

DEPARTMENT OF THE ARMY
Headquarters, 19th Support Command
APO San Francisco 96212-0171

REGULATION
NUMBER 10-10

1 June 1987

Organization and Functions
ORGANIZATIONAL STRUCTURES, MISSIONS AND FUNCTIONS

Effective 1 June 1987

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*This regulation supersedes 19th SUPCOM Reg 10-10, 1 May 1986 with changes.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes policies and responsibilities for providing uniform procedures for the preparation and maintenance of Organization and Functions Manuals within the 19th Support Command; and reflects the approved organizational structures, missions and functions of Headquarters, 19th Support Command and its subordinate commands.

1-2. Applicability. This regulation applies to:

a. Staff officers of the headquarters for their organizational structures, basic responsibilities and assigned functions.

b. Subordinate commanders for their assigned missions and organizational structures.

1-3. Policies.

a. This regulation is the basic organizational guideline for the Headquarters, 19th Support Command and its subordinate commands.

b. Staff officers and subordinate commanders will not deviate from the organizational structures, missions (or basic responsibilities), or functions prescribed herein without the Chief of Staff's approval as documented in this manual.

c. Proposed changes to the contents of this manual will be prepared and submitted to this headquarters, ATTN: ACofS, Resource Management, APO 96212-0171, in three copies, to include the following:

(1) A proposed organization chart, proposed mission or basic responsibilities, proposed functional statements and proposed personnel staffing.

(2) Evidence of authority for assuming or discontinuing a mission, organization or function.

d. Excessive fragmentation will be avoided. Normally at least 3 persons will be required in support of a functional area before a separate organizational segment is established.

e. Staff directories, proposed tables of distribution and allowance (TDA) (except TDA augmenting MTOE) and all other published media of this command will conform to the organizational alignment and will use the title published in this manual. The organizational titles for proposed TDA augmenting MTOE will be limited to the MTOE titles, except for assigned non-MTOE type mission.

1-4. Responsibilities.

a. The Chief of Staff is the approving authority for changes in the organizational structures and functions:

(1) For any changes to this manual for the Headquarters, 19th Support Command.

(2) Above directorate or division level for the subordinate commands.

b. The ACofS, Resource Management is responsible for:

(1) Serving as a principal advisor to the Chief of Staff on nontactical organizational structure and functional alignment within the command.

(2) Developing command policies and guidance for the uniform preparation and maintenance of organizational and functional alignments within their organizational elements.

(3) Advising and assisting staff officers and subordinate commanders concerning nontactical organizational and functional alignments within their organizational elements.

(4) Evaluating and analyzing proposed changes (para 1-3c) for format and adequacy of responsibilities and functional statements and for effect on headquarters and subordinate command organizations.

(5) Preparing decision papers for the Chief of Staff on all changes to the manual.

(6) Maintaining the 19th Support Command Organization and Functions Manual (19th SUPCOM O&F Manual) as approved by the Chief of Staff.

c. The Adjutant General is responsible for forwarding to the ACofS, Resource Management two copies of each permanent orders and other official media of this and higher headquarters involving the organizational matters of this command, as they are issued or published.

d. All staff officers are responsible for ensuring the contents of their respective areas of this manual are current and accurate.

e. Subordinate commanders are responsible for:

(1) Ensuring that the policies expressed in this regulation are adhered to and fully implemented.

(2) Forwarding proposed organizational changes to this headquarters for review and approval prior to publication in their organization and functions manual. The proposed organizational changes will be accompanied by supporting documents indicated in paragraph 1-3c(1) and (2).

(3) Forwarding five copies of their changes or revised Organization and Functions Manuals to this headquarters, ATTN: ACofS, Resource Management, APO 96212-0171.

1-5. Definitions. The following definitions are provided to eliminate the need for repetitive use of action verbs and routine functional statements that are inherent elements of basic responsibilities. The functions described below apply to all basic responsibilities shown throughout the manual, unless otherwise specified.

a. Administrative Functions. The standard phrase, "Performs normal administrative functions" used throughout the manual to describe routine administrative functions, include 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) Administration of the records administration program.
- (5) Performance of supply tasks for the office.
- (6) Processing and maintenance of office personnel records and reports.
- (7) Maintenance of technical reference library.
- (8) Accomplishment of other routine administrative-type tasks as delegated by the staff chief.

b. Command policy responsibilities. As related to the basic staff responsibilities described throughout the manual, these include:

- (1) Developing and continuously reviewing policy and policy concepts.
- (2) Preparing staff studies, support material and proposed regulations for presentation to the Command Group for final approval.
- (3) Coordinating proposals with other staff elements, subordinate commands, and external agencies as necessary.
- (4) Conducting or attending briefings and conferences as appropriate.

c. Action responsibilities. As related to basic responsibilities, these include:

(1) Providing staff and technical supervision over command accomplishment of prescribed functions.

(2) Developing plans and subject matter material for inclusion in, or in the support of, operations and mobilization plans of 19th Support Command and higher headquarters.

(3) Coordinating activities with higher headquarters, staff offices, subordinate commands and other agencies as necessary.

(4) Attending or conducting briefings and conferences as appropriate.

(5) Preparing and issuing directives and changes to directives, including internal standard operating procedures (SOPs), task lists and other similar documents as may be required.

(6) Performing staff visits to assist, inspect and review program implementation and compliance with regulations.

(7) Conducting surveys and preparing studies to determine program effectiveness, to improve methods and procedures and to resolve problem areas.

(8) Compiling, analyzing and maintaining information needed to effectively manage the functional responsibilities.

(9) Preparing required reports and ensuring that feeder data provided by submitting agencies are timely, accurate and adequate.

(10) Developing appropriate priorities and schedules and using other management tools, as needed, to ensure effective accomplishment of prescribed responsibilities.

(11) Participating on boards, committees and councils, as appropriate.

(12) Developing training aids and programs, as necessary.

(13) Participating in command exercises and inspections.

d. Processing responsibilities.

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

(2) Establishing priorities and schedules as considered necessary to ensure timely and effective processing.

CHAPTER 2

MISSION

- 2-1. To exercise command control over assigned and attached units and activities.
- 2-2. To plan for and direct the provision of direct combat service support (except classes VI and VIII) on an area basis, through its subordinate organizations.
- 2-3. To plan for and direct the provision of general support for supply, maintenance and service support (except classes VI and VIII) to all US Forces in Korea and to ROK Forces and other agencies as directed.
- 2-4. To develop and provide to subordinate units, missions, policies, guidance, priorities and allocations for assigned direct and general combat service support activities.
- 2-5. To provide installation type administrative and logistical support to all assigned, attached and tenant units and activities and to conduct civil affairs activities within assigned area.
- 2-6. To establish and maintain facilities for the processing of radioactive materials.
- 2-7. To provide graves registration and memorial services for US Forces in Korea.
- 2-8. To plan and provide for expansion of logistics operating activities and for receipt of designated augmentation forces in the event of hostilities.
- 2-9. To develop procedures for and, on order, establish an Ammunition Supply Coordinating Group to perform functions prescribed in Eighth United States Army Logistics Policy and Procedures Guide and other operation plans.
- 2-10. To represent the Commander, Eighth United States Army, with the Commanders, First ROK Army, Second ROK Army and Third ROK Army, and commanders of other ROK Army forces on matters of current operations and wartime planning, as directed by Commander, Eighth United States Army.
- 2-11. To plan, coordinate and supervise intelligence, physical security and rear area protection activities within geographical areas II, V, VI and VII of the Republic of Korea and coordinate damage control and rear area protection requirements with the Commanders, First ROK Army, Second ROK Army and Third ROK Army.

2-12. To administer law, order and discipline within assigned geographic areas and to supervise military justice activities and exercise court-martial jurisdiction over units assigned to 19th SUPCOM GCM jurisdiction.

2-13. To direct and supervise storage and maintenance for prepositioned war reserves (PPWR).

2-14. To manage and supervise the three Eighth United States Army Food Management Assistance Teams.

2-15. To direct the operations of the Commercial Vehicle Parts Supply Point which supports all EUSA owned Commercial Vehicles.

2-16. To provide, at Chinhae, ammunition surveillance and safety guidance, act as liaison between vessel, Military Traffic Management Command (MTMC), and ROKA port authorities, and notify receiving location of incoming shipments.

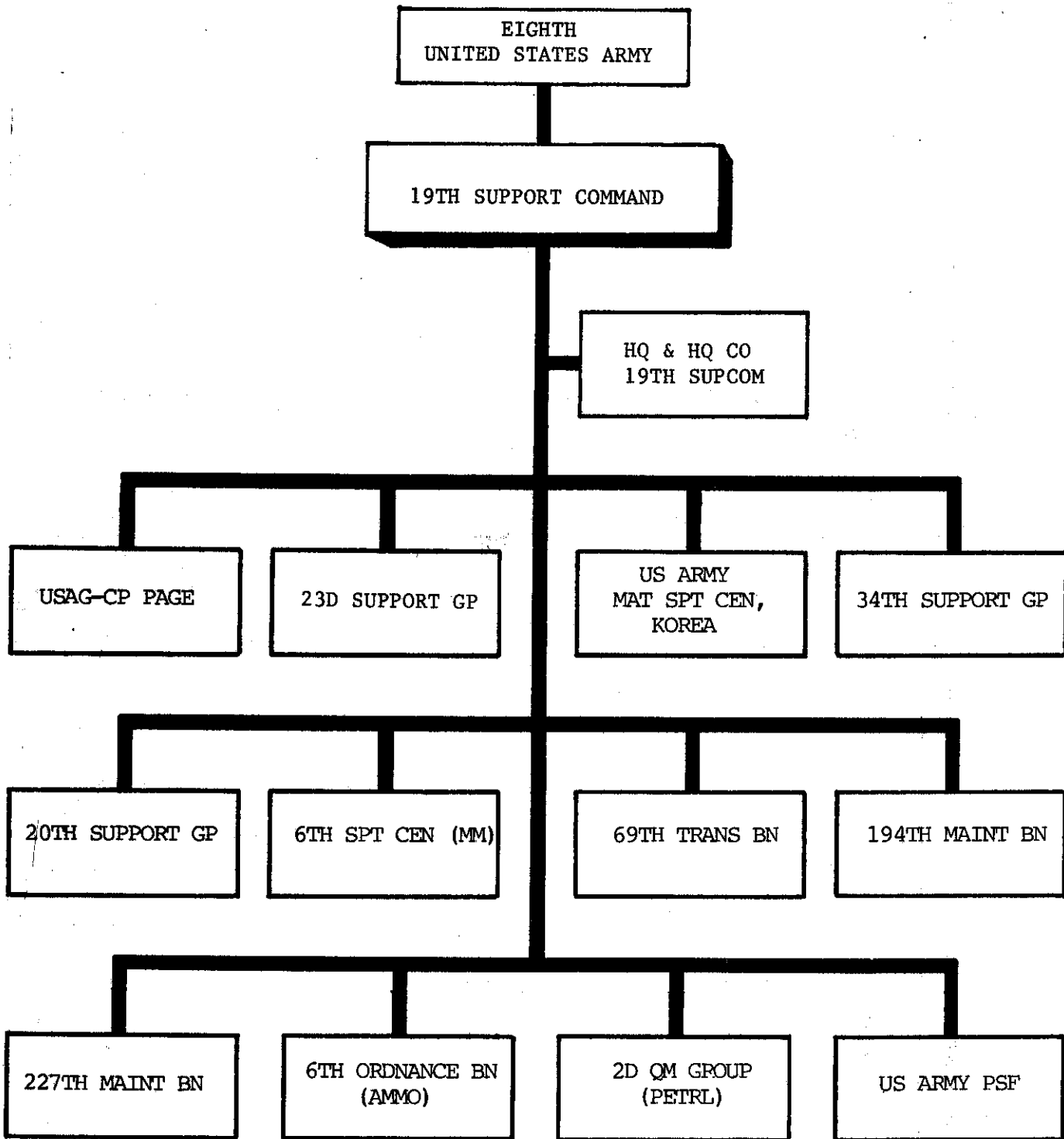
2-17. To provide transportation for the movement of general cargo by motor transportation.

2-18. To provide, on order from Commander, Eighth United States Army, Nuclear Support Teams (NST) prepared to deliver nuclear weapons using Republic of Korea (ROK) weapon systems under provision of the EUSA Tactical Nuclear SOP.

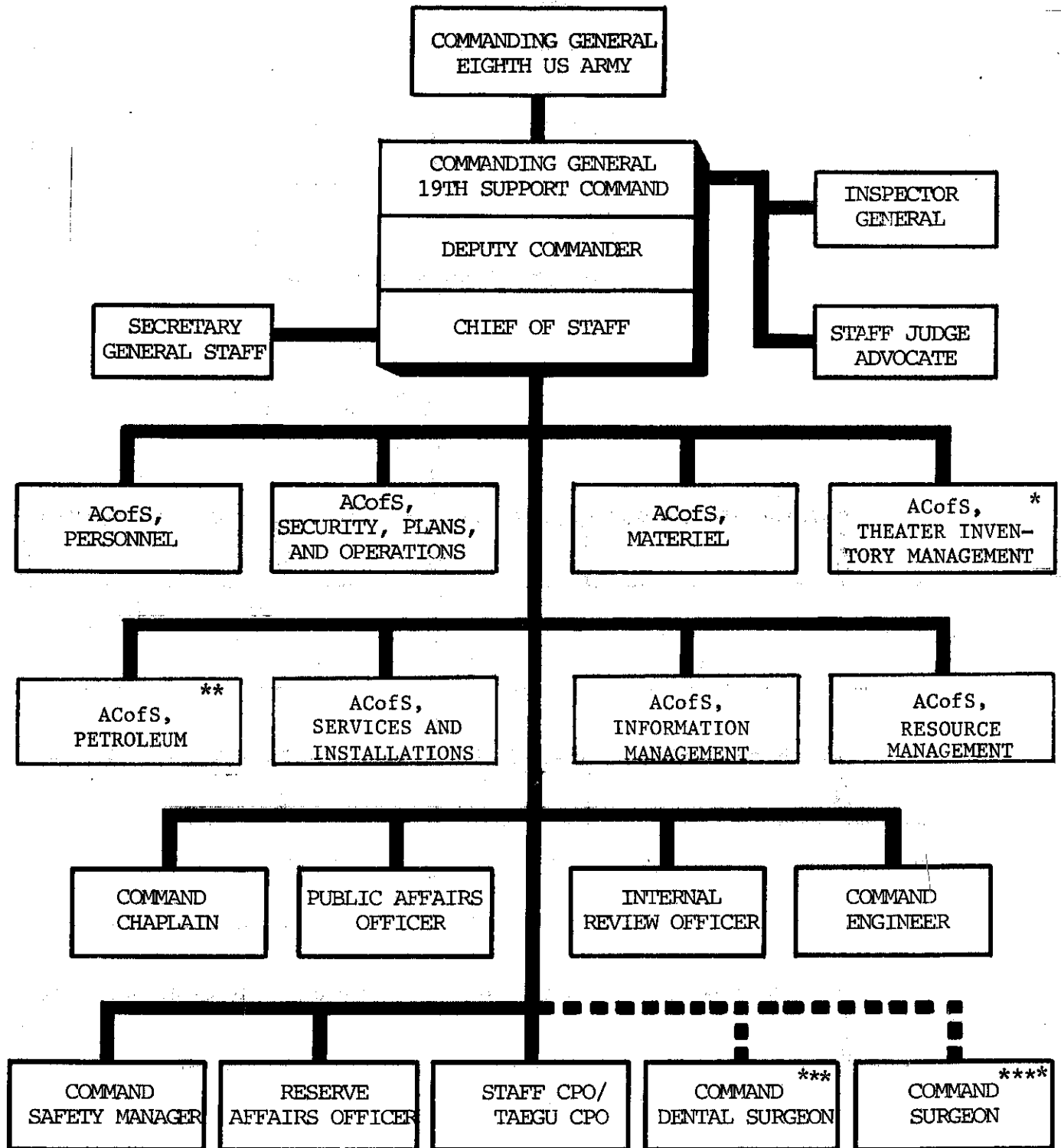
2-19. To provide ammunition surveillance of U.S. titled ammunition in theater depots, ammunition supply points, prestock points, and unit basic loads.

2-20. To provide military support to assist the Department of State and the American Embassy-Seoul in the relocation and evacuation of noncombatants.

COMMAND STRUCTURE CHART



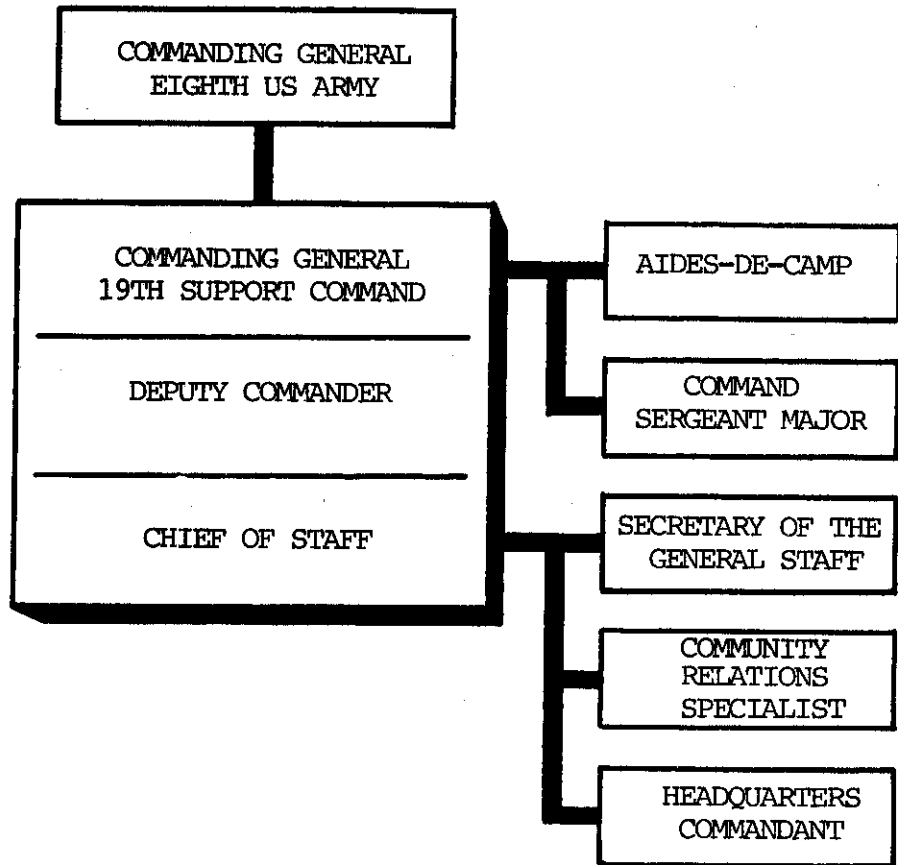
HEADQUARTERS STAFF ORGANIZATION CHART



■ ■ ■ Staff Coordination.

- * Is the Cdr, 6th Spt Cen and serves as ACoFS, TIM.
- ** Is the Cdr, 2d QM Gp and serves as ACoFS, Petroleum.
- *** Is the Cdr, 665th Med Det (DS) and serves as Comd Dental Surgeon.
- **** Is the Cdr, 543d Gen Disp and serves as Comd Surgeon.

CHAPTER 3
COMMAND GROUP



COMMAND GROUPCOMMANDING GENERAL (CG)

3-1. Basic Responsibilities. Commands the 19th Support Command and EUSA Area Command (provisional). Exercises general Court-Martial jurisdiction over all personnel assigned or attached to 19th Support Command in Areas V and VII.

3-2. Relationships.

- a. Functions under the command of Commanding General, EUSA.
- b. Is designated as Area Commander for all units residing in the 19th Support Command geographical area.
- c. Represents the Commanding General, EUSA, as directed.
- d. Maintains liaison with other EUSA major subordinate commands.
- e. Functions as the Nuclear Accident-Incident Control Plan (NAICP) on scene commander.

DEPUTY COMMANDER (DCO)3-3. Basic Responsibilities.

- a. Acts for the Commanding General in the absence of the CG.
- b. Acts as principal assistant to the CG in carrying out assigned, associated and implied tasks.
- c. Participates fully in the policy and decision-making process to ensure that policies are complied with and that decisions are carried out.
- d. Conducts Command Inspections for the CG in his absence.
- e. Provides proper direction and continued impetus to:
 - (1) Achievement of unit readiness.
 - (2) Overwatching of surety matters.
 - (3) Tactical/field exercises.
 - (4) Long range stationing plans.
- f. Serves as 19th Support Command Logistics Readiness Officer.

g. Takes final action on matters as directed by the CG.

3-4. Relationships. Functions under the supervision of the CG.

CHIEF OF STAFF (CofS)

3-5. Basic Responsibilities.

a. Is the principal assistant to, and advisor to, the CG.

b. Directs, supervises and coordinates the work of the general and special staff.

c. Provides proper direction and continued impetus to:

(1) Updating plans pertaining to the Command.

(2) Conversion of TDA units to TOE units.

d. Takes final action on matters as directed by the CG.

e. Organizes and supervises the staff.

3-6. Relationships. Functions under the supervision of the CG.

SECRETARY OF THE GENERAL STAFF (SGS)

3-7. Basic Responsibilities. Acts as:

a. Executive officer for the Chief of Staff.

b. Office manager for Command Group.

c. Supervises the protocol officer and the Senior Administrative NCO.

(1) Protocol officer is responsible for:

(a) Advising the CG and staff on protocol matters.

(b) Coordinating itineraries, receptions, messing and accommodations of distinguished visitors with staff elements having primary responsibility.

(c) Planning and coordinating official social and military functions and ceremonies with the staff elements having primary responsibility.

(d) Coordination of transportation requirements for Command Group, less the CG.

(e) Coordinating visits of US military/Governmental and foreign military/civilian dignitaries and VIP's.

(f) Monitoring the management of financial accounts provided for official use in community relations.

(g) Performs other duties that the SGS may assign.

(2) The Senior Administrative NCO is responsible for:

(a) Administrative review of all correspondence prepared for signature by a member of the Command Group.

(b) Office management for the Command Group.

(c) Systems administration of the Intel 310 and office automation.

(d) Supervision of enlisted and KATUSA soldiers assigned to the SGS Administrative Office.

(e) Maintaining the SGS Suspense Control Log.

(f) Performs other duties as the SGS may assign.

d. Assumes the peacetime mission of Headquarters Commandant as prescribed in paragraph 3-17 of this chapter. (NOTE: In the event an officer is not assigned as the SGS, the Senior Administrative NCO will have the additional duty as NCOIC, Headquarters Commandant during peacetime only and will be responsible for those duties outlined in paragraph 3-17b below.)

e. Performs other duties that the Chief of Staff may assign him.

3-8. Relationships.

a. Functions under the supervision of the Chief of Staff.

b. Is assigned operational control over Command Group enlisted office staff.

COMMAND SERGEANT MAJOR (CSM)

3-9. Basic Responsibilities.

a. Represents the CG during visits to subordinate commands in areas pertaining to enlisted personnel utilization, morale and welfare.

b. Reviews staff correspondence pertaining to enlisted matters as determined by the CG, DCO, or staff section chief.

- ~~c. Accompanies the CG to training activities, meetings, inspections and ceremonies as he directs.~~
- d. Makes appropriate off-duty appearances at unit official and social functions and visits troop areas.
- e. Makes recommendations to the CG on punishment of noncommissioned officers under provisions of Article 15 and on enlisted personnel being considered for elimination from the service under provisions of AR 635-200.
- f. Assists the CG in the reception of visitors at the headquarters as required.
- g. Serves as President of the Quarterly NCO/Soldier/KATUSA of the Quarter selection boards.
- h. Is responsible to the Commanding General for the professional development of the noncommissioned officers of the Command.
- i. Directs the placement of Sergeants Major assigned to this Command.
- j. Serves as president of the 19th SUPCOM First Sergeant School Selection Board.

3-10. Relationships.

- a. Functions under the supervision of the CG.
- b. Serves as an advisor to the CG on matters pertaining to enlisted personnel.

COMMUNITY RELATIONS SPECIALIST

3-11. Basic Responsibilities.

- a. Advises the CG and staff on civil-military relations and reviews and analyzes local opinion of US forces within geographic areas of 19th Support Command.
- b. Administers the Taegu Korean-American Friendship Council (KAFC) and the Taegu People to People Club (PTP) to include scheduling periodic meetings and preparation of agenda.
- c. Promotes mutual understanding, goodwill and harmonious relationships between US military and local communities.
- d. Arranges for the CG and troops to participate in various off-post civilian ceremonies and activities.
- e. Coordinates disaster relief activities with local ROK government.

f. Coordinates tours of military compounds for the local citizens and installations for US personnel.

g. Conducts periodic appraisals of the community relations situation and public attitudes toward the 19th Support Command.

h. Acts as interpreter for Command Group.

i. Accompanies CG on visits to senior governmental officials.

j. Prepares and maintains a listing of civilian dignitaries who should receive invitations to ceremonies and official social functions.

3-12. Relationships.

a. Functions under the supervision of the CofS.

b. Maintains liaison with EUSA J-5, Civil Affairs Branch and EUSA Public Affairs Division, Community Relations Branch.

c. Maintains liaison with local ROK government and civil authorities.

d. Maintains liaison with local American Cultural Center (ACC) for Korean/American relations.

e. Coordinates with the US Secretary for PTP.

AIDE-DE-CAMP (ADC)

3-13. Basic Responsibilities.

a. Maintains CG's schedule of events and daily activities.

b. Schedules CG's air, rail, and ground transportation.

c. Arranges CG's social calendar.

d. Coordinates visits of US military/Governmental and foreign military/civilian dignitaries and VIP's.

e. Monitors the preparation of CG's correspondence.

f. Supervises the maintenance of CG's classified/unclassified correspondence files.

g. Office manager for the CG's administrative support section.

h. Maintains the CG's professional expense account.

i. Supervises CG's driver.

j. Accompanies the CG, as required, on scheduled trips throughout the 19th SUPCOM, assuring that the CG has adequate transportation, communication and knowledge of scheduled events.

3-14. Relationships.

a. Functions under the supervision of the CG.

b. Coordinates visits of DV's and VIP's with the SGS.

KOREAN AIDE-DE-CAMP (KADC)

3-15. Basic Responsibilities.

a. Serves as a major point of contact between 19th SUPCOM CG and ROK military forces.

b. Assists in maintaining the CG's social calendar involving VIP's of ROK armed forces.

c. Translates incoming and outgoing invitations and documents going to or coming from the CG or ROK general officers.

d. Accompanies the CG, as required, on scheduled trips throughout the 19th SUPCOM, assuring that the CG has adequate transportation, communication and knowledge of scheduled events.

e. Prepares and maintains a listing of ROK military dignitaries who should receive invitations to ceremonies and official social functions.

3-16. Relationships.

a. Functions under the supervision of the CG.

b. Coordinates with the US aide for guidance.

c. Coordinates with the SGS about official functions and visits involving ROK military personnel.

HEADQUARTERS COMMANDANT (PEACETIME MISSION - Performed by SGS, currently not being staffed.)

3-17. Basic Responsibilities.

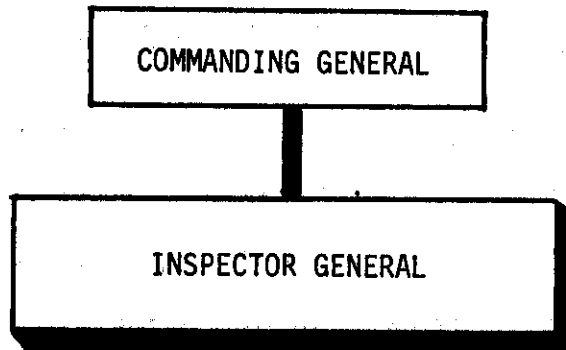
a. Local security of the Headquarters (only applies to deployed condition).

b. Arrangement and movement of the Headquarters (only applies to deployed condition).

c. Supervision of the Headquarters building and all contracts associated with the Headquarters building and occupants.

d. Monitoring energy usage within the Headquarters.

CHAPTER 4
OFFICE OF THE INSPECTOR GENERAL



OFFICE OF THE INSPECTOR GENERALINSPECTOR GENERAL4-1. Basic Responsibilities.

a. As the trusted agent of the CG, 19th Support Command, inquires into and reports upon matters affecting the performance of mission, the state of economy, efficiency, discipline and morale of the command.

b. Provides the CG, 19th Support Command with a continuing assessment of command, operational, logistical, and administrative efficiency and effectiveness of the command.

c. Performs other duties as required by law and regulations or as directed by the CG.

4-2. Relationships.

a. Functions under the general supervision of the Commanding General.

b. Maintains liaison with Inspectors General, Eighth US Army.

4-3. Functions. Responsible for command policy, actions and processing related to:

a. Complaints and request for assistance, advice or information.

b. The IG action request system within the command.

c. IG investigations (as directed) and inquiries.

d. Planning, coordinating and conducting general and special inspections.

e. Advising the staff on deficiencies observed during the inspection of subordinate units.

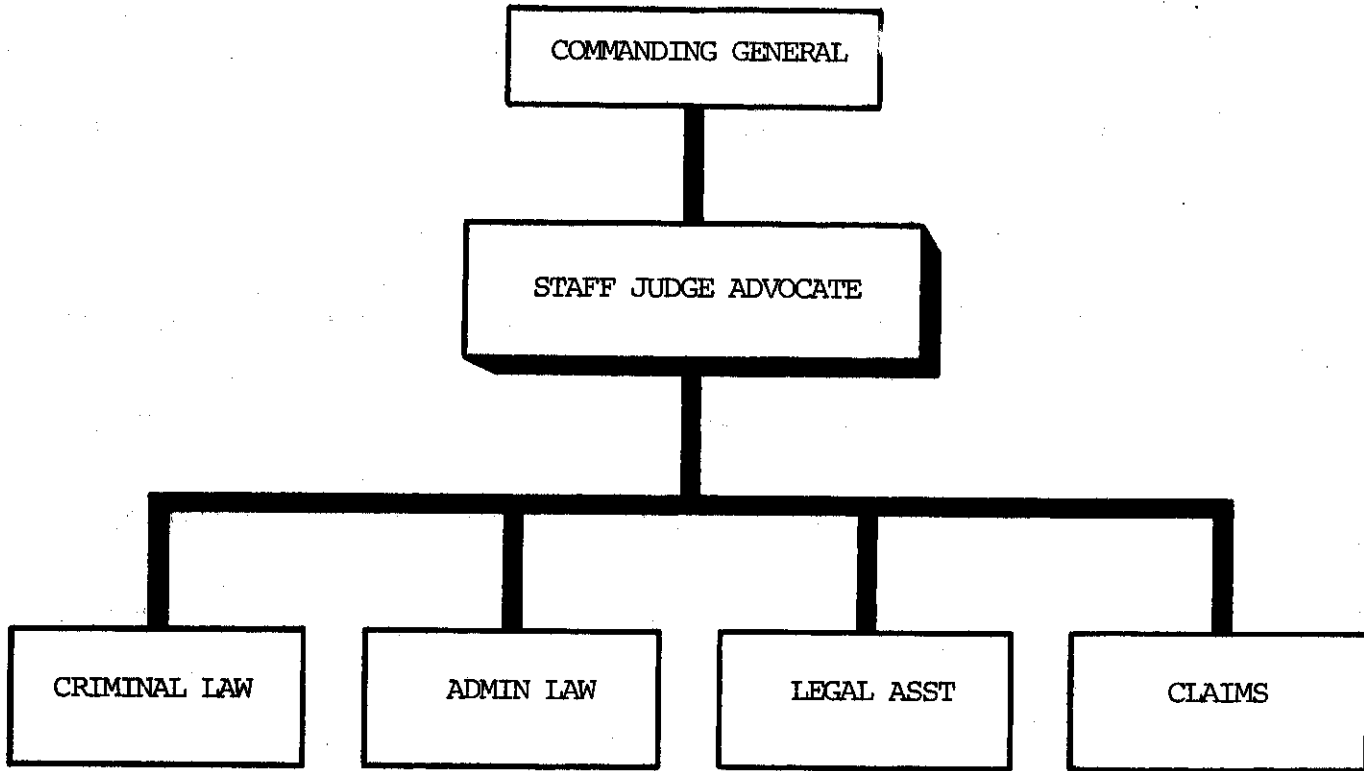
f. Providing guidance and assistance to Inspectors General and Acting Inspectors General at subordinate commands of the 19th Support Command.

g. Site administrator for Inspector General Worldwide Network (IGNET).

h. Serves as the command proponent for broad policy concerning inspections, to include the publication of command regulations and policy letters incorporating such policy.

i. Records and analyze results of staff and command inspections.

CHAPTER 5
OFFICE OF THE STAFF JUDGE ADVOCATE



~~OFFICE OF THE STAFF JUDGE ADVOCATE~~STAFF JUDGE ADVOCATE5-1. Basic Responsibilities.

a. Furnishes legal advice to the Commander, the staff, subordinate commanders and law enforcement personnel on all areas of criminal law, administrative law, international law, contract law, fiscal law and labor law.

b. Supervises the administration of criminal law for the command and for units assigned or attached to the command for that purpose.

c. Supervises the command claims program.

d. Supervises the furnishing of legal assistance to eligible military personnel, their dependents and other authorized persons concerning personal legal problems.

e. Furnishes legal counsel to the Civilian Personnel Office pursuant to DA Labor Counselor Program.

f. Performs programming, budgeting and other Army command system functions.

g. Promotes the professional growth of individual office members.

h. Supervises the normal administrative functions of the office.

5-2. Relationships.

a. Serves the personal staff of the commander.

b. Maintains liaison with local civilian legal and judicial personnel and organizations on legal matters.

CRIMINAL LAW

Provides criminal law support for the command and exercises general supervisory authority over criminal law for units assigned or attached to the command, as follows:

a. Processes cases recommended for trial by general courts-martial or by special courts-martial with authority to adjudge a bad conduct discharge, to include preparing court-martial appointing orders, completing records of trial and legal review thereof, and publishing initial and supplementary court-martial orders. Supervises the processings of cases and when necessary, prepares documents for courts-martial of subordinate special court-martial convening authorities.

