

Headquarters  
Eighth Army  
Unit #15236  
APO AP 96271-5236



Army in Korea  
Regulation 600-2

24 May 2021

Personnel - General

REPUBLIC OF KOREA ARMY PERSONNEL WITH THE ARMY IN KOREA

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**\*This regulation supersedes Army in Korea Regulation 600-2, dated 29 August 2016.**

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FOR THE COMMANDER:

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**Summary.** This regulation is to establish policy and procedures for the personnel administration, management, education, training, and logistical support of Republic of Korea Army (ROKA) personnel assigned or attached to Eighth Army units in the Republic of Korea (ROK).

**Summary of Change.** This document has been substantially changed. A full review of its contents is required.

**Applicability.** This regulation is applicable to all theater Army activity that have ROKA personnel assigned or attached or located on their installation and are supported with Korean Augmentation to the United States Army (KATUSA) Soldiers from Eighth Army (8A). **For the purpose of this regulation, ROKA personnel do not include those ROKA enlisted personnel assigned to the United Nations Command Honor Guard Company.** The policies and procedures contained in this regulation take precedence over any other policy or standing operating procedure concerning ROKA personnel assigned/attached to Eighth Army. Also, subordinate units or staff will not enter into any agreements via combined memorandums with their supporting ROKA Staff Office or the ROKA Support Group without first coordinating the agreement with the Eighth Army KATUSA Program Office. Differences between Eighth Army regulatory policy concerning ROKA personnel assigned or attached to Eighth Army and ROKA regulatory policy will be solved through

negotiations between the Chief, G37 Training and Exercise (TREX) and the Commander, ROKA Support Group (RSG).

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is prohibited without prior approval of Headquarters, Eighth Army (EAOP-TKO), Unit #15236, APO AP 96271-5236.

**Forms.** AK forms are available <https://8tharmy.korea.army.mil/g1/forms-archives.asp> and go to publication and forms.

**Records Management.** Records created as a result of processes 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 website at: <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is Headquarter, Eighth Army (EAOP-TKO), Unit #15236, APO AP 96271-5236. All personnel, US Army or ROKA, are strongly encouraged to submit suggestions and recommendations that may improve the KATUSA Soldier Program. User should submit Suggestions or recommendations to the Commander, Eighth Army, G37 TREX (EAOP-TKO), Unit #15236, APO AP 96271-5236. RSG Intelligence and Operation Branch should report improvements using DA Form 2028 both Korean and English to 8A G37 TREX.

**Distribution.** Electronic Media Only.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation prescribes policy and establishes procedures for personnel administration, management, education, training, and logistical support of Republic of Korea Army (ROKA) personnel assigned or attached to Eighth Army (8A) Units.

#### **1-2. References**

Required and related publications are listed in appendix A.

#### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Interpretation**

The English text of this regulation will govern its interpretation. Any disagreements in translation or interpretation will be reported immediately to the Chief, G37 TREX and the Commander, ROKA Support Group (RSG) for resolution.

## **Chapter 2**

### **Policies and Procedures**

#### **2-1. History**

The Korean Augmentation to the United States Army (KATUSA) Soldier Program began on 15 July 1950 with an informal agreement between the Honorable Syngman Rhee, President of the ROK, and General of the Army Douglas MacArthur, Commander in Chief, United Nations Command (UNC). The original concept of this program was to augment the US fighting forces just after the outbreak of the Korean War. After the armistice, KATUSA Soldiers remained in Army in Korea units to receive training that was not readily available in the ROKA and to enhance Army in Korea's mission capability. The KATUSA Soldier Program has been continuous since 1950 with only periodic strength adjustments dictated by requirements. Originally, KATUSA Soldiers were returned to the ROKA after serving with the US Army. Since 1968, however, KATUSA Soldiers remain with the US Army until their service commitments are completed. The ROKA Support Group was established on 11 May 1965 at the request of the Commander, Eighth Army, as a ROKA Officer Liaison group to administer the KATUSA Soldier Program. Its name was changed from ROKA Liaison Group to ROKA Support Group in November 1986. On 1 November 1997, the ROKA Support Group was reorganized as a unit directly under Headquarters (HQ), ROKA G2/G3, and was later reorganized on 1 December 2009 directly under HQ, ROK Army's Personnel Command.

#### **2-2. The Mission and Importance of the KATUSA Soldier Program**

The mission of the KATUSA Soldier Program is to augment Eighth Army with ROK Army Soldiers in order to increase the ROK/US combined defense capability on the Korean peninsula. The KATUSA Soldier Program is significant not only because of the military manpower and monetary savings that it provides to the US Army, but also it represents ROK/US cooperation and the combined commitment to deter war. The KATUSA Soldier Program is also symbolic of ROK/US friendship and mutual support.

#### **2-3. Responsibilities to the KATUSA Soldier Program**

All theater US Army and ROKA personnel have an inherent responsibility to ensure the success of the KATUSA Soldier Program by observing and implementing the policies and procedures

contained in AK Reg 600-2. All personnel, US Army or ROKA, are strongly encouraged to submit suggestions and recommendations that may improve the KATUSA Soldier Program. Suggestions or recommendations should be submitted in the DA Form 2028 to the Commander, Eighth Army, G37 TREX (EAOP-TKO), , Unit #15236, APO AP 96271-5236.

#### **2-4. Status of KATUSA Soldier Program Personnel**

ROKA Staff Officers/ Liaison Officers (LNOs), ROKA Staff Non-commissioned Officers (NCOs), ROKA aides-de-camp attached to US Army units within Korea, and KATUSA Soldiers are afforded the same rights and privileges commensurate with their grade as their US counterparts. Under no circumstances will these personnel be subjected to any form of verbal abuse or threatened with reassignment to the ROK Army. US and ROKA personnel who fail to comply with this paragraph may be subject to punishment under their respective military justice systems and each side notified of the results. KATUSA sergeants and corporals must be given the same authority as their US counterparts. The authority of KATUSA sergeants and corporals is inherent in their position; however, US Commanders must ensure that Soldiers supervised by a KATUSA sergeant or corporal are informed of the authority and responsibility of that KATUSA sergeant or corporal.

#### **2-5. Chain of Command**

There is one chain of command in a unit. Command authority rests with the unit Commander. However, the administrative management and discipline of ROKA personnel assigned or attached to US Army units are performed through ROKA administrative channels as established by the Commander, ROKA Support Group. Administrative management includes maintaining required ROKA personnel records and submitting required reports, conducting required ROKA training, managing the ROKA leave program, managing ROKA promotions and evaluations, managing the ROKA pay system, and holding disciplinary boards and effecting punishment. All matters concerning administrative management and discipline of ROKA personnel require close coordination by the supporting ROKA Staff Office and the chain of command.

#### **2-6. Policies**

a. The personnel management of ROKA personnel assigned or attached to US Army units is accomplished through ROKA channels.

b. Direct communication between HQ, ROKA and Major Subordinate Command (MSC) Commanders on matters dealing with the management of ROKA personnel serving with the US Army is prohibited. Communication and/or coordination between HQ, ROKA and MSCs will be coordinated through the Director, Eighth Army, G37 TREX, and the Commander, ROKA Support Group.

c. ROKA Staff/Liaison Officers are assigned to ROKA Headquarters but attached to US Army units. They will be assigned duties and extended all courtesies and considerations commensurate with their status as Officers.

d. ROKA Staff Non-Commissioned Officer (NCO)s are assigned or attached to US Army units with duties and courtesies commensurate with their NCO status. Generally, they are assigned or attached to Company or battalion-size units and work as cooperating partners with the unit Commander and the ROKA Staff Office.

e. KATUSA Soldiers are assigned to US Army units. However, they are not members of the armed forces of the U.S: they are not subject to the Uniform Code of Military Justice (UCMJ). Discipline of KATUSA Soldiers is accomplished by ROKA administrative procedure as stated in paragraph 2-9. Additionally, as members of the ROK Army, KATUSA Soldiers are required to



adhere to the military customs and courtesies outlined in ROKA regulations. Such customs and courtesies include the exchange of salutes between enlisted ROKA Soldiers of different rank. KATUSA Soldiers will be integrated into their units and provided messing, billeting, duty assignments, and use of dayrooms, equipment and other facilities equally with their US counterparts. KATUSA Soldiers:

(1) May not be assigned tasks solely as laborers, cargo carriers, permanent guards, houseboys, Kitchen Police (KP), or other full-time fatigue details not directly related to their military occupational specialties (MOSs). This policy is intended to ensure that KATUSA Soldiers do not perform a disproportionate share of housekeeping functions at the expense of their MOS-related training and duties. It does not preclude employment of KATUSA Soldiers in any unit mission appropriate for their KATUSA MOSs, nor does it prohibit the rotation of KATUSA Soldiers, as individuals, to housekeeping, guard, KP and headcount or security details to which US Army personnel are detailed from a duty roster. KATUSA Soldiers should not be assigned to any fixed or long term extra duty or detail greater than one (1) month.

(2) Will not be used to perform personal services (cleaning/pressing uniforms or civilian clothes, polishing boots or shoes, chauffeuring private vehicles, etc.) for other US or ROKA personnel.

(3) May be employed in the Eighth Army Postal System in administrative functions. KATUSA Soldiers will not be used solely to load/unload mail delivery vehicles. They may also be employed in official mail distribution centers/points to process official mail (except official registered mail) and as clerks/orderlies in the distribution of mail to ROKA personnel.

(4) Can be assigned to Company arms room as an administration specialist to assist the US Arms Room NCO. KATUSA Soldiers perform their duties under supervision of US Arms Room NCO. However, KATUSA Soldiers cannot sign as hand-receipt holder for arms or any type of equipment in the arms room.

(5) Will not (nor will US Army personnel) be given an option into integration of billeting. Ethnic segregation of KATUSA Soldiers and US personnel is prohibited. The nationality of an occupant in a room will have no bearing on the nationality of his roommates. Care will be exercised to ensure equality of both facilities and furnishings provided to US and KATUSA Soldier personnel (i.e., a KATUSA sergeant will be assigned a room comparable to a US sergeant's room).

(6) With the primary KATUSA MOS of 88M or an Additional Skill Identifier (ASI) of 88 designated on the approved KATUSA Manning Document as a driver are the only KATUSA Soldiers authorized to drive. ROK Support Group, via their computer selection criteria, will only assign KATUSA Soldiers with a proper ROK Government Driver's License to an authorized Driver Position. An example of a KATUSA Soldier MOS with an ASI for driving is 31B88M (military police Soldier with driving duties). KATUSA Soldiers will not be licensed to drive any vehicle larger than a 5-ton truck. In accordance with (IAW) ROK law, KATUSA Soldiers will not be licensed to drive cargo trucks (5 ton or larger than FMTV), nor operate a larger than 15 passenger bus or van without a proper ROK Government Driver's License. Under no circumstances is a KATUSA Soldier authorized to drive any vehicle until he completes the requirements for the Eighth Army driver's license IAW Army Regulation (AR) 600-55. This includes required driver's training at unit level.

(7) If a KATUSA Soldier, acting in his official capacity as an assigned driver, is involved in a vehicle accident, US Army Commanders should try to resolve the case (civil or criminal matters) and immediately notify their supporting ROKA staff Officer and NCO for assistance.

(8) Newly assigned KATUSA Soldiers will not undergo any having processes in their units by senior KATUSA Soldiers or U.S Soldiers. Initiation activities breakdown the chain of command and place senior KATUSA Soldiers in a higher position of authority than US NCOs and Officers. A unit's Senior KATUSA (01A) should help to facilitate a smooth transition and orientation to the newly assigned KATUSA Soldier to their assigned US unit.

f. Eighth Army, G37 TREX is the proponent for the KATUSA Soldier Program. Conflicts in the administration and/or management of ROKA personnel serving with the US Army should be resolved at the lowest possible level of command through the assistance of ROKA Staff Officers/NCOs. Problems that cannot be resolved at MSC level should be forwarded in writing through the Director, Eighth Army, G37 TREX to the Commander, ROKA Support Group.

g. While performing Military Police (MP) duties, KATUSA Soldier MPs have identical authority and jurisdiction as US MPs, with the exception of administering an oath under Article 136(b)(4), UCMJ. Moreover, KATUSA Soldiers MPs have the authority to give lawful orders to US personnel as well as ROKA personnel in the performance of MP duties. Violation of such an order by military personnel is punishable under Article 92, UCMJ, as a violation of USFK Reg 27-5.

## **2-7. Responsibilities of Eighth Army Personnel**

a. The Chief, Eighth Army, G37 TREX, has overall staff responsibility for matters dealing with ROKA personnel attached or assigned to the US Army. The following are the means by which the Chief, Eighth Army, G37 TREX, will accomplish this responsibility:

(1) All Eighth Army staff actions pertaining to the KATUSA Soldier Program will be coordinated with Eighth Army, G37 TREX, prior to implementation. This includes all regulations, memorandums, and Eighth Army-level meetings related to the training, personnel management, logistical, morale, welfare and life support of KATUSA Soldiers.

(2) All communication between Eighth Army staff elements or taskers to the ROKA Support Group will be routed for coordination through Eighth Army, G37 TREX.

(3) Has authority to resolve KATUSA Soldier program issues.

(4) Commanders will staff actions that impact on the overall KATUSA Soldier Program with Eighth Army, G37 TREX.

(5) Provide reception processing, immunizations, issuance of supplementary uniform items, KATUSA Soldier Comfort Kits (KCK), and USFK Form 37EK (CAC, Identification Pass).

(6) The Director, Eighth Army, G37 TREX, provides staff supervision over the operations of the KATUSA Training Academy (KTA).

(7) Provide basic military and physical training as established in approved program of instructions.

(8) The Director, Eighth Army, G37 TREX is responsible for ensuring support agreements are maintained for KATUSA Soldiers assigned to US Army units on US Air Force Bases in Korea. This includes ensuring KATUSA Soldiers are provided appropriate support consistent with the provisions of this regulation and USFK Regulation 190-7, Installation Access Control System.

(9) The Director, Eighth Army, G37 TREX can approve issuing of DBIDS/CAC Cards for RSG Commander and Staffs.

b. The Director, Eighth Army, G37 TREX, and the Commander, ROKA Support Group, will:

(1) Be responsible for maintenance of the KATUSA Soldier Manning Document. All changes will be coordinated with Eighth Army, G37 TREX, and ROKA Support Group.

(2) Be responsible for maintenance of the KATUSA Soldier Mobilization Manning Document and ensuring the document is reviewed and properly updated. All changes will be coordinated with Eighth Army, G37 TREX, and ROKA Support Group.

(3) Jointly establish training requirements and graduation standards at the KTA.

(4) Jointly establish policy and manage the reception, orientation, training, and administrative support of ROKA personnel.

c. KATUSA Soldiers assigned to US Army Units on US Air Force Bases in Korea are supported in accordance with existing Host-Tenant support agreements to ensure appropriate support is provided consistent with the provisions of this regulation and USFK Regulation 190-7, "Installation Access Control System."

d. The ACoS G1, Eighth Army will:

(1) Manage Morale and Welfare.

(2) Provide Equal Opportunity Services.

(3) Provide US Army Awards and Decorations.

(4) Establish policy for ROKA personnel use of Eighth Army recreational facilities/ activities and participation in sporting events.

e. The ACoS J1, USFK, will:

(1) Establish policy for ROKA personnel in the areas of Pass policy.

(2) Publish schedule for legal ROKA Holidays.

f. The G37 TREX, Eighth Army, will establish policy for:

(1) Assignment priority of KATUSA Soldier personnel to US Army units in coordination with Eighth Army, G37 TREX, and the ROKA Support Group.

(2) MOS training and required weapons qualification for KATUSA Soldiers.

(3) English language training.

g. The ACoS G4, Eighth Army will:

(1) Develop policy regarding the type, level of logistical support and funding for KATUSA Soldiers and ROKA personnel supporting the command.

(2) Provide information to units/activities, in consultation with the Staff Judge Advocate (SJA), regarding the type and level of logistical support authorized for ROKA personnel, to include whether or not such support is reimbursable.

(3) Coordinate and staff with the Director, Eighth Army, G37 TREX, any matter pertaining to ROKA personnel support requirements, capabilities (to include availability), and funding.

(4) Conduct a bi-annual review of the replacement cost of all personal clothing issue items listed in table 7-1, chapter 7.

h. The ACofS G5, Eighth Army will: Provide annual ROK Army Reserve KATUSA Soldier Mobilization requirements for TPFDD Units' translation and interpreter by TPFDD to G37 TREX KATUSA Program office NLT 28 February every year.

i. The ACofS G8, Eighth Army will:

(1) Provide annual cost factor data to G37 TREX KATUSA Program office NLT 30 June every year.

(2) Annual cost factor data must include the following with its appropriation: Clothing & Equipment, Comfort Kits, Reception and Training, Rations, Medical Support, Morale Support Fund, Billet Furnishings, Billet Space Transportation, Mess/Commissary Support, Laundry & Dry Cleaning, Sewing, Clothing Monetary Allowance System (CMAS) Chaplain, Haircut Recreation Services and Linen.

(3) KATUSA Soldier cost factor data does not include KATUSA Soldier pay and allowances that are provided by the Republic of Korea Government via the ROK Army (ROKA). Table 2-1 below has the report format for providing KATUSA Soldier funding cost factor data to G37 TREX KATUSA Program office.

<b>Table 2-1 KATUSA Soldier Funding Cost Factor Data Reporting Format</b>			
	COMPONENT	ANNUAL COST	APPROPRIATION
1	Clothing & Equipment		MPA
2	Comfort Kits		MPA
3	Reception and Training		MPA/OMA
4	Rations		DA-MPA
5	Medical Support		DHP
6	Morale Support Fund		NAF
7	Billet Furnishings		OMA
8	Billet Space		OMA
9	Transportation		OMA
10	Mess/Commissary Support		OMA
11	Laundry & Dry Cleaning		OMA
12	Sewing		MPA
13	Clothing Monetary Allowance System (CMAS)		OMA

**Table 2-1**  
**KATUSA Soldier Funding Cost Factor Data Reporting Format - Continued**

	COMPONENT	ANNUAL COST	APPROPRIATION
14	Chaplain		OMA
15	Haircut		MPA
16	Recreation Services		OMA
17	Linen		Logistic Cost Sharing
DHP = Defense Health Program		MPA = Military Personnel Appropriation	
NAF = Non Appropriate Fund		OMA = Operations & Maintenance, Army	

j. The Command Chaplain, Eighth Army, will administer the religious needs of ROKA personnel.

k. The Surgeon/Commander, 65th Medical Brigade will:

(1) Provide primary medical care and treatment (to include optical support) to all KATUSA Soldier and ROKA staff/liaison personnel serving with Eighth Army at US Medical treatment facilities to the extent that the care is available. US Medical treatment requiring long-term medical treatment (care in excess of 30 days hospitalization or incapacitation) or care requiring treatment beyond the capabilities of the US Medical treatment facility will be referred to the nearest ROKA medical facility for treatment.

(2) Provide dental care and treatment for KATUSA Soldier and ROKA staff/liaison personnel working with Eighth Army.

(3) Monitor the health and sanitation standards of KATUSA Soldier snack bars.

(4) Establish policy for award of the Expert Field Medical Badge to KATUSA Soldiers.

l. PMO will inform ROKA Support Group immediately of any accident or incident related to or involving KATUSA Soldiers at 755-1603 (RSG HQ SDO).

m. Chief of NCOA will:

(1) Develop contingency mobilization plan for ROKA Reserve KATUSA Soldiers.

(2) Input contingency Calendar Year (CY) Contingency Host Nation Support (WHNS) requirements in CENTRIX-K after coordinating with Eighth Army G4 PLEX and RSG S3.

(3) NCOA and RSG staffs will execute the CY Contingency Mobilized ROKA Reserve Cadre Training annually.

n. Commanders of US Army units receiving ROKA personnel will:

(1) Take command of the KATUSA Soldiers upon their arrival at the unit, and orient, and integrate ROKA personnel into their units, and appoint one US Officer or US senior enlisted (E-7 or above) as the MSC POC of the Commander's KATUSA Soldier program.

(2) Ensure newly assigned KATUSA Soldier attend all required training and events.

(3) Provide KATUSA Soldier program orientation to all newly arrived US Army personnel with the assistance of their local ROKA Support Group personnel.

(4) Conduct the required Subversion and Espionage Directed Against the US Army (SAEDA) Briefing of newly assigned/attached ROKA personnel within 7 days after arrival. (See Appendix B for a bi-lingual SAEDA statement.)

(5) Ensure that ROKA personnel are properly integrated into their units and that they receive equal treatment, privileges, and responsibilities with their US counterparts. Commanders will ensure that KATUSA Soldiers are treated commensurate with their rank and that they receive MOS training. Unit NCOs to whom KATUSA Soldiers are assigned will assist Commanders in performing this duty.

(6) Conduct collective on-the-job Army Warrior Training (AWT)/MOS training, and ensure KATUSAs are MOS certified within six (6) months of assignment to the unit.

(7) Ensure that KATUSA Soldiers receive on-the-job English training on military terms related to their MOS and mission during normal work activities.

(8) Ensure KATUSA Soldiers attend mandatory ROKA directed troop information and education classes.

(9) Provide authorized legal administrative and logistical support for ROKA personnel to include support for RSO/RSG unit. This logistical support includes all Classes of Supply, Life Support and Equipping (Weapon, Protective Mask, OCIE, latest GEN version, etc.) for armistice, contingency and war. OCIE and GEN items are normally issued at KTA, but Weapon, Mask and CBRNE items are issued by the unit.

(10) Each MSC must document authorized KATUSA Soldiers on their unit TDAs IAW with their internal process and procedures (normally at BDE level). Input of KATUSA Soldier TDA data is done by units via FMS WEB on DA 4610-R2.

(11) KATUSA Soldiers are required to participate in the unit's Equal Opportunity Program and other mandatory training.

(12) Commanders of MSCs and Company level or above will appoint one (1) US Officer, US senior enlisted (E-7 or above) or GS-7 (GS-7 or above) as the MSC POC of the Commander's KATUSA Soldier program.

(13) Ensure effective management of KATUSA Soldier strength accountability and co-sign the monthly Combined KATUSA Status Report with the unit's local RSO Representative. This report is literally sent to KATUSA Soldier Program Management Office, 8A G37 TREX by KATUSA Soldier personnel POC, RSG Support Branch, ROK Army Support Group (RSG), Eighth Army no later than on the 18th of the Month, with an as of date of the 15th of the Month.

(a) Verify the status of each KATUSA Soldier daily. To improve accountability, unit Commanders are encouraged, whenever and wherever needed, to have their ROKA Staff Officers/NCOs make unannounced, on-the-spot checks of KATUSA Soldier status.

(b) Ensure that KATUSA Soldiers absent from official duty are in possession of an USFK Form 37EK (auto) and an AK FL 17-1EK-R (Authority for Pass, KATUSA Soldier Personnel), Appendix L, (which will be locally reproduced on 8 1/2-by 11-inch paper), signed by the unit Commander. The unit will maintain a log of all KATUSA Soldier leaves and passes for a period of one year.

(c) KATUSA Soldier passes are not granted for periods in excess of those approved for US Soldiers.

(d) The status of any KATUSA Soldier absent from official duty is verified (i.e., hospitalized, attached).

(e) Coordination is made with the Area ROKA Staff Officer for assistance in preventing serious incidents when KATUSA Soldiers are assigned to detachments apart from their parent HQ. Although KATUSA Soldier and US strength reporting is done through the Eighth Army command structure, Area ROKA Staff Officers can assist in the confirmation of KATUSA Soldier strength accountability.

(14) Provide initial cross-cultural training to US and KATUSA Soldiers upon assignment to the unit. US and KATUSA Soldiers will receive one (1) additional hour of cross-cultural and integration training at least twice a year. Company Commanders are encouraged to conduct their own "cultural awareness training." Commanders may request ROKA Staff Officers/NCOs support in presenting this training.

(a) Commanders will ensure that all Soldiers receive training on AK Reg 600-2 and that all Soldiers are knowledgeable of the regulation's content. This training should be accomplished upon assignment of the Soldier to the unit and annually thereafter.

(b) Commanders will ensure that at least twice a year the KATUSA Soldier Program is a topic of unit Officer/NCO professional development (PD) classes, and Sergeant's Time Training. Assistance for these classes can be obtained from Eighth Army, G37 TREX. Unit ROKA Staff Officers and NCOs can also assist in these classes.

(c) Commanders are encouraged to maintain open communications with ROKA Staff Officers/NCOs. Assigned to their Commands, ROKA Staff Officers/NCOs are likewise encouraged to maintain open communication channels with Commanders.

(d) ROK-US goodwill events (athletic matches, speech contests, talent contests, visits to orphanages and old peoples' homes) are encouraged. When family members are included, the families of ROKA Staff Officers/NCOs should be invited also.

(e) Commanders will support the KATUSA/US Soldier Friendship Week, held annually since 1977 as designated by Eighth Army. This event should take precedence over all other training. Commanders should maximize participation of KATUSA and US Soldiers including their family. Funding for KATUSA Soldier Week will be budgeted by the Garrison and the MSC budget Officer. Additionally, each Unit will designate 25% of KATUSA Soldier Welfare funds to help pay for KATUSA/US Soldier Friendship Week. Recommended events are talent shows, sports events, and exhibitions. The Commander will obtain the advice of ROKA Staff Officers/NCOs when determining events. However, the Friendship Week plan could be changed by Eighth Army Command Group's decision.

(f) Units may provide KATUSA Soldier Service Lapel Button and Scroll of Gratitude to KATUSA Soldiers before they ETS. The unit is required to maintain a roster listing the names, serial number, ETS date, and signature of the KATUSA Soldier. Purchase of the KATUSA Soldier Service Lapel Button can be made with US Government Purchase Card (GPC).

(15) Ensure that KATUSA Soldiers are assigned only to authorized MOS positions as listed in the KATUSA Soldier Authorization Document and IAW paragraph 3-1 of this regulation.

(16) Ensure the supporting SJA office is immediately notified upon learning of a KATUSA Soldier driver's arrest, detention, or request to appear before a Korean prosecutor (details are described in sub Para. 3-16d).

(17) Provide basic military and physical training as established in approved programs of instructions.

(18) Ensure ROKA Staff Officers/NCOs conduct safety and accident prevention training during required KATUSA Soldier weekly training.

(19) Change of Rank/Grade or Insignia. Units with assigned or attached KATUSA Soldier's must budget to provide sewing services of changes of Rank/Grade or Insignia. Units may use their GPC card for these sewing services in support of KATUSA Soldiers.

o. Contingency Plan Support. US Commanders should ensure they provide authorized legal administrative, logistical and mission support requirements to their supporting RSG and RSO. This includes; providing vehicle support for mobilizations, office space and computers. These actions will ensure that both KATUSA Soldier and ROKA staff Officers/NCOs can perform their contingency duties in support of their US units.

## **2-8. Responsibilities of ROKA Personnel**

a. Commander, ROKA Support Group. As a representative of ROKA personnel assigned or attached to the Eighth Army, the Commander, ROKA Support Group, takes responsibility for the management of KATUSA Soldiers, and additionally, is in charge of the liaison between HQ, ROKA and Eighth Army concerning this program. Also is responsible for the dissemination of ROKA policy directives and the administration and management of all ROKA personnel, that includes all attached and assigned ROKA personnel. Further, the Commander, ROKA Support Group jointly shares responsibility for the implementation of the KATUSA Soldier - Program with the Director, G37 TREX. (See sub para. 3-12b.)

(1) Monitor the screening process at ROK Army Basic Training Center at Nonsan to ensure that designated KATUSA Soldiers are free of illness, injury, or mental illness prior to transfer to KTA.

(2) Receive KATUSA Soldier replacement personnel from the ROKA and arrange for their transportation to the KTA.

(3) Establish policy for the requisition, Military Occupation Specialty (MOS), and unit assignment of ROKA personnel. Note that assignments are computer generated based on KATUSA Soldier Manning Document.

(4) Manage all aspects of military personnel administration for ROKA personnel.

(5) Provide a liaison Officer to G37 TREX in order to exchange information, and ensure close coordination on support, mission readiness and personnel status.

(6) Provide administrative support to KATUSA Soldiers that participate in any off-peninsula exercise ICW deploying unit and G37 TREX.



(7) Conduct a survey of KATUSA Soldiers pertaining to initial entry training, KATUSA MOS training and use, English language training, quality of life, logistical support, the quality and quantity of KCK items, etc., and provide survey data and recommendations for improvement to the Director, Eighth Army, G37 TREX, and the MSC Commanders every year.

(8) Provide three (3) days expiration of term of service (ETS) training.

(9) Provide and distribute ROKA Staff Officers and NCOs, as agreed between ROK Army and Eighth Army, to support the administration requirements of the KATUSA Program.

(10) Provide MSCs KATUSA Soldiers assigned status on 1<sup>st</sup> day of each month and provide results to G37 TREX by 15<sup>th</sup> day of each month.

(11) Provide assigned new KTA Class KATUSA Soldier MSCs Unit Status result to G37 TREX within four (4) working days of being assigned.

(12) The Deputy Chief of G37 TREX, establishes priority of KATUSA Soldier replacements. RSG will assigned replacements based on G37 TREX approved priority list.

(13) Eighth Army provides required ROK Army Reserve KATUSA Soldiers to RSG for TPFDD units. RSG will forward this request to ROK MND. RSG will provide the authorized number of ROK Army Reserve KATUSA Soldiers from ROK MND NLT 30 November every year.

b. ROKA LNOs.

(1) The duties and responsibilities of ROKA LNOs are dependent on the unit/staff section in which they are attached. However, LNOs will not normally:

(a) Have any US or KATUSA Soldiers reporting to them or working for them. This does not preclude administrative support being provided to them by a US or KATUSA Soldier (e.g., typing, driving, etc.). However, the Soldier providing that support works for and reports to a member of the US chain of command.

(b) Participate in the management of US and/or ROKA personnel beyond basic leadership responsibilities by virtue of being an Officer in an allied army. However, in the conduct of correcting an errant KATUSA Soldier, the ROKA LNO may take corrective action.

(2) The ROKA LNO is not directly engaged in the management of ROKA personnel assigned/attached to US Army units; he may advise Commanders concerning the effective use and management of KATUSA Soldiers. ROKA LNOs may perform a dual role as ROKA Staff Officers when a ROKA Staff Officer has not been attached to a particular post or camp within Eighth Army.

c. ROKA Staff Officers (assigned ROKA Staff Officers for US units from RSG). ROKA Staff Officers are responsible to the Commander of the unit to which they are attached for all personnel and administrative management of assigned or attached ROKA personnel. Their main task is the management of the KATUSA Soldier Program for the unit during armistice and contingency. This responsibility is in coordination with other primary staff Officers. ROKA Staff Officers will:

(1) Provide coordination between the ROKA Support Group and their Eighth Army unit.

- (2) Directly supervise the operation of ROKA Staff Offices.
- (3) Serve as the Commander's primary action Officer on all KATUSA Soldier related personnel management actions, requirements, and activities.
- (4) Plan and execute all ROKA directed KATUSA Soldier education/training in coordination with unit Commanders.
- (5) Provide advice and recommendations to their unit Commanders on KATUSA Soldier matters.
- (6) Convene KATUSA Soldier disciplinary boards upon the request of unit Commanders or when required by ROKA policy.
- (7) Monitor actions for the enhancement of KATUSA Soldier morale and welfare.
- (8) Advise their unit Commanders on matters pertaining to KATUSA Soldier equal opportunity.
- (9) Disseminate ROKA policy directives to KATUSA Soldiers through ROKA channels after informing the appropriate US Commander(s).
- (10) In coordination with the US Commander, conduct KATUSA Soldier formations for the purpose of providing KATUSA Soldiers information.
- (11) Be used, if necessary, in a limited role as an LNO for the purpose of maintaining contact between ROKA units, local civil authorities, and the US unit to which they are attached or assigned. The unit should support the LNO activity and provide related information within the scope of military security.
- (12) Submit the contingency Eighth Army requirements for the ROKA Reserve KATUSA Soldier and WHNS for RSG and Time Phased Force Deployment (TPFD) forces to ROK Ministry of National Defense (MND) and provide authorized ROK Army Reserve KATUSA Soldier Mobilization required number and Wartime Host Nation Support (WHNS) by ROK MND to G37 TREX, Eighth Army.

d. ROKA Command Sergeants Major. Specific duties are dependent upon the unit where they are assigned. General duties are advisors to the Commander of the Area ROK Army Support Group, ROKA Staff Officers and other functions similar to those of their US counterparts.

e. ROKA Staff NCOs. ROKA Staff NCOs are the focal point for the successful integration of KATUSA Soldiers into the assigned US Army unit. Their main task is the management of the KATUSA Soldier Program for the unit. They bridge the gap between culture and language differences. Specifically, ROKA Staff NCOs will--

- (1) Serve as interpreters, when necessary, between unit Commander, staffs and KATUSA Soldiers.
- (2) Counsel KATUSA Soldiers on personal problems, when necessary, or when directed by unit Commanders.

(3) Recommend appropriate disposition of KATUSA Soldier management actions, disciplinary actions, and ROKA policies. Advise unit Commanders on matters of health, morale, and welfare of KATUSA Soldiers.

(4) Assist in the planning and execution of ROKA directed KATUSA Soldier training.

(5) Assist the unit Commander in orienting newly assigned KATUSA Soldiers on unit mission, duties and policies.

(6) Prepare and maintain status books, files, boards, and charts on KATUSA Soldiers as required by ROKA policy.

(7) With the approval of the unit Commander, hold special KATUSA Soldier formations for the purpose of disseminating ROKA policy directives and information.

(8) Perform other duties as required and directed by the US unit Commander to ensure that US Army and KATUSA Soldiers function effectively as a cohesive unit.

(9) If necessary, used in a limited role as a Liaison Officer/NCO for the purpose of maintaining contact between ROKA units, local civil authorities, and the US unit to which they are attached or assigned. The unit should support US directed Liaison Officer/NCO activity and provide related information within the scope of military security.

f. ROKA Officers and NCOs assigned to unit leadership positions. ROKA Officers and NCOs assigned to unit leadership positions will perform the same functions as ROKA Staff Officers and NCOs in the management of the KATUSA Soldier Program. But, as members of the unit chain of command, they also have a responsibility to function within the bounds of the unit in the effective accomplishment of the unit's mission. Their role in the management of the KATUSA Soldier Program should not affect their leadership role and their leadership role should not impact their responsibilities in managing the KATUSA Soldier program.

g. Senior KATUSA Soldier. Senior KATUSA Soldiers are assigned to one (1) per Battalion level units and two (2) per Brigade level units. ROKA Staff NCO will have a full-time senior KATUSA Soldier position identified on its KATUSA Soldier manning document. Units KATUSA Soldiers will have their Senior KATUSA as designated by the local RSO. The unit Commander will appoint a senior KATUSA Soldier NCO to serve as the Senior KATUSA Soldier in coordination with the local ROKA Staff Office. The senior KATUSA Soldier performs those duties of the ROKA Staff NCO for the unit to which he is assigned. The senior KATUSA Soldier works for the US Commander and will perform duties as directed by the US Commander. His main task is to manage the KATUSA Soldier program for the US unit Commander. Additionally, a Senior KATUSA in an assigned to O1A position assists ROK Officers and NCOs with KATUSA personnel administration tasks. **The Senior KATUSA Soldier is not a member of the chain of command.** The senior KATUSA Soldier also contributes to accident prevention by monitoring the personal problems of all KATUSA Soldiers assigned to the unit. Also, the senior KATUSA Soldier serves as a link to the unit leadership for KATUSA Soldiers in matters dealing with personnel administration, military discipline, law and order, morale and welfare, ROKA directed education, ROK/US friendship activities and other duties directed by the unit Commander. The unit Commander will issue the senior KATUSA Soldier a letter of appointment in an official ceremony. Specific duties of the Senior KATUSA Soldier are:

(1) Responsibility for reporting the unit's KATUSA Soldier status (leave, pass, hospitalization, etc.) to the supporting ROKA Staff each duty day.

(2) To serve as the KATUSA Soldier Representative on the Unit Fund Council and advise the Commander on the use of the KATUSA Soldier Welfare Fund.

(3) To assist the Commander in the management of events for KATUSA/US Soldier Friendship Week.

(4) To serve as the unit KATUSA Soldier Equal Opportunity (EO) representative.

(5) To serve as an advisor to the Commander in dealing with problems between KATUSA and US Soldiers.

(6) To serve as a representative of KATUSA Soldiers in promoting ROK/US friendship activities.

(7) To provide training on the KATUSA Soldier program and Korean culture to newly assigned US Soldiers.

(8) To disseminate ROKA directives on behalf of the ROKA Staff Office as an assistant in ROKA personnel management.

(9) To perform additional duties as directed by the unit Commander.

## **2-9. KATUSA Soldier Equal Opportunity (EO) Program**

a. The Chief, Eighth Army EO Office, assisted by Eighth Army EO Advisors, is responsible for staff supervision of the Command EO Program and all matters pertaining to KATUSA/US Soldier relationships.

b. A designated Officer from ROKA Support Group will assist the Chief, Eighth Army EO Office, on policy, guidance and operational procedures needed to fulfill EO training requirements for KATUSA Soldiers. This designated Officer will assist and advise the unit KATUSA Soldier EO representatives on the EO program and EO related activities. Also, they assist and advise the Chief, Eighth Army EO Office, on all matters pertaining to KATUSA/US Soldier relationships and accompany G1, Eighth Army, personnel on staff assistance visits to monitor implementation of the EO program.

c. Commanders will ensure MSCs establish EO training consistent with HQDA and Eighth Army policies. All personnel, to include civilians and KATUSA Soldiers, will receive EO training. Unit Commanders will ensure the following:

(1) That newly assigned US personnel receive orientation on the KATUSA Soldier Program.

(2) That training sessions are conducted to promote better understanding of both Korean and US cultural differences.

(3) That all KATUSA Soldiers receive the equivalent treatment as their US counterparts and take appropriate action when they don't.

## **Chapter 3**

### **Personnel Management**

#### **3-1. ROKA Personnel Authorizations for Eighth Army**

a. KATUSA Soldier authorizations are established in the KATUSA Soldier Manning Document IAW US and ROK Army's Policies. Development of the KATUSA Soldier Manning Document is a combined responsibility of ROKA Support Group and Eighth Army, G37 TREX. This document is approved by the Commander, Eighth Army and co-signed by the Director, G37 TREX and RSG Commander.

(1) Eighth Army will determine KATUSA Soldier manning requirements every year. In January of each year, units will be tasked to submit KATUSA manning requirements by 31 March. The G37 TREX, KATUSA Program Manager, will provide instructions on how to submit KATUSA manning requirements, and will include limited or exempt positions of assignment due to technical training or qualification requirements.

(2) Eighth Army G37 or Eighth Army RM, will provide the G37 TREX, KATUSA Program Manager, copies of all manpower studies completed in which Eighth Army RM has recommend KATUSA personnel utilization. The KATUSA Program Manager will utilize this information in the development of the KATUSA Manning Document. Also, the KATUSA Program Office will utilize unit MTOEs and TDAs in determining KATUSA Soldier manning support.

(3) Eighth Army, G37 TREX will consolidate requirements, coordinate with the ROKA Support Group for support, and recommend authorized manning levels to the Commander, Eighth Army each year.

(4) Once the manning document is approved, it will be distributed to subordinate units with an effective date of 1 Oct. The KATUSA Soldier Manning Document is valid for a one (1) year period. The effective date will run from 1 Oct to 30 Sep on an FY basis) (i.e. the document will be effective from 1 Oct XX until 30 Sep XX).

(5) If a subordinate unit requires a change to the manning document after approval, they must submit their request with justification to the Eighth Army, G37 TREX, KATUSA Program Manager and RSG in the format directed by the KATUSA Program Manager. Requests for change must be co-signed by the unit Commander and MSC ROKA Staff Officer.

