DEPARTMENT OF THE ARMY  
BATTALION  
COMPANY  
UNIT #10000  
APO AP 96205-5333

Company

Sergeant X,

I would like to take this opportunity to congratulate you on your new assignment and welcome you to the best unit and section in Korea. Our main office is located in Yongsan Garrison in Seoul, building 2254, room 200. Your duty position will be as Squad Leader for 2nd Decontamination Platoon.

To assist you during your in-processing, I will be your sponsor. My e-mail address is john.smith@korea.army.mil. I will be glad to answer any questions you may have about your assignment. Our Operations Sergeant is SFC Theodore Jones (theodore.jones@korea.army.mil). If for some reason you can't reach me, he will serve as a second point of contact and will be glad to assist you.

We are located in Seoul, South Korea which houses the headquarters and staffs of the CFC, USFK, and Eighth United States Army. You’ll find that Yongsan Garrison and Area II have several first-class facilities to meet your personal and professional needs such as the Education Center, CIF, Credit Unions, AAFES, Family Support Center, and libraries. In addition, Yongsan offers many recreational activities such as swimming, youth and teen centers, bowling, golf, gyms, a travel center, and many other opportunities. And right outside the installation are a dozens of the finest restaurants in Asia and many top shopping destinations. I'm sure you will enjoy your stay here in the Land of the Morning Calm.

Upon arrival to Korea, at the Incheon Airport in Seoul, you’ll be required to process through immigration. After that, when you're ready to head to billeting, you can find personnel from 1RC in a small booth next to the rental car section that will show you how to take the bus to the in-processing center on Yongsan. I would like to meet you when you get off the bus to ensure you get settled in after your briefing with the 1RC so keep me updated with your arrival information. The replacement center will probably have you stay in the Dragon Hill Lodge while you complete in-processing. After you complete in-processing you’ll begin to in-process the unit and community. That will take about a week and there's no rush. After your arrival, I will contact you daily and do my best to ensure you get settled and fully integrated into our Directorate.

I encourage you to contact us so we can address any questions or concerns you might have. Please let me know if you’re bringing family members (please list their ages) or pets and if they have any special medical or educational needs. If you do plan on bringing family members we need to start the Command Sponsorship Packet (CSP) request ASAP as it can be a long process.

USFK offers a great stabilization tool called the Assignment Incentive Pay (AIP). Extending your tour one year pays an additional $300.00 a month starting on the date that you accept AIP. Extending your tour an additional two years pays an additional $400.00 a month which also starts the date you accept AIP. You may want to consider the AIP as you plan your move to Korea. In addition, please keep us updated with your anticipated arrival date.

I can be reached at DSN 011-822-7913-0988 which is our main work number. We are a 24-hour workcenter but I will only be at work during regular day shift hours. When calling, please keep the time difference in mind. Our main office can be reached at DSN 011-822-7913-5190. You can also reach our Operations Sergeant at theodore.jones@korea.army.mil or @us.army.mil. You are encouraged to check out the USFK website at http://www.usfk.mil for some helpful information about the Yongsan community. For all Soldiers assigned to the \_\_\_\_\_ Company, the following is our section’s mailing address:

YOUR NAME  
Your Company   
CMR 555 BOX 666  
APO AP 96205

Again, we look forward to your arrival here into the Blank Company.

Sincerely,