



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

FEB 16 2016

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #17, Escorted Visitor Policy

1. Reference: USFK Regulation 190-7, Installation Access Control, 6 November 2014.
2. The proponent for this policy is the Directorate of Emergency Services.
3. This policy is effective immediately and remains in effect until rescinded or superseded.
4. Applicability. This policy applies to all personnel who are registered in DBIDS and authorized escort privileges.
5. Purpose. To stress the importance 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 area/installation commander will take action in cases in which visitors are left unescorted by their Sponsor.
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. **Escort privileges cannot be sold, bartered, traded, or otherwise utilized for personal or monetary gain.**
 - b. Visitors found on the installation without their Sponsor present are considered to be trespassing and will be detained by law enforcement personnel. The unescorted visitors may be barred from the installation.
 - c. Sponsors 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 thirty days. Second time offenders are

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subject to losing their escort privilege indefinitely, or for a period of time determined by the Garrison Commander.

d. Violations of this escort policy will be referred to the appropriate Commander, Director, Sponsoring Agency, and Provost Marshal's Office for appropriate action.

e. Visitors must be processed 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. Extended visitor's passes (72 or 96 hours) are processed and issued only at the CPX Gate Visitor's Center.

f. Regardless of the duration an escorted visitor's pass validity (24 hrs, 72 hrs, or 96 hrs), the escort (Sponsor) must either re-register or de-register their visitor from DBIDS at the Access Control Point at which they initially processed the visitor pass prior to its expiration.

g. Escorted personnel must present and/or surrender one of the following documents to visitor center security personnel for verification of identity/nationality and in exchange for an escorted visitor pass:

(1) Korean Nationals: An official ROK Government ID Card bearing a photo (e.g., KID Card, ROK Driver License, Korean National Police Agency ID Card, ROK Military ID, ROK Ministry of National Defense ID, or Korean Passport). NOTE: Persons of Korean Decent possessing a Korean Domestic Registration Card must also present a valid passport from the country of their citizenship. The Domestic Registration Card will not be accepted without presenting a valid passport.

(2) Non-Korean Nationals: Includes US Personnel; 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 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/her valid photo ID in exchange for the visitor's pass. However, the sponsor may not surrender their personal DOD Military/US Government issued ID card for this purpose.

h. Persons violating this policy will have their escort privileges removed from DBIDS for the specified duration. Following the suspension period, the individual must request

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in writing, through the Directorate of Emergency Services, to the Garrison Commander to have their escort privileges reinstated.

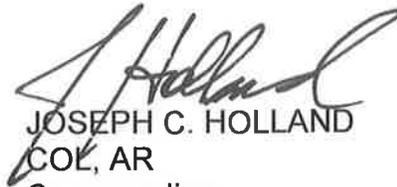
i. USFK 37EK Installation Base Pass holders (non-SOFA personnel) identified to be in violation of this policy are required to return their USFK 37EK Pass to the CPX Visitor's Center within three (3) duty days of receiving their escort violation notification. A temporary installation pass (with limitations) may be issued thereafter for up ninety (90) days pending the investigation outcome. If not returned, the employee's sponsor will be notified and the person's USFK 37EK will be archived and installation access will be denied.

j. Persons suspected of violating this escort policy by their Sponsor, Requesting Authority, Approval Authority or by law enforcement personnel (MP/PMO) are subject to having their escort privileges suspended for thirty (30) days pending outcome of the official investigation.

k. 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 to the Garrison Commander for reconsideration.

8. 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.

9. Point of Contact is the USAG Humphreys Security Office at 753-5924 or the Pass & ID office at 753-6609/8172.



JOSEPH C. HOLLAND
COL, AR
Commanding

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USAG Humphreys Website