

**HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009**

EUSA Memorandum  
No. 10-1

24 April 2001

**Organization and Functions**

**ORGANIZATION AND FUNCTIONS--EIGHTH UNITED STATES ARMY**

1. **PURPOSE.** The purpose of this memorandum is to publish the missions assigned to Headquarters (HQ), Eighth United States Army (EUSA) and to outline the principal functions to be performed. This document delineates Army functions and responsibilities only.
2. **APPLICABILITY.** This manual applies to all EUSA directorates and staff elements.
3. **REFERENCES.** Required publications are listed under each applicable staff functional staff element.
4. **EXPLANATION OF TERMS AND DEFINITIONS.** Terms and definitions used in this memorandum are explained in the glossary.
5. **GENERAL.**

a. To visualize the revised Organization and Functions Manual (O&FM), use the definition of terms explained in the glossary and the chart below.

<b>Organizational Element</b>	<b>Work Activity</b>	<b>Required Input</b>
Staff agency	Tasks indicating action to be taken.	Mission.
Division (with branch)	Accountability of functions performed at branch level; any assigned duties at division level.	Responsibilities to include any functions.
Branch	Assigned duties.	Functions.
Staff agency	Tasks indicating action to be taken; assigned functions performed at division level.	Mission; functions to include any responsibilities.

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\*This memorandum supersedes USFK Memo 10-1, 19 January 1993.

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<b>Organizational Element</b>	<b>Work Activity</b>	<b>Required Input</b>
Division (without branches)	Assigned duties; any accountability of the functions performed at division level.	Functions to include any responsibilities.
Organization	Chart outlining command relationships.	Wire diagram.

b. The intent of this O&FM is to state briefly the HQ EUSA staff functions for which each staff element has responsibility. It is not intended to go into detail as to how functions are performed or the difficulties encountered in performing them. There is no correlation between the length of a narrative for an office, division, or branch and the amount of work required to accomplish that function. This O&FM is not a substitute for a Schedule X, Work Center Description, or a job description and should not be used as such during manpower surveys or desk audits.

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EARM-M-PE, Unit #15236, APO AP 96205-0009. Users can download required appendix from the EUSA website at: [WWW-eusa.korea.army.mil](http://WWW-eusa.korea.army.mil)**

**FOR THE COMMANDER:**

OFFICIAL:  
JAMES L. LAUGHLIN  
Colonel, GS  
Chief of Staff



F. W. MORRIS  
Assistant Adjutant General

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## APPENDIX A

## REFERENCES

## REQUIRED PUBLICATIONS

<u>Reference</u>	<u>Title</u>
*EM 0007 (SB 700-20)	Army Adopted - Other Items Selected for Authorization
19 SPTCOM Pam 750-4	Nonaeronautical Equipment Army Oil Analysis Program (AOAP)
31 USC 1535	Agency Agreements
AFARS 1.304	Agency Control and Compliance Procedures
AFARS 1.6	Career Development, Contracting Authority, and Responsibilities
AFARS 24.2	Freedom of Information Act
AFARS 25.302	Balance of Payments Program
AFARS 9.4	Debarment, Suspension and Ineligibility
AFARS Man #2	Contingency Contracting
AFR 19-1	Environmental Protection, Pollution Abatement and Environmental Quality
AR 1-201	Army Inspection Policy
AR 10-5	Organization and Functions, Headquarters, Department of the Army
AR 11-2	Management Control
AR 11-27	Army Energy Program
AR 11-3	Department of The Army Functional Review
AR 115-11 w/EUSA Suppl 1	Army Topography
AR 11-7	Internal Review and Audit Compliance Program
AR 1-201	Army Inspection Policy
AR 1-201	Army Inspection Policy
AR 165-1	Chaplain Activities in the United States Army
AR 190-11	Physical Security of Arms, Ammunition and Explosives
AR 190-13	The Army Physical Security Program
AR 190-45	Law Enforcement Reporting
AR 190-47	The Army Correctional System
AR 190-5/OPNAV	Motor Vehicle Traffic Supervision
11200.5C/AFR 125-14/MCO	
5110.1C/DLAR 5720.1	
AR 190-58	Personal Security
AR 190-8/OPNAVIST	Military Police; Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees
3461.6/ARFJI31-304/MCO3461.1	
AR 20-1	Inspector General Activities and Procedures
AR 200-2	Environmental Effects Of Army Actions
AR 200-3	National Resources -- Land, Forest, And Wildlife Management
AR 200-4	Cultural Resources Management
AR 200-5	Pest Management

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AR 210-50 w/EUSA Suppl 1	Housing Management
AR 210-60	Personal Check Cashing Control and Abuse Prevention
AR 210-7	Commercial Solicitation on Army Installations
AR 215-1	Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities
AR 215-3	Nonappropriated Funds and Related Activities Personnel Policies and Procedures
AR 215-4	NAF Contracting
AR 220-1	Unit Status Reporting
AR 220-5	Designation, Classification, and Change in Status of Units
AR 25-1	Army Management Information
AR 25-400-2 w/EUSA Suppl 1	The Modern Army Recordkeeping System (MARKS)
AR 25-50	Preparing and Managing Correspondence
AR 25-51	Official Mail and Distribution and Management
AR 30-1	The Army Food Service Program
AR 30-18 w/EUSA Suppl 1	Army Troop Issue Subsistence Activity Operating Policies
AR 350-1	Army Training
AR 350-3	Tactical Intelligence Readiness Training (REDTRAIN)
AR 350-4	Integrated Training Area Management (ITAM)
AR 350-9	Oversea Deployment Training (ODT)
AR 350-38	Training Devices Policies and Management
AR 350-41	Army Forces Training
AR 351-1	Individual Military Education & Training
AR 360-5	Army Public Affairs, Public Information
AR 360-61	Community Relations
AR 360-81	Command Information Program
AR 36-2	Audit Reports and Follow-up
AR 36-5	Auditing Service in the Department of the Army
AR 37-104-4	Military Pay and Allowances Procedures, JUMPS-AC/JSS
AR 37-47	Representation Funds of the Secretary of the Army
AR 380-10	(C) Technology, Transfer, Disclosure of Information and Contacts with Foreign Representatives (U)
AR 380-19	Information Systems Security
AR 380-19-1	(C) Control of Compromise Emanations (U)
AR 380-5 w/EUSA Suppl 1	Department of the Army Information Security Program
AR 380-28	Department of the Army Special Security Program
AR 380-53	Information Systems Security Monitoring
AR 380-67 w/EUSA Suppl 1	The Department of the Army Personnel Security Program
AR 381-10	US Army Intelligence Activities
AR 381-12	Subversion and Espionage Directed Against US Army (SAEDA)
AR 381-12-1	(C) Processing of SAEDA Incidents (U)
AR 381-14	(S) Technical Surveillance Countermeasures (TSCM) (U)
AR 381-141	(C) Intelligence Contingency Funds (U)
AR 381-143	(C) Logistic Policies and Procedures (U)
AR 381-143	Logistic Policies and Procedures
AR 381-20	U.S. Army Counterintelligence Activities
AR 385-10 w/EUSA Suppl 1	Army Safety Program
AR 40-13	Medical Support - Nuclear/Chemical Accidents And Incidents

