Reference(s): See enclosure C

1. **Purpose.** This instruction prescribes United States Forces Korea (USFK) policies, procedures, and standard formats for preparing and processing correspondence.

2. **Superseded/Canceled.** UNC/CFC/USFK Regulation 25-50, 10 July 2016 is rescinded.

3. **Applicability.** This regulation applies to USFK Military Service Members, Federal Government civilian personnel who are assigned, attached or in temporary duty status and any non-government personnel contributing to; United Nations Command; United Nations Command Rear; Republic of Korea-United States Combined Forces Command; Joint United States Military Advisory Group-Korea; Air Force Forces Korea; Army Forces Korea; Special Operations Command-Korea; Naval Forces Korea; Marine Forces Korea; Special U.S. Liaison Activity Korea; and National Geospatial Agency Support Team-Korea.

4. **Vision.**
   
   a. Provide - to the fullest extent possible - a standard means of preparing correspondence for combined and joint personnel.

   b. Reduce Headquarters-unique policies, procedures, and formats by prescribing the use of U.S. Joint publications wherever possible.

5. **Records Management.** Records must be dispositioned in accordance with the CJCSM 5760.01A Volume II, Joint Staff and Combatant Commands Records Management Manual-Disposition Schedule.

6. **Policy.** This instruction assigns responsibilities and provides guidance for USFK staff on how to process correspondence and administrative procedures. This instruction implements and aligns with policy, procedures, and actions established by DoD Manual 5110.04 and Army Regulation 25-50. DoD directives will take precedence for all policy,
procedures, and inconsistencies unaddressed.
7. **Definitions.** See Glossary.

8. **Responsibilities.**
   a. Secretary Joint Staff (SJS) establishes correspondence, administrative processing policies, and procedures for the Headquarters.
   b. Headquarters Staff will follow procedures established in this instruction.

9. **Summary of Changes.** N/A.


11. **Effective Date.** This instruction is effective upon receipt.

   [Signature]

   **BRAD SULLIVAN**  
   Major General, USAF  
   Chief of Staff

**Enclosures:**  
A – Correspondence Management  
B – Office Symbols  
C – References  
GL – Glossary
TABLE OF CONTENTS

ENCLOSURE A Correspondence Management, .................................................. A-1

1. General......................................................................................................... A-1
2. Enterprise Task Management Solution Software........................................ A-1
3. Staff Summary Sheets................................................................................ A-1
4. Correspondence Prepared for Command Group Signature or Approval ...... A-4
5. Editing Tips................................................................................................ A-5
6. Document Formatting - Font styles............................................................ A-6
7. Command Group Letterhead....................................................................... A-6
8. Command Group Signature Blocks ............................................................. A-8
9. Information Papers ..................................................................................... A-10
10. Congressional Point Paper ....................................................................... A-10
11. Decision Paper ........................................................................................ A-10
12. Congressional Question for Record.......................................................... A-10
13. Power Point Slides .................................................................................. A-11
14. “COMMANDER SENDS” ...................................................................... A-11
15. 3- and 4- Star Notes ............................................................................... A-11
16. UNC/CFC/USFK Scroll of Appreciation .................................................. A-12
17. White House Certificate .......................................................................... A-12
18. Routing Awards to the Command Group .................................................. A-12
19. Dual Language Procedures ...................................................................... A-12

Appendix A USFK ETMS2 Task Management and SLAP Flow Chart .......... A-A-1

ENCLOSURE B. Office Symbols......................................................................... B-1

ENCLOSURE D. References............................................................................. D-1

Glossary ........................................................................................................... GL-1

Figure List

Figure 1-1. Assembly of Correspondence Packages ...................................... A-4
Figure 1-2. HQs, UNC Letterhead................................................................. A-7
Figure 1-3. HQs, CFC Letterhead ................................................................. A-7
Figure 1-4. HQs, USFK Letterhead ............................................................... A-7
ENCLOSURE A
CORRESPONDENCE MANAGEMENT

1. General

This chapter explains the purpose and describes the preparation of USFK-unique correspondence. (Refer to the DoD Manual for Written Material Correspondence Management, (DoDM 5110.4, Volume 1, June 16, 2020) for basic guidance on correspondence management). In addition, refer to the USFK PUBLICATION MANAGEMENT for current templates and references.

