



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-ES

2 August 2012

**US ARMY GARRISON YONGSAN POLICY LETTER 5-21**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Individual Conduct and Appearance

1. **REFERENCES:**

- a. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- b. AR 600-20, Army Command Policies, 18 March 2008.
- c. USFK Regulation 27-5, Individual Conduct and Appearance, 20 May 2004.
- d. USFK Regulation 190-1, Motor Vehicle Traffic Supervision, 1 March 2010.
- e. USFK Regulation 643-2, Transactions Between SOFA Personnel and Personnel Not Entitled Duty Free Import Privileges in the ROK, 1 March 2010.
- f. USFK Command Policy Letter 8, Legal Drinking Age, 11 September 2008.

2. **PURPOSE:** This command policy prescribes standards of appearance and conduct for the personnel defined in paragraph 3 below.

3. **APPLICABILITY:** This policy applies to all personnel assigned or attached to, or visiting or residing within US Army Garrison Yongsan (USAG Y) installations. Unless otherwise stated, this regulation applies to:

- a. All active-duty members of the U.S. Armed Forces (including active duty, active duty for training, and annual training) who are assigned to USAG Y.
- b. The following individuals when they are physically present in USAG Y:
  - (1) All individuals subject to U.S. military justice jurisdiction under Article 2(a), UCMJ.

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(2) All U.S. citizen civilian employees of the Department of Defense (DOD) and nonappropriated fund instrumentalities supporting USFK, and their dependents.

4. **GENERAL:** To ensure the peace and tranquility of all USAG Y installations this policy is effective immediately.

5. **ENFORCEMENT:** Except where noted, personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this policy are subject to punishment under the UCMJ, as well as to adverse administrative action and other adverse action authorized by applicable laws or regulations. Personnel not subject to the UCMJ who fail to comply with the provisions of this policy may be subject to adverse administrative sanctions, including, but not limited to, revocation of privileges as authorized by applicable law and regulation. Prior to initiating any adverse administrative action against a person not subject to the UCMJ who allegedly has failed to comply with this policy, the commander or supervisor authorized to take the action will coordinate with the servicing judge advocate and, in the case of civilian employees, with the servicing civilian personnel office.

6. **RESPONSIBILITIES:**

a. Personnel subject to this policy will obey its requirements and prohibitions.

b. Commander, USAG Y, will administer sanctions for violations of this policy as the misconduct action authority. Sanctions are administrative in nature and may include, but are not limited to, community service and early return of dependents.

7. **MOTOR VEHICLES:**

a. Privately owned vehicles will be registered and operated in accordance with (IAW) USFK Regulation 190-1.

b. Personnel will not abandon a motor vehicle they own, or for which they are the responsible agent or borrower, anywhere in Korea. Personnel will make appropriate arrangements for shipment, sale, transfer, or disposal of their motor vehicle, IAW USFK Regulations 190-1, 643-1, and 643-2, sufficiently in advance of their anticipated date of departure from Korea to assure that they can comply with this requirement.

c. Personnel subject to this policy are restricted from using hand held cellular phones while operating a motor vehicle on or off military installations. Use of a cellular phone utilizing the "hands free" operation is authorized. A "hands free" device is a speaker that is audible from within the vehicle compartment. Earphones or headphones have the potential to cause the driver to be unable to hear approaching emergency vehicles and therefore are not authorized for use while driving or operating any vehicle.

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**8. OWNER AND OPERATORS OF A MOTOR VEHICLE:**

a. Personnel will not knowingly allow an individual to operate any motor vehicle when that individual's capacity to operate such a vehicle is impaired because of the influence of any illegal drug or alcohol, or when otherwise lacking sufficient mental or physical capacity to operate a motor vehicle in a safe manner without creating a hazard to that individual or to others. If a person is not reasonably capable of preventing such an individual from operating a vehicle, that person shall take immediate steps to inform a superior or law enforcement authorities of the situation.

b. Personnel will not wear or display placards, signs, or bumper stickers that:

(1) Are obscene, lewd, or lascivious;

(2) Indicate the support of a country, organization, or individual advocating the overthrow of the U.S. or Republic of Korea (ROK) Governments.

