

**Supervisory Controls**

The supervisor assigns new processing requirements, describes work goals and advises on priorities. The employee independently applies, modifies or develops procedures for production control work and assists remote terminal users based on precedents. Discussions with the supervisor are to resolve problems that could cause failure to meet deadlines such as non-availability or late input, requirements received late in the monthly processing cycle, awaiting program patches that have not been completed, and similar concerns. Finished work is reviewed for compliance with objectives and deadlines, and effectiveness in satisfying customer requirements. Work methods are reviewed only if processing failures are related to production control procedures developed by the incumbent.

**Major Duties**

Serves as a production controller in a data processing center. Incumbent is assigned new processing requirements with responsibility to fit them into local procedures and instruct other employees in the methods and schedules applicable for production purposes. The center operates several computers, each in multiprogramming production and time sharing modes.

1. Studies documentation provided with new or substantially revised programs, determines run criteria, I/O requirements and distribution patterns.
2. Determines whether new requirements can be processed within existing schedules and procedures. If not, will define changes required such as revised dates for receipt of full or partial input data from area offices.
3. Defines command and control requirements for each run, sequencing considerations, need for input, precedent program processing required, and whether data required for input can be derived from programs on a single system.
4. Determines whether several outputs, run on separate systems need to be made compatible and merged prior to processing new requirements.
5. Coordinates findings and recommendations with local programmers for technical review, submits to supervisor for approval.
6. Notifies remote offices of modified input data and format requirements.
7. Instructs other in the unit about the new requirements and methods for processing them through the production control unit.
8. Writes procedural documents to record and explain the results of the above efforts and amends existing procedures affected by new requirements.

9. Performs production control functions for an assigned block of recurring production programs.

Performs other duties as assigned.

**Supervisory Controls**

The supervisor alerts the employee to processing problems carried over from the preceding shift and passes along information about new requirements or procedures. Most assignments are received directly from computer operators or programmers who encounter processing problems. The employee may be alerted to actual or potential problems through such sources as system reports and operator, programmer or prior shift reports and log notes.

The employee identifies the source and nature of problems and resolves them according to standardized or accepted procedures or analyzes problem symptoms and devises solutions that fit the problem and compensate for lost processing. This may include such actions as rescheduling, removing important although, non-critical jobs from the schedule, transferring work to other computers, or reallocating equipment and utilities to work around problem situations and give precedence to some jobs at the expense of others. The supervisor is normally available to interpret policy and procedure changes or to resolve conflicting customer requirements when these affect the ability to meet scheduled production. Problems involving equipment operation or program logic are resolved with the advice of computer operators or programmers.

Finished work is evaluated on the basis of results in meeting objectives and satisfying processing requirements. Finished work and recommendations for procedural changes are also reviewed for technical soundness in consideration toward incorporating new problem solving techniques into general procedures and guidelines.

**Major Duties**

Incumbent works in the data processing center as a systems monitor resolving processing problems and error conditions except those requiring programming changes.

1. Identifies and determines corrective action to be taken in case of individual job failures not covered in the operations manual, or in circumstances when the prescribed procedures will not produce a solution for a 4-CPU multiprocessor/multiprogramming computer system, and a separate multiprogram system used for processing smaller jobs and as backup.
2. Identifies job interrelationships, provides for dependencies and reorders job priorities.
3. Orders run stream dumps and determines actions to be taken to correct operational problems that cause runs to end abnormally or necessitate general recovery of data base information.
4. Determines need to reconstruct database from backup files, rerun or restart requirements and need to shift run sequencing in order to better align jobs or better apply system utility programs in relation to scheduled jobs.

5. Resolves partial system failures (hardware or software) by providing for revised applications of system operating capabilities in a manner that allows working through or around the problems with reduced capacity, readjusting the system when full operating configuration is restored.
6. Ensures restoration of transactions and databases at a proper restart point after system initialization and recovery routines have been used to resolve error conditions and the system has been reloaded for continuation of operations.
7. Works with applications programmers and operations personnel to identify problems with applications, operating systems or hardware that are difficult to pinpoint. Suggests methods for sequencing and software/hardware operating configurations to accept new requirements and resolve processing malfunctions, including revised run stream applications, spooling techniques and possible transfer of some jobs to other computer systems.
8. Prepares operating schedules for a multiprocessor/multiprogramming computer system, allowing for multiple dependency processing, data and program contentions and sequencing.
9. Prepares schedule run stream according to handbook instructions, making modification or allowances for recent occurrences (failures, program changes) requiring new or temporary procedures load schedule through the system executive program.
10. Monitors work in progress in order to detect unusual production delays, problems caused by unforeseen contentions, or the need to adjust priorities in order to move small jobs past large jobs that are awaiting completion of other processing, and to work with operations personnel to detect and resolve common or unusual operating problems or failures.
11. Plans, schedules and directs the transfer of program and/or data files from disk to tape storage, maintains records of programs and stored data, and schedules restoration/recovery from backup files when need from problem solving in subsequent processing.

Performs other duties as assigned.

**Supervisory Controls**

The supervisor provides standing operating procedures for continuing assignments, explains and demonstrates procedures for changed or new assignments. The employee carries out recurring assignments according to established procedures, adhering to processing schedules, resolving minor problems related to incorrect tapes, missing control deck or cards and unclear or erroneous program identification. Assembly problems, poor quality print and similar problems not covered by established procedures are referred to the supervisor. The supervisor spot checks work in progress. The primary source of work review is from processing reports and comments made by programmers, operators and functional users.

**Major Duties**

The incumbent receives, checks, assembles, and submits production computer programs to the computer operations unit in accordance with established procedures.

1. Receives job request forms from programmers or user representatives.
2. Checks identification markings on input decks, control decks and processing instructions; compares to run sheet; orders required tapes; logs program on production forms by job name, date, programmer and additional information as indicated. On receipt of tapes, completes setup and forwards to computer operations for processing.
3. Receives completed output and the run sheets. Checks for correct identification, number of copies and print legibility. Forwards products to users.
4. Key punches small quantities of cards as assigned, operates card reader and sorter.
5. Searches for lost or misplaced input/output documents.
6. Maintains stack of supplies including internal control forms, blank punch cards, log books, etc.
7. Maintains production reports by extracting and recording information from the system printer such as tape utilization, completed programs, internal failure reports giving reasons for failures, and computer equipment and operating time used.

Performs other duties as assigned.

**Computer Clerk, KGS-0335-04****SJD-S335****Supervisory Controls**

The supervisor makes assignments in terms of general objectives to be achieved. Employee performs recurring work independently within established procedures making adjustments to work methods based on precedents and work experience. Difficult or unusual problems are discussed with the supervisor for resolution. Completed work is reviewed in terms of overall effectiveness, timeliness, and compliance with program objectives. Overall work is evaluated in terms of performance standards established by the supervisor that are qualitative and quantitative in relation to the duties in the job description.

**Major Duties**

The employee receives, checks and assembles information for input into the computer system.

1. Receives user originated input materials (cards, tapes and code sheets). Arranges for conversion of raw data to cards or tapes. Makes minor modifications to materials to change information prior to input. Verifies accuracy of project information (that is personnel assigned, estimated and actual man hours, funding authorization, etc.). Checks to ensure that reports are not duplicated (that is, that the same project information is not reported by two separate activities, that project information is consistent).
2. Checks output for correct format, customer and program identification, accuracy of project information, and duplication of information. Inputs corrections and modifications as required.
3. Checks status of projects through a direct inquiry remote terminal to establish or update data files. Performs searches for reports as required.
4. Serves as a point of contact for activities. Works with professional and technical personnel providing assistance on particular job requests. Verifies and provides information to determine whether report requests are valid.

Performs other duties as assigned.

**Supervisory Controls**

Supervision received consists of assignment to operate console of a large-scale system console on specific projects, assistance is readily available if requested while work is in process and spot review of quantity and quality of production.

**Major Duties**

As an assistant operator on a shift, operates the console and on-line equipment of a large-scale systems console on production runs of assigned projects with normal operator responsibility for acting on machine stoppages and error situations. Works with senior operator in resolving serious stop or error situations.

1. Sets up and operates console on assigned programs. Takes prescribed actions in case of stop and error situations, consulting senior operator when necessary. Assists senior operator through set-up and adjustment of on-line equipment when senior operator is operating console on other programs.
2. Assists primarily in a trainee or developmental capacity, other operators in setup and operation of on-line equipment of a medium-scale computer. Receives classroom and on-the-job training in machine logic, programming techniques, equipment operation and operation of the control console.

Performs other duties as assigned.

**Computer Operator, KGS-0332-06**

**SJD-S038**

**Supervisory Controls**

Works under very general supervision of shift supervisor in the operation of a large-scale system console. Assistance is generally available if requested. Spot review is made of completed projects.

**Major Duties**

As an operator on a shift, operates a large-scale system console on production runs with senior operator responsibility for acting on serious machine stoppages and error situations. Works with shift supervisor in resolving serious stop or error situations. Three or four other operators of a lower grade are usually present on the shift.

1. Sets up and operates console. Takes action in case of serious stop and error situations, consulting shift supervisor when necessary.
2. Assists shift supervisor through set-up and adjustment of on-line equipment when shift supervisor is operating console on other programs.

Performs other duties as assigned.

**Supervisory Controls**

Supervision received consists of assignment to operate a large-scale system console on specific projects. Assistance is generally available if requested while work is in progress. Spot review is made of quantity and quality of production.

**Major Duties**

Incumbent operates any one of several high-speed, large-scale computer systems processing batch and teleprocessing applications programs as well as performing developmental and production testing. As the control console operator, independently investigates and resolves operating and equipment problems. Participates in the installation of new or modified operating systems and equipment.

1. Activates large-scale computer system by powering on control console, loading the appropriate operating system, entering commands to connect the large-scale central processor(s) and operating system with associated hardware resources such as tape and disk drives, activating teleprocessing access channels, identifying malfunctioning equipment that is unavailable, and entering starting point data.
2. Monitors system status and performance by observing system messages, requesting control console display of status information, and responding promptly to messages displayed on the control console to avoid message backlogs or system deterioration.
3. Monitors job flow and system utilization by entering commands through control console to assure effective and efficient processing. Selects jobs to be processed concurrently based on available resources and acceptable I/O-CPU matching criteria to prevent memory fragmentation and degradation of system performance.
4. Investigates system malfunctions to determine the cause; that is, hardware, software, or environment. Defines and isolates the specific problems, using available diagnostic and error recovery techniques, and independently initiates corrective action. Informs supervisor of the action taken.
5. Assists systems programmers and analysts in conversion to more advanced levels of operating systems. Participates in test runs and makes comprehensive reports of any significant operating occurrences.
6. Participates in shift turnover activities by discussing with incoming shift peers, work in progress, problems relating to production schedules, system status, equipment malfunctions, and other operational problems.

Performs other duties as assigned.

**Computer Operator, KGS-0332-08****SJD-S042****Supervisory Controls**

Works under very general supervision of shift supervisor (military) in the operation of a large-scale system console. Assistance is generally available if requested. Spot review is made of completed projects.

**Major Duties**

As senior operator on a shift, the incumbent maintains continuity of equipment operations and processing workflow; resolves equipment, program, and control problems ranging from common, recurring conditions to those that are complex and require time and attention away from the control console. Sets up and tests new applications and systems programs. Informs specialists about ways to use existing hardware and software capabilities in new programs more effectively and efficiently. Relieves console and other operators at their work stations to assure continuous workflow. This responsibility extends to operations in several systems performing multiprogramming, batch, and teleprocessing operations. The employee normally has primary responsibility over either multiprocessor or multiprogram systems during a shift.

1. Directs and controls other operators in system start-up and restart procedures, taking control from the console or at individual equipment controllers when systems fail to respond to normal or standardized alternate procedures.
2. Reviews batch operating schedules in terms of known system problems and processing backlogs and adjusts batch memory allocations to balance with necessary teleprocessing requirements and need to provide for precedent processing.
3. Adjusts batch job priorities and restructures internal queues to avoid program contentions, allow for precedent output, and provide for unscheduled jobs and user originated priority changes.
4. Monitors work in progress by observing console messages and receiving status reports from console operators to assure that processing flow proceeds according to plan and looks for indications of equipment, memory, or CPU overload, degraded speeds, and other indicators that problem conditions are developing in the systems. Makes adjustments in memory allocations and equipment assignments and other changes needed to ensure flow of high priority work and remove the potential for interference from lower priority jobs.
5. Responds to console operator notifications of program and equipment problems that will not respond to established methods for correction through standardized console key-ins and takes over the console. Attempts to resolve equipment problems by working on the equipment itself, identifying the nature of the problems, and seeking technical assistance from the supervisor, technicians, computer specialist or others.

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6. Analyzes equipment failures and workload requirements to rearrange processing schedule and console operator as to which jobs to keep recessing and the key-ins required to work with reduced capacity and personally attempts to resolve or have others resolve the equipment problems.
  7. Sets up test applications and system programs, activates internal utility routines to accept and process such programs, monitors their flow through the system, and initiates system dumps for use by specialists in improving program processing.
  8. Enters new tested programs into the systems and instructs console operators on new and/or special instructions for processing them.
- Performs other duties as assigned.

Construction Inspector, KGS-0809-09

SJD-S098

### Supervisory Controls

Work is performed under the general supervision of a construction engineer or supervisory construction inspector who checks inspector's written reports, makes occasional check of completed construction and reviews novel or difficult problems. Engineering assistance is provided in the interpretation of plans and specifications. Also on unusual specialized trade, craft or material problems, the assistance of a technical advisor may be solicited.

### Major Duties

Performs the full range of inspection duties, predominantly the inspection of work involved in the construction, remodeling or repair of brick, frame, structural steel, reinforced concrete and other types of structures ranging from one- or two-story buildings of limited size to larger structures. Typical buildings include sheds, recreation halls and facilities, hospitals, barracks, residences or family dwelling units, theaters, chapels, mess halls, shop and utility buildings, warehouses and other storage facilities. Resolves minor differences between plans and specifications based upon previous experience; assists contractors by making suggestions as to materials, equipment and method of accomplishing work in order to meet inspection and acceptance standards; makes decisions on acceptability of workmanship and materials in connection with major and/or critical features of the project; makes oral or written reports to the project engineer of a higher grade inspector regarding unacceptable practices and methods identified during the inspection. Confers with contractor's supervisors to discuss plans for work accomplishment and scheduling to assist contractors to comply with contract plans and specifications. Ensures that safety practices are being followed.

Performs other duties as assigned.

**Supervisory Controls**

Work is performed under the general supervision of the Cost and Price Analysis Chief or contract price analyst of a higher grade. Incumbent is usually permitted to work independently and develop his own methods. Major deviations from general guides and instructional material are discussed with supervisors. Completed work is reviewed for accuracy of recommendations, completeness of essential information, validity of principles and techniques applied and adherence to agency policy.

**Major Duties**

Performs a variety of technical work involved in the preparation of price estimates; the analysis and evaluation of contractor's cost and price estimates; and the preparation and maintenance of historical data of price fluctuation. Performs cost and price breakdown studies of submitted requests for procurement involving standard-type operations or services where precedent data is generally available. Reviews purchase requests to ensure appropriateness of government estimates; examines specifications, making detailed analysis of material, production and labor costs. From information obtained through personal inquiries, reference to available manufacturer's catalogs, contacts with local agencies and personal knowledge, determines adjusted estimated costs and prices for supervisor's review and action. Assists a price analyst of higher grade in performing pre-award contract review and assists in preparing reports on findings concerning cost and price breakdown; computes labor, material and equipment installation costs to prepare invitations to bid; and refers with recommendations on unusual problems requiring a technical or engineering decision to a supervisor. Breaks down individual item costs to ensure that components comprising a unit are complete and to verify accuracy of the unit price. Assists in contract negotiations concerning price and cost breakdown by explaining the basis for estimates and renders opinions as to appropriateness of contractor proposals. Prepares and maintains pricing information on goods and/or services procured by the agency.

Performs other duties as assigned.

**Contract Price Analyst, KGS-1102-11****SJD-S128****Supervisory Controls**

General supervision is exercised by the Cost and Price Analysis Chief, who initially outlines assignments, objectives to be achieved and is available for the resolution of complex problems or questions associated with price or cost analysis for which no precedent exists. Incumbent independently organizes and completes work, initiating contracts, making decisions and recommending changes and revisions where warranted. Evaluation of work is made in terms of accuracy, efficiency and overall results.

**Major Duties**

The Contract Price Analyst performs the complete review, analysis and evaluation of proposals for reasonableness of prices submitted in connection with negotiated procurement transactions for construction, services, subsistence and supplies as required by Headquarters, Eighth Army and major subordinate commands in carrying out their missions. Accurate assessment of pricing factors is made more difficult because of the variable and unstable condition of the Korean economy, flexibility in the organization of the Republic of Korea governmental structure, lack or scarcity of adequate historical data, information and price documentation.

1. Reviews and analyzes cost breakdown of (1) initial proposals for fixed price or cost type contractors, (2) proposals under price adjustment or escalation clauses, (3) contract modifications, and (4) contract terminations. Compares offeror's figures with government estimates for consistency, notes variances, audits costs in detail particularly for labor, materials, overhead, mobilization and support costs, determines areas susceptible to negotiation for lower price. Recommends revisions, confers with contract specialists or contracting officers regarding errors and inconsistencies in pricing data and makes suggestions for revising prices to facilitate contract negotiations.
2. Participates in the qualification check and pre-award survey of the prospective contractor by securing and evaluating data relative to the contractor's financial ability as determined by: (a) balance sheets and profit and loss statements, (b) methods of financing, (c) volume of business, (d) business and financial reputation, (e) financial aid furnished by the government and (f) comments by banks, creditors and loan companies. Prepares summaries of findings and records as to the financial responsibility of the contractor. Reports any tendency towards financial unsoundness to supervisor.
3. Makes recommendations which serve as a basis for adjustment of contract prices where contracts contain a defective pricing clause. Works in conjunction with the DCAA on analyses of the contractor's historical cost and projected cost. Analyzes labor and material profit elements and arrives at a fair profit determination. Visits contractor's plants and attends conferences with contractors and procurement personnel in order to secure and furnish information. Compiles data affect U.S. procurement in the Republic of Korea.

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4. Reads local newspapers, international media and publications pertaining to commercial enterprise to keep informed of trends, to be appraised of conditions or situations, political, financial or social which may influence price determination. Maintains price data on a current basis utilizing local government publications, catalogs and price review publications. Furnishes financial data for the use of supervisors. Assigns and reviews the work of subordinate personnel engaged in related activities.

5. Receives requests for change orders, waivers or deviations involving a price adjustment either upward or downward. Analyzes to determine whether savings will occur in man-hours, material or indirect savings by evaluation of the contractor's estimated cost against information furnished by contract specialists or contracting offices. Recommends an equitable price adjustment.

6. As required conducts overall studies on selected cost items, prepares cost estimates when requested by contracting officers, researches contract files, solicits data from internal and external sources, evaluates, coordinates and analyzes as to relative value. Compiles regular or special reports as may be requested.

Performs other duties as assigned.

Contract Specialist, KGS-1102-09

SJD-S126

**Supervisory Controls**

Works under the general supervision of the branch chief who interprets new and revised policies, regulations and procedures, makes assignments, indicates responsibility to be assumed and results expected. Incumbent plans and organizes work independently within prescribed regulations, but recognizes and consults with the supervisor as to guidance on the more difficult, complex or unusual problems and questions associated with contract administration for which no precedents exist. Work is reviewed through daily discussions, oral and written reports for accuracy, efficiency and conformance with directives, policies and procedures.