2. Enterprise Task Management Solution Software (ETMS2)

   a. Enterprise Task Management Solution Software (ETMS2) is the required platform for processing, tracking, and coordinating, administrative command staff actions in USFK. Guidelines and procedures for ETMS2 usage are set by SJS based on Deputy Chief of Staff (DCOS) - approved staffing procedures as set forth in the USFK ETMS2 Standard Operating Procedures (SOP).

   b. J-Code and Special Staff under USFK will use assigned ETMS2 core licenses to route and manage tasks, awards, and approvals to the Command Group. The Executive Officer (XO) (unless otherwise coordinated through SJS) is designated as the task manager (TM) for their J-Code. Special Staff sections designate a TM by contacting SJS Admin and appointing a TM. However, ETMS2 licensed users are spread out across the command. Consequently, an Action Officer (AO) without an ETMS2 license must route ETMS2 taskers and requests through their respective XO or TM. Directorate XOs or TMs will set internal tasking procedures.

   c. Refer to the USFK ETMS2 SOP for current procedures.

3. Staff Summary Sheets (SSS)

   a. Staff directorates will use the USFK Form 108-E or SSS Form for all correspondence routed to the Command Group for signature, approval, or information.

   b. The SSS needs to state the purpose of the tasking, provide pertinent background information, and offer guidance regarding responses or recommendations. (Note that the ideal staff action package permits the reader to reach a conclusion by reviewing only the SSS.

      (1) Present information concisely. Do not force the decision-maker to read each reference to understand the scope of the problem and the proposed recommendation.
(2) Include cited references as separate tabs within the package. If necessary, continue the SSS on a second page. Ensure references are current and valid. Figure 1-1 on page 3 of Enclosure A contains assembly instructions for correspondence packages.

c. Completing the SSS.

(1) The SSS will depict the coordination of agencies outside the Office of Primary Responsibility (OPR) staff section. Enter the information in the coordination blocks; if there is insufficient space, annotate on the last line “See continuation page”, and add a second SSS form.

(2) A summary of proposed changes, as well as a copy of the existing regulation, and any supplements, will accompany new local regulations or changes to existing regulations.

(3) Suspense date: Enter the Higher Headquarters, Command Group or other OPR suspense date in this section

(4) Label all enclosures to the SSS as a “TAB”, and briefly summarize.

\[(a)\] TAB 01X. Label correspondence for signature or approval as TAB 01X

\[(b)\] All subsequent documents for signature will be labeled as TAB 02X, 03X, etc.

\[(c)\] Manually staffed correspondence will be tabbed by placing TAB 01X at the lower portion of the page and ascend numerically.

\[(d)\] If multiple signatures are required, properly annotate the RECOMMENDATION section of the SSS. (Ex: COS, USFK signs the DA Form 638, block 20 at TAB 01X; and CDR, USFK signs the DA Form 638, block 21 at TAB 02X and the Award Certificate at TAB 03X).

\[(e)\] A Legal Review must be included for either the Chief of Staff or the Commander’s approval/signature.

(5) TAB A. List the task or basic document causing the action as TAB A. Place TAB A at the top of the page with the subsequent tabs in descending order.

(6) TAB B and subsequent TABs. Beginning with TAB B, the tabs will generally contain technical or substantiating information. List TABs B, etc., in the order discussed on the summary sheet.

(8) SSS signatures verifying coordination with the appropriate directorate or special staff must be at the Director or Deputy Director level. (AO can be any rank but the SSS must be electronically signed by the Director or Deputy Director)

(9) When working taskings on SIPR, ensure all documents are properly classified and marked. In addition, state the classification authority and the downgrading instructions on the SSS. Include “Classified By, Reason, and Declassify on” or “Derived From, Declassify On, and Date of Source.” Ensure paragraphs are marked with the appropriate classification level.

d. The SJS Administrative Division will return documents that do not meet the basic writing and formatting guidelines of this instruction for correction. However, staff sections can coordinate with SJS Admin to make minor corrections to UNCLASSIFIED documents but must provide an electronic version of the document to SJS Admin.
4. **Correspondence for Senior Leadership Approval Process (SLAP)**

   a. Taskings requiring Senior Leadership Approval (COS or CDR signature) will be in final format, and routed by the AO/OPR through their directorate (2-Ltr), and to SJS Admin for staffing. Never bypass SJS Admin and send documents to the Command Group unless the Action Officer (AO), or Office of Primary Responsibility (OPR), receives prior approval from the SJS, or a Command Group XO. A Legal Review must be included for the CDR’s approval/signature. Signed correspondence will be returned to the AO/OPR by the CDR’s front office, or the Command Group XO. The AO/OPR is responsible for obtaining the final correspondence from the CDR’s front office, or the Command Group. Route the correspondence with a USFK SSS.
b. The AO or the OPR will ensure:

(1) Correspondence submitted for SLAP will contain the office symbol of the releaser in the FROM element. Please see Enclosure B for the current USFK Standard Office Symbol List.