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AR 40-25	Nutritional Allowances, Standards And Education
AR 40-3	Medical, Dental, And Veterinary Care
AR 40-35	Preventive Dentistry
AR 40-350	Patient Regulating To And Within The Continental United States
AR 40-5	Preventive Medicine
AR 405-10	Acquisition of Real Property and Interests Therein
AR 40-535	Worldwide Aeromedical Evacuation
AR 405-70	Utilization of Real Estate
AR 405-80	Management of the Title and Granting Use of Real Estate
AR 405-90	Disposal of Real Estate
AR 40-60	Policies And Procedures For The Acquisition Of Medical Materiel
AR 40-61	Medical Logistics Policies And Procedures
AR 40-656	Veterinary Surveillance Inspection Of Subsistence
AR 40-657	Veterinary/Medical Food Inspection And Laboratory Service
AR 40-70	Department Of Defense Veterinary/Medical Laboratory Food Safety And Quality Assurance Program
AR 40-905	Veterinary Health Services
AR 415-15	Military Construction , Army (MCA) Program Development
AR 415-19	Nonappropriated-Funded Construction Project Development And Approval
AR 415-32	Engineer Troop Unit Construction in Connection with Training Activities
AR 420-10	Management of Installation Directorates of Engineering and Housing
AR 420-16	Facilities Engineering Reports
AR 420-18	Facilities Engineering Materials, Equipment and Relocatable Building Management
AR 420-41	Acquisition and Sales of Utilities Services
AR 420-49	Utility Services
AR 420-70	Buildings and Structures
AR 420-90 w/EUSA Suppl 1	Fire and Emergency Services
AR 55-46	Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas
AR 570-4	Manpower Management
AR 570-5	Manpower Staffing Standards System
AR 570-7	Equipment Management: Equipment Survey Program
AR 570-9	Host Nation Support
AR 600-20 w/EUSA Suppl 1	Army Command Policy
AR 600-200	Enlisted Personnel Management System
AR 600-38	Meal Card Management System
AR 600-8	Military Personnel Management
AR 600-8-1 w/EUSA Suppl 1	Army Casualty and Memorial Affairs and Line of Duty Investigations
AR 600-8-10	Leaves and Passes
AR 600-8-101	Personnel Processing In & Out Mobilization Process
AR 600-8-105	Military Orders
AR 600-8-111	Wartime Replacement Operations
AR 600-8-19	Promotions & Reductions
AR 600-8-22	Military Awards

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AR 600-8-24	Officer Transfers and Discharges
AR 600-8-3	Unit Postal Operations
AR 601-210	Regular Army and Army Reserve Enlistment Program
AR 601-280	Army Retention Program
AR 608-1	Army Community Service Center
AR 608-10	Child Development Services
AR 608-18	The Army Family Advocacy Program
AR 608-20	Voting by Personnel of the Armed Forces
AR 608-75	Exceptional Family Member Program
AR 611-5	Army Personnel Selection & Classification Testing
AR 614-100	Officers Assignment Policies, Details and Transfers
AR 614-200	Selection of Enlisted Soldiers for Training and Assignment
AR 614-30	Overseas Service
AR 614-30 w/EUSA Suppl 1	Overseas Service
AR 621-202	Army Educational Incentives & Entitlements
AR 621-5 w/EUSA Suppl 1	Army Continuing Education System (ACES)
AR 621-6	Army Learning Centers
AR 635-200	Interim Action Change to Enlisted Ranks Personnel Update Handbook Issue 16
AR 640-30	Photographs for Military Personnel Files
AR 670-1	Wear and Appearance of Army Uniforms and Insignia
AR 672-20	Incentive Awards
AR 672-20 w/EUSA Suppl 1	Incentive Awards
AR 690-12	Equal Employment Opportunity and Affirmative Employment
AR 690-500	Position Classification, Pay and Allowances
AR 690-600	Equal Employment Opportunity Discrimination Complaints
AR 700-137	Logistics Civil Augmentation Program (LOGCAP)
AR 700-138	Army Logistics Readiness and Sustainability.
AR 700-139	Army Warranty Program Concepts and Policies
AR 700-142	Materiel Release, Fielding, and Transfer
AR 700-4	Logistic Assistance Program (LAP)
AR 700-84	Issue and Sale of Personal Clothing
AR 710-1	Centralized Inventory Management of the Army Supply System
AR 710-2 w/EUSA Suppl 1	Supply Policy Below the Wholesale Level
AR 71-11	Total Army Analysis (TAA)
AR 71-32	Force Development and Documentation-Consolidated Policies
AR 725-50	Requisitioning, Receipt, and Issue System
AR 735-5 w/EUSA Suppl 1	Policies and Procedures for Property Accountability
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations). Cited in appendix V
AR 750-10	Modification of Materiel and Issuing Safety-of-Use Messages and Commercial Vehicle Safety Recall Campaign Directive
AR 750-43	Army Test, Measurement and Diagnostic Equipment Program
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates
AR 870-5	Military History: Responsibilities, Policies and Procedures
AR 870-20	Museum and Historical Artifacts
AR 930-4	AER
ARTEP 34-113-11/12	Military Intelligence Collective Training Standards Document

DA Cir 600-98-1	McArthur Leadership Award
DA Pam 165-17	Chaplain Personnel Policy
DA Pam 420-6	Directorate Of Public Works Resource Management System
DA Pam 600-3	Commissioned Officer Development and Career Management
DA Pam 700-142	Instructions for Materiel Release, Fielding and Transfer
DFARS 201.603	Selection, appointment, and termination of appointment
DFARS 209.4	Debarment, Suspension, and Ineligibility
DFARS 225.3	Balance of Payments Program
DFARS 225.302	Balance of Payments Program
DFARS 225.870	Coordination with Overseas Commands
DFAS-IN 37-1	Finance and Accounting Policy Implementation
DIAM 58-13	Classified Title
DIAM 581-3	Classified Title
DIAM 58-3	Classified Title
DIAR 50-27	Classified Title
DOD 1015.2	Military Morale, Welfare and Recreation
DOD 1330.17-D	Armed Services Commissary Store Regulations
DOD 3305.5-D	General Defense Intelligence Program (GDIP) Management
DOD 4000.19-R	Interservice, Interdepartmental, and Interagency Support
DOD 4140.25-M	Management of Bulk Petroleum Products, Storage, and Distribution Facilities
DOD 4270.34-D	Host Nation-Funded Construction Programs
DOD 5030.41-D	Oil and Hazardous Substances Pollution Prevention and Contingency Program
DOD 5105.35-D	Responsibilities of Unified and Specified Commands in Public Affairs Matters
DOD 5120.20-D	Armed Forces Radio and Television Service (AFRTS)
DOD 5120.4-D	Newspapers and Civilian Enterprise Publications
DOD 5200.1-R	Information Security Program Regulation
DOD 5200.2-R	Department of Defense Personnel Security Program (DODPSP)
DOD 5230.16-D	Nuclear Accident and Incident Public Affairs Guidance (PA)
DOD 5230.9-D	Clearance of DOD Information for Public Release (PA)
DOD 5240.1-R	DOD Intelligence Activities
DOD 5410.18-D	Community Relations PA
DOD 5410.19-D	Armed Forces Community Relations Program
DOD 6050.16-D	DOD Policy for Establishing and Implementing Environmental Standards at Overseas Installations
DOD 7000.14-R	Financial Management Regulation
DOD 7000.14-R, Vol 13	Non-Appropriated Funds Policy and Procedures
DOD 7000.14-R, Vol 14	Administrative Control of Funds and Antideficiency Act Violations
DOD 7000.14-R, Vol 3	Accounting Policy and Procedures
DOD 7000.14-R, Vol 5	Disbursing Policy and Procedures
DOD 7000.14-R, Vol 7	Military Pay Policy and Procedures
DOD 7000.14-R, Vol 8	Civilian Pay Policy and Procedures
DOD 7000.14-R, Vol 9	Travel Policy and Procedures
DOD 7045.7-I	Implementation of the Planning, Programming, and Budgeting System (PPBS)
DOD 7050.1-D	Defense Hotline Program



