



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-ES

2 August 2012

**US ARMY GARRISON YONGSAN POLICY LETTER 5-5**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-SOFA Plated Vehicle Safety Decal Program

1. **REFERENCES:**

- a. USFK Regulation 190-1, Motor Vehicle Traffic Supervision, 1 March 2010.
- b. USFK Regulation 190-7, Installation Access Control System, 1 October 2008.
- c. USFK Regulation 190-50, Law Enforcement Procedures in Korea, 10 August 2009.

2. **PURPOSE:**

- a. To establish policies and procedures for issuing vehicle bar-coded safety decal to non-SOFA plated vehicles for access to US Army Garrison Yongsan (USAG Y) installations.
- b. To implement the provisions of USFK Regulation 190-7.

3. **APPLICABILITY:** This policy applies to all personnel sponsoring an individual for, or utilizing, a vehicle decal for access to Yongsan Garrison installations.

4. **RESPONSIBILITIES:**

a. The USAG Y Commander has overall responsibility for installation access. The only approval authority in USAG Y for vehicle bar-coded safety decal is the USAG Y Commander's designated representative, the Deputy Garrison Commander. The only exceptions are for the ADCofS, USFK for Distinguished Visitors.

b. USAG Y Directorate of Emergency Services:

(1) Is the designated representative of the USAG Y Commander and has supervisory responsibility over the USAG Y Decal Program.

(2) Is the USAG Y point of contact for this policy.

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(3) Will ensure gate guards control installation access through enforcement of the provisions of USAG Y policies and USFK Regulation 190-7.

c. Deputy Garrison Commander: Is the designated representative of the USAG Y Commander and acts as the approval authority for requests made to the USAG Y Commander IAW this policy or USFK Regulation 190-7.

d. USAG Y PMO:

(1) Has no approval/disapproval authority.

(2) Issues vehicle bar-coded safety decal with appropriate instructions and expiration date decal after an application is approved by the Deputy Garrison Commander.

(3) Provides a monthly report, broken down by sponsor, on the number of decals to the USAG-Y Directorate of Emergency Services.

e. Commanders/Directors of Tenant Activities listed in Paragraph 5b(1) and (2) will:

(1) Comply with the provisions of this policy and USFK Regulation 190-7.

(2) Establish signature authority with USAG Y through DD Form 577 (Signature Card). Sponsors may delegate signature authority to a designated representative. Decal requests without proper signature are returned to the sponsor for corrective action.

(3) Ensure that only US Government employees assigned to the sponsor's activity process decal applications.

(4) Ensure all personnel sponsored have a recurring official business requirement to enter the installation. Sponsorship should be limited to the sponsor's duty installation and alignment to their functional USAG Y area of responsibility.

(5) Maintain a record of personnel sponsored. This record will include the vehicle bar-coded safety decal number, the name of the individual sponsored, their social security number or Korean ID number (KID), reason for issue, and date decal was terminated or surrendered.

(6) Maintain positive contact with individuals sponsored and ensure that decals are confiscated and turned into the Pass and ID section when voided.

(7) Ensure signature card is updated and sponsorship of decal holders is transferred prior to the departure of an individual designated as a unit/activity sponsor.

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(8) Clear the USAG Y PMO Pass and ID office before permanent change of station or end of tour of service to ensure turn-in of all access media on individuals sponsored or transfer to another sponsor. When a transfer of sponsored personnel does not occur between the incoming and outgoing sponsors, the incoming sponsor has sixty (60) days upon arrival in which to assume sponsorship responsibility of those personnel authorized access media by the outgoing sponsor. If sponsorship hasn't been transferred within 60 days, those decals sponsored by the outgoing sponsor will no longer be valid.

f. 411<sup>th</sup> Contracting Support Brigade (CSB) will:

(1) Ensure contracts specify the type and number of contractor furnished vehicles that are to be issued decals (if not specified in the contract, then no decals will be issued to that contractor).

(2) Ensure contracts contain a provision for the return of all access media issued to a contractor before final payment is made.

(3) Forward approved contractor decal applications to the USAG Y Directorate of Emergency Services for processing.

## 5. **POLICY AND PROCEDURES:**

a. The vehicle bar-coded safety decal is the only authorized vehicle registration access media for non-SOFA plated vehicles in USAG Y. NOTE: DD Form 2220 (Department of Defense Registration Vehicle Decal) is no longer issued by USAG Y or the USFK Pass and ID Vehicle Registration Office (VRO). Only the bar-coded safety decal and installation USAG Y tab stickers will be displayed on vehicles. The vehicle registration decal will be used to register POVs and contractor vehicles that are not authorized SOFA license plates, but require continuing access to USAG Y installations for recurring official business. The vehicle bar-coded safety decal is only an access media for a vehicle; it does not grant or authorize any escort privileges.

b. Requests for decals will be generated using USFK Form 195 by U.S. O-6/U.S. civilian equivalent or above commands/directorates/staffs/agencies designated below.

(1) Commanders of Major Subordinate Commands (MSC) and component commands.

