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INTRODUCTION

Status of Forces Agreement

Under the Status of Forces Agreement (SOFA), the Government of Japan (GOJ) agrees to provide personnel resources necessary for U.S. Forces Japan to carry out essential functions.

The GOJ, through the Ministry of Defense (MOD), is the legal employer of the Master Labor Contract (MLC) and the Indirect Hire Agreement (IHA) employees. Although they are employees of the Japanese Government, they work under the direct supervision of USFJ military and civilian supervisors.

Administration of the MLC/IHA

The Contracting Officer delegates responsibility for the day-to-day administration of the MLC to Contracting Officer’s Representatives (COR) and to USFJ Personnel Officer for IHA at the various military installations in Japan. For civilian personnel matters, the COR and the USFJ Personnel Officer are the Human Resources Officer. The COR and the USFJ Personnel Officer have the responsibility and authority to ensure adherence to the provisions of the MLC/IHA regulations.

Chugoku-Shikoku Defense Bureau (CSDB): CSDB is a bureau of the MOD. IDO is a lower branch of the CSDB.

Iwakuni Defense Office (IDO): IDO is a branch office of the MOD.

Labor Management Organization (LMO): LMO provides administrative support to IDO.

Master Labor Contract (MLC): The contract governing those employees who are used within Japan of the United States Armed Forces. The Government of Japan pays MLC employees their salary. Personnel ordinarily residing in Japan, who are not members of the United States Armed Forces, its civilian components, or their dependents, can be referred for MLC positions.

Indirect Hire Agreement (IHA): The negotiated agreement governing those employees who are used by Article XV Organizations. The Government of Japan also pays IHA employees their salary. Personnel ordinarily residing in Japan who are non-U.S. civilian personnel can be referred for IHA positions.

FILLING POSITIONS

To get your position filled, you should take the following procedures.

1. Prepare USFJ form 186 Personnel Work Order with following information:

   a. Position Information (Position Description)
b. Work Schedule  
c. Area of Consideration  
d. Qualification Requirements  

2. Forward your request to CHRO via Comptroller and *Manpower.  

*For IHA positions: Prepare USFJ Form 31EJ Request for Personnel and forward it directly to CHRO with attachments.

QUALIFICATION REQUIREMENTS  

Supervisors are required to coordinate with CHRO to develop qualification requirements for their vacant positions.  

The CHRO determines qualified candidates based on the qualification requirements provided in the PWO by the activity. CHRO refers only qualified applicants. You should carefully review each application to ensure that the applicant is capable of carrying out the duties and responsibilities needed for the position.

TRIAL PERIOD  

A newly hired employee must serve a six-month trial period in which the supervisor can determine whether or not to retain the employee.  

If a permanent employee is reassigned to your section, that the employee will continue his permanent employment and will not be subject to a new trial period.  

Former permanent employee under the MLC or the IHA hired in the same or similar position whose employment was terminated for reason(s) other than those attributable to the employee or security reasons are not required to serve a new trial period.  

In these cases, the employee cannot be released due to disqualification as could a newly hired employee. It is, therefore, even more important under these circumstances to assure that the employee selected does have the qualifications needed to perform the duties of the position in a satisfactory manner.  

Note: Termination of a trial period employee will require a minimum 30 days advance notice.  

Mandatory Retirement (Advanced Age)  

The employment of an employee who has reached his/her 60th birthday shall be terminated by the giving of 60 days advance notice thereof. Such termination shall be effective only on 30 June or 31 December of each year.
**Post Retirement Employment**

Persons whose employment is terminated under the advanced age provision above shall be employed as Post Retirement Employees for a period not to exceed one year. Re-employment of Post Retirement Employees who request to be rehired without a break in service shall be rehired until they reach the age 65.

**PHYSICAL EXAMINATIONS**

MLC and IHA employees are required to receive pre-employment and annual medical examinations and immunizations such as, general physical examination, chest X-ray examination, etc. Examinations are based on the employee's job requirements. IDO will notify each employee through the activity of the date and place of the examination.

**JOB OPPORTUNITIES**

Vacancy announcements for MLC and IHA employees are distributed to each activity and posted in the CHRO website/SharePoint. Interested eligible employees must submit their applications to CHRO.

**SEPARATIONS**

Separations from employment may be either voluntary or involuntary. Involuntary separations may result from reduction in force, disciplinary/performance problems, or "advanced age" of the employee. An employee who has reached his/her 60th birthday shall be terminated effective either on 30 June or 31 December, whichever is the earliest date following his/her 60th birthday. A voluntary separation results from an employee's resignation. Each employee is required to give a minimum of two weeks advance notice of resignation, and to submit his/her resignation in writing whenever possible.

**EMPLOYEE DEVELOPMENT**

Employee development and training programs is maintained as an integral part of the Civilian Human Resources Management Program, with the objective of improving the operating efficiency of the U.S. Forces. Goals will be both immediate and long range. The specific objectives of the employee development and training programs are to:

a. Attain and maintain efficient employee performance in current assignments.

b. Develop required abilities and skills to utilize new methods, materials and equipment, and to compensate for anticipated skill shortages based on labor market and changing technology.

c. Broaden employee skills and knowledge, and develop employees for higher level duties in accordance with the needs of an organization.
d. Meet mission changes.

e. Motivate employees to perform effectively and to strive for self-improvement and self-development.

f. Increase management competence at all levels.

