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Civilian Personnel

POSITION CLASSIFICATION GUIDANCE AND  
STANDARDIZED JOB DESCRIPTIONS FOR KOREAN POSITIONS

**INTERIM CHANGES:** Interim changes to this pamphlet are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

**INTERNAL CONTROL PROVISIONS.** This pamphlet does not contain management control checklists.

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\*This pamphlet supersedes USFK Pam 690-500, 5 December 1995.

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**1. PURPOSE.** This pamphlet contains position classification guidance and standardized job descriptions to be used for evaluating and describing jobs occupied by Korean employees. The basic purpose to be served in the use of this pamphlet is to--

- a. Provide guidance in the classification of positions occupied by Korean national employees.
- b. Eliminate duplication of effort in the composing of individual job descriptions.
- c. Eliminate confusion that arises from variations in phraseology that do not represent variations in substance.
- d. Provide managers and supervisors with a knowledge of the duty requirements and grading patterns of work performed by Korean employees and to assist supervisors in making optimum use of manpower resources when establishing or revising position structures.

**2. APPLICABILITY.** This pamphlet applies to the classification of all United States Forces, Korea (USFK) appropriated and nonappropriated fund positions occupied by Korean employees.

**3. USE.**

- a. The classification guidance contained in this pamphlet is to be used to evaluate all jobs occupied by Korean employees.
- b. The job descriptions contained in this pamphlet cover mostly non-supervisory jobs typically performed by Korean employees. These job descriptions will be used to the maximum extent possible. Individually prepared job descriptions will not be used if a standardized job description adequately describes the major duties and responsibilities of the position. These job descriptions are meant to indicate a level of work and an area of work and to list tasks representative of such work. They are not meant to be all inclusive, or to limit an individual's performance to certain tasks described. The standard job descriptions are not written with the intent of placing a requirement on the employee to perform all of the duties listed therein.
- c. Job descriptions included in this pamphlet have been coded to the series generally corresponding to similar occupations and classes described in United States Office of Personnel Management (OPM) position classification standards. This coding system has been established for convenience and to assist in position structuring. The grade levels assigned in OPM classification standards and classification guides or standardized job descriptions issued by Department of Defense (DOD) agencies will not be used in evaluating jobs occupied by Korean employees.

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d. All standardized job descriptions have been electronically uploaded into the Department of Army (DA) Fully Automated System of Classification (FASCLASS) and maintained electronically at the Civilian Personnel Operations Center (CPOC). Managers authenticate job descriptions by initiating a Request for Personnel Action (RPA) via their system. If you are using a standardized job description, reference the job title, series, grade and job description number on page 4 of the RPA.

e. Nonstandard work situations which are not covered by this pamphlet will be described in separate job descriptions and evaluated as variant job descriptions in alignment with the standardized job descriptions contained in this pamphlet. Grade level criteria contained in position classification standards and related guidance issued by the U.S. Office of Personnel Management and DOD agencies, will not be used in evaluating jobs occupied by Korean employees. All variant job will be reviewed when positions become vacant for classification accuracy, consistency, and sound position management by the CPOC.

f. Classification of supervisory positions use appropriate appendices contained in this pamphlet, i.e., Appendix A - Supervisory Grade Evaluation Guide for One-Grade Interval Jobs, Appendix B - Supervisory Grade Evaluation Guide for Two-Grade Interval Jobs and Appendix C - Grade Evaluation Guide for Supervisory Jobs of all Manual Occupations, etc.

g. The authority to establish and change job classification grade structures and base pay schedules, to include benchmark classifications is retained jointly by the USPACOM Joint Labor Policy Committee coordination. In order to establish and/or change any current benchmark job descriptions, job classification grade structures, and base pay schedules, organizations must submit a request through their chain of command, Civilian Personnel Advisory Center (CPAC), CPOC, to CPD or HRD. The CPD or HRD will review and forward via the Joint Labor Affairs Committee (JLAC) to JLPC for review/approval.

### **4. TITLING PRACTICES.**

a. Nonsupervisory titles. The purpose of a position title is to communicate an immediate understanding and identification of the job. Normally, the position title will be prescribed by the applicable Standardized Job Description. When classifying a position at variance with standard job descriptions, but in the same series, the title prescribed by the standardized job description will be used unless that title is clearly inappropriate for the new position. In this case, a constructed title may be used. Titles prescribed by Office of Personnel Management Position Classification Standards should be used. The following guidance will apply in constructing new titles:

(1) Titles should be short, meaningful, and generally descriptive of the work performed.

(2) Titles should be consistent with the occupational series titles established by OPM and/or USFK; for example, positions in occupational series involving analytical, clerical, examining, or investigating work should be titled *analyst*, *clerk*, *examiner*, or *investigator*.

(3) A constructed title cannot duplicate a title already in use for positions in another occupational series.

(4) The constructed title should be applied to all like positions within the organization.

b. Supervisory titles. The duties, responsibilities, and qualifications involved in supervisory work should be recognized in the titles of positions. Therefore, when supervisory qualifications and skills are needed to perform the work, as defined in appendixes A and B, the official title should be supplemented with the word Supervisory as a prefix or Supervisor as a suffix. Words such as Officer, Administrator, or Manager may be substituted to denote a level of responsibility which inherently includes supervision.

**5. BENCHMARK JOBS.** The jobs included in appendix N are benchmark jobs used for pay determination and job classification purposes. They may be used as a cross reference to validate evaluation decisions reached for nonstandard, variant jobs.

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

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## APPENDIX A

### SUPERVISORY GRADE EVALUATION GUIDE FOR ONE-GRADE INTERVAL JOBS

**GENERAL INSTRUCTIONS.** This general guide is applicable to all supervisory positions (regardless of type of job) which meet the coverage criteria within the guide unless the positions are specifically covered by separately published standardized job descriptions.

**COVERAGE.** This guide is for direct use in the classification of positions which meet the following criteria:

1. The responsibility of the position involves supervision of three or more employees engaged in work which is properly classified at one-grade intervals and at or below KGS-8 level. Included, for example, are supervisors of clerical work, office machine operation, communications equipment operation, and one-grade interval technician work.
2. The supervisory responsibility of the position at least meets the defined scope of the Level I Job Definition.
3. This guide does not apply to the exercise of "staff-type" technical supervision over employees or organizational units not under the direct line control of the incumbent.
4. This guide is not applicable to the evaluation of "assistant" type positions. Such positions may be classified in relation to the position of the "chief" or supervisor of the unit.

**GRADE LEVEL DETERMINATION.** In the determination of grade level--

1. Identify the highest level of "line" or production work which constitutes a significant proportion of the work under the technical and administrative supervision of the position being evaluated. This grade level will be the highest actual grade of a substantial proportion of the nonsupervisory positions established in the unit. Do not count grades of positions which are supervised administratively only, or grades which are based on extraordinary independence or freedom from supervision. Do not count grades which are dependent on a sharing of supervisor's management responsibility, such as assistant supervisor or grades of positions involved in support work rather than line activities such as accounts maintenance clerks in the stock control unit. Therefore, judgment should be used in determining what constitutes a significant proportion of the nonsupervisory positions in the unit. A single position or very few positions in the large unit should not be considered to represent a significant proportion of the work. The highest grade of work which constitutes a significant proportion of the work in the unit, as identified, is taken as the basic grade level of work supervised.
2. Compare the responsibilities of the position being evaluated, element by element, with the three defined levels of supervisory job definitions. Select the level which is considered most comparable to the responsibilities of the position being evaluated.

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3. Add one grade to the basic grade level of the work supervised for the position which matches the job definition of Level I, add two grades for the position identified with the job definition of Level II and three grades for the position which matches Level III. This added grade will be the final grade level of the position being evaluated.

**SERIES DETERMINATION.** The appropriate occupational series of a position graded by this guide should be determined by reference to the base level of work supervised or series which covers the paramount qualifications required to perform the work.

**TITLE DETERMINATION.** The basic title for positions covered by this guide is determined through reference to the classification standard and/or series guidance used to determine the occupational series of the position.

1. For Level I positions, the prefix "lead" should be added to the basic title of all positions graded by application of this guide, or which meet basic requirements for coverage under this guide. For example, if the occupational series for Accounts Maintenance Clerk positions was selected and the level of supervisory responsibilities was determined to be comparable to the job definition of Level I, the appropriate job title would be Lead Accounts Maintenance Clerk.

2. For Level II and III positions, suffix the word "supervisor" should be after the title of all positions graded by application of this guide, or which meet basic requirements for coverage under this guide. For example, if the occupational series for Accounts Maintenance Clerk positions was selected and the level of supervisory responsibilities was determined to be comparable to the job definition of Level II or III, the appropriate job title would be Accounts Maintenance Clerk Supervisor.

### **JOB DEFINITION OF LEADER**

#### **LEVEL I**

Leads three or more employees engaged in same line or closely related line of work. Also performs some nonsupervisory work of the same level or related kind of work performed by subordinate employees.

#### **Work Planning**

Maintains the flow and quality of work to assure timely accomplishment of the assigned workload. Follows step-by-step work procedures provided. Planning responsibilities are limited at this level; the work flow, methods, and procedures are established by others. Incumbent does not have authority to change them without prior approval, although he may suggest subject to his supervisor's approval, minor changes in work flow and priorities.

#### **Work Assignment**

Assigns work not specifically assigned by higher level supervisors following a well-established work flow pattern and procedures. Assists or instructs other employees in specific tasks and job techniques. Provides written instruction or reference materials and answers questions regarding work.

**Reviewing Work**

May check work in progress or on completion for compliance with instructions; is alert for ways to reduce costs; stresses economy; refers ideas to supervisor for possible reduction of costs; corrects work deficiencies or calls them to attention of a supervisor.

**Personnel Management**

Orients new employees to the unit and determines working and seating arrangements. Initially discusses complaints of employees, may resolve very simple matters but usually refers to the supervisor. Informs subordinates of available services and welfare activities. Provides on-the-job training in accordance with established plans and practices. As requested by supervisor, makes informal appraisal of performance of employees. Not responsible for initiating personnel actions resulting from informal appraisal.

**JOB DEFINITIONS OF SUPERVISOR**

**LEVEL - II**

**General**

Supervises and directs the work of a group of employees with assigned responsibility for and accountable to superior for the quantity of work, timely accomplishment of assignments, economical work operations, and efficient utilization of personnel and other resources. May perform limited non-supervisory duties as a part of the total supervisory functions.

**Work Planning**

Plans work assignments and methods on a day-to-day basis. Estimates time, material and personnel required. Furnishes facts on work in process, backlog, and production rates. Maintains records of work accomplishment and time expended. Follows established work procedures but is authorized to make minor adjustments to meet temporary conditions.

**Work Assignment**

Assigns work to subordinates on the basis of selective consideration of the difficulty and requirements or the capability and qualifications of the employees. Establishes work priorities and maintains the flow and quality of work to assure timely accomplishment. Issues special instructions for non-routine or complex assignments.

**Reviewing Work**

Reviews, accepts, amends or rejects the completed work on the basis of established quality standards and special instructions given. Observes work to locate problems. Seeks solutions to problems and avoidance of future problems (adjustments are confined to operations supervised and do not affect the end result determined by higher authority). Reports above-normal rejection rates to supervisor. Expected to be alert to means of increasing efficiency and economy of operations.

**Personnel Management**

Adjusts informal complaints or refers to supervisor. Counsels subordinates on personal matters as requested. Reports to the supervisor on performance, progress, training needs of subordinates and on disciplinary problems. Makes recommendations to supervisor on such matters as promotions, reassignments, and the recognition of outstanding performance. Actively promotes the incentive award program and discusses with subordinates suggestion matters dealing with work within his own area. Assists in the preparation of suggestion submission. Recommends leave schedules, notes leave abuse and recommends corrective action. Participates, with considerable weight, in the selection of employees from the list of eligibles. Makes informal appraisal of performance. Suggests ways of improving performance, for decision by supervisor.

**LEVEL - III**

**GENERAL**

Supervises and directs the work of others through subordinate supervisors. Is responsible for efficient and economical operation of subordinate units supervised, and for coordination of work operations among subordinate units and with other organizations. Participates fully in the conduct of personnel management functions.

**Work Planning**

Takes part with supervisor in early stages of planning. Plans weekly or monthly schedules and sets deadlines. Plans sequence of operations and sets priority order, employees to be utilized. Prepares and reports to higher administrative levels estimates regarding the unit's budgetary requirements based on past experience, anticipated workload and the production capability of his unit. Furnishes opinion to supervisor on request, regarding effectiveness of the organization structure relative to his own organization.

**Work Assignment**

Assigns and distributes work to subordinate supervisors and, as necessary, to employees, insuring proper balancing of overall work-load. Sets priorities and prepares schedules for completing work. Outlines the work to be accomplished by general target dates, objectives and major problems anticipated.

**Reviewing Work**

Spot checks performance and directs corrective action if needed. Reviews, accepts, amends or rejects work of subordinates, including work for which quality standards have not been established or work which has had preliminary lower level review. Studies equipment, materials, supplies, personnel and work procedures to achieve goals of greater economy and efficiency.

**Personnel Management**

Receives complaints and grievances and resolves most of them informally. Holds corrective interviews with employees and proposes disciplinary action to higher authority. Sets performance requirements, makes formal appraisal, justifies special ratings. With approval of supervisor, effects plans to improve performance. Conducts informal training of employees; broadens employee training and provides back-up skill by cross-training. Actively promotes the incentive award program and discusses with subordinates suggestions of all matters. Assists in the preparation of suggestion submission. Notes need for and recommends promotions, reassignments, or other personnel actions. Recommends the approval or disapproval of leave. Initiates request for filling vacancies or for additional personnel to meet work requirements. Interviews applicants and selects new employees.

## APPENDIX B

### SUPERVISORY GRADE EVALUATION GUIDE FOR TWO-GRADE INTERVAL JOBS

**GENERAL INSTRUCTIONS.** This guide is for direct use in the classification of jobs which involve supervision of three or more employees engaged in work properly classifiable in the two-grade interval pattern (i.e., KGS-5, 7, 9, 11, 12). It is also for direct use in the classification of positions which involve supervision of one-grade interval work, the base level of which is grade KGS-9 or above.

#### **COVERAGE.**

1. This guide applies to all supervisory positions over work which can be evaluated best by reference to the base level of work performed by their subordinates (regardless of their location in the supervisory hierarchy). The supervisory responsibility of the position at least meets the defined scope of the Level I job definition.
2. This guide is not applicable to--
  - a. Jobs that exercise “staff-type” supervision over employees or organizational units not under the direct line control of the incumbent.
  - b. Evaluation of “full assistant” type positions. Such positions may be classified in relation to the position of the chief or supervisor of the unit and will be classified at least one grade lower than the grade of the supervisory duties of the chief or supervisor.

**SERIES DETERMINATION.** The appropriate occupational series of a position graded by this guide should be determined by reference to the subject-matter standard or series which covers the paramount qualifications required to perform the work.

**TITLING DETERMINATION.** The prefix “Supervisory” should be added to the basic title of all positions graded by application of this guide, or which meet the basic requirements for coverage under this guide, unless the title of such position already denotes supervision or management.

**GRADE LEVEL DETERMINATION.** In determining the grade level--

1. Identify the highest level of nonsupervisory substantive work under the direct or indirect supervision of the position being evaluated. Substantive work is that which directly furthers the purpose for which the unit is established. Thus, in a unit with a “staff” or “auxiliary service” function, the substantive work of the unit is the performance of that function. A budget analyst in a budget office is doing the substantive work of that unit; a budget analyst in an engineering office is not doing the substantive work of that unit. The work identified as the base level must meet the following criteria:
  - a. It represents a significant portion of the total substantive work of the immediate unit in which it appears. Work at a particular level represents a significant portion of the total substantive work of a unit when—

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(1) Such work constitutes more than half the work of at least two of the full-time positions supervised and

(2) About 25 percent or more of the positions engaged in that substantive work are at least at that level.

b. It requires of the immediate supervisor substantial and recurring use of technical skills of the kind typically needed for directing work at the level, in addition to the use of supervisory skills common to all supervisory positions.

c. It is not based on a degree of extraordinary independence or freedom from supervision.

2. In some cases, it may be necessary to establish a constructed grade level in order to determine the base level of work supervised.

a. In units where there are trainees performing work in professional or other “two-grade interval” occupations in which nontrainee positions are normally classifiable at a higher grade level, the full performance level for such work should be projected to arrive at a constructed grade level.

b. There may be instances other than those involving trainees where the regular performance level for some work performed in a unit is not reflected in grade levels of established positions. For example, this may occur where a unit regularly carries out projects which by reference to appropriate standards, are typically handled by incumbents of KGS-11 positions, but because of circumstances, such as inability to recruit qualified individuals at the KGS-9 level, or the need for further development of current staff members, such projects as assigned to incumbents of KGS-9 positions under greater-than-normal assistance and guidance. A constructed grade level representing the regular performance level (KGS-11 in the example) may be used in situations such as this.

3. The base level of work should not be determined by reference to grades of subordinate positions in cases in which such grades depend primarily on sharing of the supervisor’s responsibility for planning, reviewing and/or coordinating work.

4. Determine which of the following levels best describes the true nature and extent of supervisory responsibilities:

### **LEVEL I**

Level I encompasses a broad range of supervisor responsibilities exercised over at least three employees engaged in substantive professional, technical or administrative work. Level I always includes responsibility for insuring timely performance of a satisfactory amount and quality of work, and duties of reviewing work products of subordinates and accepting, amending or rejecting work. It also involves at least three of the first four, and six of the eight following duties and responsibilities:

1. Planning work to be accomplished by subordinates. Setting priorities and preparing schedules for completion of work.
2. Assigning work to subordinates based on priorities, selective consideration of the difficulty and the requirements of the assignments, and the capabilities of the employee.
3. Evaluating performance of subordinates.
4. Giving advice, counsel, or instruction to individual employees on both work and administrative matters.
5. Interviewing candidates for positions in the unit. Making recommendations for appointment, promotion, or reassignment involving such positions.
6. Hearing and resolving complaints from employees. Referring group grievances and the more serious complaints not resolved to higher level supervisors.
7. Effecting minor disciplinary measures such as warnings and reprimands. Recommending action in more serious cases.
8. Identifying developmental and training needs of employees. Providing or making provision for such development and training.

