



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN-CASEY  
UNIT #15333  
APO AP 96224-5543

AMIM-YNG-ZA

8 October 2024

**UNITED STATES ARMY GARRISON YONGSAN-CASEY POLICY LETTER # 37**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Policy for Hanging Banners and Posting Flyers/Posters on U.S. Army Garrison Yongsan-Casey Installations

1. **PURPOSE:** This memorandum establishes procedures for hanging banners and posting flyers or posters on USAG Yongsan-Casey Installations.
2. **APPLICABILITY:** The procedures outlined herein are applicable to all organizations and activities operating on USAG Yongsan-Casey Installations.
3. **GENERAL:** In order to preserve the appearance of USAG Yongsan-Casey Installations, reduce traffic safety hazards and utilization of limited manpower resources, command policy restricts banner use to Banner Poles. This is applicable also to flyers and poster displays. The only locations authorized for hanging banners on are only FMWR Banner Poles. Whenever possible, organizations and activities are encouraged to seek alternative means to advertise events such as the Community Marquee Electronic Signboards, USAG Yongsan-Casey Facebook, and AFN. Posting banners on USAG Yongsan-Casey Installations perimeter walls and fences is prohibited, except on designated fences located across from Casey CAC at Camp Casey and adjacent to Hovey Court at Camp Hovey.
4. **IMPLEMENTING INSTRUCTIONS:**
  - a. Organizations and activities will:
    - (1) Submit all banner display requests, on the enclosed Banner Display Request Form, no later than three weeks prior to the event to USAG Yongsan-Casey, DFMWR Marketing Office in Building 2475, Camp Casey, ATTN: Ms. Youngsook Dallao, e-mail: [youngsook.dallao.naf@army.mil](mailto:youngsook.dallao.naf@army.mil), call 722-4615. Submit flyers and posters approval from the requesting facility.
    - (2) Include the following information on all paper copy Banner Display Request Forms:
      - (a) Exact wordage to be used on the banner.

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(b) Brief description of the event to be publicized.

(c) Desired location and date where the banner, flyer, or poster will be hung and the date it will be removed.

(d) POC and phone number from the organization responsible for the fence or facility where the banner, flyer or poster will be hung.

(e) POC and phone number of the requester.

(3) Bring the item to be hung to the USAG Yongsan-Casey, DFMWR Marketing Office in Building 2475, Camp Casey on the day of the postings to obtain an approval stamp.

(4) Hang their own banner, and place flyers/posters only in authorized locations, and periodically conduct maintenance spot checks of them during their display period.

(5) Remove authorized banners, flyers, and posters by no later than close of business the day following the event.

b. The Marketing office, Directorate of Family, Morale, Welfare, and Recreation (DFMWR), USAG Yongsan-Casey will:

(1) Review requests for complete information.

(2) Produce contracts with banner details and submit to Legal Review for approval.

(3) Coordinate and maintain a schedule for hanging banners and provide assistance for obtaining alternate locations.

(4) Provide organizations and activities with approved or disapproved requests.

(5) Mark all approved banners with the MKT stamp prior to posting.

c. Payment information

(1) Display on FMWR banner pole \$200.00 for two weeks, up to one month

(2) Payment only paid by credit card, cash or check.

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5. **Organizations are prohibited from:**

- a. Posting flyers or posters at bus stops.
- b. Posting flyers or posters on telephone poles.
- c. Posting flyers or posters at USAG Yongsan-Casey Installations gate entrance.
- d. Advertising any event through flyers and posters without the approval of the Director, FMWR (DFMWR).

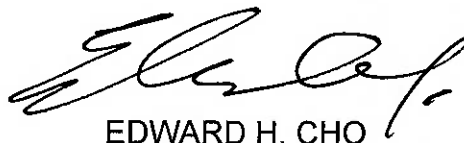
6. Your cooperation in following the aforementioned procedures will ensure the most efficient, effective, and equitable use of banners, flyers, and posters within USAG Yongsan-Casey.

7. The proponent for this policy is the Marketing Office, Directorate of Family, Morale, Welfare, and Recreation (DFMWR), USAG Yongsan-Casey, 722-4615.

8. This policy supersedes USAG Yongsan-Casey Command Policy Memorandum #61, 25 May 2022, Subject: Policy for Hanging Banners and Posting Flyers/Posters on Yongsan and Area II Installations.

9. Please contact Ms. Youngsook Dallao at Marketing Office, DFMWR, USAG Yongsan-Casey DSN 722-4615/4618 for any questions and more information.

Encl



EDWARD H. CHO  
COL, LG  
Commanding

DISTRIBUTION:

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