



REPLY TO
ATTENTION OF

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

IMPA-ABY-PLO

3 November 2011

ARMY GARRISON YONGSAN POLICY LETTER 3-4

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Yongsan Collier Community Fitness Center Utilization

1. REFERENCES:

- a. AR 2 15-1, Army Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 31 July 2007.
- b. AR 405-70, Utilization of Real Estate, 12 May 2006.
- c. USFK Reg 405-7 Facilities & Area (Real Estate) Policies/Procedures in Korea, 8 July 1988.

2. APPLICABILITY. This policy applies to all tenant units and other organizations assigned to US Army Garrison Yongsan (Area II).

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

4. GENERAL. The Collier Community Fitness Center (CCFC) is designed to promote the health, well being, and support the physical fitness/recreational needs of Service Members, Families and Civilians assigned to USAG Yongsan and Area II.

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.

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.

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 is to promoting and executing a multitude of physical fitness programs for all authorized

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patrons. These programs are inclusive of the development of cardiovascular fitness, strength conditioning, flexibility, and recreation.

Military ceremonies and special events in this facility must be limited to support the facilities 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, US Army Soldier Show, KATUSA/US Friendship Week activities, DFMWR community events such as MWR Concerts, the Sesame Street Show, the Army Soldier Show, and the like; DODDS use during emergency school evacuations; contingency operations supporting emergency and wartime operations; and other events approved by the Senior Responsible Officer or USAG Yongsan garrison commander.

Commanders, 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 8th 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 hangars. All requests for use of Area II sports fields and outdoor recreational parks and grounds will be requested through the CFCC program manager.

5. RESPONSIBILITIES. All exception to policy requests must be submitted to the USAG 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-Yongsan DPTMS of any cancellation of training; failure to do so may result in the loss of use of USAG Yongsan facilities.

6. POINT of CONTACT. The Point of Contact (POC) for this policy letter is the USAG Yongsan, Area II DPTMS Training office at Bldg #4305; phone number 738-7292/7915.



WILLIAM P. HUBER

COL, USA

Commanding