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United States Forces Korea
Unit #15237
APO AP 96205-5237

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Administration

DETAIL OF UNITED STATES OFFICERS AND ENLISTED PERSONNEL TO ADDITIONAL
DUTIES

*This is the first editions of United States Forces Korea Regulation 1-21.

For the Commander:

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Summary. This regulation establishes policies and procedures for tasking for additional duties to United States (U.S.) Officers, Warrant Officers, and Enlisted personnel who are assigned to the UNC, CFC, USFK or EUSA.

Applicability. This regulation is applicable to all United States (U. S.) Officers, Warrant Officers, and Enlisted personnel regardless of service, assigned or attached to units or staff sections of the United Nations Command (UNC), Combined Forces Command (CFC), United States Forces Korea (USFK) or Eighth United States Army (EUSA), stationed on Yongsan Garrison.

Proponent. The proponent of this regulation is the 8th Army Special Troops Battalion-Korea (STB-K), Eighth Army Headquarters Command-Administrative (EAHC-A), Unit #15171, APO, AP 96205-5171.

Forms. USFK forms are available at <http://www.usfk.mil/USFK/index.html>

Supplementation. Issue of further supplements to this regulation by subordinate commands is authorized as required. Provide two copies of such supplements to 8th Army Special Troops Battalion-Korea (STB-K), Eighth Army Headquarters Command-Administrative (EAHC-A), Unit #15171, APO, AP 96205-5171.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to 8th Army Special Troops Battalion-Korea (STB-K), Eighth Army Headquarters Command-Administrative (EAHC-A), Unit #15171, APO, AP 96205-5171. This publication is available electronically at <http://www.usfk.mil/USFK/index.html>.

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Chapter 1 General

1-1. Purpose

This regulation establishes policies and procedures for tasking for additional duties to United States (U.S.) Officers, Warrant Officers, and Enlisted personnel who are assigned to the UNC, CFC, USFK or EUSA.

1-2. References

a. Required publications.

- (1) AR 20-1 (Inspector General Activities and Procedures)
- (2) AR 75-15 (Policy for Explosive Ordnance Disposal) with EUSA Supplement 1 (Responsibilities and Procedures for Explosive Ordnance Disposal).
- (3) AR 195-5 (Evidence Procedures)
- (4) DA Form 6 (Duty Roster)

b. Related publications.

- (1) AR 15-6 (Procedures for Investigating Officers and Boards of Officers)
- (2) AR 220-45 (Duty Rosters)
- (3) AR 601-280 (Army Retention Program)
- (4) COMNAVFORKOREAINST 5000.3J (Staff Organization and Regulations Manual)
- (5) Article 32 and Article 138, Uniform Code of Military Justice
- (6) USFK Reg 10-2 (Installation Management and Base Operations)

1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Exempted Personnel

See Appendix A. Exemptions may only be granted by the Chief of Staff EUSA, for all EUSA personnel or the Assistant Deputy Chief of Staff (ADCS) for UNC, CFC and USFK personnel. Forward approved exemptions to Commander, STB-K for publication as an amendment to Appendix A.

Chapter 2

Policies and Procedures

2-1. Details

The following categories of details are covered in this regulation:

a. Common User details. These details are in direct support of installation activities. The Commander, U.S. Army Garrison-Yongsan (USAG-Y) has tasking authority over all Major Subordinate Commands (MSC) and tenant activities/units in Area II. These are details that do not specifically require U.S. Army personnel and which may be performed by any qualified service member regardless of branch of service or the unit to which they are assigned. Refer to Appendix D for an explanation of each detail:

- (1) Community Watch (CW)
- (2) Command Presence Patrol (CPP)
- (3) Post Police
- (4) Walker Center Operations
- (5) Fuel Delivery Monitor
- (6) ID Passes and Vehicle Decal Inventory
- (7) Provost Marshal Office Evidence Room Inventory
- (8) Yongsan Readiness Center Charge of Quarters and Runner.
- (9) Mail Room Holiday Augmentation.
- (10) Other one-time Garrison Details

b. Specific User details: Army component. These details specifically require a U.S. Army Officer, NCO, or Enlisted Soldier and may be performed by any Army Soldier regardless of the unit to which they are assigned provided they meet requirements specified in the governing regulations.

