

# *Welcome to The Wolf Pack*



## *Kunsan Newcomers Guide*

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8th Force Support Squadron

29 May 2019

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## 8th Fighter Wing History

Kunsan Air Base is home to the 8th Fighter Wing which is known as the “Wolf Pack”, a nickname given during the command of Colonel Robin Olds back in 1966. It’s one of two major Air Force installations operated by the United States in Korea. Kunsan Air Base is located on the west coast of the South Korean peninsula bordered by the Yellow Sea.

Gunsan City is the host city for Kunsan Air Base. “Kunsan” and “Gunsan” are spelled exactly the same in Korean: 군산. Gunsan City is pronounced Gunsan-si and is spelled 군산시. If you search “Kunsan” on the internet, you usually find information about the base, and if you search “Gunsan”, you usually get information about the host city.

### **The Beginning**

The history of the 8th Fighter Wing officially began in 18 August 1948 at Ashiya Airfield, Japan. The 8th FW did not serve in World War II, it does share ties with a World War II fighter group, the 8th Pursuit (and later Fighter) Group. However, the history of the group stretches all the way back to 1923. On April 1, 1931, 8 PG was activated at Langley Field, Virginia flying such aircraft as the PB-2, P-6 and P-12 until moving in November 1940 to Mitchel Field, New York, where it became responsible for the air defense of New York City. Ten days after the attack on Pearl Harbor, 8 PG received orders to relocate to Brisbane, Australia to fly the P-39 and P-400. The Air Force re-designated 8 PG as the 8th Fighter Group in May 1942.

During early operations, the group and its squadrons (35th, 36th, and 80th Fighter Squadrons) concentrated on defense of Australia and Allied territory in New Guinea. In April 1943, the group moved to Port Moresby, New Guinea flying the P-38 Lightning, the P-40, the P-47 and P-38. After moving to the Philippines in December 1944, the group spent the next several months conducting offensive operations, as well as flying escort missions in the area. Moving to Le Shima in August 1945, 8 FG flew several missions against the Japanese. On August 14, 1945, the day of the Japanese surrender, 8 FG shot down the last enemy plane of the war. During World War II, 8 FG participated in nine campaigns and shot down 446 enemy aircraft, creating 24 aces.

**Birth of the 8th Fighter Wing**

After the war, the group moved to Fukuoka, Japan in November 1945 as part of the occupation force. In early 1946, the group converted to the P-51 Mustang. On 18 August 1948, the Air Force officially activated the 8th Fighter Wing. 8 FG was assigned as a subordinate component of the wing. In the Mustang—re-designated from the "pursuit" P-51 to the "fighter" F-51—and later in the F-80 Shooting Star, the 8FW provided air defense of Japan. On January 20, 1950, the wing designation changed to the 8th Fighter-Bomber Wing.



**Korean War**

As the Korean War began, the 8 FBW provided air cover for the evacuation of Americans from Korea on June 26, 1950, the day after the invasion. Major Charles J. Loring, a pilot in the 80 FS, was posthumously awarded the Medal of Honor for flying his badly damaged F-80 aircraft into an enemy artillery emplacement near Sniper Ridge so U.S. infantry men could escape.

On July 1, 1958, the Air Force re-designated the wing as the 8th Tactical Fighter Wing. On June 18, 1964, 8 TFW moved to George AFB, California, and trained with the F-4D Phantom II until moving to Ubon Royal Thai AFB, Thailand.

**Vietnam War**

At Ubon, the 8 TFW carried out its wartime mission as it led the way for other tactical Air Force fighter units during the Vietnam War. By the end of 1966, aircrews assigned to 8 TFW flew nearly 14,000 combat missions into Vietnam.



During the war in Southeast Asia, political restrictions gave the North Vietnamese Air Force a distinct advantage over the US. One of the restrictions forbade US air forces from bombing North Vietnamese air bases in and around Hanoi and Haiphong. This restriction essentially gave the North Vietnamese a safe haven for their MiG fighters. To combat this advantage, Seventh Air Force planners in concert with Colonel Robin Olds, 8 TFW/CC, devised a plan known as Operation BOLO to draw the MiGs into a fight against F-4Cs armed for air-to-air combat—wolves in sheep's clothing so to speak.

The Phantoms planned to simulate F-105s by flying at the same altitude, speed, and route and were modified to carry electronic countermeasure pods used only on F-105s until that time. In the final pre-flight brief for Operation BOLO on New Year's Day 1967, Colonel Olds told his pilots, "All right you wolf pack, let's go get them." On January 2, 1967, 11 four-ship flights from the 8th began converging on the North Vietnamese airfield of Phuc Yen. According to plan, the MiGs took the bait. In 12 minutes, 8 TFW recorded seven confirmed and two possible kills without a single loss. Operation BOLO established U.S. air superiority over the North by destroying nearly half of North Vietnam's most advanced fighters in only five days.

Following Operation BOLO, 8 TFW began referring to itself as the Wolf Pack. 8 TFW finished the war as the leading MiG-killer, logging 38.5 confirmed MiG kills prompting Bob Hope to refer to 8 TFW as the "world's largest distributor of MiG parts." In December 1972, 8 TFW was involved in Operation LINEBACKER II, launching 524 sorties for bombing missions against North Vietnam between 18-31 December 1972. All combat operations ended on 15 August 1973.

### **Back to Korea**

8 TFW was transferred to Kunsan Air Base, Republic of Korea on September 6, 1974 and became responsible for air defense of South Korea. Operational F-4D squadrons of the wing were tail coded "WP" (for "Wolf Pack"). In May 1981, the wing transitioned from the F-4 to the newer F-16A Fighting Falcon. This aircraft conversion made 8 TFW the first active-duty overseas F-16 wing. While the overall mission remained unchanged, 8 TFW was reorganized on February 3, 1992 as the 8th Fighter Wing. 8 FW entered a new era on November 17, 2000 when the 35th Fighter Squadron received its first Block 40 F-16s, allowing the Wolf Pack to take the fight into the night

# What Should I Bring to Kunsan?

One of the most important things to help ease your transition to Kunsan is making sure you've planned for what you really need to have during your first few weeks. Your shipped whole baggage or household goods can take up to two months to arrive, and not having the things that are important to you can make that wait feel much longer. The list below is a highlight of the most common things hand carried or mailed ahead. No list could capture everything, but this one should make the wait for your TMO shipment as easy as possible.

## Recommend mailing these ahead of time or carrying in your luggage

- **Bedding** – Sheets, blankets, pillows. The BX also carries a limited selection of these items.
- **Mattress pad** - You can order one on-line and have it waiting in the Post Office when you get here, or ship it in your household goods shipment.
- **Clothing**
  - Uniforms: Pack at least one set of Blues, ABUs and PT Gear in your luggage. Also consider packing appropriate seasonal gear (ex: cold weather gear for winter/rain gear for spring).
  - Civilian Clothes: Pack what you think you'll need for a few weeks. If you have a particular brand/style you prefer, stock up and put in your TMO shipment in case it's not available locally.
  - Shoes: The BX selection at Kunsan AB is limited. If you have a brand preference, you may consider shipping an extra pair.
- **Your computer (desktop or laptop)** - You can get internet access set-up in your room for a monthly fee. If you bring a laptop, WIFI is available at several places across the base.

