

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 690-11

8 November 2010

## Civilian Personnel

### CIVILIAN PERSONNEL MOBILIZATION PLANNING AND EXECUTION

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**\*This regulation supersedes USFK regulation 690-11, dated 2 November 2001.**

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FOR THE COMMANDING GENERAL:

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**Summary.** This publication updates, clarifies, and streamlines previous guidelines on mobilizing the civilian work force.

**Summary of Change.** This document has been substantially changed due to the approval of four normalization in Korea. A full review of its contents is required.

**Applicability.** This regulation applies to all activities under United States Forces, Korea (USFK) command and control upon mobilization. It does not apply to employees of the Korea Service Corps (except as specifically addressed in appendix D), or employees of invited contractors.

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: [J1Workflow@korea.army.mil](mailto:J1Workflow@korea.army.mil).

**Forms.** USFK forms are available at <http://www.usfk.mil/usfk/>.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is USFK Assistant Chief of Staff (ACS) J1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK ACoS J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: [J11Workflow@korea.army.mil](mailto:J11Workflow@korea.army.mil).

**Distribution.** Electronic Media Only (EMO).

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## **Glossary**

## **1. Purpose**

To establish policies and procedures for mobilization planning, management, and administration for United States (U.S.) and Korean National (KN) civilian personnel and to supplement [AR 690-11](#), [AFI 36-507](#), OPNAVINST 12910.2, and Exchange Service Reg 8-4.

## **2. References**

Required and related publications are listed in appendix A.

## **3. Explanation of Abbreviations**

Abbreviations used in this regulation are explained in the glossary.

## **4. Responsibilities**

a. USFK staff principals, service component commanders, subordinate commanders, commanders of assigned units, and other activities to whom USFK Reg 690-11 applies are responsible for -

(1) Nominating as Emergency-Essential (E-E), in advance of mobilization, those U.S. Civilian positions (to include service organizations such as Red Cross, United Service Organizations; Morale, Welfare & Recreation, etc.) that are required to ensure the success of combat operations, the availability of combat essential systems and life support for service members. Once approved, positions will be reviewed and adjusted as necessary, at least annually. If an E-E position is vacant, consideration must be given to filling the position with a volunteer civilian employee until the vacancy is filled permanently.

(2) Nominating as Mission-Essential (M-E) those KN civilian direct-hire positions that are required to ensure the success of combat operations or the availability of combat essential systems. Once approved, positions will be reviewed, and adjusted as necessary, at least annually. If an M-E position is vacant, consideration must be given to designating as M-E a volunteer civilian employee to be temporarily assigned to the position until the vacancy is filled permanently. The primary purpose of M-E designation is to ensure the training and equipping of those KN employees occupying M-E positions. It is not to provide them with immunity to recall to ROK government (ROKG) service, already guaranteed by the 137<sup>th</sup> U.S.-ROK Joint Committee Agreement of 26 September 1980.

(3) Notifying the local Civilian Personnel Advisory Center (CPAC)/Human Resources Office (HRO)/Civilian Personnel Office (CPO) of E-E/M-E wartime functions in position descriptions. This annotation may take one of the following three forms:

(a) Positions with duties that are different during wartime will be listed in a position description statement of differences (which will be an appendix to a position description).

(b) For positions for which duties continue unchanged in wartime, the position description will be annotated accordingly.

(c) For positions only filled during wartime, a position description will be kept on file, to be activated during exercises or upon mobilization.

(4) Informing respective resource management document control office of all E-E/M-E designations and changes there to (combined/joint staff elements will inform FKJ1-11, Manpower Branch). This will ensure proper identification of these positions on the unit authorization document.

b. Staff principals, subordinate commanders, commanders of assigned units, and other commanders are responsible for -

(1) Planning and arranging logistic support, including protective clothing if necessary, during an emergency. The issuance of appropriate uniforms, field clothing, and individual protective equipment (IPE), consisting of protective mask and Mission Oriented Protective Posture (MOPP) gear to individual E-E/M-E employees will be accomplished when employees are assigned to essential positions. AR 71-32 and OPNAVINST 12910.2 provide guidance and the basis of issue for IPE for all Army and Navy civilian positions (U.S. and KN) whose positions are on the MOB TDA. Protective masks must be separately documented in the MOB TDA; CTA 50-900 covers all other IPE and field clothing. AFI 10-403 and AFMAN 23-110, vol II, CD ROM, authorize such equipment for Air Force E-E and M-E civilians.

(2) Conducting training IAW published J3 training standards for E-E/M-E employees. At a minimum, employees will receive all training on an annual basis.

(3) Completing all applicable pre-emergency planning actions in AR 690-11, AFI 36-507, OPNAVINST 12910.2, or Exchange Service Reg 8-4.

(4) Including E-E/M-E civilian employees in all emergency action planning, to include their housing and feeding in the same manner as military personnel.

(5) Ensuring that all personnel advisory offices are aware of individuals assigned to positions designated as E-E/M-E and that proper security clearances for new employees have been completed.

(6) Coordinating with the servicing CPAC/HRO/CPO and medical treatment facility, the scheduling of annual medical screening for E-E/M-E employees to ensure they possess the strength and mobility to live and work under field conditions and would not unduly burden the wartime health care system. Minimum medical standards are described at appendix E. More stringent standards may be established in individual cases where justified by duties outlined in the job description, such as lifting requirements. All required immunizations will be administered IAW USFK Surgeon guidance. Employees incapable of meeting these standards will be placed in another position with duties they can perform, or will be terminated.

(7) Submitting a quarterly Readiness Report utilizing the form at appendix F. C/J staff principles, service components, and commanders of tenant organizations will submit data to ACoS, J1, USFK (FKJ1-12), via email at [J11Workflow@korea.army.mil](mailto:J11Workflow@korea.army.mil), NLT the 10<sup>th</sup> of January, April, July and October.

(8) Upon coordination with CPAC/HRO/CPO, terminating non-M-E employees who are excess to the needs of USFK IAW this regulation and locally established procedures.

c. The 175th Finance Management Center (FMC) and cognizant Air Force and Navy finance authorities are responsible for developing procedures for making final payments to U.S., Third Country nationals, and KN employees who may be separated; continued payment to E-E and M-E employees and U.S. Government contractors who will remain in Korea under mobilization conditions; payment to laborers who may be hired on a daily basis during emergencies; and payments to KN employees who may be relocated from their present duty location.

d. The Directorate of Human Resources Management is responsible for -

(1) Developing simplified civilian personnel regulations and procedures to be used during emergency or wartime conditions and overseeing all aspects of KN personnel administration. Regulations for U.S. employees are listed in AR 690-11, AFI 36-507, and OPNAVINST 12910.2 and 12910.1. Regulations governing KN employees are found in appendixes B and C.

(2) Maintaining liaison with appropriate ROKG officials on such matters as military and labor service deferments, wartime labor management practices, and other civilian personnel matters of common interest to the U.S. and ROK.

(3) Coordinating with USFK J/G3, concerning feasibility of employing mobilized KSC workforce by units/activities where immediate reinforcement of KN civilian workforce is needed.

(4) Cross-leveling between the Services the requirements that cannot be filled by the CPAC/HRO/CPO. Those that cannot be filled by cross leveling will be forwarded to the Wartime Host Nation Support Combined Steering Committee (WCSC) by the Directorate of Human Resource Management (DHRM) for processing as unforeseen shortfall IAW USFK Reg 550-52. Specialized skills will be filled by request to ROK Army Reserve Divisions through the Martial Law Command.

e. CPACs/HRO/CPO are responsible for -

(1) Assisting managers in planning job structures for mobilization, identifying E-E/M-E positions and projecting manpower requirements for U.S. and KN direct-hire positions which have not been planned for or cannot be filled by an expanded KSC workforce.

