

**BY ORDER OF THE COMMANDER
KADENA AIR BASE (PACAF)**

5AIR FORCE INSTRUCTION 36-102



**KADENA AIR BASE
Supplement**

8 JULY 2009

Certified Current 07 December 2016

Personnel

**PERSONNEL ADMINISTRATION OF MASTER
LABOR CONTRACT (MLC) AND INDIRECT
HIRE AGREEMENT (IHA) EMPLOYEES (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of 5th Air Force Instruction (5AFI) 36-102, *Personnel Administration of Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) Employees (PA)*, 17 May 2002. It provides managers and supervisors with instructions for administration of Master Labor Contract (MLC), Indirect Hire Agreement (IHA), and Mariners Contract (MC) employees. It applies to all organizations serviced by the Kadena Air Base (AB) Civilian Personnel Office (CPO) in Japan using MLC, IHA, or MC employees. This publication does not apply to the Air Force Reserve Command or Air National Guard units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the filed through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. This supplement requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, *Secretary of the Air Force: powers and duties; delegation by, and E.O. 9397 (SSN)*. System of Records Notice F036 AFRES A, *Personnel Interview Record*, applies.

SUMMARY OF CHANGE

This publication has been substantially revised and must be completely reviewed.

18.5.Prescribed Forms.KADENAAB Form 1EJ, *Application for Kadena Vacancy Announcement*

KADENAAB Form 1-1EJ, *Continuation of Employment History*

18.6. **(Added) Adopted Forms.** AF Form 874, *Recommendation for Change of Publication*

Chapter 19 **(Added)** LOCAL OPERATING PROCEDURES

Section 19A–**Introduction**

19.1. **(Added) Scope.** This supplement establishes local operating procedures for all units with MLC, IHA, and MC employees serviced by the Kadena AB Civilian Personnel Office, and supplements the basic instruction.

Section 19B–**General**

19.2. **(Added) Internal Recruitment.** Employees applying for positions under the internal recruitment program (Kadena vacancy announcements open to current U.S. Forces Japan (USFJ) employees) will utilize the KADENAAB Form 1EJ, *Application for Kadena Vacancy Announcement* and KADENAAB Form 1-1EJ, *Continuation of Employment History*. The applications must be completed and submitted to Kadena AB Civilian Personnel Office by the announcement closing date to be considered.

19.3. **(Added) Reduction in Force (RIF).** Competitive areas for RIF purposes are established along major organizational chains of command under the highest level organization on Okinawa (e.g., 18 WG, USARG, 10 ASG, 835 Trans Bn, 733 AMS, DeCA, DoDDS, etc).

19.3.1. **(Added) Pre-RIF actions.** To minimize impact and disruption to other organizations, pre-RIF planning actions and placements will be made where possible.

19.3.2. **(Added)** The least senior employee in the same occupation and grade as the position being abolished under the immediate supervisor will be identified.

19.3.3. **(Added)** A pre-RIF search for vacancies for placement consideration for the identified individual will be conducted in the following order:

19.3.3.1. **(Added)** Vacancies under the immediate supervisor in the organization affected.

19.3.3.2. **(Added)** Vacancies within the same squadron or equivalent unit.

19.3.3.3. **(Added)** Vacancies within the same competitive area.

19.3.3.4. **(Added)** Vacancies across competitive areas will be considered last.

19.4. **(Added) Over-hire positions.** Serviced units will ensure they have proper authority and funding approved prior to submission of a recruitment action or extension action of an overhire position. For 18 Wing (WG) units, positions will be subject to the same review requirements as US appropriated fund overhire positions; i.e., approval by the 18 WG Civilian Employment and Cost Management Committee.

Section 19C–**Awards**

19.5. **(Added)** Government of Japan Incentive Awards funds will be allocated on a pro rata basis to 18 WG Group commanders, 18 WG Director of Staff (for Wing Staff Agencies, including 18 Comptroller Squadron), and tenant commanders/directors based on their respective MLC/IHA/MC personnel strength as of 30 June 2008. Commanders/directors will manage and may reallocate and/or use internal award boards, as needed. Additional awards may be submitted to the CPO in January each year, if unused funds are available.

BRETT T. WILLIAMS Brigadier General, USAF
Commander, 18th Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References (Added)***

AFMAN 33-363, *Management of Records*, 1 March 2008