**Major Duties**

Incumbent performs the negotiation, administration and termination of contracts for construction, alterations, supplies, services, repair and maintenance as required by agencies and services located in Korea. Maintains current comprehensive records indicating the progress of all active and long-range projects, detailed data as to obligated and committed amounts on contracts, amount and dollar value of work placed, scheduled dates for completion of various stages of construction and related information to assist using agencies in making the most efficient use of allocated funds within budget limitations.

1. Reviews purchase requests from the using agency to determine completeness of information as to type or kind of service desired, authority, citation of funds and conformance with regulations. Determines the proper method of procurement in accordance with requirement objectives and procurement regulations governing contractual activities. Initiates requests for submission of proposals, conducts orientation and/or pre-bid conference to explain contract terms, specifications, general and special conditions. Reviews, analyzes and evaluates proposals from prospective contractors and/or vendors. Initiates pre-award surveys as required to determine financial responsibility, adequacy of plant facilities and availability of skilled personnel of proposed contractors to establish ability to fulfill contracts under consideration of award.

2. Conducts negotiations with proposed contractors as required, utilizing established negotiating practices to ensure that the best interest of the government is properly served. Negotiates with prospective producers for the procurement of supplies, materials and services upon receipt of authorization therefore. Prepares modifications to contracts, price determinations and findings as required. Prepares contractual data and furnishes information to a legal officer for appraisal of legal sufficiency. Effects any further negotiation made necessary by changes in drawings or specifications, costs, delivery schedules and terminations during progress of contracts. Conducts follow-up and reports on production, including delivery forecasts; determines scope of difficulties contributing to production lag; forwards applicable changed orders to contractors for the obtaining of compliance and/or information as to the effect on price, delivery, adoption of change and quantity involved, and adherence to production schedules.

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3. Processes requests for contract modifications and conducts negotiation in connection with termination actions. Coordinates with the Agency Property Administrator in issuance of government furnished equipment, materials and supplies to the contractor and receipt of major items of equipment for repair, in those contractual actions where the aforementioned items are specified to be furnished by the government.

Performs other duties as assigned.

**Contract Specialist, KGS-1102-11****SJD-S127****Supervisory Controls**

Work is performed under general supervision, following established policies and procedures. Has full personal responsibility for accomplishing assigned functions and tasks. Controversial and/or precedent setting problems affecting policies and procedures are reported to the supervisor for discussion, advice and solution. Performance is appraised for general progress, soundness of recommendations and decisions, conformance with regulations and overall quality.

**Major Duties**

Serves as a contract specialist performing the full technical range of contract negotiation, administration and termination of complex, difficult and/or high dollar value contracts. Types of contracts include: firm fixed price, firm fixed price with escalation provisions, cost-plus-a-fixed-fee, time and materials, labor-hours and indefinite delivery contracts. Due to the status of Korean industry, price redetermination is characteristically involved in original negotiations.

1. Performs contract negotiation, administration and termination duties. Conducts complex negotiations utilizing assistance of contract technicians and attacking specific problems requiring greater clarification. Selects type of contract for use and prepares clauses defining special provisions and terms. Takes specific actions on determinations for acceptance and/or rejections of items failing to meet contract requirements; approves or rejects prior production samples upon recommendation of the Quality Assurance Division. Secures approvals of requesting agencies on matters involving time extension, waiver actions demanding prior approval and like matters. Reviews and approves contractor's expenditures; approves purchase order requests; determines allowability of costs. Is responsible for effecting coordination with engineering specialists, inspectors, price analysts, auditors and representatives of using agencies, as appropriate in making analyses and determinations on direct costs, overhead, estimated profits and reasonable profit objectives; recommending acceptance or rejection of requests for deviation from contract terms and specifications; controlling government furnished property. Evaluates material rejection reports, determining proper disposition or negotiating equitable price reduction. Prepares determination and findings, summary reports and other substantiating documents. On contract termination for default or convenience of the government, conducts or participates in conferences with contractor's executives; analyzes cost claims to determine allocable and allowable costs; coordinates clearance of surplus property; makes recommendation on proper allowable profit and on contractor requests for partial payment on claims; prepares history statements.
2. Furnishes staff assistance in the solution of administrative and technical problems. Solves major technical problems varying in subject matter arising in the branch. Answers questions and takes action on problems referred by other members regarding lack of responsive bidding, reluctance of manufacturers to deal with the government or evidence of collusion. Directs the expediting and procurement orders placed on contract to quantity authorized, or are in excess of the authorized monetary allowance; ensures that the most economical mode of transportation is utilized.

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3. Provides surveillance and coordination on procurement actions. Assures that contracts comply with legal and regulatory requirements, that funds are available and that authority exists to subject the government or its property to any administrative sufficiency of all contracts, utilizes the pricing, financial, production, inspection and legal advice within the agency. Maintains constant cognizance with respect to contract compliance on the part of contractors.

Performs other duties as assigned.

Courier, KGS-0302-04

SJD-S309

**Supervisory Controls**

Works independently under general supervision. Receives general instructions on new or revised assignments, changes in procedures, and contacts to be made. Supervisor is available to provide advice and guidance concerning problems, difficulties and unusual questions encountered. Work is reviewed for completion of tour of courier duties, and compliance with established regulations, procedures and instructions.

**Major Duties**

1. Receives and picks up mail, parcel packages, documents, and administrative materials and supplies; sorts and arranges the items to be delivered on the designated route according to prescribed stops; and delivers them by office, building number, or organization unit. May make special or emergency trips to pickup or deliver special mail or materials, and performs simple clerical duties and routine, light manual tasks, as assigned. Operates a motor vehicle (light or heavy) in the accomplishment of assigned duties, performing first/driver echelon maintenance on the vehicle and completing trip tickets.
2. May receive, pickup and deliver daily cash receipts, change funds and/or other cash items between organization units and outside operating units, that is, post offices, banks, etc. May place the cash receipts and collections in the vehicle depository and make appropriate deposits. May maintain the daily change funds; provide change to activity managers, as required; and return cash to exchange cashier or authorized personnel, as appropriate.
3. Complies with fire, safety, sanitation, and security regulations. Ensures the security of cash, fixed assets, and merchandise and supply inventory.

Performs other duties as assigned.

**Supervisory Controls**

Works independently under general supervision. Receives general instructions on new or revised assignments, changes in procedures, contacts to be made. Supervisor is available to provide advice and guidance concerning problems, difficulties and unusual questions encountered. Work is reviewed for completion of tour of courier duties, and compliance with established regulations, procedures and instructions.

**Major Duties**

1. Receives and picks up and delivers daily cash receipts, change funds and/or other cash items between organization units and/or outside operating units (such as, post office, banks, etc.). Places the cash receipts and collections in the vehicle depository and make appropriate deposits. Maintains daily change funds; provides change to activity managers, as required; and returns cash to exchange cashier or authorized personnel, as appropriate.
2. Receives and picks up mail, parcel packages, documents, and administrative materials and supplies; sorts and arranges the items to be delivered on the designated route according to prescribed stops; and delivers them by office, building number, or organization unit. May make special or emergency trips to pickup or deliver special mail or materials, and performs simple clerical duties and routine, light manual tasks, as assigned. Operates a motor vehicle (light or heavy) in the accomplishment of assigned duties, performing first driver echelon maintenance on the vehicle and completing trip tickets.
3. Complies with fire, safety, sanitation, and security regulations. Ensures the security of cash, fixed assets, and merchandise and supply inventory.

Performs other duties as assigned.

**Criminal Investigator, KGS-1811-09**

**SJD-S155**

**Supervisory Controls**

Works under technical and administrative supervision of an investigator of a higher grade or supervisor who makes work assignments with brief general information on the nature and scope of assignments, provides assistance or resolves any actions involving policy, unusual difficulty or delicate situations which develop during the progress of investigations and those prepared at the completion of assignments for adequacy of information or evidence, adherence to policy and propriety of recommendation.

**Major Duties**

Independently or as a member of an investigation team, conducts investigations of felony criminal cases affecting U.S. personnel and other persons subject to the Uniform Code of Military Justice. Examines crime scenes for evidence such as fingerprints, bloodstains, weapons, footprints and documents. Photographs and sketches crime scenes. Interviews witnesses, suspects, victims and obtains written statements. Collects, preserves and submits evidence to crime laboratories for analysis and identification. Studies and analyzes evidence, laboratory findings and statements to determine motives and persons responsible for crime, incident or offense. Assists in raids and search of premises and effects apprehension of suspects and subjects. Prepares reports of investigations. Appears as a witness in military or civil courts. Serves as interpreter and translator of statements given by witnesses and offenders requiring the exact restatement of testimony from English into Korean and vice versa. Conducts surveillance operations on a spot check basis or as a result of information received indicating possible unlawful activities.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision of Detachment Operations Officer/Special Agent-in-Charge USACIDC. Case assignments are made in terms of overall objectives to be achieved and investigative policies to be followed, e.g., to curtail or widen investigations, coordinating the commitment of resources and manpower. The incumbent is delegated authority to independently plan, organize, schedule, coordinate and carry out investigations. Technical methods for conducting investigations are not normally reviewed. Completed assignments are reviewed for accomplishment of case objectives, and adherence to USACIDC command policies, and contribution toward attainment of the Army Criminal Investigation program goals and objectives.

**Major Duties**

Serves as a journeyman criminal investigator planning and conducting criminal investigations into allegations of criminal misconduct, and other improprieties associated with general crime, economic crime, and illegal drug use and trafficking.

1. Plans Investigations.

Analyzes complaints or allegations of criminal misconduct. Determines issues involved, the types of evidence needed to establish criminal intent, investigative techniques to be used, manpower and resources needed, and the need for coordination with other affected authorities to include host country counter parts.

2. Conducts Investigations.

a. Conducts investigation into alleged felony activities by military and civilian members of EUSA, invited contractors, and others. Determines what type of evidence, witnesses, subjects and targets are available to prove or disprove various allegations and/or indicators of felony. Investigates, gathers, and develops technical evidence relevant to many phases of the matter under investigation. Interviews Korean National witnesses, suspects and victims. Prepares idiomatic written translations of statements, medical reports, and other documents related to the investigation. Aggressively establishes, recruits and maintains informants and sources for obtaining information that may assist in the investigation or in the development of covert collection of criminal information. Participates in the conduct of surveillance operation with the assistance of a USACIDC Special Agent. Assists USACIDC Special Agents in the conduct of raids, searches of premises and apprehension of suspects. Establishes and maintains coordination with counterparts of Korean Law Enforcement Agencies and the ROK Prosecutor's Offices. Testifies in US or Korean criminal trials as a witness.

b. Writes interim or final reports of investigation, detailing the issues involved, status, contributing cause or causes and recommendations to prevent similar future occurrence..

c. Reviews report of investigations, inquires, and surveys for criminal intelligence data. Performs all phases of criminal intelligence by collecting, correlating, and disseminating collected information/intelligence to appropriate agencies. Integrates information into the Automated Criminal Information Ring System (ACIRS).

d. Conducts Crime Prevention Surveys to provide a means of discovering weaknesses in targeted systems/activities, and through the observed presence within the activity, provides a degree of direct deterrence.

3. Acts as a Korean language interpreter performing interpreting from Korean to English or vice versa in official or semi-official meetings relating to USACIDC activities. These duties require a fluent Korean and English-speaking ability and familiarity with the operations of the USACIDC

Performs other duties as assigned.

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Data Transcriber, KGS-0356-02

SJD-S053

**Supervisory Controls**

Supervisory control includes the assignment of work; detailed instructions in any punching operations not covered specifically in established procedures and occasional observation of the work during its performance. Supervisor is available to resolve problems. Original punching is usually verified on a complete basis. Verification work is subject to review on a spot check basis.

**Major Duties**

Performs card punching and/or verifying alphabetic and/or numeric data from a limited variety of precoded source documents involving the application of punching procedures which are closely similar in pattern as to type of items punched and location of items on source documents. Receives on-the-job training in more difficult key punching involving recording and verifying a wide variety of accounting data and use of numerous punching procedures.

Performs other duties as assigned.

Data Transcriber, KGS-0356-03

SJD-S054

**Supervisory Controls**

Works under general supervision receiving oral and written instructions on new or revised punching procedures and work assignments. Incumbent is expected to know standard, frequently used procedures and/or codes, but supervisor is available to resolve the more difficult problems of application or interpretation. Card punch operations are verified on a complete basis for accuracy, while work done on verifier is spot-checked for accuracy and adequacy.

**Major Duties**

Operates alphabetic and numeric key punch and/or verifying machines. Punches data from a variety of source material (that is, from 20-60 different types of documents) requiring selection and application of procedures for 20-60 different jobs when either (1) full variety of precoded material occurs frequently enough to require operator to make rapid adjustments in order to maintain acceptable speed and accuracy, or (2) where variety is moderate, judgment and interpretation is required in processing coded and/or uncoded data). As required, punches program cards; trial punches new or revised procedures; operates some related data processing equipment such as data transceiver, duplicating or tape card machines.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision of the Retail/Assistant Retail Manager or Deferred Payment Plan (DPP) Manager who provides general instructions on new or revised regulations, procedures and new work assignments, and assists in handling unusual matters or problems arising during the operations. Work is usually carried out with relative independence. Work is reviewed for adequacy, accuracy, and compliance with regulations, directives and procedures

**Major Duties**

1. Receives, completes, or reviews DPP applications from customers for completeness of required information and submission of other forms required to open an account. As necessary, contacts customers to obtain missing data or forms. Calculates uncommitted monthly income on the applications. Refers and/or forwards completed applications with pertinent documents to supervisor or centralized DPP office for determination or approval of eligibility to participate in the DPP program.
2. Operates the Video Display Terminal of the minicomputer system, or establishes and maintains Customer Account Control cards. Makes appropriate entries and calculations for new accounts, sales authorization, contracts completed, payment received, adjustments, and as required, WLS polling, time and attendance information, personnel action information, and NGL check listing. Maintains files for current, closed and written-off customer accounts. As directed, takes follow-up action on DPP overdue and delinquent accounts. Responds to customers' inquiries pertaining to their accounts and DPP programs.
3. Performs additional clerical duties related to the manual and/or mechanized DPP programs. Prepares account statement for mailing to DPP customers. Assists in the preparation and reconciliation of the periodical Trial Balances. Maintains proper stock of DPP forms and applications. Posts and files completed charge tickets, adjustment vouchers, commander notification letters, etc. As required, prepares new contracts in order to consolidate multiple contracts and purchases.

Performs other duties as assigned.

Dental Assistant, KGS-0681-05

SJD-S090

**Supervisory Controls**

Performance of duties is under general supervision of dentist following established clinical techniques, procedures and policies.

**Major Duties**

1. Assists dentist by performing such duties as seating patient, adjusting chair and draping patient; laying out instruments and handing them to dentist; mixing amalgams according to prescribed procedures; cleaning and sterilizing instruments, arranging in proper order in cabinets; keeping records of conditions found and treatments rendered, entering such data to diagrams of the mouth as directed by the dentist; maintaining appointment book and keeping area of dental chair in clean and orderly condition.

2. May also perform dental hygiene tasks under immediate supervision of dental officer. Such tasks may include removal of calcareous deposits, accretions and stains from surface of teeth and administration of prophylaxis treatment.

Performs other duties as assigned.

**Supervisory Controls**

Works under the general supervision of the Education Specialist or Administrator who makes assignments in terms of general objectives to be achieved. Performs recurring work independently within established procedures making adjustments to work methods based on precedents and work experience. Difficult or unusual problems are discussed with supervisor, and unfamiliar situations or extensive deviations are referred to the supervisor for assistance. Work is reviewed for successful education program accomplishment based upon internal program review and results of inspections, etc.

**Major Duties**

Serves as the Administrator or Assistant to a Hub Administrator for an education center, responsible for applying appropriate administrative knowledges and skills to the operation of an Army Education program. The incumbent usually performs most of the duties listed below:

1. Performs Education Services Specialist Duties.

a. Assists the Education Services Officer or Hub Administrator in planning new educational programs or revisions to existing programs based on surveys of student and command interest. Determines those tasks necessary to develop the program and establishes management objectives to accomplish them. By analysis of the course schedule and through frequent site visits, ensures availability of physical conditions conducive to instruction and ensures building security. Assures that instructor audio-visual equipment is in place and operational prior to class start.

b. Reviews program report data collected by reviewing on-line staff input participation data to assure the prompt and accurate electronic collection of data. Analyzes report data collected by reviewing computer prepared output data from the Army Management Information System to ensure that it is reasonable in light of historical trends and recent program changes. Provides rationale for any significant data change.

2. Performs General Administrative Duties. Establishes a publication and distribution schedule for the Education Services Brochure (ESB). Monitors the performance of clerical and KATUSA personnel assigned to perform administrative tasks for the education center. Determines training needs for clerical and KATUSA personnel consistent with the administrative procedures in the education center. Conducts training program for clerical and KATUSA personnel.

3. Performs Budget Related Duties. Prepares budget by developing projections for expenses relating to individual programs, supplies, equipment, and personnel by reviewing historic databases and factoring in current changes and trends. Defends budget by developing rationale for the quantities in the budget through a review of enrollment trends, relating them to current costs. Provides estimates of the effect of decrement funding on student enrollment. Serves as receiving officer for contract services performed. Recommends fund commitment by reviewing funds expended in previous years against the current needs assessment. Prepares Annual Command Operating Budget. Provides this information to higher headquarters on a quarterly basis. Reviews fund commitment documents to maintain an accurate account of dollar usage for ACES programs and for office expendable supplies and TDY.

Performs other duties as assigned.

**Supervisory Controls**

Works under the general supervision of the HUB Education Services Officer. Receives assignments in the form of overall program objectives to be met and the scope of support services to be provided. The supervisor provides policies, procedures, regulations or special instructions and keeps apprised of the progress of the program through oral and written reports and observations of activities. Completed work is reviewed in terms of overall attainment of program objectives, as well as for accuracy, timeliness, and efficiency.

**Major Duties**

Serves as the administrator for the Hub Education Center, responsible for applying appropriate administrator knowledges and skills to the operation of the Army's Education programs.

1. Assists the Education Services Officer (ESO) in planning programs or revisions to existing programs based on surveys of student and command interest. Determines those tasks necessary to develop the program and establishes management objectives to accomplish them. Ensures that the computerized Army Education Management Information System is providing statistical operating information from all subordinate learning centers in the area serving all Hub Education Center soldiers. Reviews with subordinate education specialists/technicians their administrative personnel statistics and other data which will most adequately reflect program status and progress. Develops and recommends the formalizing and scheduling of reports and provides assistance in the interpretation of reporting requirements to administrative personnel in subordinate learning centers. Reviews and consolidates all education reports to ensure accuracy, and processes them for submission to higher headquarters to meet suspense dates.
2. Assists the ESO in preparing an estimate of necessary facilities, personnel, and funds for the operation of the education program to accommodate all Hub Education Center soldiers. Maintains an adequate supply of educational materials and classroom equipment based upon appropriate stock levels. Examines physical facilities to ensure proper upkeep and cleanliness. Assists the ESO in implementing the Army Continuing Education System (ACES) including standing operating procedures, and a publicity program for units served by the HUB Education Center.
3. Performs budget related duties. Assists in preparing budget by developing projections for expenses relating to individual programs, supplies, equipment, and personnel by reviewing historical databases and factoring in current changes and trends. Defends budget by developing rationale for the quantities in the budget through a review. Recommends fund commitment by reviewing funds expended in previous years against the current needs assessment. Prepares Annual Command of enrollment trends, relating them to current costs. Provides estimates of the effect of decrement funding on student enrollment. Operating Budget. Provides this information to higher headquarters on a quarterly basis. Reviews fund commitment documents to maintain an accurate account of dollar usage for ACES programs and for office expendable supplies and TDY. Serves as receiving officer for contract services performed.

