

Headquarters
Eighth United States Army
Installation Management Command
Korea

Army in Korea
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Information Management

DISTRIBUTION CODES

***This regulation supersedes Eighth Army Pamphlet 25-10, 24 October 1997.**

FOR THE COMMANDER:

LEWIS F. SETLIFF III
Colonel, GS
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
Records Management

Summary. This pamphlet is to establish distribution codes for the effective dissemination of United States Forces, Korea (USFK) and Eighth United States Army (EUSA) command publications and correspondence to units, staff divisions, and activities.

Applicability. This pamphlet applies to all staff divisions, major subordinate commands, assigned units, and other activities of USFK and EUSA. EUSA is the administrative agent for USFK command publications and correspondence issuance.

Supplementation. Supplementation of this regulation and issuance of command and local forms is prohibited unless prior approval is obtained from PRM, G-1, EUSA, Unit #15236, APO AP 96205-5236.

Forms. AK Forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Records management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested improvements. The proponent of this pamphlet is the Office of the Assistant Chief of Staff, G1 Publication and Records Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the PRM (EAGA-PPR), G-1, EUSA, Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

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1. Purpose

The purpose of this pamphlet is to establish distribution codes for the effective dissemination of USFK and EUSA command publications and correspondence to units, staff divisions, activities, major subordinate commands or tenant activities.

2. References

a. Required publications. AR 380-5 (Department of the Army Information Security Program). Cited in paragraph 4c(1).

b. Related publications

(1) AR 25-30 (The Army Publishing Program)

(2) DA Pam 25-33 (User's Guide for Army Publications and Forms)

3. Explanation of Abbreviation

a. ACofS Assistant Chief of Staff

b. EUSA Eighth US Army

c. PRM Publications and Records Management

d. USFK United States Forces, Korea

4. Responsibilities

a. Staff divisions will determine the appropriate distribution (formula or special) essential for command publications for which they are the proponent.

b. Adjutants and administrative officers will ensure that publications and correspondence are disseminated to the appropriate level indicated by the distribution code. They should review their requirements regularly and submit recommended changes, through their respective distribution center, to the PRM (EAGA-PPR), G-1, EUSA, Unit #15236, APO AP 96205-5236. Changes will be effective upon approval and indicated in the next revision of this pamphlet. Adjutants should pay particular attention to distribution A, to ensure that copies are available for distribution to all subordinate companies and detachments.

c. The Assistant Chief of Staff (ACofS), G-1 PRM (EAGA-PPR) will - -

(1) Provide initial distribution services on all USFK and EUSA publications and correspondence. Classified publications will be prepared in accordance with AR 380-5, prior to submission to the PRM Mail and Distribution Branch.

(2) Publish updates to the distribution codes as necessary, by means to this pamphlet.

5. Distribution Code Policies

a. Distribution codes for USFK and EUSA publications are designed to parallel those used by the Department of the Army. The codes and description of distribution are as follows:

<u>DISTRIBUTION CODE</u>	<u>DISCRIPTION</u>
A	Publications and correspondence intended for dissemination to USFK and EUSA. See Appendix A for complete distribution lists. (109 total copies required)
B	Publications and correspondence intended for dissemination to USFK only. See Appendix B for complete distribution list. (52 total copies required)
C	Publications and correspondence intended for dissemination to EUSA only. See Appendix C for complete distribution list. (58 total copies required)
Special	Special distribution may be requested by indicating a specific organization, activity, or unit.

b. USFK and EUSA publications are placed on the EUSA intranet for access/download after initial distribution. These publications may be obtained by accessing the following website: <http://www.usfk.mil/USFK/default.aspx>. All current USFK and EUSA publications are available in Word format and are text searchable. Instructions for downloading publications are as follows: click Publications; select desired publication (i.e., Regulations, Pamphlets, Circulars, Supplements).

c. The Army less paper policy mandates maximum use of electronic media for dissemination of publications and correspondence. Those agencies listed in appendix A (USFK and EUSA), publication or correspondence during initial distribution. Organizations and activities requiring additional copies of USFK/EUSA publications will be responsible for individual download and printing from the USFK Intranet as required.

d. A complete listing of distribution codes and quantities are contained in Appendixes A, B, and C.

