



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN AND I CORPS (FORWARD)
UNIT 45005
APO AREA PACIFIC 96343-5005

REPLY TO
ATTENTION OF

24 JUL 2015

APAJ-RM

COMMAND POLICY MEMORANDUM 15-12

FOR SEE DISTRIBUTION

SUBJECT: Local National (LN) New Requirement Request Procedure

1. REFERENCES:

- a. U.S. Pacific Command (USPACOM) Instruction 0201.1, Personnel Administration for U.S. Forces Foreign National (FN) Employees in U.S. Pacific Command Foreign Areas, 24 August 2005.
- b. U.S. Army Audit Agency Audit Report A-2008-0217-FFP, 3 September 2008.
- c. Army Regulation (AR) 570-4, Manpower Management, 8 February 2006.
- d. United States Army Japan (USARJ) Pamphlet 690-1, Supervisor's Handbook.
- e. United States Forces Japan (USFJ) Instruction 38-3, 1 January 2003.

2. PURPOSE. This command policy establishes procedural guidance for requesting new LN position (specifically Master Labor Contract and Mariner's Contract positions) and funding under the executive agency of USARJ and I Corps (Forward).

3. APPLICABILITY. This policy applies to USARJ and I Corps (Forward), staff directorates, subordinate commands, other units and activities operating within the USARJ area of responsibility and for which USARJ is the Executive Agent.

4. POLICY. When a new, emerging, or increased requirement is identified, all units should look internally to resource the position first. If no internal resource is available, the organization must submit a manpower request with all pertinent documentation to USARJ G8 Manpower and Management Analysis Division (MMAD). This request must be validated and classified in order to be placed on the CG, USARJ's Order of Merit List (OML). The funding/manpower authorization is distributed when additional funding becomes available.

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5. PROCEDURES.

a. General. The request for new requirement must show increased workload due to new or increased mission based on a doctrinal guidance. The specific guidance must show that the function being performed is within the valid mission of the organization. The unit must complete all necessary documentation for consideration to be included in the OML.

b. Workload Validation. USARJ G8 MMAD will review all required document, such as organization chart, New LN Position Request Form, proposed Position Description (PD) and Table of Distribution and Allowances (TDA)/Manning document for the work center. MMAD staff may conduct an interview and conduct a documentation review in order to validate the workload. Invalidated request/s will be returned to the unit without action.

c. Classification. Japan Employment Services Office (JESO) will review the validated request to determine the position title and the grade of requirement.

d. Funding. If the new LN requirement exceeds GOJ funded ceiling, the position will be placed on the OML. Commander, USARJ will prioritize and allocate GOJ funding.

e. Maintaining the OML. MMAD will maintain the OML and revalidate the requirement annually.

f. Prioritization. MMAD will hold the USARJ CG's LN Requirements Prioritization Board annually. Commanders and organization heads are invited to present their case.

6. RESPONSIBILITIES.

a. Command or activities that require additional LN requirement will--

(1) Prepare and submit a USARJ Request for a New LN Requirement Form with all the supporting documentation to G8 MMAD. The package has to be reviewed and revalidated annually.

(2) Participate in the USARJ CG's LN Requirements Prioritization Board to have the position placed on the OML.

(3) Prepare necessary documents to initiate hiring action when the funding becomes available. If no action is initiated for more than 6 months after the allocation was made, the funding will be returned to Commander, USARJ.

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(4) When receipt of new LN manpower/funding, prepare necessary document to initiate the TDA documentation to capture the increase in manpower.

b. G8 MMAD will:

(1) Provide advice on LN requirements workload validation. Provide document templates and samples.

(2) Conduct the workload validation based on the projected or actual (preferred) workload data, approved model, overtime record, interview and other methods.

(3) Plan and coordinate the USARJ CG's LN Requirements Prioritization Board, and maintain the OML.

c. G8 Cost Sharing Div (CSD) will:

(1) Monitor LN funding execution, and notify LN shortfall to activities.

(2) Distribute funding based on the USARJ CG's priority.

(3) Execute and allocate fund to CG approved results from OML.

7. The points of contact for this policy are Chief, USARJ G8, MMAD at 263-4015 (for requirements validation and OML) and Chief, USARJ G8, CSD at 263-3075 (for funding distribution).

2 Encls:

1. Request for New LN Form
2. Request for New LN Checklist


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Commanding

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