

WELCOME!

Welcome to Chinhae! Soon you will be experiencing a wonderful opportunity to live and work in a foreign country. If this happens to be your first Navy tour or first overseas tour, rest assured that Korea is truly a delightful and exciting country in which to be stationed. In addition, Korea will provide many memorable pages even for the seasoned traveler's scrapbook. The Koreans are kind, polite, and friendly. They are genuinely interested in learning about you and the American lifestyle. In return, they take great pride in acquainting you with their fascinating traditions and customs.

See https://www.mofa.go.kr/eng/wpge/m_19852/contents.do for additional information from the Republic of Korea Ministry of Foreign Affairs.

Chinhae Naval Base

CFAC is located in the Jinhae district (진해구) of Changwon City (창원시). Jinhae has a population of approximately 172,000 people and is known for the annual cherry blossom festival. (note: "Chinhae" was the older McCune-Reischauer spelling variation that is still used in our base namesake.)

In addition to being the location for the only U.S. Navy base in Mainland Asia, Jinhae is home to the Republic of Korea (ROK) Naval Academy and the country's largest Navy base. There are many opportunities to interact with local ROK sailors. They enjoy attending our English classes, we love that they have a Dunkin Doughnuts on base (and many other services) and everyone enjoys working together during COMRELS or competing on the sports fields.

The atmosphere in Jinhae is relaxed and friendly. U.S. Sailors and their families feel welcomed by the local residents. It is important to remember that we are ambassadors for the US Navy at all times.

During the springtime, approximately 160,000 cherry trees blossom and tourists from all over the world come to Jinhae for the famous Cherry Blossom Festival. Jinhae's population more than doubles, as people flock to the city to enjoy the festivities and show their respect to the late Admiral Yi Sun Shin.

In addition there are beautiful outdoor parks, trails, and nature sites; Jinhae has a rich history and there are many cultural sites nearby such as temples, museums, and monuments.

The spoken language in Jinhae is Korean. Hangul is the written Korean alphabet, which is easy to learn, classes are taught on base. English is the second language however, in the smaller and less cosmopolitan areas it is rarely spoken. The Korean currency is the Won. The ATMs on base issue both Won and U.S. dollars. <https://cnrk.cnic.navy.mil/Installations/CFA-Chinhae/>

STATEMENT OF LIVING AND WORKING CONDITIONS

Chinhae is an ever-changing Navy Community located near the cosmopolitan center Busan, ideally situated to encourage both local and international touring. You will find all commodities like the Commissary (Supermarket), as well as recreational opportunities, banks and credit union, chapels, clubs and more. There is no question that living and working overseas may be different at times; taking advantage of getting to know a different part of the world, and the opportunities for personal and professional growth that await you are boundless.

Chinhae is an accompanied tour area with concurrent/delayed travel of dependents authorized. On-base housing may be authorized depending on availability for accompanied civilian personnel. You may be living on the economy. There are various Real Estate Agencies available and equipped to assist you.

This Statement of Living and Working Conditions is designed to provide general information for prospective appropriated fund civilian employees of U.S. Navy in Chinhae. This Statement of Living and Working Conditions does not constitute a part of the Transportation Agreement. Many subjects covered in this Statement are subject to change at any time. Readers are therefore encouraged to visit the hyperlinks referenced throughout this Statement and to verify information of specific concern prior to accepting a position.

In addition to the Statement of Living and Working Conditions, your sponsor will provide you with a "Welcome Aboard" packet, containing information about the local area and the various facilities, services and programs available to members of the Navy community in your duty location.

Life overseas presents numerous challenges and imposes unique demands upon an American, but it can be a rich, rewarding and memorable experience once you master the mechanics of overseas living.

MISSION STATEMENT

The primary mission is:

Supporting our Fleet - through services and facilities to forward deployed naval forces whenever and wherever needed. Our challenge is to anticipate and provide fleet service and support needs on demand.

Supporting our Fighters - by ensuring they have 100% access to the services and tools they need to succeed in professional and personal endeavors allowing them to focus on their mission.

Supporting our Families - by meeting the needs of our active duty married and single Sailor, civilian, civil service, and contractor families across a broad spectrum of services to provide quality of life at home in Chinhae.

Supporting our Community - through strong partnerships between Fleet Activities, Chinhae, and the Korean community. A vibrant, good neighbor relationship is critical to sustained superior U.S. and Korean international relationships.

<https://cnrk.cnic.navy.mil/Installations/CFA-Chinhae/>

PRE-TRANSIT INFORMATION

Once you have accepted the position, the servicing Human Resources Office (HRO) in Korea will advise you of the HR office that will do the processing for your tour in Korea. This will be either the HRO servicing the activity where you are employed, or, if you are not a current Federal Civil Service employee, by a designated Department of Defense HRO in the vicinity where you reside.

The processing HRO will make the necessary arrangements for your travel overseas. You and your dependents will be furnished information and instructions regarding passports and visas, physical examinations, dependents' entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details.

You will be required to travel by air from the port of embarkation, unless there are medically contra-indicated reasons why you should not do so. Dependents also usually travel by air.

You should ensure that your processing office keeps the Human Resources Office in Korea informed of your flight schedule and itinerary, and you should also keep your sponsor informed.

Be sure to obtain plenty of copies of your orders prior to departure. You will need them when making arrangements for travel, shipment of your household goods and again upon arrival in Korea for confirming lodging reservations, etc.

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Dependant Entry Approval

One of the most important aspects of living in Korea is physical and emotional suitability. Individuals/large families requiring specialized services or consideration of any kind should carefully consider the decision to transfer to Korea, since housing and services in an overseas environment may be unavailable or limited or lack the proper accommodation. Accordingly, if a family member has a chronic illness or serious emotional problems, it would be advisable that he/she does not accompany you to Korea, medical facilities for civilian employees are not available in the US Naval Clinic, you are expected to use the local health system.

