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Unit #15236
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Army in Korea
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9 September 2016

Uniform and Insignia

Furnishing Uniforms or Paying Uniform Allowances to Korean National Direct-Hire Employees

***This regulation supersedes USFK Regulation 670-10, dated 1 October 2008.**

FOR THE COMMANDER:

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Summary. This regulation is to establish policy and procedures for furnishing uniforms or paying uniform allowances to specific occupational groups of Korean National (KN) employees assigned or attached to Army units in the Republic of Korea (ROK).

Summary of Change. This publication has been substantially changed. A full review of its contents is required.

Applicability. This regulation applies to the occupational groups consisting of KN direct-hire firefighters and security personnel who are required to wear uniforms for the purposes of ready identification, discipline, morale, and as an emblem of authority. It also applies to all KN direct-hire personal household attendants, including cooks, who are assigned to general officers' quarters and who are required to wear uniforms.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ) Eighth Army (EAPE-DHR), Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at <http://8tharmy.korea.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 HQ Eighth Army (EAPE-DHR), Unit #15236, APO AP 96205-5236. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ Eighth Army (EAPE-DHR), Unit #15236, APO AP 96205-5236.

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Chapter 1

Introduction

1-1. Purpose

This regulation is to prescribe the appropriate duty uniform for specific occupational groups of Korean National (KN) employees assigned or attached to Army units in the Republic of Korea (ROK) directs the wear of the uniform, and authorizes furnishing of uniforms or payment of uniform allowances to employees.

1-2. References

a. Required Publications

- (1) AR 420-1, Army Facilities Management.
- (2) AR 710-2, Supply Policy below the National Level.

b. Referenced Forms

- (1) SF 50, Notification of Personnel Action
- (2) SF 52, Request for Personnel Action
- (3) DA form 3078, Personal Clothing Request.

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Commanding General, Eighth Army or his designee will --

(1) Establish basic standards and guidelines for furnishing uniforms or paying uniform allowances.

(2) Take appropriate action on recommendations to apply the uniform allowances system to other occupational groups of employees or to otherwise change this regulation.

(3) Ensure a periodic review of this regulation to determine that the uniform required is necessary and adequate, that the monetary allowances are in adjustment with actual costs of uniform items, and that the provisions are consistent with legal and regulatory requirements.

b. Activity Commanders or their designees will --

(1) Inform both supervisors and employees of the requirement to wear uniforms and the provisions for furnishing uniforms or paying allowances, and request to the operating officials and supervisors to take and process an appropriate action to have uniforms furnished or uniform allowances paid.

(2) Ensure compliance with this regulation.

(3) Issue any necessary local instructions to carry out this regulation. Instructions will be

written in both Hangul and English.

c. Operating Officials and Supervisors will –

(1) Ensure the employee's uniforms and appearance meet minimum standards prescribed by this regulation.

(2) Take and process an appropriate action to have uniforms furnished or uniform allowances paid as follows:

(a) Establish DA Form 3078 (Personal Clothing Request) for furnishing uniforms to eligible employees and submit it to the unit fund manager (Resource Management Office) in order to get the fund approved for purchasing. The eligible employee submits the DA Form 3078 approved by the unit fund manager to the Army Military Clothing Sales Store (AMCSS) and pick up the items requested; or

(b) Initiate a Request for Personnel Action (RPA)/ SF 52 for payment of initial and replacement uniform allowance to eligible employees and submit it to the servicing civilian personnel office through the unit fund manager (Resource Management Office). A total amount (in Won) of the initial or replacement uniform allowances to be paid to the employee and the period for the replacement allowance will be indicated in the RPA/SF 52.

