

Civilian Human Resources Transformation Guidance

Version 1



Introduction

The relocation of the civilian workforce is complex. The guidance contained within this document is intended to assist affected organizations during human capital planning activities to meet the many challenges associated with carrying out transformation. This document is intended to provide consolidated guidance to managers, supervisors and employees concerning United States (U.S.) and Korean National (KN) employees who are affected by transformation. The goal during transformation is an orderly transfer of personnel with transparent and consistent processes across a joint workforce while maintaining readiness. This Guide establishes human resources guidance for U.S. civilian employees and summarizes KN employee existing policies and special circumstances.

Purpose

To provide civilian human capital guidance for employees, supervisors, and managers of Department of Defense (DOD) employees impacted by the relocation under Yongsan Relocation Plan (YRP) and Land Partnership Plan (LPP) Transformation. Commands will develop their civilian human capital plans, in accordance with the Annex E to USFK Tasking Order 15-41, utilizing this guide. Supervisors, managers, and employees should consult with their command human resources office and their servicing personnel office to ensure that their human capital plans are consistent with this guide, existing polices, and negotiations. The policies contained in this document are to be implemented consistent with all applicable laws, regulations, or directives.

Applicability

Part I applies to all Department of Defense United States civilian employees, to include joint command civilian employees in Appropriated and Non-Appropriated Funded positions stationed in Korea.

Part II applies to all Department of Defense (DoD) components and agencies in Korea that employ direct-hire KN civilians paid from funds appropriated (APF) by Congress of the United States (U.S.) or from funds generated by U.S. non-appropriated fund (NAF) instrumentalities.

This document is a living document designed to evolve as necessary. Updates to the Civilian Human Resources Transformation Guidance will occur as subsequent versions. Supervisors, managers, and employees should consult with their servicing human resources office on individual civilian personnel matters.

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GLOSSARY

Alternative Work Schedule (AWS)

An umbrella term that refers to compressed work schedules and flexible work schedules. There are two categories of AWS; they are: Compressed Work Schedules (CWS) and Flexible Work Schedules (FWS).

Discontinued Service Retirement (DSR)

Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if he or she is age 50 with 20 years of creditable service or at any age with 25 years of creditable service including 5 years of civilian service.

Entrance on Duty (EOD)

The process by which a person completes the necessary paperwork and is sworn in as an employee.

Exceptional Family Member Program (EFMP)

A mandatory U.S. Department of Defense enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services worldwide to U.S. military families with special needs.

Federal Employees Compensation Act (FECA)

Provides monetary compensation, death benefits, medical care and assistance, vocational rehabilitation, and retention rights to all Federal employees who sustain disabling injuries, including occupational disease or illness, as a result of their employment regardless of the type of appointment or length of employment.

Living Quarters Allowance (LQA)

A quarters allowance granted to an employee for the annual cost of suitable, adequate living quarters for the employee and his/her family assigned to a foreign area. The LQA rates are designed to cover an employee's average costs for rent, heat, light, fuel, gas, electricity, water, and taxes levied by the local government; however, there are times when this amount does not cover the full extent of the employee costs. It is not designed to cover 100 percent of costs.

Management Directed Reassignment (MDR)

The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

Management Generated Action (MGA)

If a DoD Component requires an employee to make a geographic or permanent change of station move as a condition of employment (e.g., reduction in force, transfer of function, agency career development program, or agency-directed placement), it

	<p>will regard such movement as being in the interest of the Government and generated by management. If an employee actively pursues, solicits, or requests a position change resulting in the geographic move of such employee from one permanent duty station, such a move is primarily for the convenience and benefit of the employee and is not considered a management-generated action.</p> <p>The provisions outlined in Reference (m) will be used to determine if the move meets the criteria of a permanent change of station when the old and new permanent duty stations are located within the same city or area.</p>
Miscellaneous Expense Allowance (MEA)	Designed to defray relocation costs that are not always easily categorized. Some examples of reimbursable costs include disconnecting/connecting appliances, non-refundable utility fees/deposits, automobile registration and related costs.
Permanent Change of Station (PCS)	An employee sometimes makes a career decision that results in relocation to a new duty station. When the move is determined to be in the interest of the Government, the relocating employee has entitlements to help defray the associated costs.
Priority Placement Program (PPP)	The purpose of the PPP is to minimize the adverse effects on employees caused by actions such as, but not limited to, reductions-in-force (RIF), base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function (TOF) throughout the Department of Defense.
Realignment	The movement of an employee and his or her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay (including locality pay).
Reduction in Force (RIF)	Separation of an employee from his or her competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations.
Temporary Quarters Subsistence Allowance (TQSA)	An allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members at the new post in a foreign area.
Transfer of Function (TOF)	The movement of the work of one or more employees from one competitive area to another.
Transfer of Work (TOW)	Occurs when work is transferred to a different competitive area where the work is already being performed in the gaining competitive area and the move doesn't meet the definition of a transfer of function.

Voluntary Early Retirement Authority (VERA)

Allows agencies that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. The authority encourages more voluntary separations and helps the agency complete the needed organizational change with minimal disruption to the work force. By offering these short term opportunities, an agency can make it possible for employees to receive an immediate annuity years before they would otherwise be eligible.

Voluntary Separation Incentive Program (VSIP)

Also known as buyouts, VSIPs are payments of up to \$25,000 paid to encourage permanent employees to resign or retire. Eligible employees may separate from service voluntarily (either by retirement or resignation) to avoid or minimize the need for involuntary separations due to RIF or workforce restructuring.

Part I – U.S. Guidance

Section 1 - Background

A. Yongsan Relocation Plan

The Yongsan Relocation Plan (YRP) relocates most U.S. Forces and HQ United Nations Command activities from the Seoul Metropolitan Area. The YRP relocates USFK & 8th Army HQ and units from Seoul to USAG Humphreys and other locations.

1) YRP Parameters: Under this agreement, the Republic of Korea government has agreed to fund the relocation of USFK. Because of this funding structure, eligibility under the JTR and DSSR do not apply. This is important as this means that almost every civilian who is relocated will have certain PCS benefits regardless of whether or not they receive Living Quarters Allowance. There will be certain restrictions on duplication of benefits for certain civilians if they are married to another civilian, invited contractor, or military member that is also authorized PCS entitlements under YRP.

- 2) Specifically, funding under YRP includes the following:
- a. Travel and transportation for employee and authorized dependents
 - b. Temporary lodging for employee and authorized dependents before they leave Area II
 - c. Temporary lodging for employee and authorized dependents after they leave Area II
 - d. Per diem for employee and authorized dependents before they leave Area II
 - e. Per diem for employee and authorized dependents after they leave Area II
 - f. A Miscellaneous Expenses payment for the PCS move

B. Land Partnership Plan

The Land Partnership Plan (LPP), consolidates and relocates US forces outside of Seoul. LPP relocates units from Area I to USAG Humphreys and various other unit consolidations. For overseas entitlements, LPP will follow JTR regulations.

C. End State

USAG Humphreys will grow from 1,210 to 3,538 acres with an expected population increase from 10,000 to 36,000 personnel.

Section 2 - Guidance for Managers

A. Overall Guidance

1) It is important for managers to base decisions on mission requirements and merit principles. It is prohibited to base decision making on the basis of race, color, religion, sex, national origin, age, disability, or genetic information. Decision makers should document the mission based and legitimate business based reasons for all employment related decisions in writing. Such documentation is particularly important when management directed reassignments (MDR), realignments, reduction in force (RIF), overseas tour extensions (OTEX), tour curtailments, and exceptions to policy for which allowances are involved. Please consult your servicing human resources office, Equal Employment Opportunity (EEO) office, and staff judge advocate (SJA) for guidance to avoid discrimination and the appearance of discrimination.

2) Managers seeking policy guidance on the process to determine what actions to take with employees, functions, and positions should immediately contact their servicing human resources office. Development of a strategic human capital plan and reduction in force mitigation strategies should also go through a vetting process with their servicing human resources office.

B. Canvass the Workforce

The entire workforce should be canvassed at least 200 days before the relocation date. Canvassing the entire workforce will assist in managing and maximizing our human resource capabilities during transformation. Canvassing involves informing employees, in writing, of their unit's relocation dates and ascertaining their intent to relocate to Area III with their unit. This method of polling the workforce is strongly recommended to identify the employee's intent. Canvassing the entire workforce provides management with the opportunity for advance workforce planning, succession planning, strategic recruiting, and talent management during relocation. Canvass letters must be coordinated with the servicing personnel office to identify the rights and entitlements of the employee as well as ensuring all regulatory and labor requirements are met prior to issuance.

C. Notifications

1) Notifications should go out to the workforce as early as possible but no later than 90 before the effective action. When it is time to distribute notifications to the workforce, management should contact their servicing human resource office to determine what Management Generated Action (MGA) is appropriate. Notification of MGA may include reassignments, realignments, separations, reductions in force, Transfer of Function (TOF), and Transfer of Work (TOW).

2) As an overarching principle, all employees within each organization must be notified on the same day of Management's intent with regard to their employment and position status. Therefore, each activity should consult with their servicing personnel office to ensure that initial notices of reduction in force (RIF), management directed reassignment (MDR), realignment, or notices of curtailment are issued at the same time. To maintain fairness across the workforce all employees should be notified whether their position is part of the relocation or not. Supervisors will provide employees as much advance written notice as possible. It is recommended to deliver notices 180 days out of unit relocation. Please refer to your servicing personnel office for component regulations, federal law, and DoD policy on documenting these notices.

3) If the employees in your organization are unionized, then you will need to work with your servicing personnel office to determine the proper procedure for union notification and how far in advance the human resources office needs to conduct this before the employee notifications go out.

Managers should not contact the union individually.

D. Recruitment

1) Commands are responsible for managing the recruitment of vacant positions during the relocation period to ensure continued mission success, employee satisfaction, and avoidance of unnecessary Permanent Change of Station (PCS) moves and associated costs.

2) The results of a workforce canvass will help determine the number of vacant positions the command or unit will need to recruit for to meet mission requirements. More information about canvassing the workforce can be found in Section 2B above.

3) When the date of the move is within 60-120 days, commands will need to determine whether a new employee should report directly to the new Permanent Duty Station (PDS) or to the current PDS of the position. This decision should be based on many factors such as mission requirements, availability of work space/infrastructure, employee family-related issues and PCS rules. Civilian employees should not be assigned to a new PDS prior to their Organizations' advance party relocation without approval from their chain of command.

4) The JTR, Chapter 5, PCS travel eligibility, generally limits the number of PCS moves during any 12 month period to one move. Certain moves, including an agency directed action such as the YRP/LPP relocation, are exempt from this limit. Whenever possible, care should be taken to avoid more than one move due to the associated costs and personal difficulty of moving a household more than once in a 12 month period.

5) Commands should consider bridging strategies and temporary personnel actions for current employees for short periods of time where it appears impractical to have a new employee enter on duty due to the impending move date. These actions could include: extensions of temporary/term appointments, retention incentives to employees occupying critical positions, make or extend temporary appointments, detail assignments and temporary promotions. Seek guidance from your servicing personnel office prior to taking temporary actions.

Non-appropriated Fund Positions (NAF): DoD policy allows for the following, but your organization may require more stringent rules on details and temporary promotions. Managers should document the written rationale for all details and temporary promotions and should ensure that employees are treated consistently and fairly. Employees will not exceed 60 days who are detailed to higher grade, payband level position, or to a set of duties. A set of duties must be assigned a title, series, and grade or payband level within the 60-day period. These positions must be filled through competitive announcements within the 60-day period.

Details to positions at the same or lower grade or payband level will not exceed 1 year.

1) A temporary promotion is the temporary assignment of an employee to a higher graded position for a specified period of time. Employees must compete (through a vacancy announcement) for temporary promotions that exceed 120 days.

2) Supervisors should consider requesting short delays in establishing employee entrance on duty dates (EODs) for Continental United States (CONUS) incoming personnel, in order to coincide with the date of the organization's move. This option must be coordinated with the servicing human resources office.

E. Overseas Tour Management

1) Supervisors should closely monitor their employee's tour status (e.g., initial tour, tour extensions) and the employee's date eligible for return from overseas (DEROS) to determine the status of the employee's tour prior to the relocation.

2) The authority to approve tour extensions must be in accordance with your organization's Overseas Tour Extension (OTEX) and DoD Policies.

3) Some situations may warrant extending an employee's tour beyond the 5-year limit. These extensions are designed to provide management flexibility to meet defined mission requirements that cannot otherwise be met and must be in the best interest of the command. Supervisors should also be mindful that if an OTEX is approved beyond 5 years, an employee who has return rights to a CONUS position will forfeit these rights unless the stateside activity agrees to extend the return rights for the duration of the remaining overseas employment period.

4) Managers and employees should not expect tours to be automatically extended based on the relocation. Approval of extensions based solely on relocation is inconsistent with DoD policy.

5) Subject to command and DoD OTEX policy, supervisors may recommend (to the approving authority) short term extensions, as long as the short term extension does not force the employee to PCS within Korea. These extensions normally should not exceed 6 months. Short term extensions may be appropriate in such cases as to allow an employee to complete a project or a task or to allow the employees to retire, if the employee is eligible for retirement within 6 months to 1 year at the time of the tour extension.

NAF POSITIONS: Employees in regular positions are not subject to tour rotation as in the appropriated fund personnel system. The regular tenure of the position affords continued employment for those employees overseas, unless the position is abolished or otherwise modified under Business Based Action procedures of AR 215-3 or equivalent procedures in other components.

F. Tour Curtailments

1) Management, with the approval of the proper command authority and in conjunction with command and component regulations, may curtail an employee's tour. This curtailment may be ordered when an employee's DEROS is near the effective date of the organization's relocation to the new Permanent Duty Station (PDS) or within 12 months after the move date to avoid the potential of multiple PCS moves. When a decision is made to curtail an employee's tour, the management official will inform the employee of the reason for the curtailment. Supervisors should advise their employees to contact their servicing human resources office for guidance on available options, such as registration in the Priority Placement Program (PPP). Employees and supervisors need to be aware that unless an employee has return rights to a position in CONUS, placement opportunities through the DoD PPP are very limited.