(2) For letter correspondence, the return address element contains the originator’s office symbol (Ex: Secretary Combined Joint Staff, J1 Manpower, J35 Future Ops, etc.). Normally, the AO will use the office symbol of the drafting organization unless the rank of the recipient warrants otherwise. However, if the Commander (CDR) signs and the Commander’s address is required, on the from line, use “Office of the Commander”. For COS, use “Office of the Chief of Staff”.


   c. Packaging “ghost e-mail” on behalf of the Command Group or other GO/FO/SES. Follow the proceeding instructions to correctly prepare a draft “ghost email” for the Command Group or other GO/FO/SES. Refer to the USFK SJS SharePoint for the current templates and references.

       (1) Pre-coordinate e-mail content with the appropriate Command Group XO.

       (2) Enter the recipient and courtesy copy recipients.

       (3) Save the e-mail (Note: It will reside in your “Drafts” folder).

       (4) Submit draft to the appropriate Command Group XO for review and approval.

       (5) Upon appropriate Command Group XO approval, create a new e-mail and attach the draft e-mail for the GO/FO. Write a short message to the GO/FO summarizing the task.

5. Editing Tips

   a. Standards of Writing. Write in accordance with DoD Plain Language Program for rapid understanding by recipient. Refer to the USFK SJS SharePoint for the current templates and references.

   b. Check all work for accuracy. Be brief, use proper format, grammar, spelling, tone, and answer all possible questions. Remember the “5W”s: Who, What, When, Where, and Why. Ask, “Would someone from another service understand this?” Have a peer review the product before forwarding through the chain of command.
c. Check for completeness. Coordinate package with the appropriate directorates before forwarding to the Command Group for action. For example, if packet involves funds or funding, coordinate with Resource Management (FKRM) or if receiving or giving an official gift (i.e., transportation, meals, etc.) coordinate with the Staff Judge Advocate’s office (FKJA).

d. Writing for Senior Leaders. When writing for the Commander to other senior GO/FO/SES, limit the letter or memorandum to one page. A GO/FO/SES requires only the executive summary not the action officer level of detail.

6. Document Formatting - Font styles

a. All correspondence for Command Group signature will be prepared in Arial font, size 11-12 point.

b. Refer to the USFK SJS SharePoint for the current templates and references.

7. Command Group Letterheads

a. Select the proper letterhead. (https://pacom.deps.mil/cmds/usfk/sjs/SitePages/Home.aspx?RootFolder=%2Fcmds%2Fusfk%2Fsjs%2FReferences%2FLetterheads&FolderCTID=0x012000C59F718CB079C D40A0F95B0370F30BB6&View=%7B1EF0C821%2D2D2D9B%2D4321%2DB6FF%2D1228760F7AB1%7D). In offices using more than one kind of letterhead, the role in which the person signs, will dictate the letterhead. Address correspondence from the proper command perspective. The letterhead, and the accompanying SSS must match the office symbol of the originating agency. Do not use ‘REPLY TO THE ATTENTION OF' for any letterhead.

b. United Nations Command Letterhead (Figure 1-2.). Font color is blue for the header and UN symbol and black for the body of text. Header is Arial bold font. Use 10 point font for Command line, 7 point font for the address lines. Center header on the page with 1-inch margins (left, right, bottom), and ½ inch top margin. Ensure the top of United Nations crest remains even with the top line of the header at ½ inch top margin. Center UN crest over the left margin at 1 inch.

c. Combined Forces Command Letterhead (Figure 1-3.). Font color is black. Header is Arial bold font. Use 10 point font for Command line, 9 point font for the address lines. Ensure the top of the Ministry of National Defense (MND) and the DoD crests remain even with the top line of the header at ½ inch top margin. Center MND crest over the left margin at 1 inch; center DoD crest over the right margin at 1 inch.

d. United States Forces Korea Letterhead (Figure 1-4.). Font color is black. Header is Arial font. Use 11 point bold font for Command line, and 9 point font for address lines, non-bold. Center header on the page with 1-inch margins (left, right, bottom), and ½ inch top margin. Top of command DoD crest remains even with the top line of the header at ½ inch top margin. Center DoD crest over the left margin at 1 inch.
e. Office Symbols: Doctrinally, the office symbol identifies the agency, section or directorate that drafted the document, and not necessarily the signer. Please see Enclosure B for the current USFK Standard Office Symbol List.

(1) The preferred format for documents routed to the Command Group is the office symbol of the command followed by the drafting agency's office symbol.