(2) Providing assistance to commanders, managers, supervisors, and employees regarding mobilization planning and execution.

(3) Designating and training a point of contact and backup, with appropriate security clearance, to be responsible for coordinating and acting upon matters that fall within the purview of civilian personnel mobilization.

(4) Ensuring that all personnel assigned to a position designated as E-E/M-E have proper security clearances and that completion of a favorable investigation is a criterion for successful/continued employment.

(5) Initiating and ensuring that employee agreement forms are completed, signed, and forwarded to the CPACs/HRO/CPO, as applicable, for filing in the official personnel folder.

(6) Providing basic civilian personnel administration support for direct hire appropriated fund (APF) and non-appropriated fund (NAF) KN employees in their servicing areas, IAW appendix B.

(7) Establishing and maintaining liaison with area martial law commanders of the ROKG, the Provost Marshal, and the Judge Advocate.

(8) Providing advice and assistance to commanders on terminating non-M-E employees.

(9) Initiating fill actions through normal recruitment procedures, to include forwarding the recruitment requests to the CPOC/CPF/PSD to fill.

(10) Assisting commanders and other staff representatives in preparing and maintaining mobilization job descriptions for U.S. and KN positions. Developing and maintaining plans to staff E-E/M-E positions for their service organizations.

(11) Designating and training a point of contact and backup, with appropriate security clearance, to be responsible for coordinating and acting upon matters that fall within the purview of civilian personnel mobilization.

(12) Developing plans to relocate or destroy personnel folders and other E-E/M-E data files if they are in danger of capture. These plans will include who will direct and carry out relocation or destruction, and who will provide transportation. Developing supporting letters of instruction to implement procedures IAW this regulation.

(13) Ensuring the accuracy of E-E/M-E personnel and position data in the Defense Civilian Personnel Data System (DCPDS) and providing E-E/M-E listings to those organizations that do not have automated access through Personnel Process Improvements (PPIs).

(14) Ensuring that DCPDS is updated to reflect the accurate status of reservists' and military retirees' requests for waiver of military obligation during mobilization. Results must be reported to the appropriate military personnel servicing offices.

(15) Processing termination actions IAW this regulation and locally established procedures.

(16) Screening employees' official personnel file (OPF) upon assignment to E-E positions and in May each year to identify (inactive) reservists and military retirees requesting waiver of military obligation during mobilization and following up on those pending waivers.

(17) Filling recruitment requests and forwarding those requirements that cannot be filled to the Eighth United States Army DHRM, for cross-leveling between the Services. Specialized skills will be filled by request to ROK Army Reserve Divisions through Martial Law Command. These procedures are IAW appendixes C (Planned WHNS) and E (Unforeseen WHNS) of [USFK Reg 550-52](#) Wartime Host Nation Support Program.

(18) Area CPAC/HRO/CPO will maintain USFK Form 126EK-E, USFK Form 159-E (Certificate of Employment), and USFK Form 126EK-E (Control Register). These forms are available electronically on the USFK publications website.

(19) The CPAC/HRO/CPO will complete USFK Form 161K-E (Report of Termination of Homeland Reserve Forces Deferment Status) and USFK Form 137EK-E (Notification of Termination of Employment with U.S. Forces Korea) for all terminated KN employees. These forms are available electronically on the USFK publications website. The USFK Form 161K-E applies to employees eligible for Homeland Reserve call-up and the USFK Form 137EK-E applies to all others. These forms will be forwarded to the proper ROKG town office (Dong, Up, or Myon) where registration is filed, and copies will be maintained at the CPAC or civilian personnel office.

f. The office of Special Assistant for Status of Forces Agreement (SOFA)/International Relations and U.S. SOFA Secretariat will coordinate and negotiate with appropriate elements of the Korean component of the ROK-U.S. Joint Committee or other elements of the ROKG as required.

g. The USFK Surgeon will define personnel authorized care in Army, Navy, and Air Force medical treatment facilities (MTF). E-E and M-E employees will have the same priority as active

duty military personnel for treatment during hostilities. In armistice, the USFK Surgeon will also administer annual medical examinations for E-E/M-E civilians to determine if they still meet the physical and medical standards of their positions. This expense will be borne by the staff/organization that nominated the position for E-E/M-E designation. Cost of treatment during emergencies will be defrayed from the MTF's operational funds.

h. The ACofS, J1, will -

(1) Provide the appropriate military personnel servicing element, on an as-needed basis, with a list of all E-E/M-E positions for strength accounting purposes. Request for unit E-E/M-E reports can be sent to [J11Workflow@korea.army.mil](mailto:J11Workflow@korea.army.mil).

(2) Review and validate all E-E/M-E positions every two years, on the odd years, in October.

i. The ACofS, J3 Chemical Branch, will assist commanders in training E-E/M-E civilians in NBC defense.

j. At mobilization, the Air Force HRO will continue to provide service to Air Force civilian employees (both U.S. and KN).

k. The ACofS, J3, will review, test, evaluate, and conduct exercises of civilian personnel mobilization plans. They will also provide guidance and assistance to commanders on establishing mobilization and armistice authorization document requirements.

l. The ACofS, J5, will establish and maintain liaison with the ROKG Office of Emergency Planning, Ministry of National Defense, and HQ, Martial Law Command, and remain aware of ROKG proclamations and enactments.

m. The ACofS, Acquisition Management, will develop plans and publish policy and instructions concerning the mobilization of essential contract personnel and technical representatives.

n. The Executive Agent at each installation with Red Cross E-E/M-E civilians will fund and execute the training and equipping of those personnel.

## **5. Policy**

a. General policy. Pertinent general policy set forth in AR 690-11, AFI 36-507 and OPNAVINST 12910.2 applies to mobilization planning as supplemented herein upon declaration of an emergency.

b. U.S. civilian employees.

(1) The U.S. civilian employees occupying positions designated as E-E must remain in Korea during hostilities until relieved by proper authority.

(2) The U.S. civilian employees who have been designated as alternates to fill vacant E-E positions must remain in Korea during hostilities for up to 90 days or until relieved by proper authority. These employees must be prepared to respond to mobilization or evacuation orders.

(3) U.S. civilian personnel will be utilized in the rear area in virtually all cases. Certain employees, however, will initially be utilized in the forward area if a critical need for their services



exists and the military situation permits (for example, ammunition inspectors, safety personnel, utility plant supervisors, logistics assistance officers, etc.).

(4) U.S. employees who occupy E-E positions and are ready reservists subject to recall to active duty, shall be removed in advance of mobilization from ready reserve status IAW AR 690-11, AFI 36-507, or OPNAVINST 12910.2. Early coordination of advance removal must be accomplished to preclude a conflict during mobilization.

(5) Military retirees who occupy E-E positions will submit a request for exemption IAW AR 690-11, AFI 36-507, or OPNAVINST 12910.2, as applicable.

(6) U.S. employees who occupy E-E positions are responsible for taking part in practice alerts and field exercises, as required. Such employees will be compensated IAW applicable federal rules related to premium pay.

(7) U.S. employees who occupy E-E positions may be issued a weapon for personal defense on request by the employee, (if approved by the component commander/executive agent, see [DA Pam 690-47](#)).

