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Unit #15237
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United States Forces Korea
Regulation 190-7

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Military Police

INSTALLATION ACCESS CONTROL

***This regulation supersedes USFK Regulation 190-7, dated 28 March 2013.**

FOR THE COMMANDER:

MARK C. DILLON
Major General, USAF
Deputy Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
Records Management

Summary. This regulation establishes policies and prescribes procedure for access to United States Forces Korea (USFK) installations.

Summary of Changes. This revision includes the following changes:

- The Deputy Chief of Staff, United Nations Command/Combined Forces Command/United States Forces, Korea, may delegate to the Secretary, Combined Joint Staff (COL/06) the approval authority to grant waivers or exceptions to policy (ETP) for this regulation (para 1-4c).
- Requires Area/Installation/Garrison/Base Commanders to ensure security guard personnel with DBIDS user account access have completed PII training (para 1-5b(2)).
- Removes the restriction on DBIDS registration of foreign citizen Department of Defense (DoD) Common Access Card (CAC) identification (para 2-3a(1)).

- States that Republic of Korea (ROK) Military and ROK government ID Cards are acceptable forms of identification provided the Korean Identification number is printed on the ID Card (para 2-2a(3)(b)).
- Added clarification of the use of law enforcement credentials as relates to installation access. Permits use of the LE credential in conjunction with DBIDS verification of the DoD CAC card for expedited access during exceptional circumstances (para 2-3c).
- Created a new category “Installation Volunteers” with sponsor, requestor, approving authorities being the same as mission passes (paras 2-4b(13)and 2-7a/b).
- Adds the authorization to issue a USFK Form 37EK to spouses of retired DoD Civilians who reside in Korea (para 2-4c(9)(c)).
- Changes the terms “Distinguished Good Neighbor” and “Good Neighbor” to the generic term “Sponsored Guest.” (para 2-6).
- Added all USFK Staff Principles and their deputies as authorized sponsors and requestors for Sponsored Guest Passes (para 2-6e(11)).
- Revised access renewal procedures for local employees and contractors (para 2-10).
- Included the requirement to review Korean civilian memberships in U.S. armed forces Non Appropriate Fund organizations and their reporting procedures to ensure compliance with applicable SOFA provisions (para 2-10b).
- Removed the requirement for providing a memorandum to request a DoD vehicle registration decal (para 3-5c).
- Added the Chief of Staff, Eighth Army, as a deciding official for reinstatement of Army Employees (para 4-7).

Applicability.

a. This regulation applies to all personnel who are authorized access to any USFK military installation or sub-installation at any time, to include stand-alone military Family Morale, Welfare and Recreation (FMWR) facilities, such as SungNam Golf Course. This regulation does not apply to restricted areas governed by other regulations; training areas; limited access gates used exclusively for movement of military troops and tactical vehicles on and off an installation/base for training or contingency operations; Republic of Korea military installation/base with a DoD population that is less than 25 percent of the total base population; or to Panmunjom and Camp Bonifas, which are United Nations Command (UNC) and ROK controlled areas, not USFK installations.

b. Specific provisions of this regulation are punitive, including the knowing use of expired access media (paragraph 2-10d), possession of unauthorized vehicle access documents (paragraph 3-1d), false statements in support of applications for installation access (paragraph 2-1b), failure to report a loss of access media within a reasonable period of time (normally 24 hours) (paragraph 2-11a), failure to provide biometric data when requested by security personnel using Digital Fingerprint Minutia Data (DFMD) (para 1-4o(2)), failure to properly escort visitors (paragraph 2-14), and entering the installation by any means other than at authorized access control points (paragraph 2-1b). Failure to comply with these provisions constitutes a violation of Article 92,

Uniform Code of Military Justice (UCMJ), Failure to Obey a General Regulation. Failure to comply with other administrative aspects of this regulation may constitute a violation of Article 92, UCMJ, Dereliction of Duty. Personnel subject to the UCMJ who fail to comply with the provisions of this regulation set forth in the preceding sentences may be subject to punishment under the UCMJ, as well as to adverse administrative action authorized by law and regulation. Persons not subject to the UCMJ who fail to comply with the provisions of this regulation may be subject to adverse administrative sanctions authorized by law and regulation. Violations of this regulation will be referred to the appropriate commanders, directors and/or sponsoring agencies for appropriate action. Commanders, directors and/or sponsoring agencies will consult with their servicing judge advocate, and their civilian personnel advisory center or personnel flight, when employees are involved, or the Assistant Chief of Staff (ACS) for Acquisition Management (FKAQ), USFK, when contractors are involved.

c. This regulation supersedes all supplements and command policies established under USFK Reg 190-7, which do not conform to the requirements specified herein.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited without prior approval of the Deputy Chief of Staff, USFK, Unit #15237, APO AP 96205-5237.

Forms. USFK Forms are available at <http://www.usfk.mil/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the Provost Marshal, USFK, (FKPM-S). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Provost Marshal, USFK, (FKPM-S), Unit #15237, APO AP 96205-5237.

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Chapter 1

Introduction

1-1. Purpose

This regulation establishes policies and prescribes procedures for access to USFK installations located in the Republic of Korea (ROK).

1-2. References

Required and related publications and forms are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are listed in the glossary.

1-4. Responsibilities

a. The Deputy Chief of Staff (DCS), United States Forces Korea (USFK) has all authority to grant or deny access to all USFK installations, facilities, organizations, units, activities, and agencies. The USFK DCS is also the authority to grant waivers or exceptions to this regulation. Additionally, the USFK DCS has imposing and appellate authority for USFK-wide installation barment, and is the approval authority for Designated Country Personnel (DCP) installation access requests, as outlined in chapter 5 of this regulation.

b. The DCS, USFK, delegates to the USFK Provost Marshal (PM) the approval authority for multi-area USFK and Eighth Army-wide installation access requests for short-term visitors and non-Department of Defense (DoD) personnel supporting the USFK mission.

c. The DCS, USFK, may delegate to the Colonel/O6 USFK Secretary Combined Joint Staff (SCJS) the approval authority to grant exceptions to policy (ETP) for this regulation.

d. Service Component Commanders will -

(1) Publish and enforce procedures that ensure all personnel assigned or attached to their commands understand and comply with USFK Installation Access Control Policy. Emphasis will be placed on ensuring all personnel under their control are registered in Defense Biometrics Identification System (DBIDS) and their information is accurate and up-to-date. Specifically, Service Component Commanders will ensure assignment orders for service members, civilians, and family members who will be stationed in Korea and country clearance approval for personnel who will be Temporary Duty (TDY) in Korea, contain instructions to register in the USFK DBIDS within 10 calendar days of arrival to Korea.

(2) Establish procedures that reinforce the command's access control procedures through command briefings, Officer Professional Development (OPD), Noncommissioned Officer Professional Development (NCOPD), or other training events.

(3) Ensure all commanders and staff sponsoring, requesting, or approving Sponsored Guest installation access in accordance with (IAW) paragraph 2-2 have completed the theater Sponsored Guest training posted at:

[https://8a.korea.army.mil/sites/USFK/CMDR%20Staff/provostmarshal/Shared%20Documents/Sponsored%20Guest%20Training/Sponsored%20Guest%20Installation%20Access%20Training%20\(4\).ppt](https://8a.korea.army.mil/sites/USFK/CMDR%20Staff/provostmarshal/Shared%20Documents/Sponsored%20Guest%20Training/Sponsored%20Guest%20Installation%20Access%20Training%20(4).ppt) , or available from the USFK Provost Marshal Office (PMO), DSN (315) 738-4713 or 736-5104.

(4) Ensure units have procedures in place to make sure all personnel who possess a DoD ID card, including military service members, civilian employees, invited contractors, and family members, register and deregister in DBIDS during in and out processing.

e. Area/Installation, Wing, or Base/Garrison Commanders will -

(1) Enforce the provisions of this regulation.

(2) Review and update supporting procedures within 90 days of the effective date of this regulation. Commanders must obtain the concurrence of their higher headquarters, Staff Judge Advocate (SJA), and the USFK PM for installation-area-garrison-base-specific procedures prior to publishing.

(3) Ensure that USFK installations with co-located gates being used for access to ROK military operational facilities as well as USFK facilities (e.g., Kunsan or Osan Air Base (AB)) adhere to the requirements of this regulation, including the use of DBIDS. Local Pass and ID Office responsibilities and procedures will be IAW applicable regulations, policies, and local standard operating procedures (SOP).

(4) Establish procedures to retrieve access documents from individuals when they no longer require installation access, when official business relationships are suspended or terminated, or when the access documents have expired. Ensure local civilian personnel offices establish procedures to retrieve all USFK 37EK (AUTO) passes from separating or retiring local national employees prior to granting final clearance to the employee.

(5) Ensure personnel seeking employment initiate requests for USFK criminal records and background checks prior to granting temporary employment.

(6) Establish installation in and out processing procedures to ensure all personnel who possess a DoD ID card, including active duty, civilian employees, and family members, register in DBIDS upon initial arrival to the Korea Theater of Operations (KTO), and deregister from DBIDS upon permanent departure from the KTO. DoD personnel who depart the KTO on a temporary basis during their assignment (TDY, vacation, school attendance, illness, care of a relative, etc.) are not required to deregister from DBIDS if planning to return to Korea during their sponsor's current tour.

(7) Establish authorized access control points for their area of responsibility (AOR) and maintain guarded installation access control points to assist, monitor and control the flow of personnel and vehicles that enter or exit.

(8) Coordinate with the United States (U.S.) Embassy on local access issues.

(9) Establish procedures to ensure all imposed or removed USFK/Installation/Area/Garrison/Base barment actions are updated in the USFK DBIDS installation access control system, IAW chapter 4 of this regulation.

(10) Coordinate with the USFK PMO to ensure all Garrison/Base DBIDS operators, including registrars, installation access control point and visitor center security personnel, and law enforcement personnel, are trained and certified prior to being granted a user account for access to the DBIDS information system.

f. Commanders of co-located operating bases within a ROK military installation/base with a DoD population less than 25 percent of the total base population may establish procedures which comply with the general policy of this regulation, but deviate from the specific requirements. The commander must coordinate these procedures with the USFK PM.

g. ACS, J1 will ensure DBIDS registration and access guidance for personnel scheduled for Permanent Change of Station (PCS)/TDY/Temporary Assigned Duty (TAD) to Korea are included in official travel and country clearance instructions.

h. ACS, J2 will identify countries of counterintelligence concern and provide copies to the components, which will ensure dissemination to all USFK installations, garrisons, and bases. ACS, J2 will also review all access requests for DCP.

i. ACS, J37 will provide oversight and maintain accountability of the USFK Form 37EK (AUTO) ROK military exercise pass (paragraph 2-3a(6)(d)).

j. The CFC/USFK PM provides staff supervision and direction for the command's installation access control program. Specifically, this office -

- (1) Serves as proponent for all installation access control policy matters.
- (2) Coordinates USFK criminal records and background checks with the Korean National Police Agency (KNPA) and U.S. Embassy.
- (3) Reviews, processes, and make recommendations on written requests for exceptions to policy.
- (4) Maintains the USFK DBIDS electronic database.
- (5) As directed or when requested by a service component, conducts technical assistance visits to review access control procedures on USFK installations, to make procedural recommendations for system improvements, and to provide training.
- (6) As directed or when requested by a service component, conducts announced and unannounced inspections of Garrison/Base installation access control programs, to include mission and Sponsored Guest pass requesting, processing and approval procedures, Pass and ID Office operations, Vehicle Registration Offices, visitor control procedures, and installation access control point operations, to ensure compliance with DoD and USFK installation access control policy.
- (7) Reviews and processes requests for passes requiring multi-area access, in excess of two geographic Areas. The USFK PM, or Deputy PM in the PM's absence, is authorized to approve multi-area, up to USFK-wide, mission support passes and short term visitors.
- (8) Requests and approves installation pass requests for assigned Combined Forces Command (CFC) ROK military and civilian employee personnel, Eighth Army Republic of Korea Army (ROKA) Support Group military personnel, and their command sponsored family members.
- (9) Monitors, retrieves, and returns all issued access documents and vehicle decals for assigned CFC ROK military personnel to the issuing agency upon expiration or termination of the official relationship or installation access requirement. In the event of lost, stolen, or unrecovered documents, notifies appropriate authorities.

(10) Issues, as approved by the USFK DCS, short-term, generic, Distinguished Visitor (DV), USFK Form 37EK (AUTO) escort passes to ease access requirements for those non-DoD "Distinguished Visitors" (as defined in USFK Reg 1-23) who do not possess a DoD ID card and do not require a permanent pass. Since DV passes lack personal identification information (PII), photographs, and DBIDS registration data, they will only be used by the designated escort officer for official DV escort and will be maintained between escort missions by the using staff agency as a controlled item.

(11) Approves and issues the USFK Form 37EK (AUTO) ROK military exercise pass (para 2-3a(6)(d)).

(12) Serves as the office of primary responsibility (OPR) for the USFK DBIDS and all related topics including fingerprint data identification verification procedures. This includes storing and securing the Digitized Fingerprint Minutia Data (DFMD) and authorizing the exceptional use of the DFMD for reasons not stated in this regulation.

(13) Procures all personnel and vehicle access documents for use with USFK DBIDS.

(14) Manages funding, procurement, maintenance and accountability of USFK DBIDS through coordination with Headquarters, Department of the Army (HQDA), Office of the Provost Marshal General (OPMG), and with the Defense Manpower Data Center (DMDC).

(15) Provides USFK DBIDS training and certification for all DBIDS operators, including registrars, installation access control point and visitor center security personnel, and law enforcement personnel.

(16) Coordinates with the U.S. Embassy on policy issues pertaining to Department of State (DOS) access to USFK installations.

(17) Provides a representative to the DoD DBIDS Users Group and DBIDS Rules Committee working groups.

(18) Provides the USFK installation access Sponsored Guest Training presentation to the component commands for posting to their shared portals.

k. The USFK Public Affairs Office (PAO) and component PAOs will ensure that all civilian or foreign military press personnel requesting installation access are cleared and possess authorized access documents, and will make certain that all visiting press personnel on a USFK installation remain under constant escort by a PAO representative.

l. Joint U.S. Military Affairs Group-Korea (JUSMAG-K) will serve as sponsoring organization for installation passes of non-Status of Forces Agreement (SOFA) status individuals who require frequent access to USFK installations in support of United States (U.S.) Government Foreign Military Sales (FMS), direct commercial sales by U.S. defense companies, or business development related to potential FMS or direct commercial sales by U.S. defense companies. The Chief, JUSMAG-K, will serve as requesting authority for JUSMAG-K sponsored installation access requests. Processing, approval and issue of JUSMAG-K sponsored access media will be IAW procedures established for other USFK mission support employees and contractor personnel.

m. The U.S. Embassy (USEMB) agrees to -

(1) Maintain and operate a pass and ID registration office for registering U.S. Embassy authorized U.S. citizen employees and their command-sponsored family members into DBIDS and issuing DBIDS installation passes, USFK Form 37EK (AUTO).

(2) Issue a USFK installation access vehicle registration decal and register in DBIDS all USEMB employee vehicles bearing U.S. diplomatic status license plates.

(3) Report to the USFK PM, Law Enforcement Division, all lost USFK vehicle decals and U.S. diplomatic status license plates.

(4) Provide support to the USFK PM's Access Control Office and USFK J2 to conduct name checks of select non-DoD Foreign Nationals and Korean Nationals who are of special interest to USFK and who request access to USFK installations.

n. Sponsoring organizations for access documents will -

(1) Ensure all personnel sponsored have official business or other sufficient requirement to enter the installation IAW the provisions contained within this regulation and its appendixes.

(2) Retrieve and return, if possible, all issued access documents, including vehicle registration decals, to the issuing agency upon expiration or termination of the official relationship or installation access requirement.

(3) Notify local U.S. military law enforcement office if installation access documents cannot be recovered, in order to update USFK DBIDS and prevent unauthorized installation access.

(4) Maintain a record of personnel sponsored by the organization along with copies of installation access request documents.

(5) Conduct a semiannual review with the servicing Pass and ID Office to purge files of personnel who have turned in their passes and decals.

(6) Provide a signature card to the local Pass and ID Office for personnel authorized to request the USFK Form 37EK. Additionally, provide a signature card to the USFK Pass and ID office if requesting Eighth Army or USFK-Wide access documents.

o. All personnel desiring unescorted access to USFK installations will -

(1) Register in the USFK DBIDS database, unless specifically exempted in accordance with this regulation, to include all DoD personnel PCS, TDY, or on leave to the ROK for periods greater than 10 calendar days.

(a) Active duty members of the U.S. 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 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 day and thereafter in the 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.

