

**Army in Korea
Regulation 550-1**

Foreign Countries and Nationals

**KOREAN SERVICE CORPS -
MISSIONS, ORGANIZATIONS, RESPONSIBILITIES
AND OPERATING PROCEDURES**

Interim Changes Issue Date: November 2014

SUMMARY of CHANGE

AK REG 550-1

Korean Service Corps - Missions, Organizations, Responsibilities And Operating Procedures

The interim changes are listed below, dated November 2014—

- o changed from 'Non-Eighth Army units' to 'Non-Army units' and adds 'When KSC uses reimbursable funded positions/personnel to provide service, the receiving activity (including Army units outside Eighth Army) will reimburse the KSC BN.' on paragraph 1-11.

Headquarters
Eighth Army
Installation Management Command
Korea

Army in Korea
Regulation 550-1

16 November 2010

Foreign Countries and Nationals

KOREAN SERVICE CORPS -
MISSIONS, ORGANIZATIONS, RESPONSIBILITIES AND OPERATING PROCEDURES

*This regulation supersedes Eighth Army Regulation 550-1, dated on 23 January 1990.

FOR THE COMMANDER:

DONALD E. JACKSON
Colonel, GS
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief of Publications and
Records Management

Summary. This regulation prescribes policy for administration and management of the Korean Service Corps (KSC) Korean National (KN) employees.

Summary of Changes. This regulation has been substantially changed and a full review of its contents is required.

Applicability. This regulation applies to all units, activities, agencies, and personnel within United States Forces Korea (USFK) charged with command, supervision, utilization, or administration of KSC personnel. This regulation is applicable to all KN civilians employed by the KSC. Unless specifically cited otherwise, provisions of USFK Regulation 690-1 apply in the administration and management of Korean employees of the U.S. Army (USA) KSC Battalion (BN). Army in Korea (AK) Regulation (Reg) 550-1 provides only variations, certain policy aspects, and procedural requirements that are unique to and apply specifically to the USA KSC BN.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ), Eighth Army KSC (EAKS-Z), Unit #15284, APO AP 96205-5284.

Forms. USFK Form are available at www.usfk.army.mil.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the HQ, Eighth Army KSC (EAKS-Z). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ, Eighth Army KSC (EAKS-Z), Unit #15284, APO AP 96205-5284.

Distribution. Electronic Media Only.

CONTENTS

Part One Armistice Operating Procedures

Chapter 1

Introduction, *page 1*

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations
- 1-4. General
- 1-5. Responsibilities
- 1-6. Basis of KSC Allocation
- 1-7. Allocation
- 1-8. KSC Support Approval Authority
- 1-9. Requesting Temporary KSC Support
- 1-10. Requesting Permanent KSC Support
- 1-11. KSC Support for Non-Eighth Army Units
- 1-12. KSC Support During Defense Readiness Condition (DEFCON) Increases
- 1-13. KSC Utilization
- 1-14. Special Mission Duty
- 1-15. Eighth Army Mobile Labor Force (MLF) Support

Chapter 2

Recruitment and Placement, *page 10*

(Refer to Chapter 2, USFK Reg 690-1 for basic policies and procedures)

- 2-1. General
- 2-2. Announcement of Vacancies
- 2-3. Selection Process
- 2-4. Specialized Skills

Chapter 3

Details and Temporary Promotions, *page 11*

(Refer to Chapter 3, USFK Reg 690-1 for basic policies and procedures)

Details

Chapter 4

Reduction-in-Force (RIF), Furlough, and Transfer of Function (TOF), *page 12*

(Refer to Chapter 4, USFK Reg 690-1 for basic policies and procedures)

Administration and Authority

Chapter 5

Employee Health and Injury Compensation, *page 12*

(Refer to Chapter 5, USFK Reg 690-1 for basic policies and procedures)

Accident Reporting

CONTENTS (Cont')

Chapter 6

Hours of Duty, Holidays, Night Duty, and Overtime, *page 12*
(Refer to Chapter 6, USFK Reg 690-1 for basic policies and procedures)

Wartime Nature Tour of Duty

Chapter 7

Leave Administration, *page 12*
(Refer to Chapter 7, USFK Reg 690-1 for basic policies and procedures)

7-1. Responsibilities

7-2. Leave Approval Authority

Chapter 8

Pay Administration, *page 13*
(Refer to Chapter 8, USFK Reg 690-1 for basic policies and procedures)

Time & Attendance (T&A) Reporting

Chapter 9

Position Management and Classification, *page 13*

Chapter 10

Separation, *page 13*

Chapter 11

Employee Services and Facilities, *page 13*
(Refer to Chapter 11, USFK Reg 690-1 for basic policies and procedures)

11-1. Responsibilities

11-2. Types of Services and Facilities

11-3. Supplies and Equipment

11-4. Chemical, Biological, Radiological, and Nuclear (CBRN) Defense Equipment

11-5. Common Table of Allowance (CTA) 50-900 Items

Chapter 12

Conduct and Discipline, *page 16*
(Refer to Chapter 12, USFK Reg 690-1)

Authority/Responsibilities

Chapter 13

Grievances and Appeals, *page 18*

CONTENTS (Cont')

Chapter 14

Performance Appraisal, *page 18*

(Refer to Chapter 14, USFK Reg 690-1 for basic policies and procedures)

14-1. Rating Schemes

14-2. Periods of Appraisal

Chapter 15

Employee Training, Development, and Wartime Mission Exercises, *page 19*

(Refer to Chapter 15, USFK Reg 690-1 for basic policies and procedures)

15-1. Purpose

15-2. General

15-3. Responsibilities

15-4. Required Training

Chapter 16

Incentive Awards and Suggestion Programs, *page 23*

(Refer to Chapter 16, USFK Reg 690-1 and AR 672-20 for basic policies and procedures)

16-1. Administration

16-2. Honorary Awards

16-3. Service Recognition

16-4. Nominating Procedures

16-5. Approval Authority

16-6. Organization and Function of Incentive Awards Committee

16-7. Presentation of Awards

16-8. Payment of Cash Awards

Chapter 17

Labor-Management Relations, *page 26*

(Refer to Chapter 17, USFK Reg 690-1 for basic policies and procedures)

Policy

Part Two

Wartime Operating Procedures

Chapter 18

General, *page 27*

18-1. Purpose

18-2. Wartime Responsibilities

18-3. Wartime Organization

18-4. Wartime Missions

18-5. Wartime KSC Allocation

CONTENTS (Cont')

Chapter 19

Transition to War and Mobilization, *page 30*

- 19-1. Transition
- 19-2. Mobilization
- 19-3. Inprocessing
- 19-4. Orientation
- 19-5. Distribution
- 19-6. Maintenance of Records

Chapter 20

Allocation and KSC Support, *page 34*

- 20-1. Allocation
- 20-2. KSC Support

Chapter 21

Tour of Duty, *page 34*

- 21-1. Initial Actions
- 21-2. Establishment Authority
- 21-3. Individual Daily Tour of Duty
- 21-4. Meals and Rest Periods
- 21-5. Holidays
- 21-6. Time Off

Chapter 22

Leave Administration, *page 35*

- 22-1. General
- 22-2. Authorized Leave
- 22-3. Leave Schedules
- 22-4. Sick Leave
- 22-5. Maternity Leave
- 22-6. Emergency Leave
- 22-7. Absent Without Leave (AWOL)
- 22-8. Leave Recording

Chapter 23

Pay Administration, *page 36*

- 23-1. General
- 23-2. Pay Period System
- 23-3. Wage Schedules
- 23-4. Promotions, Demotions, and Step Increases
- 23-5. Premium Pay Policy
- 23-6. Severance Pay
- 23-7. Money Due to Employees

CONTENTS (Cont')

Chapter 24

Personal Conduct and Discipline, *page 37*

- 24-1. Policy
- 24-2. Imposing Authorities
- 24-3. Conduct and Discipline
- 24-4. Records and Reports

Chapter 25

Medical Service and Compensation for Injury, Disability, or Death, *page 39*

- 25-1. Policy
- 25-2. Medical Service
- 25-3. Hospitalization
- 25-4. Health Program
- 25-5. Compensation for Injury, Disability, or Death

Chapter 26

Wartime Logistic Support, *page 40*

- 26-1. Policy
- 26-2. Logistic Support
- 26-3. Procedures
- 26-4. Subsistence
- 26-5. Clothing, Individual Equipment, and Field Equipment
- 26-6. Indigenous Rations/Drinking Water
- 26-7. Fuel
- 26-8. Transportation
- 26-9. Real Estate
- 26-10. Engineering Equipment
- 26-11. Communication Circuits
- 26-12. Field Service
- 26-13. Requisition of Logistic Items
- 26-14. Subsistence and Supply Accountability

Chapter 27

Labor-Management Relations, *page 43*

- 27-1. Policy
- 27-2. Restriction of Union Activities
- 27-3. Cooperative Relations

Chapter 28

Casualties, KSC Prisoners of War and Separations, *page 44*

- 28-1. Casualties
- 28-2. KSC Prisoners of War
- 28-3. Separation

CONTENTS (Cont')

Appendixes, page 46

- A. References
- B. Sample Request for Travel Orders
- C. Field/Mobilization Support Equipment
- D. Issue of Rations, Clothing, and Equipment
- E. Recommended Tour of Duty Schedules
- F. Sample of Korean Service Corps Form 1

Table List

- 1-1. Five Eighth Army MLFs, *page 8*
- 14-1. Annual schedule for KSC Personnel Appraisals, *page 18*

Glossary, page 58

Part One

Armistice Operating Procedures

Chapter 1

Introduction

1-1. Purpose

This regulation establishes policies and procedures for the uniform administration and management of Korean Service Corps (KSC) personnel that are governed by tables of distribution and allowance (TDA) within the Eighth Army.

1-2. References

Required and related references are listed in appendix A.

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. General

a. The U.S. Army (USA) KSC Battalion (BN) directly recruits, manages, and administers USA KSC BN Korean National (KN) employees.

b. Management officials and human resources agencies referred to in United States Forces Korea (USFK) Reg 690-1 for requesting, reviewing, approving, and processing personnel actions should be substituted with appropriate authorities and organizational channels or elements of the USA KSC BN.

c. The Commander (Cdr), USA KSC BN is the authority for KSC employees and will be substituted where supervisors/commanders is referred to in USFK Reg 690-1, unless specifically stated otherwise in this regulation.

d. This regulation consists of two parts. Part one covers armistice operating procedures, and part two covers wartime operating procedures. Upon mobilization, provisions described in part two will go into effect, thereby superseding part one.

1-5. Responsibilities

a. The Commanding General (CG), Eighth Army exercises command and control of KSC personnel through the Chief of Staff (CofS), Eighth Army and the Cdr, USA KSC BN.

b. The CofS, Eighth Army -

(1) Provides policy guidance for management and operation of the KSC.

(2) Has operational control and exercises supervision over the Headquarter (HQ) functions of the USA KSC BN.

(3) Is the major activity director for the KSC including KSC program and management.

(4) Has authority to concur or non-concur on the KSC manpower requirements recognized by Eighth Army manpower survey teams.

(5) Delegates approval authority to the Cdr, USA KSC BN for allocation of KSC support of emergency or temporary projects within approved recognized/allocated strength.

c. The ACoS G3, Eighth Army, establishes mission priorities and is the approval authority for changes to armistice, crisis and wartime missions for the USA KSC BN.

d. Cdrs, Eighth Army Major Subordinate Commands (MSCs) -

(1) Ensure effective management and utilization of assigned KSC personnel under their jurisdiction.

(2) Provide annual mobilization requirements to the USA KSC BN, in written document, within time requested by the USA KSC BN.

e. The Cdr, USA KSC BN -

(1) Commands and controls all KSC personnel in accordance with (IAW) management and administrative policies outlined in this regulation, and as directed by the CG, Eighth Army.

(2) Is responsible for the maintenance of KSC personnel to include personnel management and services, finance management and services, manpower management, and budget administration.

(3) Coordinates logistic support for all KSC units.

(4) Conducts periodic reviews of the KSC personnel allocation on work assignments to ensure compliance with approved manpower survey actions and the effectiveness of support rendered.

(5) Activates and inactivates KSC companies IAW current manpower requirements and force needs. Determines staffing requirements for HQ, USA KSC BN and KSC company overhead.

(6) Conducts periodic wartime mission exercises to ensure KSC personnel are familiar with KSC wartime missions and operating procedures.

(7) Enforces discipline within the KSC organizations IAW Table of Standard Penalties, appendix D, USFK Reg 690-1.

(8) Acts as the employer representing the CG, Eighth Army and maintains contact with the KSC Chapter, USFK Korean Employees Union (KEU) on labor-related matters IAW provisions established in the KSC Labor-Management Agreement, USFK Reg 690-1, and this regulation.

(9) Is the approval authority for all KSC personnel administrative actions, unless otherwise specified in this regulation.

f. Commanders/Directors of supported units and activities -

(1) Utilize allocated KSC personnel to accomplish assigned missions and ensure proper utilization of the KSC work force.

(2) Appoint a KSC coordinator (sergeant first class or above, or GS-09 or above) in memorandum, and submit to the Cdr, USA KSC BN.

(3) Ensure that the Cdr, USA KSC BN is informed of any problems, incidents, or accidents involving KSC personnel through the respective company commander.

(4) Assume responsibility for all materials and equipment used by KSC personnel.

(5) Provide transportation for KSC personnel allocated to their unit/activity.

(6) Ensure that proper safety equipment and protective clothing are provided to KSC personnel exposed to hazardous working conditions.

(7) Conduct periodic spot-checks of job sites to ensure proper utilization of KSC personnel, maintenance of accurate time and attendance (T&A) reports, determine the need for additional support or supervisory controls, and assess individual personnel needs.

(8) Coordinate with the Cdr, USA KSC BN on matters concerning utilization of KSC personnel, tasking, training, discipline, and logistics support requirements.

(9) When property issued to the KSC company is lost, damaged, or destroyed, appoint an investigating officer to conduct an investigation under Financial Liability Investigation of Property Loss IAW AR 735-5 (as appropriate) when requested by the Cdr, USA KSC BN.

(10) Provide command support by releasing allocated KSC personnel to conduct unit/individual training directed by the Cdr, USA KSC BN.

(11) Identify and provide the USA KSC BN with the battle tasks and training that allocated KSC personnel must perform as part of their wartime mission.

(12) Are responsible for the maintenance of accurate T&A reports for KSC personnel.

g. KSC Coordinators -

(1) Advise and assist supported unit/activity commanders/directors on all utilization matters relating to KSC personnel.

(2) Attend an orientation provided by a USA KSC BN representative (the supported KSC company) as soon as practical after assuming KSC coordinator duties.

