



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 3-4

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison-Yongsan Collier Community Fitness Center Utilization

1. **REFERENCES:**

a. AR 215-1, Military Morale, Welfare, and Recreation (MWR) Programs and Non-Appropriated Fund Instrumentalities, 24 September 2010.

b. AR 405-70, Utilization of Real Property, 12 May 2006.

c. USFK Reg 405-7, Facilities & Area (Real Estate) Policies/Procedures in Korea, 8 September 2010.

2. **PURPOSE:** Provide guidance and establish command policy for the utilization of Collier Community Fitness Center (CCFC) to conduct military ceremonies, exercises and other events.

3. **APPLICABILITY:** This policy applies to all tenant units and other organizations assigned at USAG-Y (Area II).

4. **GENERAL:** The Collier Community Fitness Center is designed to promote the health, well being, and support the physical fitness/recreational needs of Servicemembers, Families and Civilians assigned to USAG-Y and Area II.

a. The facility's purpose is for sports, recreational health and fitness needs; direct sports programs; intramural/post level sports competition; and promoting our community individual health and fitness needs.

b. Fitness classes and exercise programs/classes are ongoing through the calendar year, and its many fitness and recreational programs have a direct impact on readiness, resiliency, health, and well being of our Community members.

c. Community recreational and leisure events, hosted special entertainment acts and shows are scheduled in the facility on a regular rotational basis. The priority of use

IMYN-MWR

SUBJECT: US Army Garrison Yongsan Collier Community Fitness Center Utilization

is to promote and execute a multitude of physical fitness programs for all authorized patrons. These programs are inclusive of the development of cardiovascular fitness, strength conditioning, flexibility, and recreation.

d. Military ceremonies and special events in this facility must be limited to support the facility's purpose and mission. Therefore, the following events are authorized in CCFC: Non-combatant Evacuation Operation (NEO) exercises, General Officer/Flag Officer (GOFO) level town halls, GOFO changes of Command/equivalent changes of responsibility ceremonies, U.S. Army Soldier Show, Korean Augmentation To the United States Army (KATUSA)/U.S. Friendship Week activities, Directorate of Family and Morale Welfare and Recreation (FMWR) Community events such as MWR concerts, the Sesame Street Show, the Army Soldier Show, and the like; Department of Defense Dependent School (DODDS) use during emergency school evacuations; contingency operations supporting emergency and wartime operations; and other events approved by the Senior Responsible Officer or USAG-Y Garrison Commander.

e. Commander, tenant units and other Area II organizations/activities will consider alternative locations to conduct military ceremonies, training exercises and other events. These options include the Eighth Army Training Facility, Camp Coiner's Tiger Field, the Yongsan Multi-Purpose Training Facility (MPTF), the Camp Coiner or K-16 life support area, or the K-16 unit maintenance bay or hangers. All requests for the use of Area II sports fields and outdoor recreational parks and grounds will be requested through the CCFC program manager.

5. **RESPONSIBILITIES:** All exceptions to policy request must be submitted to the USAG-Y DFMWR Community Recreation Officer in writing NLT 30 days prior to the start date of the event and approved by a Colonel. The request must include the purpose of the request, date/time of use, primary/alternate POCs, and office/cell phone numbers. Units are responsible for ensuring the CCFC is cleaned after use. Requesters will do their best not to change dates, as specific dates/times affect prior scheduled events. Units will notify the USAG-Y Directorate of Plans Training Mobilization and Security (DPTMS) of any cancellation of training. Failure to do so may result in the loss of use of USAG-Y facilities.



MARIA P. EOFF
COL, LG
Commanding

Distribution:

A