

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

United States Forces Korea  
Regulation 690-118

19 October 2006

Civilian Personnel

QUALIFICATION STANDARDS FOR KOREAN EMPLOYEES

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\* This regulation supersedes United States Forces Korea Regulation 690-118, 1 September 2005

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For the Commanding General:

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**Summary.** This regulation prescribes education, training, experience, and licensing requirements for Korean national (KN) positions within United States Forces, Korea (USFK).

**Summary of change.** For non-manual jobs, occupational groups for seven positions are changed (Appendix A). Experience requirements for KGS-06 & above technical positions are changed (Appendix D). Education and experience requirements for firefighting occupation positions are changed (Appendix K). In addition, some editorial changes are made.

**Applicability.** This regulation applies to all Department of Defense components in Korea employing KN civilians paid from funds appropriated by the Congress of the United States (U.S.) or from funds generated by U.S. nonappropriated fund (NAF) instrumentalities.

**Supplementation.** Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited without prior approval of USFK Civilian Personnel Directorate (CPD), (FKCP), Unit #15237, APO AP 96205-5237.

**Forms.** USFK forms are available at <http://8tharmy.korea.army.mil>.

**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 website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is the CPD, USFK (FKCP), Unit #15237, APO AP 96205-5237. Users may suggest improvements to this regulation by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CPD, USFK (FKCP), Unit #15237, APO AP 96205-5237.

**Distribution.** Electronic media only (EMO).

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### **Glossary**

## **SECTION I GENERAL**

**1. PURPOSE.** This regulation prescribes education, training, experience, and licensing requirements for KN positions within United States Forces, Korea (USFK).

### **2. REFERENCES.**

a. The following are required publications:

USFK Reg 690-1 (Regulations and Procedures – Korean Nationals). Cited in paragraph 14.

b. The following are related publications:

(1) US Office of Personnel Management (OPM) Qualification Standards Handbook for General Schedule Positions.

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

**3. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and terms used in this regulation are explained in the glossary.

### **4. RESPONSIBILITIES.**

a. The Headquarter, USFK CPD, is responsible for developing qualification standards and approving requests for revised standards. The USFK CPD will make final determinations on requests for exceptions to and interpretation of established standards.

b. The Civilian Personnel Operations Center (CPOC), Civilian Personnel Advisory Centers (CPACs), and Civilian Personnel Offices (CPOs) will use this regulation to determine the qualifications for KNs to fill positions administered by their offices; to advise applicants, employees, and supervisors of established procedures and requirements; and to make recommendations to the component Civilian Personnel Director on requests for exception or proposed changes to these standards.

c. Commanders, managers, and supervisors at all levels will review this regulation and, if established standards appear inappropriate or unreasonable, submit recommendations for new or revised standards through their servicing CPOC, CPO, or HRO to CPD (FKCP).

**5. GENERAL.** On questionable KN qualification issues, further guidance may be obtained from the USFK CPD.

a. Korean General Schedule (KGS). Titles, series, grades, and qualification standards to be used are shown in Appendixes A, C through G, and K.

b. Korean Wage Board (KWB). Titles, series, grades, and qualification standards to be used are shown in Appendixes B and H through K.

c. English language tests. USFK requires English language testing. Each component will establish English requirements to meet specific needs.

d. Qualification standards. Ten groups of qualification standards are established for related groups of jobs:

- (1) Clerical and Administrative Support Positions (Appendix C).
- (2) Technical Positions (Appendix D).
- (3) Two-grade Interval Administrative, Management, and Specialist Positions (Appendix E).
- (4) Professional Positions (Appendix F).
- (5) Guard, Guard Dog Handlers, and Guard Supervisors (Appendix G).
- (6) Manual Jobs (Appendix H).
- (7) Trades, Crafts, and Certain Skilled Jobs (Appendix I).
- (8) Automotive, Engineer, and Tractor Equipment Operators (Appendix J).
- (9) Firefighter (Appendix K)

## **Section II POLICY AND PROCEDURES**

**6. APPLICATION.** Experience is typically described in this qualification standard as either general or specialized experience.

a. General experience is usually required at grade levels where the knowledge and skills needed to perform the duties of a specific position are not a prerequisite, but where applicants must have demonstrated the ability to acquire the particular knowledge and skills.

b. Specialized experience is typically required for positions above the entry level where applicants must have demonstrated that they possess the ability to perform successfully the duties of a position after a normal orientation period. Specialized experience is typically in or related to the work of the position to be filled.

c. General experience cannot be credited as specialized experience. However, specialized experience can be credited as general experience.

d. Applicants who meet the experience requirements for a higher grade level in a given series also meet the experience requirements for lower grades in the same series.

e. An employee whose position is upgraded as a result of a reclassification is considered to meet the qualification requirements of the upgraded position, since he or she has been performing the higher-graded work. However, employees must meet any licensure or certification requirements, as well as any minimum educational requirements as prescribed in this regulation.

## **7. ONE-YEAR SPECIALIZED EXPERIENCE PROVISION FOR GENERAL SCHEDULE GRADES.**

At KGS-5 and above, the qualification standards for most occupational series call for 1 year of specialized experience equivalent to at least the next lower grade level in the normal line of progression. Applicants need not meet any cumulative years of experience requirements or general or lower level specialized experience requirements to qualify. They must, of course, meet any minimum educational, licensure, or other special qualification requirements and selective factors established for the position being filled. To be creditable, an applicant's 1 year of specialized experience must demonstrate the knowledge, skills and abilities (KSAs) necessary for the successful job performance. When applicants

meet the experience requirements for a given level, they also meet the experience requirements for positions at the lower grade levels in the same occupation. This provision applies unless the qualification standard for the occupation or position specifically states that more or less experience is required. It applies to both initial appointments and inservice placement actions.

**8. DETERMINING LEVEL OF EXPERIENCE REQUIRED IN ONE-GRADE INTERVAL SERIES.**

For most one-grade interval occupational series, the qualification standard calls for at least 1 year of specialized experience as described in paragraph 7, above. Sometimes, however, there is no position in the normal line of progression in an organization that is one grade lower than the position being filled. In such instances, 1 year of specialized experience at the second lower level is creditable for inservice applicants. When this provision is used for promotions requiring competition under the merit promotion and placement plan, the fact that employees can qualify with at least 1 year at either the next lower level or the second lower level must be stated in the vacancy announcement.

**9. DETERMINING LEVEL OF EXPERIENCE REQUIRED IN TWO-GRADE INTERVAL SERIES.**

Most two-grade interval occupational series follow a progression pattern of KGS-5, KGS-7, KGS-9, KGS-11, KGS-12, KGS-13, etc., with two-grade intervals occurring from grades KGS-5 through KGS-11. Applicants need 1 year of experience equivalent to at least the KGS-5 grade level to qualify for KGS-7, 1 year equivalent to at least the KGS-7 grade level to qualify for KGS-9, and 1 year equivalent to at least the KGS-9 grade level to qualify for KGS-11.

**10. SUBSTITUTION OF EDUCATION FOR EXPERIENCE.** Graduation from high school and study/graduation from a ROKG authorized or approved college or university may be substituted for experience as outlined in the specific appendix or qualification standards.

**11. EDUCATION ABROAD.** Study at or graduation from an accredited college or university outside the Republic of Korea is credited the same as ROK colleges.

**12. EDUCATIONAL COURSES.** Completion of courses above the high school level, correspondence courses, USFK-sponsored training courses, or other self-development courses is not a mandatory qualification requirement, except as stated in paragraphs 13 and 17 below. However, successful completion of self-development courses may be taken into consideration by supervisors when making selections.

**13. EDUCATION, LICENSING/CERTIFICATION REQUIREMENTS.**

a. Appendix F discusses education, experience, and licensing requirements for professional positions.

b. As specified in applicable appendixes, a ROKG license or certificate of competency is required for some trade and craft positions.

