

**BY ORDER OF THE COMMANDER
THE 8TH FIGHTER WING**

8TH FIGHTER WING INSTRUCTION

32-6003



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Civil Engineer

**CONTROL OF PRIVATE HIRE
DOMESTIC EMPLOYEES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD32-60, Housing. This instruction establishes procedures and policy for the control of Private Hire Korean National domestic positions working for military and civilian personnel. This instruction applies to all U.S. military, civilian, and domestic hire personnel assigned, attached, or associated units to the 8th Fighter Wing, Kunsan Air Base, Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Removes references to the housing flight (CEH) and replaces them with Capital Asset Management Element (CEAC) in accordance with the Civil Engineer Reorganization Plan. Removes references to the Unaccompanied Housing Manager (UHM) and replaces them with Airmen Dorm Leader (ADL) in accordance with the Air Force Specialty Code (AFSC) redesignation.

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1. 8 CES/CEAC Responsibilities:

- 1.1. Acts as an agent for occupants in obtaining and selecting job applicants and reassigning domestic employees when necessary.
- 1.2. Provides advice and assistance in the administration of domestic employees to organizations when requested.
- 1.3. Maintains a waiting list of the potential workers, in date of application order, from which new employees are hired.
- 1.4. Ensures all domestic employees who work in Unaccompanied Housing (UH) complete necessary processing. This includes security clearance, temporary passes, and other processing requirements.
- 1.5. Provides employees with a translated text of any notice regarding failure to comply with this instruction or involuntary separation.
- 1.6. Administers the domestic employee program for all UH.
- 1.7. Ensures personnel assigned to UH and domestic employees comply with this instruction and provides an 8 FW IMT 1 7EK, *Housekeeper Service Payment*, to residents requesting service.
- 1.8. Resolves disputes or complaints between UH residents and domestic employees.
 - 1.8.1. Residents and domestic employees should initially attempt to resolve disputes. If disputes cannot be resolved, and the Airmen Dorm Leader (ADL) cannot resolve the issue, 8 CES/CEAC will become involved.
 - 1.8.2. If the involved parties cannot agree on a satisfactory solution, either party may elect to terminate services. The resident then has the option to obtain service from a different domestic employee, if available.

1.9. Ensures no more domestic employees are hired in UH than necessary. Normally, the number of people served by one employee is six to eight dormitory residents or one employee for four Gunsmoke Hill residents.

1.10. Assists employees in bi-weekly collection of fees, when necessary.

1.11. Selects, supervises, counsels, and terminates employment of domestic employees who work in UH.

1.12. 8 CES/CEAC will complete required paperwork to initiate the investigation on prospective domestic employees. 8th Security Forces Squadron, Pass & ID (8 SFS/SFAP) will issue the domestic employee a temporary base pass (one year) and will notify 8 CES/CEAC when the investigation is complete. The employee cannot work on the base until this pass has been issued.

2. Procedures:

2.1. Upon request from a unit ADL or first sergeant, 8 CES/CEAC provides names of domestic employees from the waiting list. Domestic employees are only hired from the applicants on the waiting list maintained by 8 CES/CEAC.

2.2. After a selection has been made, 8 CES/CEAC processes the employee for a temporary base pass and a background check, as applicable, through 8 SFS/SFAP.

2.3. Revocation of Contractor Authorization

2.3.1. Immediate termination of contractor authorization results when domestic employees are involved in any activity such as theft, drinking on the job, threats of bodily harm, or other similar serious acts. Acts of this nature do not require any further justification for removal.

2.3.2. Domestic employee contractor authorization will not be involuntarily revoked because of their age. If their physical abilities prevent them from performing their duties and they are unable to make alternative arrangements to have the work performed, they will be given a two-week notice that their contractor authorization will be canceled.

2.3.3. 8 CES/CEAC is responsible for ensuring the revoked employee completes base clearance. This includes ensuring the employee has been paid in full, turning in their base pass, turning in hand receipt items, and escorting the employee off base.

