

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96271-5237

United States Forces Korea  
Regulation 190-7

13 July 2020

**Military Police**

**INSTALLATION ACCESS CONTROL**

---

**\*This regulation supersedes USFK Regulation 190-7, dated 27 September 2017.**

---

FOR THE COMMANDER:

STEPHEN C. WILLIAMS  
Major General, USAF  
Chief of Staff

OFFICIAL:



ROCKSON M. ROSARIO  
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:

- Deletes all references to Sunnam Golf Course access.
- Changes paragraphs 1-4b and 2-8a to delegate Eighth Army-wide and Seventh Air Force-wide installation access requests to the Eighth Army and Seventh Air Force Commanders, with further delegation authority.
- Updates the information on where to obtain the sponsored guest sponsor training packet in paragraph 1-4d(3) and paragraph 2-6h.

- Deletes the responsibility for Area Commanders in paragraph 1-4e to ensure personnel seeking employment initiate requests for USFK criminal records and background checks prior to granting temporary employment as this topic is unrelated to access control.
- Deletes exercise pass related statements as it is no longer used.
- Deletes statements in paragraph 1-4m related to US Embassy name checks to support USFK access control vetting process as it is not used.
- Adds to paragraph 1-4n(1)(c) and paragraph 2-2a(4)(a) a reference to Appendix E, List of Countries with Visa Waiver Agreement with ROK Government.
- Deletes the portion related to security personnel action in paragraph 1-5b(4)(b) and moved it to the DBIDS SOP.
- Deletes requirement to report DBIDS system problems in paragraph 1-5b and moved it to the DBIDS SOP.
- Adds paragraph 1-5b(8), procedures for expedited access during peak traffic times.
- Adds requirement to submit a copy of the installation AT plan to justify FPCON D access request to paragraph 1-5d and granted automatic FPCON D for the following groups of applicants: KSC personnel; inter-installation bus drivers (inter-installation shuttle, school bus, Incheon shuttle); and, ambulance drivers.
- Adds paragraph 1-5e to address HPCON access level for all personnel.
- Adds subparagraph 1-5f to address Mission Essential Civilian (MEC) to grant MEC access authorization during transition to contingency operations.
- Adds paragraph 1-5g prohibiting the use of two forms of identification check at access control points.
- Deletes subparagraphs in paragraph 2-3a(1) related to the use of non-U.S. citizen DoD CAC (blue-stripe CAC) as installation access document. Made changes to other parts of the regulation that deals with the registration and use of blue-stripe CAC for installation access.
- Deletes all subparagraphs within paragraphs 2-3a(6) related to DBIDS ID card color schemes and moved them to the DBIDS SOP.
- Changes paragraph 2-3a(7) to allow DBIDS ID card holders the ability to enter installation using manual look-up method when arriving at an installation access control point without the DBIDS ID card.
- Adds paragraph 2-3a(8) to authorize Veterans Health Identification Card as an acceptable form of installation access pass.
- Moved the personnel category of Chauffeurs to paragraph 2-4b and changes to clarify that chauffeurs are those personnel who are employed by all non-DoD personnel.
- Makes the following changes to paragraph 2-4c(5) Short Term Visitors:

- Changes Short Term Visitor Passes valid period from 60 to 90 days to reflect the ROK-US intergovernmental agreement to waive visitor Visa requirement for 90 days.

- Adds a statement to discourage the use of short term visitor pass request to circumvent the requirement to request permanent pass request.

- Separates short term pass request approval authority for Eighth Army, 7AF and USFK-wide pass requests to Eighth Army/7AF Commander (with authority for further delegation) and USFK Provost Marshal, respectively.

- Adds to paragraph 2-5a prescribing installation pass application timeline.
- Adds to paragraph 2-5b(1) the authority for ROKAF personnel assigned to Kunsan AB and Osan AB, ROKAF to be sponsored by their squadron level and above units.
- Deletes Area specific and Area wide DBIDS ID cards in paragraph 2-5b(4) as the newly fielded DBIDS version 5 does not allow generation of Area specific ID cards.
- Clarified sponsor/requestor status for Personal Service Employees, Short Term Visitors, and non-SOFA family members residing with SOFA Personnel in paragraph 2-7c(4).
- Adds to paragraph 2-7c(5) short-term visitor and personal service employee sponsoring and requesting authority for UNC Members who reside on US military installations.
- Removes all references to the use of renewal memorandum for DBIDS ID card renewal in paragraph 2-10.
- Adds DBIDS expiration date for non-DoD employees approaching mandatory retirement age to paragraph 2-10 to match the DBIDS ID card expiration date to the mandatory retirement date.
- Changes DBIDS ID card renewal request submission from 30 days prior to the expiration date to 60 days in paragraph 2-10c.
- Changes paragraph 2-12 Pre-Positioned Memoranda, subparagraph a(1) to allow the use of pre-positioned memoranda for events occurring over a period of multiple days not to exceed 14 days.
- Adds subparagraph (d) to paragraph 2-12a(1) to specify escort ratio and requirement for escorting short term contract workers using pre-positioned memoranda.
- Adds paragraph 2-13 to authorize Area Commanders the authority to host open house events.
- Adds to paragraph 2-14a, b and c the authority for visitor escort to transfer escort responsibility to a designated DOD ID card holder.
- Adds a statement to paragraph 2-14c(5)(c) clarifying that escorted children under the age of 12 do count towards the sponsor's escort limit.
- Deletes Vehicle Installation Access Procedures, Chapter 3 in previous version of this regulation, in its entirety, as well as any other references to DBIDS vehicle registrations and

vehicle decals. Vehicle registration policy will be reflected in USFK Regulation 190-1, Motor Vehicle Traffic Supervision.

- Changes Appendix D-1, page 45, last row titled “Family Members of DoD Retired Military...” to include retired civilian to read “Family Members of DoD Retired Military / DoD Civilians...”
- Changes all references to USFK Form 37-EK to DBIDS ID card to reflect the change to the USFK installation access pass document resulting from the fielding of DBIDS version 5.
- Authorizes the COS 2ID to delegate in writing the requesting authority for 2ID/RUCD pass requests to the 2ID Provost Marshal in Appendix D-2.
- Authorizes the Eighth Army Commander the authority to sponsor for Eighth Army assigned ROK military personnel pass requests in Appendix D-2.

### **Applicability**

a. This regulation applies to all personnel who are authorized access to any USFK military installation at any time, to include stand-alone military Family Morale, Welfare and Recreation (FMWR) facilities. 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 for training or contingency operations; Republic of Korea military installation with a DoD population that is less than 25 percent of the total installation 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), 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 1-4n(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 (ACoS) for Acquisition Management (FKAQ), USFK, when contractors are involved.

c. This regulation supersedes all supplements and command policies established under USFK Regulation 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 Chief of Staff, USFK, Unit #15237, APO AP 96271-5237.

