

Headquarters
United States Forces Korea
Unit #15237
APO AP 96271-5237

United States Forces Korea
Regulation 690-118

5 July 2018

Civilian Personnel

QUALIFICATION STANDARDS FOR KOREAN EMPLOYEES

***This regulation supersedes USFK Regulation 690-118, dated 27 April 2010.**

FOR THE COMMANDER:

MICHAEL A. MINIHAN
Major General, USAF
Chief of Staff

OFFICIAL:



ROCKSON M. ROSARIO
Chief, Publications and
Records Management

Summary. This regulation prescribes education, training, experience, and licensing requirements for Korean national (KN) positions within United States Forces Korea (USFK).

Summary of Change. This revision includes the following changes:

- It is added that all periods of Leave Without Pay (LWOP) and other nonpay status will extend qualifying periods by the amount of nonpay status except for maternity leave (Chapter 2, paragraph 2-14).
- It is revised that qualification tables for KGS and KWB positions are updated to reflect change in titles and grade levels of established positions and to delete positions which are no longer in use (appendix A and B).
- It is clarified that junior level positions may be established one grade below the journeyman level of KWB-4 and below, and two grade below the journeyman level of KWB-5 and above (appendix B).

- A website which provides lists of designated institutes for Life Guard certification/license is changed to <https://imsm.kcg.go.kr> (appendix C, paragraph C-9).
- Title of appendix D is updated to include Medical Support Positions (appendix D).
- It is added that a 4 year course of study leading to a bachelor's degree will be included to educational requirements for medical and health care support positions. It is also clarified that license or certification requirements apply to all grade levels of the occupations (appendix D, subparagraph D-5d).
- It is revised that a Pharmacy Technician position will be excluded from the list of occupations as no license/certification requirements are established by Republic of Korea Government (ROKG). A Paramedic position is added to the list as the position is recently established (appendix D, subparagraph D-5d).
- It is added that a 4 year course of study leading to a bachelor's degree is included for Nurse and Physical Therapist positions to reflect changes of school systems for such majors (appendix F, paragraph F-2).
- It is added that employees currently assigned to professional positions will be considered to have met the basic requirements for the position occupied (appendix F, paragraph F-2).
- It is added that a 6 year course of study in a ROKG authorized or recognized university or college is included to reflect changes of school systems with license requirements for Pharmacist and Veterinarian positions (appendix F, subparagraph F-2a).
- It is revised that Examination Certification of Foreign Medical Graduate will be excluded from the basic requirements upon a request of Medical Command. Completion of residency program in an institution accredited for the training is added for the specialty of the position to be filled (appendix F, subparagraph F-2e).
- It is revised that ROKG licensing requirements and testing procedures for craftsman under Appendix J may be obtained from the Human Resources Development Service of Korea website, <http://www.hrdkorea.or.kr> (appendix J, paragraph J-10).
- It is added that completion of equivalent internal training course may substitute the DoD firefighter certification level 1 training course (appendix K, subparagraph K-7a).
- It is clarified that an employee must choose and complete one test among several test options under subparagraph g and i. It is also revised that (4) through (6) under subparagraph g will be excluded as those are not in use (appendix K, paragraph K-9).
- It is added that a timeline of the physical fitness test for reappointment after age 60 is established to include subsequent procedures when an employee does not successfully pass the test (appendix K, paragraph K-10).

Applicability. This regulation applies to all Department of Defense components in Korea employing KN civilians paid from funds appropriated by the Congress of the United States (U.S.) or from funds generated by U.S. nonappropriated fund (NAF) instrumentalities.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited without prior approval of Headquarters (HQ), USFK (FKCP), Unit #15237, APO AP 96271-5237.

Forms. USFK forms are available at www.usfk.mil.

Records Management. Records created as a result of process prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2 and USFK Regulation 923.1. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil> and under USFK Regulation 923.1, appendix H~K.

Suggested Improvements. The proponent of this regulation is HQ, USFK (FKCP). Users may suggest improvements to this regulation by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ, USFK (FKCP), Unit #15237, APO AP 96271-5237.

Distribution. Electronic Media Only (EMO).

CONTENTS

Chapter 1

Introduction, page 1

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations and Terms
- 1-4. Responsibilities
- 1-5. Qualification Standards

Chapter 2

Policy and Procedures, page 2

- 2-1. Application
- 2-2. One-Year Specialized Experience Provision for General Schedule Grades
- 2-3. Determining Level of Experience Required in One-Grade Interval Series
- 2-4. Determining Level of Experience Required in Two-Grade Interval Series
- 2-5. Substitution of Education for Experience
- 2-6. Education Abroad
- 2-7. Educational Courses
- 2-8. Education, Licensing/Certification Requirements
- 2-9. Waivers
- 2-10. Age
- 2-11. Supervisory Positions
- 2-12. Physical Requirements
- 2-13. Transition
- 2-14. Leave Without Pay or Other Nonpay Status
- 2-15. Exceptions or Revisions

Appendixes, page 5

- A. Alphabetical Index - Qualification Table for KGS Positions
- B. Alphabetical Index - Qualification Table for KWB Positions
- C. Qualification Standards for Clerical and Administrative Support Positions
- D. Qualification Standards for Technical and Medical Support Positions
- E. Qualification Standards for Two-Grade Interval Administrative, Management, and Specialist Positions
- F. Qualification Standards for Professional Positions
- G. Qualification Standards for Security Guard, and Security Guard Supervisors
- H. Qualification Standards for Manual Jobs
- I. Qualification Standard for Trades, Crafts, and Certain Skilled Jobs
- J. Qualification Standards for Motor Vehicle Drivers and Engineer Equipment Operators
- K. Qualification Standards for Firefighting Occupation Positions
- L. List of ROKG Construction Equipment Operator Licenses

Glossary, page 40

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes education, training, experience, and licensing requirements for Korean national (KN) positions within United States Forces Korea (USFK).

1-2. References

a. Required publication: USFK Reg 690-1, Civilian Personnel Regulations and Procedures - Korean Nationals.

b. Related publications:

(1) U.S. Office of Personnel Management (OPM) Qualification Standards.

(2) USFK Pam 690-500, Civilian Personnel Position Classification Guidance and Standardized Job Descriptions for Korean Positions.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. USFK Civilian Personnel Directorate (CPD), is responsible for developing qualification standards and approving requests for revised standards. The USFK CPD will make final determinations on requests for exceptions to and interpretation of established standards.

b. The Civilian Human Resources Agency (CHRA), Civilian Personnel Advisory Centers (CPACs), Human Resources Offices (HROs), and Civilian Personnel Offices (CPOs) will use this regulation to determine the qualifications for KNs to fill positions administered by their offices; to advise applicants, employees, and supervisors of established procedures and requirements; and to make recommendations to the component Civilian Personnel Director on requests for exception or proposed changes to these standards.

c. Commanders, managers, and supervisors at all levels will review this regulation and, if established standards appear inappropriate or unreasonable, submit recommendations for new or revised standards through their servicing CHRA/CPAC/HRO/CPO to HQ, USFK (FKCP).

1-5. Qualification Standards

On questionable KN qualification issues, further guidance may be obtained from the HQ, USFK.

a. Korean General Schedule (KGS). Titles, series, grades, and qualification standards to be used are shown in appendixes A, C through G, and K.

b. Korean Wage Board (KWB). Titles, series, grades, and qualification standards to be used are shown in appendixes B and H through K.

c. English language tests. USFK requires English language testing. Each component will establish English requirements to meet specific needs.

d. Qualification standards. Nine groups of qualification standards are established for related groups of jobs:

- (1) Clerical and Administrative Support Positions (appendix C).
- (2) Technical and Medical Support Positions (appendix D).
- (3) Two-grade Interval Administrative, Management, and Specialist Positions (appendix E).
- (4) Professional Positions (appendix F).
- (5) Security Guard, and Security Guard Supervisors (appendix G).
- (6) Manual Jobs (appendix H).
- (7) Trades, Crafts, and Certain Skilled Jobs (appendix I).
- (8) Motor Vehicle Drivers and Engineer Equipment Operators (appendix J).
- (9) Firefighters (appendix K).

