



DEPARTMENT OF THE ARMY
ORGANIZATIONAL LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU 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, 1 am submitting this request to escort a person (DCP) from a country listed on the Deputy Chief of Staff's, 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	

4. My (Sponsor) Information

Name	
Grade	
SSN	
Employment / Unit	
Phone Number	

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5. Provide the following supporting documents with this request:

- a. DCP's Passport Photo Page (Copy)
- b. DCP's 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.

Encl.

SIGNATURE BLOCK