

# INVITED CONTRACTOR AND TECHNICAL REPRESENTATIVE PERSONNEL DATA REPORT

(USFK REG 700-19)

(SEE PRIVACY ACT STATEMENT AND INSTRUCTIONS ON THE SECOND PAGE)

## PART I - INFORMATION (TO BE COMPLETED/TYPED BY THE CONTRACTOR EMPLOYEE)

|   |                     |                     |  |                             |   |
|---|---------------------|---------------------|--|-----------------------------|---|
| TYPE OF REPORT<br>NEW ARRIVAL                      CHANGE OF DATA |                     | NEW SOFA START DATE |  | ESTIMATED DATE OF DEPARTURE |   |
| CONTRACTOR EMPLOYEE NAME (LAST, FIRST, MIDDLE)                    |                     |                     | CONTRACT COMPANY NAME  |                             | FULL CONTRACT NUMBER / ORDER  |
| SSN (LAST 4)  | PASSPORT NUMBER     | CITIZENSHIP         | GENDER<br>M                      F   |                             | INVITED CONTRACTOR<br>TECHNICAL REPRESENTATIVE  |
| PRIMARY DUTY INSTALLATION   | MOBILE PHONE NUMBER |                     | EMERGENCY-ESSENTIAL<br>YES                      NO                                   |                             | FULL-TIME                      TDY (1-179 days)<br>PART-TIME                      PCS (180+ days) |
| EMAIL ADDRESS   |                     |                     | IS THE PURPOSE OF THIS WORK TO SUPPORT AN EXERCISE?<br>YES - Name of Exercise:<br>NO |                             |   |

### LOGISTICAL SUPPORT

|  |                                       |
|--|---------------------------------------|
| NO SUPPORT - SPONSOR'S DEROS:<br>FULL SUPPORT - NUMBER OF DEPENDENTS IN KOREA: | INDIVIDUAL SUPPORT - TDY/NO DEPENDENT |
|--|---------------------------------------|

| DEPENDENT NAME (LAST, FIRST MI) | RELATIONSHIP | PASSPORT NUMBER | CITIZENSHIP | DOB (CHILDREN ONLY) |
|---------------------------------|--------------|-----------------|-------------|---------------------|
|                                 |              |                 |             |                     |
|                                 |              |                 |             |                     |
|                                 |              |                 |             |                     |
|                                 |              |                 |             |                     |
|                                 |              |                 |             |                     |

|  |  |
|--|--|
| <b>NOTICE:</b> By signing this form, the contractor employee acknowledges and agrees to abide by all laws in the Republic of Korea and applicable USFK regulations and policies. | CONTRACTOR EMPLOYEE SIGNATURE AND DATE |
|--|--|

## PART II - CERTIFICATION (TO BE COMPLETED BY THE USFK RESPONSIBLE OFFICER)

The undersigned hereby certifies that the above information is true and correct to the best of my knowledge and belief.

SPECIFIC NOTES FOR THIS CONTRACTOR

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|         |                 |                       |
|---------|-----------------|-----------------------|
| RO NAME | SPONSORING UNIT | RO SIGNATURE AND DATE |
|---------|-----------------|-----------------------|

## PART III - AUTHORIZATION (TO BE COMPLETED BY FKAQ, THE OFFICE OF USFK ACofS, ACQUISITION MANAGEMENT)

## PART IV - REPORT OF EARLY CONTRACTOR EMPLOYEE DEPARTURE (TO BE COMPLETED BY THE USFK RESPONSIBLE OFFICER)

|   |                         |             |
|---|-------------------------|-------------|
| REASON FOR EARLY DEPARTURE FROM CONTRACT<br>RESIGNED                      TRANSFER TO NEW CONTRACT<br>WORK CANCELLED OR COMPLETED EARLY<br>REVOKED BY FKAQ FOR:<br>OTHER: | LAST DAY UNDER CONTRACT | DESTINATION |
| RO SIGNATURE AND DATE   |                         |             |

## PRIVACY ACT STATEMENT

1. AUTHORITY: Title 5 United States Code, Section 3012, and US-ROK Status of Forces Agreement (SOFA).
2. PRINCIPAL PURPOSE: System of records used to identify USFK invited contractors, technical representatives, and their dependents to notify the Republic of Korea Government of their status.
3. ROUTINE USES: This form is used as a source document for identifying USFK invited contractors, technical representatives, and their dependents who are in the Republic of Korea. This form also is used to notify the Republic of Korea Government of the contractor personnel who receive SOFA status under Article XV Invited Contractors, according to the minutes of the official Meetings of the United States – Republic of Korea Joint Committee, 9th Joint Committee Meeting, 5 June 1967, Enclosure 8 Memorandum For: The Joint Committee, dated 31 May 1967.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary; however, failure to provide required data may result in denial of individual SOFA status and logistics support.