(3) Ensure no wasteful duplication of issuance of the items by verifying with the Central Issue Facility (CIF).

d. The servicing civilian personnel office will process the RPA/SF 52 and forward the Notification of Personnel Action (NPA)/ SF 50 to the servicing payroll office for payment.

e. The servicing civilian personnel office will, when assigning an employee to a position for which a uniform allowance is payable, annotate the REMARKS section of the NPA/SF 50 to reflect a total amount of the initial and replacement uniform allowances and the date on which the employee will become eligible for the replacement allowance.

f. The servicing payroll office will process payment of the uniform allowance on the next pay cycle. The NPA/SF 50 for uniform allowance will be provided to the payroll office at least five days prior to the end of a pay period.

g. The KN direct-hire employees to whom uniforms are furnished or uniform allowances are paid will appear for work properly uniformed as soon as practical. Failure to do so may result in enforced annual leave or leave without pay until properly attired. Such failure may also result in disciplinary action.

1-5. Furnishing

a. Initial furnishing. New employees eligible for the uniform will be furnished the initial items as soon as practical after entrance on duty. Vacancy announcements will specify that the position requires the wearing of a uniform. If the appointment or assignment to a position normally requiring the wearing of a uniform is for a period of less than 3 months, uniform will not be furnished periodically, and the employee will not be required to wear the uniform. Employees assigned to positions for 3 to 12 months requiring a uniform will be furnished and wear only such uniform items as determined to be necessary by the commander or designee. If the employee is terminated and reemployed temporarily during the year, the employee will not be furnished the

same items during the life expectancy of those items.

b. Replacement furnishing. The uniform replacement will be furnished on the basis of its life expectancy.

c. Effect of position change. Employees who have received an initial uniform furnished during the preceding 2 years and who have left the position in which they were receiving a uniform will not be furnished a new initial uniform when they are assigned or transferred back to a position requiring the wearing of the same uniform. Such employees earn entitlement to a replacement furnishing or allowance on the basis of its life expectancy.

1-6. Allowances

a. Initial allowance. New employees eligible for the uniform allowance will be paid the initial allowance as soon as practical after entrance on duty. Vacancy announcements will specify that the position requires the wearing of a uniform. If the appointment or assignment to a position normally requiring the wearing of a uniform is for a period of less than 3 months, an allowance will not be paid, and the employee will not be required to wear the uniform. Employees assigned to positions for 3 to 12 months requiring a uniform will wear only such uniform items as determined to be necessary by the commander or designee. Such employees will be paid an initial allowance proportionate to the cost of the items required and will also be required to appear for duty in appropriate uniform as soon as practical. If the employee receiving the adjusted allowance is terminated and reemployed temporarily during the year, he or she is not entitled to an initial allowance until after the expiration of one year from the date of his or her first appointment.

b. Replacement allowance. Uniform replacement allowance will be paid quarterly, with the first replacement allowance payable one year after the effective date of the initial allowance.

(1) The first replacement allowance will be prorated from the date on which it falls due to the end of the quarter. The amount due will be determined by dividing the quarterly replacement allowance by 90 and multiplying the result by the number of days to be prorated.

(2) Subsequent replacement allowance will be payable in advance at the beginning of succeeding fiscal quarters. However, they will be proportionately reduced for continuous periods of absence in non-pay status in excess of 30 calendar days during a preceding replacement allowance period. Periods of absence in non-pay status are not cumulative. They are only considered for the effect they have on each replacement allowance, and such periods during the initial allowance period have no effect on entitlement to replacement allowance.

(3) When an employee was in a continual non-pay status throughout a preceding replacement allowance period for which payment has been made, no replacement allowance will be paid for the subsequent period.

(4) Advance payment of replacement allowance will not be made when it is known an employee will be in a continual non-pay status during the quarter or when he/she is in a terminal leave status at the beginning of a quarter.

(5) At the option of the activity commander, the replacement allowance may be paid semiannually instead of quarterly.

c. Effect of position change on allowance. Employees who have received an initial allowance during the preceding 2 years and who have left the position in which they were receiving a uniform

allowance will not be paid a new initial allowance when they are assigned or transferred back to a position requiring the wearing of the same uniform. Such employees earn entitlement to a replacement allowance upon completion of 1 year of service in a position requiring the uniform.

