

# 51st Fighter Wing



## Section 2

# Osan Air Base Newcomers' Information

**OPR:** 51 MSG/CCC, 784-5104

**OCR:** 51 FW/DS, 784-7442

## **Executive Summary**

The following information provides information that all newly assigned members should have to manage expectations and set them up for success during their first 10 days at Osan Air Base.

COVID-19 mitigation measures vary widely based on location, and many members will find that measures required in the ROK are more restrictive than many locations. Members should prepare themselves to be in strictly enforced quarantine until released by their command team (length of quarantine depends on each individual's vaccination status and COVID-19 test results)

This information packet should be provided to inbound personnel as soon as possible to allow them to prepare for their PCS or TDY to Osan AB. Unit Command Teams and sponsors should familiarize themselves with this information, as units are the primary source of information for inbound members.

**Make contact with your sponsor as soon as possible to ensure you have up to date information on quarantine and arrival procedures. We recommend you establish multiple communication channels including phone, email, and messaging apps to ensure you can contact you sponsor while traveling.**

## Osan Air Base

# 2021 Travel Fact Sheet

**Contact your sponsor or supervisor before you travel!**

## COVID-19 Testing Requirements

All personnel in-bound to the Republic of Korea, including PCS travel, Leave and TDY, flying on Commercial Air or the Patriot Express require a negative COVID-19 PCR test result certificate dated within 72 hours prior to takeoff from the international departure point. Outbound personnel also require negative COVID-19 test results prior to travel. Effective 15 July 2021 COVID-19 testing will no longer be provided at Seattle Tacoma Airport to personnel traveling on the Patriot Express. Accepted tests vary depending on type of travel and type of flight. The Polymerase Chain Reaction (PCR) Test is the only test accepted by the Republic of Korea Government. Approved COVID-19 PCR tests include; Biofire/Cepheid, Abbott ID NOW, LAMP test PCR (DNA test), Nucleic Acid PCR, Real Time PCR (RT-PCR), Quantitative (real time) PCR, Real time fluorescent PCR, Amplified probe technique PCR, Rapid PCR, Isothermal PCR, and NAAT by PCR. **All Antigen/Antibody Tests are not approved for entry by the ROKG.**

### In-bound to the Republic of Korea:

- Must hand carry the original negative PCR test lab report and at least 5 copies to immigrate to Korea. Results must say “NEGATIVE” or “Not Detected.”
- Must have personal identification documented on the PCR test certificate to match an ID such as DOB, DoD ID #, or Passport # — Not just traveler’s name.
- Must have PCR test results dated within 72 hours of their international leg (verify date/time on test result)—ensure layovers & delays are accounted for
- Must have a PCR test certificate in English and/or Hangul. If the result cannot be issued in these languages, personnel must get the test results translated, and then notarized at the ROK Embassy in their country of origin. A ROKG notarized certificate must be presented with the original PCR test result.
- Must submit their negative PCR test certificate to the quarantine authorities upon arrival in the ROK or the member will be denied entry to the country.

### Outbound from the Republic of Korea:

- Personnel on a commercial flight for official travel & leave – negative PCR or Antigen test 3 days prior to takeoff for vaccinated members. Un-vaccinated members 2yrs & older must test NLT 24 hrs prior to takeoff.
- Personnel on a Patriot Express flight for official travel – negative PCR or Antigen test within 72 hours of the rotators departure for vaccinated members. Un-vaccinated members 2yrs & older must test NLT 24 hrs prior to takeoff.

## Passports Requirements

Effective 1 October 2021, official travel must be conducted with a Special Issuance Passport (SIP). This requirement applies to command sponsored dependents and DoD civilian employees on government funded travel to Korea, Japan, and Germany. A No-Fee Regular Passport is a type of SIP and is what will apply to the majority of dependents and civilians arriving to and departing from the Republic of Korea on official travel.

As a temporary measure, a memorandum from a DoD Passport Agent stating that a SIP application was submitted prior to departure from the point of origin can be accepted along with a Regular Passport (Tourist). The memorandum must identify each applicant, date of submission, country of travel for PCS, TDY or TAD, and DoD VPAS ID. Official travel conducted with a Regular Passport (Tourist) with memorandum (in lieu of a SIP), will expire on 30 September 2021.

## Korea Electronic Travel Authorization

Effective 1 September 2021, all dependents, DoD Civilians, and DoD Contractors must comply with Korean Electronic Authorization (K-ETA) requirements. Personnel requiring a K-ETA certificate must register and create an account at <https://www.k-eta.go.kr/> A Korean address is required in the registration process. Personnel on official travel to Osan Air Base should use this address; Zip 17759, 55 Sinjang Ro, Pyeongtaek.

**CONTACT YOUR CHAIN OF COMMAND FOR ADDITIONAL GUIDANCE  
THIS GUIDANCE IS SUBJECT TO CHANGE**

## Arriving in the Republic of Korea

Personnel arriving at Incheon Airport are required to use contracted bus transportation provided by the Joint Personnel Processing Center. Contact the JPRC service desk located at:

- Terminal 1: At the end of Terminal 1, make a right when departing the baggage claim or a left when entering the passenger terminal
- Terminal 2 Gate A: Take a right when exiting Gate A, the JPRC desk is at the end
- Terminal 2 Gate B: Take a left when exiting Gate B, the JPRC desk is past the elevators on the left

## Departing the Republic of Korea

Unless superseded by interim guidance, during HPCON A and HPCON B, individuals are authorized to use public transportation, POV, or 51 FSS ITT Shuttle for travel to Incheon or PCS, TDY, or leave. The 51 FSS ITT Shuttle will be available for personnel on official travel in all HPCONs.