(d) All other DoD personnel, PCS or TDY for periods greater than 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 paragraph 2-3, the passport, and the aforementioned supporting travel documentation. Access without DBIDS enrollment is only permitted for U.S. citizen personnel for the first 10 days of consecutive presence in the ROK. On the 11th day and thereafter, unescorted installation access is prohibited, until DBIDS enrollment occurs. 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. SOFA status DoD personnel from designated countries (chapter 5) will not be granted escort privileges until their or their sponsor's security manager certifies that the USFK J2 has been provided the pertinent DCP information, in accordance with paragraph 5-3j.

Note1: Non-U.S. citizen personnel, including those who possess the non-U.S. citizen DoD Common Access Card (CAC) (Easily recognizable by its distinct horizontal blue stripe) shall not be permitted unescorted access prior to DBIDS registration.

Note2: DoD contractors who have not been issued a CAC and those in possession of a non-overseas entitlement CAC shall not be granted unauthorized access nor DBIDS registration until they have been sponsored, vetted, and approved for access using USFK Form 82E.

(2) Consent to the capture of DFMD under the circumstances listed below. All personnel who possess an authorized DoD ID Card will provide DFMD while in-processing at their local Pass and ID Office or DBIDS registration site. Personnel who require access but do not have an authorized DoD ID card must request a USFK Form 37EK (AUTO) Installation Pass. The pass will only be issued after approval by the appropriate authority, IAW this regulation, and capture of the individual's DFMD. Security or appropriate command personnel may require an individual to provide his/her DFMD for identification verification purposes in locations on base other than the access control point. Refusal to provide DFMD is basis for immediate surrender of the individual's USFK Form 37EK and/or grounds for further administrative or judicial action by the command. However, when the request for the DFMD extends beyond merely identifying an individual and leads to a search, coordination with a servicing judge advocate should occur before any search.

(3) Carry their USFK individual installation access identity document on their person while on/in a USFK installation or facility. Upon request, present the DoD ID card or USFK Form 37EK to law enforcement or security personnel or to their sponsor. Refusal to present the USFK form 37EK to proper authority is basis for immediate surrender of the USFK Form 37EK, removal from the installation, and may be grounds for further administrative or punitive action.

(4) Immediately report lost or stolen access documents to the local Garrison/Base law enforcement. In all circumstances, suspected lost or stolen access documents will be reported no later than 24 hours of losing accountability, and in all circumstances will be reported as quickly as possible. 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) Turn in access documents to the Pass and ID Office when expired or no longer required for official business.

(7) Maintain supervision/control of all escorted visitors at all times.

1-5. Policy Guidance

a. There are four primary tenets to the USFK installation access control program.

(1) Positive identification of all personnel being granted unescorted access. USFK DBIDS is the only authorized electronic installation access control system to assure positive identification and preclude the possible use of counterfeit, fraudulent, or lost/stolen identification to gain entry onto a 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 cannot be bought nor gained solely by membership in a private organization.

b. Area/Installation/Garrison/Base Commanders have overall responsibility for the security of their installation(s). Security is of paramount consideration. Personal convenience does not provide reason to circumvent or modify the procedures established by this regulation. Area/Installation/Garrison/Base Commanders will ensure the USFK DBIDS is used to enhance force protection at all installation/base access control points. DBIDS usage is required as follows:

(1) Area/Installation/Garrison/Base Commanders will ensure access control point security personnel are trained and certified by the USFK PMO prior to being issued a DBIDS user account with DBIDS user IDs and passwords.

(2) Area/Installation/Garrison/Base Commanders will ensure that all security personnel who use DBIDS have completed required PII training.

(3) Access control point security personnel will log onto DBIDS at the beginning of each shift and log off at the end of each shift using their individually assigned logon information.

(4) Access control point security personnel will use DBIDS to verify the authenticity of all DoD ID cards, USFK Form 37EK (AUTO) installation passes, privately owned vehicle (POV) DBIDS vehicle registration decals, and non-tactical government vehicle DBIDS registration decals before access is granted. In the event of USFK-wide DBIDS system failure, components will establish compensatory measures to ensure positive identification and authorization of all personnel and vehicles accessing their installation/base. Compensatory measures are not to

replace DBIDS for the purpose of convenience. Compensatory measures will only be used when DBIDS is temporarily not working at that location.

(a) Access to USFK installations using alternate non-DBIDS compensatory measures as identified in paragraph 1-4o above, and approved by the Garrison/Base commander, is authorized for the first 10 days of consecutive presence in the ROK. If DBIDS enrollment does not occur, unescorted installation access is prohibited beginning on the 11th consecutive day in the ROK.

(b) Where access decisions are required for DoD personnel not yet registered in DBIDS, security personnel shall first scan the DoD ID card in DBIDS to ensure that the individual is not barred or wanted and that the ID card is not lost, stolen, or invalid. Security personnel will review the DBIDS message and take the following actions:

- Where the DBIDS message is, "STOP: RECORD NOT FOUND," security personnel shall review the supporting documentation to ensure the individual is within the first 10 days of arrival in Korea and either grant or deny access according to local installation policy. If not within the 10 day grace period for DBIDS registration, the individual will be redirected to a visitor center where they will require a DBIDS registered sponsor to meet and escort them until such time as they register in DBIDS.

- Where the DBIDS message is, "STOP: UNABLE TO DECODE ID CARD," or "STOP: INVALID ID CARD," security personnel shall regard the DoD ID card and the bearer as suspect, deny access, and follow local installation policy and procedures for disposition of the suspect identification and the bearer, to include verification of identity, reissuance of ID as required, and subsequent registration in DBIDS.

(5) 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 a USFK installation.

(6) Security personnel may use DBIDS, including fingerprint biometric verification, as part of the installation's random antiterrorism program.

(7) U.S. citizen military and DoD civilian employee law enforcement personnel are authorized to use DBIDS in support of their installation or activity law enforcement and security missions.

(8) Law enforcement and security personnel will immediately report any problems with the DBIDS system to the USFK DBIDS Help Desk, 550-3632.

c. Persons reviewing installation access applications and forms who suspect documents may be counterfeit or contain fraudulent information shall notify the local Garrison/Base law enforcement agency.

d. There is no "one-answer-fits-all" formula to determine access requirements for all installations during each Force Protection Condition (FPCON) (D, C, B, and A). Each installation access approval authority will determine the appropriate "skill mix" (numbers and types) of DoD plus local national personnel, contractors, Sponsored Guests, and daily visitors to effectively meet operational mission requirements, sustainment requirements, and maintenance of ROK/U.S. alliance requirements at the various FPCON levels. As a rule, FPCON "D" access for non-DoD

personnel should only be granted to those persons whose positions are identified in the installation Antiterrorism (AT) plan as essential to FPCON D AT operations and support. Personnel who are designated Mission Essential Civilian (MEC) based on their armistice and contingency responsibilities are not necessarily required, nor authorized, FPCON "D" access. DBIDS registration will reflect the FPCON determination of the installation access approval authority.

1-6. Exceptions to Policy

a. Personnel requesting an exception to policy concerning any chapter, section or paragraph in this regulation must forward a written request through appropriate command channels and the USFK Provost Marshal, (FKPM-S), Unit #15237, APO AP 96205-5237, to the DCS, USFK for final decision. Requests for exception to policy must provide, at a minimum, justification for the exception and include appropriate compensatory measures.

b. Exceptions to policy approved under previous editions of this regulation will expire 90 days from the effective date of this regulation. Requests for renewal of previously approved exceptions must be submitted within 60 days of the effective date of this regulation, IAW the routing process in paragraph 1-6a above and the provisions of this regulation.

Chapter 2 Personnel Installation Access Procedures

2-1. General

a. Overview. All USFK installations are closed. Access is restricted to personnel that reside on or have official authorization to enter a USFK Installation. Installation/Garrison/Base Commanders will establish policy governing the inspection and/or search of persons and their possessions upon entry or departure from installations or facilities IAW applicable military service directives. Inspections and/or searches will be accomplished while on government property as a matter of routine to enhance force protection measures. All installation or base search procedures will be coordinated with the local Staff Judge Advocate (SJA). Signs giving notice of search authority will be posted in both English and Hangul at each entrance to USFK installations or facilities. The signs will be posted and visible from a minimum distance of 50 feet and will contain the information shown in appendix E of this regulation. Any variations from this requirement must first be approved IAW paragraph 1-6a.

b. All persons desiring access to USFK installations will be truthful in all statements made in support of their applications for installation access, and will access installations only at authorized control points. This is a punitive provision.

2-2. Methods of Access

a. Personnel may be authorized access to USFK installations by one of the following methods:

(1) Present a valid personal ID card, IAW paragraph 2-3a, valid for the date, time, and installation being accessed. Within USFK, individuals traveling on official business outside of their normal authorized access area who possess a valid USFK Form 37EK installation pass and TDY orders or Continental United States (CONUS)-issued non-privilege DoD CAC and TDY orders to Korea may be authorized access to the TDY destination only after the 37EK or CAC is scanned and verified in DBIDS (see para 1-5b(3)) and the travel orders reviewed and verified for dates and location being accessed and compliance with USFK DBIDS registration requirements (para 1-4n).

Individuals who possess a USFK form 37EK shall not be authorized use of blanket or open ended travel orders that may circumvent the provisions of this regulation for obtaining approval for access to multiple installations. DBIDS registered taxi drivers and taxicabs may access installations outside their normal USFK Form 37EK access area when transporting an authorized DoD passenger (e.g., a taxi based at Osan AB may access Yongsan to transport a DoD passenger from Osan to Dragon Hill Lodge, Yongsan, Seoul).

(2) Enter at an Enhanced Security Pedestrian Gates (ESPG). Unmanned automated pedestrian installation access control points are permitted as long as they require both DBIDS ID card and DBIDS biometric confirmation for access; provide continuous remote monitoring and communications capabilities; and provide anti-pass-back and anti-piggyback electronic protocols and capabilities.

(3) Be temporarily signed onto the installation for periods of 24 hours by an individual who is properly registered in DBIDS and is authorized escort privileges. Installation commanders may establish local policy to reduce or extend the visitor registration period up to a maximum of 96 hours. Escorted personnel must present one of the following documents to visitor center security personnel for verification of identity and exchange for an escorted visitor pass.

(a) Non-Korean personnel must present a valid passport.

Note: After security personnel register the information from the passport, the visitor may retain the passport, but must exchange another valid form of photo ID, such as driver license, for the visitor pass. If the visitor has no other form of ID, the sponsor may exchange their own photo ID in place of that of the visitor. However, at no time will the sponsor exchange their own DoD/Uniformed Services ID card.

(b) Korean personnel must present an official ROK Government photo ID (e.g., KID Card, ROK Driver License, Korean passport, Korean National Police Agency (KNPA) ID Card issued to KNPA personnel, ROK Military ID, ROK Ministry of National Defense ID, other ROK Government Ministry official ID). With the exception of the passport, all forms of ID must display the individual's full official ROK ID (KID) number.

Note: Only Korean driver licenses where the 7th number of the KID 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 with a KID 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.

(4) Be authorized by a pre-positioned memorandum for a one-time event sponsored and supervised by DoD USFK SOFA status personnel (see paragraph 2-12).

(5) Enter Yongsan Army Garrison via the H-264 Helipad Gate IAW USFK-Ministry of National Defense (MND) Memorandum of Understanding (MOU).

(6) Enter in a General Officer official vehicle IAW USFK policy memo. Distribution is limited to security personnel.

b. Newly assigned personnel requiring access to a USFK installation for the purpose of obtaining DoD identification (DEERS/RAPIDS ID Office) must present a valid passport, additional form of government issued photo ID, and a copy of their military or government assignment or TDY order.

c. Invited contractors requiring access to a USFK installation for the purpose of obtaining DoD identification must present a valid passport, additional form of government issued photo ID, and a valid USFK Form 700-19A-R-E.

d. Approval authorities may implement additional measures beyond those contained in this regulation to further restrict access to all or parts of their installation.

2-3. Types/Forms of Authorized Identification

a. One of the following forms of identification must be presented to gain unescorted access to a USFK Installation. Forms of personal identification other than those listed below will not be accepted.

(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, U.S. 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 the Senate, DoD Civilian Employees, Eligible Contractor Employees, and Senior Executive Service (SES).

Note: The CAC issued to non-U.S. citizen personnel is now valid as an Installation Access Document for physical access to USFK installations, IAW approved access authorizations (para 2-3a(1)(a)).

(a) The non-U.S. citizen DoD CAC, easily recognizable by its distinct horizontal blue stripe, is authorized to be registered in the USFK DBIDS, in accordance with the authorizations approved through the USFK Form 82E, pass application process.

(b) Persons with a non-U.S. citizen CAC must be in physical possession of their CAC identity credential with the credential and identity verified by DBIDS in order to obtain unescorted installation access.

(2) Uniformed Services Identification Card - DD Form 2 (United States Uniformed Services Identification Card) (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) 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, military retirees, overseas DoD employees, invited contractors/technical representatives, and of 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 U.S. 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 DoD CAC or other non-CAC form of DoD ID card. Persons who possess a DoD CAC or other non-CAC DoD ID card are not authorized to be issued a USFK Form 37EK. Anyone registering a DoD CAC that is already in possession of a USFK Form 37EK must surrender the 37EK at the time of CAC registration in DBIDS. 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 at all times by the designated sponsor while on the installation.

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

(d) A ROK military exercise non-photo ID pass, when used in conjunction with an approved access memorandum and a 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 the USFK Provost Marshal.

(e) A generic non-photo ID pass that does not include a photo or personal data of the bearer and (with the exception of the ROK military exercise pass) requires that bearers be escorted at all times. Additionally, DBIDS verification of all generic USFK Forms 37EK is mandatory.

(7) USFK Defense Biometric Identification System (DBIDS). Installation access may be granted to authorized U.S. citizen DoD personnel who arrive at an installation access control point without the appropriate DoD ID card in their possession (lost, stolen, left in office, etc.), only after positive personal identification and access authorization through DBIDS database manual lookup, DBIDS authorization profile check, and DBIDS fingerprint verification. *NOTE:* Personnel with a non-U.S. citizen CAC and non-DoD personnel are not authorized DBIDS access unless they are in physical possession of their DBIDS registered ID card.

(8) Children under the age of 12 do not require an ID or temporary pass when escorted by an authorized DoD ID card holder.

b. Personnel Category Tables for Installation Access. There are two broad categories (DoD and non-DoD) used by USFK to distinguish personnel for access control. Appendix F-1 provides guidance for registering DoD personnel in USFK DBIDS and Appendix F-2 for requesting and authorizing installation access media for non-DoD personnel. These tables list the maximum

allowable access authorizations and privileges for each category of personnel. Individual access requirements and approval authorities' installation access policies may result in actual authorizations which are more restrictive than the maximum table allowances depicted in Appendix F. Pass requesters and approval authorities will evaluate each pass request based on its own merit when reviewing requests to grant access to non-DoD personnel.

c. In USFK, law enforcement (LE) badges and credentials are **not** an authorized identity credential for installation/base access. Although not authorized as a stand-alone credential, after DBIDS verification of the bearer's DBIDS registered identity credential, LE credentials may be used to obtain or expedite access during special circumstances or activities (e.g., Base lockdown in response to terrorist/criminal threat, FPCON change, lost/stolen weapon, etc.). Supplementary use of LE credentials is based on local policies and procedures, and in accordance with DoD policy.

2-4. Categories of Personnel

a. SOFA status personnel.

(1) Active duty members of the U.S. Armed Forces.

(2) DoD civilian employees.

(3) Invited contractors and technical representatives (SOFA status must be verified by USFK Form 700-19A-R-E).

(4) Authorized family members of sponsors who fall into the three categories above. Authorized family members include a DoD employee's spouse; children who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support; dependent parents, including step and legally adoptive parents of the employee's spouse; and dependent brothers and sisters, including step and legally adoptive brothers and sisters of the employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

b. Non-DoD status Personnel Supporting the Mission.

(1) Employees. All personnel who are employed by USFK but not entitled to one of the DoD ID Cards listed in paragraph 2-3a above. Personnel in this category may be issued a USFK Form 37EK (AUTO) USFK installation pass associated with their employment/services provided to USFK. Personnel entitled to a DoD ID Card shall not be issued a 37EK (AUTO). These specific procedures apply to -

(a) Direct Hire Korean General Schedule (KGS) and Korean Wage Board (KWB) employees.

(b) The Exchange and Defense Commissary Agency (DeCA) employees.

(c) Non-Appropriated Fund (NAF) Employees.

(d) USFK Korean Employee Union officials. Only those accredited National Level Union Leaders who are authorized to conduct union related duties and responsibilities during their official USFK paid duty time may receive USFK-wide access. Days and hours of access, and escort privileges up to three persons and one vehicle will be as justified in the pass application. FPCON will be based on their mission-related official duties and responsibilities (paragraph 1-5d).

Other union officials are not authorized escort privileges or installation access areas based on union activities. Pass expiration date will not exceed the elected term of office for the union official.

(2) ROK Military.

