



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

FKCS

2 May 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Workforce Transformation

1. Over the next several years, the vast majority of United States Forces Korea personnel, to include our vital civilian workforce, will relocate from the Greater Seoul Metropolitan Area and areas north of Seoul to two enduring hubs in Daegu and Pyeongtaek. This historic event of relocating U.S. and Korean National civilian personnel is unprecedented.
2. The primary goal of USFK during transformation is an orderly transfer of personnel using transparent, formal, and consistent processes while still maintaining mission readiness. To aid this process, civilian human resource guidance will be published at the earliest convenience. Commands are also creating human capital plans to relocate to their new duty location. Together they will provide civilian employees with the information they need to make informed decisions about their future.
3. It is imperative that lines of communication between employees and supervisors remain open during transformation. I encourage all supervisors to inform employees of timelines and options available during the relocation process. Supervisors should canvass their civilian workforce to determine their interest in relocating. I also encourage employees to communicate their intent to relocate with their chain of command. This communication between supervisors and employees will maintain the strength of our workforce.
4. The civilian workforce is vital to mission success, therefore we will be conducting a civilian personnel focused town hall on May 18th, 2016 at 1330 in the South Post Chapel on USAG Yongsan. Maintaining open and transparent communication while planning and executing the workforce relocation will provide stability for our civilian personnel, while simultaneously maintaining mission readiness. Together, we will succeed in our Force's relocation!

Katchi Kapshida!

//Signed//
THOMAS S. VANDAL
Lieutenant General, USA
Chief of Staff

DISTRIBUTION:

A

SPECIAL DISTRIBUTION:

Commander Eighth Army (and subordinate commands)
Commander Naval Forces Korea

FKCS

SUBJECT: Civilian Workforce Transformation

Commander Seventh Air Force
Commander Marine Forces Korea
Commander Special Operations Command – Korea
Commander Seventh Fleet
Commander Far East District (FED), Army Corps of Engineers
Commander Army Air Force Exchange Service (AAFES), Pacific
Commander 2nd Infantry Division
Commander Medical Command Pacific
Commander 19th Expeditionary Sustainment Command
Commander 411th Contracting Support Brigade
Commander United States Army Garrison – Yongsan
Commander United States Army Garrison – Red Cloud
Commander United States Army Garrison – Casey
Commander United States Army Garrison – Daegu
Commander United States Army Garrison – Humphreys
Commander 51st FSS/FSMC
Commander Armed Forces Network Korea
Commander Defense Information Systems Agency – Korea (DISA-K)
Pacific Area Director, Defense Commissary Agency (DECA)
Director, Army Civilian Human Resources Agency (CHRA) – Far East and West Region
Director, Installation Management Command, Pacific
Director, Defense Intelligence Agency – Korea (DIA)
Director, Defense Threat Reduction Agency (DTRA) – Pacific Korea
Director, Defense Logistics Agency (DLA) – Pacific Korea
Superintendent, Department of Defense Dependent Schools (DODDS) Korea
Director, Dragon Hill Lodge

Cf:

Ambassador, U.S. Embassy Seoul
Chairman, Federation of Korean Trade Union (FKTU)