



# UNITED STATES FORCES KOREA INSTRUCTION

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FKPM

DISTRIBUTION: A, B, C, D

USFKI 5200.08

24 October 2024

## INSTALLATION ACCESS CONTROL

Reference(s): See Enclosure F

1. Purpose. This instruction establishes policies and prescribes procedures for access to United States Forces Korea (USFK) installations located in the Republic of Korea (ROK).
2. Superseded/Canceled. This instruction supersedes USFK Regulation 190-7, Installation Access Control (rapid revision), dated 16 July 2021.
3. Applicability.
  - a. This instruction applies to all personnel who are authorized access to any USFK military installation at any time, to include stand-alone military Family Morale, Welfare and Recreation (FMWR) facilities. This instruction does not apply to restricted areas governed by other regulations, training areas, limited access gates used exclusively for movement of military troops and tactical vehicles on and off an installation for training or contingency operations, Republic of Korea military installation with a DoD population that is less than 25 percent of the total installation population, or to Panmunjom and Camp Bonifas, which are United Nations Command (UNC) and ROK controlled areas, not USFK installations.
  - b. Specific provisions of this instruction are punitive, including the knowing use of expired access media (Encl B, subparagraph 10.d), false statements in support of applications for installation access (Encl B, subparagraph 1.b), failure to report a loss of access media within a reasonable period of time (normally 24 hours) (Encl B subparagraph 11.a), failure to provide biometric data when requested by security personnel using Digital Fingerprint Minutia Data (DFMD) (Encl A, subparagraph 12.b.), failure to properly escort visitors (Encl B, paragraph 14), and entering the installation by any means other than at authorized access control points. Failure to comply with these provisions constitutes a violation of Article 92, Uniform Code of Military Justice (UCMJ), Failure to Obey a General Regulation. Failure to comply with other administrative aspects of this instruction may constitute a violation of Article 92, UCMJ, Dereliction of Duty. Personnel subject to the UCMJ who fail to comply with the provisions of this

instruction set forth in the preceding sentences may be subject to punishment under the UCMJ, as well as to adverse administrative action authorized by law and regulation. Persons not subject to the UCMJ who fail to comply with the provisions of this instruction may be subject to adverse administrative sanctions authorized by law and regulation. Violations of this instruction will be referred to the appropriate commanders, directors and/or sponsoring agencies for appropriate action. Commanders, directors and/or sponsoring agencies will consult with their servicing judge advocate, and their civilian personnel advisory center when employees are involved, or the Assistant Chief of Staff (ACoS) for Acquisition Management (FKAQ), USFK, when contractors are involved.

c. This instruction supersedes all supplements and command policies established under USFKI 5200.08, which do not conform to the requirements specified herein.

#### 4. Policy.

a. There are three primary tenets to the USFK installation access control program.

(1) Positive identification of all personnel being granted unescorted access. USFK Defense Biometric Identification System (DBIDS)/Enhanced Security Pedestrian Gate (ESPG) Net Access 1 and Automated Installation Entry (AIE) are the only authorized electronic Physical Access Control System (ePACS) to ensure positive identification and preclude the possible use of counterfeit, fraudulent, or lost/stolen identification to gain entry onto a USFK installation. All persons gaining access to the installation will be scanned in through DBIDS or AIE processed through an installation visitor center.

(2) Registration and control of all visitors.

(3) Special procedures to ensure that access to USFK installations cannot be purchased nor gained solely by membership in a private organization.

b. Area Commanders have overall responsibility for the security of their bases, camps, and installation(s). Security is of paramount consideration. Personal convenience does not provide reason to circumvent or modify the procedures established by this instruction. Area Commanders will ensure the USFK DBIDS / AIE is used to enhance force protection at all installation access control points DBIDS / AIE usage is required as follows:

(1) Area Commanders will ensure access control point security personnel are trained and certified by their respective DBIDS / AIE Site Security Managers (SSM) prior to being issued a DBIDS / AIE user account with DBIDS / AIE user IDs and passwords.

(2) Area Commanders will ensure that all security personnel who use DBIDS / AIE have completed required PII training.

(3) Access control point security personnel will log onto DBIDS / AIE at the

beginning of each shift and log off at the end of each shift, or whenever assuming the access control point duty, using their individually assigned logon information.

(4) Access control point security personnel will use DBIDS / AIE to verify the authenticity of all DoD ID cards and DBIDS / AIE ID card before access is granted. In the event of USFK-wide DBIDS / AIE system failure, components will establish compensatory measures to ensure positive identification and authorization of all personnel accessing their installation. Compensatory measures are not to replace DBIDS / AIE for the purpose of convenience.

(5) Access control point security personnel will use the DBIDS / AIE fingerprint biometric verification function to verify the authenticity of all suspicious or questionable ID cards and passes and to positively identify the sponsor of visitors being signed in and escorted onto a USFK installation.

(6) Security personnel may use DBIDS / AIE, including fingerprint biometric verification, as part of the installation's random antiterrorism program.

(7) DoD law enforcement personnel are authorized to use DBIDS / AIE in support of their installation or activity law enforcement and security missions.

c. Persons reviewing installation access applications and forms who suspect documents may be counterfeit or contain fraudulent information shall notify the local installation law enforcement agency.

d. There is no "one-answer-fits-all" formula to determine access requirements for all installations during each Force Protection Condition (FPCON) (D, C, B, and A). Each installation access approval authority will determine the appropriate "skill mix" (numbers and types) of DoD plus local national personnel, contractors, sponsored guests, and daily visitors to effectively meet operational mission requirements, sustainment requirements, and maintenance of ROK/U.S. alliance requirements at the various FPCON levels. As a rule, FPCON D access for non-DoD personnel should only be granted to those persons whose positions are identified in the installation Antiterrorism (AT) plan as essential to FPCON D. The following group of personnel are automatically granted FPCON D access.

(1) Korean Service Corps employees

(2) Ambulance drivers

(3) Inter-installation bus drivers: inter-installation shuttle, school bus, and Incheon Airport shuttle.

e. Health Protection Condition (HPCON). All personnel, to include DoD personnel, will be assessed for the appropriate Health Protection Condition (HPCON) (D, C, B, A and 0) access level. This is used to establish the highest level of access based upon health conditions and the necessity for an individual to be on a USFK installation during any given HPCON. For additional details regarding HPCON, see DoDI 6200.03 (Public

Health Emergency Management (PHEM) Within the DoD).

f. Mission Essential Civilians. Personnel who are designated Mission Essential Civilian (MEC) based on their armistice and contingency responsibilities must be designated in DBIDS / AIE as a MEC to be granted access during transition to contingency operations, or during elevated FPCON and HPCON. MEC installation pass applicants must annotate the MEC status on USFK Form 82E, Application for Organization-Sponsored Installation/Base Access, and submit a copy of USFK Form 200EK-E, Korean Employee Mission-Essential Position Agreement.

g. IAW paragraph 3.2 of DoD Instruction 5200.08 Volume 3, January 2, 2019, DoD Component heads and Area Commanders shall not require more than one acceptable credential to establish identity as a standard access control process. Intermittent requirements to present additional credentials as a random antiterrorism measure are considered part of an installation's antiterrorism program, not access control.

h. Personnel requesting an exception to policy concerning any in paragraph or appendix and enclosure in this instruction must forward a written request memorandum through O6 level command channels, through the USFK Provost Marshal, (FKPM), Unit #15237, APO AP 96271-5237, to the USFK Chief of Staff (CoS), for final decision. Requests for exception to policy must provide, at a minimum, justification for the exception and include appropriate compensatory measures.

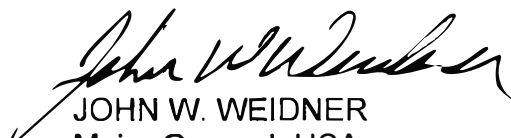
i. Exceptions to policy approved under previous editions of this instruction will expire 90 days from the effective date of this instruction. Requests for renewal of previously approved exceptions must be submitted within 60 days of the effective date of this instruction.

5. Responsibilities. See Enclosure A.

6. Summary of Changes. See Enclosure E.

7. Releasability. This instruction is approved for public release, distribution is unlimited. DoD components other federal agencies, Copies of this instruction may be obtained through the internet from the USFK home page <https://www.usfk.mil/Resources/Publications/> or at <https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/SitePages/USFK-Publications-&-Forms.aspx>

8. Effective Date. This instruction is effective upon receipt.

  
JOHN W. WEIDNER  
Major General, USA  
Chief of Staff

Enclosures:

- A – Responsibilities
- B – Personnel Installation Access Procedures
- C – USFK Installation Debarment Procedures
- D – Access for Designated Country Personnel to USFK Installations
- E – Summary of Changes
- F – References
- GL – Glossary

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## ENCLOSURE A RESPONSIBILITIES

### 1. USFK Chief of Staff (CoS)

a. The CoS, USFK has authority to grant or deny access to all USFK installations, facilities, organizations, units, activities, and agencies. The USFK CoS is also the authority to grant waivers or exceptions to this instruction. Additionally, the USFK CoS has imposing and appellate authority for USFK-wide installation debarment.

b. The USFK CoS delegates to the USFK Provost Marshal (FKPM) the approval authority for multi-area USFK-wide installation access requests for short-term visitors and non-DoD personnel.

c. The USFK CoS, may delegate to the FKPM any requests for exception within this instruction.

### 2. Service Component Commanders

a. Publish and enforce procedures that ensure all personnel assigned or attached to their commands understand and comply with USFKI 5200.08 Installation Access Control. Ensure newly assigned service members, civilians, family members, invited contractors who possess a DoD ID card and will be stationed in Korea update their information in DBIDS / AIE at local Pass & ID office within 30 days.

b. Serve as the approval authority for multi-area component-wide installation access requests for short-term visitors and non-DoD personnel. Approval authority for Component specific installation access requests is the Component Commanders, who may further delegate approval authority.

c. Appoint DBIDS Base Security Officer (BSO) IAW DBIDS SOP.

### 3. Area / Installation / Base / Camp Commanders will

a. Enforce the provisions of this instruction.

b. Review and update supporting procedures within 90 days of the effective date of this instruction. Commanders must obtain the concurrence of their higher headquarters, Staff Judge Advocate (SJA), and the FKPM for Area-specific procedures prior to publishing.

c. Ensure that USFK installations with co-located gates being used for access to ROK military operational facilities (e.g., Kunsan or Osan Air Base (AB), Chinhae (NB), CP Tango, Camp Casey/Kolsan-dong) adhere to the requirements of this instruction, including the use of DBIDS / AIE. Local Pass and ID Office responsibilities and

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procedures will be IAW applicable regulations, policies, and local standard operating procedures (SOP).

d. Establish procedures to retrieve access documents from individuals when they no longer require installation access, when official business relationships are suspended or terminated, or when the access documents have expired. Ensure local civilian personnel offices establish procedures to retrieve all USFK DBIDS / AIE ID cards from separating or retiring local national employees prior to granting final clearance to the employee.

e. Ensure units/agencies seeking installation access for new employees initiate a request for a PMO criminal records and a Korean National Police (KNP) criminal history check/investigation with the area installation pass and ID office prior to issuing USFK access media.

f. Establish installation in- and out-processing procedures to ensure all personnel who possess a DoD ID card, including active duty, civilian employees, and family members, and invited contractors update information in DBIDS / AIE upon initial arrival to the Korea Theater of Operations (KTO), and deregister from DBIDS / AIE upon permanent departure from the KTO. DoD personnel who depart the KTO on a temporary basis during their assignment (TDY, vacation, school attendance, illness, care of a relative, etc.) are not required to deregister from DBIDS / AIE if planning to return to Korea during their sponsor's current tour.

g. Establish authorized access control points for their area of responsibility (AOR) and maintain guarded installation access control points to assist, monitor and control the flow of personnel, cargo, and vehicles that enter or exit.

h. Establish procedures to ensure all imposed or removed USFK/Installation/Area debarment actions are updated in the USFK DBIDS / AIE installation access control system, IAW Enclosure C of this instruction.

i. Coordinate through respective Service Component to the FKPM to ensure all DBIDS / AIE BSO and SSM are trained and certified prior to being granted a user account for access to the DBIDS / AIE information system. BSO and SSMs will then train and certify registrars, installation access control point and visitor center security personnel, and law enforcement personnel prior to being granted user account for access for DBIDS / AIE information system.

j. Area Commander is the approval authority for installation access requests for Designated Country Personnel (DCP) for their respective installation(s). This includes daily and overnight visits. Multi-area requests will be routed through the different area commanders to the FKPM for approval. ETPs will be submitted to the first GO/FO in the respective area commander's chain of command.

4. ACoS, J1. J1 ensures DBIDS / AIE registration and access guidance for personnel

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scheduled for Permanent Change of Station (PCS)/TDY/Temporary Assigned Duty (TAD) to Korea are included in official travel and country clearance instructions.

5. ACoS, J2. J2 identifies countries of counterintelligence concern and provide copies to the components, ensure dissemination to all USFK installations. ACoS, J2 reviews all access requests for Designated Country Personnel (DCP) on the approved Designated Country List (DCL).

6. FKPM. Provides staff supervision and direction for the command's installation access control program.

- a. Serve as proponent for all installation access control policy matters.
- b. Coordinate USFK criminal records checks/investigations with the Korean National Police Agency (KNPA) and provides derogatory information to appropriate law enforcement entities
- c. Review, process, and make recommendations on written requests for exceptions to policy.
- d. Provides DBIDS Service Project Officer (SPO) and Base Security Officer (BSO). Maintains the USFK DBIDS electronic database.
- e. Conduct announced and unannounced inspections of installation access control programs, to include mission and Sponsored Guest pass requesting, processing and approval procedures, Pass and ID Office operations, visitor control procedures, and installation access control point operations, to ensure compliance with DoD and USFK installation access control policy.
- f. Reviews and processes requests for USFK-Wide access passes. The FKPM or Deputy FKPM in the FKPM's absence, is authorized to approve USFK-wide, mission support passes, and short-term visitor passes.
- g. Issues short-term (not to exceed 1 year), Distinguished Visitor (DV) DBIDS ID Card escort passes to ease access requirements for non-DoD DVs who do not possess a DoD ID Card and do not require a permanent pass. DV Cards will only be used by the designated escort officer for official DV escort and will be maintained between escort missions by the using staff agency as a controlled item. In addition, issued USFK-Wide Exercise Cards to non-DoD personnel who do not possess a DoD ID or DBIDS ID (ROK and UNC personnel) for the duration of scheduled exercise. Exercise Cards lack personal identification information (PII), photographs and DBIDS registration data. The Exercise Card only allows for the individual access but not vehicle access. Exercise Card will only be used by the individual assigned the numbered card.
- h. Serves as the office of primary responsibility (OPR) for the USFK DBIDS and all related topics including fingerprint data identification verification procedures. This includes storing and securing the Digitized Fingerprint Minutia Data (DFMD) and

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authorizing the exceptional use of the DFMD for reasons not stated in this instruction.