**14. WAIVERS.** According to USFK Reg 690-1, subparagraph 4-27, qualification requirements in a published standard may be waived to place an employee in a particular position, usually to avoid some kind of hardships to the employees, such as in case of reduction in force or administrative error on the part of the agency. Extra training and/or skills development may be needed to help the employees adjust to the new position. Further waivers of qualification requirements will be used only for exceptionally hard-to-fill positions. Exceptionally hard-to-fill positions are those for which no basically qualified candidates (internal or external) are identified either at the full performance or trainee level. Waivers are granted on a case-by-case basis, and do not directly affect other positions in the organization. Requests for approval of waivers will be submitted to the CPOC or servicing CPO. The

Personnel Officer can approve waivers. The CPOC or CPOs will ensure that the justification for the waiver approval is recorded in the employee's official personnel folder.

**15. AGE.** Minimum employment age is 18. The maximum employment age for the purpose of recruitment and placement is 59. The maximum age for initial hire into Guard and Firefighter positions is 35. The maximum age limitation of 35 for Firefighter positions is not applicable for KN employees affected by reduction-in-force (RIF) who are qualified for Firefighter positions.

**16. SUPERVISORY POSITIONS.** Personnel selected for supervisory positions must have completed the basic supervisory development course prior to assignment, or they must complete the course within 6 months following assignment.

**17. PHYSICAL REQUIREMENTS.** Candidates must be physically capable of performing the duties of the position for which being considered. Any physical condition that would, in the opinion of USFK medical authorities, cause the applicant to be a hazard to himself/herself or others is disqualifying. Applicants for guard and firefighter positions must be physically capable of performing rigorous duty.

**18. TRANSITION.** When experience, education, or English, or licensing requirements of a new standard exceed those previously used, current employees who do not meet the new requirements will be retained in their present positions. The new standard will not be applied to involuntary placement actions. However, the new standard will be applied to inservice placement actions, placement of former employees who are reemployed, and to all new hires from outside the current workforce.

**19. EXCEPTIONS OR REVISIONS.** Requests for exceptions to or revisions of this regulation will be submitted through the servicing CPOC or CPO to USFK CPD (FKCP).

## APPENDIX A

### ALPHABETICAL INDEX -- QUALIFICATION TABLE FOR KGS POSITIONS

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Accountant	KGS-510-5 to 12	F
Accounting, and Budget Clerk/Asst	KGS-503-5 to 7	C
Accounting Technician	KGS-525-5 to 7	C
Accounts Maintenance Clerk	KGS-525-3 to 4	C
Administrative Officer	KGS-341-7 to 13	E
Administrative Support Assistant	KGS-303-6/7	C
Air Traffic Assistant	KGS-2154-6/7	C
Air Traffic Control Specialist	KGS-2152 5 to 11	E
Architect	KGS-808-5 to 12	F
Art Specialist	KGS-1056-5 to 12	E
Assistant Fire Chief	KGS-081-7 to 10	K
Audio Visual Specialist	KGS-1071-5 to 11	E
Auditor	KGS-511-5 to 12	F
Billeting Clerk	KGS-303 4 to 5	C
Budget Analyst	KGS-560-5 to 12	E
Budget and Accounting Analyst	KGS-505-7/9/11	E
Budget Assistant/Technician	KGS-561-5 to 7	C
Cashier	KGS-530-2 to 5	C
Cashier-Checker	KGS-2091-3 to 5	C
Civil Engineer	KGS-810-5 to 12	F

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Civilian Pay Clerk/Technician	KGS-544-4 to 7	C
Clerk/General/Administrative Assistance	KGS-303-2 to 7	C
Club Manager	KGS-1101-5 to 11	E
Community Relations Specialist	KGS-1035-5 to 11	E
Communications Specialist	KGS-393-5 to 12	E
Computer Assistant	KGS-335-5 to 9	C
Computer Clerk	KGS-335-3 to 5	C
Computer Operator	KGS-332-5 to 8	C
Computer Operator (Point of Sales)	KGS-332-5 to 8	C
Construction Inspector	KGS-809-5 to 9	D
Contract Price Analyst	KGS-1102-5 to 12	E
Contract Specialist	KGS-1102-5 to 12	E
Courier	KGS-302-4/5	C
Criminal Investigator	KGS-1811-5 to 12	E
Customer Services Representative	KGS-2091-4 to 6	C
Data Transcriber	KGS-356-2/4	C
Deferred Payment Plan Clerk	KGS-303-5	C
Dental Assistant/Laboratory	KGS-681-5 to 7	D
Dental Hygienist	KGS-682-5 to 7	D
Department Supervisor	KGS-2091-7	C
Driver Training Instructor	KGS-1712-5 to 9	E
Dry Cleaning Plant Manager	KGS-1658-10	E
Education Administrator	KGS-301-5 to 11	E

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Education Services Specialist	KGS-1740-5 to 12	F
Education Specialist	KGS-1710-5 to 12	F
Education Support Assistant	KGS-303-5 to 7	C
Education Technician	KGS-1702-5 to 7	C
Electrical Engineer	KGS-850-5 to 12	F
Electronics Engineer	KGS-855-5 to 12	F
Electronics Technician	KGS-856-5 to 9	D
Engineering Draftsman	KGS-818-5 to 9	D
Engineering Technician	KGS-802-5 to 9	D
Entomologist	KGS-414-5 to 12	F
Environmental Engineer	KGS-819-5 to 12	F
Environmental Protection Specialist	KGS-028-5 to 12	E
Environmental Protection Assistant	KGS-029-5 to 7	C
Equipment Specialist	KGS-1670-5 to 12	E
Facility Manager	KGS-1640-7 to 12	E
Facility Management Scheduler	KGS-1601-5 to 9	E
Financial Specialist	KGS-501-5 to 12	E
Fire Communications Operator	KGS-303-5	C
Fire Protection Inspector	KGS-081-3 to 7	D
Fire Protection Specialist	KGS-0081-05 to 11	E
Food Management Specialist	KGS-1101-5 to 11	E
General Engineer	KGS-801-5 to 12	F
General Housekeeping Manager	KGS-1667-7 to 9	E

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
General Supply Specialist	KGS-2001-5 to 11	E
Grocery Department Manager	KGS-1144-7	E
Guard (All Positions)	KGS-085-3 to 11	G
Health Aide/Technician	KGS-640-3 to 9	D
Housing Management Assistant	KGS-1173 5 to 7	C
Housing Referral Assistant	KGS-303-5 to 7	C
Housing Referral Specialist	KGS-1173-5 to 11	E
Human Resources Clerk	KGS-203-3 to 5	C
Human Resources Assistant	KGS-203-6 to 7	C
Human Resources Assistant (Military)	KGS-203-5 to 6	C
Human Resources Specialist	KGS-201-5 to 12	E
Illustrator	KGS-1020-5 to 9	E
Industrial Engineering Technician	KGS-895-5 to 9	D
Information Technology Specialist	KGS-2210-9 to 12	E
Intelligence Research Specialist	KGS-132-5 to 12	E
International Relations Specialist	KGS-131-5 to 13	E
Inventory Management Specialist	KGS-2010-5 to 12	E
Investigator	KGS-1810-5 to 12	E
KN Pay Officer	KGS-501-11	E
Language Assistant	KGS-1046-5	C
Language Specialist	KGS-1040-5 to 13	E
Legal Clerk/Assistant	KGS-986-5/6/7	C