(3) Should be thoroughly familiar with the supporting KSC operations to include types of KSC support rendered by KSC personnel.

(4) Should be familiar with applicable regulations and directives concerning KSC operations.

(5) Conduct periodic spot-checks of job sites to ensure proper utilization of KSC personnel, maintenance of accurate T&A reports, determine the need for additional support or supervisory controls, and assess individual personnel needs.

h. KSC Company Commanders -

- (1) Manage assigned KSC personnel.
- (2) Receive and execute instructions from the Cdr, USA KSC BN on personnel matters involving assigned KSC personnel.
- (3) Advise and educate KSC coordinators and supported unit/activity commanders on proper utilization of KSC personnel.
- (4) Inform the Cdr, USA KSC BN of any problems, incidents, or accidents involving assigned KSC personnel.
- (5) Plan and execute combat critical common tasks training and wartime mission essential tasks training and exercise IAW the USA KSC BN command training guidance for assigned KSC personnel.
- (6) Conduct periodic spot-checks of job sites to ensure proper utilization of KSC personnel, maintenance of accurate Time & Attendance (T&A) reports, and assess individual personnel needs.
 - i. Immediate supervisors (U.S. and KN) of KSC personnel -
 - (1) Provide guidance and feedback on job performance to KSC personnel.
 - (2) Coordinate with the unit/activity KSC coordinator, KSC supported company commander, or USA KSC BN on matters concerning utilization of KSC personnel, tasking, training, discipline, and logistics support requirements.

1-6. Basis of KSC Allocation

- a. The KSC is a mobile and flexible KN work force allocated to the CG, Eighth Army to assist in wartime mission accomplishment. During armistice, KSC personnel can be utilized in specific positions according to workload and operating requirements.
- b. Under the provisions of the Agreement between the United States (US) of America and the Republic of Korea (ROK) regarding the status of the KSC (US-ROK Agreement), the policies and procedures established by this regulation conform with the provisions of labor legislation of the ROK. Special provisions are incorporated to align KSC personnel management practices with those established for the employees where such alignment is in compliance with the mission and paramilitary nature of the KSC.

1-7. Allocation

KSC support is allocated on either a temporary (project) or permanent basis.

- a. Allocation of KSC support on a project basis is to provide a significant flexibility to accomplish a variety of "one-time-in-nature" missions, tasks, or projects critical to Eighth Army units within the KSC resources primarily available to the Eighth Army MLF.
- b. Allocation of KSC support on a permanent basis is based on directives from the ACoS G3, Eighth Army in an Exercise Order (EXORD) to the USA KSC BN and are based on operational requirements for Eighth Army units during armistice, crisis, and war.

1-8. KSC Support Approval Authority

- a. The approval authority for temporary support is the Cdr, USA KSC BN.
- b. The approval authority for permanent support is the ACoS G3 (Force Management).

1-9. Requesting Temporary KSC Support

a. Temporary Support. Units/activities requiring project support will submit written requests in memorandum or memorandum format through command channels to USA KSC BN (EAKS-RMP), Unit #15284, APO AP 96205-5284. Temporary support will not exceed a 120 days period and units requiring KSC support beyond one (1) year must request a permanent manpower requirements change (MRC)/concept plan.

(1) Written requests must arrive at HQ, USA KSC BN not later than (NLT) 10 working days prior to the beginning date of the requested KSC support. Except in clearly exceptional cases, the requests which miss this suspense will be returned without action.

(2) For emergency KSC project support, the approval may be obtained telephonically from the project coordinator during duty hours and/or contacting the Cdr, USA KSC BN during non-duty hours. Written justification for the emergency KSC support must be submitted to the Cdr, USA KSC BN within 5 working days following approval of the emergency KSC support.

b. Requests for temporary support must include the following minimum information to substantiate that the need for KSC support is beyond the organic manpower capabilities of the requesting units/activities:

(1) Identification of primary mission responsibility for accomplishment of the function for which KSC support is requested.

(2) Qualitative and quantitative workload data necessary to evaluate the request in terms of total man-hours.

(3) The capability of existing personnel resources (i.e., TDA, Korean Augmentation to the U.S. Army, contractor, etc.) to perform the project and estimated completion date based on 40-hour workweek for the temporary support.

(4) Number and type (skill/classification) of KSC personnel requested to accomplish the missions, functions, tasks, and services for which support is requested.

(5) Desired start date of project, estimated completion date, work site location, tour of duty hours, point of contact and telephone number, and fund cite if KSC support requires more than normal tours of duty hours.

(6) Any need for premium pay work such as extended workweek, overtime, night differential, holiday work, and to include a cost estimate.

c. Tools, equipment, materials, and transportation required to accomplish the missions, functions, tasks, and services will be provided by the units/activities requesting support. These items should be on hand prior to requesting support to ensure work is completed in a timely manner.

d. Requests for KSC support to accomplish major engineer type projects will be coordinated with the local Directorate of Public Works (DPW), whose verification must indicate that the project is earmarked for completion by use of KSC personnel.

e. USA KSC BN staff personnel (Project Coordinator, Resource Management Division, USA KSC BN) are available to assist in the estimation of manpower and material requirements. Units seeking utilization of KSC resources are encouraged to seek their assistance as required.

1-10. Requesting Permanent KSC Support

a. Units/activities requesting KSC manpower support on a permanent basis must document manpower requirements in the Manpower Survey Report (8A MANPOWER SURVEY FORM) / Concept Plan and justify the needs for KSC augmentation requirement as part of the unit manpower requirements entity during regularly scheduled manpower surveys. Permanent KSC support may also be requested through an application of an MRC/Concept Plan IAW the criteria contained in HQ, Eighth Army, Memorandum, CofS, 2 March 1988, subject: 8A Manpower Program and DA Concept Plan guidance.

b. The MRCs/Concept Plan must be submitted through the Resource Management (RM) Division (Div), USA KSC BN to the ACofS G35/37 Future Operations and Force Management Divisions and it will be submitted through the ACofS G35/37 Future Operations and Force Management Divisions to the ACofS G3, Eighth Army. Army Regulation (AR) 570-4 contains detailed instructions for preparation of manpower survey documents for permanent staffing.

c. The RM Division, USA KSC BN will analyze the manpower request in consideration of the unit's TDA/KSC situation and affected variables/factors. The RM Division, USA KSC BN will recommend to the ACofS G35/37 Future Operations and Force Management Divisions after the USA KSC BN Cdr's approval.

1-11. KSC Support for Non-Army Units

KSC support (both temporary and permanent) for non-Army units will be provided on a 100% fully reimbursable basis. The exception to this policy is managed by MOA/ISSA between Eighth Army and supported Units. When KSC uses reimbursable funded positions/ personnel to provide service, the receiving activity (including Army units outside Eighth Army) will reimburse the KSC BN.

1-12. KSC Support During Defense Readiness Condition (DEFCON) Increases

Major subordinate commands may have one or more KSC companies supporting their organizations during armistice. In the event of expeditious KSC reinforcement, 48 hours is required during increases in DEFCON or pre-mobilization. Reinforcement of KSC personnel is available (subject to Eighth Army approval) to support those tasks specifically identified with the KSC wartime missions. Allocation of wartime KSC requirements for replacement of the KSC reinforcement or continued KSC support will be executed by the Cdr, USA KSC BN IAW Chapter 20, part two below.

1-13. KSC Utilization

a. In armistice, KSC personnel will perform those duties for which they are recruited (and in current job descriptions). Units/activities must receive approval from the Cdr, USA KSC BN prior to moving a KSC employee from a position for which they were recruited (to include changing the job description). Failure to comply could result in loss of KSC support.

b. All supervisors/leaders of supporting and supported KSC units/activities will ensure effective

utilization of allocated KSC personnel. The utilization of KSC personnel must be applied to ensure compliance with the approved manpower survey/concept plan actions within the concept of KSC peacetime missions. Utilization of KSC personnel in the areas of wartime KSC missions is outlined in paragraph 18-4.

c. KSC personnel are specifically prohibited from utilization in the following manner:

(1) Support of revenue generating non-appropriated fund activities, except that support may be approved on a fully reimbursable basis for special requirements which clearly impact on health and welfare or protection of U.S. Government properties. Approval of requests in this category will require the concurrence of the Staff Judge Advocate, Eighth Army. Support may be authorized for other morale, welfare, or recreation activities entitled to non-reimbursable support from appropriated funds under other laws, regulations, or agreements.

(2) Use as police details and grass cutting details except the following:

- (a) Grass cutting in conjunction with approved DPW projects.
- (b) Grass cutting in the proximity of clear zone of perimeter barriers and operational field areas.
- (c) Vegetation control projects required for maintenance of logistic facilities and operation.
- (d) Maintaining firebreaks between igloos in the ammunition storage areas.
- (e) Vegetation control projects required for maintenance of security in joint security areas and other designated sites.
- (f) Grass cutting in common use areas on US installations and in the vicinity/area of airfields.

(3) Use as personal servants or orderlies.

(4) Working in modification table of organization and equipment and TDA positions when the unit is staffed with approved military and civilian personnel. However, KSC personnel may be used as augmentation on a temporary basis if the workload exceeds organic manpower capability.

(5) Use of permanent duties other than those required by an official job description.

(6) Assignments as cooks, kitchen police, waiters, or other mess functions except as prescribed by the Cdr, USA KSC BN.

d. KSC personnel may be used for KSC wartime-like missions in support of or during unit field training exercises, such as Army Training and Evaluation Program, and JCS exercises.

e. Units will not change the duty assignment or job title of KSC personnel without approval of the Cdr, USA KSC BN. The KSC personnel are classified to perform the functions of recognized positions and to perform functions relating to the war efforts and combat readiness of Eighth Army on the mobile and flexible basis as required by the CG, Eighth Army. Assignment and position classification of KSC personnel are solely reserved for the Cdr, USA KSC BN who will take such action IAW the KSC TDA.

1-14. Special Mission Duty

a. KSC personnel may be placed on special mission (temporary duty) to accomplish mission essential projects at a location beyond the commuting areas or within the commuting areas.

b. When a requirement for special mission duty exists, the unit's KSC coordinator will -

(1) Submit a request through command channels to the Cdr, USA KSC BN (EAKS-RMP) to arrive at least 10 days in advance of the desired effective date. The request will include the information listed in paragraph 1-9b.

(2) Request travel orders (DD Form 1610) 10 working days in advance using KSC Form Letter 20 (Request for Travel Orders) at appendix B.

(3) Coordinate with supported units to ensure tools and equipment are on hand for use by KSC personnel performing special missions.

c. Units requesting special mission duty are responsible for providing billeting (including shelter), rations, and other necessary life supports (i.e., water, toilet facilities, etc.). Otherwise, any costs of billeting and meals procured during the special mission duty will be reimbursed to the USA KSC BN by the requesting units/activities.

d. The decision to support the special mission requirements will be made by the Cdr, USA KSC BN based on availability of resources and skill qualifications.

1-15. Eighth Army Mobile Labor Force (MLF) Support

a. General. The Eighth Army MLF is documented in the Manpower Survey Report (DA Form 140-4) of USA KSC BN as part of 8A-level manpower resources, and is distinguished from the unit-level labor forces, which are documented as part of the organic manpower of supported unit or installation to which they are assigned. Presently, five Eighth Army MLFs are operating through the peninsula as shown (Table 1-1):

Table 1-1
Five Eighth Army MLFs

KSC CO	MLF TITLE	LOCAL AUTHORITY
28th Co	8A MLF, Bupyong	Cdr, 28th KSC Co
15th Co	8A MLF, Uijongbu	Cdr, 15th KSC Co
19th Co	8A MLF, Seoul	Cdr, 19th KSC Co
32nd Co	8A MLF, Daegu	Cdr, 32nd KSC Co
6th Co	8A MLF, Busan	Cdr, 6th KSC Co

b. Concept of Eighth Army MLF Support. The Eighth Army MLF teams -

(1) Are designed to provide mobile and flexible work forces which can respond efficiently and expeditiously to changing requirements of the 8A missions during armistice and wartime.

(2) Accomplish a variety of "one-time" projects/tasks throughout the peninsula on a flexible and shared basis, or 8A-level workload which exceeds the capabilities of responsible MSCs or

military units.

(3) Supplement U.S. military strength during JCS exercises and other exercises conducted at the unit level or exercises conducted by in and out of country units (including Air Force, Navy, and Marine units on a reimbursable basis).

(4) Provide readily available resources temporarily to offset the losses of military capability without loss of missions.

(5) May be used in unforeseen requirements as follows:

(a) Seasonal requirements or temporary peak/simultaneous workload which, if not supported, would require hiring additional personnel or awarding contracts incurring additional costs to the Government.

(b) To provide temporary personnel resources to reduce workload backlog, created by the shortage of organic manpower, to a manageable level or to accomplish unexpected workload for which no manpower resources are readily available.

(c) To assist the CG, Eighth Army in the preservation of health, welfare, and safety of U.S. personnel and protection of Government properties Korea-wide under unusual situations.

(6) Are readily-available resources to the CG, Eighth Army to apply against a variety of contingent requirements and thus, the MLF personnel are candidates for battle task training to become resources having multiple qualifications in broad skills and knowledge encompassing the engineer (both facilities and combat engineer), transportation, supply, and other miscellaneous combat service support functions.

c. Control of Eighth Army MLF Utilization.

(1) Since 8A-level requirements occur on a sporadic basis, the 8A MLFs are required to be entrusted to the units for gainful utilization. To be mobile and flexible, the 8A MLF personnel are required to be used in a way that they can be withdrawn by the CG, Eighth Army (or the Cdr, USA KSC BN) at any time upon occurrence of priority requirements in Eighth Army levels.

(2) In no instances will the Eighth Army MLF personnel be used in a static and permanent basis without prior approval of the Cdr, USA KSC BN.

(3) KSC company commanders entrusted with Eighth Army MLF support will -

(a) Control, supervise, administer, and properly utilize the Eighth Army MLF for missions IAW the roles of the Eighth Army MLF and guidance provided by the Cdr, USA KSC BN.

(b) Disseminate information relative to the availability of Eighth Army MLF resources to units/activities through appropriate media.

d. Documentation of Eighth Army MLF Utilization.

(1) The KSC company commanders and KSC coordinators having Eighth Army MLF personnel will ensure documentation of Eighth Army MLF utilization IAW the instructions provided by the Cdr, USA KSC BN.

(2) The KSC company commanders and KSC coordinators will ensure the use of Eighth Army MLF personnel in such a manner that the Eighth Army MLF personnel can be withdrawn at any time to support the priority requirements occurring at the Eighth Army level.

