcare section below. (If applicable)
- Obtain School Records from current school(s) in advance. (If applicable)
- Coordinate meals for your day of arrival, with sponsor.
- If a current DoD employee, ensure your Common Access Card (CAC) is valid.
 - ✚ Complete Cyber Assurance Training (Current DoD Employees). <https://atc.us.army.mil/iastar/>
 - ✚ Update certification if expiration is within 60 days of arrival.



CWTSATO Travel



Humphreys-Lodge



8Army-Lodge

AFTER ARRIVAL IN COUNTRY

- Participate CPAC in-processing brief:
 - ✚ The CPAC office will send an email with in-processing and onboarding instructions.
 - ✚ Ensure that DD Form 1172 and Letter of Employment is provided by CPAC.
 - ✚ Make several copies of Letter of Employment (LOE) and DD Form 1614, Travel Orders.
- Obtain new Common Access Card (CAC/ID). (Maude Hall (formerly the One Stop), BLDG 6400).
- Obtain Ration Control Card. (Dependents Only). Sponsor rations are loaded onto the ID card.
- Register with the Defense Biometric Identification System (DBIDS). (Self and Dependents)
- Obtain Status of Forces (SOFA) and Immigration A-3 VISA stamp in passports. (Self and Dependents)
Humphreys SOFA Office SOFA A-3 VISA OFFICE Maude Hall "One-Stop" BLDG 6400 Room I201 Wednesdays 1000-1200/ 13-00-1700 (closed for Korean holidays)
 - ✚ OSAN SOFA Office Bldg. 648, AMC Terminal M, W, F 09:00-13:00 Tues and Thurs 11:00-13:00 (closed for Korean holidays)
 - ✚ Must obtain within 30 days of arrival in country.
- Obtain Directorate building access badge and office keys.
- Visit Post Office, obtain a Postal Box number. (Main Post Office BLDG 5730 or Cowan Post Office, BLDG 6809)
- Visit Post Exchange or Maude Hall for cell phone service.
 - ✚ Off-post options available to purchase Sim card and/or non-contract service. (Phone must be unlocked)
- Contact a Local Realtor for housing search. Housing Office,
 - ✚ USAG-Humphreys Housing office: Maude Hall (BLDG 6400), 3rd floor, Suite X301,
 - ✚ DSN: 315-757-2647 <https://home.army.mil/humphreys/about/garrison/directorate-public-works/housing-division>
 - ✚ [Housing Information Sheet.pdf](#);
 - ✚ Obtain list of Realtors registered with the USAG Humphreys Housing Office.
 - ✚ Obtain off Limits, risky and challenging list of realtors.
 - ✚



USAG-H Housing



Housing Info Sheet

PCS ENTITLEMENTS & OVERSEAS ALLOWANCES

- Obtain an on-post bank account. (Not required, but necessary for lump sum rental/lease payments.)
- Submit DD Form 1351, Travel Voucher. (See instructions on back of DD Form 1614, Travel Orders)
 - ✚ usarmy.humphreys.8-army.list.afas-k-travelvouchers@army.mil
- Central Group Box for submission of overseas allowances listed below: 8A, DHRM, DSN: 755-2433
 - ✚ usarmy.humphreys.8-army.mbx.sf1190@army.mil
 - ✚ Submit SF-1190 for Foreign Travel Allowance (FTA)
 - ✚ Submit SF-1190 for Temporary Quarters Subsistence Allowance (TQSA)
 - ✚ Submit SF-1190 for Living Quarters Allowance (LQA) & Post Allowance (PA)
- In-process G-8, Government Travel Card (GTC) section, DSN: 755-8925.
 - ✚ See Defense Travel System (DTS) Coordinator to transfer record or build profile in the gaining command.

HOUSEHOLD GOODS (SHIPMENT)

Visit Transportation Inbound Office to check status of household goods shipment:

- ✚ In-bound Household Goods, BLDG 6400, DSN: 757-2454.
- ✚ Bring your PCS order (DD form 1614) or Letter of Employment (LOE).

SCHOOLS AND CHILDCARE

Department of Defense Education Activity (DODEA)/Schools:

- ✚ Pacific West District: <https://www.dodea.edu/pacific/pac-west>
- ✚ DoDEA Online Registration for Students: <https://www.dodea.edu/registration>
- ✚ School Liaison Office (BLDG 6400, From U.S. 011-82-31-690-2241; DSN: 315-757-2241; <https://www.dodea.edu/education/partnership-and-resources/department-defense-school-liaison-program>)
- ✚ Youth Sponsorship Program
- ✚ Home Schooling



DoDEA

Local school bus routes. Transportation Office, BLDG 558 RM 110, DSN: 755-1230/Comm: 050-3355-1230, humphreysbus@dodea.edu.