## **Recommend shipping these in your household goods/hold baggage**

- **Cooking Items** – If you have a kitchen you'll want the basics to be able to cook. Many rooms already have cooking utensils, but if you have a special tool you prefer to use, plan to ship it with your household goods. Check with your sponsor and ask them to check out what has been left for you. The ovens are electric, and most are kitchenette size – smaller than stateside ovens, but still big enough for a basic cookie sheet or 9 x 13 inch pan. All quads/rooms are pre-furnished with microwaves.
- **Television, DVD player and Gaming System** – Electronics, to include gaming systems and televisions, are available for sale from AAFES. Cable TV is available, offering Armed Forces Network (AFN).
- **Stuff to hang on the walls** - This includes a wall clock, pictures, posters, etc. Keep them light because you can't put nails on the walls, and will have to use sticky hooks to hang them.
- **Sports equipment** - There are lots of intramural sports here, so bring your own gear if you have it; such as golf clubs, softball gear, soccer gear, bowling ball, bowling shoes, tennis racquet, racquetball racquet, etc. You can check out tennis, racquetball, wall climbing and weightlifting items free of charge at the Fitness Center. You can rent other gear from Outdoor Recreation such as skis, snowboards, etc.
- **Bike & Helmet** – TSgts & below aren't authorized to register POVs, but bikes are a good alternative. If you ride your bike in uniform or during the hours of darkness you must wear reflective material and have lights on the front and rear of your bike.

## **What NOT to Bring!**

- Don't bring **ALL** of your belongings. Don't bring furniture. There's no need because the dorms are all fully furnished. Don't bring your entire closet of clothes. The closets are small and you'll be wearing your uniform most of the time. You shouldn't need any small appliances or cleaning supplies (ex: microwaves/vacuums) as these are provided for you in the dorms.

# Getting Here

## Patriot Express

The majority of personnel coming to Korea arrive via the rotator at Osan AB, also known as the Patriot Express. Getting from Osan to Kunsan is very easy. Once you process through customs, look for the Kunsan AB Wolf Pack Wheels bus service signs in the Osan passenger terminal. The bus departs Osan in conjunction with the Patriot Express arrival. Travel time is a little over two hours to Kunsan AB. If your flight into Osan is significantly delayed, you may need to check in to Osan AB lodging for the night. Signs in the Osan terminal will provide more information. Take the next scheduled Wolf Pack Wheels to Kunsan. The schedule is below or at [kunsanfss.com](http://kunsanfss.com) then look under the Community Activity Center link.

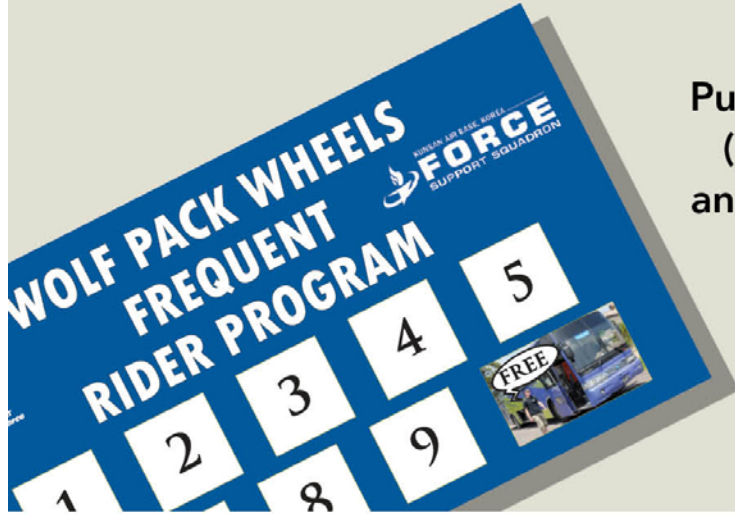
## Commercial Travel

If your local Transportation Office books you on a commercial flight, you will fly into Incheon International Airport (ICN) near Seoul. Travel times from the US are normally around 14 hours. Once you get into ICN and process through immigration and customs, you have two options for getting to Kunsan: the military bus or the public bus (both are very comfortable tour-type busses).

## **DO NOT TAKE A TAXI! It can cost over \$400 and is NOT REIMBURSABLE!**

**To take the Military Bus Service**, go to the USO Counter at Gate 1 (DSN 315-723-8621 or Commercial 011-82-2-7913-8621). Bus service from the Airport to Osan AB takes a little over an hour and **costs \$35 (completely reimbursable Keep Your Receipts)**. The military bus departs terminal 1 from Incheon for Osan at 0930, 1900 & 2230. Depending on the day and time of arrival at Osan you may have to spend the night at Osan Lodging and take the Kunsan bus the next day. You can make reservations at Osan lodging by calling DSN 315-784-1844 (COMM 011-82-31-661-1844) or by e-mail at [turumi.lodge@osan.af.mil](mailto:turumi.lodge@osan.af.mil). The last leg of your trip will be from Osan to Kunsan on the Wolf Pack Wheels bus. Travel time is a little over two hours and **costs \$65 (completely reimbursable Keep Your Receipts)**. The Osan to Kunsan bus schedule is included below:





Purchase 9-one way trips  
(Kunsan-Osan Shuttle)  
and receive the 10th trip  
**FREE.**

Pick it up at the  
Falcon CAC Tour  
Desk or Osan ITT.

Departure Location		Mon & Wed	Tue & Thur	Friday	Sat & Sun
KUNSAN AB	Falcon CAC	1300	0800	0800 & 1800	0800 & 1300
	WP Lodge	1315	0815	0815 & 1815	0815 & 1315
OSAN AB	PAX Terminal	1800 (Time may vary due to Patriot Express)			
	Turumi Lodge		1315	1315 & 2115	1315 & 1815
	Osan ITT		1330	1330 & 2130	1330 & 1830
\$65 each way (official) / \$20 each way ( advance leisure)					

**Wolf Pack Wheels Rotator passengers' drop off location will be at Wolf Pack Lodge.**

**Bus schedule and fares updated as of 13 May 2019**

For more information:

Phone: DSN 782-5213 or Comm 063-470-5213

Operation Hour: Normal Daily 0600-2130

# Getting Here

**To take the Public Bus from Incheon,** purchase a ticket from the ticket booth or kiosk just outside of the airport near departure sliding door #12. You will be purchasing a ticket to Gunsan City bus station. The cost varies from 24,500 Won – 29,400 Won (about \$23-\$28), and you can pay in Won or with a credit card (if you only have USD cash on hand you can use the airport money exchange near Departure Door #7). Look for a small digital sign in the front the window of each bus. Your bus will have the scheduled departure time displayed. Show the driver your ticket to ensure you are getting on the correct bus. The trip will be a little over three hours long, with a rest-stop halfway through. Items and food to purchase at the rest stop only takes Won or credit cards; in case your credit card does not work please bring extra Won. Once you arrive to Gunsan, you will need to take a taxi or have your sponsor pick you up from the Gunsan City Bus Terminal to get to Kunsan AB. There are taxis outside the bus terminal, but only the AAFES taxis can take you onto the base. They are easily identifiable with **Kunsan Base Taxi** on the side. If there are no AAFES taxis waiting outside, you can call for one at 063-470-4318 or 1544-9080 it will take approximately 15 minutes for one to arrive. You can opt to take a city taxi to the main gate and transfer to an AAFES taxi from the gate to base lodging. You will need won for the city taxi and the base taxi takes USD, Won or credit card. A trip from the bus station to base will cost about 15,000 - 20,000 Won, depending on traffic (**completely reimbursable**).