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Liaison Officer/ Specialist	KGS-0301-5 to 11	E
Librarian	KGS-1410-5 to 11	F
Library Technician	KGS-1411-5 to 7	C
Logistics Management Specialist	KGS-346- 5 to 12	E
Mail and File Clerk	KGS-305-3/4/5	C
Maintenance Clerk	KGS-303-3 to 5	C
Management Agronomist	KGS-471-11	F
Management Analyst	KGS-343-5 to 12	E
Management Assistant	KGS-344-5/6/7	C
Manpower Analyst	KGS-343-5 to 12	E
Marine Cargo Specialist	KGS-2161-5 to 11	E
Mechanical Engineer	KGS-830-5 to 12	F
Medical Supply Aide/Technician	KGS-622-5 to 7	D
Medical Officer	KGS-602-12/13	F
Medical Radiology Technician	KGS-647-5 to 7	D
Medical Aid/Technician	KGS-645-7 to 9	D
Medical Records Technician	KGS-675-5 to 7	D
Medical Support Assistant	KGS-679-5 to 7	C
Medical Technologist	KGS-644-9	F
Messenger	KGS-302-4	C
Meteorologist	KGS-1340-11	F
Military Pay Clerk/Technician	KGS-545-4 to 7	C
Motor Pool Clerk	KGS-303-4 to 5	C
Motor Vehicle Dispatcher	KGS-2151-4 to 5	C
News Writer	KGS-1082-5 to 12	E

Nurse	KGS-610-5 to 11	F
Nursing Assistant	KGS-621-3 to 6	D
Office Automation Clerk	KGS-326-3 to 5	C
Office Draftsman	KGS-1021-5 to 6	D
Office Machine Operator	KGS-350-3 to 6	C
Office Support Clerk/Assistant	KGS-303-4 to 7	C
Operation Clerk	KGS-303-4 to 5	C
Package Store Clerk	KGS-2091-3 to 4	C
Packaging Specialist	KGS-2032-5 to 11	E
Paralegal Specialist	KGS-950-11	E
Personnel Coordinator	KGS-303-4 to 5	C
Personnel Security Specialist	KGS-080-5 to 11	E
Pharmacist	KGS-660-5 to 12	F
Pharmacy Technician/Aide	KGS-661-5 to 6	D
Photographer	KGS-1060-5 to 8	D
Physical Science Technician (POL)	KGS-1311-5 to 9	D
Physical Science Technician (Water)	KGS-1311-5 to 9	D
Physical Therapist	KGS-633-5 to 11	F
Printing Clerk	KGS-351-4/5	C
Printing Specialist	KGS-1654-5 to 12	E
Procurement Clerk	KGS-1106-4/5	C
Production Controller	KGS-1152-5 to 11	D
Production Controller, (Ammo)	KGS-1152-5 to 11	D

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Program Analyst	KGS-343-5 to 12	E
Property Disposal Clerk	KGS-1107-5	C
Public Affairs Specialist	KGS-1035-5 to 12	E
Publications Supply Clerk	KGS-2005-4	C
Purchasing Agent	KGS-1105-5 to 7	C
Qualification Examiner (MVO)	KGS-303-5 to 7	C
Quality Assurance Specialist	KGS-1910-5 to 11	E
Quality Inspection Technician	KGS-1910-5 to 7	C
Realty Clerk/Assistant	KGS-303-4/5	C
Realty Specialist	KGS-1170-5 to 12	E
Recreation Assistant	KGS-189-4 to 6	C
Recreation Specialist	KGS-188-5 to 10	E
Safety & Occupational Health Specialist	KGS-018-5 to 12	E
Sales Clerk	KGS-2091-2 to 5	C
Sales Store Manager	KGS-1101 6 to 9	E
Sanitarian	KGS-688-5 to 12	E
Secretary	KGS-318-4 to 6	C
Security Assistant (Office Automation)	KGS-086-05	C
Social Worker	KGS-185-5 to 12	F
Sports Specialist	KGS-030-5 to 12	E
Statistical Clerk/Assistant	KGS-1531-4 to 7	C
Station Chief	KGS-081-9	K
Storage Specialist	KGS-2030-5 to 12	E

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Supply Cataloger	KGS-2050-5 to 12	E
Supply Clerk	KGS-2005-3/4	C
Supply Systems Analyst	KGS-2003-5 to 11	E
Supply Technician	KGS-2005-5 to 7	C
Surveying Technician	KGS-817-5 to 7	D
Telecommunications Specialist	KGS-391-5 to 12	E
Telecommunications Technician	KGS-392-5 to 8	D
Telephone Operator	KGS-382-3 to 6	C
Theater Supervisor	KGS-2091-6/7	C
Traffic Management Specialist	KGS-2130-5 to 12	E
Transportation Clerk/Assistant	KGS-2102-4 to 7	C
Transportation Specialist	KGS-2101-9 to 11	E
Voucher Examiner	KGS-540-3 to 6	C

## APPENDIX B

### ALPHABETICAL INDEX -- QUALIFICATION TABLE FOR KWB POSITIONS

**B-1.** KWB positions identified by an asterisk (\*) and leader and above levels require some ability to read, write, speak, and/or understand English for referral consideration.

**B-2.** Grades shown are for journeyman level of the occupation concerned. Junior positions are established two grades below journeyman level. Leader, Senior Leader, and Foreman positions are 1, 3, and 5 grades, respectively above the journeyman grade.