- b. Reviews for legal sufficiency records of trial by inferior courts-martial, initiates appropriate corrective action thereon, and acts as custodian of special and summary court-martial records.
- c. Arranges, as authorized, the detail of defense counsel, government counsel, military judges and/or court reporters in all proceedings of a criminal nature.
- d. Prepares and processes correspondence concerned with imposition of non-judicial punishment under Article 15, UCMJ, as required and reviews non-judicial punishment imposed and appealed within the command.
- e. Monitors and advises units under 19th SUPCOM general court-martial jurisdiction on matters pertaining to pretrial confinement and clemency actions.
- f. Prepares all correspondence, decision papers and reports pertaining to criminal law matters. Processes and serves decisions of appellate courts and when required, promulgates final court-martial orders.
- g. Prosecutes cases referred to trial by general, bad conduct special and special courts-martial.
- h. Coordinates with and advises law enforcement personnel and subordinate commanders on criminal law matters. Coordinates with KN prosecutors' offices on criminal matters and witness and evidence exchanges.
- i. Supervises and provides, as necessary, training on criminal law subjects, and coordinates on the disposition of evidence with MP and CID evidence custodians.

ADMINISTRATIVE LAW

Provides support to Commanders under 19th SUPCOM general courts-martial jurisdiction on administrative law matters, as follows:

- a. Conducts legal research and renders legal opinions concerning matters pertaining to the interpretation and application of laws, regulations and statutes, as well as of other directives affecting the administration of personnel and the operations of the command.
- b. Reviews for legal sufficiency documents and reports containing problem areas of a legal nature, to include proceedings of boards, requests for administrative discharges and reports on appropriated and nonappropriated fund activities.
- c. Provides technical guidance on administrative law matters to commanders initiating and processing administrative reduction or discharge actions and to officers conducting investigations of a noncriminal nature, to

include reports of survey, investigative reports into any matter of command interest UP AR 15-6, losses of nonappropriated fund property, investigations of aircraft and boat accidents and hearings on request for discharge based on conscientious objection.

d. Furnishes technical advice on status of forces matters, arranges for U.S. trial observers in foreign criminal proceedings, and furnishes judge advocate instruction on international law matters (e.g., the Hague Conventions, the Geneva Conventions), as required.

e. Provides the command with legal advice on federal personnel matters, to include reduction in force, adverse actions, grievances, appeals, labor-management relations and related civilian personnel actions.

LEGAL ASSISTANCE

Provides legal assistance support to eligible personnel as follows:

a. Offers advice and counselling and prepares letters and other documents concerning the legal aspects of such personal legal matters as lease or rental agreements, sales contracts, consumer practices or complaints, debt situations, automobile and life insurance, traffic accidents, naturalization or citizenship requirements and procedures, family problems such as adoption, non-support, paternity, marriage or divorce, and federal and state income taxes.

b. Informs clients with civilian criminal problems of the nature of possible court proceedings.

c. Negotiates with adverse parties, as appropriate, in an effort to secure resolution of a client's problems.

d. Establishes liaison and maintains contact with local bar associations, civilian lawyers and judges and various local agencies in a position to affect or aid the command legal assistance program.

CLAIMS

Provides claims support for the command and eligible claimants, as follows:

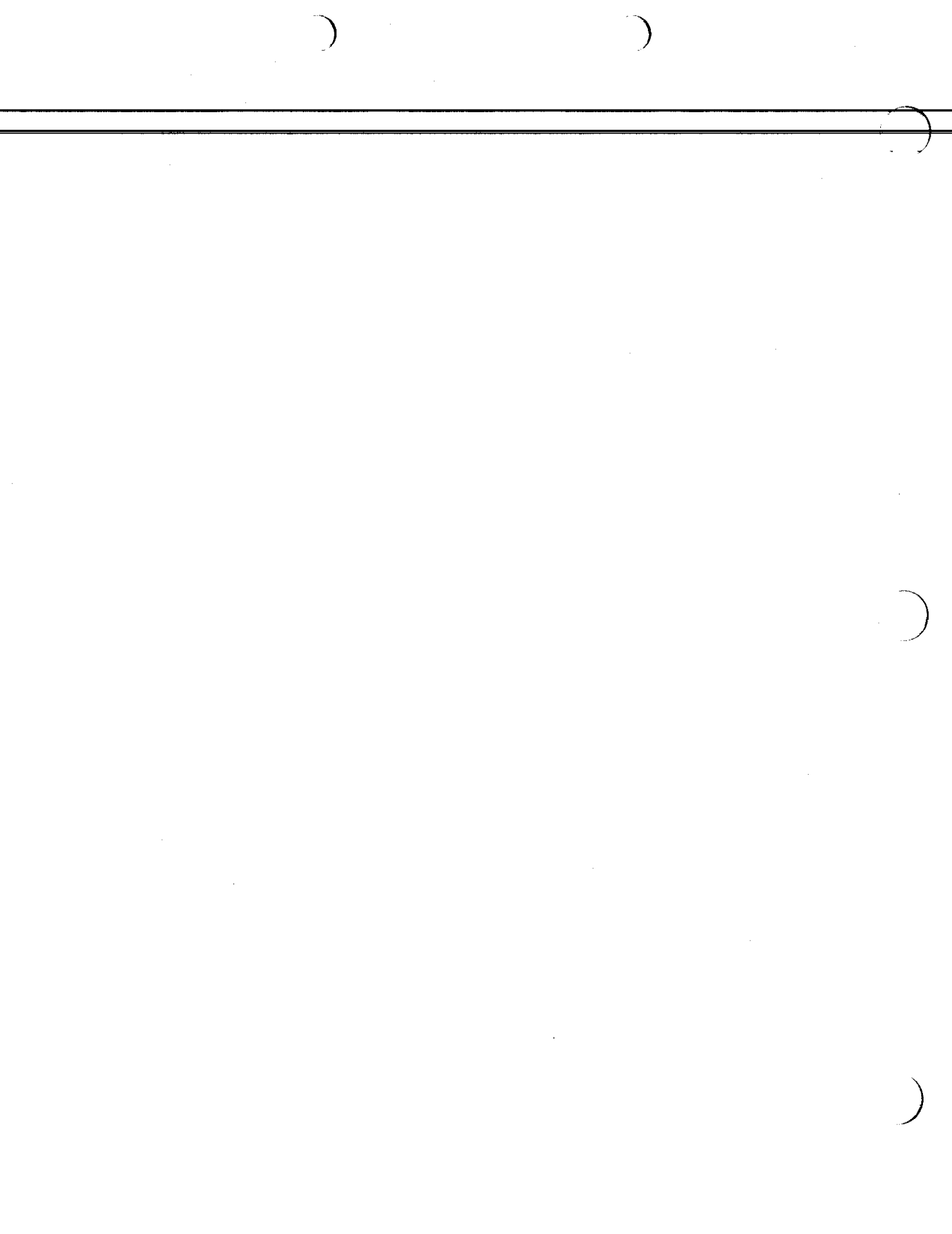
a. Exercises control and supervision over the investigation of claims or potential claims (SOFA and Non-SOFA), for or against the United States, arising from incidents which occur within areas III, IV, V, VI and VII.

b. Processes and certifies for payment all meritorious claims not in excess of \$25,000.00 under Chapter 11, AR 27-20 (Military Personnel and Civilian Employees Claims Act) and adjudicates Chapter 12, AR 27-20 nonappropriated fund claims. Processes and certifies for payment all meritorious claims not in excess of \$5,000.00 under Chapter 3, AR 27-20 (Military Claims Act). Investigates and forwards meritorious claims which exceed the above monetary limitations.

~~c. Denies all non-meritorious claims under Chapter 11 or 12, AR 27-20, regardless of amount, and all non-meritorious claims under Chapter 3, AR 27-20, not in excess of \$25,000. Takes action and or forwards with recommendations requests for reconsideration of claims under Chapter 3, AR 27-20, then forwards these claims to higher claims authorities for final action.~~

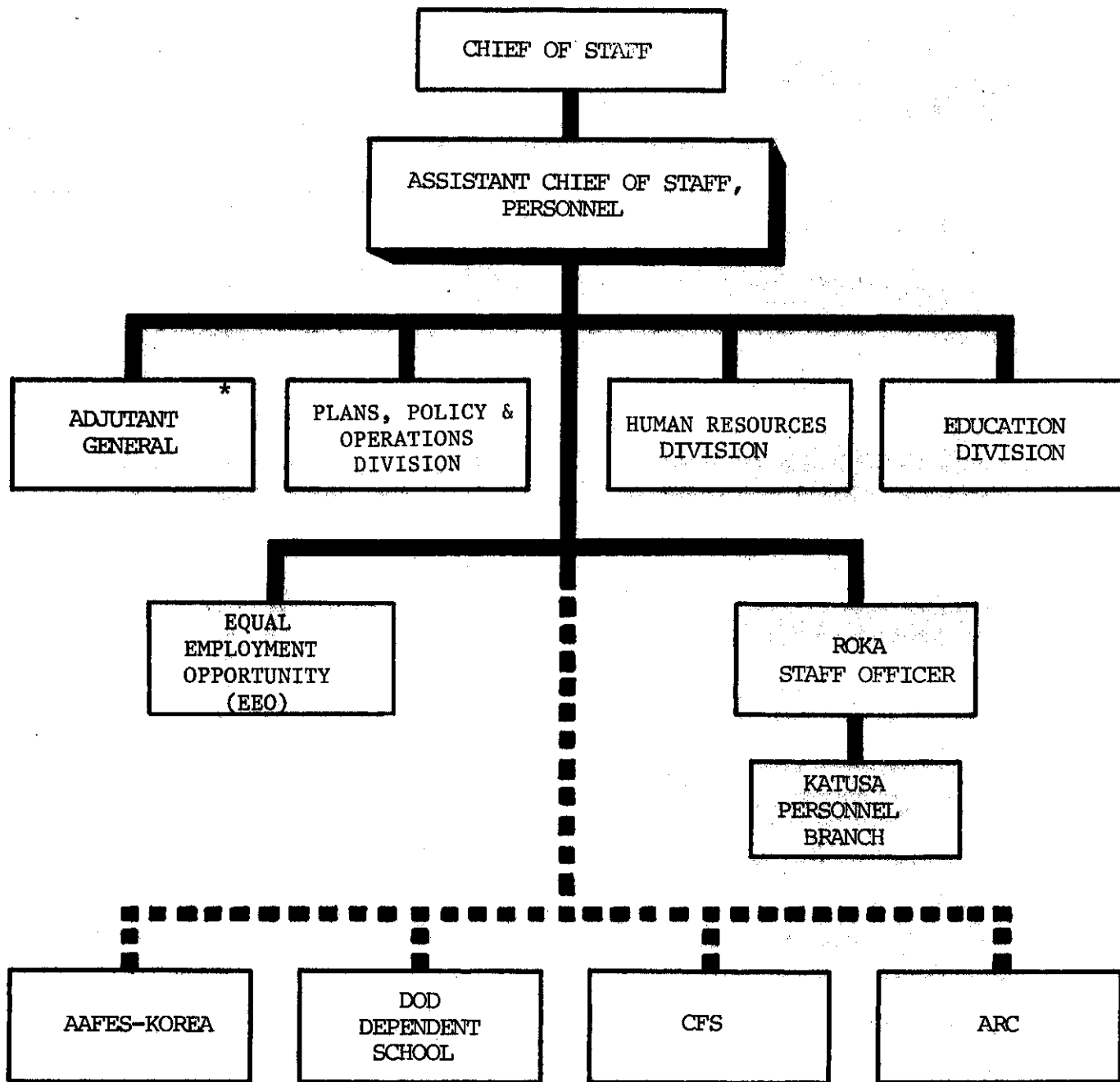
d. Receives from claimants and forwards economically unrepairable damaged items for salvage value, for ultimate sale through property disposal channels.

e. Upon settlement of the claims, forwards all recovery claims files to Chief, US Armed Forces Claims Service-Korea, APO SF 96301-0084 for final recovery action.



CHAPTER 6

OFFICE OF THE ASSISTANT CHIEF OF STAFF, PERSONNEL



■ ■ ■ Coordinating responsibility.

* A member of the Special staff under the General Staff supervision of ACofS, Personnel.

OFFICE OF THE ASSISTANT CHIEF OF STAFF, PERSONNELASSISTANT CHIEF OF STAFF, PERSONNEL

6-1. Basic Responsibilities. Advises the Commanding General and staff on matters concerning:

- a. US and Korean National military personnel management, actions and systems.
- b. Morale and Welfare programs, unit funds and private organizations.
- c. Human resources/equal employment opportunity and equal opportunity programs.
- d. Alcohol and drug abuse prevention and control program.
- e. Noncombatant evacuation.
- f. Soldier and dependent education programs.
- g. Health services.
- h. Quality of life programs.
- i. Go-to-War Plans.
- j. Planning and coordinating personnel exercises.
- k. Law and Order.
- l. Army Community Service and Community Affairs.
- m. Child Development Service.
- n. Army Family Action Plan.
- o. Planning for and providing personnel and administrative support to KATUSA personnel.
- p. Providing the ACofS, SPO with technical assistance for the pertinent functional areas as reflected in Appendix B - CDIP (Host Nation Support) Interest Areas.

6-2. Relationships.

- a. Functions under the general supervision of the Chief of Staff.
- b. Coordinates with the Eighth Army Staff, the 8th PERSCOM, and subordinate units.

c. Coordinates with the CFS (Community, Family, Soldier Support Center - Korea), DOD Dependent Schools, AAFES-Korea, and American Red Cross.

ADJUTANT GENERAL DIVISION

Responsible for:

- a. Command policy, procedures and processing actions relating to personnel management.
- b. Command policy, procedures and processing of all personnel actions within the command.
- c. The Command reenlistment program.

Personnel Management Branch

Responsible for command policy and processing actions relating to:

- a. Officer requisitions and assignments.
- b. Enlisted requisitions, assignments, and transfer.
- c. Voluntary/involuntary extensions.
- d. SIDPERS assistance and inspections.
- e. Curtailments.
- f. Enlisted reclassification actions.
- g. The Army Survey Program.
- h. Officer and enlisted promotions.
- i. Joint domicile.
- j. Command Inspection.
- k. Command sponsored positions.
- l. Unit Status Report.
- m. Monitoring command strength and personnel asset inventories.
- n. Noncommissioned Officer Logistics Program (NCOLP).
- o. Military Sponsorship program.

- p. Replacement inprocessing by Camp Coiner liaison section.
- q. 19th Support Command Officer Evaluation Report (OER) rating scheme and OER policy.
- r. Providing strength statistical information.
- s. Evaluating effectiveness of subordinate unit personnel management and recommending improvements.

Personnel Actions Branch

Responsible for command policy and processing actions related to:

- a. Port calls, circuitous, commercial and space available travel.
- b. School applications.
- c. Pre-marriage investigations and marriage applications.
- d. Special interest correspondence and congressionals.
- e. Line of duty investigations.
- f. Retirements, resignations, releases from active duty and separations.
- g. Bars to reenlistment.
- h. Rehabilitative transfers.
- i. Special program and school applications (i.e. NCOLP).
- j. Compassionate reassignments.
- k. Personnel actions relating to family member travel, (early return and student funded travel).
- l. Terminal leave.
- m. Letters of indebtedness/reprimand.
- n. Non-support of family member.
- o. Military awards and decorations.
- p. MOS/Medical Review Boards.
- q. Casualties.

~~f. Evaluating effectiveness of entire personnel actions system and recommending improvements.~~

Reenlistment Branch

Responsible for command policy and managing the command reenlistment program relating to:

- a. Advising the Commanding General on objectives, accomplishments, and matters on the reenlistment and in-service recruiting program.
- b. Coordinating with EUSA reenlistment office and subordinate units.
- c. Coordinating with HQDA with the RETAIN/TSAM computer terminal system.
- d. Coordinating with education centers for the Transition Management Program.
- e. Retention of quality initial term, mid-career and career enlisted personnel.
- f. Technical supervision of the Total Army Career Counselors of the command.
- g. Providing assistance to subordinate commanders on the reenlistment and in-service recruiting program.
- h. Reenlistment training and conferences.
- i. Incentive awards program.
- j. Conducting quarterly and annual inspections.
- k. Consolidating monthly and quarterly reenlistment reports for the command and higher headquarters.
- l. Disseminating quarterly reenlistment objectives and accomplishments to subordinate units.
- m. Monitoring the quality points average from initial term reenlistments.
- n. Programming and budgeting the reenlistment activities account.

PLANS, POLICY AND OPERATIONS DIVISION

Responsible for command policy and actions related to:

- ~~a. Monitoring the preparation, testing and implementation of contingency plans for the relocation and evacuation of non-combatants for Areas II, V, VI, and VII and has staff proponency for OPLAN 5060.~~
- b. Proponency for Annex E, OPLAN 5027.
- c. Coordinating with other staff activities as ACofS, Personnel representative for other contingency planning and exercise support.
- d. Management of 19th SUPCOM MWR 5 Year Construction Plan.
- e. Providing policy and guidance for unit funds, KATUSA welfare funds, and private organizations in the command.
- f. Providing policy on voting, leaves, holidays, and uniforms.
- g. Administering and supervising the quality of life and morale and welfare programs and servicing as the recreation services coordinator.
- h. Monitoring quarterly health and welfare inspections.
- i. Monitoring the administration of the Army Weight Control Program IAW AR 600-9.
- j. Monitoring policies pertaining to Ration Control and coordinating administrative problems between HQ EUSA and 19th SUPCOM installations. Monitoring administrative procedures pertaining to ration control violations.
- k. Providing policy and administrative procedure for POV ownership and exceptions to policy pertaining to request for second vehicles.
- l. Monitoring 19th SUPCOM Crime Prevention Program IAW AR 190-31 and EA Suppl 1 to AR 190-31.
- m. Monitoring policies and procedures for the establishment of Off-Limit Areas IAW USFK/EA Reg 190-20.
- n. Providing voting assistance to the staff and subordinate commands.

EDUCATION DIVISION

Responsible for command policy and actions related to:

- a. Coordinating efforts of Education Services Officers (ESOs) at subordinate installations, monitoring program effectiveness and implementing guidance from higher headquarters and the Commanding General, 19th SUPCOM.
- b. Consolidating monthly and quarterly education reports and providing review and analysis to the command and higher headquarters.

~~c. Monitoring activities of 19th SUPCOM education centers: USAG Camp Page; 23d Support Group at Camp Humphreys, including Camp Long and 6th Ordnance Battalion at Camp Ames; USAMSC-K at Camp Carroll; 34th Support Group at Pusan; and 20th Support Group at Taegu.~~

d. Evaluating the management of education programs at education centers in the command.

e. Monitoring the ACES program to include:

- (1) Basic Skill Education Program (BSEP) II.
- (2) Career Soldier Education Program (CSEP) I and II.
- (3) High School Completion Program.
- (4) Vocational - Technical education (VO-TECH).
- (5) College undergraduate and graduate programs.
- (6) MOS-related training.
- (7) Army Skill Recognition Programs.
- (8) Foreign Language Programs.
- (9) DANTES independent study and certification programs.
- (10) Counseling Programs.
- (11) Contributions by ACES to the command's reenlistment program.

f. Monitoring testing programs to include:

- (1) DANTES testing.
- (2) Defense Language Institute (DLI) testing.
- (3) Army Language testing.
- (4) Aptitude and occupational interest testing.

g. Monitoring Language and Culture Programs to include:

- (1) Korean Language and Culture (KLC).
- (2) English Language Training for KATUSA (ELTK) personnel.

h. Determining appropriate manning of education centers at subordinate installations.

- ~~i. Education Center Master Planning.~~
- j. Curriculum and evaluation.
- k. Programming and budgeting.
- l. Monitoring DA tuition assistance.
- m. Implementing and monitoring ACES responsibilities under Transition Management.
- n. Supervising delivery of contract services with the University of Maryland, Central Texas College, University of Southern California and University of Oklahoma.
- o. Monitoring the DA directed reaching for excellence in education program.
- p. Career Program Management for the Army Continuing Education System (ACES), Career Program 31 (CP 31).

HUMAN RESOURCES DIVISION

Responsible for command policy and actions related to:

- a. Developing policy for monitoring the Command Human Resources Programs and Training.
- b. Collecting, organizing and analyzing statistical data.
- c. Developing and monitoring 19th Support Command Military Affirmative Action Plans.
- d. Implementing and coordinating the conduct of Equal Opportunity Representative Courses in Areas V, VI, and VII.
- e. Monitoring and inspecting subordinate commands' Human Resources Programs and Training.
- f. Serving on the Command Inspection Team.
- g. Other human resources activities and programs as directed.
- h. Advising CG, staff and subordinate commanders/units on matters pertaining to the Human Resources Program.
- i. Conducting periodic Equal Opportunity Representative Courses in the Taegu area.

j. Supervising the Alcohol and Drug Prevention and Control Program (ADAPCP) for the command.

k. Administering and Supervising the Quality of Life.

l. Monitoring policies and procedures for Army Community Service (ACS) and Child Development Services (CDS) to include Army Emergency Relief.

m. Monitoring the administration of the Army Family Action Plan.

n. Supervising campaigns and fund drives of AER and Combined Federal Campaign (CFC).

o. Child Development Service (CDS).

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER

Responsible for policy and actions related to:

a. Under the technical supervision and review of the MACOM EEO Manager, serving as EEO Officer under the general supervision of ACofS, Personnel on matters pertaining to employment, utilization and advancement of minority employees.

b. Exhibiting personal interest in the EEO program and empathy for problems of minority employees and women.

c. Evaluating and recommending reasonable solutions to problems which affect the appointment, promotion, training, employment status and recognition of minority groups within the workforce.

d. Providing technical guidance and supervision for the EEO counselors assigned to Areas II, V, VI and VII on the informal processing of complaints. These areas include the 19th Support Command and through cross-servicing agreements, 17 other Army units' personnel.

e. Advising the Chief of Staff and the MACOM EEO Officer regarding required employment policies and practices.

f. Participating in internal personnel management evaluations and special studies of employment practices.

g. Reviewing, analyzing and participating in developing the Command EEO Affirmative Action Plan (AAP). Assuring that it is consistent with the principles of equal employment of women, and minorities.

h. Developing specific action items of the EEO AAP.

i. Carrying out specific EEO AAP items as designated.

~~j. Assisting the MACOM EEO Officer in monitoring the MACOM EEO AAP.~~

k. Is an agency official designated to receive discrimination complaints for forwarding to the MACOM Officer for processing.

l. Educating supervisors and employees on program goals and objectives.

m. Publicizing the EEO program.

n. Assuring that effective career counseling exists and coordinating activities with other individuals working in equal employment opportunity and personnel management.

o. Providing EEO training throughout 19th SUPCOM.

ROK ARMY STAFF OFFICER

Responsible for command policy and actions related to:

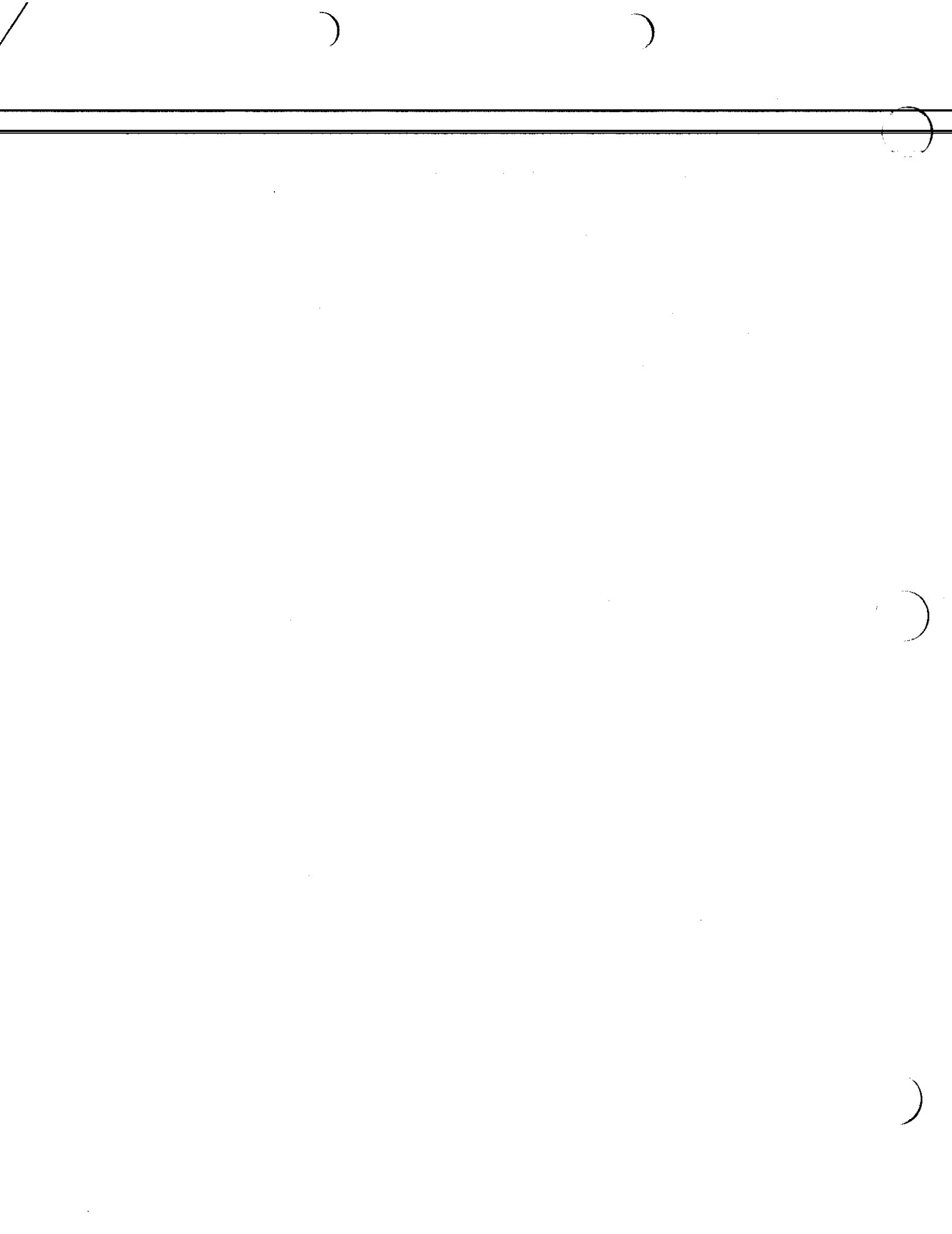
- a. Advising the Commanding General on KATUSA Program.
- b. Technical guidance for ROK Army liaison officers and enlisted personnel in subordinate units.
- c. Administering discipline to KATUSA soldiers.
- d. Administering functions of KATUSA Personnel Branch.
- e. Inspecting KATUSA Snack Bars and Barber Shops.
- f. Supervising KATUSA Welfare Funds.
- g. Performing liaison with ROK Armed Forces.
- h. Performing liaison with the Civil Affairs Officer.
- i. Performing KATUSA ETS Program (Ceremony and Education).
- j. Performing ROKA mandatory training.
- k. Advising on matters pertaining to equal opportunity.

KATUSA PERSONNEL BRANCH

Responsible for actions and processing activities related to:

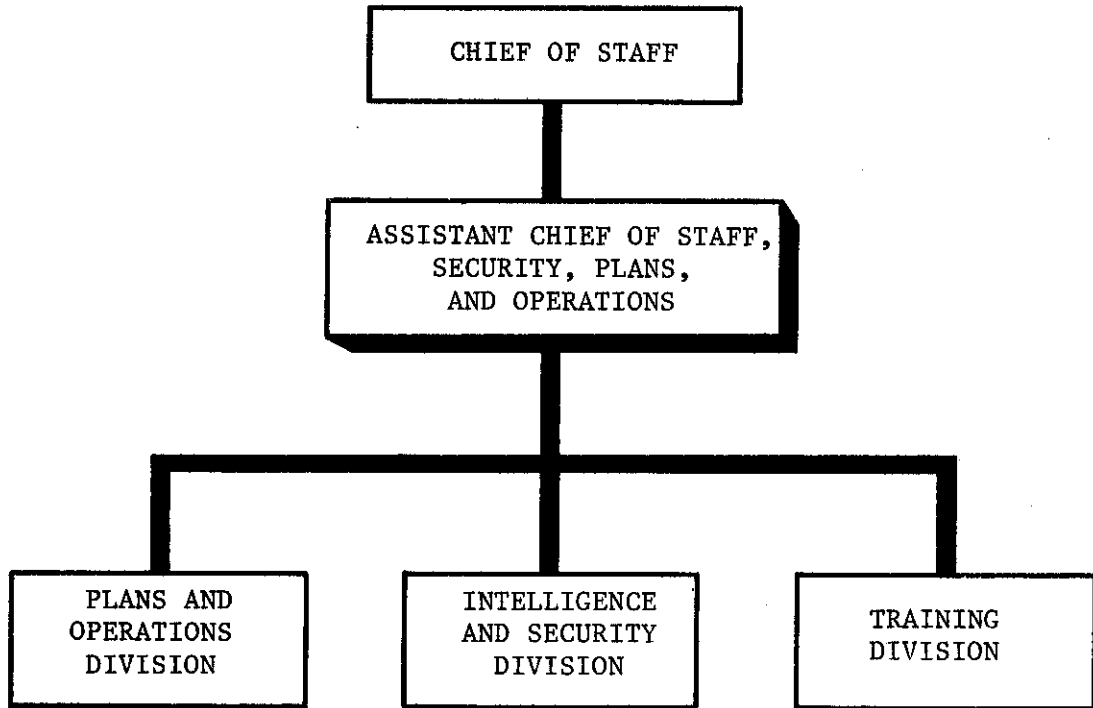
- a. Administrative services for KATUSA personnel assigned to the Command.

- b. Monitorship of enlisted personnel requisitions and replacements.
- c. Issuance of orders effecting assignment, reassignment, leave, promotion, TDY, and other personnel actions.
- d. Disciplinary actions for KATUSA personnel.
- e. KATUSA financial actions to include disbursements.
- f. Maintenance of personnel records and strength accounting documents to include morning reports.
- g. Monitoring the KATUSA Program throughout the Command.
- h. English education for KATUSA personnel.



CHAPTER 7

OFFICE OF THE ASSISTANT CHIEF OF STAFF,
SECURITY, PLANS, AND OPERATIONS



OFFICE OF THE ASSISTANT CHIEF OF STAFF
SECURITY, PLANS, AND OPERATIONS

7-1. Basic Responsibilities. Advises the Commanding General and staff on matters related to plans, operations, intelligence and security, training, rear area protection, and physical security.

7-2. Relationships.

a. Functions under the general staff supervision of the Chief of Staff.

b. Maintains liaison with First, Second and Third ROK Armies on matters pertaining to area damage control and rear area security.

c. Represents the CG, 19th Support Command, with the Commander, Second ROK Army and Commanders of the ROK Army Forces on matters of current operations and wartime planning, as directed.

d. Performs normal administrative functions for assigned branches.

PLANS AND OPERATIONS DIVISION

Responsible for staff supervision/actions related to plans, operations, exercises, and unit status reporting. On OPLAN implementation the section absorbs the Training Division.

PLANS BRANCH

Responsible for command policy and actions related to:

a. Operational and contingency planning in support of Eighth US Army Plans.

b. Assistance in manning the Emergency Operations Center (EOC) when required.

c. Serving as the single point of contact with Eighth US Army for the coordination of Wartime Host Nation Support programs, Korean Service Corps (KSC) programs, and Wartime Movements Plan.

d. Analyzing and recommending changes to the Time-Phased Force Deployment List.

e. Maintaining major subordinate command contingency plans on file and those plans of other organizations, to include other services that are necessary to have for information and coordination.

f. Coordinating the review of major subordinate command contingency plans within 19th SUPCOM staff.

~~g. Assisting MCoFS, Resource Management (Force Development Division)~~
in reviewing and developing Concept Plans for force development issues.

h. Providing support to the 19th SUPCOM Inspector General (IG) for inspections of contingency plans.

i. Recommending the replacement, addition, or deletion of units on the Time-Phased Force Deployment list.

OPERATIONS BRANCH

Responsible for command policy and actions related to:

a. Direction of task organization and allocation of personnel, supply and equipment resource.

b. Publication of operations, support and administrative orders, and standard operating procedures.

c. Coordination of subordinate command displacement and location of facilities.

d. Coordinating the overseas deployment training (ODT) of 19th SUPCOM CAPSTONE units in concert with the Reserve Affairs Officer.

e. The Emergency Operations Center, to include after hours staff duty operations.

f. Assistance to subordinate commands in operational matters as required in emergency or exercise situations.

g. Evaluation of programmed wartime operations on a continual basis.

h. Flight Operations.

i. Unit Status Reporting System to include evaluation, recommendations and submission of the Unit Status Report.

j. World-wide Military Command and Control System (WWMCCS).

(1) Providing data to the Plans and Operations Branches from the Joint Operation Planning System (JOPS) and the Joint Development System (JDS) data base.

(2) Monitoring the status of WWMCCS qualified personnel within the command.

(3) Maintaining access/security of the WWMCCS facility.

(4) Providing data to 19th Support Command staff and subordinates from the JOPS System and the JDS data base within capability.

k. Logistics support coordination for theater exercises.

l. Development of exercise scenarios and order for 19th Support Command exercise participation.

m. Maintenance of exercise files.

n. Development of exercise directives and plans for the logistic support of exercises.

o. Development and maintenance of the 19th SUPCOM Combat Service Support Circular for all exercises.

p. Initiation and monitoring of readiness exercises that 19th SUPCOM is required to participate in.

q. Planning and publishing guidance concerning the ACofS, SPO quarterly conference.

ADMINISTRATIVE BRANCH

Responsible for command policy and actions related to:

a. Managing the overall administrative workflow generated by the internal sections of ACofS, SPO, which includes preparation of various types of correspondence, i.e., Battle Books, OPLANS, messages, letters, circulars, regulations, etc.

b. Correspondence, mail, and distribution control.

c. Administrative maintenance of the functional files for the Emergency Operations Center.

d. Maintenance of Publications Library.

e. Providing transportation (driver) support for the ACofS, SPO (officer) and SGM.

TRAINING DIVISION

Responsible for command policy and actions related to:

a. Training objectives and guidance.

b. Scheduling/monitoring training conducted by major subordinate units.

c. Administration of Individual Training Evaluation Program (ITEP).

d. TAV and Command Inspection Program.