2) Employees who are not interested in relocating to their new PDS may request a tour curtailment. The employee should discuss this with his/her immediate supervisor and then submit a written request, which includes the reasons for the request. If the tour curtailment is not granted and the employee does not accept reassignment to the new PDS, the employee will be subject to adverse action and may be terminated by the effective date of the relocation. If the employee has been in the overseas theater for less than one year or has taken the renewal agreement travel (RAT) in the past 12 months, he/she needs to also request a release from his/her transportation agreement. As stated above, unless an employee has return rights to CONUS, placement opportunities through the DoD PPP are very limited.

3) Supervisors should review tour curtailment requests and make a determination either to endorse the request or not based on mission needs, individual employee justification, the ability to recruit behind the incumbent, etc. All decisions are made in accordance with DoD Joint Travel Regulations (JTR, Ch 5 Permanent Duty Travel, Part B/Sec 11d, 5844 Acceptable reasons for Release from Tour of Duty).

4) The authority to curtail an employee's overseas tour resides with the local commander or commanding officer and may be further delegated, in writing, to no lower than an the O6/GS-15 equivalent.

G. Transportation Agreements

1) YRP: Relocation under YRP is funded by the Republic of Korea (RoK) and the U.S. will not incur any cost, therefore, the requirement for a transportation agreement is not applicable for these moves.

2) LPP: Consistent with Federal travel regulations, all employees who are going through a U.S. funded Permanent Change of Station (PCS to their new Permanent Duty Station (PDS) will sign a transportation agreement, which obligates the employee to remain in government service for 12 months or risk incurring the cost of PCS expenses.

3) IAW command and DoD OTEX policies, employees with a DEROS within 12 months from the effective date of the PCS move, short-term extensions may be granted by the appropriate authority to synchronize rotation and transportation agreements. (Exceptions are those employees currently registered in the Priority Placement Program. Refer to Part 1, Section 2, Part F for additional guidance). Management will consult with their servicing human resources office.

H. DOD Priority Placement Program (PPP)

1) The PPP is the DoD civilian career transition assistance program for certain employees. When covered employees are faced with downsizing, reorganization or have completed an overseas tour, they may be eligible to register in the program and receive hiring preference for other DOD job vacancies. The following guidance applies to employees who have (1) completed their overseas tour, (2) are registered in PPP, and (3) have not accepted a PPP offer at the time that their organization is scheduled to move:

2) Management Generated Actions (MGA) notices should be issued to employees already registered in the PPP, if the organization determines it necessary for these employees to relocate. This decision should be based on mission requirements, workspace/infrastructure availability, and the probability of the employee's placement through the PPP. Alternatively, the organization may decide not to issue MGA notices to these employees. Employees not issued an MGA notice should work at their current PDS until they are either placed through PPP or the organization can no longer support them in their current location. If an employee does not receive a valid job offer through the PPP they will be issued an MGA notice when all other employees receive their notice. The employee registered in PPP should be part of the last group of people to relocate with the unit, however they should still receive their MGA notice at least 90 calendar days prior to the closure of the worksite.

3) If the MGA is accepted by the employee, the supervisor may recommend and the appropriate approving official may grant a tour extension (of one or two years) and remove the employee from the PPP. This option will avoid the potential costs associated with funding two PCS moves in one year. However, if the supervisor does not wish to recommend a tour extension, the employee may remain

non-extended and continue registration in the PPP at the new location. These decisions should be made by supervisors/managers on a case-by-case basis and in consultation with the servicing human resources office.

I. Performance Appraisals

Managers should continue to conduct performance evaluations in accordance with applicable regulations. Managers should consult with the servicing human resources office if questions on performance appraisals arise.

J. Civilian Employees on Active Duty with the Armed Forces

1) In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S. Code chapter 43 and 5CFR Part 353), an employing organization is responsible for restoring employees currently on active duty with the uniformed services to the position they left (or to a position of like seniority, status, and pay) when the individual is ready to return to work. This means that the employee must be placed into a position in which he or she would have been employed if their period of employment had not been interrupted by military service.

2) At the same time other employees in the organization are issued a MGA notice, management will notify the employee (on active duty) advising them of the relocation, the effective date, and contact information at the new duty station. At the time the employee informs management of their intent to return to duty, management will issue a formal MGA notice (with a RFO form) while the employee is still on active military duty, if possible. It is important to involve the servicing human resources office early to ensure a smooth transition of the employee's return to duty to the new PDS. If possible, details of the effective date, PCS entitlements, (if applicable) and all other information should be worked out prior to the employee's return to duty.

FOR NONAPPROPRIATED FUND POSITIONS, the situation is more complicated and they should refer to the servicing NAF human resources office for guidance.

K. Granting Excused Absence

1) Employees are expected to conduct PCS related business outside of their normal duty hours whenever possible. However, supervisors should keep in mind that in an overseas environment, military support facilities and offices may have limited operating hours, which makes it difficult to schedule appointments outside normal duty hours. Supervisors should apply the same guidance to all employees when granting excused absences and duty time for employees to conduct PCS business. Supervisors maintain the discretion to disapprove requested excused absences based on mission requirements. Employees who are conducting PCS moves, but not as part of the relocation, should also be granted excused absences

2) Civilian employees are authorized time to conduct activities required for relocation, such as in/out-processing, packing and receipt of household goods, inspection and registration of privately owned vehicles, clearing housing, etc. Time away from the workplace for PCS related activities should be split between excused absence and duty time for timekeeping purposes.

a. Excused absences should be granted for inspection and registration of privately owned vehicles, in/out processing, opening/closing bank accounts, obtaining a driver's license, license plates, and dependent school registration, if applicable.

b. Time away from the workplace to complete PCS requirements should be documented as

"duty time" on an employee's timecard instead of "excused absence". Supervisors should grant duty time away from the workplace to meet Government housing authority requirements and to be present for packing and receiving household goods (time should not be granted for personal unpacking of HHGs). Generally, employees should be allowed a maximum of four excused absence days at the departing and new duty station, combined, to accomplish tasks that are part of the PCS move.

3) Employees should make every attempt to schedule appointments to see potential new homes outside of the work day. However, those employees authorized a PCS move can be granted up to 2 days to look for a new residence by the command. Requests for exceptions beyond 2 days should be approved by no lower than the O6/GS-15 equivalent level. There are no provisions in the JTR to authorize house hunting trips in OCONUS, therefore reimbursement for mileage to look for a new residence is not authorized.

4) All time granted as an "excused absence" in excess of one hour will be documented as administrative leave for timekeeping purposes.

L. Travel Time During the Duty Day

1) Civilian employees are required to start and end their work day at their duty location. If an employee is required to travel to another location as part of their work day, it must be accomplished during their work hours. Managers should seek to limit the number of days their employee has to travel to another work site.

2) If a manager requires an employee to travel to a location other than their assigned PDS, and that time spent traveling and at work exceeds their regular tour of duty, then the employee may be eligible for compensatory time. Managers should work with their servicing personnel office to see if a telework schedule or an alternative/compressed work schedule would be appropriate in lieu of traveling to another worksite.

M. Voluntary Early Retirement Authority (VERA)

1) VERA or 'Early Out' is an early retirement program that helps minimize the impact of an agency's personnel or budgetary situation that may result in an excess of personnel. The use of VERA is an option for increasing voluntary attrition in agencies that are undergoing substantial organizational change (e.g., reduction in force, reorganization, reshaping, or delayering). Essentially, VERA allows employees to receive an immediate annuity years before they would otherwise be eligible. It encourages more voluntary separations and helps agencies complete needed organizational changes while minimizing disruption to the workforce.

2) VERA is being explored as an option for US Civilians impacted by Korea Transformation. VERA cannot be requested until we are in the Fiscal Year that transformation will take place, more information will follow if VERA is approved as an option. Please consult your command human resources office for guidance or your servicing personnel office based on your relocation timeline.

N. Voluntary Separation Incentive Program (VSIP)

1) The VSIP or 'Buy-Out' authority allows Federal agencies to offer lump-sum payments to employees who are in surplus positions or have skills that are no longer needed in the workforce, as an incentive to separate from Federal employment. VSIPs are an option for increasing voluntary attrition in agencies that are downsizing, restructuring, or in need of different skill sets. Besides providing an incentive for employees to voluntarily retire or resign to avoid potential reduction in force action, the agency may also offer VSIP to employees in safe positions that could then be used as placement

opportunities for employees holding surplus positions.

2) VSIP is being explored as an option for US Civilians impacted by Korea Transformation. VSIP cannot be requested until we are in the Fiscal Year that transformation will take place, more information will follow if VSIP is approved as an option. Please consult your command human resources office for guidance or your servicing personnel office based on your relocation timeline.

O. Other Management Flexibilities

1) During Transformation all Command and managerial flexibility on decisions should remain in place for the following: telework, alternate work schedules, compensatory time, granting excused absences vs. administrative leave, and recruitment, relocation, retention incentives. The authorized official should be the Commander/General Officer (GO) or Senior Executive Service (SES) member in the chain of command and may be further delegated, in writing, to no lower than the O6/GS-15 equivalent.

Please refer to your servicing HR office for regulatory guidance on the following: Workers Compensation, Advanced Pay, Miscellaneous expenses, Living Quarters Allowance (LQA), and Temporary Quarters Subsistence Allowance (TQSA)

Section 3 - Employees Accepting a Management Generated Action

A. Management Generated Actions (MGA)

1) Issuing Notices: Management will issue MGA notices to all employees whose positions are relocating, with rare exceptions that are discussed further in this document. A manager may delay issuing a notice if the employee is exercising their return rights to CONUS; the employee's date eligible for return overseas (DEROS) is close; or it is likely that the employee will be placed through Priority Placement Program (PPP).

2) Delay in Issuing Notices: MGA notices may be delayed or not issued to employees on temporary appointments that will expire at or near the date of the move. Temporary employees who will not be extended will receive notification that their appointment is not being extended. These cases should be decided individually based upon the period of the temporary appointment and mission requirements.

3) Dissemination of Notices: Organizations will issue MGA notices as the effective date of the employee's move is known but no later than 90 calendar days in advance of the relocation. Command should work with their servicing human resources office to ensure that proper union notification is accomplished prior to issuing MGA to employees. Providing adequate advance notice is important to allow employees ample time to receive travel orders, give current landlords appropriate notice and find a new residence. Issuance timeframe may be adjusted during unforeseen circumstances based upon mission requirements.

4) Effective Date of Notices: MGA effective dates, once established, should not be changed except for mission related reasons. The MGA date determines the actual reassignment effective date and is the determining factor for entitlements. Once the MGA notice is issued, an amendment is required to change the effective date of reassignment/realignment. An employee's MGA notice, PCS orders, and Request for Personnel Action (RPA) must all reflect the same effective date.

5) Reporting to the New Duty Station: Once an employee has accepted the MGA, the employee is expected to report to the new duty station on the effective date.

6) Declining the MGA: An employee will only receive one MGA notice. Therefore, an employee's decision to decline an MGA should be considered very carefully since declining the MGA is irrevocable and may lead to removal from Federal service.

7) MGA Process Steps:

a. Notify the servicing personnel office to prepare MGA notices. Prepare MGA notices in accordance with servicing human resources office using the templates found in Appendix E. Management should notify the servicing human resources office that MGA notices are being issued and the number that are planned so that they can prepare for the associated workload.

b. The authority to sign MGA notices should be the first Commander/General Officer (GO) in the organization's chain of command. This authority may be delegated per command no lower than the O6/GS-15 equivalent level.

c. Supervisors are responsible for personally delivering MGA notices to their employees. If that is not possible, supervisors should consult with their servicing human resources office on an appropriate delivery method to ensure timely receipt of the notice.

d. Upon receipt of the MGA notice, employees must sign, acknowledging receipt. Organizations must maintain copies of these acknowledgements as a record of the timely delivery of the notice.

e. Employees will be required to provide a written response, with an acceptance or declination, to their supervisors within 7 calendar days of receipt of the MGA notice.

f. Supervisors will consult with the servicing human resources office advisor immediately upon receipt of an employee's declination as it can result in an involuntary separation from Federal service. The servicing human resources office will assist the supervisor to ensure all legal and regulatory requirements are met.

NAF POSITIONS:

1) A commander may noncompetitively direct the movement of an employee from a position under his or her direction or chain of command to another comparable position in another NAFI that is also under his or her direction or chain of command, provided the employee meets the qualification requirements of the position, and is provided a 14-day advance notice.

2) When the transfer is to a position in another geographic area, the employee must be under a mobility agreement or they may block the transfer. Management should consult with servicing personnel office to confirm if employee is are under a mobility agreement. If not, the employee must consent to the move and be provided a minimum of 30 calendar days to report to the new duty location from the receipt date of the PCS orders.

B. Permanent Change of Station (PCS) Orders

Official PCS orders facilitate the shipment of household goods (HHG's), the temporary storage of household goods when in transit (if needed), mileage for initial travel, if traveling by POV to the new permanent duty station, and Miscellaneous Expense Allowance. Employees from the same household who are eligible for separate PCS authorizations should consult their local servicing human resources office for guidance on entitlements.

1) Travel and transportation on PCS orders must be completed within 1 year of the effective date of transfer or appointment to the new duty station.

2) PCS orders will be issued by the losing servicing human resources office (for most employees this will be the Area I or II CPAC). Command organization human resources offices will assist as needed due to the volume of requests.

3) HHG shipments that are funded by YRP funds and LPP funds will both go to the transportation office with their orders to schedule pack out and delivery of HHG. YRP funded moves will see a Ministry National Defense United States Forces Korea Base Relocation Office (MURO) representative and LPP funded moves will see a US representative.

C. Temporary Lodging during Transformation

1) Temporary Lodging during transformation is an allowance designed to assist in covering the average cost of adequate accommodations at the post of assignment, plus reasonable meal and laundry expenses after first arrival at the new post of assignment and immediately preceding final departure from the post following necessary vacating of residence quarters.

a. For LPP funded moves Temporary Lodging will follow JTR guidance for Temporary Quarters Subsistence Allowance (TQSA). TQSA is determined based on eligibility for Living Quarters Allowance IAW JTR.

b. For YRP funded moves eligibility for Temporary Lodging is granted to everyone. The YRP Bilateral Agreement states that there will be no cost to U.S. personnel relocating under this funding type.