**9. REGISTRATION, SALE, STORAGE, AND SHIPMENT OF FIREARMS AND AUTHORIZED WEAPONS:**

a. Privately owned firearms will be registered and stored IAW USFK Regulation 190-16.

b. Personnel will not:

(1) Acquire or register any privately owned firearm if they are under 18 years of age or are under charges for, or have ever been convicted of, a crime of violence punishable by confinement for a term exceeding one year.

(2) Acquire, own or register any privately owned firearm if they have been charged with a domestic violence act. Under the Lautenberg Amendment, possession or ownership is prohibited for individuals who have a qualifying conviction for domestic violence.

(3) Ship any firearm or ammunition in household goods, or accompanied or unaccompanied baggage, except as prescribed in USFK Regulation 190-16 or other applicable military directives.

(4) Mail a handgun or war trophy firearm through the Army Post Office (APO), Fleet Post Office (FPO), or any other postal system unless authorized by Defense Mail Manual 48 or postal regulations.

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c. On request of U.S. military police, U.S. security police, U.S. Shore Patrol, civilian police, civilian gate guard, or other duly authorized law enforcement official, personnel will promptly present the appropriate documents reflecting authorization for the acquisition and registration, as appropriate, of any privately owned firearm in their possession.

d. General or Flag Officer issued firearms and ammunition, and officer and noncommissioned officer ceremonial swords when authorized as uniform items, are excluded from the provisions of this paragraph.

10. **TRANSPORT AND USE OF FIREARMS:**

a. Personnel will carry or transport firearms only when performing official duties or when participating in lawful sporting events (for example, hunting). Except as otherwise authorized in the performance of official duties or by law, regulation, or command authority, all firearms so carried or transported will be unloaded and placed in appropriate containers during transit. Except as authorized in the course of official duties, firearms will not be carried on the person in a concealed manner.

b. Any person transporting, storing, or using privately owned firearms in Korea no later than 3 working days following the acquisition or receipt of such firearms will possess a current certificate of registration for each such firearm.

c. Privately owned weapons may be loaned only to personnel with duty-free privileges and may be borrowed only for the purposes in paragraph 10a. Privately owned weapons will not be loaned to persons described in paragraph 9b(1).

11. **REPORTS OF LOST, STOLEN, OR RECOVERED FIREARMS:**

a. Report the loss or theft of any privately owned firearm or ammunition within 24 hours to the local military police, security police, or shore patrol office.

b. Report the finding or discovery of any abandoned or lost firearm or ammunition within 24 hours to the local military police, security police, or shore patrol office.

12. **CUSTOMS CONTROL:** Personnel will not:

a. Use their duty-free privileges to import or export goods into or out of Korea for the purpose of realizing personal gain or profit, or for providing a gain or profit for any other individual;

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b. Deliberately import goods into Korea or export goods out of Korea in quantities exceeding personal needs, the needs of their bona fide dependents, or reasonable quantities for bona fide maintenance or welfare gifts as defined in USFK Regulation 643-2; or

c. Use their duty-free privileges to import or export personal property duty-free when the property is not intended for the personal use of the individual or the individual's Status of Forces Agreement (SOFA) dependents.

13. **POSTAL SERVICES**: Personnel will not:

a. Solicit another person to use his or her name as the addressee on duty-free goods sent through the military postal system with the intent that such mail be returned to the solicitor after receipt by the addressee.

b. Solicit another person to use the military postal system to obtain duty free goods and then give or sell them to the solicitor, when the purpose is to obtain duty-free goods to be disposed of illegally.

c. Knowingly use a fictitious name as the alleged sender or recipient, or knowingly place an incorrect or fictitious address or return address on mail transmitted through the military postal system.

