



RECRUITMENT AND PLACEMENT

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RECRUITMENT AND PLACEMENT

- Governing Regulations
 - USFK Regulation 690-1, Chapter 2
 - USFK Regulation 690-118
(Qualification Standard for KN Employees)

- 1. Non – Competitive Action**

- 2. Competitive Action**

Non-Competitive Action

- 1) Re-promotion from the downgrade position under RIF
- 2) Involuntarily Reassignment : **30 days** advance Notice
(Written Doc. with Reason)
- 3) Non competitive Promotion held at the initial placement
- 4) Promotion of an incumbent : change in classification
correction of class error
addition of duties
- 5) Temporary Promotion or Detail to higher grade
(**NTE 120 days**)
- 6) Voluntary Reassignment : at the same or lower grade
with mutual agreement
***No Permission: Replacement by RIF status**
Less than 6 months
To supervisor pos / Potential Promotion Pos
- 7) Part to Full time / Temp to Permanent – Initial vacancy anno.

Competitive Action

Recruitment Procedure

- 1) Announcement of Vacancy
 - : RPA (SF-52) & Check List (New PD)
 - USFK 130 EK (Application)
 - <http://www.cpoc-usfk-job.com>
- 2) Evaluating Candidate
- 3) Suitability & Qualification
 - : IAW 690-118
 - Age 18-59 (Fire fighter & Guard – Max 35)
 - Exception on Age 60 (CPO)
- 2) Issue of Referral list
- 3) Selection
- 4) Release of the Employee

Recruitment Procedure

Selection : Reason / 1st – 3rd alternates

Non Selection or Deviation order (more than 3 candidates)

- **Written Justification signed by Activity commander or 0-6 managers based on Job-related Factors**
- **Inappropriate Waiver – CPAC director advise & CPO determination**

Release of the Employee

- No less than 14 days (employee)
- No more than 30 days (Losing Man)
- 1st or 15th : Current Employee
- Mon before 20th : Newly Hired Emp

Recruitment Procedure

Withdrawal / Cancellation

: After Notification of a mandatory placement or Placement offer

- CPO return SF 52 to Originating Activity
- Inappropriate request or justification
 - : Reporting to CPD
 - Holding for 1 year (Abolishment)

English Test

1. **ALCPT (Written Test)**

KGS : 60 or ↑, 34 or ↑ (Grade 2-6 with No Customer Service)

KWB : 34 or ↑ (AR 690-118, Appendix B * or Leader)

Substitutes : TOEIC, TOEFL

2. **Conversation Competency**

Use of a Management Panel

: #3 Native Speakers Assigned by LTC/GS-14/NF-5

CESRS (Conversational English Skills Rating Schemes)

3. **Both ALCPT or CESRS**

**** No Waiver on Written Test or Conversation Competency ****

RECRUITMENT AND PLACEMENT

❖ **Placement Procedure**

- 1) Pre-Employment Check (Background Check)
* Sensitive Pos : Completion of Favorable Check
- 2) Medical Exam Check
- 3) Employee In-Processing and Orientation

DETAIL AND TEMPORARY PROMOTIONS

○ **Governing Regulation**

- USFK Reg 690-1, Chap 3

1. **Detail**

: Temporary assignment without change of title, grade, or pay

- Use of a Detail
 - 1) To accomplish the duties of an employee on leave, temp duty, assigned to a special project
 - 2) Temp shortage of staffs
 - 3) New position created or pending on completion of classification action
 - 4) During the required advance notice period : Reassignment, suspension, separation etc
 - 5) To Provide an employee with short term training

