

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

United States Forces Korea
Regulation 670-10

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Uniform and Insignia

Uniform Allowances for Korean National Direct-Hire Employees

***This regulation supersedes Eighth Army Regulation 670-10, 1 July 1999.**

For the Commanding General:

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Lieutenant General, USA
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Summary. This regulation is to establish policy and procedures for furnishing uniforms or paying uniform allowances to specific occupational groups of Korean National (KN) employees of the United States Forces, Korea (USFK).

Applicability. This regulation applies to the occupational groups consisting of KN direct-hire firefighters and security personnel who are required to wear uniforms for the purposes of ready identification, discipline, morale, and as an emblem of authority. It also applies to all KN direct-hire personal household attendants, including cooks, who are assigned to general officers' quarters and who are required to wear uniforms.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ) USFK, (FKCP-SES), Unit #15237, APO AP 96205-5237.

Forms. USFK forms are available at www.usfk.mil.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained and disposed of according to applicable Department of Defense (DOD) and/or service component regulations.

Suggested Improvements. The proponent of this regulation is HQ USFK, (FKCP-SES). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USFK, (FKCP-SES), Unit #15237, APO AP 96205-5237.

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Section I Introduction

1. Purpose

This regulation is to prescribe the appropriate duty uniform for specific occupational groups of KN employees of the USFK, directs the wear of the uniform, and authorizes the payment of uniform allowances to employees.

2. Reference

AR 710-2 (Inventory Management - Supply Policy Below the National Level). Cited in Appendix B.

3. Explanation Of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities

a. The Commanding General, USFK or his designee will --

(1) Establish basic standards and guidelines for furnishing uniforms or paying uniform allowances.

(2) Take appropriate action on recommendations to apply the uniform allowances system to other occupational groups of employees or to otherwise change this regulation.

(3) Ensure a periodic review of this regulation to determine that the uniform required is necessary and adequate, that the monetary allowances are in adjustment with actual costs of uniform items, and that the provisions are consistent with legal and regulatory requirements.

b. Activity Commanders or their designees will --

(1) Inform both supervisors and employees of the requirement to wear uniforms and the provisions for payment of allowances.

(2) Ensure compliance with this regulation.

(3) Issue any necessary local instructions to carry out this regulation. Instructions will be written in both Hangul and English.

c. Operating Officials and Supervisors will --

(1) Ensure the employee's uniforms and appearance meet minimum standards prescribed by this regulation.

(2) Initiate a Request for Personnel Action (RPA)/ SF 52 for payment of initial and replacement uniform allowance to eligible employees and submit it to the Civilian personnel Operations Center (CPOC)/ Human Resources Office (HRO)/ Civilian Personnel Flight (CPF) through the unit fund manager (Resource Management Office). A total amount (in Won) of the initial or replacement uniform allowances to be paid to the employee and the period for the replacement allowance will be indicated in the RPA/SF 52.

d. The CPOC/HRO/CPF will process the RPA/SF 52 and forward the Notification of Personnel Action (NPA)/ SF 50 to the servicing payroll office for payment.

e. The CPOC/HRO/CPF will, when assigning an employee to a position for which a uniform allowance is payable, annotate the REMARKS section of the NPA/SF 50 to reflect a total amount of the initial and replacement uniform allowances and the date on which the employee will become eligible for the replacement allowance.

f. The servicing payroll office will process payment of the uniform allowance on the next pay cycle. The NPA/SF 50 for uniform allowance will be provided to the payroll office at least five days prior to the end of a pay period.

g. The KN direct-hire employees to whom uniform allowances are paid will appear for work properly uniformed as soon as practical. Failure to do so may result in enforced annual leave or leave without pay until properly attired. Such failure may also result in disciplinary action.