## Common Terms: Isolation, Quarantine, and Restriction of Movement

**Isolation:** For persons verified as positive for COVID-19 or medical quarantine for Person Under Investigation (PUI) pending COVID-19 test results. PUIs are individuals who become symptomatic from any status category and meet COVID-19 testing criteria utilized by 51 MDG. PUI status will be determined by 51 MDG pending COVID-19 test results.

**Quarantine:** Quarantine is used at Osan Air Base for personnel who have had close contact with a positive COVID-19 case or any international flight arrival via Incheon International Airport or Patriot Express.

**Restriction of Movement (ROM) to Quarters:** Applies to non-vaccinated personnel awaiting Day 10 test results, fully vaccinated personnel awaiting Day 1 test results or any other member told to ROM to prevent or diminish the transmission of a communicable disease. All inbound personnel arriving in the Republic of Korea on an international flight will ROM pending the required negative COVID-19 test results. Personnel will not leave their temporary lodging or residence, visit public areas on or off installation, or use public transportation, to include taxis, on or off installation, unless executing mission essential movement as described below.

- Anyone experiencing a medical emergency should go directly to the nearest emergency department
- Walking dogs
- Disposing of trash
- Washing and drying laundry
- Additional medical screening, if directed by 51 MDG
- Smoking cigarettes and vaping in designated smoking area

Applies to fully vaccinated personnel with a negative Day 1 COVID-19 test. Personnel on must comply with Day 6 COVID-19 testing and track their health their quarantine cycle. Personnel on are authorized all activities on installation and the following mission essential activities off base.

- All duty activities including combined training on USFK and ROK MND installations
- Use of public transportation for mission essential activities
- Use of off-installation health, life and safety activities and services
- Purchasing food, clothing and essential needs (indoor malls and department stores are prohibited)
- Take-out, delivery and drive-thru from restaurants (sit-down dining is prohibited)
- Outdoor hiking, walking, biking, running (follow ROK rules for group sizes)

**CONTACT YOUR CHAIN OF COMMAND FOR ADDITIONAL GUIDANCE  
THIS GUIDANCE IS SUBJECT TO CHANGE**

# **QUARANTINE PROCEDURES IN MILITARY FAMILY HOUSING AND DORMITORIES**

## **Prelude**

All personnel in-bound to the Republic of Korea, including PCS travel, Leave and TDY, flying on Commercial Air, Military Air, or the Patriot Express require a negative COVID-19 PCR test result certificate dated within 72 hours prior to takeoff. Quarantine is used at Osan Air Base for all international arrivals, as well as personnel who have had close contact with a positive COVID-19 case.

The 51 FW has approved the use of on base Military Family Housing and Permanent Party Dorms as a quarantine location for inbound arrivals.

## **Checklist**

The following actions must be taken to minimize the potential spread of COVID-19 to

- 1) Members will not utilize elevators to reside in their quarantine location. Members must utilize staircases as identified by their facility manager.
- 2) Members must have a sign published onto their hallway door which identifies the presence of a quarantined member.
- 3) Units and Sponsors are responsible for ensuring food is delivered and other basic needs are met. Members in quarantine can utilize delivery services from AAFES concessionaires and FSS.

## **Restriction of Movement (ROM) to Quarters**

Applies to non-vaccinated personnel awaiting Day 8 test results, fully vaccinated personnel awaiting Day 1 test results or any other member told to ROM to Quarters to prevent or diminish the transmission of a communicable disease. All inbound personnel arriving in the Republic of Korea on an international flight will ROM to Quarters pending the required negative COVID-19 test results. Personnel residing in MFH will not leave their temporary lodging or residence, visit public areas on or off installation, or use public transportation, to include taxis, on or off installation, unless executing mission essential movement as described below.

- Anyone experiencing a medical emergency should go directly to the nearest emergency department
- Walking dogs
- Disposing of trash
- Washing and drying laundry
- Additional medical screening, if directed by 51 MDG
- Smoking cigarettes and vaping in designated smoking area

**CONTACT YOUR CHAIN OF COMMAND FOR ADDITIONAL GUIDANCE**

## Packing List

### **Must Bring**

- Basic toiletries
- Sock and underwear (7-day supply recommended)
- Comfortable clothes
- Snacks
- Leadership Contact Numbers
- Cash (recommend \$250 to cover initial expenses)
- Face mask
- Childcare supplies (30 days recommended – if applicable)
- Medication
- Thermometer
- Towel (PCS only)
- Wash cloth or loofah (PCS Only)
- Blanket (PCS Only)
- Full-sized sheets (PCS Only)
- Pillow w/case (PCS Only)
- Note: Vacuum Seal linens to make them easier to pack

### **Recommended**

- Knife/fork/spoon
- Microwavable cup
- Laundry detergent
- Games
- Electronic devices (Smartphone, game system, laptop, etc.)
- Books/reading material
- Phone with International calling
- Laptop with CAC reader

NOTE: Inbound members must coordinate with their sponsor to buy a Korean SIM card or set up WiFi in their room (prior to arrival). There is WiFi in lodging and the quarantine dorms, but further connectivity will need to be worked out with your sponsor/unit.