Chapter 2

Uniforms for KN Direct-Hire Fire Department Personnel

2-1. Applicability

This chapter applies to all KN direct-hire firefighters (for example, driver operators, crew chiefs, fire protection inspectors, communication operators, assistant fire chiefs, and fire chiefs, referred to hereinafter as fire department personnel) who must wear uniforms in compliance with the National Fire Protection Standards.

2-2. Furnishing or Allowances

Uniforms will be furnished or uniform allowances will be paid to fire department personnel. When authorized uniforms are purchased by employees at their own expense, to help defray the cost of purchasing the uniforms, initial and replacement allowances will be paid in Won according to the provisions of paragraph 1-6 and Appendix A.

2-3. Uniforms

a. Appearance. Uniforms will be kept neat, clean, and pressed. Minor tears may be mended, provided the repair is not noticeable. Appendix A contains uniform standards. All uniforms will meet or exceed the National Fire Protection Association (NFPA) standards for station wear.

b. Uniform items. Each person required to wear a complete uniform will maintain the following approved station wear in accordance with NFPA standards items:

- (1) Shirts, Long sleeve – 2 each.
- (2) Shirts, Short sleeve – 2 each.
- (3) Pants, all-season – 2 each.
- (4) Belt, waist – 1 each.
- (5) Cap, firefighter's -1 each.
- (6) Tie, plain black – 1 each.

c. Accessories. Accessories that are not part of the uniform allowance but required for wear with the uniform are shown below:

Socks, black, conventional style.

d. Firefighter cap devices, collar insignia, patches, and badges that are primarily metal pin type, issued by the fire department to firefighters, are Government property and as such will be accountable. Firefighter cap devices, collar insignia, patches, and badges that are primarily of the sewn on cloth type, required as a part of the uniform, are not accountable. These items are to be procured from funds available through the Directorate of Emergency Services (DES) and issued to the employee.

e. If the area fire department chooses, it can issue cold weather coats along with uniforms boots and shoes that meet the required NFPA and American National Standards Institute (ANSI) Standards

Chapter 3

Uniforms for KN Direct-Hire Security Personnel

3-1. Applicability

This chapter applies to all KN direct-hire security guards and guard supervisors (referred to hereinafter as KN direct-hire security personnel) who must wear uniforms.

3-2. Furnishing

The initial issue and replacement of uniforms will be furnished by the employing organization according to provisions of paragraph 1-5 and appendix B. Uniforms for KN direct-hire security personnel in Army will be furnished by issuance of DA form 3078 (Personal Clothing Request) to the AMCSS only. Uniform Allowance is not allowed for KN direct-hire security personnel due to the fluctuation in U.S. dollar exchange rate and the item's price. The uniforms purchased at the AMCSS are duty free goods.

3-3. Uniforms

a. Appearance. Uniforms will be kept neat, clean and pressed. Minor tears may be mended, provided the repair is not noticeable. Footwear will be kept in good condition with heels and soles repaired as needed. Standards of appearance will conform to the standards required of military counterparts. Appendix B contains uniform standards and specifications for Army KN direct-hire security personnel. Other components employing KN direct-hire security personnel will provide equivalent uniform items to the security personnel.

b. Uniform items. Each person required to wear a uniform will maintain the following items:

- (1) Boots, Combat – 2 pairs.
- (2) Coat, Army Combat Uniform (ACU) – 2 each.
- (3) Trousers, ACU – 2 each.
- (4) T-Shirts, Sand Color – 2 each.
- (5) Drawers, Brown – 2 each.
- (6) Socks, Green – 2 pairs.
- (7) Belt, Desert Sand – 1 each.
- (8) Cap, ACU – 1 each.

c. Insignia, badges, and patches. Guard insignia, badges, and patches are not included in the uniform allowance but are required for wear with uniform while on duty. Guard insignia, badges, and patches are Government property and as such will be accountable. They will not be used for personal purposes. Necessary local safeguards to ensure against loss and improper use will be established.

Chapter 4

Uniforms for KN Direct-Hire Personal Household Attendants

4-1. Applicability

This chapter applies to all KN direct-hire personal household attendants, including cooks, who are assigned to general officers' quarters and must wear uniforms.

