



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

IMHM-ZA

11 March 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Memorandum #99, Procedures for Processing Sponsored Guest Installation Access Pass Applications for Good Neighbors and Honorary Club Members (HCM).

1. The proponent for this policy is the Public Affairs Office, United States Army Garrison (USAG) Humphreys.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. Reference:
 - a. USFK Regulation 190-7, Installation Access Control, 6 November 2014
 - b. USFK Regulation 360-4, Good Neighbor Program, 11 May 2010
4. Purpose: This policy letter establishes procedures and guidelines for requesting Sponsored Guest installation access pass applications for Good Neighbors and Honorary Club Members (HCM). All requests and required additional information for installation access through the Good Neighbor Program (GNP) must be submitted to the USAG-Humphreys Public Affairs Office (PAO), Community Relations Officer (CRO).
5. Applicability: This policy applies to all individuals, organizations and units wishing to gain installation access as a Sponsored Guest for Good Neighbors and HCMs for Camp Humphreys and Area III.
6. Procedures:
 - a. Individuals, organizations and or units wishing to forward persons for consideration for a Sponsored Guest pass through the GNP will designate a point of contact (POC) to supply any and all information needed to complete all requirements set forth in USFK-R 190-7, Installation Access Control. Only those applications, information and forms filled out in English and using standard American measurements will be accepted. POCs are responsible for collection and accuracy of all information contained within the application packet and timely submittal to the sponsorship authority.

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b. Completed application packets will be submitted for Sponsorship. In the case for Sponsored Guests, installation access requests must at a minimum be sponsored by an O-4 or higher commander or their GS-14/15 deputies, when acting as an activity commander. The official requestor must be an O-6 commander, IAW USFK-R 190-7.

7. Sponsors are responsible for validating the information provided and filling out sections 13 and 15 on the USFK Form 82-E before forwarding the Sponsored application package to the garrison CRO. For those individuals, organizations and units that do not have sufficient sponsorship authority present on Camp Humphreys or in Area III, the garrison CRO will serve as the POC to obtain local sponsorship.

a. The CRO will collect and review all submitted application packets to ensure they are IAW USFK-R 190-7 and 360-4. If the application packet fails to meet regulatory guidelines, it will be returned to the requestor. If the packet meets regulatory guidelines, it will be forwarded to the Directorate of Emergency Services (DES), Access Control Office for COPS & KNP background checks and processing. Note: If background checks contain derogatory information, the application packet will be returned to the requestor.

b. Once a Quarter, the PAO will convene the USAG Humphreys GNP Pass & Honorary Club Review Board to evaluate all complete application packets. The board will consist of at a minimum three voting members of the garrison staff to include the Deputy Garrison Commander, Directorate Heads and or Senior Special Staff Heads. Those packets found to meet minimum justification requirements will be forwarded to the USAG Humphreys Garrison Commander for final approval/disapproval. Packets that fail to meet minimum justification requirements, IAW USFK-R 190-7, paragraph 2-4c(1), will be returned to the requestor. The review board will be held the last calendar week of each quarter: December, March, June and September, respectively. Application packets must be received by the CRO three weeks in advance to be considered for review by the board.

c. The USAG Humphreys Garrison Commander, acting in his delegated authority, will make the final determination on application approval or disapproval. Approved applications will be returned to DES Access Control Office to process pass issuance. PAO will provide a policy memo and congratulatory letter to the nominee and sponsoring official. Disapproved applications will be returned to the requestor.

d. Those packets returned for insufficient justification, missing or incomplete information will be allowed for resubmission once the POC has completed all requirements. However, if the corrective actions do not take place within the three week pre-board window, they will be held until the next quarter for forwarding to the board for review.

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8. Questions concerning this policy should be directed to the USAG Humphreys Public
Affairs Office at DSN 754-0034/7652 or Commercial 0503-354-0034/7652.



