

INVITED CONTRACTOR AND TECHNICAL REPRESENTATIVE PERSONNEL DATA REPORT

(USFK REG 700-19)

(SEE INSTRUCTIONS AND PRIVACY ACT STATEMENT ON REVERSE SIDE)

PART I - (TO BE COMPLETED BY THE CONTRACTOR EMPLOYEE)

| | | | |
|-----------------------------------|----------------|------------------------|--------------------------|
| TYPE OF REPORT | | CONTRACT NUMBER | CONTRACT EXPIRATION DATE |
| ARRIVAL | CHANGE IN DATA | | |
| CONTRACTOR COMPANY NAME | | DESCRIPTION OF SERVICE | |
| EMPLOYEE'S NAME (LAST, FIRST, MI) | SSN | CITIZENSHIP | PASSPORT NUMBER |

NOTICE: By signing this form the contractor employee acknowledges and agrees to abide by all applicable regulations and policies issued by USFK.

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|---|---|--|-------------------------------|
| EMPLOYEE'S SIGNATURE | EMERGENCY-ESSENTIAL YES NO | INVITED CONTRACTOR TECHNICAL REPRESENTATIVE | FULL-TIME PART-TIME |
| DATE AND PLACE OF HIRE | LOGISTICS SUPPORT FULL INDIVIDUAL NO SUPPORT | | |
| ORDINARY RESIDENCE (CITY, STATE, COUNTRY) | | | NUMBER OF DEPENDENTS IN KOREA |
| DUTY ADDRESS IN KOREA | | | DUTY PHONE NUMBER |
| HOME ADDRESS IN KOREA | | | HOME PHONE NUMBER |

| | | | | | |
|------------------------------------|------------------------------------|--|--------------|--------------|------------------------|
| DATE OF ENTRY | PORT OF ENTRY | ESTIMATED DATE OF DEPARTURE FROM KOREA | | | |
| DEPENDENT'S NAME (LAST, FIRST, MI) | DOB <small>(Only Children)</small> | CITIZENSHIP | PASSPORT NO. | RELATIONSHIP | PORT AND DATE OF ENTRY |
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PART II - CERTIFICATION (TO BE COMPLETED BY THE RESPONSIBLE OFFICER)

The undersigned hereby certifies that the above information is true and correct to the best of my knowledge and belief.

| | | | | | |
|----------------|-------|-----------|--|------|--|
| NAME AND GRADE | | UNIT | | | |
| PHONE NUMBER | DEROS | SIGNATURE | | DATE | |

PART III - (TO BE COMPLETED BY ACOFS, ACQUISITION MANAGEMENT)

PART IV - REPORT OF DEPARTURE (TO BE COMPLETED BY THE USFK RESPONSIBLE OFFICER)

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|------------------------------------|-------------|---------------------------------------|-----------------------------------|
| DATE OF DEPARTURE | DESTINATION | ID CARD TURNED-IN TO | RATION CONTROL PLATE TURNED-IN TO |
| SIGNATURE OF CONTRACTOR SUPERVISOR | DATE | SIGNATURE OF USFK RESPONSIBLE OFFICER | DATE |

PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 5 United States Code, Section 3012, and US-ROK Status of Forces Agreement (SOFA).
2. **PRINCIPAL PURPOSE:** System of records used to identify USFK invited contractors, technical representatives, and their dependents to notify the Republic of Korea Government of their status.
3. **ROUTINE USES:** This form is used as a source document for identifying USFK invited contractors, technical representatives, and their dependents who are in the Republic of Korea. This form also is used to notify the Republic of Korea Government of the contractor personnel who receive SOFA status under Article XV Invited Contractors, according to the minutes of the official Meetings of the United States – Republic of Korea Joint Committee, 9th Joint Committee Meeting, 5 June 1967, Enclosure 8 Memorandum For: The Joint Committee, dated 31 May 1967.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of information is voluntary; however, failure to provide required data may result in denial of individual SOFA status and logistics support.

INSTRUCTIONS FOR THE USE OF USFK FORM 700-19A-E

1. United States Forces Korea Regulation 700-19 (The Invited Contractor and Technical Representative Program) is the regulation that governs the use of this form.
2. Contractor employee will complete Part I and submit to the Responsible Officer.
3. Responsible Officer will complete Part II and submit this form as duplicate.
 - a. Send original and secondary copy to: **HQ USFK ACofS, Acquisition Management (FKAQ)
UNIT 15237, ATTN: FKAQ
APO AP 96205-5237**
 - b. The ACofS, Acquisition Management will complete Part III of the original and return it to the USFK Responsible Officer.
 - c. The Responsible Officer will provide a copy of the FKAQ endorsed form to the senior contractor representative in the Republic of Korea.
4. A new form will be completed and forwarded to the address in 3a not later than 5 workdays after each arrival and change in status of an invited contractor or technical representative.
5. The Responsible Officer will complete Part IV of the original copy when the employee departs the Republic of Korea or is no longer associated with subject contract. The Responsible Officer will return the completed form to the address listed in 3a.
6. When any data in Part I changes, prepare a new form and process in accordance with paragraphs above.