



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

REPLY TO  
ATTENTION OF

APAJ-GA-CP

24 JUL 2015

COMMAND POLICY MEMORANDUM 15-13

FOR SEE DISTRIBUTION

SUBJECT: Local National (LN) Position Review Policy and Procedures

1. REFERENCES:

a. Department of Defense Instruction (DODI) 1400.25, Volume 1231, Employment of Foreign Nationals, 31 July 2009.

b. 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.

c. Master Labor Contract (MLC), DA-92-557-FEC-28000, 1 October 1957.

d. Mariners Contract (MC), DA-92-557-29000, 20 January 1972.

e. Indirect Hire Agreement (IHA), DA-92-557-FEC-29000, 25 January 1972.

f. U.S. Army Japan (USARJ) Pamphlet 690-2, Counseling Program for Local National Employees, 22 September 2009.

2. PURPOSE. This command policy establishes policy and procedural guidance for initiating bottom up position reviews based on an operational order, management request, reorganizations, new or changes in missions, reconfiguration of the organizational structure, manpower recommendation and any other actions requiring major re-write of the position descriptions (PD).

3. APPLICABILITY. This policy applies to United States Army Japan (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.

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4. POLICY. All LN positions that fall within the scope mentioned in the applicable paragraphs above are subject to review to see if the actual tasks, grade and title match with the position descriptions submitted and are in accordance with the initial justifications and authorization for the positions. Commanders and supervisors will cooperate, and provide necessary assistance to ensure we are good stewards of the workforce the Government of Japan (GOJ) provides. Every possible effort will be made to minimize any adverse impact to employees occupying the positions.

#### 5. PROCEDURES.

a. General. The duties of each position will be reviewed periodically and changes discussed between the supervisor and the employee to ensure that the job description is current and adequately reflects all recurring duties and responsibilities. This is vital in that the grade of the position is based on the level of complexity, responsibility, and the affect this position has on the overall mission. If a significant amount of duties have changed over time in the employee's position description, then a review of this position must be executed.

b. Position Related Actions. Request for individual position reviews, reclassifications, upgrades, and establishment of new positions received by the servicing Civilian Personnel Office (CPO) within 60 days prior to a scheduled comprehensive position review will be done at the same time as the review. Any changes must clearly show the change in level of complexity of the position and be documented on a written classification determination. All newly established LN positions must be accompanied by a justification, manpower analysis and mission statement documents for clearance by G-8 Manpower.

c. Notices. Organizations will be notified of the scheduled review at least 30 days prior to the scheduled review.

d. Classification Authority. The classification authority for LN positions rests with the Contracting Officer's Representative (COR).

#### 6. RESPONSIBILITIES.

a. Civilian Personnel Division (CPD), Deputy Chief of Staff (DCS), G-1 will:

(1) Determine the most efficient and effective way to produce accurate results based on inputs received from personnel and manpower subject matter experts.

(2) Review and approve the proposed full scale review action plan developed by servicing personnel.

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(3) Based on the approved plan, officially inform the Commander of the organization of the action plan and details of the scheduled review.

(4) Review the results of the position review, identify any labor issues that may occur and assist or take action as necessary to mitigate the impacts. Informs G-8 Manpower when the results indicate a need for a manpower study.

(5) Prior to implementing the approved realignment, notify the appropriate Regional Defense Bureau and negotiate Impact and Implementation (I&I) through the servicing bureaus. As necessary, notify the Ministry of Defense either directly or through the United States Forces, Japan (USFJ) as the scope of impact dictates.

(6) Establish policies and oversees the LNPPP. Incumbents of affected positions will be placed in accordance with this policy.

b. G-8 Manpower, DCS will:

(1) Upon receipt of a notice from CPD, G-1, schedule and perform manpower studies that include local examination of the workload and staffing levels in accordance with the mission and function statements submitted by the command and activity.

(2) Upon completion of a manpower study, identify spaces for realignment, ensure that results are properly documented, and prepare a recommendation package for CG's decision.

c. Command or Activities to be reviewed or surveyed will:

(1) Upon receipt of the notice of the position review, discuss the schedule with the servicing personnel office; make arrangement for the servicing personnel office to conduct the review.

(2) Upon receipt of the results of the position review, may decide how it wants to better manage the workforce based on this review. Management has the right to reassign duties to ensure even distribution of workload and maintain good fiscal responsibility on positions in their charge.

(3) Upon receipt of a notice of a manpower study, promptly schedule a meeting with the G8 Manpower Division for instructions and guidance on how to prepare for a manpower validation study.

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(4) Forward classification appeals with necessary documents through the servicing personnel to the COR for final determination.

d. Servicing CPO will:

(1) Develop a full scale position review action plan that work closely with management to develop a schedule so that position reviews will not hinder accomplishment of the mission.

(2) Classify positions based on complexity and level of responsibility in accordance with paragraph 1 c, d, and e. above. The position will also be reviewed for its relationship to other positions in the organization, to ensure duties are not redundant within the organization through a desk side audit. Prior to the initiating a position review, when there are position management issues, mission changes/transfers, etc, that requires a manpower study or when the position review result shows reasons to believe that a manpower study is necessary, submit a recommendation to initiate a manpower study together with the result of the position review to DCS, G-1 with justifications.

(3) Provide advisory services to the head of the organization regarding proper position management during and after the review process. The Commander or the head of the organization will be given an opportunity to decide how to better manage the workforce to meet the organization's mission needs.

(4) Upon completion of the position review, provide the results to the Commander or head of the organization and DCS, G-1 for coordination.

(5) Take action to coordinate notification of affected individuals and registration LNPPP.

7. The point of contact for this policy is HQ, USARJ, CPD, DCS, G-1 at DSN 263-8144.

  
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