(a) If the requested change does not require an increase in KATUSA Soldier authorizations from ROKA, the Eighth Army, G37 TREX and ROKA Support Group will determine if the change is justified and then approve the change.

(b) If the change requires an increase in KATUSA Soldier authorizations from ROKA, the change will be submitted to the Commander, Eighth Army and HQ, ROKA for approval.

b. Contingency mobilization of reserve KATUSA Soldiers will be specifically addressed in appropriate war plans. TPFDD KATUSA Soldier requirements are developed by G37 TREX in coordination with RSG. These KATUSA Soldiers are assigned to these units to provide language support to the unit. Priority of assignment will go to maneuver combat arms (infantry and armor), military police, civil affairs, and psychological operations units. Mobilized reserve KATUSA Soldiers will be assigned to TPFDD units as follows:

(1) Two (2) per Company.

(2) Four (4) per Battalion and Brigade headquarters.

(3) Ten (10) per Division and Corps headquarters.

(4) RSG requirement for administrative supporting to TPFDD KATUSA Soldier.

(a) Three (3) per Battalion and Brigade headquarters.

(b) Nine (9) per division headquarters.

(C) Eighteen (18) per corps headquarters.

c. The ROKA Support Group will authorize ROKA Staff Officers and NCOs for MSCs and other organizations based on the size of the unit and the number of KATUSA Soldier authorizations.

### **3-2. Requirements for ROKA Personnel**

The Eighth Army procures its ROKA personnel through requisitions submitted on a monthly basis by ROKA Support Group to ROKA HQ. All KATUSA Soldiers are selected in compliance with ROKA policy which establishes English ability and provides for background investigations.

### **3-3. ROKA Personnel Tours of Duty**

a. Extensions of the normal tour of duty for ROKA Officers and NCOs are not authorized except under exceptional circumstances. Requests citing complete justification will be submitted in memo format to the Commander, ROKA Support Group. Approval authority rests with HQ, ROKA.

b. The curtailment of the normal tour of duty (i.e., the early return to the ROKA of ROKA personnel) is only done under exceptional conditions. Therefore, it is limited solely to cases involving disciplinary action, physical or mental reasons clearly established by ROK and US Army medical authorities, or early discharge from the ROKA under ROKA regulations.

(1) ROKA personnel will not be returned to the ROKA early because of limited training prior to assignment and/or attachment to a US Army unit. Additionally, they will not be returned because of insufficient linguistic ability. In unusual cases, Commanders can request the Director, Eighth Army G37 TREX, to review training and other inadequacies and recommend remedial action.

(2) A KATUSA Soldier may be returned to the ROKA as a result of a ROKA disciplinary board. In all cases, the final decision to return a KATUSA Soldier to the ROKA rests with the Commander, ROKA Support Group.

### **3-4. Replacement of ROKA Personnel**

a. Units do not need to request replacements for KATUSA Soldiers. On a monthly basis, the ROKA Support Group automatically programs replacements for KATUSA Soldiers that ETS. Replacements are made based on unit KATUSA Soldier losses and KATUSA Soldier Manning Document authorizations. During hostilities, units will report KATUSA Soldier losses on the Personnel Daily Summary through personnel channels. During contingency, units will be supported at the levels identified in appropriate war plans.

b. ROKA Staff/LNO/Aide-de-Camp Officers, Command Sergeants Major and Staff NCOs are automatically replaced by the ROKA Support Group. Replacements are influenced by overall

ROKA Officer/NCO strength. The ROKA Support Group does not always have an Officer/NCO immediately available to replace departing Officers/NCOs, although all efforts are made to fully support Eighth Army ROKA Officer/NCO needs.

c. Prioritize required KATUSA Soldiers to the Eighth Army Command Group. The RSG Commander will require KATUSA Soldiers first.

### **3-5. Reception, Orientation, Training, and Classification of ROKA Personnel**

a. ROKA Staff/LNOs report to the Commander, ROKA Support Group, for an orientation on the operation and administration of the KATUSA Soldier Program. They are issued a USFK Form 37EK.

b. ROKA NCOs selected to be ROKA Staff NCOs undergo required training IAW ROKA Support Group policy.

c. Military occupation specialty (MOS) assignment. Based on unit requirements for KATUSA Soldiers, assignments in required MOSs are made by the Commander, ROKA Support Group.

d. The processing of KATUSA Soldiers at the KTA is as follows:

(1) Reception and orientation.

(a) Initial clothing issue.

(b) Basic medical screening.

(c) ROKA and US Army orientation, drill and ceremony, and customs and courtesies.

(d) Provide and confirm dog tag.

(e) Provide Pass and ID Card.

(2) English training. The KATUSA Soldier will receive English language instruction at the unit level. This instruction is based on DLI material and emphasizes listening and speaking.

(3) Soldiers' Skills (Shoot, Move, Communicate, Maintain, and Sustain). The KATUSA Soldier receives basic training in rifle marksmanship, CBRN, RTO procedures, map reading, and Tactical Casualty Care (TCC).

(4) KATUSA Soldiers will be instructed ICW approved POI and ICW AK Reg 600-2.

### **3-6. Initial Assignment/Attachment of ROKA Personnel**

a. ROKA Staff/LNOs. The Commander, ROKA Support Group, will determine the unit to which a new ROKA Staff/LNO should be attached.

b. ROKA aides-de-camp. Any Officer provided by ROKA HQ against a specific aide-de-camp requisition will be attached for duty only as that General Officer's aide.

c. ROKA Staff NCOs. The Commander, ROKA Support Group, will determine IAW the approved KATUSA Soldier Manning Document the unit to which a new ROKA Staff NCO will be assigned.

d. KATUSA Soldiers. The Commander, ROKA Support Group, will make assignment of new KATUSA Soldiers to US Army units. Unit replacement requirements and manning document authorizations are considered when assigning new KATUSA Soldiers. Eighth Army KATUSA Soldier Program Office will publish orders of newly assigned KATUSA Soldiers. Under normal conditions, unit assignment will not change during the KATUSA Soldier's tour of service with Eighth Army. (Sub Para. 3-8d provides information on changing KATUSA Soldier assignments.)

(1) The Chief of KTA will prepare a packet that includes individual KATUSA Soldier personnel records, health records, Army Combat Fitness Test (ACFT) card and training records will be attached to this assignment memorandum. Figure 3-1 is an example of the assignment memorandum.

(2) The unit Commander will complete the endorsement of the assignment memorandum and return it to the HQ, Eighth Army, ATTN: EAOP-TKO, Unit #15236, APO AP 96271-5236, within 10 days of the assignment of the KATUSA Soldier.

(3) The Unit should provide the items below for initially assigned KATUSA Soldier. ROK Army Support Group can hold KATUSA Soldiers until the unit ensures the following;

- (a) PC for duty (could be shared).
- (b) Work place and desk.
- (c) Billeting space.
- (d) Weapon.
- (e) Protective Mask and additional required equipment per MOS.



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EAOP-TKO

31 May 20xx

MEMORANDUM FOR Commander of PVT Kim, Joon Suk, KA XX-XXXXXXX

SUBJECT: KATUSA Soldier Assignment

1. Effective 14 July 20xx, PVT Kim, Joon Suk, KA XX-XXXXXXX is assigned to your unit.
2. Enclosed are the Soldier's personnel, medical, and training records from the KATUSA Training Academy. These records are a part of the Soldier's permanent file. AK Reg 600-2 provides information on personnel services and support, training requirements, and logistical support. AK Reg 600-2 establishes several suspense's that you are required to meet.
3. Complete the endorsement and forward this memorandum to HQ, Eighth Army, G37 TREX, ATTN: EAOP-TKO, APO AP 96271-5236. Not later than ten (10) days after assignment of the KATUSA Soldier.

- 4 Encls
1. Personnel Records
  2. Health Records
  3. PT Card
  4. Training Records

WILLIAM I. CONRAD  
CSM  
Commandant

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EAID-HHC  
CDR, HHC, 2d Infantry Division, APO AP 96258-0289

31 May 20xx

FOR Commandant, KATUSA Training Academy, ATTN: EAOP-TKO (G37 TREX), APO AP 96271-5236

PVT Kim, Joon Suk has been assigned to HHC, 2ID, effective 31 May 20xx in PARA/LINE: 1000/0001. All requirements IAW AK Reg 600-2 will be met.

FRANK R. ROBINS  
CPT, IN  
Commanding

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**Figure 3-1. KATUSA Soldier Assignment Memorandum**

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### **3-7. Initial KATUSA Soldier MOS Classification and Utilization**

a. ROKA Staff NCOs come to the Eighth Army already possessing primary Military Occupational Specialty (MOS). Since the program is voluntary, the ROKA NCOs' MOS(s) do not always directly relate to their manning document positions, although ROKA Support Group maintains MOS-duty position correlation when possible.

b. KATUSA Soldiers will be MOS classified by the ROKA Support Group. Close coordination will be made with Commanders and local ROKA Staff Office to ensure the most critical positions are filled. In awarding a MOS classification, the individual's previous experience and current educational level are considered. Commanders will ensure that KATUSA Soldiers are trained on common and MOS specific tasks that support the unit's collective tasks and mission.

(1) The Commander, ROKA Support Group, publishes orders assigning a MOS. Note, as described in the KATUSA Manning Document, some KATUSA Soldier positions will be limited in scope or exempt from assignment due to technical training or qualification requirement. (For example, a KATUSA Soldier will be allowed to work in the unit arms room; however, it must be under the supervision of a US NCO, and will be prohibited from signing for the weapons, or the KATUSA Soldier will not be assigned as a heavy equipment operator).

(2) The Commander, ROKA Support Group will determine the disposition of KATUSA Soldiers who fail to successfully complete MOS training and certification. Options include additional training or MOS reclassification. The final authority on MOS reclassification is the Commander, ROKA Support Group.

### **3-8. Routine Reassignment/Change of Attachment of ROKA Personnel**

a. ROKA Staff/LNOs. The Commander, ROKA Support Group will accomplish the change of attachment of ROKA Staff/LNOs, IAW the provisions of ROKA Regulation 117 (available at Support, Service Branch, ROKA Support Group) and the current status of ROKA Staff/LNOs attached to Eighth Army.

b. ROKA aide-de-camp. Any ROKA aide-de-camp whose tour of duty is abbreviated from the normal 24-month period because an incoming General Officer prefers a new aide will normally be reassigned to a ROKA Staff/LNO position in Eighth Army. If a newly assigned General Officer prefers a new aide-de-camp, the previous aide-de-camp with more than 12 months in service can be reassigned to a ROKA Staff / LNO position in the Eighth Army. However, the General Officer should consult with the Commander, ROKA Support Group to facilitate the change.

c. ROKA Staff NCOs. ROKA Staff NCOs will serve in two (2) different units during their tour of duty with the US Army. The Commander, ROKA Support Group, will determine the major subordinate command to which a mid-tour reassignment will be made. ROKA Support Group will publish orders.

d. KATUSA Soldiers. Once a KATUSA Soldier is assigned he will not be reassigned without due cause. A unit Commander must inform, in advance, the ROKA Staff Office that supports his unit, of a change in duty position for KATUSA Soldiers. KATUSA Soldiers will not be assigned to a position outside their MOS. All reassignments of KATUSA Soldiers will be determined and approved by the Commander, ROKA Support Group. However, the needs of Eighth Army will be taken into account and in cases of disagreement on reassignments, the Director, G37 TREX, and the Commander, ROKA Support Group, will meet to resolve the issue.

### **3-9. Reclassification of KATUSA Soldiers**

ROKA Regulations 113, 117 and 120 govern reclassification of KATUSA Soldiers. Commanders will request KATUSA Soldier reclassifications through their ROKA Staff Officer who will evaluate the request and recommend approval/disapproval through the RSG chain of command to the Commander, ROKA Support Group. The Commander, ROKA Support Group, is the final approving authority.

### **3-10. Promotion of ROKA Personnel**

a. KATUSA Soldiers may be promoted up to the rank of sergeant as outlined by procedures in subparagraph 3-10b. Promotion is IAW ROKA policy. A conscious action must be taken by the unit Commander to preclude the unwarranted promotion of a KATUSA Soldier.

b. The Commander, ROKA Support Group, IAW ROKA regulations, decides promotions for KATUSA Soldiers. If the unit Commander believes a KATUSA Soldier should not be promoted for disciplinary reasons, inefficiency, failure to pass the Army Combat Fitness Test (ACFT), or failure to qualify on an assigned weapon, he should provide a written statement to the ROKA Staff Officer outlining the reasons to delay the promotion. After evaluating the statement, if the ROKA Staff Officer disagrees with the recommendation of the unit Commander, both the ROKA Staff Officer's and the unit Commander's statements will be forwarded to, and evaluated by the Commander, ROKA Support Group. The Commander, ROKA Support Group, is the final authority. Commanders may also recommend KATUSA Soldiers for early promotion. The unit Commander should provide the ROKA Staff Office with justification for early promotion.

c. ROKA Support Group will provide two (2) copies of KATUSA Soldier promotion orders to the unit Commander. The Adjutant Section, ROKA Support Group, will consolidate all promotion orders and coordinate necessary internal pay changes with the Finance Officer, ROKA Support Group, who in-turn coordinates with ROKA HQ's.

d. The Administration Section, ROKA Support Group, will provide rank insignia upon receipt of promotion orders. ROKA Staff Officers and ROKA Staff NCOs will provide promotion reports to Commanding Officers. A promotion ceremony for KATUSA Soldiers will be conducted by Commanding Officers when possible on the first duty day of the month. Commanders should conduct KATUSA Soldier and US Soldier promotions together at the same ceremony.

### **3-11. Pay Management**

The ROK Government, through the ROKA Support Group, pays ROKA personnel serving with the US Eighth Army in won. The Commander, ROKA Support Group, designates each ROKA Staff Officer or ROKA Staff NCO as paymaster.

### **3-12. Strength Accounting**

a. Daily Reports are prepared daily on ROKA Form (Daily Status Report) in Hangul. Daily Reports are a ROKA Support Group requirement and will be submitted to ROKA Support Group through ROKA Staff Office administration channels.

b. RSG will provide a KATUSA Soldier Unit Manning Report that provides the unit status as of the 15th of the month via electronic means (MS Excel format) to G37 TREX Office. See figure 3-2, for the format and instructions.

c. During contingency, US Commanders will report KATUSA Soldier strength concurrently with US strength on the Personnel Daily Summary report.

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### KATUSA Soldier Unit Manning Report

UNIT	NAME	RANK	SN	ETS	MOS	PARA/LINE	SEC	POS	LOCATION
A/2-9 IN JONG, JAE SEOP		PFC	xx 9999 1111	8/16/xx	88M9200	1000/0002	HQS	Supply Clerk	Camp Casey
A/2-9 IN KIM, SUNG TAE		PV2	xx 9999 2222	3/1/xx	11B0000	3100/0002	1st Plt	Rifleman	Camp Casey
A/2-9 IN KWON, HYEOK TAE		CPL	xx 9999 3333	1/21/xx	11B0000	1000/0001	HQS	Senior KATUSA	Camp Casey
A/2-9 IN LEE, JU YEOL		CPL	xx 9999 4444	7/12/xx	11B0000	3100/0001	1st Plt	Team Leader	Camp Casey
A/2-9 IN PARK, SHIN RYANG		PV2	xx 9999 5555	5/1/xx	11B0000	3200/0002	2nd Plt	Rifleman	Camp Casey
<b>A/2-9 IN PYO, JIN YEOL</b>		<b>PV2</b>	<b>xx 9999 6666</b>	<b>9/7/xx</b>	<b>11B0000</b>	<b>3200/0001</b>	<b>2nd Plt</b>	<b>Team Leader</b>	<b>Camp Casey</b>
A/2-9 IN SONG, MYEONG JIN		PFC	xx 9999 7777	6/17/xx	11B0000	3300/0001	3rd Plt	Team Leader	Camp Casey

1. Enter the short name of the unit in column 1.
2. Enter the name of the KATUSA Soldier in column 2. Last (family) name first. Do not abbreviate. Separate last name from first (given) name with a comma.
3. Enter the rank in three-letter format in column 3. Use standard abbreviations. Do not use pay grade (E-2, E-3, etc.).
4. Enter the serial number in column 4 in the following format: xx 8888 7777. Do not enter the letters "KA."
5. Enter the ETS date in column 5 in mm/dd/yy format.
6. Enter the US MOS in column 6.
7. Enter the paragraph and line number from the current KATUSA Soldier manning document of the position that the Soldier fills in column 7.
8. Enter the section in which the KATUSA Soldier works in column 8 (i.e. S-1, Motor pool, Orderly Room, etc.). Do not use unknown abbreviations.
9. Enter the position the KATUSA Soldier works in column 9 (i.e. Admin Clerk, Sply Spec, NBS Spec, etc.). Do not use unknown abbreviations.
10. Enter the post or camp where the KATUSA Soldier lives and works in column 10. If the KATUSA Soldier lives on a different post from where he works, enter in this format: LIVES/WORKS.

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**Figure 3-2. KATUSA Soldier Unit Manning Report**

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### 3-13. Clearance Procedures

ROKA personnel will use the same clearing forms as US Soldiers. Garrison Commanders will modify the clearance form to include additional areas that ROKA personnel will clear and annotate the areas that are not applicable to them. ROKA personnel are required to surrender their USFK Form 37EK. The unit will maintain a copy of the final installation clearance form on file and provide a copy to the unit ROKA Staff Officer/NCO.

### 3-14. Discipline, Law, and Order

a. Orders from US Officers, Warrant Officers, and NCOs transmitted to subordinate ROKA personnel serving with the US Army are lawful orders and will be obeyed by ROK Armed Forces personnel. Likewise, subordinate US personnel will obey lawful orders of superior ROKA personnel. ROKA personnel serving with the US Army are not members of the armed forces of the U.S.; accordingly, they are not subject to the UCMJ. An important policy difference between ROKA and US military personnel is the area of Discipline, law, and order. In this area, ROKA standards and responses are required for ROKA personnel. Any necessity for adverse action against a ROKA

Officer serving with the US Army will be brought to the attention of the Commander, ROKA Support Group. The matter will be turned over to the Chief of Staff, ROKA, for necessary action and resolution.

b. Discipline of KATUSA Soldiers is accomplished in the form of non-punitive disciplinary measures, disciplinary training, disciplinary boards, or judicial actions. Only ROKA Staff Offices or the ROKA Support Group may take disciplinary training, disciplinary boards, or judicial action. Under no circumstances will US personnel be used in the actual imposition of any punishment given as a result of a disciplinary board. But, nothing in this paragraph is intended to preclude Commanders from exercising normal administrative of privileges, extra training (corrective training), and administrative restrictions when appropriate under non-punitive disciplinary measures.

(1) Non-punitive disciplinary measures usually deal with misconduct resulting from simple neglect, forgetfulness, laziness, inattention to instructions, sloppy habits, immaturity, difficulty in adjusting to disciplined military life, and similar deficiencies. These measures are primarily tools for teaching proper standards of conduct and performance and do not constitute punishment. Accepted forms of non-punitive disciplinary measures are:

(a) Denial of pass or other privileges - Commander can deny a KATUSA Soldier a pass or other privileges in an effort to correct Soldier discipline. Also, the RSG Staff Officer/NCO can recommend to the Commander to deny a KATUSA Soldier a pass for disciplinary reasons. Commanders must consider these requests seriously. It must be a coordinated disciplinary action.

(b) Counseling - a KATUSA Soldier may be counseled on his performance and this counseling may become a part of his official record and reflected in performance appraisals.

(c) Administrative reprimands and admonitions - a written disapproval of a KATUSA Soldier's action. KATUSA's must follow administrative procedures of ROK Army Regulation.

(d) Extra training - training given to the KATUSA Soldier to correct a performance deficiency. This is one of the most effective non-punitive measures available to a Commander. It is used when a Soldier's duty performance has been substandard or deficient; for example, a Soldier who fails to maintain proper attire may be required to attend classes on the wearing of the uniform and stand inspection until the deficiency is corrected. The training or instruction must relate directly to the deficiency observed and must be oriented to correct that particular deficiency. Extra training or instruction may be conducted after duty hours and it must be supervised.

(2) Disciplinary training. ROKA Staff/LNOs and ROKA Staff NCOs will make on-the-spot corrections of KATUSA Soldiers for minor infractions of ROKA military Discipline. Normally, minor infractions will be referred to disciplinary training; however, offenses deemed by the Commander to be unusually flagrant or willful in nature, may be referred to a disciplinary board. Procedures for this training are as outlined by ROKA regulations and ROKA Support Group SOPs.

(3) Disciplinary board.

(a) The disciplinary board is the most severe type of action Commanders may take. The disciplinary board is appropriate when a Commander would consider punishment under the UCMJ or MCM for US Soldiers. The disciplinary board is established under ROKA HQ directives and is conducted by ROKA Staff/LNOs or ROKA Staff NCOs. A KATUSA Soldier may be referred to a disciplinary board at the request of his unit Commander or when notified to appear by HQ,

ROKA. Additionally, ROKA Staff Officers and ROKA Staff NCOs may refer a KATUSA Soldier to a disciplinary board after consulting with the KATUSA Soldier's chain of command.

(b) When a Commander determines that there is just cause to refer a KATUSA Soldier to a disciplinary board, he will request a disciplinary board, in writing, to the unit ROKA Staff Officer/NCO. If the unit does not have a ROKA Staff Officer/NCO, the Commander will submit the request to the next higher level of command until it reaches the level where a ROKA Staff Officer/NCO is attached, or as directed by the MSC ROKA Staff Officer. In all cases, the ROKA Staff Officer/NCO will conduct the disciplinary board and will determine if punishment is required. The ROKA Staff Officer/NCO will also notify the Commander of the type and amount of punishment to be administered prior to administering the punishment. If no punishment is administered, the ROKA Staff Officer/NCO will inform the Commander why he determined that the KATUSA Soldier should not be punished. In some cases, US personnel may be allowed to appear in defense of or against a KATUSA Soldier as a witness or spokesman. Units will maintain request for disciplinary boards and any punishment imposed in the Soldier's local file until ETS. Figure 3-3 is a sample request for disciplinary board proceedings.

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EAID-HHC

31 May 20xx

MEMORANDUM FOR CPT Kim, KATUSA Personnel Office, Camp Red Cloud, Korea

SUBJECT: Request for KATUSA Soldier Disciplinary Board,  
RE: PFC Kim, Chae Won, KAXx-14333245

1. I request a disciplinary board be held for PFC Kim, Chae Won, and KAXx-14333245.
2. Nature of offense: PFC Kim was scheduled for Assistant Charge of Quarters on 11 July xx. He did not report for this duty at the scheduled time of 1600. A search of his duty area and billets were conducted and he could not be found. At 2330, PFC Kim returned to the billets and was obviously under the influence of alcohol.
3. The following witnesses will be made available:  
  
1SG Jones, William L., xxx-xx-xxxx, Company First Sergeant  
SGT Smith, Larry E., xxx-xx-xxxx, PFC Kim's Section Chief  
SPC David, Albrey M., xxx-xx-xxxx, Charge of Quarters
4. Please notify me of any disciplinary action taken against PFC Kim.

WILLIAM I. CONRAD  
CPT, IN  
Commanding

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**Figure 3-3. Request for KATUSA Soldier Disciplinary Board**

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c. Other Acts of Misconduct. Other acts of misconduct may be serious in nature and require punitive action IAW ROKA regulations. The unit Commander cannot request the return of a KATUSA Soldier to the ROKA, but can report his acts of misconduct and recommend a disciplinary board when appropriate.

d. Retention of KATUSA Soldiers beyond ETS. Based on ROK public law, a KATUSA Soldier on whom separation orders have been published may be retained beyond ETS only for investigation of or prosecution for an offense serious enough to warrant pretrial confinement. KATUSA Soldiers placed under formal arrest prior to the publication of separation orders are automatically retained until the matter is resolved. A KATUSA Soldier who is not confined or placed under formal arrest will be processed and separated from the ROKA. Commanders desiring to pursue litigation must coordinate with local judge advocates that may refer the incident to Korean civilian police authorities for investigation and/or prosecution in a Korean civilian court.

e. Absent Without Leave (AWOL). Units will report KATUSA Soldiers who absent themselves without leave or approved Pass to the supporting ROKA Staff Office. KATUSA Soldiers who absent themselves without leave and do not return will be dropped from the rolls 15 days after their departure from their unit. Their records will be forwarded to the Commander, ROKA Support Group. Senior KATUSA Soldier of each unit will report to ROKA Support Office channel, number of KATUSA Soldiers and health condition.

f. In cases where ROKA Officers and NCOs attached to Eighth Army feel that a US Soldier has been disrespectful and/or has committed an act that warrants punishment, they must report the offense to the Soldier's Commander and request correction and/or punishment. The Commander will investigate the alleged offense, and based on the results of the investigation, will take appropriate action. The Commander will inform the ROKA Officer/NCO of the amount/type of punishment rendered, if any.

g. If the Staff (US/ROK) determines a KATUSA Soldier trainee is deliberately avoiding training, the Staff shall suggest the removal of the trainee from the KATUSA Program to the ROK Army Support Group Commander who will make the final decision. However, KTA trainees will not be considered as the removal from the KTA solely based on failing their Army Combat Fitness Test Readiness Fitness (ACFT).

### **3-15. Claims**

a. Under the ROK-US SOFA, acts or omissions of KATUSA Soldiers causing death, injury, or property damage to others may give rise to claims by the person(s) suffering damage. Any such incident must be promptly and carefully investigated IAW the provisions of AR 27-20. The US Armed Forces Claims Service-Korea will determine US liability for damages caused by acts or omissions of KATUSA Soldiers while on duty.

b. ROKA personnel may present a claim against the US under the provisions of AR 27-20, Chapter 11. Per US-ROK SOFA, Art XXIII, ROKA (organization) cannot file a SOFA claim. However, ROKA personnel are still allowed to file a SOFA claim in their individual capacity.

c. Solatium. Solatium payments are payments made to an injured Korean national or to the family of a deceased Korean national, in connection with injury, death, or damage to the dwelling or property of a Korean national, when the injury death, or damage to the dwelling was due to their employment with the US Armed Forces or caused by a military member or civilian employee of the US Armed Forces. Commanders will comply with solatium payment guidance as addressed in USFK Reg 526-11.

### 3-16. Investigation, Search, Seizure, and Apprehension of ROKA Personnel

a. Off-post Violations. ROKA personnel involved in off-post involving ROKA MPs or KNP will be reported through ROKA channels to the Commander, ROKA Support Group, who will take appropriate action IAW ROKA regulations and will notify the unit Commander concerned through the ROKA Staff Officer.

b. On-post Violations. IAW Article XXII, Paragraph 10 of the SOFA between the United States of America and the Republic of Korea, ROKA personnel (Officer, NCO, or KATUSA Soldier) involved in the commission or attempted commission of a critical offense (such as: selling, use or possession of drugs; threat to force protection; espionage act) on a US facility may be apprehended. These ROKA personnel will be turned over to ROKA authorities immediately. Also, the Commander, ROKA Support Group, must be notified immediately. If detention is required pursuant to paragraph 3-16c (1) below, it will only be for the minimum time necessary to transfer custody of the alleged offender to ROKA authorities.

(1) KATUSA Soldiers who are witnesses to, or knowledgeable of, a specific incident may be questioned if willing to answer questions. However, a ROKA Staff Officer or ROKA Staff NCO must be present during any questioning of a KATUSA Soldier demonstrating unwillingness to be interviewed. When a KATUSA Soldier refuses to be interviewed by a US official or requests to be interviewed by a ROKA Support Group official, it must be approved. While KATUSA Soldiers are not subject to the UCMJ and US constitutional protection, every effort should be expended to treat KATUSA Soldiers fairly and justly.

(2) The quarters and personal effects of a KATUSA Soldier suspect may be searched and items seized under the same circumstances, and to the same extent, as that of US military personnel. Such searches and seizures will be conducted in the presence of the applicable ROKA Staff Officer or ROKA Staff NCO. **Search and seizure of KATUSA Soldiers or their property by ROKA Staff/LNOs or ROKA Staff NCOs without the presence or permission of the appropriate US Commander or his designated representative, or the Commander's permission is not permitted.**

(3) KATUSA Soldiers who are requested by the Korean CID or other ROK authorities for investigation or interrogation will be released without delay. Concurrently, the unit Commander, ROKA Staff Officer or ROKA Staff NCO, local Provost Marshal, and the Commander, ROKA Support Group, must be notified immediately.

#### c. Detention and Charges.

(1) KATUSA Soldiers may be placed in a detention cell pending release to ROKA authorities if they are combative, attempt to destroy evidence, attempt to flee, or attempt to hurt themselves or others.

(2) Upon receipt of a confinement notification from ROKA authorities, the Commander, ROKA Support Group, will publish reassignment orders to the ROKA confinement unit. The effective date cited in the orders will be the date the individual is to be confined.

(3) Except for vehicle related charges, KATUSA Soldiers found guilty of charges by ROKA Military Justice Court will not be returned to the US Army.



(4) KATUSA Soldiers found not guilty, or who are otherwise exonerated of charges, will have their KATUSA Soldier status restored, and they will be reassigned to their former unit.

d. Detention or arrest of KATUSA Soldier drivers.

(1) Under Korean law, any driver involved in an automobile accident resulting in personal injury or death may become subject to immediate confinement. While USFK has no legal authority to intervene in the criminal prosecution of Koreans, we do have ways to assist our KATUSA Soldiers involved in line of duty accidents. Avoidance of, or speedy release from, pretrial confinement can be greatly assisted by the early involvement of the US Armed Forces Claims Service-Korea. To assist in ensuring that this is done, Commanders must ensure that their supporting SJA office and the claims service are notified immediately whenever KATUSA Soldiers are involved in such accidents. Commanders must also ensure that all KATUSA Soldier drivers carry a bilingual letter from their respective Commanders stating that KATUSA Soldiers are not required to carry private liability insurance while operating a US Government vehicle. A copy of this letter can be found in Appendix D.

*The US Government owns this vehicle, and therefore the driver is not expected to carry private liability insurance. If the vehicle is involved in an accident, the victim may file a claim with the closest District Compensation Committee. The ROK and US Governments IAW the ROKA State Redress Act and ROK-US SOFA will then adjudicate the claim. In the event of accident, the US Armed Forces Claims Service-Korea should be immediately contacted at Seoul, DSN 738-8019 (0505-738-8019). Claims Service Personnel will provide information on how to file a claim and what compensation is available to injured parties. In view of victim compensation procedures established by the SOFA, the US respectfully requests that the driver of this vehicle not be incarcerated or prosecuted solely because of failure to carry private liability insurance on this vehicle when this vehicle is driven in official performance of duties.*

(2) The most current list of ROK District Compensation Committees must be attached to the letter above, which is to be typed on unit letterhead and signed by the Commander. A list, current as of the date of this regulation, is shown at Appendix D. Updates may be obtained from the US Armed Forces Claims Service-Korea.

## **Chapter 4 Personnel Actions**

### **4-1. Awards and Decorations**

a. AR 600-8-22 and USFK Reg 672-2, govern the award of US Army decorations and badges to ROKA personnel serving with the US Army.

b. Unit Commanders are strongly encouraged to recommend ROKA Officers, NCOs and KATUSA Soldiers for US decorations upon PCS or ETS in cases of exceptional performance.

c. US decorations and badges will be announced in orders published by the awarding authority. Two copies of orders will be furnished to the Commander, ROKA Support Group, through ROKA Staff Offices.

d. ROKA HQ has consented to the awarding of the following badges and appurtenances to KATUSA Soldiers by Eighth Army if they meet the eligibility criteria outlined in the applicable US Army directives. MSCs are encouraged to establish programs for the award of these badges:

- (1) Drivers Badge.
- (2) Expert Soldier Badge.
- (3) Expert Infantry Badge.
- (4) Mechanic Badge.
- (5) Weapons Qualification Badge.
- (6) Expert Field Medical Badge.
- (7) Air Assault Badge.

e. US decorations, badges, and appurtenances will be presented in an appropriate ceremony. Presentation will be made at the recipients US Army unit. Such ceremonies should receive appropriate publicity, both in US and Korean press circles.

f. KATUSA Soldiers are also eligible for ROKA awards. The unit ROKA Staff Offices can provide guidance on procedures for recommending ROKA awards to KATUSA Soldiers. KATUSA Soldier Supervisors will submit KATUSA Soldier's award after promoting to Corporal through the Global Electronic Approval Routing Systems (GEARS) (Link\*).

g. KATUSA Soldier Lapel Button. The KATUSA Soldier Lapel Button is a gratuitous issue item.

(1) The following requirements must be met to be eligible for award of the KATUSA Soldier Lapel Button:

(a) The individual must have been a ROKA Soldier who has been assigned as a KATUSA Soldier to a US Army unit or activity must have served honorably throughout their period of assignment.

(b) The individual must be separating from active duty with the ROKA.

(c) Disqualifying characterization of service for the award of the KATUSA Soldier Lapel Button is identical with that used for the Army Lapel Button (AR 670-1).

(2) Issuance requirements:

(a) The KATUSA Soldier Lapel Button will be awarded to all eligible KATUSA Soldiers.

(b) US Army unit Commanders will coordinate with their ROK Staff Officer or NCO to obtain the Commander, ROKA Support Group, concurrence prior to presentation of the KATUSA Soldier Lapel Button.

(c) The US Commander or a designated US Army commissioned Officer will present the lapel button prior to separation from active service during a troop formation or other appropriate ceremony.

(3) Orders will not be published to verify award of the KATUSA Soldier Lapel Button but units will maintain, for a period of one year, a roster containing the name, serial number, and ETS date of each KATUSA Soldier issued the lapel button.

(4) Restocking of the KATUSA Soldier Lapel Button will be accomplished through supply channels in the same manner as the Army Lapel Button.

h. In order to express thanks to the parents of KATUSA Soldiers for their son's loyal and selfless service, Commanders will present a Unit Scroll of Gratitude to the KATUSA Soldier prior to or upon discharge from the ROKA. The unit will maintain a roster of issue for one (1) year. The unit will prepare the Scroll of Gratitude for each ETSing KATUSA Soldier at least 30 days prior to ETS. The Scroll of Gratitude will be developed by the unit and prepared in the following manner:

(1) The standard name line will be entered on the scroll and will include the KATUSA Soldier's rank (do not abbreviate), name (family name and given name) and unit of assignment in upper case letters. It must be centered and typed in the space below the line that reads, "is presented to the family of."

(2) The scroll(s) will be signed on the bottom left by the first Lieutenant Colonel (LTC) in the KATUSA Soldiers' chain of command. The signature block placed at the lower left of the scroll and the standard name line will be typed using a 12 pitches or font.

#### **4-2. Efficiency Reporting**

ROKA Officers and ROKA Staff NCOs (SSG-CSM) receive efficiency reports while serving with the US Army. Efficiency reports for those personnel are rendered by ROKA staff and LNOs as well as by the Commander, ROKA Support Group, IAW ROKA policy.

a. US Army Commanders and US Army supervisors of ROKA personnel should provide written efficiency report comments for both ROKA Officers and ROKA Staff NCOs.

b. Written efficiency report comments, if rendered, will be addressed to either the rated Soldier's rater or the Commander, ROKA Support Group.

#### **4-3. Identification Card (Base Pass) Issue/Reissue**

In order for KATUSA Soldiers and ROKA Staff personnel to be issued/reissued the Defence Biometric Identification System (DBIDS) Card, USFK Form 82-E signed by a LTC or GS-14 or above who have signature authority must be submitted to the authorized issuing section. This includes ROK Army personnel (Officers and NCOs) assigned to the KATUSA Soldier Program that are serving with the US Army and their spouse and children under the age of 18 years old. The US Army has established a DBIDS Card issuing policy for KATUSA Soldiers and ROK Army personnel (Officers and NCOs) assigned to the KATUSA Soldier Program. Additionally, USFK Reg190-7, Installation Access Control System, provides in-depth guidance.

a. The Chief of KTA will make initial issue of DBIDS Card for KATUSA Soldiers to obtain an identification card (base pass). Base passes will be issued to ROKA Officers and NCOs at the post of assignment. These base passes have an expiration date one (1) week after the anticipated date the ROKA Officer or ROKA Staff NCO is expected to return to the ROK Army. For KATUSA Soldiers, the base pass has an expiration date one (1) week after the KATUSA Soldier's ETS date.

b. Reissue of the base pass is allowed under the following conditions: whenever the DBIDS Card or CAC is lost, stolen, or mutilated, or the expiration date on the existing card is about to occur and the ROKA Officer, Staff NCO, or the KATUSA Soldier is not returning to the ROKA.

#### **4-4. Leaves, Passes, and Holidays**

a. Leave. Leave policies and procedures for ROKA personnel serving with the US Army are the responsibility of the Chief of Staff, ROKA, and are administered through the Commander, ROKA Support Group. ROKA Staff Officers and ROKA Staff NCOs will inform the US Commander when KATUSA Soldiers are to take ROKA directed leave. Leaves directed by the ROKA cannot be canceled or changed without coordination with the ROKA Staff Officer. There are four (4) types of leave: ordinary, compassionate, official, and special.

(1) Ordinary leave is authorized as follows:

(a) ROKA Officers and ROKA Staff NCOs in the grades of staff sergeant and above are authorized 21 days ordinary leave during a calendar year. Leave absences for these personnel are required to be coordinated with the US supervisor and/or unit Commander. Unit Commanders will be notified 30 days prior to scheduled leave so that better planning of critical events requiring ROKA personnel can be made.

(b) Per ROKA Regulation 120, KATUSA Soldiers are authorized 24 days of ordinary leave proportional to their 18 Months service period. KATUSA Soldier leaves should be planned IAW the unit's mission and can be taken as desired by the KATUSA Soldier during his active duty service. Although KATUSA Soldiers are authorized 24 days of leave during their service, no leave period can exceed fifteen (15) consecutive days, unless the requester receives advance signatory approval from the OIC/NCOIC. Additionally, the scheduling of the leave should be based on the KATUSA Soldier's personal and the unit's requested schedule. The Units ROKA Staff Office (RSO) will prepare and distribute to Commanders a monthly report of projected KATUSA Soldier leaves for the next 30-day period no later than the 15<sup>th</sup> of the preceding month to allow Company 1SGs to develop an effective duty roster to avoid conflict between KATUSA Soldier's leave and important unit events. This report will list the name, rank, service number, and dates of projected leave. Commanders must coordinate with the supporting ROKA Staff Officer/NCO prior to disapproving ROKA directed leave for KATUSA Soldiers.

(c) ROKA personnel whose home of record is situated at remote or island area can be authorized an additional 2 more days in consideration of the transportation, distance, and the required travel. Also, a KATUSA Soldier who has permanent residency or citizenship to a foreign country, and whose destination of leave is located in foreign areas, is eligible to obtaining up to five (5) additional days in consideration of the transportation, and the required travel time. However, additional travel time will not be granted for short term business trips or parent visits and personal trips.

(d) During extended periods of increased force protection, without revocation of leaves by the Republic of Korea Army, KATUSA Soldiers will be allowed to take programmed leave. Commanders at the LTC level or higher may postpone a KATUSA Soldier's leave if the Soldier's presence is required in the implementation of force protection measures. The Commander will closely monitor the requirements for the Soldier's presence and will allow him to take programmed leave as soon as his presence is no longer required. Programmed leave should not be postponed more than 30 days. Commanders will also monitor any leave backlogs and ensure that the backlog does not adversely affect unit readiness.

(2) Compassionate Leave. Compassionate leave is authorized in cases of necessity as outlined below. ROKA personnel and KATUSA Soldiers who need compassionate leave must submit required documents to his supporting ROKA Staff Office.