## **Telephone Dialing Instructions for Osan AB**

### **From ROK commercial**

To Local DSN

050-5XXX-XXXX

To US commercial #

001-1-(XXX)-XXX-XXXX

To ROK commercial #

XXX-XXXX-XXXX

To Non-US commercial #

001-(country code)-XXXX-XXXX

### **Calling from US commercial**

To Local DSN

011-82-50-5XXX-XXXX

To ROK commercial (Typical format: 0XX-XXX-XXXX or 0XX-XXXX-XXXX)

011-82-XX-XXXX-XXXX (drop the first digit of the area code)

## **Osan AB Dorm Application**

Access by hovering camera app over associated phone QR Code below and follow prompt to the Osan Dorm App.



**Apple**



**Android**





**MENTAL/SPIRITUAL FITNESS**

<b>Chapel</b>	784-5000
<b>Chapel After-hours</b> <i>(Command Post will connect you)</i>	784-7000
<b>Local MFLC (Adult)</b>	010-2599-2296
<b>MFLC (Adult)</b>	070-4732-5008
<b>MFLC (Child/Youth)</b>	070-4372-0453
<b>Airman &amp; Family Readiness Center</b>	784-5440



**MEDICAL**

<b>Appointment Line</b>	784-3627
<b>Mental Health/ADAPT</b>	784-2148/2149
<b>Public Health</b>	784-2515
<b>Family Advocacy</b>	784-5010
<b>Emergency Room</b>	784-2500



**EMERGENCY SERVICES**

<b>LE Desk (Police &amp; Fire)</b>	784-5515
<b>OSI</b>	784-1800/1852
<b>Command Post</b>	784-7000
<b>SAPR Hotline</b>	784-7272



**ONLINE RESOURCES**

**Military One Source**

<https://militaryonesource.mil>

Military OneSource connects you to programs, services and products such as Confidential Help, Military Life Cycle, Family & Relationships, Financial, Legal, and Health & Wellness

**Calling from  
a Korean  
cell phone  
dial:**

**0505-784-xxxx**

**Download  
the “Osan Air  
Base” app for  
additional  
resources and  
information.**

**You are  
not in this  
alone.**

**Quarantine can  
add stress to an  
already stressful  
situation. Utilize  
these resources,  
your wingmen,  
family and  
friends, and  
your chain of  
command if you  
are feeling over-  
whelmed.**



**On-Line Classes!**

**STRESS MANAGEMENT WEDS 0930-1030**

[HTTPS://FBCH.ACMS.COM/OSANSTRESSGROUP/](https://fbch.acms.com/osanstressgroup/)

**HEALTHY THINKING WEDS 1030-1130**

[HTTPS://FBCH.ACMS.COM/OSANHTGROUP/](https://fbch.acms.com/osanhtgroup/)

