

HEADQUARTERS  
8TH PERSONNEL COMMAND  
APO AP 96205-0089

ORGANIZATION AND FUNCTIONS  
8TH PERSONNEL COMMAND

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Effective date is 14 July 1992. This manual supersedes the one dated November 1991, for 1991-1993.

## 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/EUSA 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) Ensure 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) Ensure 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 ensure 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 ensuring 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 ensure 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 and Security 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. MMRB: Medical/MOS Retention Board.
10. MSC: Major Subordinate Command.
11. MILPO: Military Personnel Office.
12. PERMAS: Personnel Management Assistance System.
13. PERSCOM: Personnel Command.
14. PSC: Personnel Service Company.
15. ROK: Republic of Korea.
16. ROKA: Republic of Korea Army.
17. SIDPERS: Standard Installation/Division Personnel System.
18. SRAP: Service Records and Allied Papers.
19. TAPC: Total Army Personnel Command.
20. TA: Theater Army.
21. UNC: United Nations Command.
22. USAREC: United States Army Recruiting Command.
23. USARJ: United States Army Japan.
24. USFK: United States Forces Korea.

CHAPTER 2  
ORGANIZATION

SECTION 1 - 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.

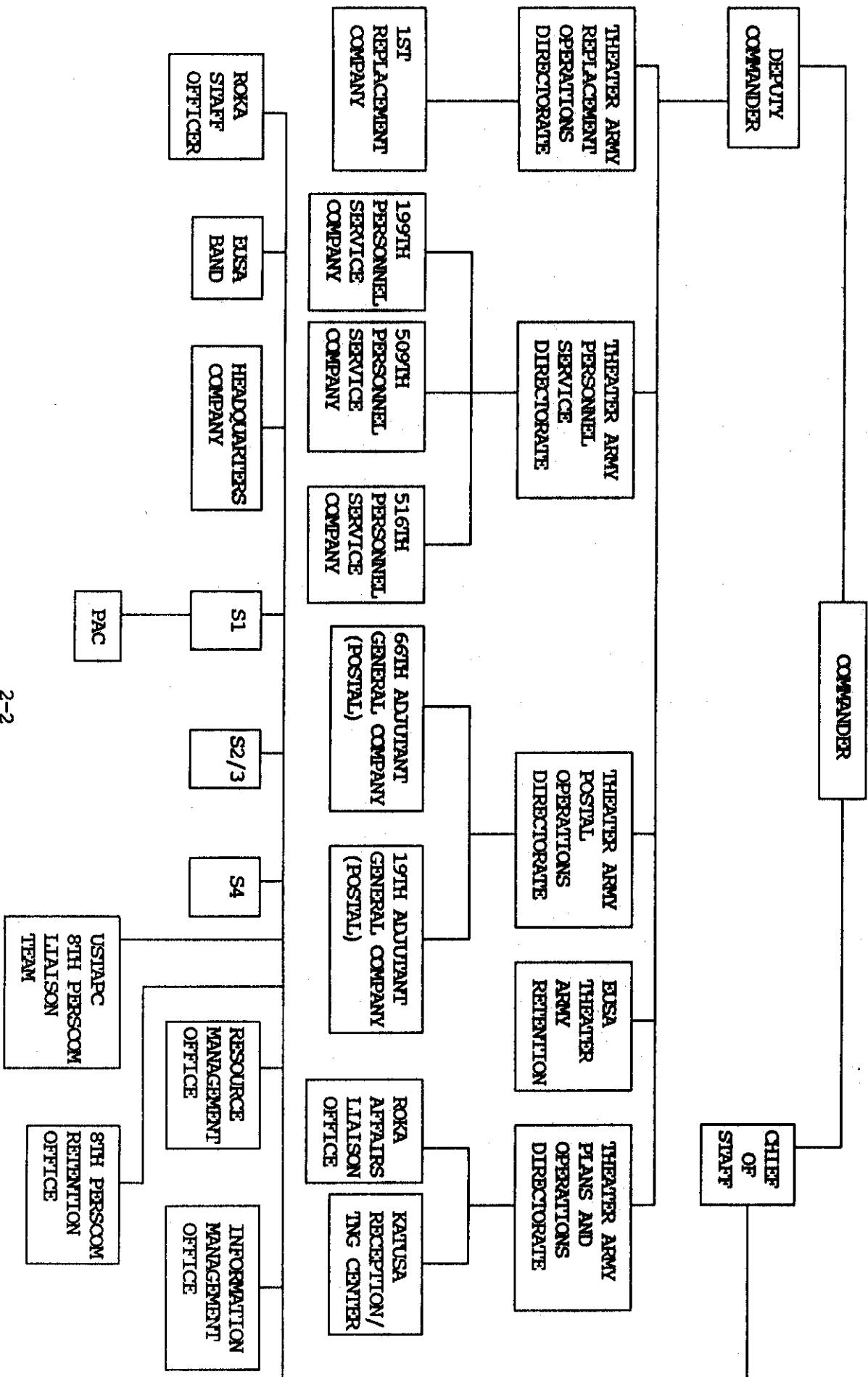
MISSION AREAS:

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.

SECTION 2 - ORGANIZATION CHART  
8TH PERSONNEL COMMAND





CHAPTER 3  
COMMAND GROUP

ORGANIZATION CHART:

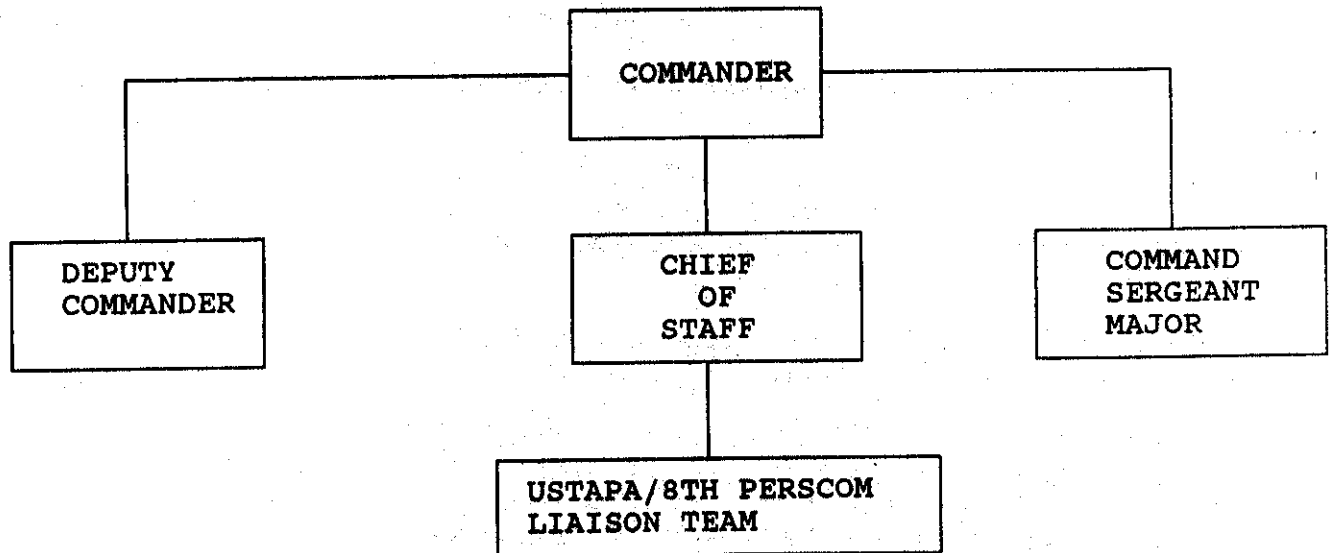


FIGURE 3-1

## SECTION 1 - OFFICE OF THE COMMANDER/THEATER ARMY ADJUTANT GENERAL

### COMMANDER/THEATER ARMY ADJUTANT GENERAL:

1. Advises the Commander, EUSA on matters of general administration, application of personnel accounting, officer and enlisted personnel management systems, replacement operations, ROKA Staff/Liaison Officers and KATUSA personnel.
2. Reports to the Deputy Commanding General, EUSA/Chief of Staff, USFK.
3. Serves as the liaison between Headquarters, ROKA and EUSA on matters relating to ROKA Staff/Liaison Officers and KATUSA personnel (less authorizations for same, which is a responsibility of the ACofS, J3/G3, USFK/EUSA).
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 EUSA.
6. Manages the Active and Reserve Component Retention Program of EUSA.
7. Serves as Installation Commander of Camp Coiner.
8. Serves as Theater Army Adjutant General for U.S. Forces Korea.

### DEPUTY COMMANDER:

1. Assists the Commander in maintaining theater warfighting readiness.
2. Supervises brigade operations for execution of 8th PERSCOM's wartime mission. This includes short and long-range planning in the areas of unit and individual training and OPLAN 5027 and other EUSA contingency plans. Ensures training is executed IAW FM 25-100. Ensures current personnel service support doctrine is reflected in command planning.
3. Supervises replacement reception processing operations.

4. Discharges responsibilities for the Commander in support of functional counterparts/managers in higher/lateral/subordinate commands.
5. Supervises theater postal operations, theater personnel planning, theater personnel services, and theater personnel replacement operations, and theater Army retention.
6. Tasks in the name of the Commander actions required to conduct the day-to-day mission of the 8th PERSCOM.
7. Oversees reserve component CAPSTONE program.
8. Transmits orders, guidance and information from the Commander to operating staff sections and ensures necessary follow-up until action is completed.
9. Initiates the preparation of executive correspondence from staff sections, assuring its proper coordination, substantive accuracy and administrative correctness prior to submission to the Commander.
10. Commands 8th PERSCOM in the absence of the Commander.
11. Supervises Theater Army Replacement/Strength Management Operations.
12. Supervises Theater Army Personnel Plans and Operations activities.

#### 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 Common Task Training, 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 USFK and EUSA 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. Serves as personnel manager for all CSM/SGM (E9) assignments in EUSA.

## 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 all activities of the command, with delegated authority to direct implementation of policies, procedures, programs and activities as necessary to accomplish missions assigned.
2. Supervises EUSA Band, S1, S2/3, S4, ROKA LNO Officer, the Information Management Office, the Resource Management Office, Headquarters Company, the 8th PERSCOM Reenlistment Office, and the 8th PERSCOM Liaison Office in Alexandria, VA.
3. 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.
4. 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.
5. Controls the daily administration of the headquarters through taskings, management procedures, and quality checks.
6. Effects all coordination between the 8th PERSCOM and the offices of the Commander, Chief of Staff, and Secretary Joint Staff, Eighth United States Army.
7. Coordinates the daily activities of the Commander with the command's directors.
8. Controls significant actions requiring the personal attention of the Commander.
9. Acts as final reviewing authority on directorate correspondence immediately before action by the Commander.
10. Transmits orders, guidance, and information from the Commander to operating directorates and ensures necessary follow-up until action is completed.
11. Initiates the preparation of executive correspondence from directorates, assuring its proper coordination, substantive accuracy, and administrative correctness prior to submission to the Commander.

CHIEF, 8TH PERSCOM 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, USTRPA.
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.
8. Coordinates foreign awards program with CCF, DIA, USTAPA and OSD.

## CHAPTER 4

### COORDINATING STAFF

#### ORGANIZATION CHART:

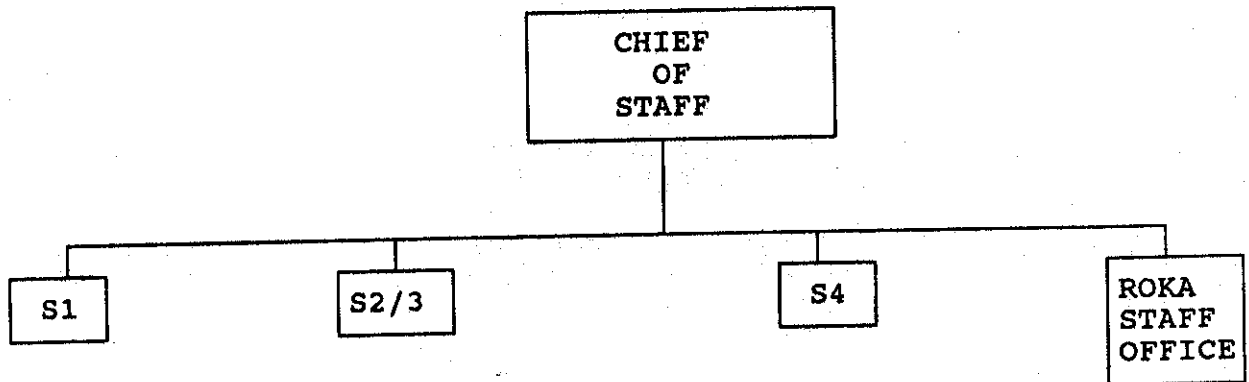


FIGURE 4-1

## SECTION 1 - 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, security, and resource management.
3. Manages and operates the Staff Duty Office and maintains other miscellaneous duty rosters.

### RELATIONSHIPS:

1. The Coordinating Staff (S1, S2/3, S4) operate under the staff supervision of the Chief of Staff.
2. Coordinates with internal and external staff elements and subordinate units in order to provide personnel and administrative service support.

#### S1:

1. Serves as the brigade's overall personnel staff officer as well as the brigade commander's principal staff officer for all areas pertaining to personnel and soldiers' welfare.
2. Maintains coordinating staff responsibility for all aspects of personnel service support (PSS) plans, activities, and operations.
3. Serves as liaison between subordinate units and higher headquarters and handles all personnel matters flowing from subordinate units to higher headquarters.
4. Manages the critical personnel functions within the brigade--replacement operations, strength management, personnel accountability/strength reporting, personnel data base management, personnel actions, casualty management, postal operations, and MWR, as well as the following:
  - a. Assigns enlisted replacements to 8th PERSCOM units and exercises staff supervision for military personnel management for 8th PERSCOM.



- b. Maintains operational control of the 8th PERSCOM Consolidated Mailroom and the Distribution and Reproduction Center and provides limited local reproduction services.
- c. Maintains the Commander's policy memorandums.
- d. Coordinates, publishes, and maintains the 8th PERSCOM Organization and Functions Manual.
- e. Ensures accuracy and timeliness of OER/NCOERS for 8th PERSCOM. Publishes OER rating scheme as needed.
- f. Provides legal advice and coordinates and processes legal actions for 8th PERSCOM.
- g. Supervises the 8th PERSCOM NEO Program.
- h. Monitors the Command's Ration Control Program.
- i. Coordinates the 8th PERSCOM Safety Program.
- j. Coordinates Promotion Boards to SGT and SSG.
- k. Supervises and manages the 8th PERSCOM Awards Program.
- l. Coordinates the 8th PERSCOM Drug and Alcohol Program.
- m. Supervises the Voting Assistance Program.
- n. Supervises the Tax Assistance Program.
- o. Coordinates the 8th PERSCOM Equal Opportunity Program.
- p. Coordinates 8th PERSCOM Commanders' Conferences.
- q. Monitors Internal Records, Files, and Forms Management Programs.
- r. Inspects units in S-1/Personnel Functions during Command Inspections.
- s. Maintains the 8th PERSCOM Unit Fund (OB) account.
- t. Supervises and manages the Telephone Control System for 8th PERSCOM.
- u. Maintains duty, social and telephone rosters.
- v. Coordinates public affairs coverage and the hometown news release program.

- w. Responsible for the 8th PERSCOM Internal Review Program.
- x. Manages the Historical Program and maintains historical files.
- y. Freedom of Information/Privacy Act Coordinator.
- z. Provides Protocol Assistance.

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 publishes as appropriate.
5. Conducts security inspections of 8th PERSCOM unit's Physical Security Programs.
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, and 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, and evaluates FTX/ARTEPS for all PSC's, Postal Companies, and HHC.

16. Plans manages and monitors all major collective training events.

17. Plans, monitors, evaluates and executes all wartime contingency planning/PLANS/battlebooks.

18. Plans, monitors, evaluates, and executes the installation security plan for Camp Coiner.

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.

S-4:

1. Develops logistics plans to displace 8th PERSCOM to its wartime location.

2. Develops logistics plans to support 8th PERSCOM's replacement operations to feed combat power to EUSA.

3. Develops and implements logistics support requirements to support 8th PERSCOM's participation in annual Ulchi Focus Lens and Team Spirit exercises.

4. Provides staff supervision for all logistical actions in the areas of supply, transportation, services, facilities, contracting and command inspections.

5. Provides staff supervision and management of property book and installation equipment actions.

6. Provides staff supervision for property accountability actions (Reports of Survey, Cash Collections, Statements of Charges).