(a) Command Sponsored. Military members of the ROK Armed Forces (E-7 and above) who are assigned or attached to United Nations Command Military Armistice Commission (UNCMAC), Headquarters (HQ) CFC, or a USFK command, to include the Eighth Army ROKA Support Group, and their command-sponsored immediate family members (spouses and children age 18 and below).

(b) Non-Command Sponsored. Members of the ROK Armed Forces who are not assigned or attached to HQ CFC or a USFK command, but who are required to frequently access specific U.S. installations to perform official business.

(c) Civilians employed by the ROK Armed Forces and directly assigned or attached to HQ, CFC. Wartime essential ROK Ministry of National Defense (MND) civilians may be authorized access to multiple USFK installations based on their armistice military duties, responsibilities, and contingency duty locations, as justified in the pass application. Other civilians employed by the ROK Armed Forces for local administrative support may be granted access only to their current duty location.

(3) Korean Augmentation to the U.S. Army (KATUSA). This program is unique to U.S. Army forces in Korea. The Eighth Army KATUSA Program Manager, in his capacity as proponent for the KATUSA program, will serve as liaison to the USFK PM, Security Division, for all matters pertaining to KATUSA access.

(4) Korean Service Corps (KSC). Korean Service Corps employees are direct hire employees who perform vital support functions throughout USFK. The provisions of this section complement those for KGS or KWB employees.

(5) Department of State Personnel (U.S. Embassy-Korea). Personnel assigned to or on duty with the U.S. DOS, U.S. Embassy-Korea, or in an U.S. Diplomatic or consular post and their immediate command sponsored family members who require access to a USFK installation. This also includes Korean National and other non-U.S. employees of these organizations who access USFK installations in the course of their official duties. The U.S. Embassy will control the issue/return of USFK Form 37EK (AUTO) passes for U.S. employees and their command sponsored family members, based upon official assignment or travel orders. Passes for other personnel, to include local national and personal service employees and short term visitors, will be processed through the appropriate USFK installation access authority and Pass and ID office.

(6) Contractors/Technical Representatives (Based in the United States). U.S. citizens contracted to work for DoD in the USFK AOR, but who do not meet the requirements of USFK Reg 700-19 for invited contractor or SOFA status.

(7) Contractors/Technical Representatives (Living In Host Country). Korean nationals or third country nationals who reside in Korea, and are contracted to work for the DoD for a specified time period in the USFK AOR.

(8) Vendors. Individuals or organizations authorized to sell merchandise or provide services on USFK Installations.

(9) Allied Nation Military. Includes UNCMAC, UNC Sending States, Neutral Nations Supervisory Commission (NNSC), and other third country military assigned for duty with the USFK staff. Non-U.S. military personnel assigned to UNCMAC or the NNSC and their respective command sponsored dependents are granted installation access authorizations equivalent to those of DoD and SOFA status personnel. This category also includes UNC Sending States and NNSC member nations' ambassadors, deputy chiefs of mission, Sending State Liaison Officers, their spouses and immediate family members that accompany them, and civilian employees who may require access to USFK installations in the performance of official duties. Access authorizations for ambassadors, deputy chiefs of mission, their spouses and immediate family members who accompany them and civilian employees will be based on their official duties in support of the allied nation militaries and may include authorizations up to the equivalent of those of DoD and SOFA status personnel.

(10) ROK Law Enforcement. Officers assigned to KN Police stations or key members of the Korean National Police Agency, Korea Customs Service, or the Korean Immigration Service who require frequent access to a USFK military installation in the performance of their official duties.

(11) ROK Government Officials. ROK government officials at local, regional, or national levels who require frequent access in support of official business with U.S. Military representatives on USFK installations. These officials must be currently serving in a government position and may only be granted access to USFK installations to conduct official business.

(12) ROK Fire and Medical Services. ROK fire/emergency services and medical services personnel who require frequent access to a USFK military installation to provide services in support of a local Memorandum of Agreement (MOA) or MOU.

(13) Volunteers. Qualifying service includes scheduled and recurring volunteer service in support of an established appropriated or non-appropriated fund community service activity (e.g., Red Cross, chapel musician, hospital patient escort/aid, intern, etc.). The sponsor, requestor, and approval authority must consider the nature and frequency of the individual's volunteer service to the military community when deciding whether unescorted access should be granted under the Volunteer category. The test for volunteer service is whether or not it is being performed on a frequently recurring basis (e.g.; weekly) as part of a scheduled service activity. Access approval and vetting procedures for volunteers are equivalent to those of local non-DoD contractors.

c. Other Non-SOFA Status Personnel.

(1) Sponsored Guests. Non-DoD personnel granted access to USFK installations in support of various command programs, including the Good Neighbor Program (USFK Reg 360-4), whose physical presence serves to advance the ROK-U.S. alliance. Specific subcategories of Sponsored Guests are defined below.

(a) Senior Level Advisors. Key personnel designated by the Commander, USFK, who require regular access in order to advise USFK leaders or provide strategic support for the U.S. military community. Includes ROK national government and third country government officials (not DCP) at the vice minister/deputy ambassador (and above) level.

(b) Other ROK and third country government officials (Includes local, regional, and national level government officials) who support the local U.S. military community through cultural exchanges or other events.

(c) Good Neighbors. Individuals providing significant service to a military community in support of USFK's GNP. In reviewing applications, the requesting and approving authorities shall ensure the 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.

(d) Department of Defense Dependents Schools (DoDDS) non-SOFA, non-DoD, Students and their Adult Emergency Contacts. Requests for installation access by DoDDS non-SOFA, non-DoD, status space available students and their adult emergency Points of Contact (POCs) must be processed IAW paragraph 2-6 below, Special Rules for Sponsored Guest Access. Sponsored guest approval authorities may grant a maximum of 2 additional unescorted access passes per family of non-SOFA space available DoDDS students to adults who are identified as emergency contact POCs. Unescorted access passes for DoDDS emergency POCs will only be approved for the installation on which the DoDDS school is located.

(e) Chauffeurs. Personnel employed as drivers of authorized Sponsored Guest pass holders may be issued a red in color USFK Form 37EK(AUTO) installation access pass to permit escorted access, subject to approval by the Installation/Area/Garrison/Base Commander. To obtain a pass for their chauffeur, an applicant must submit proof through their sponsor and requester to the approval authority that the individual is in fact employed as their chauffeur. If granted, **chauffeur passes are not valid for unescorted access to USFK installations**. The employer's name and ID number will be recorded in the remarks section of the pass and the employer must be with the chauffeur whenever the chauffeur is accessing a USFK installation. The chauffeur is permitted to remain unescorted with the vehicle or in a designated waiting area outside the location where the employer is attending a meeting, function, or event for the duration of the event.

(2) Honorary Club Members (HCM). 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, IAW the ROK-U.S. Honorary Club Agreement, 141st JC, 1981, p.9810. This category only includes the individual HCM who is included in the allocated HCM membership quota under the ROK-U.S. SOFA for the club where they are granted membership. Spouses, family members, drivers, or other associates of the HCM shall not be granted installation access under this category.

(3) Spouses. Except as noted previously, spouses of authorized Sponsored Guest pass holders, ROK law enforcement, or other ROK government officials may be issued a red in color USFK Form 37EK(AUTO) installation access pass to permit escorted access, subject to approval by the designated approval authority. To obtain a pass for their spouse, an applicant must submit proof through their sponsor and requester to the appropriate approval authority that the individual is in fact their spouse. If granted, **spouse passes are not valid for unescorted access to USFK installations**. The applicant's name and ID number will be recorded in the remarks section of the pass and, once approved, the spouse must remain with the authorized escort at all times while the spouse is on a USFK installation.

(4) Personal Service Employees. This category includes Korean citizens, or resident aliens whose immigration status authorizes them to be employed as personal service employees (nannies, maids, gardeners, drivers, etc.), who are hired by SOFA status USFK personnel, by USFK units/organizations, or by ROK military personnel who reside in family housing on a USFK military installation (e.g., Osan Air Base). DoD SOFA status and DOS U.S. Citizen employee sponsors may personally sponsor and request access for a maximum of two (2) personal service employees per household. Personal service employees are not authorized escort privileges or vehicle registration. Access requires approval by the Installation/Garrison/Base Commander.

(5) Short Term Visitors. Personnel visiting assigned USFK military members or USFK DoD civilian employees may receive a pass valid for up to 60 days. The visitor in this category may or may not live in Korea, and access is granted for the purpose of unofficial visits to DoD personnel residing in Korea. Short term visitor passes may also be granted to personnel visiting DOS personnel who reside on a USFK installation. DoD or DOS sponsors of unofficial visitors may personally sponsor and request short term visitor passes. Approval authority for a short term visitor pass to a single Installation or Area belongs to the Installation/Area/Garrison/Base Commander in the grade of O-5 or above, who may in turn delegate approval authority to his/her O-5 or civilian equivalent Deputy Garrison/Base Commander. Approval authority for a USFK, Eighth Army or USFK-wide short term visitor pass is the USFK PM.

(6) Non-SOFA DoD ID card holders. This category includes DoD local contractors, DoD local national employees, DoD Military and Civilian Retired (Not Dual Status), Survivor of Deceased DoD ID Card Member, geographically separated family members of non-SOFA status DoD ID cardholders, and other DoD personnel who do not have SOFA Status.

(7) TDY local employees. Employees with a valid personal USFK Form 37EK (AUTO) pass and TDY orders may access an installation at the designated TDY location outside the normal access area, days and hours as indicated on their pass, as long as the access is consistent with the designated TDY mission. TDY orders must identify the specific dates and locations of travel. Blanket TDY orders will not be valid for installation access.

(8) Commercial Life Insurance or Mutual Fund Solicitor (CLI&MF). An individual authorized to solicit and sell Commercial Life Insurance (CLI) or mutual funds (MF) on USFK installations pursuant to the requirements of DoD Instruction 1344.07.

(9) Non-DoD family member. This category includes the following:

(a) Adult children or other family member of SOFA-status DoD personnel, who are not recognized as a DoD authorized dependent, but who are residing in Korea with a SOFA status sponsor. The USFK Form 37EK (AUTO) may be sponsored and requested by the SOFA status sponsor.

(b) Non-DoD family members of deceased service members who are accessing DoD resources as part of the Survivor Outreach Services (SOS) Program. The USFK Form 37EK (AUTO) may be sponsored by the installation/garrison SOS program coordinator.

(c) Spouse of a retired DoD civilian employee who resides in Korea. The USFK Form 37EK (AUTO) may be sponsored and requested by the retired DoD civilian employee, who shall include a copy of their DoD retired identification card as well as a copy of the marriage license with the application.

(d) Non-dependent family member of Korean military personnel who reside in family housing within the geographical confines of a USFK military installation (e.g., ROKAF family housing on Osan Air Base).

2-5. Pass Application Procedures

a. Sponsors will complete and sign Application for a USFK Installation Pass, USFK Form 82E (Application for Installation/Base Pass), available electronically at http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm.

Applications must be completed in English using standard American measurements. Applications will be completed to issue an initial USFK Form 37EK (AUTO) (First-time pass), to renew a pass that has expired or is about to expire, or to request changes to approved access authorizations.

b. For all non-DoD/non-SOFA status personnel, the following rules apply:

(1) Sponsoring Organization. The sponsoring organization for all non-DoD personnel who require a DBIDS-produced USFK Form 37EK (AUTO) Installation Pass to gain access to USFK installations must be an U.S. organization assigned to, attached to, or supporting USFK and not a specific person (except short term visitors, personal service employees, and family members). For purposes of sponsorship, this includes The Exchange, DeCA, General Services Administration (GSA), and the Corps of Engineers Far East District. For contractors, the requiring or using activity will serve as the sponsoring and requesting organization, and all requests will be coordinated with the contracting officer representative who will validate the status of the contract prior to consideration by the approving official. Contract sponsors will carefully consider contractor requests for escort privileges and ensure there is a valid need prior to submitting the pass request.

(2) Applicant Category. An applicant's category will determine the type of installation pass that may be issued and the associated restrictions. Personnel will not possess more than one type of USFK Form 37EK (AUTO) installation access document. Personnel entitled to a DoD ID card will not receive a USFK Form 37EK (AUTO).

(3) Background Checks. Background checks are used to determine if an applicant is a security risk. Background check requirements are based on an individual's category. Local Pass and ID Officials will check and verify that a background check has been completed, or when applicable, that a background check has been initiated.

(a) 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.

(b) Background checks in USFK consist of three parts: A local check through the local U.S. military law enforcement agency or USFK Joint Police Information Center (JPIC), a check conducted through the Korean NPA and, as required, an additional check through the National Crime Information Center (NCIC) or U.S. Embassy-Korea.

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

- Korean NPA Check (KNPA). 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, and the required local U.S. military law enforcement agency/JPIC check is completed.

- NCIC and/or U.S. Embassy. Non-DoD civilians may also receive a NCIC and/or U.S. Embassy-conducted background check, as requested by USFK, or by components through USFK, on a case-by-case or random basis.

- Upon completion of the KNPA and/or U.S. 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, and may result in immediate suspension of unescorted access privileges pending reconsideration by the approval authority.

(c) Additional background check requirements for non-DoD Designated Country Personnel (DCP) are specified in chapter 5 of this regulation.

(4) Number of installations to which access is required.

(a) With the exception of the following categories of personnel who are automatically granted USFK-wide access, the installation access control program limits a person's access to the maximum number of installations/Areas required for the person to perform their official duties based on their relationship with USFK.

- SOFA status DoD ID cardholders assigned or attached to CFC/USFK/UNC.
- Non-SOFA DoD military personnel, military beneficiaries and their authorized family members.
- DoD civilian retirees and their authorized family members.
- U.S. Embassy U.S. citizen personnel and their assigned family members.
- KATUSA personnel.
- Military members of the ROK Armed Forces who are assigned or attached to HQ, CFC or a subordinate CFC U.S. Command, and their command-sponsored family members.
- Allied and neutral nation military personnel assigned to UNCMAC, NNSC, and USFK.

(b) For all other personnel, the sponsoring organization must request access to the specific installation(s) or area(s). The five types of USFK Forms 37EK (AUTO) below are used to limit an individual's authorized USFK access to a given geographical area or number of installations.

- Installation USFK Form 37EK (AUTO). This form allows the bearer access to one or two installations within the same geographical area. (Example: Hannam Village (HV), or Yongsan and HV)
- Area USFK Form 37EK (AUTO). This form allows the bearer access to all installations within a designated USFK Area. (e.g., Area II)
- Multi-Area USFK Form 37EK (AUTO). This form allows the bearer access to installations in up to two separate USFK Areas. (e.g., Areas I and II, Areas II and III, etc.)
- Eighth Army-Wide USFK Form 37EK (AUTO). This form allows the bearer access to all Army installations in Areas I - IV.
- USFK-Wide USFK Form 37EK (AUTO). This form allows the bearer access to all USFK installations.

(5) Days and Times Access is required. Requested days and hours of access must be consistent with the official relationship and duties of the individual.

(6) Escort Privileges. Escort privileges granted to all Non-SOFA members, except Good Neighbors, are for official business only. Requested escort authorizations must be consistent with the official relationship and duties of the individual. The maximum personnel and vehicle escort authorizations that may be approved are specified in appendix F. Short term visitor pass holders are not authorized escort privileges.

(7) Force Protection Condition (FPCON) Restrictions. DoD ID card holders are authorized access during all FPCONs. For non-DoD ID card holders, the highest required FPCON will be requested by the sponsoring organization and, as approved, reflected on the USFK 37EK(AUTO). DBIDS registration offices will limit FPCON access to BRAVO if not specified by the sponsoring organization. During FPCON C or D, routine visitor operations will cease. Additional restrictions on installation access may be directed by the Commander, UNC/CFC/USFK, the geographical area Antiterrorism (AT)/Force Protection (FP) senior responsible officer, or by the Installation/Area/Garrison/Base Commander. When an Installation, Area, or USFK is at FPCON C or D, only personnel with the corresponding authorized FPCON C or D access may enter an installation.

(8) Non-SOFA Vehicle Access. Sponsoring individuals/organizations and approval authorities will ensure that requests for privately owned vehicle (POV) access to USFK installations provide documentation to meet the minimum vehicle registration requirements of Korean road and traffic law and USFK policy (USFK Reg 190-1). This requirement applies to both temporary/daily visitors as well as permanent registration of POVs. Employment is not a condition that automatically grants installation access of POVs. Installation Commanders regulate vehicle access within their AOR. Specific guidance for obtaining vehicle access to USFK installations is listed in chapter 3. Sponsors will concurrently submit requests for vehicle access documents (USFK registration decals) and for passes [USFK Form 37EK (AUTO)]. Vehicle decal expiration for non-DoD personnel will not exceed the expiration date of the USFK Form 37EK (AUTO)/DoD CAC.

(9) Mandatory DBIDS Registration. All USFK installation access passes and vehicle access documents will be processed and recorded using USFK DBIDS, which provides a centralized database to record personnel and vehicle access authorizations, and an identification verification system based on DFMD.