**ICN Terminal Map**

**Ticket Purchase and Schedule at counter outside Departure Sliding Door #12**



ICN AIRPORT TO GUNSAN	
S C H E D U L E	0630
	0845
	0910
	0950
	1025
	1105
	1150
	1250
	1430
	1545
	1630
	1720
	1850
2050	
2150	
	To catch this bus from ICN to Gunsan City, <b>Outside Terminal 1 At Gate 12B</b>
Fare	26,900 Won – 32,300 Won



# Useful Travel Expressions

## **At Incheon International Airport**

Can you show me where the USO counter is? (Note: The USO Counter is at Gate 1.)

유에스오 카운터가 어디인지 알려 주시겠습니까? (유에스오카운터는 1번게이트 입니다.)

Can you show me where the City Bus is? (Note: the City Bus departs Outside at Gate 9C.)

시외버스 타는 곳 좀알려 주시겠습니까? (버스는 바깥쪽 9번 게이트에서 출발합니다.)

Can you show me where I can do a currency exchange?

어디에서 환전(미국달러를 한국 돈 으로) 할 수 있는지알려 주시겠습니까?

## **Airport Bus Terminal**

Can you show me where to purchase a ticket for Gunsan city?

(Note: the City Bus departs Outside at Gate 9C.)

전북 군산시 가는 버스표를 어디서사는지알려주시겠습니까?

(버스는 건물밖 9번게이트 c 에서 출발합니다.)

I'd like to purchase a ticket for Gunsan city.

전북 군산시 가는표 한장주세요.

Can you show me where to wait for the bus to Gunsan city?

전북 군산시가는버스를 어디에서 기다려야하나요?

Can you tell me when I arrive at Gunsan city bus terminal? (for the bus driver)

기사님, 제가 군산버스터미널에 도착하면 알려주시겠습니까?

## **Gunsan city Taxi**

Can you take me to Kunsan Air Base?

군산미공군부대(비행장)으로 가 주시겠습니까?

# Getting Around Gunsan

**In a Taxi:** AAFES has a contract with FTNH Co., Ltd to provide taxi service in the Korean Peninsula. They have a partnership with Seven (7) Taxi companies for a regular taxi dispatching service at Camp Casey, Camp Hovey, Camp Red Cloud, Camp Stanley, Camp Jackson, Yongsan, AB K-16, Camp Humphreys, Osan AB, and Kunsan AB. They also have their own Van taxis for a dispatching service for group passengers or customers with an abundance of luggage. Utilizing the taxi service is a great way to get around and discover Gunsan City.

## Useful Korean terms to show the Taxi Driver

### **Express Bus Terminal for Seoul**

서울가는 고속 버스 터미널로 가주세요.

### **Lotte Mart**

롯데 마트로 가주세요.

### **Bus Terminal (Intercity)**

시외 버스 터미널로 가주세요.

### **Train Station?**

기차역으로 가주세요.

### **E Mart?**

이마트로 가주세요.

### **Valentines Pizza?**

발렌타인 피자로 가주세요.

### **Eunpa Park?**

은파 유원지로 가주세요.

### **WolmyeongPark?**

월명공원으로 가주세요.

### **Ferry Terminal?**

도선장 여객 터미널로 가주세요.

### **Yondeong Street?**

영동거리로 가주세요.

### **Gunsan Airport?**

군산 공항으로 가주세요.

### **Gunsan Wolmyeong Stadium?**

군산 월명 체육관으로 가주세요.

### **Lotte Cinema Movie Theater?**

롯데시네마 극장으로 가주세요.

### **Kunsan Air Base?**

군산 미공군 부대(비행장)으로 가주세요.



Lotte Mart is a discount Shopping Mecca similar to Walmart which is centrally located in downtown Gunsan, close to a variety of restaurants, shops and entertainment from shows to movie theaters all in walking distance.



## Airman and Family Readiness Center

The Airmen and Family Readiness Center (A&FRC) is that One Stop Shop which can answer all your questions about things to do, places to go and ways to get around South Korea. The center offers soft skills and cultural classes such as cooking and Korean Language to assist in your communication efforts with the local populist.

The A&FRC provides free tours of downtown Gunsan. The tour consist of how to use the local bus transit system, understand how to read the bus schedule, and how to navigate in downtown Gunsan. A perfect way to spend a Saturday and see what the city has to offer.

If you are fortunate enough to be allowed to have a POV (Personal Own Vehicle) during your stay at Kunsan AB, the A&FRC has GPS navigation system for you to borrow to help navigate through Gunsan and those much needed trips throughout the ROK.

# **Kunsan AB In-Processing**

Upon arrival, all personnel newly assigned to Kunsan AB must report to their unit's Command Support Section (CSS) and receive appropriate inprocessing checklists. Personnel will be scheduled to attend mandatory briefings and given further guidance on unit-specific items.

## **Kunsan AB Sponsorship**

If you are within **90 days** of your PCS departure to Kunsan AB and have not received a sponsor, please contact your receiving Command Support Staff. Each CSS is responsible for the sponsorship program of their incoming personnel.

*For information regarding base and community policies, refer to Community Standards. Community Standards are routinely updated and available on the Kunsan AB Sharepoint page. This information will be provided to members by their sponsor and/or leadership upon arrival.*

## **MEAL CARD and Basic Allowance for Subsistence (BAS)**

**All E-1 to E-5** will be on Meal Card Status while assigned to Kunsan AB

**All E-6 and above** will be on BAS Status while assigned to Kunsan AB

*(EXCEPTIONS TO THIS POLICY)*

Certain Service Members E-1 to E-5 may be placed on BAS status due to their specific work assignments at Kunsan AB.

## **Mail / Post Office Box**

Newcomers may acquire an advance mailbox **90 days** prior to their Report No Later Than Date (RNLTD). You will need to send a copy of your Permanent Change of Station Travel Orders to your sponsor. The sponsor will apply for a Post Office Box on your behalf and then inform you of your address. The combination to that box, however, will be given only to you upon your arrival.

Due to limited mail storage space, we ask that you mail any large parcels you have no sooner than 45 days prior to your RNLTD.

To avoid delays in mail services, please notify your family, friends, publishers, creditors and businesses of your change of address as early as possible.

If you want to forward your mail before you're assigned a post box, please use the below:

NAME  
PSC 2 Box 5000  
APO, AP 96264

## **PERSONAL OWNED VEHICLE**

**E-7 and above have the option to register a vehicle while at Kunsan AB, or have your POV shipped (Command Sponsored Only)**

Most Senior service members buy a vehicle from an outgoing personnel during their tour here at Kunsan AB. The following requirements must be completed to be able to operate that vehicle on post and in the country of South Korea. **Before your vehicle arrives on the ROK, you must obtain a Military Driver's License (Get with your sponsor for this information).**

### **Step 1 – Receiving Your Vehicle**

**If Command Sponsored** - Pick up your vehicle at Pyongtaek VPC located at Camp Humphreys. If you need assistance call; Phone: DSN 782-5678

### **Step 2 – Registration and Temp Plates**

Prior to picking up your vehicle you must apply for a temporary license plates at your local Military Registration Office (Kunsan Bldg 1310 DSN 782-5678) or One-stop-service Center at Camp Humphreys (Bldg 6400 DSN 757-4001). After receiving your temporary plates you may then pick up your vehicle at the Pyongtaek VPC (Bldg 7040, Tel 02-798-7036). In order to pick up your vehicle you will need the following:

- USFK Driver's License or US Driver's License ( For a month from your arrival in Korea )
- CAC Card
- PCS Orders Assigning you to Kunsan Air Base
- Current Auto Insurance
- Current Registration on Vehicle from States
- Vehicle Inspection Form (DD 788) (You should have received at Origin VPC)
- Letter of Employment (For Civilians)
- Power of Attorney (If being picked up by someone else)

### **Step 3 - Vehicle Inspection**

After picking up your vehicle you must obtain a vehicle inspection at the AAFES Car Care Center / Gas Station at either Camp Humphreys or Kunsan AB. The cost varies depending on location. After completion of temp plates and vehicle inspection you must obtain your permanent plates within 10 working days by registering your vehicle at the Gunsan City DMV.

