

THIS UPDATE INCLUDES CHANGE 1

HEADQUARTERS  
UNITED STATES FORCES KOREA  
APO SAN FRANCISCO 96301

MEMORANDUM  
NUMBER 360-2

31 August 1981

ARMY PUBLIC AFFAIRS  
Anniversary Messages and Letters of Condolence

1. **Purpose.** This memorandum prescribes policy and procedures for the recognition of anniversaries by the Commander, United States Forces Korea (USFK).
2. **Scope.** This memorandum is applicable to USFK major subordinate commands and units.
3. **Responsibilities.** The Public Affairs Office (PAO) is responsible for preparing messages listed in Appendixes A and B and letters of condolence, as required.
4. **Policy.**
  - a. The anniversaries listed in Appendixes A and B are those recognized by the Commander, USFK. Appropriate congratulatory messages will be prepared and forwarded to the designated addressees as indicated.
  - b. The messages listed in Appendix A will be prepared annually and forwarded to the designated addressees.
  - c. The messages listed in Appendix B are in two categories: those drafted by PAO, and those drafted by a designated Army service branch. In any case, all messages recognizing branch anniversaries will be promulgated only every fifth year of branch history (200<sup>th</sup>, 205<sup>th</sup>, 210<sup>th</sup>, etc.) instead of annually.
5. **Other Special Events and Anniversaries.**
  - a. Subordinate commands and staff agencies wishing to recognize an anniversary or special event not listed in Appendixes A and B are responsible for drafting and submitting such messages through Secretary Joint Staff (SJS) for signature by the Commander, USFK or Chief of Staff.
  - b. PAD, USFK will provide assistance in publicity associated with such messages.
6. **Procedures.**
  - a. The PAO will prepare appropriate designated messages for those anniversaries listed in Appendixes A and B, except as noted, at least 15 days prior to the anniversary date.
  - b. The responsible agency will prepare appropriate messages as indicated in Appendix B at least 15 days prior to the anniversary date and will insure coordination with the PAO.
  - c. In the event of the death of a senior officer assigned to USFK, the PAO will prepare letters of condolence.

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\*This memorandum supersedes USFK/EA Memo 360-2, 3 May 77.

**USFK Memo 360-2**

d. Navy and Air Force component commanders may issue additional anniversary messages and letters of condolence as they consider appropriate.

e. Anniversary messages and letters of condolence will be coordinated with appropriate staff agencies prior to submission to the command group for approval.

f. PAO will assist in drafting special messages as necessary, as an exception to the above.

**The proponent agency of this memorandum is the Public Affairs Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the CDR, USFK, ATTN: PAJ-CI, APO 96301.**

FOR THE COMMANDER:

OFFICIAL:

JOSEPH T. PALASTRA, JR.  
Major General, USA  
Chief of Staff

///ORIGINAL SIGNED BY///

HAROLD DAVIS, JR.  
CPT, AGC  
Assistant Adjutant General

2 Appendixes  
A. Anniversary Calendar - USFK  
B. Anniversary Calendar - EUSA

DISTRIBUTION:  
A and J

## APPENDIX A

## US FORCES KOREA ANNIVERSARY CALENDAR\*

DATE	ANNIVERSARY	ADDRESSEE
3rd Saturday in May	Armed Forces Day	Members, USFK
Last Monday in May	Memorial Day	Members, USFK
10 June (1944)	Eighth US Army	Members, USA
14 June (1775)	Army Birthday	Members, USA
4 July (1776)	Independence Day	Members, USFK
15 August (1950)	KATUSA Day	KATUSAs
18 September (1947)	USAF Birthday	Members, USAF
13 October (1775)	Navy Birthday	Members, USN
1 November (1940)	7 <sup>th</sup> Air Force	Members, USAF
10 November (1775)	US Marine Corps Birthday	Members, USMC
11 November	Veterans Day	Members, USFK
4th Thursday in November	Thanksgiving	Members, USFK

\*Anniversaries observed by message from Commander, USFK, annual y

## APPENDIX B

## US FORCES KOREA ANNIVERSARY CALENDAR~

DATE	ANNIVERSARY	OBSERVED
16 February (1985)	EAST	1990
1 April (1971)	JUSMAG-K	1991
13 April (1983)	Army Aviation	1991
14 May (1812)	Ordnance Corps	1992
14 June (1775)	Infantry	1990
16 June (1775)	Adjutant General's Corps	1990
16 June (1775)	Quartermaster Corps	1990
16 June (1775)	Corps of Engineers	1990
16 June (1775)	Finance Corps	1990
21 June (1860)	Signal Corps	1990
28 June (1918)	Chemical Corps	1993
1 July (1962)	Military Intelligence	1992
15 July (1964)	19 <sup>th</sup> Support Command	1989
27 July (1775)	Army Medical Department	1990
29 July (1775)	Chaplain's Corps	1990
29 July (1775)	Judge Advocate General's Corps	1990
31 July (1942)	Transportation Corps	1992
16 August (1984)	18 <sup>th</sup> Medical Command	1990
26 September (1941)	Military Police Corps	1991
16 October (1987)	8 <sup>th</sup> Personnel Command	1992
17 October (1986)	175 <sup>th</sup> Theater Finance Center	
1991		
26 October (1917)	2d Infantry Division	1991
17 November (1775)	Artillery	1990
12 December (1776)	Armor/Cavalry	1991

\*Anniversaries observed by message from Commander, USFK, every fifth year.