2-6. Special Rules Pertaining to Sponsored Guest Access

a. Participation in the USFK Good Neighbor Program (USFK Regulation 360-4) does not create an entitlement for USFK installation/base access. Personnel authorized to sponsor, request, and approve Special Guest access under the provisions of this regulation shall determine which Good Neighbor Program participants will be nominated for and provided Sponsored Guest access, based on their command objectives and in accordance with the provisions of this regulation.

b. 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.

c. Private organizations shall have no role in sponsoring, requesting, or approving of individuals for installation access.

d. In sponsoring, requesting, or approving access, 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.

e. The sponsor for an individual considered for installation access will be, at a minimum, an O-4 or higher commander or their GS-14/15 deputies when acting as an activity commander. The official requestor must be an O-6 commander. An O-6 commander sponsor may act as requestor as well. In cases where the O-6 Installation or Garrison Commander has been delegated approval authority, the O-6 Installation or Garrison Commander may delegate the authority to serve as sponsor and requestor for Sponsored Guest passes to their military or civilian deputy Installation/Garrison Commander. These authorities shall not be further delegated. O-6s serving on primary and special staffs of general officers may be granted authority to sponsor as an exception to policy based on a proven need in support of USFK's Sponsored Guest Program (see paragraph 1-6 for exception to policy procedures). The following positions, when filled by an O-6/GS-15 or SES civilian, are granted permanent authority to sponsor and request Sponsored Guest passes:

- (1) Executive Officer to the Commander, USFK.
- (2) Special Advisor to the Commander, USFK.
- (3) Special Assistant to the Deputy Commander, USFK.
- (4) Deputy Commanders and Chiefs of Staff, USFK Service Component Commands [Marine Forces Korea (MARFORK); Commander, U.S. Naval Forces Korea (CNFK); Eighth Army; Special Operations Command Korea (SOCKOR); 7th Air Force (7 AF)].
- (5) Deputy Commanders and Chiefs of Staff, 19th ESC and 2nd Infantry Division.
- (6) Deputy/Vice Commanders: U.S. Army Garrisons, USAF Wings, and USAF Mission Support Groups.
- (7) Provost Marshal, USFK and Eighth Army.
- (8) Public Affairs Officer, USFK and Eighth Army.
- (9) Command Chaplain, USFK and Eighth Army.
- (10) ACoS, G3 TREX, Eighth Army.
- (11) USFK Staff Principals and their Deputies, O-6 and above.

f. 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 USFK's Program.

g. The approving authority for Sponsored Guest passes is the general officer with anti-terrorism/force protection (AT/FP) responsibility for the area/base cluster in which access is requested. The general officer may delegate that authority no lower than an O-6 Installation or Garrison Commander. Delegated approval authority cannot be assumed. During absences of the

commander to whom approval authority has been delegated, approval authority will revert back to the general officer with AT/FP responsibility for the requested access area/base cluster. During absences of the AT/FP responsible general officer, the officer who assumes the general's duties will also have approval authority for Sponsored Guest passes.

h. All commanders and staff who sponsor, request, or approve Sponsored Guest installation access must complete the theater Sponsored Guest training posted at [https://8a.korea.army.mil/sites/USFK/CMDR%20Staff/provostmarshal/Shared%20Documents/Sponsored%20Guest%20Training/Sponsored%20Guest%20Installation%20Access%20Training%20\(4\).ppt](https://8a.korea.army.mil/sites/USFK/CMDR%20Staff/provostmarshal/Shared%20Documents/Sponsored%20Guest%20Training/Sponsored%20Guest%20Installation%20Access%20Training%20(4).ppt), or available from the USFK Provost Marshal Office (PMO), DSN (315) 738-4713 or 736-5104, prior to sponsoring, requesting, or approving Sponsored Guest pass applications. Sponsor shall include in Block 14, Justification, of the USFK Form 82-E Application for Installation/Base Pass, the following comment, "Sponsor and Requestor have completed Sponsored Guest Training, as required by USFK Regulation 190-7."

i. All commanders and staff who sponsor, request, or approve Sponsored Guest installation access will consider the following criteria when reviewing pass applications:

(1) Unescorted Access Requirement: Are the Sponsored Guest's official activities recurring and of a nature and frequency to warrant issuance a permanent pass for unescorted installation access, or can the access requirement be satisfied by adding the individual to the escorted or unescorted access memorandum for individual events (chapter 2, paragraph 2-12)?

(2) Retrieval of Old Access Documents: If the applicant is a government official or other community leader who was granted access based on their official position, has their predecessor's access media been recovered?

(3) Access Area: Is the requested access area limited to the installation/base of the individual's Sponsored Guest activities?

(4) Access Days/Hours: Are the requested access days and hours consistent with what is required for the individual's Sponsored Guest activities?

(5) Escort Limits: Does the individual require the ability to bring other non-DoD personnel and their vehicle (in addition to the Sponsored Guest's vehicle) onto the installation for participant in Good Neighbor activities? If so, are the requested escort limits commensurate with the requirement (maximum escort: 3 additional personnel and 1 additional vehicle)?

(6) Private Organization: Have the sponsor and requestor ensured that access is not based on membership in a private organization and that a private organization or association, or other third party has had no role in the application, sponsorship, request, approval, issuance, or retrieval of installation access documents?

2-7. Sponsoring Official and Requesting Authority Requirements

a. Sponsoring Officials. Official sponsors for the USFK Form 82E (Application for Mission Support Installation/Base Passes) must be U.S. government military or civilian employees O-3/GS-9 or above. Only U.S. DoD and DOS employees or their chain of command may submit requests for non-DoD individual access documents to an approving authority for consideration.

b. Requesting Authorities. The Requesting Authority for mission support installation and volunteer passes must 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; etc.) In field grade commands that have no military deputy, authority may be delegated from the commander to their civilian deputy (GS-14/15). Contract Administrators (by job title and official position classification), GS-14/15, may serve as Requesting Authority for contractor passes specifically related to the contracts they administer. These authorities may not be further delegated. Only U.S. DoD and DOS employees or their chain of command may submit requests for non-DoD individual access documents to an approving authority for consideration. Requesting Authorities will ensure the USFK Form 82E provides written justification for the pass, to include verification of the FPCON, escort privileges, and access area authorizations. Requesting Authorities will provide a DD Form 577 (signature card) signed by their appointing authority to the local Pass and ID Office. They must also provide a DD Form 577 signature card to the USFK PM, Access Control Section, if requesting Eighth Army or USFK-wide access documents.

c. Below are exceptions to minimum Sponsor and Requesting Authority requirements.

(1) In cases where guidance in this policy causes the requesting and approval authorities to both be the Colonel or Captain (O-6) Area/Base/Garrison Commander, the requesting authority **may be delegated to the Deputy Commander (O-5) or civilian equivalent.**

(2) DoD activities with no military commander/activity director in Korea may designate their DoD civilian O-5/O-6 equivalent activity heads to be the requesting authority [e.g., The Exchange, DeCA, General Services Administration (GSA), USFK SOFA Secretariat].

(3) Sponsored Guests.

(4) Personal Service Employees, Short Term Visitors, and non-SOFA family members residing with SOFA Personnel. May be personally sponsored and requested. See paragraphs 2-4c(3), 2-4c(4), and 2-4c(8).

d. The Requesting Authority will ensure pass authorization requests do not exceed the guidance contained in appendix F.

e. The Requesting Authority will submit to the local Pass and ID Office the completed USFK Form 82E signed by the sponsoring official, a copy of an official Governmental photographic identification of the applicant (KID Card for KNs; copy of the passport including the Visa stamp for non-KNs), and a copy of the previous USFK Form 37EK (AUTO), if applicable.

f. The Pass and ID Office will present the application to the Approval Authority for processing and approval prior to issuing a pass.

2-8. Approval Authorities

a. The approval authorities for the various individual access documents are as follows:

(1) Installation USFK Form 37EK (AUTO) or DBIDS registration of DoD non-overseas privileges CAC - The installation Approval Authority is the Area/Garrison/Base Commander (O-5 or above). Approval authority for FPCON A and B access may be delegated to the military Deputy Commander (O-5), Camp/Base Cluster Commanders O-5 or above, or to the Director of Emergency Services/Chief, Law Enforcement Officer O-4/GS-13 or above. USAF Area Commanders may delegate FPCON A and B approval authority to the Vice Commander (O-6), Mission Support Group Commander (O-6), Mission Support Group Deputy Commander (O-5 or

above), or to the Security Forces Squadron Commander. Area Commanders who do not have a military Deputy Commander may delegate approval authority for FPCON A or B to the Civilian Deputy Commander. The approving authority for Sponsored Guest passes is the general officer with anti-terrorism/force protection responsibility for the area/base cluster in which access is requested.

(2) Area USFK Form 37EK (AUTO) or DBIDS registration of DoD non-overseas privileges CAC - The Area Approval Authority is the Area/Garrison/Base Commander (O-5 or above). USAF Area Commanders may delegate FPCON A and B approval authority to either the Wing Vice Commander (O-6) or Mission Support Group Commander (O-6). The approval authority for Sponsored Guest passes is the general officer with anti-terrorism/force protection responsibility for the area/base cluster in which access is requested.

(3) Multi-Area USFK Form 37EK (AUTO) or DBIDS registration of DoD non-overseas privileges CAC for up to two areas - FPCON A through D is the Area/Garrison/Base Commander (O-5 or above) of each area requested. The approval authority for Sponsored Guest passes is the general officer with anti-terrorism/force protection responsibility for the area/base cluster in each area for which access is requested.

(a) Multi-Area requests are first submitted to the Area/Garrison/Base Commander (O-5 or above) with approval authority of the area of predominant access for consideration.

(b) After approval, the Requesting Authority will forward the request to the second area. If that Area/Garrison/Base Commander (O-5 or above) approval authority approves the request, the servicing Pass and ID Office will issue the multi-area USFK Form 37EK (AUTO). A USFK Form 37EK (AUTO) will not be issued until both Area Approval Authorities have approved the pass. No individual is authorized to possess more than one USFK Form 37EK (AUTO).

(c) When there are differences in approved access authorizations between Areas (i.e., escort authorizations, FPCON, access days/hours), access will only be granted in accordance with the most restrictive of the approved authorizations (lowest FPCON, most limited hours, lesser of escort privileges, etc.). For contractors, access authorization will not extend beyond the earliest approved expiration date.

(4) Eighth Army and USFK-wide USFK Form 37EK (AUTO) – Sponsored Guest pass.

(a) Eighth Army and USFK-wide Sponsored Guest pass approval authority is the USFK DCS. The local Pass and ID Office will forward the USFK Form 82E Sponsored Guest pass application through the USFK Provost Marshal Office, ATTN: FKPM-S, to the USFK DCS. Note: Very few individuals will qualify for a USFK or EUSA-wide sponsored guest passes.

(b) Supporting documentation will be retained by the local Pass and ID office. The local Pass and ID office will not issue the Eighth Army or USFK-wide pass until it receives faxed USFK DCS approval from the USFK Provost Marshal Office.

(5) Eighth Army- and USFK-wide USFK Form 37EK (AUTO) or DBIDS registration of DoD non-overseas privileges CAC - Mission support pass.

(a) Eighth 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.

(b) Supporting documentation will be retained by the local Pass and ID. The local Pass and ID office will not issue the Eighth Army- or USFK-wide pass until it receives approval from the USFK Provost Marshal Office.

b. Pass approval authority may be assumed during the commander's absence as designated by assumption of command orders. Pass approval authority may only be delegated as specifically authorized in this regulation. Delegated authority cannot be assumed during the absence of the individual to whom it is delegated, but reverts to the original designated approval authority.

2-9. Derogatory Information

Sponsoring Officials, Requesting Authorities, or Approval Authorities may disapprove or revoke access document requests for individuals whose background check reveals derogatory information or for individuals who failed to report infractions discovered during the background check process.

2-10. Renewal Procedures

a. If there are no changes to the administrative data or access authorizations of non-SOFA local national contractors and employees with continuous service, the requesting authority may submit a request memorandum for the renewal month with a list of employee/contractor names and KID numbers. For contractors, the request memo shall also include the dates of the contract (appendix B). For employees/contractors with FPCON C or FPCON D access, the renewal memo must include a remark that the FPCON C/D access is still required in support of the installation/organization AT Plan. The requesting authority shall include a copy of current employee(s)/contractor(s) USFK 37EK (AUTO) and/or DoD CAC with the renewal memorandum.

b. A renewal memorandum shall not be used for Sponsored Guest access. Sponsored Guest access requests will continue to be evaluated on a case-by-case basis, according to the continued significant and measurable contributions of the Sponsored Guest to the ROK-U.S. alliance. Approval authorities will review biannually, as a minimum, all Korean civilian memberships in United States armed forces NAF organizations and their reporting procedures to ensure compliance with applicable SOFA provisions. Approval authorities will not approve NAF club member access requests in excess of SOFA limitations.

c. If there are any changes to DBIDS registration data (e.g., Unit/organization, contact info, access area, FPCON, escort authorizations, days/hours authorized, etc.), the sponsor and requesting authority must submit the complete application packet to include full explanation and justification for any changes from previous access authorizations.

d. Submit renewal requests no later than (NLT) 30 days prior to the expiration date of the current pass or non-U.S Citizen CAC. Upon registration renewal, persons with a non-U.S. citizen CAC must surrender their 37EK (AUTO) prior to registration of their DoD CAC for installation access.

e. Upon receipt of a renewal memorandum, DBIDS registration offices shall not make any changes to a non-SOFA individual's DBIDS registration data, with the exception of the access expiration date and required update to background check information.

f. DBIDS registration offices shall retain on file the most current USFK Form 82E and approved USFK 195EK vehicle registration authorization as well as any administratively updated USFK 195EK (chapter 3, para 3-6b), upon which all DBIDS registration and access authorization data is based. All renewal memoranda shall be maintained on file with the USFK Form 82E.

g. Approval of a renewal memorandum is considered approval to update POV access registration for those currently authorized POV registration.

h. Deliberate possession and use of an expired USFK Form 37EK (AUTO) may be the basis for adverse administrative action, including barment from all USFK installations. This is a punitive provision.

2-11. Reporting and Processing Lost, Stolen or Damaged Installation Access Documents

a. Immediately report any lost or stolen USFK Form 37EK (AUTO) to law enforcement (LE) personnel. The LE Desk will document this report using DA Form 3975 or AF Form 1168 (Statement of Suspect/Witness/Complaint). These forms serve as notice of lost installation access media and a tool to assist Pass & ID Offices in tracking the number of replacement USFK Form 37EKs issued during a given period. Pass & ID Offices or LE Desks will update DBIDS to identify lost/stolen ID cards and USFK installation passes. **DA Forms 3975 and AF Forms 1168 are not valid forms of ID for installation access.** In all circumstances, suspected lost or stolen access documents will be reported no later than 24 hours after losing accountability. This is a punitive provision.

b. The individual must present the DA Form 3975, AF Form 1168, or a law enforcement report verification memorandum, as well as a memorandum from the individual's sponsoring official (O-3/GS-9 or above), to the Installation Pass & ID Office to receive a replacement Installation Pass. CFC and RSG military personnel must have the lost pass memorandum signed by the first ROK LTC/05 or above in their chain of command as well as by their U.S. sponsor. The documents acknowledge that the sponsoring chain of command and law enforcement officials are aware of the lost pass and identify any restrictions for the replacement pass. The expiration date will remain the same as established by the original approved application.

c. An unserviceable USFK Form 37EK (AUTO) may be exchanged at any local Pass and ID Office. The individual must appear in person and turn in the unserviceable pass. The expiration date will remain the same as established by the original approved application.

2-12. Pre-Positioned Memoranda

a. In accordance with the guidelines contained in this paragraph, pre-positioned memoranda may be used to either increase personnel escort privileges or obtain one-time unescorted access for command-sanctioned special events hosted by senior military officials.

(1) Increased escort authority. For a single one-time event, U.S. DoD SOFA status personnel or organization/unit may submit a request in memorandum format for increased personnel escort privileges beyond the limits established in appendix F. Visitors must be escorted at all times while on the USFK installation. Examples of a prepositioned memorandum include, but are not limited to:

(a) Large social event, such as an anniversary party or wedding, to allow DoD ID cardholders and DOS U.S. employees and family members to escort more than four nonaffiliated personnel to events. Visitors' entry and exit must be logged in at the installation visitor center.

(b) Special event religious activity, to allow DoD ID cardholders to escort more than four nonaffiliated persons to an on-base religious activity. Visitors' entry and exit must be logged in at the installation visitor center.

(c) Special function hosted by installation schools, education offices, or community services activity. Visitors' entry and exit must be logged in at the installation visitor center. Children under age 12 are exempt from the need to be identified on the memorandum.