(8) All job descriptions for positions designated E-E will include a physical requirements statement as follows: "This position is designated Emergency Essential. The incumbent will be required to wear chemical/biological protective mask and clothing during mobilization and field exercises, and must be able to live in a field environment. Incumbent will be required to meet the physical and immunization requirements established by the Theater Commander. There may be total exposure to prevailing weather conditions. Incumbent may be subject to the following environmental factors: excessive heat, cold, dampness, humidity, dry atmospheric conditions, dust, fumes, smoke, or gases, working around machinery with moving parts, slippery or uneven walking surfaces, stress, and protracted or irregular hours of work."

c. KN employees.

(1) In a declared emergency KN employees will be administered by appendixes B.

(2) The ROKG has agreed to defer all USFK KN employees from reservist call-up and labor services during emergencies (appendix D), IAW the U.S.-ROK SOFA, and Article XVII.

(3) KN employees who occupy KN M-E positions as indicated on TDA are obliged to remain with USFK in case of emergency. Employees who fail to do so will be reported to the ROKG as detailed in appendix D.

(4) KN employees who occupy M-E positions and remain with USFK in an emergency will be assured of transportation for themselves and their family if their organization relocates. Family members may be relocated, prior to the actual move of M-E employees, as determined by organization commanders depending on the wartime situation. In conjunction with this, unit commanders are responsible for maintaining a current list of family members.

(5) During mobilization, KN direct-hire employees will not be used for tasks defined as wartime missions of the KSC as described in Eighth U.S. Army Reg 550-1, paragraph 20-4. Maximum use of the KSC workforce by USFK units in wartime is encouraged. The KSC wartime missions are -

(a) The movement of ammunition and supplies from forward train areas to front line

positions and the loading, unloading, storage, and maintenance of ammunition and supplies in depot areas and supply points. Delivery of rations and water to front line positions is included in this role.

(b) The front line evacuation of non-ambulatory personnel to collection points and forward aid stations. This will be performed primarily as a back-haul function by the same personnel who transport ammunition and supplies. Basic first aid, and grave registration functions may be performed as required.

(c) Support of U.S. forces involving the construction of front line fortifications; implementation of barrier plans; and construction of command posts, artillery positions, tactical air defense missile sites, train areas, and aircraft or vehicle revetments. Cutting, processing, and hauling timber are also included.

(d) Support of U.S. units in building and repairing roads and bridges which have been designated as essential to U.S. combat operations. Included in this role are building and maintaining U.S. airfields.

(e) Support of U.S. logistical organizations by loading, unloading, rigging, and warehousing all classes of supplies within U.S. supply points and railheads.

(f) Support of U.S. chemical units in connection with NBC decontamination or smoke operation.

(g) Other functions in connection with Eighth U.S. Army missions such as installation of field telephone lines; type-B unit support; vehicle operation and maintenance; and miscellaneous labor support in the operation of field dining facilities, field laundry and bath facilities, water purification facilities, or hot refuel points.

(6) KN employees who occupy non-M-E positions and who volunteer will be utilized by commanders in vacant M-E positions. Before release of excess M-E employees, commanders must report them to their local CPAC Office who will coordinate their availability with DHRM.

(7) KN employees who have volunteered but cannot be utilized in M-E positions may be released for the duration of the emergency. This will be accomplished only after assuring that other USFK personnel advisory cannot utilize them. These employees will be reported to the ROKG IAW appendix D.

(8) KN employees released from one CPAC as non M-E may be reassigned to another area if their services are needed, and they have volunteered. If possible, employees and their dependents will be provided transportation to the new area if the military situation permits. Commanders will plan for transportation needs in advance of mobilization.

(9) KN employees assigned to M-E positions are responsible for taking part in practice alerts and field exercises, as required. Such employees will be compensated IAW applicable USFK regulations related to premium pay.

## **6. Procedures**

### **a. U.S. civilian employees.**

(1) Upon assignment, U.S. employees assigned to E-E positions in USFK will be issued

Command Access Card (Geneva Conventions Identity Card) for civilians who accompany the Armed Forces and ID tags.

(2) Individuals selected for E-E positions will be required to sign DD Form 2365 (DOD Civilian Employee Overseas Emergency-Essential Position Agreement), and any supplements, as a condition of employment before the job offer is finalized and prior to departure from current duty station and placement into an E-E position. The DD Form 2365 is available electronically on the USAPA website. Refusal to sign the agreement will result in the withdrawal of the job offer.

(3) When a position is designated as E-E and the incumbent declines to sign the DD Form 2365, the activity will reassign the employee as soon as possible to a non-E-E position without loss of grade or pay. Activities will not approve overseas tour extensions for employees occupying E-E positions unless they sign the applicable form.

(4) Upon arrival in Korea, and as changes occur, all USFK employees will complete DD Form 2461. DD Form 2461 automatically becomes void within 90 days of the anniversary of issuance or last revalidation if not revalidated annually.

(5) USFK employees having overseas transportation orders and rotation agreement will keep a copy in their Non-Combatant Evacuation Kit.

(6) E-E employees will report during initial inprocessing to the unit supply activity that supports military personnel assigned to their organization, for issue of required Individual Protective Equipment (IPE), to include protective mask and mission-oriented protective posture (MOPP) gear. E-E employees will also be issued Organizational Clothing and Individual Equipment (OCIE), and personal clothing (uniforms). Current employees will report for issue of clothing and equipment within thirty days of assignment to an E-E position.

b. KN employees.

(1) M-E employees will be notified of their essential status using USFK Form 200EK (Korean Employee Mission Essential Position Agreement). This form is available electronically on the Eighth U.S. Army Homepage. Such notification will be made when a position is designated as M-E or when an employee is assigned to an M-E position.

(2) Excess non-M-E employees will be notified of their status and given the opportunity to agree to reassignment to an M-E position, if needed in the event of mobilization. USFK Form 201EK (Korean Employee Excess Position Agreement) will be used for this purpose. This form is available electronically on the Eighth U.S. Army Homepage. Such notification will be made when a position is designated as excess or when an employee is assigned to an excess position.

(3) All M-E employees will be issued, upon employment, a Common Access Card (CAC) Geneva Conventions identification card and ID tags.

(4) All KN employees will be issued USFK Form 126EK-E (Certificate of Employment) upon employment, for their use in obtaining deferment from Homeland Reserve Forces, Civil Defense Corps, and Labor Service. This form is available electronically on the Eighth U.S. Army Homepage. Procedures for KN employees to request deferment, and for Personnel Advisory Centers to ensure deferment has been accomplished, are found in appendix D.

(5) M-E employees will report during initial in-processing to the unit supply activity that supports military personnel assigned to their organization for issue of required IPE, organizational clothing and individual equipment (OCIE), and personal clothing (uniforms). Current employees will report for issue within 30 days of assignment to an M-E position.