4. Monitors the performance of clerical and KATUSA personnel assigned to perform administrative tasks for the education center. Conducts quarterly inspections of the education center and subordinate learning centers filing systems and computer databases to ensure compliance with regulatory guidance, providing on-the-spot guidance to files keeping and data entry personnel. Prepares report of findings indicating deficiencies and required corrective actions. Makes recommendations for training for clerical and KATUSA personnel and conducts training. Maintains control of time card certification, processing, and submission to Army Finance, in accordance with designated suspense dates. Reviews time cards for accuracy and monitors employee hours of employment. Monitors and prepares all government documents required for certification/ordering of funds for contracts, and ensures that expenditures of funds do not exceed the established allocations. Prepares and consolidates course scheduling for the Education Center and subordinate Army Learning Centers to accommodate troop participation and promote command support. Requisitions supplies and equipment and maintains control records on accounts for supplies and equipment in all centers in the area of responsibility. Maintains logs of orders and requisitions. Monitors follow-up on orders. Makes proper disposition of items on receipt from vendor.

5. Provides training and supervision for all Korean employees in all centers established in the area of responsibility. Maintains all office files in accordance with pertinent Army Regulations. Serves as the primary educational point of contact for all required reports, education program obligations and payments, and computerized education records systems. Assists the ESO with administrative functions concerning educational contracts, testing, and personnel actions.

Performs other duties as assigned.

**Supervisory Controls**

Works under the supervision of the Education Specialist or Administrator who outlines areas of work responsibility and assists in handling unusual matters or problems arising upon implementation of education programs. Work is performed in accordance with current higher headquarters directives. Work is periodically checked in terms of general effectiveness and compliance with all regulatory requirements.

**Major Duties**

1. Performs a variety of administrative duties in connection with the operation of an educational program. Provides information to military personnel on course offerings, schedules and services. Provides assistance to instructors by (1) ensuring that classroom arrangements are properly made, (2) orienting instructors in the preparation of class-attendance reports, final grade lists and withdrawal procedures, (3) assisting instructors in preparing training materials, and (4) ensuring that films and other training aids are available for all courses scheduled.

2. Administers and reviews the Modern Army Record Keeping System programs for the education center and or learning center. Determines requirement of current files, adequacy of established files for specific functions of the organization, the need for additional files to improve existing files system, and makes recommendations accordingly. Responsible for the maintenance of a 30 to 45 day stock of standard type, higher headquarters and locally published blank forms and supplies for education center and customer use. Coordinates with supply sources to obtain needed forms and supplies. Ensures that all personnel assigned incomplete grades are notified to take proper exams before the end of assigned dates in order to remove incomplete grades. Tracks Tuition Assistance recoupments. Assists in monthly inspections of LC/Testing Services Contract. Assists in inspection of Learning Center(s) to ensure that all necessary Army regulations, DA Pamphlets, training manuals, etc. are in stock or on order. Assists in inspection of testing center to ensure that facilities are adequate and that testing files and records are properly maintained. Assists in the preparation of monthly and interim contractor's performance ratings. Assures classrooms are prepared properly, schedules classrooms based on the number of students, type of courses, and need for additional facilities and/or training needs.

3. Enters appropriate information for education reports which are generated using the current Army Education Management Information System and current Automated Data Processing software programs. Ensures that computer data bases are correctly maintained. Conducts file searches of computer data bases to locate requested information on a particular subject. Prepares and submits all feeder reports to the Hub Education Center as required for consolidation of reports submitted to higher headquarters. Is responsible for sending and receiving of messages via electronic mail.

Performs other duties as assigned.

**Education Technician, KGS-1702-07**

**SJD-S150**

**Supervisory Controls**

Works under the supervision of the Director of the Education Center who outlines areas of work responsibility and assists in handling unusual matters or problems arising upon implementation of education programs. Work is performed in accordance with current higher headquarters' directives. Work is periodically checked in terms of general effectiveness and compliance with all regulatory requirements.

**Major Duties**

Performs a variety of administrative duties in connection with the administration of an educational program. Provides advice to military personnel on course offerings, schedules and prerequisites, credits offered by available tests and testing schedules and services. Provides assistance to instructors by (1) ensuring that classroom arrangements are properly made, (2) orienting instructors in the preparation of class-attendance reports, final grade lists and withdrawal procedures, (3) assisting instructors in preparing training materials, and (4) ensuring that film and other training aids are available for all courses scheduled. Ensures that all personnel assigned incomplete grades are notified to take proper exams before the end of assigned dates to be removed from incomplete records. Prepares publicity releases, such as daily bulletin announcements, radio and/or TV spot announcements and promotional letters to specific categories of personnel. Assures classrooms are prepared properly, schedules classrooms based on the number of students, type of courses and need for additional facilities and/or training aids.

Performs other duties as assigned.

USFK Pam 690-500

Electrical Engineer, KGS-0850-09

SJD-S106

**Supervisory Controls**

Works under fairly close technical and administrative supervision of an electrical engineer of higher grade who outlines requirements, furnishes general instructions as to the scope of objectives, time limitations, priorities and similar aspects. The supervisor is available for consultation and advice where deviations from standard engineering principles and practices must be made. The supervisor observes work for progress, adherence to completion and cost schedules. Methods employed are seldom reviewed, but review is made for adequacy and for conformance with established policies, precedents and sound engineering concepts and usage.

**Major Duties**

Performs professional engineering work relative to the installation, modification/major repair and maintenance of electrical facilities and equipment such as power and light distribution systems including transformer stations, power lines and generating plants. Assists in the review of project plans and specifications for overall accuracy, completeness and conformance with sound engineering principles. Assists in the modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates and bills of material. Visits project work sites to ensure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment. Assists in the preparation of various reports on the progress and status of projects and maintenance of files of project plans, specifications, reports and references.

Performs other duties as assigned.

Electrical Engineer, KGS-0850-11

SJD-S107

**Supervisory Controls**

Work is performed under general supervision of a higher graded engineer who makes assignments in terms of major objectives, provides background information and advice on specific unusual problems which are anticipated or on matters requiring coordination with other groups. Unusual or controversial problems, or policy questions arising in the course of a project are discussed with the supervisor. Completed work in the form of recommendations, plans, designs, reports or correspondence is reviewed for general adequacy, conformity to purpose of the assignment and sound engineering.

**Major Duties**

Performs professional engineering work relative to the installation, modification and/or major repair and maintenance of electrical facilities and equipment such as power and light distribution systems including transformer stations, power lines and generating plants. Reviews projects plans and specifications for overall accuracy, completeness and conformance with sound engineering principles. Modifies and/or makes recommendations for modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates and bills of material. Visits project work sites to ensure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of construction projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment. Prepares various reports on the progress and status of projects and maintains files of project plans, specifications, reports and references.

Performs other duties as assigned.

**Supervisory Controls**

Works under fairly close technical and administrative supervision of an electronic engineer of higher grade who furnishes assignments in terms of specific objectives with instructions as to possible difficult problems and the means of their solution. Standard technical methods, computations and details are seldom reviewed. Detailed instructions and review are provided with regard to complex features. Completed work is reviewed for soundness of technical engineering judgment and to ensure the overall completion of assignments.

**Major Duties**

Performs professional engineering work relative to planning, developing, standardizing, directing, coordinating and supervising the installation, maintenance and efficient operation of a variety of electronic equipment, facilities and auxiliary equipment employed in the transmission of radio and/or TV programs such as master consoles, wire and tape recorders, switchboards, microphones, amplifiers, rectifiers, receivers, turntables, antennae and diesel generators. Assists in the preparation and/or review of plans, specifications and wiring diagrams for the layout of electronic equipment; recommends modification of such plans and specifications based on correct voltages and currents, allowable deviations, frequency, degree and frequency of overhaul and/or repair of equipment. Assists in the supervision and direction of the activities of repair, adjustments, rebuilding and new installation of equipment to achieve maximum effectiveness with minimum interruption of operation. Assists in selecting proper equipment and determining substitution of items when desired items are not available. Assists in conducting on-and off-the-job training for subordinate technical personnel.

Performs other duties as assigned.

Electronics Engineer, KGS-0855-11

SJD-S109

**Supervisory Controls**

Assignments are given with instructions as to the purpose of the work and possible complex problems. Work is usually carried through to completion with little guidance from the supervisor except in cases of controversial or policy questions. Completed work is reviewed for overall technical adequacy and conformance to the objectives of the assignment and agency policy.

**Major Duties**

Performs professional engineering work relative to planning, developing, standardizing, directing, coordinating and supervising the installation, maintenance and efficient operation of a variety of electronic equipment, facilities and auxiliary equipment employed in the transmission of radio and/or TV programs such as master consoles, wire and tape recorders, switchboards, microphones, amplifiers, rectifiers, receivers, turntables, antennae and diesel generators. Prepares and/or reviews plans, specifications and wiring diagrams for layout of electronic equipment; modifies or makes recommendations to modify such plans and specifications determining correct voltages and currents, allowable deviations, frequency, degree and frequency of overhaul and/or repair of equipment. Supervises and directs the activities of repair, adjustment, rebuilding and new installation of equipment to achieve maximum effectiveness with minimum interruption of operation. Makes recommendations in selecting proper equipment and determines substitution of items when desired items are not available. Conducts on-and off-the-job training for subordinate technical personnel.

Performs other duties as assigned.

**Supervisory Controls**

Receives close supervision for new or unfamiliar work, and general supervision when performing familiar work. Close supervision for new work consists of specific instructions, technical explanations, and time requirements. New and unfamiliar work is reviewed after each successive step, after time requirements, and upon completion. Problems and deviations in the work process are handled after consultation with instructor/supervisor, and in accordance with instructions and accepted practices. Technical guidance for familiar work is received from the supervisor who provides direction on unusual problems encountered. Work involving new tasks and work assignments is reviewed during progress and upon completion for adherence to accepted maintenance techniques and operational practices. Familiar work is reviewed in terms of system operability, completeness, time frames accomplished, effectiveness of equipment maintenance, and for compliance with established procedures.

**Major Duties**

The incumbent serves as a trainee, receiving both on-the-job and formal classroom training leading to technical certification. In a trainee capacity, the incumbent performs either as a member of a roving maintenance team working on a manned or unmanned telecommunication switch, or performs switch operations duties on a telecommunications switch. As a member of a roving maintenance team, incumbent performs a variety of technical duties involved in the operation, maintenance and repair of both Electronic Digital Multiplex Switching (SL-100) equipment and electrical equipment used in the transmission system interface. The system consists of a complex computerized digital electronic telecommunication system and associated peripheral communications equipment which provides telecommunications services, both voice and data, within a designated area and trunking interconnections to other areas. Responsible for carrying out maintenance activities to ensure the Digital Electronic Switching equipment as well as electronic transmission equipment and interconnecting trunks are in reliable operating condition at all times. The duties may be performed remotely from the ACOM or employee may be required to travel to the outlying SL-100 facility and perform both routine duties or emergency restoration actions in case of equipment failure.

1. Performs switch operations duties. Monitors the alarmed and unalarmed current status of the DMS, an integrated electronic switch system equipped with module redundancy and some self-testing and -correcting capability. The system is also equipped with an extensive self-diagnostic system which must be programmed by the technician, the output of which must be analyzed by the technician to determine type of corrective action required. The system is composed of CPU, visual display units, disc, magnetic tape drive, central maintenance controller, input/output devices; and transmission system equipment such as channel banks, 2- /4-wire converters, main distribution frame, power failure transfer circuitry, T1 repeater modules, echo suppressers, loop extenders, and the DSX cross-connect panel; and an emergency power system consisting of a battery bank, rectifier and inverter system. Analyzes system Log Utilities Reports (LOGUTIL) to identify problems for corrective action by reviewing and evaluating test data that is automatically reported by the system. The work requires knowledge of electronic theory, telephony, basic digital and pulse engineering, computer principles, transmission

systems and equipment, and operating characteristics of the SL-100 equipment. Prepares computer software programs to effect system operational measurement (OM) reports to evaluate total system performance and to identify portions of the system that are operating at less than the optimum efficiency level. Evaluates the Office, Service Index, Maintenance Index, Switch Performance Management System, and all other technical engineered OM reports over a long-term basis to identify potential or real problem areas. Once adverse trends are identified, conducts research and in-depth diagnostics to determine type of corrective action required. Takes an office image to alternate disc drive units daily to prevent loss or damage of data on LOGUTIL reports, OM reports, station message detail recording, and journal files. Verifies, archives, and stores the image stores the image properly. Installs and implements necessary contractor furnished software update peripheral module (PM) loads to the Digital Trunk Controller, Line Group Controller, and Maintenance Test Modules to reprogram the unit's microprocessor. Performs software database changes as required to add additional equipment, additional lines or trunks, change operational capabilities, reroute existing trunking in case of emergencies, and reroute required office reports and alarm assignments.

2. Performs maintenance duties. Maintains the DMS and trunk transmission system through the use of automated test equipment such as automatic trunk test and automatic line tests as well as other nonautomated test equipment (that is, multimode storage oscilloscope, bit error rate test set, PCM line repeater test set, multimeter, VENCAT transmission test sets, strip chart recorders, etc.). The demand maintenance is performed by observing system generated audible or visual alarms, responding immediately to alarms (critical, major, minor), locating faults and implementing corrective actions. Initiates diagnostic tests, analyzes system output, and determines necessary corrective actions on the fault or degradations from prompt system circuit or trunk restoration through the use of automated test equipment or by troubleshooting using conventional test equipment, testing hardware components, adjusting tolerance levels, replacing defective components, and making any necessary system software table changes required. Implements and performs both demand maintenance and scheduled preventive maintenance checks and services (PMCS) on all associated communications equipment to include battery system, power inverter/rectifier system, channel banks, 2-/4-wire ringdowns, loop extenders, ring generators, line and span repeaters, and digital switch (DSX) cross connect panel. Implements system automatic line tests and automatic trunk. Tests daily to detect faulty line/trunks prior to customer complaints. Analyzes system output on ALT/ATT faults to determine problem. May be necessary to formulate software programs to gather more data on identified faults through the OM system. Troubleshoots all trunk faults, replaces or adjusts in-station trunk interface equipment to include strip chart recorders to record data to furnish support activities and coordinate with Technical Control for outage reporting and distant end repair action if required.

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3. Coordinates establishment, maintenance and deletion of circuits/trunks with related support activities, especially outside plant, technical control facilities, ACOM and the Korean Telephone Authority. Coordinates the assignment of cable pairs and installation of interconnect wire on the main distribution frame which connects to DMS equipment to the subscriber instrument or data terminal via the post cabling system. Maintains the office record files to provide historical record of the telecommunication services. Posts changes, updates, and maintains the Northern Telecom Practice maintenance reference library. Library may be paper manuals, microfiche, or computer disks.

Performs other duties as required.

Electronics Technician, KGS-0856-07

SJD-S110

**Supervisory Controls**

Works under general supervision. Receives an explanation of the problem and of equipment requirements, obtains advice on unexpected results. Work is reviewed for technical adequacy and accuracy and adherence to instructions.

**Major Duties**

Performs a variety of technical duties involved in the operation, maintenance and repair of electronic and electrical equipment in a radio and/or television transmitting station. Carries out maintenance activities to keep the radio or television system and component parts and equipment thereof in reliable operating condition at all times. Continuously monitors operation of the system to assure adequacy of technical performance. Takes necessary preventive and corrective measures to maintain broadcasting efficiency, involving testing of equipment and circuits, adjustment, isolation and correction of causes of malfunction, repair and restoration of service in the event of failure and evaluation and determination that the systems are operating in compliance with prescribed standards of performance and within proper tolerances. Stands watch in a transmitting station, being responsible for proper technical operation of electronic equipment, facilities and auxiliary equipment employed in the transmission of radio and/or television programs, such as: transmitters; receivers; master consoles; disc, wire, and tape recorders and reproducers; switchboards; amplifiers; rectifiers; antennae; testing, measuring and monitoring devices. Maintains such equipment in operation by rapid diagnosis, adjustment and repair of malfunctions. Tests, maintains and repairs studio and program audio equipment facilities. Coordinates maintenance activities with those agencies of personnel affected by system outage. May assist in developing, constructing and installing new equipment.

Performs other duties as assigned.

**Supervisory Controls**

Receives general supervision which consists of overall objectives and time requirements. Employee usually works at a site which is geographically remote from the supervisor. The employee plans work, carries out the successive steps, and handles problems and deviations in the work process on own initiative, in accordance with instructions and accepted practices. Technical guidance is received from the Automated Centralized Operations and Maintenance (ACOM) Center. Supervisor is available to provide direction on unusual problems encountered. Work is reviewed in terms of system operability, completeness, time frames accomplished, effectiveness of equipment maintenance, and or compliance with established procedures.

**Major Duties**

Performs a variety of technical duties involved in the operation, maintenance and repair of both Electronic Digital Multiplex Switching (SL-100) equipment and electrical equipment used in the transmission system interface. The system consists of a complex computerized digital electronic telecommunication system and associated peripheral communications equipment which provides telecommunications services, both voice and data, within a designated area and the trunking interconnections to other areas. Responsible for carrying out maintenance activities to ensure the Digital Electronic Switching equipment as well as electronic transmission equipment and interconnecting trunks are in reliable operating condition at all times.

1. Performs switch operations duties. Monitors the alarmed and unalarmed current status of the DMS which is an integrated electronic switch system equipped with module redundancy and some self-testing and -correcting capability; also equipped with an extensive self-diagnostic system which must be programmed by the technician, the output of which must be analyzed by the technician to determine type of corrective action required; and composed of CPU, visual display units, disc, magnetic tape drive, central maintenance controller, input/output devices; and the transmission system equipment such as a channel banks, 2-/4-wire converters, main distribution frame, power failure transfer circuitry, T1 repeater modules, echo suppressers, loop extenders, and the DSX cross connect panel; and an emergency power system consisting of a battery bank, rectifier and inverter system. Analyzes system Log Utilities Reports (LOGUTIL) to identify problems for corrective action by reviewing and evaluating test data that is automatically reported by the system. The work requires knowledge of electronic theory, telephony, basic digital and pulse engineering, computer principles, transmission systems and equipment, and operating characteristics of the SL-100 equipment. Prepares computer software programs to effect system operational measurement (OM) reports to evaluate total system performance and to identify portions of the system the are operating at less than the optimum efficiency level. Evaluates the Office Index, Service Index, Maintenance Index, Switch Performance Management System, and all other technical engineered OM reports over a long term basis to identify potential or real problem areas. Once adverse trends are identified conducts research and in-depth diagnostics to determine type of corrective action required. Takes an office image to alternate disc drive units daily to prevent loss or damage of data on LOGUTIL reports, OM reports, station message detail recording, and journal files. Verifies, archives, and stores the image properly. Installs and implements necessary contractor furnished software update

peripheral module (PM) loads to the digital trunk controller, line group controller, maintenance test module, service trunk modules, to reprogram the unit's microprocessors. Performs software database changes as required to add additional equipment, additional lines or trunks, change operational capabilities, reroute existing trunking in case of emergencies, and reroute required office reports and alarm assignments.

2. Performs maintenance duties. Maintains the DMS and trunk transmission system through the use of automated test equipment such as automatic trunk test and automatic line tests as well as other nonautomated test equipment (that is, multimode storage oscilloscope, bit error rate test set, POM line repeater test set, multimeter VENCAT transmission test sets, strip chart recorders, etc.). The demand maintenance is performed by observing system generated audible or visual alarms, responding immediately to alarms (critical, major, minor), locating faults and implementing corrective actions. Initiates diagnostic tests, analyzes the system output, and determines necessary corrective actions on the fault or degradations from prompt system, circuit or trunk restoration through the use of the automated test equipment or by troubleshooting using conventional test equipment, testing hardware components, adjusting tolerance levels, replacing defective components, and making any system software table changes required. Implements and performs both demand maintenance and scheduled preventive maintenance checks and services (PMCS) on all associated communications equipment to include battery system, power inverter/rectifier system, channel banks, 2-/4-wire ringdowns, loop extenders, ring generators, line and span repeaters, and digital switch (DSX) cross connect panel. Implements system automatic line test and automatic trunk tests daily to detect faulty line/trunks prior to customer complaints. Analyzes system output on ALT/ATT faults to determine problem. May be necessary to formulate software programs to gather more data on identified faults through the OM system. Troubleshoots all trunk faults, replaces or adjusts in-station trunk interface equipment to include strip chart recorders to record data to furnish support activities and coordinate with Technical Control for outage reporting and distant end repair action if required.