DARIN S. CONKRIGHT
COL, SF
Commander

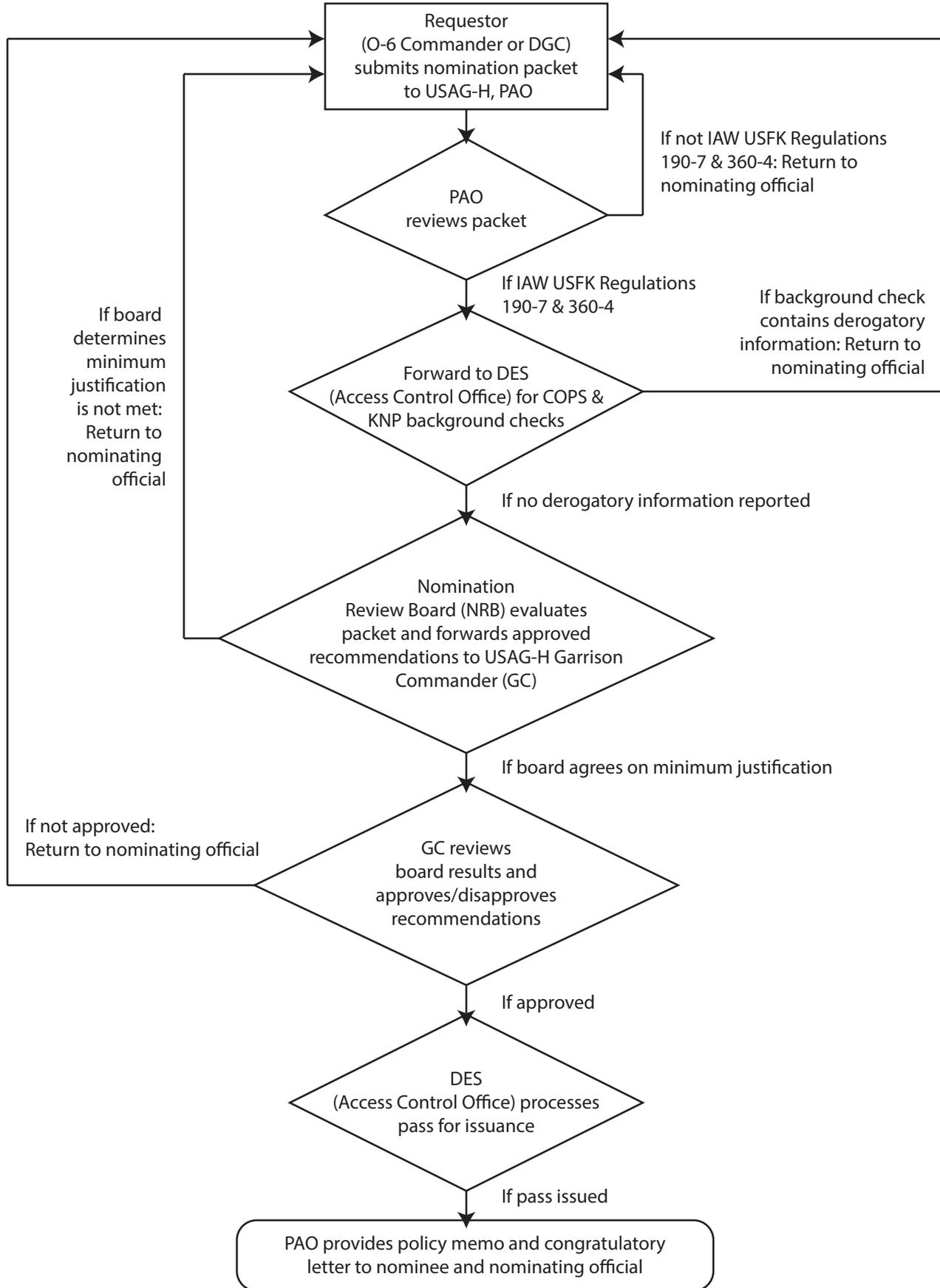
Encl:

- A – Sponsored Guest Installation
Access Approval Process
- B – Sponsored Guest Installation
Access Worksheet
- C – USFK Form 82-E

DISTRIBUTION:

A

United States Army Garrison Humphreys
— Sponsored Guest - Good Neighbor & Honorary Club Member
Installation Access Approval Process —