## **7. Civilian Personnel Administration under Emergency Conditions**

a. Plans for civilian personnel administration under mobilization conditions will generally follow two phases. Plans range from streamlined procedures to be used immediately upon mobilization to resumption of a substantially complete personnel program under stabilized conditions. During Phase I, personnel program requirements will be suspended and CPACs will be authorized to affect necessary personnel actions using emergency standby procedures contained in AR 690-11 for U.S. personnel and appendix B of this regulation for KN employees.

b. Phase II will allow the resumption of normal personnel management procedures and supporting services after wartime conditions have stabilized. During Phase II, the function of identification card issuance will return to the Provost Marshal's Office from the CPAC.

c. At mobilization, the Directorate of Human Resource Management (DHRM) will continue to report to the Chief of Staff, Eighth US Army. DHRM will assist USFK staff and respective Commanders; implement and administer simplified civilian personnel regulations and procedures; cross-level DA civilian assets; coordinate with DA for mobilization entitlements; deal with ROK martial law representatives; coordinate with ROKG officials regarding deferment and emergency manpower (War Host Nation Support) requirements; and resolve personnel issues which require intervention.

d. The Chief of Staff, Eighth Army will assume command and control of the CHRA Regional Office and Civilian Personnel Advisory Centers (CPACs). These offices remain separate operations under the Assistant G-1 for Civilian Personnel and Garrison Commanders as required to support OPLANs for units employing civilians. During contingency, the CHRA Regional Office will complete work to the extent possible, given that tools may not be operational during a contingency. CHRA Regional Office will process personnel actions (i.e. reassignments, transfers, pay changes, deaths, etc.); process recruitment actions (i.e. US replacements from CONUS, local labor, etc.); maintain official personnel folders (relocation or destruction); flow personnel actions to payroll and benefits offices; and perform other operational functions as needed. CPACs will assist and respond to local installation commanders; interface with local martial law representatives; process local actions to the maximum extent possible; release excess KN employees to ROKG; assist commanders with manpower replacement and labor relations; and perform other personnel functions as required.

## **Appendix A References**

### **Section I. Required Publications**

AFI 10-403 (Deployment Planning and Execution)

AFI 36-507 (Mobilization of the Civilian Work Force)

AF MAN 23-110 (USAF Supply Manual)

AR 71-32 (Force Development and Documentation-Consolidated Policies)

AR 335-15 (Management Information Control System)

AR 690-11 (Use and Management of Civilian Personnel in Support of Military Contingency Operations)

CTA 50-900 (Clothing and Individual Equipment)

DA Pam 690-47 (DA Civilian Employment Guide)

EA Reg 550-1 (Korean Service Corps - Mission, Organization, Responsibilities and Operating Procedures)

Exchange Service Reg 8-4

OPNAVINST 12910.2 (Mobilization Preparedness Planning for the Navy U.S. Citizen Civilian Workforce)

USFK Pam 690-500 (Position Classification Guidance and Standardized Job Descriptions for KN Positions)

USFK Reg 190-7 (Installation Access Control System)

USFK Reg 550-52 (Wartime Host-Nation Support Program)

USFK/EUSA Reg 690-118 (Qualification Standards-Korean Employees)

USFK Reg 690-1 (Regulations and Procedures - Korean Nationals)

U.S.-ROK SOFA, Article XVII.

7AFI 65-101 (Financial Management Time and Attendance Reporting)

137<sup>th</sup> U.S.-ROK Joint Committee Agreement

## **Section II. Related Publications**

COMUSKOREA OPLAN 5060 (Noncombatant Evacuation Operation)

Department of State Standardized Regulations (DSSR)

USFK Pam 600-300 (Noncombatant Emergency Evacuation Instructions)

## **Section III. Prescribed Forms**

USFK Form 126EK-E (Certificate of Employment)

USFK Form 137EK-E (Notification of Termination of Employment with USFK)

USFK Form 160K-E (Deferment Request-Homeland Reserve Force)

USFK Form 161K-E (Report of Termination of Homeland Reserve Forces Deferment Status)

USFK Form 200EK-E (Korean Employee Mission Essential Position Agreement)

USFK Form 201EK-E (Korean Employee Excess Position Agreement)

USFK Form 225EK-E (Personal Background Statement)

## **Section IV. Referenced Forms**

DD Form 489 (Geneva Convention Identity Card for Civilians Who Accompany the Armed Forces)

DD Form 2365 (DOD Civilian Employee Overseas Emergency Essential Position Agreement)

DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotment Payments for DOD Civilian Employees)

EA Form 811EK-E (Indigenous Personal History Statement)

Standard Form 50 (Notification of Personnel Action)

Standard Form 52 (Request for Personnel Action)

USFK Form 37EK (USFK Pass) (Accountable)

USFK Form 159-E (Certificate of Employment, USFK Form 126, 1 May 84, Control Register)

7AF Form 34 (Korean National Time and Attendance Report)

## **Appendix B**

### **Guidelines for Administration of Korean National Employees during Mobilization**

#### **B-1. Applicability**

a. These guidelines have been developed for the administration of KN civilian employees during mobilization.

b. These guidelines will become effective upon directive from the Commander, USFK, or an attack upon the ROK. They will remain in effect until the Commander, USFK, determines they are no longer needed and terminates them.

#### **B-2. General**

a. Current employees. Current employees whose positions are designated as essential will be retained, and surplus employees will be reassigned to other essential positions or separated IAW the provisions of this appendix.

b. New employees.

(1) Adequate sources of new employees are expected in geographic areas where needed. Local labor sources including evacuee groups will be used to augment the civilian work force as required.

(2) When sufficient employees are not available to meet an organization's needs, requisitions for new employees will be submitted to the servicing area CPAC/HRO/CPO. The CPAC/HRO/CPO will reassign surplus employees to other serviced organizations or will forward the requisition to the appropriate local office of the Martial Law Command, ROK Army. The Directorate of Human Resources Management (DHRM) under ACofS, G1, will be advised of the need to rely on the Martial Law Command.

c. Personnel actions.

(1) Placement actions taken under this regulation will be temporary in nature. All appointments, promotions, reassignments, or changes to lower grades will be made on the basis that all employees will, at the termination of the emergency condition, have rights to the position held at the time the emergency was declared, or to a similar position.

(2) Indefinite employees who are terminated because of the emergency condition will be placed on a reemployment priority list and considered for reemployment after the emergency has subsided. Temporary appointments of separated indefinite employees during an emergency will not change their standing on the reemployment priority list. Terminated employees will have the option of having unused sick leave either added in computation of total creditable service for severance pay or held in abeyance to be used when reemployed upon the end of the emergency.

d. Leave. There will be no accrual of, or charge against, annual leave or sick leave for Korean employees. Employees continuing their employment during the emergency will have annual and sick leave held in escrow until the emergency condition ends. On cessation of the emergency, annual and sick leave will be reinstated, and accrual will recommence IAW the policy in effect at that time. Terminated employees will be paid a lump sum for accrued annual leave at the time of separation. Those who are later reemployed will be credited for previously accrued sick leave provided they did not receive payment for accrued sick leave in their severance pay. During

mobilization, time and attendance will be monitored using USFK Form 132 (Korean Employee Timesheet) and 7AF Form 34 (Korean National Time and Attendance Report).

e. Wage schedules. Current U.S. Forces wage schedules are to be used in conjunction with authorized job descriptions in USFK Pam 690-500. Within 30 days after an emergency is declared, new wage schedules will be issued to include the former total annual bonus value, benefits allowance (BA), payments in kind (PIK), consolidated allowance payment (CAP), and severance payments. After their issuance, individual bonus payments, severance payments, BA, PIK, and CAP will be discontinued. Also, tuition assistance payments for dependent students and other event-oriented payments will be discontinued. There will be no annual adjustment of the wage schedule during an emergency.

f. Premium pay. Premium pay rates for overtime, night work, or holidays during the emergency will remain in effect unless terminated by ROKG. Premium pay rates will be the basic rate of compensation established by the new wage schedules prescribed in paragraph B-2e above.

g. Job classification. Standard job descriptions and grades provided in USFK Pam 690-500 will be used in establishing and filling positions. New variant jobs will not be prepared.

h. Labor-management relations. Labor-management relations will be reduced to a level consistent with overall policy established by the ROK Government and USFK. Guidance will be issued as conditions develop.

i. Social security plans. The employment insurance plan, national pension plan, industrial accident compensation insurance plan, long-term care insurance plan for the elderly, and health insurance programs for the KN workforce will continue unless terminated by the ROKG. These programs will be reinstated as soon as the emergency situation permits.