(2) Unescorted access authority. Unescorted access may only be granted for one-time official functions that are command-sanctioned special events hosted by a senior military officer, O-6 or higher. When unescorted access is approved for an official function, a member of the sponsoring organization must be present at the access control point to facilitate identification and access of the visitors.

b. A pre-positioned memorandum will include:

(1) Name of individual(s) desiring access.

(2) Nationality of individual(s) desiring access.

(3) KID, SSN, or passport number(s).

(4) If applicable, vehicle make, model, license plate, and insurance information.

(5) Date, time and location of the event.

(6) The point of entry/exit onto the installation. The entry point must be a designated visitor's center, unless unescorted access is approved for an official function hosted by a senior military officer.

(7) The name of the host organization or agency, point of contact and POC's telephone number.

(8) Name and telephone number of the designated escort or member of the sponsoring organization who will be present at the installation access control point.

c. Routing and approval for prepositioned memoranda.

(1) Increased escort authority. Requests for increased escort authority will be submitted by the sponsor/event organization to the Area/Installation/Garrison/Base Commander for approval. If the access memorandum includes DCP individuals, the Area/Installation/Base Commander will submit the DCP access request through the USFK Provost Marshal, ATTN: FKPM-S, to the USFK DCS for approval.

(2) Unescorted access memorandum. Requests for unescorted access will be submitted by the host or event organizer (O-6 or above) of the official function to the Area/Installation/Garrison/Base Commander for approval. If the access memorandum includes DCP individuals, the Area/Installation/Garrison/Base Commander will submit the DCP access request through the USFK Provost Marshal, ATTN: FKPM-S, to the USFK DCS for approval.

(3) Approved memoranda will be forwarded from the servicing Pass and ID Office to the designated visitor center/entry point and a copy provided to the requestor.

d. Approval authorities for pre-positioned memoranda.

(1) Approval authority is the Installation/Garrison/Base/Area Commander (O-5 or above), or USFK DCS/USFK PM for DCP access (see chapter 5). This authority cannot be delegated.

(2) During the commander's absence, approval authority may be assumed by the deputy commander, when appointed on orders.

(3) For general officer level functions, the Director of Emergency Services (DES) (or service component equivalent) 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.

e. Approval authorities will ensure a local component law enforcement or JPIC name check and an DBIDS name check is conducted for each person on the memorandum prior to approving the memorandum.

f. Approval authorities shall not permit escorted or unescorted access for DCPs without an approved exception to policy signed by the DCS, USFK, IAW the provisions of chapter 5.

g. Installation access memoranda are authorized for one-time event access and shall not be used to permit recurring access, nor used to facilitate unescorted multiple day access by contractors. Personnel being granted recurring access must be approved for and issued a USFK Form 37EK permanent, temporary, or short term visitor pass, or be registered at a DBIDS visitor center and escorted while on a USFK installation.

2-13. Installation Open House Events

Garrison Commanders for Army installations, Mission Support Group Commanders for Air Force installations, and Base Commanders for Navy and Marine Corps installations must forward requests through the USFK Provost Marshal's Office, (FKPM-S) and the USFK J34, Antiterrorism/Force Protection/Critical Infrastructure Protection Division, to the USFK DCS for approval of installation/base open house events. Requests must be submitted at least 30 days prior to the event and include an event operations order/MOI, risk assessment and specific force protection compensatory measures for the event, to include event area diagrams. Upon approval, the USFK DCS will issue written guidance for installation compliance prior to the event. Installations will implement guidance and additional force protection measures before, during, and after events.

2-14. Visitor Control Program

a. Visitors must be registered and escorted at all times while on a USFK installation. Escorted visitor registration period is 24 hours, by which time visitors must either be reregistered by an authorized escort or deregistered by their escort and exit the installation. Garrison/Base Commanders may grant exceptions to the 24 hour limit or establish local policy to reduce or extend escorted visitor hours and time limits up to a maximum of 96 hours.

b. Area/Garrison/Base Commanders will take action in cases where visitors are left uncontrolled by their sponsor. At a minimum, the sponsor who signed the visitor onto the installation will lose the ability to escort visitors onto USFK installations for not less than 30 days. Area/Installation Commanders may set a standard of greater than 30 days.

c. The following procedures apply on USFK installations, (see paragraph 2-14d for visitor control procedural exceptions for Sunnam Golf Course (SNGC)):

(1) DoD ID Card holders (age 16 and above) are authorized to escort personnel onto the installation unless otherwise restricted by this regulation or by an authorized commander. Escort restrictions, if applicable, are listed in appendix F of this regulation.

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

(3) At FPCON C or D, routine visitor operations will cease. If an individual who is not authorized installation access at FPCON C or D requires access to support mission essential operations or alliance sustainment, a DoD or DOS ID card holder with appropriate authorizations must register and escort the individual the entire time they are on the installation.

(4) Visitor escorts will register/deregister all visitors in DBIDS at designated visitor centers. The same visitor center will be used for both entry registration and exit deregistration. The sponsor/escort will maintain positive control of the visitor pass [USFK Form 37EK (AUTO)] at all times.

(5) Visitor centers or designated gates throughout USFK will register the sponsor and the visitor in the USFK DBIDS access control database and issue a DBIDS produced installation visitor pass for the escorted person. In the event the DBIDS system is not available, the visitor center will maintain a written visitor log and include, at a minimum, the pass number, visitor's name, KID/SSN/passport number, sponsor's name and ID number, sponsor's organization, primary destination for the visit, time of entry and time of exit. One of the following forms of official Government photo ID card must be used for identification verification of the visitor.

(a) Non-Koreans, including U.S. citizens, will use their national passport, ROK Resident Alien Card, or ROK Alien Registration Card for identification purposes and verification of the visitor's nationality.

(b) Korean civilians, over the age of 18, will use their Korean Identification (KID) card, official ROK driver license, or ROK national passport.

Note: Only Korean driver licenses where the 7th number of the KID 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 of the KID shall not be used to verify identity or nationality for visitor personnel, as these licenses are issued to non-Korean personnel.

(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 with escort authorizations.

(d) ROK government officials may use a MOFA, MND, Korean National Police Agency (NPA), or other official government photo ID, as long as the KID number is displayed on the official government photo ID, in addition to the above listed forms of ROK ID.

(e) ROK military personnel may use their ROK military ID (if KID number is displayed on it), KID, ROK driver license, or ROK passport.

(6) After identification verification, the escorted person will leave their photo ID with security personnel in exchange for the DBIDS produced visitor pass. The photo ID must meet the specifications as listed in paragraph 2-2a(3). Passports will not be used for the ID exchange. If a passport is used to verify the visitor's nationality, another form of valid photo ID, for example a driver license, must be exchanged for the visitor pass. If the escorted person has no other form of photo ID except the passport, the visitor's escort may leave their photo ID in exchange for the pass.

(7) Escorted visitor personnel found on the installation without their escort are trespassing and will be detained by law enforcement personnel, processed, released to civilian police authorities, and may be subject to subsequent installation barment. The sponsor/escort will also be subject to possible adverse judicial or administrative action for failure to maintain control of the visitor.

(8) 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 and for violation of the visitor escort provisions of this regulation.

d. The following special visitor access procedures apply for SNGC.

(1) SNGC club members with an approved tee time are authorized to notify the SNGC manager in advance of their tee time, with the names and ID numbers of the invited guests they will escort on SNGC, in order to preregister their visitors for installation access. For visitor preregistration, club members shall provide: Names; ID numbers; nationalities of all visitors/guests; visitor vehicle identification information, including make, model, license plate number; and SNGC tee time/date.

(2) The SNGC manager shall provide signed written access authorization request to the DES that includes all of the information required IAW paragraph 2-14d(1) above. Personnel are required to be vetted by the DES for wants/warrants/barment and for compliance with designated country personnel (DCP) restrictions and requirements of chapter 5, this regulation, prior to being granted access to SNGC. After vetting is completed, the DES may provide SNGC access control point (ACP) security personnel with the approved written access authorization.

(3) The sponsoring SNGC club member must arrive prior to any of their visitors being allowed access beyond the installation access control point (ACP). ACP security personnel shall verify with club management that the sponsoring SNGC club member is on site prior to any of their invited guests/visitors being granted access to SNGC. All visitors' entry and exit shall be logged at the SNGC installation access control point, and to include the arrival and departure time of the sponsor as well as the visitor.

(4) SNGC ACP security personnel shall verify photo identification, IAW paragraph 2-14c(5)(a) to (e), and vehicle information against the visitor preregistration information provided by the SNGC manager, IAW paragraph 2-14d(3) above. Visitor identification is required to meet the requirements of paragraph 2-14c(5) above.

(5) SOFA status personnel (paragraph 2-4a), DOS personnel who are U.S. citizens (paragraph 2-4b(5)), and SNGC Honorary Club Members are authorized escort privileges for up to three vehicles at SNGC, in addition to their own POV.

e. Individuals with escort privileges shall not escort civilian or foreign military news media onto a USFK installation for any purpose without the prior written approval of either the USFK, service component, or the Installation/Garrison/Base Public Affairs Officer. This restriction includes news gathering or reporting, social visit, volunteer work, etc.

Chapter 3

Vehicle Installation Access Procedures

3-1. General

a. USFK Reg 190-1 (Motor Vehicle Traffic Supervision) establishes the legal requirements to register and operate motor vehicles 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 Reg 190-1 take precedence over the provisions of USFK Reg 190-7. Both SOFA and non-SOFA POVs are subject to the provisions and limitations of USFK Reg 190-1 for approval to register and operate their vehicle on a USFK installation, and for compliance with USFK Reg 190-1 and Korean road and traffic laws.

b. All POVs accessing U.S. military installations must have a valid bar-coded USFK Vehicle Registration Decal or USFK Form 192EK (Temporary Vehicle Pass). Vehicle registration does not presuppose authorized personnel access for the driver and occupants. Regardless of registration status, vehicles will be denied entry onto USFK installations until the access authorizations of all vehicle occupants are verified IAW paragraphs 2-2 and 2-3 of this regulation. Vehicles found on the installation without properly displayed access documents may be cited or impounded IAW USFK Reg 190-1.

c. All vehicle access documents remain U.S. Government property. Security/law enforcement personnel will confiscate expired or improperly displayed vehicle access documents. Persons in possession of unauthorized vehicle access documents are subject to punitive or administrative actions and sanctions.

d. USFK DBIDS vehicle registration decals will permit vehicle access in accordance with the DBIDS installation access authorizations of the owner/operator. Locally developed and procured decals are strictly prohibited. Security personnel will not grant access based on such decals and will confiscate the unauthorized decals. Units, commands and activities will not develop or procure decals or other items intended to serve as an installation access document. However, Area/Garrison/Base Commanders may authorize supplemental vehicle identification stickers for areas under their control, to further identify vehicles authorized to enter a particular facility. Vehicles will not gain installation access solely based on these stickers.

3-2. DBIDS Registration

a. Pass and ID/Vehicle Registration Offices will issue a bar-coded DBIDS vehicle registration decal to all vehicles that are authorized access and operation on USFK installations, both SOFA and non-SOFA. DBIDS vehicle registration decals will be affixed in the lower left-hand (driver's side) corner of the vehicle windshield. Registrars will record the registration information in DBIDS and issue and emplace the appropriate vehicle registration decal. All DBIDS vehicle registration and personal information fields must be reviewed and updated whenever a vehicle is registered or reregistered.

b. All U.S. government and ROK military owned or leased non-tactical vehicles (NTVs) that are licensed for operations on public roadways and require access to USFK installations, including transportation motor pool (TMP), GSA, NAF, and unit vehicle fleets, will be issued a bar-coded DBIDS vehicle registration decal. The DBIDS vehicle registration decal will be displayed on the lower left corner of the windshield. The DBIDS NTV vehicle decal will remain valid as long as the U.S. Government or ROK military retains ownership of the vehicle and the vehicle requires access to USFK installations for the conduct of official business.

c. Contract vehicles may be registered for up to the length of the contract, but not to exceed the contractor's personal access. As such, the vehicle registration decal will expire concurrently with the USFK Form 37EK (AUTO).

d. Permanent vehicle registration documents will not be issued to a person whose USFK Form 37EK will expire within 60 days. If the need for installation access exists during this period, Pass & ID Offices may issue a USFK Form 192EK (Temporary Vehicle Pass). Requesting authorities will make every effort to synchronize the issuance of USFK Form 37EK (AUTO) and the vehicle registration documents.

e. Installation/Garrison/Base Deputy Commanders will not approve permanent vehicle registration documents for short-term leased or rented vehicles. USFK Form 192EK (Temporary Vehicle Pass) will be used for access by these vehicles. Vehicle registration documents may be issued for long-term leases of 6 months or longer.

f. Vehicles properly registered and displaying a USFK vehicle registration decal may be granted access to authorized USFK installations IAW the USFK DBIDS access authorizations of the owner/operator. In order to obtain appropriate vehicle access documents, owners must obtain approval to register and operate the vehicle on USFK installations IAW the provisions of this regulation.

3-3. USFK SOFA Status and U.S. Diplomatic Status Vehicles

a. SOFA status owners/operators must register their vehicle in DBIDS at the appropriate Pass and ID/Vehicle Registration Office IAW the provisions of USFK Reg 190-1. Applicants must verify their SOFA status by including a copy of their orders (military), a letter of employment from Civilian Personnel Advisory Center (CPAC) (DoD civilians), Air Force civilian workers and National Security Agency (NSA) workers from their own personnel agencies, or a USFK Form 700-19A-R-E (Invited Contractors). If SOFA status personnel require the registration of a second POV, they may request an exception to policy IAW USFK Reg 190-1. Local non-SOFA vehicle registration or U.S. diplomatic vehicle registration by the owner or their family members shall not be used as a means to bypass the USFK requirement to obtain an exception to policy to register and operate a second POV on USFK installations.

b. U.S. Diplomatic Status Vehicles (U.S. Embassy Plates). U.S. Embassy vehicles (Dark blue diplomatic status plates beginning with the numbers "001") with USFK DBIDS vehicle registration decals are authorized USFK installation access similar to that of SOFA status vehicles. The U.S. Embassy Government Services Office is responsible for verifying the U.S. diplomatic status, registering the vehicles, inputting data in DBIDS, issuing DBIDS vehicle decals, and issuing the plates.

c. USFK vehicle registration decals for U.S. diplomatic status vehicles will expire in conjunction with the DEROS or DBIDS expiration date, whichever is earlier.

3-4. Non-SOFA and Non-U.S. Diplomatic Status Licensed Vehicles

a. Vehicle registration decals may be issued to non-SOFA personnel (e.g., U.S. Military retiree, U.S. Military reservist, widow/widower of a US Military retiree, unremarried former spouse of U.S. Military retiree, DoD Civilian retiree, etc.). Non-SOFA and Non-U.S. diplomatic status personnel are not allowed to register more than one vehicle, except in the case of fleet vehicles (includes ROK military owned NTVs and contractor vehicles sponsored by the contracting officer as necessary for execution of the contract), DoD military and civilian retired personnel, and ROK military families residing within the boundaries of a USFK installation/base.

(1) DoD military and civilian retired personnel, non-SOFA, may be granted an exception, to permit multiple POV registration, by the vehicle registration approval authority for the installation where the vehicles will be registered.

(2) Fleet vehicles will be associated in DBIDS to the company or organization instead of an individual. This will avoid confusion when persons attempt to access installations or renew fleet registrations.

b. Vehicle registration decals for non-SOFA status vehicles 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-SOFA personnel.

c. Non-DoD personnel must obtain their USFK vehicle registration decal from the same Pass and ID/Vehicle Registration Office (VRO) that maintains the original USFK Form 82E access approval documentation. Applications submitted by requesting authorities to other installations/bases will be forwarded to the vehicle registration approval authority for the location where the decal will be issued.

3-5. Requesting Authorities for Non-SOFA and Non-U.S. Diplomatic Status Vehicle Registration

a. Requesting authorities will be the senior officer or supervisor of an organization or activity in the grade of U.S. O-4/GS-12 equivalent or higher. Only U.S. DoD and DOS personnel or their chain of command may submit requests for non-SOFA vehicle access documents. The requesting authority's organization must be the same as the requesting organization for the individual's USFK Form 37EK (AUTO) pass.

b. Requesting authorities will provide signature cards to the local Pass and ID/Vehicle Registration Offices of the installation/base where the vehicle registration will occur. They will also provide signature cards to the USFK PM, ATTN: FKPM-S, as appropriate, if requesting Eighth Army or USFK-wide vehicle access documents.

c. The vehicle decal application packet will include:

(1) A completed USFK Form 195E (Application for DoD Vehicle Registration Decal), signed by both the applicant and the requesting authority. USFK Form 195E is available electronically at: <http://www.usfk.mil/USFK/index.html>.

(2) A copy of applicant's proof of valid insurance for the vehicle, IAW USFK Reg 190-1.

(3) A copy of a valid vehicle operator's license, ROK or USFK, per USFK Reg 190-1.

