**81-E**

Personnel visiting assigned USFK members (active duty, civilian or contractor) may receive an *UNESCORTED* DBIDS ID card valid for up to 90 days. Sponsors should submit a completed USFK Form 81-E to the Pass & Registration office at least 30 days prior to the visit. Short term visitor pass requests will not be accepted for the purpose of circumventing the requirements of a visitor pass or for the convenience of a sponsor who may have family living in the ROK. Short term visitor pass requests will also not be accepted from sponsors who reside in unaccompanied housing for the purpose of sponsoring guests who are residents of the ROK (e.g., local nationals who are a girlfriend/boyfriend, etc.). Exceptions are limited to visiting family members (parents,

siblings, etc.) who do not hold a DOD ID card. Short term visitor pass holders are not authorized escort privileges.

**SECTION I - Sponsor will complete Section1 (1-16)**

1. NAME (Name information must match national registry, ex. SSN/KID Administrations)

2. SEX (Check appropriate block)

3a. KID/SSN or Passport # (Input correct numbers/information);

3b. Input applicant's current nationality

4. DOB (4 DIGIT year, month, date format, ex. 19751005)

5. Height (Use inches)

6. Weight (Use pounds)

7. Hair Color

8. Eye Color

9. Glasses, YES or NO (Indicate contacts if worn)

10. POB (ex. Seoul, Korea or Atlanta, GA USA)

11. Current address in Korea (Full civilian off-post address; if DOD, full APO address)

12. Applicant's relationship to the sponsor (Not applicable for Personal Hire Applicant)

**13. Access requirements:**

13a. Input requested access area (EX. Humphreys, Osan, 8A-Wide, etc).

13.b & c. Input FPCON and HPCON levels.

13.d. ESCORT PRIVILEGE. Limited to Non-DoD Family Member and Civilian Retiree Family Member only.

13.e & f. Input requested access hours and days.

14. Sponsor Information (Provide all required information)

15. JUSTIFICATION. State all relevant information to justify installation pass request based on the type of pass being requested.

**(Include photocopy of passport photo page and Sponsors CAC)**

16. **SPONSOR MUST READ and SIGN STATEMENT OF UNDERSTANDING**

**82-E**

Please download the USFK Form 82-E and have it filled out by your POC before emailing it to the org box below.

Sponsor will fill out USFK Form 82-E to its entirety. Sponsors for the 82-E pass request must be an O-3/GS-9, or above with proper completion of Installation Access training slides and sponsor certificate. The responsibility of the Sponsor is for the control of the person identified on the application.

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. 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. A properly completed USFK Form 82-E, with all appropriate information must be signed by an authorized requesting official. Requesting officials must have a DD Form 577 on file with 51 SFS/S5P.

**NOTE:** The sponsor and requesting authority may be the same person, provided they meet the grade requirements.

**Please provide the following attachments to each application:**

**Korean Identification Card**

**DBIDS ID (Renewal)**

**Certificate/Letter of Employment**

**Only for FPCON D: (AT Plan/** **Korean Employee Mission-Essential Position Agreement)**

**Sponsorship Training Certificate**

## SECTION I - Sponsor will Complete:

1. NAME (Name information must match national registry, ex. SSN/KID Administrations)
2. SEX (Check appropriate block)
3. KID/SSN or Passport # (Input correct numbers/information); Input applicant's current nationality
4. DOB (4 DIGIT year, month, date format, ex. 19751005)
5. Height (Use inches)
6. Weight (Use pounds)
7. Hair Color
8. Eye Color
9. Glasses, YES or NO (Indicate contacts if worn)
10. POB (ex. Seoul, Korea or Atlanta, GA USA)
11. Current address in Korea (Full civilian off-post address; if DOD, full APO address)
12. Access requirements:

12.a. Input access area (EX. Humphreys, Osan, 8A-Wide, etc). Must be specific & for official duty only

12.b.c.d.e.f. Input desired FPCON, HPCON, escort privilege, time and days access is required.

12.g.h. Select type of pass based on the status of the applicant; indicate initial, renewal or update of desired pass.

## i. If the applicant occupies a mission essential position, check YES and enter his/her duty position number as shown on his/her position description. Failure to provide this data may result in rejection of the mission essential person's access to installation(s) during transition to emergency condition and thereafter.

1. Sponsor Information. (Provide all required information)
2. JUSTIFICATION: Provide detailed information that supports that type of access requested. List specific locations and frequency of access (ex. Travel to Cp Walker, Cp Casey, and Osan AB 2 X weekly to deliver supplies)
3. **SPONSOR WILL READ and SIGN STATEMENT OF UNDERSTANDING.**

## SECTION II - DOD SPONSOR will:

16. Provide current grade/rank of applicant

17, 18. Provide official job title and date began employment/duty with USFK

19. Input official unit or civilian agency address and telephone number. (Use USFK APO or local Korean address) 20 - 22. (This information is required data for all contractor applicants.)

## (If applicant is a contractor, SF Forms 26 and 30 or USFK Form 175-R MUST be submitted with this application)

**SECTION III - REQUESTING AUTHORITY will:**

Indicate APPROVE OR DISAPPROVE and sign USFK Form 82-E in section III.