

BY ORDER OF THE COMMANDER  
HEADQUARTERS, UNITED STATES FORCES, JAPAN

HQ USFJ INSTRUCTION 36-701

1 AUGUST 2009

Civilian Personnel



PROCEDURES FOR THE ADMINISTRATION OF  
JAPANESE NATIONAL PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

---

OPR: USFJ/J14 (Mr. Carey Shires)  
Supersedes USFJI 36-701, 1 August 2001

Certified by: USFJ/J1 (COL Richard L. Shepard)  
Pages: 3  
Distribution: A

---

This instruction sets forth COMUSJAPAN policy for contacts, and delineates the lines of communication between officials of HQ USFJ, the Service Components, and the Government of Japan (GOJ) with respect to the administration of Japanese National Personnel employed by USFJ.

**SUMMARY OF REVISIONS**

This revision revises Attachment 1, Levels of Contacts/Lines of Communication, and updates organizational references to DFAA made in USFJ Instruction 36-701 dated 1 August 2001.

**1. References:**

- 1.1. Master Labor Contract (MLC)
- 1.2. Mariner's Contract (MC)
- 1.3. Indirect Hire Agreement (IHA)
- 1.4. USFJ Policy Letter 40-1, 1 March 1985, Utilization of Local National Personnel

**2. Program Scope:** The provisions of this Instruction are applicable to all US military forces in Japan and all personnel in Japan, military or civilian, under the jurisdiction of or accountable to the Department of Defense, regardless of whether or not they are assigned to the Pacific Command.

**3. General:** Established procedures for administering Japanese National personnel employed by USFJ require contacts at various levels between the offices of USFJ and the GOJ. In order for such contacts to occur at appropriate levels, Service Commanders will ensure adherence to the levels of contacts and lines of communication outlined at Attachment 1.

**4. Procedures:**

4.1. Procedures have been established to administer personnel employed under references 1.1, 1.2, and 1.3 and to implement the provisions therein. These procedures provide for contacts between HQ USFJ, the Service Components, and GOJ offices (and representatives) at various levels in the accomplishment of their assigned and designated tasks and functions.

4.2. The attachment hereto indicates the USFJ and GOJ offices that are involved in the administration of MLC, MC, and IHA personnel, and the levels of contact and lines of communication between the USFJ and GOJ offices. For service-unique issues, Service Components will first coordinate with HQ USFJ. Thereafter, HQ USFJ will be directly involved in Service Component discussions with the Ministry of Defense, Bureau of Local Cooperation, Labor Management Division (BLC LMD), or will authorize Component discussions with BLC LMD without HQ USFJ direct involvement.

**5. Responsibilities:** Service Commanders will insure compliance with the procedures set forth in paragraph 4 above. Sound personnel programs and practices, including labor relations, based on the policies, implementing instructions and procedures in references 1.1 - 1.4 above, and the procedures delineated in paragraph 4 above, are essential to the accomplishment of the mission of the US Forces Japan and shall be a matter of immediate and continuing concern to all responsible officials.



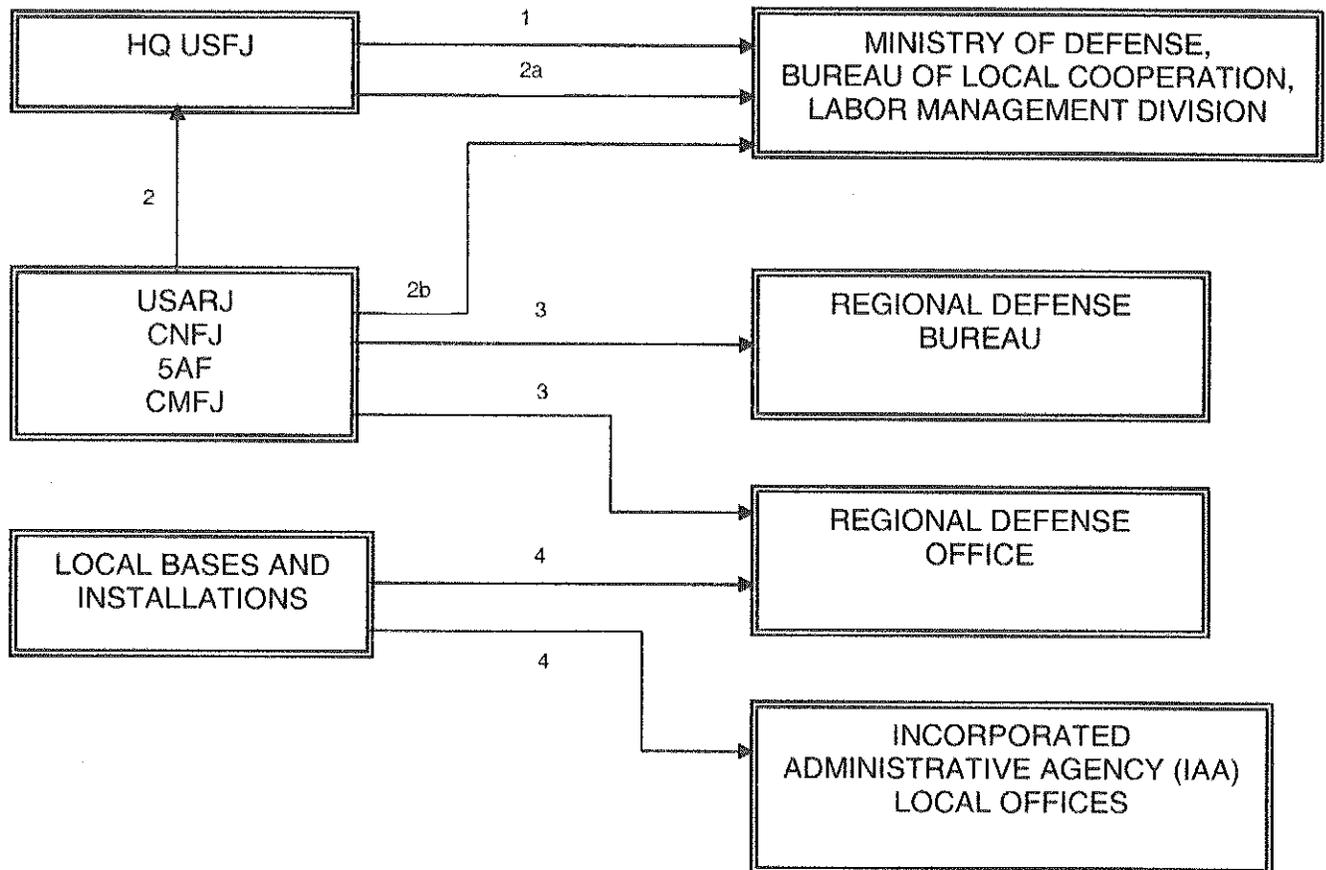
John A. Toolan Jr.  
Brigadier General, U.S. Marine Corps  
Deputy Commander

1 Attachment  
Levels of Contact/Lines of Communication Diagram

ATTACHMENT 1

LEVELS OF CONTACTS/LINES OF COMMUNICATION

Contacts with officials of the GOJ by officials of HQ USFJ and the Service Components will follow the lines of communication outlined below:



1. Information, discussion, coordination, consultation, negotiation.
2. Service-unique issues - coordination first with HQ USFJ.
  - 2a. Service-unique issues - coordination/approval from HQ USFJ (direct HQ USFJ involvement).
  - 2b. Service-unique issues - coordination/approval from HQ USFJ (no direct HQ USFJ involvement).
3. Information, discussion, coordination, consultation.
4. Information, discussion, coordination, consultation, administration.