

## SOFA ID CANCELLATION IN KOREA

### Dear Employees:

This is to inform you what should be done upon termination of employment while possessing a SOFA ID, Dependent IDs, Ration Control Cards and/or SOFA plated POV and SOFA Driver's License. It is the responsibility of the IMMEDIATE SUPERVISOR to assure that ALL SOFA IDs, Dependent IDs, Ration Control Cards, SOFA Plates for their POVs and USFK SOFA Driver's License have been returned to the appropriate departments.

**SOFA and Dependent IDs** must be returned to the ID Office where they will stamp and sign the signature block (ID card turned-in to) located in Part IV of the "red stamped" USFK Form 175R. On the "red stamped" USFK Form 175R in Part IV (at the bottom) the supervisor must fill in the following:

Date of Departure	=	official day of termination
Destination	=	Korea / USA/ or another country
Signature of Contractor Supervisor	=	immediate supervisor's signature
Date	=	date of signature

**Ration Control Cards** must be returned to the originating Ration Control Office where they will stamp and sign the signature block (Ration Control Plate turned-in to) located in Part IV of the "red stamped" USFK Form 175R.

**SOFA Plates for POVs** must be returned to the originating SOFA Vehicle Registration Office where they will receive a "Notice of Cancellation" that validates the SOFA Plate was returned. If the employee does not bring back the "Notice of Cancellation" to you then call the SOFA Vehicle Registration Office to verify if they are still registered with SOFA plates. If they are contact your Associate Dean ASAP!

**USFK SOFA Drivers License** must be returned to the SOFA Driver's Testing Office where you must provide a completed Transmittal Record (DA Form 200) for signature of Driver's Testing Office personnel to validate the SOFA Driver's License was returned.

If the employee states that they lost any of the above items the supervisor must assure that the lost SOFA ID or Dependent IDs, Ration Control Cards and SOFA Vehicle Plates are reported to the Provost Marshall's Office. The employee must be present to provide a statement declaring how and when they were lost. The Provost Marshall's Office will provide you with a completed EAPB Form 3. The lost USFK SOFA Driver's License must be reported to the SOFA Driver's Testing Office.

Summary, make a copy for your files and send the original "red stamped" USFK Form 175R, SOFA Plate Notice of Cancellation, all Transmittal Records (DA Form 200) and all EPBA Form 3s to Floyd E. Sandoval, Logistical Support Specialist, info.pfec@ctcd.edu, DSN 722-3814, Fax 722-3009. Feel free to call if you have any questions regarding the above requirements.

Best wishes,

Floyd E. Sandoval  
Logistical Support Specialist