- e. EXEVAL (external evaluation) Program.
- f. Command NBC Program and Policy.
- g. 19th SUPCOM Schools Programs.
- h. 19th SUPCOM Ammunition Management Program and Range coordination.
- i. Over 40 screening program.
- j. Monitoring military attendance at mandatory CPO schools.
- k. Monitoring KATUSA MOS training program development and implementation within 19th SUPCOM.

INTELLIGENCE AND SECURITY DIVISION (PEACETIME MISSION)

Responsible for command policy and staff supervision/action relating to all intelligence matters and those security matters associated with the protection of classified information and material, physical security, and rear area security. Provides those responsible functions associated with the Security Manager Program IAW AR 380-5.

INTELLIGENCE FUNCTIONS

- a. Develops plans and procedures for conducting intelligence activities and collection efforts.
- b. Records, integrates, evaluates, interprets, and disseminates intelligence information.
- c. Recommends PIR (Priority Intelligence Requirements) to the commander.
- d. Map procurement and distribution.
- e. Provides courtesy visits to all subordinate units in the area of Information, Personnel, and Operations Security.
- f. Provides guidance for investigation of security violations within the Command.
- g. Maintains collateral Intelligence and Security Reading files with up-to-date information on Korea and the situation world-wide.
- h. Provides the following briefings:
 - (1) Classified threat briefing.
 - (2) Intelligence preparation of the battlefield (IPB) briefing.

(3) SAEDA Briefing.

- i. Provides inspectors for the 19th SUPCOM Command Inspection Team.
- j. Conducts Annual security manager conference workshops.
- k. Personnel security:

(1) In-out-processes all 19th SUPCOM personnel in Taegu area for security clearances.

(2) Provides initial security briefing (to include SAEDA/OPSEC) to supported units.

(3) Screens, records, processes requests for National Agency Checks (NAC), Background Investigations (BI), Special Background Investigations (SBI), and Bring Ups (BU), and grants access to classified material to subordinate units.

l. Liaison with Republic of Korea Army (ROKA), Eighth United States Army (EUSA), and Counter-Intelligence counterparts.

m. Serves as OPSEC POC within the Command.

REAR BATTLE (RB) FUNCTIONS

- a. Single POC for RB matters with 19th SUPCOM Area of Operation (AO).
- b. Monitors base defense improvements.
- c. Monitors RB force development actions.
- d. Monitors and briefs the CG on all RB matters, including results of required actions of subordinate units, such as:
 - (1) Monthly Quick Reaction Force (QRF) Training.
 - (2) Monthly liaison with ROKA Security Forces.
 - (3) Quarterly Combined (ROK/US) RB Training.
 - (4) Semi-annual RB OPLAN reviews.
 - (5) Quarterly RB training forecast.
- e. Liaison with ROKA and EUSA Headquarters Staff concerning RB.
- f. RB assistance visits to subordinate US COMMZ/compounds.
- g. RB representative of 19th SUPCOM Command Inspection Team.

h. Conducts RB briefings.

- i. Hosts annual RB conference/workshops.

PHYSICAL SECURITY FUNCTIONS

a. Single POC for 19th SUPCOM on physical security matters to include Arms Rooms, Ammo Bunkers, Joint Services Interior Intrusion Detection System (JSIIDS), Physical Security Plans and Antiterrorist Hostage Release Plan (ATHORP).

b. Member of 19th SUPCOM Command Inspection Team.

c. Liaison with EUSA Physical Security Sections, PMJ, and 728th MP Bn on physical security matters.

d. Assistance visits to all 19th SUPCOM subordinate units.

e. Monitors the results of:

- (1) Annual Physical Security Inspections.
- (2) Annual Physical Security Surveys.
- (3) ATHORP Testing.

f. Recommends approvals to the CG for signature, on Physical Security Structure, Ammunition, and Detention Cell Waivers, as appropriate.

g. POC on matters concerning Personal Security of the CG, 19th SUPCOM.

h. Reviews higher headquarters and subordinates plans, supplements, and regulations.

EXERCISE PLANNING/PARTICIPATION

a. Annual Ulchi Focus Lens (UFL) CPX (player).

b. Annual Foal Eagle CPX/FTX (player).

c. Semi-annual ATHORP exercise (monitor).

d. Army Training and Evaluation Program (ARTEP)/EXEVAL intelligence evaluation.

e. Quarterly Rear Battle (RB) (player/controller/evaluator/action officer).

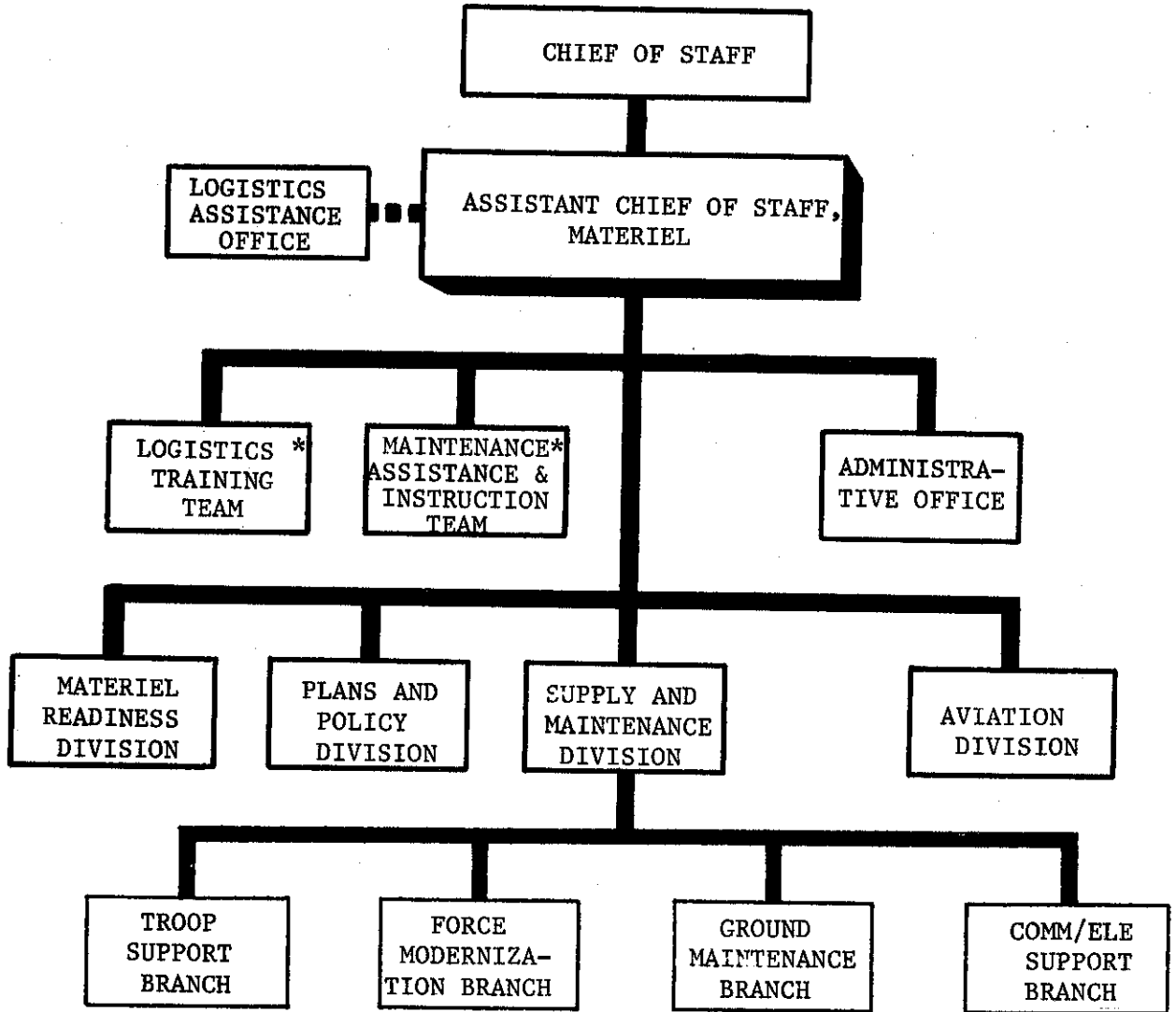
f. Annual Team Spirit Exercise (player).

REPUBLIC OF KOREA ARMY LIAISON OFFICER (ROKA LNO)

- a. Coordination of Rear Battle Functions with Republic of Korea Army.
- b. Hangeul version of briefings.

CHAPTER 8

OFFICE OF THE ASSISTANT CHIEF OF STAFF, MATERIEL



■ ■ ■ Staff Coordination.

* Operational control under the Deputy, ACSMAT.

OFFICE OF THE ASSISTANT CHIEF OF STAFF, MATERIELASSISTANT CHIEF OF STAFF, MATERIEL8-1. Basic Responsibilities.

a. Advises the Commanding General and staff, provides policy, technical guidance and assistance, and performs staff functions on matters concerning supply and storage activities for supply classes I thru IV, VII and IX, and maintenance operations (less medical equipment).

b. Provides detailed input portions to outlined concept plans for maintenance and supply support prepared by Eighth United States Army (EUSA) staff, and monitors EUSA-wide logistics activities.

c. Provides the ACofS, SPO with technical assistance for the pertinent functional areas as reflected in Appendix B - CDIP (Host Nation Support) Interest Areas.

d. Performs normal administrative functions for the Office of the Assistant Chief of Staff, Materiel and all divisions.

8-2. Relationships.

a. Functions under the general staff supervision of the Chief of Staff.

b. Exercises staff and technical supervision over supply and maintenance management activities/agencies.

c. Exercises staff and technical supervision over command maintenance operations (less medical equipment) to include:

(1) Direct support and general support (DS/GS) technical supply and maintenance operations.

(2) ROK Forces and other US services on a reimbursement basis.

(3) The command logistics program.

d. Exercises operational control of the EUSA Logistics Training Team (LTT).

e. Exercises operational control of the EUSA Maintenance Assistance and Instruction Team (MAIT).

f. Exercises staff supervision of the Government Owned Contractor Operated (GOCO) Milk Plant.

SUPPLY AND MAINTENANCE DIVISION

Responsible for command policy and actions related to:

- a. Coordinating the implementation of operational plans and policies as directed by higher headquarters and assuring subordinate unit compliance with the same.
- b. Supervising and coordinating with the appropriate materiel branch or other staff elements, operational plans and policies for the execution of the 19th SUPCOM's DS maintenance and supply mission.
- c. Monitoring the 19th SUPCOM Supply and Maintenance Assistance and Review Team (SMART) Program.
- d. Managing the conduct of logistics assessment visits reviews and inspections of all 19th SUPCOM maintenance and supply activities.
- e. Monitoring manpower utilization for all 19th SUPCOM DS units.

FORCE MODERNIZATION (FM) BRANCH

- a. Primary action office for reviewing materiel fielding plans for new equipment scheduled for Korea including maintenance support requirements.
- b. Forecasts plan and program for new equipment fielding in 19th SUPCOM.
- c. Coordinates and expedites the execution of FM actions within 19th SUPCOM.
- d. Coordinates acquisition of personnel, equipment and facilities.
- e. Coordinates training requirement for new equipment.
- f. Coordinates DS/C^e/SRA maintenance capabilities for all new equipment.
- g. Monitors supply related actions for new equipment.
- h. Monitors disposition of displaced equipment from FM fieldings.
- i. Maintains liaison with EUSA FM office and J-staffs, 2d ID, 1st Sig Bde, and 19th SUPCOM subordinate units.

COMMUNICATION-ELECTRONIC (CE) SUPPORT BRANCH

Responsible for command policy and actions related to:

- a. Communication-electronic DS maintenance management.

b. ~~Planning for and coordinating all aspects of new CE equipment fielding.~~

c. Monitoring the management of the CE portion of the 19th SUPCOM Maintenance Management Improvement Program (MMIP), the Maintenance Activity Management System (MAMS), and the Maintenance Reporting Management (MRM) System.

d. Providing CE maintenance personnel to augment various inspections, maintenance assistance and review teams.

e. Coordinating the timely implementation of CE Modification Work Orders (MWOs).

f. Representing the command at appropriate CE logistic conferences.

g. Coordinating in conjunction with Eighth Army J-4, New Equipment Training Teams (NETTs) and other CE logistical visits to the command.

h. Maintaining liaison with subordinate and supported units to ensure that CE supply and maintenance problems are immediately identified and appropriate action initiated.

i. Coordinating directly with Communication-Electronic Command (CECOM) on problems beyond the technical ability of the command.

j. Ensuring that MTOEs and MIDAs of subordinate units have adequate personnel and equipment to meet requirements and assisting in preparation of changes as necessary.

k. Coordinating with subordinate units and higher headquarters new requirements for facilities in conjunction with new requirements and the fielding of new equipment.

l. Developing technical data in CE related areas for incorporation into 19th SUPCOM plans and policies.

m. Monitoring the calibration program for 19th SUPCOM units.

GROUND MAINTENANCE BRANCH

Responsible for command policy and actions related to:

a. Providing staff activity for automotive, armament and special purpose equipment.

b. Monitoring the Army Oil Analysis Program (AOAP) for non-aeronautical equipment.

c. Staff supervision for the DS maintenance mission of units for which staff responsibility has been assigned.

- ~~d. Staff supervision of the roadside check program.~~
- e. Conducting liaison and staff visits with higher headquarters and subordinate units.
- f. Preparing plans and policies for transition to war.
- g. Analyzing TOE/TDA changes to determine impact on 19th SUPCOM maintenance capability, and assisting in preparation of changes as necessary.
- h. Coordinating directly with the appropriate major subordinate command on problems beyond the ability of the command.
- i. Staff supervision for the Army Chief of Staff Award for Maintenance Excellence.
- j. Serving as the commands project SMART coordinator.
- k. Monitoring the Maintenance Management Improvement Program (MMIP), the Maintenance Activity Management System (MAMS), and the Maintenance Reporting Management (MRM) System.
- l. Coordinating the timely implementation of ground equipment MWOs.
- m. Coordinating with subordinate units and higher headquarters new requirements in conjunction with new mission requirements and force modernization fieldings in the automotive, armament and special equipment area.
- n. Representing the command at appropriate logistics conferences.
- o. Providing augmentation as required, for various assistance, review and inspection teams of all 19th SUPCOM maintenance activities.
- p. Acts as EUSA Executive Agency for management of all operational readiness float assets.
- q. Coordinates with 6th Support Center on all theater operational readiness float transactions.
- r. Acts as standard Army Maintenance System (I & II) coordinator for all 19th SUPCOM subordinate units.

TROOP SUPPORT BRANCH

Responsible for command policy and actions related to:

- a. Reviewing, analyzing, consolidating and processing internal reports of survey, inventory adjustment reports, Reports of Discrepancy (RODs) and Discrepancy in Shipment Report (DISREP).

- b. Developing, coordinating and publishing 19th Support Command policies regarding property books, organizational supply at the organization/installation level.
- c. Consolidating subordinate Continuing Balance System - Expanded (CBS-X) reports for monitoring and forwarding to EUSA.
- d. Monitoring and controlling CBS-X and the Small Arms Serialization Program for units subordinate to 19th SUPCOM.
- e. Implementing and evaluating subordinate unit participation in the Command Supply Discipline Program (CSDP).
- f. Implementing and evaluating units recommended for participation in the Army Chief of Staff Supply Excellence Award Program.
- g. Evaluating and monitoring unit supply operations and property book operations at all levels for compliance with regulations and policy.
- h. Monitoring, evaluating and inspecting the Central Issue Facilities (CIF) for procedures and compliance with regulations and policies.
- i. Providing guidance, establishing policies and assisting unit supplies, property book offices and CIFs.
- j. Monitoring the Commercial Vehicle Parts (CVP) Supply Point Direct Exchanges (DX) and Direct Support (DS) Repairables Exchange Program for assigned DSUs.
- k. Monitoring operations of DS activities for Class I, II, III, IV and IX (less aviation) for regulatory and policy compliance, accountability, internal controls and management effectiveness.
- l. Developing plans, policies, and procedures governing the operation of subordinate supply support activities.
- m. Providing technical assistance and training to the Self Service Supply Centers (SSSC), Supply Support Activities (SSAs) and Troop Issue Subsistence Activities (TISAs) of the 19th SUPCOM.
- n. Reviewing, analyzing, consolidating, and processing summary management reports to determine the efficiency, economy, and operations of assigned SSAs.
- o. Conducting surveys and supply studies to determine program effectiveness.
- p. Conducting staff visits and inspections to subordinate headquarters, staffs and DS SSAs under the 19th SUPCOM.

q. Providing guidance to EUSA Command Menu and Subsistence Supply Board.

r. Providing Basic Daily Food Allowance (BDFA) computation to all dining facilities in Korea.

s. Monitoring, evaluating and inspecting property accountability of subordinate commands for compliance with regulations and policies.

t. Coordinating supply plans and policies for transition to war.

u. Monitoring, evaluating and enhancing functional automation of the unit and DS SSAs at all levels of our subordinate commands.

v. Implementing plans and policies directed by higher headquarters and assuring compliance with regulatory guidance in the areas for which staff responsibility is assigned.

MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM (MAIT)

Responsible for actions related to:

a. Ensuring that commanders are provided assistance in identifying and resolving maintenance, maintenance management, and associated repair parts management problems within their units.

b. Providing effective and responsible assistance and instruction for units who request or need the service.

c. Identifying systemic problems in maintenance management and in development of programs to improve management workloads.

LOGISTICS TRAINING TEAM (LTT)

Responsible for actions related to:

a. Formal logistics functional training theatre-wide to U.S. military personnel, civilians, local nationals, and KATUSA personnel, as directed by EUSA, and in areas for which 19th SUPCOM has proponentcy.

b. ADP Systems Operations Training for DA Standard Automated Logistics and Maintenance Management Systems utilized in Eighth US Army.

c. The overall Logistics Training Program outlined in USFK/EA Reg 350-5 and USFK/EA Reg 350-10.

d. Providing resident and on-site training for all elements in logistics subjects.

~~e. Providing Logistics Assistance visits and separate blocks of instruction to meet specific needs.~~

AVIATION DIVISION

Responsible for command policy and actions related to:

- a. Managing the "Closed Loop" support program for aircraft, aircraft armament subsystems, avionics and associated reporting.
- b. Reviewing, consolidating, analyzing and forwarding via automatic digital network (AUTODIN) to United States Army Aviation Systems Command (AVSOM) the Theater Aircraft Inventory, status and Flying Time Report (DA Form 1352), RCS CSGLD-1837.
- c. Representing the command at appropriate aviation logistical conferences and meetings both in-country and CONUS.
- d. Management for aircraft Operational Readiness Float assets of the command.
- e. Monitoring aviation unit participation in the Army Oil Analysis Program (AOAP) for aircraft.
- f. Representing the command at appropriate aviation logistical conferences.
- g. Monitoring requirements for aviation technical representatives in the command.
- h. Coordinating, in conjunction with EUSA J-4, the annual visit of the AVSCOM Aircraft Condition Evaluation (ACE) Team to aviation units in EUSA.
- i. Coordinating in conjunction with EUSA J-4, NETTs and other aviation logistical visits to the command.
- j. Maintaining liaison with the 17th CAG, 2d ID and separate aviation units in Korea to ensure that aircraft maintenance and supply problems are identified in a timely manner and appropriate action is taken.
- k. Managing the Theater Aviation Intensive Management Item (AIMI) program.
- l. Monitoring asset movement and performance of CECOM Coordinated Logistics Support Program (CLSP) for avionics items for the command.
- m. Preparing operational plans and policies and conducting studies as required.

n. Analyzing TOE/IDA changes to determine impact on the 19th SUPCOM's maintenance capability, and assisting in preparation of changes as necessary.

o. Coordinating directly with AVSCOM on problems beyond the technical ability of the command.

p. Coordinating with subordinate units and higher headquarters new requirements for facilities in conjunction with new mission requirements and Force Modernization equipment fieldings.

q. Coordinating, in conjunction with EUSA Aviation Standardization Office, the annual visit of the Department of the Army Standardization Evaluation/Assistance Team from the Directorate of Evaluation and Standardization (DES), United States Army Aviation Center (USAAVNC).

r. Coordinating 19th SUPCOM aviation inspection personnel requirements in support of EUSA Aviation Resource Management Survey (ARMS) team.

s. Monitoring 19th SUPCOM unit participation in the DA sample data collection program for aircraft and aircraft components.

t. Coordinating, reviewing and forwarding the 19th SUPCOM's operational flying hour requirements to EUSA.

u. Coordinating requirements for in-country Aviation Intermediate Maintenance (AVIM) and AIMI support during annual exercises.

v. Monitoring airfield and airspace management requirements for the command.

w. Coordinating all aviation operational issues for 19th SUPCOM.

PLANS AND POLICY DIVISION

Responsible for command policies and actions related to:

a. Developing and updating peacetime policies and wartime plans for materiel and maintenance support of U.S. Forces in Korea.

b. Providing materiel planning for logistical support operations.

c. Developing the command's materiel support planning for OPLANS and EXPLANS.

d. Developing requirements for Operational Project Stocks PLF (reception, staging and deployment) and PEK (aerial delivery equipment).

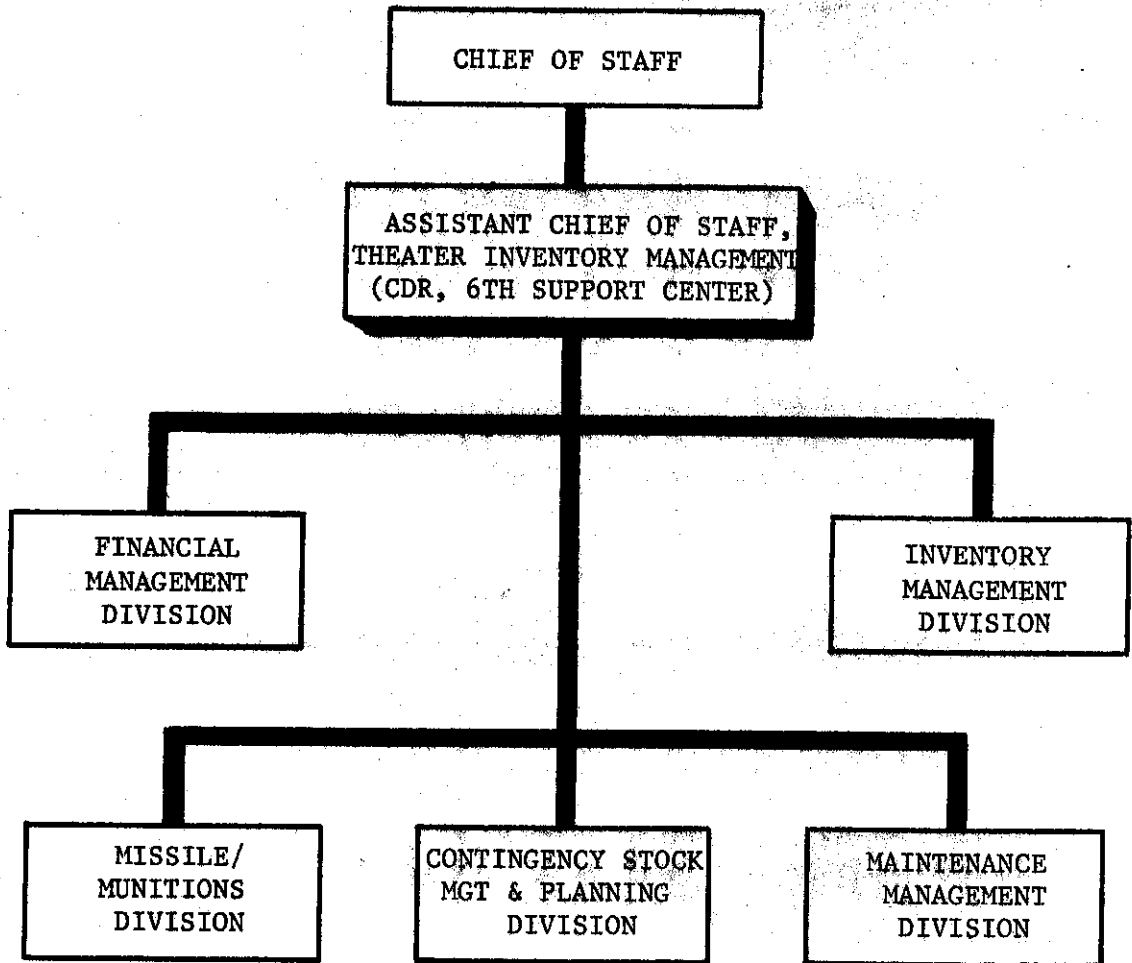
MATERIEL READINESS DIVISION

Responsible for command policies and actions related to:

- a. Providing technical assistance on materiel readiness matters to EUSA, 19th SUPCOM and major subordinate commands (MSCs).
- b. Managing materiel readiness support/assistance provided theater-wide.
- c. Providing Unit Status Report (USR) data to J3 and J4, EUSA and 19th SUPCOM to support EUSA's monthly USR briefings.
- d. Analyzing and reviewing the Automated Materiel Readiness Reporting System II (AMRRS II), Army Aircraft Inventory Status and Flying Time Reports (DA Form 1352), Materiel Condition Status Reports (DA Form 2406), Missile Materiel Readiness Reports (DA Form 3266-1), and Unit Status Reports (DA Form 2715) to ensure accuracy and completeness.
- e. Forwarding via AUTODIN to AVSCOM the consolidated DA Form 1352, RCS CSGLD-1837.
- f. Analyzing the DA Forms 2406's, 1352's, 3266's and 2715's for trends or systemic problems.
- g. Advising appropriate staffs, commands or Logistics Assistance Office of trends or systemic problems for appropriate assistance or solutions.
- h. Tracking materiel readiness problems until solutions are attained.
- i. Assisting MSCs to obtain and maintain Authorized Level of Organizations (ALO).
- j. Researching specific equipment onhand (EOH), equipment readiness (ER) and equipment status (ES) issues requested by 19th SUPCOM or EUSA.
- k. Forwarding via AUTODIN to Missile Command (MICOM) the Theater Missile Materiel Readiness Report (DA 3266).
- l. Compiling changes to incorporate into EUSA Pam 750-1 updates.
- m. Reviewing OPLANS, LOGPLANS and SOPs to ensure readiness issues are consistent with ARs 738-100 and 220-1.
- n. Analyzing MIOE/TDA changes to determine impact on unit readiness.
- o. Compiling DA average data to update AMRRS II and other system's data base.

CHAPTER 9

OFFICE OF THE ASSISTANT CHIEF OF STAFF,
THEATER INVENTORY MANAGEMENT



OFFICE OF THE ASSISTANT CHIEF OF STAFF,
THEATER INVENTORY MANAGEMENT

ASSISTANT CHIEF OF STAFF, THEATER INVENTORY MANAGEMENT

9-1. Basic Responsibilities.

a. Advises the CG and staff, provides policy, technical guidance and assistance and performs staff functions on matters concerning GS/Intermediate/Theater Level inventory, storage and maintenance management for supply classes I - VII and IX.

b. Monitors and provides staff reports on following EUSA programs:

- (1) Direct Support System (ALOC/Surface) Korea.
- (2) Materiel Returns Program (MRP).
- (3) General Support Repairables Supply and Maintenance Management.
- (4) Physical Inventory and Property Accountability Program for Theater Level Stocks.
- (5) War Reserve Management.
- (6) Theater Class VII Distribution Planning.
- (7) Storage Requirements Planning.
- (8) Army Stock Fund Budget Planning.
- (9) General Support Repair Program (GSRP).
- (10) ROK Industrial Base (RIB) Contract Requirements to include Service and Maintenance Contracts for Intermediate General Support (IGS) and Depot.
- (11) Warranty Program Control and Implementation.
- (12) Modification Work Order (MWO) Program Implementation.
- (13) Class V Logistics Planning, Supply, Maintenance and Surveillance Program.
- (14) IGS Supply and Maintenance Automated Systems.
- (15) Asset Control System (ACS).

~~(16) The Army Maintenance Management System (TAMMS).~~

(17) Continuing Balance System - Expanded (CBS-X).

(18) Automated Materiel Readiness Reporting System - II (AMRRS - II).

c. Represents the CG, 19th SUPCOM at meetings and conferences as directed.

d. Provides staff supervision of the 6th Support Center.

9-2. Relationships.

a. Functions under the general supervision of the Chief of Staff.

b. Coordinates with appropriate 19th SUPCOM staff elements, commanders and, within delegated authority, higher headquarters on all assigned programs.

FINANCIAL MANAGEMENT DIVISION

Responsible for policy and actions related to:

a. Army Stock Fund Budget development and execution.

b. Evaluation of ASF performance against program objectives as reflected by obligation/sales/demand ratios.

c. Preparation of recurring and special ASF reports and financial schedules.

d. Coordinating the application of available mobilization (war reserve) ASF obligation authority against war reserve materiel requirements.

e. Budget development and execution for Intermediate General Support (IGS) and Depot Maintenance and Service Contracts.

INVENTORY MANAGEMENT DIVISION

Responsible for command policy and actions related to:

a. Direct Support System (DSS) Surface and Air Line of Communication (ALOC) Operations/Performance.

b. Inventory Management of GS/Theater owned materiel to include:

(1) Requirements Determination.

- ~~(2) Requisition Processing.~~
- (3) Distribution Planning.
- (4) Physical Inventory and Reconciliation.
- (5) Stock Record Accounting.
- (6) Storage Planning.
- c. Automated logistics management systems planning and evaluation.
- d. Materiel Returns Program.
- e. Materiel reutilization and marketing planning.
- f. Supply program document reconciliations.
- g. Special programs to include:
 - (1) Weapons exchange program.
 - (2) Serialization programs.
- h. Local procurement.
- i. Cataloging and related logistics management data.
- j. Supply program evaluation.

MISSILE/MUNITIONS DIVISION

Responsible for command policy and actions related to:

- a. Execution of the SALS-K agreement.
- b. Class V and missile supply management (less training ammunition management for 19th SUPCOM subordinate units).
- c. Class V and missile surveillance.
- d. Class V and missile maintenance program.
- e. Planning Class V support for new weapons systems.
- f. Class V Condition Code H destruction program.
- g. Preparation of studies, plans, policies and agreements pertaining to ammunition logistics which includes ammunition posture, readiness and exercise support.

h. Serves as a member of the Combined Ammunition Coordinating Group (CACG) and the Ammunition Supply Coordinating Group (ASCG).

i. Exercises staff responsibility over units and activities (less Weapons Support Detachment Korea (WSDK)) responsible for receipt, storage, issue, stock control, maintenance, and demilitarization of special ammunition, components, tools, and test equipment.

CONTINGENCY STOCK MANAGEMENT AND PLANNING DIVISION

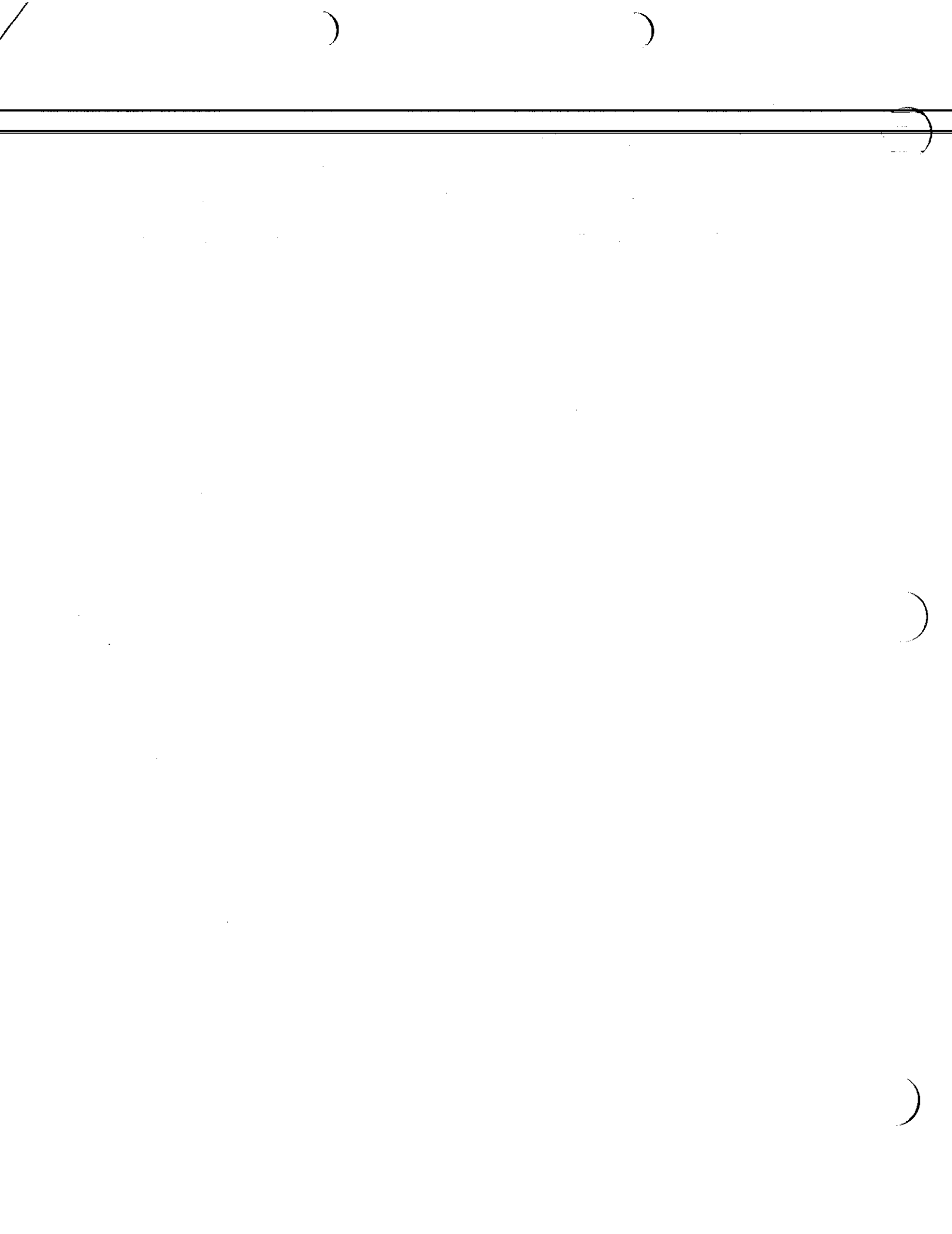
Responsible for command policy and actions, related to:

- a. Theater War Reserve Management to include:
 - (1) Requirement analysis/prioritization.
 - (2) Storage planning.
 - (3) Requisitioning against available funding or other authority.
- b. Management of Operational Projects stocks.
- c. Decrement stock management.
- d. Equipment loan program and exercise support.