2.4. Domestic Employee Underperformance:

2.4.1. The objective is to correct underperformance, not to punish or penalize. Progressive measures are applied in an effort to rehabilitate employees before revoking contractor authorization. Suspension and removal of contractor authorization results only when evidence warrants such action.

2.4.1.1. When noncompliance occurs, the first step to correct the domestic employee is for the resident receiving service to discuss the issues with the employee. 8 CES/CEAC highly recommends that residents do not withhold wages. If performance does not improve, the resident has the option of terminating service. The resident should report this to the ADL or 8 CES/CEAC.

2.4.1.2. In order to correct noncompliance, after four verified complaints in a one year period the domestic employee will have contractor authorization suspended for a two-week period. If there are additional complaints, the domestic employee will have contractor authorization status revoked. 8 CES/CEAC will coordinate with the 8th Fighter Wing, Legal Office (8 FW/JA) before revoking contractor status of any domestic employee.

3. Hours of Work, Duties, and Responsibilities:

3.1. The regular duty schedule for all domestic employees is Monday through Friday, no earlier than 0700 to no later than 1700; the actual hours will depend on dormitory residents' work schedules. Saturday service may be negotiated between the resident and employee, if desired, at an additional cost to the recommended wages.

3.2. Domestic employees perform duties such as cleaning rooms and bathrooms, changing linen, emptying waste baskets, sweeping, vacuuming, dusting, mopping floors, cleaning kitchen facilities, polishing shoes, etc. They do laundry, including washing, starching, and ironing of both military and civilian clothing. They are responsible for the security of private property while on duty, and ensuring all doors are locked when rooms are not being cleaned or when leaving the premises.

3.3. Domestic employees will use sound utilities conservation practices. Specifically:

3.3.1. Use only those lights necessary to perform work.

3.3.2. Do not use dormitory showers, washers, and dryers for personal needs.

3.3.3. Ensure washers and dryers are operated properly and not overloaded.

3.3.4. Keep interior fire doors closed.

3.3.5. Keep laundry room doors closed when washers and dryers are in operation.

3.3.6. Keep external doors closed, in order to keep insects out and temperature regulated.

3.4. Domestic employees will comply with trash enclosure procedures:

3.4.1. All trash must be bagged, sealed, and placed in proper containers inside trash enclosures.

3.4.2. For enclosures equipped with doors, keep doors closed at all times.

3.4.3. Do not stack trash cans so they are visible above the enclosure walls.

3.4.4. Do not dispose of scrap of wood, scrap metal, furniture, appliances, or hazardous waste in or around the enclosure.

3.5. To ensure washers and dryers are available to those residents who decline service, domestic employees will be authorized to use only a portion of those appliances. Unit ADLs and designated representatives, or 8 CES/CEAC, will designate specific washers and dryers for military member use only. Care must be taken to ensure domestic employees have the means to perform their jobs while residents' rights to use the machines are protected.

3.6. Domestic employees will only use washers and dryers for their paying customers' laundry. Domestic employees may use a maximum of two washers and dryers to clean residents' clothing.

3.7. Domestic employees will not care for children while on duty.

4. Pay Administration:

4.1. 8 CES/CEAC will obtain the pay information for Korean National employees from the 8th Force Support Squadron, Civilian Personnel Section (8 FSS/FSMC) and use the pay information when recommending a minimum wage scale for domestic employees. The 8th Mission Support Group Commander (8 MSG/CC) must approve changes to the wage scale for domestic employees.

4.2. Final wage determination is negotiated between the resident and domestic employee. If the wage offered is not acceptable to the domestic employee, he or she may choose not to provide service.

4.3. Residents must pay the domestic employee in advance on the first and fifteenth of each month. 8 FW IMT 17EK, must be signed by both the resident and domestic employee each pay period. A payment in Base Exchange or commissary merchandise is prohibited. Personnel making or receiving such payments are subject to disciplinary action. Severance pay will not be paid to domestic employees because of the nature of employment and frequent change of residents.