### **Step 4 – Vehicle Registration**

Register Your Vehicle to Downtown Gunsan DMV (A&FRC has navigation systems to get you there or use your sponsor). **The cost will be approximately 30,000 Won.** Documentation you will need:

- Uni-Pass Korean Customs Import Document from Pass and ID
- Vehicle Inspection from Kunsan or Camp Humphreys AB Car Care Center
- Application for New Vehicle Registration (Receive from Security Forces Office @ Kunsan AB or Camp Humphreys)
- Temporary Operating Permit from Pass and ID



- Copy of Orders or Verification of Employment for Civilians
- Current Insurance Card
- CAC Card ( They will Copy ID )
- Military POV Driver's License from Security Forces Office

Any questions about the process call Pass and ID at Phone: DSN 782-5678

## **Housing Office Information**

**Located:** Building 705, First Floor

**Phone:** 782-7079

**Office Hours:** Monday-Friday 0900-1700

**Stand-by Phone:** 010-4013-6070

**Additional Info:** For after hour lockouts and emergency work orders please dial the stand-by phone.

Please check with your sponsor to see if you will need to stay in lodging when you arrive or will be able to move directly into your permanent dorm room. Upon arrival or first duty day after arrival, members must in-process the Housing Office located on the first floor of Bldg. 705. Written authorization is required to occupy lodging and receive TLA when government quarters are not available. In-processing members must provide a copy of their PCS orders to their Airman Dorm Leader (ADL) or the Housing Office to receive a dorm room assignment or TLA authorization. Orders can be sent digitally to the specific ADL assigned to your dormitory via encrypted message with your arrival date. Your sponsor will be able to help with obtaining the ADL information needed. Please include a comment if you will be promoted to your next rank while you are at Kunsan as this may affect your room assignment.

## **The Dorms**

CGOs/SNCOs live in dorms similar to small one-bedroom or studio apartments. These rooms have a small kitchen, living area, bedroom, and private bath.

Most E1s-E6s live in "quad" style dorms. These dorms have a shared living area with basic furniture and a kitchen connected to 4 bedrooms with private baths.

Clarify with your sponsor about what dorm style you will be in. The personal space you will have is comparable to what you would have in a medium size bedroom or a college dorm room.

Most dormitories are equipped with a refrigerator, microwave, and stove/oven.

All dorms are set-up with laundry rooms. The size and availability will depend on what dorm you live in. There is also a base coin laundry located in building 1104, available for bulk items.

The next few pages will give you an idea of what your dorm room may look like.

All Rooms have Basic AFN Cable Service (**You must provide the TV**) and Wi-Fi is available for purchase (see page 25 for more details)

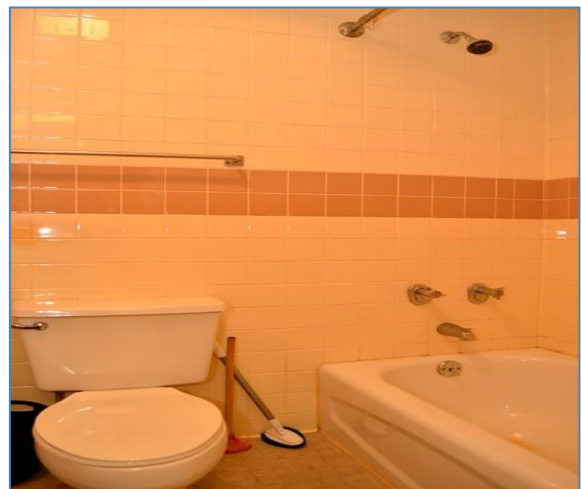
**FGO (Lt Col/Maj) Dorms—One Bedroom Apartment**



**FGO/CGO (Maj/Capt/Lt) Dorms—Efficiency Apartment**



**SNCO Dorms—Small One Bedroom Apartment**





**NCO & AMN Dorms—Suitemate Style, 1+1, w/Shared Kitchen**



**NCO & AMN Dorms - Quad Design w/Shared Kitchen**



# Where to Eat, Shop, and Relax on Base

You can easily go your whole tour without knowing all of the things that are available at Kunsan. Some are “obvious” but others are little gems you may not know exist.

- **The Library:** (Free Wi-Fi) This is one of the best kept secrets on base and it's **FREE!**
  - Great hours: 0930-2130, 7 days a week.
  - DVDs: Impressive collection of movies, TV series, and Korean movies. New releases are added each month.
  - Computer Center: 30 CAC-enabled computers hard-wired with internet connection. Print/scan at no charge. Fax for nominal fee (or free for official use). 2 Skype booths. DVD/VHS/CD viewing equipment available.
  - Good Reads: New Bestseller Fiction and Nonfiction books added monthly.
  - Relax: Comfortable reading room with magazines.
  - Quiet Area: Quiet study area includes two group study rooms.
  - Study Guides: Large collection of CLEP and DSST study guides updated last year.
  - Korea Collection: Learn more about Korean culture and history, or browse local travel guides.
  
- **The Son Light Inn:** (Free Wi-Fi) This is a hangout area sponsored by the Chapel.
  - Fun: The Inn offers several rooms to hang out in. They have a Movie Room that has AMAZING leather couches with a big screen TV for watching movies as well as a Wii, PS3, and Xbox One gaming systems. A “coffee lounge” with tables and comfortable couches. They have a ping pong/pool table room and 2 rooms for meeting/gathering/eating.
  - Music: The Son Light offers free piano and guitar lessons on Sunday night.
  - Coffee: The Inn offers a free coffee bar, usually open Sat & Sun evenings.
  - Food: On most Sunday nights, the Inn serves a free home cooked meal beginning at 1800 and is open for everyone.
  - Reservations: If you would like to reserve the Son Light Inn for group meetings, cooking events, gaming tournaments, etc. please contact the base chapel.
  
- **The CAC:** (Free Wi-Fi) it's open 24 hours a day and is a great escape from the dorms.
  - Food: Serves an array of food and drinks (including breakfast)
  - Free: Offers pool, darts, chess, foosball, ping pong, and gaming area equipped with an Xbox and Play Station.
  - Community Tours: the CAC offers several local tours to travel destinations around Korea. This is a great way to fill your weekend and see the culture.
  - ITT: The CAC is the home of ITT which offers excellent deals on traveling to other areas of Asia (China/Japan/Hawaii) or back to the states.