2) The relocation is an intra-theater move, therefore, temporary lodging, under YRP and TQSA, under LPP, will be granted for up to 30 days.

3) Early notification is intended to facilitate quick moves. Despite good faith efforts, some employees may not be able to secure housing by the effective date of the move. In those cases, extensions beyond 30 days may be requested. Approval authority for Temporary lodging extensions rests with the first O6/GS-15 equivalent in an employees' chain of command, in consultation with Resource Management. GO/SES approval is required for extensions beyond 60 days. Employees need to keep in mind that lodging around USAG Humphreys is limited.

4) The 30 day limitation does not apply to new civilian hires from CONUS or another assignment outside of the command. Those employees may receive TQSA for up to 90 days in accordance with the JTR and DSSR.

D. Advance Pay

During Transformation follow the applicable regulatory guidance for Advance Pay IAW the DSSR. Questions on overseas entitlements should go through your servicing Human Resources office. Employees who are relocating and eligible for LQA may be eligible for advance pay for up to a maximum of 3 months' salary (6 pay periods). The amount advanced is interest free and must be repaid within 26 pay periods. Requests may be submitted after an employee receives orders, 3 weeks prior to and up to 60 days after the effective date of reassignment.

E. Miscellaneous Expense Allowance (MEA)

During Transformation follow the applicable regulatory guidance for MEA. Questions on overseas entitlements should go through your servicing Human Resources office.

1) Employees who relocate using PCS orders are eligible to claim Miscellaneous Expense Allowance on their travel voucher.

2) Flat rate: Without family, \$650 or the equivalent of one weeks' pay, whichever is the lesser amount; or, with family, \$1300 or the equivalent of two weeks' pay, whichever is the lesser amount.

3) Itemized: Without family, actual itemized expenditures not to exceed one week's salary for the employee or one week's salary for a GS-13 step 10, whichever is the lesser amount. With family, an amount based on actual allowable itemized expenditures not to exceed two weeks' salary for the employee or two weeks' salary for a GS-13 step 10, whichever is the lesser amount. Receipts need to be included.

F. Shipment of Household Goods (HHG)

1) The Joint Travel Regulation (JTR), authorizes 18,000 lbs of net weight household goods that may be shipped and/or stored.

2) Employees married to a uniformed service member may retain HHG's transportation and storage allowances even though the spouse may also have a PCS authorization. The couple may not each receive PCS travel and transportation allowance payment for the same purpose or expense.

3) The JTR authorizes an eligible employee who is married to another civilian employee with separate PCS authorization to combine their authorized HHG shipment up to 36,000 lbs.

G. Living Quarters Allowance (LQA)

1) Employees who accept a MGA under LPP/ YRP:

a. Employees, who are currently eligible for and receive LQA, will be eligible for LQA in the new duty location. The LQA rate will be adjusted to the applicable rate on the effective date of their reassignment.

b. If the employee decides not to relocate to the new post of assignment, their LQA rate will be adjusted to that of the new duty station. For further information, consult your servicing human resources office on regulatory guidance.

2) Employees not currently receiving LQA who relocate with their command under the management generated action will not be granted LQA. IAW DoDI 1400.25-V1250, February 23, 2012, states that overseas allowances and differentials are specifically intended to be a recruitment incentive for U.S. Civilian employees living in the U.S. to accept Federal employment in a foreign area. If a person is already living in that foreign area, that inducement is unnecessary. Individuals shall not automatically be granted these benefits.

3) Requests for exceptions shall be addressed through the employee's chain of command where command policies and procedures shall apply. Approving officials will consider the recruitment need, along with the expense the organization will incur prior to approval. Authority to approve exceptions to policy rests with the commander and may be further delegated, in writing, no lower than the GO/ SES level.

Requests will include the following:

a. Memorandum signed by Commander/Commanding Officer in the chain of command and may be further delegated, in writing, to no lower than the O6/GS-15 equivalent. (memorandum may be for one or more employees)

b. Copy of the MGA notice to the employee

c. Copy of memorandum showing acceptance of the MGA by the employee

d. Additionally, as an alternative to approval of LQA exceptions, commands have the flexibility of offering relocation incentives to current employees who must relocate to accept a position in a different geographic area.

H. Dual Employee Households

There are a number of factors to consider for employees who belong to dual employee households. Spouses employed by different organizations (e.g., USFK and IMCOM-P) who are being reassigned to different commuting areas, are encouraged to seek advice from their CPAC upon receipt of an MGA

notice to understand their options.

1) Employees on career/career conditional appointments, having arrived in Korea on their sponsors' orders without their own tour rotation agreement, may decline a MGA and register in PPP for DoD activities in the local commuting area of their sponsor's new duty location. Acceptance of a PCS move outside of the local commuting area of the sponsor will require the employee to enter into an overseas tour rotation agreement.

2) Employees on "Schedule A" Family Member appointments must continue to reside in the household of their sponsor to maintain appointment eligibility.

3) Spouses employed in the same organization in different offices should discuss their personal situations with their supervisors as soon as possible. Where mission flexibility exists to move the spouses' concurrently, every option to do so should be considered by the command.

Section 4 - Employees Declining a Management Generated Action

A. Exercising Return Rights

- 1) Employees hired from the U.S. may have return rights to the position that they left. Typically, the return rights are granted for up to five years while the employee is OCONUS.
- 2) Employees should check with the servicing human resources office if they are unsure if they have return rights.
- 3) If an employee with return rights declines an MGA, the command should contact their servicing human resources office to initiate the return to the U.S.

NOT APPLICABLE TO NAF POSITIONS

B. Priority Placement Program

- 1) Employees who decline their MGA notice can be removed from the Federal service. These employees may be eligible to register in the PPP for DOD activities in the overseas area until the effective date of the MGA.
- 2) In order to register for overseas activities, the employee MUST be able to complete a renewal tour (24 months) within their established 5 year tour limit. Please note that if an employee has served in the overseas area for more than 3 years, they will not be eligible to register for activities in the overseas area.
- 3) If employees are not eligible to register for activities in the overseas area, they will be registered for activities in the U.S. These employees may and remain in the overseas area until the effective date of the MGA.
- 4) Employees who are eligible may register for PPP in the U.S. or OCONUS. Employees may only register for overseas activities or U.S. activities but not both.
- 5) If an employee is not placed by the effective date of the MDR, they will be removed from Federal service. Employees who have transportation agreements will be and returned to their home of record in the U.S. If the employee does not have a transportation agreement, they will be removed from Federal Service and will be responsible for securing their necessary arrangements. The employee will be eligible for PPP registration for DOD activities within the local commuting area of their home of record for 12 months after removal. Employees who are eligible for severance pay will be subject to mandatory registration in PPP in their local commuting area at their home of record.

NOT APPLICABLE TO NAF POSITIONS

C. Discontinued Service Retirement (DSR)

Employees who decline a MDR may be eligible for DSR if they meet age and length of service requirements. For additional guidance see your servicing human resources office.

APPENDIX A - References

29 USC, Sec 657, Chapter 15, Occupational Safety and Health

5 CFR, Administrative Personnel

DoD 1400.25-M, subchapter 630, Leave

DoD Instruction 1035.01, Telework

DoD Instruction 1400.25, DoD Civilian Personnel Management System, Volume 630, Hours of Duty.

DoD Instruction 1315.19, Authorizing Special Needs Family Members Travel Overseas at Government Expense.

DoD Instruction 1400.25, Volume 1250, DoD Civilian Personnel Management System: Overseas Allowances and Differentials

DoD Priority Placement Program (PPP) Handbook

Federal Employees Compensation Act (FECA), Work related Injuries and Illnesses

CSRS and FERS Handbook, Discontinued Service Retirement (DSR)

Department of State Standardized Regulation (DSSR)

Federal Travel Regulation (FTR)

Joint Travel Regulation (JTR)

Army Regulation (AR) 690-300.301, Overseas Employment

Army Regulation (AR) 608-75, Exceptional Family Members Program

Army Regulation (AR) 385-10, Army Safety Program

Army Regulation (AR) 215-3, Nonappropriated Funds Instrumentalities Personnel Policy

Army in Korea (AK) Regulation 690-3, Overseas Tours of Duty

Army in Korea (AK) Regulation 690-10, Overseas Allowances, Benefits and Entitlements

Army in Korea (AK) Regulation 690-610, Excused Absences of Civilian Employees

Uniformed Services Employment and reemployment Rights Act (USERRA) Title 38 U.S. Code chapter 43 and 5CFR Part 353

APPENDIX B - List of Acronyms

AK	Army in Korea
APF	Appropriated Fund
AWS	Alternative Work Schedule
CHRA	Civilian Human Resources Agency
CHRA-FE	Civilian Human Resources Agency Far East
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate
CSRS	Civil Service Retirement System
DA	Department of the Army
DCOS	Deputy Chief of Staff
DFAS	Defense Finance and Accounting Service
DEROS	Date Eligible for Return from Overseas
DOD	Department of Defense
DSR	Discontinued Service Retirement
DSSR	Department of State Standardized Regulations
EOD	Entrance on Duty
EFMP	Exceptional Family Member Program
FECA	Federal Employees Compensation Act
FERS	Federal Employees Retirement System
FTR	Federal Travel Regulations
FWS	Flexible Work Schedules
GO	General Officer
HHG	Household Goods
ICPA	Injury Compensation Program Administrator
JTR	Joint Travel Regulations
LPP	Land Partnership Plan
LQA	Living Quarters Allowance
MGA	Management Generated Action
MDR	Management Directed Reassignment
MURO	Ministry National Defense United States Forces Korea Base Relocation Office
NAF	Non Appropriated Fund
NTS	Non-Temporary Storage
OCONUS	Outside the Continental United States

PCS	Permanent Change of Station
PDS	Permanent Duty Station
POC	Privately Owned Conveyance (POC)
POQ	Privately Owned Quarters
POV	Privately Owned Vehicle
PPP	Priority Placement Program
RIF	Reduction in Force
RPA	Request for Personnel Action
ROK	Republic of Korea
SES	Senior Executive Service
SF	Standard Form
TOF	Transfer of Function
TOW	Transfer of Work
TQSA	Temporary Quarters Subsistence Allowance
USFK	United States Forces Korea
YRP	Yongsan Relocation Plan

APPENDIX C - Reshaping Strategies Information Paper

*Source: CHRA, Far East Region, Area II CPAC

- 1) Purpose: To explain the differences between Management Generated Actions: Reduction In Force, Transfer of Function, Transfer of Work, Realignment, and Management Directed Reassignment
- 2) References:
 - a. 5 CFR Part 351
 - b. OPM Workforce Reshaping Operations Handbook

Background: If a DoD Component requires an employee to make a geographic or permanent change of station move as a condition of employment (e.g., reduction in force, transfer of function, agency career development program, or agency-directed placement), it will regard such movement as being in the interest of the Government and generated by management. If an employee actively pursues, solicits, or requests a position change resulting in the geographic move of such employee from one permanent duty station, such a move is primarily for the convenience and benefit of the employee and is not considered a management-generated action. The provisions outlined below will be used to determine if the move meets the criteria of a permanent change of station when the old and new permanent duty stations are located within the same city or area. Management Generated Actions include Transfer of Function, Transfer of Work, Management Directed Reassignment, Realignment, and Reduction in Force. These are different courses of action used during reshaping efforts depending on the reasons for each reshaping effort. The action taken depends on what type of reshaping effort is occurring.

- a. Transfer of Function: Occurs when a function ceases to exist in a losing competitive area and is moved to another competitive area where the function is not being performed at the time of transfer. For example, activity A in competitive area A-1 has an accounts payable and an accounts receivable function. Activity B, in Competitive area B-1 has an accounts payable function (section) but no accounts receivable (section) function. In this case the accounts payable function would not be considered a transfer of function but rather a transfer of work and the accounts receivable function would be considered a transfer of function because the function (section) of accounts receivable is not being performed in the new competitive area. For IMCOM activities, it is highly unlikely that there will be a transfer of function between competitive areas because the IMCOM activities are established under a Standard Garrison Organization (SGO) where all functions are replicated in each Garrison.

Facts if a determination is made a transfer of function is in order:

- i. Employees only have a right to transfer with a function if the alternative is separation or demotion by reduction in force.
- ii. If a transfer of function results in a surplus of employees in the gaining competitive area, all employees with the function compete for available positions with employees in the gaining competitive area under the reduction in force rules.
- iii. Employees may be canvassed to determine which employees wish to be considered for position in a different commuting area.
- iv. Employees who choose not to transfer with their function have no right to compete in reduction in force for other positions in the losing competitive area, but the losing competitive area has the option to include the employee in a concurrent reduction in force.
- v. Employees who initially choose to transfer with the function may later reconsider and decline transfer, but employees who decline to transfer may not change their original declination to accept the offer to transfer.

b. **Transfer of Work:** Occurs when work is transferred to a different competitive area where the work is already being performed in the gaining competitive area and the move doesn't meet the definition of a transfer of function. For example, a function moves to a different competitive area where the work is already being performed. In this situation, employees have a right to compete in a reduction in force in the losing competitive area if the agency does not offer the employee another position at the same grade. A transfer of work is accomplished by a realignment when there is no change in the employee's position, grade, or pay (including locality pay) or by a management directed reassignment when changes occur to the employee's position, grade or pay (locality pay).

c. **Management Directed Reassignment:** Action taken to change an employee from one position to another without a promotion or change to lower grade. Reassignment may result in a movement to a different competitive area and/or geographical location as a result of a transfer of work. Management directed reassignment may also occur as a pre-RIF mitigation strategy to assign employees to vacancies prior to an actual Reduction in Force. Declination of a management directed reassignment results in separation by adverse action procedures. Or.... The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

d. **Realignment:** The movement of an employee and his or her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay (including locality pay).

e. **Reduction in Force:** Separation of an employee from his or her competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. Separation, change to lower grade, or reassignment is as a result of RIF competition based on retention standing factors such as tenure, veterans' preference, length of service and performance ratings or based on qualifications, placed through "bump and retreat" into other competitive levels held by lower standing employees based on retention factors.