**Supervisory Responsibilities:**

Supervisors, with assistance and guidance from the CHRO, will:

a. Determine the training and development needs of their employees.

b. Plan to meet these needs on a priority basis either by on-the-job training or by centralized courses.

c. Take action to meet planned needs including the selection of employees needing training.

**ORIENTATION OF NEW EMPLOYEES**

Job orientation is the operating unit's first step in employee development. It is the starting point in increasing the employee's competence. His/her future value to the Marine Corps could very well hinge on what is experienced the first few days on the job. During this time, more than any other, the supervisor has an opportunity to build morale, develop interest and loyalty, and speed up the day when the new employee will reach optimum efficiency.

Important matters that should be discussed with a new employee include:

- Hours of Work
- Performance/Conduct Requirements
- Leave Procedures
- Safety and the Reporting of All Accidents

CHRO provides New Employee Orientation to newly hired employees quarterly.

**PAY AND ALLOWANCES**

The classification of the position determines the base rate of pay. In addition to the base pay, an employee will be compensated as appropriate by the following allowances/special pay:

**Discharge Allowance** - Paid to an employee whose employment is terminated, including RIF, when less than the required 30 days advance notice is given.

**Family Allowance** - Compensation based upon the number and relationship of dependents.
**Special Work Allowance** - Compensation for work situations or duties that are hazardous or involve extreme physical labor. The criteria and procedures are set forth in Section F, Chapter 4 of the MLC

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate (Y)</th>
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</thead>
<tbody>
<tr>
<td>Overhead Work</td>
<td>Y220 or Y320 per day</td>
</tr>
<tr>
<td>Excavation Work</td>
<td>Y560 per day</td>
</tr>
<tr>
<td>Underwater Work</td>
<td>Y310, Y780, or Y1,500 per hour</td>
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<tr>
<td>Railway and Runway Work</td>
<td>Y300 per day</td>
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<td>Extreme Physical Labor</td>
<td>Y375 or Y560 per day</td>
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<tr>
<td>High Voltage Work</td>
<td>Y270 per day</td>
</tr>
<tr>
<td>Heated Minerals and Liquids</td>
<td>Y260 per day</td>
</tr>
<tr>
<td>Poisons</td>
<td>Y210 or Y290 per day</td>
</tr>
<tr>
<td>Explosive Materials</td>
<td>Y250, Y165, or Y85 per day OR Y65, Y50, or Y30 per hour</td>
</tr>
<tr>
<td>Cold</td>
<td>Y130 per hour</td>
</tr>
<tr>
<td>Corpses</td>
<td>Y2,500 or Y620 per day</td>
</tr>
<tr>
<td>Filthy Work</td>
<td>Y270 per day</td>
</tr>
<tr>
<td>Boiler Repair</td>
<td>Y320 per day</td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>Y290 per day</td>
</tr>
<tr>
<td>Weather Conditions</td>
<td>Y345 per day</td>
</tr>
<tr>
<td>Steam pipe Repair</td>
<td>Y320 per day</td>
</tr>
<tr>
<td>Air Hammers</td>
<td>Y260 per day</td>
</tr>
<tr>
<td>Gas, Steam, Dust</td>
<td>Y260 per day</td>
</tr>
<tr>
<td>Firemen</td>
<td>Y310 per dispatch</td>
</tr>
<tr>
<td>Aerial Target Handlers</td>
<td>Y50 per hour</td>
</tr>
<tr>
<td>Jet Engine Noises</td>
<td>Y50 per hour</td>
</tr>
<tr>
<td>Jet Engine Tests</td>
<td>Y50 per hour</td>
</tr>
<tr>
<td>Aerial Bombing and Gunnery Range Guards</td>
<td>Y50 per hour</td>
</tr>
<tr>
<td>Security Dog Handler</td>
<td>Y335 or Y225 per day</td>
</tr>
</tbody>
</table>

**Summer Allowance** - Paid in June to all employees who are on the payroll on 1 June of each year, and to permanent employees whose employment is terminated between 1 through 31 May of that year.

**Year End Allowance** - Paid in December to all employees who are on the payroll on 1 December of each year, and to permanent employees whose employment is terminated between 1 through 30 November of that year.

**Retirement Allowance** - Paid to permanent employees upon termination of employment. The amount is determined by current salary, years of service and type of separation.

**Commutation Allowance** - Compensation based upon the mode of travel and distance from the employee's home to the work site.
**Night Duty Allowance for Communication Employees** – Paid to an employee who is employed in (i) the transmitting and receiving of communications utilizing wire-electric communication equipment, or (ii) technical operations such as testing, adjusting, or repairing of wire-electric or wireless communication equipment, when he/she worked from 2200 hours to 0500 hours.

**Night Duty Allowance for Nurses and Nursing Assistants** – Payment of a night duty allowance is authorized to an employee classified as a nurse or nursing assistant working in a hospital ward only (outpatient clinics and outpatient dispensaries are excluded) during the period from 2200 hours to 0500 hours when such hours are within his regularly scheduled work hours.