- (1) Members of court-martial panels and/or administrative separation boards.
- (2) Members of Warrant Officer/Officer Candidate School selection boards.
- (3) Members of reclassification and/or military occupation specialty medical retention boards.
- (4) Investigating Officers for such requirements as Line of Duty (LOD), investigations under the provisions of AR 15-6 or Article 32, UCMJ, or Financial Liability Investigations of Property Loss (FLIPL)). Units will only task outside of their MSC if a conflict of interest or rank exists within the MSC.
- (5) Casualty Assistance Officer or NCO.
- (6) Other one-time Army-specific details as determined by the Commander, USAG-Y.

2-2. Responsibilities

a. The Commander, USAG-Y is responsible for implementing Common User details.

b. MSC Commanders, Commanders of Yongsan tenant units and Chiefs of other activities will:

(1) Request support for tasking details beyond the activity/unit's capabilities from the Commander, USAG-Y (IMKO-AB-PL), Unit # 15333, APO AP 96205-5333.

(2) Prior to approving leave, administrative absence, or temporary duty for personnel on Court-Martial duty, Commanders or supervisors must obtain clearance from the convening authority, through the Staff Judge Advocate.

(3) Once a Service Member is assigned to a duty or the final duty roster is published, the unit or staff section of the tasked member must either ensure that individual is at the required place of duty at the required time, or provide a replacement.

c. Commander, STB-K will consolidate and retain all Daily Status Reports (DSR) from staff sections within UNC, CFC, USFK and EUSA staff elements. STB-K will submit DSRs upon request to Commander, USAG-Y and administer taskings for HQ UNC/CFC/USFK/EUSA as outlined in Appendix C.

2-3. Policies

a. Individuals will perform duties IAW their currently held rank regardless of promotable status.

b. Colonels (O6) will be detailed to additional duties only when there is a specific requirement for an officer of that grade.

c. Establishment of a detail to be tasked by the Commander, USAG-Y will be:

(1) Requested of either a subordinate Commander; Commander, STB-K; or staff Director (through Commander, STB-K) when one of the type of details covered by this regulation cannot be completed on a one-time basis utilizing the unit's own personnel due to constraints such as conflict of interest or rank.

(2) Directed by the Commander, UNC/CFC/USFK; Commander, EUSA; their Deputy Commanders; or their Chiefs of Staff.

d. Commander, USAG-Y will initiate installation tasking for recurring daily, weekly, and monthly Common User details as specified in paragraph five above at least 30 days in advance of the requirement. Other one-time and non-recurring details will be initiated in sufficient time to allow unit coordination. Commander, USAG-Y will initiate taskings for Army Component Details as early as is practicable.

e. Investigating Officers, Casualty Assistance Officers/NCOs and Financial Liability Investigations of Property Loss (FLIPL) Officers will be provided by the unit in which the requirement exists. If the unit cannot provide the required personnel or if a conflict of interest exists, the requirement will be forwarded to Commander, USAG-Y for tasking. FLIPL on TMP vehicles will be assigned to the unit that was operating the equipment at the time that the damage or loss occurred.

f. Personnel are exempted from duty two days prior to an approved leave or TDY if it is indicated appropriately on the respective DSR.

g. Personnel are exempted from duty 10 days prior to departure from Korea on PCS or ETS and must be annotated on the DSR.

h. Commander STB-K and USAG-Y may not assign common user or specific user details to UNC/CFC/USFK personnel if such detail or tasking was assigned to that component by HQ, UNC/CFC/USFK in an official tasking (e.g., if USFK tasks EUSA for a GO escort officer, STB-K may not task Army personnel assigned to USFK to fulfill this requirement.) UNC/CFC/USFK personnel may be tasked for common user or specific user details assigned to STB-K by commander, USAG-Y.

