



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

AMIM-YNG-ZA

29 May 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Yongsan-Casey Policy Letter #28: Use of Garrison Facilities or Land for Training

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 Areas (Real Estate) Policies and Procedures in Korea, 08 September 2010.

2. **Applicability:** This policy applies to all USAG Yongsan-Casey (USAG Y-C) tenant units/organizations requesting use of installation land or facilities for any training requirements where land or facilities are not managed by Training Support Activity Korea (TSAK).

3. **Purpose:** To provide guidance and procedures for units requesting use of land and facilities for training purposes on USAG Yongsan-Casey managed areas.

4. **General:** The installations are primarily a garrison environment and will not be used for field training exercises (FTX). Consequently, it is necessary to restrict the construction of tentage, positioning of heavy equipment, operating vehicles or heavy equipment on recreation facilities and fields to maintain the sports and recreation fields for the enjoyment of the community. Erecting tentage and driving or parking vehicles and heavy equipment on any sports/recreation field is prohibited unless supported by the Directorate of Family, and 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 thru coordination with the Directorate of Plans, Training, Mobilization and Security (DPTMS).

5. **Responsibilities:**

- a. **DPTMS:** Responsible for allocating facilities for training on the installations. The request for facilities will be submitted to the DPTMS Installation Operations Center using the Request Form (Encl 1).

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(1) Coordinate unit requests with the Directorate of Family and Morale, Welfare & Recreation (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 and the requesting unit or organization (Encl 1).

(3) DPTMS and applicable USAG Y-C 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.

(4) DPTMS and appropriate USAG Y-C 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 DPTMS.

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.

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

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

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

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

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(1) Requests by the unit 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) Periodically check the area for security issues, traffic control, and parking.

e. **DRM**: Ensure that all fund cites submitted are processed and that USAG Y-C is reimbursed for all services rendered and damage caused to land/ facility by using unit.

f. **Tenant Units/Organizations**: 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 DPTMS and any other appropriate directorates (DPW, LRC, DFMWR, etc.) prior to being released of responsibility.

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

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

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

g. **Requests from non-USFK/8A affiliated military organizations**:

(1) Requests should be submitted no later than (NLT) 120 days prior to 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 garrison managed land or facilities by any individual or organization not affiliated with USFK.

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

h. **Multi-Purpose Training Facility (MPTF)** Requests will be submitted to DPTMS at [usarmy.casey.id-pacific.mbx.usag-yongsan-casey-watch@army.mil](mailto:usarmy.casey.id-pacific.mbx.usag-yongsan-casey-watch@army.mil) or by phone at 722-4689 and will contain, at 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.

(1) Units will coordinate with DPTMS to sign for the key to the MPTF the day prior to use. Technical rehearsals and location reconnaissance can be scheduled around facility reservations. Authorization for use on requested dates are not confirmed until it has been approved by the DPTMS, and the requesting organization has received a confirmation email or calendar invitation.

(2) DPTMS will approve or disapprove your request within one duty day from when it was received. If there is a scheduling conflict, DPTMS will work to resolve it. Reservations are generally first come, first serve.

i. **Other Land/Terrain:** Such areas include but are not limited to Camp Mobile and Camp Stanley, will be coordinated with the DPTMS IAW the guidance provided above. DPTMS will coordinate use with the requesting organization and forward approval or disapproval responses to the requesting unit.

6. Direct coordination is authorized with chapels and DFMWR facilities including Warrior Club, Iron Triangle Club, and fitness centers.

7. Point of contact for land/facilities is the USAG Y-C DPTMS at DSN (315) 722-4689 or [usarmy.casey.id-pacific.mbx.usag-yongsan-casey-watch@army.mil](mailto:usarmy.casey.id-pacific.mbx.usag-yongsan-casey-watch@army.mil).



Encl  
USAG Y-C Installation Land Facility  
Request

EDWARD H. CHO  
COL, LG  
Commanding