



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON RED CLOUD AND AREA I
UNIT #15707
APO AP 96258-5707

Policy Letter #3-2

IMRD-ZA

12 September 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

1. REFERENCES:

- a. USFK Regulation 190-7, dated 10 May 2012
- b. USFK Regulation 190-1, dated 11 May 2011
- c. All other related references are located in Appendix B.

2. PURPOSE: This guidance describes and establishes policies and procedures for access to United States Army Garrison Red Cloud (USAG Red Cloud) and Area I Installations that are consistent with USFK Regulation 190-7 (Installation Access Control).

3. APPLICABILITY: This Policy Letter applies to all personnel who are authorized access or requesting access to USAG Red Cloud Installations. This Policy Letter does not apply to facilities or restricted areas which are governed by other regulations.

NOTE: USAG Red Cloud will be referred to as Area I for the purpose of Defense Biometric Identification System (DBIDS).

USAG Red Cloud Sub-Areas and Installations include: Area Ia – Camp Casey, Camp Hovey, Camp Mobile, Camp Castle, and Camp Castle (North); Area Ib – Camp Red Cloud, Camp Jackson, and Camp Stanley; and Area Ic – Warrior Base.

4. POC for this memorandum is the USAG Red Cloud, Directorate of Emergency Services at 732-7306.


JOHN M. SCOTT
COL, AV
Commanding
DCC, GS-15

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1. ENFORCEMENT: Individuals who violate provisions of this Policy Letter are subject to punishment under the Uniform Code of Military Justice (UCMJ) or to adverse administrative action, including the denial or limitation of access to USAG Red Cloud installations IAW USFK Regulation 190-7 and USFK Regulation 190-1.

2. ABBREVIATIONS AND TERMS: Abbreviations and special terms used in this policy letter are explained in the glossary (Appendix A).

3. RESPONSIBILITIES:

a. USAG Red Cloud and Area I Commander will:

(1) Establishing procedures, implementing access control measures, and enforcing the provisions of USFK Regulation 190-7 for installations within the USAG Red Cloud and Area I footprint.

(2) Establish authorized access control points for USAG Red Cloud installations and ensure those access control points are guarded to assist, monitor, and control the flow of personnel and vehicles that enter or exit.

(3) Be the approval authority for Area I wide and Sub-Area (Area Ia, Ib, Ic) installation pass applications submitted for FPCON Charlie (C) or Delta (D) access.

b. USAG Red Cloud and Area I Deputy Garrison Commander will:

(1) Be the approval authority for all Area I wide and Sub-Area Ib vehicle decal applications and installation pass applications submitted for FPCON Alpha (A) and Bravo (B) access.

(2) President of the USAG Red Cloud and Area I Good Neighbor Selection Board.

c. USAG Casey Commander will:

(1) Coordinate access control requirements for installations in Sub-Areas 1a and 1c.

(2) Be the approval authority for Sub-Area Ia and Sub-Area Ic vehicle decal applications and installation pass applications submitted for FPCON Alpha (A) and Bravo (B) access.

d. USAG Red Cloud and Area I Directorate of Emergency Services (DES) will:

(1) Be the Office of Primary Responsibility (OPR) for the USAG Red Cloud installation access control program.

(2) Ensure the proper destruction of expired and confiscated access media.

(3) Be directly responsible for the daily operations of the USAG Red Cloud and Area I Pass & Vehicle Registration Offices located at Camp Red Cloud and Camp Casey.

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(4) Provide written guidance (SOP/Guard Orders) to Military Police/Contract Security Guards to ensure USAG Red Cloud and Area I access control procedures and policy are enforced IAW USFK Regulation 190-7 and USFK Regulation 190-1.

(5) Be DBIDS administrator and site security manager for USAG Red Cloud and Area I, to include the replacement and maintenance of all DBIDS equipment within the Garrison footprint.

(6) Be primary coordinator for all personnel requiring DBIDS equipment training to include personnel from the Provost Marshal Office, Pass & Vehicle Registration Offices, Contract Security Guards, and DES Operations.

e. Pass & Vehicle Registration Offices (Camp Red Cloud and Camp Casey) will:

(1) Issue USFK Vehicle Registration Decal, USFK Form 37EK and USFK Form 192EK IAW USFK Regulation 190-7 and USFK Regulation 190-1.

(2) Maintain the results of background checks – both local Joint Police Information Center (JPIC) and Korean National Police Agency (KNP) for all individuals requesting access control media to USAG Red Cloud Installations.

(3) Maintain an active pending file for installation passes applications that have been issued and waiting the results of KNP background check.

(4) Contact requesting agencies when the results of JPIC/KNP background checks have been received with derogatory information, applications have been processed, and approved or disapproved by the approval authority.

(5) Coordinate semiannual access control reviews with units, organizations, or agencies that sponsor employees, good neighbors, or honorary members. The access control review will validate current signature cards, personnel rosters, and background check requirements for personnel, employees, good neighbors, and honorary members.

f. USAG Red Cloud and Area I Public Affairs Office (PAO) will:

(1) Ensure all civilian or foreign military press personnel requesting installation access are cleared. All visiting press personnel on USAG Red Cloud installations will remain under constant escort by a PAO representative.

(2) Notify installation Command Group whenever members of the media are escorted on USAG Red Cloud installations. No other individuals other than PAO may escort members of the media. Individuals who fail to comply with this paragraph may be subject to administrative sanctions by the USAG Red Cloud Commander.

g. Agencies empowered to award contracts will:

(1) Ensure that the scope of work in all contracts requiring recurring installation access include the timely submission of the following documents:

(a) USFK Form 37EK (Installation Pass) for all supervisory personnel executing the

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contract. The proper ratio of pass holders to workers is one (1) pass holder for every three (3) workers.

(b) Background check form for all non-SOFA personnel requiring access in conjunction with the performance of contractual duties. Background checks must be submitted within 15 days of contract award. This will allow for JPIC background check processing of all personnel which routinely takes 7-10 days.

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

(d) USFK Form 195EK-E (Application for DOD Vehicle Registration Decal) for all contractor vehicles requiring access in conjunction with the performance of contractual duties.

(e) Ensure contracts specify the type and number of contractor furnished vehicles that are to be issued decals (if not specified in the contract, no decals will be issued to that contractor). Additional decal requests after the signing of the contract will require justification. All justifications will be provided to the servicing Pass & Vehicle Registration Office prior to the issuance of the additional decals.

h. Units, organizations, or agencies sponsoring individuals for access control documents (except good neighbors) will:

- (1) Provide sponsoring officials in the grade/rank of O3/GS9 or above.
- (2) Provide requesting officials for access control documents (Pass, Vehicle and Memorandums), who are Commanders or Deputy Commanders in the grade/rank of O5 and above or O6 Staff Officers. In commands that have no military deputy, authority may be delegated from the O6 Commander to their civilian deputy (GS-15). These authorities may not be further delegated.
- (3) Provide a signature card – DD Form 577 (See Appendix K) to the local servicing Pass & Vehicle Registration Office for which access control applications are processed.
- (4) Ensure pass application requests adhere to the guidance contained in Appendix J.
- (5) Establish procedures to ensure all assigned U.S. DOD personnel and their dependents possessing DoD ID cards, including active duty, civilian employees, and family members register in the DBIDS at their local Pass & Vehicle Registration Office within ten (10) calendar days of arrival.
- (6) Establish internal access control document tracking procedures for all non-SOFA personnel to include local national employees, contractors, good neighbors, and honorary members.
- (7) Ensure all non-DOD sponsored personnel have an **official business requirement** to enter the installation.

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(8) Retrieve and return all issued access media to the issuing agency upon expiration, termination of employment, suspension due to misconduct and/or bar action, or when directed by the USAG Red Cloud Commander. Immediately report unrecovered access documents to the local Military Police (MP) Desk.

(9) Maintain a record of personnel sponsored. The record will include the name of the individual sponsored, social security number, Korean identification (KID) number, or Passport numbers, expiration date of the pass and background check. Korean National Police Agency (KNPA) checks are required every three years.

(10) Monitor the actions of sponsored individuals while on the installation. Non-compliance of sponsorship responsibilities is grounds for administrative/disciplinary measures to include withdrawal of sponsorship privileges.

(11) Conduct a semiannual access control review with the servicing Pass & Vehicle Registration Office. The access control review will validate current signature cards, personnel rosters, and background check requirements for personnel, employees, good neighbors, and honorary members being sponsored by their organization.

(12) If submitting Eighth Army or USFK Wide access documents, provide a signature card – DD Form 577 (See Appendix K) to the USFK PM, Access Control Section.

i. All personnel desiring access to USAG Red Cloud installations will:

(1) Carry on their person DoD ID or USFK individual access documents at all times when on an USAG Red Cloud and Area I installations. Upon request, they will present the DoD ID card or USFK Form 37EK (AUTO) to military law enforcement/security guard personnel. Refusal to present the ID is basis for immediate surrender access privileges and may be grounds for further administrative or punitive actions.

(2) Be registered in the DBIDS database within ten (10) days of arrival to a USAG Red Cloud installation if permanent assigned or TDY for 10 days or longer using the following:

(a) Active duty members of the US Armed Forces are required to present their military ID card and military orders or leave papers when enrolling in DBIDS. Service members are required to update their initial DBIDS registration after receiving pinpoint assignment orders and whenever their assignment information changes (unit, duty station, Date Eligible for Return From Overseas (DEROS), etc.). Prior to enrollment in DBIDS, up to the first ten (10) consecutive days in the ROK, the military ID card may be used in conjunction with military orders or leave papers in lieu of DBIDS. On the eleventh (11) day and thereafter in the Republic of Korea (ROK), unescorted access is prohibited until DBIDS enrollment occurs.

(b) Korean citizens will present their Korean identification (KID) card or ROK driver license and will not be registered until their pass application has been approved.

(c) Other non-DOD personnel must present a valid passport and will not be registered or granted unescorted access until their pass application has been approved.

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(d) All other DOD personnel, PCS or TDY for periods greater than ten (10) days, must present their DOD ID card and a valid passport at the time of DBIDS registration, along with a copy of their/their sponsor's orders (military sponsor), valid USFK Form 700-19A (Invited Contractors and Technical Representatives Data Report) (invited contractor and technical representative sponsor), letter of employment (DOD civilian employee sponsor), or travel itinerary (DOD personnel visiting the ROK without a sponsor). Access to USFK installations prior to enrollment into DBIDS requires the presentation to installation access security personnel of an authorized form of DOD identification as defined and authorized in USFK Regulation 190-7, Chapter 2, Para 2-3, the passport, and the aforementioned supporting travel documentation. Access without DBIDS enrollment is only permitted for the first ten (10) consecutive days in the ROK. On the eleventh (11) day and thereafter in the ROK, unescorted installation access is prohibited, until DBIDS enrollment occurs.

(e) DBIDS registration DEROS date for non-SOFA status DOD personnel (retirees, family members in Korea without a sponsor, etc.) will be based on the expiration of the Visa stamp in the passport. DBIDS registration beyond Passport or Visa expiration date may be approved by the USFK Installation/ Area/Garrison/Base Commander.

NOTE: Soldiers, Civilians, and their family members will be deregistered from the DBIDS during out-processing at their servicing Pass & Vehicle Registration Office

(3) Immediately (within 24 hrs) surrender access media to the servicing Pass & Vehicle Registration Offices during duty hours or sponsor when the following occurs:

- (a) Installation access is no longer required.
- (b) An official business relationship is suspended, terminated or has ended.
- (c) The access media expires.

(4) Immediately report lost or stolen access media to the local Military Police (MP) IAW USFK Regulation 190-7, Chapter 2, Para 2-11 (page 23-24). In all circumstances, suspected lost or stolen access media will be reported as quickly as possible and no later than 24 hours after losing accountability. This is a punitive provision.

(5) Inform the sponsoring organization of any changes in the official relationship that served as the basis for access.

(6) Maintain control of visitors at all times. Failure to maintain positive control of visitors will result in administrative measures to include the suspension or withdrawal of sponsorship privileges.

j. Warrior Readiness Center will initially register all 2ID soldiers assigned to USAG Red Cloud and Area I installations in the DBIDS during in processing.

NOTE: Service members are required to update their initial DBIDS registration after receiving pinpoint assignment orders, and whenever their assignment information changes (unit, duty station, Date Eligible for Return From Overseas (DEROS), etc.).

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4. POLICY

a. There are four primary tenets to the USAG Red Cloud installation access control program.

(1) Positive identification of all personnel being granted unescorted access. USFK DBIDS is the only authorized installation access control system to assure positive identification and preclude the possible use of counterfeit, fraudulent, or lost/stolen identification to gain entry onto an USFK installation.

(2) Registration, permanent, or temporary, of all vehicles being granted access.

(3) Registration and control of all visitors.

