



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-PLT

2 August 2012

ARMY GARRISON YONGSAN POLICY LETTER 3-5

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Yongsan (Area II) Installation Land and Facilities Use

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 and Area (Real Estate) Policies and Procedures in Korea, 8 July 1988.

2. APPLICABILITY. This policy applies to all tenant units requesting the use of USAG Yongsan (Area II) Installation land or facilities for military training.

3. PURPOSE. To provide guidance and procedures for units requesting the use of land and facilities for training purposes on USAG Yongsan (Area II) Installations.

4. GENERAL. USAG Yongsan (Area II) Installations are primarily garrison environments and will not be used for field training exercises (FTX). Consequently, in order to maintain the sports and recreation fields for the enjoyment of the community, it is necessary to restrict the construction of tentage and the movement of vehicular traffic on USAG Yongsan(Area II) recreation facilities and fields. Vehicles and heavy equipment will not be parked or driven on any sports and/or recreation fields unless approved by the USAG Yongsan Deputy Garrison Commander. Other locations are available that permit a unit to conduct training without severely affecting the communities' fields. Small land parcels located at K-16 may be available for selected unit FTX and CPX use when properly coordinated through the USAG Yongsan Directorate of Plans, Training, Mobilization, and Security (DPTMS). Yongsan Garrison can support small-scale unit Command Post Exercises.

5. RESPONSIBILITIES.

- a. USAG Yongsan DPTMS is responsible for allocating terrain and facilities for training exercises on Area II Installations. The request for terrain and facilities will be submitted to

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the USAG Yongsan, DPTMS, Training Office using the request form (Encl 1). The DPTMS Training Office will coordinate with Installation Point of Contacts (POCs) and USAG Yongsan directorates for land and facility use. Additionally, the DPTMS Training Office will ensure that the following actions are completed before, during, and after allocating land and facilities:

(1) Coordinate unit requests with the Directorate of Public Works (DPW), Directorate of Logistics (DOL), Directorate of Family Morale, Welfare, and Recreation, Directorate of Emergency Services (DES) and if applicable the Provost Marshall's Office (PMO).

(2) Execute a written land use agreement between DPTMS Training Office and the requesting unit or organization (Encl 1).

(3) The DPTMS Training Office will keep the requesting units informed on status of their requests with a written memorandum of approval or disapproval or email based on their submission process.

(4) The DPTMS Training Office is responsible for inspecting approved training sites for land or facilities before and after their use. For facilities belonging to non garrison directorate/activities the requesting unit will coordinate directly with the non garrison directorate/activity.

(5) The DPTMS Training Office is the approving authority to clear the using unit from responsibility for the training area land or facilities upon determination that the training area/facility has been returned to the condition that it was when the user accepted it. The using unit is responsible to coordinate appointments to clear training areas and facilities with DPTMS Training Office.

b. The Director of Public Works (DPW) is responsible to ensure the following actions are completed prior to and at the conclusion of land/ facility use:

(1) Perform maneuver damage cost estimates and perform reimbursable repairs for which the using unit lacks the resources to perform.

(2) Provide cost estimates for required resources to support requesting unit to the DPTMS Training Office.

(3) Provide technical support, which the using unit is unable to perform (electrical hookups, etc.). Requesting unit will provide a fund site, if required, and submit a work order to DPW for requested support.

c. The Director of Family Morale, Welfare, and Recreation (DFMWR) is responsible to ensure the following actions are completed prior to and at the conclusion of land/ facility use:

(1) A member of the using unit and a member of the facility staff will conduct a joint inspection of DFMWR facilities prior to use to verify the current conditions. Special attention will be given to specific use requirements based upon the nature of the activity.

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(2) At the conclusion of training, the using unit and facility staff will conduct a post inspection to verify that the facility is returned to its proper condition, the area is policed, and all trash and debris are removed.

(3) The DFMWR facility staff will provide support only during the normal operating hours of the facility.

(4) If required, the DFMWR facility and using unit will execute a memorandum of agreement.

(5) Provide cost estimates for required resources to support requesting unit to the DPTMS Training Office.

d. Director of Emergency Services (DES) is responsible for the following actions, prior to and during the time the unit is occupying the land and/or facilities:

(1) Requests to block traffic occupied roadways and/or parking lots will be reviewed for impact assessment and any special traffic control measures that may be needed (i.e. barricades, traffic management personnel, etc).

(2) Routinely patrol the area for security, traffic control, and parking issues.

(3) Provide cost estimates for required resources to support requesting unit to the DPTMS Training Office.

e. Director of Resource Management (DRM) will ensure that all fund cites submitted are processed and that USAG Yongsan Area II is reimbursed for all services rendered and damage caused to land/ facility by using unit:

f. The using unit will complete the following actions before, during, and after the conclusion of land/ facility use:

(1) Submit a memorandum requesting land/facility use at least fifteen working days prior to occupation date (Encl 1).

