



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

APAJ-PRC-C

20 MAR 2024

COMMAND POLICY MEMORANDUM 24-03

FOR SEE DISTRIBUTION

SUBJECT: Foreign National (FN) 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, 19 December 2017.
- e. United States Forces Japan (USFJ) Instruction 38-3, Management of Government of Japan (GOJ) Labor Cost Sharing Resources, 1 January 2003.

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 requesting new FN positions (specifically Master Labor Contract and Mariner's Contract positions) and funding falling under the executive agency of USARJ.

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

5. POLICY. When new, emerging requirements, or increased requirements are identified, all units should first look internally to resource the positions. If no internal resourcing is available, the organization must submit a manpower request with all pertinent supporting documentation through the G1 Japanese Employment Services Office (JESO) to G8 Cost Sharing Division (CSD). This request must be validated and

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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.

6. PROCEDURES.

a. General. Manpower requirements determination identifies the minimum number of personnel needed to perform mission essential work. A request for new requirements must show increased mission essential workload due to a new or increased mission. A request must also show that the function being performed is within the valid mission of the organization as directed or approved by higher headquarters. The unit must complete and submit documentation for validation.

b. Workload Validation. G8 CSD will review all required documentation, and may conduct an interview in order to validate the workload. Invalidated request(s) will be returned to the unit without action.

c. Classification. JESO will review the validated request to determine the position title and the grade of requirement.

d. Funding. If the new FN requirement exceeds GOJ funded ceiling, the position will be placed on the OML. GOJ funding for positions on the OML will be prioritized and allocated at the USARJ Special Measure Agreement Deputy Commander Board of Director (SMA DC BOD) forum. Commanders and organization heads are invited to present their requirements.

e. Maintaining the OML. CSD will maintain the OML and revalidate the requirement annually or as needed.

7. RESPONSIBILITIES.

a. Commands or activities that require additional FN requirements will:

(1) Prepare and submit a USARJ Request for a New FN Requirement with all the supporting documentation to G8 CSD. Contact G8 CSD for documentation requirements. The submission must be reviewed and revalidated annually to continue to complete for funding.

(2) Prepare necessary documents to initiate hiring action when funding becomes available. If no action is initiated within 90 days after funding was made available, the funding will be returned to USARJ.

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(3) When in receipt of new FN manpower/funding, prepare necessary documents to initiate the Table of Distribution and Allowances (TDA) documentation to capture the increase in manpower.

b. G8 CSD will:

(1) Provide advice on FN requirements workload validation. Provide document requirements and guidance.

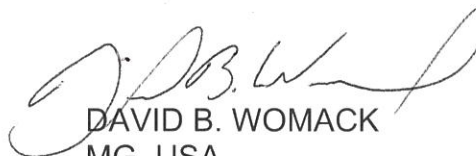
(2) Conduct the workload validation based on the projected or actual (preferred) workload data, approved model, overtime record, interview and other methods.

(3) Plan and coordinate the SMA DC BOD and maintain the OML.

(4) Distribute funding based on the allocation result at the SMA DC BOD.

8. This Policy Memo supersedes Policy Memo 21-08, 7 September 2021.

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


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Commanding

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