

A banner image showing a snow-capped mountain (Mount Fuji) in the background, a green valley in the middle ground, and a field of pink flowers in the foreground. The text "Camp Zama Japan Pre-Employment Process" is overlaid in white.

Camp Zama Japan Pre-Employment Process

Dear <Sir or Ma'am>

Congratulations on your selection to the position of <Position Title> with <Organization> in <Location>, Japan.

This letter will serve to outline the pre-employment process and what is expected from us, your HR Point of Contact, and what will be expected from you, the applicant, in order to streamline your on-boarding process.

We understand accepting a position overseas is a decision that is not taken lightly, and we are here to assist you with as many questions as we can throughout the process. However, as HR professionals, there may be questions that we cannot answer and we may refer you to your sponsor or selecting official within the organization.

Overseas Salary Information: In the Overseas area, your Base Salary does not include a locality supplement as you will receive in the Continental U.S. However, you may be entitled to Post Allowance. Post Allowance is a Cost of Living Allowance that is paid to eligible employees that may be used to assist in supplementing the Cost of Living in Japan. This allowance is paid in addition to your base salary. Although not included in the overseas salary that has been offered to you in your Tentative Job Offer, that supplement may be available in your Leave and Earning Statement.

Pre-Employment Requirements: There are several pre-employment and overseas requirements that will need to be verified by the HR Office during this process. Additionally, there will be many forms and even some personal documents we may request from you in order to verify your eligibility for certain overseas benefits and entitlements. Listed below are the items that will be requested from you during pre-employment. There will be a checked box next to the items that will pertain to your position. It may be helpful to have these items on hand to expedite the pre-employment process:

Conditions of Employment: On the attached Conditions of Employment document, you may have several items checked that are required to satisfy the requirement for this position. The process for each item checked are listed below:

Top Secret Clearance/Secret Security Clearance/NACI: If you have a clearance already completed and on file, we will have to verify with our local security office if we are able to bring you on-board with your current clearance. If you do not possess a current security clearance, we will have to initiate this process through OPM. You will be required to complete an OF form 306 in order to initiate the clearance process. You may receive a separate email from the Personnel Security Investigation Portal with instructions on how to complete your application.

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Emergency Essential Position – This process will require a pre-employment physical, immunizations, a dental exam and other medical requirements to satisfy this condition. (It may help to speak with your Physician or your local Military Occupational Health Clinic ahead of time about scheduling an appointment). Once all forms have been received and all tests have been completed, your file must be cleared through the Camp Zama Occupational Health Clinic.

Drug Test – This will require an appointment with a Military Facility to complete.

Pre-Employment Physical – This will require an appointment with a Physician to complete, please see the requirement for Emergency Essential Positions above.

Overseas Benefits and Entitlements: In order to verify if you are eligible for overseas benefits and entitlements, we must complete the following processes:

- Dependency Determination** – This process is required if you are planning on moving your family overseas and they are at least 50% or more dependent on you legally and financially. **Please prepare the following forms:**
 - Marriage Certificate (if applicable)
 - Birth Certificates for children (if applicable)
 - Official court documents for adoptions, guardianship etc. (if applicable)
- Exceptional Family Member Program** – This process is required if you are moving your family overseas to determine if Medical Facilities are available to treat any existing medical conditions. **Please be prepared to complete DA Form 5863.**
- Living Quarters Allowance** – This process is required to determine if you are eligible for a Living Allowance while stationed overseas. During this determination, we will be asking for information that is personal in nature such as mortgage statements, utility bills, etc. However, this is necessary in order to determine if you are eligible for this allowance. Please be prepared to submit the following documents if requested:
 - Questionnaire for Overseas Benefits and Entitlements (provided by HR Assistant)
 - Lease agreement to verify residency in the U.S.
 - Residency Certification (Provided by HR Assistant)
 - Utility Bill to verify an active residence in the U.S.
 - Other documents to substantiate eligibility for Living Quarters Allowance
- Renewal Agreement Travel** – If you are currently stationed overseas, we will ask if you have taken or plan on taking Renewal Agreement Travel prior to your Entrance on Duty Date with your current command.

In addition to the above requirements and the forms in Onboarding Manager, we will request your completion of the following additional forms:

Commercial Activities and Private Employment Memo

Department of Army Rotation Agreement

Department of Army Addendum to the Rotation Agreement

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In addition to the above requirements and the forms in Onboarding Manager, we will request your completion of the following additional forms (cont'd):

DA5434 – Sponsorship Program Form

DD1617 – Transportation Agreement

Request for PCS Orders (if applicable)

Through-out the pre-employment process, <HR Specialist> and/or <HR Assistant> will be in contact with you through various means of communication, however we will be here and available to answer any and all questions you may have.

To begin the on-boarding process, attached with this Tentative Job Offer is the Conditions of Employment form which requires your signature and date and return to us. In addition, if this sounds like an opportunity for you, please ensure you accept the job offer through the USA Jobs link that was provided to you in the initial offer message.

We look forward to bringing you on-board to Japan!