**Night Duty Allowance for Public Safety Employees** – Payment of a night duty allowance (i) is authorized to an employee under Basic Wage Table 3 and (ii) is authorized to an employee under other than Basic Wage Table 3 who is assigned to Job No. 99, 100, 101, 102, 103, 227, 319, 2129, or 2368 and engaged in fire protection or security guard related activities. Such employees must work a night shift during the period from 2200 hours to 0500 hours when such hours are within the regularly scheduled work hours.

**Housing Allowance** - Compensation granted to a permanent employee who rents a house, or part thereof, for his/her own use as a principal dwelling, or his/her authorized dependents as a principal dwelling.

**Night Differential** - Premium pay for work during the period from 2200 hours to 0500 hours. Employee will receive, in addition to the straight pay rate, the established night differential rate of 125% for those hours worked during the night differential period.

**Regional Allowance** - Regional allowance is temporary allowance granted to employees in certain areas and is based upon applicable laws and regulations governing payments to National Public Service personnel of the Japanese Government.

**Remote Area Allowance** - Remote area allowance is compensation granted an employee assigned for permanent duty under stated conditions in hardship area.

**Wide-area Transfer Allowance** - Wide-area transfer allowance is allowance granted to employees who are transferred for a certain distance.

**Overtime Pay** - Employees who work outside their regular workweek schedule shall be authorized overtime pay at the straight pay rate, or at the premium rate of 125% of the straight pay rate, depending upon the applicable Basic Wage Table, the number of hours in their basic workweek, and the number of overtime hours involved. Overtime must receive the advance approval of the Comptroller or Accounting Office except for emergency situations.

**Call-Back Overtime** - Employees who are required to work on a nonscheduled workday or at a time outside of, and unconnected with, their scheduled hours of work on a scheduled workday (and who do report) shall be credited with a minimum of two hours of overtime if the work is partially or wholly canceled. However, should such employees work more than the two hours
minimum, this provision shall not apply and they shall be credited with the actual number of 
overtime hours worked.

**Holiday Pay** - Employees who work on a holiday which falls within their regularly scheduled 
tour of duty shall be paid the premium rate of 135 percent of the straight pay rate minus the 
special adjustment amount for the former USFJ differential for such work performed. This rate 
is in addition to the regular pay for the hours worked.

**Non-Work Allowance** - Paid to employees who, for the convenience of the USFJ, are not 
permitted to work during their normally scheduled tour of duty. They are paid 60% of the wages 
to which they would have been entitled had they been permitted to work as scheduled.

**Longevity Step Increase** – A permanent employee who served satisfactorily during the step 
increase period (1 October through 30 September of the previous year) shall have his/her step 
increased by four micro steps on 1 January.

**Payday Schedule**

Employees are paid by the IDO on or before the 10th of each month.

**POSITION CLASSIFICATION**

Jobs classified under the MLC and IHA are under a different grading system from U.S. 
Civil Service positions, but have the same basic principle, i.e., to provide a reasonable basis for 
distinguishing levels of work for pay purposes.

MLC and IHA positions are classified based on the "Job Definitions."

The MLC/IHA categorizes work into five different wages, Basic Wage Table (BWT), as 
follows:

<table>
<thead>
<tr>
<th>BWT 1</th>
<th>Administrative, Clerical and Professional</th>
<th>Grades 1 - 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>BWT 2</td>
<td>Crafts, Trades and Laborers</td>
<td>Grades 1 - 10</td>
</tr>
<tr>
<td>BWT 3</td>
<td>Guards and Firefighters</td>
<td>Grades 1 - 7</td>
</tr>
<tr>
<td>BWT 5</td>
<td>Dental, Medical and Laboratory Technicians</td>
<td>Grades 1 - 5</td>
</tr>
<tr>
<td>BWT 6</td>
<td>Nurses and Nurse Assistants</td>
<td>Grades 1 - 4</td>
</tr>
</tbody>
</table>

You, supervisors/managers, should check to see if each employee’s Position Description 
(PD), which consists of the coversheet and Task List, meets his/her current tasks. If significant 
changes regarding responsibility or additional tasks are found, you need to rewrite the PD.
Basic guideline on revision of PD is provided as follows:

a. You are responsible to decide what duties and responsibilities are to be assigned to each position. You are expected to periodically review PDs; and add, delete or change assigned duties on Task List if the current one does not reflect the actual duties. If there is no substantive change in duties or responsibilities, it is not necessary to revise the PD.

b. Task List must be prepared in as concise manner as possible. It identifies the types of things employees do and may not be all-inclusive like a narrative description.

c. When modifications are made or a new PD is created, submit it with a PWO to the CHRO. The CHRO will take classification action when received.

The CHRO will cooperate willingly with supervisors and employees in providing information on the procedures and in resolving any other problems including classification grievance/appeal procedures formally or informally.

PERSONNEL ACTIONS

Personnel actions include, but are not limited to the following.

Appointment – Employment of a person not currently employed under the MLC or IHA.

Permanent Employment – Change of an employee from limited term or trial period employment to permanent employment.

Conversion

(1) Conversion of a permanent employee (part-time) to a permanent employee (full-time).

(2) Conversion of a Post-Retirement employee (part-time) to a Post-Retirement employee (full-time).