*Source: CHRA, Far East Region, Area II CPAC

APPENDIX D - Frequently Asked Questions (FAQs)

1. Will all DOD employees working in the greater Seoul area relocate with the command?

With some exceptions, employees who are in a permanent or continuing position will relocate with the command. Employees will receive notice of the MGA NLT 90 days before the organization's move date. The only exceptions will be for employees who are exercising their return rights to CONUS or are registered in the DoD PPP and are expected to be placed into a position in CONUS prior to the effective date of the move.

2. Does a supervisor have the right to reassign me?

Management may reassign an employee when they have a legitimate reason for the reassignment and the vacant position is at the same grade, or rate of pay as the employee's present position.

3. What is the notice period for US civilian employees to relocate?

Employees will be given a reasonable notice period of their reassignment. Generally, employees will receive at least 90 calendar days advance notice. However, the time period may be adjusted in special circumstances based upon mission requirements.

4. Will town hall meetings be conducted?

Command town hall meetings will be conducted. Additionally, several websites are being developed which will contain information about the relocation for the future. This will be updated as website development occurs.

5. Will telework be implemented or offered to employees during the command's relocation?

This is a command decision. There are no telework rules specific to the relocation. Current management flexibilities still apply.

6. Will civilian employees be authorized excused absence to relocate?

Civilian employees are authorized time to conduct activities required for relocation, such as in/out processing, packing and receipt of household goods, etc. Additionally, supervisors will approve, as mission requirements allow, up to two days of excused absence for employees to find housing.

7. Does travel time (by shuttle or POV) to the new duty station count as part of an employee's work day?

Once you are officially reassigned to your new PDS, travel time to and from your new PDS will not be considered as part of the work day. According to the Fair Labor Standards Act and 5CFR 551.422, "An employee who travels from home before the regular workday begins and returns home at the end of the workday is engaged in "normal home to work" travel; such travel is not hours of work". For those employees who are required to report for work at a duty station that is not their official duty station, compensatory time for travel may be authorized. See "Travel Time during the Duty Day" in Section 2 (L) in this guide).

8. Will I be eligible for early retirement if I choose not to relocate with the command?

Employees who decline a MGA outside of their commuting area may be eligible for a Discontinued Service Retirement (DSR). A DSR provides an immediate, possibly reduced, annuity for eligible employees who decline a MGA. In order to qualify for a DSR, employees must submit a written declination of their MGA (to the Army Benefit Center – Civilian) and meet age and length of service requirements (25 years of creditable service at any age or at least age 50 with 20 years of service.)

9. Will Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP) be offered to employees not willing to relocate with the command?

VERA and VSIP are being explored as options for US Civilians impacted by Korea Transformation. Since we cannot request VERA or VSIP until we are in the Fiscal Year that transformation will take place, more information will follow if VERA or VSIP are approved as options.

10. I am a local hire and I do not wish to accept my MDR to Area III (Camp Humphreys). What are my options?

If you choose not to accept your MGA to Area III you will be registered in PPP or separated from Federal Service. If you still have Military entitlements to go back to the states then you may exercise them as necessary to go back to your Home of Record. If you choose to stay in country then you will need to follow proper procedures for the host nation to become a resident. Once separated, your SOFA status expires and you have 30 days to change your status with ROK Immigration.

11. Both my spouse and I are Federal employees stationed in USAG Yongsan and are currently employed by organizations relocating to communities outside of Seoul. What are our options if our respective organizations are moving at different times and/or relocating to different communities?

If both you and your spouse are employed by organizations that are relocating, you should discuss any potential issues with your move(s) with your respective supervisors. An open dialog between you, your spouse, and your respective leadership will help to lessen the potential impact these decisions may have on your family during this transition.

If both you and your spouse's organizations are relocating to different communities, you will have to make a decision concerning which reassignment(s) to accept/decline, if you both want to be employed in the same community. Spouses relocating to their new duty stations at different times will have to decide when they will move (if flexibility exists) and should work with their respective organizations to help ease the transition.

For additional information, see Section 3, paragraph H of this document.

12. Can I request a tour curtailment in lieu of relocating or moving? What is the process and possible obligation?

Yes, employees may request tour curtailments. Your first step should be to set up a meeting with your supervisor to discuss the reason(s) for your request to determine if there are possible alternatives to tour curtailment. If after this meeting, you wish to formalize your request for curtailment, submit the request in writing through your command channels to the appropriate approval authority.

If you have been here less than 1 year or taken Renewal Agreement Travel (RAT) within the past 12 months, you will also need to request a release from transportation expenditures incurred by the Government on your behalf.

13. Will tour extensions be automatically approved during the period of the Command's move?

No. Employees do not have an automatic entitlement to tour extensions. During the move, managers will maintain their current authority to extend or not extend employees based upon mission requirements and organizational needs.

14. Will the five-year limit on overseas tours be "removed" during the Command's relocation?

No, the five year limit will not be "removed". It is Department of Defense (DOD) policy to limit the time appropriated fund civilian employees in the competitive service spend in foreign areas to 5 years. This typically equates to one foreign area tour (three years) and one renewal agreement tour of duty (24 months).

15. What types of reasons might justify extending an employee beyond the five-year limit?

Managers may consider reasons such as:

- The continued need for an employee's skills or corporate knowledge when there is a documented history of difficulty filling the position.
- The need to maintain stability during mandated staff reorganizations.
- The assignment of new missions or tasks to the organization.
- A requirement to keep an employee to complete a special project.
- Simultaneous DEROS of other employees in the same career field.

16. Will the Government fund my move, and if so, what are my entitlements? I currently have a transportation entitlement to return to the United States.

PCS moves under LPP are funded by US appropriated funds. PCS entitlements will be determined in accordance with the JTR. www.defensetravel.dod.mil/site/travelreg.cfm

PCS entitlements under YRP are funded by the RoK government but will parallel the JTR in most cases. Once you accept a management directed reassignment, you will be instructed to complete a Request for Travel Orders (RFO). Upon completion of a RFO, your travel entitlements will be determined by your organization. Entitlements under a government paid relocation include: (1) shipment of household goods (HHGs) of up to 18,000 pounds, (2) temporary storage of HHGs, if needed, (3) mileage for traveling by POV to the new permanent duty station, to facilitate the actual move, and (4) miscellaneous expense allowance.

17. Once I receive and accept my MGA and I have my orders in hand, what is the process to have my HHG picked up to move to Area III?

You will take your orders to the transportation office just like you would for any other PCS. The only difference is that when you are funded by LPP you will talk to a US representative and when you are

YRP funded you will talk to a MURO representative to arrange your pack out and delivery of HHG.

Employees are encouraged to make these moves and the time in between as quick as possible as there are limited lodging accommodations in Area III.

18. Both, my spouse and I are civilian career employees, each of us having our own transportation entitlement; will both of us have PCS entitlements to the new PDS?

Both of you may be eligible for PCS entitlements to the same location if you meet JTR requirements. Refer to question #16 above for additional information.

19. I currently do not have a transportation entitlement to the United States; will I still be eligible for a Government-funded move during the relocation?

Yes; however, the intra-theatre move will not create a return transportation entitlement to the United States.

20. I am a civilian career employee who came to the overseas area under my own Government orders; my spouse is a member of the uniformed services, who will also relocate to the USAG Humphreys area. What are our entitlements?

If you are eligible for PCS entitlements and married to a member in the military, you are authorized a PCS when transferred in the Government's interest, even if your military spouse is also transferred at the same time to the same location. However, you may not receive PCS travel and transportation allowance payments for the same purpose or expense. You may combine your respective weight allowances and ship up to the allowable amounts specified by the JTR.

21. Once I have moved to the new PDS, how long will I be obligated to remain at the new permanent duty station?

All employees who PCS under LPP will sign a transportation agreement, which obligates the employee to remain in government service for 12 months or risk incurring the cost of the move. Employees who relocate under YRP will not be required to sign a transportation agreement but it is recommended that they also remain in the new PDS for 12 months. This 12 month period will help with mission stability. Any existing Transportation Agreement continues uninterrupted by the move.

22. If I prefer to move to the new PDS earlier than directed, will the Government reimburse me for the move or will it be at my own cost?

If you choose to move earlier than directed to your new duty station, you will need approval from your chain of command and the move must be justified as necessary to the mission. You will also need to seek approval through USFK Transformation & Restationing (T&R) to coordinate MURO funding for YRP moves and through CPAC for LPP moves. If you move without T&R approval you will not be reimbursed for your move.

23. If I volunteer to move in advance of my reassignment date to USAG Humphreys, will I be reimbursed for mileage?

No. There are no provisions to pay for commuting costs between your residence and your duty station.

24. Although I live about 100 kilometers from my new PDS and PCS orders were issued to me, I would be willing to commute; will I be able to maintain my current residence and continue to receive LQA?

Yes, even if you are eligible for a PCS move, you can choose not to request travel orders and continue to reside in your current residence and commute to your new PDS. This will not change your eligibility for LQA, but the LQA rate may change based on your new PDS.

25. I am eligible for and receive LQA now; can I relocate my family to USAG Humphreys in advance and receive LQA for that area?

No; the applicable LQA rate for an eligible employee is determined by the duty location. If your official duty station is USAG Yongsan, then the rate applicable for USAG Yongsan is used for reimbursement of living expenses, irrespective of where your family resides in Korea.

26. I am not eligible for LQA now. If I receive a management directed reassignment to USAG Humphreys (or another duty location) and am eligible for a PCS move to the new PDS, will I become eligible for LQA?

Employees not currently receiving LQA who relocate with their command under the management directed reassignment will not be granted LQA. Requests for exceptions shall be addressed through the employee's chain of command where command policies and procedures shall apply. Approving officials will consider the recruitment need, along with the expense the organization will incur prior to approval. Authority to approve exceptions to policy rests with the local commanders and may be further delegated, in writing, no lower than the O6/GS-15 level.

Requests will include the following:

- a. Memorandum signed by the Primary Staff Principal or the Chief of Staff for the special staff offices (memorandum may be for one or more employees)
- b. Copy of the MGA notice to the employee
- c. Copy of memorandum showing acceptance of MGA notice by the employee

27. I am eligible for and receive LQA now; my MGA notice is effective 30 January 2017 but I cannot move my household until 30 April 2017. When will my LQA rate change for USAG Humphreys?

Since you are an LQA recipient now, the LQA rate applicable to the new duty station is effective on the day of the official reassignment, e.g., 30 January 2017. You should discuss with your chain of command if a later report date can be arranged.

28. My spouse and I are both civilian career employees whose offices will relocate to USAG Humphreys but not at the same time; her office's move will be delayed by approximately six to nine months; we are eligible for LQA. Will either one of us be able to receive either separate maintenance allowance or compensation for the commute during the transition phase?

No; there is no authorization to pay separate maintenance allowance or compensate for mileage in such instances.

29. Will Temporary Quarters Subsistence Allowance (TQSA) be authorized for the household move to my new PDS?

If you are in Area II under YRP funding then you will be eligible for “Temporary Lodging” for up to 30 days regardless of your LQA eligibility. The intent of the 90 day notice period of the MGA is to provide employees sufficient notice to facilitate quick turnaround moves. However, extensions may be approved on a case by case basis when an employee is unable to secure a new residence when they are vacating their old residence.

If you are moving from Area I under LPP funding you are only entitled to TQSA if you receive LQA. TQSA is authorized for up to 30 days.

30. I purchased a home in the Seoul area; will I get LQA when I move to Pyeongtaek?

Provided you are eligible for LQA, you may get the allowance for the Pyeongtaek area. An employee may receive LQA for only one residence that you designate as permanent.

31. What if I have an EFMP that is moving with me from Area I or Area II to Area III?

You will need to complete the DA7246 EFMP information sheet and send to the new PDS as soon as possible. The EFMP services in Area III are limited due to the availability of the host nation care in Pyeongtaek. Employees who encounter issues need to discuss with their commands and the Garrison to make accommodations if possible.

APPENDIX E - Transformation Related Notices and Templates

Prepare all templates using official letterhead.

Template #1. Canvass Letter with Acknowledgement

Template #2. For use with career or career-conditional employees

Template #3. For use with employees on non-status/family member appointments

Template #4. For use with career or career-conditional employees with family member status

- Prior to issuing any notices, your servicing personnel office or command HR office must engage with the unions and meet all labor requirements.
- Your servicing personnel office **MUST** review notices before distribution
- If you need assistance determining the employee's status, contact your servicing human resource office.

TEMPLATE #1 – Unofficial Canvass Letter with Acknowledgement (Non-Binding)

(Prepare on official letterhead)

ORG SYMBOL

DD-MMM-YYYY

MEMORANDUM FOR Command, Organization, Civilian Employees

SUBJECT: Unofficial Canvass Letter (Non-Binding)

(Use Paragraph #1 or #2, as applicable)

1. The Yongsan Relocation Plan (YRP) relocates most US Forces and HQ United Nations Command activities from the Seoul Metropolitan Area. YRP relocates units from Seoul to USAG Humphreys and other locations. Our organization is moving in whole or in part to USAG Humphreys or Insert Other.
2. The Land Partnership Plan (LPP) signed in 2002, consolidates and relocates US forces outside of Seoul. LPP relocates units from Area I to USAG Humphreys and other locations. Our organization is moving in whole or in part to USAG Humphreys or Insert Other.
3. As part of our preparation and planning for this move, organization would like to know whether or not you would relocate to Area III Camp Humphreys or Insert Other, to the best of your knowledge at this time, if your position is moved. We want you to know that this is a **non-binding** query letter, which means your answer **will not commit you**, nor will it trigger eligibility for entitlements or benefits.
4. As we progress through transformation and planning efforts, the results of canvassing the workforce will provide analysis of potential staffing shortfalls when we reach Camp Humphreys or Insert Other. In addition, this information will provide this command with critical information to ensure we are postured to assist those who elect not to relocate.
5. For your convenience, we have enclosed an acknowledgement and intent letter to allow you to indicate your intentions. Please provide your occupational series and grade. Your name is not necessary.
6. Once completed, you may hand carry your acknowledgement and intent form to your supervisor and command HR. We ask you to return this forms within 10 calendar days of receiving this memorandum.
7. We understand you are faced with an important decision. I encourage you to talk to your

supervisor, your command HR or your servicing personnel office if you have any questions. Your command HR POC is **Name** and your servicing personnel office representative is **Name**.

