



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN
UNIT #15333
APO AP 96205-5333

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2 August 2012

US ARMY GARRISON YONGSAN POLICY LETTER 5-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Access Control System

1. **REFERENCES:**

- a. USFK Regulation 190-7, Installation Access Control System, 1 October 2008.
- b. USFK Regulation 190-1, Motor Vehicle Traffic Supervision, 1 March 2010.
- c. USFK Regulation 190-50, Law Enforcement Procedures in Korea, 10 August 2009.
- d. US/ROK Status of Forces Agreement (SOFA), 18 January 2001.

2. **PURPOSE:** To establish policies and procedures for access to US Army Garrison Yongsan (USAG Y) installations.

3. **APPLICABILITY:** This policy applies to all USAG Y installations (including Hannam Village), facilities, organizations, units, activities, and agencies, and also to sponsors, visitors, and guests on USAG Y installations. It does not apply to restricted areas governed by other regulations.

4. **RESPONSIBILITIES:**

a. The USAG Y Commander is responsible for establishing procedures and implementing access control measures for USAG Y installations.

b. The Deputy Garrison Commander:

(1) Is delegated the authority to sign for the USAG Y Commander for actions/publications IAW USFK Regulations 190-7.

(2) Is the designed representative of the USAG Y Commander and acts as the approval authority for requests made to the USAG Y Commander IAW this policy or USFK Regulation 190-7.

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c. The USAG Y Director of Emergency Services:

- (1) Oversees the installation access program in USAG Y.
- (2) Acts as the USAG Y point of contact for installation unique requirements.
- (3) Confiscates access media from individuals who have been barred from USAG Y Installations.
- (4) Is directly responsible for the daily operations of the Camp Kim Pass & ID/Vehicle Registration Office.
- (5) Provides SOP/Guard Instructions to Military Police/Gate Guards to ensure access control personnel regulate installation access through enforcement of the provisions of USAG Y policies and USFK Regulation 190-7.

d. Installation Coordinators:

- (1) Coordinate access requirements for their installation IAW applicable regulations and USAG Y Policies and IAW the Deputy Garrison Commander.
- (2) Submit installation unique access requirements to the Directorate of Emergency ~~of~~ Services for review.

c. CPAC:

- (1) Retrieves access documents from all employees issued access media when employment or actions are suspended or terminated due to misconduct and/or bar action.
- (2) Ensures personnel seeking employment complete requests for a USFK criminal record check and background check before granting employment.

f. USAG Y Support Activity Directorate of Morale, Welfare, and Recreation will retrieve access documents from all honorary club members issued access media when actions are initiated to suspend or terminate privileges due to misconduct and/or bar action.

g. USAG Y Camp Kim Pass & ID Office:

- (1) Issues USFK Safety Sticker, USFK Form 37EK, USFK Form 192EK, SOFA Plates, and appropriate area/installation tab IAW policies established by the USAG Y Commander.

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(2) Maintains the results of background investigations and criminal records checks for all individuals requesting access control media to USAG Y installations.

h. Commanders and staff/activity directors:

(1) Establish restricted area access procedures consistent with service and/or DOD guidance for their units or activities.

(2) Ensure procedures are established to retrieve access documents from all personnel issued access media when employment/services are terminated.

i. All personnel desiring access to USAG Y installations will carry their DOD ID or USFK individual access documents on their person while in a duty status or when on a USAG Y installation or facility. Upon request, they will present the DOD ID card or USFK Form 37EK (auto) to military law enforcement/security guard personnel. Refusal to present the ID is basis for immediate surrender of the USFK Form 37EK (auto) and may be grounds for further administrative or punitive actions.

j. The USAG Y Public Affairs Office (PAO) will, in conjunction with the USFK PAO, ensure all civilian or foreign military press personnel requesting installation access are cleared by PAO. All visiting press personnel on USAG Y installations will remain under constant escort by a PAO representative.

k. Agencies empowered to award contracts:

(1) Ensure contracts contain a provision for the return of all access media issued to contractor before final payment is made.

(2) Ensure contracts specify the type and number of contractor furnished vehicles that are to be issued decals (if not specified in the contract, then no decals will be issued to that contractor). Any additional decals to be issued after the signing of the contract will have to be justified and documented. All justifications will be provided to the servicing Pass & ID office prior to the issuance of the additional decals. These justifications will be maintained on file in the Pass & ID office.

l. Sponsors for USFK Form 37EK (auto) (USFK Identification Pass) will:

(1) Ensure all personnel sponsored have an **official business requirement** to enter the installation. Sponsorship is limited to the sponsor's duty installation and alignment to their functional area of responsibility.

