

**USFK REGULATION 614-1**

**ASSIGNMENTS, DETAILS, AND TRANSFERS (614)**

# **Military Command Sponsorship Program**

**12 November 2003**

**UNCLASSIFIED**

HEADQUARTERS  
UNITED STATES FORCES, KOREA  
UNIT #15237  
APO AP 96205-5237

Change No. 1  
USFK Reg 614-1

18 May 2004

Assignments, Details and Transfers

Military Command Sponsorship Program

1. USFK Reg 614-1, 12 November 2003, is changed as follows:

**Page 8, paragraph 8, Key and Essential Position (KEP).** Delete paragraph 8e and replace with the following:

e. Request for deletion, redesignation or transfer of KEPs must be forwarded through command and service component channels (or equivalents, such as Defense Logistics Agency, Defense Intelligence Agency, etc), to USFK J1 for staffing to USFK CofS for consideration. See paragraph 6d.

**Page 8, paragraph 8, Key and Essential Position (KEP).** Add paragraph 8f after paragraph 8e as follows:

f. Organizations and service components must notify the incumbent in the KEP that is being deleted, redesignated or transferred that their KEP status has been terminated and they may be asked to vacate Government-owned/-controlled housing upon approval of the requested action.

**Page 10, paragraph 9, Temporary Command Sponsorship.** Add paragraph 9c(6) after paragraph 9c(5) as follows:

Command sponsored DOD civilians called to active duty.

**Appendix F, Page F1.** Change all references that read E6 to read E1.

2. Post these changes per DA Pam 25-40.

3. File this change in front of the publication.

USFK Reg 614-1  
C1

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, (FKJ1-DM), Unit #15237, APO AP 96205-5237. This publication is available electronically at: <https://www-eusa-1.korea.army.mil>**

FOR THE COMMANDER:

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Chief of Staff



F.W. MORRIS  
Assistant Adjutant General

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**HEADQUARTERS  
UNITED STATES FORCES, KOREA  
UNIT #15237  
APO AP 96205-5237**

**USFK Regulation  
No. 614-1**

**12 November 2003**

**(Effective: 12 November 2003)  
Assignments, Details, and Transfers**

**MILITARY COMMAND SPONSORSHIP PROGRAM**

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms is prohibited without prior approval of HQ USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237.

**INTERNAL CONTROL PROCESS.** This regulation does not contain management control provisions.

- 1. PURPOSE.** This regulation establishes policies and procedures for administering the command sponsorship program.
- 2. APPLICABILITY.** This regulation applies to all commands, units, organizations, and activities that have command sponsored positions (CSPs) controlled under the United States Forces, Korea (USFK) command sponsorship program. Command sponsorship for civilian personnel is governed by the procedures in USFK Reg 690-4.
- 3. REFERENCES.** Required and related publications are listed in appendix A.
- 4. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviation and terms used in this regulation are explained in the glossary.
- 5. ROLES AND RESPONSIBILITIES.**
  - a. The Chief of Staff. USFK will--
    - (1) Ensure Key Billets (KBs) are reviewed annually.
    - (2) Disapprove or recommend approval on KB nominations prior to forwarding through United States Pacific Command to the Joint Staff and appropriate service component.
    - (3) Serve as the final approval authority for Key and Essential Positions (KEPs) requests.
  - b. The USFK Assistant Chief of Staff (ACofS), J1 will--
    - (1) Establish policy for and supervise the military command sponsorship program.

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**"This regulation supersedes USFK Reg 614-1, dated 7 November 1995.**

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(2) On behalf of the Commander, USFK, approve or disapprove requests for addition and deletion of CSPs as well as redesignation of joint positions and associate unit positions.

(3) Maintain, control and provide access to all applicable agencies to the CSP list (CSPL) web page.

(4) Appoint a CSP manager for all combined/joint positions. See Appendix G.

(5) Process all requests for changes, additions and deletions of KB, KEP and temporary CSP. KB and KEP requests will be handled in accordance with (IAW) paragraph 5b(5). Exceptions can be found in paragraph 6e.

(6) Conduct an annual USFK CSP/KEP/KB review board. The USFK Assistant Deputy Chief of Staff (CofS) will serve as chairperson. The board will consider additions or deletions to the current list of military KBs and KEPs. The board, as a minimum, will be comprised of O6 representatives from the following USFK J1, KORO and each service component.

(7) Ensure a minimum of five members of the USFK CSP/KB/KEP review board was present to act on CSP/KB/KEP requests and the majority supported the recommendations. The chairperson's vote will resolve a tie.

(8) Review all component commanders' CSP and KB, as well as KEP nominations and make a staff recommendation as to whether each nomination meets the criteria established in this regulation and applicable service housing regulations. Component commanders will be notified by the USFK, J1 on positions that do not meet criteria. All recommendations meeting the criteria will be submitted to the annual USFK CSP/KB/KEP Review Board.

(9) Chair an annual review board for Yongsan staff directorates and associate units (i.e., JUSMAG, SUSLAK) not part of the 34th Support Group to consider changes to the KB and KEP lists. The board will be comprised of the organizations that have action items to present.