5. Leave Administration:

5.1. There is no leave for domestic employees. Time off is at the discretion of the resident. Residents should recognize Korean holidays, which involve family related observances and the importance of time off for family weddings and deaths.

5.2. The following are Korean National Holidays:

5.2.1. 1 and 2 January (New Year).

5.2.2. The last day of December, 1 and 2 January of the Lunar Calendar (Lunar New Year).

5.2.3. 1 March (Independence Movement Day).

5.2.4. 8 April of the Lunar Calendar (Buddha's Birthday).

5.2.5. 1 May (Labor Day).

5.2.6. 5 May (Children's Day).

5.2.7. 6 June (Memorial Day).

5.2.8. 17 July (Constitution Day).

5.2.9. 15 August (Liberation Day).

5.2.10. 14, 15, and 16 August of the Lunar Calendar (Ch'u-Sok).

5.2.11. 3 October (National Foundation Day).

5.2.12. 25 December (Christmas Day).

5.3. Domestic employees usually do not work on these and possibly other Korean holidays. Domestic employees do not earn annual and sick leave. It is not customary to deduct wages for nonwork time as a result of time off granted for short periods of illness or when the resident is temporarily absent. Payment of wages will normally not be made for resident

absences in excess of 25 days. The domestic employee and resident, however, are responsible for reaching an agreement on wage payment during absences.

6. Unauthorized Actions:

6.1. Domestic employees are not USAF employees within the context of the Status of Forces Agreement (SOFA). 8 CES/CEAC is not authorized to act as a bargaining agent in any action by any group representing domestic employees. The Kunsan Chapter, Korean Employees Union, does not represent domestic employees.

7. Responsibilities of the Domestic Employee:

7.1. Latrines (where applicable):

7.1.1. Commodes – clean inside, under inner edge, and outside.

7.1.2. Urinals – clean inside, under inner edge, drain area, and outside.

7.1.3. Showers/Tubs – remove mildew and soap film from tiles, showerheads, pipes, and floor.

7.1.4. Sinks – clean inside and outside underneath, including pipes and all hardware.

7.1.5. Trash Cans – clean outside and wash inside, empty daily and line with a clean plastic bag.

7.1.6. Wash all walls, removing fingerprints, marks, etc. Clean mirrors. Keep paper towels and toilet paper in dispensers.

7.1.7. Keep deodorant cakes, when available, in urinals and commodes.

7.1.8. Check Floor Drains – keep clean and unplugged.

7.2. Hallways, stairwells, fire escapes, and dayrooms: Fire escapes are not to be used for storage. Fire escape doors are to be closed at all times and not locked. If there are burned out light bulbs in exit lights, hall lights, or outside lights, notify the ADL or 8 CES/CEAC.

7.3. Storerooms, mop closets, laundry room, and utility rooms: Keep contents of all rooms arranged neatly. Do not keep extra or broken furniture, lamps, or other unneeded items in these rooms. These items should be brought to the attention of the ADL or 8 CES/CEAC. Flammable materials cannot be stored anywhere in the dormitory. Keep the sink and floors clean. Keep all washers and dryers wiped down and dried daily. Clean lint filters and washers after each use. Report any broken machines to the ADL or 8 CES/CEAC. Personal items are not to be stored in the laundry rooms.

7.4. Resident rooms: In addition to regular duties of making beds daily, shining shoes, washing laundry three times a week (paying customers laundry only), ironing up to two sets of uniforms per week, and general cleanliness, check refrigerators and defrost as necessary. Clean refrigerator door gaskets and remove all mildew. Keep shelves and door racks clean. Additionally, customers are responsible for checking personal clothing for loose items, such as ink pens, wallets, money, etc. Dispose of trash in proper containers. Dispose of recyclable waste in appropriate recycle container.