- **West Winds Golf Course:** (Free Wi-Fi) Open 365 days per year, West Winds Golf Course is open from dusk until dawn for your golf needs. The golf course features a nine-hole course, a full-service Pro Shop with a variety of golf clothing and gear, personalized club fitting, a driving range, and a full-service lounge where you can grab a cool beverage and select menu items to include sandwiches, wings, and more.
- **Grill N' Some Restaurant:** (Free Wi-Fi) is located in the West Winds Golf Course Club House and offers a variety of food choices. The restaurant is located across from the Wolf Pack Lodge.
- **The Base Exchange** (Free Wi-Fi)
  - The Main shopping area: It's small but you can order any items they don't have in stock right in the store.
  - The food court has Anthony's Pizza, Popeye's, Taco Bell, Burger King, Baskin Robins, Subway and Starbucks.
  - Other Services: Beauty/Barber Shop, Clothing Sales, Custom Tailor Shop, Custom Shoe Store, Optical Shop, GNC, Florist, Alternations, Asian Gift Store, Art & Engraving shop and Base Theater.
- **The Club:** (Free Wi-Fi) The "Loring Club" is an all ranks club with a dining room and two separate lounges; Mickley's Pub and the Brig Gen Robin Olds Room. The club offers a variety of dinner specials throughout the week.
- **Outdoor Recreation:** (Free Wi-Fi) Outdoor Rec offers an array of trips and events and is a great place to rent sports and outdoor equipment of all kinds. They also have a frame and trophy shop and a paintball area right on base.
- **The Fitness Center:** (Free Wi-Fi) Excellent facility with an indoor track, rock climbing wall, racquetball court, free weights, weight machines, treadmills, elliptical, stationary bikes, and more. The fitness center also offers a variety of different fitness classes.
- **Outdoor Pool:** The swimming pool is the perfect location to relax in your down time. The pool is open Memorial Day through Labor Day weekend.
- **The Chapel:** On base services include Catholic, Gospel, Contemporary, Latter Day Saints, Church of Christ, Jewish, and Earth Based Groups. The Chapel also provides information for Buddhist, Islamic, and Orthodox faiths.
- **The "LG Day Comm" Building:**
  - LG U-Plus: This is where you activate your internet service; the cost will run around \$70.00 per month. You can also obtain various telephone services to include a room phone or a cell phone.
  - Pack N Wrap: They will wrap things for you and package items for mailing all at a low cost.
  - Bike Store: You can purchase a limited selection of bikes and accessories. They will

also service your bike if it needs repairs.

- Other Stuff: Airman's Attic, a Korean Water Store for bottled water, and coin laundry.

**NOTE: If you're a movie watcher or TV series enthusiast you may want to bring your ROKU, Apple TV or Amazon Firestick to expand your entertainment experience while you reside in your dorms.**

# What to Expect in the Commissary

Our commissary is relatively small; however, you can find most of what you're looking for, including most basic foods you get in the CONUS.

The commissary is closed every Monday and during most exercises.

If there is an upcoming exercise, most people start stocking up a week in advance.

The produce section is smaller than in a CONUS Commissary and will vary by season.

The commissary carries some Korean brand items popular with Americans. You can find some unique drinks and foods that you won't find anywhere else.



# Gunsan City & Other Local Places

## Grocery Shopping

- **Lotte Mart Road** – Us Locals call this the shopping district and restaurants around Lotte Mart - Contact you're A&FRC for the next Bus tour to Lotte Mart or to the downtown market.
- **E-Mart** – On the other side of Gunsan near the wharf district this another Walmart based store, standard grocery and retail items and a cheaper price than Lotte Mart.

## Outdoor Fun

- **Eunpa Park** – Great hiking, walking and cycling trails as well as outdoor sites and restaurants on Eunpa Lake. On Friday and Saturday you can find entertainment acts, music concerts and local plays at the Eunpa Lake pavilion and on the Bridge of Lights and Leisure.
- **Wolmyeong Park** – Great hiking, walking and cycling trails as well as some great views of the city, Gunsan is the city of lights when the sun goes down.
- **Sea Wall/Port** – A great bike ride and the opportunity to explore the indoor Korean fish market, if you're curious on trying some of the oceans more exotic delicacies this is the place to go.

## The Movies

- Gunsan City has an amazing large screen movie theaters and most of the movies are shown in English with Korean subtitles (CGV and Lotte Theaters) walking distance from Lotte Mart and at a reasonable price.

## Common US Franchise Restaurants Located in Gunsan City

Baskin Robins, McDonalds, Pizza Hut, Dunkin Donuts, Krispy Kreme & Starbucks

# Civilian Employee Information

Osan AB is the home of our servicing Civilian Personnel Office and your first stop before arriving at Kunsan AB. Your sponsor should make lodging reservations for you for at least one overnight stay at Osan AB. If not, please contact them at DSN 315-784-1844, international at 011-82-31-661-1844, e-mail at turumilodge.reservation.us.af.mil, or at the DoD lodging website: <http://www.dodlodging.net>. Normally, you will stay at least one overnight, process into the Osan Civilian Personnel Office the next morning, and arrive on a bus from Osan AB to Kunsan AB, your final destination.

## Traveling to Kunsan Air Base

8 FSS offers a daily shuttle service from Osan AB to Kunsan AB. Shuttle bus times vary, based on the day of the week, so check with the Osan Ticket and Travel (ITT) Office, which is within walking distance from Turumi Lodge or temporary lodging facilities on Osan AB. You can also check for most up to date Kunsan bus schedule at <http://www.8forcesupport.com/home.html>.

## Passport/VISA

You are responsible for ensuring that your passport/visa and those of your dependents are current and valid. It takes approximately 6-8 weeks to obtain an official passport from Washington, DC. DoD civilians and their dependents are authorized no-fee passports. To preclude long delays in processing no-fee passports, application for passports should be submitted as soon as the selectee accepts their position offer. Passports must contain a multiple reentry A-3 status visa for Korea. Employees may at their discretion and own cost, travel on fee (tourist) passports for PCS to Korea when there is a delay in obtaining the no-fee passport. Reimbursement for the cost of tourist passports is **not** authorized. If selectee elects to travel on a tourist passport, he/she must ensure the visa (i.e. multiple entry A-3) is included or obtained within 30 days of arrival in Korea. U.S. citizens can enter and stay in Korea without a visa for 30 days. You should obtain your Visas at the Osan AB AMC Terminal prior to departing for Kunsan.

**Important Note:** Travel arrangements on AMC contract flights to Korea require an A-3 visa to board the plane. It is advisable since travel arrangements may not be known in advance to obtain a visa prior to departure.

## Privately Owned Vehicle (POV) Shipment

If authorized on your orders, one POV may be shipped to Korea at government expense. Recommend POV be shipped to Pusan South Korea Port. From there your vehicle will be ground transported to Camp Humphreys, Pyeongtaek Korea which is the POV processing center nearest to Kunsan AB. If your POV currently doesn't have a front plate bracket, it advisable to have one installed prior shipping your vehicle. Korea requires license plates on the front and rear of your vehicle. NOTE: DoD Civilian employees **are not** authorized to store a POV at government expense.

### **Household Goods (HHG)**

Authorized shipment of household goods to and from Kunsan AB is 18,000 lbs. NOTE: The Kunsan Furniture Management Office **does not provide** off-base appliances (refrigerator, stove, washing machine and dryer). Unfortunately not all stateside appliances will operate properly in Korea (220v electric) without the use of a transformer, which can be purchased locally. You may negotiate that the landlord/realtor provides appliances as part of your rental contract. In addition to the weight limit, each family member 12 years old or older may ship 350 lbs of unaccompanied baggage. Children less than 12 years old may ship 175 lbs. Cost for storage and shipment of property in excess of the stated amount will be borne by the employee.

Non Temporary Storage of Household Goods: If you made arrangements to place your household goods in non-temporary storage at government expense in the U.S., please provide the Osan CPO upon in-processing with the name and address of the military Transportation Office that arranged for the storage. This information is required to renew your storage contract each fiscal year. The maximum combined weight allowance for household goods shipped overseas and placed in non-temporary storage is 18,000 lbs net.