(2) Staff Principals, J1, J2, J3, J4, J5, J6, CINC XO, A/DCS, Special Advisor (SA) to the CINC, SA to the Deputy Commander, Chaplain, DRM, ENG, JAG, PAO, CofS EUSA, Embassy, FOB K, JUSMAG, SUSLAK, and AAFES.

c. US Armed Forces retirees, reservists, and widows of retirees may submit applications for USAG Y decals directly to the Deputy Garrison Commander for approval.

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d. The Deputy Garrison Commander is solely responsible for approving decal requests. The 411<sup>th</sup> CSB may request approval of decal requests specifically required to execute a contract. Contractor decal applications will be processed through the USAG Y Directorate of Emergency Services.

e. All contractor requests, other than through 411<sup>th</sup> CSB, will be forwarded by the sponsor to the USAG Y Commander for approval.

f. Sponsors will forward decal requests, with full justification IAW USFK Regulation 190-7, to the USAG Y Commander. The USAG Y Directorate of Emergency Services will review documents and justification and make a determination whether or not to approve the decal request.

g. Sponsors will specify to which installation(s) access is requested (e. g. Main Post, South Post, Camp Market, K16, etc.) and days of week of access. Sponsorship should be limited to the sponsor's duty installation and alignment to their functional USAG Y area of responsibility.

h. Upon approval of application, the vehicle bar-coded safety decal will be issued to KN and third country direct hire personnel officially employed by U.S. Government activities at an installation in the grade of KGS-7/KWB-9 or above. This grade requirement applies to NAF, AAFES, and ROK-CFC civilian grade equivalents. Contract employees, employed for six months or longer, may also be issued vehicle bar-coded safety decals. The designated representative of the command or directorate where the individual is employed will sponsor him/her. Applications will be forwarded to the USAG Y Deputy Garrison Commander for final approval.

i. Distinguished Visitors may be sponsored and approved by the ADCofS, USFK or the USAG Y Commander. DVs approved by USFK will be routed through the USAG Y Directorate of Emergency Services to the USAG Y PMO Pass and ID section for system accountability.

j. US, KN, and third country personnel who are not employed by the U.S. Government and require frequent access to a USAG Y installation for official U.S. military business can be issued a vehicle bar-coded safety decal after complete justification has been provided by the sponsor.

k. Pursuant to a Memorandum of Understanding (MOU), dated 12 June 1986 between USFK and the Korean Employees Union, certain employees below the minimum grades stated above, who had vehicle access privileges before the date of the MOU, retained this privilege after the agreement. Employees must provide proof of the vehicle access privilege before the MOU, to the USAG Y PMO Pass and ID office before a vehicle decal will be issued.

l. Employees who do not meet the minimum grade requirement of paragraph 5h may be sponsored for a decal based on the need of the employee and supervisor's recommendation. Full

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justification must be provided to the USAG Y Directorate of Emergency Services before approval is granted. Employees receiving decals as an exception under this paragraph are not guaranteed a future renewal. If at renewal the USAG Y Commander deems the individual's circumstances no longer justify a vehicle decal, the past approval will not "grandfather" the individual's request.

m. The vehicle bar-coded safety decal remains U.S. Government property and may be recalled or revoked at the discretion of the USAG Y Commander.

n. The vehicle bar-coded safety decal will be permanently affixed to the vehicle with its own adhesive and only displayed as indicated below:

(1) Attach to the lower left-hand corner of the vehicle windshield (driver's side).

(2) Installation ID tabs will be affixed directly below the decal. Expiration date decal will be affixed to the left side of the decal.

(3) Vehicles with expired date tabs will be denied access and the tabs confiscated.

o. Vehicle bar-coded safety decals not physically attached (such as laminated and lying in the vehicle dashboard) will be confiscated.

p. Vehicles are authorized access for only those installations denoted by their installation ID tab. The USFK-wide installation ID tabs, when authorized by the USFK Provost Marshal (PM), will be honored for access to any USAG Y installation, consistent with hours and days indicated on the driver's USFK Form 37EK.

q. Any sponsor requesting a USFK-wide decal must submit the application through the USFK Provost Marshal.

r. Membership in any club or organization does not guarantee issuance of a vehicle bar-coded safety decal. Sponsors must be 03/GS-9 or above from either paragraph 5b(1) or (2). The USAG Y Commander's designated representative will make the decision on a case-by-case basis.