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Air Conditioning Equipment Mechanic	KWB-5306-7	I
Aircraft Attendant	KWB-8862-5	I
*Aircraft Engine Repairer/Mechanic	KWB-8602-8/9	I
Aircraft Freight Loader	KWB-6968-4	I
*Aircraft Mechanic	KWB-8852-8	I
Animal Caretaker	KWB-5048-4	I
Antenna Systems Mechanic	KWB-2501-6/7	I
*Artillery Repairer	KWB-6605-6	I
Asphalt Worker	KWB-3653-5	I
*Auto Equipment Inspector	KWB-5801-7 to 9	I
Auto Mechanic	KWB-5823-4 to 6	I
*Baker	KWB-7402-5	I
Bakery Equipment Operator	KWB-5444-4	I
*Barber	KWB-7603-4	I
*Bartender	KWB-7405-4	I
Battery Repairer	KWB-3725-5	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Bindery Worker	KWB-4405-7	I
*Boiler Plant Operator	KWB-5402-5/6	I
Bowling Equipment Repairer	KWB-4819-5/6	I
Brakeman	KWB-5736-4/5	I
*Bus Driver	KWB-5703-6	J
Carpenter	KWB-4607-6	I
Cement Finisher	KWB-3602-6	I
Checkroom Attendant	KWB-7601-1/2	H
*Chef	KWB-7404-8	I
*Chemical Equipment Repairer	KWB-4807-6	I
Communications Cable Splicer	KWB-2504-4/6	I
Compositor	KWB-4401-5	I
Concrete Mixer Operator	KWB-5478-5	I
Construction & Maintenance Worker	KWB-4749-6	I
*Cook	KWB-7404-3/5	I
Crane Operator	KWB-5725-7	J
Custodial Worker	KWB-3566-2	H
Driver	KWB-5703-5	J
Driver, Heavy (Special Equipment)	KWB-5703-6	J
*Driver Supervisor	KWB-5703-8	J
Dry Cleaner	KWB-7307-6	I
*Electric Power Controller	KWB-5407-6	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
*Electrician	KWB-2805-6	I
*Electrician (High Voltage)	KWB-2810-7	I
*Electronic Equipment Inspector	KWB-2615-7/8	I
*Electronics Mechanic	KWB-2604-6/7	I
Engineer Equipment Operator	KWB-5716-7	J
Equipment Cleaner	KWB-7009-4/5	I
*Explosive Operator	KWB-6502-6	I
*Explosive Operator (Renovations)	KWB-6502-7	I
*Explosive Operator (Surveillance)	KWB-6502-7	I
Fabric Worker	KWB-3105-4	I
Film Assembler/Stripper	KWB-4405-7	I
*Firefighter	KWB-0W81-5	K
*Firefighter (Crew Chief)	KWB-0W81-8	K
*Firefighter (Driver Operator)	KWB-0W81-6	K
Food Service Worker	KWB-7408-1/2	H
Fork Lift Operator	KWB-5704-5	J
Fuel Distribution Systems Operator	KWB-5413-5	I
Fuel Distribution System Mechanic	KWB-4255-7	I
Fumigating & Decontaminating Equip Operator	KWB-5419-6	I
Garden Equipment Repairer	KWB-4840-6	I
Gas Generating Plant Operator	KWB-5433-6	I
General Equip Maint Worker/Mechanic	KWB-4801-6/7	I
Glazier	KWB-3611-5	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Heating Equipment Mechanic	KWB-5309-6	I
Heavy Mobile Equipment Inspector	KWB-5801-9/10	I
Hvy Mobile Eq Mech (Combat Veh & Engr Eq)	KWB-5803-6/7	I
Ice Plant Operator	KWB-5415-6	I
Industrial Equipment Mechanic	KWB-5352-6	I
*Instrument Repairer/Mechanic	KWB-3359-7	I
Kennel Support Attendant	KWB-548-3 to 7	I
Kitchen & Bakery Equipment Repairer	KWB-5310-6	I
*Laboratory Worker	KWB-3511-4	I
Laborer	KWB-3502-2	H
Laborer, Heavy	KWB-3502-3	H
Laborer, Heavy (Cold Storage)	KWB-3502-4	H
Laborer, Semi-Skilled	KWB-3502-3	H
Laundry & Dry Cleaning Equipment Mechanic	KWB-5317-6	I
Laundry Machine Operator	KWB-7305-5	I
Laundry Maker, Classifier and Sorter	KWB-7304-3 to 5	I
Laundry Receiver and Shipper	KWB-7304-3/4	H
Laundry Worker	KWB-7304-3/4	H
*Machinist	KWB-3414-7	I
Maintenance Mechanic	KWB-4749-6	I
Mason	KWB-3603-6	I
*Material Sorter & Classifier	KWB-6912-04	I
*Material Handler	KWB-6907-4	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
*Material Handler (Cold Storage)	KWB-6907-5	I
*Material Handler (Forklift Operator)	KWB-6907-5	I
Meat Cutter	KWB-7407-5	I
Meat Cutter (Cold Storage)	KWB-7407-5/6	I
*Medical Equipment Repairer	KWB-4805-7	I
Mobile Equipment Metal Mechanic	KWB-3809-6	I
Mobile Equipment Servicer	KWB-5806-4	I
Mobile Sales Associate	KWB-5703-6	J
Model Maker (Wood)	KWB-4616-6	I
Offset Pressman	KWB-4417-6	I
Packer	KWB-7002-4	I
Painter	KWB-4102-6	I
*Pest Controller	KWB-5026-6	I
Photographer (Half Tone)	KWB-4414-7/8	I
Plumber	KWB-4206-6	I
Pneumatic Tool Operator	KWB-5478-5	I
Powered Ground Equipment Mechanic	KWB-5378-6	I
*Preservation Servicer	KWB-7006-5	I
Presser	KWB-7306-3	H
Pressman (Printing)	KWB-4406-7	I
Printing Plant Equipment Mechanic	KWB-5330-7	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Processing Equipment Operator	KWB-5440-5	I
Projection Equipment Repairer	KWB-3364-6	I
Projectionist	KWB-3910-5	I
Reproduction Worker	KWB-4401-5	I
Rigger	KWB-5210-5	I
Rock Crusher Operator	KWB-5401-5	J
Rock Quarry Worker	KWB-5201-6/7	I
Safe Repairer	KWB-3807-6	I
Sandblaster	KWB-5423-4/5	I
Sandblasting Machine Operator	KWB-5423-4/5	I
Sewing Machine Operator	KWB-3111-4	I
Sheet Metal Mechanic	KWB-3806-6	I
*Sign Painter	KWB-4104-6	I
Small Arms Repairer	KWB-6610-6	I
Steam Cleaner Operator	KWB-5419-4	I
*Store Worker	KWB-6914-4	I
*Tailor	KWB-3105-4/6	I
Telecommunication Mechanic	KWB-2502-6/7	I
Telephone Lineman	KWB-2508-6	I
*Telephone Mechanic	KWB-2502-7	I
*Telephone Mechanic (Inside Plant)	KWB-2502-5 to 12	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Testing Equipment Operator	KWB-5439-4	I
Tire & Tube Repairer	KWB-4361-4	I
*Tools & Parts Attendant	KWB-6904-4	I
Tractor Operator	KWB-5705-5	J
Trades Helper	KWB-0000-3	H
*Utilities Systems Operator	KWB-5406-6	I
Vending Equipment Mechanic	KWB-4820-7	I
Vending Machine Attendant	KWB-3501-4	I
Vending Routeman	KWB-5703-6	I
*Waiter/Waitress	KWB-7420-2	H
Wastewater Treatment Plant Operator	KWB-5408-6	I
Water Treatment Plant Operator	KWB-5409-6	I
Welder	KWB-3703-6	I
Wood Body Repairer	KWB-4601-6	I
Wood Crafter	KWB-4605-6	I
Wood Worker	KWB-4604-4	I

**APPENDIX C**

**QUALIFICATION STANDARDS FOR CLERICAL AND ADMINISTRATIVE SUPPORT POSITIONS**

**C-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Use this qualification standard for one-grade interval clerical and administrative support positions shown in Appendix A.

**C-2. EXPERIENCE REQUIREMENTS.** The total amount of experience required and allowable substitutions of education for that experience are shown below.

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-02	3 months	0		H.S. graduation
KGS-03	6 months	0		1 year above H.S.
KGS-04	1 year	0		2 years above H.S.
KGS-05	0	1 year equiv to KGS-04		4 years above H.S.
KGS-06 & above	0	1 year equiv to next lower grade		Not applicable

**Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described in para C-8 below.**

**C-3. GENERAL EXPERIENCE.** General experience includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

**C-4. SPECIALIZED EXPERIENCE.** Specialized experience is defined as experience which has equipped the candidate with the particular KSAs to successfully perform the duties of that position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

**C-5. QUALITY OF EXPERIENCE.** If qualified based on experience rather than education (as shown above), applicants for positions at KGS-5 and above must have 1 year of specialized experience at a level of difficulty equivalent to the next lower grade. For example, to qualify as a Secretary, KGS-5, a candidate must have 1 year specialized experience equivalent to a KGS-4. This experience could be gained as a USFK employee, in private industry, or in the military.

**C-6. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

**C-7. SUBSTITUTION OF EDUCATION FOR EXPERIENCE.** High school graduation may be substituted for experience at the KGS-2 level. Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom

instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Education cannot be substituted above the KGS-5 level.

**C-8. PROFICIENCY REQUIREMENTS.** In addition to meeting experience or education requirements, applicants for positions requiring keyboard operation skills, must provide a statement self-certifying that he or she can operate keyboard to meet the required words per minute. Self certification can be waived for inservice applicants if the employee is currently serving in a position requiring equivalent typing or office automation proficiency. ROK Word Processing Certificates for English may be substituted for the self certification of keyboard operation skills. A minimum typing speed of 30 words (150 strokes) per minute is required.

**APPENDIX D**

**QUALIFICATIONS STANDARDS FOR TECHNICAL POSITIONS**

**D-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Use this qualification standard for technical positions as shown in appendix A.

**D-2. EXPERIENCE REQUIREMENTS.** The total amount of experience required and allowable substitutions of education for the experience are shown below.

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-02	3 months	0		H.S. graduation
KGS-03	6 months	0		1 year above H.S or Tech H.S. graduation in the specialization.
KGS-04	6 months	6 months		2 years above H.S
KGS-05	0	1 year equiv KGS-04		4 years above H.S.
<b>FOR MEDICAL and HEALTH CARE SUPPORT FIELD POSITIONS</b> (for positions identified in paragraph D-5d below only)				
KGS-05	0	1 year equivalent to the KGS-4 level		3 year course of study above high school leading to an associates degree with appropriate licensure or certification related to the occupation, if required. See para D-5d.
<b>FOR ALL POSITIONS</b>				
KGS-06 & above	0	1 year equivalent to at least the next lower grade		Not applicable
<b>Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.</b>				

**D-3. GENERAL EXPERIENCE.** General experience is defined as experience which provided exposure to the environmental setting, procedures, principles, and methods which might be expected to be found in the general occupational area of the position being filled.