MAINTENANCE MANAGEMENT DIVISION

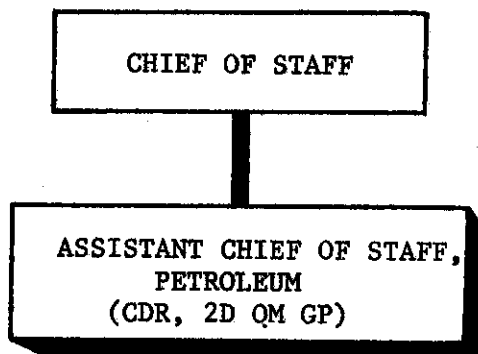
Responsible for command policy and actions related to:

- a. The Intermediate General Support Repair Program (GSRP).
- b. The EUSA ROK Industrial Base (RIB) Contract Maintenance Program.
- c. Class VII "Fleet" Maintenance Planning and Programming.
- d. The EUSA General Support Repairables (GSR) Maintenance Repair Program.
- e. The EUSA Warranty Control (WARCO) Program Planning and Implementation.
- f. The EUSA Modification Work Order (MWO) Control Program Planning and Implementation.



CHAPTER 10

OFFICE OF THE ASSISTANT CHIEF OF STAFF, PETROLEUM



~~OFFICE OF THE ASSISTANT CHIEF OF STAFF, PETROLEUM~~ASSISTANT CHIEF OF STAFF, MATERIEL10-1. Basic Responsibilities.

a. Advises the Commanding General and staff, provides policy, technical guidance and assistance, and performs staff functions on matters pertaining to petroleum logistics to include war planning and other related petroleum operations.

b. Advises the Commanding General and staff on MCA/DLA projects and programs that pertains to distribution and storage facilities in Korea.

10-2. Relationships.

a. Functions under the general supervision of the Chief of Staff.

b. Coordinates with appropriate 19th SUPCOM staff elements, Commanders and, within delegated authority, higher headquarters on all assigned programs.

c. Maintains liaison and coordinates with CINCPAC SPO, COMUSFK SAPOK and higher headquarters.

10-3. Functions. Responsible for command policy and actions relating to:

a. Reviewing Theater Army Support Plans and preparing the petroleum portion of all supporting plans.

b. Providing directives and guidance to subordinate commands on the receipt, storage and distribution of bulk petroleum products.

c. Serving as the single point of contact in the 19th SUPCOM for the coordination and formulation of studies and policies involving bulk petroleum logistics.

d. Exercising staff responsibility for the inland distribution plan.

e. Recommending mid and long term operational guidance to the Commander, 19th SUPCOM.

f. Monitoring current status of all petroleum resources and operations.

g. Assisting Theater Army and 2d ID petroleum planners as required.

h. Assisting ACofS, SPO in determining requirements for Wartime Host Nation Support (WHNS) assets to be employed in performance of POL line haul operations.

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19th SUPCOM Reg 10-10

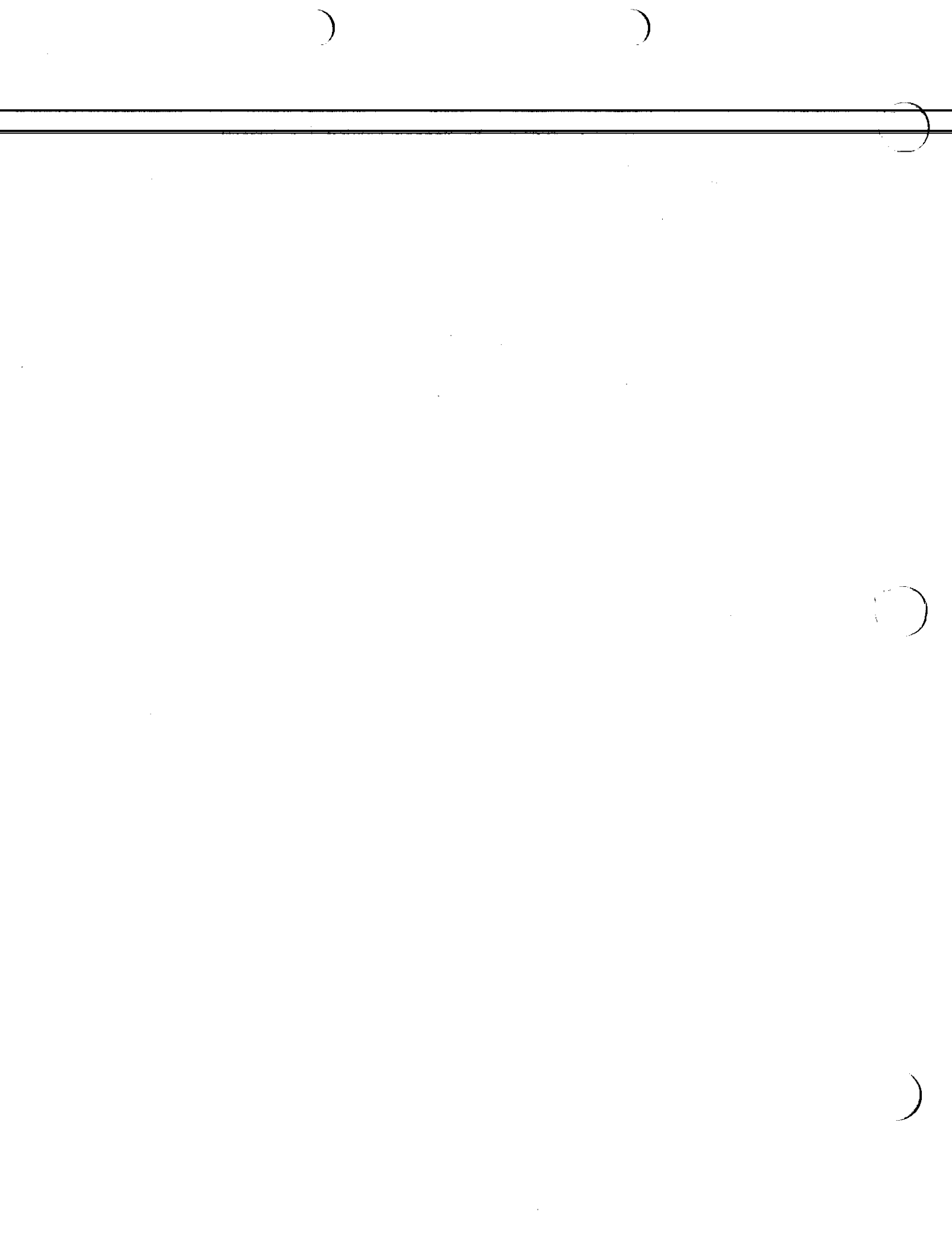
~~i. Coordinating support for allied forces (if tasked).~~

j. Developing broad policies for and issuing mission type orders to subordinate commands.

k. Visiting subordinate units to observe the execution of orders or instructions, and to provide advice and assistance in their areas of responsibility.

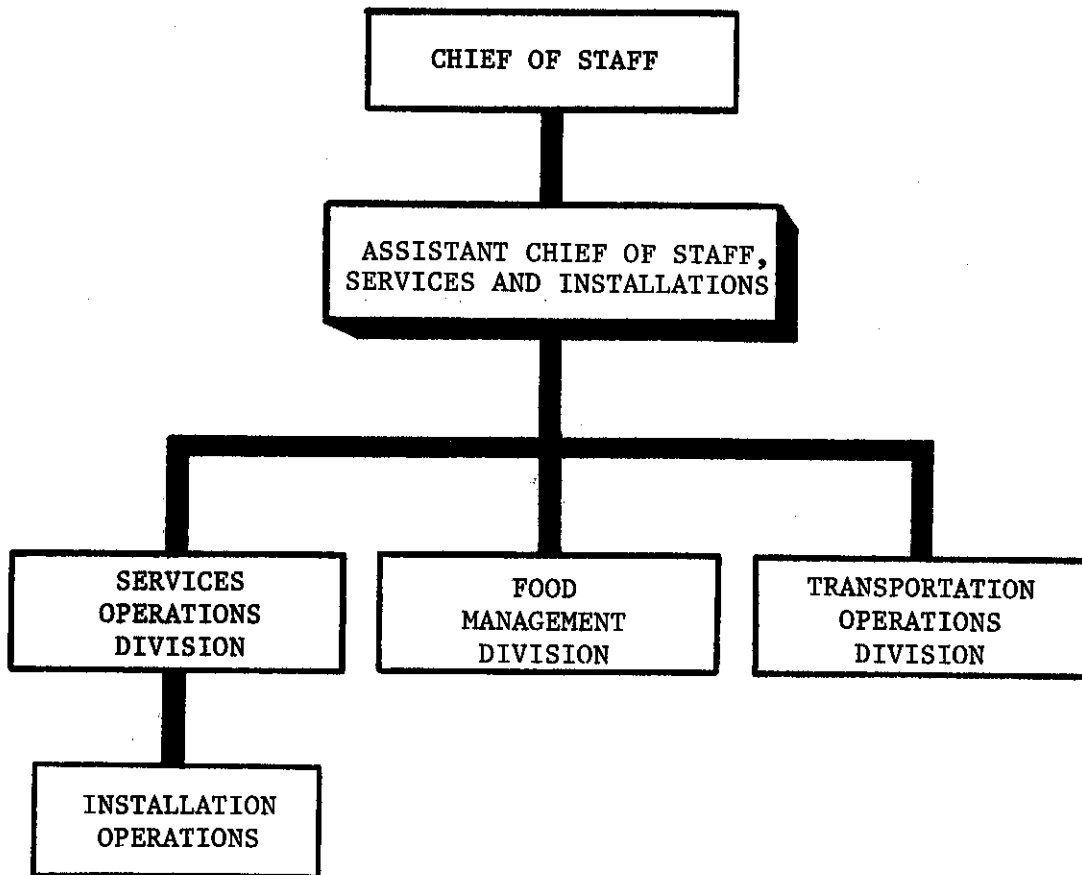
l. Providing interface between EUSA and 19th SUPCOM.

m. Preparing necessary reports to be submitted to EUSA.



CHAPTER 11

OFFICE OF THE ASSISTANT CHIEF OF STAFF, SERVICES AND INSTALLATIONS



~~OFFICE OF THE ASSISTANT CHIEF OF STAFF, SERVICES AND INSTALLATIONS~~ASSISTANT CHIEF OF STAFF, SERVICES AND INSTALLATIONS11-1. Basic Responsibilities.

a. Advises the Commanding General and staff, provides policy, coordination, technical guidance and assistance, and performs staff functions on matters related to food management, field services operations, transportation, and installation operations.

b. Performs normal administrative functions for the Office of the Assistant Chief of Staff, Services and Installations, and all divisions.

c. Develops and maintains the transportation, field and food service related portions of the Command's OPLANS, exercise plans, combat service support studies and other contingency related documents.

d. Coordinates food management, services operations, transportation operations, and installation operations for subordinate commands and with other staff offices.

e. Develops, consolidates and analyzes the Command's Wartime Movements Program.

f. Provides support to the 19th SUPCOM Inspector General for Command Inspections.

g. Conducts assistance visits and inspections as required.

h. Provides the ACoS, SPO with technical assistance for the pertinent functional areas as reflected in Appendix B - CDIP (Host Nation Support) Interest Areas.

11-2. Relationships.

a. Functions under the general staff supervision of the Chief of Staff.

b. Exercises operational control of the EUSA Food Management Assistance Teams.

c. Maintains liaison with EUSA Headquarters and subordinate and supported commands on matters pertaining to basic responsibilities.

SERVICES OPERATIONS DIVISION

Responsible for providing staff and technical supervision in the areas of:

a. Service functions and contingency plans which provide support in the following operational areas:

- (1) Field Laundry.
- (2) Garrison/installation laundry.
- (3) Field bath.
- (4) Water purification.
- (5) Memorial affairs/graves registration.
- (6) Textile renovations.
- (7) Clothing exchange.
- (8) Refrigerated vans (reefer).

b. Inter-Service Support Agreements (ISSA).

c. Installation operation management.

d. Consolidating command-wide Field Services CDIP requirements to facilitate the revision of exercise plans and requirements documentation.

FOOD MANAGEMENT DIVISION

Responsible for:

a. Providing staff supervision and technical assistance to all 19th Support Command dining facilities.

b. Reviewing status of 19th Support Command dining facility accounts.

c. Reviewing status of 94B personnel in the 19th Support Command.

d. Establishing and chairing the Cook of the Quarter Board.

e. Scheduling and conducting the CG's Best Dining Facility Inspections.

f. Providing guidance to EUSA Menu Board.

g. Managing and supervising Eighth United States Army Food Management Assistance Team (FMAT) #3.

h. Consolidating command-wide food Management CDIP requirements to facilitate the revision of exercise plans and requirements documentation.

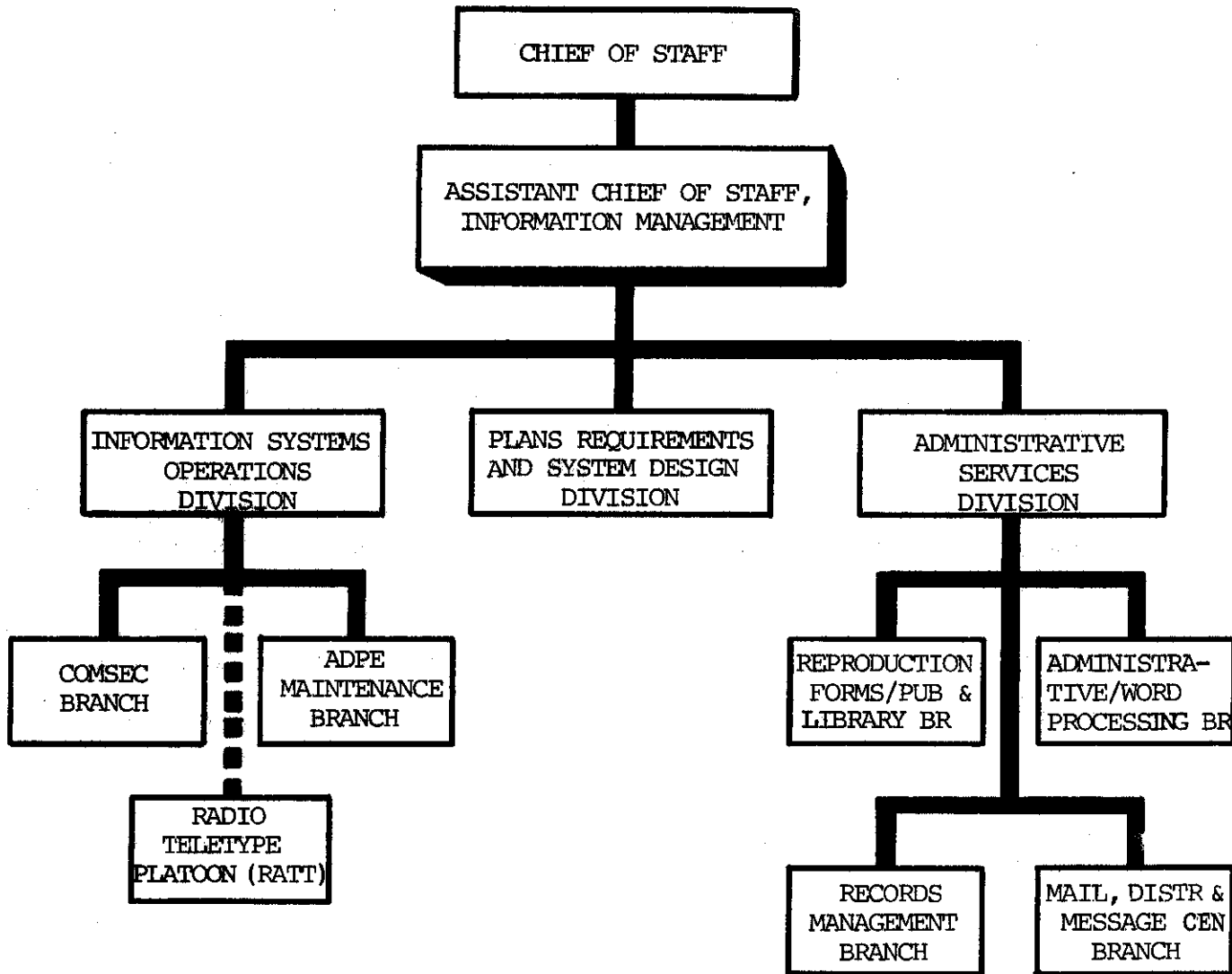
TRANSPORTATION OPERATIONS DIVISION

Responsible for:

- a. Staff supervision (less supply) of subordinate administrative motor pools.
- b. Staff supervision (less supply) of the 69th Transportation Battalion (Truck).
- c. Providing coordination and liaison with higher headquarters and other transportation activities on matters pertaining to military highway operations.
- d. Conducting the Command's annual drivers and equipment operators ROADEO.
- e. Monitoring the performance and directing the management of the Command's AUV fleet to include operations, utilization, maintenance and administration.
- f. Coordinating and monitoring the reception, movement, and deployment of units and material in support of major exercises.
- g. Staff supervision of subordinate Personal Property Shipping Offices.
- h. Reviewing, approving or forwarding requests for exception to the existing administrative weight allowance.
- i. Staff supervision of the Command's Military Customs Inspection Program.
- j. Providing coordination and liaison with higher headquarters and other transportation activities on matters pertaining to the shipment and receipt of personal property and military customs inspection.
- k. Staff supervision of the movement functions of all material shipping and receiving offices within the Command.
- l. Coordinating and executing customs clearance of all required surface cargo and US Army passengers during major exercises.
- m. Monitoring the subordinate units' capability to certify hazardous and dangerous cargo for shipment by air.
- n. Monitoring aerial port clearance operations and assisting the 6th Support Center in resolution of problem areas related to ALOC-K.
- o. Consolidating command-wide CDIP transportation requirements to facilitate update of exercise plans and requirements documentation.

CHAPTER 12

OFFICE OF THE ASSISTANT CHIEF OF STAFF,
INFORMATION MANAGEMENT



■ ■ ■ Staff supervision.

~~OFFICE OF THE ASSISTANT CHIEF OF STAFF, INFORMATION MANAGEMENT~~ASSISTANT CHIEF OF STAFF, INFORMATION MANAGEMENT12-1. Basic Responsibilities.

a. Advises the Commanding General and staff; provides policy, technical guidance and assistance, and performs staff functions on matters related to the five Information Management functional areas: communications, automation (including office automation), visual information, records management, publications and printing for the 19th SUPCOM.

b. Provides the ACoFS, SPO with technical assistance for the pertinent functional areas as reflected in Appendix B - CDIP (Host Nation Support) Interest Areas.

12-2. Relationships.

a. Functions under the general staff supervision of the Chief of Staff.

b. Coordinates technical activities between the 19th SUPCOM and USFK/EUSA ACoFS, J6/Information Management (ACoFS, J6/IM).

c. Acts as the final recommending authority in matters dealing with communication and automation procurements for the 19th SUPCOM and in matters dealing with the command budget in the five Information Management functional areas.

d. Executes staff supervision over the Director of Information Management, 36th Signal Battalion, for the Chief of Staff and Commanding General.

e. Provides briefings, fact sheets and related information for presentation to higher headquarters, visiting officials and command staff elements.

f. Exercises staff supervision over the Command Radio Teletype (RATT) Platoon.

g. Responsible for headquarters correspondence and mail distribution center.

h. Responsible for the Communication Security (COMSEC) account of the 19th SUPCOM.

i. Performs normal administrative functions for assigned personnel.

PLANS, REQUESTS AND SYSTEMS DESIGN DIVISION

Responsible for command policy and actions related to:

- a. Development and preparation of all aspects of the Commander's information systems and Information Management Plan (IMP).
- b. Planning and developing procedures for operation of tactical automation and communications equipment and maintenance.
- c. Planning, developing and implementing communication and electronics, and information security requirements.
- d. The ACofS, IM's entire training program to include professional and technical training, military and civilian requirements, and information security training.
- e. All ACofS, IM incoming and outgoing requests for information activity, inspections and DPI Management Review (MR).
- f. Program objectives as they relate to information resource management, manpower management, budget control, financial management, internal control, program management and contract development.
- g. Radio circuit and frequency requirements for the 19th SUPCOM.
- h. Development of visual information objectives.
- i. Providing advice and assistance to the ACofS, SPO for CDIP program requirements on (1) establishing radio circuits and netting, (2) frequency management, (3) equipment utilization, and (4) other areas as deemed necessary.

INFORMATION SYSTEMS OPERATIONS DIVISION

Responsible for command policy and actions related to:

- a. Technical and operational support of communication systems.
- b. Installation of communication systems as required by command and higher headquarters CELOIs, OPLANS and OPORDERS.
- c. The supervision and training of the RATT Platoon, COMSEC personnel and the Automatic Data Processing Equipment (ADPE) Team.
- d. The execution of the command's portion of the approved Information Management Plan (IMP).
- e. Communication questions and problems.

~~f. Comprehensive planning, security control, technical and command inspections, radio frequency management, maintenance of current inventory of all accountable and COMSEC materials, and communication maintenance management.~~

COMSEC BRANCH

Responsible for command policy and action related to:

a. Ensuring that access to classified COMSEC material with ACoFS, IM, 19th SUPCOM and subordinate commands is properly controlled, stored, accounted, transmitted, and destroyed.

b. Supervision, coordination and advisement for the installation and operation of integrated communication-electronic field communication systems.

ADPE MAINTENANCE BRANCH

Responsible for command policy and actions related to:

a. Centralized repair and maintenance functions for tactical computers, to include DAS3, TACCS and LOGMARS equipment as well as punch card equipment located throughout the 19th SUPCOM.

b. Training for all DAS3 and EAM maintenance personnel assigned to 19th SUPCOM.

c. The total ADP maintenance program and associated policies for the command.

d. The interface and coordination requirements between subordinate command and higher EUSA headquarters maintenance elements.

e. Procedure required to support the ADP equipment maintenance mission requirements of the command.

ADMINISTRATIVE SERVICES DIVISION

Responsible for command policy and processing actions related to:

a. Official mail, distribution, and message center operations.

b. Records management.

c. Printing, publications, forms, and reference library.

d. Word processing support and administration.

~~e. Training of staff and subordinate commands in records management, military correspondence preparation files management, publications, forms, mail and distribution, message preparation, etc.~~

ADMINISTRATION/WORD PROCESSING BRANCH

Responsible for command support in the following areas:

- a. Word processing for the staff of Headquarters, 19th SUPCOM.
- b. Authentication of command publications.
- c. Review, control, and authentication of outgoing classified and unclassified command correspondence.
- d. Publication of Headquarters Bulletin.
- e. Staff Duty Roster.
- f. Command Directory.

MAIL, DISTRIBUTION AND MESSAGE CENTER BRANCH

- a. As an organic element of 19th SUPCOM, performs the following:
 - (1) Controls, receives, distributes and dispatches unclassified and classified command correspondence and official mail.
 - (2) Controls, receives, distributes and dispatches unclassified electrically transmitted narrative and data messages.
 - (3) Assigns staff office responsibility for incoming command correspondence and messages.
 - (4) Controls and operates the suspense control system.
 - (5) Operates the distribution courier system.
- b. In addition, controls and dispatches official mail for other U.S. Government tenant units and agencies.

RECORDS MANAGEMENT BRANCH

Responsible for command policy and control of actions related to:

- a. Records management program within the 19th SUPCOM.
- b. Monitoring and appraising all phases of the command's record management program through inspections/surveys of the headquarters staff offices and all subordinate commands and units.

- ~~c. Copying equipment requests and copier management.~~
- d. Publications management.
- e. Forms management program.
- f. Evaluating effectiveness of subordinate unit administrative systems and recommending improvements.
- g. Training of administrative/clerical personnel of staff and subordinate commands in the area of records management.

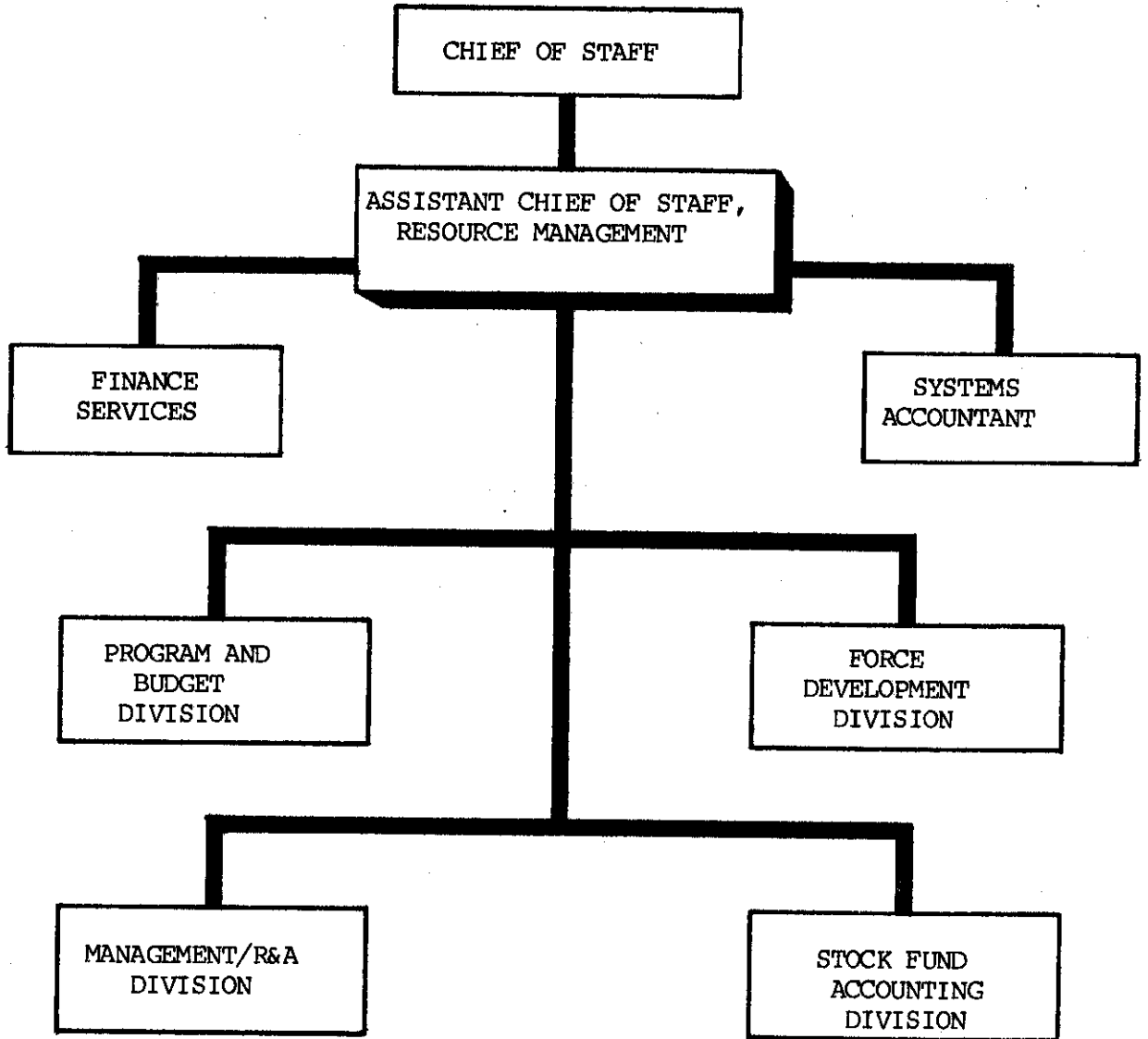
REPRODUCTION, FORMS, PUBLICATION AND LIBRARY BRANCH

Responsible for command support in the following areas:

- a. Duplicating and copying service for Headquarters, 19th Support Command and subordinate commands as well as area support for duplicating service to all US Government units/activities in Areas V and VII.
- b. Reviewing for format, control reproduction, and distribution of command publications.
- c. Maintaining pinpoint account for blank forms and publications for Headquarters, 19th Support Command.
- d. Maintaining resupply system for blank forms and publications for Headquarters, 19th Support Command.
- e. Monitoring pinpoint accounts of subordinate commands.
- f. Maintaining reference library for Headquarters, 19th Support Command.
- g. Reviewing, controlling, reproducing, and issuing local blank forms for Headquarters, 19th Support Command.

CHAPTER 13

OFFICE OF THE ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT



OFFICE OF THE ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENTASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT13-1. Basic Responsibilities.

a. Advises the CG, the staff and major subordinate commands on programming, budgeting, finance and accounting, force development, management improvement, organizational analysis, review and evaluation of command mission performance, and other actions related to resource management activities.

b. Develops policies and controls to accomplish command resource management missions.

c. Conducts special studies of general management problems for the commander.

d. Conducts, at least quarterly, a Coordination Meeting regarding Status of Force Structure/Development Actions to ensure the key players in the life cycle management process of force development are informed.

e. Administers accounting actions on reimbursable programs.

f. Administers the command military pay administration program.

g. Performs normal administrative functions for the Office of the Assistant Chief of Staff, Resource Management.

13-2. Relationships.

a. Functions under the general staff supervision of the Chief of Staff.

b. Maintains liaison with 175th Theater Finance Command (TFC) and its subordinate finance units located in Taegu and Pyongtaek.

c. Maintains liaison with ACofS, Resource Management, ACofS, J-3, program staffs, major activity directors of Eighth US Army and subordinate command Comptroller/Resource Management staffs.

d. Serves as the Resource Management Civilian Career Program Coordinator for the 19th Support Command.

SYSTEMS ACCOUNTANT

Responsible for actions related to:

- a. Reviewing and evaluating existing accounting systems - manual and automated - (DAS-3, STARFIARS, KISS, DS4 (TUFMIS), etc) to determine their effectiveness and compliance with existing directives and policies.
- b. Providing staff guidance for the overall accounting programs for the 19th Support Command with respect to the establishment, maintenance, and improvement of all accounting systems.
- c. Providing interpretation of accounting policies and regulations to the 19th Support Command staff and unit personnel to ensure compliance with instructions, directives and requirements of higher level authorities.
- d. Initiating contact and visiting field installations to work on site in rendering accounting counsel with respect to initiating or revising various systems.
- e. Preparing and updating DoD Activity Address Code (DoDAAC) as specified in EUSA Reg 37-100-XX.

FINANCE SERVICES

Responsible for actions related to:

- a. Maintaining liaison with the 175th Theater Finance Command (TFC) and its subordinate finance servicing units located in Taegu and Pyongtaek.
- b. Providing staff supervision of the Command military pay administration program.
- c. Coordinating the command Dishonored Check Control Program.
- d. Coordinating and monitoring the command Sure Pay Program.
- e. Coordinating and representing the ACoFS, Resource Management in all matters relating to CPX/FTX and other training exercises.

PROGRAM AND BUDGET DIVISION

Responsible for command policy and actions related to:

- a. Planning and executing the 19th Support Command Operating Program.
- b. Implementing the Army Management Structure (Command Fiscal Code).
- c. Developing and implementing the command financial management plan.
- d. Developing budgetary procedures and regulations.
- e. Providing technical guidance to staff offices and subordinate commands.

f. Reviewing and analyzing weekly and monthly STANFINS for cost obligations and cost adjustments.

g. Formulating the 19th Support Command budget, to include the Command Operating Budget (COB), Budget Execution Review (BER) for both Operation and Maintenance, Army (OMA).

h. Preparing and reporting Obligation Plan, Base Level Commercial Equipment (BCE) OPA fund budget, Status of Checkbook Funds Report (RCS DJ-158), and Prior Year Report (PYR).

i. Managing:

- (1) Quarterly obligation targets (OT).
- (2) Self-Service Supply Center (SSSC) dollar ceilings.
- (3) Overtime, Holiday and Extended Workweek pay program.
- (4) Command TDY budget.

j. Controlling:

- (1) Front End System and Stock Fund.
- (2) Purchase Request and Commitments (PR&C's) to include non-stock fund supplies and services.
- (3) Command Reimbursable Support Program.
- (4) .012 Limitation Fund.
- (5) P95 Fund.
- (6) Workload and performance measurement system.

k. Evaluating and reporting maintenance labor rates (for both military and civilian for reimbursement support).

l. Scheduling and coordinating meetings of subcommittee and Program Budget Advisory Committee (PBAC) as required to review and act on all proposals involving the utilization of command resources.

m. Programming, budgeting, and managing obligation/commitment and quarterly annual funding targets for:

- (1) JCS exercise such as Team Spirit, Ulchi Focus Lens and Foal Eagle.
- (2) Brigade Support Package.

- n. Administering Fiscal Year End Operations.
- o. Preparing and reporting Program Analysis Resource Review (PARR).
- p. Conducting staff inspections of program and budget/financial management areas.
- q. Providing fund citations and processing all PCS and reemployment travel orders for all DAC personnel assigned to 19th SUPCOM and non-EUSA and non-19th SUPCOM units stationed in Areas V, VI, & VII.
- r. Conducting unliquidated obligation review and year-end joint review.
- s. Preparing and presenting quarterly Review and Analysis (R&A) in budgeting and financial management.
- t. Reviewing and analyzing Annual Financial Target (AFT) - Civilian Employment Dollar Ceiling, and reviewing all temporary hire requirements generated within the Command, prior to CPO action.

FORCE DEVELOPMENT DIVISION

Responsible for command policy and actions related to:

- a. Managing the Command Force Development Program.
- b. Developing a manpower/equipment on-site review schedule.
- c. Validating manpower requirements based on mission responsibilities and projected workload.
- d. Planning and conducting on-site manpower appraisals.
- e. Allocating manpower resources within established end-strength guidance.
- f. Reviewing, and/or assisting in the preparation of reclaims in response to EUSA manpower survey findings.
- g. Documenting organization, personnel and equipment sections of TDA/MTOE and MOB TDA.
- h. Validating Requests for Civilian Personnel Actions (SF 52).
- i. Preparing for and participating in on-site equipment surveys.
- j. Reviewing and adjusting military grades to conform with DA established grade ceilings.

k. Reviewing and analyzing the Basis of Issue Plan (BOIP), draft TOE, Letter of Agreement to validate force requirements for manpower and equipment.

l. Providing force development data for Program Analysis Resource Review (PARR) and Army Modernization Resources Information Submission (AMRIS).

m. Reviewing and providing guidance for developing Concept Plans for reorganizations.

n. Unit restationing actions.

o. Analyzing organization/authorization documents and personnel/equipment interrelationship to ensure efficient management of equipment resources.

p. Preparing and analyzing manpower reports and the Force Accounting System (FAS).

q. Performing all classified studies/projects in the Force Development Division.