6. **DECAL SPONSORSHIP**: Sponsorship authority is limited to US Government organizations or individuals as indicated below:

ORGANIZATION/INDIVIDUAL

SPONSOR AUTHORITY

Distinguished Visitor

ADCoS, USFK

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<u>ORGANIZATION/INDIVIDUAL</u>	<u>SPONSOR AUTHORITY</u>
Direct-hire Employees, KGS 7 or above and KWG 9 or above	Command or directorate where individual works
Contractors	411 <sup>th</sup> CSB (Also approval authority) and USAG Y Commander
Other Contractors (e.g. AAFES, FED, etc)	Agency concerned
AAFES Employees	AAFES CPO
NAF Employees Korean Service Corps (KSC)	Directorate where individual works Duty Organization of KSC personnel
Authorized Non-AAFES concession employees	USAG Y Commander
ROK Military and Civilians Directly Assigned or attached to HQ, CFC	Assistant Chief of Staff, J1, USFK
Law Enforcement	USAG Y Commander & USAG Y Provost Marshal
Community service organizations, bona fide private organizations, and community service volunteers	Any of sponsors listed in para 5b(1) and (2)
Non-US UNCMAC members and third country armed forces members under UNC, Neutral Nations Supervisory Commission and UN development program members	UNCMAC Secretariat
Civilian or Foreign Military Press (Must be escorted at all times)	USFK PAO and/or USAG Y PAO

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ORGANIZATION/INDIVIDUAL

SPONSOR AUTHORITY

Individuals with recurring Official Business

03/GS-9 equivalent or above Sponsor listed in paragraph 5b(1) and (2)

7. **DECAL ISSUING AGENCY:** Only the USAG Y Pass and ID office may issue decal media.

8. **DECAL ACCOUNTABILITY:**

a. Vehicle bar-coded safety decals are serial numbered and accountable. The accountability procedures outlined in USFK Regulation 190-7 will be followed.

b. Only Personnel from the USAG Y PMO Pass and ID office will apply vehicle decals to the windshield. MPs will remove decals upon expiration of the decal or at the owner's request (e.g., sale of a vehicle etc.). Vehicles found on the installation or attempting to enter the installation with an expired decal will be stopped, and the vehicle decal removed by MPs or access control personnel. Access will be denied pending a revalidated authorization. Decal residue will be returned to the USAG Y PMO Pass and ID office.

9. **DECAL ISSUE PROCEDURES:**

a. Only one vehicle per family is authorized to be registered. Contractors will be limited to only those vehicles necessary to fulfill contractual requirements (vehicle requirements not included in contracts, to include type and number required, will not be issued any type of access media). The following documents will be required:

(1) A completed USFK Form 195 (Application for DoD Vehicle Registration Decal), signed by the sponsor.

(2) A copy of a valid insurance policy, IAW USFK Regulation 190-1.

(3) A valid vehicle operator's license, ROK or USFK, as appropriate per USFK Regulation 190-1.

(4) A copy of the current safety inspection certificate.

(5) A copy of the valid registration in the name of the applicant. If the vehicle is registered in the spouse's name, a copy of the family register must be provided.

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(6) A valid USFK Form 37EK in the name of the applicant, (except personnel possessing DoD identification). Vehicle bar-coded safety decals will not be issued to personnel whose USFK Form 37EK expires within 30 days.

b. Vehicle bar-coded safety decal will expire one year from the date of issue or upon expiration of USFK Form 37EK, whichever is sooner. Vehicle bar-coded safety decals will not be issued to personnel if any of these documents are going to expire within the next 30 days.

10. **TRAFFIC LAWS:** Operators/owners of non-SOFA vehicles bearing a vehicle registration decal will operate their vehicle IAW USFK Regulations and Korean traffic laws while on a USAG Y installation. Sponsors are required to brief operators that it is a privilege to operate a vehicle on a USAG Y installation. Repeated or serious violations will result in revocation of privileges.

11. **THIRD COUNTRY DIPLOMATS:**

a. Diplomatic plates do not give automatic access to a USAG Y installation. Third country diplomatic personnel may be granted access to a USAG Y installation if they are honorary members of the Hartell House. They may also be granted access for official business purposes.

b. Vehicle access of non-U.S. diplomatic personnel without a vehicle bar-coded safety decal is restricted to Gate 52, along X Corps Blvd to Embassy housing vicinity X Corps Blvd.

13. **ADMINISTRATIVE SANCTIONS:** Individuals who violate provisions of this policy are subject to administrative disciplinary sanctions, including the denial or limitation of access to USAG Y installations IAW USFK Regulation 190-7.

14. **EXCEPTIONS TO POLICY:**

a. Personnel requesting an exception to this policy must forward their request to the USAG Y Support Activity, ATTN: Directorate of Emergency Services, APO AP 96205.

b. Exceptions concerning this policy previously approved before this current policy takes affect will no longer be authorized or approved. Exceptions to policy that are approved after this policy takes affect, will be authorized or approved for a one year period, unless specifically stated in writing by the Deputy Garrison Commander, USAG Y.

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c. Personnel requesting an exception to policy concerning any chapter, section, or paragraph in USFK regulation 190-7 must submit their request THRU the following offices in the order provided: Commander, USAG Y, ATTN: Directorate of Emergency Services, APO AP 96205; USFK Provost Marshal Office, FKPM S, Unit #15306, APO AP 96205-0010; FOR the Deputy Chief of Staff, USFK, Unit #15237, APO AP 96205-0010.

  
MICHAEL E. MASLEY  
COL, AG  
Commanding

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