(a) A KATUSA Soldier that has wound(s) or illness, or has to take care of his family (parents, parents in law, wife, or child) is eligible to receive up to 30 extra days of leave. However, if the KATUSA Soldier is on leave and asks for approval to be hospitalized in civilian medical institutions, he can obtain Compassionate Leave for a maximum 10 more days, but must IAW the civilian medical institution's recommendation. If the expected hospitalization exceeds 10 days, he has to be hospitalized in armed forces hospital. These leave times must be coordinated with the KATUSA Soldiers US unit.

(b) Death of family member: 1 to 5 days.

(c) Marriage: 5 days (Marriage of their child 1 day).

(d) Natural Disaster or Disaster Relief Leave: Up to 5 days.

(e) For childbirth of ROKA Army Officer or NCO parent, Soldiers can request 10-days of leave according to the number of their children. Soldiers guidance follows: childbirth of married KATUSA Soldiers, they can request up to 10 days of leave, and can request special Memorial Day such as Dol (first birthday of a child) can request up to two (2) days of leave.

(f) Adoption: 20 days.

(g) The request of leaves on occasions that are not mentioned above, such as family gathering and personal issues, the applicant can be authorized up to 7 days that are deducted from his ordinary leaves.

(3) Official leave. Official leave is leave authorized to perform official duties (e.g., visits to national organization due to official duty, court appearances, legal voting, illness or injury from official duties (maximum 30 days), competitive examinations for attendance at military schools, absence from work due to natural disaster, traffic isolation, health examination, etc.). Official leave is not chargeable as ordinary leave.

(4) Special Leave. IAW ROKA leave policy, recreational leave and reward leave may be granted after coordination between the ROKA Staff Officers/NCO and unit Commander ICW ROK Army Regulation 120, Clause 2: Leaves.

(5) While on leave, ROKA personnel will keep their ROK Government civilian identification card, their USFK Form 37EK, and ROKA leave authorization signed by appropriately designated ROKA Staff personnel. Units will maintain a control log of KATUSA Soldier leaves on file for a period of one year.

b. Pass. The granting of pass privileges is a function of command. The KATUSA Soldier pass privilege will be extended by the Commander in the same manner as pass privileges to US Army enlisted personnel. Some ROKA training requirements may only be fulfilled after normal duty hours. If a KATUSA Soldier, for example, is required to participate in ACFT training during off-duty hours, he is considered on-duty and not eligible for a pass. US supervisors, ROKA Staff Officers, and/or ROKA Staff NCOs may make recommendations to the Commander concerning the granting or denying of pass privileges to KATUSA Soldiers. Commanders should give serious consideration to these recommendations.

(1) The Commander, ROKA Support Group, will establish general pass policies such as duration, location, and distance requirements and procedures for ROKA personnel IAW ROKA regulatory guidance. This does not prevent the unit Commander from exercising control over his unit pass program or granting or denying a KATUSA Soldier a pass. Weekday passes are allowed during duty hours until daily ROKA required headcount formation (normally 2100 hours) on the day of return. Passes for the weekend or other time periods: KATUSA Soldiers must be in their barracks for daily ROKA required headcount formation on last day of pass. KATUSA Soldiers must have the pass form in their possession (EA FL17-1EK-R). For both passes and leaves, KATUSA Soldiers must be in their barracks by daily ROKA required headcount formation hour on the day of return and must have their approved pass/leave form in their possession. KATUSA Soldiers can leave post after 2100 hours on special occasions after the approval from RSG's staff officer or NCO. KATUSA Soldiers must return to their barracks by 0100 hours.

(2) KATUSA Soldiers are authorized to receive a 5-day pass if it spans a Korean or US Holiday period that also includes a weekend or an authorized US Training Holiday. RSG will issue a special pass to KATUSA Soldiers under these circumstances.

(3) Commanders will establish uniform pass policies and procedures for both US Army and ROKA personnel. Specifically, the percentage of ROKA personnel authorized to be absent on pass will be the same as that established for US Army personnel unless a more stringent requirement is established by the ROKA Support Group. Pass controls for ROKA personnel will be identical to those established for US Army personnel. This includes the granting of passes to KATUSA Soldiers on normal or shift duty hours. Additionally, ROKA personnel may retain their passes in their possession at all times if such is the policy for US Army personnel.

(a) KATUSAs begin and terminate leave and passes on post, at the duty location from where Soldiers normally commute to duty before consecutive leave and pass begins.

(b) KATUSAs can take one leave period ICW pass. (ex. pass-leave, or leave-pass)

(c) KATUSAs can take one leave period ICW two passes. (ex. pass-leave-pass)

(d) KATUSAs cannot take pass in between two periods of leave. (ex. leave-pass-leave, or leave-pass-leave-pass)

(4) KATUSA Soldiers must have the following documents in their possession whenever on extended pass (in excess of one day or overnight)

(a) USFK Form 37EK, USFK Pass/ID - KATUSA.

(b) ROKA Leave Authorization, if travel is performed outside their normal duty station.

(5) In the event that a KATUSA Soldier has a serious health problem or is an emergency situation, the ROKA Staff Officer or NCO can release the KATUSA Soldier on pass and must immediately notify the KATUSA Soldier's US Army unit Commander.

DATE : \_\_\_\_\_  
CONTROL # : \_\_\_\_\_

MEMORANDUM FOR (수신) : \_\_\_\_\_

SUBJECT: Authority for Leave/Pass, ROKA/KATUSA Soldier Personnel

제 목 : 한국군/카투사 요원 휴가/외출 인가

1. You are authorized \_\_\_\_\_ days leave/pass effective \_\_\_\_\_. Unless sooner recalled, you will return to your unit not later than \_\_\_\_\_.

귀하는 \_\_\_\_\_ 년 \_\_\_\_\_ 월 \_\_\_\_\_ 일부터 \_\_\_\_\_ 일간 외출이 인가되었다. 복귀 명령이 없는 한 귀하는 \_\_\_\_\_ 년 \_\_\_\_\_ 월 \_\_\_\_\_ 일 이내에 귀대한다.

2. The address at which you can be located while on leave/pass will be:

휴가/외출중 귀하가 거주할 수 있는 주소 :

3. You are advised that you may be recalled from pass. If operational necessity dictates such action, if martial law is declared, if a national emergency arises or if a notification of misconduct by you is received.

작전상 필요시, 계엄령 선포시, 국가 긴급사태 발생 또는 본인의 비행통보가 접수되었을 시 조기 귀대를 명할 수 있다.

4. Type of leave/pass: \_\_\_\_\_.

휴가/외출의 종류 : \_\_\_\_\_.

5. Authority: ROK Presidential decree 2465, 15 March 1966 and AK Regulation 600-2.

근거 : 대한민국 대통령령 2465 (1966 년 3 월 15 일자) 및 미 육군 사령부 규정 600-2.

DISTRIBUTION (수신처) :

2-Individual concerned (본인)

1-CDR, ROKA Spt Gp (미 8 군 한국군 지원단장)

1-Unit CDR (소속부대장)

1-Duty Section (소속부서)

EA FL 17EK-R, 1 March 99

#### **Figure 4-1. Authority for Leave/Pass, ROKA/KATUSA Soldier Personnel (Memo)**

c. Holidays.

(1) The ACoS, J1, USFK, will announce all Korean national Holidays and special Holidays (e.g., national election days) affecting ROKA personnel to MSCs.

(2) ROKA personnel serving with the US Army may be excused from duty by their units in the same manner as US Army personnel are excused from duty.

(3) ROKA personnel serving with the US Army will be allowed to observe Five (5) Korean national Holidays as shown in table 4-1, or as directed in USFK Holiday Schedule for Fiscal Year (FY). The rest of the Korean national Holidays will be substituted for and compensated with US Holidays.

**Table 4-1**  
**Korean National Holidays**

ROK Army Support Group and KATUSA Soldier Korean National Holidays will be observed IAW the Fiscal Year USFK Holiday Schedule, unless designated a ROK Holiday by ROK Government or ROK Army. The Fiscal Year USFK Holiday Schedule identifies and lists US and Korean Holidays, including US training Holidays, that encompass US and ROKA Soldiers, US and ROK Civilian Personnel and KATUSA Soldiers.

HOLIDAY	KATUSA Holiday Dates	KATUSA Holiday YES - Observed, NO - Not Observed
New Year's Day	1 January	YES
Seol-Nal (Lunar New Years)	* Date varies	YES * Date Varies
Independence Movement (Sam Il) Day	1 March	NO
Children's Day	5 May	NO
Buddha's Birthday	** Date varies	YES ** Date Varies
Memorial Day	6 June	NO
Liberation Day	15 August	NO
Chu-Sok Day	*** Date varies	YES *** Date Varies
Armed Forces Day	1 October	NO
National Foundation Day	3 October	NO
Hangul Day	9 October	NO
Christmas Day	25 December	YES 25 December
Other Holidays	Designated by Republic of Korea Government (ROKG)	YES, Designated by Republic of Korea Government (ROKG), NO, If not KATUSA Holiday

\* Dates vary based on Lunar Calendar Year; as directed in USFK Holiday Schedule for Fiscal Year (FY).

\*\* Lunar Calendar Year April 8<sup>th</sup>.

\*\*\* Lunar Calendar Year 14, 15, 16 August.

**Note.** KATUSA Soldiers are authorized to receive a 5-day pass if it spans a Korean or US Holiday period that also includes a weekend or an authorized US Training Holiday. RSG, ICW ROKA Guidance, will issue a special pass to KATUSA Soldiers under these circumstances.

(4) Unit Commanders, due to the unit's mission, field exercises, etc., may require KATUSA Soldiers to work on Korean National Holidays or Holidays on the Fiscal Year USFK Holiday Schedule, unless designated a ROK Holiday Schedule, unless designated a ROK Holiday by ROK



Government or ROK Army. If such action is warranted, the unit Commander should coordinate with his unit ROKA Staff Officer in advance of the announced Holiday and approve an alternate date for KATUSA Soldiers to be off-duty as compensatory time. Compensatory time will be granted as soon as possible during normal duty days after the missed Holiday.

(5) KATUSA Soldiers will be treated in the same manner as US Soldiers in reference to US Holidays.

(6) In order to treat both KATUSA Soldiers and US Soldiers equitably, DA Form 6 (Duty Roster) will be strictly followed IAW AR 220-45, regardless of whether a US or KATUSA Soldier performs duty on an American or Korean Holiday. Duty performed on US Holidays will be entered as Holiday duty for both US Soldiers and KATUSA Soldiers. Duty performed on approved KATUSA Soldier ROK Holidays, IAW Fiscal Year USFK Holiday Schedule, will be entered as normal duty for US Soldiers and as Holiday duty for KATUSA Soldiers.

#### **4-5. Official Travel Outside the Republic of Korea**

Unofficial travel regardless of service purposes for KATUSA Soldiers and RSG Personnel outside the Republic of Korea to another country will be coordinated in advance with the ROKA Support Group. Applicants for such travels must provide necessary documents through designated regional RSOs a month before their departure, with exception for emergency situations. The following ROKA Forms are required: Two (2) Unofficial Travel Authorization Forms; One (1) Leave Order Allowance Form; and One (1) Leave Schedule Form. Applicants who received authorization for foreign travel must obtain their passport from ROK Government agency before they conduct their travels. Other details of travel must be in accordance with ROK Army Regulation 120's (4 December 2015), 6th Chapter, 5th Clause, Unofficial Foreign Travels.

### **Chapter 5 Personnel Services**

#### **5-1. Army Suggestion and Incentive Awards Programs**

ROKA personnel serving with the US Army are encouraged to partipate in the Army Suggestion and Incentive Awards Programs. The suggestion program regulation, however, prohibits all ROKA personnel from receiving monetary award payments (See AR 672-20).

#### **5-2. Health Services**

a. KATUSA Soldiers and ROKA staff/liaison personnel serving with Eighth Army will be provided medical and dental services based on current agreements, customs, and practices. Charges resulting from these services will be at the same rate as applicable to US personnel.

b. Induction standards listed in AR 40-501, chapter 2, will be followed. The unit Commander will request the Commander, ROKA Support Group, to return the individuals who do not meet the established criteria to the ROKA through medical channels.

c. Medical.

(1) KATUSA Soldiers and ROKA staff/liaison personnel serving with Eighth Army will be:

(a) Provided the same level of medical care and services at all US Medical Treatment Facilities as provided to US Armed Forces personnel. Medical care for dependents is not authorized. Care exceeding the capabilities of the US medical facilities or care, which requires

long-term treatment, will be referred to the nearest ROKA treatment facility. US Armed Forces will provide or coordinate for a medical vehicle when a KATUSA Soldier or ROKA RSG patient must be transported from a US Medical Treatment Facilities to a ROKA or civilian hospital for additional treatment.

(b) Immunized against any communicable disease deemed necessary by the Eighth Army Surgeon. The PHS Form 731 (International Certification of Vaccination) will be prepared and issued by the medical treatment facility accomplishing the immunizations as a part of ROKA personnel in-processing.

(2) Dropped from the morning report of the unit assigned or attached with the following entry: "Evacuated to ROKA medical installation, designation unknown," when evacuated from a US medical treatment facility to a ROKA medical treatment facility. Commanders of US medical treatment facilities receiving or transferring ROKA personnel serving with the US Army will forward admission and disposition sheets to the individuals' parent unit. Commanders of the units receiving ROKA personnel who have been evacuated or transferred through medical channels will notify the ROKA Support Group through ROKA administrative channels.

(3) If a KATUSA Soldier requires convalescence after they are treated at US medical facility, convalescence leave may be permitted via coordination between the Commanders of 65th MED BDE and ROKA Support Group.

d. Mental illness. KATUSA Soldiers with mental illness impair readiness in Eighth Army and they are a potential danger to themselves (suicidal) or others (homicidal).

(1) KATUSA Soldiers are subject to the procedures specified in this section when they are referred for evaluation of mental illness by a competent authority. Screening and notification procedures are as follows:

(a) The ROKA Support Group will establish a screening process at the KTA to identify those new KATUSA Soldiers who have mental illness or a predisposition for mental illness. When the KTA screening program identifies a new KATUSA Soldier with actual or suspected mental illness, the Soldier will be sent to ROK Army Hospital for a psychiatric evaluation. During training at the KTA if KATUSA Soldier is identified as possibly having a mental illness, that Soldier will be sent to ROK Army Hospital for further evaluation. The Commander, ROKA Support Group, will consider the recommendation when determining the disposition of a KATUSA Soldier on a case-by-case basis. The Commander, ROKA Support Group, will transfer to the ROKA all KATUSA Soldiers determined to be mentally ill, and will notify Director Eighth Army G37 TREX IAW US Army standards.

(b) KATUSA Soldiers who have graduated from KTA and who develop symptoms of mental illness while assigned to an Eighth Army unit will be referred and treated for mental illness conditions through normal Eighth Army medical channels. KATUSA Soldiers, who are presented to the 2ID Psychiatrist with symptoms of mental illness, will have their cases referred to the Brian D. Allgood Army Community Hospital (BDAACH) Department of Psychiatry for further evaluation. The BDAACH will notify the ROKA Affairs LNO, Eighth Army, G37 TREX, and the MSC S-1 to which KATUSA Soldier is assigned, of all KATUSA Soldiers referred to the BDAACH Department of Psychiatry for psychiatric evaluation, and who are diagnosed as being mentally ill or who exhibit symptoms of mental illness. The BDAACH Department of Psychiatry will provide an abbreviated medical report to the Director, Eighth Army, G37 TREX, and MSC Commander upon request. G37 TREX will notify the ROKA Support Group of the diagnosis.

(c) A KATUSA Soldier referred to the BDAACH Department of Psychiatry will remain in custody of the BDAACH until a qualified psychiatrist recommends that he either return to duty or be dismissed from the KATUSA Soldier program. The Commander, BDAACH, through the Director, Eighth Army, G37 TREX will forward the recommendation of the psychiatrist, to the Commander, ROKA Support Group.

(d) When a KATUSA Soldier is transferred from the BDAACH to a ROKA military hospital, he is considered to be under the custody of the ROKA. The ROKA Support Group will notify the G37 TREX if the ROKA military hospital elects to permanently transfer the Soldier to the ROKA. If, after treatment, the ROKA military hospital determines the KATUSA Soldier is mentally fit for duty and elects to return the Soldier to Eighth Army, the Soldier will be transported directly to the ROKA Support Group where the Commander, ROKA Support Group, will reconsider the Soldier's final disposition.

(e) The Commander of the MSC to which a KATUSA Soldier is assigned will also submit a recommendation to the Commander, ROKA Support Group (through the Director, Eighth Army, G37 TREX) regarding the final disposition of the KATUSA Soldier. This recommendation will be submitted with the assistance and coordination of MSC ROKA Staff Officers. Commanders will ensure that recommendations for elimination are based on mental illness and not on leadership problems. The Commander, ROKA Support Group, will examine the medical report, Commander's recommendation, and any other available information regarding the KATUSA Soldier. After successful treatment for mental illness, the Commander, ROKA Support Group, will determine the disposition of the KATUSA Soldier (return to duty or release from KATUSA Soldier Program). KATUSA Soldiers determined to be mentally unfit by BDAACH will be returned to the ROKA for treatment.

(f) Under no circumstances will the BDAACH authorities release a KATUSA Soldier treated for mental illness, or symptoms of mental illness, back to his unit until the Commander, ROKA Support Group, has made a decision on his disposition.

(2) The criteria considered by the Commander, ROKA Support Group, for releasing a Soldier from the KATUSA Soldier program for reassignment to a ROKA command or medical facility include, but are not limited to, the following:

(a) Recovery potential of KATUSA Soldier.

(b) KATUSA Soldier's ability to contribute to Eighth Army in any capacity (change of unit or MOS is possible).

(c) KATUSA Soldier's propensity for being a danger to himself or to other Soldiers.

e. Dental. KATUSA Soldiers serving with Eighth Army will generally be afforded the same dental care at all times as their US counterparts. KATUSA Soldiers are not entitled to continued dental treatment after ETS or after transfer to the ROKA. Treatment of dependents is not authorized.

f. Optical. KATUSA Soldiers serving with the US Army will be afforded the same optometric care as their US counterparts. Dependent care is not authorized.

g. Promotion to Corporal Required Health Check for KATUSA Soldiers.

(1) IAW the ROK Government Law “Amendment to the Regular Health Examination and Counseling Law for Soldiers”, each KATUSA Soldier is now required to have a Corporal Health Check examination. This Health Check must be conducted either three (3) months prior or three (3) months after promotion to Corporal. U.S Units must fully cooperate to facilitate this examination.

(2) Each Area RSG must coordinate the examination procedure ICW the local military hospital as shown below:

(a) Area I RSG: Armed Forces Yangjoo Hospital (Yangjoo, Kyeonggi-do).

(b) Area III RSG: Armed Forces Capital Hospital (Bundang, Kyeonggi-do).

(c) Area IV RSG: Armed Forces Daegu Hospital (Kyeongsan, Kyeongsangbuk-do).

(3) Each Area RSG will determine the number of Corporal Required Health Checks for KATUSA Soldiers, and coordinate as required with U.S Units on a monthly basis.

(4) Transportation to the Health Check for KATUSA Soldiers provided only ICW legal requirement(s).

### **5-3. Inspector General**

ROKA personnel assigned or attached to US Army units do not require any extraordinary policies or procedures with respect to Inspector General activities. ROKA personnel serving with the US Army have the same rights and privileges as their US counterparts. The provisions of AR 20-1 are applicable. Commanders will provide the location and related information pertaining to the right to present complaints to, and/or request assistance from, Eighth Army or ROKA inspectors general.

### **5-4. KATUSA Soldier Post Exchanges (PXs) and KATUSA Soldier Snack Bars**

a. KATUSA Soldier Post Exchange (PXs). Ministry of National Defense Welfare Agency (MNDWA) operates KATUSA Soldier PXs on Army installations in Korea with the assistance of the Garrison Commander. These KATUSA Soldier PXs are operated on a nonprofit basis, and merchandise is sold at cost. Items sold are from a standard inventory and consist mainly of snacks, beverages, toiletries, and health and comfort items. No high value or export-only goods may be sold.

(1) Garrison Commanders desiring to establish a KATUSA Soldier PX will submit a request to the Commander, ROKA Support Group (RSG), ATTN: Chief of Support, RSG. The Garrison Commander will be obligated to provide approximately 700 square feet of space in a building that has had its doors and windows reinforced for security purposes. Additionally, water, heat, telephone, and electricity must be provided without charge. In return, representative of ROK Ministry of National Defense Welfare Agency (MNDWA) will be completely responsible for the day-to-day operation of the KATUSA Soldier PX, to include all administration, finances, stocking, transportation of goods, accountability, and manning IAW the jointly approved Memorandum of Agreement (MOA) between RSG and the Garrison Commander.

(2) Although the ROK MNDWA provided Operator of each KATUSA Soldier PX is responsible for maintaining the PX outlet in a sanitary and orderly condition, the Garrison Commander must conduct monthly health and sanitation inspections to ensure standards are maintained. Additionally, the Garrison Commander must ensure the KATUSA Soldier PX outlet is in good repair and that fire prevention and safety standards are maintained. When any of these standards or conditions are not being met, the Operator will be given not more than 30 days to

make corrections. If, after 30 days, standards and conditions have not been raised to the minimum acceptable level, Garrison will be notified in writing. The Director, Eighth Army, G37 TREX, will take action through the Commander, ROKA Support Group.

(3) The sponsoring unit will sign for the facility from their United States Army Garrison (USAG) DPW Master Plans and must ensure the KATUSA Soldier PX outlet is in good repair and that fire prevention and safety standards are maintained IAW building manager SOP.

(4) Patronage of KATUSA Soldier PXs by United States Forces Korea (USFK) personnel is permitted or as established in the joint MOA.

(5) KATUSA Soldier Post Exchange Operations Memorandum of Agreement (MOA) Sample.

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Sample: KATUSA Soldier Post Exchange Operations Memorandum of Agreement (MOA).

**Memorandum of Agreement (MOA)**  
**합의각서**  
**KATUSA Soldier Post Exchange Operations**  
**카투사 PX 운영**

1. The purpose of this is to outline KATUSA Soldier Post Exchange operations and responsibilities on US Military garrisons and installations in the Republic of Korea.

1. 이 합의각서의 목적은 한국에 있는 미군 기지 내의 카투사 PX 의 운영과 책임에 대한 책임을 규정하기 위함이다.

**2. Responsibilities:**

2. 책임:

a. The ROK MND Welfare Agency:

a. 대한민국 국방부 복지단:

(1) Operates KATUSA Soldier PXs on US Eighth Army installations with the assistance of the Garrison Commander.

(1) 기지사령관의 도움을 받아 한국군 카투사 PX 를 운영 한다.

(2) Ensures that KATUSA Soldier PXs operate on a nonprofit basis, sell merchandise at cost, and sell items from a standard inventory, consisting mainly of snacks, beverages, toiletries, and health and comfort items.

(2) 카투사 PX 가 이윤창출을 목적으로 하지 않으며 판매되는 물품들이 정해진 가격의 한정된 물품들이어야 한다. 또한, 판매되는 물품들은 과자류, 음료, 화장실 용품, 건강용품, 편의품들이 주가 되어야 한다.

**Figure 5-1. KATUSA Soldier Post Exchange Operations**  
**Memorandum of Agreement (MOA)**

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(3) Ensures that no entity sells high value or export-only goods.

(3) 수출전용 물품이나 높은가격의 물품이 판매되지 않도록 한다.

(4) Responsible for the day-to-day operations of the KATUSA Soldier PX, to include all administration, finances, stocking, transportation of goods, accountability, and manning as jointly approved between ROK Army Support Group and the Garrison Commander.

(4) 카투사 PX의 일일 운영과 관련된 책임이 있으며, 이는 관리, 재정, 재고, 운송, 회계, 인력 소요의 책임이다. 이러한 책임에 대한 승인은 한국군지원단과 기지사령관에 의해 공동으로 승인 된다.

(5) Each KATUSA Soldier PX is responsible for maintaining the PX outlet in a sanitary and orderly condition.

(5) 각각의 카투사 PX 시설은 시설의 외관을 깨끗하게 유지하는데에 각자 책임을 가진다.

**b. Garrison Commanders:**

**b. 각 기지사령관:**

(1) Provide approximately 700 square feet of space in a building that has had its doors and windows reinforced for security purposes. Additionally, water, heat, telephone, and electricity must be provided without charge.

(1) 문과 창문이 보안상의 이유로 강화된 대략 700 평방 피트의 건물을 제공한다. 추가적으로 물, 온도조절, 전화, 그리고 전기가 무상으로 제공되어야 한다.

(2) Conduct monthly health and sanitation inspections to ensure standards are maintained.

(2) 기준에 부합할 수 있도록 매달 건강과 위생점검을 실시한다.

(3) Ensure the KATUSA Soldier PX outlet is in good repair and that the Operator maintains fire prevention and safety standards. When any of these standards or conditions are not being met, the Operator will be given no more than 30 days to make corrections. If, after 30 days, standards and conditions have not been raised to the minimum acceptable level, RSG and G37 TREX will be notified in writing. The Director, Eighth Army, G37 TREX, will take action through the Commander, ROKA Support Group.

(3) PX 출입구의 상태가 화재 예방과 안전 기준에 부합하도록 좋게 유지한다. 이러한 기준이나 조건에 하나라도 미치지 못하는 경우, 사업자는 이 기준에 30 일 내로 도달해야 한다. 30 일이 지났음에도 불구하고 정해진 조건에 아직 미치지 못하는 경우, 한국군지원단과 G37 TREX에 보고된다. 한국군지원단장을 통해, 미 8 군 훈련처장은 조치를 취해야 한다.

**c. Area ROK Army Support Group Commanders:**

**c. 한국군 지원단 지역대장:**

(1) Responsible for the day-to-day operation of the KATUSA Soldier PX, to include all administration, finances, stocking, transportation of goods, accountability, and manning as jointly approved between ROK Army Support Group and the Garrison Commander.

(1) 카투사 PX의 일일 운영과 관련된 책임이 있으며, 이는 관리, 재정, 재고, 운송, 회계, 인력 소요의 책임이다. 이러한 책임에 대한 승인은 한국군지원단과 기지사령관에 의해 공동 승인 되었다.

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**Figure 5-1. KATUSA Soldier Post Exchange Operations  
Memorandum of Agreement (MOA) - Continued**

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(2) Inspect each KATUSA Soldier PX to ensure proper sanitary and orderly condition monthly.

(2) 카투사 PX 의 청결한 상태 유지를 위하여 매월 점검을 실시한다.

(3) Ensures all ROK Army Regulations and policies are followed at the KATUSA Soldier PX.

(3) 카투사 PX 에서 한국군 규정과 방침이 지켜지도록 보장한다.

3. Patronage of KATUSA Soldier PXs is authorized by:

3. 카투사 PX 관련된 후원은 다음에 의해 공인된다.

KATUSA Soldiers \_\_\_\_ USFK Personnel (Military/Civilian) \_\_\_\_ ROK Military Personnel \_\_\_\_  
카투사 병사들 \_\_\_\_ USFK 인원 (군/민간인) \_\_\_\_ 한국군 인원 \_\_\_\_

4. This MOA will remain in effect for a period not to exceed two (2) calendar years. After two (2) years all activities will require review and signature in order to reestablish the MOA if warranted.

4. 이 메모랜덤은 2 년 이하의 기간동안 효력을 발휘한다. 2 년이 초과될 시, 메모랜덤에 나와있는 규정의 보완이 요구될 경우 모든 활동이 검토되고 서명될 것이다.

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ROK MND Welfare Agency  
한국 국방부 복지단  
Representative  
대표

---

Garrison  
지역  
Commander  
사령관

---

Area ROKA Support Group  
지역 한국군지원단  
Commander  
지역대장

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**Figure 5-1. KATUSA Soldier Post Exchange Operations  
Memorandum of Agreement (MOA) - Continued**

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b. KATUSA Soldier Snack Bars.

(1) KATUSA Soldier Snack Bars. KATUSA Soldier snack bars are concessions operating on Eighth Army installations under ROK Government license IAW AK Reg 600-2, appendix K license and agreement to operate a KATUSA Soldier Snack Bar that is reviewed, approved, and signed by the Garrison Commander. The approved Eighth Army license that will be used throughout Eighth Army is at appendix K. This basic license will be used but Garrison Commanders ICW Garrison may authorize addendums, approved by the local SJA and provided to the Eighth Army KATUSA Program Office, for the local area. The concessionaire pays a monthly fee in won for the right to operate a KATUSA Soldier snack bar. This fee includes 10% of gross monthly sales for food and beverages, ₩2,000,000 won per month, whichever is greater and 10% of the total profit for cigarettes. After coordination between the Garrison Commanders and the sponsoring unit command may establish a lower rate to ensure that an area is not deprived of the services of a KATUSA Soldier snack bar. This lower rate should be based on actual data obtained through observation or surveys of business. Garrison Commanders will establish an area KATUSA

Soldier welfare fund with the money received from concessionaires to support all units within the area. Garrison Commanders may authorize the establishment of an installation level KATUSA Soldier welfare fund to support KATUSA Soldiers assigned to a specific installation.

(2) Any Commander of a unit with KATUSA Soldiers assigned may seek the establishment of a KSB in their area, but only the Garrison Commanders can approve the establishment of a KSB. The unit Commander will submit a request by memo to the Garrison Commander and attach a copy of the license agreement. An adequate building with water, heat, electricity, and refrigeration will be provided without charges.

(3) Responsibilities of the Eighth Army KATUSA Soldier Program Manager, G37 TREX include.

(a) Developing policy oversight responsibility for KATUSA Soldier snack bar operations.

(b) Conducting all KSB OIP IAW 8A KATUSA Soldier Program Organizational Inspection Program (OIP) checklist when conducting an 8A MSC's Organizational Inspection Program (OIP).

(4) Responsibilities of the ROK Army Support Group HQs include.

(a) Assisting 8A G37 with policy oversight responsibility for KATUSA Soldier Snack Bar operations.

(b) Providing guidance and directives as required to Area ROK Army Support Groups for KATUSA Soldier snack bar operations.

(5) Garrison Commanders. The Garrison Commander will ensure that.

(a) Each concession license is assigned a license number and a copy of the license is maintained with the KATUSA Soldier Welfare Fund custodian. The license number will consist of an area identifier followed by a sequential serial number followed by a year identifier (i.e. A1-001-16 – indicates the first contract in Area I for 2016). A copy of the approved license will be forwarded to 8A G37 TREX.

(b) Appoint an area KATUSA Soldier Program manager, a KATUSA Snack Bar manager, and a KATUSA Soldier Welfare Fund custodian (an individual can be appointed to all positions) in the grade of SFC (E-7)/GS-7 or above in writing to manage the KATUSA Soldier Program, supervise and manage KSB activities, and/or the collection and disbursement of funds IAW this regulation. The Garrison Commander may authorize subordinate installations to operate KATUSA Snack Bars and a KATUSA Soldier Welfare Fund. If this is the case, the Garrison Commander will ensure that the subordinate fund custodian complies with all regulatory requirements.

(c) The KATUSA Soldier Welfare Fund custodian is informed of all KATUSA Soldier Snack Bar operations within his area.

(d) All sponsoring units and snack bar concessionaires are informed of the location and operating hours of the KATUSA Soldier Welfare Fund custodian.



(e) Report to 8A G37 TREX immediately upon notification when a sponsoring unit and snack bar concessionaire fail to deposit monthly proceeds by the 5th of the month for the preceding month.

(f) An audit of any garrison KATUSA Soldier welfare fund is conducted at least monthly or immediately prior to a change in fund custodian to ensure compliance with concessionaire's licenses and this regulation.

(g) Must select KSB concessionaires through open bidding every two (2) years (one year with one year option) and maintain the details of the open bidding process IAW Garrison Command policy by Garrison Command Policy, KATUSA Soldier Snack Bar Open Bidding and Evaluation Process.

(h) Review monthly comment card report results from sponsor units for appropriate action.

(i) Must review the sponsor unit's unannounced inspection of the facilities report and KSB 65th MED inspection report within 30 days of the end of each quarter submitted by the sponsoring units.

(j) Approves the license before allowing any operations to commence.

(k) The concessionaire is provided a building that includes electricity, heat, hot and cold water, cooking facilities, and refrigeration. The building and equipments provided to the concessionaire must be in good condition.

(l) Must inspect KSB facilities at least quarterly to ensure the facilities comply with all applicable fire prevention, safety, health, post access regulations and AK Reg 600-2. Additionally, the Garrison Commander will use the 8A approved OIP Check List for KSB policies and as part of this inspection process.

(m) The Garrison Commander must ensure that all corrective actions to the 65th Medical Brigade (5th MED DET, 106th DET, MEDDAC-K) report are completed within thirty (30) days of the date of the report.

(n) Garrison/Area Commanders will establish a KATUSA Soldier Accident Settlement Account. The Garrison/Area KATUSA Soldier Welfare Fund custodian will maintain a minimum balance of 20,000,000 won for the purpose of paying settlements in automobile accident for KATUSA Soldiers. If the balance drops below 20,000,000 won or the amount directed by US Army Garrison/Area Commander, KATUSA Soldier Welfare Fund (KSWF) proceeds reserved for other activities must be shifted to this account until the minimum balance requirement is met, up to 100% of available funds. The custodian will maintain the funds at the area or installation level in an interest bearing account. Also, they will maintain records of all accident settlement requests, along with the Area RSG Command review, action by the Garrison/Area Commander and receipt showing payment to the victim. If KATUSA Soldier is involved in a car accident while driving a US Government Vehicle, the KATUSA Soldier or a unit representative must notify his area ROK Army Support Group (RSG) and the servicing Garrison KSWF custodian office as soon as practicable. The RSG Commander, with the approval of the Garrison/Area Commander for the area where the KATUSA is assigned, may use the KATUSA Soldier Welfare Fund to assist the KATUSA in settling a claim with the victim where it impacts criminal charges brought by ROK authorities, in accordance with the procedures provided below. If the RSG Commander believes that payment of settlement money from the Status of Forces Agreement (KSWF) is appropriate, he will forward the

accident report along with a memorandum, addressed to the Garrison/Area Commander, requesting a specific settlement amount, to the KSWF custodian for the area where the KATUSA Soldier's unit is assigned.

- All RSG and Garrison Commanders must be cognizant that the SOFA claims process is the primary method to reimburse victims of accidents caused by a KATUSA Soldier acting on behalf of the US Government. The KSWF is only a supplement intended to assist the victim until the SOFA claims process is complete and to prevent criminal prosecution of the KATUSA Soldier. Commanders should not approve claims that, when combined with the SOFA claims process provide a windfall to the victim.

- Commanders will not approve claims using KSWF fund for accidents that results serious physical injury or death due to the gross negligence or willful misconduct of the KATUSA Soldier. For the purpose of this policy, serious physical injury indicates any injury that causes serious permanent disfigurement, serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.

- This fund will not be used to pay attorney's fee or other costs resulted from the accident other than direct reimbursement to the victim for property damage or injury.

- Once approved, the KSWF custodian will provide the money to the RSG commander, who in turn will pay the victim and provide a signed receipt, with the victim's contact information, back to the KSWF custodian.

(o) Garrison Commander must ensure KATUSA Snack Bar Solicitation by AK Regulation 600-2. (Figure 5-2. KATUSA Snack Bar Solicitation Instructions, and KATUSA Snack Bar Open Bidding by the Figure 5-3. KATUSA Snack Bar Evaluation Plan, and **Figure 5-4. Garrison Command KATUSA Soldier Snack Bar Open Bidding and Evaluation Process.**)

(6) KATUSA Snack Bar Solicitation Instructions.

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## **KATUSA SNACK BAR SOLICITATION INSTRUCTIONS**

Installation:

Building:

Solicitation Begin Date:

Solicitation End Date:

Proposed Operation Start Date:

### **1. BACKGROUND INFORMATION.**

a. KATUSA Soldier snack bars are concessions operating on US Army installations in Korea under ROK government license, and IAW AK Reg 600-2, appendix K license and agreement to operate a KATUSA Soldier Snack Bar that is reviewed, approved, and signed by the Garrison Commander. Any commander of a unit with KATUSA Soldiers assigned to it may seek the establishment of a KATUSA Snack Bar in their area to service the KATUSA Soldiers. The Garrison Commander approves the establishment of a KATUSA Snack Bar (KSB).

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### **Figure 5-2. KATUSA Snack Bar Solicitation Instructions**

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b. While the purpose of the KSB is to serve KATUSA Soldiers, all personnel on the installation are eligible to dine at the KSB as long as it does not interfere with service of KATUSA Soldiers. The Concessionaire acknowledges that it will operate the concession in a changing environment that it is expected to be flexible, to respond to and accept the risk of such changes in the business environment applicable to this contract, including, but not limited to, changes in military force levels in Korea, changes in the number of military personnel, contractors and military dependents stationed at Camp Humphreys, military living arrangements, changes in access to Camp Humphreys, types of personnel assigned to Camp Humphreys, changes in force protection posture, military deployments, inclement weather, Acts of God, terrorism, war, either declared or undeclared, civil unrest, strikes, increased competition, and changes to the Korean Status of Forces and other international agreements.

c. The Garrison Commander will provide Concessionaire a suitable building with electricity, heat, hot and cold water, cooking facilities, refrigeration facilities and restroom facilities.

d. The agreement would be valid for two (2) years with a one (1) year option for a total of 2 (two) years.

## **2. TECHNICAL REQUIREMENTS.**

Copies of all correspondence regarding questions and/or clarifications shall be forwarded to:

Point of Contact:

Position:

Phone:

Email:

## **3. REQUIREMENTS.**

a. The Concessionaire will be required to pay in Korean Won, a monthly fee to the KATUSA Welfare Fund in the amount of 10% of gross monthly sales of food and beverage, or ₩2,000,000, whichever amount is greater, and 10% of total profit of cigarettes, if applicable. This must be paid by the 5<sup>th</sup> day of every month for the preceding month. But, if monthly sale of food and beverages is under ₩2,000,000, the Concessionaire should manage with the Garrison Commander.

b. The price for services and goods provided shall be lower than the price in the local community. The concessionaire will maintain two price lists – one for KATUSA Soldiers and one for all other patrons. Prices for KATUSA Soldiers will not exceed concessionaire's cost plus 15%. The price list set for other patrons must represent a savings compared to those in the local community. The two price lists must be conspicuously posted inside the KSB.

c. The Concessionaire shall obtain, at Concessionaire's own expense, all ROK Government license requirements, and comply with all municipal, prefectural, state and national laws, rules, ordinances, and regulations, and any publication published by the military relating to public health or applicable to the business carried out under this agreement.

d. The Concessionaire shall provide their own point of sale system.

## **4. KSB APPLICATION REQUIREMENTS AND OPERATIONS.**

**Figure 5-2. KATUSA Snack Bar Solicitation Instructions - Continued**

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a. The Concessionaire shall provide all labor, supplies, food, and beverage items, unless stated otherwise herein, necessary to operate a sit-down Korean food and beverage operation. The operation of the restaurant shall be in accordance with the Concessionaire's business plan.

b. The Concessionaire shall provide a Management Plan that addresses the following:

(1) The capability and qualifications of key personnel to provide services required to effectively manage a restaurant operation.

(a) Resume to include name, address, and telephone numbers of each person who may be participating on the Concessionaire's team.

(b) Description or summary of the proposed business plan and financial analysis.

(c) Offeror's experience and quality of past performance in achieving customer satisfaction, and in, developing comparable projects. Project experience listed should include the following: name, address and description of project.

(2) Description of the Concessionaire's role in the project. Details of how the project met or exceeded owner or customer expectations. References or other individuals involved in projects worked by the Offeror.

c. The Concessionaire shall provide a Business Plan that addresses the following:

(1) A strategy for the implementation of a sit down food and beverage operations to include phases of the project, and the measures to be taken to assure that all work will be adequately performed.

(2) Description of logistics requirements.