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DOD 7250.13-D	Official Representation Funds (ORFs )
DOD 7600.7M	Internal Audit Manual
DOD Man 5000.52M	Acquisition Development Program
DOD Postal Man 4525.6M	DOD Postal Manual (Vol I and II)
DODD 1332.35	Transition Assistance for Military Personnel
DODD 4150.7	Environmental Security
DODD 4165.60	Solid Waste Management - Collection, Disposal, Resource Recovery And Recycling Program
DODD 4715.1	Environmental Security
DODD 5030.41	Oil And Hazardous Substances Pollution Prevention And Contingency Program
DODD 6050.16	DOD Policy For Establishing And Implementing Environmental Standards At Overseas Installations
DODD 6050.7	Environmental Effects Abroad Of Major Department Of Defense Actions
DODD 7050.1	Defense Hotline Program
DODD 7600.2	Audit Policies
DODI 4715.8	Environmental Remediation For DOD Activities Overseas
DODI 1322.25	Defense Activity for Non-Traditional Education Support (DANTES) Examination Program Handbook
DODI 1332.36	Preseparation Counseling for Military Personnel
DODI 4150.7	DOD Pest Management Program
DODI 4715.3	Environmental Conservation Program
EAMC Reg 15-1	Committees and Boards
EAMC Reg 40-1	Ambulatory Patient Care Program
EUSA Reg 600-55	Korean Cultural Awareness Program
EUSA Cir 11-92-1	Management Control Plan
EUSA Memo 755-1	DOD Scrap Recycling Program for Eighth United States Army
EUSA OPLAN 5027	Contingency Contracting
EUSA OPLAN 5027-98	Contingency Operations
EUSA Pam 1-201	Eighth United States Army Command Inspection Program Checklist
EUSA Reg 11-1	Uniform Policies, Principles, and Responsibilities Governing Eight United States Army Division, Army Stock Fund Program Management
EUSA Reg 1-201	Eighth United States Army Inspection Policy
EUSA Reg 15-3	EUSA Command Construction Requirements Review Board
EUSA Reg 30-2	EUSA Cook of the Quarter Board
EUSA Reg 350-41	Eighth US Army Training
EUSA Reg 350-5	Eighth US Army Logistics Training Program
EUSA Reg 37-1	Budget Formulation, Execution, and Review
EUSA Reg 37-100	The Army Management Structure and Accounting Processing Codes
EUSA Reg 37-16	Procedures for Documenting and Reporting Reimbursable Support
EUSA Reg 37-53	Base-Level Commercial Equipment
EUSA Reg 40-1	Ambulatory Patient Care Program
EUSA Reg 415-32	Employment of US Army Engineer Units on Construction Projects
EUSA Reg 420-2	Requirements Based System for Real Property Maintenance and Repair

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EUSA Reg 550-1	Korean Service Corps - Mission, Organization, Responsibilities and Operating Procedures
EUSA Reg 600-2	Republic of Korea Army Personnel With the United States Army
EUSA Reg 616-1	(C) (United States Army and Korean Augmentation to United States Army Personnel Assignment Priorities (U)
EUSA Reg 690-5	Training and Development
EUSA Reg 700-1	Energy Management
EUSA Reg 71-1	Force Modernization Program
EUSA Suppl 614-1	Military Command Sponsorship Program
EUSA Suppl to AR 608-20	Voting by Personnel of the Armed Forces
EUSA Suppl USFK Reg 1-40	Travel Clearance Guide
EUSA Reg 600-55	Selection, Training, Testing and Licensing
FAR 1.603	Career development, contracting authority, and responsibilities
FAR 24.2	Freedom of Information Act
FAR 25.3	Balance of Payments Program
FAR 37.101	Federal Acquisition Regulation
FAR 7.1	Acquisition Plans
FAR 9.4	Debarment, suspension, and ineligibility
FAR 9.4	Debarment, Suspension, and Ineligibility
FM 100-1	The Army
FM 100-11	Force Integration
FM 100-18	Space Support to Army Operations
FM 14-100	Officers Assignment Policies, Details and Transfers
FM 16-1	Religious Support Doctrine: The Chaplain and the Chaplain Assistant)
FM 19-1	Military Police Support to Joint, Multinational and Interagency Operations
FM 19-10	Military Police; Law and Order Operations
FM 19-20	Law Enforcement Investigations
FM 19-4	Military Police Tactics, Techniques, and Procedures
FM 19-40	Enemy Prisoners of War, Civilian Internees and Detained Persons
FM 19-60	Confinement and Correctional Treatment of US Military Prisoners
FM 25-100	Training the Force
FM 41-10	Civil Affairs Operations
FM 46-1	Public Affairs Operations
FM 8-10	Health Service Support In A Theater Of Operations
FM 8-42	Combat Health Support In Stability Operations And Support Operations
FM 8-55	Planning For Health Service Support
HSC Pam 40-7-21	Algorithm-Directed Troop Medical Care Utilization of Enlisted Physician Extenders as Screeners for Evaluation of Active Duty Personnel
JCAHA Man	Joint Commission on Accreditation of Healthcare Association Manual
JCS Pub 0-2	Unified Action Armed Forces (UNAAF)
JCS Pub 4.0	Joint Logistics Policy and Guidance
JCS Pub 4.01	Joint Logistics Policy and Guidance (U)
JCS Pub 4-04	Mobility System Polices, Procedures And Considerations

## EUSA Memo 10-1

JCS Pub 5-03.1	Joint Operation Planning System (JOPES) Vol I (Deliberate Planning Procedures)
JFTR Vol 1	Joint Federal Travel Regulation - Military
JTF NEO OPLAN	Noncombatant Evacuation Operations Plan
JTR Vol 2	Joint Travel Regulation - Civilian
MPPM	Military Pay Procedures Manual
OMB Cir A-73	Audit of Federal Operations and Programs
OPNAVINST 5090-1A	Environmental and Natural Resources Program Manual
PL 101-510	Involuntary Separation Transitions Program
USFK Reg 700-16	Logistics Support of United States Nongovernmental, Nonmilitary Agencies/Organizations/Individuals and Non-United States Agencies/Organizations/Individuals in the Republic of Korea
SOFA	Status of Forces Agreement
TB 380-41	Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material
TB IG 1	Inspector General Inspection Guide
TB IG 4	Investigations and Action Request Guide
TM 5-636	Kitchen Equipment, Repairs and Utilities
TPFDD	Time-Phased Force Deployment Data
UNC/CFC/USFK Memo 25-50	Correspondence and Administrative Procedures
UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	Correspondence and Administrative Procedures
UNC/CFC/USFK Reg 380-6	Security of the UNC, CFC, and USFK Command Center
UNC/CFC/USFK Reg 500-1	Personnel Notification and Recall Procedures for United Nations Command, Combined Forces Command, and United States Forces Korea Personnel
UNC/USFK Reg 55-72	Customs Clearance of UNC and USFK Imports and Exports
USCINCPAC Inst 11010.2G	U.S. Military and Host Nation Funded Construction Programs
USCINCPAC Inst 3550.2	Joint/Combined Special Operations Exercises and Training
USCINCPAC Inst 3810.33	Intelligence Resource Programming and Management
USCINCPAC Inst 4020.5Q	Petroleum Operations in USPACOM
USCINCPAC Inst 4200.4H	USPACOM Material Acquisition Management Policy
USCINCPAC Inst 4652.1J	Pacific Command Joint Medical Regulating Office (PACOMJMRO)
USCINCPAC Inst 5360.1J	Military Affairs
USCINCPAC Inst 5726.2D	Community Relations
USCINCPAC Inst 6530.2J	U.S. Pacific Command (USPACOM) Joint Blood Program
USCINCPAC Inst 7200.1M	Currency and Banking Facilities on Military Installations in U.S. Pacific Command (USPACOM)
USFK Reg 10-5	Documentation of Organizational Structure and Functional Alignment
USFK OPLAN 5027-98	Contingency Operations
USFK Pam 200-1	Environmental Governing Standards
USFK Pam 25-30	Index of Administrative Publications and Blank Forms
USFK Reg 10-10	Organization and Mission of the U.S.-ROK Joint Committee
USFK Reg 10-11	Organization and Mission of the U.S. Component of Subcommittee Established by U.S.-ROK Joint Committee.
USFK Reg 10-2	Installation Management & Base Operations
USFK Reg 12-16	Mutual Logistics Support Between the United States Forces and the Republic of Korea Forces