(2) Submit the appropriate documentation for funding/contracts for special work orders and services requests (latrines, electrical hook-ups, trash removal, etc.).

(3) Maintain the land/ facility in a high state of police throughout occupation period.

(3) Restore the land/facility to original pre-use condition, to include supplies.

(4) Conduct a joint inspection for clearance with the DPTMS Training Office and any other appropriate directorates (DPW, DOL, DFMWR, etc.) and the land/terrain manager prior to being released of responsibility.

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(6) Pay for occurred damages to training land and facilities.

(7) Pay all upfront cost for facility usage to include (billeting, power, water, and trash removal etc.).

(8) Cleanup and cleaning supplies are the responsibility of the using unit.

g. Request from non USFK affiliated organizations.

(1) Requests should be submitted NLT 120 days prior to requested date of use.

(2) Requests must explain in detail how the land/facility will be used (i.e. purpose, number of people, activity, equipment, etc.).

(3) A legal review is required prior to approving requests for the use of USAG Yongsan owned land or facilities by any individual or organization not affiliated with the USFK.

(4) All cost for facility usage to include (billeting, power, water, and trash removal etc.) will be paid in advance before request is approved.

h. Request for the Multi-Purpose Training Facility (MPTF) will be submitted online SharePoint Land Management System (<https://8army.korea.army.mil/sites/imcom/area2/DPTMS/landmanagement/default.aspx>) and will contain, as a minimum, the POC name and telephone number for the requesting unit, number of personnel to be trained, and beginning and ending time of occupation. However if the requesting organization is unable to access the online SharePoint land Management System a request (Encl 1) will be submitted to the DPTMS Training Office at least 15 working days prior to use and will contain, as a minimum the same information as the online request

(1) The USAG Yongsan Community Watch Officer or NCO will open the Multi-Purpose Training Facility (MPTF) Monday through Friday as needed. During non-duty hours the Multi-Purpose Training Facility (MPTF) will only be opened by the Community Watch Officer or NCO at the direction of the DPTMS Training Office and will be secured immediately after use.

Authorization for use on requested dates are not confirmed until it has been approved in the system by the DPTMS Training Office, or the requesting organization has received a confirmation email.

(2) The DPTMS Training Office will approve or decline your request within 24 hours from the time it was inputted into the system, if the request was made by IAW Encl 1 the requesting organization will receive a response within 24 hours of receipt of the request.


i. Other Land/Terrain. Such areas include, but are not limited to, post chapels, schools, and commissary parking lot. These areas will be coordinated with the DPTMS Training Office IAW the guidance provided above. The DPTMS Training Office will coordinate use with the owning organization and forward approval or disapproval responses to the requesting unit.

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j. Direct coordination is authorized with Collier Community Fitness Center for sporting events and use of picnic areas for non-military training events.

6. Point of contact for land/facilities is the DPTMS Training Office at 738-7292/7912.


MICHAEL E. MASLEY
COL, AG
Commanding

DISTRIBUTION:

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Enclosure 1 (USAG Yongsan, Area II Installation Land Facility Request)

REQUESTING UNIT: _____

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AREA OR FACILITY REQUESTED: _____

BILLETING COST: _____

UTILITIES (Electric/Water) COST: _____

TRASH SERVICE COST: _____

CUSTODIAL COST: _____

PORTALETS COST: _____

TRANSPORTATION (Bus/NTV) COST: _____

TENTAGE AND LABOR COST: _____

ADDITIONAL COST (Explain): _____

TOTAL COST: _____

MIPR FUND SITE: _____

REQUEST START DATE/TIME: _____

REQUEST END DATE/TIME: _____

TYPE OF TRAINING: _____

NUMBER OF PERSONNEL: _____

Requestor Name: _____

Rank: _____

Section: _____

Phone#: _____

Signature USAG Yongsan Area II DPTMS POC: _____

Enclosure 1 (USAG Yongsan, Area II Installation Land Facility Request)

Signature USAG Yongsan Area II DRM POC: _____

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Request Approved/Disapproved: _____

Using Unit Notified: _____

NOTE:

- Unit is responsible for ensuring area or facility is maintained and in a high state of police at all times, and cleaned after use.
- Unit will notify DPTMS of any cancellation of training. Failure to report cancellations may result in the loss of your use for USAG Yongsan areas or facilities. If this occurs the unit S-3 SGM or NCOIC must forward a memorandum outlining actions taken to rectify the units failure to make cancellations before facility use will be approved.
- The Point of Contact (POC) for this policy letter is the USAG Yongsan, Area II DPTMS at Bldg #4305 phone number 738-7292/7915.