



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

IMYN-ZA

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 39

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Land and Facilities Use

1. **REFERENCES:**

- a. Army Regulation (AR) 215-1, Army Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 24 September 2010.
- b. AR 405-70, Utilization of Real Property, 12 May 2006.
- c. United States Forces Korea (USFK) Regulation 405-7 Facilities and Area (Real Estate) Policies and Procedures in Korea, 8 September 2010.

2. **APPLICABILITY:** This policy applies to all USAG Yongsan - Casey tenant units/organizations requesting use of installations land or facilities for any required training.

3. **PURPOSE:** To provide guidance and procedures for units requesting use of land and facilities for training purposes on the Installations.

4. **GENERAL:** The installations are primarily a garrison environment and will not be used for field training exercises (FTX). Consequently, in order to maintain the sports and recreation fields for the enjoyment of the community, it is necessary to restrict the construction of tentage, movement of vehicular traffic, and parked vehicles/heavy equipment on recreation facilities and fields. Erecting tentage and driving or parking vehicles and heavy equipment on any sports and/or recreation fields is prohibited unless supported by the Directorate of Family, Morale, Welfare, & Recreation (DFMWR) Director and then approved by the Deputy to the Garrison Commander. Small-scale unit Command Post Exercises (CPXs) within Garrison boundaries can be supported, without affecting the communities' fields; coordinate usage with Directorate of Plans, Training, Mobilization, and Security (DPTMS).

5. Responsibilities

- a. DPTMS. Responsible for allocating terrain and facilities for training exercises on the installations. The request for terrain and facilities will be submitted to the DPTMS

Training Office using the request form (Encl 1). The DPTMS Training Office will coordinate with installation point of contacts (POCs) and directorates for land and facility use. Additionally, the DPTMS Training Office will ensure that the following actions are completed before, during, and after allocating land and facilities:

(1) Coordinate unit requests with the DFMWR, Directorate of Public Works (DPW), 403rd Logistics Readiness Center (LRC), Directorate of Emergency Services (DES) and Provost Marshall's Office (PMO) as required.

(2) Execute a written land use agreement between DPTMS Training Office and the requesting unit or organization (Encl 1).

(3) The DPTMS Training Office will keep the requesting units informed on status of their requests with a written memorandum of approval or disapproval or email based on their submission process.

(4) The DPTMS Training Office and applicable staff are responsible for inspecting approved training sites for land or facilities before and after their use with the using unit. For facilities belonging to non-garrison directorate/activities the requesting unit will coordinate directly with the non garrison directorate/activity.

(5) The DPTMS Training Office and appropriate staff are the approving authority to clear the using unit from responsibility for the training area land or facilities upon determination that the training area/facility has been returned in the condition that it was when the user accepted it. The using unit is responsible for coordinating the appointments to clear the training areas and facilities with the DPTMS Training Office.

b. DFMWR. A member of the using unit and a member of the facility staff will conduct a joint inspection of DFMWR facilities prior to use to verify the current conditions. Special attention will be given to specific use requirements based upon the nature of the activity.

c. DPW. Responsible for ensuring the following actions are completed prior to and at the conclusion of land/ facility use:

(1) Perform maneuver damage cost estimates and perform reimbursable repairs if the using unit lacks the resources to perform.

(2) At the conclusion of training, the using unit and facility staff will conduct a post inspection to verify that the facility is returned to its proper condition, the area is policed, and all trash and debris are removed.

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(3) The DFMWR facility staff will provide support only during the normal operating hours of the facility.

(4) If required, the DFMWR facility and using unit will execute a memorandum of agreement.

(5) Provide cost estimates for required resources to support requesting unit to the DPTMS Training Office.

(6) Provide technical support, when the using unit is unable to perform (electrical hookups, etc.). Requesting unit will provide a fund site, if required, and submit a work order to DPW for requested support.

e. DES. Responsible for the following actions prior to and during the time the unit is occupying the land and/or facilities:

(1) Requests to block traffic occupied roadways and/or parking lots will be reviewed for impact assessment and any special traffic control measures that may be needed (i.e. barricades, traffic management personnel, etc).

(2) Routinely patrol the area for security, traffic control, and parking issues.

f. DRM. Ensure that all fund cites submitted are processed and that the Garrison is reimbursed for all services rendered and damage caused to land/ facility by using unit.

g. Customer units. Complete the following actions before, during, and after the conclusion of land/ facility use:

(1) Submit a memorandum requesting land/facility use at least fifteen working days prior to occupation date (Encl 1).

(2) Submit the appropriate documentation for funding/contracts for special work orders and services requests (latrines, electrical hook-ups, trash removal, etc.).

(3) Maintain the land/ facility in a high state of police throughout occupation period.

(4) Restore the land/facility to original pre-use condition, to include supplies.

(5) Conduct a joint inspection for clearance with the DPTMS Training Office and any other appropriate directorates (DPW, DOL, DFMWR, etc.) and the land/terrain manager prior to being released of responsibility.

(6) Pay for occurred damages to training land and facilities.

(7) Pay all upfront cost for facility usage to include (billeting, power, water, and trash removal etc.).

(8) Cleanup and cleaning supplies are the responsibility of the using unit.

h. Request from non-USFK/8A affiliated military organizations:

(1) Requests should be submitted no later than (NLT) 120 days prior to the requested date of use.

(2) Requests must explain in detail how the land/facility will be used (i.e. purpose, number of people, activity, equipment, etc.).

(3) A legal review is required prior to approving requests for the use of owned land or facilities by any individual or organization not affiliated with the USFK.

