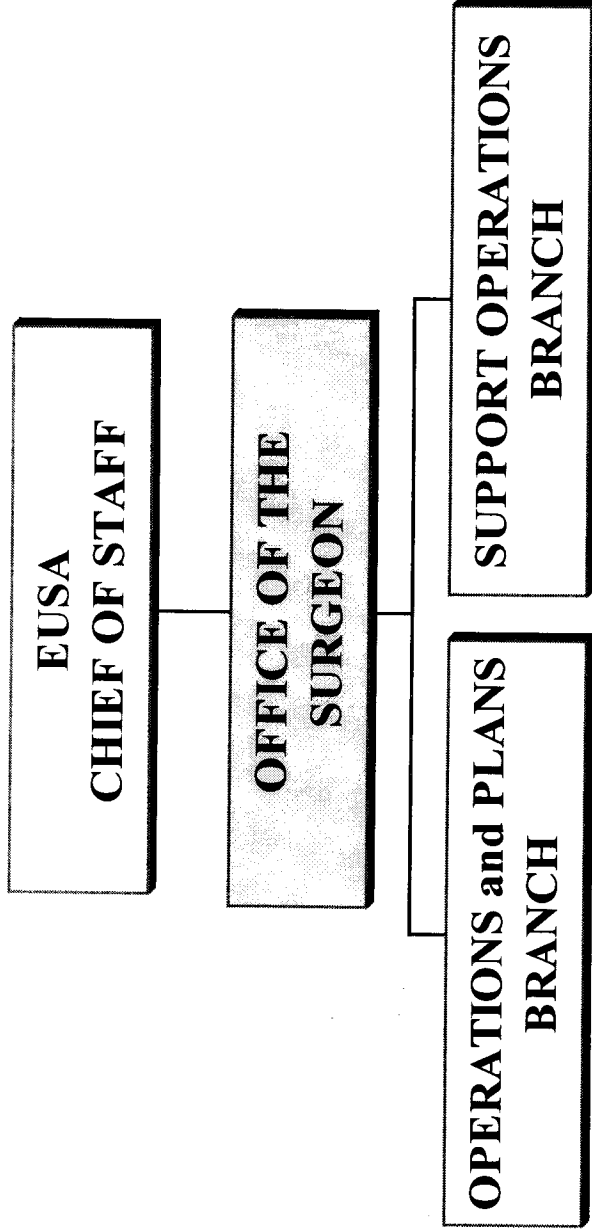


APPENDIX K

SURGEON

ORGANIZATION: As shown on the organization chart.

MISSION: To advise the CG (Commanding General), EUSA (Eighth United States Army), and staff on the health services of the command including medical, dental, veterinary, and preventive medicine services; medical plans, training, and operations; medical programs, assignment of medical personnel, medical quality assurance, medical logistics activities, and management of medical information systems. Coordinates health service support for all EUSA military personnel in Korea, including plans to support mass casualty operations, utilization of EUSA military medical, dental, and veterinary treatment facilities, and medical supply and maintenance operations. Executes medical logistics planning functions. Coordinates with the DOD (Department of Defense) Executive Agent for Veterinary Services and health care support for all military working dogs in Korea. Supervises medical quality assurance activities within EUSA. In wartime, plans, coordinates, and supervises execution of theater level combat health support for US Army Forces.



STAFF AGENCY: OFFICE OF THE SURGEON		References	Action	Operations Applicability		
Staff Responsibilities				Armistice	Contingency	War

OFFICE OF THE SURGEON (EAMD/EAMD-DC, 723-4471)

1. Serves as the Surgeon for Eighth U.S. Army	P	FM 8-10	1	1	1
2. Responsible to the ASCC for staff planning, coordinating, and developing policies for the CHS of Army forces. Plans, develops, and implements CHS programs including estimates of requirements and descriptions of projects to be undertaken for establishing adequate HSS systems to support the mission.	P	FM 8-42 FM 8-10	2	2	2
3. Provides information, recommendations, and professional medical advice to the ASCC and general and special staffs concerning the health services of the command and the occupied or friendly territory within the TA commander's area of responsibility.	P	FM 8-42 FM 8-10 EUSA Reg 40-1	3	3	3
4. Provides advice concerning the medical effects of the environment and of NBC and DE weapons on personnel, military working dogs, rations and water.	P	AR 40-13 FM 8-42 FM 8-10	4	4	4
5. Provides advice concerning the combat stress threat and its interaction with the medical and environmental threats, and other stress factors in the theater and home front.	P	FM 8-42 FM 8-55	5	5	5
6. Recommend changes to the theater evacuation policy.	P	FM 8-10	6	6	6
7. Provides overall over-sight of the Army Ambulatory Patient Care Program on the peninsula.	P	EUSA Reg 40-1	6		
8. Provides technical guidance and assistance to the Director of Ambulatory Care, 18th MEDCOM.	C	EUSA Reg 40-1	7		

EUSA Memo 10-1

STAFF AGENCY: OFFICE OF THE SURGEON				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

OPERATIONS AND PLANS BRANCH (EAMD-OPS, 723-4429)

1. Provides the medical portion of plans and orders for support of EUSA as it pertains to U.S. medical units and organizations used in EUSA operations.	P	EUSA TACSOP	X	X	X
2. Manages the medical TPFDD in support of Theater OPLANS.	P	CINCUNC/CFC OPLAN 5027 USFK OPLAN 5027	X	X	X
3. Plans for and promulgates policy for the prevention of disease, treatment and movement of patients, hospitalization, return to duty, evacuation, dental, veterinary and laboratory services.	P	CINCUNC/CFC OPLAN 5027 USFK OPLAN 5027 EUSA TACSOP	X	X	X
4. Coordinates with the USFK (United States Forces, Korea) Surgeon on joint matters relating to combat health support operations and plans in wartime.	P	CINCUNC/CFC OPLAN 5027 USFK OPLAN 5027	X	X	X
5. Maintains current data regarding the status, capabilities, and requirements for CHS for Army forces.	P	FM 8-10	X	X	X
6. Determines the medical threat.	P	FM 8-10 FM 8-42	X	X	X
7. Develops and supervises mass casualty plans.	P	FM 8-10	X	X	X

STAFF AGENCY: OFFICE OF THE SURGEON				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency

8. Plans and coordinates medical training in the command.	P	FM 8-10	X	
9. Plans and coordinates with the CHS commander(s), task force (TF) commander(s), corps surgeon(s) or other elements, units, or agencies for continuous CHS.	P	FM 8-10	X	X
10. Plans, coordinates, and continually monitors all medical operating systems in both subordinate and supported units with special emphasis on the following CHS areas of interest: professional medical staffing; medical treatment and hospitalization; patient evacuation including patient movement by tri-service evacuation/transportation platforms; employment of treatment and evacuation resources from the civilian community, host nation (HN), allies, and/or coalition partners; medical intelligence; combat health support aspects of rear operations and rear area protection; collection and analysis of operational data for adjustments in the theater medical support infrastructure; CHS aspects of reconstitution operations; and, in coordination with the Assistance Chief of Staff, G5 (Civil Affairs), preventive medicine in public health activities, the medical aspects of humanitarian assistance and disaster relief programs, and medical and veterinary civic assistance programs within the local community.	P	FM 8-10 FM 8-42 AR 40-3 AR 40-5 AR 40-17 AR 40-25 AR 40-35 AR 40-70 AR 40-350 AR 40-535 AR 40-656 AR 40-657 AR 40-905	X	X

SUPPORT OPERATIONS BRANCH (EAMD-L, 723-4429)

