

POST PASS PICKUP

Dear Employees:

This is to inform you that your Post Pass is ready to be picked up at the ID Office located nearest your base (review ID offices listed below). You will need to bring a form of identification (e.g. passport, Korean ID) with you to the ID office. If this is a renewal, then bring your old Post Pass with you. The Pass & ID office will dispose of your old Post Pass when they issue the new Post Pass.

When you receive the Post Pass, please check the information (i.e. access hours; days; escort privileges; expiration date; KID number, name). If you are renewing your Post Pass, it will expire on 31 July of the next current program year (20087). If you are getting your Post Pass for the first time, it will expire 90 days after the date it was issued. For an employee who is receiving an initial Post Pass, you will need to request another new Post Pass after 90 days. This Post Pass will expire on 31 July of the current program year. **NOTE: if you are issued a renewal Post Pass from the ID Office which has an expiration date past 31 July 2008, DO NOT ACCEPT IT! It has been created in error.** Likewise, if your post pass **does not agree** with the submitted post pass request (USFK for 82-E) **DO NOT ACCEPT IT!** If this happens, please inform the ID official so they can issue you a new Post Pass while you are waiting. If they do not want to issue you a new Post Pass or try to convince you to keep it **DO NOT ACCEPT** it and contact your immediate supervisor and/or Logistical Support Specialist.

In addition, request a signed and stamped copy of your Post Pass request sheet (USFK Form 82-E) for your records. This is the only document the ID office will accept that verifies you officially received a legitimate Post Pass in case of loss or theft. Finally, coordinate your Post Pass pick-up with your immediate supervisor who will help arrange this. Send a copy of your new Post Pass (front & back) to the Logistical Support Specialist.

If you have questions about picking up your Post Pass, point-of-contact is Floyd Sandoval, Logistical Support Specialist, info.pfec@ctcd.edu, DSN 722-3814.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist

AREA	PASS & ID OFFICE	POC NAME	BLDG.	OFFICE HOURS
1	USAG Casey Camp Hovey	730-4472 Mr. Dickenson, Frank	2533	M/T/W/F 0900-1630 / Thu 1300-1630 (process thru USAG Casey)
	USAG Red Cloud Camp Jackson; Camp Stanley	732-7234 SGT Yi, Bum Ho	323	M-F 0900-1600 (process thru USAG Red Cloud)
2	Camp Kim K16 Army AF; Camp Market; USAG Yongsan	724-4301 Mr. Kim, Won Sik	S1230	M/T/W/F 0830-1600 / Thu 1300-1600 (process thru Camp Kim)
3	USAG Humphreys Camp Long	753-8172 Mr. Penon, Andre	S544	M/T/W/F 0900-1600 / Thu 1300-1600 (process thru USAG Humphreys)
4	Camp Carroll	765-8537 Mr. Haymes, Wayne	S946	M/T/Thu/F 0830-1500 / Wed closed
	Camp Henry	768-6917 Mr. Haymes, Wayne	1512	M-F 0800-1630
5	Osan Air Base Suwon Air Base	784-4489 MSG Marquez, Marvin	936	M-F 0800-1600 (process thru USAG Humphreys)
6	Kunsan Air Base	782-4900 SGT Brown, Gary	590	M-F 0800-1630