



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #18

PACIFIC

December 22, 2005

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Recruitment of Japanese Master Labor Contract (MLC) Positions

1. All MLC positions that become vacant due to transfer, resignation, retirement or death cannot be filled without authorization from the Japan District Superintendent or his designee. School level administrators need this approval prior to submitting a USFJ Form 11 to the local Human Resource Office (HRO) for recruitment of any MLC employee.
2. If a vacancy is anticipated for any of the above reasons, school administrators must notify the superintendent as soon as possible. At no time can the MLC position be converted to a GS position.
3. A vacancy due to a long term illness may justify over-hire for the position. A request for over-hire must be submitted to the DSO with a justification and the approximate length of the over-hire.
4. The reassignment of an MLC employee from one position to another within the school, e.g., from registrar to library clerk, also requires that a USFJ Form 11 be forwarded to the superintendent for approval.
5. Recruitment actions for a Host Nation teacher must include a requirement for a minimum educational level of a Bachelor of Science degree or its four (4) year equivalent. A diploma or transcript from a Japanese college or university is required.
6. From the date of this policy, only middle school and elementary school Host Nation teaching positions can be filled by Japanese Nationals. High school Host Nation teaching positions must be filled with American citizens who are qualified to teach Japanese language.

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Bruce Derr
Superintendent, Japan