**D-4. SPECIALIZED EXPERIENCE.** Specialized experience is defined as progressively responsible technical experience in the specialty field in which the duties of the position are to be performed or in closely related lines of work. This experience must have equipped the applicant with the particular KSAs to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. For positions at KGS-5 and above, at least 1 year of specialized experience

must have been at or equivalent to the next lower grade. For experience earned in Korean corporations, the level of experience may be determined by comparing the experience to that for the next lower grade of the position being filled using the classification standards, i.e., USFK Pamphlet 690-500. Applicants who have 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience in order to meet the minimum qualification requirements.

#### **D-5. SUBSTITUTION OF EDUCATION FOR EXPERIENCE.**

a. High School. Graduation from high school may be substituted in full for the 3 months experience required at the KGS-2 level.

b. Technical High School. Graduation from a technical high school in the specialization of the position being filled may be substituted for 6 months of the general experience requirements and is fully qualifying for KGS-3 positions in the specialty. Technical high school education cannot be substituted for any experience requirements above the KGS-3 level.

c. College. Successful completion of 2 year study in a ROKG authorized or recognized college or university in any field appropriate to the specialization of the position to be filled may be substituted for 6 months of general and 6 months of specialized experience. An applicant who has a bachelor's degree in the field in which the duties are to be performed will be fully qualified for a KGS-5 position in the specialty field of their education. College education cannot be substituted for any experience requirement above the KGS-5 level.

d. An applicant who has completed a 3 year course of study above high school leading to an associate's degree in the medical and health care support fields will be qualified for KGS-5 positions, if he/she has also acquired a ROKG issued or recognized license or certification related to the specialty or occupation. This provision is applicable to the following positions only:

##### Position Title and Series

Nursing Assistant, KGS-621  
Medical Technician, KGS-645  
Medical (Diagnostic) Radiology Technologist, KGS-647  
Dental Assistant, KGS-681  
Dental Hygienist, KGS-682  
Dental Laboratory Aid and Technician, KGS-683

e. Technical licenses. Possession of a Class II License - The Construction/Civil/Surveying/Engineering Technician License issued by the ROKG may substitute for 6 months of general experience for positions of Engineering Draftsman, Engineering Technician, Surveying Technician, and Construction Inspector.

f. Production Controller (Ammo), KGS-1152-7 through 11. This position requires an ammunition background and a knowledge of ammunition and components.

**D-6. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

#### **APPENDIX E**

#### **QUALIFICATION STANDARDS FOR TWO-GRADE INTERVAL ADMINISTRATIVE, MANAGEMENT, AND SPECIALIST POSITIONS**

**E-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** This qualification standard covers KGS positions which involve the performance of two-grade interval administrative, management, and specialist work as shown in Appendix A. The total amount of education and experience required for grades KGS-5 and above are shown below.

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-05	3 (1 year at least equiv to KGS-4)	0		4 years of study above H.S. resulting in a bachelor's degree
KGS-07	0	1 year equiv to KGS-05		1 full academic year of Graduate level education
KGS-09	0	1 year equiv to KGS-07		2 full academic years of Graduate level education
KGS-11	0	1 year equiv to KGS-09	3 full years of progressively Higher level graduate education or completed doctorate course or a doctorate degree.	
KGS-12 & above	0	1 year equiv next lower grade		Not applicable.
<b>Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.</b>				

**E-2. GENERAL EXPERIENCE.** Experience in substantive and relevant technical, or clerical work may be qualifying as long as it has provided evidence of the KSAs necessary to perform the duties of the position. Experience of a general clerical nature (typing, filing, office automation, routine procedural processing) is not creditable. General experience is defined as progressively responsible administrative, professional, technical, investigative, or other substantive experience, 1 year of which was equivalent to at least the next lower grade, that demonstrates the ability to--

- a. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
- b. Plan and organize work; and,
- c. Communicate effectively in English, both orally and in writing.

**E-3. SPECIALIZED EXPERIENCE.** Specialized experience is defined as experience which is in or closely related to the line of work of the position to be filled and which has equipped the applicant with the particular KSAs to successfully perform the duties of that position. Specialized experience may be substituted for general experience.

**E-4. SUBSTITUTION OF EDUCATION FOR EXPERIENCE.**

a. College. Successful completion of study at a ROKG authorized or recognized college or university in any field may be substituted for general experience at the rate of 1 academic year of education for 9 months of general experience. A full-4-year course of study resulting in an undergraduate degree is fully qualifying for KGS-5 positions under this standard provided any required testing and any licensing requirements are also met. Undergraduate college education may not be substituted for any experience requirements above KGS-5 level.

b. Graduate education. For specialized experience, each full academic year of graduate education in a field related to the position being filled may be substituted for 1 year of specialized experience up to a maximum of 2 years graduate education for 2 years specialized experience. A master's degree in an appropriate field is fully qualifying for directly related KGS-9 positions provided testing and any licensing requirements are met and 3 full years of progressively higher level graduate education or completed doctorate course or a doctorate degree is qualifying for KGS-11.

c. Quality Assurance Specialist (Ammunition), KGS-1910-7/9. Successful completion of the basic ROK Army Ammunition Inspector Course (14 weeks) conducted by the ROK Army may be substituted for 3 years general experience equivalent to KGS-5 level. Successful completion of the Defense Ammunition Center Ammunition Surveillance Applications I Course may be substituted for 1 year specialized experience equivalent to the KGS-7.

d. Paralegal Specialist, KGS-950-7/9/11. Applicants who have passed the Korean Bar Examination or who are licensed as an attorney by the ROKG will be rated as qualified for Paralegal Specialist, KGS-950-7, 9, and 11 positions regardless of experience requirements specified in this standard. Applicants who have completed a 4-year course of study in a ROKG authorized or recognized university or college and possess a bachelor's degree in law will be qualified for entry at the KGS-5 level.

e. Illustrating Series, KGS-1020-5/7/9. Successful completion of study at a ROKG authorized or recognized college or university in the related field (major study – illustrative design, commercial art, fine arts, industrial design, architecture, drafting, interior design, appropriate history or scientific subjects, visual communication, or other fields related to the position) may be substituted for general experience at the rate of 1 academic year of education for 9 months of general experience. Graduate education in the above major fields related to the position being filled may be substituted for 1 year of specialized experience up to a maximum of 2 years graduate education for 2 years specialized experience. A master's degree in an appropriate field is fully qualifying for directly related KGS-9 positions.

f. Air Traffic Control Specialist, KGS-2152. Applicants who possess a current license issued or recognized by the ROKG, and who meet and maintain the ATC physical standards of the host country, and all testing requirements of the employing organization will be rated as qualified for KGS-5.

**E-5. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

## APPENDIX F

### QUALIFICATION STANDARDS FOR PROFESSIONAL POSITIONS

**F-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Educational requirements listed below plus the required English ability satisfy qualification requirements for entry level KGS-5 positions except when otherwise indicated.

a. Applicants for Accountant, Auditor, Architect, Education Specialist, Engineer, Librarian, Social Worker, Pharmacist and Veterinarian positions who have completed a full-4 year course of study in a ROKG authorized or recognized university or college and who hold a bachelor's degree in a field related to the specialty for which applying will be rated as qualified for KGS-5 provided any testing requirements are also met. Applicants for Accountant and Auditor positions who hold a bachelor's degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting will be rated as qualified for KGS-5 provided any testing requirements are also met. The 24 hours may include up to 6 hours of credit in business law.

b. Applicants for Librarian and Nurse positions who possess a current license issued by the ROKG will be rated as qualified for KGS-5 provided any testing requirements are also met.

c. Applicants for professional engineer positions who hold an engineering degree from a ROKG authorized or recognized college or university in the field of engineering related to the job for which being considered or a Class I professional engineer license issued by the ROKG will be rated as qualified for KGS-5 positions provided any testing requirements are also met.

d. Applicants for Medical Officer, KGS-602 positions, must have graduated from an accredited college of medicine and possess a license to practice medicine in Korea. Completion of an approved internship is also required. Applicants must possess an examination certification of Foreign Medical Graduate. Fulfillment of these requirements is fully qualifying for KGS-12 and KGS-13 Medical Officer positions.

