



UNITED STATES FORCES KOREA INSTRUCTION

FKSJ
DISTRIBUTION: A, B

USFKI 5701.01
26 May 2022

POLICY FOR THE DEVELOPMENT OF HEADQUARTERS UNITED STATES FORCES KOREA (USFK) DIRECTORATE AND SPECIAL STAFF ISSUANCES

Reference(s): See Enclosure G.

1. Purpose. USFK is transitioning from U.S. Army to Joint Force standard. This instruction sets policy and responsibilities for development and maintenance of United States Forces Korea (USFK) instructions, manuals, Directive-Type Memoranda (DTMs), notices, and guides.
2. Superseded/Canceled. Sections of AK Pamphlet 25-50, 1 April 2015 that refer to USFK is rescinded.
3. Applicability. This instruction applies to USFK personnel (military servicemembers, federal government civilians, local nationals, and contractors) who are assigned, attached, or on temporary duty to USFK. It does not apply to: United Nations Command, Combined Forces Command, service-specific records, including, but not limited to (Eighth Army, Seventh Air Force, Naval Forces Korea, Marine Forces Korea, and Special Operations Command Korea).
4. Policy.
 - a. Policy, procedures, guidance, and informational materials approved by or for USFK, that do not contain joint doctrine or involve employment of forces, will be published in instructions, manuals, DTMs, notices, and guides (hereafter, referred to collectively as "issuances").
 - b. Instructions, DTMs and notices will be used to publish internal and external USFK policies. Manuals and guides will be used to disseminate detailed informational and procedural material.
 - c. With the exceptions below, USFK issuances will be reviewed annually. A 5-year review will be conducted after the document's effective date, with the document being reissued or canceled.

- (1) Cancellation notices expire 1 year from date of issuance.

(2) Change and cancellation notices must contain a specific expiration date and expire when that expiration date is reached.

(3) Change notices will be reviewed, revised or canceled as a part of the parent issuance.

d. When necessary, Directorate and Special Staff will review and notify the Publication Office if cancellation or reissuance is required.

e. Special reviews are conducted at discretion of the USFK Chief of Staff (CoS). Additionally, the Directorate or Special Staff having detailed knowledge and understanding of the subject matter of an issuance may initiate a change to or reissue that issuance at any time substantive changes are required.

f. The approval process will be tasked and tracked using the Enterprise Task Management Software Solution (ETMS2).

5. Responsibilities

a. The Publication Office is responsible for tasking and managing USFK issuances:

(1) Ensuring issuance format is in accordance with Joint Chiefs of Staff standards.

(2) Assigning and ensuring issuance numbers.

(3) Answering inquires, questions, clarification from the issuance's OPR.

(4) Maintaining the master issuances library.

(5) Maintaining the single-source issuances electronic libraries.

(6) Publishing consolidated indexes of USFK issuance

(7) Tracking progress of mandatory annual and 5-year reviews.

(8) Monitoring and managing notices (reissue, change, and cancellation).

(9) Ensuring OPR has prepared electronic Staff Summary Sheet (SSS) with appropriate OCRs and required information for coordination.

(10) Forward to SJS via ETMS2 for Senior Leadership Approval Process.

(11) Upon approval of issuance, converts to PDF and files the records repository.

b. Directorates and Special Staffs are responsible for:

(1) Developing, coordinating, and reviewing USFK issuances on subjects under their cognizance.

(2) Managing internal issuances programs.

(3) Determining the distribution and electronic releasability of USFK issuances; distributing those issuances that are not releasable in electronic format and those whose electronic releasability is restricted to controlled access on SIPRNet.

(4) Ensuring a legal review by the USFK Judge Advocate (JA) is accomplished after incorporating the OCRs inputs to the issuance.

6. Summary of Changes. USFKI 5701.01 establishes USFK publication policy, and Enclosure A establishes the USFK issuances' matrix. These changes replace U.S. Army with Joint Force protocols.