(3) Conversion of a Post-Retirement employee (full-time) to a Post-Retirement employee (part-time).

Promotion – Change to a higher grade within the same Basic Wage Table.

Change to Lower Grade – Change to a lower grade within the same Basic Wage Table.

Reassignment – Movement without a change in grade within the same Basic Wage Table.

Change to Different Basic Wage Table – Movement to a different Basic Wage Table.

Transfer from IHA/Transfer to MLC – Movement of an employee who is employed under the IHA to employment under the MLC without a break in service.
**Transfer from MLC/Transfer to IHA** – Movement of an employee who is employed under the MLC to employment under the IHA without a break in service.

**Transfer** – Movement without a break in service from one competitive area to another.

**Suspension** – Enforced absence from work pending a determination as to an employee’s acceptability for access to a US facility.

**Termination** – Involuntary separation of an employee other than by reduction in force, special separation, medical action, or security discharge.

**Resignation** – Separation at an employee’s request.

**Reclassification** – Change of job title authorized for the position of an employee.

**Temporary Promotion** – Temporary change to a higher grade position in the same Basic Wage Table for a period of 30 days or more, but not to exceed one year.

**Detail** – Temporary change to the same or lower grade position in the same Basic Wage Table or a position in different Basic Wage Tables for a period of 30 days or more, but not to exceed one year. The Basic Wage Table, grade and step immediately prior to the detail shall be applied for base pay of the employee.

**Name Change (IHA only)** – Change of official record of employee’s name.

Requests for personnel action which will or may result in a reduction of wages, or otherwise have an adverse effect on the employment status of an employee, should be forwarded to the CHRO at the earliest possible date, so that advance coordination and consultation with the IDO can be taken to resolve any matters which may have significant labor relations implications.

When a current employee is selected by a different department, transfer of an employee will normally be effective within 15 days from the date of selection. However, the effective date of transfer may be otherwise, but not to exceed 30 days, determined due to operational requirements, and upon agreement of releasing and accepting activities.

**HOURS OF WORK**

The basic workweek for MLC/IHA employees is five 8-hour days each week. Work schedules and changes thereto will be established by the operating organization and reviewed by the COR who will coordinate with the IDO. Supervisors will give employees an explanation of the reasons for the change. A new work schedule should be effective on the first day of the month. Requests for changes in work schedules for MLC employees must be received by the IDO at least 15 calendar days prior to the proposed effective date. This will enable the IDO for consultation before the effective date. IHA requires at least 5 working days in advance to change work schedule.
Employees working more than six but not exceeding eight hours per day are authorized a minimum of 45 minutes off-duty time during such work period. Employees working more than eight hours per day will be provided a minimum of one-hour off-duty time during such work period.

HOLIDAYS

The following sixteen days are established as legal holidays for MLC and IHA employees.

1 January       New Years’ Day
2 January
3 January
3rd Monday of January Martin Luther King’s Birthday
3rd Monday of February Washington’s Birthday
Last Monday of May Memorial Day
4th July         Independence Day
3rd Monday of July Marine Day (effective 1 Apr 2020)
11 August        Mountain Day
1st Monday of September Labor Day
2nd Monday of October Columbus Day
11 November      Veterans Day
4th Thursday of November Thanksgiving Day
25 December      Christmas Day
29 December
30 December
31 December
Employee Birthday Holiday (effective 1 Apr 2018)

For employees whose regularly scheduled rest days are other than Saturday or Sunday, when a holiday (other than 1 January, 2 January, 3 January, 30 December or 31 December) falls on an employee's regularly scheduled rest day, the employee's rest day shall be observed as a holiday and his/her rest day shall be temporarily changed to a different day. Such a change shall be made in advance.

LEAVE

Leave Eligibility for MLC/IHA Employees

◎ With Pay    ☋ Without Pay    X Not Authorized

<table>
<thead>
<tr>
<th>Leave</th>
<th>Limited Term</th>
<th>Trial Period</th>
<th>Permanent</th>
<th>Post-Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>☎</td>
<td>☎</td>
<td>☎</td>
<td>☎</td>
</tr>
<tr>
<td>Sick – Non Duty Connected</td>
<td>☋ X</td>
<td>☎</td>
<td>☎</td>
<td>☎</td>
</tr>
</tbody>
</table>
Annual Leave:

Permanent Employees (Full-time) who have been continuously employed as permanent employees from the previous year and are on the payroll on 1 January shall acquire annual leave of twenty 8-hour-working days on the same day. However, employees who have worked less than 80% of total working days during the previous calendar year shall not acquire annual leave for one (1) year on 1 January. Employees hired as permanent employees (full-time) during a calendar year shall be authorized leave at the rate of 20/12ths of a working day for the month of hire and for each of the remaining months of the calendar year.

Post-Retirement Employees shall accrue annual leave at the rate of one-hour leave for each 13 hours of a regularly scheduled tour of duty projected for the contract year. Leave must be used within the contract year.

Trial Period Employees shall acquire one 8-hour day of leave for each 30 calendar-day period served during their trial period.

Limited Term Employee (Full-time) who has been continuously employed for 6 months from the date of hire and has worked 80% or more of the total working days shall acquire annual leave of 10 days on the date after 6 months.
**Leave Schedule:** Employees shall submit their leave schedules for the year by the 1st of February or within one month of their date of hire as applicable. Leave schedules shall include either one or two alternative dates for each leave period requested.