If a position does not meet the minimum criteria for Level I, it does not have a sufficient level of supervisory responsibility to be directly evaluated by this guide. Such positions must be evaluated through considering standards and criteria not described in this guide; the total evaluation, however, may include appropriate reference to this guide for aspects which are supervisory.

## **LEVEL II**

Level II supervisory responsibility is substantially greater than Level I. Typically, Level II positions involve direct and indirect supervision of employees engaged in substantive professional, technical or administrative work; the unit supervised is divided into two or more subunits each with its own supervisor; and on an overall basis, it is characterized by all of the following:

1. The necessity to use some subordinates in guiding and controlling work.
2. Especially significant responsibilities in dealing with officials of other units or organizations.
3. Important responsibilities in advising higher supervisory and management officials not covered by this guide.
4. Clearly greater personnel management responsibilities than those typical of Level I.

Level II positions will involve most or all of the duties described for Level I and, in addition, the following:

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1. Making decisions on work problems presented by subordinate supervisors.
2. Collaborating with heads of other units to negotiate, decide on, and/or coordinate work related changes affecting other units.
3. Advising officials with broader and higher responsibilities on problems involving the relationship of the work of the unit supervised to broader programs, and its impact on such programs.
4. Evaluating supervisors and reviewing evaluations made by supervisors on other employees.
5. Making selections for nonsupervisory positions; recommending selections for supervisory positions.
6. Hearing group grievances and serious employee complaints, or ones not resolved at a lower level; reviewing serious disciplinary cases (i.e., those proposing suspensions and removal), and disciplinary problems involving key employees.
7. As needed, consulting with specialist on training needs, and deciding on training problems related to the units supervised.

The final grade for a **Level I** position is one level above the base level of work identified. The final grade for a **Level II** position is two levels above the base level of work identified.

**NOTE:** A level equals the grade interval between grades in the normal progression in the two-grade interval structure below KGS-10 (e.g., KGS-5, 7, 9). At KGS-9 level, one level above is KGS-11. At KGS-10 and above, one level equals one grade and two levels equal two grades (i.e., KGS-10, 11, 12, 13). Thus, a supervisory position would be placed at KGS-11 if one level above and KGS-12 if two levels above the base level of work credited at KGS-9 or KGS-10.

**APPENDIX C**

**GRADE EVALUATION GUIDE FOR SUPERVISORY JOBS  
OF ALL MANUAL OCCUPATIONS**

1. These standards are to be used in the evaluation of Wage Board Supervisory jobs.
2. With the exceptions listed in paragraphs 3 and 4, the grade levels of Leader, Senior Leader and Foreman jobs of all occupations listed in the Standardized Job Description and/or jobs established as "variants" will be evaluated at one, three and five grades respectively above the journeyman level of the occupation concerned.
3. This grading system does not apply to laborer series occupation. One, two and four grades will be added to the Leader, Senior Leader and Foreman, respectively, when evaluating laborer supervisory jobs.
4. Foreman positions supervising fifty or more full-time personnel will be evaluated to a pay level six grades above the base level of the work directed.

Assistant Foreman positions will be classified in relation to the grade level of the Foreman position. Assistant Foreman positions are full assistants to the Foreman, they occupy a position in the direct supervisory line and shares in and assists the Foreman with respect to all phases of the operation. Assistant Foreman positions will be classified one grade lower than that of the Foreman. If the Foreman position is encumbered by U.S. military or U.S. civilian personnel, a hypothetical grade will be assigned in accordance with the Table of Supervisory Responsibilities contained in this appendix, with the Korean full assistant position evaluated accordingly.

**TABLE OF SUPERVISORY RESPONSIBILITIES**

**LEADER SITUATION**

**General Responsibility**

Leader performs regular nonsupervisory work coupled with immediate direction of three or more workers typically performing the same kind, or type and grade level of work. (**NOTE:** The number led does not affect the evaluation of the leader job.)

**Controls Over Work**

Supervisor indicates what to do, sequence of performance and how to do it by giving instructions at start or when asked; work is assigned with fixed standard of quantity, quality and time deadlines; work is subject to spot-checks in process or upon completion; effectiveness of pace setting and training of workers led is checked by review of group production data and reject, waste and safety records.

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### **Planning**

Does no long-range scheduling of work orders or work projects; no planning of material needs except to draw items needed for daily work; sequence of jobs is automatic or directed by higher authority; no authority to modify standard procedures; follows step-by-step work procedures provided or applies usual practices of trade; knowledge of work methods beyond that of journeyman level in the line of work not required.

### **Selecting and Evaluating Subordinates**

Does not select workers. May try out workers; on request, provides supervisor with information on performance of workers. As requested by supervisor, makes informal appraisal of performance of crew members. Not responsible for initiating personnel actions resulting from informal appraisal.

### **Assigning Work**

Supervisor assigns workers to project; leader assigns tasks to individual workers giving instructions at beginning of and during operations per instructions received from supervisor; sets pace of work for members of the group; may require that more exacting or difficult tasks be cleared with him before accomplishment. Supervisor handles coordination with other crews

### **Reviewing Work**

May check work in progress or on completion; is alert for ways to reduce costs; stresses economy; refers to supervisor ideas for possible reduction of costs; and corrects work deficiencies or calls to attention of supervisor.

### **Improving Methods**

From journeyman knowledge, makes suggestions for improving work methods and achieving economy. Does not participate in management studies except to answer questions asked by supervisor.

### **Other Personnel Tasks**

Maintains discipline; notes need for and recommends action to provide employee services. Refers personnel to supervisor; does not initiate personnel actions. Does not grant leave. Receives specific assignments and trains employees in what is to be done, how it is to be done and works with them demonstrating proper procedures and production expected.

### **General Administration**

Completes and submits work order forms; requisitions needed items; enforces elementary safety rules and use of safety equipment; promotes economy. May post time and keep other incidental records.

## **SENIOR LEADER SITUATION**

### **General Responsibility**

May perform some nonsupervisory duties but is mainly a supervisor concerned with leadership, instruction and direction of workers; has authority only for recommending changes in methods and procedures affecting organization of work or utilization and appraisal of workers. Receives short term assignments. Sees that work is accomplished efficiently. Has no final authority for administrative action.

### **Controls Over Work**

Accountable to supervisor for all work assigned his group including maintenance of quality standards, production quotas standards, production quotas and deadlines; specific oral and written instructions are in terms of specific assignments, time requirements and methods and procedures; usually only sufficient work is assigned to keep entire group occupied; work is subject to spot-checks during or upon completion of work order.

### **Planning**

Plans work assignments and methods on a day-to-day basis. Estimates time, equipment, material and personnel required. Furnishes facts on work in process, backlog and production rates. Normally is told equipment to be used. Obtains routine supplies; reports recurring failures of equipment. Follows established work procedures but is authorized to make minor deviations to meet temporary conditions.

### **Selecting and Evaluating Subordinates**

On request, furnishes recommendations to supervisor concerning work records and other qualification of subordinate employees being considered for promotion or reassignment; gives tryouts where desirable. Makes informal and formal appraisal of performance; recommends disciplinary actions; and suggests ways of improving performance.

### **Assigning Work**

Selects from the assigned work force the individuals to be used for each operation of the project; assigns work individually indicating methods to be used; furnishes technical instructions on more difficult operations.

### **Reviewing Work**

Makes frequent inspections to insure quality control. Observes work to locate problems. Seeks solution to problems and avoidance of future problems (adjustments are confined to operations supervised and do not affect the end result determined by a higher authority). Reports above-normal rejection rates to supervisor. Expected to be alert to means of increasing efficiency and economy of operation.

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### **Improving Methods**

Scope of responsibility is limited to own operations, major improvements must be accepted by supervisor before changes can be effected. Seeks improvements in organization work flow, machine utilization and employee attitude.

### **Other Personnel Tasks**

Adjusts informal complaints or refers to supervisor. Counsels as requested. Notes need for and recommends provision of employee services; notes leave abuse and recommends corrective action. Reports job changes and recommends personnel actions as appropriate. Inducts new employees and conducts job training. Evaluates performance to determine individual training needs; analyzes job tasks as basis for training. With assistance of the Foreman or other staff personnel, develops training plans as needed.

### **General Administration**

Maintains records of work orders, materials used and costs involved. Requisitions supplies, materials and tools. Issues safety equipment and insures proper use. Inspects to control supply conservation and enforce safety measures.

### **FOREMAN SITUATION**

The foreman is primarily a supervisor of workers with authority for the immediate execution of plans and operations. Has authority to organize workers into the most productive working unit. May have subordinate supervisors but is distinct from a general foreman in that there is usually responsibility for only one organizational unit. May receive long-range assignments of work. Plans work accomplishment within schedules coordinated with higher authority. Is distinct from lead foreman because of responsibility and authority for administrative actions. Typically the foreman supervises from 10 to 30 subordinates.

### **Controls Over Work**

Supervisor holds foreman accountable for meeting quality standards, production quotas and deadlines. Follows general instructions, standard procedures and authorized policies. Normally responsible for more than one work order or project at a time. Work is subject to spot-check but this is less frequent and detailed than review of the work of a lead foreman. More responsible planning at this level than required of a lead foreman.

### **Planning**

Takes part with supervisors in early stages of planning. Consults subordinates in framing recommendations for supervisors or for immediate action if approval is not required. Plans weekly or monthly schedules and sets deadlines. Plans sequence of operations and sets priority order, employees to be utilized, equipment and materials to be used for individual work order. Coordinates with employees affected by his operations. Determines how many work orders can be handled concurrently and which operation should be deferred. Furnishes opinion to supervisor, on request, regarding effectiveness of the organizational structure relative to his own organization.

### **Selecting and Evaluating Subordinates**

Selects workers from personnel office referrals. Initiates recommendation for promotion and reassignment of subordinates. Sets performance requirements, makes formal appraisals; justifies special ratings; initiates disciplinary action and commendations. With approval of supervisor, effects plans to improve performance.

### **Assigning Work**

Chooses individual workers for assignments. Explains work order requirements, methods, production standards and schedules. Organizes crews. Based on experience, furnishes technical instructions on difficult operations. Checks on all problems in connection with the execution of work of his group and takes corrective action as required. Within ceiling and other management controls, establishes positions through assignment of duties and division of work in his organization.

### **Reviewing Work**

Spot-checks performance and directs corrective action if needed. Inspects finished product of each work order to see that standards and specifications have been met. Helps inspectors and uses their findings. Studies equipment, materials, supplies, personnel and work procedures to achieve goals of greater economy and efficiency.

### **Improving Methods**

Within own operations, seeks improvement in organization flow, machine utilization and attitudes. Aids those making management studies; helps develop and review work standards.

### **Other Personnel Tasks**

Adjusts informal complaints in own field; counsels employee, recommends provision of employee services as needed. Schedules and approves leave and corrects leave abuses. Analyzes work situations and helps with job description, requesting revision of proposed plans. Within own operations, determines training needs, trains leaders and inexperienced subordinate supervisors, and gives continuing coaching.

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### **General Administration**

Maintains production cost and personnel records as required and prepares reports to supervisor. Maintains supply of tools, parts, supplies, equipment and controls their use and approves substitutions.

Assures use of safety equipment and seeks elimination of safety hazards. Recommends to supervisor safety review of new operations.

#### **NOTES:**

a. Under no circumstances will Assistant positions be established below the Assistant Foreman level.

b. The higher level of supervisory responsibilities found in General Foreman positions are normally assigned to military or U.S. civilian positions.

**APPENDIX D**

**EVALUATION GUIDE FOR KGS CIVILIAN DEPUTY OR ASSISTANT POSITIONS**

The supervisory duties performed by a civilian deputy or assistant will be evaluated to a lower grade than the supervisory duties of the chief. The grade will not be influenced by the military rank of the person who occupies the position of chief of the organization. When evaluating a civilian deputy of a U.S. military chief or U.S. civilian supervisor, the military chief's or U.S. civilian supervisor's position should first be evaluated as if it were a KN supervisory job. Consider only the chief's supervisory responsibilities. A full deputy is classified one grade level below that of the chief. A job that does not share the full range of the chief's managerial responsibilities is evaluated to at least two grade levels below the chief's supervisory grade. When assigned, nonsupervisory duties should be separately evaluated and considered in the overall evaluation.

Factors to consider are--

1. Extent to which it is involved in program planning.
2. If all to the same employees are creditable for the chief's base level also receive supervision by the deputy.
3. Note: A deputy is a continuing day to day responsibility, not something that happens primarily in the absence of the chief.

## APPENDIX E

### STANDARD JOB DEFINITION FOR JUNIOR LEVEL OF ALL MANUAL OCCUPATIONS

Performs work requiring knowledge and skills necessary for accomplishment of a portion of the total assignment for which a journeyman worker in a given occupation is normally responsible. Also included in this level are workers who assist journeyman and may perform full journeyman assignments under immediate supervision as a part of their training. Incumbents acquire knowledge of the basic trade fundamentals, perform more than the simple, routine, preparatory tasks of the helper in a semiskilled manner and progressively develop skills up to the ability to perform journeyman-level tasks. Normally these incumbents receive detailed instructions or guidance when new tasks are assigned and as skill progresses, perform those tasks without immediate supervision.

Junior level positions are frequently used for progression to positions requiring journeyman level skills and knowledge. However, most maintenance and shop activities are characterized by a considerable number of work situations requiring only junior level tasks in addition to those requiring journeyman workers. Accordingly, there are usually continuing manpower requirements for junior type positions so that assignment to such a position is not necessarily considered for purposes of training or career progression. In large organizations good position management dictates a mix of journeyman and junior level positions, e.g., 70% journeyman and 30% junior.

Junior level positions performing duties characteristic of occupations in which the journeyman level is established as grade KWB-5 and above will be evaluated at two grades below the journeyman grade level.

Junior level positions performing duties characteristic of occupations in which the journeyman level is established as grade KWB-4 and below will be evaluated one grade below the journeyman grade level.

**APPENDIX F**

**CLASSIFICATION GUIDE FOR KGS TRAINEE AND ADVANCED TRAINEE POSITIONS**

**KGS-5**

This is the basic trainee level. KGS-5 employees receive formal classroom instruction and/or on-the-job training in the principles, concepts, work processes, regulations and reference material fundamental to specialized fields. On-the-job training assignments provide a practical understanding of the organization, programs, policies and objectives of the employing agency as well as furnish experience in the application of principles, procedures and work techniques to actual operating situations. They also familiarize employees with work operations and processes; and relieve experienced personnel of detailed and simple work. Instructors or supervisors give specific instructions and guidance on all assignments and critically review completed work.

**KGS-7**

This is the advanced trainee level leading to KGS-9. Work assignments provide training in the analytic and judgmental aspects of the work and in the appropriate use of proper methods and techniques. Advanced trainees are given detailed instructions and explanations with each assignment. When employees at this level work on more complex assignments (i.e., those characteristic of the KGS-9 or KGS-11 levels) they normally receive continuing guidance and instruction during work progress. Completed work is subject to close review to assure adequate and accurate application of principles, guides and regulatory requirements; to determine the soundness of conclusions and recommendations; and to serve as the basis for determining rate of progress and further training needs.

Positions meeting above criteria will be coded and titled the same as the nontrainee positions within the appropriate occupational series.

## APPENDIX G

## CLASSIFICATION GUIDE FOR USE OF PARENTHETICAL TITLES

For some occupational series OPM has prescribed certain parenthetical titles to be used as appropriate for positions in those series. Only these designations may be used. For positions in series for which OPM has not established parenthetical titles care should be taken. A parenthetical designation should be used only when it is decided that it would add materially to the understanding and identification of the position. Parenthetical titles should be used only where it would be helpful or necessary to identify further the duties and responsibilities involved, and such duties and responsibilities reflect special knowledge and skills needed to perform the work. The addition of parenthetical designations can be important for a variety of purposes, such as to indicate special skills for recruitment or to identify positions for pay purposes. In all cases where a parenthetical title is used, the job description must reflect the duties which support the parenthetical designation. Unless otherwise approved by OPM or this pamphlet, all parenthetical titles will be limited to position above the journeyman level, i.e., *Electronic Technician, KGS-856-11 (Multiplex Switching)*.

A parenthetical title of *Stenography, Office Automation, or Data Transcribing*, must be added to the official title of a position when the duties of the position require proficiency at or above minimum qualification level for one of these skills. The parenthetical designation *Office Automation* may be shortened to *OA*, if desired. When either *Stenography* or *Office Automation* is used alone in parenthesis, the Typing designation will not be used.

When a position is classified to a specialized clerical series and requires minimum qualification level stenographic skill and the same level of typing skill to perform office automation work, both *Stenography* and *Office Automation* are added parenthetically to the position title; i.e., Secretary (Stenography/OA). In any case where one of these parenthetical titles is used, the position description must state the skill level required to assure appropriate recruitment for the job.

Clerical positions KGS-3 through KGS-5 grade levels that require a qualified typist are classified in the appropriate clerical job description and the word *Office Automation* is parenthetically added to the job title to indicate that typing skills are a job requirement. However, care should be taken, positions that consists of general office work combined with a requirement for a fully qualified typist is to be placed in the Clerk-Typist, KGS-322, Series. Except for Secretary positions, the parenthetical title *Office Automation should not be used in classifying positions above the KGS-7 level*.

The parenthetical title *Typing* or *Office Automation* should not be used when the typing work is so infrequent or the nature or level of typing tasks are such that most or all persons who can perform the clerical work satisfactorily can also accomplish the typing work in an adequate manner either immediately upon employment or after a reasonable period of experience on the job. In other words, if the typing work does not require the services of a qualified typist, the parenthetical title should not be used.