(a) Include plan for obtaining food and related product from approved sources.

(b) Identify requirements for storage and or delivery of food and supplies.

(3) Description of proposed Point of Sale system and telephone requirements.

(4) Connectivity and network requirements.

(5) Anticipated revenues and expenses.

d. The Concessionaire shall provide a Management Control Plan that addresses the following:

(1) Description of the quality control plan. Include the Concessionaire's knowledge and understanding of safe food handling practices and plan to adhere to standards set in AK Regulation 600-2.

(2) Description of internal control measures to address loss prevention.

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**Figure 5-2. KATUSA Snack Bar Solicitation Instructions - Continued**

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(3) Description of customer service standards and training provided to ensure customer satisfaction. Include methodology for resolving current and mitigating future complaints.

e. The Concessionaire shall provide a list of all items intended for sale (menus)-to include portion sizes and pricing.

f. If applicable, alcohol or cigarette service plan, including server training.

g. The Concessionaire shall provide a description of how Concessionaire will phase start-up and from a temporary transitional/start up food and beverage services (e.g., placement of personnel and, necessary, equipment, materials/supplies, etc.) to provide for full service start-up on the agreed upon date.

## **5. SUBMISSION AND WITHDRAWAL OF PROPOSALS.**

a. Proposals shall be submitted electronically to: POC and EMAIL BY DATE. Ensure that the proposals do not exceed more than 3. Proposals should only be sent from "Hotmail" or "Gmail" email addresses. "Naver" and other ROK email addresses are not able to be received. Ensure the Concessionaire's name, address, and phone numbers are included in the proposal.

b. Any proposal received after the date specified for receipt of offers is "late" and will not be considered unless it is received before agreement is made, the Selection Officer determines that accepting the late offer would not unduly delay the operation; and-

(1) There is acceptable evidence to establish that it was received by the Point of Contact prior to the date set for receipt of offers.

(2) It is the only proposal received.

c. If an emergency or unanticipated event interrupts normal processes so that proposals cannot be received at the office designated for receipt of proposals by the date specified in the solicitation, the time specified for receipt of proposals will be deemed to be extended to the first work day on which normal processes resume.

d. Proposals may be withdrawn by email notice received at any time before offer.

e. Concessionaires shall submit proposals in response to this solicitation in English.

f. Concessionaires may submit modifications to their proposals at any time before the solicitation closing date and may correct a mistake at any time before award.

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### **Figure 5-2. KATUSA Snack Bar Solicitation Instructions - Continued**

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(7) Katusa Snack Bar Evaluation Plan.

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**KATUSA SNACK BAR EVALUATION PLAN  
(Cover Sheet)**

CONCESSIONAIRE NAME  
(OFFEROR):

EVALUATION PANEL

CHAIRPERSON:

EVALUATION PANEL MEMBER  
NAMES:

DATE OF EVALUATION:

KATUSA Snack Bar Evaluation Plan

1. DESCRIPTION OF SERVICES. This is a Request for Proposal (RFP) to select a Concessionaire for the KATUSA Snack Bar sponsored by \_\_\_\_\_ (Unit).

A “Best Value” approach will be used in selecting the Concessionaire. Best Value is a method of evaluating proposals based upon the factors specified in the solicitation, with an expected outcome of an agreement that provides the greatest overall benefit in response to the requirement.

2. EVALUATION PROCESS. In order to ensure an impartial and comprehensive evaluation of each OFFEROR’s proposal, the Evaluation Panel (EP) will follow the steps outlined below:

a. Individual Evaluators Responsibilities.

(1) Each evaluator will assess each Offeror’s proposal on their own merit, independently and as objectively as possible based upon the information in the proposal and upon established criteria for each evaluation factor. Evaluators should not assume anything and should not bring in other knowledge they have of an Offeror. Adherence to the evaluation factors in the solicitation is critical for a sufficient evaluation.

(2) Each evaluator will assess the technical aspects of each proposal to determine if the proposal complies with the requirements of the solicitation based on the information required to be submitted, and if so, to determine its relative merit. Each evaluator will then assign a color rating for each evaluation factor/sub-factor. Evaluators will provide narratives as to any strengths, weaknesses, deficiencies and clarifications to document the record and to provide a basis for the rating by the evaluator that forms the foundation for award.

(3) Upon completion and documentation of individual evaluations, the Evaluation Panel (EP) members will hold group discussions to develop a consensus Color Rating for each Factor and Sub-Factor, and decide on a composite Color Rating for each proposal. These ratings will be recorded on the Evaluation Report and the selection will be provided to the Sponsoring Unit Commander. The Sponsoring Unit Commander will present the draft license and agreement to the Garrison Commander.

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**Figure 5-3. KATUSA Snack Bar Evaluation Plan**

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b. Panel Responsibilities. After each member of the panel has completed his/her review, the panel will hold a group discussions to develop a consensus Color Rating for each proposal. The team will also develop a consensus of strengths, weaknesses, deficiencies, and clarifications needed. It is the Evaluation Panel (EP) Chairperson's responsibility to ensure the ratings are supported by adequate written justification.

c. EP Chairperson Responsibilities. The Chairperson of the EP will submit to the Sponsoring Unit Commander the top recommendation no later than THREE (3) days after the completion of the evaluation. The EP Chairperson will be responsible for the following:

(1) Ensuring that the EP members perform their duties in a fair and impartial manner and that all proposals are evaluated independently and as objectively as possible.

(2) Leading discussions among panel members to summarize the individual strengths, weaknesses, deficiencies and clarifications (if any) related to each factor/sub-factor. The chairperson will be responsible for resolving individual ratings, which may reflect significant variances.

(3) Recording all evaluation plans (both individual and team).

(4) Providing a detailed listing of weaknesses and deficiencies for each OFFEROR.

(5) Providing a detailed listing of any clarifications of elements not understood, ambiguities, and deficiencies will be documented so additional information can be requested from the OFFERORS.

(6) Preparing a narrative summary for each offer submitted and the team's conclusion which supports the color coded rating score of the OFFEROR and any information that sets forth the technical competence and expertise of the OFFEROR, along with any risk factors determined by the panel.

3. COLOR RATINGS AND STANDARDS. Each evaluator will assign a color rating to each Factor and Sub-factor based on the following standards:

**COLOR RATINGS**

**STANDARDS**

BLUE:

Exceptional – Offeror's proposal exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the agreement. One or more major strengths exist. No deficiencies or significant weaknesses exist.

GREEN:

Acceptable – Offeror's proposal demonstrates a good level of understanding of the goals and objectives of the agreement. There may be strengths and weaknesses, or both. There are no deficiencies. Strengths outbalance any weaknesses that exist.

**Figure 5-3. KATUSA Snack Bar Evaluation Plan – Continued**

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YELLOW:

Marginal – Offeror’s proposal demonstrates only a fair understanding of the goals and objectives of the agreement. Weaknesses have been found that outbalance any strengths that exist. There are no deficiencies. Weaknesses will be difficult to correct.

RED:

Unacceptable – Offeror’s proposal demonstrates poor understanding of the goals and objectives of the agreement. The proposal has one or more deficiencies and/or significant weaknesses that will be very difficult to correct, or are not correctable.

4. MANAGEMENT PLAN. Restaurant Management Experience. This part should contain information on the Offeror’s capability and qualifications of key personnel to provide services required to effectively manage a restaurant operation. Offeror shall provide the following information:

a. Resume to include name, address, and telephone numbers of each person who may be participating on the Offeror’s team.

b. Description or summary of the proposed business plan and financial analysis.

c. Offeror’s experience and quality of past performance in achieving customer satisfaction, and in, developing comparable projects. Project experience listed should include the following: Name, address and description of project. Description of the Offeror’s role in the project. Details of how the project met or exceeded owner or customer expectations. References or other individuals involved in projects worked by the Offeror.

☐ YES ☐ NO Reference Section in Proposal: \_\_\_\_\_

RATING: (Please Circle):

Blue

Green

Yellow

Red

STRENGTHS:

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DISCREPANCIES:

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**Figure 5-3. KATUSA Snack Bar Evaluation Plan – Continued**

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WEAKNESSES:

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AREAS REQUIRING CLARIFICATIONS:

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5. BUSINESS PLAN. This part should discuss the principal business terms and transaction structure proposed for this project.

a. Concept of Operations:

(1) A strategy for the implementation of a sit down food and beverage operations to include phases of the project, and the measures to be taken to assure that all work will be adequately performed.

(2) Description of logistics requirements.

(a) Include plan for obtaining food and related product from approved sources.

(b) Identify requirements for storage and or delivery of food and supplies.

(3) Description of proposed Point of Sale system and telephone requirements. Connectivity and network requirements.

(4) Anticipated revenues and expenses.

☐ YES ☐ NO Reference Section in Proposal: Pg\_\_\_\_\_

RATING: (Please Circle):

Blue

Green

Yellow

Red

STRENGTHS:

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DISCREPANCIES:

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**Figure 5-3. KATUSA Snack Bar Evaluation Plan - Continued**

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WEAKNESSES:

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AREAS REQUIRING CLARIFICATIONS:

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b. Management Controls.

(1) Description of the quality control plan. Include the Offeror's knowledge and understanding of safe food handling practices and plan to adhere to standards set in AK Regulation 600-2.

(2) Description of internal control measures to address loss prevention.

(3) Description of customer service standards and training provided to ensure customer satisfaction. Include methodology for resolving current and mitigating future complaints.

☐ YES ☐ NO Reference Section in Proposal: Pg. \_\_\_\_\_

RATING: (Please Circle):

Blue                      Green                      Yellow                      Red

STRENGTHS:

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DISCREPANCIES:

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WEAKNESSES:

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**Figure 5-3. KATUSA Snack Bar Evaluation Plan – Continued**

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AREAS REQUIRING CLARIFICATIONS:

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c. Products.

(1) List of all items intended for sale (menus)-to include portion sizes and pricing.

(2) If applicable, alcohol or cigarette service plan, including server training.

☐ YES ☐ NO Reference Section in Proposal: Pg. \_\_\_\_\_

RATING: (Please Circle):

Blue

Green

Yellow

Red

STRENGTHS:

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DISCREPANCIES:

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WEAKNESSES:

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AREAS REQUIRING CLARIFICATIONS:

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**Figure 5-3. KATUSA Snack Bar Evaluation Plan - Continued**

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d. Transition Plan. Description of how Offeror will phase start-up and from a temporary transitional/start up food and beverage services (e.g., placement of personnel and, necessary, equipment, materials/supplies, etc.) to provide for full service start-up on the agreed upon date.

☐ YES ☐ NO Reference Section in Proposal: Pg. \_\_\_\_\_

RATING: (Please Circle):

Blue

Green

Yellow

Red

STRENGTHS:

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DISCREPANCIES:

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WEAKNESSES:

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AREAS REQUIRING CLARIFICATIONS:

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**Figure 5-3. KATUSA Snack Bar Evaluation Plan - Continued**

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6. FINAL TECHNICAL COMPOSITE EVALUATION REPORT.

OFFEROR:

FACTORS/SUB-FACTORS	COLOR RATING
1. Management Plan (Overall)	
a. Restaurant Management Experience	
b. Experience in Achieving Customer Satisfaction	
2. Business Plan (Overall)	
a. Concepts of Operations	
b. Management Controls	
c. Products	
d. Transition Plan	

FINAL COMPOSITE RATING:

OVERALL STRENGTHS:

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OVERALL DISCREPANCIES:

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OVERALL WEAKNESSES:

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OVERALL COMMENTS:

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**Figure 5-3. KATUSA Snack Bar Evaluation Plan – Continued**

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(8) Katusa Snack Bar Open Bidding Policy.

(a) This regulation sets the procedures for the open bidding process of KATUSA Snack Bars (KSB).

(b) Background. KATUSA Snack Bars are concessions operating on US Army installations under ROK Government license and agreement to operate under AK Reg 600-2. Under this local regulation, Garrison Commanders must select KSB concessionaires (owners) through open bidding every two years (one year with one year option) and maintain the details of the open bidding process under Garrison Command policy.

(c) General. Once the sponsoring unit submits a written request for the establishment of a KSB under AK Reg 600-2 requirements, and the Garrison Commander approves, the open bidding process may begin.

- Solicitation. A solicitation template is enclosed in AK Reg 600-2. This may be modified to suit the requirements of the unit or Garrison. Solicitation will be published throughout the local community on various platforms such as social media, newspapers, etc.

- Evaluation. A sample evaluation plan is enclosed in AK Reg 600-2. This may be modified to suit the requirements of the unit or garrison. The evaluation panel(s) shall consist of the following members:

- Deputy Garrison Commander as panel Chairperson.
- Garrison Command KSB Manager (may be same person as KATUSA Soldier Welfare Fund Manager).
- Representative from the sponsoring unit.
- Representative from the 65th Medical Brigade.
- Representative of Area ROKA Support Group (RSG) Command.

- Selection. Once the evaluation panel selects the Concessionaire, the panel will present the information regarding the selected individual to the sponsoring unit. Sponsoring unit will then draft the license and the agreement. The Concessionaire is then notified and signs license and agreement. The sponsoring unit will present the license and agreement to the garrison commander for final signature.

(d) The open bidding process will be conducted at the minimum every two (2) years (one (1) year with one year option). Records of the process will be maintained for four years.

(e) KSB open bidding and evaluation results will report to Garrison Commander and provide notice to Area RSG Commander.

(f) POC is the Garrison Command's KATUSA Soldier Welfare Fund Manager for Garrison Command KATUSA Soldier Snack Bar Open Bidding and evaluation.

(9) Buildings supplied to concessionaires must meet the following requirements:

(a) All vent pipes and exhaust hood vapor removal ducts will be installed in double metal ventilating thimbles where they pass through combustible walls and partitions.

(b) All heat and grease pipe sections will be fastened at the joints with sheet metal screws, rivets, or draw bolts.

(c) All cooking ranges, ovens, and water heaters will be installed on masonry floors.

(d) All interior walls and ceiling surfaces will be made of non-combustible materials or treated with fire-retardant treatment.

(e) All electrical equipment, fixture, and appliances will conform to the National Electrical Code standards.

(10) Sponsoring unit Commanders.

(a) Once the Garrison Commander approves the concessionaire's license to operate a KATUSA Soldier snack bar, the sponsoring unit Commander who sought such approval will directly oversee operations of the KSBs. The sponsoring unit Commander will ensure that –

(b) KSBs are primarily for use of KATUSA Soldiers; however, Garrison Commanders may authorize their use by the US and Korea military and by civilian personnel, provided that the service to the KATUSA Soldier is in no way diminished.

(c) A Sergeant First Class (E-7) or GS-7, or above, as KATUSA Snack Bar (KSB) manager, will conduct required inspections, validate sales vouchers (EA Form 656-R-E and EA Form 658-R-E) and ensure that the concessionaire complies with all applicable Army regulations. EA Form 656-R-E and 658-R-E must be downloaded from the Eighth Army portal-site. See Appendix E.

(d) All KATUSA Soldiers are afforded equal access to the KSBs.

(e) The KSB Operator procures a Korean business license prior to the start of operations and that a copy of the license is attached to the license forwarded to the Garrison Commander and 8A G37 TREX.

(f) The provisions of USFK Reg 190-7 are complied with before sponsoring installation access for concessionaire personnel.

(g) All KSB bar employees are issued health certificates from the local medical treatment facility prior to starting employment in the snack bar.

(h) Prices remain lower than those in the local community for the goods and services provided. The concessionaire will maintain two price lists – one for KATUSA Soldiers and one for all other patrons. Prices for KATUSA Soldiers will not exceed concessionaire's cost plus 15%. There is no set pricing for other patrons but these prices must represent a savings compared to those in the local community. The two price lists will be conspicuously posted within the snack bar.

(i) Periodic unannounced inspections of the facilities are conducted at least monthly to ensure they are in good repair and that fire prevention and safety standards are maintained. In this regard, the sponsoring Commander will assist the concessionaire in maintaining the facilities as much as possible through self-help (e.g., painting the interior, making minor repairs where

possible, etc.). The sponsoring Commander will validate, request, and ensure all DPW work-order repairs for the snack bar facility are completed in a timely manner. The checklist at attachment 1, Appendix K and the approved 8A OIP Checklist for KSB will be used for these inspections. A copy of the inspection will be provided to the KSB concessionaire, the sponsoring unit Commander, and the Garrison Commander. The concessionaire will be given no more than 30 days to make corrections. If standards and conditions have not been raised to the minimum acceptable level by the end of the 30-day period, the license will be terminated.

(11) The concessionaire shall utilize a cash register to record all sales. A sign will be posted conspicuously in each snack bar stating that each customer must receive a cash register sales slip. The sign will read: "The customer must receive a cash register sales slip. If a customer does not receive a sales slip, the customer must report this to the sponsoring unit on HQ EA FL 7053-R (KATUSA Soldier Snack Bar Sales Discrepancy Report), and he will receive a 5,000 KRW reward from the Garrison Commander in the area in which the snack bar operates. (See figure 5-1). This reward money is paid by KATUSA Soldiers Welfare Fund." The sign must also include the address of the sponsoring unit and POC information. The sponsoring unit will investigate the incident and determine if payment to the customer is warranted. If payment is warranted, the sponsoring unit will have the concessionaire pay the reward to the customer.



EAOP-TKO

Date: \_\_\_\_\_

MEMORANDUM THRU \_\_\_\_\_  
(Sponsoring Unit Address)

For Eighth Army KATUSA Soldier Program Manager, HQ, Eighth Army, ATTN: EAOP-TKO, APO AP 96271-5236

SUBJECT: KATUSA Soldier Snack Bar Sales Discrepancy Report

1. I had a meal in the identified KATUSA Soldier Snack Bar on the date indicated and did not receive a sales receipt or sign EA Form 656-R-E (KATUSA Soldier Snack Bar Daily Sales Voucher).

Snack Bar Building #: \_\_\_\_\_  
Installation: \_\_\_\_\_  
Snack Bar Manager: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Cost of meal: \_\_\_\_\_

2. The following witness can verify the facts.

Name: \_\_\_\_\_  
Unit/Org: \_\_\_\_\_  
Tele #: \_\_\_\_\_

\_\_\_\_\_  
(Signature of customer)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Unit/Org)

\_\_\_\_\_  
(Phone #)

HQ EA FL 7053-E, 1 JUL 15

(Complete information, fold, tape or staple, and mail.)

**MPS**

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(UNIT)

\_\_\_\_\_  
(APO)

\_\_\_\_\_  
Commander

\_\_\_\_\_  
(Sponsoring Unit)

\_\_\_\_\_  
(APO)

**Figure 5-4. KATUSA Soldier Snack Bar Sales Discrepancy (HQ EA FL 7053-E)**

(12) The concessionaire shall deposit monthly proceeds into the established bank account and provides the installation or area KATUSA Soldier Welfare Fund account manager the original deposit receipt and EA Form 658-R-E no later than the 5th of the month for the preceding month.

(13) The concessionaire will not operate any unauthorized business within the snack bar facility or use any of the facility for personal reasons. The Garrison Commander may authorize the Operator to provide additional services. The scope of the services and required fees will be stated in addendums attached to the basic license. These services must be approved by the Garrison Commander ICW the area RSG and are limited to the following:

(a) Permitted items. Public telephones, game machines such as electronic, video, dance, and karaoke machines.

(b) Prohibited items. Gambling machines of any kind.

(c) The concessionaire does not offer any free services to DOD or ROKA personnel.

(14) If the sale of alcoholic beverages is approved by the Garrison Commander, the concessionaire must comply with the requirements of the license agreement, local laws, and applicable Army regulations. The Garrison Commander will also ensure that the concessionaire requires positive proof of age before serving alcoholic beverages.

(15) Comment card box. A comment card box should be available to collect KSB feedback from customers. The box must be near the exit door in a location visible to customers and the comment cards must always be located next to the comment card box.

(a) The comment card box must be constructed as follows: 16 inches (40 cm) in length, 12 inches (30 cm) wide, and 14 inches (35 cm) in height. On the top-center of the box shall be a slot, 4 inches (10 cm) in length and 3/4 inches (2 cm) wide, to permit customers deposit comment card in side box.

(b) The top or side of the box should open in order to recollect the submitted comment cards. This opening must be secured with a lock.

(c) A mini box, 16 inches (40 cm) in length, 2 inches (5 cm) wide, 6 inches (15 cm) in height, must be attached to the front of the comment card Box in order to hold comment card forms. Both "Comment Box" (above) and "건의함" (below) shall be boldly written in letters approximately 2 inches (5 cm) in height on the front side of the box, both in Hangul and in English.

(d) At a minimum, should collect the comment cards on the last day of each month from each KSB and provide a monthly written report to the sponsoring unit Commander, the Garrison Commander, and KSB concessionaires within 5 days of the end of the month.

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### **KATUSA SNACK BAR COMMENT CARD**

**We value your feedback!**

**Comments & Recommendations for Improvements:**

<p><b>Facility Appearance/Cleanliness</b> <input type="checkbox"/> Excellent   <input type="checkbox"/> Good   <input type="checkbox"/> OK   <input type="checkbox"/> Poor   <input type="checkbox"/> Awful</p> <p><b>Employee/Staff Attitude</b> <input type="checkbox"/> Excellent   <input type="checkbox"/> Good   <input type="checkbox"/> OK   <input type="checkbox"/> Poor   <input type="checkbox"/> Awful</p> <p><b>Quality of Food/Price</b> <input type="checkbox"/> Excellent   <input type="checkbox"/> Good   <input type="checkbox"/> OK   <input type="checkbox"/> Poor   <input type="checkbox"/> Awful</p> <p><b>Hours of Service</b> <input type="checkbox"/> Excellent   <input type="checkbox"/> Good   <input type="checkbox"/> OK   <input type="checkbox"/> Poor   <input type="checkbox"/> Awful</p> <p><b>Did the product or service meet your needs?</b> <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><b>How often do you visit this KATUSA Snack Bar?</b> <input type="checkbox"/> First time   <input type="checkbox"/> Several times per month   <input type="checkbox"/> One or more times per week   <input type="checkbox"/> Every day</p>
<p><b>Were you satisfied with your overall experience?</b> <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Comments :</b></p>

**Satisfactory:**

**Comments & Recommendations for Improvement: (optional)**

☐ Excellent : 양호,   ☐ Good: 좋음,   ☐ OK: 보통,   ☐ Poor : 미흡,   ☐ Awful: 불량

If you have additional comments, questions, or recommendation for improvement, you may contact the ICE manager for this location, CPT John C Ellerbe, at 315-738-3037 or john.c.ellerbe4.mil@mail.mil.

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**Figure 5-5. KATUSA Snack Bar Comment Card**

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(e) The sponsoring units must comply with the provisions of USFK Reg 190-7 before KSB installation access for concessionaire personnel.

(f) Must inspect KSB facilities monthly to ensure the facilities comply with all applicable fire prevention, safety, health, post access regulations and AK Reg 600-2, and use the 8A OIP Checklist for KATUSA Snack Bars. After inspection, the sponsoring unit must provide a

written report to garrison command KATUSA Soldier Program Manager within 5 days of the end of the month.

(g) Must inspect that the concessionaire utilizes a cash register to record all sales.

(h) Kimchi should be provided to the KATUSA Snack Bar by an approved Company. KATUSA Snack Bars are not authorized to make kimchi themselves because they are buying the ingredients from unidentified food sources. In order to meet the USFK Food Safety standards, the regulation concessionaires are required to provide only kimchi that is purchased from an approved Company.

(i) The sponsoring unit Commander must ensure that corrections to the 65th Medical Brigade (5th MED DET, 106th DET, and MEDDAC-K) reports are made within thirty (30) days of the receipt of the inspection report.

(16) 65th Medical Brigade (5th MED DET, 106th DET, and MEDDAC-K). The 65th Medical Brigade (5th MED DET, 106th DET, MEDDAC-K) will ensure that—

(a) The 65th Medical Brigade (5th MED DET, 106th DET, and MEDDAC-K) conduct monthly health and sanitation inspections to ensure health standards are being met. When any of these standards or conditions are not being met, the concessionaire will be given no more than 30 days to make corrections.

(b) If standards and conditions have not been raised to the minimum acceptable level by the end of the 30-day period, the license will be terminated. A copy of this inspection will be provided to the KSB concessionaire, the sponsoring unit and Garrison Commander within 5 days of the inspection.

(c) The Garrison Commander must ensure corrections to 65th Medical Brigade (5th MED DET, 106th DET, and MEDDAC-K) reports that are made within thirty (30) days.

(d) 65th Medical Brigade (5th MED DET, 106th DET, MEDDAC-K) will appoint one US Officer or US senior enlisted (E-7 and GS-7 or above) as a POC for the Commander's KATUSA Soldier program.

(e) KATUSA Snack Bar sanitation inspection checklist is maintained by 65th Medical Brigade (5th MED DET, 106th DET, MEDDAC-K).

(f) The concessionaires and employees of the KATUSA Snack Bars should take a Food Handler's Course. The Food Handler's Course is a four hour program.

(g) Food operation inspection report of KATUSA Snack Bar must be IAW AK Form 2973, Food operation inspection report (KATUSA Snack Bar), 카투사 스낵바 위생검열 일지.

(17) Area ROK Army Support Group:

(a) Assist garrison and sponsor unit Commanders with KATUSA Snack Bar operations and procedures.

(b) Verify and co-sign KATUSA Snack Bar license and agreement to operate a KATUSA Soldier Snack Bar outlined in IAW AK Reg 600-2, appendix K as a contract as a witness.

### **5-5. AAFES (EXCHANGE) Facilities in Korea**

ROKA personnel and KATUSA Soldiers are not authorized access to Post Exchanges. As a non-appropriated fund (NAF) instrumentality, AAFES (EXCHANGE) facilities are authorized to establish won accounts. When an AAFES (EXCHANGE) facility has an established Korean won account, ROKA personnel serving with the US Army may use that facility, subject to the restrictions in paragraphs 5-5a and 5-5b.

#### **a. Motion picture theaters.**

(1) IAW Chapter 4, AR 215-8, ROKA Staff Officers/NCOs assigned to or attached to Eighth Army may attend any AAFES (EXCHANGE) motion picture theater on any US Forces installation in Korea, but their use will not restrict the use of the theater by authorized US patrons. ROKA Staff Officers/NCOs must purchase tickets for the regular price, for themselves and any guest they escort, and they may immediately enter the theater.

(2) KATUSA Soldiers may attend the AAFES (EXCHANGE) motion picture theater free of charge.

(3) If desired, a KATUSA Soldier may purchase a ticket, in Korean currency, for any guests but the use of the theater by guests will not restrict the use of the theater by authorized military patrons IAW chapter 4, AR 215-8. The regular price will be charged for the tickets. The guests must enter the theater at the same time as the KATUSA Soldier.

(4) Other authorized AAFES (EXCHANGE) movie theater patrons, as specified by USFK policy, may escort a KATUSA Soldier and/or KATUSA Soldier's guest to a movie as his/her guest(s). In this case, the authorized patron will purchase the ticket(s) for the KATUSA Soldier's guest in US currency. The KATUSA Soldier and/or the KATUSA Soldier's guest may then enter the theater immediately.

b. AAFES (EXCHANGE) food outlets. ROKA personnel serving with the US Army may use AAFES (EXCHANGE) snack bars providing payment is made in Korean currency.

c. Barber shops. ROKA Staff Officers and NCOs may use AAFES (EXCHANGE) barbershops provided payment is made in Korean currency.

### **5-6. Recreation Services**

ROKA personnel serving with the US Army may use the following recreation facilities in the same manner as US personnel unless otherwise indicated:

a. Arts and Crafts. No purchase of duty-free goods may be made from the resale facility. ROKA Staff/LNOs and NCOs will pay user fees in won.

b. Libraries.

c. Music/Theater. ROKA Staff/LNOs and NCOs will pay user fees in won.

d. Sports. ROKA Staff/LNOs and NCOs will pay user fees at the equivalent cost for a US Soldier of the same grade or rank. KATUSA Soldiers are required to pay user fees in Won for bowling. ROKA Staff/LNOs, NCOs, and KATUSA Soldiers are allowed to use golf facilities per HQs' fair use policy.

e. ROKA personnel use of recreational facilities will not inhibit authorized patrons from using the facilities.

f. Purchases will be limited to items for on-premises consumption only. Duty free items may not be purchased.

### **5-7. Religious Services**

Existing religious activities and services are available to ROKA personnel serving with the US Army.

### **5-8. Safety Program**

ROKA personnel serving with the US Army will be included in their units' overall safety programs. All ROKA personnel (ROKA Officers, NCOs, and KATUSA Soldiers) will undergo the same safety training as US Army personnel.

### **5-9. Open Mess, Nonappropriated Fund (NAF) Activities, and KATUSA Soldier Welfare Funds**

a. Open Messes. ROKA personnel serving with the US Army are authorized to use the open mess nearest their unit of assignment or attachment as associate members IAW AR 215-1. Payment for goods and services must be made in Korean currency, and the purchase of food and/or beverages is limited to on-premises consumption only.

b. NAF activities. Non-appropriated US Military Welfare Funds may not be expended solely for the benefit of ROKA personnel. Units are allocated MWR funds based on their total US and KATUSA Soldier population. The KATUSA Soldier Welfare Fund (sub Para. 5-9c) is intended for the sole benefit of KATUSA Soldier personnel. The basic intent is that neither KATUSA Soldiers nor US military personnel are denied the use of recreational supplies procured from such NAF. Similarly, prizes (such as movie tickets, plaques, snack bar chits, hobby kits) purchased with NAF may be awarded to KATUSA Soldier personnel so long as they are not controlled items and their possession does not violate any SOFA provision.

c. KATUSA Soldier Welfare Fund. Area Commanders will establish a consolidated KATUSA Soldier Welfare Fund with proceeds received from KATUSA Snack Bar operations in their area to support all KATUSA Soldiers in the area. If the area Commander has authorized installation KATUSA Soldier welfare funds, the installation will establish an installation consolidated fund to support all KATUSA Soldiers on the installation. Area Commanders must ensure that all units with KATUSA Soldiers assigned have equal access to the KATUSA Soldier Welfare Fund.

(1) Funds management. In the unit, a US Army Officer or senior NCO (E-7 or above) will be appointed in writing as the funds custodian and will be responsible for its administration. A KATUSA Soldier will be appointed as assistant custodian to assist the custodian in the administration of the funds. The custodian will disburse the funds according to the desires of KATUSA Soldiers in the unit and with the approval of the Commander. When the custodian is absent due to leave, hospitalization, etc., a temporary custodian will be appointed in his absence. The custodian will keep the Commander informed on the funds status monthly.

(2) DA Form 2107 (Non-appropriated Fund Receipt and Disbursement Voucher) will be used to record all KATUSA Soldier Welfare Fund transactions. All supporting documents will be translated into English and attached to the monthly ledger sheets.

d. Allocation of KATUSA Soldier Welfare Funds. KATUSA Soldier Welfare Funds will be allocated according to the following schedule. KATUSA Soldier Welfare Funds annual usage goal is 100% of funds.

(1) KATUSA/US Soldier Friendship Week - 25% Annually. Each month, 25% of received funds will be held at the area or installation level in an interest bearing account. These funds will be used to help finance the annual KATUSA/US Soldier Friendship Week. Unit Commanders may authorize the expenditure of additional KATUSA welfare funds to support this event. This paragraph does not prohibit units from using regular unit fund money to support KATUSA/US Soldier Friendship Week events in which US and KATUSA Soldiers are allowed to participate.

(2) KATUSA Soldier Welfare Support Program - 75% Annually. Monthly, the area or installation KATUSA Soldier Welfare Fund Manager will distribute 75% of the monthly income of the KATUSA Soldier Welfare Fund to supported unit accounts. This distribution of funds is based on the KATUSA Soldier population on the 1st day of the month within the area or installation area. The amount distributed to each unit account will be computed in the following manner:

(a) The number of KATUSA Soldiers in the area or installation will be totaled.

(b) The total welfare fund money received for the month will be divided by the total number of KATUSA Soldiers from paragraph (a) above. This is the amount distributed for each KATUSA Soldier.

(c) The number of KATUSA Soldiers in each unit will be multiplied by the amount from paragraph (b) above. This is the amount to be credited that month to the KATUSA welfare fund account of the unit.

*For example:*

- 1. The total number of KATUSA Soldiers on Camp X-ray is 100.*
- 2. The total KATUSA Welfare Fund money received from KATUSA Snack Bar operations after 25% has been set aside is W3,000,000. The amount per KATUSA Soldier on Camp X-ray is W30,000 (W3,000,000/100 KATUSAs).*
- 3. The amount credited to the KATUSA Welfare Fund account for the 2<sup>nd</sup> Boot Repair Company that has 15 KATUSA Soldiers assigned is W450,000 (W30,000 \* 15).*

e. Responsibilities.

(1) Unit Commanders.

(a) Provide the area or local installation KATUSA Soldier Welfare Fund custodian a copy of assumption of command orders and signature cards.

(b) Unit Commanders will notify their supporting KATUSA Soldier Welfare Fund Custodian of the number of KATUSA Soldiers assigned by the 5th of each month via memorandum.

(c) Approve all requests for procurement (see figure 5-6). Ensure that the funds are utilized on an equitable basis.

MEMORANDUM FOR KATUSA Soldier Welfare Fund Custodian, Area II Support Activity, APO AP 96271-5236

SUBJECT: Request for Expenditure of KATUSA Soldier Welfare Funds for **ACC #: A1-001**

1. I request that \$25.00 be made available from the KATUSA Soldier Welfare Fund to purchase a set of English language study material for use by KATUSA Soldiers within this unit.
2. I will ensure that the original copy of the receipt and required English translation along with any excess money will be returned by COB the next business day. Also, I will ensure that any tangible property purchased is laterally transferred to my unit fund property within 30 days.
3. POC, CPT Smith, 723-1311.

JOHN P. SMITH  
CPT, TC  
Commanding

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**Figure 5-6. Request for Expenditure of KATUSA Soldier Welfare Funds**

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(d) Conduct a physical inventory of all controlled non-expendable property and fixed assets purchased with KATUSA welfare funds upon assumption of command.

(e) Maintain a file of all funds actions.

(2) Garrison Commander.

(a) The Garrison Commander will appoint in writing an SFC/GS-7 or above as the KATUSA Soldier Welfare Fund Custodian. The Garrison Commander may appoint local installation KATUSA Soldier Welfare Fund Custodians.

(b) The Garrison Commander will approve all KATUSA Soldier Snack Bar concession licenses and assign each license a license number. The license number will consist of an area identifier followed by a sequential serial number followed by a year identifier (i.e. A1-001-97). A copy of the license with license number will be provided the Cdr, Eighth Army, ATTN: EAOP-TKO and the area KATUSA Soldier Welfare Fund custodian.

(c) If a local installation KATUSA Soldier welfare fund is authorized, appoint a disinterested Officer or NCO in the grade of SFC/GS-7 or above to conduct a financial audit at least annually or immediately prior to a change in the local installation fund custodian.



(3) Area KATUSA Soldier Welfare Fund Custodian or Local Installation KATUSA Soldier Welfare Fund Custodian. This person will -

(a) Establish an interest bearing account with a local Korean banking facility to maintain KATUSA Soldier welfare funds.

(b) Receive proceeds from all area or local installation KATUSA Soldier Snack Bar concessions by the 5th working day of the month and ensure that all funds are deposited by the 10th of the month. Provide Garrison a record of all monthly deposits by the 10th of the month (see figure 5-7).

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EANC-SA

31 May 20xx

MEMORANDUM FOR Eighth Army KATUSA Soldier Program, HQ, Eighth Army (EAOP-TKO),  
APO AP 96271-5236

SUBJECT: Report of KATUSA Soldier Welfare Fund Monthly Deposits for **AREA II, MARCH 20xx**

1. The following is a record of deposits into the Eighth Army KATUSA Soldier Welfare Fund for **AREA II** for **MARCH** 20xx.

<u>Sponsoring Unit</u>	<u>LICENSE #</u>	<u>MONTHLY DEPOSIT</u>
HHC, Eighth Army	A2-001-20	W1,200,000
121st GEN HOSP	A2-002-20	1,750,000
A Co, 524th MI	A2-003-20	1,125,000
25th Trans	A2-004-20	800,000
(etc.)		
TOTAL:		W4,875,000

2. POC, Mr. Lewis, 738-9311.

DANIEL D. LEWIS  
GS-9  
Area II Support Activity KATUSA Soldier  
Welfare Fund Custodian

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**Figure 5-7. Report of KATUSA Soldier Welfare Fund Monthly Deposits**

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(c) Maintain 25% of monthly receipts in an interest bearing account to be utilized during KATUSA/US Soldier Friendship Week.

(d) Distribute 75% of monthly receipts to supported unit's accounts based on KATUSA Soldier population. This money will be maintained in the same interest bearing account as the money designated to support the KATUSA Soldier week but allocated to units.

(e) Establish an account number for each unit supported by the area or local installation fund. The account number will consist of an area identifier (i.e. A1) followed by a sequential serial number (i.e. A1-001). The unit account number will appear on all transactions with the fund. A listing of all accounts will be provided to Garrison and Eighth Army, G37 TREX (EAOP-TKO), APO AP 96271-5236.

(f) Process all unit procurement requests and maintain a balance sheet for each unit account. A document number will be placed on each procurement request. This document number will consist of the unit account number, the Julian date the request was processed, and a serial number (i.e. A1-001-7315-01). Verify the current unit Commander has approved the request.

(g) Maintain an account ledger for each supported unit. This ledger will reflect all transaction against the account (deposits, disbursements, returns, etc.). This account ledger may be maintained with a computer program such as Excel.

(h) Provide the unit Commander with a monthly balance statement by the 25th of each month (see figure 5-8).

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EANC-SA

31 May 20xx

MEMORANDUM FOR Commander, HHC, Garrison, APO AP 96271

SUBJECT: KATUSA Soldier Welfare Fund Transaction and Balance Report for **MAY 20xx**

1. The following is a listing of all actions recorded against your unit KATUSA Soldier Welfare Fund as of **15 MAY** 20xx.

<u>DATE</u>	<u>ACTIVITY</u>	<u>CREDIT</u>	<u>DEBIT</u>	<u>BALANCE</u>
16 FEB 20	PREVIOUS MONTHS BAL			\$153.16
29 FEB 20	NEWSPAPER SUBSCRIPTION		\$15.00	138.16
5 MAR 20	RETURN EXCESS CASH	\$2.15		140.31
15 MAR 20	MONTHLY DISTRIBUTION	45.00		\$185.31

2. POC, Mr. Lewis, 738-9311.

DANIEL D. LEWIS  
GS-9  
Area II Support Activity KATUSA Soldier  
Welfare Fund Custodian

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**Figure 5-8. KATUSA Soldier Welfare Fund Transaction and Balance Report**

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(i) Maintain on file the names and signatures of all supported unit Commanders for verification of procurement requests.

f. Use of KATUSA Soldier Welfare Funds. KATUSA Soldier Welfare Funds may be used for purchases such as Korean language newspapers, magazines, books, unit-wide educational subsidies (e.g. English classes, Tae-kwon-do) and to fund welcome/farewell parties. They may be used to enhance sporting activities and to finance awards in various contests. KATUSA Soldier Welfare Funds are for the exclusive benefits of KATUSA Soldiers. The US unit Commander will determine if recommended expenditures of KATUSA Soldier welfare funds contribute to the welfare of KATUSA Soldiers in his unit, and he will be the final approval authority on all expenditures. Additionally, KATUSA Soldier's welfare fund are designed for KATUSA\US Soldier Friendship Week, or can be used ICW Eighth Army policies or guidance

g. Funding.

(1) Moneys for the fund are derived solely from fees paid by KATUSA Soldier snack bar concessionaires.

(2) This fee includes 10% of gross monthly sales for food and beverages, W500,000 won per month, whichever is greater and 10% of the total profit for cigarettes.

h. Fund Procedures.