- i. Process all personnel access documents for use with USFK DBIDS.
- j. Provides USFK DBIDS SSM and BSO training and certification for all headquarters level service components.
- k. Supports U.S. Embassy for Department of State (DoS) access requests to USFK installations.

7. Public Affairs Office (PAO). USFK PAO and component PAOs ensure all civilian or foreign military press personnel requesting installation access are cleared and possess authorized access documents and make certain that all visiting press personnel on a USFK installation remain under constant escort by a PAO representative.

8. Joint U.S. Military Affairs Group-Korea (JUSMAG-K). JUSMAG-K serves as sponsoring organization for installation passes of non-Status of Forces Agreement (SOFA) status individuals who require frequent access to USFK installations in support of United States (U.S.) Government Foreign Military Sales (FMS), direct commercial sales by U.S. defense companies, or business development related to potential FMS or direct commercial sales by U.S. defense companies. The Chief, JUSMAG-K, serves as requesting authority for JUSMAG-K sponsored installation access requests. Processing, approval, and issue of JUSMAG-K sponsored access media will be IAW procedures established for other USFK mission support employees and contractor personnel.

9. Sponsoring organizations for access documents will:

- a. Ensure all personnel sponsored have official business or other sufficient requirement to enter the installation IAW the provisions contained within this instruction.
- b. Retrieve and return all issued access documents to the issuing agency upon expiration or termination of the official relationship or installation access requirement.
- c. Notify local U.S. military law enforcement office if installation access documents cannot be recovered, to update USFK DBIDS / AIE and prevent unauthorized installation access.
- d. Maintain a record of personnel sponsored by the organization along with copies of installation access request documents.
- e. Conduct a semiannual review with the servicing Pass and ID Office to purge files of personnel who have turned in their passes.

10. All personnel requesting unescorted access to USFK installations will:

- a. Register in the USFK DBIDS / AIE database, unless specifically exempted in accordance with this instruction, to include all DoD personnel PCS, TDY, or on leave to

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the ROK.

(1) Other non-DoD personnel must present a valid passport with valid ROK Visa, and will not be registered or granted unescorted access until their pass application has been approved.

(2) Korean citizens will present their Korean identification (KID) card or ROK driver license and will not be registered until their pass application has been approved. Korean citizens will apply/submit USFK Form 82 for installation access.

(3) All other DoD personnel, PCS or TDY, must present their DoD ID card at the time of DBIDS / AIE update along with a copy of their/their sponsor's orders (military sponsor), valid USFK Form 700-19A (Invited Contractors and Technical Representatives Data Report) (invited contractor and technical representative sponsor), letter of employment (DoD civilian employee sponsor), or travel itinerary (DoD personnel visiting the ROK without a sponsor). Access to USFK installations prior to update into DBIDS / AIE requires the presentation to installation access security personnel of an authorized form of DoD identification as defined and authorized in paragraph 3 in Enclosure B, the passport, and the supporting travel documentation. DBIDS / AIE registration DEROS date for non-SOFA status DoD personnel (retirees, family members in Korea without a sponsor, etc.) will be based on the expiration of the Visa stamp in the passport. DBIDS / AIE registration beyond Passport or Visa expiration date may be approved by the USFK Area Commander. SOFA status DoD personnel from designated countries (Enclosure D) will not be granted escort privileges until their security manager or their sponsor's security manager certifies that the USFK J2 has been provided the pertinent DCP information.

**Note 1:** Non-U.S. citizen personnel shall not be permitted unescorted access prior to DBIDS / AIE registration.

**Note 2:** DoD contractors who have not been issued a DoD CAC and those in possession of a non-overseas entitlement DoD CAC shall not be granted unauthorized access nor DBIDS registration until they have been sponsored, vetted, and approved for access using USFK Form 82. Invited DoD Contractors must have overseas entitlement DoD CAC.

b. Consent to the capture of Digitalized Fingerprint Minutia Data (DFMD) under the circumstances listed below. All personnel, except DoD CAC holders, who possess an authorized DoD ID card will provide DFMD while in-processing at their local Pass and ID Office or DBIDS / AIE registration site. Personnel who require access but do not have an authorized DoD ID card must request a DBIDS / AIE ID card Installation Pass. The pass will only be issued after approval by the appropriate authority, IAW this instruction, and capture of the individual's DFMD. Security or appropriate command personnel may require an individual to provide his/her DFMD for identification verification purposes in locations on installation other than the access control point.

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Refusal to provide DFMD is basis for immediate surrender of the individual's DBIDS / AIE ID card and/or grounds for further administrative or judicial action by the command. However, when the request for the DFMD extends beyond merely identifying an individual and leads to a search, coordination with a servicing judge advocate should occur before any search.

c. Carry their USFK individual installation access identity document on their person while on/in a USFK installation or facility. Upon request, present the DoD ID card or DBIDS / AIE ID card to law enforcement or security personnel or to their sponsor. Refusal to present the DBIDS / AIE ID/ DoD ID card to a proper authority is basis for immediate surrender of the DBIDS / AIE ID/ DoD ID card, removal from the installation, and may be grounds for further administrative or punitive action. Exception to carrying USFK individual installation access identity document on their person is when the person unintentionally left their DBIDS / AIE/DoD ID at their resident or other locations and the security guard does a manual lookup for verification.

d. Immediately report lost or stolen access documents to the local Installation law enforcement. In all circumstances, suspected lost or stolen access documents will be reported no later than 24 hours of losing accountability, and in all circumstances will be reported as quickly as possible. This is a punitive provision.

e. Inform the sponsoring organization of any changes in the official relationship that served as the basis for access.

f. Turn in DBIDS / AIE ID card to the Pass and ID Office when expired or no longer required for official business.

g. Maintain supervision / control of all escorted visitors at all times.

ENCLOSURE B  
PERSONNEL INSTALLATION ACCESS PROCEDURES

1. GENERAL

a. Access to USFK installations is restricted to personnel that reside on or have official authorization to enter a USFK Installation. Area Commanders will establish policy governing the inspection and/or search of persons and their possessions upon entry or departure from installations or facilities IAW applicable military service directives. Inspections and/or searches will be accomplished while on government property as a matter of routine to enhance force protection measures. All installation search procedures will be coordinated with the local Staff Judge Advocate (SJA). Signs giving notice of search authority will be posted in both English and Hangul at each entrance to USFK installations or facilities. The signs will be posted and visible from a minimum distance of 50 feet and will contain the information shown in Appendix A to this enclosure at a minimum.

b. All persons desiring access to USFK installations will be truthful in all statements made in support of their applications for installation access and will access installations only at authorized control points. This is a punitive provision.

2. Methods of Access

a. Personnel may be authorized access to USFK installations by one of the following methods:

(1) Present a valid personal ID card valid for the date, time, and installation being accessed. One of the following forms of identification must be presented to gain unescorted access to a USFK Installation. Forms of personal identification other than those listed below will not be accepted.

(a) DoD CAC. Provided to Active Duty Armed Forces, selected Reserves, National Guard members, National Oceanic and Atmospheric Administration, U.S. Public Health Service, Emergency-Essential Employees, Contingency Contractor Employees, Deployed Overseas Civilians, Non-Combatant Personnel, DoD/Uniformed Services Civilians or Contracted Civilians residing in a foreign country for at least 365 days, Presidential Appointees approved by the Senate, DoD Civilian Employees, Eligible Contractor Employees, and Senior Executive Service (SES). Authorizes USFK-Wide installation access.

(b) Uniformed Services Identification Card. A green bar ID card issued to Contractors, a blue bar ID card issued to non-DoD Citizen, and a white ID card issued to all remaining personnel, to include dependents. Authorizes USFK-Wide installation access.

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(c) Uniformed Services Identification and Privilege Cards. A white ID card issued to DoD employees and invited contractors/technical representatives. DD Form 2764 (United States DoD/Uniformed Service Civilian Geneva Convention Identification Card) is issued to personnel with Geneva Convention status. DD Form 2765 (Department of Defense/Uniformed Services Identification and Privilege Card) is issued to personnel without Geneva Convention status, to include honorably “discharged” veterans rated 100 percent disabled by the Department of Veterans Affairs (DVA). Authorizes USFK-Wide installation access.

(d) DoD CAC (blue stripe). Issued to Korean Nationals, ROK military, UNC, United Nations Command Military Armistice Commission (UNCMAC), and Neutral Nations Supervisory Commission (NNSC) supporting USFK missions. Authorizes USFK-Wide installation access.

(e) Veterans Health Identification Card. A White ID card that is issued to U.S. military veterans by the U.S. Department of Veterans Affairs for use of installation facilities.

(f) DBIDS/AIE ID Card. A DBIDS/AIE produced Installation Access Pass that is issued to individuals who are authorized access to specific USFK installations.

(2) Enter at an Enhanced Security Pedestrian Gates (ESPG). Unmanned, automated pedestrian installation access control points are permitted if they require Net Access 1 biometric confirmation for access; provide continuous remote monitoring and communications capabilities; and provide anti-pass-back and anti-piggyback electronic protocols and capabilities. ESPG is standalone system does not connect to the internet nor NIPR and does not connect to DBIDS / AIE. Net Access 1 is its own system. ESPG operations require exception to policy from USFK PMO.

(3) Be temporarily signed onto the installation for periods of 24 hours from the time of issue by an individual who is properly registered in DBIDS / AIE and is authorized escort privileges. Area commanders may establish local policy to reduce or extend the visitor registration period up to a maximum of 120 hours (5 days). Escorted personnel must present one of the following documents to visitor center security personnel for verification of identity and exchange for an escorted visitor pass.

(a) Non-Korean personnel must present a valid passport for short-term visits. The passport will not be retained at the Visitor Center.

**Note:** After security personnel register the information from the passport, the visitor may retain the passport but must exchange another valid form of government issued photo ID, such as driver license, for the visitor pass. If the visitor has no other form of ID, the sponsor may exchange their own photo ID in place of that of the visitor. However, at no time will the sponsor exchange their own DoD/Uniformed Services ID card.

(b) Korean personnel must present an official ROK Government photo ID (e.g., KID card or Lost KID Memo, ROK Driver License, Korean passport, KNP Agency ID card issued to KNP personnel, ROK Military ID, ROK Ministry of National Defense ID, other ROK Government Ministry official ID). With the exception of the passport, all forms of ID must display the individual’s full (13 digit) official ROK ID (KID) number.

**Note:** Only Korean driver licenses where the 7th number of the KID is a 1, 2, 3, or 4



may be accepted as a valid form of identity for visitors (e.g., xxxxxx-1xxxxxx, xxxxxx-2xxxxxx, xxxxxx-3xxxxxx, or xxxxxx-4xxxxxx). Any Korean driver licenses with a KID number other than 1, 2, 3, or 4 in the 7th position shall not be used to verify identity or nationality for visitor personnel, as these licenses are issued to non-Korean personnel.

(4) Be authorized by a pre-positioned memorandum for a one-time event sponsored and supervised by DoD USFK SOFA status personnel for private events, or for multi-day requirements, not to exceed 30-days, to support organization/unit mission (see Enclosure B, paragraph 12)

(5) Enter in a General Officer official vehicle IAW USFK policy memo. Distribution is limited to security personnel.

b. Newly assigned personnel without credentials requiring access to a USFK installation for the purpose of obtaining DoD identification (DEERS/RAPIDS ID Office) must present a valid passport, additional form of government or state/territory issued photo ID, and a copy of their military or government assignment or TDY order. However, these personnel must be escorted into the installation by an authorized DoD/DBIDS/AIE ID card holder with escort privileges.

c. Invited contractors requiring access to a USFK installation for the purpose of obtaining DoD identification must present a valid passport, additional form of government or state/territory issued photo ID, and a valid USFK Form 700-19A-R-E. However, these personnel must be escorted into the installation by an authorized DoD/DBIDS/AIE ID card holder with escort privileges.

d. Approval authorities may implement additional measures beyond those contained in this instruction to further restrict access to all or parts of their installation.

e. USFK DBIDS / AIE Manual Look-up. Installation access may be granted to authorized ID card holder who arrive at an installation access control point without the appropriate DoD or DBIDS ID card in their possession (lost, stolen, left in office, etc.), only after positive personal identification and access authorization through DBIDS database manual lookup, DBIDS authorization profile check, and DBIDS fingerprint verification at an installation access control point with DBIDS Access Control Workstation (ACW). Not all access control points are equipped with an ACW system.

f. Personnel Category Tables for Installation Access. There are two broad categories (DoD and non-DoD) used by USFK to distinguish personnel for access control. Appendix B-1 provides guidance for registering DoD personnel in USFK DBIDS / AIE and Appendix B-2 for requesting and authorizing installation access media for non-DoD personnel. Pass requesters and approval authorities will evaluate each pass request based on its own merit when reviewing requests to grant access to non-DoD personnel.

g. In USFK, law enforcement (LE) badges and credentials are not an authorized identity credential for installation access.

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### 3. Categories of Personnel

#### a. SOFA status personnel

- (1) Active-duty members of the U.S. Armed Forces.
- (2) DoD civilian employees.
- (3) Invited contractors and technical representatives (SOFA status must be verified by USFK Form 700-19A-R-E).
- (4) Authorized family members of sponsors who fall into the three categories above. Authorized family members include a DoD employee's spouse; children who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support; dependent parents, including step and legally adoptive parents of the employee's spouse; and dependent brothers and sisters, including step and legally adoptive brothers and sisters of the employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

#### b. Non-DoD status Personnel Supporting the Mission.

(1) Employees. All personnel who are employed by USFK but not entitled to one of the DoD ID Cards listed above. Personnel in this category may be issued a DBIDS / AIE ID Card associated with their employment/services provided to USFK. These specific procedures apply to:

(a) Direct Hire Korean General Schedule (KGS) and Korean Wage Board (KWB) employees.

