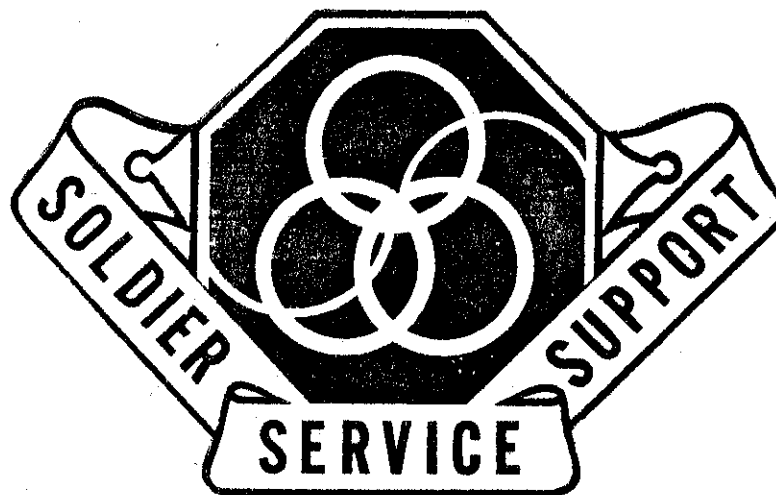


8TH PERSCOM

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ORGANIZATION AND FUNCTIONS

1 OCTOBER 1986

HEADQUARTERS
8th PERSONNEL COMMAND
APO SAN FRANCISCO 96301-0089

ORGANIZATION AND FUNCTIONS
8th PERSONNEL COMMAND

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CHAPTER 1

GENERAL

SECTION 1 - INTRODUCTION

1. PURPOSE: This manual is the official Organization and Functions Manual for Headquarters, 8th Personnel Command, Korea.

2. REFERENCES:

a. USFK/EA Regulation 10-5, Organization and Functions.

b. FM 12-3-4, Echelons Above Corps (EAC) Personnel and Administrative Doctrine.

3. SCOPE: This manual applies to all elements and units of the 8th Personnel Command, Korea.

4. RESPONSIBILITIES:

a. The Chief of Staff will:

(1) Serve as the principal advisor to the Commander on the organization.

(2) Insure the preparation and publication of the organization and functions manual for this command.

b. Proponent for this Memo is the S-1.

c. Directors of each element will:

(1) Coordinate all proposed changes in organization and mission responsibilities with the Command Group. Organizational changes will be made only after the approval of the Commander.

(2) Collect and maintain workload data, man-hours, and other essential statistics necessary to justify assigned functions and personnel.

(3) Insure that organization charts and organizational titles conform to the format and terminology used in this manual.

SECTION 2 - DEFINITIONS

1. **FUNCTIONAL RESPONSIBILITIES:** The definitions listed below are provided to eliminate the need for repetitive use of action verbs and routine functional statements which are inherent elements of basic responsibilities. The functions described below apply to all basic responsibilities shown throughout the manual unless otherwise specified.

a. **ADMINISTRATIVE OFFICE:** The standard phrase, "Performs normal administrative functions," used in the manual describes routine administrative office responsibilities and includes the following:

- (1) Operation of office message center to include mail distribution.
- (2) Maintenance of office records and files.
- (3) Supervision of office security to include security control and maintenance of classified document files.
- (4) Performance of supply tasks for the office.

b. **COMMAND POLICY RESPONSIBILITIES:** As related to the basic staff responsibilities described throughout the manual, these include:

- (1) Developing and continuously reviewing policy and its concepts.
- (2) Preparing staff studies, support material, and proposed regulations to the Commander for final approval.
- (3) Coordinating proposals with other staff elements, subordinate commands, and external agencies as necessary.

c. **ACTION RESPONSIBILITIES:** As related to basic responsibilities, these include:

- (1) Providing staff and technical supervision over command accomplishment of prescribed functions.
- (2) Coordinating activities with higher headquarters, headquarters staff offices, subordinate commands, and other agencies as necessary.
- (3) Performing staff visits to assist, inspect, and review program implementation, and insure they are in compliance with governing regulations.
- (4) Compiling, analyzing, and maintaining information needed to effectively manage the functional responsibility.
- (5) Preparing required reports and insuring that information provided by submitting agencies are timely, accurate, and adequate.

(6) Participating in command exercises and inspections.

(7) Reviewing action documents pertinent to subject matter submitted by staff elements, subordinate commands, and other interested agencies, for approval and processing as appropriate.

d. OTHER DEFINITIONS: The following definitions were excerpted from the Joint Chiefs of Staff Publication 1 and are intended to provide a ready reference.

(1) ASSIGN: The placement of units or personnel in an organization where such placement is relatively permanent and/or where such organization controls and administers the units or personnel for the primary functions, or greater portion of the functions, of the unit or personnel.

(2) ATTACH: The placement of units or personnel in an organization where such placement is relatively temporary. Subject to limitations imposed by the attachment order, the commander of the formation, unit or organization receiving the attachment will exercise the same degree of command and control thereover as he does over units and persons organic to his command. However, the responsibility for transfer and promotion of personnel will normally be retained by the parent formation, unit or organization.

(3) COMMAND: The authority which a commander in a military service exercises over his subordinates by virtue of rank and assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale, and discipline of assigned personnel.

(4) COMMAND AND CONTROL: An arrangement of personnel, facilities, and the means for information acquisition, processing, and dissemination employed by a commander in planning, directing, and controlling operations.

(5) OPERATIONAL COMMAND: Those functions of command involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. Operational command should be exercised by the use of the assigned normal organizational units through their responsible commanders or through the commanders of subordinate forces established by the commander exercising operational command.

(6) STAFF COORDINATION: Actions required within a staff to insure that the various staff officers act in harmony or agreement in carrying out the plans of the commander and avoid conflicts and duplications by making necessary adjustments in plans and policies prior to their implementation.

(7) STAFF SUPERVISION: The process of advising other staff officers and individuals subordinate to the commander of the commander's plans and policies, interpreting those plans and policies, assisting such subordinates in

carrying them out, determining the extent to which they are being followed, and advising the commander thereof.

(8) TECHNICAL CONTROL: The specialized or professional guidance or direction exercised by an authority in technical matters.

SECTION 3 - ABBREVIATIONS

1. ADP: Automatic Data Processing.
2. CFC: Combined Forces Command
3. EUSA: Eighth United States Army.
4. INSCOM: Intelligence Command.
5. ISC: Information Systems Command
6. ISR: In-Service Recruiter.
7. KATUSA: Korean Augmentation to the United States Army.
8. MACOM: Major Command.
9. MSC: Major Subordinate Command.
10. MILPO: Military Personnel Office.
11. PERSCOM: Personnel Command.
12. ROK: Republic of Korea.
13. ROKA: Republic of Korea Army.
14. SIDPERS: Standard Installation/Division Personnel System.
15. TA: Theater Army.
16. UNC: United Nations Command.
17. USAREC: United States Army Recruiting Command.
18. USARJ: United States Army Japan.
19. USFK: United States Forces Korea.

CHAPTER 2

ORGANIZATION

ORGANIZATION CHART - STAFF DIRECTORATES

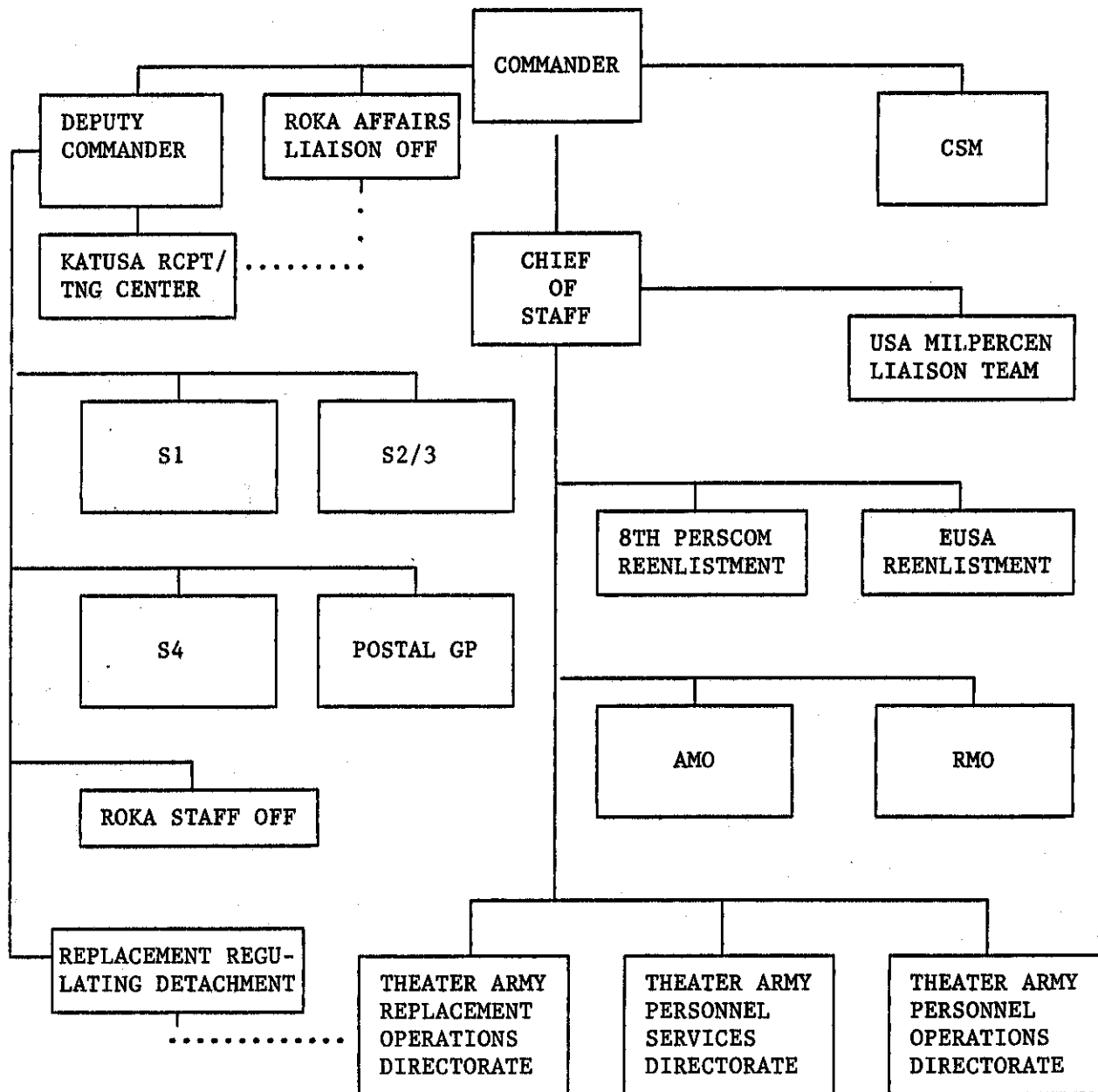


FIGURE 2-1

SECTION - MISSION STATEMENT

MISSION:

To plan, integrate, provide and sustain personnel, administrative, and soldier support systems for the theater army in preparation for and in the conduct of armed conflict.