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(2) Retrieve and return any and all issued access media to the Directorate of Emergency Services Office or Camp Kim Pass & ID office upon expiration or termination of sponsorship; failure to do so is grounds for administrative action against the sponsor.

(3) Maintain a record of personnel sponsored. The record will include the pass and serial number, the name of the individual sponsored, and their social security number or Korean ID (KID) number. Passport numbers will be recorded for Third Country Nationals.

(4) Be held accountable for the actions of sponsored individuals any time pass holders are on the installation. Non-compliance with sponsorship responsibilities is grounds for administrative/disciplinary measures to include withdrawal of sponsorship privileges.

(5) Clear the USAG Y Camp Kim Pass & ID Office before permanent change of station (PCS) or end of tour service (ETS) to ensure turn-in of all access media on individuals sponsored.

5. POLICY:

a. The security of USAG Y area installations and facilities is of paramount consideration. Personnel sponsored for access media must have an official business requirement to enter USAG Y installations. Inconvenience does not provide reason to circumvent or modify the procedures established by this command policy.

b. Access media will not be issued to spouses or children (except for the spouse of members of HQ, CFC (SFC and above) who are considered "command sponsored"). Family members are not authorized a USFK Form 37EK unless they are an honorary club member or member of another recognized organization in their own right.

HONORARY CLUB
MEMBER.

c. Inconvenience to individuals seeking access for other than social, volunteer work, education, use of religious facilities, or family will not be used as a reason to circumvent or modify the procedures of this Command Policy.

BIDS - OR DBIDS.

d. Security personnel are required to conduct a 100% ID card check using the Identification System (BIDS) for all personnel entering USAG Y installations even at Force Protection Level Normal. ID Card checks at gates without BIDS will conduct a 100% hands-on two ID card check by physically inspecting the front and back of the access documents; the second form of ID can be a driver's license or credit card matching the name to the DOD/USFK form 37EK post pass.

e. The USAG Y DPW will sponsor Korean National Housing Corporation (KNHC) officials for issuance of USFK Form 37EK for access to Hannam Village. KNHC officials may request

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that Hannam Village Installation Coordinator sponsor KNHC subcontractors onto Hannam Village.

f. DA Form 1602, Department of the Army Civilian Identification Card, will not be used as installation access media.

g. For the purpose of installation access control, Main Post and South Post are one installation.

h. The USAG Y or USFK PAO can only sponsor members of the media for access to USAG Y. The PAO sponsor must always escort media representatives. Whenever members of the media are brought on post, the installation Command Group will be notified. No other individual may escort members of the media. Individuals who fail to comply with this paragraph may be subject to administrative sanctions by the USAG Y Commander.

6. **INSTALLATION ACCESS DOCUMENTS:** All USAG Y installations are closed installations. Individuals (over the age of 10) desiring access to any installation must present one of the eight types (nine actual documents) of individual access documents listed below in order to gain unescorted access.

a. Active/Reserved Armed Forces ID cards-DD Form 2 (Armed Forces of the United States Geneva Convention Identification Card) (active or reserve). A green ID card issued to individuals on active and reserve military duty.

b. United Services Identification Card-DD Form 2 (United States Uniformed Services Identification Card) (retired). A blue ID card issued to retirees of the uniformed services.

c. Uniformed Services Identification and Privileges Cards. A brown ID card issued to DOD employees and invited contractors/technical representatives. The two types are listed below.

(1) DD Form 2764 (United States DOD/Uniformed Service Civilian Geneva Conventions Identification Card). Issued to personnel with Geneva Convention Status.

(2) DD Form 2765 (United States DOD/Uniformed Services Civilian Geneva Conventions Identification Card). Issued to personnel without Geneva Convention Status.

d. Uniformed Service ID Cards-DD Form 1173 (Uniformed Services Identification and Privileges Card). A brown ID Card issued to dependents of active/reserve duty military, DOD employees and invited contractors/technical representatives.

e. USFK Form 37EK (auto). A lime green ID card issued to individuals who are authorized access to specific Area II installations, but do not possess another type of DOD ID card.