(4) Special procedures to ensure that access to USFK installations can neither be bought nor gained solely by membership in a private organization.

b. The security of USAG Red Cloud installations and facilities is of paramount consideration and personnel sponsored for access media must have an official business requirement to enter USAG Red Cloud installations. Inconvenience does not provide reason to circumvent or modify the procedures established by this Policy Letter.

c. Inconvenience to individuals seeking access for other than military purposes (i. e. social, volunteer work, education, use of religious facilities, or frequent visits to on-post housing) will not be used as a reason to circumvent or modify the procedures established by this Policy Letter.

d. DBIDS will be used for maximum enhancement of force protection at all access control points equipped with the DBIDS. Minimum required usage is as follows:

(1) USAG Red Cloud DBIDS site security managers will ensure access control point security personnel are trained and provided with DBIDS user IDs and passwords.

(2) Access control point security personnel will individually log onto DBIDS at the beginning of each shift and logoff at the end of each shift.

(3) Security personnel are required to conduct a 100% ID card check by use of DBIDS for all personnel entering USAG Red Cloud and Area I installations at all Force Protection Levels. At vehicle gates, each DBIDS operator will check the vehicle decal and each ID card or pass (USFK Form 37EK) of all occupants.

(4) Access control point security personnel will use the DBIDS fingerprint scan function to verify the authenticity of all suspicious or questionable ID cards, passes, or vehicle registration decals, and **to positively identify the sponsor of visitors being signed in and escorted onto an USFK installation.**

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(5) When DBIDS is temporarily offline, security personnel will continue to execute 100% checks. If there is any doubt to the authenticity of the ID card a second form of identification will be requested, preferably a photo ID. The second form of ID can be, but is not limited to, a stateside or USFK driver's license, ration card, or weapons card whose name matches the authorized access media (authorized access media is listed in Para 9a).

5. ACCESS CONTROL PROCESS

a. USAG Red Cloud and Area I installations are closed installations. This means access is restricted to personnel that reside on or have an official need to enter.

b. Personnel desiring access to USAG Red Cloud installations will do so only at authorized access control points. The authorized access control points for USAG Red Cloud and Area I are as follows:

(1) Camp Red Cloud – Gate #7 (Front Gate) and Gate #4 (Back Gate).

(2) Camp Stanley – Gate #1 (Aviation Gate), Gate #2 (Pedestrian Gate), and Gate #3 (Prison Gate).

(3) Camp Jackson – Gate #1 (Main Gate).

(4) Camp Casey – Gate #1 (Main Gate), Gate #2 (Back Gate), Gate #3 (Railhead Gate), and Post 50 (Kolsandong Gate).

(5) Camp Hovey – Gate #3 (Hovey Gate).

(6) Camp Mobile – Gate #1 (Main Gate).

(7) Camp Castle North – Gate #1 (Main Gate).

(8) Warrior Base – Gate #1 (Main Gate).

c. Personnel may be authorized access to USAG Red Cloud and Area I installations by one of the following methods:

(1) Present one of the valid installation access media listed in Para 9a of this Policy Letter, valid for the days of the week, times, and installation(s) being accessed.

NOTE: Personnel traveling on official business (TDY) outside of their normal authorized location may present a valid USFK Form 37EK (installation pass) and TDY orders.

(2) Be signed onto the installation by an individual who is properly registered and authorized escort privileges in DBIDS. See section 10 below for visitor control procedures.

(3) Pre-approved installation access memoranda for one time events:

Pre-approved installation access requests must meet the criteria outlined in Para 10g and Appendix D of this Policy Letter.

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NOTE: Installation access rosters and memoranda **will not be used to permit recurring access** by contractors, employees, or other personnel. Personnel requiring recurring access must submit for and upon approval be issued an USFK Form 37EK Installation.

(4) Installation access may be granted to authorized DOD personnel who arrive at an installation access control point **without** the appropriate ID card in their possession (lost, stolen, left in office, etc.), **only after positive personal identification, DBIDS authorization profile check, and access authorization through DBIDS database manual lookup and DBIDS fingerprint verification.** Security personnel will maintain a log for installation command review of all personnel accessing without an ID card.

d. The below listed types of vehicles may be authorized access to USAG Red Cloud and Area I installations by one of the following methods:

(1) USFK SOFA Plates. See USFK Regulation 190-7, Chapter 3, Para 3-3a, page 30.

(2) Ministry of Foreign Affairs and Trade (MOFAT - U.S. Embassy) Plates. See USFK Regulation 190-7, Chapter 3, Para 3-3b, page 30.

(3) Non-SOFA/Non-MOFAT Vehicles. See USFK Regulation 190-7, Chapter 3, Para 3-4, page 30.

The above listed vehicles must have one of the below listed vehicle passes displayed properly:

1) DBIDS registered vehicle decal.

2) USFK Form 192EK (Temporary Vehicle Pass) is the only designated vehicle access media for **vehicles requiring nonrecurring, temporary access and designed specifically for use on vehicles belonging to escorted persons.** It will not be used to bypass other regulatory standards, e.g., one POV per family rule and will not be routinely issued for vehicles operated/owned by employees, residents, retirees, assigned military personnel, or their family members/dependents.

6. PERSONNEL ACCESS

a. Types/Forms of ID Authorized for Personnel Access. One of the following forms of identification must be presented to gain unescorted access to an USFK Installation or base:

(1) DOD Common Access Card (CAC). A white, plastic composite, ID card that updates the current form of DOD ID cards. It is provided to Active Duty Armed Forces, selected Reserves, National Guard members, National Oceanic and Atmospheric Administration, US Public Health Service, Emergency-Essential Employees, Contingency Contractor Employees, Deployed Overseas Civilians, Non-Combatant Personnel, DOD/Uniformed Services Civilians or Contracted Civilians residing in a foreign country for at least 365 days, Presidential Appointees approved by Senate, DOD Civilian Employees, Eligible Contractor Employees, and Senior Executive Service (SES).

NOTE: The CAC issued to non-US citizen personnel is **not** valid as an Installation Access Document for physical access to USFK installations.

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(a) The non-US CAC is easily recognizable by its distinct horizontal blue stripe and is not authorized to be registered in the USFK DBIDS.

(b) Persons with a non-citizen CAC must be approved for and issued a USFK Form 37EK in order to obtain unescorted installation access.

(2) Uniformed Services Identification Card - DD Form 2 (United States Uniformed Services Identification Card) and DD Form 2 (Retired)(Active/Reserve/Retired). A green/red/blue ID card issued to individual ready reserve, reserve retired, and active duty retired members of the uniformed services.

(3) Uniformed Services Identification and Privilege Cards. A brown ID card issued to DOD employees and invited contractors/technical representatives. DD Form 2764 (United States DOD/Uniformed Service Civilian Geneva Convention Identification Card) (EGA) is issued to personnel with Geneva Convention status. DD Form 2765 (Department of Defense/Uniformed Services Identification and Privilege Card) is issued to personnel without Geneva Convention status, to include honorably "discharged" veterans rated 100 percent disabled by the Department of Veterans Affairs (DVA).

(4) Uniformed Service ID cards - DD Form 1173 and DD Form 1173-1 (Uniformed Services Identification and Privilege Card). A brown/red ID card issued to family members of active/reserve duty military, DOD employees, invited contractors/technical representatives, and discharged 100 percent disabled veterans.

(5) The DOD Civilian Retiree ID Card. A CAC-like ID card issued to personnel who provided a career of service to DOD and the US military, and who may be permitted space available usage of MWR facilities.

(6) USFK Form 37EK (AUTO). A DBIDS produced Installation Access Pass that is issued to individuals who are authorized access to specific USFK installations, but who do not possess a US citizen CAC or other non-CAC form of DOD ID card. Persons who possess a US citizen CAC or other non-CAC DOD ID card are not authorized to be issued a USFK Form 37EK. The USFK Form 37EK (AUTO) comes in a variety of different styles and colors:

NOTE: The USFK Form 37EK shall not be modified or altered in any way for purposes other than installation access control.

(a) A lime green in color photo ID pass provides individual access authorizations for personnel approved for unescorted installation access.

(b) **A red in color** photo ID pass provides individual installation access authorizations for personnel who **require escort at all times**. It may be issued to authorized drivers, spouses, or contractors who require recurring access, but must be escorted while on the installation.

(c) A dark green in color photo ID pass provides individual access authorizations for non-SOFA personnel categorized as "Good Neighbors" and is approved for unescorted installation access.

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(d) A ROK military exercise non-photo ID pass, when used in conjunction with an approved access memorandum and ROK military ID card, permits unescorted access by ROK military personnel during USFK combined exercises and training events. CJ37 will maintain accountability of ROK military exercise passes for CFC/USFK theater exercises. All other requests for ROK military/exercise passes will be submitted to USFK Provost Marshal.

b. No other forms of personal identification will be recognized to permit unescorted access to any USFK Installation.

c. Personnel Category Tables for Installation Access. There are two categories (SOFA and non-SOFA) used by USFK for access control. The information provided in Appendix J will serve as guidance when requesting USAG Red Cloud installation access media and when registering personnel into DBIDS.

d. Definition of Categories of Personnel granted access to USFK installations can be found in USFK Regulation 190-7, Chapter 2, Para 2-4, pages 12-16.

7. VISITOR CONTROL PROCEDURES

a. Visitors must be registered in DBIDS and escorted at all times while on USAG Red Cloud and Area I installations.

b. The USAG Red Cloud and Area I or USAG-Casey Commanders will take action against sponsors who violate escort privileges. At a minimum, the sponsor who signed the visitor onto the installation will lose the ability to escort visitors onto USAG Red Cloud and Area I installations for not less than 30 days. Harsher measures against sponsors with repeated violations of visitor escort procedures may be considered.

c. The Provost Marshal Office will forward blotter extracts of Access Media Violations to the USAG Red Cloud and Area I Access Control Officer for the immediate 30 day suspension of escort privileges in DBIDS IAW USFK Regulation 190-7, Chapter 2, Para 2-14b, page 26. Access Media Violations for civilians, family members, KN employees, Good Neighbors, and Honorary Club Members will also be forward to the USAG Red Cloud Civilian Misconduct Officer and could result in further administrative action.

d. The following procedures apply on USAG Red Cloud installations:

(1) DOD ID Card holders (age 16 and above) are authorized to escort personnel onto USAG Red Cloud installations. Escort restrictions, if applicable, are listed in Appendix N.

(2) When authorized, escort privileges for non-DOD ID card holders are indicated on the USFK Form 37EK (AUTO) pass.

(3) **At elevated FPCON of C or D, routine visitor operations will cease.** If an individual who is not authorized installation access at the elevated FPCON requires access to perform mission essential operations, a DOD or DoS ID card holder with appropriate authorizations must escort the individual the entire time they are on the installation. Access must be approved by the appropriate Installation or Garrison Commander.

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(4) The escort can sign visitors in and out at a designated visitor center or gate, Sunday – Saturday, 24 hours a day, unless otherwise restricted by the USAG Red Cloud and Area I Commander or Installation Commander. Once a pass is issued, visitors will not exit the installation and then attempt to re-enter any installation gate using the issued visitor pass. The sponsor will maintain positive control of the visitor pass at all times. Visitors must sign out and depart the installation through the same gate of initial entry. If due to unforeseen mission requirements or emergency medical reasons the original escort is unavailable to sign the visitor out, the replacement escort must provide the original escort's SSN or KID number to deregister the visitor.

(a) Visitors will be signed off the installation within 24 hours of initial escorted entry, however the escort can sign in the visitor in for another 24 hour period at that time.

(b) Sponsors that fail to sign out visitors prior to the 24 hour period from initial entry will be required to report to the local MP Station to deregister their visitor from DBIDS and are subject to suspension of their escort privileges for a minimum of 30 days.

(c) The USAG Red Cloud and Area I or Casey Commanders may grant exceptions in writing to the 24 hour visitor escort limit and extend the duration up to a maximum of 72 hours. (See Annex E)

(d) Curfew Hours are from 0100-0500, Sunday – Saturday (everyday).

1) Personnel subject to the curfew hours are not authorized to enter the installation during curfew hours and sign in visitors, however can meet visitors at a designated visitor center and sign them in during curfew hours.

2) Personnel not subject to curfew hours may enter the installation and sign in visitors 24 hours daily.

(5) Visitor centers and designated gates throughout USAG Red Cloud and Area I will register the sponsor and visitor in DBIDS and issue a modified DBIDS produced visitor pass for the escorted person to the sponsor. In the event the DBIDS system is not available, the visitor center will maintain a written visitor log (USFK Form 24-E Register). One of the following forms of valid official photo ID card must be used for identification verification of the visitor:

(a) Non-Koreans, including US citizens, will use their national passport or ROK Alien Registration Card for identification purposes. Non-Korean personnel on the Designated Country Personnel (DCP) list are not authorized access to USFK installations. See USFK Regulation 190-7, Chapter 5, for Designated Country Personnel (DCP) access request requirements.

NOTE: Passports will not be used for the ID exchange. After a passport is used to verify the visitor's nationality, the non-Korean citizen may exchange another form of valid photo ID for the visitor pass as described in Para 10d(6) below.

(b) Korean civilians, over the age of 18, will use their KID card, Korean Driver's License (as described in the NOTE below) or ROK National Passport.

