



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

IMYN-ZA

7 NOV. 2016.

**UNITED STATES ARMY GARRISON YONGSAN (USAG-Y) POLICY LETTER #17**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Leave Policy

1. **REFERENCES:**

- a. Army Regulation 600-8-10, Leaves and Passes, 15 February 2006.
- b. USFK Regulation 600-8-10, Leaves and Passes, 19 December 2012.

2. **PURPOSE:** This policy provides guidance regarding leaves and passes for Soldiers assigned to USAG-Y.

3. **APPLICABILITY:** This policy applies to all USAG-Y Soldiers.

4. **GENERAL:**

a. The leave and pass program is designed to allow Soldiers to use their authorized leave to the maximum extent. The frequent use of leave throughout the fiscal year makes a positive contribution to morale, level of performance, and career motivation. However, to accomplish the operational missions and essential supporting functions of the command, supervisors will limit leaves to the extent permitted by available staffing of the organization. Therefore, grant leave within the constraints of operational military missions. Disapprove leave during major exercises unless the Garrison Commander for unusual circumstances grants an exception to policy.

b. Leaders must ensure accrued leave is managed throughout the year in a manner that does not place Soldiers in a "use or lose" situation at the end of fiscal year.

c. Not more than 10 percent of military personnel assigned or attached for duty are off Peninsula on ordinary leave or pass at any one time.

d. Supervisors of military members who wish to travel off Peninsula must take action to ensure military members meet entry requirements for the country visited before leave or pass authorization is released and member departs.

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e. Military members who wish to take leave off Peninsula for over 30 days must have their leave request authorized by the Garrison Commander.

5. The proponent for this policy is the Director, Directorate of Human Resources (DHR), USAG-Y, 738-5017.



J. SCOTT PETERSON  
COL, CA  
Commanding

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