



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMW-RB

20 March 2024

MEMORANDUM FOR US Army Garrison Humphreys (USAG-H) River Bend Golf Course (RBGC) Employees and Patrons

SUBJECT: Standard Operating Procedures for River Bend Golf Course

1. References:

- a. Status of Forces Agreement between the U.S and ROK.
- b. Army Regulation 215-1 Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.
- c. USFKI 1501.01 Exchange and Commissary Privileges Access to Duty Free Goods.
- d. IMCOM Regulation 215-1-1 Installation Management Command (IMCOM G9), Family and Morale, Welfare, and Recreation (FMWR) Business Operating Standards (IMCOM BOS).
- e. IMCOM Memorandum for Honorary Club Membership Program for Army Golf Courses and Club Systems in Korea dated 23 September 2022.

2. PURPOSE: To provide River Bend Golf Course (RBGC) stakeholders with an understanding of patronage eligibility, walk-on and reservations tee-time processes, fees, expectations, etiquette, and course rules.

3. Eligibility and general priority of access.

- a. Eligible Patrons.
  - (1) Active-Duty US Service Members.
  - (2) Direct hire US civilian employee, Contractors/Technical Representatives with SOFA status, and US Military Retirees.
  - (3) Family members of 4.a and 4.b with SOFA status.
  - (4) United Nations Command (UNC) Members of Sending States and their immediate family members.

(5) Republic of Korea (RoK) Service Members and RoK civilian employees assigned to Combined Forces Command (CFC) with duty on USAG-H.

(6) Honorary Club Members (HCM).

(7) United State Forces Korea (USFK) Direct hire Korean National employees.

(8) Non-SOFA access players / guests.

b. In determining access eligibility those meeting more than one criterion will be granted eligibility based upon their primary status with the command. Examples include:

(1) Retired Servicemembers, or Family Members of retired Service Members who are Direct Hire employees or Contract employees of the command will be considered as Civilian employees.

(2) Retired Servicemembers who are under sponsorship orders of a Direct Hire employee or Contract employee will be considered as a family member of a civilian employee.

4. To help ensure the equitable enjoyment of RBGC by all patrons, course rules and expectation of patrons are found in Appendix 1.

5. Tee Time Reservations will be made using the process outline in Appendix 2. Note that not all eligible players may make reservations and reservations are limited for some eligible players based on the drawing tee time availability. All players must have a Rectrac Account or Member ID number which includes daily fee play. (Guest will be put onto the eligible player's household or member number.

6. RBGC allows eligible players to enter the course as "stand-by" or walk-on players. This process is outlined in Appendix 3.

7. Select tee-times are designated for use by certain General and Flag officer. The process for the use and release of these tee-times is outlined in Appendix 4.

8. Annual Greens Fees (AGF) and daily fees based upon eligibility category are found in Appendix 5.

9. RBGC has a limited set of golf clubs available for rent along with push carts and riding carts. The rental conditions, rules, and fees are found in Appendix 6.

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10. COURSE CLOSURES AND RAIN CHECKS: RBGC may close the course in portion or in whole in the interest of public safety or to prevent damages to the course. Paid patrons affected by a closure will be provided rain checks. Voluntarily walking off the course because of rain, heat, snow, or other reasons is not grounds for the issuance of a rain check. Complete rain check policy is found in Appendix 7.

11. Specialty leagues and group play are addressed as outlined in Appendix 8.

12. Tournaments and specialty events are permitted only IAW the process outlined in Appendix 9.

13. A Limited number HCMs is permitted under (REFERENCE SOFA). The process for HCM selection is outlined in Appendix 10.

14. As a rule RBGC Pro Shop sales are limited to patrons with SOFA status only, an exception is made for daily-incidentals items for sale to non-SOFA as outlined in Appendix 11. All Pro Shop sales over \$100 will be tied to an active RecTrac account.

15. Violations or non-adherence of this SOP, to include attempts to circumvent this SOP, will be addressed and sanctions may include:

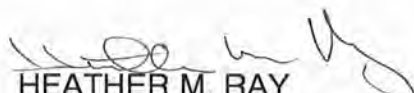
a. Employees: Administrative actions IAW AR 214-3 or USFKI 1400.01 as applicable.

b. Patrons: Revocation of Reservation of Tee-Time privileges and/or recommendation to the Garrison Commander for revocation of access to RBGC. Additionally, severe violations or actions of misconduct will be referred to:

(1) Active Duty US Servicemember: Referred to unit commanders for potential actions under the Uniform Code of Military Justice.

(2) Civilian/Contract Employees, Family Members, Retirees, and non-SOFA guests: Referred to USAG-H Civilian Misconduct Officer.

16. POC for this policy is Eric R. Pickering, General Manager River Bend Golf Course, 315-757-1006 or eric.r.pickering2.naf@army.mil.

  
HEATHER M. RAY  
Director, Family and Morale, Welfare  
and Recreation

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#### APPENDICES

1. RBGC Rules of Play and Patron Expectations.
2. RBGC Tee Time Reservation Process
3. RBGC Stand-By / Walk in Procedures
4. RBGC Protocol Tee Time
5. RBGC Daily and Advance Greens Fees
6. RBGC Rentals Rules, Conditions, and Fees
7. RBGC Rain Check Policy
8. RBGC Specialty Leagues
9. RBGC Tournament / Specialty Events Scheduling and Execution
10. RBGC Honorary Member Selection SOP
11. Approval Daily Incidental Sales Items

## Appendix 1

### Rules, Etiquette, Patron Expectations and Conditions of Play

#### 1. Rules

a. US Advanced Greens Fee patrons, Honorary Club Member Punch Card Patrons as well as all daily fee players will need to sign an acknowledgment that they have read the Golf SOP and understand the Rules and Etiquette for play at RBGC.

b. The starter will speak to each group before playing to remind them of the Rules, Etiquette and Discipline Table which will also be posted at the Starter building so there are no surprises. Each player shares the responsibility of keeping the golf course in good playing condition on the tee, through the green and on the putting greens.

