



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

APAJ-RM

28 August 2018

COMMAND POLICY MEMORANDUM 18-17

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

3. APPLICABILITY. This policy applies to USARJ, 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. 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 Cost Sharing Division (CSD) 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. CSD 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. GOJ funding for position on the OML will be prioritized and allocated at the USARJ Special Measure Agreement Deputy Commander Board of Director (SMA DC BOD) meetings. Commanders and organization heads are invited to present their case.

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

6. RESPONSIBILITIES.

a. Commands 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 CSD. The package has to be reviewed and revalidated annually.

(2) 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.

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

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b. G8 CSD 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.

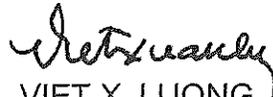
(3) Plan and coordinate the SMA DC BOD and maintain the OML.

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

7. The point of contact for this policy is the Chief, USARJ G8, CSD at 263-4015.

2 Encls:

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


VIET X. LUONG
MG, USA
Commanding

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USARJ Request for New Local National (LN) Requirements

CONTROL No. (G8 Use only):			
ORGANIZATION:		DATE:	
POC NAME:		TEL:	
POC TITLE:		E-MAIL:	
# OF POSITION(S) REQUESTED			
Attach Proposed PD for each position, then list below (MC and MLC only. No IHA request through this process)			
JUSTIFICATION:			
Attach pertinent directive, guidance, supporting documents			
How the function being performed currently?			
(i.e. not performed, overhires, over time, detail, Borrowed Military Manpower.....)			
What is the impact if not resourced?			

USARJ Request for New Local National (LN) Requirements

WORK CENTER DETAIL								
WORK CENTER TITLE:								
UIC:		PARA:		CCNUM:				
PERSONNEL:								
	OFF	WO	ENL	DAC	LN	TDA TOTAL	OTHER (BMM, DETAIL, TERM/TEMP)	GRAND TOTAL
TDA REQ								
TDA AUTH								
ON BOARD								
MISSION, FUNCTIONS, AND WORKLOAD:								
MISSION STATEMENT:								
FUNCTIONS:								
FUNCTION WORKLOAD PROCESS:								
<i>Attach Process Flow Diagrams for key functions</i>								
KEY FUNCTIONS			WORKLOAD DRIVER			WORKLOAD COUNT		
COMMANDER APPROVAL:								
TYPED NAME:				TITLE/GRADE:				
SIGNATURE:							DATE:	

USARJ Request for New Local National (LN) Requirements CHECKLIST

UNIT:	
POSITION TITLE:	
POC NAME/TEL:	
REQUIRED DOCUMENT:	
	1) USARJ Request for New Local National Requirements
	2) Proposed PD
	3) Key Functions Process Flow Diagrams
	4) Manning Document/Living TDA
	5) Organization Chart
	6) Task List
	Directive/Regulation that dictates the mission (that necessitates this position) – If any
	Other supporting documentation – if any
COMMENTS:	