**Use of Annual Leave:** Annual leave must be used within two calendar years from the date acquired. When an employee does not use annual leave within two years, unused leave shall be forfeited.

**Sick Leave:** The maximum sick leave with pay for any one illness is 90 calendar days. Whether it is the same illness, a different illness of the same nature, or a recurrence, is a matter to be determined on a case-by-case basis.

**Doctor's Certificate:** An employee who is ill and does not report for duty for one or more days must present upon return to duty a doctor's certificate of illness in order to be entitled to sick leave. When such sick leave continues more than 2 weeks, the employee shall submit to his/her supervisor the initial request within 2 weeks, and submit a final request upon return to duty. No medical certificate is required when an employee reports to work and then is sent home for the balance of the day unless he/she stays out for a period beyond the initial day of illness.

Employees those who are still incapacitated at the end of their sick leave period of 90 days, shall be continued on the payroll in a leave without pay status for the duration of their incapacity, not to exceed a period of one year and six months.

**Sick Leave for Menstrual Reasons:** An employee who suffers heavily from menstruation, thereby experiencing difficulty in performing her normally assigned duties, shall be authorized one day of sick leave for menstrual reasons per month without a physician's certificate.

**Pregnancy Leave:** Female employees are authorized pregnancy leave with pay as follows:

a. Prior to birth. Not to exceed six weeks with pay. For a multiple pregnancy an additional period not to exceed eight weeks with pay shall be authorized.

b. After childbirth. Period not to exceed eight weeks with pay.

**Mourning Leave:** Authorized upon the satisfactory proof of death of a spouse or relative by blood, adoption or marriage.

1. Spouse ................................................................. 7 days

2. Relative by blood or adoption
   a. Employee's parent ........................................... 7 days
   b. Employee's child ............................................. 5 days
   c. Employee's grandparent, brother or sister ........ 3 days
   d. Employee’s uncle, aunt or grandchild .............. 1 day
3. Relative by marriage
   a. Spouse's parent .................................................. 3 days
   b. Employee's stepparent ................................. 3 days
   c. Employee's step grandparent or stepchild ...... 1 day
   d. Spouse's brother, sister or grandparent .......... 1 day
   e. Spouse of employee's child, brother, sister, uncle or aunt… 1 day

   The purpose of mourning leave is to permit the bereaved time to attend funeral services and to conform to local custom and practice regarding the mourning period. The time for mourning leave will be computed from the first day of leave as authorized. Authorized periods for mourning leave are in consecutive calendar days.

**Administrative Leave:** Supervisors are responsible for insuring that their employees work a full eight-hour day. Employees are authorized time off without charge to leave or loss of pay for such things as participating in administrative remedial procedures affecting conduct of employees; participating in grievance procedures; involvement in reduction in force; voting in general elections, not to exceed 4 hours; answering a subpoena issued by the Diet, a court, or other public body, or when court attendance is required by the U.S. government; absence due to stoppage of transportation due to emergency causes and inability to report for work because of such stoppage; absence due to earthquake, typhoon, fire or other natural calamity; absence to repair damage to the employee's residence due to natural calamity, not to exceed seven calendar days; absence due to attendance at Health Insurance Society semi-annual general meetings as an officially elected delegate not to exceed seven calendar days in each instance; absence due to quarantine, provided that the employee presents upon return to duty a certificate of such quarantine duly certified by an appropriate Japanese Government Official; duty with the Japanese Reserve Self Defense Force; absence from work at the request of IDO where prior approval of the COR has been obtained on a case-by-case basis; and attending installation Welfare & Recreation Committee scheduled meetings if officially appointed as a member. Questions regarding excusing employees from duty should be referred to the CHRO.

**Leave Without Pay:** Temporary period of absence in a non-pay status granted by the supervisor at the request of the employee.

**Marriage Leave:** An employee shall be authorized marriage leave with pay for a period not to exceed five consecutive days. Such marriage leave may be taken during the period from five calendar days prior to the date of marriage to one month following the date of marriage. The term “date of marriage” may be the date of wedding ceremony or the date of marriage registration, as chosen by the employee.

**Spouse's Childbirth Leave:** An employee shall be authorized spouse's childbirth leave with pay for a period not to exceed two days. The two days of leave need not be consecutive.

**Summer Leave:** Permanent and trial period employees who have worked for a period of three months or more, and Post-Retirement employees, upon request, shall be authorized summer
leave with pay for three consecutive work days taken during the period from 1 May to 30 September.

**Child-Care Leave**: To care for child(ren) of the employee or adopted by the employee who is (are) residing with the employee from the date of birth through the day prior to the first birthday of child(ren).

Reduced Work Hours: Reduction may be made at the beginning and/or end of the normally scheduled work day, by an 30 minutes increment up to two hours a day until the day prior to the third birthday of the child(ren). Remaining worked hours must be at least six hours a day.

The employee shall submit an application for child-care leave or reduced work hours at least one month prior to the commencement date for the supervisor’s consideration.

**Parent's Memorial Leave**: One day with pay per year for each parent to attend a special memorial ceremony within 15 years of death.