7. Provides staff supervision for all contingency stocks including Class I (Rations), Class II (NBC clothing), Class III (POL) and Class V (Ammo).

8. Serves as the Command Ammunition Management Office.

9. Provides staff supervision of UBL ammunition storage.

10. Serves as the command POL Management Office.

11. Inspects units in logistics areas during Command Inspections.

12. Provides staff supervision of all supply-related contracting actions.

13. 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, and Silicone Brake Fluid conversion and use program.

14. Provides staff supervision for Material Condition status reporting (DA Form 2406).

15. Serves as the command transportation coordinator.

16. Provides staff supervision for Real Property management, space utilization, facilities master-planning, utilities and repair, energy conservation and janitorial/sanitation services.

**ROKA STAFF OFFICER:**

1. Serves as the commander's primary action officer on all KATUSA-related personnel management actions, requirements, and activities.

2. Supervises the operation of KATUSA personnel offices.

3. Plans and executes all required KATUSA education/training in coordination with unit commander.

4. Provides advice and recommendation to unit commanders on KATUSA matters.

5. Convenes KATUSA disciplinary boards upon request of unit commanders or when required by ROKA policy.

6. Monitors actions for the enhancement of KATUSA morale and welfare.

7. Advises on matters pertaining to equal opportunity.

8. Conducts ROKA-directed troop information and education classes.

9. Disseminates ROKA policy directives to KATUSA personnel through ROKA channels after informing the commander.

CHAPTER 5  
SPECIAL STAFF

ORGANIZATION CHART:

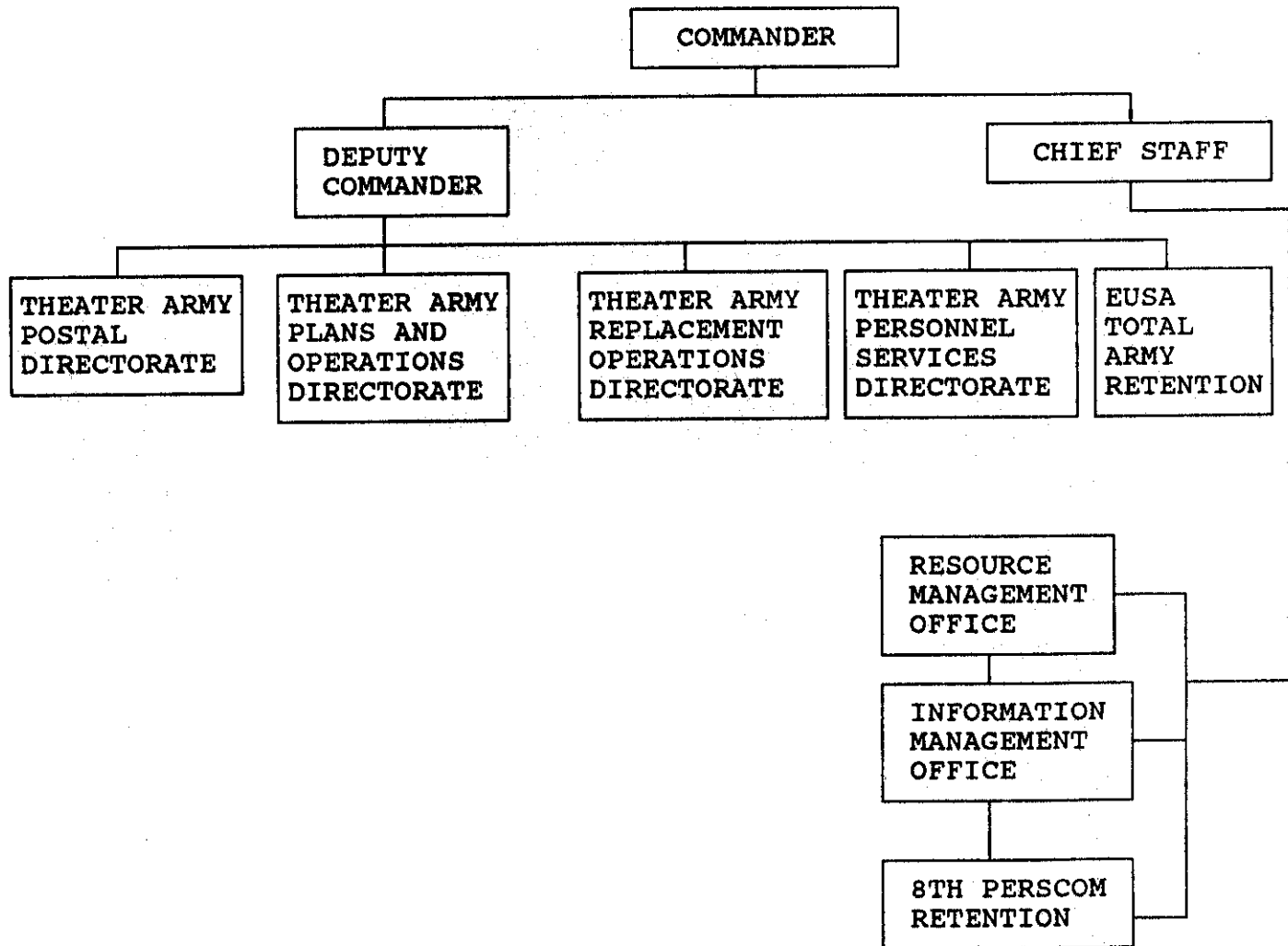


FIGURE 5-1

THEATER ARMY  
PERSONNEL SERVICES DIRECTORATE

ORGANIZATION CHART:

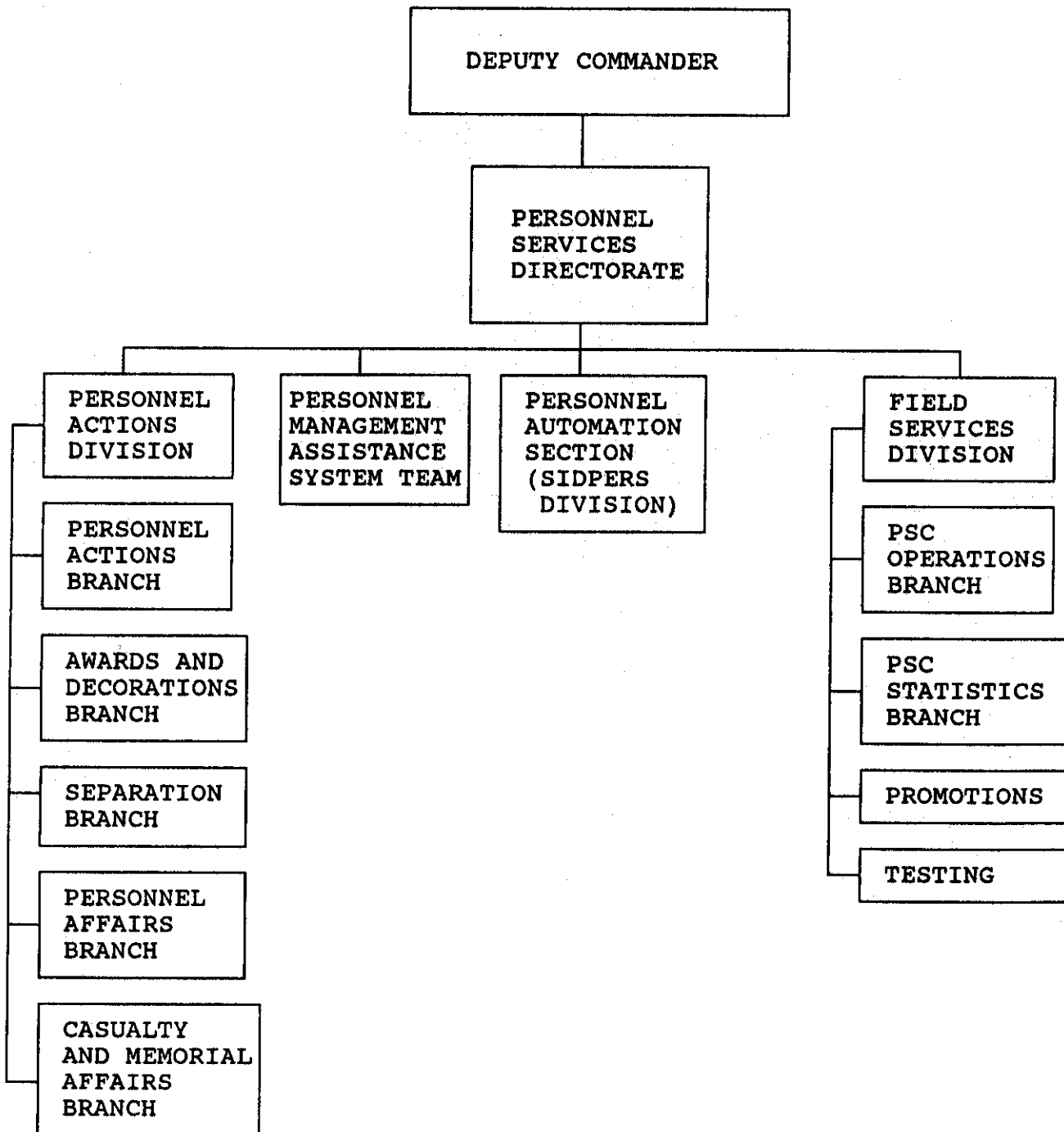


FIGURE 5-2

## SECTION 1 - PERSONNEL SERVICES DIRECTORATE

BASIC RESPONSIBILITIES: To provide a full range of Theater Army Personnel Services. This includes the following:

1. Casualty operations.
2. Promotions.
3. PSC MILPO operations monitor.
4. SIDPERS management.
5. Awards and decorations.
6. Eliminations and separations.
7. Congressionals.
8. Personnel Management Assistance System Team (PERMAST) visits.
9. In-country Transfer Point Operations.

### FIELD SERVICES DIVISION:

1. Monitors PSC systems and serves as information resource to PSCs on PSS matters.
2. Develops PSS policies and procedures for theater.
3. Assesses quality of support through DA and local performance indicators.
4. Oversees proponency of promotions and Army personnel testing.
5. Responsible for maintaining TAPS and PSC portion of 8th PERSCOM War Plan.

### PSC OPERATIONS BRANCH:

1. Monitors PSC systems, ensuring standardization, structure, and continuity.
2. Troubleshoots systemic problems in PSS systems.
3. Recommends policy changes and develops PSS procedures.
4. Serves as information resource for PSCs in technical areas of support.

5. Serves as trainers in PSS systems.

6. Serves as intermediary between PERSCOM and PSCs, monitoring PSC actions to ensure responses are timely.

PSC STATISTICS BRANCH:

1. Develops and operates statistical reporting methods to monitor performance of PSCs and supported units.

2. Evaluates areas monitored by DA or of local command interest.

3. Evaluates trends and identifies problem areas for resolution by commander and/or PSC operations.

PROMOTIONS BRANCH:

1. Serves as proponent for officer and enlisted promotion issues in theater.

2. Disseminates information on DA Centralized Boards.

3. Effects identification and MACOM notification of all soldiers selected and nonselected by DA Centralized Boards.

4. Prepares appropriate command correspondence on DA Centralized Boards.

TESTING BRANCH:

1. Serves as theater proponent of Army personnel testing.

2. Conducts Army personnel testing at selected locations throughout the theater.

PERSONNEL AUTOMATION SECTION (SIDPERS DIVISION):

1. Provides staff supervision and operation of SIDPERS data base for EUSA.

2. Prepares SIDPERS Letters of Instruction, documents of occurrence, operational procedures, and changes.

3. Supervises and conducts internal and external SIDPERS/TACCS training.

4. Monitors, prepares, and distributes SIDPERS performance reports.

5. Provides technical advice and assistance to EUSA units in the operation and support of the SIDPERS System.



6. Maintains Authorized Strength, ALLOC, MOS Master Files, and other supporting files.
7. Monitors data base accuracy and personnel accountability.
8. Monitors the execution of Systems Change Requests for HQDA.
9. Prepares local programs in support of SIDPERS.
10. Provides theater level personnel data.
11. Controls DA feedback to ensure timely correction and resubmission of this data to DA.
12. Maintains the SIRCUS library.

PERSONNEL MANAGEMENT ASSISTANCE SYSTEM TEAM (PERMAST):

1. Evaluates the effectiveness of personnel service support activities within Korea and formulates recommendations to resolve existing personnel problems within the command. Provides advice, recommendations, and proposed solutions for problem areas to the Commander of 8th PERSCOM for consideration.
2. Provides personnel management assistance to all Army units within Korea.
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 battalion and separate company PAC's within Korea.
5. Provides technical assistance and guidance to the EUSA Inspector General.
6. Responsible for completion and coordination of specified studies and projects in connection with personnel management and personnel service support in EUSA as directed by Commander, 8th PERSCOM.
7. Reviews draft personnel regulations.
8. Conducts Army Community of Excellence review.

PERSONNEL ACTIONS DIVISION:

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

#### AWARDS/DECORATIONS BRANCH:

1. Serves as the proponent for the Awards and Decorations Program.
2. Recommends policy and establishes procedures for operation of the Awards and Decorations Program.
3. Establishes procedures for processing US awards and decorations to foreign personnel.
4. Establishes procedures for processing theater-level defense awards.

#### PERSONNEL ACTIONS BRANCH:

1. Administers the Enlisted Qualitative Management Program, and officer elimination actions.
2. Processes applications for separations and retirements in-country. Processes applications for attachment to process compassionate reassignments.
3. 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.
4. The Chief of Personnel Actions Division serves as Commander of the Separation Transfer Point which processes all officer and enlisted in-country separations/retirements. The NCOIC, personnel action division serves as the First Sergeant.
5. Provides Retirement Services for Area III and guidance in this area for all of Korea.

#### PERSONNEL AFFAIRS BRANCH:

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 within EUSA.
3. Establishes procedures for I.D. Cards and DEERS.

CASUALTY AND MEMORIAL AFFAIRS BRANCH:

1. Proponent for Army's procedures regarding casualty reporting and line of duty determinations.
2. Gathers information pertaining to casualties occurring in ROK.
3. Prepares Casualty Reports.
4. Maintains coordination with HQDA Casualty Branch, and local authorities such as 18th Medical Command, the Joint Police Information Center, the four Casualty Area Commanders (CAC), and the Mortuary Affairs Officer.
5. Maintains Casualty Reporting and Line of Duty files.
6. Assists in the coordination of 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. Casualty Branch will verify status of soldier and return mail to the post office for redirect of mail addressed to deceased individual.
8. Notifies Headquarters, Department of the Army of Army Personnel Casualties so HQDA can direct notification of primary next of kin.
9. Monitors survivor assistance program for families of deceased Army personnel residing in the command.
10. Processes requests for memorialization.

THEATER ARMY  
REPLACEMENT OPERATIONS DIRECTORATE

ORGANIZATION CHART:

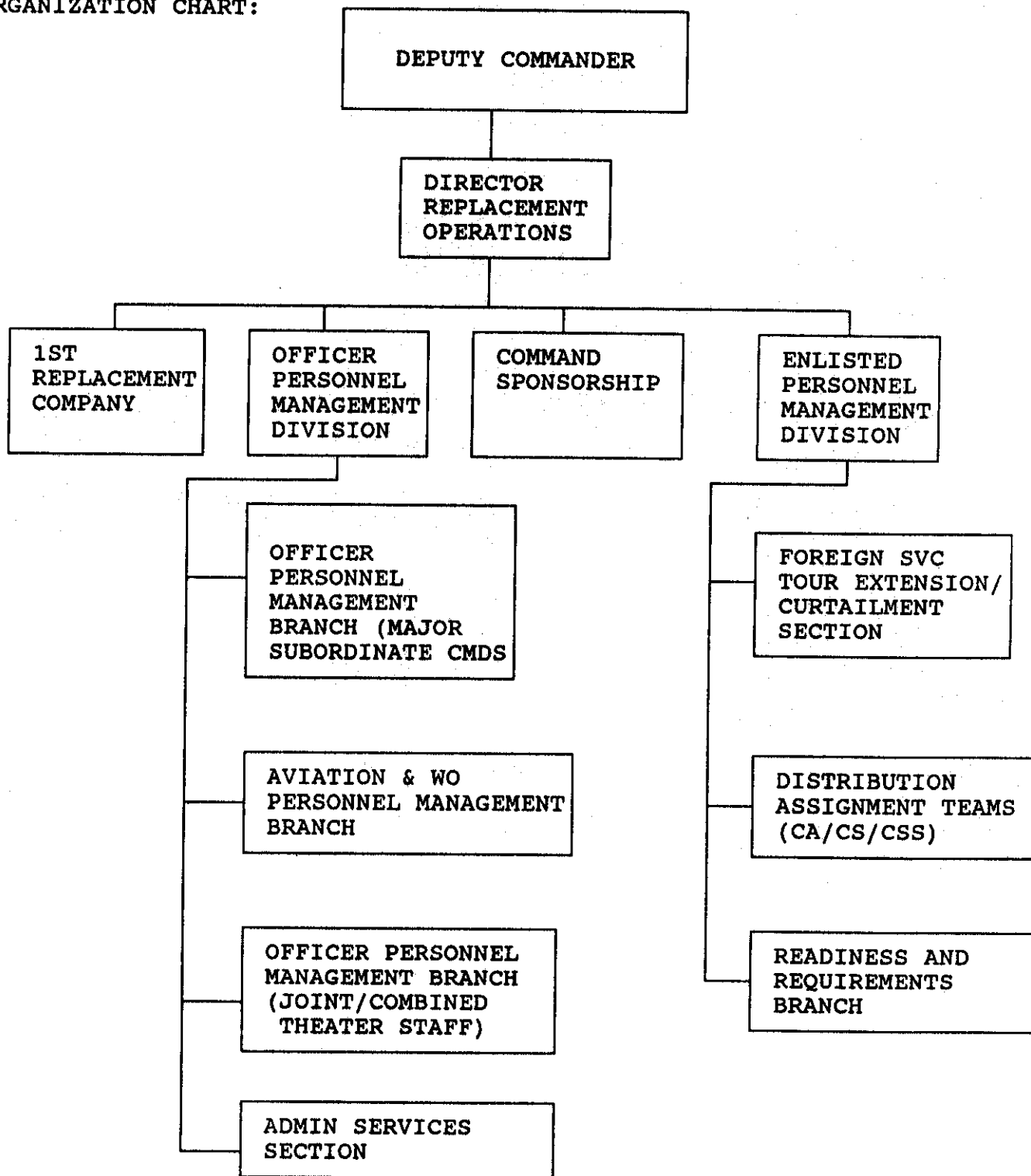


FIGURE 5-3

## SECTION 2 - REPLACEMENT OPERATIONS DIRECTORATE

### BASIC RESPONSIBILITIES:

1. Manages officer and enlisted personnel in EUSA.
2. Responsible for monitoring authorization document accuracy, ensuring that requisitions are submitted with appropriate trailer data, and distributing personnel based upon EUSA command priorities.
3. Administers the EUSA Command Sponsorship Program.

### OFFICER PERSONNEL MANAGEMENT DIVISION:

1. Operates the officer personnel management and distribution system for UNC/CFC/USFK/EUSA except for general officers.
2. Responsible for assignments and professional development of approximately 2,600 assigned officers.
3. Responsible for actions related to request for officer foreign service tour extensions/curtailments.
4. Prepares briefings and reports related to officer assignments and utilization.
5. Identifies Army officer requirements for UNC/CFC/USFK/EUSA and coordinates with the Officer Distribution Division, OPMD, DA PERSCOM for submission of requisitions.
6. Monitors the assigned strength of 12 MSCs and allocates officer personnel to MSCs, assigned units, and the UNC/CFC/USFK/EUSA headquarters staff.
7. Intensively manages critical areas concerning officers for the UNC/CFC/USFK/EUSA staff.
8. Monitors the status of brigade and battalion commanders and the use of officers selected to command under the Officer Personnel Management System.
9. Prepares strength reports, fact sheets, and information papers regarding the command's officer personnel posture.
10. Verifies the specific unit of assignment of all officers upon arrival at the 1st Replacement Detachment, 8th PERSCOM.
11. Initiates inquires to DA PERSCOM on assignment instructions not received within 90 days of DEROS.

12. Prepares the following command lists: COL Command and LTC Command (includes Project Manager Cmds).
13. 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 HQ's to include EUSA Reg 616-1.
14. Prepares welcome letters and notifies MSCs of pending gains.
15. Submits to HQDA the Army Educational Requirements Board (AERB), Linguist, Gateway, and Army Advanced Management Requirements.
16. Maintains close and continuous contact with the Officer Personnel Management Directorate, PERSCOM to ensure UNC/CFC/USFK/EUSA receive required officers.
17. Establishes a continuous dialogue with Eighth Army's MSCs, assigned units, all independent combined/joint staff activities, and other priority units/staff activities.
18. Controls intra-theater and inter-theater, fully-funded and low cost PCS moves and coordinates with DA PERSCOM for approval of each authorized move within Eighth Army.
19. Responsible for coordination of joint domicile, and ITT requests.

ENLISTED PERSONNEL MANAGEMENT DIVISION:

1. Supervises the Enlisted Personnel Management System for EUSA, except for Sergeants Major.
2. Validates PERSCOM requisitions for EUSA and provides ASI, SQI, language, and security requirements where necessary.
3. Identifies Army enlisted requirements for UNC/CFC/USFK, submits necessary requisitions, and coordinates with the Enlisted Distribution Division, EPMD, DA PERSCOM to ensure proper fill.
4. Responsible for actions related to the successful processing of DA Forms 4787 (Reassignment Processing), DA Form 5434 (Request for Sponsorship), and requests for joint domicile for all incoming enlisted soldiers.
5. Prepares briefings and reports related to enlisted assignments.

6. Verifies the specific unit of assignment of all soldiers upon arrival at the 1st Replacement Regulating Detachment. Collects, processes, and analyzes data on EUSA enlisted arrivals and departures.
7. Processes actions on enlisted personnel who fail to meet overseas assignment criteria.
8. Monitors the assigned strengths of subordinate MSCs; corrects MSC MOS imbalances by reassigning surplus personnel and diverting incoming gains.
9. Responsible for identifying and reporting personnel not eligible for assignment to Korea due to legal requests from the Korean government.
10. Processes requests for Foreign Service Tour Extensions/Curtailments.
11. Performs in-depth research and analysis of USFK/EUSA personnel requirements and projected strength status.
12. Maintains close and continuous contact with DA PERSCOM to ensure EUSA's receipt of required personnel assets.
13. Maintains strength data, monitors enlisted strength by MOS, ASI and grade and provides status reports to EUSA staff and subordinate commands.
14. Prepares the personnel portion of the monthly Unit Status Report for assigned and attached units.
15. Establishes and maintains pre-positioned wartime files, requests, and report formats.
16. 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.
17. Monitors and projects force modernization personnel impacts on the command and ensures appropriate personnel support and force modernization fielding efforts.
18. Performs wartime planning for the Directorate.
19. Prepares the TARO section's annexes to 8th PERSCOM War Plan.
20. In charge of TARO automation operations, plans and equipment.

21. Responsible for the 8th Army personnel community input into force modernization and documentation initiatives, plans and change document.

COMMAND SPONSORSHIP

1. Administers the EUSA command sponsorship program for all grades to include coordination with the unit, G-1, and area housing.

2. Acts as 8th PERSCOM representative to the EUSA Exceptional Family Members Program (EFMP) Council.



### SECTION 3 - POSTAL DIRECTORATE

#### ORGANIZATION CHART:

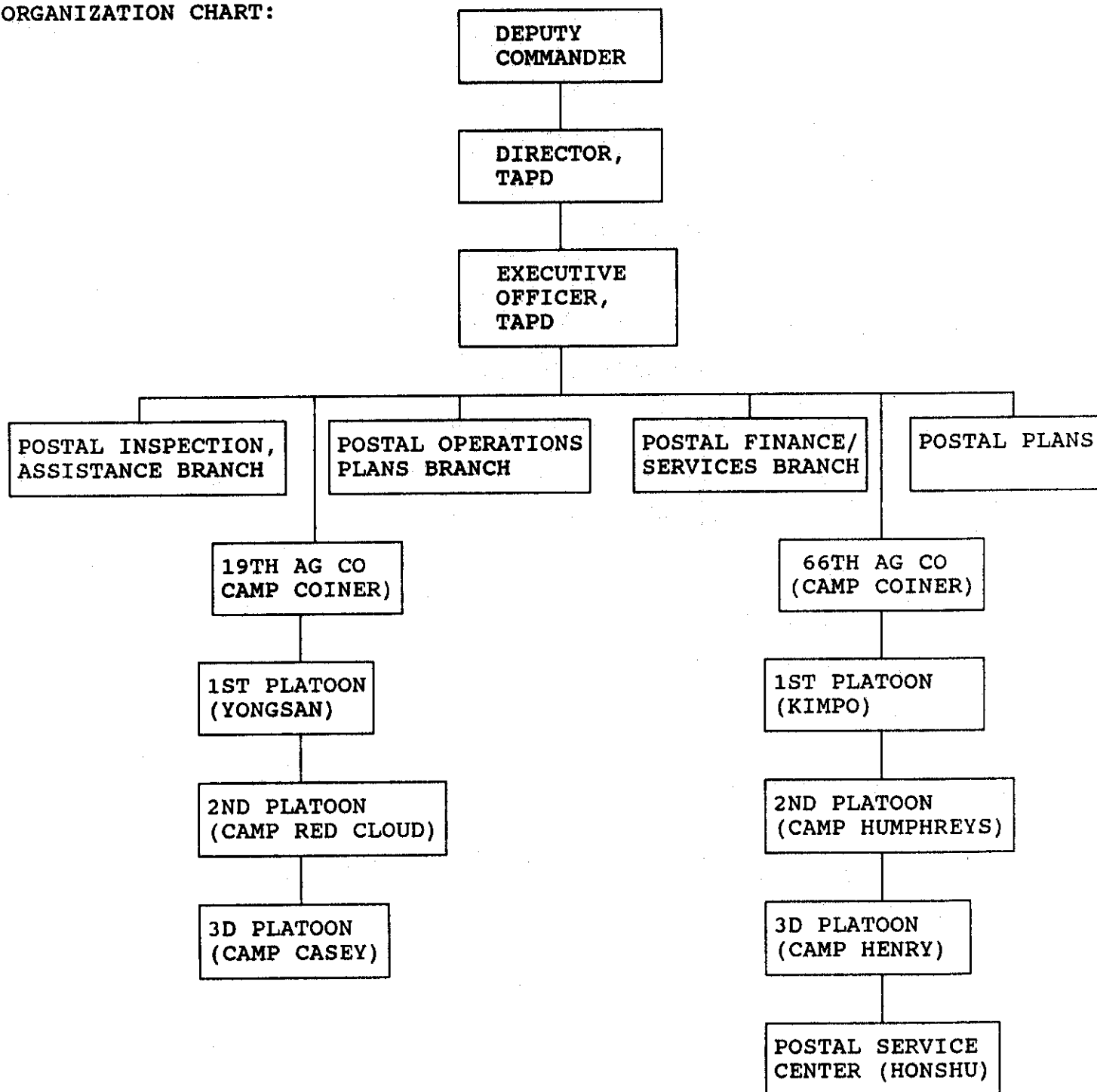


FIGURE 5-4

## SECTION 3 - POSTAL DIRECTORATE

### BASIC RESPONSIBILITIES:

#### DIRECTOR, THEATER ARMY POSTAL DIRECTORATE:

1. Exercises direct supervision and command and control over all US Army postal units located throughout the Theater Army.
2. Serves as the Director of Theater Army Postal Operations and exercises technical supervision over all Army postal activities in the Theater Army.
3. Develops policy and procedure.
4. Monitors utilization/requirements.
5. Reviews incoming/outgoing correspondence.
6. Reviews reports and statistical data.
7. Coordinates and provides technical guidance.
8. Attends briefings, conferences and meetings.
9. Receives official visitors or customers.
10. Performs special projects.
11. Drafts communications.

#### POSTAL INSPECTION/ASSISTANCE BRANCH:

1. Serves as the Postal Inspection Division for the Theater Army.
2. Performs technical inspections of Army postal activities and coordinates joint service technical inspections of military post offices.
3. Ensures postal facilities have received physical security and crime prevention inspections, and unit mailroom inspections have been conducted in the Theater Army.
4. Coordinates with MPSA, CID, SJA, MPI, or OSI as required in conducting investigations of postal incidents within the Theater Army.
5. Performs assistance visits to all postal activities within the Theater Army and Japan, as required.

6. Evaluates Postal ARTEPs conducted by subordinate units.

#### POSTAL OPERATIONS/PLANS BRANCH:

1. Serves as the Postal Plans and Operations Division for the Theater Army.
2. Monitors mail movement into, from and within the Theater Army to ensure expeditious handling of mail.
3. Provides technical control of postal finance operations, mail movement, postal directory and casualty mail handling procedures.
4. Establishes general postal operations and Theater Army mail ground transportation procedures.
5. Coordinates Theater Army air transport of mail with Air Force postal personnel.
6. Coordinates with other military services and ROK Customs to ensure mutually supporting postal operations.
7. Serves as the Postal Plans Division for the Theater Army.
8. Responsible for the formulation of war planning documents for postal operations in the Theater Army.
9. 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.
10. Monitors on-going postal investigations and US host nation customs violations.

#### POSTAL FINANCE/SERVICES BRANCH:

1. Conducts monthly COPE audits for all postal units.
2. Consolidates and monitors all postal units' daily financial reports.
3. Assists units with postal finance related problems.
4. Processes financial adjustment memorandums from MPSA.
5. Monitors and approves the selection of Army postal clerks and unit mail service personnel.
6. Determines authorized users of the Theater Army MPO system and processes requests for postal privileges.

7. Processes reports of mail irregularities, postal claims and answers customer service complaints and inquiries.
8. Conducts transit time surveys and performs management analysis for the postal system.
9. Is the proponent for the Theater Army Unit Mail Clerk Test.
10. Serves as the Postal Service Division for the Theater Army.

19th AG Co (Postal)

1. MISSION:

Commands, directs, supervises and controls the resources assigned and attached to the 19th AG Co (Postal) in order to provide both peacetime and wartime direct postal support in the Korean Theater, North of the Han River, or on the Airland Battlefield.

Recommends postal policy changes and implements postal policies for the Theater Director of Postal Operations.

2. FUNCTIONS:

a. Headquarters

(1) To provide Command and Control of all soldiers within the 19th AG Company (Postal), to include the staff of the Director of Postal Operations.

(2) To coordinate all administrative and logistical support to three geographically dispersed Platoons in the Korean Theater, to include the staff of the Director of Postal Operations.

(3) To coordinate peacetime and wartime theater direct postal operations for the Korean Theater, North of the Han River or on the Airland Battlefield.

b. First Platoon, 19th AG Company (Postal)

(1) Provides direct postal support to all military, family members and other patrons in the Yongsan, Camp Long and Camp Eagle areas.

(2) Responsible for providing quality direct postal support during peacetime and wartime to over 50,000 patrons.

(3) Responsible for the receipt and dispatch of US Mail, and for providing liaison for International Mail.

(4) Supervises the training of Postal Clerks for 39 Unit Mailrooms within the Seoul Community Area.

(5) Responsible for \$3,000,000.00 worth of MTOE and Installation Property, and the control of over \$67,000.00 of Daily Cash Stocks.

c. Second Platoon, 19th AG Company (Postal)

(1) Provides direct postal support to all military, family members and other patrons in the Camp Red Cloud, Camp Stanley and Camp Edwards area.

(2) Responsible for providing direct postal support to over 10,000 patrons at 22 installations dispersed throughout a 75 mile radius, from Camp Red Cloud to the Demilitarized Zone and Camp Stanley.

(3) Supports the 3rd Brigade of the 2nd Infantry Division at Camp Howze.

(4) Supervises over 24 Unit Mailrooms in the Western Corridor from Camp Edwards to the Demilitarized Zone, Republic of Korea.

(5) Coordinates and operates direct operations in support of the Combined Field Army (ROK/US).

(6) Responsible for \$2,000,000.00 worth of MTOE and Installation Property and the control of over \$50,000.00 of Daily Cash Stocks.

d. Third Platoon, 19th AG Company (Postal)

(1) Provides direct postal support to all military, family members and other patrons in the Camp Casey, Camp Page and Camp Hovey area.

(2) Responsible for providing direct postal support to over 15,000 patrons from Camp Casey, Camp Hovey and Camp Page.

(3) Supervises 28 Brigade, Battalion and Company sized Mailrooms.

(4) Responsible for over \$2,000,000.00 worth of MTOE and Installation Property and the control of over \$40,000.00 of Daily Cash Stock.