1. Coordinates EUSA medical logistics management in Korea to include the execution of plans, programs, acquisition, distribution, and resupply.	P	USFK LP&P EUSA OPLAN 5027	X	X
2. Coordinates with the Executive Agent for Class VIII medical supply and maintenance operations.	P	USFK OPLAN 5027 EUSA OPLAN 5027	X	X

EUSA Memo 10-1

STAFF AGENCY: OFFICE OF THE SURGEON				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

- | | | | | |
|--|---|---|---|---|
| 3. Assists in the Class VIII Wartime Host Nation Support (WHNS) through Medical Supply Coordinating Group. | C | USFK MSCG SOP | X | X |
| 4. Supervises accountability and maintenance of medical war reserve and operational project stocks. | C | USFK OPLAN 5027
EUSA OPLAN 5027 | X | |
| 5. Provides oversight for medical readiness and the reception and forward movement of medical organizations, equipment and supplies. | C | USFK LP&P
USFK OPLAN 5027 | X | X |
| 6. Determines requirements for the requisition, procurement, storage, maintenance, distribution, management, and documentation of combat health logistics (CHL) to include CL VIII material, blood management, and special hospital-peculiar items of subsistence. | P | FM 8-10
USFK LP&P
USFK CASOP
USFK REG 40-3
USFK 715-2
FM 8-10
FM 8-42 | X | X |
| 7. Determines requirements, recommends priority of fills, and provides oversight for all AMEDD personnel and specialties within the command. | P | | X | X |
| 8. Determines requirements and provides oversight for financial management of medical resources allocated and expended. | C | FM 8-42 | X | X |
| 9. Plans, coordinates, and continually monitors medical logistics and blood management to include medical supply, optical, maintenance, and repair facilities, including technical inspection and reporting of status. | P | FM 8-10
AR 40-3
AR 40-61 | X | X |

STAFF AGENCY: OFFICE OF THE SURGEON				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

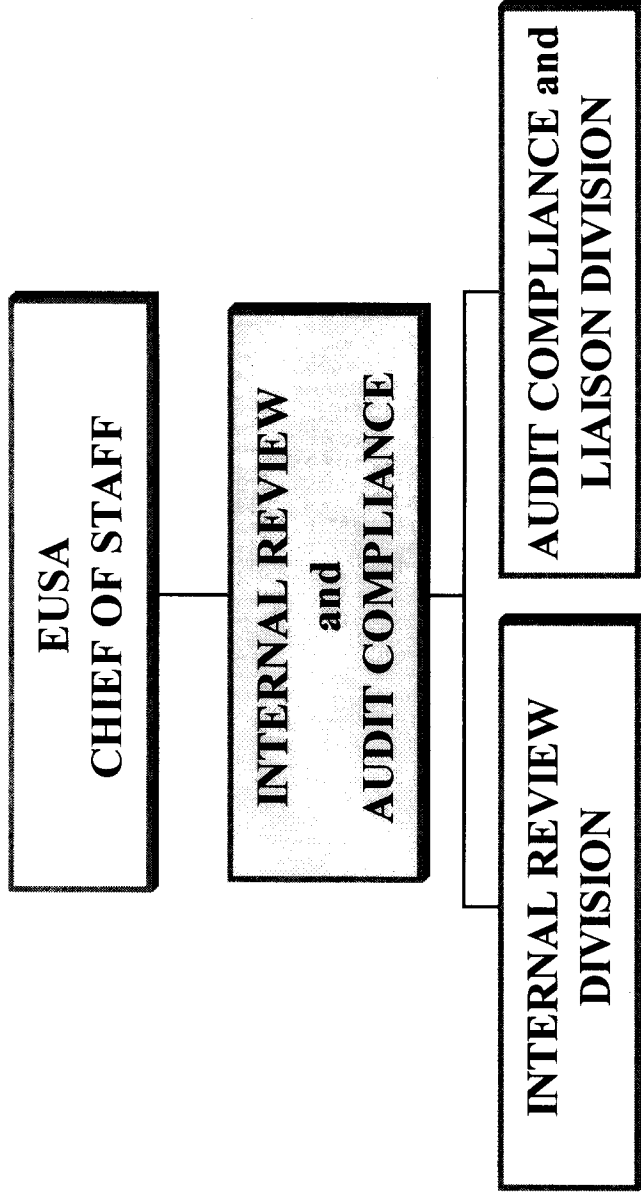
- | | | | | |
|--|---|---------------------------------|---|---|
| 10. Plans, coordinates, and continually monitors technical inspection of medical materiel and equipment status reporting. | C | FM 8-10 | X | X |
| 11. Plans, coordinates, and continually monitors the equipment status reporting system within the area of responsibility. | C | FM 8-10
AR 40-61 | X | X |
| 12. The use of captured (or abandoned) Class VIII or locally available medical supplies in support of detainees, enemy prisoners of war (EPW), HN personnel, and other recipients. | C | FM 8-42
AR 40-60
AR 40-61 | X | X |

APPENDIX L

INTERNAL REVIEW AND AUDIT COMPLIANCE

ORGANIZATION: As shown on the organization chart.

MISSION: To provide a full range of internal audit and analytical services that evaluate risk; assess management controls; and improve quality, economy, and efficiency of operation. Identify problem areas and internal control weaknesses to the Commander and provides objective advice to Commanders and senior management officials. Monitor audit compliance and provide liaison support with external audit organizations.



STAFF AGENCY: INTERNAL REVIEW AND AUDIT COMPLIANCE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE (EAIR, 723-5187)

1. Is the principal advisor to Eighth United States Army (EUSA) commanders and staff on all audit matters.	P	DOD Dir 7600.2 DOD Man 7600.7-M AR 11-7	1	1	1
2. Develops and recommends policy and guidance, and provides assistance to the EUSA Chief of Staff.	P	DOD Dir 7600.2 DOD Man 7600.7-M AR 11-7	2	2	2
3. Provides EUSA top management with an independent and objective evaluation of operations and related internal controls, operating performance, and compliance with legal and regulatory requirements.	P	OMB Cir A-123 DOD Dir 5010.38 DOD Dir 7600.2 DOD Man 7600.7-M AR 11-7	3	3	3
4. Prepares an annual EUSA IRAC Plan containing the workload scheduled to be performed.	P	DOD Dir 7600.2 DOD Man 7600.7-M AR 11-7	4	4	4

EUSA Memo 10-1

STAFF AGENCY: INTERNAL REVIEW AND AUDIT COMPLIANCE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

INTERNAL REVIEW DIVISION (EAIR, 723-5186)

<p>1. Performs internal audits of functions and organizational entities within EUSA which have known or suspected problem areas, locates underlying causes of problems and recommends solutions which result in effective corrective actions.</p>	P	<p>DOD Dir 7600.2 DOD Man 7600. 7-M AR 11-7 AR 36-5</p>	1	1	1
<p>2. Provides quick response or troubleshooting audits that are unprogrammed, of limited scope, and time sensitive.</p>	P	<p>DOD Dir 7600.2 DOD Man 7600. 7-M AR 11-7 AR 36-5</p>	2	2	2
<p>3. During audits, evaluates management's systems of internal control to determine whether the internal controls are operating as intended and are effective. Identifies internal controls that need to be established, strengthened, or streamlined.</p>	P	<p>DOD Dir 5010.38 DOD Dir 7600.2 DOD Man 7600. 7-M AR 11-2 AR 11-7 AR 36-5</p>	3	3	3
<p>4. Provides consulting and other management advisory services such as commenting on budget actions, plans of action, and command decision packages; evaluating management proposals; and performing cost analyses.</p>	P	<p>DOD Dir 7600.2 DOD Man 7600. 7-M AR 11-7 AR 36-5</p>	4	4	4