- (4) A copy of the current safety inspection certificate.
- (5) A copy of the valid registration bearing the name of the applicant/applicant's spouse.
- (6) A copy of the individual's USFK Form 37EK (AUTO) pass or DoD ID card.

3-6. Approval Authorities for Non-SOFA and Non-U.S. Diplomatic Status Vehicle Registrations

a. Registration Approvals.

(1) Installation/Garrison Commanders/United States Air Force (USAF) Deputy Mission Support Group Commanders (O-5 and above) where the access documents will be issued are the approval authority for vehicle registration decals up to the access granted by their USFK Form 37EK (AUTO).

(2) Approval authority may be delegated no lower than the Deputy Area/Garrison Commander, Deputy Mission Support Group Commander, Director of Emergency Services, or Security Forces Squadron Commander for an installation or base cluster within a single geographical area.

b. Vehicle access renewal. If there are no changes to the access authorizations for local national contractors and employees, approval for POV registration granted with approval of the access renewal request memorandum, IAW para 2-10a and Appendix C. The employee/contractor must present an updated USFK 195EK to the DBIDS registrar at the time of administrative update to vehicle registration status.

3-7. Temporary Vehicle Registration

a. The USFK Form 192EK is the only designated access document for vehicles requiring short-term, temporary access. It will not be used to bypass other regulatory standards [e.g., safety inspection, insurance limits, one POV per family rule (USFK Reg 190-1), etc.]. The USFK Form 192EK will not be routinely issued for vehicles owned or regularly operated by DoD or local national employees, contractors, residents, retirees, or assigned military personnel. Family members/dependents are not authorized temporary vehicle registration or issuance of a USFK Form 192EK temporary vehicle pass.

b. The following categories of vehicles may be eligible for temporary vehicle registration:

(1) Visitor Vehicles. Individuals with authorized personnel and vehicle escort privileges may obtain temporary registration for their visitor's vehicle at an installation visitor center. At the visitor center, the vehicle owner/operator must present a valid driver's license, proof of ownership (registration), proof of a valid safety inspection, and proof of insurance, IAW USFK Reg 190-1, for the owner/operator in order to receive the visitor pass and temporary vehicle registration. Upon presentation and review of the appropriate documents, visitor center security personnel, on behalf of the Installation/Garrison/Base Commander, may issue a USFK Form 37EK and USFK Form 192EK for the period of the visit, not to exceed 96 hours. The USFK Form 192EK will be visibly displayed on the driver's side dash of the vehicle at all times. Upon request, USFK Form 192EK will be immediately surrendered to law enforcement or installation guard force personnel. If the temporary registration is not properly displayed, the vehicle is subject to citation or immediate towing.

(a) 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/control of the escorted vehicle while on the installation in the same manner as for an escorted person.

(b) Escorts must return with the escorted vehicle to the installation visitor center to deregister the vehicle and to turn in the USFK Form 192EK prior to the visitor exiting the installation.

(2) Daily Rental Vehicle Registration for SOFA Status or TDY Personnel. Installation/Garrison/Base visitor centers may issue a daily USFK Form 192EK for the installation being accessed to individuals, primarily residents or TDY personnel, who wish to access the installation with a rental vehicle. In order to qualify for this privilege, the individual must meet the grade and status restrictions established by USFK Reg 190-1 to register and operate a vehicle. They must also present a valid driver's license, proof the vehicle is a short-term rental in their name, and proof of minimum required insurance in order to receive the daily temporary vehicle pass. Daily temporary registration will not be permitted for more than seven consecutive days.

(3) Short-Term Rental Vehicle Registration for SOFA Status or TDY/TAD Personnel. Installation/Garrison/Base Pass and ID/Vehicle Registration Offices may issue the USFK Form 192EK for short-term rentals up to a maximum time period of 30 days to DoD personnel who meet the grade and status restrictions established by USFK Reg 190-1 to register a vehicle or who have TDY orders authorizing a rental vehicle. The access area for SOFA or TDY personnel with a short-term rental is IAW their USFK-wide DBIDS access authorizations. This privilege is established primarily for individuals who rent a vehicle while TDY/TAD or on leave, personnel whose authorized POV has not arrived or has been shipped from Korea, or whose SOFA licensed vehicle is inoperative or insufficient to meet specific needs such as the visit of an extended family. Individuals desiring a temporary vehicle pass based on these circumstances must present a valid driver's license, show proof the vehicle is a 30 days or less short-term rental, and provide proof of insurance in order to receive the temporary vehicle pass from the VRO.

(4) Extended Rental or Leased Vehicles. In cases where contractors, TDY/TAD personnel or military units or agencies use rental or leased vehicles to provide services for the command, VRO's may issue a USFK Form 192EK for a period not to exceed 60 days. In order to obtain a temporary vehicle pass in excess of 30 days, a requesting authority must justify the need for the pass to the appropriate vehicle registration approving authority. If approved, the servicing VRO will issue the USFK Form 192EK. For rental/lease periods in excess of 60 days, the VRO may issue a USFK vehicle registration decal in lieu of multiple 60 days USFK Form 192EK.

(5) Type of Driver's License Required. Active duty service members and DoD civilian employees assigned to USFK must present a USFK Form 134EK, or a valid U.S. driver's license if within the first thirty days of arrival to USFK. Invited contractors, non-SOFA DoD personnel, and other non-SOFA personnel must present a Korean driver's license or a valid international driver's license to be granted temporary vehicle registration.

3-8. Lost, Stolen or Destroyed Vehicle Registration Decals

Lost, stolen, or destroyed USFK Vehicle Registration Decals will be reported immediately to the garrison/base law enforcement desk. The law enforcement desk will flag the decal in DBIDS and initiate a police report. The owner/operator must report to the local Pass and ID Office with a copy of the police report in order to obtain a new decal. If a vehicle decal is reissued due to loss, theft, or destruction the expiration date will match the expiration date established by the original application.

Chapter 4

USFK Installation Barment Procedures

4-1. Bar Authority

a. Area/Installation/Garrison/Base and Installation Commanders have the inherent authority to deny or limit an individual's access to the Area/Installation/Garrison/Base that the Commander specifically commands.

b. USFK-wide bar authority.

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

(2) The Commander, USFK, has also delegated to the USFK DCS imposing and reconsideration authority for USFK-wide barment and removal of barment actions. This authority may further be delegated by the DCS to the USFK PM.

4-2. Delegation of Authority

The authority to sign bar letters may be delegated only as follows:

a. By general officers to their deputy commanders or chiefs of staff (CofS).

b. By Area/Installation/Garrison/Base Commanders in the grade of O-6 to an individual who is designated and actually performing duty as a deputy or vice commander.

c. By an officer who assumes command in the absence of the Area/Installation Commander IAW applicable military service regulations.

4-3. Procedures

a. An Area/Installation/Garrison/Base Commander may deny an individual access for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the U.S. overseas, or when access adversely affects the health, safety or morale of personnel on that installation.

b. A commander's decision to impose a bar is a serious one, and must be based upon his consideration of the documented facts, evidence, and the written legal opinion of the servicing judge advocate's office or SJA representative. Commanders may consider alternatives to an installation bar, such as restricting access to certain installation facilities (e.g., commissary, post exchange and class VI). In those cases where a bar is imposed:

(1) Coordination and other documentation leading to the commander's decision to bar an individual will be maintained as a part of the official bar file.

(2) Actions against civilian employees will also be coordinated through the servicing personnel office, and such coordination will be made a part of the official file.

(3) Actions to bar contractors from access to installations will be coordinated with the ACS for Acquisition Management, USFK, and/or Commander, U.S. Army Engineer District, Far East, as appropriate.

c. On rare occasions, Installation/Garrison/Base Commanders may impose limited bars on individuals that do not restrict access under certain circumstances, such as allowing access to places of duty. In these situations, the commander must concurrently consider revoking the individual's vehicle registration privileges and driving privileges. In cases of total barment, vehicle registration rights are automatically revoked, but failure to specify this action for a limited bar will require the commander to make a determination each time the individual registers the vehicle.

4-4. Disposition

a. Bar authorities will designate the period of barment. The minimum period for barment is two years. The imposing command will review each barment action every two years and make a determination to either remove or continue the bar, and annotate in DBIDS the date the biennial review was completed. The intent of this review is to ensure the file remains active and to maintain the accuracy of the bar roster database throughout the command. The term 'indefinite' will not be used when imposing bar actions. Removal of a bar does not necessarily mean installation access is reinstated or permitted (see paragraph 4-7 below).

b. Once imposed, Installation/Area/Garrison/Base Commanders will ensure that the barment information is provided to the appropriate installation or Pass and ID staff for registration in the USFK DBIDS access control database.

c. The imposing command will maintain all bar action files for one year after the bar is removed, or as directed by military service directives, whichever is longer.

d. After the barment period has ended or if the imposing commander decides to remove a bar prior to the end of the original barment period, the affected person and other agencies previously informed of the bar action will be provided a copy of the bilingual (English and Hanguul) letter removing the bar. Note that removing a bar does not automatically authorize installation access. Individuals must reapply for installation access based upon a continuing official requirement. The requesting authority will present a copy of the letter removing that bar at the time of application.

e. All requests, by other than the imposing command, to remove a bar during the barment period must be forwarded to the USFK DCS as an exception to policy (see paragraph 1-6a).

4-5. Legal Entitlements to Installation Access

a. Subject to the provisions below, active duty members and civilian employees may not be completely barred from the installation or facility to which they are assigned, employed, or are required to enter on official job-related business. Active duty member or civilian employee access to areas within that installation or facility may be limited or restricted where no employment-related access needs exist. Furthermore, they may be barred from other installations or facilities, as appropriate. For purposes of this paragraph, "active duty members" include reserve military personnel on active duty and assigned for duty to USFK installations and "civilian employees" include both U.S. (appropriated and NAF, to include U.S. Invited Contractor employees) and KN (appropriated and NAF). All other personnel, including government contractors, may be barred from any or all USFK installations or facilities as necessary. Military members pending discharge from the Armed Forces may be barred from their former place of duty and/or other locations on USFK installations if their presence in such locations would interfere with the mission or would be prejudicial to good order and discipline.

b. Notwithstanding paragraph 4-5a, civilian employees may be completely barred from the installation or facility to which they are assigned or employed if:

(1) The barment authority determines that, based on the nature of the misconduct, a civilian employee is a serious threat to the health, safety or security of the installation or facility, (e.g., bringing a weapon onto the installation, stealing classified documents, threatening bodily harm or destruction of government property). In such a case, the barment authority will contact the employee's immediate supervisor, who will be instructed to place the employee on enforced leave with the intent to initiate removal action. After the employee is placed on enforced leave, the Installation Commander may completely bar the individual from the installation or facility.

(2) The barment authority determines that a civilian employee poses a serious and imminent threat to the health, safety or security of the installation or facility. In such a very unusual case, the barment authority may take immediate action, which may include a temporary bar to remove the employee from the installation or facility. In such cases, the barment authority will coordinate with the servicing civilian personnel advisory center or civilian personnel flight and the employee's supervisory chain as soon as practical thereafter for a permanent and/or complete barment of the employee, if necessary.

c. Active duty and retired military, DoD civilians, and their family members may be entitled to have access to medical and dental facilities, among other legal rights. Thus, if persons with these legal rights are barred from installations or facilities, specific provisions for limited access for the continued exercise of these legal rights must be offered and explained in detail within the barment letter. Some examples of such provisions include a required single entry and exit point at the installation, a requirement of prior notice to the Installation Commander, an official escort while on the installation, etc.

4-6. Bar Rosters

a. Through DBIDS, the USFK Provost Marshal Office will provide a consolidated electronic bar roster of individuals barred throughout USFK for use by the geographic commands, the local Pass and ID Offices, law enforcement desks, installation access control points, and visitor centers. LE/Security personnel at these locations will use the DBIDS barment roster to ensure that unauthorized personnel are not allowed access, and if applicable, charged with trespassing when entry is illegally gained.

b. Area/Installation/Garrison/Base Commanders, the ACS for Acquisition Management, USFK, and the Commander, U.S. Army Engineer District, Far East, will ensure the DBIDS barment registration information is current for individuals barred within their area of jurisdiction.

4-7. Reinstatement

A barred person may request reinstatement of access privileges after the barment period has ended. The Area/Installation/Garrison/Base Commander is the final authority for reinstatement actions. If management action to separate/remove a KN employee from employment is cancelled and the employee is reinstated by a deciding official under the USFK Korean Employees Appeals Procedures in USFK Reg 690-1, the bar against the employee will immediately be lifted to enable the employee to report for duty. Deciding officials are the Commander, 7th Air Force for Air Force employees; the Commander, U.S. Naval Forces, Korea, for Navy Employees; the Commander, U.S. Marine Corps, Korea, for Marine Corps employees; the Chief of Staff, Eighth Army, for Army employees, and the Deputy Chief of Staff, USFK, for all other employees.

4-8. Appeal Process

a. Bar actions are administrative actions and not judicial. Accordingly, they are not subject to regulatory or statutory rights for appeal. The USFK-wide, Installation Area/Garrison/Base level bars are not subject to appeal unless specifically provided for by the imposing commander.

b. Commanders empowered to impose bar actions have the authority and latitude to establish procedures concerning locally imposed bar actions and appeal processes for those bar actions. Any and/or all appeal processes will be stated in the bar letter.

c. Even though there is no regulatory or statutory right for an appeal, individuals may submit matters of reconsideration to the imposing commander, who may consider these matters, especially in instances of administrative error or mistaken identity. If the installation or area has established appeals processes, individuals seeking reconsideration must submit matters IAW those processes.

d. Individuals submitting matters of reconsideration for a USFK-wide bar will submit the material through the imposing commander, who will include a copy of the bar action file and forward the request through the USFK Provost Marshal Office (FKPM-S), Unit #15237, APO AP 96205-5237, to the USFK DCS.

e. KN employees have the right to appeal their removals in accordance with USFK Reg 690-1.

Chapter 5

Access for Designated Country Personnel (DCP) to USFK Installations

5-1. Purpose

To establish policy and procedures for DCP access to USFK installations. Designated Countries are those of counterintelligence concern to USFK that may have policies or engage in activities that are contrary to the interests of the United States.

5-2. Responsibilities

a. The USFK DCS is the approval authority for installation access requests for Designated Country Personnel (DCP).

b. The USFK DCS delegates approval authority for vetted DCP escorted access requests to the USFK PM. The USFK DCS may delegate approval authority to the USFK SCJS for all DCP unescorted access requests and for all DCP requests that cannot be vetted in the time required to support the USFK mission.

c. Area/Installation/Garrison/Base Commanders will ensure the procedures listed below are enforced and will develop local written procedures unique to their installations for executing access control of DCP. A copy of each installation supplement/policy concerning unique situations will be furnished to the Commander, USFK (FKJ2-ISR-J2X), Unit #15237, APO AP 96205-5237, and to the Commander, UNC/CFC/USFK (FKPM-S), Unit #15237, APO AP 96205-5237.

d. The Public Affairs Office (PAO), USFK, will ensure all designated country press personnel requesting access to USFK installations are approved access as required by this regulation and remain under the continuous escort of a PAO representative at all times.

e. The USFK J2 will develop the list of designated countries, obtain Commander, UNC/CFC/USFK, approval, and inform the USFK PMO, Security Division, of any changes to the DCP list. At a minimum, the USFK J2 will review the Designated Country List (DCL) annually.

f. The USFK Provost Marshal will disseminate the DCL and any changes to the DCL to the service components.

g. The DCL is authorized for release to U.S. and ROK government military, employees, and contractor personnel who provide USFK services in installation access control, visitor registration and control, DBIDS registration, law enforcement and security guard services, and who review or approve installation access requests. The DCL shall not be posted in a location where it is visible to the general public, nor shall it be otherwise disclosed to members of the public.

5-3. Procedures

a. In order to address the potential security problems arising from uncontrolled access by citizens of these designated countries, the access control policy for personnel from designated countries will be enforced as follows: USFK personnel sponsoring persons from designated countries must submit an exception to policy request in order for those persons from the designated country to obtain access to any USFK installation. The only personnel authorized to sponsor a DCP are:

- (1) U.S. military and DoD civilians assigned or attached to USFK.
- (2) USEMB personnel designated by the Embassy Regional Security Office (RSO).
- (3) UNCMAC Secretariat.

b. The following procedures apply to a DCP installation access requests:

(1) If the DCP is a visitor, submit a written request to escort the DCP at least 20 working days prior to the visit. An example format is provided below (see figure 5-1). The request must include a copy of the DCP's passport, to include photo, passport expiration, entry data and type and expiration of entry Visa.

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU (Appropriate Area/Garrison/Base Commander)

FOR 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.

Signature Block

Figure 5-1. Format for DCP Access Request

(2) If requesting an installation pass (USFK Form 37EK) for the DCP in support of the USFK mission, complete the USFK Form 82-E as prescribed in this regulation and include all supporting documentation. For requests in support of the Good Neighbor Program, officials sponsoring or requesting approval for a USFK Form 37EK for DCP must also comply with chapter 2 of this regulation.