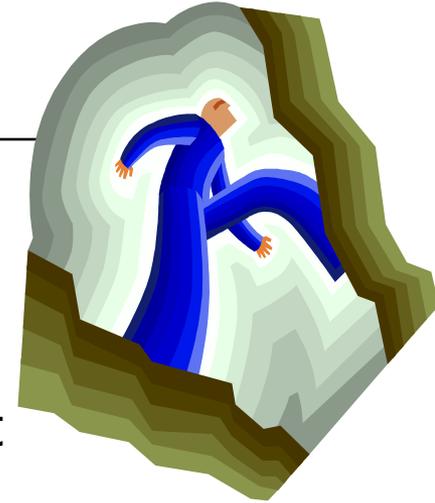


DETAIL AND TEMPORARY PROMOTIONS

○ **Limitation & Procedure**

1. Same or lower grade : 120 days increments up to 1 year
2. Higher Grade : Second session (over 120 days) – Competitive Basis Process
3. Unclassified job or Set of Duties : Providing PD at the Pos.
4. SF52 – Hardcopy
Formal : More than 30 days
Informal : Within 30 days

DETAIL AND TEMPORARY PROMOTIONS



2. Temporary Promotion

: Temporary Assignment at Higher grade

- Use of Temporary Promotion

- 1) Long term or indefinite absence – incumbent
- 2) Unplanned vacancy or pending recruitment

- Limitation

- 1) Fully qualified for the Pos
- 2) No more than 1 year without approval of servicing CPO
- 3) No more than 120 days without competition

- Procedure

- 4) Non-Competitive Action : NTE 120 days
- 5) Competitive action : more 120 days within 1 year
- 6) RPA request

Intern Program

- **Governing Regulation**
USFK 690-1, Chapter 18

- **Objectives**

- : Provide for a planned intake of personnel with high potential to meet USFK Korean staffing needs as a result of an aging population of highly skilled and technically experienced employees.

- : It will provide Korean employees with the skills, knowledge, and abilities required to advance to, and perform at, the target level of a specific career program or career field.

- : Promote efficiency and economy in achieving the mission of USFK.

Intern Program

■ Recruitment

1. Career programs/Fields

- ◆ Civilian Human Resource Management
- ◆ Comptroller
- ◆ Safety Management
- ◆ Supply Management
- ◆ Contracting and Acquisition
- ◆ Quality and Reliability Assurance
- ◆ Engineers and Scientists (Non-Construction)
- ◆ Material Maintenance Management
- ◆ Engineers and Scientists (Resources and Construction)
- ◆ Physical Security and Law Enforcement
- ◆ Quality Assurance Specialist (Ammunition Surveillance)
- ◆ Public Affairs and Communication Media
- ◆ Transportation Management

Intern Program

Career programs/Fields (Continued)

- ◆ Ammunition Management
- Manpower and Force Management
- Housing Management
- Equal Employment Opportunity
- Education Service
- Training
- Ammunition Management
- Information Management
- Intelligence (General)
- Morale, Welfare and Recreation
- Medical

** Intern may be hired in other career fields as deemed appropriated by management **

Intern Program

2. **Intern Position – Annotation**

: RPA, NPA, USFK Form 155E

3. **Priority Consideration**

: Order in Priority Group 5/6/8/9
(excluding #7 – Family Member)

4. **English Test Scores**

: Before applying for an intern position

: Conditions – TOEFL (paper based) : 550+

TOEFL (CBT) : 213+

TOEIC : 800+

ALCPT : 90+

Intern Program

5. **Grade and Pay setting**

- 1) Entry Level Grade – KGS5
- 2) Two grade intervals to the target position
- 3) Minimum qualification of USFK Reg 690-118
- 4) Voluntary acceptance of a lower grade – No demotion
- 5) Pay Protection- Annotation in vacancy Announcement & NPA

6. **Long-term full-time permanent**

: A separate competitive level for RIF purpose during the intern ship



Intern Program

■ Performance Appraisal

1. Identifies and define the objectives of the training – MITP & IDP
2. Quality & Quantitative Performance Standards
3. Informing intern's strengths and Weakness, and contribute to the development.
4. Korean employee interns – USFK Reg 690-1, Chapter 14, Performance Appraisal



Intern Program

■ Evaluation

- 1) Every 6 Months Assessment
- 2) USFK 155E form
- 3) Rotating Intern
 - : 2 Weeks before the departure of the supervisor
- 4) Filing in the OPF

■ Intern Training

- : Supervisors are responsible for ensuring that training is conducted in accordance with the MITP and the IDP
- : High caliber of instruction and an atmosphere

Intern Training (Cont.)