**F-2. EXPERIENCE REQUIREMENTS.** Except for the total amount of experience required and allowable substitutions of education for the experience provided for in this standard, applicants must have professional experience as listed below for grades above the KGS-5 entry level:

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-5	0			3 or 4 year course of study above High school leading to a degree with appropriate licensure or Certification in the occupation. (Note: 3 year course of study is applicable to Nurse, KGS-610 and Physical Therapist, KGS-633, Positions only. See para F-3.)
KGS-7	0	1 year professional Experience equivalent to at least the next lower grade.		1 full year of graduate level education
KGS-9	0	Same as above		2 full years of progressively higher Level graduate education
KGS-11	0	Same as above		Not applicable
KGS-12 & Above	0	Same as above		Not applicable
<b>Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.</b>				

**F-3.** Applicants for Nurse and Physical Therapist positions who possess a current license issued by the ROKG will be rated as qualified for KGS-5 provided any testing requirements are also met regardless of the length of the course of study completed in a ROKG authorized or recognized university or college in their field.

**F-4. PROFESSIONAL EXPERIENCE.** Professional experience is defined as experience which required application of the professional theories, scientific principles, and practices in the established profession of the position to be filled. Professional positions require professional, rather than technical KSAs such as can be gained through intensive college education and training.

**F-5. QUALITY OF EXPERIENCE.** Except for applicants who qualify based on substitution of education or training for experience, to qualify for KGS-07, KGS-09, and KGS-11 positions, applicants must have a minimum of 1 year of professional experience at or equivalent in difficulty and responsibility to the second lower grade. To qualify for KGS-12 and above positions, applicants must have at least 1 year of professional experience at or equivalent in difficulty and responsibility to the next lower grade.

**F-6. SUBSTITUTION OF EDUCATION.** Graduate education cannot be substituted for experience requirements above the KGS-9.

**F-7. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency.

## APPENDIX G

### QUALIFICATION STANDARDS FOR GUARD, GUARD DOG HANDLERS, AND GUARD SUPERVISORS

**G-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Applicants for guard positions must have education, experience and/or training as set forth in this standard.

GRADE	GENERAL EXPERIENCE (YEARS)	SPECIALIZED EXPERIENCE (YEARS)	TOTAL EXPERIENCE (YEARS)
KGS-3	1	0	1
KGS-4	1	½	1 1/2
KGS-5	1	1	2
KGS-6	1	1 1/2	2 1/2
KGS-7/8	1	2	3
KGS-9/10/11	1	3	4

**G-2. ROK MILITARY VETERANS.** Applicants for Guard positions will be restricted to honorably discharged ROK military service veterans, unless such personnel are not available.

**G-3. GENERAL EXPERIENCE.** General experience may have been gained in clerical, administrative, technical, law enforcement, or similar positions.

**G-4. SPECIALIZED EXPERIENCE.** Specialized experience is progressively responsible experience as a Guard, Guard (Dog Handler), Guard Supervisor, military or civilian policeman.

**G-5. QUALITY OF EXPERIENCE.** Applicants for Guard positions at KGS-4 and above must have had at least 6 months experience at a level of difficulty comparable to the next lower grade or 1 year experience at a level of difficulty comparable to two grades below the position for which being considered. Applicants for Dog Handler and/or supervisory positions must have completed appropriate training or have specialized experience directly related to the position to be filled.

**G-6. SUBSTITUTION.** Graduation from high school may be substituted for 1 year of general experience.

**G-7. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

**G-8. PHYSICAL REQUIREMENTS.** All candidates must be physically and mentally qualified to successfully perform the duties of the job to be filled. The following standards apply:

- a. Height: 165 centimeters (5'5") or over.

- b. Weight: 55 Kilograms (122 pounds) or more (proportionate to height) (female guards exempted).
- c. Chest: At least one-half of height.
- d. Age: Maximum of 35 for new accessions.
- e. Must possess both hands and both feet.
- f. Must be physically capable of working under the following environmental factors:
  - (1) Outside, in existing weather conditions.
  - (2) Slippery or uneven walking surfaces.
  - (3) Protracted or irregular hours of work.
- g. Must have physical capability in the following functional factors:
  - (1) Light lifting - up to 10 kilograms (22 pounds).
  - (2) Light carrying - up to 10 kilograms (22 pounds).
  - (3) Walking - 8 hours.
  - (4) Standing - 8 hours.
  - (5) Far vision correctable to 20/30.
  - (6) Ability to distinguish basic colors.
  - (7) Ability to qualify with firearms.
  - (8) Normal hearing without aid.
- h. Successful completion of physical fitness test as demonstrated by completing the following tests in the indicated time frame:
  - (a) Run one fourth (1/4) mile in 2 minutes 15 seconds.
  - (b) Push-ups - 15 repetitions in 1 minute.
  - (c) Bent-knee sit-ups – 22 repetitions in 1 minute

**APPENDIX H**

**QUALIFICATION STANDARDS FOR MANUAL JOBS**

**H-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Jobs for which this standard will be used are listed in Appendix B. Applicants must have specialized experience and/or English ability as shown below:

<b>TITLE/GRADE</b>	<b>GENERAL EXPERIENCE (YEARS)</b>	<b>SPECIALIZED EXPERIENCE (YEARS)</b>	<b>TOTAL EXPERIENCE (YEARS)</b>
Journeyman, KWB-1/2/3/4	0	0	0
Leader/Supervisor, KWB-3/4/5	0	1	1
Senior Leader, KWB-5/6/7	0	2	2
Foreman, KWB-5/6/7/8	0	3	3

**H-2. ROK MILITARY VETERANS.** Applicants for Janitor and Laborer positions will be restricted to honorably discharged ROK military service veterans, unless such personnel are not available.

**H-3. GENERAL EXPERIENCE.** No prior experience or education required.

**H-4. SPECIALIZED EXPERIENCE.** Specialized experience is defined as progressively responsible experience in the line of work for which being considered.

**H-5. QUALITY OF EXPERIENCE.** Applicants for Leader, Senior Leader, and Foreman positions must have 1 year of experience comparable to the next lower level in the specialty for which being considered. Applicants for Senior Leader or Foreman positions will also be rated as qualified if they have 2 years of specialized experience in a job two levels below the job for which being considered.

**H-6. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

**APPENDIX I**

**QUALIFICATION STANDARD FOR TRADES, CRAFTS, AND CERTAIN SKILLED JOBS**

**I-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Jobs for which this standard will be used are listed in Appendix B. Applicants must have experience, education or training, and a valid ROKG license/certificate of competency for the title and grade of the position to be filled as follows:

<b>TITLE GRADE</b>	<b>GENERAL EXPERIENCE (YEAR)</b>	<b>SPECIALIZED EXPERIENCE (YEARS)</b>	<b>TOTAL EXPERIENCE (YEARS)</b>
Junior, KWB-3/4/5	1	0	1
Journeyman, KWB-4/5/6/7/8	1	1	2
Leader, KWB-5/6/7/8	1	2	3
Senior Leader, KWB-7/8/9/10/11	1	3	4
Foreman, KWB-9/10/11/12/13	1	4	5

**I-2. GENERAL EXPERIENCE.** General experience includes actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

**I-3. SPECIALIZED EXPERIENCE.** Specialized experience includes experience at the “Junior” or higher level in the work related to trade or craft for which being considered.

**I-4. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

**I-5. SUBSTITUTION.**

a. The following may be substituted for the 1 year of general experience required at any level:

- (1) Graduation from high school in a field related to the job for which being considered.
- (2) Trade or vocational school. Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered.
- (3) ROK license/certificate of competency. Possession of a valid license or certificate of competency issued by the ROKG attesting to proficiency in the trade or craft of the job for which being considered.

b. The following may be substituted for the 1 year of general and 1 year of specialized experience required at any level:

- (1) Technical junior college. Graduation from technical junior college in a field related to the job for which being considered.