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(c) Koreans, ages 12 to 17, may use a school pass or a Korean Registration Certificate as an acceptable means of photo ID. Children under the age of 12 do not require an ID, temporary pass, or registration in DBIDS, when escorted by an authorized DOD ID card holder.

(d) ROK government officials may use a MOFAT, Ministry of National Defense (MND), KNPA, or other official government photo ID in lieu of a KID card.

(e) ROK military personnel may use their ROK military ID in lieu of a KID card.

NOTE: Koreans of any category above may use Korean driver licenses where the 7th number is a 1, 2, 3, or 4 may be accepted as a valid form of identity for visitors (e.g., xxxxxx-1xxxxxx, xxxxxx-2xxxxxx, xxxxxx-3xxxxxx, or xxxxxx-4xxxxxx). Any Korean driver licenses that have a number other than 1, 2, 3, or 4 in the 7th position shall not be used to verify identity or nationality for visitor personnel, as these licenses are issued to non-Korean personnel.

(6) After identification verification, the escorted person will leave a photo ID with security personnel in exchange for the DBIDS produced visitor pass. The photo ID must be another form of photo ID, such as driver license. If the visitor has no other form of photo ID, the sponsor may exchange their own photo ID for the visitor. However, at no time will the sponsor exchange their own DOD/Uniformed Services ID card.

(7) Visitor temporary vehicle access (USFK Form 192EK – Temporary Vehicle Pass):

(a) The USFK Form 192EK is the only designated access document for vehicles requiring nonrecurring, temporary access. It is designed specifically for use on vehicles belonging to escorted persons. The USFK Form 192EK will not be routinely issued for vehicles operated/owned by employees, residents, retirees, or assigned military personnel. **Family members/dependents of all the above are not authorized a temporary vehicle pass.**

(b) Authorized individuals desiring to escort a vehicle onto the installation will do so at one of the following USAG Red Cloud and Area I vehicle visitor access control points:

- 1) Camp Red Cloud – Gate #7 (Front Gate) and Gate #4 (Back Gate).
- 2) Camp Stanley – Gate #1 (Aviation Gate) and Gate #3 (Prison Gate).
- 3) Camp Jackson – Gate #1 (Main Gate).
- 4) Camp Casey – Gate #1 (Main Gate) and Gate #3 (Railhead Gate).
- 5) Camp Hovey – Gate #3 (Hovey Gate).
- 6) Camp Mobile – Gate #1 (Main Gate).
- 7) Camp Castle North – Gate #1 (Main Gate).
- 8) Warrior Base – Gate #1 (Main Gate).

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(c) The escort along with the owner (not the same person) must present a valid driver's license, show proof of ownership (registration), proof of a valid safety inspection, and proof of insurance. Upon presentation and review of the appropriate documents, visitor center security personnel will issue USFK Form 192EK for the period of the visit, not to exceed 24 hours (not to exceed 72 hours, if approved in writing by the Garrison Commander prior to visit – See Annex H).

(d) Escorts must ride in the escorted person's vehicle or provide vehicle to vehicle escort while on the installation. The escort must provide reasonable supervision and control of the escorted vehicle while on the installation in the same manner as for an escorted person.

(e) Prior to departure from the installation, escorts must return with the escorted vehicle to the same installation vehicle visitor access control point of entry and turn in the USFK Form 192EK.

(f) USFK Form 192EK will be openly displayed on the vehicle's driver side dash at all times while on the installation. Upon request, USFK Form 192EK will be immediately surrendered to law enforcement or installation guard force personnel. If temporary registration is not properly displayed, the vehicle is subject to citation or immediate towing. **Only one USFK Form 192EK may be issued to a vehicle.**

(g) Military members, DOD civilian employees, and authorized holders of USFK Form 37EK are not authorized to utilize USFK Form 192EK to sign their own vehicle or a vehicle owed by another family member of the same household on post.

(h) All other authorized uses of USFK Form 192EK are outlined in USFK Regulation 190-7, Chapter 3, Para 3-7b, pages 31-33.

(8) Escort Violations. Individuals that violate escort privileges will immediately lose their ability to escort visitors onto USAG Red Cloud and Area I installations for a period of 30 days and have their case forwarded to their Commander and/or USAG Red Cloud Civilian Misconduct Officer for review and possible further administrative action.

(a) Personnel escorting guests will accompany their guests at all times and will be responsible for their safety and personal conduct on USAG Red Cloud installations. Escorted visitor personnel found on the installation without their escort are trespassing and will be detained by Military Police, processed, released to KN Police, and are subject to subsequent installation barment. The sponsor/escort will also be subject to adverse judicial or administrative action for failure to maintain control of the visitor.

(b) Visitor photo ID left at the visitor center or gate longer than the authorized 24 hours limit will be confiscated and will not be returned until an investigation into the circumstances is completed by the Military Police. Access control violations will be forwarded to the individual's Commander and/or the USAG Red Cloud Civilian Misconduct Officer for appropriate action against both sponsor and visitor.

(c) Use of a temporary installation visitor pass to escort anyone other than the registered visitor will subject both the unregistered visitor and the escort to possible adverse judicial or administrative action for trespassing for violation of the escort provisions of this Policy Letter.

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(d) Escort Privileges for family members, retirees, widows of soldiers/retirees, Kolsongdong residents, Soldiers, Civilians, and KN employees cannot be sold, bartered, traded, or otherwise utilized for personal or monetary gain.

(e) Family members, retirees, widows of soldiers/retirees, and Kolsongdong residents are not authorized to escort contractors on the installation to execute contracts unless they are employed by the company executing the contract or are employed by the organization or activity the contract is being executed for. The individual must have an employment letter, proper work visa in their passport or Korean alien registration card, and be cleared by the Contracting Officer Representative (COR) of the contract.

e. Individuals with escort privileges will not escort civilian or foreign military news media onto USFK installations for any purpose.

f. DBIDS registered taxi drivers may access installations outside their normal USFK Form 37EK authorized access area when transporting an authorized DOD passenger, e.g. a taxi based at Yongsan Garrison may transport a DOD passenger from Yongsan Garrison to Camp Stanley, Warrior Reception Center.

g. Pre-Approved Memorandums. US DOD or DoS personnel, family members or organization/unit may submit a request for increased personnel escort privileges beyond the limits established in USFK Regulation 190-7. Types of events requiring increased escort privileges are but are not limited to:

(1) One-time, large event to allow DOD ID cardholders and DoS US employees and family members to escort more than four nonaffiliated personnel to events such as a wedding, birthday, anniversary, or unit party. Visitors must be logged in at the visitor access control point.

(2) Church attendance to allow DOD ID cardholders to escort more than four nonaffiliated persons to on-base religious activities. Visitors must be logged in at the visitor access control point.

(3) Education attendance to allow DOD ID cardholders to escort more than four nonaffiliated persons attending Department of Defense Education Agency (DODEA) or collegiate courses or functions hosted by the installation schools or education offices. Visitors must be logged in at the visitor access control point.

(4) Unescorted access for official functions; one-time, command-sanctioned special events hosted by a senior military officer, O-6 or higher. **A member of the sponsoring organization must be present at the access control point to facilitate identification and access of the visitors.** The exchange or identification or logging in of these visitors is not required. Guests from countries designated as being of counterintelligence concern must be vetted IAW with Chapter 5 of USFK Regulation 190-7.

(a) Pre-approved memorandum requests must include the information listed below:
(See Appendix D for example memorandum)

1) Name of individual(s) desiring access.

2) Nationality of individual(s) desiring access.

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- 3) KID, SSN, or passport number(s).
- 4) If applicable, vehicle make, model, license plate, and insurance information.
- 5) Date(s), time, and location of the event.
- 6) The point of entry/exit onto the installation. The entry point must be a designated visitor access control point.
- 7) The name of the host organization or agency, point of contact, and telephone number.
- 8) Name and telephone number of the designated escort.

(b) Routing and approval for prepositioned memorandum.

1) Increased escort authority: Requests for increased escort authority will be submitted by the sponsor/event organization through the servicing Pass & Vehicle Registration Office to the USAG Red Cloud and Area I Deputy Commander or USAG Casey Commander for approval. If the access memorandum includes DCP individuals, a DCP access request must be submitted through the USFK Provost Marshal, ATTN: FKPM-S, to the USFK DCS for approval.

2) Unescorted access memorandum. Requests for unescorted access for O-6 or above hosted events will be submitted by the host or event organizer (O-5 or above) of the official function through the servicing Pass & Vehicle Registration Office to the Garrison Commander for approval. If the access memorandum includes DCP individuals, a DCP access request must be submitted through the USFK Provost Marshal, ATTN: FKPM-S, to the USFK DCS for approval.

3) During the USAG Casey Commander's absence, approval authority may be assumed by the deputy commander, when appointed on orders.

(c) Upon approval, the servicing Pass & Vehicle Registration Office will provide a stamped copy of the approved memorandum to the requestor for use at the visitor access control point. Escort personnel must report to the identified gate to meet the personnel to be escorted, escort them to the event location, and escort them back to the gate of entry upon completion of the event, except for approved unescorted events.

NOTE: Memorandums are not pre-positioned at USAG Red Cloud installation visitor access control points, therefore it is the responsibility of the requesting individual/organization to provide original stamped memorandums to security personnel for execution of the approved action.

(d) For general officer level functions, the Director of Emergency Services may approve short notice requests for a prepositioned access memorandum in the event the above approval authority cannot be contacted, in person or telephonically, for approval. The DES will inform the Commander of the access decision as soon as practicable.

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(e) Approval authorities will ensure a local component law enforcement or JPIC name check and an USFK DBIDS name checks are conducted for each person on the pre-positioned memorandum prior to approving the memorandum.

(f) Installation Open House Events require approval for DCS, USFK and will be submitted IAW USFK 190-7, Chapter 2, Para 2-13.

(g) Visitors being escorted by Criminal Investigation Division (CID) or Military Police Investigators (MPI) are authorized access onto USAG Red Cloud and Area I installations without being signed into DBIDS. CID or MPI must present their authorized DOD/USFK access media and official credentials to the security guard for verification.

8. PASS APPLICATION PROCESS

a. Sponsoring organizations must be a U.S. Organization assigned, attached, or supporting USFK and not a specific person.

b. For purposes of sponsorship this includes the Army and Air Force Exchange Service (AAFES), the Defense Commissary Agency (DeCA), the General Services Administration (GSA), and the Corps of Engineers Far East District.

c. Personal hire employees and short term visitors may be sponsored by any SOFA status sponsor and are exempt from the requirement to be sponsored by an organization.

d. Contractor Sponsorship. The requiring or using activity will serve as the sponsoring and requesting organization for access media for contractors. Agencies authorized to award contracts will continue to serve as the sponsoring organization when a contractor has multiple contracts with multiple requiring activities. All requests will be coordinated with the contracting officer who will validate the status of the contract prior to consideration by the approving authority.

e. Contracting agencies will include within the scope of work access control and background check requirements for all contractors. Access control requests for contractor passes and vehicle access media will be submitted as soon as possible after the award of the contract. Prepositioned memorandums will not be authorized.

f. Application categories: Permanent and Short Term Visitor, Initial, Renewal, or Update.

g. Passes by geographical area: The five (5) types of geographical USFK Form 37EK (AUTO) applications are Installation, Area-Wide, Multi-Area, Eighth Army-Wide, and USFK-Wide.

h. Installation pass application processing procedures:

NOTE: This application process does not include the Good Neighbor applications, which is sponsored by Headquarters, 2nd Infantry Division. See Para 12 of this Policy Letter.

(1) Applications will be submitted on behalf of the applicant by the sponsoring organization and may be submitted for short term visitor or permanent passes by submitting a typed USFK Form 82E (Application for Installation/Base Pass), which is available electronically at http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm

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(2) Only US DOD and DoS personnel or their chain of command may submit requests for personnel access media to the approval authority for consideration. Requesting authorities will provide a signature card (See Appendix O) to the local Pass & Vehicle Registration Office to request personnel access documents. They will also provide a signature card to the USFK PM, Access Control Section if requesting Eighth Army or USFK-wide access documents.

(3) Sponsoring Officials for installation passes will be in the grade/rank of O3 or GS9 or above.

(4) Requesting officials for installation passes will be a commander or deputy commander O-4 or above, principal staff officer O-5 or above, or civilian directors (GS-13 or above) of Garrison/Base directorates, e.g.; Directorate of Public Works, Directorate of Logistics, Family, Morale, Welfare and Recreation (FMWR), etc. In field grade commands that have no military deputy, authority may be delegated from the commander to their civilian deputy (GS-14/15). The applicant must work for or provide a service for the organization of the requesting authority. The requesting authority's organization must be the same as the sponsoring organization for the individual's USFK Form 37EK (AUTO) pass.

(a) Contract Administrators, GS-14/15/NSPS equivalent, may serve as requesting authority for contractor passes related to the contracts they administer.

(b) In cases where guidance in this policy causes the USAG Red Cloud Commander to be both the requesting and approval authorities, the requesting authority may be delegated to the Deputy Garrison Commander. (Good Neighbor Applications)

(c) These authorities may not be further delegated.