**APPENDIX H****EVALUATION GUIDE FOR WAGE BOARD INSPECTOR JOBS****GENERAL CRITERIA**

Inspection jobs which require the same knowledge, experience, skill and ability as a worker in a trade, craft or laboring occupation and in addition, performance for a substantial amount of time of inspection of components, systems and items, materials, products and/or processes by physically examining for workmanship, usability and suitability; making functional tests or inspections to determine what repairs, modifications, replacements or reconstruction is required in order to comply with specifications, blueprints and technical orders, making detailed mechanical, electrical, operational, or similar inspections or tests for the purpose of accepting or rejecting items from the standpoint of whether they are properly constructed and in acceptable working condition; or performing examination of 100 percent of items produced or examination of samples selected under sampling plan to insure compliance with specifications where the inspections made are basically of trade or manual laboring operations requiring manual dexterity and the use of the tools, techniques and work methods of a trade, craft or laboring occupation will be evaluated by determining the trade level of the worker whose work is being inspected and adding one grade for the inspector.

**SERIES CODE AND TITLES**

1. Suffix "Inspector" after the kind of work or functions inspected, e.g., Automotive Equipment Repair Inspector, Heavy Equipment Repair Inspector, Painting or Carpentry Inspector, Custodial Work Inspector.
2. Use same occupational code applicable for the work being inspected. Where more than one kind of work is inspected, the code for the job will be that of highest level of work used as a basis for grade determination. If no single occupation predominates, the general code (01) of the predominant job family will be used.

**CRITERIA FOR MULTISKILL INSPECTORS**

1. Where the knowledge, experience, skill and ability of more than one trade, craft or laboring occupation is required at the worker level, determine the grade of each and if the grades are the same, add one grade for the inspector, i.e., Carpenter, KWB-6, and Pipefitter, KWB-6, appropriate grade will be KWB-7.
2. Where the knowledge, experience, skill and ability of more than one trade, craft or laboring occupation is required at the worker level, determine the grade of each and if the grades are different, add one grade to the highest grade represented for the inspector.

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### **OTHER SITUATIONS**

Application of the above policy does not necessarily limit all inspection jobs to one grade above the grade of the worker whose work is being inspected. It is recognized that there are atypical inspector situations that involve additional responsibilities which must be taken into consideration. If responsibilities such as quality control, contractor relationships, development of inspection and test techniques require appreciably more experience and training and responsibility, and an appreciably greater degree and continuity of mental application and physical demand and/or involve more disagreeable or hazardous working conditions, evaluation to more than one grade of the worker whose work is being inspected may be justified.

**APPENDIX I**

**EVALUATION GUIDE FOR CLUB MANAGER JOBS (KGS-1101)**

**1. GENERAL.** This guide is intended to apply to positions charged with on-the-spot management of clubs. Assistant club manager positions can be classified relative to and after the grade level has been determined for the club manager position (whether the club manager position be military or civilian). Important considerations in evaluating assistant manager positions are--

- a. The degree of authority and responsibility which has been delegated to incumbent of these positions, and;
- b. The size and complexity of operations managed.

The club manager is characterized as one having responsibility for the overall planning, direction and control of all phases of club operations, including requisition, receipt, storage, selling, replenishment, accounts maintenance, reporting and personnel management. These functions are described in the attached standardized job description.

**2. GRADES.** The grades of club managers are not determined by evaluating each individual function performed; but rather by evaluating their total responsibility for managing the club. All the functions listed in the attached job description are inherent in their managerial responsibilities. The absence of any of these functions is an indication that a position is somewhat less than a club manager. The level of difficulty for managing a club depends upon the size and complexity of operations managed. This is measured by applying the criteria provided in paragraph 5.

**3. TITLES.** Club Manager is the authorized title for a position of overall club manager. Assistant Club Manager is authorized for a full assistant to the manager.

**4. CLASSIFICATION FACTORS.** The basic duties of club manager positions remain constant, for all practical purposes, at all grade levels. Any or all of the functions may be personally performed and directed by the club manager, or they may be delegated to subordinate supervisors or employees.

a. Supervision received by club managers is typically of a general administrative nature. The club manager's supervisor is informed on the overall activity of the club and is consulted as needed, but the manager is responsible for independently conducting the day-to-day operation of the club.

b. The nature of managerial responsibility for these positions is adequately reflected in the size and complexity of operations managed.

c. There are three primary measures of the size and complexity of club operations. This are--

- (1) Volume of sales.

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- (2) Total number of personnel required.
- (3) Line activities operated.

Each of these elements is considered to be an influencing factor of size and complexity of operations managed. Within the subject occupations the first element, "volume of sales" is generally accepted as the most important indicator of size and complexity of operations. Then, "total number of personnel required," and "line activities operated" in that order. Accordingly, point values are assigned to these elements to reflect the classification weight.

**5. APPLICATION OF CLASSIFICATION CRITERIA TO POSITIONS.** Club manager positions are characterized by responsibility for the performance of managerial duties and responsibilities identifiable with those described for club manager above, and size and complexity of operations managed.

- a. Total monthly volume of sales and charges (not counting transfers, membership dues, and service charges) averaged over a period of 1 year--

<u>Points</u>	<u>Sales Volume</u>
3	0 - 3,250
6	3,251 - 9,880
9	9,881 - 19,890
12	19,891 - 39,650
15	39,651 - 79,560
18	79,561 - 130,000

- b. Size of operations is such as to require a staff of where the size of the operation requires less than five persons, the situation may not warrant a managerial position fully identifiable with the standard job description for Club Managers. The number of full-time employees should be averaged over a six month period. Part-time civilian and off-duty military are included. The number of part-time employees shall be converted to an equivalent number of full-time employees on the basis of hours worked (each 40 hours equals a full-time employee).

<u>Points</u>	<u>No. of Persons</u>
3	5 - 10
6	11 - 20
9	21 - 40
12	41 - 70
15	71 - 100

c. The line activities operated. Other factors require special consideration, such as the number of regularly scheduled meals served, banquet and catering services, bingo programs, and Monte Carlo Operations. Each of these additional programs add to the complexity of the management function, requiring additional menu planning, employee scheduling, and administration. Special events source documents include Banquet Contracts, Bingo and Monte Carlo contracts and schedules.

<u>Function</u>	<u>Bonus Points</u>
More than two complete meals served daily (Full Service Menu)	1
Banquet and catering served (More than 3 per month)	1
Bingo programs (More three events per month)	1
Monte Carlo events (More than two events per month)	1
Maximum Bonus Points	4

**6. CONVERSION TABLE.** After the appropriate number of points has been determined for each of the three elements listed above, the individual sums will be totaled. Whenever the maximum criteria for any one element are greatly exceeded, the criteria may be extended and the additional points added maintaining the same rate of progression for that element. The total points will be converted into the grade levels in accordance with the following grade conversion table.

**Grade Conversion Table**

<u>Total Points</u>	<u>Grade Levels</u>
6 or less	KGS - 5
7 - 9	KGS - 6
10 - 15	KGS - 7
16 - 22	KGS - 8
23 - 30	KGS - 9
31 - 36	KGS - 10
37 or more	KGS - 11

**7. EVALUATION OF ASSISTANT CLUB MANAGER POSITIONS.** Assistant club manager positions may be classified in relation to the grade level of club manager position. Where the assistant club manager is a full assistant to the club manager, occupies a position in the direct supervisory line and shares in and assists the club manager with respect to all phases of the club operation, the assistant club manager position will be one grade lower than that of the club manager.

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### **Club Manager, KGS-1101**

#### **Supervisory Controls**

Works under general supervision of the Secretary-Custodian. General instructions are provided on new and/or revised policies and procedures. Supervisor is available for consultation on any problem of a serious nature. Incumbent keeps supervisor informed of the overall activity of the club operations.

#### **Major Duties**

Serves as a manager of an open mess or club where mess, bar, amusement machine, merchandise sales, special party and other entertainment activities are operated. Is responsible for the overall management, direction, and control of all phases of the day-to-day operations of the assigned activity, the size and complexity of which is such that requires a constant service of a staff of \_\_\_ persons, with an average monthly gross sales volume of \$\_\_\_\_\_.

1. Supervises and directs the club operations which include (a) mixing and serving beverages and bottled goods, (b) preparing, seasoning, cooking and serving foodstuffs, (c) operating various amusement machines, and (d) selling other related merchandise. Supervises, directs and trains all club employees engaged in the various club operations and activities. Schedules and makes individual work assignments. Conducts training for employees to familiarize them with established working methods, techniques of serving patrons and sanitation practices. Assures employees maintain a clean and presentable appearance.
2. Initiates weekly and/or special merchandise requisitions; determines stock requirements, considering past experience, current conditions and the estimated future requirements. Verifies the type and quantity of items received on the shipping order. Acknowledges receipt and moves items to storage. Insures proper storage methods are used. Initiates action to transfer specified items to or from other available outlet activities when emergency needs arise.
3. Supervises the preparation of and/or prepares daily activity reports including steward's report, inventory statement (bar, snack bar, bulk sales and cigarettes), and reports on other related activities such as amusement machine operation, check conversions, etc. Is responsible for accounts maintenance activity; turns in daily cash receipts to the main office together with daily activity reports, cash register tapes and other reference documents. Supervises or participates in monthly or special inventories of items on hand.
4. Is assigned responsibility for personnel management of all employees engaged in the club operations. Evaluates work performance of subordinates. Initiates or recommends personnel actions including recruitment, separation, promotion and reassignment. Is responsible for security of the activity to include merchandise, cash and fixed assets. Insures compliance with fire, security and safety regulations.

Performs other duties as assigned.

**APPENDIX J**

**EVALUATION GUIDE FOR BOWLING CENTER MANAGER JOBS (KGS-1101)**

**EXCLUSIONS.** Night Manager positions are generally excluded from this standard because they do not include the full extent of the duties and responsibilities described in this standard. They are covered by the standard job description for Recreation Assistant (Sports), KGS-189-4.

**Supervisory Controls**

The incumbent operates under the direction of the Area Business Manager, Recreation Director or designated supervisor. Incumbent is held responsible for implementing the installation's policies and for efficient operation of the bowling center.

**Major Duties and Responsibilities**

Trains and supervises subordinate employees and schedules and assigns their duties. Interviews and prepares necessary personnel action requests on employees and prospective employees. Evaluates employee performance of duties and initiates required personnel actions to replace those not meeting minimum standards of performance.

Promotes, organizes, and schedules open and league bowling and special events and conducts bowling classes.

Maintains a daily operation record of the bowling facility, showing all income from fees and rentals. Controls and accounts for all prenumbered bowling score sheets.

Ensures that the maintenance and preventive maintenance program on all pinsetting machines and related equipment is carried out. Maintains appropriate records. May personally perform repair function.

Contacts firms to obtain prices and other information regarding items, such as purchase of equipment, accessories, and parts. Recommends acquisition of items to maintain, improve, expand, or enhance the bowling facility.

Supervises total operation of the bowling facility, including bowling balls, bags, shoes, and related equipment. May custom-measure, fit, and drill balls. May supervise vending machine and snack bar operations to ensure that the bowling participants' needs are served.

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**GRADING PLAN**

The factors used to reflect the level of difficulty and responsibility of these positions are as follows:

1. Number of bowling lanes.

<b><u>Number of Lanes</u></b>	<b><u>Points</u></b>
Up to 12	1
13 to 16	2
17 to 24	3
Over 24	4

2. Staff required by the bowling center. The number of full-time employees is averaged over a year. Part-time, civilian, and off-duty military are included. The number of part-time employees shall be converted to an equivalent number of full-time employees on the basis of hours worked (each 40 hours equal a full-time employee).

<b><u>Number of Employees</u></b>	<b><u>Points</u></b>
Up to 5	1
6 to 10	2
11 to 15	3
16 to 20	4
21 to 25	5
Over 25	6

3. Number of lines per lane. Determine the average number of lines bowled per lane per day considering data for the preceding 12 months.

<b><u>Average Number of Lines</u></b>	<b><u>Points</u></b>
Up to 10	1
11 to 20	2
21 to 30	3
31 to 40	4
41 to 50	5
Over 50	6

4. Management of snack bar. Add one point if the Manager is responsible for the management and direction of a snack bar that includes cooking food and serving beverages.

5. Management of pro shop. Add one point if the Manager is responsible for the management and direction of a complete pro shop that includes measuring, fitting, and drilling bowling balls.

**Conversion Table**

<b><u>Total Points</u></b>	<b><u>Grade</u></b>
3 to 5	KGS-5
6 to 8	KGS-6
9 to 11	KGS-7
12 to 14	KGS-8
15 to 17	KGS-9
Over 17	KGS-10

**NOTE:** Where authorized, full assistant Bowling Center Manager positions shall be graded one grade below that of the Manager.

**APPENDIX K**

**EVALUATION GUIDE FOR EXECUTIVE CHEF POSITIONS (KGS-1667)**

**1. GENERAL.** This guide applies to those positions that involve the management and supervision of all phases of the food service program in a hotel, club, or mess, where formal dining and catering form a regular and substantial basis of the total food operation. The work involves the paramount use of increased culinary knowledge, skills, and abilities in the larger type organizations. It requires the use of innovative ideas and ingenuity in creating special menus and in overseeing the preparation of different meals each day that involves various cooking methods and presentations to patrons and guests. Incumbents of these positions are responsible for balancing the nutritional values of the menus prepared and for the quality of the overall food service program. The work entails knowledge of budgetary procedures, labor and cost elements, portion control pricing, food production methods and techniques, and management of equipment, facilities, and personnel resources.

**2. EXCLUSIONS.** Positions involving the day to day supervision or leading of three or more Cooks, and which require specific culinary skills will be classified in the KWB-7404 series as Cook Leader or Chef.

**3. TITLES.** Executive Chef is the authorized title for these positions.

**4. CLASSIFICATION FACTORS.** For all practical purposes, the basic duties of executive chef positions remain constant at all grade levels. The nature of managerial responsibility for these positions is adequately reflected in the complexity of operations, complexity of activities, and decorum/protocol required. Supervision received by the executive chef is typically of a general administrative nature. The supervisor is informed on the overall activity of the dining facility and is consulted, as needed, but the chef is responsible for independently conducting the day-to-day operations of the facility.

**5. FACTORS TO BE USED IN DETERMINING THE GRADE LEVEL OF THE POSITION.** The grade levels of these positions are not determined by evaluating each individual function performed, but rather by evaluating the total management responsibilities and the degree of skills required; the complexity of the operations; and other factors indicated. Grades are shown on the grading chart.

a. Complexity of operations. (Large, medium, or small) based on--

(1) Amount of average gross monthly income from food sales.

Large	\$88,451 and above
Medium	\$44,226 - \$88,450
Small	0 - \$44,225

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(2) Number of meals served (monthly average).

Large	10,001 and above
Medium	5,001 - 10,000
Small	0 - 5,000

(3) Number of full-time and part-time employees supervised. Where the size of the operation requires less than five persons, the situation may not warrant an Executive Chef position. The number of full-time employees should be averaged over a 6-month period. Part-time civilian and off-duty military are included. The number of part-time employees are converted to an equivalent number of full-time employees on the basis of hours worked (each 40 hours equals a full-time employee).

Large	21 or more
Medium	11 - 20
Small	05 - 10

b. Complexity of activities. (The number and frequency of the activities contributes to the complexity of the operation.)

(1) Formal banquets, parties, receptions.

(2) Catering outside the club, mess or hotel operation.

(3) Responsibility for additional kitchen operations located in annexes or branches. (One point awarded for each additional annex and/or branch kitchen). For grade determining purposes the complexity of activities will be as follows:

Few	up to 15 activities per month.
Several	16 to 40 activities per month.
Numerous	41 or more activities per month.

c. Decorum/protocol required. This factor varies by degree as indicated below:

Degree 1. Normal military protocol, courtesies, and social amenities.

Degree 2. Occasional military formal protocol, courtesies, and social amenities for general officers, other dignitaries and their guests.

Degree 3. Frequent formal military protocol, courtesies and social amenities for general officers, their guests, and other dignitaries including foreign officials, federal and state officials.

In the case of noncommissioned officers and/or enlisted clubs, other dignitaries (in Degree 2 and 3) would include Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, and/or Sergeant Major of the Marine Corps and Command Sergeant Major (or equivalent for Air Force, Navy and Marine Corps) of a major service command.

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<u>AVERAGE MONTHLY INCOME (GROSS)</u>	<u>MONTHLY AVERAGE NO. OF MEALS SERVED</u>	<u>NO. FULL-TIME EMPLOYEES</u>	<u>COMPLEXITY OF ACTIVITIES</u>	<u>DEGREE OF DECORUM</u>	<u>GRADES</u>							
					<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>		
SMALL UP TO \$44,225	UP TO 5,000	SMALL UP TO 10 EMPLOYEES (FULL-TIME)	FEW UP TO 15	1								
				2	X							
				3		X						
			SEVERAL 16 TO 40	1								
				2	X							
				3		X						
			NUMEROUS 41 AND MORE	1								
				2	X							
				3		X						
MEDIUM \$44,226 TO \$88,450	5,001 TO 10,000	MEDIUM 11 TO 20 (FULL-TIME)	FEW UP TO 15	1								
				2	X							
				3			X					
			SEVERAL 16 TO 40	1								
				2		X						
				3			X					
			NUMEROUS 41 AND MORE	1								
				2			X					
				3			X				X	
LARGE \$88,451 AND OVER	10,001 AND OVER	LARGE 21 OR MORE (FULL-TIME)	FEW UP TO 15	1								
				2					X			
				3					X		X	
			SEVERAL 16 TO 40	1								
				2						X		
				3							X	
			NUMEROUS 41 AND MORE	1								
				2						X		
				3						X	X	

APPENDIX L

STANDARDIZED JOB DESCRIPTIONS FOR NONMANUAL (KGS) JOBS

Accountant, KGS-0510-09

SJD-S060

**Supervisory Controls**

Receives instructions as to the overall accounting system, its objectives, the policies and procedures under which it is operated and the nature of changes in the system or its operation. Supervisor is available for advice and assistance as needed in handling unusual or complex accounting problems. Work is reviewed for technical accuracy, adequacy of professional judgment and compliance with instructions.