5. Allowances

a. Initial allowance. New employees eligible for the uniform allowance will be paid the initial allowance as soon as practical after entrance on duty. Vacancy announcements will specify that the position requires the wearing of a uniform. If the appointment or assignment to a position normally requiring the wearing of a uniform is for a period of less than 3 months, an allowance will not be paid, and the employee will not be required to wear the uniform. Employees assigned to positions for 3 to 12 months requiring a uniform will wear only such uniform items as determined to be necessary by the commander or designee. Such employees will be paid an initial allowance proportionate to the cost of the items required and will also be required to appear for duty in appropriate uniform as soon as practical. If the employee receiving the adjusted allowance is terminated and reemployed temporarily during the year, he or she is not entitled to an initial allowance until after the expiration of one year from the date of his or her first appointment.

b. Replacement allowance. Uniform replacement allowance will be paid quarterly, with the first replacement allowance payable one year after the effective date of the initial allowance.

(1) The first replacement allowance will be prorated from the date on which it falls due to the end of quarter. The amount due will be determined by dividing the quarterly replacement allowance by 90 and multiplying the result by the number of days the employee worked.

(2) Subsequent replacement allowance will be payable in advance at the beginning of succeeding fiscal quarters. However, they will be proportionately reduced for continuous periods of absence in non-pay status in excess of 30 calendar days during a preceding replacement allowance period. Periods of absence in non-pay status are not cumulative. They are only considered for the effect they have on each replacement allowance, and such periods during the initial allowance period have no effect on entitlement to replacement allowance.

(3) When an employee was in a continual non-pay status throughout a preceding replacement allowance period for which payment has been made, no replacement allowance will be paid for the subsequent period.

(4) Advance payment of replacement allowance will not be made when it is known an employee will be in a continual non-pay status during the quarter or when he/she is in a terminal leave status at the beginning of a quarter.

(5) At the option of the activity commander, the replacement allowance may be paid semiannually instead of quarterly.

c. Effect of position change on allowance. Employees who have received an initial allowance during the preceding 2 years and who have left the position in which they were receiving a uniform allowance will not be paid a new initial allowance when they are assigned or transferred back to a position requiring the wearing of the same uniform. Such employees earn entitlement to a replacement allowance upon completion of 1 year of service in a position requiring the uniform.

Section II

Uniform Allowances for KN Direct-Hire Fire Department Personnel

6. Applicability

This section applies to all KN direct-hire firefighters (for example, drivers, operators, water tank operators, crew chiefs, fire protection inspectors, communication operators, assistant fire chiefs, and fire chiefs, referred to hereinafter as fire department personnel) who must wear uniforms. Uniforms may be furnished or uniform allowances will be paid to employees.

7. Allowances

Uniforms authorized to be worn will be purchased by employees at their own expense. To help defray the cost of purchasing the uniforms, initial and replacement allowance will be paid in Won according to the provisions of paragraph 5 and Appendix A.

8. Uniforms

a. Appearance. Uniforms will be kept neat, clean, and pressed. Minor tears may be mended, provided the repair is not noticeable. Appendix A contains uniform standards and specifications.

b. Uniform items. Each person required to wear a complete uniform will maintain the following items:

- (1) Shirts, Long sleeve – 2 each.
- (2) Shirts, Short sleeve – 2 each.
- (3) Trousers, all-season – 2 each.
- (4) Belt, waist – 1 each.
- (5) Cap, firefighter's -1 each.
- (6) Jacket, flannel lined – 1 each.
- (7) Tie, plain black – 1 each.
- (8) Sweat Shirt -1 each.
- (9) Sweat Pants – 1 each.
- (10) Exercise Pants Short – 2 each.
- (11) Exercise Shirt Short Sleeve – 2 each.

c. Accessories. Accessories that are not part of the uniform allowance but required for wear with the uniform are shown below.

- (1) Shoes, black, plain toe.
- (2) Socks, black, conventional style.

d. Firefighter cap devices, collar insignia, patches, and badges that are primarily metal pin type, issued by the fire department to firefighters, are Government property and as such will be accountable. Firefighter cap devices, collar insignia, patches, and badges that are primarily of the sew on cloth type, required as a part of the uniform, are not accountable. These items are to be procured from funds available through the Directorate of Emergency Services (DES) and issued to the employee.