(5) Approval authorities for access control documents:

(a) All applications requesting FPCON Charlie (C) or Delta (D) access is the USAG Red Cloud and Area I Commander.

(b) Area I wide and Sub-Area Ib (Camp Red Cloud, Camp Stanley, and Camp Jackson) access at FPCON Alpha (A) and Bravo (B) levels is the USAG Red Cloud and Area I Deputy Garrison Commander.

(c) Sub-Area Ia (Camp Casey, Camp Hovey, Camp Mobile, Camp Castle, and Camp Castle North) and Sub-Area Ic (Warrior Base) access at FPCON Alpha (A) and Bravo (B) levels is the USAG Casey Commander.

(6) Applications must be completed in English using standard American measurements and signed by the Sponsor and Requesting Authority prior to submission to the servicing Pass & Vehicle Registration Office. All applications will contain the appropriate approval authority signature block.

(7) Applicant category (i.e., KN employee, contractor, personal hire employee) will determine the type of installation pass that may be issued and the associated restrictions. Personnel entitled to a DoD ID card can not receive a USFK Form 37EK (AUTO).

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(8) Number of installations or areas to which access is required will be determined by the sponsoring organization and justified on USFK Form 82E, block 14.

(9) Days of the week (Sunday thru Saturday) and times (0001-2400) access is required. The day and time limits will be specified by the sponsoring organization and consistent with the applicants' official function on the requested installation(s).

(10) Escort privileges (personnel and vehicle) for each individual applicant must be justified by the sponsoring organization. See Appendix N for limits to escort privileges by category.

(11) Force Protection Condition (FPCON):

(a) The sponsoring organization must evaluate the service or support of the pass holder to the AT/FP Program readiness/execution and to the Command's daily mission.

(b) Restrictions for each individual applicant must be justified by the sponsoring organization, with justification annotate on USFK Form 82E, block 14.

(c) When USAG Red Cloud installations or USFK is at FPCON CHARLIE or DELTA, Only personnel authorized access at those FPCONs may enter USAG Red Cloud installations.

(12) Background checks:

(a) Background checks are used to determine if an applicant is a security risk. Background check requirements are based on an individual's category. DBIDS Registration Clerks will check and verify that a background check has been completed, or when applicable, that a background check has been initiated upon receiving an initial/update application or renewal memorandum from the sponsoring activity.

(b) Completed background checks are valid for three years. Passes may be renewed for existing pass holders whose background checks are older than three years, as long as a local military law enforcement name check is completed and a new KNP background check has been requested.

(c) Background checks in USFK consist of three parts: A local check through the local US military law enforcement agency or USFK JPIC, a check conducted through the KNPA, and as required, an additional check through US Embassy-Korea.

1) Local US military law enforcement agency or JPIC. Required prior to initial issue and renewal of an Installation Pass. Upon completion, Pass & Vehicle Registration Office may issue the USFK Form 37EK (AUTO) Permanent Pass.

2) KNPA Check is valid up to three years. This check is performed by both local and national divisions of the KNPA. Permanent passes may be issued and renewed as long as an updated KNPA check has been requested.

3) US Embassy. Non-DOD civilians may also receive a US Embassy-conducted background check, as requested by USFK on a case-by-case or random basis.

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(d) Upon completion of the KNPA and/or US Embassy background checks, any derogatory information will be provided to the pass approval authority for consideration as to whether or not the individual's access authorizations should be amended or revoked.

(e) Additional background check requirements for non-DoD Designated Country Personnel (DCP) are specified in Chapter 5 of USFK Regulation 190-7.

(13) Applications or Renewal Memorandums will include the following:

(a) A copy of an official Governmental photographic identification of the applicant (KID Card) for Korean Nationals or a copy of an official valid passport with VISA stamp for non-Korean Nationals.

(b) A copy of the previous USFK Form 37EK (AUTO), if a renewal.

(14) Servicing Pass & Vehicle Registration Office will review applications for general content, accuracy, and regulatory compliance.

(a) Applications that meet the requirements of USFK Regulation 190-7 and this Policy Letter will be stamped received and processed. Processing time will vary based on the type of application.

(b) Applications that do not meet requirements will not be accepted and immediately returned to the sponsoring organization for correction.

(c) Upon the return of a favorable local (JPIC) background check, the servicing Pass & Vehicle Registration Office will present the installation pass application and renewal memorandum to the approval authority for review and approval consideration.

(d) Upon approval of the application, the servicing Pass & Vehicle Registration Office will contact the sponsor and request the applicant report for issuance of the pass.

(15) Pass applications above the Area level.

(a) Multi-Area USFK Form 37EK (AUTO). Applications for up to two areas (FPCON ALPHA through DELTA) contain an additional page two of USFK Form 82E for the second area being requested to include approval authority information. Multi-Area requests are first submitted to the approval authority of the area of predominant access for consideration. After approval, the servicing Pass & Vehicle Registration Office will then forward the request to the second area for review and approval. A Multi-Area USFK Form 37EK (AUTO) will not be issued until both area approval authorities have approved the pass. Applicants requiring access to more than two Areas must request an Eighth Army-wide or USFK-wide pass.

(b) 8th Army and USFK-wide USFK Form 37EK (AUTO) - Mission support pass.

1) 8th Army and USFK-wide mission support pass approval authority is delegated to the USFK PM. The local Pass and ID Office will forward the USFK Form 82E pass application to the USFK Provost Marshal Office, ATTN: FKPM-S, for processing.

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2) Supporting documentation will be retained by the servicing Pass & Vehicle Registration Offices. The 8th Army or USFK-wide pass will not be issued until approval is received from the USFK Provost Marshal Office.

(16) Derogatory Information.

Sponsor, Requesting, and Approving authorities may disapprove access media requests for individuals whose background check reveals derogatory information or for individuals who failed to report infractions discovered during the background check process.

g. Renewal Procedures.

(1) If there are no changes to the access authorizations for local national contractors and employees (Direct Hire KGS/KWB, AAFES, DECA, and NAF) who have continuous service, the requesting authority may submit a request memorandum for the renewal month with a list of employee names, KID number, FPCON, Pers/Veh escorts, background completion date, and anticipated retirement, separation or contract termination date (Appendix E). The requesting authority must include a copy of the current USFK Form 37EK (AUTO) with the renewal memorandum.

(2) Renewal memorandums may be used for a list of employees in an organization or contractors working under the same contract that have passes expiring the same month.

(3) Submit renewal requests no earlier than 60 days and no later than (NLT) 30 days prior to the expiration date of the current pass. The individual pass holder, with oversight from the requesting authority, is responsible for monitoring the expiration date. Failure to submit a request in a timely manner is not justification for the unauthorized use of an expired USFK Form 37EK (AUTO).

h. For changes to a current pass, the requesting authority must include a copy of the current USFK Form 37EK (AUTO) along with the complete application packet (USFK Form 82E) and full justification for the changes.

i. USAG Red Cloud Pass & Vehicle Registration Offices must receive and destroy the Expired USFK Form 37EK (AUTO) before issuing a new pass.

j. Pass & Vehicle Registration Offices will not process renewal applications for individuals who report an expired USFK Form 37EK (AUTO) as lost or stolen, until procedures are completed for lost or stolen USFK Form 37EK (AUTO) as outlined in this Policy Letter.

k. Special Criteria Applying to Personal Service Employee Passes. SOFA status personnel may sponsor a maximum of two (2) personal service employees per household. The sponsor and requestor is the individual the service is being provided. Personal service employees are not authorized escort privileges or vehicle registration.

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I. Short Term Visitors. Personnel visiting assigned USFK military members or USFK DOD civilian employees may receive a pass valid for up to a maximum of 60 days. The visitor in this category may or may not live in Korea and access is granted for the purpose of visiting DOD personnel residing in Korea. The USFK military member being visited may act as the sponsor and requestor. If the short term visitor is staying in the barracks of the sponsor, the Commander (O-3 or above) responsible for the barracks must act as the requesting authority.

9. Good Neighbor Passes

a. Headquarters, 2nd Infantry Division is the Office of Primary Responsibility (OPR) for the Good Neighbor Program within the USAG Red Cloud footprint.

(1) Good Neighbor applications will be processed by 2ID, G-9 and forwarded to the USAG Red Cloud Access Control Officer for review and returned to 2ID, G-9 prior to submission to the approval authority for approval consideration.

(2) Requesting and approving authorities will ensure that each individual's role in the GNP is direct, unambiguous, significant and measurable. These individuals may be given access to the installation(s) where their service is performed. The sponsor, requesting authority, and approving authority must consider the nature and significance of the individual's service to the military community when deciding whether an installation pass should be sponsored, requested, or approved under this provision. The test for significance of service is whether or not it is measurable. If the service cannot be measured or quantified in some manner, the person will not be granted access.

(3) Installation access shall not be based on membership in a private organization, gifts or favors, monetary or non-monetary donations, or other payments to any individual or to a private organization; or past approval of installation access.

(4) Private organizations shall have no role in sponsoring, requesting, or approval for individual's application for installation access.

(5) Good Neighbor applications shall not list membership of a private organization as part of the justification for required access and will be returned to the sponsoring organization for correction.

(6) The sponsor, requesting authority, and approving authority must be acting in their official capacity and not as a member of a private organization. Commanders or civilian employees serving as an officer of a private organization shall not sponsor, request, or approve access under this provision in any capacity.

(7) The sponsor for an individual considered for Good Neighbor installation access will be, at a minimum, an O-4 or higher commander or their GS-14/15 equivalent deputies when acting as an activity commander. The official requestor must be an O-6 commander. If the O-6 commander is the sponsor, they may act as requestor as well. These authorities shall not be further delegated. An O-6 serving on primary and special staffs of general officers may be granted authority to sponsor as an exception to the policy based on a proven need in support of USFK's Good Neighbor Program (see Para 17 for exception to policy procedures).

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NOTE: Chiefs of Staff, 2 ID can act as the sponsor and/or requestor for Good Neighbor installation access IAW with USFK Reg 190-7, Chapter 2, Para 2-6, e., (5).

(8) Sponsors will provide sufficient and appropriate justification prior to requesting escort privileges for their applicants. The justification for granting escort privileges must also be related to the conduct of on-installation community support activities or other events in support of Good Neighbor Program.

(9) Good Neighbor passes are valid for a period of up to two (2) years.

(10) The 2ID Commanding General is the approval authority for Good Neighbor applications and has delegated this authorization to the 2ID Deputy Commanding General for Maneuver and 2ID Deputy Commanding General for Support within the USAG Red Cloud and Area I footprint.

(11) All commanders and staff who sponsor, request, or approve Good Neighbor installation access must complete theater Good Neighbor training located at <https://8army.korea.army.mil/sites/USFK/CMDR%20Staff/provostmarshall/Shared%20Documents/Good%20Neighbor%20Installation%20Access%20Training.ppt> prior to sponsoring, requesting, or approving Good Neighbor pass applications.

b. Garrison Good Neighbors

(1) Garrison Directorates can submit Good Neighbor installation access requests through the USAG Red Cloud and Area I Access Control Officer. The following is required for the request:

(a) Completed USFK Form 82-E.

(b) Copy of KID card for Korean Nationals or Passport and Korean Alien Registration Card for Non-Korean Nationals.

(c) Copy of the current USFK Form 37EK (AUTO) if a renewal.

(d) Recommendation Letter.

(2) The UASG-RC Access Control Officer will review the applications, verify the background check of the applicants, and process the application for approval consideration.

(3) Garrison Good Neighbor Selection Boards

(a) Scheduled by the USAG Red Cloud and Area I Access Control Officer and conducted monthly or as needed.

(b) USAG Red Cloud and Area I Deputy Commander is the President of the Board and at a minimum the following personnel are active members:

1) Deputy Director of Emergency Services.

2) Director of Family, Welfare, Morale, and Recreation (FMWR).

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- 3) USAG Red Cloud and Area I Community Relations Officer.
- 4) USAG Red Cloud and Area I Access Control Officer (recorder).
- 5) Representative from the requesting unit/activity/organization.

(c) The Selection Board will review each applicant's Good Neighbor installation access request and present questions to the requesting unit/activity/organization representative to determine if the baseline standard contributions to the Garrison and Community are significant in nature, measurable, and warrant installation access in support of the Good Neighbor Program.

(d) The USAG Red Cloud and Area I Access Control Officer will prepare a memorandum for record with the recommendation of the selection board, signed by the President, and attached to the Good Neighbor application for approval consideration by the approving authority.

c. Honorary Club Members.

(1) IAW USFK Reg 190-7, Chapter 2, Para 2-4, c., (1), (a) are individuals granted access to a specific installation for the purpose of using a non-appropriated fund activity to which they have been granted Honorary Club Membership in support of the GNP and IAW the ROK-US SOFA.

(2) USAG Red Cloud and Area I FMWR is the OPR for the Honorary Club Member Program within the USAG Red Cloud footprint.

(a) Members are selected as a result of their Good Neighbor contributions and activities that support the Garrison.