**Join us!**

**CALL MENTAL HEALTH AT 0505-784-2148 for more info.**

**CLASSES ARE OPEN TO OSAN AB  
ACTIVE DUTY AND ADULT  
DEPENDENTS/CIVILIANS/CONTRACTORS**



# Osan First Sergeants' Council Roster October 2021



Unit	Name	Rank	Duty	CELL & HOME	E-Mail	Add Info
<b>Command Chiefs</b>						
7 AF/CCC	Dyer	Alvin	★ CMSgt	784-1935	010-5470-9682	alvin.dyer@us.af.mil
51 FW/CCC	Apticar	Justin	★ CMSgt	784-5165	010-3538-6225	justin.apticar@us.af.mil
<b>51st Fighter Wing</b>						
51 CPTS / FWSA	Kent	Sean	MSgt	784-6450	010-9892-5823	sean.kent.1@us.af.mil Public Affairs, W&M's
<b>51st Maintenance Group</b>						
51 AMXS	Knepshield	Talbert	SMSgt	784-8968	010-6583-1624	talbert.knepshield@us.af.mil IDC/ Pro Dev,
51 AMXS	McCollum	Brian	MSgt	783-2536	010-2056-9398	brian.mc_collum@us.af.mil ◊ Sharp
51 MXG Staff/ MOF	Bouvier	Michael	MSgt	784-2454/4215	010-5465-0598	michael.bouvier.1@us.af.mil Top III
51 MUNS	Mathews	Joby	MSgt	784-7249	010-8685-7327	joby.mathews@us.af.mil Public Affairs, W&M's, OJEC
51 MXS	Penamora	Reynaldo	SMSgt	784-8502	010-6871-8002	Reynaldo.Penamora@us.af.mil
51 MXS	Smith	Larnell	TSgt	784-8502	010-6872-7887	larnell.smith.1@us.af.mil
<b>51st Medical Group</b>						
51 MDG / MDSS / HCOS / DS / OMRS	Lopez	Pancho	MSgt	784-2608	010-9300-8673	pancho.lopez@us.af.mil ◊ Sharp / Social Committee
<b>51st Mission Support Group</b>						
51 CES	Mendoza	Joel	MSgt	784-8975	010-8520-7824	joshua.boor.1@us.af.mil
51 CS	Singleton	Adam	MSgt	784-4661	010-8998-1443	carlos.flores.6@us.af.mil Social Rep, CAP
51 FSS / MSG Staff	Bedard	Randy	MSgt	784-2821	010-9703-8583	randy.bedard@us.af.mil W&M's
51 LRS	Umana	Steven	SMSgt	784-6756	010-7143-8773	Steven.Umana@us.af.mil OJEC
51 SFS	Kesler	Robert	SMSgt	784-2880	010-6321-4212	robert.kesler.1@us.af.mil
<b>51st Operations Group</b>						
51 OG / OSS / 25 FS / 36 FS	Jordan	Marcus	MSgt	784-6794	010-2979-1090	marcus.jordan.1@us.af.mil CGOC / CAP
<b>7th Air Force</b>						
7 AF A-Staff	LeBlanc	Mariah	MSgt	784-0677	010-6725-8758	mariah.leblanc@us.af.mil CGOC
607 AOC / 621 ACS	Roche	Jonathan	MSgt	784-6422	010-8552-6086	jonathan.roche@us.af.mil Top III
607 ACOMS	Blanco	Larry	MSgt	784-9125	010-9455-4471	lawrence.blanco.1@us.af.mil Pro Dev / Team 5/6
607 ASOG / 604 ASOS / 607 WS	Goodman	Nate	MSgt	784-2423	010-9791-8584	nathaniel.goodman@us.af.mil
607 MMS	Quinton	Thomas	MSgt	766-4769	010-6365-5537	thomas.quinton@us.af.mil
<b>Tenant Units</b>						
303 IS	Garner	Michael	MSgt	784-6001	010-6802-6545	michael.garner.5@us.af.mil
303 IS/DET 1 (K16)	Bucciario	Ryan	MSgt	722-7104	010-9567-8535	ryan.i.bucciario.mil@mail.mil
694 ISS / 694 ISRG	Chesonis	Jason	MSgt	784-3573	010-6792-7597	jason.chesonis@us.af.mil Social Committee, OJEC
694 ISS/DET 1 (Humphreys)	Decker	Jason	MSgt	755-4937	010-4492-1268	jason.l.decker6.mil@mail.mil
6 IS	McCaghren	Erica	MSgt	784-5902	010-9502-5546	erica.mccaghren@us.af.mil Public Affairs / AFSA
5 RS	Bradley	Tavares	MSgt	784-9397	010-3627-2609	rene.anderson.1@us.af.mil Pro Dev,
731 AMS	Tilley	Gerard	MSgt	784-4570	010-9592-5528	gerard.tilley@us.af.mil AFSA
5 FIS/OSI	Kleen	Richard	SA	784-2847	010-2820-5538	Richard.kleen@us.af.mil
Det 611/OSI	Murphy	Kyle	SA	784-2134	010-8977-7003	kyle.murphy.1@us.af.mil
DCS	Zimiga	Sandra	SMSgt	784-4406	010-4346-2239	sandra.zimiga@us.af.mil
AFELM Korea (Humphreys)	Prince	Porscha	MSgt	755-4313	010-8852-8622	porscha.l.prince.mil@mail.mil
Det 2, 73 ISRS	Worrath	Jeremy	TSgt	784-7299	010-9759-1802	jeremy.worrath@spaceforce.mil
Osan PR Detachment (33 RQS)	Draper	Bryant	TSgt	783-0980	010-6484-1154	bryant.draper@us.af.mil
D 6-52	Day	Randall	SFC	757-6084	010-2586-4728	randall.a.day.mil@mail.mil
3BCD-K	Huddleston	Michael	SFC	784-1807	010-2700-4870	michael.huddleston.5@us.af.mil
Det 403 (AFTAC)	Wilson	Stephen	MSgt	784-9252	010-6743-9926	stephen.wilson.7@us.af.mil
Camp Humphreys 1SG			1SG	737-1889		
35 BDE CSM			CSM	783-5562		
35 BDE Command Group NCOIC				783-5564		
C DET, 1st Space CO (JTAGS)	Dainwood	Robert	SFC	784-9221	010-4369-1965	robert.dainwood@us.af.mil
<b>Key Agencies</b>						
*** OSI After Hours ***	010-2820-8345	*** Legal After Hours ***	010-3591-4131	*** TMO After Hrs ***	010-2822-6850	ISGT Council Execs
Command Post	784-7000/9673	Taxi	784-4121/02-1544-9080	SARC COMM	031-661-7272	Pres - MSgt McCaghren
FSS		Medical		Incheon Reception	723-7540/6056/8619	VP - MSgt Jordan
AFRC	784-5440	DAWG	784-0488	SFS		S - MSgt Bouvier
ALS	784-2747	TRICARE/EFMP	784-2273/5241	Town Patrol On Call#	010-6863-8500	Sec - MSgt Blanco
Base Training	784-4220	ER	784-2500	LED (LE Desk)	784-5515	
Billeting - Turumi Lodge	784-1844	Family Advocacy	784-5010	OSI	784-1800/1852	
Career Assistance Advisor	784-9155	ADAPT/Mental Health	784-2149/2148	Ration Control	784-6827	Op WarmHeart Execs
Casualty Affairs	010-9068-8490	SHPE	784-0551	Pass/Registration	784-4489	Pres - MSgt Chesonis
FAC	784-5245	Public Health	784-2515	Report & Analysis	784-1545	VP - MSgt McCollum
MPS: Cust Srvc	784-1845/4560	MSNU	784-2066	SFOI	784-5904/7738	S - MSgt Mathews
MPS: Force Mngmt	784-2822-0877	Legal		CE		Sec - MSgt Bouvier
MPS: Spc Acts	784-0502	ADC	784-6774	CE Service Desk	784-6226	
Outbound Assign	784-7376	Article 15s	784-4513	Chief, Unaccompanied Housing	784-8293/010-5065-0589	
TFSC	665-0102	Civil Law	784-4131	Dorms Lock After Hours	784-6226	
CPTS		General Law	784-8822	Fire Department	784-4834	
DFAS	1-888-332-7411	Justice	784-1149/4513	Housing	1840/5437	
Finance	784-1851/8990/6193	Legal	784-4131/4513	TMO	784-6211/6019/6207	
Finance Em Leave Cell	010-8638-5824	7th AF Legal	784-2484			
731 AMS				MFLC: Adult	010-9534-5841	
AMC Terminal	784-6883	Red Cross	784-1855	MFLC: Adult/Child	784-5440	
Passenger Terminal	784-1854	Red Cross After Hrs	784-7000	MFLC: Child	HS: 010-2163-6977	
		American Red Cross	877-272-7337	MFLC: Youth	Elem: 010-2159-5687	
Yongsan PMO (MP's)	723-5207	Chapel	784-5000	Protocol	784-5669	
		SARC DSN	784-7272	COVID Cmd Center	784-0198	