4-2. Furnishing or Allowances

Uniforms will be furnished or uniform allowances will be paid to these personnel. When authorized uniforms are purchased by employees at their own expense, to help defray the cost of purchasing the uniforms, initial and replacement allowances will be paid in Won according to provisions of paragraph 1-6 and appendix C.

4-3. Uniforms

a. Appearance. Employees will be required to keep uniforms in a clean and neat condition. Under no circumstances may provisions be made for cleaning and laundering of the uniforms at Government expense. Employees should purchase a sufficient number of articles to provide for cleaning and laundering. Appendix C contains uniform standards and specifications.

b. Uniform items for household attendants at the Hilltop House. Each person required to wear a complete uniform under the provisions of this regulation will maintain the following items.

- (1) Trousers – 2 each.
- (2) Shirts, summer – 2 each.
- (3) Shirts, winter – 2 each.
- (4) Jacket– 1 each.
- (5) Bow Tie – 2 each.
- (6) Shoes – 1 each.
- (7) Polo Shirts with Logos – 2 each.
- (8) Cotton Pants – 1 each.

c. Uniform items for household attendants at the Sorabol House. Each person required to wear a complete uniform under the provisions of this regulation will maintain the following items.

- (1) Trousers – 1 each.
- (2) Shirts, summer – 1 each.
- (3) Shirts, winter – 1 each.
- (4) Jacket – 1 each.
- (5) Bow Tie – 1 each.

- (6) Shoes – 1 each.
- (7) Polo Shirts with Logos – 2 each.
- (8) Cotton Pants – 2 each.

**Appendix A
Standards, Specifications, and Furnishing Items or Paying Allowances for KN Direct-Hire
Fire Department Personnel**

A-1. Standards and Specifications

a. Pants. Pants will be mid-night navy, will have slightly tapered legs, plain fronts, and two front pockets, and may have 2 side cargo pockets, two back pockets, and a zipper in the fly closure. Belt loops will be of sufficient width to accommodate a 1 ½ inch belt.

b. Shirts. Shirts will be white, light blue, or mid-night navy, depending on Rank, and have sewn-in collar stays, plain button front, shoulder epaulettes, and a full badge sling. Short-sleeved shirts will have two button-flap chest pockets and hemmed sleeves. Long-sleeved shirts will have two button-flap chest pockets and button cuffs. Polo shirts will have department logo and will be made of NFPA compliant materials.

c. Material. Material for trousers and shirts will be 100 percent cotton or Nomex as required by NFPA 1975.

d. Caps. Caps will be the standard round officer cap. Caps will be mid night navy with black visor and ½ inch silver strap for crew chiefs, and blue top with black visor for all other ranks. Chief Officers will have a white topped blacked visor with a gold strap.

e. Belts. Belts will be black cowhide, 1 ½ inches wide, with a brass plated center-bar metal buckle.

f. Tie. The tie will be plain black of woven cotton, wool, silk, or synthetic fabric, 3 inches wide.

g. Unit responsibilities. Units employing KNs as direct-hire fire department personnel will furnish the items listed below as the situation, need or weather conditions demand.

(1) Cap insignia, badges, shoulder patches, and ball caps.

(2) Station safety boots and shoes for dispatchers and inspectors.

(3) Items necessary for performance of assigned duties (for example, firefighter's coat, firefighter's gloves, firefighter's boots, and other necessary items for firefighting).

*Management will supply sweatshirt, sweatpants, exercise shirt, and exercise pants which will be called PT gear. Management will provide a High Vis coat for the safety of all KN Firefighters to be worn when cold or dark.