3. Coordinates establishment, maintenance and deletion of circuits/trunks with related support activities, especially outside plant, technical control facilities, ACOM, and the Korean Telephone Authority. Coordinates the assignment of cable pairs, and installation of interconnect wire on the main distribution frame which connects to DMS equipment to the subscriber instrument or data terminal via the post cabling system. Maintains the office record files to provide historical record of telecommunication services. Posts changes, updates, and maintains the Northern Telecom Practice maintenance reference library. Library may be paper manuals, microfiche, or computer disks.

Performs other duties as required.

**Supervisory Controls**

Receives general supervision which consists of overall objectives and time requirements. Employee usually works at a site which is geographically remote from the supervisor. The employee plans work and carries out the successive steps and handles problems and deviations in the work process on own initiative, in accordance with instructions and accepted practices. Technical guidance is received from the Automated Centralized Operations and Maintenance (ACOM) Center. Supervisor is available to provide direction on unusual problems encountered. Work is reviewed in terms of system operability, completeness, time frames accomplished, effectiveness of equipment maintenance, and for compliance with established procedures.

**Major Duties**

As a member of a roving maintenance team, incumbent performs a variety of technical duties involved in the operation, maintenance and repair of both Electronic Digital Multiplex Switching (SL-100) equipment and electrical equipment used in the transmission system interface. The system consists of a complex computerized digital electronic telecommunication system and associated peripheral communications equipment which provides telecommunications services, both voice and data, within a designated area and trunking interconnections to other areas. Responsible for carrying out maintenance activities to ensure the Digital Electronic Switching equipment as well as electronic transmission equipment and interconnecting trunks are in reliable operating condition at all times. The duties may be performed remotely from the ACOM or employee may be required to travel to the outlying SL-100 facility and perform both routine duties or emergency restoration actions in case of equipment failure.

1. Performs switch operations duties. Monitors the alarmed and unalarmed current status of the DMS which is an integrated electronic switch system equipped with module redundancy and some self-testing and -correcting capability. The system is equipped with an extensive self-diagnostic system which must be programmed by the technician, the output of which must be analyzed by the technician to determine type of corrective action required; and composed of CPU, visual display units, disc, magnetic tape drive, central maintenance controller, input/output devices; and the transmission system equipment such as channel banks, 2-/4-wire converters, main distribution frame, power failure transfer circuitry, T1 repeater modules, echo suppressers, loop extenders, and the DSX cross connect panel; and an emergency power system consisting of a battery bank, rectifier and inverter system. Analyzes system Log Utilities Reports (LOGUTIL) to identify problems for corrective action by reviewing and evaluating test data that is automatically reported by the system. The work requires knowledge of electronic theory, telephony, basic digital and pulse engineering, computer principles, transmission systems and equipment, and operating characteristics of the SL-100 equipment. Prepares computer software programs to effect system operational measurement (OM) reports to evaluate total system performance and to identify portions of the system that are operating at less than the optimum efficiency level. Evaluates the Office, Service Index, Maintenance Index, Switch Performance Management System, and all other technical engineered OM identified conducts research and in-depth diagnostics to determine type of corrective action required. Takes an

office image to alternate disc drive units daily to prevent loss or damage of data on LOGUTIL reports, OM reports, station message detail recording, and journal files. Verifies, archives, and stores the image properly. Installs and implements necessary contractor furnished software update peripheral module (PM) loads to the digital trunk controller, line group controller, maintenance test modules, to reprogram the unit's microprocessor. Performs software database changes as required to add additional equipment, additional lines or trunks, change operational capabilities, reroute existing trunking in case of emergencies, and reroute require office reports and alarm assignments.

2. Performs maintenance duties. Maintains the DMS and trunk transmission system through the use of automated test equipment such as automatic trunk test and automatic line tests as well as other nonautomated test equipment (that is, multimode storage oscilloscope, bit error rate test set, PCM line repeater test set, multimeter, VENCAT transmission test sets, strip chart recorders, etc.). The demand maintenance is performed by observing system generated audible or visual alarms, responding immediately to alarms (critical, major, minor), locating faults and implementing corrective actions. Initiates diagnostic tests, analyzes the system output, and determines necessary corrective actions on the fault or degradations from prompt system, circuit or trunk restoration through the use of the automated test equipment or by troubleshooting using conventional test equipment, testing hardware components, adjusting tolerance levels, replacing defective components, and making any necessary system software table changes required. Implements and performs both demand maintenance and scheduled preventive maintenance checks and services (PMCS) on all associated communications equipment to include battery system, power inverter/rectifier system, channel banks, 2-/4-wire ringdowns, loop extenders, ring generators, line and span repeaters, and digital switch (DSX) cross connect panel. Implements system automatic line tests and automatic trunk tests daily to detect faulty line/trunks prior to customer complaints. Analyzes system output on ALT/ATT faults to determine problem. May be necessary to formulate software programs to gather more data on identified faults, replace or adjust in-station trunk interface equipment to include strip chart recorders to record data to furnish support activities and coordinate with Technical Control for outage reporting and distant end repair action if required.

3. Coordinates establishment, maintenance and deletion of circuits/trunks with related support activities, especially outside plant, technical control facilities, ACOM and the Korean Telephone Authority. Coordinates the assignment of cable pairs, and installation of interconnect wire on the main distribution frame which connects to DMS equipment to the subscriber instrument or data terminal via the post cabling system. Maintains the office record files to provide historical record of the telecommunication services. Posts changes, updates, and maintains the Northern Telecom Practice maintenance reference library. Library may be paper manuals, microfiche, or computer disks.

Performs other duties as required.

**Supervisory Controls**

Works under general supervision. Receives an outline of the objectives desired and description of operating characteristics and theory involved and converts theoretical ideas of engineers and scientists into practical units or devices of electronics equipment. Assignments are varied and have definite objectives. Completed work is reviewed for compliance with instructions, adequacy, judgment and satisfaction of requirements.

**Major Duties**

Performs a variety of technical duties involved in the operation, maintenance and repair of electronic and electrical equipment used in a microwave and/or VHF radio terminal and/or relay station. Works on electronic and electrical equipment some of which is specially designed, constructed and modified to meet communications requirements that are peculiar to Korea. Carries out maintenance activities to keep the microwave and carrier and/or VHF radio equipment and component parts thereof in reliable operating condition at all times. Continuously monitors operation of the system to assure adequacy of technical performance. Takes necessary preventive and corrective measures to maintain operational efficiency, involving testing of equipment and circuits, adjustment, isolation and correction of causes of malfunction, repair and restoration of service in the event of failure and evaluation of and determination that the equipment is operating in compliance with prescribed standards of performance and within proper tolerances. Stands watch in terminal and/or relay station and is responsible for proper technical operation of microwave and/or VHF and carrier radio equipment such as transmitters, receivers; multiplexing equipment; toll test boards; power supplies; antennae; testing, measuring and monitoring devices. Maintains such equipment in operation by rapid diagnosis, adjustment and repair of malfunctions. May assist in installing new equipment or in modifying existing equipment.

Performs other duties as assigned.

**Engineering Draftsman, KGS-0818-05**

**SJD-S102**

**Supervisory Controls**

Works under close supervision. Instructions and precedents indicate the manner of presentation, number of views required and complete information is given as to scale, dimensions and clearances. Work is periodically checked during progress and finished work is reviewed for accuracy and quality of workmanship.

**Major Duties**

1. Drafts to prescribed scale, detail drawings, cross sections, profiles and site plans of routine standard-type engineering and architectural projects (buildings, structures, systems, equipment), where the objects to be depicted are easily visualized and the features and details fit a familiar pattern or are specified in detail. Revises drawings from marked-up prints containing a variety of features and details, assuring that measurements of revised portions are properly adjusted to the remainder of the drawing. Prepares and correlates final tracings from drawings or detailed layouts prepared by others. Performs freehand and mechanical lettering.
2. Sets up, plots and draws graphs, charts and diagrams to clearly present engineering data from instructions as to form, content and use.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision. Executes regular or recurring assignments from rough sketches, notes and instructions as to objectives and use of the finished product with responsibility for proper application of standard drafting techniques, procedures and precedents. New assignments are received with the supervisor suggesting the method of approach, periodically checking progress and providing advice and assistance when needed. Completed work is reviewed for adequacy and compliance with instructions.

**Major Duties**

Performs the following typical drafting assignments in connection with engineering and architectural projects (buildings, structures, systems, equipment):

1. Prepares preliminary and final scale drawings for projects which include some new features or nonstandard design characteristics. The drafting assignment is further complicated by the presence of crowded features, irregular shapes, functional interrelationships and a requirement for the precise positioning of components. For example, prepares detail and assembly drawings, with isometric or perspective views, of intricate and complex systems and equipment such as hydraulic pumps, mechanical valve and gear assemblies, electrical switch gear, circuitry and distribution systems. Computes dimensions, scale and determines the best placement of features and most appropriate views to give proper emphasis, clarity of detail and professional appearance to the finished drawing.
2. Develops complete layouts with supporting detail drawings of buildings, structures, systems or equipment for which standard precedents are applicable or complete design criteria and specifications are furnished and where the complicating factors (listed in the preceding paragraph) are not encountered. For example, develops the site plan and interior layout for a proposed single-story building or revises plans for major alteration and improvement of existing buildings, structures and utility systems such as office buildings, laboratories, levees, small dams and plumbing and heating systems. Prepares detail drawings with plan, elevation and cross-section views as appropriate. Computes quantities of materials, load capacities using prescribed source data, standard formulas, tables and manuals.

Performs other duties as assigned.

**Engineering Technician, KGS-0802-05**

**SJD-S091**

**Supervisory Controls**

Works under general supervision. Receives work assignments involving concepts and methods familiar to the technician. Supervisor is available for solving unfamiliar technical problems involving methods or concepts not covered in agency guides or precedents. Completed work is reviewed or checked for technical adequacy.

**Major Duties**

Performs nonprofessional technical work involved in preparing and processing of R&U work orders, requiring application of some of the principles, methods and techniques of a narrow or limited range of engineering. Prepares cost estimates on material, labor and equipment required for the accomplishment of R&U projects of a less difficult nature including alteration, repair, minor construction and maintenance of military facilities and structures, such as buildings, electrical lighting systems, water, roads and sewage systems. Reviews sketches, plans and/or drawings on proposed work orders to ensure accuracy and completeness. Assists in conducting preliminary site investigation; recording and compiling field information. Makes mathematical computations as required in estimating the costs of material, labor and equipment required for the accomplishment of R&U work orders, utilizing well-established formula or specified procedures.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision. Receives work assignments in terms of the objectives to be achieved and without explicit instructions as to work methods. Supervisor is available for solving unfamiliar technical problems involving methods or concepts not covered in agency guides or precedents. Completed work is reviewed or checked for technical adequacy.

**Major Duties**

Performs a variety of nonprofessional technical work involved in the preparation and processing of R&U work orders, requiring application of some of the principles, methods and techniques of a narrow or limited range of engineering. Prepares cost estimates on material, labor and equipment required for the accomplishment of R&U projects including alteration, repair, minor construction and maintenance of military facilities and structures, such as buildings, electrical lighting systems, water, sewage systems and roads. Reviews sketches, plans and/or drawings on proposed work orders to ensure accuracy and completeness. Conducts preliminary site investigations collecting and compiling field information for cost and material estimates. Based on material reviewed and investigation findings, estimates the costs of material, labor and equipment required for the accomplishment of R&U work orders within authorized capacity, by reference to technical manuals, labor cost catalog and manufacturer's specifications. Makes recommendations on modification of work orders, when necessary, to meet the command supply economy requirements and local conditions. Completes for approval, work order requests indicating necessary technical information. As required, conducts follow-up inspections to project sites during progress, furnishing technical assistance in solving problems encountered and ensuring compliance with approved work orders.

Performs other duties as assigned.

**Engineering Technician, KGS-0802-07****SJD-S092****Supervisory Controls**

The supervision received is characterized by the following: (a) work assignments which involve concepts and methods familiar to the technician are made in terms of the objectives to be achieved and without explicit instructions as to work methods; (b) technical problems involving concepts and methods for which agency guides and precedents are applicable are resolved independently; (c) supervisor provides assistance in solving unfamiliar technical problems involving methods or concepts not covered in agency guides or precedents; (d) the technical adequacy of the completed work is reviewed or checked; and (e) assignments of the type described at KGS-9 are performed with explicit instructions as to methods.

**Major Duties**

Performs more routine and less complex phases of nonprofessional technical work in a specialized engineering field in support of, or subordinate to professional engineering work either requiring (1) a practical knowledge of procedures and techniques based on engineering principles and skills in applying these procedures, or (2) a practical knowledge of engineering functions applicable to a narrow, limited range of activity. Duties include collection of data by observations, measurements, tests, reports, manuals, texts and office records; the preliminary analysis of data by comparative, mathematical or graphic methods; and the reporting of data by oral, written, tabular or graphic means. Work performed requires application of conventional, well established engineering practices in a subject-matter area of limited scope. Guides and precedents apply to the assignments which are characteristically similar to those previously worked on in the organization, are typically parts of broader assignments, and are carefully screened to eliminate complex or unusual problems.

Performs other duties as assigned.

**Supervisory Controls**

Work is performed under general supervision of an engineer or technician of higher grade who outlines requirements, provides information on any related work being performed and furnishes general instructions as to the scope of objectives, time limitations, priorities and similar aspects. The supervisor is available for consultation and advice where significant deviations from standard engineering principles and practices must be made and gives more detailed instructions when distinctly new criteria or new techniques are involved. Methods employed are seldom reviewed but review is made for adequacy and for conformance with established policies, precedents and sound engineering concepts and usage.

**Major Duties**

Performs a variety of nonprofessional technical work in a specialized engineering field in support of or subordinate to professional engineering work either requiring (1) a practical knowledge of procedures and techniques based on engineering principles and skills in applying these procedures or (2) a practical knowledge of engineering functions applicable to a narrow, limited range of activity. Work may include engineering material testing, engineering calculation, cost estimating, specification writing, engineering research, coordination with/surveillance over engineering work, or construction and maintenance projects for technical accuracy; or design of conventional type structures, systems and facilities of construction, alteration, repair or modification. Is normally responsible for planning and conduct of a block of work which is a complete project of relatively conventional and limited scope, or a portion of a larger and more diverse project. Performs assigned duties, where precedents are numerous and do not involve deviation from established engineering standards or practices.

Performs other duties as assigned.

**Engineering Technician, KGS-0802-09****SJD-S096****Supervisory Controls**

Works under the general supervision of the Chief, Estimating and Facilities Inspection Branch Engineering Resources Management Division, who makes initial work assignments with general instructions on objectives to be achieved, governing policies, regulations and procedures. Standardized handbooks are available for selection and determination, and supervisor provides technical assistance in handling unusual problems that are covered in guides. Work is reviewed and evaluated in terms of timeliness, accuracy and technical judgment used.

**Major Duties**

Performs a variety of nonprofessional technical work involved in conducting facility component inspections and preparing supporting documents required for the identification of backlog maintenance and repair (BMAR) requirements. The facility component inspection includes the inspection of buildings, structures, interior and exterior electric lines, systems of plumbing, mechanical, water distribution and sewer lines, plant equipment, erosion control facilities, roads, security fences and other ground facilities.

1. Inspects facility components and determines the degree of deficiencies, the scope of repair and maintenance work that are essential to maintain the real property facilities at serviceable condition. Provides condition evaluation and deficiency dollar estimates such as man-hours, labor cost, material and equipment cost required for repair and/or maintenance.
2. Prepares detail estimates such as Bill of Material, Job Phase Calculating Sheet, sketch/drawings and individual job order based on approved job order request. Recommends whether the work should be accomplished by in-house or contract. Prepares necessary documents to develop BMAR survey in accordance with applicable ARs.
3. Reviews required changes to job orders for which estimates have been made in order to make adjustments to original estimates.
4. Prepares correspondence related to requests for preliminary cost estimates or detail design assistance from the Engineering Plans and Services Office, and processes project packages for approval by higher headquarters.
5. Screens incoming job order requests or work to avoid duplication with one already processed. Maintains current BMAR dollar amount by deduction of work completed by in-house, KSC or troops, and obligated for contract accomplishment, as well as BMAR maintenance floor. Prepares quarterly BMAR Progress Report and BMAR Obligation Report and Files, maintains BMAR projects document files, and facility inspection records.
6. Revises the Facilities Engineer Annual Work Plans by addition of documented requirements that were not financed so that they may qualify as BMAR at the beginning of next fiscal year. Monitors the accomplishment of BMAR reduction based on the assigned BMAR maintenance floor and prepares a written analysis when quarterly target is not attained.

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7. Develops and maintains an implementing SOP at the AFE level based on higher headquarters' SOP, ARs and current directives.

Performs other duties as assigned.

**Engineering Technician, KGS-0802-09****SJD-S095****Supervisory Controls**

Works under the general supervision of the Chief, Estimating and Facilities Inspection Branch Engineering Resources Management Division, who makes initial work assignments with general instructions on objectives to be achieved, governing policies, regulations and procedures to be followed, and outlines related information. Standardized work is normally accomplished independently using standard handbooks or guides, but supervisor provides technical assistance for unusual problems that are not covered in standards or where significant deviations from standard engineering principles and practices are required. Work is reviewed and evaluated in terms of timeliness, adequacy, conformance with established policies and regulations, and soundness of technical judgment used.

**Major Duties**

Performs a variety of nonprofessional engineering work involved in the initial evaluation of repair, maintenance and minor construction of military facilities, to include cost estimation, materials required, and conventional design. Duties require a limited, practical knowledge of engineering procedures, techniques, and principles. Scope of minor construction includes alteration, expansion, deletions and extensions.

1. Visits job sites to discuss with job order requester in detail the exact scope of work and work requirements that can satisfy the customer with minimum cost. Conducts site survey to determine the degree of deterioration through condition evaluation of facilities and whether the work requires repair and maintenance jobs or the scope of minor construction requirements.
2. Based on information obtained through the condition evaluation of facilities or minor construction requirements, prepares cost estimates on materials, labor and equipment required for the accomplishment of job orders, including repairs and maintenance, and minor construction of various military facilities such as buildings, electrical lighting systems, heating systems, water/sewer lines, septic tanks, air conditioners, water/fuel oil storage tanks, storm drainage systems, bridges, roads, etc. Determines the appropriateness of substitution of material in coordination with material coordinator.
3. Prepares sketches of single line drawings for minor construction work which is frequently accomplished by in-house forces, KSC or troops on an expeditious basis due to operational requirements or command priority. Designs conventional type structures, systems and facilities using engineering calculation or standard guides. Work may include specification writing as necessary.
4. Completes Bill of Material and Job Phase Calculation Sheet using Engineer Performance Standards, experience, latest supply price list, microfiche catalog and other technical manuals. Makes recommendations on change orders to meet job site condition, and conducts follow-up inspections to project sites during progress furnishing technical assistance in solving problems encountered and ensuring by shops for timely accomplishment of in-house or KSC projects.

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5. Completes independent government cost estimate for projects performed under contract, using historical data, most current market price and price list set by law or regulations.

Performs other duties as assigned.

