



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-MWR

29 JUL 2014

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-9

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change of Command Ceremonies

1. **PURPOSE**: To establish a 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 USAG-Y.
3. **GENERAL**:
 - a. Change of Command Ceremonies for Colonels (O-6) and above will be conducted on Knight Field, Yongsan main post. If due to inclement weather, the Collier Community Fitness Center (CCFC) full court may be utilized.
 - b. Change of Command Ceremonies for Lieutenant Colonels (O-5) and below will be conducted on Lombardo Field adjacent to the CCFC. The inclement weather location of the CCFC for O-5 and below does not apply.
 - c. The Seoul American High School 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 (3) hours to take down the fence and approximately three (3) 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 Non-Commissioned Officer (NCO), S-3, United States Army Troop Command-Korea (USATC-K), at DSN 723-3330.


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5. Written memorandum requests to conduct Change of Command Ceremonies on outdoor Yongsan Community Sports Fields or the Seoul American High School Athletic Field and/or request for inclement weather use of the CCFC will be submitted to the Sports Director, DFMWR, USAG-Y, CCFC, Building #5200, Yongsan South Post, at DSN 738-8608/7885.

6. The proponent for this policy is the USAG-Y DFMWR Sports Director, at DSN 738-8608/7885.

7. This policy supersedes Area II Policy Memorandum #1-9, IMKO-ABY-MWR, 22 November 2010, subject as above.



MARIA P. EOFF
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