### **B-3. Recruitment and Placement Procedures**

a. Maximum use will be made of current and former USFK employees.

b. Requests for recruitment or promotion from managers normally will be submitted by Standard Form (SF) 52 (Request for Personnel Action). In pressing situations, verbal requests for recruitment will be accepted from management officials. In such cases, the CPAC/HRO/CPO will prepare a substitute SF 52 and record the requesting manager's name, rank, title, and organization. The manager will authenticate these SF 52s after the fact.

c. Laborers may be hired and paid on a daily basis in emergency situations. They will be paid at the KWB-2, step 1 rate. A group SF 50 (Notification of Personnel Action) will be prepared to document these hires.

d. USFK Form 225EK-E (Background Investigation Statement) will be prepared by each non-employee applicant instead of the Application for Employment. This form is available electronically on the Eighth U.S. Army Homepage.

e. Qualification standards contained in USFK Reg 690-118 will be used in making appointments, reassignments, and promotions. CPAC/HRO/CPO may make exceptions to these standards if a fully qualified person is unavailable.

f. Qualified candidates will be referred to supervisory personnel for selection. However, when expediency requires, CPAC/HRO/CPO may select employees and assign them directly to the



place of duty.

g. Upon employment, copies of Eighth Army (EA) Form 811EK-E (Indigenous Personal History Statement) will be forwarded to the local provost marshal to initiate appropriate security investigations. The EA Form 811EK-E is available electronically on the Eighth U.S. Army homepage. If an employee is appointed without a break in service with USFK of not more than 90 days and a security check was previously made, a new investigation will not be required.

h. Personnel actions will be recorded on SF 50 prepared in quadruplicate by the CHRA/HRO/CPO. The original will go to the employee, with copies to the servicing payroll office, the official personnel folder, and the employing activity. Appointments will be processed as "Excepted Appointment-Emergency," subject to termination at any time during or at the end of the emergency.

i. When separation of employees is necessary, a maximum notice of 30 calendar days will be provided to the employee, if possible. However, a lesser number of days may be established by the servicing CPAC/HRO/CPO with concurrence of the servicing organization based on operational requirements during the emergency. Selection of employees to be terminated will be determined by supervisors. Formal reduction-in-force (RIF) procedures will not be followed. The CPAC/HRO/CPO will provide the date of hire and status of military service of concerned employees to supervisors upon request for the purpose of selection of employees for separation. Surplus personnel may be reassigned as needs dictate.

j. Open continuous announcements/formal listings will be used to establish an applicant supply file to fill anticipated, recurring, or hard-to-fill vacancies. The CPAC/HRO/CPO will accept applications from outside applicants concurrent with employees' applications.

k. CPAC/HRO/CPO may also request additional personnel from the Martial Law Command.

#### **B-4. Personnel Actions**

The terms used on requests for and notifications of personnel action are defined below.

a. Recruit. Used when a supervisor requests to fill a vacancy. The job title, grade, and number of employees needed for each job, will be indicated.

b. Excepted appointment-emergency. For appointing an applicant during an emergency.

c. Resignation. Used when the employee desires to terminate.

d. Promotion-emergency. Used to upgrade an employee to a higher graded job.

e. Suspension. Places an employee in a nonpay status for a specific number of days because of misconduct or delinquency.

f. Separation (security). Separation of an employee as a security risk under the provisions of applicable command security regulations.

g. Separation (disability). Separation of an employee who is physically or mentally incapable of performing the duties of his or her position as confirmed by U.S. medical authority.

h. Separation (abandonment of position). Used when an employee has not reported for work or has not advised his or her supervisor of the reason for an absence exceeding 1 workweek, and

the supervisor has been unable to contact the employee to determine his or her whereabouts.

- i. Separation-death. Separation of an employee due to his or her death.
- j. Reassignment-emergency. Assignment of an employee to a different job at the same grade level. Change in salary will not occur.
- k. Change to lower grade-emergency. Places an employee in a position of lower grade or pay rate. This action will be used when the employee is placed in a lower graded position due to operational requirements and the placement is expected to exceed 60 days.
- l. Removal. Separation of an employee for misconduct or delinquency.
- m. Termination. Separation of an employee from employment except when removal or a separation listed in paragraph B-4f through B-4i is the appropriate nature of action.

#### **B-5. Employee Identification**

- a. Commanders of M-E personnel, in conjunction with CPAC/HRO/CPO, will submit requests for USFK Form 37EK (USFK Pass), to the appropriate Pass and ID Office, IAW USFK Reg 190-7 and applicable guidance issued by the Area/Installation/Base Commander.
- b. Employees will be instructed to carry their Residence Certificate Card (Ju Min Deung Nok Jeung).
- c. When employees separate, supervisors will collect and turn in to the issuing CPAC/HRO/CPO USFK Form 37EK and will notify the area Provost Marshal of the separation. The CPAC/HRO/CPO will destroy the turned-in forms.

#### **B-6. Tours of Duty, Holidays, and Excused Absences**

- a. Requirements for premium pay will remain in effect unless terminated by the ROKG. Then, the normal tour of duty for Korean employees will be 10 hours a day, 6 days per week. Work in excess of 8 hours per day or 44 hours per week will be paid at basic rates of compensation. In combat areas, established tours of duty may be disregarded depending upon exigencies of the local situation.
- b. KN employees will be excused without loss of pay on any Korean holiday announced by the ROKG that permits all workers in the community to have a holiday off. If an emergency situation requires their presence, premium pay will be paid unless terminated by the ROKG. Then pay will be at the basic rate of compensation.
- c. A U.S. holiday which is not a Korean holiday is a regular workday for Korean employees. Unexcused absence of a Korean employee on a U.S. holiday will be recorded as nonpay status (LWOP), unless it is the day off for that period. KN employees prevented from working because an office or the installation is closed for a U.S. holiday will be excused without loss of pay.
- d. KN employees will be granted 1 day off each week, if possible.
- e. Excused absence is administratively granted and does not result in loss of pay. Excused absence is authorized as follows:

- (1) To complete required medical examinations or immunizations.
- (2) To utilize services of the CPAC/HRO/CPO.

(3) In case of sickness up to 1 day during a pay period. In exceptional cases, a unit commander in coordination with the CPAC/HRO/CPO, may approve excused absence up to 1 workweek in a pay period for serious illness or temporary inability to work. Absence in excess of 1 workweek in a pay period will be reported as LWOP.

#### **B-7. Time and Attendance Sheets and Payroll**

The Korean Time and Attendance Module (KTAM) of the Korean National Pay System (KNPS) will be used by Korean National (KN) employees to submit their monthly time and attendance data. However, when the KTAM is not accessible or not working, KN employees will instead use the manual USFK Form 132 (Korean Employee Time Sheet) to report their monthly time and attendance data. Preparation and submission of the USFK Form 132 will be IAW instructions from the 175th FMC. Payments will be made by the 175th FMC. USAF Comptroller will continue to pay USAF employees using 7AF Form 34 IAW 7AFI 65-101.

#### **B-8. Employee Services and Facilities**

a. Government rations may be provided to employees when adequate food service facilities are not available in the local community. Such rations may be provided to employees at a cost determined by the providing commander.

b. Shelter will be furnished at no charge to KN employees who are required to remain on post for security reasons or when adequate housing facilities are not available in local communities.

c. Transportation from residential areas to work sites may be provided when local carriers are not available.

#### **B-9. Pay Administration**

a. Setting pay rates. Only basic rates of pay will be considered in making pay rate determinations.