Section III

Uniform Allowances for KN Direct-Hire Security Personnel

9. Applicability

This section applies to all KN direct-hire security guards, guard supervisors, dog handlers, and dog handler instructors (referred to hereinafter as KN direct-hire security personnel) who must wear uniforms.

10. Allowances

The initial issue of uniforms will be funded by the employing organization and replacement allowances will be paid in Won equivalent according to provisions of paragraph 5 and Appendix B.

11. Uniforms

a. Appearance. Uniforms will be kept neat, clean and pressed. Minor tears may be mended, provided the repair is not noticeable. Footwear will be kept in good condition with heels and soles repaired as needed. Standards of appearance will conform to the standards required of military counterparts. Appendix B contains uniform standards and specifications.

b. Uniform items. Each person required to wear a uniform will maintain the following items:

- (1) Boots, troop, black – 2 pairs.
- (2) Coat, camouflage, hot weather – 2 each.
- (3) Trousers, camouflage, hot weather – 2 each.
- (4) Coat, camouflage, temperate – 2 each.
- (5) Trousers, camouflage, temperate – 2 each.
- (6) Undershirt, brown – 2 each.
- (7) Drawers, brown – 2 each.
- (8) Socks, wool – 2 pairs.

- (9) Buckle, black – 1 each.
- (10) Belt, trousers – 1 each.
- (11) Cap, camouflage – 1 each.

c. Insignia, badges, and patches. Guard insignia, badges, and patches are not included in the uniform allowance but are required for wear with uniform while on duty. Guard insignia, badges, and patches are Government property and as such will be accountable. They will not be used for personal purposes. Necessary local safeguards to ensure against loss and improper use will be established.

Section IV

Uniform Allowances for KN Direct-Hire Personal Household Attendants

12. Applicability

This section applies to all KN direct-hire personal household attendants, including cooks, who are assigned to general officers' quarters and must wear uniforms.

13. Allowances

Uniforms authorized to be worn will be purchased by employees at their own expense. To help defray the cost of purchasing the uniforms, initial and replacement allowances will be paid in Won according to provisions of paragraph 5 and Appendix C.

14. Uniforms

a. Appearance. Employees will be required to keep uniforms in a clean and neat condition. Under no circumstances may provisions be made for cleaning and laundering of the uniforms at Government expense. Employees should purchase a sufficient number of articles to provide for cleaning and laundering. Appendix C contains uniform standards and specifications.

b. Uniform items. Each person required to wear a complete uniform under the provisions of this regulation will maintain the following items.

- (1) Trousers, food handler – 2 each.
- (2) Shirts, white, food handler – 2 each.
- (3) Jacket, food handler (normally 1 white, 1 black) – 2 each.
- (4) Bow Tie – 2 each.

Appendix A

Standards, Specifications, and Allowances for KN Direct-Hire Fire Department Personnel

1. Standards and Specifications

a. Trousers. Trousers will be dark blue and have slightly tapered legs, plain seams, two slanting front pockets, two back pockets, and a zipper in the fly closure. Belt loops will be of sufficient width to accommodate a 1 ½ inch belt.

b. Shirts. Shirts will be white, light blue, or dark blue, depending on firefighter position, and have sewn-in collar stays, plain button front, and tails. Short-sleeved shirts will have two button-flap chest pockets and hemmed sleeves. Long-sleeved shirts will have two button-flap chest pockets and button cuffs.

c. Material. Material for trousers and shirts will be twill weave, 100 percent self-extinguishing fiber, modacrylic with anti-static finish, flame retardant and acid resistant, permanent press, wash and wear; however, if twill weave is not available, Dacron polyester/cotton or Dacron polyester/rayon combination, permanent press, wash and wear may be used.

d. Caps. Caps will be the standard 8-point firefighter's cap. Caps will have a white top with black visor and ½ inch gilt strap for officers, and blue top with black visor for all other ranks.

e. Belts. Belts will be black cowhide, 1 ½ inches wide, with a brass plated center-bar metal buckle.

f. Jackets. The shell fabric will be a mixture of Dacron polyester and cotton twill. Lining fabric will be a mixture of polyester and cotton flannel. Jacket will be waist length with two button-flat pockets, button sleeve cuffs, two concealed hand-warmer pockets, heavy duty zipper in the front, collar, and removable liner. The color will be dark or navy blue.

g. Tie. The tie will be plain black of woven cotton, wool, silk, or synthetic fabric, 3 inches wide.

h. Unit responsibilities. Units employing KNs as direct-hire fire department personnel will furnish the items listed below as the situation, need or weather conditions demand.