**Engineering Technician, KGS-0802-11****SJD-S303****Supervisory Controls**

Works under the general supervision of the Chief, Engineering Resources Management Division, who assigns projects and provides general outlines as to objectives or results desired; developing such outlines and specifics to obtain satisfactory effects; relies on incumbent to exercise resourcefulness and evaluates work for effectiveness of scheduling productivity in terms of results, and for overall conformance with established policy and regulation; is available for final decision on critical and controversial matters through formal or informal discussion.

**Major Duties**

Carries out the industrial engineering operations of the Engineering Resources Management Division. Assists the Chief Industrial Engineer, ERM Division by participating in the planning, coordinating, implementing, and directing of all phases of AFE workload requirements. Plans all AFE work to be accomplished for given fiscal year prior to its execution, revising work plans based on new requirements/ unavoidable deviations, and executing the principals of work planning and control systems. Performs engineering changes on the drawings, cost estimates, methods of work and materials utilization as necessary. Implements Integrated Facilities System (IFS), Facilities Engineering Supply System (FESS), and Integrated Facilities Data Entry Process (IFDEP) for overall AFE operations, and work management system. Reviews IFS/FESS computer printout reports and microfiche and provides solutions for operational deviations. Makes changes on the plan and schedule of men, materials and equipment for in-house and KSC projects. Monitors FESS operation in conjunction with supply procurement and local purchase in a timely manner. Advises necessary action for all levels of supervisors and staff elements for work order backlog control based on the IFS Reports.

1. Responsible for preparation of Resource Management Plan including requirements for total budget, manpower, service contracts, equipment acquisition, supplies, mobile equipment rental and requirements that were not financed including contract cost for the entire fiscal year. Performs a variety of duties pertinent to the formulation, administration and execution of the AFE Work Management Program outlined by regulation.
2. Plans the work of the Facilities Engineer in the performance of in-house type work including: electrical, carpentry, plumbing, painting, refrigeration and air conditioning, sheet metal, grounds, roads and pavements, utilities distribution systems, and operation of water and sewage plants and similar type facilities. Works in close coordination with division, branch, and section supervisors. Establishes work requirements, employing detailed cost estimates which indicate requirements for labor, materials and equipment. Ensures availability of essential equipment; ensures that work is accomplished according to established priorities; implements procedures to accelerate work flow; recommends or initiates steps to accommodate unusual and special cases; resolves difficulties arising between the ERM Division's Office and the various shops to prevent situations causing unnecessary backlogs/suspended workload.

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3. Reviews and screens all incoming job order requests from customers within area of responsibility; determines whether requested work is a Facilities Engineer responsibility. Ensures that required sketches of the proposed work are provided, the scope and nature of the work is definitive, and that the justification as stated on job order request is adequate. Determines whether requested work is on annual work plan; determines the possibility of combining or conversion for job order requests, and recommends approval or disapproval. Determines if work requested is reimbursable. Assigns work priority based on requested work nature. Reviews estimated work order man-hours and labor cost to determine if materials and equipment are reasonable. Reviews individual job orders and bills of materials based on approved job order requests.
  4. Supervises the preparation of the master schedule for major maintenance and new work projects. Continuously maintains necessary charts, graphs and boards to establish a visual process of job order workload evaluation to readily convey information relative to job orders in the planning stage, job orders for which supply action is being taken, job order available for release to shop and orders in the process of physical accomplishment.
  5. Recognizes priorities affecting individual jobs, institutes revisions to work plans as required ensures well coordinated action through accurate knowledge of workload, man-hours, and material requirements as related to resources available so as to overcome emergency or special conditions, thus ensuring timely, efficient, and economical accomplishment of workload.
  6. Through periodic inspections of operations, and as a result of thorough analysis of the records of all work performed, evaluates the effectiveness of the Facilities Engineer management program as developed in consonance with DA policy and makes periodic reports to supervisors. Provides assistance in the performance of all other duties assigned to the Chief, Engineer Resources Management Division, and assumes responsibility for same in his absence.
- Performs other duties as assigned.

**Environmental Engineer, KGS-0819-11****SJD-S325****Supervisory Control**

Works under general supervision of the Director and/or Deputy Director of Engineering and Housing of Facilities Engineer, who provides initial assignments in the form of broad functional responsibilities together with broad overall objectives or specific problems. Priorities of such assignments are established in consultation with supervisor. The incumbent independently plans own work, coordinates with other engineers through to completion. Work is normally accepted as technically accurate but subjected to review upon completion for achievement of objectives, conformance to policy, and compatibility with the work of other functional elements of the organization.

**Major Duties**

Plans, develops, and implements environmental engineering policy directives and programs that embrace a range of subjects directly or indirectly concerned with public safety and welfare and protecting the quality of resources and the environment. The policies and programs involved include such subjects as availability of raw water resources; domestic and industrial waste treatment and water distribution and storage facilities; chemical treatment of water supplies; water supply resources management; chemical and biological treatment and disposal of domestic and industrial waste by on-base facilities; collection and disposal of trash and refuse via contract; sanitation of recreational facilities; control of herbicides and pesticides; noise abatement; indoor air quality (presence of asbestos and radon in real property); operation of washrack facilities; medical or infectious waste disposal; management of hazardous waste and material; emergency response; etc. Reviews plans, designs, and specifications for the modification or improvement of existing facilities for technical adequacy. Serves as an Area Environmental Coordinator to coordinate on all the environmental matters within one of the command's eight geographical engineer-areas.

1. Interprets and implements new or revised policy directives or program requirements from higher headquarters or regulatory agencies, establishing plans for use installation-wide. Conducts field investigations and identifies environmental problems. Initiates action to resolve problems, including the initiation of and response to, impact statements concerning the installation's activities on public safety, and environment. Inspects existing facilities, prepares reports on maintenance and operating procedures used, any unsanitary conditions noted, and need for current or future modifications or improvements. Develops, prepares and implements environmental standing operating procedures (SOPs) tailored to installation activities. Conducts training of the personnel engaged in these activities.
2. Plans, develops and updates environmental management plans as required by higher headquarters, international agreements, host nation regulations, and the SOFA. Prepares responses to external agency environmental audits and surveys, and coordinates the implementation of recommendations made by such agencies. Prepares reports to higher headquarters on all environmental crises, host nation notices of environmental noncompliance or violations, and relevant complaints by local nationals.

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3. Provides consultative engineering services. Conducts environmental surveys of proposed major military construction sites to ensure that they conform to plans, designs and specifications. Serves as an alternate contracting officer's representative (COR) on all installation environmental contracts. Develops and prepares purchase request and commitment (PR&C), schedules contractor services, reviews proposed contract work plans for technical accuracy, inspects contractor performance, and prepares reports on contractor services. Conducts field investigations to take environmental samples, perform chemical tests, and coordinate laboratory analysis.

4. Maintains various databases to document installation environmental training, asbestos abatement, radon monitoring and mitigation, hazardous material and hazardous waste surveys, hazardous waste turn-in, potable water surveillance, and emergency response actions. Coordinates the development and implementation of Installation Environmental Quality and Hazardous Waste Management Boards. Prepares agenda, arranges the board meetings, and notes significant environmental problems discussed and actions to be implemented. As necessary, orders installation environmental supplies and personal protective equipment. Prepares budget requirements for the installation environmental activities and submits to higher headquarters for approval.

Performs other duties as assigned.

**Environmental Protection Assistant, KGS-0029-07****SJD-S349****Supervisory Controls**

Works under the general supervision of the Chief, Environmental Office (Area Environmental Coordinator). The supervisor outlines initial instructions concerning the primary goal, objectives and relative parameter of a project. The incumbent independently takes action on routine technical matters, and refers unusual problems to supervisor for technical guidance. Work is reviewed for technical accuracy and adequacy of procedures and methods used and nature and bases of conclusions reached.

**Major Duties**

Serves as an Environmental Protection Assistant, performs a variety of technical support work concerning the operation of the environmental plans and programs within an area of responsibility. Duties include conducting tests of various environmental samples; conducting command environmental surveillance programs and assisting in conducting hazard communication (HAZCOM) training; and maintaining environmental library.

1. Operates the environmental laboratory. Conducts analytical tests and interpretation of various environmental samples. Employs various laboratory techniques requiring considerable skill and judgment in calibrating and operating environmental instruments and devices and in making adaptations in the procedures. Also, conducts firsthand testing of various samples of known or unknown hazardous wastes with on-hand sampling and testing kits such as Clor-N-Gil test kit, Clor-N-Soil test kit, DETECT 100 kit, pH color meter at work sites. Prepares reports on test results.
2. Conducts various command environmental surveillance programs such as Radon Abatement, Noise Abatement, Air Quality Survey with different measuring and monitoring kits or devices. Measures, analyzes and interprets the results from the surveillance programs, and compiles data into a report for higher headquarters. Assists supervisor in conducting hazard communication (HAZCOM) training. Collects, photographs and/or maintains damages and specimens generated from environmental pollution. Conducts training to personnel concerned by demonstrating and identifying the damages and/or specimens.
3. Maintains an environmental library with legal and technical publications or related subjects from the United States Environmental Protection Agency, the Republic of Korean Ministry of Environment, research centers, universities and/or firms. Maintains and updates Code of Federal Regulations, DOD Directives, and higher headquarters regulations.

Performs other duties as assigned.

**Supervisory Controls**

Works under the general supervision of the Chief, Environmental Officer (Area Environmental Coordinator), or a higher grade specialist who provides initial and long range assignments with general instructions on overall objectives, priorities and deadlines. Incumbent plans own work coordinates with installation environmental coordinator for hazard waste generating units or subject matter specialist, and carries assignments through to completion. Incumbent makes independent decisions on technical matters, referring unusual or difficult problems with a recommended course of action to the supervisor for clarification or appropriate guidance. Work is reviewed upon completion for technical adequacy and conformance with objectives.

**Major Duties**

Serves as an Environmental Specialist with assigned responsibility for planning, developing, and implementing environmental management plans and programs concerned with the safety and welfare of resources and environment. The plans and programs involved include hazardous waste management; disposal of domestic and industrial waste by on base facilities collection, control, storage and disposal of hazardous waste via contract; management of hazardous waste material including survey, inspection, identification, analysis, minimization, etc.; noise abatement; indoor air quality (presence of asbestos and radon in real property); emergency response; counter measure; etc. Reviews the environmental portions of plans, designs, and specifications for the modification or improvement of existing facilities for technical accuracy. Develops and prepares training materials concerning the environmental management plans and conducts formal and/or on-the-job training to the hazardous waste generating unit personnel. Prepares or revises SOPs concerning environmental plans and programs for hazardous generating units.

1. Participates in implementing new or revised environmental management plans and program requirements for use installation wide. Conducts investigations and surveys to identify the types and quantities of hazardous waste generated and resolves the environmental problems. Provides technical guidance to installation environmental coordinators and concerned personnel assigned to hazardous waste generating units regarding identification, handling, recycling, recovery, storage, transportation, disposal, etc. Conducts analysis and determines if the generation of hazardous waste can be further minimized through the substitution of nonhazardous or less hazardous materials, through the modification of processes or upgrading of equipment, or through the recycling of the hazardous waste. Trains and monitors concerned unit personnel for proper operation and maintenance of Waste Recycling or Recovery System, such as antifreeze filtration unit, solvent distillatory, oil/water separator, battery acid neutralization system, etc.

2. Conducts environmental reviews and surveys of proposed military construction sites to ensure that they conform to plans, designs and specifications from the environmental engineering stand point. Inspects all the buildings and structures, and identifies the degree or possibility of hazard from asbestos containing materials, and recommends remedial actions. Surveys and inspects all the aboveground and underground storage tanks for leaks, containment and other requirements following the spill prevention control countermeasure plan. Participates as a member of the Installation Response Team for spills of hazardous materials and wastes and any environmental emergencies.

3. Manages the hazardous waste accumulation storages. Directs and/or performs work engaged in identifying, segregating, receiving and storing hazardous wastes by chemical categories and compatibilities. Monitors storage facilities construction, containerizing, labeling, placarding and turn in (transporting) of hazardous wastes to Defense Reutilization and Marketing Office (DRMO), and coordinates with the DRMO for pre-inspection or completeness.

4. Serves as an assistant contracting officer representative for environmental contracts. Monitors the contractors' performance to ensure that they are in conformance with the contract provisions and clauses. Recommends warning of contractor as desired for more efficient, economic and safe operation of the environmental program. Prepares reports on their performance.

Performs other duties as assigned.

**Supervisory Controls**

Works under the general supervision of the Chief of the Engineering Resources Management Division (REMD), Directorate of Public Works (DPW) who assigns projects and provides guidance on new assignments or unusual problems. Supervisor makes final decision on controversial matters involving procedures and functions. Review of work is accomplished through informal discussion, examination of operating reports and similar management control records. Performance is also evaluated through appraisal as to the appropriateness and general adequacy of results obtained.

**Major Duties**

Serves as a scheduler in the Work Reception and Scheduling Branch, ERMD, DPW. Plans and schedules the work requirements for all elements of the shop operations through coordination with material coordinator, planners, estimators, shop foremen and administrative personnel in the head office of each function.

1. Plans work schedules and determines man-hours, material and equipment availability for service orders (SO), individual job orders (IJO) and standing operation orders (SOO); prepares master and weekly schedules of major jobs which will use the total work force most effectively in accordance with AR 420-17 and DA Pam 420-6. Makes necessary adjustment for rescheduled work.
2. Reviews pending IJOs for advance planning for accomplishment of work in the sequence of priorities and seasonal requirements. Determines man-hour availability for craft shops by each category of overhead, SOO, SO, and IJOs; determines required material and equipment in coordination with appropriate personnel in the operating elements; reviews unit backlog, analyzes various data on resources, and prepares shop work schedules for release to shops.
3. Maintains a continuous surveillance over supplies required for individual jobs, which are readily obtainable or those which are back ordered, to ensure timely job scheduling and to prevent unnecessary work delays or stoppages after job orders are directed to shops for accomplishment. Maintains records and suspense controls of jobs in progress and those pending completion.
4. Controls minor IJOs to ensure that sufficient amount of minor work is generated in order to allow adequate use of resources. Maintains status information on work scheduled and in progress. Prepares and presents proposed master schedule to weekly scheduling meeting for review and establishment; prepares minutes of the weekly scheduling meeting. Prepares Facilities Engineer (FE) weekly unit schedules from approved master schedule in such a way to achieve best productivity; revises schedule to meet changing conditions and to prevent work stoppage. Coordinates with supply and operating elements and material coordinator to maintain sufficient IJOs backlog for future scheduling. Prepares SOO for preventive maintenance work and fixed plant operation.

5. Prepares unit backlog and work force distribution, analyzes deviations from objectives, and recommends corrective action to increase productivity through proper distribution of shop work forces and adequate level of work backlog. Evaluates FE weekly unit schedules to determine shop scheduling effectiveness and presents recommendations for management improvement action. Prepares major IJO listing and IJO backlog data, and assists in the formulation of Annual Work Plan, Unconstrained Requirement Reports, and Long-range Work Plan.

6. Maintains visual control boards for awaiting schedule and master schedule. Maintains suspense copies of IJOs which reflect the status of jobs planned and in progress.

Performs other duties as assigned.

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Fire Communications Operator, KGS-0303-05

SJD-S004

**Supervisory Controls**

Receives limited supervision during day-to-day operations. Fire Chief or other supervisor is usually available for advice as needed and reviews work through occasional monitoring and observation of operations.

**Major Duties**

Performs work involved in the operation of radio and telephone equipment receiving and transmitting fire alarms, alerts and other messages in text or code. Receives fire reports with such information as location, name of person reporting fire and type of fire. Dispatches fire fighting personnel and apparatus to scenes of fires in accordance with run-schedule. Notifies Fire Chief and other officials concerned of fires or alerts. Maintains contact with fire fighting personnel at scene of fires to obtain fire fighting status. Dispatches reinforcements as necessary. Performs minor maintenance on radios, switchboard and telephone equipment. May perform related clerical duties, such as maintaining run card files to show correct routes and building numbers; maintaining logbook entering information on movement of fire fighting personnel, apparatus, equipment, etc. Serves as an interpreter for Fire Chief.

Performs other duties as assigned.

**Fire Protection Inspector, KGS-0081-05****SJD-M304****Supervisory Controls**

Work is performed under the administrative supervision of the Fire Chief and/or other supervisor in the Emergency Services Division who is available for advice and assistance as needed in resolving difficult or unusual/unfamiliar problems. Incumbent independently carries out recurring work assignments. Day-to-day decisions and recommendations are made in accordance with specific guidelines and are reviewed with the Fire Chief and/or Supervisory Personnel for overall adequacy and completeness.

**Major Duties**

1. Establishes and maintains continuing contacts with all levels of operating officials and employees to obtain their compliance with fire prevention measures and to promote cooperative relations. Makes/recommends changes in basic fire protection and prevention systems and equipment, procedures, or regulations. Inspects warehouses, shops, medical facilities, offices, living quarters, and other facilities and storage areas for violations of fire regulations and for conditions contribution to fire hazards. Inspects new construction, modified or altered buildings to see that necessary fire precautions have been taken. Typical inspections include electrical systems and equipment; storage of a wide variety of flammable materials in warehouses; storage and use of oxygen and other compressed gases; painting and welding in areas where a certain degree of fire hazard is unavoidable.
2. Performs fire prevention inspections for all facilities located within assigned area of responsibility. Participates in preliminary investigations of causes of fires by inspecting damaged areas and interviewing witnesses. May appear as a witness before courts or boards of inquiry.
3. Checks for compliance with local and higher echelon fire regulations, National Fire Protection Association (NFPA) standards and requirements of existing technical manuals and publications. Searches technical manuals, for codes or trade books to ascertain the fire characteristics for new or unusual types of combustible or other hazardous materials, and questions of operating personnel as to their identification. Determines measures to reduce or eliminate the potential for fire or explosion. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exits, and combustible material storage. Checks fixed protection systems and equipment for proper placement. Performs tests and minor maintenance and repair to ensure operational condition. Installs and maintains fire extinguishers. Conducts training for installation employees in basic fire protection methods.
4. Reviews and maintains correspondence pertaining to the building custodian program. Prepares comprehensive reports of conditions found, to include recommendations for necessary corrective action. Maintains necessary records for follow-up to secure corrective actions. Investigates and compiles data for fire incident reports.

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Performs other duties as assigned.

NOTE: This position is a trainee (Entry Level), leading to KGS-6.

Fire Protection Inspector, KGS-0081-06

SDJ-S017

**Supervisory Controls**

Work is performed under the administrative supervision of the Fire chief and/or other supervisor in the Emergency Services Division who is available for advice and assistance as needed in resolving particularly difficult problems. Incumbent independently carries out recurring work assignments. Day-to-day decisions and recommendations are made in accordance with established National Fire Protection Association standards and specific guidance from the Fire Chief and/or assistant Chief/senior supervisory personnel.

**Major Duties**

1. Establishes and maintains continuing contacts with all levels of operating officials and employees to obtain their compliance with fire prevention measures and to promote cooperative relations. Makes/recommends changes in basic fire protection and prevention systems and equipment, procedures, or regulations. Typical inspections include facilities which contain a substantial amount and variety of combustible or valuable materials, supplies, and equipment stored and/or used, e.g., rubber, chemicals, electronic data processing equipment, electronic simulators or training equipment; a variety of shops (machine shops, paint shops, carpenter shops), which present work situations with partially uncontrollable hazardous conditions, such as welding in unprotected areas, machining and grinding of exotic metals, and painting in an insufficiently ventilated area; airfield activities which involve a moderate number of aircraft movements, e.g., 100-200 daily that normally carry passengers or cargo with relatively low fire potential; a medical facility where hazards include inpatients confined to beds; inspecting at installations where the nature of hazards and the similar working situations are typically at a moderate to high degree of risk; etc.
2. Performs comprehensive fire prevention inspections for all facilities located within assigned area of responsibility including high hazards areas such as petroleum lubricant areas, warehouses, ammunition storage and loading and off-loading zones. Participates in preliminary investigations of causes of fires by inspecting damaged areas and interviewing witnesses. May appear as a witness before courts or boards of inquiry.
3. Checks for compliance with local and higher echelon fire regulations, National Fire Protection Association (NFPA) standards and requirements of existing technical manuals and publications. Searches technical manuals for codes or trade books to ascertain the fire characteristics for new or unusual types of combustible or other hazardous materials, and questions of operating personnel as to their identification. Determines measures to reduce or eliminate the potential for fire or explosion. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exits, and combustible material storage. Checks fixed protection systems and equipment for proper placement. Performs tests and minor maintenance and repair to ensure operational condition. Installs and maintains fire extinguishers. Conducts training for installation employees in basic fire protection methods.

