

NEED A POST PASS IN KOREA?

Dear Employees:

This is to inform you what information is required to obtain your initial Post Pass (sometimes called Base Pass). You need to provide the following documents and information:

1. A copy of your Korean ID card (both front and back) on a single sheet of paper. If you are a US citizen we need your social security number and a copy of the picture page of your passport. You must provide a copy of your social security number or picture ID with your SS# or any legal document that has your SS#.
2. Your Post Pass access needs to be specified by base camp if you only need access to that base to perform your duties. You can specify an Area location if you need access to several bases in the same area to perform your duties. (i.e. USAG Yongsan or Area II).
3. You must state if you need Escort Privileges. If so, state if you need to escort 3 persons and/or sign in a vehicle.
4. Identify the start/ending time (military time) and days you need base access.
5. USFK Form 82-E requires that we enter your height, weight, hair color, eye color and if you wear glasses or contact lenses.
6. Your place of birth including city and country.
7. Your current address must include street number, apartment name, building number, area and city with a six digit mail code for your Korean address. The phone number must include area code. If you don't have a resident phone then provide your cellular phone number.
8. Your job title and the place of employment information is needed.
9. If you need base access outside your regular place of employment to attend educational courses then a memorandum for base access will be prepared by the Logistical Support Specialist with additional information. You must state what term you are attending and what courses you are registered for that term. State the beginning and ending time and dates plus the days the course is scheduled including make up days.
10. Provide your home phone number, cellular phone number and an alternate local emergency contact of someone who can contact you in case of an emergency. Provide their name and phone number.
11. Provide your office Email address or personal Email address if you do not have one. This will enable me to contact you for updates, changes or announcements regarding logistical support.

It takes at least three or four weeks to process a USFK Wide post pass or your initial post pass. A renewal post pass will take two to three weeks to process.

Finally, complete the following form using Adobe Acrobat Reader, print and fax. If you have Adobe Acrobat Professional you can complete the form, save and Email it without needing to print or fax. The Central Texas College cover letter and USFK form 82-E will be completed by the Logistical Support Specialist for processing..

Send all information to Floyd E. Sandoval, Logistical Support Specialist, info.pfec@ctcd.edu, DSN 722-3814, Fax 722-3009. Please call if you have any questions regarding the above requirements.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist

(This is a fill able computer form. NO HAND WRITING when completing this form!)

AREA: _____

TODAY'S DATE: _____

Employee's Name: _____
last first middle

Work Location Job Title Office or Personal Email Address

*US Passport # Social Security # **Korean ID Card # Place of Birth (city,st., country) Hiring Date

Home Phone Number

Cellular Phone Number Name of Alternate Local Emergency Contact Relationship Phone Number

No Yes If Yes _____ Yes No Yes No
Escort Privileges No. of Persons Vehicle Wear Glasses or Contact Lenses?

Time _____ to _____ Base Access Days Hair Color Eye Color ***Height ****Weight

No Yes
Course Enrollment If you are taking a course through CTC Educational Benefits Program complete CTCD Form 209 (Rev. 5/05) and submit it to Payroll/Personnel Office at Camp Market.

Justification for Base Access other than your work location or for Area Access:

Justification for Base Access other than the normal work hours:

Justification for Escort Privileges for both persons and vehicles:

* send a copy of the "picture page" of the passport (data MUST be readable)

** send a copy (front & back) of the KID card. The KID # MUST be readable!

*** centimeters (cm) to inches (in) / $\text{cm} \div 2.54 = \text{in}$
meters (m) to inches (in) / $\text{m} \div 39.37 = \text{in}$

**** kilograms (kg) to pounds (lb) / $\text{kg} \times 2.2046 = \text{lb}$