

**USFK REGULATION 690-250**

**CIVILIAN PERSONNEL (690)**

# **Civilian Personnel Management and Administration**

**30 August 1991**

**UNCLASSIFIED**

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

USFK Regulation  
No. 690-250

30 August 1991

(Effective Date 13 September 1991)

Civilian Personnel

**CIVILIAN PERSONNEL MANAGEMENT AND ADMINISTRATION**

**SUPPLEMENTATION.** Issue of further supplements to this regulation is prohibited unless prior approval is obtained from HQ USFK, ATTN: FKCP-SES, APO AP 96205-0010.

**1. PURPOSE.** To establish policy, authority, and responsibility for civilian personnel management and administration throughout United States Forces, Korea (USFK) and Eighth United States Army (EUSA).

**2. APPLICABILITY.**

a. This regulation applies to appropriated fund (APF) and nonappropriated fund (NAF) activities employing United States (U.S.), and Korean national (KN) civilians serviced by EUSA civilian personnel offices (CPOs).

b. It does not apply to the Korean Service Corps, United States Air Forces Korea, Korea Area Exchange, Dragon Hill Lodge, Department of Defense Schools, or other organizations which have their own civilian personnel management and administration programs, except as may be specified herein.

**3. REFERENCES.** Required and related publications are listed at appendix A.

**4. EXPLANATION OF ABBREVIATIONS AND SPECIAL TERMS.** Abbreviations used in this regulation are explained in the glossary.

**5. RESPONSIBILITIES.**

a. The Office of the Civilian Personnel Director (OCPD), USFK/EUSA will--

(1) Provide technical direction, program goals, and evaluation to the EUSA CPOs.

(2) Coordinate with HQ USFK/EUSA staff offices, commanders of major subordinate commands and assigned units, CPOs, and commanders of serviced activities to develop uniform civilian personnel policies, standards, and procedures to manage the civilian work force in Korea. Specific responsibilities are described in appendix B.

\*This regulation supersedes USFK Reg 690-250, 21 March 1985.

**USFK Reg 690-250**

b. EUSA commanders designated responsibility for providing civilian personnel services, hereinafter referred to as servicing commanders (see appendix C), will provide services (see appendix D) to USFK/EUSA staff elements, subordinate commands, and assigned units of EUSA, and non-EUSA commands and activities which receive civilian personnel administration services from EUSA under official civilian personnel servicing agreements. Servicing commanders will assure that the policy of uniform civilian personnel administration is carried out in their geographic areas of responsibility, will be responsible for the efficient operation of the CPO, and will ensure that the best possible services and assistance are provided to all activities serviced (see appendix E). Services provided will be administered within the framework of established requirements and guidance, as applicable, of the Office of Personnel Management (OPM), Department of Defense (DOD), Department of the Navy, Department of the Army (DA), USFK, and EUSA.

c. Within the servicing commander's geographic area of responsibility, a CPO, staffed with qualified personnel specialists, will provide administrative support to APF and NAF activities serviced as follows—

(1) U.S. employees.

(a) The Seoul CPO will service all U.S. civilian employees to include family members, local hires, and off-duty military personnel, whose duty stations are north of 36 degrees 30 minutes North latitude in the Republic of Korea (ROK).

(b) The Taegu CPO will service all U.S. civilian employees, as outlined above, whose duty stations are south of 36 degrees 30 minutes North latitude in the ROK, with the exception of summer hires in the Pusan servicing CPO area; these will be serviced by the Pusan CPO.

(2) KN employees normally will be serviced by the CPO which is geographically located nearest the employee's duty station.

d. The Chief of Staff, USFK/EUSA, major subordinate commanders, commanders of assigned units of EUSA, servicing commanders, and serviced non-EUSA officials who have been delegated appointing authority for civilian personnel management will designate, in writing, the appropriate civilian personnel officer(s) (see appendix C) to "act for" them in exercising their delegated appointing authority. This designation will not abrogate that official's accountability, responsibility, or authority to make final management decisions (see appendix G).

e. Each CPO so designated will serve on the staff of serviced commanders in providing civilian personnel management advice and assistance.

f. NAF instrumentalities will be provided full civilian personnel service for their U.S. and KN civilian employees in NAF activities. Costs incidental to providing such service, including pay for NAF employees assigned to CPOs, will be borne by the NAF activities receiving the services.

g. If a serviced commander believes that civilian personnel services being provided do not meet established standards, that commander will attempt to resolve the matter with the servicing commander. Problems which remain unresolved should be submitted to the OCPD. Conversely, if policies, practices, or actions of a serviced command or its higher echelons adversely affect the civilian personnel management program at the local level, the servicing commander or the servicing civilian personnel officer will bring these problems to the serviced commander's attention. Problems unresolved at the local level should be brought to the attention of the OCPD for resolution through coordination and discussion with the serviced commander's major Army command (MACOM).