Passports

It is imperative that you start applying for passports for yourself and authorized family members as soon as you accept the job offer so as not to delay your move to Korea. (Selectees are expected to report for duty within 45 days of acceptance of job offer.) Separate passports are required for each child, and keep in mind that you and your family members may obtain a no-fee passport. Family members who are not U.S. citizens may not be issued a no-fee official passport. They must possess a current passport from their countries of origin and a copy of their sponsor's official orders. You will be furnished information and instructions regarding passports and visas, physical examinations, immunizations, family member entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details by your processing Human Resources Office. If you and/or your family members already possess tourist passports, you/they may use them for entry into Korea, but must have copies of orders and military/government identification in order to have those passports stamped into country under the Status of Forces Agreement (SOFA). Please link <https://www.fcg.pentagon.mil/fcg.cfm> and then to the section on Korea (Pacific) for information on the requirements for entry of personnel. Information on application for US passports is at http://travel.state.gov/passport/passport_1738.html

A Korean Visa is required for employee and all family members.

<https://www.k-eta.go.kr/portal/apply/index.do>

Sponsor

A sponsor is designated for each newly selected employee. The sponsor provides you with current information on living and working conditions, answers questions, meets you upon arrival, and otherwise assists you in making the transition from your current location to your duty station overseas. If, after your selection and notification, you have not heard from your sponsor, you should inquire through your processing Human Resources Office or contact your sponsor directly. Your processing Human Resources Office should have your sponsor's name, mailing address, email address and telephone number. If you are a current DoD employee, you may utilize the SITES database online at <https://cnrk.cnic.navy.mil/> for up-to-date information on each installation.

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Shipment Of Pets

Shipment of pets is the responsibility of the pet owner. Payment for transportation, vaccinations, and proper documentation is the responsibility of the pet owner. The government does not reimburse such costs, associated with bringing a pet overseas.

Each airline and the country has specific transportation requirements that pet owners must follow. Many airlines have "heat restrictions" when the temperature rises above a certain limit and they will not ship pets during those periods. Individuals should be sure to inquire about such restrictions when making their arrangements for shipment of their pets.

For more information, contact the local military Veterinary Treatment Facility at <https://8tharmy.korea.army.mil/site/newcomers/traveling-pets.asp>

Customs

You and your dependents will be required to go through a customs inspection upon arrival in Korea. Your baggage will also be checked. Please do not bring plants or agricultural products with you. They will be confiscated, as there is no agricultural inspector available. <https://www.customs.go.kr/english/main.do>

Household Goods

Limited loaner furniture is available for eligible accompanied personnel awaiting shipment of household goods. Although household goods shipments are not weight- restricted for Navy installations in Korea, i.e., civilians are entitled to bring as much as 18,000 lbs. of personal property to Korea, please remember that government, and in particular private rental housing, may be smaller than that to which you have become accustomed. Korean housing (even entire houses) typically averages less than 1300 sq. ft. Therefore, you should carefully consider what furniture and appliances you will want to ship. Staircases in Korean houses are usually narrow and steep, and it may not be possible to carry large furniture items to the second floor. (Please also see page 16.) Household goods that will not be needed in Korea should be placed in non- temporary storage prior to your departure. Your local Personal Property Office or processing civilian personnel office will provide you with information concerning non- temporary storage of household goods. Depending on availability, unaccompanied personnel may be authorized government household appliances (i.e., refrigerator, microwave oven, washer/dryer, space heaters, dehumidifier, etc.) for use in off-base housing. Availability fluctuates, and waiting lists may be quite long.. In some cases, the Housing Office may be able to negotiate with the landlord to install the appliances and increase the house rent to cover the costs. (NOTE: US washers/dryers and refrigerators will not work in Korea because of the 220V supply voltage an 60Hz). F plug type is used for any device that needs to be plugged in. Please check on the current situation with the Housing Office prior to making a decision to accept a position in Chinhae if this is concern to you. <https://ffr.cnic.navy.mil/Navy-Housing/Housing-By-Region/Korea/CFA-Chinhae/>

Electrical Appliances

Electrical service in the community is 220V 60Hz. Most U.S. electrical appliances will work, however the item will need a converter to F plug style. Step-up transformers are available in the Navy Exchange for those appliances that are particularly sensitive to voltage changes.

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Clothing

Be sure to bring enough clothes and shoes for the whole family to last until your express shipment and/or household goods arrive. Also be sure to allow for change of season and include rainwear if arriving during the spring or fall. The four seasons are distinct and you will need clothes for the extremes of hot and cold weather.

Your size may not always be available in the styles or quality you prefer. You may also wish to order clothing and other items from mail order catalogs. If your favorite catalogs do not offer online shopping, you might want to bring those catalogs and order forms with you.

Privately Owned Vehicles (POV's)

POV shipments to Korea are discretionary, subject to embargo or waiver requirements. Used Korean cars are readily available and are fairly inexpensive.

Motorcycles are popular means of transportation in Korea. However, because of the inherent dangers involved in operating motorcycles, specific licensing requirements must be met, as well as stringent safety and emission system controls in compliance with Korean laws. Motorcycles are not allowed on highways. Purchase of a new or used motorcycle in Korea is a relatively straightforward transaction with prices comparable to those in the U.S. If you have a state-approved or U.S. military issued motorcycle license, be sure to bring it with you as it may reduce the time spent in qualifying for a license. If you plan to ship a motorcycle to Korea, it would be advisable to have your sponsor check the vehicle specifications with the Security Department to ensure that the motorcycle will pass Korean standards without excessive and costly modifications.

You/family members can take the driver training 30 days prior to your arrival.

