

Procedure to designate an Invited Contractor under the US-ROK SOFA:

1. As soon as it is determined there is a contract requirement to perform in the Republic of Korea, the Contracting Officer (KO) will submit to USFK/FKAQ a Request for Invited Contractor Designation. KO's should review FKAQ's IC/TR checklist for unique requirements for contract performance in the ROK. US contracts must meet at least one of four criteria for designation: (1) security considerations, (2) technical qualifications, (3) unavailability of materials or services in the ROK or, (4) limitation of US law. Support at least one of these criteria with a brief explanation in the designation request.

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Request SOFA
Designation.doc

2. USFK/FKAQ will process the designation with the ROK government - this process may take up to 45 days.
3. When the Designation is approved, the USFK Requiring Activity (RA)/Sponsoring Agency will appoint a Responsible Officer (RO).

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RO Appointment
Orders.doc

4. The RO will be responsible for preparing the following package for FKAQ processing:
 - a. USFK Form 175-R (Complete Part I and II of this form)

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USFK Form 175R-E
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- b. Letter of Accreditation signed by the head of the requiring activity

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"Letter of
Accreditation Template.doc"

- c. Provost Marshall Office (PMO) Check (Note: PMO check must be completed and stamped/signed by the PMO office prior to submitting to USFK/FKAQ).

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PMO Check.doc

- d. Ration Control Check (Note: RCP check must be completed and stamped/signed by the RCP office prior to submitting to USFK/FKAQ).

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USFK Form 217E
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5. The RO submits the following to USFK/FKAQ: USFK Form 175-R, Letter of Accreditation, PMO check, RCP check and a copy of the Responsible Officer (RO) Appointment Orders.
6. USFK/FKAQ will review the packet and complete Part III of USFK Form 175-R.
7. With the stamped 175-R the contractor personnel will be able to receive SOFA benefits and USFK logistics privileges.