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4. Reviews and maintains correspondence pertaining to the building custodian program. Prepares comprehensive reports of conditions found to include recommendations for necessary corrective action. Maintains necessary records for follow-up to secure corrective actions. Investigates and compiles data for fire incident reports.

Performs other duties as assigned.

Fire Protection Inspector, KGS-0081-07

SJD-S018

**Supervisory Controls**

Work is performed under the administrative supervision of the Fire Chief, Assistant Chief, and/or other senior supervisory personnel who are available for advice and assistance as needed in resolving particularly difficult problems. Incumbent independently carries out work assignments. Day-to-day decisions and recommendations are made in accordance with established National Fire Protection Association (NFPA) standards and specific guidelines and are reviewed for overall adequacy and completeness. Work is normally expected to be technically correct.

**Major Duties**

1. Establishes and maintains continuing contacts with all levels of operating officials and employees to obtain their compliance with fire prevention measures and to promote cooperative relations. Makes/recommends changes in basic fire protection and prevention systems and equipment, procedures, or regulations. Typical inspections include large shops engaged in industrial or maintenance and repair activities such as production of explosive materials and use of highly toxic or flammable liquids, major overhaul and repair of tracked vehicles, aircraft and rockets, or extensive ship construction and repair; storage and movement of large quantities of highly flammable or explosive materials, such as gasoline and other fuels, conventional explosives, or chemicals; airfield activities which involve aircraft with large quantities of fuel, conventional weapons, and other materials that have the potential to explode within seconds after a fire starts; a large hospital with patients whose physical or mental condition severely limits their ability to protect themselves in the event of a fire; installations where the nature of hazards and similar work situations are typically at the complex/high risk hazards level; etc.
2. Performs comprehensive fire prevention inspections for all facilities located within assigned area of responsibility including high hazard areas such as petroleum/lubricant areas, warehouses, ammunition storage and loading and off-loading zones. Participates in preliminary investigations of causes of fires by inspecting damaged areas and interviewing witnesses. May appear as a witness before courts or boards of inquiry.
3. Checks for compliance with local higher echelon fire regulations, National Fire Protection Association (NFPA) standards and requirements of existing technical manuals and publications. Searches technical manuals for codes or trade books to ascertain the fire characteristics for new or unusual types of combustible or other hazardous materials, and questions of operating personnel as to their identification. Determines measures to reduce or eliminate the potential for fire or explosion. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exits, and combustible material storage. Checks fixed protection systems and equipment for proper placement. Performs tests and minor maintenance and repair to ensure operational condition. Installs and maintains fire extinguishers. Conducts training for installation employees in basic fire protection methods.

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4. Reviews and maintains correspondence pertaining to the building custodian program. Prepares comprehensive reports of conditions found to include recommendations for necessary corrective action. Maintains necessary records for follow-up to secure corrective actions. Investigates and compiles data for fire incident reports.

Performs other duties as assigned.

**Housing Management Assistant, KGS-1173-07****SJD-S352****Supervisory Controls**

Works under the general supervision of the Housing Manager who makes assignment by defining project requirements, work priorities, and assisting the incumbent with extreme situations or unique problems. The incumbent exercises resourcefulness and initiative while completing assignments in accordance with established housing policies, instructions, and directives. Work is reviewed in terms of adequacy, effectiveness and compliance with regulations, procedures and general instructions.

**Major Duties**

Serves as the Family Housing Management Assistant responsible for administering the family housing program, maintenance of housing, and general administrative clerical functions associated with assignment, termination, and inventory of housing furniture involving government controlled and leased quarters.

1. Performs a variety of technical work involved in the administration and operation of the family housing management program. Performs and/or participates in the conduct of surveys and studies such as segmented market analysis and the housing justification process requiring the knowledge of the housing program, rules and regulations. Participates in conducting initial and exit interviews with key management personnel to include Commanders, Korean National Housing Corporation, Realtors and home owners. Obtains information concerning housing trends, availability, price trends, new construction, adequacy standards and locations. Makes on-site appraisals of housing suitability. Prepares reports and recommendations to supervisor identifying housing alternatives such as construction, build-to-lease and rentals. Assists supervisor in preparation of necessary survey and justification documents.
2. Administers the Government quarters leased rental program and substandard housing program. Working from projected housing requirements, develops accommodation forecasts to ensure availability of housing units to meet future requirements. Determines requirements and develops justification for family housing leasing allocations with consideration of the number of incoming and outgoing personnel by grade, priority, number of dependents, accompanied furniture, etc. Interviews housing applicants to determine eligibility by their order, priority and availability of vacant housing. Certifies the availability of government family quarters for service members who are applying for command sponsored positions. Monitors the assignment of tenants to available quarters, and schedules pre-occupancy, pre-termination, and termination inspection. Contacts current occupants as their DEROS dates approach, and arranges schedules for both pre-termination and final termination check-outs. Determines authorized allowances and issues nonavailability certificates as required. Prepares assignment and termination orders for tenants, finance office and unit distribution.

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3. Develops recommendation forecasts to ensure availability of Government Owned housing to meet future requirements. Determines requirements and develops justification for family housing with consideration of numbers of incoming and outgoing personnel by grade, priority, numbers of dependents, etc. Reviews and analyzes all the applications for family housing assignments submitted by the command sponsored EMs and Officers up to general level for validity, eligibility and priority. Establishes priority for each application, relative to one another and prepares and maintains waiting list and assignment/termination schedules considering fairness and equity, and based on applicable DA regulations, local policies and guidelines. Counsels applicants regarding the availability, type, size, location of housing, household shipment requirements, transient family housing resources and temporary lodging allowance entitlements.

4. Maintains constant liaison with maintenance elements of Facilities Engineer to provide adequate and timely maintenance and repair of family housing. Coordinates with maintenance personnel to review and assure propriety of proposed maintenance or repair, and the estimates costs thereof; initiates job orders for housing maintenance authorizing work. Evaluates the quality of maintenance and repair, inspecting repair and maintenance work as necessary to assure adequacy. Recommends areas of alternative maintenance of repair procedures based upon quality, timeliness or costs of services, such as services to be placed on contract, local procurement or other appropriate action to reduce costs and increase effectiveness of the use of housing facilities. Assists supervisor in resolving a variety of housing problems by assembling facts, evaluating information, and drafting reports. Prepares semi-annual occupancy/vacancy reports with a detailed narrative analysis and review. Coordinates with contractor representatives to insure timely and proper performance of repair, maintenance and cleaning during the period of check-in and check-out of the tenants. Advises USFK families (sponsors) of Transient Lodging Allowance (TLA) entitlements, when applicable, to both arriving and departing sponsors, and in accordance with applicable, to both arriving and departing sponsors, and in accordance with applicable Department of Defense Joint Travel Regulations, personnel regulations, and local standards and policy. Seeks advice and interpretation, with the prime agencies/offices responsible for this matter, namely, the servicing Finance (Disbursing) Office, the servicing personnel unit, or through direct contact with the Eighth U.S. Army J1 (Personnel) Section. In accordance with such regulations and guidelines, reviews and analyzes sponsors requests for TLA, checks and interprets such requests for validity and authenticity to include dates and costs for lodging, meals, transportation, laundry, and miscellaneous, either on-post or off-post computes the TLA entitlement, and prepares appropriate documents for submission, subject to review and signature of the Housing Project Manager.

Performs other duties as assigned.

**Housing Project Assistant, KGS-1173-07****SJD-S137****Supervisory Controls**

Work is performed under the general supervision of billeting officer who furnishes work assignments and periodically checks on the progress of work and problems being encountered through consultation with the incumbent. Completed assignments are evaluated for adherence to instructions, standards and regulations.

**Major Duties**

Serves as assistant to the billeting officer performing one of the following functions: (a) as manager of hotel-type permanent BOQ/BEQ facility; (b) as manager of large transient billeting facilities for officers and civilian employees; (c) as manager of VIP billeting facilities. Provides information and service to visiting dignitaries of all ranks, both military and civilian. Supervises a group of maids, laborers/maintenance workers. Trains personnel in accepted methods and procedures for maintaining rooms. Establishes work schedules and assigns personnel to work in the specified areas. Inspects quarters daily to ensure that they are clean and provided with authorized necessary supplies. Notes repairs needed and initiates requests for such service. Maintains time sheets, computes payrolls and pays personnel. Initiates requisitions for necessary supplies determining nomenclatures, stock numbers and quantities of supplies needed. Maintains or supervises the maintenance of a visitors' register showing dates, names and billet fees of personnel quartered.

Performs other duties as assigned.

### **Supervisory Controls**

Works under the general supervision of the Chief, Housing Division with responsibility for the Community Home Finding Relocation and Referral Service (CHRRS) program. Recurring assignments such as counseling applicants, inspecting off-post housing, or processing and negotiating tenant complaints are accomplished with considerable independence. Plans and executes all work necessary to accomplish the mission within the framework of established policy and procedures. Non-routine problems are discussed with superior for resolution. Work is subject to periodic review for compliance with procedures and regulations.

### **Major Duties**

Performs a variety of duties required to administer the Housing Referral Program for the installation. Duties include utilizing the Community Home Finding Relocation and Referral Service, an automated program to effect maximum intra-and inter-service coordination using a single joint office where suitable and orient military families and civilian families who require off-post housing accommodations and takes a positive, aggressive action to obtain maximum listings. Interprets regulations, directives and instructions received from higher headquarters and used judgment in interpreting and applying these guides.

1. Develops separate listings of houses and apartments which may be rented. All listings are prepared in accordance with DOD policy of nondiscrimination. Establishes working relations with housing project operators and managers, real estate brokers, news media, and property managers to encourage open housing policies (as required for DOD personnel) and to maintain listings current. Develops procedures for obtaining signed assurance of nondiscrimination for all housing listed. Prepares a brochure of available schools, churches, shopping centers, bus routes and other community facilities for use in counseling housing applicants. Determines zones of suitability from a standpoint of commuting distance/time for housing to be listed. Periodically checks zones established for changes in traffic loads, patterns and travel time. Coordinates with applicable traffic authorities. Negotiates lease agreements between tenant and landlord to ensure both parties interests are protected.
2. In coordination with the Chief, Housing Division, develops standards of location, suitability and condition, prerequisite to acceptance of rental listings for DOD personnel applying for housing assistance. Inspects housing listed for general conformance with such standards or to determine any corrections necessary to meet the standards for listing. Schedules periodic reinspection in problem areas. As necessary exercises tact and diplomacy in coordinating correction of health, safety, or fire hazards with proper authorities when necessary. Responsible for arbitrating disputes between renters and landlords. Able to properly evaluate and effectively deal with such disputes in an equitable and humanitarian manner. Must be generally conversant on applicable ordinances and regulations affecting occupancy of listed housing by DOD personnel. Counsels personnel applying for housing as to general practice in leasing, deposits required, key money, money reconversion and responsibility of occupant in normal care of premises, and maintenance which may be expected from the owner/management. Secures reports from personnel of housing obtained or reasons for failure to obtain suitable housing.

3. Represents the installation in meeting with such municipal, county or agencies. Establishes procedures which will ensure positive control of the advertising of rentals on official media under the control of the command. Maintains daily records of the numbers of housing applicants by type of housing desired for statistical purposes. Prepares maintains, and submits to higher headquarters reports as necessary and required by regulation. Develops procedures and instructions concerning housing referral activities to obtain adequate private housing in the local community. Directs the processing of eligible personnel. Compiles and maintains of rental and sale lists of dwellings available in the listing area; and dissemination of information regarding all functions of the referral function. Counsels outgoing soldier on relocating to their next duty station. Assists soldier in the preparation/computations of mortgage forms to determine whether a soldier is eligible to purchase a home at his next duty station. Provides housing relocation information for service members new area of assignment prior to permanent change of station

4. Serve as system coordinator and operator of the Housing Operation Management System (HOMES) for Housing Division throughout the servicing area include Family Housing, CHRRS Furnishings and Billeting modules. Responsible for the maintenance of all systems in the servicing area. Performs staff assistance visits and training sessions on systems. Develops new data bases within Housing Management. Receives software updates to automated Housing Programs (HOMES & CHRRS) works with developers of programs to report problems with application and recommends possible actions to correct problems. Also works with other program users within the installation to resolve problem areas. Prepares necessary operator instructions and orients personnel of staff element concerned as appropriate.

Performs other duties as assigned.

**Supervisory Controls**

Work is performed under general supervision of a Human Resources Specialist (Recruitment/Placement) or administrative unit supervisor who provides instructions and interpretations of the Federal Personnel Manual and its supplements pertaining to personnel actions, agency and command manuals, policy statements and key precedent setting actions. Work is evaluated primarily on ability to perform work independently and complete it in timely fashion.

**Major Duties**

Assigned to the staff of a centralized area civilian personnel office servicing a large number of units and organizations located within the geographical area of responsibility. Performs a variety of clerical and administrative work involved in the examination and processing of all types of personnel actions and in the maintenance of position control and personnel authorization files.

1. Examines and processes personnel action requests received from designated units in compliance with applicable regulations, policies and procedures; examines the requests to determine the need of preliminary approval of other technical branches of the Civilian Personnel Advisory Center/Civilian Personnel Office; ensures that all necessary personnel forms are present, complete, internally consistent and in compliance with information available in office records; and obtains additional or correct information if necessary. Prepares personnel correspondence (such as, notification of personnel actions, notices of reduction-in-force, change to lower grade, step increases, etc.) for review and signature of the approving official. Maintains position control and personnel authorization files; responsible for compliance with space voucher to preclude hiring in excess of space authorization; posts to position control cards types of action taken, job titles, grades, steps and effective dates based on personnel actions processed. Examines proposed actions against position control cards to determine availability of position/space ceilings, creditable time for completion of trial period and correct application to individual cases of standard terminology.

2. Answers inquiries and provides information regarding personnel policies, procedures and regulations covering standard personnel actions. Refers the more complex questions to supervisor. May technically supervise clerical personnel of lower grade. Makes written/verbal translations, from English into Korean and vice versa, of information, documents and conversations.

Performs other duties as assigned.

Human Resources Assistant (Office Automation), KGS-0203-05

SJD-K021

**Supervisory Controls**

Supervisory controls consist of assignment of work and general oral or written instructions concerning new assignments, priorities, changes in regulations, standing operating procedures and policies. Work is performed on own initiative in compliance with regulations, policies and procedures. Supervisor is available and does provide assistance and guidance in resolving unusual problems on interpretation of policy and regulations.

**Major Duties**

Performs a wide variety of clerical tasks pertinent to assignment, enlistment, reenlistment, promotion, discharge, retirement, preparation of general and special orders, maintenance of files and other processing actions for officer/enlisted personnel.

1. Processes personnel actions for arriving and departing military personnel. Determines correct primary and secondary military occupational specialties; examines records of personnel for data essential in determining character of discharge; determines reserve obligation; determines eligibility of lower grade officers for promotion; performs difficult coding of information of a complex nature which covers a wide range of program activities and data, and requires exercise of judgment and thorough familiarity with rules, regulations and policies; determines eligibility for decorations and awards. Uses discretion in choosing and selecting proper actions from a large number of procedural guides. Interviews personnel to obtain data necessary to complete a variety of actions, or secures information from previously completed files and records. Initially determines eligibility of the individual for the requested action from a technical knowledge of applicable regulations. Refers regulatory matters which require major changes to program to supervisor. Answers a variety of inquiries from personnel being processed, (for example, explains well-defined policies of the Standby and Retire Reserve).
2. Types correspondence which requires reference to regulations, related correspondence, precedents and guides pertinent to the area of military personnel administration. Assists in preparing efficiency reports and advises on procedures to be followed.
3. Sets up and maintains all required forms, records and files pertaining to assigned work. Makes additions, revisions, or deletions to records or files to keep them current, complete and accurate in compliance with regulations, policies and procedures.

Performs other duties as assigned.

**Supervisory Controls**

Receives general supervision from the Human Resources Officer or Chief, Personnel Services Branch who outlines overall program objectives and policies. The supervisor or senior personnel management specialist provides technical guidance or assistance as needed. The incumbent determines approach and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to advise customers and complete technical position and personnel actions. Informs the supervisor or senior specialist of current trends, identified problems, or potential controversies and recommends solutions. Completed work is reviewed in terms of accomplishment of program goals, compliance with established policy and customer satisfaction.

**Major Duties**

Serves as Civilian Personnel Advisory Center Human Resources Specialist providing Korean National (KN) personnel program support for assigned organizations. Provides personnel management support to complex, unstable organizations involving a wide variety of difficult position and personnel actions with management advisory services related to issues or problems in a specific program. Other positions may include less complex, stable organizations with difficult advisory services requiring consideration of the total personnel management program. Applies a comprehensive knowledge of KN position classification, management-employee relations, labor relations, recruitment and placement, and human resource development personnel programs to advise and assist management in accomplishing their personnel management responsibilities. Within the breadth and complexity described above, performs assignments in two or more of the following functions:

1. Position Management and Classification:

a. Provides advice and assistance to organizational commanders and managers on: Realignments and Reorganizations, Position management, to include organization and position design supervisory ratios, career ladders, job enrichment and dilution, and streamlining action; classification and classification grievance procedures to include assisting in preparation of adequate job descriptions and administrative processing of grievance packages; classification criteria and their general applicability to a given job; use of standard job description; and use of other job/classification tools to include information about how deviations are likely to affect the final decision.

b. Provides the following services: Gathering position information for consistency reviews required by higher echelons to include auditing employees, reviewing job descriptions, and reporting to the Civilian Personnel Operations Center (CPOC). Participating in wage and benefits surveys and/or provide information or administrative assistance during the survey. Performing special salary rate, compensations, or local price studies. Providing information and input to CPOC and/or automated personnel systems on organizational elements and key staff

as required for establishment and maintenance of organization tables and system access tables. Preparing regular and special reports for managers and higher echelons. Conducting local training and orientation on position management and classification matters.

2. Employment Services:

a. Provides organizational managers, supervisors, committees, and coordinating offices with advice and assistance for the following employment matters relating to employment, staffing, and benefits. Recruitment and recruitment methods, labor market, past practices, etc. General reduction in force and transfer of function information in conjunction with downsizing to include competitive area, notification requirements, information on severance payments, and out-placement options. This includes providing such information to employees and unions at organizational briefings, etc.

b. Provides advice and assistance employees, applicants, and family members on the following matters: Application processes and procedures and general eligibility requirements. Pay, retirement, benefits, allowances, entitlements, and claims to include counseling on basic provisions and options and initiating paperwork for final processing at the CPOC and/or at the finance and accounting office (e.g., KN condolence payments). In processing to include completion of forms (manual and automated), etc. CPAC will assist the installation/activity with new employee orientation by presenting the portion on civilian personnel provisions. Death cases to include assisting the family with entitlements, support services, and claims. Work closely with CPOC to arrange expeditious processing.