STAFF AGENCY: INTERNAL REVIEW AND AUDIT COMPLIANCE					
Staff Responsibilities	Action	References	Operations Applicability		
			Armistice	Contingency	War

5. Implements directives from higher authority which relate to Internal Review (IR) policies.	P	DOD Dir 7600.2 DOD Man 7600. 7-M AR 11-7 AR 36-5	5	5	5
6. Maintains a quality assurance program to ensure that the audit standards promulgated by the Comptroller General of the United States are followed closely and consistently.	P	DOD Dir 7600.2 DOD Man 7600. 7-M AR 11-7 AR 36-5	6	6	6
7. Develops and recommends changes or revisions, as necessary, to EUSA regulations pertaining to IR.	P	DOD Dir 7600.2 DOD Manual 7600. 7-M AR 11-7 AR 36-5	7		
AUDIT COMPLIANCE AND LIAISON DIVISION (EAIR, 723-3740)					
1. Performs timely follow-up on all internal and external audits performed on or within the command. Provides commanders with reasonable assurance that corrective actions have been accomplished, that they've been taken in a timely manner, and that the actions have minimized known risks to the extent practicable. Validates reported monetary savings.	P	DOD Dir 7600.2 DOD Man 7600. 7-M AR 11-7 AR 36-2 AR 36-5	1	1	1

EUSA Memo 10-1

STAFF AGENCY: INTERNAL REVIEW AND AUDIT COMPLIANCE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

<p>2. Facilitates and coordinates audits performed by external audit organizations (i.e. U.S. General Accounting Office (GAO), Department of Defense-Inspector General (DOD-IG), U.S. Army Audit Agency (USAAA) and certified public account (CPA firms) with the command, to ensure that all external auditor visits are scheduled in advance and that the affected managers fully understand the purpose of the audit, the exact scope of the audit, and the type of data required. Ensures that the focus of the external audit does not change without proper notification to the chain of command.</p>	<p>P</p>	<p>DOD Dir 7600.2 DOD Man 7600.7-M AR 11-7 AR 36-2 AR 36-5</p>	<p>2</p>	<p>2</p>	<p>2</p>
<p>3. Schedules entrance, in-progress, and exit conference/briefings for the command and staff. Distributes tentative findings and recommendations, draft audit reports, and final audit reports to appropriate EUSA staff elements. Determines significance of audit findings developed by external audit agencies. Mediates disagreements between command and the external auditor. Monitors and evaluates staff responses to those reports. Prepares the official command reply to external audit reports, based on input received from affected program managers.</p>	<p>P</p>	<p>DOD Dir 7600.2 DOD Man 7600.7-M AR 11-7 AR 36-2</p>	<p>3</p>	<p>3</p>	<p>3</p>
<p>4. Prepares Information Requirements for the Semiannual Report to Congress in accordance with instructions contained in DOD Instruction 7750.6.</p>	<p>P</p>	<p>DOD Man 7600.7-M DOD Inst 7750.6</p>	<p>4</p>	<p>4</p>	<p>4</p>

STAFF AGENCY: INTERNAL REVIEW AND AUDIT COMPLIANCE					
Staff Responsibilities	Action	References	Operations Applicability		
			Armistice	Contingency	War

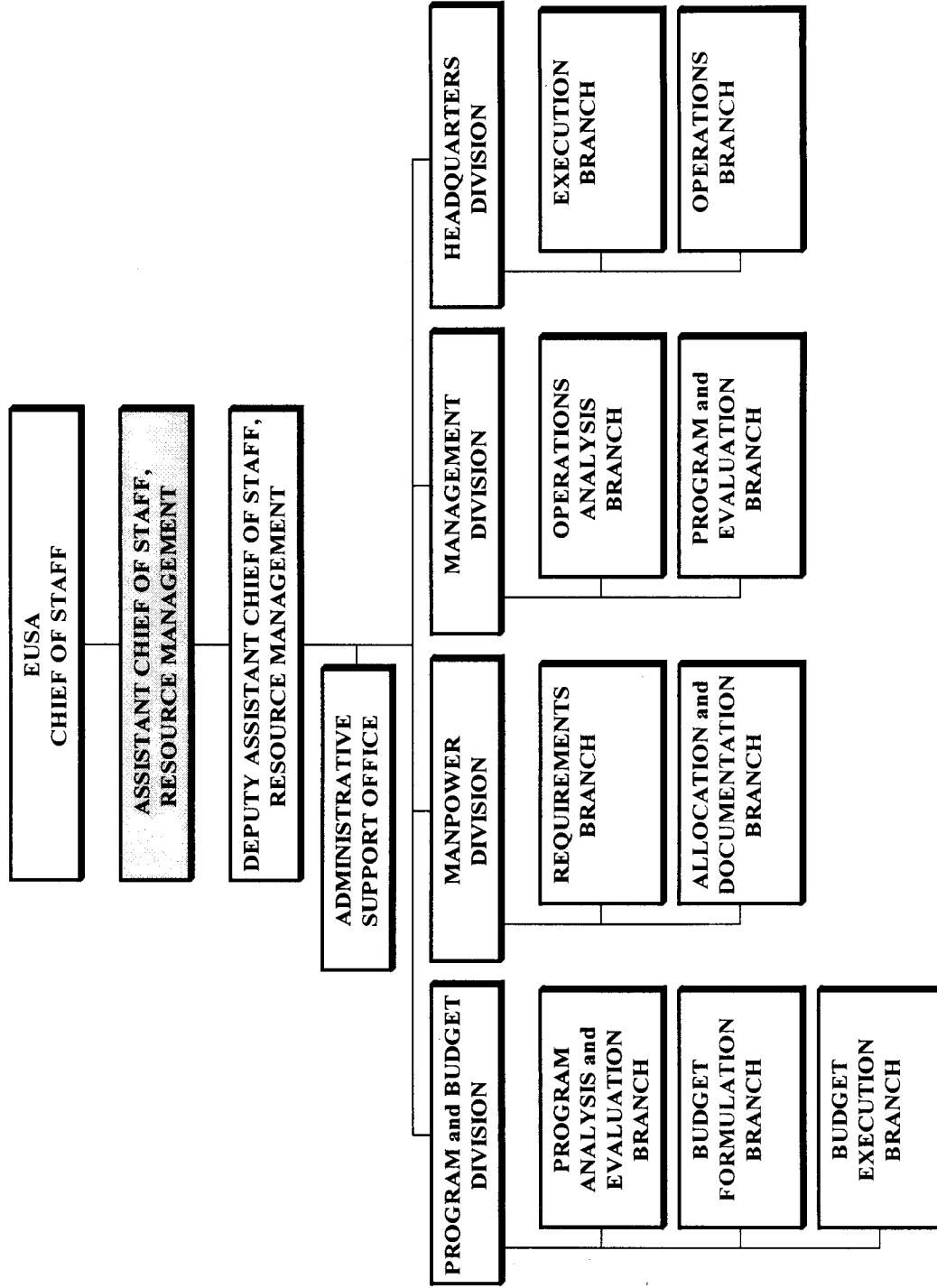
- | | | | | | |
|---|----------|--|----------|----------|----------|
| <p>5. Reviews and monitors audit reports and advisory reports issued worldwide by external audit agencies for applicability within EUSA. Disseminates guidance to appropriate EUSA commanders and staffs for use in the identification and correction of potentially similar problems and assist in identifying circumstances where fraud, waste, and abuse are likely to take place.</p> | <p>P</p> | <p>DOD Dir 7600.2
DOD Man
7600.7-M
AR 11-7
AR 36-2</p> | <p>5</p> | <p>5</p> | <p>5</p> |
| <p>6. Develops and recommends changes or revisions, as necessary, to EUSA regulations pertaining to IR.</p> | <p>P</p> | <p>DOD Dir 7600.2
DOD Man
7600.7-M
AR 11-7
AR 36-5</p> | <p>6</p> | <p>6</p> | <p>6</p> |

APPENDIX M

ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT

ORGANIZATION: As shown on organization chart.