7. Releasability. This instruction is approved for public release; distribution is unlimited. DoD components, other federal agencies, and the public may obtain copies of this instruction through the internet from the USFK home page <https://www.usfk.mil/Resources/USFK-Publications/> or on NIPRNET at https://pacom.deps.mil/cmds/usfk/USFK_Publications/Pages/Home.aspx.

8. Effective Date. This instruction is effective upon receipt.



BRAD SULLIVAN
Major General, USAF
Chief of Staff

MAY 26 2022

Enclosures:

- A – Matrix of USFK Issuances
- B – Sample Instruction Format
- C – Sample Manual Format
- D – Sample Notice Format
- E – Sample Guide Format
- F – Sample Directive-Type Memo Format
- G – References

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ENCLOSURE A

REFERENCE MATRIX OF USFK ISSUANCES

TITLE		Purpose and Content	Length	Applicability	Signature Level
USFK	USFKI	Instructions - Primarily contain USFK policy, but can also include procedures. They may implement or supplement /USINDOPACOM and DoD Issuances, and/or establish and prescribe USFK forms.	Upon second anniversary of document: mandatory annual review begins; 5-year republishing.	Directorates and special staff; may be informational to other agencies	Depends on subject matter and current practice; usually signed by the Chief of Staff ; routine administrative matters are signed by the Secretary Joint Staff; significant policy matters are recommended for the signature by the Chiefs of Staff
	USFKM	Manuals - Procedure; may supplement USFKI or stand alone; usually contains specific models and examples, but can also establish policy. Does not contain doctrine.	Upon second anniversary of document: mandatory annual review begins; 5-year republishing.		
	USFK DTM	Directive-Type Memorandum (DTM) – Memorandums for Record may contain any information needed to be conveyed between leadership and amongst staff directorates. In addition, memos can be used similarly to Instructions and Notices.	As specified in the Directive-Type Memo (DTM).		
	USFKN	Notices - USFK policy, guidance, or information of a one-time or brief nature; may contain a specific effective period. NOTE: Use of the memorandum for records correspondence format is an appropriate use for USFK.	Cancellation notice - 1 year; Regular notices: mandatory annual review after 2 years; 5-year republishing.		
	USFKG	Guides - Detailed information, emphasis, and guidance from the Commanding General on a specific topic	Upon second anniversary of document: mandatory annual review begins; 5-year republishing.	Specific, targeted audience	Chief of Staff
I: Instruction M: Manual DTM: Directive-Type Memo N: Notice G: Guide					

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UNITED STATES FORCES KOREA INSTRUCTION

FKXX

USFKI XXXX.XX

DISTRIBUTION: (Use USFK SJS Distribution list)

Date

TITLE OF USFK INSTRUCTION

References: See Enclosure X for References

1. Purpose.
2. Superseded/Cancellation. (if applicable, state "None" if not required)
3. Applicability. This instruction applies to USFK personnel (military Servicemembers, federal government civilians, local nationals, and contractors) who are assigned, attached, or on temporary duty to USFK.
4. Vision. (if applicable)
5. Policy. (Below is example of numbering and indentation)
 - a. Use 0.3-inch as the default tab setting
 - (1) A paragraph "1" must have a paragraph "2;" a subparagraph "a" must have a subparagraph "b."
 - (2) Include headings for all major paragraphs and subparagraphs.
 - b. Return second and succeeding lines of subparagraphs to the left margin of the page.
6. Definitions. (if needed, use enclosure for more than 5 definitions)
7. Responsibilities. (Below is example of listing responsibilities)
 - a. The Secretary Joint Staff (SJS) is responsible for
 - b. The Publication Office (PO) is responsible for managing USFK issuances to include:

- (1) Ensuring issuance format is in accordance with Joint Chiefs of Staff standards
- (2) Assigning and ensuring numbers of issuances are correct.

