



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

IMYN-ZA

7 NOV. 2016.

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER #15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Casualty Program

1. **REFERENCE:** Army Regulation 638-8, Army Casualty Program, 23 June 2015.
2. **PURPOSE:** This policy provides guidance and establishes responsibilities for tenant Major Subordinate Commands (MSCs) to provide Casualty Notification Officer (CNO)/Casualty Assistance Officer (CAO) duty rosters to 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 CNO/CAO and a primary and alternate Casualty Assistance Non-Commissioned Officer (NCO) on a monthly basis.
 - b. The CNOs/CAOs should approximate the following qualifications:
 - (1) Train and certify the Soldier as a CNO/CAO by the Casualty and Mortuary Affairs Operations Center (CMAOC). The CNO/CAO is emotionally mature, courteous, helpful, and compassionate for the Army's concern of Families while performing this sensitive mission.
 - (2) The CNO/CAO selected is a captain and higher, warrant officers in the rank of chief warrant officer two and higher, and noncommissioned officers in the rank of sergeant first class and higher.
 - (3) Appointed CNO/CAO is the same rank or higher than the casualty is.
 - (4) Process Exception to Policy for rank requests requirement through the Casualty Assistance Center (CAC) thru the CMAOC.

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(5) The CNO/CAO is prepared to cope with a wide range of emotions Family notification may elicit.

c. Provide names of CNOs/CAOs to Directorate of Human Resources (DHR), USAG-Y no later than 15th of the month and one month prior to start of this detail.

d. Forward names of the CNOs/CAOs from each tenant MSC to the Director, United States Forces Korea Mortuary and Casualty Affairs upon receipt and consolidated by the DHR on a monthly basis.

5. The proponent for this policy is USAG-Y DHR at DSN 738-5017.

6. This policy is effective immediately until rescinded or modified by the Garrison Commander.



J. SCOTT PETERSON
COL, CA
Commanding

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