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NOTE: Anyone in possession of a generic USFK Form 37EK pass, that does not include a photo of the bearer, must be escorted at all times.

f. DOD Common Access Card (CAC). A white plastic composite ID Card that updates the current form of DOD ID Cards. **NOTE:** Some non-U.S. citizens may be issued a CAC card. **This CAC card issued to non-U.S. citizen personnel will have a distinct red vertical stripe. This form of CAC is not valid as an installation access document to installations.**

g. No other forms of personal identification will be recognized for unescorted entry to any USAG Y installation. No other form of personal identification media (e.g. Columbus Day or 4th of July Community events temporary access media) will be recognized as installation access document, unless the USAG Y Commander or Deputy Garrison Commander approves it in writing and forwards it to the USFK Deputy Chief of Staff (DCofS) for approval.

h. The Director of Emergency Services will ensure proper coordination is conducted with appropriate agencies and personnel.

7. **GENERAL VEHICLE ACCESS:** All vehicles accessing US military installations must display one of four authorized vehicle access media.

a. SOFA Plates. Vehicles properly registered and displaying SOFA plates and a valid USFK Safety Decal will be granted full access to USAG Y installations. Except under emergency conditions, security personnel will grant access to all facilities, seven days a week, 24-hours a day, and at FPCONs Alpha through Delta.

b. U.S. Embassy Plates. Vehicles with U.S. Embassy Plates, which are yellow or dark blue Ministry of Foreign Affairs and Trade (MOFAT) plates beginning with the numbers "001", will be granted access identical to SOFA plated vehicles. These vehicles are **not** required to have a USFK Safety Decal.

c. Non-SOFA/Non-MOFAT Vehicles. Vehicles properly registered and displaying non-SOFA plates, an Area or installation tab and a USFK Safety decal may be granted full access to the appropriate Area II installation. For information on USFK Safety decal and installation tab processing procedures see USAG Y Policy Letter 5-5.

d. USFK Form 192EK (Temporary Vehicle Pass) is the only designated access document for vehicles requiring nonrecurring, temporary access. It is designed specifically for use on vehicles belonging to escorted persons. It will not be used to bypass other regulatory standards, e.g., one POV per family rule. The USFK Form 192EK will not be routinely issued for vehicles operated/owned by employees, residents, retirees, assigned military personnel, or family members/dependents of all the above.

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8. APPLICATION PROCEDURES FOR USFK IDENTIFICATION PASS-USFK FORM 37EK (auto):

a. Requirements for a Permanent Pass (USFK Form 37EK auto):

(1) A completed USFK Form 82 (Application for Temporary/Permanent Post Pass) signed by sponsoring official (O3/GS9 or above). The requesting authority will provide written justification on the USFK Form 82 for the applicant. The justification must indicate days of the week, hours of access, FPCON level, escort privileges (if any), and full justification for escort privileges. The requesting authority must be a Colonel (0-6) commander or above.

(2) Requested FPCON level. Defined as Alpha, Bravo, Charlie, Delta. "A or B" is the normal authorization, with the exception of mission essential employees and contractors. When requesting a Charlie and/or Delta level, the requesting authority must include paperwork substantiating the mission essential status and information justifying the request for a Charlie and/or Delta level.

(3) The authority to approve individual access documents for Alpha and Bravo levels is vested in the Deputy Garrison Commander. The authority to approve individual access documents for Charlie and Delta levels is the USAG Y Commander.

(4) A copy of an official governmental photograph identification card. KNs will use the KID card. All others will provide a copy of their passport including a copy of the VISA stamps showing legal status in Korea.

b. Requirements for Renewal of Permanent Pass (USFK Form 37EK auto):

(1) A completed USFK Form 82 (Application for Temporary/Permanent Post Pass) signed by sponsoring official (O3/GS9 or above). The form must indicate days of week, hours of access, FPCON level, escort privileges (if any), and a memorandum for full justification for pass and escort privileges. The authority for escort privileges rests with USAG Y not the requesting officials. The requesting authority must be a Colonel (06) commander or above.

(2) Photocopy of previous completed USFK Form 37EK (for passes submitted through the Directorate of Emergency Services).

