



DEPARTMENT OF THE ARMY
Organizational Letter Head

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

DATE

MEMORANDUM THRU Commander, requestor's unit designation, USAG Humphreys, APO AP 96271

THRU Commander, USAG Humphreys, APO AP 96271

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

FOR USFK Deputy Chief of Staff

SUBJECT: Installation Access for Designated Country Personnel (DCP)

1. IAW Section IV, USFK Regulation 190-7, I am submitting this request to escort a person (DCP) from a country listed on the Deputy Chief of Staff, USFK, Approved List of Designated Countries onto an USFK installation.

2. Justification: Provide a detailed/specific agenda. Include locations/facilities to be visited while on the installation and the purpose associated with each visit site. Include dates and the expected time spent at each location during visit.

3. DCP information:

Name: _____

Country: _____

Passport Number: _____

Visa expiration date: _____

Date of Birth: _____

Place of Birth: _____

Place of Passport Issue: _____

Employment Status: _____

Position: _____

SUBJECT: Installation Access for Designated Country Personnel (DCP)

4. My (sponsor's) information:

Name: _____

Grade: _____

SSN: _____

Employment/Unit: _____

Phone Number: _____

5. Provide the following supporting documents with this request:

- a. DCPs Passport Photo Page (Copy)
- b. DCPs ROK immigration visa (Copy)
- c. If applicable, translated Marriage Certificate (Copy)
- d. If applicable, Approved USFK Form 164 (Report and Certificate of Marriage) Copy

6. I make this request to accomplish the above mentioned business. I understand that I am required to escort the DCP at all times while visiting the installation. I have reported/coordinated this request with my Chain of Command and appropriate unit level security/intelligence staff as required by service regulations.

Encls:
as

Signature Block