



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF:

FKCP-SES

24 APR 2009

MEMORANDUM FOR Regional Director, Civilian Human Resources Agency – Korea Region, U.S. Army Civilian Human Resources Agency, Unit #15746, APO AP 96218-5746

SUBJECT: Requirement to Validate Variant Position Descriptions for Classification Accuracy and Consistency

1. References:

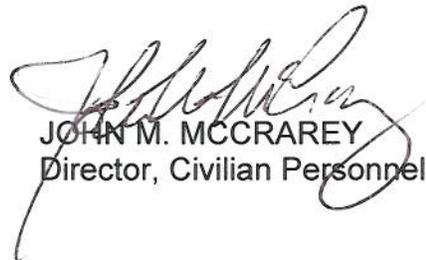
a. USFK Pamphlet 690-500, Position Classification Guidance and Standardized Job Descriptions for Korean Positions, 13 January 2003.

b. USFK Regulation 690-1, Regulations and Procedures – Korean Nationals, Chapter 9, Position Management and Classification, 6 January 2009.

2. To ensure classification accuracy and consistency USFK-wide, variant position descriptions must comply with classification guidance contained in reference 1a.

3. Accordingly, I am exercising my authority under reference 1b to validate new variant PDs for Army and other component employees serviced by the Civilian Human Resources Agency-Korea Region. All newly established variant PDs where the grade exceeds that of the standardized PDs or benchmark jobs found in reference 1a, will be reviewed and approved by USFK CPD prior to implementation to ensure classification accuracy, consistency, and economy in the position structure.

4. Point of contact for this matter is Mr. Carl Rogers at 724-4808, or, e-mail: carl.rogers1@korea.army.mil.


JOHN M. MCCRAREY
Director, Civilian Personnel