(2) For example, a document for the CDR's signature drafted by the SJS is FKCC-FKSJ.

f. Do not include Unit numbers and APO in the address on correspondence to specific individuals, such as letters of appreciation.

g. Refer to the USFK SJS SharePoint for the USFK Standard Office Symbol List.
8. **Command Group Signature Blocks**

   a. The signature blocks consist of name, rank, service, and duty position. Set tabs for signature blocks at 3.25 inches (on a page with 1-inch left and right margins) in order to center the signature block on the page. Use the memorandum format for military addressees, and use the letter format for non-military addressees. Do not include reference to the organization in the signature block.

   b. Refer to the [USFK SJS SharePoint](#) for the current Command Group Signature Block Standard.

   1. **Commander, UNC/CFC/USFK.**

      | MILITARY | NON-MILITARY |
      |----------------------|--------------------|
      | CDR FULL NAME (ALL CAPITALS) | CDR Full Name (Upper & Lower Case) |
      | General, U.S. Army Commander | General, U.S. Army Commander |

   2. **Deputy Commander (CFC/GCC).**

      | MILITARY | NON-MILITARY |
      |----------------------|--------------------|
      | For CFC: | For GCC: |
      | DCDR FULL NAME (ALL CAPITALS) | CDR Full Name (Upper & Lower Case) |
      | General, ROK Army Deputy Commander | General, ROK Army Commander |

   3. **Deputy Commander (UNC/USFK).**

      | MILITARY | NON-MILITARY |
      |----------------------|--------------------|
      | DCDR FULL NAME (ALL CAPITALS) | CDR Full Name (Upper & Lower Case) |
      | Lieutenant General, USAF Deputy Commander | Lieutenant General, U.S. Air Force Deputy Commander |
(4) COS (UNC/CFC/USFK); Deputy Commander (GCC).

**MILITARY**

COS FULL NAME (ALL CAPITALS)
Lieutenant General, USA
Chief of Staff

For GCC:
DCDR FULL NAME (ALL CAPITALS)
Lieutenant General, USA
Deputy Commander

(5) DCS (CFC); Senior Member (UNC); COS (GCC).

**MILITARY**

For UNC:
SR MBR FULL NAME (ALL CAPITALS)
Major General, ROKA
Senior Member, UNCMAC

For CFC:
DCS FULL NAME (ALL CAPITALS)
Major General, ROKA
Deputy Chief of Staff

For GCC:
COS FULL NAME (ALL CAPITALS)
Major General, ROKA
Chief of Staff

(6) U.S. Member UNCMAC.

**MILITARY**

For UNCMAC:
MEMBER FULL NAME (ALL CAPITALS)
Major General, USAF
U.S. Member, UNCMAC

**NON-MILITARY**

COS Full Name (Upper & Lower Case)
Lieutenant General, U.S. Army
Chief of Staff

DCDR Full Name (Upper & Lower Case)
Lieutenant General, U.S. Army
Deputy Commander

Sr Mbr Full Name (Upper & Lower Case)
Major General, ROK Army
Senior Member UNCMAC

DCS Full Name (Upper & Lower Case)
Major General, ROK Army
Deputy Chief of Staff

COS Full Name (Upper & Lower Case)
Major General, ROK Army
Chief of Staff

Member Full Name (Upper & Lower Case)
Major General, U.S. Air Force
U.S. Member, UNCMAC
9. **Information Papers**

   a. Use an information paper to present key facts or information in a clear, brief, and orderly fashion. The first page of the information paper will begin with a bottom line up front (BLUF) to summarize the main points. Paragraphs will contain only essential facts concerning the subject. The purpose of the paper will determine if a conclusion or recommendation is required. Point papers will include the AO’s name, and phone number.

   b. Staff may use information papers to respond to Command Group requests for information. For example, staff sections may prepare information papers on items of interest for the COS to highlight events during his absence.

   c. Information papers allow the staff to respond quickly to Command Group requests for information. However, staff agencies must maintain all current papers in accordance with Records Management Regulations.

   d. Refer to the [USFK SJS SharePoint](#) for current templates and references.

10. **Congressional Point Paper**

    a. A congressional point paper prepares the CDR for congressional testimony. Write Congressional Point Papers for a civilian audience, no more than 2 pages in length (not including questions and answers), and in simple and concise language.

    b. Each paper includes a BLUF front and no jargons or acronyms.

    c. Unless a Component Paper, (i.e. Eighth Army, 7th Air Force), coordinate Congressional Point Papers with other staff directorates. For example, the number of missiles in inventory should be synchronized and correct across the staff.

    d. Refer to the [USFK SJS SharePoint](#) for current templates and references.

