



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

AMIM-HMW-B

16 March 2026

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.

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(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 guests.

4. Direct hire civilian employees, family members, and SOFA contractors with retiree status will be considered under their primary status and not as retirees.

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

6. 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.

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

8. 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.

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

10. 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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11. COURSE CLOSURES AND RAIN CHECKS: RBGC may close the course in portion or in whole in the interest of public safety or to prevent damage to the course. Paid patrons affected by a closure will be provided with 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.
12. Specialty leagues and group play are addressed as outlined in Appendix 8.
13. Tournaments and specialty events are permitted only IAW the process outlined in Appendix 9.
14. Appendix 10 outlines the selection of HCMs IAW the SOFA.
15. Non-SOFA pro shop sales are limited to items found in Appendix 11.
16. Violations or non-adherence of this SOP, to include attempts to circumvent this SOP, will be addressed and sanctions may include:
 - a. Immediate removal from the course for the remainder of the day
 - b. Suspension of tee reservation privileges for up to 2 weeks.
 - c. Referral to the command for administrative and/or UCMJ actions
17. POC for this policy is Eric R. Pickering, General Manager River Bend Golf Course, 315-757-1006 or eric.r.pickering2.naf@army.mil.



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CHRISTOPHER J. BRADFORD
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. Approved Daily Incidental Sales Items

Appendix 1

Rules, Etiquette, Patron Expectations and Conditions of Play

1. Rules

- a. All players are expected to follow and conduct themselves IAW the RBCG SOP and these Rules and Conditions of play.
- b. All players will check in with the Starter for any special conditions or rules that may be in effect for the day. Players share responsibility for keeping the course in good condition.
- c. Slow playing patrons may be directed by the course Marshall to advance to the next hole or skip a hope to sustain a reasonable pace of play for other patrons
- d. IAW AR 215-1 only alcohol sold by the RBGC is permitted on the course. Outside alcohol will be removed immediately.
- e. All players are required to repair ball marks, fix divots on par 3 tee boxes, and rake bunkers
- f. Golfers using golf carts must comply with the posted cart path restrictions. Course conditions permitted exceptions may be granted for handicap flag approval.
- g. Players will not take any cart past the dark green demarcation line to protect the approach to the greens.
- h. Patrons paying for/playing a 9-hole round that continue to play face suspension or charges of theft of services.
- l. 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. Feeding animals on the course is prohibited.
- 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 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.

- m. Children under the age of 12 must be accompanied by a supervising adult. Children under 6 are only permitted at the driving range or the par 3 course.
- n. Spectators must pay for a cart fee and must remain in the cart to avoid confusion for other groups as to the number of people playing. Walking spectators are not allowed.
- o. All players must have their own golf bags with clubs when playing.
- p. Pets are not allowed on the golf course (except for service animals).
- q. Proper attire is required when on the golf course.
 - 1. Shirts must have sleeves, collars, and cover the midriff.
 - 2. Shorts / skirts must be of a reasonable length to cover the buttocks.
 - 3. Shoes must be suitable for golf. Boots, lug sole shoes, and metal spikes are not permitted.

2. Discipline

- a. Player offense will be tracked.
- b. 1st offense verbal warning from the course marshal or manager
- c. 2nd offense, asked to leave the golf course for the day.
- d. 3rd offense, asked to leave the course for the day and/or suspension of reservation privileges.
- e. Additional offenses may be referred to the command for action. The process does not start over for any player; offenses are cumulative for the season.

3. Refunds

- a. No refunds will be given for a removal from the course for violations of the rules.
- b. Advanced Green Fee patrons requesting a refund for any other reason will pay daily fees and can resume as a AGF the next season.
- c. Refund of AGF for medical reasons will be considered on a case-by-case basis.

Etiquette Guidelines



On the Tee:

- 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

- 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

- 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

- 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.

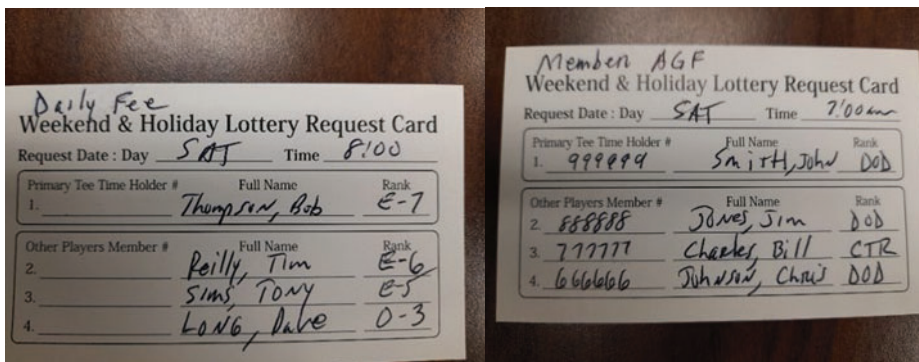
Appendix 2

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 a-j.
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), weekend 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, status, 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 may be rejected.**