Chapter 2

Recruitment and Placement (Refer to Chapter 2, USFK Reg 690-1 for basic policies and procedures)

2-1. General

The Cdr, USA KSC BN is the delegated U.S. military authority for requesting and recruiting KN civilians provided by the Ministry of Employment and Labor (MOEL), Republic of Korea Government (ROKG) and for maintenance of the KSC at approved strength levels.

2-2. Announcement of Vacancies

a. When a position is vacated, responsible U.S. operating officials will review the need for the position to determine if it is still mission essential. If a positive determination is made, the KSC company commander will be notified that a replacement is needed. The KSC company commander will submit a request to the Cdr, USA KSC BN, to fill the vacancy.

b. When the request is approved by the Cdr, USA KSC BN, the S1 Div will take action to fill the vacancy. Mandatory and priority placement and consideration will be provided to eligible employees based on the placement/employment priority orders established in Chapter 2, USFK Reg 690-1.

c. Announcements will be made internally to the USA KSC BN (either by area or USA KSC BN-wide announcement). If there are not a sufficient amount of qualified applicants (at least three) after a USA KSC BN-wide announcement, a request will be made to the MOEL for external recruitment. An internal candidate has a higher priority and will be selected unless an exception is approved by the USA KSC BN Cdr based on job-related factors. Therefore, if there is at least one qualified internal applicant, external recruitment efforts are not always necessary. See paragraph 2-1 for choosing recruitment sources other than the ROK MOEL.

d. All applications for announced vacancies, regardless of grade level and location, will be submitted to the S1 Div for qualification checks. Only fully qualified applicants IAW USFK Reg 690-118 will be referred by the S1 Div to the Cdr, USA KSC Bn for selection. A waiver of qualification standards is not authorized. A waiver may be authorized, only by the Cdr, USA KSC BN, when it has been determined that no internal or external basically qualified candidates are available at either the full performance or trainee level of the position to be filled.

e. All vacancy announcements will contain the statement "It is the policy of Eighth Army to employ based on qualifications and merit. No employee may request, offer, or accept gratuity, in exchange for employment or promotion within the USA KSC BN, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from the USA KSC employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the USA KSC BN Sergeant Major (SGM) at 724-7747."

2-3. Selection Process

a. The S1 Div, USA KSC BN screens all applicants and will recommend all those fully qualified

applicants regardless of the number of qualified applicants to the Cdr, USA KSC BN for consideration.

b. When directed by the Cdr, USA KSC BN, the selection of qualified candidates will be accomplished by holding a selection board. The selection board consists of the BN Cdr, BN SGM, BN Executive Officer (XO), and the supported unit/activity US supervisor. At a minimum, the selection board will consist of two persons: the BN Cdr and either the BN SGM or BN XO.

c. KSC KN employees involved in requesting, offering or accepting gratuities, or knowingly serving as intermediary in exchange for promotion or employment or other personnel actions within USFK including the USA KSC BN, or interfering with or dissuading, coercing or discouraging applicants from exercising their right to apply for consideration for positions or promotion in the USA KSC BN and USFK will be punished IAW appendix D, Table of Standard Penalties, USFK Reg 690-1.

2-4. Specialized Skills

a. As an employment condition, KSC personnel may be required to have specialized skills (i.e., license to operate a forklift, crane, tractor trailer, back hoe, bulldozer, etc.) recognized by the Cdr, USA KSC BN for initial appointment with the USA KSC BN. Additional skill identifier specialties (secondary skills), if any, will be identified during in-processing, or employees may be placed in skill training while employed by the USA KSC BN for flexible utilization, tasking, and out-placement benefits.

b. A copy of the specialized skills roster will be maintained in the S1 Div, USA KSC BN and each KSC company office. For flexible utilization of the KSC work force, the S1 Div will conduct an annual review of specialized skills.

c. A conditional waiver for specialized skills may be authorized only by the Cdr, USA KSC BN, when the selected candidate meets all other qualification requirements for the position to be filled and it has been determined that no other internal or external basically qualified applicants who also possess the specialized skills are available at either the full performance or trainee level of the position to be filled. A conditional waiver means temporary released of requirements for specialized skills in condition of gaining respective certificates/licenses.

Chapter 3

Details and Temporary Promotions (Refer to Chapter 3, USFK Reg 690-1 for basic policies and procedures)

Details

a. When circumstances create the need for a detail or temporary promotion, commanders/directors will contact the USA KSC BN (Resource Management Div) through the KSC company commander for advice and assistance.

b. In effecting details to an unclassified job, commanders/directors of units/activities must submit a set of duties that the KSC personnel will be performing along with the request through respective company to the RM Div, USA KSC BN, Unit #15284, APO AP 96205-5284.

c. All details and temporary promotions must be approved by the Cdr, USA KSC BN.

Chapter 4

Reduction in Force (RIF), Furlough, and Transfer of Function (TOF) (Refer to Chapter 4, USFK Reg 690-1 for basic policies and procedures)

Administration and Authority

The authority to execute RIF is delegated to the Cdr, USA KSC BN.

Chapter 5

Employee Health and Injury Compensation (Refer to Chapter 5, USFK Reg 690-1 for basic policies and procedures)

Accident Reporting

In the event of an accident involving KSC personnel, the KSC company commander or their representative will contact the Cdr, USA KSC BN via telephone and follow-up with a serious incident report via email to the USA KSC BN Command Group.

Chapter 6

Hours of Duty, Holidays, Night Duty, and Overtime (Refer to Chapter 6, USFK Reg 690-1 for basic policies and procedures)

Wartime Nature Tour of Duty

KSC personnel may be required to participate in various training exercises or provide miscellaneous labor supports as a part of a supported unit's field training exercise or training. During the exercise and training period, KSC personnel may be required to provide 24 hours-a-day and 7-days-a-week operational coverage. The following will apply to Wartime Nature Tour of Duty:

- a. No set amount of daily work hours is required.
- b. Regular pay rates are in effect for the first 8 hours in any workday or 40 hours in any workweek. Hours worked in excess of 8 hours in any workday or in excess of 40 hours in any workweek will be applied with overtime rates. The approval authority of Wartime Nature Tour of Duty is the Cdr, USA KSC BN. However, commanders of supported units may apply Wartime Nature Tour of Duty to KSC personnel during exercise and training periods without pre-approval from the Cdr, USA KSC BN when a timely request of such tour of duty is not practicable as prescribed in USFK Reg 690-1, paragraph 6-3k. In this case, the late official request must be submitted afterward. Supported units are responsible for payment of all categories of premium pay including per diem rates.

Chapter 7

Leave Administration (Refer to Chapter 7, USFK Reg 690-1 for basic policies and procedures)

7-1. Responsibilities

- a. KSC company commanders are the approval authority for assigned KSC employees.
- b. Supervisors will recommend approval/disapproval to the KSC company commanders and ensure that leaves are documented on T&A reports.

c. All KSC employees will -

- (1) Adhere to the USFK leave policy outlined in USFK Reg 690-1, paragraph 7-2b.
- (2) Request and receive approval of leave not later than 48 hours prior to the desired leave start hour.
- (3) Plan and take leave accordingly to preclude leave forfeiture.

7-2. Leave Approval Authority

- a. The Cdr, USA KSC BN will approve all leave requests for KSC company commanders and primary and special staff members (S1, S3, Information Management Office (IMO), etc.).
- b. KSC company commanders, in coordination with U.S. supervisors, will approve requests for leave or other absences for KSC employees assigned to their respective companies.

Chapter 8

Pay Administration (Refer to Chapter 8, USFK Reg 690-1 for basic policies and procedures)

Time & Attendance (T&A) Reporting

Only KSC coordinators, U.S. supervisors, or KSC company commanders can verify T&A reports. If a KSC company commander has been designated as a certifying official, their T&A reports must be certified by the KSC coordinator or the BN representative (normally BN XO or BN SGM).

Chapter 9

Position Management and Classification

This chapter contains the same contents as prescribed in USFK Reg 690-1. Refer to USFK 690-1 for policies and procedures about Position Management and Classification.

Chapter 10

Separation

This chapter contains the same contents as prescribed in USFK Reg 690-1. Refer to USFK 690-1 for policies and procedures about Separation.

Chapter 11

Employee Services and Facilities (Refer to Chapter 11, USFK Reg 690-1 for basic policies and procedures)

11-1. Responsibilities

The Cdr, USA KSC BN will coordinate with concerned staff agencies to evaluate current employee facilities, services, working conditions, and safety measures. The USA KSC BN will advise managers and interested staff agencies on employee needs and desirable improvements or changes in available services and facilities.

11-2. Types of Service and Facilities

Every reasonable effort will be made, within USFK capability, to provide the following services and facilities:

a. Subsistence While on Special Mission Duty. KSC personnel will be provided subsistence when they are placed on special mission duty to perform emergency support (damage control, disaster relief, emergency evacuation of personnel and critical supplies/materials) participation in major training exercises, or other special projects directed by the CG, Eighth Army.

(1) The KSC personnel may subsist at the appropriated fund US dining facilities based on reimbursement from the Eighth Army G8, Headquarters Activity, in coordination with the Eighth Army G3 RM -

(a) In the absence of feeding methods other than US dining facilities.

(b) When fewer than 30 personnel are placed on special mission duty for less than 2 weeks.

(c) When feeding of indigenous rations including purchase, storage, and delivery is less economical than permitting personnel to subsist at US dining facilities.

(2) Indigenous rations (either A ration or Meal, Ready-to-Eat) will be provided -

(a) In the event that an establishment of separate Korean dining facilities is more appropriate than permitting personnel to subsist at the US dining facility.

(b) When more than 30 personnel are placed on special mission duty to a fixed location for more than 2 weeks.

(c) When feeding of indigenous rations including purchase, storage, and delivery is more economical than providing US rations.

(3) Provision of the indigenous rations to the KSC personnel is one of the primary interest areas of Eighth Army field training exercises, provided funding requirements are supported by the Eighth Army G8 Resource Management (EARM-HA).

(4) Headcount and subsistence report: When KSC personnel are to be subsisted at the US dining facilities, they must be in possession of orders issued by the Cdr, USA KSC BN assigning them to US units for ration support. When they are subsisted at the US dining facilities, a separate headcount and subsistence report using the following forms will be made by the servicing dining facilities and submitted to the responsible Troop Issue Subsistence Activity (TISA). Orders from the USA KSC BN assigning them to Eighth Army units for ration support will be used in lieu of meal cards. Eighth Army G3 will approve the orders assigning KSC personnel to Eighth Army units. IMCOM-Korea will approve the use of these orders in lieu of meal cards. The period of ration support in Army appropriated funds must be indicated on the orders (reference Eighth Army Supplement 1 to AR 30-22, paragraph 3-26a(4)(i)).

(5) Indigenous rations request and subsistence report.

(a) When KSC personnel are to be subsisted with indigenous rations, the KSC company commanders concerned will submit indigenous rations request in memorandum indicating the number of personnel to be subsisted, duration, location of special mission duty,

delivery date, and delivery point to the USA KSC BN, ATTN: S4 Div, USA KSC BN as soon as possible, but at least 45 days before the desired start date.

(b) When indigenous rations are consumed by KSC personnel, the company commander of the KSC personnel concerned will submit Eighth Army Form 476-R accompanied by DA Form 3032 (Signature Headcount Sheet) to the USA KSC BN, ATTN: S4 Div. Submission of the subsistence report will be on a weekly basis.

b. Transportation. Supported units/activities will provide appropriate non-tactical vehicles from servicing transportation motor pools, as is necessary, for KSC personnel to perform their mission and for KSC leadership to conduct command and control. Related fuel costs will be borne by the supported units.

c. Individual KSC members are responsible for obtaining their own housing.

d. Supported units will provide the supporting KSC company with the necessary office space and administrative support area. At a minimum, such facilities will have heating/cooling, electricity, and telephone service. The following will also be provided:

(1) Office equipment IAW CTA 50-909 (Field and Garrison Furnishings and Equipment).

(2) Secure supply room space for storage of equipment, tools, and other materials issued to the KSC.

(3) Appropriate assembly area for work formations.

(4) Expendable supplies.

(5) A waiting room/area protected from the weather where KSC personnel can change clothes, wait for transportation, and eat lunch.

(6) Transportation which can be used to supervise performance of duty and inspect KSC personnel utilization and move KSC personnel, field equipment, and supplies from one location to another.

e. When KSC personnel are placed on special mission duty for periods in excess of 24 consecutive hours at locations beyond normal commuting distance from their regular home station, the supported unit is primarily responsible for providing living quarters and facilities. Temporary tactical field equipment such as tents, sleeping bags, blankets, and stoves for heat will be issued to them for their field billeting where permanent type US Government housing and facilities are not available.

11-3. Supplies and Equipment

a. Individual KSC members are responsible for obtaining their own rations, except when hospitalized at a US Army medical facility.

b. Supported units will provide working tools and equipment which are required by the KSC personnel to accomplish project tasks or services, to include personal protective equipment (PPE), safety equipment, tools, materials, and uniforms.

(1) The Cdr, USA KSC BN is authorized to issue items and quantities listed in appendix C.

Requests for such equipment will be made by the KSC company commander at least 10 days prior to the desired date of issue. Equipment will be returned within 5 days following termination of the requirement in a clean and serviceable condition. The KSC company commander or job site foreman to whom such equipment is issued is responsible for accountability.

(2) A member of the S4 Div, USA KSC BN or supported unit will orient KSC personnel on the proper use, care, handling, cleaning, and storage of all equipment issued.

c. The Cdr, USA KSC BN will provide fuel resources from appropriate supply points for the HQ, USA KSC BN. KSC company fuel requirements will be issued by the supported units, consolidated with the overall requirements of the supported Eighth Army units, and will not be issued to KSC companies directly from the US Army Class III supply points.

11-4. Chemical, Biological, Radiological, and Nuclear (CBRN) Defense Equipment

a. KSC personnel are authorized CBRN protective masks with all authorized components and accessories, chemical protective over garments with boots and gloves, and individual detection and decontamination equipment listed at appendix D. Initial issue of the CBRN defense equipment for KSC personnel will be made by the USA KSC BN.

b. Supported units will provide necessary replacement of repair parts required by KSC personnel, as well as CBRN defense training to include mask confidence exercise training (gas chamber).

c. Care, storage and maintenance of the CBRN equipment issued to the KSC personnel will be in accordance with Army in Korea (AK) Reg 725-360. KSC company commanders will ensure proper accountability, care, storage, and maintenance.

11-5. Common Table of Allowance (CTA) 50-900 Items

a. All KSC personnel are authorized CTA 50-900 items listed in appendix D. The Cdr, USA KSC BN will provide CTA 50-900 items to the KSC companies for issue to KSC personnel. The CTA 50-900 items will be used for training exercises, battle task training, and other occasions as directed by the Cdr, USA KSC BN.

b. The KSC company commanders will ensure proper care, storage, accountability, and maintenance of the CTA 50-900 items issued to the KSC personnel.