11. **Decision Paper**

    a. A Decision Paper (DP) solicits a decision from a member of the command group. Decision Papers provide decision makers with the necessary information to arrive at a logical conclusion. If applicable, DPs will include a resource impact statement.

    b. Refer to the [USFK SJS SharePoint](#) for current templates and references.

12. **Congressional Question for Record**

    a. A Congressional Question for Record (QFR) provides a response to inquiries from Senators, Congressional Representatives, and their Staff. The Congressional
Liaison Office passes QFR to the Commander’s Initiative Group (CIG) for coordinating the staff’s response. The CIG provides the vetted QFR to Commander’s staff.

b. Congressional QFR use Times New Roman Font 12. Refer to the USFK SJS SharePoint for current templates and references.

13. PowerPoint Slides

a. UNC/CFC/USFK standardizes PowerPoint presentations to facilitate rapid understanding of the subject matter and minimize distractions in presentations.

b. Refer to the USFK SJS SharePoint for current templates and references.

14. COMMANDER SENDS

a. The CDR tasks Directorates to draft the body for a “Commander Sends” communication for publication to the community based on recent or future events:

   (1) Refer to the USFK SJS SharePoint for the current Command Sends template.

   (2) A Commander Sends will not be longer than two pages.

   (3) Color coding: YELLOW for safety; RED for fatality; and PURPLE for information.

   (4) The SJS will verify the sequence number with the Command Group and insert the proper sequence number after final approval.

   (5) CDR may ask to insert hyperlinks in the document; therefore, ensure hyperlinks connect to the proper web site.

   (6) Save the Adobe .PDF document as the exact title of the document.

   (7) Route through PAO and SJA (as applicable).

b. Submit the Commander Sends with SSS through SJS to the Command Group (DCOS > COS > CDR-XO > CDR). SJS Admin will distribute the final approved Commander Sends via e-mail. In addition, the Knowledge Management team will post to the USFK public webpage, https://pacom.deps.mil/cmds/usfk/SitePages/Home.aspx.

15. 3- and 4-Star Notes

a. The Commander, Deputy Commander, and COS, UNC/CFC/USFK, use 3-Star and 4-Star notes mainly as congratulatory notes.
b. Contact the appropriate XO for strict guidance on how to prepare.

16. UNC/CFC/USFK Scroll of Appreciation Award

   a. Any member of the Command Group can nominate an individual or organization for a Scroll of Appreciation (SOA). However, when the CDR directs an SOA, the appointed OPR will submit a draft citation using the appropriate UNC/CFC/USFK Scroll of Appreciation Template. Refer to the USFK SJS SharePoint for the current templates.

   b. The nominating person will use the “Submit for Approval” function in ETMS2 and select the CDR Route for all SOAs.

17. White House Certificate (COA)

   a. The CDR, DCDR, COS, DCOS, ADCOS, and CSM are the only approval authorities that can sign a White House COA for presentation. White House COAs are for those individuals who contributed significantly to UNC/CFC/USFK. When requesting a White House COA for command group approval and signature, submit the certificate with the appropriate Command Group signature block along with a USFK SSS Form 108e.

   b. Refer to the USFK SJS SharePoint for the current White House COA templates.

18. Routing Awards to the Command Group

   a. SJS Admin is the gatekeeper for all USFK awards routed to the Command Group. However, submit military or civilian awards or decorations for Command Group to the J14 (military awards) and J15 (civilian awards) branch for processing in ETMS2. Access specific guidance on how to submit an award by following the J14 and J15 appendixes located in ETMS2.

   b. Joint Awards. U.S. Service members and Federal Government civilian personnel permanently assigned to UNC/CFC/USFK and in a joint billet are eligible for joint awards. Local National (LN) civilians, contractor personnel, and foreign military, are not eligible for joint awards, but may be eligible for Service awards. Staff directors, may submit as an exception to policy with CDR approval for U.S. Service members assigned to UNC/CFC/USFK, but not in a valid joint billet.

   c. Refer to the USFK SJS SharePoint for current templates and references.

19. Dual Language Procedures
Combined Forces Command (CFC) official languages are Hangul (Korean) and English. Therefore, dual-language procedures apply when documents or staff actions require CFC coordination/approval.
a. Prepare and use Hangul and English on permanent documents, publications, plans, and orders in a paragraph-by-paragraph format.

b. Short correspondence, such as a SSS or staff actions routed to the CFC Command Group, use a sequential format (e.g., alternate lines/paragraphs of English with Hangul directly beneath).

c. Prepare messages in separate, identical Hangul, and English versions. Originating office will complete translations prior to submission to SJS. C1 provides translation services for actions beyond a staff section capability to internally translate.
USFK ETMS2 Task Management and SLAP Flow Chart

Appendix A to Enclosure A

1) At a minimum, the SLAP must include a SSS and a legal review.
2) SSS must have signatures (wet or electronic) from the OPR and Legal (SJJS).
3) Initiator submits the SLAP using existing route templates, SJJS reviews and forwards to CMD Group.