- e. Tee times will be based upon the status of primary person listed. Only the primary can substitute players in the group and substitutions cannot be guest players. Primary players who cancel or fail to show will be replaced from the waiting list.
- f. Active Duty patron reservations can include 1 player from a lower priority (2 if there are 2 active duty in the request), however if one is a guest, play will be 1200 or later. Repeated cancellations or no-shows when the primary is active duty with lower priorities in the group may result in suspension of tee reservation privileges.
- 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 attach 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 may 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 without a reserved tee time. Players are selected for tee times as they become available in the following priority as indicated above in Section 5. (a) a-f. No consideration will be made for the length of wait.
2. Patrons must sign up in person; telephonic requests will not be accepted. Patrons failing to show up within five minutes of being called or those who are not prepared to play when called will be dropped to the bottom of the list.
3. 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

Tee Time Reservation process

1. Four protocol tee times are reserved daily for use by SOFA General/Flag Officers and civilian equivalents. Tee times not filled by 1200 the Wednesday preceding are reallocated for use under the standing priorities.
2. The primary reserving the use of a protocol tee time must be present on the day of play, otherwise the tee is reverted to use under the priority rules. Primary protocol patrons are permitted to make substitutions on the day of play.
3. Those authorized protocol tee times must have their requests to the RBGC no later than 1200 Wednesday preceding.
4. RBGC will work with USFK Protocol Office to resolve conflicts or adjudicate determination of authorized protocol tee time users.

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. Fees are due at the time of checking in for daily play and all player IDs must be presented for validation.
- b. All players must individually check-in and show proper ID 20 minutes prior to their tee time. Failure to check-in 20 min prior will result in the tee time being filled by the waitlist.

(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. While daily greens fees for AGF patrons are considered prepaid, they still must check in to obtain a ticket to present to the starter.
- c. All players must individually check-in and show proper ID 20 minutes prior to their tee time. Failure to check-in 20 min prior may result in the tee time being filled from the waitlist.

(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. All players must individually check-in and show proper ID 20 minutes prior to their tee time. Failure to check-in 20 min prior will result in the tee time being filled by the waitlist.

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 serve 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 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 for patrons with a valid handicap parking placard and proof of such presented to the duty 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.
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.

Appendix 7

Raincheck

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.
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)
4. 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.
5. Exception for duty related circumstances will be addressed on a case-by-case basis.
6. Rainchecks are non-transferable.

Appendix

Specialty

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 the RBGC SOP 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

Honorary Club Member Standard Operating



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC
132 YAMANAGA STREET, BLDG 104
FORT SHAFTER, HI 96958-5520

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. SA OPORD 21-07-01-01 (Phased Reinstatement of the BA 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.

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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 OHL Point Health Club. The OHL 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 TOY service members presently stationed in Korea.

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

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

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

(4) If applicable, Garrisons and OHL 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 I. 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 5th of the preceding month.

(c) SRB review of prorated applications to conclude NLT the 10th 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 OHL 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, SA, 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 OHL 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 10th 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.

5 Encls

CRAIG L. DEATRICK
Director

AMIM-PAC-ZA

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

DISTRIBUTION:

COMMANDER, US ARMY GARRISON, YONGSAN (IMYN-ZA)
COMMANDER, US ARMY GARRISON, HUMPHREYS (IMHM-ZA)
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, 2nd ID, Unit #15041, APO AP 96271-5041
Commander, 19th TSC, Unit #15015, APO, AP 96271-5015

USAG _____, FMWR, Honorary Club Member Selection Review Board Rating			
Applicant Name:		SCORE	
KID #:		SCORE	0
HM#:		49 Points or less: Not Recommended	
		50 Points or greater: Recommend Approval	
PART I - PROGRAM PARTICIPATION			
Factor		List of values	Points
1. Good Neighbor Program		GNP No	0
2. Honorary Member Program		Not HM	0
		TOTAL POINTS	0
PART II - PERSONAL INVOLVEMENT			
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
		TOTAL POINTS	0
PART III - MATERIAL CONTRIBUTIONS			
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
		TOTAL POINTS	0
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