(10) Provide staff guidance to component and area support commanders KB and KEP review committees, which will revalidate all existing KB and KEP positions annually. Committee dates will be coordinated and announced by the component commander, and will take place prior to USFK KB/KEP Review Board.

(11) Coordinate with the applicable area/installation commander to determine availability of the installation's support infrastructure to include family housing, medical, exchange, commissary, Morale, Welfare and Recreation (MWR), Department of Defense Dependent Schools (DODDS) and childcare facilities in support of the KB and KEP programs as required.

c. The Commanders, 8<sup>th</sup> Army, 7AF, MARFOR-K, SOCKOR, CNFK will--

(1) Appoint a CSP manager in writing and forward a copy of the appointment letter to USFK J1-DM. See Appendix G.

(2) Ensure that CSP applicants are properly used against the CSP by specialty and grade. Service rules for grade and specialty substitution are applicable.

(3) Approve/disapprove requests for redesignation as outlined in paragraphs 6d and 6e.

(4) Ensure the CSPL web page is accurate and reflects commanders' desire for continuity and stability in critical positions.

(5) Conduct an annual review board to consider changes, deletions and additions to their KB and KEP positions. Results will be forwarded to the Commander, USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237, not later than 30 days prior to the USFK level review board.

(6) Coordinate with area/installation commanders annually to ensure the allocation of CSP/KB/KEP positions do not exceed installation support infrastructure (i.e., Government quarters, DODDS, medical, post exchange, commissary, MWR and Child Care facilities).

(7) Consider current/projected availability of the above support facilities prior to authorizing concurrent travel.

(8) Ensure personnel with command sponsored family members voluntarily reassigned from a command sponsored position to a noncommand sponsored position are advised that their command sponsored status under that CSP number is relinquished.

(9) Ensure personnel with temporary command sponsorship are not permitted to retain that status upon extension of their tour unless approved by USFK CofS, J1.

d. Area/installation commanders will review CSP/KB/KEP positions on their installation to ensure the allocations do not exceed installation support infrastructure (i.e., Government quarters, DODDS, medical, post exchange, commissary, MWR and Child Care facilities).

(1) A summary of this annual review will be forwarded to USFK J1-DM through the respective service component (KORO for Eight Army installation) by 1 Mar of each calendar year.

(2) The summary will include number of CSP/KB/KEPs and temporary CSPs for each installation, number of available family housing units, CSP take rate for accompanied tours and number of command sponsored families residing off the installation.

e. Combined/joint principals and associate units (i.e., JUSMAG, SUSLAK) will--

(1) Combined/joint principals will appoint a CSP monitor in writing and forward a copy of the appointment letter to USFK J1-DM. See Appendix G.

(2) Associate units will appoint a CSP manager in writing and forward a copy of the appointment letter to USFK J1-DM. See Appendix G.

(3) Coordinate with USFK J1 on all assignment actions involving CSPIKBIKEP. Associate units will coordinate with the applicable service component or headquarters.

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(4) Ensure that the applicant is properly used against the position by specialty and grade. Service rules for grade and specialty substitution are applicable.

(5) Ensure personnel voluntarily reassigned from a command sponsored position with command sponsored family members to a noncommand sponsored position are advised that their command sponsored status under that CSP number is relinquished.

(6) Participate in the annual KB/KEP review board IAW paragraph 5b(5).

(7) Ensure personnel with temporary command sponsorship are not permitted to retain that status upon extension of their tour unless approved by USFK CofS, J1.

### f. Unit commanders will--

(1) Appoint a CSP monitor through their service component to USFK J1. See Appendix G. The CSP monitor will ensure the unit's portion of the CSP database is accurate and reflects the commander's desire for continuity and stability in critical billets.

(2) Ensure personnel with command sponsored family members voluntarily reassigned from a command sponsored position to a noncommand sponsored position are advised that their command sponsored status under that CSP number is relinquished.

(3) Verify temporary command sponsorship information. New personnel cannot be slotted against temporary command sponsored positions as temporary command sponsorship is assigned to an individual not a position. Temporary command sponsorship expires on the incumbent's date estimated return from overseas (DEROS). Personnel cannot extend their tour and maintain temporary command sponsorship without the approval of USFK J1.

(4) Annually review KB and KEP requirements and submit requests for additions and deletions to their servicing component.

### g. CSP Managers will maintain the accuracy of the CSP database by--

(1) Ensuring applicable Incumbent and Replacement Data is accurate. Ability to update these two records can be delegated to the unit CSP monitors. See Appendix G.

(2) Ensuring accuracy of Position Data and updating the CSP database when applicable redesignation requests are approved. This responsibility cannot be delegated.

h. CSP Monitors will maintain the accuracy of the CSP database by ensuring Position, Incumbent and Replacement Data is accurate. If delegated the authority by their service component to update Incumbent and Replacement Data in the CSP database, monitors must ensure this data is updated expeditiously.

**6. COMMAND SPONSORSHIP.** Command Sponsorship is defined as a position established as such because of a direct supporting role to the warfighter, or life support mission essential to maintain the armistice and/or support the warfighter. Positions must require duties where continuity is essential to mission effectiveness. Tour status (accompanied/unaccompanied) is at the option of the incumbent.