(3) Procedures in para 8a must be followed if there is more than a 30-day break between pass expiration and date of renewal.

c. Requirements for a Temporary Pass (USFK Form 37EK): A completed USFK Form 82 (Application for Temporary/Permanent Post Pass) signed by sponsoring official (O3/GS9 or

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above). The form must indicate days of week, hours of access, FPCON level, sponsor's DEROS, escort privileges (if any), and full justification (TDY, temporary contract, etc.) for a temporary post pass.

9. **VISITOR CONTROL PROCEDURE:**

a. A modified USFK Form 37EK (auto) along with Yongsan Post Pass & Hannam Village Post Pass will be issued to sponsors at installation access control points (gates) for visitor access. Sponsors will be physically present at the entry gate when the visitor is issued a temporary pass. USFK Form 37EK (auto) grants access to Main Post, South Post, and Camp Coiner. When the individual departs the installation the sponsor will return the USFK Form 37EK (auto) and Yongsan & Hannam Village Passes to the point of issue.

b. Visitors are permitted on USAG Y installations 24 hours a day. Guest passes will be issued for a 24-hour period. Once issued Yongsan & Hannam Village passes, a guest can not exit and then attempt to re-enter using the pass. Guests must depart the installation NLT 24 hours from sign in. Up to 4 guests may be signed on by the personnel who hold DOD access media. Guests must depart the installation through the same gate they originally entered the installation.

c. Regardless of the method of transportation, the sponsor will sign in all visitors at the point of installation entry and exit. USFK Form 24 (Register) will be used to log visitor and sponsor information, as required, if the gate is not equipped with BIDS. All visitors who are riding in a vehicle must be signed in at Gates 13 or 19.

d. Visitor entry gates.

(1) Yongsan Main Post

(a) Gate 2 (pedestrian only)

(b) Gate 19 Main Post (pedestrian and vehicle)

(2) Yongsan South Post

(a) Gate 1 (pedestrian only)

(b) Gate 13 South Post (pedestrian and vehicle)

(c) Hannam Village Main Gate (MP Sub-Station)

e. A Korean National's means of ID is the ROK ID card. If the KN is 17 years of age or younger, a school pass or a Korean Registration Certificate can be accepted as a means of

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identification. The documents used for ID will be taken as collateral for the visitor's pass, however, passports will not be taken. In this situation, another means of ID will be taken. If the KID card has been lost, KNs must present a KN Police Administration Lost Card Report or will be denied access to the installation. KNs aged 13 and below not authorized a school pass will be allowed access without ID when sponsored by a DOD ID cardholder.

f. Personnel sponsoring guests will accompany their guests at all times and will be responsible for their safety and personal conduct on the installation. Unescorted guests/visitors or personnel lacking a valid pass will be detained by the Military Police and released to the Korean National Police. The name and KID number of the visitor/guest will be provided to the Directorate of Emergency Services and barment action initiated. Sponsors who fail to escort their guests/visitors will have their sponsorship authority withdrawn and be subject to administrative/disciplinary action.

g. Military Police will escort visitors found in facilities unescorted to the Military Police station for release to the Korean National Police. Any and/or all access media issued to the visitor will be confiscated. In addition, visitor ID media left at the gate after visiting hours will be confiscated and will not be returned until an investigation into the circumstances is completed by the Military Police. Reports will be forwarded to the Directorate of Emergency Services for appropriate action against both sponsor and visitor.

h. Passes may be issued to immediate family members for access to Yongsan or Hannam Village housing units if approved by the Garrison Commander. Passes may be issued for the length of the visit; however a pass will not exceed 30 days, and will not exceed a cumulative total of 60 days during the calendar year. Requests will be submitted at least 72 hours in advance to the Directorate of Emergency Services for approval then forwarded for action to the Camp Kim Pass & ID Office.

i. Holders of DD Form 2 (active and retired) and DD Form 1173, who are guests at the Dragon Hill Lodge (DHL), may sponsor family members as visitors for the length of the sponsor's stay in the hotel.

j. Un-sponsored visitors will be denied access to USAG Y. Any un-sponsored individual requesting access to a Yongsan installation will be referred to the Directorate of Emergency Services at DSN 738 4361/4603 or 7918-4361/4603.

k. Active duty service members and holders of DD Form 1173 who reside off post may request a temporary pass for immediate family members (father, mother, sister and/or brother) of the sponsor or spouse who are short term visitors. Passes may be issued for the length of the visit; however a pass will not exceed 30 days. Requests will be submitted at least 72 hours in advance to the USAG Y Directorate of Emergency Services for approval then forwarded for action to the Camp Kim Pass & ID Office.