**Forms.** USFK Forms are available at <https://8tharmy.korea.army.mil/g1/usfk-archives.asp>.

**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 96271-5237.

**Distribution.** Electronic Media Only (EMO).

## **CONTENTS**

### **Chapter 1**

#### **Introduction, page 1**

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations and Terms
- 1-4. Responsibilities
- 1-5. Policy Guidance
- 1-6. Exceptions to Policy

### **Chapter 2**

#### **Personnel Installation Access Procedures, page 10**

- 2-1. General
- 2-2. Methods of Access
- 2-3. Types/Forms of Authorized Identification
- 2-4. Categories of Personnel
- 2-5. Pass Application Procedures
- 2-6. Special Rules Pertaining to Sponsored Guest Access
- 2-7. Sponsoring Official and Requesting Authority Requirements
- 2-8. Approval Authorities
- 2-9. Derogatory Information
- 2-10. Renewal Procedures
- 2-11. Reporting and Processing Lost, Stolen, or Damaged Installation Access Documents
- 2-12. Pre-Positioned Memoranda
- 2-13. Installation Open House Events
- 2-14. Visitor Control Program

### **Chapter 3**

#### **USFK Installation Debarment Procedures, page 31**

- 3-1. Debarment Authority
- 3-2. Delegation of Authority
- 3-3. Procedures
- 3-4. Disposition
- 3-5. Legal Entitlements to Installation Access
- 3-6. Debarment Rosters
- 3-7. Reinstatement
- 3-8. Appeal Process

### **Chapter 4**

#### **Access for Designated Country Personnel (DCP) to USFK Installations, page 35**

- 4-1. Purpose
- 4-2. Responsibilities
- 4-3. Procedures

## **CONTENTS (Continued)**

### **Appendices, *page 40***

- A. References
- B. Debarment Letter Format
- C. Notice to Personnel Liable to Search
- D. Personnel Category Table for Installation Access
- E. List of Countries with Visa Waiver Agreement with ROK Government

### **Figure List**

Figure 4-1. Format for DCP Access Request, *page 38*

### **Glossary, *page 50***

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation establishes policies and prescribes procedures for access to United States Forces Korea (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. For the purpose of simplicity and brevity, the term installation is used throughout the regulation to denote camp, garrison and base. The term Area Commander denotes the Commander who has the command and control responsibility of an area as defined in the USFK Regulation 10-2 (Installation Management and Base Operations), appendix A (Area Designations).

#### **1-4. Responsibilities**

a. The Chief of Staff (CoS), United States Forces Korea has all authority to grant or deny access to all USFK installations, facilities, organizations, units, activities, and agencies. The USFK CoS is also the authority to grant waivers or exceptions to this regulation. Additionally, the USFK CoS has imposing and appellate authority for USFK-wide installation debarment, and is the approval authority for Designated Country Personnel (DCP) installation access requests, as outlined in chapter 4 of this regulation.

b. The CoS, USFK, delegates to the USFK Provost Marshal (PM) the approval authority for multi-area USFK-wide installation access requests for short-term visitors and non-Department of Defense (DoD) personnel supporting the USFK mission. Approval authority for multi-area Eighth Army-wide installation access requests for short-term visitors and non-Department of Defense (DoD) personnel supporting the Eighth Army mission is the Eighth Army Commander, who may further delegate approval authority. Approval authority for multi-area Seventh Air Force (7AF)-wide installation access requests for short-term visitors and non-Department of Defense personnel supporting the 7AF mission is the 7AF Commander, who may further delegate approval authority.

c. The CoS, 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://pacom.deps.mil/cmds/usfk/fkpm/SEC/SitePages/Home.aspx>, or available from the USFK Provost Marshal Office (PMO), DSN (315) 755-8069 or 755-8070 and service component Provost Marshal or Security Forces Office.

(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 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 Area-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 DBIDS ID cards from separating or retiring local national employees prior to granting final clearance to the employee.

(5) Ensure units/agencies seeking installation access for new employees initiate a request for a local PMO criminal records and a Korean National Police (KNP) criminal history check with the local installation pass and ID office. The local pass and ID sections will ensure the local check is completed and the KNP check request is initiated prior to issuing USFK access media.

(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 U.S. Embassy on local access issues.

(9) Establish procedures to ensure all imposed or removed USFK/Installation/Area debarment actions are updated in the USFK DBIDS installation access control system, IAW chapter 3 of this regulation.

(10) Coordinate with the USFK PMO to ensure all 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 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. ACoS, 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. ACoS, J2 will identify countries of counterintelligence concern and provide copies to the components, which will ensure dissemination to all USFK installations. ACoS, J2 will also review all access requests for DCP.

i. The USFK/CFC/UNC 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 checks with the Korean National Police Agency (KNPA).
- (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 installation access control programs, to include mission and Sponsored Guest pass requesting, processing and approval procedures, Pass and ID Office operations, 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 USFK-wide access passes. The USFK PM, or Deputy PM in the PM's absence, is authorized to approve USFK-wide, mission support passes and short term visitor passes.
- (8) Issues, as approved by the USFK CoS, short-term, generic, Distinguished Visitor (DV), DBIDS ID card escort passes to ease access requirements for those non-DoD "Distinguished Visitors" (as defined in USFK Regulation 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.

(9) 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.

(10) Procures all personnel access documents for use with USFK DBIDS.

(11) 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).

(12) 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.

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

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

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

j. 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.

k. 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.

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

(1) Maintain and operate a pass and ID registration office for registering Korean National Employees and U.S. Embassy authorized U.S. citizen employees and their command-sponsored family members into DBIDS and issuing DBIDS ID card.

(2) Report to the USFK PM, Law Enforcement Division, all lost USFK DBIDS ID cards and U.S. diplomatic status license plates.

m. 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 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.

(6) Provide a signature card (DD Form 577) to the local Pass and ID Office for personnel authorized to request the DBIDS ID card. Additionally, provide a signature card to the Eighth Army, 7AF and USFK Pass and ID office if requesting Eighth Army, 7AF or USFK-Wide access documents, respectively.

n. 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 with valid ROK Visa, unless Visa requirement is waived for short-term stay based on inter-government agreement, and will not be registered or granted unescorted access until their pass application has been approved.

**Note:** The ROK has entered into a Visa Waiver Agreement with the U.S. whereby U.S. citizens may enter the ROK without a Visa. Therefore, U.S. citizens as well as citizens from those countries listed in Appendix E are not required to produce a Visa. Visitor registration personnel at installation visitor centers, when examining the passport of a U.S. citizen, will not request to see a Visa nor any other Korean Immigration Service documentation issued at the individuals port of entry into the ROK. For a complete list of countries with Visa waiver agreement with ROK Government, see appendix E.

(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 Area Commander. SOFA status DoD personnel from designated countries (chapter 4) 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 4-3h.

**Note 1:** Non-U.S. citizen personnel shall not be permitted unescorted access prior to DBIDS registration.

**Note 2:** 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, except DoD CAC holders, 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 DBIDS ID card 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 installation other than the access control point. Refusal to provide DFMD is basis for immediate surrender of the individual's DBIDS ID card 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 DBIDS ID card to law enforcement or security personnel or to their sponsor. Refusal to present the DBIDS ID card to a proper authority is basis for immediate surrender of the DBIDS ID card, 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 Installation 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 three 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 ensure positive identification and preclude the possible use of counterfeit, fraudulent, or lost/stolen identification to gain entry onto a USFK installation. All persons gaining access to the installation will be scanned in through DBIDS, or processed through an installation visitor center.

(2) Registration and control of all visitors.

