

FORT HOOD DISTRIBUTION SCHEME

(For use of this form see AR 25-51. The proponent agency is DHR)

1a. DOCUMENT TITLE

1b. DISTRIBUTION SCHEME:

The number to the left of the organization represents the distribution and official mail stop number. The number to the right represents the last four numbers of the zip+4 postal designation (i.e., 76544-5001)

ORGANIZATION	ZIP+4	TOTAL	ORGANIZATION	ZIP+4	TOTAL	ORGANIZATION	ZIP+4	TOTAL
1. COMMANDING GENERAL	5001		31. HHC, III CORPS	5031		69.	5069	
DEPUTY COMMANDER			32. DIRECTORATE, AVIATION OFFICE	5032		70. ARMY RESEARCH INSTITUTE	5070	
CHIEF OF STAFF			33. PLANS ANALYSIS INTEGRATION OFFICE	5033		71. 11TH SIG BDE (57TH & 62D ESB)	5071	
COMMAND SERGEANT MAJOR			34. 1ST CAVALRY DIVISION	5034		72. TRIAL DEFENSE (SJA)	5072	
SECRETARY OF THE GENERAL STAFF			35.	5035		73. 407TH AFSB	5073	
2. IMCOM	5002		36. 13TH EXPEDITIONARY SUPPORT COMMAND (13TH ESC)	5036		74. 1-229 AVN	5074	
GARRISON COMMANDER			37. 1ST MED BDE	5037		75. REPLACEMENT DETACHMENT	5075	
GARRISON RM			38. 21ST CAVALRY BRIGADE (AIR COMBAT)	5038		76. FT HOOD REGIONAL FLIGHT CENTER	5076	
GARRISON COMMAND SERGEANT MAJOR			39. 89TH MILITARY POLICE BRIGADE	5039		77. 3D ASOG/US AIR FORCE LIAISON OFFICER	5077	
CFC			40. 504TH MILITARY INTELLIGENCE BRIGADE	5040		78. AVIATION FIELD MAINTENANCE ACTIVITY (AFMA)/RASM-W	5078	
3. INSPECTOR GENERAL	5003		41. 85TH CIVIL AFFAIRS BRIGADE	5041		79. 79TH ORD BDE	5079	
4. INTERNAL REVIEW	5004		42. CECOM/INSTALL YARD	5042		80. 41ST FIRES BRIGADE	5080	
5. PUBLIC AFFAIRS OFFICE	5005		43. AMERICAN RED CROSS-FORT HOOD STATION	5043		81. 48TH CHEMICAL BRIGADE	5081	
6. RESERVE AFFAIRS	5006		44. ARMY & AIR FORCE EXCHANGE SERVICE	5044		82. FORT HOOD MOB BDE	5082	
7. DPTMS	5007		45. ARMY AUDIT AGENCY FORT HOOD FIELD OFFICE	5045		83. FORT HOOD RESIDENT OFFICE - 902D MI GP	5083	
8. STAFF JUDGE ADVOCATE	5008		46. ATCOM PROJECT OLR	5046		84. 513TH SPT	5084	
9. ACofS, G1	5009		47. AVIATION SUPPORT FACILITY	5047		85.	5085	
10. ACofS, G2	5010		48. CID, 11TH MP BN, 6TH MP GP	5048		86. HHC/A CO 7-158TH AVN	5086	
11. ACofS, G3	5011		49. DOCUMENT AUTOMATION AND PRODUCTION SERVICE	5049		87.	5087	
12. ACofS, G4	5012		50. DEFENSE COMMISSARY AGENCY	5050		88.	5088	
13. ACofS, G5/G9	5013		51. USO	5051		89.	5089	
14. ACofS, G6	5014		52. DEFENSE MILITARY PAY OFFICE	5052		90. COMMISSARY II	5090	
15. ACofS G8	5015		53. DEFENSE REUTILIZATION AND MARKETING OFFICE	5053		91.	5091	
16. DIRECTORATE OF HUMAN RESOURCES	5016		54. DENTAL ACTIVITY	5054		92.	5092	
17. CORPS CHAPLAIN	5017		55. DISTRICT ENGINEER	5055		93. 36 EN BDE	5093	
18. CORPS CHEMICAL	5018		56. DIVISION WEST	5056		94. 3D CAVALRY REGIMENT	5094	
19. CORPS STAFF ENGINEER SECTION	5019		57. FORCE INTEGRATION OFFICE/CTSF	5057		95.	5095	
