



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-HR

11 March 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #82, Authorization for Visiting Family Members to Access USAG-H AAFES/DeCA Facilities

1. The proponent for this policy letter is the Directorate of Human Resources.
2. This policy letter is effective immediately and remains in effect until rescinded or superseded. Previously, this correspondence was numbered "Policy Letter #56" but was rescinded in its entirety on 31 July 2012.
3. References.
 - a. Army Regulation 215-8, Army and Air Force Exchange Service Operations, 5 Oct 12.
 - b. USFK Regulation 60-1, Ration Control Policy – Access to Duty-Free Goods, 23 May 11.
 - c. DoD Instruction 133017, Armed Services Commissary Operations, 8 Oct 08.
4. Applicability. This policy applies to all Active Duty Military, DOD civilians, and DOD contractors (SOFA status personnel) assigned to USAG Humphreys, who sponsor visiting Family members and friends from outside the Republic of Korea. This policy **DOES NOT** apply to Unaccompanied Family members visiting Korea.
5. Purpose. To outline policy and procedure for requesting approval for visiting Family members and friends from outside Korea to accompany their sponsors into the USAG Humphreys Commissary, Exchange, and other AAFES retail facilities (DoDI 133017, encl 4, para 3, stipulates they can access DeCA (Commissary) with the Garrison commander's approval). However, visiting Family members/friends are **NOT** authorized to make purchases.
6. Summary.
 - a. Sponsors of visiting Family members/friends from outside Korea may submit an AAFES/DeCA Facility Access Request Form (attached) to obtain authorization for their visitors to accompany them into the USAG Humphreys Commissary, Post Exchange, and other AAFES retail facilities. With an approved AAFES/DeCA Facility Access Request Form, visiting Family members/friends may access USAG Humphreys

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AAFES/DeCA facilities when accompanied by an authorized sponsor, or wife/husband of the sponsor.

b. The following criteria apply to visitors accessing AAFES/DeCA Facilities:

(1) The Garrison Commander is the approving authority for visiting Family members and friends to access AAFES/DeCA facilities.

(2) Approved AAFES/DeCA access requests are valid for USAG Humphreys AAFES/DeCA facilities **ONLY**.

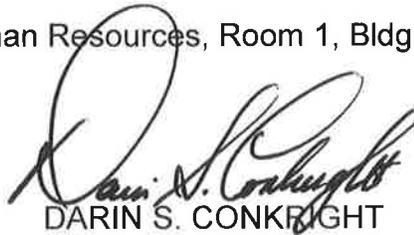
(3) Visiting Family members/friends are **NOT** authorized to make purchases from AAFES/DeCA facilities.

c. Sponsors must submit AAFES/DeCA Facility Access Request for his/her visitors to the Office of the DHR Director, located in Bldg 543 (Mon-Fri, 0800-1700; closed on weekends, US and Korean holidays, and USFK training holidays). Turnaround/approval time will be within 48 hours unless special circumstances occur that warrant expeditious processing.

d. DHR submits all applications for AAFES/DeCA Facility Access Request Form to the Garrison Commander for approval.

7. Point of contact is the Director of Human Resources, Room 1, Bldg 543, 753-6736.

Encl
as



DARIN S. CONKRIGHT
COL, SF
Commanding

DISTRIBUTION:
A & B

MEMORANDUM FOR Commander, US Army Garrison Humphreys, Unit 15228
APO-AP 96271

SUBJECT: Sponsor Escorted Entrance to USAG Humphreys Facilities

1. I request my visiting Family Member(s)/friend(s) listed below be authorized to accompany me (Sponsor) into the USAG Humphreys facilities from _____ thru _____ in accordance with my Application for Installation/Base Pass (USFK Form 82-E).

<u>NAME</u>	<u>SSN or PASSPORT #</u>	<u>RELATIONSHIP</u>
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2. I understand that visiting family members/friends may ONLY have Sponsor escorted entrance to facilities when accompanied by the authorized Sponsor (or wife/husband of the Sponsor) and that subject Family Members/friends are not authorized to make purchases of any kind.

NOTE:

- Visitor presents this document along with their USFK 37-EK (Installation Base Pass) to be granted Sponsor escorted entrance facilities.
- This document is NOT an approved installation access media.

(SPONSOR'S SIGNATURE)

(PRINTED FULL NAME)

(GRADE/ORGANIZATION/TEL#)

Approved/disapproved.

MARK K. COX
Deputy to the Garrison Commander