### **Tours of Duty**

The tour of duty at Kunsan AB is 12 months unaccompanied, or 24 months accompanied. Kunsan AB is an isolated and remote installation and facilities and programs for dependent children **are non-existent** (*i.e. child development, youth programs, DoDDS schools, medical care, etc*). For information on possible International boarding schools (middle/high) located outside the city please contact the A&FRC at DSN 782-5644. Spouse employment opportunities are also limited as they are prohibited from seeking employment off base due to their SOFA status.

### **Housing**

Most DoD civilians are required to reside off-base. Gunsan, the closest city to Kunsan AB is located ~10-miles from the installation with a population of ~300,000 plus residents. The city is modern with many high rise apartment/condominium style units available for rentals. Many come with similar amenities as there are in the US. Due to our very small DoD civilian population, the on-base Housing Office currently provides no support for seeking off-base rental units nor do they provide appliances. For additional information regarding Kunsan Air Base or to receive assistance from a locally known Realtor please contact the A&FRC located in building 755 (across from the post office) or call DSN 782-5644

### **In-Processing**

Report to the 51 FSS/FSMC Civilian Personnel Office, Bldg. 936, Room 112 at Osan Air Base, Korea for in-processing. The phone number is 784-4218. Office hours are from 0730 to 1630 hours, Monday through Friday. Your in-processing will take approximately 2 hours. Kunsan civilian employees will in process during the morning hours and should be able to depart on the Wolf Pack Wheels in the afternoon to Kunsan AB. The Wolf Pack Wheels schedule can be obtained at the front desk of Turumi Lodge. Note: To complete your in-processing with CPO you will need to bring your User's ID and Password for AFPC's On-Boarding Managers website to your in-process appointment.

### **Annual Leave Accumulation**

Employees recruited in the US for overseas employment accumulate a maximum of 360 hours or 45 days of annual leave. Please ensure that a change of address is processed with the losing payroll office so that your last leave and earning statement (LES) will be forwarded to your P.O. Box at Kunsan AB Korea. Your last LES will be used to transfer your annual and sick leave balances.

### **Medical Facilities**

Routine and emergency medical and dental care Clinic **is not available** for DoD civilians at Kunsan AB. Quality clinics and hospitals are available off base for a fee. The Gunsan Medical Center, located approx 15 minutes from the installation can assist Americans with their healthcare needs and can be reached at 063-472-5456. Medical fees must be paid to the facility in advance and reimbursement must be sought through your respective health care provider unless you pursue a medical facility which has a direct pay agreement with your health care provider. NOTE: It's recommended new employees have or obtain a credit card which doesn't charge for international transaction fees, which can be up to 3% of your charge.

## **Overseas Employment Agreement vs. Service Agreement (DD1617)**

**General:** There is a difference between an Overseas Employment Agreement and a Service Agreement (DD1617), which is also known as a "Transportation Agreement". Below you will find a brief description on each to help differentiate between them.

### **Regulations:**

- For Overseas Employment Agreement – Air Force Manual (AFM) 36-204, Chapter 3
- For Service Agreement (DD1617) – Joint Travel Regulation (JTR), Volume 2, Chapter 5

### **Overseas Employment Agreement:**

- The Overseas Employment Agreement is completed for all employees subject to the overseas rotation program and directly related to the appointment.
- It regulates the length of the overseas tour and whether an employee has return rights to his/her former position or is eligible to be registered in the Priority Placement Program (PPP) upon completion of the overseas tour.
- A release from the overseas tour described in the overseas employment agreement, requires coordination through the employee's supervisor and the Osan AB Civilian Personnel Office, 51 FSS/FSMC.
- Final determination is made by the installation commander.

### **Service Agreement (DD1617):**

- The Service Agreement relates to an employee's travel and transportation entitlements.

- It is only signed if there is a Permanent Change of Station (PCS) or a Renewal Agreement Travel (RAT) involved.
- It regulates how long an employee will need to stay in the overseas area in order to be eligible for paid return travel and transportation.
- If an employee wishes to return to the US earlier, a release from their Service Agreement must be requested in writing through the employee's unit commander (the unit commander needs to concur/non-concur with the employee's request).
- The release request should be submitted to the Civilian Personnel Office, 51 FSS/FSMC (Please also see our Fact Sheet "Release from Service Agreement" for more details)
- Depending on whether a release is authorized, the employee will either get paid return travel and transportation or will have to pay for their own move.
- Final determination is made by the Osan AB Civilian Personnel Office.

## **Overseas Allowances When Arriving Overseas From US**

**General:** This Fact Sheet is intended to provide an overview on some of the overseas allowances that may be authorized for civilian employees when they first arrive overseas.

**Regulations:** Department of State Standardized Regulations (DSSR): <http://aoprals.state.gov/> and the Joint Travel Regulations (JTR), Volume 2: <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

### **Allowances Overview:**

- **Foreign Transfer Allowance (FTA) Pre-departure Subsistence Expense Portion:**
  - HOW LONG: Only authorized for up to 10 days of temporary quarters in the US prior to final departure from previous post in the US.
  - HOW MUCH: Actual expenses for lodging and flat rate for meals/laundry expenses. Reduced rates for dependents. NOTE: Reimbursement cannot exceed maximum rates authorized.
  - HOW TO CLAIM: Submit Form SF1190 (Foreign Allowances Application, Grant and Report) together with your lodging bill to the overseas allowances section of the 51 FSS/FSMC. NOTE: Itemized and paid lodging receipts are required!
- **Temporary Quarters Subsistence Allowance (TQSA):**
  - HOW LONG: Up to 90 days starting with the day you move into temporary quarters at the overseas duty location.
  - HOW MUCH: Actual expenses for lodging and flat rate for meals/laundry expenses. Reduced rates for Dependents. NOTE: Reimbursement cannot exceed maximum rates authorized.
  - HOW TO CLAIM: Submit Form SF1190 (Foreign Allowances Application, Grant and Report) to the Osan AB Civilian Personnel Office, 51 FSS/FSMC. NOTE: First night's receipt is needed for estimated 30-day advances. Advances are transferred directly into employee's bank account. Account is reconciled for actual expense payment. Itemized and paid lodging receipts are required for



reconciliation. Overpayments are collected from employee's regular paycheck in a lump-sum if possible

**DO NOT** confuse TQSA with TQSE (Item #14a on the PCS Order). TQSE is only authorized in the US.

- **Miscellaneous Expense Allowance (MEA):** Covers miscellaneous expenses incurred when moving overseas, such as pet transportation, driver's license fees, realtor fees, etc.
  - HOW MUCH: Flat Rate (without receipts) is \$650 without dependents or \$1,300 with dependents. Itemized claims are limited to 1 week's basic annual salary without dependents or 2 week's basic annual salary with dependents and require paid receipts.
  - HOW TO CLAIM: If you transferred from another base, MEA is claimed on your Travel Voucher with the Kunsan AB Finance Office. If it is First Duty Station Travel, MEA is claimed at the overseas allowances section of the Osan AB Civilian Personnel Office, 51 FSS/FSMC.
  
- **Separate Maintenance Allowance (SMA):** SMA is designed to help an employee who is compelled by reasons of dangerous, notably unhealthful or excessively adverse living conditions at the foreign post of assignment, for the convenience of the Government, or because of family considerations, to defray the additional expense of maintaining family members at another location. If you believe that you qualify for this allowance, please submit your request (full justification in memo format) including any applicable supporting documentation to the Osan AB Civilian Personnel Office, 51 FSS/FSMC) for a determination.
  
