



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

IMYN-ES

29 JUL 2014

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 5-4

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Visitor Access to USAG-Y Army and Air Force Exchange Services (AAFES) Facilities

1. **REFERENCES:**

- a. United States Forces Korea (USFK) Regulation 60-1, Ration Control Policy – Access to Duty-Free Goods, 02 August 2013.
- b. USFK Regulation 190-7, Installation Access Control System, 11 May 2012.
- c. USFK Regulation 1-23, Distinguished Visitors, 19 December 2008.

2. **PURPOSE:** To establish guidance and procedures for visitor access to post facilities requiring identification cards and/or ration control cards for normal access.

3. **APPLICABILITY:** This policy applies to all personnel sponsoring access or desiring access to all facilities requiring identification cards and/or ration control cards for entrance in USAG-Y facilities.

4. **GENERAL:**

a. Only visiting Family members (NOT fiancé, friends, etc.) may be granted **access** to AAFES facilities. They must meet the following requirements:

- (1) Accompanied by sponsor with a military or DoD identification card.
- (2) Possess an access visitor's pass (USFK Form 37EK).
- (3) Possess a completed & approved "Request for Access to AAFES Facilities". See enclosure 1.

b. Access to the facility in no way implies authorization for the purchase of any

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products by personnel not possessing a valid identification card. Access simply allows visitors to enter a facility with an authorized identification card holder. Visitors (i.e. visiting Family members only; NOT fiancé, friends, etc.) are not allowed to "use" the facilities.

c. Sponsors who wish to have guests (i.e. visiting Family members only, NOT fiancé, friends, etc.) visit facilities will:

(1) Report to Directorate of Emergency Services, Building 4305, Room 105 to receive a visitor's pass.

(2) Provide name, social security number, passport number, Korean identification number (KID), and relationship to the guest.

(3) Show proper identification as authorized sponsor.

(4) Ensure guests are aware that purchases by visitors are not authorized.

d. Guests must show "Request for Access to USAG-Y AAFES Facilities" when entering all facilities with a valid USFK Form 37EK.

e. Guest must be accompanied by authorized sponsor to all facilities.

f. Sponsor is responsible for guest's behavior. Failure to control guests could result in administrative sanctions against both the sponsor and guest. At no time will guests be allowed to purchase any duty free goods.

g. "Request for Access to AAFES Facilities" will be issued for the period of time the guest is visiting the sponsor up to a maximum of 30 days. If a visit exceeds 30 days, the sponsor must request another pass.

h. Distinguished visitors will be governed by USFK Regulation 1-23.

Encl
Request for Access to
AAFES Facilities


MARIA P. EOFF
COL, LG
Commanding

DISTRIBUTION:
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MEMORANDUM FOR Commander, United States Army Garrison-Yongsan (USAG-Y),
APO AP 96205-5333

SUBJECT: Request for Access to USAG-Y Army and Air Force Exchange Services
(AAFES) Facilities

1. Request that the individual(s) Family member(s) listed below be authorized access
to the Main Exchange and other USAG-Y AAFES facilities while visiting me from
_____ thru _____.

<u>NAME</u>	<u>SSN/PASSPORT</u>	<u>RELATIONSHIP</u>
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2. I understand that I (or my wife/husband) must accompany my Family member
guest(s) into approved facilities and that no purchases by any guest(s) are authorized. **I
also understand that this is not a Pass to get guest(s) through the gates to enter
the Installation.**

(SIGNATURE)

(FULL NAME, SSN)

(GRADE/ORGANIZATION/TEL#)

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Commander, United States Army Garrison-Yongsan (USAG-Y), APO AP 96205-5333

FOR Managers of USAG-Y AAFES Facilities, APO AP 96205

Approved.

MARIA P. EOFF
COL, LG
Commanding