MISSION: The Assistant Chief of Staff, Resource Management, supports the Commanding General (CG), Eighth United States Army (EUSA), by analyzing and synthesizing command priorities and force structure, obtaining resource authorizations, allocating resources according to priorities, accounting for resources according to priorities, and directing or coordinating analyses of program requirements, controls, and execution.



STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT (EARM, 723-3722)

- | | | | |
|---|---|--------------------------|---|
| <p>1. Establishes and maintains administrative controls and procedures over the commitment, obligation, and expenditure of Army appropriated funds available to support EUSA.</p> | P | AR 1-1
CDR, EUSA Dir | 1 |
| <p>2. Advises the EUSA Commander on matters related to programming, budgeting, resourcing and economic cost analyses.</p> | P | DFAS-IN Reg 37-1 | 2 |
| <p>3. Advises the EUSA Commander on Manpower and Force Management Programs.</p> | P | AR 570-4,5,7
AR 71-32 | 3 |

DEPUTY ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT

(EARM-D, 723-3722)

- | | | | |
|--|---|-------------------------|-------|
| <p>1. Establishes and maintains administrative controls and procedures over the commitment, obligation, and expenditure of Army appropriated funds available to support EUSA.</p> | P | AR 1-1
CDR, EUSA Dir | 1 |
| <p>2. Advises the EUSA Commander on matters related to programming, budgeting, resourcing and economic cost analyses.</p> | P | DFAS-IN Reg 37-1 | 2 |
| <p>3. Serves as the Career Program Manager for CP-11 (Comptroller).</p> | P | AR 690-950 | 1 3 3 |
| <p>4. Assists the Chief, Resource Management to establish and maintain administrative control over the commitment, obligation and expenditure of Army appropriated funds available to support.</p> | P | AR 1-1
CDR, EUSA Dir | 2 1 1 |

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT					
Staff Responsibilities	Action	References	Operations Applicability		
			Armistice	Contingency	War

- | | | | | | |
|--|---|-------------------------|---|---|---|
| 5. Serves as deputy to the Chief, Resource management and advises staff on matters related to programming, budgeting, resourcing and economic cost analyses. | P | DFAS-IN Reg 37-1 | 3 | 2 | 2 |
| 6. Advises the EUSA Commander on Manpower and Force Management Programs. | P | AR 70-4,5,7
AR 71-32 | 4 | 4 | 4 |

ADMINISTRATIVE SUPPORT OFFICE (EARM-A, 723-7861)

Provides administrative support to the office of Resource Management; serves as liaison with Air Force and Navy elements as well as all EUSA staffs.

X X X

PROGRAM AND BUDGET DIVISION (EARM-PB, 723-6672)

1. Establishes and maintains administrative controls & procedures over the full spectrum of fund control for all appropriations received by EUSA.

P DFAS-IN Reg 37-1
FM 14-100

2. Receives and distributes funds from the Office of the Secretary of Defense (OSD), Headquarters, Department of the Army (HQDA), OCAR and host nation cash contributions.

P DFAS-IN Reg 37-1
FM 14-100

3. Advises the EUSA Commander on matters related to programming, budgeting, resourcing and economic cost analyses.

P DFAS-IN Reg 37-1

4. During transition to war and war, consolidates and performs functions held by HA in armistice.

P DFAS-IN Reg 37-1
FM 14-100

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

BUDGET EXECUTION BRANCH (EARM-PB, 723-6718)

1. Develops EUSA program and budget requirements.

P	DFAS-IN Reg 37-100 DFAS-IN Reg 37-1 FM 14-6 OPLAN 5027	X	X	X
---	--	---	---	---

2. Reports program and execution year budget, and status of funds to HQDA, OSD, OCAR, and USFK.

P	DFAS-IN Reg 37-1 DA Funding Letter	X	X	X
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3. Interprets and disseminates HQDA, USFK, OCAR and OSD, Program and Budget Guidance. Maintains Funding Letter and adjustments audit trails as appropriate.

P	DFAS-IN Reg 37-1	X		X
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4. Collects obligation plans and analyzes sub-command phased monthly.

P	DFAS-IN Reg 37-1 DA Funding Letter	X		X
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5. Monitors and reviews results of Defense Reconciliation Program at MSU level.

P	DFAS-IN Reg 37-1	X	X	X
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6. Schedules and coordinates meetings of the Program Budget Advisory Committee (PBAC) and working PBAC, Senior Program and Budget Advisory Committee (SPBAC) and Senior Resource Committee (SRC) to review all unfinanced requirements and current year funding.

P	DFAS-IN Reg 37-1	X	X	X
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7. Analyzes, distributes and maintains audit trails from funding letters to year-end close for the current fiscal year.

P	DFAS-IN Reg 37-1	X	X	X
---	------------------	---	---	---

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

- | | | | | | |
|--|---|---------------------------------------|---|---|---|
| 8. Defends and justifies EUSA Current Year funding requirement to HQDA. | P | AR 37-100-1
DFAS-IN Reg 37-1 | X | X | X |
| 9. Ensures Obligation Target Recipients (OTRs) receive and comply with current year and prior year guidance provided by higher HQDA and the CG, EUSA. | P | DFAS-IN Reg 37-1
USFK Reg 1-2 | X | X | X |
| 10. Performs review and analysis on current and prior year funds. | P | DFAS-IN Reg 37-1 | X | X | X |
| 11. Reviews and evaluates all reprogramming changes involving OTRs and assigned units which require HQDA approval in conjunction with program directors. | P | DFAS-IN Reg 37-1
USFK Reg 1-2 | X | X | X |
| 12. Maintains liaison with HQDA on all matters related to current year funding requirements. | P | DFAS-IN Reg 37-1
USFK Reg 1-2 | X | X | X |
| 13. Administers the EUSA Base Level Commercial equipment (BCE) program to include submitting requirements to HQDA based on input from MSCs and activities. | P | DFAS-IN Reg 37-1
AMOPS Annex | X | X | X |
| 14. Provides advice and assistance to all elements of the command on matters pertaining to current year funding requirements and distributions. | P | DFAS-IN Reg 37-1
USFK Reg 1-2 | X | X | X |
| 15. Provides resource management training to major subordinate units (MSUs) and Program Directors (PD). | P | ACP-11 | X | X | X |
| 16. Monitors ceilings, caps and limitations to ensure MSCs are complying with higher headquarters' policies and regulations. | P | DFAS-IN Reg 37-1
DA Funding Letter | X | X | X |

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT					
Staff Responsibilities	Action	References	Operations Applicability		
			Armistice	Contingency	War

17. Collects and analyzes contingency and wartime incremental costs data and offsets. P DFAS-IN Reg 37-1 AMOPS Annex O&Q OPLAN 5027 X X

18. Reviews MOAs and ISSAs for budgetary and programming impacts and compliance fund control requirements. C AR 5-8 EUSA Reg 5-8 USFK Reg 700-16 USFK Reg 700-19 USFK Reg 700-37 DODI 4000.19 Army Reimbursable Policy DFAS IN Reg 37-1 X