**Major Duties**

Performs a variety of professional operating and/or cost accounting work of average difficulty requiring the application of well-established accounting principles, theories, concepts and practices. Directs and/or conducts the day-to-day operations of an entire accounting system of a small to moderate size organization or program of a major segment of an accounting system. Duties include, but are not limited to following:

1. Supplies accounting and financial statements, reports and other information of a factual nature, reflecting the interrelations of accounting and cost budgeting and other accounting data. Provides interpretations of accounting reports, statements and data which point out trends, identifying deviations from standards and/or plans, projecting data into the future. Computes, estimates, or predicts the effect of proposed changes in the operating programs on accounting operations and service, or on operational costs, income and expenditures. Establishes and maintains liaison with operating officials and management officials concerned to ascertain their needs for accounting data.
2. Supervises and directs the work of nonprofessional personnel engaged in the day-to-day operations of the accounting system. Makes day-to-day decisions concerning the accounting treatment of financial transactions. Recommends solutions to more difficult and complex accounting problems and proposes changes and revisions in the accounting system or its operational features.

Performs other duties as assigned.

**Supervisory Controls**

Supervisor provides general instructions as to the scope of the assignment, the objectives to be achieved and approaches which may be followed in executing the assignment. Completed work is reviewed for adequacy in the selection of approaches to the problem encountered, use of proper methods in executing assignment, soundness of conclusions drawn, and for compliance with general instructions and applicable policies.

**Major Duties**

Performs a variety of professional operating and/or cost accounting work requiring the application of accounting principles, theories and practices. Directs and/or conducts the day-to-day operations of an entire accounting system for a moderate to large and complex organization with several installations and programs, or a specialized accounting function concerning several bases, depots or posts such as stock fund or financial inventory accounting for all activities within the jurisdiction of a large military headquarters.

1. Prepares accounting and financial statements, reports and other information of a factual nature. Includes such data as cost reports, cash ratios and the interrelations of accounting and cost budgeting and other accounting data. Provides interpretations of accounting reports, statements and data which point out trends, identifying deviations from standards and/or plans, projecting data into the future. Computes, estimates, or predicts the effect of proposed changes in the operating programs on accounting operations and service or on operational costs, income and expenditures. Establishes and maintains liaison with operating officials and management officials concerned to ascertain their needs for accounting data.

2. The work situation is characterized by one of the following factors or other elements that can be demonstrated to be of comparable complexity:

a. The organization served, in addition to basic administrative expenses (that is, salaries and wages of employees, travel and transportation, acquisition of office supplies and equipment), requires accounting for operations of a substantial commercial, industrial, manufacturing, or equivalent nature.

b. Unstable operating programs or other factors cause wide and frequent variations in requirements for new accounts, new instructions for the use of accounts and reports.

c. There are several (for example, at least 3) basic operating programs, each of which requires a specialized and individualized accounting system and specialized accounting treatment of a scope and extent comparable; for example, to the need for each program to be served by a separate accounting entity which is of a different nature and has different characteristics than are the accounting entities for the other operating programs served by the same accounting position.

Performs other duties as assigned.

**Accounting Technician, KGS-0525-05**

**SJD-S065**

**Supervisory Controls**

Works under general supervision of an accounting technician of higher grade or accountant who provides technical direction when necessary and has overall responsibility for the work accomplished by the employee. The employee is expected to know the procedures and methods for accomplishing the work of the prescribed accounting system(s).

**Major Duties**

Performs work requiring a knowledge and understanding of well-established principles, prescribed procedures and techniques of accounting but not professional education or equivalent experience in accounting. Work requires the body of knowledge which is usually comprised in the term "Bookkeeping," and includes maintaining, implementing and examining financial documents and other records generally utilized in prescribed Department of Army "Bookkeeping" procedures. Performs one or more of the following or comparable duties with responsibility for a complete block of work or function of a limited nature not involving application of knowledge of the entire accounting system(s) involved.

1. Maintains a segment of the accounts payable and accounts receivable ledgers and associated records and documentation in a general fund accounting system. Reviews and verifies all posting media received to assure that proper analysis has been made of the document. Posts to accounts receivable or accounts payable in summary groupings and establishes records by customer (files or posted registers). Balances subsidiary records and accounts receivable or accounts payable periodically; prepares trial balance and reconciles with general ledger control accounts. Researches and traces posting media to original source to determine corrective action, correct imbalance and reconciles with general ledger control accounts. Researches and traces posting media to original source to determine corrective action, correct imbalances and initiate required adjustments.
2. Maintains other complete subsidiary ledgers and effecting balances with control accounts in general ledger. Reviews and verifies documents received to determine validity of accounting classification, assure adequacy and accuracy of preparation. Maintains subsidiary ledgers by posting, balancing postings to block tickets, footing and cross-footing and effecting monthly or periodic balances. Reconciles balances with control account balances in general ledger. Effects reconciliation as required by researching source media, assuring that all pertinent documents have been posted, postings and balances are correct. Initiates corrective action as required.

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3. Verifies and substantiates disbursing and collection vouchers with daily schedules of disbursements and collections. Assures proper treatment and identification of all vouchers in the appropriate accounts. Initiates corrective action as required to effect reconciliation. Schedules and independent development, the basic accounting data with financial data. Reconciles periodic reports prepares recapitulations of disbursements and collections monthly and reconciles, through of other sections of the accounting organization with pertinent general accounts. Reconciles files of documents with pertinent subsidiary accounts; initiates appropriate action to correct errors of misstatement, omission or duplication in records.

4. Prepares subsidiary reports or assigned portions of statements. Computes and compiles periodic reports on status, activity and other relative factors pertaining to an assigned group of subsidiary ledgers. Verifies data and computations to assure adequacy and accuracy of report and material included therein. Computes and compiles portions of financial statements, balance sheets and operating statements. Assembles, reconciles, verifies and computes data pertaining to specific control accounts; reconciles raw data for inclusion in applicable assigned portions of the statement.

Performs other duties as assigned.

**Accounting Technician, KGS-0525-06**

**SJD-S190**

**Supervisory Controls**

The supervisor determines priorities of sporadic and non-recurring work assignments. The employee plans methods and priorities for accomplishing daily assignments independently, and resolves problems or questions arising in routine assignments on the basis of past precedents and procedural guides. The supervisor occasionally checks the balances in the accounts but the detailed procedures applied are expected to be correct.

**Major Duties**

For a complete block of work or functions of a limited nature not involving application of know ledges of the entire accounting system(s) involved, performs the majority of the following:

1. Maintains general ledger control accounts and subsidiary accounts for various construction accounts.
2. Receives, analyzes, and classifies all allotments and initiation documents. Assigns appropriate account code to set up accounts.
3. Receives, analyzes, and classifies all commitment and obligation documents. Reviews documents for validity, budget, and expenditure limitation, completeness and correctness of accounting data.
4. Certifies fund availability to cover all initiations, commitments and obligations.
5. Monitors progress payments and percentage of completion reports for construction projects to ensure accounts are in order. Amortizes advance payments, reviews type and age of outstanding obligations, and determines if follow-up action should be taken. Contacts procurement personnel and project officers concerning availability of funds, balances of contracts in effect, and outstanding obligations.
6. Prepares correspondence concerning the status of contracts.
7. Matches disbursing documents with obligation data; verifies accuracy and completeness of data and insures that equipment, materials, or services have been received.
8. Reviews claims for advance payment, letters of credit, and expenditure reports from grantees; assigns appropriate account codes and processes.
9. Codes all data onto necessary transaction sheets indicating type of appropriation and fund, control account, subsidiary account, limitation and cost center.

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10. Assures that debits and credits on transaction sheets balance; prepares batch card with assigned number, data and total amount of debits and submits forms to data processing for entry in computer system.

11. Reviews computerized data output and verifies it with manual data input. Locates discrepancies, determines source of error and takes necessary remedial action.

12. Reconciles undelivered orders monthly with general ledger accounts.

13. Reconciles subsidiary accounts with general ledger control accounts for receivables, payables, work-in-process, inventory, and property accounts.

Performs other duties as assigned.

**Accounting Technician, KGS-0525-06**

**SJD-S346**

**Supervisory Controls**

The supervisor provides general instructions on policy changes and reporting requirements, and sets overall priorities for completion of work. The employee performs daily assignments independently and resolves questions or problems on the basis of past precedent and interpretation of policy and procedural guidelines. The employee refers to the supervisor for assistance only when confronted with unusual accounting problems. Completed work is reviewed to ensure that determinations and decisions made are in accordance with agency policies and procedures.

**Major Duties**

Performs a variety of duties in a field station in connection with the maintenance of accounts in a general ledger.

1. Receives purchase orders, contracts, travel orders and similar documents for obligation against appropriated funds. Reviews documents to ensure they are authorized in accordance with regulations, charged to the applicable appropriation, and funds are available to cover the obligation.
2. Obligates documents assigning appropriate symbolic codes for the general ledger accounts, obligation accounts, control point and cost center, limitation and appropriation. Summarizes the information and enters it on on-line data systems.
3. Maintains unliquidated obligation data and all back-up service documents. Monthly, reconciles and prepares necessary accruals for all service contracts which have been partially completed and not liquidated.
4. Liquidates obligation upon notification of receipt of goods or services ordered. Prepares transaction sheet; assigns appropriate account codes. Enters data into general ledger system.
5. Reconciles monthly, all transactions, obligations, and unliquidated obligation (undelivered orders) with general ledger control accounts as indicated on computerized listing.
6. Prepares vendor invoices and other fiscal items for payment. Verifies amount shown on documents with original obligation document. Notes discrepancies and follows-up with vendor or receiving department to clarify and correct discrepancy. Annotates obligation document with payment data and places in file. Prepares a code sheet listing general ledger and subsidiary accounts, appropriation and cost center.
7. Prepares monthly reconciliation and adjustment of accounts including; applied cost and net obligation; accrued services and undelivered orders with general ledger control account; unpaid files on prior year appropriations; work-in-process; and purchase option and rental allowance for EDP equipment.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision of a supervisory accounting technician or accountant who provides technical direction when necessary and has overall responsibility for the work accomplished by the employee. The employee is expected to know the procedures and methods for accomplishing the work of the prescribed accounting system(s).

**Major Duties**

Performs one or more of the following or comparable duties with responsibility for a complete block of work or function of a limited nature not involving application of knowledge of the entire accounting system(s) involved.

1. Maintenance of journals, registers, and general ledger. Journals and registers are considered to be the basic books of original entry for recording financial transactions. Special journals or registers for transactions such as sales, purchases, cash receipts and payments are maintained when such transactions recur in sufficient frequency to warrant establishing a separate record. In certain cases, the actual document files can serve as the authorization for recording a financial transaction. The general journal is maintained for all transactions not classifiable to a special journal. Each transaction is reviewed to determine applicable book of original entry and to verify propriety of information shown and accuracy of computations. After all required verifications and necessary corrections are made to the document, the transaction is entered in the appropriate journal in chronological sequence with sufficient distributive information or descriptive data to provide a permanent explanation of the transaction. Monthly, or at other prescribed periods, the records of all journals are totaled and balanced and summary journal vouchers compiled for each applicable general ledger control account. Adjustments of a recurring nature or routine corrective adjustments are initiated and entered.
2. Statement, schedule and report preparation. Prepares statements of financial condition and operating results. Prepares supporting or detail working papers such as work sheet, analyses, schedules exhibits and annexes. Prepares internal reports of operating data to be used in support of or incorporated in the financial and operating statements such as cost reports, cash statement, budgetary and proprietary position.
3. Prescribed statement analyses. Prepares comparative and interpretive analyses of financial statements; prepares special analyses or supplementary statements; initiates specified factual material to be used by the accountant in the development or narrative analyses. Statement analysis in this category of work is distinguished from preparing schedules which are formal reports and supporting elements of the two principal accounting statements. Prescribed statement analysis ties in with and elaborates upon information omitted in the formal balance sheet and operating statement and is designed to provide a more adequate portrayal of position and progress as prescribed or required.

4. Prescribed accounts examination or inspection. Working independently of the current accounts maintenance routine, performs work involving the examination of accounts and accounting records for the mechanical, clerical and arithmetical accuracy of the accounts; the efficiency of the clerical procedures, processing operations and internal checks involved in their maintenance; and the need for improved coordination of accounts maintenance operations.

Performs other duties as assigned.

**Supervisory Controls**

Work is performed under the control of an accounts maintenance supervisor who makes work assignments, or controls the flow of work resulting in work assignments; periodically checks work performed for accuracy and conformance with instructions and procedures; answers questions concerning transactions processed; reviews statements and reports prepared; and provides assistance in balancing and reconciling accounts and records, as requested.

**Major Duties**

Individually, or with the assistance of one or two accounting clerks in lower grade, performs any one or a combination of the following functions:

1. Validates accounting documents and transactions, in which errors are common and recurring in nature, but require frequent adjustments in previous entries. Identifies the particular accounts affected and proper distribution of obligations and expenditures among them in consolidating accounting where occasional problems are presented by documents or transactions requiring the confirmation of prior action on transfer of additional funds or the consideration of pending action concerning the new allocation of funds.
2. Performs coding which is subject to frequent revision because of changes in the accounting system or program operations and requires some judgment in converting codes and in recognizing and correcting conflicts in obsolete and current classifications.
3. Verifies individual accounts and examines clerical work processed directly involved in the maintenance of the accounts and prepares statements which require tracing of postings or entries to original documents and transactions to discover the source of discrepancies.
4. Reconciles disagreement in accounts and records, caused by duplicate documents, multiple adjustments and time delays in receiving and validating documents, posting transactions and clearing accounts. Initiates adjustment of discrepancies by making detailed comparison with and searching in original documents and supporting files and subsidiary accounts to trace transactions through previous accounting actions. Prepares adjustment documents showing the cause of disagreement and the items which should be considered to make them agree.
5. Prepares statements and reports showing information taken directly from the current accounts and records and searching in additional sources extending to previous reports, prior year accounts, or records in other units to obtain data. Is responsible for footnoting the statements and reports in accordance with standard patterns or requiring minor paraphrasing of standard patterns.

Performs other duties as assigned.

**Air Traffic Control Specialist (Tower), KGS-2152-07**

**SJD-S178**

**Supervisory Controls**

Work is performed under general supervision of a supervisor who assigns specific duties to be performed, furnishes detailed instructions regarding the methods to be used in performing the work and in applying pertinent policies and procedures, advice as requested or as indicated to be necessary by observation and review, on any aspect of the work. Work is reviewed for accuracy, adequacy and conformance with instructions and established policies and procedures.

**Major Duties**

Assigned to a light aviation airfield, performs work involved in the control of air traffic to ensure its safe and expeditious movement along air routes and at airfields. Controls takeoff, landing, approach for landing, issuing such instructions and information to pilots as weather conditions, field conditions, landmarks, obstructions, restrictions, local regulations and emergency landing areas by radio or using visual equipment. Maintains close and constant contact with local weather bureaus and other offices to determine weather and field conditions such as ceiling, visibility, wind direction and traffic density. Notifies fire, ambulance and similar services in the event of actual or potential accident on or in the vicinity of the airfield. Maintains records and logs on the arrival and departure of aircraft.

Performs other duties as assigned.

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**Arts and Crafts Specialist, KGS-1056-05**

**SJD-S119**

**Supervisory Controls**

Works under general supervision of a crafts supervisor and/or recreation specialist of higher grade who makes initial work assignment with general instruction; provides assistance in the interpretation of established policies, regulations and other governing rules; and reviews work for compliance with established policies and instructions given.

**Major Duties**

Instructs crafts shop participants in one or two of the arts and crafts program such as model building, leather crafts, metal work, woodworking and finishing. Instructs and provides guidance to shop participants in arts and crafts activities; demonstrates techniques and methods; observes work of participants, suggesting necessary corrections or changes; gives technical guidance and assistance; and explains proper handling and operation of power and hand tools. Assists in preparing samples and patterns to serve as training aids. Reads bulletins and professional material for additional technical knowledge, instructional methods and new developments. Has a working knowledge of the name, use and purpose of all crafts, materials, and tools and equipment in use in the crafts shop. May perform a variety of related tasks such as keeping records for activity attendance, project logs and data relevant to requisitioning and maintenance of expendable and nonexpendable supplies and equipment. Performs routine duties of scheduled inspections and maintenance on tools and equipment. Is responsible for the proper storage, issue to participants, and safekeeping of crafts shop tools and equipment. Informs crafts supervisor or recreation specialist of higher grade on situations relevant to abuse of shop equipment, use of shop for non-recreational activities, unauthorized removal of shop supplies and equipment and abuse of shop policy or safety rules. Assists in the Crafts Reimbursable Sales Store and/or operation of the photo center as required. Observes and enforces safety rules.

Performs other duties as assigned.

**Arts and Crafts Specialist, KGS-1056-06**

**SJD-S120**

**Supervisory Controls**

Works under general supervision of the Crafts Shop Director and/or Crafts Supervisor who establishes goals for a comprehensive recreational program; outlines established policies and procedures; provides technical guidance; reviews recreation techniques and practices in operation; evaluates performance for overall effectiveness in terms of contribution to the Crafts Shop program.