(5) Supports the 2nd Infantry Division, Headquarters at Camp Casey and coordinates all postal issues with the Division Staff.

e. The following tasks are required by each Platoon to accomplish the daily mission of providing postal support to their particular communities:

Task Required to Accomplish the Function

1. Preparing/reviewing/typing correspondence
2. Training: planning/monitoring/SQT/ARTEP/NBC
3. Phone/walk-in inquiries
4. Postal Inspections
5. Unit Command Inspections
6. Coordinating/monitoring mail movement
7. Postal Claims
8. Customs detentions
9. Postal reports/surveys/studies
10. Operations: exercises/mission/operation plans
11. Accountable Mail
12. Classified control
13. Vehicle: pickups/driving/turn-in
14. Supervision of personnel
15. Office administration
16. Preparing/monitoring budget
17. Personnel actions/management
18. Personnel section administration
19. Postal incidents investigation
20. Postal supply: accountable equipment/requisitions
21. Attend meetings
22. Supply operations (command wide)
23. Supply operations (headquarters)
24. Supply administration functions
25. CRD checks
26. Mechanic/vehicle maintenance
27. International mail handling

66th AG Co (Postal)

1. Mission

Provide command and control for the only MTOE General Support Postal Company in the Pacific Theater, providing general and direct postal service for over 70,000 U.S. Military Forces and civilian personnel. Responsible for the receipt, dispatch and movement of all U.S. mail throughout the Republic of Korea.

2. Functions

a. Headquarters, 66th AG Co (P)

(1) To coordinate all administrative and logistical support to three geographically dispersed platoons in the Korean Theater. To provide command and control to all the soldiers in the 66th AG Co (P).

(2) To coordinate peacetime and wartime general and direct postal support to over 70,000 civilian and military personnel in the Republic of Korea.

(3) To coordinate and conduct tactical, technical physical fitness and mission training to the 66th AG Co (P) soldiers. Insure all soldiers are fully capable of completing their peacetime mission. Insure all soldiers are fully qualified in wartime fighting skills enabling them to survive and win on the airland battle field.

(4) Perform internal audits to insure accountability of over \$5,000,000.00 worth of equipment, facilities, and postal finance stock.

(5) Manage personnel resources within the 66th AG Co (p) to insure all three platoons have available personnel and equipment resources to complete their peacetime and wartime mission.

b. 1st Platoon, 66th AG Co (P)

(1) Responsible for providing general support postal service to all U.S. Forces in the Republic of Korea.

(2) Manage the movement of over 20,000,000 pounds of inbound and outbound mail annually. Monitor trucking contract specification and contract negotiations as needed.

(3) Schedule postal trucking routes to 17 different APO's throughout the Republic of Korea. Insure daily routes and schedules follow specific time tables.

(4) Operate two direct support postal facilities servicing soldiers and DOD civilians at Camp Market and Camp Mercer.

(5) Insure Camp Market and Camp Mercer follow the specific postal and 8th PERSCOM guidelines and accomplish all postal activities as outlined in paragraph 2, e.

c. 2nd Platoon, 66th AG Co (P)

(1) Provide direct postal support to over 9000 military and DOD civilians in the camp Humphreys and Camp Ames communities.

(2) Monitor the quality of postal service for twenty-three unit mailrooms to ensure compliance with U.S.P.S. regulations.

(3) Plan, coordinate and provide postal services for participating units during Team Spirit and other major field training exercises.

(4) Follow specific U.S.P.S. and 8th PERSCOM guidelines and accomplish all postal activities as outlined in paragraph 2, e.

d. 3rd Platoon, 66th AG Co (P)

(1) Provide direct postal support to over 14,000 military and DOD civilians in the Camp Henry, Camp Walker, Camp Carroll and Camp Hialeah communities.

(2) Monitor the quality of postal service for eighteen unit mailrooms to ensure compliance with U.S.P.S. regulations.

(3) Plan, coordinate and provide postal services for participating units during Team Spirit and other major field training exercises.

(4) Follow specific U.S.P.S. and 8th PERSCOM guidelines and accomplish all postal activities as outlined in paragraph 2, e.

e. The following tasks are required by each platoon to accomplish the daily mission of providing postal support to their particular communities.

Task Required to Accomplish the Function

1. Preparing/reviewing/typing correspondence
2. Phone/walk-in inquiries
3. Postal Inspections
4. Unit Command Inspections
5. Coordinating/monitoring mail movement
6. Postal Claims
7. Customs detentions
8. Postal reports/surveys/studies
9. Accountable Mail
10. Classified control
11. Postal incidents investigation
12. Postal supply: accountable equipment/requisitions
13. International mail handling
14. Internal audits
15. Control of registered mail
16. Unit mailroom inspections
17. Provide guidance and training to unit mail clerks
18. Keep the chain of CMD informed of fraudulent claims



SECTION 4 - PLANS AND OPERATIONS DIRECTORATE

ORGANIZATION CHART:

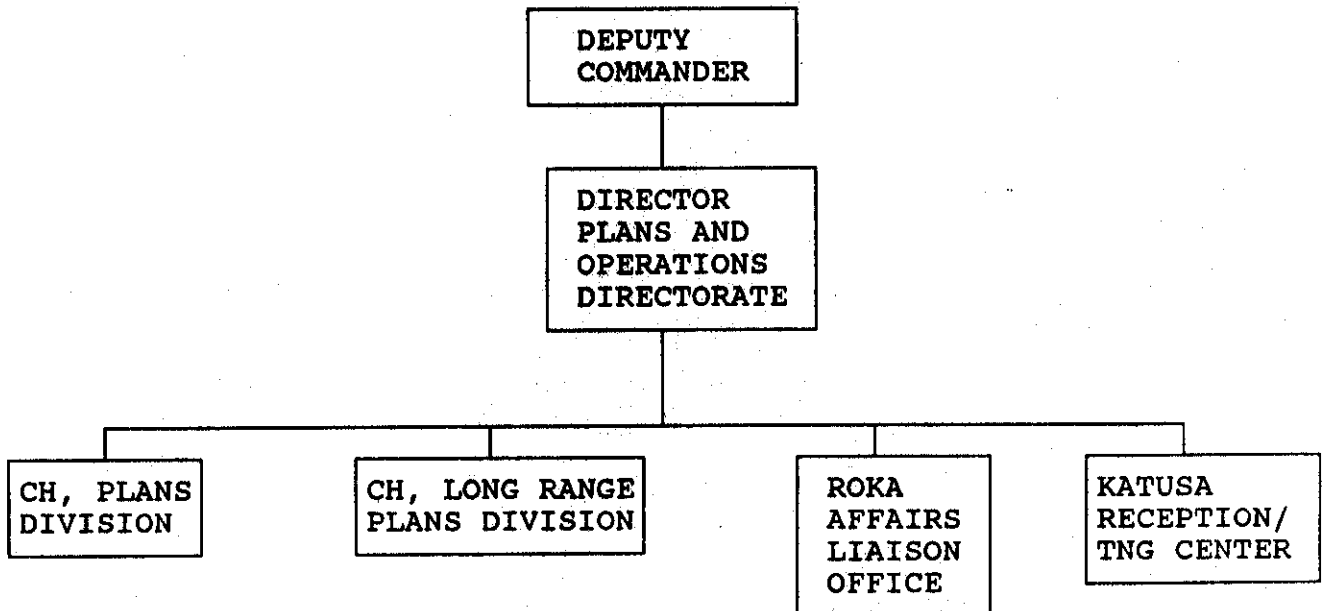


FIGURE 5-5

## SECTION 4 - PLANS AND OPERATIONS DIRECTORATE

### BASIC RESPONSIBILITIES:

1. Functions as the focal point for long-range personnel and administration (P&A) planning for 8th PERSCOM.
2. Develops, monitors, and coordinates overall theater (P&A) support planning actions within 8th PERSCOM and HQ EUSA.
3. Programs the arrival of all Echelons Above Corps (EAC) personnel and administration units required in mobilization by using Time Phased Force Deployment Data (TPFDD).
4. Represents the Commander, 8th PERSCOM in the EUSA planning and programming system.
5. Establishes the Theater Army Personnel Operations Center (TAPOC) during exercises, contingency operations, and wartime.
6. Coordinates studies of P&A related systems.
7. Monitors TAA process.
8. Recommends changes to eliminate redundancy, improve cost effectiveness, and maximize utilization of existing personnel systems, force planning, and associated resources.
9. Monitors force structure actions involving documentation and programs.
10. Develops contingency plans for theater personnel and administrative support.
11. Upon mobilization, recommends unit replacement priorities for all commands supported, and specific personnel replacement priorities for 8th PERSCOM assigned units.
12. Plans and coordinates exercise and wartime missions of PSS units that are subordinate to EUSA under the CAPSTONE program.
13. Supervises the ROKA Affairs Liaison Office and the KATUSA Reception/Tng Center.

### DIRECTOR ROKA AFFAIRS:

1. Serves as principal advisor to the Command Group on KATUSA matters.
2. Serves as liaison officer between Eighth Army and ROK Army for the KATUSA Program -- a force of 5700 Korean soldiers serving with Eighth Army.

3. Assists EUSA subordinate commanders in maintaining effective operational relationships with ROK Army in the areas of KATUSA personnel management, training and logistical support.
4. Is responsible for the KATUSA Regulation (EUSA Reg 600-2), the KATUSA Strategic Plan and for KATUSA and ROK Army related appendices in Eighth Army and PERSCOM plans and SOPs.
5. Serves as the primary briefer on the KATUSA program in EUSA and is responsible for coordinating all KATUSA actions among the EUSA staff and between EUSA and the ROKA Support Group.
6. Supervises and provides guidance to the Commander of KRTC on new KATUSA training.
7. Coordinates with J-3 Force Development and ROKA Support Group in maintaining and revising the peacetime manning document.
8. Conducts at least three EUSA KATUSA Executive Seminars annually (or as needed). Ensures that seminars contribute to the execution of the KATUSA Strategic Plan.
9. Monitors EUSA KATUSA strength and distribution.

# EUSA TOTAL ARMY RETENTION

## ORGANIZATION CHART:

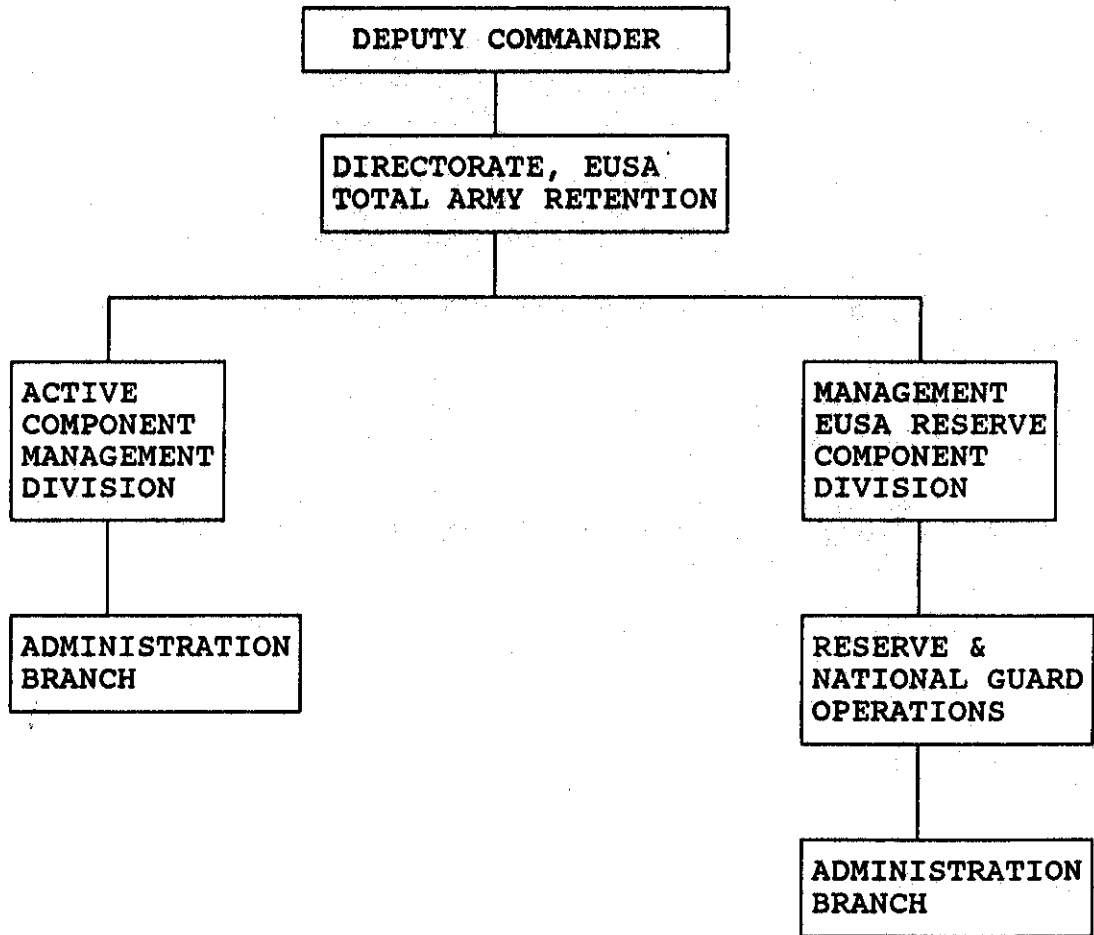


FIGURE 5-6

## SECTION 5 -EUSA TOTAL ARMY RETENTION

### 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 Recruiting 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 ensure subordinate command reenlistment programs comply with AR 601-280 and locally-issued directives.
4. Conducts periodic 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 (EPMD), DA PERSCOM, to ensure 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 ensure 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 ensure 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. Determines reenlistment and retransition objectives and disseminates to subordinate commands on a quarterly basis.
15. Maintains reenlistment and retransition statistics regarding both quantitative and qualitative achievements.
16. Analyzes monthly DCSPER-398 Report to determine if all reenlistment accomplishments are being reported through the SIDPERS Interface Branch (SIB) IAW applicable regulations.
17. Notifies appropriate subordinate commands when accomplishments fail to appear on monthly reports and follows-up to ensure actions are taken to correct existing deficiencies.
18. Procures and maintains computers and paper for the Command's RETAIN program.
19. Supervises The Skill Alignment Module (TSAM) for EUSA major subordinate commands on a daily basis to insure timely consummation of contracts. Provides Training on RETAIN (TSAM) as needed to MSC.
20. Monitors consummated reenlistments to insure proper production credit is awarded to EUSA and subordinate commands.
21. Processes stabilizations of foreign service tour in conjunction with reenlistment in coordination with TARO, 8th PERSCOM.

RESERVE COMPONENT MANAGEMENT DIVISION:

1. Manages the Reserve Component Recruiting programs.
2. Manages numerical objectives established by HQDA to ensure both qualitative and quantitative goals are being met for Reserve Component programs.

3. Implements and supports a Reserve Component Enlistment and transfer program and requires subordinate commanders to do the same.
4. Provides continuing guidance for subordinate commanders who require assistance managing their Reserve Component Enlistment programs.
5. Conducts staff assistance visits to ensure subordinate command Reserve Component Enlistment programs comply with AR 601-280 locally issued directives.
6. Conducts periodic conference, to review, discuss and improve command RC Enlistment programs.
7. Establishes a Reserve Component Enlistment Awards program to recognize achievements of Active Component OOR and their commands.
8. Prepares briefings and reports related to RC enlistments and achievements.
9. Maintains close and continuous contact with OCONUS Transition Point Presidio, San Francisco to ensure separating Korean Theater soldiers are properly assessed into the Reserve Components.
10. Attends Department of the Army Reenlistment and ISR Steering Group meetings and World Wide Retention NCO Conference to provide input on proposed changes to RC Enlistment criteria and to interface with HQDA and other MACOM's on RC issues.
11. Prepares annual budget for OMAR funds to ensure adequate funds are available for the operation of ISR program in the Republic of Korea.
12. Notifies appropriate subordinate commands when accomplishments fail to appear on monthly reports and follows-up to ensure action is taken to correct existing deficiencies.
13. Maintains close contact with DA PERSCOM/OCAR and NGB to ensure adequate PMOS OOE ISR counselors are assigned to EUSA/KOREA. Insures PMOS OOE are assigned IAW prescribed assignment priorities.
14. Maintains operational control of all attached ISR personnel.
15. Utilizes REQUEST system to monitor production of subordinate ISR activities and to ensure proper RC production credit is awarded at transition points and by DA activities.