Cell to DSN:  
0505-784-Last 4

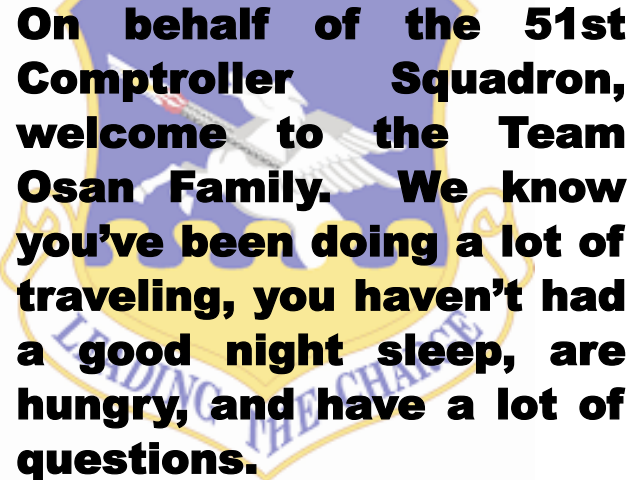
# QUICK REFERENCE NUMBERS

Dialing instructions: 99+0505+122-XXXX  
9+0505+784+XXXX

AAFES Laundry & Dry Cleaners	784-3144	Information / Base Operator	784-1110
Auto Hobby Shop	784-4787	Information, Tickets & Travel	784-4254
AAFES Barber Shop	0505-122-5111	Kennel	784-4314
AAFES Barber Shop (Mustang Club)	784-6921	Legal Office	784-4131
AAFES Barber Shop (Officer's Club)	784-2256	Library	784-6611
AAFES Base Exchange	0505-122-5000	Life Skills Clinic (Mental Health)	784-2148
AAFES Beauty Shop	0505-122-5112	Military Clothing Sales	0505-122-5321
AAFES Garage & Gas Station	784-3213	Military Equal Opportunity Office	784-4040
AAFES Taxi Service	1544-9080	MPF Customer Service	784-1845
AAFES Alterations	0505-122-5219	OB/GYN Clinic	784-3289
Airline Ticket Office	784-6097	Osan Protocol Office	784-5669
AMC Terminal	784-1854/6883	Officer's Club	784-5530
American Red Cross	784-1855	Omni Shoppette (Main Gate)	784-4164
Bank	784-3089	Oriental House	784-4926
Bowling Center "MiG Alley"	784-4229	Osan Checktails	784-5865
Burger King	0505-122-5115	OSI	784-1852
Bus Terminal	784-6623	Pass & ID / Ration Control Office	784-4489/784-5898
Chapel	784-4184/5000	Pediatrics Clinic	784-2569
Checkertails Pizza	784-2257	Pharmacy	784-2185
Child Development Center	784-4966	Popeye's Chicken	784-2488
Chili's	784-7271	Post Office	784-1014
Class Six / Shoppette	0505-122-5081	SAPR	784-7272/2832
Command Post	784-7000	Safety Office	784-5109
Commissary	784-4403	School Age Care	784-6830
Community Center	784-3123	Security Forces	784-5515
Credit Union	784-3089	Skills Development Center	784-3091
Dental Clinic	784-2108/2109	SOFA	784-6719
Car Rental	784-5373	Teen Center	784-1492
Education Center	784-4220	Theater	0505-122-1968
Elementary School	784-6912	TMO	784-6998
Enlisted Club "E-Club"	784-6900	TRICARE Office	784-2588
Enlisted Club "Mustang"	784-4311	Turumi Lodge Dry Cleaning	784-7302
Emergency Room	784-2500	Vehicle Registration Office	See Pass & ID
Family Advocacy	784-5010	Youth Center	784-1492
Family Support Center	784-5440		
Finance / Military Pay	784-8151		
Fitness Center	784-5568		
Golf Course	784-4128		
Health And Wellness Center (HAWC)	784-5568		
High School	784-9098		
Hospital Appointments	784-3289/3287		
Housing Office	784-1840		
Human Resource Office	784-1408		
IG	784-4995		
Immunizations / Allergy Clinic	784-2523		

