



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-MW

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #47, Patron Use of Family and Morale, Welfare and Recreation (FMWR) Fitness Centers

1. The proponent of this policy is the Directorate of Family and Morale, Welfare, and Recreation.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References:
  - a. AR 215-1, Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities, 31 Jul 07.
  - b. USFK Regulation 190-7, Installation Access Control System, 2 Oct 07.
4. Purpose: The establish eligibility, priority, and sign in procedures for use of FMWR Fitness Centers.
5. Applicability: These requirement and procedures are applicable to all United States Forces Korea (USFK) military, Department of Defense Civilians, Korean Augmentees to the US Army (KATUSA), Korean Military Forces, civilians, contractors, technical representatives, and Korean National personnel and their Family members residing in or granted access to USAG-Humphreys and Area III.
6. Policy: Eligibility and priority of use.
  - a. Active Duty (AD), Reserve Corp (RC), Retired military personnel and their dependant Family members and Korean Augmentees to the US Army (KATUSA) receive first priority for use.
  - b. US DOD APF/NAF civilian employees and their dependant Family members receive second priority for use.
  - c. DoD Contract personnel or Technical Representatives and their immediate Family members, Korean Military Forces and Korean National civilian employees receive third priority for use.

IMHM-MW

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d. Korean Nationals who have distinguished themselves in direct association with or in support of the Army (may include foreign nationals overseas) such as Good Neighbor Pass holders are authorized use and receive fourth priority for use.

e. Family Members of Korean National employees and Korean Military Forces are not a recognized priority and their use is not authorized unless escorted by authorized users IAW guest procedures listed below.

7. All fitness centers will ensure patrons are identified as authorized patrons prior to use. Proof of eligibility must be presented upon entry and all users must be registered in the RECTRAK system. For identification purposes one of the forms of identification listed below must be presented to gain access to fitness centers.

a. Uniformed Services Identification Card - DD Form 2 (United States Uniformed Services Identification Card for Active/Reserves/Retired Military).

b. Uniformed Services Identification and Privilege Cards - DD Form 2764.

c. Uniformed Service ID cards - DD Form 1173 (Uniformed Services Identification and Privilege Card)

d. USFK Form 37EK (AUTO). DBIDS produced Installation Access Pass that is issued to individuals who are authorized access to specific USFK installations, but who do not possess a DOD ID card.

e. Republic of Korea (ROK) Armed Forces Identification Card.

8. Guest(s): The term "Guest" refers to an individual not normally authorized access to USAG Humphreys. This individual does not hold or possess a US Military or Korean Military Forces Identification Card. Their access to a US Installation is subject to an authorized or approved sponsor and must comply with USAG-H sponsorship policy and procedures. Eligible patrons may bring in guests into the fitness centers. Sponsors are required to present their guests to the staff member on duty and to sign their guest in and will remain with their guest at all times while the guest is in the fitness facility. The sponsor is responsible for the conduct of the guest and will ensure that the guest complies with posted rules and the facility SOP.

IMHM-MW

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9. The point of contact for USAG Humphreys and Area III is the Chief, FMWR Community Recreation Division at DSN 754-8808.



DARIN S. CONKRIGHT  
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