RESOURCE MANAGEMENT OFFICE/  
INFORMATION MANAGEMENT OFFICE/  
8TH PERSCOM REENLISTMENT OFFICE

ORGANIZATION CHART:

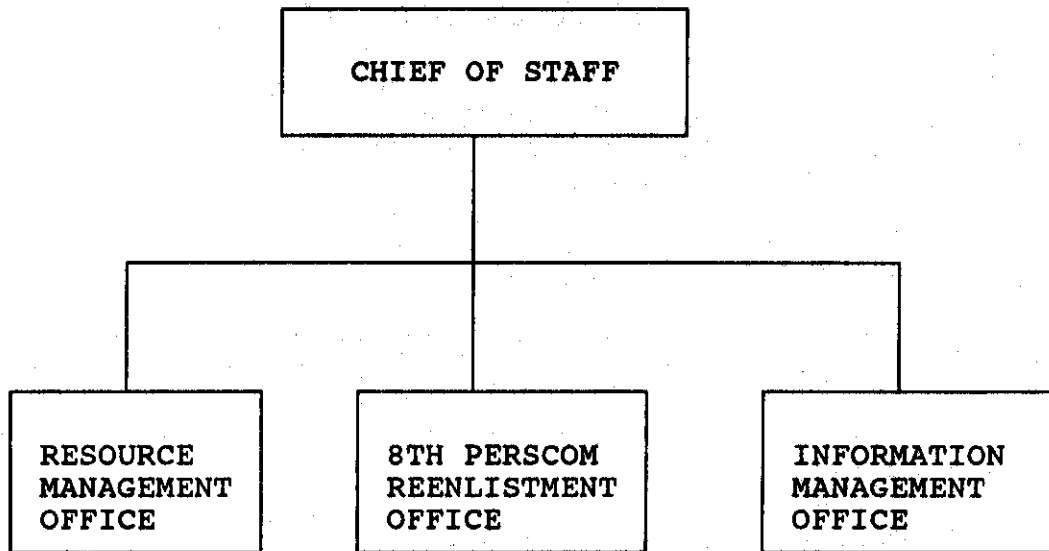


FIGURE 5-7



SECTION 6 - RESOURCE MANAGEMENT OFFICE/  
INFORMATION MANAGEMENT OFFICE/  
8TH PERSCOM REENLISTMENT OFFICE

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. Develops, publishes and updates/revises the SOP on travel.
12. Reviews obligation and expense trends to identify areas where OTs might be exceeded or program objectives may not be achieved.
13. Inspects OMA funds on checkbook fund system.

INFORMATION MANAGEMENT OFFICE RESPONSIBILITIES:

1. Develops and manages the 8th PERSCOM Information Management Plan.
2. Develops automation policies in the areas of procurement, funding, usage, management, software development, maintenance and training.
3. Serves as the staff principal for identifying/ coordinating/ acquiring communications required to support automation projects.

4. Develops required systems configurations and cost estimates.
5. Prepares, submits and follows-up hardware/ software/ communications procurement packages.
6. Coordinates for procurement funding with RMO and USFK/EUSA ACofS, IM.
7. Develops and maintains automated information management systems to support the mission of 8th PERSCOM to include hardware installation, upgrade, software development, documentation and system training.
8. Manages the Tier III (Automation Data Processing Equipment - ADPE) Property Inventory (non-tactical); coordinates with S4 to insure property accountability; responds to DA and MACOM requests for information; performs periodic inventories; coordinates with the Information Center and Office of Acquisition Management to insure maintenance contracts reflect current inventory.
9. Serves as the Technical Field Representative for the Contracting Officer's Representatives for all automation procurement/maintenance contracts.
10. Serves as the 8th PERSCOM POC for resolution of ADPE maintenance problems; provides technical assistance trouble shooting) on an on-call, first come, first serve basis. Refer trouble calls beyond our capability to the appropriate Information Center for resolution.
11. Provides staff supervision/technical assistance to Headquarters and subordinate units for acquisition of automation supplies.
12. Coordinates and manages access to the worldwide Electronic Mail system (E-Mail) for all 8th PERSCOM users.
13. Coordinates access to all external host computers.
14. Coordinates and manages access to the Defense Data Network (DDN) for 8th PERSCOM.
15. Coordinates reporting of excess automation equipment and assists, as required, to turn-in excess automation equipment once disposition instructions are received.
16. Provides input to the Command Operating Budget (COB) in the automation area.

17. Serves as the 8th PERSCOM POC for all HQDA fielded Standard Army Management Information Systems (STAMIS) and externally fielded systems; coordinates actions with proponent Directorates or Staff Agencies.

18. Provides staff assistance to the S2 in prescribing policies for the Automation Security Program for 8th PERSCOM. Assists the Automation Security Program Manager (SPM) with implementing policy.

CHAPTER 6

REPUBLIC OF KOREA ARMY SUPPORT GROUP

ORGANIZATION CHART:

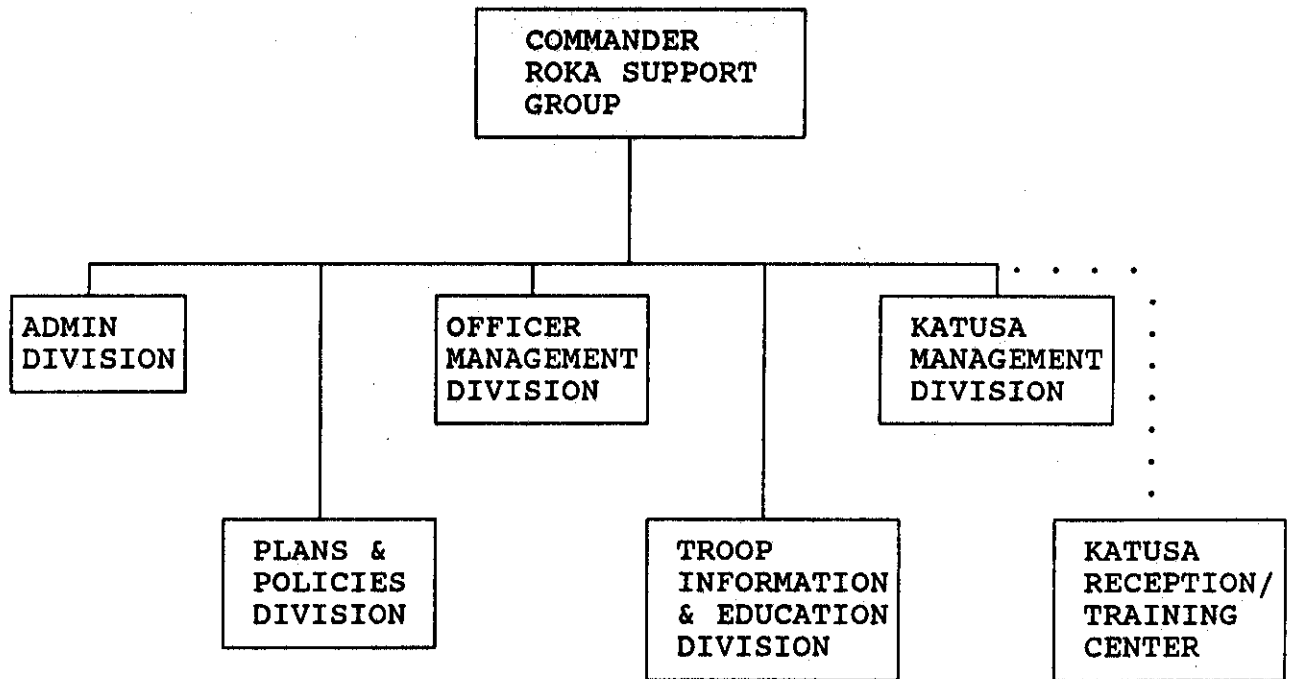


FIGURE 6-1

## SECTION 1 - ROKA ARMY SUPPORT GROUP

### COMMANDER, ROKA SUPPORT GROUP

#### BASIC RESPONSIBILITIES:

Serves as the senior ROKA Staff/Liaison Officer in Eighth U.S. Army, and provides command directives to all subordinate liaison/staff officers.

#### RELATIONSHIPS:

1. Maintains close liaison with the Ministry of National Defense (MND) and Headquarters, ROKA.
2. Develops, staffs with both Headquarters, ROKA and Headquarters, Eighth U.S. Army and implements policies and procedures for matters relating to ROKA Staff/Liaison Officers and Korea Augmentation to the United States Army (KATUSA) personnel (less authorization for the same, which is the staffs' responsibility).
3. Maintains close coordination with 8th PERSCOM, J-1, J-3, J-4, and other appropriate agencies, including HQ's, EUSA on policies and procedures relating to ROKA Staff/Liaison Officers and KATUSA personnel.
4. Interviews and selects ROKA Staff/Liaison Officers and ROKA NCOs.
5. Supervises the ROKA Staff Officers of the subordinate divisions and KATUSA Reception/Training Center.
6. Maintains liaison with all U.S. Army units in the Republic of Korea with ROKA Staff/Liaison Officers and/or KATUSA soldiers.
7. Processes requests for disciplinary action pertaining to ROKA Staff/Liaison Officers with Headquarters, ROKA.
8. Coordinates between Headquarters, ROKA and Headquarters, Eighth U.S. Army on recommendations for award by the Republic of Korea to United States Army personnel.

#### ADMINISTRATION DIVISION:

1. Serves as the Executive Assistant to the Commander, ROKA Support Group.
2. Oversees all protocol matters within the ROKA Support Group.

3. Coordinates and manages financial matters of ROKA Liaison/Staff Officers, and KATUSA soldiers.
4. Performs all administrative matters concerning ROKA Liaison/Staff Officers, and NCOs.
5. Supervises the duty performance of ROKA SGM for EUSA, and KATUSA soldiers assigned to this division.
6. Requests and receives administrative expendables allotted to the ROKA Support Group.
7. Receives, classifies, distributes, and controls various kinds of documents to and from HQ's, ROKA.

#### PLANS AND POLICIES DIVISION:

1. Revises and improves EUSA Reg 600-2 concerning KATUSA personnel in coordination with the 8th PERSCOM ROKA LNO.
2. Suggests programs to enhance KATUSA soldiers' morale and improve their welfare.
3. Establishes plans to ensure KATUSA soldiers maintain proper ROKA military discipline.
4. Establishes English education programs and suggests methods for improvement of performance.
5. Supervises various ceremonies or meetings within the ROKA Support Group.
6. Suggests improvement or alternatives for problems involving Table of Organization and Equipment.
7. Suggests solutions to Equal Opportunity problems as related to Korean/American relations.
8. Establishes policy concerning ROKA training at KRTC and development of KRTC training programs.
9. Advises, makes recommendations and suggests changes to the appropriate agencies pertaining to improvement of the KATUSA program.

#### ROKA STAFF/LIAISON OFFICERS MANAGEMENT DIVISION:

1. Determines monthly requirements for ROKA Staff/Liaison Officers and reports the same to Headquarters, ROKA.

2. Receives, processes, assigns, controls and issues identification cards to ROKA Staff/Liaison Officers.
3. Maintains appropriate records on all ROKA Staff/Liaison Officers.
4. Maintains daily strength reports on ROKA Staff/Liaison Officers.
5. Processes personnel actions and management matters on ROKA Staff/Liaison Officers.
6. Requests and controls granting of security clearances for ROKA Staff/Liaison Officers.

KATUSA PERSONNEL MANAGEMENT DIVISION:

1. Determines monthly requirements for KATUSA personnel and reports the same to Headquarters, ROKA.
2. Coordinates with the KATUSA Reception/Training Center on the processing, assignment, and transportation of new KATUSA soldiers to gaining units.
3. Maintains appropriate records on all KATUSA soldiers.
4. Maintains daily strength reports on KATUSA soldiers.
5. Processes requests for disciplinary action of KATUSA soldiers with Headquarters, ROKA.
6. Processes personnel actions and management matters on KATUSA soldiers.

TROOP INFORMATION AND EDUCATION DIVISION:

1. As per ROKA directives, establishes and performs mandatory training for KATUSA personnel (patriotism, ideology protection, military spirit, US-ROK relations, military security, psychological warfare training, and personality guidance.)
2. Establishes plans for special mandatory training.
3. Conducts TI&E officers' tour for mandatory training.
4. Arranges various educational films, cultural occasions (speech contest, Army song contest, and lectures by special guests.)
5. Provides guidance for the distribution and utilization of various kinds of TI&E material and public information data.

6. Plans and provides explanations of current issues and news.
7. Supplements public notices and mandatory training by gathering data for Army circuit papers or by reviewing manuscripts for papers.
8. Manages and utilizes TI&E equipment.

KATUSA RECEPTION/TRAINING CENTER: (ROKA Functions)

1. Receives from the 2d ROKA Training Center, Nonsan those enlisted personnel selected for duty as KATUSA soldiers (Korean Augmentatees to the United States Army) with the Eighth United States Army.
2. Initiates personnel and finance records for all new KATUSA soldiers. Returns ROK Army personnel clothing to the ROK Army.
3. Coordinates with the ROKA Management Division to establish final units of assignment for KATUSA personnel, to issue assignments, and to ensure units pick-up KATUSA soldiers on graduation day.
4. Conducts ROK Army mandatory training over the 24 day training cycle at KRTC. This includes training in ROK Army discipline, security, ideology, character guidance, English tests, and other pertinent training as directed by the Commander, ROKA Support Group.
5. Conducts physical examinations of KATUSA soldiers. This is performed by the ROKA doctor assigned to the 43rd MASH.
6. Establishes policy and guidance for selected ROKA NCOs education at KRTC. ROKA staff NCOs receive orientation training at KRTC prior to their assignment to various EUSA units. Conducts this training in coordination with the Commandant, KRTC.
7. Provides command and control over ROKA officers and NCOs assigned or attached to KRTC.



# KATUSA RECEPTION/TRAINING CENTER

## ORGANIZATION CHART:

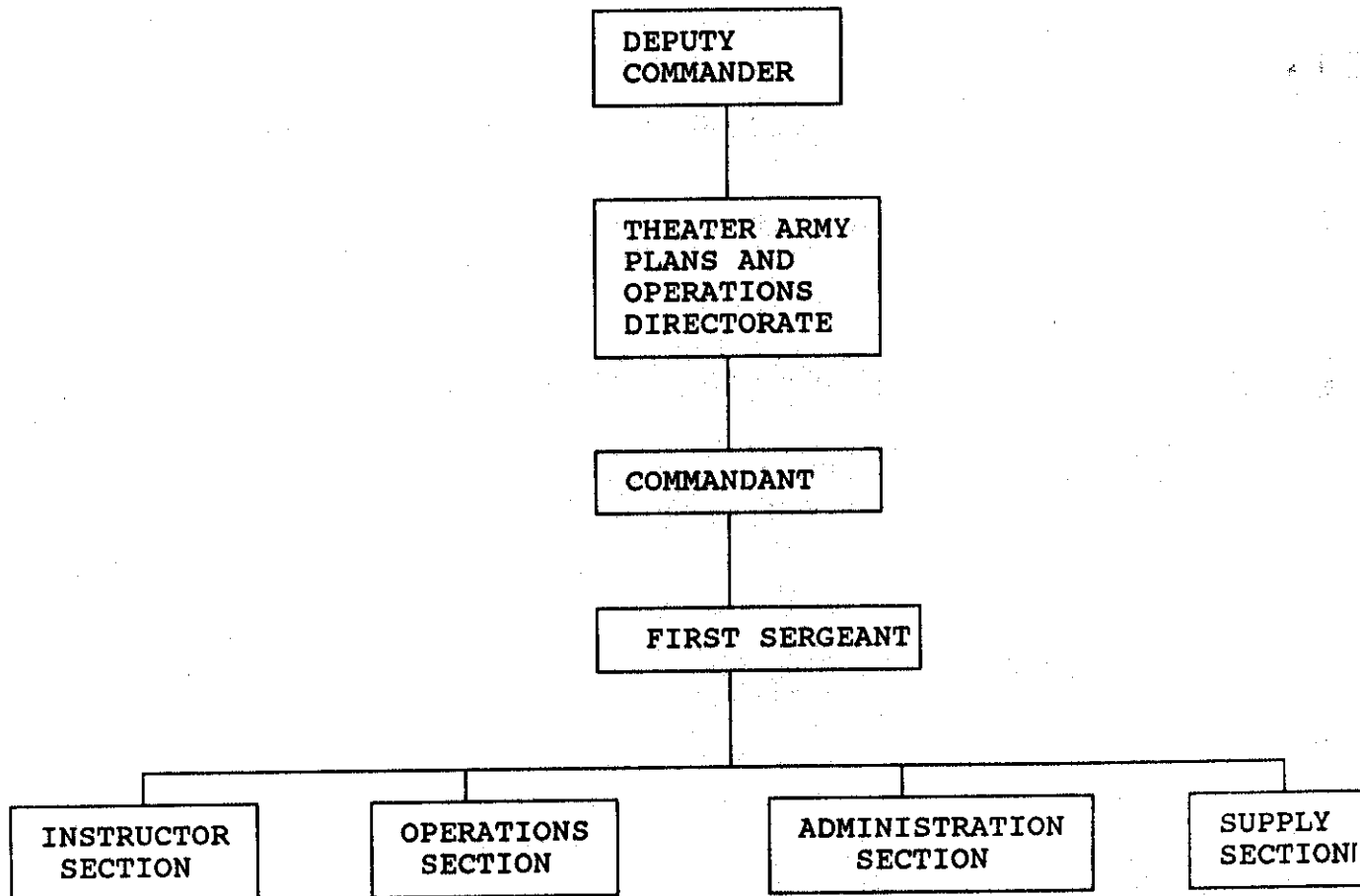


FIGURE 6-2

## SECTION 2 - KATUSA RECEPTION/TRAINING CENTER

### RESPONSIBILITIES

1. Receives new KATUSA soldiers from the Republic of Korea Army upon completion of ROK Army Basic Training.
2. Processes new KATUSA soldiers by issuing uniforms, initial comfort kits, and identification cards. Also conducts initial testing and examinations in English language and medical screening.
3. Trains new KATUSA soldiers in U.S. Army basic tasks and English language conversational skills.
4. Supervises the distribution of new KATUSA soldiers to Eighth United States Army subordinate units as approved by the 8th PERSCOM Commander and ROKA Support Group.
5. Conducts training of new KATUSA soldiers as outlined in EUSA Regulation 600-2 and the KRTC Program of Instruction (POI).
6. Coordinates with the ROKA Affairs Liaison Officer and the Deputy Commander on KATUSA program matters to include distribution, training, logistics, program of instruction, and wartime planning.
7. Contributes to workshops, orientations, and briefings on Korea - American relations and KATUSA program matters.
8. Coordinates with the ROKA Staff Officer at KRTC to resolve and improve KATUSA program matters at KRTC to include training, logistics, cross communication between ROKA and EUSA, quality of life support and wartime planning.
9. Executes and oversees all KATUSA program policies at KRTC as outlined by the Commander, Deputy Commander, and ROKA Affairs Liaison Officer, 8th PERSCOM.
10. Coordinates all logistical support to support the training center to include billeting, classrooms, training support material, uniforms and equipment, dining support, and all other necessary requirements.
11. Conducts all other unit level functions to include administration and maintenance.
12. Reports to and informs the Deputy Commander, 8th PERSCOM on all KATUSA program matters at the KATUSA Reception/Training Center.