CREATE a tasker and include the purpose of the SLAP, then upload the necessary documents into the FINAL document library, and finally, SUBMIT FOR APPROVAL choosing the appropriate route template in ETMS2.
- All enclosures to SSS will be added to taskers as “TABS”.
- TAB A, B, C, D, ..., are reserved for deliverables and substantiating documents.
- If the document(s) requires a signature or specific action by the reviewer, the document should be listed as the first tab with an “X” following the number.
  - “TAB” [space] “01X” [space] “-” [space] (document name)

SJJS reviews and forwards to CMD Group, submits to initiator for completion.

ETMS2 Notifies the initiator when the SLAP is Completed.

Tasks / Nominations / Actions

CREATE a tasker with full instructions for completion, upload necessary documents into ORIGINAL document library, and assign OPR and OCRs. Hand Off the tasker to SJJS Admin for dissemination.

OPR and OCRs accept the tasker. OCRs submit coordination (IAW tasker instruction) into ETMS2 SUPPORTING document library and Complete the tasker.

OPR reviews OCRs’ submissions in the SUPPORTING document library. OPR contacts the OCRs and takes necessary actions to complete the tasker. OPR assumes full responsibility of task completion.

OPR combines OCRs’ coordination and transfers consolidated product into the ETMS2, FINAL document library. Upon all OCRs completion, OPR has an option to SUBMIT FOR APPROVAL (SLAP) when necessary or COMPLETE the tasker.

ETMS2 Notifies SJJS Admin when the OPR Completed the Tasker.

Appendix A
Enclosure A
**ENCLOSURE B**  
**USFK OFFICE SYMBOLS**

<table>
<thead>
<tr>
<th><strong>Title of Directorate/Division/Branch</strong></th>
<th><strong>OFFICE SYMBOL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Command Group</strong></td>
<td></td>
</tr>
<tr>
<td>Commander</td>
<td>FKCC</td>
</tr>
<tr>
<td>Speechwriter</td>
<td>FKCC-SW</td>
</tr>
<tr>
<td>Special Assistant</td>
<td>FKCC-SA</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>FKCC-XO</td>
</tr>
<tr>
<td>Command Sergeant Major</td>
<td>FKCC-CSM</td>
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<tr>
<td>USFK Washington DC LNO Office</td>
<td>FKCC-LNO</td>
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<tr>
<td>Commander’s Initiatives Group</td>
<td>FKCC-CIG</td>
</tr>
<tr>
<td>Deputy Commander</td>
<td>FKDC</td>
</tr>
<tr>
<td>Status of Forces Agreement Office Secretariat</td>
<td>FKDC-SA</td>
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<td>FKDC-USC</td>
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<tr>
<td>J1 Personnel Services Division</td>
<td>FKJ1-2</td>
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<td>J1 Civilian HR</td>
<td>FKJ1-CHR</td>
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<td>FKJ2-0</td>
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<td>FKJ2-XO</td>
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<td>FKJ2 IRP</td>
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<td>J2 Security &amp; Foreign Disclosure</td>
<td>FKJ2 FDO</td>
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<td>FKJ2-37</td>
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</table>
J2 Intelligence, Surveillance, Reconnaissance Division  FKJ2-6
  J2X  FKJ2-61
  Joint Combined Intelligence Center  FKJ2-62
J2 STEP  FKJ2-5
  Exercise Branch  FKJ2-51
  Plans Branch  FKJ2-52
  Targeting BDA Branch  FKJ2-53
  Strategic Analysis Branch  FKJ2-54
J2- ASA W  FKJ2-2
  Intelligence Fusion Center  FKJ2-21
  Combined Intelligence Operations Center  FKJ2-22
  Imagery Branch  FKJ2-23
  Production & Dissemination  FKJ2-26
  Strategic Analysis Branch  FKJ2-27
  Indications and Warnings Branch  FKJ2-33
  United States Watch  FKJ2-58
  Combined Watch  FKJ2-59

