

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-504



8 November 2010

Personnel

EMPLOYMENT AND REPORTING
OF THIRD STATE NATIONALS

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

OPR: USFJ/J03 (J03OrgBox@usfj.mil)

Certified by: USFJ/J03 (Mr. George Teitel)

Supersedes USFJ Instruction 36-504, 31 July 2002

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PURPOSE: This instruction establishes policies, procedures and responsibilities for hiring of Third State Nationals by United States Forces, Japan and for the reporting of the status of these employees.

SUMMARY OF CHANGES: Changes the OPR formerly identified by name to the OPR's organizational email account.

1. **Scope.** This instruction is applicable to all military commands and elements of the United States Forces, Japan.

2. General.

2.1. Under the provisions of referenced memorandum, the U.S. committed itself to the reduction by attrition of those Third State Nationals then employed by the U.S. Forces in Japan and to direct hire of Third State National employees only if no U.S. or Japanese personnel were available who possessed the special skills required for the position under recruitment. These special skills were considered to be those requiring highly technical training such as intelligence operations, linguistics and psychological warfare. There was no intention to permit the hiring of Third State Nationals for any type of non-technical position merely because of the current unavailability of qualified U.S. or Japanese National applicant.

2.2. Also under the provisions of referenced memorandum, the U.S. agreed to keep the Government of Japan informed through the Joint Committee of all separated or newly hired Third State National employees of the U.S. Forces in Japan.

2.3. The hiring and reporting requirements set forth in this instruction do not apply to Third State Nationals employed under the Master Labor Contract or under the Indirect Hire Agreement. These are considered as employees of the Government of Japan.

2.4. Third State National personnel who are currently employed by USFJ will be allowed to remain in their positions until they resign or their services are no longer required.

3. Procedures:

3.1. Service Commanders and other elements of USFJ will report the following information to Headquarters, USFJ/J03 on newly employed Third State Nationals:

- 3.1.1. Full name (as it appears on passport).
- 3.1.2. Nationality.
- 3.1.3. Date of birth.
- 3.1.4. Sex.
- 3.1.5. Visa status.
- 3.1.6. Alien certificate number.
- 3.1.7. Address in Japan.
- 3.1.8. Position title.
- 3.1.9. Name of employing unit and address.
- 3.1.10. Statement that a qualified U.S. or Japanese National is not available for the position.

3.2. Service Commanders and other elements of USFJ will report the following information to Headquarters, USFJ/J03 on those Third State Nationals separated from employment:

- 3.2.1. Full name (as it appears on passport).
 - 3.2.2. Organization at which employed.
 - 3.2.3. Date of separation.
 - 3.2.4. Address upon separation.
- 3.3. Report Control Symbol RCS USFJ AJ-1 is assigned to these reports.

4. Reference: Paragraph 4b, minutes of the 101st meeting of the Joint Committee, 14 October 1954.



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