MISSION AREAS:

1. Personnel readiness, to include accountability, distribution, and replacement operations
2. Postal operations.
3. Personnel services and sustainment.
4. Personnel and administrative doctrine and Army personnel policy formulation.
5. Control and direction of assigned wartime reinforcing commands.
6. Management of the Korean Augmentation to the U.S. Army (KATUSA) Program.

GOALS:

1. READINESS: An organization capable of performing its wartime missions and tasks.
2. HUMAN: A command atmosphere that demonstrates concern for individuals and families.
3. LEADERSHIP: A leadership climate which promotes mission accomplishment, unit cohesion, and professionalism.
4. MATERIEL: Resources and materiel which ensure mission accomplishment.
5. FUTURE DEVELOPMENT: An organization which integrates new technology in support of peacetime and wartime missions.
6. STRATEGIC DEPLOYMENT: A command prepared to employ augmentation units and relocate to wartime locations.
7. MANAGEMENT: A command which exercises sound resource management practices.

CHAPTER 3

COMMAND OF GROUP

SECTION 1 - OFFICE OF THE COMMANDER

COMMANDER:

1. Advises the Commander, Eighth United States Army on matters of general administration, application of personnel accounting, officer and enlisted personnel management systems, replacement operations, Republic of Korea Army (ROKA) Staff/Liaison Officers and Korean Augmentation to the United States Army (KATUSA) personnel.
2. Reports to the Deputy Commanding General, Eighth United States Army/Chief of Staff, United States Forces Korea.
3. Serves as the liaison between Headquarters, ROKA and the Eighth United States Army on matters relating to ROKA Staff/Liaison Officers and KATUSA personnel (less authorizations for same, which is a responsibility of the ACoFS, J3, US Forces Korea/Eighth United States Army).
4. Coordinates with higher, lateral, and lower commands on personnel and administrative matters.
5. Exercises command and control over the principal and directorate staffs of the 8th PERSCOM and the commanders of assigned units. Directs their activities in the execution of military personnel and administration policies, programs, and procedures throughout the Eighth United States Army.
6. Manages the Reenlistment Program of Eighth United States Army.

DEPUTY COMMANDER:

1. Supervises all assigned unit commanders in their execution of 8th PERSCOM mission, to include short and long-range planning.
2. Discharges responsibilities for the Commander in support of functional counterparts/managers in higher/lateral/subordinate commands.
3. Supervises the principal staff offices and coordinates the operations of the staff.
4. Supervises the ROKA Affairs LNO in the execution of the KATUSA Program.
5. Tasks in the name of the Commander those actions required to conduct the day-to-day mission of the 8th PERSCOM.
6. Acts as a final reviewing authority on staff correspondence immediately before action by the Commander.

7. ~~Transmits orders, guidance, and information from the Commander to operating staff sections and insures necessary follow-up until action is completed.~~
8. Initiates the preparation of executives correspondence from staff sections, assuring its proper coordination, substantive accuracy, and administrative correctness prior to submission to the Commander.
9. Prepares memoranda for record of formal conferences, seminars, or meetings chaired by the Commander.
10. Commands 8th PERSCOM in the absence of the Commander.

COMMAND SERGEANT MAJOR:

1. Advises the Commander, 8th PERSCOM on all aspects of enlisted personnel assigned or attached to 8th PERSCOM with respect to discipline, morale, and welfare, utilization, training, and professional development.
2. Monitors implementation of the Skill Qualification Test, Noncommissioned Officer Professional Development, and Army Physical Fitness Programs throughout 8th PERSCOM.
3. As the senior enlisted soldier assigned, energizes the Noncommissioned Officer Corps in fulfilling their leadership and training responsibilities to all enlisted soldiers throughout 8th PERSCOM.
4. Organizes and serves as President of the 8th PERSCOM Noncommissioned Officer/Soldier/KATUSA of the Quarter Selection Boards, and the enlisted promotions boards.
5. Fosters open communication between the 8th PERSCOM and the Eighth United States Army Command Sergeant Major; Command Sergeants Major of major subordinate commands, operationally controlled commands, and battalion-size units and greater; and Sergeants Major of the US Forces Korea and Eighth United States Army staff sections.
6. Represents the Commander, 8th PERSCOM on all matters dealing with the Association of the United States Army and the Noncommissioned Officer Association.
7. Supervises enlisted personnel in the Command Group.

ROKA AFFAIRS LIAISON OFFICER

1. The mission of ROKA Affairs Liaison Officer encompasses two broad functions:
(1) Liaison between the Republic of Korea and U.S. Armies on any number of issues, primarily of a personnel management and administrative nature, resulting from the attachment of approximately 6200 ROK military personnel to Eighth U.S. Army, and (2) Coordination of projects aimed at improving this unique military relationship. These functions are further broken down as follows:

A

(1) Liaison. Mediation on behalf of both nations to resolve issues, both symptomatic and systemic, resulting from competing interests, misunderstandings, and cultural and language barriers.

(2) Conducting workshops and briefings on Korea-American relations, the ROKA-Eighth U.S. Army military relationship, and the keystone to that relationship -- the Korean Augmentation to the United States Army (KATUSA) Program.

(3) Organizing meetings between the Cdr., 8th PERSCOM and his ROK counterpart, the Chief, ROKA Affairs Group, to resolve long-term issues, and to keep lines of communication open and the problem-solving process in good repair. This function the organization of social events and related activities aimed at fostering good 8th PERSCOM-ROKA Affairs group relations.

(4) Coordination. Developing planning concepts and, where necessary, managing directly, those programs which improve the support provided ROKA personnel serving with the U.S. Army, and the contributions of these personnel to overall combat readiness. These programs involve the utilization and training of KATUSA soldiers, ROKA-Eighth Army communication and cooperation regarding the KATUSA Program, unit-level Korean-American understanding, quality-of-life support, and KATUSA wartime planning.

(5) Developing policies for the KATUSA Reception/Training Center, Camp Humphreys; a subordinate element of 8th PERSCOM which orients new KATUSA soldiers and ROKA staff noncommissioned officers to their association with the U.S. Army. Program of instruction includes American customs and tradition, physical training, drill and ceremonies, English language training (conversational skills), and the organization and functions of Eighth U.S. Army.

2. The ROKA Affairs Liaison Officer is part of the Office of the Commander, Eighth Personnel Command. His administrative assistant is a KATUSA soldier (E-4). Long-term projects, or projects with major logistical implications, will sometimes result in his chairmanship of task forces organized from within within and outside the PERSCOM. These are developed in coordination with the Chief of Staff, 8th PERSCOM.

3. ROK counterpart relationships center primarily on officers assigned to the ROKA Affairs Group. They include the following:

- (1) Administrative Officer, ROKA Affairs Group
- (2) Plans Officer, ROKA Affairs Group
- (3) Chief, Officer Personnel Management, ROKA Affairs Group
- (4) Chief, Enlisted Personnel Management, ROKA Affairs Group
- (5) Chief, Troop Information and Education, ROKA Affairs Group

4. U.S. staff relationships center primarily on senior officers assigned to the Assistant Chiefs of Staff, J-1, J-3, J-4, J-5, C4S, and Resource Management, and the U.S. Forces Korea Public Affairs Office.

5. Major subordinate command relationships exist primarily at the levels of Deputy Commander, Chief of Staff, and G-1/S-1. These major subordinate commands include 8th Personnel Command, Eighth Army Special Troops Command, 2nd Infantry Division, 2nd Engineer Group, Joint Security Area, Facilities Engineer Activity Korea, Combined Field Army, Joint U.S. Military Assistant Group Korea, 1st Signal Brigade, 17th Aviation Group, 19th Support Command, 18th Medical Command, 501st Support Group, 501st Military Intelligence Group, and 8th Military Police Brigade.

6. ROKA Staff/Liaison Officers attached to these commands complete this coordinative link.

HISTORY OF 8TH PERSCOM

US Army Military Personnel Center-Korea (MILPERCEN-K) was reorganized into 8th Personnel Command (Provisional) in order to consolidate and centralize all personnel service support activities serving personnel stationed in Korea. Due to the inherent inflexibility of MILPERCEN-K as a TDA unit to perform its wartime mission, another reorganization was needed.

The 8th Personnel Command (Provisional) was activated on 15 January 1982 as a major subordinate command of Eighth Army. It is comprised of the following subordinate units: Headquarters and Headquarters Company, 199th Personnel Service Company (PSC); 516th Personnel Service Company (PSC); Headquarters Postal Group, and 1st, 10th, 19th, 66th, and 117th Adjutant General Detachments (Postal). The 1st AG Det (Postal) was redesignated as the 81st AG Det (Postal) on 4 August 1982 with a retroactive effective date of 2 January 1977. ROKA Affairs, J-1, was transferred under the command of 8th PERSCOM (Prov) with the different office title of ROKA Affairs Directorate. This organizational change enabled 8th PERSCOM to provide administrative support for all KATUSAs with greater efficiency. As a result of the reorganizations, Theater Army Personnel Command Doctrine was implemented within the Republic of Korea, and an effective peacetime organization was established that could readily transition to partial or full mobilization with minimal disruption to personnel service support. With the establishment of the 8th PERSCOM, Postal Group-Korea (USAPG-K) was redesignated as Postal Division, but Postal Group-Korea was reestablished on 1 October 1982. The decision to reestablish HQ, USAPG-K, was made to reduce the command control of the Commander, 8th PERSCOM (Prov), and to bring the 8th PERSCOM (Prov) organization in line with FM 29-6, thus providing an effective transition for the Postal Group to a wartime configuration.