(1) Unit Commanders will approve and submit requests for the use of KATUSA Soldier Welfare Funds to the area or local installation KATUSA Soldier welfare fund custodian (see figure 5-6).

(2) The fund custodian will record the request and issue a check or cash to cover the request.

(3) The unit will make the purchase and return any excess money and original receipts to the fund custodian by close of business the next business day. All supporting documents and receipts will be translated into English and attached to the monthly ledger sheets.

(4) The fund custodian will accept excess money and receipts and close the register on the action. If tangible property is purchased with KATUSA Soldier welfare funds, the fund custodian will prepare a temporary hand receipt and suspense the receipt for 30 days. The unit Commander will have the tangible property laterally transferred to his unit fund property within the 30-day period. After the lateral transfer, the temporary hand receipt will be destroyed.

(5) Funds in unit accounts at the end of a fiscal year will remain in the account and be allowed to accumulate.

(6) If a unit is disbanded, the funds in its account will be divided among the remaining accounts based on KATUSA Soldier population.

(7) Interest earned on accounts will be added to the money set aside to support the annual KATUSA\US Soldier Friendship Week.

i. Record keeping and files maintenance.

(1) The KATUSA Soldier Welfare Fund reference file is maintained by fiscal year and will be destroyed after 3 years. The current year reference file should be kept on record for audit and inspection purposes.

(2) All transactions, records, and files will be written in English. Any Korean documentation will be translated into English for verification of authorized expenditures and receipts.

(3) The reference file will contain the following, as a minimum:

(a) Copies of all KATUSA Soldier Snack Bar licenses (area or local installation fund custodian).

(b) Copies of all EA Forms 656-R-E and 658-R-E.

(c) Copies of all disinterested Officer inspections and corrective actions taken (if applicable).

(d) Monthly transaction records with substantiating documents (receipts and disbursements).

j. Inspections. Inspectors designated by the area Commander will inspect KATUSA Soldier Welfare Funds at least quarterly. Assistance visits may be accomplished by appropriate agencies upon request.

#### **5-10. Postal Services**

ROKA personnel with the US Army are entitled to receive limited postal services by Army Post Office (APO) channels. Such services do not constitute APO privileges, and support is limited to the military postal system. Mail will not be introduced into the US postal system pursuant to AK Reg 600-2. The following discussion is limited to that mail generated from and/or destined for an address that has been processed or will process through the ROK postal system.

##### **a. Incoming Mail.**

(1) ROKA personnel serving with the US Army may receive mail at their military address, providing it is properly addressed (i.e., rank, name, serial number, complete unit designation, and APO). Such mail will move through the ROK mail system to Seoul, where it will be turned over to Army postal authorities at the Garrison Military Post Office (MPO), APO AP 96271-5338, which has been designated the postal concentration point for exchange of international mail. Army postal authorities at 19th AG Detachment will sort and tie ROKA personnel mail separately by APO. A label designating the servicing APO will be affixed to the bundle, which will thereafter travel via Army postal channels like other mail.

(2) Commanders operating unit mailrooms must designate primary and alternate KATUSA Soldier mail representatives in writing. These representatives serve as the liaison point for all mail and postal matters for ROKA personnel in the unit, to include delivery of incoming mail and the pickup of outgoing mail.

##### **b. Outgoing Mail.**

(1) Only letter mail may be mailed at the APO. It must reflect the proper return address (i.e., rank, name, serial number, complete unit designation, and APO number).

(2) All ROKA personnel are entitled to free letter-mailing privileges. The same privileges extend to ROKA personnel serving with the US Army. Such personnel need not affix postage; the primary or alternate KATUSA Soldier mail representative will stamp the outgoing mail "MILITARY MAIL" where a postage stamp would otherwise appear. All other ROKA personnel must affix applicable Korean postage.

(3) Primary or alternate KATUSA Soldier mail representatives will collect all outgoing mail from ROKA personnel and turn all such mail over to the US Army Unit Mail Clerk for delivery to the servicing APO. Mail bearing a civilian address, or a ROK military address not serviced by an APO, will be returned through APO AP 96271-5338, where it is turned over to ROK postal authorities for delivery.

c. Undeliverable Mail. Every effort will be made to deliver appropriately addressed mail. When mail cannot be delivered, for whatever reason, the primary or alternate KATUSA Soldier mail representative will endorse it indicating the reason for non-delivery and re-addressed to the Adjutant General, HQ ROKA, for appropriate service. Such mail will be returned to the US Army Unit Mail Clerk, who will deliver it to the servicing APO for forwarding to APO AP 96271-5338. Mail will then be entered into the International Exchange System that will process the mail into the ROK mail channel.

d. Unauthorized Mail. Unauthorized mail received in APO channels for ROKA personnel will be returned IAW DOD 4525.6-M.

## **5-11. Security Clearances**

a. Commanders desiring secret security clearances for KATUSA Soldiers will submit written requests by memorandum to their unit ROKA Staff Officer/NCO. Requests will provide justification for desired clearances. The ROKA Staff Officer/NCO will assist the KATUSA Soldier in completing all required ROKA paperwork and forward the request to ROKA Support Group where requests for secret clearances can be processed and approved. The processing period for a secret clearance is approximately 2 weeks. A sample memorandum is shown at figure 5-9.

**Note.** Remember, ROKA personnel and KATUSA Soldiers, with appropriate security clearances, can only have access to classified information that contains the markings of RELROK or ROKUS.

b. Access to Special Intelligence (SI)/Sensitive Compartmented Information (SCI) can also be granted to KATUSA Soldiers in exceptional cases. Commanders desiring such clearance for KATUSA Soldiers will submit a request justifying the KATUSA Soldier's need-to-know through the ROKA Staff Officer/NCO to the Commander, ROKA Support Group. The request must contain two ID photographs, the KATUSA Soldier's name/rank/ROKA service number/date of birth/place (province) of birth/current ROKA security clearance/ETS. The ROKA Support Group forwards SI/SCI clearance requests to the Ministry of National Defense for final approval. This process requires at least 3 months. **SI/SCI-indoctrinated KATUSA Soldiers are authorized access only to that information specified as being Releasable to the ROK (RELROK) or Republic of Korea/United States (ROKUS).**

MEMORANDUM THRU ROKA Staff Officer, 2d Infantry Division, APO AP 96271-0289

FOR Commander, ROKA Support Group, Eighth Army, APO AP 96271-5236

SUBJECT: Request for Security Clearance, RE: PVT KIM, Dori, KAXx-12333455

1. Request a SECRET security clearance be given for the below identified individual.
  - a. NAME: KIM, Dori
  - b. RANK: PVT
  - c. ROKA Service #: KA20-12345
  - d. DOB: 710504
  - e. POB: Kyeonggi do, Kapyong gun, Misa-ri
  - f. ETS: 220915
  - g. Current ROKA Clearance: NONE
  - h. Level of Clearance: SECRET
  - i. Type of Access: Routine
  - j. Justification: PVT Kim works in the Division Translation Section where he must work with classified material in the performance of his duties. He translates Division and Corps OPORDS and plans into Korean and English. The material he will have access to does not exceed SECRET ROKUS or SECRET RELROK.
2. POC, MAJ Mark L. Hardrock, 755-XXXX.

WILLIAM A. SMITH  
CPT, IN  
Commanding

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**Figure 5-9. Request for Security Clearance**

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#### **5-12. Unit Fund Councils and Activities**

KATUSA Soldiers will be represented in the membership of unit fund councils and will attend all council meetings. Unit fund dividends are paid for assigned KATUSA Soldiers.

#### **5-13. Wear of Athletic or Civilian Clothing**

a. ROKA Staff/LNOs, ROKA Staff NCOs, and KATUSA Soldiers may wear athletic or civilian clothing, as appropriate, IAW the current CofS, ROKA directives.

b. KATUSA Soldiers may wear athletic or civilian clothing within the following constraints:

- (1) Civilian clothing may be worn after normal duty hours.
- (2) Civilian and military clothing will not be mixed. For example, the Gortex jacket or poncho will not be worn with civilian clothing.
- (3) Civilian clothing worn in theaters, clubs, recreation centers, etc., will conform to the standards applicable to other male personnel. In Community Clubs, KATUSA Soldiers must comply with the dress requirements of the facility.
- (4) Athletic clothing - The same as US Soldiers.

#### **5-14. KATUSA Soldier Casualty Reporting and Disposition of Remains (Peacetime)**

a. When casualties occur to KATUSA Soldiers or ROKA Staff Officers/NCOs assigned to a US Army organization, a casualty report must be initiated immediately by the chain of command and forwarded to the ROKA HQ through ROKA Support Group command channels and through area casualty commands to Eighth Army G1 Casualty Operation Center (COC).

- (1) The Eighth Army G1 (COC) will in-turn notifies the following:
    - (a) The Eighth Army G1.
    - (b) The ROKA Support Group Admin Officer (Camp Humphreys 755-1620/1732).
    - (c) Prepare a Memorandum of Notification to the Chief of Staff, Eighth Army.
  - (2) The casualty report submitted through the ROKA Support Group channels to the Commander, ROKA Support Group (Support Branch, RSG Headquarters, ROKA Building) must contain as a minimum, name, grade, serial number, address, name of next of kin, and a summary of events leading to the death, serious injury, or illness. The ROKA Staff Officer of the KATUSA Soldier's assigned unit should assist in the preparation of this report to ensure that data submitted is sufficient to meet current requirements of ROKA Reg 142.
  - (3) A copy of this casualty report in English will also be delivered as soon as possible to the ROKA Affairs Liaison Office, Eighth Army, G37 TREX (Camp Humphreys 755-2847/2848).
- b. A DD Form 2064 (Certificate of Death (Overseas)) authenticated by a US medical Officer will be prepared in original and six copies and submitted to the ROKA Staff Officer of the unit to which the KATUSA Soldier is assigned. Six copies of a typed memorandum reporting the circumstances of death and two copies of the list of personnel effects (authenticated by the unit's senior ROKA Staff Officer) will be prepared in Korean and forwarded to the Commander, ROKA

Support Group Support Branch, RSG Headquarters, ROKA Building along with the decedent's personnel records. The unit Commander, with the assistance of the unit ROKA Staff Officer (RSO), will ensure the decedent's next of kin are notified and provided copies of the death certificate and other documents required by ROKA regulations.

c. A Summary Court Officer (SCO) will be appointed upon notification of death to handle disposition of the deceased KATUSA Soldier's personnel effects. To ensure that all the deceased's personal articles are inventoried and accounted for, the SCO will coordinate all pertinent actions with the unit ROKA Staff Officer. The SCO will receipt the personal effects over to the senior ROKA Staff Officer who will forward the belongings to the next of kin IAW ROKA regulations.

d. Notification of next of kin will be made in person. This requirement must be coordinated with ROKA Support Group to ensure that multiple notifications, with resulting stress, are avoided. If ROKA officials make notification in person, a US Army representative in the same grade and familiar with the deceased KATUSA Soldier and assigned to the same unit will accompany the ROKA official. Prior to making notification to the next of kin, the unit representative should consult the Eighth Army (COC) for guidance.

(1) Although the US Government is not liable for benefits or assistance to KATUSA Soldier family survivors, USFK Reg 526-11 authorizes solarium payments to families and survivors of KATUSA Soldiers who are seriously injured or killed in the line of duty. Serious injury is defined as an injury that is likely to result in permanent disability or hospitalization in excess of 72 hours, unless the hospitalization is solely for observation. Commanders should ensure that the unit ROKA Staff Officers arrange for funeral pay for the next of kin through ROKA channels.

(2) The Commander will prepare a Letter of Sympathy/Condolence to the next of kin within 24 hours of the date of the casualty, using letterhead stationery. The letter will be typed in English and Korean (Hangul) and hand-carried to the ROKA Support Group within 72 hours after confirmation and notification of the next of kin. The Eighth Army G1 (COC) will review all letters, in order to protect the interests of the US Government, prior to being dated and dispatched by the ROKA Support Group.

(3) Collection of donations from unit members and/or co-workers is accepted and considered an appropriate token of sympathy. The unit Commander should coordinate with the unit ROKA Staff Officer to determine the most appropriate time and location to offer the donation to the next of kin.

(4) Individual donations should be consolidated and presented as a group donation.

e. Upon receipt of a death report of KATUSA Soldiers from subordinate commands, the ROKA Support Group (Pyeong-taek Post Office Mail Box Number 5) will prepare a summarized death report IAW ROKA Reg 142 and forward it to HQ ROKA.

f. The remains of deceased KATUSA Soldiers, when released by medical and/or law enforcement authorities, will be transferred to the nearest US Army mortuary or collection point for limited preparation and held until delivery is requested by ROKA authorities or their designated representative.

g. The unit Commander of the deceased is responsible for providing, from among the personal effects, a cleaned, pressed uniform with all rank, insignia, etc., a T-shirt, under-shorts, and a pair of black socks suitable for burial or cremation.



h. When the cause, place, date, or circumstances of the death of a KATUSA Soldier are not known, an investigation will be conducted to insure that all these details are established.

(1) For deaths occurring on a military installation when the complete details of the death are not known, the Commander of the installation at which the deceased KATUSA Soldier is found will, as quickly as possible after the discovery of the death, appoint an investigating Officer to conduct an investigation. The Officer appointed to conduct the investigation will be a field grade Officer.

(2) When a KATUSA Soldier dies under unusual circumstances while away from a military installation, the deceased KATUSA Soldier's Commander or the Commander responsible for submitting the casualty report will request that the appropriate ROK authorities conduct an investigation to determine the facts surrounding the KATUSA Soldier's death. The request for an investigation by ROK authorities will be submitted through SJA and ROKA Staff Officer Channels.

(3) The investigating Officer will make his/her conclusions on the basis of the evidence presented by law enforcement agencies (military and civilian) and from the questioning of witnesses, including the medical Officer or the civilian physician who examined the remains. The testimony of each witness will be placed in writing, subscribed to under oath in the case of US military personnel, and appended to the investigation.

(4) If an autopsy is necessary to ascertain the exact cause and time of death, the Investigating Officer will immediately notify the appointing authority and appropriate ROK Army authority so that arrangements can be made to perform the autopsy. The autopsy will normally be performed by a ROK Army medical Officer at a ROK facility, however, in an appropriate case, US and ROK authorities may agree to perform the autopsy jointly at a facility agreed upon by both authorities.

i. In the event a KATUSA Soldier dies under circumstances clearly not associated with his duties or by accident, such as suicide or homicide, a KATUSA Crisis Action Team may be convened or alerted by the CofS, Eighth Army. The KATUSA Crisis Action Team will consist of the following Commanders and staff: CofS, Eighth Army, G1, PAO, SJA, PMO, Chief, G37 TREX, Cdr, Eighth Army G1, Cdr, 65th MED BDE, and Special Advisor to Cdr, USFK, US SOFA Secretary and the KATUSA Program Manager.

j. When desired by the next of kin, the unit will conduct a memorial service IAW the unit's SOP for memorial services. The unit Commander will discuss the location and procedures of the service with the ROKA Support Group and the next of kin prior to the arrangement of the service. When the next of kin does not desire unit memorial services, the ROKA will provide the services IAW ROKA regulations.

(1) Attendance at the funeral service and/or gravesite by unit service members is encouraged. Appropriate military or civilian attire will be worn as deemed appropriate by the unit Commander in coordination with the ROKA Staff Officer and the desires of the next of kin.

(2) The unit Commander will identify distinguished guests and officials for attendance at the funeral and appropriate invitations will be extended.

(3) Unit personnel may also accompany the next of kin to visit the gravesite three (3) to five (5) days after the burial, which is a traditional practice in Korea. Again, the unit Commander should consult with the unit ROKA Staff Officer prior to the visit to gain approval from the next of kin.

## **Chapter 6**

### **Training**

#### **6-1. Purpose**

This chapter outlines policies, responsibilities and procedures for training KATUSA Soldiers in Eighth Army. Chapter 7, AK Reg 350-1 parallels this chapter. The regulation with the most recent effective date between AK Reg 350-1 and AK Reg 600-2 will establish the current KATUSA Soldier training guidance and requirements.

#### **6-2. Scope**

Training for KATUSA Soldiers includes individual and unit training outlined in AK Reg 350-1 and training directed by ROK law and ROKA policies. ROKA Staff Officers attached to Eighth Army units will participate in ROKA directed training and are encouraged to participate in Eighth Army training. KATUSA Soldiers will participate in ROKA directed training except in special circumstances identified in subparagraph 6-5b.

#### **6-3. Policy**

The Eighth Army will provide challenging and quality training to KATUSA Soldiers. These well-educated and highly motivated Soldiers provide Eighth Army units' continuity, regional expertise, and critically needed manpower. They are essential to successful combined operations. Although some cultural and language barriers exist, they can be overcome through dedicated leadership, effective training, and progressive educational programs.

#### **6-4. Responsibilities**

a. The Eighth Army, G37 TREX will:

- (1) Act as the proponent for all Eighth Army directed KATUSA Soldier training.
- (2) Supervise the operations of the KTA.
- (3) In coordination with the ROKA Support Group, establish policies on training and graduation requirements for KATUSA trainees at the KTA.
- (4) Provide training on the customs and operating procedures of the US Army to KATUSA Soldiers at the KTA.
- (5) Provide the instructors a copy of the annual KTA training schedule immediately after it is published.
- (6) Through the KTA, instructors conduct KATUSA English Language Training (ELT).
- (7) Conduct staff assistance visits to provide overall supervision and quality control for the KATUSA Soldier training program.
- (8) Resolve contract training concerns and issues.

b. Eighth Army MSCs will:

- (1) Train each KATUSA Soldier and certify them in their assigned MOS within 6 months of assignment.

(2) Conduct sustainment training for unit unique, critical MOS and common tasks throughout the KATUSA Soldier's tour.

(3) Inspect KATUSA Soldier training as part of the Organizational Inspection Program (OIP). See Appendix J, KATUSA Soldier Program Checklists.

(4) Issue KATUSA Soldiers and their NCO leaders appropriate Soldiers' and common task manuals.

(5) Include KATUSA NCOs in the unit NCO Development Program (DP).

(6) Ensure that all US and KATUSA Soldiers receive training on AK Reg 600-2 to ensure that all Soldiers are knowledgeable of the regulation's contents. This training should be conducted upon initial assignment to the unit and at least twice a year thereafter.

(7) Include KATUSA Soldier awareness training in unit Officer DP and NCOPD at least twice (2) a year. Assistance for these classes is available from Eighth Army, G37 TREX (EAOP-TKO), Unit #15236, APO AP 96271-5236.

(8) Ensure full integration and orientation of newly assigned KATUSA Soldiers. This can be entrusted to the unit's RSO.

c. The ROKA Support Group will:

(1) Provide all KATUSA Soldiers ROKA basic training before assignment to KTA.

(2) Coordinate with HQ, ROKA and Eighth Army, G37 TREX, to maintain, but not exceed, 100 percent fill per KTA class schedule. Will ensure KTA class dates are deconflicted with the Command's training schedule.

(3) Before KATUSA Soldiers complete training at the KTA, assign KATUSA Soldiers a MOS. Soldiers are assigned via computer factors of each Soldier's education level, college major, any special civilian occupation or license and English tests scores, and Eighth Army's personnel needs in making this assignment.

(4) Manage KATUSA Soldier assignments IAW each Soldier's assigned MOS, the current KATUSA Soldier Manning Document and Eighth Army's needs.

(5) Conduct KATUSA Soldier ETS training.

(6) Monitor the training climate of all units with KATUSA Soldiers.

(7) Provide Eighth Army, G37 TREX, the annual Nonsan Basic Training Course schedule so that the KTA training schedule can be formulated.

(8) The unit's RSO ICW the unit Commander will ensure full integration and orientation of newly assigned KATUSA Soldiers. This orientation should include security training and the unit and the Eighth Army regulations and policies.

(9) Refer to Eighth Army, G37 TREX, all training concerns and issues for review, resolution and correction.

(10) Ensure all KATUSA Soldiers assigned to ROKA Support Group and ROKA Staff Offices are trained in their MOS skills necessary for mission accomplishment.

(11) All ROKA Officers and NCOs working in Eighth Army will conduct two hours of professional development training twice a month. (Usually the first and third Thursday of the month) This training will not conflict with US schedule training.

#### **6-5. ROK Law and ROKA Directed Training**

ROKA personnel serving with the US Army remain subject to ROK law and ROKA directed training. US Commanders are responsible to ensure this training is accomplished and to integrate it into unit short and long-range training plans. ROKA Staff Officers and NCOs will conduct ROKA directed training.

a. Commanders will allocate three (3) hours on Wednesday the ROKA Directed Training. All ROKA directed training will be conducted during normal duty hours. ROKA Directed Training must be coordinated and included on unit training schedules.

b. All KATUSA Soldiers will attend ROKA directed training except when precluded by critical mission field training and major exercises. KATUSA Soldiers who miss ROKA directed training will make up the missed training within ten days of completion of the exercise or field training. This make-up training will be conducted during normal duty hours. Absence from training and make-up training must be coordinated with the ROKA staff office.

c. Commanders will keep their ROKA Staff/LNOs abreast of training plans. Commanders will assist and support ROKA instructors in resourcing ROKA directed training.

d. ROKA Staff Officers/NCOs will provide the unit Commander with a training schedule of subjects for ROKA directed training at least six-weeks prior to the training being conducted. Commanders should periodically attend ROKA directed training.

e. All ROKA Officers and NCOs must participate in RSG's two hours professional development training twice a month.

#### **6-6. Eighth Army Training Requirements**

##### **a. KATUSA MOS Training:**

(1) Commanders will train and certify each KATUSA Soldier on MOS and AWT tasks that support the unit's collective tasks and mission. The status of KATUSA Soldier MOS certification will be reported each month along with the monthly KATUSA Unit Manning Report and during the unit's TLDB. The status will be reported as a percentage of KATUSA Soldiers certified versus the number of KATUSA Soldiers assigned to the unit greater than six months. KATUSA Soldiers will be MOS certified within six months of assignment. EA Form 657-R-E (KATUSA Soldier KATUSA MOS Certification Training Record) (see Appendix E for instructions for downloading), is a locally reproducible training record to aid in maintaining the training status of KATUSA Soldier MOS certification.

(2) KATUSA Soldier KATUSA MOS Certification Procedures: Each unit Commander and subordinate unit leaders (squad, section, and platoon) must identify critical individual and collective level one (1) duty tasks that the KATUSA Soldiers must be able to perform to support the unit's collective tasks. These tasks can come from Soldier's manuals or be tasks that are duty position unique. These tasks are entered on the training record with sufficient identification data (task # and

title from Soldier's manual; AR, FM, or TM Para. and title, etc.) to allow trainers to easily reference source requirements to train and evaluate to "task, conditions, and standard." The number of tasks should be limited to 25 or fewer tasks.

(3) Section leaders will train and evaluate KATUSA Soldiers on these tasks. Evaluation results will be annotated on the training record. Once a KATUSA Soldier has successfully demonstrated 100% "go" on AWT and 100% "go" on level one (1) duty tasks, the KATUSA Soldier is considered KATUSA MOS certified. The certification statement on the training record will be updated and signed. KATUSA Soldier KATUSA MOS certification will be reported during TLDB as a percentage of KATUSA Soldiers certified against the number assigned to the unit greater than six months. (For example: A unit has 45 KATUSA Soldiers assigned with 31 KATUSA Soldiers assigned greater than 6 months. Of these 31 KATUSA Soldiers, only 25 have been MOS certified. The reportable percentage would be 80.6% (25/31).)

(4) The unit Commander and subordinate unit leaders (squad, section, and platoon) must identify critical individual and collective level 2 duty tasks that the KATUSA Soldiers must be able to perform at the NCO level to support the unit's collective tasks. These tasks are used to identify professional development training requirements only. These tasks are not part of KATUSA Soldier KATUSA MOS certification.

b. Eighth Army Individual Training. KATUSA Soldiers will complete all Eighth Army individual training required by AK Reg 350-1 except Code of Conduct and reenlistment-related training.

c. Noncommissioned Officer PD Training. Commanders will ensure that KATUSA Soldier NCOs attend NCOPD training along with their US NCO counterparts.

d. KATUSA Language Training. To fight effectively as part of the US Army team, KATUSA Soldiers must have English language skills. The English Language Training Program is formal classroom training conducted during initial entry training at KTA per G37 TREX guidance.

(1) Centralized KTA ELT.

(a) Upon assignment to the KTA, all KATUSA Soldiers will be administered the American Language Course Placement Test (ALCPT) by the KTA as a pre-test for class placement.

(b) Following the pre-test, all KATUSA Soldiers will attend the required ELT as provided by KTA

(c) Commanders receiving KATUSA Soldiers without an ALCPT test score are to contact the KTA to obtain a copy of test results.

(2) Ensure that KATUSA Soldiers receive on the job English training on military terms related to their MOS and mission during normal work activities.

## **6-7. KATUSA Soldier ROKA ETS Training**

KATUSA Soldiers must complete ROKA ETS Training before separation from active duty.

a. Brigade and separate battalion ROKA Staff Officers/NCOs conduct ETS Training during the last seven (7) working days the KATUSA Soldier is on active duty.

b. ETS training will not exceed three days in duration.

c. ROKA Staff Officers attached to Eighth Army units will notify unit Commanders of who must attend ETS training at least five weeks before it is conducted. Unit Commanders will inform their KATUSA Soldiers of the location, date, and time of ETS training.

d. When possible, KATUSA Soldiers will remain billeted in their unit area during ETS training.

e. If this is not feasible, Commanders will:

(1) Coordinate with the Garrison Commander hosting ETS training to schedule temporary billeting. This coordination should be made at least 15 days before the training. Garrison Commanders will provide appropriate transient housing to support external KATUSA Soldiers present for ETS training.

(2) Provide transportation to/from the ETS training installation. If contract or public transportation is used in lieu of unit vehicles, Commanders will provide KATUSA Soldiers with appropriate tickets or vouchers.

(3) Exempt KATUSA Soldiers from other duties while they attend ETS training. KATUSA Soldiers will continue to perform assigned duties until seven working days before ETS.

(4) Ensure that a US Officer in the grade of Lieutenant Colonel or higher will address all KATUSA Soldiers undergoing ETS training at a KATUSA Soldier ETS ceremony. This US Officer will express appreciation for KATUSA Soldiers' service. The ROKA LNO at each ETS training installation will coordinate for the US Officer Speaker.

#### **6-8. KATUSA Soldiers Attendance of Warrior Basic Leaders Course (WLC)**

IAW US Army policy, KATUSA Soldiers are not authorized to attend the Basic Leaders Course (BLC) because of the Select Train Educate Promote (STEP) program requirements.

#### **6-9. KATUSA Training Academy Graduation Standards**

a. The KATUSA Training Academy (KTA) is committed to providing the best training possible to ensure that a new KATUSA Soldier's assignment and transition into his US Army unit is uneventful. The goal of the KTA is to provide the KATUSA Soldier Trainee with a basic knowledge of military terminology, military skills, and physical training to ensure he is able to quickly integrate into his unit.

b. To further foster these goals, the KTA has established the following graduation standards for KATUSA Soldier Trainees. These standards are in line with US Army basic training standards. To be considered a successful graduate, the KATUSA Soldier Trainee must:

(1) Achieve a score of 70% or higher during English language training.

(2) Achieve a score of 70% or higher on the end-of-course military skills test.

(3) Achieve a score of 60% or higher in each event of the ACFT.

(4) Participate fully in English, rifle marksmanship, and map reading.

c. KATUSAs must be able to meet the Gold Standard on each of the six (6) events for the ACFT. The six events consist of the Dead lift, Standing Power Throw, Hand Release Push Up,

Sprint Drag Carry, Leg Tuck, and the 2 Mile Run. An alternate exercise for trainees who are physically incapable of accomplishing the Leg Tuck is the two minute plank. KATUSA trainees must make an initial attempt for the leg tuck before transitioning to the plank event.

d. Only KATUSA Soldiers Trainee that meets all graduations standards will be assigned to a US Army unit.

e. KATUSA Trainee Soldier(s) that fail to meet graduation requirements such as achieving at least the Gold Standard for the Army Combat Fitness Test (ACFT) will be placed in a hold over status. During this time they will be retrained. Once they meet graduation requirement they will be permitted to graduate and assigned to a US Army unit as soon as possible.

f. These graduation requirements will be reviewed at least annually and modified as required.

## **Chapter 7**

### **Logistical Management**

#### **7-1. Personal Military Clothing, Organizational Clothing and Equipment for ROKA Staff/Liaison Officers (LNOS) and Aides-De-Camp**

The Chief of Staff, ROKA, is responsible for the issue and supply of personal military clothing and organizational clothing and equipment to ROKA Staff/LNOs and ROKA Aides-de-Camp. Major subordinate Commanders may authorize the issue of selected items of organizational clothing and equipment (CTA 50-900) providing adequate safeguards exists to ensure their return and providing no US armed forces personnel are denied the issue of like equipment because of issue to ROKA Staff/LNOs or ROKA Aides-de-Camp.

#### **7-2. Personal Military Clothing, Organizational Clothing and Equipment for KATUSA Soldiers**

a. KATUSA Soldiers are authorized issue of US clothing items and equipment under the provisions of CTA 50-900. KATUSA Soldiers will receive US military clothing and equipment IAW with table 7-1.

**Table 7-1****Initial US Army Personal Military Clothing and Organizational Equipment Issued to KATUSA Soldiers**

ITEM OF ISSUE	QUANTITY ISSUED	ISSUE LOCATION
Bag, Duffel	1 Each (Note 1)	KTA
Belt, Riggers, Desert Sand 503 or Sand/Tan 499 belt color	2 Each (Note 1, 2 & 3)	KTA
Boots, Combat, (Temperate Weather, Type II, Tan)	1 Pairs (Note 2 & 3)	KTA
Boots, Combat, (Hot Weather, Tan)	1 Pairs (Note 2 & 3)	KTA
Boot, Combat, HW, Tan, Sand or Coyote Brown, OCP	2 Pairs (Note 2 & 3)	KTA
Beret, Wool Black, Shade 1593	1 Each (Note 2 & 3)	KTA
Cap, Operational Camouflage Pattern (OCP)	2 Each (Note 2 & 3)	KTA
Cap. Pullover, Green Fleece Cap or OCP Black	1 Each (Note 2 & 3)	KTA
Coat, OCP	4 Each (Note 1, 2 & 3)	KTA
Coat Cold Weather (OCP Field Jacket)	1 Each (Note 2)	KTA
Camel Bag	1 Each (Note 1)	KTA
Drawers, Men's Brief, Class 3-Sand	6 Pairs (Note 2 & 3)	KTA
Glove Inserts, Cold, Black	2 Pairs (Note 2 & 3)	KTA
Glove, Flexor, Light Duty	1 Pair (Note 2)	KTA
Patch, Full Color Korean National Flag Insignia	3 Each (Note 2 & 3)	KTA
Individual Physical Fitness Uniform, Shirt (S/S)	2 Each (Note 3 & 4)	KTA
Individual Physical Fitness Uniform, Shirt (L/S)	2 Each (Note 3 & 4)	KTA
Individual Physical Fitness Uniform, Pants, Long, Black	2 Each (Note 3 & 4)	KTA
Individual Physical Fitness Uniform, Jacket, Gray/Black	1 Each (Note 3 & 4)	KTA
Individual Physical Fitness Uniform, Trunks, Black	2 Each (Note 3 & 4)	KTA
Army Physical Fitness Uniform, Shirt (S/S), Black with Gold "ARMY" Lettering.	2 Each (Note 3 & 4)	KTA
Army Physical Fitness Uniform, Shirt (L/S), Black with Gold "ARMY" Lettering	2 Each (Note 3 & 4)	KTA
Army Physical Fitness Uniform, Pants, Long, Black with Army Star Logo	2 Each (Note 3 & 4)	KTA
Army Physical Fitness Uniform, Jacket, Black with Gold Chevron and Army Star Logo	1 Each (Note 3 & 4)	KTA
Army Physical Fitness Uniform, Trunks, Black with Gold "ARMY" Lettering	2 Each (Note 3 & 4)	KTA
Army Physical Fitness Uniform, Cap, Pullover, Black Microfleece Cap	1 Each (Note 3 & 4)	KTA
Shoes, Athletic	1 Pair (Note 3)	KTA
Socks, Athletic	3 Pairs (Note 3)	KTA
Socks, Boot, Green, man's wool cushion sole, OG 408	5 Pairs (Note 2 & 3)	KTA
Towel, Bath, Brown	2 Each (Note 2 & 3)	KTA
Trousers, OCP	4 Pairs (Note 1, 2 & 3)	KTA
T-Shirt, Sand Colored, Moisture Wicking or Tan 499 T-shirt color	4 Each (Note 2 & 3)	KTA



**Table 7-1****Initial US Army Personal Military Clothing and Organizational Equipment Issued to KATUSA Soldiers – Continued****Organizational Linen Authorization**

<b>ITEM OF ISSUE</b>	<b>QUANTITY ISSUED</b>	<b>ISSUE LOCATION</b>
Case, Pillow	2 Each (Note 1 & 5)	Unit Supply
Cover, Mattress, Single Bed	2 Each (Note 1 & 5)	Unit Supply
Blanket, Polyester Polar Fleece	2 Each (Note 1 & 5)	Unit Supply
Pillow, Polyester	1 Each (Note 1 & 5)	Unit Supply
Sheets, Single Bed	2 Each (Note 1 & 5)	Unit Supply

**Notes:**

1. These items must be recovered by unit supply personnel from KATUSA Soldiers and ROKA Staff NCOs prior to their return to ROKA. (Refer to Para. 7-11, for turn-in procedures.)
2. KATUSA Soldiers will retain two (2) complete uniform set of OCP and a Field Jacket for wear in reporting to their ROKA reserve units. A complete OCP uniform consists of one (1) belt, one (1) patrol cap, one (1) combat boots, one (1) glove inserts, one (1) glove, flexor, one (1) trousers, OCP, one (1) coat, OCP, one (1) pullover, green fleece cap.
3. These items are not required to be turned in to unit supply, and may be kept by KATUSA Soldiers.
4. Linen items will be washed and then turned in by ETSing KATUSA Soldiers to their unit supply. Unit supply will send these items for inspection and reissue IAW 8A G4 guidance.

(1) KATUSA Soldiers are issued athletic shoes as part of their initial issue and then semi-annually thereafter in winter and summer periods. KATUSA Soldiers who have arrived at the unit from the KTA within the last 60 days of the issue date or who have 60 days or less remaining to ETS will not be eligible for the issue of shoes.

(2) Unit supply sergeants will prepare a memorandum for the unit Commander's signature to order replacement athletic shoes. The memorandum will contain KATUSA Soldiers information such as name, rank, ETS date, and shoes size, unit's DODAAC and pick up point with total of breakdown sizes. This memorandum will be forwarded to the property book Officer (PBO), S4, or other higher applicable supply channel for consolidation. The MSC should forward a consolidated memo to 403rd Army Field Support Brigade (AFSB) 30 days prior to month of issue. To maintain accountability of athletic shoes, KATUSA Soldiers will sign for issue of athletic shoes on EA Form 999-R-E (KATUSA Soldier Athletic Shoe Issue Roster) (which will be downloaded from the Eighth Army Web site (See appendix E)), listing each KATUSA Soldier by name, KA service number, shoe size, date received and signature. The EA Form 999-R-E must be maintained in the KATUSA Continuity Binder (KCB) for one year.

b. Operational Camouflage Pattern (OCP) uniform wear information:

(1) KATUSA Soldiers who were issued the OCP uniform at the KTA are authorized to wear the OCP.

(2) Units cannot require KATUSA Soldiers to purchase or obtain OCP uniforms if the KTA did not issue them. The chain of command must actively monitor their formations to ensure that subordinate leaders are not pressuring KATUSA Soldiers to purchase the OCP uniform.

(3) To ensure fairness across our formations, US personnel may not buy the OCP uniform as gifts for KATUSA Soldiers.

(4) Purchasing OCP uniform items with Clothing Maintenance Allowance System (CMAS) funds is authorized only for KATUSA Soldiers who were issued the OCP from the KTA.

(5) ROKA NCOs will be issued OCP uniforms based on their scheduled return date to the ROK Army as applied against the US Army's Mandatory Possession Dates (MPD). Eighth Army G37 TREX Division will provide an OCP Uniform Authorization letter for each ROKA NCO with their authorized basis of issue.

c. The Central Issue Facility (CIF) will issue organizational issue items when KATUSA Soldiers arrive at their permanent duty units.

d. ROKA Staff NCOs assigned to Eighth Army units will be issued the same clothing and equipment as KATUSA Soldiers when they arrive at KTA. Supplemental organizational clothing and equipment may be authorized based on unit of assignment and individual duty requirements.

e. KATUSA Soldier Korean IR Flags and Reflective Safety Belts are issued and accounted for by units assigned KATUSA Soldiers. KATUSA Soldiers will turn-in Korean IR Flags and Reflective Safety Belts to unit supply upon ETS. (ACofS G4 funds and coordinates for distribution of Korean IR Flags and Reflective Safety Belts to unit supply).

f. Unit supply controls KATUSA Soldier Korean IR flags and Reflective Safety Belts through proper hand receipt procedures.

g. When a KATUSA Soldiers ETS, they must turn-in the KATUSA Soldier Korean IR Flags and Reflective Safety Belts to their unit supply.

h. When KATUSA Soldiers ETS, they must wash and then turn-in their linen items to their unit supply.

### **7-3. Issue of Personal Military Clothing, Organizational Clothing and Equipment**

a. Initial issue. The Commandant, KTA, coordinates with the Military Clothing Sales Store (MCSS) and the Organizational Clothing and Individual Equipment Issue Point, Camp Humphreys, for the issue of personal military clothing and limited organizational clothing and equipment.

(1) Personal military clothing. A DA Form 3078 (Personal Clothing Request) will be initiated, in duplicate, to record the clothing issue at KTA. Instructions for completing this form are contained in Appendix F. A copy of this form will be furnished to the Commandant, KTA, who will forward it to the respective units receiving KATUSA Soldiers. The CSS manager will retain the original copy for 6 months, and then destroy.

(2) Organizational Clothing and Equipment. A DA Form 3645 (Organizational Clothing and Individual Equipment Record) will be initiated in duplicate to record the items and quantities of clothing and equipment issued. The name block of the DA Form 3645 will be annotated with the

word "KATUSA". Both copies of the DA Form 3645 will be furnished to the Commandant, KTA, who will forward them to the respective units receiving KATUSA Soldiers IAW paragraph 7-3c.

b. Should KATUSA Soldiers arrive at their unit without items of initial issue clothing, because of shortages that could not be filled prior to graduation from KTA, the Commander will ensure that shortages are filled within 30 days by submitting DA Form 3078 to the local Military Clothing Sales Store. The supply sergeant will verify the shortages by reviewing the KATUSA Soldier's initial issue DA Form 3078. See Appendix F for examples.

c. Forwarding DA Forms 3078 and 3645. The DA Forms 3078 and 3645 are permanent records and must be appropriately safeguarded. The Commandant, KTA, will ensure that for each graduating KATUSA Soldier the original copy of DA Form 3078 and both the original and duplicate copies of DA Form 3645 are given to the unit representative who picks up KATUSA Soldiers at KTA. No KATUSA Soldier will be allowed to hand-carry these forms.

#### **7-4. KATUSA Soldier Clothing and Equipment File**

a. Upon arrival of a newly assigned KATUSA Soldier, the Commander will initiate a KATUSA Soldier clothing and equipment file, which includes the DA Forms 3078 and 3645, provided by the Commandant, KTA.

b. The maintenance of this file is the responsibility of unit US supply personnel.

c. This file will consist of:

(1) All original copies of DA Form 3078 reflecting both initial issue and issue of initial issue shortages of personal military clothing at the KTA.