MANAGEMENT/REVIEW AND ANALYSIS DIVISION

Responsible for command policy and actions related to:

a. Analyzing nontactical organization, including reviewing, analyzing and processing of all proposed nontactical organization changes to Headquarters, 19th Support Command and subordinate commands.

b. Coordinating and publishing changes to the 19th Support Command Organization and Functions (O&F) Manual.

c. Conducting management studies to include special studies of general management programs for the commander.

d. Exercising staff and technical supervision over the DA Productivity Improvement Program (DAPP), which includes:

(1) Productivity Capital Investment Programs to include Quick Return on Investment Program (QRIP), OSD Productivity Investment Funding (OSD PIF), and Productivity Enhancing Capital Investment Program (PECIP).

(2) Methods and Standards Program (M&SP).

(3) Management practices, which includes elements of:

(a) Cost reduction.

- (b) Management practices/productivity improvement training.
 - (c) Command Hotline.
 - (d) Management improvement awards.
 - (e) Motivation.
 - (f) Idea Interchange.
- e. Administering the Command Internal Control System in accordance with AR 11-2, which is the totality of the methods, measures and procedures of internal control used throughout all or a segment of the Command.
- f. Administering the Command Management Information Control System to maintain command information requirements at a minimum level, to include a semi-annual publication of the List of Command Approved Recurring Management Information Requirements.
- g. Maintaining "Command Hotline" for fraud, waste, abuse and inefficiency. Analyzing and evaluating Hotline reports and ensuring immediate initiation of corrective actions by activities concerned.
- h. Implementing the progress and statistical reporting and analysis activity of the Command management programs.
- i. Coordinating and updating Command Information Data for the Commanding General, his staff and major subordinate commanders.
- j. Monitoring Review and Analysis (R&A) program to include publication of a quarterly R&A pamphlet.

STOCK FUND ACCOUNTING DIVISION

Responsible for command policy and actions related to:

- a. Establishing and maintaining complete EUSA stock fund home office General and Subsidiary Ledgers and journals necessary for stock fund accounting and reporting as required by AR 37-111/TM 38-711.
- b. Preparing and submitting EUSA stock fund financial reports in accordance with pertinent regulations.
- c. Exercising controls over stock fund cash and obligation authority.
- d. Recording stock fund obligations and liquidating them upon receipt of bills for all requisitions.

~~e. Processing stock fund sales, billings and collections.~~

f. Certifying fund availability for local procurement and maintaining administrative control of funds for EUSA Division Army Stock Fund.

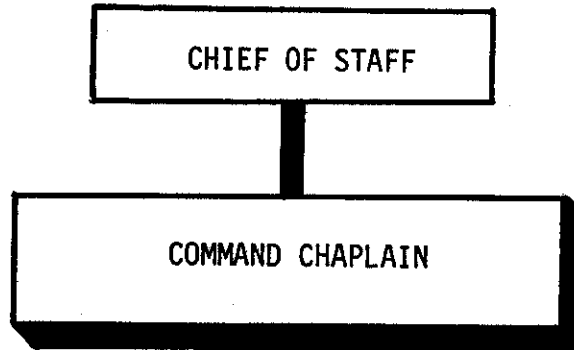
g. Reviewing SAILS-ABX financial outputs and identifying the problem or condition and enabling performance of the proper corrective or coordinating action.

h. Ensuring alignment and consistency of stock fund operations with the approved Program Execution Plan.

i. Coordinating the EUSA stock fund and financial matters with J-4 Stock Fund Program Director and 6th Support Center Stock Fund Budget Officer.

j. Advising and assisting Army Stock Fund customer relative to their consumer fund obligations and targets.

CHAPTER 14
OFFICE OF THE COMMAND CHAPLAIN



OFFICE OF THE COMMAND CHAPLAINCOMMAND CHAPLAIN14-1. Basic Responsibilities.

- a. Advises the Commanding General and staff on matters of religion, morals, and morale welfare affected by religion and the use of chaplains within the command.
- b. Provides staff direction to the activities of chaplains in subordinate commands.
- c. Performs administrative functions pertaining to the religious program of the command.

14-2. Relationships.

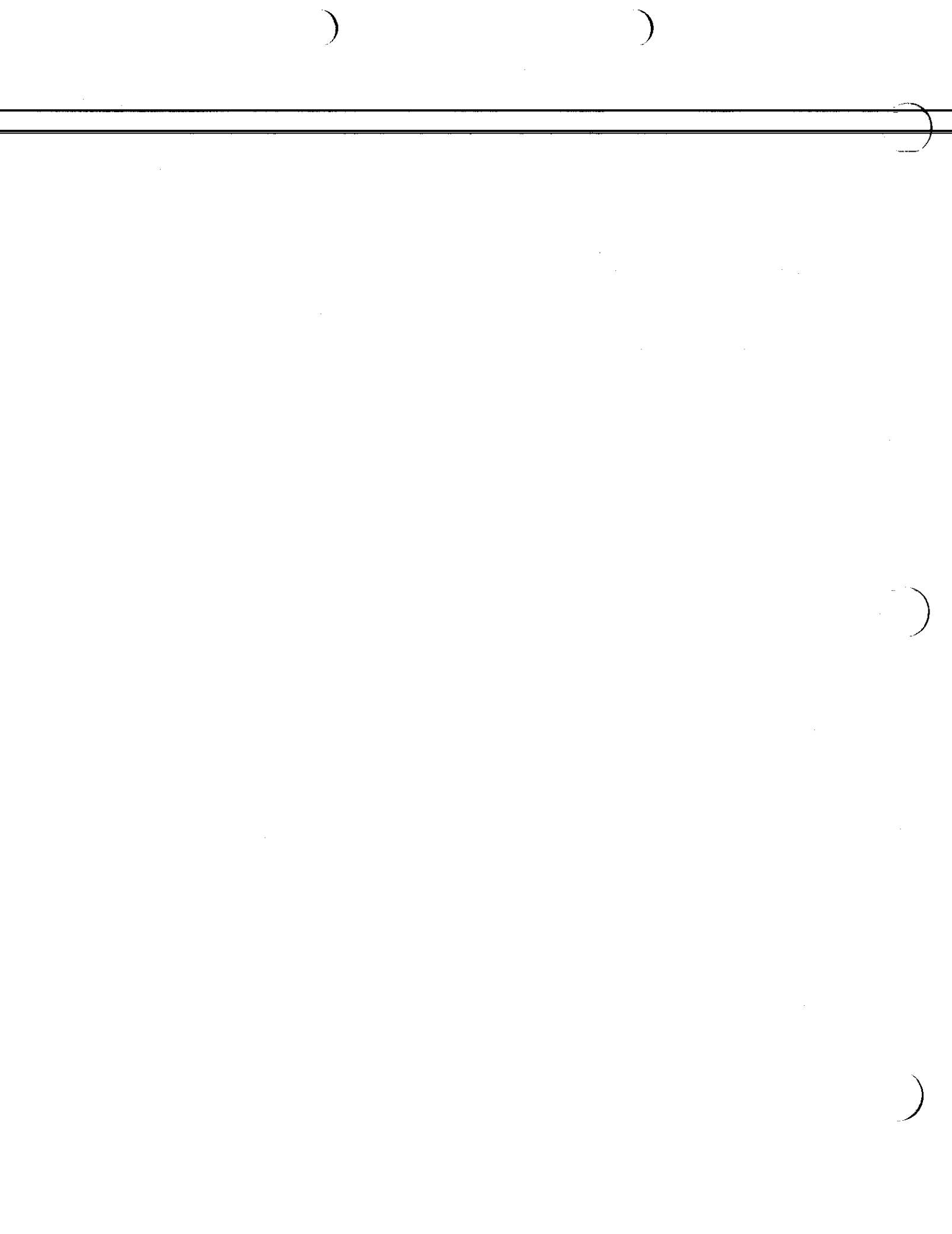
- a. Functions under the general supervision of the Chief of Staff.
- b. Maintains liaison with chaplains of Eighth US Army and subordinate commands, other military and governmental services and with officials of civilian churches and charitable organizations.
- c. Maintains necessary liaison with civilian organizations and individuals upon whom he may call for assistance.
- d. Coordinates directly with the Commanding General on selected subjects.

14-3. Functions.

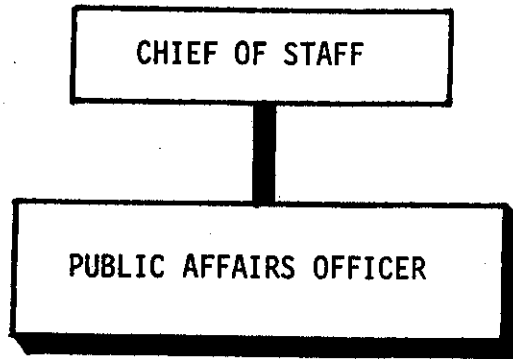
Responsible for policy and actions related to:

- a. Supervising and coordinating the religious, moral and educational programs of all subordinate commands in the 19th Support Command area.
- b. Supervising the activities of all chaplains stationed within the 19th Support Command and coordinating their efforts and programs.
- c. Making himself available to subordinate commanders to advise them with regard to chaplain activities.
- d. Coordinating requirements for religious area coverage.
- e. Initiating replies to official correspondence.
- f. Recommending transfer and assignment of chaplains and chaplains assistants.

- g. Monitoring the chaplains' funds of all subordinate units.
- h. Budgeting and monitoring appropriated chaplains funds for 19th Support Command. (Command Operating Budget).
- i. Monitoring, administering and approving contracts for all civilian religious resources within the area of the 19th Support Command. (Non-Personal Services Contract).
- j. Conducting religious services as required.
- k. Planning, coordinating and supervising the professional training and development of chaplains and chaplains assistants.



CHAPTER 15
OFFICE OF THE PUBLIC AFFAIRS OFFICER



OFFICE OF THE PUBLIC AFFAIRS OFFICERPUBLIC AFFAIRS OFFICER15-1. Basic Responsibilities.

a. Advises the CG, staff and subordinate commands and tenant/attached units on matters pertaining to and impacting on the Information Program.

b. Discharges the 19th Support Command Commander's obligation and responsibilities for conducting an Information Program.

c. Advises the CG, staff and subordinate commands on the planning and execution of community relations programs that promote mutual understanding, goodwill and harmonious relationships between U.S. military and Korean publics.

15-2. Relationships.

a. Functions under the general supervision of the Chief of Staff.

b. Serves as special staff officer.

c. Plans and chairs Quarterly Community Relations Workshops.

d. Coordinates and supervises implementation of command and public information functions and activities within the command.

e. Maintains liaison with the command Community Relations specialist and the EUSA Public Affairs Division, Community Relations Branch, to ensure full coordination of community relations functions and activities within the command.

f. Maintains liaison with the EUSA Public Affairs Officer, Commander AFKN, Information Officers of other commands and agencies, information officials for the ROK, the civilian and military press corps, U.S. Embassy and USIS as required.

15-3. Functions. Responsible for policy and actions as follows:

a. 19th Support Command Information Program.

b. Production of a command newspaper.

c. Preparation of Command Information Area Orientation Brochure.

d. Monitorship of Command Information classes.

e. Relations with news media between the command and communities adjacent to command elements.

~~f. Hometown News release program.~~

g. Sole authority for release of information to civilian mass media.

h. Timely coordination with higher headquarters for joint release of unfavorable accidents/incidents/actions of national/international interest involving 19th Support Command personnel or resources and US/ROK services.

i. Reporting trends in mass media reports.

j. Public Information portions of SOP's, OPLANS and quarterly EUSA Public Information Report.

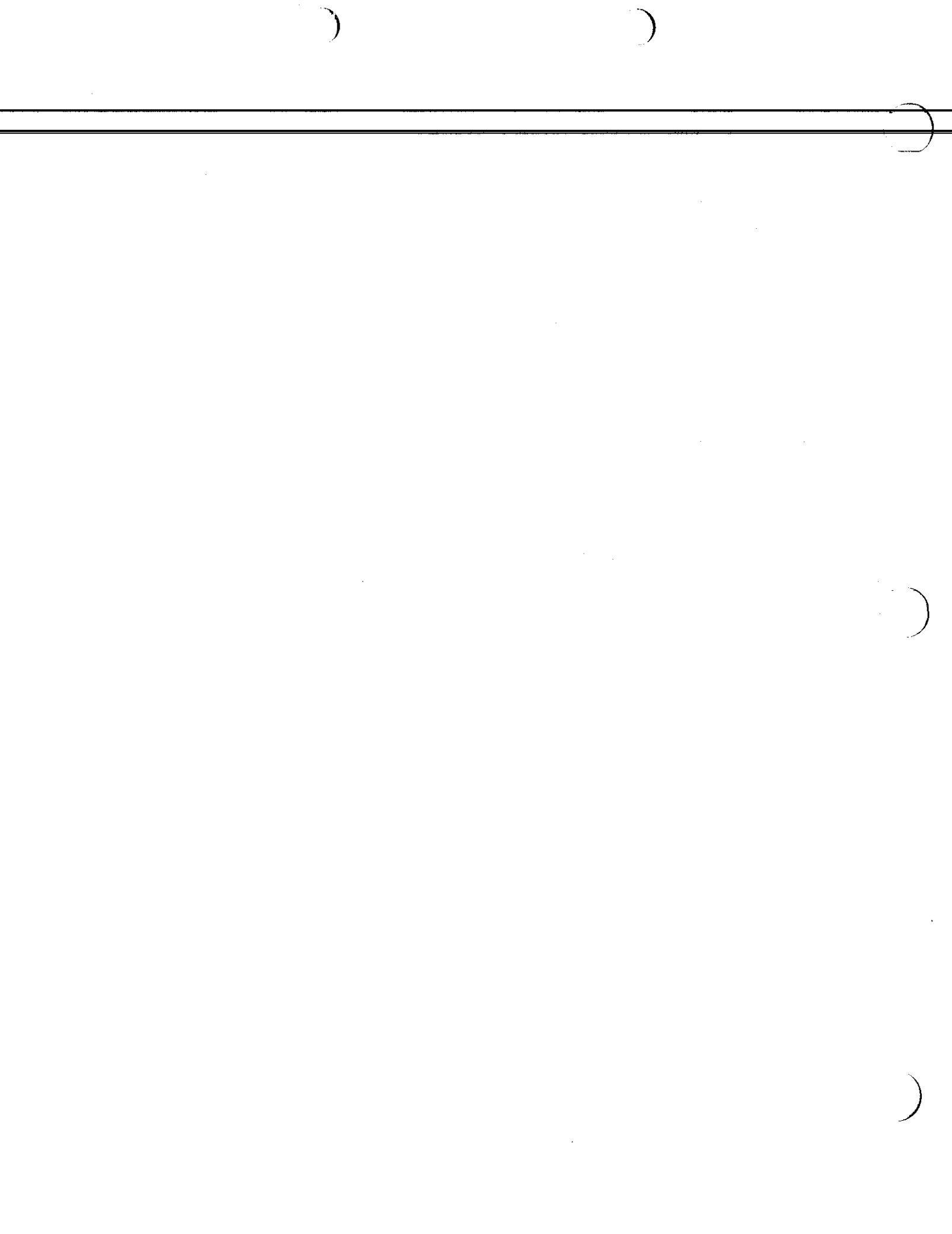
k. Preparation of external news releases.

l. Preparation of speeches and holiday messages for the Commanding General, 19th Support Command.

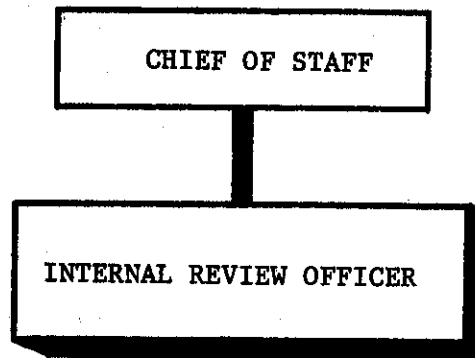
m. Serves as Command historical officer and is responsible for the command historical program, to include photographic documentation of historical events.

n. Coordinates Korean tours for soldiers when allocated slots by EUSA Public Affairs Division, Community Relations Branch.

o. Shares administration of the People-to-People Club with the Community Relations specialist, to include scheduling periodic meetings and preparation of agendas.



CHAPTER 16
OFFICE OF THE INTERNAL REVIEW OFFICER



OFFICE OF THE INTERNAL REVIEW OFFICER

INTERNAL REVIEW OFFICER

16-1. Basic Responsibilities. Advises the Commanding General and his staff on the Command Internal Review Program.

16-2. Relationships.

a. Functions under the general supervision of the Chief of Staff, as a special staff principal.

b. Maintains liaison with the Internal Review Office, USFK/EUSA.

c. Maintains liaison with Command Group, Headquarters staff, and subordinate unit commanders on all matters pertaining to external reviews/audits of GAO, USAAA, DOD-IG and USFK/EUSA Internal Review.

16-3. Functions. Responsible for command policy and actions related to:

a. Performing internal reviews and real-time audits of command missions, functions, and objectives.

b. Serving as the commander's trouble-shooters for identification and correction of problem areas.

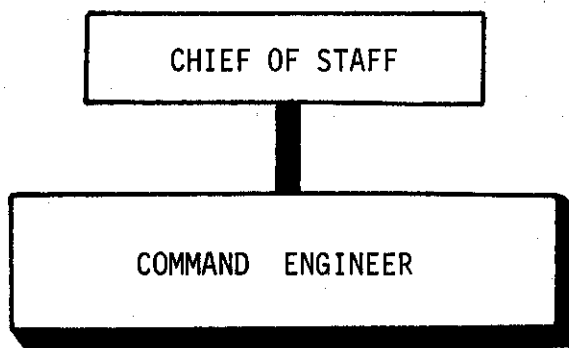
c. Preparing and executing an annual internal review program containing required and proposed actions for each fiscal year.

d. Evaluating the effectiveness of procedures and systems.

e. Providing assistance to other audit, inspection, and investigative elements.

f. Coordinating external reviews and audits of USGAO, USAAA, DOD-IG and internal reviews of USFK/EUSA, reviewing and processing the replies to external reviews and audits and the replies to follow-up review.

CHAPTER 17
OFFICE OF THE COMMAND ENGINEER



OFFICE OF THE COMMAND ENGINEERCOMMAND ENGINEER17-1. Basic Responsibilities.

- a. Advises the Commanding General and staff on all engineer technical matters.
- b. Provides the ACoFS, SPO with technical assistance for the pertinent functional areas as reflected in Appendix B - CDIP (Host Nation Support) Interest Areas.

17-2. Relationships.

- a. Functions under the general supervision of the Chief of Staff.
- b. Maintains liaison with the EUSA Engineer and staff, the Facilities Engineer Activity-Korea, the Far East District Engineer, and other engineer agencies.

17-3. Functions. Responsible for command policy and actions related to:

- a. Master planning (including USFK Peninsular Master Plan).
- b. Real estate.
- c. OMA program.
- d. MCA program.
- e. Minor MCA program.
- f. Energy conservation program.
- g. Force Modernization facilities.
- h. Monitoring:
 - (1) Selected engineer projects.
 - (2) Fire prevention protection.
 - (3) Environmental protection program.
 - (4) Facilities engineering activities.
 - (5) Housing activities.

CHAPTER 18
OFFICE OF THE RESERVE AFFAIRS OFFICER



OFFICE OF RESERVE AFFAIRS OFFICERRESERVE AFFAIRS OFFICER

18-1. Basic Responsibilities. Advises the Commanding General and staff on all Reserve Component (RC) affairs to include Army Reserve (AR) and National Guard (NG).

18-2. Relationships.

- a. Functions under the general supervision of the Chief of Staff.
- b. Maintains continuing contact with U.S. Army Reserve and Overseas Deployment Training program (ODT) principals in theater as well as relevant CONUS agencies and organizations.
- c. Maintains continuing contact with all 19th Support Command sponsoring units as well as those sponsored.
- d. Maintains liaison with Republic of Korea forces on Reserve matters.
- e. Assists command specifically in area of civil affairs.
- f. Works very closely with ACoFS, SPO in all matters.
- g. Works very closely with ACoFS, Personnel on all individual reservist matters to include training and attachment.

18-3. Functions.

- a. ODT Administration.
 - (1) Principal staff adviser for Command's Overseas Deployment program.
 - (2) Coordinates all reserve support for special projects, CAPSTONE, and exercises for the Command.
 - (3) Assists in coordinating training for RC units and in providing staff supervision and training/liason support to 19th SUPCOM Component Sponsor units.
 - (4) Monitors overall program to determine effectiveness of training, and provides command assessments.
 - (5) Maintains record systems on all visitations.
 - (6) Conducts conferences for Command to include annual CAPSTONE and semi-annual ODT conferences.

~~(7) Maintains continual liaison with sponsor and sponsored units, and represents command in all ODT related conferences/meetings.~~

(8) Establishes command policy and procedures for program.

(9) Provides staff input on matters relating to 19th SUPCOM OPLANS and FTXs/CPXs as these impact on the ODT/CAPSTONE programs.

b. ROK/US Liaison.

(1) Acts as staff adviser for the Command on Republic of Korea reserve forces.

(2) Develops command in-house expertise on Republic of Korea reserve forces and briefs on subject.

(3) Establishes and maintains liaison with Republic of Korea reserve forces and individual units as required.

(4) Provides translation and support services where possible to reserve components visiting the Command.

c. Individual Reserve Programs.

(1) Principal staff adviser for Command on all U.S. Army Reservist programs.

(2) Responsible for all individual reservists located within the Command's area of operations for purposes of initial administration along with ACofS, Personnel, and advising Commander of his individual reserve assets.

(3) Maintains records on each individual reservist identified, and monitors training that occurs within Command.

(4) Assists in the identification of areas of opportunity for reservist.

(5) Coordinates the following actions for the Command.

(a) Special Active Duty Training Tours (SADT).

(b) Active Duty for Training (ADT).

(c) Key Upgrade Personnel Program (KPUP).

(d) Inactive Duty for Training (IDT).

(6) Oversees the Individual Mobilization Augmentee Program (IMA).

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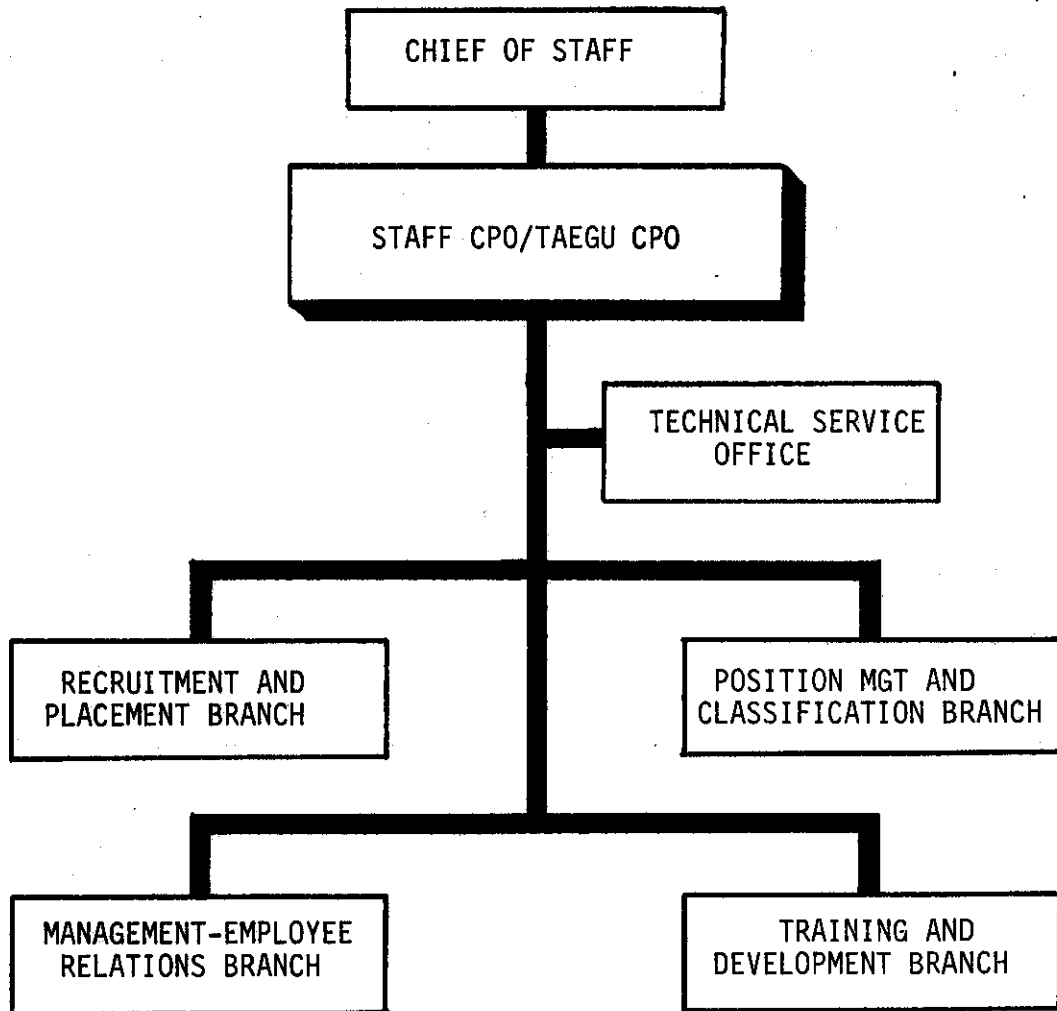
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CHAPTER 19

OFFICE OF THE STAFF CIVILIAN PERSONNEL OFFICER AND
TAEGU CIVILIAN PERSONNEL OFFICE



OFFICE OF THE STAFF CIVILIAN PERSONNEL OFFICER
AND TAEGU CIVILIAN PERSONNEL OFFICE

STAFF CPO/TAEGU CPO

19-1. Basic Responsibilities. Advises the Commanding General, staff and subordinate commanders on policy matters related to the U.S. and Local National Civilian Personnel Management Programs to include recruitment and placement, position and pay management, management-employee relations, labor-management relations, incentive awards, and training and development. Provides leadership and direction in higher level program objectives. Provides staff and technical supervision to the command in regards to civilian personnel management programs. Provides inspections and advisory assistance visits to the CPOs as required.

19-2. Relationships.

- a. Functions under the general staff supervision of the Chief of Staff.
- b. Civilian Personnel Officer also serves as Taegu CPO.
- c. Receives technical guidance from the Civilian Personnel Director, HQ, USEFK/EUSA.

TECHNICAL SERVICES OFFICE

Responsible for:

- a. Providing technical assistance and advice to CPO and other staff elements with regard to legal, regulatory, and procedural requirements, which affect civilian personnel administration.
- b. Maintaining central library of regulations covering all aspects of civilian personnel administration.
- c. Establishing and maintaining civilian employees' files and records.
- d. Conducting internal audits of personnel actions for legal and regulatory compliance.
- e. Publication of local policies and regulations.
- f. Processing personnel actions such as within-grade increases, and initiating of actions on step increases, performance appraisals, retirement, expiration of temporary appointment, extended leave without pay, extended suspension details, furlough, conversion from career conditional to career appointments, and annual chest X-Ray notices. Administers automated systems to produce SF 50's, provide personnel information, and update or obtain employees master records (EMR), etc.

g. Preparing, coordinating and monitoring various statistical reports. Developing and administering local system for data collection and recording to fulfill requirements of local and higher authorities for program evaluation and reporting.

h. Processing employment/pre-employment security checks and applications for ID cards, etc.

i. Providing information and determining entitlement in individual cases with respect to employee benefit programs, including but not limited to leave, health benefits, life insurance, retirement, compensation for disability and death, employment compensation, travel and transportation, and overseas allowances for U.S. citizens.

MANAGEMENT-EMPLOYEE RELATIONS BRANCH

Responsible for:

a. All local activities relating to civilian labor relations, providing coordination and technical advice and assistance to management regarding consultation, rights, obligations, policy and problem resolution. Assisting in developing management position or demanding and/or providing responses to union demands or requests.

b. Providing advice and technical assistance to managers and supervisors regarding discipline, disciplinary actions, appropriate penalties, and identification and possible remedial actions for situations which cause employee's conduct calling for disciplinary action.

c. Providing advice and technical assistance to managers and supervisors on grievance and appeals cases; conducting impartial investigations of employee's complaints on management policies or working conditions, and reviewing in conjunction with concerned commanders, appeals or formal grievances resulting from actions taken by the management.

d. Providing advice and technical assistance to managers and supervisors regarding performance appraisals, and the establishment of adequate and clearly defined performance standards.

e. Providing advice and assistance to managers and supervisors in establishing and maintaining effective employee-management relations, communications and high morale; evaluating services and facilities available to employees and advising on the need for improvement; providing assistance in counseling employees.

f. Administering incentive awards and suggestion program.

g. Providing information, advice and assistance to managers and supervisors on Worker's Compensation Programs.

POSITION MANAGEMENT AND CLASSIFICATION BRANCH

Responsible for:

- a. Establishing and maintaining a position structure which achieves the optimum balance between economy, efficiency, skills utilization and employee development.
- b. Analyzing position structure trends, and providing position design and classification advice and assistance to managers to correct adverse trends.
- c. Participating in the development of TDA and Manpower Requirements Changes, including participation in manpower surveys and performing technical review of these documents to assure application of sound position management and classification principles.
- d. Classifying and evaluating all civilian positions, assuring position classification accuracy.
- e. Conducting biennial surveys.
- f. Participating in locality wage execution planning, survey and evaluation.

RECRUITMENT AND PLACEMENT BRANCH

Responsible for:

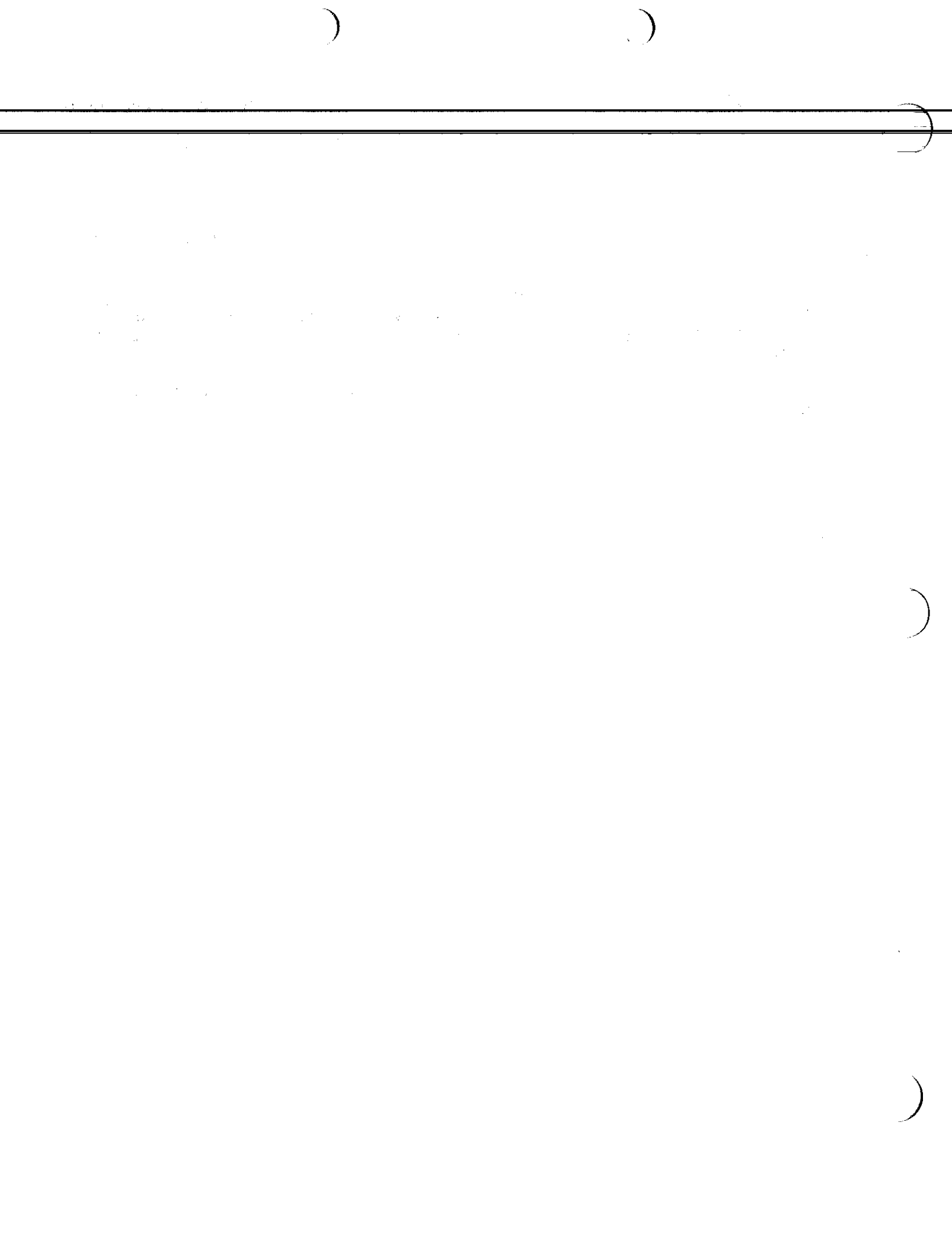
- a. Planning, developing and carrying out a program to provide for the recruitment and placement of a workforce in the geographic areas serviced by the Taegu CPO. Included in this program are recruitment, in-service placement, applicant assistance and testing.
- b. Assisting and advising management in relation to programs within scope of branch responsibility and providing authoritative interpretation of recruitment and placement regulations.
- c. Evaluating trends in mission, technology, manpower and fiscal resources and other factors influencing future needs and analyzing sources to meet these needs.
- d. Administers overseas interchange program by providing information and counseling to CONUS activities.