On 15 October 1987, 8th PERSCOM will officially become a TOE unit.

SECTION 2 - OFFICE OF THE CHIEF OF STAFF

CHIEF OF STAFF:

1. Acts as principal assistant to the Commander in the day-to-day management of directorates of the command, with delegated authority to direct implementation of policies, procedures, programs and activities as necessary to accomplish missions assigned.
2. Supervises the directorates and management offices.
3. Oversees short and long-range planning which complements OPLAN 5027 and other Eighth U.S. Army contingency and day-to-day operations.
4. Discharges responsibility of the Commander, 8th PERSCOM in support of functional counterpart/managers at Headquarters, Department of the Army, major subordinate commands and staff assigned or attached to the Eighth U.S. Army, and commands operationally controlled by the Eighth U.S. Army.
5. Monitors resource (personnel and financial) utilization by all activities of the 8th PERSCOM and recommends to the Commander appropriate changes or adjustments to resource allocations.
6. Controls the daily administration of the headquarters through taskings, management procedures, and quality checks.
7. Effects all coordination between the 8th PERSCOM and the offices of the Commander, Chief of Staff, and Secretary Joint Staff, Eighth United States Army.
8. Coordinates the daily activities of the Commander with the command's directors.
9. Controls significant actions requiring the personal attention of the Commander.
10. Acts as final reviewing authority on directorate correspondence immediately before action by the Commander.
11. Transmits orders, guidance, and information from the Commander to operating directorates and insures necessary follow-up until action is completed.
12. Initiates the preparation of executive correspondence from directorates, assuring its proper coordination, substantive accuracy, and administrative correctness prior to submission to the Commander.
13. Prepares memoranda for record of formal conferences, seminars, or meetings chaired by the Commander.
14. Controls all protocol matters.

USA MILPERCEN LIAISON TEAM:

1. Serves as Representative of the Commander, 8th PERSCOM with various Department of the Army and other government agencies.
2. Coordinates special actions with OCLL and MILPERCEN for 8th PERSCOM and EUSA.
3. Coordinates personnel management processes and actions with OPMD and EPMD, MILPERCEN.
4. Coordinates assignment instructions for soldiers departing Korea when CAP III procedures fail.
5. Provides a source of information to DA staff and agencies reference EUSA.
6. Identifies problems, policy changes, and operating procedures to the Cdr, 8th PERSCOM and Staff.
7. Serves as forward support for the Command Group when attending conferences in the MDW area.

CHAPTER 4

COORDINATING STAFF

ORGANIZATION CHART:

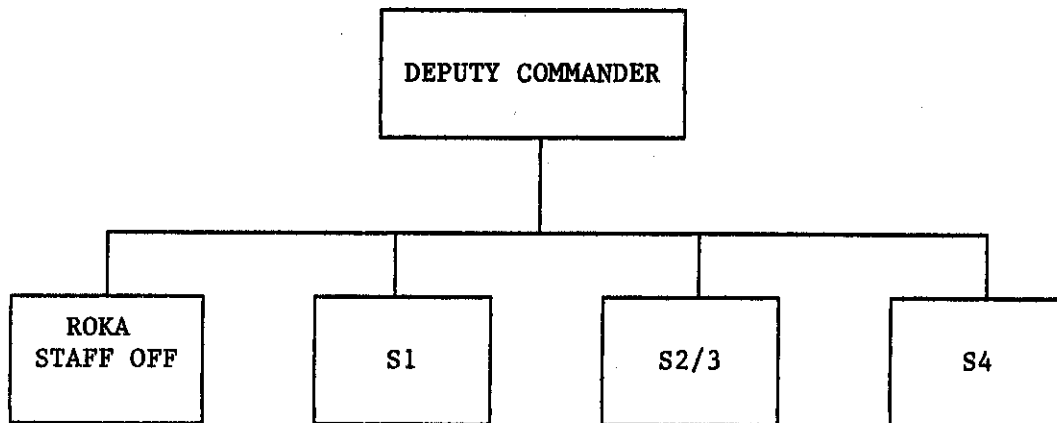


FIGURE 4-1

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COORDINATING STAFF

BASIC RESPONSIBILITIES:

1. Coordinates all internal service and support operations of Headquarters, 8th PERSCOM and assigned units.
2. Responsible for administration, personnel management, logistics and security.
3. Manages and operates the Staff Duty Office and maintains other miscellaneous duty rosters.

RELATIONSHIPS:

1. The Coordinating Staff operates under the staff supervision of the Deputy Commander.
2. Coordinates with internal and external staff elements and subordinate units in order to provide personnel and administrative service support.

S1:

1. Maintains operation of the 8th PERSCOM centralized distribution center and mailroom.
2. Supervises the operation of the Personnel Administration Center (PAC).
3. Assigns enlisted replacements to 8th PERSCOM units and exercises staff supervision of military personnel management for 8th PERSCOM.
4. Manages the Historical Program and maintains historical files.
5. Monitors use of internal office copiers and word processing equipment.
6. Maintains the Commander's policy statements.
7. Maintains and manages the HHC, 8th PERSCOM 12 Series Publications.
8. Coordinates the 8th PERSCOM Equal Opportunity Program.
9. Establishes the Command Ration Control Program.
10. Administers and monitors the Command Sponsorship Program and the Sponsor Program.
11. Monitors internal Records Management Program.
12. Maintains operation of the Standard Remote Terminal (SRT) for the Command.
13. Reproduces RRD, Reenlistment, and KATUSA orders.

14. Provides limited local reproduction services.
15. Maintains accountability of personnel temporarily assigned/attached to 8th PERSCOM for administrative matters.
16. Coordinates, publishes, and maintains organization and functions manual.
17. Coordinates input and publishes the quarterly 8th PERSCOM Review and Analysis Report.
18. Maintains 8th PERSCOM Unit Fund (OB) account.
19. Inspects units in S-1/PAC during Command Inspections.
20. Coordinate 8th PERSCOM Safety Program
21. Coordinate 8th PERSCOM, NEO Program.
22. Coordinates Courageous Channel Area III Exercise.
23. Coordinates Drug and Alcohol Program for Area III.

S-2/3:

1. Provides staff supervision and prescribes policies for the Internal Security Programs which include, but are not limited to, physical security and personnel security.
2. Prepares intelligence input to estimates, plans, and orders.
3. Monitors Subversion and Espionage Directed against the US Army (SAEDA)
4. Maintains intelligence files and displays as appropriate.
5. Conducts security inspections of unit's physical security program.
6. Manages the personnel security program.
7. Monitors the requisition and distribution of maps.
8. Plans, conducts, and supervises intelligence and counterintelligence SAEDA, physical security, OPSEC, training.
9. Supervises classification procedures.
10. Conducts and supervises unit censorship when necessary.
11. Coordinates and submits recommended changes/modifications to TOE's and TDA's for personnel and equipment based on training/operations requirements.

12. Manages and monitors all military training.
13. Manages and monitors the Skill Qualification Test Program.
14. Manages and monitors the Common Task Testing Program.
15. Plans, executes, evaluates FTX/ARTEPS for all PSC's and Postal Detachments.
16. Plans manages and monitors all major collective training events.
17. Plans, monitors, evaluates and executes all wartime contingency planning/OPLANS/battlebooks.
18. Plans, monitors, evaluates, and executes the installation security plan for Camp Coirer.
19. Proponent for the Command Inspection Program in 8th PERSCOM for all subordinate units.
20. Plans, monitors, manages and evaluates NBC training for all 8th PERSCOM units.
21. Forecasts and manages all training ammunition for all 8th PERSCOM units.
22. Coordinates and manages all consolidated ranges for 8th PERSCOM qualification.
23. Manages and monitors commander's orientation program for 8th PERSCOM.

S-4:

1. Provides staff supervision of all logistical actions in the areas of supply, transportation, services, facilities, contracting, and command inspections.
2. Provides staff supervision and management of property book and installation equipment actions.
3. Provides staff supervision of property accountability actions (Reports of Survey, Cash Collections, Statements of Charges).
4. Provides staff supervision of all contingency stocks including Class I (Rations), Class II (NBC clothing), Class III (POL), and Class V (Ammo).
5. Serves as the Command Ammunition Management Office.
6. Provides staff supervision of Ammunition storage and training ammunition allocations.
7. Serves as the command POL Management Office.

8. Provides staff supervision of all supply-related contracting actions.
9. Provides staff supervision of the command maintenance program to include vehicles, weapons, generators, tentage, NBC equipment, calibration, Army Oil Analysis Program (AOAP), TAMMS, Antifreeze consumption control, Silicone Brake Fluid conversion and use program.
10. Provides staff supervision for Material Condition status reporting (DA Form 2406).
11. Serves as the command transportation coordinator.
12. Provides staff supervision for Real Property management, space utilization, facilities master-planning, utilities and repair, energy conservation and janitorial/sanitation services.

