



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

AMIM-YNG-ZA

29 May 2024

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 27

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation access for residents and ROK Government officials affiliated with Kolsandong, Camp Casey

1. **REFERENCES:**

a. United States Forces Korea (USFK) Regulation 360-4, Good Neighbor Program, 11 May 2010.

b. USFK Regulation 190-7, Escort Privileges, 13 July 2020.

c. USFK Regulation 700-19, Invited Contractor and Technical Representative Program, 28 August 2012.

2. **SITUATION:** There are a special category of visitors who require frequent and recurring access to the Area I installation. These personnel receive un-escorted privileges for guest(s) and may be granted vehicle access. This policy outlines the approval process and procedure when there is a violation or misconduct.

3. **MISSION:** Ensure the process of vetting for installation access passes and clarify procedures for the violation of policy for non-USFK personnel.

4. **EXECUTION:**

a. Intent: Ensure USAG Yongsan-Casey maintains a policy and procedure that is vetted and approved by higher headquarters for the special category of installation access passes granted to Kolsandong residents and ROK Government officials who service them for essential and official business.

b. Concept of Operations. Since these ROK citizens receive access to the installation due to a unique circumstance, such as, a grave site or a residence located within the interior installation footprint each case is requested and vetted on a case-by-case basis. These guest passes may not be passed down and must be renewed upon expiration. There must be a USFK-affiliated sponsor [Public Affairs/Community Relations will supervise].

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c. All guest passes will be evaluated by a board. The guest pass committee will review and consists of the following members: the Director of Public Affairs, Anti-terrorism officer, Director of Emergency Services, Director of Plans, Training, Mobilization and Security with ad hoc (non-voting members), and the Director of Safety.

d. Once the applicants are approved for an installation guest pass, the sponsor and applicant must attend an orientation to be briefed on the guidelines for maintaining the installation passes and sign an acknowledgement of violation, suspension and bar from the installation in cases of misconduct.

e. Violations will result in the following: First offense: 90-day suspension of privileges with no opportunity for reconsideration until after the 90-days are complete; Second offense: six-month suspension of privileges with no opportunity for reconsideration until after the six months are complete; the Third offense will result in a two-year bar from installation. (other violations such as Health Protection Condition may apply)

5. **Action/Task:**

a. Committee.

- (1) Public Affairs Office/Community Relations compiles the request for access
- (2) Applications are vetted for safety, security and validity
- (3) Sponsor/applicant attend orientation, sign statement of understanding

b. Officers-in-Charge.

- (1) USAG Yongsan-Casey Garrison Commander
- (2) Director of Public Affairs/Community Relations

6. **Coordinating Instructions:** Any questions or matters related to the USAG Yongsan – Casey policy may be addressed to the USAG-Yongsan-Casey Public Affairs Office at DSN 315-722-4549 or DSN 315-722-4556.



EDWARD H. CHO  
COL, LG  
Commanding