(3) Special procedures to ensure that access to USFK installations cannot be bought nor gained solely by membership in a private organization.

b. Area 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 Commanders will ensure the USFK DBIDS is used to enhance force protection at all installation access control points. DBIDS usage is required as follows:

(1) Area 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 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, or whenever assuming the access control point duty, using their individually assigned logon information.

(4) Access control point security personnel will use DBIDS to verify the authenticity of all DoD ID cards and DBIDS ID card 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 accessing their installation. 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. In accordance with the USFK DBIDS SOP, installation Site Security Managers must take immediate action to remedy any DBIDS system errors/failures.

(a) Access to USFK installations using alternate non-DBIDS compensatory measures as identified in paragraph 1-4n above, and approved by the Area 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

(5) Access control point security personnel will use the DBIDS fingerprint biometric verification function to verify the authenticity of all suspicious or questionable ID cards and passes 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) DoD law enforcement personnel are authorized to use DBIDS in support of their installation or activity law enforcement and security missions.

(8) An exception to the requirement to conduct 100 percent DBIDS scan is authorized during high traffic periods to expedite access. The following conditions (sub-paragraph a-c) must be met, and procedures (sub-paragraph d-g) enforced:

(a) Authorized in FPCON Alpha (A) and Bravo (B) and HPCON Zero (0), Alpha (A) and Bravo (B) only.

(b) The purpose of the expedited access is to reduce congestion at the gates during high traffic periods to reduce the security threat that backed up traffic possess to the force and patrons. This exception is not authorized for convenience and the authority for employing expedited access is the Area Commander, which may further be delegated down to Installation Security Forces/Director of Emergency Services. Gate Guards should monitor traffic flow at the gates continuously and notify the leadership if/when traffic becomes congested.

(c) Each Area commander must publish a policy letter determining the times and dates to implement this exception.

(d) The access control personnel will only scan the driver with a USFK DBIDS handheld scanner to verify the drivers' registration in USFK DBIDS and authorized access to the installation.

(e) All other DoD IDs or DBIDS ID cards from personnel in the vehicle will be presented to access control personnel for a visual confirmation and will not be scanned by a USFK DBIDS handheld scanner.

(f) Passengers gaining expedited access under this exception must be in possession of their DoD ID / DBIDS ID card authorizing access to the installation. Passports will not be used as the sole form of identity for access during this exception period.

(g) This exception also includes all passengers on buses travelling to/from USFK controlled installations. The access control personnel will only scan the bus driver with a valid DOD ID or DBIDS ID card to verify the drivers' registration in USFK DBIDS and authorized access to the installation. The access controllers will then visually check the ID Cards of all the passengers on the bus.

c. Persons reviewing installation access applications and forms who suspect documents may be counterfeit or contain fraudulent information shall notify the local installation 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. These personnel must submit a copy of the installation AT plan that requires their presence during FPCON D AT operations. DBIDS registration will reflect the FPCON determination of the installation access approval authority. The following group of personnel are automatically granted FPCON D access:

- (1) Korean Service Corps employees
- (2) Ambulance drivers
- (3) Inter-installation bus drivers: inter-installation shuttle, school bus, and Incheon Airport shuttle.

e. All personnel, to include DoD personnel, will be assessed for the appropriate Health Protection Condition (HPCON) (D, C, B, A and 0) access level. This is used to establish the highest level of access based upon health conditions and the necessity for an individual to be on a USFK installation during any given HPCON. As an example, sponsored guests and like non-essential personnel should be designated as HPCON A (Alpha). For personnel with DBIDS passes the HPCON level will be indicated in the remarks block on the back of the pass. For additional details regarding HPCON, see DoDI 6200.03 (Public Health Emergency Management (PHEM) Within the DoD).

f. Personnel who are designated Mission Essential Civilian (MEC) based on their armistice and contingency responsibilities are not necessarily required, nor authorized, FPCON D or HPCON D access. Personnel with FPCON D are personnel required to immediately respond and assist in mitigating a terrorist event. Similarly, personnel with HPCON D access are those required to immediately respond and assist with an emergency health crisis (for example, a pandemic). However, all MECs are granted access to installations during transition to contingency operations. Thus, MECs must be designated in DBIDS as a MEC to be granted access during transition to contingency operations. MEC installation pass applicant must annotate the MEC status on USFK Form 82E, Application for Organization-Sponsored Installation/Base Access, and submit a copy of USFK Form 200EK-E, Korean Employee Mission-Essential Position Agreement.

g. IAW paragraph 3.2 of DoD Manual 5200.08 Volume 3, January 2, 2019, DoD Component heads and Area Commanders shall not require more than one acceptable credential to establish identity as a standard access control process. Intermittent requirements to present additional credentials as a random antiterrorism measure are considered part of an installation’s antiterrorism program, not access control. “Two ID” checks are not authorized as an alternative to DBIDS scanning.



## **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 memorandum through appropriate command channels and the USFK Provost Marshal, (FKPM-S), Unit #15237, APO AP 96271-5237, to the COS, 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. Area 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 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 C 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.

(2) Present TDY orders and a valid installation access card. Within USFK, individuals traveling on official business outside of their normal authorized access area who possess a valid DBIDS ID card installation pass may access TDY destination installation. Personnel arriving from Continental United States (CONUS) for TDY within USFK with CONUS-issued non-privilege DoD CAC and TDY orders to Korea may be authorized access to the TDY destination installation. In either case, the DBIDS ID card or CAC must be scanned and verified in DBIDS (see para 1-5b(4)) 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 DBIDS ID card 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 DBIDS ID card 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).

(3) 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.

(4) 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. Area 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 with a valid ROK Visa unless Visa requirement is waived for short-term stay based on inter-government agreement.

**Note 1:** The ROK has entered into a Visa Waiver Agreement with the U.S. whereby U.S. citizens may enter the ROK without a Visa. Therefore, U.S. citizens as well as citizens from those countries listed in Appendix E are not required to produce a Visa. Visitor registration personnel at installation visitor centers, when examining the passport of a U.S. citizen, will not request to see a Visa nor any other Korean Immigration Service documentation issued at the individual's port of entry into the ROK. For a complete list of countries with Visa waiver agreement with ROK Government, see Appendix E.

**Note 2:** 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 or Lost KID Memo, 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.

(5) Be authorized by a pre-positioned memorandum for a one-time event sponsored and supervised by DoD USFK SOFA status personnel for private events, or for multi-day requirements, not to exceed 14-days, to support organization/unit mission (see paragraph 2-12).

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

(7) 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. However, these personnel must be escorted into the installation by an authorized DoD/DBIDS ID card holder with escort privileges.

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. However, these personnel must be escorted into the installation by an authorized DoD/DBIDS ID card holder with escort privileges.

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).

(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) DBIDS ID card. A DBIDS-produced Installation Access Pass that is issued to individuals who are authorized access to specific USFK installations.

**Note:** The DBIDS ID card shall not be modified or altered in any way for purposes other than installation access control.

(7) USFK Defense Biometric Identification System (DBIDS) Manual Look-up. Installation access may be granted to authorized ID card holder who arrive at an installation access control point without the appropriate DoD or DBIDS 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 at an installation access control point with DBIDS Access Control Workstation (ACW). Not all access control points are equipped with an ACW system.