**Bone Marrow Donor's Leave**: With pay for the period required NTE 1 day for registration and NTE 7 calendar days hospitalization for bone marrow transplantation.

**Family-Care Leave**: To care for an employee family member, set forth below, requiring constant care over a period of two weeks or more due to injury, illness or physical or mental disorder. Family-Care leave without pay is authorized for each condition requiring a care up to a total of 93 calendar days for each applicable family member.

- Employee’s spouse, including a common law spouse, employee’s or spouse’s parent or employee’s child.

- Employee’s grandparent, sibling or grandchild who is residing with and supported by the employee.

Reduced Work Hours: Reduction may be made at the beginning and/or end of the normally scheduled work day, by an hour increment up to two hours a day for a period not to exceed six consecutive months from the approved commencement date. Remaining worked hours must be at least six hours a day.

The employee shall submit an application for family-care leave or reduced work hours at least two weeks prior to the commencement date for the supervisor's consideration.

**Child Medical Care Leave**: To care for child (ren) of the employee who is (are) injured or ill, or to take necessary care to prevent the child (ren) from developing an illness, Child Medical Care Leave, with pay, for an annual maximum of 24 hours per one child or an annual maximum of 48 hours per two or more children, is authorized upon application by all employees except
daily employees. For an employee whose leave exceeds those limitations, Child Medical Care Leave, without pay, for an annual maximum of 16 hours per one child or an annual maximum of 32 hours per two or more children, is authorized. Child Medical Care Leave is applied to child(ren) of the employee or adopted by the employee who is (are) residing with the employee, under the age for entering elementary school.

**Self-Development Leave:** To study at a college, etc. or participate in an international contribution activity, upon application by permanent employees who have been on the payroll for two years or more, Self-Development Leave without pay may be authorized not to exceed two years for studying at a college, etc. (three years when particularly required to achieve results of studying at a college, etc.) and not to exceed three years for participating in an international contribution activity.

**Social Contribution Leave:** Social contribution leave shall be authorized without pay for a period not to exceed 5 days per year upon application by permanent, trial period, and post-retirement employees when such employees conduct the following social contribution activities, voluntarily and without any reward (excluding activities that only support the employee’s relatives).

a. Distribution of daily commodities and/or other activities which support victims in affected areas or its surrounding areas where a disaster of considerable magnitude occurred by an earthquake, rainstorm, eruption, etc.

b. Activities at medical/protective care institutions for the physically handicapped, special nursing homes for the elderly, and/or other institutions which primarily implement necessary measures for the physically or mentally handicapped, or the injured or diseased.

c. Nursing and/or other activities which support daily lives of those who are constantly having difficulty leading their daily lives due to their physical or mental handicap, or injury or disease, which fall under the activities other than those in subparagraphs a and b above.

**STANDARDS OF CONDUCT**

New employees are informed during initial orientation of the standards of conduct they must follow. They should be periodically advised of these standards by their supervisor. In general, the standards require reporting to work on time, doing a good job, conducting oneself on the job in a manner that reflects favorably on the employee and the command, and prohibition of acceptance of gratuities. Unauthorized possession of U.S. government property or tax-free items is prohibited.

Every effort should be made to prevent situations requiring disciplinary action by: (1) encouraging employees to recognize and fulfill their responsibilities; (2) counseling employees to behave properly; (3) promoting effective employee/management relationships, and (4) imposing, when necessary, appropriate penalties which can reasonably be expected to achieve this objective within each shop or office. Coordinate all disciplinary problems with CHRO.
DISCIPLINE

The objective of disciplinary action is to correct and rehabilitate, not to punish and penalize. After conducting informal counseling sessions and when formal administrative remedial action becomes necessary, contact CHRO to prepare "MLC/IHA Report of Alleged Offense". Formal disciplinary action will not effect without the approval of the CHRO/IDO, since the proposed action requires mutual agreement between USFJ and GOJ. Each report will be investigated to determine whether charges will be filed against the employee. The COR will review and evaluate the report of investigation and determine whether a charge should be filed.

Offenses and Penalties: The offenses for which administrative remedial penalties are authorized will have those penalties imposed within the minimum and maximum specified in the MLC (Ch 8)/IHA (Supp #3) contracts.

Preliminary Step (informal):

Admonition or Verbal Reprimand: Formal procedures are not required for such actions. However, before administering an action, (1) gather all facts; (2) discuss the situation with the employee privately; (3) give definite instructions as to how the employee can correct himself/herself or improve his/her work; and (4) make a brief entry on the employee's record.

Official Actions (formal):

Official Reprimand. An official reprimand is a formal letter to an employee on the subject of misconduct, inadequate performance, or repeated infractions of a lesser nature and corrective action required.

Fine. Temporary deduction in pay not to exceed one half an average day's pay.

Suspension. Temporary non-pay status and enforced absence from work not to exceed three months.

Removal. A removal is an enforced termination of employment for an offense.

All formal action taken on the employee will become a matter of permanent record.

The MLC/IHA contracts also designate "Reckoning Periods" (one year, three years and indefinite in duration), a period of time immediately following the effective date indicated on the MLC/IHA Notice of Remedial Action, during which such offenses will be counted in determining the penalties for subsequent offenses.

