


GETTING SOFA DESIGNATED as a CONTRACTOR


The Quick and Dirty: What you Need to Know about the 700-19 Process – Step 2

- The [United States Forces Korea Assistant Chief of Staff, Acquisition Management Office \(FKAQ\)](#) is required to prove to the Republic of Korea (ROK) that you, an Invited Contractor (IC) or Technical Representative (TR), are in Korea solely for the purpose of supporting the US Armed Forces or other Unified Command forces receiving logistics support from the US under the SOFA and applicable US regulations. Additionally, that you will depart the ROK as soon as you are no longer associated with your contract. Everything we request in this process is required to prove this to the ROK Government on your behalf. If you are interested, [here is the USFK SOFA Agreement](#), and [here is the USFK Regulation 700-19](#).
- Each contract must be SOFA-Designated (Step 1) before an IC/TR can be authorized the SOFA stamp (Step 2), and all related rights and logistical support. If you are unsure if your contract is SOFA-designated, please touch base with your Contracting Officer or Responsible Officer (RO). If you are the RO and are unsure of the Step 1 status, please [email us](#) with the contract number in the subject line.
- The Responsible Officer (RO) is responsible for ensuring complete and accurate 700-19 packet submissions, and for informing us ASAP if the IC/TR has a death in the family or trouble with the law. Please ensure all completed 700-19 packets are [emailed to us](#) 45-60 days prior to your deadline.
- Receiving an A-3 visa from the Korean government is not the same as receiving the SOFA stamp. Only the SOFA stamp in your passport grants you the protections and privileges under the SOFA.
- Foreign court orders and documentation from a foreign court or foreign government must be translated into English, and the local legal office must provide a statement attesting to the validity of the court order.



1. ASK THIS

TABLE A: 700-19 Submission Categories



2. DO THIS

| Cat. | Who Are You? | What Do you Need to Do? |
|----------|---|--|
| 1 | Contractor (IC or TR) not currently SOFA designated who will be in Korea for 179 days or less | Items listed in Column 1 of Table B |
| 2 | Contractor not currently SOFA designated who will be in Korea for 180 days or more | Items listed in Column 2 of Table B |
| 3 | Contractor currently SOFA designated who needs to update personal information or update dependents | Items listed in Column 3 of Table B |
| 4 | Contractor currently SOFA designated who is changing contracts or has an expiring SOFA designation | Items listed in Column 4 of Table B |
| 5 | Contractor ended association with an approved contract prior to his/her SOFA designation expiration | Items listed in Column 5 of Table B |

TABLE B: What do you Need for a Complete 700-19A-R-E Submission?

| What Needs to be Submitted? | Arrival | | Change of Data | | | Who is Responsible? |
|---|---------|---|----------------|---|----|---------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| New USFK Form 700-19A-R-E | Y* | Y | Y | Y | N* | IC/TR* & RO* |
| Copy of Previously-Approved 700-19 | N | N | Y | Y | Y | RO |
| Letter of Accreditation | Y | Y | Y | Y | N | RO |
| Form 217-E – Ration Control Check (valid within 90 days of submission) | Y | Y | N | Y | N | RO |
| Form 237-E – Provost Marshal Record Check (valid within 90 days of submission) | Y | Y | N | Y | N | RO |
| USFK Theater Specific Required Training (valid within 36 months of submission) | Y | Y | N | Y | N | IC/TR |
| Initial Proof of US Ordinary Resident status | Y | Y | N | N | N | IC/TR |
| Copy of Passport Pages and Stamps | Y | Y | M* | N | N | IC/TR |
| Adding Dependents to the 700-19 | N | M | M | N | N | IC/TR |
| Proof of Funding | Y | Y | N | Y | N | RO/KO* |
| RO Appointment Letter | Y | Y | Y | Y | Y | RO |
| IC/TR Early Departure Paperwork | N | N | N | N | Y | RO |

* Y = Yes, please submit M = Maybe, depending on your situation N = No, not needed

IC/TR=Invited Contractor/Technical Representative RO=Responsible Officer KO=Contracting Officer

<http://www.usfk.mil/Organization/AcquisitionManagement.FKAQ.aspx>

USFK Form 700-19A-R-E

[Go here to access the USFK Form 700-19A-R-E.](#)

- If you are an Invited Contractor or Technical Representative, please go to “[Completing Part 1](#).”
- If you are a Responsible Officer, please go to “[Completing Part 2](#).”