J3 Director  FKJ3
J3 Deputy Director  FKJ3-0
J3 Executive Officer  FKJ3-XO
J3 Administrative Officer  FKJ3-A
J3 Joint Operations Coordination Element  FKJ3-JOCE
J3 Countering Weapons of Mass Destruction  FKJ3-CWMD
J3 Combined Joint Fire and Effects  FKJ3-CJFE
  Fires Plans Branch  FKJ3-CJFE-FROPS
  Targeting Branch  FKJ3-CJFE-TGT
J3 Current Operations Division  FKJ3-3
  Current Operations Branch  FKJ3-31
  Current Operations Joint Operations Center  FKJ3-32
  Joint Operations Center Liaison Officer Branch  FKJ3-33
J3 Anti-Terrorism/Force Protection  FKJ3-4
  ATFP Antiterrorism Branch  FKJ3-41
  ATFP Critical Infrastructure Protection Branch  FKJ3-42
  ATFP Antiterrorism Plans Branch  FKJ3-43
  ATFP Operations & Assessments  FKJ3-44
J3 Future Operations Division  FKJ3-5
  FUOPS Plans Branch  FKJ3-51
  FUOPS Special Technical Operations Branch  FKJ3-52
  FUOPS Operations Analysis Branch  FKJ3-53
J3 Korean Battle Simulations Center  
  KBSC Information Technology  
J3 Training Readiness Exercise Division  
  TREX Training, Readiness, and Certification Branch  
  TREX Support Branch  
J3 Theater Missile Defense Division  
  TMD Plans and Exercises Branch  
  TMD Operations Branch  
J3 Information Operations Division  
  IO Plans and Military Decisive Operations  
  IO Military Information Support Operations  
  IO Electronic Warfare  
  IO Computer Network Operations  
  IO Operations Security  
J4 Director  
J4 Deputy Director  
J4 Executive Officer  
J4 Administrative Officer  
J4 Logistics Operations Division  
  LOGOPS Current Operations Branch  
  Material Readiness Branch  
J4 LOGOPS Petroleum Branch  
J4 Transportation Division  
  Transportation Plans & Operations Branch  
  Lines of Communication Data Branch  
  Combined Transportation Branch  
J4 Plans and Exercise Division  
  Plans Branch  
  Exercises Branch  
  CLOC Materiel and Equipment Readiness Branch  
  CLOC MUNITIONS Branch  
  CLOC Transportation Branch  
J4 Multinational Logistics Division  
  International Agreements Branch  
J5 Director  
J5 Deputy Director  
J5 Assistant Deputy Director  
J5 Executive Officer  
J5 Executive Support
J5 Strategic Communications Division
   Engagements & Effects FJK5-11
   Analysis Branch FJK5-12
J5 U.S. Policy Division FJK5-2
   Security Affairs Branch FJK5-21
   Alliance Management Branch FJK5-22
J5 U.S. Plans Division FJK5-3
   Plans Branch FJK5-31
   Strategic Deployment Branch FJK5-32
   Policy Analysis Branch FJK5-33
J5 Strategic Assess Division FJK5-4
   Korea Analytics & Strategic Shaping FJK5-41
   Regional Analytics & Strategic Design FJK5-42
J5 Alliance Strategic Policy Division FJK5-5
   Policy Coordination Branch FJK5-51
   Policy Operations Branch FJK5-52
J5 Alliance Strategy Plans & Program Coordination Division FJK5-6
   Force Plans Branch FJK5-61
   Deliberate Plans Branch FJK5-62

J6 Director FJK6
J6 Deputy Director FJK6-0
J6 Executive Officer FJK6-XO
J6 Administrative Officer FJK6-A
J6 Plans and Operations Division FJK6-3
   Spectrum Management FJK6-31
   Information Assurance FJK6-32
   Network Operations FJK6-33
   Allied & Joint COMSEC FJK6-34
   Communications Planning FJK6-35
J6 Architecture / Engineering and Governance Division FJK6-5
   Architecture & Engineering FJK6-51
   JIE Governance and Interoperability FJK6-52
J6 Resources FJK6-8

J8 Director FJK8
J8 Deputy Director FJK8-0
J8 Administrative Officer FJK8-A
J8 Planning Program and Capabilities Division FJK8-2
   Force Structure Branch FJK8-21
   Programming Branch FJK8-22
   Capabilities Branch FJK8-23
J8 Comptroller FKJ8-4
  Budget Execution Branch FKJ8-41
  Accounting and Management Branch FKJ8-42

Special Staff

Secretary Joint Staff FKSJ
  Deputy Secretary Joint Staff FKSJ-0
    Administration Branch FKSJ-A
    Operations Branch FKSJ-OPS
  SJS Staff Action Control Officer FKSJ-SACO
  Protocol Office FKSJ-P
  Command Historian FKSJ-HO
  Knowledge Management FKSJ-KM
  Records Management FKSJ-RM