## **5. AUTHORITY.**

a. The Commander, USFK/Commanding General (CG), EUSA, has been delegated the appointing authority for APF and NAF civilian employees assigned to all EUSA elements and HQ USFK elements.

b. This authority includes employing, compensating, and classifying positions; effecting position and pay changes; and training, suspending, furloughing, and separating civilian employees.

c. Appointing authority for civilian personnel management and administration is hereby redelegated to the Chief of Staff, USFK/EUSA, major subordinate commanders, and commanders of assigned units of EUSA. This authority will be redelegated by intervening command levels to servicing commanders listed in appendix C. Appointing authority may be withdrawn at the discretion of the Commander, USFK/EUSA.

d. Management of the civilian work force is an inherent responsibility of managers (including commanders) and supervisors at all levels. Specific responsibilities of managers and supervisors are outlined in appendix G.

## **6. CIVILIAN PERSONNEL SERVICING AGREEMENTS.**

a. Non-EUSA activities requesting civilian personnel services from EUSA CPOs will negotiate master servicing agreements with EUSA through the OCPD, USFK/EUSA.

b. Supplements to master civilian personnel servicing agreements will be prepared by the CPO providing service, to cover the requirements of AR 690-200, chapter 254, and to provide detailed information as may be necessary on civilian personnel services that will be provided. Copies will be forwarded to HQ, USFK, ATTN: FKCP-SES, APO 96205-0010 and to the parent activity serviced.

c. Agreements which are cross-servicing (reimbursement required) will include the basis and details for reimbursement.

d. Servicing agreements are not required for services provided to HQ, USFK and EUSA activities.

USFK Reg 690-250

The proponent of this regulation is the Office of the Civilian Personnel Director. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, Unit #15237, ATTN: FKCP-SES, APO 96205-0010.

FOR THE COMMANDER:

OFFICIAL:

JAMES R. TAYLOR  
Major General, USA  
Chief of Staff

  
JAY D. ALLEN  
Lieutenant Colonel, USA  
Assistant Adjutant General

7 Appendixes

- A. References
- B. Korea-wide Responsibility for Civilian Personnel Administration
- C. Listing of Servicing Commanders, Areas, and Personnel Serviced by Eighth United Army Civilian Personnel Offices
- D. Civilian Personnel Services.
- E. Operating Procedures for Eighth United States Army Civilian Personnel Offices
- F. Sample Format for Delegation of Authority to the Civilian Personnel Officer
- G. Specific Responsibilities of Managers and Supervisors for Civilian Personnel Management

Glossary

DISTRIBUTION:

A

SPECIAL DISTRIBUTION:

- 20 - Seoul CPO Unit #15333
- 20 - Taegu CPO, Unit #15494, APO 96218-0562
- 5 - Pusan CPO, Unit #15181, APO 96259-0270
- 5 - Camp Humphreys CPO, Unit #15228,  
APO 96271-0164
- 5 - Camp Casey CPO, Unit #15041, APO 96224-0289
- 5 - Camp Page CPO, Unit #15002, APO 96208-0252
- 5 - Uijongbu CPO, Unit #15349, APO 96358-0198
- 1 - EAIM-PRM-AP
- 1 - EAIM-PRM-P
- 1 - FKJ4-RSM-PM
- 5 - FKCS-EO
- 1 - EUSACRO, P.O. Box C-34102, Seattle, WA 98124-1102
- 25 - OCPD, Unit #15237

**APPENDIX A**

**REFERENCES**

**SECTION I. REQUIRED PUBLICATIONS**

AR 215-3 (Nonappropriated Funds and Related Activities Personnel Policies and Procedures). Cited in appendixes E and F.

AR 690-200 (General Personnel Provisions). Cited in subparagraph 6b and appendixes E and F.