(b) The Exchange and Defense Commissary Agency (DeCA) employees.

(c) Non-Appropriated Fund (NAF) Employees.

(d) USFK Korean Employee Union officials. Only those accredited National Level Union Leaders who are authorized to conduct union related duties and responsibilities during their official USFK paid duty time may receive USFK-wide access. Other union officials are not authorized escort privileges or installation access areas based on union activities. Pass expiration date will not exceed the elected term of office for the union official.

#### (2) ROK Military.

(a) Command Sponsored. Military members of the ROK Armed Forces who are assigned or attached to United Nations Command Military Armistice Commission (UNCMAC), Headquarters (HQ), Combined Forces Command (CFC), or a

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USFK command, to include the Eighth Army ROKA Support Group, Eighth Army Deputy Commanding General of ROK (DCG-R), 7AF and 2ID/RUCD, their command-sponsored immediate family members (spouses and children age of 18 and below).

(b) Non-Command Sponsored. Members of the ROK Armed Forces who are not assigned or attached to HQ CFC or a USFK command, but who are required to frequently access specific U.S. installations to perform official business.

(c) Civilians employed by the ROK Armed Forces and directly assigned or attached to HQ, CFC. Wartime essential ROK Ministry of National Defense (MND) civilians may be authorized access to multiple USFK installations based on their armistice military duties, responsibilities, and contingency duty locations, as justified in the pass application. Other civilians employed by the ROK Armed Forces for local administrative support may be granted access only to their current duty location. This includes ROKAF civilians assigned and working on Kunsan AB and Osan AB.

(3) Korean Augmentation to the U.S. Army (KATUSA). This program is unique to U.S. Army forces in Korea. The Eighth Army KATUSA Program Manager, in the capacity as proponent for the KATUSA program, will serve as liaison to the FKPM, Security Division, for all matters pertaining to KATUSA access.

(4) Korean Service Corps (KSC). Korean Service Corps employees are direct hire employees who perform vital support functions throughout USFK. The provisions of this section complement those for KGS or KWB employees.

(5) Department of State Personnel (U.S. Embassy-Korea). Personnel assigned to or on duty with the U.S. DOS, U.S. Embassy-Korea, or in an U.S. Diplomatic or consular post and their immediate command sponsored family members who require access to a USFK installation.

(6) Contractors/Technical Representatives (Based in the United States). U.S. citizens contracted to work for DoD in the USFK AOR, but who do not meet the requirements of USFK Regulation 700-19 for invited contractor or SOFA status.

(7) Contractors/Technical Representatives (Living in Host Country). Korean nationals or third country nationals who reside in Korea, and are contracted to work for the DoD for a specified period in the USFK AOR.

(8) Vendors. Individuals or organizations authorized to sell merchandise or provide services on USFK Installations.

(9) Allied Nation Military. Includes UNCMAC, UNC Sending States, Neutral Nations Supervisory Commission (NNSC), and other third country military. Non-U.S. military personnel assigned to UNCMAC or the NNSC and their respective command sponsored dependents are granted installation access authorizations equivalent to those of DoD and SOFA status personnel. This category also includes UNC Sending

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States and NNSC member nations' ambassadors, deputy chiefs of mission, Sending State Liaison Officers, their spouses, and immediate family members that accompany them, and civilian employees who may require access to USFK installations in the performance of official duties. Access authorizations for ambassadors, deputy chiefs of mission, their spouses and immediate family members who accompany them and civilian employees will be based on their official duties in support of the allied nation militaries and may include authorizations up to the equivalent of those of DoD and SOFA status personnel.

(10) ROK Fire and Medical Services. ROK fire/emergency services and medical services personnel who require frequent access to a USFK military installation to provide services in support of a local MOA or MOU.

(11) Volunteers. Qualifying service includes scheduled and recurring volunteer service in support of an established appropriated or non-appropriated fund community service activity (e.g., Red Cross, chapel musician, hospital patient escort/aid, intern, etc.). The sponsor, requestor, and approval authority must consider the nature and frequency of the individual's volunteer service to the military community when deciding whether unescorted access should be granted under the Volunteer category. The test for volunteer service is whether it is being performed on a frequently recurring basis (e.g., weekly) as part of a scheduled service activity. Access approval and vetting procedures for volunteers are equivalent to those of local non-DoD contractors.

(12) Chauffeurs. Personnel employed as non-DoD drivers may be issued a red stripe DBIDS / AIE ID card to permit escorted access, subject to approval by the Area Commander. To obtain a pass for their chauffeur, an applicant must submit proof through their sponsor and requester to the approval authority that the individual is in fact employed as their chauffeur. If granted, chauffeur passes are not valid for unescorted access to USFK installations. The employer's name and ID number will be recorded in the remarks section of the pass and the employer must be with the chauffeur whenever the chauffeur is accessing a USFK installation. The chauffeur is permitted to remain unescorted with the vehicle or in a designated waiting area outside the location where the employer is attending a meeting, function, or event for the duration of the event.

c. Other Non-SOFA Status Personnel.

(1) Sponsored Guests. Non-DoD personnel granted access to USFK installations in support of various command programs, including the Good Neighbor Program (USFK Regulation 360-4), whose physical presence serves to advance the ROK-U.S. alliance.

(a) Department of Defense Education Activity (DoDEA) non-SOFA, non-DoD, Students, and their Adult Emergency Contacts. Requests for installation access by DoDEA non-SOFA, non-DoD, status space available students and their adult emergency Points of Contact (POCs) must be processed IAW Enclosure B, paragraph

6 below, Special Rules for Sponsored Guest Access. Sponsored guest approval authorities may grant a maximum of 2 additional unescorted access passes per family of non-SOFA space available DoDEA students to adults who are identified as emergency contact POCs. Unescorted access passes for DoDEA emergency POCs will only be approved for the installation on which the DoDEA school is located.

(b) Honorary Club Members (HCM). Individuals granted access to a specific installation for the purpose of using a non-appropriated fund activity to which they have been granted Honorary Club Membership, IAW the ROK-U.S. Honorary Club Agreement, 141<sup>st</sup> JC, 1981. This category only includes the individual HCM who is included in the allocated HCM membership quota under the ROK-U.S. SOFA for the club where they are granted membership. Spouses, family members, drivers, or other associates of the HCM shall not be granted installation access under this category.

(2) Personal Service Employees. This category includes Korean citizens, or resident aliens whose immigration status authorizes them to be employed as personal service employees (nannies, maids, gardeners, drivers, etc.), who are hired by SOFA status USFK personnel, by USFK units/organizations, or by ROK military personnel who reside in family housing on a USFK military installation. DoD SOFA status and DOS U.S. Citizen employee sponsors may personally sponsor and request access for a maximum of two (2) personal service employees per household. Personal service employees are not authorized escort privileges. Access requires approval by the Area Commander.

(3) Short Term Visitors. Personnel visiting assigned members of USFK, DoD, DoS, UNC or other civilian employees may receive a pass not to exceed 89 days. Request should be submitted to local servicing Pass and Identification Office no later than 30 days of the visit start date or approval may not be completed in time for the visit. DoD or DoS sponsors of unofficial visitors may personally sponsor and request short term visitor passes. Approval authority for a short-term visitor pass to a single Installation or Area belongs to the Area Commander in the grade of O-5 or above, who may in turn delegate approval authority. Approval authority for USFK-Wide short term visitor pass is the USFK PM.

(4) Non-SOFA DoD ID card holders. This category includes DoD local contractors, DoD local national employees, DoD Military and Civilian Retired (Not Dual Status), Survivor of Deceased DoD ID card Member, geographically separated family members of non-SOFA status DoD ID card holders, and other DoD personnel who do not have SOFA Status.

(5) TDY local employees. Employees with a valid personal DBIDS / AIE ID card and TDY orders can access an installation at the designated TDY location outside the normal access area, days and hours as indicated on their pass, if the access is consistent with the designated TDY mission. TDY orders must identify the specific dates and locations of travel. Blanket TDY orders will not be valid for installation access.

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(6) Commercial Life Insurance or Mutual Fund Solicitor (CLI&MF). An individual authorized to solicit and sell Commercial Life Insurance (CLI) or mutual funds (MF) on USFK installations pursuant to the requirements of DoD Instruction 1344.07.

(7) Non-DoD family member. This category includes the following:

(a) Adult children, parents, and parents-in-laws of SOFA-status DoD personnel, who are not recognized as a DoD authorized dependent, but who are residing in Korea with a SOFA status sponsor. The DBIDS / AIE ID card may be sponsored and requested by the SOFA status sponsor. Sponsor must submit relationship verification document such as birth certificate or marriage certificate.

(b) Non-DoD family members of deceased service members who are accessing DoD resources as part of the Survivor Outreach Services (SOS) Program. The DBIDS / AIE ID card may be sponsored by the installation SOS program coordinator.

(c) DoD civilian retirees. The DBIDS / AIE ID card will be requested by the DoD civilian retiree to the Area Commander. Approval and sponsorship authority is the Area Commander for their specific area. USFK-Wide request must address extenuating circumstances. USFK PM will be approval and sponsorship authority. DoD civilian retiree must provide proof residency, VISA, valid form of government photo ID, and SF 50 certificate or equivalent.

(d) Spouse of a retired DoD civilian employee who resides in Korea. The DBIDS / AIE ID card may be requested by DoD civilian retiree to the Area Commander. Approval and sponsorship authority is the Area Commander. Spouse must provide proof residency, VISA, valid form of government photo ID, a copy of the spouse's DoD civilian retiree DBIDS / AIE ID card as well as a copy of the marriage license/certificate with the application.

(e) Non-dependent family member of Korean military personnel who reside in family housing within the geographical confines of a USFK military installation (e.g., ROKAF family housing on Osan Air Base).

#### 4. Pass Application Procedures

a. Sponsors will complete and sign Application for a USFK Installation Pass, USFK Form 82 (Application for Installation Pass), available electronically at <https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/SitePages/USFK-Publications-&-Forms.aspx> Applications must be completed in English using standard American measurements (for example 70 inches/ 200 lbs). Applications will be completed to issue an initial DBIDS ID card (First-time pass), to renew a pass that has expired or is about to expire, or to request update changes to approved access authorizations. Application for installation pass must be submitted as follows:

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- (1) Single installation access request: 30 days prior to the first access date.
- (2) Two area installation access requests: 60 days prior to the first access date.
- (3) Three or more area installation access request: 60 days prior to the first access date.

b. For all non-DoD/non-SOFA status personnel, the following rules apply:

(1) Sponsoring Organization. The sponsoring organization for all non-DoD personnel who require a DBIDS/AIE produced DBIDS / AIE ID card to gain access to USFK installations must be an U.S. organization assigned to, attached to, or supporting USFK and not a specific person (except short term visitors, personal service employees, and family members). For purposes of sponsorship, this includes the Exchange, DeCA, General Services Administration (GSA), and the Corps of Engineers Far East District. For ROKAF personnel assigned to Kunsan AB and Osan AB, ROKAF squadron level and above units will serve as the sponsoring and requesting units (ROKAF squadron level and above commanders are authorized to sponsor and request installation access for their personnel). For contractors, the requiring or using activity will serve as the sponsoring and requesting organization, and all requests will be coordinated with the contracting officer representative who will validate the status of the contract prior to consideration by the approving official. Contract sponsors will carefully consider contractor requests for escort privileges and ensure there is a valid need prior to submitting the pass request. Sponsor will add the following statement in Block 14. "Contract Number XXXXXXXXXXXX has verified with the Contracting Officer that the contract is funded and start date is day/month/year and end date is day/month/year.

(2) Applicant Category. An applicant's category will determine the type of installation pass that may be issued and the associated restrictions. Personnel will not possess more than one type of DBIDS / AIE ID card installation access document. Personnel entitled to a DoD ID card will not receive a DBIDS / AIE ID card.

(3) Criminal History Checks. Criminal history checks are used to determine if an applicant is a security risk. Criminal history check requirements are based on an individual's category. Local Pass and ID Officials will check and verify that a criminal history check has been completed, or when applicable that a criminal history check has been initiated. KNP Personal Data Consent Form must be submitted with the USFK Form 81/82 on all personnel requiring a KNP criminal history check.

(a) Completed criminal history checks are valid for three years. Passes may be renewed for existing pass holders who have completed a local military law enforcement name check and a new KNP criminal history check.

(b) Criminal history checks in USFK consist of the following: A local check through the U.S. military law enforcement agency, KNP and as required, an additional

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check through the National Crime Information Center (NCIC):

1. Local U.S. military law enforcement agency. Required prior to initial issue of an Installation Pass, prior to renewal and update of an Installation Pass.

2. Korean National Police Check.

a. Valid up to three years. This check is performed by a designated KNP division as agreed between USFK and KNPA. Permanent passes may be issued and renewed if an updated KNP check has been completed and the required local U.S. military law enforcement agency is completed.

b. KNP Criminal History Checks that result in derogatory information result in notification to sponsor / employer of the unfavorable information. If the sponsor / employer's decision is to continue employment for the applicant, the USFK Form 82 must be resubmitted and in Block 14 (Justification) list the offense(s) for his or her decision as no impact on employment to the sponsor. If the sponsor / employer decides not to sponsor the applicant, then appropriate action to notify the employee will be made by the sponsor. The employee's access authorizations may be amended or revoked; the approval authority may also immediately suspend unescorted access privileges.

3. NCIC. Non-DoD civilians receive a NCIC criminal history check through appointed/designated service component representatives.

4. Additional criminal history check requirements J2X check for non-DoD Designated Country Personnel (DCP) are specified in Enclosure D of this instruction.

(4) Days and Times Access is required. Requested days and hours of access must be consistent with the official relationship and duties of the individual.

(5) Escort Privileges. Escort privileges granted to all non-SOFA members, except Good Neighbors, are for official business only. Requested escort authorizations must be consistent with the official relationship and duties of the individual. The maximum personnel escort authorizations that may be approved are specified in Appendix B to Enclosure B. Short term visitor pass holders are not authorized escort privileges.