**Major Duties**

Serves as a leader in a multiple-type crafts shop and performs duties of instructor and leader to shop participants in a photography program. Provides technical assistance to participants in the use of photo equipment including cameras, enlargers, dryers, projectors and lighting units. Instructs participants in the method of loading film developing tanks, developing, fixing, washing and drying negatives; advises on the use of types of enlarging lens, timing of exposure for enlargements depending on density of negatives, type of paper and aperture of enlarging lens; instructs on the timing of development, fixing and washing of prints in connection with the use of enlarger or contact printer; demonstrates method and techniques used in developing, exposing and fixing of color films. Personally takes official photographs of crafts shop activities as assigned. Prepares chemical solutions for processing black and white and color films and for contact and enlarging paper. Assists participants in taking portrait pictures giving specific instructions on focusing, lighting, exposure and posing. Prepares samples and charts to serve as training aids. Performs variety of nontechnical tasks including keeping records for activity attendance and data relative to requisitioning and maintenance of expendable and nonexpendable supplies and equipment. Is responsible for the proper storage, issue to participants and safekeeping of photo equipment. May be assigned the responsibility for the operation of the crafts shop during brief periods of absence of the Crafts Shop Director and/or Crafts Supervisor.

Performs other duties as assigned.

**Supervisory Controls**

Work is performed under the general supervision of a Crafts Shop Director and/or Crafts Supervisor, who explains policies and procedures; provides technical guidance; reviews practices in operation; approves recommendations on shop operation, maintenance, modifications and expenditures; evaluates performance for overall effectiveness in terms of contribution to crafts shop programs.

**Major Duties**

Serves as a specialist in a multiple-type crafts shop. Instructs crafts shop participants in the overall arts and crafts program including model building, leather crafts, metal work, woodworking and finishing, graphics, lapidary, ceramics and photography. Demonstrates techniques and methods; observes work of participants, suggesting necessary corrections or changes; gives technical guidance and assistance in their work; and explains proper handling and operation of power and hand tools. Prepares samples and patterns to serve as training aids. Reads bulletins and professional material for additional technical knowledge of the name, use and purpose of all crafts materials, hand tools and equipment in use in the crafts shop. Performs a variety of related tasks such as keeping records for activity attendance, project logs and data relevant to requisitioning and maintenance of expendable and nonexpendable supplies and equipment. Recommends items of merchandise for purchase to sell in the Crafts Reimbursable Sales Store. Performs routine duties of scheduled inspections and maintenance on tools and equipment. Is responsible for the proper storage, issue to participants and safekeeping of crafts shop tools and equipment. Informs director or supervisor of situations involving abuse of shop equipment, use of the shop for non-recreational activities, unauthorized removal of shop supplies and equipment and abuse of shop policy or safety rules. Is responsible for keeping assigned areas clean and attractive. May be assigned the responsibility for the operation of the crafts shop during brief absence of the shop director or crafts supervisor. Assists in the Crafts Reimbursable Sales Store and/or operation of the photo center as required. Complies with the policies of the crafts shop program. Observes and enforces safety rules.

Performs other duties as assigned.

**Arts and Crafts Specialist, KGS-1056-09**

**SJD-S122**

**Supervisory Controls**

Works under general supervision of area Arts and Crafts Specialist of a major subordinate command, who provides program objectives and major policy matters, and provides advice and assistance in solving controversies and unexpected requirements in program administration. Work is reviewed in terms of overall effectiveness of objectives achieved, soundness of judgment and recommendations made and for conformity to governing regulations and procedures.

**Major Duties**

Assigned to and serves as an assistant to the area arts and crafts director of a major subordinate command in planning, organizing, directing, coordinating and evaluating area crafts program and overall operation of crafts shops; and in providing training and staff supervision of Korean crafts personnel engaged in the various arts and crafts activities such as wood carving, leather crafts, woodworking, painting, ceramics, photography, radio and model building. Conducts training of Korean crafts personnel through informal and formal training courses, work shops, sessions or on-the-job instructions; prepares training material bilingually and uses various guidelines, references and other training material. Interprets and explains rules, regulations and directives governing recreational activities. Assists director in formulating and establishing local policies and procedures; and budgeting and controlling funds allocated to the arts and crafts activities for procurement of supplies, equipment and tools as well as personnel costs. Conducts scheduled visits to subordinate crafts shops to review the operations for efficiency and compliance with established rules and procedures; makes recommendations for corrective actions as found necessary. Advises, plans and initiates facility layouts for new construction, remodeling and efficient economical adaptations to existing permanent or temporary buildings as well as technical requirements pertinent to instructional areas, lighting, maintenance, storage, display, work areas, special equipment and safety factors. May attend area Special Services meetings, preparing and giving reports and briefings pertinent to the crafts program. Performs other administrative duties, such as, ensuring that job requirements and standards are met, and recommending personnel action.

Performs other duties as assigned.

**Supervisory Controls**

Works under the technical supervision of the Fire Chief, Fire and Emergency Services Division, DPW, who outlines policies and objectives, assigns responsibility for planning and carrying out the fire protection and emergency services program, and provides applicable guidance, regulations and directives. Work is reviewed for operating efficiency, effectiveness, and conformity with pertinent policies, directives and instructions.

**Major Duties**

Serves as Assistant Fire Chief (entry level). Responsibilities include planned activities involved in providing the experience and training to participate in the planning, coordinating and directing of fire prevention and firefighting activities on an assigned shift. The scope of firefighting operations includes administrative, residential, medical, public assembly, maintenance and aircraft operations. Hazardous conditions vary but generally can be corrected through the use of established procedures. Applies firefighting and fire prevention methods and techniques when directing the operations of fixed and mobile firefighting equipment.

1. Participates in fire prevention and firefighting programs by developing, revising, and recommending to supervisor fire prevention and firefighting procedures, and plans and measures to be used in fighting various types of fires. Assures that fire-fighting personnel, apparatus, and equipment are operational and ready to respond at all times. Participates in regularly scheduled fire prevention inspection of buildings, structures, facilities and utilities, checking for fire hazard, fire safety deficiencies, and violations of fire regulations. Reports findings of deficiencies, and maintains follow-up on corrective actions.
2. Performs specialist tasks. Plans, schedules and conducts both on-the-job and off-the-job training courses designed to develop and improve techniques and skills of firefighting personnel and line supervisors. As requested, conducts fire drills and classroom lectures and demonstrations for non-firefighting personnel of units and organizations located within the area of responsibility.
3. Assists the Fire Chief in coordinating the development of fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities.
4. Monitors firefighters training, assigns firefighters to positions and structures. Structures work assignments to provide breadth of experience and training. Recommends approval and/or approves short-term leaves, provides on-the-job training and provides input into employee's performance appraisals.

Performs other duties as assigned.

Note: This position is at the entry level (trainee) and has promotion potential to KGS-08 (SJD-S366). Promotion can be accomplished upon satisfactory completion of developmental assignments, by demonstrated performance, and is subject to meeting time-in-grade requirements and recommendation/approval of appropriate management officials.

**Supervisory Controls**

Works under the general technical and administrative supervision of the Fire Chief, Fire and Emergency Service Division, DPW, who outlines policies and objectives, delegated responsibility for planning and carrying out the fire protection and emergency services program, and provides applicable guidance, regulations and directives as necessary. Work is reviewed for operating efficiency, effectiveness, and conformity with pertinent policies, directives and instructions.

**Major Duties**

Serves as Assistant Fire Chief (intermediate level), responsible for participating in the planning, coordinating and directing of fire prevention and firefighting activities on an assigned shift. The scope of operations includes administrative, residential, medical, public assembly, maintenance and aircraft operations. Hazardous conditions vary but can generally be corrected through the use of established procedures. Applies firefighting and fire prevention methods and techniques, and is responsible for directing the operation of fixed and mobile firefighting equipment. Revises fire prevention and fire protection programs. Directs standby services and other protective measures. Exercises Level I supervisory responsibility.

1. Plans and directs shift operations. Participates in planning and directing the fire prevention and firefighting programs by developing, revising, and recommending to supervisor fire prevention and firefighting procedures, and plans and measures to be used in fighting various types of fires. Assures that firefighting personnel, apparatus, and equipment and operational and ready to respond at all items. Oversees and/or personally participates in regularly scheduled fire prevention inspection of buildings, structures, facilities and utilities checking for fire hazards, fire safety deficiencies, and violations of fire regulations. Reports findings of deficiencies and maintains follow-up on corrective actions. Directs firefighting activities responding to emergency calls and takes prompt action to control the emergency, extinguish fires, and/or minimize fire damage.

2. Performs specialist tasks. Plans, schedules and conducts both on-the-job and off-the-job training courses designed to develop and improve techniques and skills of firefighting personnel and line supervisors. As requested, conducts fire drills and classroom lectures to non-firefighting personnel of units and organizations located within the area of responsibility. Participates in the development of program plans in utilization of manpower, equipment and supplies considering past experience, and recommends improvements. Participates in the identification of and use of fire prevention and protection devices, e.g., fire suppression systems, automatic and manual fire alarms, and fire alarm transmission systems such as fire alarm radio transceivers etc. Prepares reports on emergency incidents including description of property destroyed or damaged, and cause of fire.

3. Assists the Fire Chief in coordinating the development of fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities. Recommends program plans in terms of upgrading facilities and systems, manpower, equipment, operating supplies and funding requirements.
4. Plans for work to be accomplished on a shift following established workflow patterns and procedures. Assigns work not specifically assigned by higher level supervisors to positions, and structures the assignments to provide a breadth of experience and training. Advises subordinates on performance requirements, checks work in progress and evaluates the adequacy of work performed. Assists the Fire Chief by orienting new employees providing on-the-job training, recommending personnel actions, etc. Approves short-term leave, makes informal appraisals of employee performance.

Performs other duties as assigned.

Note: This position is at the intermediate level and has promotion potential to KGS-9 (SJD-S367). Promotion can be accomplished upon satisfactory completion of developmental assignments, by demonstrated performance, and is subject to meeting time-in-grade requirements and the recommendation/approval of appropriate management officials.

**Supervisory Controls**

Works under the general supervision of the Fire Chief, and Emergency Services Division, DPW, who outlines policies and objectives, delegated responsibility for planning and carrying out the fire protection and emergency services program, and provides applicable guidance, regulations and directives as necessary. Work is reviewed for operating efficiency, effectiveness, and conformity with pertinent policies, directives and instructions.

**Major Duties**

Serves as Assistant Fire Chief (advance level), with responsibility for participating in the planning, coordinating and directing of fire prevention and firefighting activities. The scope of operations includes administrative, residential, medical, public assembly, maintenance, and aircraft operations. Hazardous conditions vary but can generally be corrected through the use of established procedures. Applies firefighting and fire prevention methods and techniques, and is responsible for directing the operation of fixed and mobile firefighting equipment. Revises fire prevention and fire protection programs. Directs standby services and other protective measures. Exercises supervisory responsibility for the operation of firefighting equipment and conducting of fire prevention inspections. Exercises Level II supervisory responsibility.

1. Plans and directs shift operations. Participates in planning and directing the fire prevention and firefighting programs by developing, revising, and recommending to supervisor fire prevention and firefighting procedures, and plans and measures to be used in fighting various types of fires. Assures that firefighting personnel, apparatus, and equipment are in operations, and ready to respond at all times. Supervises and/or participates in regularly scheduled fire prevention inspections of buildings, structures, facilities and utilities checking for fire hazards, fire safety deficiencies, and violations of fire regulations. Reports findings of deficiencies and maintains follow-up on corrective actions. Directs firefighting activities, responding to emergency calls and takes prompt action to control the emergency, extinguish fires and/or minimize fire damage. Conducts and/or oversees fire drills and makes report of conditions found.

2. Performs specialist tasks. Plans, schedules and conducts both on-the-job and off-the-job training courses designed to develop and improve techniques and skills of firefighting personnel and line supervisors. As requested, conducts fire drills and classroom lectures for non-firefighting personnel of units and organizations located within the area of responsibility. Participates in the development of program plans in utilization of manpower, equipment and supplies considering past experience and recommends improvements. Participates in the development and fielding of fire prevention and protection devices, e.g., fire suppression systems, automatic and manual fire alarms, and fire alarm transmission systems such as radio transceivers etc. Prepares reports on emergencies including description of property destroyed or damaged, and cause of fire. As required, coordinates with local Korean Fire Departments in providing or exchanging information on techniques of firefighting, and provides assistance in conduct of training from the Republic of Korea firefighting forces in fire prevention and firefighting techniques.

3. Coordinates with Department of Public Works (DPW) personnel for the development in fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities. Recommends program plans in terms of upgrading facilities and systems, manpower, equipment, operating supplies and funding requirements. Keeps abreast of latest fire prevention and protection techniques and methods, and makes recommendations for incorporation as appropriate.

4. Assigns firefighters to positions, with responsibility for the quality of work, timeliness, effectiveness and efficiency of work operations. Structures work assignments to provide breadth of experience and training. Advises on performance requirements and evaluates the performance of work assigned. Assists the Fire Chief in personnel management of employees by recommending personnel actions for promotion, reassignment, participating in selections, rewarding or recognizing outstanding performance, etc. Approves leave, enforces work rules to maintain order and discipline. etc.

Performs other duties as assigned.

Note: This position is the advance level and has promotion potential to KGS-10 (SJD-S369). Promotion can be accomplished upon satisfactory completion of developmental assignments, by demonstrated performance, and is subject to meeting time-in-grade requirements and recommendation/approval of appropriate management officials.

**Supervisory Controls**

Works under the general supervision of the Fire Chief, Fire and Emergency Services Division, who outlines specific policy objectives of Fire and Emergency Services functions and provides guidance in interpreting operating policies and procedures. Supervisor is available for assistance in resolving controversial policy matters. Work performance is evaluated in terms of operating efficiency and for compliance with governing policies and program directives.

**Major Duties**

Serves as Assistant Fire Chief with assigned responsibilities for assisting in the planning, directing, training, and coordinating the Fire and Emergency Services function of an assigned shift.

1. Plans and directs shift operations. Participates in the planning, training and administration activities of assigned shift. Supervises day-to-day operations of the firefighting force including care and maintenance of firefighting equipment and facilities. Provides technical assistance for firefighting personnel in all aspects of daily operations including mechanical operating efficiency of firefighting apparatus and equipment. Responds to all types of fire alarms and emergencies (structural, liquid fuel, chemical, brush, aircraft, etc.) and serves as Fire Chief when the Fire Chief is not present, providing immediate supervision of the fire department and assumes responsibility for firefighting and/or control of emergency situations. Directs placement and activities of available firefighting equipment and personnel. Summons additional equipment when deemed necessary to include mutual aid. Reports action taken and evaluation of situation to the Fire Chief or Department of Public Works as soon as available. Takes appropriate measures to maintain order during emergency situations.

2. Assigns and schedules firefighting personnel to ensure adequate personnel are available at all times without any hindrance of operations. Participates in pre-fire planning surveys, which involves the inspection of buildings and fact-findings on fire hazards. Discusses fire hazards with responsible officials and recommends removal of hazardous condition. Assists in directing periodic fire inspections to include review of inspection reports prepared by Fire Protection Inspectors and recommends appropriate corrective measures on significant deficiencies reported. Assists the Fire Chief in investigation of fire scenes and preparation of reports containing full details on cause and circumstances of fire, performance of firefighting personnel, extent of damage, loss of life and properties, etc. Serves as liaison between the Fire Chief and Local Government Fire Department officials for coordination of mutual firefighting activities. Assists in the supervision and operation of the fire prevention program to include development of plans, formulation and implementation. Prepares and maintains recurring and special reports and records of firefighting personnel, fire prevention and protection activities.

3. Coordinates with technical personnel of the Department of Public Works (DPW) in the development of plans for new construction, alteration and /or changes to existing structures to preclude or eliminate fire hazards. Assists supervisor in establishing and directing the implementation of fire protection engineering programs for facilities with hazardous activities, including structural requirements such as fire walls, fire doors, building spacing, limitation of fire areas, exposure protection and fixed fire protection systems. Supervises and/or gives orientations to newly assigned building managers as to their duties and responsibilities in fire/life safety requirements on their respective areas.

4. Plans, reviews, and evaluates the training programs for the fire protection division including effectiveness of practical application, adequacy of training equipment and aids, and need for training to keep pace with new changes in firefighting technology. Conducts and monitors practical training exercise to ensure effectiveness of training procedures, proficiency of firefighters and adequacy of training as related to the job standards. Assists the Fire Chief in coordinating with Department of Public Works (DPW) personnel for the development of fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities.

5. Assists the Fire Chief in personnel management of employees, recommends personnel action for promotion, reassignment, recruitment, and details, etc. Approves short-term leave. Assigns firefighters to positions, and structures the assignments to provide breadth of experience and training. Advises on performance requirements, and evaluates the performance of work assigned. Recommends annual leaves of employees based on prearranged leave schedule and participates in employee's performance appraisals.

Perform other duties as assigned.

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**Auditor, KGS-0511-09**

**SJD-S062**

**Supervisory Controls**

Work is performed under general supervision of an auditor of higher grade who outlines and discusses the audit program and assigns audits orally or in writing. Work is spot checked in progress and completed assignments are reviewed to determine adequacy of coverage, soundness of judgment, compliance with professional standards and adherence to controlling policies.

**Major Duties**

Performs a variety of work involved in the examination and analysis of internal controls established to ensure the accuracy and reliability of accounts and records of business transactions with specific activities, organizational units or installations. As a member of an auditing team, conducts audits of accounts and records of standard-type activities not involving complex internal audit control systems. Studies accounting procedures and systems to determine propriety and accuracy based upon established guidelines; examines accounting transactions to determine propriety of all accounting actions, validity of records, accuracy of accounts and adequacy of procedures and systems by reference to auditing program; determines whether computations are correct and whether prescribed accounting principles are being followed; determines causes for discrepancies noted through audit by reviewing accounts and records; and clarifies such discrepancies with responsible officials. Prepares reports of findings and recommendations including instructions, brief history, scope of audit, comments regarding implementation of previous recommendations, recommendations for necessary actions and brief summary of accounting status reviewed. Conducts or participates as member of an auditing team in exit conference with responsible official of organizations audited; clarifies recommendations based upon findings and explains justifications for recommendations. May provide assistance to accounting personnel of organizations audited in the proper interpretation and implementation of accounting procedures.

Performs other duties as assigned.