(1) Cap insignia, badges, and shoulder patches.

(2) Safety shoes.

(3) Items necessary for performance of assigned duties (for example, firefighter's coat, firefighter's gloves, firefighter's boots, and other necessary items for firefighting).

2. Allowances

(Effective 1 October 2008)

**Table A-1
Initial Allowance**

Item	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Shirt, short sleeve	W47,000	2 each	W94,000
Shirt, long sleeve	53,100	2 each	106,200
Trousers, all seasons	59,000	2 pairs	118,000
Belt, waist, black web	16,700	1 each	16,700
Cap, firefighter's	19,200	1 each	19,200
Jacket, flannel lined	72,400	1 each	72,400
Tie, plain black	18,500	1 each	18,500
Sweat Shirt	25,000	1 each	25,000
Sweat Pants	25,000	1 each	25,000
Exercise Pants Short	18,000	2 each	36,000
Exercise Shirt Short Sleeve	18,000	2 each	36,000
Sewing of firefighter cap devices, collar insignia, patches, and badges to uniforms	15,000	once	15,000
Total Initial Allowance:			582,000

**Table A-2
Replacement Allowance**

Item	<u>Unit Price</u>	<u>Life Expectancy</u>	<u>Replacement Cost</u>
Shirt, short sleeve	W94,100	2 years	W47,050
Shirt, long sleeve	106,200	2 years	53,100
Trousers, all seasons	118,000	1 year	118,000
Belt, waist, black web	16,700	2 years	8,350
Cap, firefighter's	19,200	2 years	9,600
Jacket, flannel lined	72,400	2 years	36,200
Tie, plain black	18,500	1 year	18,500
Sweat Shirt	25,000	1 year	25,000
Sweat Pants	25,000	1 year	25,000
Exercise Pants Short	18,000	½ year	36,000
Exercise Shirt Short Sleeve	18,000	½ year	36,000
Sewing of firefighter cap devices, collar insignia, patches, and badges to uniforms	15,000	1 year	15,000
Total Annual Replacement Allowance:			427,800
Semiannual Replacement Allowance:			213,900
Quarterly Replacement Allowance:			106,950

Appendix B

Standards, Specifications, and Allowances for KN Direct-Hire Security Personnel

1. Standards and Specifications

a. Coat: Military standard Battle Dress Uniform (BDU) issue through Military Clothing Sales Store.

b. Trousers: Military standard BDU issue through Military Clothing Sales Store.

c. Shirts: Military standard BDU issue through Military Clothing Sales Store. The special police badge for security guards and patch for dog handlers and dog handler instructors will be worn on the center of the left breast pocket.

d. Undershirt: Military standard BDU issue through Military Clothing Sales Store.

e. Drawers: Military standard BDU issue through Military Clothing Sales Store.

f. Socks, wool: Military standard BDU issue through Military Clothing Sales Store.

g. Buckle, black: Military standard BDU issue through Military Clothing Sales Store.

h. Belt, trousers: Military standard BDU issue through Military Clothing Sales Store.

i. Boots, troop, black: Military standard BDU issue through Military Clothing Sales Store.

j. Gloves: Gloves will be of soft, lightweight, black leather with a cotton lining. Gloves will be manufactured to allow a guard to use the assigned weapon without removing them.

k. Helmet liners: The helmet liners issued will be black enamel with the letters "SG" centered on the front in white enamel.

l. Unit responsibilities: Units employing KNs as direct-hire security personnel will furnish the items listed below as the situation, need, or weather conditions demand. All items issued by the using unit or activity will be standard military issue and accounted for in accordance with AR 710-2.