(6) Force Protection Condition (FPCON) Restrictions. DoD ID card holders are authorized access during all FPCONs. For non-DoD ID card holders, the highest required FPCON will be requested by the sponsoring organization and, as approved, reflected on the DBIDS / AIE ID card. DBIDS / AIE registration offices will limit FPCON access to BRAVO if not specified by the sponsoring organization. During FPCON C or D, routine visitor operations will cease. Additional restrictions on installation access may be directed by the Commander, UNC/CFC/USFK, component commanders, or

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area commanders. When an Installation, Area, or USFK is at FPCON C or D, only personnel with the corresponding authorized FPCON C or D access may enter an installation.

(7) Health Protection Condition (HPCON) Restrictions. DoD ID card holders are authorized access during all HPCONs. For non-DoD ID card holders, the highest required HPCON will be requested by the sponsoring organization and, as approved, reflected in the remarks section of DBIDS / AIE. DBIDS / AIE registration offices will limit HPCON access to BRAVO if not specified by the sponsoring organization. When an Installation, Area, or USFK is at HPCON C or D, only personnel with the corresponding authorized HPCON C or D access may enter an installation.

(8) Mandatory DBIDS / AIE Registration. All USFK installation access passes will be processed and recorded using USFK DBIDS / AIE, which provides a centralized database to record personnel access authorizations, and an identification verification system based on DFMD.

## 5. Special Rules Pertaining to Sponsored Guest Access

a. In sponsoring, requesting, or approving access, the sponsor, requesting authority, and approving authority must be acting in their official capacity and not as a member of a private organization. Commanders or civilian employees serving as an officer of a private organization shall not sponsor, request, or approve access under this provision in any capacity.

b. The sponsor for an individual considered for installation access will be, at a minimum, an O-5 or higher or their GS-14/15 or equivalent deputies when acting as an assigned commander. The requesting authority must be an O-6 commander. An O-6 commander sponsor may act as requesting authority as well. O-6s serving on primary and special staffs of general officers may be granted authority to sponsor as an exception to policy based on a proven need in support of USFK's Sponsored Guest Program. The following positions, when filled by an O-6/GS-15 or SES, are granted permanent authority to sponsor and request Sponsored Guest passes:

(1) Executive Officer to the Commander, USFK.

(2) Special Assistant to the Deputy Commander, USFK.

(3) Deputy Commanders and CoS, USFK Service Component Commands; 8A, 7AF, CNFK, MARFOR-K, Space Force Command Korea (SPACEFOR-KOR), and Special Operations Command Korea (SOCKOR).

(4) Deputy Commanders and Chiefs of Staff, 19th Expeditionary Sustainment Command (19ESC), and 2nd Infantry Division (2ID).

(5) Deputy/Vice Commanders: U.S. Army Garrisons, USAF Wings, and USAF Mission Support Groups.

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- (6) Provost Marshal, USFK and Eighth Army.
- (7) Public Affairs Officer, USFK and G9, Eighth Army.
- (8) Command Chaplain, USFK and Eighth Army.
- (9) G37 TREX, Eighth Army.
- (10) USFK Staff Principals and their Deputies, O-6 and above.

c. Sponsors will provide sufficient and appropriate justification when requesting escort privileges for the applicants. The justification for granting escort privileges must also be related to the conduct of on-installation community support activities or other events in support of USFK's Program.

d. The approving authority for Sponsored Guest passes is Area Commander.

#### 6. Sponsoring Official and Requesting Authority Requirements

a. Sponsoring Officials. Official sponsors for the USFK Form 82 (Application for Organization-Sponsored Installation Pass) must be U.S. government military or civilian employees O-3/GS-9 or equivalent or above. Only U.S. DoD and DoS employees or their chain of command may submit requests for non-DoD individual access documents to an approving authority for consideration.

b. Requesting Authorities. The Requesting Authority for mission support installation and volunteer passes must be a commander or deputy commander O-4 or above, principal staff officer O-4 or above, or civilian directors GS-13 or above or equivalent. In field grade commands that have no military deputy, authority may be delegated from the commander to their civilian deputy (GS-14/15) or equivalent. Contract Administrators (by job title and official position classification), GS-14/15, may serve as Requesting Authority for contractor passes specifically related to the contracts they administer. These authorities may not be further delegated. Only U.S. DoD and DoS employees or their chain of command may submit requests for non-DoD individual access documents to an approving authority for consideration. Requesting Authorities will ensure the USFK Form 82 (See Appendix D to Enclosure B) provides written justification for the pass, to include Access area, FPCON, HPCON, Escort privileges, Hours and Days authorizations on Initial, Renewal, and Update requests.

c. Below are exceptions to minimum Sponsor and Requesting Authority requirements.

(1) In cases where guidance in this policy causes the requesting and approval authorities to both be the Colonel or Captain (O-6) Area Commander, the requesting authority may be delegated to the Deputy Commander (O-5 or civilian equivalent).

(2) DoD activities with no military commander/activity director in Korea may designate their DoD civilian O-5/O-6 equivalent activity heads to be the requesting authority [e.g., Army Air Force Exchange Services (AAFES), Defense Commissary Agency (DeCA), General Services Administration (GSA), Defense Logistics Agency (DLA), USFK SOFA Secretariat].

(3) Sponsored Guests.

(4) Personal Service Employees, Short Term Visitors, and non-DoD family members residing with SOFA Personnel. May be personally sponsored and requested by U.S. government military or civilian employees. See Encl B, subparagraphs 4c(4), 4c(5), and 4c(8)(a)-(d). Use USFK Form 81 (See Appendix C to Enclosure B) for these types of DBIDS / AIE ID card requests. Follow USFK Form 82 processing procedure.

(5) UNC Members who reside on military base housing are authorized to sponsor and request personal service employee and short-term visitor passes to his/her on-base housing.

d. The Requesting Authority ensures pass authorization requests do not exceed the guidance contained in Appendix B to Enclosure B.

e. The Requesting Authority submits to the local Pass and ID Office the completed USFK Form 82 signed by the sponsoring official, KNP Personal Data Consent Form, a copy of a valid official government photo identification of the applicant KID card for KNs, copy of the valid passport including the Visa stamp for non-KNs, and a copy of the previous DBIDS / AIE ID card, if applicable. Requesting Authorities provide a signature card (DD Form 577, see Appendix E to Enclosure B) that must be signed digitally by Appointing Authority (block #13) and signed digitally and manually (inked signature, no stamp signature) by the Appointee (block #16a and 16b) to the local Pass and ID Office for personnel authorized to request the DBIDS / AIE ID card. Additionally, provide a signature card (DD Form 577) to the service components and USFK Pass & ID office to verify and sign USFK Form 82 (Application for Organization-Sponsored Installation Access Pass).

f. The Pass and ID Office present the application to the Approval Authority for processing and approval prior to issuing a pass.

7. Derogatory Information. Sponsoring Officials, Requesting Authorities, or Approval Authorities may disapprove or revoke access document requests for individuals whose criminal history check reveals derogatory information or for individuals who failed to report infractions discovered during the criminal history check process.

8. Renewal Procedures

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- a. All renewals must be submitted using USFK Form 82.
- b. If there are any changes to DBIDS / AIE registration data (e.g., Unit/organization, contact info, access area, FPCON, escort authorizations, days/hours authorized, etc.), the sponsor and requesting authority must provide full explanation and justification for any changes from previous access authorizations.
- c. Submit renewal requests no later than (NLT) 60 days prior to the expiration date of the current pass. Failure to submit 60 days prior may cause a delay in approval and issuance of the pass.
- d. Deliberate possession and use of an expired DBIDS / AIE ID or DoD issued Common Access Card (CAC) may be the basis for adverse administrative action, including debarment from all USFK installations. This is a punitive provision.
- e. Non-DoD employees who are reaching the mandatory retirement age will only be renewed until the mandatory retirement date. If the employee's employment is extended beyond the mandatory retirement date, employment extension approval must be submitted for DBIDS / AIE ID card renewal.

9. Reporting and Processing Lost, Stolen or Damaged Installation Access Documents:

- a. Immediately report any lost or stolen DBIDS / AIE ID card to law enforcement (LE) personnel. The LE Desk will document this report using respective Service Component procedures and forms. These forms serve as notice of lost installation access media and a tool to assist Pass & ID Offices in tracking the number of replacements USFK Form DBIDSs used during a given period. Pass & ID Offices or LE Desks will update DBIDS / AIE to identify lost/stolen ID cards and USFK installation passes. In all circumstances, suspected lost or stolen access documents will be reported no later than 24 hours after losing accountability.
- b. The individual must present their respective Service Component, and a memorandum from the individual's sponsoring official (O-3/GS-9 or above) to the Installation Pass & ID Office to receive a replacement DBIDS / AIE ID card or Installation temporary issue pass. CFC and RSG military personnel must have the lost pass memorandum signed by the first ROK LTC/O-5 or above in their chain of command as well as by their U.S. sponsor. The documents acknowledge that the sponsoring chain of command and law enforcement officials are aware of the lost pass and identify any restrictions for the replacement pass. The expiration date will remain the same as established by the original approved application.
- c. An unserviceable DBIDS / AIE ID cards may be exchanged at any local Pass and ID Office. The individual must appear in person and turn in the unserviceable pass. The expiration date will remain the same as established by the original approved application.

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## 10. Pre-Positioned Memorandum

a. In accordance with the guidelines contained in this paragraph, pre-positioned memorandum may be used to either increase personnel escort privileges or obtain one-time unescorted access for command-sanctioned special events hosted by senior military officials.

(1) Increased escort authority. Upon request to local installation, increased personnel escort privileges may be authorized for either a single one-time event hosted by U.S. DoD SOFA status personnel for private events; or for multi-day requirements, not to exceed 30-days, to support organization/unit mission. A prepositioned memorandum must be submitted to exceed the limits established in appendix B to enclosure B. Visitors must be always escorted while on USFK installations. Examples of a basis prepositioned memorandum include, but are not limited to:

(a) Large social event, such as an anniversary party or wedding, to allow DoD ID card holders and DOS U.S. employees and family members to escort more than four nonaffiliated personnel to events. Visitors' entry and exit must be logged in at the installation visitor center.

(b) Special event religious activity, to allow DoD ID card holders to escort more than four nonaffiliated persons to an on-base religious activity. Visitors' entry and exit must be logged in at the installation visitor center. Special function hosted by installation schools, education offices, or community services activity. Visitors' entry and exit must be logged in at the installation visitor center. Children verified as under age 12 are exempt from the need to be identified on the memorandum

(c) Short term contract work where submission of permanent installation access pass is not efficient. The maximum length of the work period will not exceed 14 days. Escort to escorted person ratio will not exceed 1:10 and the escort for contract workers must be present during the entire period of work. Escort must be a DoD or DBIDS / AIE ID card holder with escort privileges. Visitors' entry and exit must be logged in at the installation visitor center.

(2) Unescorted access authority. Unescorted access may only be granted for one-time official functions that are command-sanctioned special events hosted by a senior military officer, O-6 or higher. When unescorted access is approved for an official function, a member of the sponsoring organization must be present at the access control point to facilitate identification and access of the visitors.

b. A pre-positioned memorandum will include:

(1) Name of individual(s) desiring access.

(2) Nationality of individual(s) desiring access.

(3) KID, SSN, or passport number(s).

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(4) If applicable, vehicle make, model, license plate, and insurance information.

(5) Date, time, and location of the event.

(6) The point of entry/exit onto the installation. The entry point must be a designated visitor's center, unless unescorted access is approved for an official function hosted by a senior military officer.

(7) The name of the host organization or agency, point of contact and POC's telephone number include official e-mail address.

(8) Name and telephone number of the designated escort or member of the sponsoring organization who will be present at the installation access control point.

c. Routing and approval for prepositioned memorandum.

(1) Increased escort authority. Requests for increased escort authority including DCP will be submitted by the sponsor/event organization to the Area Commander for approval.

(2) Unescorted access memorandum. Requests for unescorted access including DCP will be submitted by the host or event organizer (O-6 or above) of the official function to the Area Commander for approval.

(3) Approved memorandum will be forwarded from the servicing Pass and ID Office to the designated visitor center/entry point and a copy provided to the requestor.

d. Approval authorities for pre-positioned memorandum.

(1) Approval authority is the Area Commander (O-5 or above).

(2) During the commander's absence, approval authority may be assumed by the deputy commander, when appointed on orders.

(3) For general officer level functions, the Director of Emergency Services (DES) (or service component equivalent) may approve short notice requests for a prepositioned access memorandum in the event the above approval authority cannot be contacted, in person or telephonically, for approval. The DES will inform the Commander of the access decision as soon as practicable.

e. Approval authorities ensure a local component law enforcement name check is conducted for each person on the memorandum prior to approving the memorandum.

f. Approval authorities shall not permit escorted or unescorted access for DCPs without an approved exception to policy signed by Area Commander.

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g. The prepositioned memorandum should not be used for the same individuals beyond 30 days limit. For all visitors needing/requiring routine access, sponsors should pursue a USFK Form 81/82 following procedures outlined in Encl B, paragraph 5.

#### 11. Installation Open House Events

a. Area Commanders are authorized to host open house events at their installations provided the following criteria are met:

(1) Complete a current threat and risk assessment of the installation and the event location.

(2) Conduct aggressive random antiterrorism measures (RAMs) during the approved unescorted access hours to deter potential criminal or terrorist activities from occurring during this timeframe.

(3) Identify designated entry and exit access points to the installation and open house site.

(4) Thoroughly brief all security personnel at the access control points on authorized forms of identification (KID, Driver's License or Passport) for this open house event and procedures for preventing access of DCPs.

(5) Monitor and control the numbers of arriving and departing personnel to ensure size does not exceed a reasonably manageable level, given the location of the activities and security measures in place.

(6) Establish an on-call (response force) security element to respond to any threat or security violation within the installation during the encompassing times of the event. Coordinate with local law enforcement to ensure sufficient forces are prepared and standing by in the event of an unscheduled political or other demonstration.

b. Area Commanders are the approval authority for open house events on their installation. In the absence of the Area Commander the Deputy Commander may approve open house events.