Appendix A
Distribution Code “A” For USFK and EUSA

UNITED STATES FORCES, KOREA

<u>Activity</u>	<u>Office Symbol</u>	<u>Copies</u>
Commander-In-Chief	FKCC	1
Deputy Commander	FKDC	1
Chief of Staff	FKCS	1
Deputy Chief of Staff	FKCS-D	1
Command Sergeant Major	FKCSM	1

Total: 5

Special Advisory Staff - USFK

Secretary Combined Joint Staff	FKCJ	1
SCJS Admin Section	FKCJ-A	1
SCJS Operations Section	FKCJ-O	1
SCJS Protocol Section	FKCJ-P	1
SCJS Staff Action Control Section	FKCJ-S	1
CINC’s Speech Writer	FKCC-SW	1
Ofc of Spec Asst to Dep Cdr USFK/SOFA Secretariat	FKDC-SA	1
Ofc of Spec Advisor to CINC	FKSA	1
Special U.S. Liaison Advisor-Korea	FKSL	1
USFK Liaison Office	DACC-FKCC-SA	1
Commander U.S. Army Service Component Command	EACG	1
Chief, Joint U.S. Military Affairs Group-Korea	MKCH	1
Commander, U.S. Special Operations Command-Korea	SOCKOR	1
Commander, U.S. Air Forces-Korea	USAFK	1
Commander, U.S. Marine Forces-Korea	USMARFORK	1
Commander, U.S. Naval Forces-Korea	USNFK	1
USA Transportation Command Liaison Officer	USTRANSCOM-LNO	1

Total: 17

Coordinating Staff - USFK

Adjutant General	FKAG	1
ACofS, Acquisition Management	FKAQ	1
ACofS, Engineers	FKEN	1
ACofS, J1	FKJ1	1
ACofS, J2	FKJ2	1
ACofS, J3	FKJ3	1
ACofS, J4	FKJ4	1
ACofS, J5	FKJ5	1
ACofS, J6	FKJ6	1
ACofS, J8	FKRM	1
Provost Marshal	FKPM	1
Command Safety Office	FKSF	1

Total: 12

Special Staff - USFK

Chaplain	FKCH	1
CINC's Initiative Group	FKCS-CIG	1
Equal Opportunity Employment Office	FKCS-EO	1
Science Advisor	FKCS-SO	1
Command historian	FKHO	1
Internal Review and Audit Compliance	FKCS-IR	1
Judge Advocate	FKJA	1
Public Affairs Office	FKPA	1
Surgeon Office	FKMD	1
	Total:	9

EIGHTH UNITED STATES ARMY

<u>Activity</u>	<u>Office Symbol</u>	<u>Copies</u>
Office of the Commanding General	EACG	1
Office of the Deputy Commanding General	EADCG	1
Chief of Staff	EACS	1
Secretary General Staff	EASGS	1
ACofS, Acquisition Management	EAAQ	1
ACofS, G1	EAGA	1
ACofS, G2	EAGB	1
ACofS, G3	EAGC	1
ACofS, G4	EAGD	1
ACofS, G5	EAGE	1
ACofS, G6	EAIM	1
ACofS, G8	EARM	1
ACofS, G9	EACA	1
Adjutant General	EAAG	1
Chaplain	EACH	1
Equal Employment Opportunity Office	EAEO	1
Reserve/Guard Advisor's Office	EAGC-R-GAO	1
Inspector General	EAIG	1
Internal Review and Compliance	EAIR	1
Judge Advocate	EAJA	1
Office of the Surgeon	EAMD	1
Public Affairs	EAPA	1
Provost Marshal	EAPM	1
Science Advisor	EASO	1
Command Safety Office	EASF	1
	Total:	25

Major Subordinate Commands - EUSA

2d Inf Div	EAID	1
19 th ESC	EANC	1
35 th ADA Bde	EAAD	1
65 th Medical Bde	EAMB	1
	Total:	4

Assigned Units - EUSA

United Nations Command Security Battalion- Joint Security Area (UNCSB-JSA)	EAJS	1
Special Troop Battalion-Korea	EAGH	1
Army Liaison Team (Wonju)	EAGC-ALT-O	1
Digital Liaison Detachment-Rear (Daegu)	EAGC-DR	1
Army Liaison Team (Yongin)	EAGC-ALT-T	1
Korean Service Corps Battalion	EAKS	1
8 th Army Retention (Army Career Counselors)	EARE	1
	Total:	7

