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

REPLY TO
ATTENTION OF

IMHM-ES

07 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Humphreys Policy Letter #17, Escorted Visitor Policy

1. The proponent for this policy is the Directorate of Emergency Services.

2. This policy is effective immediately and remains in effect until rescinded or superseded.

3. Reference. USFK Regulation 190-7, Installation Access Control, 06 Nov 14.

4. Applicability. This policy applies to all personnel who are registered in DBIDS and authorized escort privileges.

5. Purpose. To stress the significance of complying with established escort policy and procedures and to outline the repercussions involved with escort violations.

6. Summary. Visitors must be processed/registered onto the installation at an authorized Access Control Point (CPX Gate Visitor's Center or Pedestrian Walk-Thru Gate) and be escorted at all times while on the installation. In accordance with USFK Regulation 190-7, the Installation Commander will take action in cases where visitors are left uncontrolled by their Sponsor or escort. At a minimum, the Sponsor/escort who signed the visitor onto the installation will lose their escort privileges for not less than 90 days.

7. The following policy and guidelines are established IAW USFK Regulation 190-7 to ensure compliance with the escorted visitor policy:

a. Escort privileges are granted to SOFA and non-SOFA personnel who are properly registered in DBIDS under their specific (individual) approved/authorized status. Escorted visitors may only be signed onto the installation by someone who is properly registered in DBIDS and authorized escort privileges. **Escort privileges cannot be sold, bartered, traded, or otherwise used for personal or monetary gain.**

b. Sponsor/escort will register and deregister all visitors in DBIDS at a designated visitor center (CPX Gate Visitor's Center or Pedestrian Walk-Thru Gate). The same visitor center will be used for entry registration and exit deregistration. The Sponsor/escort will maintain positive control of the visitor's pass (USFK Form 37EK (AUTO) at all times while they are on the Installation.

c. Escorted visitors found on the installation without their Sponsor/escort present are considered to be trespassing and will be detained by law enforcement personnel. The unescorted visitors can be barred from the installation.

d. Sponsor/escorts who fail to properly escort their visitors while on the installation (first time offenders) will be processed accordingly by law enforcement personnel and will lose their escort privileges for not less than 90 days. Second time offenders are subject to losing their escort privileges indefinitely, or for a period of time determined by the Garrison Commander.

e. Sponsor/escort must ensure their escorted visitor(s) use valid identification and are prevented from entering or attempting to enter the installation by fraud or false pretense. Escorted visitor(s) and who enter or attempt to enter the installation by fraud or false pretense may be detained by law enforcement personnel, released to civilian police authorities, and may be subject to installation barment. Sponsor/escorts failing to ensure their escorted visitor(s) use valid identification may also be detained, have their escort privileges and or installation access media revoked, and can be barred from the installation.

f. Individuals with escort privileges shall not escort persons from USFK identified Designated Countries (DCP) without an approved Exception to Policy (ETP) signed by the Deputy Chief of Staff (DCS), USFK, IAW the provisions of USFK Regulation 190-7. DCP visitors who present fraudulent identification to security personnel, or otherwise attempt to gain unauthorized entry to the installation may be detained by law enforcement personnel, released to civilian police authorities, and may be barred from the installation. Sponsor/escorts attempting to escort a DCP without an approved USFK ETP may also be detained, have their escort privileges and or installation access media revoked, and can be barred from the installation.

g. Escorted visitor passes are valid for 24 hours from the time of visitor's registration in DBIDS. Extended duration visitor's passes (48 hour, 72 hour or 96 hour) may be granted by exception to reduce the inconvenience of renewing a visitor's pass every 24 hours during weekends or long holiday weekends when the DBIDS offices are closed. This privilege is granted to Sponsors who reside on post and have an approved USFK Form 82-E (Application for Installation/Base Pass) on file for their visitor but are unable to have a Short-Term Visitors Pass (37EK) issued because DBIDS offices are closed.

h. Family members without their Sponsor in country and Sponsors who reside off-post are not authorized an extended duration escorted visitor's pass.