2-3. Procedures

a. New requests for additional Common User details.

(1) Requests for additional duty personnel for taskings other than Investigating Officers, Casualty Assistance Officers/NCOs or FLIPL Officers will be submitted to the Commander, USAG-Y no later than 45 days in advance of the requirement, and will include the following information:

- (a) Purpose of detail.
- (b) Effective date and duration of detail.
- (c) Number and category of personnel required.
- (d) Any special requirements.
- (e) Justification for the detail.
- (f) Name and phone number of contact Officer or NCO.

(2) Upon receipt of the request, the Commander, USAG-Y, will determine the validity and category of the requested detail. If valid, the next scheduled unit will be levied using a duty roster.

b. Assigning UNC/CFC/USFK/Eighth Army staff personnel to Common User details.

(1) Upon receipt of the levy from USAG-Y (usually NLT the first day of the month prior to the month of duty), STB-K will assign personnel to fill the required detail using a command approved DA Form 6 (Duty Roster) format. Prior to the publishing of any DA Form 6, the following must occur:

(a) On the 27th day of each month at 1300 hrs, all elements of UNC/CFC/USFK/Eighth Army Staff/STB-K assigned companies will ensure that their most accurate Daily Status Report (DSR) is posted on the STB-K Unclassified Web Portal (IAW Appendix B). It is imperative that these DSRs accurately show personnel gains and losses and projected personnel availability for at least a 60 day period. This will be validated by the directorate/staff/unit leadership. STB-K Duty NCO will pull the DSR from the portal at 1300 hrs on the 27th day of the month. This document will serve as the source document for the duty roster beginning the 2nd sequential month (i.e., The DSR pulled on the 27th January 1300 hrs will serve as the source document for the March duty roster).

(b) STB-K will have approximately two weeks (14 days) to consolidate and reconcile the DSRs and update the automated DA Form 6 system with deletions, additions, promotions, and other modifications.

(c) By the 15th day of the following month, STB-K will publish draft duty rosters and post them to the STB-K Unclassified Web Portal. Once the draft duty rosters have been posted, all subordinate units and staff elements which have submitted a DSR will have four days to acknowledge and validate all duty rosters. The intent of the draft duty rosters is to determine if STB-K has accurately captured all DSR data. If discrepancies on the part of STB-K are identified, the discrepancy will be corrected prior to the final roster release. If the discrepancy is the result of the directorate/staff/unit failing to complete the DSR correctly, then the tasking/duty will stand and be managed internally by that directorate/staff/unit.

(2) Within four days of the publication of the draft duty rosters, STB-K will publish the final duty rosters. There will be NO changes to these rosters. Any conflicts which arise will be managed internally by each respective UNC/CFC/USFK/Eighth Army directorate/staff/unit leadership IAW para 8. d. below.

c. Assigning UNC/CFC/USFK/Eighth Army staff personnel to Specific User details.

(1) Once STB-K receives a requirement for a Specific User detail, the STB-K will assign personnel to fill the required duty using the same Command approved DA Form 6 format.

(a) Department of Army Form 6 may be used in connection with Court-Martial Panel Members and Administrative Separation Members to provide individuals with credit for such additional duties but will not be used for any other purpose.

(b) While the DA Form 6 may be used as a starting point for selecting investigating officers under AR 15-6 and Article 32, UCMJ, other factors requiring the judgment of the appointing authority must also be considered (e.g., does a prospective investigating officer have the requisite expertise for the subject matter of the investigation).

(2) STB-K will notify the individual(s) of the duty requirement, including any necessary orders or appointment memorandum.

d. Conflicts arising after a service member have been assigned to a duty or after a final duty roster are published.

(1) Once a Service Member is assigned to a duty or the final duty roster is published, it is the responsibility of that service member's staff section or unit to fill the duty if the individual later becomes unavailable for the duty.

(2) Once the DSR has been pulled, NO further changes will affect the duty roster.

(3) Activities and units levied for details will not be excused without complete and proper justification. If excused, no credit will be given for the detail.