A-2. Furnishing or Allowances

**Table A-1
Initial Items or Allowance for KN Direct-Hire Fire Department Personnel**

<u>Item</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Shirt, short sleeve	95,000	2 each	190,000
Shirt, long sleeve	105,000	2 each	210,000
Pants, all seasons	100,000	2 pairs	200,000
Belt, waist, black web	30,000	1 each	30,000
Cap, firefighter's	60,000	1 each	60,000
Tie, plain black	18,500	1 each	18,500
Sewing of firefighter cap devices, collar insignia, patches, and badges to uniforms	15,000	once	15,000
Total Initial Allowance:			723,500

**Table A-2
Replacement Items or Allowance for KN Direct-Hire Fire Department Personnel**

<u>Item</u>	<u>Total Items Price</u>	<u>Life Expectancy</u>	<u>Annual Replacement Cost</u>
Shirt, short sleeve	190,000	1 year	190,000
Shirt, long sleeve	210,000	1 year	210,000
Pants, all seasons	200,000	1 year	200,000
Belt, waist, black web	30,000	1 year	30,000
Cap, firefighter's	60,000	Life time	Zero
Tie, plain black	18,500	1 year	18,500
Sewing of firefighter cap devices, collar insignia, patches, and badges to uniforms	15,000	1 year	15,000
Total Annual Replacement Allowance:			663,500
Semiannual Replacement Allowance:			331,750
Quarterly Replacement Allowance:			165,875

*All costs are based on Workrite Nomex III NFPA approved station wear as required by AR 420-1, chapter 25.

Appendix B
Standards, Specifications, and Furnishing Items for KN Direct-Hire Security Personnel

B-1. Standards and Specifications

- a. Coat: Military standard ACU issue through AMCSS.
- b. Trousers: Military standard ACU issue through AMCSS.
- c. T- Shirts: Military standard ACU issue through AMCSS.
- d. Drawers, Brown: Military standard ACU issue through AMCSS.
- e. Socks, Green: Military standard ACU issue through AMCSS.
- f. Belt, Desert Sand: Military standard ACU issue through AMCSS.
- g Boots, Combat: Military standard ACU issue through AMCSS.
- h. Cap, ACU: Military standard ACU issue through AMCSS.
- i. Unit responsibilities: Units employing KNs as direct-hire security personnel will furnish the items listed below as the situation, need, or weather conditions demand. All items issued by the using unit or activity will be standard military issue and accounted for in accordance with AR 710-2.
 - (1) Special police badge and patch (for security guards).
 - (2) Helmet liner (or ACU cap, in lieu of the helmet liner, in cold or windy weather at the discretion of the using unit commander).
 - (3) Mittens, cold weather.
 - (4) Gloves: Gloves will be of soft, lightweight, black leather with a cotton lining. Gloves will be manufactured to allow a guard to use the assigned weapon without removing them.
 - (5) Poncho.
 - (6) Overshoes.
 - (7) Thermal Long-Underwear (Longjion) Top and Bottom for extreme cold weather (2 each – Life expectancy is 2 years).
 - (8) Suspenders, trousers.
 - (9) Items necessary for performance of assigned duties (for example, weapons, ammunition, web belt, flashlight, communication equipment, and so forth).

B-2. Furnishing Items

Table B-1
Initial Items for KN Direct-Hire Security Personnel

<u>Item</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Boots, Combat	\$75.58	2 pairs	\$151.16
Belt, Desert Sand	\$3.88	1 each	\$3.88
Cap, ACU	\$7.15	1 each	\$7.15
Coat, ACU	\$41.86	2 each	\$83.72
Trousers, ACU	\$40.43	2 pairs	\$80.86
T-Shirts, Sand Color	\$4.56	2 each	\$9.12
Drawers, Sand Color	\$2.25	2 each	\$4.50
Socks, Green	\$2.06	2 pairs	\$4.12
Total Cost of Initial Furnishing Items:			\$344.51

Table B-2
Replacement Items for KN Direct-Hire Security Personnel

<u>Item</u>	<u>Unit Price</u>	<u>Life Expectancy</u>	<u>Quantity</u>	<u>Replacement Cost</u>
Boots, Combat	\$75.58	3 years	2 pairs	\$151.16
Belt, Desert Sand	\$3.88	3 years	1 each	\$3.88
Cap, ACU	\$7.15	3 years	1 each	\$7.15
Coat, ACU	\$41.86	2 years	2 each	\$83.72
Trousers, ACU	\$40.43	2 years	2 pairs	\$80.86
T-Shirts, Sand Color	\$4.56	½ year	2 each	\$9.12
Drawers, Sand Color	\$2.25	½ years	2 each	\$4.50
Socks, Green	\$2.06	½ year	2 pairs	\$4.12
Total Cost of Three-Year's Life Replacement Furnishing Items:				\$162.19
Total Cost of Two-Year's Life Replacement Furnishing Items:				\$164.58
Total Cost of Semiannual Life Replacement Furnishing Items:				\$17.74

