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| **APPLICATION FOR ORGANIZATION-SPONSORED INSTALLATION ACCESS PASS**For use this form, see USFK Reg 190-7 and the proponent agency is USFK Provost Marshal Office.SEE PRIVACY ACT STATEMENT ON PAGE 2 | TRACKING # |
| RECEIVED DATE |
| **SECTION I - TO BE FILLED OUT BY SPONSOR AND APPLICANT (TYPE OR PRINT)** |
| 1. NAME (LAST, FIRST, MIDDLE)APPLICANT INFORMATION (block 1-11.b) | 2. SEX FEMALE✔ MALE | 3. a KID/SSN OR PASSPORT123-56-7890 | 3.b NATIONALITYU.S |
| 4.DOB (YYYYMMDD)20020419 | 5. HEIGHT (INCHES)66 | 6. WEIGHT (POUNDS)180 | 7. HAIRBLK | 8. EYESBRN | 9. GLASSES✔ YES NO | 10. POB (CITY/COUNTRY)ANAHEIM/U.S.A |
| 11. ADDRESS & PHONE NUMBER |
| 11.a. CURRENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)1313 DISNEYLAND DR, ANAHEIM, CA 92802 / 577-123-4567 | 11.b. PERMANENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)1313 DISNEYLAND DR, ANAHEIM, CA 92802 |
| 12. ACCESS REQUIRMENTS **(If USFK or 8A-wide, special processing required; submit 60 days in advance)** |
| 12.a. ACCESS AREAOSAN AB | 12.b. FPCON (A,B,C,or D)B | 12.c. HPCON (0, A, B, C, or D)B | 12.d. ESCORT PRIVILEGE✔ YES NO 1 PER(S) 0 VEH(S) | 12.e. HOURS0600-2200 | 12.f. DAYSMON-SUN |
| 12.g. PASS TYPEEMPLOYEE ROK MILITARY SPONSORED GUEST ROK GOVERNMENT OFFICIALSCONTRACTOR ALLIED NATION SG SPOUSE (RED) ROK MILITARY FAM MBRUS EMBASSY VOLUNTEER DRIVER (RED) KOREAN SERVICE CORPS | 12.h. STATUS✔ INITIAL RENEWAL UPDATE |
| 12.i. MISSION ESSENTIAL PERSONNEL(MEC)YES, Position #: ✔ NO |
| 13. SPONSOR INFORMATION |
| 13.a. SPONSOR (FULL NAME/RANK or GRADE)O-3/GS-9 OR ABOVE | 13.b. SPONSOR FULL SSN/DODID#DOD ID | 13.c. SPONSOR ORG & PHONE NUMBERUNIT/DUTY SECTION & DSN |
| 14. JUSTIFICATION FOR INSTALLATION/BASE ACCESS (ATTACH COPY OF KID CARD OR PASSPORT, PREVIOUS PASS, as applicable)(FPCON level, escort privilege, access area, and days/hours of access must be justified in detail)Justification for Access: (DO NOT USE A BLANKET JUSTIFICATION. Must be IAW work and must spell out exactly what the sponsored guest does to support the installation/mission).Access Days/Time Requested (Block 12.d-12.e): (Justify time/date requested. Why individual needs access times and days to access the installation. Requested days and hours of access must be consistent with the official duties of the individual. DO NOT USE A BLANKET JUSTIFICATION).If requesting Personnel Escort Privileges: Sponsors will provide sufficient and appropriate justification prior to requesting escort privileges for their applicants. The justification for granting escort privileges must also be related to the conduct ofon-installation community support activities or other events in support of USFK's Program.Sponsor shall include in Block 14, Justification, of the USFK Form 82-E Application for Installation Pass, the following comment, “Sponsor and Requestor have completed Sponsored Guest Training, as required by USFK Regulation 190-7.”Sponsor Cell Phone Number and email address: |
| **SPONSOR STATEMENT OF UNDERSTANDING** |
| I fully understand my responsibilities as a sponsor for the control of the person identified at the top of this application. All information submitted is true and correct to the best of my knowledge. I further understand that it is my responsibility to ensure that I notify the Installation Pass & ID Office of any change in my status as a sponsor or any knowledge of misuse of the pass to be issued. It is my responsibility to ensure that the pass is returned to the Installation Pass & ID Office if it is not renewed, upon termination of employment or services being provided; or for short term visitors or personal service employees, prior to my DEROS. Failure to comply with these requirements may result in adverse administrative or legal action against me. |
| 15. SPONSOR SIGNATURE |  |  |  |  |  |  |  |  |  |  |  |  |  | DATE |  |