CHAPTER 7  
ASSIGNED UNITS

ORGANIZATION CHART:

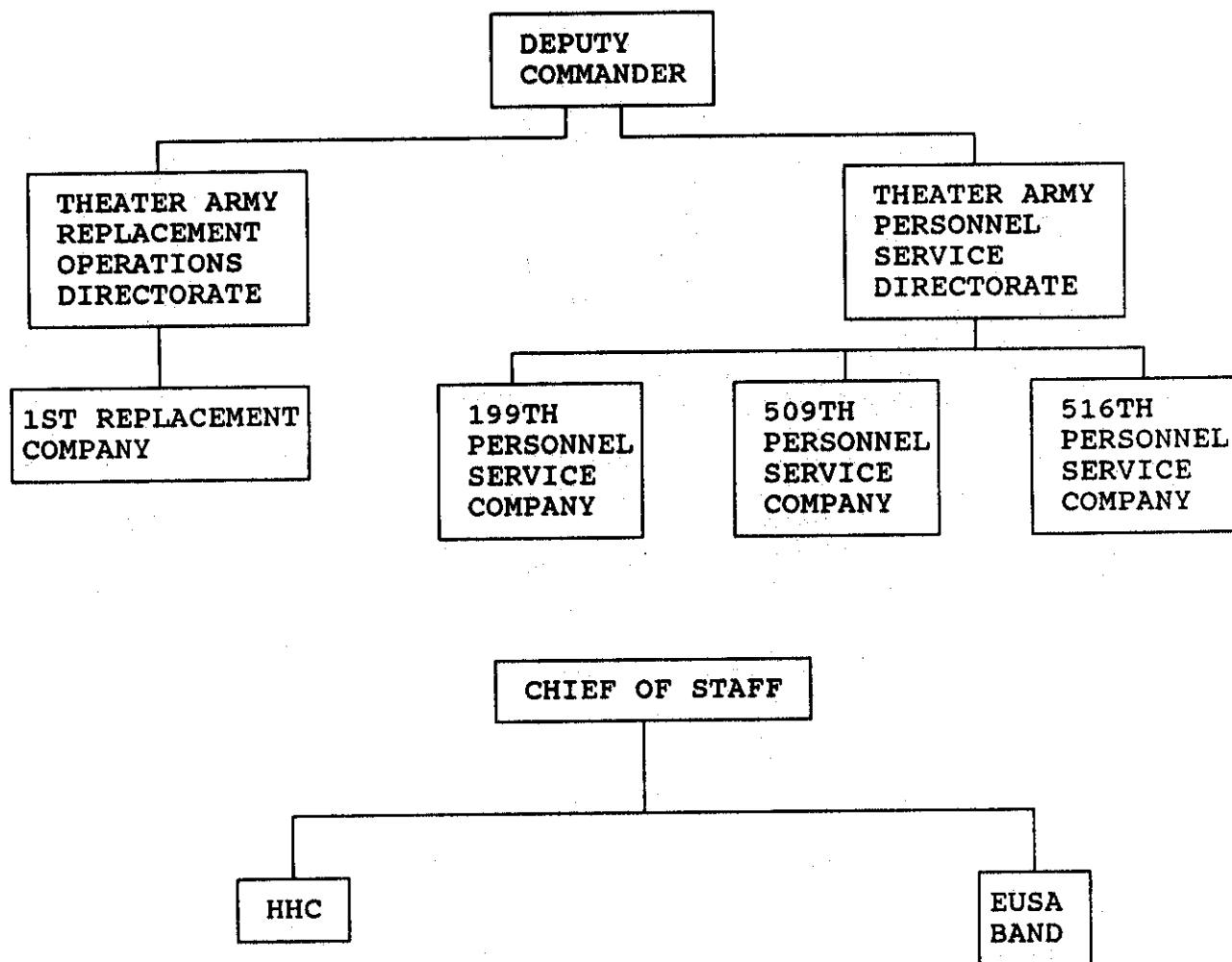


FIGURE 7-1

## SECTION 1 - HEADQUARTERS COMPANY

### BASIC RESPONSIBILITIES

1. Exercise operational control over HHC troops.
2. Provide troop billets and arrange dining support for assigned and attached military personnel.
3. Develop and monitor the Weight Control Program and Physical Training Program.
4. Develop and implement a war fighting skills training program (CTT) for the unit.
5. Exercise UCMJ authority over all enlisted personnel assigned and attached to HHC, 8th PERSCOM.
6. Establish and rehearse the execution of NEO alert team/system for all HHC dependents.
7. Responsible for Headquarters Commandant functions in war time.
8. Responsible for maintaining vehicle equipment load plans for all sections, coordination of all organic vehicle support; and for execution of movement operations.
9. Administer the unit reenlistment program.
10. Train and deploy perimeter security force, area damage control team and natural disaster security and rescue teams for action in Yongsan area of operations.
11. Execute supply functions, conduct inventories and manage SSSC accounts for all sections/directorates for HQ 8th PERSCOM.
12. Responsible for motorpool operations and maintenance of tactical vehicles and equipment.
13. Responsible for all unit clerk functions, SIDPERS, Ration Control and all Personnel Actions, etc.
14. Responsible for supervising health, morale and welfare activities for headquarters personnel.
15. Operate the unit arms room, NBC room and ammunition storage bunker.

# 1ST REPLACEMENT COMPANY

## ORGANIZATION CHART:

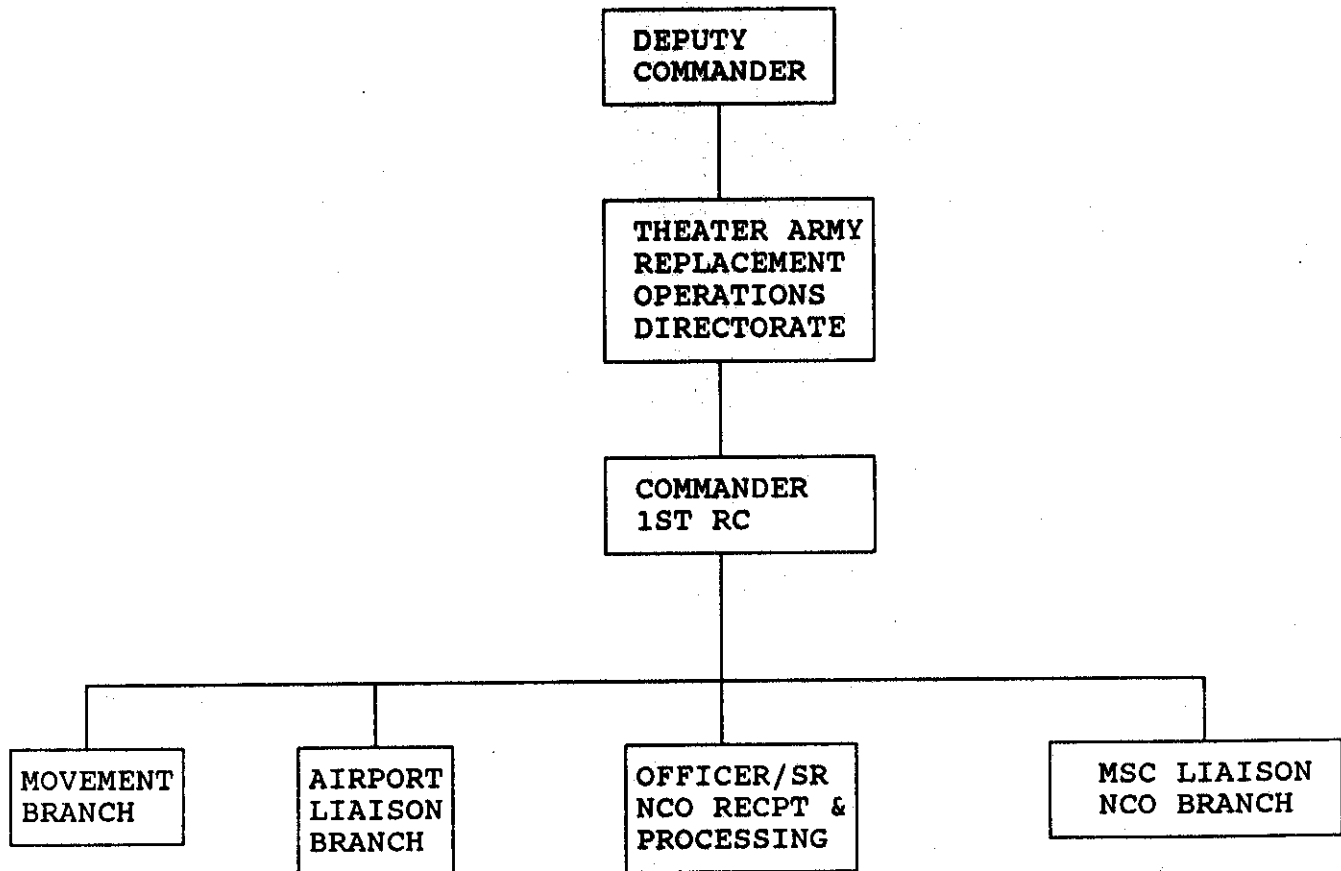


FIGURE 7-2

## SECTION 2 - 1ST REPLACEMENT COMPANY

### BASIC RESPONSIBILITIES:

1. Receive, control, feed, billet, process, and coordinate transportation for all U.S. Army replacements entering Korea.
2. Maintains a 24 hour operation which provides: arrival and reception at the airports (both civilian and military terminals), coordinating customs inspection and baggage control; operate a dining facility; coordinate with the 34th ASG billeting office to confirm hotels for transients who stay overnight; processes 201 files for TARO assignment managers; coordinates with Liaison NCO's from each major subordinate command in EUSA for pinpoint assignments; endorse orders to pinpoint assignments and coordinate transportation to units from RRD.

199TH PERSONNEL SERVICE COMPANY

ORGANIZATION CHART:

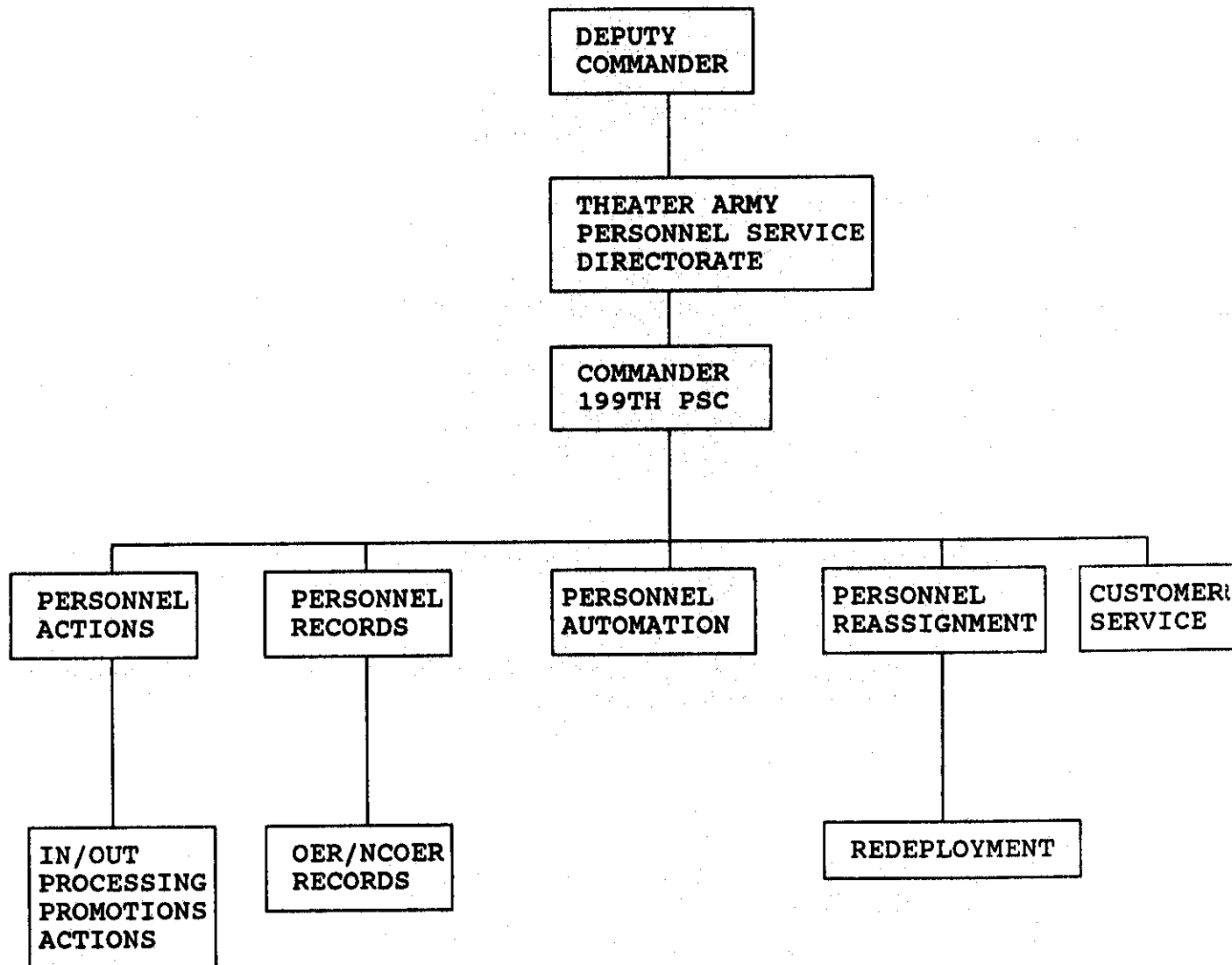


FIGURE 7-3

SECTION 3 - 199TH PERSONNEL SERVICE COMPANY

1. 199TH PERSONNEL SERVICE COMPANY HEADQUARTERS:

**MISSION:** Provides direction for all aspects of PSC operations and administration of soldier and personnel matters within the company.

a. Commander:

- (1) Commands 199th Personnel Service Company.
- (2) Maintains liaison with other Company/Battalion Commanders on matters pertaining to personnel support.

b. Executive Officer:

- (1) Assist the Commander in company duties.
- (2) Act for the Commander during his absence.
- (3) Perform other duties as prescribed by the Commander.
- (4) Assist in preparing/updating war plans. Maintains battle book.

c. First Sergeant:

- (1) Advise and assist the Commander on matters related to morale, welfare, military bearing, and discipline of the enlisted personnel of the unit.
- (2) Provides counsel and guidance to noncommissioned and other enlisted personnel of the unit.

d. Company Support:

- (1) Provides administrative support to the company.
- (2) Provides supply and maintenance support to the company.
- (3) Provides training and NBC readiness support to the company.

e. Sergeant Major:

Advise and assist the Commander and the MILPO Section Chiefs on matters related to personnel support.



