USFK FORM 700-19A-R-E, INVITED CONTRACTOR (IC) AND TECHNICAL REPRESENTATIVE (TR) PERSONNEL DATA REPORT

Purpose of USFK Form 700-19-R-E

- 1. To extend SOFA status and logistical support to contractor personnel and their dependents.
- 2. To identify and track properly designated invited contractors, technical representatives and their dependents in USFK.

Who is responsible for completing and approving the USFK From 700-19-R-E?

PART I - Contractor Personnel completes.

PART II - Responsible Officer (RO) verifies and certifies that all the information contained in Part I is correct.

PART III - USFK/FKAQ reviews the 700-19-R-E packet, and approves SOFA status.

PART IV - RO and Contractor's Supervisor (if applicable) completes Part IV upon departure of contractor or upon termination of SOFA status.

Reviewing and Approving 700-19-R-E Packets

- 1. USFK Form 700-19-R-E
- a. *Type of report:* **new arrival** (Contractor who have entered Korea for the first-time) or has a lapse in 700-19 SOFA coverage for more than 30 calendar days. **Change in data** SOFA extension under the same contract, change to a different contract, or any other data change in the approved 700-19 (add/remove dependent, passport change, address change, etc.)
- b. Contract Expiration Date block must not exceed the contract SOFA designation expiration date; if it does, contracting officer must request an extension (Reference: STEP 1).
- c. Contractor Company Name and Contract Number blocks Verify that the Company and Contract Number are properly designated (Reference: STEP 1). NOTE: If there is a change in the company name or contract number, a new designation must be accomplished.
- d. *Employee's Name*, *SSN* (last 4) and *Passport Number* blocks must match those on the Letter of Accreditation, Provost Marshall Office Check (PMO), and Ration Control Check (RCC).
 - e. *Employee's Signature* block must be signed.
- f. Citizenship block must be US; if legal resident, contractor employee must enclose a copy of his/her Alien Resident Card (Green Card).

- g. *Invited Contractor* or *Technical Representative* blocks ensure the appropriate block is checked. Check the USFK 700-19 Regulation, 28 Aug 2012 for the definition of IC/TR.
- h. *Full Time*/Part Time Block Check the appropriate block, if "Part Time" block is checked, contractor employee and dependents will only be authorized SOFA Status. Ensure "ONLY SOFA STATUS, NO LOGISTICAL SUPPORT AUTHORIZED" is written in Part III along with the SOFA verification stamp.
 - i. Date and place of hire: list the city and state. If outside US, list the country.
- j. Logistics Support block –Full logistics support Performance period of 180 days or more and qualifying dependents listed. No logistics support IC hired as dependents of US Military/Civilians or IC/TR holding a 700-19. The individuals must be listed as dependents on the sponsor's orders/700-19. NOTE: the approval period under the 700-19 cannot exceed the sponsor's DEROS or the expiration on the sponsor's 700-19. Sponsor's US Military/Civilian TDY orders/approved 700-19 must be provided to support the above. Individually Sponsored block Performance period is 179 days or less.
- k. Ordinary Residence block Include CITY, STATE, COUNTRY. If IC, employee must be an "Ordinarily Resident" of the US. If TR, employee must **NOT** be an "Ordinarily Resident" of **Korea**. IC/TR residency requirement must be met in order to be eligible for SOFA status and logistical support (See Checklist for Acceptable/Unacceptable documents)
- I. Number of Dependents in Korea, Duty Address in Korea (include UNIT, BUILDING NUMBER, BASE), Duty Phone Number, Home Address in Korea (for TDY visits, include HOTEL NAME/ADDRESS in Korea), and Home Phone Number self explanatory.
- m. *Date of Entry* The latest date entered Korea on Official Duty status (e.g. PCS).
 - n. Port of Entry Inchon, Osan, Pusan or Kimpo.
- o. Estimated Date of Departure from Korea The date of the last day of performance period in Korea, must not exceed the Contract Expiration Date block. If funding and performance in Korea exceeds 12 months from packet submission date, FKAQ will only approve for 12 months. A change in data packet will be required for any extensions.
- p. Dependent's Name, Citizenship, Passport No., Relationship, and Port and Date of Entry self explanatory. NOTE: The RO is responsible for verifying that all dependents listed are legitimate. However, for adopted children, parents/parents-in-law, and other dependents other than spouse or children by birth, additional documentation is required as proof of dependency (e.g. Affidavit of Support, adoption documents, power of attorney, etc.). Children over 21 years of age may be considered dependents if they are enrolled as a full-time student and are not over 23 years old or if the child is unable to care for him/herself.
- q. The Responsible Officer reviews and certifies that all information contained in Part I are true by completing and signing Part II.
 - r. USFK/FKAQ completes Part III
- s. Upon completion of contract or upon termination, the RO will collect all logistical support cards/vehicle registration/CAC provided to the contractor