*Unit prices in above tables are based on the current price in the AMCSS as of May 2016 and are subject to change.

Appendix C

Standards, Specifications, and Furnishing Items or Paying Allowances for KN Direct-Hire Personal Household Attendants

C-1. Standards and Specifications

Uniforms will be of good quality materials, tailored to fit neatly. Color and style will be in good taste and appropriate for serving high-ranking United States and foreign officials. Color and style may be directed by the general officer employing the individual.

C-2. Furnishing or Allowances

Table C-1
Initial Items or Allowance for Personal Household Attendants at the Hilltop House

<u>Item</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Trousers	W100,000	2 pairs	W200,000
Shirts, summer	50,000	2 each	100,000
Shirts, winter	50,000	2 each	100,000
Jacket	200,000	1 each	200,000
Bow Tie	7,000	2 each	14,000
Shoes	100,000	1 each	100,000
Polo Shirts with Logos	38,500	2 each	77,000
Cotton Pants	50,000	1 each	50,000
Total Initial Allowance:			841,000

Table C-2
Replacement Items or Allowance for Personal Household Attendants at the Hilltop House

<u>Item</u>	<u>Total Items Price</u>	<u>Life Expectancy</u>	<u>Annual Replacement Cost</u>
Trousers	W200,000	2 years	W100,000
Shirts, summer	100,000	2 years	50,000
Shirts, winter	100,000	2 years	50,000
Jacket	200,000	3 years	66,667
Bow Tie	14,000	2 years	7,000
Shoes	100,000	3 years	33,333
Polo Shirts with Logos	77,000	1 year	77,000
Cotton Pants	50,000	1 year	50,000
Total Annual Replacement Allowance:			434,000
Semiannual Replacement Allowance:			217,000
Quarterly Replacement Allowance:			108,500

Table C-3**Initial Items or Allowance for Personal Household Attendants at the Sorabol House**

<u>Item</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Trousers	W100,000	1 pair	W100,000
Shirts, summer	50,000	1 each	50,000
Shirts, winter	50,000	1 each	50,000
Jacket	200,000	1 each	200,000
Bow Tie	7,000	1 each	7,000
Shoes	100,000	1 each	100,000
Polo Shirts with Logos	38,500	2 each	77,000
Cotton Pants	50,000	2 each	100,000
Total Initial Allowance:			684,000

Table C-4**Replacement Items or Allowance for Personal Household Attendants at the Sorabol House**

<u>Item</u>	<u>Total Items Price</u>	<u>Life Expectancy</u>	<u>Annual Replacement Cost</u>
Trousers	W100,000	1 year	W100,000
Shirts, summer	50,000	1 year	50,000
Shirts, winter	50,000	1 year	50,000
Jacket	200,000	3 years	66,667
Bow Tie	7,000	2 years	3,500
Shoes	100,000	3 years	33,333
Polo Shirts with Logos	77,000	1 year	77,000
Cotton Pants	100,000	1 year	100,000
Total Annual Replacement Allowance:			480,500
Semiannual Replacement Allowance:			240,250
Quarterly Replacement Allowance:			120,125

Glossary
Abbreviations

ACU	Army Combat Uniform
AMCSS	Army Military Clothing Sales Store
ANSI	American National Standards Institute
CIF	Central Issue Facility
DES	Directorate of Emergency Services
KN	Korean National
NFPA	National Fire Protection Association
NPA	Notification of Personnel Action
ROK	Republic of Korea
RPA	Request for Personnel Action
SF	Standard Form