c. Pace of play for RBGC has been initially determined to be 4 hours 20 minutes during normal playing conditions. Weather, events, high volume play and/or player level can impact this and will be monitored by the RBGC staff.

d. Outside food and beverage, to include alcohol, is not allowed per AR 215-1 and IMCOM 215-1-1 Section 8-25 17 and will need to be removed from the facility immediately.

e. Repairing ball marks, fixing divots on par 3 tee boxes, and raking bunkers are every player's responsibility and required by all.

f. Golfers using golf carts must comply with the cart path only restrictions Monday through Friday regular season, every day during the winter season and on other days communicated by management due to course conditions. Exceptions granted through the handicap flag approval, however there will be days where no exceptions will be granted to preserve the course conditions by avoiding cart damage.

g. All golfers are to only play the number of holes paid for after checking in with the pro shop. Players who continue after 9 holes when only paying for 9 are subject to discipline. Daily fee players can be charged with theft of services. Members continuing and not rechecking in can be suspended.

h. Ignoring, dismissing or non-compliance of a request from a marshal, starter or manager will be considered a violation of proper etiquette and a code of conduct violation.

i. In accordance with USAG Humphreys Policy Letter #33 it is illegal to feed feral cats or stray animals on the installation.

j. Skipping group(s) is not allowed without the approval of the marshal or a manager.

k. Splitting up a tee time group once teed off is not allowed. Players must finish the round with the group of players in their tee time.

l. Stopping for lunch after 9 holes forfeits your tee time spot and could mean that rejoining play may be delayed or eliminated from happening depending on the volume of play on a given day. Stopping requires the group to re-check in with the pro shop so that a marshal or manager can determine if going off for the second 9 holes is permissible.

2. Violations will be any non-compliance with the above-mentioned sections within the entire policy and are enforced equally and fairly for all players as outlined below.

### 3. Discipline

a. A log will be created for each player in the group that is spoken to, and the following will occur in the progressive discipline process for the player or players involved. Offenses include but are not limited to failing to fix ball marks, raking bunkers, repairing divots on par 3 tees, improper use of golf carts, taking push carts inside of roped off areas, hitting into other players, and the consumption of alcohol not purchased on from the golf course.

b. 1st offense verbal warning from the course marshal or manager

c. 2nd offense 2-week suspension

d. 3rd offense 1 month suspension

e. Additional offenses can constitute further suspensions up to the remainder of the golf season. The process does not start over for any player, offenses are cumulative. All actions taken by the General Manager will be in accordance with the discipline steps above and must be approved by the Business Operations Officer.

f. Any player who wants to appeal a suspension for a 3rd, 4th or higher offense must present in writing their facts of the situation to the General Manager who will forward it up to the Director of Family and Morale, Welfare and Recreation for review and final decision.

### 4. Refunds

a. No refunds will be given for these disciplinary actions. If a complete suspension for the remainder of the golf season is implemented, then no refund will be given regardless of PCS or any other official reason. This will be an inclusive policy for all cumulative violations of the Golf SOP, not individual infraction types or an individual days' infractions.

b. Advanced Green Fee patrons who request and are granted a refund for any other reason will not be able to buy back in for that golf season and must pay as a daily

fee patron.

c. Refunds will not be done for any patron for medical issues unless the surgery or restriction is Command directed for an Active Duty Soldier which limits or eliminates the Soldier's ability to play golf. Medical documentation will be required to process a refund.

# Etiquette Guidelines



## **On the Tee:**

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Always be on time and prepared to play.

Choose a tee that best matches your ability.

Avoid taking divots with practice swings.

Remain silent as other players hit their shots.

## **Through the Green**

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Replace your divots or fill with soil/seed mixture.

Smooth footprints and displaced sand after playing from bunkers.

Avoid taking divots with practice swings.

Follow the daily rules for golf cart regulation and access.

Estimate yardage and select several golf clubs before walking to your ball.

## **Greens**

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Keep golf carts at least 30 yards away and parked in direction of next hole.

Learn how to repair a ballmark. When time allows repair other player's marks.

Keep golf bags off the putting surface.

Remove golf balls from the hole with your hand, not the head of a putter.

Stay off other player's line of putt.

Be careful not to damage the hole when removing or placing a flagstick.

## **Avoid Slow Play**

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Limit or eliminate practice swings.

Play a provisional ball when it is likely yours is lost.

Park golf carts and bags in direction of next hole.

Know yardage for the course and plan the next shot before you arrive at the ball.

Keep a brisk pace. Do not allow your group to fall more than a hole behind the players in front of you. Know the course's pace rating for total expected playing time.

## Appendix 2

### Tee Time Reservation process

1. Non-Holiday Weekdays. Patrons may reserve tee times by calling the reservation desk at RBGC. Active Duty can call 5 days in advance, all other eligible patrons can call 4 days in advance without guests. Patrons may request reservations during business hours based upon the reservation windows and priorities as outlined in Appendix 1 Section 5 e.-k.
2. Weekday tee times with non-SOFA guests. Available tee times for guest play will be allowed two (2) days before the date of play.
3. Weekends and Holidays tee times are filled by a drawing as outlined in this Appendix Section 5 e-k.
4. During peak season (April through October), guest play is restricted until after 1200 hours unless the level of play allows it to maximize the usage of available tee times. ALL patrons escorting guest(s) must accompany and must play with their guest(s). Waitlist groups with guests can be put into no show or cancelled tee times per the Stand-By Procedure outlined below in Section 3 of this policy, with all remaining tee times filled on a first come first serve basis.
5. Booking Priorities/Process
  - a. RBGC management or their designated representative will remove all drawing cards from deposit boxes and sort/draw them according to the following priorities:
    - (1) Priority 1 Active-Duty Advanced Green Fee (AGF)
    - (2) Priority 1A Active Duty Non AGF
    - (3) Priority 2 Civilian/Retired Military/Contractor w/o Guests AGF
    - (4) Priority 2A Civilian/Retired Military/Contractor w/o Guests Non AGF
    - (5) Priority 3 Honorary Club Member w/o Guests
    - (6) Priority 4 All above Categories with Guests
  - b. USFK Korean Employees and ROK Military of all ranks assigned to USFK installations are authorized on a standby basis.
  - c. Players may annotate a tee time preference on the drawing card. If the time preference listed is not available, the nearest possible time will be assigned.



d. Drawing cards can be obtained from the reservations desk. All cards must be filled out with the patron's name, AGF/HCM number or Rectrac Household number, rank, time desired and deposited in the drawing boxes located in the main lobby of RBGC NLT 1200 hours on Wednesday before the weekend/holiday or the same time on Tuesday if Friday is a holiday. Only one (1) tee time request per person is authorized. If additional cards are submitted with the intent to increase the chance of being selected, the offending individual will be barred from participating in that week's drawing. **Incomplete cards will be pulled and not included in the drawing for that day to maintain the overall process integrity.**

(1) Tee Time Drawing Card

(a) Below is a sample of the Tee Time Drawing Card that is referenced in Appendix 1. All information must be completed for all players including name and ranks of all players. Failure to provide complete information will result in the card being pulled and not included in that day's drawing.



e. The first person listed on the drawing card is the sponsoring/primary golfer. This individual can make substitutions of players provided the substitutions hold the same or higher status as the player being replaced (e.g., active duty for active duty, Civilian for Civilian). Only the primary tee time holder or spouse, if listed, can make substitutions. A maximum of three (3) substitutions within a given tee time is allowed but cannot be bona fide guests. If a bona fide guest(s) is(are) attempted, then the tee time is cancelled, and the group is put on the wait list. If the primary tee time holder and/or spouse are unable to participate in the tee time, the other patrons listed on the tee time can still participate, but vacancies must be filled from the waiting list in IAW Appendix #3. Substitutions with players already holding a tee time from the drawing are not permitted.

f. Active-duty personnel can list one (1) player with a lower priority on their drawing card at a 3-to-1 ratio, 2-to-2 ratio, or 1-to-1 ratio to include guests, and still participate in the drawing as priority. However, if the lower priority patron is a bona fide guest, the tee time will be no earlier than 1200 hours.

g. Drawings are completed each Wednesday by NLT 1700 hours in the administration offices of the RBGC Clubhouse (or Tuesday if the following Friday is a holiday). Membership Staff will remove all drawing cards from deposit boxes and sort/draw them according to the following priorities as outlined above in Section 5 (a) a-f. Golf Management or other Senior Manager will then verify the sort and then shuffle the cards for each category and hand them back to the Membership Staff for input into the system. Once input is completed in order of priority then a print will be made to attached to all the cards for the day as backup. Membership staff will then fill out the Tee Time Drawing Record. To ensure the integrity of drawings, drawing cards and initial booking tee sheet copy will be kept on file for one year.

h. Players may annotate the drawing card with their desired tee time. If the tee time specified is not available, then the next available time will be assigned.

i. Cancellations must be made 24 hours in advance and failure to comply will result in the following actions:

- (1) 1 offense Warning
- (2) 2 offence 2 Week loss of reservation (walk on only)
- (3) 3 offence 4 Week loss of reservation (walk on only)
- (4) 4 offence 8 Week loss of reservation (walk on only)

j. Nine (9) hole rounds are not allowed on weekends or holidays (U.S. or KN) prior to 13:00.

## **Appendix 3**

### **Stand-By / Walk in Procedures**

1. Standby waiting lists will be maintained for patrons who did not obtain a reserved tee time. Separate lists are maintained, and players are selected for tee times as they become available in the following priority as indicated above in Section 5. (a) a-f.
2. Patrons must sign up in person. Telephonic requests to be added to the standby list are not accepted. Patrons called by the receptionist and failing to show up within five minutes or those who are not prepared to play when called will be moved to the bottom of the list.
3. The Standby waitlist will be maintained in order of priority. Higher priority personnel will be selected first. Standby list does not account for any amount of time another category entry may have been waiting.
4. A patron who has been drawn for a tee time on a holiday or weekend **MUST** cancel their currently booked tee time before being permitted to sign up on the waiting list and will not be allowed to be a primary tee time holder substitute.

## Appendix 4

### Protocol Tee Time Process and Usage

1. USFK "Protocol" Tee times. USFK is allocated four (4) Protocol Tee Times" for use by U.S. General Officers/Flag Officers assigned to USFK. These tee times are controlled by the Deputy Chief of Protocol (DCP) USFK. The DCP confirms the use of these tee times NLT 1200 hours each Wednesday. The procedures for distributing these tee times are in Section 3 below. If unused, these tee times revert to RBGC control and will be available to drawing participants.

2. Substitution for the GO/FO making the Protocol tee time request is not permitted. If the GO/FO cannot make it, then the tee time needs to be cancelled and returned to RBGC for other patron use.

3. US, and UNC GO, FO, as well as SES members may request weekend, US holiday, and USFK training holiday reserved GO tee times. USFK Protocol is the consolidator of all GO/FO/SES tee times. Those assigned/attached to UNC, CFC and USFK submit their tee time requests directly to the Deputy Chief USFK Protocol. Those assigned/attached to 8th Army (8A) and its major subordinate commands submit their requests to the Chief and Deputy Chief 8A Protocol; 8A Protocol will forward requests they receive to USFK Protocol. A request is made via e-mail and must include the name of the GO/FO/SES POC for each group. All players must be valid per regulation. Any open slots upon check- in will be filled with waitlist individuals. There are four available reserved GO tee times in this category per drawing day.

a. All tee time requests must be submitted between 0800 Monday and 1630 Tuesday and must only be for the upcoming weekend. Neither USFK Protocol nor 8A Protocol will accept tee time requests submitted outside of the designated window.

b. Each GO/FO/SES member will only be eligible for one tee time request per weekend day, US holiday, and USFK training holiday. All exceptions to this policy must be submitted by the requesting office directly to the Deputy Chief of Staff USFK. The approved exception must be furnished to USFK Protocol before the 1630 Tuesday cutoff.

c. In the event there are more than four requests on any given day, tee times will be allocated based on the below priority specification. Requests will be on a "first come, first served" basis in each individual category.

d. Authorized Users

(1) Commander, UNC/CFC/USFK

- (2) 4-Star Active Duty/Reserve/National Guard TDY to theater
- (3) Commanding General, Eighth Army
- (4) Deputy Commander USFK
- (5) Deputy Commander UNC
- (6) 3-Star Active Duty/Reserve/National Guard TDY to Theater
- (7) 2-Star Active Duty GOs/FOs assigned to UNC/CFC/USFK/8A
- (8) 2-Star Active Duty/Reserve/National Guard TDY to Theater
- (9) 1-Star Active Duty GOs/FOs assigned to UNC/CFC/USFK/8A
- (10) 1-Star Active Duty/Reserve/National Guard TDY to Theater
- (11) DV-6 and higher DoD Employees assigned to UNC/CFC (Non KN)/USFK/8A
- (12) DV-6 and higher DoD Employees TDY to Theater
- (13) Retired GOs/FOs
- (14) Embassy personnel (GO/FO- equivalent)
- (15) GO/FO/SES already allocated a reserved tee time

e. USFK Protocol will contact the offices of those GO/FO/SES members whose tee time requests fall outside the allotted number. These respective offices will be responsible for submitting regular tee time requests directly to RBGC for the weekly drawing before 1200 on Wednesdays.

f. A GO/FO/SES member requesting tee times on multiple days during the period must prioritize their requests. These members will be placed at the bottom of the priority list, after being allocated at least one reserved tee time, to allow others an opportunity to play.

g. USFK Protocol will maximize the usage of reserved GO tee times. If a GO/FO/SES member has requested a tee time without having three other members, USFK Protocol will attempt to assign other GO/FO/SES members to the group to allow maximum utilization of the four allocated tee times.

## **Appendix 5**

### **Daily and Advance Greens Fees, and HCM Fees**

(1) All current fees are posted on the MWR website under River Bend Golf Course.

(2) Daily Fee Play

a. Daily Fees will be charged per the set rates determined by rank each golf season for each player in the tee time.

b. Fees are due at the time of checking in for daily play and all player IDs must be presented for validation.

c. There is no checking in for other/all players unless all are present to verify versus ID photo.

(3) Advanced Greens Fee (AGF)

a. Patrons can begin to pay their yearly AGF fees on March 1 for the upcoming AGF period which starts April 1.

b. Patrons must check in and obtain at least a zero-dollar receipt with their tee time written on it each time they play. This guarantees both proper round counts and proper tee time for the patron.

c. There is no checking in for other/all players unless all are present to verify versus ID photo.

(4) Honorary Club Members (HCM)

a. HCM fees are payable within seven days of notification to allow the application to be further processed.

b. HCM Fees are established annually and will be shown on the application for the membership period.

c. There is no checking in for other/all players unless all are present to verify versus ID photo.

d. No discounts for fees are allowed.

## Appendix 6

### Rentals Rules and Conditions

1. Riding carts will be rented for either 9 or 18 holes and assigned according to the tee time of the golfer on a first come, first served basis. Priority for 4+ person carts will be given to groups comprising four (4) players. Cart fee is an individual seat fee not for the full cart by yourself. An individual wanting to ride by themselves will pay for both / all seats in the cart or what amounts to double/quadruple the individual cart fee.
  2. Individuals renting a riding cart must exercise special safety precautions. Riding carts can only be operated by individuals 18 years old and possessing a valid driver's license. Golfers are financially liable for damage to any cart.
  3. Only two (2) riders are permitted on a 2-seat riding cart. Golfers using riding carts must stay on cart paths and out of marked on course areas as course policy dictates based on weather and/or course conditions. Pull carts are permitted; however, they are restricted from use on the putting green and tee box surface areas and marked areas on the course.
  4. No outside riding carts are permitted on the course. This includes any conveyance designed to move people such as, bicycles, electric motorized scooters, hoverboards and skateboards. Push carts may be rented from the pro shop. Outside pushcarts and motorized pushcarts that do not transport people are permitted.
  5. Handicap flags are available upon proof of handicap placard from USAG Humphreys DES being shown to Golf Manager. Flag will be assigned, signed by the Golf Manager, and logged onto the tracking list. Players assigned a handicap flag are responsible for the flag and if lost it must be replaced at the player's expense. If PCSing or otherwise leaving the post, then the flag must be returned to the Golf Manager. The flag is not transferable to any other player. Required Handicap Parking Placard or letter showing granted to handicap parking zone only, no other substituted documents of disability
  6. Rental clubs can be rented, and the player is financially liable for any damage outside of normal use. Manager will assess the club for abuse.
  7. Players assume all liability when playing golf, renting equipment, and operating equipment. Players are also responsible for their golf ball including errant shots and damage to others' and/or their personal or commercial property.
- Address both Club, Pushcart, and Drivable Cart Rentals and Fees

## **Appendix 7**

### **Raincheck Policy**

1. Rain checks will be issued if the course is deemed unplayable due to inclement weather. The RBGC manager on duty will make this decision. The distribution of rain checks are as follows:
2. An 18-Hole Rain Check will be given to those patrons that have paid for 18 holes and have completed no more than five (5) holes.
3. A 9-Hole Rain Check will be given to those patrons that have paid for 18 holes and have completed more than five (5) holes but less than fourteen (14) holes. (3) A 9-Hole Rain Check will be given to those patrons who have paid for either nine (9) holes or twilight fees and have played no more than five (5) holes.
4. The redemption of any rain check will ONLY be in conjunction with an 18- hole round; no substitution is authorized.
5. Exception for duty related circumstances will be addressed on a case-by-case basis.



## **Appendix 8**

### **Specialty Leagues**

1. Non-MWR Specialty Leagues will not be offered due to volume of play from members and daily fee play.
2. MWR Leagues
  - a. Women's League
  - b. Couple's League
  - c. Wednesday Scramble open to all
3. The above MWR leagues are part of satisfying programming outlined in IMCOM 215-1-1. Outside leagues are not part of that programming.

## Appendix 9

### Tournaments / Special Events

1. Only MWR sponsored tournaments are permitted on weekends or holidays. MWR will schedule no more than 4 per season and set the dates at the start of the season. These events could be moved due to weather, unforeseen command schedule changes or other on course issues requiring immediate attention.

2. All other tournaments are limited to Mon-Thru excluding Federal Holidays and USFK scheduled Training Holidays.

a. Non-Federal Entities wishing to host a tournament must have Garrison Commander Approval.

b. Tournaments using a Shotgun format must have a minimum of 120 paid players.

c. Shotgun starts are limited to morning starts unless there is a food and beverage function at the golf course following the tournament.

d. Non-SOFA players are permitted only when each foursome has at least one SOFA player.

3. Organizational Events are for the purpose of building esprit de corps within an organization. As such participation in organizational events is limited to patrons identified in para 4.a.1-7.

a. Riverbend Golf will schedule no more than 6 organizational events per month on Mon-Thu only excluding Federal holidays and USFK scheduled Training Holidays.

b. Organizational events can accommodate 16-144 participants. River Bend staff will determine the optimal format based on the number of participants.

c. Organizational events will be approved by O6 commander or higher and are limited to no more than 4 per year regardless of the number of participants.

## Appendix 10

### Honorary Club Member Standard Operating Procedure



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC  
132 YAMANAGA STREET, BLDG 104  
FORT SHAFTER, HI 96858-5520

AMIM-PAC-ZA

SEP 23 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family and Morale, Welfare and Recreation (MWR) Honorary Club Membership Program for Army Golf Courses and Club Systems in Korea

1. References:

a. The United States of America and Republic of Korea Status of Forces Agreement (SOFA) as Amended, Article XIII, Non-Appropriated Fund Organizations.

b. Joint Committee Memorandum, Membership in the USFK Club System, 25 June 1981 (141JC, 18 August 1981, Enclosure 39, p. 9953)

c. Non-Appropriated Fund Organizations Record of Discussions, August- December 2000, 19 January 2001 (180JC, 2 April 2001, Enclosure 10 to Enclosure 5, p. 16711)

d. Memorandum, HQ, USFK, FKJ1-MWR-P, 4 March 1994, subject: Non-Appropriated Fund Organizations and Related Activities.

e. USFK Regulation 60-1, Ration Control Policy- Access to Duty Free Goods, 2 August 2013.

f. USFK Regulation 190-1 Motor Vehicle Traffic Supervision 27 September 2021

g. USFK Regulation 190-7, Installation Access Control, 13 July 2020.

h. USFK Regulation 360-4, Good Neighbor Program, 11 May 2010.

i. AR 215-1, Military Morale, Welfare and Recreation Programs Non-Appropriated Fund Instrumentalities, 24 September 2010.

j. IMCOM Regulation 215-1-1, FMWR Business Operating Standards, 31 May 2018.

k. 8A OPORD 21-07-01-01 (Phased Reinstatement of the 8A Good Neighbor Program)

l. DoD Directive 5500.07 Joint Ethics Regulation (JER)

2. This policy supersedes and replaces Memorandum, IMCOM Korea Region, IMPC-ZA, 2 October 2018, subject: Family and Morale, Welfare and Recreation (MWR) Honorary Club Membership Program for Army Golf Courses and Club Systems in Korea.

3. Purpose. To establish the procedures for administering the Honorary Club Membership (HCM) Program in the Republic of Korea (ROK) by Installation Management Command (IMCOM) – Pacific Garrisons.

AMIM-PAC-ZA

SUBJECT: Family and Morale, Welfare and Recreation (MWR) Honorary Club Membership Program for Army Golf Courses and Club Systems in Korea

4. Applicability. It is applicable to all personnel and activities involved in the Honorary Club Membership Program for the US Army component of the United States Forces Korea (USFK).

5. Policy

a. IMCOM-Pacific administers the Honorary Club Membership Program for the Army component of USFK and is responsible for making reasonable and practical efforts to control access to non-appropriated fund activities operated by the Directorate. The Selection of Honorary Club Members is a command function. The authority to approve Honorary Club Membership is delegated to Garrison Commanders (O-6) who have oversight and management responsibilities for Family and MWR Golf Courses and Clubs. The USAG-Y/C Garrison Commander is delegated the approval authority for access to the DHL Point Health Club. The DHL General Manager or designee is authorized to serve as a member of the Selection Review Board (SRB) and provide recommendations to the Garrison Commander. Garrison Commanders (GCs) shall follow the prescribed procedures established in this policy for selecting Honorary Club Members within their authorized allocation (Encl 1).

b. Honorary Club Memberships are restricted to Korean National central or local government officials, officers of corporations, community leaders who maintain a cooperative relationship with Korea US Army Garrisons, or individuals who have made voluntary contributions to boost US-Korea relations. The Honorary Club Membership program and USFK Good Neighbor Program (GNP) are separate programs; participation in the GNP is NOT a prerequisite for Honorary Club Membership.

c. Extending the privilege of patronage of Family and MWR activities to individuals who have distinguished themselves in support of the Armed Forces or are community leaders is fully consistent with Army Regulation (AR) 215-1, Chapter 7.

d. Honorary Club Members may use Club Facilities as well as Food and Beverage programs for consumption on premise, consistent with applicable Army and USFK rules and regulations and in accordance with the US-ROK SOFA. The use of non-MWR Food and Beverage programs, such as DFACs, are not authorized.

e. All personnel subject to this policy will ensure that the administration of the Honorary Club Membership Program complies with the requirements of the SOFA and other host-nation agreements as well as applicable USFK and Army Regulations and Policies.

f. Annual Golf memberships must be established in accordance with IMCOM Regulation 215-1-1 Business Operating Standards, Minimum Standard Golf Fees (Table 4-17).

6. Allocation Procedures

a. The total number of Honorary Club Memberships is limited to three percent (3%) of the total number of US Army Active Duty Service Members. Accordingly, this includes permanently stationed, rotational, and TDY service members presently stationed in Korea.

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b. The authorized number of Honorary Club Memberships in IMCOM-Pacific, Korea activities is determined annually as a percentage of the total Army population in the Republic of Korea and established by J1, USFK on 1 October. The J1 provides the allocation to IMCOM-Pacific in the aggregate, which then provides each Garrison an allocation based on the approved total authorizations for Army Garrison Honorary Club Members. IMCOM-Pacific will provide each Garrison and DHL an individual allocation quota no later than (NLT) 31 December each year for the upcoming season. This is the only allotment of Honorary Club Memberships authorized in IMCOM-Pacific.

c. IMCOM-Pacific G9 is delegated the authority to establish and arbitrate quotas within IMCOM-Pacific Garrisons and DHL in Korea, annually, on my behalf.

d. Clubs are responsible for staying at or below the allotted quota.

e. There shall be no additional allotment of Honorary Club Memberships to IMCOM programs in Korea established outside this policy. No memberships will be set aside for sponsorship by any individual, command, staff section, or other entity- official or unofficial.

f. All Army Garrison golf courses and clubs in Korea will use the same season calendar that runs for twelve (12) consecutive months starting 1 April each year and ending 31 March of the following year.

#### 7. Selection Procedures

a. Phase 1: Application and Eligibility Approval.

(1) GCs, at their discretion, and on a date of their choosing, open the application submission period. All Garrisons shall use an application deadline of NLT 31 January preceding the approaching season (Encl 2).

(2) GCs will establish a Selection Review Board (SRB). The SRB will consist of at least three (3) members appointed by the respective GC. The provisions of the Joint Ethics Regulation (JER), DoD 55007-R, apply to members of the SRB, especially with regard to any relationships that may exist with a private organization. Generally, the JER prohibits DoD personnel from engaging in any official capacity where a non-Federal entity (NFE), such as a private organization, if the DoD employee is an active participant or has been an officer in the NFE within the past year. The JER also prohibits DoD personnel, while acting in an official capacity, from endorsing or showing preferential treatment toward any NFE unless specifically authorized by the JER. Should a conflict arise, the member concerned must recuse him or herself from acting on that nomination. The SRB will document the recusal by memorandum and reflect said documentation in the conducted SRB minutes. Members of the SRB will be required to acknowledge having read this memorandum and their understanding of the provisions of the JER as it relates to NFE.

(3) The appointed SRB president should be of minimum grade or status 05/GS-13/NF-4 or equivalent.

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(4) The SRB will collect, organize, review, and validate all Honorary Club Membership applications and provide recommendation for the GCs' approval or disapproval. The SRB will individually evaluate each application against criteria that are consistent with the eligibility requirements in para 5.

(5) The Good Neighbor Program and Sponsored Guest Program are separate and distinct programs from the Honorary Club Membership Program, and therefore will not act as pre-requisites for HCM authorization. The SRB still must validate that the nominated individual has been properly approved as a current Sponsored Guest and must independently review the materials used to approve Sponsored Guest status to ensure the individual also warrants designation as an Honorary Club Member. Documentation validating the individuals Sponsored Guest status will be maintained as part of the Honorary Club Membership Application. The expiration date of the individual's Sponsored Guest access pass will also be annotated.

(6) Gifts, donations, and other payments may be taken into consideration in the evaluation of prospective members only if legally made to an official entity of the US Government, such as Family and MWR.

(7) Honorary Club Memberships shall not be granted based on membership in, or association with, a private organization. Private organizations shall not have any role in nominating, sponsoring, recommending, or approving prospective Honorary Members. In no circumstance will gifts, donations, or other payments to a private organization be an influencing factor for recommended approval.

(8) Each local SRB will develop a scoring template (for example refer to Encl 4) to determine recommended eligibility into the HCM program. Point scoring may include but are not limited to: installation access, material/non-material contributions, and personal involvement in the advancement of ROK-US Alliance. Scoring templates should reflect specific attributes and objectives associated with the appropriate Garrison and Garrison programs.

(9) The SRB will provide the GC a complete list of recommendations for all persons who qualify for Honorary Club Membership NLT 20 February. GCs will approve/disapprove the final list, individually by applicant, concluding Phase 1.

b. Phase 2: Selection

(1) If the total eligible applicants exceed the threshold of Honorary Club Memberships for the Garrison, the Garrison Commander and SRB will use appropriate discretion in selecting the highest qualified applicants that promote command objectives.

(2) Automatic renewal of Honorary Club Memberships is not authorized. Honorary Club Membership selection is an annual process independent of past selection results and must be done in accordance with the selection process outlined in Phase 1 of this policy.

(3) Selected applicants will be notified of their selection in writing (email acceptable) NLT 3 March preceding the upcoming season.

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(4) If applicable, Garrisons and DHL may offer Honorary Club Memberships on a prorated basis to meet the threshold allotment; however, the same selection process must be utilized as outlined in Phase 1. All prorated memberships must be aligned in value to the established annual pricing standards.

(a) For a prorated Honorary Club Membership to take effect, applications must be accepted and reviewed before the conclusion of the preceding month.

(b) Prorated application deadline is NLT the 5<sup>th</sup> of the preceding month.

(c) SRB review of prorated applications to conclude NLT the 10<sup>th</sup> of the preceding month.

(d) Payment and installation access completed NLT the conclusion of the month.

#### 8. Enrollment Procedures.

##### a. Acceptance and Payment.

(1) Upon notification of their selection, applicants must confirm acceptance and make payments NLT 10 calendar days after notification; otherwise, the selected applicants will move to waitlist.

(2) At the Garrison's discretion, Honorary Club Members of golf courses will be charged an Annual Greens Fee Pass (AGF), valid only for the stipulated golf season.

(3) All individual AGF will count toward the total Garrison quota authorized.

(4) The AGF passes are valid for unlimited green fees for stipulated golf season and are non-transferable.

(5) Patronage authorization and fees must be congruent with the policies outlined in AR 215-1 and IMCOM Regulation 215-1-1, Business Operating Standards (BOS).

##### b. Installation Access.

(1) Garrisons and DHL will submit a request for access to the corresponding USFK Installation(s) access pass authority, consistent with USFK Regulation 190-7 policies and procedures (Encl 3) regarding enrolled Honorary Club Members who do not have current Sponsored Guest access NLT 1 March.

(2) Honorary Club Members will only be authorized access to the installation(s) where patronage is authorized, i.e. where the FMWR golf course is located. One (1) privately owned and operated vehicle is permitted for application to installation access.

(3) Guest escort privileges will be limited to no more than three individuals. GCs have the authority to restrict escort privileges further.

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(4) Honorary Club Members will be permitted access based upon current command and legal policy in relation to health and force protection measures. Special Guest passes are eligible for access during Army Installations in HPCON A and/or B condition only. No Honorary Club Members are authorized access in HPCON C or higher, or in the event of any additional revisions or controls issued by USFK, 8A, or the GC.

(5) Should an Honorary Member lose their installation access permission status for any reason, their Honorary Membership will be revoked without refund.

9. Reporting Requirements and Procedures.

a. Garrisons and DHL Point Health Club will submit a monthly, by-name listing of active Honorary Club Memberships that include the individual's organization and official position on which membership is based. This report will be submitted to IMCOM-Pacific G9 NLT the 10<sup>th</sup> of the following month. The IMCOM-Pacific G9 will submit a consolidated report to the Assistant Chief of Staff (ACoS), J1, USFK, in addition to Eighth Army G1, by the last business day of each month. The USFK J1 submits the report to the US SOFA Secretariat, USFK.

b. The IMCOM-Pacific G9 will submit a consolidated list of all active Honorary Club Members for the current year to the USFK J1, through Eighth Army G1, NLT 31 May and 30 November each year.

c. GCs, upon request by IMCOM-Pacific or other authority, must be able to provide SRB rating documentation as to why selections were made, citing the eligibility criteria in section 5 that were used. SRB rating documents must be kept on file for a minimum of three (3) years dating from 1 April of the stipulated season.


10. Incidental Purchases

a. Approved Honorary Club Members (and their guests) are authorized to purchase minor incidental items from the golf pro shops. Items approved for purchase are only those deemed necessary for current day play requirements and are listed at Encl 5.

b. Golf/Club Managers are required to institute control measures to ensure all staff and Honorary Club Members are adhering to this policy and duty-free sales policies and procedures.

11. The point of contact is Kimberly T. Straube, Chief, G9, Family and Morale, Welfare and Recreation Division, DSN (315) 438-8664 or email: [kimberly.t.straube.naf@army.mil](mailto:kimberly.t.straube.naf@army.mil).

5 Encls  
as

  
CRAIG L. DEATRICK  
Director



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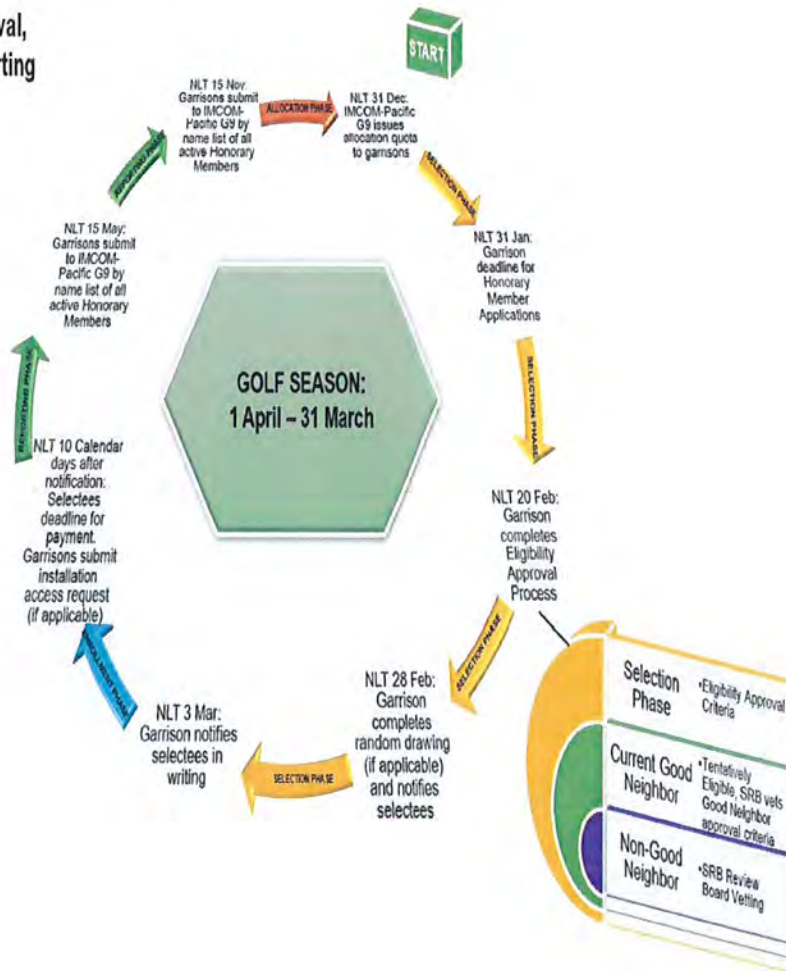
DISTRIBUTION:

COMMANDER, US ARMY GARRISON, YONGSAN (IMYN-ZA)  
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COMMANDER, US ARMY GARRISON, DAEGU (IMDA-ZA)  
GENERAL MANAGER, DRAGON HILL LODGE, (AMIN-WRH-D)

CF:

CofS, USARPAC  
CofS, US Eighth Army  
CofS, USFK J1  
Commander, 2<sup>nd</sup> ID, Unit #15041, APO AP 96271-5041  
Commander, 19<sup>th</sup> TSC, Unit #15015, APO, AP 96271-5015