## 2. MILITARY PERSONNEL OFFICE:

### a. Personnel Officer:

(1) Supervise all personnel actions, promotions, reassignments, evaluations and customer services for nondivisional units in EUSA.

(2) Provides policy directions for all aspects of Personnel Service Center operations. Manages Personnel Service Center operations. Publishes personnel service support programs.

## 3. PERSONNEL ACTIONS:

MISSION: Processes routine, procedure driven actions initiated by soldiers, manages casualty program and manages all promotions.

NCOIC PERSONNEL ACTIONS: Manages, plans, organizes, controls and performs personnel actions functions.

### a. Casualty Operations: (Wartime)

- (1) Monitor casualty program.
- (2) Process casualty reports.
- (3) Control letters of sympathy/condolence.
- (4) Brief summary court officer.
- (5) Maintain liaison with medical units.

### b. Soldier Actions: (Peacetime and Wartime)

(1) Process applications for officer designations/changes in status.

- (2) Process miscellaneous soldier applications.
- (3) Process soldier applications for assignment/training.

### c. Promotions: (Peacetime and Wartime)

- (1) Manage active duty CW2/1LT promotions.
- (2) Manage dual component promotions.
- (3) Manage centralized promotion system.
- (4) Manage semi-centralized promotion system.

(5) Monitor local advancement system.

(6) Manage lateral appointment directives.

4. PERSONNEL RECORDS SECTION:

**MISSION:** Maintains MPRJ and records of soldiers qualifications, both manual and automated; provides data to HQDA; manages all evaluations; provides centralized board support.

**OIC/NCOIC PERSONNEL RECORDS:** Manages Personnel Records operations, maintains MPRJ, responsible for processing officer evaluation reports and enlisted evaluation reports and support centralized boards.

a. Personnel Records Operations:

(1) Enlisted/Officer Records:

(a) Maintain MPRJ and related documents for both enlisted and officer records.

(b) Maintain SIDPERS data base for both enlisted and officer records.

(c) Support centralized boards.

(d) Process Good Conduct Medals.

(e) Inprocess records for enlisted and officers.

b. Flagged Records:

(1) Manage flagged records program.

(2) Process AWOL actions.

(3) Process DFR actions.

c. Evaluations:

(1) Manage officer evaluation reports.

(2) Manage dual component program.

(3) Manage enlisted evaluation reports.

(4) Process Evaluation appeals.

## 5. PERSONNEL AUTOMATION SECTION:

MISSION: Maintains the Standard Installation Division Personnel System (SIDPERS) data base; provides interface between units and 8th PERSCOM SID.

OIC/NCOIC PERSONNEL AUTOMATION: Manage automation operations, mobilization, in/output control, files analysis, and systems analysis.

### a. Personnel Automation Operation Management:

- (1) Manage SIDPERS operations.
- (2) Manage data processing activity.
- (3) Maintain equipment.
- (4) Conduct training for automation section and units.
- (5) Perform administrative functions.

### b. Files Maintenance: Performs file maintenance.

### c. I/O CONTROL: Performs input output control.

### d. Files Analysis: Performs analysis of files.

### e. System Analysis: Performs system analysis.

## 6. PERSONNEL REASSIGNMENT SECTION (LINKAGE):

MISSION: Prepare soldiers for inter-installation reassignment, (i.e. permanent change of station, to include departure documents and soldier assistance).

OIC/NCOIC PERSONNEL REASSIGNMENT: Manage reassignment processing operations, processes soldiers assignment, prepares request for orders for movement of soldiers and family members. Process deletions, deferments and family travel.

### a. Assignment Instruction Processing (LINKAGE):

- (1) Process assignment instructions.
- (2) Conduct qualification screen.
- (3) Notify/interview soldiers.
- (4) Process TDY enroute orders.

(5) Issue/amend orders.

b. Soldier Assistance (LINKAGE):

(1) Process deletion/deferment.

(2) Process family travel.

(3) Process reassignment applications.

7. CUSTOMER SERVICE SECTION:

MISSION: Meet and greet soldiers, manage customer service operations, inquiries, referrals, suspense programs, ID cards and tags.

NCOIC CUSTOMER SERVICE SECTION: Manage customer service.

a. Customer Service Operations:

(1) Answer inquiries/establish appointment systems.

(2) Manage soldier suspense system.

(3) Naturalization and citizenship.

(4) Support reserve component personnel.

(5) Manage ID card system.

(6) Prepare active and reserve military ID Cards and tags.

(7) Prepare ID and privilege cards.

(8) Manage DEROS program.

509TH PERSONNEL SERVICE COMPANY  
PERSONNEL OPERATIONS  
8TH PERSONNEL COMMAND

ORGANIZATION CHART:

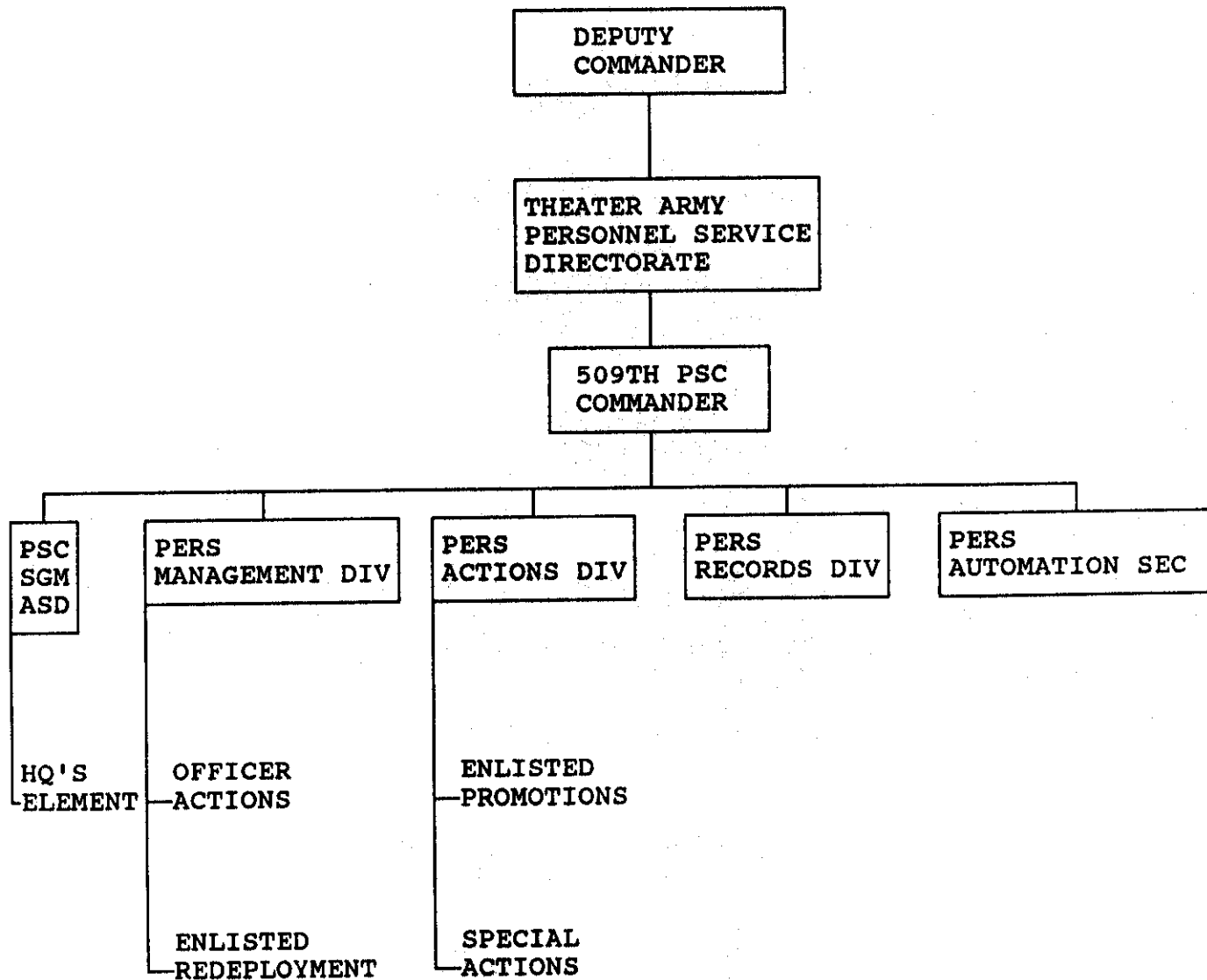


FIGURE 7-4

**SECTION 4 - 509TH PERSONNEL SERVICE COMPANY:**

**1. 509TH PERSONNEL SERVICE COMPANY HEADQUARTERS:**

**MISSION:** Provides operational control of unit level functions for soldiers assigned and attached for duty with the Personnel Service Company.

**a. Commander:**

(1) Performs dual functions of Commander and Personnel Officer, 509th PSC.

(2) Maintains liaison with 2ID G1/AG, division staff, and supported MSC/BN and separate unit commanders on matters pertaining to personnel support.

(3) 8th PERSCOM representative on PSS for 2ID.

(4) Prepares transition to war.

**b. Executive Officer:**

(1) Performs company functions related to training, supply, maintenance and PAC control; oversees control of space utilization within the company.

(2) Performs duty as acting commander as required.

(3) Performs additional assigned duties such as NBC Officer, Training Officer, etc.

(4) Advises Commander on company related issues.

**c. First Sergeant:**

(1) Advises Commander on morale, welfare, military bearing, and discipline of soldiers of the company.

(2) Primary trainer of soldiers assigned to the company.

(3) Primary control of PAC, supply, and other company support sections.

(4) Provides counsel and guidance to NCO and soldiers assigned and attached to the PSC.

## 2. PERSONNEL OPERATIONS:

### a. Sergeant Major:

(1) Advises Commander on matters related to PSS provided by PSC.

(2) Advises PSC division OICs and NCOICs on PSS requirements.

(3) Primary trainer for PSC soldiers.

(4) Provides technical assistance as required to PSC division.

(5) Supervises ASD

(6) Maintains liaison with CSMs and SGMs of MSC/BN and separate units as well as 8th PERSCOM.

(7) Supervises clerical support of the Commander and ASD.

## 3. PERSONNEL ACTIONS DIVISION:

MISSION: Processes routine, procedure driven actions initiated by soldiers; manages casualty programs, emergency leave program, and transition processing.

OIC/NCOIC PERSONNEL ACTIONS: Manages, plans, organizes, controls and performs personnel actions functions. Advises Commander of personnel actions as required. Specific areas of responsibility are listed below:

a. Process retirements.

b. Process packets for OCS, WO QMPs, and compassionate reassignments.

c. Process emergency leaves of Emergency PCS's & MEDDEVACs.

d. Process marriage applications and name changes.

e. Process all chapter actions & civilian school drops.

f. Process hardship discharges & normal ETS.

g. Manage casualty program.

h. Brief Summary Court Officers.

i. Review Letters of Sympathy/Condolence/fax to 8th PERSCOM for review.

PERSONNEL ACTIONS BRANCH - ENLISTED PROMOTIONS:

- a. Monitor E1 - E4 promotions.
- b. Conduct recomputation for SGT/SSG.
- c. Conduct initial board reviews and reevaluations.
- d. Screen AD HOC for senior enlisted promotions monthly.
- e. Process promotion orders for SGT & SSG.
- f. Conduct Reevaluations upon request.
- g. Conduct monthly zero balance or promotion packets.
- h. Request standing list documentation for newly assigned soldiers as required.
- i. Screens promotion list for SFC thru CSM.
- j. Distributes senior enlisted promotion orders received from DA.
- k. Monitors C10 promotion standing list for SGT and SSG.

4. PERSONNEL RECORDS DIVISION:

MISSION: Maintains MPRJ and personnel qualification records for soldiers, both manual and automated; provides data to HQ, TAPERSCOM manages evaluation program.

OIC/NCOIC PERSONNEL RECORDS: Manages personnel records operations, maintenance of MPRJ, processing of officer evaluation reports, NCO evaluation reports, and centralized boards. Specific areas of responsibility are listed below:

a. Officer Records:

- (1) Maintains MPRJ (manual).
- (2) Updates ORB, and automated personnel data.

b. Enlisted Records:

- (1) Maintains MPRJ (manual).



(2) Updates automated personnel data.

c. Suspenses and processes officer evaluation and NCO evaluation reports.

d. Responsible for Customer Activities:

(1) ID Tag/ID Card processing/issuance.

(2) Records reviews.

(3) Outprocessing of OER/NCOER.

e. Flagged Records:

(1) Manages flagged records.

(2) Processes AWOL actions.

(3) Processes DFR actions.

f. Supports records screen/review for centralized boards (promotion and school).

CENTRAL PROCESSING BRANCH:

a. Inprocessing - Officer and Enlisted.

(1) Type DD Form 93, SGLI.

(2) Submit automated personnel data.

b. Outprocessing - Officer and Enlisted ensure MPRJ and support documents are with soldier upon departure.

5. PERSONNEL MANAGEMENT DIVISION:

MISSION: Prepares soldiers for reassignment to CONUS or to other overseas areas. Process enlisted promotions, process enlisted selection list (promotion and school), and process and test soldiers for ASVAB.

OIC/NCOIC PERSONNEL MANAGEMENT: Manage reassignment processing operations. Process soldiers' movement orders, deletions and deferments, and family travel.

a. Process assignment instructions.

b. Process deletions/deferments.

- c. Process Reassignments.
- d. Process Enlisted family concurrent travel.
- e. Process all Enlisted schools.
- f. Process Intertheater Transfers (ITTs).
- g. Manage the Married Army Couple Program (MACP).
- h. Manage Enlisted schools.
- i. Process Foreign Service Tour Extensions.
- j. Process requests for Airborne school, ROTC duty, & recruiting.
- k. Manage the Exceptional Family Member Program.
- l. Process regimental application requests.
- m. Process requests for MOS change/Reclassification.
- n. Assist in processing passports.
- o. Process changes in Homebase Assignment (HAAP).
- p. Process the "Hot DEROS" program.
- q. Update automated SIDPERS systems.
- r. Process Port calls.
- s. Cut Assignment orders/ Amendment(s)/ Revocation(s)/ Endorsement(s).

OFFICER REDEPLOYMENTS/ACTIONS - TESTING:

- a. Process WO1 and 2LT promotions.
- b. Process Officer assignment instructions.
- c. Notify Officers of Redeployment briefings.
- d. Conduct Redeployment briefings.
- e. Process Reassignment requests.
- f. Process ALL selection lists for promotions and schools.

- g. Process Deletion/Deferment requests.
- h. Process requests for family travel.
- i. Process Intertheater transfers (ITTS).
- j. Process Foreign Service Tour Extensions (FSTES).
- k. Manage the Married Army Couple Program (MACP).
- i. Process Officer schools requests.
- m. Manage Student Travel Program.

#### TESTING

- a. Conduct Skill Qualification Tests (SQTs) for qualified soldiers.
- b. Grade and distribute test requests to the proper agencies.
- c. Screen qualifications.

#### 6. PERSONNEL AUTOMATION SECTION (PAS)

MISSION: Maintains SIDPERS data base, provides interface between 2d Infantry Division units and 8th PERSCOM SID.

NCOIC PAS: Manage automation operations, files maintenance, in/output control, files analysis system, and technical training for supported unit personnel.

- a. Manage SIDPERS operations.
- b. Manage data processing activity.
- c. Maintain equipment.
- d. Conduct MILPO and unit automation training.
- e. Perform administrative function.
- f. Perform files maintenance.
- g. Perform input/output control.
- h. Perform analyses of files.
- i. Perform analyses of systems.
- j. Responsible for accuracy of Single Source Data.

7. ADMINISTRATIVE SERVICES DIVISION:

MISSION: Manages distribution, reproduction of orders, manages PSC forms management, and maintains publications and reference library.

NCOIC ADMINISTRATIVE SERVICES BRANCH: Manages administrative services division functions.

- a. Manages internal and external PSC distribution.
- b. Manages PSC command correspondence.
- c. Manages PSC command publications.
- d. Manages PSC reproduction support.
- e. Provides field reproduction services.
- f. Coordinates reproduction and distribution of PSC orders.