Tenant Activities - EUSA

412 th Theater Engineer Command (412 th ENCOM)	AFRC-ENMS-KO	1
411 th Contracting Support Brigade, Korea (CCK)	CCEC	1
403 rd Army Field Support Brigade (AFSB) (AMC)	ASKO-ALT	1
US Army Engineer District, Far East	CEPOF	1
American Red Cross	ARC	1
1 st Signal Brigade	NETC-SKC	1
Community and Family Support Center	CFSC-HS	1
19 th Military Police Battalion, 6 th MI Group (CID)	CIMPK-ZA	1
Defense Logistics Agency – Pacific	DLA	1
501 st Military Intelligence Brigade	IADK	1
8 th Army ROKA Support Group	ROKA SPT GP	1
USA Audit Agency – Korea Field Office	SAAG-FFP-KRFO	1
U.S. Army Trial Defense Service Region VI	TDS	1
United Service Organizations – Korea	USOK	1
5585 th Reinforcement Training Unit, HQ EUSA (AUG)(USAR)	USAR	1
6 th Judicial Circuit Judge	6JCJ	1
	Total:	16

Other Activities – USFK/EUSA

60 th Anniversary of the Korean War Commemorations	AKWC	1
Army & Air Force Exchange Service	AAFES	1
Defense Reutilization and Marketing Office	DRMO	1
Defense Contract Management Command Pacific-Korea	DMC-Pacific-Korea	1
DOD Dependent Schools – Korea	DODDS-P/K	1
7 th Air Force (CCE)	TAF (CCE)	1
Defense Energy Support Center – Taegu	DESC-T	1
607 th Weather Squadron	607WS	1

Total: 8

TOTAL COPIES: 103

Appendix B
Distribution Code “B” For USFK

<u>Activity</u>	<u>Office Symbol</u>	<u>Copies</u>
Commander-In-Chief	FKCC	1
Deputy Commander	FKDC	1
Chief of Staff	FKCS	1
Deputy Chief of Staff	FKCS-D	1
Command Sergeant Major	FKCSM	1
		Total: 5

Special Advisory Staff - USFK

Secretary Combined Joint Staff	FKCJ	1
SCJS Admin Section	FKCJ-A	1
SCJS Operations Section	FKCJ-O	1
SCJS Protocol Section	FKCJ-P	1
SCJS Staff Action Control Section	FKCJ-S	1
CINC’s Speech Writer	FKCC-SW	1
Ofc of Spec Asst to Dep Cdr USFK/SOFA Secretariat	FKDC-SA	1
Ofc of Spec Advisor to CINC	FKSA	1
Special U.S. Liaison Advisor-Korea	FKSL	1
USFK Liaison Office	DACC-FKCC-SA	1
Commander U.S. Army Service Component Command	EACG	1
Chief, Joint U.S. Military Affairs Group-Korea	MKCH	1
Commander, U.S. Special Operations Command-Korea	SOCKOR	1
Commander, U.S. Air Forces-Korea	USAFK	1
Commander, U.S. Marine Forces-Korea	USMARFORK	1
Commander, U.S. Naval Forces-Korea	USNFK	1
USA Transportation Command Liaison Officer	USTRANSCOM-LNO	1
		Total: 17

Coordinating Staff - USFK

Adjutant General	FKAG	1
ACofS, Acquisition Management	FKAQ	1
ACofS, Engineers	FKEN	1
ACofS, J1	FKJ1	1
ACofS, J2	FKJ2	1
ACofS, J3	FKJ3	1
ACofS, J4	FKJ4	1
ACofS, J5	FKJ5	1
ACofS, J6	FKJ6	1
ACofS, J8	FKRM	1
Provost Marshal	FKPM	1
Command Safety Office	FKSF	1
		Total: 12

Special Staff - USFK

Chaplain	FKCH	1
CINC's Initiative Group	FKCS-CIG	1
Equal Opportunity Employment Office	FKCS-EO	1
Science Advisor	FKCS-SO	1
Command Historian	FKHO	1
Internal Review and Audit Compliance	FKCS-IR	1
Judge Advocate	FKJA	1
Public Affairs Office	FKPA	1
Surgeon Office	FKMD	1