Appendix A Exemptions

A-1. All U.S. Army personnel are subject to appointment to serve as members of court-martial panels unless otherwise precluded by Department of the Army regulations.

A-2. The following personnel are exempt from performing additional duties under the provisions of this regulation:

- a. General Officers.
- b. Chaplains.
- c. Medical, Dental, Nurse, Veterinary, and those Medical Service Corps officers involved with direct patient care.
- d. Detailed Inspectors General (IG), Assistant IGs, temporary Assistant IGs, and acting IGs. The restrictions in this subsection are intended to preclude conflicts of interest, prevent the prejudice of impartiality, and protect the integrity of the Inspector General System. IGs are never off the record, do not make command policy, do not recommend adverse personnel action, and IGs do not do anything that may jeopardize the distinction between acting as an extension of the Commander and being a fair and impartial fact-finder. Accordingly personnel performing duties as an IG will not:
 - (1) Be assigned to any non-IG assistance or evaluation functions such as maintenance assistance and inspection teams, command logistics evaluation and review teams, readiness evaluation teams, command or staff inspection teams, or similar teams.
 - (2) Be appointed as Investigating Officers under Article 32 or Article 138, Uniform Code of Military Justice, AR 15-6, or other regulation providing for the appointment of Investigating Officers, members of Administrative Separation Boards, or members of any courts-martial panel.
 - (3) Be assigned duties that may subsequently disqualify them from making or assisting in impartial inquiries or investigations within their sphere of activity (IAW AR 20-1). Examples include Staff Duty Officer or NCO, Line of Duty Investigator, Casualty Assistance Officer or NCO, member of interior guard force, member of an awards board, funeral detail, or any committee or function, unless directly related to IG matters.
- e. Personnel assigned to the Secretary Combined Joint Staff (SCJS), Commander's Initiative Group (CIG) and Command Group or the Secretary General Staff (SGS), UNC/CFC/USFK/EUSA. Only Service Members who work directly for a General Officer or on a twenty-four (24) hour shift are exempt from detail. Principal supervisors will provide a roster of their standard name lines (SNL), approved by the USFK ADCofS or the EUSA CofS, to the Commander, STB-K.
- f. Personnel assigned to the Emergency Operation Command Center Seoul, the USFK J2 Sensitive Compartmented Information Facility (SCIF), and the Eighth Army Watch Team (Eagle's Nest). Principal supervisors will provide a roster of their standard name lines (SNL), approved by the USFK ADCofS or the EUSA CofS, to the Commander, STB-K.

g. Judge Advocate officers are exempt from duty under AR 27-1. Designated enlisted personnel in the Criminal Law and Trial Defense Services offices are also exempt from detail due to potential conflicts of interest with their regular duties. Principal supervisors will provide a standard name line (SNL) to the Commander, STB-K.

h. Unit Commanders/First Sergeants.

i. Senior Enlisted Advisors to commanders and senior NCOs in the grade of E-9.

j. Chief Warrant Officer 5s (CW5).

k. Retention NCOs/Transition NCOs.

l. HQ, Joint U.S. Military Affairs Group-Korea (JUSMAG-K) will provide personnel for Common User details but is exempt from Specific User details. This does not preclude JUSMAG-K service members who live in troop barracks from pulling duty as Charge of Quarters (CQ) or CQ Runner.

m. Criminal Investigations Division (CID) agents and supervisory personnel.

n. 718th Ordnance Company (EOD).

o. Enlisted personnel from the UNC Honor Guard Company. Officers from the UNC Honor Guard Company can execute the following duties: Command Presence Patrol Officer, Community Watch Officer, and PMO Evidence Room Inventory Officer.

p. Eighth Army Band.

q. STB-K S3 Tasking NCO

r. STB-K S3 Duty Roster NCO.