19. Determines Republic of Korea (ROK) Labor Cost Sharing requirements and earnings for EUSA and distributes to OTRs and applicable Program Elements (PE) and Management Decision Packages (MDEP). Assigns applicable Accounting Processing Codes (APC) for 175th FINCOM action. P DFAS-IN Reg 37-1 USFK Reg 1-2 X

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT			
Staff Responsibilities	Action	References	Operations Applicability
			Armistice Contingency War

20. Performs compliance and command inspections on major subordinate commands (MSCs) to review processes and documentation for adherence to regulations and local processes. X

PROGRAM ANALYSIS AND EVALUATION BRANCH (EARM-PB-PAE, 723-3528)

- | | | | |
|--|---|---|--|
| <p>1. Develops and coordinates the EUSA appropriated fund program and integrates prioritized requirements of the staff, MSCs, and assigned units.</p> <p>2. Develops the EUSA Program Objective Memorandum (POM) for input into the Army POM and prepares the command POM Assessment for submission to HQDA.</p> <p>3. Coordinates EUSA input to the Commander-in-Chief, Pacific (CINCPAC) Integrated Priority List (IPL)/USFK top 30; ensures EUSA IPL issues are included in the EUSA POM submission.</p> <p>4. Participates in OSD/CINCPAC Summer Program Review; coordinates staff input for the development of the EUSA portion of the CINCPAC Joint Program Assessment Memorandum.</p> <p>5. Reviews, analyzes, and coordinates Program Budget Decisions (PBDs) and Defense Report Management Decisions (DRMDs) with major activity directors and functional proponents. Coordinates preparation of EUSA impact statements/reclamations.</p> | <p>P</p> <p>P</p> <p>P</p> <p>C</p> <p>P</p> <p>P</p> | <p>AR 11-2
EUSA Reg 11-2</p> <p>AR 1-1
USFK Reg 1-2</p> <p>Army Guidance</p> <p>USCINCPAC-
Inst 3000.8D</p> <p>CINC Dir</p> <p>CINC Dir</p> | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> |
|--|---|---|--|

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

- | | | | | |
|--|---|------------------------------------|---|---|
| 6. Schedules and coordinates meetings of the Program Budget Committee (PBC) and Working PBC to review and act on all programming matters. Provides financial assistance to the command staff on methods of funding and documentation requirements needed to support project/mission. | P | USFK Reg 1-2 | X | X |
| 7. Assists in the development of Congressional testimony of a program or budget nature for EUSA. | C | CINC Dir | X | X |
| 8. Maintains liaison with HQDA on all matters pertaining to programming. Ensures program directors receive and comply with program guidance provided by higher HQs. | P | AR 37-100-1
USFK Reg 1-2 | X | X |
| 9. Analyzes, distributes, and maintains funding trails on resource guidance provided in the HQDA Program Budget Guidance (PBG). Implements Army Guidance, Volumes II and III. | P | Army Guidance | X | |
| 10. Monitors, Reviews, and updates HQDA programming databases for CRFFS, Web Schedule, and PROBE for EUSA. | P | Army Resource Formulation guidance | X | |
| 11. Reviews, analyzes, and provides input to The Army Plan (TAP), Total Army Analysis (TAA) and Long Range Research Development and Acquisition Plan (LRRDAP). | C | Army Guidance | X | |
| 12. Maintains historical EUSA and key Army audits trails of funding levels for research and trend analysis requirements. | P | CINC Dir | X | X |

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

- | | | | | |
|--|---|----------------------------------|---|---|
| 13. Reviews Congressional authorization and appropriations documents and assesses potential impacts on EUSA. | P | Army Guidance | X | X |
| 14. Reviews Korean Economic Indicators to assess impacts on EUSA Won based budget and burden sharing amounts. Prepares Station Cost Report for USFK. | P | CINC Dir | X | X |
| 15. Advises the EUSA and USFK Commander on burden sharing matters related to programming, budgeting, resourcing, and economic cost analyses. | P | CINC Dir | X | X |
| 16. Plans, coordinates, and prepares the POM Budget Schedules and other reports for submission to HQDA. | P | DFAS-IN Reg 37-1
AR 37-1 | X | X |
| BUDGET FORMULATION BRANCH (EARM-PB-BF, 723-6751) | | | | |
| 1. Determines EUSA resource requirements for the Budget Year to include host nation cash contributions. | P | AR 37-100-1
DFAS-IN Reg 37-1 | X | X |
| 2. Defends and justifies EUSA Budget Year funding requirement to HQDA. | P | AR 37-100-1
DFAS-IN Reg 37-1 | X | X |
| 3. Interprets and analyzes HQDA Program and Budget Guidance (PBG). Identifies and coordinates discussion of problem areas with HQDA, OSD, and OCAR. Maintains PBG audit trails as appropriate. | P | AR 1-1
DFAS-IN Reg 37-1 | X | X |
| 4. Provides advice and assistance to all elements of the command on matters pertaining to budget year funding requirements and distributions. | P | DFAS-IN Reg 37-1
USFK Reg 1-2 | X | X |
| 5. Analyzes, distributes, and maintains funding audit trails on resource guidance provided in the HQDA Funding letter. | P | DFAS-IN Reg 37-1
USFK Reg 1-2 | X | X |

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

6. Schedules and coordinates meetings of the Junior Program and Budget Advisory Committee (JPBAC), Senior Program and Budget Advisory Committee (SPBAC) and Senior Resource Committee (SRC) to review and act on all actions pertaining to EUSA budget year funding distributions.	P	DFAS-IN Reg 37-1 USFK Reg 1-2	X	X
7. Ensures Program Directors (PD) receive and comply with budgetary guidance provided by higher HQ and the CG, EUSA.	P	DFAS-IN Reg 37-1 USFK Reg 1-2	X	X
8. Determines Republic of Korea (ROK) labor Cost Sharing requirements for EUSA and distributes to PDs and applicable Program Elements (PE) and Management Decision Packages (MDEP). Assigns applicable Accounting Processing Codes (APC) code for 175 th FINCOM action.	P	DFAS-IN Reg 37-1 USFK Reg 1-2	X	X
9. Monitors Won budget rate and determine the impact on EUSA budget requirements and funding allocations.	P	DFAS-IN Reg 37-1 USFK Reg 1-2	X	X
10. Reviews and evaluates all reprogramming changes involving MSCs and assigned units which require HQDA approval in conjunction with program directors.	P	DFAS-IN Reg 37-1 USFK Reg 1-2	X	X
11. Plans, coordinates, and prepares the POM Budget Schedules and other reports for submission to HQDA.	C	DFAS-IN Reg 37-1 AR 37-1	X	X
12. Maintains liaison with HQDA on all matters related to budget year funding requirements.	P	DFAS-IN Reg 37-1 USFK Reg 1-2	X	X

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

13. Administers the EUSA Base Level Commercial equipment (BCE) program to include submitting requirements to HQDA based on input from MSCs and activities.

X X X X

DFAS-IN Reg 37-1
AMOPS Annex

P

MANPOWER DIVISION (EARM-MA, 723-3161)

1. Serves as the Career Program Manager for CP-26 (Manpower & Force Management).

5

AR 690-950

P

2. Executes the Army Manpower Management Program for EUSA.

1

AR 71-32
AR 570-4, 5, & 7
HQDA Memo/Msg
HQDA & Command
Dir

P

1

3. Serves as the major Army command (MACOM) proponent for manpower policy issues with EUSA. Provides manpower management policy and procedural guidance to the Headquarters staff and subordinate units.

