



REPLY TO
ATTENTION OF

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

IMKO-ABY-MWR-

22 November 2010

US ARMY GARRISON YONGSAN POLICY LETTER 1-9


MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change of Command Ceremonies

1. **PURPOSE:** To establish command policy for utilization of outdoor community sports facilities and fields to conduct Change of Command Ceremonies.
2. **APPLICABILITY:** This policy applies to all units assigned to US Army Garrison Yongsan.
3. **GENERAL:**
 - a. Change of Command Ceremonies for Colonels (0-6) and above will be conducted on Knight Field, Yongsan Main Post.
 - b. Change of Command Ceremonies for Lieutenant Colonels (0-5) and below will be conducted on Lombardo Field adjacent to Collier Fitness Center.
 - c. The SIMS Athletic Field is also available during the summer school break (mid- June through mid-August) for conducting Change of Command Ceremonies.
 - d. Units conducting Change of Command Ceremonies on Lombardo Field are required to provide a 10-person detail to take down the outfield fencing on the day of or the day prior to the scheduled ceremony. A 10-person detail will also be required to re-install the fence immediately after the conclusion of the ceremony. Note: It takes approximately three hours to take down the fence and approximately three hours to erect the fence. Two maintenance workers from the Yongsan Sports Maintenance Crew will be on site to assist and supervise the fence tear-down, removal and re-installation.
4. To conduct Change of Command Ceremonies on Knight Field, contact the Ceremonies NCO, S-3, USATC-K, 723-3330.
5. Written memorandum requests to conduct Change of Command Ceremonies on outdoor Yongsan Community Sports Fields or the Seoul American High School Athletic Field will be submitted to the Sports Director, DFMWR, USAGY, Collier Fitness Center, Building #5200, Yongsan South Post, telephone 738-8608/7885.

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6. The proponent for this policy is the USAGY DFMWR Sports Director, 738-8608/7885.
7. This policy supersedes USAGY Policy Letter 1-9, 10 October 2007, subject as above.


WILLIAM P. HUBER
COL, USA
Commanding

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