employee and dependents. The RO must complete Part IV and provide USFK/FKAQ a copy immediately. If the contractor employee is being terminated, the RO must inform USFK/FKAQ immediately. FKAQ will coordinate with the SOFA Secretariat to ensure the contractor's SOFA Visa is cancelled.

2. Letter of Accreditation (LOA):

- a. Employee's Name, SSN and Passport Number blocks must match those on the 700-19-R-E, PMO Check, and Ration Control Check. If they don't, corrections/clarifications must be provided.
- b. Wartime Critical Contractors or Emergency Essential Employees must be identified by placing "EE" before their names.
- c. Period of Accreditation must not exceed the "Estimated Date of Departure from Korea" block in the USFK Form 700-19-R-E. The start date cannot be before the date on which the 700-19 packet was submitted to FKAQ. The IC/TR should not perform work without proper 700-19 coverage.
 - d. The Head of the Requiring Activity/Sponsoring Agency must sign the LOA.
 - e. A separate LOA must be done for each employee.
 - f. The LOA must be updated for each 700-19-R-E packet submission.
- 3. Request for Provost Marshall's Record Check (PMO):
 - a. USFK Form 237-E.
- b. Prepared by the RO and submitted to the appropriate office for records check. The check must be at least 90 days or less to be acceptable.
- Request for Ration Control Check (RCC):
 - a. USFK Form 217-E.
- b. Prepared by the RO and submitted to the appropriate office for records check. The check must be at least 90 days or less to be acceptable.

NOTE: If a derogatory record is found as a result of the PMO or RCC check, the RO must counsel the contractor employee in writing and provide USFK/FKAQ a copy. If it is found that repeated violations have been committed, the RO may recommend suspended privileges IAW USFK/FKAQ infraction policies.

FACTS about processing 700-19-R-E Packet

1. RCC and PMO Checks are required for ALL types of submissions, regardless of their nature, checks are valid for 90 days from their issuance date: new arrivals (Contractors who have entered Korea for the first-time or returning IC/TRs with a break in 700-19 coverage greater than 30 calendar days), change in data packets, and those who are performing in Korea 30 days or less (Contractors on TDY status).

2. SOFA is a two step process:

<u>STEP 1</u>: Contract Designation level - the contracting officer following the guidance under section 2-5 and 3-2 of the USFK 700-19 Regulation as well as the guidance in the "SOFA Procedure with Sample attachments" will submit a contract SOFA designation request to Ms. Yim for review/approval at:

<u>usarmy.yongsan.411-contr-spt-bde.mbx.411th-csb-fkaq-workflow@mail.mil</u> Contract SOFA designation requests must include the contract number on the subject line.

STEP 2: Individual Invited Contractor level: Once the contract is SOFA designated, email will be sent to the KO and RO if noted in the address line. Then the RO and FKAQ can focus on the submission of the 700-19-R-E. Individual SOFA IC/TR 700-19 packet requests must be submitted to: usarmy.yongsan.411-contr-spt-bde.mbx.411th-csb-fkaq@mail.mil