Appendix B

Daily Status Reporting

B-1. UNC/CFC/USFK, EUSA, and STB-K directorates are responsible for updating the Daily Status Reports (DSR) on the STB-K S1 Portal using unit web pages at the following link: <https://8army.korea.army.mil/sites/usatck/s1/Lists/DSR%20Links/AllItems.aspx>. The web pages are organized by staff directorate and attached unit; however individual staff divisions have full access and may update their DSR at the discretion of their staff director.

B-2. DSR updates are due daily NLT 1000 hrs.

B-3. It is imperative that these DSRs accurately show personnel gains and losses and projected personnel availability for at least a 60 day period. Each DSR will be validated by the directorate/staff/unit leadership.

Appendix C

Additional Tasking Procedures for the Commander, STB-K

C-1. Obtain DSRs from staff sections/subordinate units as required by this regulation. Provide duty rosters monthly to Commander, USAG-Y.

C-2. Receive all requests from staff sections/subordinate units for additional duties and evaluate these to determine validity and category. Questionable requests will be returned to the requestor for clarification or additional justification of the request. Forward all requests to Commander, USAG-Y, and IAW this regulation.

C-3. Maintain duty roster for all subordinate elements and staff sections of UNC/CFC/USFK/Eighth Army based on the assigned strengths, minus exempted personnel, in the following categories:

a. Roster will be maintained for two categories:

(1) Common User details.

(2) Specific User (Army Component) details.

b. Three officer duty rosters will be maintained for each category:

(1) Colonel (O6).

(2) Field grade officers (O4 to O5).

(3) Company grade officers (O1 to O3 and WO1 to CW4).

c. Three enlisted personnel duty rosters will be maintained for each category:

(1) E7 to E8

(2) E6

(3) E1 to E5

**Appendix D
Common User Duties Explained**

D-1. Community Watch (CW)

Who. One Officer (O1-O3 or WO1-W3), one NCO (E6-E8) and one driver (E-1 – E-4)

What. Perform duty at the USAG-Y Headquarters building #4305, room #18 as representatives of the USAG-Y Commander during non-duty hours.

When & Where. The CWO will report to the CW duty office, building #4305, and room #118 at 1600 daily (1500 Thursday) to receive briefing and assume duty. CWNCO will conduct checks of all the areas of responsibilities and make necessary delegation to Post Police NCO if necessary. The CWNCO and driver will report to USAG-Y Directorate of Plans, Training, Mobilization, and Security (DPTMS), building #4305, Community Watch Room at 1500 (1400 Thursday) to receive briefing and inspect the Post Police areas. The incoming weekend CWO/CWNCO/driver will report at 0750 hours to assume duty at 0800. The briefing for the weekend duty personnel (except driver) will be conducted at 1600 on Friday or the last work day of the week if there is a holiday. The point of contact is the USAG-Y DPTMS Operations NCO at 738-7908/7292.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform and head gear

Additional instructions.

- 1) USAG-Y DPTMS will brief CWNCO on duties pertaining to Post Police.
 - 2) Drivers must be licensed and be able to drive a manual transmission TMP vehicle.
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D-2. Command Presence Patrol (CPP)

Who. One Officer nightly. (O1-O4 or WO1-WO3). One NCO (E4/CPL-E8/MSG) during specified periods

What. The USAG-Y CPP is responsible for patrolling the Itaewon bar district every weeknight starting @ 2230 to 0100 hrs, each weekend @ 2230 to 0400 hrs. To monitor compliance by applicable U.S personnel and by bar owners with USFK regulations and policies concerning force protection, curfew, prevention of prostitution and human trafficking, and other issues as designated.

When & Where. The CPP will report to the USAG-Y Community Watch duty office, building #4305, Community Watch Room NLT 2230 Sunday through Saturday to receive a briefing and assume duty. The point of contact is the USAG-Y DPTMS Operations NCO at 738-7908/7292.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform and head gear.

D-3. **Post Police (PP)**

Who. This tasking requires two teams, each consisting of one NCOIC in the grade of E4 (CPL)/E5(SGT), one driver licensed and able to drive a **manual transmission TMP vehicle** and three Service Members (E1-E4) per team.

What. The policing of Yongsan Main Post, South Post and Camp Coiner.