**Auditor, KGS-0511-11**

**SJD-S063**

**Supervisory Controls**

Receives general supervision consisting of assignments with an outline of the overall purpose and objectives of the audit. Work is performed independently according to generally accepted accounting principles and auditing standards, but problems of unusual difficulty are referred to superior for discussion and advice. Completed assignments are reviewed for adherence to principles and standards and soundness of conclusions.

**Major Duties**

Serves as a member of a Survey and/or Audit Team with responsibility for independently conducting surveys and/or audits of major segments within the broad, total scope of the assignment (for example, may be assigned a major organizational element within a broad and complex audit assignment, or a single major function common to several organizational segments). Responsibilities include examination and investigation of either (a) assigned operational activities such as supply, procurement, contracting, storage, maintenance, manufacturing and policies and procedures relating thereto from the financial management standpoint, (b) accounting systems, policies and procedures from the standpoint of adequacy in reflecting and supporting operational activities and sufficiency and propriety under regulations or (c) operational and accounting operations combined.

1. Conducts surveys and/or audits of specific operations, organizations and/or interrelated operations of two or more organizations. Develops background data by making detailed analysis of organizational structure, functional alignment, data pertaining to interrelated field and headquarters operations, policies and procedures of higher authority and implementing directives of the service; interviews key personnel within the organizations to supplement the foregoing. Develops on this basis a detailed plan for the conduct of an on-site audit of the operation. Selects representative actions and documents for investigation. Examines working files, records and operating documents and discusses substantive considerations with employees responsible. Examines accounting systems supporting operations for timely reflection of actions taken, adequacy in furnishing management required data and propriety under regulations.

2. Prepares, or assists the Auditor in Chief in the preparation of reports and substantiates papers on audits conducted. Establishes the scope and nature of the findings with comments and recommendations on such factors as managerial deficiencies noted ultimately resulting in poor utilization of appropriations, inadequacies in budgetary and accounting systems to appropriately support management requirements, adequacy of accounting systems, policies and procedures utilized under regulatory requirements.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision of the Billeting Officer or Billeting Assistant. Incumbent performs work independently in accordance with billeting regulations, directives and established policies and procedures, making decisions and using own initiative and judgment. Completed work is reviewed in terms of overall effectiveness, accuracy and conformance with instructions and procedures.

**Major Duties**

1. Assigns transient quarters to incoming transient personnel; obtains hand receipt, maintains room control board and processes termination of room assignment; determines quarters considering the availability of on-base/post government quarters and off-base/post U.S. contract hotels when on-base/post transient spaces or contract hotel rooms are not available. Provides information concerning location of on-base/post or off-base/post facilities, transportation and local rules, etc. Receives complaints from the guest on services and facility condition and makes immediate correction and/or reports to supervisor. Is responsible for safekeeping deposited valuable items and luggage in custody of the transient front desk.
2. Receives and maintains reservation record, and maintains transient room occupancy status and key rack board. Compiles and prepares monthly transient occupancy data. Maintains call register for U.S. contract hotels.
3. May act as central cashier for the shift. Computes and collects fees from resale outlet incomes and departing personnel. Makes necessary change. Prepares consolidated daily cashier's report by computing and verifying amount of cash against supporting documents. Makes daily deposit of all cash received to the base/post banking facility.
4. Receives phone calls requesting personal data of permanent party personnel, as the Base/Post Locator, after normal duty hours and on weekends. Runs feature film and provides information and special presentation video tapes at scheduled times. Operates micro computer for check in/out routine local information and reservation.

Performs other duties as assigned.

**Budget Analyst, KGS-0560-07**

**SJD-S074**

**Supervisory Controls**

Work is assigned by the supervisor or a budget analyst of higher grade who gives instructions and explanations with each assignment and provides guidance on work in progress. The incumbent is responsible for independently carrying out recurring work assignments. Issues which involve potential violations of law, conflict with existing budgetary policies, or deviations from accepted work plans and practices (for example, significant variations from one year to the next in estimated funding needs, or changes to the annual work plan affecting other object classes) are referred to the supervisor or to a higher-graded coworker for resolution.

**Major Duties**

In a developmental capacity, performs routine and recurring budget administration duties which facilitate the conduct of more complex and detailed review and analysis functions conducted by the supervisor or higher-graded coworkers. Work performed by the incumbent supports the budget for personnel salaries and expenses in activities financed through direct annual appropriations.

1. Gathers, extracts, reviews, verifies and consolidates a variety of narrative information and statistical data needed in the formulation and presentation of budget requests (for example, estimates of the funding needs of subordinate organizational components).
2. Cross-checks the accuracy of budget and program data in related budgetary forms, schedules and reports. Changes or recommends the adjustment of inconsistent totals, subtotals and individual entries.
3. Compares figures in current estimates of funding needs by line item or object class with prior year expenditures and brings significant variations to the attention of the supervisor.
4. Researches guides to extract legal, regulatory, program, and budgetary information for use by the supervisor or higher-graded analysts. Prepares summaries of narrative, quantitative and statistical data in budget forms, schedules and reports.
5. Prepares preliminary budget estimates and reviews justifications for a few relatively stable program and/or program support activities.
6. Receives, screens, and recommends approval, disapproval, or modification of budget execution documents (for example, requests for allotments of funds, requests for personnel action to fill vacancies and travel orders) when such recommendations can be made on the basis of availability of funds and compliance with regulatory requirements.

Performs other duties as assigned.

**Supervisory Controls**

Works under the general supervision of the installation financial manager who assigns work in terms of continuing responsibility for the budget of specific organizational segments and/or programs, general budgetary objectives, and specific deadlines for completion of actions. The employee is expected to plan and carry out assignments independently in accordance with office standing operating procedures and accepted agency practices for accomplishing work in each phase of budgeting. The supervisor provides advice and assistance on problems or conditions of an unusual nature which are not covered by regulations and guides. Work is reviewed for conformance to command budgetary policy, and for attainment of specific budgetary objectives.

**Major Duties**

Performs routine budget administration functions in the formulation, execution and review of the installation budget.

1. Formulates and revises the annual budget estimate for base support activities and components (for example, communications, personnel management, automated data processing, maintenance, supply and transportation). Researches, compiles and summarizes data concerning personnel salaries and expenses and similar object class and line item information needed for formulation of budget estimates. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports.
2. Monitors and tracks obligations and expenditures for base support functions throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures occur on a timely basis in accordance with the annual work plan and regulatory controls, and are within amounts programmed. Reports variations in excess of accepted funding limitations to activity managers.
3. Recommends transfer of funds between object class and line item accounts under the same appropriation or allotment when funds needed to cover increases in obligations or expenditures fall within established limits.
4. Checks the accuracy and adequacy of budget justification data submitted in support of budget estimates or requests for allotments by comparison with source documents (for example, employment statistics, project reports, payroll records and supply inventory records).
5. Prepares data summaries for inclusion in routine and special reports on budget execution. Tabulates cost data on individual projects (for example, construction, research, or maintenance) and applies basic statistical formulas (for example, cost-benefit ratios) to budgetary data to illustrate the effects of changes in levels of funding for current projects.

6. Drafts procedural guidance to installation managers concerning the format for submission of annual estimates of funding needs.

Performs other duties as assigned.

**Supervisory Controls**

Regular assignments are completed without reference to the supervisor. The supervisor reviews the finished assignment for completeness, clarity and results. Questions not covered by guide or experience are referred to the supervisor for explanation. In work situations involving limited program planning and analysis supervisor is normally available for assistance.

**Major Duties**

This is the highest grade level for budget analyst positions which involve independent performance of any or all of the complete range of procedural and technical duties of budget analysis work but which do not include some program planning and analysis work. Also characteristic of this level are budget analyst positions which involve performance of procedural and technical as well as limited program planning and analysis work involving analyzing and planning for such needs as minor reprogramming and development of forecasting criteria when technical supervision is normally available.

The difficulty of work performed by Budget Analysts, KGS-9, who perform program planning and analysis work in addition to procedural and technical work, is characterized by at least three of the following:

1. Budgetary work is performed for a single operating program or for two operating programs with similar kinds of work and problems.
2. Budgeting is performed for relatively stable operating programs which require minor reprogramming two or three times a year but rarely require major reprogramming.
3. Budget Analysts at this level resolve a number of factors of uncertainty in forecasting funding needs due to incomplete available experience data and some unpredictability of operating program requirements (for example, some variation occurs from year to year in goods and services required by operating programs). However, difficulty of forecasting is not a paramount characteristic of the work performed.
4. Budgeting usually involves working with single funds but may involve some funding from an additional source (for example, reimbursement for services).

Performs other duties as assigned.

**Budget Analyst, KGS-0560-11****SJD-S025****Supervisory Controls**

Works under the general supervision and guidance of the budget officer, who makes assignments in terms of areas of continuing responsibility for budget processes, organizations, budget years, and/or kinds of services which extend across organizational boundaries, or special projects (for example, cost-effectiveness, or trends in spending). The supervisor provides information concerning overall budget and financial objectives to be achieved within the limits of funds allotted by higher headquarters, or an existing corpus. The employee proceeds with a high degree of independence in carrying out budgetary functions and long-term assignments and projects. Actions which do not commit funds in excess of limits established in the annual work plan are usually not reviewed. Completed work is reviewed for conformance to command budgetary policy, for attainment of specific budgetary policy, and for attainment of specific budgetary objectives (for example, balancing costs against reimbursements through adjustment of stabilized billing rates). Due to the nature of the work, the adequacy of budget projections is frequently not subject to review until the year in which the budget is executed.

**Major Duties**

Serves as a budget analyst in the headquarters budget office of a military command, performs the full range of review and analysis functions in the formulation, presentation, and execution of the entire operations and maintenance (O&M) portion of the command operating budget (COB). The O&M budget and the programs funded by it are extensively interrelated with the budgets and programs of subordinate installations, tenant activities, and customers for whom services are provided. The O&M budget is funded through appropriated funds and reimbursements to revolving fund accounts.

1. Drafts and issues interpretations of departmental and higher echelon budgetary guidance, supplemental guidance, and instructions to subordinate installations and field offices covering budget formulation and execution.
2. Reviews and analyzes field input for conformance with command policy, instructions, and guidance. Revises and/or edits narrative and quantitative data to ensure the accuracy and consistency of the command budget submission.
3. Coordinates the development of standardized billing rates for application by all command installations and activities in charging customers for housing and supply services.
4. Represents the command at meetings and conferences with officials of higher organizational levels within the department.

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5. Monitors, reviews, and analyzes the execution of approval budgets by subordinate installations within the command. Reviews reports of budgetary and program activities and accomplishments, and determines the amount and timing of funding allotments to be distributed among subordinate installations. Recommends reprogramming (transfers) of funds between accounts and installations to finance new and/or revised requirements, and to support the accomplishment of planned supply operations.

Performs other duties as assigned.

**Budget Analyst, KGS-0560-11**

**SJD-S059**

**Supervisory Controls**

Work is assigned either orally or in writing in the form of budget and program areas for which the incumbent is responsible on a long term basis (i.e., in excess of one year) and projects or special studies to be completed. Deadlines for completion of the work are normally linked to the budget cycle. The supervisor and employee together decide upon time frames for accomplishment of special projects and assignments. Long-term and continuing assignments are carried out independently, with little or no review by the supervisor for several months at a time while work is in progress. Recommendations of a controversial or precedent-setting nature are cleared by the supervisor prior to release or implementation. Completed work is reviewed for effectiveness in accomplishing budgetary goals and objective.

**Major Duties**

Performs a variety of analytical and technical budget administration functions for substantive programs and support activities which are funded through many separate sources. Typically for a Support Group or a major activity such as a hospital. Programs and funding are unstable and subject to change throughout the budget year, which necessitates making frequent adjustments to budget estimates and conducting partial rebudgeting during the fiscal year. Program funding may extend for several years or more, as in the case of a multi-year appropriation. Work requires identification and analysis of changes in budgetary policies, regulations, constraints, objectives, and funds available which affect the accomplishment of program objectives, and vice-versa. The incumbent conducts research, identifies and analyzes trends in the use of funds, and recommends adjustments in program spending which require the rescheduling of program workloads. The incumbent also assists program managers and staff officials in interpreting the impact of, and planning for multi-year budgetary changes. The following functions are representative of work performed:

1. Develops and formulates the segment of the installation's/major activity's budget request for the coming fiscal year. Reviews estimates submitted by program managers (in conventional line item and/or zero base format) for compliance with rules, regulations, and procedures prescribed by the level served and higher echelons within USFK.
2. Performs an in-depth, rigorous analysis of budget requests by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding.
3. Writes and/or edits statements justifying and supporting the funding requests of installation program managers or submission to higher headquarters.
4. Monitors the use and rate of expenditure of budgeted funds through continuing dialogue with program officials and their staffs, review of written documents, and examination of accounting records. As necessary, keeps informal records of obligations and expenditures for assigned program.

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5. Devises and recommends the adoption of procedures to implement budgetary processes, policies, and regulations issued by higher command headquarters.
6. Prepares a variety of reports covering the status of funds, expenses, and obligations, as required by higher headquarters.
7. Advises program managers and other interested parties on the status and availability of funds in different budget accounts and all aspects of the command and installation budget process which apply to their programs.
8. Serves as liaison between program managers and their representatives, the budget division, and other staff offices connected with the budget process (e.g., personnel, accounting, payroll, and procurement).

Performs other duties as assigned.

Budget Analyst, KGS-0560-11

SJD-S345

**Supervisory Controls**

Works under the technical and administrative supervision of the headquarters budget officer who assigns work in terms of responsibility for specific areas of the budget and major components of the headquarters (e.g., salary and expense budgeting for several large administrative and program divisions), and financial and budgetary objectives to be met (e.g., spending limitations, personnel ceilings, deadlines, and reporting dates). The incumbent independently plans and carries out assigned budgetary activities (i.e., formulation, presentation, and execution of the budget) and coordinates work efforts with headquarters program and management personnel, as necessary. Work methods and recommendations are subject to occasional modification by the supervisor due to changes in financial and program goals and objectives. The employee keeps the supervisor informed of budget and program actions in assigned area of responsibility which have substantial impact upon other work areas and segments of the operation budget for USFK or a primary component such as Eighth United States Army. The adequacy and effectiveness of completed work is assessed at widely separated intervals during the year, corresponding to key stages in the budget cycle (i.e., deadlines for submission of budget estimates, or dates for complying with year-end close-out procedures). Due to the nature of the work, the employee's success in meeting budgetary goals and objectives, and adequacy of recommendations made to management cannot usually be accurately assessed until months after actions have been completed.

**Major Duties**

Performs a wide range of budgetary duties and procedures in administering the budget for personnel salaries and expenses for USFK and/or Eighth United States Army Command Headquarters. The assignments involve the performance of analytical services in the formulation, preparation, justification, presentation, and execution stages of the budget process for a substantial segment of the component's budget for personnel salaries and expenses. The incumbent works with data, forms, procedures, and guidelines for appropriated or nonappropriated fund budgets. In doing the work the incumbent considers a wide range of past and present program and employment statistics and financial data. Reviews and analyzes funding requests and proposed staffing levels in relation to current obligations and expenditures. The incumbent must continually update forecasts in response to changes in programs, funding levels, and/or staffing and travel requirements. The following functions are representative of work performed.

1. Compiles, consolidates, reviews, analyzes, and edits those portions of budget estimates for the employing component which pertains to personnel salaries and expenses. Evaluates data submitted for consistency with previous estimates, current levels of program operations, and anticipated changes in staffing and/or funding levels. Revises data, as necessary, for inclusion in budget reports and schedules furnished agency headquarters.
2. Reviews requests for allotments of funds. Analyzes budgetary and financial data, and staffing plans submitted by program managers for consistency with financial plans, policies, and timetables of the employing components.

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3. Prepares analyses and justifications of requests for allotments of funds available in the budget.
4. Calculates standard level user costs and cost estimates of the value of the personnel salaries and expenses portion of reimbursable services provided by the employing component and its subcomponents. Drafts standards and procedures for reimbursement to be included in formal agreements with customers and organizations which purchase services.
5. Prepares and assembles a portion of the exhibits, charts, reports and other narrative and statistical material used by higher headquarters in support of formal presentation of the activity's budget to HQDA.
6. Reviews program data, workload reports, and staffing request to assure that positions within the various components of the organization are properly funded, and that authorized average grade and staffing levels are maintained.
7. Prepares budgetary and financial reports to management of the employing component and lower echelons.

Performs other duties as assigned.

**Budget Analyst, KGS-0560-11****SJD-S026****Supervisory Controls**

Work is performed under the general direction of the supervisor. The supervisor assigns long-term responsibility for planning and carrying out work in all phases of budget administration (i.e., formulation, justification, presentation, and execution). The employee works independently in planning and carrying out work assignments and objectives. Within broad policy limitations established for planning, programming and budgeting, the incumbent is responsible for independently planning, analyzing and recommending and/or executing budgetary actions necessary to accomplish financial and program activities. The supervisor reviews completed work to determine the extent to which budgetary objectives have been met, to assure compliance with overall policy and regulatory guidelines and to assess the effectiveness of actions and recommendations in meeting long-term schedules and deadlines.

**Major Duties**

Serves as Budget Analyst performing a wide range of administrative and analytical duties in the formulation, presentation and execution of the fiscal budgets.

1. Serves as a senior Budget Analyst or a team leader with responsibility for providing technical guidance to team members, scheduling work assignments and reviewing completed projects.
2. Provides advice and assistance to Major Activity Directors (MADs), assigned units and to Major Subordinate Commands (MSC) in the development of budget requests and related supporting documentation. Develops procedural instructions and policy guidance for use in planning and estimating funding requirements for staffing, travel, contractual services and operating supplies.
3. Plans, organizes and executes annual and multi-year budgeting in support of Major Subordinate Commands and assigned units. Provides expert detailed advice on all phases of appropriated fund budgeting to Major Activity Directors and budget staffs.
4. Reviews in detail and evaluates budget requests submitted by subordinate units to insure conformance to guidelines and instructions. Performs in-depth analysis of estimates to identify imbalances among program areas and to reconcile estimates with current levels of expenditures and anticipated changes in programs. Coordinates changes with MADs and budget analysts of subordinate commands. Assembles and develops background data and documentation in support of budget requests.
5. Monitors the execution (i.e., obligation and expenditure of funds) of the subordinate command's approved operating budget to assure that funds are properly allocated and being obligated in a timely and effective manner in support of authorized management objectives. Recommends adjustments in response to changes in programs, staffing levels and fund availability. Exercises budget controls through the review of obligations of funds. Compiles narrative and statistical materials relating to the Command's budgets and programs to brief the senior leaders.