20. CORPS FIRE SUPPORT ELEMENT	5020		58. FORSCOM CONTRACT MAINTENANCE FACILITY	5058		THESE ORGANIZATIONS ARE AUTHORIZED TO RECEIVE ON-POST DISTRIBUTION CONTACT THE ORGANIZATION FOR THEIR BUSINESS MAILING ADDRESS Note 1: Commanders are responsible for designating, in writing, an official mail manager. This includes each Corps and Garrison staff activity, MSCs (one from each HQs) and tenant organizations. Forward a copy of official mail manager appointment to DHR, ASD, ATTN: Postal Officer. Note 2: Distribution of an organization's mail is the responsibility of that organization Note 3: Personnel selected for mail and distribution handling must possess the same qualifications as indicated in DoD 4525.6-M, Vol. II. See reverse for definition of Distribution Schemes A, B, C, and D See reverse for instructions		
21. DIRECTORATE, EMERGENCY SERVICES	5021		59. FORT HOOD REGIONAL TNG SITE - MAINTENANCE/RTS	5059				
22. CORPS SURGEON	5022		60. MANTECH	5060				
23. CIVILIAN PERSONNEL ADVISORY CENTER	5023		61. MEDICAL DEPARTMENT ACTIVITY	5061				
24. DIRECTORATE, FAMILY MORALE, WELFARE, AND RECREATION	5024		62. 901ST CCB	5062				
25. CONTRACTING COMMAND/MICC	5025		63. 69TH ADA BDE	5063				
26. NETCOM	5026		64. NONCOMMISSIONED OFFICER ACADEMY	5064				
27. DIRECTORATE, LOGISTICS	5027		65. PEO, GCSS, MATERIAL FIELDING TEAM	5065				
28. DIRECTORATE, PUBLIC WORKS	5028		66. PMCSCS (COMBAT SVC SUPT CONTROL SYSTEM)	5066				
29. EQUAL EMPLOYMENT OPPORTUNITY OFFICE	5029		67. SPECIAL FORCES RECRUITING DETACHMENT	5067				
30. GARRISON CHAPLAIN'S OFFICE	5030		68. USAOTC	5068				

FORT HOOD DISTRIBUTION SCHEME-REVERSE

1. There are five standard levels of distribution for administrative correspondence that have a general application to a specific level of command for all activities:
 - "A" Applicable to company and similar organization levels.
 - "B" Applicable to battalion levels.
 - "C" Applicable to division and brigade levels.
 - "D" Applicable only to III Corps & Fort Hood staff elements.
 - "S" Applicable to special distribution. When your unit or activity generates a one-time print and distribution request, use Fort Hood Form 1853 to establish a "special distribution scheme."
2. To develop a special distribution scheme, follow instructions below:
 - a. In block 1a, write the document title.
 - b. In block 1b, write the letter "S" (indicating special distribution).
 - c. In the total block, place the total number of copies requested.
 - d. Take the completed Fort Hood Form 1853, the document, and a Fort Hood Form 5604 (Printing and Reprographic Request) to the DHR, ASD, ATTN: Printing (4230 78th Street).
 - e. After the request is processed, the printed documents (along with Fort Hood Form 1853) will be delivered to the DHR, ASD, Official Mail and Distribution, where distribution will be made according to the special distribution requested.
3. Activities and Major Subordinate Commands determine how many copies will meet their requirements, thus providing the distribution center the total number for each standard level.