



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

IMYN-ZA

09 OCT 2018

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 19

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Yongsan - Casey Armed Forces Disciplinary Control Board

1. **REFERENCES:**

- a. AR 190-24, Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations, dated 27 July 2006.
- b. USFK. Regulation 27-5, Individual Conduct and Appearance, dated 9 July 2015.
- c. USFK 190-2, Off-Limits Area and Establishments, dated 8 December 2017.
- d. USFK regulations 190-50, Law Enforcement Procedures in Korea, dated 13 December 2017.

2. **PURPOSE:** To establish standard policies and procedures for the operation of the centralized Area II Armed Forces Disciplinary Control Board (AFDCB).

3. **APPLICABILITY:**

- a. This policy applies to all U.S. Armed Forces personnel assigned, attached to, visiting or residing in USAG Yongsan-Casey.
- b. Supplementation by subordinate commanders is prohibited unless specifically approved by the Commander, USAG Yongsan-Casey.

4. **GENERAL:** The Area II AFDCB is established by the Commander, Area II under the provisions of AR 190-24. The AFDCB will convene to:

- a. Advise and make recommendations to the Commander, Area II on matters concerning the elimination of crime, or conditions which may negatively affect the discipline, health, safety, morals, welfare and/or morale of U.S. forces personnel and/or their families.

- b. Work with commanders to establish and maintain the highest degree of liaison and coordination between military and civilian officials.

IMYN-ZA

SUBJECT: USAG Yongsan - Casey Armed Forces Disciplinary Control Board

5. **MEMBERSHIP:**

a. Members of the USAG Yongsan-Casey AFDCB will include the following individuals or their designated representative:

- (1) Deputy Commander, USAG-Yongsan-Casey - Board President
- (2) Staff Judge Advocate

- (3) Provost Marshal
- (4) USACIDC
- (5) Safety Officer
- (6) Public Affairs Officer
- (7) Community Relations Officer
- (8) Staff Chaplin
- (9) Environmental Health Officer
- (10) Alcohol/Drug Control Officer
- (11) Equal Opportunity Officer
- (12) Director, Emergency Services
- (13) Civilian Misconduct Officer-Recorder

b. Voting members will consist of the Director, Emergency Services, Provost Marshal, Environmental Health Officer, Safety Officer, Alcohol/Drug Control Officer and Equal Opportunity Officer. The Board President will decide a tie vote by other voting members.

c. Area MACOM Commanders and their representatives are encouraged to participate in all AFDCB meetings.

6. **RESPONSIBILITIES:**

a. Commanders

- (1) Monitor local area and establishments for safety, health, and moral factors.

IMYN-ZA

SUBJECT: USAG Yongsan - Casey Armed Forces Disciplinary Control Board

(2) Work to resolve problems at the local level.

(3) Report problems or concerns to the Provost Marshal.

(4) In the event emergency off-limits actions are needed, immediately notify the Provost Marshal

(5) Present reports of problems, allegations, and/or other issues at Board meetings as required.

b. President of the AFDCB

(1) The Deputy Commander is appointed as President of the AFDCB and votes as a member of the Board in case of a deadlock.

(2) The president will call and preside at all meetings of the Board. He will sign correspondence implementing directives and actions based on the minutes of the Board.

c. Provost Marshal

(1) Receive notifications from Commanders and report to the Board President.

(2) Initiate independent investigation of complaints using assigned Military Police Investigator (MPI).

(3) Present reports of independent investigations by MPI to the Board.

(4) Enforce off-limits actions within Area II.

d. Staff Judge Advocate

(1) Provide legal advice to the Board and the Board President.

(2) Provide legal reviews of all investigations and recommendations by the Board.

e. Community Relations Officer

(1) Assist the Board and Area II Commander in resolving problems at the local level.

(2) Coordinate with Korean National Police, when necessary and deliver written notification of Board proceeding/decisions to the interested person in the community.

IMYN-ZA

SUBJECT: USAG Yongsan - Casey Armed Forces Disciplinary Control Board

f. Public Affairs Officer

(1) Provide support IAWAR 190-24, Appendix B, paragraph 11. Use Command Information Outlets and publications to inform unit commanders and U.S. Armed forces personnel of those areas designated as off-limits.

g. Community Affairs Officer

(1) Provide liaison between SOFA status personnel and local business community to resolve difference arising from business transactions occurring off-post at local business establishments.

(2) Report back to the Commander, Area II and AFDCB unresolved issues or unethical business practices that may warrant action by the Board.

h. Law and Order Officer

(1) Serve as the Board Recorder at the AFDCB.

(2) Prepare correspondence for the Board President's signature.

(3) Prepare an agenda for each regular meeting of the Board, and notify each Board member at least 7 days in advance of each regular meeting.

(4) Make timely notification to each board member for each emergency meeting.

(5) Publish and distribute the minutes of each meeting and maintain current records and files pertaining to the operations and actions of the Board.

7. PROCEDURES:

a. Meetings

(1) Regular AFDCB meetings will be held once each quarter, or as designated by the President IAW AR 190-24, Appendix B, paragraph 2. It is within the discretion of the President to determine whether a meeting shall be closed or open to the public.

Normally, proceedings are closed, but may be open to the public when circumstances warrant. Announcement of open meetings shall be made through the Morning Calm newspaper.

(2) Emergency or special meetings of the Board will be called by the President when he/she is advised of conditions that warrant consideration

IMYN-ZA

SUBJECT: USAG Yongsan - Casey Armed Forces Disciplinary Control Board

(3) Meetings will be announced to the Board Members through electronic mail (email) and/or telephone contact.



MONICA P. WASHINGTON
COL, LG
Commanding

DISTRIBUTION:

A