Completing Part 1

- Type of Report: This tells us how we should process your submission. Please [refer to Table A](#) for the appropriate box you should check: if you fall into Categories 1 or 2, check “Arrival;” if you fall into Categories 3 or 4 or 5, check “Change of Data.”
- Contractor Company Name and Contract Number: Verify with your Contract Officer or Responsible Officer (RO) that the Company and Contract Number have SOFA designation through the [Step 1 process](#). Please note, changes in the company name and/or contract number will require a new designation through the Step 1 process.
- Contract Expiration Date: This must match the Estimated Date of Departure from Korea, and is the earliest of:
 - The contract’s SOFA designation expiration date;
 - The last day of the funded period of performance in Korea;
 - Twelve months from the beginning of your Period of Accreditation (you will need to submit another Form 700-19 to renew your SOFA authorization every twelve months); or
 - If you are a dependent hire, the DEROS or Estimated Date of Departure on your sponsor’s orders/approved 700-19.
- Description of Service: Service the IC/TR will be performing as part of the contract in the ROK.
- Employee’s Name: This must match the name on the [Letter of Accreditation](#), [Passport](#), [PMO Check](#), and [Ration Control Check](#).
- SSN: The last four digits of the SSN, and this must match the SSN on the [Letter of Accreditation](#), [PMO Check](#), and [Ration Control Check](#).
- Citizenship: If you are a Legal Resident of the US, please enclose a copy of your Alien Resident Card (Green Card) with this submission. If you are a Third Country National, review Chapter 2-7 of [the USFK REG 700-19](#) as soon as possible.
- Passport Number: This must match the Passport Number on the [Letter of Accreditation](#).
- Employee’s Signature: Self-explanatory.
- Emergency-Essential: Have you been designated Emergency Essential? If so, that must also be identified as such on the [Letter of Accreditation](#) by placing “EE” before their names (e.g. EE John Smith). Additionally, the contract must have the War-Time Clause in it as it went through Step 1.
- Invited Contractor or Technical Representative: Nearly everyone submitting a 700-19 is an Invited Contractor, but check with your RO or review [the USFK REG 700-19](#) to verify your submission as an IC (Section 2-2) or TR (Section 2-3).

- Full Time/Part Time: If you are Part Time, you/r dependents can be authorized SOFA Status, but are not eligible for Logistical Support. As such, the Logistical Support block will need to be checked with “No Support.”
- Date and Place of Hire: What date did you accept the work under this contract? If hired while living in the US, please list the city and state of your residence. If hired while outside the US, please list the city and country.
- Logistics Support (specific privileges can be found in Tables 4-1 and 4-2 of [the USFK REG 700-19](#)):
 - Full: Full-time performance period of 180 days or more, and qualifying dependents are listed.
 - Individual: Full-time performance period is 179 days or less, or full-time performance period is 180 days or more with no qualifying dependents.
 - No Support: IC/TR is part-time. Or, IC/TR already has access to logistics support because they are a dependent of US Military/Civilian or another IC/TR already holding a 700-19. The individuals must be listed as dependents on the sponsor’s orders/700-19. Please note, the approval period under this requested 700-19 cannot exceed the sponsor’s DEROs or the expiration on the sponsor’s 700-19.
- Ordinary Residence: Where were prior to coming to Korea? If IC, employee must be an Ordinary Resident of the US. If TR, employee must NOT be an Ordinary Resident of Korea. [Proof of Ordinary Residence](#) is required as part of this process, and the information listed here will be used to verify that supporting documentation.
- Number of Dependents in Korea: Please complete the Dependent’s section below for each dependent you include in this number. [You may also need to submit Form 700-19B-R-E.](#)
- Duty Address in Korea: Please include Unit, Building Number, and Base/Garrison.
- Duty Phone Number: Self-explanatory.
- Home Address in Korea: If you do not yet have permanent housing, or if you are TDY, please include your hotel’s name and address. Please note, you will need to submit another Form 700-19 to update your Home Address once you move into permanent housing.
- Home/Mobile Phone Number: Self-explanatory.
- Date of Entry: What is the latest date you entered Korea on Official Duty status?
- Port of Entry: Busan, Gimpo, Incheon, or Osan.
- Estimated Date of Departure from Korea: See “Contract Expiration Date,” above.
- Dependent’s Name, Citizenship, Passport No., Relationship, and Port and Date of Entry: Self-explanatory. Additionally, you may also need to [submit a 700-19B-R-E](#) in order to add your dependents.