(8) Veterans Health Identification Card. A plastic ID card that is issued to U.S. military veterans by the U.S. Department of Veterans Affairs for use of installation facilities.

(9) Dependent children under the age of 12 do not require an ID or temporary pass when accompanied 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 D-1 provides guidance for registering DoD personnel in USFK DBIDS and Appendix D-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 D. 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 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., Installation 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 DBIDS ID Card associated with their employment/services provided to USFK. 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 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 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, 7AF and 2ID/RUCD, 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. This includes ROKAF civilians assigned and working on Kunsan AB and Osan AB.

(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 DBIDS ID card 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 Regulation 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 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.

(14) Chauffeurs. Personnel employed as non-DoD drivers may be issued a red background DBIDS ID card to permit escorted access, subject to approval by the Area 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.

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 Regulation 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 Education Activity (DoDEA) non-SOFA, non-DoD, Students and their Adult Emergency Contacts. Requests for installation access by DoDEA 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 DoDEA students to adults who are identified as emergency contact POCs. Unescorted access passes for DoDEA emergency POCs will only be approved for the installation on which the DoDEA school is located.

(e) Former Republic of Korea (ROK) 4-Star General Officer Chairmen of the Joint Chiefs of Staff and Deputy Commanders, Combined Forces Command are authorized USFK-wide

unescorted Sponsored Guest access based on their continuing positive influence on the ROK-U.S. alliance. Their spouses may be granted the same unescorted access privileges as the former/retired ROK 4-Star. The USFK Public Affairs Officer or the U.S. Executive Officer and Special Assistant to the CFC Deputy Commander may be the Sponsor and Requestor for their Sponsored Guest passes. The USFK CoS will serve as Sponsored Guest installation access Approval Authority for the designated former/retired ROK 4-Star Chairmen of the Joint Chiefs of Staff and Deputy Commanders, Combined Forces Command, and their spouses.

(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, 141<sup>st</sup> 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, ROK military general officers assigned to Eighth Army and 2501st Digital Liaison Detachment, or other ROK government officials may be issued a red background DBIDS ID card 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. Access requires approval by the Area Commander.

(5) Short Term Visitors. Personnel visiting assigned USFK military members or USFK DoD civilian employees may receive a pass valid for up to 90 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. To discourage abuse of short term visitor passes in lieu of a permanent pass request, frequent and repeated request of short term visitor pass for same visitor should be closely monitored with no more than one renewal in a 1 year period. Exceptions to this policy should be considered by Area Commanders. Request should be submitted to local servicing Pass and Identification Office no later than 30 days of the visit start date or approval may not be completed in time for the visit. 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 Area 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 Commander or O-5 Sub-Area Commander. Approval authority for an Eighth Army, 7AF or USFK-wide short term visitor pass is the Eighth Army/7AF Commander (with authority for further delegation) and USFK PM, respectively.



(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 card holders, and other DoD personnel who do not have SOFA Status.

(7) TDY local employees. Employees with a valid personal DBIDS ID card 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, parents, and parents-in-laws 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 DBIDS ID card may be sponsored and requested by the SOFA status sponsor. Sponsor must submit relationship verification document such as birth certificate or marriage certificate.

(b) Non-DoD family members of deceased service members who are accessing DoD resources as part of the Survivor Outreach Services (SOS) Program. The DBIDS ID card may be sponsored by the installation SOS program coordinator.

(c) Spouse of a retired DoD civilian employee who resides in Korea. The DBIDS ID card 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 Pass), available electronically at [http://8tharmy.korea.army.mil/g1\\_AG/Programs\\_Policy/Publication\\_Records\\_Forms.htm](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 in order to issue an initial DBIDS ID card (First-time pass), to renew a pass that has expired or is about to expire, or to request changes to approved access authorizations.

Application for installation pass must be submitted as follows:

- (1) For a single installation access request: 30 days prior to the first access date.
- (2) For multiple installation access request: 60 days prior to the first access date.

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 DBIDS ID card 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 ROKAF personnel assigned to Kunsan AB and Osan AB, ROKAF squadron level and above units will serve as the sponsoring and requesting units (ROKAF squadron level and above commanders are authorized to sponsor and request installation access for their personnel). 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 DBIDS ID card installation access document. Personnel entitled to a DoD ID card will not receive a DBIDS ID card.

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

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

(b) Criminal history 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).

- 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 DBIDS ID card Permanent Pass.

- Korean NPA Check (KNPA). Valid up to three years. This check is performed 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. Non-DoD civilians will also receive a NCIC criminal history check, as requested by USFK, or by components through USFK.

- Upon completion of the KNPA criminal history 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 criminal history check requirements for non-DoD Designated Country Personnel (DCP) are specified in chapter 4 of this regulation.

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

(a) SOFA status DoD ID card holders assigned or attached to CFC/USFK/UNC.

(b) Non-SOFA DoD military personnel, military beneficiaries and their authorized family members.

(c) DoD civilian retirees and their authorized family members.

(d) U.S. Embassy U.S. citizen personnel and their assigned family members.

(e) KATUSA personnel.

(f) 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.

(g) Allied and neutral nation military personnel assigned to UNCMAC, NNSC, and USFK.

(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 escort authorizations that may be approved are specified in appendix D. 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 DBIDS ID card. 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 Area 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) Health Protection Condition (HPCON) Restrictions. DoD ID card holders are authorized access during all HPCONs. For non-DoD ID card holders, the highest required HPCON will be requested by the sponsoring organization and, as approved, reflected in the remarks section of DBIDS. DBIDS registration offices will limit HPCON access to BRAVO if not specified by the sponsoring organization. When an Installation, Area, or USFK is at HPCON C or D, only personnel with the corresponding authorized HPCON C or D access may enter an installation.

(9) Mandatory DBIDS Registration. All USFK installation access passes will be processed and recorded using USFK DBIDS, which provides a centralized database to record personnel 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 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 Area Commander has been delegated approval authority, the O-6 Area Commander may delegate the authority to serve as sponsor and requestor for Sponsored Guest passes to their military or civilian Deputy 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); 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 G9, Eighth Army.
- (9) Command Chaplain, USFK and Eighth Army.
- (10) G37 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. Refer to paragraph 2-5.b(6) Escort Privileges.

g. The approving authority for Sponsored Guest passes is Area Commander.

h. All commanders and staff who sponsor, request, or approve Sponsored Guest installation access must complete the theater Sponsored Guest training posted at <https://pacom.deps.mil/cmds/usfk/fkpm/SEC/SitePages/Home.aspx>, or available from the USFK Provost Marshal Office (PMO), DSN (315) 755-8069 or 755-8070 and service component Provost Marshal or Security Forces Office, 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 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 (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 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 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)?

(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?

j. Sponsored Guest applications requested by any member of the USFK Headquarters Staff shall be submitted by the Requestor through the USFK Secretary, Joint Staff (SJS) for tracking, to the appropriate Approval Authority.

## **2-7. Sponsoring Official and Requesting Authority Requirements**

a. Sponsoring Officials. Official sponsors for the USFK Form 82E (Application for Organization-Sponsored Installation Pass) 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. 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, 7AF 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 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-DoD family members residing with SOFA Personnel. May be personally sponsored and requested by U.S. government military or civilian employees. See paragraphs 2-4c(4), 2-4c(5), and 2-4c(9)(a)-(d). Use USFK Form 81E for these types of DBIDS ID card requests. Follow USFK Form 82E processing procedure.