d. Sign the name of another person as the recipient of mail addressed to that person. Note: A person who will be out of the area when mail arrives can have it picked up by giving the mail section an authorization, PS Form 3801 (Standing Delivery Order).

e. Sign a fictitious name as the recipient of mail.

f. Use the military postal system to import goods into Korea or to export goods from Korea in quantities exceeding personal needs, the needs of their bona fide dependents, or reasonable quantities for bona fide maintenance or welfare gifts as defined in USFK Regulation 643-2.

g. Make use of the military postal system for persons or organizations not authorized to use the military postal system.

h. Make use of the military postal system to transmit merchandise for resale. This prohibition does not extend to incidental profits made on bona fide hobbies, unless the military postal system was used to import hobby items with the specific intent of resale at a profit.

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i. Knowingly use the military postal system to transmit items in violation of U.S. trademark and copyright laws (for example, mailing counterfeit "Reebok" tennis shoes or imitation "Gucci" purses through an APO to an address in the U.S. without permission from the trademark holder). Shipments of noncommercial quantities may result in action by Customs officials, but will not be punished under the UCMJ. It may, however, result in administrative action, such as counseling, reprimands, and adverse efficiency reports or performance evaluations.

14. **OFF-LIMITS AREAS**: Except as prescribed herein, personnel will not knowingly enter an area or patronize a business designated as off-limits by the USAG Y Commander. Personnel may enter such off-limits areas in the performance of official duties, to protect human life or property, or as authorized by the commander who designated the area off-limits.

15. **CURFEW**: Except as necessary to perform official duties or to protect life or property, personnel will obey curfew hours at those times and locations as established by the US for property under the control of the US or the ROK Government for all other property in the ROK. Curfews imposed by subordinate Commanders will not exceed 30 days duration unless approved by the USAG Y Commander.

16. **CONTACTS WITH NORTH KOREA**: Personnel who are contacted by North Koreans or persons acting on behalf of North Korea will promptly report such contacts to their commander, the provost marshal, security police, or local counterintelligence office. Unless specifically authorized to do so in the course of performing official duties, personnel will not:

- a. Travel to any territory occupied or under the control of North Korea.
- b. Enter North Korean missions, embassies, or consulates located in Korea.

17. **DISTRIBUTION OF WRITTEN OR PRINTED MATERIAL**: Personnel will not distribute or circulate pamphlets, newspapers, magazines, handbills, flyers, petitions, or other similar material on any USAG Y military installation, except through regularly established and approved distribution outlets unless approval is first obtained from the USAG Y Commander. The following materials are exempted from these prohibitions and requirements:

- a. Advertising or promotional materials of licensed solicitors, military banking facilities, and credit unions.
- b. Materials produced or selected for distribution by the U.S. Army, U.S. Air Force, U.S. Navy, and U.S. Marine Corps or other U.S. Government organizations, nonappropriated fund activities, concessionaires, and private associations and organizations recognized IAW AR 210-22.

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c. Materials distributed to students and prospective students by educational institutions offering training through military service education centers.

d. Literature related to civilian employee labor organizations distributed pursuant to DOD Directive 1426.1.

**18. PUBLIC DEMONSTRATIONS, DISTURBANCES, AND POLITICAL ACTIVITY:**

a. Personnel will not participate in public demonstrations, sit-ins, picketing, or protest marches; distribute political literature of any kind; circulate or sign petitions; make political speeches; or participate in any similar activity concerning the ROK within Korea unless prior approval is obtained from the Commander, USFK. Personnel will respect the laws of the ROK and will refrain from all political activity in Korea IAW the SOFA, Article VII.

b. Public disturbances. Personnel will not engage in the following acts of public disturbance in Korea:

(1) Breaking into waiting lines composed of individuals seeking to obtain goods or services at a bus stop, subway, store, theater, or other facility.

(2) Deliberately operating a radio, record player, disc player, television, or tape player in any public place at such volume or manner as to affect the peace and quiet of persons who may be present. This prohibition does not apply to musical performances or other authorized entertainment events.