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6. Monitors average salary and man-year utilization for civilian personnel. Provides technical assistance on the civilian manpower program.

7. Analyzes and interprets the impact of new legislation and administrative regulations on the budget. Develops cost benefit analysis of proposed budgetary and programming actions and advises managers of the most advantageous course of action.

Performs other duties as assigned.

**Budget Analyst, KGS-0560-11****SJD-S029****Supervisory Controls**

Works under the general direction of the supervisor. The supervisor assigns work in terms of overall objectives, set deadlines and priorities, and is available for advice and consultation on unusual problems or matters of policy. The incumbent proceeds with a high degree of independence in carrying out budgetary functions and long-term assignments and projects. Deadlines for completion of work are normally linked to the budget cycle. The supervisory reviews work in terms of overall accuracy, adequacy of professional judgment, and attainment of organizational objectives. The supervisor clears all major reprogramming, controversial or precedent setting issues prior to release or implementation.

**Major Duties**

Performs a variety of analytical and technical budget administration functions with sole responsibility, for the planning programming, budgeting, controlling, and consolidation, and execution of funds.

1. Develops and coordinates budgetary actions in all phases of budget formulation and execution as assigned by the supervisor. Provides advice and assistance to staff activities, Program Directors (PDs), and assigned activities in the development of budget requests and related supporting documentation. Develops procedural instructions and policy guidance for use in planning and estimating funding requirements.
2. Receives and distributes all funds received from the MACOM to include annual funding program, allotments, allowances, obligation authorities, reimbursable, and other fund instruments. Establishes financial management procedures for continual review and surveillance to preclude violations of Title 31, U.S.C. 1517.
3. Monitors the budget execution of the approved operating budget, involving funding and budgetary support activities, to assure that funds are properly allocated and are being obligated and spent in a timely and effective manner in support of management objectives. Redistributes funds within budget accounts in response to changes in programs staffing levels and/or fund availability. Analyzes trends in fund utilization, and prepares periodic installation cost and performance reports to compare actual with forecasts. Reprograms funding & recommends major reprogramming of funds to the supervisor to ensure balance is maintained among major installation activities and that resources are used in the most efficient manner.
4. Reviews in detail and edits budget requests submitted by supported activities to insure that the requests conform to guidelines and instructions. Performs in-depth analysis of estimates to identify imbalances among program areas and to reconcile estimates with current levels of expenditures and anticipated changes in programs. Coordinates changes with Program Directors, MSCs and budget analysts of supported activities. Develops and reviews background data and documentation in support of budget requests. Compiles narrative and statistical materials relating to the commands budgets and programs to brief the supervisor and other staff principles as required.

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5. Emphasizes and explains budget limitation, program requirements, and directives. Directs attention to actual or potential funding problems and recommends policy for solving them. Maintains frequent contact with members of the general, administrative, special, and technical staffs.

6. Monitors costs associated with staffing. Based upon analysis of pertinent budget considerations, e.g., costs, funding limitations, and employee turnover, recommends the establishment and adjustment of personnel staffing ceilings, employment target, and Annual Funding Program (AFP).

7. Prepares and briefs background data and attends budgetary briefings.

Performs other duties as assigned.

**Budget Analyst, KGS-0560-12****SJD-S030****Supervisory Controls**

Incumbent works under technical and administrative direction of the supervisor. Incumbent is assigned responsibility for formulating the command's Operations and Maintenance Army budget with a high degree of independence in performing budget formulation. Employee independently plans and carries out budgetary activity necessary to build the command's budget distribution and coordinates work efforts with the Department of Army, the MACOM headquarters staff and the command's major subordinate units. Employee makes independent assessments of the adequacy of the funding provided in the Program Budget Guidance received from HQDA and informs in leadership of the buying power compared to the last budget. Incumbent assigns work to and evaluate performance of subordinates. The supervisor reviews completed work for compliance with budgetary guidance and Command objectives.

**Major Duties**

Serves as Senior Budget Analyst responsible for budget formulation, justification, presentation, and review of a multi-appropriation program/budget for Eighth U.S. Army and all assigned units, as well as to HQ USFK. Acts as an advisor to the Commanding General on policies and technical matters concerning the effective distribution of funds. Develops briefings for presentation to Congressional representatives and other Army staffs to apprise of resource needs throughout the command.

1. Serves as the Command's advisor on budget formulation and initial funding distribution to the Commanding General, to the staff, and to the major subordinate commands. Directs the prioritization and distribution of seven appropriations received and executed by Eighth U.S. Army: OMA, AFH, OPA, RPA, OMAR, OMARNG, and O&M Defense in support of Eighth Army, HQ USFK, HQ CFC, HQ UNC, and UNC Military Armistice Commission.
2. Analyzes new program budget guidance, revised legislation, policies and procedures and interpret the impact on budget formulation. Consolidate the Command budget distribution and compares with the HQDA's funding guidance in the Program Budget Guidance from the President's budget. Factors in projected Labor Cost Sharing (LCS) contributions to arrive a total available funding. Determines and prioritizes shortfalls based on a knowledge of Commanders priorities and proposes a distribution of funds accordingly. Coordinates with HQDA to obtain additional funds. Develop strategy and present budget distribution and structure for approval at the Program Budget Advisory Committee (PBAC) and the Senior Resource Committee (SRC).
3. Provides advice, guidance and recommendations on all aspects of budget formulation to HQ Eighth United States Army and MSCs. Provides the leadership budget year requirements to support timely command decisions. Develops resource requirements for the budget year encompassing the entire command missions and functions at the various level of details such as Program Element (PE)/Management Decision Package (MDEP), Program Director (PD), Sub-activity Group (SAG), and major Category of Expense (COE).

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4. Interprets guidance and instructions received from HQDA and develops the initial funding allocations by PE/MDEP for distribution to the HQ Program Directors. Provides detailed budgetary instructions for initial funding distributions to the PDs and Operating Target Recipients at Major Subordinate Command level and Headquarters Activity. Develops the initial distribution of ROK Labor Cost Sharing (LCS) dollars by PE/MDEP based on the ROK LCS contribution estimates for the budget year. Prepare replies to various HQDA data calls or requests for information. Prepares and submits the budget year obligation plans to HQDA to include the Continuing Resolution Authority (CRA) obligation plans.

Performs other duties as assigned.

**Budget Clerk, KGS-0561-04**

**SJD-S077**

**Supervisory Controls**

Works under general supervision, independently carrying out recurring assignments in accordance with established procedures and written instructions. Receives instructions on new assignments, changes in procedures, matters involving deviation from established procedures and problems of an unusual nature. Supervisor spot-checks work for compliance with instructions and guidelines and for agreement with related financial data and budgetary information.

**Major Duties**

Processes routine requests for allotments of funds to cover payment of employee salaries, benefits, overtime, travel, and related administrative expenses. Continually updates activity budget account records to reflect the effects of changes in the amount of funds available. Examines requests for allotments to verify that all necessary prior approvals and concurrences have been obtained, forms contain required information, organization budget procedures have been followed and funds are available in the amount requested. Prepares a quarterly report on the status on funds in assigned activity accounts. Records obligations, expenditures, transfers of funds and similar budgetary transactions, and adjusts account balances to reflect changes. Extracts and/or consolidates numerical and financial information from a variety of related budget forms and documents (for example, worksheets, schedules and reports) for use by others. Notifies supervisor of immediate problems such as overages or shortages in assigned budget accounts.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision processing transactions which are covered by guides available to the employee and on special projects. Incumbent carries out continuing assignments on own initiative but supervisor is available for guidance on transactions involving over-or under-obligation of funds, or which are not covered by guidelines. The supervisor spot checks account balances and other completed work for accuracy and agreement with overall fund balances.

**Major Duties**

Checks the accuracy of funding documents and continually updates records of status of funds for assigned accounts to reflect effects of budgetary transactions. Reviews documents such as vouchers, purchase requests, work orders and contract invoices to assure agreement of budgetary account codes and dollar amounts, and compliance with regulations and procedures. Compares job orders, work orders and requests for funds with account balances to assure that funds are available to cover transactions. Checks for closed accounts with unobligated balances. Adjusts account balances to reflect effects of allotments, transfers, obligations, expenditures and other actions which change the amount of funds available in accounts for use. Reports apparent surpluses or shortages of funds to supervisor. Provides information about budget procedures and status of funds to local program managers, accounting personnel, and contractor representatives. Prepares recurring reports on account balances and status of funds.

Performs other duties as assigned.

**Budget Technician, KGS-0561-06**

**SJD-S347**

**Supervisory Controls**

The employee works under the supervision of a budget officer who establishes general priorities and deadlines for processing budgetary transactions, and preparing recurring and special, one-time reports. The employee is responsible for independently choosing the proper methods and procedures to be followed in processing the full range of appropriated and revolving fund transactions in assigned accounts, and for following up on all actions to assure they are properly completed. Budgetary problems of a precedent-setting nature, or work situations which are not clearly covered by instructions or guides available to the employee are referred to the supervisor for resolution. Completed work is spot checked by the supervisor for agreement with overall funding levels and with accepted budgetary requirements. Work methods used by the employee are not reviewed in detail so long as account balances are in agreement.

**Major Duties**

1. Serves as a source of budgetary information for a wide variety of appropriated fund and reimbursable travel and transportation accounts.
2. Provides up-to-date budgetary information on a wide variety of guidelines and procedures applicable to appropriated and industrially funded accounts.
3. Resolves problems in processing nonstandard transaction; i.e., those not subject to resolution by lower-graded budget clerks and assistants. Applies a thorough knowledge of established guidelines and procedures in suggesting alternative means of obtaining/using available funds.
4. Processes and records billing invoices. Determines appropriations to be charged by object class and line item, and chargeable fiscal year, and forwards invoice to appropriate accounting office for payment.
5. Prepares extensive and complicated budget reports showing current status of funds in accounts managed by employing office.
6. Extracts, compiles, and summarizes unrelated workload and cost data used by others in preparing budget estimates.
7. Adjusts a wide variety of appropriated fund and industrially funded accounts to reflect effects of budgetary transactions (i.e., obligations, expenditures, transfers, and reimbursements).

Performs other duties as assigned.

**Supervisory Controls**

The supervisor provides general information about new priorities and deadlines, and changes in reporting requirements. Incumbent independently compiles, consolidates, coordinates and organizes the submission of the budget request covering the organization's projected annual program and administrative expenses. The employee is fully responsible for the timeliness, arithmetical agreement and procedural adequacy of all forms and documents required to support the budget request. Supervisor reviews completed work to assure that major areas of budgetary concern are addressed and that all necessary clearances and endorsements have been obtained. The employee usually responds directly to inquiries from fund reviewing and granting authorities concerning procedures and requirements for preparing estimates and requesting funds.

**Major Duties**

Consolidates budget estimates covering projected annual operating expenses for an organization and its components into proper format for submission to fund granting and reviewing authorities. Coordinates the timely submission of budget estimates by line program managers and staff officials in subcontinent. Reviews estimates to assure that the amounts requested are within established guidelines. Persuades managers to revise estimates which do not conform to established guidelines. Prepares all forms and documents required to transmit the organization's annual budget request to fund reviewing and granting authorities. Consolidates budget estimates from local program and administrative activities and organizes budget data according to appropriation, account, object class and line item code. Prepares recurring and special summary reports on specific areas of the budget as requested by the supervisor. Adjusts figures in budget accounts to reflect changes in the type and amount of funding approved (for example, increases in General Schedule salaries) by applying standard percentage adjustments. Consolidates and arranges estimates in proper form by appropriation account, identifying code, object class and line item for submission to fund granting authorities. Enters data on required supplemental forms by account code and appropriation number, and maintains related files and documents. Determines the percentage difference of amounts requested by comparison against prior year expenditures and cross-checks the overall accuracy of total estimates across accounts, object classes and line items. Provides information and guidance to line managers and staff officials on procedures, forms, and documentation required to support budget estimates and requests. Notifies managers of new or revised guidelines for the preparation of estimates.

Performs other duties as assigned.

Cashier, KGS-0530-03

SJD-S067

**Supervisory Controls**

Works under general supervision of the dining facility supervisor or shift leader who makes work assignments with general instructions and guidance and provides assistance on more difficult work. Daily work is performed in accordance with standard operating procedures. Work is spot checked for accuracy, conformance to instructions and adequacy of performance.

**Major Duties**

1. Checks appropriate identification to determine whether personnel are eligible to eat in appropriated fund dining facilities based on current regulations and policy letters. Verifies signature of personnel receiving subsistence-in-kind from the government. Collects appropriate moneys from personnel receiving Basic Allowance for Subsistence and issues change as needed in US or Korean currency as applicable. Totals cash collected at closing time showing the type of cash received by performing arithmetical computations and turns moneys over to dining facility supervisor with appropriate forms. Prepares an explanation of cash overages or shortages, as required. Is responsible for the accountability of cash collected and change fund received from dining facility supervisor. Also responsible for security of government supplies and equipment.
  2. Is responsible for posting of menu board prior to each meal and keeping the menu board accurate throughout the designated meal period.
  3. Performs duties normally required of mess attendant when cashiers functions are completed.
- Performs other duties as assigned.

**USFK Pam 690-500**

**Cashier-Checker, KGS-2091-03**

**SJD-S170**

**Supervisory Controls**

Supervisor assigns work, provides general instructions and guidance, advises on changes in work methods, gives more specific instructions for new work and provides assistance on more difficult work. Work is performed in accordance with standard operating procedures and is spot-checked for accuracy, conformance to instructions and adequacy of performance.

**Major Duties**

Serves as cashier in a food or retail sales store where a large variety of commodities and/or food are sold and where the cashier is responsible for a small department or one commodity. Checks items purchased by customers and determines the total bill, either mentally or by using a cash register. Checks identification of customers, as required, verifying signatures. Receives and examines cash from customers, places it in a register and makes changes as necessary. Receives change fund from store or food activity manager, counts and places in cash register. Maintains sales registers and any other accounts or lists necessary. Prepares clerk's reports at closing time, showing the type of cash and total amount received and turns cash and necessary reports over to the manager. Replenishes stocks and displays merchandise in accordance with predetermined display methods. May participate in conducting inventories. Serves as counter clerk as required.

Performs other duties as assigned.

**Civil Engineer, KGS-0810-09**

**SJD-S099**

**Supervisory Controls**

Works under fairly close technical and administrative supervision of a civil engineer of higher grade or independently on projects of a small or noncomplex nature. Exercises judgment in selecting, evaluating and applying standard literature, practices and precedents. Work is reviewed for soundness of techniques and for adequacy and economy of technical results achieved.

**Major Duties**

Performs professional engineering work relative to the construction, modification/major repair of buildings, airfields, bridges, drainage systems, highways, streets and roads, power and pumping plants, sewage and waste treatment and disposal facilities, water supply, purification and distribution systems and other various structures. 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 for a variety of civil works projects of multiple-use nature or military construction projects in different geographic locations with different climatic conditions and land characteristics. Assists in preparing various reports on the progress and status of construction projects and maintenance of files of project plans, specifications, reports and references.

Performs other duties as assigned.

**USFK Pam 690-500**

**Civil Engineer, KGS-0810-11**

**SJD-S100**

**Supervisory Controls**

Receives assignments with a general indication of results expected and the criteria and techniques to be applied in accomplishing the assignment. Incumbent is expected to proceed independently in gathering information and to use skill and ingenuity in working out problems. Supervisor observes the work for progress and reviews it upon completion for technical adequacy and for compliance with project design requirements, office policies and standards.

**Major Duties**

Performs professional engineering work relative to the construction, modification/major repair of buildings, airfields, bridges, drainage systems, highways, streets and roads, power and pumping plants, sewage and waste treatment and disposal facilities and water supply, purification and distribution systems and other various structures. Reviews project plans and specifications for overall accuracy, completeness and conformance with sound engineering principles.

Modifies/makes recommendations for modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates for a variety of civil works projects of multiple-use nature, or military construction projects in different geographic locations with different climatic conditions and land characteristics. 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 supervisors 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 construction projects and maintains files of project plans, specifications, reports and references.

Performs other duties as assigned.

Clerk, KGS-0303-02

SJD-S022

**Supervisory Controls**

Supervisor makes assignments, furnishes detailed instructions and guides, is available to answer questions or furnishes additional instructions as needed and makes spot check review of work for accuracy and compliance with instructions. Written procedures and guidelines are detailed, specific and directly applicable to the work.

**Major Duties**

Performs routine and repetitive clerical tasks. Prepares simple reports, posting data from clearly-indicated sources; fill out standard forms, deriving information from office files and records, clean draft, notes or verbal instructions; answers telephone and takes messages or refers calls to others; maintains files and records which involve arrangement of material in chronological order or in subject where the classification is readily identified; may perform typing of lists, index cards, edited draft and other material for which the services of a qualified typist are not required.

**OR**

Serves as clerk in a trainee capacity leading to KGS-3 performing duties described in the KGS-3 description under immediate supervision. (This classification may also be used in a trainee capacity leading to other KGS-3 clerical jobs such as Inventory Counter, Mail and File Clerk, Postal Locator Clerk, Sales Clerk, Stock Control Clerk and any nonsupervisory clerical jobs which may be established in the future at the KGS-3 level.)

Performs other duties as assigned.