TRAINING AND DEVELOPMENT BRANCH

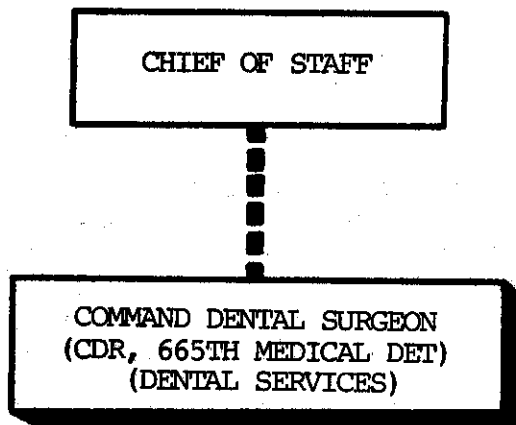
Responsible for:

- a. Providing advice and technical assistance to managers, supervisors and employees in determining training needs and planning to meet those needs, including job-related career development activities.

- b. Providing assistance in the design, development and presentation of in-house training.
- c. Evaluating training effectiveness.
- d. Administering various special programs such as tuition assistance, correspondence course, etc.
- e. Coordinating with higher echelon, Army educational activities, other governmental agencies, civilian educational institutions, industrial firms and the ROK government to locate and utilize resources to meet identified training needs.
- f. Providing technical advice and assistance on self-development programs.



CHAPTER 20
OFFICE OF THE COMMAND DENTAL SURGEON



■ ■ ■ Staff coordination.

OFFICE OF THE COMMAND DENTAL SURGEONCOMMAND DENTAL SURGEON

20-1. Basic Responsibilities. Keeps the Commander and Staff informed about the dental activities that may affect the command.

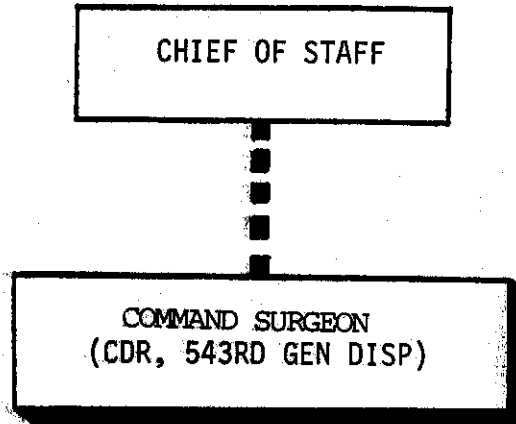
20-2. Relationships. Is the Commander of the 665th Medical Detachment (DS), a direct subordinate element of the U.S. Army 18th Medical Command.

20-3. Functions.

- a. Coordinating dental activities with the Command Surgeon.
- b. Exercising staff supervision and technical control over command dental activities.
- c. Planning and supervising the following dental functions:
 - (1) Preventive dentistry program for the command.
 - (2) Maintenance of the oral health of the command.
 - (3) Maintenance of professional standards and levels of dental care and treatment.
 - (4) Establishment of priorities for dental care and treatment.
- d. Providing advice and technical assistance in the construction, rehabilitation, and use of dental facilities.
- e. Preparing or consolidating reports on command dental activities.
- f. Referring questions concerning plans, policies and programs to the ACofS, Dental Services, U.S. Army 18th Medical Command.

CHAPTER 21

OFFICE OF THE COMMAND SURGEON



--- Staff coordination.

OFFICE OF THE COMMAND SURGEON

COMMAND SURGEON

21-1. Basic Responsibilities. Keeps the Commander and Staff informed about the health of the command and health issues that may affect the command.

21-2. Relationships. Is the Commander of the 543rd General Dispensary, a direct subordinate element of the U.S. Army 18th Medical Command.

21-3. Functions.

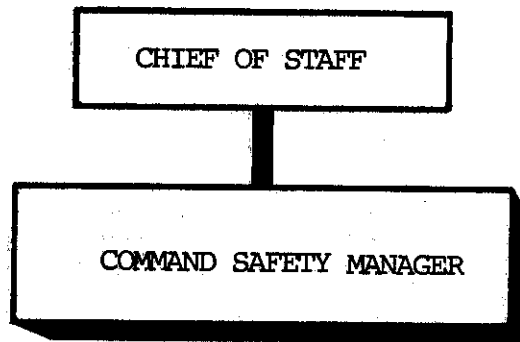
a. Accumulates health statistics as necessary to keep the Commander informed of the health of the command.

b. Provides medical input to staff sections as required.

c. Participates as a member on the Command Surety Board, MMRB and others as required.

d. Refers questions concerning plans, policies and programs to the Commander, US Army 18th Medical Command.

CHAPTER 22
OFFICE OF THE COMMAND SAFETY MANAGER



OFFICE OF THE COMMAND SAFETY MANAGERCOMMAND SAFETY MANAGER

22-1. Basic Responsibilities. Advises the Commanding General and staff on all safety matters.

22-2. Relationships.

a. Functions under the general supervision of the Chief of Staff.

b. Maintains liaison with U.S. Army and USEFK units and activities on matters pertaining to Safety Program.

22-3. Functions. Responsible for command policy and actions related to:

a. Supervision and technical adequacy of the 19th Support Command accident prevention program.

b. Engineering safety services.

c. Plant, storage and maintenance safety.

d. Safety as related to storage and handling of hazardous materiel.

e. Motor vehicle and material handling equipment accident prevention.

f. Technical assistance in accident investigation and reporting.

g. Safety in maneuvers and field training exercises.

h. Management aspects of explosives safety.

i. Management aspects of aviation safety.

j. Construction safety.

k. Safety training of military and civilian personnel at all levels.

l. Providing safety services adequate to the expressed needs of tenant and satellited activities.

m. Systems approach to safety.

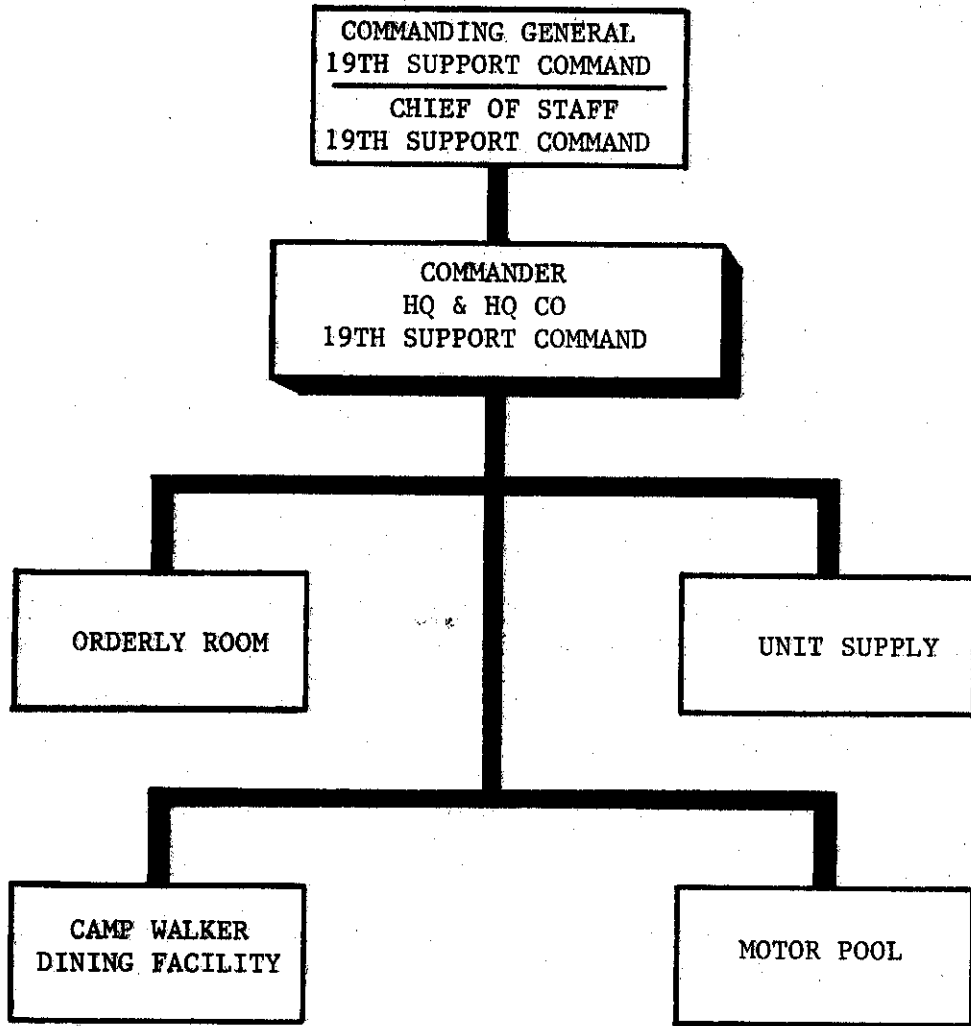
n. Public Law 91-596, Occupational Health and Safety Act.

o. Accident Analysis and trends.

p. Evaluation of subordinate unit safety programs.

CHAPTER 23

HEADQUARTERS AND HEADQUARTERS COMPANY
19TH SUPPORT COMMAND



~~HEADQUARTERS AND HEADQUARTERS COMPANY~~
19TH SUPPORT COMMAND

23-1. Mission. To command and control personnel assigned and attached to Headquarters and Headquarters Company (HHC), 19th Support Command and provide dining facilities in the Taegu area (Camp Walker).

23-2. Relationships.

a. Functions under the general supervision of the Chief of Staff, 19th Support Command.

b. Maintains liaison with staff sections of HQ, 19th Support Command.

23-3. Functions.

a. Provides command, administrative and logistical support for US military and KATUSA personnel assigned and attached to HHC, 19th Support Command.

b. Provides and plans for training and morale activities for personnel assigned and attached to HHC, 19th Support Command.

c. Performs all company type administrative details involving personnel and/or company operations as prescribed in applicable regulations.

d. Exercises Article 15 jurisdiction under UCMJ over all personnel assigned or appropriately attached to HHC, 19th Support Command.

e. Provides enlisted dining facilities for all personnel in the Taegu area through direction and supervision of field ration dining facilities at Camp Walker.

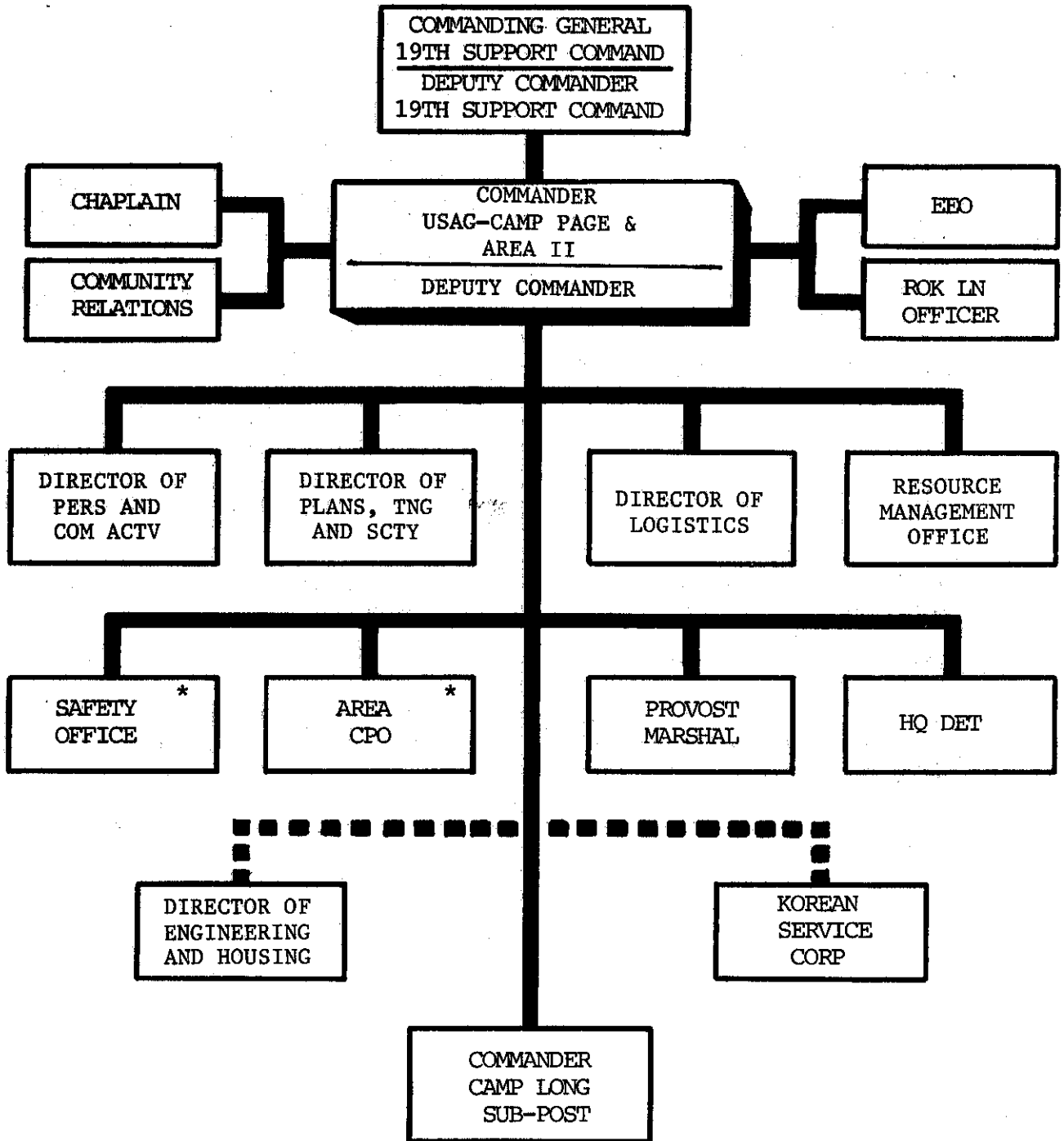
f. Provides quarters, weapons control and storage to attached and tenant units without capability to provide such support.

g. Provides maintenance for all assigned or attached vehicles and equipment in accordance with applicable directives and regulations.

h. Provides Installation Security for the defense of Camp Walker.

CHAPTER 24

US ARMY GARRISON, CAMP PAGE



* Staff coordination with DPCA.

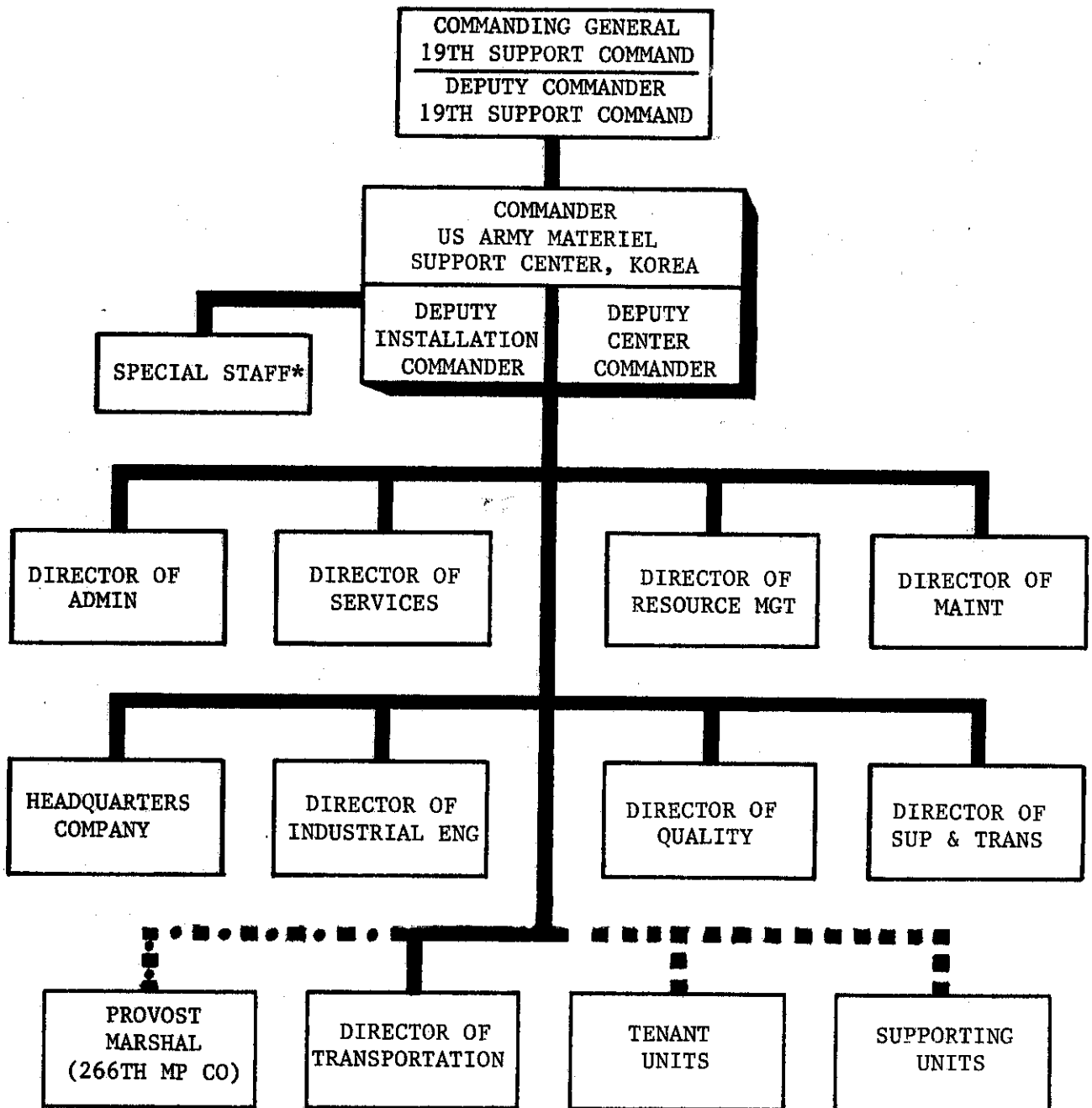
■ ■ ■ Staff supervision/coordination.

US ARMY GARRISON, CAMP PAGEMISSION

- 24-1. To perform administrative, intelligence, operational, financial, managerial, legal and logistical functions necessary to operate U.S. Army Garrison-Camp Page, Camp Long Sub-Post, and support all tenant units and activities within the boundaries of the Garrison.
- 24-2. To supervise discipline of troops.
- 24-3. To provide and control common functions and installations service support to tenants as outlined in USFK/EA Reg 10-2 for USAG-Camp Page area of responsibility.
- 24-4. To maintain facilities and provide services necessary for religious, health, welfare and entertainment activities.
- 24-5. To arrange for security, supply, transportation, housing and construction on the post.
- 24-6. To execute assigned mission in connection with emergency plans.
- 24-7. To provide augmentation physical security forces for USAG-Camp Page assigned area.
- 24-8. To provide mailing service of units and activities in the Chunchon and Wonju areas as directed by higher headquarters.
- 24-9. To operate and control the Post Gas Station.
- 24-10. To provide civilian personnel administration for Korean National employees and management services to the organizations located within USAG-Camp Page area of responsibility.
- 24-11. To perform special functions as assigned by the Commander, 19th Support Command.

CHAPTER 25

US ARMY MATERIEL SUPPORT CENTER, KOREA



* Composed of Chaplain, Safety Manager, Education Service Officer, Plans, Training & Security Officer, AMIO, and ROKA Liaison/Staff Officer.

■ ■ ■ ■ Staff Coordination.

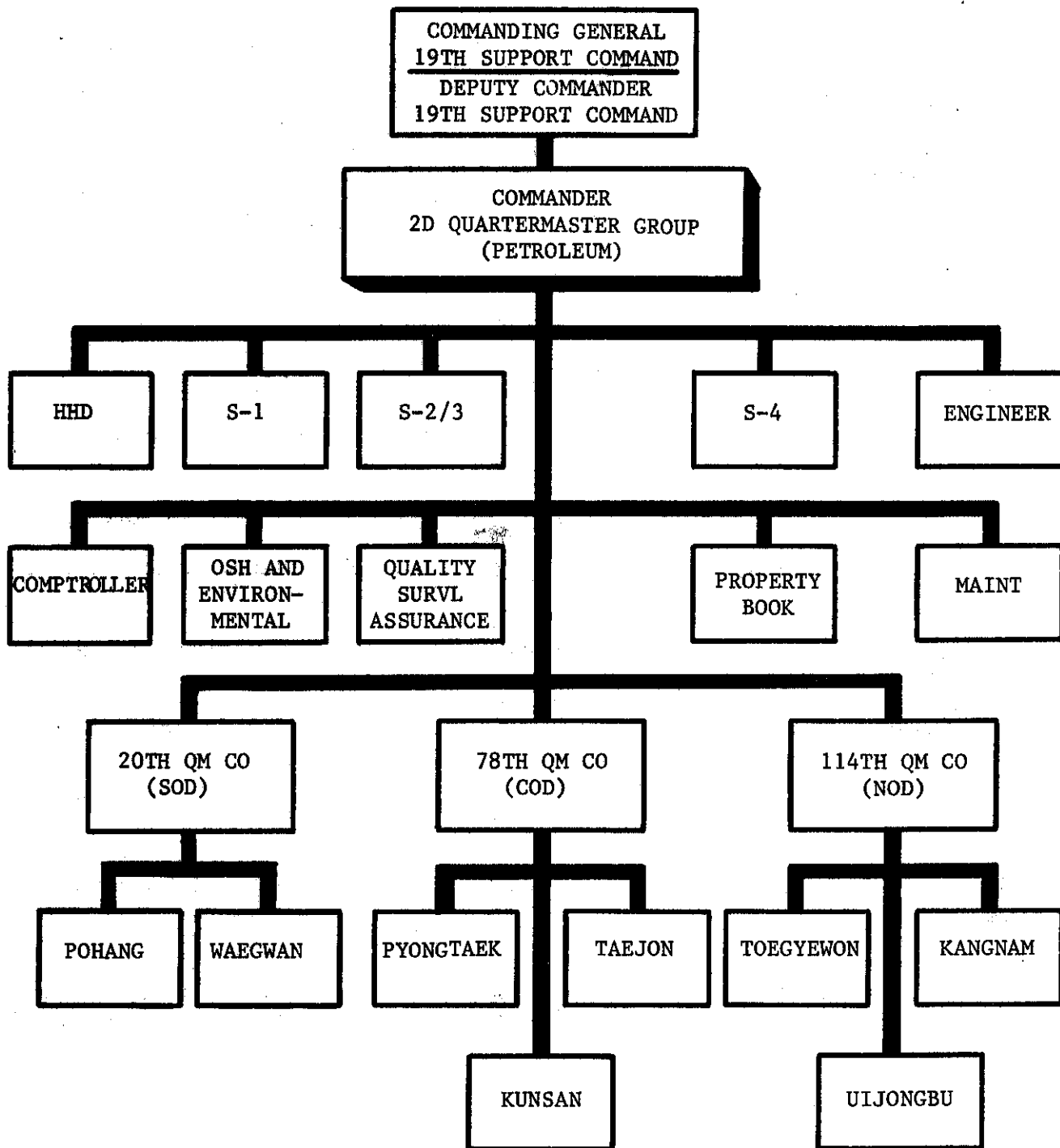
■ ● ■ ● ■ Dual Supervision.

US ARMY MATERIEL SUPPORT CENTER, KOREAMISSION

- 25-1. To provide backup Direct Support maintenance to 20th Support Group.
- 25-2. To perform Intermediate General Support (IGS) and special repairs (through Special Repair Activity Authority) on all categories of equipment and materiel (except aviation, dental, marine, medical, missile, SIGINT/EW, and special weapon items) in support of designated activities and units, and the Eighth U.S. Army Theater Army Repair Program.
- 25-3. To repair major assemblies, sub-assemblies, and components in support of the General Support Repairables Activity (GSRA) and Commercial Vehicle Supply Point (CVSP).
- 25-4. To perform hydrostatic testing of gas cylinders (except chlorine) in use by US Forces in Korea.
- 25-5. To receive, store, maintain, and ship supplies and equipment as directed by the 6th Support Center.
- 25-6. To perform oil analysis for ground equipment.
- 25-7. To exercise command and control over assigned units.
- 25-8. To exercise Waegwan installation authority within the assigned area of responsibility.
- 25-9. To provide installation service support to assigned, supporting/tenant units within the established area of responsibility to include:
- a. Coordinating installation defense.
 - b. Management of real property and installation property.
 - c. Ration Control for installation as well as legal and safety.
 - d. Coordination of supporting activities i.e., CRRS, Bank, ARC, SAFE, and PMO.
 - e. Providing Education Services, Chapel, TMP, backup reduction and laundry services.
- 25-10. To plan and provide for security of the installation and conduct area damage control operations, and coordinate installation defense with 2/120th Bn, 50th Div, ROK Army.

CHAPTER 26

2D QUARtermaster GROUP (PETROLEUM)

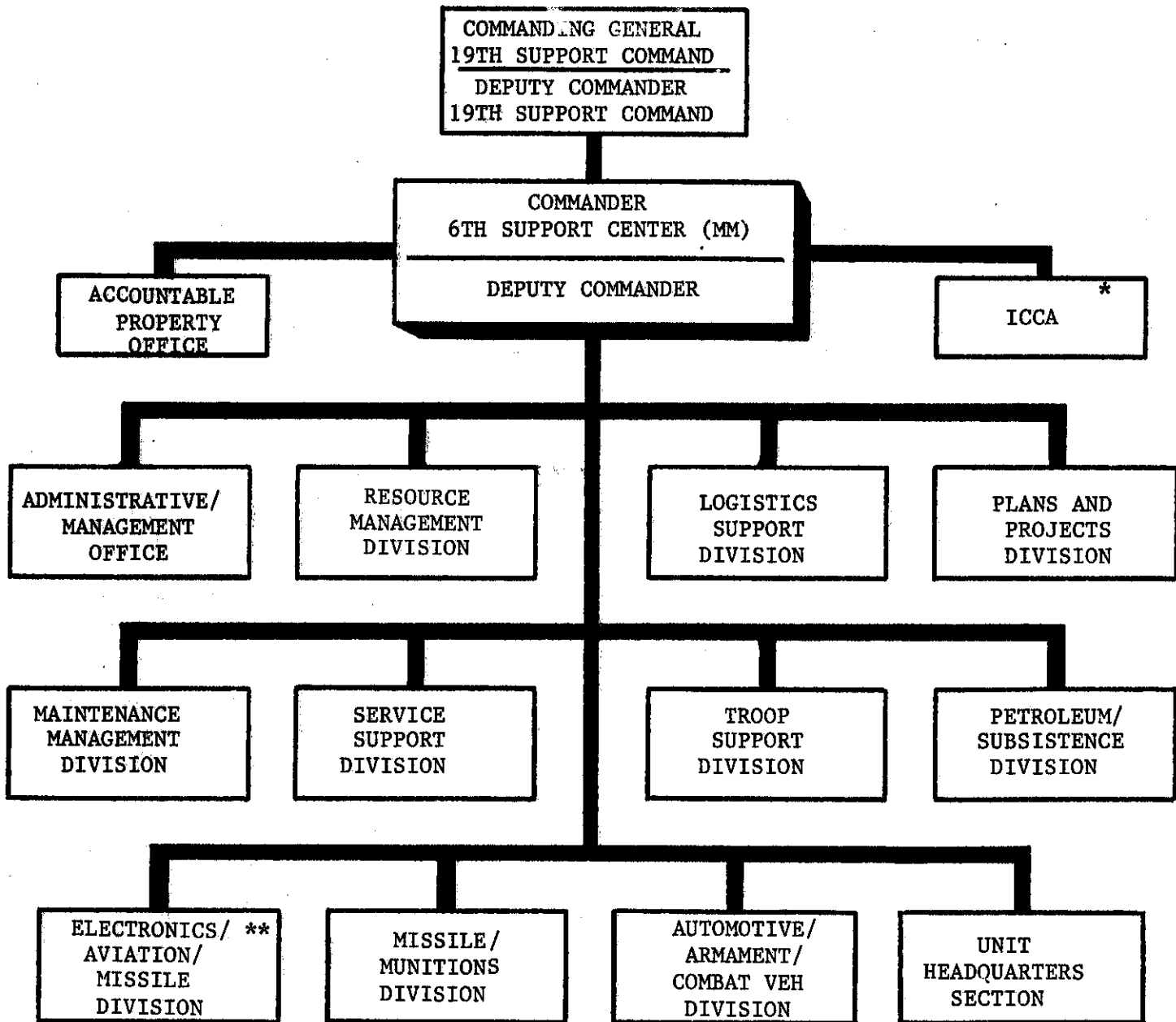


2D QUARTERMASTER GROUP (PETROLEUM)MISSION

- 26-1. To exercise command and control over the 20th, 78th and 114th Quartermaster, Petroleum Pipeline and Terminal Operating, Companies and other units as assigned.
- 26-2. To plan, control, and supervise the operation and maintenance of the Trans-Korea Pipeline (TKP) and associated terminals and pump stations.
- 26-3. To receive, store and issue bulk petroleum fuels for USFK on a wholesale basis.
- 26-4. To perform custodial responsibilities for DLA owned/contracted bulk fuels, and maintain war reserves for USFK.
- 26-5. To serve as member of the Joint Petroleum Committee.
- 26-6. To administer contracts and monitor performance in the supply of bulk petroleum fuels.
- 26-7. To operate Petroleum Products Laboratories (Base) in Korea.
- 26-8. To administer the Petroleum Quality Surveillance Program for US forces in Korea.
- 26-9. To provide procurement quality assurance inspection for bulk petroleum in Korea.
- 26-10. To perform verification on petroleum metering devices and related equipment for US forces in Korea.
- 26-11. To provide DS/GS level maintenance for all petroleum pipeline equipment.
- 26-12. To provide command and control for all Combined Defense Improvement Project (CDIP) petroleum tank truck assets assigned to the 2d Quartermaster Group (Petroleum) during contingencies.
- 26-13. To provide the command and control structure for reception and employment of incoming Time Phased Force Development List (TPFDL) POL battalions as assigned during contingencies.

CHAPTER 27.

6TH SUPPORT CENTER (MATERIEL MANAGEMENT)



*Inspection, Classification and Challenge Activity (Seoul).

**Classes II, VII & IX.

6TH SUPPORT CENTER (MATERIEL MANAGEMENT)MISSION

27-1. Performs integrated supply, maintenance and financial management functions in support of the 19th SUPCOM Eighth Army-wide supply mission for all classes of supply (less Medical, COMSEC (Army), and Troops).

a. Provides Class II, IIIP, IV, VII and IX supply support to divisional and non-divisional DSUs, supply points or other appropriate supply activities throughout Korea utilizing the Standard Army Intermediate Level Supply (SAILS) System.

b. Provides Class I supply support to supply points/Troop Issue Subsistence Activities (TISA) throughout Korea utilizing the Korea Subsistence System (KSS).

c. Serves as World-wide Integrated Management of Wholesale Subsistence (WIMS) agent for Defense Logistics Agency/Defense Personnel Supply Center owned subsistence stock.

d. Manages ammunition logistics for all US titled conventional munitions in support of US and ROK ground forces.

e. Performs theater level Class V materiel management under the provisions of the Single Ammunition Logistics System - Korea (SALS-K).

f. Prepares studies, plans, policies, and agreements pertaining to ammunition logistics including ammunition posture and readiness, and exercise support of Combined Forces Command (CFC).

g. Monitors the operation of units and activities having responsibility for receipt, storage, issue, stock control, maintenance, quality assurance, and demilitarization of ammunition under the purview of the US/ROK SALS-K agreement.

h. Serves as member and assists in formulating data used by the Combined Ammunition Coordinating Group (CACG).

i. Performs inventory accounting and related functions for all Class III DLA-owned bulk petroleum stocks, both operating and theatre PPWRM, stored and consumed in Korea through AUTODIN input to the Defense Fuels Automated Management System (DFAMS).

j. Receives and processes requisitions from supported units and other designated forces and activities.

k. Manages and administers the Army Stock Fund in Korea within guidance furnished by the program director (ACofS, J4), Eighth US Army Division, Army Stock Fund.

1. Prepares and submits procurement requests to appropriate procurement support activities for local/CONUS procurement of non-standard/non-stocked items.
- m. Computes, reviews and maintains theater stockage levels and provides centralized inventory management of theater owned assets to include War Reserve decrement, operational projects, and General Support Repairable (GSR) stocks.
- n. Monitors performance of supply distribution systems such as the Direct Support System (DSS).
- o. Provides advice, technical assistance and training to supported customers regarding intermediate level supply policy, procedures and related automated systems to assist in resolution of supply and related maintenance problems.
- p. Maintains accountability for Army Stock Fund assets and Procurement Appropriation Army (PAA) materiel held in storage at designated storage sites.
- q. Reviews and analyzes demands and computes requirements for assets stocked against authorized stockage levels.
- r. Based on guidance and directives from higher headquarters, develops programs and plans to improve command materiel management operations.
- s. Determines effects of new or modified supply directives on supply/materiel management systems.
- t. Develops and manages Intermediate General Support Repair Programs (IGSRP) to ensure timely repair of Class VII items and Class IX major and sub-assemblies.
- u. Develops and manages EUSA ROK Industrial Base (RIB) contract maintenance.
- v. Programs Class VII "Fleet" maintenance planning and programming.
- w. Monitors and performs EUSA warranty and Modification Work Order (MWO) control programs.
- x. Coordinates workload and establishes priorities for Care of Supplies in Storage (COSIS).
- y. Schedules, coordinates and audits inventories for storage activities which store materiel for which the 6th Support Center is accountable.

z. Serves as central registry for the management of the Department of Defense Small Arms, Chemical Alarm, and Controlled Cryptographic Items Serialization Program for all Eighth US Army assigned and attached units.

aa. At appropriate DEFCON, assembles and co-directs the activities of the joint ROKA/US Ammunition Supply Coordinating Group (ASCG).

bb. Provides verification of inspection/classification of property nominated for transfer to the Defense Reutilization and Marketing Office or Cannibalization Point, and challenges as appropriate.

cc. Provides 19th SUPCOM staff elements with supply and maintenance management data on which to base studies, plans, policies, estimates and other command actions and assists in evaluation of supply and maintenance operations.

dd. Provides exception data, reports and information on existing or potential problems to the Cdr, 19th SUPCOM, for resolution, guidance or command decision.

ee. Serves as the Army network station which controls, monitors, and maintains the Army portion of the DOD Activity Address Directory (DODAAD) for Korea.

ff. Determines requirements for, develops and/or participates in the development, planning, preparation and execution of contingencies and general/limited war plans as they affect the Center's materiel management responsibilities.

gg. Performs other materiel management tasks as directed by the Commander, 19th SUPCOM.

hh. Monitors and maintains the MACOM Asset Control System.

ii. Serves as EUSA central collection point for CBS-X reporting.

