



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

IMYN-HR

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-18

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Casualty Program

1. **REFERENCE:** AR 600-8-1, Army Casualty Program, 30 April 2007.
2. **PURPOSE:** This policy provides guidance and establishes responsibilities for tenant Major Subordinate Commands (MSCs) to provide Casualty Assistance Officer (CAO) Duty Rosters to the U.S. Army Garrison-Yongsan, (USAG-Y).
3. **APPLICABILITY:** This policy applies to all MSCs who are tenant units at USAG-Y.
4. **GENERAL:**
  - a. Major Subordinate Commands (MSCs) who are tenant units at USAG-Y will appoint a primary and alternate CAO and a primary and alternate Casualty Assistance Non-Commissioned Officer (NCO) on a monthly basis.
  - b. The CAOs should approximate the following qualifications:
    - (1) Mature Soldiers with six (6) or more years of service.
    - (2) Officers in the grade of Captain or higher, chief warrant officers in the grade of Chief Warrant Officer Two or higher, and NCOs in the grade of Sergeant First Class or higher.
  - c. The names of CAOs will be provided by the Directorate of Human Resources (DHR), USAG-Y not later than the 15<sup>th</sup> of the month in the month prior to the start of this detail.
  - d. The names of the CAOs from each tenant MSC will be forwarded to the Director, United States Forces Korea Mortuary and Casualty Affairs upon receipt and consolidation by the DHR on a monthly basis.

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5. The proponent for this policy is the USAG-Y DHR at DSN 738-7621.
6. This policy will be effective immediately and will continue in effect until rescinded or modified by the Garrison Commander.



MARIA P. EOFF  
COL, LG  
Commanding

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