USFK Reg 690-1 (Regulations and Procedures - Korean Nationals). Cited in appendixes B and E.

**SECTION II. RELATED PUBLICATIONS**

AR 10-20 (Civilian Personnel Administration).

AR 690-13 (Civilian Intelligence Personnel Management System (CIPMS) - Policies and Procedures).

DOD Directive 1400.25-M (Chapter 592, Overseas Allowances and Differentials).

DOD Instruction 1400.23 (Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas).

DOD Instruction 1401.1 (Personnel Policy for Nonappropriated Fund Instrumentalities (NAFIs)).

GO 55, DA, 1970 (Responsibility for Civilian Personnel Administration in the Department of the Army).

USCINCPAC Instruction 12200.3C of 3 Jan 86 (Personnel Administration for U.S. Forces Foreign National Civilian Employees in U.S. Pacific Command (USPACOM) Foreign Areas).

USFK Memo 10-1 (Organization and Functions - United States Forces Korea).

USFK Reg 10-2 (Responsibilities of Area Commands for Support of Tenant Units and Responsibilities of Tenant Units to Area, Installation, and Garrison Commanders).

**APPENDIX B**

**KOREA-WIDE RESPONSIBILITY FOR CIVILIAN PERSONNEL ADMINISTRATION**

The Civilian Personnel Director, USFK/EUSA, is the principal advisor to the Commander-in-Chief, Pacific (CINCPAC); United Nations Command (UNC); ROK/U.S. Combined Forces Command (CFC); Commander, USFK; CG, EUSA; the command staff; and other commanders of serviced activities in establishing and coordinating civilian personnel program objectives.

a. For USFK, the Civilian Personnel Director will--

(1) Oversee the development and implementation of civilian personnel policies, programs, regulations, and procedures that are needed to uniformly and effectively administer the civilian work force in Korea.

(2) Serve as principal contact with U.S. and Korean employee organizations, employing activities, Republic of Korea Government (ROKG) labor relations officials, and other organizations and individuals, as needed, on labor relations matters pertaining to the civilian work force and also on matters requiring action at the USFK level having nationwide impact, influence, or application, or on matters involving more than one CPO, or involving more than one major subordinate command or assigned unit or component.

(3) Serve as the Chair and a voting member of the tri-service Joint Labor Affairs Committee (JLAC).

(4) Serve as the Chair of the U.S. component of the Status of Forces Agreement Labor Subcommittee.

(5) In coordination with other U.S. Forces representatives, plan, organize, and conduct annual locality wage and fringe benefits surveys of local private industry; analyze survey results, and recommend JLAC positions to the United States Pacific Command Joint Labor Policy Committee.

(6) Negotiate labor agreements with Korean employee organizations, and consult with Korean employee organization representatives on wage and fringe benefit proposals.

(7) Process appeals of all USFK Korean employees of invited contractors and non-EUSA organizations serviced by component CPOs in Korea.

(8) Coordinate and monitor reports required by USFK.

b. For EUSA, the Civilian Personnel Director will--

(1) Provide technical direction, guidance, and program planning goals to the EUSA CPOs.

**USFK Reg 690-250**

(2) Monitor and evaluate the status of civilian personnel management throughout EUSA, to include surveys of civilian personnel management policies, practices, and procedures.

(3) Monitor the establishment and maintenance of a EUSA position structure which provides appropriate balance of skills and skill levels necessary to support productive, economical work units to accomplish assigned missions and functions, exercise final position classification authority for selected levels and categories of positions, and make MACOM position classification decisions on appeals and other disputed or controversial cases.

(4) Administer policy governing the DOD 5-year limitation on foreign area tours of U.S. citizen civilian employees of EUSA.

(5) Serve as principal contact with U.S. and Korean employee organizations, employing activities, ROKG labor relations officials, and other required organizations and individuals, on labor relations matters pertaining to the civilian work force, on matters requiring action at the EUSA level having nationwide application, or on matters involving more than one CPO.

(6) Process appeals of KN employees IAW USFK Reg 690-1.

(7) Approve or disapprove requests to extend appointment beyond 2 months involving DA family member employees assigned to EUSA, following the sponsor's separation or rotation from Korea.

(8) Coordinate and monitor civilian personnel reports required by EUSA.