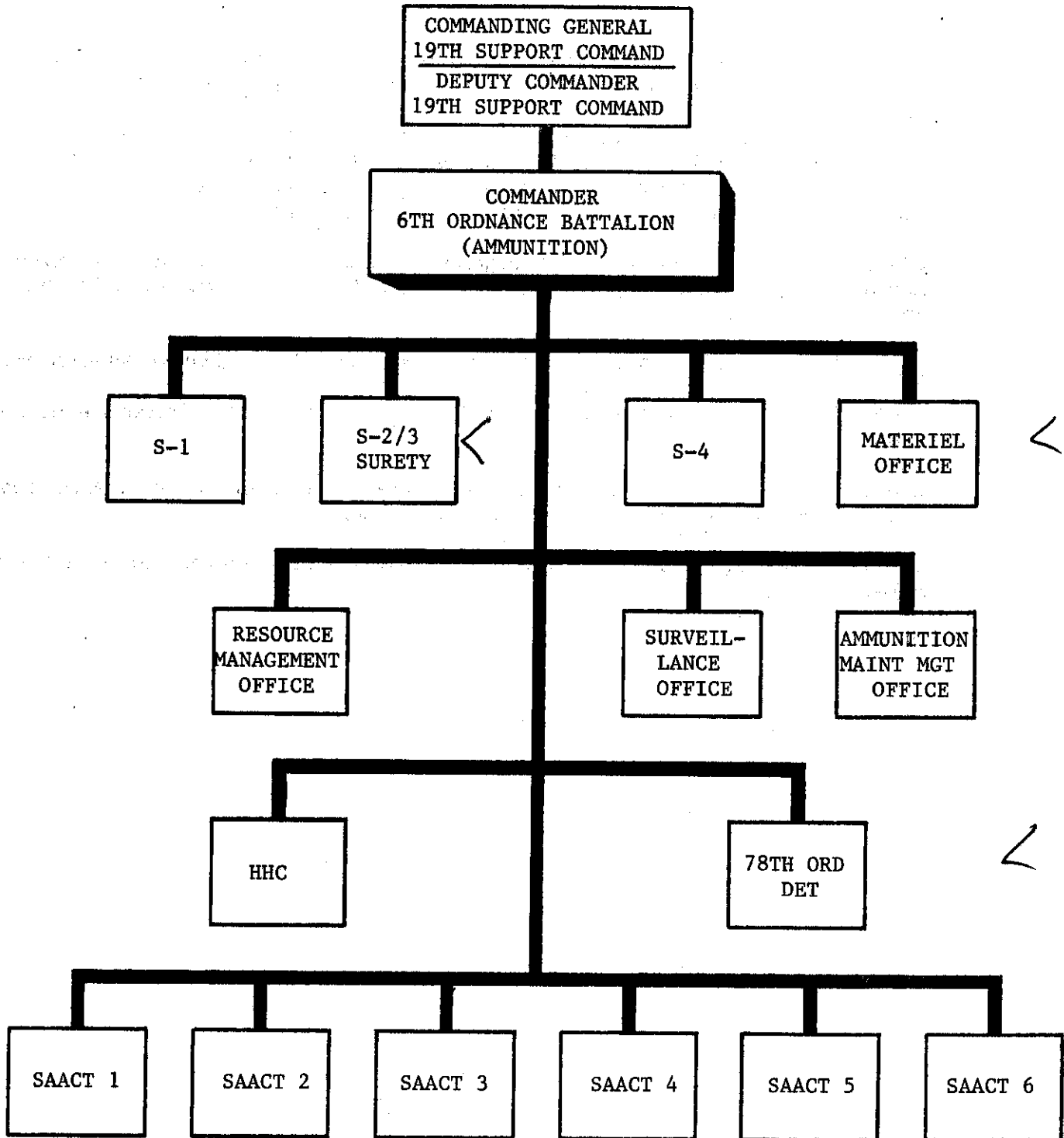
jj. Responsible for collecting and analyzing supply and maintenance data for the MACOM Automated Materiel Readiness Reporting System-11 (AMRRS-11), Decrement Stock System and The Army Maintenance Management System (TAMMS).

kk. Develops and maintains stockage levels of GSRA Class IX major assemblies in support of EUSA customers.

27-2. Prepares for transition from peacetime to wartime operations.

CHAPTER 28

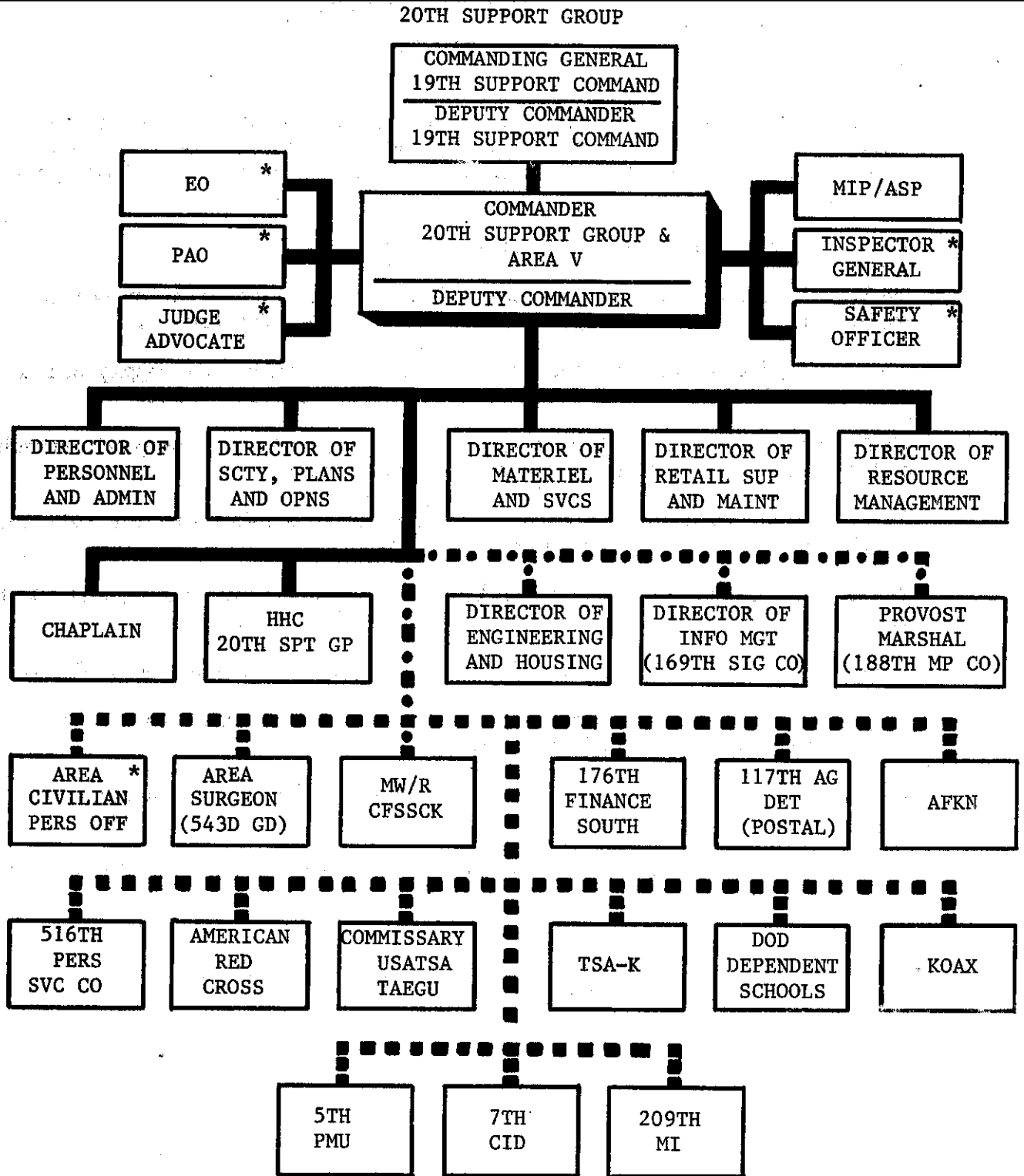
6TH ORDNANCE BATTALION (AMMUNITION)



6TH ORDNANCE BATTALION (AMMUNITION)MISSION

- 28-1. To exercise command and control over the 6th Ordnance Battalion and all assigned Surveillance and Accountability Control Teams (SAACT).
- 28-2. To exercise operational responsibility for the accountability and surveillance of US titled ammunition stored in the Republic of Korea at Prestock Points, Ammunition Supply Points and depots under the provisions of the Single Ammunition Logistics System - Korea Agreement.
- 28-3. To perform centralized management and provide technical direction for ammunition maintenance operations involving US titled ammunition in the Republic of Korea.
- 28-4. To exercise command and control over the 78th Ordnance Detachment.
- 28-5. To operate a maintenance facility for limited DS maintenance of guided missiles and large rockets.
- 28-6. To perform centralized management and DS maintenance of Ammunition Peculiar Equipment (APE) and ammunition gages.
- 28-7. To operate and secure the US-owned ammunition storage area at Camp Ames.
- 28-8. To provide a NAICO for the CG, EUSA.

CHAPTER 29



■ ■ ■ ■ Staff Coordination (Installation Operations).

● ● ● ● Dual Supervision (Installation Operations).

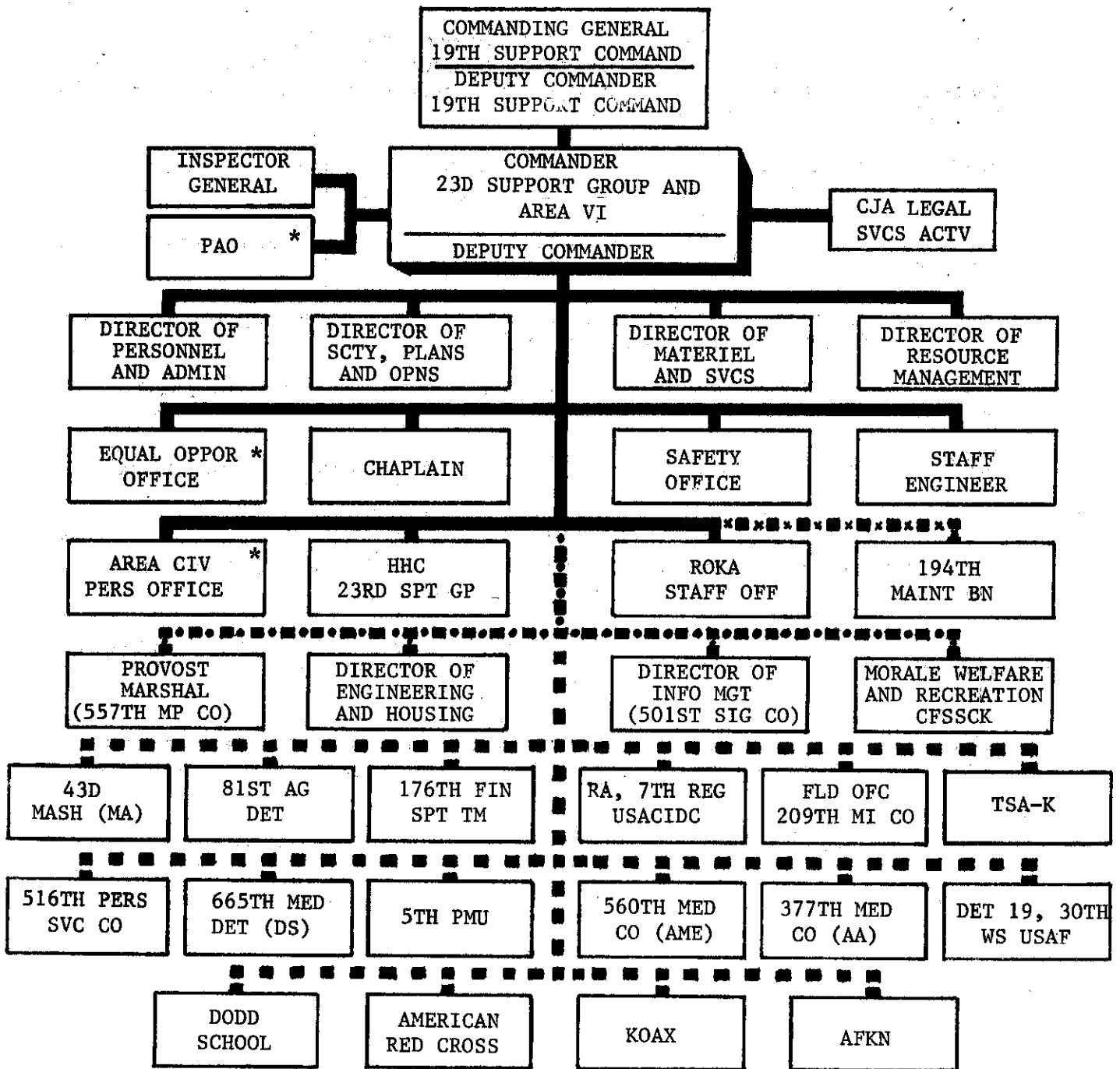
* Installation support provided by 19th SUPCOM HQ Staff on a dual-use basis.

20TH SUPPORT GROUPMISSION

- 29-1. To perform administrative, intelligence, operational, financial, managerial, legal and logistical functions necessary to operate the Taegu installations and support assigned units to include on-post and off-post units and activities.
- 29-2. To supervise discipline of troops.
- 29-3. To provide and control common functions and installation service support to tenants as outlined in USFK/EA Reg 10-2 for Area V.
- 29-4. To provide general support (GS)/direct support (DS) supply and DS maintenance and operate a collection and classification point.
- 29-5. To provide special court-martial jurisdiction for assigned, attached and tenant units as directed by higher headquarters.
- 29-6. To maintain facilities and provide services necessary for religious, health, welfare and entertainment activities.
- 29-7. To arrange for security, supply, transportation, housing and construction on the post.
- 29-8. To execute assigned missions in connection with emergency plans.
- 29-9. To provide mailing service for units and activities in the Taegu area as directed by higher headquarters.
- 29-10. To perform special functions as assigned by the Commander, 19th Support Command.
- 29-11. To provide Model Installation Program/Army Suggestion Program (MIP/ASP) services to Area V.

CHAPTER 30

23D SUPPORT GROUP



* Staff coordination with DPA.

■*■*■* Attached for command and control.

■●●●● Dual Supervision.

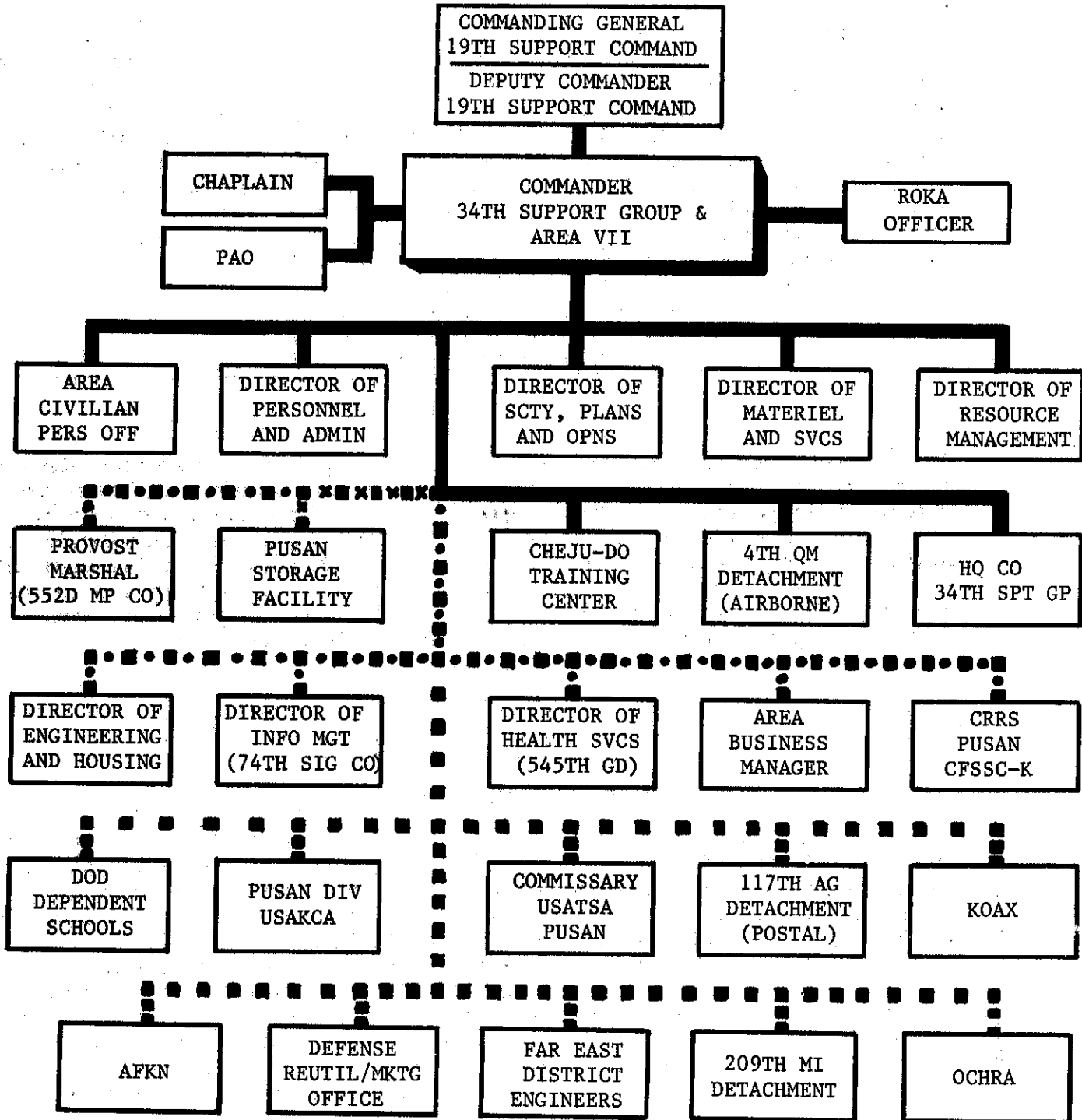
■*■*■ Staff coordination and/or providing staff support (Installation Operations).

23D SUPPORT GROUPMISSION

- 30-1. To perform administrative, intelligence, operational, financial, managerial, legal, and logistical functions necessary to operate Camp Humphreys' Installation and Area VI, and support assigned/attached units and activities to include on-post and off-post units.
- 30-2. To provide and control common functions and installation service support to tenants as outlined in USFK/EA Reg 10-2.
- 30-3. To provide special court-martial jurisdiction for assigned, attached and tenant units as directed by higher headquarters.
- 30-4. To maintain facilities and provide services necessary for religious, health, welfare, and entertainment activities.
- 30-5. To arrange for security, supply, transportation, housing, and construction on the installation.
- 30-6. To execute assigned missions in connection with emergency plans.
- 30-7. To provide physical security for Camp Humphreys.
- 30-8. To operate and maintain Desiderio Army Airfield, A-511, to include attached Air Traffic Control and Weather Detachment.
- 30-9. To operate and maintain the Post Gas Station and provide Class III products for non-reimbursable, reimbursable and Cash Customers within Area VI.
- 30-10. To provide civilian personnel administration for Korean National employees and management services to the organizations located within Area VI.
- 30-11. To operate a Central Issue Facility for troops in Area VI.
- 30-12. To perform special functions as assigned by the Commander, 19th Support Command.

CHAPTER 31

34TH SUPPORT GROUP



- Dual Supervision (Installation Operations).
- Attached.
- Staff Coordination (Installation Operations).

34TH SUPPORT GROUPMISSION

31-1. Commander, 34th Support Group and Area VII is responsible for exercising the functions of command, training, security, administration, services and supply of Camp Hialeah and Area VII for all assigned, attached and tenant units and elements. Provides base operations support, as described in Chapter 4, AR 5-3, to all units/elements in Area VII. Provides dual supervision to non-assigned/attached elements involved in base operations support. Provides area planning and exercise participation for Non-Combatant Evacuation Operations; Rear Battle and Damage Control; and all Go-To-War plans and Contingencies. Provides area master planning. Executes plans/contingencies on order.

ASSIGNED UNIT (LESS OPCON)4TH QUARTERMASTER DETACHMENT (AIRBORNE)MISSION

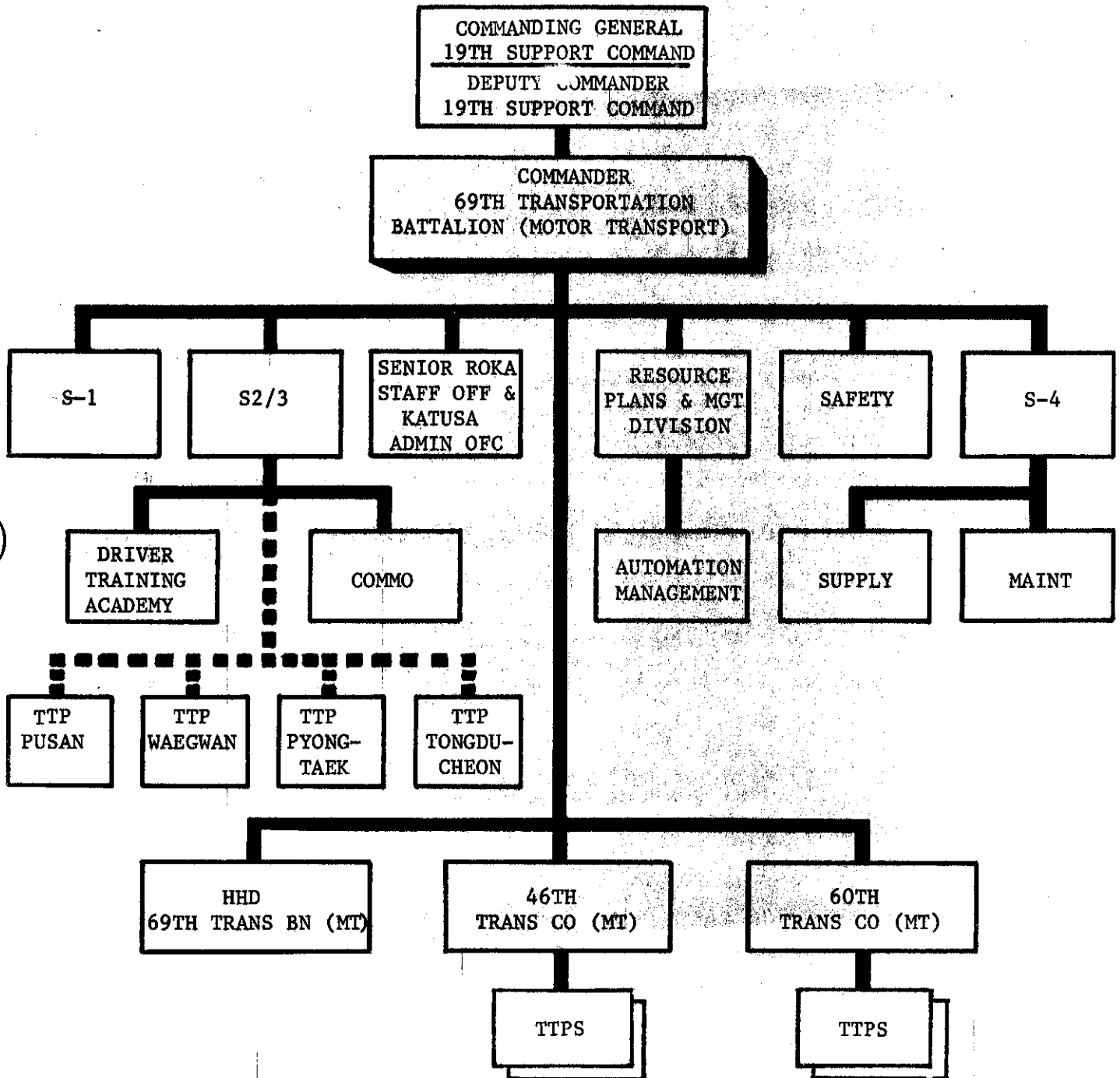
31-2. Commander, 4th Quartermaster Detachment (Airborne) is responsible for exercising the function of command, training, security, administration and supply of the Detachment. Provides aerial delivery operations; inspects, classifies and maintains aerial delivery equipment; provides training in aerial delivery operations to US Forces and ROKA/ROKAF/ROKN, as directed; and maintains the capability of delivering 50 short tons of supplies and equipment per day. Performs special functions as assigned by Commander, 34th Support Group and Area VII. Executes plans/contingencies on order.

ASSIGNED UNITCHEJU-DO TRAINING CENTERMISSION

31-3. Commander, Cheju-do Training Center is responsible for exercising the functions of command, training, security, administration and supply of the center and assigned/attached personnel. Provides a training program of adventure type training for US Forces, Korea Personnel. Program is a weekly rotational program with established Program of Instruction (POI). Provides a recreational hunting program for US Forces in season and recreational programs for adventure training students. Provides limited base operations support in engineering, housing, dining facility, club system, medical and recreation. Responsible for planning input to 34th Support Group and Area VII for Master Planning; Non-combatant Evacuation Operations; Rear Battle/Damage Control; and all Go-To-War plans/contingencies. Executes plans/contingencies on order.

CHAPTER 32

69TH TRANSPORTATION BATTALION (MOTOR TRANSPORT)



Operational control (OPCON).

69TH TRANSPORTATION BATTALION (MOTOR TRANSPORT)MISSION

32-1. To provide general military truck transportation support for USFK contingency plans.

32-2. To provide military line haul truck transportation for commercial and MILVAN containers, break bulk and heavy lift cargoes.

32-3. To provide general military truck transportation support to DOD units participating in USFK field training exercises.

32-4. To operate a Trailer Transfer System within ROK.

32-5. To operate a Driver Training Academy for 69th Transportation Battalion KATUSA personnel.

32-6. To provide command supervision of:

a. Two augmented Medium Truck, Motor Transport companies.

b. One Trailer Management Center and three Trailer Transfer Points.

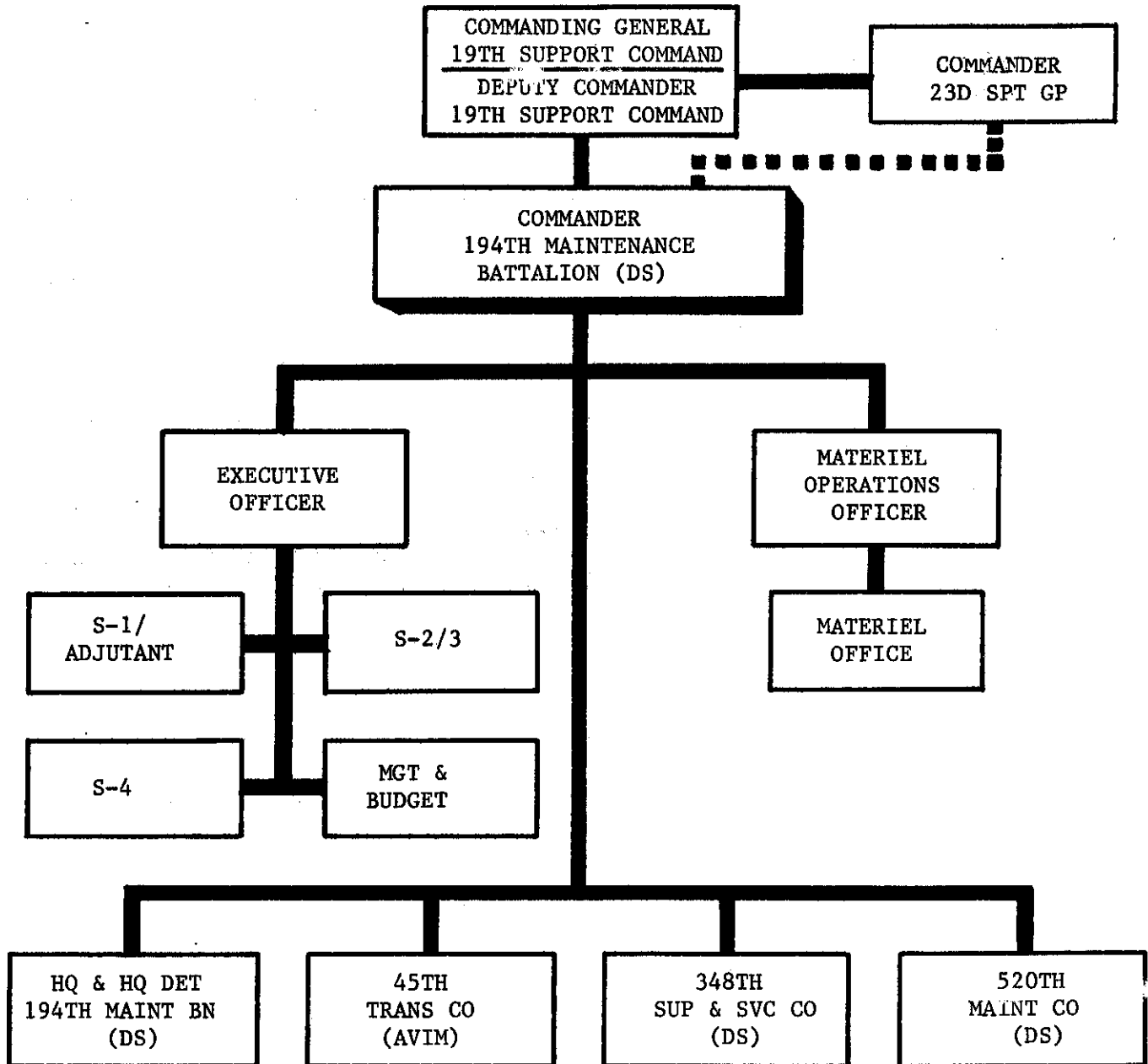
32-7. To provide TDA augmentation to the 46th Transportation Company and 60th Transportation Company in the accomplishment of TOE/MTOE and peacetime mission.

32-8. To supervise the training and discipline of assigned troops.

32-9. To provide administrative, logistical and technical support for assigned and attached units.

CHAPTER 33

194TH MAINTENANCE BATTALION (DS)



■ ■ ■ Attached to 23d Support Group for Command and Control.

194TH MAINTENANCE BATTALION (DS)MISSION33-1. Headquarters and Headquarters Detachment.

- a. Provides administrative and logistical management for the battalion's four organic units.
- b. Operates and manages a consolidated dining facility.
- c. Provides battalion security, plans, and training through the S-2/3 section.
- d. Provides logistical support through the material office (MATO) and S-4 section.
- e. Operates a communication center for the battalion.
- f. Performs NBC maintenance and training in NBC of the detachment personnel.

33-2. 45th Transportation Company.

- a. Provides intermediate level maintenance support for aircraft, aircraft armament, avionics, and aircraft ground support equipment.
- b. Provides aircraft repair parts supply support to all nondivisional units.
- c. Provides backup intermediate support, including supply support to divisional units.
- d. Provides DX service for selected aviation components.
- e. Receives and retrogrades all aircraft into and out of EUSA.
- f. Provides aircraft recovery support.
- g. Maintains EUSA float aircraft.
- h. Operates EUSA aircraft Configuration Control Center.
- i. Acts as the aircraft component intensive management systems and aviation intensive management items (AIMI) control center for EUSA.

33-3. 348th Supply and Services Company.

- a. Provide Class I, II, III(P), IV and VII Supply Support and support services to nondivisional units in Area VI.

~~b. Provides field laundry, bath, water purification, aviation hot refuel, and line hauls bulk fuel to all Eighth US Army units.~~

c. Operates the Self Service Supply Center (SSSC) and Garrison linen exchange within Area VI.

d. Operates a 24-hour hot refuel point at K-6 airfield.

33-4. 520th Maintenance Company.

a. Provides all direct support maintenance for automotive, small arms, selected engineer, materials handling equipment (MHE), communications/electronics, chemical equipment, canvas, glass, and allied trades.

b. Provides Class IX supply support along with a reparable exchange and an operational readiness float (ORF) of supported equipment.

c. Provides technical assistance to all supported units.

d. Provides limited recovery and evacuation for all categories of equipment to units within Area VI.