8. Procedures. (if needed)

9. Summary of Changes. (if needed)

10. Releasability. (See below)

Unrestricted (Unlimited) – Issuances with this releasability reside on both the NIPRNet and SIPRNet portals based on classification. NIPRNet access includes the WWW, and SIPRNet issuances are available to the entire SIPRNet community.

.Mil/.Gov Access – A subset of Unrestricted releasability, Issuances that have this are placed in the controlled-access (.mil/.gov only) portion of the NIPRNet portal. They are not releasable to the public, and are usually classified FOUO. Access on SIPRNet, however, is open to the entire SIPRNet community.

Restricted – Issuances with this releasability are not accessible via the NIPRNet issuances portal. On SIPRNet, electronic release is restricted to the controlled access portion of the USFK Issuances library, which is accessible to Joint Staff personnel only. Outside users who require access must contact either IMD or the OPR. Included under restricted releasability are all USFK Instructions, Manuals, Notices, and Guides unless an exception is made by the OPR. These issuances are generally applicable only to USFK.

Not Releasable – Issuances with this releasability are not approved for electronic release. Access can only be granted by the Office of Primary Responsibility. An index of these issuances is available in list form only (no documents) on the SIPRNet USFK Issuances portal.

PLEASE NOTE: All USFK Issuances with a /CLASSIFICATION//REL TO/ marking, e.g. SECRET//REL TO USA, ACGU, have been placed under restricted releasability in order to facilitate proper security measures IAW JSSO guidance. Refer to the security classification guide for detail on properly marking a classified issuance or contact your security manager for assistance.

11. Effective Date.

(Signature Block)



UNITED STATES FORCES KOREA MANUAL

FKXX

DISTRIBUTION: (Use USFK SJS Distribution list)

USFKM XXXX.XX

Date

TITLE OF USFK MANUAL

References: See Enclosure X for References

1. Purpose.
2. Superseded/Cancellation. (if applicable, state "None" if not required)
3. Applicability. This instruction applies to USFK personnel (military Servicemembers, federal government civilians, local nationals, and contractors) who are assigned, attached, or on temporary duty to USFK.
4. Policy. (if needed)
5. Definitions (if needed, use enclosure for more than 5 definitions)
 - a. XXX
 - b. XXXX
 - c. XXXXX
6. Responsibilities (if needed, not required)
7. Procedures See Enclosures X to X (Recommend to use enclosures)
8. Reporting Requirements (if needed, not required)
9. Summary of Changes. (if needed, not required)
10. Releasability. (See below samples)

Unrestricted (Unlimited) – Issuances with this releasability reside on both the NIPRNet and SIPRNet portals based on classification. NIPRNet access includes

the WWW, and SIPRNet issuances are available to the entire SIPRNet community.

.Mil/.Gov Access – A subset of Unrestricted releasability, Issuances that have this are placed in the controlled-access (.mil/.gov only) portion of the NIPRNet portal. They are not releasable to the public, and are usually classified FOUO. Access on SIPRNet, however, is open to the entire SIPRNet community.

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11. Effective Date.

(Signature Block)

Enclosures

A –

B –



UNITED STATES FORCES KOREA NOTICE

FKXX

USFK Notice XXXX.XX

DISTRIBUTION: (Use USFK SJS Distribution list)

Date

CANCELLATION OF USFKI XXXX.XX

1. Cancellation. USFKI XXXX.XX, "Title of Publication" 25 November 2014, has served the purpose for which it was issued and is hereby canceled.

- a. All copies of this notice, except the USFK official record copy retained by the USFK Records Officer, will be removed from files and destroyed.
- b. When all prescribed actions have been taken, this cancellation notice may be destroyed.

2. Releasability.

(Signature Block)



UNITED STATES FORCES KOREA Notice

FKXX

USFK Notice XXXX.XX

DISTRIBUTION: (Use USFK SJS Distribution list)

Date

TITLE OF USFK NOTICE

References:

- a. Reference 1
- b. Reference 2.
- 1. Purpose.
- 2. Superseded/Cancellation. (if applicable, state "None" if not required)
- 3. Applicability.
- 4. Background.
- 5. Action or Procedures.
 - a.
 - b.
- 6. Releasability.
- 7. Effective Date.

