HUMAN RESOURCES OFFICE

"PROVIDING HR SERVICES THAT ENABLE THE FLEET"

Fact Sheet

HOW TO APPLY FOR MLC/IHA JOBS

There are two separate types of U.S. Forces Japan (USFJ) JN personnel. Master Labor Contract (MLC) employees work for Appropriated Fund organizations and Indirect Hire Agreement (IHA) employees work for Non-Appropriated Fund organizations, and Government of Japan (GOJ) is their legal employer. Although they are not GOJ National Public Service (NPS) employees, they receive similar levels of salary, allowances and benefits.

ELIGIBILITY FOR EMPLOYMENT:

- **MLC Employment:**

Japanese Citizens (or non-Japanese nationals who possess Permanent Resident visa) who are 18 years old or above AND who are not defined under SOFA Article I (U.S. military, U.S. civilian or dependents).

- **IHA Employment:**

Japanese Citizens (or non-Japanese nationals who possess Permanent Resident visa, Spouses or Child of Japanese National/Permanent Resident visa, Long Term Resident visa, or other visa types permitting work will be reviewed on individual cases and may be accepted for HPT employment) who are 18 years old or above AND who are not U.S. citizen. (Dual citizenship with U.S. plus other country is not eligible for employment.)

COMMON TYPES OF EMPLOYMENT:

- Permanent Employment (incl. Trial Period) – Mandatory retirement at age 60
- Limited Term Employment (LTE) – Maximum 2 years
- Post Retirement Employment (PRE) - Employment at age 60 or above for maximum 1 year
- Hourly Pay Temporary (HPT) – Work schedule/hours vary for maximum 1 year in IHA system only

WHERE TO FIND VACANCY INFORMATION: HRO home page posts all current vacancy announcements (VAs) open outside current MLC/IHA employees of the recruiting organization; information is updated every Wednesday and Friday. (VAs open only for current MLC/IHA employees within the recruiting organization are not posted for public view.) Labor Management Organization for USFJ employees (LMO) web sites below only post information on vacancies open for outside current MLC/IHA workforce:

- HRO home page at http://www.cnic.navy.mil/Japan/RegionOperationsandServices/OperationsandManagement/HumanResources/index.htm (Select the link "MLC/IHA/HPT Jobs")
- LMO home page at http://www.lmo.go.jp/recruitment/index.html
- LMO web site for cellular phone access at http://oubo.lmo.go.jp/bosyu_list_m, or from quick response (QR) code →

WHERE TO OBTAIN JOB APPLICATION FORMS: The following forms are available for download from the HRO home page above:

- Application for (Navy) Vacancy Announcement 空席応募用紙（海軍用）（Front/Back 表/裏面および署名捺印欄）
- Resume of Specialized Work Experience 専門職務経歴書

(Continued on reverse)

HOW TO APPLY:

- Check Area of Consideration (AOC) in VA (block #4) and confirm which category the applicant falls under and that he/she is within the AOC.
- Follow instruction on VA (block #8) and prepare all required application documents.
- Non-Japanese citizen applicant must submit copy of Alien Registration Card and Passport/Visa.
- Former U.S. military personnel must submit copy of DD-214.
- Retired U.S. military personnel must submit required documentation shown in "Retired U.S. Military Personnel" below.
- Follow instruction on VA (block #9) and confirm where to submit application documents; this differs for current MLC/IHA employees versus off-base applicants; and by each servicing HRO site.
- Submission of application documents must be for a specific VA. Separate submission is required when applying for multiple VAs. Application documents must be received by the respective submission office by the closing date of the VA.

HIRING PROCESS AFTER JOB APPLICATION:

- Only those who have met both eligibility and qualification requirements are referred to the selecting official.
- Selecting official may interview any, all or none of the applicants in the selection process.
- After selection, all applicants are informed of the results.
- Off-base selectee must undergo pre-hire medical examination and pre-processing by GOJ.
- Off-base selectee is generally brought on board in 30 – 45 days after the selection.

RETIRED U.S. MILITARY PERSONNEL: All U.S. citizens who are retired from the U.S. military and who apply for MLC employment with U.S. Navy and USN-administered activities in Japan must possess a permanent resident visa. They must first obtain approval from the Secretary of State or his designated representative, and component approval IAW service regulations, for employment by a foreign government. Requests for approval of employment of DoD retirees should contain the following information:

- Name, rate/rank, social security number
- Statement that the retiree will not be required to execute an oath of allegiance to the Government of Japan.
- Statement that the retiree will not be required to alter his citizenship status.
- Statement as to whether working directly or indirectly (contractor) for the Government of Japan
- U.S. military job experience
- Copy of MLC job vacancy announcement showing job title and duties.

Article I, Section 9, Clause 8 of The United States Constitution provides, in pertinent part, that "... no person holding any Office of Profit or Trust under them, shall, without the Consent of the Congress, accept of any present, Employment, Office, or Title, of any kind whatever, from any King, Prince, or foreign State." (http://www.house.gov/house/Constitution/Constitution.html)

Contingent upon approval of the Secretary concerned and the Secretary of State, title 37 United States Code 908 (http://uscode.house.gov/) permits foreign government employment of:

(1) Retired members of the uniformed services
(2) Members of a reserve component of the armed forces
(3) Members of the Commissioned Reserve Corps of the Public Health Service

Procedures for obtaining prospective approval of subject employment for USN retirees are contained in Section V of NAVSO P-1778 p.35-39 (http://www.dod.mil/dodgc/defense_ethics/ethics_issues/refguide_postgovDONapr00.doc) Individuals in the categories described above who seek GOJ employment under the MLC are personally responsible for obtaining prior approval as indicated above. This is not a responsibility of the servicing personnel office or the activity to which the job is assigned. Vacancies will not be held open while applicants pursue approval, and applicant will neither be selected nor permitted to enter into service without written documentation of approval.

(Current as of May 2011)