## EMERGENCY - 911

General Manager	DSN 783-5490
Asst. Manager	DSN 783-5491
Guest Reception Desk - 0 (From Room)	
Guest Reception Desk - DSN 784-1844	
Accountant	DSN 783-5496



**On behalf of the 51st Comptroller Squadron, welcome to the Team Osan Family. We know you've been doing a lot of traveling, you haven't had a good night sleep, are hungry, and have a lot of questions.**



**Good news. We are here to help.**

**This is meant to give you a basic understanding of entitlements and your new duty station.**

## In-processing

Finance provides one-on-one briefing to the inbound personnel during the Base In-Processing briefing at Mustang club. Your travel voucher will be filed during this briefing. Please contact your CSS to sign up

## Additional questions?

Finance no longer uses Org box email communication except for separation/requirement, please use the CSP (info shown below)

### The Comptroller Services Portal (CSP)

CPTS customer service, where and when you need it on a fully-secured, PII-protected platform



#### Pay Inquiries

Submit all Regular Air Force military pay, travel pay, and civilian pay inquiries on your schedule



#### Inquiry Tracking

Track your inquiry from start to finish with notifications alerting you of status changes



#### Self-Service

Find answers to your most pertinent questions all in one place, without the wait

Visit the Comptroller Services Portal (CSP) and set up your profile today at [USAF.DPS.MIL/TEAMS/saffmCSP/portal](https://USAF.DPS.MIL/TEAMS/saffmCSP/portal)

**CAC- enabled device required**  
**Only accessible through Google Chrome.**  
**Do not use Internet Explorer**



Scan the QR code above to copy the link to CSP

## Team Osan's smooth quarantine finance guide and in-processing instruction



Questions?

Military Pay - DSN: 784-2330

Commercial: 050-5784-2330

Travel Pay - DSN: 784-1829

Commercial: 050-5784-1829

Customer Service Hours

M-F 0830-1530 in Building 938  
(Behind the Enlisted Club)

**Check to see if you have everything to file your voucher! Missed anything? You have 14 days of quarantine time to prepare these document!**

## Travel Voucher Payment Checklist

**You need these to get voucher payment!**

- ❑ **PCS Orders (2 copies: Front and Back)**
- ❑ **Airfare Receipts**
- ❑ **Lodging Receipts**
- ❑ **Receipts of \$75+**

**You might need these based on situations**

- ❑ **“Memo in-Lieu of PCS Amendments”**
- ❑ **Exception to Policy (ETP) letter**
- ❑ **Vehicle Port Center (VPC) diagram**
- ❑ **Recruiter Assistance Program letter (RAP)**
- ❑ **PCS Amendments (2 copies: Front and Back)**
- ❑ **Any documents last duty station said “IMPORTANT GIVE TO FINANCE”**

**The other things you need to know (for your tour here)----->**

Memo in lieu of PCS Amendments is required for personnel who were placed into a Restriction of Movement. It must be **typed with all fields complete** and signed by the losing Military Personnel Flight! (This has held up A LOT of travel payments). A sample memo is listed below



DEPARTMENT OF THE AIR FORCE  
51ST FORCE SUPPORT SQUADRON (FACAF)  
UNIT 2065  
APO AP 96278-2065

Date: 20-Jul-2020

FROM: Losing Military Personnel Flight (MPF)

MEMORANDUM FOR RECORD: Gaining Installation Finance Service Office (FSO) and MPF

SUBJECT: Memo in-Lieu of Permanent Change of Station (PCS) Amendments, AF Form 973 for Members Authorized Delay

1. This memorandum applies to the Service member listed below who is currently in Permanent Change of Station (PCS) status, had a previous AF FM 899, "Request and Authorization for PCS" order issued and could not proceed to their projected gaining duty location due to the Office of Secretary of Defense (OSD) Stop Movement Orders.

2. Awaiting Transportation has been removed as the members who were restricted travel by 13 or 16 Mar 2020 Stop Movement memo have been authorized to proceed to their next permanent duty location on 22 Apr 2020 per the 20 Apr 2020 memo.

3. Affected Service member and/or their dependents placed in quarantine for 14 days in conjunction with their PCS. The member shall be paid at the appropriate Per Diem rate in accordance with the Joint Travel Regulation, Chapter 5, Part A, Table S-4 (Monetary Allowance in lieu of Transportation/MALT-plus) and Table S-5 (Quarantine Locality Rate) for all other travel.

4. Affected Service members will provide a copy of this memo in lieu of an AF FM 973, Request and Authorization for Change of Administrative Orders (a.k.a. PCS order amendment), with receipts for quarantine dates (if applicable). These supporting documents will be provided to the gaining FSO upon filing the PCS travel voucher. The losing MPF will maintain a copy of this memo in the member's relocation folder.



1. Member Full Name	John Doe	
2. Dependent Full Names	N/A	
3. Original PCS order	Number: AB-123456	Date: 04-Apr-2020
4. RNLT	Original: 10-Jun-2020	Adjusted:
5. DEROS	Original: 04-Jun-2020	Adjusted:
6. HHGs Packing/Shipping	NET date:	
7. Quarantine in conjunction with PCS	Start date: 04-Jun-2020	End date: 19-Jun-2020
8. Authorized Exception or Waiver	Following instructions: EXEMPTION	Date: 20-Jul-2020

\*\*\*STOP HERE\*\*\*

MPF, PCS Orders Processing Approving Official:  
Rank/Name: A1C Michael Smith Date: 20-July-2020 Signature: SIGNATURE

THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974

\$ Leave and Earning Statement will change, make sure the ADSN says "4019" when you are done in-processing. When correct, you will get Osan payments.