8. Again, this request is non-binding, we simply seek to know at the command level the potential intent of the workforce.
9. Your service at **Organization** is greatly appreciated. It is management's desire to retain your skills. We encourage you to give careful consideration to continuing your career with **Organization**.

Commanding Officer, GO/SES/O6 /GS-15 equivalent

Unofficial Canvass Letter - Acknowledgement (Non-Binding)

MEMORANDUM FOR **MANAGEMENT OFFICIAL**

SUBJECT: Unofficial Canvas Letter (Non-Binding)

I understand that my response to this unofficial canvas letter is non-binding. It does not commit **me in any** way, nor will it trigger eligibility for entitlements or benefits. The command simply seeks to know potential staffing short falls by grade and series upon the unit relocation and arrival at **USAG Humphreys or Insert Other**, as well as to plan for employee services and assistance.

My non-binding intent at this time is as is as follows (check only one):

I am willing to relocate to **USAG Humphreys or Insert Other**.

I am not willing to relocate to **USAG Humphreys or Insert Other**.

Occupational Series

Pay Grade

Employee Name (Optional)

Date

TEMPLATE #2 - Career or Career-Conditional Employees (Non-Family Member)

(Prepare on official letterhead)

ORG SYMBOL

DD-MMM-YYYY

MEMORANDUM FOR Employee Name of Organization, Organization Address

SUBJECT: Notice of Management Directed Reassignment/Realignment

1. References:
 - a. Title 5, Code of Federal Regulations (CFR) 335.102, Agency Authority to Reassign
 - b. Title 5, CFR 752.101, Adverse Actions
 - c. Joint Travel Regulation (JTR), Volume II, Chapter 5
2. This is to inform you of my proposal to reassign/realign you from your position located at old Permanent Duty Station to new Permanent Duty Station on effective date, subject to applicable conditions (i.e. completion of building renovations). The reason for this proposed action is for the relocation of Organization Name. This reassignment/realignment will be to the position of Position Title, PP-Series-Grade and there will be no change to your basic salary.
3. This action is being proposed in accordance with the provisions of 5 CFR 335.102 and Change 20, AR 690-300, Chapter 335, Appendix A, dated 15 October 1987, which sets forth the regulatory provisions of involuntary reassignments/realignments.
4. You must reply to this proposed action by either accepting or declining in writing. You may furnish affidavits or other documentary evidence in support of your reply. The right to reply is not a right to a formal hearing, but is an opportunity for you to present any and all reasons why you believe the proposed action should not be effected.
5. Your reply must be mailed, delivered, and/or made in person to Agency Official, Address within seven(7) calendar days from receipt of this memorandum. You may make arrangements for an appointment with Agency Official's office at Telephone #, if you desire to make a personal reply.
6. If you reply and decline the proposed reassignment/realignment, it will be given full consideration before Agency Official issues a written decision to you. If you decline this reassignment/realignment, you may be subject to a notice of proposed removal and the following may apply:
 - a. You may be eligible to register in the Priority Placement Program (PPP). Contact your servicing human resources office for additional information.

b. You may be eligible for a Discontinued Service Retirement (DSR) if you decline a **reassignment/realignment** outside of your commuting area and meet age and service requirements. For further information contact a retirement counselor at the Army Benefits Center- Civilian (ABC-C).

7. PCS entitlements will be determined in accordance with reference 1c. Your Request for Orders (RFO) must be completed and sent to the losing Human resources office no later than 10 days after receipt of the MDR notice. If you exercise entitlement to a PCS move, you may be required to execute a new Transportation Agreement for a 12-month period in accordance with reference 1c.
8. Your current point of contact at the **Losing Location** Civilian Personnel Advisory Center is **Name** and can be contacted at **Address, phone (DSN and commercial), or email at email address**. Upon your request, **Name** will provide you with pertinent regulations and records. Your supervisor is also available to answer questions and will grant a reasonable amount of duty time for you to consult with the servicing human resources office. Your future point of contact at the **Gaining Location** Civilian Personnel Advisory Center is **Name** and can be contacted at **Address, phone (DSN and commercial), or email at email address**.
9. Your service at **Organization** is greatly appreciated, and we encourage you to give careful consideration to continuing your career by accepting this management directed **reassignment/realignment**, as it is management's desire to retain your skills.
10. Please acknowledge receipt of this memorandum by signing and dating enclosure 1 and returning it to me. Your signature does not constitute agreement with its contents; it only indicates receipt.

Commanding Officer, GO/SES/O6 /GS-15 equivalent

Enclosure:

- 1 – Acknowledgement of Receipt
- 2 - Acceptance/Declination of MDR

I, **Employee Name**, acknowledge receipt of this Notice of Management Directed **Reassignment/Realignment** and understand that I have 7 calendar days from the date of the notification to exercise my right to reply. If I do not exercise my right to reply, I understand that my **reassignment/realignment** will be effective on **DD MMM YY**.

SIGNATURE

DATE

TO: Organization Address ATTN:

Agency Official

SUBJECT: Management Directed Reassignment/Realignment Notice

I have read and understand the Management Directed Reassignment notice. I have indicated below whether I will or will not accept the reassignment to new Permanent Duty Station.

___ I will accept the Management Directed Reassignment/Realignment.

___ I will not accept the Management Directed Reassignment/Realignment.

I understand that I may be subject to notice of proposed removal from Federal service if I decline this Management Directed Reassignment/Realignment.

EMPLOYEE NAME _____

SIGNATURE

DATE

TEMPLATE #3 - Employee on Non-Status Family Member Appointment

(Prepare on official letterhead)

ORG SYMBOL

DD-MMM-YYYY

MEMORANDUM FOR Employee Name of Organization, Organization Address SUBJECT:

Notice of Management Directed Reassignment/Realignment

1. References:

- a. Title 5, Code of Federal Regulations (CFR) 302.102, Agency Authority to Reassign.
- b. Title 5, CFR 752.101, Adverse Actions.
- c. Department of Defense Instruction (DoDI) 1400.23, dtd 12 May 89, Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Area.

2. This is to inform you of my proposal to reassign/realign you from your position located at old Permanent Duty Station to new Permanent Duty Station on effective date, subject to applicable conditions (i.e. completion of building renovations). The reason for this proposed action is for the relocation of Organization Name. This reassignment/realignment will be to the position of Position Title, Pay Plan-Series-Grade and there will be no change to your basic salary.

3. This action is being proposed in accordance with the provisions of 5 CFR 335.102 and Change 20, AR 690-300, Chapter 335, Appendix A, dated 15 October 1987, which sets forth the regulatory provisions of involuntary reassignments/realignments.

4. You must reply to this proposed action by accepting or declining in writing. You may furnish affidavits or other documentary evidence in support of your reply. The right to reply is not a right to a formal hearing, but is an opportunity for you to present any and all reasons why you believe the proposed action should not be effected.

5. Your reply must be mailed, delivered, and/or made in person to Agency Official, Address within seven (7) calendar days from receipt of this memorandum. You may make arrangements for an appointment with Agency Official's office at Telephone #, if you desire to make a personal reply.

6. If you reply and decline the proposed reassignment/realignment, it will be given full consideration before Agency Official issues a written decision to you. If you decline this reassignment/realignment, you may be subject to a notice of proposed removal and the following may apply:

- a. Your removal from Federal Service may be effected under adverse action procedures in accordance with reference 1b. If effected, the effective date of the removal will be on or about the effective date of the proposed reassignment/realignment.

- b. You may be eligible to register in the Priority Placement Program (PPP). Contact your servicing CPAC for additional information.

c. You may be eligible for a Discontinued Service Retirement (DSR) if you decline a **reassignment/realignment** outside of your commuting area and meet age and service requirements. For further information contact a retirement counselor at the Army Benefits Center- Civilian (ABC-C).

7. While this notice of directed **reassignment/realignment** is to a new geographic location, you are required to reside with your sponsor in accordance with reference 1c due to your family member status. You are therefore not eligible for PCS entitlements to the new location.

8. Your current point of contact at the **Losing Location** Civilian Personnel Advisory Center is **Name** and can be contacted at **Address, phone (DSN and commercial)**, or email at **email address**. Upon your request, **Name** will provide you with pertinent regulations and records. Your supervisor is also available to answer questions and will grant a reasonable amount of duty time for you to consult with the servicing human resources office. Your future point of contact at the **Gaining Location** Civilian Personnel Advisory Center is **Name** and can be contacted at **Address, phone (DSN and commercial)**, or **email at email address**.

9. Your service at Organization is greatly appreciated, and we encourage you to give careful consideration to continuing your career by accepting this management directed **reassignment/realignment**, as it is management's desire to retain your skills.

10. Please acknowledge receipt of this memorandum by signing and dating enclosure 1 and returning it to me. Your signature does not constitute agreement with its contents; it only indicates receipt.

Commanding Officer, GO/SES/O6 /GS-15 equivalent

Enclosure:

1 – Acknowledgement of Receipt

2 - Acceptance/Declination of MDR

I, **Employee Name**, acknowledge receipt of this Notice of **Management Directed Reassignment/Realignment** and understand that I have 7 calendar days from the date of the notification to exercise my right to reply. If I do not exercise my right to reply, I understand that my **reassignment/realignment** will be effective on **DD MMM YY**.

SIGNATURE

DATE

TO: Organization Address ATTN:

Agency Official

SUBJECT: Management Directed Reassignment/Realignment Notice

I have read and understand the Management Directed Reassignment/Realignment notice. I have indicated below whether I will or will not accept the reassignment/realignment to new Permanent Duty Station.

___ I will accept the Management Directed Reassignment/Realignment.

___ I will not accept the Management Directed Reassignment/Realignment.

I understand that I may be subject to notice of proposed removal from Federal service if I decline this Management Directed Reassignment/Realignment.

EMPLOYEE NAME _____

SIGNATURE

DATE

TEMPLATE #4 - Career or Career-Conditional Employee with family member status

(Prepare on official letterhead)

ORG SYMBOL

DD-MMM-YYYY

MEMORANDUM FOR Employee Name of Organization, Organization Address

SUBJECT: Notice of Management Directed Reassignment/Realignment

1. References:

- a. Title 5, Code of Federal Regulations (CFR) 302.102, Agency Authority to Reassign
- b. Title 5, CFR 752.101, Adverse Actions
- c. Department of Defense Instruction (DoDI) 1400.23, dtd 12 May 89, Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Area.

2. This is to inform you of my proposal to reassign you from your position located at old Permanent Duty Station to new Permanent Duty Station on effective date, subject to applicable conditions (i.e. completion of building renovations). The reason for this proposed action is for the relocation of Organization Name. This reassignment/realignment will be to the position of Position Title, Pay Plan-Series-Grade and there will be no change to your basic salary.

3. This action is being proposed in accordance with the provisions of 5 CFR 335.102 and Change 20, AR 690-300, Chapter 335, Appendix A, dated 15 October 1987, which sets forth the regulatory provisions of involuntary reassignments/realignments.

4. As a career/career conditional employee with family member status in an overseas duty location certain provisions apply. Acceptance of this reassignment/realignment may affect your family member status if it requires relocation to a duty station separate from that of your sponsor. Prior to acceptance or declination, contact your local servicing human resources office for assistance. If after discussions with the servicing human resources office you decide to request a PCS move, a Request for Orders (RFO) must be completed and sent to the losing CPAC not later than 10 days after receipt of the MDR notice. If you are eligible and elect a PCS move, you will be required to sign a rotation agreement and will become subject to the DoD 5-Year Overseas Rotation Policy. You will also be required to sign a Transportation Agreement for a 12-month period in accordance with reference 1c. However, the Transportation Agreement will not provide for return transportation to CONUS.

5. You must reply to this proposed action by either accepting or declining in writing. You may furnish affidavits or other documentary evidence in support of your reply. The right to reply is not a right to a formal hearing, but is an opportunity for you to present any and all reasons why you believe the proposed action should not be effected.

6. Your reply must be mailed, delivered, and/or made in person to Agency Official, Address within seven (7) calendar days from receipt of this memorandum. You may make arrangements for an appointment with Agency Official's office at Telephone #, if you desire to make a personal reply.

7. If you reply and decline the proposed **reassignment/realignment**, it will be given full consideration before **Agency Official** issues a written decision to you. If you decline this **reassignment/realignment**, you may be subject to a notice of proposed removal and the following may apply:

a. Your removal from Federal Service may be effected under adverse action procedures in accordance with reference 1b. If a removal is effected, the effective date of the removal will be on or about the effective date of the proposed **reassignment/realignment**

b. You may be eligible to register in the Priority Placement Program (PPP). You will need to contact your servicing CPAC for additional information.

c. You may be eligible for a Discontinued Service Retirement (DSR) if you decline a **reassignment/realignment** outside of your commuting area and meet age and service requirements. For further information contact a retirement counselor at the Army Benefits Center-Civilian (ABC-C).

8. Your current point of contact at the Civilian Personnel Advisory Center is **Name** and can be contacted at **phone (DSN and commercial)**, or email at **email address**. Upon your request, **Name** will provide you with pertinent regulations and records. Your supervisor is also available to answer questions and will grant a reasonable amount of duty time for you to consult with the CPAC. Your future point of contact at the USAG Humphreys Civilian Personnel Advisory Center is **Name** and can be contacted at **phone (DSN and commercial)**, or **email at email address**.

9. Your service at **Organization** is greatly appreciated, and we encourage you to give careful consideration to continuing your career by accepting this management directed **reassignment/realignment**, as it is management's desire to retain your skills.

10. Please acknowledge receipt of this memorandum by signing and dating enclosure 1 and returning it to me. Your signature does not constitute agreement with its contents; it only indicates receipt.