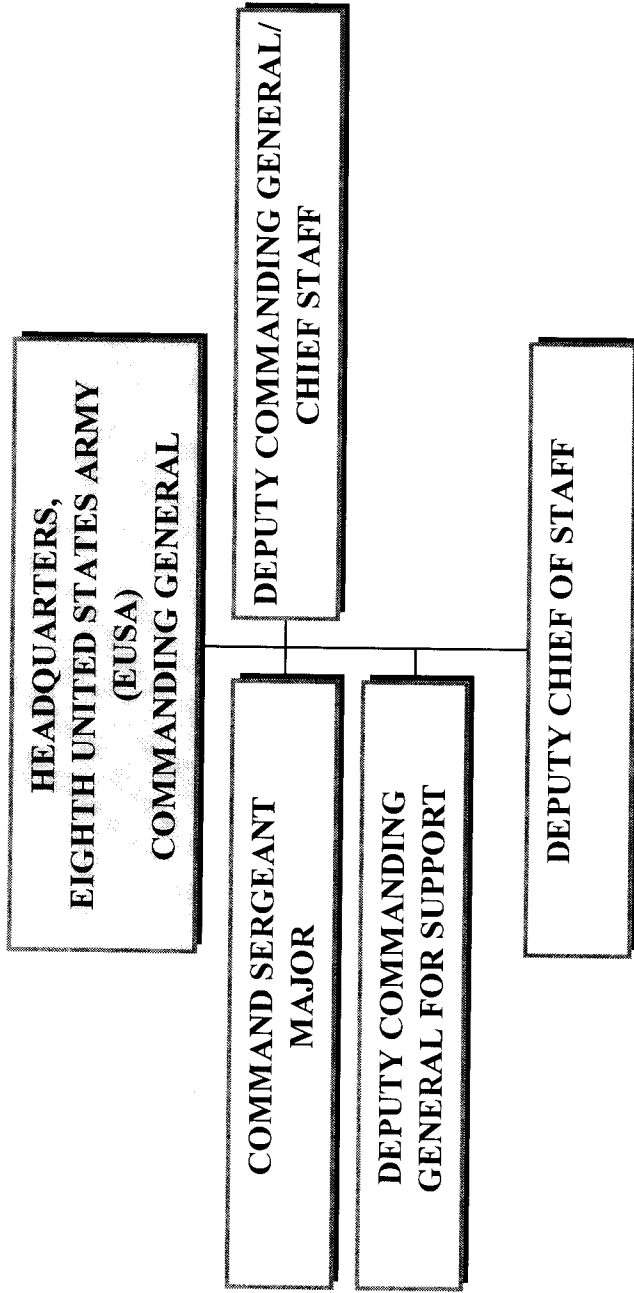
USFK Reg 1-23	Distinguished Visitors
USFK Reg 1-40	United States Forces Korea Travel Clearance Guide
USFK Reg 15-1	Senior Resource Committee.
USFK Reg 190-1	Motor Vehicle Traffic Supervision
USFK Reg 190-3	Administrative and Logistical Support for SOFA Personnel Confined at the Suwon Correctional Institution
USFK Reg 190-5	Eighth United States Army Confinement Facility, Korea
USFK Reg 190-6	Enemy Prisoners Transferred to Republic of Korea Custody
USFK Reg 190-7	Installation Access Control System
USFK Reg 210-1	Overseas Housing Allowance
USFK Reg 352-2	Support of Department of Defense Dependents Schools Pacific, Korea
USFK Reg 40-3	Korea Area Joint Blood Program
USFK Reg 405-7	Facilities and Areas (Real Estate) Policies And Procedures in Korea
USFK Reg 525-13	USFK Force Protection Program
USFK Reg 525-2	Law of War Program
USFK Reg 550-51	International Agreements
USFK Reg 550-52	Wartime Host Nation Support Program
USFK Reg 550-8	Contingency Planning for Response to Disaster Affecting United States Installations and Personnel
USFK Reg 614-1	Military Command Sponsorship Program, Key Billets and Key and Essential Positions
USFK Reg 638-1	Mass Casualty Reaction Plan
USFK Reg 638-2	Graves Registration in the Republic of Korea in Support of Major Military Operations
USFK Reg 690-1	Regulations and Procedures - Korean Nationals
USFK Reg 700-19	USFK Invited Contractors and Technical Representatives
USFK Reg 700-37	Defense Regional Interservice Support (DRIS) Program
USFK Reg 700-6	Direct Support System Procedures
USFK Reg 703-1	Bulk Petroleum Management
USFK Reg 715-1	Debarment and Suspension Program
USFK Reg 715-2	Local Contracting for Supplies, Services, and Construction
USFK Reg 715-3	Balance Of Payments Program
USFK Reg 715-4	Advance Acquisition Planning Program
USFK Reg 715-8	USFK Morale, Welfare, and Recreation (MWR) Contracting

**APPENDIX B**

**HEADQUARTERS, EIGHTH UNITED STATES ARMY**

**ORGANIZATION:** As shown on the organization chart.

**MISSION:** Eighth United States Army (EUSA) supports deterrence of North Korean aggression against the Republic of Korea (ROK). Should deterrence fail, EUSA supports Non-combatant Evacuation Operations (NEO), transitions to hostilities, generates combat power to support CINC UNC/CFC's campaign, and provides combat support and combat service support to assigned, attached, and other designated forces within the Korean Theater of Operations. On order, conduct combat operations.



**STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY**

Staff Responsibilities	Action	References	Operations Applicability		
			Armistice	Contingency	War

**COMMANDING GENERAL, EUSA (EACG, 723-8341)**

1. Exercises command and control over all assigned EUSA Commander (CDR) units.	P	DA Directed	1	1	1
2. Organizes, equips, trains, and employs forces assigned.	P	DA Directed	3	3	3
3. Provides logistical and administrative support to forces, including Headquarters, United Nation's Command (HQ UNC), in order to fulfill the operational requirements of Republic of Korea (ROK)-US, Combined Forces Command (CFC), and United States Forces Korea (USFK).	P	DA Directed	2	2	2
4. Provides support to other commands, agencies, services, non-assigned U.S. Army forces and ROK armed forces as directed by higher authority.	P	DA Directed	4	4	4

**COMMAND SERGEANT MAJOR, EUSA (EACSM, 723-8341)**

1. Serves as the principle enlisted advisor to the Commanding General, EUSA.	P	CG, EUSA	1	1	1
2. Serves simultaneously as the Command Sergeant Major of USFK and UNC/CFC.	P	CG, EUSA	2	2	2
3. Monitors Quality of Life (QOL) and Better Opportunity for Single Soldiers (BOSS) for EUSA.	P	CG, EUSA	3	3	3

**DEPUTY COMMANDING GENERAL FOR SUPPORT, EUSA (EADCG-S, 723-8341)**

1. Assists the CG, EUSA, in coordinating actions among EUSA staff and all assigned units.	C	CG, EUSA	1	1	1
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**EUSA Memo 10-1**

<b>STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY</b>				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

2. Performs other duties as prescribed by the CG, EUSA. P CG, EUSA 2 2 2

**DEPUTY COMMANDING GENERAL / CHIEF OF STAFF, EUSA (EADCG, 723-8341)**

1. Serves as the principal staff assistant and advisor to the Commanding General. C CG, EUSA 1 1 1  
 2. Directs and coordinates the actions of the Army staff as well as formulates policies for general staff operations. P DCG 2 2 2

3. Provides command oversight for acquisition of supplies, services, construction and force modernization programs. Serves as the principal coordinator of logistical support, construction, repair and maintenance, troop and family support, master planning, resource management and readiness for EUSA. P DCG 3 3 3

4. Directs activities of the EUSA Liaison Office, Washington, DC. P DCG 4 4 4

5. Performs other duties as prescribed by the CG, EUSA. P CG, EUSA 2 2 2

**DEPUTY CHIEF OF STAFF (EACS, 723-3863)**

1. Assists the Chief of Staff (CS), EUSA, in coordinating actions among EUSA staff and all assigned units. C CS, EUSA 1 1 1

