



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

18 OCT. 2019

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UNITED STATES ARMY GARRISON YONGSAN – CASEY POLICY LETTER # 70

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Required Documentation for Non-Enduring Building Projects

1. REFERENCES:

a. U.S. Army Audit Agency Report, dated 19 September 2019, Audit of U.S. Army Installation Management Command Contracts at Yongsan, Korea

b. U.S. Army Installation Management Command Memorandum, dated, 6 August 2019, Subject: Draft Report, U.S. Army Installation Management Command Contracts at Yongsan, Korea (Project A-2018-FMP-0141)

2. PURPOSE: To remind and ensure United States Army Garrison (USAG) Yongsan – Casey Directorate of Public Works (DPW) personnel properly document the justification and associated decision process prior to approving projects/work on non-enduring buildings.

3. DEFINITION: As it applies to this policy, “non-enduring” buildings refer to those buildings that are scheduled for return to the Republic of Korea (ROK) in the near future.

4. POLICY: Effective immediately, for future non-enduring building projects, responsible/assigned DPW personnel will document the justification for the work to be performed and associated decision process, prior to approving the projects.

a. At a minimum, documentation will include:

(1) Detailed explanation of the work to be performed.

(2) Expected date for building closure, coordinated as needed with USFK Transformation and Restationing and Eighth Army.

(3) Risk to the Army if work isn't performed.

b. Approved emergency projects with life, health, or safety risks will be documented according to existing procedures.

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c. When applicable, re-use or transfer of equipment upon closure of the building will be determined and documented during the decision process.

d. For waiver request decisions involving projects involving the Americans with Disabilities Act or Architectural Barriers Act, the Garrison Commander has final decision authority. As applicable, project review actions, waiver request decisions, and the Principal Under Secretary of Defense (Personnel and Readiness) response will be documented.

5. The proponent for this policy is the USAG-Yongsan - Casey Director of Public Works, DSN 315 724-3900.

A handwritten signature in black ink, appearing to read "Monica P. Washington". The signature is fluid and cursive, with a large initial "M".

MONICA P. WASHINGTON
COL, LG
Commanding

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