Commanding Officer, GO/SES/O6 /GS-15 equivalent

Enclosure:

1 – Acknowledgement of Receipt

2 - Acceptance/Declination of MDR

I, **Employee Name**, acknowledge receipt of this Notice of **Management Directed Reassignment/Realignment** and understand that I have 7 calendar days from the date of the notification to exercise my right to reply. If I do not exercise my right to reply, I understand that my **reassignment/realignment** will be effective on **DD MMM YY**.

SIGNATURE

DATE

TO: Organization Address ATTN:

Agency Official

SUBJECT: Management Directed Reassignment/Realignment Notice

I have read and understand the Management Directed Reassignment/Realignment notice. I have indicated below whether I will or will not accept the reassignment to new Permanent Duty Station.

___ I will accept the Management Directed Reassignment/Realignment.

___ I will not accept the Management Directed Reassignment/Realignment.

I understand that I may be subject to notice of proposed removal from Federal service if I decline this Management Directed Reassignment/Realignment.

EMPLOYEE NAME _____

SIGNATURE

DATE

APPENDIX F – Significant US Civilian Milestones During Transformation

R-DATE	APPLICABILITY	DESCRIPTION
500	US	Establish staffing plan (End State)
425	US	Command relocation brief to Stationing Review Group (SRG) or Relocation Integration Board (RIB)
375	US	Command decisions: Hiring freeze; VERA/VSIP; Identify positions for transfer or abolishment, identify KN employees eligible for retirement, identify U.S. Temp, Term, Re-employed annuitants
344	US	Identify vacancies for employee placement
285	US	RIF approval and notification to HQDA and Congress, if required. (A RIF will not occur if positions are not being abolished)
200-180	US	Canvass the work force for intent to relocate.
180-90	US	Notify Employees of position transfer or abolishment
120-60	US	Assign incoming personnel
100	US	Generate personnel actions
90	US	Personnel receive movement orders (i.e. PCS)
60	US	Coordinate movement of personnel and equipment
0	US	Unit movement date

APPENDIX G – Points of Contact

- Questions regarding Command specific policies and plans should be addressed to your Command HR Office.
- Questions regarding this guidance can be sent to USFK J1 at pacom.yongsan.usfk.mbx.j1-civ-hr@mail.mil

Part II – KN Guidance

Introduction

The relocation of the civilian workforce is complex. The policy contained within this document will assist affected organizations during planning activities to meet the many challenges associated with carrying out transformation. This document is intended to provide consolidated policy guidance to managers, supervisors and employees concerning United States (U.S.) and Korean National (KN) employees who are affected by transformation. The main goal during transformation is an orderly transfer of personnel with transparent, formal and consistent processes across a joint workforce while maintaining readiness.

Purpose

To provide civilian human capital guidance for employees, supervisors, and managers of Department of Defense (DOD) employees impacted by the relocation under Yongsan Relocation Plan (YRP) and Land Partnership Plan (LPP) Transformation.

Establishing human resources guidance for U.S. civilian employees and summarizing KN employee existing policies and special circumstances. The policies contained in this document are to be implemented consistent with all applicable regulations or directives. Employees, supervisors, and managers should consult with their servicing human resources office on individual civilian personnel matters.

Applicability

Part I applies to all Department of Defense United States civilian employees, to include joint command civilian employees in Appropriated and Non-Appropriated Funded positions stationed in Korea.

Part II applies to all Department of Defense (DoD) components and agencies in Korea that employ direct-hire KN civilians paid from funds appropriated (APF) by Congress of the United States (U.S.) or from funds generated by U.S. non-appropriated fund (NAF) instrumentalities.

This document is a living document designed to evolve as necessary. Updates to the Civilian Human Resources Transformation Guidance will occur as subsequent versions.

Section 1 – Guidance for Managers

For the purpose of this Guide, managers includes commanders and activity/organization/department heads, management officials, and supervisors at all levels.

A. Relocation Planning Considerations and Guiding Principles

1) All employment decisions must be based on mission requirements and merit principles, and should not be influenced by race, age, sex, marital status, religion, or physical handicap. Management officials should take precautions and consult with the servicing human resources office and Office of Staff Judge Advocate to avoid the potential appearance of discrimination.

2) Relocation is a separate and distinct action from reduction of civilian positions. While some organizations may be required to consolidate certain functions, most USFK organizations will not need to reduce their workforce just because they are relocating. Workforce planning should begin as soon as possible to determine whether or not a reduction in manning is necessary. Managers should be mindful that a reduction in their organization could affect other organizations not undergoing a reduction. Vacant and retiree positions in those organizations will be used for displaced employees of the organizations that are required to perform a RIF.

3) Readiness remains a top priority throughout the relocation. Managers of civilian positions can maximize readiness by maintaining a high percentage fill rate of civilian positions and minimizing turnover during relocation.

4) KN Reappointed Retirees:

a. KN reassigned retirees (i.e., employees over age 60) may be authorized to relocate under the YRP or LPP as long as the servicing human resources office verifies that there are no other competing employees who have higher placement rights for the positions than the reassigned retirees. Management officials will ensure before relocation that the reassigned retiree meets the four regulatory criteria stated in USFK Regulation 690-1.ⁱ

b. KN employees over age 60 will not be authorized to relocate under the YRP/LPP if their positions in the current area are abolished. This includes KN employees that will reach age 60 on or before the effective date of relocation.

c. KN reassigned retirees at age 68 and older may be terminated without regard to any of the regulatory criteria with 30 days advance notice in writing.ⁱⁱ In planning the relocation, management officials will review positions occupied by KN reassigned retirees at age 68 and older to determine if the position is still required. An important consideration is that all reassigned retirees may be displaced by any competing employees within the same fund source, i.e. APF or NAF, of the same component when a RIF needs to be conducted before or after relocation.

5) Family Members in KN Positions. Family members (Korean citizen, U.S. citizen, and third-country citizen) of active duty members of the U.S. Armed Forces and of U.S. citizen civilian employees of U.S. Government agencies assigned in Korea, may be authorized to relocate under the YRP or the LPP. It should be considered that family members occupying positions normally designated for KN occupancy may be displaced. Those positions will be used for competing employees within the same fund source when a RIF needs to be conducted before or after relocation.

B. Notification Requirements

1) When an organization with KN employees is identified for reorganization, and/or relocation to a location outside of the commuting areaⁱⁱⁱ, management officials must inform the Korean Employees Union (KEU) of the planned actions through the servicing human resources office at least 6 months in advance. Planned actions may include reassignments^{iv}, realignments^v, separations, changes to lower grade and changes of employment conditions. Major notification requirements for the YRP/LPP are:

2) Management officials will inform the servicing human resources office of the timelines of organizational changes as soon as possible. Written notices of civilian reductions or any planned organizational changes affecting KN employees will be provided to the servicing human resources office. The servicing human resources office will forward the written notices to Civilian Personnel Directorate (CPD) for further notification requirement.

3) USFK Transformation & Restationing (T&R) Moving Services will provide estimates of moving services requirements to the ROK Ministry of Defense USFK Relocation Office (MURO) 365 days prior to the scheduled moves. This will provide ample time to support ROK programming and budgeting for cash reimbursement of YRP moving expenses.

4) Management officials will attempt to provide Request for Personnel Action (RPA)/SF 52s to the servicing human resources office at least 180 days before the desired effective date of the actions, or as soon as possible after this date. The CPD will notify USFK KEU of planned organizational changes at least 6 months in advance provided confirmed timelines are known.

5) Servicing human resources offices will administer required organizational changes under the YRP/LPP (e.g., RIF and/or Transfer of Function (TOF)^{vi}) IAW USFK Regulation 690-1. They will also assist management in issuing notices to affected employees at least 120 days before the effective date of the planned personnel actions. Notification to the servicing human resources office and submission of all required RPAs should be accomplished 6 months in advance in order for the 120 day notification to be met.

6) Management officials should provide notices for relocation (when RIF procedures are not required) to employees as soon as the effective date of the employees' move is known. Employees should receive notification no later than 90 calendar days in advance of the relocation. This timeframe may be adjusted in unique cases based upon mission requirements. See Appendix D for appropriate template.

7) The CPD will notify the ROK Government Ministry of Employment and Labor (MOEL) of a RIF scheduled to affect USFK KN employees at least 60 days before the effective date. CPD will also provide the number of USFK KN employees relocating under the YRP/LPP.

8) For YRP moves, USFK T&R Moving Services will provide final personnel numbers, equipment surveys and other required moving information to MURO no later than 60 days before a USFK unit is scheduled to move.

9) When a RIF occurs under the YRP/LPP, KN reappointed retirees must be notified of their separation under RIF procedures no later than 30 days before the effective date.

C. RIF Mitigation Considerations

1) Although most commands/organizations are relocating under the YRP/LPP, some commands with KN employees may have to go through reductions as a result of base closures and consolidation. Management will attempt to minimize the impact on permanent KN employees during such organizational changes. It is important that changes and reductions are comprehensively planned and coordinated. The probable impact on KN employees will be given consideration in plans for reductions. When plans provide

for alternative courses of action, mission requirements and readiness remain the command's top priorities. However, preference should be given to options that minimize adverse personnel actions within the KN workforce while still maximizing readiness. Management officials must contact their servicing human resources office for guidance and assistance as soon as they confirm that civilian reductions to their workforce are required. It is critical that consultation with the servicing human resources office is at the beginning stages of any organizational changes. Actions to be considered to reduce the possibility of RIF include:

2) Commanders may need to impose a freeze on hiring external candidates for permanent appointments. To minimize the impact of the RIF on current permanent employees (competing employees during a reduction in force), stop the accession of new competing employees into the workforce as soon as possible. Instead, temporary hires should be utilized.

3) When positions are announced, limit the area of consideration to current employees within the same command.

4) Hire temporary employees when positions cannot be filled by internal candidates. Temporary employees can be separated as noncompeting employees under RIF procedures.^{vii} If they remain employed after the end state of transformation, they may be converted to permanent employees. Permanent positions filled on a temporary basis will continue as permanent vacancies under RIF procedures.

5) Consider abolishing positions occupied by temporary employees and reappointed retirees prior to abolishing positions occupied by permanent (competing) employees.

6) Consider delaying reductions until completion of YRP/LPP. Provided funding of position authorizations remains available, organizations may choose to delay reductions until future requirements and staffing are fully stabilized. Until then, employees may be reassigned to positions in other areas as needed.

D. Reappointed Retiree Positions to be affected by RIF

1) Based on current command guidance, relocation under the YRP/LPP will continue to occur without regard to ongoing RIF of the KN workforce. Availability of facilities and operational requirements will dictate related placement actions of the workforce.

2) Positions occupied by reappointed retirees to be relocated under the YRP/LPP before the RIF effective date will be listed in the retention register for positions of the future Permanent Duty Station (PDS). If retiree positions are identified for use by competing employees, those retirees may be terminated as of their relocation effective date with a minimum 30 days advance notice. Until the RIF effective date, those retirees may be allowed to remain employed in their current duty station or future duty station depending on the mission requirements.

3) Retirees' positions to be relocated under the YRP/LPP after the RIF effective date will be listed in the retention register for positions at the future PDS, if scheduled relocation date is within 90 days of the RIF effective date. Their positions at the current PDS will not be considered as continuing positions^{viii} to be used under RIF procedures. Retirees will be terminated at their current PDS as of the RIF effective date. Competing employees will be placed in the retirees' positions on the RIF effective date and later move to the future PDS on the scheduled relocation date.

4) Retirees' positions to be relocated under the YRP/LPP after the RIF effective date will be listed in the retention register for positions at the current PDS, if the scheduled relocation date is outside of 90 days of the RIF effective date. Retirees will be terminated at their current PDS as of the RIF effective date. Competing employees will be placed in the retirees' positions on the RIF effective date and later move to the future PDS on the scheduled relocation date.

Section 2 – KN Employees Accepting Positions at New Duty Location

A. Relocation Benefits for KN Employees Who Move Their Household

1) KN employees relocating to another PDS outside their local commuting area as a result of the YRP/LPP may be eligible to receive the relocation benefits listed below. Benefits are payable only if the employee's residence prior to actual relocation was outside the new commuting area as verified by an official certificate of residence. Travel orders will not be issued for employees whose current residences are located in the local commuting area of a new PDS. Eligible employees must submit their claims to the servicing human resources office where their new installation within 90 days from the effective date of their relocation. In cases where the initial voucher is at the "without dependents rate," the second voucher for "dependent rate" must be submitted within 9 months to one year after the effective date of transfer.^{ix}

2) Payment of Relocation Allowance. For employees without dependents the following formula is used: regular hours * hourly base pay * 6.5 = relocation allowance. For employees with dependents the following formula is used: regular hours * hourly base pay * 13 = relocation allowance. The hourly base pay used for calculation of both with and without dependents can never exceed the KGS 7 Step 10 pay rate. Sample calculations of both with and without dependents using the maximum base pay rate are provided below:

Without dependents: $12,115 * 40 * 6.5 = 3,149,900$ Won

With dependents: $12,115 * 40 * 13 = 6,299,800$ Won

(Note: Rates based on USFK KN pay schedules dated 1 July 2015)

Payment of relocation allowance will not be authorized if employees fail to submit an official certificate of residence showing the family address in the new commuting area.

3) Transportation for Employees and Legal Dependents. Employees entitled to relocation allowance will be provided reimbursement of local commercial transportation for both employees and legal dependents.

4) Transportation of Household Goods (HHG). Transportation of HHG is authorized not to exceed 11,200 pounds (5,000 kilograms) for employees with dependents, and 5,600 pounds (2,500 kilograms) for employees without dependents. Entitlement for movement of dependents in connection with the Permanent Change of Station (PCS) of an employee terminates if movement is not accomplished within 9 months of the PCS date.

a. Employees moving under the LPP: No change to current policy in USFK Reg 690-1. Eligible employees relocating under the LPP are authorized reimbursement for carrier services provided to include transportation, packing/unpacking, crating/uncrating, and drayage. Employees may move their HHG by using commercial moving services. They must include a receipt for this reimbursable expense with their voucher when submitting claims for payment of relocation allowance.

b. Employees moving under the YRP: Transportation of HHG for employees relocating under the YRP will be contracted and provided by the ROK. Employees who are provided travel orders from the servicing human resources office will arrange their HHG moves with the MURO contractor located in the Yongsan Installation Transportation Office (ITO).