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1. If a sponsor wants access for five or more visitors (including chapel, weddings, or other social functions), he/she must request access at least three working days before the day of the event. The request will be submitted to the USAG Y Commander, ATTN: Directorate of Emergency Services, for approval. The following information will be provided:

- (1) The sponsor's full name, title, home, and work telephone numbers, home and work address.
- (2) The date, time, and location of the function.
- (3) The gate for which access is requested.
- (4) If non-SOFA status vehicles are used to transport visitors or guests, list the insurance company, policy number, expiration date of policy, chauffeur's drivers license number and expiration date, color, make, model, year, and license number of each vehicle.
- (5) A list of the attendees by complete name, social security number or KID number, title, home or business address, and telephone number.
- (6) The location and telephone number of the point of contact where he or she may be reached during the function while the visitors are on the installation.
- (7) If approved, the sponsor must then take the paperwork to the Camp Kim Pass & ID Office in memorandum format. Sponsors will submit the original plus copies equal to the number of guests and gates that will be accessed. The Camp Kim Pass & ID Office will process the request and place a copy of the memorandum at the gate and provide a copy to the individual.

10. **ESCORT PRIVILEGES:**

- a. Personnel who hold access media identified in paragraphs 7a-d are authorized to escort a vehicle on post and/or to escort up to four guests/visitors.
- b. All requests for escort authority for holders of USFK Form 37EK must be documented by the sponsor and then approved by the USAG Y Commander or Deputy.
- c. KN employees, contractors, and technical representatives of USFK who hold USFK Form 37EK, may be authorized "escort privileges" to sponsor visitors and/or a vehicle on post in connection with their official duties for legitimate mission accomplishment. Only personnel with an "Official Business" justification will be authorized escort privileges. This privilege will be strictly controlled and requires annual revalidation. USFK Form 37EK will be limited to no more than three personnel.

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d. Non-affiliated personnel who are holders of USFK Form 37EK are not normally authorized "escort privileges" to sponsor visitors. Any request for such privileges must be generated by the sponsor. Individual visitor escort privileges cannot exceed 2 individuals. Only personnel with a documented and legitimate "Official Business" justification will be authorized escort privileges.

e. Non-affiliated personnel, including honorary club members and DVs, will not be granted vehicle escort privileges under any conditions.

f. The words "Escort Authorized", the number of persons authorized to be escorted, and the type of persons authorized to be escorted (laborer, drivers, visitors, etc.) will be typed on the reverse side of the USFK Form 37EK.

g. The words "No Escorts" will be typed on the reversed side of the USFK Form 37EK, for individuals not authorized escort privileges. The words "No Vehicle Escorts" will also be typed on the reverse side of every USFK Form 37EK where applicable. Persons with a USFK Form 37EK and without vehicle escort privileges will have "No Vehicle Authorized" typed on the reverse side of every USFK Form 37EK where applicable.

h. Individuals being escorted by Criminal Investigation Division (CID) or Military Police Investigators (MPI) during official investigations will be allowed access to USAG Yongsan installations without being issued a visitor's pass or identification being checked. Entry will be allowed after verification of CID or MPI credentials.

11. TEMPORARY VEHICLE PASS (USFK Form 192EK):

a. When sponsored visitors are operating non-SOFA vehicles, the vehicle operator will be issued a USFK Form 192EK (Temporary Vehicle Pass). Only one vehicle may be signed on at a time. To sign a vehicle on post the following apply:

(1) Vehicle operators must possess a valid driver's license, show proof of ownership (registration), proof of valid safety inspection, and insurance.

(2) Vehicles not owned by the operator (with the exception of chauffeur driven, company owned, or rented/leased vehicles) will not be authorized entry to the installation.

(3) Sponsors must ride in the escorted person's vehicle or provide vehicle to vehicle escort while on the installation. The sponsor must exercise control over the escorted vehicle **at all times.**

(4) USFK Form 192EK must be returned to the same gate where issued.