APPLICATION FOR INSTALLATION/BASE PASS (USFK FORM 37-EK) (USFK REG 190-7) <i>(SEE PRIVACY ACT STATEMENT ON PAGE 2)</i>						DATE	
SECTION I - TO BE FILLED OUT BY SPONSOR AND APPLICANT (TYPE OR PRINT)							
1. NAME (LAST, FIRST, MIDDLE)			2. SEX <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		3. KID/SSN OR PASSPORT		
4. DOB (YYYYMMDD)	5. HEIGHT	6. WEIGHT	7. HAIR	8. EYES	9. GLASSES <input type="checkbox"/> YES <input type="checkbox"/> NO	10. POB (CITY/COUNTRY)	
11. ADDRESS & PHONE NO.							
11.a. CURRENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)				11.b. PERMANENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)			
12. ACCESS REQUIREMENTS <i>(If USFK or EUSA-wide; Special processing required)</i>							
12.a. ACCESS AREA		12.b. FPCON (A,B,C,D)	12.c. ESCORT PRIVILEGES Pers Vehicle YES <input type="checkbox"/> NO <input type="checkbox"/>		12.d. HOURS	12.e. DAYS	
12.f. PASS TYPE <input type="checkbox"/> PERMANENT <input type="checkbox"/> SHORT TERM VISITOR			12.g. STATUS <input type="checkbox"/> INITIAL <input type="checkbox"/> RENEWAL <input type="checkbox"/> UPDATE				
13. SPONSOR INFORMATION							
13.a. SPONSOR (FULL NAME/RANK or GRADE)		13.b. SPONSOR SSN		13.c. SPONSOR ORG & PHONE NO.			
14. JUSTIFICATION FOR PASS OR VISIT (ATTACH COPY OF KID CARD OR PASSPORT AND PREVIOUS PASS) (FPCON Level, escort authorization, Access Area, and days/hours of access must be addressed in justification)							
SPONSOR STATEMENT OF UNDERSTANDING							
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		Signature			DATE		

SECTION II - TO BE FILLED OUT BY DOD SPONSOR, CPOC OR USACCK

NAME (LAST, FIRST, MIDDLE)
(FROM BLOCK 1)

KID/SSN OR PASSPORT
(FROM BLOCK 3)

16. GRADE/RANK

17. JOB TITLE

18. DATE OF EMPLOYMENT

19. UNIT/AGENCY/COMPANY ADDRESS/PHONE NO.

20. CONTRACTING OFFICER / PHONE NO.

21. CONTRACT NO.

22. CONTRACT PERIOD (YYYYMMDD-YYYYMMDD)

SECTION III - REQUESTING AUTHORITY

I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I ENSURE IT MEETS THE PROVISIONS OF USFK REG 190-7.

Recommend Approval Disapproval

SIGNATURE, TYPED NAME, GRADE, DUTY TITLE

Signature

SECTION IV - TO BE FILLED OUT BY PASS & ID OFFICE

23. BACKGROUND CHECK WITHIN LAST 3 YEARS? YES NO

24. DEROGATORY INFORMATION YES NO

- 23.a. Local Law Enforcement
- 23.b. KNP
- 23.c. US Embassy (if applicable)

DATE REQUESTED DATE COMPLETED

(If Yes) Date Provided Approval Authority

25. IS APPLICANT A **DESIGNATED COUNTRY PERSON (DCP)?**

YES NO

26. IS THIS PASS APPLICATION IAW USFK REG 190-7?

YES NO

27. DATE PASS ISSUED

28. PASS EXPIRATION DATE

I HAVE REVIEWED THIS APPLICATION TO ENSURE INFORMATION AND DOCUMENTATION REQUIRED FOR AN APPROVAL DETERMINATION ARE ENCLOSED AND IAW USFK REG 190-7.

29. SIGNATURE OF PASS & ID SECTON CHIEF OR NCOIC

DATE

Signature

SECTION V - APPROVAL AUTHORITY

I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I ENSURE IT MEETS THE PROVISIONS OF USFK REG 190-7.

Approved Disapproved

SIGNATURE, TYPED NAME, GRADE, DUTY TITLE

Digital Signature

PRIVACY ACT STATEMENT

- 1. AUTHORITY:** Title 10, USC, 3012(g).
- 2. PRINCIPAL PURPOSE(S):** Use of Social Security Number or Korean Identification number is an additional means of identification of individuals
- 3. ROUTINE USES:** 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. MANDATORY OR VOLUNTARY DISCLOSE AND EFFECT ON INDIVIDUALS NOT PROVIDING INFORMATION:**
Disclosure of information is voluntary. Failure to provide required data may result in denial of access to USFK installations.