(b) Their installation pass once approved will be good for 1 year and expire in conjunction with your annual club membership.

(c) Personnel from FMWR prepare all installation access documents (USFK Form 82E & USFK Form 195EK-E) for submission to the USAG Red Cloud and Area I Access Control Officer.

(3) The USAG Red Cloud and Area I Access Control Officer reviews and processes all Honorary Club Member installation access documents for submission to the approving authority.

(a) Renewal of Honorary Club Member installation passes is accomplished by mass approval memorandum IAW with the exception to policy approved by USFK/CJPM.

(b) USFK Form 82E must be completed for all Honorary Club Member initial or update installation pass requests.

(4) The USAG Red Cloud and Area I Commander has delegation authority from the 2ID GC to act as the approving authority for all Honorary Club Member applications, which is IAW with USFK Regulation 190-7, Chapter 2, Para 2-6, g.

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(5) The USAG Red Cloud and Area I Deputy Garrison Commander has delegation authority to act as the sponsor and requestor for all Honorary Club Member applications, which is IAW with USFK Regulation 190-7, Chapter 2, Para 2-6, e.

10. VEHICLE ACCESS.

The following procedures will be utilized to control vehicles entering USAG Red Cloud installations:

(1) U.S. Military Tactical Vehicles:

(a) Military vehicles entering the installations will be checked for unauthorized occupants.

(b) All passenger ID cards will be checked in DBIDS to ensure they are authorized access to installation.

(2) Non-Tactical Vehicles (NTV):

(a) All NTVs will be registered in DBIDS and have a registration decal.

(b) When entering the installation the decal will be scanned and all passenger ID cards will be checked in DBIDS to ensure they are authorized access to the installation.

(3) Buses:

(a) Upon entering the installation all buses will be stopped and all occupant ID cards will be checked in DBIDS.

(b) Any person found without proper identification will be denied entrance and directed to the visitor center or designated gate where security personnel will determine if the individual is authorized access by use of DBIDS.

(c) If the individual is authorized access to USAG Red Cloud installations, he/she will be logged in and directed to the MP Desk to report a lost ID card, if applicable.

(d) If the individual is not authorized access to USAG Red Cloud installations, but is authorized access to other USFK installations, they will be directed to contact an escort to sign them onto the installation or denied access.

(e) If the individual is not authorized access to any USFK installations, he/she will be detained, escorted to the MP Desk for processing and later released to KN Police for criminal trespassing.

(4) Motorcycles/mopeds:

(a) Motorcycle/mopeds will not be allowed access to the installation without proper vehicle access media and/or drivers not in possession of required personnel protective equipment (PPE) IAW USFK Regulation 190-1.

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(b) Motorcycles/mopeds, regardless of size, will be registered through the servicing Pass & Vehicle Registration Office and have a decal or temporary pass.

(5) Bicycles:

(a) Bicycles will be checked to ensure that they are registered with the Pass & Vehicle Registration Office. If unregistered, customer will be informed by the security personnel of the requirements contained in USFK Regulation 190-1 and 190-7.

(b) Registered or Unregistered bicycles will not be ridden through all USAG Red Cloud pedestrian gates. However, bicycles can be hand-carried through pedestrian gates.

11. VEHICLE APPLICATION PROCESS.

a. General: USAG Red Cloud policies and procedures are consistent with USFK Regulation 190-1 and 190-7.

NOTE: USFK Regulation 190-1 establishes the legal requirements to register, operate motor vehicles, and bicycles on USFK installations. In the event of conflict or inconsistency as it pertains to vehicle registration requirements, limitations, restrictions, and operation on U.S. military installations, **the provisions of USFK Regulation 190-1 take precedence over provisions of USFK Regulation 190-7.**

b. Specific USAG Red Cloud and Area I policies and procedures:

(1) USAG Red Cloud Vehicle Registration Offices provide initial and renewal services to Non-SOFA installation pass holders. Initial and renewal vehicle registration for SOFA status personnel residing in the USAG Red Cloud and Area I footprint is provided by the Camp Casey Pass & Vehicle Registration Office located at Maude Hall. Vehicle registration renewal for SOFA status personnel is also provided by the Camp Red Cloud Pass & Vehicle Registration Office.

c. Vehicle access application processing procedures for non-SOFA vehicles:

(1) Applications for USFK vehicle registration decals (USFK Form 195EK-E) will be submitted on behalf of the applicant by the requesting organization. Vehicle access requests will be submitted in conjunction with the applicant's application for an installation pass (USFK Form 82-E) whenever possible. Both of these forms can be located at the link provided below:

http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm

(2) Additional supporting documentation with the vehicle application includes:

(a) Written justification to support the request for vehicle access media. (See Appendix L for example memorandum).

(b) A copy of proof of valid insurance for the vehicle.

(c) A copy of a valid vehicle operator's license.

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SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

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

(e) A copy of the valid registration bearing the name of the applicant. Vehicle registrations that bear the name of the applicant's immediate family (Spouse, Father, Mother, Brother, Sister, Son, or Daughter) will be honored by the servicing Vehicle Registration Office if the applicant's name appears on the insurance and a official family record is provided.

(f) A copy of individual's USFK Form 37EK (AUTO) pass or DOD ID card.

(3) Only US DOD and DofS personnel or their chain of command may submit requests for non-SOFA vehicle registration decals to the approval authority for consideration. Requesting authorities will provide a signature card (See Appendix O) to the local Pass & Vehicle Registration Office for personnel authorized to request vehicle documents.

(4) Requesting authorities will be the senior officer or supervisor of an organization or activity in the grade of O4/GS12 or higher. The applicant must work for or provide a service for the organization of the requesting authority. The requesting authority's organization must be the same as the requesting organization for the individual's USFK Form 37EK (AUTO) pass.

(5) Approval authorities for access control documents:

(a) Applications submitted to the Camp Red Cloud Pass & Vehicle Registration Office are sent to the USAG Red Cloud and Area I Deputy Commander for approval.

(b) Applications submitted to the Camp Casey Pass & Vehicle Registration Office are sent to the USAG Casey Commander for approval.

(6) Application and justification memorandum must be completed in English using standard American measurements, signed by the applicant, and requesting authority prior to submission to the servicing Pass & Vehicle Registration Office. All justification memorandums will contain the appropriate approval authority signature block.

(7) USFK vehicle registration decal expiration:

(a) SOFA/MOFAT status vehicle decals will expire in conjunction with the DEROS or DBIDS expiration date of the registered owner, whichever is earlier.

(b) Non-SOFA/MOFAT status vehicle decals will expire in conjunction with the expiration of the USFK Form 37EK (AUTO) for non-DOD personnel, or DBIDS expiration date for non-SOFA status DOD personnel. At no time will the vehicle registration period exceed the expiration of personal access documents for non-DOD or non-SOFA personnel.

(c) Permanent vehicle access media will not be issued to an applicant whose USFK Form 37EK (AUTO) will expire within 60 days. The Pass & Vehicle Registration Office may issue a USFK Form 192EK, (Temporary Vehicle Pass) for vehicles requiring access during this period, if a renewal pass and decal applications have been submitted. Requesting authorities will make every effort to synchronize the submission of installation pass and the vehicle registration applications.

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NOTE: Individuals meeting the criteria outlined in USFK Regulation 190-7, Chapter 3, Para 3-7, pages 31-33 for a USFK Form 192EK must submit a request through the servicing Pass & Vehicle Registration Office for approval by the USAG Red Cloud Deputy Garrison Commander or USAG Casey Commander. (See Appendix K for example memorandum).

d. Renewal Procedures:

(1) Non-SOFA members will follow the same procedures as when submitting the initial vehicle decal request. (See Para 13b(1))

(2) Camp Red Cloud & Camp Casey Pass & Vehicle Registration Offices provide SOFA members walk in vehicle decal **renewal** services provided the following documents are presented:

(a) USFK registration certificate.

(b) DOD issued Identification Card.

(c) Copy of orders (military only).

(d) Letter of employment from Civilian Personnel Advisory Center (CPAC) for DOD Civilians or a USFK Form 700-19A-R-E for invited contractors.

(e) Proof of ownership.

(f) USFK motor vehicle operator's permit. When registering a motorcycle, the USFK operator's permit will reflect authorization to operate a motorcycle.

(g) Vehicle inspection certificate indicating the motor vehicle passed a USFK vehicle safety inspection with the last 30 days. Invited contractors, their U.S. and third-country national employees, and their family members must obtain a vehicle inspection certificate issued by the ROK Government in lieu of the safety inspection. Exception to the annual safety inspection requirement are for vehicles less than two years old as determined by the manufacture date or model year, whichever is older, and the initial inspection of these vehicles will be valid for two years.

(h) Insurance policy or documentation that the vehicle is insured in the amount prescribed by USFK Regulation 190-1.

(3) Non-Command sponsored service members in the grade of E6 and below may submit an exception to policy to own and register a POV thru the first O6 in their chain of command to the USAG Red Cloud to the servicing Pass & Vehicle Registration Office. Requests will be processed and forwarded to the USAG Red Cloud and Area I Commander for approval consideration.

(4) SOFA status personnel requesting registration of a second POV will submit their request for an exception to policy IAW USFK Regulation 190-1, through the first O6 in their chain of command to the servicing Pass & Vehicle Registration Office. Requests will be processed and forwarded to the USAG Red Cloud and Area I Commander for approval consideration.

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SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

e. Non-SOFA member change of vehicles.

(1) Non-SOFA members with previously approved vehicle access media may walk into their servicing Pass & Vehicle Registration Office and obtain new vehicle decal by submitting the following:

(a) USFK 195EK-E filled in and signed by applicant only.

(b) A copy of proof of valid insurance for the vehicle.

(c) A copy of a valid vehicle operator's license.

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

(e) A copy of the valid Korean registration bearing the name of the applicants. Vehicle registration that bears the name of the applicants immediate family (Spouse, Father, Mother, Brother, Sister, Son, or Daughter) will be honored by the servicing Vehicle Registration Office, if the applicant's name appears in the insurance and an official family record is provided.

(f) The vehicle decal from the old vehicle must be carefully removed and returned to the Pass & Vehicle Registration office in tact.

(g) Expiration date of the new vehicle decal may not exceed previously approved USFK 195EK-E signed by sponsor, requesting, and approval authorities.

NOTE: Written justification and approval from the approval authority are not required because vehicle access was previously approved.

(h) The DBIDS Registration Clerk will attached the new vehicle information documents to the previously approved vehicle decal documents.

f. Retiree Vehicle Decal Requests.

Camp Red Cloud and Camp Casey Vehicle Registration Offices will provide military retirees walk in vehicle decal issue or renewal services provided USFK Form 195EK-E is completed and signed by the retiree (signature of the applicant) and the following documents are presented:

(a) Vehicle Registration.

(b) Proof of current safety inspection certificate.

(c) DOD issued Identification Card.

(d) Valid vehicle operator's license

(e) Insurance policy or documentation that the vehicle is insured in the amount prescribed by USFK Regulation 190-1.

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SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

g. Widows of deceased service members or retirees must submit their request through the USAG Red Cloud Human Resources Office. Submission will be IAW with Para13c(1) of this Policy Letter.

12. BARMENT.

a. The USAG Red Cloud Commander has the inherent authority to deny or limit an individual's access to the area/installation that the commander specifically commands.

b. The Commander, USFK, has delegated barment authority for USFK-wide barment to each of the USFK geographic Area Commanders, as designated in USFK Regulation 10-2.

c. General & specific barment procedures are found in USFK Regulation 190-7, Chapter 4, pages 33-36.

d. At a minimum the USAG Red Cloud Directorate of Human Resources (DHR) will publish a roster of individuals barred within the USAG Red Cloud area of jurisdiction and provide the roster to the USFK PM, Security Division, not later than the 5th calendar day of each month. The roster will permit verification of registration in DBIDS.

13. ACCESS FOR DESIGNATED COUNTRY PERSONNEL (DCP).

a. Designated Countries are those that have policies, and engage in activities that are contrary to the interests of the US. Those countries may be communist controlled, former communist countries, or state sponsors of international terrorism.

b. Individual installation access for DCP is approved at the USFK level. For specific policy and procedures, see USFK Regulation 190-7, Chapter 5. (See Appendix I of this Policy Letter for sample request memorandum)

14. EXCEPTIONS TO POLICY

Personnel requesting an exception to policy concerning this Policy Letter will forward all requests thru their servicing Pass & Vehicle Registration Office to the Commander, USAG Red Cloud, Attn: IMRD-ES, Access Control Officer, APO, AP 96258-5707. Requests for exception to policy must provide at minimum, a justification for the exception and include appropriate compensatory measures. Exceptions to policy will be submitted at least seven (7) working days prior to execution date for processing.