B. Administrative Leave and Excused Absence

1) Korean employees are authorized up to 24 work hours of administrative leave when they are relocating to different commuting areas at the direction of management. Korean employees are allotted this time to make personal arrangements directly related to their relocation that cannot be performed outside regular working hours. Employees who are transferred on PCS orders from one commuting area to another

may request administrative leave in advance and obtain approval from their supervisors before and/or after the PCS effective date. Normally, the request for administrative leave will be submitted within 90 days from the PCS effective date. Management officials can use discretion to approve if requests are made outside of this time limitation but directly associated with the employee's PCS.

2) Absence from duty to visit servicing human resources office and/or the MURO contractor located in Yongsan ITO is considered duty time. Managers will excuse employees without charge to leave or loss of pay.

C. KN Employees Who Choose Not to Move Their Household

KN employees are not required to move their household after accepting a position at the new duty location. Those employees will not be eligible for relocation allowance, administrative leave or excused absence.

Section 3 - KN Employees Who DO NOT Accept Positions at New Duty Location

A. KN Employees Who Choose Not to Accept Positions via Realignment

1) KN employees who choose not to accept their current positions that are realigned to the new duty station will be subject to separation. The notice of realignment will serve as advance notification of proposed separation if the employees elect not to accept the offer. See Appendix D, Templates 1 and 2, whichever is applicable.

2) KN employees will be requested to inform their supervisor of their decision not to accept the offer within 7 calendar days from the date of receipt of the notice. Reappointed retirees under age 68 will be authorized to receive the offer as long as their positions remain on the manpower document after relocation. The servicing human resources office will verify that their positions are not designated for use by permanent employees competing under ongoing RIF procedures. There is the potential for overlapping RIF and relocation timelines of various organizations during YRP/LPP. It is possible that even after receiving a notice for realignment, reappointed retirees may later receive a RIF separation notice before the relocation effective date of their unit.

3) RIF procedures are not applicable for employees who decline the offer to move with their position to the new duty location. However, they may be considered for vacant positions for which they qualify at the current location within the same command. There are no other options available and the employee will be subject to separation.

4) KN employees separated for declining a realignment offer will be eligible for registration on the Area Reemployment Priority List (ARPL) for a maximum of 18 months from the effective date of the separation action. ARPL registrants will identify all geographical areas of interest within the Personnel office serviced area except for the area they were originally offered and declined. Separated employees are not required to register for the ARPL. Those registration declinations will be documented by the servicing human resources office.

5) KN employees separated for declining the offer will receive benefits provided for involuntary separation. See Appendix E of this document for more information.

B. KN Employees Who Choose Not to Accept Positions via Reassignment

1) KN employees may receive notices of management directed reassignment (MDR) to other positions in a different commuting area under the YRP/LPP. KN employees who choose not to accept an MDR will be subject to RIF procedures once their current position is abolished.

2) In accordance with the USFK Regulation 690-1, reappointed retirees must remain in the positions from which retired. They are not authorized to reassign to other positions. Reappointed retirees will be separated from their current positions when the positions they occupy are abolished.

Section 4 - KN Employees Who Receive a RIF Notice due to a Closure or Consolidation

A. RIF Procedures for KN Employees

1) If positions are abolished at the current location, employees may be subject to RIF procedures in the current Competitive Area (CA)^x. Under RIF procedures, competing employees may be reassigned, changed to a lower grade, or separated. Consideration for lower graded positions is limited to no more than three levels (if KWB) or three grade or three grade intervals (if KGS) below the positions from which released. Eligibility for a better offer in the current CA will be retained regardless of acceptance or declination of a valid RIF offer up to the RIF effective date.

2) Competing employees who received a notice of separation due to a RIF within the CA will receive mandatory placement to vacant permanent positions. The vacant positions include positions occupied by noncompeting employees for which qualified within the current personnel office serviced area and other personnel office serviced areas in the order of retention standing (highest to lowest). Eligibility for mandatory placement will stop upon acceptance of any placement offer, or declination of a position.

3) Competing employees who received a notice of separation due to a RIF within the component will also receive mandatory noncompetitive placement consideration to vacant continuing positions in other component HR offices serviced areas.

4) An employee who receives a RIF notice may examine the regulations and review related retention records at the servicing human resources office. After reviewing the records, an employee who believes that RIF procedures have been incorrectly applied may request a review of that action. The request must be submitted in writing to the servicing human resources office within 10 days after receipt of advance notice of RIF.

B. Benefits for KN Employees Affected by RIF

1) Permanent employees separated by a RIF are eligible for registration on the ARPL for a maximum of 18 months from the effective date of the separation action. An employee resigning during a RIF or a TOF that results in another competing employee in the same CA not being separated by a RIF, will also be eligible for ARPL registration. ARPL registrants will identify all geographical areas of interest within the personnel office serviced area. ARPL registration will be initiated by the servicing human resources office and will be accomplished within 30 days after the separation effective date.

2) Permanent employees who have completed at least one full year of service and are involuntarily separated, through no fault of their own, will receive one more month of normal wages (i.e., average base pay). See Appendix E of this document for more information.

Section 5 – ROK Government Benefits for KN Employees Separated due to an Involuntary Management Action

A. Employment Insurance Plan (EIP)

1) All USFK Korean employees who work 60 or more hours a month are automatically enrolled in the ROK EIP when hired. If the employee has been enrolled for 180 days or more and involuntarily separated, they may receive unemployment allowance for a period from 90 days up to 240 days. The duration to receive the allowance is based on the period of EIP enrollment and the age of the employee. The amount received is 50% of the employee's wage times the authorized number of days. However, the maximum amount an employee can receive is 40,000 Won a day. The minimum amount is 90% of the minimum wage established under the current ROK Minimum Wage Act, multiplied by the scheduled daily work hours (up to 8 hours) of the employee.

2) Employees who are to be terminated within 180 days, and have been enrolled in the EIP for 3 years or longer may take training courses recognized by the ROK MOEL (<http://www.hrd.go.kr>). These employees may receive 60% to 100% of the applicable training fees from the EIP up to a maximum of two million Won a year and three million Won up to 5 years.

3) Under the EIP, separated employees looking for a job may take training courses recognized by the ROK MOEL (<http://www.hrd.go.kr>). They will receive 50% to 70% of training fees from the EIP up to a maximum of two million Won per year up to two years. Certain courses specifically designated as national strategic industry occupation training may be 100% supported by the EIP.

B. National Pension Plan (NPP)

An employee, 55 years or older, enrolled in the NPP for at least 10 years may receive an early retirement pension from the time of request. Those employees who make the request before age of 60 will receive a pension amount reduced up to 30% depending on the employee's age.

APPENDIX A -- References

United States Forces Korea Regulation 690-1, Civilian Personnel Regulations and Procedures-KN

Labor Management Agreement between the United States Forces Korea and Korean employees Union

United States Forces Korea Regulation 690-118, Civilian Personnel Qualification Standards for Korean Employees

Department of Defense Instruction (DODI) 1400.25, Volume 1231, DoD Civilian Personnel Management System: Employment of Foreign Nationals

The Agreed Recommendation (AR) Concerning Procedures for Planning and Executing Moving Services in Support of the Yongsan Relocation Plan

APPENDIX B - List of Acronyms

APF	Appropriated Fund
ARPL	Area Reemployment Priority List
CA	Competitive Area
CHRA	Civilian Human Resources Agency
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate
EIP	Employment Insurance Plan
HHG	Household Goods
ITO	Installation Transportation Office
JLAC	Joint Labor Affairs Committee
KEU	Korean Employees Union
KGS	Korean General Schedule
KN	Korean National
KTAM	Korean National Pay Time and Attendance Module
KWB	Korean Wage Board
LMA	Labor Management Agreement between USFK and USFK KEU
LPP	Land Partnership Plan
MDR	Management Directed Reassignment
MOEL	Ministry of Employment and Labor
MURO	Ministry of National Defense USFK Relocation Office
NAF	Non-appropriated Fund
NPP	National Pension Plan
PCS	Permanent Change of Station
PDS	Permanent Duty Station
RIF	Reduction in Force
ROK	Republic of Korea
RPA	Request for Personnel Action
TOF	Transfer of Function
USFK	United States Forces Korea
YRP	Yongsan Relocation Plan

APPENDIX C - Frequently Asked Questions (FAQs) for KN Employees

1. What is the YRP/LPP?

Under the LPP, units in Area I locations will be relocated to Camp Humphreys and other locations. The YRP relocates US Forces Korea, Eighth Army Headquarters and units currently in the Seoul area to US Army Garrison Humphreys and other locations.

2. What is the notice period for KN employees to relocate under the YRP/LPP?

Employees will be given a reasonable notice period of their relocation. Generally, employees will receive at least 90 calendar days advance notice. However, the time period may be adjusted in some cases based upon mission requirements.

3. What document should be submitted for payment of relocation allowance?

A copy of the travel order directing PCS (DD Form 1614), a completed travel voucher or subvoucher (DD Form 1351-2), and certificate of new residence showing the family address in the new commuting area. Employees moving under the LPP also need to submit a receipt for movement of HHG for reimbursement because they have to individually move their HHG by using commercial moving services up front.

4. How/Where do we get the travel order?

Your travel order will be issued by your servicing human resources office at your current location. You will be required to submit a certificate of your current residence showing the family address in the current commuting area. If your current residence is inside the new commuting area, you will not be authorized for issuance of travel order by your servicing human resources office. Accordingly, you will not be considered eligible for relocation benefits.

5. How is the commuting area defined?

It is determined based on distance, availability, adequacy of the public transportation facilities, and travel time required for going to and from work. There is no mileage standard to decide when two camps would be in the same local commuting area. Within the ROK, travel time of up to 2 hours, either alone or in combination with a radius of up to 50 kilometers (approximately 31 miles), is a common commuting time or distance. (USFK 690-1)

6. If I prefer to move to the new commuting area earlier than the PCS effective date, will I be eligible for the relocation allowance to include moving costs?

For employees moving under the YRP, you will need to seek approval through USFK T&R to coordinate MURO funding and moving services. For employees moving under the LPP, you may request for advance payment of relocation allowance as stated in Chapter 8 of USFK Regulation 690-1 or you will have to seek approval from your current/future command in charge of your relocation.

7. If I volunteer to move in advance of my PCS date to other commuting areas, will I be eligible to receive comp time for travel from my new residence to my current duty station?

No. There are no provisions to compensate for traveling between your residence and your duty station.

8. Who pays for the relocation allowance?

Your PCS order issued by the servicing human resources office will have proper fund citation for your payment of relocation allowance. Except for the movement of HHG, employees moving under the YRP/LPP will have to follow the same procedures for claims of relocation allowance.

9. Concerning the movement of HHG, what differences are there between the move under the LPP and the YRP?

Employees moving under the LPP will have to individually move their HHG by using commercial moving services, and include this reimbursable expense in voucher with a receipt when they submit their claims for payment of relocation allowance. Employees moving under the YRP will arrange their HHG moves with the MURO contractor located in the Yongsan ITO.

10. Both my spouse and I are USFK KN employees to be relocated under the YRP/LPP. Are we eligible to receive relocation allowance separately if we are relocated at different times?

No. The relocation allowance will be paid only to the one receiving the higher rate of pay. Employees should discuss any issues with their servicing personnel office.

11. What if my spouse and I are relocating to different commuting areas under the YRP/LPP? Do we get separate relocation allowance then?

Yes. If you and your spouse are USFK KN employees and have been relocated to two different commuting areas with your own orders, you are both eligible.

Although you should discuss your move(s) with your respective supervisors/leadership to see if flexibility exists to keep your family unit together. This will help to lessen the potential impact on your family during this transition.

12. If I move under the YRP, do I have to move my HHG with the contractor hired by MURO?

Yes. If you move your HHG with other commercial moving services of your choice, you will not be authorized to have your moving cost reimbursed.

13. I plan to move first, and later move my dependents under the YRP. Can I arrange separate moves of HHG with the contractor hired by MURO?

You may request that you get split HHG shipments but this process should be approved through CPAC and T&R. If you are approved for split HHG shipments then you will arrange this in the installation transportation office with a MURO representative.

14. How early can I arrange my HHG move under the YRP?

As soon as you have your travel order issued by the servicing human resources office, you may contact the MURO contractor in the Yongsan ITO to schedule your move.

15. What can I do if I have any lost or damaged items while moving my HHG under the YRP?

Upon delivery of your HHG, you will be provided a “Notice of Loss or Damage” form by the contractor. You may file a claim with the contractor seeking compensation for replacement or repair of lost or damaged items.

16. I may not need to move my HHG with the contractor because I plan to rent a furnished apartment (or studio). Will I be eligible for relocation allowance?

Yes. You may submit your claim for payment of relocation allowance to the servicing human resources office at your new installation. See #3 of the FAQs for documents you need to prepare.

17. Are there any benefits and/or transportation planning for employees who decide to commute from their current residences to the future PDS?

Relocation benefits are provided for KN employees who move their household. No other benefit is available for those employees who choose not to move their household.

18. Once I have moved to the new Permanent Duty Station (PDS), how long will I be obligated to remain at the new PDS?

An employee cannot apply for a vacancy announcement within six months after moving to the current position involving payment of a relocation allowance. If an employee resigns or is removed for cause within 6 months after relocation, the amount of relocation allowance must be repaid by the employee.

19. How is the use of administrative leave to be taken under the YRP/LPP tracked?

Army Finance and Accounting Services-Korea/175th Financial Management Center recently made a separate Time & Attendance code for this purpose and programmed into the system called Korean National Pay Time and Attendance Module (KTAM). The updated KTAM Standard Operating Procedure will be accessed at <https://knpay.korea.army.mil>.

20. Will I be eligible for early retirement if I choose not to relocate with the command?

Employees aged 55 or over may request early retirement and receive payments based on involuntary separation. See Appendix E of this document for more information.

21. Are there any additional separation benefits/incentives for KN employees who may consider early retirement?

Besides the regulatory entitlements provided in Appendix E of this document, no other separation benefits are available.