Government-owned/-controlled housing is not guaranteed and will be provided on a space-available basis only.

a. The command sponsorship program provides a systematic method for enhancing mission effectiveness in critical positions that require continuity and stability. Under this program, military command sponsored positions are authorized only in those areas that have not been designated as "dependent-restricted by DODD 1315.7 or approved as an exception by the Assistant Deputy Chief of Staff, USFK.

b. Grade requirements are tied to the authorized grade for the position, not the individual filling the position (there are times the Services assign personnel with lesser grade than what the position is authorized).

c. Positions that will not normally be considered for CSP designation are those where duties are general, e.g. admin NCOs, supply NCOs, and drivers not supporting General/Flag Officers. If positions with duties of this nature are considered, exception to policy must be submitted to USFK, J1 with ample justification.

d. All new CSP requests will be fully staffed through command and service component channels (or equivalents such as Defense Logistics Agency, Defense Intelligence Agency, etc.) before forwarding to USFK, J1 for approval.

(1) All requests will be coordinated with the applicable area/installation commander prior to forwarding to USFK J1 to ensure the request does not exceed the installation's support infrastructure (i.e., Government quarters, DODDS, medical, post exchange, commissary, MWR and Child Care facilities).

(2) Components and major subordinate commands will have disapproval authority.

e. Service components can approve/disapprove requests for redesignation of CSP except KBs and KEPs IAW paragraph 12 and Appendix F. See Appendix C for redesignation request example.

(1) Service components are not authorized to add, delete or redesignate any KBs, KEPs or temporary positions. Service component CSP managers will validate that the CSP being redesignated is not a KB, KEP or temporary command sponsorship.

(2) Service components will ensure that CSPs are not redesignated after the position losing CSP designation is advertised in the applicable component assignment system, the CSP number is assigned to a projected inbound service member, or the CSP number is currently held by command sponsored service member.

(3) The service component CSP manager will notify USFK J1-DM of the redesignation by forwarding a copy of the approval memorandum to USFK J1-DM and updating the CSPL web page. E-mail notification is acceptable.

f. Organizations not assigned to a specific service component, such as the joint staff, SUSLAK, JUSMAG-K, etc. will submit all CSP requests through their commander/staff principal for consideration by USFK, J1.

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g. Dependents who are granted command sponsorship will be eligible for access to Korea Area Exchange facilities, commissaries, and DODDS (on a tuition-free basis), and dependent travel and shipment of household goods/privately owned vehicle (HHG/POV) to and from the overseas area at Government expense or storage of HHG at Government expense to the extent authorized by all applicable governing directives.

h. Command sponsored personnel normally will receive the entitlements associated with their position until their DEROS to include any tour extensions.

(1) Individuals who have command sponsored family members may be reassigned to another command sponsored position in any organization, providing a PCS move is not incurred. In such cases, the losing unit will notify the service component of both affected CSP numbers.

(2) If the individual is involuntarily reassigned to a noncommand sponsored position for compelling mission requirements, a request for temporary command sponsorship may be submitted for approval until the individual's current DEROS.

(3) If an individual voluntarily moves from a command sponsored position to a noncommand sponsored position, all benefits will normally cease except transportation of family, HHG, and POV. Dependents enrolled in DODDS at that time will be permitted to complete the semester.

i. When a person serving an "all others" tour is assigned for duty to a command sponsored position, the entitlements associated with that position will not be used by another individual.

j. Personnel assigned to the Republic of Korea (ROK) who have concurrent or deferred travel approved will have the entitlements associated with the command sponsored position for which travel of dependents was authorized. Once the travel has been authorized, the service member will remain assigned to that command sponsored position and will not be reassigned to another position that does not appear on the CSPL, except for compelling mission reasons.

k. When an organization with command-sponsored positions is deactivated or merged with another unit or activity, the USFK, J1, will be notified which command-sponsored positions are affected. Command sponsored positions from deactivating units will be returned to the USFK, J1 for reallocation unless the unit is replaced by a similar unit.

l. Requests for command sponsorship may be submitted any time during an individual's tour for the command-sponsored position to which they are assigned. According to DODD 1315.7, personnel requesting command sponsorship must have at least 12 months remaining before DEROS from either the time the application is approved or from the date dependents arrive in country (whichever is longest). If family members were relocated at Government expense in conjunction with the service member's original PCS to Korea, the service member must serve a new "with dependents" tour.

m. Individuals may be double slotted on the CSPL not to exceed three months, to include month of departure.

(1) Double slotting will only be authorized when a reassignment is involved and the incumbent is permanently departing the position within three months.

(2) If the replacement is coming from another area within the ROK, the effective date for command sponsorship will not be prior to the reporting date indicated on the reassignment orders. (This is done to preclude individuals from drawing the overseas housing allowance against the CSP number at their losing duty station).

(3) Double slotting individuals on a temporary basis solely to qualify for entitlements associated with command sponsorship is prohibited.

n. An individual who occupies a position on the CSPL and desires to receive command sponsorship benefits must request command approval using the format in Appendix D or alternate procedures prescribed by the individual servicing component.

(1) Documentation approving the change of tour will ensure that the individual serves the equivalent of the "with dependents tour" (24 months) and if HHGs, POV, or family members move to Korea, there is sufficient time remaining in country (minimum of 12 months) to comply with the requirements in the appropriate service directives and the Joint Federal Travel Regulations.

