



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

APAJ-PE (690)

12 MAR 2025

COMMAND POLICY MEMORANDUM 24-20

FOR SEE DISTRIBUTION

SUBJECT: Host Nation (HN) Employee Investigation Program

1. References: See Enclosure 1
2. Records Management. All records created because of this policy will be managed in accordance with AR 25-400-2, Army Records Management Program and in accordance with reference 3, as applicable.
3. This policy applies to United States Army Japan (USARJ) staff offices, subordinate commands, assigned, attached, other units, and activities to include all activities and organizations operating within the USARJ area of responsibility and employing HN employees under the USARJ Executive Agent.
4. In continuous pursuit of excellence, fostering an environment that promotes both harmony and high productivity, and unwavering commitment with the Government of Japan to maintain integrity, accountability, and transparency on managing our HN employees, I have directed the creation of a formalized HN Investigation program. This initiative is designed to improve the workplace culture and environment while ensuring that every team member can thrive and contribute to our collective success.
5. Active support is crucial to the success of this program, thus, effective immediately, all Commanders and Directors of applicable units are to provide highly qualified HN employees to be trained and serve as certified investigators as a collateral duty in ongoing and future investigations. The numbers of HN employees provided will be directly commensurate to the population of HN employees within your units/activities. I also encourage all HN employees to volunteer, support and contribute to the success of this program. The point of contact for this policy is the USARJ, DCS, G1, CPD, at 262-8055.

Encl


DAVID B. WOMACK
MG, USA
Commanding

DISTRIBUTION:

A
B

References

1. Department of Defense (DOD) Instruction Number 1400.25, Civilian Personnel Management Manual, Volume 1231, Employment of Foreign Nationals, 5 July 2011.
2. U.S. Pacific Command (USPACOM) Instruction 0201.1, Personnel Administration for U.S. Forces Foreign National (FN) Civilian Employees in U.S. Pacific Command (USPACOM) Foreign Areas, 24 August 2005.
3. Master Labor Contract, DA-92-557-FEC-28000, Mariners Contract, DA-92-557-FEC-29000, and Subsidiary Labor Agreement and Financial Arrangements Concerning Employment of Local National Personnel by the Government of Japan for Utilization by Article XV Organizations of the United States Forces in Japan
4. USARJ Pamphlet 690-1, Supervisor's Handbook, Chapter 8 and Chapter 12
5. USARJ Pamphlet 690-3, Host Nation Investigation Program, 7 February 2025