



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-MWH

25 April 2012

US ARMY GARRISON YONGSAN POLICY LETTER 1-8

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pre-paid Punch Cards at Sung Nam Golf Course

1. **REFERENCES:**

a. AR 215-1, Army Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities, 22 June 2010/

b. USFK Regulation 360-4, Good Neighbor Program, 11 May 2010

2. **APPLICABILITY:** This policy applies to all tenant units assigned at US Army Garrison Yongsan (USAG-Y) and other organizations using Sung Nam Golf Course (SNGC) and their authorized guests.

3. **PURPOSE:** This program is a replacement for the Honorary Membership Program at Sung Nam Golf course. This policy letter outlines the procedures used in phasing out the Honorary Membership Program and the implementation of the Punch Card Program.

4. **GENERAL:** Sung Nam Golf Course is provided for the recreational and physical fitness needs of Service Members, DOD Civilians, Retirees, and their Family Members working and/or residing on or supported by US Army Garrison Yongsan. Excess capacity during non-peak periods is available to Honorary Members and USFK Good Neighbor Pass holders with a pre-paid punch card for the purposes of expanding positive contact between community members and Good Neighbors and establishing new contacts in support of the US/ROK Alliance.

5. **HONORARY MEMBERSHIP:** USAG-Y will no longer accept or process applications for Honorary Membership at Sung Nam Golf Course. Existing Honorary Members in good standing with fully paid fees will remain Honorary Members.

6. **PRE-PAID PUNCH CARD GENERAL RULES:**

a. Pre-paid Punch Cards (PPC) are sold only to USFK Good Neighbor Pass holders and are non-transferable and non-refundable.

b. PPCs are valid only during the current golf season (1 April – 31 March); un-used rounds on the PPC after the end of the season are forfeited without refund.

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c. PPC can only be used for the holder's golf rounds and may not be used for his/her guests. Each guest must pay the established fee for his/her category.

d. PPC holders may escort up to three guests for golf play.

e. The PPC does not provide any guarantee of a tee time. Tee times for PPC holders will be IAW SNGC established priorities.

f. Total active PPC and Honorary Members will not exceed the Status of Forces Agreement threshold.

g. Any PPC holder found to be violating the rules of the PPC, SNGC, or using SNGC for personal gain will forfeit his/her PPC without refund. The USAG-Y commander will also make formal notification of the violation to the PPC holder's Good Neighbor sponsor.

h. USAG-Yongsan will conduct background checks on PPC holders. If the back ground check reveals derogatory information, then we will report this to the sponsor of the Good Neighbor, which could result in loss of the PPC by the card holder. Should a PPC holder no longer possess a Good Neighbor pass, or lose his/her standing as a Good Neighbor, his/her PPC is immediately revoked without refund.

i. The PPC is a serial number controlled item with a photograph or image of the PPC holder printed on the card. PPC usage will be decremented on the SNGC Customer Management System.

7. PRE-PAID PUNCH CARD COORDINATOR: The Garrison Commander will appoint in writing the USAG-Y FMWR Business Operations Division Chief as the PPC Coordinator. Duties and responsibilities of the PPC Coordinator include, but are not limited to:

a. Ensuring that the PPC program is run IAW this policy letter. All actions will be done with complete transparency.

b. Conducting the pre-season lottery and maintaining the standing waiting list.

c. Approving applications for the PPC waiting list and sale of the PPC.

8. LOTTERY PROCESS AND WAITING LIST:

a. To ensure that all Good Neighbors desiring a PPC have an equal opportunity to purchase a PPC, USAG-Yongsan will use a lottery. The lottery will determine those that will have the initial opportunity to purchase a PPC and establish the waiting list for PPC purchase. Each annual lottery is a separate event. We will not weight or adjust for previous non-selection.

b. Entry into the lottery is open from 1 January until the last Saturday in February. To enter into the lottery each Good Neighbor Pass holder must apply in person at SNGC and have in his/her possession their Good Neighbor pass.

c. The lottery drawing will be conducted at SNGC and will be open to the public, and if possible, it will be streamed live over the internet. The drawing will be conducted by the PPC Coordinator and an impartial third party (ies). All applications will be drawn and recorded in the order of their drawing for the determination of those that will be offered an opportunity to purchase a PPC and those that will be on the waiting list.

d. All available PPC allocations will be matched against the rank order on the waiting list for immediate sale (i.e., if the available number of PPCs for opening of the Golf Season is 120, then the first 120 applications drawn are offered the opportunity to purchase PPCs).

e. Valid applications received after the last Saturday in February will be processed and added to the end of the waiting list following the lottery drawing and establishment of the waiting list.

9. PPC PURCHASE AND WAITING LIST OPERATION:

a. Applicants for PPC are responsible for providing current and accurate contact information on their applications and to ensure it is updated should the information change. Reasonable attempts will be made to contact applicants.

b. Applicants selected in the initial lottery and subsequently from the waiting list will be notified of their eligibility to purchase a PPC using the contact information provided. Applicants will have seven (7) calendar days from the initial notification attempt in which to purchase a PPC.


c. Applicants that fail to purchase the PPC within seven (7) days go to the bottom of the waiting list, and the next person on the waiting list will be notified of his/her eligibility to purchase a PPC.

d. Applicants whose special circumstances prevent them from purchasing the PPC within seven (7) days may request an extension from the PPC Coordinator. Extensions will only be granted when it is determined that the applicant is reasonably unable to go to SNGC (e.g., hospitalized or out of country). Extensions are granted at the discretion of the PPC Coordinator and will not exceed fourteen (14) calendar days. Requests for extensions after the seven (7) calendar day deadline will not be accepted.

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10. The POC for this policy is the USAG-Y Director of Family, Morale, Welfare, and Recreation.



WILLIAM P. HUBER
COL, USA
Commanding

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