## INSTRUCTIONS FOR THE COMPLETION OF USFK FORM 700-19A-R-E

Guidance and required paperwork is available online at <http://www.usfk.mil/Organization/Acquisition-Management-FKAQ/> or by emailing [usarmy.humphreys.acc.mbx.411th-csb-fkaq@mail.mil](mailto:usarmy.humphreys.acc.mbx.411th-csb-fkaq@mail.mil). Regulated by USFK Regulation 700-19.

### Part I: Contractor Employee Completes

1. TYPE OF REPORT
  - a. NEW ARRIVAL: Contractor is not currently SOFA designated as an Invited Contractor or Technical Representative.
  - b. CHANGE OF DATA: Contractor is currently SOFA designated as an Invited Contractor or Technical Representative.
2. NEW SOFA START DATE: The start date of the requested period of SOFA Designation; this cannot be before the submission date of the Contractor SOFA Designation request packet.
3. ESTIMATED DATE OF DEPARTURE: The earliest of the following, but not to exceed one calendar year from the New SOFA State Date:
  - a. The contractor's last day in association with the contract;
  - b. The contract's SOFA designation expiration date;
  - c. The last day of the contract's exercised period of performance in Korea; or
  - d. If the Contractor is a dependent of a DoD Sponsor already in Korea, the sponsor's DEROS or Estimated Date of Departure.
4. CONTRACTOR EMPLOYEE NAME: The full name (including the Middle Initial) must match the name on the Passport, Provost Marshal Record Check, and Ration Control Check.
5. CONTRACT COMPANY NAME: The Company for which the Contractor is working; it must be on the Prime's request for SOFA designation.
6. FULL CONTRACT NUMBER / ORDER: The Contract Number (including the task/work order, if appropriate) that has been SOFA designated, under which the Contractor will be working.
7. SSN: The last four digits, and this must match the Provost Marshal Record Check and Ration Control Check.
8. PASSPORT NUMBER: This must match the submitted passport.
9. CITIZENSHIP: Contractor's Country of Citizenship, which must match the submitted passport. If a Non-US Citizen, review USFK REG 700-19 to determine qualifications.
10. GENDER: Male or Female.
11. INVITED CONTRACTOR or TECHNICAL REPRESENTATIVE: Review USFK REG 700-19 Sections 2-2 and 2-3 to determine this status.
12. PRIMARY DUTY INSTALLATION: The U.S. military base/camp/station in Korea from which the Contractor will primarily be working.
13. MOBILE PHONE NUMBER: For emergency purposes only.
14. EMERGENCY-ESSENTIAL (EE): Contractors supporting SOFA-Designated Wartime Contracts may be EE.
15. FULL-TIME or PART-TIME: Only Contractors working full-time are eligible for Logistical Support.
16. TDY or PCS: If TDY, the Contractor will be in Korea supporting this contract for 179 days or less. For 180 days or more, select PCS.
17. EMAIL ADDRESS: For emergency purposes only.
18. EXERCISE SUPPORT: Indicate and list the exercise name if the Contractor is TDY in support of an exercise in Korea.
19. LOGISTICAL SUPPORT: Select the appropriate support and respond to the related question, if applicable. Specific privileges can be found in USFK REG 700-19 Tables 4-1 and 4-2.
  - a. No Support: Contractor is Part-Time, a TCN, or already has access to logistics support because they are a dependent of US Military/Civilian or another SOFA-Designated Contractor
  - b. Individual: Full-time performance period in Korea is 179 days or less, or is 180 days or more with no qualifying dependents.
  - c. Full: Full-time performance period of 180 days or more, and qualifying dependent information is listed in the Dependent Table.
20. DEPENDENT TABLE: Complete this for all qualified dependents and submit USFK FORM 700-19B-R-E paperwork as required.
21. CONTRACTOR EMPLOYEE SIGNATURE AND DATE: By signing this form, the employee acknowledges and agrees to abide by all laws in the Republic of Korea and applicable USFK regulations and policies.

### Part II: USFK Responsible Officer (RO) Certifies

ROs are responsible for ensuring complete and accurate submissions of this packet. Once the RO is satisfied that Part I is complete and in accordance with USFK REG 700-19, complete Part II, save it as a reduced-file PDF, and email it to FKAQ 45-60 days prior to the deadline.

### Part III: Leave Blank for FKAQ Authorization

### Part IV: RO Completes upon Early Contractor Employee Departure

This should be completed and submitted to FKAQ only if the Contractor ends association with this contract prior to his/her Estimated Date of Departure. By signing Part IV, the RO confirms that all early departure closeout actions have been completed IAW USFK REG 700-19