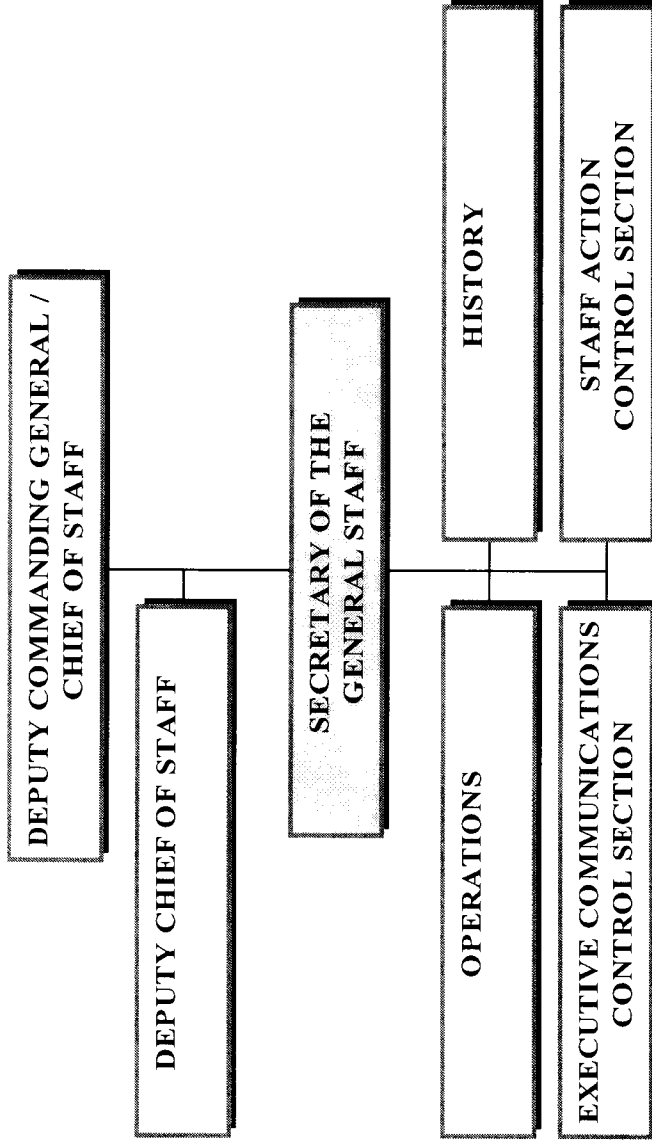
2. Performs other duties as prescribed by the CS, EUSA. P CS, EUSA 2 2



**SECRETARY GENERAL STAFF, EUSA**

**ORGANIZATION:** As shown on the Organization Chart.

**MISSION:** Acts as office manager for the Office of the Commanding General, Deputy Commanding General, Chief of Staff and Deputy Chief of Staff. Assures accomplishment of completed staff actions by agencies of the General Staff. Process correspondence addressed to, and dispatched from, the command group, to include correspondence suspense control. Serves as the administrative officer for the command group. Coordinates, compiles and tracks staff actions. Routes and accounts for correspondence and suspense control logs. Coordinates the itineraries of EUSA Distinguished Visitors (DVs). Advises and assists on all matters pertaining to official protocol. Oversees the Command History Office operations.



STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency   War

**SECRETARY GENERAL STAFF, EUSA (EASGS, 723-4225)**

1. Provides executive support to the CG, DCG, CS and DCS.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	1	1	1
2. Acts as office manager for the CG, DCG, CS and DCS.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	2	2	2
3. Ensures accomplishment of completed staff actions by staff.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	3	3	3
4. Oversees the Command History Office operations.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	4	4	4

**EUSA Memo 10-1**

STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

**EXECUTIVE COMMUNICATIONS CONTROL (EASGS-A, 723-4227)**

1. Controls and tracks all correspondence into and out of the command group.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X
------------------------------------------------------------------------------	---	-------------------------------------------------------------------------------	---	---	---

2. Prepares command group read files containing daily message traffic, weather reports, blotter entries, taskers to the staff and other items of interest.

P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X
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3. Provides distribution, files, publication and forms management services for the command group.

P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X
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**STAFF ACTION CONTROL SECTION (EASGS-S, 723-4227)**

1. Receives and processes reports, correspondence, and other related matters referred to the EUSA command group. Provides quality control for all information and actions submitted to the command for consideration. Provides guidance to the staff concerning preparation and submission of documents or correspondence.

P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X
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STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY					
Staff Responsibilities	Action	References	Operations Applicability		
			Armistice	Contingency	War

2. Assigns staff responsibilities for taskings. Assigns suspense dates to action correspondence.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X
3. Assists in the coordination of special projects requiring several staff agencies.	C	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X

**OPERATIONS SECTION (EASGS, 723-5033)**

1. Supports operational needs of the command group to include preparation, coordination and publishing of orders; maintaining facilities and equipment; and maintaining liaison with staff and command counterparts.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X
2. Provides logistical support for the Command Group to include: requisition, accountability, storage and turn-in of accountable property and supplies.	P	CG, DCG, CS EUSA AR 25-50 UNC/CFC/USFK Memo 25-50 w/EUSA Suppl	X	X	X

**EUSA Memo 10-1**

<b>STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY</b>				
<b>Staff Responsibilities</b>	<b>Action</b>	<b>References</b>	<b>Operations Applicability</b>	
			<b>Armistice</b>	<b>Contingency War</b>

- |                                                                                                                                                                                                                                   |   |                                                                               |   |   |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------|---|---|---|
| 3. Maintains and coordinates use of Executive Conference Rooms in support of the Command Group. Sets up conference rooms to support command group sponsored events.                                                               | P | CG, DCG, CS<br>EUSA<br>AR 25-50<br>UNC/CFC/USFK<br>Memo 25-50<br>w/EUSA Suppl | X | X | X |
| 4. Ensures that the command group staff is trained, ready and capable of deploying to wartime locations.                                                                                                                          | P | CG, DCG, CS<br>EUSA                                                           | X | X | X |
| 5. Provides operations support to command-sponsored ceremonies and social events.                                                                                                                                                 | P | CG, DCG, CS<br>EUSA                                                           | X | X | X |
| 6. Assists in the reception and transition of wartime General Officers                                                                                                                                                            | P | CG, DCG, CS<br>EUSA                                                           | X | X | X |
| 7. Advises and assists the CG, DCG, CS, DCS, and the staff on protocol matters.                                                                                                                                                   | P | USFK Reg 1-23                                                                 | X | X | X |
| 8. Coordinates itineraries of EUSA-sponsored DV's with staff divisions having primary interest; arranges for transportation, billets, and other necessary administrative support for such visits; publishes approved itineraries. | C | USFK Reg 1-23                                                                 | X | X | X |
| 9. Advises and assists on matters pertaining to official formalities, military procedures, and requirements of US and foreign rules of procedures, protocol, etiquette, and social customs.                                       | C | USFK Reg 1-23                                                                 | X | X | X |
| 10. Provides formal courtesies, ceremonies, and entertainment applicable to official visitors.                                                                                                                                    | C | USFK Reg 1-23                                                                 | X | X | X |

STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

11. Maintains liaison with other protocol offices.

**HISTORY BRANCH ( EAHO, 725-3570)**

1. Provides historical support and program management during armistice, contingency and combat operations; directs the activities of Army Military History Detachments assigned to the theater, and acts as senior Army Theater Historian until replaced by higher headquarters.

2. Advises the CG and staff on historical matters by providing well researched studies and analyses, accurate historical information, institutional memory, historical perspectives and insights to support operational planning, problem solving, and decision making.

3. Develops a command-wide historical program that includes monographs, doctrinal and special studies, organizational histories, documentary collections, oral history interviews, tactical studies of Korean War operations, and studies on topics of interest to the command, its subordinate elements, and/or the U.S. Army.

4. Researches, writes, and publishes studies and articles that support the command and Headquarters, Department of the Army (HQDA) programs and requirements, either for local publication or for co-publication with higher HQ.

5. Provides military history education and leader development programs that include the organization, preparation, and execution of staff rides, lectures and professional reading programs, and other activities.

6. Supervises the historical programs and activities of subordinate units and ensures their compliance with command requirements and AR 870-5.

