

(SPONSORING AGENCY LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR HQ USFK (FKAQ), Unit #15237, APO AP 96205-5237

SUBJECT: Accreditation Letter for Contract (*Enter Contract Number*)

1. References:

- a. U.S.-ROK Status of Forces Agreement (SOFA).
- b. USFK Reg 700-19, USFK Invited Contractors and Technical Representatives.

2. The following individual is an employee of (Company Name), and is serving in USFK as an (invited contractor or technical representative) under contract number (Contract Number): Indicate Emergency Essential contractor employees by placing an (EE) before their name. The below referenced individual(s) completed all training requirements as listed in USFK Reg 350-2 on (date)

NAME	SSN	PASSPORT NO.	PERIOD OF ACCREDITATION IN USFK
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(List same information for authorized dependents accompanying the contractor employee).

3. IC Employee Name (and dependents) is authorized the following logistics support during the above stated period of accreditation:

- a. SOFA status as a USFK (invited contractor or technical representative).
- b. (List all authorized logistics support items IAW **Table 4-1** or **Table 4-2**, USFK Regulation 700-19)

4. POC is (action officer's name and telephone number).

SIGNATURE BLOCK
(Head of Sponsoring Agency or Responsible Officer)