

POST PASS CHANGES

Dear Employees:

This is to inform you of the time requirements to process Post Pass changes. There are numerous items that impact the Post Pass process that **IF NOT REPORTED** *in a timely manner* will result in delays causing you some inconveniences. Change requests need to be provided at least three or four weeks in advance.

The following items should be reported to the Logistical Support Specialist **WHEN THE CHANGES OCCUR**::

1. Change in work location assignment.
2. Need to change base access due to Educational Course enrollment requires a memorandum for base access. Contact the Logistical Support Specialist in order to provide the information that will be required.
3. Change in escort privileges.
4. Noticeable change in weight gain or loss.
5. Change from wearing or not wearing eye glasses or contact lenses.
6. Legal name change. You must provide legal documentation showing the new name approved by the courts.
7. Change your social security number. You must provide a copy of your social security number or picture ID with your SS# or any legal document that has your SS#.
8. Change your US passport. You must provide a copy of the picture page of your new passport.
9. Change in your resident address in Korea.

For an USFK Wide post pass or your initial post pass it will take around three to four weeks to process. A copy of your Korean ID (front & back) is required. Post Pass renewals and changes usually take only two to three weeks to process. Copies of your Korean ID and current post pass (front & back) are required.

Memorandum for base access in order to enroll in a course outside of your regular work area will take about one to two weeks to process. So if you need to have base access before you can register be sure to submit your request with plenty of time in advance.

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.

Finally, all requests for renewals or changes need to be forwarded to the Logistical Support Specialist, Floyd E. Sandoval, info.pfec@ctcd.edu, DSN 722-3814, FAX 722-3009.

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

MAKE THE FOLLOWING CHANGES LISTED BELOW:

_____ Work Location Job Title Office Email Address

_____ *US Passport # *Social Security # **Korean ID Card # Personal Email Address Hiring Date

_____ Home Phone Number

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

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

Time _____ to _____ Base Access Days Hair Color Eye Color *** 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!

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