(2) The duplicate copy of the DA Form 3645 reflecting issue of organizational clothing and equipment at the CIF, Camp Humphreys. The original copy should be forwarded to the local supporting CIF IAW AR 710-2. If the unit is not supported by a CIF, both the original and duplicate copies will be maintained in this file.

(3) A copy of all subsequent DA Forms 3078 reflecting issue, charge sales of personal military clothing and/or footwear, and clothing showdown inspections.

(4) The EA Form 333-R-E (Clothing Monetary Allowance System (CMAS)) for KATUSA Personnel) (which will be downloaded from the Eighth Army Web-site - see Appendix E). The use of this form is discussed in paragraph 7-8. Preparation instructions are contained in Appendix G with a sample on figure G-1.

d. Should the DA Forms 3078 and 3645 not be received from KTA, the Commander will contact the Chief of KTA who will obtain and forward reconstructed copies.

e. Unit Supply NCO must record issued linen items on KATUSA Soldier's DD Form 3078.

#### **7-5. Supplemental Issue of Organizational Clothing and Equipment**

a. The Commander will ensure that missing items are issued within 1 month from the local supporting CIF.

b. KATUSA Soldiers may be issued specialized organizational clothing and equipment not normally stocked or issued by the CIF (e.g., coveralls, safety shoes, etc.). These items will be obtained through normal supply channels, citing CTA 50-900 as the basis for issue. CTA 50-900 items not maintained by CIF are procured through the unit organization property book on a DA Form 2765-1 (Request for Issue or Turn-in).

#### **7-6. KATUSA Soldier Clothing Inspections**

Unit Commanders will conduct quarterly clothing inspections of KATUSA Soldiers in their units using DA Form 3078. Shortages will be corrected through the use of the clothing monetary allowance system discussed in paragraph 7-7.

#### **7-7. Clothing Monetary Allowance System (CMAS)**

a. Upon completion of 180 days of service with Eighth Army, each KATUSA Soldier and ROKA Staff NCO who was issued and wears the US Army uniform is entitled to Clothing Monetary Allowance for the maintenance of personal military clothing. The Clothing Monetary Allowance System is approved annually by HQDA. The new rate will only apply to KATUSA Soldiers and ROKA Staff NCOs who complete 180 days of service after 1 Oct each year. Accounting of CMAS credits and expenditures is accomplished utilizing EA Form 333-R-E (see Appendix G). An EA Form 333-R-E will be maintained in each KATUSA Soldier's clothing and equipment file. KATUSA Soldiers' service with Eighth Army begins the day they arrive at the KTA; therefore, the CMAS credit eligibility date is between 180 days from the date on their DA Form 3078 for their initial clothing issue, i.e., the CSS issue date and to 90 days before their ETS or PCS date. Preparation instructions and sample DA Form 3078 are contained in figure F-3, Appendix F.

b. The EA Form 333-R-E will be initiated within the first week of the month following the KATUSA Soldier's completion of 180 days of service with Eighth Army. The CMAS credits spent will be posted immediately after the applicable DA Form 3078 is returned from the CSS.

c. Correcting EA Form 333-R-E errors should be done in the following manner. Make necessary corrections of CMAS in the column below the last posting. Enter a short reference; i.e., calculation too high/low, math error, wrong eligibility date, etc., and initial the reference. Complete EA Form 333-R-E as directed.

d. KATUSA Soldier's cannot use the CMAS credit by their own desire. It is intended to be used only for replacement of those items of personal military clothing listed in table 7-1 that is unserviceable and cannot be repaired as approved by the Commander of the US Army unit to which assigned. Additional initial issue clothing can only be authorized and directed by a medical Officer. The additional initial issue clothing requested by a medical Officer should have the directed statement attached to the DA Form 3078 when taken to the CSS. The unit must fund all other initial issue-clothing items and issued through their servicing class II, IV, VII sources.

e. Charge sales and advance CMAS credits are not authorized. However, because some KATUSA Soldiers participate in extended field exercises US Commanders can approve and authorize a KATUSA Soldier to use advance CMAS credits before the KATUSA Soldier's completion of 180 days of service with the US Army. Advance CMAS credits can only be used to purchase these items and not exceed the prescribed quantity: two (2) T-Shirts; two (2) Drawers; and, two (2) Socks as described in table 7-1. Prior to authorizing purchases of personal military clothing, the unit supply sergeant must personally verify from the EA Form 333-R-E that sufficient CMAS credit exists. The purchase of personal military clothing will not be disapproved or delayed if a need exists and sufficient CMAS exists for the KATUSA Soldier concerned. The verification process is initiated when the US supply sergeant reviews the KATUSA CMAS files to ensure he

has sufficient CMAS. The supply sergeant will initial the left side of the statement prior to the DA Form 3078 being taken to the Commander for signature. If the supply sergeant's initials are not on the DA Form 3078, the Commander will not sign until he/she confers with the supply sergeant.

f. Only Battalion Commanders, or the first LTC Commander in the unit's chain of command, has authority to approve the use of CMAS funds for KATUSA Soldiers with less than 90 days from ETS to purchase approved clothing items.

g. When a KATUSA Soldier is returned to the ROKA for any reason accrued CMAS credits are forfeited. They may not be used, transferred, or refunded in any manner. There is no requirement to close out the CMAS credits (EA Form 333-R-E) upon release from Eighth Army; however, if the KATUSA Soldier is transferred to another Eighth Army unit, all clothing records will be forwarded by US mail to the gaining unit.

h. Should a KATUSA Soldier's EA Form 333-R-E become lost or destroyed, the unit Commander (or designated representative) will:

(1) Determine the credit accrued based on the date the individual completed 180 days of service with Eighth Army as reflected in his personnel/clothing records (CSS issue date).

(2) Reconstruct debits (purchases) from the voucher file of DA Form 3078 and EA Form 247-R-E (KATUSA CMAS Voucher Register) for the KATUSA Soldier's purchases that are maintained for audit purposes.

i. Examples of unauthorized CMAS purchases items are found in figure F-5, Appendix F.

**Table 7-2**  
**Clothing Maintenance Allowance Credit Earned in First Month of Eligibility**

Calendar Date on which Eligibility First Occurs	Amount of CMAS Credit Earned (FEB-28 Days)	Amount of CMAS Credit Earned (FEB_29 Days)	Amount of CMAS Credit Earned (30 Day Months)	Amount of CMAS Credit Earned (31 Day Months)
1	\$7.26	\$7.26	\$7.26	\$7.26
2	\$7.00	\$7.01	\$7.02	\$7.03
3	\$6.74	\$6.76	\$6.78	\$6.79
4	\$6.48	\$6.51	\$6.53	\$6.56
5	\$6.22	\$6.26	\$6.29	\$6.32
6	\$5.96	\$6.01	\$6.05	\$6.09
7	\$5.70	\$5.76	\$5.81	\$5.85
8	\$5.45	\$5.51	\$5.57	\$5.62
9	\$5.19	\$5.26	\$5.32	\$5.39
10	\$4.93	\$5.01	\$5.08	\$5.15
11	\$4.67	\$4.76	\$4.84	\$4.92
12	\$4.41	\$4.51	\$4.60	\$4.68
13	\$4.15	\$4.26	\$4.36	\$4.45
14	\$3.89	\$4.01	\$4.11	\$4.22
15	\$3.63	\$3.76	\$3.87	\$3.98
16	\$3.37	\$3.50	\$3.63	\$3.75
17	\$3.11	\$3.25	\$3.39	\$3.51
18	\$2.85	\$3.00	\$3.15	\$3.28
19	\$2.59	\$2.75	\$2.90	\$3.04

**Table 7-2**  
**Clothing Maintenance Allowance Credit Earned in First Month of Eligibility - Continued**

Calendar Date on which Eligibility First Occurs	Amount of CMAS Credit Earned (FEB-28 Days)	Amount of CMAS Credit Earned (FEB_29 Days)	Amount of CMAS Credit Earned (30 Day Months)	Amount of CMAS Credit Earned (31 Day Months)
20	\$2.33	\$2.50	\$2.66	\$2.81
21	\$2.07	\$2.25	\$2.42	\$2.58
22	\$1.82	\$2.00	\$2.18	\$2.34
23	\$1.56	\$1.75	\$1.94	\$2.11
24	\$1.30	\$1.50	\$1.60	\$1.87
25	\$1.04	\$1.25	\$1.45	\$1.64
26	\$0.78	\$1.00	\$1.21	\$1.41
27	\$0.52	\$0.75	\$0.97	\$1.17
28	\$0.26	\$0.50	\$0.73	\$0.94
29		\$0.25	\$0.48	\$0.70
30			\$0.24	\$0.47
31				\$0.23

**Note.** Use this table to determine the amount of CMAS earned during the first month of eligibility. ALL KATUSA Soldiers earn \$7.26 CMAS credit for each full month after the first month of eligibility.

#### **7-8. KATUSA Soldier CMAS Voucher Register**

- a. A voucher register reflecting all actions charged to a KATUSA Soldier's CMAS account will be initiated using EA Form 247-R-E.
- b. Appendix H provides block-by-block preparation instructions for EA Form 247-R-E.
- c. Voucher registers and supporting vouchers will be maintained by calendar year. They will be discontinued on 31 December, placed in the inactive files, and thereafter destroyed only when all personnel listed on them have been discharged or transferred from the unit.

#### **7-9. Replacement of Unserviceable Personal Military Clothing**

a. The Commander will establish the unserviceability of a KATUSA Soldier's item of personal military clothing, establish that the unserviceability is the result of normal wear and tear, determine whether or not the item is repairable, and confirm that the individual's CMAS balance is sufficient to cover repair/replacement costs. Each Garrison Commander is required to have a repair and sewing contract for all Soldiers (US and KATUSA) E-5 and below IAW AR 700-84, paragraph 5-5 and chapter 13.

- b. Replacement of personal military clothing that is unserviceable and beyond repair.

(1) Requests for issue and/or replacement of personal military clothing for KATUSA Soldiers within 90 days of ETS will be processed through channels to the battalion Commander (or first LTC Commander for units not organized in battalions) for approval.

(2) Requests for issue and/or replacement will not be approved if the KATUSA Soldier is within 45 days of ETS.

(3) An authorized CMAS purchase list with the maximum purchases is found at figure F-4, Appendix F.

#### **7-10. Loss, Damage, Destruction, or Unauthorized Disposal of US Government-Owned Property**

a. When an item of a KATUSA Soldier's personal military clothing or organizational clothing and equipment is lost, damaged, or destroyed, the following actions will be taken:

(1) The unit Commander will investigate to determine negligence. When the unit Commander determines negligence, the procedures in subparagraph 7-10b will apply.

(2) When no negligence is found, the unit Commander will initiate a DA Form 3078 IAW AR 700-84 and this regulation. The unit Commander will sign the "APPROVED BY" block and present this form to the CSS manager for issue of the missing items. This transaction has no connection with the KATUSA Soldier's CMAS account and will not be charged or posted to his EA Form 333-R-E or EA Form 247-R-E.

(3) When no negligence is found for missing organizational clothing and equipment, the unit Commander will submit a statement to the CIF stating that the KATUSA Soldier is relieved of responsibility for the missing items and that the items are to be reissued. The KATUSA Soldier's DA Form 3645 will be appropriately annotated.

b. When negligence, improper conduct or illegal disposition by a KATUSA Soldier resulting in the loss, damage, or destruction of US Government-owned property can be substantiated, the following procedures will apply:

(1) The KATUSA Soldier must be reported to the unit ROKA Staff Officer for disciplinary action.

(2) Although no claim will be asserted against the ROKA for damage, destruction, or unauthorized disposal of US Government-owned property, KATUSA Soldiers can be held individually or jointly liable. The Commander and/or supervisor who has property responsibility and/or accountability will initiate a DD Form 200 Financial Liability Investigation of Property Loss (FLIPL)/Report of Survey (ROS), prior to the KATUSA Soldier's ETS, for the express purpose of dropping said clothing and equipment from the unit's property records and to ensure that necessary investigations are conducted IAW AR 735-5. FLIPL/ROS will be prepared, investigations conducted, and final actions taken on losses, damage, destruction, or unauthorized disposals of US Government-owned property issued to KATUSA Soldiers IAW AR 735-5. The KATUSA Soldier's full name, serial number, address (military and civilian if applicable), and any other information that would aid in locating the individual at a later date will be indicated in the report of survey. If the investigating Officer determines that a pecuniary charge is warranted, the following recommendation will be made in Item 26 of DD Form 200 Financial Liability Investigation of Property Loss (FLIPL): "RECOMMENDATION: KATUSA. That claim action IAW AR 27-15 is initiated against (name)." If US personnel are involved on the same DD Form 200 Financial Liability Investigation of Property Loss (FLIPL), but have not been held pecuniary liable, the recommendation will include the additional phrase, "and that all US personnel concerned be relieved of accountability and responsibility." When a KATUSA Soldier is held financially liable, a copy of the report of survey with all evidence will be forwarded to the Chief, US Armed Forces Claims Services-Korea for collection action. A notation should be made in the KATUSA Soldier's files. If further questions/concerns exist, contact Eighth Army, G4 Programs and Reconstitution Branch, or your nearest Staff Judge Advocate Office.

### 7-11. Turn-In of Organizational Clothing and Equipment

All ROKA personnel and KATUSA Soldiers separating from Eighth Army will turn-in all organizational clothing and equipment. The provisions of AR 710-2, paragraph 2-13, apply to the turn-in of organizational clothing and equipment. The DA Form 137-2 (Installation Clearance Record), which will be locally reproduced on 8 1/2-by 11-inch paper, will be used to reflect proper clearance of the CIF. Commanders of units must add the following statements to the "REMARKS" block of the DA Form 137-2: "This is to verify that this KATUSA Soldier has turned in all items of organizational clothing and equipment previously issued which are not authorized to be retained by him." Physical Fitness Uniforms and shoes listed on table 7-1, Army in Korea Regulation 600-2 and some items as noted on Notes "3" are authorized to be kept by KATUSA personal when they ETS.

### 7-12. Billeting of ROKA Personnel Serving with the US Army

a. All KATUSA Soldiers will be provided billeting equal to that provided US Armed forces personnel commensurate with their rank.

b. The ROKA Staff/LNOs, Aide-de-Camps and ROKA Staff NCOs may be provided unaccompanied billeting in US facilities on a space available basis IAW AR 210-50, Para. 3-35d. These ROKA personnel will be given housing priority V IAW Table 3-4, AR 210-50, and will be required to sign a statement stating they are aware that they may be required to vacate the quarters upon 30 days notice if the quarters are required to house US personnel. The Garrison Commander is the approval authority for each request for billeting; IAW legal review.

### 7-13. KATUSA Soldier Comfort Kit (KCK)

The KCKs consisting of various health and comfort items necessary for the maintenance of appearance and morale are issued semi-annually (Regular kits – Mar and Sep, Summer kit - Jun; Winter kit – Jan), to KATUSA Soldiers and includes ROKA KATUSA Staff NCOs (E-7 thru E-9). Table 7-3 indicates both the items and frequency of issue. ROKA Staff Officers are not authorized KCKs.

**Table 7-3**  
**KATUSA Comfort Kits (KCK)**

ITEM OF ISSUE	QUANTITY ISSUED	INITIAL	REGULAR (Mar, Sep)	SUMMER (Jun)	WINTER (Jan)
Shoe Brush for Suede	ea	1 ea			
Clipper, Fingernail	ea	1 ea			
Cloth, Bath Scrub, Long	ea	1 ea			
Shaving Foam	can	1 can		1 can	
Kit, sewing	ea	1 ea			
Lotion, Shaving	ea (100 ml)	1 ea		1ea	1 ea
Skin Cream	ea (100 ml)	1 ea		1ea	1 ea
Shampoo	bottle (600 ml)	1 btl		1 btl	
Shower Shoes	pair	2 prs			
Soap, bath	bar	2 bars		1 bar	2 bars
Case, Soap	ea	1 ea			
Tooth Brush	ea	2 ea	1 ea	1 ea	
Toothpaste	tube (3 oz)	2 tubes	1 tube		1 tube
Razor, Blade	pkg (4 ea)	1 pkg	1 pkg		
Razor, Handle	ea	1 ea			
Detergent, Laundry	bottle	1 btl	1 btl	1 btl	1 btl

- Regular KCKs are issued every March and September, and Summer and Winter KCKs are issued in June and January; a total of four kits per year.



a. Policies. The following policies apply to KCKs:

(1) The KCKs are controlled items, but are considered expendable. A record will be maintained on EA Form 997-R-E (KATUSA Comfort Kit (KCK) Monthly Company Roster), which will be downloaded from the Eighth Army Web-site (See Appendix E). The EA Form 997-R-E will be kept in the KCB at tab C along with all supporting data with the most recent month's data on top. A copy of the DA Form 2765-1 requesting the KCKs will be attached to the EA Form 997-R-E after the KCKs have been distributed. The KCK appointment letter/orders must be kept current.

(2) Selling, donating, or otherwise disposing of items in a KCK, except through normal use by KATUSA Soldiers, is prohibited.

(3) The KCKs will not be withheld from KATUSA Soldiers as a form of disciplinary action under any circumstance.

(4) When a KATUSA Soldier is reassigned from one unit to another prior to issue of his bi-monthly or semiannual comfort kit, the losing unit Commander is responsible for ensuring that the kit is forwarded to the gaining unit Commander for issue to the KATUSA Soldier.

b. The KCK is a controlled item. The following procedures will be initiated to ensure accountability and US personnel involvement.

(1) Company Commanders will put on appointment orders, the supply sergeant, and at least one alternate, to validate the KCK monthly requests, pick-ups, and distribution/issues. The appointment orders will be prepared IAW figure 7-1 below.

(2) The original appointment order will be sent to the servicing Supply Point. A copy will be retained in local supply files and an additional copy placed in the supply sergeant's KCB. The supply sergeant will administer the KCK issues. The KCKs are issued on an EA Form 997-R-E, i.e., one signature per KCK. The EA Form 997-R-E will be filed locally and a copy may be placed behind the appointment orders at Tab C (KCB). The DA Form 2765-1 and request data sheets will be attached to the file copy of the EA Form 997-R-E. Appendix I must be followed. The supply sergeant must initial the left side of Commander's statement verifying for the Commander, the number of KATUSA Soldiers assigned.

c. Initial KCK. Each ROKA Soldier assigned to the KTA will be issued the initial KCK. Only KTA may requisition and stock this type of kit. He is authorized to maintain a stock of 300 kits. This stock age is replenished through normal requisitioning action after new KATUSA Soldiers have been issued their kits.

d. Issuing of KCKs. Regular KCKs are issued every March and September, and Summer and Winter KCKs are issued in June and January; a total of four (4) kits per year.

(1) Commanders of units with KATUSA Soldiers assigned will submit requisitions for regular comfort kits through class I supply channels NLT the last work day of the month prior to month of issue to their supporting troop issue subsistence activity using DA Form 2765-1 (see appendix I). Requisitions will be for the total number of kits required during the following month based on the actual KATUSA Soldier strength as of the 25th of the current month. The US supply sergeant will verify the actual strength by initialing the left side of the Commander's statement.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment - Authorization to Pick Up KATUSA Comfort Kits

1. Effective 24 December 1994, the following individuals are authorized to pick up KATUSA Comfort Kits for Headquarters, 519th QM Company.

Primary: SGT BAGIN, Lawrence J., 000-00-1120, Nov XX

Alternates: SGT JOHNSON, Brown H., 111-00-0000, Nov XX

2. Authority: AK Reg 600-2, chapter 6.

3. Purpose: To perform the duties as custodian for KATUSA Comfort Kits.

4. Period: Until properly relieved, released, or DEROS.

5. Special Instructions: None

FOR THE COMMANDER:

CARL ANDERSON  
MAJ, QM  
Commanding

DISTRIBUTION:

Individual Concerned (1)  
Cdr, Area Spt Activity, ATTN: SP51 (Mr. Kwak)  
APO 96271 DIC File

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**Figure 7-1. Memorandum Showing Duty Appointment to Pick up KCKs**

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(2) KTA will issue one (1) regular KCK to each student during the procession. This kit will provide the health and comfort items required until the KATUSA is included in the normal requisitioning cycle by the unit to which ultimately assigned. KTA will issue one (1) regular KATUSA Soldier Comfort Kit (KCK) to each student during process.

e. Summer and Winter KCK. Commanders will requisition summer and winter comfort kits through Class I channels each June and December and will issue the summer and winter KCKs to each KATUSA Soldier without regard to when assigned. This issue includes those items contained in the regular comfort kit, plus those items that require replacement on a less frequent basis.

## **7-14. KATUSA Soldier Laundry**

a. ROKA Officers and NCOs are not authorized laundry service from the US Government. KATUSA Soldiers are authorized laundry service from the US Government. This service is limited to one bundle per week, not to exceed 26 total pieces of military clothing only. Contractual laundry service requests are not permitted. Laundry inquiries should be addressed to the Eighth Army, OMD, G4.

b. Separate DA Form 3136 (Roster and Statement) must be prepared by unit supply personnel on KATUSA Soldiers' bundles because servicing laundries are required to maintain separate records.

c. Except under unusual circumstances, in-plant processing of KATUSA Soldiers' bundles will not exceed three working days. Commanders must coordinate pick-up and delivery schedules with the servicing laundry facility. The Eighth Army-wide laundry schedule time is 72 hours or less from pick-up to delivery. For example, bundles dropped off at the Camp Casey pick-up site before 0930 hours, Monday, will be returned by 1600 hours Wednesday.

d. Should an item be lost or damaged beyond repair during normal laundry operations, the laundry facility manager will initiate action to authorize gratuitous issue upon verification of the claim by the KATUSA Soldier concerned. The laundry facility manager will prepare the DA Form 3078 (Personal Clothing Request) that will then be presented to the CSS for replacement issue.

e. KATUSA Soldiers are authorized to use unit washers and dryers located in the barracks in which they are billeted. Commanders must provide washers and dryers for all Soldiers (US and KATUSA) as a unit responsibility as outlined under CTA 50-909.

## **7-15. KATUSA Soldier Haircut Program**

a. Haircut service will be funded by G37 TREX and provided to KATUSA Soldiers at AAFES (EXCHANGE) barbershops located on US Army Installations. KATUSA Soldiers will be allowed two (2) haircuts per month. The haircuts will be controlled by the use of numbered coupons and must be secured and locked inside a safe, a locked box, a locked cabinet or locked Supply NCO's desk drawer.

b. KHCs will be issued to Major Subordinate Commands (MSCs) quarterly. Eighth Army G8 will notify the MSCs when the KHCs will be issued.

c. KATUSA Soldiers may present coupons to any AAFES (EXCHANGE) barbershop during regular operating hours to obtain service under this program. KATUSA Soldiers are required to verify the service by completing the backside of the coupon.

d. KATUSA Soldiers are the only authorized users of the KHCs. ROKA Staff Officers (RSOs) and NCOs and US personnel are ineligible to receive haircuts through his program. The KATUSA Training Academy (KTA) will train KATUSA Soldiers on the KATUSA Haircut Program.

e. The only exception to the KATUSA Haircut Coupon process is for the 8A Wightman NCO Academy which oversees the KATUSA Training Academy (KTA). The NCOA will provide a Memorandum of Record (MFR) and a validated Class Roster of KATUSA soldiers per training cycle that will be receiving haircuts at the NCOA barbershop located in building 6120. The NCOA barbershop is the only barber location that this exception will be allowed. These documents will

replace the need for KATUSA Haircut Coupon (KHC) and serve as the accountability of haircut services provided for the KTA student population for both AAFES (Exchange) and 8A G8.

f. Eighth Army G8 administers the KATUSA Haircut Program:

- (1) Monitor the haircut program monthly.
- (2) Ensure KHCs are printed and mailed in a timely manner.

g. Headquarters AAFES (Exchange) Korea will:

- (1) Provide haircut service to KATUSA Soldiers on a first-come first-served basis.
- (2) Receive all coupons used at AAFES (Exchange) barbershops. KHCs will be gathered, compiled, and held by AAFES (Exchange) for verification by Eighth Army G8 representative each month for payment. Coupons with incomplete information will be returned to AAFES (Exchange) without payment (See figure 7-2).

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KATUSA Haircut Coupon Template (Back Side)

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">KATUSA Required Full Name &amp; Rank (CPL Hong is <u>NOT</u> Acceptable)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">KATUSA Required Military Unit</div> <div style="border: 1px solid black; padding: 5px;">BARBER Required Barber Shop Facility #</div>	<p><b>RECEIPT OF HAIRCUT SERVICE IS ACKNOWLEDGED</b></p> <p>NAME/RANK <u>HONG, GIL DONG/ CPL</u></p> <p>UNIT <u>HHC 65<sup>TH</sup> MED BDE</u></p> <p>PHONE <u>755-20XX</u></p> <p>SIGNATURE _____ DATE <u>31 MAY 20XX</u></p> <p>SERVICE RENDERED BY <u>FACILITY #</u></p> <p><b>NO CASH VALUE</b></p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">KATUSA Required Unit Ph# or Mobile Ph# (Barber Shop Ph# is <u>NOT</u> Acceptable)</div> <div style="border: 1px solid black; padding: 5px;">KATUSA Required Signature and Date of Service</div>
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Coupons **MUST** be completed by the KATUSA Service Member **ONLY**.

The following will result in **NON-REPAYMENT** of the coupon to the Barber Shop:

1. Incomplete coupons.
2. Coupons completed by Barber Shop employees (excluding "Service Rendered By" field).
3. Coupons that exceed the allowed **2** haircuts for **1** KATUSA Service Member **per month**.
4. More than 1 coupon submitted on the same date by the same KATUSA.

**Figure 7-2. KATUSA Haircut Coupon Receipt (Back Side)**  
**Filled Out and Signed by KATUSA Soldiers.**

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(3) Prepare invoices and notify the program administrator for verification prior to submission to the 175th FINCOM for payment.

(4) Barbershops will verify information on the backside of each coupon by checking ID Card. The template for the backside of the coupon is at Figure 7-2.

h. By 1 September of each year, Chief, G37 TREX or designated representative will provide the projected strength of KATUSA Soldiers by unit to Eighth Army G8.

i. Each MSC, subordinate brigade, and subordinate battalion will designate in writing, a receiving Officer or senior NCO to receive, account for, store, and distribute KHCs to subordinates units at Company-level. Each Company-level unit will designate in writing, an accountable Officer or senior NCO to issue KHCs to KATUSA Soldiers. US Company Commanders, can control up to 5% of the allocated KHCs for issue to a KATUSA Soldier that is not in compliance with the haircut standard. Figure 7-3 is an example of appointment orders.

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EAID-SB-I

31 May 20XX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment - Authorization to Pick Up KATUSA Haircut Coupons

1. Effective 17 December 1994, the following individuals are authorized to pick up KATUSA Haircut Coupons for HHC, 5-20 Infantry.

Primary: SGT BABIN, Lawrence J., 000-00-1120, Oct 08

Alternates: SGT JOHNSON, Brown H., 111-00-0000, Jul 08

2. Authority: AK Reg 600-2, chapter 6.

3. Purpose: To perform the duties as accountable Officer for KATUSA Haircut Coupons.

4. Period: Until properly relieved, released, or DEROS.

5. Special Instructions: None

FOR THE COMMANDER:

CARL ANDERSON  
MAJ, QM  
ADJUTANT

DISTRIBUTION:

Individual Concerned (1)

Local Files (1)

Higher HQ (1)

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**Figure 7-3. Memorandum Showing Duty Appointment Authorization to Pick up KHCs**

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j. By 1 October of each year, KHC accountable Officers at the MSCs will send copies of their appointment orders (to include KATUSA Soldiers strength) signed by the unit's Commander to Eighth Army G8.

k. When picking up KHCs, the US Army member must sign for the coupons on EA Form 998-1-R-E. KATUSA Soldiers may distribute and issue KHCs at unit level. The last US person that signed for the KHCs bears the responsibility to account for unit KHCs, not the KATUSA Soldier. KATUSA Soldiers will sign for KHCs on EA Form 998-R-E. At the local Commander's discretion, KHCs may be issued one or two at a time to the KATUSA Soldier.

l. Excess KHCs will be destroyed each month at the unit supply. Destruction will be recorded on EA Form 998-2-R-E (KATUSA Haircut Coupon (KHC) Destruction Log). Two (2) signatures are required; the unit supply NCO must be one of the two signatures on the Destruction Log. The Destruction Log will be submitted electronically to Eighth Army G8 with one (1) week after the end of the month.

m. EA Forms 998-R-E, 998-1-R-E, and 998-2-R-E will be maintained on file in the KCB for a period of one (1) year after the forms are completed. Copies of the completed forms will be submitted to Eighth Army G8 with one (1) week after at the end of each month.

n. EA Form 998-R-E, EA Form 998-1-R-E, and EA Form 998-2-R-E will be downloaded from the Eighth Army Web site (see Appendix E).

o. Obtain program funding for Eighth Army G37 TREX.

#### **7-16. Subsistence**

Army in Korea Supplement 1 to AR 30-22 contains policies and procedures, to include reimbursement, for feeding ROKA personnel serving with the US Army. Commanders will ensure that traditional Korean food items (Kim-chi and rice) are made available for each meal service in garrison dining facilities to support KATUSA Soldiers. Field feeding conditions may prevent the same standard from being met. KATUSA Soldiers are entitled to the same ration support as U.S. Soldiers with meal entitlement card (identification card). US Army in Korea MP units are authorized midnight meals from the dining facility to support MP patrols during night duty. ROKA officers and NCOs are authorized access to garrison dining facilities but must pay meal rates IAW with the DoD Financial Management Regulation (DoD 7000.14-R). When ROKA officers and NCOs participate in training events with the U.S. Army or other special events, payments may be made collectively, not individually IAW Mutual Logistics Support Agreement (MLSA) through prior coordination. However, in these cases also, ROKA should submit meal support request forms (USFK form 209EK) in advance through ROK Army Logistics Command and get approvals from the Assistant Chief of Staff G4 of the Eighth Army.

#### **7-17. Transportation**

a. ROKA Staff Officers/NCOs/LNOs and Aides-de-Camps are authorized to travel on US Army owned or leased buses on the same basis as US Armed forces personnel. They are authorized to travel by Korean transportation at US Government expense provided they are on official business and are in possession of Invitation Travel Orders authorizing that type of travel.

b. KATUSA Soldiers will be afforded transportation on the same basis as US Armed forces enlisted personnel IAW appropriate JTR Regulation.

## **7-18. KATUSA Soldier Continuity Files (KCF)**

a. The KCF is designed to ensure that unit Commanders and supply sergeants have the tools necessary to manage the logistical support given to KATUSA Soldiers. It should contain the regulatory guidance and information on the KATUSA haircut, comfort kit, CMAS, and athletic shoe issue programs. The binder will enable incoming personnel to have a central point of reference from which to manage the logistical support to KATUSA Soldiers and should be viewed as a handy, quick reference and knowledge source.

b. The KCF will be prepared at division, brigade, battalion (see figure 7-4) and Company (see figure 7-5) levels.

c. The information contained in the KCF should be current and available during OIP visits.

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### **KATUSA Soldier Continuity Files (KCF)**

#### **TABLE OF CONTENTS**

**TAB A** - Army in Korea Reg 600-2 with all changes.

- KATUSA Soldier Handbook.
- Messages/Letters.

**TAB B** - KATUSA Soldier Haircut Coupon (KHC) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for KATUSA Haircut Coupons (KHCs).

- KHC Requests.
- KHC Issue Log.
- KHC Destruction Log.
- Messages/Letters.

**TAB C** - Inspection/Assistance Visit File.

- Maintain a copy of inspection and assistance visit reports from higher headquarters that have occurred during the last calendar year.

- Maintain a copy of inspection and assistance visit reports of subordinate headquarters that have occurred during the last calendar year.

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#### **Figure 7-4. Division, Brigade, and Battalion Level KCF**

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## **KATUSA Soldier Continuity Files (KCF)**

### **TABLE OF CONTENTS**

**TAB A** - Army in Korea Reg 600-2 with all changes.

- KATUSA Soldier Handbook.
- The supply sergeant's checklist for the KATUSA Soldier Program.
- Messages/Memos.

**TAB B** - KATUSA Soldier Haircut Coupon (KHC) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for **KHCs**.
- KHC Requests/Turn-in Log.
- KHC Issue Log.
- Messages/Letters.

**TAB C** - KATUSA Soldier Comfort Kit (KCK) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for **KCKs**.
- KCK Request Log (US personnel only).
- KHC Request Log.
- Messages/Letters.

**TAB D** - KATUSA Soldier CMAS Voucher Register (EA Form 247-R-E)

- CMAS Voucher Register Log.
- Messages/Letters.

**TAB E** - Athletic Shoe Files.

- Request Log.
- Issue Log.

**TAB F** - Inspection/Assistance Visit File. Maintain a copy of inspection and assistance visit reports that have occurred during the last calendar year.

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**Figure 7-5. Company Level KCF**

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### 7-19. KATUSA Soldier Logistical Support Inspection Checklists

Inspection checklists are available at Appendix J for OIP reviews and other internal inspections.

### 7-20. KATUSA Uniforms and Insignia

Operational Camouflage Pattern Figures 7-6 through 7-8. KTA provides initial sewing service for KATUSA trainees through a contractor, and units with assigned or attached KATUSA Soldier's must budget to provide them sewing services.

#### a. Operational Camouflage Pattern (OCP)

(1) KATUSA Soldier Name Tape, Blank, Unit Patch and Korean National Flag Patch. The Name Tape is bilingual with Korean Right and English Left (Last Name, and only First and Middle name initials).

(2) Operational Camouflage Pattern (OCP) Coat and Operational Camouflage Pattern (OCP). The Name Tape placed is placed above and parallel to right, breast pocket. The blank Name Tape placed is placed above and parallel to left, breast pocket. Rank is attached centered on the Velcro patch located in at center chest area. The Flag is placed on the upper right Soldier Velcro patch area.



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**Figure 7-6. Operational Camouflage Pattern (OCP) Coat**

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(3) OCP Field Jacket. The Name Tape placed is placed above and parallel to right, breast pocket. The blank Name Tape placed is placed above and parallel to left, breast pocket. Rank is attached centered on the Velcro patch located in at center chest area. The Flag is placed on the upper right Soldier Velcro patch area.



**Figure 7-7. OCP Field Jacket**

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(4) KATUSA Soldiers and ROKA NCOs will be issued OCP uniforms by assigned US units supply sections.

b. OCP Patrol Cap. Rank is sewn centered on the cap face 1" above the bill seam. The name tape is attached to the rear of OCP Patrol cap.



**Figure 7-8. OCP Patrol Cap**

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c. Army Gortex Jacket: KATUSA Soldiers will wear display name and rank per US Army guidelines for uniform wear.

d. KTA provides sewing service for KATUSA trainees through a contractor, and units that are assigned KATUSA Soldier's must provide sewing services for KATUSA Soldiers.

**7-21. KATUSA Soldier Funding Appropriation**

KATUSA Soldier appropriations do not include KATUSA Soldier pay and allowances paid by ROKA. Thus, the appropriation information provided in table 7-4. Appropriations also include ROKA KATUSA NCOs E-6 and above for some items.

**Table 7-4**  
**KATUSA Soldier Funding Appropriation Sources**

<b>COMPONENT</b>	<b>APPROPRIATION</b>
Clothing & Equipment	MPA
Comfort Kits	MPA
Reception and Training	MPA/OMA
Rations	DA-MPA
Medical Support	DHP
Morale Support Fund	NAF
Billet Furnishings	OMA
Billet Space	OMA
Tailoring	OMA
Transportation	OMA
Mess/Commissary Support	OMA
Laundry & Dry Cleaning	OMA
Sewing	MPA
Clothing Monetary Allowance System (CMAS)	OMA
Chaplain	OMA
Haircut	MPA
Recreation Services	OMA
Linen	Logistic Cost Sharing

DHP = Defense Health Program  
NAF = Non Appropriate Fund

MPA = Military Personnel Appropriation  
OMA = Operations & Maintenance, Army

## **Appendix A References**

AK Reg 350-1, Eighth Army Training and Leader Development.

AK Suppl 1 to AR 30-22 The Army Food Program

AR 20-1, Inspector General Activities and Procedures.

AR 27-20, Claims.

AR 40-501, Standards of Medical Fitness.

AR 215-8, Army and Air Force Exchange Service Operations.

AR 220-45, Duty Rosters.

AR 600-8-22, Military Awards.

AR 600-9, The Army Body Composition Program.

AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

AR 672-20, Incentive Awards.

AR 700-84, Issue and Sale of Personal Clothing.

AR 710-2, Supply Policy Below the National Level.

AR 735-5, Property Accountability Policies.

CTA 50-900, Clothing and Individual Equipment.

CTA 50-909, Field and Garrison Furnishings and Equipment.

DOD 4525.6-M, Department Of Defense Postal Manual.

ROKA Reg 101, Daily Morning Strength Report.

ROKA Reg 120, Leave Policy.

ROKA Reg 122, Officer Assignments.

ROKA Reg 123, Enlisted Military Occupational Specialties.

ROKA Reg 142, Regulation for the Disposition of Personnel in both Contingency and Peacetime.

ROKA Reg 302, Enlisted Personnel Management.

ROKA State Redress Act and ROKA-US Status of Forces Agreement (SOFA).  
SOFA, Article 22.

UCMJ, Article 92, Failure to Obey Order or Regulation.

UCMJ, Article 136(b) (4).

USFK Reg 27-5, Individual Conduct and Appearance.

USFK Reg 190-7, Installation Access Control.

USFK Reg 526-11, USFK Relations with Korean Nationals Condolence Visits and Solatium Payments.

## **Appendix B**

### **Subversion and Espionage Directed Against the US Army (SAEDA) Briefing for ROKA Personnel Assigned/Attached to US Army Units in the ROK (Bilingual)**

The Governments of the Republic of Korea (ROK) and the United States (U.S.) are greatly concerned over North Korea's increasing subversive activities in the ROK and related efforts to collect information pertaining to both the ROK and US military establishments. As you undoubtedly know from the various news media, the ultimate goal of North Korea is to place all of Korea under communist rule. The subversive activities and espionage operations of North Korean intelligence agents are directed toward that end. The Korean people, with memories of the Korean War, fully understand the evils of international communism and the violent actions, which may be used in an effort to impose communism on a democratic society.

Nations have always kept secret their strengths and weaknesses as a defense against their enemies, both actual and potential. Every nation, no matter how large or small, has its own intelligence service. Because the efforts of North Korean intelligence agencies are actively directed at subverting the ROK populace, undermining U.S.-ROK relations, and collecting military information, it is necessary that an effective security program be in operation constantly to defend against these hostile activities and protect the defense posture of the ROK. High fences, security guard forces, complicated safes and locks, personnel security investigations, and other security procedures are used for this purpose. However, the main weakness in any security program, no matter how well planned or carried out, is the individual. Because you are employed in a US Army activity, the efforts of professional, dedicated, well-trained communist agents are targeted against you. Through you, a North Korean agent may see the possibility of obtaining information, which, along with information from other sources, could be useful in North Korea's anti-ROK operations.

It is not easy to spot a North Korean espionage agent. Some of the infiltrators from North Korea could possibly be detected because of their speech, mannerisms, or lack of knowledge of everyday life in the ROK. However, some of these espionage agents may be ROK residents who have been recruited by North Korean infiltrators to perform espionage for North Korea. Some may be former residents of South Korea who defected during the Korean conflict and later infiltrated to the ROK with the intent of carrying out espionage activities. These agents, unless they are foolish, will attempt to live like any ordinary, loyal citizens of the ROK. Such a person could possibly be one of your friends or neighbors. Although they may be perfectly loyal to the ROK, ROK residents with relatives in North Korea are considered potential targets for recruitment by North Korean intelligence services. A person who disappears from his place of residence without explanation and later reappears could be suspected. He could possibly have been away to receive agent training. People who listen to North Korean radio broadcasts late at night may warrant suspicion. North Korea transmits instructions to its agents in the ROK by codes in these broadcasts. Some espionage agents enter the ROK as legal travelers from third countries. The Chosen Soren, a procommunist organization of Korean residents in Japan, has a South Korean espionage operations department, which recruits, trains, and infiltrates espionage agents into the ROK. Attempts are made by the Chosen Soren to recruit ROK citizens traveling or visiting in Japan. Regardless of whether the espionage agents are controlled from North Korea or Japan, the military intelligence information they are able to collect will be used against your country.