USFK Drivers License Training:

https://jkosupport.jten.mil/html/COI.xhtml?course_prefix=USFK&course_number-US002

Drivers License Test:

https://jkosupport.jten.mil/html/COI.xhtml?course_prefix=USFK&course_number-US002-B

Please bring a hard copy of your completed training certificate.

Firearms

Members assigned to Naval Installations in Japan, Singapore, Korea, and Diego Garcia are not allowed to import any type of handgun, rifle, shotgun, pellet/air/BB guns, spear guns, prohibited knives or explosives.

Advance of Pay

Civilian employees moving to foreign overseas areas on permanent assignment orders are authorized a one-time salary advance of up to three months pay. (Reference Section 2303, Foreign Service Act of 1980 (PL96-46) and Title 5 US Code 5927, (as implemented by DoS Standardized Regulations, Chapter 850 and Financial Management Regulations, Volume 8). Advance pay may also be requested when reassignment occurs between foreign duty stations, when the new duty station is a foreign area located outside the continental United States, excluding Hawaii, Alaska, the commonwealth of Puerto

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Rico, the Canal Zone, and territories and possessions of the United States. You may request a salary advance no earlier than one month prior to departure and no later than two months after arrival at the foreign duty station. You must agree to immediate lump-sum repayment of the outstanding balance if employment is terminated prior to liquidation of the advance pay amount. The maximum amount to be advanced will be the employee's base pay for six pay periods. Your PCS orders must contain a fund-cite for advance pay.

If requested prior to departing for overseas, the Disbursing Officer servicing the Payroll Office where your pay records are currently maintained may make the advance payments. Otherwise, the Disbursing Officer at the new overseas duty station will authorize payment. The advance will be charged to the gaining activity's current fiscal year funds.

The maximum period for repayment of the advance will be 26 pay periods. Deductions will begin on the first pay period after the advance is made.

Funds

You should have between \$5,000 and \$7,000 with you, depending upon the size of your family, to cover living expenses pending receipt of your first paycheck and reimbursement for travel claim expenses. Employees may also consider requesting an advance of pay to cover additional expenses, such as those associated with obtaining a private rental. Consider opening a Navy Federal Credit Union Account prior departure to facilitate movement of funds.

Payroll Office

Defense Finance and Accounting System Cleveland is the servicing payroll office for Navy Civil Service employees assigned to Japan, Diego Garcia, Singapore and Korea. Customer Service Representatives (CSRs) are located at each duty station.

Pay

Pay periods are biweekly with payday every other week. Wages and other income derived from U.S. Government employment are not subject to Korean taxes.

However, you are subject to payroll deduction for U.S. federal income tax and you are required to file a federal tax return. Quarters and post allowances are not considered part of the basic wages; consequently, federal tax is not imposed on these allowances. The filing and payment of state income taxes are the employee's responsibility. Check with your home state to determine what your responsibilities are with regard to state income tax. Direct Deposit to a financial institution is mandatory.

Locality pay is not authorized overseas. If you are currently receiving locality pay, this will be discontinued on the date you enter the rolls of the overseas activity.

Locality pay will not be used in setting pay in an overseas area.

Employees considering retirement upon completion of their overseas tour should carefully weigh the economic benefits of overseas employment vs. the likely reduction in annuity compared to remaining in the United States.

ARRIVAL IN THE FAR EAST

Your sponsor will coordinate your ground transportation for you. If you are arriving at an International Airport or Base Terminal between 0800 and 1600, Monday through Friday, and are unable to get in contact with your sponsor, please call your HRO or liaison office for assistance:

Korea DSN 315-763-5316

Commercial 050-3363-5316

A DSN telephone is available at the DOD Airline counter, (Terminal One, Incheon International Airport), that you can use to call your base. Should you arrive after working hours, ask the operator to connect you with the Command Duty Officer (CDO).

PROCESSING

You are expected to report to the Human Resources Office for processing no later than the first working day following your arrival. You should hand-carry all processing papers provided to you. Do not pack this material in your household goods shipment! Be sure to bring your passport, dependent entry approval, medical records, Notification of Personnel Action (SF-50), and all the processing papers and information provided to you by the Human Resources or civilian personnel office that processed you for assignment to your overseas location.

Those reporting to Korea should check in at the respective HRO for your activity processing not later than the first workday following your arrival between 0800H and 1500H.

TEMPORARY ACCOMMODATIONS AFTER ARRIVAL

When you arrive at your duty station, you will either be billeted in the BOQ, the Navy Lodge (<http://www.navy-lodge.com/>), other base lodging, or in a nearby commercial hotel. Your sponsor will assist you in making reservations for lodging and provide you with additional information upon request.

We recommend that you send an express shipment with linens, kitchenware, toys, etc. A limited amount of loaner furniture and dish packs are available. You will require these items if your permanent Housing becomes available before your household goods arrive.

The HRO will provide you specific information on allowances, entitlements and assist you in submitting the necessary forms for reimbursement. To properly itemize your travel expenses, you should keep a detailed record of departure and arrival times, layovers, and cost. Keep all receipts because you will be required to submit a claim for reimbursement of authorized travel and transportation expenses incurred while in an official travel status.

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In general, personnel with Transportation Agreements will be allowed to receive TQSA http://aoprals.state.gov/content.asp?content_id=239&menu_id=81, for the reasonable cost of temporary quarters incurred by you and your family upon arrival in the overseas area, for a period not in excess of 90 days. TQSA will be terminated sooner, upon occupancy of permanent quarters. You are also eligible to receive TQSA for up to one month immediately preceding final departure, subsequent to vacating permanent quarters.

TQSA also includes costs for meals, laundry, and dry cleaning for those residing in temporary quarters. Since the type/amount of the allowances vary depending upon the location of your assignment, and are subject to change or terminate without prior notice, you should contact your sponsor or HRO to ascertain details and specific amounts, at the time of your arrival. Receipts for reimbursement of these costs should be retained.