19. **MILITARY UNIFORMS:** Personnel subject to the UCMJ will not wear government issued or privately owned battle dress uniforms, fatigue uniforms, field uniforms, or uniform green shirts or trousers which have been privately altered or tailored to make them "cut down," skin-tight, or "form-fitting." This does not include tailor-made Army Class-A or Dress Blue uniforms or their sister service equivalent.

**20. STANDARDS AND PROHIBITIONS CONCERNING CIVILIAN DRESS AND CONDUCT:**

a. Standards of civilian dress and appearance.

(1) Personnel in Korea are guests of the Government of the ROK and the Korean people. They are also representatives of the U.S. Government and the American people. It is essential that personnel always maintain, whether on- or off- post or base, a standard of dress and appearance that is consistent with their status as guests of the ROK and representatives of the U.S.

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(2) The prohibitions set out in subparagraphs (a) and (b) below define, by exclusion, minimum standards of dress and appearance. These provisions are not punitive, but may be used for such matters as counseling or evaluation reports. Personnel will not wear the following:

(a) Articles of clothing that, by being cut out, transparent, or excessively tight, serve to accentuate immodestly the sexual characteristics of the wearer. This provision does not prohibit reasonable tight clothing worn during appropriate activities at swimming pools, sunbathing, beauty pageants, body building competitions, fashion shows, and athletic activities/physical training.

(b) Articles of clothing that are unreasonably soiled, torn, or otherwise present a ragged, unkempt appearance.

b. Personnel will not:

(1) Wear or display articles of clothing or lapel pins that are obscene, lewd, or lascivious, or indicate support of a country, organization, or individual advocating the violent overthrow of the US or ROK Governments.

(2) Wear uniforms, portions of uniforms, or distinctive uniform items of the ROK Armed Forces or Korean National Police.

c. Personal Conduct.

(1) Personnel in Korea are guests of the Government of the Republic of Korea and the Korean people. They are also representatives of the United States Government and the American people. It is essential that personnel conduct themselves in a manner that represents the American people as good guests in the Republic of Korea.

(2) Upon request, personnel will present their Department of Defense Identification Card or United States Forces Korea Form 37EK (Post Pass) whenever on USAG Y Installations to military law enforcement and gate security guard personnel. Personnel will cooperate with law enforcement authorities at all times.

(3) If off-post and apprehended by, or involved with, Korean law enforcement authorities, personnel will present their Department of Defense Identification and Status of Forces Agreement Card and request that the nearest United States military/security police be notified. Personnel will not resist and will obey Korean law enforcement authorities at all times.

(4) Actions in Case of Accidents:



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(a) The driver of any vehicle involved in an accident resulting in injury, death, or damage to a vehicle or other property will immediately stop at the scene of the accident or as close to it as possible. The driver will stay at the scene of the accident (unless required to transport the injured) until released by the investigating US law enforcement personnel.

(b) Upon request, the driver will show his driver's license or permit to any person injured in the accident or to the driver, occupant, or person attending any vehicle or other property damaged in the accident. The driver will also show his driver's license or permit to law enforcement personnel at the scene of the accident.

(c) The driver will render reasonable first-aid assistance to any person injured in an accident. This includes transporting or making transporting arrangements for injured persons to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent such treatment is necessary or requested by the injured person.

(d) If personnel involved in the accident are not in a condition to receive the information to which they otherwise would be entitled, and law enforcement personnel are not present, the driver of the vehicle will report the accident to U.S. law enforcement authorities within 72 hours. If the accident occurred off a U.S. military installation, the nearest ROK police will be notified.