\$ Your COLA locality is KRxxx (Osan AB = 025)

\$ You are authorized Hardship Duty Pay, ask about it when you in-process.

\$ Post quarantine you may need TLA, this is approved by CES housing while you look for a place to live.

\$ You don't get BAH anymore...

IF Single and in dorms = nothing

IF Accompanied, in government quarters = nothing

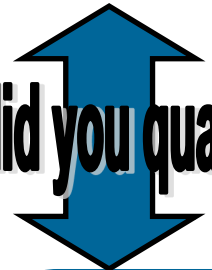
IF Off base = OHA

IF unaccompanied, dependent elsewhere = w/ dependent housing allowance authorized

**\$ We, the entire 51st Comptroller Squadron, are here to help YOU. Please call us at anytime if you have any questions or concerns.**

## DORMS

Lodging and meals provided at NO COST to member. No per diem.



**Where did you quarantine?**

## LODGING

Per diem authorized while in lodging during quarantine. Self procure food.

<https://ymca360.org/>



# Experience The Y Like Never Before

Stream your favorite programs, classes and instructors. Anywhere. Anytime.

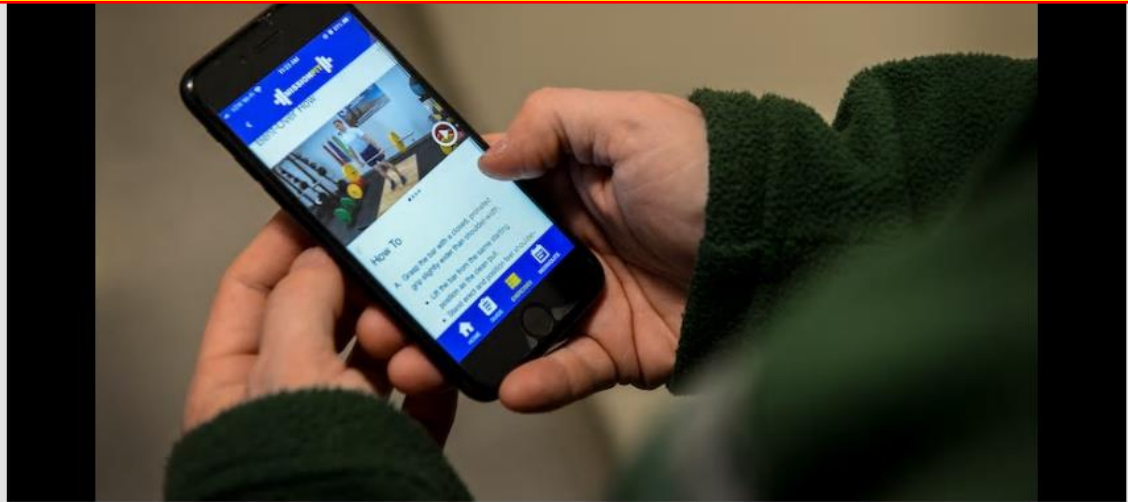
Login or Signup





## DHA helps personnel stay "MissionFit"

<https://www.afmc.af.mil/News/Article-Display/Article/2084654/dha-helps-personnel-stay-missionfit/>



[PHOTO DETAILS](#) / [DOWNLOAD HI-RES](#) 1 of 1

A smartphone user navigates the Defense Health Agency's newest health and wellness app, Air Force MissionFit, at Hanscom Air Force Base, Mass., Feb. 13. The app offers a 12-week program of exercise routines along with a library of more than 90 exercises and detailed instructions with video, images and text. (U.S. Air Force photo by Lauren Russell)



## On Base Meal Delivery Options

Ordering meal delivery to your quarantine room is authorized, and most restaurants on base will deliver. Delivery personnel will leave the items outside your door, and knock to let you know they have delivered your order. Do NOT open the door until you are certain they have left.

For your convenience, pictures of the below restaurant menus are available in the photo albums of the Osan Quarantine Support Group on Facebook.

Checkertails - 784-5865/1581

Delivery Sun thru Thurs (0700-2300) and Fri & Sat (0700-0100)

Chili's - 784-7271

Delivery Sun thru Thurs (1030-2130) and Fri & Sat (1030-2230)

Par & Char - 784-4926

Delivery daily from 1030-1400

MiG Alley - 784-6868/7630

Delivery Sunday thru Thursday (1030-2100) and Friday/Saturday (1030-2330)

Visit <https://aafesprem.imenu360.com/index.html> to order delivery from the following restaurants online:

- Osan Manchu Wok - 0505-122-5010
- Osan Subway - 0505-122-5052
- Osan Anthony's Pizza - 784-4164
- Osan Popeyes - 0505-122-1420/1421 or 784-2448
- Osan Pizza Hut - 0505-122-5050/5051

COVID  
CORONAVIRUS  
DISEASE 19



To Our  
VALUED CUSTOMERS :

OSAN AB EXCHANGE



# QUARANTINE ORDERS

STAY SAFE AND BE POSITIVE

 shopmyexchange.com

## Osan Main Store

now offers delivery to quarantine building starting 6/19:

HOW TO ORDER  
**ONLINE**

### STEP BY STEP

- Visit [shopmyexchange.com](http://shopmyexchange.com) and log in or create an account.
- Add items to your cart and select "**Pick Up In Store**". Choose **Osan Main Exchange** as your store.
- Click on "**Check availability**" first.
- Submit your order.
- If order is placed by **1400**, it is available for same day delivery.
- After you receive your confirmation e-mail, e-mail us at [xypacOsanROMassistance@aafes.com](mailto:xypacOsanROMassistance@aafes.com) with below information:
  - Order number
  - Customer name
  - Building and room number

#### » OUR MISSION

*We go where you go to improve  
the quality of your lives through goods  
and services we provide*

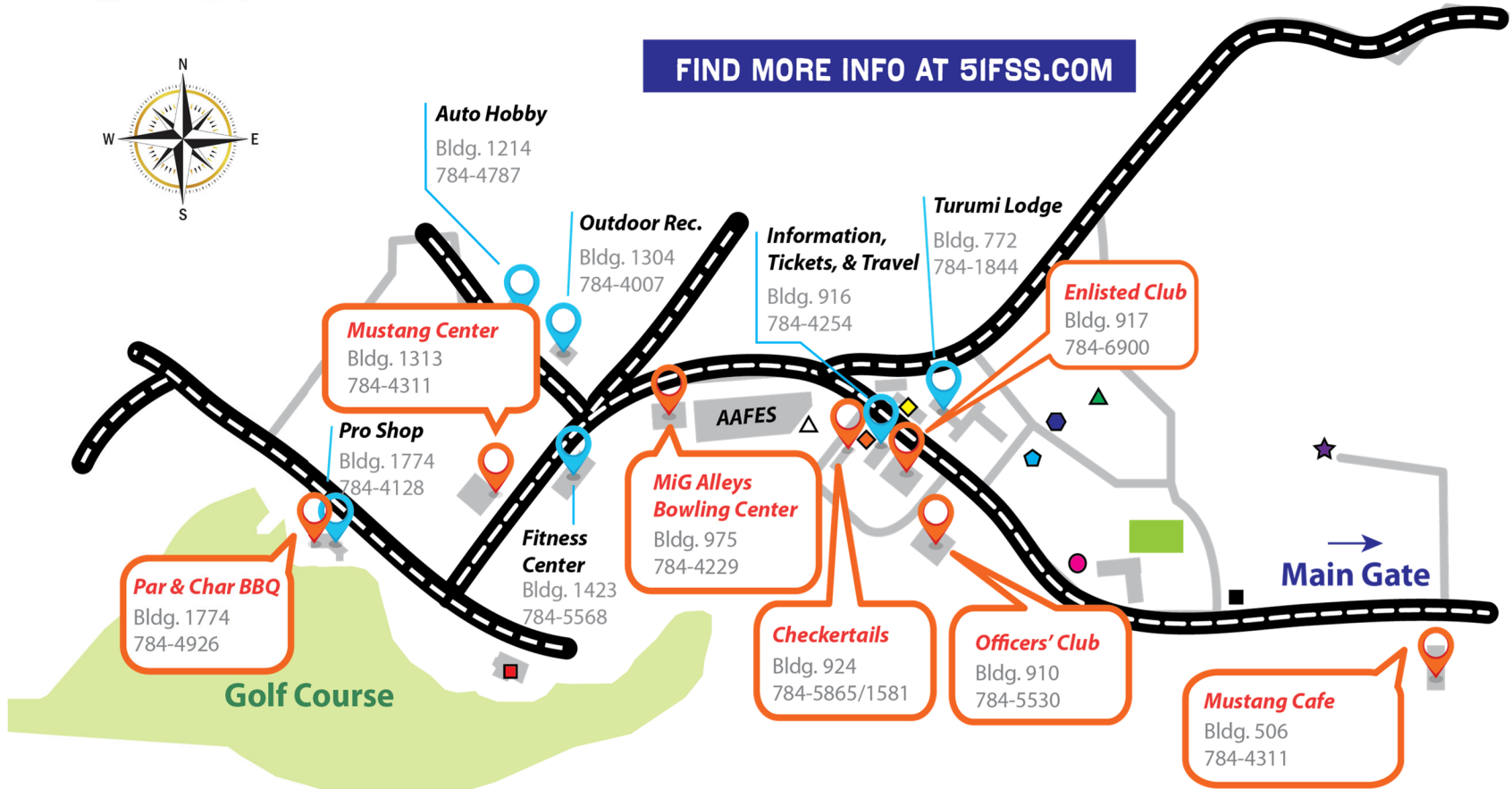
our  
purpose

FAMILY > SERVING < FAMILY

# FSS FACILITIES

Morin Gate

FIND MORE INFO AT 51FSS.COM



- ★ **Pet Lodge**  
Bldg. 421-B, 784-4314
- ◆ **Education Center**  
Bldg. 789, 784-4220
- ⬢ **A&FRC**  
Bldg. 769, 784-5440
- **Youth/Teen Center**  
Bldg. 492, 784-1492
- ◇ **Library**  
Bldg. 921, 784-6611
- **Ginkgo Tree**  
Bldg. 1470, 784-6861
- ▲ **Pacific House**  
Bldg. 733, 784-8399
- ⬢ **CDC**  
Bldg. 738, 784-4966
- **SAC**  
Bldg. 433, 784-1923
- △ **Post Office**  
Bldg. 965, 784-1014