**USFK Pam 690-500**

**Clerk, KGS-0303-03**

**SJD-S023**

**Supervisory Controls**

Works under general supervision, performs a variety of general clerical work supporting an office or organization with limited latitude to exercise independent judgment in accordance with well-established policies, procedures and techniques, not requiring specialized subject matter knowledge such as accounting, personnel, supply or library work.

**Major Duties**

Performs any combination of the following or similar clerical work of equal importance, difficulty and responsibility: prepares reports, posting data from clearly indicated sources; fills out standard forms, deriving information from office files and records, rough draft, notes or verbal instructions; answers telephonic or personal queries, providing information available from standing operating procedures, contact with other office personnel or from own knowledge of precedent actions; and maintains files and records which involve arrangement of material, in accordance with a preestablished system, having a limited number of headings and brief cross-reference notation; may perform typing of lists, index cards, edited draft and other material for which the services of a qualified typist are not required.

Performs other duties as assigned.

**Clerk, KGS-0303-04**

**SJD-S024**

**Supervisory Controls**

Works under general supervision, performs a variety of general clerical work supporting an office or organization requiring the exercise of independent judgment in accordance with well-established policies, procedures and techniques, not requiring specialized subject matter knowledge such as accounting, personnel, supply or library work.

**Major Duties**

As a general office assistant, performs any combination of the following or similar clerical work of equal importance, difficulty and responsibility; prepares reports, searching for and compiling information and data from numerous and varied sources, requiring the extraction or adaptation of data, consolidation of feeder material, preparation of brief narrative explanations, or detailed arithmetical computations; answers telephonic or personal queries and provides information concerning administrative procedures or other information requiring a good working knowledge of the organization and/or functions; requires a good knowledge of correspondence practices and procedures; may serve as the mail and file clerk for the office.

Performs other duties as assigned.

**Supervisory Controls**

Works under the general supervision of the Customer Service Administrator who makes initial work assignments with pertinent instructions as to the nature and scope of objectives to be achieved; and is available for consultation in the development of priorities and deadlines. Supervisor is kept informed of progress and potentially controversial matters. Work is reviewed in terms of effectiveness in meeting requirements in an accurate and timely manner.

**Major Duties**

Operates a computer terminal to process various telephone service requests. Receives, screens and directly enters database for all telephones installed or changed within the service area of responsibility. Assigns cable pairs and telephone number for new subscribers and processes various requests for telephone services concerning changes to lines, trunks, class of services and special features such as "ring again," "call pick up," "call forward," or "speed calling." Maintains and updates complete database on cables, subscribers, respective switches, Class B accounts, or special features of individual telephones; prepares various management data and reports by compiling, sorting or merging the ACOM data base. Is responsible for updating information directory, AUTOVON and administrative telephone directory, personnel directory, and billing reports. Performs other miscellaneous clerical duties related to telephone service. Initiates back-up plans if the computer terminal fails.

Performs other duties as assigned.

Communications Clerk, KGS-0394-05

SJD-S318

**Supervisory Controls**

Works under the general supervision of the Customer Service Administrator who makes initial work assignments with pertinent instructions as to the nature and scope of objectives to be achieved; and provides assistance in determining priorities and in resolving unusually difficult problems. Completed work is reviewed for accuracy, completeness, efficiency and adherence to the established procedures, policies and regulations.

**Major Duties**

Reviews and processes all telephone service requests from subscribers in service area of responsibility for installation, disconnection, removal, moving, and changing telephone numbers, circuits class of service changes and additions or deletions of features. For incomplete work orders, contacts subscribers for clarification and completeness. Fills out information as to inside and outside cable, pair, terminal number to the telephone service requests. Applies knowledge of ARs, Telephone Service Requests and current data on switches, (that is, working lines, switch capacity, availability of class lines, etc.). Forwards the telephone service requests to Network Management Branch through personnel having responsibility for database management and billing for Class B phones. Meets and assists customers in filling out the telephone service requests providing information on services and options available for regular phones and program-phones with detailed explanation on activation procedures for special features. Demonstrates the use of the feature. Receives trouble tickets from trouble desk, fills out maintenance and repair work to be accomplished, and forwards to Network Management Branch. Maintains coordination with network management and outside plant to obtain reports and information regarding the current status of progress, completed work, and backlog of telephone service requests. Operates computer terminal to maintain and update various data on all switches in southern area (that is, total working lines in switch, total switch capacity, total number of subscribers for different class lines, number of software packages, etc.). Initiates and prepares various recurring and special reports for submission to higher headquarters which requires compilation and adaptation of data and information, selection and consolidation of feeder material, preparation of justification and narrative statements.

Performs other duties as assigned.

**Supervisory Controls**

Works under the general supervision of the Garrison or Installation Commander, and/or his Deputy, who provides broad outlines of command policy, program requirements and objectives on community relations; defines scope of delegated authority and responsibility; and is available for consultation on significant developments and major problem areas. Within this framework, the incumbent independently plans and carries out assigned functions consistent with command and higher headquarters policies, regulations, and directives. Work performance is evaluated in terms of policy compliance, overall effectiveness and efficiency in attainment of program objectives.

**Major Duties**

Serves as Community Relations Specialist and Special Advisor to the Garrison and/or Area Commander and Deputy Commander with assigned responsibility for planning, developing, advising, coordinating and implementing the Garrison and/or Area-wide community relations programs. Furnishes policy guidance, identifies influential community leaders in the areas, solicits them for participation, and evaluates program effectiveness. The program objectives are to cultivate harmonious U.S./ROK relations, maintain a favorable image of U.S. military forces in Korea, and gain the community support on the welfare of the U.S. military communities and personnel and in the accomplishment of the military mission. Prepares budget requirements for the community relations activities and submits to higher headquarters for approval. Maintains and controls the approval of funds.

1. Serves as Special Advisor to the Commander and Deputy Commander on all matters concerning the requirements of community relations activities. Maintains extensive personal contacts and positive relationships with local government officials, community and business leaders adjacent to each area for programming and implementation of the ongoing community relations program at Garrison and each of the outlying area installations. Types of programs include but are not limited to home visitation, industrial tour, Korean American Friendship Council (KAFC) meeting, holiday celebration, etc. The work requires sound judgment and comprehensive knowledge of community relations directives, regulations and local policies in order to provide advice and recommendations that are in the best interest of, and benefit to both the command and the local communities. Exercises a broad knowledge of protocol in programming and planning social functions and ceremonies related to U.S.-ROK community relations programs.

2. Conducts review and analysis of local KAFC activities based on a comprehensive working knowledge of the KAFC program and its governing policies and directives. Based on the analysis, initiates corrective action as may be required, recommends solutions to problem areas and suggests methods of improving KAFC operations. Makes staff visits to subordinate activities to participate, observe and evaluate the effectiveness of the community relations program. Advises and assists units in developing cultural orientation briefings for unit personnel.

3. Studies trends or changes in the local communities' environment and climate to evaluate the adequacy of various command-wide community relations programs in light of the changing conditions. Informs supervisor of any significant finding with appropriate recommendations. Works closely with local civic and cultural affairs officials and governmental organizations as necessary to ensure that material prepared or further U.S.-ROK amity is accurate and will be exploited so as to generate the greatest interest and impact. Emphasizes to the news media the importance of partnerships between the local communities and the USFK. Provides appropriate publicity for community relations events such as Arbor Day, carnivals, etc.
4. Serves as the Commander's representative in dealing with the managers of the local clubs and stores in the areas frequented by the U.S. military personnel to discuss issues of mutual interest and concern.
5. Performs oral translation from English into Korean and vice versa, of speeches and discussions at social functions, ceremonies and meetings. Makes written translations of letters, certificates, and correspondence dealing with community relations program. Scans and translates into English-Korean newspaper articles concerning the U.S. communities for supervisor.
6. Prepares community relations activity reports, such as after-action reports on each project completed, KAFC meetings, and any significant weekly activities, indicating program trends, comments, and recommendations for further improvements.
7. Makes recommendations on requests submitted to the Commander for access to the base and honorary memberships from the public relations standpoint.

Performs other duties as assigned.

**Supervisory Controls**

Works under general supervision, performs most of the work independently according to established procedures and methods. Problems in setting up, entering or completing jobs that cannot be resolved by standardized methods are discussed with the supervisor, a programmer or computer operator for approaches to solutions. Completed work is spot checked for accuracy and use of proper procedures and methods. In addition, reports of processing problems from system reports, operators or customers normally require review for technical accuracy and compliance with instructions or established procedures.

**Major Duties**

Serves as a computer assistant in a functional area providing a service and processing link with the organization's computer processing capabilities through a remote terminal. In addition to the remote terminal, the work station includes computer linked card reader, line printer and a teletypewriter and, off-line peripheral equipment such as card punch, paper delegator, forms buster, card sorters, collators, reproducer and interpreters.

1. The incumbent supports subject matter specialists by entering and retrieving information through a computer connected terminal.
2. Reviews workload, machine utilization estimates and operator reports in order to assist in planning, developing and maintaining daily remote processing schedules. Prepares, or arranges for preparation of input cards and/or program run instructions.
3. Reviews staging packages for card initiated jobs for program and user identification, specified dates and control streams changes specified in processing instructions. Loads cards to system through an on-line card reader.
4. Reviews demand processing requests in order to identify customer needs, structures the request in machine acceptable access language and enters job to the system through a remote terminal.
5. Reviews standing run instructions for recurring jobs accessible through the terminal, remote job entry system to identify control, date or parameter modifications required; codes and structures the job entry control and execution commands and enters the job through the terminal.

6. Performs quality control review of output by verifying record count against control figures, ensuring that data is as requested, print is clear, totals are provided and similar concerns based on product specifications.

7. Monitors jobs in process to detect equipment or potential program problems and monitors the equipment (on and off-line) to ensure continuity of operations and to make minor adjustments during operations and as required at planned program stops.

8. Identifies recurring irregularities and inadequacies in processing that can be attributed to control stream or equipment problems and works with programmers and customers to modify procedures.

9. Assists programmers in testing new or modified programs by identifying equipment or processing problems that occur as a result of prescribed methods for setting up and running test programs and recommending variations in preparation and control methods to resolve such problems.

Performs other duties as assigned.

**Supervisory Controls**

The supervisor provides administrative direction over operating hours, the kind and quality of services to be provided, general sequence and priority of the work processes and interpretation of changes in rules controlling the kinds of support provided. The employee performs routine assignments independently in accordance with established guidelines, including contact and coordination with users to establish priorities, resolve conflicting priorities, identify the product sought and explain systems changes. Completed work is reviewed, primarily by users, for completeness, adequacy, accuracy and timelessness.

**Major Duties**

The incumbent supports several functional program customers through remote terminal facility providing data input, remote job entry and information retrieval and manipulation services through and "intelligent" terminal.

1. Operates terminal "on-line" to make recurring, standardized retrievals of reports and information listings for users, applying a user oriented access and control language to provide job definition, controls (job number, as of dates, changes in data fields from previous reports) and print instructions.
2. Responds to ad hoc requests by working with the customer to advise on defining information requirements, the number of retrievals necessary to provide the information needed, desired format(s) and the amount and kind of data combination and arithmetic manipulation required. Accesses appropriate database after preparing a logical search strategy and structuring the requirement(s) in computer acceptable commands and identifiers.
3. Keys the system to feed retrieval data/reports to the local storage unit or printer. Supplements these interim products with commands for the mini-processing unit in order to rearrange and manipulate the data according to the customer specifications, providing for print of summary products and supporting detail.
4. Receives completed jobs through on-line printer; checks for job identification, data content, print alignment and clarity, format, and as of date. Distributes to users through an internal mail system.
5. Receives source data documents in both coded and uncoded form; transfers uncoded information to code sheets; reviews all code sheets for data field accuracy; adds machine related instructions and keys to tape through a terminal. After verifying accuracy of input keys, tape entries for direct transmission to central computer or arranges for mailing.
6. Writes or briefly explains system adds, changes and deletes affecting the kind, form or timing of data entry and products available from the system.

7. Establishes or coordinates workload priorities for data updates and for data updates (input) and for products (output).

8. Maintains logs, records, operating manuals and procedures.

9. Records all work processed and changes to operating methods and system production options.

10. Trains lower level employees as "backup" operators, and conducts briefings for functional users to explain system output options and limitations.

11. Performs maintenance such as applying tape head cleaner, changing printer tapes and similar external care of equipment.

Performs other duties as assigned.

**Supervisory Controls**

The supervisor or a responsible specialist defines work projects or the portions of projects assigned to the incumbent and provides deadlines and direction on methods to be used. The incumbent independently performs assigned segments of work according to prescribed methods. Completed segments are submitted to the team leader for incorporation into a system package. Incumbent's program maintenance and modification work is performed independently, following standardized procedures including necessary customer coordination, coding, design and testing functions. Problems such as requirements that appear to be different, methods or procedures that are unclear and conflict with users are discussed with the supervisor to resolve the issues. Deviations from established methods and procedures must be approved by the supervisor. The supervisor or a specialist reviews finished work for compliance with existing or planned design specifications.

**Major Duties**

Incumbent supports a team of computer specialists engaged in program analysis, design, development, testing and implementation for both local and command applications. The incumbent performs coding, testing, limited programming, maintaining documentation and program databases, and provides related support in unit programming and systems development.

1. Receives and processes requests to write or modify small program modules that are part of a larger system of interrelated programs that have previously been designed and implemented. Draws basic program diagrams and flow charts, applies COBOL coding, assembles test data, initiates testing, debugs program and submits user request with recommended finished module to specialists.
2. Maintains a few program modules which require frequent variations in production requirements. Performs requested program modifications, providing for variations in recurring runs and special reports and assures accurate and timely processing.
3. Follows specialist instructions to compile, test and debug programs by assembling input, loading the compiler, reviewing output and making or suggesting corrections.
4. Prepares charts, designs and formats for records, files, input and output, sources of input, schedules of processing, etc. Recommends such changes as different input techniques, revised record layout, revised output format and similar changes.
5. Writes program modules for extracting, sorting, reformatting, merging, etc. of a variety of input data and reports.
6. Reviews and modifies program control streams as required when production requirements change or problems are encountered. Provides setup directions to computer operations, or writes setup procedures for program manuals.

7. Reviews requests for variations in recurring runs, or special runs, makes system control changes as appropriate, submits for processing and reviews the finished product prior to distribution to the requester.
8. Makes control language corrections and coordinates data content or logic problems with users and specialist to resolve invalid output.
9. Coordinates with functional users to clarify requests for variations in production requirements or program modifications, and to obtain information needed for new program development.
10. Prepares final system documentation including flow charts, file descriptors, report descriptors, card and printer layout, card input/output, formats and printer output exemplars.
11. Assembles all required documents for System Books, Program Folder and Job Run Book, and passes to the appropriate unit for distribution.
12. Maintains status and control of on-line program library, catalogs data and cross reference listings for the activity. Verifies status and accuracy of library member names, data set names, data set organization, record and block sizes, etc., as requested.

Performs other duties assigned.

**Supervisory Controls**

The supervisor provides procedural direction and defines recurring work assignments. The incumbent performs most work independently by responding to user questions and problems, constructing schedules and performing staging, control and error correction duties. Incumbent can reject work that is not ready for processing and refuse user requested priorities without reference to the supervisor. Processing failures involving program or system logic, seemingly proper applications of user languages through a terminal that fail to produce, and similar problems are discussed with the supervisor who must approve all exceptions to established procedures. Staging packages and schedules for new work are reviewed by the supervisor for technical accuracy prior to submission for processing. Recurring work products are reviewed after processing based on user or operator comments or in periodic supervisory reviews of products for use of established methods, procedures and techniques.

**Major Duties**

The position is located in the Production Control and Scheduling Section and includes controlling, scheduling and monitoring of computer processing and assisting users in formulating request for computer services. The work is performed in a computer center operating two large scale computer systems with a buffer minicomputer, in both batch and on-line, interactive modes.

1. Reviews processing requests to ensure that user, program and input identification are given, programs are designed for one of the local computer systems, control parameters (dates, total, subtotals) are specified, priority requirements are indicated and output disposition is shown.
2. Accepts or rejects request and/or indicated priority based on system status, other priority work, or need for additional information in the processing request.
3. Assists users in clearly defining their requirements and completing the processing work order defining the product desired, sort fields, data content and output format.
4. Makes changes (add, change, remove) in run control stream and enters control deck to the system through a card reader.
5. Reviews requirements for batch work, compares against run book and enters planned time of execution on operating schedule, providing for core capacity, prior processing for dependencies, throughput time and priority. Identifies tape and disk requirements, amends control commands, and annotates operator instructions to show dependencies and multiple use of input.

6. Resolves processing failures related to run stream controls, dependencies and data contention. Reviews system output report for action leading up to the failure, compares with run book instructions, identifies problem, corrects and authorizes rerun or restart. Notifies programmer if the failure appears to be related to program logic. According to run instructions, is authorized use of problem bypass or controlled dump procedures to provide information for own and specialist problem reviews.

7. Reschedules backlogged processing or failures that cannot be corrected for rerun or restart; adjusts priorities as required.

8. Assists time sharing and RJE terminal users in solving problems associated with terminal malfunction or problems in following written procedures. This includes advice in the structuring of requests and inquires with a user oriented language; identifying possible technical problems in the terminal, tie-lines or the computer system; and, advising the terminal user of where and how to acquire appropriate technical assistance.

9. Prepares and maintains amendments to product run books (that is, setup procedures and product exemplars for new kinds of products). Assigns product identification codes; lists and explains setup procedures (including run stream variations), identifies kind and number of input media required, core capacity, throughput time and mixed time sharing and batch processing requirements.

10. Initiates monthly work order to create backup tape files, makes control log entries, forwards to GPO for photo composing, logs returns and arranges for shipment of tapes to storage site.

11. Compiles recurring and special statistical reports; computer utilization by user, number, kind and volume of products; machine units and machine time used; and cost information for customer billing purposes. Reviews operating logs, compiles system load statistics, identifies high and low volume trends, and makes recommendations to change procedures to better use times available in low activity periods.

Performs other duties as assigned.