21. **HUNTING:** Personnel will comply with hunting areas, game and bag limits, and time periods established for hunting by the Office of Forestry, ROK. Personnel will not:

- a. Hunt unauthorized game.
- b. Take eggs, fledglings, or young animals from their natural habitats.
- c. Hunt in game sanctuaries, public parks, shrines, temples, mausoleums, burial grounds, public gardens, cities, inhabited areas, fields where personnel or livestock are present within gun range, on highways, or in any other public thoroughfares.
- d. Shoot across roads or from vehicles, vessels, or aircraft.
- e. Hunt migratory fowl from power-driven boats.
- f. Hunt game birds with any firearm other than a shotgun.
- g. Use a shot size smaller than U.S. Standard number 9.
- h. Take game with poisons, explosives, traps, pitfalls, or other similarly dangerous devices.

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- i. Hunt without a valid ROK hunting license.
- j. Take game in excess of established bag limits.
- k. Hunt before sunrise or after sunset.
- l. Hunt on private lands that are enclosed by a fence or planted with crops without the permission of the owners.
- m. Remove signs from game sanctuaries.
- n. Refuse to present their hunting license/game for inspection by ROK police or forestry officials.
- o. Use a shotgun larger than 10 gauge or smaller than .410 gauge.
- p. Hunt with a semi or fully automatic rifle. Single action rifles may be used to hunt deer and wild boar when sanctioned by the Office of Forestry, ROK.

22. **ALCOHOLIC BEVERAGES:**

a. Unauthorized activities.

(1) Personnel will not possess an open container of an alcoholic beverage in a public place within USAG Y unless the public place is a facility, establishment, or other location authorized by U.S. military or ROK Government authorities as a place intended for the consumption of alcoholic beverages. Personnel and their guests may possess open containers of alcoholic beverages in their quarters and on any porch, patio, lawn, or similar area immediately adjacent to their quarters.

(2) Personnel will not sell, serve, or consume any alcoholic beverage on a military aircraft, military vessel, or military vehicle unless authorized by competent military authority.

(3) Service members who are participating in a field exercise, or other such deployment directed by the Commander, EUSA or USFK, will not consume alcoholic beverages during the period beginning 24 hours prior to STARTEX through 24 hours after ENDEX. These exercises include Ulchi Focus Lens; Team Spirit; Foal Eagle; Reception, Staging, Onward Movement and Integration; and any other exercise to which the Commander, EUSA or USFK directs, in writing, that this policy is applicable. Subordinate commanders have no authority to grant exceptions to this policy.

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b. Active duty service members may store/consume alcoholic beverages in billeting areas only as locally authorized.

c. No one under the permissible age for purchase and consumption of alcohol in the Republic of Korea, currently 20 years of age as defined by host nation law, may purchase, possess, consume, or be provided alcoholic beverages, on or off post in Korea. See USFK Regulation 60-1.

d. In accordance with USFK Policy Letter #8, no one less than 20 years of age may purchase, possess, consume, or be served alcoholic beverages on or off any military installation or in any military activity in the Republic of Korea.

**23. KOREAN AUGMENTATION TO THE UNITED STATES ARMY (KATUSA)**

**MILITARY POLICE:** Personnel will obey the lawful orders given by a KATUSA military policeman in the performance of military police duties.

24. **IDENTIFICATION:** At all times and locations throughout Korea, military personnel will present proper identification upon request by military or civilian law enforcement authorities; this includes police, gate guards, commissioned officers, or noncommissioned officers who are enforcing order, discipline, and security affecting the U.S. Forces, its civilian component, or Family members.

**25. USE OF FEDERAL GOVERNMENT COMMUNICATION SYSTEMS:**

a. Government communication systems, including Government telephones, facsimile machines, electronic mail, and internet systems, shall be used for official business and authorized purposes only. Official business includes emergency communications deemed necessary in the interest of the Government.

b. Morale, welfare, and recreation calls, e-mail, and internet usage are permitted only IAW guidance issued by the USFK J6 and the USFK Chief of Staff.

c. Personnel will not:

(1) Make a personal long distance phone call, fax, or other electronic communication transmission, on any Government communication system, except as provided for in subparagraph b above.

(2) Accept charges on their own, or on another person's behalf, for a collect personal long distance telephone call placed to a government telephone in Korea, whether the telephone is located at their place of duty, at their quarters, or elsewhere. A violation of this subparagraph is complete at the time the telephone connection is made.