(1) At the declaration of an emergency, pay of employees on the payroll will remain at their present step rates. There will be no step increases during mobilization.

(2) Employees hired on Excepted Appointments-Emergency will have their pay set at Step 1 of the assigned grade. There will be no step increases during mobilization.

(3) An employee reassigned to another position in the same pay schedule will be assigned at the same step rate.

(4) An employee reassigned to a position under a different pay schedule, either in the same grade, or different grade which has the same pay rate for Step 1, will be assigned the same pay rate. If the last pay rate falls between two steps of the grade in the new schedule, the employee will be assigned to the higher step.

(5) When an employee is promoted, pay will be set at the lowest step in the higher grade which exceeds his or her last pay rate by one full step of the grade from which promoted. Promotion also applies to movements between manual and non-manual positions when Step 1 of

the new position is higher than Step 1 of the position previously held.

(6) Pay for an employee changed to lower grade (in the same or a different pay schedule for reasons other than for personal cause) will be fixed at the step in the lower grade which provides the same pay rate. If the existing rate falls between two steps of the lower grade, the higher of the two rates will be used. If the existing rate is above the top step of the lower grade, the employee will be placed in the top step of the lower grade. An employee downgraded for disciplinary reasons or for poor performance will have his or her pay rate fixed at Step 1 of the new grade.

(7) Employees hired before the start of the emergency and terminated because of the emergency condition will receive severance pay and other benefits IAW USFK Reg 690-1.

b. Step increases. There are no step increases during an emergency. Employees will retain their current step unless assigned to a different job with pay rate adjusted IAW paragraph B-9a. Missed step increases will be adjusted retroactively after emergency conditions cease.

c. Payment of wages and pay benefits.

(1) Wages will be regularly paid on days established by the finance office. Pay periods will consist of 4 calendar weeks, unless otherwise authorized. Daily laborers will be paid at the end of each day worked according to procedures established by the 175th FMC and the Air Force Comptroller.

(2) In case of death, unpaid compensation, to include lump-sum payment for unused annual leave and severance pay (earned prior to the emergency), will be paid to the deceased employee's beneficiary. Payment will be made to the lawful claimant IAW Korean civil law. Preparation of a supplemental payroll is appropriate in such circumstances.

d. Payment of per diem. An employee (either APF or NAF) who is required to perform temporary duty at a location which prevents return to regular domicile at night and when officially authorized in travel orders will be paid per diem as specified in governing regulations or policies. Lodging and mess facilities may be provided in lieu of per diem.

e. Relocation allowance. Relocation allowance is authorized for KN employees who at management's direction are permanently transferred from one commuting area to another.

#### **B-10. Job Classification**

CPAC/HRO/CPO will -

a. Establish positions and assign titles and grades using USFK Pam 690-500 to the maximum extent possible.

b. Maintain up-to-date records of positions established for each unit where personnel administration services are provided.

#### **B-11. Training and Development**

a. At initial employment, employees will be given an orientation or written material covering the following items:

(1) The USFK mission.

- (2) Employment status.
- (3) Use of identification cards.
- (4) Tour of duty, time off, and holidays.
- (5) Wages, bonuses, and severance pay.
- (6) First aid and other employee services.
- (7) Termination of employment.
- (8) Security.
- (9) Safety.
- (10) SOFA Article XVII, paragraph 4(c).

b. Training of a technical nature will be provided by concerned supervisors, as needed. Training normally will be conducted during regular duty hours, and government resources will be used to the maximum extent possible.

#### **B-12. Conduct and Discipline**

a. Employees will accomplish work assignments effectively, follow rules established by authorities and supervisors, perform their duties in an ethical manner, and respect the rights of other individuals. Appendix C includes a Standard Table of Penalties for use during mobilization.

b. Types of disciplinary actions are -

(1) Reprimand. An oral or written action by a supervisor to correct an employee's conduct, work habits, or other behavior which has a relationship to his or her employment.

(2) Suspension. A nonduty status without pay for a specified number of days.

(3) Removal. The separation of an employee for reasons of misconduct, delinquency, or other cause personal to the employee. Removal is appropriate when less severe penalties have not corrected the employee's conduct or where the employee's willful actions, carelessness, or negligence warrants.

c. Procedures. SF 52 for suspension or removal must be submitted to the CPAC/HRO/CPO with a brief statement of the evidence. There will be no right of employee reply and no advance notice to the employee. The SF 50 will state the reason for the suspension or removal. These actions may be appealed.

d. Appeals. The final decision authority on appeals from suspension is the second-level supervisor. The final decision authority on appeals from removals is the supervisory level at O-6, GM-15, or above.

### **B-13. Compensation for Injury, Disability, or Death**

a. KN employees paid from appropriated funds are entitled to emergency medical treatment, hospitalization, and outpatient treatment at U.S. Army medical facilities or specified Korean hospitals under the provisions of the ROK Industrial Accident Compensation Insurance Plan (IACIP) for personal injury sustained in the performance of duty or from disease proximately caused by employment. In addition, death and disability benefits will be paid by the Korea Labor Welfare Corporation (KLWC) under the IACIP NAF employees and employees of U.S. invited contractors are also entitled to medical treatment and compensation under the provisions of IACIP.

b. Supervisors will obtain immediate medical treatment for injured employees, report all accidents and injuries promptly, and assist employees in the execution of necessary forms in support of claims for compensation.

c. Injured employees will be referred to the nearest U.S. military dispensary or hospital for emergency treatment. As soon as an injured employee may be safely transferred, he or she will be moved to a local Korean hospital recognized by the KLWC, if hospitalization is required. If local Korean hospitals are not available, treatment may be provided in a U.S. facility.

d. The employee or responsible supervisor will prepare a memorandum indicating the causes and details of the accident and submit the memorandum to the servicing CPAC/HRO/CPO together with 3 copies of a Request for Medical Care (요양신청서) completed in the Korean language for certification by the servicing CPAC/HRO/CPO. Upon certification, the CPAC/HRO/CPO will provide the injured employee, or someone acting for the employee, 3 copies of the Request for Medical Care for the employee to obtain medical care and treatment in a KLWC recognized medical institution. Supervisors will ensure that a Request for Medical Care is completed when any of the following conditions pertains:

(1) Employee is referred to a KLWC-recognized medical institution for medical treatment or consultation for a work-related injury or occupational disease which is expected to require medical treatment for more than three days.

(2) Any permanent disability, whether anatomical or functional, appears possible as a result of the injury.

(3) There is probability of future infection or disability.

(4) Employee indicates a desire to file a claim with the KLWC.

e. In case of death of an employee due to a work-related injury or occupational disease, the responsible supervisor will prepare a memorandum indicating the causes and details of the accident and submit it to the servicing CPAC/HRO/CPO together with the Request for Survivors Benefits/Funeral Expenses (유족보상·장의비청구서) completed in the Korean language for certification by the servicing CPAC/HRO/CPO. Provide the eligible family member of the deceased employee the Request for Survivors Benefits/Funeral Expenses certified by the servicing CPAC/HRO/CPO. The supervisor does not need to prepare a new memorandum if he/she already submitted to the servicing CPAC/HRO/CPO a memorandum for the same accident with the Request for Medical Care in paragraph B-13d.