(2) 1st Class ROK license/certificate of competency. Possession of a 1st Class license or certificate of competency issued by the ROKG attesting to proficiency in the trade or craft of the job for which being considered.

c. Applicants for Cook, KWB-5 and above, and Boiler Plant Operator positions must possess a current license or a certificate of competency issued by the ROKG authority.

**I-6. QUALITY OF EXPERIENCE.** Applicants for Journeyman, Leader, Senior Leader, and Foreman positions must have 1 year specialized experience comparable to the next lower level position in the trade or craft for which being considered. Applicants for Senior Leader or Foreman positions will also be rated as qualified if they have 2 years of specialized experience in a job in the trade or craft two levels below the job for which being considered.

**APPENDIX J**

**QUALIFICATION STANDARDS FOR AUTOMOTIVE, ENGINEER, AND TRACTOR EQUIPMENT OPERATORS**

**J-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Jobs for which this standard will be used are listed in Appendix B. Applicants must successfully pass a USFK performance test, possess the appropriate ROKG operator’s license for the type of equipment to be operated, and have experience and English ability for the title and grade of the position as follows:

<b>TITLE &amp; GRADE</b>	<b>SPECIALIZED EXPERIENCE (YEARS)</b>	<b>SUPERVISORY EXPERIENCE (YEARS)</b>	<b>TOTAL EXPERIENCE (YEARS)</b>
Driver, KWB-5703-5	0	0	0
Tractor Operator, KWB-5705-5	0	0	0
Material Handler/Forklift Operator, KWB 6907-5	0	0	0
Bus Driver, KWB-5703-6	1/2	0	½
Driver, Heavy (Special Equip), KWB-5703-6	1/2	0	½
Engineer Equip Operator, KWB-5716-6	0	0	0
Leader/Supervisor, KWB-7/8	1	0	1
Senior Leader, KWB-10	2 years as Journeyman or 1 year as Journeyman	0 1 year as Leader/ Supervisor	2 2
Foreman, KWB-11/12	2 or 3	2 years as Leader 1 year as Senior Leader	4 4

**J-2. ROKG OPERATOR’S LICENSE.** Applicants must possess a ROK operator’s license for the type of equipment to be operated.

**J-3. EXCEPTIONS.**

a. ROKG operator’s license is not required for a farm type (typically 3-wheeled) motor-operated carriage or farm type tractor used in cutting lawns/weeds, etc. However, employees who operate these types of equipment must have appropriate USFK permit prior to appointment.

b. Under the provisions of the Korea Construction Equipment Management Law, ROKG operator’s license is not required for 3-ton or less Back Hoe and Loader as long as the operator has completed appropriate training and possesses a USFK permit to operate the equipment.

**J-4.** Information on ROKG licensing requirements and testing procedures may be obtained from the Human Resources Development Service of Korea (HRDSK) and its regional offices (ROs) located throughout Korea. Addresses and telephone numbers for the HRDSK and its regional offices are provided in Appendix L.

**J-5.** ROKG licensing requirements and testing procedures for special heavy equipment not covered under Korea Construction Equipment Management Law or Road Traffic Law are administered by the heavy equipment license section at the city or provincial civil affairs office concerned.

**J-6.** ROKG license requirements and test procedures are subject to change without prior notice. The appropriate ROKG agency should be contacted for current information on licensing requirements and testing procedures.

**J-7. USFK PERFORMANCE TEST.** Applicants must successfully pass a USFK performance test for the type of equipment to be operated (see Appendix M).

**J-8. SPECIALIZED EXPERIENCE.** Specialized experience is progressively responsible experience operating and/or supervising the operation of the specific type of equipment of the position to be filled.

**J-9. QUALITY OF EXPERIENCE.** Applicants for leader positions and above must have 1 year of specialized experience with the type of equipment operated, comparable to the next lower level in that field. Applicants for Senior Leader and Foreman positions will also be rated as qualified if they have 2 years of specialized experience with the type of equipment operated, comparable to two job levels below the job for which being considered.

**J-10. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

**APPENDIX K**

**QUALIFICATION STANDARDS FOR FIREFIGHTING OCCUPATION POSITIONS**

**K-1. EDUCATION AND EXPERIENCE REQUIREMENTS.** Jobs for which this standard will be used are listed in Appendix A or B. Applicants must have experience, education or training, and a valid ROKG license/certificate of competency for the title and grade of the position to be filled as follows:

TITLE/GRADE	GENERAL EXPERIENCE (YEARS)	SPECIALIZED EXPERIENCE (YEARS)	OR	EDUCATION
Firefighter, KWB-0W81-2	0	0		
Firefighter, KWB-0W81-3	6 months	0		H.S. graduation
Firefighter, KWB-0W81-4	1 year	0		1 year education above High school in a related field
Firefighter, KWB-0W81-5	0	1 year equivalent to at least KWB-4 or 1 year equivalent to KWB-3 and DoD Certification #1 Level Training		2-year course of study above high school in a related field
Firefighter (Driver-Operator), KWB-0W81-6	0	1 year equivalent to at least KWB-4 or 1 year equivalent to KWB-3 and DoD Certification #1 Level Training		2-year course of study above high school in a related field
Firefighter (Crew Chief), KWB-0W81-8	0	1 year equivalent to at least next lower grade level		4-year course of study above high school leading to bachelor's degree in a field related to the position
Assistant Fire Chief, KGS-081-7	0	1 year equivalent to at least KWB-0W81-8, Firefighter (Crew Chief)		Not Applicable
Station Chief, KGS-081-8/9	0	1 year equivalent to at least next lower grade level		Not Applicable
Assistant Fire Chief, KGS-081-8/9/10	0	1 year equivalent to at least next lower grade level		Not Applicable

**K-2. GENERAL EXPERIENCE.** Work experience or military service that demonstrated the ability to follow directions and to read, understand, and retain a variety of instructions, regulations, and procedures and that otherwise demonstrates the ability to perform or learn to perform the duties of the position.

**K-3. SPECIALIZED EXPERIENCE.** (for positions at KWB-5 and above) : Experience that demonstrated the particular KSA's to perform successfully the duties of the position. Such duties may include (1) controlling or extinguishing fires as a member of an organized military, industrial, volunteer, or governmental fire department or brigade; (2) rescue operations; (3) detection, reduction, or elimination of potential fire hazards; (4) operation of fire communications equipment; (5) controlling hazardous materials incidents and/or (6) developing, implementing, or providing training in fire protection and prevention.

**K-4. ENGLISH ABILITY.** Each component establishes requirements for English ability and procedures for English proficiency tests.

**K-5. SUBSTITUTION.**

a. Graduation from high school may be substituted for the 6 months of general experience required for KWB-3.

b. Completion of 1 year education above the high school in a field related to the job for which being considered may be substituted for 1 year of general experience required for KWB-4.

c. The following may be substituted for the 1 year of specialized experience required for KWB-5 Firefighter or KWB-6 Firefighter (Driver-Operator):

(1) Successful completion of a 2-year course of study in an accredited college or university in related fields of study.

(2) ROK license/certificate of competency. Possession of a license in a related field issued by the ROKG.

d. Successful completion of a 4-year course of study in an accredited college or university with major study in related fields is qualifying for KWB-8 Firefighter (Crew Chief).

e. Applicants for Firefighter (Driver Operator and Water Tank Operator) must possess ROK operator's license for the type of equipment to be operated. The applicants must successfully pass a USFK performance test for the type of equipment to be operated. The agility test for firefighter positions will be conducted after issuance of referral list during the selection process by the selecting official.

f. License Requirements for Firefighters, KWB-5 and below, require a class I driver license (normal), i.e., pickup truck, small van, passenger vehicle and water tanker; and KWB-6 and above require a class I driver license (large), i.e., firefighting structural, crash, rescue and ladder trucks to include the light equipment vehicles.

g. In conjunction with the one year of specialized experience, newly hired junior firefighter, KWB-3 will be promoted to firefighter, KWB-5 after completion of DoD firefighter certification #1 level training course.