Chapter 12

Conduct and Discipline (Refer to Chapter 12, Appendix D and Appendix E, USFK Reg 690-1 for basic policies and procedures)

Authority/Responsibilities

a. The Cdr, USA KSC BN:

(1) Administers oral admonishments, warnings, informal and formal reprimands, suspensions, reductions in pay and grade, and removal actions as required.

(2) Confiscates the pass if the employee concerned is in custody or is being detained.

(3) Places the employee in an Absent With Out Leave (AWOL) status until returned to control of the law enforcement authorities in the event the employee concerned is at large.

(4) Reviews and takes appropriate actions on KSC employee grievances and appeals.

(5) Informs the KSC Chapter and the Directorate of Human Resources Management (DHRM), Eighth Army before taking adverse personnel actions affecting union officials.

b. KSC Company Commanders:

(1) Administer oral admonishments, warnings, and informal reprimands.

(2) Submit recommendations for disciplinary actions to the Cdr, USA KSC BN that are different than those in paragraph 12b(1) above, as appropriate.

(3) Ensure that standards of conduct are known by the work force.

(4) Upon notification of incident involving theft, fraud or misappropriation of US Government property, immediately notify the BN SGM or BN XO in the BN SGM's absence.

(5) Transmit a written report to the Cdr, USA KSC BN within 24 hours. The report should answer the questions of who, what, when, where, why, and how, and will state actions being taken by the responsible unit/activity and follow-up reports, as necessary.

(6) Submit reports/other evidence pertaining to the case, upon receipt, to the Cdr, USA KSC BN with appropriate recommendations.

(7) Obtain available information from the investigating authorities on development and findings.

(8) Assist the KSC coordinator in initiating required action and procedures.

(9) Institute investigation and follow-up action necessary in order to expedite cases involving suspension, reduction in grade and pay or removal actions.

c. KSC Coordinators:

(1) Coordinate with the respective company commander about administration for formal/informal disciplinary actions, counseling, warnings, and admonishments on all incidents for correction of behavior.

(2) Make recommendations to the KSC company commander or the Cdr, USA KSC BN for disciplinary actions that are different from paragraph 12c(1) above, as appropriate.

(3) Upon notification of an incident involving theft, fraud, or misappropriation of US Government property, obtain available additional information from the US investigation authorities (MP, CID, etc.) and immediately notify to respective company commander.

d. Supervisors (US and KN):

(1) Administer informal reprimands, counseling, advice, warnings, and admonishments on minor incidents for correction of behavior.

(2) Make recommendation to the KSC company commander on other disciplinary penalties as appropriate.

(3) Maintain a work climate conducive to the promotion of cooperation and good working relationships, encouragement of self-discipline, and responsible conduct expected of mature employees.

Chapter 13 Grievances and Appeals

This chapter contains the same contents as prescribed in USFK Reg 690-1. Refer to USFK 690-1 for policies and procedures about Grievances and Appeals.

Chapter 14 Performance Appraisal (Refer to Chapter 14, USFK Reg 690-1 for basic policies and procedures)

14-1. Rating Schemes

a. The Cdr, USA KSC BN will establish performance rating schemes for the KSC company commanders and personnel assigned to the USA KSC BN. The rating schemes will be updated as necessary.

b. The KSC company commanders will submit established performance rating schemes for personnel assigned to their KSC companies for approval by the Cdr, USA KSC BN. The rating schemes will be updated as necessary.

c. Senior leaders, foremen, and other supervisors will conduct periodic counseling to provide guidance and feedback to subordinate KSC employees.

14-2. Periods of Appraisal

Annual performance appraisals for KSC personnel will be completed according to the following schedule (Table 14-1):

Pay Schedule and Grade	Rating Periods	Due to USA KSC BN NLT
KWB-01 thru KWB-05	1 Nov - 31 Oct	30 Nov
KWB-06 and above	1 Feb - 31 Jan	28 Feb
KGS-01 thru KGS-05	1 May - 30 Apr	31 May
KGS-06 and above	1 Aug - 31 Jul	31 Aug

Chapter 15

Employee Training, Development and Wartime Mission Exercises (Refer to Chapter 15, USFK Reg 690-1 for basic policies and procedures)

15-1. Purpose

This section establishes policies for training, development, and wartime mission exercise for KSC personnel.

15-2. General

a. Training is necessary to ensure maximum efficiency of KSC personnel in the performance of their official duties and encourage employees in their efforts for self-improvement. Training needs will be continuously reviewed. Modern training practices and techniques will be aggressively used to raise the level of employee and organizational performance and to meet present and anticipated needs for administrative, technical, professional, and managerial skills and organizational goals. Pertinent agency policies and regulations will be used if the provisions are not covered in this chapter.

b. In order to perform wartime missions, all KSC personnel are, in armistice, required to attend wartime mission essential training and exercises established by the Cdr, USA KSC BN.

c. Training needs related to the KSC wartime mission are Army Warrior Training (AWT), battle task training, critical individual task training, professional development program (PDP), wartime mission essential exercises, etc.

d. All training needs will be satisfied through US Government established training facilities whenever such facilities are available.

15-3. Responsibilities

a. The Cdr, USA KSC BN is responsible for the administration of orientation, training, development, and wartime mission exercise activities for KSC personnel. Specific functions are to -

(1) Publish a command training guidance for the KSC company commanders to execute the training requirements.

(2) Establish limited, tailored, developmental programs for KSC personnel to receive KSC mission-related instructions. Training programs will be periodically reviewed for further development and supplement.

(3) Direct KSC personnel to participate in training, the mission essential training tasks, and coordinate with supported units for resources for training and exercises.

(4) Estimate sufficient funds to support the forthcoming fiscal year training and exercise program, as a part of the KSC budget.

(5) Review KSC company training plans to ensure the company training goals and priorities are consistent with the USA KSC BN command training guidance.

b. Commanders of supported units will -

(1) Provide funding for unit specific or individual job training and development.

(2) Release KSC personnel to attend AWT, PDP, battle task training and other training as required for the wartime mission accomplishment.

(3) Provide available resources (equipment) and trainers when requested by the KSC company commanders for KSC training.

(4) Integrate KSC personnel into the supported unit's training exercises (i.e., hot refuel point layout and operation, bath and laundry, unit layout and operation, water purification, rail load, etc.) when the unit conducts these types of hands-on training for their Soldiers.

(5) Assist the KSC company commanders in developing their mission essential task list (METL) by providing the supported unit's battle task list and wartime mission.

c. KSC Coordinators will -

(1) Assist and review the KSC company METL developed by the KSC company commanders to ensure the company METL includes the battle tasks required by the supported units.

(2) Advise and support the KSC company commanders in acquiring resources and trainers to support the company training.

(3) Oversee the KSC training and advise the KSC company commanders on how to improve it.

d. KSC Company Commanders will -

(1) Plan and execute AWT, battle task training, PDP, and wartime mission exercises IAW the KSC command training guidance for assigned KSC personnel.

(2) Integrate battle tasks provided by supported units into the KSC company METL for training of assigned KSC personnel.

(3) Coordinate on resources, trainers, and prime training time with KSC coordinators and supported units as necessary for the KSC training.

(4) Observe, assess, and review training events to ensure KSC personnel attend scheduled training.

(5) Submit employee training data to the S2/3 Div, USA KSC BN for input into the Defense Civilian Personnel Data System (DCPDS) within 10 workdays of training completion.

e. KSC personnel will -

(1) Assess their background and potential against specific or general goals.

(2) Communicate their interest and desire for study and other developmental activities to their supervisors or KSC company commanders.

(3) Participate in scheduled training and exercises as required.

(4) Assume basic responsibility for their own development.

(5) Take full advantage of available educational and developmental opportunities and apply such learning to their jobs.

15-4. Required Training

a. Orientation. At the time of recruitment, KSC personnel will receive a general orientation. KSC company commanders will conduct specific orientation and job instruction training classes to enable newly hired or assigned KSC personnel to become fully proficient in their duties in the shortest possible time.

b. AWT. All KSC personnel are required to receive AWT a minimum of 40 hours per year for proficiency and wartime mission support readiness. KSC AWT includes first aid, unit Nuclear, Biological and Chemical (NBC) defense, weapons familiarization, and map reading.

c. Battle Task Training. KSC personnel are required to receive battle task training in conjunction with their wartime missions. Each KSC company commander and KSC coordinator must identify and develop battle tasks in coordination with wartime supported units for KSC personnel assigned to respective KSC companies for training purposes. Battle task training will be provided to all KSC personnel who will perform tasks in wartime.

d. PDP. The PDP is designed to provide leadership skills and improve work performance. Employees should complete courses within 90 days of eligibility, or as soon as possible if not able to meet the 90-day requirement.

(1) Primary Development Course. All KSC employees will attend this course. Individuals serving in supervisory positions have priority to fill course vacancies.

(2) Basic Development Course.

(a) All individuals serving in supervisory positions (not including working leaders) will attend this course.

(b) All wartime assistant platoon leaders not meeting the grade requirements of paragraph 15-4d(2)(a) above will attend this course.

(3) Advanced Development Course.

(a) All KSC company commanders, KSC assistant company commanders, division chiefs, foremen, and assistant foremen will attend this course.

(b) All wartime assistant company commanders not meeting the grade requirements of paragraph 15-4d(3)(a) above will attend this course.

e. Leader Professional Development (LPD). The LPD is designed to provide KSC leaders and key staff personnel with training and skills development for a more productive KSC leadership at all supervisory levels. LPD sessions will be conducted in conjunction with QTBs or when directed by the USA KSC BN Cdr.

f. English Language Training (ELT). ELT training is designed for all KSC personnel. KSC KN employees working in the US military organizations will inevitably associate with US personnel

because assignments of project, tasking, daily work are given in English. Therefore, KSC leadership, managerial, and administrative personnel must be able to communicate in English for improved customer support. ELT is conducted twice a week (4 hours per session; 8 hours per week). The following levels apply to ELT:

(1) Beginner. A 2-month basic class for individuals who have very limited or no reading or conversational English capabilities. The course focuses on phonics and phonetics, learning to read paragraphs consisting of short sentences, and basic conversation.

(2) Pre-Intermediate. A 2-month class for individuals who can read words and short sentences, but need to improve on their spoken English. The course focuses on essential English pattern drills, learning to read longer sentences, and basic listening and speaking skills.

(3) Intermediate. A 2-month class for individuals who need to improve on their ability to speak and effectively communicate in English. The course focuses on enhanced verbal expressions through phrasal verb learning, reading longer passages, and improving listening and conversational skills.

(4) Upper-Intermediate. A 2-month class for individuals who can orally communicate in English but require additional vocabulary to enhance expression. The course focuses on enhanced verbal expressions thru phrasal verb learning, reading longer passages, and improving listening and conversational skills.

(5) Advanced. A 1-month class for individuals who can communicate in English, but require advanced training. The course focuses on more essential expressions and idioms, extensive reading, and expanding listening conversational skills.

g. Appropriate refresher training or other specific training (as needed) will be programmed based on periodic training-needs surveys, performance appraisals, or recommendations by supported unit operating officials.

h. Mission Essential Training Exercise. As part of wartime planning, KSC personnel are required to participate in a mission essential task training exercise either at a location within or beyond the commuting area for a minimum period of 24 continuous hours.

(1) Mission essential task training exercises include Key Resolve/Foal Eagle, Ulchi Freedom Guardian, mobilization exercises, command post exercise, muster exercise (FOG RAIN), Mobilization ROC Drill, and other field training exercises planned by supported units.

(2) When KSC personnel participate in the mission essential training exercise for a continuous 24-hour period as required by the US units, concepts and provisions of special mission duty (paragraph 1-14) and wartime nature tour of duty (Chapter 6) will apply for the purpose of tasking and time attendance.

i. Wellness Training. All employees will attend wellness training on a weekly basis, for a 1-hour period. All KSC personnel must be able to provide physical support in contingency as well as during armistice. This program will enhance the KSCs' abilities to meet the physical demands of combat support/combat service support during wartime and also build unit cohesion and team work through group activity.

Chapter 16

Incentive Awards and Suggestion Programs (Refer to Chapter 16, USFK Reg 690-1 and AR 672-20 for basic policies and procedures)

16-1. Administration

a. The Cdr, USA KSC BN establishes internal procedures for administration of the KSC Incentive Awards and the Suggestion Program. The Cdr, USA KSC BN will provide assistance to supervisors, KSC coordinators, and KSC company commanders in promoting the Incentive Awards Program. The Cdr, USA KSC BN will approve, modify, or disapprove KSC incentive awards and suggestion awards for KSC personnel under the provision of this regulation.

b. KSC coordinators, KSC company commanders, and supervisors are the key link in the Incentive Awards Program. They will continuously evaluate the performance of assigned KSC personnel in order to ensure that appropriate nominations for awards are submitted.

c. The KSC Incentive Awards Committee will review KSC suggestion awards; evaluate KSC incentive awards nominations for sustained superior performance, special act or service, and cash awards; honorary awards such as Commander's Award for Civilian Service, and Achievement Medal for Civilian Service; and make recommendations to the appropriate approval authority for approval, modification, or disapproval.

16-2. Honorary Awards

An award may be granted to an individual to honor and recognize outstanding accomplishment, achievement, and contribution to the USFK in the form of a citation certificate, metal, emblem, plaque, or other item that can be worn or displayed. The following awards fall under honorary award category:

- a. Meritorious Civilian Service Award.
- b. Superior Civilian Service Award.
- c. Commander's Award for Civilian Service.
- d. Achievement Medal for Civilian Service.
- e. Certificate of Achievement.
- f. Certificate of Appreciation.

16-3. Service Recognition

a. Service emblems and certificates of service will be awarded to KSC personnel to recognize service with the U.S. Army.

b. Upon retirement from the KSC, DA Form 4250 (Certificate of Retirement), DA Form 7013 (Certificate of Appreciation), and DA Form 5655 (Superior Civilian Service Award with a medal; over 30 years of service - prior coordination with the American Embassy in Seoul is necessary), DA Form 4689 (Commander's Award for Civilian Service with a medal; 25 to 30 years of service), DA Form 5654 (Achievement Medal for Civilian Service with a medal; below 25 years of service) will be presented to retirees.

c. The service computation date for RIF purposes will be used to determine creditable length of service.

16-4. Nominating Procedures

a. All recommendations for awards, except length of service awards and suggestion awards, will be initiated by the nominating officials (i.e., KSC coordinators and U.S. supervisors) using DA Form 1256 (Incentive Award Nomination and Approval) and forwarded to the HQ, USA KSC BN within 30 calendar days after completion of the period of service for which the award is recommended for review by the KSC Incentive Awards Committee, as appropriate.

b. Nominating officials will complete DA Form 1256, Part 1.

