

**How to Complete DD Form 1172-2,
Application for DOD Common Access Card DEERS Enrollment
(For Korean Employees)**

Item	Title	Explanation	Example
1	Name	Self Explanatory	Son, Yon Chae
2	Sex	M-Male F-Female	M or F
3	SSN or DOD	FIN or DOD Number on the back of CAC	1467895042
5	Organization	Employee's Organization	51 CES/CEXX
6	Pay Grade	KGS or KWB Grade	KGS-05 or KWB-05
9	Date of Birth	Self Explanatory	1985Aug17
10	Place of Birth	Self Explanatory	Pyongtaek-Si, Kyongki-Do
11	Current Residence Address	Self Explanatory	Shown in Sample
16	Primary E-Mail Address	Self Explanatory	yonchae.son.kr@us.af.mil * Do not marking at (Permission to use for benefits notifications)
17	Telephone Number	Self Explanatory(Include Area Code/DSN)	315-784-XXXX
18	City of Duty Location	Duty Location	Pyongtaek-Si
22	Signature and Date	Employee's Signature and Date	Shown in Sample
32	ELIG ST/ EFF DATE	Employee's Service Computation Date(SCD) or Date Started Work In the Air Force	Shown in Sample
33	Card Expiration Date	3 Years after current CAC expiration date	Show in Sample

How to Submit DD form 1172-2:

1. Employee completes the form
2. Submit to Civilian Personnel Office Customer Service Desk, Bldg 936 (Korean Staffing Section, 784-6862)
3. CPO completes Section III and issue an employment verification letter and return to the employee.
4. Employee submits the signed form and employment verification to 51FSS/Military Personnel Section, Customer Service, Bldg 936, Telephone 784-1845/8106.
Two types of picture identification are required to show to the customer service representative, such as base pass and old CAC.
5. DD form 1172-2, Feb 2011 edition will be used.

APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT					OMB No. 0704-0415 OMB approval expires Jan 31, 2017	
Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.						
SECTION I - SPONSOR/EMPLOYEE INFORMATION						
1. NAME (Last, First, Middle) Son, Yon Chae		2. GENDER F	3. SSN OR DOD ID NO. 1467895042	4. STATUS FN	5. ORGANIZATION 51 CES/CEXX	
6. PAY GRADE KGS-05	7. GEN. CAT	8. CITIZENSHIP Korean		9. DATE OF BIRTH (YYYYMMDD) 1985Aug17		
10. PLACE OF BIRTH , Korea			11. CURRENT HOME ADDRESS #127, Shinchang-dong, Pyongtaek-si, Kyongko-do.	12. CITY Pyongtaek	13. STATE	14. ZIP CODE
15. COUNTRY ROK		16. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications yonchae.son.kr@us.af.mil		17. TELEPHONE NUMBER (Include Area Code/DSN) 315-	18. CITY OF DUTY LOCATION Pyongtaek-Si	19. STATE OF DUTY LOCATION
20. COUNTRY OF DUTY LOCATION ROK		SECTION II - SPONSOR/EMPLOYEE DECLARATION AND REMARKS				
21. REMARKS (Cite legal documentation, as applicable.) A letter of Employment Base Pass Common Access Card (CAC) "SAMPLE" "SAMPLE" "SAMPLE"						NOTARY SIGNATURE AND SEAL
I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the authorizing/verifying official, the signature must be notarized.)						
22. SPONSOR/EMPLOYEE SIGNATURE					23. DATE SIGNED (YYYYMMDD)	
SECTION III - AUTHORIZED BY						
24. SPONSORING OFFICE NAME Osan Civilian Personnel Office					25. CONTRACT NUMBER	
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code) 51 FSS/FSMCXXN			27. SPONSORING OFFICE TELEPHONE NUMBER (Include Area Code/DSN) 315-784-6268	28. OFFICE EMAIL ADDRESS		29. OVERSEAS ASSIGNMENT (Country)
30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)	31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)	32. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) 2003Nov02		33. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) 2018Jan10		
I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires an identification card in the performance of their duties with the DoD or Uniformed Services.						
34. SPONSORING OFFICIAL NAME (Last, First, Middle) Yi, Yong Cha			35. UNIT/ORGANIZATION NAME 51 FSS/FSMCXXN			
36. TITLE Chief, Korean staffing Section		37. PAY GRADE KGS-11	38. SIGNATURE		39. DATE VERIFIED (YYYYMMDD)	
SECTION IV - VERIFIED BY						
40. VERIFYING OFFICIAL NAME (Last, First, Middle Initial)		41. SITE IDENTIFICATION	42. TELEPHONE NUMBER (Include Area Code/DSN)	43. SIGNATURE		
SECTION V - DEPENDENT INFORMATION (Attach additional pages if necessary)						
A	44. NAME (Last, First, Middle)		45. GENDER	46. DATE OF BIRTH (YYYYMMDD)	47. RELATIONSHIP	
48. SSN OR DOD ID NO.			49. CURRENT HOME ADDRESS		50. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)	51. TELEPHONE NUMBER (Include Area Code/DSN)
52. CITY		53. STATE	54. ZIP CODE	55. COUNTRY	56. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	57. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)
B	58. NAME (Last, First, Middle)		59. GENDER	60. DATE OF BIRTH (YYYYMMDD)	61. RELATIONSHIP	
62. SSN OR DOD ID NO.			63. CURRENT HOME ADDRESS		64. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)	65. TELEPHONE NUMBER (Include Area Code/DSN)
66. CITY		67. STATE	68. ZIP CODE	69. COUNTRY	70. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	71. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)
SECTION VI - RECEIPT						
Receipt of new card is acknowledged.						
72. SIGNATURE					73. DATE ISSUED (YYYYMMDD)	

CAC 발급장소: Military Personnel Section - Customer Service Counter:

건물번호 936, 1 층 전면입구

1. 근무시간 월-금, 오전 7시-오후 4시, 점심시간에도 계속근무함.
2. 컴퓨터에 영문으로 등록 (Sign-In) 한후 대기하면 순번을 부를것임.
3. 대기실 전면의 전광판에 세개의 카운터에서 진행되는 업무처리상황을 알려줌
4. 한사람의 일처리 시간은 10 분에서 15 분정도 소요됨 (시스템이 정상가동시)
5. 카드를 발급받고 난후 약 한시간-두시간후 (안내를 해줌)직장에 돌아와서 컴퓨터를 새로 부팅하고 카드를 사용하면됨 -카드가 안될경우 안내서를 이용하여 새로 시스템에 입력하던지, Unit System Administrator 에게 도움을 요청.
6. 기타사항은 발급하는 군인들의 지시에 따르면 됨. 다음은 간단한 지시사항이니 참고하시기 바랍니다.
 - Will take your picture, so put your chair back to the corner and look at the camera.
사진을 찍으려하니 의자를 코너로 옮겨 카메라를 보세요.
 - Put your right index finger down.
오른쪽 집게손가락을 이위 (지문감지기) 에 놓으세요.
 - Lift it, and put it back again.
잠시 떴다가 다시 올려놓으세요.
 - Put it up higher.
손가락을 (지문감지기) 더 위쪽으로 가까이 대세요.
 - Push it harder.
손가락을 약간더 세게 누르세요.
 - Put your left index finger down.
왼쪽집게손가락을 이위에 놓으세요.
7. 한직장에 많은 직원이 카드를 내야하는경우, 가능한 한꺼번에 너무많은 인원이 가는것보다 시간과 날자를 분산해서 가는것이 좋음.