(1) Special police badge (for security guards) and patch (for dog handlers and dog handler instructors).

(2) Helmet liner (or BDU cap, in lieu of the helmet liner, in cold or windy weather at the discretion of the using unit commander).

(3) Mittens, cold weather.

(4) Cap, cold weather.

(5) Poncho.

(6) Overshoes.

(7) Trousers, extreme cold weather (2 each).

(8) Suspenders, trousers.

(9) Items necessary for performance of assigned duties (for example, weapons, ammunition, web belt, flashlight, communication equipment, and so forth).

2. Allowances

**Table B-1
Initial Allowance**

Item	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Boots, troop, black	\$63.95	2 pairs	\$127.90
Coat, camouflage, hot weather	\$24.10	2 each	\$48.20
Trousers, camouflage, hot weather	\$25.20	2 pairs	\$50.40
Coat, camouflage, temperate	\$21.25	2 each	\$42.50
Trousers, camouflage, temperate	\$21.90	2 pairs	\$42.80
Undershirt, brown	\$3.25	2 each	\$6.50
Drawers, brown	\$1.60	2 each	\$3.20
Socks, wool	\$1.65	2 pairs	\$3.30
Buckle, black	\$.45	1 each	\$.45
Belt, trousers	\$1.90	1 each	\$1.90
Cap, camouflage	\$5.25	1 each	\$5.25
Total Initial Allowance:			\$332.40

**Table B-2
REPLACEMENT ALLOWANCE**

Item	<u>Total Initial Unit Price</u>	<u>Life Expectancy</u>	<u>Replacement Cost</u>
Boots, troop, black	\$127.90	2 years	\$63.95
Coat, camouflage, hot weather	\$48.20	2 years	\$24.10
Trousers, camouflage, hot weather	\$50.40	2 years	\$25.20
Coat, camouflage, temperate	\$42.50	2 years	\$21.25
Trousers, camouflage, temperate	\$42.80	2 years	\$21.90
Undershirt, brown	\$6.50	½ year	\$6.50
Drawers, brown	\$3.20	½ year	\$3.20
Socks, wool	\$3.30	½ year	\$3.30
Buckle, black	\$.45	1 year	\$.45
Belt, trousers	\$1.90	1 year	\$1.90
Cap, camouflage	\$5.25	2 years	\$2.63
Total Annual Replacement Allowance:			\$174.38
Semiannual Replacement Allowance:			\$87.19
Quarterly Replacement Allowance:			\$43.60

**Appendix C
Standards, Specifications, and Allowances for KN Direct-Hire Personal Household Attendants**

1. Standards and Specifications

Uniforms will be of good quality materials, tailored to fit neatly. Color and style will be in good taste and appropriate for serving high-ranking United States and foreign officials. Color and style may be directed by the general officer employing the individual.

2. Allowances

**Table C-1
Initial Allowance**

<u>Item</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Trousers, food handler	W50,000	2 pairs	W100,000
Shirt, white, food handler	36,000	2 each	72,000
Jacket, food handler	36,000	2 each	72,000
Bow Tie	7,000	2 each	14,000
Total Initial Allowance:			258,000

**Table C-2
Replacement Allowance**

<u>Item</u>	<u>Unit Price</u>	<u>Life Expectancy</u>	<u>Replacement Cost</u>
Trousers, food handler	W100,000	2 years	W50,000
Shirt, white, food handler	72,000	2 years	36,000
Jacket, food handler	72,000	2 years	36,000
Bow Tie	14,000	1 year	7,000
Total Annual Replacement Allowance:			129,000
Semiannual Replacement Allowance:			64,500
Quarterly Replacement Allowance:			32,250

Glossary
Abbreviations

BDU	Battle Dress Uniform
CPD	Civilian Personnel Directorate
CPF	Civilian Personnel Flight
CPOC	Civilian Personnel Operations Center
HRO	Human Resources Office
KN	Korean National
NPA	Notification of Personnel Action
RPA	Request for Personnel Action
SF	Standard Form