(2) Forward the request through the applicant's personnel administration center to the servicing military personnel officer. The personnel officer will coordinate with the service component CSP manager to validate the CSP prior to approval. Upon approval, the personnel office will ensure that the individual's tour is changed to the accompanied tour (24 months). The service component CSP manager will ensure the CSPL web page is updated.

(3) Once the personnel office has completed all actions to change the tour to accompanied, the personnel office will forward a copy of the change of tour document to USFK J1-DM, the applicable service component and the servicing housing office. The CSP number will be indicated on the approval document.

o. When a change of tour status is from a "with dependents" tour to an "all others" tour or when an individual's programmed assignment to a position on the CSPL is canceled, a copy of the change of tour or cancellation document will be forwarded to the service component and the servicing housing office (include previously approved CSP). Any previous entitlement to Government family quarters is no longer valid. The service component CSP manager will ensure the CSPL web page is updated.

## **7. KEY BILLETS (KBs).**

a. Key Billets is defined as an overseas position of unusual responsibility, designated as such to provide an extended tour for continuity by the Secretary of Defense for joint staff and activities under his cognizance; the Secretary of the Military Department concerned; or the Joint Chiefs of Staff for joint staffs and activities under their control and as identified in the JCS/MOP 173.

(1) These are officer and warrant officer positions that require the incumbent to serve 2 years regardless of accompanied status.

(2) Incumbent will reside in Government provided housing and if accompanied, concurrent travel will be authorized, pending DD Form 1466 (Dependent Medical Clearance), School/Exceptional Family Member Program, Passport/Visa and Immunizations, as required.

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(3) A position will not be designated as a KB unless--

(a) Already designated CSP, and

(b) Government-owned/-controlled housing is available, and

(c) Recommendation for KB status has been fully staffed and approved.

b. Requests to establish a position as a key billet will be fully justified and submitted IAW appendix E to USFK J1-DM. Component commanders/staff principals have disapproval authority.

c. Nominations meeting the criteria established in this regulation will be considered by the USFK CSP/KB/KEP Review Board annually. The USFK J1 will compile the results of the board proceedings and forward the results to the CofS, USFK for approval prior to forwarding through United States Pacific Command to the Joint Staff and appropriate service component.

d. Any requests to change the status of a KB must be forwarded through command and service component channels to USFK J1 for staffing to USFK CofS for consideration. Service components are not authorized to add, delete or redesignate any KB. See paragraph 6e.

### **8. KEY AND ESSENTIAL POSITION (KEP).**

a. Key and Essential Position is selected civilian and military personnel whose duties require their immediate availability on the installation because of military necessity and/or operational requirements, as determined by the area/installation commander.

b. KEPs will reside on-post. Designation of KEPs will be kept to the absolute minimum to ensure maximum housing equity for all personnel assigned to the installation.

c. KEPs must--

(1) Have a major effect on operational requirements; or

(2) Have a major impact on maintaining law/order on the installation; or

(3) Result in major impact on the ability to respond to health and safety requirements; or

(4) Have an effect on the protection of Government property; or

(5) Have an effect on the military readiness of the command.

d. The CofS, USFK will serve as the final approval authority for all KEPs. Nominations meeting the criteria established in this regulation will be considered by the USFK CSP/KB/KEP Review Board annually. The USFK, J1 will compile the results of the board proceedings and forward the results to the CofS, USFK for approval.

e. Any requests to change the status of key and essential positions must be forwarded through command and service component channels to USFK J1 for staffing to USFK CofS for consideration. Service components are not authorized to add, delete or redesignate any key and essential position. See paragraph 6e.

## **9. TEMPORARY COMMAND SPONSORSHIP.**

a. Temporary Command Sponsorship is defined as command-sponsored status granted to military personnel due to unusual humanitarian conditions or because of unique qualifications even though the individual is not assigned to a CSP. Temporary command sponsorship entitles the member and family to all benefits of command sponsorship except that they are not eligible for Government-owned/-controlled family housing at the same priority as command sponsored personnel, unless already occupying Government-owned/-controlled family housing.

b. Request for temporary command sponsorship will be fully staffed through command and service component channels (or equivalents such as Defense Logistics Agency, Defense Intelligence Agency, etc) before forwarding to USFK, J1 for approval.

(1) All requests will be coordinated with the applicable area/installation commander prior to forwarding to USFK, J1 to ensure the request does not exceed installation's support infrastructure (i.e., Government quarters, DODDS, medical, post exchange, commissary, MWR and Child Care facilities). Use the format at appendix D.

(2) Components will have disapproval authority.

(3) Upon approval, the request will be returned through the service component headquarters to the servicing personnel office. The personnel officer will ensure that a change of tour is accomplished.

(4) If disapproved, the request will be returned through service component headquarters, the servicing personnel office and the chain of command to the applicant indicating the reason for disapproval.

c. Request for temporary command sponsorship must meet one or more of the following criteria:

(1) Individual possesses a unique qualification for which retention of the special skill beyond one year is in the best interest of the command and will satisfy known mission requirements. These skills must be of a type the command could not expect the service member's replacement to possess.

(2) Individual is experiencing extreme hardship or humanitarian problems more severe than those encountered by other non-command sponsored personnel and where approval of command sponsorship will alleviate or reduce the severity of the problem. Requests normally will not be approved based on difficulties that were incurred prior to arrival of the dependents in the ROK or increased by an individual's decision to bring individually sponsored family members to the ROK.

(3) Personnel ordered from sea duty to shore duty in a position other than a command sponsored billet.

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(4) Individual assigned to a command sponsored position who must be involuntarily reassigned to a non-command sponsored position due to compelling mission requirements or inability to locate a command sponsored position for personnel who are relieved for cause.

(5) Individual assigned to a CSP who are reassigned to a non-CSP career enhancing position (i.e., branch qualification, first sergeant).

d. Temporary command sponsorship applies to sponsorship of an individual and family member(s), not a position. If an individual is reassigned locally, the temporary command sponsorship sequence number will remain the same; however, the area code will change when moving from one major area in Korea to another.

e. Approval of temporary command sponsorship normally recognizes family members as being command sponsored and entitles the active duty member and his or her family members to the same benefits that an individual who occupies a command sponsored position receives, except that they are not eligible for Government-owned/-controlled housing if not already occupying Government-owned/-controlled housing.

f. Temporary command sponsorship status is granted only for the duration of an individual's current tour to include any extension(s) required to satisfy the equivalent of a "with dependents" tour. Extension of temporary command sponsorship beyond the initial 24 months normally will not be approved and must be requested and approved prior to requesting a Foreign Service tour extension (FSTE). Otherwise, the tour extension will be without temporary command sponsorship and the benefits thereof.

g. All requests/changes regarding temporary command sponsorship must be forwarded through command and service component channels to USFK J1 for approval. See paragraph 6e.

### **10. MILITARY MARRIED TO MILITARY.**

a. Married military couples that receive an approved joint domicile with dependent tour, or receive approval after arrival, are eligible for the same benefits as command sponsored personnel except for eligibility to Government housing. If at least one service member occupies an approved command sponsored position, all benefits will be authorized, including Government housing.

b. Joint domicile. Military couples desiring joint domicile status should apply through their appropriate service's military personnel office.

### **11. COMMAND SPONSORSHIP POSITION LISTING (CSPL).**

a. The CSPL web page is used as a management tool for controlling the command sponsored strength in the ROK. The CSP web page is located at <https://commandsponsor.korea.army.mil/default.htm>.

b. Service component CSP managers and unit CSP monitors will verify CSPL data with subordinate units. All position titles, authorized occupation specialties, and paragraph/line numbers must match the units' current manpower documents.

(1) Verify the DEROS, dependent information, and accompanied/unaccompanied tour status of incumbent.

(2) Verify temporary command sponsored information. Personnel with temporary command sponsorship are not permitted to retain that status upon extension of their tour unless USFK, J1, has determined that continued temporary sponsorship is consistent with the provisions of this regulation. These positions expire on the incumbent's DEROS.

## **12. REDESIGNATIONS.**

a. Redesignating a CSP is a way to transfer command sponsorship to another position due to changes, not deletions in authorizations or mission priorities.

b. To ensure a proper balance between the number of officer and enlisted CSPs, resignation between officer and enlisted positions must have justification based on mission requirements.

c. Resignation approval will not be granted solely to allow access to command sponsorship benefits. Commanders must ensure resignations are based on authorization changes and/or mission priorities.

d. Resignations can be considered at any time but must be processed through the proper command channels. Commanders must ensure personnel are not offered command sponsorship until resignation approval is received.

e. Resignation of KBs/KEPs is prohibited as the JCS and USFK CofS approve these positions respectively.

f. All resignations requiring USFK J1 or higher approval must include endorsement from the applicable areainstallation commander for supportability.

g. Resignations between services (i.e., AF Maj to Army LTC) must be forwarded to USFK J1 for approval.

h. Resignations between installations (regardless of grade band) must include endorsement from the applicable gaining area/installation commander for supportability.

**13. PERMANENT COMMAND SPONSORED POSITIONS.** To request Permanent Command Sponsored Positions, use the sample format depicted at appendix B.

**14. INFORMATION SYSTEM APPLICATIONS.** Any software applications and web-based solutions associated with the command sponsorship program will be used by all responsible agencies as directed by USFK J1.

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**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK (FKJ1-DM), APO AP 96205-5237. This regulation is available electronically at: <https://www-eusa.korea.army.mil>**

FOR THE COMMANDER:

OFFICIAL:  
CHARLES C. CAMPBELL  
Lieutenant General, USA  
Chief of Staff



F. W. MORRIS  
Assistant Adjutant General

- 7 Appendices
- A. References
- B. Sample Request for Designation of a Permanent Command Sponsored Position
- C. Request for Redesignation or Transfer of a Command Sponsored Position
- D. Sample Request for Permanent or Temporary Command Sponsorship
- E. Sample Request for Key Billet and Key and Essential Position Designation
- F. Service Component Redesignation Decision Matrix
- G. CSP Manager/Monitor Appointment Memorandum

**Glossary**

DISTRIBUTION:  
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**APPENDIX A**

**REFERENCES**

**Section I. REQUIRED PUBLICATIONS**

AR 55-46 (Travel Overseas). Cited in appendix D.

AR 210-50 (Housing Management). Cited in the glossary

DODD 1315.7 (Military Personnel Assignments). Cited in subparagraphs 6a, 6l and the glossary.

JCS/MOP No. 173 (Manpower for Joint and International Activities). Cited in paragraph 7a and the glossary.

Joint Federal Travel Regulations. Cited in paragraph 6n(1)

USFK Reg 690-4 (Overseas Tours of Duty). Cited in paragraph 2

U.S./ROK Status of Forces Agreement (SOFA). Cited in the glossary.

**Section II. RELATED PUBLICATIONS**

AFI 36-2110 (Assignments).

AFI 32-6001 (Housing Management).

AR 614-30 (Overseas Service).

DOD 4165.63-M (DOD Housing Management).

NAVFACP-930 (Navy Housing Manual).

MCO P11000.22 w/CH 1 & 2 (Marine Housing Manual).

MCO 1300.8L (Marine Corps Personnel Assignment Policy).

**APPENDIX B**

**SAMPLE REQUEST FOR DESIGNATION OF A  
PERMANENT COMMAND SPONSORED POSITION**  
(Use Letterhead Stationery)

OFFICE SYMBOL

DATE

MEMORANDUM THRU <Command and Service Component Channels>

SUBJECT: Request for a Permanent Command Sponsored Position

1. Request that the position indicated below be assigned a "permanent" command sponsored sequence number.

a. Position title:

b. Authorized MOS/AFSC/Rate:

c. Position grade:

d. Paragraph and line number:

e. Service:

f. Justification: (Emphasis should be placed on why the position requires continuity' and stability).

2. Point of Contact (POC) is MSG Owens, phone number 723-8918.

FOR THE COMMANDER:

ANDREW B. GORDON  
CPT, USA  
Assistant Adjutant General

**APPENDIX C**

**REQUEST FOR REDESIGNATION OR TRANSFER OF  
A COMMAND SPONSORED POSITION**  
(Use Letterhead Stationery)

OFFICE SYMBOL

DATE

MEMORANDUM THRU <Command and Service Component Channels>

SUBJECT: Request for Redesignation (or) Transfer of Command Sponsored Position

1. Complete unit designation:
2. Position recommended for deletion:
  - a. CSP NUMBER: (Must include area designation; for example, S for Seoul.)
  - b. Position title:
  - c. Authorization MOS/AFSC/Rate:
  - d. Authorized grade:
  - e. Paragraph and line number:
  - f. Service:
  - g. Name, accompanied status, and DEROS of incumbent:
3. Position recommended for addition:
  - a. Position title:
  - b. Authorized MOS/AFSC/Rate:
  - c. Position grade:
  - d. Paragraph and line number:
  - e. Service:
  - f. Name:
  - g. DEROS:

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OFFICE SYMBOL:

SUBJECT: Request for Redesignation or Transfer of a Command Sponsored Position

h. Justification:

4. The POC is MSG Owens, phone number 723-8913.

FOR THE COMMANDER:

ANDREW B. GORDON  
CPT, USA  
Assistant Adjutant General

**APPENDIX D**

**SAMPLE REQUEST FOR PERMANENT OR  
TEMPORARY COMMAND SPONSORSHIP**  
(Use Letterhead Stationery)

OFFICE SYMBOL

DATE

MEMORANDUM THRU <Command and Service Component Channels>

SUBJECT: Request for Command Sponsorship (or Temporary Command Sponsorship)

1. Under the provisions of USFK Reg 614-1 and AR 55-46, request I be granted command sponsorship.  
The following information is provided:

- a. Name:
- b. Grade:
- c. SSN:
- d. Position title/description:
- e. PMOS/SSI:
- f. SMOSISSI:
- g. DMOS/DSSI:
- h. Paragraph/line number:
- i. SIDPERS Position Number:
- j. Unit of assignment and installation:
- k. Names of dependents include DOB of children:
  - 1. Present address of dependents:
- m. Present location of household goods
- n. Address at which dependents will reside in the ROK if command sponsorship is approved:
- o. Command sponsored sequence number:

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- p. Date assigned to the command sponsored position for duty:
  - q. Present DEROS:
  - r. Date departed last duty station enroute to the ROK:
  - s. Passport numbers of dependents:
  - t. Date of movement of dependents to current location, and at whose expense:
  - u. Address of dependents and HHG on receipt of notification of PCS assignment to the ROK:
  - v. Location that the Government last paid for transportation of dependents and HHG:
  - w. If 1u above is different from 11 and 1m above, give a detailed explanation:
2. Clearly circle, underline, or check one option from each of the following:
- a. I am/am not in receipt of PCS or orders or assignment instructions.
  - b. My current duty station is/is not in an accompanied tour area.
  - c. I did/did not apply for concurrent travel prior to departing my last duty station.
  - d. I do/do not have Foreign Service Tour Extension (FSTE) pending.
  - e. I do/do not have dependents enrolled in the Exceptional Family Member Program.
  - f. If I have moved dependents/HHG to a designated location at Government expense, I have/have not attached a statement justifying' the request for change of tour status.
- (Justification includes supporting statements from appropriate sources (i.e., clergymen, social workers, attorneys, physicians, chain of command, etc.) that have personal knowledge of my situation. If I have submitted erroneous supporting statements, I will be liable for those statements to include expenses paid by the U.S. Government.)
- g. I have included all required documents: ( ) Yes ( ) No.
  - h. I understand that if I have a homebase or sequential assignment it will be canceled should this request be approved: Yes ( ) No.

OFFICE SYMBOL:

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i. This request is submitted with the full understanding that should it be approved, the effective date of approval will be the date that all necessary documents are received by 8th PERSCOM, or appropriate service personnel office, and all other requirements and processing procedures are completed: ( ) Yes ( ) No.

j. Temporary command sponsorship justification: Complete a detailed justification why temporary command sponsorship is needed (see subparagraphs 6b(3)(a) and (b) this regulation) and explain how it will relieve/eliminate the humanitarian problem or support known mission requirements.

JOHN H. DOE  
SFC, USA

4 Encls

1. DA Forms 2 & 2-1 (Army only)
2. PCS Orders HHC, EIGHTH ARMY
3. Lease
4. EFMP Diagnosis for Local Care

**APPENDIX E**

**SAMPLE REQUEST FOR KEY BILLET AND  
KEY AND ESSENTIAL POSITION DESIGNATION**  
(Use Letterhead Stationery)

OFFICE SYMBOL

DATE

MEMORANDUM THRU <Command Channels>

SUBJECT: Request for Key Billet (or Key and essential position) Designation

1. Complete unit designation: Include title of manpower document, date of manpower document, and UIC.
2. Command sponsored sequence number:
3. Paragraph and line number of position:
4. Grade and position title:
5. Service:
6. Justification: Primary emphasis should be placed on why the position is considered one of unusual responsibility and the reasons a mandatory 24-month tour is considered essential for continuity of operations and mission accomplishment.
7. The POC is MSG Owens, phone number 723-8918.

ANDREW B. GORDON  
CPT, USA  
Assistant Adjutant General

APPENDIX F

SERVICE COMPONENT REDESIGNATION DECISION MATRIX

TO FROM	Permanent (Same Grade or Grade Band)	Permanent (Different Grade Band)	KB	KEP
Permanent	Approved at service component level	Approved at service component level. Requires written approval from area/installation commander for supportability	Approved by JCS thru USFK J1	Approved by USFK CofS thru USFK J1

TO FROM	Permanent	KB	KEP
KB	Approved by JCS thru USFK J1	Approved by JCS thru USFK J1	Approved by USFK CofS and JCS thru USFK J1

TO FROM	Permanent	KB	KEP
KEP	Approved by USFK J1	Approved by JCS thru USFK J1	Approved by USFK CofS thru USFK J1

GRADE BANDS

Seoul	Daegu	Osan	Humphreys	Chinhae	Pusan
E6-E8	W1-W3/E6-E8/O1-03	Cat A	W1-W2/E6-E8/O1-03	E6-E8	E6-E8
E9	E9	Cat B	E9	E9	E9
W1-W2/O1-03	W4-W5/O4-05	Cat C	W3-W5/O4-05	W1-W5/O1-05	W1-W5/O1-05
W3-W5/O4-05	O6	E9	O6	O6	O6
O6		O6			

## APPENDIX G

## CSP MANAGER/MONITOR APPOINTMENT MEMORANDUM

OFFICE SYMBOL

DATE

MEMORANDUM THRU <Command Channels> (Monitor requests must go through service component CSP Manager)

SUBJECT: Appointment of CSP Manager/Monitor

1. The following individual(s) is/are appointed as CSP manager(s)/monitor(s) for <organization office symbol>:

Rank/Name	Unit	DEROS	DP	FAX	E-Mail
Lt Col John H. Smith	7AF/DP	11 Jul 04	768-1111	8-3456	John.smith@osan.af.mil

2. Request access levels to the CSP database for the above named individual(s) as indicated below:

Name	Access Level*	Organization's Code**
Lt Col Smith	Mgr-Edit	AM##, AK##, AB80, AN##, AP10
Lt Col Smith	Mon-View	AF10, AE70, AQ##

3. The POC is <POC name and duty phone>

ANDREW B. GORDON  
CPT, USA  
Assistant Adjutant General

**NOTES:**

\* List one of three levels of access.

Mgr-Edit access allows the service component or associate unit manager to edit position, incumbent and replacement data. Only service component representatives and associate unit representatives are granted Manager-Edit access.

Monitor level access is either–

Mon-View (Monitor can view Unit Identification Code(s) (UIC's) position, incumbent and replacement data).

Mon-Edit (Monitor can view UIC's position data and edit incumbent/replacement data).

\*\* Visit <https://commandsponsor.korea.army.mil/cs/default.aspx> for a list of UICs.

Example AM## means all UICs starting with AM.