(1) Nominating procedures and eligibility requirements for honorary awards will be IAW AR 670-20 and AK Reg 672-30. The complete DA Form 1256 with supporting documents (e.g., justification) will be submitted to the HQ, USA KSC BN for review by the KSC incentive awards committee and further recommendations to the CofS, Eighth Army or higher authorities for approval. Prior to submission to the CofS, Eighth Army, the HQ, USA KSC BN will coordinate with the American Embassy in Seoul to ensure that presentation of the Superior Civilian Service Award or above will be compatible with the interests of the U.S.

(2) For sustained superior performance awards, nominating officials will attach USFK Form 155EK-E (Korean Employee Performance Appraisal) to furnish a factual statement of what the employee has done to warrant consideration for the award, indicating benefits resulting from the employee's performance. Include specific data showing that the employee's performance exceeded applicable standards for satisfactory performance. The Cdr, USA KSC BN is the nominating official for all KSC company commanders and the XO or SGM for USA KSC BN staff.

(3) For special act or service awards, the nominating official will furnish a factual statement on an attached sheet of plain paper stating what the employee has accomplished, achieved, improved, or contributed to the U.S. Government, either tangibly or intangibly. Areas of consideration are cost reduction, savings, protection or recovering property; saving a Soldier's life; promoting health or welfare; improving military operations; or other contributions to the efficiency, economy, or improvement of government operations. Award amounts will be determined using guidelines in appendix G, USFK Reg 690-1 and tables 7-1 and 7-2, AR 672-20.

c. For length of service awards, the S1 Div, USA KSC BN will prepare Notification of Personnel Action (NPA)/Standard Form (SF) 50 indicating creditable years of service with USFK and the amount of cash to be paid IAW USFK Reg 690-1, paragraph 16-8, table 16-1. A copy of NPA/SF 50 will be forwarded to the servicing payroll office for payment.

d. Time Off Award (TOA). The TOA will be accomplished as expeditiously as possible. The DA Form 1256 will be used to process the TOA. In addition to completion of the form, a brief description of the employee's achievement and the resulting benefits, indication that the award is a TOA, the amount of time off, and signature of the nominating and/or approving official, are required for all TOAs.

e. Suggestion Awards. The nominating official will initiate nominations for cash awards or honorary awards for KSC personnel. The quick guide for calculating awards based on tangible benefits, and scale of awards based on intangible benefits (appendix G, USFK Reg 690-1) will be used to determine the amount of the cash award for adopted suggestions.

16-5. Approval Authority

a. Honorary awards. The CofS, Eighth Army will approve, modify or disapprove nominations for the Commander's Award for Civilian Service recommended by the Cdr, USA KSC BN. For nominations for the Superior Civilian Service Award and Meritorious Civilian Service Award, the CofS, Eighth Army will further recommend nominations to the CG, Eighth Army for approval. For nominations for the Decoration for Exceptional Civilian Service, the CofS, Eighth Army will further recommend nominations to the CG, Eighth Army for his endorsement and recommendation to the Executive Secretary, Army Incentive Award Board, Headquarter, Department of Army.

b. Cash Award Approval. The Cdr, USA KSC BN approves on-the-spot cash awards of up to \$500, and up to 200 hours of base pay for sustained superior performance awards. A cash award in excess of \$5,000 and up to \$10,000 or up to 400 hours of base pay will be approved by the CG, Eighth Army. Approval of cash awards in excess of \$5,000 will be IAW AK Reg 672-30.

c. TOA. The TOA up to 1 day may be approved by the Cdr, USA KSC BN or KSC company commander without any further review or approval. U.S. supervisors at work sites may coordinate with company commanders for approval of a TOA up to 1 day for accountability purposes. No more than 1 TOA per quarter will be approved for any employee without the approval of the Cdr, USA KSC BN. For TOA more than one day off, the criteria in table 7-3 chapter 7, AR 672-20 and AK 672-30 will be used. Awards up to and including 40 hours may be approved by the Cdr, USA KSC BN.

d. If a nomination or suggestion is rejected or not favorably considered, it will be returned to the nominating officials or to the employee, as appropriate, by the designated approving authorities. The reason for unfavorable consideration or rejection will be clearly stated.

16-6. Organization and Function of Incentive Awards Committee

a. The KSC Incentive Awards Committee will consist of a Chairman (BN XO or BN SGM) and at least 3 committee members. Committee members will be chosen from employees throughout the USA KSC BN in grades of KGS-11 or above. The Human Resources Specialist (ER), Management-Employee Relations Branch will act as the KSC Incentive Awards and the Suggestion Programs Executive Secretary by compiling and processing nominations and suggestions, and providing administrative support as required. There will be no Incentive Award Committees below the battalion level.

b. Functions of the committee are as follows:

(1) Review KSC incentive awards and the suggestion programs in implementing new program features, improving techniques and practices, presenting recommendation to the Cdr, USA KSC BN on aspects of the program emphasis, and evaluating program activities.

(2) The Chairman will call the members on an as needed basis for review and evaluation of the nominations stated in DA Form 1256 (Incentive Award Nomination and Approval) including any attached recommendations, justification, or evidence. The Chairman may direct members to obtain further information or evidence on nominations.

(3) Each member will evaluate each nomination in terms of eligibility requirements, compliance with established criteria and standards, justification and factual data, and the employee's service records (performance rating, awards, disciplinary actions, etc.) before voting.

(4) Decision for recommending approval or disapproval will be made based on a majority of votes in each nomination. After the decision by voting, the Chairman will complete DA Form 1256, part III, indicating recommendation of approval or disapproval to the Cdr, USA KSC BN or higher authorities for their final decision. In case of modification or disapproval of nomination, a brief explanation will be annotated on DA Form 1256.

16-7. Presentation of Awards

Awards will be presented to KSC personnel by the Cdr, USA KSC BN or by other operating officials recommended by the Cdr, USA KSC BN at an appropriate ceremony. Whenever possible, newsletter and photographic coverage will be obtained.

16-8. Payment of Cash Awards

a. The HQ, USA KSC BN will forward a copy of approval to the servicing payroll office for payment.

b. Payment of cash awards will be processed at the servicing payroll office for direct deposit to an employee bank account.

Chapter 17

Labor-Management Relations (Refer to Chapter 17, USFK Reg 690-1 for basic policies and procedures)

Policy

a. Provisions of the US-ROK KSC Agreement, its agreed understandings and decisions of the US-ROK Status of Forces Agreement Joint Committee will prevail in KSC labor-management relations matters.

b. Provisions of the Labor-Management Agreement in effect between the USA KSC BN and the recognized union representing Korean employees will be fully complied with.

c. In the event of any work stoppage or unresolved major dispute at the KSC company, the KSC coordinator or the KSC company commander concerned must inform the Cdr, USA KSC BN without delay.

d. The Cdr, USA KSC BN will notify the CofS, Eighth Army IAW USFK Reg 690-22, of any work stoppage involving KSC personnel.

Part Two Wartime Operating Procedures

Chapter 18 General

18-1. Purpose

This part prescribes the wartime missions, organizations, and responsibilities of the USA KSC BN and will be used as the primary source document for wartime operations upon declaration of mobilization. It assigns emergency planning responsibilities for KSC personnel administration in compliance with the provisions of the US-ROK KSC Agreement, dated 23 February 1967; with the Agreed Understanding to the US-ROK KSC Agreement; and with Eighth Army policy guidance.

18-2. Wartime Responsibilities

a. The CG, Eighth Army exercises command and control of KSC personnel through the CofS, Eighth Army and the Cdr, USA KSC BN.

b. The CofS, Eighth Army -

(1) Has operational control and exercises staff supervision over the USA KSC BN.

(2) Is the major activity director for the USA KSC BN in program and budget matters.

(3) Coordinates with the ROKG, ROK Army (ROKA), and other ROK and US activities as necessary on KSC personnel matters such as establishing appropriate penalties or sanctions (consistent with applicable laws and decrees of the ROKG) to be administered to KSC personnel for serious offenses.

c. The Cdr, USA Garrison-Yongsan, IMCOM-K provides installation and base service support of the operation of Camp Kim as prescribed in USFK Reg 10-2.

d. The Cdr, USA KSC BN -

(1) Exercises command and control of the USA KSC BN.

(2) Has contingency plans and emergency operating procedures available and takes immediate action to convert the armistice USA KSC BN into a wartime organization and expand the KSC from armistice strength to wartime strength.

(3) Directs the USA KSC BN IAW the policies established by the CG, Eighth Army.

(4) Maintains necessary liaison with the ROKG, ROKA, and other units/activities to accomplish assigned missions.

(5) Establishes mobilization stations for receiving, inprocessing, and deploying mobilees provided by the ROKG.

(6) Is responsible for the maintenance of KSC personnel including personnel and manpower management services and budget administration. The financial management of KSC personnel shall be IAW existing procedures between the G8, Eighth Army and the 175th Financial Management Center (FMC). Any irregularities or problems will be brought to the immediate attention of the responsible office to preclude any work delays or stoppage.

(7) Monitors necessary logistic support provided to KSC personnel by supported units IAW Chapter 11, Part One.

(8) Activates wartime KSC companies IAW wartime KSC manning tables and deploys wartime KSC companies to supported units based on the KSC mobilization plan.

(9) Enforces discipline with the KSC IAW Chapter 24.

e. Commanders of supported units/activities -

(1) Utilize allocated KSC personnel to accomplish their tasks related to combat support and combat service support activities.

(2) Provide necessary logistic support (Class I, billeting, and tools or equipment) for KSC personnel supporting their unit. Additionally, provide security and necessary transportation for movement of KSC personnel between areas when requested by the KSC company commanders.

(3) Comply with all applicable regulations and directives to ensure proper utilization of KSC personnel.

(4) Appoint a US officer as the point of contact between supporting KSC companies (or units) and the supported units, as follows -

(a) Major supported US units allocated two or more KSC companies will each appoint a field grade officer (or Department of the Army (DA) civilian equivalent) to serve as KSC operations officer.

(b) Other supported units/activities requiring KSC support will each appoint a company grade officer (or DA civilian equivalent) to serve as a KSC coordinator.

(5) Ensure wartime KSC augmentation and tasking plans are integrated into their unit operation plan.

f. KSC operations officers will -

(1) Operationally control allocated KSC personnel in utilization and redistribution within the geographical area.

(2) Establish tour of duty schedules for the allocated KSC personnel for a 24-hour operational coverage.

(3) Certify KSC Form 1 (KSC Daily Strength Report) submitted by the KSC company commander.

(4) Notify the KSC company commander of alert notification.

- (5) Issue necessary instructions to the KSC company commander for progressive actions.
 - (6) Become thoroughly familiar with the policies and procedures for wartime KSC utilization.
 - (7) Be responsible for ensuring that the necessary logistics support for KSC personnel is provided by the supported units.
 - (8) Inform the Cdr, USA KSC BN of any problem, incident, or accident involving KSC personnel through their respective chain of command.
 - (9) Ensure that units receiving KSC support provide a minimum of two escorts at the KSC mobilization station for escort to the respective link-up point.
- g. Commanders of KSC mobilized companies will -
- (1) Receive instructions or daily mission from the KSC operations officer.
 - (2) Provide KSC support as directed by the KSC operations officer.
 - (3) Submit necessary supply requisitions required by KSC personnel through the KSC operations officer (tasking officer) to the supported units.
 - (4) Obtain necessary transportation support from the supported units for movement of KSC personnel between areas.
 - (5) Prepare KSC Form 1, and forward to the Cdr, USA KSC BN through the KSC operations officer.

18-3. Wartime Organization

The wartime KSC is a paramilitary-organized unit composed of KN civilians provided by the ROKG IAW the US-ROK Agreement and expands to support USFK requirements upon mobilization IAW the KSC MOB TDA.

18-4. Wartime Missions

The wartime missions of the KSC are defined, but not limited to, these functional areas:

- a. Transporting ammunition and supplies.
- b. Evacuating sick and wounded.
- c. Constructing field fortification.
- d. Building and maintaining roads.
- e. Operating supply points
- f. Performing other functions as required.

18-5. Wartime KSC Allocation

a. Upon mobilization, allocation of KSC personnel is the authority of the CG, Eighth Army to major subordinate units and activities. Priority of allocation is assigned to combat units and to those units/activities in direct support of combat force, and in descending order of urgencies provided in the annual update of KSC mobilization requirements.

b. Request for allocation of unforeseen requirements of wartime KSC personnel will be directed to the Commander, KSC, Eighth Army (EAKS-Z), Unit #15284, APO AP 96205-5284.

Chapter 19 Transition to War and Mobilization

19-1. Transition

a. Prior to ROK mobilization, the KSC strength will be limited to armistice strength levels. Upon DEFCON III, the Cdr, USA KSC BN will take necessary actions to establish KSC mobilization stations to receive and in-process wartime KSC mobilees. The Cdr, USA KSC BN will direct the armistice KSC company commanders to transition to wartime company structure. On order, designated wartime assistant company commanders and assistant platoon leaders will report to designated mobilization stations.

b. Upon DEFCON III, the Cdr, USA KSC BN will activate functional companies to support Eighth Army critical missions with armistice KSC personnel.

19-2. Mobilization

a. IAW the US-ROK Agreement, Article III, when requested by the CG, Eighth Army, the ROKG is responsible for providing Eighth Army with suitable personnel, as reflected in current KSC mobilization requirements (implemental of the ROKG Chung Mu Plan) for the maintenance of KSC strength during wartime.

b. USA KSC BN support will be in the form of company-sized units. There is no set standard for a KSC company. USA KSC BN support is composed of KSC armistice companies, KSC functional companies, and KSC mobilized companies. KSC armistice companies are already in existence. KSC functional companies are composed of KSC employees with similar skills from different armistice companies consolidated in wartime for a particular mission. KSC mobilized companies are composed primarily of mobilees and are available only in wartime. KSC company-sized units will not be split up to fill either pre-planned or unforeseen requests.

c. The KSC wartime mobilization plan is updated on an annual basis. Requests must include the requested and receiving unit (M-day) when the KSC mobilized company is needed, the desired composition of the company by platoon type, the link-up point, and the justification for the KSC company.

d. KSC wartime unforeseen requirements are submitted on an as-needed basis. Unforeseen KSC requirements will go through their respective chain of command to the Cdr, USA KSC BN or the KSC liaison officer at CP OSCAR. The USA KSC BN will fill unforeseen requirements upon the direction of the CofS, Eighth Army. There is no set format for requests for unforeseen KSC requirements. Requests must include the requested and receiving unit, M-day when the KSC mobilized company is needed, the desired composition of the company by platoon type, the link-up

point, the justification for the KSC company, and any other information relevant to the mission.

e. The Cdr, USA KSC BN -

(1) Submits an annual mobilization requirement to HQ ROKA as part of wartime planning. This will be accomplished by the submission of a mobilization requirement from MSCs to the USA KSC BN NLT 30 July of each year.