#### 12. Visitor Control Program

a. Visitors must be registered and always escorted while on a USFK installation. Escorted visitor registration period is 24 hours, by which time visitors must either be reregistered by an authorized escort or deregistered by their escort, or a designated DoD ID card holder and exit the installation. Area Commanders may grant exceptions to the 24-hour limit or establish local policy to reduce or extend escorted visitor hours and time limits up to a maximum of 120 hours.

b. Area Commanders will take action in cases where visitors are left uncontrolled

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by their sponsor, or a designated DOD ID card holder. At a minimum, the sponsor who signed the visitor onto the installation will lose the ability to escort visitors onto USFK installations for not less than 30 days. Area Commanders may set a standard of greater than 30 days.

c. The following procedures apply on USFK installations:

(1) DoD ID card holders (age 16 and above) are authorized to escort personnel onto the installation unless otherwise restricted by this instruction or by an authorized commander. Escort restrictions, if applicable, are listed in appendix B of this enclosure.

(2) When authorized, escort privileges for non-DoD ID card holders are indicated on the USFK DBIDS / AIE ID card.

(3) At FPCON C or D, routine visitor operations will cease. If an individual who is not authorized installation access at FPCON C or D requires access to support mission essential operations or alliance sustainment, a DoD or DoS ID card holder with appropriate authorizations must register and escort the individual the entire time they are on the installation.

(4) Visitor escorts, or a designated DoD ID card holder will register/deregister all visitors in DBIDS / AIE at designated visitor centers. The same visitor center will be used for both entry registration and final exit deregistration. The sponsor/escort, or a designated DOD ID card holder will maintain positive control of the visitor pass at all times. During the 24–120-hour visitation period, short-term visitors may enter and exit through any gate, however when the registration period has expired, they must deregister their guest at the same visitor registration center where they were first registered. Visitor centers or designated gates throughout USFK will register the sponsor and the visitor in the USFK DBIDS / AIE access control database and issue a DBIDS / AIE produced installation visitor pass for the escorted person. In the event the DBIDS / AIE system is not available, the visitor center will maintain a written visitor log and include, at a minimum, the pass number, visitor's name, KID/SSN/passport number, sponsor's name and ID number, sponsor's organization, primary destination for the visit, time of entry and time of exit. One of the following forms of official government photo ID card must be used for identification verification of the visitor.

(a) Non-Koreans must use their valid government issued passport for identification purposes and verification of nationality for screening against the Designated Country List (DCL). Additional information on the DCL is found at Enclosure D.

(b) Korean civilians, over the age of 18, will use their Korean Identification (KID) card, official ROK driver license, or ROK national passport.

(c) Koreans, ages 12 to 17, may use a school pass or a Korean Registration Certificate as an acceptable means of photo ID. Children under the age of

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12 do not require an ID, temporary pass, or registration in DBIDS / AIE, when escorted by an authorized DoD ID card holder with escort authorizations. However, these children are counted as a part of the sponsor's escort limit.

(d) ROK government officials may use a MOFA, MND, KNP, or other official government photo ID, as long as the KID number is displayed on the official government photo ID, in addition to the above listed forms of ROK ID.

(e) ROK military personnel may use their valid ROK military ID (if KID number is displayed on it), KID, ROK driver license, or ROK passport.

(5) Following identification verification, the escorted person will leave their photo ID with security personnel in exchange for the DBIDS / AIE produced visitor pass. No mobile ID on cell phones will be accepted for exchange. The photo ID must meet the specifications as listed in Encl B, paragraph 2.a.(4) Note 2. Passports will not be used for the ID exchange. If a passport is used to verify the visitor's nationality, another form of their valid photo ID, for example a driver license, must be exchanged for the visitor pass. If the escorted person has no other form of photo ID except the passport, the visitor's escort may leave their photo ID in exchange for the pass. This procedure is in place to ensure sponsors' accountability of visitors, and to ensure visitors do not exceed their approved visitation period (24-120 hours).

(6) Escorted visitor personnel found on the installation without their escort are trespassing and will be detained by law enforcement personnel, processed, released to civilian police authorities, and may be subject to subsequent installation debarment. The sponsor/escort will also be subject to possible adverse judicial or administrative action for failure to maintain control of the visitor.

(7) Use of a temporary installation visitor pass to escort anyone other than the registered visitor will subject both the unregistered visitor and the escort to possible adverse judicial or administrative action for trespassing and for violation of the visitor escort provisions of this instruction.

(8) Individuals with escort privileges shall not escort civilian or foreign military news media onto a USFK installation for any purpose without the prior written approval of either the USFK, service component, or the Installation Public Affairs Officer. This restriction includes news gathering or reporting, social visit, volunteer work, etc.

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APPENDIX A TO ENCLOSURE B  
NOTICE TO PERSONNEL LIABLE TO SEARCH

The bilingual statement below will be posted verbatim at the entrance to USFK installations, visible from a minimum distance of 50 feet, and positioned in such a manner that the sign will be visible when persons enter the installation.

**NOTICE**

**ALL PERSONS, THEIR PERSONAL PROPERTY, U.S. GOVERNMENT PROPERTY,  
AND VEHICLES MAY BE SEARCHED UPON ENTRY,  
WHILE WITHIN THE CONFINES, OR UPON EXIT FROM THIS INSTALLATION.  
PERSONS WHO DECLINE IDENTIFICATION CHECK OR SEARCH WILL  
BE DENIED ENTRANCE.  
BY ORDER OF THE AREA COMMANDER**

**주의**

**모든 개인, 개인의 소지품, 미국 정부의 소유물, 차량은  
본 기지로의 출입 시, 혹은 기지 내부에서 조사 대상이 될 수 있다.  
신원 확인이나 조사를 거부할 경우 기지 내부로의 출입이 제한된다.**

**기지사령관 명**

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APPENDIX B TO ENCLOSURE B  
PERSONNEL CATEGORY TABLE FOR INSTALLATION ACCESS

U.S. Department of Defense (DoD) Personnel

CATEGORY of US Department of Defense (DoD) Personnel	Type Pass	Expiration Period	Sponsor Requirements	Criminal History Check	Approval Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Escort Privileges	Maximum Vehicle Escort Priv**	FPCO N Restrict
Active Reservist Assigned to a Troop Unit in Korea	DoD ID/CAC	DEROS Max 1 Yr.	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Active Duty (Command Sponsored)	DoD ID/CAC	DEROS Max 3 Yrs.	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Active Duty (Non-Command Sponsored) *	DoD ID/CAC	DEROS Max 1 Yr.	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Civilian (Including DoD Retired with Dual Status)	DoD ID/CAC	DEROS Max 3 Yrs.	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Invited Contractor / Technical Representative (USFK Form 700-19A-R-E verifying DD1173 Eligibility)	DoD ID/CAC	DEROS Max 3 Yrs.	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Retired Military and (Not Dual Status) Living in Korea (Non-SOFA)	DoD ID	Expiration of Visa or Korean Registration Card Reg Max 3 Yrs.	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Retired GS Civilian and Spouse (Not Dual Status) Living in Korea (Non- SOFA)	DBIDS	Max 2 Yrs.	Area Commander Discretion	Y	Area CDR/ USFK	SF 50 or equivalent/ resident VISA	Area as requested by Area/ USFK Wide	As approved by Area CDR/ USFK	4	1	B
Family Member of DoD Active Duty, Civilian, or Invited Contractor / Technical Representative	DoD ID card	Sponsor DEROS	Sponsor's Order, Letter of Employment	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
Family Member of DoD Retired Military (Not Dual Status) (Non-SOFA)	DoD ID card	Expiration of Visa or Korean Registration Card Reg Max 3 Yrs.	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D

CATEGORY of U.S. Department of Defense (DoD) Personnel	Type Pass	Expiration Period	Sponsor Requirements	Criminal History Check	Approval Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Escort Privileges	Maximum Vehicle Escort Priv**	FPCON Restrict
Family Member of DoD Active Duty Living in Korea w/o Sponsor (Non-SOFA)	DoD ID card	Expiration of Visa or ROK Resident Card  Max 1 Yr.	N/A	N	N/A	N/A	USFK-Wide	N/A	4	1	D
Family Member of DoD Active Duty Visiting Korea w/o Sponsor	DoD ID card	Max 90 Days	N/A	N	N/A	N/A	USFK-Wide	N/A	4	1	D
Spouse of DoD Active Duty on Environmental Morale Leave Orders (EML)	DoD ID card	EML date, Max 90 Days	EML Orders	N	N/A	N/A	USFK-Wide	N/A	4	1	D
Survivor of Deceased DoD ID card Member (Non-SOFA)	DoD ID card	Expiration of Visa or Korean Registration Card Reg  Max 3 Yrs.	N/A	N	N/A	N/A	USFK-Wide	N/A	4	1	D
U.S. Military, DoD Civilian, Other Official Visiting on TDY	DoD ID/CAC	Orders date, Max 6 Months	TDY/Leave Orders	N	N/A	N/A	USFK-Wide	N/A	4	1	D
* Includes personnel assigned to rotational units deployed to Korea for 180 days or greater. ** Refer to USFK Regulation 190-1 Motor Vehicle Traffic Supervision for visitor vehicle escort requirement.											

Non-DoD Personnel

CATEGORY of Non-DoD Personnel	Type Pass	Expiration Period	Requestor	Criminal History Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Personnel Escort Privilege	Maximum Vehicle Escort Priv**	FPCON Restrictions
Chauffeur/Spouse/Personnel hire (Escorted by Local National Passholder)	DBIDS	NTE Sponsor's Pass, Max 1 Yr.	Sponsor Employer	Y	Area CDR 8A PM USFK PM	May Apply	IAW Sponsor's Pass	IAW Sponsor's Pass	0	0	B
Contractors/ Vendors	DBIDS/ CAC	Exp of Visa or Contract period Max 1 Yr.	Sponsor Employer	Y	Area CDR 8A PM USFK PM	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	Mission Requirement
Embassy Non-U.S. Employees Requiring Access to USFK Installation	DBIDS	3 Yrs.; Over 68 - 1 Yr.	RSO or GSO	Y	Area CDR 8A PM USFK PM	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	Based on Mission Requirement
Family Member of CFC, RSG, or tenant ROK Military (Command Sponsored)	DBIDS	DEROS Max 3 Yrs.	Sponsor	Y	USFK PM	N/A	USFK-Wide	N/A	4	1	D
Family Member of assigned Allied Nation Military*	DBIDS	DEROS Max 3 Yrs.	UNC U1	N	USFK PM	N/A	USFK-Wide	N/A	4	1	D
Family Member of U.S. Embassy	DBIDS	DEROS Max 3 Yrs.	RSO or GSO	N	USFK PM	N/A	USFK-Wide	N/A	4	1	D
Family Member of 2ID/RUCD ROK Military (Command Sponsored)	DBIDS	DEROS Max 3 Yrs.	2ID/RUC US Military CoS (May be delegated to the 2ID PM)	Y	USFK PM	N/A	USFK-Wide	N/A	4	1	D
Sponsored Guest	DBIDS	Max 2 Yrs.	Sponsor	Y	Area CDR 8A PM USFK PM	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	B
Honorary Club Members	DBIDS	NTE Club Membership expiration	Sponsor	Y	Area CDR	May Apply	Location of Club	Location of Club	3	1	B
KATUSA	DBIDS/ CAC	ETS date	KTA or Assigned Unit	N	N/A	N/A	USFK-Wide	N/A	4	1	D

CATEGORY of Non-DoD Personnel	Type Pass	Expiration Period	Requestor	Criminal History Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Personnel Escort Privilege	Maximum Vehicle Escort Priv**	FPCON Restrictions
Korean GS (KGS) or WB (KWB) USFK Employee	DBIDS/CAC	3 Yrs.; Over 68, 1 Yr.	Sponsor Employer	Y	Area CDR 8A PM USFK PM	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	Based on duties/resp.
Korean Service Corps	DBIDS/CAC	3 Yrs.; Over 68, 1 Yr.	KSC BN CDR	Y	Area CDR 8A PM USFK PM	N/A	Designated by Sponsor	Designated by Sponsor	3	1	D
Non-DoD family members	DBIDS	3 Yrs.	Sponsor	Y	Area CDR 8A PM USFK PM	May Apply	As approved	As approved	3	1	As approved
ROK Law Enforcement / Government Official	DBIDS	1 Yr.	Sponsor	N	Area CDR 8A PM USFK PM	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on Official need
ROK Military (CFC and RSG Command Sponsored)	DBIDS/CAC	Per Orders Max 2 Yrs.	Sponsor	N	USFK PM	N/A	USFK-Wide	N/A	4	1	D
UNCMAC	DBIDS/CAC	Per Orders Max 2 Yrs.	UNCMAC	N	USFK PM	N/A	USFK-Wide	N/A	4	1	D
ROK Military (Non-Command Sponsored)	DBIDS/CAC	Max 1 Yr.	Sponsor	N	Area CDR 8A PM USFK PM	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on Official need
ROK Military (2ID/RUCD Command Sponsored)	DBIDS/CAC	Per Orders Max 2 Yrs.	2ID/RUC US Military CoS (May be delegated to the 2ID PM)	N	USFK PM	N/A	USFK-Wide	N/A	4	1	D
ROK Military (Eighth Army Command Sponsored-DCG-R)	DBIDS/CAC	Per Orders Max 2 Yrs.	Eighth Army CDR (May be delegated further)	N	USFK PM	N/A	USFK-Wide	N/A	4	1	D
Short-Term Visitors (STV)	DBIDS	Max 90 days	Sponsor	Y if DCP, contractor, or exceeds 90 days within year	Area CDR 8A PM USFK PM	May Apply	Designated by Sponsor	Designated by Sponsor	0	0	As required & approved
Allied Nation Military*	DBIDS/ CAC	DEROS Max 2 Yrs.	UNC U1	N	USFK PM	May Apply	USFK-Wide	N/A	4	1	D



CATEGORY of Non-DoD Personnel	Type Pass	Expiration Period	Requestor	Criminal History Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Personnel Escort Privilege	Maximum Vehicle Escort Priv**	FPCON Restrictions
U.S. Embassy	DBIDS/DoD CAC	DEROS Max 3 Yrs.	RSO or GSO	Y	USFK PM	N/A	USFK-Wide	N/A	4	1	D
Volunteer	DBIDS	Max 1 Yr.	Sponsor	Y	Area CDR 8A PM USFK PM	N/A	As approved	As approved	3	1	B
<p>* Allied Nation Military includes UNC Sending State and NNSC Ambassadors/Deputy Chiefs of Mission, UN Sending State Liaison Officers, USFK sponsored civilian employees from these Embassies, and Allied Nation Military working on the USFK staff.</p> <p>** Refer to USFK Regulation 190-1 Motor Vehicle Traffic Supervision (regarding visitor vehicle escort requirement).</p>											