7.5. General instructions: Dust all surfaces three times a week. Clean bathrooms and vacuum/ sweep all floors at least twice a week. Wash the interiors of windows at least twice

a year. In Gunsmoke Hill, wash the interiors and exteriors of windows, plus the screens at least twice a year. Keep fire extinguishers hung, and if one is missing, report it to the ADL or 8 CES/CEAC.

7.6. Cleaning supplies: Expendable supplies (e.g., toilet paper, paper towels, trash can liners, deodorant cakes, window cleaner, sponges, brooms, brushes, detergent, bleach, starch, shoe polish) are provided by the resident in all UH. The resident is responsible for providing expendable supplies to the domestic employee, unless the employee opts to provide them.

8. Annual Wage Increases and Pay Period Wage Scale Requirements:

8.1. Annual wage increases are based on the Korean National annual wage adjustment. The following are the recommended minimum pay period wage scale requirements, which are acceptable for all facilities. These rates also reflect the service options in use. Remember, rates are only recommended minimums and services are purely personnel. The new wage rates will be effective immediately for the current residents after this instruction is signed.

8.1.1. Payment options are:

8.1.1.1. Option 1: Full Service. This option includes washing dishes, laundry (washing and ironing), shining shoes, cleaning rooms (to include dusting and vacuuming), defrosting refrigerators, washing inside windows except in Gunsmoke Hill where inside and outside of windows, plus screens are washed, cleaning bathrooms, making beds, and exchanging linen.

8.1.1.2. Option 2: Partial Service. This option offers laundry service (washing and ironing) and shining shoes.

8.1.1.3. Option 3: Selective Service. This option is open as to where you make an agreement, not listed above, with the housekeeper to provide the cleaning services needed. This option will have a pay wage agreed upon by both the housekeeper and occupant.

8.1.1.4. Option 4: No Service. This option is to state that there will be no cleaning services required by the occupant. There are no wages paid to the housekeeper.

Table 8.1. Monthly Wage Rates

Bldg	Option	Rate	Bldg	Option	Rate
201-219	1	\$90.00	339, 340, 342	1	\$80.00
	2	\$60.00		2	\$54.00
223-226	1	\$80.00	344,346	1	\$70.00
	2	\$54.00		2	\$50.00
1245,1247,1262,1264	1	\$66.00			
	2	\$46.00			

Note: All other enlisted dormitories: Option 1 is \$50.00 and Option 2 is \$40.00.

9. Optional Payments:

9.1. Traditionally, Koreans receive a Christmas bonus from the occupants they work for. The bonus is usually equivalent to one pay period's wages. This is over and above benefits and courtesies extended during the Christmas and New Year holiday season. Although payment of a bonus is not mandatory, it is a method of starting the New Year off with a good domestic employee/occupant relationship. If the occupant chooses to do so, it may be based on the working relationship between the occupant and domestic employee and the quality of service received. A bonus is a gift, not an inducement for better service.

9.2. No person or organization represents domestic employees or solicits on their behalf. Any other correspondences occupants may receive from any other source concerning domestic employee bonuses are unofficial and not authorized by Kunsan AB authorities.

SCOTT L. PLEUS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-60, *Housing*, 16 Sep 2005

AFMAN 33-363, *Management of Records*, 1 Mar 2008

8FWI 32-6005, *Unaccompanied Personnel Housing Management*, 12 May 2011

Prescribed Forms

8FW IMT 17EK, *Housekeeper Service Payment*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and acronyms

AB—Air Base

ADL—Airmen Dorm Leader

AFMAN—Air Force Manual

AFSC—Air Force Specialty Code

AFRIMS—Air Force Records Information Management System

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PD—Policy Directive

RDS—Records Disposition Schedule

SOFA—Status of Forces Agreement

UHM—Unaccompanied Housing Management

UH—Unaccompanied Housing