GRIEVANCES

A grievance is an employee's expressed feeling of dissatisfaction with specific aspects of employment, working conditions, or work relationships that are outside of his/her control.
It is Marine Corps' policy that employees will be treated fairly in every respect and will be unimpeded and free from restraint, interference, coercion, discrimination, or reprisal in presenting grievances. Further, it is intended that grievances or issues be settled informally, promptly, and equitably at the immediate supervisory level, whenever possible, and in each case the efforts of supervisors and others concerned will be directed toward that objective.

The role of the immediate supervisor when an employee has a grievance is to:

1. Discuss the problem with the employee informally.
2. Get all the facts as well as the remedy sought.
3. Evaluate all essential facts and inform the employee promptly of your decision.

There are four steps in processing a grievance and supervisors are involved primarily in the first step. An employee can present a grievance at the first step in writing. The employee may be accompanied and represented by not more than two fellow employees of his/her own choice. If the employee believes there are valid reasons why an initial presentation of the grievance to the immediate supervisor would be prejudicial, he/she may bypass the immediate supervisor and present the grievance to the next higher supervisor directly. The supervisor shall collect and evaluate all the essential facts and shall inform the employee within six calendar days after the employee has presented the grievance to the next higher supervisor directly. The responsibility rests with the COR in processing the grievance. For IHA employees, the grievance may be submitted to the supervisor above the second supervisor and then to the Commanding Officer.

PERFORMANCE OF EMPLOYEES

Performance discussions (no written ratings are given) serve as the basis for positive steps to bring about improvements in the work efficiency of an organization as well as in recognizing employees whose performance exceeds requirements.

Supervisor’s Responsibility:

1. To ensure that the employee clearly understands what is expected.
2. To discuss performance with employees periodically.
3. To provide help and assistance to marginal/unsatisfactory employees.
4. To consider appropriate recognition for employees who have performed assigned duties in a superior manner.
5. To record dates of discussions and comments on performance evaluation and administrative action taken on the employee's record.

Disqualified Employee:

When it is believed that a permanent employee is disqualified in that he or she does not measure up to minimum job requirements:
1. Supervisor must first give a counseling to the employee. If the employee does not show any performance improvement even after the counseling, the management should develop a performance improvement plan (PIP) for the employee.

2. Supervisor shall contact CHRO to work out the help and assistance program (PIP) to improve the employee's performance.

3. When that has been done and the employee is still incapable of performing satisfactorily, supervisor shall ascertain whether a job commensurate with the employee's skill is available.

4. If such a job is available and the employee consents thereto, he shall be assigned that job.

**INCENTIVE AWARDS**

**Incentive Awards:** Rewarding employees who perform an outstanding job is an important (and one of the most satisfying) supervisory responsibility. Not only does such action give deserved recognition to the outstanding employee, it tends to motivate other employees to improve their performance. A Sustained Superior Performance (SSP) Award is authorized as a monetary award that is calculated as a percentage of the employee's basic pay. The award is to recognize sustained superior work performance for a period of 12 months. Awards for special acts or service are granted to employees to recognize and reward single events of meritorious personal efforts. Special Act award amounts can range up to 40,000 yen. In addition to those monetary awards, Special Step Increase (SSI) can be granted to employees whose performance is exceptional. The SSI gives additional 2 step increase to employees’ regular longevity step increase. Award recommendations must be submitted using USFJ Form12, processed by the Incentive Awards Committee, and approved/disapproved by the Approving Officials.

**TRAVEL**

**Travel Authorization.** TAD request form should be submitted to the CHRO 15 days prior to the departure through the fund approving official. Requests for payment shall be made on form Japanese Personnel Travel Authorization, USFJ 356EJ, and delivered to the IDO for computation of authorized travel expenses.

a. **Advance Payment.** Travel Authorizations for advance payment of travel allowance should reach the IDO as much in advance as possible but no later than 14 workdays prior to the date of departure. Advance payment is authorized for all foreign travels and domestic travels scheduled normally for more than 3 days.

b. **Adjusted Payment.** Travel Authorizations for adjusted payment should be issued and submitted to CHRO no later than 2 weeks after completion of the travel.
**Issuing Officers for Japanese Personnel Travel Authorization**

a. Issuing Officers shall be designated by the COR. Activities should forward a Request for Designation of Travel Authorization Issuing Officer with specimen signature card to the IDO through the CHRO.

b. Issuing Officer is responsible for ensuring that:

1. Travel is essential in the performance of official business,

2. All possible measures have been taken to reduce the number of trips to a minimum, and the most economical mode of travel and accommodations are authorized,

3. Travel is documented truly and accurately on JPTA, and completed JPTAs are submitted in a timely manner to CHRO for delivery to the servicing IDO.

**Domestic Travel**

a. Employees are authorized the following travel expenses for performance of official duty, as provided in MLC or the IHA and at the rates set forth in appropriate tables of MLC Appendix IV or IHA supplement #22.

   Transportation, Per Diem, Lodging Expenses, Boarding Expenses, Transfer and Arrival Expenses.

b. **Official Duty Area.** Travel expenses are authorized at reduced rates for travel within the official duty area. The official duty area of an employee is an area within a radius of 8 kilometers of the work site to which such employee is assigned. The official duty area of the employees assigned thereto is centered on the main gate or entrance of each work site.