QUARTERS – GOVERNMENT, BACHELOR, PRIVATE RENTALS

<https://ffr.cnic.navy.mil/Navy-Housing/Housing-By-Region/Korea/CFA-Chinhae/>

Private Rentals/Living Quarters Allowance

The Living Quarters Allowance

(LQA) http://aoprals.state.gov/content.asp?content_id=241&menu_id=81 is intended to reimburse an employee for substantially all of the cost for the private rental of residence quarters whenever free government quarters are not provided. Such costs include rent, plus any costs not included therein for heat, light, fuel, gas, water, and electricity. Monthly cost of off-base housing are dependent on the size and quality of the house and distance to the base. Your out-of-pocket move-in expenses will range from four to five months' rent to cover security deposit, first month's rent, agent's fee and landlord appreciation fee. Advance pay will help defray initial move-in costs.

The Housing Referral Office will assist you in locating suitable off-base housing, reviewing and approving the lease agreement, and ensuring that the house is inspected for compliance with sanitary and structural standards. Sanitary conditions on Navy facilities are comparable to those found in the United States. Sanitary facilities off-base are also good, but vary depending on the area, as is the case in the United States.

Please be aware that housing in Korea over approximately 1,300 sq. ft. is rare. Individual houses are typically 1,000 to 1,300 sq. ft. Finding a private rental that meets the needs of a large family will be difficult and extremely expensive.

Therefore, it is recommended that you consult with your sponsor regarding the availability of larger private rentals.

POST ALLOWANCE

Post Allowance is a cost-of-living allowance granted to eligible employees officially stationed at a foreign post where the cost of living, exclusive of housing costs, is substantially higher than in Washington, D.C. The amount of the allowance is based on annual salary, number of dependents, and post allowance classification. The post allowance is included as a part of an employee's regular paycheck, and is not subject to Federal taxes. Check with your tax preparer on state tax requirements. The amount of

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post allowance received is not a percentage of annual salary but rather “expendable income,” meant to assist in defraying living expenses and is not used in retirement annuity calculations. http://aoprals.state.gov/content.asp?content_id=245&menu_id=78

SEPARATE MAINTENANCE ALLOWANCE (SMA)

Separate Maintenance Allowance is intended to assist in offsetting the additional expense incurred to maintain a separate household. If there is a justifiable reason why eligible family members that cannot accompany or must remain at an employee’s home of record, the employee may be eligible for **SMA**.

http://aoprals.state.gov/content.asp?content_id=215&menu_id=81

EDUCATIONAL TRAVEL

Educational Travel is provided at government expense for qualified dependent students for the purpose of attending a full-time course for secondary, undergraduate college education or an accredited post-secondary vocational or technical education.

http://aoprals.state.gov/content.asp?content_id=250&menu_id=81

MISCELLANEOUS EXPENSE ALLOWANCE

The Miscellaneous Expense Allowance (MEA)

http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 is for the purpose of defraying various contingent costs associated with relocation of a residence in connection with an authorized or approved permanent change of station. The allowance is related to expenses that are common to living quarters’ furnishings, household appliances, and other general types of costs inherent in relocation of a place of residence. No advance of funds for the MEA is authorized. An appropriate transportation agreement must be signed.

A miscellaneous expense portion of the Foreign Transfer Allowance is authorized for new appointees assigned to first duty stations or as otherwise excluded under Section 5816 of the Joint Travel Regulations. <http://www.defensetravel.dod.mil/site/travelreg.cfm>

The amounts of allowable miscellaneous expenses are specified in Sec.5818 of the Joint Travel Regulations. <http://www.defensetravel.dod.mil/site/travelreg.cfm> Travel Voucher or Subvoucher (DD Form 1351-2) will be used in submitting claims for reimbursement of a miscellaneous expense allowance and will be submitted to Personnel Support Detachment after arrival at the overseas duty post.

ALLOWANCES SUBJECT TO CHANGE

Allowances are subject to change without notice. Changes to or cancellation of allowances are not acceptable reasons for returning you or your family members to the United States, at Government expense, prior to completion of your tour of duty.

PERSONAL PROPERTY – HOUSEHOLD GOODS

Express shipment of unaccompanied baggage to Korea takes approximately thirty days from the West Coast and forty days from the East Coast. Major household good shipments have been averaging sixty days from the West Coast and eighty days from the East Coast.

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When you arrive at your duty station, your sponsor will help you contact the Personal Property Office to make arrangements for delivery. If you cannot accept your shipment because housing is not yet available, temporary storage can be arranged for a limited period of time. If your goods have not arrived, you will be asked to leave a telephone number or address where you can be reached when the shipment arrives.

When your goods are delivered, it is very important to check-off each carton and piece of furniture listed on the inventory. You should know in advance where you want the larger pieces of furniture placed since the mover is responsible for one-time placement only.

If any of your goods are lost or damaged, note it on the inventory form and notify the Personal Property Office immediately. A government inspector may either stop by during delivery or may be requested, and a written report will be prepared to verify the loss or damage.

You may submit a claim for all lost or damaged property. To do this, you must obtain a repair estimate for damaged items. The Personal Property Office will advise and assist you in preparing the required forms.

It should be noted that in order to collect for lost or damaged items, those items must appear on the carrier's inventory. Without this proof of shipment and original condition, no claim can be awarded.

HOURS OF WORK

Generally, work is eight hours per day, five days per week (Monday through Friday). The actual time the workday starts and finishes vary with the command. Core hours are from 08:00 to 15:30. Some commands also offer Alternate Work Schedules or Flexible Schedules.

HOLIDAYS

Navy employees in Korea observe regular U.S. legal holidays. There is no entitlement to time off for observance of Korean holidays, except in a leave status.