(5) UNC Members who reside on military base housing are authorized to sponsor and request personal service employee and short term visitor passes to his/her on-base housing.

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

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), unless Visa requirement is waived for short-term stay based on inter-government agreement (see Appendix E for a complete list), and a copy of the previous DBIDS ID card, 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/Area DBIDS ID card or DBIDS registration of DoD non-overseas privileges CAC - The installation Approval Authority is the Area Commander. Approval authority for FPCON A and B access may be delegated to the military Deputy Commander (O-5), Sub-Area Commander 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 Area Commander for each Area in which access is requested.

(2) Multi-Area DBIDS ID card or DBIDS registration of DoD non-overseas privileges CAC for up to two areas - FPCON A through D is the Area Commander (O-5 or above) of each area requested. The approval authority for Sponsored Guest passes is the Area Commander for the each area for which access is requested.

(a) Multi-Area requests are first submitted to the Area 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 Commander (O-5 or above) approval authority approves the request, the servicing Pass and ID Office will issue the multi-area DBIDS ID card. A DBIDS ID card will not be issued until both Area Approval Authorities have approved the pass. No individual is authorized to possess more than one DBIDS ID card.

(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.

(3) Eighth Army, 7AF and USFK-wide DBIDS ID card – Sponsored Guest pass.

(a) USFK-wide Sponsored Guest pass approval authority is the USFK CoS, the Eighth Army-wide Sponsored Guest pass approval authority is the Eighth Army Commander (with authority for further delegation) and the 7AF-wide Sponsored Guest Pass approval authority is the 7AF Commander (with authority for further delegation). The local Pass and ID Office will forward the Sponsored Guest pass application through 7AF SF Office or Eighth Army/USFK Provost Marshal Office, to Eighth Army/7AF Commander (with authority for further delegation) or USFK

CoS for approval. Note: Very few individuals will qualify for a USFK, Eighth Army or 7AF-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, 7AF or USFK-wide pass until it receives respective approval.

(4) Eighth Army-wide, 7AF-wide and USFK-wide DBIDS ID card or DBIDS registration.

(a) USFK-wide mission support pass approval authority is delegated to the USFK PM. The Eighth Army Commander is the approval authority for Eighth Army-wide mission support passes which may be further delegated. The 7AF Commander is the approval authority for 7AF-wide mission support passes which may be further delegated. The local Pass and ID Office will forward the USFK pass applications requesting USFK, Eighth Army-wide or 7AF-wide passes to the USFK Provost Marshal Office for processing, ATTN: FKPM-S.

(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, 7AF or USFK-wide pass until it receives approval from the respective approval authority (Eighth Army/7AF Commander or as delegated or USFK Provost Marshal).

(5) Any Installation, Area, Multi-Area, or USFK-wide DBIDS ID card or DBIDS registration of DoD non-overseas privileges CAC. IAW paragraph 1-4a, the USFK CoS has authority to approve installation access requests for any or all U.S. military installations in Korea, including both mission and Sponsored Guest access.

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 criminal history check reveals derogatory information or for individuals who failed to report infractions discovered during the criminal history check process.

## **2-10. Renewal Procedures**

a. All renewals must be submitted using USFK Form 82E. Renewal memorandums will not be accepted.

b. 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 provide full explanation and justification for any changes from previous access authorizations.

c. Submit renewal requests no later than (NLT) 60 days prior to the expiration date of the current pass. Failure to submit 60 days prior may cause a delay in approval and issuance of the pass.



d. Deliberate possession and use of an expired DBIDS ID card may be the basis for adverse administrative action, including debarment from all USFK installations. This is a punitive provision.

e. Non-DoD employees who are reaching the mandatory retirement age will only be renewed until the mandatory retirement date. If the employee's employment is extended beyond the mandatory retirement date, employment extension approval must be submitted for DBIDS ID card renewal.

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

a. Immediately report any lost or stolen DBIDS ID card to law enforcement (LE) personnel. The LE Desk will document this report using Law Enforcement Report 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 DBIDSs issued during a given period. Pass & ID Offices or LE Desks will update DBIDS to identify lost/stolen ID cards and USFK installation passes. Law Enforcement Report 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 Law Enforcement Report verification memorandum, AF Form 1168, 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 DBIDS ID card 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. Upon request to local the installation, increased personnel escort privileges may be authorized for either a single one time event hosted by U.S. DoD SOFA status personnel for private events, or for multi-day requirements, not to exceed 14-days, to support organization/unit mission. A prepositioned memorandum must be submitted in order to exceed the limits established in appendix F. Visitors must be escorted at all times while on USFK installations. Examples of a basis prepositioned memorandum include, but are not limited to:

(a) Large social event, such as an anniversary party or wedding, to allow DoD ID card holders 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 card holders 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.

(d) Short term contract work where submission of permanent installation access pass is not efficient. The maximum length of the work period will not exceed 14 days. Escort to escorted person ratio will not exceed 1:10 and the escort for contract workers must be present during the entire period of work. Escort must be a DoD or DBIDS ID card holder with escort privileges. Visitors' entry and exit must be logged in at the installation visitor center. For all contractors needing/requiring routine access, sponsors should pursue a USFK Form 82E per paragraph 2-4b(7) following procedures outlined in paragraph 2-5.

(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 Commander for approval. If the access memorandum includes DCP individuals, the Area Commander will submit the DCP access request through the USFK Provost Marshal, ATTN: FKPM-S, to the USFK CoS 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 Commander for approval. If the access memorandum includes DCP individuals, the Area Commander will submit the DCP access request through the USFK Provost Marshal, ATTN: FKPM-S, to the USFK CoS 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 Area Commander (O-5 or above). 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 CoS, USFK, IAW the provisions of chapter 5.

g. The prepositioned memorandum should not be used for the same individual more than 2 times in 2 months. For all visitors needing/requiring routine access, sponsors should pursue a USFK Form 82E following procedures outlined in paragraph 2-5.

### **2-13. Installation Open House Events**

a. Area Commanders are authorized to host open house events at their installations provided the following criteria are met:

(1) Complete a current threat and risk assessment of the installation and the event location. Current threat and risk assessment information should be a critical factor in the commander determining to proceed with scheduled activities. Ensure security personnel are cognizant of recent anti-American demonstration activity and remain alert for any indications of anti-American sentiment or suspicious activity.

(2) Conduct aggressive random antiterrorism measures (RAMs) during the approved unescorted access hours in order to deter potential criminal or terrorist activities from occurring during this timeframe. RAMs should include: Inspections and searches of personnel, vehicles and backpacks/packages/bags; DBIDS checks of identification cards presented for access to the installation; Military Working Dog sweeps of areas frequented by large groups of personnel; increased protection of high value mission essential vulnerable area sites; and maximum use of explosive detection dogs and x-ray machines at the installation access control points.