FMWR Program

Family Morale, Welfare and Recreation Programs:

- ✚ Provides various recreational activities for Soldiers, families, and civilians on post including child-care services and youth programs.: <https://humphreys.armymwr.com/>



CYS

Child & Youth Services (CYS):

- ✚ Parent Central Services at Army Community Service (ACS) manages all registrations for CYS. Parents are highly encouraged to complete pre-registration for childcare during in-processing and for your final destination installation. <https://humphreys.armymwr.com/programs/parent-and-outreach-services>

PRIVATELY OWNED VEHICLE

Take USFK Drivers License Test:

- ✚ <https://www.army.mil/e2/c/downloads/326068.pdf> (USFK Pamphlet 385-2, Guide to Safe Driving in Korea)
- ✚ The United States Forces Korea (USFK) Driver Licensing Course (course number USFK-US002) and Exam (course number USFK-US002-B) are taken online utilizing the Joint Knowledge Online (JKO) website: <https://jkosupport.jten.mil>
- ✚ Driver Testing Facility (Monday thru Friday, 0830-1630 BLDG 7010, DSN: 757-2331/2332/2333)
- ✚ Bring Your Online Test results and Certificate (valid within 60 days after issuance) along with stateside drivers license and letter of employment to: Transportation Motor Pool Building P-7010, 2nd floor, RM 205 (Mon-Fri 8 am to 4:30 pm) usarmy.humphreys.403-afsb.mbx.drivers-testing@army.mil
- ✚ Track the shipment of your vehicle/Pickup at VPC upon arrival: <https://pcsmypov.com/> (International Auto Logistics (IAL))
- ✚ Camp Humphreys Vehicle Processing Center (VPC), BLDG 7040, DSN: 756-8700
Vehicle Registration (BLDG 6400, RM G101, DSN: 757-4001)



PCSMYPOV

Obtain Car Insurance. See resources below.

Obtain Certification of Vehicle Safety Inspection:

- ✚ Auto Oasis Car Care Center, Main Shoppette, BLDG 2270, Mon-Sat 0900-1800, Comm: 070-7597-2001

✚ MWR Auto Skills Center, BLDG 421, DSN: 753-8547

Apply for Vehicle Registration: USAG-H Vehicle Registration Office, BLDG 6400, RM G101, Maude Hall, Comm: 031-8024-5525

✚ Civilian employees are eligible to register two vehicles. (Area III only)

✚ Obtain temporary vehicle pass from the Yoon Gate (Previously Dongchang-ri gate, open 24 hours). Korean Won is the only acceptable method of payment for vehicle registration.

✚ For detailed information and procedures, please visit vehicle registration tab in following link:

<https://home.army.mil/humphreys/index.php/about/Garrison/DES/physical-security/access-control>



USAG-H DES

PETS

Obtain the Mandatory Documentation and Vaccinations: (Korean Pet Quarantine)

✚ PetTravel.com: <https://www.pettravel.com/immigration/korea.cfm>

✚ 8Army-Traveling with Pets: <https://8tharmy.korea.army.mil/site/newcomers/traveling-pets.asp>

✚ Camp Humphreys Veterinary Treatment Facility:

○ Mon-Wed & Fri 9am-4pm Thurs 1pm-4pm Bldg. 2260

○ COMM +82 0503-337-9720 or DSN 737-9720 International: +82-503-337-9720/9721

○ <https://phcp.health.mil/Commands/Public-Health-Activity-Korea/Camp-Humphreys/>

✚ For the most recent pet entry requirement to Republic of Korea, visit Animal and Plant Quarantine Agency : https://www.qia.go.kr/english/html/Animal_livestock/02AnimalLivestock_007-8.jsp

Pet Quarantine (Incheon Airport), 032-740-2660



PetTravel



8A-Traveling with Pets



Veterinary Treatment



Korea Animal & Plants Quarantine Agency

HEADQUARTERS AND HEADQUARTERS BATTALION

S-1 Personnel (HHB BLDG 7513, 1st Floor):

✚ One copy of DD Form 1614 (Travel Orders).

✚ Register with Army Disaster Personnel Accountability and Assessment System (ADPAAS).

✚ Complete Noncombatant Evacuation Operations (NEO) Package.

S-2 Security (BLDG 6315, RM 162, Phone# 315-756-8226):

✚ One copy of DD Form 1614 (Travel Orders).