ANNUAL AND SICK LEAVE

All U.S. Government employees accrue leave under the Annual and Sick Leave Act of 1951. This law provides for employees to accrue annual leave on the basis of their total Federal creditable civilian and/or military service. Accrual rates for full-time employees for each biweekly pay period are: four hours for less than 3 years service; six hours for three years but less than fifteen years of service; and eight hours for fifteen or more years of service.

Employees recruited from the United States for duty overseas may accumulate up to forty-five days (360 hours) annual leave. The forty-five days maximum annual leave may be retained after your return to the states until such time as your leave balance falls below 45 days during the leave year. Please contact your Employee Relations Specialist at your HRO for further explanation of the maximum retainable annual leave regulation. Annual leave is granted as workload permits.

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Full-time employees accrue sick leave on the basis of four hours for each full biweekly pay period.

HOME LEAVE

Employees who are eligible to accumulate 45 days of annual leave will accrue home leave at the rate of 5 calendar days for each 12-month period in Korea. Amounts may vary at locations outside Korea. Home leave is initially granted only after completion of 24 months of continuous creditable service outside the U.S. You must have completed 24 months of continuous overseas duty only **once** before you are entitled to use home leave. Previously accumulated home leave may be used at any time during subsequent overseas tours, subject to certain restrictions during the last months of the current tour. Home leave is most frequently used in conjunction with “renewal agreement travel,” at which time an employee, who has been offered and has accepted an invitation to extend his/her overseas tour, elects to perform round-trip travel between overseas tours. There are other situations in which home leave may be taken. For more detailed information, please contact your Employee Relations Specialist at your servicing HRO.

FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

A civilian employee and dependents (if civilian employee's dependent is authorized) may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation. A civilian employee or family member may travel together or separately during FEML.

An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See Funded Environmental and Morale Leave (FEML) Locations and Destinations. <https://www.defensetravel.dod.mil/Docs/AP-FEML-01.pdf>, this site also specifies the authorities designated to certify a place as a FEML location or destination. Locations authorized FEML and authorized destinations may change at any time.

The number of FEML trips an eligible traveler may take depends on the civilian employee's tour length. A civilian employee who signs a tour-renewal agreement is authorized additional FEML trips. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. FEML must be performed before the traveler completes his or her tour of duty and:

- a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.
- b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty

TOUR OF DUTY

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The initial tour of duty in Korea is 36 months. There may be a different tour of duty if you are moving from another overseas area.

Prior to completion of an initial tour of duty in Korea, the Commanding Officer may offer you an invitation to extend for up to two additional years, but usually not to exceed five years total. Any extension beyond the initial tour shall be at the invitation of management and requires management certification of satisfactory performance, currency of knowledge/skills, and successful adaptation to the overseas environment.

An extension will not be effected without the employee's concurrence. Employees who complete an initial tour of duty and who are invited to extend their tours may be eligible for renewal agreement travel (RAT) at government expense to their home of record in the U.S. and return. A renewal tour of duty normally begins upon return to Korea. Be sure to check with your servicing HR specialist prior to making RAT arrangements.

FIVE YEAR OVERSEAS LIMITATION

It is the policy of the Department of Defense and Department of Navy to limit civilian employment in foreign areas to five years, except for certain excluded categories of positions/personnel. As a condition of employment in foreign areas, covered career or career-conditional employees will sign a Rotation Agreement, agreeing to the terms and conditions specified therein concerning rotation and return placement from the foreign area. Normally, employment will not be offered or extended so as to continue employment in foreign areas more than five years without an intervening period of twelve months residency in the United States. All overseas service in appropriated fund positions counts toward the five-year period.

RETURN RIGHTS/RETURN PLACEMENT

Return rights are initially granted for the duration of one tour of duty overseas and may be extended without concurrence of the losing DoD activity for a total period of five years from the starting date of the initial tour. An employee's entitlement to statutory return rights upon extension beyond the initial tour continues for a total period of five years and may not be denied or waived during this period. An administrative extension of return rights beyond five years is permitted only when the activity to which the employee has return rights agrees to an extension.

Return placement for those employees who choose not to extend or who are not invited to extend their tour of duty is accomplished either by exercise of return rights to their former employer or, if return rights were forfeited, through the Alternate Placement Program (APP). The owning major command will conduct internal searches within CONUS locations to facilitate return to CONUS. The job search includes available vacancies in the U.S. for which the employee can be assigned via management directed reassignment or change to lower grade (maximum one grade level below current grade). Employees shall accept a valid offers resulting from a reasonable Department of Navy (DON) placement efforts. Failure to accept a valid offer through DON placement efforts is basis for involuntary separation.

Detailed information concerning overseas employment is contained in DoDI 1400.25, Volume 1230 dated July 26, 2012, applicable appendices thereto, DON Civilian Human

Resources Manual (CHRM), Subchapter 1230, Managing Placement of Non-Displaced

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Overseas Employees dtd February 27, 2020.

Additional questions regarding exercise of return rights or placement through the APP should be discussed with your servicing HRO specialist prior to signing your Transportation Agreement or departing for the overseas area.

EMPLOYMENT OPPORTUNITIES FOR DEPENDENTS

The number of civil service and non-appropriated fund positions are limited in an overseas area. A large percentage of these positions are of clerical nature and the base pay is comparable to U.S. wages.

Although dependents have preference over non-dependents, they follow veterans in the referral process, as veterans hold a higher preference for all civil service positions. When filling GS-1 through GS-15 positions, highly qualified dependent spouses of active duty military members will receive preference over dependents of civilian employees. Those who are neither dependents nor veterans do not have any preference.