When & Where. Post Police is conducted 0700-1700 (1600 on Thursday), seven days a week, including holidays (except Christmas). On weekend/holidays, post police will require only one team. Team NCOICs, drivers, and Service Members will report to the STB-K SDNCO NLT 0615 hrs BLDG #2640 Monday to Friday. The point of contact for Post Police is the S3 NCOIC at 723-3330.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform w/Patrol Cap, stripped pistol belt with full canteen of water or camel back, reflective vest, black military or work gloves.

Additional Instructions.

1) The CWNCO will brief and dispatch the Post Police teams to their designated areas of responsibilities. The incoming CWNCO will report at 1500 hours on weekdays (1400 on Thursdays) and will be responsible for conducting a thorough check of the Post Police areas prior to releasing the teams.

2) Post Police NCOIC instructions are included in this regulation for reference. Team NCOICs, drivers, and Service Members will be given additional instructions at their daily briefing.

D-4. **Walker Center Building #7003 Operations**

Who. One NCOIC (E7-E8), three NCOs (E4 [CPL]-E5) and three Service Members (E1-E4).

What. To provide quality customer service to our Service Members and units, as well as to account for supplies and materials, maintain equipment, facilities and records required for the operation of the Walker Center.

When & Where. Report to the Walker Center NCOIC IAW the tasking notice. Direct coordination with the Walker Center NCOIC for specific/special mission requirements and coordination is authorized at 736-1048 or fax 736-1047.

Why. The facility is used for billeting personnel and units throughout the peninsula for FTX, TDY, Schools, PCS, and leaves/passes to the Yongsan/Seoul area. This facility is provided at no cost to the unit or individual. Without personnel support from other units and commands, this facility would be forced to close.

Uniform. ACUs or service equivalent uniform and head gear.

Additional Instructions.

Service members with disciplinary, **medical** or extensive personal problems will be returned to the unit; the unit responsible for the duty will provide a replacement the same day. Units may **rotate** tasked personnel throughout the thirty day period.

D-5. **Fuel Delivery Monitor**

Who. Four to ten Service Members (E1-E4) (depending upon season).

What. To accompany heating oil delivery trucks throughout Yongsan.

When & Where. Service Members will report to USAG-Y Bldg #4305, room #118 and sign-in prior to 0700hrs. Service Members will then report to the Chief of the Heating Maintenance Section Utilities Division, DPW, and Building #1335 **NLT 0730** hours on the day of their duty, Monday through Friday except the last duty of the month. In addition, there will be no requirement for this detail on official ROK and US Federal holidays. USFK Training Holidays are regular work days for fuel delivery monitors. The point of contact is the Chief of Heating Maintenance Section Utilities Division, DPW, at 724-5715.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform and head gear.

Additional Instructions.

1) Prior to arriving for duty, the Service Member must eat breakfast. Sack lunches will be provided for Service Members who are on meal card due to limited access to dining facilities while performing this duty.

2) If a Service Members reports directly to the Heating Maintenance Section without first signing in at USAG-Y, Bldg 4305, the Service Member will be reported as a "no show". The unit leadership will be notified of the incident and the Service Member will beheld accountable.

D-6. **ID Passes and Vehicle Decal Inventory**

Who. One NCO (E7-E8) or a civilian (GS-9) for one day on a coordinated date between the tasked unit and PMO.

What. To inventory all unused Installation Access serial numbered passes and vehicle decals from the Pass and ID Section. The inventory will take approximately two to three hours.

When & Where. The inventory will be conducted during the first month (Oct, Jan, Apr, Jul) of each quarter. Report to the Provost Marshal Office (PMO), Bldg 4305 USAG-Y. The point of contact is the PMO at 724-6363/7211.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform and head gear; duty attire for civilians.

D-7. Provost Marshal Office Evidence Room Inventory

Who. One Commissioned or Warrant Officer not affiliated with MP or CID activities.

What. One day tasking for quarterly inventory of evidence in the Yongsan Provost Marshal Office Evidence Room.