(9) Serve as coordinating point of contact on matters originating at servicing CPO and serviced activity level which require attention of HQDA or other higher echelons above EUSA.

(10) Oversee development and implementation of civilian personnel policies, programs, regulations, and procedures needed to uniformly and effectively administer the U.S. Army civilian work force in Korea.

## APPENDIX C

LISTING OF SERVICING COMMANDERS, AREAS, AND PERSONNEL SERVICED  
BY EIGHTH UNITED STATES ARMY CIVILIAN PERSONNEL OFFICES

SERVICING COMMANDER AND CPO	AREA AND SERVICING RESPONSIBILITY
501st Corps Spt Gp Cp Casey CPO	<b>Area I-A.</b> All KN employees assigned to installations in/near Tongduchon, Munsan and Paju in Kyongki Province, and at various isolated sites in the general area.
501st Corps Spt Gp Uijongbu CPO	<b>Area I-B.</b> All KN employees assigned to installations in/near Uijongbu in Kyongki Province, and at various isolated sites in the general area.
501st Corps Spt Gp Cp Page CPO	<b>Area I-C.</b> All KN employees assigned to installations in/near Wonchu, Hwaengsong and Chunchon in Kangwon Province, and at various isolated sites in the general area.
34th Spt Gp Seoul CPO	<b>Area II.</b> All U.S. APF and NAF personnel of UNC/CFC/USFK/EUSA and serviced organizations assigned north of 36 degrees 30 minutes north latitude, plus all U.S. employees of Joint United States Military Affairs Group, Korea; Joint Command Information Systems; and Defense Contract Audit Agency, regardless of geographic location, and classification for U.S. Army Engineer District, Far East. All KN employees assigned in Area II.
23rd Spt Gp Cp Humphreys CPO	<b>Area III.</b> All KN employees assigned in Area III.
20th Spt Gp and Taegu CPO	<b>Area IV-A.</b> All U.S. APF and NAF employees of USFK/EUSA serviced organizations assigned south of 36 degrees 30 minutes north latitude. All U.S. employees assigned to the Korea Ammunition Management System regardless of geographic location in Korea. All KN employees assigned to installations in/near Kumi, Pohang, and Waegwan in Kyongpuk Province; Taegu City, and at various isolated sites in the general area.
20th Spt Gp Pusan CPO	<b>Area IV-B.</b> All KN employees assigned to installations in/near Masan, Yongchon, Changwon, Chinhae, and Changsan in Kyongnam Province; Cheju; Pusan City; and at various isolated sites in the general area.

**NOTES:** CPOs provide services for all USFK/EUSA activities and non-EUSA activities within their geographical areas of responsibility, subject to limitations above and in subparagraph 2b. Sub-area designators A, B, and C above are a convention of this regulation only.

## APPENDIX D

## CIVILIAN PERSONNEL SERVICES

Servicing commanders will provide civilian personnel services within their designated geographical areas of responsibility. Technical assistance and advice to serviced commanders, managers, and supervisors will be furnished by the servicing commander's CPO, as follows:

a. **Publication of policies and procedures.** Staff proposed publications with appropriate serviced activity officials and recognized employee organizations for review and comment prior to issuance. All policies and procedures will conform with prescribed legal and regulatory requirements.

b. **Program planning and evaluation.** Determine civilian personnel program objectives and assist managers and supervisors in the development of action plans to meet the objectives. Conduct periodic analysis and evaluation of program effectiveness, identifying specific corrective actions required for improvement.

c. **Position management and classification.** Provide advice for establishing a sound position structure, review positions to determine proper classification and grade evaluation, participate in locality wage survey, and process job evaluation complaints and appeals IAW prescribed regulations.

d. **Recruitment and placement.** Recruit civilian personnel, process reassignment and promotion actions through merit placement and career management programs, and conduct functional transfers and reduction-in-force as necessary. Assist managers in establishing staffing plans and in implementing affirmative action employment requirements.

e. **Management - employee and labor relations.** Provide policy and regulatory advice to management and employees on procedures for adverse actions, disciplinary actions, grievances, and appeals. Counsel employees and supervisors regarding work-related problems. Maintain employee and management communication systems. Provide advice to supervisors on the performance appraisal system. Serve as point of contact with labor organizations, including consultation and negotiation, on authorized subjects concerning serviced activities. Refer labor questions having application outside the serviced area to the OCPD.

f. **Training and development.** Provide advice and assistance in the identification of training needs (and special programs) which will improve the skills of supervisors, managers, and employees; publicize training opportunities; process training nominations; and conduct appropriate training courses.