- (3) Identify designated entry and exit access points to the installation and open house site.
- (4) Thoroughly brief all security personnel at the access control points on authorized forms of identification (KID, Driver's License or Passport) for this open house event and procedures for preventing access of DCPs.
- (5) Monitor and control the numbers of arriving and departing personnel to ensure size does not exceed a reasonably manageable level, given the location of the activities and security measures in place.
- (6) Establish an on-call (response force) security element to respond to any threat or security violation within the installation during the encompassing times of the event. Coordinate with local law enforcement to ensure sufficient forces are prepared and standing by in the event of an unscheduled political or other demonstration.
- (7) Provide a temporary marking device (temporary vehicle pass) for vehicles that are allowed to access the installation, so they are easily identified as visitors. Ensure vehicles remain within established boundaries.
- (8) Utilize military working dogs to conduct a security sweep for possible improvised explosive devices (IED) before, randomly during, and after the event.
- (9) Conduct a security sweep of the installation following the expiration of the exception to policy timeline to ensure all guests have departed.
- (10) In the event of an increase in the Force Protection Condition (FPCON) or Health Protection Condition (HPCON) higher than Bravo, the Area Commander will consider rescheduling or canceling this event in the interest of security.

b. Area Commanders are the approval authority for open house events on their installation. In the absence of the Area Commander the Deputy Commander may approve open house events.

c. Area Commanders may approve requests for increased escort authority for DOD personnel, up to 10 authorized persons (non-DCP) to be signed on for a one-time special event.

d. Complete open house event planning packets must kept on file and are subject to inspection during staff assistance visits.

#### **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, or a designated DOD ID card holder and exit the installation. Area 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 Commanders will take action in cases where visitors are left uncontrolled by their sponsor, or a designated DOD ID card holder. 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 Commanders may set a standard of greater than 30 days.

c. The following procedures apply on USFK installations:

(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 D of this regulation.

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

(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, or a designated DOD ID card holder will register/deregister all visitors in DBIDS at designated visitor centers. The same visitor center will be used for both entry registration and final exit deregistration. The sponsor/escort, or a designated DOD ID card holder will maintain positive control of the visitor pass at all times. During the 24-96 hour visitation period, short-term visitors may enter and exit through any gate, however when the registration period has expired, they must deregister their guest at the same visitor registration center where they were first registered.

(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. However, these children are counted as a part of the sponsor's escort limit.

(d) ROK government officials may use a MOFA, MND, Korean National Police Agency (KNPA), 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(4). 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. This procedure is in place to ensure accountability of visitors, and to ensure visitors do not exceed their approved visitation period (24-96 hours).

(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 debarment. 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. 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 Public Affairs Officer. This restriction includes news gathering or reporting, social visit, volunteer work, etc.

## **Chapter 3**

### **USFK Installation Debarment Procedures**

#### **3-1. Debarment Authority**

a. Area Commanders have the inherent authority to deny or limit an individual's access to the installation(s) that the Commander specifically commands.

b. USFK-wide debarment authority.

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

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

#### **3-2. 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.

b. By Area 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 Commander IAW applicable military service regulations.

### **3-3. Procedures**

a. An Area Commander may bar an individual from installation 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 ACoS for Acquisition Management, USFK, and/or Commander, U.S. Army Engineer District, Far East, as appropriate.

c. On rare occasions, Area 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 driving privileges.

### **3-4. Disposition**

a. Bar authorities will designate the period of debarment. The minimum period for debarment is two years. The imposing command will review each debarment 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 3-7 below).

b. Once imposed, Area Commanders will ensure that the debarment 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 debarment period has ended or if the imposing commander decides to remove a bar prior to the end of the original debarment period, the affected person and other agencies

previously informed of the bar action will be provided a copy of the bilingual (English and Hangul) 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 debarment period must be forwarded to the USFK CoS as an exception to policy (see paragraph 1-6a).

### **3-5. 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 3-5a, civilian employees may be completely barred from the installation or facility to which they are assigned or employed if:

(1) The debarment 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 debarment 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 Area Commander may completely bar the individual from the installation or facility.

(2) The debarment 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 debarment authority may take immediate action, which may include a temporary bar to remove the employee from the installation or facility. In such cases, the debarment 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 debarment 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 debarment letter. Some examples of such provisions include a required single entry and exit point at the installation, a requirement of prior notice to the Area Commander, an official escort while on the installation, etc.



### **3-6. Debarment Rosters**

a. The local Pass and ID Offices, law enforcement desks, installation access control points, and visitor centers, LE/Security personnel at their locations will use the DBIDS debarment roster to ensure that unauthorized personnel are not allowed access, and if applicable, charged with trespassing when entry is illegally gained.

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

### **3-7. Reinstatement**

A barred person may request reinstatement of access privileges after the debarment period has ended. The Area 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 Regulation 690-1, the bar against the employee will immediately be lifted to enable the employee to report for duty. Deciding officials are the Commander, 7AF 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 Chief of Staff, USFK, for all other employees.

### **3-8. Appeal Process**

a. Debarment actions are administrative actions and not judicial. Accordingly, they are not subject to regulatory or statutory rights for appeal. The USFK-wide, Installation or Area 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 96271-5237, to the USFK CoS.

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

## **Chapter 4**

### **Access for Designated Country Personnel (DCP) to USFK Installations**

#### **4-1. 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.

#### **4-2. Responsibilities**

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

b. The USFK CoS delegates approval authority for vetted DCP escorted access requests to the USFK PM. The USFK CoS may delegate approval authority to the USFK SJS 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 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 96271-5237.

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.

#### **4-3. 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 45 working days prior to the visit. An example format is provided below (see figure 4-1). 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.

(2) If requesting an installation pass (DBIDS ID card) 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 DBIDS ID card 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 Area Commander/Acting Commander (DCP review authority shall not be delegated lower than the Area Commander/Acting Commander);

(c) The local Pass and ID Office;

(d) The USFK PM, (FKPM-S), Unit #15237, APO AP 96271-5237;

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

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

c. If a DCP pass request is approved, the DCP will be issued a red in color, escort required, DBIDS ID card, unless full justification is provided and the USFK CoS 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 ACoS, J2, by the CoS, USFK.

f. Sponsors will personally escort DCP visitors during the entire period which they have access to USFK installations. Area Commanders reserve the right to designate and/or authorize escort personnel. Escort personnel will be U.S. military members or DoD civilians, or their US citizen adult dependent, or 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 CoS, USFK.

---

**APPROPRIATE LETTERHEAD**

OFFICE SYMBOL

DATE

MEMORANDUM THRU (Appropriate Area Commander)

FOR USFK Provost Marshal, (FKPM-S), Unit #15237, APO AP 96271-5237

SUBJECT: Installation Access for Designated Country Personnel

1. IAW chapter 4, 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 4-1. Format for DCP Access Request**

---

g. 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 4 of this regulation.

h. 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.

i. Exceptions to the above policy must be approved by the CoS, 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

DoD Manual 5200.08 Volume 3, Physical Security Program: Access to 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 690-1, Regulations and Procedures - Korean Nationals

DoD Instruction 6200.03, Public Health Emergency Management (PHEM) Within the DoD

**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

DBIDS ID card, Non-DoD Installation Access Identification Pass

USFK Form 81E, Application for Individual-Sponsored Installation Pass

USFK Form 82E, Application for Organization-Sponsored Installation Pass

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**  
**Debarment Letter Format**

Appropriate Letterhead

Office Symbol

Date

SUBJECT: Debarment 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, (name), 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), 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.”