- 1. MITP (Master Intern Training Plans)**
 - Supervisor develop for each intern in consultation with HRD advisor at the servicing CPOC/CPO
 - AR 690-950 (Career Management), & other applicable component service regulations
 - Training content, Method of Instruction, Amount of time devoted to each subject.
 - MITPs identify both on-the-job and formal classroom training.

Intern Training (Cont.)

2. **IDP (Individual Development Plans)**

- Supervisor develop for each intern in consultation with HRD advisor at the servicing CPOC/CPO
- Relevant on-the-job, formal & informal training, development based on the intern's level of expertise
- Must be prepared within 30 days of Intern's entry on duty date.
- TDY training (Out of County Travel) is planned in the best interest of the Government.
- Attached to USFK Form 155E

Intern Program

■ **Supervisor's Responsibility**

- 1) **Prepare the training plan to include the MITP & IDP**
- 2) **Initiate RPAs for Recruitment of Interns**
- 3) **Training Intern Conduction IAW the training plan**
- 4) **Performance Standards & Evaluations**
- 5) **Initiate RPAs for promotion & placement of Interns**
- 6) **Maintain an official employee work folder for each intern**

■ **Promotion Progress**

- 1) **Non-Comparative action**
- 2) **Conditions**
 - **Meet time-in-grade requirements**
 - **Above a satisfactory level**
 - **Successful completion of all training requirements in IDP & MITP**
 - **CPOC HRD advisor's certification of the completion all trainings of IDP & MITP**

Promotion Progress (Cont.)

■ **Failure on promotion**

- : Extension of Intern training plan - NTE 6 months
- : Failure on condition of promotion (after extension)
 - Reassignment, CLG to another available positions,
Or Separation

● **USFK employee Intern**

- 1) **Reassign / CLG within the activity that trained intern**
- 2) **Reassign / CLG within the CPOC service area**
- 3) **Separation from DA - No available position for reassignment / CLG or Failure on satisfactory performance after it**

Promotion Progress (Cont.)

● **Korean Intern**

- 1) Reassign / CLG within the activity that trained intern
- 2) Separation from DA - No available position for reassignment

● **RPA initiation of Promotion**

: Submit an RPA to the CPOC 60 days prior to the eligibility date for promotion.

■ **Placement**

- Graduating interns : placed within the activity that trained the interns

Placement (Cont.)

- RIF / Organization reduction
 - : Secure on Local TDA spaces upon completion of the 2 to 3-year training period
- Non available on local TDA spaces
 - : IAW RIF procedures within the CPOC serviced areas
- Early Placement
- Not apply for another job during the internship
- Remain in the target position with the activity for 12 months after placement

RECRUITMENT AND PLACEMENT

- **Priority Group**

- 1/2) Mandatory Placement
 - 3) Mandatory Restoration
 - 4) Priority Consideration
 - 5) Current Employee
 - 6) Area Reemployment Priority List (ARPL)
 - 7) Military Spouses and Family Members
 - 8) Veterans/Disabled/Widows/Member of Immediate Family
 - 9) All other qualified applicants
- Non-Competitive Act



Priority Group

High Priority Group blocks placement of Candidates in lower priority groups

1. Mandatory Placement – Within

: In the CPO serviced area

- Perm AF/NAF emp identified by RIF
- Same or lower grade pos : Limited on
No more than 3 grades level below
- 2 or more candidates : in order of
Retention standing (highest to lowest)
- No Referral or selection register issue
- Forfeiture : Acceptance or Declination
on the job offer

