

Administrative Changes to 5AFI 36-101, *Employment and Reporting of Third Country Nationals*
(RCS: USJ-AJ-1)

OPR: 5 AF/A1

Office symbol “5 AF/DPC (374 MSS/DPC)” is hereby changed to “5 AF/A1” throughout the publication.

Reference in paragraph 2, “Director, Fifth Air Force Civilian Personnel” is hereby changed to “Director, Manpower and Personnel, Fifth Air Force.”

1 APRIL 2010



**EMPLOYMENT AND REPORTING OF THIRD
COUNTRY NATIONALS (RCS: USJ-AJ-1)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides for the reporting of hiring of third country national and changes in their status. It applies to Air Force Civilian Personnel Flights and the Army and Air Force Exchange Service (AAFES) in Japan. Employment policies and practices of third country nationals are provided for in CINC-PACINST 12200.1A, U.S. Forces Third Country National Personnel Policy Manual (PACOM).

SUMMARY OF REVISIONS

Changes regulation to instruction. Updates organization designations and office symbols throughout. New or revised material is indicated by a (I).

1. Third Country Nationals. Third country nationals are non-United States (US), non-Japanese nationals. Non-US citizen dependents of military personnel or members of the civilian component of the US Forces in Japan and employees hired under the Master Labor Contract or Indirect Hire Agreement are not third country nationals

2. Reporting Requirements. Civilian Personnel Flights and AAFES will promptly send the subject report to the Director, Fifth Air Force Civilian Personnel (5 AF/DPC) as follows:

- 2.1. When a plan is made to hire a third country national residing in or outside Japan:
 - 2.1.1. Full name (as it appears on the passport).
 - 2.1.2. Nationality and place of hire.
 - 2.1.3. Date of birth.
 - 2.1.4. Sex.
 - 2.1.5. Local address.
 - 2.1.6. Name and address of hiring organization.

- 2.1.7. Previous employment with US Forces.
- 2.1.8. Statement that a qualified US citizen or Japanese national is not available for the position.
- 2.2. When the third country national is hired:
 - 2.2.1. Full name (as it appears on the passport).
 - 2.2.2. Nationality.
 - 2.2.3. Date of birth.
 - 2.2.4. Sex.
 - 2.2.5. Visa status.
 - 2.2.6. Alien certificate number.
 - 2.2.7. Address in Japan.
 - 2.2.8. Position title, grade, and rate of pay.
 - 2.2.9. Name and address of the hiring organization.
 - 2.2.10. Date of hire.
- 2.3. When the third country national is terminated:
 - 2.3.1. Full name (as it appears on the passport).
 - 2.3.2. Organization at which hired.
 - 2.3.3. Date of termination.
 - 2.3.4. Address on termination.

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