3. Labor & Management Employee Relations:

Provides advice and assistance on performance, conduct, discipline, and adverse actions issues to managers and supervisors within assigned organizations in the following area: Disciplinary and adverse action options and procedures; separation actions; incentive awards; performance management; proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc.; grievances; both administrative and under negotiated procedures; settlement agreements; alternative dispute resolution for resolving disputes at the informal level; union notification on changes to conditions of employment that affects bargaining unit employees at the local level; suitability cases; local community issues related to KN employees.

4. Human Resource Developments (HRD).

a. Provides advice to organizational managers and supervisor on training strategies to improve organizational or individual performance to include Human Resource Development program planning to meet the organizations strategic priorities; use of training needs assessment survey instruments, developed by the CPOC; sources of training and other HRD marketing strategies; and training plan requirement, e.g., ACTEDS or Individual Development Plans required by regulation.

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b. Validates local training requirements. Analyzes the overall installation/activity HRD annual training program and provide input to the CPOC for consolidation of theater training requirements. Coordinates with the CPOC installation/activity requirements, budget, and regional delivery. Coordinates all on-site training. Ensures on-site training facilities are available, open, and ready. Ensures training materials and equipment are ready. Conducts on-site training classes as required.

Performs other duties as assigned.

**Human Resources Specialist, KGS-0201-09**

SJD-S374

**Supervisory Controls**

Receives general supervision from the Civilian Personnel Advisory Center (CPAC) Director, who outlines overall program objectives and policies. The supervisor or senior personnel management specialist provides technical guidance or assistance as needed. The incumbent determines approach and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to advise customers and complete technical position and personnel actions. Informs the supervisor or senior specialist of current trends, identified problems, or potential controversies and recommends solutions. Completed work is reviewed in terms of accomplishment of program goals, compliance with established policy and customer satisfaction.

**Major Duties**

Serves as CPAC Human Resources Specialist providing both United States (US) and Korean National (KN) personnel program support for assigned organizations. Also serves as CPAC automation specialist and as information systems administrator with responsibility for the day-to-day maintenance and operation of civilian personnel automated data systems used in the CPAC. Provides personnel management support to complex, unstable organizations involving a wide variety of difficult position and personnel actions with management advisory services related to issues or problems. Other positions may include less complex, stable organization with difficult advisory services requiring consideration of the total personnel management program. Applies a significant knowledge of both US and KN position classification, management-employee relations, labor relations, recruitment and placement, and human resource development personnel programs to advise and assist management in accomplishing their personnel management responsibilities. Within the breadth and complexity described above, performs the following assignments.

**1. Position Management and Classification:**

a. Provides advice and assistance to assigned organizational commanders and managers on: Realignments and reorganization, position management, to include organization and position design, high-grade reductions, supervisory ratios, career ladders, job enrichment and dilution, and streamlining actions; classification and classification appeal procedures to include assisting in preparation of adequate job descriptions and administrative processing of appeals packages; and use of FASCLASS job descriptions and other job classification tools to include information about how deviations are likely to affect the final decision.

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b. Provides the following services: Gathering position information for consistency reviews required by higher echelons to include auditing employees, reviewing descriptions, and reporting to the Civilian Personnel Operations Center (CPOC). Participating in wage and benefits surveys and/or provide information or administrative assistance during the survey. Performing special salary rate compensation, or local prime studies. Providing information and input to CPOC and/or automated personnel systems on organizational elements and key staff as required for establishment and maintenance of organization tables and system access tables. Preparing regular and special reports for managers and higher echelons.

### 2. Employment Services.

a. Provides organizational managers, supervisors, committees, and coordinating offices with advice and assistance for the following employment matters relating to employment, staffing, and benefits: Recruitment and affirmative employment strategies, recruitment methods, labor market, past practices, etc. General reduction in force and transfer of function information in conjunction with downsizing to include competitive area, notification requirements, assignment rights, severance payments, and placement options. Development of crediting plans to include job analysis, specialized recruitment requirements, and ranking factors (i.e., Knowledge, Skills, and Abilities). Ranking panel requirements to include administrative scheduling of the panel and technical guidance on the ranking process to the panel. Assists the CPOC when subject matter expert (SME) evaluation is required by arranging for a SME to evaluate applications. Initiation of career referral requests to include CPAC receipt of priority placement/priority referral program clearance by the CPOC. Arranges access to official personnel records managed by the CPOC.

b. Provides advice and assistance employees, applicants, and family members on the following matters: Job information from CPOC and other Federal agency and announcements. Application process and procedures and general eligibility requirements to include presenting civilian personnel information at installation/activity transition assistance seminar. Pay, retirement, benefits, allowances, entitlements, and claims to include counseling on basic provisions and options and initiating paperwork for final processing at the CPOC and/or at the finance and accounting office (e.g., KN condolence payment) and/or Office of Workers' Compensation Programs (OWCP) (e.g., continuation of pay). In processing to include completion of forms (manual and automated), etc. CPAC will also assist the installation/activity with new employee orientation by presenting the portion on civilian personnel provisions. Open Season for insurance/Thrift Savings Plan (TSP) programs to include disseminating brochures and information on behalf of the CPOC, assisting with preparation of change requests, and sending documents to CPOC for final processing. Death cases to include assisting the family with entitlements, support services, and claims. Work closely with CPOC to arrange expeditious processing.

3. Labor & Management Employee Relations.

Provides advice and assistance on performance, conduct, discipline, and adverse action issues to managers and supervisors within assigned organizations in the following areas: Disciplinary and adverse action options and procedures; separation actions; incentive awards; performance management; proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc.; grievances, both administrative and under negotiated procedures; settlement agreements; alternative dispute resolution for resolving disputes at the informal level; union notification on changes to conditions of employment that affects bargaining unit employees at the local level; suitability cases; and local community issues related to KN employees.

4. Human Resource Development (HRD).

a. Provides advice to organizational manager and supervisor on: Training strategies to improve organizational or individual performance to include HRD program planning to meet the organization's strategic priorities; use of training needs assessment survey instruments developed by the CPOC; sources of training and other HRD marketing strategies; training plan requirements, e.g., ACTEDS or Individual Development Plans required by regulation; career program requirements; and assessment of training needs.

b. Validates local training requirements. Analyzes the overall installation/activity HRD annual training program and provide input to the CPOC for consolidation of theater training requirements. Coordinates with the CPOC for installation/activity requirements, budget and regional delivery. Coordinates all on-site training. Ensures on-site training facilities are available, open, and ready. Ensures training materials and equipment are ready. Conducts on-site, training classes as required.

5. Personnel Systems Management:

a. Maintains the civilian personnel automated systems and hardware for the CPAC. Provide advice, assistance, and training to area users on the Modern Defense Civilian Personnel Data System (MDCPDS). Provides advice and assistance to civilian personnel staff an operation and continual maintenance of personnel systems and on capabilities available to assist them in their day-to-day decisions, such as data stored, methods of retrieval, and interrelationships of data. Applies a practical knowledge of civilian personnel functions to determine where improvements are possible and/or what procedures need to be changed to permit meaningful use of automation equipment and programs.

b. Monitors automated processing (job independent data handling, buffer storage management, input/output device interfacing, and on-line peripheral service functions). Performs daily download, system backup, and monitors operations and maintenance of base-level MDCPDS. Troubleshoots problems to identify system failures and isolate the source of problems approved by higher authorities as necessary. On system software, devises temporary fixes, documents problems, and refer problems to systems administrator or senior specialist for permanent resolution.

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c. Monitors daily file maintenance through review of transaction registers and source documents, and use of deferred and immediate inquiry techniques. Monitors implementation of change packages and completion of recurring processing requirements. Prints, reviews and purges daily system output products, including recurring and special reports. Assists in building and maintaining automated system local and unique tables. Monitors system enhancements, modifications, and conversions provided by a system release. Identifies need for changes in input data, required output, elimination of unessential steps, development of shortcuts. Anticipates impending changes in reporting requirements and similar applications requirements. Researches coding problems, traces personnel transitions through functional areas, determines corrective action and provides guidance to correct and prevent future coding problems. Works with civilian personnel staff to identify and correct invalid data. Maintains the register for problem tracking and audit trail purposes. Follows up to ensure corrective action is accomplished.

d. Provides technical guidance to and works with civilian personnel staff in their formulation of output Business Objects Applications (BOAs). Provides assistance and/or prepares BOAs needed to support functional missions, produce statistical reports, or monitor program applications. Interprets MDCDPS requirements and recommends appropriate action to correct or improve application and use of BOAs. Provides training and instruction related to system routines, modifications and procedures, and complex BOAs writing.

e. Serves as information system network administrator for the Area III CPAC portion of Korea region civilian personnel automation program. Provides technical expertise on system operations, hardware, and a wide variety of personnel applications and programs. Exercises responsibility for local area network (LAN) development, maintenance, modification and configuration Management.

Performs other duties as assigned.

**Human Resources Specialist, KGS-0201-11****SJD-S375****Supervisory Controls**

Receives general supervision from the Chief, Personnel Services Division, who outlines overall program objectives and policies. The supervisor or senior personnel management specialist provides technical guidance or assistance as needed. The incumbent determines approach and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to advise customers and complete technical position and personnel actions. Informs the supervisor or senior specialist of current trends, identified problems, or potential controversies and recommends solutions. Completed work is reviewed in terms of accomplishment of program goals, compliance with established policy and customer satisfaction.

**Major Duties**

Serves as Civilian Personnel Advisory Center (CPAC) Human Resources Specialist providing both United States (US) and Korean National (KN) personnel program support for assigned organizations. Provides personnel management support to complex, unstable organizations involving a wide variety of difficult position and personnel actions with management advisory services related to issues or problems in a specific program area. Other positions may include less complex, stable organizations with difficult advisory services requiring consideration of the total personnel management program. Applies a comprehensive knowledge of both US and KN position classification, management-employee relations, labor relations, recruitment and placement, and human resource development personnel programs to advise and assist management in accomplishing their personnel management responsibilities. Within the breadth and complexity described above, performs assignments in two or more of the following functions:

1. Position Management and Classification.

a. Provides advice and assistance to assigned organizational commanders and managers on: Realignments and reorganizations, position management, to include organization and position design, high-grade reductions, supervisory ratios, career ladders, job enrichment and dilution, and streamlining actions; classification and classification appeal procedures to include assisting in preparation of adequate job descriptions and administrative processing of appeals packages; classification criteria and their general applicability to a given job; and use of FASCLASS, standard job descriptions, and other job/classification tools to include information about how deviations are likely to affect the final decision. Special job considerations such as for environmental differential pay or hazardous duty pay determinations, emergency essential employment condition, or exclusion from career program. (Managers will make all final decisions, document the description, prepare implementing personnel action requests, and notify the servicing Finance and Accounting Office as appropriate.)

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b. Provides the following services: May participating in wage and benefits surveys and/or provide information or administrative assistance during the survey. Performing special salary rate, compensation, or local price studies. Providing information and input to CPOC and/or automated personnel systems on organizational elements and key staff as required for establishment and maintenance of organization tables and system access tables. Preparing regular and special reports for managers and higher echelons. Conducting local training and orientation on position management and classification matters.

### 2. Employment Services.

a. Provides organizational managers, supervisors, committees, and coordinating offices with advice and assistance for the following employment matters relating to employment, staffing, and benefits: Recruitment and affirmative employment strategies, recruitment methods, labor market, past practices, etc. General reduction in force and transfer of function information in conjunction with downsizing to include competitive areas, notification requirements, assignment rights, severance payments, and out-placement options. This includes providing such information to employees and unions at organizational briefings, town hall meetings, etc. Development of crediting plans to include job analysis, specialized recruitment requirements, and ranking factors (i.e. Knowledge, Skills, and Abilities). Ranking panel requirements to include administrative scheduling of the panel and technical guidance on the ranking process to the panel. Assists the CPOC when subject matter expert (SME) evaluation is required by arranging for a SME to evaluate applications. Initiation of career referral requests to include CPAC receipt of priority placement/priority referral program clearance by the CPOC. Tour extension decisions to include employee entitlements in case of negative decision. Mobilization planning, exercise participation, and civilian personnel provisions/conditions of employment for emergency essential employees. Special matters involving employment and entitlements to include advice, assistance, and background information to installation/activity security, police, ration control, CID, etc. Arranges access to official personnel records managed by the CPOC. KN employment/employee information required by local government agencies.

b. FECA program to include program provisions: This responsibility includes serving as the civilian personnel advisor on installation committees responsible for the program, reporting/filing of injury reports and compensation claims, obtaining medical documentation and supervisor statement, reviewing claims and forwarding them to OWCP, advising on advantages and procedures for buying back leave, monitoring employee status and costs, and advising on alternative employment options.

c. Provides advice and assists employees, applicants, and family members on the following matters: Job information from CPOC and other federal agency announcements. Application processes and procedures and general eligibility requirements to include presenting civilian personnel information at installation/activity transition assistance seminars. Pay, retirement, benefits, allowances, entitlements, and claims to include counseling on basic provisions and options and initiating paperwork for final processing at the CPOC and/or at the Finance and Accounting office (e.g. KN condolence payments) and/or at OWCP (e.g. continuation of pay). In processing to include oath of office, completion of forms (manual and automated), etc. CPAC will also assist the installation/activity with new employee orientation by presenting the portion on civilian personnel provisions. Open Season for insurance/TSP programs to include disseminating brochures and information on behalf of the CPOC, assisting with preparation of change requests, and sending documents to CPOC for final processing. Death cases to include assisting the family with entitlements, support services, and claims. Work closely with CPOC to arrange expeditious processing.

### 3. Labor & Management Employee Relations.

Provides advice and assistance on performance, conduct, discipline, and adverse actions issues to managers and supervisors within assigned organizations in the following areas: Disciplinary and adverse action options and procedures. Separation actions. Incentive awards. Performance management Proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc. Grievances, both administrative and under negotiated procedures. Settlement agreements. Alternative dispute resolution for resolving disputes at the informal level. Union notification on changes to conditions of employment that affects bargaining unit employees at the local level. Suitability cases. Local community issues related to KN employees.

### 4. Human Resource Development:

a. Provides advice to organizational managers and supervisors on: training strategies to improve organizational or individual performance to include Human Resource Development program planning to meet the organizations strategic priorities. Use of training needs assessment survey instruments developed by the CPOC. Sources of training and other HRD marketing strategies. Training plan requirements, e.g. ACTEDS or Individual Development Plans required by regulation. Career Program or Personnel Proponency requirements. Assessment of training needs.

b. Validates local training requirements. Analyzes the overall installation/activity HRD annual training programs and provides input to the CPOC for consolidation of theater training requirements. Coordinates with the CPOC installation/activity requirements, budget, and regional delivery. Coordinates all on-site training. Ensures on-site training facilities are available, open, and ready. Ensures training materials and equipment are ready. Conducts on-site training classes as required.

Performs other duties as assigned.

**Supervisory Controls**

Receives general supervision from the Human Resources Officer who outlines overall program goals and objectives. The incumbent determines approaches and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to independently advise customers and complete technical actions. Informs the supervisor of current trends, problems, and solutions. Work is reviewed for accomplishment of program goals, compliance with established policy and customer satisfaction.

**Major Duties**

Serves as a senior Human Resources Specialist providing both United States (US) and Korean National (KN) personnel program support for assigned organizations. Provides difficult management advisory services affecting highly complex, unstable organizations with a wide variety of difficult position and personnel actions which are often sensitive and extremely difficult in nature. Independently resolves difficult issues/problems requiring consideration of the total human resource management program. Applies a comprehensive knowledge of human resource management to advise on the full range of life cycle functions and assist management in accomplishing their human resource management responsibilities. Provides technical services on assigned portions of position management, classification, staffing, and human resource development programs; and provides the full range of technical support regarding management- employee relations and labor relations. Within the breadth and complexity described above, performs the following assignments.

1. Provides position management and classification advisory services to commanders, managers and employees of assigned organizations. Supported organizations activities typically include extremely complex position and organizational structures with closely aligned responsibilities. There are a substantial number of complex positions involving research and development work, high level managerial responsibilities, and jobs affected by new or emerging technology. Advises employees and managers on the position classification process, and use of the various classification tools such as classification and job standards, higher echelon decisions, and standard job descriptions. Assists managers and supervisors who exercise their delegated authority for classification by advising on classification processes, instructing on the automated classification system, assuring that all necessary technical work is completed prior to processing personnel actions to the Civilian Personnel Operations Center (CPOC), and explaining CPOC advisory opinions on classification decisions. Provides advice and assistance with classification appeal procedures; assures that appeal packages comply with DOD/OPM requirements prior to forwarding the package to CPOC. Advises on position management policies including supervisory ratios, appropriate use of assistant and leader positions, fragmented organizational structures, job restructuring, impact on positions or employees with planned reorganizations; and provides recommendations for improvements in position and organization structures considering the full range of life cycle requirements. Assists management with planning reorganizations such as consolidation or realignment of existing functions. Coordinates with CPOC and assists CPOC personnelists with implementing new structures and conducting other surveys and studies.

2. Provides advisory services on recruitment and placement actions requiring identification and analysis of management staffing problems, and development of solutions considering the total personnel management viewpoint. Exercises persuasiveness, imagination and insight in preparing and presenting recommendations to management. Advises management on recruitment strategies, Sources and special programs, which emphasize affirmative action in staffing positions. Makes suggestions and offers advice concerning the best-qualified candidates in keeping with DA staffing goals and programs. Assists management in the development of crediting plans to determine knowledge, skills, abilities and other characteristics necessary for the recruitment and placement of well-qualified candidates in internal or external competitive staffing actions. Assists in developing short and long range staffing plans to Forecast civilian personnel mission requirements, assess employee turnover patterns, review past recruitment practices, technological changes and local labor market conditions, and provide advice to managers on future staffing strategies.

3. Provides advice and assistance on performance, conduct, discipline, and adverse actions issues to managers all supervisors within assigned organizations in the following areas: Disciplinary and adverse action options and procedures. Separation actions. Incentive awards. Performance management Proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc. Grievances, both administrative and under negotiated procedures. Settlement agreements. Alternative dispute resolution for resolving disputes at the informal level. Union notification on changes to conditions of employment that affects bargaining unit employees at the local level. Suitability cases. Local community issues related to KN employees.

4. Provides human resource development support to assigned organizations. Coordinates CPOC training needs survey to identify employee and management needs, potential training sources and possible on-site training requirements. Coordinates local presentation of courses maintains attendance data and completes reporting requirements.

Performs other duties as assigned.

**Supervisory Controls**

Supervisor provides guidance and assistance on priorities, progress reporting and actions that become difficult, controversial or require application of guides and methods unfamiliar to the employee. Employee performs regular duties independently. Supervisor technically reviews actions that constitute local precedents or have significant impact on serviced organizations, employee groups or other personnel functions.

**Major Duties**

1. Provides continuing position classification services to organizations whose work is (a) primarily clerical, trades, crafts and laboring but complicated by large numbers of work units with closely related functions or unstable because of changing technology; and/or (b) of a mental, judgmental, public contact or coordinative nature in a stable organizational environment with clear missions. Applies classification standards and guides to positions which generally lend themselves to direct application of guides or otherwise fall into typical patterns. Conducts site audits of positions, prepares written evaluation statements as required, and processes individual actions.
2. Provides advice and assistance to serviced organizations in response to specific requests and individual problems. Recommends solutions to problems relying on well established precedents that present a few clear and apparent alternatives. Determines if problems impact other personnel functions and provides information on the problem and its ramifications to other specialists. Obtains the advice and assistance of the supervisor or higher grade specialists when problems are not readily resolved by reference to established precedents or have broader implications. Develops and maintains an effective working relationship with organizations served and furthers understanding of USFK position management and classification programs and policies as the opportunity arises.
3. Conducts position management and classification studies and surveys following established procedures and supervisory guidance for scheduling, reporting, clearing and presenting results and recommendations. Provides information concerning principles and procedures of position management and classification to employees, supervisors and managers during the survey/study process.
4. Serves as a wage data collector during locality wage surveys when appointed, to obtain various information and data regarding wage rates in Korean industry. Coordinates with representative of selected companies for data collection.
5. Coordinates with related personnel technicians in defining qualification requirements, levels of promotions, establishment of reduction-in-force competitive levels and similar problems, furnishing technical advice and assistance relative to position management and classification.