i. Regardless of the duration of an escorted visitor's pass (24 hour, 48 hour, 72 hour or 96 hour), the Sponsor/escort must either re-register or de-register their visitor from DBIDS at the same Visitor Control Center where they gained access to the installation prior to the escorted visitor pass expiring. Sponsor/escorts must de-register their

escorted visitor from DBIDS prior to departing the installation and then re-register them as an escorted visitor when returning to the installation.

j. IAW USFK Regulation 190-7, all escorted visitors must be signed onto the installation by an individual (Sponsor) who is properly registered in DBIDS and authorized escort privileges.

k. Escorted visitor(s) must present and surrender one of the following documents to visitor center security personnel for verification of identity and in exchange for a visitor's pass:

(1) Korean Nationals: An official ROK Government ID Card bearing a photo (i.e. KID Card, Korean National Police Agency ID Card, ROK Military ID, ROK Ministry of National Defense ID, or Korean passport). NOTE: Visiting Korean Nationals may also use their driver's licenses as a valid form of identity and nationality provided the seventh number in their KID is a 1, 2, 3, or 4. Any Korean driver's licenses that have a number other than 1, 2, 3, or 4 in the seventh position cannot be accepted as verification of identity or nationality for visiting personnel as these driver's licenses are issued to non-Korean personnel.

(2) Non-Korean Nationals: Must present a valid passport for the purpose of verifying the visitor's nationally and ROK immigration (Visa) status (e.g. visa showing date of entry into the ROK and expiration date, other valid immigration visa or ROK Alien Registration Card). After security personnel record certain passport information, the passport is returned to the visitor who must then surrender another (different) valid form of photo ID in exchange for the visitor's pass. If the visitor possesses no other form of valid photo ID, the sponsor may surrender his or her valid photo ID in exchange for the visitor's pass. The sponsor may not surrender their personal DOD Military/U.S. Government issued ID card for this purpose.

l. SOFA Personnel violating this policy will have their escort privileges removed from DBIDS. Following the specified revocation period, the individual must request in writing, **THRU** Directorate of Emergency Services (Access Control), **FOR** the Garrison Commander to have their escort privileges reinstated.

m. Non-SOFA personnel in violation of this policy are required to return their 37EK Pass to the CPX Visitor's Center within three (3) duty days of their escort violation. A temporary installation pass (with limitations) may be issued thereafter for up to 90 days pending the investigation outcome. If not returned, the employee's sponsor will be notified and the persons USFK 37EK and installation access will be canceled (Blue-Stripe CAC ID card holders do not return their ID card. Escort privileges are systematically removed from DBIDS).

n. Non-SOFA personnel suspected of violating this policy by their Sponsoring Organization or law enforcement personnel are subject to having their escort privileges suspended for thirty (30) days pending outcome of the official investigation.

o. Escorting a visitor and their vehicle. The following documents are required to obtain a temporary vehicle pass for an escorted visitor's vehicle. Installation visitor centers will not accept cell phone or other digital verification of documents:

(1) Visitor (vehicle's owner/operator) must present a valid driver's license.

(2) Proof of ownership (ROK registration) in the visitor's name.

(3) Valid vehicle safety inspection (annotated on ROK registration form).

(4) Proof of insurance in visitor's name (vehicle's owner/operator).

NOTE: At the visitor center, the visitor must present the aforementioned documents in hard-copy to receive the visitor pass or a temporary vehicle pass (USFK Form 192EK).

8. Although suspension of escort privileges is an administrative action (i.e. no regulatory or statutory right for an appeal), individuals found in violation of stated policy may submit matters of reconsideration to the Garrison Commander. Special consideration will be given to cases involving instances of administrative error or mistaken identity.

9. Submit matters of reconsideration for reinstatement of escort privileges in writing, **THRU** Directorate of Emergency Services **FOR** Commander, USAG Humphreys, Unit 15228, APO AP 96271-5228.

10. Point of Contact is the DES Access Control Office at 753-6609/8172, or the DES Security Division at 753-5924.

JOSEPH C. HOLLAND
COL, AR
Commanding

DISTRIBUTION:
A&B