2

AR 71-32
AR 570-4, 5, & 7
HQDA Memo/Msg

P

2

4. Reviews all HQ EUSA personnel action (Personnel Process Initiative) requests to ensure that positions are within established ceilings.

4

AR 570-4

P

4

5. Advises the ACofS, Resource Management on manpower policy issues.

3

AR 71-32
AR 570-4, 5 & 7
HQDA Memo/Msg

p

3

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

REQUIREMENTS BRANCH (EARM-MA-R, 723-7617)

- | | | | | |
|--|----------|---|----------|--|
| <p>1. Implements policies and plans, and exercises supervision over the EUSA Manpower Requirements Program. Implements HQDA and EUSA policies and plans, and initiates or reviews HQ EUSA and subordinate command staff actions to advise the EUSA leadership on manpower management impacts.</p> | <p>P</p> | <p>AR 71-32
AR 570-4</p> | <p>X</p> | |
| <p>2. Manages the EUSA Manpower Survey Program in compliance with HQDA 12-Step method. Determines manpower requirements for EUSA subordinate commands through manpower surveys; manpower requirements changes; mission availability factor studies; staffing standards studies, and other manpower management studies.</p> | <p>P</p> | <p>AR 71-32
AR 570-4
AR 570-5</p> | <p>X</p> | |
| <p>3. Reviews US Army Manpower Analysis Agency (USAMAA) studies for additives, exclusions and deviations for application within EUSA work centers.</p> | <p>P</p> | <p>AR 570-4
AR 570-5</p> | <p>X</p> | |
| <p>4. Implements command directives and provides guidance, oversight and staff assistance on manpower program policy, to include technical visits and classes for preparation of manpower surveys and manpower requirements changes.</p> | <p>P</p> | <p>AR 570-4</p> | <p>X</p> | |

ALLOCATION AND DOCUMENTATION BRANCH (EARM-MA-A, 723-3909)

- | | | | | | |
|---|----------|---|----------|----------|----------|
| <p>1. Manages the update of the EUSA force structure involving realignments, activations and inactivations of units. Advises the HQ staff and subordinate commands on manpower authorization and control matters.</p> | <p>P</p> | <p>AR 71-32
DFAS-IN Reg 37-1
AR 570-4
HQDA Memo/Msg</p> | <p>X</p> | <p>X</p> | <p>X</p> |
|---|----------|---|----------|----------|----------|

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War
2. Prepares policies, plans, and directives affecting manpower (military and civilian) and equipment resources.	P	AR 71-32 DFAS-IN Reg 37-1 HQDA Memo/Msg	X	X
3. Reviews, analyzes and interprets DA administrative and technical instructions pertaining to manpower and equipment authorization documents.	P	AR 71-32 AR 71-32-1 HQDA Memo/Msg	X	X
4. Documents changes and maintains modified table of organization and equipment (MTOE)/table of distributions and allowances (TDA)/mobilization (MOB) TDA for EUSA. Establishes and maintains The Army Authorization Document System-Redesign (TAADS-R) data bank.	P	AR 71-32 HQDA DAMO-FD Dir	X	X
5. Prepares and publishes unit permanent orders for activation, inactivation, organization, reorganization, discontinuation, assignment, reassignment, change of station, redeployment and attachment.	P	AR 570-4 AR 220-5 HQDA Msg	X	X
6. Reviews and processes all requests for exception and changes to MTOE Standardization Program.	P	AR 71-32	X	X
7. Reviews and analyzes, staffs, and forwards concept plans for introduction of unprogrammed units into the force/major reorganization/deviation from DA policies.	C	AR 71-32 DA Memo	X	X
8. Manages the Equipment Survey Program, development and implementation of equipment requirements, and documentation of equipment.	P	AR 11-1 EUSA Suppl 1 to AR 71-13 AR 570-7 AR 71-32	X	

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War
9. Performs equipment analyses and coordinate related manpower issues for TDA, base TOE, and MTOE change requests. Processes type classification exemptions and assigns line numbers.	P	AR 71-13 AR 71-32 AR 11-1	X	X
10. Reviews, monitors and responds to equipment acquisition developmental documents.	P	AR 70-Series	X	
11. Develops and maintains the EUSA Command Plan based on command requirements and HQDA direction and guidance.	P	AR 71-32 AR 39-100-XX DA Memo/Msg	X	
12. Distributes manpower allocations in accordance with command priorities and Program and Budget Guidance (PBG) and sub-allocates to subordinate commands.	P	AR 71-32 DFAS-IN Reg 37-1 AR 570-4DA Memo	X	X
13. Develops the manpower section of the Command Budget Estimate (CBE) including preparation of applicable schedules to properly align EUSA resources.	P	AR 570-4 DA Memo	X	
14. Maintains the Army Management Headquarters Activity ceiling.	P	AR 570-4 DA Memo/Msg	X	
15. Reviews and evaluates manpower input to the EUSA Program Objective Memorandum (POM) for input into the Army POM and assists in preparing the command POM assessment for submission to HQDA.	P	AR 570-4 DA Memo	X	
16. Reviews and updates the Strength Accounting Manpower & Authorization System (SAMAS).	P	AR 570-4 DA Memo	X	

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

17. Develops, distributes, and maintains the EUSA work-year management system. X

MANAGEMENT DIVISION (EARM-M, 723-3387)

1. Serves as the staff expert for productivity improvement matters, administration, evaluation, integration of management programs, and internal management consultant for analytical studies. 1 1 3

2. Provides command leadership and direction to productivity oriented efforts such as the Command Management Studies Program, Cost and Economic Analysis, Efficiency Program, Army Communities of Excellence (ACOE) Program, Army Ideas for Excellence Program (AIEP), and Total Army Quality management philosophy. 2

3. Develops and manages an overall Productivity Master Plan for EUSA to provide a defined structure for integrating existing productivity programs, developing a sound philosophical basis, and establishing other programs particular to EUSA which yield real gains in productivity. 3

4. Manages the EUSA Management Control Program (MCP). 4 4 4

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

5. Manages the Army Charge Card Program (ACCP).	P	DFAS-IN 37-1, DOD Vol 9 USFK Reg 37-2 (Draft)	5	5	8
6. Manages the Command Check Control System for EUSA.	P	USFK Reg 608-1 AR 210-60	6		
7. Evaluates new missions and recommends the most efficient, expeditious methods of accomplishment.	P	FM 14-6	7		
8. Publishes implementing instructions and EUSA supplements to Army regulations that pertain to the Dishonored Check Control Program.	P	AR 210-60 USFK Reg 608-1 USFK Reg 600-60	8		
9. Serves as IM administrator for staff element. Maintains and advises the ACSRM on all automatic data processing (ADP) operations covering automation systems, COMM system, system upgrades, etc.	P	AR 25-60 AR 50-60	9	9	7
10. Administers and manages the MACOM Review & Analysis Report.	P	AR 5-10	10	10	5
11. Serves as the MACOM POC for all installation management matters.	P	AR 5-3	11	11	6

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT			
Staff Responsibilities	Action	References	Operations Applicability
			Armistice Contingency War

12. Manages the Inter/Intraservice Support Agreement (ISA), MOA/MOU and Joint Interservice Resource Study Group (JIRSG) Programs.	P	AR 5-8 EUSA Reg 5-8 USFK Reg 700-16 USFK Reg 700-19 USFK Reg 700-37 DODI 4000.19 Army Reimbursable Policy DFAS IN Reg 37-1	12	12	1
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13. Tracks the execution of WHNS agreements.

P	Mutual Defense Treaty between USA and ROK SOFA Umbrella	13	13	2
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OPERATIONS BRANCH (EARM-HAO 723-3444)

1. Conducts organizational analyses, analytical reviews, and management studies pertaining to nonfactual functional staff areas. Performs cost and economic analyses to support internal and external cost benefit studies and analyses and resource-dependent command operations.