- **Other Allowances:** A full briefing on all applicable overseas allowances will be provided during the overseas allowances in-processing appointment (approx. 1 hour). Check with your sponsor to see if he/she has scheduled an appointment for you with the overseas allowances section of the Osan AB Civilian Personnel Office, 51 FSS/FSMC. At that time you will also be provided additional information on the following:
  - How to request a Salary Advance.
  - How much your Living Quarters Allowance (LQA) will be and how you request payment. **IMPORTANT:** Retain all receipts from your permanent quarters. LQA accounts are reconciled after the first year (mandatory).
  - How to start your Post Allowance (PA) payment. NOTE: PA is not authorized while receiving TQSA.
  
- **Property Management Services (PMS):** Please check your Permanent Change of Station (PCS) Order to see if PMS is authorized and contact the program manager directly to apply.
  
- **Not Authorized:** The following commonly requested expenses are not authorized:
  - Rental Car

- More than one POV Shipment
- Real Estate Expenses

## **Release From Service Agreement (DD1617)**

**General:** A release from the Service Agreement (DD1617), which is also known as the “Transportation Agreement (TA)” has to be requested whenever someone who has signed such an agreement coming overseas wants to PCS to another duty station before fulfilling their obligation as spelled out on that current agreement.

**Regulations:** Joint Travel Regulations (JTR), Volume 2:  
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

### **Specifics:**

- Initial TA is normally 12-months for unaccompanied personnel and 24-months for accompanied personnel (with family members).
- Renewal TA is 12 or 24 months.
- Employee is obligated to fulfill their current agreement or have to be released from such.
- Releases may be granted IAW JTR, Volume 2, Chapter 5574.
- Reasons have to be acceptable to the determining official.
- Requests have to be in writing with pertinent documentation attached.
- Approving authority has been delegated to the Osan Civilian Personnel Officer.

### **Conditions: (IAW JTR, Volume 2, C5574)**

- Illness not induced by misconduct.
- Enlistment or call to active duty in the Armed Forces.
- Exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service.
- Release for the government’s convenience.
- Separation because of a reduction in force (RIF).
- Employee’s services are not required for entire period of tour of duty.
- Unforeseen emergencies that require employee’s immediate presence at their actual residence in CONUS.
- Extreme personal hardship for circumstances beyond employee’s control.
- Significant changes in employee’s employment situation.

**Procedure:** Employee needs to submit the request in writing, explain reasons of the request and attach any pertinent supporting documentation. Request needs to be routed through the employee’s unit commander for concurrence. Request will then be forwarded to Osan CPO. Final determination will be made by the Osan Civilian Personnel Officer.

## **Separate Maintenance Allowance (SMA)**

**General:** SMA is intended to help civilian employees with additional expenses when a separate household for dependents must be maintained elsewhere.

**Regulation:** Department of State Standardized Regulations (DSSR), Section 260:  
<http://aoprals.state.gov/>

**Types of SMA:**

- Convenience of the government (involuntary); when an employee is prohibited from maintaining dependents at the post of assignment.
- Convenience of the employee (voluntary); when an employee has a special need or hardship caused by compelling reasons to maintain family members elsewhere ( i.e., career, educational, or health reasons).
- Temporary SMA may be granted for 30-90 days if child needs to complete the school year.

**Specifics:**

- SMA granted only for dependents that would be authorized government transportation and would normally accompany the employee.
- SMA is paid in lieu of any travel and transportation entitlements for the family members.
- Separation from dependents must be for at least 90 days (involuntary and voluntary SMA), except if child needs to complete school year.
- SMA **is not granted for:**
  - Voluntary legal separation (i.e., with intention of filing for divorce).
  - Child's legal custody being vested wholly, or in part, in a person other than the employee, unless joint custody is established.
  - Children over 18 years of age, unless they are attending secondary (high) school or are incapable of self-support (handicapped).

**Procedure:**

- Request is made in writing to overseas allowances section of the Osan AB Civilian Personnel Office, 51 FSS/FSMC at time of assignment, **but prior to travel, to overseas area**, or at the time the need for SMA arises after arrival at the overseas duty station.
- Full justification and supporting documentation (i.e. **If health reason is involved, a statement from the physician is required**) has to be included in the request.

## **Environmental and Morale Leave (EML)**

Employees recruited from the US are eligible for two EML trips within a 12-month period to designated overseas locations or the US. Travel is on a space-available basis on military aircraft. Upon arrival at the overseas post, check with your organization for specific details. The Civilian Personnel Office does not administer this program.

## **Student Educational Travel (SET)**

**General:** SET is paid travel to and from a school in the United States to the overseas post of the civilian sponsor of a dependent full-time student.

**Regulation:** Department of State Standardized Regulations (DSSR), Section 280:  
<http://aoprals.state.gov/> .

**Eligibility:**

- Sponsor must meet the criteria for payment of living quarters allowance.
- Child must be a dependent under 23 years of age.
- Child must be a full-time student.

**Specifics:**

- Age limit up to (but not including) 23rd birthday for college level education.
- Allowed one round trip within 12 months.
- The anniversary date is established when the child performs the first student travel.

**Procedure:**

- Request SET Orders by submitting the “Request for Student Educational Travel” at least 30 days in advance of travel to the Osan AB Civilian Personnel Office, 51 FSS/FSMC
- The order request form can be requested by sending an e-mail to the orders box.
- Orders must be processed before travel begins.
- Travel can only be authorized if letter of enrollment institution proving full-time status is provided prior to issuance of Orders.

## **Post Differential**

**General:** Post Differential is an allowance (currently set at 5% of your base pay) that can be paid to employees permanently or temporarily serving at a post that has been designated for post differential.

**Regulation:** Department of State Standardized Regulations (DSSR), <http://aoprals.state.gov/>

**Eligibility:**

- POST DIFFERENTIAL (DSSR, Section 500): All eligible employees serving at a designated differential post for more than 42 days. (Eligible employees are employees who receive a Living Quarters Allowance (LQA) IAW DSSR, Section 031.3).

**Specifics:**

- Rates can be found at <http://aoprals.state.gov/>
- Employees permanently serving at a post designated for danger pay and/or post differential need to submit Form SF1190 at the time of arrival and any time they depart the post.
- Employees on a detail to a **post differential** installation can claim the post differential if they spent more than 42 consecutive days at that post.

- Documentation required: Completed SF1190, Orders and a copy of the paid travel voucher.

**Note:** Post Differential is taxable. Post Allowance will be adjusted after 30 days of absence from regular post of assignment.

## Post Allowance

**General:** Post Allowance is an allowance to help off-set the cost of living expense in overseas location.

**Regulation:** Department of State Standardized Regulations (DSSR), <http://aoprals.state.gov/>

### Eligibility:

- POST ALLOWANCE: All eligible employees are authorized post allowance which is set by the State Department each month.

### Specifics:

- Over the last few years post allowance has been either 10% or 15% of what's considered your "SPENDABLE INCOME" and not your base pay. Rates can be found at [http://aoprals.state.gov/Web920/location\\_action.asp?MenuHide=1&CountryCode=1129](http://aoprals.state.gov/Web920/location_action.asp?MenuHide=1&CountryCode=1129)
- Definition of "SPENDABLE INCOME": Post allowance payments are based on the cost of living index as applied to the employee's spendable income. Spendable income is defined as that portion of base salary available to the employee after typical deductions for Federal, State and local income taxes; U.S. shelter and household utility expenses; retirement funds; contributions and gifts to persons and organizations outside the family; life insurance programs and personal savings. The post allowance payment tables (Section 229) are based on national Consumer Expenditure Surveys as conducted periodically by the Bureau of Labor Statistics of the U.S. Department of Labor.