✚ Please bring following certificates for S2 in-processing:

○ AT Level 1 Certificate: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

○ SERE 100 Certificate: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

○ Derivative Classification Certificate: <https://securityawareness.usalearning.gov/derivative/index.htm>

○ Controlled Unclassified Information: <https://securityhub.usalearning.gov/>

○ Annual Awareness Managing Personnel with Clearances/Access: <https://www.lms.army.mil>

✚ Complete below briefings with S2:

○ NATA Security Briefing

○ SF312 (Nondisclosure Agreement)

S-4 Logistics (BLDG 616, DSN: 753-3438/3452) :

✚ Obtain Gas Mask for NEO

ARMY MANDATORY TRAINING (complete within the first 30 days)

- Equal Employment Opportunity/No Fear for Supervisors or Non-Supervisors: <https://www.atrrs.army.mil/self-devctr/> (Course number: 203A (non-supervisors) or 203B (supervisors))
- Ethics training: <https://www.jagcnet.army.mil/>
 - ✚ Under Legal Services, then selecting Initial Ethics Training for New Personnel under the Ethics sub-heading.
- Information Security (INFOSEC) Program Training: <https://www.lms.army.mil/>
- Anti-Terrorism Level 1 Training: <https://jkodirect.jten.mil/Atlas2/page/login/login.jsf>
- U.S. Army Threat Awareness and Reporting Program (TARP): <https://www.lms.army.mil/> OR face-to-face briefing, BLDG 6400, 2nd floor, 1600, Mon-Fri.
- Sexual Harassment/Assault Response and Prevention (SHARP): <https://www.lms.army.mil/> OR face-to-face briefing, BLDG 6400, 2nd floor, 1300-1400, Mon-Fri.
- Complete DoD Performance Management and Appraisal Program Training at <https://jkodirect.jten.mil>
- Complete initial Army Career Tracker (ACT) login and select Supervisor: <https://actnow.army.mil>
- Create student account in GoArmyEd: <https://www.goarmyed.com/>
- Supervisory Employees only:
 - ✚ Supervisory Development Course at <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx>
 - Required for all Civilian and Military personnel who supervise Army Civilians.
 - Must be completed within 1 year of placement in a supervisory position.
 - ✚ Human Resources for Korean National Supervisors.
 - Contact the CPAC for scheduling.
 - Must be completed within 1 year of placement in a position supervising Korean Nationals.
 - Required for all Civilian and Military personnel supervising Korean National Employees.

THEATER TRAINING (complete within the first 30 days of arrival in country)

- 8th Army Welcome Brief, BLDG 6400, 2nd floor, 0900-1100, Mon-Fri.
- Provost Marshall Brief, BLDG 6400, 2nd floor, 1400-1430, Mon-Fri.
- Review USFK Command Policy Letters at <http://www.usfk.mil/resources.aspx>
- Review 8th Army Command Policy Letters at <https://8tharmy.korea.army.mil/site/about/policy-letters.asp>
- Korea Specific Required Training at <http://www.usfk.mil/Newcomers/Training.aspx>
 - USFK PCS Theater Specific Required Training at <https://jkodirect.jten.mil>
 - Cultural Awareness Training at <https://www.usfk.mil/Portals/105/Documents/Cultural%20Awareness%20Training%20v3.pdf>
- Travel Tracker/ Individual Antiterrorism Plan (TT/IATP) entry: <https://iatp.pacom.mil>
 - ✚ Enables threat and all-hazard warnings sent to travelers by using email and text messaging.
- Combating Trafficking in Persons Training at <https://jkodirect.jten.mil/>
- Area of Responsibility (AOR) brief:



USFK



8Army-Policy



✚ Reviewing the State Department's travel advisory for Republic of Korea-South, satisfies this requirement. <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Dept of State

HELPFUL RESOURCES

Maps: <https://www.bing.com/images/search?q=building+map+of+camp+humphreys+korea&id=CEF93F56650D70EF5DBA5F810B3245C3C4B6C6D8&FORM=IQFRBA>

Web pages & Social Media:

✚ Eighth Army Official Home Page: <https://8tharmy.korea.army.mil/site/>

✚ Eighth Army Korea: <https://www.facebook.com/Eighth.Army.Korea/>

✚ Eighth Army Ready and Resilience Community Resources Guide: <https://crg.amedd.army.mil/Pages/default.aspx>

✚ U.S. Army Garrison Humphreys: <https://www.facebook.com/usaghumphreys/> or <https://home.army.mil/humphreys/>

✚ Civilian Employees/Contractors/Spouses of Camp Humphreys <https://www.facebook.com/groups/1843006535966724>

Eighth Army Ready and Resilience Community Resources Guide: <https://crg.amedd.army.mil/Pages/default.aspx>

✚ U.S. Army Garrison Humphreys: <https://www.facebook.com/usaghumphreys/> or <https://home.army.mil/humphreys/>

✚ Civilian Employees/Contractors/Spouses of Camp Humphreys <https://www.facebook.com/groups/1843006535966724>

✚ Veteran's Benefits Administration (VBA) Office: BLDG 6400, 3rd floor, Rm V301, DSN: 757-2916; Comm: 050-3357-2916.