P	FM 14-100 AR 5-5 AR 11-18	X
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2. Provides management analyses, cost and economic analyses advisory services to the HQ's staff and subordinate commands and activities. Compiles cost and host nation economic data; prepares and publishes the Cost Factors Guide and Information on Korea.

P	FM 14-100 AR 11-18 AR 5-5	X
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STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

3. Manages the Service Based Costing (SBC) and Installation Status Report, Part III (Services) (ISR III), to include the ISR III/SBC reporting requirements for HQ staff elements. X

4. Manages the Activity Based Costing/Management (ABC/M) program. Provides program and software support to Area Support Groups/Activities on implementation of ABC. Maintains all Eighth Army ABC models and updates models quarterly. X

5. Serves as the MACOM POC for Service Performance Standards (SPS) and Standard Service Costing (SSC) issues. X

PROGRAM AND EVALUATION BRANCH (EARM-M-PE, 723-6561)

1. Administers the EUSA Management Control Process. Conducts MACOM-wide train-the-trainer sessions. Develops and writes the CG EUSA Annual Assurance Statement and forwards it to HQDA. Publishes EUSA Pamphlet 11-1, Management Control Plan for MACOM application. X X X

2. Coordinates, compiles, reviews input, and publishes EUSA Memo 10-1, Organization and Functions manual. Incorporates the Army Service Component Command (ASCC) concept into the development of the organization and functions publication. X

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

- | | | | | |
|---|----------|---|----------|----------|
| <p>3. Manages the Army Communities of Excellence Program for the MACOM. Administers HQDA ACOE program. Facilitates Army Performance Improvement Criteria (APIC) training command-wide. Publishes MACOM guidance for both EUSA's and HQDA's communities of excellence award programs.</p> | <p>P</p> | <p>DA Pam 600-45
EUSA Reg 600-60</p> | <p>X</p> | |
| <p>4. Serves as the MACOM POC for Quality Management issues and requests. Maintains quality awareness throughout the command. Coordinates responses and/or visits from HQDA and OSD regarding Presidential Quality Award (PQA) submissions, Quality Improvement Tools, and DOD Quality Management issues.</p> | <p>P</p> | <p>AR 5-8</p> | <p>X</p> | |
| <p>5. Implements and operates the Interservice and Intragovernment Support Agreement (ISA) Program, MOA/MOU, and Joint Interservice Regional Support Group Program.</p> | <p>P</p> | <p>AR 5-8
EUSA Reg 5-8
USFK Reg 700-16
USFK Reg 700-19
USFK Reg 700-37
DODI 4000.19
Army Reimbursable Policy
DFAS IN Reg 37-1</p> | <p>X</p> | <p>X</p> |
| <p>6. Develops and maintains an automated tracking system for reimbursements from EUSA ISA customers and monitors actual reimbursements from tenants to EUSA and advises suppliers to obtain potential reimbursements. Assigns and publishes reimbursable codes for authorized reimbursable customers.</p> | <p>P</p> | <p>EUSA Reg 5-8
AR 5-17
DFAS IN Reg 37-1
EUSA Reg 37-16</p> | <p>X</p> | <p>X</p> |

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War
7. Establishes policy and guidance for all MACOM-directed functions in support of the Army Ideas for Excellence Program. Maintains command oversight of productivity and quality improvement programs, such as the Army Performance Improvement Program and the Army Ideas for Excellence Program (AIEP).	P	AR 5-17	X	
8. Administers and coordinates the EUSA Committee Management Program.	P/C	PL 92-463 PL 94-409 AR 15-1	X	
9. Prepares and publishes the RM Bulletin.	P	ACofS, RM	X	
10. Manages and administers the joint and army Command Check Control Program. Publishes weekly and monthly Dishonored Check Control listings. Maintains the currency of the database of dishonored check writers.	P	AR 210-60 EUSA Reg 608-1	X	
11. Administers, coordinates, and prepares the monthly Review and Analysis Program for the EUSA CG.	P	EUSA CG Draft EUSA Reg 5-6	X	X
12. Serves as the action office of the Command Inspection Program for the Resource Management function. The Branch Chief serves as the Team Chief for the CG EUSA's RM CIP team.	P	AR 1-201 EUSA Reg 1-201	X	
13. Serves as the action office for all audits and inspection taskings having resource management action. Serves as the RM POC for all in/out briefs of audits/inspections in the command involving outside agencies (GAO, DODIG, DAIG, USAAA).	P	ACofS, RM	X	

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency/War

- | | | | | | |
|--|----------|--|----------|----------|----------|
| <p>14. Establishes policy and guidance, and administers the Army Travel Charge Card Program. Conducts command-wide training for the Army Travel Charge Card Program. Operates the Electronic Account Government Ledger System (EAGLS) on-line system. Interfaces with HQDA and the contractor on a daily basis. The Chief, Programs & Evaluation Branch serves as the Agency Program Coordinator (APC) for EUSA.</p> | <p>P</p> | <p>DFAS-IN Reg 37-1,
DOD Vol 9
USFK Reg 37-2
(Draft)</p> | <p>X</p> | <p>X</p> | <p>X</p> |
| <p>15. Serves as the RM representative on the Army Distant Learned Program Executive Steering Committee.</p> | <p>P</p> | <p>DFAS-IN Reg 37-1,
DOD Vol 9
USFK Reg 37-2
(Draft)</p> | <p>X</p> | | |
| <p>16. Coordinates and serves as the depository for all WHNS MOAs.</p> | <p>C</p> | <p>Mutual Defense
Treaty between
USA and ROK
SOFA
Umbrella</p> | <p>X</p> | <p>X</p> | <p>X</p> |
| <p>17. Serves as a member of the Joint Acquisition Review Board.</p> | <p>C</p> | <p>Joint Pub 4.0
DFARS
USCINCPAC Inst
4230.1c</p> | <p>X</p> | | |

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT		Action	References	Operations Applicability		
Staff Responsibilities				Armistice	Contingency	War

HEADQUARTERS ACTIVITY DIVISION (EARM-HA, 723-6761)

1. Provides budgeting, funds certification, and execution analysis and review/approval of resource and manpower actions for the staff and subordinate elements of HQ United Nations Command (UNC)/CFCUSFK/EUSA. Provides budget forecasts, estimates for programs, and monitors the rate of fund execution. Provides financial assistance to the command staff and assigned activities/units on methods of funding and documentation of requirements needed to support project/mission initiatives. Program Director for AG-44 Support to other nation Funds. Brief staff principals and other high officials on status of budget. Coordinate with officials at other MACOMs, HQDA and OSD on budget issues. Conduct periodic reviews with EUSA Chief of Staff and USFK Asst Deputy Chief of Staff on HQ budgets. Chair HA Junior PBAC.

P	EUSA Reg 37-1 ACSRM MOI 97-01 HA MOI 99-1 DFAS-IN Reg 37-1	1	1	1
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2. Performs Program Director responsibilities for support of other nations (Activity Group 44). Determines fund distribution and allocation amounts in support of the CFC, and UNC including elements in the Joint Security Area, the UNC Rear in Japan, and the Neutral Nations Supervisory Commission (NNSC). Provides overall budget execution analyses for the programs.

P	UNC/USFK Reg 700-11 USFK Reg 37-15 UNC Reg 55-1	3		
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3. Develops and implements budget operating philosophy and policies. Analyzes and determines HQ UNC/CFC/USFK/EUSA operating budgets to include input to the HQ Budget Guidance, Year-End Close Out Program and budget and financial databases used for analysis, management information, and reports. Determines funding, allowance, administrative targets, limitations, and ceilings for the Headquarters Activity.