2. Mandatory Placement – Consideration-other

: at other USFK CPO & KSC

Priority Group

3. Mandatory Restoration (Former Emp)

- **Military Duty (Honorable discharge)**
 - **Saved Pay (at a lower grade placement)**
 - **Apply within 60 days after the service-end**
 - **More than 15 days after the application**
: LWOP status
 - **Forfeiture : Acceptance or Declination**
on the job offer

- **Disability Duty (Injury during Work hour)**
 - **More than 90 days after the application**
: Over-hired Pos Status

Priority Group

4. Priority Consideration (Re-promotion list)

- Current Perm AF/NAF emp by RIF
- CLG, Change Tour of Duty (Full to Part)
- Saved Pay
- Forfeiture : Declination on the job offer
- * Exception on Temporary pos' job offer *
- For 18 mons after the EOD of CLG, CTD
- Referral or selection register issue
 - : in retention standing order
- Deviation order or Non-Selection
 - : Written request for waiver based on reasonable Job-related factor (Determination by CPO)

Priority Group

5. Current Employee

- All US Force AF/NAF emp, KSC, KOSA, Dragon Hill Lodging, AirForce, Navy, DOD
- * Invited contractor – no eligibility *
- Referral or selection register issue
- Deviation order or non-selection
 - : Written request for waiver based on reasonable Job-related factors (Determination by CPO)

Priority Group

6. Area reemployment Priority List (ARPL)

- Former Perm AF/NAF, TG III, Invited Con. with assignment right
- Notifying the eligibility within 30days as of the EOD of Separation (RIF)
- For 18 mons after the separation
- Loss of Eligibility
 - 1) Declining an reemployment offer at a grade level separated
 - 2) Fails to respond to a written inquiry of availability within 14 days after dispatch by registered mail

Priority Group

7. Military Spouse & Family Members

- Family members of Military or Civilian of USFK
: US Citizen, Korean, 3rd country citizen
- Not Consider for KN Emergency Essential Pos

8. Veterans/Disabled/Widows/Member of immediate Family

- Death or permanent disability resulting by a job-connected injury during employment with USFK or War
- For 18 months after the EOD of cases
- Immediate family – wife, husband, son, step son, daughter, and step daughter

RECRUITMENT AND PLACEMENT

Type of Appointment

1. Permanent
2. Temporary (NTE date)
 - Long Term
 - 1) Full time more than 3 years service
 - 2) Retiree reappointed after age 60
3. Intermittent – No prearranged Tour of Duties
 - * TG III – Terminated at any time*

Trial Period

1. New employee on Perm Pos (F/P time) - 1 year period
2. Exception) Balance countable
 - Between NAF & AF
 - Temp Pos to Perm pos

RECRUITMENT AND PLACEMENT

Reappointment after age 60

- 4 Criteria for Reappointment
 - 1) Continued Position
 - 2) No performance or conduct problem within the past year (1 Y)
 - 3) No Physical & health problem
 - 4) Pass the fitness test
- Long Term Temp, NTE date
- 14 advanced notice for the separation
- PROCEDURES
 - 1) Request in 6 mons prior
 - 2) Activity Commander / Staff principal L
 - 3) Denial – 60 cal days prior in written document

RECRUITMENT AND PLACEMENT

One-Year Pilot Program

1. Newly Hired Emp in NAF
2. As of 1 Jul 2004
3. Waiver – Written statement approved by Manager

Restriction

1. Advocating the overthrow of the US Gov or ROKG
2. Dual job at USFK
3. Nepotism & Personal Favoritism

Nepotism

▪ Restriction on relatives employment in the same office or organization (including subordinate div or Br)

- In one building
- In the same directorate or office
- In the same club or dining facility

▪ Exception

- Marriage with a subordinate
 - Involuntarily Reassignment
- RIF
 - CPO search alternative placement
- CPO & Labor relation Div involves Immediately