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# APPENDIX C TO ENCLOSURE B APPLICATION FOR INDIVIDUAL-SPONSORED INSTALLATION ACCESS PASS

<b>APPLICATION FOR INDIVIDUAL-SPONSORED INSTALLATION ACCESS PASS</b>						TRACKING #			
For use this form, see USFKI 5200.08 and the proponent agency is USFK Provost Marshal Office. SEE PRIVACY ACT STATEMENT BELOW						RECEIVED DATE			
<b>SECTION I - TO BE FILLED OUT BY SPONSOR AND APPLICANT (TYPE OR PRINT)</b>									
1. NAME (LAST, FIRST, MIDDLE)			2. SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		3. a. KID/SSN OR PASSPORT		3.b. NATIONALITY		
4. DOB (YYYYMMDD)		5. HEIGHT (INCHES)		6. WEIGHT (POUNDS)		7. HAIR		8. EYES	
								9. GLASSES <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. CURRENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)				12. RELATIONSHIP TO SPONSOR ( <b>NOT APPLICABLE FOR PERSONAL SERVICE HIRE PASS APPLICANT</b> )					
13. ACCESS REQUIREMENTS (If USFK or 8A-wide, special processing required; submit 60 days in advance)									
13.a. ACCESS AREA		13.b. FPCON		13.c. HPCON		13.d. ESCORT PRIVILEGE (for 15c and 15d only) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PER(S) <input type="checkbox"/> VEH(S)		13.e. HOURS	
								13.f. DAYS	
14. SPONSOR INFORMATION									
14.a. SPONSOR (FULL NAME/RANK or GRADE)				14.b. SPONSOR FULL SSN or DODID#		14.c. SPONSOR ORG & PHONE NUMBER			
15. PASS TYPE AND JUSTIFICATION (ATTACH COPY OF KID CARD OR PASSPORT, as applicable)									
<input type="checkbox"/> 15.a. SHORT-TERM PASS									
PERIOD OF VISIT: _____ TO _____ INSTALLATION(S): _____									
<input type="checkbox"/> 15.b. PERSONAL SERVICE HIRE PASS									
SERVICE REQUIRED: _____ SERVICE EXPIRATION: _____ ON-POST HOUSING #/CAMP/BASE: _____									
<input type="checkbox"/> 15.c. NON-DOD FAMILY MEMBER PASS									
REASON FOR STAY IN KOREA: _____									
<input type="checkbox"/> 15.d. CIVILIAN RETIREE FAMILY MEMBER. CIVILIAN RETIREE RETIREMENT DATE: _____									
<input type="checkbox"/> 15.e. VHIC HOLDER CARE PROVIDER: VA COMMUNITY CARE LETTER PRESENTED? <input type="checkbox"/> YES <input type="checkbox"/> NO									
<b>SPONSOR ACKNOWLEDGEMENT OF RESPONSIBILITY</b>									
I fully understand my responsibilities as a sponsor for the control of the person identified at the top of this application. All information submitted is true and correct to the best of my knowledge. I further understand that it is my responsibility to ensure proper conduct of my visitor while he/she is on USFK installation. It is my responsibility to ensure that the pass is returned to the Installation Pass & ID Office upon termination the visit. Failure to comply with these requirements may result in adverse administrative or legal action against me.									
16. SPONSOR SIGNATURE						DATE			
<b>SECTION II - TO BE FILLED OUT BY PASS &amp; ID OFFICE</b>									
Requested				Completed				18. DEROGATORY INFORMATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
17.a. USFK Law Enforcement Check								(If Yes) Date Provided Approval Authority _____	
17.b. KNP Criminal History Check									
17.c. NCIC Check									
I HAVE REVIEWED THIS APPLICATION TO ENSURE INFORMATION AND DOCUMENTATION REQUIRED FOR AN APPROVAL DETERMINATION ARE ENCLOSED AND IAW USFKI 5200.08.									
19. SIGNATURE OF PASS & ID SECTION CHIEF OR NCOIC				DATE				20. PASS EXPIRATION DATE	
<b>SECTION III - APPROVAL AUTHORITY</b>									
I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFKI 5200.08.				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved				SIGNATURE, TYPED NAME, GRADE, & DUTY TITLE	
<b>PRIVACY ACT STATEMENT</b>									
1. <b>AUTHORITY:</b> Title 10, USC, 3012(g).									
2. <b>PRINCIPAL PURPOSE(S):</b> Use of social security number or Korean identification number is an additional means of identification of individuals.									
3. <b>ROUTINE USES:</b> An individual's social security number or Korean identification number, together with name and other personnel identifying data, may be used for the collection of derogatory information on file within DOD, host nation, and other law enforcement agencies in determining an individual's suitability for access to USFK installations in Korea.									
4. <b>MANDATORY OR VOLUNTARY DISCLOSE AND EFFECT ON INDIVIDUALS NOT PROVIDING INFORMATION:</b> Disclosure of information is voluntary. Failure to provide required data may result in denial of access to USFK installations.									

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# APPENDIX D TO ENCLOSURE B APPLICATION FOR ORGANIZATION-SPONSORED INSTALLATION ACCESS PASS

<b>APPLICATION FOR ORGANIZATION-SPONSORED INSTALLATION ACCESS PASS</b>						TRACKING #			
For use this form, see USFKI 5200.08 and the proponent agency is USFK Provost Marshal Office. SEE PRIVACY ACT STATEMENT ON PAGE 2						RECEIVED DATE			
<b>SECTION I- TO BE FILLED OUT BY SPONSOR AND APPLICANT (TYPE OR PRINT)</b>									
1. NAME (LAST, FIRST, MIDDLE)			2. SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		3. a KID/SSN OR PASSPORT		3.b NATIONALITY		
4.DOB (YYYYMMDD)		5. HEIGHT (INCHES)		6. WEIGHT (POUNDS)		7. HAIR		8. EYES	
								9. GLASSES <input type="checkbox"/> YES <input type="checkbox"/> NO	
								10. POB (CITY/COUNTRY)	
11. ADDRESS & PHONE NUMBER									
11.a. CURRENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)						11.b. PERMANENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)			
<b>12. ACCESS REQUIRMENTS (if USFK or 8A-wide, special processing required; submit 60 days in advance)</b>									
12.a. ACCESS AREA		12.b. FPCON (A,B,C,or D)		12.c. HPCON (0, A, B, C, or D)		12.d. ESCORT PRIVILEGE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PER(S) <input type="checkbox"/> VEH(S)		12.e. HOURS	
								12.f. DAYS	
12.g. PASS TYPE <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> ROK MILITARY <input type="checkbox"/> SPONSORED GUEST <input type="checkbox"/> ROK GOVERNMENT OFFICIALS <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ALLIED NATION <input type="checkbox"/> SG SPOUSE (RED) <input type="checkbox"/> ROK MILITARY FAM MBR <input type="checkbox"/> US EMBASSY <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> DRIVER (RED) <input type="checkbox"/> KOREAN SERVICE CORPS						12.h. STATUS <input type="checkbox"/> INITIAL <input type="checkbox"/> RENEWAL <input type="checkbox"/> UPDATE		12.i. MISSION ESSENTIAL PERSONNEL(MEC) <input type="checkbox"/> YES, Position #: _____ <input type="checkbox"/> NO	
13. SPONSOR INFORMATION									
13.a. SPONSOR (FULL NAME/RANK or GRADE)				13.b. SPONSOR FULL SSN or DODID#		13.c. SPONSOR ORG & PHONE NUMBER			
14. JUSTIFICATION FOR INSTALLATION/BASE ACCESS (ATTACH COPY OF KID CARD OR PASSPORT, PREVIOUS PASS, as applicable) (FPCON level, escort privilege, access area, and days/hours of access must be justified in detail)									
<b>SPONSOR STATEMENT OF UNDERSTANDING</b>									
I fully understand my responsibilities as a sponsor for the control of the person identified at the top of this application. All information submitted is true and correct to the best of my knowledge. I further understand that it is my responsibility to ensure that I notify the Installation Pass & ID Office of any change in my status as a sponsor or any knowledge of misuse of the pass to be issued. It is my responsibility to ensure that the pass is returned to the Installation Pass & ID Office if it is not renewed, upon termination of employment or services being provided; or for short term visitors or personal service employees, prior to my DEROS. Failure to comply with these requirements may result in adverse administrative or legal action against me.									
15. SPONSOR SIGNATURE						DATE			

SECTION II - TO BE FILLED OUT BY DOD SPONSOR		
APPLICANT NAME (LAST, FIRST, MIDDLE)		KID/SSN OR PASSPORT
16. GRADE/RANK	17. JOB TITLE	18. DATE OF EMPLOYMENT
19. UNIT/AGENCY/COMPANY ADDRESS/PHONE NUMBER		20. CONTRACTING OFFICER / PHONE NUMBER
		21. CONTRACT NUMBER
		22. CONTRACT PERIOD (YYYYMMDD-YYYYMMDD) TO
SECTION III - REQUESTING AUTHORITY		
I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFKI 5200.08.		SIGNATURE, TYPED NAME, GRADE, & DUTY TITLE
SECTION IV - TO BE FILLED OUT BY PASS & ID OFFICE		
23. CRIMINAL HISTORY CHECK WITHIN LAST 3 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO		24. DEROGATORY INFORMATION <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes) Date Provided Approval Authority
23.a. USFK Law Enforcement Requested _____ Completed _____		25. ALL REQUIRED SUPPORTING DOCUMENTATION ATTACHED AND CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
23.b. KNP _____		
23.c. NCIC _____		
26. DATE PASS ISSUED	27. PASS EXPIRATION DATE	
I HAVE REVIEWED THIS APPLICATION TO ENSURE INFORMATION AND DOCUMENTATION REQUIRED FOR AN APPROVAL DETERMINATION ARE ENCLOSED AND IAW USFKI 5200.08.		
28. SIGNATURE OF PASS & ID SECTION CHIEF OR NCOIC		DATE
SECTION V - APPROVAL AUTHORITY		
I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFKI 5200.08. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SIGNATURE, TYPED NAME, GRADE, & DUTY TITLE
PRIVACY ACT STATEMENT		
<p>1. <b>AUTHORITY:</b> Title 10, USC, 3012(g).</p> <p>2. <b>PRINCIPAL PURPOSE(S):</b> Use of social security number or Korean identification number is an additional means of identification of individuals.</p> <p>3. <b>ROUTINE USES:</b> An individual's social security number or Korean identification number, together with name and other personnel identifying data, may be used for the collection of derogatory information on file within DOD, host nation, and other law enforcement agencies in determining an individual's suitability for access to USFK installations in Korea.</p> <p>4. <b>MANDATORY OR VOLUNTARY DISCLOSE AND EFFECT ON INDIVIDUALS NOT PROVIDING INFORMATION:</b> Disclosure of information is voluntary. Failure to provide required data may result in denial of access to USFK installations.</p>		

# APPENDIX E TO ENCLOSURE B APPOINTMENT/TERMINATION RECORD AUTHORIZED SIGNATURE

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and Instructions before completing form.)														
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.  <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.  <b>SORN T1300</b> (<a href="http://dpcdd.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570154/t1300/">http://dpcdd.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570154/t1300/</a>)  <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dpcdd.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx">http://dpcdd.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx</a>.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may preclude appointments.</p>														
<b>SECTION I - APPOINTEE</b>														
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE												
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)													
<p>6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)</p> <table border="0"> <tr> <td><input type="checkbox"/> DISBURSING OFFICER: DSSN</td> <td><input type="checkbox"/> CASHIER</td> <td><input type="checkbox"/> CHANGE FUND CUSTODIAN</td> </tr> <tr> <td><input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN</td> <td><input type="checkbox"/> PAYING AGENT</td> <td><input type="checkbox"/> IMPREST FUND CASHIER</td> </tr> <tr> <td><input checked="" type="checkbox"/> CERTIFYING OFFICER</td> <td><input type="checkbox"/> COLLECTIONS AGENT</td> <td><input type="checkbox"/> SAFEKEEPING CUSTODIAN</td> </tr> <tr> <td><input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</td> <td><input type="checkbox"/> DISBURSING AGENT</td> <td><input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN</td> </tr> </table>			<input type="checkbox"/> DISBURSING OFFICER: DSSN	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER	<input checked="" type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN	<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
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<input checked="" type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN												
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN												
<p>7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:</p> <p>To verify and sign USFK Form 82-E (Application for Installation base pass) and USFK Form 195-EK (Application for Vehicle registration)</p> <p>Section I. Appointee: O-4 or GS-13 above or equivalent.            Section II. Appointing Authority: O-5 or GS-14 above or equivalent.</p> <p>Sponsored Guest DD form 577            Section I. Appointee: O-5 or GS-14 above or equivalent.            Section II. Appointing Authority: O-6 or GS-14 above or equivalent.</p>														
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:														
<b>SECTION II - APPOINTING AUTHORITY</b>														
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION												
12. DATE (YYYYMMDD)	13. SIGNATURE													
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>														
<p>I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.</p>														
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)													
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE													
<b>SECTION IV - APPOINTMENT TERMINATION</b>														
The appointment of the individual named above is hereby revoked.		17. DATE (YYYYMMDD)												
18. APPOINTEE INITIALS														
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE												

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

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ENCLOSURE C  
USFK INSTALLATION DEBARMENT PROCEDURES

1. Debarment Authority

a. Area Commanders have the inherent authority to deny or limit an individual's access to the installation(s) that the Commander specifically commands.

b. USFK-wide debarment authority.

(1) The Commander, USFK, has delegated debarment authority for USFK-wide debarment to Component Commanders.

(2) The Commander, USFK, has also delegated to the USFK CoS imposing and reconsideration authority for USFK-wide debarment and removal of debarment actions. This authority may further be delegated by the CoS to the USFK PM.

2. Delegation of Authority. The authority to sign bar letters may be delegated only as follows:

a. General officers to their deputy commanders or CoS.

b. Area Commanders in the grade of O-6 or O-5 to an individual who is designated and performing duties as a deputy or vice commander.

c. Officer who assumes command in the absence of the Area Commander IAW applicable military service regulations.