Although an enemy agent can gather a considerable amount of information from unsuspecting persons, he can further his goals if he can approach and recruit a person in a position to furnish more of the information he seeks. The approach and recruitment of a person by North Korean agents is seldom a careless effort, but is usually a long, well-planned undertaking. He may seek the friendship of the individual whom he wishes to recruit through a mutual interest or on the basis of blood relationship or past friendship. He may introduce himself through a mutual acquaintance

and seek your association in a more direct manner. North Korean intelligence services will attempt to recruit persons who believe in communism but will settle for a person who will cooperate due to threats directed against relatives in a communist country. Communist agents care little how they accomplish their goals and believe that the end result justifies the means. The goal, as stated before, is to communize all of Korea. Communist agents are willing to use blackmail, terror, bribery, deceit, threats, and use various guises in the collection of military information. They may even solicit information under the guise of being an agent of a ROK Governmental agency.

"Loose talk" is probably the most dangerous counterintelligence problem for the security of ROK and US military forces and is an important source of information to enemy agents. As an employee of this installation, you might frequently see and hear information concerning the mission, strength, plans, equipment, and activities of the U.S., which would be of interest to our common enemy. Many people think that it is all right to discuss these activities or operations with outsiders, relatives, and neighbors. This is one of the greatest dangers. Enemy agents gather bits of conversation here, bits of military information there, and by putting the pieces together in North Korea, they will know our plans, strengths, and intentions.

All of you here today are trusted citizens, or you would not be here. You are relied upon and required to report any suspicion you may have of espionage against the US and ROK Forces. Any person or activity, which seems suspicious to you, should be reported immediately. Do not worry about whether or not your suspicion will turn out to be true or false or appear foolish. If you have a suspicion, report it to your Commander or S-2. Never attempt to investigate on your own. This is a difficult and possibly dangerous undertaking that should be done only by trained investigative personnel. If you are approached for information, do not say yes or no to the request, but ask for time to think about the matter. Be observant, and be able to supply the identity or an accurate description of the person who made the approach, the nature of information sought, circumstances of the meeting, and the arrangements made for a later meeting. In doing this, you may have the opportunity of providing a great service to the Republic of Korea and the Eight United States Army.

Since the United States Government is committed to aid the ROK in its defense against its enemies, any espionage directed against the US Army is harmful to the overall security of the ROK.

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(Signature)

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(Name and Rank)

---

(Date)

## **Appendix C**

### **KATUSA Training Academy Program of Instruction**

**C-1.** The KTA program of instruction is a three-week program that provides orientation, basic military skills, English, and common task training to newly assigned KATUSA Soldiers.

**C-2.** Unit Commanders must ensure that KATUSA Soldiers are trained on critical position common and duty specific tasks that support the units METL.

#### **TRAINING SUBJECTS**

US Army Orientation.

Military Customs and Courtesies.

Drill and Ceremonies.

English Language Training.

Physical Training.

Basic Military Skills.

Tactical Casualty Care (TCC).

Map Reading.

Rifle Marksmanship.

Graduation.



**Appendix D**  
**Bilingual Liability Letter and List of ROK District Compensation Committees**

DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

TO WHOM IT MAY CONCERN

The US Government owns this vehicle, and therefore the driver is not expected to carry private liability insurance. If the vehicle is involved in an accident, the victim may file a claim with the closest District Compensation Committee. The ROK and US Governments IAW the ROKA State Redress Act and ROK-US SOFA will then adjudicate the claim.

In the event of accident, the US Armed Forces Claims Service-Korea should be immediately contacted at Seoul, DSN 757-2636 (Civilian: 050-3357-2636). Claims Service Personnel will provide information on how to file a claim and what compensation is available to injured parties.

In view of victim compensation procedures established by the SOFA, the US respectfully requests that the driver of this vehicle not be incarcerated or prosecuted solely because of failure to carry private liability insurance on this vehicle when this vehicle is driven in official performance of duties.

Encl  
LIST OF ROK DISTRICT  
COMPENSATION COMMITTEES

Mark A. Smith  
Colonel, General Staff  
Chief of Staff

Addresses of ROK district compensation committees and us foreign claims commission as of 10 AUG 2020. Designations and addresses of ROK District Compensation Committees handling SOFA Claims are as follows:

1. Busan district compensation committee:

Busan District Compensation Committee	부산광역시 연제구 법원로 15
Busan High Prosecutors' Office	부산고등검찰청
15 Beobwon-ro	부산지구배상심의회
Yeonje-gu, Busan 47510	우편번호 47510
Phone#: (051) 606-3274	전화 (051) 606-3274

2. Changwon district compensation committee:

Changwon District Compensation Committee	경상남도 창원시 성산구 창이대로 669
Changwon District Prosecutors' Office	창원지방법검찰청
669 Changi-daero, Seongsan-gu,	창원지구배상심의회
Changwon-si, Gyeongsangnam-do 51456	우편번호 51456
Phone#: (055) 239-4435	전화 (055) 239-4435

3. Cheongju district compensation committee:

Cheongju District Compensation Committee	충청북도 청주시 서원구 산남로 70 번길 51
Cheongju District Prosecutors' Office	청주지방법검찰청
51 Sannam-ro 70beon-gil, Seowon-gu	청주지구배상심의회
Cheongju-si, Chungcheongbuk-do 28624	우편번호 28624
Phone#: (043) 299-4438	전화 (043) 299-4438

4. Chuncheon district compensation committee:

Chuncheon District Compensation Committee	강원도 춘천시 공지로 288
Chuncheon District Prosecutors' Office	춘천지방법검찰청
288 Gongji-ro	춘천지구배상심의회
Chuncheon-si, Gangwon-do 24342	우편번호 24342
Phone#: (033) 240-4646	전화 (033) 240-4646

5. Daegu district compensation committee:

Daegu District Compensation Committee	대구광역시 수성구 동대구로 364
Daegu High Prosecutors' Office	대구고등검찰청
364 Dongdaegu-ro	대구지구배상심의회
Suseong-gu, Daegu 42027	우편번호 42027
Phone#: (053) 740-4673	전화 (053) 740-4673

6. Daejeon district compensation committee:

Daejeon District Compensation Committee  
Daejeon High Prosecutors' Office  
15 Dunsanjung-ro 78beon-gil  
Seo-gu, Daejeon 35237  
Phone#: (042) 470-3257

대전광역시 서구 둔산중로 78 번길 15  
대전고등검찰청  
대전지구배상심의회  
우편번호 35237  
전화 (042) 470-3257

7. Gwangju district compensation committee:

Gwangju District Compensation Committee  
Gwangju High Prosecutors' Office  
7-12 Junbeop-ro  
Dong-gu, Gwangju 61441  
Phone#: (062) 231-3267

광주광역시 동구 준법로 7-12  
광주고등검찰청  
광주지구배상심의회  
우편번호 61441  
전화 (062) 231-3267

8. Incheon district compensation committee:

Incheon District Compensation Committee  
Incheon District Prosecutors' Office  
49 Soseong-ro 163beon-gil  
Nam-gu, Incheon 22220  
Phone#: (032) 860-4673

인천광역시 남구 소성로 163 번길 49  
인천지방검찰청  
인천지구배상심의회  
우편번호 22220  
전화 (032) 860-4673

9. Jeju district compensation committee:

Jeju District Compensation Committee  
Jeju District Prosecutors' Office  
3 Namgwangbuk 5-gil  
Jeju-si, Jeju-do 63223  
Phone#: (064) 729-4611

제주특별자치도 제주시 남광북 5 길 3  
제주지방검찰청  
제주지구배상심의회  
우편번호 63223  
전화 (064) 729-4631

10. Jeonju district compensation committee:

Jeonju District Compensation Committee  
Jeonju District Prosecutors' Office  
25 Sapyeong-ro, Deokjin-gu  
Jeonju-si, Jeollabuk-do 54889  
Phone#: (063) 259-4675

전라북도 전주시 덕진구 사평로 25  
전주지방검찰청  
전주지구배상심의회  
우편번호 54889  
전화 (063) 259-4675

11. Seoul district compensation committee:

Seoul District Compensation Committee  
Seoul High Prosecutors' Office  
158 Banpo-daero  
Seocho-gu, Seoul 06594  
Phone#: (02) 530-3640

서울특별시 서초구 반포대로 158  
서울고등검찰청  
서울지구배상심의회  
우편번호 06594  
전화 (02) 530-3640

12. Suwon district compensation committee:

Suwon District Compensation Committee  
Suwon District Prosecutors' Office  
120 World cup-ro, Yeongtong-gu  
Suwon-si, Gyeonggi-do 16517  
Phone#: (031) 5182-3365

경기도 수원시 영통구 월드컵로 120  
수원지방검찰청  
수원지구배상심의회  
우편번호 16517  
전화 (031) 5182-3365

13. Uijeongbu district compensation committee:

Uijeongbu District Compensation Committee  
Uijeongbu District Prosecutors' Office  
23 Nogyang-ro 34beon-gil  
Uijeongbu-si, Gyeonggi-do 11616  
Phone#: (031) 820-4826

경기도 의정부시 녹양로 34 번길 23  
의정부지방검찰청  
의정부지구배상심의회  
우편번호 11616  
전화 (031) 820-4826

14. Ulsan district compensation committee:

Ulsan District Compensation Committee  
Ulsan District Prosecutors' Office  
45 Beopdae-ro  
Nam-gu, Ulsan 44643  
Phone#: (052) 228-4487

울산광역시 남구 법대로 45  
울산지방검찰청  
울산지구배상심의회  
우편번호 44643  
전화 (052) 228-4487

15. Central compensation committee:

Central Compensation Committee  
Ministry of Justice  
47 Gwanmun-ro Bldg. 1  
Gwacheon-si, Gyeonggi-do 13809  
Phone# (02) 2110-3203

경기도 과천시 관문로 47 정부과천청사 1 동  
법무부  
본부배상심의회  
우편번호 13809  
전화 (02) 2110-3203

16. Us foreign claims commission:

US Armed Forces Claims Service-Korea  
ATTN: Foreign Claims Division  
Unit #15236  
APO AP 96271-5236  
Civilian Phone #. 05033-57-2636  
DSN #: 757-2636

미 8 군 배상사무소  
대외배상과  
부대 군우편 15236  
군우편 APO AP 96271-5236  
민간전화 05033-57-2636  
미군전화 757-2636

## **Appendix E**

### **List of Reproducible Blank Forms and Downloads**

The following \*-R-E Forms are required forms by this regulation and must be accessed through the Eighth Army Homepage, <https://8tharmy.korea.army.mil/g1/forms-archives.asp>. When this site opens, scroll down until you find the form you are looking for.

- a. EA Form 247-R-E, KATUSA CMAS Voucher Register.
- b. EA Form 333-R-E, Clothing Monetary Allowance System (CMAS) for KATUSA Personnel.
- c. EA Form 656-R-E, KATUSA Soldier Snack Bar Daily Sales Voucher.
- d. EA Form 657-R-E, KATUSA Soldier KATUSA MOS Certificate Training Record.
- e. EA Form 658-R-E, KATUSA Soldier Snack Bar/Game Machine Monthly Sales Statement.
- f. EA Form 997-R-E, KATUSA Comfort Kit (KCK) Monthly Company Roster.
- g. EA Form 998-R-E, KATUSA Haircut Coupons (KHC) Monthly Issue Roster.
- h. EA Form 998-1-R-E, KATUSA Haircut Coupons (KHC) Issue Log.
- i. EA Form 998-2-R-E, KATUSA Haircut Coupons (KHC) Destruction Log.
- j. EA Form 999-R-E, KATUSA Soldier Athletic Shoe Issue Roster.

\*-R-E Forms can be locally reproduced on 8 ½ by 11-inch bond paper and can be downloaded from the Eighth Army Homepage,

<https://8tharmy.korea.army.mil/g1/forms-archives.asp>

## **Appendix F**

### **Preparation of DA Form 3078 (Personal Clothing Request)**

**F-1.** DA Form 3078 is the form used to initiate, procure, and post costs incident to the repair or replacement of personal clothing and/or organizational clothing and equipment. The need to initiate a DA Form 3078 occurs at two points: at initial issue, and after the unit Commander or his designee has determined that an item of clothing is either repairable or is beyond repair and should be replaced and the KATUSA Soldier concerned has sufficient CMAS credits accrued to pay for the purchase. DA Form 3078 is also used for initial issue shortages.

**F-2.** After the unit Commander or his designee has determined that any of these issues or purchases, must be made, the unit supply sergeant (U.S.) will ensure DA Form 3078 is prepared for the Commander's signature. DA Form 3078 will be prepared IAW the following examples:

<u>Purpose</u>	<u>Figure</u>
Initial issue	F-1
For shortage issue of items that were not available when a KATUSA received his initial issue at KTA, see subparagraph 7-3b.	F-2
CMAS purchase, see paragraph 7-7.	F-3
Authorized CMAS purchases.	F-4
Unauthorized KATUSA CMAS purchases.	F-5

**F-3.** The US Supply Sergeant will initial the left corner of the statement to be signed by the Commander. The Commander will not sign the DA Form 3078 until the US Supply Sergeant's initials are in place next to the Commander's statement.

**F-4.** Supplemental issues will be issued on a DA Form 2765-1 and through the servicing class II and IV source, not a DA Form 3078 via the CSS.

PERSONAL CLOTHING REQUEST For use of this form, see AR 700-84; the proponent agency is DCSLOG (SEE REVERSE FOR PRIVACY ACT STATEMENT)						1. DOCUMENT NO.		2. VOUCHER NO.		3. DATE									
4. NAME (Last, First, MI) Choo, Hyun Suk						8. DODAAC		9. PRIORITY		10. ARMY MILITARY CLOTHING SALES STORE CRC AMCSS									
5. SSN KA 9607-7017			6. GRADE E-2			11. CATEGORY (Check one) <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> NG <input type="checkbox"/> USAR <input type="checkbox"/> IMA <input type="checkbox"/> AGR <input type="checkbox"/> IRR			12. TYPE OF TRANSACTION <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Gratuitous <input type="checkbox"/> Replacement <input type="checkbox"/> Supplemental <input type="checkbox"/> Exchange <input type="checkbox"/> Temporary <input type="checkbox"/> Individual Charge Sale										
7. ORGANIZATION KTA, EUSA G4 Training Divisions APO AP 96271						13. INVENTORY DATE BY													
14. PHONE NO. 732-6495						15. POSTED DATE BY													
16. AUTHORIZED BY EUSA Reg 600-2, Chapter 6 17. APPROVED BY ROBERT A. ABSTON, MSG, USA CHIEF INSTRUCTOR						18. DATE APPROVED 3 Jan 02													
19. QNTY REQ. ISS		20. ARTICLES (Common)		21. SIZE		22. UNIT PRICE		23. TOTAL COST		24. QNTY REQ. ISS		25. ARTICLES (Male)		26. SIZE		27. UNIT PRICE		28. TOTAL COST	
1	1	Bag, Duffel				18.60		18.60				Buckle, Brass							
2	2	Belt, Trousers				2.00		4.00				Cap, Garrison, AG							
2	2	Boot, Combat				76.00		152.00				Coat, All Weather							
1	1	Buckle, Black				0.45		0.45				Coat, Poly/Wool, AG							
1	1	Cap, Camouflage				7.05		7.05	6	6		Drawers, Brown				1.80		10.80	
2	2	Coat, Camou, HW				26.80		53.60				Necktie, Black							
2	2	Coat, Samou, Temp.				23.15		46.30				Shirt, LS, AG							
1	1	Coat, Camou, CW				58.35		58.35				Shirt, SS, AG							
		Gloves, Blk, Unisex										Shoes, Oxford							
2	2	Glove, Inserts				1.45		2.90				Socks, Cotton/Nylon							
1	1	Glove, Flexor, LD				19.00		19.00				Trousers, Poly/Wool, AG							
		Handkerchief, Brown										Undershirt, White							
5	5	Socks, Wool				1.45		7.25											
		Sweatpants, Gray																	
		Sweatshirt, Gray																	
		T Shirt, Gray																	
2	2	Towel, Bath				3.30		6.60				Cap, Garrison, AG							
2	2	Trousers, Camou, HW				28.10		56.20				Coat, All Weather							
		Trunks, GP, Gray										Coat, Poly/Wool, AG							
2	2	Trousers, Camou, Temp				24.40		48.80				Handbag, Black							
4	4	Undershirt, Brown				3.55		14.20				Necktab, Universal							
1	1	EN HW BDU Cap				4.30		4.30				Shirt, LS, AG							
1	1	PT Cap				2.85		2.85				Shirt, SS, AG							
1	1	PFU, Jacket, Gry/Blk				55.60		55.60				Shoes, Oxford							
1	1	PFU, Black Pants				28.80		28.80				Skirt, Poly/Wool, AG							
1	1	PFU, T-Shirt L/S				7.90		7.90	1	1		Slacks, Poly/Wool, AG							
2	2	PFU, T-Shirt S/S				6.10		12.20	1	1		KTA SUPPLY ISSUED							
2	2	PFU, Black Trunks				10.35		20.70				Shoes, Athletics							
												Socks (3 pack)							
												TOTAL VALUE						638.45	
30. REMARKS KATUSA						31. SIGNATURE OF RECIPIENT Choo, Hyun Suk													

DA FORM 3078, MAY 93

EDITION OF JUN 91 WILL BE USEABLE UNTIL EXHAUSTED

USAPPC V1.00

Figure F-1. Personal Clothing Request - Initial Issue





PERSONAL CLOTHING REQUEST										1. DOCUMENT NO.	2. VOUCHER NO.	3. DATE (YYYYMMDD)							
For use of this form, see AR 700-84, the proponent agency is DCS, G-4. (SEE REVERSE FOR PRIVACY ACT STATEMENT)										091020		20091020							
4. NAME (Last, First, MI) HONG, KIL DONG					8. DODAAC W3103T		9. PRIORITY 12		10. ARMY MILITARY CLOTHING SALES STORE Yongsan AMCSS										
5. SSN KA 08-12341234			6. GRADE E-3		11. CATEGORY (Check one) <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> NG <input type="checkbox"/> USAR <input type="checkbox"/> IMA <input type="checkbox"/> AGR <input type="checkbox"/> IRR			12. TYPE OF TRANSACTION <input type="checkbox"/> Initial <input type="checkbox"/> Gratuitous <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Supplemental <input type="checkbox"/> Exchange <input type="checkbox"/> Temporary <input type="checkbox"/> Individual Charge Sale											
7. ORGANIZATION HHC, USAG-Y, IMCON-K APO AP 96205-5236																			
13. INVENTORY		14. PHONE NO.		15. POSTED		16. AUTHORIZED BY AK Reg. 600-2													
DATE (YYYYMMDD)		BY		DATE (YYYYMMDD)		BY		17. APPROVED BY HAWORD MCMARD, CPT, QM			18. DATE APPROVED (YYYYMMDD) 20091021								
19. QNTY		20. ARTICLES (Common)		21. SIZE		22. UNIT PRICE		23. TOTAL COST		24. QNTY		25. ARTICLES (Male)		26. SIZE		27. UNIT PRICE		28. TOTAL COST	
REQ	ISS									REQ	ISS								
		Bag, Duffel, Nylon OG										Belt, Trs, Web Blk, 45", nickel							
		Belt, Riggers, Desert Sand 503										Buckle, Belt, Web, Nickel							
		Boot, Combat, HW, Tan										Coat, All Weather, Dbl Breasted							
		Boots, Combat, TW, Type II, Tan										Coat, Poly/Wool, AG 489							
		Beret, Wool Black Shade 1593										Drawers, Men's Brief, Class 3-Sand							
		Cap, Patrol, Army Combat Uniform										Necktie, Blk, 56-57.5" Long							
		Cap, Synthetic Micro fleece, Green										Shirt, Cotton/Poly, Green, L/S							
		Coat, Army Combat Uniform										Shirt, Cotton/Poly, Green, S/S							
		Coat, Cold Weather, Field Jacket										Shoes, Black, Poromeric							
		Gloves, Flexor, Light Duty										Trousers, Poly/Wool AG 489							
		Glove, Inserts, Cold, Black										Undershirt, White, Ctn Crew Neck							
		Gloves, Leather, Black, Unisex																	
		PFU, Jacket																	
		PFU, Pants																	
I	I	PFU, Shirt, L/S				7.60		7.60				29. ARTICLES (Female)							
		PFU, Shirt, S/S										Belt, Trousers, Ctn, Web Blk 1"							
		PFU, Trunks										Buckle, Belt, Strap, 1 1/8"							
I	I	Sock, Boot, Green				2.20		2.20				Slacks, With Belt Loops, AG 489							
		Sock, Liner, Poly/Nylon, Black										Coat, All Weather, Dbl Breasted							
		Trousers, Army Combat Uniform										Coat, Poly/Wool, AG 489							
		T-Shirt, Sand Color, Moisture-Wick										Neck Tab							
		Towel, Bath, Brown										Shirt, Tuck-in AG 415, L/S							
												Shirt, Tuck-in AG 415, S/S							
												Shoes, Black, Poromeric							
												Skirt, Dress, AG 489							
I attest that the individual named hereon has \$41.14 CMAS credit accrued as of 20 Nov 09 as reflected on DA Form 333 and will be charged against his CMAS, AK Reg. 600-2.										TOTAL VALUE 9.80									
30. REMARKS HAWARD MCMARD CPT, QM Commanding										31. SIGNATURE OF RECIPIENT									

DA FORM 3078, JAN 2006

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00

Figure F-3. CMAS Purchases

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## AUTHORIZED CMAS PURCHASES

Listed below are the maximum quantities of authorized CMAS purchases that can be purchased at during the service time of a KATUSA Soldier with the Army Unit.

ITEM OF ISSUE	QUANTITY ISSUED
Bag, Duffel	1 Each
Belt, Riggers, Desert Sand 503	2 Each
Boots, Combat, (Temperate Weather, Type II, Tan)	1 Pairs
Boots, Combat, (Hot Weather, Tan)	1 Pairs
Beret, Wool Black, Shade 1593	1 Each
Cap, Patrol, Army Combat Uniform or OCP	2 Each
Cap. Pullover, Green Fleece Cap	1 Each
Coat, Army Combat Uniform or OCP	4 Each
Coat Cold Weather (OCP Field Jacket)	1 Each
Drawers, Men's Brief, Class 3-Sand	6 Pairs
Glove Inserts, wool, OG 108	2 Pairs
Glove, Flexor, Light Duty	1 Pair
Jacket, Foliage Green Fleece	1 Each
Jacket, Wet Weather, OCP or OCP	1 Each
Individual Physical Fitness Uniform, Shirt (S/S)	2 Each
Individual Physical Fitness Uniform, Shirt (L/S)	2 Each
Individual Physical Fitness Uniform, Pants, Long, Black	2 Each
Individual Physical Fitness Uniform, Jacket, Gray/Black	1 Each
Individual Physical Fitness Uniform, Trunks, Black	2 Each
Army Physical Fitness Uniform, Shirt (S/S), Black with Gold "ARMY" Lettering.	2 Each
Army Physical Fitness Uniform, Shirt (L/S), Black with Gold "ARMY" Lettering	2 Each
Army Physical Fitness Uniform, Pants, Long, Black with Army Star Logo	2 Each
Army Physical Fitness Uniform, Jacket, Black with Gold Chevron and Army Star Logo	1 Each
Army Physical Fitness Uniform, Trunks, Black with Gold "ARMY" Lettering	2 Each
Army Physical Fitness Uniform, Cap, Pullover, Black Microfleece Cap	1 Each
Socks, man's wool cushion sole, OG 408	5 Pairs
Towel, Bath, Brown	2 Each
Trousers, Army Combat Uniform or OCP	4 Pairs
T-Shirt, Sand Colored, Moisture Wicking	4 Each

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**Figure F-4. Authorized CMAS Purchases**

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## UNAUTHORIZED KATUSA CMAS PURCHASES

KATUSA Soldiers are only authorized the use of CMAS Funds to purchase items listed in Appendix F, Figure F-4. Unauthorized CMAS Purchases, F-5.

- Bag, barrack, cotton sateen OG 107
- Boots, jungle
- Cap, cold weather OCP/OCP
- Cap, cold weather, black nylon
- Drawers
- Undershirt
- Gloves, dress
- Socks, white, athletic
- Shoes, athletic
- Poncho, coated nylon twill, OG 107
- Undershirt, Sand
- Belt, Rigger
- Core Riflemen Kit (NSN: 8465-01-525-0578)
- Patch, Full Color Korean National Flag Insignia
- Undershirt, Silk weight Sand Color Extreme Cold Weather

---

**Figure F-5. Unauthorized KATUSA CMAS Purchases**

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## Appendix G

### Instructions for Preparation of EA Form 333-R-E (Clothing Monetary Allowance System (CMAS) for KATUSA Personnel)

#### G-1. Initiation

EA Form 333-R-E (sample figure G-1) will be initiated within the first week of the month following the KATUSA Soldier's completion of 180 days of service with Eighth Army. For example, EA Form 333-R-E would be prepared no later than 7 June for a KATUSA Soldier who completed 180 days service with the Eighth Army on any date in May. Complete the form as follows:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
UNIT	Ink	Complete designation of the unit to which the KATUSA is currently assigned	HHC, Area III Spt DOL
NAME	Ink	Last name, first name.	PARK, Song Kyo
RANK	Pencil	Current rank of KATUSA.	E4
SERVICE NUMBER	Ink	Service number of KATUSA.	KA08-12341234 (Consists of eight digits with a hyphen between the fourth and fifth digits).
CMAS ELIGIBILITY DATE	Ink	Exact date on which the KATUSA completed 180 days possession of initial issue clothing as indicated on DA Form 3078 (AMCSS issue date).	13 May XX
ETS	Ink	Date the KATUSA is to be discharged from the ROKA.	7 Nov XX
MONTH	Ink	Month and year the KATUSA completed 180 days service with the Eighth Army (using only authorized abbreviations).	May XX
CMAS CREDIT	Ink	Amount of initial credit.	\$4.68, Form first month of eligible from table 6-2, AK Reg. 600-2 (Preceded by the dollar sign and including a zero to the left on the decimal (\$0.76) when the amount is less than one dollar).
CMAS SPENT		Leave blank.	
UNIT VOUCHER NO.		Leave blank.	
CSS CONTROL NO.		Leave blank.	
CMAS BALANCE	Ink	Same as that entered in the CMAS CREDIT column.	\$4.68
DATE/POSTED BY	Date: Ink or stamped. Signature: black ink.	Date posted and signature of the unit Commander or designated representative who has been authorized to maintain the EA Form 333-R-E.	15 Apr XX

## G-2. Posting Monthly Accrued Credits

Each month during the first week, the previous month's CMAS accrued credit must be posted to the EA Form 333-R-E. Enter the following on the next blank line:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
MONTH	Ink	Month and year CMAS credit accrued (using only authorized abbreviations).	JUN XX
CMAS CREDIT	Ink	Amount of previous month's accrued credit.	\$7.26
CMAS SPENT	Leave blank.		
UNIT VOUCHER NO.	Leave blank.		
CSS CONTROL NO.	Leave blank.		
CMAS BAL	Ink	Amount of previous CMAS Bal plus \$7.26.	\$11.94
DATEIPOSTED	Date: ink or stamped	Date posted and signature of the unit Commander or designated representative who has been authorized to maintain the EA Form 333-R-E	2 JUL XX

## G-3. Posting Debits

Reflecting debits brought about by sales is a two-step process:

a. Step 1. As the DA Form 3078 is initiated and the EA Form 247-R-E is posted, enter the following on the next blank line:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
MONTH	Ink	Month and year in which the DA Form 3078 was initiated (using only authorized abbreviations).	Aug 08
CMAS CREDIT	Leave blank.		
CMAS SPENT	Leave blank until completion in Step 2.		
UNIT VOUCHER NO.	Ink	Julian date and document serial number extracted from JULIAN DATE block and SUPPLY TRANS NO. block of EA Form 247-R-E (Consists of two 4-digit numbers with a hyphen between the fourth and fifth digits).	2235-0001
CSS CONTROL NO.	Leave blank until completion in Step 2.		

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CMAS BAL	Leave blank until completion in Step 2.		
DATE/POSTED BY	Leave blank until completion in Step 2.		

b. Step 2. When the completed copy of the DA Form 3078 is received from the CSS, enter the following on the same line where the unit voucher number has already been entered under the UNIT VOUCHER NO. Column:

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CMAS SPENT: SALES or REPAIR (as appropriate).	Ink	Dollar amount reflected in TOTAL VALUE block of DA Form 3078 (Preceded by the dollar sign and including a zero to the left of the decimal (\$0.26) when the amount is less than one dollar).	\$7.26
CSS CONTROL NO.	Ink	Number entered in the VOUCHER NUMBER block of DA Form 3078 by the servicing CSS.	92-5443-K
CMAS BAL	Ink	Amount of previous CMAS BAL minus amount reflected on this line under the applicable CMAS SPENT column (Preceded by the dollar sign and including a zero to the left of the decimal (\$0.94) when the amount is less than one dollar).	\$11.94
DATE/POSTED BY	Date: Ink or stamped.  Signature: permanent black ink.	Date posted and signature of the unit Commander or designated representative who has been authorized to maintain the EA Form 333-R-E.	25 Aug XX
CMAS CORRECTED ERRORS	Ink	Date the EA Form 333-R-E, if a plus error (+), if a negative error (-) and perform the arithmetical function.	



## Appendix H

### Preparation of EA Form 247-R-E (KATUSA CMAS Voucher Register)

**H-1.** EA Form 247-R-E is used for historical documentation and to provide an audit trail for CMAS actions in much the same manner as DA Form 2064 is used in normal accountability and cross-referencing of supply actions. One is initiated at the beginning of each calendar year and is closed out at the end of that same calendar year. (See sample figure H-1.)

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
ELEMENT KEEPING THE REG.ISTER	Ink	Complete designation of the unit maintaining CMAS credits for KATUSA personnel (including full APO identification).	HHC, Area II Support Activity APO AP 96271-0010
DOD ACTIVITY ADDRESS CODE	Ink	Unit DODAAC.	W53C4E
UNIT IDENTIFI- CATION CODE	Ink	Assigned code for the unit.	WAJJCC
NUMBER	Ink	Applicable number ascending sequentially from 1.	1

**H-2.** When the DA Form 3078 is initiated, it is identified by its own unique 8-digit number consisting of the Julian date and a sequential number for each transaction on that Julian date. Enter the following on the next blank line of EA Form 247-R-E.

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
JULIAN DATE (Column a)	Ink	Julian date on which the entry is being made (consists of 4 digits).	2305
SUPPLY TRANS NO. (Column b)	Ink	Supply transaction number for that specific voucher (consists of 4 digits); use the serial no. assigned by PBO.  For example, if the PBO's memorandum assigns 0400-0499 for KATUSA CMAS VOUCHER REG.ISTER, the first voucher number of the day would be the Julian date followed by 0400. The second voucher number of the day would be the Julian date followed by 0401 and so forth.	0400
CONTROL NO. (Column c)	Leave blank for now.		
NAME, RANK, SERVICE NO. (Column d)	Ink	Last name, first name, and middle name (in CAPS) and the service number of the KATUSA to whom the entry applies.	PARK, SONG KYO CPL, 1485-3872



<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
SUPPLY SPT ACTIVITY (Column e)	Ink	Name of servicing CSS that will process the DA Form 3078.	Yongsan CSS
All other columns (Columns f-h)		Leave blank for now.	

**H-3.** When the completed copy of the DA Form 3078 is received from the servicing CSS, enter the following on the applicable lines of the EA Form 247-R-E.

<b><u>BLOCK COLUMN</u></b>	<b><u>METHOD OF ENTRY</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
CONTROL NO. (Column c)	Ink	The CSS voucher number that appears in the VOUCHER NUMBER block of the DA Form 3078.	20-5443-K
PURCHASE COST (Column f)	Ink	Exact total cost of the sales reflected in the TOTAL VALUE block of a DA Form 3078 that is initiated for the purchase of personal clothing.	3.28
DATE COMPLETED (Column g)	Ink	Julian date on which the copy of the completed DA Form 3078 was received from the servicing CSS.	2309
		If the DA Form 3078 was canceled, the Julian date was canceled; enter the letter "C" (for canceled).	N/A
REMARKS (Column h)	Ink	Julian date the applicable EA Form 333-R-E was posted debiting the KATUSAs account (i.e., the Julian date equivalent of what was posted in the DATE/POSTED BY column of the EA Form 333-R-E) and the initials of the individual authorized to post the entry.	2309 MLJ



## Appendix I

### KATUSA Comfort Kit Requisition

**I-1.** KCKs are requisitioned on the DA Form 2765-1. DA Form 2765-1 is prepared based on the assigned KATUSA strength as of the 25th calendar day and is submitted to the supporting Troop Issue Subsistence Activity (TISA) so as to reach that TISA prior to the last working day of the month.

**I-2.** DA Form 2765-1 will be prepared legibly using permanent ink.

a. Place the following entries in the block(s) indicated on the front of the DA Form 2765-1 (see sample figure I-1):

<b><u>BLOCK</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
SEND TO (A)	The clear address of the supporting TISA (including UIC).	TISA, WT4S2B, CLASS I SP #52 APO AP 96271-0010
REQUEST IS FROM (B)	The clear name and address of the requesting unit.	PBO, 34th SG APO AP 96271-0010
STOCK # - FSC (4)	"8970"	8970
STOCK # - NIIN (5)	"01-416-0753" for the regular kit.	01-416-0753
	"01-416-0756" for the summer kit.	01-416-0756
	"01-416-0755" for the winter kit.	01-416-0755
UNIT OF ISSUE (7)	"PG" (signifying "package").	PG
QUANTITY (8)	Assigned KATUSA strength on the 25th calendar day of the month (preceded by zeros to complete each division of the block).	00085
SERVICE (9)	"W" (signifying US Army).	W
DOCUMENT NUMBER - REQUISITIONER (10)	The DOD Activity Code for the requesting unit.	T4WSF
DOCUMENT NUMBER - DATE (11)	The Julian date on which the requisition is being prepared.	1333
DOCUMENT NUMBER - SERIAL (12)	The document serial number assigned to the requisition form and appearing in the DOCUMENT SERIAL NO. column of the DA Form 2064 controlling supply transactions.	0001

<b><u>BLOCK</u></b>	<b><u>ENTER</u></b>	<b><u>EXAMPLE</u></b>
DEMAND (13)	"N" (signifying "none recurring").	N
SUPPLEMENTARY ADDRESS (15)	Whatever item of data required by supply point (e.g., the UIC).	WAJJCC
COST DETAIL ACCOUNT NUMBER (L)	The cost detail account number assigned by the Garrison Commander.	AA
ITEM DESCRIPTION (O)	If requisitioning the regular kit, "KATUSA Comfort Kit-Regular".	KATUSA Comfort Kit-Regular
PRIORITY (20)	The Priority Designator (See AR 710-2, app H).	12
PUBLICATION DATA of)	"AUTH: AK Reg 600-2. SEE REVERSE SIDE	AUTH: AK Reg (as 600-2. See reverse side.

b. Enter the following statement, together with the unit Commander's signature and signature block on the reverse side of the DA Form 2765-1: "I verify that there are (number) KATUSA Soldiers assigned to (unit name) as of 25 (month and year properly abbreviated). The requested comfort kits are to be issued in (month and year properly abbreviated)." (See sample figure I-2.)

TISA. WT4S2B, CLASS I. SF #2, APO 96251										PBO, 1st Bn, 9th inf APO 96251									
99 99 01 W6 0 65 41										PG 00 0 85									
T4 WS F 73 33 00 01 N										WAJJCC									
12										KATUSA Comfort Kit - Monthly									
ATTN: EUSA Reg 600-2										SEE REVERSE SUDE									

USE TYPEWRITER OR BALL POINT PEN  
PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES

REQUEST FOR ISSUE OF TURN-IN (DA Form 700-2-2)

Figure I-1. KCK Requisition (Front Side)

I verify that there are 85 KATUSA personnel assigned to Co C, 1st Bn, 9th Inf as of 25 Nov 87. The requested Comfort Kits are to be issued in Dec 87.

**SAMPLE**

J. G. Duke  
CPT, IN  
Commanding

Figure I-2. KCK Requisition (Back Side)

**Appendix J**  
**KATUSA Soldier Program Checklist – update every Year**

Figures J-1 and J-2 are KATUSA Soldier Program checklists that can be used by units during Organizational Inspection Program inspections to verify unit compliance with AK Reg 600-2.

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Organizational Inspection Program (OIP)  
Checklist Worksheet

KATUSA Soldier Program Management

Unit: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Location: \_\_\_\_\_

Rank/Name/ Duty Position (as applicable to this Checklist) of Unit  
POC: \_\_\_\_\_

Unit POC Work / Cell Phone #: \_\_\_\_\_

Unit POC EMAIL: \_\_\_\_\_

Worksheet

	TOTAL App	#Sat	#Unsat
KATUSA SOLDIER PRGM	28 _____	_____	_____

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Evaluator's Rank/Name: \_\_\_\_\_

Evaluator NIPR/Tel: \_\_\_\_\_

Evaluator email: \_\_\_\_\_

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**Figure J-1. KATUSA Soldier Programs – OIP Guide Cover Sheet**

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Organizational Inspection Program (OIP)  
Checklist Guide - update every Year

KATUSA SOLDIER PROGRAM (G37 TREX)

Effective FY 21 (as of 1 October 2020)

The Eighth Army OIP checklist Guide is neither a regulation or regulatory in nature. The Guide questions are based on requirements stated in regulations and various other written directives. The Guide is simply a tool that can be used to address those requirements. As with all attempts to establish absolute rules, there are special conditions and unique situational variations. If you have a question as to applicability of a question to your organization, contact the Eighth Army OIP Coordinator/Team Chief. In all cases applicability of requirements will be determined by the OIP/SIP Coordinator/Team Chief, through direct coordination with the organization, and application of current regulations and directives.

References:

8A CofS Temporary Funding of US Government Vehicle Accident Claims Against KATUSA Soldiers Driver Policy Memo, dated 4 May 2017  
Army in Korea Regulation 600-2 Republic of Korea Army personnel with the Eighth Army, dated 28 October 2016  
AK Regulation 1-201 Inspection Policy with the Eighth Army, dated 21 March 2017

QUESTION	MSC	BDE	BN	CO
<b>1.00</b> Does the Unit allocate two (2) hours per week for ROKA directed monthly training on the training schedule IAW AK Reg. 600-2, paragraphs 6-5 (28 October 2016)?				
<b>2.00</b> Is scheduled ROKA directed training that is missed being made up within 10 days IAW AK Reg. 600-2, paragraphs 6-5b (28 October 2016)?				
<b>3.00</b> Did the KATUSA Soldier or a unit representative notify ROK Army Support Group and the servicing SJA office as soon as practicable, and follow policy IAW KATUSA Soldier driving accident policy guidance (8A CofS Policy Memo, 6 Jun 16)?				

