



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96271-5237

FKCS

30 August 2024

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

SUBJECT: United States Forces Korea (USFK) Policy #8, Over-hire Policy Letter

1. REFERENCES.

- a. Title 5 Code of Federal Regulations, § 316.301, 21 Apr 2022.
- b. Department of Defense Instruction (DoDI) 1100.22, Policy and Procedures for Determining Workforce Mix, 12 April 2010 (Change 1, 1 December 2017).
- c. CJCSI 1001.01C, Joint Manpower and Personnel Program, 21 February 2024.
- d. Army Regulation 570-4, Manpower Management, 1 May 2024.

2. PURPOSE. This policy defines the term "over hire," provides authority to approve over hire requirements, and supersedes USFK Over Hire Policy Letter dated 22 JUN 2022.

3. DEFINITION. An over hire is defined as a non-enduring manpower requirement filled by a Department of the Army Civilian (DAC), where no valid authorization exists. Headquarters, Department of the Army (HQDA) provides no civilian pay dollars to resource over hires, therefore, over hire positions are unfinanced requirements.

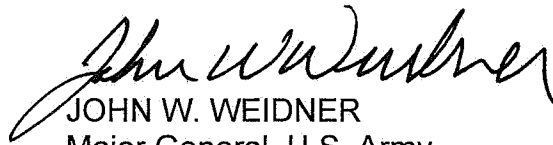
4. AUTHORITIES.

- a. The USFK CoS is the approval authority for over-hire actions.
- b. The USFK J8 manages the over hire process.

5. OVER HIRE PROCESS.

- a. Staff will follow the USFK Over Hire process detailed in USFK Instruction 1481.01, dated 30 August 2024.

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


JOHN W. WEIDNER
Major General, U.S. Army
Chief of Staff