3. Procedures

a. An Area Commander may bar an individual from installation access for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the U.S. overseas, or when access adversely affects the health, safety, or morale of personnel on that installation.

b. A commander's decision to impose a bar is a serious one and must be based upon his/her consideration of the documented facts, evidence, and the written legal opinion of the servicing judge advocate's office or SJA representative. Commanders may consider alternatives to an installation bar, such as restricting access to certain installation facilities (e.g., commissary, post exchange and class VI). In those cases where a bar is imposed:

Enclosure C

(1) Coordination and other documentation leading to the commander's decision to bar an individual will be maintained as a part of the official bar file.

(2) Actions against civilian employees will also be coordinated through the servicing personnel office, and such coordination will be made a part of the official file.

(3) Actions to bar contractors from access to installations will be coordinated with the ACoS for Acquisition Management, USFK, and/or Commander, U.S. Army Engineer District, Far East, as appropriate.

(4) A copy of all completed bar packet, including the bar letter, all cases files and legal office opines will be forwarded digitally to USFK Provost Marshal Office, FKPM-S @ mailbox: [indopacom.humphreys.usfk.mbx.usfk-barment@army.mil](mailto:indopacom.humphreys.usfk.mbx.usfk-barment@army.mil).

c. On rare occasions, Area Commanders may impose limited bars on individuals that do not restrict access under certain circumstances, such as allowing access to places of duty. In these situations, the commander should concurrently consider revoking the individual's driving privileges.

#### 4. Disposition

a. Bar authorities will designate the period of debarment. The minimum period for debarment is two years. The term 'indefinite' will not be used when imposing bar actions. Removal of a bar does not necessarily mean installation access is reinstated or permitted (see page C-4, paragraph 7 below).

b. Once imposed, Area Commanders will ensure that the debarment information is provided to USFK PMO and the appropriate installation or Pass and ID staff for registration in the USFK DBIDS / AIE access control database.

c. The imposing command will maintain all bar action files for one year after the bar is removed, or as directed by military service directives, whichever is longer.

d. After the debarment period has ended or if the imposing commander decides to remove a bar prior to the end of the original debarment period, the affected person, and other agencies previously informed of the bar action will be provided a copy of the letter removing the bar. Letters should be in English and Hangeul for KN employees. Note that removing a bar does not automatically authorize installation access. Individuals must reapply for installation access based upon a continuing official requirement. The requesting authority will present a copy of the letter removing that bar at the time of application.

e. All requests, by other than the imposing command, to remove a bar during the debarment period must be forwarded to the USFK CoS as an exception to policy.

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## 5. Legal Entitlements to Installation Access

a. Subject to the provisions below, active-duty members and civilian employees may not be completely barred from the installation or facility to which they are assigned, employed, or are required to enter on official job-related business. Active-duty member or civilian employee access to areas within that installation or facility may be limited or restricted where no employment-related access needs exist. Furthermore, they may be barred from other installations or facilities, as appropriate. For purposes of this paragraph, "active-duty members" include reserve military personnel on active duty and assigned for duty to USFK installations and "civilian employees" include both U.S. (appropriated and NAF, to include U.S. Invited Contractor employees) and KN (appropriated and NAF). All other personnel, including government contractors, may be barred from any or all USFK installations or facilities as necessary. Military members pending discharge from the Armed Forces may be barred from their former place of duty and/or other locations on USFK installations if their presence in such locations would interfere with the mission or would be prejudicial to good order and discipline.

b. Notwithstanding Encl C, paragraph 5.a, civilian employees may be completely barred from the installation or facility to which they are assigned or employed if:

(1) The debarment authority determines that, based on the nature of the misconduct, a civilian employee is a serious threat to the health, safety or security of the installation or facility, (e.g., bringing a weapon onto the installation, stealing classified documents, threatening bodily harm or destruction of government property). In such a case, the debarment authority will contact the employee's immediate supervisor, who will be instructed to place the employee on enforced leave with the intent to initiate removal action. After the employee is placed on enforced leave, the Area Commander may completely bar the individual from the installation or facility.

(2) The debarment authority determines that a civilian employee poses a serious and imminent threat to the health, safety or security of the installation or facility. In such a very unusual case, the debarment authority may take immediate action, which may include a temporary bar to remove the employee from the installation or facility. In such cases, the debarment authority will coordinate with the servicing civilian personnel advisory center or civilian personnel flight and the employee's supervisory chain as soon as practical thereafter for a permanent and/or complete debarment of the employee, if necessary.

c. Active duty and retired military, DoD civilians, and their family members may be entitled to have access to medical and dental facilities, among other legal rights. Thus, if persons with these legal rights are barred from installations or facilities, specific provisions for limited access for the continued exercise of these legal rights must be offered and explained in detail within the debarment letter. Some examples of such provisions include a required single entry and exit point at the installation, a requirement of prior notice to the Area Commander, an official escort while on the installation, etc.

Enclosure C

6. Debarment Rosters Registration Information. Area Commanders, the ACoS for Acquisition Management, USFK, and the Commander, U.S. Army Engineer District, Far East, will ensure the DBIDS debarment registration information is current for individuals barred within their area of jurisdiction.

7. Reinstatement. A barred individual must request reinstatement of access privileges after the debarment period has ended. The Area Commander is the final authority for reinstatement actions. If management action to separate/remove a KN employee from employment is cancelled and the employee is reinstated by a deciding official under the USFK Korean Employees Appeals Procedures in USFK Instruction 1400.01, the bar against the employee will immediately be lifted to enable the employee to report for duty. Deciding officials are the Commander, 7AF for Air Force employees; the Commander, U.S. Naval Forces, Korea, for Navy Employees; the Commander, U.S. Marine Corps, Korea, for Marine Corps employees; the Chief of Staff, Eighth Army, for Army employees, and the Chief of Staff, USFK, for all other employees.

#### 8. Appeal Process

a. Debarment actions are administrative actions and not judicial. Accordingly, they are not subject to regulatory or statutory rights for appeal. The USFK-wide, Installation or Area level bars are not subject to appeal unless specifically provided for by the imposing commander.

b. Commanders empowered to impose bar actions have the authority and latitude to establish procedures concerning locally imposed bar actions and appeal processes for those bar actions. Any and/or all appeal processes will be stated in the bar letter.

c. Even though there is no regulatory or statutory right for an appeal, individuals may submit matters of reconsideration to the imposing commander, who may consider these matters, especially in instances of administrative error or mistaken identity. If the installation or Area has established appeals processes, individuals seeking reconsideration must submit matters IAW those processes.

d. Individuals submitting matters of reconsideration for a USFK-wide bar will submit the material through the imposing commander, who will include a copy of the bar action file and forward the request through the USFK Provost Marshal Office (FKPM-S), Unit #15237, APO AP 96271-5237, to the USFK CoS.

e. KN employees have the right to appeal their removals in accordance with USFK Instruction 1400.01.

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APPENDIX A TO ENCLOSURE C  
DEBARMENT LETTER FORMAT

Appropriate Letterhead

Office Symbol    Date  
SUBJECT: Debarment Letter Mr./Mrs./Miss  
Dep./(son/daughter)of

Dear Mr./Mrs./Miss

1. It has been brought to my attention that on (date), at (time), you and your son, (name), were at (location), and were apprehended by the Korean National Police Agency and Military Police for a violation of USFK Instruction 1400.01; wrongful possession of a ration control plate belonging to another and purchasing goods for illegal transfer or production of income through barter or exchange.
2. You are hereby notified that, effective upon your receipt of this letter, you, and your son (name), are barred from entering the following military installation(s), regardless of whether or not you have been invited by a member of United States Forces Korea as his personal guest: (List the installations/facilities).
3. You are further informed that should you reenter or be found within the limits of the above military installation(s), you will be subject to apprehension and detention by the U.S. military for prompt delivery to the appropriate civil authorities. There is one exception to this provision: You may enter (installation) to obtain health and dental care (only if authorized). When health or dental care is required at (installation), you will enter the installation only through Gate Number \_\_\_\_\_. From there, you will be directed or escorted to the medical or dental facility and exit through the same gate when care has been completed.
4. This bar letter will remain in effect until (date), and any violation of this letter may subject you to possible criminal prosecution by appropriate civil authorities. However, after a period of (2 years etc.), this headquarters will review your conduct, upon your request, and if warranted, will consider lifting the bar.

(Commander)

Note: Must be bilingual when issued to a foreign national. When addressed to active-duty military or service department civilians, the subject will be "denied access" instead of being "barred."

적합한 레터헤드

사무실 상징

날짜

제목: 접근 금지서

귀하

가족/(아들/딸)

귀하에게

1. 당신 및 당신의 아들 (이름)은 (날짜), (시간), (장소)에서 타인의 식량 통제 표찰의 부정한 소유 및 불법 양도 혹은 교역이나 교환을 통한 소득증여 행위로 인하여 주한미군 훈령 1400.01 을 위반하였기에 한국경찰 및 미 헌병에게 체포되었다.
2. 본 편지를 수취한 순간부터 당신과 당신의 아들 (이름)은 주한미군 인원으로부터 개인 손님으로 초대 받은 여부에 상관없이 아래에 명시된 군 시설의 출입이 금지된다는 것을 알린다 (시설/설비 기입).
3. 당신이 위에 기입된 군 시설 기지, 부대에 재출입하거나 제한구역 내에서 발견될 경우, 미군에 의한 체포 및 감금 대상이 되며 즉각 적합한 민간기관에 넘겨진다. 본 조항에는 다음과 같은 유일한 예외가 있다: 본인의 의료 혹은 치과 진료를 위한 (시설)의 출입은 허가된다 (인가 받은 경우에 한함). 의료 혹은 치과 진료가 (시설)에 요구될 경우, 당신은 그 시설을 오직 1 번 출입문으로 출입해야만 한다. 그 곳에서 당신은 의료 혹은 치과 시설로 지시 혹은 호위 될 것 이며 치료를 받은 후에는 동일한 출입문을 통하여 나와야 한다.
4. 본 접근 금지서는 (날짜)까지 유효하며 본 접근 금지서에 대한 모든 위반 행위에 대하여 당신은 적합한 민간 기관에 의하여 기소될 수 있다. 그러나 일정기간 (2 년 기타) 후, 본 본부는 당신의 요청으로 당신의 행실을 재검할 것이며 정당할 경우 본 금지를 해제할 것이다.

(사령관)

ENCLOSURE D  
ACCESS FOR DESIGNATED COUNTRY PERSONNEL (DCP)  
TO USFK INSTALLATIONS

1. Purpose

To establish policy and procedures for DCP access to USFK installations. Designated Countries are those of counterintelligence concern to USFK that may have policies or engage in activities that are contrary to the interests of the United States.

2. Responsibilities

a. Area Commander is the approval authority for installation access requests for Designated Country Personnel (DCP) for their respective installation.

b. USFK Provost Marshal is the approval authority for USFK-Wide installation access request for Designated Country Personnel (DCP).

a. Area Commanders are responsible for NCIC vetting through area level or component level representatives for Designated Country Personnel requesting access to their respective installation. Area Commanders are responsible for submitting USFK J2X vetting for DCP installation access request to USFK PMO. USFK J2X conducts validation and vetting of DCP.

b. Area Commanders are responsible for ensuring the procedures listed below are enforced and to develop local written procedures unique to their installations for executing access control of DCP. The Area Commander will be the approval authority for access from 0600 and departure no later than 2200 and overnight stays. A copy of each installation supplement/policy concerning unique situations will be furnished to their respective service components (EUSA, 7AF, CNFK, MARFOR-K, SPACEFOR-KOR, and SOCKOR).

c. Service component PAO will ensure all designated country press personnel requesting access are approved access IAW this instruction.

d. The USFK J2 develops the list of designated countries, obtain Commander, UNC/CFC/USFK, approval, and informs the FKPM-Security Division and Service Component Intelligence Staff, of any changes to the DCP list. At a minimum, the USFK J2 reviews the Designated Country List (DCL) annually.

e. The USFK Provost Marshal coordinates installation access requests for individuals from a DCL nation with the J2X.

f. The DCL is a Controlled Unclassified Information (CUI) document authorized for release to U.S. and ROK government military, employees, and contractor personnel who provide USFK services in installation access control, visitor registration and control,

Enclosure D

DBIDS / AIE registration, law enforcement and security guard services, and who review or approve installation access requests. Service Components will ensure the DCL is made available to members of their organizations for awareness regarding access of DCL personnel to USFK military installations.

### 3. Procedures

a. In order to address the potential security problems arising from uncontrolled access by citizens of these designated countries, the access control policy for personnel from designated countries will be enforced as follows: USFK personnel sponsoring persons from designated countries must submit an exception to policy request to the Area Commander in order for those persons from the designated country to obtain access to their respective USFK installation. The only personnel authorized to sponsor a DCP are:

- (1) U.S. military and DoD civilians assigned or attached to USFK.
- (2) USEMB personnel designated by the Embassy Regional Security Office (RSO).
- (3) UNCMAC Secretariat.
- (4) UNC military assigned or attached to USFK.

b. The following procedures apply to a DCP installation access request:

(1) If the DCP is a visitor, submit a written request to escort the DCP at least 45 working days prior to the visit. An example format is provided below (see figure 4-1). The request must include a copy of the DCP's valid passport, to include photo, passport expiration, and passport number. DCP visit will not exceed 90 days within a year.

(2) Request for DBIDS / AIE Red Stripe ID card for DCP installation access will be at the discretion of the Area Commander. DBIDS / AIE Red Stripe ID card allows installation access without processing through designated Visitor Centers but must be accompanied/escorted by approved sponsor.

(3) The sponsor will forward the exception to policy memorandum or pass application through:

(a) Their organization O-4/O-5 commander, or O-5/O-6 staff principal; DCP review authority can be delegated by the Area Commander via assumption of command orders to their O-4 and above designated representatives during their absences (TDY/leave).

