

## NEED A “TEMPORARY” POST PASS?

### Dear Employees:

This is to inform you what is required to obtain a “temporary” Post Pass for base access. A short-term visit request is available only to US DOD employees not to exceed 60 days:

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 “temporary” 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. Identify the start/ending time (military time) and the days you need base access. Also, state the beginning/ending dates upon which you are requesting the Temporary Post Pass.
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 were glasses or contact lenses.
6. Your place of birth including city and country.
7. Your job title and place of employment is needed.
8. Your current address must include street number, apartment name, building number, area and city with zip code or six digit mail code for Korean addresses. The phone number must include area code. If you don't have a resident phone then provide your cellular phone number.
9. Provide justification why you need a “temporary” Post Pass.

It takes at least three or four weeks to process a “temporary” Post Pass. So if you need to have base access on a specific date be sure to allow enough time to have your “temporary” Post Pass processed.

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:** \_\_\_\_\_

**TODAYS' DATE:** \_\_\_\_\_

Employee's Name: \_\_\_\_\_  
last first middle

\_\_\_\_\_  
Employer Job Title Office or Personal Email Address

\_\_\_\_\_  
\*US Passport # Social Security # \*\*Korean ID Card # Place of Birth Hiring Date

\_\_\_\_\_  
US Address Home Phone Number

\_\_\_\_\_  
Korea Address Home Phone Number

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

\_\_\_\_\_  
Hair Color Eye Color \*\*\*Height \*\*\*\*Weight Wear Glasses or Contact Lenses? Yes  No

\_\_\_\_\_  
Beginning Date / Ending Date Time to Base Access Days

Justification for "temporary" Post Pass for specific Base(s) or Area(s) access:

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

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