

**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	Hong, Kil Tong
2	Sex	M – Male F – Female	M
3	SSN	Foreign Identification Number on the back of CAC	903-00-0001
5	Organization	Employee's Organization	51 CES/CEXX
6	Pay Grade	KGS or KWB Grade	KGS-07
8	Citizenship	Citizenship	Korean
9	Date of Birth	Self Explanatory	1960May14
10	Place of Birth	Self Explanatory	Pyongtaek-Si, Kyongki-Do
11	Last Update	CAC Expiration Dates shown in Card	2010Jul01
13	Current Residence Address	Self Explanatory	Shown in Sample
14	Supplemental Address	Duty Phone Number and Cell Phone Number	Shown in Sample
20	City of Duty Location	Duty Location	Pyongtaek-Si
24-27	Sponsoring Office	Osan Civilian Personnel Office	Same as Sample
28	Supplemental Address Information	Employee's Unit Address	Shown in Sample
33	ELIG ST/EFF DATE	Employee's Service Computation Date (SCD) or Date Started Work In the Air Force	Shown in Sample
34	Card Expiration Date	3 Years after current CAC expiration date	2013Jul01
37-38	Signature and Date	Employee's Signature and Date	Sign and Date

B. 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 51 FSS/
Military Personnel Section, Customer Service, Bldg 936, Telephone 784-1845.
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, Dec 2007 edition will be used.

Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.

MARK HERE FOR CIVILIAN OR CONTRACTOR PRE-ELIGIBILITY →		APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD DEERS ENROLLMENT				OMB No. 0704-0415 OMB approval expires December 31, 2010		
SECTION I EMPLOYEE INFORMATION	1. NAME (Last, First, Middle) Hong, Kil Tong			2. SEX M	3. SSN 903-00-0001	4. STATUS FN	5. ORGANIZATION 51CES/CEXX	
	6. PAY GRADE KGS-07	7. GEN. CAT	8. CITIZENSHIP Korean	9. DATE OF BIRTH (YYYYMMDD) 1960May14	10. PLACE OF BIRTH Pyongtaek-Si, Kyongki-Do		11. LAST UPDATE (YYYYMMDD) 2010Jul01	12. V/I
	13. CURRENT RESIDENCE ADDRESS 111-102, Boram Apts, Jisan-Dong, Pyongtaek-Si				14. SUPPLEMENTAL ADDRESS INFORMATION 784-1234/010-1234-9999			
	15. CITY		16. STATE	17. ZIP CODE		18. COUNTRY ROK	19. OFFICE E-MAIL ADDRESS kiltong.hong.kr@osan.af.mil	
	20. CITY OF DUTY LOCATION Pyongtaek-Si		21. STATE OF DUTY LOCATION		22. COUNTRY OF DUTY LOCATION ROK		23. ALTERNATIVE E-MAIL ADDRESS	
	24. SPONSORING OFFICE NAME Osan Civilian Personnel Office						25. CONTRACT NUMBER	
	26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code) 51 FSS/FSMC, Unit 2065, APO AP 96278-2065						27. SPONSORING OFFICE TELEPHONE NUMBER 784-4218	
	28. SUPPLEMENTAL ADDRESS INFORMATION 51 CES/CEXX, Unit 1234, APO AP 96278-1234						29. OVERSEAS ASSIGNMENT (Country)	
	30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)			31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)		32. TYPE OF CARD ISSUED FN CAC		
	33. ELIG ST/EFF DATE (YYYYMMDD) 2004May04		34. CARD EXPIRATION DATE (YYYYMMDD) 2013Jul01		35. SUPPLEMENTAL ASSIGNMENT INFORMATION			
SECTION II EMPLOYEE DECLARATION AND REMARKS	36. REMARKS (Cite legal documentation, as applicable.) A Letter of Employment Base Pass Common Access Card (CAC)						NOTARY SIGNATURE AND SEAL "SAMPLE" "SAMPLE" "SAMPLE"	
	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.)							
	37. SIGNATURE 						38. DATE SIGNED (YYYYMMDD) 2010Jul01	
SECTION III AUTHORIZED/VERIFIED BY	I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires a CAC in the performance of their duties with the Uniformed Services.							
	39. TYPED NAME (Last, First, Middle)				40. UNIT/ORGANIZATION NAME Osan Civilian Personnel Office			
	41. TITLE	42. PAY GRADE		43. DUTY PHONE NO. 784-4218	44. UNIT/ORGANIZATION ADDRESS (Street, City, State, ZIP Code) 51 FSS/FSMC Unit 2065 APO AP 96278-2065			
45. SIGNATURE			46. DATE VERIFIED (YYYYMMDD)					
SECTION IV ISSUED BY	47. TYPED NAME (Last, First, Middle)				48. PAY GRADE		49. UNIT/COMMAND NAME	
	50. TITLE		51. UIC		52. DUTY PHONE NO.		53. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code)	
	54. SIGNATURE			55. DATE ISSUED (YYYYMMDD)				
SECTION V RECEIPT	RECEIPT OF NEW CARD IS ACKNOWLEDGED							
	56. SIGNATURE						57. DATE ISSUED (YYYYMMDD)	