ROKA STAFF OFFICERS:

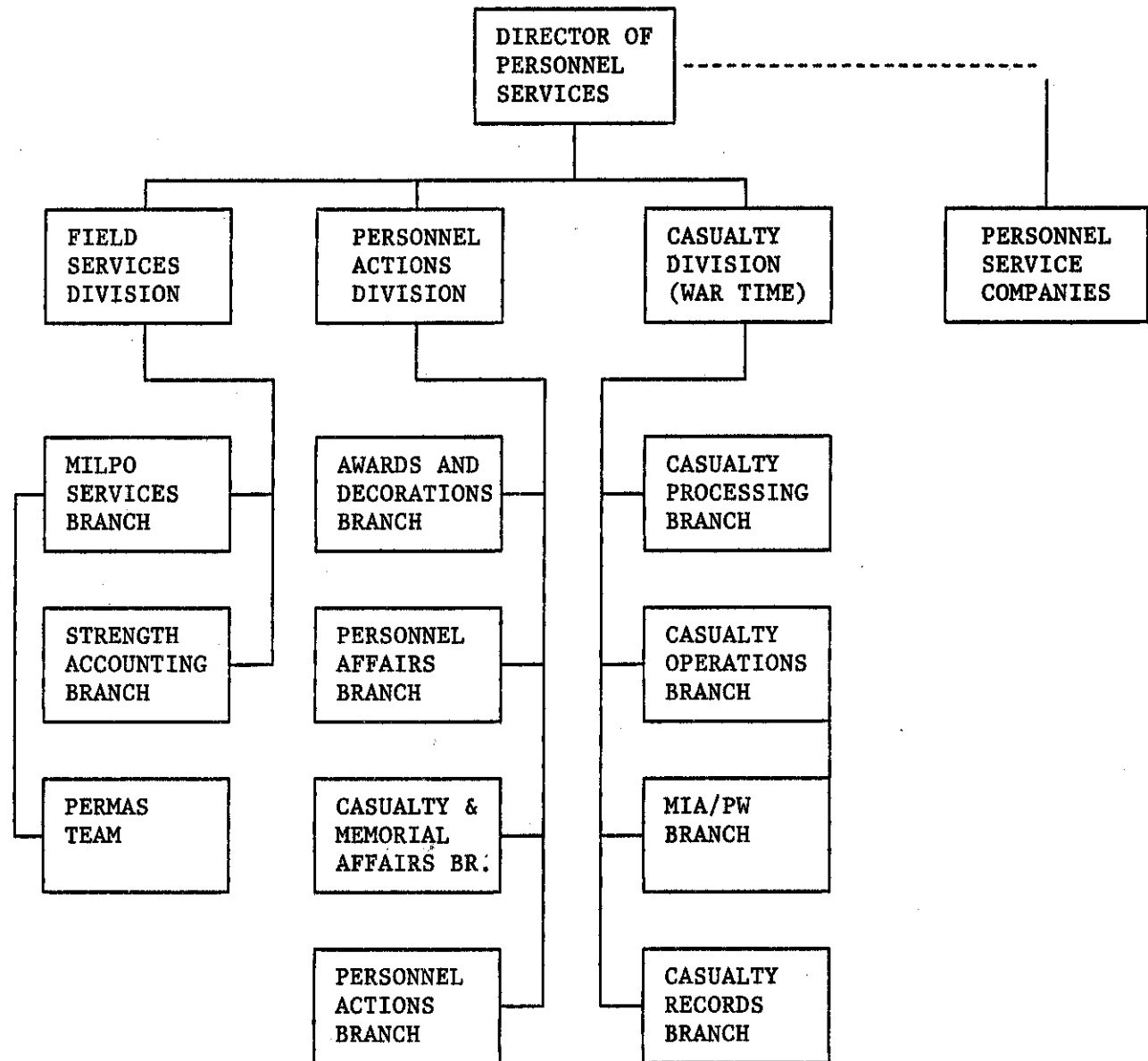
1. Determines monthly requirements for ROKA Staff Officers and conveys the same to Headquarters, ROKA.
2. Receives, processes, assigns, controls and issues identification cards to ROKA Staff Officers.
3. Maintains appropriate records on all ROKA Staff Officers.
4. Maintains daily strength reports on ROKA Staff Officers.
5. Processes personnel actions and management matters on ROKA Staff Officers.
6. Requests and controls granting of security clearances for ROKA Staff Officers.

CHAPTER 5

SPECIAL STAFF GROUP

SECTION 1 - PERSONNEL SERVICES DIRECTORATE

ORGANIZATION CHART:



———— WARTIME SPLIT
----- STAFF SUPERVISION

FIGURE 5-1

FIELD SERVICE DIVISION RESPONSIBILITIES:

1. Responsible for the timely submission and transmission of the SIDPERS update files.
2. Serves as the Military Personnel Strength Monitor (MPSM) for EUSA.
3. Responsible for maintenance, upkeep and updating of the TAPS, 8th PERSCOM War book as it pertains to MILPO operations.
4. Operates the Test Control Office and administers Army personnel tests excluding the Skill Qualification Test.
5. Serves as the action office for the Military Occupational Data Bank Survey Team.
6. Responsible for monitoring transmission and receipt of all DDN traffic.

MILPO SERVICES BRANCH:

1. Responsible for the conduct MILPO operations within EUSA.
2. Executes policy and establishes procedures for the personnel management functions within the Theater Army.
3. Monitors and suspenses all requests for SRAP from CONUS installations. Ensures compliance by ROK PSCs to preclude excessive delays in the shipment of this data to CONUS installation.
4. Evaluates the technical proficiency of Military Personnel Offices (PERMAS).
5. Serves as the Theater Army proponent for the various personnel office's management and analysis publications.
6. Monitors OER/EER submission by the PSCs. Analyze this data and advise 8th PERSCOM CofS on problem areas and solutions to these problems.
7. Monitors the Bonus Utilization reports to ensure compliance of slotting requirements for all bonus recipients.
8. Monitors reports generated by the SID to identify and process all P-3 profile holders in compliance with the MMRB system and AR 600-200.
9. Responsible for preparation and control of the Harness and Pride Reports.
10. Monitors Personnel Reliability Program for EUSA in conjunction with ACofS, G3 Nuclear Surety Team.
11. Monitors and controls all MILPO policy letters.

PERSONNEL MANAGEMENT ASSISTANCE SYSTEM TEAM (PERMAS):

1. Evaluates the effectiveness of personnel service support activities within EUSA and formulates recommendations to resolve existing personnel problems within the command. Provides advice, recommendations and proposed solutions for problem areas to Commander, 8th PERSCOM for consideration.
2. Provides personnel management assistance to EUSA, USACC, and INSCOM units within the ROK.
3. Provides personnel management assistance, as required, to HQ, U.S. Army Japan, and its subordinate units, per Letter of Agreement between HQ, EUSA, and HQ, USARJ.
4. Conducts assistance visits to Military Personnel Offices and PAC within EUSA and USARJ.
5. Provides technical assistance and guidance to the EUSA Inspector General.
6. Responsible for completion of specified DA projects required by the DA PERMAST.
7. Responsible for completion and coordination of specified studies and projects in connection with personnel management and personnel services support in EUSA as directed by Commander, 8th PERSCOM.

STRENGTH ACCOUNTING BRANCH:

1. Acts as the catalyst for developing ADP systems and recommending ADP improvements and modifications needed to meet current and future information needs of 8th PERSCOM.
2. Integrates, coordinates and establishes policies for the effective use of ADP resources.
3. Prepares special ADP programs.
4. Provides staff supervision and operation of nondivisional SIDPERS data base for EUSA.
5. Prepares SIDPERS Letter of Instruction, document of occurrence operation procedures, and changes.
6. Supervises and conducts internal and external SIDPERS training.
7. Monitors, prepares, and distributes SIDPERS performance reports.
8. Provides technical advice and assistance to EUSA non-divisional units in the operation and support of the SIDPERS System.
9. Maintains Authorized Strength, AALOC, MOS Master Files, and other supporting files.

10. Monitors data base accuracy and personnel accountability.
11. Monitors the execution of Systems Change Requests for HQDA.
12. Prepares local programs in support of SIDPERS System.
13. Provides theater level personnel data.
15. Controls DA feedback to ensure timely correction and resubmission of this data to DA.
15. Maintains the SIRCUS Library.

PERSONNEL ACTIONS DIVISION RESPONSIBILITIES:

Executes policy and establishes procedures for the personnel actions function within the TA.

AWARDS/DECORATIONS BRANCH RESPONSIBILITIES:

1. Serves as the proponent for the Awards and Decoration Program.
2. Recommends policy and establishes procedures for operation of Awards and Decoration Program.
3. Establishes procedures for processing US Awards and Decorations to foreign personnel.

PERSONNEL ACTIONS BRANCH RESPONSIBILITIES:

1. Serves as the proponent for all officer procurement programs to include applications for officer and warrant appointments, officer direct appointments, and Regular Army appointments.
2. Administers the Enlisted Qualitative Management Program.
3. Processes applications for separations and retirements in-country. Processes applications for compassionate reassignment.
4. Executes policy and establishes procedures for the Family Travel Program to include:
 - a. Advanced and delayed return of family members to CONUS.
 - b. Funded student travel.
 - c. Exceptions to policy for space required/available travel.
5. The Chief of Personnel Actions Division serves as Commander of the Separation Transfer Point which processes all officer and enlisted in-country separations/-retirements.

PERSONNEL AFFAIRS BRANCH RESPONSIBILITIES:

1. Processes and serves as final approval authority for marriage applications submitted by U.S. Army members.
2. Serves as the proponent for Congressional/Special Interest Correspondence which includes:
 - a. Executing policy and establishing procedures in response to Congressional inquiries and other special actions correspondence of great sensitivity to the Army.
 - b. Receiving, processing, controlling, and responding to Presidential, Congressional, Special Interest, family support, and indebtedness correspondence for the TA.
3. Serves as proponent for I.D. Cards, DEERS and RAPIDS.

CASUALTY AND MEMORIAL AFFAIRS BRANCH (PEACETIME):

1. Proponent for Army's policies and procedures regarding casualty reporting and line of duty determinations.
2. Gathers information pertaining to Casualties occurring in ROK.
3. Prepares Casualty Reports (Message).
4. Maintains coordination with HQDA Casualty Branch, and local authorities such as 18th Medical Command, the Joint Police Information Center, the three Casualty Area Commanders (CAC), and the Mortuary Affairs Officer.
5. Maintains Casualty reporting and Line of Duty files.
6. Manages the reassignment and travel of soldiers when a member of the immediate family dies while residing with the service member in ROK (Blue Bark).
7. Redirects mail addressed to deceased individuals.
8. Directs notification of Army personnel casualties to primary next of kin within theater of operations.
9. Monitors TA survivor assistance program for families of deceased Army personnel residing in the command.
10. Processes requests for Memorialization.

CASUALTY DIVISION (WAR TIME): (Operates the TA System for Casualty Reporting and Line of Duty Determinations).

(During peace time, most Casualty Division responsibilities belong under Casualty and Memorial Affairs Branch).

MIA/PW BRANCH (WARTIME) RESPONSIBILITIES:

1. Maintains list of all known MIA's and POW's.
2. Processes all reporting requirements and other actions that may be required or established upon wartime activation.

CASUALTY RECORDS BRANCH (WARTIME) RESPONSIBILITIES:

1. Collects MPRJs for use in casualty reporting information.
2. Forwards records IAW applicable directives upon wartime activation.
3. Maintains casualty records files.

