



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 5-4**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Visitor Access to AAFES Facilities and Chosun Gift Shop

1. **REFERENCES:**

a. USFK Regulation 60-1, Ration Control Policy – Access to Duty-Free Goods, 7 November 2003, with C1-7 June 2004; C2-24 November 2004; C3-18 July 2005.

b. USFK Regulation 190-7, Installation Access Control System, 1 October 2008.

c. USFK Regulation 1-23, Distinguished Visitors, 19 December 2008.

2. **PURPOSE:** To establish guidance and procedures for visitor access to post facilities requiring identification cards and/or ration control cards for normal access.

3. **APPLICABILITY:** This policy applies to all personnel sponsoring access or desiring access to all facilities requiring identification cards and/or ration control cards for entrance in US Army Garrison Yongsan (USAG Y) facilities.

4. **GENERAL:**

a. Only visiting family members (NOT fiancé, friends, etc.) may be granted **access** to AAFES facilities and the Chosun Gift Shop. They must meet the following requirements:

(1) Accompanied by sponsor with a military or DoD identification card.

(2) Possess an access visitor's pass (USFK Form 37EK).

(3) Possess a completed & approved "Request for Access to AAFES Facilities/Chosun Gift Shop." See enclosure 1.

b. Access to the facility in no way implies authorization for the purchase of any products by personnel not possessing a valid identification card. Access simply allows visitors to enter a facility with an authorized identification card holder. Visitors (i.e. visiting family members only; NOT fiancé, friends, etc.) are not allowed to "use" the facilities.

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c. Sponsors who wish to have guests (i.e. visiting family members only, NOT fiancé, friends, etc.) visit facilities will:

(1) Report to Directorate of Emergency Services, building 4305, room 105 to receive visitor's pass.

(2) Provide name, social security number, passport number, and relationship of guest.

(3) Show proper identification as authorized sponsor.

(4) Ensure guests are aware that purchases by visitors are not authorized.

d. Guests must show "Request for Access to AAFES Facilities/Chosun Gift Shop" when entering all facilities with a valid USFK Form 37EK.


e. Guest must be accompanied by authorized sponsor to all facilities.

f. Sponsor is responsible for guest's behavior. Failure to control guests could result in administrative sanctions against both the sponsor and guest. At no time will guests be allowed to purchase any duty free goods.

g. "Request for Access to AAFES Facilities/Chosun Gift Shop" will be issued for the period of time the guest is visiting the sponsor up to a maximum of 30 days. If a visit exceeds 30 days, the sponsor must request another pass.

h. Distinguished visitors will be governed by USFK Regulation 1-23.

Encl  
Request for Access to  
AAFES Facilities/Chosun Gift Shop

  
MICHAEL E. MASLEY  
COL, AG  
Commanding

DISTRIBUTION:

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Encl 1

MEMORANDUM FOR Commander, US Army Garrison Yongsan, APO AP 96205-5333

SUBJECT: Request for Access to US Army Garrison Yongsan AAFES Facilities/Chosun Gift Shop

1. Request that the individual(s) family member(s) listed below be authorized access to the Chosun Gift Shop, PX and other US Army Garrison Yongsan AAFES facilities while visiting me from \_\_\_\_\_ thru \_\_\_\_\_.

NAME

SSN/PASSPORT

RELATIONSHIP

2. I understand that I (or my wife/husband) must accompany my family member guest(s) into approved facilities and that no purchases by any guest(s) are authorized. **I also understand that this is not a Pass to get guest(s) through the gates to enter the Installation.**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(FULL NAME, SSN)

\_\_\_\_\_  
(GRADE/ORGANIZATION/TEL#)

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Commander, US Army Garrison-Yongsan, APO AP 96205-5333

FOR US Army Garrison Yongsan Managers, AAFES Facilities & Chosun Gift Shop, APO AP 96205

Approved.

MICHAEL E. MASLEY  
COL, AG  
Commanding