Chapter 2 Policy and Procedures

2-1. Application

Experience is typically described in this qualification standard as either general or specialized experience.

a. General experience is usually required at grade levels where the knowledge and skills needed to perform the duties of a specific position are not a prerequisite, but where applicants must have demonstrated the ability to acquire the particular knowledge and skills.

b. Specialized experience is typically required for positions above the entry level where applicants must have demonstrated that they possess the ability to perform successfully the duties of a position after a normal orientation period. Specialized experience is typically in or related to the work of the position to be filled.

c. General experience cannot be credited as specialized experience. However, specialized experience can be credited as general experience.

d. Applicants who meet the experience requirements for a higher grade level in a given series also meet the experience requirements for lower grades in the same series.

e. An employee whose position is upgraded as a result of a reclassification is considered to meet the qualification requirements of the upgraded position, since he or she has been performing the higher-graded work. However, employees must meet any licensure or certification requirements, as well as any minimum educational requirements as prescribed in this regulation.

2-2. One-Year Specialized Experience Provision for General Schedule Grades

At KGS-5 and above, the qualification standards for most occupational series call for 1 year of specialized experience equivalent to at least the next lower grade level in the normal line of progression.

Applicants need not meet any cumulative years of experience requirements or general or lower level specialized experience requirements to qualify. They must, of course, meet any minimum educational, licensure, or other special qualification requirements and selective factors established for the position being filled. To be creditable, an applicant's 1 year of specialized experience must demonstrate the knowledge, skills and abilities (KSAs) necessary for successful job performance. When applicants meet the experience requirements for a given level, they also meet the experience requirements for positions at the lower grade levels in the same occupation. This provision applies unless the qualification standard for the occupation or position specifically states that more or less experience is required. It applies to both initial appointments and inservice placement actions.

2-3. Determining Level of Experience Required in One-Grade Interval Series

For most one-grade interval occupational series, the qualification standard calls for at least 1 year of specialized experience as described in paragraph 2-2, above. Sometimes, however, there is no position in the normal line of progression in an organization that is one grade lower than the position being filled. In such instances, 1 year of specialized experience at the second lower level is creditable for inservice applicants. When this provision is used for promotions requiring competition under the merit promotion and placement plan, the fact that employees can qualify with at least 1 year at either the next lower level or the second lower level must be stated in the vacancy announcement.

2-4. Determining Level of Experience Required in Two-Grade Interval Series

Most two-grade interval occupational series follow a progression pattern of KGS-5, KGS-7, KGS-9, KGS-11, KGS-12, KGS-13, etc., with two-grade intervals occurring from grades KGS-5 through KGS-11. Applicants need 1 year of specialized experience equivalent to at least the KGS-5 grade level to qualify for KGS-7, 1 year equivalent to at least the KGS-7 grade level to qualify for KGS-9, and 1 year equivalent to at least the KGS-9 grade level to qualify for KGS-11.

2-5. Substitution of Education for Experience

Graduation from high school and study/graduation from a Republic of Korea Government (ROKG) authorized or approved college or university may be substituted for experience as outlined in the specific appendix or qualification standard.

2-6. Education Abroad

Study at or graduation from an accredited college or university outside the Republic of Korea (ROK) is credited the same as ROK colleges.

2-7. Educational Courses

Completion of courses above the high school level, correspondence courses, USFK-sponsored training courses, or other self-development courses is not a mandatory qualification requirement, except as stated in paragraph 2-8 below. However, successful completion of self-development courses may be taken into consideration by supervisors when making selections.

2-8. Education, Licensing/Certification Requirements

a. Appendix F discusses education, experience, and licensing requirements for professional positions.

b. As specified in applicable appendixes, a ROKG license or certificate of competency is required for some positions.

2-9. Waivers

According to USFK Reg 690-1, subparagraph 4-26, qualification requirements in a published standard may be waived to place an employee who has received a separation notice in a reduction in force (RIF).

Extra training and/or skills development may be needed to help an employee adjust to the new position. Further waivers of qualification requirements will be used only for exceptionally hard-to-fill positions. Exceptionally hard-to-fill positions are those for which no basically qualified candidates (internal or external) are identified either at the full performance or trainee level. Waivers are granted on a case-by-case basis, and do not directly affect other positions in the organization. Requests for approval of waivers will be submitted to the CHRA-FE Regional Director or servicing CPO. The Personnel Officer can approve waivers. The CHRA/CPAC/HRO/CPO will ensure that the justification for the waiver approval is recorded in the employee's official personnel folder.

2-10. Age

Minimum employment age is 18. The maximum employment age for the purpose of recruitment and placement is 59. The maximum age for initial hire into security guard and firefighter positions is 35. This maximum age limitation for firefighter positions is not applicable to KN employees affected by RIF who are qualified for firefighter positions.

2-11. Supervisory Positions

An employee selected for supervisory positions must have completed the basic supervisory development course prior to assignment, or they must complete the course within 6 months following assignment.

2-12. Physical Requirements

Candidates must be physically capable of performing the duties of the position for which being considered. Any physical condition that would, in the opinion of USFK medical authorities, cause the applicant to be a hazard to himself/herself or others is disqualifying. Applicants for guard and firefighter positions must be physically capable of performing rigorous duty and must pass the applicable fitness or agility test.

2-13. Transition

When experience, education, English, or licensing requirements of a new standard exceed those previously used, current employees who do not meet the new requirements will be retained in their present positions. The new standard will not be applied to involuntary placement actions. However, the new standard will be applied to inservice placement actions, placement of former employees who are reemployed, and to all new hires from outside the current workforce.

2-14. Leave Without Pay or Other Nonpay Status

For purposes of determining qualification requirements, all periods of Leave without Pay (LWOP) and other nonpay status will extend qualifying periods by the amount of nonpay status except for periods of LWOP on maternity leave.

2-15. Exceptions or Revisions

Requests for exceptions to or revisions of this regulation will be submitted through the servicing CHRA/CPAC/HRO/CPO to USFK CPD (FKCP).

Appendix A
Alphabetical Index - Qualification Table for KGS Positions

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Accountant	KGS-0510-5 to 12	F
Accounting and Budget Clerk/Assistant	KGS-0503-5 to 7	C
Accounting Technician	KGS-0525-5 to 7	C
Accounts Maintenance Clerk	KGS-0525-3 to 4	C
Administrative Officer	KGS-0341-7 to 11	E
Administrative Support Assistant	KGS-0303-5 to 7	C
Air Traffic Assistant	KGS-2154-5 to 7	C
Air Traffic Control Specialist	KGS-2152-5 to 11	E
Architect	KGS-0808-5 to 12	F
Arts and Crafts Specialist	KGS-1056-5 to 11	E
Assistant Fire Chief	KGS-0081-7 to 10	K
Attorney	KGS-0602-9 to 13	F
Audiovisual Production Specialist	KGS-1071-5 to 11	E
Auditor	KGS-0511-5 to 12	F
Billeting Clerk	KGS-0303 4 to 5	C
Broadcast Operations Specialist	KGS-1001-5 to 9	E
Budget Analyst	KGS-0560-5 to 12	E
Budget and Accounting Analyst	KGS-0501-5 to 11	E
Budget Assistant/Technician	KGS-0561-5 to 7	C
Cashier	KGS-0530-2 to 5	C
Cashier-Checker	KGS-2091-3 to 5	C
Chemist	KGS-1320-7 to 11	F
Civil Engineer	KGS-0810-5 to 12	F