## Summarized Approval, Selection, and Reporting Process

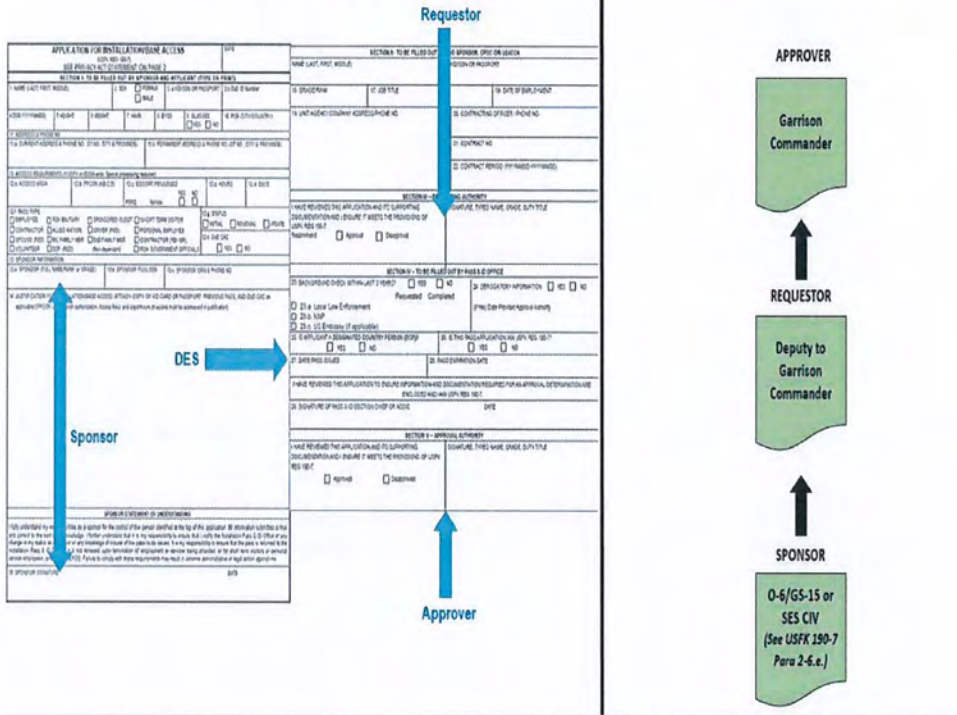


Encl 2

# ENCLOSURE 3 – USFK INSTALLATION ACCESS

## STANDARD REQUEST FORM – USFK 82-E

## COMMAND ROLES



Encl 3

| USAG _____, FMWR, Honorary Club Member Selection Review Board Rating  |                    |   |          |
|---|--------------------|---|----------|
| Applicant Name:   |                    | SCORE                                       |          |
| KID #:  |                    | SCORE                                       | 0        |
| HM #:   |                    |   |          |
|   |                    | 45 Points or less - Not Recommended         |          |
|   |                    | 50 Points or greater - Recommended Approval |          |
| <b>PART I - PROGRAM PARTICIPATION</b>   |                    |   |          |
| Factor  |                    | List of values                              | Points   |
| 1. Good Neighbor Program  |                    | GNP No                                      | 0        |
| 2. Honorary Member Program  |                    | Not HM                                      | 0        |
|   |                    | <b>TOTAL POINTS</b>                         | <b>0</b> |
| <b>PART II - PERSONAL INVOLVEMENT</b>   |                    |   |          |
| Factor  |                    | List of values                              | Points   |
| 1. Volunteered time on post, off post at US event, facility, or program that directly impacted Soldiers and families  |                    | None  | 0        |
| 2. Hosted a US or KN Holiday program, partnership, event, cultural tour or cultural exchange program or dinner for Soldiers and Families  |                    | None  | 0        |
| 3. Attended official events in support of US/ROK Alliance. Change of Commands, Community Event, Promotion Ceremonies, Ribbon Cuttings, Etc.   |                    | None  | 0        |
| 4. Holds a position in Korean Central or local government, corporate officer who maintains close relations with US Army Garrison or has made material contribution to US-Korean relations |                    | No  | 0        |
|   |                    | <b>TOTAL POINTS</b>                         | <b>0</b> |
| <b>PART III - MATERIAL CONTRIBUTIONS</b>  |                    |   |          |
| Factor  |                    | List of values                              | Points   |
| 1. Official Sponsorship of FMWR Event that directly and positively impacted Soldiers and families.  |                    | None  | 0        |
| 2. Donation to USAG Humphreys/US Army that directly and positively impacted Soldiers and families   |                    | None  | 0        |
| 3. Material Gift to USAG Humphreys/FMWR/US Army that directly and positively impacted Soldiers and families   |                    | None  | 0        |
|   |                    | <b>TOTAL POINTS</b>                         | <b>0</b> |
| Comments:   |                    | Not Recommended                             |          |
|   |                    | 0   |          |
|   |                    | Signature/Name                              | Date     |
| FMWR/BOD Rep:   | Approve/Disapprove |   |          |
| SRB Board Member:   | Approve/Disapprove |   |          |
| SRB Board Member:   | Approve/Disapprove |   |          |
| SRB Board Member:   | Approve/Disapprove |   |          |

Encl 4

## Appendix 11

### Daily Non-SOFA incidental sales items

| ITEM TYPE          | QUANTITY               |
|--------------------|------------------------|
| Tees               | 1 package              |
| Ball Marker        | 1 each                 |
| Golf Balls         | 1 dozen                |
| Golf Gloves        | 1 each (includes pair) |
| Socks              | 1 package              |
| Hat/Visor          | 1 each                 |
| Spikes/Wrench      | 1 set                  |
| Sunscreen/Lip Balm | 1 each                 |
| Yardage Book       | 1 each                 |
| Towel              | 1 each                 |
| Divot Tool         | 1 each                 |
| Club Cleaner       | 1 each                 |
| Umbrella           | 1 each                 |