

POST PASS REPLACEMENT

Dear Employees:

This is to inform you what you should do if your Post Pass is lost or stolen. First, you need to report your lost or stolen Post Pass 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 lost Post Pass is a serious infraction because it compromises the security of the base if put in the "wrong hands".

Second, you must obtain a memorandum signed by a GS-14 or equivalent explaining the corrective action taken to prevent another loss. Send a copy of the memorandum to the Logistical Support Specialist; keep a copy for yourself and save the original for Pass and Identification Office.

Third, the original signed "corrective action" memorandum, a copy of the most recent USFK 82-E and a copy of EAPB Form 3 must be provided to the Pass and Identification Office when a new Post Pass is requested. If the lost or stolen Post Pass is found or returned you need to give it to the originating Pass and Identification Office as soon as possible.

Fourth, if the Post Pass is damaged you must make a copy of it and send the copy to the Logistical Support Specialist stating it was damaged. Included with your Post Pass copy must be your Korean ID (front and back) or Passport picture page (if US citizen) and identify your work place and work phone. The damaged Post Pass must be brought to the originating Pass and Identification Office to receive a new Post Pass.

Send copies of "correct action" memorandum, EAPB Form 3 and the new or damaged Post Pass (front and back) 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.

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 Post Pass.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist