HEADQUARTERS, UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

EAGA-CP-LPM

18 JUN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Establishment of Standardized Rating Periods for United States Forces Korea (USFK) Korean Employees

1. Reference USFK Regulation 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals, paragraph 14-6b, Periods of Appraisals.

2. Annual performance appraisals for Korean employees serviced by the four Area Civilian Personnel Advisory Centers will be completed according to the following rating schedule:

Pay Schedule and Grade	Rating Periods
KGS-1 through KGS-6	1 May – 30 Apr
KGS-7 and above	1 Feb – 31 Jan
KWB-1 through KWB-5	1 Nov – 31 Oct
KWB-6 and above	1 Aug – 31 Jul

3. Other component services and activities that are not serviced by the U.S. Army Civilian Personnel Advisory Centers have the option of using the above schedules or schedules established by the local commanders and servicing Civilian Personnel Office.

4. During the transition period of implementation of the new rating periods, employees who have served a minimum of nine months in a continuing current position may be granted an overall outstanding rating. Employees who have served less than nine months in a current position will be placed under the appropriate new rating periods.

5. Questions regarding this memorandum should be directed to the servicing Civilian Personnel Advisory Center or Civilian Personnel Office.

CHARLES C. CAMPBELL
Lieutenant General, USA
Chief of Staff

DISTRIBUTION
A