



REPLY TO
ATTENTION OF

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

IMYN-HR

29 February 2012

US ARMY GARRISON YONGSAN POLICY LETTER 1-5

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Leave and Comprehensive Soldier Fitness Resilience Training

1. **REFERENCES:**

- a. ALARACT 097-2010 Comprehensive Soldier Fitness Execution Order.
- b. ALARACT 192/2010 MOD 1 to ALARACT 097-2010.
- c. ALARACT 086-2011 MOD 2 to ALARACT 097-2010.
- d. IMCOM OPORD 12-119.
- e. 5 CFR Part 610.

2. **PURPOSE:** This policy provides additional guidance to allow employees attending the Comprehensive Soldier Fitness Resilience Training (CSFRT) course the use of Administrative Leave in lieu of personal annual leave.

3. **APPLICABILITY:** This policy applies to all USAG Yongsan civilian personnel authorized and approved to attend the Comprehensive Soldier Fitness Resilience Training (CSFRT) course.

4. **DEFINITIONS:** Comprehensive Soldier Fitness Resilience Training (CSFRT): The Comprehensive Soldier Fitness Resilience Training (CSFRT) course provides the US Army's resilience curriculum through classroom instruction by Department of the Army (DA) certified Master Resilience Trainers (MRTs). The four-day course is the DA source for learning the core competencies that contribute to resilience and the skills that promote development of each competency.

5. **POLICY:** Civilian employees that are approved to attend the Comprehensive Soldier Fitness Resilience Training (CSFRT) course are authorized the use of Administrative Leave not-to-exceed (NTE) 4 days (32 hours). Civilian employees will not be forced to use personal annual leave to attend this course.

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6. Point of contact for this policy letter is Mr. Robert F. Clifton, Director, Human Resources, DSN 738-5017.



WILLIAM P. HUBER
COL, USA
Commanding

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