APPENDIX A**GLOSSARY****Section I. ABBREVIATIONS**

AAFES	Army and Air Force Exchange Service
ACofS	Assistant Chief of Staff
AOR	Area of Responsibility
DBIDS	Defense Biometrics Identification System
CAC	Common Access Card
CDR	Commander
CFC	Combined Forces Command
CID	Criminal Investigation Division
CLI	Commercial Life Insurance
CofS	Chief of Staff
COR	Contracting Officer Representative
CPAC	Civilian Personnel Advisory Center
DCofS	Deputy Chief of Staff
DCP	Designated Country Personnel
DeCA	Defense Commissary Agency
DES	Directorate of Emergency Services
DFMD	Digitized Fingerprint Minutia Data
DMDC	Defense Manpower Data Center
DOD	Department of Defense
DODEA	Department of Defense Education Agency
DOS	Department of State
DPW	Department of Public Work
DPTMS	Directorate of Plans, Training, Mobilization and Security
DV	Distinguished Visitor
EUSA	Eighth United States Army
FPCON	Force Protection Condition
GS	General Schedule
GSA	General Services Administrations
GSO	Government Services Office
HQ	Headquarters
IAW	In accordance with
IC	Invited Contractor
ID	Identification
IMA-KORO	Installation Management Agency – Korea Regional Organization
JA	Judge Advocate
JPIC	Joint Police Information Center
KATUSA	Korean Augmentation to the United States Army
KGS	Korean General Schedule
KID	Korean Identification Card
KN(s)	Korean National(s)
KNP	Korean National Police
KSC	Korean Service Corps
KWB	Korean Wage Board
MAC	Military Armistices Command

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SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

APPENDIX A

GLOSSARY - 2

MACOM	Major Command
MARFORK	Marine Forces Korea
MND	Ministry of National Defense
MOFAT	Ministry of Foreign Affairs and Trade
MOU	Memorandum of Understanding
MP	Military Police
MWR	Morale, Welfare, and Recreation
NAF(s)	Non-appropriated Fund(s)
NAVFORK	Naval Forces Korea
NLT	not later than
NCOPD	Noncommissioned Officer Professional Development
OPD	Officer Professional Development
ORS	Office of Regional Studies
PAO	Public Affairs Office
PM	Provost Marshal
PMO	Provost Marshal Office
POV(s)	Privately Owned Vehicle(s)
ROK	Republic of Korea
ROKA	Republic of Korea Army
RSO	Regional Security Office
SES	Senior Executive Service
SF	Security Force
SJA	Staff Judge Advocate
SOCKOR	Special Operations Command Korea
SOFA	Status of Forces Agreement
SOP(s)	Standing Operating Procedures
TAD	Temporary Additional Duty
TDY	Temporary Duty
TR	Technical Representative
UCMJ	Uniform Code of Military Justice
UNC	United Nations Command
UNCMAC	United Nations Command Military Armistice Commission
U.S.	United States (of America)
USAF	United States Air Forces
USEMB	U.S. Embassy
USFK	United States Forces, Korea
VRO	Vehicle Registration Offices

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SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

APPENDIX A

GLOSSARY - 3

Section II. TERMS

Access documents - Items of ID, either personal or vehicular, used to determine access eligibility to USFK installations.

Approving Authority - The individual that is authorized to approve installation, area, EUSA and/or USFK pass requests. See applicable paragraph for specific guidance.

Biometrics Identification System - The system includes a standardized, automated personnel pass, USFK Form 37EK (auto) Identification Pass, a centralized database of all personnel, vehicle and firearm registrations, and an identification verification system based on Digitized Fingerprint Minutia Data (DFMD).

Community service volunteers - Unpaid personnel who volunteer services for 16 hours or more per month. This group includes those volunteers whose work contributes to the morale and welfare of the military community as decided by the installation commander.

Contractor - A person contracted with the U.S. Government or hired by an employer contracted with the U.S. Government.

Direct hire - Personnel hired for permanent positions on the contract-manning table with regularly assigned full-time tours of duty.

Distinguished Guest - ROK and third country government officials at the vice minister/deputy ambassador (and above) level, who require regular access to USFK installations.

Escorted Persons - Personnel who are invited onto USFK installations for either official or unofficial business. These personnel do not have individual access documents and instead are issued a temporary pass.

Escorts - Personnel authorized to accompany another person or vehicle onto USFK installations. The escorted person or vehicle must be signed onto the installations. Depending on the category of the escort, he may or may not be able to sign on escorted persons for unofficial purposes.

FPCON - Stages of alert and readiness in response to actual or perceived threat against USFK personnel and/or installations.

FPCON Code - A set of letter designators (ALPHA, BRAVO, CHARLIE, DELTA) used for establishing access based upon threat conditions and the necessity for an individual to be on a USFK installation during any given FPCON.

Guests - A broad category of individuals who are granted access to USFK installations based on official business or an official relationship. The category includes ROK and third country government officials, honorary club members, community service and private organization members, and TDY or TAD.

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SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

APPENDIX A

GLOSSARY - 4

Invited Contractor - Individuals from U.S. firms present in Korea for the purposes of executing contracts with the U.S. armed forces.

Official business - A term used to limit entry onto an installation to those individuals required to meet mission objectives. Official business is limited to activities directly supporting the mission of the command or the health, welfare, or morale of members of the command. Social activities that promote the political aims of the U.S. or relationships with our allies are considered to support the mission of this command.

Personal hire - Individual hired solely for employment in a certain facility, unit, or family quarters of command sponsored personnel on an installation, and is not employed by or paid from appropriated funds or NAF.

Requesting Authority - The individual authorized to request short term visitor and permanent installation, area, EUSA and/or USFK passes (O5 and above Commanders, O6 Staff Officer or Civilian Equivalent (GS15)).

Sponsor - Designated U.S. military personnel, DOD civilians and USEMB personnel who are authorized to request the issuance of USFK Forms 37EK to personal hire employees, Korean general and wage schedule employees, host nation contractors, and visitors within the command (O3/GS09 or above).

Technical Representative - Individuals from U.S. firms present in Korea for the purposes of providing special instruction or advising U.S. armed forces with particular skills.

Temporary vehicle access pass - Issued to non-SOFA vehicles that have been granted temporary access to USFK installations.

Third-country nationals - Any individual who is not of U.S. or ROK nationality as determined by his/her passport, ID card, or other means of identification.

Visitor Pass - A USFK Form 37EK that has been stamped with a large, easily identified "V" and is presented for installation access by escorted persons to USFK installations and facilities in exchanged for appropriate picture ID.

Visitor - Immediate family members, friends, or guests that are visiting personnel assigned to and residing on USFK installations.

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

APPENDIX B REFERENCES

Section I. REQUIRED PUBLICATIONS

USFK Reg 190-7 (Installation Access Control System).

USFK Reg 190-1 (Motor Vehicle Traffic Supervision). Cited in paragraphs 3-4 a (2) and 3-4(a) (3).

USFK Reg 190-50 (Law Enforcement Procedures in Korea). Cited in paragraph 4-3f.

U.S. /ROK Status of Forces Agreement (SOFA). Cited in paragraphs 2-10e, 2-10(1) (d), 2-11a, 3-1, 3-1c, 3-1d, 3-5 and 3-7.

Interim Change to USFK Regulation 190-1 (Interim Policy Regarding Privately-Owned Vehicle (POV) Driving Privileges), Dated 30 Jul 08

USFK Command Policy # 7 (General Order Regarding Off-Installation Curfew), Dated 30 Jul 08

Section II. RELATED PUBLICATIONS

AR 190-13 (The Army Physical Security Program).

AR 215-1 (The Administration of Army Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities).

AR 600-20 (Army Standard Operation Procedure).

EUSA Reg 550-1 (Korean Service Corp Mission, Organization, Responsibilities and Operating Procedures). Morale, Welfare, and Recreation Memorandum, March 1994, (Membership in USFK Military Clubs).

USFK Reg 525-13 (USFK Force Protection Program).

USFK Reg 690-1 (Regulations and Procedures-Korean Nationals).

USFK Regulation 600-55 (Good Neighbor Program). Cited in chapter 2.

USFK Reg 1-23 (Distinguished Visitors). Cited in paragraphs 1-6b (1), and 4-8b.

USFK Reg 10-2 (Installation Management and Base Operations). Cited in paragraph 3-16.

USFK Reg 700-19 (USFK Invited Contractors and Technical Representatives).

DD Form 2 (Series) (U.S. Military, Active, Retired, Reserve Identification Card).

DD Form 2220 (Department of Defense Registered Vehicle Decal).

EA Form 620EK (ID Card-Republic of Korea Army Personnel with the U.S. Army)

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

APPENDIX B

Section III. REQUIRED FORMS

EA Form 620EK (ID Card-Republic of Korea Army Personnel with the U.S. Army).

UNC Form 4 (United Nations Command Identification Card).

USFK Form 24 (Register (Vehicle, Serial Number Items, Visitor Log)).

USFK Form 37EK (AUTO) (USFK Installation Pass).

USFK Form 82E (Application for Installation/Base Pass).

USFK Form 192EK (Temporary Vehicle Pass).

USFK Form 195EK-E (Application for DOD Vehicle Registration Decal).

USFK Form 196 (Justification for Issuance of USFK Access Media).

USFK Form 211 (Cargo Vehicle Gate Pass).

USFK Form 211-1(Cargo Vehicle Gate Pass Form).

USFK Form 224EK (Background Check Requesting Roster).

USFK 225EK (Personal Background Statement). 2d (1) (f), 4-7b (1).

Status of Forces Agreement (Art XV). Cited paragraphs 1-5i (2).

Section IV. RELATED FORMS

DA Form 3998 (Military Police Desk Reference).

DA Form 5431 (Army Guard/Reserve Family Identification Card).

Section V. PRIMARY FORMS

USFK Form 82E (Application for Installation/Base Pass (USFK FORM 37EK)).

USFK Form 195EK-E (Application for DOD Vehicle Registration Decal)

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

**APPENDIX C-1
PASS RENEWAL MEMORANDUM
(FPCON C and D for any sub-Area within Area I)**

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select one)

MEMORANDUM FOR Commander, USAG-Red Cloud / Casey, ATTN: Pass & Vehicle Registration Office, Unit #15707 / 15543, APO AP 96258-5707 / 96224-5543

(Select one)

(Select one)

(Select one)

SUBJECT: Renewal request for Direct Hire Employee(s) (Work Sec) / Contractor (Contr Name & Number) installation access documents

1. I have reviewed the following employees with continuous service with no changes to their current USFK 37EK authorizations and request they be issued a new USFK 37EK, IAW USFK Regulation 190-7 (Installation Access Control). All employees listed have up to date JPIC (Annual) and Korean National Police (Every 3 years) background checks.

2. The request applies to the following individual(s):

Name	KID# / SSN# / FIN#	Area	FPCON	Escort Privileges	KNP Exp Date	Hours	POV	Retirement/ Separation Date
Kim, Chon Hui	XXXXXX-XXXXXXX	1	C	3/1	10 DEC 07	0001-2400	Y	24 JUL 2016
Kim, Yong Ku	XXXXXX-XXXXXXX	1B	D	NA	24 DEC 07	0700-2000	N	10 DEC 2020
An, Won Son	XXXXXX-XXXXXXX	1	C	3/1	26 DEC 07	0600-2200	Y	18 MAY 2013

3. The Point of Contact for this memorandum is Sponsor's Name (SSN: XXX-XX-XXXX) at XXX-XXXX or XXXXXXXXXXXX@mail.mil.

REQUESTING AUTHORITY
US DOD O5/6 CDR, O6 Staff Officer or
GS15 from sponsoring organization

APPROVAL AUTHORITY
JOHN M. SCOTT, COL, AV, Commanding

6 Encls

1. Copy of individual 37 EK (Auto) Pass
2. Copy KID Card
3. Copy of Insurance
4. Copy of Safety Certificate
5. Copy of Vehicle Registration
6. Copy of Driver's License

IMRD-ZA
SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

APPENDIX C-2
PASS RENEWAL MEMORANDUM
(Area I – wide and Sub Areas 1a, 1b, & 1c Passes up to FPCON B)

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select one)

MEMORANDUM FOR Commander, USAG-Red Cloud / Casey, ATTN: Pass & Vehicle Registration Office, Unit #15707 / 15543, APO AP 96258-5707 / 96224-5543

(Select one) (Select one) (Select one)

SUBJECT: Renewal request for Direct Hire Employee(s) (Work Sec) / Contractor (Contr Name & Number) installation access documents

1. I have reviewed the following employees with continuous service with no changes to their current USFK 37EK authorizations and request they be issued a new USFK 37EK, IAW USFK Regulation 190-7 (Installation Access Control). All employees listed have up to date JPIC (Annual) and Korean National Police (Every 3 years) background checks.