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(5) USFK Form 192EK will be openly displayed on the driver's side dash of the vehicle at all times while on the installation.

b. For routine visitors, the vehicle pass normally expires at 2400 hours the day the pass is issued.

c. The USAG Y Commander may authorize an exception to the use of USFK Form 192EK for more than 24 hours. Temporary vehicle passes issued for more than 24 hours will only be issued at the Camp Kim Pass & ID Office once approved and processed through the Directorate of Emergency Services. Exceptions will be considered under the following conditions:

(1) When issued to active duty U.S. military or DOD civilians on TDY/leave status or military reservists with active duty orders. Status must be validated at the Pass and ID Office. The maximum allowable period is the length of the TDY, active duty for training, or 14 days whichever is shorter.

(2) During short-term periods for immediate family members of a sponsor or sponsor's spouse if residing in family housing and the vehicle is properly registered to the family member. Requests must be processed through the Directorate of Emergency Services.

(3) Personnel who are borrowing or renting a second POV due to their primary vehicle being under repair. Under these circumstances, the owner of the POV being repaired must provide written documentation, in memorandum format with full detailed justification, stating where the vehicle is garaged/stored with an estimated length of time before the vehicle is repaired to the Directorate of Emergency Services. This includes personnel awaiting arrival of their shipped POV from last duty station and those who have shipped to the next duty station.

(4) If the vehicle is rented the maximum allowable period for USFK Form 192EK is 14 days or upon expiration of the rental agreement whichever is shorter.

d. When not authorized SOFA plates, retired US military personnel may sign a non-SOFA plated POV that they are operating on to the installation provided they have all the appropriate documentation. If the vehicle does not belong to the operator, but is being used with the permission of the owner, the retiree will be authorized to sign it on-post. USFK Form 192EK will not be issued for more than 24 hours.

e. Whether issued at Gate 13 or Gate 19, once issued, USFK Form 192EK grants access to both Main and South Post until it expires. Personnel using USFK Form 192EK for access to both Main and South Post must pass directly between Gate 2 and 1 or 3 and 4. When the individual

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completes his/her business at Yongsan or when the USFK Form 192EK expires, whichever occurs first, the individual will return the USFK Form 192EK to the point of issue.

f. Holders of USFK Form 37EK are not authorized to utilize USFK Form 192EK to sign their own vehicle or a vehicle they are driving on post.

g. USFK Form 192EK may not be used by DOD employees, residents who live on a Yongsan installation, or by personnel who are assigned to units located in USAG Y.

12. **SPONSORSHIP:**

a. The KNs and Third Country National personnel officially employed by the U.S. Government do not have sponsorship authority for the issuance of a permanent USFK Form 37EK (Installation Pass).

b. Sponsorship authority is limited to organizations or individuals as indicated below:

ORGANIZATIONAL/INDIVIDUAL

SPONSOR AUTHORITY

Visitor

U.S. military (active and retired), DOD civilians, DD Form 1173 holders, invited contractors, dependents who are 18 years of age or older, ROK military members assigned to HQ, CFC and KATUSA soldiers

Distinguished Visitor

USAG Y Commander, USFK Deputy CofS, USFK A/DCS, SCJS, USFK Protocol

Union Leaders, National Medical Insurance Agents, National Pension Agents, and Korean Group Retirement Fund Agents

EUSA G1, CPD, USFK J1

Contract Employees

Agencies empowered to award contracts

AAFES Employees

AAFES CPO

Direct-hire/NAF Employees

O-3/Civilian Equivalent Supervisor

Korean Service Corps (KSC)

KSC personnel office or USAG Yongsan

Authorized Non-AAFES
Concession employees

USAG Yongsan Commander

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ROK Military and their spouse, and Civilians Directly assigned to HQ, CFC	Assistant CofS, J1, USFK
Law Enforcement	USAG Yongsan Commander, USFK PM, Director Emergency Services & Commander CID
Korean National Housing Corporation	USAG Yongsan DPW
Community Service Organizations, bonafide private organizations, and community service volunteers	USAG Yongsan Commander or designee
Non-U.S. UNCMAC members and third country armed forces members under UNC, Neutral Nations Supervisory commission, and UN development program members	UNCMAC Secretariat
Personal hire (includes maids, houseman, baby sitters, gardeners, etc.)	Command Sponsored military personnel and unit commanders may sponsor janitorial. personnel for their billets
Honorary members of MWR clubs	USAG Yongsan MWR
Embassy club employees, and non-US diplomatic personnel who are members of the Embassy Club	U.S. Embassy personnel officer
Indirect private hires (i.e., maids, paid for by hiring agency) reviewed by billeting office	USAG Yongsan Commander
Members of the Media (Press, TV and/or Radio)	USAG Yongsan PAO & USFK PAO
Non-Affiliated Personnel	O-6 or civilian equivalent and above

c. It is a Pass and ID responsibility to ensure passes are issued only IAW the circumstances listed above.