**USFK Reg 690-250**

g. **Incentive awards.** Assist in the establishment of incentive awards committees and provide necessary administrative support. Process nominations for awards. Analyze distribution of awards according to work force representation.

h. **Technical services.** Process personnel actions and submit required reports. Maintain a central regulatory library and give advice on all regulatory and procedural matters. Provide guidance and assistance on employee allowances and benefits.

i. **Mobilization planning.** Assist in advance planning for identification and utilization of the civilian work force under mobilization and emergency conditions, ensuring that planning fully recognizes military operational needs.

j. **Employee services and working conditions.** Assist in identifying the need for employee services and facilities so that the work environment is as conducive as possible to employee safety, health, comfort, and morale.

k. **Community relations.** Promote and participate in community relations activities as required.

## APPENDIX E

**OPERATING PROCEDURES FOR EIGHTH UNITED STATES ARMY  
CIVILIAN PERSONNEL OFFICES**

The following operating procedures will be observed by CPOs in carrying out their personnel servicing responsibilities:

**a. Communications.**

(1) Direct communication will be used for in-country technical channel correspondence (for example, routine transmittals, instructions, reports, requests for information, and similar correspondence) between CPOs and OCPD.

(2) Correspondence will be submitted through command channels by command memorandum for actions pertaining to grievances and appeals; matters before the Federal Labor Relations Authority, the Federal Services Impasse Panel, the Federal Mediation and Conciliation Service or the Merit Systems Protection Board; for personnel management evaluation surveys, and for communications of command interest.

**b. Incentive awards.** Incentive awards will be processed IAW applicable regulations. Any award requiring approval by the USFK/EUSA Chief of Staff or higher authority must be reviewed by the Local Incentive Awards Review Committee prior to forwarding to the EUSA Incentive Awards Review Committee for review and recommendation. For non-EUSA activities, CPOs will take action as prescribed by the applicable civilian personnel servicing agreement.

**c. Grievances and appeals.**

(1) Grievances of non-bargaining unit U.S. citizen employees will be processed IAW regulatory guidance. Grievances of bargaining unit employees will be processed IAW the negotiated labor management agreement.

(2) Appeals will be processed through command channels by the Seoul or Taegu CPOs IAW guidance issued by the Merit System Protection Board, where the Board has jurisdiction. NAF appeals by U.S. employees will be processed IAW AR 215-3.

(3) Grievances and appeals by KN employees will be processed IAW USFK Reg 690-1.

**d. Classification complaints and appeals.** All classification complaints and appeals for U.S. citizen employees will be processed IAW applicable regulations.

**e. Labor management relations.** Local labor relations with U.S. citizen employee organizations will be conducted IAW applicable statutes and regulations. Matters having application outside the serviced area will be referred to the OCPD.

f. **Position classification of civilian personnel office jobs.** Final authority for classifying civilian personnel officer positions in EUSA is retained by OCPD.

g. **Delegation of authority.** CPOs will obtain written designation of authority to "act for" the official delegated the "appointing authority" for civilian personnel management and administration within all activities for which they provide civilian personnel services. A sample letter is at appendix F.

h. **Intra-Army civilian personnel servicing agreements.** CPOs servicing employees of U.S. Army activities (other than USFK and EUSA) will operate under appropriate civilian personnel servicing agreements, and will prepare supplements to master agreements, as necessary, between serviced and servicing commanders LAW AR 690-200, chapter 254.

i. **Inter-agency civilian personnel servicing agreements.** Inter-agency servicing agreements for serviced non-Army activities will be developed LAW the provisions of AR 690-200, chapter 254. Agreements on a reimbursable basis cannot be established without coordination with the Assistant Chief of Staff, J4, Resource Management.

