



## HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237  
APO AP 96271-5237

MEMORANDUM FOR United Nations Command (UNC) and United States Forces Korea (USFK) Directorates and Special Staff

SUBJECT: Over-hire Policy Letter

### 1. REFERENCES.

- a. Joint Publication (JP) 1-0, Joint Personnel Support, 1 December 2020
- b. JP 1-06, Financial Management Support to Joint Operations, 11 Jan 2016
- c. JP 4-10, Operational Contract Support, 4 March 2019
- d. Department of Defense Instruction (DoDI) 1100.22, Policy and Procedures for Determining Workforce Mix, 12 April 2010 (Change 1, 1 December 2017)
- e. DODI 5100.73, Major Headquarters Activities (MHA), 1 December 2007; Change 2, 12 June 2012
- f. DODI 5025.01, DoD Issuances Program, 1 August 2016; Change 3, 22 May 2019
- g. Federal Acquisition Regulation (FAR)
- h. USFK Regulation 715-2, Procurement Contracting for Supplies, Services, and Construction, 18 June 2019
- i. Army Regulation 570-4, Manpower Management, 8 February 2006
- j. CJCSI 1001.01B, Joint Manpower and Personnel Program, 14 Oct 2014
- k. Title 5 Code of Federal Regulations, § 316.301, 21 Apr 2022
- l. Army in Korea Regulation 690-3, Civilian Personnel Overseas Tour Extensions, 8 Jan 2018
- m. USFK Over-hire Review Board Standard Operating Procedure, Jun 2022
- n. Strategic Civilian Human Capital Management Plan, Jul 2022

**2. PURPOSE.** This policy defines the term “over-hire”, the authority to approve over-hire requirements, and how to validate and utilize over-hires in UNC and USFK. This policy letter applies to UNC and USFK.

**3. DEFINITION.** An over-hire is a non-enduring (non-permanent) manpower requirement that will be filled by either a Department of Army Civilian (DAC) or Korean General Schedule (KGS) employee to accomplish a requirement, not to exceed 36 months, where no valid authorization exists.

a. Examples of over-hire requirements include, but are not limited to the following:

1) Temporary project work (which does not have to be completed during the term appointment).

2) Extraordinary workload that cannot be accomplished by a contractor on a term basis.

3) Work to facilitate reorganization of a unit.

4) Uncertainty of future funding where authorization may no longer be funded throughout the Program Objective Memorandum (POM).

b. Over-hires are NOT intended to be long-term manpower solutions.

c. Over-hires are NOT intended to compensate for unit personnel shortages created by assignment/selection processes or deployed personnel.

d. Short-term duration taskings should be supported by augmentation, temporary duty (TDY) tasking, civilian over-hire, or other temporary solutions.

e. Consider contractors where requirement is not deemed to be inherently governmental in nature.

f. Consider Borrowed Military Manpower (BMM) when requirement can be accomplished by U.S. military personnel.

g. Consider the Korean Support Corps (KSC) for requirements where they have existing expertise and experience, such as Bus Drivers and Language Specialists.

#### **4. AUTHORITIES.**

a. The UNC/USFK, CoS is the approval authority for over-hire actions.

b. The J8 manages the over-hire process and Over-hire Review Board (OHRB) validating and prioritizing over-hire requirements.

c. The UNC/USFK, CoS is the approval authority for exceptions to the 3-year term appointment.

#### **5. OVER-HIRE PROCESS.**

a. Over-hire requests will be validated through the OHRB process. The OHRB is administered by the USFK J8 and consists of the following:

1) Directorate Submission: see J82 Force Structure for template and timeline requirements.

2) Board Review and Prioritization: OHRB will discuss each requirement for validation and score it. The following criteria are used for scoring:

- i. Workload Validation/Mission Directive
- ii. Missions and Functions Prioritization Listing
- iii. Workforce Utilization
- iv. Joint Function


3) Recommendation to UNC/USFK CoS

4) Funding Availability: UNC/USFK CoS will make the determination to hire against the prioritized list of requirements. UNC/USFK CoS will sign a memorandum validating the requirement and hiring action.

b. When possible, over-hires that match an authorized vacant grade and skill will be placed against these vacancies. The J1 and J8 will collaborate to optimize manpower vacancies and civilian pay.

c. If a requirement filled by an over-hire is determined to transition from short-term to enduring, the requirement will be re-validated by the OHRB at least 12 months prior to Date Estimated Return from Overseas (DEROS).

**6. POINT OF CONTACT.** J82 Force Structure Branch, 315-755-8823.

  
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