Completing Part 2

As the Responsible Officer, you are responsible for ensuring complete and accurate submissions of this packet. As such, please review the information in Part 1 to ensure it is accurate and matches the paperwork you are submitting. In particular, please pay special attention to the contract information and SOFA-designation, all SSN and passport numbers are consistent throughout the packet, and that the estimated date of departure and contract expiration date blocks are accurate and identical.

Once you are satisfied that all of the information in Part 1 is accurate and complete, please fill out Part 2 and sign/date.

Once the full 700-19 packet is ready to submit, please save it as a reduced-file PDF, and then [email it to us](#) 45-60 days prior to your deadline. Because of the high volume of packets we receive, please allow at least five business days before contacting us about your submission. After that time, we can be reached at DSN 724-6100.

Information about Part 3

Once FKAQ staff have reviewed your packet and are ready to authorize the SOFA status and logistical support requested, they will place the approval stamp in this section and send the authorized 700-19 to your RO.

Information about Part 4

This section will be completed by the RO in the event the IC/TR ends association with this contract prior to the listed Estimated Date of Departure.

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Copy of Passport Pages and Stamps

Please provide legible scans of the cover page and all stamped pages in your current passport, as well as any passport that may have expired within the last year.

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Proof of US Ordinary Resident Status

This is often the trickiest piece of the 700-19 submission. We need to prove to the ROK that you were established well in the US prior to coming to Korea, because that indicates you will return to the US as soon as your association with the contract is over. Because of this, we need your submission of the below acceptable documents to establish that you are an “ordinary resident” in the address listed on your Form 700-19. For the full set of information on this, please see [Chapter 2-2.e of the USFK Reg 700-19](#).

If Coming from the US:

Acceptable Documentation: we need three different sources of bills, and each bill must contain statements from three different months within the last six months. All bills must have your name, the same address (PO Boxes not acceptable), date (within the last six months) and the usage. A utility bill set can be submitted in your spouse’s name; if so, please provide a copy of your marriage certificate.

- Mortgage payment statement
- Rental agreement
- Gas/Electric/Water bill
- Internet/Direct TV/Cable bill
- Home security bill
- Home phone bill (NOT cell phone)
- Home owner insurance
- Latest tax return with your name and current address
- Current voter registration card with your current address
- Credit/debit card statements in your name and including transactions in your local area/city
- Driver’s License

Unacceptable Documents: these bills are not acceptable because they do not directly tie you to your specific address:

- Cell phone bill
- Auto insurance
- Auto or personal loan statement
- Expired voter registration card, or one with an outdated address
- Credit/debit card statements with no transactions in your local area/city
- Credit/debit card statement solely in your spouse’s name
- Business Cards

If Military currently serving OCONUS

- PCS Orders
- Separation Orders

If Civilian currently working OCONUS:

- PCS Orders from US to OCONUS
- Letter of Resignation / SF50

If Contractor currently working OCONUS:

- Original Offer Letter
- Letters of Authorization

Dependent Hires (No Logistics Support)

- Orders to ROK w/ Dependent listed
- Marriage License or Dependent ID Card
- Sponsor’s DEROS

Special Exception for IC/TR who will be in Korea for less than 30 days: In order to ease the process on your end, we will only require three sources of bills for **one** month within the last six months.