SECTION 2 - REPLACEMENT OPERATIONS DIRECTORATE

ORGANIZATION CHART

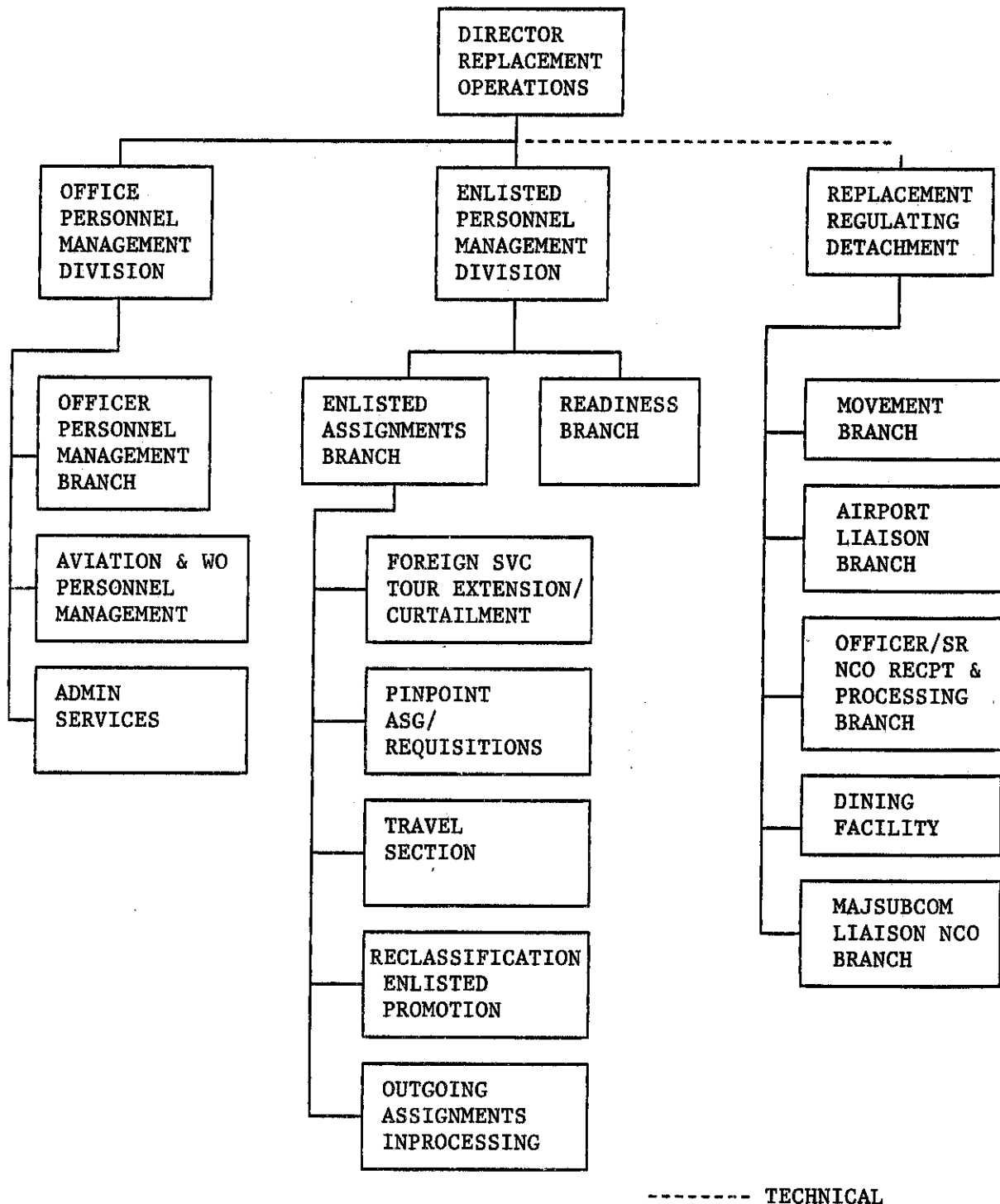


FIGURE 5-2

BASIC RESPONSIBILITIES:

1. Manages the replacement operations, quantitative and qualitative distribution, and use of the military force in appropriate grade, MOS, Specialty Code, additional skill identifier, and specially-managed career programs.
2. Manages the Officer Personnel Management and Enlisted Personnel Management Systems.
3. Maintains technical supervision of the Replacement Regulating Detachment.

OFFICER PERSONNEL MANAGEMENT DIVISION RESPONSIBILITIES:

1. Operates the officer personnel management and distribution system for EUSA, except for general officers.
2. Responsible for assignments and professional development of approximately 2,000 assigned officers.
3. Responsible for actions related to requests for officer foreign service tour extensions/curtailments, and the officer sponsor program.
4. Prepares briefings and reports related to officer assignments and utilization.
5. Identifies Army officer requirements for USFK and EUSA and coordinates with the Personnel Requirements Division for submission of requisitions.
6. Monitors the assigned strengths of MSC and allocates officer personnel to MSC, assigned units, and the TA HQ.
7. Monitors the status of commanders and the use of officers selected to command under the Officer Personnel Management System.
8. Prepares strength reports, fact sheets, and information papers regarding the command officer personnel posture.
9. Verifies the specific unit of assignment of all officers upon arrival at the port of debarkation.
10. Processes all redeployment actions by furnishing reassignment instructions to the soldier's servicing Personnel Service Company. Inquires to MILPERCEN-DA, as to why assignment instructions are not received.
11. Controls intra-theater PCS moves.
12. Intensively manages critical areas concerning officers for Cdr, USFK/EUSA.
13. Manages follow-on staff assignments.

14. Develops assignment plans for the distribution of officer replacements utilizing the Officer Distribution Plan (ODP), DA and EUSA policies and priorities established by the Theater Army HQs.
15. Processes Officer Record Briefs and notifies MSCs of pending gains.
16. Submits to HQDA Army Educational Requirements Board (AERB), Linguist, Gateway, and Army Advanced Management requirements.
17. Coordinates with EPMD for enlisted personnel strength statistics and compares with officer strength statistics to ensure personnel shortages in low density grades and/or skills, officer or enlisted, may be alleviated through the best distribution of all available resources.
18. Maintains close and continuous contact with the Officer Personnel Management Directorate, MILPERCEN, to ensure EUSA and USFK receipt of required personnel assets.
19. Establishes a continuous dialogue with all EUSA and USFK major subordinate commands, assigned units, all independent Joint Staff Activities, and other activities.
20. Monitors the EUSA and USFK sponsorship program and forwards all individual inquiries to the gaining organization to include DA Form 4787.
21. Controls intra-theater and inter-theater, fully-funded PCS moves and notifies MILPERCEN of each authorized move within EUSA and USFK.
22. Responsible for actions related to the successful processing of DA Form 4787 to include monitoring of joint domicile, stabilization, and travel requests.
23. Coordinates with the EPMD Readiness Branch on USAR Mobilization and Force Development issues. Provides officer input on all personnel estimates to ensure an effective transition to a wartime environment.

ENLISTED PERSONNEL MANAGEMENT DIVISION RESPONSIBILITIES:

1. Supervises the Enlisted Personnel Management System for EUSA.
2. Prepares enlisted requisitions for USFK and EUSA.
3. Responsible for actions related to joint domicile, sponsorship, stabilization and travel requests for incoming enlisted soldiers.
4. Prepares briefings and reports related to enlisted assignments.
5. Collects, processes, and analyzes data on EUSA enlisted arrivals and departures.
6. Processes actions on enlisted personnel who fail to meet oversea assignment criteria.