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| **SECTION II - TO BE FILLED OUT BY DOD SPONSOR** |
| APPLICANT NAME (LAST, FIRST, MIDDLE) KID/SSN OR PASSPORTAPPLICANT INFORMATION (block 1-11.b) 123-56-7890 |
| 16. GRADE/RANKApplicant's current grade/rank | 17. JOB TITLEProvide applicant's official job title | 18. DATE OF EMPLOYMENTDate began employment/duty with USFK |
| 19. UNIT/AGENCY/COMPANY ADDRESS/PHONE NUMBERInput official unit or civilian agency address and phone number (Use USFK APO or local Korean address) | 20. CONTRACTING OFFICER / PHONE NUMBER(Required data for all contractor applicants) |
| 21. CONTRACT NUMBER(Required data for all contractor applicants) |
| 22. CONTRACT PERIOD (YYYYMMDD-YYYYMMDD)TO |
| **SECTION III – REQUESTING AUTHORITY** |
| I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFK REG 190-7. | SIGNATURE, TYPED NAME, GRADE, & DUTY TITLECC or Deputy CC O-4/GS-13 OR ABOVE (CAN BE SAME AS SPONSOR IF RANK REQUIREMENT IS MET) |
| **SECTION IV – TO BE FILLED OUT BY PASS & ID OFFICE** |
| 1. CRIMINAL HISTORY CHECK WITHIN LAST 3 YEARS? YES NO

Requested Completed* 1. USFK Law Enforcement
	2. KNP
	3. NCIC
 | 24. DEROGATORY INFORMATION YES NO(If Yes) Date Provided Approval Authority |
| 25. ALL REQUIRED SUPPORTING DOCUMENTATION ATTACHED AND CURRENT?YES NO |
| 26. DATE PASS ISSUED | 27. PASS EXPIRATION DATE |
| I HAVE REVIEWED THIS APPLICATION TO ENSURE INFORMATION AND DOCUMENTATION REQUIRED FOR AN APPROVAL DETERMINATION ARE ENCLOSED AND IAW USFK REG 190-7. |
| 28. SIGNATURE OF PASS & ID SECTION CHIEF OR NCOIC DATE |
| **SECTION V – APPROVAL AUTHORITY** |
| I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFK REG 190-7.Approved Disapproved | SIGNATURE, TYPED NAME, GRADE, & DUTY TITLE |
| **PRIVACY ACT STATEMENT** |
| 1. **AUTHORITY:** Title 10, USC, 3012(g).
2. **PRINCIPAL PURPOSE(S):** Use of social security number or Korean identification number is an additional means of identification of individuals.
3. **ROUTINE USES:** An individual’s social security number or Korean identification number, together with name and other personnel identifying data, may be used for the collection of derogatory information on file within DOD, host nation, and other law enforcement agencies in determining an individual’s suitability for access to USFK installations in Korea.
4. **MANDATORY OR VOLUNTARY DISCLOSE AND EFFECT ON INDIVIDUALS NOT PROVIDING INFORMATION:**

Disclosure of information is voluntary. Failure to provide required data may result in denial of access to USFK installations. |

# INSTRUCTIONS FOR COMPLETING

**USFK FORM 82-E APPLICATION FOR ORGANIZATION-SPONSORED INSTALLATION/BASE ACCESS PASS**

## SECTION I - Sponsor or Applicant will:

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

***NOTE:*** Request for USFK or 8A - wide Access require approval from the USFK Chief of Staff (CoS). Request for this type of access will be forwarded through the CFC/USFK Provost Marshal Office, Security Division (FKPM-S), for processing and submission to the USFK CoS or 8A Commander/delegated authority.

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.

## (Include photocopy of current pass, KID card or passport photo page.)

1. 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.
2. Sponsor Information. (Provide all required information)
3. 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) **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.

## SECTION IV - PASS & ID Office or PMO will:

23 - 25. Review application and supporting documents. Answer YES or NO. Input correct dates regarding criminal history checks and pass issue data.

26 - 27. Annotate pass issued date and expiration date when the pass is issued to the applicant.

28. Signature of Pass & ID Section Chief or NCOIC that reviewed of application for completeness. If not, return the application packet to obtain missing information or documentation.

## SECTION V - APPROVING AUTHORITY will:

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

**USFK FORM 82-E, JUL 2020** PREVIOUS EDITIONS ARE OBSOLETE.

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