



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

APAJ-RM-C

SEP 07 2021

COMMAND POLICY MEMORANDUM 21-07

FOR SEE DISTRIBUTION

SUBJECT: Manpower Management and Accountability of Local National (LN) 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. PURPOSE: This command policy establishes procedural guidance for manpower management, accountability, and oversight procedures for all LN positions.

3. APPLICABILITY: This policy applies to USARJ, staff directorates, subordinate commands, other units and activities utilizing LN positions and operating within the USARJ area of responsibility for which USARJ is the Executive Agent.

4. POLICY:

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

b. Effective immediately, all applicable commands and activities (paragraph 3 above) will comply with this policy memorandum.

5. RESPONSIBILITIES:

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

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

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

(3) Ensure LN manpower resources are accurately documented on a single-source manpower document for visibility and accountability purposes. USARJ, G8, CSD, Manpower Branch will maintain a manning document (Living TDA) that serves as the single-source manpower document.

(4) Reconcile LN manpower accounts with each commands and activities periodically to ensure accuracy of documentation and records.

(5) Review all LN Personnel Actions (Form 11EJ/31EJ).

(6) Review and assess Memorandum of Agreement/Understanding (MOA/MOU) and/or any actions where LN resources are involved and coordinate with G1 Civilian Personnel Division, Foreign Labor Office (FLO) for impact and implementation.

b. Command and activity will:

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

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

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

(4) Update their LN workforce (Living TDA/Integrated Manning Document/Personnel Requirements Document, etc.) manning document as needed.

(5) Provide updated LN workforce manning document by 31 October of every

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Fiscal Year. Manning document will include LN employee name, on board, vacant, authorized position, over hire positions, and funding sources (United States or Government of Japan). Sample Format is enclosed.

(6) The command and activity which possesses 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 Manpower's office analysis.

6. This Policy Memo supersedes Policy Memo 18-16.

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

Encl
Sample Manning Document Format



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