When & Where. The appointed Officer will report to the USAG-Y Provost Marshall at building #1387 NLT 0900 hours with a copy of his/her additional duty appointment orders. The point of contact for the appointment orders is the USAG-Y, DPTMS Operations OIC/NCO at 738-7292/7915.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform and head gear.

Additional instructions.

Detailed Officer needs to be familiar with AR 195-5, which explains the evidence room inventory procedures.

D-8. Yongsan Readiness Center (YRC) Charge of Quarters (CQ) and Runner

Who. One NCO (E6-E8) and one Runner (E1-E4).

What. Maintain the health, welfare and security of the Service Members billeted at the Yongsan Readiness Center Billeting during non-duty hours.

When & Where. Duty personnel will report for duty NLT 1600 hrs daily at the Yongsan Readiness Center Billeting (building #1532, Room #109) to receive the duty briefing from the YRC Billeting 1SG or designated representative. Weekend and Holiday duty briefings will be conducted the last duty day of the week prior to the weekend or holiday period. Tour of duty will be 1600-0900 hrs during duty days and 0900-0900 hrs on weekends and holidays (non-duty days). The point of contact is the YRC 1SG at 723-6452.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform and head gear.

Additional instructions.

1) Duty personnel will be required to remain at post unless they are conducting security checks or during standard meal hours.

2) Duties will include but are not limited to:

- a) Maintaining order and discipline of Yongsan Readiness Center Billeting area.
 - b) Conducting safety and security checks of the billets area.
 - c) Maintaining a sign-in/sign-out roster for personnel assigned to the YRC billeting area.
 - d) Reporting all serious incidents to Company CDR, 1SG, and Emergency Service Personnel if applicable.
 - e) Ensuring that no unauthorized visitors are allowed in the YRC Billeting area.
-

D-9. Mail Room Holiday Augmentation (During Holiday Season)

Who. Ten enlisted personnel (E1-E4).

What. To handle additional mail deliveries during high volume holiday season.

When & Where. Annually from 1 November to 1 February. Monday-Friday 0730 hrs until completion. Saturday 0730-1230, Service Members will report to the USAG-Y Official Mail Room, BLDG #2640 to assume duty. The point of contact is S3 Operation Center STB-K at 723-3330.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. ACUs or service equivalent uniform and head gear.

D-10. Other one-time Garrison Details as determined by the Commander, USAG-Y

Who. TBD.

What. Support detail beyond the activity's/unit's capabilities.

When & Where. TBD.

Why. The Commander of USAG-Y will ensure that procedures are in place to implement common user details for assigned and tenant units.

Uniform. TBD.

Glossary

Section I. Abbreviations

ACU	Army Combat Uniform
NCO	Noncommissioned Officer
BDU	Battle Dress Uniform
NLT	No Later Than
CFC	ROK/U.S. Combined Forces Command
SNL	Standard name line
CQ	Charge of Quarters
STB-K	Special Troops Battalion – Korea
CW	Community Watch
TBD	To Be Determined
DPTMS	Directorate Plans Training Mobilization Services
TMP	Troop Motor Pool
DSR	Duty Status Report
UNC	United Nations Command
EUSA	Eight United States Army
U.S.	United States (of America)
FLIPL	Financial Liability Investigations of Property Loss
USAG-Y	United States Army Garrison - Yongsan
GS	Civilian General Schedule of equivalent Grade
USFK	United States Forces, Korea
HQ	Headquarters
IAW	In Accordance With
IG	Inspector General
ROK	Republic of Korea

Section II. Terms

Assigned eligible strength.

a. Common User detail strength. The military strength, by grade of each assigned, attached, or tenant unit, minus personnel exempt from duty by this regulation, as of the last day of the month.

b. Army Component detail strength. The Army military strength, by grade of each assigned, attached, or tenant unit, minus personnel exempt from duty by this regulation, as of the last day of the month

Tenant unit. A unit within Area II for which the USAG-Y has installation responsibility, e.g., the STB-K is a tenant unit of the USAG-Y.