(Signature Block)

Enclosures

A –

B –



UNITED STATES FORCES KOREA GUIDE

FKXX

USFK Guide XXXX.XX

DISTRIBUTION: (Use USFK SJS Distribution list)

Date

TITLE OF USFK GUIDE

References:

- a. Reference 1
- b. Reference 2.

1. Purpose.
2. Superseded/Cancellation. (if applicable, state "None" if not required)
3. Applicability.
4. Summary of Changes.
5. Releasability.
6. Effective Date.

(Signature Block)

Enclosures

- A –
- B –

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

"TYPE APPLICABLE INFORMATION WITHIN BRACKETS []"

FK[XX]

[Day Month, Year]

MEMORANDUM FOR [Addressee]

SUBJECT: Directive-type Memorandum (DTM) [#00], [Subject]

References: [List references here, No, Name, Date]

1. Purpose. [Required paragraph] Indent paragraphs at .5 inch. For subparagraphs, use the bullet structure provided on the MS Word Standard Toolbar. This DTM:

a. [Type first secondary paragraph here]

(1) [Type first tertiary paragraph here]

(2) [Type second tertiary paragraph here].

b. [Type second secondary paragraph here]

2. Applicability. [Required paragraph, type who are affected by the DTM; limit DTM to no more than 3 pages]

3. Policy. [Type text of policy here]

4. Responsibilities. [If required, type text here]

5. [Type point of contact information here]

6. Releasability. [If required, type releasable to public here]

"SIGNATURE BLOCK"

[First Initials Last Name in all caps]

[Rank, Service "USA, USAF, USN, USMC]

[Duty Title in upper-lower case]

DISTRIBUTION

[A, B, C or S]

ATTACHMENT 1

TITLE

1. SECTION HEADING. Use the section and paragraph numbering format provided in the Style menu.

a. Paragraph Heading. To have a paragraph “a,” you must have a paragraph “b.”

(1) Paragraph Heading. If paragraph has a heading, all paragraphs on the same level must have headings.

(a)

(b)

1. You must manually add the underline at this level.

a. You must manually add the underline at this level.

Do not subordinate paragraphs beyond this level.

b.

2.

(2) Paragraph Heading

b. Paragraph Heading

c. Paragraph Heading

2. SECTION TITLE

a.

b.

c.

ATTACHMENT 2

TITLE

1. SECTION HEADING.

a. Paragraph Heading.

(1) Paragraph Heading.

(a)

(b)

1.

a.

b.

2.

(2) Paragraph Heading

b. Paragraph Heading

c. Paragraph Heading

2. SECTION TITLE

a.

b.

c.

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ENCLOSURE G

REFERENCES

- a. DoD Instruction 5025.01, DoD Issuances Program, 1 August, 2016 incorporating through Change 3, 22 May 2019.
- b. DoD Manual 5110.04, Volume I, Manual for Written Material, Correspondence Management, 16 June 2020, and Volume II, Manual for Written Material, Examples and Reference Material, 9 July 2020.
- c. CJCSI 5701.01C, Policy for the Development of CJCS, Joint Staff, and J-Directorate Directive, 1 October 2011.
- d. CJCSI 5714.01D, Policy for the Release of Joint Information, 18 April 2012.
- e. JSM 5701.01E, Formats and Procedures for Development of CJCS, JS, and J-directorate Directives, 19 Sep 2011.
- f. USFK SJS SOP, ETMS2 (TMT), Business Rules and Instructions for Processing Taskers, Version 4.6, 21 November 2019.
- g. DoD Issuance Style Guide, The Official Guide to Writing and Publishing DoD Issuances, 4 January 2022.

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