(3) The sponsor will forward the exception to policy memorandum or pass application through:

(a) Their organization O-4 or equivalent commander, or O-6 staff principal;

(b) The Installation/Area/Garrison/Base Commander/Acting Commander (DCP review authority shall not be delegated lower than the Installation/Area/Base Commander/Acting Commander);

(c) The local Pass and ID Office;

(d) The USFK PM, (FKPM-S), Unit #15237, APO AP 96205-5237.

(e) The USFK J2, (FKJ2-ISR-J2X), Unit #15237, APO AP 96205-5237.

(4) Each coordination activity listed in paragraph 5-3b(3)(a)-(e) above will process and endorse the request, as required, prior to submitting it for final approval/disapproval to the DCS, USFK.

c. If a DCP pass request is approved, the DCP will be issued a red in color, escort required, USFK Form 37EK (AUTO), unless full justification is provided and the USFK DCS specifically approves unescorted access.

d. Only entrance/exit gates with DBIDS visitor registration capabilities will be identified for access by DCP visitors. All DCP visitors shall be registered and deregistered in the USFK DBIDS visitor control system. U.S. personnel from the requesting organization/agency must be present to verify authenticity and/or approval of the visitor's access authorization for the specified period and to sponsor and register the DCP in DBIDS for escorted access.

e. DCP visits to USFK installations will not be authorized prior to 0600 hours and DCP will be escorted off the installation before 2200 hours on the day access was granted. Access will be limited to those areas listed on the access request. DCP are not authorized to visit any restricted areas unless prior coordination and approval has been granted, through the ACS, J2, by the DCS, USFK.

f. Sponsors will personally escort DCP visitors during the entire period which they have access to USFK installations. Installation Commanders reserve the right to designate and/or authorize escort personnel. Escort personnel will be U.S. military members or DoD civilians, assigned, attached, or employed by a USFK unit, or agency. Any request to deviate from this requirement must be included in the package for approval by the DCS, USFK.

g. If a vehicle entering the installation is not authorized access pursuant to chapter 3 of this regulation, the sponsor will register at the appropriate gate for a temporary vehicle pass. The USFK Form 192EK will be displayed and accounted for IAW chapter 2 of this regulation.

Unescorted signing-in is unauthorized in all cases; prearranged unescorted entry by letter is also unauthorized.

h. DCP children who are full-time students at a foreign or international elementary, middle, or high school do not require DCP access approval when participating in a supervised and organized school event in Korea, such as participation in school sports, concerts, drama, etc. However, visiting school DCP coaches, teachers, staff, parents, and chaperones will not be granted similar access for school events, unless they have been processed through the USFK Provost Marshal Office for DCP access approval to permit escorted installation access for the specified school event, IAW chapter 5 of this regulation.

i. DoD, DOS, and UNCMAC-NNSC and their dependent family members will not normally be restricted from accessing USFK installations. They are granted unescorted access to USFK installations. However, DCP family members will not be granted visitor escort privileges until their sponsor obtains certification from his/her organization security manager that FKJ2-ISR-J2X has been provided the pertinent Sponsor and DCP personal data, passport, and Visa information. In instances where DoD family members need to access an installation to obtain their DoD ID card, their sponsor is authorized to escort them to an ID card issuing facility.

j. Exceptions to the above policy must be approved by the Deputy Chief of Staff (DCS), USFK, IAW para 1-6.

Appendix A References

Section I. Required Publications

USFK Reg 1-23, Distinguished Visitors

USFK Reg 10-2, Installation Management and Base Operations

USFK Reg 60-1, Ration Control Policy – Access to Duty Free Goods

USFK Reg 190-1, Motor Vehicle Traffic Supervision

USFK Reg 360-4, Good Neighbor Program

USFK Reg 700-19, The Invited Contractor and Technical Representative Program

Status of Forces Agreement (Art XV)

DoD Instruction 1344.07, Personal Commercial Solicitation on DoD Installations

Section II. Related Publications

AFI 31-101, Integrated Defense

AFI 31-201, Security Police Standards and Procedures

AFI 34-104, Services Marketing and Publicity Programs

AK Reg 550-1, Korean Service Corps Missions, Organizations, Responsibilities and Operating Procedures

AR 190-5/OPNAVINST 11200.5c, Motor Vehicle Traffic Supervision

AR 190-13, The Army Physical Security Program

AR 215-1, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities

AR 600-20, Army Command Policy

NAV Reg 1973, U.S. Naval Forces

OPNAVINST 5520.14B, Physical Security

USFK Reg 190-50, Law Enforcement Procedures in Korea

USFK Reg 210-7, Sale of Commercial Life Insurance and Mutual Funds on USFK Installations

USFK Reg 690-1, Regulations and Procedures - Korean Nationals

Section III. Required Forms

AF Form 1168, Statement of Suspect/Witness/Complaint

DA Form 3975, Military Police Report

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

DD Form 1173, Uniformed Services Identification and Privilege Card

DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card

DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card

DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card

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

USFK Form 37EK (Auto), Identification Pass

USFK Form 82E, Application for Installation/Base Pass

USFK Form 192EK, Temporary Vehicle Pass

USFK Form 195EK-E, Application for USFK Vehicle Registration Decal

USFK Form 700-19A-R-E, Invited Contractor and Technical Representative Personnel Data Report

Section IV. Related Forms

DA Form 3998, Military Police Desk Reference

Appendix B
Sample Document Pass Renewal Request (Contractors or Employees)

(Letterhead of Sponsoring Organization)

XXXX (Office Symbol of Sponsoring Organization)

(Date)

MEMORANDUM THRU (Local Pass and ID Office)

FOR (Commander/Deputy Commander) Area/Garrison/Base

SUBJECT: Renewal Request for Employees' and/or Contractors' Installation Access Documents.

1. I have reviewed the following employees/contractors with continuous service with no requested changes to their current DBIDS registration and installation access authorizations. Request access authorization renewal, update of their DBIDS access expiration date, and update of POV registration (if previously authorized), IAW USFK Reg 190-7.

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

Name KID#/SSN#/FIN# Contract Dates (as applicable)

3. The Point of Contact for this memorandum is XXXXX at XXX-XXXX or XXXXXX@mail.mil

Encl

1. Copy of KID or passport

(Request Authority *Signature* &
SIGNATURE BLOCK)

Notes:

1. This example uses Department of the Army established memorandum procedures. Other components may use appropriate service formats as long as all required information is provided.

2. A complete USFK Form 82E pass application packet must be submitted if there are any DBIDS registration data profile changes other than access expiration date (e.g., FPCON, escorts, access area(s), days/hours authorized, unit/organization, address/contact info, or other changes).

**Appendix C
Bar Letter Format**

Appropriate Letterhead

Office Symbol

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 Agency 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 personal 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) or 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 care has been completed.
4. This bar letter will remain in effect until (date) and any violation of this letter may subject you to possible criminal prosecution by appropriate civil authorities. However, after a period of (2 years etc.), this headquarters will review your conduct, upon your request, and if warranted, will consider lifting the bar.

(Commander)

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.”

**Appendix D
Notice to Personnel Liable to Search**

The bilingual statement below will be posted verbatim at the entrance to USFK installations, visible from a minimum distance of 50 feet, and positioned in such a manner that the sign will be visible when persons enter the installation.

NOTICE

**ALL PERSONS, THEIR PERSONAL PROPERTY, U.S. GOVERNMENT
PROPERTY, AND VEHICLES MAY BE SEARCHED UPON ENTRY,
WHILE WITHIN THE CONFINES, OR UPON EXIT FROM THIS INSTALLATION.
PERSONS WHO DECLINE IDENTIFICATION CHECK OR SEARCH WILL
BE DENIED ENTRANCE.
BY ORDER OF THE INSTALLATION COMMANDER**

**Appendix E
Personnel Category Table for Installation Access**

E-1. U.S. Department of Defense (DoD) Personnel

CATEGORY of US Department of Defense (DoD) Personnel	Type Pass	Expiration Period	Sponsor Requirements	Background Check	Approval Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Escort Priv	Vehicle Escort Priv	FPCON Restrict
Active Reservist Assigned to a Troop Unit In Korea	DoD ID/CAC	DEROS Max 1 Yr	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Active Duty (Command Sponsored)	DoD ID/CAC	DEROS Max 3 Yr	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Active Duty (Non-Command Sponsored) *	DoD ID/CAC	DEROS Max 1 Yr	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/CAC	DEROS Max 3 Yr	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 DD1173 Eligibility)	DoD ID/CAC	DEROS Max 3 Yr	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
DoD Retired Military and Civilian (Not Dual Status) Living In Korea (Non-SOFA)	DoD ID Card	exp of Visa or Alien Reg Max 3 Yr	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	Sponsor DEROS	Sponsor Order, Ltr of Empl, USFK 700-19	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D
Family Member of DoD Retired Military (Not Dual Status) (Non-SOFA)	DoD ID Card	Exp of Visa or Alien Reg Max 3 Yr	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D

CATEGORY of U.S. Department of Defense (DoD) Personnel	Type Pass	Expiration Period	Sponsor Requirements	Background Check	Approval Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Escort Priv	Vehicle Escort Priv	FPCON Restrict
Family Member of DoD Active Duty Living In Korea w/o Sponsor (Non-SOFA)	DoD ID Card	Exp of Visa or Alien Reg Max 1 Yr	N/A	N	N/A	N/A	USFK-Wide	N/A	4	1	D
Family Member of DoD Active Duty Visiting Korea w/o Sponsor	DoD ID Card	Return ticket date, Max 90 Day	N/A	N	N/A	N/A	USFK-Wide	N/A	4	1	D
Spouse of DoD Active Duty On Environmental Morale Leave Orders (EML)	DoD ID Card	EML date, Max 90 Day	EML Orders	N	N/A	N/A	USFK-Wide	N/A	4	1	D
Survivor of Deceased DoD ID Card Member (Non-SOFA)	DoD ID Card	Exp of Visa or Alien Reg Max 1 Yr	N/A	N	N/A	N/A	USFK-Wide	N/A	4	1	D
U.S. Military, DoD Civilian, Other Official Visiting on TDY	DoD ID/CAC	Orders date, Max 6 Mon	TDY/Leave Orders	N	N/A	N/A	USFK-Wide	N/A	4	1	D
* Includes personnel assigned to rotational units deployed to Korea for 180 days or greater.											

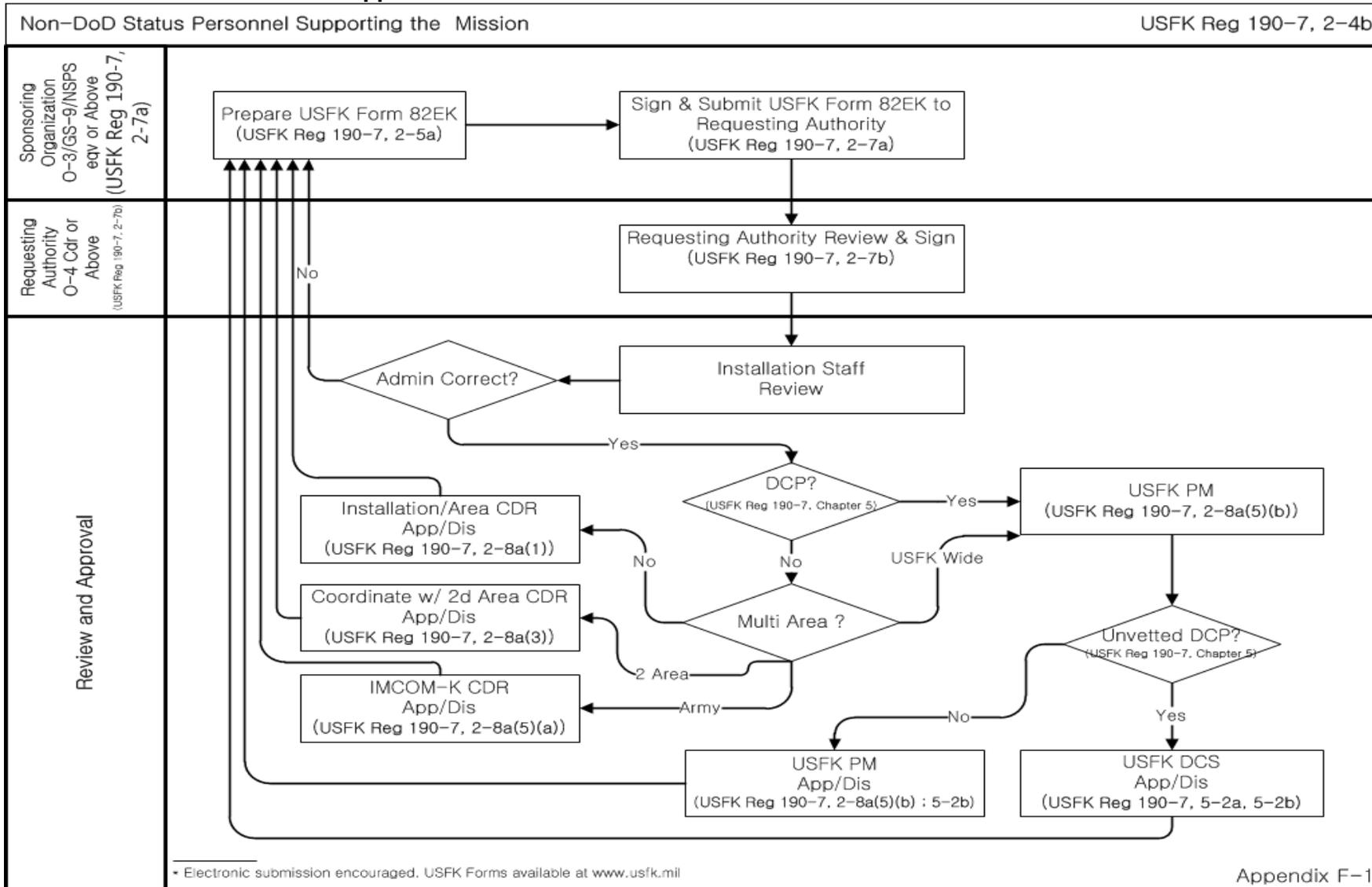
E-2. Non DoD Personnel

CATEGORY Non-DoD Personnel	Type Pass	Expiration Period	Requesting Authority	Background Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Personnel Escort Privileges	Vehicle Escort Priv	FPCON Restrictions
Chauffeur/Spouse (Escorted by Local National Passholder)	37EK	NTE Escort's Pass, Max 1 yr	(Para 2-6; 2-7)	Y	(Para 2-8)	May Apply	IAW Escort's Pass	IAW Escort's Pass	0	0	B
Contractors / Vendors	37EK/CAC	Contract period Max 1 Yr	(Para 2-7)	Y	(Para 2-8)	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	Mission Requirement
Embassy Non-U.S. Employees Requiring Access to USFK Installation	37EK	3 Yrs; Over 68 - 1 Yr	RSO or GSO	Y	(Para 2-8)	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	Based on Mission Requirement
Family Member of CFC, RSG, or tenant ROK Military (Command Sponsored)	37EK	DEROS Max 3 Yrs	(Para 1-4j and 2-7)	N	(Para 2-4j and 2-8)	N/A	USFK-Wide	N/A	4	1	D
Family Member of assigned Allied Nation Military*	37EK	2 Yrs or DEROS	UNCMAC Secretariat	N	UNCMAC Secretariat	N/A	USFK-Wide	N/A	4	1	D
Family Member of U.S. Embassy	37EK	3 Yrs or DEROS	RSO or GSO	N	RSO	N/A	USFK-Wide	N/A	4	1	D
Sponsored Guest	37EK	Max 2 Yrs	(Para 2-6)	Y	GO w/ATFP Respons. (Para 2-6f)	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	B
Honorary Club Members	37EK	NTE Club Membership expiration	(Para 2-6; 2-8)	Y	GO w/ATFP Respons. (Para 2-6f)	May Apply	Location of Club	Location of Club	3	***1	B
KATUSA	37EK/CAC	ETS date	Cp Jackson or Assigned Unit	N	N/A	N/A	USFK-Wide	N/A	4	1	D