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26. **USE OF GOVERNEMENT CHARGE CARDS**: Personnel will not deliberately use a Government Purchase Charge Card (e.g., American Express, IMPAC, MasterCard, VISA or other government charge card) in any manner that violates an agreement between the Government employee to whom the card is issued and the company that issued the card (e.g., cardholder's agreement, Automated Teller Machine (ATM) use agreement, or any other such agreement). Prohibited uses include, but are not limited to, the following:

- a. Using the card to pay for anything other than official travel and official travel-related expenses.
- b. Failing to make full and timely payment, IAW the terms of the cardholder's agreement, for charges incurred in using the card.
- c. Using the card to obtain a cash advance in excess of the amount authorized by the ATM agreement, Government regulations, or travel orders.

27. **SEXUAL HARASSMENT**: Sexual harassment is unacceptable conduct and will not be tolerated.

a. Sexual harassment occurs when an individual either makes unwelcome advances, requests sexual favors, or engages in other conduct of a sexual nature that:

- (1) Explicitly or implicitly makes the terms or conditions of the victim's job, pay, or career depend upon his or her submission to or rejection of such advances, favors, or conduct;
- (2) Uses the victim's submission to, or rejection of, such advances, favors, or conduct as a basis for career or employment decisions affecting that person.
- (3) Interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

b. Personnel shall not:

- (1) Trade sexual favors in exchange for favorable actions (or in exchange for forbearing unfavorable actions) that affect the terms, conditions, or career of an individual.
- (2) Engage in unwelcome conduct of a sexual nature, tenor, or tone that alters the conditions of an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating or offensive working environment. Such conduct includes, but is not limited to:

- (a) Touching in a sexually suggestive manner.

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- (b) Repetitive unwelcome requests for dates or sexual favors.
- (c) Deliberate use of sexual references in one's speech.
- (d) Display of indecent or sexually explicit materials in the workplace.

c. A commander or supervisor, having knowledge that a subordinate has engaged or is engaging in sexual harassment, shall take immediate and deliberate steps to terminate such conduct. Commanders and supervisors shall take appropriate actions to stop sexual harassment in their units, offices, or areas of responsibility.

28. **PARTICIPATION IN EXTREMIST GROUPS AND ACTIVITIES**: Every commander in USAG Y, Army, Navy, Marines, and Air Force, will read and enforce the current USFK policy, and their respective service's policy, on participation in extremist groups and activities. These policies grant commanders broad authority to deal with the problems caused by misconduct based on extremism, such as racial hatred, hazing, and militancy. Commanders will exercise this authority judiciously.

29. **BACHELOR OFFICER AND ENLISTED QUARTERS (BOQS/BEQS)**: Personnel will not be allowed any overnight visitors under the age of 18 in BOQs/BEQs unless they are related to the occupant.

30. **SANCTIONS**:

a. Violations of this policy by individuals subject to the Uniform Code of Military Justice (UCMJ) may constitute violations of Article 92, UCMJ, subjecting the individual to criminal punishments and administrative sanctions.

b. Violations of this policy by individuals not subject to the Uniform Code of Military Justice may subject the individual to administrative sanctions and civilian criminal prosecution.

c. Anything that is in violation of this policy will be confiscated and disposed of IAW applicable regulations.

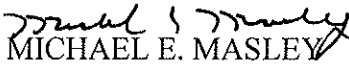
31. **RESPONSIBILITIES**:

a. Commanders will ensure USFK Military personnel, the civilian components, and Family members comply with this command policy.

b. USAG Y PMO/USAG Y Directorate of Emergency Services WILL enforce the provisions of this Command Policy, through the use of patrols, incident reports, and/or other appropriate measures.

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32. The designated representative and point of contact for this policy is the Emergency Services Office, USAG Y, 738-4361/4603.

  
MICHAEL E. MASLEY  
COL, AG  
Commanding

DISTRIBUTION:  
A