Special Exception for AFE/USO and FMWR Entertainers: In order to ease the process on your end, we will not require the USFK Theater Training; additionally, an affidavit from the Entertainment Company verifying the Entertainer is an ordinary resident of the US will be sufficient proof of Ordinary Residency.

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USFK Theater Specific Required Training Certificate

Please [complete the online USFK Theater Specific Required Training](#) if you don't already have a certificate of completion within the last 36 months from your 700-19's date of submission. At the end of the training, you will receive a certificate. Please ensure your name is spelled correctly on it, then save it as a PDF.

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Adding Dependents: Completing Form 700-19B-R-E

Only IC/TR who will be in the ROK for 180 or more days are able to add dependents to the SOFA request. To make this request, please [complete the USFK Form 700-19B-R-E](#). The instructions are rather clear on the form; please [contact us](#) if you have any questions completing it. Guidelines for dependent support can be found in Section II of the [USFK Reg 700-19](#). Additionally, [here is a memo](#) clarifying full-time student status of a child between the ages of 21-23.

Special Exception for US Citizen Spouses, and Children whose parents are listed both on the birth certificate and 700-19A-R-E: In order to ease the process on your end, we do not need the 700-19B-R-E, as long as you submit all of the required paperwork (e.g. marriage certificate, birth certificates, passports).

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Copy of Previously-Approved 700-19

Please submit a scan of your previously-approved 700-19 that has been stamped in Section 3 with the SOFA authorization.

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Responsible Officer (RO) Appointment Letter Specific to Contract

We need each RO to be officially appointed for each contract by his/her chain of command. [Here is a template](#) to be drafted and signed by the appropriate chain of command.

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Letter of Accreditation

We need a [Letter of Accreditation](#) for each 700-19A-R-E packet submission. Please note:

- The Employee's Name, SSN and Passport Numbers must match those on the 700-19A-R-E, Passport, PMO Check, and Ration Control Check
- Emergency Essential Employees must be identified by placing "EE" before their names (e.g. EE John Smith)
- The start date cannot be before the date on which the 700-19 packet was submitted to FKAQ. As a reminder, it would be against international law (the SOFA) if the IC/TR were to perform work without authorized SOFA designation.
- The Period of Accreditation must be identical to the "Contract Expiration Date" and "Estimated Date of Departure from Korea" blocks in the USFK Form 700-19A-R-E.
- The logistical support listed must match the logistical support identified on the 700-19.
- The RO signs this letter.

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Proof of Funding

Invited Contractor (IC) SOFA designation cannot exceed the fully funded period of performance. As such, Contracting Officers must submit contract documents that indicate 1. The specific dates of the funded Period of Performance; 2. The total cost of that PoP; and 3. The total funding available or obligated for that PoP.

One of the three following documents will be acceptable to prove the contract PoP is fully funded:

1. Signed and released contract by the contracting officer.
2. Notice-to-Proceed from the contracting officer that indicates funding is obligated, will be made available on a certain date, or falls under the Anti-Deficiency Act.
3. Fully funded and approved Purchase Request (PR&C) identifying the accounting line and the requirement plus the DRAFT contract.

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Provost Marshal Record Check

The RO will work with the Provost Marshal Office (PMO) to submit a signed and dated [USFK Form 237-E Provost Marshal Record Check](#). The date of the check must be within 90 days of the 700-19 packet submission. If a derogatory record from an incident in Korea is found as a result of the check, the RO must counsel the IC/TR in writing and provide FKAQ a copy. Based on the severity of the violation(s), the RO may recommend suspended or cancelled privileges in accordance with Chapter 3-4i of the [USFK Reg 700-19](#).

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Ration Control Check

The RO will work with the Ration Control Office to submit a signed and dated [USFK Form 217-E Ration Control Check](#). The date of the check must be within 90 days of the 700-19 packet submission. If a derogatory record is found as a result of the check, the RO must counsel the IC/TR in writing and provide FKAQ a copy. If it is found that repeated violations have been committed, the RO may recommend suspended privileges in accordance with Chapter 3-4i of the [USFK Reg 700-19](#).

Individual ration limit and balance can be checked at: <https://pimsk.korea.army.mil/default.aspx>.