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Civilian Pay Clerk/Technician	KGS-0544-4 to 7	C
Clerk/General/Administrative Assistant	KGS-0303-2 to 7	C
Club Manager	KGS-1101-5 to 11	E
Communications Clerk	KGS-0394-3 to 7	C
Communications Specialist	KGS-0393-5 to 12	E
Community Relations Specialist	KGS-1035-5 to 12	E
Computer Assistant	KGS-0335-5 to 9	C
Computer Clerk	KGS-0335-3 to 5	C
Computer Operator	KGS-0332-5 to 8	C
Computer Operator (Point of Sales)	KGS-0332-5 to 8	C
Construction Inspector	KGS-0809-5 to 9	D
Contract Price Analyst	KGS-1102-5 to 12	E
Contract Specialist	KGS-1102-5 to 12	E
Courier	KGS-0302-4/5	C
Criminal Investigator	KGS-1811-5 to 12	E
Customer Services Representative	KGS-0303-4 to 6	C
Data Transcriber	KGS-0356-2/4	C
Dental Assistant	KGS-0681-5 to 7	D
Dental Hygienist	KGS-0682-5 to 7	D
Dental Laboratory Technician	KGS-0683-5 to 7	D
Education Administrator	KGS-0301-5 to 11	E
Education Services Specialist	KGS-1740-5 to 12	F
Education Specialist/Teacher	KGS-1710-5 to 12	F
Education Support Assistant	KGS-0303-5 to 7	C
Education Technician	KGS-1702-5 to 7	C

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Electrical Engineer	KGS-0850-5 to 12	F
Electronics Engineer	KGS-0855-5 to 12	F
Electronics Technician	KGS-0856-5 to 11	D
Engineering Support Assistant	KGS-0303-5 to 7	C
Engineering Technician	KGS-0802-5 to 11	D
Entomologist	KGS-0414-5 to 12	F
Environmental Engineer	KGS-0819-5 to 12	F
Environmental Protection Assistant	KGS-0029-5 to 7	C
Environmental Protection Specialist	KGS-0028-5 to 12	E
Equipment Specialist	KGS-1670-5 to 12	E
Facility Manager	KGS-1640-7 to 12	E
Facility Management Scheduler	KGS-1601-5 to 9	E
Financial Specialist	KGS-0501-5 to 12	E
Fire Communications Operator	KGS-0303-5	C
Fire Protection Inspector	KGS-0081-3 to 7	D
Fire Protection Specialist	KGS-0081-05 to 11	E
Food Management Specialist	KGS-0301-5 to 11	E
General Engineer	KGS-0801-5 to 12	F
General Housekeeping Manager	KGS-1667-7 to 9	E
General Supply Specialist	KGS-2001-5 to 11	E
Geologist	KGS-1350-5 to 12	F
Grocery Department Manager	KGS-1144-7	E
Health Technician	KGS-0640-5 to 9	D
Housing Management Assistant	KGS-1173-5 to 7	C
Housing Management Specialist	KGS-1173-5 to 11	E

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Housing Referral Assistant	KGS-0303-5 to 7	C
Housing Referral Specialist	KGS-1173-5 to 11	E
Human Resources Assistant	KGS-0203-5 to 7	C
Human Resources Assistant (Military)	KGS-0203-5 to 7	C
Human Resources Specialist	KGS-0201-5 to 13	E
Illustrator	KGS-1020-5 to 9	E
Industrial Engineering Technician	KGS-0895-5 to 9	D
Industrial Hygienist	KGS-0690-5 to 12	F
Information Technology Specialist	KGS-2210-5 to 12	E
Intelligence Research/Operations Specialist	KGS-0132-5 to 12	E
International Relations Specialist	KGS-0131-5 to 13	E
Inventory Management Specialist	KGS-2010-5 to 12	E
Investigator	KGS-1810-5 to 12	E
KN Pay Officer	KGS-0501-11	E
Language Assistant	KGS-1046-5 to 7	C
Language Specialist	KGS-1040-5 to 13	E
Laundry and Dry Cleaning Plant Manager	KGS-1658-7 to 11	E
Legal Clerk/Assistant	KGS-0986-5 to 7	C
Liaison Officer/ Specialist	KGS-0301-5 to 11	E
Librarian	KGS-1410-5 to 11	F
Library Technician	KGS-1411-5 to 7	C
Logistics Management Specialist	KGS-0346- 5 to 12	E
Mail and File Clerk	KGS-0305-3/4/5	C
Maintenance Clerk	KGS-0303-3 to 5	C
Management Agronomist	KGS-0471-11	F

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Management Analyst	KGS-0343-5 to 12	E
Management Assistant	KGS-0344-5 to 7	C
Manpower Analyst	KGS-0343-5 to 12	E
Marine Cargo Specialist	KGS-2161-5 to 11	E
Marketing Assistant	KGS-0303-5 to 7	C
Materials Engineering Technician	KGS-0802-5 to 9	D
Mechanical Engineer	KGS-0830-5 to 12	F
Medical Instrument Technician	KGS-0649-5 to 7	D
Medical Officer	KGS-0602-12/13	F
Medical Radiology Technician	KGS-0647-5 to 7	D
Medical Records Technician (Coding)	KGS-0675-5 to 7	D
Medical Supply Aide/Technician	KGS-0622-5 to 7	D
Medical Support Assistant	KGS-0679-5 to 7	C
Medical Technician	KGS-0645-7 to 9	D
Medical Technologist	KGS-0644-5 to 9	F
Meteorologist	KGS-1340-11	F
Microbiologist	KGS-0403-11	F
Motor Pool Clerk	KGS-0303-4 to 5	C
Motor Vehicle Dispatcher	KGS-2151-4 to 5	C
News Writer	KGS-1082-5 to 12	E
Nurse	KGS-0610-5 to 9	F
Nursing Assistant	KGS-0621-3 to 6	D
Office Automation Clerk/Assistant	KGS-0326-3 to 5	C
Office Support Clerk/Assistant	KGS-0303-4 to 7	C
Operations Clerk	KGS-0303-4 to 5	C

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Optical Laboratory Technician	KGS-0640-5	D
Packaging Specialist	KGS-2032-5 to 11	E
Paralegal Specialist	KGS-0950-5 to 12	E
Paramedic	KGS-0640-5 to 7	D
Pass and Identification Clerk	KGS-0303-5	C
Payroll Clerk	KGS-0544-4 to 5	C
Personnel Clerk/Coordinator	KGS-0303-4 to 5	C
Personnel Security Specialist	KGS-0080-5 to 11	E
Pharmacist	KGS-0660-5 to 12	F
Pharmacy Technician	KGS-0661-5 to 7	D
Photographer	KGS-1060-5 to 8	D
Physical Science Technician	KGS-1311-5 to 9	D
Physical Science Technician (Water)	KGS-1311-5 to 9	D
Physical Therapist	KGS-0633-5 to 11	F
Printing Clerk	KGS-0351-4/5	C
Printing Specialist	KGS-1654-5 to 11	E
Procurement Analyst	KGS-1102-5 to 11	E
Procurement Technician	KGS-1106-5 to 7	C
Production Controller	KGS-1152-5 to 11	D
Production Controller (Ammo)	KGS-1152-5 to 11	D
Program Analyst	KGS-0343-5 to 12	E
Property Disposal Technician	KGS-1107-5 to 7	C
Public Affairs Specialist	KGS-1035-5 to 12	E
Publications Supply Clerk	KGS-2005-4	C
Purchasing Agent	KGS-1105-5 to 7	C

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Qualification Examiner (MVO)	KGS-0303-5 to 7	C
Quality Assurance Specialist (Ammunition)	KGS-1910-5 to 11	E
Quality Inspection Technician	KGS-1910-5 to 7	C
Range Specialist	KGS-0301-5 to 11	E
Realty Specialist	KGS-1170-5 to 11	E
Recreation Aid	KGS-0189-3	C
Recreation Assistant	KGS-0189-4 to 6	C
Recreation Specialist	KGS-0188-5 to 10	E
Religious Affairs Assistant	KGS-0303-5 to 7	C
Retail Manager	KGS-1144-5 to 9	E
Safety & Occupational Health Specialist	KGS-0018-5 to 12	E
Sales Clerk	KGS-2091-2 to 5	C
Sanitary Engineering Technician	KGS-0802-5 to 10	D
Secretary	KGS-0318-4 to 6	C
Security Assistant (Office Automation)	KGS-0086-5	C
Security Guard	KGS-0085-3 to 6	G
Social Worker	KGS-0185-5 to 12	F
Sports Specialist	KGS-0030-5 to 9	E
Station Chief	KGS-0081-8 to 9	K
Statistical Clerk/Assistant	KGS-1531-4 to 7	C
Storage Specialist	KGS-2030-5 to 12	E
Supply Clerk	KGS-2005-3/4	C
Supply Systems Analyst	KGS-2003-5 to 11	E
Supply Technician	KGS-2005-5 to 7	C
Survey Technician	KGS-0817-5 to 7	D