## Renewal Agreement Travel (RAT)

**General:** RAT is round trip travel between a civilian employee's overseas duty location and the place of residence in the United States. *(Do not confuse with home leave)*

**Regulation:** Joint Travel Regulation (JTR), Volume 2, Chapter 5, Part K:  
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

### Conditions:

- Must be employed with a Service Agreement (DD1617) to be eligible.
- Must complete tour of duty and sign a renewal agreement before travel. Initial tours are 12 or 24 months. Renewal tours are 12 or 24 months depending on duty location.

- Must have an approved extension on file with the 51 FSS/FSMC before RAT can be granted.
- Must have 12 months remaining to end of tour upon **return** from RAT.

**Procedure and Employee Responsibilities:**

- Request RAT on “Request for Travel Order” at least 45 days in advance of travel. Then email it to: Osan AB Civilian Personnel Office, 51 FSS/FSMC
- Have orders in hand prior to travel.
- Advise Civilian Personnel Office, 51 FSS/FSMC, Orders Section upon RAT return of actual travel dates.
- File travel voucher to collect funds (no advance authorized for RAT).

**Additional Information:** (Dependents are not required to travel with employee. ***Dependents may travel prior to sponsor but cannot return overseas until sponsor exercises RAT travel.***)

- Dependents may delay travel up to 6 months from the date sponsor begins RAT travel.
- RAT may be authorized in conjunction with a PCS move, overseas to overseas, but not to CONUS. Must complete before Entrance-On-Duty (EOD) at new duty station.
- Alternate destination to other than actual residence may be authorized as long as the cost to the government is not more than to the actual residence (employee would be obligated for any difference)

## **Emergency Visitation Travel (EVT)**

EVT is authorized to allow eligible employees stationed at an overseas duty location to travel to the CONUS or the non-foreign Outside CONUS/OCONUS area (which includes locations like Hawaii, Puerto Rico, etc.) in case of a family emergency. ***EVT Orders are prepared by the orderly room of the employee’s organization.***

**Eligibility:**

- US Citizen employees assigned to an OCONUS foreign area duty location and have a transportation agreement providing for return travel to the actual residence in CONUS
- Spouses or children living with such an employee may travel on orders only under special circumstances prescribed in the JTR under chapter 7020.E.2.

**Family Emergencies Include:**

- Serious illness or injury of an immediate family member
- Death of an immediate family member
- Special family circumstances

**Immediate Family Members Are Defined As:**

- Employee’s parents
- Employee’s spouse and parents thereof
- Employee’s children, including adopted children and spouses thereof

- Employee's brothers and sisters, and spouses thereof
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

**Serious Illness or Injury Are Defined As:**

- An injury or illness from which, based on competent medical opinion, death is imminent or likely to occur, or
- An illness or injury during which the absence of the employee would result in great personal hardship

**Allowable Transportation Expenses Are:** The transportation costs from the airport serving the employee's Permanent Duty Station (PDS) to the airport serving the destination authorized for EVT and return. Also allowable are airport taxes and transportation between airports. The agency may pay or the employee may be reimbursed for those expenses. Payments are authorized under the Joint Travel Regulation (JTR) Volume 2, Chapter 7, Part A, Section 4, or (C7015-C7020).

**Note:** Per Diem, excess baggage or unaccompanied baggage charges are not payable or reimbursable!

## **Quick Reference Numbers**

Kunsan AB Operator: DSN 315-782-1110/Comm: 063-470-1110; from CONUS: 011-82-63-470-1110

AAFES Taxi: 782-4318 or 063-470-4318

Airman & Family Readiness Center: 782-5644 Chapel:

782-4300

Command Post: 782-6000

CPTS: 782-6323

Emergency: From DSN: 911 (On-Base) – local Korean to base 911: 063-470-1911

Dental Clinic: 782-4847

Education Office: 782-5148

Flight Medicine: 782-4509

Housing Office: 782-7079

LE Desk: 782-4944

Legal: 782-4283

LRS/IPE: 782-6461

Medical Appointment Desk: 782-2273

Military Personnel Section Customer Support: 782-7308 Red

Cross: 782-4601

SARC: 782-7272/Cell: 010-8520-1442

TRICARE Office: 782-5502

Wolf Pack Lodge: 782-1844 or 011-82-63-470-1844/4604

Osan AB Operator: DSN 315-784-1110; Comm: 031-661-1110; from CONUS: 011-82-31-661-1110

Osan Lodging (Turumi Lodge): 784-1844; E-mail: [turumi.lodge@osan.af.mil](mailto:turumi.lodge@osan.af.mil)

Incheon Airport USO: DSN 315-723-8621; Comm from CONUS: 011-82-2-7913-8621/5





# CIVILIAN SPONSORSHIP CHECKLIST (Pre & Post Arrival)

Please use the below checklist to ensure the new employee is welcomed into the Unit and the Wolfpack accordingly!

## Employee's Information

**EOD date:** \_\_\_\_\_

**Date arrive at Osan AB:** \_\_\_\_\_

**Date arrive at Kunsan AB:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Duty Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Personal Email:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

<b>PRE-ARRIVAL TASKS</b>	<b>COMPLETED (Initials / Date)</b>
Ensure that employee receives a copy of the Civilian Newcomers Guide or provide them with the link (Kunsan.af.mil) for their viewing.	
Take a copy of the inbound employee's orders to the Post Office to reserve a PO Box. (Ensure Box details are forwarded to the employee so they can pre mail items).	
Contact Turumi Lodge at Osan AB to reserve a room (for in-processing at Osan). DSN: 315-783-5495 or <a href="mailto:turumilodge.reservat@us.af.mil">turumilodge.reservat@us.af.mil</a> . Ensure that reservation confirmation is forwarded to employee  Contact Wolf Pack Lodge to reserve a room for temporary lodging for 10 days. DSN: 315-782-1844. Ensure that reservation confirmation is forwarded to employee	
<b>POST-ARRIVAL TASKS</b>	
Base Access: On your first access to the installation be sure to have your orders w/CAC and/or Passport for base entry.	
Contact your Squadron Noncombatant Evacuation Operation (NEO) Warden for Gas Mask	
Coordinate with A&FRC to Schedule Newcomer Orientation (782-5644)	

Date of next Newcomer Orientation: _____	
<p>CAC Card  Visit the Civilian Personnel Office (CPO) in Bldg 755, 2<sup>nd</sup> Floor to receive paperwork for your new CAC Card. A new CAC is required due to updated DEROS and benefits inclusion. Afterwards, visit SFS Bldg 1310 for DBIDS registration</p>	
<p>SOFA Stamp  The sponsor will need to accompany the new hire to visit the Korea Immigration Office in downtown Gunsan for VISA/SOFA stamp. Please take a copy of your orders and verification of employment letter (received from CPO).</p>	
<p>Local Bank Account  If you receive Living Quarters Allowance (LQA) you will need to establish a local base bank account for payment. Kunsan AB has a branch of DoD Community Bank in Bldg 1006 or there is a Navy Federal branch at Osan Air Base and Camp Humphreys. Bring your orders to open your account.</p>	
<p>Post Office  While your sponsor has already secured a post office box for you, once you arrive you'll need to visit the Post Office in Bldg 1058 with a copy of your orders to gain your PO Box combination.</p>	

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return the completed form to the Civilian Personnel Office located in Building 755, Room 210B.*