P	EUSA Reg 37-1 ACSRM MOI 97-01 HA MOI 99-1 DFAS-IN Reg 37-1	2		
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EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

EXECUTION BRANCH (EARM-HAE 723-3447)

<p>1. Provides the HQ UNC/CFC/USFK/EUSA manpower, personnel and resource input into the Planning, Programming, and Budgeting System Process. Certify, commit and obligate funds for supported activities. Ensure funds are controlled IAW regulations/policies. Conduct joint reviews of unliquidated obligations with 175th FINCOM.</p>	P	<p>Dep SECDEF Memo DOD 7045.7-1 DFAS-IN Reg 37-1 EUSA Reg 37-1</p>	X	
<p>2. Reviews and validates SF52-B (Request for Personnel Action) through the Personnel Process Improvement (PPI) system on all recruitments and reassignments against approved Joint and Army manpower documents and determine availability of funds.</p>	P	<p>AR 570-4 DOD 1336.5-1</p>	X	
<p>3. Functions as a Program Director for EUSA Contingency Funds of the Secretary of the Army Program. Prepares Budget Estimates Submission to HQDA based on the projected requirements from the contingency fund users. Provides procedural and policy guidance to the subordinate commands or staff (i.e., G2, 2ID, 19th TSC). Monitors program execution and submit reports to HQDA as directed.</p>	P	<p>AR 37-47 EUSA Reg 37-47 LOI</p>	X	
<p>4. Receives funds for and executes the EUSA Base Commercial Equipment (BCE) program.</p>	P	<p>DFAS-IN Reg 37-1 EUSA Reg 37-1 EUSA Reg 37-53</p>	X	

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, RESOURCE MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

OPERATIONS BRANCH (EARM-HAO 723-3444)

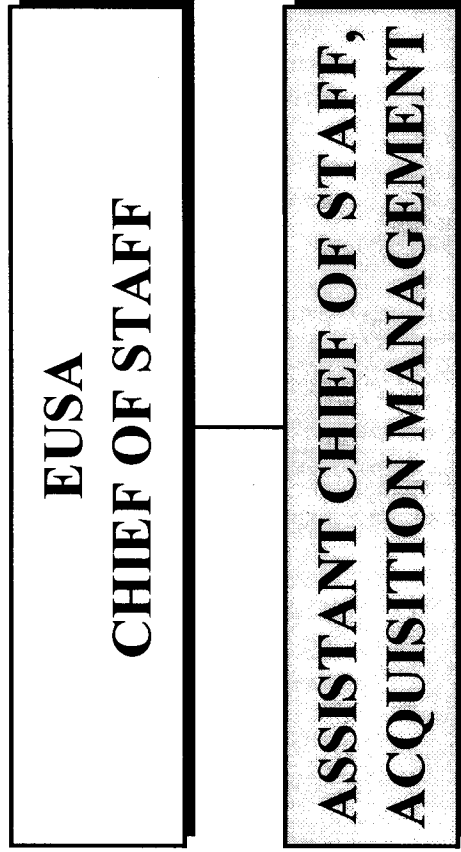
1. Performs execution of the Command Military Emergency Leave (MEL), Dependent Escort, Dependent Education, Renewal Agreement, permanent change of station (PCS) travel programs, Disposition of Remains, and Civilian Illness & Injury Compensation (CIIC) and general TDY travel. Process and manage the Military Training Specific Allotment program for soldiers attending training TDY and return or TDY enroute.	P	USFK Reg 1-40 EUSA Suppl 1 to AR 600-8-105 USFK Reg 55-28 USFK Reg 37-106 JFTR Vol 1 and JTR Vol II	X	X	X
2. Serves as a member of the Travel Policy Committee.	P	HA MOI 99-1	X		
3. Develop the annual Phased Monthly Obligation plan (PMOP). Direct year end close operations within the HQ.	P	DFAS-IN Reg 37-1	X		
4. Develop and maintain budget audit trails and maintain input to the EUSA Bank database.	P	USFK Reg 15-1 HA MOI 99-1	X		
5. Set up and support HA Program Budget Advisory Committee meetings (PBAC) as needed and maintains the UFRs for HQ Joint Unified Combined Command Directs year-end closure operations within the HQ.	P	DFAS-IN Reg 37-1 USFK Reg-1-2	X		
6. Manage execution of the centralized civilian pay for HQ UNC/CFC/USFK/EUSA and supported activities during armistice and war.	P	DFAS-IN Reg 37-1 Command Guidance	X	X	X
7. Manages the command's Official Representation Funds, both Army (Limitation .0012 & .0017) and OSD (CINC ORF).	P	USFK Pam 37-47 Command Dir DFAS-IN Reg 37-1 AR 37-47	X	X	X

APPENDIX N

ASSISTANT CHIEF OF STAFF, ACQUISITION MANAGEMENT

ORGANIZATION: As shown on the organization chart.

MISSION: Provides single Eighth United States Army (EUSA) acquisition policy and guidance for contracting support to all EUSA commands, staff, and organizations in Korea.



STAFF AGENCY: ASSISTANT CHIEF OF STAFF, ACQUISITION MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency/War

ASSISTANT CHIEF OF STAFF, ACQUISITION MANAGEMENT (EAAQ, 724-6082)

1. Is the principal staff office responsible to the Commander, and Chief of Staff (Cofs), EUSA, for all EUSA contracting and acquisition matters.	P	AFARS 1.6 JCS Pub 4.01 USFK Reg 715-1	1	1	1
2. Interfaces with Department of Defense (DOD), Department of the Army (DA), United States Pacific Command (USAPACOM), other unified and sub-unified commands, Army Major Army Commands (MACOMs), and U.S. Air Force MACOMs on EUSA contracting and acquisition matters.	P	JCS Pub 4.01	2	2	2
3. Develops and executes EUSA contingency contracting support and planning.	P	AFARS Man #2 USFK OPLAN 5027 EUSA OPLAN 5027	3	3	3
4. Coordinates acquisition policies and programs at the EUSA staff level.	P	AFARS 1.304	4	4	4
5. Appointments and terminates appointments of Contracting Officers.	P	FAR 1.603 DFARS 201.603	5	5	5
6. Develops policy and procedures and processes requests for Contract Off-loading.	P	31 USC 1535 USFK Reg 715-2	6	6	6

EUSA Memo 10-1

STAFF AGENCY: ASSISTANT CHIEF OF STAFF, ACQUISITION MANAGEMENT				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

7. Manages the Balance of Payments Program.	P	FAR 25.3 DFARS 225.302 AFARS 25.302 USFK Reg 715-3 USFK Reg 715-2	7	7	7
8. Develops EUSA policy and procedures and administers the Debarment and Suspension Program.	P	FAR 9.4 DFARS 209.4 AFARS 9.4 USFK Reg 715-1 USFK Reg 715-2 USFK Reg 715-8 USFK Reg 715-10	8	8	8
9. Coordinates all external reviews, inspections, and audits of contracting activities within EUSA.	P	AR 1-201 AR 11-2 EUSA Reg 1-201	9	9	9
10. Is the initial denial authority for procurement records under the Freedom of Information Act.	P	FAR 24.2 AFARS 24.2	10	10	10
11. Oversees and coordinates the Defense Acquisition Workforce Improvements Act (DAWIA) Training Program for EUSA.	P	FAR 1.603 DFARS 201-603 DOD Man 5000.52M	11	11	11