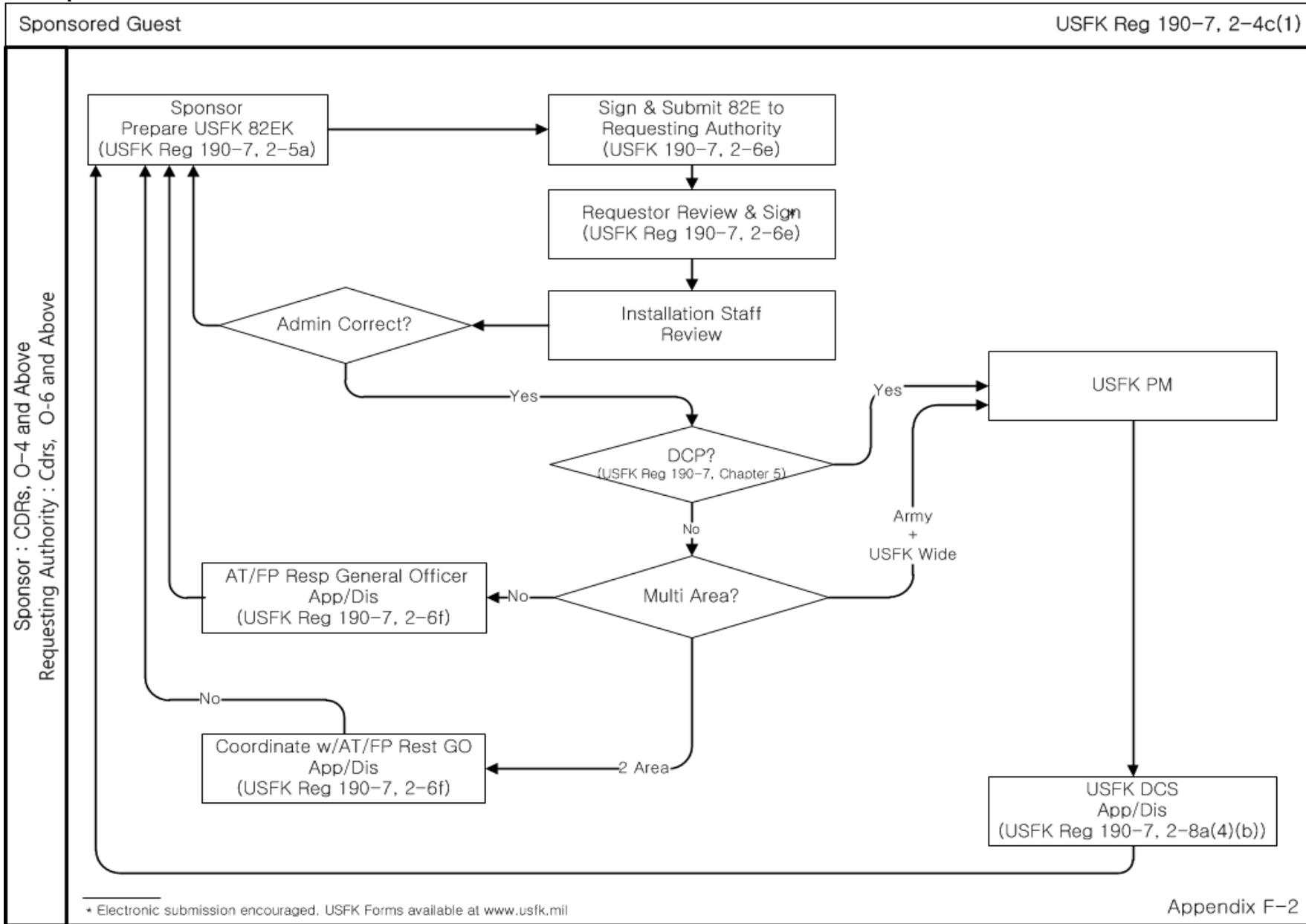
CATEGORY Non-DoD Personnel	Type Pass	Expiration Period	Requesting Authority	Background Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Personnel Escort Privileges	Vehicle Escort Priv	FPCON Restrictions
Korean GS (KGS) or WB (KWB) USFK Employee	37EK/CAC	3 Yrs; Over 68, 1 Yr	(Para 2-7)	Y	(Para 2-8)	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	Based on duties/resp.
Korean Service Corps	37EK/CAC	3 Yrs; Over 68, 1 Yr	KSC Bn Cdr	Y	(Para 2-8)	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on duties/resp
Non-DoD family members	37EK	Max 1 yr	2-4c(8)	Y	(Para 2-8)	May Apply	As approved	As approved	3	1	As approved
ROK Law Enforcement / Government Official	37EK	1 Yr	DES/PM, Chief Security Forces	N	(Para 2-6)	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on Official need
ROK Military (CFC and UNCMAC Command Sponsored)	37EK	Per Orders Max 3 yrs	USFK PM / UNCMAC	N	USFK PM	N/A	USFK-Wide	N/A	4	1	D
ROK Military (Non-Command Sponsored)	37EK	Max 1 Yr	Unit CDR or USFK PM	N	(Para 2-6)	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on Official need
ROK Military (MND Civilian)	37EK	3 Yrs (CFC) 1 Yr (MND)	(Paras 1-4j and 2-7)	Y	USFK PM	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on duties/resp.
Short-Term Visitors (STV)	37EK	STV Max 60 days;	(Para 2-4c(4))	Y if DCP, contractor, or exceeds 60 days within year	(Para 2-8)	May Apply	Designated by Sponsor	Designated by Sponsor	0	0	As required & approved
Allied Nation Military*	37EK	DEROS Max 3 Yrs	UNCMAC Secretariat/USFK Staff Proponent	N	UNCMAC Secretariat	May Apply	USFK-Wide	N/A	4	1	D
U.S. Embassy	37EK	DEROS Max 3 Yrs	RSO or GSO	Y	RSO	N/A	USFK-Wide	N/A	4	1	D
Volunteer	37EK	Max 1 Yr	(Para 2-7)	Y	(Para 2-8)	N/A	As approved	As approved	3	1	B
<p>* Allied Nation Military includes non-U.S. UNCMAC members, UNC Sending State and NNSC Ambassadors/Deputy Chiefs of Mission, UN Sending State Liaison Officers, USFK sponsored civilian employees from these Embassies, and Allied Nation Military working on the USFK staff. ** Approving authority will vary based on Access Area(s) and type of access Requested. *** SNGC Club members may sponsor up to 3 vehicles, in addition to their own POV.</p>											

**Appendix F
Personnel Installation Access Procedures Flow Charts**

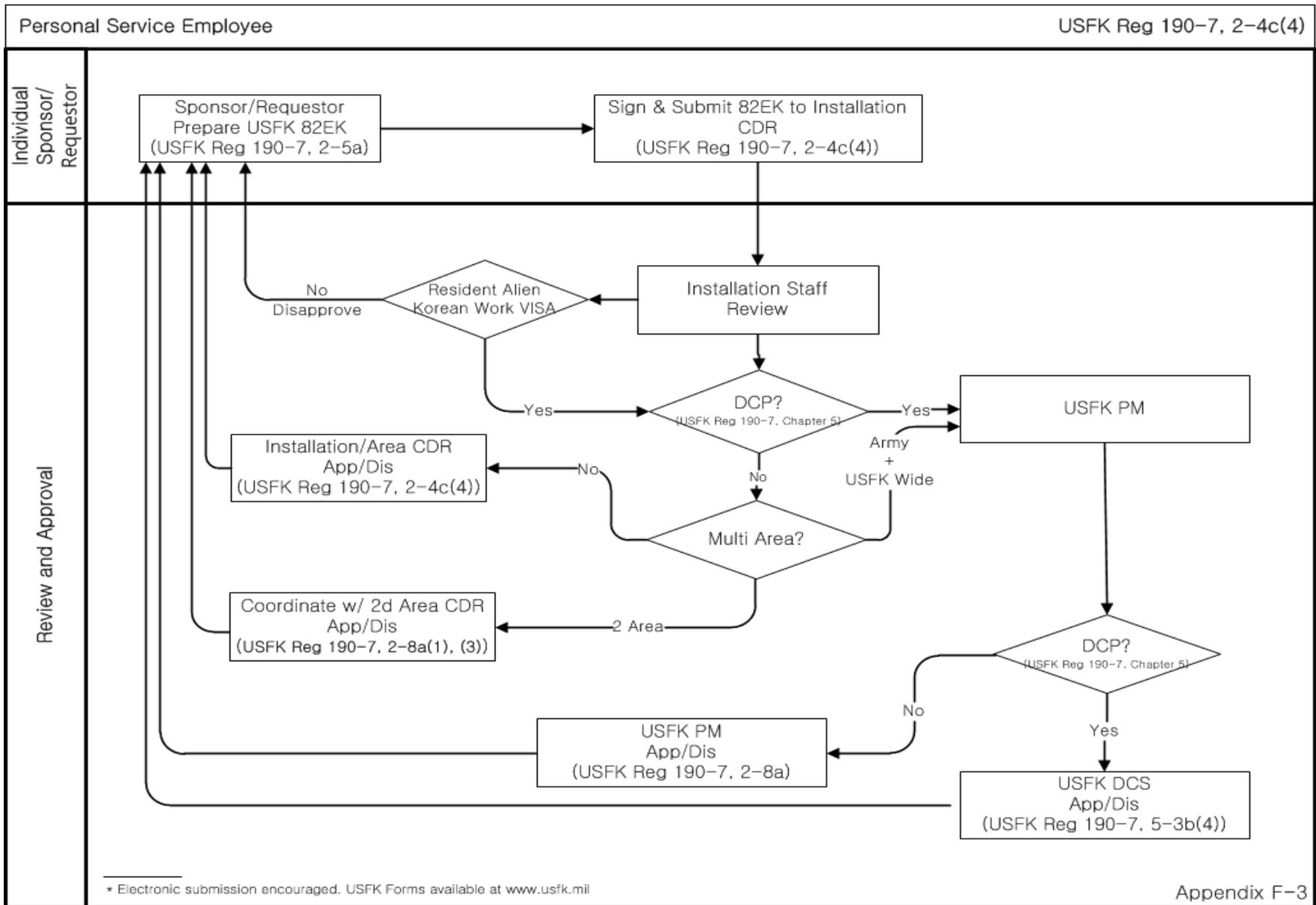
F-1. Non-DoD Personnel Who Support the USFK Mission



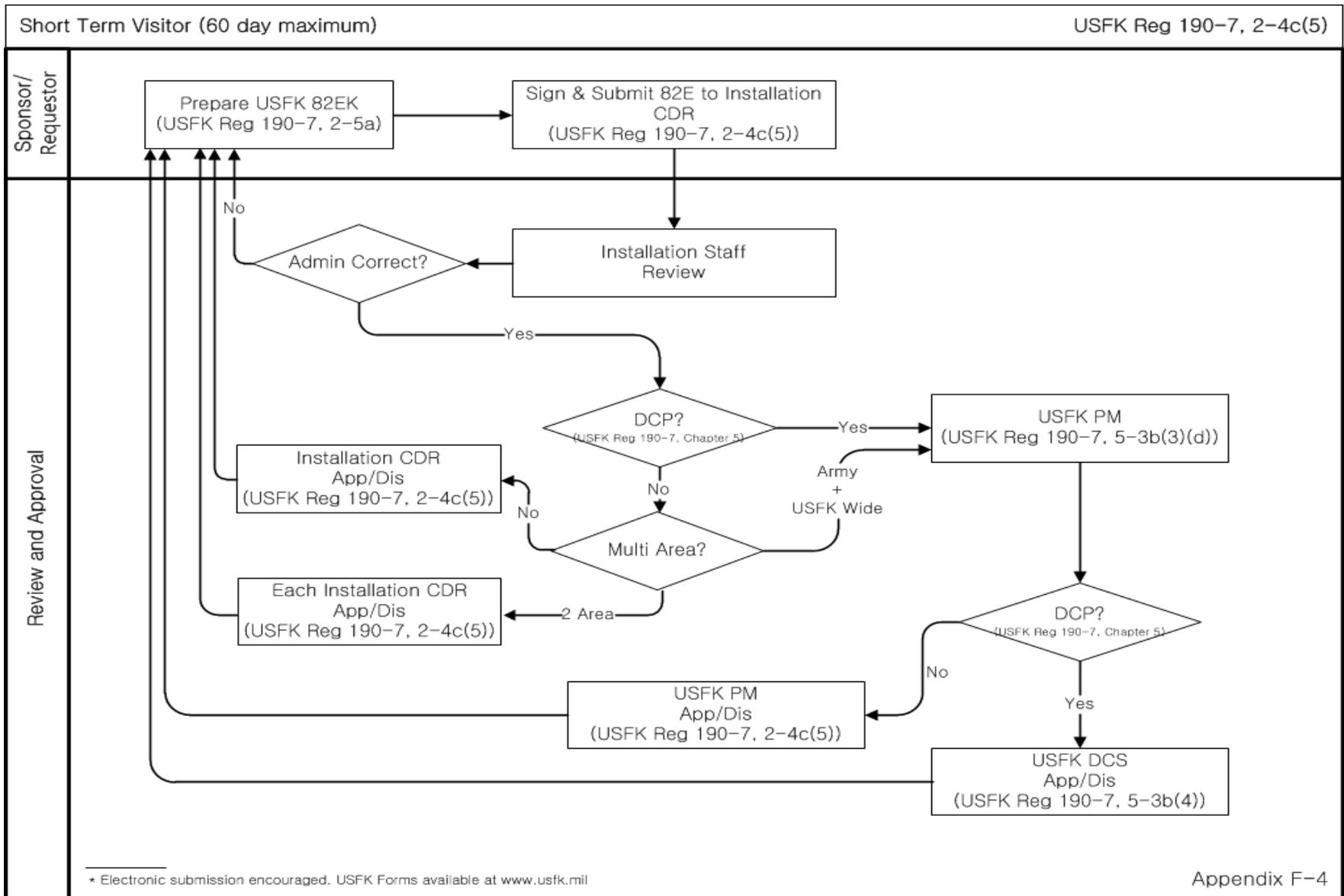
F-2. Sponsored Guest



F-3. Personal Service Employee



F-4. Short-Term Visitor (60 day Maximum)



Glossary

Section I. Abbreviations

ACS	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
DCP	Designated Country Personnel
CoS	Chief of Staff
DeCA	Defense Commissary Agency
DCS	Deputy Chief of Staff
DFMD	Digitized Fingerprint Minutia Data
DoD	Department of Defense
DOS	Department of State
DV	Distinguished Visitor
FPCON	Force Protection Condition
GS	General Schedule
GSA	General Services Administration
GSO	Government Services Office
HQ	Headquarters
IAW	In accordance with
IC	Invited Contractor
ID	Identification

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)
NPA	Korean National Police Agency
KSC	Korean Service Corps
KWB	Korean Wage Board
MND	Ministry of National Defense
MOFA	Ministry of Foreign Affairs
MP	Military Police
NAF(s)	Non-appropriated Fund(s)
NAVFORK	Naval Forces Korea
NCIC	National Crime Information Center
OPD	Officer Professional Development
PAO	Public Affairs Office
PM	Provost Marshal
PMO	Provost Marshal Office
POV(s)	Privately Owned Vehicle(s)
ROK	Republic of Korea
RSO	Regional Security Office
SF	Security Forces
SJA	Staff Judge Advocate
SOCKOR	Special Operations Command Korea
SOFA	Status of Forces Agreement
TAD	Temporary Additional Duty

TDY	Temporary Duty
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 Force
USEMB	U.S. Embassy
USFK	United States Forces, Korea
VRO	Vehicle Registration Office

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, Eighth Army and/or USFK pass requests. See applicable paragraph for specific guidance.

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

Defense Biometric Identification System. An electronic physical security system used to regulate physical access to U.S. military installations. 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).

Designated Country List (DCL). Consolidated list of countries that may be of counterintelligence (CI) or counterterrorism (CT) concern to USFK.

Designated Country Personnel (DCP). Citizens of countries on the DCL.

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

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 (A-ALPHA, B-BRAVO, C-CHARLIE, D-DELTA) used for establishing highest level of access authorized based upon threat conditions and the necessity for an individual to be on a USFK installation during any given FPCON.

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 Service Employee. 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 individuals be granted unescorted installation, Area, Eighth Army and/or USFK-wide installation access.

Sponsor. Designated U.S. military personnel, DoD civilians and USEMB personnel who are authorized to sponsor individuals for the issuance of USFK Forms 37EK within the command.

Sponsored Guest. Previously referred to as “Good Neighbors” Non-DoD personnel granted unescorted access to USFK installations in support of Command Programs, to include the Good Neighbor Program.

Note: USFK Reg 1-23, “Distinguished Visitors” governs administrative requirements for categories of “distinguished visitors.” However, “distinguished visitors” are **not** necessarily entitled to unescorted installation access under the USFK Reg 190-7 category of “**Sponsored Guest.**” Individuals defined as “distinguished visitors” who require unescorted recurring access may qualify for a DoD ID card or may receive a USFK Form 37EK (AUTO) under other established categories of persons in USFK Reg 190-7.

The Exchange. The Army and Air Force Exchange Service (formerly AAFES).

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

Visitor. Immediate family members and friends of the family who are visiting personnel assigned to a USFK installations.

Visitor Pass. A USFK Form 37EK that has been over stamped with a large, easily identified “V” to serve as an exchange pass for controlling escorted persons to USFK installations and facilities.

Volunteer. A person who provides, without compensation, a regularly scheduled and recurring personal service to the military community.