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Telecommunications Specialist	KGS-0391-5 to 12	E
Telecommunications Technician	KGS-0392-5 to 9	D
Telephone Operator	KGS-0382-3 to 6	C
Traffic Management Specialist	KGS-2130-5 to 12	E
Training Instructor	KGS-1712-5 to 9	E
Training Specialist	KGS-0301-5 to 9	E
Transportation Clerk/Assistant	KGS-2102-4 to 7	C
Transportation Specialist	KGS-2101-5 to 11	E
Voucher Examiner	KGS-0540-3 to 6	C
Work Order Clerk	KGS-0303-4 to 5	C
Workforce Liaison Specialist	KGS-0301-5 to 9	E
Writer-Editor	KGS-1082-5 to 9	E

Appendix B
Alphabetical Index - Qualification Table for KWB Positions

B-1. KWB positions identified by an asterisk (*) and leader and above levels require some ability to read, write, speak, and/or understand English for referral consideration.

B-2. Grades shown are for journeyman level of the occupation concerned. Junior level positions may be established one grade below the journeyman level of KWB-4 and below, and two grades below the journeyman level of KWB-5 and above. Leader, Senior Leader, and Foreman positions are 1, 2 and 4 grades respectively above the journeyman grade for Laborer series positions and 1, 3, and 5 grades above the journeyman grade for the other positions.

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Air Conditioning Equipment Mechanic	KWB-5306-7	I
*Aircraft Engine Repairer/Mechanic	KWB-8602-8 to 9	I
Aircraft Freight Loader	KWB-6968-4	I
*Aircraft Mechanic	KWB-8852-8	I
*Aircraft Metal Worker	KWB-3806-8	I
Animal Caretaker	KWB-5048-4	I
Antenna Systems Mechanic	KWB-2501-6 to 7	I
*Artillery Repairer	KWB-6605-6	I
Asphalt Worker	KWB-3601-5	I
*Automotive Equipment Inspector	KWB-5801-6 to 7	I
Automotive Mechanic	KWB-5823-5 to 6	I
*Baker	KWB-7402-5	I
Bakery Equipment Operator	KWB-5444-4	I
*Bartender	KWB-7405-4	I
Battery Repairer	KWB-3725-5	I
*Boiler Plant Operator	KWB-5402-5 to 6	I
Bowling Equipment Repairer	KWB-4819-5 to 6	I
*Bus Driver	KWB-5703-6	J
Carpenter	KWB-4607-6	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Cement Finisher	KWB-3602-6	I
*Chef	KWB-7404-8	I
Communications Cable Splicer	KWB-2504-6	I
Communications Cable Splicer (High Voltage)	KWB-2504-7	I
Compositor	KWB-4401-5	I
Construction & Maintenance Worker	KWB-4749-6	I
*Cook	KWB-7404-4 to 5	I
Crane Operator	KWB-5725-7	J
Custodial Worker	KWB-3566-2	H
Drill Rig Operator	KWB-5729-7	J
Driver	KWB-5703-5	J
Driver, Heavy (Special Equipment)	KWB-5703-6	J
*Driver Supervisor	KWB-5703-8	J
Dry Cleaner	KWB-7304-6	I
*Electric Power Controller	KWB-5407-6	I
*Electrician	KWB-2805-6	I
*Electrician (High Voltage)	KWB-2810-7	I
*Electronics Mechanic	KWB-2604-6 to 7	I
Electronics Worker	KWB-2604-5	I
Engineer Equipment Operator	KWB-5716-7	J
Equipment Cleaner	KWB-7009-4 to 5	I
*Explosive Operator	KWB-6502-6	I
*Explosive Operator (Renovations)	KWB-6502-7	I
*Explosive Operator (Surveillance)	KWB-6502-7	I
Fabric Worker	KWB-3105-4	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
*Firefighter	KWB-0W81-5	K
*Firefighter (Crew Chief)	KWB-0W81-8	K
*Firefighter (Driver Operator)	KWB-0W81-6	K
Fixed Industrial Equipment Mechanic	KWB-5301-7	I
Food Service Worker	KWB-7408-1 to 2	H
Fork Lift Operator	KWB-5704-5	J
Fuel Distribution System Mechanic	KWB-4255-7	I
Fuel Distribution Systems Operator	KWB-5413-5	I
Garden Equipment Repairer	KWB-4840-6	I
Gardener	KWB-5003-5	I
Gas Generating Plant Operator	KWB-5401-6	I
General Equipment Mechanic	KWB-4737-6 to 7	I
Glazier	KWB-3601-5	I
Heating Equipment Mechanic	KWB-5309-6	I
Heavy Mobile Equipment Inspector	KWB-5801-7 to 8	I
Heavy Mobile Equipment Mechanic	KWB-5803-6 to 7	I
Hotel Attendant	KWB-3566-2	H
Industrial Equipment Mechanic	KWB-5301-6	I
*Instrument Repairer/Mechanic	KWB-3359-7	I
Kennel Support Attendant	KWB-5048-3 to 7	I
Kitchen & Bakery Equipment Repairer	KWB-5310-6	I
Laborer	KWB-3502-2	H
Laborer, Heavy	KWB-3502-3	H
Laborer, Heavy (Cold Storage)	KWB-3502-4	H
Laborer, Semi-Skilled	KWB-3502-3	H

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Laundry & Dry Cleaning Equipment Mechanic	KWB-5317-6	I
Laundry Machine Operator	KWB-7305-5	I
Laundry Marker, Classifier and Sorter	KWB-7304-3 to 5	I
Laundry Receiver and Shipper	KWB-7304-3 to 4	H
Laundry Worker	KWB-7304-3 to 4	H
Locksmith	KWB-4804-6	I
*Machinist	KWB-3414-7	I
Maintenance Mechanic	KWB-4749-6	I
Marine Machinery Mechanic	KWB-5334-7	I
Mason	KWB-3603-6	I
*Material Examiner and Identifier	KWB-6912-04	I
*Material Handler	KWB-6907-4	I
*Material Handler (Cold Storage)	KWB-6907-5	I
*Material Handler (Forklift Operator)	KWB-6907-5	I
Meat Cutter	KWB-7407-5	I
Meat Cutter (Cold Storage)	KWB-7407-6	I
*Medical Equipment Repairer	KWB-4805-7	I
Mobile Equipment Metal Mechanic	KWB-3809-6	I
Mobile Equipment Servicer	KWB-5806-4	I
Mobile Sales Associate	KWB-5703-6	I
Munitions Handler	KWB-6502-5	I
Office Appliance Repairer	KWB-4801-6	I
Offset Pressman	KWB-4417-6	I
Packer	KWB-7002-4	I
Painter	KWB-4102-6	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
*Pest Controller	KWB-5026-6	I
Pipefitter	KWB-4204-6	I
Plasterer	KWB-3605-6	I
Plumber	KWB-4206-6	I
Pneumatic Tool Operator	KWB-5401-5	I
Powered Ground Equipment Mechanic	KWB-5378-6	I
Powered Support System Mechanic	KWB-5378-6	I
*Preservation Servicer	KWB-7006-5	I
Presser	KWB-7301-3	H
Pressman (Printing)	KWB-4406-7	I
Production Machinery Mechanic	KWB-5350-7 to 8	I
Projection Equipment Repairer	KWB-3364-6	I
Projectionist	KWB-3910-5	I
Radiator Repairer	KWB-3858-6	I
Reclamation Worker	KWB-4801-6	I
Reproduction Worker	KWB-4401-5	I
Rigger	KWB-5210-5	I
Safe Repairer	KWB-3801-6	I
Sandblaster	KWB-5423-4 to 5	I
Sewage Disposal Plant Operator	KWB-5408-6	I
Sewing Machine Operator	KWB-3111-4	I
Sheet Metal Mechanic	KWB-3806-6	I
*Sign Painter	KWB-4104-6	I
Small Arms Repairer	KWB-6610-6	I
*Store Worker	KWB-6914-4	I

