

SOFA ID REPLACEMENT IN KOREA

Dear Employees:

This is to inform you what you should do if you lose your SOFA ID or family members lose their dependent IDs. First, you need to report your lost or stolen SOFA ID to your nearest Provost Marshall's Office. You have to be present to provide a statement declaring how and when it was lost by filling out EAPB Form 3 at the Provost Marshall's Office (keep the original). The loss of an ID is a serious infraction because it compromises the security of the base if put in the "wrong hands". Second, you must send a statement to the Associate Dean, informing them of your lost SOFA ID so they can prepare a memorandum, signed by the Associate Dean (GS-14 or higher), explaining the corrective action taken to prevent another loss. A copy of your statement and the memorandum prepared by the Associate Dean that you also signed will be kept in your file. The original memorandum prepared by the Associate Dean must be sent to the Logistical Support Specialist.

Third, the original signed memorandum prepared by the Associate Dean, new USFK Form 700-19A-E (prepared by the Logistical Support Specialist) and the EAPB Form 3 must be completed before a request for a new SOFA ID or dependent IDs are made by the Logistical Support Specialist. A copy of the most recent USFK for 700-19A-E and Accreditation Letter must also accompany the above documentation when submitted to J1 by the Logistical Support Specialist.

Fourth, a counseling meeting must be scheduled and completed with J1 personnel before your SOFA ID or dependents' IDs will be processed. Fifth, after authorization by J1, a new SOFA ID or dependent IDs can be issued by the SOFA Identification Office in your Area. In the case of a family member, the sponsor must accompany them to the SOFA Identification Office. Upon receiving your new SOFA ID or dependent IDs, you must re-register with BIDs again.

Send the EAPB Form 3 and your statement immediately to the Logistical Support Specialist. Send a copy of your new SOFA ID card (front & back) 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.

If the SOFA ID or dependent IDs are found or returned, you need to give your lost SOFA ID to either the Provost Marshall's Office or the SOFA Identification Office as soon as possible.

Finally, be sure to inform members of your family that access privileges afforded to employees and their dependents are privileges, not rights! Be extremely careful to safeguard your SOFA ID and your dependents' IDs.

Best Wishes,

Floyd E. Sandoval
Logistical Support Specialist