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IC/TR Early Departure Paperwork

In the case that the IC/TR concludes work on the contract prior to the departure date listed on their authorized 700-19A-R-E, the RO will collect all logistical support cards/vehicle registration/CAC provided to the contractor employee and dependents. The RO must complete Part IV of the IC's authorized 700-19 and [email FKAQ a copy](#) within 10 business days.

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Frequently Asked Questions

1. Our contractor recently got married to a third country national. Can they get SOFA designated?

ANSWER: Yes. We will need a Change of Data 700-19 packet with the new spouse's name/information on both the 700-19 and Accreditation Letter. Additionally, we will need a marriage license (in English) and the spouse's passport.

2. How many times do we need to submit a Letter of Counsel for an incident that came up on a Provost Marshal Record or Ration Control check?

ANSWER: If a New Arrival, the Letter of Counsel must be in the packet. If a Change of Data, the Letter of Counsel only needs to be in the packet the first time you submit a 700-19 after the incident took place.

3. When do we need to fill out a 700-19B-R-E form, adding dependents to get SOFA designated?

ANSWER: Invited Contractors / Technical Representatives who will be in Korea for 180 or more days are eligible to add dependents to their 700-19A-R-E SOFA request. This form is required for all dependents except for US citizen spouses, as well as children whose parents are listed both on the birth certificate and 700-19A-R-E. Please remember that we need a marriage license (in English) and passport to add a spouse, and a birth certificate and passport to add children.

4. What do we do if the contractor cannot access the USFK Theater Specific Required Training?

ANSWER: Questions or concerns dealing with Theater Specific Required Training content should be directed to USFK Training at Commercial 1-82-505-736-7368 or DSN 736-7368 (The DSN Prefix for Korea is 315). Problems accessing the USFK Training Module should be directed to the help desk at JKOHHelpDesk@jten.mil or 757-203-5654/DSN 668-5654 if you have not received an account notification in 24hrs.

If the issue is still unresolved before the contractor needs to begin work, please submit the 700-19 packet and, in the email, let us know that the training is an issue. A one-time extension will be granted for the contractor so he/she can complete it during their first week of work in Korea, after they have a CAC.

5. How long do contractors need to be in Korea before they are required to go to Immigrations and get the physical SOFA stamp to go along with their A-3 visa in their passport?

ANSWER: The SOFA stamp must be in the passport within 30 days of the contractor's entry into Korea. Until then, the contractor must carry both the authorized 700-19 and Accreditation Letter on their person at all times.

6. Our contractor was refused legal service, even though it is one of the logistics support items available to contractors, according to the USFK REG 700-19. It seems even more important for non-Emergency Essential contractors, or those with dependents, because they need to prepare the NEO packet. Can you please explain this?

ANSWER: As referenced in the question, USFK REG 700-19, para. 4-3 states "Contractor employees and their dependents may be provided logistics support IAW the US-ROK SOFA, USFK regulations and subject to availability/space available." Tables 4-1 and 4-2 also state that contractor employees meeting the criteria set out in the regulation "may be provided all of the logistics support listed below if properly authorized... unless specifically excluded" by the terms of their contract. Legal assistance is one of the listed support services.

AR 27-3, The Army Legal Assistance Program, para. 2-5 outlines who is "properly authorized" to receive legal assistance. Para. 2-5a(7) only authorizes legal assistance for contractors, and their families, when they are accompanying the Armed Forces outside the US and the Department of Defense (DoD) is contractually obligated to provide this assistance to such personnel as part of their logistical support. While USFK REG 700-19 states the legal assistance may be provided, it does not create a contractual obligation to provide such services. Unless the contract states that DoD will provide legal assistance, they are not eligible under AR 27-3 and not "properly authorized" under USFK REG 700-19.

When legal assistance is "properly authorized," it is limited to ministerial services, power of attorney, advance medical directives, and help retaining civilian lawyers.

NEO is run through the Department of State (DoS), even though it would be carried out by USFK should the DoS ever order it. As such, the Embassy should be able to provide the necessary assistance to prepare NEO packets.