<u>TITLE</u>	<u>SERIES AND GRADE</u>	<u>APPENDIX</u>
Telecommunication Mechanic	KWB-2502-6 to 7	I
Tire & Tube Repairer	KWB-4361-4	I
*Tools & Parts Attendant	KWB-6904-4	I
Tractor Operator	KWB-5705-5	J
*Utility Systems Operator	KWB-5406-6	I
Vending Equipment Mechanic	KWB-4820-7	I
Vending Routeman	KWB-5703-6	I
*Waiter/Waitress	KWB-7420-2	H
Warehouse Worker	KWB-6907-4	I
Wastewater Treatment Plant Operator	KWB-5408-6	I
Water Treatment Plant Operator	KWB-5409-6	I
Welder	KWB-3703-6	I
Wood Body Repairer	KWB-4601-6	I
Wood Crafter	KWB-4605-6	I
Wood Worker	KWB-4604-4	I

**Appendix C
Qualification Standards for Clerical and Administrative Support Positions**

C-1. Coverage

Use this qualification standard for one-grade interval clerical and administrative support positions shown in appendix A.

C-2. Experience Requirements

The total amount of experience required and allowable substitutions of education for that experience are shown below.

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-02	3 months	0		H.S. graduation.
KGS-03	6 months	0		1 year above H.S.
KGS-04	1 year	0		2 years above H.S.
KGS-05	0	1 year equiv to KGS-04		4 years above H.S.
KGS-06 & above	0	1 year equiv to next lower grade		Not applicable.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described in para C-8 below.

C-3. General Experience

General experience includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

C-4. Specialized Experience

Specialized experience is defined as experience which has equipped the candidate with the particular KSAs to successfully perform the duties of that position.

C-5. Quality of Experience

If qualified based on experience rather than education (as shown above), applicants for positions at KGS-5 and above must have 1 year of specialized experience at a level of difficulty equivalent to the next lower grade. For example, to qualify as a Secretary, KGS-5, a candidate must have 1 year specialized experience equivalent to a KGS-4. This experience could be gained as a USFK employee, in private industry, or in the military.

C-6. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

C-7. Substitution of Education for Experience

High school graduation may be substituted for experience at the KGS-2 level. Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Education cannot be substituted above the KGS-5 level.

C-8. Proficiency Requirements

In addition to meeting experience or education requirements, applicants for positions requiring keyboard operation skills, must provide a statement self-certifying that he or she can operate a keyboard to meet the required words per minute. Self certification can be waived for inservice applicants if the employee is currently serving in a position requiring equivalent typing or office automation proficiency. ROK Word Processing Certificates for English may be substituted for the self certification of keyboard operation skills. A minimum typing speed of 30 words (150 strokes) per minute with three or fewer errors is required.

C-9. Certification/License Requirements

Applicants for Recreation Aid (Life Guard), KGS-0189 must possess a valid Korea Coast Guard recognized lifeguard certification covering lifesaving and water rescue methods, skills, and procedures; basic first aid; and cardio pulmonary resuscitation (CPR). The list of designated institutes for lifeguard certification/license is available on the Korea Coast Guard website at <https://imsm.kcg.go.kr>.

**Appendix D
Qualification Standards for Technical and Medical Support Positions**

D-1. Coverage

Use this qualification standard for technical and medical support positions as shown in appendix A.

D-2. Experience Requirements

The total amount of experience required and allowable substitutions of education for the experience are shown below.

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-02	3 months	0		H.S. graduation.
KGS-03	6 months	0		1 year above H.S or Tech H.S. graduation in the specialization.
KGS-04	6 months	6 months		2 years above H.S.
KGS-05	0	1 year equiv KGS-04		4 years above H.S.
FOR MEDICAL and HEALTH CARE SUPPORT FIELD POSITIONS (for positions identified in paragraph D-5d below only)				
KGS-05	0	1 year equivalent to the KGS-4 level		3 or 4 year course of study above high school leading to an associate's or a bachelor's degree with appropriate licensure or certification related to the occupation, if required. See para D-5d.
FOR ALL POSITIONS				
KGS-06 & above	0	1 year equivalent to at least the next lower grade		Not applicable.
Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.				

D-3. General Experience

General experience is defined as experience which provided exposure to the environmental setting, procedures, principles, and methods which might be expected to be found in the general occupational area of the position being filled.

D-4. Specialized Experience

Specialized experience is defined as progressively responsible technical experience in the specialty field in which the duties of the position are to be performed or in closely related lines of work. This experience must have equipped the applicant with the particular KSAs to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. For positions at KGS-5 and above, at least 1 year of specialized experience must have been at or equivalent to the next lower grade. For experience earned in Korean corporations, the level of experience may be determined by comparing the experience to that for the next lower grade of the position being filled using the classification standards, i.e., USFK Pamphlet 690-500. Applicants who have 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience in order to meet the minimum qualification requirements.

D-5. Substitution of Education for Experience

a. High School. Graduation from high school may be substituted in full for the 3 months experience required at the KGS-2 level.

b. Technical High School. Graduation from a technical high school in the specialization of the position being filled may be substituted for 6 months of the general experience requirements and is fully qualifying for KGS-3 positions in the specialty. Technical high school education cannot be substituted for any experience requirements above the KGS-3 level.

c. College. Successful completion of 2 years of study in a ROKG authorized or recognized college or university in any field appropriate to the specialization of the position to be filled may be substituted for 6 months of general and 6 months of specialized experience. An applicant who has a bachelor's degree in the field in which the duties are to be performed will be fully qualified for a KGS-5 position in the specialty field of their education. One year of full-time undergraduate study is defined as 30 semester hours, or the equivalent, in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a technical school. College education cannot be substituted for any experience requirement above the KGS-5 level.

d. An applicant who has completed a 3 or 4 year course of study above high school leading to an associate's or a bachelor's degree in the medical and health care support fields will be qualified for KGS-5 positions, if he/she has also acquired a ROKG issued or recognized license or certification related to the specialty or occupation. License or certification requirements apply to all grade levels of the occupation to be filled. This provision is applicable to the following positions only:

Position Title and Series

Nursing Assistant, KGS-0621
Optical Laboratory Technician; Health Technician, KGS-0640
Medical Technician, KGS-0645
Medical Radiology Technician, KGS-0647
Medical Instrument Technician, KGS-0649
Medical Records Technician (Coding), KGS-0675
Dental Assistant, KGS-0681
Dental Hygienist, KGS-0682
Dental Laboratory Technician, KGS-0683
Paramedic, KGS-0640

e. Technical licenses. Possession of an Industrial Engineer (산업기사) License - The Construction/Civil/Surveying/Engineering Technician License issued by the ROKG may substitute for 6 months of general experience and 6 months of specialized experience for positions of Engineering Technician, Surveying Technician, and Construction Inspector.

f. Production Controller (Ammo), KGS-1152-7 through 11. This position requires an ammunition background and knowledge of ammunition and components.

D-6. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

**Appendix E
Qualification Standards for Two-Grade Interval Administrative, Management, and Specialist Positions**

E-1. Coverage

This qualification standard covers KGS positions which involve the performance of two-grade interval administrative, management, and specialist work as shown in appendix A.

E-2. Education and/or Experience Requirements

The total amount of education and experience required for grades KGS-5 and above are shown below.

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-05	3 (1 year at least equiv to KGS-4)	0		4 years of study above H.S. resulting in a bachelor's degree.
KGS-07	0	1 year equiv to KGS-05		1 full academic year of Graduate level education.
KGS-09	0	1 year equiv to KGS-07		2 full academic years of Graduate level education leading to a master's or equivalent graduate degree.
KGS-11	0	1 year equiv to KGS-09		3 full years of progressively higher level graduate education leading to a doctoral degree.
KGS-12 & above	0	1 year equiv next lower grade		Not applicable.
Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.				