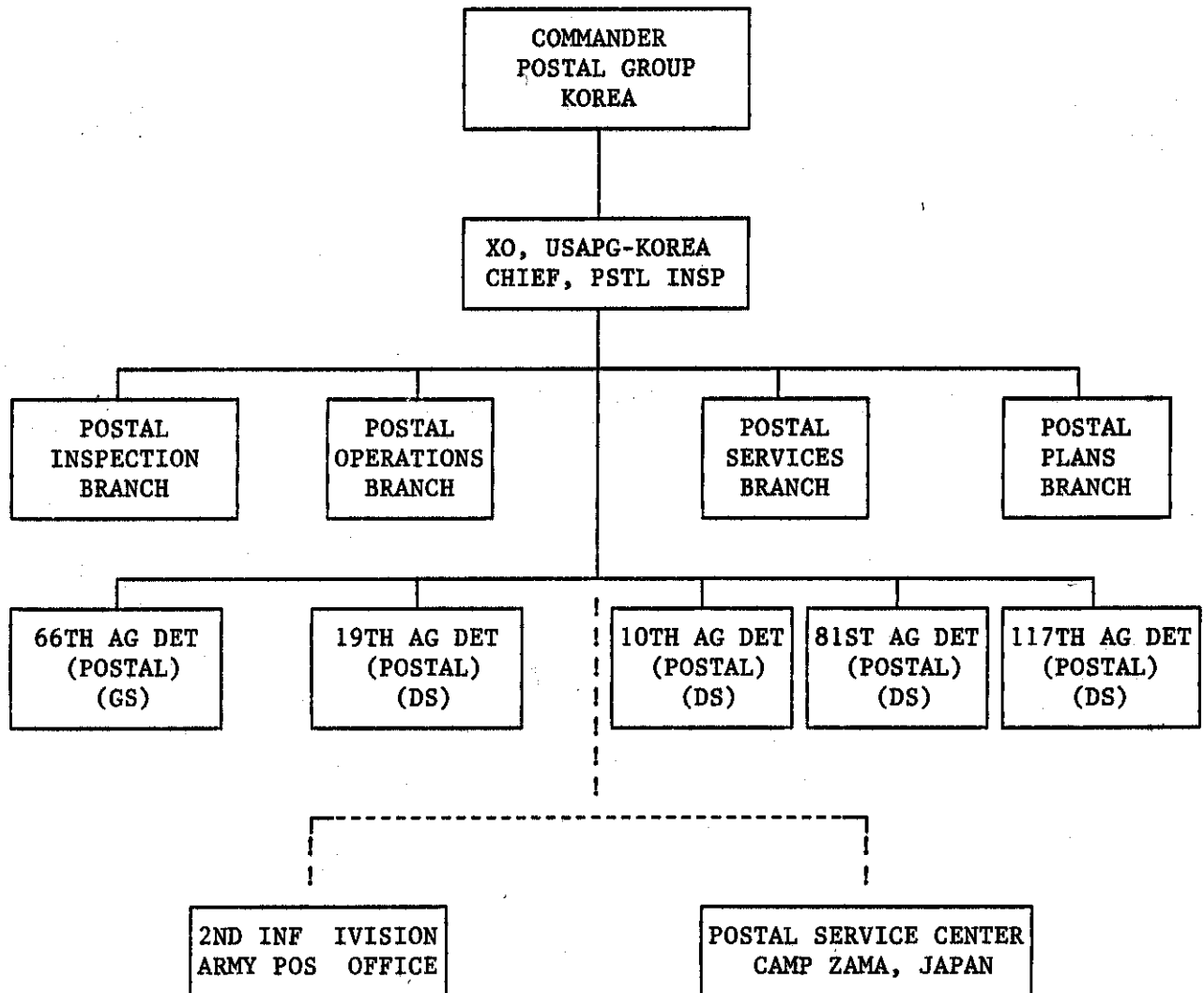
7. Maintains strength data and provides status reports to EUSA staff and subordinate commands.
8. Monitors EUSA enlisted strength by MOS, ASI and grade.
9. Corrects MSC MOS imbalances by reassignment of surplus personnel and diversion of incoming gains.
10. Responsible for identifying and reporting personnel not eligible for assignment to Korea, due to legal requests from the Korean government.
11. Manages the assignment of personnel to the Noncommissioned Officer Logistics Program (NCOLP).
12. Manages the assignment and utilization of Command Sergeants Major/Sergeants Major for units assigned or attached to the Eighth United States Army. Conducts liaison on such matters with counterparts in units operationally controlled, but not assigned or attached to the Eighth United States Army.
13. Processes requests for Foreign Service Tour Extensions/Curtailments.
14. Performs in-depth research and analysis of USFK/EUSA personnel requirements and projected strength status.
15. Maintains close and continuous contact with MILPERCEN to ensure EUSA's receipt of required personnel assets.
16. Validates, consolidates, and submits enlisted routine and emergency requisitions for EUSA.
17. Represents the Commander on the EUSA Aviation Council.
18. Prepares and presents the personnel portion of the monthly Unit Status Report for assigned and attached units.
19. Establishes and maintains pre-positioned wartime files, requests and report formats.
20. Prepares/updates the Theater Army/EUSA shelf requisition mobilization and the initial casualty requirement forecast, to include maintaining periodic reports necessary to allow effective wartime transition.
21. Monitors and projects force modernization personnel impacts on the command and ensures appropriate personnel support for force modernization fielding efforts.
22. Performs wartime planning for the Directorate in coordination with Personnel Operations Directorate.

REPLACEMENT REGULATING DETACHMENT RESPONSIBILITIES:

1. Provides airport reception of all individual replacements arriving in ROK; conducts inprocessing activities to include coordinating 201 File processing and pay for all non-division soldiers. Provides billeting and mess for replacements, as necessary, and coordinates movement of replacements to gaining units.
2. Maintains a 24-hour operations center for the detachment.
3. Provides immediate customer service for newly-arrived Army replacements through assigned Airport Liaison NCO, to include meeting incoming MAC and CAT-Y flights, coordinating customs inspection, and ensuring that personnel and baggage arrive at the RRD.

SECTION 3 - US ARMY POSTAL GROUP-KOREA

COMMANDER
UNITED STATES ARMY
POSTAL GROUP-KOREA

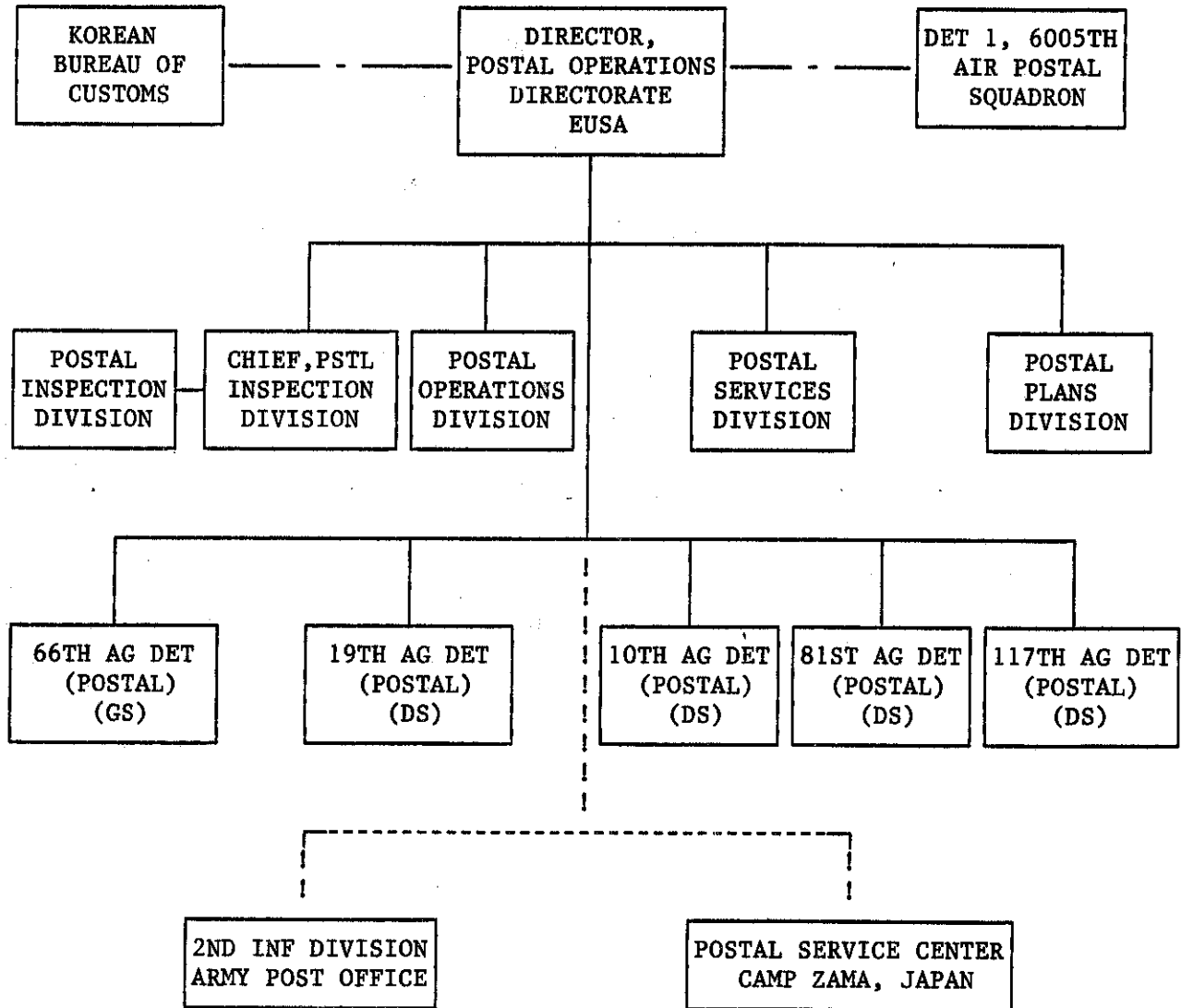


----- POSTAL TECHNICAL SUPERVISION

FIGURE 5-3

SECTION 3 - US ARMY POSTAL GROUP-KOREA

DIRECTOR
POSTAL OPERATIONS
EIGHT UNITED STATES ARMY



THEATER ARMY POSTAL LIAISON

POSTAL TECHNICAL SUPERVISION

FIGURE 5-4

RESPONSIBILITIES:

COMMANDER, USAPG-KOREA:

1. Exercises direct supervision and command and control over the non-divisional US Army postal units located throughout the Theater Army. (Fig 5-3)
2. Serves as the Director of Postal Operations and exercises technical supervision over all Army postal activities in the Theater Army. (Fig 5-4)

EXECUTIVE OFFICER, USAPG-KOREA:

1. Supervise the postal service, operations, inspections, and plans branches within HQ, USAPG-KOREA.
2. Serves as Chief, Postal Inspection Branch, USAPG-KOREA and Chief, Postal Inspection Division for the Theater Army.

POSTAL INSPECTION BRANCH:

1. Performs technical inspections of Army postal activities and coordinated joint service technical inspection of military post offices.
2. Insures postal facilities receive physical security and crime prevention inspections, and unit mailroom inspections are conducted in the TA.
3. Coordinates with MPSA, JMPAC, CID, JAG, MPI, or OSI as required in conducting investigations of postal incidents within the TA.
4. Performs assistance visits to all postal activities within the TA as required.
5. Serves as the Postal Inspection Division for the TA.

POSTAL OPERATIONS BRANCH:

1. Monitors mail movement into, from, and within the TA to insure expeditious handling of the mail.
2. Provides technical control of postal finance operations; mail movement, postal directory and casualty mail handling procedures.
3. Establishes general postal operation and TA mail ground transportation procedures.
4. Coordinates TA air transport of mail with Air Force postal personnel.
5. Serves as the Postal Operations Division for the TA.

POSTAL SERVICES BRANCH:

1. Coordinates with other military services and ROK Customs to insure mutually supporting postal operations.

2. Monitors and approves the selection of Army postal clerks and unit mail service personnel.
3. Determines authorized users of the TA MPO system and processes request for postal privileges.
4. Processes reports of mail irregularities, postal claims and answers customer service complaints and inquiries.
5. Conducts transit time surveys and performs management analysis for the postal system.
6. Is the proponent for the TA Unit Mail Clerk Test.
7. Serves as the Postal Services Division for the TA.

POSTAL PLANS BRANCH:

1. Responsible for the formulation of war planning documents for postal operations in the TA.
2. Evaluates Postal ARTEPs conducted by subordinate units.
3. In conjunction with the Postal Operations Branch, coordinates postal support for major command post and field exercises, and the overseas deployment training of USAR postal units.
4. Monitors on going postal investigations and US and host nation customs violations.
5. Serves as the Postal Plans Division for the TA.