**APPENDIX F**  
**SAMPLE FORMAT FOR**  
**DELEGATION OF AUTHORITY TO THE CIVILIAN PERSONNEL OFFICER**

Heading  
(Activity Serviced)

(Office Symbol)

MEMORANDUM FOR Civilian Personnel Officer\* \_\_\_\_\_

\_\_\_\_\_  
SUBJECT: Designation of Civilian Personnel Officer

1. References:

a. AR 215-3, Nonappropriated Funds and Related Activities Personnel Policies and Procedures.

b. AR 690-200, Chapter 254, Civilian Personnel Administration and Equal Employment Opportunity Support.

c. USFK Reg 690-250, Civilian Personnel Management and Administration.

d. Civilian Personnel Servicing Agreement (if applicable).\*\*

2. Under the provisions of reference, (\*\*cite specific reference), \_\_\_\_\_  
(\*\*\*\* \_\_\_\_\_ Civilian Personnel Officer) is designated to act for me in the  
administration of the civilian personnel management program for (enter type of  
employees administered and area serviced as appropriate).

3. This designation includes authority for job evaluation and pay administration, authentication of personnel actions, recruitment and placement; and administration of employee benefits and entitlements, the management employee relations program, and the training and development program. Addressees are also authorized to designate other members of their staff to act for me in these areas.

4. This designation is not intended to abrogate my accountability, responsibility, or authority to make final management decisions.

**USFK Reg 690-250**

5. Administration of the Civilian Personnel Program will be IAW the separate servicing agreement entered into on \_\_\_\_ (date) \_\_\_\_ in accordance with AR 690-200, chapter 254.\*\*

/S/ \_\_\_\_\_  
Commander/Chief\*\*\*\*\*

\*CPOs as specified in subparagraph 4d, of this regulation, will be designated to provide full civilian personnel services to all activities within their geographical areas of responsibility, unless specific exceptions have been approved by the Civilian Personnel Director, USFK/EUSA.

\*\*Applicable reference and paragraph 6 of this regulation will be used when services are provided to non-EUSA activities.

\*\*\*Specific reference as appropriate.

\*\*\*\*Specify CPO(s) and areas of service as appropriate.

\*\*\*\*\*Official who has specific delegation of authority for activity serviced must personally sign.

**APPENDIX G**

**SPECIFIC RESPONSIBILITIES OF MANAGERS AND SUPERVISORS  
FOR CIVILIAN PERSONNEL MANAGEMENT**

Managers and supervisors will manage civilian personnel effectively to accomplish assigned missions. Managers and supervisors will--

a. Manage personnel, positions and pay procedures; ensure efficient organization, distribution of work, and accurate job descriptions; and have general knowledge of classification standards, complaints, and appeals procedures.

b. Select and assign employees by merit, and analyze and anticipate staffing needs.

c. Evaluate employees' performance on a continuing basis; implement a comprehensive performance management program with reasonable performance criteria; counsel employees on strengths and weaknesses; and promote, reward, and discipline employees as appropriate.

d. Train and develop employees; recognize their individual needs, abilities, and desires; encourage self-development, formal training, and development programs; and enhance career advancement and upward mobility.

e. Use incentive awards to recognize outstanding performance and achievements.

f. Maintain management-employee communications through meetings, newsletters, personnel issuances, training and job announcements, and other pertinent publications.

g. Promote equal opportunity in all phases of the civilian personnel program.

h. Administer constructive discipline and--

(1) Counsel employees on behavioral problems.

(2) Create an atmosphere of understanding and trust in which behavioral problems are less likely to occur.

(3) Implement policies and procedures equitably when dealing with disciplinary problems.

i. Establish effective relationships with local union officials.

j. Administer leave systematically and fairly to maintain employees' productivity and to satisfy employees' preferences; and create a safe, harmonious work environment to minimize unnecessary absenteeism.

## GLOSSARY

### ABBREVIATIONS

APF	appropriated fund
CFC	Combined Forces Command
CG	commanding general
CINCPAC	Commander-in-Chief, Pacific
CIPMS	Civilian Intelligence Personnel Management System
cp	camp
CPO	civilian personnel office
DA	Department of the Army
DOD	Department of Defense
EUSA	Eighth United States Army
gp	group
HQ	headquarters
IAW	in accordance with
JLAC	Joint Labor Affairs Committee
KN	Korean national
MACOM	major Army command
NAF	nonappropriated fund
OCPD	Office of the Civilian Personnel Director
OPM	Office of Personnel Management
ROK	Republic of Korea
ROKG	Republic of Korea Government
spt	support
UNC	United Nations Command
U.S.	United States
USFK	United States Forces Korea