E-3. General Experience

Experience in substantive and relevant technical, or clerical work may be qualifying as long as it has provided evidence of the KSAs necessary to perform the duties of the position. Experience of a general clerical nature (typing, filing, office automation, routine procedural processing) is not creditable. General experience is defined as progressively responsible administrative, professional, technical, investigative, or other substantive experience, 1 year of which was equivalent to at least the next lower grade, that demonstrates the ability to--

- a. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
- b. Plan and organize work; and,
- c. Communicate effectively in English, both orally and in writing.

E-4. Specialized Experience

Specialized experience is defined as experience which is in or closely related to the line of work of the position to be filled and which has equipped the applicant with the particular KSAs to successfully perform the duties of that position. Specialized experience may be substituted for general experience.

E-5. Substitution of Education for Experience

a. College. A full 4-year course of study resulting in an undergraduate degree is fully qualifying for KGS-5 positions under this standard provided any required testing and any licensing requirements are also met. Undergraduate college education may not be substituted for any experience requirements above KGS-5 level.

b. Graduate education. For specialized experience, each full academic year of graduate education in a field related to the position being filled may be substituted for 1 year of specialized experience up to a maximum of 2 years graduate education for 2 years specialized experience. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 12 semester hours should be considered as satisfying the 1 year of full-time study requirement. A master's degree in an appropriate field is fully qualifying for directly related KGS-9 positions provided testing and any licensing requirements are met. Three full years of progressively higher level graduate education or completed doctorate course or a doctorate degree in an appropriate field is qualifying for KGS-11.

c. Quality Assurance Specialist (Ammunition), KGS-1910-7/9. Successful completion of the basic Ammunition Inspector Course (14 weeks) conducted by the ROK Army may be substituted for 3 years general experience equivalent to KGS-5 level. Successful completion of the Defense Ammunition Center Ammunition Surveillance Applications I Course may be substituted for 1 year specialized experience equivalent to the KGS-7.

d. Paralegal Specialist, KGS-950-7/9/11. Applicants who have passed the Korean Bar Examination or who are licensed as an attorney by the ROKG will be rated as qualified for Paralegal Specialist, KGS-950-7, 9, and 11 positions regardless of experience requirements specified in this standard. Applicants who have completed a 4-year course of study in a ROKG authorized or recognized university or college and possess a bachelor's degree in law will be qualified for entry at the KGS-5 level.

e. Illustrating Series, KGS-1020-5/7/9. Successful completion of study at a ROKG authorized or recognized college or university in the related field (major study – illustrative design, commercial art, fine arts, industrial design, architecture, drafting, interior design, appropriate history or scientific subjects, visual communication, or other fields related to the position) may be substituted for general experience at the rate of 1 academic year of education for 9 months of general experience. Graduate education in the above major fields related to the position being filled may be substituted for 1 year of specialized experience up to a maximum of 2 years graduate education for 2 years specialized experience. A master's degree in an appropriate field is fully qualifying for directly related KGS-9 positions.

f. Air Traffic Control Specialist, KGS-2152. Applicants who possess a current license issued or recognized by the ROKG, and who meet and maintain the ATC physical standards of the host country, and all testing requirements of the employing organization will be rated as qualified for KGS-5.

E-6. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

Appendix F

Qualification Standards for Professional Positions

F-1. Coverage

Professional positions for which this qualification standard will be used are listed in appendix A.

F-2. Basic Requirements for KGS-5 Entry Level

Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's degree with appropriate license or certification in the occupation, if required. Three or four year course of study is applicable to Nurse, KGS-0610, and Physical Therapist, KGS-0633, positions. The basic educational requirements apply to professional positions of all grades. Employees currently assigned to professional positions will be considered to have met the basic requirements for the position occupied. See the basic educational and/or license requirements for the positions listed below.

a. Applicants for Accountant, Auditor, Architect, Education Specialist, Engineer, Librarian, Social Worker, Pharmacist and Veterinarian positions who have completed a full 4 or 6 year course of study in a ROKG authorized or recognized university or college and who hold a bachelor's degree in a field related to the specialty for which applying will be rated as qualified for KGS-5 provided any testing and/or license requirements are also met.

b. Applicants for Accountant and Auditor positions who hold a bachelor's degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting will be rated as qualified for KGS-5 provided any testing requirements are also met. The 24 hours may include up to 6 hours of credit in business law.

c. Applicants for Nurse and Physical Therapist positions who possess a current license issued by the ROKG will be rated as qualified for KGS-5 provided any testing requirements are also met. Applicants for Librarian positions who hold a Class II Librarian (2급 정사서) license issued by the ROKG will be rated as qualified for KGS-5 level.

d. Applicants for professional engineer positions who hold an engineering degree from a ROKG authorized or recognized college or university in the field of engineering related to the job for which being considered or an engineer license (기사) issued by the ROKG will be rated as qualified for KGS-5 positions provided any testing requirements are also met.

e. Applicants for Medical Officer, KGS-0602 positions, must have graduated from an accredited college of medicine and possess a license to practice medicine in Korea. Completion of an approved internship and residency program in an institution accredited for such training is also required in the specialty of the position to be filled. Fulfillment of these requirements is fully qualifying for KGS-12 and KGS-13 Medical Officer positions.

F-3. Experience Requirements for KGS-7 and Above

In addition to meeting the basic entry qualification requirements, applicants must have specialized/professional experience or directly related graduate level education as listed below for grades above the KGS-5 entry level:

<u>GRADE</u>	<u>EXPERIENCE</u>		<u>OR</u>	<u>EDUCATION</u>
	<u>GENERAL (YEARS)</u>	<u>SPECIALIZED (YEARS)</u>		
KGS-7	0	1 year professional experience equivalent to at least the next lower grade.		1 full year of graduate level education.
KGS-9	0	Same as above		2 full years of progressively higher level graduate education leading to a master's or equivalent graduate degree.
KGS-11	0	Same as above		3 full years of progressively higher level graduate education leading to a doctoral degree.
KGS-12 & Above	0	Same as above		Not applicable
Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.				

F-4. Professional Experience

Professional experience is defined as experience which required application of the professional theories, scientific principles, and practices in the established profession of the position to be filled. Professional positions require professional, rather than technical KSAs such as can be gained through intensive college education and training.

F-5. Quality of Experience

Except for applicants who qualify based on substitution of education or training for experience, to qualify for KGS-07, KGS-09, and KGS-11 positions, applicants must have a minimum of 1 year of professional experience at or equivalent in difficulty and responsibility to the second lower grade. To qualify for KGS-12 and above positions, applicants must have at least 1 year of professional experience at or equivalent in difficulty and responsibility to the next lower grade.

F-6. Substitution of Education

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 12 semester hours should be considered as satisfying the 1 year of full-time study requirement.

F-7. English Ability

Each component establishes requirements for English ability and procedures for English proficiency.

Appendix G
Qualification Standards for Security Guard, and Security Guard Supervisors

G-1. Coverage

Security guard positions for which this qualification standard will be used are listed in appendix A.

G-2. Experience Requirements

Applicants for security guard positions must have experience and/or training as set forth in this standard.

GRADE	GENERAL EXPERIENCE (YEARS)	SPECIALIZED EXPERIENCE (YEARS)	TOTAL EXPERIENCE (YEARS)
KGS-3	1	0	1
KGS-4	1	½	1 1/2
KGS-5	1	1	2
KGS-6	1	1 1/2	2 1/2
KGS-7/8	1	2	3

G-3. General Experience

General experience may have been gained in clerical, administrative, technical, law enforcement, or similar positions.

G-4. Specialized Experience

Specialized experience is progressively responsible experience as a Security Guard, Security Guard Supervisor, military or civilian policeman.

G-5. Quality of Experience

Applicants for Guard positions at KGS-4 and above must have had at least 6 months experience at a level of difficulty comparable to the next lower grade or 1 year experience at a level of difficulty comparable to two grades below the position for which being considered. Applicants for supervisory positions must have completed appropriate training or have specialized experience directly related to the position to be filled.