Dependents are given excepted appointment under the Department of Defense Dependent Hire Program with a time limit not exceeding the sponsor's tour by two months. These appointments do not confer competitive (career/career-conditional) status. By authority in Executive Order 12362 of 12 May 1982, as amended by Executive Order 12721, upon returning to the U.S., a dependent may be eligible for noncompetitive term, temporary or career-conditional appointment if he/she:

- is a United States citizen;
- has accumulated twelve months of creditable overseas service in an appropriated fund position(s) under a local hire authority;
- has received a satisfactory or better performance rating for his/her overseas service;
- is currently a family member of a Federal civilian employee, non-appropriated fund employee or of a member of a uniformed service who was officially assigned to the overseas area, and has been in this status while serving in the overseas position(s);
- has accompanied the sponsor on official assignment at the overseas area while serving in the overseas position(s);
- exercises his/her eligibility for noncompetitive appointment within three years of returning to the U.S.; and,
- meets all qualification requirements for the position in the U.S.

Interested personnel should contact the HRO at the base where the sponsor is assigned or where they are being relocated in order to obtain additional information. Available positions in Chinhae serviced area are listed online at <https://www.usajobs.gov/Search/Results?l=South%20Korea&p=1>

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MWR vacancies are listed in the MWR section. <https://www.navymwrchinhae.com/>

A limited number of non-government employment opportunities are periodically available in the area with Community Bank.

FEDERAL EMPLOYEES COMPENSATION ACT (FECA) – INJURY COMPENSATION

Federal employees in overseas areas qualify for the same benefits under FECA as when assigned to the U.S. The Federal Employees Compensation Act, as amended, provides compensation and medical care benefits to civilian employees for disability caused by personal injuries sustained in the performance of duty, and for illness and diseases caused by conditions of employment. The Act also provides for the payment of funeral and burial expenses and compensation for dependents if the injuries or diseases cause the employee's death. For specifics on eligibility criteria, see <https://www.navymwrchinhae.com/>

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI)

The Federal Employees' Group Life Insurance (FEGLI) program covers all Federal employees unless excluded by law or regulation. Coverage is automatic unless specifically waived. The amount of the regular life insurance depends on your basic annual pay and the employee and the Government share the cost of premiums. In addition to regular insurance, eligible employees may elect optional insurance for which they must pay full cost. All insurance is term and does not carry any cash surrender of loan privileges.

Transferring employees enrolled in FEGLI will continue that coverage. Transferring employees not currently enrolled in FEGLI must wait until the Office of Personnel Management announces an open season, or follow the procedure to apply for out-of-season enrollment (<http://www.opm.gov/insure/life/>). FEGLI coverage may be offered to new employees depending on the type of appointment, or those employees with a life even. Please refer to link above for additional information. If eligible to enroll, you must do so within 60 days after appointment.

FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHB)

The Federal Employees Health Benefits Program applies overseas. To learn more about overseas carriers, please visit <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/>. The employee organization plans require membership in the organization. Membership is obtained by enrolling in the plan and paying the required one-time or annual fee. The Government pays a part of the cost of this health insurance, if one elects to enroll, and the remainder is deducted from the employee's salary through payroll deductions. Detailed information on the above plans may be obtained from the Office of Personnel Management website.

<https://www.opm.gov/healthcare-insurance/healthcare/> [Note that coverage by U.S. HMOs are not available to overseas employees and employee must have Nationwide coverage, ie. Blue Cross/Blue Shield, Foreign Service, GEHA etc.

TRAINING AND DEVELOPMENT

Training opportunities are limited in overseas areas. Equal Employment Opportunity, Prevention of Sexual Harassment, Standards of Conduct, and other mandatory training courses are conducted locally as well as some management training. Other specialized training may be held on-site or off-site--subject to interest, need and availability of funds.

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Assistance is available for enrollment in a variety of subjects. Participants must be nominated by their activity and be job-related in order for the employing activity to pay course costs.

Central Texas College <http://www.ctcd.edu/> and the University of Maryland <https://asia.umgc.edu/> offer some adult education courses and degree programs as well as online schools such as University of Phoenix <http://www.phoenix.edu/>. Other programs may be available. Please visit:

http://www.cnrc.navy.mil/regions/cnrj/om/regional_workforce_development.html

STANDARDS OF PERSONAL CONDUCT

Each American overseas has the important task and privilege of being a goodwill ambassador of the United States. The individual behavior of each American is the primary basis on which Host Nationals form their opinions of Americans. Their opinions of Americans, in turn, have a direct bearing on what they will do at the polls to back up their Government's pro-American foreign policy. Your behavior, and that of your family, is the subject of critical scrutiny. To be an "unofficial goodwill ambassador" to our hosts requires sincerity, cordiality, discretion, tact and understanding.

When a U.S. citizen employee's conduct, or that of his family, whether on or off duty, would be inimical to their continued presence in the country, or when the foreign government advises that the presence of a U.S. citizen in the country is not desired, the employee may be reassigned to an appropriate position in the U.S. under procedures applicable to the specific circumstances of the case.

CONDUCT OF MINOR (UNMARRIED) DEPENDENTS

Parents are solely responsible for the indoctrination, care, supervision, and conduct of their children. Parents are to ensure that their children obey all local Navy regulations and instructions in addition to Korean laws. Sponsors may be held responsible for restitution in cases where their dependents have caused personal injury or property damage. A copy of the local instruction governing conduct of minor dependents will be provided in your "Welcome Aboard" packet.

SOFA, LEGAL JURISDICTION, AND PROHIBITED ACTIVITIES

Under the Status of Forces Agreement (SOFA) between the United States and Korea, U.S. Forces sponsored personnel, (including U.S. Civil Service employees and their dependents), are under the jurisdiction of the Korean civil/criminal court system.

Article XVI of the SOFA provides that, "It is the duty of members of the United States Armed Forces, the civilian component, and their dependents, to respect the laws of Japan and to abstain from any activity inconsistent with the spirit of this agreement, and, in particular, from any political activity in Korea."

