



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON-DAEGU  
UNIT #15746  
APO AP 96218-5746

AMIM-DAG-ZA (190-7)

22 SEP 2021

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO UNITED STATES ARMY  
GARRISON (USAG) DAEGU AND AREA IV

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-42, Escorted  
Visitor Policy

1. Reference USFK Regulation 190-7 Installation Access Control, 27 September 2017
2. Purpose: To stress the importance of complying with established escort policy and procedures and to outline the repercussions involved with escort violations.
3. Applicability: This policy applies to all personnel who are registered in DBIDS and authorized escort privileges.
4. General: Visitors must be processed/registered onto an installation at an authorized Access Control Point (Visitor's Center or Pedestrian Walk-Thru Gate) and be escorted at all times while on the installation. In accordance with USFK Regulation 190- 7, the area/installation commander will take action in cases where visitors are left unescorted by their Sponsor.
5. The following policy and guidelines are established IAW USFK Regulation 190-7 to ensure compliance with the escorted visitor policy:
  - a. Escort privileges are granted to SOFA and non-SOFA personnel who are properly registered in DBIDS under their specific (individual) approved/authorized status. Escorted visitors may only be signed onto the installation by someone who is properly registered in DBIDS. Escort privileges cannot be sold, bartered, traded, or otherwise utilized for personal or monetary gain.
  - b. Visitors found on an installation without their sponsor are considered to be trespassing and will be detained by law enforcement personnel. The unescorted visitors are then subject to BARMENT from the installation.
  - c. Sponsors who fail to properly escort their visitors while on the installation (first time offenders) will be processed accordingly by law enforcement personnel and will lose their escort privileges for not less than ninety (90) days. Second time offenders are subject to losing their escort privileges indefinitely, or for a period of time determined by the Garrison Commander.

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d. Violations of this escort policy will be referred to the appropriate commander, director, sponsoring agency and Provost Marshal Office for appropriate action.

e. Visitors must be processed onto the installation at an authorized Access Control Point (Visitors Center Pedestrian Walk-Thru Gate) and be escorted at all times while on the installation. Extended visitors passes (72 or 96 hours) are processed only at Camp George Gate 3 or Camp Walker Gate 4 Visitor's Center. For those guests registering for overnight stay in government quarters, the MP Desk Sergeant will verify through a check of the on-post housing roster that the sponsor resides in government quarters. Authorized guest may reside in government quarters up to 4 days, without command approval, however, anything more than 4 days, written approval must be submitted by the sponsor and approved by the Garrison Commander. Under no circumstances will a guest be allowed to reside overnight in barracks rooms.

f. For those personnel that wish to sponsor a guest who will reside at a USAG Daegu Lodge, a copy of the confirmation must also be submitted when registering their guest for overnight stay. Those personnel that sponsor a guest that will be residing in the lodge, once their guest is properly in lodging, the sponsor does not have to stay with them the whole time, but are responsible for all actions of their guest.

g. For those personnel that wish to sponsor a guest who will reside in BOQ/BEQ, that guest must be an immediate family member, and the sponsor must have written authorization from the first O-5 in their chain of command. Additionally, the BOQ/BEQ must not have a shared latrine, shower or other common area with other residents.

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

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

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

(2) Non-Korean Nationals: Includes US Personnel; must present a valid passport for the purpose of verifying the visitor's nationality and ROK Immigration (Visa) status (e.g., visa

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showing date of entry into the ROK and expiration date, other valid immigration visa or ROK alien registration Card). After security personnel record passport information, the passport is returned to the visitor who must then surrender another (different) valid form of photo ID in exchange for the visitor's pass. If the visitor possesses no other form of valid photo ID, the Sponsor may surrender his/her valid photo ID in exchange for the visitor's pass. However the sponsor may not surrender their personal DOD Military/US Government issued ID card for this purpose.

j. Persons violating this policy will have their escort privileges removed from DBIDS for the specified duration. Following the ninety (90) day suspension period, the individual must request in writing, through the Provost Marshal Office, to the Garrison Commander to have their escort privileges reinstated.

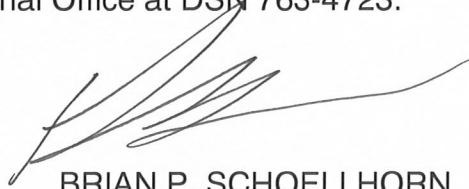
k. 37-EK Installation Base Pass holders (non-SOFA personnel) identified to be in violation of this policy are required to return their 37-EK Pass to the Pass & ID office within three (3) duty days of receiving their escort violation notification. A temporary Installation pass (with limitations) may be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

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

m. Although suspension of escort privileges is an administrative action (i.e. no regulatory or statutory right for an appeal), individuals found in violation of stated policy may submit matters of reconsideration to the Garrison Commander for reconsideration.

6. Submit matters of reconsideration for reinstatement of escort privileges in writing THRU Director of Emergency Services, FOR Commander, USAG Daegu, Unit #15746, APO AP 96218-5746.

7. The proponent for this policy letter is USAG Daegu Directorate of Emergency Services. The point of contact is the Provost Marshal Office at DSN 763-4723.



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Commanding