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**Figure J-2. KATUSA Soldier Programs, OIP Checklist Guide**

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QUESTION	MSC	BDE	BN	CO
<b>4.00</b> Are Garrison/ Area Commanders maintaining 10,000,000W from KATUSA snack bar fund to support KATUSA driver accident insurance claims AK Reg 600-2, para 2-6e(7) (28 October 2016)?				
<b>5.00</b> Are KATUSA Soldiers taking the ACFT and meeting height/ weight standards IAW AK Reg. 600-2, paragraph 6-6b (28 October 2016)?				
<b>6.00</b> Are KATUSA Soldiers qualifying with their assigned individual weapon IAW AK Reg. 600-2, paragraph 6-6b (28 October 2016)?				
<b>7.00</b> Are KATUSA Soldier NCOs included in the unit NCODP IAW AK Reg. 600-2, paragraph 6-6c (28 October 2016)?				
<b>8.00</b> Are KATUSA Soldiers undergoing three (3) days of ROKA ETS training prior to being separated IAW AK Reg. 600-2, paragraph 6-7 (28 October 2016)?				
<b>9.00</b> Are KATUSA Drivers licensed properly and received training as required IAW AK Reg. 600-2, paragraph 6-4b (1) (28 October 2016)?				
<b>10.00</b> Is the Commander ensuring that KATUSA Soldiers are allocated billet space equally as their US counterparts IAW AK Reg.600-2, paragraph 2-6e (28 October 2016)?				
<b>11.00</b> Does the unit appoint one (1) US Officer or US Senior NCO (E-7 or above) as the unit POC for the command's KATUSA Soldier Program IAW AK Reg. 600-2 paragraph 2-7n (28 October 2016)?				
<b>12.00</b> Are ROKA personnel, including KATUSA Soldiers, receiving an orientation briefing at their new unit by the chain of command NLT one (1) week after arrival IAW AK Reg. 600-2, paragraph 2-7, o (28 October 2016)?				

**Figure J-2. KATUSA Soldier Programs, OIP Checklist Guide - Continued**



QUESTION	MSC	BDE	BN	CO
<b>13.00</b> Is a US Officer or NCO appointed in writing as the KATUSA Soldier Welfare Fund Custodian IAW AK Reg. 600-2, paragraph 5-9e (28 October 2016)?				
<b>14.00</b> Is the unit maintaining a file of all KATUSA Soldier Welfare Fund Transactions IAW AK Reg. 600-2, paragraph 5-9e (28 October 2016)?				
<b>15.00</b> Does the KATUSA Soldiers clothing file contain DA Form 3078 for initial issue and 3645 for CIF issue IAW AK Reg. 600-2, paragraph 7-3b (28 October 2016)?				
<b>16.00</b> Does the KATUSA Soldiers clothing record contain EA Form 333-R-E listing current CMAS credits IAW AK Reg. 600-2, paragraph 7-4c (28 October 2016)?				
<b>17.00</b> Are KATUSA Soldier Comfort Kits being ordered based on assigned KATUSA Soldier strength IAW AK Reg. 600-2, paragraph 7-13 (28 October 2016)?				
<b>18.00</b> Is the unit maintaining KATUSA Haircut Coupons (KHC) as a controlled item and secured properly IAW AK Reg. 600-2, paragraph 7-15 (28 October 2016)?				
<b>19.00</b> Does the unit submit the KHC Destruction Log (EA Form 998-2-R-2), KHC Monthly Issue Roster (EA Form 998-R-E), KHC Issue Log (EA Form 998-1-R-E), and KHC Month Issue Roster (EA Form 998-R-E) to 8A within one (1) week after the end of the month? E) to 8A within one (1) week after the end of the month? (Para I, Chapter 7-15 of AK Reg 600-2, 28 October 2016)				
<b>20.00</b> Does the unit maintain the KATUSA Soldier Continuity Binder at unit level (Division, Brigade, Battalion and Company) IAW AK Reg. 600-2, paragraphs 7-18a, b, c and figures 7-3 and 7-4 (28 October 2016)?				
<b>21.00</b> Is the unit conducting equal opportunity training for all personnel to include KATUSA Soldiers and ROKA personnel at least annually para 2-9c (28 October 2016)?				

**Figure J-2. KATUSA Soldier Programs, OIP Checklist Guide - Continued**

<b>QUESTION</b>	<b>Garrison</b>	<b>Sponsoring Unit</b>
KATUSA Soldier Snack Bar Operations: (If applicable- only MSC's or Organizations with KATUSA Snack Bars)		
<b>22.00</b> Is the license agreement approved by the installation and area Commanders and IAW Appendix K, AK Reg 600-2, para 5-4b (28 October 2016)?		
<b>23.00</b> Has the unit appointed an E-7 or above to monitor the operation of the snack bar, conduct required inspections, validate sales vouchers and to ensure that the concessionaire complies with the license agreement and all applicable AK Reg 600-2, para 5-4e (3) (a) (28 October 2016)?		
<b>24.00</b> Has the unit forwarded copies of the KATUSA Soldier Snack Bar license to the installation and area Commanders, and to Commander, Eighth Army (EAOP-TKO), Unit #15236, APO AP 96271-5236 AK Reg 600-2, para 5-4e (3) (d) (28 October 2016)?		
<b>25.00</b> Has the unit complied with the provisions of USFK Reg. 190-7 before sponsoring installation access for concessionaire personnel AK Reg 600-2, para 5-4e (3) (e) (28 October 2016)?		
<b>26.00</b> Is the unit conducting periodic unannounced inspections at least monthly of the KATUSA Soldier Snack Bar facilities to ensure they are in good repair and that fire prevention and safety standards are maintained AK Reg 600-2, para 5-4e (3) (h) (28 October 2016)?		
<b>27.00</b> Is the unit ensuring that medical personnel conduct monthly health and sanitation inspections to ensure health standards are being Met AK Reg 600-2, para 5-4e (3) (i) (28 October 2016)?		
<b>28.00</b> Does the unit ensure the concessionaire utilizes a cash register Or EA Form 656-R-E to record all sales AK Reg 600-2, para 5-4e (3) (j) (28 October 2016)?		
<b>29.00</b> Is the unit verifying daily sales and game machine proceeds on EA Form 658-R-E on a monthly bases and ensuring the concessionaire Is making deposits into the KATUSA Soldier welfare fund AK Reg 600-2, para 5-4e (3) (k) (28 October 2016)?		

**Figure J-2. KATUSA Soldier Programs, OIP Checklist Guide - Continued**

<b>QUESTION</b>	<b>Garrison</b>	<b>Sponsoring Unit</b>
<b><u>30.00</u></b> Is the unit ensuring the concessionaire does not operate any Business not in the license within the snack bar facility or use any of the facility for personal reasons AK Reg 600-2, para 5-4e (3) (l) (28 October 2016)?		
<b><u>31.00</u></b> Is the unit ensuring the concessionaire does not offer any free Services to DOD or ROKA personnel AK Reg 600-2, para 5-4e (3) (m) (28 October 2016)?		
<b><u>32.00</u></b> Is the unit conducting monthly review of comment cards and forwarding results report to the Garrison Commander AK Reg 600-2, para 5-5c(3)(h) (28 October 2016)?		

**Figure J-2. KATUSA Soldier Programs, OIP Checklist Guide - Continued**

## **Appendix K**

### **License and Agreement to Operate a KATUSA Snack Bar**

**K-1.** Enclosed are the required license and forms for KATUSA Snack Bar operations. These items may be copied as required. These files may be obtained from Eighth Army, ATTN: EAOP-TKO, APO AP 96271-5236.

**K-2.** HQs ICW the Garrison Commander may line through and initial, along with the Operator, any provisions of this agreement that are not authorized.

**K-3.** All authentication signatures must be affixed in accordance with Appendix K per the license and agreement to operate a KATUSA Snack Bar.

### **LICENSE AND AGREEMENT TO OPERATE A KATUSA SNACK BAR**

This license to operate a KATUSA Soldier Snack Bar is awarded to \_\_\_\_\_, hereafter referred to as the Operator, by \_\_\_\_\_, hereafter referred to as the Commander or GARRISON Commander, who is the Commander of the following installation: \_\_\_\_\_, hereafter referred to as the INSTALLATION, upon the affixing of his/her signature at the designated place on this license. The Operator and Commander agree to the following stated terms and conditions.

**1. LOCATION.** The KATUSA Soldier Snack Bar is located in building \_\_\_\_\_, hereafter referred to as the BUILDING.

**2. BASIC CONDITIONS OF THIS AGREEMENT.** The Commander will furnish the BUILDING to the Operator for the purpose of establishing and operating a KATUSA Soldier Snack Bar which may be used by all KATUSA Soldiers, United States Forces Korea employees and their dependents, other ROKA military personnel, and USFK Korean civilian personnel. The Commander will provide water, heat, electricity, cooking facilities, and refrigeration. In return, the Operator will provide a monthly payment of 10% of gross monthly sales for food and beverages or ₩2,000,000 won per month, whichever is greater and 10% of gross monthly sales for cigarettes, hereafter referred to as the PROCEEDS, to the Commander for deposit into the KATUSA Welfare Fund. The PROCEEDS will be furnished the GARRISON Commander no later than the fifth (5th) working day of each month. The PROCEEDS will be deposited with the KATUSA Welfare Fund Manager located in Bldg. \_\_\_\_\_, Room \_\_\_\_\_, Phone # \_\_\_\_\_.

**3. Operator AGREEMENTS.** The Operator will--

a. Supply all necessary equipment and material needed for the operation of his establishment. Title to the equipment will remain with the Operator.

b. Maintain the premises in and around the BUILDING in a sanitary and orderly condition. Maintain security of the premises.

c. Maintain high standards of the sanitation at all times. Whenever food or food particles are dropped within or adjacent to the facility, the Operator will insure that they are removed immediately. The entire facility, kitchen, food storage area, and food preparation areas and techniques are subject to inspection and control by United States medical personnel and the Commander or his/her representative. Serious sanitary deficiencies will be corrected immediately.

Failure by the Operator to correct sanitary deficiencies within 30 days will be cause for termination of this license.

d. Provide normal maintenance of the BUILDING and the utilities contained therein. The Commander will decide the question as to what is normal maintenance versus major maintenance. Work orders for major maintenance will be submitted through the Sponsoring Unit. The Sponsoring Unit will track all work orders and ensure that they are completed in a timely manner.

e. Ensure that all employees have a valid entry pass issued by the GARRISON Commander in their possession at all times. The Commander reserves the right to deny or revoke this pass at any time.

f. Ensure that each employee possesses a valid food handler's certificate, USA MEDCOM-K Form 347 (Medical Clearance Food Handler), issued by the United States medical facility designated by the Commander. Each employee's food handler's certificate must be renewed annually. A copy of each employee's food handler's certificate must be prominently displayed within the facility. The United States medical facility designated by the Commander is \_\_\_\_\_, hereafter referred to as MEDICAL FACILITY, which is located at \_\_\_\_\_ (Bldg. # and location).

g. Obtain a Korean business license and attach a copy to this license. Also, display a copy in a visible location within the snack bar.

h. Provide the types and quality of food and service and portions served in accordance with standard practices of similar local Korean establishments. Provide food, beverage, and service at prices determined by the Commander, based on the recommendation of his/her Republic of Korea Army Staff Officer or NCO or other appropriate personnel. A copy of the menu will be attached to this license prior to approval.

i. Price for KATUSA Soldiers will not exceed Operator cost plus 15%. Price for other patrons will represent a reasonable value compared to local prevailing prices. These two price lists will be posted prominently in the facility within view of the patrons. A duplicate set of price lists will be attached to this agreement. Changes in this price list will be submitted to the Commander and are subject to his/her approval prior to imposition.

j. Operate the KATUSA Soldier Snack Bar during hours approved by the Commander. These hours are \_\_\_\_\_ through \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ hours. The snack bar may close on appropriate Korean Holidays. Other temporary changes in the schedule must be coordinated with the Sponsoring Unit Commander. The Commander must approve permanent changes to the operating schedule.

k. Restrict the sale of alcoholic beverages to those hours determined by the Commander and in an alcoholic content not to exceed 25% percent by volume. Alcoholic beverages can be sold \_\_\_\_\_ through \_\_\_\_\_ between the hours of \_\_\_\_\_ to \_\_\_\_\_. The Operator must comply with all local laws and Army regulations concerning alcohol sales and must verify the age of the customer prior to selling alcoholic beverages.

l. Subject both himself and his employees to, and ensure compliance with, all United States Army regulations and directives in regards to safety, sanitation, security, fire prevention, etc. These standards are outlined in attachment 1 to this license. The Operator and his employees are subject to, and must comply with, all laws, regulations, and directives promulgated by the Government of the Republic of Korea, or local subdivisions thereof, which are applicable. However, United States

Army regulations and directives will take precedence over Republic of Korea directives in situations where conflicts exist.

m. Assume full responsibility and liability for all injuries and losses sustained by his patrons and employees.

n. Take necessary measures to protect all United States Government, hereafter referred to as Government, property being used under the terms of this agreement, and will institute adequate measures to prevent pilferage of any property by his employees. Employees are subject to search by proper officials of the Government.

o. Be liable to, and shall indemnify the Government for, all losses, costs, expenses, fees, and incidental damage arising from the loss of, or damage to, property of any type owned, possessed, or operated by the Government, when such loss or damage is caused in whole or part by wrongful act, omission, or negligence of the Operator, his agents, or employees. When defective equipment or supplies furnished by the Government contributes to loss or damage, the Operator shall be relieved from responsibility only for that part of the total loss or damage caused by the Government's negligence, or defect of supplies or equipment.

p. Indemnify the Government for any and all liability, expenses, and fees resulting from personal injury or death of any persons, as a result of operations under this agreement, or loss of or damage to property of and owned by a third person as a result of operations under this agreement.

q. At his own cost and expense, defend any suits, demands, claims, or actions in which the United States might be named co-defendant of the Operator, as a result of the Operator's performance of work under this agreement, whether or not such suit, demand, claim, or action was the result of negligence on the part of the Operator. This shall not prejudice the right of the Government to appear in such suit, participate in defense, and take such action as may be necessary to protect the interests of the United States. In the event that the Operator is indemnified, reimbursed, or relieved for any loss or damage of Government property, he shall equitably reimburse the Government. The Operator shall do nothing to prevent the Government's right to recover against a third party such loss or damage, and upon the request of the Commander, shall furnish the Government all reasonable assistance and cooperation, including the prosecution of a suit and the execution of an instrument of assignment in favor of the Government in obtaining recovery.

r. Not represent to anyone that he is employed by the United States Army, for he is not, or use the name of the United States Army in connection with his establishment.

s. Not offer or give any gratuity, gift, or benefit, or provide any entertainment to a person acting for the United States Government with a view toward securing favored treatment with respect to his establishment. Comply with the provisions of DOD Joint Ethics Regulation.

t. Not transfer this agreement, or any portion of this agreement, to a subcontractor.

u. Hold the Government, the Commander, and the Installation, harmless from any and all liability, loss, or claim resulting from any kind of disruption or reduction of the Government furnished (cost-free to the Operator) water, heat, electricity, or refrigeration.

v. Produce any books, records, receipts or other documents which may pertain to this contract or the operation of the snack bar for inspection or audit by the Commander or his/her

representatives either on or off the premises at any time during installation working hours. Permit the reproduction of any such books, records, receipts or documents as is deemed necessary by the Commander or his/her representatives.

w. May accept US dollars in payment for services. The daily Dollar/Won exchange rate will be conspicuously posted in the snack bar. The Operator will use the USFK daily Dollar/Won exchange rate.

x. Provide each customer with a sales receipt from a cash register. A sign with the following wording will be prominently posted within the BUILDING within plain view of all customers. "The customer must receive a cash register sales slip. If a customer does not receive a sales slip, the customer must report this to the sponsoring unit on the KATUSA Snack Bar Sales Discrepancy Report and he will receive a W 5,000 rewards." Copies of the KATUSA Snack Bar Sales Discrepancy Report will be kept at the cash register or cash box. The Operator will be liable for this W5,000 fees.

y. Total each day's receipts and enter them on EA Form 658-R-E. Attach daily cash register receipts to EA Form 658-R-E. Instructions are in paragraph 3ad.

z. Deposit the PROCEEDS to designated bank account and submit the original bank deposit receipt along with EA Form 658-R-E to the area or installation KATUSA Welfare Fund Custodian by the 5th working day of each month for the preceding month.

aa. Do not provide any other services except those approved within this license agreement. Do not divert any space for personal use. Do not allow any snack bar employees to live on the premises.

ab. Submit to all inspections by the sponsoring unit and appropriate medical authorities.

ac. The Operator will comply with all applicable provisions of AK Reg 600-2. The Sponsoring Unit Commander will provide the Operator with a copy of the applicable provisions of AK Reg 600-2.

ad. The Operator may provide food delivery service within the INSTALLATION. The Operator may charge a fee for this service. If a fee is charged it will not exceed W1,500. Each customer will sign the daily sales voucher, EA Form 656-R-E.

ae. The Operator will abide by the following measures to ensure minimum compliance with applicable US Army regulations.

(1) Sanitation.

(a) All foods will be maintained at a safe temperature. Hot foods will be maintained at a temperature of 140°F (60°C) or higher. Cold foods will be held at 45°F (7°C) or lower.

(b) Pre-prepared foods will be cooled to 70°F (21°C) within two hours of cooking and the internal temperature will be reduced to 45°F (7°C) within four hours of cooking.

(c) Thermometers will be available to monitor air temperature within food storage areas.

(d) Food will be stored where it will not be subject to contamination. Stored food will be covered.

(e) All beef, poultry, dressings, and stuffed meats will be cooked to an internal temperature of 165°F (74°C) or greater.

(f) All pork products will be cooked to an internal temperature of 140°F (60°C) or greater.

(g) All other foods will be cooked to an internal temperature of 140°F (60°C) or greater.

(h) Leftovers and pre-prepared foods will be reheated to 165°F (74°C) or greater before serving.

(i) All raw fruits and vegetables will be cleaned and disinfected prior to preparation.

(j) All food service personnel will be free from communicable diseases, and open cuts or burns.

(k) All snack bar personnel will have a valid medical certificate.

(l) All personnel will wash their hands after using the restroom. Bilingual signs will be posted directing personnel to wash their hands after using the toilet.

(m) All personnel will wash their hands after handling raw food and before handling other food products.

(n) All personnel involved in the preparation and handling of food products will wear hair restraints.

(o) No personnel will be allowed to eat, drink, or smoke within the food preparation or food service area.

(p) All food preparation equipment and utensils will be cleaned and sanitized between uses.

(q) The Operator will maintain adequate equipment and utensil washing equipment and supplies.

(r) All tables and chairs will be kept clean.

(s) All garbage and refuse containers will have tight fitting lids. Refuse and garbage storage areas will be kept clean.

(t) Latrines will be kept clean and in good repair. The Operator will maintain an adequate supply of soap, paper towels, and toilet paper.

(u) All poisonous materials will be segregated and locked in labeled cabinets.

(v) All walls, ceilings, and equipment surfaces will be kept clean.

(w) All floors will be kept clean and in good repair.



(x) All mops and brooms will be stored properly. Mops will be rinsed after each use and placed with the mop head up to allow the mop head to dry.

(2) Fire Safety.

(a) The Operator will publish and post a fire evacuation plan. This plan will identify the building fire marshal, the location of all fire extinguishers, exit routes, and the phone number to the local fire department.

(b) All employees will be trained on the fire evacuation plan and the use of fire extinguishers.

(c) A 36-inch clearance will be maintained between all cooking appliances and the nearest combustibles.

(d) Grease filters will be cleaned weekly or more frequently as required to prevent excessive grease accumulations.

(e) All fire exit doors will be clearly marked and kept unlocked during business hours.

(f) All waste receptacles will be emptied periodically to prevent excessive accumulation of trash and waste.

(g) All furnishing, draperies, curtains, and similar items will be made of non-combustible materials or treated with a flame-retardant.

(h) Waste and trash receptacles will be emptied at frequent intervals and at closing time into suitable disposal containers located at a safe distance from the building.

(i) Ash trays and suitable disposal containers will be provided for smoking materials only.

(j) Smoke pipes and space heater parts will be cleaned of soot and scale formations weekly or more often as required.

(3) Security.

(a) All windows and doors of the facility will be secured after duty hours.

(b) No employees are allowed to remain or live in the building after closing.

(c) The OPERATOR will maintain one set of keys to the facility and the sponsoring unit Commander will maintain other set of keys. The keys maintained by the sponsoring unit Commander are for fire safety purpose only and will not be issued to anyone.

af. The Operator will follow these instructions when completing EA Form 658-R-E. EA Form 658-R-E. If the Operator is authorized to operate game machines or other ancillary businesses, an additional EA Form 658-R-E will be completed for proceeds from each ancillary business.

(1) Enter the current month and year on the form.

- (2) Enter the license # on the form.
- (3) For each date on the form, enter the total daily sales in column a. If the snack bar was closed on a date enter the words "closed" in column a.
- (4) The Operator and the sponsoring unit representative must sign in column b.
- (5) The total of column a will be entered on the bottom of the form in the monthly income block.
- (6) For regular snack bar proceeds, the greater of 10% of the total of column a or W2,000,000 won will be entered on the reverse of the form as the proceeds for the month. This amount will be deposited into the bank account designated by the KATUSA Welfare Fund Custodian and the fund custodian will be provided the original bank deposit receipt along with EA Form 658-R-E by the 5th working day of the month for the preceding month. For an EA Form 658-R-E completed for game machine operations or other ancillary businesses, the agreed amount in the license will be entered on the reverse of the form as the proceeds for the month. This amount will be deposited with the KATUSA Welfare Fund Custodian by the 5th working day of the month for the preceding month.

ag. The Operator is subjected to an unannounced inspection by the sponsoring unit at any time. The sponsoring unit will use the inspection checklist at Attachment 1 to conduct this inspection.

**4. LIFE OF AGREEMENT.** This agreement shall be in effect for one (1) year from the date of execution. At that time, it may be renewed by written agreement of both parties.

**5. TERMINATION OF AGREEMENT.**

a. Either party shall have the option to terminate this agreement, without cause, by presenting written notice to that effect. Termination shall be effective thirty (30) days after receipt of notice.

b. The Commander may terminate this agreement, effective immediately, in the event any provision of this agreement is reached, or if it becomes a military necessity to do so. The Operator will not be entitled to any claim against the Commander or the Government if this agreement is terminated by the Commander under the provisions of this paragraph, less of the reason.

c. The Operator may terminate this agreement, with the exception of the indemnification provisions, effective immediately, in the event of bankruptcy, or by consent of the Commander.

**6. DISPUTES.**

a. The English text of this agreement will control its interpretation. Mutual rights and obligations under this agreement shall be construed in accordance with the laws of the United States in dealing with agreements and contracts of the Government.

b. Except as otherwise provided in this agreement, any dispute or claim concerning this agreement which is not disposed of by further agreement, shall be decided by the Commander, in writing. In connection with any dispute of this type, the Operator shall be given an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute under this provision, the Operator shall proceed diligently with the performance of the agreement and in accordance with the Commanders decision.

**AUTHENTICATION:**

In witness whereof, the Commander and the Operator set their hand, and seals to this contract, number \_\_\_\_\_.

\_\_\_\_\_  
KATUSA Snack Bar Operator

\_\_\_\_\_  
Sponsoring Unit Commander

\_\_\_\_\_  
ROKA Staff Officer

APPROVED: \_\_\_\_\_  
(Garrison Commander)

DATE: \_\_\_\_\_

**Attachment 1, License and Agreement to Operate a KATUSA Snack Bar Sponsoring Unit  
KATUSA Snack Bar Inspection Checklist.**

DATE: \_\_\_\_\_

ITEM	YES	NO
1. Sanitation inspection conducted during the last 30 days. Date of most recent inspection: _____	_____	_____
2. The Operator has corrected all deficiencies on the last sanitation inspection.	_____	_____
3. A valid health certificate is prominently displayed for all employees.	_____	_____
4. A copy of the contract is prominently displayed.	_____	_____
5. All employees have on their persons a valid post entry pass.	_____	_____
6. Operator is using a cash register or EA Form <u>656-R-E</u> to record all sales.	_____	_____
7. The required sign stating that a customer must receive a sales slip or sign EA Form <u>656-R-E</u> is clearly posted.	_____	_____
8. Copies of blank "KATUSA Snack Bar Sales Discrepancy Report" with the sponsoring unit address and POC are clearly displayed.	_____	_____
9. Required menu price lists are prominently posted. There are two lists, one for KATUSA Soldiers and another for all other customers.	_____	_____
10. The sign concerning the prohibition of offering free service is clearly posted.	_____	_____
11. A fire plan is clearly posted.	_____	_____
12. Required fire extinguishers are on hand and up-to-date.	_____	_____
13. Fire exits are clearly posted.	_____	_____
14. All required repairs have been submitted on DPW work order. Work-orders are still valid.	_____	_____
15. No space within the snack bar facility is being diverted for personal use by the Operator or any employees.	_____	_____
16. The Operator is not conducting any of other business within the snack bar facility.	_____	_____
17. The Operator or employees are not allowed to live within the facility.	_____	_____
18. Monthly payments to the KATUSA welfare fund are up to date and are made by the 5 <sup>th</sup> working day of each month.	_____	_____

19. The current USFK daily Won rate for purchases made in dollars is posted and current.

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Grade, Unit)

**Addendum #\_\_ to Accompany and Be Part of the License and Agreement to Operate a KATUSA Soldier Snack Bar between \_\_\_\_\_ and \_\_\_\_\_, reference the Basic Contract, Number \_\_\_\_\_, dated \_\_\_\_\_.**

1. By consent of the Commander, the KATUSA Soldier Snack Bar Operator, hereafter referred to as the Operator, is hereby authorized to operate a total of \_\_\_\_\_ electronic machines inside building \_\_\_\_\_, KATUSA Soldier Snack Bar. This authorization shall remain in effect for the life of the basic license. These electronic machines are further identified below.

- a. Electronic game machines \_\_\_\_\_ (total number)
- b. Video games \_\_\_\_\_ (total number)
- c. Karaoke machines \_\_\_\_\_ (total number)
- d. Dance machines \_\_\_\_\_ (total number)
- e. Public telephones \_\_\_\_\_ (total number)

2. The Operator will set aside 15% of total gross income per month for deposit into the KATUSA Soldier Welfare Fund for each game machine operated on the premises during that month. Amounts will be recorded on EA Form 658-R-E. The deposit will be made by the 5th day of the month following the month of operations.

3. If the game machine is provided by an individual other than the Operator, this individual hereafter referred to as the MACHINE PROVIDER, then the MACHINE PROVIDER will pay the required fees to the Operator for deposit in the KATUSA Soldier Welfare Fund. Payment will be made to the Operator not later than the 3rd day of the month following the month of operations. Any agreement between the Operators for the use of his business establishment will be reached separately from this Addendum. In the event of dispute, the Operator, upon notification of the Commander, may require the MACHINE PROVIDER to remove his game machines within 24 hours.

4. It is understood by all signatories that the game machines are intended solely for the entertainment of the snack bar patrons and will not provide a monetary payoff nor be used for gambling purposes. The intentional use of the game machines for these unlawful purposes will be cause of revocation of this Addendum or termination of License and Agreement to Operate a KATUSA Soldier Snack Bar by the Commander.

5. It is further understood that the Operator and the MACHINE PROVIDER, if applicable, shall not hold the United States Government liable for any damages to, or in connection with, the electronic game machines.

6. All signatories agree to abide by the provisions in paragraphs 3a through 3ab, inclusive, in the License and Agreement to Operate a KATUSA Soldier Snack Bar. In the event of any conflict, the English text of this agreement will control its interpretation.

**IN WITNESS THEREOF**, the parties hereunto set their hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

KATUSA Snack Bar Operator

\_\_\_\_\_  
Sponsoring Unit Commander

\_\_\_\_\_  
ROKA Staff Officer

APPROVED: \_\_\_\_\_  
(Garrison Commander)

DATE: \_\_\_\_\_

**Addendum #\_\_ to Accompany and Be Part of the License and Agreement to Operate a KATUSA Soldier Snack Bar between \_\_\_\_\_ and \_\_\_\_\_, reference the Basic Contract, Number \_\_\_\_\_, dated \_\_\_\_\_.**

1. By consent of the Commander, the Operator is hereby authorized to provide the following listed services at building \_\_\_\_\_, KATUSA Soldier Snack Bar. This authorization shall remain in effect for the life of the basic license.

a. Korean cigarette sales.

a. Telephone card sales.

2. The Operator will set aside 10% of his profit for each service per month for deposit in the KATUSA Soldier Welfare Fund. Sales will be recorded on EA Form 658-R-E. The deposit will be made by the 5<sup>th</sup> day of the month following the month of operations.

3. All signatories agree to abide by the provisions in paragraphs 3a through 3ag, inclusive, in the License and Agreement to Operate a KATUSA Soldier Snack Bar. In the event of any conflict, the English text of this agreement will control its interpretation.

**IN WITNESS THEREOF**, the parties hereunto set their hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
KATUSA Snack Bar Operator

\_\_\_\_\_  
Sponsoring Unit Commander

\_\_\_\_\_  
ROKA Staff Officer

APPROVED: \_\_\_\_\_  
(Garrison Commander)

DATE: \_\_\_\_\_



**Appendix L**  
**Authority for Leave/Pass, ROKA/KATUSA Soldier Personnel (Memo)**

DATE: \_\_\_\_\_  
CONTROL #: \_\_\_\_\_

MEMORANDUM FOR (수신) : \_\_\_\_\_.

SUBJECT: Authority for Leave/Pass, ROKA/KATUSA Soldier Personnel

제 목 : 한국군/카투사 요원 휴가/외출 인가

1. You are authorized \_\_\_\_\_ days leave/pass effective \_\_\_\_\_. Unless sooner recalled, you will return to your unit not later than \_\_\_\_\_.

귀하는 \_\_\_\_\_ 년 \_\_\_\_\_ 월 \_\_\_\_\_ 일 부터 \_\_\_\_\_ 일간 외출이 인가되었다. 복귀 명령이 없는 한  
귀하는 \_\_\_\_\_ 년 \_\_\_\_\_ 월 \_\_\_\_\_ 일 이내에 귀대한다.

2. The address at which you can be located while on leave/pass will be:

휴가/외출중 귀하가 거주할 수 있는 주소 :

3. You are advised that you may be recalled from pass. If operational necessity dictates such action, if martial law is declared, if a national emergency arises or if a notification of misconduct by you is received.

작전상 필요시, 계엄령 선포시, 국가 긴급사태 발생 또는 본인의 비행통보가 접수되었을 시  
조기 귀대를 명할 수 있다.

4. Type of leave/pass: \_\_\_\_\_.

휴가/외출의 종류 : \_\_\_\_\_.

5. Authority: ROK Presidential decree 2465, 15 March 1966 and Army in Korea Regulation 600-2.

근거: 대한민국 대통령령 2465 (1966 년 3 월 15 일자) 및 주한미육군 규정 600-2.

DISTRIBUTION (수신처) :

2-Individual concerned (본인)

1-CDR, ROKA Support Group (미 8 군 한국군 지원단장)

1-Unit CDR (소속부대장)

1-Duty Section (소속부서)

EA FL 17EK-R, 1 March 99

## **Glossary**

### **Section I. Abbreviations**

8A	Eighth Army
AAFES (Exchange)	Army and Air Force Exchange Service
ACFT	Army Combat Fitness Test
ACofS	Assistant Chief of Staff
ACFT	Army Combat Fitness Test
ACU	Army Combat Uniform
AFSB	Army Field Support Brigade
AK	Army in Korea
ALCPT	American Language Course Placement Test
APFT	Army Physical Fitness Test
APFU	Army Physical Fitness Uniform
APO	Army Post Office
ASI	Additional Skill Identifier
AWOL	Absent Without Leave
AWT	Army Warriors Training
BDE	Brigade
BDU	Battle Dress Uniform
CENTRIX-K	Combined Enterprise Regional Information Exchange Systems Korea
CID	Criminal Investigation Division
CIF	Central Issue Facility
CINC	Commander in Chief
CMAS	Clothing Monetary Allowance System
COC	Casualty Operations Center
CSS	Clothing Sales Store

CTT	Common Task Training
CY	Calendar Year
DBIDS	Defense Biometric Identification System
DEROS	Date Eligible Return from Overseas
DET	Detachment
DLI	Defense Language Institute
DMZ	Demilitarized Zone
DOD	Department of Defense
DODAAC	Department of the Army Activity Address Code
DP	Development Program
DRMO	Defense Reutilization and Marketing Office
EO	Equal Opportunity
ESO	Education Services Officer
ETS	Estimated Time of Separation
FINCOM	Finance Command
GPC	Government Purchase Card
HQDA	Headquarters Department of the Army
HRD	Human Resources Development
IAW	In Accordance With
JSA	Joint Security Area
JUSMAG-K	Joint United States Military Affairs Group-Korea
KATUSA	Korean Augmentation to the United States Army
KCB	KATUSA Continuity Binder
KCK	KATUSA Soldier Comfort Kit
KELP	KATUSA English Language Program
KHC	KATUSA Soldier Haircut Coupon

KP	Kitchen Police
KRW	Korean Won
KSB	KATUSA Snack Bar
KTA	KATUSA Soldier Training Academy
LNO	Liaison Officer
MCM	Manual for Courts-Martial
MEDCOM	Medical Command
MEDDAC-K	Medical Detachment Activity Korea
MND	Ministry of National Defense
MNDWA	Ministry of National Defense Welfare Agency
MOA	Memorandum of Agreement
MOS	Military Occupational Specialty
MP	Military Police
MPO	Military Post Office
MSC	Major Subordinate Command
NAF	Non-appropriated Fund
NCO	Noncommissioned Officer
NCOA	Noncommissioned Officer (Training) Academy
NCOPD	Noncommissioned Officer Professional Development
NLT	Not Later Than
OCP	Operational Camouflage Pattern
OJT	On-The-Job Training
OIP	Organizational Inspection Program
OML	Order of Merit List
PBO	Property Book Officer
PD	Professional Development

PMO	Provost Marshal Office
PRT	Physical Readiness Test
PX	Post Exchange
ROK	Republic of Korea
ROKA	Republic of Korea Army
ROK/U.S.	Republic of Korea/United States
ROKG	Republic of Korea Government
RSG	Republic of Korea Army Support Group
RSO	ROK Army Staff Officer (Office)
SAEDA	Subversion and Espionage Directed Against the US Army
SATB	Semi-Annual Training Brief
SCI	Sensitive Compartmented Information
SCO	Summary Court Officer
SG	Support Group
SI	Special Intelligence
SJA	Staff Judge Advocate
SOFA	Status of Forces Agreement
SOP	Standing Operating Procedures
STEP	Select Train Educate Promote
TCC	Tactical Casualty Care
TDA	Table of Distribution and Allowances
TDY	Temporary Duty
TISA	Troop Issue Subsistence Activity
TSC	Theater Support Command
TPFDD	Time Phased Force Development Data
UCMJ	Uniform Code of Military Justice

UIC	Unit Identification Code
UNC	United Nations Command
US	United States (of America)
USFK	United States Forces Korea
WHNS	War-Time Host Nation Support
WLC	Warrior Leader Course

## Section II. Terms

**ROKA personnel serving with the US Eighth Army.** Any member of the ROKA assigned or attached to the US Army. This includes ROKA Staff Officers and NCOs, ROKA Liaison Officers (LNO(s)), ROKA aides-de-camp, KATUSA Soldiers, and ROKA Officers and NCOs attached or assigned by Eighth Army or to theater Army units.

**ROKA Support Group.** A ROKA unit attached to Eighth Army to provide personnel administration for ROKA personnel serving with US Army units. Major functions of the ROKA Support Group are:

- a. Coordinate with and recommend to Eighth Army policies concerning KATUSA Soldiers.
- b. Conduct liaison between HQ, ROKA and Eighth Army.
- c. Manage ROKA personnel serving with theater US Army units.
- d. Provide ROKA directed education to KATUSA Soldiers.
- e. Monitor and dispense KATUSA Soldier Discipline.
- f. Assist in the Commander's accident prevention program.
- g. Provide advice to Eighth Army units concerning KATUSA Soldiers' welfare and morale.
- h. Participate in Eighth Army operations during exercises and contingency.

**Commander, ROKA Support Group.** The Commander, ROKA Support Group, is a ROKA Colonel (06) appointed by Headquarters (HQ), ROKA, to perform duties as the ROKA representative to the Eighth Army Commander for KATUSA Soldiers, ROKA Officers, and ROKA NCOs assigned or attached to Eighth Army. He is responsible for the management of KATUSA Soldiers. The Commander, ROKA Support Group, jointly shares responsibility for the implementation of the KATUSA Soldier Program with the Director, Eighth Army, G37 TREX. Also, as a special staff Officer for the Commander, Army Korea, he maintains close coordination and liaison with the Eighth Army staff and MSC Commanders.

**Commander, Area ROKA Support Group.** The Commander, ROKA Support Group, appoints four (4) Area ROKA Support Group Commanders for the dissemination of ROKA policy directives and for the personnel administration and management of all ROKA personnel. The four (4) areas coincide with Areas I, III, and IV. The Commander, Area ROKA Support Group-supervises the duty

performance of the ROKA administrative channel, established by the Commander, ROKA Support Group. He is in charge of ROKA-required education for KATUSA Soldiers in his area, the personnel administration and management of ROKA personnel, and the maintenance of KATUSA Soldier morale and military law. The establishment of Commander, Area ROKA Support Group is for ROKA Support Group purposes only, and in no way will it interfere with the normal Eighth Army lines of command and control; normally provides advice to the supported US Commander.

**ROKA Liaison Officer (LNO).** A ROKA Officer or ROKA non-commissioned Officer assigned or attached to a US Army unit in the ROK for the purpose of maintaining liaison between HQ, ROKA, ROKA units, local civil authorities, and the US Army unit where the LNO is assigned or attached. The ROKA LNO will assist in the execution of all interoperability missions and the translation of all correspondence.

**ROKA aide-de-camp.** A ROKA Officer attached to the 2d Infantry Division or the 19th TSC to serve as the aide-de-camp for a US general Officer.

**ROKA Staff Officer.** A ROKA Officer assigned or attached to a MSC or subordinate US Army unit from ROKA Support Group for the purpose of accomplishing and coordinating actions that relate to ROKA personnel management, and may also be used in a limited role as a LNO for the purpose of maintaining liaison between HQ, ROKA, ROKA units, local civil authorities, and the US unit to which the Officer is assigned or attached. They are co-equal with other staff Officers and report to the Commander, deputy Commander, or executive Officer of the unit. Additionally, they are required to report to their higher HQ ROKA Staff Officer and to the Commander, ROKA Support Group, concerning ROKA policy directives and KATUSA Soldier management (status of strength, promotions, leaves, awards, and punishments). (See sub para. 2-7c for duties and responsibilities.)

**ROKA Support Group Command Sergeant Major.** Serves as an advisor to the Commander, ROKA Support Group or the Commander, Area ROKA Support Group and performs duties similar to those of his US counterpart. Additionally, advises Eighth Army units within their Area on KATUSA affairs, and works closely with Eighth Army CSMs.

**ROKA Staff NCO.** A ROKA NCO assigned or attached to a battalion, Company, battery, troop, or separate detachment for the purpose of providing communication between his unit Commander and KATUSA Soldiers of his unit.

**ROKA Staff Office (RSO).** A ROKA Support Group subordinate section established in certain units in charge of personnel management and administration for ROKA personnel. This is the section where Area ROKA Area Senior Officers, ROKA Staff Officers or ROKA Staff NCOs are assigned and where they perform their duties.

**KATUSA Soldier.** A ROKA enlisted Soldier (including a ROKA NCO) who is assigned and may be integrated into a US Army unit for the purpose of increasing the operational capabilities of that unit. Commanders will, to the extent permitted under the Status of Forces Agreement (SOFA) regulatory directive and consistent with operational mission requirements, give those KATUSA sergeants and corporals, who are assigned to NCO positions, the same rights and privileges that US NCOs receive in accordance with (IAW) AR 600-20, paragraph 3-2.