(4) All cost for facility usage to include (billeting, power, water, and trash removal etc.) will be paid in advance before request is approved.

i. Requests for the Yongsan Conference Center (YCC) or the Multi-Purpose Training Facility (MPTF):

(1) Requests for the Yongsan Conference Center (YCC) or the Multi-Purpose Training Facility (MPTF) will be submitted online on the DPTMS SharePoint site at: https://army.deps.mil/army/cmds/imcom_pac-sag/yongsan/dptms/SitePages/Home.aspx and will contain, as a minimum, the POC name and telephone number for the requesting unit, number of personnel to be trained, and beginning and ending time of occupation. If the requesting organization is unable to access the online SharePoint land Management system, a request (Encl 1) will be submitted to the DPTMS Training Office at least 15 working days prior to use and will contain, as a minimum the same information as the online request.

(2) The USAG Yongsan HHC CQ unlocks the MPTF during duty hours (0600-1800), Monday through Friday. Authorization for use on requested dates are not confirmed until it has been approved in the system by the DPTMS Training Office, or the requesting organization has received a confirmation email.

(3) The DPTMS Training Office will approve or disapprove your request within 24 hours from the time it was submitted into the system; if the request was made in accordance with (IAW) Encl 1 the requesting organization will receive a response within

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24 hours of receipt of the request.

j. Other Land/Terrain. Such areas include, but are not limited to, schools, and Commissary parking lot. These areas will be coordinated with the DPTMS Training Office IAW the guidance provided above. The DPTMS Training Office will coordinate use with the owning organization and forward approval or disapproval responses to the requesting unit.


k. Direct coordination is authorized with post chapels and DFMWR for Community Fitness Centers for sporting events and use of picnic areas for non-military training events.

l. Camp Casey, Camp Hovey and Camp Mobile. 8A TSAK controls all of the standard training areas. Some non-standard open areas can be used for training by coordination through the Camp Casey DPTMS by submitting a CONOP by email. Camp Casey DPTMS DSN: 730-3354.

m. Camp Stanley. 2ID G3 controls use of the UGF for training. Note: The rest of the installation is off limits for training.

n. Camp Red Cloud. 2ID G3 controls the use of land and facilities for this installation.

6. Point of contact for land/facilities for USAG Yongsan is the USAG Yongsan DPTMS Training Office at DSN 738-7050. Point of contact for land/facilities for Camp Casey is the Camp Casey DPTMS Training Office at DSN 730-3354


MONICA P. WASHINGTON
COL, LG
Commanding

Encls:

1. USAG Yongsan Installation Land Facility Request
2. MPTF/YCC Request form

DISTRIBUTION:

A

USAG Yongsan Land Facility Request

REQUESTING
UNIT: _____

AREA OR FACILITY
REQUESTED: _____

BILLETING
COST: _____

UTILITIES (Electric/Water)
COST: _____

TRASH SERVICE
COST: _____

CUSTODIAL
COST: _____

PORTALETS
COST: _____

TRANSPORTATION (Bus/NTV)
COST: _____

TENTAGE AND LABOR
COST: _____

ADDITIONAL COST
(Explain): _____

TOTAL
COST: _____

MIPR FUND
SITE: _____

REQUEST START
DATE/TIME: _____

REQUEST END
DATE/TIME: _____

TYPE OF
TRAINING: _____

NUMBER OF
PERSONNEL: _____

Requestor Name: _____

Rank: _____

Section: _____

Phone#: _____

Signature USAG Yongsan DPTMS
POC: _____

Signature USAG Yongsan DRM
POC: _____

Request
Approved/Disapproved: _____

Using Unit
Notified: _____

- NOTE:
- Unit is responsible for ensuring area or facility is maintained and in a high state of police at all times, and cleaned after use.
 - Unit will notify DPTMS of any cancellation of training. Failure to report cancellations may result in the loss of your use for USAG Yongsan areas or facilities. If this occurs the unit S-3 SGM or NCOIC must forward a memorandum outlining actions taken to rectify the units failure to make cancellations before facility use will be approved.
 - Point of contact for this policy is the USAG Yongsan DPTMS, Bldg #4305 at DSN 738-7050.



US ARMY GARRISON YONGSAN MPTF/YCC REQUEST FORM

MPTF 1 MPTF 2 MPTF 3 YCC PARKING LOT

(Check one Box)

DATE:

UNIT:

REQUEST START DATE:

REQUEST END DATE:

START TIME:

END TIME:

TYPE OF TRAINING:

NUMBER OF PERSONNEL:

NOTE:

Name:

Rank:

Unit:

Section:

Phone#

Note: Reservations are subject to change to meet higher headquarters priority missions. Examples are short-notice Flag Officer/other DV visits etc. USAG Yongsan does not provide equipment i.e. computer, projector, speakers, etc. There is no Internet connection in any of the theaters. Private organizations and private users are not authorized for facility use. Use of MPTF/YCC on the weekend requires additional coordination with AAFES/DPTMS and is on a case by case basis. When signing for the YCC; DPTMS will wait 15 minutes after your signing time. If you are late you have forfeited your reservation. Cancellations should be done 24 hours prior to your reservation. If you fail to show without properly informing DPTMS then you could potentially be barred from using our facilities.

- I am responsible for ensuring facility is maintained and cleaned after use

- I will notify DPTMS of any cancellation of training. If I am a repeat offender of failing to report cancellations, I understand this may result in the loss in use of the MPTF. If this occurs it will require me to obtain a written memo from my S3 SGM/NCOIC outlining action taken to rectify the issue.

- Link to the calendar website –

https://army.deps.mil/army/cmds/imcom_pac-usag/yongsan/dptms/SitePages/Home.aspx

- The POC for the MPTF/YCC is USAG Yongsan DPTMS @ 738-7915, 738-7350 or 738-5013