



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-HRP

US ARMY GARRISON YONGSAN POLICY LETTER 1-16

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Leave Policy

1. **REFERENCES:**

- a. Army Regulation 600-8-10, Leaves and Passes, 15 February 2006.
- b. USFK Regulation 600-8-10, Leaves and Passes, 19 December 2012.

2. **PURPOSE:** This policy provides additional guidance regarding leaves and passes for Soldiers assigned to US Army Garrison Yongsan (USAGY).

3. **APPLICABILITY:** This policy applies to all USAGY Soldiers.

4. **GENERAL:**

a. The leave and pass program is designed to allow Soldiers to use their authorized leave to the maximum extent. The frequent use of leave throughout the fiscal year makes a positive contribution to morale, level of performance, and career motivation. However, operational missions and essential supporting functions of the command must be accomplished to the extent permitted by the available manning of the organization. Therefore, leave will be granted within the constraints of operational military missions. Leave should not be taken during major exercises unless an exception to policy is granted by the Garrison Commander for unusual circumstances.

b. Leaders must ensure accrued leave is managed throughout the year in a manner that does not place Soldiers in a "use or lose" situation at the end of the fiscal year.

c. Not more than 10 percent of military personnel assigned or attached for duty will be off Peninsula on ordinary leave or pass at any one time.

d. Supervisors of military members who wish to travel off Peninsula must take action to ensure military members meet entry requirements for the country to be visited before the leave or pass authorization is released and the member departs.

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e. Military members who wish to take leave off Peninsula for more than 30 days must have their leave request authorized by the Garrison Commander.

5. The proponent for this policy is the Director, Directorate of Human Resources (DHR), USAG-Y, 738-5017.



MARIA P. EOFF
COL, LG
Commanding

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