C	USFK Reg 1-23	X	X	X
P	USFK Reg 870-1 AR 870-5	X	X	X
P	USFK Reg 870-1 AR 870-5	X	X	X
P	USFK Reg 870-1 AR 870-5	X	X	X
P	USFK Reg 870-1 AR 870-5	X	X	X
P	USFK Reg 870-1 AR 870-5 AR 870-20	X	X	X
C	USFK Reg 870-1 AR 870-5 AR 870-20	X	X	X

**EUSA Memo 10-1**

<b>STAFF AGENCY: HEADQUARTERS, EIGHTH UNITED STATES ARMY</b>				
<b>Staff Responsibilities</b>	<b>Action</b>	<b>References</b>	<b>Operations Applicability</b>	
			<b>Armistice</b>	<b>Contingency War</b>

- |                                                                                                                                                                                                                                                                                    |   |                            |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------|---|---|
| 7. Researches, analyzes, and writes the EUSA Annual Historical Review (AHR) for submission to HQDA.                                                                                                                                                                                | P | USFK Reg 870-1<br>AR 870-5 | X |   |
| 8. Maintains command historical research collections, historical holdings, and archives that are adequate to support assigned missions and to permit the application of broad historical perspective and lessons learned to current issues affecting the US Army and this command. | P | USFK Reg 870-1<br>AR 870-5 | X | X |
| 9. Provides accurate and professional research and reference support to the command and its subordinate elements.                                                                                                                                                                  | P | USFK Reg 870-1<br>AR 870-5 | X | X |
| 10. Prepares, conducts, preserves, and publishes oral historical interviews with active duty and retired military and civilian personnel and conducts end-of-tour interviews with commanders and key staff officers as required by HQDA.                                           | P | USFK Reg 870-1<br>AR 870-5 | X | X |
| 11. Provides accurate identification, care, preservation, security, accountability and proper use of historical artifacts displayed in the heritage center.                                                                                                                        | P | USFK Reg 870-1<br>AR 780-5 | X |   |

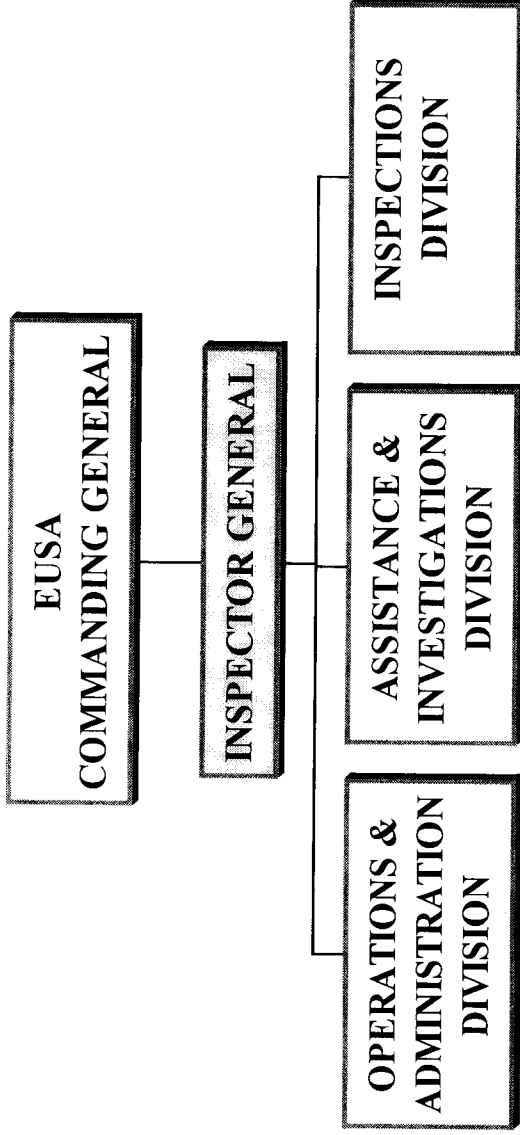


**APPENDIX C**

**INSPECTOR GENERAL**

**ORGANIZATION:** As shown on the organization chart.

**MISSION:** Acts as confidential representative of the Commanding General (CG), Eighth United States Army (EUSA), and is responsible for the Inspector General (IG) system throughout EUSA and the communications on the IG Network. Conducts inspections, assistance, inquiries, and investigations on sensitive issues directed by the CG/Commander-in-Chief. Reports on matters affecting readiness, performance of mission, state of discipline, efficiency, and economy of the command. Advises the joint staff and the Inspector General, Republic of Korea (ROK) Army, when requested, on Army Inspector General activities.



STAFF AGENCY: INSPECTOR GENERAL				
Staff Responsibilities				
	Action	References	Operations Applicability	
			Armistice	Contingency War

**OPERATIONS AND ADMINISTRATION DIVISION (EAIG-OA, 723-4007)**

- |                                                                                                                                                      |   |         |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------|---|---|---|
| 1. Coordinates external inspections and audits with the Department of the Army Inspector General (DAIG).                                             | P | AR 20-1 | 4 | 4 | 4 |
| 2. Develops, updates and reviews Operational Plans (OPLAN), Mission Essential Task Lists, and Eighth Army Inspector General (EAIG) inspection plans. | P | AR 20-1 | 1 | 1 | 1 |
| 3. Maintains the IG Computer Network (IGNET) and provides training on the IGNET System to EAIG personnel. Maintains the IGNET database.              | P | AR 20-1 | 3 | 3 | 3 |
| 4. Provides clerical and administrative functions, operational support and interpreter and translator service to the EAIG.                           | P | AR 20-1 | 2 | 2 | 2 |

**ASSISTANCE AND INVESTIGATIONS DIVISION (EAIG-AI, 723-3778)**

- |                                                                                                                                                            |   |             |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------|---|---|---|
| 1. Conducts investigations and inquiries. Processes IG Action Requests.                                                                                    | P | AR 20-1     | 1 | 1 | 1 |
| 2. Supervises the Fraud, Waste and Abuse Hotline (738-7867).                                                                                               | C | DODD 7050.1 | 3 | 3 | 3 |
| 3. Provides training for acting IG's. Coordinates with DAIG, other Major Army Command (MACOM) IGs, and subordinate unit IGs. Assists subordinate unit IGs. | P | AR 20-1     | 2 | 2 | 2 |

**INSPECTIONS DIVISION (EAIG-ID, 725-6739)**

- |                                                                                                                             |   |                                       |   |   |   |
|-----------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------|---|---|---|
| 1. Publishes the EUSA Organizational Inspection Program (OIP) to coordinate inspection activities.                          | P | AR 20-1<br>AR 1-201<br>EUSA Reg 1-201 | 2 | 2 | 2 |
| 2. Plans, coordinates and conducts IG inspections to report on the efficiency, effectiveness, and readiness of the command. | P | AR 20-1<br>AR 1-201<br>EUSA Reg 1-201 | 1 | 1 | 1 |

**EUSA Memo 10-1**

<b>STAFF AGENCY: INSPECTOR GENERAL</b>				
<b>Staff Responsibilities</b>	<b>Action</b>	<b>References</b>	<b>Operations Applicability</b>	
			<b>Armistice</b>	<b>Contingency War</b>

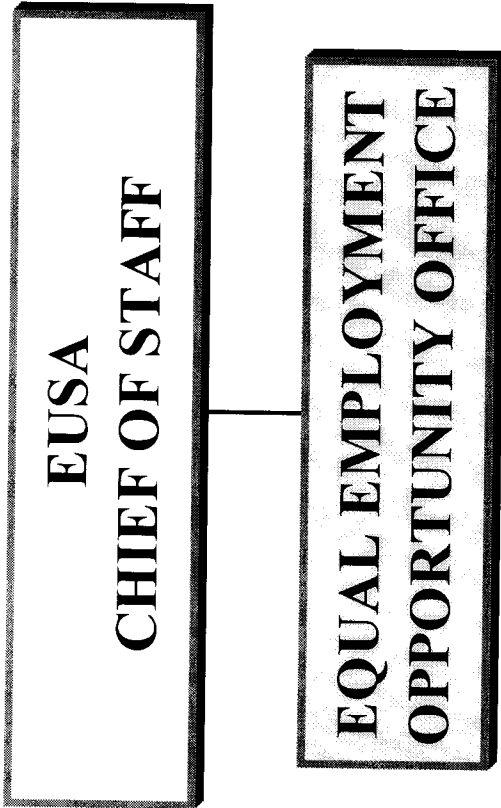
- |                                                                                                                                                            |   |                                  |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------|---|---|
| 3. Inspects intelligence oversight to report on compliance with AR 380-1.                                                                                  | P | AR 20-1<br>AR 380-10             | 5 | 5 |
| 4. Proponent for EUSA Regulation 1-201 (EUSA Inspection Policy).                                                                                           | P | AR 20-1<br>EUSA Reg 1-201        | 4 | 4 |
| 5. Proponent for EUSA Pamphlet 1-201 (EUSA Command Inspection Program Checklists) with input provided by the EUSA G4 from the functional proponent staffs. | P | EUSA Reg 1-201<br>EUSA Pam 1-201 | 3 | 3 |

**APPENDIX D**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE**

**ORGANIZATION:** As shown on the organization chart.

**MISSION:** Develop policy and monitor compliance to ensure adherence to laws and regulations designed to provide U.S. employees and applicants for employment equal employment opportunity and treatment without regard to race, color, religion, sex, national origin, age, or physical or mental handicap.



