



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

APAJ-PRC-C

20 MAR 2024

COMMAND POLICY MEMORANDUM 24-02

FOR SEE DISTRIBUTION

SUBJECT: Manpower Management and Accountability of Foreign National (FN) Positions

1. REFERENCES.

- a. U.S. Pacific Command (USPACOM) Instruction 0201.1, Personnel Administration for U.S. Forces Foreign National (FN) Employees in USPACOM Foreign Areas, 24 August 2005.
- b. U.S. Army Audit Agency Audit Report A-2017-0035-FMP, 15 February 2017.
- c. Army Regulation (AR) 570-4, Manpower Management, 8 February 2006.
- d. United States Forces Japan (USFJ) Instruction 38-3, 1 January 2003.
- e. United States Army Japan (USARJ) Pamphlet 690-1, Supervisor's Handbook, 19 December 2017.

2. RECORDS MANAGEMENT. All records created as a result of this policy will be managed in accordance with AR 25-400-2, Army Records Management Program and the USARPAC Records Management Program Policy Memorandum #23-01.

3. PURPOSE. This command policy establishes procedural guidance for manpower management, accountability, and oversight procedures for all FN positions.

4. APPLICABILITY. This policy applies to USARJ HQ, Direct Reporting Units, tenant unit, and other activities utilizing FN positions and operating within the USARJ area of responsibility for which USARJ is the Executive Agent.

5. POLICY.

- a. GENERAL. USARJ G8 Cost Sharing Division (CSD), Manpower Branch will provide oversight and accountability for all FN positions ensuring that FN positions are effectively utilized and documented. Any changes that occur to FN positions that have an impact on mission, authorizations requirements and manpower, etc., will be coordinated with USARJ G8 CSD, Manpower Branch.

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b. All applicable commands and activities, identified in paragraph 3 above, will comply with this policy memorandum.

6. RESPONSIBILITIES.

a. USARJ G8 CSD, Manpower Branch is the proponent of this policy and will:

(1) Provide oversight and accountability of all FN positions within Army in Japan.

(2) Ensure that commands and activities without a Tables of Distribution and Allowances (TDA) have their FN positions documented on the FN TDA.

(3) Ensure FN manpower resources are accurately documented on a single-source manpower document (Living TDA) for visibility and accountability purposes.

(4) Reconcile FN manpower accounts with each command and activity periodically to ensure accuracy of documentation and records.

(5) Review and clear all FN Personnel Actions (USFJ Form 11EJ/31EJ). Once cleared by USARJ G8 CSD, forms may not be altered. Subsequent changes must be re-coordinated and cleared by USARJ G8 CSD.

(6) Review and assess mission changes/directives or other actions which could affect FN resources and coordinate with USARJ G1 Civilian Personnel Director (CPD), Foreign Labor Office (FLO), and Japanese Employment Services Office (JESO) for potential impact and implementation.

(7) Notify USARJ G1 CPD, FLO, and JESO of any situations that may require personnel actions as a result of manpower study findings. Encumbered positions that are determined to be non-valid due to insufficient workload will initiate displacement action.

b. Command and activity will:

(1) Ensure that all FN positions are documented on their respective TDA. This includes any additional or new FN positions added to the command/activity.

(2) Coordinate TDA Command Plan input that affect FN position requirement and authorization levels with USARJ G8 CSD, Manpower Branch prior to submission to their higher headquarters. This is to ensure that FN (CTYPE 205) are not reduced and can be transferred to a command requiring additional requirements and authorizations on their TDA.

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(3) Coordinate with USARJ G8 CSD and USARJ G1 prior to signing any agreements that affect FN positions and resources.

(4) Update their FN workforce (Living TDA/IMD/PRD, etc.) manning document as needed.

(5) Provide updated FN workforce manning document by 31 October of every Fiscal Year. Manning document will include FN employee name, on board status, vacancies, authorized positions, over-hire positions, and funding sources (US or GOJ).

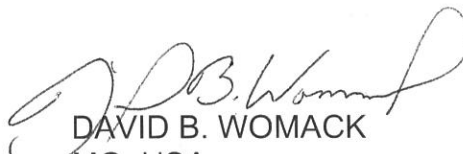
(6) Commands and activities which possess a manpower office (Japan Engineer District, 403rd Logistics Readiness Center - Honshu, United States Army Garrison Japan, 78th Signal Battalion) will be responsible for validating their workload requests and personnel actions prior to submission. A manpower analysis and validation from the activity's manpower office must be submitted along with the requested package for any actions affecting workload of a position, USARJ G8 CSD, Manpower Branch will review and validate based on the submitted analysis.

(7) Initiate position abolishment action within 90 days of final manpower study results notification for those positions determined to be invalid through manpower studies due to insufficient workload.

(8) Ensure expeditious action is taken to backfill vacant FN positions. USARJ G8 CSD will pull any GOJ funded spaces tied to positions that are vacant for more than 90 days without any recruitment action taken by management. This applies strictly to Commands and Activities that are under executing their FN funded allocation (i.e. average onboard strength less than allocated GOJ funded spaces).

7. This Policy Memo supersedes Policy Memo 21-07, 7 September 2021.

8. The point of contact for this policy memo is Chief, USARJ G8 CSD at 262-4015.


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Commanding

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