Judge Advocate FKJA
  JA Special Advisor FKJA-SA
  JA Administrative Section FKJA-A
  JA Administrative Law FKJA-AL
  JA International Law FKJA-IL
  JA Operational Law FKJA-OL
  JA Multinational Legal Affairs FKJA-MLA

Provost Marshall FKPM
  Deputy Provost Marshall FKPM-0
  PM Chief of Operations FKPM-OPS
  PM Chief of Customs FKPM-C
  PM Law Enforcement FKPM-LE
  PM Resource Manager FKPM-RM
  PM Physical Security Sergeant FKPM-S
  AT/PF/CIP FKPM-AFC

Transformation & Restationing FKTR
  Inspector General FKIG
  Religious Affairs (Command Chaplain) FKCH
  Joint Cyberspace Center Director FKJC
  HQ Commandant FKHQ-CMDT
  USFK Diversity and Inclusion FKHQ-DI
  Surgeon General FKSG
<table>
<thead>
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<tbody>
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<td>Plans and Operations Branch</td>
<td>FKEN-PO</td>
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<td>FKEN-CP</td>
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<td>Real Estate / SOFA Branch</td>
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<tr>
<td>Environmental Branch</td>
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ENCLOSURE C

REFERENCES


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. USFK SJS SOP, ETMS2 (TMT), Business Rules and Instructions for Processing Taskers, Version 4.7, 1 February 2022.

f. USFK Staff Action Officer Handbook, 21 April 2017

g. USFK KM SOP

h. USFK SharePoint Portal Governance Plan
# GLOSSARY

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCS</td>
<td>Assistant Deputy Chief of Staff</td>
</tr>
<tr>
<td>AO</td>
<td>Action Officer</td>
</tr>
<tr>
<td>AR</td>
<td>Army Regulation</td>
</tr>
<tr>
<td>AFFOR-K (7AF)</td>
<td>Air Forces Korea</td>
</tr>
<tr>
<td>BLUF</td>
<td>Bottom Line Up Front</td>
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<tr>
<td>CDR</td>
<td>Commander</td>
</tr>
<tr>
<td>CFC</td>
<td>Combined Forces Command</td>
</tr>
<tr>
<td>CIG</td>
<td>Commander' Initiative Group</td>
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<td>COA</td>
<td>Course of Action</td>
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<td>COS</td>
<td>Chief of Staff</td>
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<td>CSM</td>
<td>Command Sergeant Major</td>
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<td>DCDR</td>
<td>Deputy Commander</td>
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<td>Deputy Chief of Staff</td>
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<td>DoD</td>
<td>Department of Defense</td>
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<td>DP</td>
<td>Decision Paper</td>
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<tr>
<td>HQ</td>
<td>Headquarters</td>
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<tr>
<td>JUSMAG-K</td>
<td>Joint United States Military Affairs Group-Korea</td>
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<td>LNO</td>
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<td>MARFOR-K</td>
<td>Marine Forces Korea</td>
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<td>NGIA</td>
<td>National Geospatial Intelligence Agency</td>
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<tr>
<td>OPR</td>
<td>Office of Primary Responsibility</td>
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<td>OPT</td>
<td>Operational Planning Team</td>
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<td>PAO</td>
<td>Public Affairs Office</td>
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<td>QFR</td>
<td>Question to Record</td>
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<td>ROK</td>
<td>Republic of Korea</td>
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<td>DACO</td>
<td>Staff Action Control Officer</td>
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<td>Description</td>
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<td>--------------</td>
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<td>SJS</td>
<td>Secretary Joint Staff</td>
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<tr>
<td>SJA</td>
<td>Staff Judge Advocate</td>
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<td>SOA</td>
<td>Scroll of Appreciation</td>
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<td>SOP</td>
<td>Standard Operating Procedures</td>
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<td>SOCKOR</td>
<td>Special Operations Command-Korea</td>
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<td>SSS</td>
<td>Staff Summary Sheet</td>
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<td>SUSLAK</td>
<td>Special U.S. Liaison Activity Korea</td>
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<td>TM</td>
<td>Task Manager</td>
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<tr>
<td>ETMS2</td>
<td>Enterprise Task Management Solution Software</td>
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<td>UNC</td>
<td>United Nations Command</td>
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<td>United Nations Command-Rear</td>
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<td>USFK</td>
<td>United States Forces Korea</td>
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<td>XO</td>
<td>Executive Officer</td>
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