STAFF AGENCY: EQUAL EMPLOYMENT OPPORTUNITY OFFICE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

**EQUAL EMPLOYMENT OPPORTUNITY (EAO, 738-4474)**

- |                                                                                              |   |                                      |    |
|----------------------------------------------------------------------------------------------|---|--------------------------------------|----|
| 1. Develop and evaluate policy and issue guidance pertaining to affirmative employment.      | P | AR 690-12                            | 1  |
| 2. Develop and monitor the Prevention of Sexual Harassment (POSH) Plan.                      | P | AR 690-12                            | 3  |
| 3. Conduct POSH training for supervisors and non-supervisory personnel.                      | P | AR 690-12                            | 4  |
| 4. Develop and monitor the MACOM Affirmative Employment Program Plan (AEPP).                 | P | EEOC MD 714<br>AR 690-12             | 7  |
| 5. Develop and monitor Area Support Groups (ASG) Affirmative Employment Program Plan (AEPP). | P | EEOC MD 714<br>AR 690-12             | 8  |
| 6. Manage the EEO complaints process.                                                        | P | CFR 1614<br>EEOC MD 110<br>AR 690-12 | 2  |
| 7. Direct Special Emphasis Programs (SEP).                                                   | P | AR 690-12                            | 9  |
| 8. Organize and advise EEO Committees.                                                       | P | EEOC MD 714<br>AR 690-12             | 10 |
| 9. Direct the Program for Individuals with Disabilities (PIWD).                              | P | EEOC MD 713<br>AR 690-12             | 13 |
| 10. Develop and monitor the PIWD Affirmative Action Plan.                                    | P | AR 690-12<br>AR 690-600              | 14 |
| 11. Develop and monitor the Disabled Veterans Affirmative Action Plan (DVAAP).               | P | AR 690-12                            | 15 |

**EUSA Memo 10-1**

<b>STAFF AGENCY: EQUAL EMPLOYMENT OPPORTUNITY OFFICE</b>				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

- |                                                                                               |   |           |    |  |
|-----------------------------------------------------------------------------------------------|---|-----------|----|--|
| 12. Conduct EEO program evaluations.                                                          | P | AR 690-12 | 5  |  |
| 13. Conduct staff assistance visits of serviced installations.                                | P | AR 690-12 | 6  |  |
| 14. Participate in the review of revised/new EEO and civilian personnel regulations/policies. | C | AR 690-12 | 11 |  |
| 15. Manage/monitor EEO Awards Program.                                                        | P | AR 690-12 | 16 |  |
| 16. Maintain Community Outreach.                                                              | P | AR 690-12 | 17 |  |
| 17. Develop EEO supplement, policy and directives                                             | P | AR 690-12 | 12 |  |

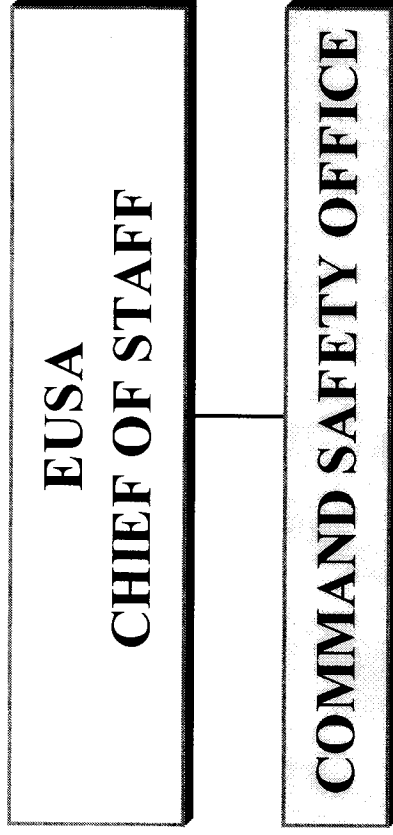


**APPENDIX E**

**COMMAND SAFETY OFFICE**

**ORGANIZATION:** As shown on the organization chart.

**MISSION:** The Command Safety Office is a special staff element under operational control of the Eighth United States Army (EUSA) Chief of Staff. The office has full responsibility for developing, directing, managing, implementing, and coordinating the EUSA safety program. The EUSA Safety Manager and staff serve as principal advisors and subject matter experts to the EUSA Commanding General and staff on all occupational safety and health matters--peacetime and wartime operations.



STAFF AGENCY: COMMAND SAFETY OFFICE			
Staff Responsibilities			
References	Action	References	Operations Applicability
			Armistice Contingency War

**DIRECTOR, COMMAND SAFETY OFFICE (EASF, 723-3934)**

1. Assures a safe and healthful work environment for all Department of the Army personnel.	P	Title 29, Code of Federal Reg, Part 1960; Executive Order 12196 DOD DIR 1000.3 DOD INS 6055.1 DOD INS 6055.7 AR 385-10 w/EUSA Suppl 1.	6	6	4
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2. Performs management oversight for seven occupational & health safety specialist.	P	Title 29, Code of Federal Reg, Part 1960; Executive Order 12196 DOD DIR 1000.3 DOD INS 6055.1 DOD INS 6055.7 AR 385-10 w/EUSA Suppl 1.	2	2	2
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**EUSA Memo 10-1**

<b>STAFF AGENCY: COMMAND SAFETY OFFICE</b>				
<b>Staff Responsibilities</b>	<b>Action</b>	<b>References</b>	<b>Operations Applicability</b>	
			<b>Armistice</b>	<b>Contingency War</b>

- |                                                                                                                               |          |                                                                                                                                                               |          |            |
|-------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| <p>3. Serves as Deputy Career Program Manager (CPM) for Career Program 12.</p>                                                | <p>P</p> | <p>Title 29, Code of Federal Reg, Part 1960; Executive Order 12196<br/>DOD DIR 1000.3<br/>DOD INS 6055.1<br/>DOD INS 6055.7<br/>AR 385-10 w/EUSA Suppl 1.</p> | <p>8</p> | <p>8</p>   |
| <p>4. Establishes safety policies and operates a Safety Crisis Action Center for EUSA exercises and operations conducted.</p> | <p>P</p> | <p>Title 29, Code of Federal Reg, Part 1960; Executive Order 12196 DOD D 1000.3, DOD I 6055.1, DOD I 6055.7, AR 385-10 w/EUSA Suppl 1.</p>                    | <p>4</p> | <p>4 5</p> |
| <p>5. Develops a Command Safety Office budget.</p>                                                                            | <p>P</p> | <p>Title 29, Code of Federal Reg, Part 1960; Executive Order 12196<br/>DODD 1000.3,<br/>DODI 6055.1, DODI 6055.7, AR 385-10 w/EUSA Suppl 1.</p>               | <p>7</p> | <p>7</p>   |

STAFF AGENCY: COMMAND SAFETY OFFICE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency   War

6. Procures safety education, promotion, and reference materials.	P	Title 29, CFR, Part 1960; Executive Order 12196 DOD DIR 1000.3 DOD INS 6055.1 DOD INS 6055.7 AR 385-10 w/EUSA Suppl 1.	5	5
7. Serves as principal staff advisor to the EUSA Commanding General on all safety matters within the command.	P	DOD DIR 1000.3 DODI-6055.1 DODI-6055.7 AR 385-10 w/EUSA Suppl 1.	1	1 1 1
8. Provides management oversight for safety programs involving aviation, tactical, radiation, explosives and ranges, base operations support, and accident statistical data management.	P	DOD DIR 1000.3 DODI-6055.1 DODI-6055.7 AR 385-10 w/EUSA Suppl 1.	3	3 3 3
<b>AVIATION SAFETY</b> 1. Serves as the principal safety subject matter expert concerning all aviation operations within the command.	p	AR 385-95, AR 385-10 w/EUSA Suppl 1	1	1 1 1

**EUSA Memo 10-1**

<b>STAFF AGENCY: COMMAND SAFETY OFFICE</b>			
<b>Staff Responsibilities</b>		<b>Action</b>	<b>References</b>
			<b>Operations Applicability</b>
			<b>Armistice Contingency War</b>

2. Formulates Major Army Command (MACOM) directives involving aviation safety policies, surveys, and trend projection.

2 2 2

AR 385-95  
AR 385-10 w/EUSA  
Suppl 1

**TACTICAL SAFETY**

1. Serves a principal safety subject matter expert for tactical and tactical support operations within the command.

1 1 1

DOD DIR 1000.3  
DODI-6055.1  
DODI-6055-7  
AR 385-10 w/EUSA  
Suppl 1

2. Formulates MACOM directives regarding safety guidelines and policies for conducting military individual and collective training, combined forces field training exercises (FTXs) and command post exercises (CPXs).