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13. **ISSUING AGENCY:** Only the USAG Y Pass & ID Office at Camp Kim may issue USFK Form 37EK.

14. **PERSONAL HIRE EMPLOYEES:**

a. Sponsorship will be limited to a maximum of two personal hire individuals per family. Sponsor privileges are not transferable to family members (even with a power of attorney).

b. Sponsorship will be limited to a maximum of two personal hire individuals per military unit. Sponsor privileges are limited to the unit commander.

c. Housekeepers/maids/childcare providers:

(1) Will only have access to that sub installation where quarters are located (e.g. Hannam Village, South Post or Embassy housing).

(2) Will only have access for those hours/days that they are actually contracted to work. They will not be given 7 days a week or more than 12 hours a day access.

(3) Request must be fully justified with work schedule attached.

(4) An application for a USFK Form 37EK for an extended child care provider must contain certification from Yongsan DCA that the individual has been certified for child care IAW AR 608-10.

15. **HONORARY CLUB MEMBERSHIP:**

a. Agreements reached under the U.S./ROK SOFA authorize USAG Yongsan to offer honorary club membership to 500 KN civilians. Korean civilian memberships are restricted to those officials of the central or local government, officers or corporations, or community leaders who maintain a close cooperative relationship with USAG Y installations.

b. Honorary club membership is not a qualification for issuance of a vehicle decal. Personnel requesting issuance of a DOD vehicle decal must comply with USAG Y Command Policy 5-5.

c. Under no circumstances will honorary club members be granted vehicle escort authority. Honorary club members are limited to transporting guests who are physically in the decal-bearing vehicle with the honorary club member. This privilege is based on a documented and legitimate official business reason to have such privileges and must be requested by the sponsor and approved by the USAG Y Commander.

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d. Honorary club members (except ROK government officials, KN police, DVs, and members of the ROK armed forces) will not be issued any type of installation access media without a completed USAG Y & USFK criminal records check and an ROK background investigation.

e. The USFK Forms 37EK issued to honorary club members will expire one year from the date of issue. Passes will be issued to the club member only. Family members are not authorized USFK Form 37EK unless they are an honorary club member in their own right.

16. THIRD COUNTRY DIPLOMATS:

a. Diplomatic plates do not give automatic access to a USAG Y installation. Third country diplomatic personnel with a safety sticker and appropriate installation decal may be granted access for official business purposes.

b. Access of non-U.S. diplomatic personnel without a safety sticker & installation decal is restricted to Gate 6. Travel, if authorized by Embassy guards, must be through Gate 6 along X Corps Blvd to Embassy Housing.

17. ACCESS OF DESIGNATED COUNTRY PERSONNEL (DCP) TO USFK INSTALLATIONS:

a. Designated Countries are those that have policies, and engage in activities, that are contrary to the interests of the U.S. Those countries may be communist controlled, former communist countries, or harbor persons of international terrorism.

b. Designated Countries of Counterintelligence Concern are those countries that may be communist controlled or former communist countries. They include the People's Republic of China (PRC) including the island formerly known as Hong Kong, Russia, India, Taiwan, and Nigeria (refer to USFK Regulation 190-7). Personnel from countries listed on the Designated Countries List must be submitted for exceptions to policy in order to be granted access to any USAG Y installation.

(1) Sponsors will request, in writing, authorization to escort DCP at least 20 days prior to the visit. This request must be approved by the USAG Y Commander or Deputy Garrison Commander. See enclosure 1 for example.

(2) A copy of each approved written request to escort DCP will be forwarded to the USFK J2, ATTN: FKJ2-IS-C, Unit # 15237, APO, AP 96205-5237, where it will be further processed, and then forwarded to the Deputy CofS, USFK, for final approval/disapproval. A copy of the approved written request will be forwarded to the Directorate of Emergency Services for coordination of the visit.