(2) Establishes mobilization stations in Seoul, Pyongtaek, Daegu, and Busan for receiving and in-processing mobilees upon declaration of mobilization by the ROKG.

(3) Requests replacements for killed, injured, or separated personnel to the appropriate ROKA Infantry Division after ROK mobilization.

f. Commanders of KSC mobilization stations -

(1) Receive, in-process, outfit, and organize mobilees for KSC wartime companies.

(2) Conduct initial training if time permits.

(3) Coordinate with local Military Manpower Administration, ROKA Infantry Division, and city ward offices for the designation of mobilees.

(4) Transmit daily mobilees in-process status reports to the USA KSC BN wartime CP.

(5) Secure transportation and ship out wartime KSC companies to supported units using pre-established link-up points.

(6) Will be prepared to in-process unforeseen requirements.

19-3. Inprocessing

a. Upon arrival at the mobilization stations, all newly mobilized personnel will be required to present their ROK resident identification card and mobilization order issued by the ROKG.

b. If mobilized personnel are considered physically capable, they will be in-processed pending completion of medical clearance by medical officers who are assigned to the each mobilization station. The following forms will be completed and inserted into official personnel folders to be maintained at HQ, USA KSC BN:

(1) KSC Form 12 (KSC Personal Data).

(2) Assignment orders.

(3) Statement of consent.

c. Service and duty with USA KSC BN will be on a mobilization basis, assigned as "Accepted Mobilization-Assignment," and subject to separation from the USA KSC BN at any time during or after mobilization.

d. The Cdr, USA KSC BN is authorized issuance of a Geneva Convention Card (GCC) and identification (ID) tags to all mobilized personnel. All KSC personnel must carry the GCC and ID

tags at all times.

e. KSC Form 12 will be completed by each individual mobilees during in-processing. Personal data information contained in the KSC Form 12 will be loaded into a database at the mobilization station.

19-4. Orientation

a. During in-processing or after linking up with supported units, mobilized personnel will be given an orientation covering the following items:

- (1) KSC wartime missions.
- (2) Individual KSC duties and responsibilities.
- (3) KSC personnel management in wartime.
- (4) Tour of duty and leave.
- (5) Pay schedule, severance pay, and severance pay forfeiture.
- (6) Use of GCC and ID tags.
- (7) Logistics support and medical service.
- (8) Conduct, discipline, and ROKA court martial.
- (9) Salary to be deposited to their bank account in wartime (e.g., accessibility of bank account by family or authorized account holder).
- (10) Designation of beneficiaries and notification of the next of kin.
- (11) AWT (i.e., first aid, NBC defense, etc.).
- (12) Operations security.
- (13) Field sanitation.
- (14) Safety.

b. Upon declaration of ROK mobilization orders, KSC personnel converted from armistice KSC employment will be given an orientation similar to that stated in paragraph 19-4a above by the KSC company commander.

19-5. Distribution

a. Upon completion of inprocessing, each individual will be assigned to a KSC wartime company IAW the USA KSC BN mobilization plan. The Cdr, USA KSC BN will issue an assignment order (SF 50) which will be prepared in 4 copies. The original will be presented to the individual; a copy will be filed at the S1 Div, USA KSC BN; a copy will be transmitted to the 175th FMC; and a copy will be hand-carried by the individual to the assigned wartime KSC company commander. Assignment orders will include the individual's pay grade, job title, assigned

company, and effective date of assignment.

b. After inprocessing, mobilization station commanders are responsible for coordinating transportation of KSC wartime companies from mobilization station to the link-up point by wartime movement plan or wartime host nation support (WHNS) assets.

19-6. Maintenance of Records

a. The HQ, USA KSC BN maintains the following:

- (1) KSC Form 12 for each KSC individual.
- (2) A copy of all personnel actions taken (SF 50).
- (3) Daily strength report (KSC Form 1).
- (4) Inactive files for separated KSC personnel.
- (5) Statement of consent.
- (6) Attachment orders.
- (7) Deactivation orders.

b. Each mobilization station maintains the following:

- (1) KSC Form 12 for mobilized personnel.
- (2) Statement of consent.
- (3) Assignment orders.
- (4) Deactivation orders.

c. Each KSC company maintains the following:

- (1) Copy of KSC Form 12 for assigned KSC personnel.
- (2) Copies of all personnel actions (SF 50) pertaining to assigned KSC personnel.
- (3) Daily strength reports.

d. The HQ, USA KSC BN will submit a copy of the following personnel records to the ROKG/HQ, ROKA:

- (1) Assignment orders.
- (2) A copy of all personnel actions taken (SF 50).
- (3) Deactivation orders and/or personnel resignation orders.

Chapter 20

Allocation and KSC Support

20-1. Allocation

a. Allocation of wartime KSC companies to US MSCs both in-country and out-of-country by mobilization phase as documented in the KSC mobilization plan will be executed by the Cdr, USA KSC BN commencing 48 hours after the declaration of the ROK mobilization orders.

b. Replacement of shortfalls to fill up authorized strength of the KSC companies will take 4 to 7 days after receipt of the Personnel Accountability and Strength Report (KSC Forms 1).

20-2. KSC Support

a. The following information should be provided to the USA KSC BN by units/activities which have not been allocated a wartime KSC company but require KSC support for accomplishing their wartime mission essential tasks:

(1) Types of tasks to be performed.

(2) Required KSC companies with detailed information on platoon composition.

(3) Deploy date and link up point.

(4) Point of contact information.

b. Transportation, working tools, equipment, and material required to accomplish the mission will be provided by the supported units.

c. During mobilization and in wartime, there will be no voluntary transfers from one company to another. Personnel reassignment from one company to another will be made only by the Cdr, USA KSC BN. The KSC operations officer has authority to distribute or redistribute allocated KSC personnel within the authorized strength for daily tasking.

Chapter 21

Tour of Duty

21-1. Initial Actions

Upon mobilization, the KSC labor forces located in the forward areas may be placed on 24-hour standby at designated points in order to support the readiness posture. The KSC labor forces located in rear areas may be required to establish a scheduled tour of duty to provide a 7-day week support for operational coverage of critical activities.

21-2. Establishment Authority

KSC operations officers, both in the forward and rear areas, are authorized to establish tour of duty schedules for all KSC forces under their control. (See appendix E for recommended tour of duty schedules.)

21-3. Individual Daily Tour of Duty

a. Individual daily tours of duty for KSC forces in the forward area will be a maximum of 16

hours and a minimum of 12 hours a day, 7 days a week.

b. Individual daily tours of duty for KSC forces located in the rear area will be a minimum of 12 hours a day, 7 days a week.

c. KSC company commanders will maintain a KSC daily strength report for the assigned KSC forces (which will be the basis for the monthly payroll) and will forward it to the KSC operations officer for certification. KSC company commanders will then forward the certified KSC daily strength report to the Cdr, USA KSC BN within 48 hours.

21-4. Meals and Rest Periods

a. No specific meals and rest periods are established for those KSC forces in the forward area. However, when circumstances permit, adequate and reasonable meals and rest periods will be provided similar to those afforded to the US troops.

b. Meals and rest periods for KSC forces located in the rear area will be IAW the schedules established by the supported units for the US troops.

21-5. Holidays

During the mobilization period, there will be no excused absences on Korean or US holidays. KSC personnel may be allowed to observe holidays at a designated location if circumstances permit. However, they will be in a standby status at all times.

21-6. Time Off

KSC company commanders are authorized to allow personnel to take time off to handle personal matters, when required. This time off will be held to a maximum of 1 day a month when operational circumstances permit. KSC personnel will not leave their designated areas unless authorized to do so.

Chapter 22 Leave Administration

22-1. General

There will be no accrual of, or charge against, annual or sick leave for KSC employees. Employees who separate from the KSC during wartime will receive a lump sum for all accumulated leave. This payment will not exceed 360 hours, which must have been accumulated prior to mobilization.

22-2. Authorized Leave

During the mobilization period, only command-approved leave will be granted. KSC company commanders are authorized to grant leave on a one-day-a-month basis when operational circumstances permit.

22-3. Leave Schedules

KSC company commanders will maintain a master leave schedule for the assigned KSC personnel. No more than 5 percent of the assigned KSC personnel will be granted leave at the same time.

22-4. Sick Leave

Employees who become ill will be treated at the nearest US medical treatment facility and returned to duty as soon as they are determined fit for duty by appropriate medical authorities.

22-5. Maternity Leave

Female KSC personnel are authorized a maximum of 90 continuous calendar days for maternity leave. The first 60 days of maternity leave will be with pay and the remaining 30 days of maternity leave will be without pay. The Korean Employment Insurance Funds shall compensate the employee for the remaining 30 days of maternity leave. This leave can be divided into two increments (before and after birth) and 45 days or more of the 90-day maternity leave will be used after childbirth.

22-6. Emergency Leave

Emergency leave, regardless of service duration, can be granted to an individual to take care of family events connected with death or critical situations in the immediate family, provided the leave request is approved by the Cdr, USA KSC BN through each mobilized KSC company commander and a copy is furnished to the Homeland Reserve Division for notification. Emergency leave will be charged to accrued leave.

22-7. Absent Without Leave (AWOL)

During the mobilization period, KSC personnel who are absent without authorization will be charged as AWOL and reported to the nearest military police authorities and to the Cdr, USA KSC BN. The period of AWOL will be charged as leave without pay. When it is administratively determined that an absence charged as AWOL was due to reasons beyond the employee's control or otherwise excusable, it may be charged to annual leave, leave without pay (LWOP), or sick leave, as appropriate.

22-8. Leave Recording

Normal leave and emergency leave taken by KSC personnel will be annotated on the daily strength report.

Chapter 23

Pay Administration

23-1. General

Upon mobilization, the peacetime method of maintaining and submitting USFK Form 132 (Korean Employees Time Sheet) will be discontinued. The payment will be made no later than 12 calendar days after the close of the pay period.

23-2. Pay Period System

The pay period during mobilization will cover the 1st day to the last day of each month.

23-3. Wage Schedules

The wage schedules established in peacetime will continue to be used in computing monthly pay for the mobilized KSC personnel until a new wage scale is formulated incorporating the wartime labor regulations.

23-4. Promotions, Demotions, and Step Increases

All promotions will be approved by the Cdr, USA KSC BN. All newly mobilized personnel will be reported to the Cdr, USA KSC BN. Newly mobilized personnel who possess special skills will be given an appropriate title and grade by the Cdr, USA KSC BN.

23-5. Premium Pay Policy

Upon mobilization, all premium pay policies which include extended workweek, overtime, night differential, holiday work, special mission allowance, remote area allowance, and relocation allowance will be modified as directed by the ROK presidential decrees; MOEL, ROKG; or the CG, Eighth Army.

23-6. Severance Pay

a. For severance pay, all mobilized personnel will be credited one month's total wages for each continuous year of service in the KSC commencing on 1 May of each successive year. Accrued severance pay will be placed in the individual's bank account annually. It will be deposited no later than 30 days after the annual cutoff date of 30 April.

b. KSC personnel involuntarily separated through no fault of their own will receive an additional month of normal wages in addition to severance pay. Personnel must have completed at least 1 full year of service at the time of separation to be eligible for this payment.

c. Severance pay for periods of less than 1 year will be prorated. Each full month will consist of 30 continuous service days. No credit will be given for periods of less than 1 month.

d. Final pay of KSC personnel removed for causes involving theft or misappropriation of US Government property will be withheld to satisfy any financial liability to the supported US units or activities concerned.

23-7. Money Due to Employees

Wages earned during a pay period will be documented on USFK Form 120 (Payroll for Personal Services (Continuation Sheet for DD Form 592)) and DD Form 592 (Payroll for Personal Service Certification and Summary), certified by an appointed certifying officer and submitted to the 175th FMC for payment through the ROK bank passbook system designated by each individual KSC member in the same manner as peacetime. Wages will be drawn by the individual or their authorized account holder(s) on a regular payday as established by the Cdr, USA KSC BN.

Chapter 24 Personal Conduct and Discipline

24-1. Policy

Under mobilization conditions, the standards established in appendix C, USFK Reg 690-11 (Civilian Personnel Mobilization Planning and Execution) will be used.

a. When KSC personnel commit offenses not listed in the reference above, requests for punishment will be made to the appropriate ROKG law enforcement authorities.

b. During mobilization and hostilities, the maintenance of high morale and a cooperative spirit is essential to mission accomplishment. Prior to initiating or imposing penalties or requesting punishment from the ROKG law enforcement authorities, the KSC coordinators, the KSC operations officers, or the Cdr, USA KSC BN will review each disciplinary case from the perspective of prompt military operations, necessity, and impartiality.

24-2. Imposing Authorities

a. The Cdr, USA KSC BN has the authority to impose reprimands, suspensions, or removal or to request appropriate penalties be imposed by the ROKG law enforcement authorities.

b. KSC company commanders have the authority to impose reprimands and suspension of pay for 7 days or less. Requests for suspension of pay for more than 7 days, or requests for confinement and punishment by the ROKG law enforcement authorities, will be forwarded to the Cdr, USA KSC BN.

24-3. Conduct and Discipline

a. KSC personnel will respect the rights of other employees, obey orders, follow rules established by the competent authorities, perform their duties in an ethical manner, and accomplish work assignments promptly.

b. Types of disciplinary actions are classified as follows:

(1) Reprimand. An oral reprimand given by either the KSC company commanders or the KSC operations officers to correct personal conduct, work habits, or other behavior which relates to efficiency, discipline, or morals.

(2) Suspension. A disciplinary measure involving temporary non-duty status without pay.

(3) Removal. An action taken to separate an employee for reasons of misconduct, delinquency, or other causes which harm mission accomplishment. This action is appropriate when less severe penalties have not corrected the conduct or when an employee's willful actions, carelessness, or negligence are beyond reasonable excuse. Removed KSC personnel who are eligible for mobilization will be transferred to the nearest ROKG law enforcement authority for further disposition.

(4) Confinement. An employee will be released from duty and transferred to the nearest ROKG law enforcement authority for confinement and punishment when his/her conduct and delinquency are serious and harmful to military operations.

c. To ensure equitable treatment in matters of conduct and discipline and to ensure consistency in executing disciplinary actions, like disciplinary penalties normally should be imposed for like offenses with due regard to the circumstances of each offense and each offender. The Table of Mobilization Standard Penalties (Appendix C, USFK Reg 690-11) is a guide for penalties normally regarded as reasonable for various offenses. For offenses not listed, a reasonable penalty should be determined by comparing the offense committed with a related listed offense and by taking into account all the circumstances of each case.

d. Disciplinary actions taken during mobilization periods are not subject to grievance or appeal procedures. All disciplinary actions will be reviewed by the Cdr, USA KSC BN for appropriateness of the penalty imposed. The decision of the Cdr, USA KSC BN will be final.