(b) Area Pass and ID Office

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(c) USFK PMO

**Note:** Each coordination activity listed in Encl D, paragraph 3b. (3). (a)-(c) above will process and endorse the request, as required, prior to submitting it for final approval/disapproval to the Area Commander.

c. Only entrance/exit gates with DBIDS / AIE visitor registration capabilities will be identified for access by DCP visitors. All DCP visitors shall be registered and deregistered in the USFK DBIDS / AIE visitor control system. U.S. personnel from the requesting organization/agency must be present to verify authenticity and/or approval of the visitor's access authorization for the specified period and to sponsor and register the DCP in DBIDS / AIE for escorted access.

d. DCP visits to USFK installations will not be authorized prior to 0600 hours and DCP will be escorted off the installation before 2200 hours on the day access was granted. Access will be limited to those areas listed on the access request. DCP are not authorized to visit any restricted areas unless prior coordination and approval has been granted, through the Area Commander.

e. Sponsors will personally escort DCP visitors during the entire period which they have access to USFK installations. Area Commanders reserve the right to designate and/or authorize escort personnel.

f. DCP children under the age of 12 who are full-time students at a foreign or international elementary school do not require DCP access approval when participating in a supervised and organized school event in Korea, such as participation in school sports, concerts, drama, etc. However, visiting school DCP coaches, teachers, staff, parents, and chaperones will not be granted similar access for school events, unless they have been processed through the Area Commander's Pass & ID Office for DCP access approval to permit escorted installation access for the specified school event, IAW Enclosure D of this instruction.

g. In instances where DoD family members need to access an installation to obtain their DoD ID card, their sponsor is authorized to escort them to an ID card issuing facility. DCP installation access request must still be submitted and approved by Area Commander.

**FIGURE 4-1**

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**APPROPRIATE LETTERHEAD**

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OFFICE SYMBOL

DATE

MEMORANDUM FOR (Appropriate Area Commander)

SUBJECT: Installation Access for Designated Country Personnel

1. IAW USFKI 5200.08 Enclosure D, I am submitting this request to escort designated country personnel (DCP) from a country listed in the Commander, USFK, Approved List of Designated Countries onto a USFK installation. Below, I have provided the required information.

2. My (sponsor's) information:

Name: \_\_\_\_\_  
Grade/Rank: \_\_\_\_\_  
DoD CAC/EDIPI #: \_\_\_\_\_  
DEROS: \_\_\_\_\_  
Employment/Unit: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Government Email: \_\_\_\_\_

3. DCP information:

Name as reflected on official passport: \_\_\_\_\_  
Country: \_\_\_\_\_  
Passport Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Place of Passport Issue: \_\_\_\_\_  
Employment: \_\_\_\_\_  
Position: \_\_\_\_\_

4. Location and purpose for access:

Installation of visit: \_\_\_\_\_  
Building to Visit: \_\_\_\_\_  
Duration of Visit (date/time): \_\_\_\_\_  
Reason for access: \_\_\_\_\_

---

5. I make this request to accomplish the business listed above and understand that I am required to escort the DCP at all times during the visit. Additionally, I have reported this contact to the appropriate intelligence staff as required by service regulations.

Sponsor Signature Block

Sponsor's O-4/O-5 or O-5/O-6 Signature

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## ENCLOSURE E

### SUMMARY OF CHANGES

**Summary of Changes.** This revision includes the following changes:

Service Component Commanders:

- Adds Appoint DBIDS Base Security Officer (BSO). Page A-1, par 2.c.

Authorities and responsibilities to Area Commanders:

- Updates Area Commander responsibility to ensure training and certification for access control point security personnel are trained and certified by their respective Site Security Managers (SSM) (previously training by FKPM). Page 2, par 4.b.(1).
- Adds Area Commanders will ensure access control point security personnel are trained and certified by their respective DBIDS Site Security Managers (SSM) Page A-2, par 3.i.
- Updates Area Commander coordination for training DBIDS operators, including registrars, installation access control point and visitor center security personnel, and law enforcement personnel from USFK PM to Service Components. Page A-2, par 3.i.
- Adds Site Security Managers provide training and certification for all service components. Page A-4, par 6.j.
- Updates authority to establish local policy to reduce or extend visitor registration period up to a maximum of 120 hours. Page B-2, par 2.a.(3).

Installation Access Procedures:

- Updates methods of access to USFK installations to include the authorization for DoD CAC (blue stripe) as a valid, single form, of personal ID for installation access and removal of Brown ID cards. Page B-1, par 2.a.(1).(d).
- Updates sponsored Guest Access for Individuals to a minimum O-5 or higher (or GS-14/15 equivalent deputies). Page B-11, par 5.b.

Enclosure E

- Updates increased escort authority for single one-time events or multi-day requirements not to exceed 30-days (increase from 14 days) to support organization/unit mission. Page B-3, 2.a.(4)
- Adds request for increased escort authority and unescorted access, to include DCP, will be submitted by the sponsoring organization to the Area Commander. Page B-16, par 10.c.(1)-(2).

#### Criminal History Checks:

- Adds KNP Personal Data Consent form must be submitted with USFK Form 81/82 on personnel requesting a KNP Criminal Record Check. Page B-9, par 4.b.(3).
- Updates Korean National Police (KNPA) criminal history check procedures. Includes guidance for derogatory information result and notification requirements for sponsor / employer. Page B-10, par 4.b.(3).(b).
- Updates additional criminal history checks requirements for non-DoD Designated Country Personnel (DCP) to J2X as specified in Enclosure D. Page B-10, par 4.b.(3).(c).

#### Designated Country Personnel:

- Deletes requirement for Area Commander to submit DCP access request through the USFK PMO for routing and approvals of preposition memorandums. Page B-17 par 10.c.
- Updates approval authorities of Designated Country Personnel (DCP) from USFK Chief of Staff to Area Commander and USFK PM for USFK wide access. Page D-3, 2.a-b.

ENCLOSURE F  
REFERENCES

1. Required Publications

- a. USFK Reg 10-2, Installation Management and Base Operations
- b. USFK Reg 60-1, Ration Control Policy – Access to Duty Free Goods
- c. USFK Reg 190-1, Motor Vehicle Traffic Supervision
- d. USFK Reg 360-4, Good Neighbor Program
- e. USFKI 4901.01, Invited Contractor and Technical Representative Program
- f. Status of Forces Agreement (Art XV)
- g. DoD Instruction 1344.07, Personal Commercial Solicitation on DoD Installations
- h. DoD Instruction 5200.08 Volume 3, Physical Security Program: Access to DoD Installations

2. Related Publications

- a. AFI 31-101, Integrated Defense
- b. AK Reg 550-1, Korean Service Corps Missions, Organizations, Responsibilities and Operating Procedures
- c. AR 190-5/OPNAVINST 11200.5d, Motor Vehicle Traffic Supervision
- d. AR 190-13, The Army Physical Security Program
- e. AR 215-1, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities
- f. AR 600-20, Army Command Policy
- g. OPNAVINST 5530.14b, Physical Security
- h. USFK Reg 190-50, Law Enforcement Procedures in Korea
- i. USFK Instruction 1400.01, Civilian Personnel Policies and Procedures - Korean Nationals

Enclosure F

m. DoD Instruction 6200.03, Public Health Emergency Management (PHEM)  
Within the DoD

n. CJCSM 5760.01B Volume II, Joint Staff and Combatant Commands  
Records Management Instruction-Disposition Schedule

### 3. Required Forms

- a. DD Form 577, Appointment/Termination Record – Authorized Signature
- b. USFK Form 81, Application for Individual-Sponsored Installation Pass
- c. USFK Form 82, Application for Organization-Sponsored Installation Pass
- d. USFK Form 700-19A-R-E, Invited Contractor, and Technical Representative  
Personnel Data Report
- e. USFK Form 200EK-E, Korean Employee Mission-Essential Position Agreement

Enclosure F

## GLOSSARY

### Section I. Abbreviations

7AF	Seventh Air Force
ACoS	Assistant Chief of Staff
AIE	Automated Installation Entry
AOR	Area of Responsibility
BSO	Base Security Officer
CAC	Common Access Card
CDR	Commander
CFC	Combined Forces Command
CID	Criminal Investigation Division
CLI	Commercial Life Insurance
CoS	Chief of Staff
DBIDS	Defense Biometrics Identification System
DCL	Designated Country List
DCP	Designated Country Personnel
DeCA	Defense Commissary Agency
DFMD	Digitized Fingerprint Minutia Data
DMDC	Defense Manpower Data Senter
DoD	Department of Defense
DoS	Department of State
DV	Distinguished Visitor
ePACS	Electronic Physical Access Control System

EUSA	Eighth United States Army
FKPM	Forces Korea Provost Marshal
FMS	Foreign Military Sales
FMWR	Family Morale, Welfare and Recreation
FPCON	Force Protection Condition
GS	General Schedule
GSA	General Services Administration
GSO	Government Services Office
HPCON	Health Protection Condition
HQ	Headquarters
IAW	In accordance with
IC	Invited Contractor
ID	Identification
JUSMAG-K	Joint U.S. Military Affairs Group-Korea
KATUSA	Korean Augmentation to the United States Army
KGS	Korean General Schedule
KID	Korean Identification
KN(s)	Korean National(s)
KNPA	Korean National Police Agency
KSC	Korean Service Corps
KTO	Korean Theater of Operations
KWB	Korean Wage Board
MEC	Mission Essential Civilian



MFR	Memorandum for Record
MND	Ministry of National Defense
MOFA	Ministry of Foreign Affairs
MP	Military Police
NAF(s)	Non-appropriated Fund(s)
NAVFORK	Naval Forces Korea
NCIC	National Crime Information Center
NNSC	Neutral Nations Supervisory Commission
OPD	Officer Professional Development
OPR	Office of Primary Responsibility
PAO	Public Affairs Office
PCS	Permanent Change of Station
PHEM	Public Health Emergency Management
PM	Provost Marshal
PMO	Provost Marshal Office
ROK	Republic of Korea
RSO	Regional Security Office
SF	Security Forces
SJA	Staff Judge Advocate
SOCKOR	Special Operations Command Korea
SOFA	Status of Forces Agreement
SOP	Standard Operating Procedures
SPO	Service Project Officer

SSM	Site Security Manager
TAD	Temporary Additional Duty
TDY	Temporary Duty
UCMJ	Uniform Code of Military Justice
UNC	United Nations Command
UNCMAC	United Nations Command Military Armistice Commission
U.S.	United States (of America)
USAF	United States Air Force
USEMB	U.S. Embassy
USFK	United States Forces, Korea

## Section II. Terms

**Access documents.** Items of ID, either personal or vehicular, used to determine access eligibility to USFK installations.

**Approving Authority.** The individual that is authorized to approve installation, area, Eighth Army, 7AF and/or USFK pass requests. See applicable paragraph for specific guidance.

**Area Commander.** This term applies to U.S. Army Garrison Commanders and includes individual base commanders for the U.S. Air Force, Marines and Navy.

**Contractor.** A person contracted with the U.S. Government or hired by an employer contracted with the U.S. Government.

**Defense Biometric Identification System.** An electronic physical security system used to regulate physical access to U.S. military installations. The system includes a standardized, automated personnel pass, DBIDS ID card Identification Pass, a centralized database of all personnel, vehicle and firearm registrations, and an identification verification system based on Digitized Fingerprint Minutia Data (DFMD).

**Designated Country List (DCL).** Consolidated list of countries that may be of counterintelligence (CI) or counterterrorism (CT) concern to USFK.

**Designated Country Personnel (DCP).** Citizens of countries on the DCL.

**Direct hire.** Personnel hired for permanent positions on the contract-manning table with regularly assigned full-time tours of duty.

**Escorted Persons.** Personnel who are invited onto USFK installations for either official or unofficial business. These personnel do not have individual access documents and instead are issued a temporary pass.

**Escorts.** Personnel authorized to accompany another person onto USFK installations. The escorted person must be signed onto the installations. Depending on the category of the escort, he may or may not be able to sign on escorted persons for unofficial purposes.

**FPCON.** Stages of alert and readiness in response to actual or perceived threat against USFK personnel and/or installations.

**FPCON Code.** A set of letter designators (A-ALPHA, B-BRAVO, C-CHARLIE, D-DELTA) used for establishing highest level of access authorized based upon threat conditions and the necessity for an individual to be on a USFK installation during any given FPCON.

**HPCON.** Stages of alert and readiness in response to actual or perceived health risk against USFK personnel and/or installations.

**HPCON Code.** A set of letter designators (A-ALPHA, B-BRAVO, C-CHARLIE, D-DELTA, 0-Zero) used for establishing highest level of access authorized based upon health conditions and the necessity for an individual to be on a USFK installation during any given HPCON.

**Invited Contractor.** Individuals from U.S. firms present in Korea for the purposes of executing contracts with the U.S. Armed Forces.

**Official business.** A term used to limit entry onto an installation to those individuals required to meet mission objectives. Official business is limited to activities directly supporting the mission of the command or the health, welfare, or morale of members of the command. Social activities that promote the political aims of the U.S. or relationships with our allies are considered to support the mission of this command.

**Personal Service Employee.** Individual hired solely for employment in family quarters of command sponsored personnel on an installation and is not employed by or paid from appropriated funds or NAF.

**Requesting Authority.** The individual authorized to request individuals be granted unescorted installation, Area, Eighth Army, 7AF and/or USFK-wide installation access.

**Sponsor.** Designated U.S. military personnel, DoD civilians and USEMB personnel who are authorized to sponsor individuals for the issuance of DBIDS ID card within the command.

**Sponsored Guest.** Previously referred to as “Good Neighbors” Non-DoD personnel granted unescorted access to USFK installations in support of Command Programs, to include the Good Neighbor Program.

**The Exchange.** The Army and Air Force Exchange Service (formerly AAFES).

**Technical Representative.** Individuals from U.S. firms present in Korea for the purposes of providing special instruction or advising U.S. Armed Forces with particular skills.

**Third-country national.** Any individual who is not of U.S. or ROK nationality as determined by his/her passport, ID card, or other means of official identification.

**Visitor.** Immediate family members and friends of the family who are visiting personnel assigned to a USFK installations.

**Visitor Pass.** A DBIDS printed document that is produced when a visitor is registered to be escorted onto an installation/base. The picture of the visitor is printed on the document along with the issue and expiration date, it also has a bar code that can be scanned for multiple entry during the authorized period. This must be retained by the escorting person at all times.

**Volunteer.** A person who provides, without compensation, a regularly scheduled and recurring personal service to the military community.