Performs other duties as assigned.

**Human Resources Specialist (Classification), KGS-0201-11****SJD-S377****Supervisory Controls**

Receives general supervision from the Chief, Position Management and Classification Division who outlines program goals, objectives and priorities. The employee determines approaches and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to independently advise customers and complete technical actions. Work is reviewed for compliance with established policies and accepted practices of classification, and accomplishment of program goals and objectives.

**Major Duties**

Serves as Human Resources Specialist (Classification) in the Civilian Personnel Operations Center (CPOC). Provides technical advice to staff in Civilian Personnel Advisory Centers (CPAC), and performs position management and classification work for assigned organizations. Assignments include complex, unstable organizations having a wide variety of difficult position and personnel actions with limited management advisory services related to issues or problems in a specific program area. Other classification assignments include less complex, stable organizations with difficult advisory services requiring consideration of the total human resource management program. The work requires a comprehensive knowledge of classification and position management to advise and assist management and the CPAC staff in accomplishing their human resource management responsibilities.

1. Provides continuing position classification services to CPAC personnelists and assigned organizations. Exercises delegated classification authority to develop and evaluate/certify position responsibilities for position actions. Applies classification standards and supplemental guidance to determine title, series and grade. Applies a thorough understanding of classification principles and concepts to interpret and adapt classification guides to secure sound decisions on positions. Conducts on-site or telephonic audits, prepares written evaluation statements as required by higher headquarters policy, and processes individual actions. Provides technical advice to CPAC personnel to assist managers in exercising their delegated classification authority. Interprets and explains classification criteria and prepares advisory opinions on the classification of positions. Provides advice and assistance with classification appeal procedures to meet DOD and OPM requirements. Assignments are characterized by one or both of the following:

a. Assignments of above average technical difficulty with limited management advisory services. This includes activities performing work of a mental and judgmental nature such as professional, scientific, administrative and technical fields where organizations typically have complex structures which generate difficult problems because many units have numerous closely related responsibilities, or because of highly dynamic and unstable conditions caused by rapid technological advances in major programs or continually changing concepts of the basic missions of supported organizations. Applies a thorough understanding of classification principles to interpret classification guides and secure sound decisions on positions where

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guides are often not directly applicable. Advises management and CPAC staff in response to specific requests or individual problems when alternatives are readily apparent. Refers problems with broader implications to the supervisor or a senior classifier for assistance. Recognizes problems that impact other personnel functions and provides information to other specialists.

b. Assignments of average technical complexity with a full range of management advisory service affecting several functional areas of personnel. Activities are composed of positions in (1) clerical, trades, crafts and laboring occupations where organizations are complex or dynamic and unstable as described in the preceding paragraph; or (2) administrative, professional and technical occupations commonly found in Army where organizations are stable and jobs are standardized or clear-cut in operation. Applies classification standards and guides to positions which generally lend themselves to direct application or otherwise fall into typical patterns. Provides technical advice to CPAC staff, and full and responsible management advisory services to assigned organizations from a total personnel program stand-point. Plans and performs studies to identify long and short range personnel needs, advises on organization and position structures and solves problems affecting several functional areas of human resource management. Applies comprehensive knowledge of classification and position management concepts, thorough understanding of assigned organizations, working knowledge of other personnel fields and broad human resource knowledge to identify and analyze problems, investigate and determine possible solutions, effect coordination with personnel in CPACs and the CPOC, and develop recommendations from a comprehensive management standpoint.

2. Conducts position management and classification studies and surveys following established procedures to schedule, report, clear and present recommendations. Coordinates with CPAC staff to research organization and position structures, conduct on-site or telephonic audits, and complete studies for reorganizations, application of new classification standards, consistency reviews, and other surveys to facilitate program review. Provides advice to CPAC staff and serviced employees, supervisors and managers on principles and procedures of classification and position management during the survey/study process.

3. Acts on a variety of classification programs including Fair Labor Standards Act (FLSA), Environmental Differential Pay (EDP), Hazard Pay, Locality Wage Survey, draft classification standards, competitive level descriptions, and various DA/MACOM initiatives. Provides advice and assistance on automated programs such as Fully Automated System of Classification (FASCLASS) and position data requirements of the Modern Defense Civilian Personnel Data System (MDCPDS). Inputs and retrieves data from MDCPDS, assures accuracy of organization and position data, and initiates corrective action when necessary. Coordinates program requirements with management and with CPAC and CPOC personnelists as necessary.

Performs other duties as assigned.

Human Resources Specialist (HR Development), KGS-0201-09

SJD-S315

**Supervisory Controls**

Works under general supervision of the Chief, Training and Development Branch, who provides written and oral instructions regarding nature and priority of assignments with periodic discussions regarding mission to be accomplished. Work is subject to spot check or occasional review for compliance with legal and regulatory requirements, quality of advisory service provided, and degree to which assigned objective have been achieved.

**Major Duties**

Plans and administers all aspects of the employee training and development program for serviced administrative, clerical, and skilled trade and crafts occupations. Types of training provided include supervisory development, professional, technical and skills, office and record management, general orientation, and extension courses. These courses are provided through centralized group training, local training facilities, tuition assistance, and/or on-the-job training program.

1. Provides technical advice and assistance to all levels of management concerning determination of training needs, sources of needed training, planning to meet the needs presentation of training, and evaluation of results. Provides guidance and assistance to supervisors in planning job-related career development activities for employees. Encourages and aids employees in undertaking self-development activities.
2. Develops, coordinates, and administers training and development activities which are responsive to immediate and long-range needs and goals of the installation, the command, and higher headquarters. Interprets higher echelon policies, goals, regulations and statutes. Assists management in planning and preparing long-range and fiscal year installation training plans and programs. Assures proper programming and budgeting of manpower, funds and facilities to support the training plans.
3. Coordinates with higher echelons, Army educational activities, other Governmental agencies, civilian educational institutions, and industrial firms to locate and utilize resources to meet identified training needs. Provides leadership, assistance and technical guidance to all levels of management in evaluating the training process and training results.

Performs other duties as assigned.

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Human Resources Specialist (HR Development), KGS-0201-11

SJD-S378

### Supervisory Controls

Works under the general supervision of the Chief, Human Resources Development Division, who provides guidance on personnel program policy objectives and indications as to training and development activities needing emphasis; within this framework, is expected to develop and execute training program throughout area of assignment. Completed work is received for conformance to governing regulations, policies, procedures; proper coordination; and for the overall effectiveness of assigned work achievements.

### Major Duties

Serves as Human Resources Specialist (Human Resources Development), assisting Division Chief in serving a number of organizations assigned including various technical service activities, and miscellaneous activities. These employees consist of professional, technical, administrative, clerical, skilled semi-skilled type personnel.

1. Implementation of local policies, procedures and methods: Assists management along with other staff members, in establishing fiscal year goals for the training program, and in formulating local policies & procedures of the organizations within the area of responsibility. Assists in training procedures, materials, aids, and methods consistent with program objectives. Promotes acceptance and active cooperation in the orientation, training, and development of employees which is designed to help accomplish the overall personnel management objectives. Collaborates with supervisory personnel and technical program chiefs in planning and programming employee development activities for implementation. Conducts research of training methods and techniques to accomplish development of new training methods, and seeks adaptations of past training experience to training situations in the area of assignment. Furnishes technical support to other functional branches civilian personnel staff in performance of their staff assistance responsibilities to operating officials in areas pertaining to employee training and development program.

2. Provides assistance and advice to operating officials and supervisor on training and employee development matters: With staff visits, furnishes technical assistant to organizations to assure that needs for training receive emphasis and recognition and provides technical guidance in development and use of methods for conducting surveys to identify training needs. Explains the nature and purpose of training courses, facilities, and development methods available to the employees. Serves on training committees of assigned units as technical advisor providing guidance on; training doctrine, developing local policy; design of training and development activities; responsibilities of training staff personnel; and the CPAC support role in employee development program. Assists operating officials in evaluating training given to the employees, and suggests improvements in organization, methods, facilities, coverage and scheduling used in employee training.

3. Plans, organizes, directs and/or conducts centralized training courses: Schedules and establishes centralized training courses in coordination with technical program chiefs, assists in securing qualified instructors or speakers, training aids and materials for the courses. Schedules employees for attendance and monitors progress of training courses. Conducts training sessions and conferences as required, employing lectures, demonstrations, and other classroom methods of instruction.

4. Promotion of Self-Development Program: Promotes employees self-development activities through publicizing Army Extension Courses, local training courses, and other available training and educational activities. Counsels employees and operating officials, on an individual basis in methods of obtaining necessary on-and-off-duty training. Explains entrance and enrollment requirements and course prerequisites. Monitors progress of students enrolled in individual courses.

5. Development of training materials: Develops and/or adapts training materials with the objective of improving contents and attaining maximum effectiveness. Participates in translation of training materials as required. Provides guidance in development of special training materials and aids required to effectively train and develop employees skills. Prepares and presents sample brochures to management for consideration and comment.

6. Reviews and analyzes training activities: Reviews periodic reports of training and development activities and analyzes from the standpoint of benefits derived. Reports accomplishments as well as deficiencies and participates in staff personnel management conferences. Receives reports from serviced organizations, compiles statistical data, and prepares special and recurring reports. Analyzes and evaluates data in order to study training effects and results achieved. Makes recommendation to operating officials concerning needed improvement, and directs emphasis to proper areas.

Performs other duties as assigned.

**Supervisory Controls**

Work is performed under general supervision of Chief, MER Branch who makes organizational and special assignments, provides advice and technical assistance in cases of an unusual or precedent nature. Work is evaluated primarily for overall effectiveness in solving problems and in improving employee-management relationships and in terms of judgment exercises in determining what situations require consultation with branch chief.

**Major Duties**

Serves as Human Resources Specialist (Employee Relations) for assigned organizations which are generally characterized by missions and structures that do not require extensive analysis or high degree of judgment in order to understand their basic function and operation. The majority of positions in these organizations perform duties that are typical of wage board and clerical positions, and the less complex administrative and technical occupations. More complex organizational assignments are not precluded at this level; however, such assignments normally involve substantial guidance from the branch chief including his direct participation in case problems, program evaluations and reporting.

1. Employee discipline, adverse actions, grievances and appeals.

a. Implements and promotes USFK policies on constructive discipline and personnel adverse actions. Evaluated application of such policies to served organizations in conjunction with concerned commanders and other interested staff offices. Uses attitude or supervisor surveys, personal contacts with individual supervisor as well as program statistics in identifying areas of possible supervisor weakness or inadequate supervisor-employee practices which tend to cause dissatisfaction or make for improper conduct.

b. Provides initial assistance on individual disciplinary cases, analyzing and developing required information; assists in preparing notices of proposed adverse actions, advising on penalty guides, and assists managers in conducting inquiries; sets as control point of contact for disciplinary cases submitted to the civilian personnel office for final action.

c. Provides assistance to managers on grievance and appeal cases and may conduct impartial investigations of employee complaints on management policies or working conditions. Reviews, in conjunction with concerned commanders, formal grievances or appeals from actions taken by the command or the civilian personnel office.

2. Employee services. Evaluates availability and use of employee services and facilities in serviced organizations in terms of reasonable employee needs. Utilizes manager comments, union and employee complaints, attitude survey data, and supervisor surveys, as necessary. Consults with managers and/or concerned staff officers on possible improvements of employee facilities or services.

3. Employee-management communication. Evaluates effectiveness of communication in serviced organizations, using informal surveys or statistics on employee reactions. Provides staff assistance on supervisor-employee consultation on work-type positions and on broader questions of personal policy and employee services and on questions raised by employee unions.

4. Performance appraisal. Implements USFK policy with regard to performance appraisals for Korean employees; provides assistance and advice to supervisor and serviced commanders on the establishment of performance requirements and the use of performance appraisals. Advises on the tie-in of performance appraisal with training needs and to employee recognition, as well as to possible employee reassignment, downgrading or separation.

5. Administers incentive awards. Provides technical guidance to operating officials and supervisors on the proper use of incentive award program and procedures. Reviews documented incentive award recommendations in terms of regulatory compliance prior to submission to approving authority and processes the same upon approval.

6. Employee counseling.

a. Advises managers and supervisors on their basic responsibility for counseling employees on all aspects of supervisor-employee relations including employee complaints, performance evaluation, and employee recognition.

b. Provides a counseling service to employees on complaints or inquiries not referred by employees to supervisors; provides advice on personnel policy and administrative regulations, employee rights and services, and any other subject not initially referred by employees through the supervisory line.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision of the Chief, Labor Management and Employee Relations, who establishes organizational and special assignments; advises on objectives to be accomplished, and furnishes technical assistance or advice, primarily through discussions, on highly controversial matters, and/or in connection with problems affecting large groups of employees, and on matters known to be of interest to top command officials. Work is evaluated primarily in terms of overall effectiveness in resolving problems, in anticipating probable future problem areas, and in improving employee management relationships in assigned areas.

**Major Duties**

Serves as Human Resources Specialist (Employee Relations) for assigned organizations, a substantial portion of which are generally characterized by missions and structures that require extensive analysis and a high degree of judgment in order to understand their basic functions and operations. In addition to organizational responsibilities, is also frequently assigned individual problem cases of unusual complexity (e.g., those involving a number of conflicting issues), and/or of a highly controversial nature. These cases frequently have employee-management implications that extend considerably beyond the individual employer-employee relationship immediately involved. Other types of assignments frequently accomplished by specialists at this level include the collection and analysis of data regarding problem situations (especially in connection with disciplinary or employee communication matters) of special interest or of an especially sensitive nature. Evaluates programs in assigned organizations and reports results of evaluations to concerned officials.

1. Employee Discipline, Adverse Actions, Grievances and Appeals:

a. Implements and promotes all legal and regulatory policies on constructive discipline and personal adverse actions. Evaluates the application of such policies to serviced organizations in conjunction with concerned commanders and other interested staff offices. Uses attitude surveys or supervisor surveys as well as contacts with individual supervisors and program statistics; helps to identify areas of possible supervisor weakness or inadequate supervisor employee practices which tend to cause dissatisfaction or make for improper conduct.

b. Provides initial assistance on individual disciplinary cases, analyzes cases, assists in preparing notices of proposed adverse actions, advising on penalty guides, and assists managers in conducting pertinent inquiries; acts as central point of contact for disciplinary cases submitted to the civilian personnel office for final action.

c. Provides assistance to managers on grievance and appeal cases and may conduct impartial investigations of employee complaints on management policies or working conditions. Reviews, in conjunction with concerned commanders, formal grievances or appeals from actions taken by the commander or the Civilian Personnel Office.

d. Advises commanders and supervisors on command policy relating to employee conduct and discipline.

2. Employee services: Evaluates availability and use of employee services and facilities in serviced organizations in terms of reasonable employee needs. Utilizes manager comment and union and employee complaints; attitude survey data; and supervisor surveys, if needed. Consults with managers and/or concerned staff officers on possible improvements or additional services with regard to food services, transportation, health conditions, recreation and other services.

3. Employee-Management Communication: Evaluates effectiveness of communication in serviced organizations, using informal surveys or statistics on employee reactions. Provides staff assistance and advice relating to open communications between supervisors and employees and to the two-way flow of information and use of informational media and staff meetings. Provides staff assistance on supervisor employee consultation on work-type problems and on broader questions of personnel policy and employee services and on questions raised by employee unions. Prepares and edits both the Korean Employees and U.S. Employees Newsletters on a periodic basis. Identifies or develops articles of interest; assembles information into final format; arranges for reproduction and distribution.

4. Performance Appraisal: Implements DA and Eighth Army policy with regard to performance appraisals for employees, provides assistance and advice to supervisors and serviced commanders on the establishment of performance requirements and the use of performance appraisals. Advises on the tie-in of performance appraisal with training needs and to employee recognition, as well as to possible employee reassignment, downgrading or separation. Incentive awards and employee recognition. Provides staff assistance and guidance on incentive awards and suggestion awards.

5. Employee Counseling:

a. Advises managers and supervisor on their basic responsibility for counseling employees on all aspects of supervisor-employee relations and career management as well as on employee complaints, performance evaluation and employee recognition.

b. Provides information/service to employees on complaints or inquiries not referred by employees to supervisors; provides information on personnel policy and administrative regulations, employee rights and services, and any other subjects not initially referred by employees through the supervisory line. When the subject matter of an employee complaint or inquiry requires substantive reply from another CPAC or CPOC either refers the employee to the appropriate organization or obtains information for the employee.

6. Translates correspondence between management and employees on labor relations, community relations, grievance and appeals, etc. Interprets and translates conversations, information and job-related documents into clear English.

Performs other duties as assigned.

**Supervisory Controls**

Supervisor provides continuing or individual assignments by indicating generally what is to be done, deadlines, and priority of assignments. The employee uses initiative in carrying out recurring assignments independently, but refers deviations and unfamiliar situations to the Information Systems Manager for help. Completed work is evaluated for technical soundness

**Major Duties**

Serves as Human Resources Specialist (Information Systems) in the Civilian Personnel Operations Center (CPOC) Information Management Division with responsibility for day-to-day maintenance and operations of civilian personnel automated systems used in the CPOC. Provides ADP technical guidance to and works with users in application of standard programs and development of new or modified programs for local use. Assists responsible technicians with the local area network (LAN), database systems, and Functional Process Improvements (FPIs).

1. Maintains the civilian personnel automated data systems and hardware. Provides advice, assistance, and training to area users on Functional Process Improvements (FPIs). Provides advice and assistance to civilian personnel staff on operation and continual maintenance of personnel systems and on capabilities available to assist them in their day-to-day decisions, such as data stored, methods of retrieval, and interrelationships of data. Applies a practical knowledge of civilian personnel functions to determine where improvements are possible and for what procedures need to be changed to permit meaningful use of automation equipment and programs.
2. Monitors automated processing (job independent data handling, buffer storage management, input/output device interfacing, and on-line peripheral service functions). Performs daily download, system backup, and monitors operations and maintenance of base-level MDCPDS. Troubleshoots problems to identify system failures and isolate the source of problems between equipment, system software and application programs, and recommend or implement changes approved by higher authorities as necessary. On system software, devises temporary fixes, documents problems, and refers problems to systems administrator or senior specialist for permanent resolution.
3. Monitors daily file maintenance through review of transaction registers and source documents, and use of deferred and immediate inquiry techniques. Monitors implementation of change packages and completion of recurring processing requirements. Prints, reviews and purges daily system output products, including recurring and special reports. Assists in building and maintaining automated system local and unique tables. Monitors system enhancements, modifications, and conversions provided by a system release. Identifies need for changes in input data, required output, elimination of unessential steps, development of shortcuts, impending changes in reporting requirements and similar applications requirements.

Researches coding problems, traces personnel transactions through functional areas, determines corrective action and provides guidance to correct and prevent future coding problems. Works with civilian personnel staff to identify and correct invalid data. Maintains the register for problem tracking and audit trail purposes. Follows up to ensure corrective action is accomplished.

4. Provides technical guidance to and works with civilian personnel staff in their formulation of output Business Objects Applications (BOAs). Provides assistance and/or prepares BOAs needed to support functional missions, produce statistical reports, or monitor program applications. Interprets MDCPDS requirements and recommends appropriate action to correct or improve application and use of BOAs. Provides training and instruction related to system routines, modifications and procedures, and complex BOAs writing.

Performs other duties as assigned.