**GLOSSARY**

**Section I. ABBREVIATIONS**

ACofS	Assistant Chief of Staff
AFSC	Air Force Specialty Code
CSP	Command Sponsored Position
CSPL	Command Sponsored Position List
DEROS	Date Eligible to Return from Overseas
DODDS	Department of Defense Dependent Schools
HHG	household goods
IAW	in accordance with
KB	Key billet
KEP	Key and essential position
MOS	military occupational specialty
MWR	Morale, Welfare and Recreation
PCS	permanent change of station
PERSCOM	Personnel Command
POC	point of contact
POV	privately owned vehicle
ROK	Republic of Korea
UIC	Unit Identification Code
U.S.	United States (of America)
USAF	United States Air Force
USFK	United States Forces, Korea

## Section II. TERMS

**Accompanied tour.** The tour length that is the longest at a specific overseas duty station and normally means that military personnel are accompanied by command sponsored dependents, also referred to as accompanied by dependents tour.

**Command sponsored dependents.** Family members of military personnel residing with the sponsor at his or her duty station outside the continental U.S. where the accompanied tour is authorized and the sponsor is authorized to serve said tour, where family members meet the following conditions:

- a. Entitled to travel to the military personnel's duty station at Government expense incident to the service member's PCS orders.
- b. Are authorized by the appropriate authority to be at the service member's duty station.
- c. As a result of their residence in the vicinity of the service member's duty station, said military personnel are entitled to station allowances at the "with dependent" rate.

**Command sponsored position.** A position established as such because of a direct supporting role to the warfighter, or life support mission essential to maintain the armistice and/or support the warfighter. Positions must require duties where continuity is essential to mission effectiveness. Tour status (accompanied/unaccompanied) is at the option of the incumbent. Government housing is not guaranteed and will be provided on a space-available basis only.

**Concurrent travel.** Family members' travel authorized at the same time as the sponsor (requires that adequate Government or economy quarters as defined by AR 210-50 be available in the vicinity of the sponsor's duty station within 60 days after arrival of command sponsored family members).

**Deferred travel.** Family members who travel must be deferred to a time after their sponsor has arrived at his or her new duty station because Government quarters or economy quarters are not available within 60 days after arrival of the sponsor in the overseas command, but will be available within 140 days. The overseas commander must approve travel of family members. Travel will normally be within 10 days of quarter's availability (Government or economy).

**Joint domicile/joint spouse.** Married service couples on an approved 2-year accompanied tour that maintain a joint household in a command sponsored area and who receive all benefits and privileges including travel entitlements associated with such status. Eligibility for Government controlled family housing will accrue only if one or both spouses are assigned against a position on the CSPL.

**Key billet.** An overseas position of unusual responsibility, designated as such to provide an extended tour for continuity by the Secretary of Defense for joint staff and activities under his cognizance; the Secretary of the Military Department concerned; or the Joint Chiefs of Staff for joint staffs and activities under their control and as identified in the JCS/MOP 173.

- a. These are officer and warrant officer positions that require the incumbent to serve 2 years regardless of accompanied status.

b. Incumbent will reside in Government provided housing and if accompanied, concurrent travel will be authorized, pending DD 1466, School/Exceptional Family Member Program, Passport/Visa and Immunizations, as required.

c. A position will not be designated as a "Key billet" unless--

- (1) Already designated CSP, and
- (2) Government-owned/-controlled housing is available, and
- (3) Recommendation for KB status has been fully staffed and approved.

**Key and essential position.** Selected civilian and military personnel whose duties require their immediate availability on the installation because of military necessity and/or operational requirements, as determined by the area/installation commander.

a. KEPS will reside on-post. Designation of KEPs will be kept to the absolute minimum to ensure maximum housing equity for all personnel assigned to the installation.

b. KEPs must--

- (1) Have a major effect on operational requirements; or
- (2) Have a major impact on maintaining law/order on the installation; or
- (3) Result in major impact on the ability to respond to health and safety requirements; or
- (4) Have an effect on the protection of Government property; or
- (5) Have an effect on the military readiness of the command.

**Military necessity.** Military conditions or factors, which, in the judgment of the area/installation commander, require an individual to be housed in a Government-owned or -controlled facility in order to carry out an essential operation or mission on a long-range continuing basis. (See key and essential position).

**Noncommand sponsored dependent.** Dependents of military personnel residing with the sponsor at his or her duty station outside the continental U.S. where the accompanied tour may or may not be authorized. These dependents will not be entitled to travel to and from the sponsor's overseas duty station at Government expense. They will not entitle the sponsor to station allowances at the "with dependent" rate. These dependents may be either "acquired dependents" or "individuals sponsored by the service member" into the command without endorsement by the appropriate authority. Under the U.S./ROK Status of Forces Agreement, U.S. statutes, congressional guidance, DOD policy, or military service regulations, these dependents may be denied access to certain dependent support facilities.

**Restricted area.** All locations in the ROK except those designated as unrestricted in DODD 1315.7.

## **USFK Reg 614-1**

**Temporary command sponsorship.** Command sponsored status granted to military personnel due to unusual humanitarian conditions or because of unique qualifications even though the individual is not assigned to a CSP. Temporary command sponsorship entitles the member and family to all benefits of command sponsorship except that they are not eligible for Government-owned/-controlled family housing at the same priority as command sponsored personnel, unless already occupying Government-owned/-controlled family housing.

**Unaccompanied tour.** The tour length that is authorized at a specific overseas duty station for military personnel who are not accompanied by command sponsored dependents.