별지 B  
출입금지 통지서식

적합한 레터헤드

사무실 상징

날짜

제목: 접근 금지서

귀하  
가족/(아들/딸)

귀하에게

1. 당신 및 당신의 아들 (이름)은 (날짜), (시간), (장소)에서 타인의 식량 통제 표찰의 부정확한 소유 및 불법 양도 혹은 교역이나 교환을 통한 소득증여 행위로 인하여 주한미군 규정 60-1 을 위반하였기에 한국경찰 및 미 헌병에게 체포되었다.
2. 본 편지를 수취한 순간부터 당신과 당신의 아들 (이름)은 주한미군 인원으로부터 개인 손님으로 초대 받은 여부에 상관없이 아래에 명시된 군 시설의 출입이 금지된다는 것을 알린다 (시설/설비 기입).
3. 당신이 위에 기입된 군 시설 기지, 부대에 재출입하거나 제한구역 내에서 발견될 경우, 미군에 의한 체포 및 감금 대상이 되며 즉각 적합한 민간기관에 넘겨진다. 본 조항에는 다음과 같은 유일한 예외가 있다: 본인의 의료 혹은 치과 진료를 위한 (시설)의 출입은 허가된다 (인가 받은 경우에 한함). 의료 혹은 치과 진료가 (시설)에 요구될 경우, 당신은 그 시설을 오직 \_\_ 번 출입문으로 출입해야만 한다. 그 곳에서 당신은 의료 혹은 치과 시설로 지시 혹은 호위 될 것 이며 치료를 받은 후에는 동일한 출입문을 통하여 나와야 한다.

4. 본 접근 금지서는 (날짜)까지 유효하며 본 접근 금지서에 대한 모든 위반 행위에 대하여 당신은 적합한 민간 기관에 의하여 기소될 수 있다. 그러나 일정기간 (2년 기타) 후, 본 본부는 당신의 요청으로 당신의 행실을 재검할 것이며 정당할 경우 본 금지를 해제할 것이다.

(사령관)

**Appendix C**  
**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 AREA COMMANDER**

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

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

<b>CATEGORY of US Department of Defense (DoD) Personnel</b>	Type Pass	Expiration Period	Sponsor Requirements	Criminal History Check	Approval Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Escort Privileges	Maximum 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 Yrs	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 Yrs	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 Yrs	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 Yrs	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 and Civilian (Not Dual Status) (Non-SOFA)	DoD ID card	Exp of Visa or Alien Reg Max 3 Yrs	N/A	N/A	N/A	N/A	USFK-Wide	N/A	4	1	D

<b>CATEGORY of U.S. Department of Defense (DoD) Personnel</b>	Type Pass	Expiration Period	Sponsor Requirements	Criminal History Check	Approval Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Escort Privileges	Maximum 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 Days	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 Days	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 3 Yrs	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 Months	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.

\*\* Refer to USFK Regulation 190-1 for visitor vehicle escort requirement.

## D-2. Non DoD Personnel

CATEGORY of Non-DoD Personnel	Type Pass	Expiration Period	Requesting Authority	Criminal History Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Personnel Escort Privilege	Maximum Vehicle Escort Priv**	FPCON Restrictions
Chauffeur/Spouse (Escorted by Local National Passholder)	DBIDS	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	DBIDS	Exp of Visa or 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	DBIDS	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)	DBIDS	DEROS Max 3 Yrs	(Para 1-4i and 2-7)	Y	(Para 1-4i and 2-8)	N/A	USFK-Wide	N/A	4	1	D
Family Member of assigned Allied Nation Military*	DBIDS	DEROS Max 3 Yrs	UNC U1	N	(Para 1-4i and 2-8)	N/A	USFK-Wide	N/A	4	1	D
Family Member of U.S. Embassy	DBIDS	DEROS Max 3 Yrs	RSO or GSO	N	(Para 1-4i)	N/A	USFK-Wide	N/A	4	1	D
Family Member of 2ID/RUCD ROK Military (Command Sponsored)	DBIDS	DEROS Max 3 Yrs	2ID/RUC US Military CoS (May be delegated to the 2ID PM)	Y	(Para 1-4i and 2-8)	N/A	USFK-Wide	N/A	4	1	D
Sponsored Guest	DBIDS	Max 2 Yrs	(Para 2-6)	Y	Area CDR	May Apply	Designated by Sponsor	Designated by Sponsor	3	1	B
Retired ROK CJCS, DCDR CFC & spouses	DBIDS	Max 2 Yrs	Para 2-4(1)(f)	Y	USFK CoS	N/A	USFK-wide	Designated by Sponsor	3	1	B
Honorary Club Members	DBIDS	NTE Club Membership expiration	(Para 2-6; 2-8)	Y	Area CDR	May Apply	Location of Club	Location of Club	3	1	B
KATUSA	DBIDS	ETS date	KTA or Assigned Unit	N	N/A	N/A	USFK-Wide	N/A	4	1	D

<b>CATEGORY Non-DoD Personnel</b>	Type Pass	Expiration Period	Requesting Authority	Criminal History Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Personnel Escort Privileges	Maximum Vehicle Escort Priv**	FPCON Restrictions
Korean GS (KGS) or WB (KWB) USFK Employee	DBIDS	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	DBIDS	3 Yrs; Over 68, 1 Yr	KSC Bn Cdr	Y	(Para 2-8)	N/A	Designated by Sponsor	Designated by Sponsor	3	1	D
Non-DoD family members	DBIDS	3 Yrs	2-4c(8)	Y	(Para 2-8)	May Apply	As approved	As approved	3	1	As approved
ROK Law Enforcement / Government Official	DBIDS	1 Yr	Sponsoring Organization (Para 2-7)	N	(Para 2-8)	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on Official need
ROK Military (CFC and RSG Command Sponsored)	DBIDS	Per Orders Max 3 Yrs	Assigned Unit (Para 2-7)	N	(Para 1-4i and 2-8)	N/A	USFK-Wide	N/A	4	1	D
UNCMAC	DBIDS/CAC	Per Orders Max 3 Yrs	UNCMAC	N	(Para 1-4i and 2-8)	N/A	USFK-Wide	N/A	4	1	D
ROK Military (Non-Command Sponsored)	DBIDS	Max 1 Yr	Unit CDR or USFK PM	N	(Para 2-8)	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on Official need
ROK Military (2ID/RUCD Command Sponsored)	DBIDS	Per Orders Max 3 yrs	2ID/RUC US Military CoS (May be delegated to the 2ID PM)	N	(Para 1-4i and 2-8)	N/A	USFK-Wide	N/A	4	1	D
ROK Military (Eighth Army Command Sponsored)	DBIDS	Per Orders Max 3 yrs	Eighth Army Cdr (May be delegated further)	N	(Para 1-4i and 2-8)	N/A	USFK-Wide	N/A	4	1	D
ROK Military (MND Civilian)	DBIDS	3 Yrs (CFC) 1 Yr (MND)	(Paras 1-4i and 2-7)	Y	(Para 1-4i and 2-8)	N/A	Designated by Sponsor	Designated by Sponsor	3	1	Based on duties/resp.
Short-Term Visitors (STV)	DBIDS	Max 90 days	(Para 2- 4c(4))	Y if DCP, contractor, or exceeds 90 days within year	(Para 2-8)	May Apply	Designated by Sponsor	Designated by Sponsor	0	0	As required & approved
Allied Nation Military*	DBIDS/CAC	DEROS Max 3 Yrs	UNC U1	N	(Para 1-4i and 2-8)	May Apply	USFK-Wide	N/A	4	1	D