   Per diem allowance shall be authorized for each day the employee is in travel status (except for a case when lodging is not required and when the total distance of the travel by road is less than 200 Kilometers). As for one-day travel, per diem allowance shall be authorized for a total distance of 200 km or more.

c. **Daily Rates.** An employee who travels in one of the categories set forth below shall be authorized payment for such travel at the rates set forth Appendix IV of MLC or supplement #22 of IHA in lieu of the regular rates; provided, that the regular rate shall be paid for the days actually spent traveling to and from the temporary duty location and for days at the temporary duty location requiring overnight lodging and provided further that, no travel expense will be authorized for payment for travel within the official duty area or the facility and area to which the employee is assigned where the USFJ provides transportation.
(1) Employees normally engaged in and who travel for work involving surveying, investigations, inspections, civil engineering and repairing (construction and repair of facilities and grounds), or other similar work.

(2) Employees who travel for long period study, training course, or other similar purposes.

(3) Employees whose normal duties require regular travel, such as driver and tour conductor.

d. **Travel as Normal Duty.** Where an employee’s normal duty is driving or otherwise working aboard a vehicle or other means of transport, and where such work and travel is not over 100 kilometers in distance by land, 200 kilometers in distance by water, or 400 kilometers in distance by railway, no travel allowance will be authorized for payment.

e. **Exceptions.** When an employee is on temporary duty at one site for a period in excess of 30 days, computed from the day following the date of arrival at such site, the per diem and lodging expense shall be reduced by 10 percent for each day in excess of 30 days and by 20 percent for each day in excess of 60 days.

f. **Travel by Privately Owned Vehicle (POV) and Rental Cars.** Travel by POV and rental cars in conjunction with official business is not authorized to avoid unnecessary liability to the U.S. Government.

g. **Commercial Taxi Fares.** The actual fares incurred will be authorized for payment based on a written request of the COR to the IDO. Accordingly, the issuing officers will ensure that a travel authorization includes a receipt for taxi fares and reasons why a commercial taxi was utilized. Actual fares will be authorized only in the following circumstances:

(1) Unavailability of any transportation other than commercial taxi.

(2) Unless commercial taxi is utilized, performance of official duties will be hindered under such circumstances as requirements to accompany USFJ supervisors, and/or to carry official documents or voluminous luggage.

**Foreign Travel**

a. Travel expense shall be authorized for payment for foreign travel in an amount to be mutually agreed upon by the Parties using the provisions of Law Concerning Travel Expenses for National Public Servants, Law No. 114, 30 April 1950, as revised, as the basis for determination. The agreed amounts are set forth in Paragraph 4, Section A, Chapter 18, Standing Instructions to the CORs or Attachment 1 to Procedures to Supplement #22, IHA.
SAFETY

All supervisors are responsible for insuring that safe work practices are followed in their respective work areas. Supervisors should arrange periodically for meetings with employees and provide safety lectures at such meetings.

UNIFORMS AND PROTECTIVE CLOTHING

Uniforms and protective clothing will be furnished by IDO to those employees who are required to wear uniforms and protective clothing prescribed for their positions. Supervisors will submit uniform requirements to CHRO.

DUTY-CONNECTED INJURIES AND ILLNESSES

Employees who sustain injuries in the performance of duty may be compensated for treatment of such injury under the Workmen's Accident Compensation Insurance Law of Japan.

Employees should be instructed to report immediately to their supervisors all duty-connected injuries or illnesses, no matter how minor.

When an employee is injured or becomes ill in the performance of duty, send or take the employee to the Japanese Dispensary or local hospital. If necessary, the station ambulance may be requested.

In case of injury, immediately call the LMO (ext 253-3251) and the Safety Office (ext 253-4303 or 6381) for assistance.

Complete form JN/CA-1 "Notice of Duty-Connected Injury for Worker’s Compensation (for MLC/IHA employees) and forward it to the LMO promptly if the employee files a worker’s compensation claim.

RELATIONS WITH ORGANIZED EMPLOYEE GROUPS

MLC/IHA employees have the right to organize, join, or refrain from joining any lawful trade union or other employee groups without interference or coercion.

Periodically, the union may conduct strikes (usually of two hours duration at the start of the work shift). Strikes by our Japanese employees are not illegal as they are for U.S. Civil Service employees. U.S. supervisors and employees are to maintain a posture of neutrality with regards to the union and strikes. In no event should U.S. supervisors or employees involve themselves in any debate or confrontation over union policies or strikes.

Under the indirect hire system of employment, the GOJ, as legal employer, assumes full responsibility for formal relationships with the union. Accordingly, all contacts with unions are by GOJ rather than USFJ officials or supervisors.
Supervisors, however, have an obligation to maintain effective two-way communications with their employees to assure those work conditions and environments conductive to effective employee management relations are maintained. The indirect hire relationship does not change a supervisor's responsibility for discussing any matters that an employee desires to present to management for consideration. Such discussions, however, are directed to the individuals or groups concerned rather than to union representative(s). Employees are expected and encouraged to discuss any matters with which they are dissatisfied, or which they feel should be improved, with their immediate supervisor.