10TH AG DETACHMENT (POSTAL):

Provide direct postal support to individuals and military units in the Camp Red Cloud, Camp Page, and Camp Stanley areas.

19TH AG DETACHMENT (POSTAL):

Provide direct postal support to military units, individuals, and organizations in the Yongsan and Camp Market areas.

66TH AG DETACHMENT (POSTAL):

Provide general postal support to US Forces throughout Korea.

81ST AG DETACHMENT (POSTAL):

Provide direct postal support to military units, individuals, and organizations in the Camp Humphreys, Camp Ames, and Camp Long areas.

117TH AG DETACHMENT (POSTAL):

Provide direct postal support to military units, individuals, and organizations in the Taegu, Camp Carroll, and Pusan areas.

2ND INFANTRY DIVISION ARMY POST OFFICE:

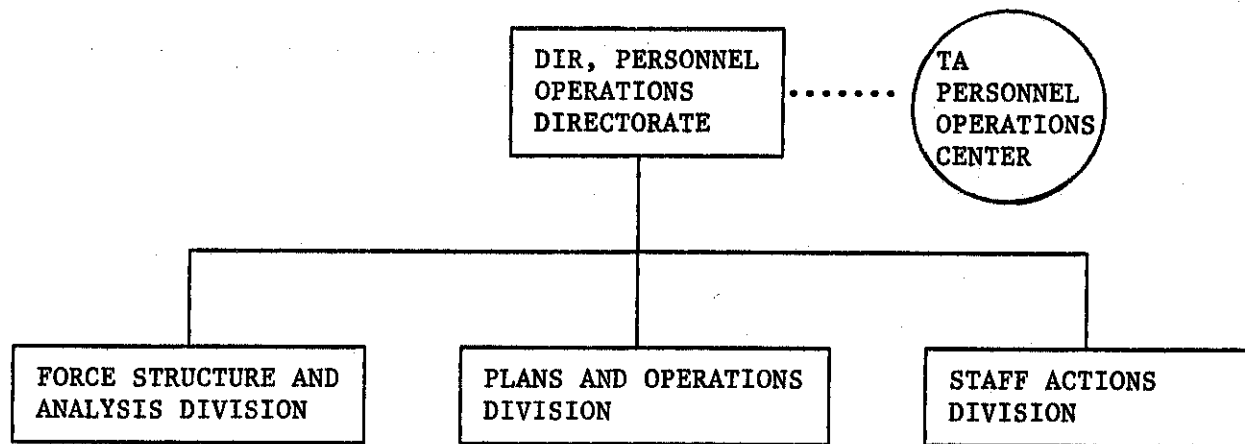
Provide direct postal support to military units, individuals, and organizations in the Camp Casey, Camp Hovey, Camp Edwards, Camp Gary Owens, Camp Greaves, Camp Liberty Bell, Camp Pelham, and Camp Howze areas.

POSTAL SERVICE CENTER, US ARMY GARRISON HONSHU:

Provide direct postal support to military units, individuals, and organizations in the Camp Zama and Tokyo areas.

SECTION 4 - PERSONNEL OPERATIONS DIRECTORATE

ORGANIZATION CHART:



..... ACTIVATED DURING MOBILIZATION OR EXERCISES

FIGURE 5-5

BASIC RESPONSIBILITIES:

1. Coordinates long-range personnel and administration planning.
2. Develops and implements personnel and administration doctrine to support the Theater Army.
3. Maintain personnel staffing requirements for all Theater Army units.
4. Directs the Theater Army Personnel Operations Center during mobilization and exercises.
5. Supervises the Force Structure and Analysis Division, the Plans and Operations Division and the Staff Action Division.

FORCE STRUCTURE AND ANALYSIS DIVISION RESPONSIBILITIES:

1. Coordinates force modernization and force structure changes to personnel and administration units supporting EUSA, including 8th PERSCOM.
2. Assess the ability of EUSA Personnel and Administrative units to execute planned force structure and force modernization initiatives.
3. Assess factors relevant to organizational development and material systems acquisition and fielding.
4. Insure force structure changes are executed with a minimum of negative effect on EUSA Personnel and Administrative units readiness.
5. Insure all force structure initiatives are thoroughly integrated to insure doctrine, organization design, manpower, material systems, training, resourcing and personnel are available prior to the transition date.
6. Participates in and coordinates EUSA input to HQDA, Functional Review, and Functional Area Assessment for Personnel and Administrative units.
7. Performs operations research/systems analysis and feasibility studies.
8. Participates in Personnel Service Support System Process Review issues. In Process Review coordination and completion.
9. Provides theater input to influence Army of Excellence (AOE) Force Structure designs, and Total Army Analysis (TAA).
10. Coordinates EUSA personnel service support reorganization during FY 88-93 timeframe.
11. Coordinates development of MTOE and AOE TDA linkage packages.
12. Coordinates submission of all 8th PERSCOM organizations unique EUSA Manpower Program (KATUSA, KSC, KRC).

PLANS AND OPERATIONS DIVISION RESPONSIBILITIES:

1. Develops contingency war plans, monitors current plans, and coordinates overall theater support planning action within the 8th PERSCOM and HQ EUSA.
2. Programs the arrival of all EAC personnel and administration, replacement and postal type units required in the event of mobilization through the use of Time Phased Force Deployment Data (TPFDD).
3. Represents the Commander, 8th PERSCOM in the EUSA planning and programming systems.
4. Plans, coordinates, and monitors the accomplishment of 8th PERSCOM personnel and administration mission of the TA during exercises, mobilization and wartime.
5. Prepares and coordinates detailed planning for Command Post Exercises.
6. In conjunction with the S-3, coordinates the 8th PERSCOM participation in EUSA Command Post Exercises (CPX).
7. Establishes the Theater Army Personnel Operations Center (TAPOC) during exercises, emergency conditions, or mobilization operations. (See FM 12-3-4)
8. Acts as personnel POC for weapons systems replacement operations.
9. Maintains and updates 8th PERSCOM OPLAN 5027.
10. Coordinates planning for wartime Replacement Regulating Detachment equipment stockage, transportation and issue.
11. Coordinates planning for wartime logistical/location support for PERSCOM in-place and Time-Phased Transportation Requirement List (TPTRL) units.
12. Develops effective Reserve Component Overseas Deployment Training (RCODT) plan including battalion level battle book conference.
13. Maintains Time-Phased Force Deployment Data (TPEDD) file.
14. Coordinates shelf requisition development.
15. Coordinates Weapon System Replacement Operations in theater.
16. Coordinates planning for in-theater alternate aerial port of debarkation.
17. Coordinates 8th PERSCOM input to Peninsular Master Plan.
18. Provides theater input to WESTCOM on TRANSWAR issues.
19. Serve as point of contact for Korea Relocation Contingency Planning actions.

STAFF ACTIONS DIVISION:

1. Functions as the focal point for long-range personnel and administration planning for the 8th PERSCOM.
2. Coordinates with higher, lateral, and subordinate commands on TA doctrinal issues, policies, and programs.
3. Develops implementing doctrine and maintain files on personnel and administrative support to the Theater Army during peacetime, mobilization, and wartime.
4. Performs the mission of a crisis management center during exercises or under emergency or mobilization conditions.
5. Provide a single point of contact following time-sensitive issues maintain a continuous estimate of situation.
6. Plan for World Wide Military Command and Communication System (WWMCCS) Remote Terminal Site and monitors WWMCCS theater personnel and administrative support requirements and capability in peacetime and wartime.
7. Coordinates short-range personnel and administrative support annexes for theater contingency operations.
8. Monitor critical EUSA issues in Remedial Action Program (RAP).
9. Coordinates action that involve more than one directorate.
10. Coordinates studies of P&A related systems.
11. Process time sensitive staff actions as required.

SECTION 5 - EUSA REENLISTMENT

ORGANIZATION CHART:

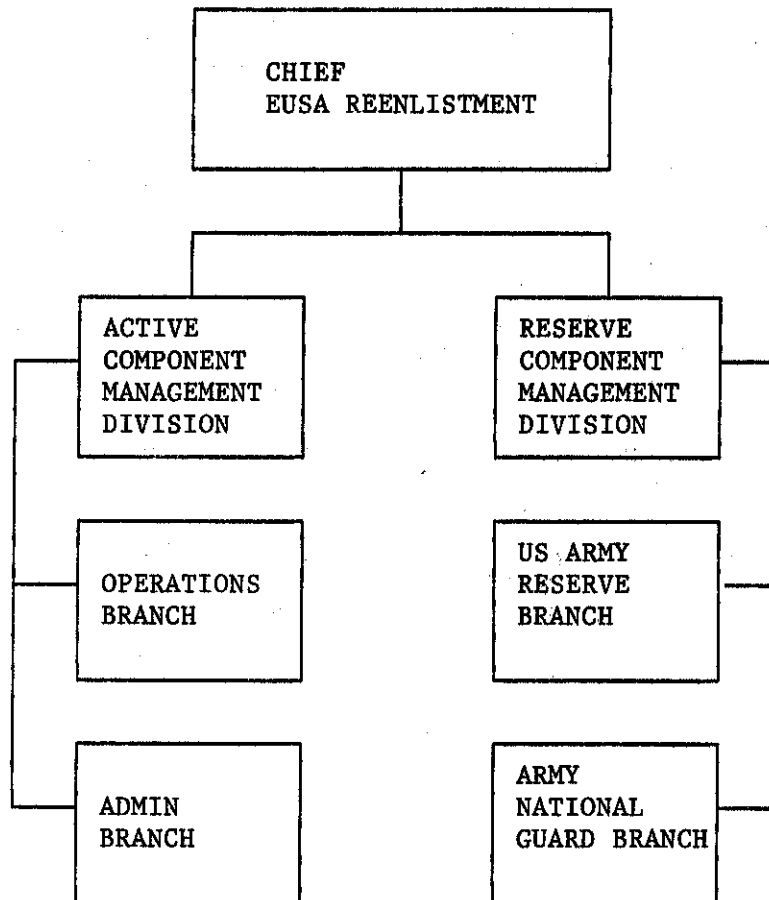


FIGURE 5-6

BASIC RESPONSIBILITIES:

1. Manages numerical objectives established by HQ, Department of the Army, to ensure both quantitative and qualitative goals are being met.
2. Manages the Active Component and Reserve Component Programs.