It is the policy of Commander U.S. Naval Forces, Korea that there be no participation by U.S. Naval Forces personnel or dependents, military or civilian, either individually or in groups, in any unauthorized demonstrations, including those involving civil rights.

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Pertinent Korean laws and ordinances do not generally require nondiscriminatory practices by Korean businesses. Therefore, proprietors are free to choose their own clientele. Individuals who enter an establishment and refuse to leave upon request of the proprietor subject themselves to prosecution under the Korean criminal statutes. Persons who have knowledge of discriminatory practices existing off-base should bring them to the attention of the Commanding Officer or sponsor's Commanding Officer.

All persons should be aware that strict laws exist concerning the use, possession, and or sale of stimulants, depressants and other narcotics. Korean authorities strenuously enforce such laws, and penalties can be very severe. A civilian employee of the Department of Navy can, at minimum, expect expulsion from the country and, at worst, fines and imprisonment in Korean prison. Administrative discipline, to include separation from employment, could be pursued.

There are severe penalties for violation of Korean laws governing the illegal possession and use of firearms and other dangerous instruments. "Firearms" also include gas or air-operated pellet or "BB" guns. "Dangerous instruments" include, but are not limited to, straight razors, slingshots, nun-chucks, metal knuckles, blackjacks, saps, clubs or canes, (other than those required for walking), switch blade, butterfly knives, bolos, hunting knives, pocket knives, any other bladed weapon (or concealed blade), exceeding 2 3/8" in length, or similar devices.

Assault is a serious charge in Korea. Persons are cautioned not to argue with, strike, or in any way become involved in an affray with a Korean National.

The legal age for drinking alcoholic beverages in Korea is 19 years.

Black-market activities, such as illegal sale/transfer of duty-free items to unauthorized persons, except where allowed as "small customary gifts" under governing regulations, is a violation of Korean customs laws, as well as a violation of U.S. Forces regulations, and could result in severe penalties.

Civilians are subject to punishment for offenses committed within the special maritime and territorial jurisdiction of the U.S. overseas under the Military Extraterritorial Jurisdiction Act of 2000. This act stipulates that whoever engages in conduct outside the U.S. that would constitute an offense punishable by imprisonment for more than 1 year shall be punished as provided for that offense. Such person would be arrested and delivered to the custody of U.S. civilian law enforcement authorities for removal to the U.S. for judicial proceedings in relation to the conduct or delivered to the appropriate authorities of a foreign country.

If you have any doubts as to what may or may not be an illegal act or activity, contact the base Staff Judge Advocate (Legal Officer) or Security Department, as appropriate. Crimes against the person or property of Americans living in Korea are exceedingly rare. Korea is considered by most Americans, one of the safest countries in which to live. Korean police are alert, professional, courteous, and ready to assist you at any time.

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Personally, you will never feel safer than during the time you spend living in Korea.

INTERCULTURAL RELATIONS WORKSHOP

Family Services Centers at Navy installations sponsor an Intercultural Relations Workshop for all newly arrived personnel and their spouses. This workshop has been designed to ease your adjustment overseas. Topics include tips for newcomers, information on Korean culture, contrasting values, culture shock, communication (language and gestures) and a field trip. You will also be briefed on the services of various departments on base.

WORKING WITH HOST COUNTRY EMPLOYEES

You will be working with host nation employees on a day-to-day basis. You may even supervise host nation employees, who comprise the bulk of our civilian workforce. They are employed in professional, technical, clerical and trade and crafts positions. Our host nation workforce has long enjoyed the well-deserved reputation of being competent, loyal, courteous, and totally dedicated to duty. Their work efforts over the many years have contributed significantly to the successful accomplishment of the Navy's mission in the Far East. On a personal level, they have strengthened the bonds of friendship between their country and ours by introducing us to their customs and culture and by allowing us to share a part of their lives. You will find the experience of working together rewarding and memorable.

PUBLIC TRANSPORTATION

The Korean public transportation system is one of the most efficient in the world. Trains and buses are clean, frequent and run on schedule. Railroads run to almost every town, and where trains leave off, buses take over. Commercial air flights are available from Gimhae to Gimpo or Incheon International Airport. Taxis are plentiful and tipping is not expected.

FACILITIES AND SERVICES

Medical and Dental

Medical - <http://www.med.navy.mil/sites/nhyoko/Pages/default.aspx>

Dental - <http://www.med.navy.mil/sites/nhyoko/Pages/dental.aspx>

The Naval Hospital Branch Clinic provides outpatient medical care. Presently, there are no inpatient facilities at the clinic. Patients requiring hospitalization are sent to a local hospital.

The USNH staff includes specialists representing many major divisions of medicine and surgery. However, because of the size of the hospital and its staff, some specialized non-elective treatment is beyond the services provided by the Naval Hospital, and patients must sometimes be returned to the United States via the Medical Air Evacuation (MEDEVAC) System for treatment.

Those selected for positions in the Western Pacific (WESTPAC) should closely review the offer message, this Statement of Living and Working Conditions, and also consult

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the Patient Screening Office (DSN 243-5349/Commercial direct from CONUS--011-81-46-816-5349, email: usn.yokosuka.navhospyokosukaja.list.nh-yokosuka-overseas-screen@mail.mil) at the U.S. Naval Hospital- Yokosuka, to determine whether medical facilities are adequate to support pre-existing medical conditions. Selectees should consider whether accompanying dependents have serious medical conditions that would preclude them from relocating to the overseas duty assignment.