2. The request applies to the following individual(s):

Name	KID# / SSN# / FIN#	Area	FPCON	Escort Privileges	KNP Exp Date	Hours	POV	Retirement/ Separation Date
Kim, Chon Hui	XXXXXX-XXXXXXX	1	B	3/1	10 DEC 07	0001-2400	Y	24 JUL 2016
Kim, Yong Ku	XXXXXX-XXXXXXX	1B	B	NA	24 DEC 07	0700-2000	N	10 DEC 2020
An, Won Son	XXXXXX-XXXXXXX	1	B	3/1	26 DEC 07	0600-2200	Y	18 MAY 2013

3. The Point of Contact for this memorandum is Sponsor's Name (SSN: XXX-XX-XXXX) at XXX-XXXX or XXXXXXXXXXXX@mail.mil.

REQUESTING AUTHORITY
US DOD O5 CDR/DCDR or above, O6 Staff Officer or
GS15 from sponsoring organization

APPROVAL AUTHORITY
Area 1a / 1c or both – STEVEN G. FINLEY, LTC, MI, Commanding
Area I-wide and Area 1b – FREDDIE L GIDDENS, Deputy Garrison Commander

6 Encls

1. Copy of individual 37 EK (Auto) Pass
2. Copy KID Card
3. Copy of Insurance
4. Copy of Safety Certificate
5. Copy of Vehicle Registration
6. Copy of Driver's License

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

**APPENDIX D-1
REQUEST FOR INCREASED ESCORT PRIVILEGES MEMORANDUM
(One-time Unit Event)**

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select One)

MEMORANDUM FOR Commander, USAG-Red Cloud / Casey, ATTN: Pass & Vehicle Registration Office, Unit #15707 / 15543, APO AP 96258-5707 / 96224-5543

(Select one) (Select One)

SUBJECT: Request for exception to policy to increase personal escort limits IAW USFK 190-7 for Unit Event

1. B Co., 1/5TH Infantry Battalion requests exception to policy to exceed normal escort limits to conduct a special awards presentation and luncheon for KATUSA of the Month and Quarter for FY 07at the Camp Casey Warriors Club from 1100-1400hrs, 30 November 2007. The below list of KATUSA family members and vehicles are required escorted access to Camp Casey to participate in this event.

Personnel Information:

Name Nationality KID / SSN / Passport# Title

List visitors here or type See Attached List (Attached list must include the requested information above)

Vehicle Information:

Name Year/Make/Model License Plate No. Insurance Expiration

List visitors here or type See Attached List (Attached list must include the requested information above)

2. Name of escort personnel: The below listed personal are the authorized escort(s) for this event. All personnel will be signed onto the installation at a designated visitor control center (List the gate). The requesting authority for this action has briefed these personnel of their responsibilities IAW USFK 190-7 while acting in the capacity of an escort during this event.

Escort Personnel Information:

<u>Name</u>	<u>Organization</u>	<u>KID / SSN / Passport#</u>	<u>Escort Limits</u>
Kim, Tae Won	B Company, 1/5 th Inf.	XXXXXX-XXXXXX	4 Per / 1 Veh
Chong, Dae Sik	B Company, 1/5 th Inf	XXXXXX-XXXXXX	4 Per / 1 Veh

3. The POC for this action is CPT Jay J. Leno, Assistant S-3, 1/5th INF BN at XXX-XXXX.

REQUESTOR NAME / GRADE / UNIT / PHONE NUMBER

SIGNATURE

Area Ia & 1c – STEVEN G. FINLEY, LTC, MI, Commanding
Area Ib – FREDDIE L. GIDDENS, Deputy Garrison Commander
APPROVAL AUTHORITY

SIGNATURE

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

**APPENDIX D-2
REQUEST FOR INCREASED ESCORT PRIVILEGES MEMORANDUM
(One-time Special Event)**

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select One)

MEMORANDUM FOR Commander, USAG-Red Cloud / Casey, ATTN: Pass & Vehicle Registration Office, Unit #15707 / 15543, APO AP 96258-5707 / 96224-5543

(Select one) (Select one)

SUBJECT: Request for exception to policy to increase personal escort limits IAW USFK 190-7 (Access Control) for ONE-TIME SPECIAL EVENT (Type of event)

1. SFC Michael T. Smith, SSN 123-45-6789 of the 2nd Infantry Division G-2 requests approval for the below listed individuals to attend his marriage to Su Mi Lee at the Camp Red Cloud Post Chapel from 1400-1700, 22 March 2012. The below list of family and friends will enter the installation at Gate 2 and will be escorted to the event and escorted back to the gate of entry upon completion of the event by the escorts listed in paragraph 2.

Personnel Information:

Name	Nationality	KID / SSN / Passport#	Title
List visitors here or type See Attached List (Attached list must include the requested information above)			

Vehicle Information:

Name	Year/Make/Model	License Plate No.	Insurance Expiration
List visitors here or type See Attached List (Attached list must include the requested information above)			

2. Name of escort personnel: The below listed personal are the authorized escort(s) for this event. All personnel will be signed onto the installation at a designated visitor control center (List the gate). The requesting authority for this action has briefed these personnel of their responsibilities IAW USFK 190-7 while acting in the capacity of an escort during this event.

Escort Personnel Information:

Name/Rank	Organization	KID / SSN / Passport#	Escort Limits
SFC Smith, Michael T.	2ID, G-2	XXX-XX-XXXX	4 Per / 1 Veh
SFC Williams, John J.	B Company, 1/5 th Inf	XXX-XX-XXXX	4 Per / 1 Veh

3. The POC for this request is SFC Michael T. Smith, at XXX-XXXX(Office) or XXX-XXXX-XXXX(Cell).

REQUESTOR NAME / GRADE/ UNIT / PHONE NUMBER

SIGNATURE

Area Ia & 1c – STEVEN G. FINLEY, LTC, MI, Commanding
Area Ib – FREDDIE L. GIDDENS, Deputy Garrison Commander

APPROVAL AUTHORITY

SIGNATURE

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

**APPENDIX D-3
REQUEST FOR INCREASED ESCORT PRIVILEGES MEMORANDUM
(One-time O6 or Above Sponsored Event)**

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select One)

MEMORANDUM FOR Commander, USAG-Red Cloud / Casey, ATTN: Pass & Vehicle Registration Office, Unit #15707 / 15543, APO AP 96258-5707 / 96224-5543

(Select one) (Select one)

SUBJECT: Request Unescorted Access for an Official One Time Command Sanctioned Special Event hosted by a Senior Military Officer O6 or higher.

1. The 2nd Infantry Division G-9 requests approval for the below listed individuals to attend the 2ID Commanding Generals annual Thanksgiving Dinner which is being held at the Commanding Generals Mess (CRC Bldg #S-109) from 1100-1330, 22 November 2012. The below list of Pastors and Missionary personnel and vehicles are required unescorted access to Camp Red Cloud to attend this official function.

Personnel Information:

Name Nationality KID / SSN / Passport# Title

List visitors here or type See Attached List (Attached list must include the requested information above)

Vehicle Information:

Name Year/Make/Model License Plate No. Insurance Expiration

List visitors here or type See Attached List (Attached list must include the requested information above)

2. Name of escort personnel: The below listed personnel will facilitate escort of the above listed personnel onto and off of the installation and understands his/her/their responsibilities IAW USFK 190-7. He/She will be present at the access control point to facilitate identification and access of the visitors listed above. There are no identification card/vehicle document exchanges or sign in requirements for this access.

<u>Name/Rank</u>	<u>SSN/KID</u>	<u>Organization</u>
SGT Yang, Son Jang	XXXXXX-XXXXXXX	HHC, 2ID
SPC Jones David	XXX-XX-XXXX	HHC, 2ID
PFC Lee, Hyun Jin	XXXXXX-XXXXXXX	HHC, 2ID

3. The sponsoring and requesting officials understand their responsibilities for oversight of the event and their invited unescorted guests. Guests will be briefed on the restrictions involved with this request and the limits of their access on the installation.

4. The POC for this request is Ms. Lee, Hui Tae, 2ID Chaplin's Assistant, at XXX-XXXX.

US DOD O5 CDR, O5 Staff Officer, GS15 same organization
REQUESTOR NAME / GRADE / UNIT / PHONE NUMBER

SIGNATURE

JOHN M. SCOTT, COL, AV, Commanding
APPROVAL AUTHORITY

SIGNATURE

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

**APPENDIX E
REQUEST TO EXCEED PERIOD OF 24 HOUR FOR VISITORS**

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select one)

MEMORANDUM FOR Commander, USAG-Red Cloud / Casey, ATTN: Pass & Vehicle
Registration Office, Unit #15707 / 15543, APO AP 96258-5707 / 96224-5432

(Select one)

(Select one)

SUBJECT: Request Authorization to Exceed the 24 Hour Limitation to Escort Visitors

1. Request authorization to exceed the period of 24 hours to escort visitor(s). The below listed visitor will be signed on at (name of gate and installation) from 7-9 Nov 08 (not to exceed 72 hours).

Personnel Information:

Name

Nationality

KID / SSN / Passport#

Kim, Jae Soon

Korean

XXXXXX-XXXXXX

2. As escort for this visitor I understand my responsibilities IAW USFK 190-7 that include: Visitor will be signed onto the installation at a designated visitor control center; Required official Government Photo ID will be presented during visitor registration into DBIDS (i.e., Passport, Korean ID card, Korean Driver's License); Visitor must be under positive control at all times; Visitor must be deregistered from DBIDS at the same access control point of initial entry once the duration of this request is complete; Visitors from countries designated or identified as being of counter intelligence concern (DCP) must have approval from the USFK Chief of Staff prior to submission of this request (See USFK Regulation 190-7, Chapter 5 for processing requirements).

3. The POC for this action is the escort listed below at 730-3333.

ESCORT NAME / GRADE/ UNIT

SIGNATURE

Area 1b - JOHN M. SCOTT, COL, AV, Commanding
Area 1a & 1c - STEVEN G. FINLEY, LTC, MI, Commanding
APPROVAL AUTHORITY

SIGNATURE

IMRD-ZA
SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

APPENDIX F
DESIGNATED COUNTRY PERSONNEL ACCESS REQUEST MEMORANDUM

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU (O-5/O-6 Commander) Your Higher headquarters

Commander, USAG-Red Cloud, Unit 15707, APO AP 96258-5707

USFK Provost Marshal, (FKPM-S), Unit 15237, APO AP 96205-5237

SUBJECT: Installation Access for Designated Country Personnel

1. IAW Chapter 5, USFK Regulation 190-7, I am submitting this request to escort designated country personnel (DCP) from a country listed in the Commander, USFK, Approved List of Designated Countries onto a USFK installation. Below, I have provided the required information.

2. My (sponsor's) information:

Name:
Grade:
SSN:
Employment/Unit:
Phone Number:

3. DCP information:

Name:
Country
Passport Number:
Date of Birth:
Place of Birth:
Place of Passport Issue:
Employment:
Position:

4. Location and purpose for access:

Installation of visit:
Building to Visit:
Duration of Visit (date/time):
Reason for access:

5. I make this request to accomplish the business listed above and understand that I am required to escort the DCP at all times during the visit. Additionally, I have reported this contact to the appropriate intelligence staff as required by service regulations.

Your Signature

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud and Area I Installation Access Control Policy

**APPENDIX G
BAR LETTER FORMAT**

APPROPRIATE LETTERHEAD

OFFICE SYMBOL (190-7)

DATE

SUBJECT: Bar Letter

Mr./Mrs./Miss

Dep./ (son/daughter) _____ of

Dear Mr./Mrs./Miss

1. It has been brought to my attention that on (date), at (time), you and your (son, John D.), were at (location), and were apprehended by the Korean National Police and Military Police for a violation of USFK Reg 60-1; Wrongful possession of a ration control plate belonging to another and purchasing goods for illegal transfer or production of income through barter or exchange.

2. You are hereby notified that, effective upon your receipt of this letter, you and your son (name), are barred from entering the following military installation(s), regardless of whether or not you have been invited by a member of United States Forces Korea as his/her person guest: (List the installations/facilities).

3. You are further informed that should you reenter or be found within the limits of the above military installation(s), base (s), post(s), you will be subject to apprehension and detention by the U.S. Military for prompt delivery to the appropriate civil authorities. There is one exception to this provision: You may enter (installation) to obtain health and dental care (only if authorized). When health or dental care is required at (installation), you will enter the installation only through Gate Number _____. From there you will be directed or escorted to the medical or dental facility and exit through the same gate when car has been completed.

4. This bar letter will remain in effect until (date) and any violation of this may subject to possible criminal prosecution by appropriate civil authorities. However, after a period of (state period, e.g., 6 month, 1 year, etc.), this headquarters will review your conduct, upon your request, and if warranted, will consider lifting the bar.

JOHN M. SCOTT
COL, AR
Commanding

NOTE: Must be bilingual when issued to a foreign national. When addressed to active duty military or service department civilians, the subject will be "denied access" instead of being "barred".

IMRD-ZA
SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

APPENDIX H
SHORT TERM / EXTENDED TEMPORARY VEHICLE PASS REQUEST

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select one)

MEMORANDUM FOR Commander, USAG-Red Cloud / Casey, ATTN: Pass & Vehicle Registration
Section, Unit #15707 / 15543, APO AP 96258-5707 / 96224-5543

(Select one)

(Select one)

SUBJECT: Request for Short Term/Extended Temporary Vehicle Pass (USFK Form 192EK)

1. Request Short Term/Extended Temporary Vehicle Pass be issued to:

Name: SMITH, JOHN DOE
KID/SSN/Passport Number: SSN: XXX-XX-XXXX
POSITION: GS-13
Installation Access for: AREA I
For: Leased / Rental / POV (Circle One)

2. Justification: Mr. SMITH, JOHN DOE is TDY in support of USAG Red Cloud is an instructor for the Electronic Security Systems Course. The course will be conducted in Bldg #225 on Camp Red Cloud from 04-24 Feb 08. He will be utilizing a rental vehicle for transportation to and from the course location and the Casey Lodge.