G-6. Substitution

Graduation from high school may be substituted for 1 year of general experience.

G-7. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

G-8. Physical Requirements

All candidates must be physically and mentally qualified to successfully perform the duties of the job to be filled. The following standards apply:

- a. Height: 165 centimeters (5'5") or over.

- b. Weight: 55 Kilograms (122 pounds) or more (proportionate to height) (female guards exempted).
- c. Chest: At least one-half of height.
- d. Age: Maximum of 35 for new accessions.
- e. Must possess both hands and both feet.
- f. Must be physically capable of working under the following environmental factors:
 - (1) Outside, in existing weather conditions.
 - (2) Slippery or uneven walking surfaces.
 - (3) Protracted or irregular hours of work.
- g. Must have physical capability in the following functional factors:
 - (1) Light lifting - up to 10 kilograms (22 pounds).
 - (2) Light carrying - up to 10 kilograms (22 pounds).
 - (3) Walking - 8 hours.
 - (4) Standing - 8 hours.
 - (5) Far vision correctable to 20/30.
 - (6) Ability to distinguish basic colors.
 - (7) Ability to qualify with firearms.
 - (8) Normal hearing without aid.
- h. Successful completion of physical fitness test as demonstrated by completing the following tests in the indicated time frame:
 - (1) Run one fourth (1/4) mile in 2 minutes 15 seconds.
 - (2) Push-ups - 15 repetitions in 1 minute.
 - (3) Bent-knee sit-ups - 22 repetitions in 1 minute.

**Appendix H
Qualification Standards for Manual Jobs**

H-1. Coverage

Jobs for which this standard will be used are listed in appendix B.

H-2. Experience Requirements

Applicants must have specialized experience as shown below:

TITLE/GRADE	GENERAL EXPERIENCE (YEARS)	SPECIALIZED EXPERIENCE (YEARS)	TOTAL EXPERIENCE (YEARS)
Journeyman, KWB-1/2/3/4	0	0	0
Leader/Supervisor, KWB-3/4/5	0	1	1
Senior Leader, KWB-5/6/7	0	2	2
Foreman, KWB-5/6/7/8	0	3	3

H-3. General Experience

No prior experience or education required.

H-4. Specialized Experience

Specialized experience is defined as progressively responsible experience in the line of work for which being considered.

H-5. Quality of Experience

Applicants for Leader, Senior Leader, and Foreman positions must have 1 year of experience comparable to the next lower level in the specialty for which being considered. Applicants for Senior Leader or Foreman positions will also be rated as qualified if they have 2 years of specialized experience in a job two levels below the job for which being considered.

H-6. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

Appendix I
Qualification Standard for Trades, Crafts, and Certain Skilled Jobs

I-1. Coverage

Jobs for which this standard will be used are listed in appendix B.

I-2. Experience Requirements

The following table shows the amount of experience required to qualify for positions covered by this standard.

TITLE/GRADE	GENERAL EXPERIENCE (YEAR)	SPECIALIZED EXPERIENCE (YEARS)	TOTAL EXPERIENCE (YEARS)
Junior, KWB-3/4/5	1	0	1
Journeyman, KWB-4/5/6/7/8	1	1	2
Leader, KWB-5/6/7/8	1	2	3
Senior Leader, KWB-7/8/9/10/11	1	3	4
Foreman, KWB-9/10/11/12/13	1	4	5

I-3. General Experience

General experience includes actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

I-4. Specialized Experience

Specialized experience includes experience at the “Junior” or higher level in work related to trade or craft for which being considered.

I-5. Quality of Experience

Applicants for Journeyman, Leader, Senior Leader, and Foreman positions must have 1 year specialized experience comparable to the next lower level position in the trade or craft for which being considered. Applicants for Senior Leader or Foreman positions will also be rated as qualified if they have 2 years of specialized experience in a job in the trade or craft two levels below the job for which being considered.

I-6. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

I-7. Substitution

a. The following may be substituted for the 1 year of general experience required at any level:

- (1) Graduation from high school in a field related to the job for which being considered.

(2) Trade or vocational school. Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered.

(3) ROK license/certificate of competency. Possession of a valid license or certificate of competency issued by the ROKG attesting to proficiency as craftsman (기능사) in the trade or craft of the job for which being considered.

b. The following may be substituted for the 1 year of general and 1 year of specialized experience required at any level:

(1) Technical junior college. Graduation from technical junior college in a field related to the job for which being considered.

(2) ROK license/certificate of competency. Possession of a license or certificate of competency issued by the ROKG attesting to proficiency as an industrial engineer (산업기사) in the trade or craft of the job for which being considered.

I-8. License or Certificate of Competency Requirements

Applicants for Cook, KWB-5 and above, and Boiler Plant Operator positions must possess a current license or a certificate of competency issued by the ROKG authority.

I-9. Applicants for jobs of which duties include operating motor vehicles and/or engineer equipment will also meet qualification requirements in appendix J.

**Appendix J
Qualification Standards for Motor Vehicle Drivers and Engineer Equipment Operators**

J-1. Coverage

Jobs for which this standard will be used are listed in appendix B.

J-2. Experience Requirements

Applicants must have specialized and/or supervisory experience for the title and grade of the position to be filled.

TITLE/GRADE	SPECIALIZED EXPERIENCE (YEARS)	SUPERVISORY EXPERIENCE (YEARS)	TOTAL EXPERIENCE (YEARS)
Driver, KWB-5703-5	0	0	0
Tractor Operator, KWB-5705-5	0	0	0
Forklift Operator, KWB 5704-5	0	0	0
Bus Driver, KWB-5703-6	1/2	0	½
Driver, Heavy (Special Equip), KWB-5703-6	1/2	0	½
Engineer Equip Operator, KWB-5716-7	0	0	0
Crane Operator, KWB-5725-7	0	0	0
Leader/Supervisor, KWB-7/8	1	0	1
Senior Leader, KWB-10	2 years as Journeyman or 1 year as Journeyman	0 1 year as Leader/ Supervisor	2 2
Foreman, KWB-11/12	1 or 2	3 years 2 years	4 4

J-3. ROKG Operator’s License

Applicants must possess a ROKG operator’s license for the type of motor vehicle/equipment to be operated. See appendix L for a list of ROKG construction equipment operator license.

J-4. Exception

ROKG operator’s license is not required for a farm-type (typically 3-wheeled) motor-operated carriage or farm-type tractor used in cutting lawns/weeds, etc. However, employees who operate these types of equipment must have the appropriate USFK permit prior to appointment.

J-5. USFK Performance Test

Applicants must successfully pass a USFK performance test prior to appointment for the type of motor vehicle/equipment to be operated.

J-6. Specialized Experience

Specialized experience in J-2 is journeyman level experience operating the specific type of motor vehicle/equipment of the position to be filled.

J-7. Supervisory Experience

Supervisory experience is progressively responsible experience operating and supervising the operation of the specific type of motor vehicle/equipment of the position to be filled.

J-8. Quality of Experience

Applicants for leader positions must have 1 year of specialized experience with the type of motor vehicle/equipment operated, comparable to the next lower level in that field. Applicants for Senior Leader will also be rated as qualified if they have 2 years of specialized experience with the type of motor vehicle/equipment operated, comparable to two job levels below the job for which being considered. Applicants for Foreman positions will be rated as qualified if they have 4 years of journeyman level and supervisory experience with the type of motor vehicle/equipment operated.

J-9. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

J-10. Information on ROKG licensing requirements and testing procedures for craftsman (기능사) on some construction equipment may be obtained from the Human Resources Development Service of Korea (한국산업인력공단) website at <http://www.hrdkorea.or.kr>.

J-11. ROKG license requirements and test procedures are subject to change without prior notice. The appropriate ROKG agency should be contacted for current information on licensing requirements and testing procedures.

**Appendix K
Qualification Standards for Firefighting Occupation Positions**

K-1. Coverage

Jobs for which this standard will be used are listed in appendixes A and B.