24-4. Records and Reports

An official copy of disciplinary actions taken against an employee will be forwarded to the HQ, USA KSC BN for insertion in the employee's official personnel folder.

Chapter 25

Medical Service and Compensation for Injury, Disability, or Death

25-1. Policy

The Eighth Army will provide prompt medical treatments for KSC forces for all service-connected injuries or illnesses occurring during mobilization.

25-2. Medical Service

a. Commanders of US medical and dental facilities will be responsible for providing necessary medical and dental treatment to KSC forces.

b. KSC coordinators will ensure that necessary medical and dental treatments are provided promptly to KSC forces by the US medical treatment facilities.

c. KSC coordinators and KSC company commanders will promptly report all accidents, injuries, or illnesses involving KSC forces to the KSC operations officers and the Cdr, USA KSC BN on DA Form 1156 (Casualty Feeder Report) and DD Form 1155 (Witness Statement on Individual).

25-3. Hospitalization

When hospitalization of a KSC employee is anticipated to exceed the existing evacuation policy, the medical treatment facility commander will transfer the patient to a Korean medical treatment facility. This decision will be based on the projection of the attending physician and will be coordinated with the Cdr, USA KSC BN. In the event of war contingency, KSC personnel will continue to receive medical care and treatment at the military treatment facilities. Hospitalization will not exceed the timeframe established for patients evacuation in time of war. Those patients exceeding, or projected to exceed this timeframe, will be expeditiously transferred to a civilian hospital. In the event a designated civilian hospital is not readily available, KSC personnel may be transferred to a ROKA military hospital.

25-4. Health Program

To ensure that KSC personnel are physically and mentally capable of performing assigned duties, the following medical program is directed:

a. Annual chest X-ray (during birth month).

b. Immunizations, as required.

c. Physical examination every 2 years for all heavy laborers (KWB-3 and KWB-4) under age 60 to ensure that they meet the physical requirements of their positions. Laborers at age 60 and older will be examined annually. The examining physician will be provided with a copy of the job description with the application for the physical examination.

d. Physical examinations, when the supervisor or the KSC coordinator suspects that the employee is not physically or mentally capable of performing assigned duties.

e. Food handlers will be required to have evaluations for communicable diseases when required by governing regulations/policies or when directed by a competent medical authority.

25-5. Compensation for Injury, Disability, or Death

a. KSC personnel are entitled to receive necessary medical treatment, hospitalization, and outpatient treatment under the ROK Industrial Accident Compensation Insurance (IACI) Plan. In addition, death or disability benefits will be paid IAW the provisions of IACI when such death or disability is work related.

b. The procedures for processing compensation claims for disability or death benefits will be the same as described in Chapter 5, Part One.

c. The USA KSC BN will notify injury, disability, or death of a KSC to ROKA with a copy of the individual's personnel records and casualty/death report.

Chapter 26 Wartime Logistic Support

26-1. Policy

Eighth Army will provide necessary logistic support for KSC personnel upon mobilization.

26-2. Logistic Support

a. Commanders of the supported units or activities will provide necessary logistics support for KSC personnel supporting their units IAW appendix C and D. Equipment and material associated with task accomplishment will be provided by the supported units as needed. Authority to request additional equipment necessary for KSC personnel will be IAW AR 72-32.

b. KSC operations officers/coordinators will ensure -

(1) Necessary logistic support for KSC personnel is provided by the supported units.

(2) Proper accountability for nonexpendable property that is furnished to KSC units.

c. Supported units will provide the Cdr, USA KSC BN with a logistics support plan, to include force protection, which details support provided to KSC personnel. The logistics support plan will be updated annually, after approval of annual mobilization requirements, in order to reflect any changes in the supported unit requirements.

26-3. Procedures

KSC company commanders will submit requests for necessary logistics items identified in appendix C and D and basis of assigned strength using memorandum, DA Form 2765-1 (Request for Issue or Turn-in), or DA Form 2970 (Subsistence Report and Field Ration Request), as appropriate. Requests will be submitted through KSC operations officers to the supported unit supply channels. Pickup of requisitioned items will be made by the KSC company concerned.

26-4. Subsistence

a. Where establishment of separate Korean field messing facilities are inappropriate due to the operational environment, KSC personnel will be permitted to subsist at the US dining facilities.

b. Where establishment of separate Korean messing facilities are feasible, indigenous rations and cooking equipment listed in appendixes C and D will be provided by the supported units for

separate cooking and consumption. KSC company commanders will request indigenous rations and cooking equipment through KSC operations officers from the supported unit supply channels.

c. When KSC personnel are permitted to subsist at the US dining facilities, meals furnished will be reported on the EA Form 476-R (Subsistence Report and Field Ration Request Continuation Sheet of DA Form 2970) IAW Eighth Army Suppl 1 to AR 30-22.

26-5. Clothing, Individual Equipment and Field Equipment

a. For those KSC personnel located in the forward areas, the supported units will be responsible for providing necessary equipment IAW appendix D.

b. For newly mobilized KSC personnel, Eighth Army will provide the Cdr, USA KSC BN with the initial issue of items of clothing and individual equipment and chemical defense equipment listed at appendix D. This initial issue will be accomplished at the mobilization station prior to assignment.

c. KSC company commanders will, along with personnel designated by the supported unit commanders, conduct quarterly inventories of personal clothing, individual equipment, and field equipment issued to KSC personnel. Results will be recorded and reported to the supported unit and S4 Div, USA KSC BN. Any loss of personal clothing or individual equipment items which were issued to KSC personnel, in case of an individual's willful and critical carelessness, will be charged against that individual. Requisitions for replacement of worn out or unserviceable items identified through inventory will be processed through the supported unit's supply channels for direct exchange.

26-6. Indigenous Rations/Drinking Water

a. For newly mobilized KSC personnel and cadre members at the KSC mobilization station, the Cdr, USA KSC BN will provide necessary indigenous rations through WHNS channels. In armistice, the Cdr, USA KSC BN will identify requirements, and submit requisitions to the USFK-J4 WHNS Branch bi-annually for contingency operations as listed in appendix D.

b. For those KSC personnel assigned to the supported units/activities, the unit/activity commanders/supervisors will provide necessary indigenous rations for the KSC personnel supporting their units through the WHNS channel. In armistice, each unit/activity will identify requirements and submit requirements to the USFK-J4 WHNS Branch bi-annually for contingency operations through MSC as listed in appendix D.

c. If WHNS channels are not feasible, the KSC company and mobilization station commanders will submit requests to the U.S. Army Contracting Command Korea (USACCK) through command channels.

d. The USACCK is responsible for procuring indigenous rations listed at appendix D in coordination with J4, USFK for supply through the US Army supply channels to KSC companies concerned.

e. The commander (or officer in charge) of the area servicing supply point which issues Class I items will -

- (1) Obtain indigenous rations procured by the USACCK.

(2) Issue rations to KSC companies based on requisitions submitted by responsible supported units.

f. KSC company and mobilization station commanders will establish, in coordination with the servicing supply point, an indigenous rations-drawing schedule for periodic requisition and draw of required indigenous rations for assigned KSC personnel. Required rations will be based on assigned strength and consumption report.

26-7. Fuel

Fuel required for operating separate KSC messing facilities, KSC company camps, and mobilization stations will be issued by the supported US units.

26-8. Transportation

a. For newly mobilized KSC personnel at the KSC mobilization station, the Cdr, USA KSC BN will provide necessary transportation for moving KSC personnel from mobilization station to the link-up point through the wartime movement plan and WHNS channels.

(1) In armistice, the Cdr, USA KSC BN will identify requirements, and submit to the Eighth Army G4 Transportation Div annually for contingency operations. Wartime movement plan transportation will support locations beyond a 40 mile range of the supported mobilization station.

(2) In armistice, the Cdr, USA KSC BN will identify transportation requirements and its maintenance service, and submit requisitions to the USFK-J4 WHNS Branch bi-annually for contingency operations. WHNS transportation will support locations within a 40 mile range of support of the supported mobilization station.

b. Transportation required for moving KSC personnel from one location to another/between KSC company and task locations will be provided by the supported US units.

26-9. Real Estate

For the KSC mobilization station, the Cdr, USA KSC BN will provide necessary facilities, and its maintenance service for KSC mobilization station operation through WHNS channels. In armistice, the Cdr, USA KSC BN will identify requirements and submit requisition to USFK-J4 WHNS Branch bi-annually for contingency operations.

26-10. Engineering Equipment

For the KSC mobilization station, the Cdr, USA KSC BN will provide necessary equipment (fork lift, crane, etc.), and its maintenance service for KSC mobilization station operation through WHNS channels. In armistice, the Cdr, USA KSC BN will identify requirements, and submit requisitions to the USFK-J4 WHNS Branch bi-annually for contingency operations.

26-11. Communication Circuits

For the KSC mobilization station, the Cdr, USA KSC BN will provide necessary circuits for KSC mobilization station operation through WHNS channels. In armistice, the Cdr, USA KSC BN will identify requirements, and submit requisition to the USFK-J4 WHNS Branch bi-annually for contingency operations.

26-12. Field Service

For the KSC mobilization station, the Cdr, USA KSC BN will provide necessary services (bath service, laundry service, etc.) for KSC mobilization station operation through WHNS channels. In armistice, the Cdr, USA KSC BN will identify requirements, and submit requisition to the USFK-J4

WHNS Branch bi-annually for contingency operations.

26-13. Requisition of Logistic Items

a. KSC wartime logistic requirement items will be obtained primarily through the supported unit's supply channels. If a logistic item is not available through supply channels and local purchase is necessary, it will be processed IAW USFK Reg 715-2. Any local purchase involving wartime KSC logistic requirements will be carefully reviewed by the responsible officials to ensure total consolidation of all requirements, when applicable, to preclude splitting or separate purchase of similar items.

b. The Property Book Officer, USA KSC BN will be responsible for review of DA Form 3953 (Purchase Request and Commitment) originating from the USA KSC BN. KSC operations officers will be responsible for review of DA Form 3953 originated by the supported KSC companies.

26-14. Subsistence and Supply Accountability

a. KSC company commanders will ensure that the following forms are properly recorded and maintained for accountability of subsistence and supply items issued to KSC personnel:

- (1) Memorandum, when requisitioning logistic items.
- (2) DA Form 2765-1 (Request for Issue or Turn-in), when using this form by KSC company.
- (3) DA Form 3078 (Personal Clothing Request).
- (4) DA Form 3645 (Organization Clothing and Individual Equipment Record).
- (5) DA Form 2062 (Hand Receipt/Annex Number).
- (6) DA Form 3988-R (Dining Facility Equipment Replacement Record).
- (7) DA Form 2970 (Subsistence Report and Field Ration Request).
- (8) DA Form 3032 (Signature Headcount Sheet).
- (9) EA Form 476-R (Subsistence Report and Field Ration Request Continuation Sheet of DA Form 2970).

b. When separation or transfer of an individual occurs, the KSC company commander concerned will ensure that required individual equipment items are collected/forwarded to the USA KSC BN through the KSC mobilization station or gaining KSC company, as appropriate, with DA Form 3645 placed in a sealed envelope containing a DA Form 200 (Transmittal Record).

Chapter 27 Labor-Management Relations

27-1. Policy

It is the policy of the Eighth Army to maintain the highest degree of team spirit and partnership between the United States of America and the Republic of Korea at all times, places, and under all circumstances. This is especially important under conditions of hostility and united military

operations against a common enemy.

27-2. Restrictions of Union Activities

a. Upon ROK mobilization, the peacetime KSC Labor-Management Agreement will be modified as directed by the ROK presidential decrees; MOEL, ROKG; or the CG, Eighth Army.

b. The Cdr, USA KSC BN will inform the president of the KSC Chapter of the USFK KEU, the KSC operations officers, and the KSC company commanders of possible restrictions on union activities.

27-3. Cooperative Relations

Despite possible restrictions on union activities, the Cdr, USA KSC BN; KSC operations officers; and KSC company commanders will coordinate closely with union representatives to maintain esprit de corps and friendly relationships.

Chapter 28

Casualties, KSC Prisoners of War and Separations

28-1. Casualties

a. Although KSC personnel are noncombatants, a certain number of casualties can be expected.

b. In the event of KSC casualties, commanders of supported units/activities will ensure that DA Form 1156 (Casualty Feeder Report) is prepared and submitted promptly to G1, Eighth Army through appropriate command channels. G1 officials or the USA KSC BN liaison officer to Eighth Army will verify and forward the DA Form 1156 to the Cdr, USA KSC BN not later than 3 days after the incident.

c. The remains of KSC personnel killed in action will be sent to the nearest US collection point for evacuation to the rear area ROKA collection point. When evacuation is impractical due to the military situation, the ranking US or ROKA authority present may direct on-site burial. The exact location of the burial site must be marked and reported to higher headquarters immediately.

d. KSC personnel are entitled to receive necessary medical treatment, hospitalization, and outpatient treatment at US medical treatment facilities first and ROK hospitals designated by the National Health Insurance Corporation IAW the Status of Forces Agreement.

e. The supported unit officials and KSC company commanders will promptly inform the Cdr, USA KSC BN of casualties (including mortuary location) using telephone, radio, or other available means for immediate notification of the next of kin.

28-2. KSC Prisoners of War

a. In the event that KSC personnel are captured or missing in action, the supported unit commanders or KSC company commanders will notify G1, Eighth Army and the Cdr, USA KSC BN as soon as possible.

b. All recovered KSC prisoners of war will be sent through US military intelligence channels for a debriefing.

28-3. Separation

a. During mobilization periods, voluntary resignation and retirement from the USA KSC BN is not authorized. The Cdr, USA KSC BN has the exclusive authority to determine separation or retention.

b. KSC personnel mobilized from armistice employment are required to serve continuously in wartime regardless of their age or service longevity.

c. The Cdr, USA KSC BN may separate personnel in the following cases:

(1) Personnel are physically or mentally incapable of performing assigned duties, as determined by competent medical authorities.

(2) Separation is required due to installation security risks, as determined by the KSC operations officers.

(3) A reduction in force of mobilized KSC personnel occurs.

Appendix A References

Section I. Required Publications

USFK Reg 690-1 (Regulations and Procedures - Korean Nationals)

Section II. Related Publications

Agreement Between the United States of America and the Republic of Korea Regarding the Status of the Korean Service Corps, 23 February 1967.