Total: 9

Other Activities - USFK

60 th Anniversary of the Korean War Commemorations	AKWC	1
Army & Air Force Exchange Service	AAFES	1
Defense Reutilization and Marketing Office	DRMO	1
Defense Contract Management Command Pacific-Korea	DMC-Pacific-Korea	1
DOD Dependent Schools – Korea	DODDS-P/K	1
7 th Air Force (CCE)	TAF (CCE)	1
Defense Energy Support Center – Taegu	DESC-T	1
607 th Weather Squadron	607WS	1

Total: 8

TOTAL COPIES: 51

Appendix C
Distribution Code “C” For EUSA

EIGHTH UNITED STATES ARMY

<u>Activity</u>	<u>Office Symbol</u>	<u>Copies</u>
Office of the Commanding General	EACG	1
Office of the Deputy Commanding General	EADCG	1
Chief of Staff	EACS	1
Secretary General Staff	EASGS	1
ACofS, Acquisition Management	EAAQ	1
ACofS, G1	EAGA	1
ACofS, G2	EAGB	1
ACofS, G3	EAGC	1
ACofS, G4	EAGD	1
ACofS, G5	EAGE	1
ACofS, G6	EAIM	1
ACofS, G8	EARM	1
ACofS, G9	EACA	1
Adjutant General	EAAG	1
Chaplain	EACH	1
Equal Employment Opportunity Office	EAEO	1
Reserve/Guard Advisor’s Office	EAGC-R-GAO	1
Inspector General	EAIG	1
Internal Review and Compliance	EAIR	1
Judge Advocate	EAJA	1
Office of the Surgeon	EAMD	1
Public Affairs	EAPA	1
Provost Marshal	EAPM	1
Science Advisor	EASO	1
Command Safety Office	EASF	1
	Total:	25

Major Subordinate Commands - EUSA

2d Inf Div	EAID	1
19 th ESC	EANC	1
35 th ADA Bde	EAAD	1
65 th Medical Bde	EAMB	1
	Total:	4

Assigned Units - EUSA

United Nations Command Security Battalion- Joint Security Area (UNCSB-JSA)	EAJS	1
Special Troop Battalion-Korea	EAGH	1
Army Liaison Team (Wonju)	EAGC-ALT-O	1
Digital Liaison Detachment-Rear (Daegu)	EAGC-DR	1
Army Liaison Team (Yongin)	EAGC-ALT-T	1
Korean Service Corps Battalion	EAKS	1
8 th Army Retention (Army Career Counselors)	EARE	1
	Total:	7

Tenant Activities - EUSA

412 th Theater Engineer Command	AFRC-ENMS-KO	1
411 th Contracting Support Brigade, Korea	CCEC	1
403 rd Army Field Support Brigade (AFSB)	ASKO-ALT	1
US Army Engineer District, Far East	CEPOF	1
American Red Cross	ARC	1
1 st Signal Brigade	NETC-SKC	1
Community and Family Support Center	CFSC-HS	1
19 th Military Police Battalion, 6 th MI Group (CID)	CIMPK-ZA	1
Defense Logistics Agency – Pacific	DLA	1
501 st Military Intelligence Brigade	IADK	1
8 th Army ROKA Support Group	ROKA SPT GP	1
USA Audit Agency – Korea Field Office	SAAG-FFP-KRFO	1
U.S. Army Trial Defense Service Region VI	TDS	1
United Service Organizations – Korea	USOK	1
5585 th Reinforcement Training Unit, HQ EUSA (AUG)(USAR)	USAR	1
6 th Judicial Circuit Judge	6JCJ	1
	Total:	16

Other Activities – EUSA

60 th Anniversary of the Korean War Commemorations	AKWC	1
Army & Air Force Exchange Service	AAFES	1
Defense Reutilization and Marketing Office	DRMO	1
Defense Contract Management Command Pacific-Korea	DMC-Pacific-Korea	1
DOD Dependent Schools – Korea	DODDS-P/K	1
7 th Air Force (CCE)	TAF (CCE)	1
Defense Energy Support Center – Taegu	DESC-T	1
607 th Weather Squadron	607WS	1
	Total:	8

TOTAL COPIES: 60