3. The POC for this action is SPONSOR'S NAME below at XXX-XXXX.

US DOD O4/GS12 or above from same organization
REQUESTOR NAME / GRADE / UNIT / PHONE NUMBER

SIGNATURE

Area I Wide & 1b – FREDDIE L. GIDDENS, Deputy Garrison Commander
Area Ia & 1c – STEVEN G. FINLEY, LTC, MI, Commanding
APPROVAL AUTHORITY

SIGNATURE

IMRD-ZA

SUBJECT: U.S. Army Garrison Red Cloud Policy Letter 3-2, Installation Access Control

APPENDIX I
VEHICLE REGISTRATION JUSTIFICATION MEMORANDUM

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

(Select one)

(Select one)

MEMORANDUM THRU USAG-Red Cloud/Casey Pass & Vehicle Registration Office, Unit #15707/15543,
APO AP 96258-5707/96224-5543

(Select one)

FOR (Commander) or (Deputy Commander) USAG-Red Cloud/Casey

SUBJECT: Justification for USFK Vehicle Access Documents Request for Mr/Ms last name, first name, KID, SSN, or appropriate identification number.

1. On behalf of organization (18th MEDCOM, N1, 51st Operations Group, etc) I request an USFK Vehicle Registration Decal for Mr/Ms last name, first name. Below I have provided all required information and enclosed all supporting documents.

2. Required Information.

a. Mr/Ms (last name) works as a XXXXXXXX at, serves the command in XXXXX capacity, or provides XXXXXX services for the command. He/She requires access to the requested installations for list reasons/purposes.

b. I have interviewed the applicant and it has been revealed the he/she does/does not have derogatory information in their personal history. (If they do have derogatory information in their personal history, it must be included in memorandum format.)

3. If approved, Mr/Ms (last name)'s supervisor or a representative of my staff will counsel the recipient on the purpose and privileges of accessing USFK installations with a privately-owned vehicle, and on the requirement to review and comply with USFK Reg 190-1 while operating a vehicle on USFK installations.

4. I have reviewed USFK Reg 190-7, specifically Chapter 2 and applicable sections of USFK Reg 190-1, and believe this packet is administratively correct. It fully and accurately portrays the basis for Mr/Ms (last names) request for USFK vehicle access media. However, if there is a problem or you need further information, please contact my POC (not recipient) at phone number.

6 Encls

1. USFK Form 195EK-E (typed & signed)
2. Copy of 37 EK (Auto), KID or passport
3. Copy of Valid Auto Insurance
4. Copy of Valid USFK or ROK Drivers License
5. Copy of Current Safety Inspection Certificate
6. Copy of Valid Vehicle Registration (ROK or USFK)

Signature &
SIGNATURE BLOCK
(Requesting Authority)

NOTE: This justification is in support of USFK Form 195EK-E and must be submitted with other supporting documentation IAW with Para 13b(1)(a-e). Enclosures will vary slightly depending on the category of the individual and the types of access privileges requested.

**APPENDIX J
PERSONNEL CATEGORY TABLE FOR INSTALLATION ACCESS**

CATEGORY of (DOD) Personnel	Type Pass	Expiration Period	Sponsor Requirements	Background Check	Approval Authority	Resident or Work Permit	# of Installations Authorized Access	Day & Time Restriction	Escort Priv	Vehicle Escort	FP/CON Restrict
US Department of Defense (DOD) Personnel	DOD Pass	Max 1 Yr or DEROS	N/A	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
Active Reservist Assigned to a Troop Unit in Korea	DOD ID Card	Max 1 Yr or DEROS	N/A	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
DOD Active Duty (Command Sponsor)	DOD ID Card	2 Yr or DEROS	N/A	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
DOD Active Duty (Non-Command Sponsor)	DOD ID Card	1 Yr or DEROS	N/A	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
DOD Civilian (Including DOD Retired with Dual Status)	DOD ID Card	2 Yr or DEROS	N/A	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
DOD Invited Contractor/ Technical Representative (USFK Form 700-19A-R-E verifying DD-1173 Eligibility)	DOD ID Card	Max 2 Yr or DEROS	N/A	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
DOD Retired (Not Dual Status) Living in Korea (Non-SOFA)	DOD ID Card	Max 1 Yr or Passport/Visa expiration	N/A	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
Family Member of DOD Active Duty, Civilian, or Invited Contractor / Technical Representative	DOD ID Card	2 Yr or DEROS	DOD Mil; Civ; Invited Contr	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
Family Member of DOD Retired (Not Dual Status and Non-SOFA)	DOD ID Card	Max 1 Yr or Passport/Visa expiration	DOD Mil (Ret) Area Cdr	N/A	N/A	N/A	USFK-wide	N/A	4	1	D
Family Member of DOD Active Duty Living in Korea into Sponsor (Non-SOFA)	DOD ID Card	Max 1 Yr or Passport/Visa expiration	Area Cdr	N	N/A	N/A	USFK-wide	N/A	4	1	D
Family Member of DOD Active Duty Visiting Korea into Sponsor	DOD ID Card	30 Days	Area Cdr	N	N/A	N/A	USFK-wide	N/A	4	1	D
Spouse of DOD Active Duty On Environmental Leave Orders (EML)	DOD ID Card	30 Days or EML date	Area Cdr	N	N/A	N/A	USFK-wide	N/A	4	1	D
Survivor of Deceased DOD ID Card Member (Non-SOFA)	DOD ID Card	Max 1 Yr or Passport/Visa expiration	Area Cdr	N	N/A	N/A	USFK-wide	N/A	4	1	D
US Military, DOD Civilian, Other Official Visiting on TDY	DOD ID Card	6 Mo or Orders date	N/A	N	N/A	N/A	USFK-wide	N/A	4	1	D

**APPENDIX J Continued
PERSONNEL CATEGORY TABLE FOR INSTALLATION ACCESS**

CATEGORY of US Department of Defense (DOD) Personnel	Type Pass	Expiration Period	Requesting Authority	Back ground Check	Approval Authority	Resident or Work Permit	# of Installations Authorized Access	Day & Time Restriction	Escort Priv	Vehicle Escort	FPCDN Restrict
Chaufeur (Escorted by Employer)	37EK T/P	Employer Pass / 1 Year	US CG	Y	Cdr, IMCOMM/K AreaCdr or DCS	May Apply	Employers Pass	Employers Pass	0	0	B
Contractors/Vendors	37EK T/P	1 Year / per contract	Contracting Agency [†]	Y	AreaCdr or DCS	May Apply	Designated By Sponsor	Designated By Sponsor	DBS	1	Designated By Sponsor
Designated Good Neighbor (DGS)	37EK T/P	3 Year	US Only DB or Above	N	Cdr, IMCOMM/K	N/A	Designated By Sponsor	Designated By Sponsor	3	1	B
Embassy Non-UE Employees Requiring Access to USFK Installation	37EK T/P	3 Years; Over 60 - 1 Year	RSD or GSO	Y	AreaCdr or DCS	N/A	Designated By Sponsor	Designated By Sponsor	3	1	Designated By Sponsor
Family Member of CFC ROK Military (Command Sponsor)	37EK P	2 Years or DEROS	USFKJ1	N	N/A	N/A	USFK/Wide	N/A	4	1	D
Family Member of Allied Nation Military ^{**}	37EK P	2 Years or DEROS	UNCMAC Secretariat	N	N/A	N/A	USFK/Wide	N/A	4	1	D
Family Member of US Embassy	37EK P	3 Years or DEROS	RSD or GSO	N	RSD	N/A	USFK/Wide	N/A	4	1	D
Good Neighbors	37EK T/P	2 Year	US CB	Y	Cdr, IMCOMM/K	May Apply	Designated By Sponsor	Designated By Sponsor	3	1	B
Good Neighbors (Honorary Club Members)	37EK T/P	2 Year	US CB	Y	Cdr, IMCOMM/K	May Apply	Designated By Sponsor	Designated By Sponsor	3	1	B
KATUSA	37EK P	3 Years or DEROS	Cp Jadsn or Assigned Unit	N	N/A	N/A	USFK/Wide	N/A	4	1	D
Korean GS, KGS, or WB (KWB) USFK Employee	37EK T/P	3 Years; Over 60 - 1 Year	US CB	Y	AreaCdr or DCS	May Apply	Designated By Sponsor	Designated By Sponsor	Perm Pass 3	Perm Pass 1	Designated By Sponsor
Korean Service Corps	37EK T/P	3 Years; Over 60 - 1 Year	KSC Bn Cdr	Y	AreaCdr or DCS	N/A	Designated By Sponsor	Designated By Sponsor	Perm Pass 3	Perm Pass 1	Designated By Sponsor
Personal Service Employees	37EK T/P	1 Year/ Spon DEROS	US DOD Only or Unit	Y	AreaCdr or DCS	May Apply	Designated By Sponsor	Designated By Sponsor	0	0	Designated By Sponsor
ROK Law Enforcement	37EK P	1 Year	Provost Marshal	N	AreaCdr or SitGp	N/A	Designated By Sponsor	Designated By Sponsor	3	1	Designated By Sponsor
ROK Military (Command Sponsor)	37EK T/P	Assignment Order	CJPM	N	N/A	N/A	USFK/Wide	N/A	4	1	D
ROK Military (Non-Command Sponsor)	37EK T/P	1 Year	CJPM	N	N/A	N/A	USFK/Wide	N/A	0	0	D
ROK Military (MND Civilian)	37EK T/P	1 Year	CJPM	Y	AreaCdr or DCS	N/A	Designated By Sponsor	Designated By Sponsor	3	1	Designated By Sponsor
Short Term Visits	37EK I	Not to exceed 90 days	US DOD Only or Unit	Y if DCP	AreaCdr or DCS	May Apply	Designated By Sponsor	Designated By Sponsor	U	U	Designated By Sponsor
Allied Nation Military ^{**}	37EK T/P	2 Years or DEROS	UNCMAC Secretariat	N	N/A	May Apply	USFK/Wide	N/A	4	1	D
US Embassy	37EK T/P	3 Years or DEROS	RSD or GSO	Y	RSD	N/A	USFK/Wide	N/A	4	1	D

[†] The requiring activity or using activity is the sponsoring organization for access documents for contractors; however, all requests will be coordinated through the Contracting Officer, prior to consideration by the approving authority. If the contractor has multiple contracts with multiple requiring activities, then the sponsoring organization will be the contracting agency that awarded the contracts.

^{**} Allied Nation Military includes the categories of non-US UNCMAC members, UNC Sending State and NNSC Ambassadors and Deputy Chiefs of Mission, and designated civilian employees from these Embassies.

**APPENDIX K
ACCESS CONTROL REQUESTOR SIGNATURE CARD EXAMPLE**

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY		
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X one)		
<input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input type="checkbox"/> OTHER (Specify)		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE:		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33;		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.		
16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE (YYYYMMDD)
		19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

APPENDIX K (Continued)
ACCESS CONTROL REQUESTOR SIGNATURE CARD EXAMPLE (Instructions)

INSTRUCTIONS FOR COMPLETING APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE	
This form may be used to:	
1. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.	
2. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.	
SECTION I.	
1. Enter the name of the Commander/Appointing Authority.	
2. Enter the Commander/Appointing Authority's title.	
3. Enter the Commander/Appointing Authority's DoD Component/Organization location.	
4. Enter the date the form is completed.	
5. The Commander/Appointing Authority must place his or her legal signature in the block provided.	
SECTION II.	
6. Enter the Appointee's name.	
7. Enter the Appointee's social security number.	
8. Enter the Appointee's title.	
9. - 11. Enter the name, complete address, and telephone number of the DoD Component/Organization activity to which appointed.	
12. Enter the date the appointment is to be effective.	
13. Mark X in the appropriate box indicating the purpose for the appointment.	
14. Describe in detail the duties the Appointee will be required to perform, to include types of payments, records and vouchers for which authorized (specifying the applicable disbursing station symbol number(s) affected), and any other pertinent information.	
15. List all regulations the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.	
SECTION III.	
16. - 17. The Appointee shall print his or her name and enter his or her legal signature in the spaces provided.	
SECTION IV.	
Completing this section will terminate the original appointment as of the effective date. If partial authority is to be retained, a new DD Form 577 must be completed.	
Mark X in the box provided to indicate the appointment is being revoked.	
18. Enter the date the termination is effective.	
19. The Appointee will initial in the space provided acknowledging revocation of the appointment.	
20. - 22. The Commander/Appointing Authority must place his or her name, title and legal signature in the spaces provided.	