



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-MWR

## UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-8

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pre-paid Punch Cards (PPC) at Sung Nam Golf Club

### 1. REFERENCES:

a. AR215-1, Army Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities, 22 June 2010.

b. United States Forces Korea (USFK) Regulation 360-4, Good Neighbor Program, 11 May 2010.

2. PURPOSE: This program is a replacement for the Honorary Membership Program at Sung Nam Golf Club. This policy letter outlines the procedures used in phasing out the Honorary Membership Program and the implementation of the Punch Card Program.

3. APPLICABILITY: This policy applies to all tenant units assigned at USAG-Yongsan (USAG-Y) and other organizations using Sung Nam Golf Club (SNGC) and their authorized guests.

4. GENERAL: Sung Nam Golf Club is provided for the recreational and physical fitness needs of Service-members, DOD Civilians, Retirees, and their Family members working and/or residing on or supported by USAG-Y. Excess capacity during non-peak periods is available to Honorary Members and USFK Good Neighbor Pass holders with a pre-paid punch card for the purposes of expanding positive contacts between community members and Good Neighbors and establishing new contacts in support of the US/ROK Alliance.

5. HONORARY MEMBERSHIP: USAG-Y will no longer accept or process applications for Honorary Membership at Sung Nam Golf Club. Existing Honorary Members in good standing with fully paid fees will remain Honorary Members until an undetermined future point in time.

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6. **PRE-PAID PUNCH CARD GENERAL RULES:**

a. Pre-paid Punch Cards (PPC) are sold only to USFK Good Neighbor Pass holders and are non-transferable and non-refundable.

b. PPCs are valid only during the current golf season (1 April-31 March). Un-used rounds on the PPC after the end of the season are forfeited without refund.

c. PPC can only be used for the holder's golf rounds and may not be used for his/her guests. Each guest must pay the established fee for his/her category.

d. PPC holders may escort up to three guests for golf play.

e. PPC does not provide any guarantee of a tee time. Tee times for PPC holders will be IAW the SNGC established priorities.

f. Total active PPC and Honorary Members will not exceed the Status of Forces Agreement threshold.

g. Any PPC holder found to be violating the rules of the PPC, SNGC, or using SNGC for personal gain will forfeit his/her PPC without refund. The Garrison Commander will also make formal notification of the violation to the PPC holder's Good Neighbor sponsor.

h. USAG-Y will conduct background checks on PPC holders. If the background check reveals derogatory information, then we will report this to the sponsor of the Good Neighbor, which could result in loss of the PPC by the card holder. Should a PPC holder no longer possess a Good Neighbor pass, or lose his/her standing as a Good Neighbor, his/her PPC is immediately revoked without refund.

i. The PPC is a serial number controlled item with a photograph or image of the PPC holder printed on the card. PPC usage will be decremented on the SNGC Customer Management System.

7. **PRE-PAID PUNCH CARD COORDINATOR:** The Garrison Commander will appoint in writing the USAG-Y MWR Business Operation Division Chief as the PPC Coordinator. Duties and responsibilities of the PPC Coordinator include, but are not limited to:

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- a. Ensuring that the PPC program is run IAW this policy letter. All actions will be done with complete transparency.
- b. Conducting the pre-season lottery and maintaining the standing waiting list.
- c. Approving applications for the PPC waiting list and sale of the PPC.

**8. LOTTERY PROCESS AND WAITING LIST:**

- a. To ensure that all Good Neighbors desiring a PPC have an equal opportunity to purchase a PPC, USAG-Y will use a lottery. The lottery will determine those that will have the initial opportunity to purchase a PPC and establish the waiting list for PPC purchase. Each annual lottery is a separate event. We will not weight or adjust for previous non-selection.
- b. Entry into the lottery is open from 1st January until the last Saturday in February. To enter into the lottery each Good Neighbor Pass holder must apply in person at SNGC and have in his/her possession their Good Neighbor pass.
- c. The lottery drawing will be conducted at SNGC and will be open to the public, and if possible, it will be streamed live over the internet. The drawing will be conducted by the PPC Coordinator and an impartial third party and/or parties. All applications will be drawn and recorded in the order of their drawing for the determination of those that will be offered an opportunity to purchase a PPC and those that will be on the waiting list.
- d. All available PPC allocations will be matched against the rank order on the waiting list for immediate sale (i.e., if the available number of PPCs for opening of the Golf Season is 120, then the first 120 applications drawn are offered the opportunity to purchase PPCs).
- e. Valid applications received after the last Saturday in February will be processed and added to the end of the waiting list following the lottery drawing and establishment of the waiting list.

**9. PPC PURCHASE AND WAITING LIST OPERATION:**

- a. Applicants for PPC are responsible for providing current and accurate contact information on their applications and to ensure it is updated should the information change. Reasonable attempts will be made to contact applicants.

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b. Applicants selected in the initial lottery and subsequently from the waiting list will be notified of their eligibility to purchase a PPC using the contact information provided. Applicants will have seven (7) calendar days from the initial notification attempt in which to purchase a PPC.

c. Applicants that fail to purchase the PPC within seven (7) days go to the bottom of the waiting list, and the next person on the waiting list will be notified of his/her eligibility to purchase a PPC.

d. Applicants whose special circumstances prevent them from purchasing the PPC within seven (7) days may request an extension from the PPC Coordinator. Extensions will only be granted when it is determined that the applicant is reasonably unable to go to SNGC (e.g., hospitalized or out of country). Extensions are granted at the discretion of the PPC Coordinator and will not exceed 14 calendar days. Requests for extensions after the seven (7) day deadline will not be accepted.

10. The POC for this policy is the USAG-Y Director of Family, Morale, Welfare, and Recreation.



MARIA P. EOFF  
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Commanding

Distribution:

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