K-2. Education and Experience Requirements

Applicants must have experience, training and/or education for the title and grade of the position to be filled as follows:

TITLE/GRADE	GENERAL EXPERIENCE (YEARS)	SPECIALIZED EXPERIENCE (YEARS)	OR EDUCATION
Firefighter, KWB-0W81-3	6 months	0	H.S. graduation
Firefighter, KWB-0W81-5; Firefighter (Driver-Operator) KWB-0W81-6	0	*1 year equivalent to KWB-3	2-year course of study above high school in a related Field.
Firefighter (Crew Chief), KWB-0W81-8	0	1 year equivalent to at least next lower grade level bachelor's degree in a field related to the position	4-year course of study above high school leading to
Assistant Fire Chief, KGS-0081-7	0	1 year equivalent to at least KWB-0W81-8, Firefighter (Crew Chief)	Not Applicable
Station Chief, KGS-0081-8/9	0	1 year equivalent to at least next lower grade level	Not Applicable
Assistant Fire Chief, KGS-0081-8/9/10	0	1 year equivalent to at least next lower grade level	Not Applicable

*See paragraph K-7 below.

K-3. General Experience

Work experience or military service that demonstrates the ability to follow directions and to read, understand, and retain a variety of instructions, regulations, and procedures and that otherwise demonstrates the ability to perform or learn to perform the duties of the position.

K-4. Specialized Experience

Experience that demonstrates the particular KSA's to perform successfully the duties of the position. Such duties may include (1) controlling or extinguishing fires as a member of an organized military, industrial, volunteer, or governmental fire department or brigade; (2) rescue operations; (3) detection, reduction, or elimination of potential fire hazards; (4) operation of fire communications equipment; (5)

controlling hazardous material incidents and/or (6) developing, implementing, or providing training in fire protection and prevention.

K-5. English Ability

Each component establishes requirements for English ability and procedures for English proficiency tests.

K-6. Substitution

a. Graduation from high school may be substituted for the 6 months of general experience required for KWB-3.

b. Successful completion of a 2-year course of study in an accredited college or university in related fields may be substituted for 1 year of specialized experience required for KWB-5 Firefighter or KWB-6 Firefighter (Driver-Operator).

c. Successful completion of a 4-year course of study in an accredited college or university with major study in related fields is qualifying for KWB-8 Firefighter (Crew Chief).

K-7. Certification/License Requirements

a. In conjunction with the one year of specialized experience, newly hired junior firefighters, KWB-3, will be promoted to firefighter, KWB-5, after completion of DoD firefighter certification level 1 training course. Successful completion of the equivalent internal training course may be substituted for the required DoD firefighter certification level 1 training course. The training certification will be provided to the servicing CPAC/HRO/CPO.

b. Firefighters, KWB-5 and below, require a class I driver license (normal), i.e., pickup truck, small van, passenger vehicle and water tanker; and KWB-6 and above require a class I driver license (large), i.e., firefighting structural, crash, rescue and ladder trucks to include the light equipment vehicles. Applicants must possess a ROKG driver's license for the type of motor vehicle/equipment to be operated, and successfully pass a USFK performance test for the type of motor vehicle/equipment to be operated.

K-8. Quality of Experience

Applicants for Station Chief and Assistant Fire Chief positions must have 1 year specialized experience comparable to the next lower level position.

K-9. Physical Fitness Standards for Firefighters

The agility test for firefighter positions will be conducted after issuance of referral list during the selection process by the selecting official.

a. Height: 165 centimeters (5'5") or over.

b. Weight: 55 kilograms (122 pounds) or more.

c. Chest: At least one-half of height.

d. Age: Maximum of 35 for new accessions to firefighter positions.

e. Must be physically capable of working under the following environmental factors:

(1) Outside, in existing weather conditions.

- (2) Slippery or uneven walking surfaces.
 - (3) Protracted or irregular hours of work.
- f. Must have physical capability in the following functional factors:
- (1) Far vision correctable to 20/30.
 - (2) Ability to distinguish basic colors.
 - (3) Normal hearing without aid.
 - (4) Normal sense of smell.
- g. Must choose and complete one of the following:
- (1) Run 1-1/2 miles within 13 minutes.
 - (2) Walk 3 miles within 38 minutes.
 - (3) Bicycle 4 miles within 12 minutes.
- h. Must perform 35 bent-knee sit-ups within 2 minutes.
- i. Must choose and complete one of the following:
- (1) Flexed arm hang - minimum time: 8 seconds (palms away).
 - (2) Pull-ups - minimum: 7 (Palms away).
 - (3) Push-ups (standard) - minimum: 25.
- j. Must lift a weight of 125 pounds from the floor and carry the weight 100 feet (approximately 30 meters) without stopping.
- k. Must walk the length of the beam, carrying the length of hose, without falling off or stepping off the beam (the beam, which is secured to the floor, is 3 to 4 inches (7 to 10 centimeters) wide and 20 feet (approximately 6 meters) long). The length of fire hose weighs at least 20 pounds (9 kilograms).

K-10. Timeline of the Physical Fitness Test for Reappointment after Age 60

The same agility test provided in paragraph K-9 above will be conducted as stated below before an employee reaching age 60 is determined to be reappointed. (See paragraph 2-17 of USFK Regulation 690-1 for more information on the USFK reappointment policy) Employees in positions of Station Chief and Assistant Fire Chief will not be required to take the agility test for reappointment after age 60.

- a. With a 6 month advance notice of retirement by CPAC/HRO/CPO, management officials will set the date and time of the physical test and inform an employee of the timeline. Management may reschedule the test to accommodate the employee's request to be in good physical condition. However, the test will be scheduled and conducted at least 90 days before the end of an employee's 60th birth month. Management is required to ensure that the employee who failed the initial test will be provided

enough time to conduct a re-test, and a notice of decision at least 60 days prior to the retirement date if the decision is not to reappoint the employee.

b. When the employee does not successfully meet the physical fitness standards set forth in paragraph K-9, management will conduct a re-test within 30 days from the initial test. The re-test will be conducted for all listed items in paragraph K-9. The test will be the final and no additional test will be given. If the employee refuses to take the re-test, management will annotate the letter of disapproved reappointment to reflect that fact before forwarding it to the employee. The employee who failed the re-test may be allowed to continue to work in the current position until the date of mandatory retirement.

Appendix L
List of ROKG Construction Equipment Operator Licenses

NO. NAME OF ENGINEER EQUIPMENT

1. Bulldozer
2. Bulldozer (less than 5-ton)
3. Back Hoe
4. Back Hoe (less than 3-ton)
5. Loader
6. Loader (less than 3-ton)
7. Loader (less than 5-ton)
8. Forklift
9. Forklift (less than 3-ton)
10. Crane
11. Roller
12. Movable Concrete Pump
13. Rock Crusher
14. Air Compressor
15. Boring Machine
16. Boring Machine (less than 5-ton)
17. Dredger
18. Tower Crane
19. Tower Crane (less than 3-ton)

Glossary

Section I. Abbreviations

CHRA	Civilian Human Resources Agency
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate
CPO	Civilian Personnel Office
HRO(s)	Human Resources Office(r)(s)
H.S.	High School
KGS	Korean General Schedule
KN	Korean National
KSAs	Knowledge, Skills and Abilities
KWB	Korean Wage Board
LWOP	Leave without Pay
PCS	Permanent Change of Duty Station
PT	Physical training
RIF	Reduction in Force
RO(s)	Regional Office(s)
ROKG	Republic of Korea Government
U.S.	United States (of America)
USFK	United States Forces Korea

Section II. Terms

Knowledge, Skills, and Abilities (KSAs). Are the attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. Knowledge is a body of information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.

Normal Line of Promotion (or Progression). The pattern of upward movement from one grade to another for a position, or group of positions, in an organization.

Position. Means the officially assigned duties and responsibilities that make up the work performed by an employee.

Selective Factors. These are KSAs or special qualifications that are in addition to the minimum requirements in a qualified standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

Series or Occupational Series. This means positions similar as to specialized work and qualification requirements. Series are designated by a title and number such as the Accounting Series, KGS-0510 and the Medical Series, KGS-0602.

Specialized Experience. It is experience that has equipped the applicant with the particular KSAs to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.