516TH PERSONNEL SERVICE COMPANY

ORGANIZATION CHART:

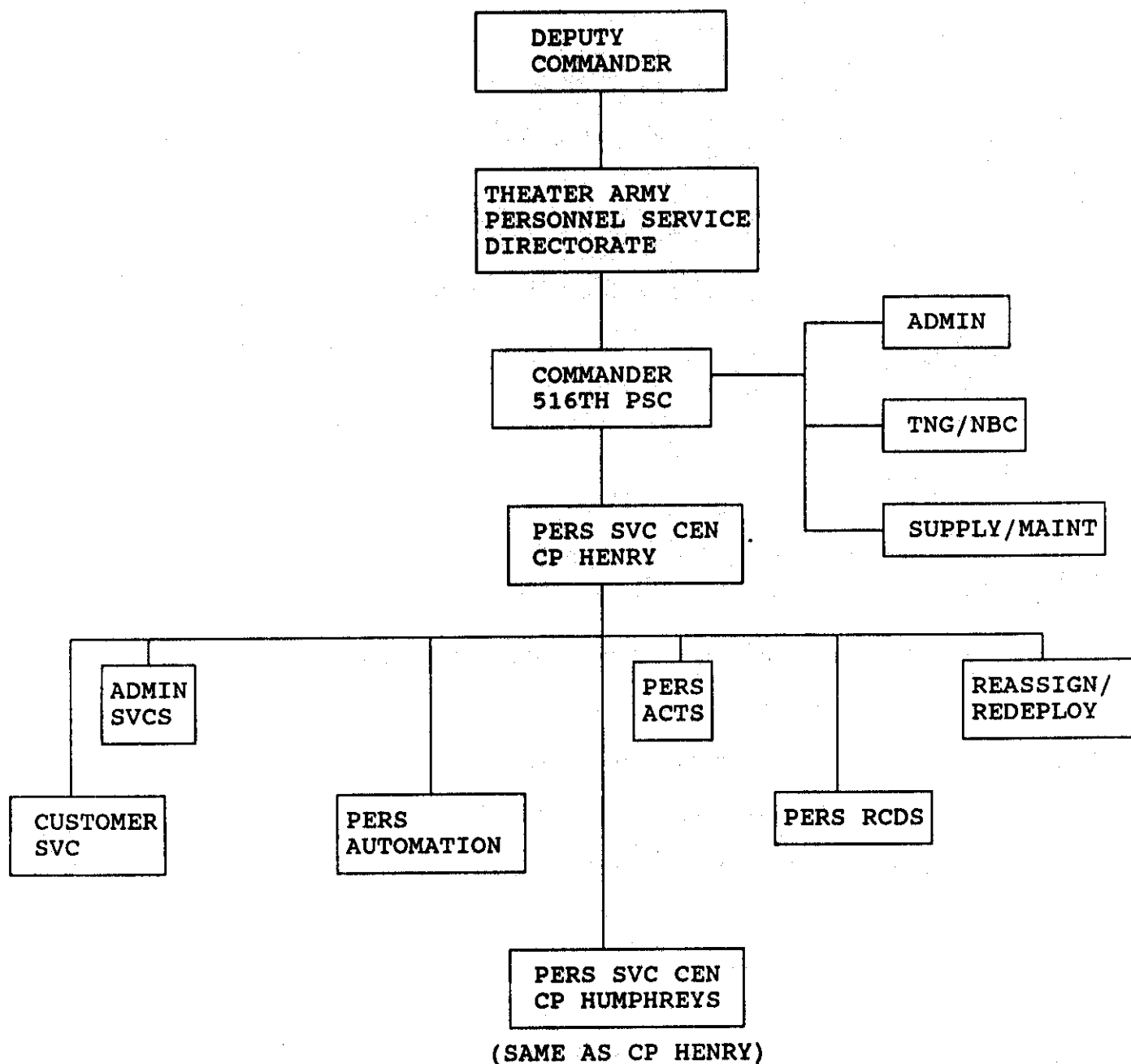


FIGURE 7-5

## SECTION 5 - 516TH PERSONNEL SERVICE COMPANY

### 1. 516TH PERSONNEL SERVICE COMPANY HEADQUARTERS:

MISSION: Provides operational control of unit level functions for soldiers assigned/attached for duty with the Personnel Service Company at both the Camp Henry and Camp Humphreys locations.

#### a. COMMANDER:

(1) Performs dual function as the Senior Personnel Officer, 516th Personnel Service Centers at both locations.

(2) Acts as the senior 8th PERSCOM commander and representative south of Seoul.

(3) Provides responsive personnel support to Support Group Commanders in their respective areas of operation.

(4) Delegates authority for all functional tasks.

(5) Acts as point of contact for all statistical reports to 8th PERSCOM.

(6) Maintains liaison with ACoFS, Personnel, 19th Support Command.

(7) Acts as Safety Officer.

(8) Ensures appropriate internal controls exist.

#### b. EXECUTIVE OFFICER:

(1) Acts as unit's logistician, to include:

(a) Transportation Coordinator.

(b) Monitoring supply functions.

(c) Directing maintenance operations.

(d) Establishing load plans.

(2) Maintains unit funds.

(3) Assists in preparing war plans. Maintains battle book.

(4) Acts as focal point for execution of field training exercises.

- (5) Administers Unit Fund monies.
- (6) Responsible for key control.
- (7) Acts for Commander in his/her absence.
- (8) Prepare Unit Status Report.
- (9) Maintains mission and functions manual.

c. FIRST SERGEANT:

(1) Advises Commander on morale, welfare, military bearing and discipline of NCO's and soldiers assigned to the company.

(2) Acts as primary trainer of soldiers to include physical fitness training.

(3) Supervises administrative functions of the orderly room.

(4) Acts as primary control of unit supply operations.

(5) Administers all unit duty rosters.

(6) Responsible for all charge of quarters operations.

(7) Counsels and guides all soldiers of the unit.

(8) Responsible for unit and Personnel Service Center (PSC) ceremonies.

(9) Establishes in/out processing procedures for unit personnel.

(10) Responsible for unit Sponsorship Program.

2. PERSONNEL SERVICE CENTER, CAMP HENRY:

MISSION: Provides a full range of personnel support to units assigned to PSC code K011. Provides limited customer service personnel support to soldiers not reflected on the K011 data base. Processes Emergency Leave/PCS.

a. PERSONNEL OFFICER:

(1) Supervises all PSC operations.

(2) Develops training input for personnel related topics.

(3) Provides personnel guidance for accomplishment of ARTEP PSC tasks.

(4) Technical expert on all military personnel matters.

(5) Counsels commissioned and warrant officers on personnel related issues that affect their development.

(6) Gives training classes on personnel related topics.

(7) Delegated Personnel Officer signature authority by the Company Commander.

b. SERGEANT MAJOR:

(1) Establishes policy and procedures to standardize operations between the Camp Henry and Camp Humphreys PSC.

(2) Monitors the Personnel Administration Center (PAC)/PSC Referral Program.

(3) Holds monthly PAC/PSC Meetings.

(4) Acts as focal point for NCO networking (CSM's, SGM's, PSNCO's and PAC Supervisor) on personnel related issues.

(5) Delegated Personnel Officer signature authority by the Company Commander.

(6) Advises Commander on morale, welfare, military bearing and duty performance of NCO's and enlisted soldiers assigned to the PSC.

c. PERSONNEL ACTIONS BRANCH:

MISSION: Processes routine actions initiated by soldiers; manages all promotions; accomplishes all NCO-ER requirements. During wartime, a casualty section is added.

(1) Manages promotions for NCO's and enlisted soldiers.

(2) Processes NCO-ER's.

(3) Processes all soldiers actions.

(4) Casualty Operations (Wartime only).

d. PERSONNEL RECORDS BRANCH:

MISSION: Maintains the Military Personnel Records Jacket (MPRJ) and records of soldiers qualifications, both manual and automated;



provides data to HQDA and conducts centralized board support. Officer records also performs officer management/action functions.

(1) Officer Records Section:

- (a) Maintains MPRJ.
- (b) Maintains SIDPERS data base.
- (c) Updates Officer Record Brief.
- (d) Supports centralized boards.
- (e) Manages promotions to 1LT and CW2.
- (f) Processes Officer Evaluation Reports.
- (g) Processes officers for reassignment and requests reassignment orders.

(2) Enlisted Records Section:

- (a) Maintains MPRJ.
- (b) Maintains SIDPERS data base.
- (c) Supports centralized boards.
- (d) Processes suspense requirements.

(3) Flagged Records.

- (a) Manages flagged records program.
- (b) Processes AWOL/DFR actions.
- (c) Maintains bar to reenlistment records.

(4) In/Out Processing Section:

- (a) Processes MPRJ and automated data base to reflect status.
- (b) Prepares MAC Transportation Authorization, DD Form 1482-1.
- (c) Conducts quality assurance audit on records.
- (d) Reviews all DD Forms 93 and SGLI's.

e. PERSONNEL AUTOMATION BRANCH:

MISSION: Maintains the Standard Installation Division Personnel System (SIDPERS) data base. Provides interface between units and the PSC.

- (1) Manages SIDPERS operations.
- (2) Manages data processing activity.
- (3) Maintains equipment.
- (4) Conducts PSC/PAC training.
- (5) Responsible for accuracy of single source data.
- (6) Provides processing and timeliness of statistical reports.
- (7) Loads software into TACCS.
- (8) Manages Commander Involvement Program.
- (9) Performs input/output control.

f. ADMINISTRATIVE SERVICES BRANCH:

MISSION: Manages distribution, forms and publications and reference library. Publishes orders from unit/PAC requests for orders. Picks up and consolidates orders from print plant.

- (1) Manages internal and external PSC distribution and correspondence.
- (2) Distributes PSC orders.
- (3) Manages reproduction support.
- (4) Maintains access rosters and cards to Security, Plans and Operations, 19th Support Command Bunker and message center.
- (5) Publishes orders from unit requests for orders (Awards, Badges etc.).
- (6) Sends and monitors facsimile transmissions.

g. REASSIGNMENT/REDEPLOYMENT BRANCH:

MISSION: Manages reassignment/redeployment processing.

- (1) Processes assignment instructions.
- (2) Manages deletions/deferments.
- (3) Obtains portcalls.
- (4) Processes TDY enroute instructions.
- (5) Requests orders.
- (6) Processes family travel requests.
- (7) Conducts desk side assignment briefings.
- (8) Monitors and reports on soldiers overdue for assignments.

h. CUSTOMER SERVICE AND TRANSITION PROCESSING BRANCH:

**MISSION:** Screens customers to determine what personnel service is needed. Requires PAC/PSC referral, as appropriate. Processes identification documents. Responsible for Transition Processing except Retirement Services Officer duties.

(1) Customer Service Section:

(a) Provides ID Cards for authorized military, family members, reservists and retirees.

(b) Makes ID Tags.

(c) Provides photos for student bus passes.

(d) Provides photos for UFL access badges for 8th PERSCOM personnel.

(e) Manages DEERS Program.

(2) Transition Processing:

(a) Prepares enlisted retirement applications.

(b) Publishes Officer and Enlisted Retirement Orders.

(c) Prepares and forwards Data Retired Pay, DA Form 3713.

(d) Notifies soldiers of ETS. Prepares ETS packet, requests TDR's and publishes orders.

(e) Hosts and conducts ETS briefing.

(f) Forwards requests for officer separations, resignations, and retirements to TAPA. PAC's initiate officer's request.

(g) Notifies units of Army Lapel Button requirement.

(h) Processes foreign service tour extensions: approve or forward as appropriate.

(i) Forwards curtailments.

(j) Processes chapter eliminations (screen packet, publish orders and establish portcalls).

(k) Administers Army Occupational Survey Program.

(l) RSO function is performed by installation.

i. PERSONNEL AND ADMINISTRATIVE TEAM:

MISSION: Provide assistance visits to units and PAC's, as requested or directed.

(1) Identifies areas which require training to meet standards.

(2) Provides Adjutant, S-1/Adjutant, PSC SGM and Commander written results.

3. PERSONNEL SERVICE CENTER, CAMP HUMPHREYS:

MISSION: Provides a full range of personnel support to units assigned to PSC code K021. Provides limited customer service personnel support to soldiers not reflected on the K021 data base. Processes Emergency Leave/PCS.

a. PERSONNEL OFFICER:

(1) Supervises all PSC operations.

(2) Develops training input for personnel related topics.

(3) Provides personnel guidance for accomplishment of ARTEP PSC tasks.

(4) Technical expert on all military personnel matters.

(5) Counsels commissioned and warrant officers on personnel related issues that affect their career development.

(6) Gives training classes on personnel related topics.

(7) Delegated Personnel Officer signature authority by the Company Commander.

(8) Acts as Team OIC, as required.

b. CUSTOMER SERVICE (PSC NCOIC):

(1) Manages internal and external PSC distribution and correspondence.

(2) Monitors the PAC/PSC Referral Program.

(3) Holds monthly PAC/PSC Meetings.

(4) Acts as focal point for NCO networking (CSM's, SGM's, PSNCO's and PAC Supervisors) on personnel related issues.

(5) Screens customers to determine what personnel service is needed.

(6) Manages DEERS Program.

c. PERSONNEL ACTIONS BRANCH:

**MISSION:** Processes routine actions initiated by soldiers and manages all promotions. During wartime, a casualty section is added. Accomplishes Transition Processing.

(1) Manages promotions for NCO's and enlisted soldiers.

(2) Processes all soldier actions.

(3) Casualty operations (Wartime only).

(4) Transition Processing:

(a) Prepares enlisted retirement applications.

(b) Publishes Officer and Enlisted Retirement Orders.

(c) Prepares and forwards Data for Retired Pay, DA Form 3713.

(d) Notifies soldiers of ETS. Prepares ETS packet, requests TDR's and publishes orders.

(e) Hosts and conducts ETS briefing.



HHC, 8TH PERSCOM  
DAILY STATUS REPORT

AUTH STRENGTH: \_\_\_\_\_ COMMISSIONED: \_\_\_\_\_

**WARRANT:** \_\_\_\_\_

**ENLISTED:**

KATUSA: \_\_\_\_\_

LINE ALPHA:

[illegible]

PLATOON SERGEANT - SFC Moya  
ASST PLT SGT - SSG Watkins

HO'S PLATOON

AS OF: 22 Feb 93

1ST SQUAD

SQD LDR -

SSG Watkins  
SSG Evans  
SGT Penny 714 TARE 724-8472  
SGT Lee  
SGT Dickson 714 S-3 724-4798  
SGT Hank 714 S-3 724-4798  
SGT Olive (LZ)  
SGT Crockett (DECON) 714 TARE 724-3724  
SGT Kussman (DECON)  
PV2 Foertsch (M60 Asst) 74C  
PV2 Darras

2ND SQUAD

SQD LDR -

SSG Scanlan  
SGT Welty (DECON NCO)  
SGT Campton  
SGT Han  
SGT Hoselton (DECON)  
SGT Knight  
SGT Elchorn  
SGT White, G. 714 Tme 724-8513  
SGT Watts (M60 Asst)  
SGT White, J. (DECON)  
PFC Schmidtke

3RD SQUAD

SQD LDR -

SSG Johnson  
SGT Kirk  
SGT Gaither (DECON)  
CPL Lee  
CPL Gladney  
SGT Sullivan (M60 GUNNER) 714 S1  
SGT Gabard  
SGT Sheehan (LZ)  
SGT Kim, K.D.

4TH SQUAD

SQD LDR -

SGT Apperley  
SGT Jenkins  
SGT Wallace 714 S1  
SGT Suggs 714 S1-724-3732  
SGT Hicks (RTO) 714 S1  
SGT Gray 714 S1  
PFC Park (DECON) 714 S1  
PFC Jones (M60) 714 S1  
PV2 Wellon (DECON)

OFFICER PERSONNEL

COL Morgan  
COL Patrick  
LTC Lee  
MAJ Stroebel  
MAJ Burke  
MAJ Lloyd  
MAJ Gleason  
CPT Reeves  
CPT Hamilton  
CW3 Reyes  
CW2 Rosenblatt  
LTC Peppel

SENIOR ENLISTED PERSONNEL

CSM Miller  
MSG Iorio  
SFC Jackson  
SFC Brinson  
SFC Rogers  
SFC Pritchard  
MSG Ramey  
SGM Wade  
SGM Bergling  
MSG Cleveland  
MSG To  
MSG Allen  
SFC Cooper  
SFC Colegrove

OTHERS

SPC Cobb  
SPC Wansel  
SPC Iman

SPC West

16 MAR