

**HEADQUARTERS
EIGHTH UNITED STATES ARMY
APO SAN FRANCISCO 96301**

**MEMORANDUM
NUMBER 1-10**

17 September 1982

**Administration
OPERATION AND FUNCTIONS OF
EIGHTH UNITED STATES ARMY LIAISON OFFICE, WASHINGTON DC**

1. PURPOSE. This memorandum establishes policies and prescribes procedures for the operation of the Eighth United States Army (EUSA) Liaison Office, Washington DC.

2. SCOPE. This memorandum is applicable to all staff divisions and agencies of HQ EUSA.

3. RESPONSIBILITIES.

a. The EUSA Chief of Staff will exercise staff supervision over the activities of the EUSA Liaison Office. The rater for the EUSA Liaison Officer is the Chief of Staff and the senior rater is the Commanding General, EUSA.

b. The EUSA Liaison Officer will--

(1) Limit activity to EUSA matters, avoiding those which relate to or involve ROK/US Combined Forces Command, Headquarters United States Forces Korea, and United Nations Command since these must be dealt with through prescribed channels.

(2) Respond to requests from the EUSA Command Group and from EUSA staff principals and their deputies to assist in the exchange of information on EUSA matters with HQDA and other government agencies.

(3) Maintain continuous liaison with HQDA staff agencies to insure satisfactory progress of EUSA priority programs.

(4) Coordinate with the 8th PERSCOM (Prov) Liaison Officer to insure a complementary relationship in personnel matters. Coordination with US Army Military Personnel Center remains the responsibility of the 8th PERSCOM (Prov) Liaison Office. The Commander 8th PERSCOM (Prov) retains responsibility for supervision and direction of the 8th PERSCOM (Prov) Liaison Office.

(5) Determine where and how HQDA and HQ EUSA relations can be enhanced.

(6) Insure timely EUSA Command Group interaction with HQDA and other government agencies to insure favorable resolution of high interest items (priority programs).

***This memorandum supersedes EUSA Memo 1-10, 27 May 1981.**

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(7) Establish liaison with civilian and other US military activities in National Capitol Region as necessary to promote EUSA interests.

(8) Monitor US Government prevailing views and actions by frequent visits to Office of the Secretary of Defense. Organization of the Joint Chiefs of Staff, service staffs, and other departments of the US Government and federal agencies having business with HQ EUSA.

(9) Aggressively seek out persons who are scheduled to visit the command and provide them with advance information concerning ongoing EUSA programs and the command's goals and objectives for each area of potential discussion during the individual's visit to Korea. Query staff proponents for information on visitors when not readily provided.

(10) Attend, as the EUSA representative, all HQDA meetings and conferences of interest to or which may have hearing on the command.

(11) Maintain contact with the EUSA Chief of Staff as required. Provide a telephonic end of week wrap-up to the Chief of Staff or Deputy Chief of Staff and a written monthly summary of liaison activities to the Chief of Staff. The written report will arrive at Secretary Joint Staff (SJS) NLT the 25th day of each month and will include as a minimum:

(a) Brief summary of all meetings/conferences attended as EUSA representative. Include results achieved and any command actions required.

(b) Brief summary of each contact made with officials in National Capitol Region. Include individual/agency contacted, results of meeting, and follow-on actions required from EUSA staff.

(c) Projection of National Capitol Region VIP (flag officers, GS-16's and above, congressmen and congressional parties) planned visits to the command. Include a list of visitors, agency represented, purpose of visit and areas of concern, agencies to be contacted, projected dates of visit, and results of liaison officer prebrief required by paragraph 3b(9) of this memorandum.

(d) Brief summary of major issues handled through telephonic exchanges.

c. Staff divisions or agencies (action office) requesting assistance from the EUSA Liaison Officer will follow the procedures prescribed in paragraphs 4a, b, f, g, h, and i.

d. The Protocol Branch, SJS, with assistance from the EUSA staff, will keep the EUSA liaison Officer apprised of the command's long range visitor program.

e. The EUSA staff agency assigned proponenty for a command visitor will ascertain the purpose of the visitor's trip and provide the EUSA Liaison Officer with the material for the fact sheets and briefing necessary to bring the visitor "up to speed" before arriving in country. Prior to departure from Washington, the visitor should have a clear understanding of the goals and objectives of the command in his area of interest. The in-country itinerary will then serve to crystallize the visitor's views on the command's position. The EUSA staff will provide the Liaison Officer the means by which this will be accomplished.

f. SJS is responsible for coordination of Liaison Officer update visits and for distribution of periodic summaries.

4. PROCEDURES.

a. AR 340-15 (Preparing Correspondence) and USFK Memo 340-15 (Administrative Procedures) will be followed when preparing administrative correspondence for the EUSA Liaison Office.

b. Items requiring action by HQDA remain the responsibility of the proponent staff agency. Proponent agency will insure processing through appropriate channels. These actions will be forwarded directly to the involved HQDA staff office with information copies to the EUSA Liaison Officer, if appropriate. Liaison Office may assist in expediting the administrative processing of priority programs by providing current information and tracking any given action in order to provide latest status at all times. Proponent staff agencies should insure that Command Group messages to HQDA and message correspondence on high priority programs include the Liaison Office as an information addressee.

c. Items requiring HQ EUSA staff action will be forwarded by the EUSA Liaison Officer directly to the proponent staff agency with information copies to the SJS and other interested staff agencies. Items, which require Command Group attention, will be forwarded to the Chief of Staff. Information copies should be provided to the proponent staff agency. Direct coordination with staff elements is authorized; SJS will assist in proponent/action agency determinations as necessary.

d. Liaison Officer direct communication is authorized with all EUSA subordinate activities and units. Information copies of correspondence sent to subordinate activities/units will be provided to interested HQ EUSA staff agencies.

e. Quarterly update visits to HQ EUSA will be coordinated through SJS to allow the Liaison Officer an opportunity to obtain latest command emphasis/information on key matters, determine particular staff problems requiring added emphasis, and to meet with staff principals.

f. Delivery of time sensitive documents between HQDA and EUSA may be coordinated through Liaison Office. The Liaison Office will not be engaged in the normal administrative processing of documents.

g. Visit notification of general officers or civilian equivalents from HQDA will be forwarded to SJS to extend lead-time planning. The Liaison Office will not normally assist in the coordination of routine protocol matters for EUSA visitors to the Washington DC area, regardless of rank.

h. Safeguarding of defense information, to include release, receipt and processing of exchange information and documents with US and non-US nationals and the transmission of classified material, is governed by DODD 5200.1R, AR 380-5, and other applicable directives.

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The proponent agency of this memorandum is the Office of the Secretary Joint Staff. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the CDR, EUSA, ATTN: SJS, APO 96301.

FOR THE COMMANDER:

OFFICIAL:

JOHN W. HUDACHEK
Major General, USA
Chief of Staff

//ORIGINAL SIGNED BY//

MARGARET M. BAHNSEN
CPT, AGC
Assistant Adjutant General

DISTRIBUTION:

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