

# EMERGENCY-ESSENTIAL/MISSION-ESSENTIAL JUSTIFICATION

(USFK REG 690-11)

## PRIVACY ACT STATEMENT

- 1. AUTHORITY:** Title 5, United States Code, Section 301; and DoDD 1404.10, Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees.
- 2. PRINCIPAL PURPOSE:** To assist the command in maintaining E-E personnel data.
- 3. ROUTINE USES:** None.
- 4. DISCLOSURE:** Voluntary, however, failure to provide the information may be cause for deleting the individual from E-E position or nomination considerations.

CHECK ONE:  ADDITION  DELETION  NO CHANGE

1. ORGANIZATION: \_\_\_\_\_ DUTY SECTION: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

2. MANNING DOCUMENT DATA:  
UIC: \_\_\_\_\_ EDate: \_\_\_\_\_ Para/Line No.: \_\_\_\_\_ Job/Position No.: \_\_\_\_\_  
Grade: \_\_\_\_\_ Job/Position Title: \_\_\_\_\_  
Category:  US  KN Geo Code No.: \_\_\_\_\_ Function Code \_\_\_\_\_

3. IS POSITION FILLED?  YES  NO IF "YES", PROVIDE THE FOLLOWING DATA:  
Incumbent's Name (*Last, First, and MI*): \_\_\_\_\_ SSN/KID No.: \_\_\_\_\_  
Sec Clearance: \_\_\_\_\_ No. of Dependents in Korea: \_\_\_\_\_ Dependent Geo Code \_\_\_\_\_  
FOR US PERSONNEL ONLY: Command  YES  NO  
Date Arrived (*mmm-yy*): \_\_\_\_\_ DEROS (*mmm-yy*): \_\_\_\_\_

4. IS POSITION SCHEDULED TO BE DELETED?  
 YES  NO IF "YES" WHEN (*mmm-yy*)? \_\_\_\_\_

5. DESCRIBE INCUMBENT'S DUTY DURING EXERCISES/MOBILIZATION. (*Include incumbent's wartime duty location*)

6. DESCRIBE HOW POSITION SUPPORTS OPLAN. (*Keep the narrative UNCLASSIFIED*)

7. STATE ANY ADVERSE IMPACT IF POSITION IS NOT APPROVED FOR EE-ME STATUS.

NAME AND TITLE OF COMMANDER/SUPERVISOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## INSTRUCTIONS TO INDIVIDUAL

**CHECK ONE** - Check ADDITION, DELETION, or NO CHANGE (for existing EE-ME positions).

### 1. ORGANIZATION

**2. MANNING DOCUMENT DATA** - Enter Unit Identification Code, Edate, paragraph and line number, job/position number, Grade, job/position title, and from manning document (i.e., TDA, JTMD, MOB, AMD, UMD)

**Category** - Check **"US"** for U.S. Civilian Employees      Check **"KN"** for USFK KN Employees

**Geo Code** -    Enter "1" for Area I            Enter "3" for Area III            Enter "5" for Osan Area  
                  Enter "2" for Area II            Enter "4" for Area IV            Enter "6" for Kunsan Area

**Function Code** -    Enter "1" for Personnel/Admin            Enter "13" for Education  
                          Enter "2" for Intelligence                Enter "14" for Transportation  
                          Enter "3" for Operations                 Enter "15" for Religious  
                          Enter "4" for Logistics                    Enter "16" for Acquisition/Contract Mgt  
                          Enter "5" for Strategic Planning        Enter "17" for Finance  
                          Enter "6" for Communications/IM        Enter "18" for Red Cross  
                          Enter "7" for Engineering                Enter "19" for Firefighting  
                          Enter "8" for Resource Management      Enter "20" for SOFA  
                          Enter "9" for Public Affairs              Enter "21" for Base Security  
                          Enter "10" for Legal                      Enter "22" for MWR  
                          Enter "11" for Medical                  Enter "99" for Others  
                          Enter "12" for Safety

**3. IS POSITION FILLED?** - Indicate if the position is filled. If filled, enter personnel data.

**Incumbent's Name** - Enter last name, first name, and middle initial.  
**SSN/KID No.** - Enter SSN or KID Number.  
**Sec Clearance** - Enter "S" for Secret, "TS" for Top Secret, or "None" for no security clearance.  
**CSP (YES/NO)** - Enter Check "YES" for command sponsored position.  
                          Check "No" for non command sponsored.  
**Date Arrived** - Enter mmm-yy.  
**DEROS** - Enter mmm-yy.  
**No. of Dependents** - Enter No. of dependents living in Korea.  
**Dependent Geo Code** - Use Geo Code from paragraph 2 above.

**4. IS POSITION SCHEDULED TO BE DELETED?** - Indicate if the position is scheduled to be deleted.  
If "YES", enter mmm-yy.

**5. Describe the incumbent's duty during exercises and mobilization including wartime duty location.**

**6. Describe how the position supports OPLAN. The description must be UNCLASSIFIED.**

**7. Describe the impact if the position is not approved for EE-ME status.**