**K-6. QUALITY OF EXPERIENCE.** Applicants for Station Chief, Assistant Fire Chief, or Fire Chief positions must have 1 year specialized experience comparable to the next lower level position.

**K-7. PHYSICAL FITNESS STANDARDS FOR FIREFIGHTERS.**

- a. Height: 165 centimeters (5'5") or over.
- b. Weight: 55 kilograms (122 pounds) or more.
- c. Chest: At least one-half of height.
- d. Age: Maximum of 35 for new accessions to firefighter positions.
- e. Must be physically capable of working under the following environmental factors:
  - (1) Outside, in existing weather conditions.
  - (2) Slippery or uneven walking surfaces.
  - (3) Protracted or irregular hours of work.
- f. Must have physical capability in the following functional factors:
  - (1) Far vision correctable to 20/30.
  - (2) Ability to distinguish basic colors.
  - (3) Normal hearing without aid.
  - (4) Normal sense of smell.
- g. Must complete one of the following:
  - (1) Run 1 1/2 miles within 13 minutes.
  - (2) Walk 3 miles within 38 minutes.
  - (3) Bicycle 4 miles within 12 minutes.
  - (4) Run in place 75 steps per minute for 15 minutes.
  - (5) Climb stairs consisting of 10 steps at 9 round trips per minute for 9 minutes.
  - (6) Swim 500 yards within 8 minutes.
- h. Must perform 35 bent-knee sit-ups within 2 minutes.
- i. Must complete one of the following:
  - (1) Flexed arm hang - minimum time: 8 seconds (palms away).
  - (2) Pull-ups - minimum: 7 (Palms away).
  - (3) Push-ups (standard) - minimum: 25.

j. Must lift a weight of 125 pounds from the floor and carry the weight 100 feet (approximately 30 meters) without stopping.

k. Must walk the length of the beam, carrying the length of hose, without falling off, or stepping off the beam. (The beam, which is secured to the floor, is 3 to 4 inches (7 to 10 centimeters) wide and 20 feet (approximately 6 meters) long. The length of fire hose weighs at least 20 pounds (9 kilograms).

l. The selecting official will conduct agility test for firefighting positions during the selection process, after the issuance of a referral list.

## APPENDIX L

### LIST OF ADDRESSES FOR THE HUMAN RESOURCES DEVELOPMENT SERVICE OF KOREA (한국산업인력공단) AND ITS REGIONAL OFFICES (ROs)

Headquarters office of HRDSK is at 370-4, Gongdeok-dong, Mapo-gu, Seoul. Telephone number is (02) 3271-9114 (rep.). Telephone number for Civil Affairs Office is (02) 717-6360. Homepage: <http://www.hrdkorea.or.kr>.

<b><u>Name of RO &amp; Address</u></b>	<b><u>Telephone No.</u></b>
Seoul/Gyeongin Area Headquarters #370-4 Gongdeok-dong, Mapo-gu, Seoul	(02) 3271-9224~9229
Seoul Dongbu RO #415-7 Jangan-dong, Dongdaemun-gu, Seoul	(02) 2242-6140-1
Seoul Nambu RO Sammo Bldg, 1638-32 Sinrimbon-dong, Gwanak-gu, Seoul	(02) 876-8322-8324
Yeongnam Area Headquarters #546-2 Yongdang-dong, Nam-gu, Busan City	(051) 620-1910, 1920
Busan Bukbu RO 153-8 Oncheon-dong, Dongrae-gu, Busan City	(051) 554-3482-3484
Daegu RO 971-1 Galsan-dong, Dalseo-gu, Daegu City	(053) 586-7601
Incheon RO #625-1 Gojan-dong, Namdong-gu, Incheon City	(032) 818-2181~2183
Honam Area Headquarters #958-18 Daechon-dong, Buk-gu, Gwangju City	(062) 970-1701~1705
Gyeonggi RO #87-17 Jeongja-dong, Jangan-gu, Suwon City, Gyeonggi Do.	(031) 253-1915~1917
Gangwon RO #65-32 Onui-dong, Chuncheon City, Gangwon Do.	(033) 255-4563
Chungbug RO 743 Yulryang-dong, Sangdang-gu, Cheongju City, Chungcheongbug Do.	(043) 210-9011~9013

Chungnam RO Yangji Bldg (2d Flr), #413-1 Seongjeong-dong, Cheonan City	(041) 576-6781~6783
Chonbug RO 750-3 Palbok-dong-2-ga, Deogjin-gu, Jeonju City, Jeonlabuk Do.	(063) 210-9200-9203
Jeonnam RO #238-1 Maegok-dong, Buk-gu, Gwangju City	(062) 573-1965
Andong RO #71-83 Pyonghwa-dong, Andong City, Gyeongsangbuk Do.	(054) 855-2121-2123
Pohang RO #120-2 Daedo-dong, Nam-gu, Pohang City, Gyeongsangbug Do.	(054) 278-7702~7703
Daegu RO #971-1 Galsan-dong, Dalseo-gu, Daegu City	(053) 586-7601~7604
Gyeongnam RO #105-1 Jungang-dong, Changweon City, Kyeongsangnam Do.	(055) 285-4001~4003
Jeju RO #361-22 Ildo-2-Dong, Jeju City, Jeju Do	(064) 723-0701~0702

## APPENDIX M

### LIST OF ENGINEER EQUIPMENT WHICH REQUIRES ROKG OPERATOR LICENSE

<u>NO.</u>	<u>NAME OF ENGINEER EQUIPMENT</u>	<u>NO.</u>	<u>NAME OF ENGINEER EQUIPMENT</u>
1.	Bulldozer	14.	Concrete Mixer Truck
2.	Back Hoe	15.	Concrete Pump
3.	Loader	16.	Asphalt Mixing Plant
4.	Fork Lift	17.	Asphalt Finisher
5.	Scraper	18.	Asphalt Sprayer
6.	Dump Truck	19.	Sand Blaster
7.	Crane	20.	Rock Crusher
8.	Motor Grader	21.	Air Compressor
9.	Roller	22.	Rock Drill
10.	Load Safety Device	23.	Pile Driver
11.	Concrete Patting Plant	24.	Rock Screening Plant
12.	Concrete Finisher	25.	Dredger
13.	Concrete Sprayer		

## GLOSSARY

### Section I. ABBREVIATIONS

ACS	Assistant Chief of Staff
CPD	Civilian Personnel Directorate
CPO	Civilian Personnel Office
CPOC	Civilian Personnel Operations Center
HRDSK	Human Resources Development Service of Korea
H.S.	High School
KGS	Korean General Schedule
KN	Korean National
KSAs	Knowledge, Skills and Abilities
KWB	Korean Wage Board
PT	Physical training
RO(s)	Regional Office(s)
ROKG	Republic of Korea Government
U.S.	United States (of America)
USFK	United States Forces, Korea

### Section II. TERMS

**Knowledge, Skills, and Abilities (KSAs).** Are the attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. Knowledge is a body of information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.

**Normal Line of Promotion (or Progression).** The pattern of upward movement from one grade to another for a position, or group of positions, in an organization.

**Position.** Means the officially assigned duties and responsibilities that make up the work performed by an employee.

**Selective Factors.** These are KSAs or special qualifications that are in addition to the minimum requirements in a qualified standard, but are determined to be essential to perform the duties and

responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

**Series or Occupational Series.** This means positions similar as to specialized work and qualification requirements. Series are designated by a title and number such as the Accounting Series, KGS-510; the Secretary Series, KGS-318; and the Medical Series, KGS-602.

**Specialized Experience.** Is experience that has equipped the applicant with the particular KSAs to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.