#### **B-14. Relocation of Korean National Mission-Essential Employees during Hostilities**

a. Payment of relocation allowance is authorized for employees who are transferred on a permanent change of station (PCS) from one commuting area to another. This is payable only if the employee's residence prior to actual relocation was outside the new commuting area, as verified by an official certificate of residence. Transfers within a commuting area, regardless of the location of the employee's residence, are not considered a PCS move and do not result in eligibility for relocation allowance. Similarly, transfers from one commuting area to another do not necessarily confer eligibility for relocation allowance. Commuting to the new location must require a minimum of one hour additional commuting time to attain eligibility for relocation allowance.

b. The maximum authorized payment regardless of the grade and step of the position held is the hourly base pay rate for step 10 of KGS-7 multiplied by 40 (hours per week), times 6.5 for employees without dependents or 13 for employees with dependents, regardless of the number of legal dependents.

c. Employees entitled to a relocation allowance will be provided U.S. Government transportation or local commercial transportation for both employees and legal dependents. Transportation of a limited amount of household goods or possessions is authorized (not to exceed 11,200 pounds (5,000 kilograms) for employees with dependents and 5,600 pounds (2,500 kilograms) for single employees). Employees are authorized reimbursement for carrier services provided to include transportation, packing/unpacking, crating/uncrating, and drayage. Entitlement to relocation allowance for movement of dependents in connection with the PCS move of an employee terminates if movement is not accomplished within 9 months of the PCS date.

d. Emergency evacuations which preclude the movement of household goods will be dealt with as individual cases as circumstances warrant.

## **Appendix C**

### **Instructions and Table of Mobilization Standard Penalties**

**C-1.** This Mobilization Table of Standard Penalties will be used to ensure a consistent and equitable approach to disciplinary actions. Where an offense justifies disciplinary action as a corrective measure, such disciplinary action normally will be taken within the established range of penalties shown in the table C-1 below.

**C-2.** The following procedures will be followed once disciplinary action is determined as appropriate:

a. Determine the item in the table most appropriate for the offense committed. In the event the offense could be considered as falling under more than one of the listed offenses, the penalty for the most serious offense may apply.

b. Determine whether the current offense will be treated as the 1st, 2nd, or 3rd offense.

**C-3.** Penalties for offenses not included in the Table of Standard Penalties will be consistent with penalties for offenses of comparable gravity.

**C-4.** In the event that removal is selected as the proposed punishment, the employee may be placed in a non-pay status/prohibited from entering USFK/Eighth U. S. Army activities until final disposition of the case is made, if considered from the standpoint of military operations or security.

**C-5.** The range of disciplinary actions is established to permit exercise of judgment. Extenuating and mitigating circumstances must always be considered.

**C-6.** Removal on a first offense will be based upon considered judgment that intentional action was involved (except for sleeping on duty) and that the consequences of action (or inaction) endangered life, property, or military operations.



**Table C-1**  
**Mobilization standard penalties**

<b><u>OFFENSES</u></b>	<b><u>PENALTIES</u></b>		
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1. Insubordination (refusal to obey orders, impertinence, like offense).			
Minor - Where safety of personnel or property is not endangered.	Official written reprimand to 5 day susp.	5 to 10 day susp to removal.	Removal.
Major - Where safety of personnel or property is endangered.	1 to 10 day susp To removal.	Removal.	
2. Fighting or creating a disturbance among fellow employees.	1- to 3-day susp if offense is minor; 5- to 10-day susp to removal for major offense.	Removal.	
3. Sleeping on duty. *(See Note 1.)	3-day susp to removal.	Removal.	
4. Use of, or being under the influence of, intoxicants or dangerous drugs while on duty, or encouraging others to use dangerous drugs or intoxicants while on duty.			
Minor - Where safety of personnel or property is not endangered.	1- to 3-day susp	Removal.	
Major - Where safety of personnel or property is endangered.	Removal.		
5. Absence without leave (any absence from duty which has not been authorized and when pay must be denied). Either absence of the employee, or for encouraging others to be absent.	Oral reprimand to removal.	5 to 10 day susp to removal.	Removal.

**Table C-1**  
**Mobilization standard penalties-Continued**

<b><u>OFFENSES</u></b>	<b><u>PENALTIES</u></b>		
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
6. Misuse of identification card (e.g., permitting unauthorized use by another person).	1 to 10 day susp to removal.	Removal.	
7. False statements, misrepresentation, or fraud of a substantive nature which are determinants in the matter of qualifications, credibility, or entitlements in official records.	Removal.		
8. a. Loafing. Willful idleness or deliberate failure to work on assigned duties, where safety of personnel or property is not endangered.	Official written reprimand to 5 day susp	5 to 10 day susp	Removal.
b. Loafing where safety of personnel or property is endangered.	1 to 10 day susp to removal.	Removal.	
c. Encouraging others to loaf.	1 to 10 day susp to removal.	Removal.	
9. Theft or unauthorized use or possession of government property, including attempted acts and collusion with others to commit such acts.	5 day susp to removal.	Removal.	
10. Gambling on duty.	1 to 10 day susp to removal.	Removal.	
11. Failure to observe any written regulation or order prescribed by competent authority.			
Minor - Violation where safety of persons or property is not endangered.	3 to 10 day susp to removal.	Removal.	
Major - Violation where safety of persons or property is endangered.	10 day susp to removal.	Removal.	

**Table C-1**  
**Mobilization standard penalties-Continued**

<b><u>OFFENSES</u></b>	<b><u>PENALTIES</u></b>		
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
12. Bribery. Asking for, suggesting, accepting or receiving (directly or indirectly) money or anything of value (e.g., goods, entertainment, etc.) for giving, procuring, or aiding in connection with official duties.	1 to 10 day susp	Removal.	
13. Disruptive actions.			
a. Participating in actions disruptive of normal work requirements.	1 to 10 day susp to removal.	Removal.	
b. Instigating or leading disruptive actions,	1 to 10 day susp to removal.	Removal.	
14. Failure to report for duty in a position designated as essential during an emergency/hostilities. *(See Note 2.)		Removal. May be barred from further Employment with USFK.	

**NOTE:**

1. Offense #3. The degree of danger (potential/demonstrated) will be considered. Removal for a first offense may be appropriate when extreme danger was present or caused.
2. Offense #14. Reasons for failure to report must be given full consideration.

## **Appendix D**

### **Procedures for Korean National Employees to Request Deferment**

**D-1.** In the U.S.-ROK SOFA, the ROKG has agreed to defer KN employees of USFK from reservist call up and labor services during emergencies.

**D-2.** For the purpose of deferment, "KN employees of USFK" includes -

- a. Employees of USFK appropriated fund organizations.
- b. Employees of USFK NAF organizations.
- c. Employees of AAFES in Korea.
- d. Personnel of the KSC.
- e. Employees of USFK invited contractors

**D-3.** Mobilization duties from which USFK employees may be deferred are:

a. Homeland Reserve Forces duty. This is compulsory duty required of reservists of the military services. Enlisted personnel are subject to this duty until end of the eighth year following Honorable Discharge (until age 45 during wartime). Noncommissioned officers and officers are subject to this duty until the retirement age for their ranks. Individuals are subject to periodic peace-time training and mobilization to active duty during emergencies.

b. Civil Defense Corps duty. This is compulsory service for all males ages 20 through 45 who are not subject to Homeland Reserve Forces duties. Citizens are periodically called for training and mobilization during emergencies to restore facilities and to evacuate the wounded.

c. Labor services.

(1) Class I Labor Service is applicable to all males between the ages 20 through 40. (until age 45 in wartime).

(2) Class II Labor Service is applicable to both males and females ages 20 through 60 in professional occupations (for example, scientists, engineers, doctors, and individuals possessing licenses and skills qualification certificates issued by the ROKG).