2 2 2

DOD DIR 1000.3  
DODI-6055.1  
DODI-6055-7  
AR 385-10 w/EUSA  
Suppl 1

3. Develops and monitors safety guidelines for integrating off-peninsula forces during receiving, staging, onward movement, and integration (RSOI) exercises.

3 3 3

DOD DIR 1000.3  
DODI-6055.1  
DODI-6055-7  
AR 385-10 w/EUSA  
Suppl 1

STAFF AGENCY: COMMAND SAFETY OFFICE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

**RADIATION SAFETY**

1. Serves as the principal safety subject matter expert for radiation safety within the command.

OSHA 1970	1	1	1	1
Pub Law 91-596				
PEO 12196				
AEA Act 1954				
AERA 1974				
Pub Law 93-438				
CFR Title 10, 29 & 49				
AR 385-11				
AR 385-10 w/EUSA Suppl 1				

2. Formulates MACOM directives regarding radiation safety and occupational program.

OSHA 1970	4	4	4	4
Pub Law 91-596				
PEO 12196				
AEA Act 1954				
AERA 1974				
Pub Law 93-438				
CFR Title 10, 29 & 49				
AR 385-11				
AR 385-10 w/EUSA Suppl 1				

**EUSA Memo 10-1**

<b>STAFF AGENCY: COMMAND SAFETY OFFICE</b>				
<b>Staff Responsibilities</b>	<b>Action</b>	<b>References</b>	<b>Operations Applicability</b>	
			<b>Armistice</b>	<b>Contingency War</b>

3. Develops and monitors health and physical safety unique to use, maintenance, and transportation of radioactive materials and systems.

- |                                                                                                                                                                                                                                                                            |                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>OSHA 1970</li> <li>Pub Law 91-596</li> <li>PEO 12196</li> <li>AEA Act 1954</li> <li>AERA 1974,</li> <li>Pub Law 93-438</li> <li>CFR Title 10, 29 &amp; 49</li> <li>AR 385-11</li> <li>AR 385-10 w/</li> <li>EUSA Suppl 1</li> </ul> | <ul style="list-style-type: none"> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Conducts compliance inspections for license, calibration, and disposal of radioactive equipment/materials.

- |                                                                                                                                                                                                                                                                            |                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>OSHA 1970,</li> <li>Pub Law 91-596</li> <li>PEO 12196</li> <li>AEA Act 1954</li> <li>AERA 1974,</li> <li>Pub Law 93-438</li> <li>CFR Title 10, 29 &amp; 49</li> <li>AR 385-11</li> <li>AR 385-10 w/EUSA</li> <li>Suppl 1</li> </ul> | <ul style="list-style-type: none"> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>3</li> <li>3</li> </ul> |
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STAFF AGENCY: COMMAND SAFETY OFFICE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

**EXPLOSIVES & RANGE SAFETY**

- |                                                                                                                |          |                                                                                                     |          |          |
|----------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------|----------|----------|
| <p>1. Serves as the safety subject matter expert for munitions, explosives, and ranges within the command.</p> | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-63 w/EUSA<br/>Suppl 1<br/>AR 385-64 w/EUSA<br/>Suppl</p> | <p>1</p> | <p>1</p> |
| <p>2. Formulates MACOM directives regarding storage, transportation, and handling of munitions/explosives.</p> | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-63 w/EUSA<br/>Suppl 1<br/>AR 385-64 w/EUSA<br/>Suppl</p> | <p>5</p> | <p>5</p> |
| <p>3. Manages and monitors the command's explosives and range waiver program.</p>                              | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-63 w/EUSA<br/>Suppl 1<br/>AR 385-64 w/EUSA<br/>Suppl</p> | <p>3</p> | <p>3</p> |

**EUSA Memo 10-1**

<b>STAFF AGENCY: COMMAND SAFETY OFFICE</b>				
<b>Staff Responsibilities</b>	<b>Action</b>	<b>References</b>	<b>Operations Applicability</b>	
			<b>Armistice</b>	<b>Contingency War</b>

4. Conducts periodic assistance visits to Major Subordinate Command to check for compliance with explosives/range waiver safety standards.	P	AR 385-10 w/EUSA Suppl 1 AR 385-63 w/EUSA Suppl 1 AR 385-64 w/EUSA Suppl	4	4
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5. Submits explosives site plans, waivers, and exemptions to higher headquarters as necessary.	P	AR 385-10 w/EUSA Suppl 1 AR 385-63 w/EUSA Suppl 1 AR 385-64 w/EUSA Suppl	2	2
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**BASE OPERATIONS SAFETY**

1. Serves as the safety subject matter expert for safeguarding installation base support operations and quality of life for soldiers and family members.	P	AR 385-10 w/EUSA Suppl 1 AR 385-63 w/EUSA Suppl 1 AR 385-64 w/EUSA Suppl 1	1	1
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STAFF AGENCY: COMMAND SAFETY OFFICE				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency   War

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------|----------|----------|
| <p>2. Responsible for oversight and monitoring of safety compliance of general construction, and maintenance and repair of roads, grounds, and facilities.</p> | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-63 w/EUSA<br/>Suppl 1<br/>AR 385-64 w/EUSA<br/>Suppl 1</p> | <p>3</p> | <p>3</p> |
| <p>3. Conducts periodic safety assistance visits of the command's day care centers.</p>                                                                        | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-63 w/EUSA<br/>Suppl 1<br/>AR 385-64 w/EUSA<br/>Suppl 1</p> | <p>2</p> | <p>2</p> |

**EUSA Memo 10-1**

<b>STAFF AGENCY: COMMAND SAFETY OFFICE</b>				
Staff Responsibilities	Action	References	Operations Applicability	
			Armistice	Contingency War

**DATA MANAGEMENT**

- |                                                                                                                                                                                |          |                                                                      |          |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------|----------|----------|
| <p>1. Maintains a computerized data base of all accident cases (aviation and ground) involving personal injuries, fatalities, occupational illnesses, and property damage.</p> | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-40 w/EUSA<br/>Suppl 1</p> | <p>1</p> | <p>1</p> |
| <p>2. Compiles command-wide quarterly and annual accident data.</p>                                                                                                            | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-40 w/EUSA<br/>Suppl 1</p> | <p>2</p> | <p>2</p> |
| <p>3. Interacts with the US Army Safety Center and provides worldwide accident data as necessary.</p>                                                                          | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-40 w/EUSA<br/>Suppl 1</p> | <p>3</p> | <p>3</p> |

**ADMINISTRATIVE SECTION**

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|------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------|----------|----------|
| <p>1. Performs administrative records maintenance, correspondence, and filing.</p> | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-40 w/EUSA<br/>Suppl 1</p> | <p>1</p> | <p>1</p> |
| <p>2. Maintains suspense log and calendar.</p>                                     | <p>P</p> | <p>AR 385-10 w/EUSA<br/>Suppl 1<br/>AR 385-40 w/EUSA<br/>Suppl 1</p> | <p>2</p> | <p>2</p> |