The U.S. government is not obligated to pay for medical treatment, unless a job-related injury or illness, irrespective, if received from DoD facilities in the area or from private sources. Medical insurance available from Federal providers, with the exception of HMOs (HMOs are not available overseas), must be Nationwide Carrier, however, there are no preferred providers for this area. This means that the cost of medical care beyond policy limits must be absorbed by the employee. When provided by Korean medical facilities, even if referred to by DoD facilities, costs for treatment can be significantly higher than rates for comparable services in the U.S. The method of payment (see below) may be much different from what occurs in the U.S. It is possible that your FEHB medical insurance will not be accepted at a Korean medical facility or that your FEHB carrier will not accept the Korean medical facility as an authorized provider; please be prepared financially for that contingency.

For those civilian employees who are hospitalized in a local hospital, the hospital will expect full payment up-front on a monthly basis (upon receipt of a bill on or about the tenth of the following month). If hospitalized for less than a month, payment is expected at the time the patient is discharged from the hospital. The hospital also expects full payment up-front for examinations and/or medical treatments received on an outpatient basis.

Private hospitals may not be willing to wait for payment until the patient applies for and receives money from their FEHB carrier. It is up to the patient to reach agreement with the hospital as to how and when payment will be made. In some instances, signing of a written oath, with a cosigner, may be required for the patient to reach agreement with the hospital.

Dental Clinics are not available at Chinhae. Dental treatment and care is also available in the local community.

Coverage may be provided by your FEHB insurance plan or other health/dental insurance. Be sure to check with your plan information representative to determine whether the military medical/dental facilities and/or private treatment facilities are considered preferred providers while you are in an overseas area. This may vary not only among plans, but between the levels available within a carrier's plan. It should be noted that costs generally rise each fiscal year due to inflation. Optical care is available in the Korean communities.

Schools

The Department of Defense Education Authority (DODEA) schools are NOT in Chinhae Korea. <https://www.dodea.edu/nondod/index.cfm> provides schooling, books and

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transportation at government expense with the exception of minimal fees for lockers, laboratory supplies, etc. for eligible dependents. All facilities are well equipped with audio-visual aides and libraries are fairly modern. Nursery school facilities are provided on a fee basis and parents must provide transportation for pre- school children. Please contact the School Liaison Officer (SLO) at KOREA.SLO@FE.NAVY.MIL

School age children attend school in the Jinhae or local surrounding areas. Parents must provide tuition fee and transportation to these schools. A wide range of educational programs for college degrees is also offered through the Educational Services Office on most bases.

Please check with the DODEA educational facility your dependents would attend to determine whether any necessary special education facilities you might require are available.

Exceptional Family Member Program (EFMP) & Special Needs

Due to limited resources, Chinhae and Busan are not duty locations that support EFMP. For more information, please visit the EFMP website

https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/work-and-family-life/exceptional_family_member.html

Child Care/Pre-school

Child care and pre-school services are available on a cost basis.

<https://www.navycyp.org/>

Family Services Center

http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr.html The Fleet and Family Services Center sponsors short-term classes, such as, Money Management, Korean Phonetic Writing, Stress Management, and Child Development and Parenting classes.

Commissary Store

The Commissary Stores in Korea carry a good selection of food items at reasonable prices. <https://www.commissaries.com/stores/html/store.cfm?dodaac=HQCWHK>

Banking

Community Bank

http://www.dodcommunitybank.com/home/customer_service/all_locations/Korea and Navy

Federal Credit Union <https://www.navyfederal.org/> are two financial institutions available in the overseas area. However, the Navy Federal Credit Union is not available at all locations. These financial institutions offer a range of services including check cashing, checking and savings accounts, automatic payroll deposits, loans, certificates of deposit, traveler's checks, money orders and foreign currency conversion. Please check with your sponsor to see if any other banking facilities are available in the area where you will be located.

Religious Services

Protestant and Catholic Chaplains are assigned to all the bases and military facilities. Sunday school, Catholic Christian education, Bible classes and preparation for Baptism, First Communion and Confirmation are available. Religious services for Judaism, Latter

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Day Saints, and Islam may be arranged as community population dictates in Chinhae. Please check with your sponsor for religious services available in other areas

Legal Assistance

Each base has a permanently assigned Legal Officer. Complex legal and/or tax problems should be concluded before your departure from Korea. Some services may be available from the legal assistance office, on a space-available basis.

http://www.jag.navy.mil/legal_services/riso/riso_korea.htm

Post Office

The US Military Post Office is available at all duty stations and provides services identical to those of the USPS. Operating hours vary, but the offices are generally open Monday through Saturday. Mail is delivered to the FPO in San Francisco and then entered into the USPS, and conversely, picked up at the FPO and delivered to the military post offices overseas. Postage rates are the same as intra-US.

Armed Forces Network (AFN)

The Armed Forces Network provides closed-circuit television programming for base-housing residents, and round-the-clock radio broadcasting services. Excellent quality cable TV and broadband connection is available in Chinhae. Please check with your sponsor for TV service available in other areas.

Stars and Stripes Newspaper

The Stars and Stripes is available in kiosks on base and also for home delivery on base in Korea. <https://korea.stripes.com/>. Please check with your sponsor for availability in other areas.

Morale Welfare and Recreation Activities

The Morale, Welfare and Recreation Department in Chinhae provides a wide variety of programs, services and activities to meet the physical, social, and leisure needs of assigned personnel and their dependents. The clubs and open-mess offer dining and excellent service at very reasonable cost. The clubs have facilities to cater private parties, hold formal and informal receptions, host stage shows, bingo, and other social events.

Other MWR activities in Chinhae include operation of a Tours Office (Foreign and domestic) <https://www.navymwr.org/>, Theaters, Libraries, Gymnasiums, pools and Child care and pre-school centers. In addition to parks and tennis courts, there are opportunities for golfing, sailing swimming, team sports and fitness activities, youth activities, and a variety of other classes and programs to meet virtually all recreation and leisure needs.