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- c. The Deputy CofS, USFK, is the final authority for granting or denying access to DCP.
- d. The USAG Y PAO will coordinate with the USFK PAO to ensure all press personnel from the Designated Country List wanting access to USAG Y installations are cleared and remain under the continuous escort of a PAO representative at all times.
- e. The Director of Emergency Services will investigate incidents concerning DCP involved in attempts to obtain classified or unclassified information concerning USFK facilities, activities, personnel, technology, or material through questioning, elicitation, trickery, bribery, threats, coercion, blackmail, photography, observation, collection of documents or material, correspondence, or computer hacking.
- f. The entrance/exit gate identified by the Directorate of Emergency Services for access control of DCP will be manned by U.S. personnel of the sponsoring agency to verify authenticity and/or approval of the visitor's access authorization for the specified period.
- g. Visits to USAG Yongsan installations are not to be authorized prior to 0600 hours. Visitors will be escorted off the installation before 2200 hours on the day access was granted. Access will be limited to those area listed on the access request.
- h. Sponsors will personally escort DCP during the entire period they have access to a USAG Y installation. The USAG Y Commander reserves the right to designate and/or authorize escort personnel. Escort personnel will be U.S. military or DOD civilian, assigned, attached, or employed by a USFK unit or agency (there are no exceptions to policy authorized for this provision).
- i. Personnel from Designated Countries of Counterintelligence Concern are not authorized to visit any restricted areas unless prior coordination and approval has been granted through the ACofS, J2, by the Deputy CofS, USFK.
- j. If the vehicle entering the installation is not authorized access, the sponsor will register at the appropriate gate for a temporary vehicle pass. The USFK Form 192EK will be displayed and accounted for. There will be no unescorted DCP vehicles on post.
- k. Under no circumstances will DCP be issued any type of permanent access media (pass or vehicle decal). The DCP will be signed on and off of the installation by the escort every time access is granted.
- l. The only personnel authorized to sponsor a DCP is listed below:
 - (1) U.S. military and DOD civilians assigned or attached to USFK.

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(2) U.S. Embassy personnel designated by the Embassy RSO.

(3) Secretary of the Combined and Joint Staff.

(4) UNCMAC Secretariat.

m. The following individuals are not authorized to sponsor DCP:

(1) Persons who have access based on an installation pass.

(2) Dependents.

(3) Non-U.S. Diplomatic personnel.

n. Any DOD personnel, National Guard, or Reserve member, who sponsors a DCP must report this contact to the Yongsan Security Officer immediately after such contact.

18. **BAR LETTER:**

a. The USAG Y Commander has the authority to deny or limit an individual's access to all USAG Y installations. Bar actions are an administrative action and not a judicial action. Bar letters in USAG Y are imposed by the USAG Y Commander and are not subject to appeal. See enclosure 2 for Bar Letter example.

b. The USAG Y Commander may deny an individual access for involvement in the commission of a felony or misdemeanor offense, when access is inconsistent with the interests of national security, or access adversely affects the health, safety, or morale of personnel on that installation.

c. Documentation regarding the bar decision will be maintained as part of the official bar file by the Civilian Misconduct Officer.

d. Actions against civilian employees will be coordinated through the CPAC; coordination will be made part of the official file.

e. One copy of the bar action will be provided to the USAG Y PMO. Bar actions will be maintained on file for one year after the bar letter expires.

f. The Directorate of Emergency Services will publish the USAG Y bar roster and will provide copies of the USAG Y bar roster to the USFK Provost Marshal, USAG Y PMO, and Camp Kim Pass & ID Office.

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g. If requested by the individual barred, bar actions can be reviewed every two years by the USAG Y Commander for possible reinstatement of access privileges. The USAG Y Commander or Deputy Commander is the final authority for rescinding or reinstating actions.

19. **ADMINISTRATIVE SANCTIONS**: Individuals who violate provisions of this Policy are subject to administrative disciplinary sanctions, including the denial or limitation of access to areas/installations, IAW USFK Regulation 190-7.


20. **EXCEPTIONS TO POLICY**:

a. Personnel requesting an exception to policy concerning this Command Policy must forward their request to the Commander, USAG Y, ATTN: Directorate of Emergency Services APO, AP 96205.

b. Exceptions concerning this Command Policy previously approved before this current Command Policy takes effect will no longer be authorized or approved. Exceptions to policy that are approved after this Command Policy takes effect will be authorized or approved for a one year period, unless specifically stated in writing by the Deputy Garrison Commander USAG Y.

2 Encls

1. DCP Access Request Format
2. Bar Letter Sample


MICHAEL E. MASLEY
COL, AG
Commanding

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