✚ Tricare Office: BLDG 6400, Room C101, DSN: 737-5781/5782/5179; Comm: 0503-337-5781/5782/5179.

o Tricare Briefing, BLDG 6400, 2nd floor, 1300-1330 daily.

Banking:

✚ Community Bank, BLDG 6430, DSN: 757-2436/2437.

✚ Navy Federal Credit Union, BLDG 6430, DSN: 757-2010.

Army and Air Force Exchange Services: <https://www.shopmyexchange.com/exchange-stores/korea/ap/pyongtaek-si/Humphreys-main-exchange-1761603>.

Camp Humphreys Commissary: <https://www.commissaries.com/shopping/store-locations/camp-humphreys>



8Army Homepage



8Amry Facebook



Ready & Resilience



USAG-Y Facebook



USAG-H Homepage



Facebook Spouse



AAFES



Commissary

Return completed checklist to the 8A, DHRM within 45 days of arrival.

MEDICAL SERVICES

Brian Allgood Army Community Hospital

<https://briandallgood.tricare.mil/>

Brian D. Allgood Community Hospital (BAACH) provides emergency care and non-emergent primary care (all ages), internal medicine, pediatrics, behavioral health, physical therapy, sports medicine, optometry, immunizations, and nutrition care on a space-available, fully reimbursable basis. Pharmacy, laboratory, radiology, and occupational health services are also available on site.

Navigating Korean Hospitals Handbook

<https://8tharmy.korea.army.mil/site/assets/doc/newcomers/Navigating-Korean-Hospitals-Handbook.pdf> [avigating%20Korean%20Hospitals%20Handbook.pdf](#)

All TRICARE Network Hospitals are accredited by the Joint Commission International or the Korean Hospital Association. The handbook will help you to find Korean Network Hospitals.

U.S. Department of Veteran's Affairs

Manila, Philippines

<https://www.visn21.va.gov/locations/manila.asp>

Manila Outpatient Clinic, is the only VA healthcare facility located in a foreign country and is located on U.S. Embassy property. The clinic provides care for adjudicated service-connected disability and may provide service for non-service-connected disability within the limits of the VA. Visit the website for additional information.

USEFUL CAR RESOURCES



<https://www.militarycarlot.com/base-search/asia/south-korea>

KARSTART INC.

(Kunsan-Osan-Humphreys-Yongsan)

KARSTART Inc.(TEL) 010-5742-5741(TEL) 02-2210-4157(FAX) 02-2210-4157e-mail:elekoma@hanmail.net

Head Office : 2 Floor, BLDG-D, 234 Yongdap-dong, Seongdong-gu, Seoul, Korea

<http://www.karstart.co.kr/>

OMG MOTORS

Tel: 031-655-7911

<https://sites.google.com/site/omgmotors/>

CARMAXCENTER

031-656-8898 / Cell 010-9217-9987

- zionrealtyhumphreys@gmail.com

- carmaxhumphreys@gmail.com

163, Anjeonsunhwan-ro, Paengseong-eup, Pyeongtaek-si, Gyeonggi-do, 17978

<http://www.carmaxcenter.com>

GORILLA MOTORS

SOFA VEHICLE SPECIALIST

CEO. Jason Gu

M. 010-8338-0026 F. 031-656-3848

E. gorillamotors@naver.com

Head Office : 410-1, Songhwa-ri, Paengseong-eup, Pyeongtaek-si, Gyeonggi-do

<http://www.m.gorillamotors.co.kr>

Car Insurance:

✚ https://www.usaa.com/inet/wc/auto-insurance?wa_ref=lf_product_ins_auto

✚ Samsung Fire and Marine Insurance, Mr. Byung, Phone: 010-3232-0625, byung625@gmail.com

✚ Car Insurance Korea, Phone: 010-8321-3222, <https://www.facebook.com/carinsuranceinkorea/>

NOTE: Information provided on non-federal agencies is strictly for informational purposes only. Eighth Army does not endorse any commercial entities identified on this checklist.