22. After accepting/declining the offer to relocate with my position, can I revoke my decision?

If you accept and later withdraw your acceptance and cannot relocate to other commuting area, you will be subject to separation as of the relocation effective date. If you initially decline and later request to relocate with your position, consideration may be given based on the current situation to include RIF. There is no

guarantee your request could be granted so it is recommended that you make a prudent decision.

23. I was offered to a position in Area IV instead of Area III but I would prefer relocating to Area III, can I do anything to change management's decision?

You may raise this question to your immediate supervisor or consult with your servicing human resources office. Management officials are required to make this decision after taking all job-related factors into consideration. Although the requirements of the mission prevail, management officials should also consider employee preference and seniority.

24. Can I delay my effective date of relocation?

If your unit is scheduled to move in phases, you may request to your supervisor that you be included in the trail party that is moving at a later date. Recommend that you check with your supervisor if he/she can adjust your movement schedule as requested.

25. If a RIF has to occur, can I be placed in positions of other Army Commands?

Yes. You may be placed in vacancies or positions occupied by reappointed retirees within the same fund source (APF) of Army component. For positions of other fund source (i.e., NAF) within Army component, vacancies will be considered.

26. If no position is available within Army component, can I be considered for other USFK positions?

Yes. Vacancies of other components to include Air Force, Navy, AAFES, and DHL will be considered. Personnel offices of other components will review/ determine your qualifications and may refer for positions you are determined to be qualified.

27. Can I be considered for reemployment with USFK after I am terminated by a RIF?

Yes. Employees separated by RIF will be eligible for registration on the ARPL for a maximum of 18 months from the RIF effective date. Employees will be requested to identify all geographical areas of interest within the component, and they will only be considered for reemployment to fill a vacant position in the identified areas.

28. What benefits will be provided to employees identified for RIF separation?

Since it is an involuntary separation, employees will receive one more month of normal wages in addition to severance pay. Their final pay will also include lump-sum payment of annual leave and prorated bonus. See Appendix E of this document for more information.

29. What benefits will be provided to employees downgraded/reassigned to other commuting areas?

Employees getting downgraded by RIF procedures will be provided saved pay rates^{xi}. Employees relocating to other commuting areas by RIF procedures will receive relocation allowance. Plus, they may also request for the administrative leave up to 24 work hours before and/or after the RIF effective date.

30. What other things can be done to help the employees identified for RIF separation?

USFK is participating in the ROK EIP, a program designed to assist employees who are involuntarily separated. They will be eligible for unemployment allowance and training subsidies under the ROK EIP. Further information concerning the ROK EIP is available at local ROK Employment Centers (<http://www.hrd.go.kr>).

Appendix D - Advance Notice Templates

Prepare all templates using official letterhead. (Management officials must prepare all documents in coordination with the servicing human resources office.)

Template #1 -- For realignment of KN employees under age 60

Template #2 -- For realignment of KN employees over age 60

Template #3 -- For Management Directed Reassignment of KN Employees under Age 60

Information of CPAC POCs to be used for KN notices are:

Area I/II CPAC: DSN 738-3451

Area III CPAC: 753-8779

Email: usarmy.henry.chra-fe.list.yrp-lpp-kn-inquiry@mail.mil

TEMPLATE # 1 (prepare on official letterhead – must be written in English and Hangul before issue)

FOR REALIGNMENT OF KN EMPLOYEES UNDER AGE 60

ORG SYMBOL

DD-MMM-YYYY

MEMORANDUM FOR **Employee Name** of **Organization**, **Organization Address**

SUBJECT: **Notice of Realignment**

1. Reference: USFK Regulation 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals, dated 10 February 2011.
2. This is to inform you of my proposal to realign your position from **old Permanent Duty Station** to **new Permanent Duty Station** on **effective date**. The reason for this proposed action is for the relocation of **Organization Name**.
3. You must reply to this proposed action by either accepting or declining in writing. Your reply must be mailed, delivered, and/or made in person to **Agency Official, Address** within seven (7) calendar days from receipt of this memorandum. You may make arrangements for an appointment with **Agency Official's** office at **Telephone #**, if you desire to make a personal reply.
4. If you reply and decline the proposed realignment, you will be separated for declining the relocation on **effective date**, and be eligible for registration on the Area Reemployment Priority List for 18 months from the effective date of the separation. Reduction-in-Force procedures are not applicable.
5. You may be entitled to payment of relocation allowance as stipulated in paragraph 8-13 of the referenced regulation. Your servicing Civilian Personnel Advisory Center (CPAC) will provide you with pertinent information concerning this entitlement. Your supervisor is also available to answer questions and will grant a reasonable amount of duty time for you to consult with the CPAC.
6. Your service at **Organization** is greatly appreciated, and we encourage you to give careful consideration to continuing your career by accepting this offer, as it is management's desire to retain your skills.
7. Please acknowledge receipt of this memorandum by signing and dating enclosure 1 and returning it to me. Your signature does not constitute agreement with its contents; it only indicates receipt. Please ensure enclosure 2 is returned to me within 7 calendar days from receipt of the memorandum.

Staff Principal/ O6/GS-15 equivalent

Enclosure:

1 – Acknowledgement of Receipt

2 - Acceptance/Declination of Realignment

I, **Employee Name**, acknowledge receipt of this Notice of Realignment and understand that I have 7 calendar days from the date of the notification to exercise my right to reply. If I do not exercise my right to reply, I understand that my realignment will be effective on **date**.

SIGNATURE

DATE

TO: Organization Address ATTN: Agency Official

SUBJECT: Notice of Realignment

I have read and understand the Notice of Realignment. I have indicated below whether I will or will not accept the realignment to new Permanent Duty Station.

I will accept the realignment to other commuting area.

I will not accept the realignment to other commuting area.

I understand that I will be subject to termination from USFK employment if I decline this offer to relocate to the new commuting area.

EMPLOYEE NAME _____

SIGNATURE

DATE

TEMPLATE # 2 (prepare on official letterhead – must be written in English and Hangul before issue)

FOR REALIGNMENT OF KN EMPLOYEES OVER AGE 60

ORG SYMBOL

DD-MMM-YYYY

MEMORANDUM FOR **Employee Name** of **Organization**, **Organization Address**

SUBJECT: **Notice of Realignment**

1. Reference: USFK Regulation 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals, dated 10 February 2011.
2. This is to inform you of my proposal to realign your position from **old Permanent Duty Station** to **new Permanent Duty Station** on **effective date**. The reason for this proposed action is for the relocation of **Organization Name**.
3. You must reply to this proposed action by either accepting or declining in writing. Your reply must be mailed, delivered, and/or made in person to **Agency Official, Address** within seven (7) calendar days from receipt of this memorandum. You may make arrangements for an appointment with **Agency Official's** office at **Telephone #**, if you desire to make a personal reply.
4. If you reply and decline the proposed realignment, you will be separated for declining the relocation on **effective date**. You will receive no other placement consideration.
5. As a noncompeting employee, you may be subject to any Reduction-in-Force (RIF) action to be required at a later date. If your position is determined to be used by other competing employee under RIF procedures before your relocation, you will receive a separate RIF notice and this notice of realignment will no longer be effective.
6. You may be entitled to payment of relocation allowance as stipulated in paragraph 8-13 of the referenced regulation. Your servicing Civilian Personnel Advisory Center (CPAC) will provide you with pertinent information concerning this entitlement. Your supervisor is also available to answer questions and will grant a reasonable amount of duty time for you to consult with the CPAC.
7. Your service at **Organization** is greatly appreciated, and we encourage you to give careful consideration to continuing your career by accepting this offer, as it is management's desire to retain your skills.
8. Please acknowledge receipt of this memorandum by signing and dating enclosure 1 and returning it to me. Your signature does not constitute agreement with its contents; it only indicates receipt.

Staff Principal/ O6/GS-15 equivalent

Enclosure:

- 1 – Acknowledgement of Receipt
- 2 - Acceptance/Declination of Realignment

I, **Employee Name**, acknowledge receipt of this Notice of Realignment and understand that I have 7 calendar days from the date of the notification to exercise my right to reply. If I do not exercise my right to reply, I understand that my realignment will be effective on **date**.

SIGNATURE

DATE

TO: Organization Address ATTN: Agency Official

SUBJECT: Notice of Realignment

I have read and understand the notice of Realignment. I have indicated below whether I will or will not accept the realignment to new Permanent Duty Station.

I will accept the Realignment to other Commuting Area.

I will not accept the Realignment to other Commuting Area.

I understand that I will be subject to termination from USFK employment if I decline this offer to relocate to other commuting area.

EMPLOYEE NAME _____

SIGNATURE

DATE

TEMPLATE # 3 (prepare on official letterhead – must be written in English and Hangul before issue)

FOR MANAGEMENT DIRECTED REASSIGNMENT OF KN EMPLOYEES UNDER AGE 60

ORG SYMBOL

DD-MMM-YYYY

MEMORANDUM FOR **Employee Name** of **Organization**, **Organization Address**

SUBJECT: Notice of Management Directed Reassignment

1. Reference: USFK Regulation 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals, dated 10 February 2011.
2. This is to inform you of my proposal to reassign you from your position located at **old Permanent Duty Station** to the position at **new Permanent Duty Station** on **effective date**. The reason for this proposed action is for the relocation of **Organization Name**.
3. You must reply to this proposed action by either accepting or declining in writing. Your reply must be mailed, delivered, and/or made in person to **Agency Official, Address** within seven (7) calendar days from receipt of this memorandum. You may make arrangements for an appointment with **Agency Official's** office at **Telephone #**, if you desire to make a personal reply.
4. If you reply and decline the proposed reassignment, you will be subject to a Reduction-in-Force when your current position has to be abolished.
5. You may be entitled to payment of relocation allowance as stipulated in paragraph 8-13 of the referenced regulation. Your servicing Civilian Personnel Advisory Center (CPAC) will provide you with pertinent information concerning this entitlement. Your supervisor is also available to answer questions and will grant a reasonable amount of duty time for you to consult with the CPAC.
6. Your service at **Organization** is greatly appreciated, and we encourage you to give careful consideration to continuing your career by accepting this offer, as it is management's desire to retain your skills.
7. Please acknowledge receipt of this memorandum by signing and dating enclosure 1 and returning it to me. Your signature does not constitute agreement with its contents; it only indicates receipt.

Staff Principal/ O6/GS-15 equivalent

Enclosure:

- 1 – Acknowledgement of Receipt
- 2 - Acceptance/Declination of MDR

I, **Employee Name**, acknowledge receipt of this Notice of Management Directed Reassignment and understand that I have 7 calendar days from the date of the notification to exercise my right to reply. If I do not exercise my right to reply, I understand that personnel actions may be initiated in the future as stated in the memorandum.

SIGNATURE

DATE

TO: Organization Address ATTN: Agency Official

SUBJECT: Notice of Management Directed Reassignment

I have read and understand the Management Directed Reassignment notice. I have indicated below whether I will or will not accept the reassignment to new Permanent Duty Station.

___ I will accept the Management Directed Reassignment.

___ I will not accept the Management Directed Reassignment.

I understand that I may be subject to termination from USFK employment under RIF procedures if I decline this Management Directed Reassignment to other commuting area.

EMPLOYEE NAME _____

SIGNATURE

DATE

Appendix E - Table for KN Employee Benefits under Separation¹²

Separation Benefit Item	Involuntary Separation of Competing Employees	Involuntary Separation of Reappointed Retirees	Resignation of Competing Employees during RIF or TOF	Early Retirement of Employees Aged 55 or over	Resignation of Competing Employees	Resignation of Reappointed Retirees
Prorated Severance Pay	√	√	√	√	√	√
One Month of Normal Wage (Base Pay)	√		√	√		
Sick Leave Included in the Creditable Service for Severance Pay Calculation	√	√	√	√		
Lump-sum Payment of Annual Leave up to 360 hrs	√		√	√	√	
Prorated Bonus	√	√	√	√		
ARPL Registration for 18 Months	√		√ (when affected by RIF or TOF) X (when not affected)	N/A	N/A	N/A

Endnotes

ⁱ Competing employees are permanent employees who have not reached mandatory retirement age of 60.

ⁱⁱ Regulatory criteria for continued reappointment of a reappointed retiree under age 68 are: the employee's position continues; the employee has had no recent performance or conduct problems within the past one year; the employee has no physical or health problems which would directly interfere with the successful performance of the work; employees in a job category for which a physical fitness test is required under USFK Reg 690-118 must pass the fitness test.

ⁱⁱⁱ Commuting area is determined based on distance, availability, adequacy of the public transportation facilities, and travel time required for going to and from work. There is no mileage standard to decide when two camps would be in the same local commuting area. Within the ROK, travel time of up to 2 hours, either alone or in combination with a radius of up to 50 kilometers (approximately 31 miles), is a common commuting time or distance.

^{iv} Reassignment is the change of an employee from one position to another without promotion or change to lower grade.

^v Realignment is the movement of an employee and his or her position when an organization change occurs. The employee stays in the same agency, and there is no change in the employee's position, grade or pay.

^{vi} TOF occurs when a function is discontinued at one competitive area and reappears in identifiable form at one or more other competitive areas, except when the function involved is virtually identical to functions already being performed in the other competitive area(s).

^{vii} Noncompeting employees include reappointed retirees, employees serving on temporary and intermittent appointments, and family member employees occupying positions designated for KN occupancy. They have no placement rights under RIF procedures.

^{viii} Continuing positions are positions expected to continue or last at least 90 days.

^{ix} Dependent rate will be paid if the employee furnishes appropriate documentation indicating that his/her spouse, dependent children, and/or parents or parents-in-law, have relocated with the employee.

^x Competitive Area (CA) is the organizational unit and geographical boundaries within which employees compete in a Reduction-in-Force. Management officials will review and modify CAs if necessary.

^{xi} Saved pay is the hourly total pay held by an employee immediately before being involuntarily changed to lower grade without personal cause, applied when the hourly total pay held by an employee before the changed to lower grade exceeds the hourly total pay of the top step of the lower grade to which assigned.

¹² Employee benefits for involuntary separation provided by the ROK government (e.g., unemployment benefits, and training subsidies under EIP) are not listed here. The involuntary separation described above does not refer to separation for misconduct.