**D-4.** In order to be deferred from ROKG training exercise and mobilization, employees must file an individual deferment request for each category to which they are subject. Employees must submit the initial copy of their deferment receipt provided by the ROKG registering office to their CPAC/HRO/CPO. Procedures for filing for deferment are as follows:

a. Upon an employee's request, civilian personnel officers will issue USFK Form 126EK-E in duplicate. The initial copy will be retained in the CPAC/HRO/CPO. Employees will maintain copies of all certificates issued. Issuing offices will maintain strict control to ensure certificates are issued only to employees cited in paragraph G-2 for whom they have servicing responsibility. Certificates will not be issued to other individuals (e.g., personal hire employees). Issuing officers will utilize USFK Form 159-E to maintain a record of certificates issued. Separate registers will be maintained for essential employees and non-essential employees.

b. Employees subject to call-up by the Homeland Reserve Force will submit USFK Form 160K-E (Deferment Request – Homeland Reserve Force), and certificate of employment to the appropriate “Dong,” “Up,” “Myon,” or Commander of Homeland Reserve Forces. The USFK Form 160K-E is available electronically on the Eighth U.S. Army Homepage. For deferment from the Civil Defense Corps, only the certificate of employment is required to be submitted. The official issuing the certificate of employment may forward the deferment request when the employee cannot personally deliver it to the Homeland Reserve or the Civil Defense Corps. In the case of Labor Service mobilization, a member of the employee’s family may forward the request on the employee’s behalf.

c. The Chief of the “Dong,” “Up,” “Myon,” or Commander of Homeland Reserve Forces will notify the employee of the action taken on the deferment request.

d. When employment with USFK is terminated, employees subject to call-up will report to the “Dong,” “Up,” or “Myon” of residence within 14 calendar days. Officials who issue certificates of employment will provide monthly reports not later than the 5th day of the month to the appropriate ROKG office on deferred employees who were separated from USFK employment during the preceding month. USFK Form 161K-E will be provided to the ROKG following separation for employees deferred from the Homeland Reserve. USFK Form 137EK-E will be provided to the ROKG for employees who were deferred from the Civil Defense Corps or the Labor Service.

e. CPAC/HRO/CPO will update their listings of essential and non-essential employees by the 5th calendar day of each month as follows:

(1) Ensure USFK Forms 159-E are current and certificates (USFK Form 126EK) have been issued to all employees whose positions are designated as M-E.

(2) Ensure that employees whose positions are designated as M-E are aware of such designations and that they have made application for deferment as outlined above by checking their official personnel folder for receipts of deferment from the ROKG registering office.

(3) Update USFK Forms 159-E listing employees of USFK whose positions are not designated as essential but for whom USFK Form 126EK-E has been issued.

**D-5.** Upon mobilization, employees who occupy positions designated as non-essential, and who have volunteered, will report to the CPAC/HRO/CPO for reassignment to M-E positions. If they cannot be utilized, they will be separated for the duration of the emergency. Issuing officers will enter the effective date of separation of employment and forward the original of USFK Form 137EK-E or USFK Form 161K-E to the appropriate ROKG office. The reporting requirements stated in paragraphs D-4 and D-5 are exempted from the requirement control symbol assignment IAW AR 335-15, paragraph 5-2b(5).

**D-6.** Management will notify the CPAC/HRO/CPO of the name, Korean ID number, and address of M-E employees who fail to report for duty during mobilization or an emergency. The servicing CPAC/HRO/CPO will notify the local martial law commander and to the appropriate “Dong,” “Up,” “Myon,” or Commander of Homeland Reserve Forces in the area of residence of the individual’s failure to report for duty. In addition, if circumstances so indicate, they will be removed from employment and barred from future employment with USFK. These reporting requirements are exempted from the requirement control symbol assignment IAW AR 335-15, paragraph 5-2e(4).

## **Appendix E**

### **Minimum Medical Qualification Requirements for Civilian Emergency Essential (E-E)/ Mission Essential (M-E) Employees**

**E-1.** This appendix establishes minimum medical requirements for USFK civilian employees assigned to Emergency Essential (E-E) and Mission Essential (M-E) positions. Duties in some job descriptions may exceed these requirements and require more stringent standards.

**E-2.** Failure to meet medical standards or physical requirements will disqualify the individual for the position unless a waiver is granted. Management may waive any of the physical requirements except required immunizations and ability to wear protective mask and clothing. Minimum authority for waiver is the employee's second level of supervision.

#### **E-3. Minimum Physical Requirements.**

- a. Moderate lifting (15-44 pounds).
- b. Moderate carrying (15-44 pounds).
- c. Use of fingers.
- d. Both hands required.
- e. Walking (cane permitted).
- f. Standing (cane permitted).
- g. Near vision correctable to 20/30 either eye.
- h. Far vision correctable to 20/40 either eye.
- i. Hearing (aid permitted).

#### **E-4. Environmental Factors.**

- a. Ability to work outside and inside.
- b. Ability to work in conditions of excessive humidity.
- c. Ability to work around slippery or uneven walking surfaces.
- d. Ability to work closely with others.
- e. Protracted or irregular hours of work.

#### **E-5. Other Medical Requirements.**

- a. DNA test.
- b. Blood type identification test.
- c. Emotional and mental stability.

- d. EKG test.
- e. Ability to wear protective mask and clothing for extended period of time.
- f. Immunizations as required by command.

**Appendix F  
A Quarterly Readiness Report (E-E/M-S)**

**EMERGENCY ESSENTIAL (GS) / MISSION ESSENTIAL (KGS) READINESS**

**ORGANIZATION** \_\_\_\_\_ **DATE OF REPORT** \_\_\_\_\_

**UNIT POINT OF CONTACT**

**RANK/NAME** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

	<b>AUTHORIZED/ ASSIGNED</b>	<b>NUMBER ISSUED UNIFORMS</b>	<b>NUMBER ISSUED OCIE</b>	<b>NUMBER ISSUED NBC EQUIP</b>	<b>NUMBER TRAINED</b>	<b>NUMBER MEDICALLY SCREENED</b>	<b>NUMBER INNOCULATED FOR ANTHRAX</b>
<b>E-E CURRENT REPORT</b>							
<b>E-E LAST REPORT</b>							
<b>M-E CURRENT REPORT</b>							
<b>M-E LAST REPORT</b>							



**Glossary  
Abbreviations**

ACofS	Assistant Chief of Staff
APF	Appropriated Fund
CAP	Consolidated Allowance Payment
CPAC	Civilian Personnel Advisory Center
CPO	Civilian Personnel Office
DA	Department of the Army
DCPDS	Defense Civilian Personnel Data System
DHRM	Directorate of Human Resources Management
DOD	Department of Defense
E-E	Emergency-Essential
HQ	Headquarters
HRO	Human Resources Office
IAW	In Accordance With
IPE	Individual Protective Equipment
KN	Korean National
KOSD	Korean Sales District
KSC	Korean Service Corps
MACOM	Major Army Command
M-E	Mission Essential
MOB TDA	Mobilization Table of Distribution and Allowances
MOPP	Mission Oriented Protective Posture
MTF	Medical Treatment Facility
NAF	Nonappropriated Fund
NBC	Nuclear, Biological, and Chemical
NEO	Noncombatant Evacuation Operations

NLT	Not later than
OCIE	Organizational Clothing and Individual Equipment
OPF	Official Personnel File
PCS	Permanent Change of Station
PIK	Payment in Kind
PPIs	Personnel Process Improvements
ROK(G)	Republic of Korea (Government)
SOFA	Status of Forces Agreement
TDA	Table of Distribution and Allowances
U.S.	United States (of America)
USFK	United States Forces, Korea
WCSC	Wartime Host-Nations Support Combined Steering Committee