Agreed Understanding to the Agreement between the United States of America and the Republic of Korea Regarding the Status of the Korean Service Corps, 23 February 1967.

AR 11-2 (MANAGERS' INTERNAL CONTROL PROGRAM)

AR 15-6 (Procedures for Investigating Officers and Boards of Officers)

AR 25-400-2 (The Army Records Information Management System (ARIMS))

AR 30-22 (The Army Food Program)

AR 40-562 (Immunizations and Chemoprophylaxis)

AR 385-10 (The Army Safety Program)

AR 570-4 (Manpower Management)

AR 710-2 (Supply Policy Below the National Level)

AR 600-8-22 (Military Awards)

AR 672-20 (Incentive Awards)

CTA 50-900 (Clothing and Individual Equipment)

CTA 50-909 (Field and Garrison Furnishings and Equipment)

DA Pam 710-2-1 (Using Unit Supply System (Manual Procedures))

DOD Joint Travel Regulations, Volume 2

AK Reg 690-5 (Training and Development)

Labor-Management Agreement between the Eighth U.S. Army and KSC Chapter, USFK KEU

USFK Pam 690-500 (Position Classification Guidance & Job Description)

USFK Reg 10-2 (Installation Management and Base Operations)

USFK Reg 37-1 (Travel Policies and Procedures)

USFK Reg 37-25 (Payroll Deductions from Korean National Employees)

USFK Reg 55-35 (Wartime Movements Program)

USFK Reg 190-7 (Installation Access Control System)

USFK Reg 526-11 (United States Forces Korea Relations with Korean Nationals Condolence Visits and Solatium Payments)

USFK Reg 550-52 (Wartime Host Nation Support Program)

USFK Reg 690-1 (Regulations and Procedures - Korean Nationals)

USFK Reg 690-11 (Civilian Personnel Mobilization Planning and Execution)

USFK Reg 690-22 (Korean Employees - (Handling Disruptive Labor Actions))

USFK Reg 690-118 (Qualification Standards for Korean Employees)

US/ROK Wartime Host Nation Support (WHNS) Umbrella Agreement

Section III. Prescribed Form

KSC Form 1 (KSC Daily Strength Report)

Section IV. Required Forms

DA Form 1156 (Casualty Feeder Card)

DA Form 2062 (Hand Receipt/Annex Number)

DA Form 2765-1 (Request for Issue or Turn-in)

DA Form 2970 (Headcount Report)

DA Form 3032 (Signature Headcount Sheet)

DA Form 3078 (Personal Clothing Request)

DA Form 3645 (Organization Clothing and Individual Equipment Record)

DA Form 3953 (Purchase Request and Commitment)

DA Form 3988-R (Dining Facility Equipment Replacement Record)

DA Form 4689 (Commander's Award for Civilian Service)

DA Form 5654 (Achievement Medal for Civilian Service)

DA Form 5655 (Superior Civilian Service Award)

DA Form 7013 (Certificate of Appreciation)

DD Form 592 (Payroll for Personal Service Certification and Summary)

EA Form 476-R (Subsistence Report and Field Ration Request Continuation Sheet of DA Form 2970)

KSC Form Letter 20 (Request of Travel Orders)

USFK Form 120 (Payroll for Personal Services (Continuation Sheet for DD Form 592))

USFK Form 132 (Korean Employees Time Sheet)

USFK Form 155EK-E (Korean Employee Performance Appraisal)

**Appendix B
Sample Request for Travel Orders**

EAKS-XX

DATE

MEMORANDUM FOR Commander, U.S. Army Korean Service Corps BN (EAKS-RMP), Unit #15284,
APO AP 96205-5284

SUBJECT: Request for Travel Order

1. Request travel orders be issued for KSC personnel listed on reverse side.

a. Special Mission Duty at: _____

b. Period: _____

c. Purpose: _____

d. The following required support will be provided by this unit. (X or NA as appropriate)

Permanent Qtrs_____ Field Qtrs_____ Transportation: (Govt Veh _____)
(TMO Rail _____)
Heater & Fuel_____ Meals_____ Tool & Equip_____ (Commercial Bus _____)

2. () Continuation of Special Mission: Request that special mission duty for the personnel listed on special mission order number _____ be extended for _____ days.

Encl

(Signature of Requesting Official)

EAKS-RMP

RM Div, HQ, USA KSC BN, Unit# 15284, APO AP 96205-5284

FOR Commander, U.S. Army Korean Service Corps Battalion, Unit# 15284, APO AP 96205-5284

1. Recommended approval.
2. Special Instructions:

(RM Div, HQ, USA KSC BN)

Approved/Disapproved by Bn Commander: _____

KSC Form Letter 20, 1 Dec 09, replaces KSC Form LTR 20, 17 Jan 07, which is obsolete.

LIST OF KSC PERSONNEL ON SPECIAL MISSION DUTY (TDY)

NO	NAME	ROK ID NO.	JOB TITLE	GRADE	ASSIGNED UNIT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Encl

Appendix C
Field/Mobilization Support Equipment

Upon mobilization, the following equipment will be issued to the KSC company supporting U.S. units KSC mobilization stations by the HQ, USA KSC BN. Amounts to be issued will be determined by the size of the KSC company being supported or KSC mobilization station IAW applicable common table of allowances. Replacement for the KSC company will be made through the direct exchange method by the supported unit.

<u>LIN #</u>	<u>ITEM</u>
A03210	Accessory Outfit Gas Range
C38422	Burner Unit Field Range
C89070	Camouflage Screen Support System
C89145	Camouflage Screen System
	Can Diesel 5GL
	Can Garbage 32 GL
	Can Mogas 5GL
	Can Water 5 GL
	Chair Folding
	Cot Folding Aluminum
E22190	Extinguisher, Fire
K25342	Heater Immersion 30"
	Heater Space
	Lantern Battery/Gasoline
R14154	Range Outfit
	Table Folding Field
V31211	Telephone Set
T7168	TEMPER 48Lx20W Utility
	TEMPER 16Lx20W Utility
V49948	TEMPER 48Lx 20W Kitchen
	Utensils (Tray, Bowl, Spoon, Knife, Fork)

**Appendix D
Issue of Rations, Clothing and Equipment**

a. Personal Clothing. Upon mobilization, the following personal clothing items will be issued to all KSC personnel. Newly mobilized KSC personnel will receive their issue from the KSC mobilization station. Those current cadre will receive their issue from the S4 Div, USA KSC BN. All worn out or unserviceable items will be replaced through the direct exchange method by the supported unit.

CTA 50-900 (Personnel Clothing & Equipment), Section I, Chapter II

<u>LIN #</u>	<u>ITEM</u>	<u>QTY</u>
B13584	Boots AR CBT Tan	1 pr
B14729	Bag, Duffel, Cotton Duck	1 ea
B60315	Boots Combat, HW	1 pr
C10345	Coat, ACU	1 ea
J63269	Gloves, Work L THER BLK	1 pr
J62858	Glove, Inserts, Wool & Nylon	1 pr
P12029	Cap, Patrol ACU	1 ea
T24671	T-Shirt, Athlete's	3 ea
T85614	Trousers, ACU	1 pr
W69891	Towel, Bath BRN 20x40	2 ea
	Brief Sand Men	3 ea
B90343	Sand Rigger's Belt	1 ea
S89914	Socks Boots Green	3 pr

b. Organizational Clothing and Individual Equipment. Upon mobilization, the following organizational clothing and individual equipment items will be issued to all KSC personnel. Newly mobilized KSC personnel will receive their issue from the KSC mobilization station. Those current cadre will receive their issue from the S4 Div, USA KSC BN. All worn out or unserviceable items will be replaced through the direct exchange method by the supported unit.

CTA 50-900 (Organization Clothing & Equipment), Section II, Chapter II

<u>LIN#</u>	<u>ITEM</u>	<u>QTY</u>
B13907	Bag, Barracks	1 ea
B15825	Bag, Waterproof, Clothing	1 ea
B59567	Belt, Individual Equipment	1 ea
B29054	Boots, Cold Weather	1 pr
C96536	Canteen, IQT W/MI Cap	1 ea
D11812	Carrier, Intrenching Tool	1 ea
D64043	Case, Field First Aid Dressing	1 ea
	Cover, Helmet ACU	1 ea
F30391	Cover, Water Canteen	1 ea
F54817	Cup, Water Canteen	1 ea
D49418	Drawers, Cold Weather	2 pr
H39835	Field Pack	1 ea
H90705	Frame, Field Pack W/Straps	1 ea
J68064	Gloves, Leather, Men's Work	1 pr
K34733	Helmet, ACH	1 ea

L00210	Intrenching Tool	1 ea
M37042	Mat, Sleeping	1 ea
M52555	Mitten Insert, Wool	1 pr
M53240	Mitten Shell	1 pr
P05813	Parka W/W	1 ea
P69699	Parka ECWCS	1 ea
P17415	Poncho, W/W	1 ea
M60483	Modular Sleeping System	1 ea
U73323	Suspenders, Individual	1 ea
P38070	Trousers, W/W	1 pr
T35375	Trousers, C/W CAM	1 pr
U86178	Undershirt, C/W	2 ea
	Band Helmet	1 ea
	Dressing First Aid	1 ea

c. Chemical Defense Equipment. Upon mobilization, the following chemical defense equipment items will be issued to all KSC personnel. Newly mobilized KSC personnel will receive their issue from the KSC mobilization station. Those current cadre will receive their issue from the S4 Div, USA KSC BN. All worn out or unserviceable items will be replaced through the direct exchange method by the supported unit.

<u>LIN#</u>	<u>ITEM</u>	<u>QTY</u>
M12418	Mask, Chemical Bio, M40A1	1 ea
J26086	JSLIST, Coat	2 ea
J38826	JSLIST, Trousers	2 pr
N39848	Overshoes, Men's	2 pr
	Glove ST, CP BTYL	2 ea
	Bag, Chem Prot	2 ea
	Canister C2	2 ea
	Diazepam INJ 2ML Unit (CANA)	1 ea
	Cover Helmet, Chem	2 ea
	Decontaminating Kit, M295	1 kt
	Paper Chem, M8	1 bk
	Paper Chem, M9	1/5 ro
	Antidote TRE Nerve AG (NAAK)	3 ea
	Pyridoxamine BRO TA (NAPP)	42 tb
	Doxycycline	0.85 BT
	CIPRO FLOXACIN	0.15 BT
	Antidot Treatment Nerve Agent Auto (ATNNA)	3 ea
	Chem Agent Detection Kit, M256A1	0.08 KT
	Reactive Skin Decontamination Lotion	1 KT

d. Indigenous Rations (local purchase). Upon mobilization, indigenous rations may be issued as follows when requested by the KSC mobilization station commander to feed the cadre or mobilees at the mobilization station. This information will also assist the U.S. units in determining the indigenous rations for the KSC personnel supporting them.

<u>ITEM</u>	<u>Unit of Issue</u>	<u>Quantity</u>
Rice	KG	74.5
Meat	KG	5.0
Cup Ramyon	EA	33.3
Canned Fish	KG	13.0
Canned Meat	KG	5.0
Vegetables	KG	64.0
Seasonings	KG	15.0
Bean Paste	KG	1.4
Soy Sauce	KG	1.4
Refined Salt	KG	1.4
Cooking Oil	KG	4.3
Kimchi	KG	33.0
Red Pepper Paste	KG	3.7
Juice	CN	33.3
Canned Kimchi	KG	11.0
Seasoned Dried Laver	Bag	33.3
Dried Seaweed	KG	2.5
Supply Water	LT	300.0

Appendix E
Recommended Tour of Duty Schedules

The following are recommended tour-of-duty schedules established for KSC operations officers to use. KSC operations officers may choose any one of the following schedules to cover 24 hours a day 7-day operation ("A" "B" "C" and "D" mean shift A, Shift B, Shift C, and Shift D.):

Schedule 1	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
0600-2000 (14 hrs)	A	D	C	B	A	D	C
0800-2200 (14 hrs)	B	A	D	C	B	A	D
2200-0600 (8 hrs)	C	B	A	D	C	B	A
Off Duty	D	C	B	A	D	C	B

Schedule 2	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
0600-1800 (12 hrs)	A	D	C	B	A	D	C
0800-2200 (14 hrs)	B	A	D	C	B	A	D
2200-0600 (8 hrs)	C	B	A	D	C	B	A
Off Duty	D	C	B	A	D	C	B

Schedule 3	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
0600-2000 (14 hrs)	AB	DA	CD	BC	AB	DA	CD
2000-0600 (10 hrs)	C	B	A	D	C	B	A
Off DutyD	D	C	B	A	D	C	B

Schedule 4	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
0600-1800 (12 hrs)	A	C	B	A	C	B	A
0800-2200 (14 hrs)	B	A	C	B	A	C	B
2200-0600 (Standby)	C	B	A	C	B	A	C

Schedule 5	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
0600-2200 (16 hrs)	ABC	BCD	CDA	DAB	ABC	BCD	CDA
Off Duty	D	A	B	C	D	A	B

Schedule 6	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
0600-2000 (14 hrs)	ABC	BCD	CDA	DAB	ABC	BCD	CDA
Off Duty	D	A	B	C	D	A	B

**Glossary
Abbreviations**

APO	Army Post Office
AR	Army Regulation
ATTN	Attention
AWOL	Absent Without Leave
AWT	Army Warrior Training
CBRN	Chemical, Biological, Radiological, and Nuclear
Cdr	Commander
CP	Command Post
DEFCON	Defense Readiness Condition
DPW	Directorate of Public Works
FMC	Financial Management Center
GCC	Geneva Convention Card
HQ	Headquarters
IAW	In accordance with
ID	Identification
IMCOM	Installation Management Command
IMO	Information Management Office
JCS	Joint Chiefs of Staff
KEAB	Korean Employees Appeals Board
KEU	Korean Employees Union
KGS	Korean General Schedule
KSC	Korean Service Corps
KWB	Korean Wage Board
METL	Mission Essential Task List
MLF	Mobile Labor Force

MOEL	Ministry of Employment and Labor
MRC	Manpower Requirements Change
MSC	Major Subordinate Command
NBC	Nuclear, Biological and Chemical
NLT	Not Later Than
PDP	Professional Development Program
RIF	Reduction in Force
RM	Resource Management
ROK	Republic of Korea
ROKA	Republic of Korea Army
ROKG	Republic of Korea Government
T&A	Time and Attendance
TDA	Tables of Distribution and Allowance
TOA	Time Off Award
TOF	Transfer of Function
UFG	Ulchi Freedom Guardian
US	United States (of America)
USA	United States Army
USACCK	U.S. Army Contracting Command Korea
USFK	United States Forces Korea
8A	Eighth Army