ACTIVE COMPONENT MANAGEMENT DIVISION:

1. Implements and supports an active reenlistment program and requires subordinate commanders to do the same.
2. Provides continuing guidance for subordinate commanders who require assistance managing their reenlistment programs.
3. Conducts staff assistance visits and inspections to insure subordinate command reenlistment programs comply with AR 601-280 and locally-issued directives.
4. Conducts quarterly conferences to review, discuss and improve the Command Reenlistment Program.
5. Establishes a Reenlistment Awards Program to recognize reenlistment achievements of subordinate commands.
6. Prepares briefings and reports related to reenlistment achievements.
7. Maintains close and continuous contact with the Enlisted Personnel Management Branch (EMPD), MILPERCEN, to insure receipt of required PMOS OOR assets.
8. Assigns all newly-arrived personnel in PMOS OOR IAW prescribed assignment priorities.
9. Maintains close and continuous contact with J-3, Force Development, and TARO, 8th PERSCOM, to insure PMOS OOR positions are properly documented and correctly filled.
10. Attends Department of the Army Reenlistment Steering Group Meetings and World-Wide Retention NCO Conferences to provide input on proposed changes to reenlistment criteria, and to interface with HQDA and other MACOMs on reenlistment issues.
11. Advises the EUSA Inspector General on reenlistment matters; provides interpretations to regulations; and evaluates corrective actions taken on deficiencies noted during AGI's.
12. Prepares annual budget for G-9000 account to insure adequate funds are available for out-of-country and in-country TDY trips, and also for non-stock reenlistment incentive promotional items.

13. Prepares Summary Sheets, Point Papers and other information papers relative to reenlistment matters, as well as frontchannel and backchannel messages for the EUSA command Group.
14. Evaluates requests for waiver of disqualification for reenlistment which require DA level basis.
15. Determines reenlistment objectives and disseminates to subordinate commands on a quarterly basis.
16. Maintains reenlistment statistics regarding both quantitative and qualitative achievements.
17. Analyzes monthly DCSPER-398 Report to determine if all reenlistment accomplishments are being reported through the DCSPERS Interface Branch (SIB) IAW applicable regulations.
18. Notifies appropriate subordinate command when accomplishments fail to appear on monthly reports and follows-up to insure action is taken to correct existing deficiencies.
19. Procures and maintains computers and paper for the Command's RETAIN program.
20. Operates The Skill Alignment Module (TSAM) for non-divisional commands, on a daily basis, to obtain reenlistment control numbers.
21. Processes consummated reenlistments on RETAIN within 2 working days of the reenlistment.
22. Processes stabilizations of foreign service tour in conjunction with reenlistment in coordination with TARO, 8th PERSCOM.

RESERVE COMPONENT MANAGEMENT DIVISION:

1. Serves as an advisor to Commander, EUSA and Command Reenlistment Officer.
2. Implements and supports a program to insure all soldiers qualified for reenlistment in the ARNG or USAR are informed of the benefits or Reserve Component (RC) membership.
3. Conducts interviews of all qualified personnel who decline reenlistment in the active day.
4. Assists subordinate commanders in conducting quarterly training conferences by instructing unit commanders and Reenlistment NCOs in their duties and responsibilities to the In-Service Recruiting effort.
5. Prepares briefings and reports related to In-Service Recruiting activities.
6. Attends the annual Worldwide In-Service Recruiting conference.

7. Obtains assignments under the Automated Unit Vacancy System (AUVS) for soldiers enlisting in the USAR.

8. Obtains assignments via the RETAIN system for soldiers enlisting in the ARNG.

**SECTION 6 - RESOURCE MANAGEMENT OFFICE
AUTOMATION MANAGEMENT OFFICE**

ORGANIZATION CHART:

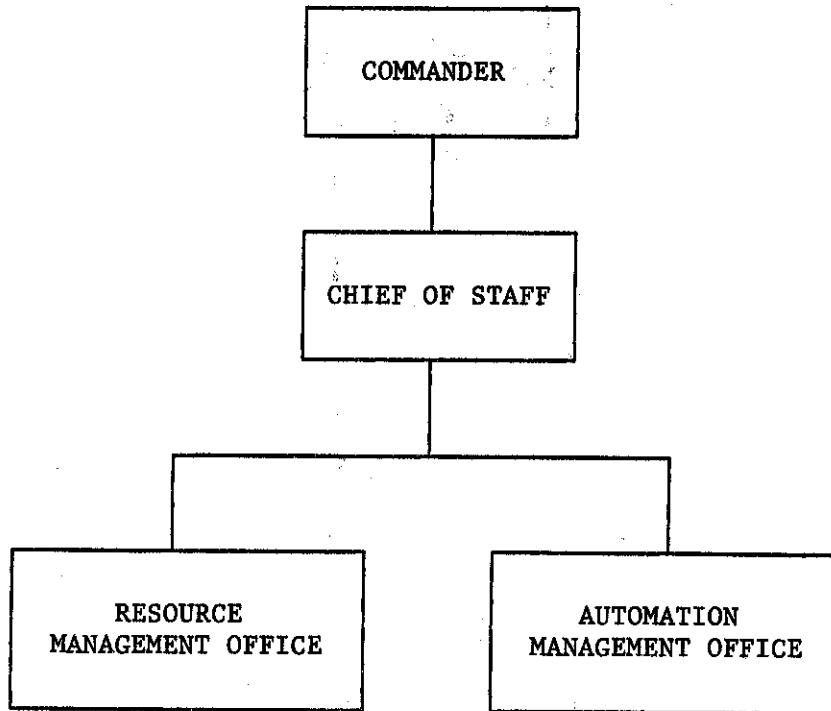


FIGURE 5-7

RESOURCE MANAGEMENT OFFICE RESPONSIBILITIES:

1. Provides budgetary, financial, and resource management support for 8th PERSCOM.
2. Serves as the staff principal in formulating budgets and budget execution for 8th PERSCOM.
3. Distributes and accounts for funds and manpower authorizations as directed by the Commander.
4. Certifies availability of funds.
5. Controls and processes civilian personnel actions.
6. Monitors civilian manpower reports and manpower use.
7. Coordinates and assists in all phases of manpower surveys and civilian position and pay management processes.
8. Maintains a centralized supply budget system.
9. Coordinates the submission of TAADS documents.
10. Provides fund citation and estimate cost required for both in-country and out-of country travel orders.
11. Develop and publication of SOP on travel and updates/revise thereto.
12. Reviewing obligation and expense trends to identify areas where OTs might be exceeded or program objectives may not be achieved.

AUTOMATION MANAGEMENT OFFICE RESPONSIBILITIES:

13. Provides staff supervision and prescribes policies for the Automation Security Program for 8th PERSCOM, to include serving as the automation Security Program Manager (SPM) and the Systems Security Manager (SSM).
14. Develops and manages the 8th PERSCOM Automation Management Plan.
15. Develops automation policies in the areas of procurement, funding, usage, management, software development, maintenance and training.
16. Services as the staff principal for identifying user requirements for automation hardware/software.
17. Serves as the staff principal for identifying/coordinating/acquiring communications required to support automation projects.
18. Develops required systems configurations and cost estimates.

19. Prepares, submits and follows up hardware/software/communications procurement packages.
20. Coordinates for procurement funding with RMO, USFK/EUSA ACofS IM and ACofS RMJ.
21. Plans, monitors and manages automation system installations, software development and training.
22. Develops and manages the Army Automation Command Operating Budget (AACOB) for 8th PERSCOM.
23. Performs ADP Management Reviews, security inspections and provides technical assistance for the seven Data Processing Activities (DPA) in 8th PERSCOM.
24. Manages the automation inventory which includes hand receipting for equipment; sub-hand receipting to users; reporting to USFK/EUSA ACofS, C4s and ACofS, J2; updating the HQDA and DARTS databases; performing periodic inventories and submitting documentation to pick equipment up on the property books/TDA.
25. Services as the Technical Field Representative for the Contracting Officer's Representative for all automation procurement/maintenance contracts.
26. Provides staff supervision/assistance for all automation logistical actions in the area of supplies, both expendable and non-expendable.
27. Provides staff supervision, coordinates and manages all World Wide Military Command and Control (WWMCCS) requirements and training for 8th PERSCOM, which includes terminal usage, access to tele-conferences, processing USERIDS/passwords and serving as the WWMCCS ADPOC.
28. Coordinates access to all external host computers.
29. Provides, coordinates and manages access to the Defense Data Network (DDN) for 8th PERSCOM.
30. Reports and coordinates the turn-in of excess automation equipment.
31. Serves as the USFK/EUSA POC for all HQDA fielded personnel systems which include but are not limited to PERDDIMS-O/E, RAPIDS, TACCS, ULCS and CTASC.
32. Serve as the 8th PERSCOM POC for all externally fielded systems to include OORMS (Output Oriented Resource Mgt System), APLDI-II (Budgeting System) SPBS-R (Std Property Book System-Redesigned) and TACCS.

CHAPTER 6

ASSIGNED UNITS

HEADQUARTERS AND HEADQUARTERS COMPANY

ORGANIZATION CHART:

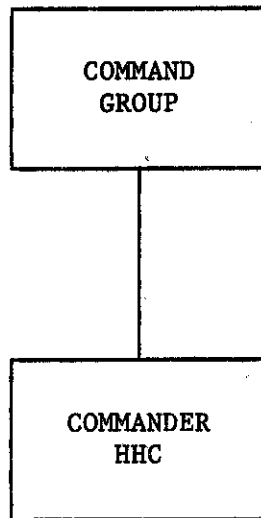


FIGURE 6-1

BASIC RESPONSIBILITIES:

1. Provides troop billets and arranges dining support for assigned and attached military personnel.
2. Exercises UCMJ authority over all enlisted personnel assigned and attached to HQ Co, 8th PERSCOM.
3. Develops and monitors the Weight Control Program.
4. Administers the unit Reenlistment Program.
5. Principal facilitator for disseminating information to soldiers to sustain morale and discipline.
6. Operates the unit arms room and NBC room.
7. Exercises operational control over HHC troops.
8. Responsible for local security for the headquarters.
9. Responsible for supervision of training and morale activities of headquarters personnel.