



HEADQUARTERS, UNITED STATES FORCES KOREA
UNIT #15237
APO AP 96271-5237

FKCS

19 December 2023

MEMORANDUM FOR USFK DIRECTORATES AND SPECIAL STAFFS

SUBJECT: United States Forces Korea (USFK) Policy No. 14, Contact Information, Signature Block Conventions, and Call-forwarding Protocols

1. PURPOSE: To facilitate uninterrupted communication amongst the USFK staff.
2. STANDARDS:
 - a. Utilize signature blocks for Microsoft Outlook accounts on all platforms (NIPR, SIPR, CENTRIX-K, TEAMS, etc.) Signature blocks will contain the minimum information requirements listed in Tab A.
 - b. Ensure global address listing (GAL) information at <https://idco.dmdc.osd.mil/idco> is complete and correct.
 - c. Directors will utilize call forwarding to ensure their front office can be reached if they are out of office, in accordance with the instructions in Tab B.
3. The point of contact for this memorandum is Dr. Elle Klein, 755-4392, ellen.r.klein.civ@army.mil.


JOHN W. WEIDNER
Major General, U.S. Army
Chief of Staff

2 Enclosures
TAB A – USFK Signature Block Aid (pdf)
TAB B – USFK Call Forwarding Job Aid (pdf)



Call Forwarding Job Aid



1. Push “Forward all” (outlined in red above)
2. Dial the number that calls will be forwarded to:

(write in above for your office)

3. Phone display will now show “to” and the number entered in step 2

To stop call forwarding

1. Press the “Forward off” button (outlined in red above)



USFK Minimum Information Requirements for Email Signature Blocks

Civilians:

NAME, TITLE (You may add a title if desired)
DIRECTORATE/JOB TITLE:
DSN:
COMMERCIAL NUMBER: As needed
GOVERNMENT CELL:
NIPR EMAIL:
CENTRIXS/K EMAIL: As needed
SIPR EMAIL: As needed

EXAMPLE BELOW

JOHN B. DOE, Title (e.g., Mr., Ms., Dr.)
SJS/USFK Command Records & Info Manager
DSN: 315-755-1234
COMM: 011-82-5033-755-1234
CELL: 010-1234-5678
NIPR EMAIL: john.b.doe.civ@army.mil
CENTRIXS/K EMAIL: john.b.doe.civ@kor.cmil.mil
SIPR EMAIL: john.b.doe.civ@mail.smil.mil

Military Personnel:

NAME, RANK:
DIRECTORATE/JOB TITLE:
DSN:
COMMERCIAL NUMBER: As needed
GOVERNMENT CELL:
NIPR EMAIL:
CENTRIXS/K EMAIL: As needed
SIPR EMAIL: As needed

EXAMPLE BELOW

JANE C. JONES, TSgt
J6/USFK, Client Systems NCOIC
DSN: 315-755-1234
COMM: 011-82-5033-755-1234
CELL: 010-1234-5678
NIPR EMAIL: jane.c.jones.mil@army.mil
CENTRIXS/K EMAIL: jane.c.jones.mil@kor.cmil.mil
SIPR EMAIL: jane.c.jones.mil@mail.smil.mil