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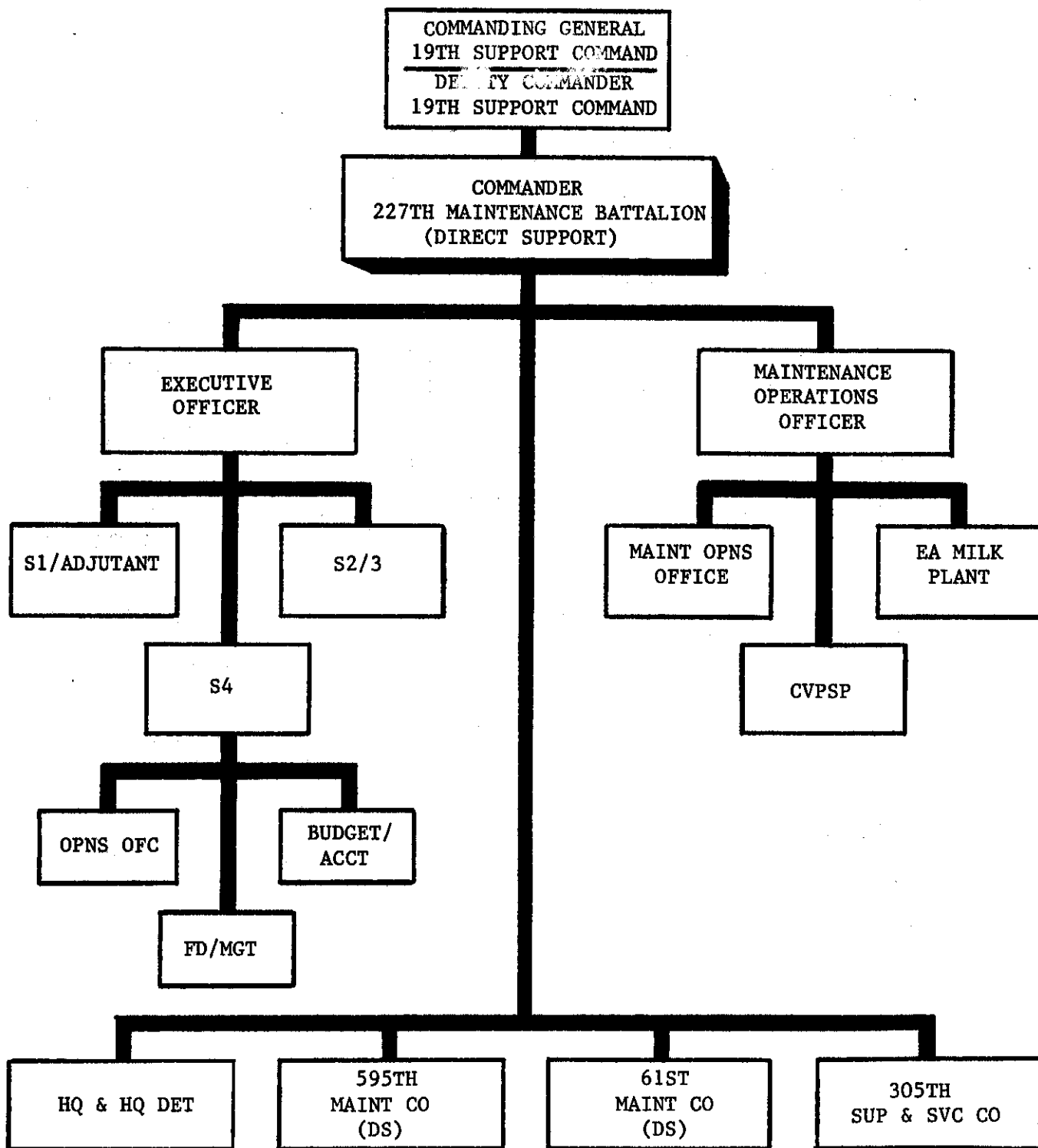
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CHAPTER 34

227TH MAINTENANCE BATTALION (DS)

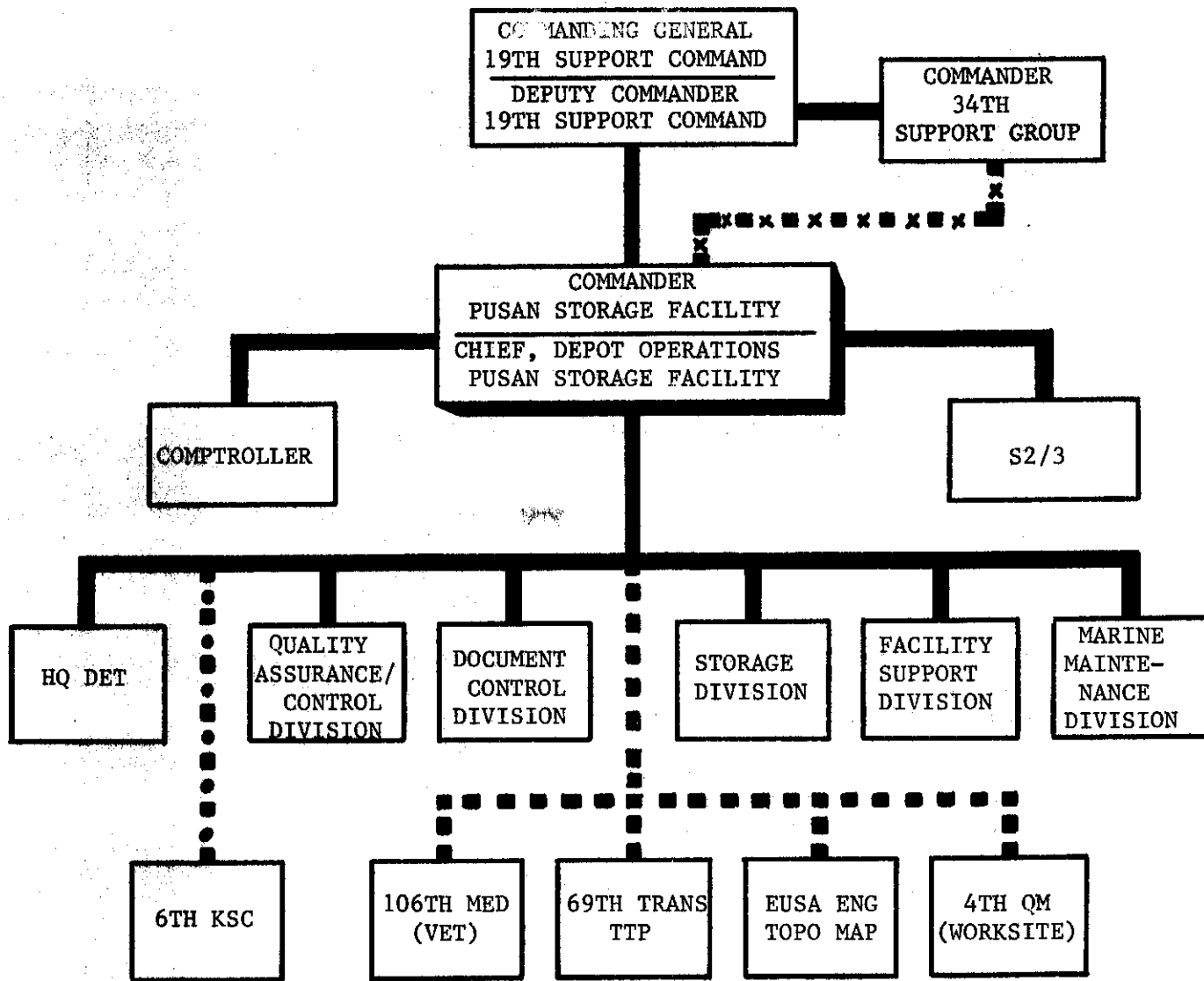


~~227TH MAINTENANCE BATTALION (DS)~~MISSION

- 34-1. To provide command, tactical and administrative training and technical supervision of assigned and attached units.
- 34-2. To provide Direct Support maintenance, Class IX repair parts supply support and technical assistance, exclusive of medical, ammunition, cryptographic, photographic, topographic, weapon support and ground surveillance radar, COMSEC, ACOMSEC, missile, aircraft, marine and rail equipment, airdrop, and QM air delivery equipment for all non-divisional Eighth United States Army units north of Suwon.
- 34-3. To provide backup direct support maintenance and Class I support to the 2d Infantry Division.
- 34-4. To provide limited vehicular recovery/evacuation capability for all Eighth United States Army units north of Suwon.
- 34-5. To provide for receipt, storage, issue and maintenance of the operational readiness float for selected items.
- 34-6. To operate a tire collection and classification point for selected tactical vehicle tires for all direct support unit (DSU) supply support activities (SSAs) in Korea.
- 34-7. To provide for the receipt, storage, and issue of all classes of supplies, less Classes V, VIII, X and those associated with communications security equipment, marine/rail/airdrop equipment to non-divisional units north of Suwon.
- 34-8. To provide the following services to all non-divisional units north of Suwon: Graves registration training and water purification.
- 34-9. To operate a Self-Service Supply Center and a Central Issue Facility for all non-divisional units north of Suwon.
- 34-10. To operate the Eighth United States Army Motuary.
- 34-11. To provide a commercial vehicle parts supply point (CVPSP) in support of administrative use vehicles throughout Korea.
- 34-12. To provide the contracting officer's representative for the Eighth United States Army Milk Plant.
- 34-13. To provide the contracting officer's representative for organizational clothing and individual equipment (OICE) repair, furniture repair and commercial office machine repair (IBM, NCR, Monroe, 3M) for all non-divisional units north of Suwon.

CHAPTER 35

US ARMY PUSAN STORAGE FACILITY



- x■x■ Attached to 34th Support Group (less OPCON).
- Attached to PSF for OPCON.
- ■■ Coordination.

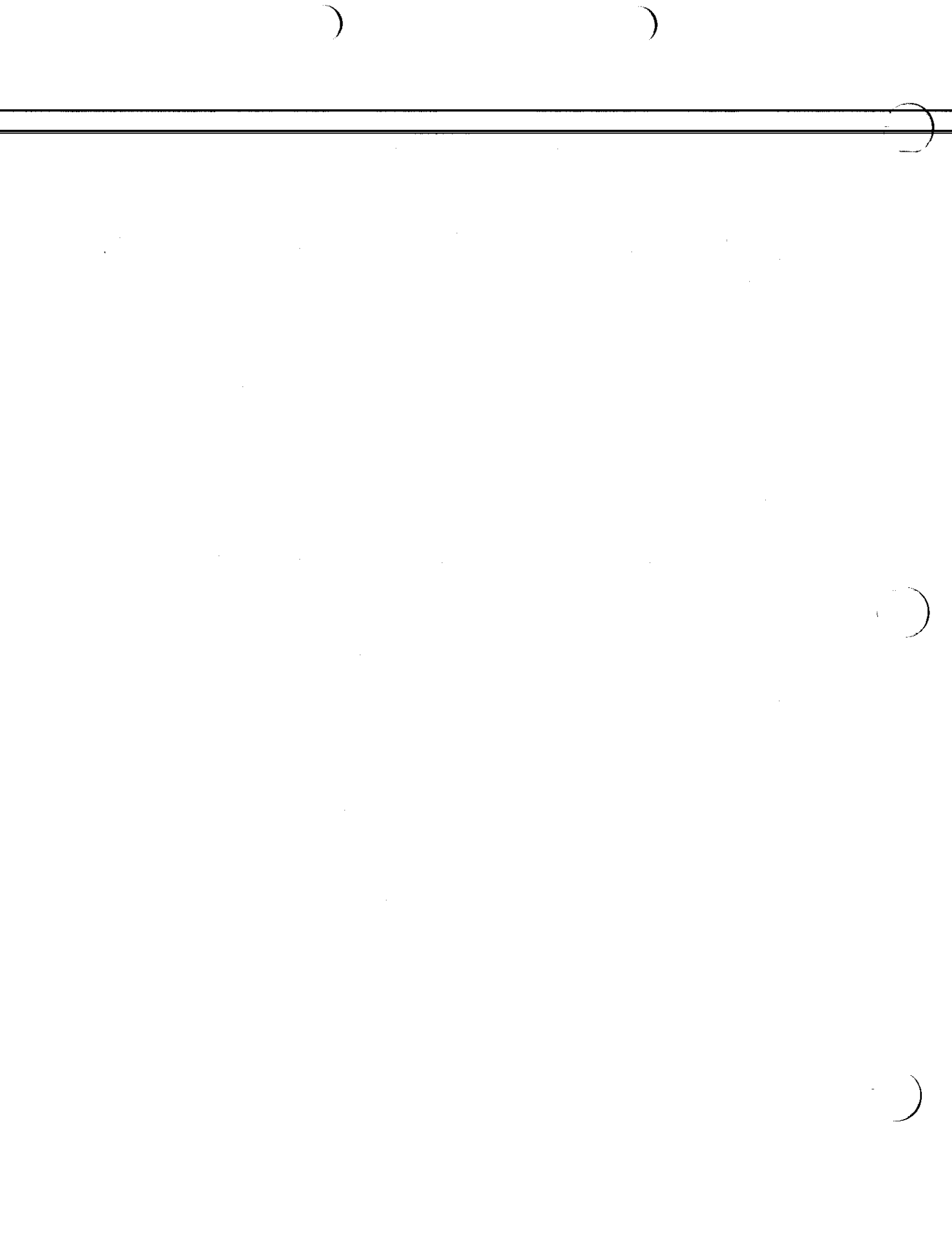
US ARMY PUSAN STORAGE FACILITYMISSION

- 35-1. To exercise the functions of command, training, security, administration, supply and services for the facility and assigned/attached/tenant personnel.
- 35-2. To receive, store, perform COSIS, provide quality assurance, and issue subsistence, general, project, and war reserve stocks (Classes I, II, III (packaged), IV, VI, selected VII, IX, and Maps) in support of US Forces in Korea (USFK).
- 35-3. To provide receipt, wet and dry storage, intermediate direct support/intermediate general support (IDS/IGS), contract depot level maintenance, and issuance of EUSA floating craft.
- 35-4. To provide IDS/IGS level maintenance and cannibalization and salvage point for USFK CONEX/MILVAN containers.
- 35-5. To provide IDS/IGS level maintenance, represervation, and storage of USFK tentage stocks.
- 35-6. To receive, assemble, pack and distribute KATUSA Comfort Kits (Class VI).
- 35-7. To provide war reserve map storage.
- 35-8. To repair and represerve tentage stocks, store war reserve and PEK stocks, and provide interface with installation transportation office for movement of classes of supply.
- 35-9. To provide planning input to 34th Support Group and Area VII for Non-combatant Evacuation Operations, Rear Battle/Damage Control, and all Go-To-War plans/Contingencies.
- 35-10. To execute plans/contingencies on order.

APPENDIX ABASIC PRINCIPLES OF ORGANIZATION

There are certain principles that lead to successful organization. Although they are not entirely infallible they do help to develop sound organizations if properly applied to specific situations. There are twelve basic principles of organization:

- a. Every necessary function involved in the mission should be assigned to some segment.
- b. Responsibilities assigned to a segment should be specific, clear-cut and understandable.
- c. Similar and related functions should be grouped together within an organization.
- d. Form of organization should adhere to a standardized pattern whenever possible and practicable.
- e. Each worker should know to whom he reports and who reports to him.
- f. Each worker should report to not more than one supervisor.
- g. Responsibility for a function should be matched by the authority.
- h. Workers reporting directly to a supervisor should not exceed the number which can be effectively coordinated and directed.
- i. Channels of command should not be violated by staff elements.
- j. Authority should be decentralized to the maximum extent.
- k. Control should be exercised by the attention to problems of exceptional importance rather than review of routine actions.
- l. An organization should never be permitted to grow so elaborate as to hinder work accomplishment.

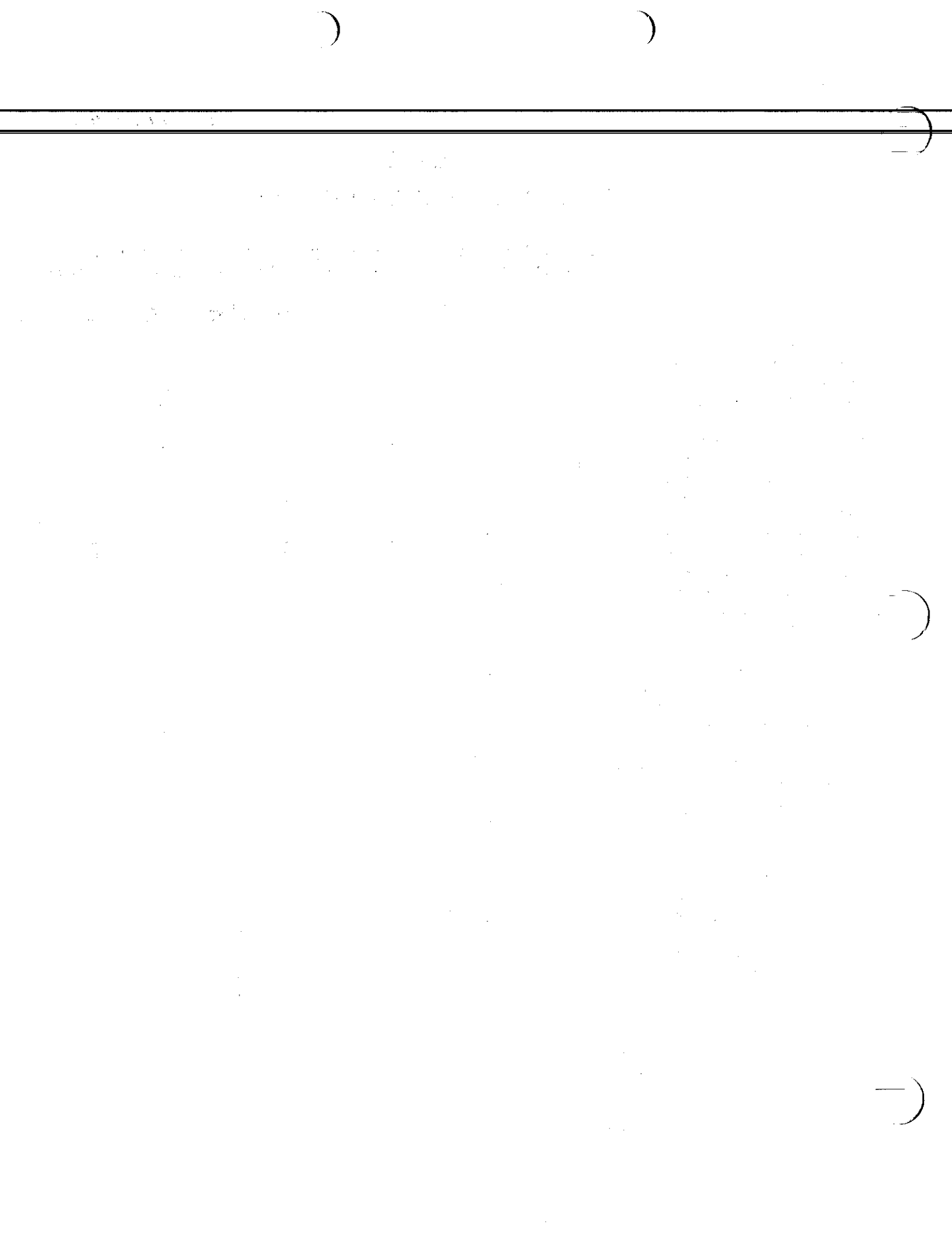


APPENDIX BCDIP (HOST NATION SUPPORT) INTEREST AREAS

SPO has primary responsibility for CDIP programs and KSC programs and serves as the single point of contact with HQ EUSA for the coordination of Wartime Host Nation Support.

	<u>SI</u>	<u>RM</u>	<u>MAT</u>	<u>IM</u>	<u>CPO</u>	<u>ENGR</u>	<u>PERS</u>	<u>SJA</u>	<u>CHAP</u>
KATUSA Strength Acctg			I				A		
KATUSA Cross-leveling			I				A		
KATUSA Replacement Reqn	I		I				A		
KATUSA Casualty Rptg			I				A		I
KSC Strength Acctg			I				I		
KSC Casualty Rptg			I				I		I
Other Pers (KN) Strength Acctg							I		
Other Pers Cross-leveling		I			I		I		
Other Pers Casualty Rptg					I		I		I
NEO Evaluation	I		I		I		A	I	I
NEO Transportation of HHG	A		I		I		I	I	
NEO Transportation of POVs	A				I		I	I	
Commercial Subs Item	A		I				I		
Commercial Billeting						A	I		
Commercial Messing	A						I		
Graves Registration	A								I
Laundry Operations	A								I
Bath Operations	A								
Water Purification Opns	A								
Transportation Log Site	A		I						
Transportation Aug from APOE to Staging	A		I				I		
Trans ARR Airfield Control	A								
Trans In-Country Locations	A								
Trans Motor Pool Opns	A								
Food Svc Support	A								
SALS-K			A						
Quid Pro Quo under SOFA	I	I	I			A		I	
POL Tank Trucks	I		A						
Use of ROK Industrial Base			A			I		I	
Team Spirit Exercise	I	I	I	I	I	I	I	I	I
Petroleum Agrmt 1964			A			I		I	
USMC TAC Air Beddown			A						
Construction POL Fac			A			I			
Construction Revetment POL Fac			A			I			
Construction POL Pipeline			A			I			
Joint US/ROK Ranges						A			
Constr Bunkers/Storehouses			I			A			
KSC Replacement Requisition	I		I			I	I		

LEGEND: A - Action Office
I - General Interest



APPENDIX CALPHABETICAL LISTING OF ABBREVIATIONS AND BREVITY CODES

Most abbreviations and brevity codes used in this regulation are standard as authorized by AR 310-50. Some nonstandard abbreviations have also been used due to space limit or for convenience.

(D)	(Disbursement)
(MA)	(Mobile Army)
AAFES-Korea	Army and Air Force Exchange Service-Korea
ACC	American Cultural Center
ACCT	accounting; accountant
ACE	Aircraft Condition Evaluation
ACES	Army Continuing Education System
ACOMSEC	area communications security
ACS	Army Community Service
ACTV	Activity
ACofS	Assistant Chief of Staff
ADAPCP	Alcohol and Drug Prevention and Control Program
ADC	Aide-de-Camp
ADMIN	administration
ADP	automatic data processing
ADPE	automatic data processing equipment
AFKN	Armed Forces Korea Network
AFT	Annual Financial Target
AIMI	Aviation Intensive Management Item
ALOC-K	Air Line of Communication-Korea
AMC	Army Materiel Command
AMCCOM	US Army Armament, Munitions and Chemical Command
AMMO	Ammunition
AMRIS	Army Modernization Resources Information Submission
AO	Area of Operation
AOAP	Army Oil Analysis Program
APE	Ammunition Peculiar Equipment
APO	Army Post Office
APOE	aerial port of embarkation
AR	Army regulation
ARC	Army Red Cross
ARTEP	Army Training and Evaluation Program
ASCG	Ammunition Supply Coordinating Group
ASL	authorized stockage list
ASRP	Ammunition Stockpile Reliability Program
ATHORP	Antiterrorist Hostage Release Plan
ATTN	attention
AUTODIN	automatic digital network
AUV	administrative use vehicle
AVSCOM	United States Army Aviation Systems Command

Acctg accounting
BCE Base Level Commercial Equipment
BEQ bachelor enlisted quarters
BER Budget Execution Review
BI Background Investigations
BN Battalion
BOIP Basis of Issue Plan
BOQ bachelor officer's quarters
BR branch
BSEP Basic Skill Education Program
BU Bring Ups
CACG Combined Ammunition Coordinating Group
CAMO-PAC Central Ammunition Management Office-Pacific
CBE Command Budget Estimate
CBS-X Continuing Balance System - Expanded
CC&R Collection, Classification and Recovery
CDIP Combined Defense Improvement Projects
CDR Commander
CDS Child Development Service
CE Communications-Electronics
CECOM Communications-Electronics Command
CEN Center
CFC Combined Federal Campaign
CFS contract field services
CG Commanding General
CID Criminal Investigation Division
CJA Command Judge Advocate
CLRT Command Logistics Review Team
CLSP coordinated Logistics Support Program
CO Company
COB Command Operating Budget
COD Central Operations District
COM Community
COMMO Communication
COMMZ communicationa zone
COMSEC Communications Security
COMSY Commissary
CONEX container express
CONUS Continental United States
COR contracting officer's representatives
COSIS Care of Supplies in Storage
CP Camp
CPO Civilian Personnel Office
CPX command post exercise
CRRC Community Recreation Region-Central
CRRS Community Recreation Region-South
CSEP Career Soldier Education Program
CSM Command Sergeant Major

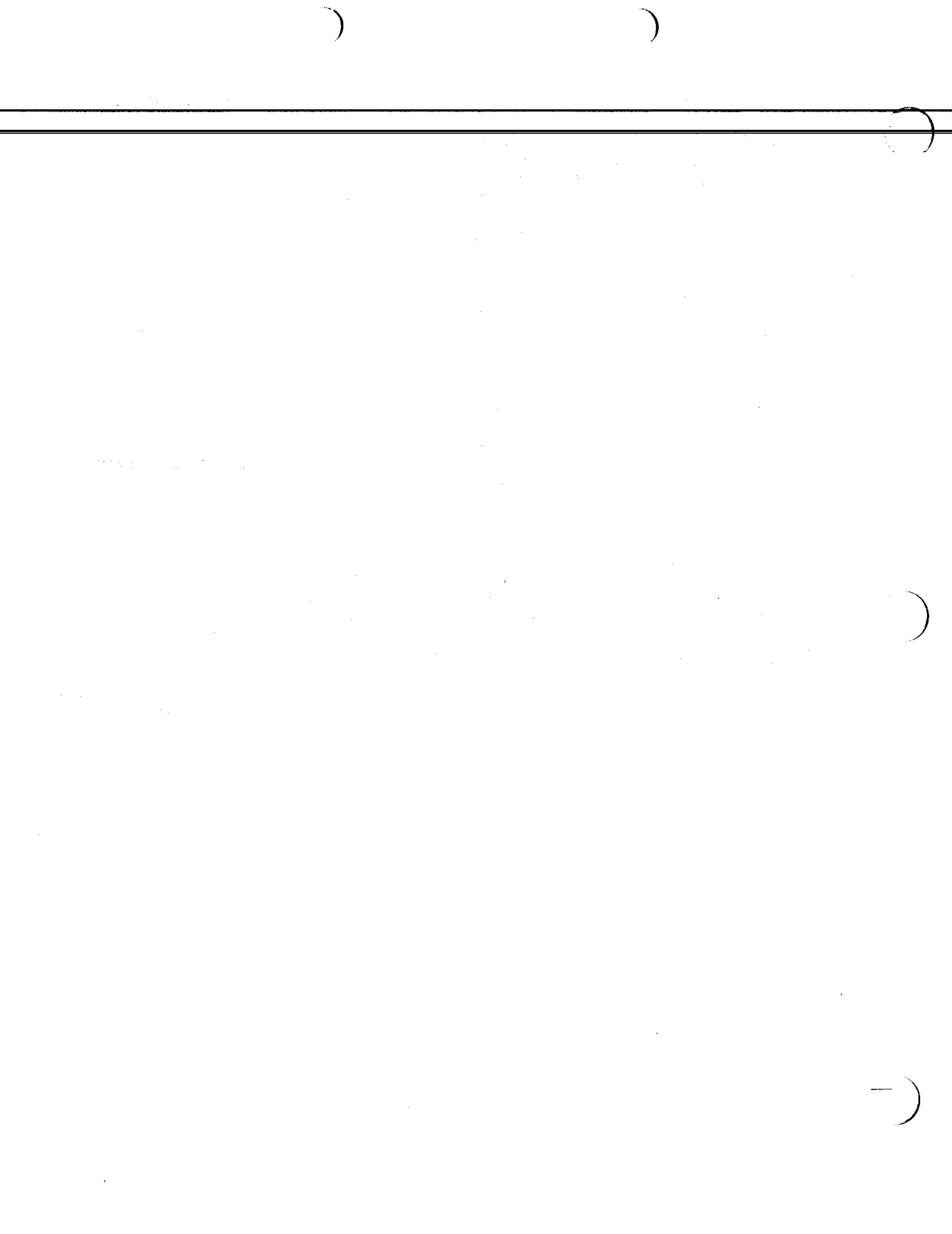
CVP Commercial Vehicle Parts
 CVPSP commercial vehicle parts supply point
 Cofs Chief of Staff
 DA Department of the Army
 DANTES Defense Activity for Non-Traditional Education Support
 DARP DA Productivity Improvement Program
 DAS-3 Decentralized Automated Service Support System
 DCO Deputy Commander
 DET Detachment
 DIR Directorate
 DISP dispensary
 DISTR distribution
 DLA Defense Logistics Agency
 DLI Defense Language Institute
 DOD Department of Defense
 DODAAC DOD Activity Address Code
 DODAAD DOD Activity Address Directory
 DOIM Director of Information Management
 DPCA Director of Personnel and Community Activities
 DS direct support; dental service
 DS4 Direct Support Unit Standard Supply System
 DSS Direct Support System
 DSU direct support unit
 DV distinguished visitor
 DX direct exchange
 EAM electronic accounting machine
 EEO Equal Employment Opportunity
 ELTK English Language Training for KATUSA
 ENGR Engineer
 EOC Emergency Operations Center
 ESO Education Services Officer
 ETS expiration term of service
 EUSA Eighth United States Army
 EXEVAL external evaluation
 FAC Facility
 FAS Force Accounting System
 FD Force Development
 FHMA Family Housing Management Account
 FIN Finance
 FM Force Modernization
 FTX field training exercise
 GCM general court-martial
 GEN general
 GP Group
 GS general support
 GSR General Support Repairable
 HHC headquarters and headquarters company
 HHD headquarters and headquarters detachment
 HHG household goods

HQ headquarters
 IAW in accordance with
 IBM International Business Machines Corporation
 ICCA Inspection, Classification and Challenge Activity
 ID Infantry Division; identification
 IG Inspector General
 IGWN Inspector General Worldwide Network
 IMA Individual Mobilization Augmentee
 IMP Information Management Plan
 IPB Intelligence Preparation of the Battlefield
 ISSA Inter-Service Support Agreements
 ITEP Individual Training Evaluation Program
 JDS Joint Development System
 JOPS Joint Operation Planning System
 JSIIDS Joint Services Interior Intrusion Detection System
 KADC Korean Aide-de-Camp
 KAFC Korean-American Friendship Council
 KATUSA Korean Augmentation to United States Army
 KISS Korea Interim Subsistence System
 KLC Korean Language and Culture
 KN Korean National
 LOGMARS Logistics Application of Automated Marking Reading Symbol
 LRU Line Replaceable Units
 LTT Logistics Training Team
 Log Logistics
 M&SP Methods and Standards Program
 MACOM major Army Command
 MAINT Maintenance
 MAIT Maintenance Assistance and Instruction Team
 MAMS Maintenance Activity Management System
 MASH mobile Army surgical hospital
 MAT materiel
 MCA Military Construction, Army
 MHE materials handling equipment
 MILVANS military-owned demountable container
 MM Materiel Management
 MMP Information Management Plan
 MMRB Military Medical Review Board
 MOBTDA Mobilization Table of Distribution and Allowance
 MOS military occupational specialty
 MP Military police
 MR Management Review
 MRM Maintenance Reporting Management
 MSCO Military Sealift Command Office
 MT motor transport
 MTMC Military Traffic Management Command
 MTOE Modification Table of Organization and Equipment
 MWR Morale, Welfare, and Recreation
 NAC National Agency Checks

NAICP Nuclear Accident-Incident Control Plan
 NBC nuclear, biological, chemical
 NCO noncommissioned officer
 NCOIC noncommissioned officer in charge
 NCOLP Noncommissioned Officer Logistics Program
 NCR National Cash Register
 NEO noncombatant evacuation order
 NETT New Equipment Training Team
 NOD Northern Operations District
 non-SOFA non-Status of Forces Agreement
 NST Nuclear Support Teams
 O&F Organization and Functions
 OCIE organizational clothing and individual equipment
 ODP Officer Development Program; Overseas Deployment Program
 ODT Overseas Deployment Training
 OER Officer Evaluation Report
 OLR "project code"
 OMA Operation and Maintenance, Army
 OPA other procurement, Army
 OPCON operational control
 OPLAN operation plan
 OPPR opportunity
 OPSEC operations security
 ORF Operational Readiness Float
 OSD Office of the Secretary of Defense;
 over, short and damaged report
 OSH Occupational Safety, Health
 OT obligation targets
 PAA Procurement Appropriation Army
 para paragraph
 PARR Program Analysis Resource Review
 PBAC Program Budget Advisory Committee
 PCB Printed Circuit Boards
 PCS permanent change of station
 PECIP Productivity Enhancing Capital Investment Program
 PERS Personnel
 PERSCOM Personnel Command
 PETRL Petroleum
 PIF Productivity Investment Funding
 PIR priority intelligence requirements
 PLL prescribed load list
 PMO Provost Marshal Office
 PMOP Phased Monthly Obligation Plan
 POC Point of Contact
 POL petroleum, oils and lubricants
 POV privately owned vehicle
 PPWR prepositioned war reserves
 PPWRM Prepositioned War Reserve Material
 PR&C Purchase Request and Commitments
 PROV provisional

PSF Pusan Storage Facility
PTP People to People
PUB publications
PYR Prior Year Report
QM Quartermaster
QRF Quick Reaction Force
QRIP Quick Return on Investment Program
R&A Review and Analysis
RATT Radio Teletype
RB Rear Battle
RC Reserve Component
RCODT Reserve Component Oversea Development Training
RESR Resource
ROD Report of Discrepancies
ROK Republic of Korea
ROKA Republic of Korea Army
Reg regulation
Reqn Requisition
SAACT Surveillance and Accountability Control Teams
SAAS Standard Army Ammunition System
SAEDA Subversion and Espionage Directed Against US Army and
Deliberate Security Violations
SAFE Safety
SAILS-ABX Standard Army Intermediate Level Supply System Expanded
SALS-K Single Ammunition Logistics System, Korea
SBI Special Background Investigations
SCTY Security
SEC section
SF San Francisco; Standard Form
SG Support Group
SGS Secretary of the General Staff
SIDPERS Standard Installation/Division Personnel System
SIGINT/EW signal intelligence/electronic warfare
SMART Supply and Maintenance Assistance and Review Team
SOD Southern Operations District
SOFA Status of Forces Agreement
SOP standing operating procedures
SPO Security, Plans, and Operations
SPT support
SR Special Repair
SSA supply support activities
SSSC Self-Service Supply Center
STANFINS Standard Financial System
STARFIARS Standard Army Financial Inventory Accounting and
Reporting System
SUPCOM Support Command
SUPERPRO Supply Performance Enhancement Program

SURVL surveillance
SVCS Services
Subs Subsistence
TACCS Tactical Army Combat Computer System
TARP Theater Army Repair Program
TAV Technical Assistance Visits
TDA tables of distribution and allowances
TDY temporary duty
TISA Troop Issue Subsistence Activities
TKP Trans-Korea Pipeline
TM Technical Manual
TNG Training
TOE tables of organization and equipment
TPFDL Time Phased Force Deployment List
TRANS Transportation
TSA-K Training Support Activities - Korea
TTP Trailer Transfer Point
TUFMIS Tactical Unit Financial Management Information System
UBL Unit Basic Load
UCMJ Uniform Code of Military Justice
UFL Ulchi Focus Lens
UP under provisions of
US United States
USAAA United States Army Audit Agency
USATSA United States Army Troop Support Agency
USFK United States Forces Korea
USGAO United States General Accounting Office
VIP very important person
VO-TECH Vocational-Technical education
WIMS Worldwide Integrated Management of Wholesale Subsistence
WWMCCS Worldwide Military Command and Control System



1 June 1987

19th SUPCOM Reg 10-10

The proponent agency of this regulation is the ACofS, Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, 19th Support Command, ATTN: EANC-GC-M, APO 96212-0171.

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