<b>CATEGORY Non-DoD Personnel</b>	Type Pass	Expiration Period	Requesting Authority	Criminal History Check	Approving Authority	Resident or Work Permit	# of Installations Authorized	Day & Time Restrictions	Maximum Personnel Escort Privileges	Maximum Vehicle Escort Priv**	FPCON Restrictions
U.S. Embassy	DBIDS	DEROS Max 3 Yrs	RSO or GSO	Y	(Para 1-4I)	N/A	USFK-Wide	N/A	4	1	D
Volunteer	DBIDS	Max 1 Yr	(Para 2-7)	Y	(Para 2-8)	N/A	As approved	As approved	3	1	B
<p>* Allied Nation Military includes 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.</p> <p>** Refer to USFK Regulation 190-1 for visitor vehicle escort requirement.</p>											



## Appendix E

### List of Countries with VISA Waiver Agreement with ROK Government

ALBANIA - 90 DAYS	GUYANA - 30 DAYS	PERU - 90 DAYS
ANDORRA - 30 DAYS	HONDURAS - 30 DAYS	POLAND - 90 DAYS
ANTIGUA & BARBUDA - 90 DAYS	HONGKONG - 90 DAYS	PORTUGAL - 90 DAYS
ARGENTINA - 30 DAYS	HUNGARY - 90 DAYS	QATAR - 30 DAYS
AUSTRALIA - 90 DAYS	ICELAND - 90 DAYS	ROMANIA - 90 DAYS
AUSTRIA - 90 DAYS	IRELAND - 90 DAYS	RUSSIA - 60 DAYS
BAHAMA - 90 DAYS	ISRAEL - 90 DAYS	SAMOA - 30 DAYS
BAHRAIN - 30 DAYS	ITALY - 90 DAYS	SAN MARINO - 30 DAYS
BARBADOS - 90 DAYS	JAMAICA - 90 DAYS	SAUDI ARABIA - 30 DAYS
BELGIUM - 90 DAYS	JAPAN - 90 DAYS	SERBIA - 90 DAYS
BOSNIA-HERZEGOVINA - 30 DAYS	KAZAKHSTAN - 30 DAYS	SEYCHELLES - 30 DAYS
BOTSWANA - 90 DAYS	KIRIBATI - 30 DAYS	SINGAPORE - 90 DAYS
BRAZIL - 90 DAYS	KUWAIT - 90 DAYS	SLOVAKIA - 90 DAYS
BRUNEI - 30 DAYS	LATVIA - 90 DAYS	SLOVENIA - 90 DAYS
BULGARIA - 90 DAYS	LESOTHO - 60 DAYS	SOLOMON ISLANDS - 30 DAYS
CANADA - 6 MONTHS	LIBERIA - 90 DAYS (AGREEMENT TEMPORARILY SUSPENDED ON 18 JULY 2019)	SOUTH AFRICA - 30 DAYS
CHILE - 90 DAYS	LIECHTENSTEIN - 90 DAYS	SPAIN - 90 DAYS
COLUMBIA - 90 DAYS	LITHUANIA - 90 DAYS	ST. KITTS & NEVIS - 90 DAYS
COSTA RICA - 90 DAYS	LUXEMBOURG - 90 DAYS	ST. LUCIA - 90 DAYS
CROATIA - 90 DAYS	MACAO - 90 DAYS	ST. VINCENT & THE GRENADINES - 90 DAYS
CYPRUS - 30 DAYS	MALAYSIA - 90 DAYS	SURINAME - 90 DAYS
CZECH REPUBLIC - 90 DAYS	MALTA - 90 DAYS	SWEDEN - 90 DAYS
DENMARK - 90 DAYS	MARSHALL ISLANDS - 30 DAYS	SWISS - 90 DAYS
DOMINICA - 90 DAYS	MAURITIUS - 30 DAYS	TAIWAN - 90 DAYS
DOMINICAN REPUBLIC - 90 DAYS	MEXICO - 90 DAYS	THAILAND - 90 DAYS
ECUADOR - 90 DAYS	MICRONESIA - 30 DAYS	TONGA - 30 DAYS
EL SALVADOR - 90 DAYS	MONACO - 30 DAYS	TRINIDAD & TOBAGO - 90 DAYS
ESTONIA - 90 DAYS	MONTENEGRO - 30 DAYS	TUNISIA - 30 DAYS
ESWATINI (FORMERLY SWAZILAND) - 30 DAYS	MOROCCO - 90 DAYS	TURKEY - 90 DAYS
FIJI - 30 DAYS	NAURU - 30 DAYS	TUVALU - 30 DAYS
FINLAND - 90 DAYS	NETHERLANDS - 90 DAYS	UNITED ARAB EMIRATES - 90 DAYS
FRANCE - 90 DAYS	NEW ZEALAND - 90 DAYS	UNITED KINGDOM - 90 DAYS
GERMANY - 90 DAYS	NICARAGUA - 90 DAYS	URUGUAY - 90 DAYS
GREECE - 90 DAYS	NORWAY - 90 DAYS	USA - 90 DAYS
GRENADA - 90 DAYS	OMAN - 30 DAYS	VENEZUELA - 90 DAYS
GUAM - 30 DAYS	PALAU - 30 DAYS	VATICAN CITY - 30 DAYS
GUATEMALA - 90 DAYS	PANAMA - 90 DAYS	
HAITI - 90 DAYS	PARAGUAY - 30 DAYS	

## **Glossary**

### **Section I. Abbreviations**

7AF	Seventh Air Force
ACoS	Assistant Chief of Staff
AOR	Area of Responsibility
CAC	Common Access Card
CDR	Commander
CFC	Combined Forces Command
CID	Criminal Investigation Division
CLI	Commercial Life Insurance
CoS	Chief of Staff
DBIDS	Defense Biometrics Identification System
DCP	Designated Country Personnel
DeCA	Defense Commissary Agency
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
HPCON	Health Protection Condition
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)
KNPA	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
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

## 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, 7AF and/or USFK pass requests. See applicable paragraph for specific guidance.

**Area Commander.** This term applies to U.S. Army Garrison Commanders and includes individual base commanders for the U.S. Air Force, Marines and Navy.

**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, DBIDS ID card 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 onto USFK installations. The escorted person 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.

**HPCON.** Stages of alert and readiness in response to actual or perceived health risk against USFK personnel and/or installations.

**HPCON Code.** A set of letter designators (A-ALPHA, B-BRAVO, C-CHARLIE, D-DELTA, 0-Zero) used for establishing highest level of access authorized based upon health conditions and the necessity for an individual to be on a USFK installation during any given HPCON.

**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 an 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, 7AF 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 DBIDS ID card 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 DBIDS ID card 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.

**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 DBIDS printed document that is produced when a visitor is registered to be escorted onto an installation/base. The picture of the visitor is printed on the document along with the issue and expiration date, it also has a bar code that can be scanned for multiple entry during the authorized period. This must be retained by the escorting person at all times.

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